



# EPM Delivery

# Easily manage project resources with Microsoft EPM solutions

Microsoft Enterprise Project Management (EPM) solutions enable you to allocate financial and human resources to projects that best align with your overall business strategy. By enabling increased employee productivity, faster cycle times, reduced costs and improved time management, EPM helps to provide a positive and sustainable return on your investment.

Microsoft EPM consists of Microsoft Office Project Server and Microsoft Office Project Portfolio Server, which integrate via a bidirectional gateway to provide an end-to-end project portfolio management solution. The gateway enables administrators to link multiple Project Servers to Project Portfolio Server, providing a consolidated view of all projects within the organization.

## The Catapult Benefit

Catapult Systems can help you maximize the benefits your organization receives from implementing Microsoft EPM. Catapult employs a personalized approach to ensure that solutions are implemented and configured optimally to address your enterprise project management needs and map to your vision for improving your Project Management Maturity. We combine your prioritized business needs with our experience implementing EPM solutions. And we work with you to adapt the technology to your business, helping you install, configure, customize, extend and integrate the Microsoft EPM solution that will serve your organization most efficiently and cost-effectively.

## Delivery Approach

Our EPM implementations are uniquely designed to meet your specific goals and objectives. Most implementations leverage a phased approach that begins with an EPM roadmap, which is jointly developed with your team through consideration of your prioritized business needs and your organization's readiness for embracing process and technology improvements.

Catapult's proven methodology helps you effectively implement EPM in their organization. Typical phases include Limited Production Pilot (LPP), Enterprise Deployment and Accelerator.

We recommend the LPP as the first step in a successful deployment of Microsoft's EPM solution. Typical EPM LPP projects can be completed in eight to 10 weeks, but may vary based on scope, complexity, and capability maturity. We find that organizations that conduct an LPP before extending it to the entire organization have the greatest success and foster the quickest adoption rate of the solution across the enterprise.

Catapult's project delivery methodology consists of a five-stage project lifecycle based upon the Microsoft Solution Framework (MSF): Envisioning, Planning, Developing, Stabilizing and Deploying.



The advantage to our approach is that it is flexible enough to adapt to each client's unique needs. For your project, Catapult will build a project plan beginning with the Envisioning phase to better understand internal business processes and how Microsoft's Enterprise Project Management Solution can help facilitate those processes. Within each phase, tangible deliverables will be provided and the project plan will be updated weekly.

At the onset of the engagement, Catapult Systems will conduct workshops with your Project Managers and key stakeholders. These workshops are designed to assist your organization with understanding the functionality and capabilities of the EPM solution and how those capabilities and functionality map to your existing processes and organization. This results in overall consensus of how you wish to use the EPM solution. Information gained will define the scope and priorities for the configuration design and will help us tailor the right level of training required for your team during the deployment. Specifically, we will make sure to review the following features and how your organization may use them:

- Project Center
- Resource Utilization and Availability
- Proposals and Activity Plans
- Project Status Updates and Time Entry
- Issues and Risks
- Outlook integration
- Resource Breakdown Structures
- Enterprise Project Templates

We will review existing project documentation, processes, tools, and standards. We will define functional and technical system requirements and assist with hardware selection (if necessary) based on expected growth, security and performance requirements.

The requirements process is followed by a Guided Design with your core team. This activity is a series of interactive design sessions focused on evaluating tool configuration choices as they are explained and/or demonstrated. The overall Configuration Design process couples traditional whiteboard brainstorming activities with application prototyping. A formal Configuration Design deliverable will be produced and reviewed with the team prior to configuration. Catapult Systems will configure Microsoft Office Project Server 2007 according to the Configuration Design specifications. This includes custom views, fields, and codes as well as custom project templates. We will setup Pilot Team resources in the Enterprise Resource Pool. Training will include topics on Microsoft Project Web Access within Windows SharePoint Services as well as Microsoft Project Professional. Each of these tools makes up the Microsoft EPM solution. Catapult's EPM training format includes a role-based format so that trainers are aware of the content specific to particular audiences. Catapult Systems will also provide training for your Application Administrator(s) in order to demonstrate and evaluate the support requirements of your staff.

The pilot concludes with a user acceptance review meeting, project team survey, and project debrief meeting. We will also provide support documentation for both your technical and functional staff that can be referenced for future phases.

<p><b>Envisioning Phase</b></p> <ul style="list-style-type: none"> <li>• EPM Roadmap</li> <li>• Communication Plan</li> <li>• Scope and Requirements Definition Workshop</li> <li>• Requirements Specifications</li> </ul>	<p><b>Developing and Stabilizing Phase</b></p> <ul style="list-style-type: none"> <li>• Configuration</li> <li>• System Test</li> <li>• User-Acceptance Review</li> </ul>
<p><b>Planning Phase</b></p> <ul style="list-style-type: none"> <li>• Configuration Design Specifications</li> <li>• Guided Design Workshops</li> <li>• System Installation</li> <li>• Training Plan</li> </ul>	<p><b>Deploying Phase</b></p> <ul style="list-style-type: none"> <li>• Custom Training Materials</li> <li>• CEPM-203: Managing Projects Using Microsoft EPM</li> <li>• CEPM-204: Team Member EPM Training</li> <li>• CEPM-302: Microsoft Server Project Administration</li> <li>• Executive Overview</li> <li>• Pilot Team Survey</li> <li>• Project Debrief</li> </ul>



## How can we help you?

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