

## PM Feature list

Feature	Description
<b>Project Initialization</b>	
<b>Create Project</b>	Allow to create project by different methods, such as creating from the template, importing from mpp file or creating from scratch.
<b>Define Project Team</b>	Allow to define project sponsors, planners, managers, assistants, team members and approvers and grant appropriate privileges.
<b>Define Project Chapter</b>	Allow to define info such as objectives, stakeholders, assumptions, approaches, high-level scope, high-level schedule and budget ballpark in project charter.
<b>Project Scope Document Mgmt</b>	Support the uploading and easy access of scope-related documents.
<b>Project Library</b>	Support user-define library template for creating a new project library.
	Support auto creation of project library automatically when a new project is created.
	Support linkages of project deliverables to documents in project library so that documents created from a project can be accessed independently from project library.
	Support knowledge mgmt in project library.
<b>Project Planning</b>	
<b>Detailed Project WBS</b>	
<b>WBS Operation</b>	The form of 8thManage WBS is similar to Excel format, in which users can re-arrange the activity sequence, outdent or indent an activity by mouse or shortcuts. The system also supports the import and export of MS project files.
<b>Assign Activity Reps.</b>	Able to assign the responsible person of the activities individually or by bulk replace;
	Allow multiple persons to be responsible for the same activity.
<b>Set Up Deliverables</b>	Allow to define deliverables details of activities/projects, including responsible person, scheduled FD, review and acceptance flow, quality standard etc.
<b>Planning Methods</b>	Support “top-down” and “bottom-up” planning methods; by combination of the two methods, it can better ensure the time restriction as well as the flexibility.
<b>Sub-projects</b>	A project can be inserted as an activity to another project’s WBS.
<b>Critical Path</b>	Critical path activities are visually displayed on WBS and 8thManage supports showing real-time critical path on web page and exporting PDF document.
<b>Gantt Chart</b>	Able to show the Gantt Chart in real-time and allow exporting it into PDF.

Resource Plan	
<b>Resource Type</b>	Allow self-defining the resource type such as internal human resources, external human resources, and non-human resources for the projects; allow self-defining the resources properties.
<b>Resource Working Calendar</b>	Allow defining different working calendars; each project and each resource can have different working calendars.
<b>Key Resource Warning</b>	Conflict or overloading of key resources will be alerted.
<b>External Human Resources</b>	Able to manage the external human resources that participate in the projects.
<b>Resource Skills</b>	Able to self-define needed fields to record all the skills of the resources.
<b>Resource Plotter</b>	The system will list the matched resources that meet the requirements based on resource plotter.
<b>Resource Workload Warning</b>	The workload of a resource can be tracked during resource planning process and any overload can be detected and alerted by the system automatically.
<b>Resource Allocation</b>	Support resource tracking and adjustment request on resource allocation according to the resource's usage.
Deliverable Plan & Quality Definition	
<b>Deliverable Review &amp; Acceptance</b>	Allow to define different review and acceptance flow for deliverables.
<b>Minimum Quality Requirement of Deliverables</b>	Support setting the minimum level of quality control for deliverables on Enterprise/PMO/Project level.
<b>Minimum Quality Requirement of Milestones</b>	Support setting the minimum level of quality control for milestones on Enterprise/PMO/Project level.
<b>Deliverable Completion Methods</b>	Allow to set up metrics to evaluate the quality of the deliverables;
	Support to set up the calculate methods of the completion rate according to the target value and the actual value of the metrics, or according to the review and acceptance status.
Project Budget Plan	
<b>Top-down Budget &amp; Bottom-up Budget</b>	Top-down budget reflects the estimated amount acknowledged by the executives; bottom-up budget reflects the amount estimated by the project team members.
	The system allows to plan the project budget both from top-down or bottom-up ways in order to compare the deviations and provide overrun warnings visually.
<b>Cost Control Rules</b>	Allow to control the project cost in different cost classification levels according to whether the cost control needs to be strict or not.
<b>Cost Classifications</b>	Allow to self-define different cost classifications by enterprise level, PMO level or by each project.
<b>Reserve Fund</b>	Support managing the reserve fund of the project.
<b>Asset Depreciation</b>	Support managing the asset depreciation of the project.

Dependencies Plan	
<b>Dependency Between Activities</b>	Predecessor reflects the execution sequence between activities; dependency reflects the logics between activities.
	When activities are related by deliverables, dependency can control the quality of deliverable before it is transferred.
<b>Dependency Between Projects</b>	The hypotaxisrelation between projects is reflected by parent & children projects; the logic relation between projects is reflected by dependency (the launch of one project depends on the completion of deliverables of another project), which can provide time and quality management.
<b>Dependency Between Activity and Deliverable</b>	Allow the activity to depend on the deliverables of other activities or projects.
<b>Dependency Between Deliverables</b>	Allow to define the dependencies between deliverables.
Project Approval	
<b>Multi-level Approval</b>	Support multi-level approval function (e.g. allow project manager to approve top-level activities, project approvers to approve whole project plans).
<b>Self-defined Approval Flow</b>	Project approval flow can be pre-defined in the system or confirmed by the project manager when the project is submitted for approval.
<b>Re-approval Restriction</b>	Allow to define there-approval control parameters;when some critical goal was changed, such as the cost, scheduled FD etc., the system will require the project to be re-approved automatically.
Project Execution	
Deliverable Mgmt	
<b>Internal Review</b>	Deliverable's responsible person submits the deliverable for internal review; Reviewer reviews the deliverable.
<b>Acceptance</b>	The accepter can accept or reject the deliverables after receiving the deliverables.
<b>Iteration Mgmt.</b>	Allow to manage the deliverables through iteration methods.
<b>Commitment Mgmt.</b>	Allow the commitment management of the deliverables; the commitment process includes commitment-implementation/re-negotiation/commitment breaking.
<b>Unreasonable Dependencies Mgmt.</b>	The system will automatically check and reflect the unreasonable dependencies between deliverables, or between deliverables and activities or projects.
<b>Deliverable Structure</b>	Allow to define deliverable structure through defining the components of deliverables.
<b>Deliverable Completion Feedback</b>	Allow setting up target value of the metrics to evaluate the deliverables.
	The responsible can update the actual value, and the system will calculate the completion rate according to the target value and the actual value of the metrics, or according to the review and acceptance status.

Resource Utilization	
<b>Timesheet</b>	Team members can use the timesheet to record their actual working hours in each project.
<b>Resource Request &amp; Approval</b>	Support the resource request and approval process.
<b>Resource Usage Record</b>	Able to generate the usage records automatically according to the actual timesheet records, able to calculate the project resource costs automatically.
<b>Resource Tracking</b>	Resource tacking feature supports dynamically tracing the resource usage in a project and detecting any overload and resource conflict.
<b>Commitment Mgmt.</b>	Allow the commitment management of the resource allocations; the commitment process includes commitment-implementation/re-negotiation/commitment breaking.
Cost Mgmt	
<b>Expense</b>	The system supports the expense flow management from request to payment delivery.
<b>Cost Classifications</b>	The project can inherit the cost classifications of the PMO or enterprise, or adjust the inherited classifications to maintain its own one.
<b>Budget &amp; Actual Cost</b>	Able to track the derivations between the planned budget and the real cost; able to provide warnings according to the pre-set cost warning rules.
Communication Mgmt	
<b>Requests &amp; Responses (Approval, Review, Acceptance)</b>	When the user raises a request, the user being requested (such as the approver) will be able to receive and respond to it to achieve the purpose of interactions.
<b>Notifications</b>	When the plans are modified, or deliverables are reverted etc., the system will send out notifications automatically (the rules can be self-defined by the user).
	The system will also send out notifications to the responsible persons before the due day.
<b>Escalations</b>	Support to escalate to the leaders automatically if the pending requests are not being handled in due time.
<b>Chat &amp; Forum</b>	Provide online chats and forums for instant communications.
<b>Instant Comments &amp; Emails</b>	Allow team members to add comments for the projects, activities, deliverables, issues etc. online or via email at the same time.
	All the communications including the emails will be captured into the system by time sequences.
	Relevant team members will be able to keep track of the historical communication records when needed.
Dependency Mgmt	
<b>Unreasonable Dependency Detection</b>	Auto detection of the unreasonable dependencies and provide alerts.
<b>Dependency without Review or Acceptance</b>	Auto detection of the dependencies without review or acceptance and provide alerts.
<b>Dependency without Commitment</b>	Auto detection of the dependencies without commitment and provide alerts.
<b>Depend-on-me Dependency</b>	Auto detection of the depend-on-me dependencies, in help of the activity responsible persons to know what projects and whom should the current project be transferred to.

Change Request Mgmt	
<b>Change Request</b>	Allow users to record and handle the change request in the system.
<b>Severity &amp; Urgency Queue</b>	Allow to define the severity of the change requests, provide urgency queue function to manage the change requests and to control the access rights.
<b>Audit Trail</b>	Provide audit trail to record all the changes of the change requests.
<b>Self-define Function</b>	Allow privileged user to self-define the basic information page and management flow of the CR.
Purchasing Mgmt	
<b>Purchase Order</b>	Support the entire procurement process, including raising the PO for approval, record the invoices received from the suppliers, payment requests and approval etc.
<b>Received Invoice</b>	
<b>Payment Request</b>	
Team Building	
<b>Project Work Performance Report</b>	Provide various real-time project analysis reports as a reference during the executions, such as workload summary, quality summary, milestone completion status summary etc.
<b>Reality Checks</b>	Provide reality check functions to collect the comments from the project stakeholders and allow to answer the questions anonymously.
Project Monitoring	
Cost Monitoring	
<b>Earned Value</b>	Use the EVM management method recommended by the PMBOK to monitor the project cost
<b>Top-down &amp; Bottom-up Budget Deviations</b>	The system will monitor the deviations between the top-down and bottom-up budgets dynamically and by real-time.
<b>Cost Overrun</b>	The system will monitor the cost overrunning the approved budget in real-time automatically.
<b>Budget Re-approval</b>	With pre-set rules, when budget being modified, it will automatically trigger the restriction to re-approve the project.
Progress Monitoring	
<b>Dashboard &amp; Warning</b>	Provide project summary dashboard and the alert functions.
<b>Earned Value</b>	Use the EVM management method recommended by the PMBOK to monitor the project schedule.
Quality Monitoring	
<b>Quality Monitoring</b>	The system will keep track of the project quality dynamically by examining the following: uncommitted deliverables, overdue deliverables, deliverables without review and acceptance, rejected deliverables, deliverables with a high rejection rate, the most overdue deliverable etc.

<b>Resource Monitoring</b>	
<b>Resource Overall Monitoring</b>	The system will automatically monitor the overall resource conditions, including overdue resources, unreasonable allocations, overloaded resources, to-be-hired resources, un-committed resources etc.
<b>Resource Effort Analysis Histogram</b>	The system provides resource effort analysis histogram to analyze the total FTE, resource days or resource hours of the planned, requested, approved or actual resources usage.
<b>Resource Effort Analysis Table</b>	The system provide the analysis report to view and compare the FTE, resource days, resource hours of the total resource usage, the resource constraint and the variances.
<b>Different Resource Reports</b>	The system provides different resource reports to help monitoring the resource in different dimensions, e.g. the resource planning report, resource time & cost report, resource allocation & utilization report etc.
<b>Risks&amp; Issue Monitoring</b>	
<b>Risk Detection</b>	Auto detection of the resource risk, schedule risk, cost risk, management risk etc. and demonstrates the risks in the project dashboard.
<b>Risk Mgmt.</b>	Besides from the auto detection of the risk, the system also allows the user to record and monitor the risks found.
	The system supports to plan actions to deal with, reduce or avoid the risk, and supports the whole follow-up process until the risk is relieved or closed.
<b>Issue Handling</b>	Support to keep track of the whole process of dealing with the issues found; including the issue registration, the impact analysis, the actions, actions follow-ups, issues solved and closed.
<b>Library &amp; Knowledge Classifications Mgmt</b>	
<b>Document Library Mgmt</b>	
<b>Library Template</b>	Support the creation of document library templates and the creation of document libraries based on a particular template
<b>Auto-creation of Project Library</b>	Support creating a new document library automatically when a new project is created. It also supports creating a project document library from template.
<b>Document Version</b>	Provide document version management, able to keep track of all the historical versions.
<b>Access Rights Control</b>	Allow different stakeholders and users to have different access rights; able to grant the rights by library, by specific folders or specific documents.
	Provide check-in and check-out controls to avoid concurrent write into the same version of the document.
	All the view,modification, download, check-out actions etc. will be recorded in the access logs.
<b>Document Searching</b>	Allow to search and view the documents by names, knowledge classifications, key words or full-text;
	Allow to search and track documents of different formats including word, excel, ppt, pdf., etc.
<b>Document Flow</b>	Support user-defined document forms and allows the current user to fill in and submit documents of different types for approval.

Knowledge Classification Mgmt	
<b>Knowledge Classification</b>	Allow the user to self-define knowledge classifications.
<b>Document Searching</b>	Allow the linkage of each document to multiple knowledge areas and provides a powerful knowledge-based search facility
<b>Deliverable Searching</b>	Allow the linkage of each deliverable to multiple knowledge areas and provides a powerful knowledge-based search facility
Configurations and Integrations Mgmt. (SVN/CVS)	
<b>Configurations and Integrations Mgmt.</b>	Built-in function to integrate with SVN/CVS for instant usage.
Risk & Issue Mgmt	
Risk Management	
<b>Existing Risk Analysis</b>	Support the identification of existing risks and the analysis of the confidence level of them before the project start.
<b>Risk Mgmt.</b>	The system allows project team members identify, assess, prioritize and record risks and the formulate actions for managing them. The system also records the probability and influence before and after the action to ensure the effectiveness of the actions.
<b>Risk Detection and Reminding</b>	Auto detection of project resource risks, schedule risks, cost risks and management risks and provides extrapolative forecasts to warn people on the systemic risks.
Issue Mgmt	
<b>Issue Recording</b>	Allow to record issue for different levels and objects, such as dependency, deliverable, activity, sub-project, project and PMO.
<b>Issue Linkage</b>	Allow an issue to be associated with a risk and its resolution actions associated with change requests.
<b>Change Tracking</b>	The system will track the impact changes of the issue.
<b>Actions Tracking</b>	The system will track the actions to solve the issue.
<b>Issue Map &amp; Warnings</b>	Provide an real-time issue map for the monitoring and visibility purposes and a automatic alert function for the actions associated with issues.
Re-forecast & Investment Attention	
Re-forecasting Mgmt.	
<b>Schedule Re-forecasting</b>	8thManage supports schedule re-forecasting based on Schedule Performance Index (SPI), present date and mandatory dependencies.
<b>Resources(Efforts)Re-forecasting</b>	Allow to re-forecast the resources(efforts) according to the re-forecasted schedule and the extra resources requests.
<b>CostRe-forecasting</b>	Allow to re-forecast the cost budget according to the actual cost (AC) and the bottom-up budget cost.

<b>Investment Attention</b>	
<b>Investment Priority, Scale &amp; Performance</b>	Provide real-time analysing reports of the investment priority, scale (requested budget, estimated RD, expected ROI) and performance (schedule, cost, quality, management goal) of the projects.
<b>Investment Priority, Scale &amp; Risk</b>	Provide real-time analysing reports of the investment priority, scale (requested budget, estimated RD, expected ROI) and risks of the projects.
<b>Investment Project Type, Scale &amp; Performance</b>	Provide real-time analysing reports of the investment project type, scale (requested budget, estimated RD, expected ROI) and performance (schedule, cost, quality, management goal) of the projects.
<b>Investment Project Type, Scale &amp; Risk</b>	Provide real-time analysing reports of the investment project type, scale (requested budget, estimated RD, expected ROI) and risks of the projects.
<b>Project Close</b>	
<b>Project Close</b>	Support to complete and close the project in the system.
<b>Deliverable Documents Mgmt.</b>	Allow to move all the attachments of the deliverables into specific project folders in the project library.
<b>Resources Release</b>	Allow to release all the requested resources after closing the project.
<b>Project Documents Mgmt.</b>	Allow to move all the project documents into the project library for better managing and archiving.