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SELECTING THE RIGHT PARTNER

This guide is designed to help you **select the right technology partner** for digitalizing key project and portfolio management processes that you have identified as "pain points". It assumes that you have already:

1. Performed a self-assessment to identify critical pain points linked to your profitable growth objective KPIs

2. Determined key gaps in your performance– relative to competitive benchmarks and aspirational goals–that are caused by these pain points

3. Built the business case for investing in a solution to close these gaps by quantifying the return on your investment in digitalization

Now you are ready to select a partner. Your goal at the end of this process is to understand your primary options and arrive at a clear rationale for selecting the right partner. Once this is complete, you will be ready to move on to the next step in your buying process: **Charting your Implementation Roadmap**

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KEY KPIs TO ADDRESS

The best approach to justify your initiative is to base it purely on hard productivity and efficiency benefits to satisfy decision-makers who require a business case based on a financial analysis.

Key impacted KPIs include:

Project Waste

Project waste, which refers to all the non-value-added work that is performed during the lifecycle of a project, is pervasive in most enterprises. Because non-value-added work represents a much larger percentage of project resource consumption than value added work, improving productivity for non-value-added tasks versus value-added tasks, yields a much greater impact on overall project delivery productivity.

Project Cycle Time

The consequence of sub-optimal project cycle times is delayed time to market which results directly in losses in revenue, savings, customer satisfaction, and market share. Optimizing resource utilization and productivity is the key to minimizing project cycle times.

Project Selection Quality

One bad investment decision can dramatically impact profitability and in some (extreme) cases represent an existential threat to the company. Getting "business alignment" right is the most important project selection criterion.

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KEY SOLUTION REQUIREMENTS

TIP USE THIS TABLE TO ASSESS AND ADDRESS THE KPIS AND ASSOCIATED PAIN POINTS THAT ARE NEGATIVELY IMPACTING YOUR PROFITABLE GROWTH KPIs

KPIs (Pain Points)	SOLUTION REQUIREMENTS
Project Waste (Non-Value-Added Tasks)	**CENTRALIZED DATA AND KNOWLEDGE BASE** This is a centralized repository and proverbial "single version of truth" and system of record for project data and documents (including best practices, templates, and reports). It replaces distributed Excel spreadsheets and other desktop applications to ensure consistent data visibility and integrity. And, because all information is stored in a single place, project waste associated with searching for information is virtually eliminated. **GENERAL REPORTS & DASHBOARDS** Once you have your data centralized, it's relatively straightforward to define and generate standard reports and dashboards and share them securely with appropriate stakeholders. Reports can be trusted since access to the system is controlled, information is entered directly, and data roll-ups/aggregations are calculated by the system. Reports conform to a standardized format, so they can be more readily digested and leveraged for decision making. **WORKFLOW AUTOMATION FOR NON-VALUE-ADDED TASKS** Basic project tracking functionality of most tools automates common non-value-added task like timesheet administration, task assignment communication, completion tracking and approvals, and associated alerts and notifications.
Project Cycle Time (Resource Utilization/ Productivity)	**DEMAND MANAGEMENT** In addition to business value, project execution risk (i.e. the risks and consequences of completing projects late and over-budget) should be a major consideration in determining which projects to pursue and a formalized part of the demand management process and project prioritization model. **RESOURCE MANAGEMENT** Having the right resources with the right skills available for your highest value projects working at the maximum utilization rate achievable, is the most impactful approach to optimizing project cycle time. Organizations that are considered low performers in this area waste nearly 12 times more resources than high-performing organizations. **WORKFLOW OPTIMIZATION FOR VALUE-ADDED TASKS** This includes tools for automating structured core project management processes to ensure they are executed in an efficient and repeatable way. This includes standardizing and streamlining proposals, approvals, issue resolution, and project workflows, as well as the ability to quickly generate and share executive level dashboards and reports. In addition, many solutions integrate tools for unstructured communication and information sharing (e.g. context-sensitive threaded discussion and chat). At the center of your workflow optimization strategy should be a centralized knowledge base of best practices, tools templates and lessons learned.

KEY SOLUTION REQUIREMENTS (CONTINUED)

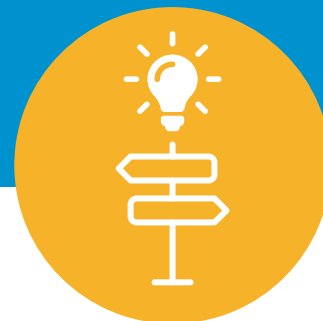| KPIs (Pain Points)	SOLUTION REQUIREMENTS
Project Selection Quality (Business Alignment)	**IDEA MANAGEMENT** In addition to a process for managing and prioritizing demand intake, it is important to have a formal process for collecting and evaluation project ideas to ensure selected projects are the result of only the best ideas leveraging the collective imagination and wisdom of the organization. **PROJECT PLANNING AND PORTFOLIO MANAGEMENT** Demand management functions for project selection evaluation should support business alignment along multiple dimensions, including alignment with strategic programs, portfolios, and initiatives. **DASHBOARDS AND REPORTS** The system should support dashboards and reports that illuminate project priorities (e.g. bubble charts).

SOLUTION REQUIREMENTS OVERVIEW

Here's a graphical view of your high-level solution requirements.

REPORTS AND DASHBOARDS

▶ Standard global and local reports
▶ *Ad hoc* reports

WORKFLOW AUTOMATION & COLLABORATION				
Ideas & Demand	Planning (Portfolios & Programms)	Resources	Time	Issues

CENTRALIZED REPOSITORY

▶ Structured project Information
▶ Unstructured project documentation, templates, best practices
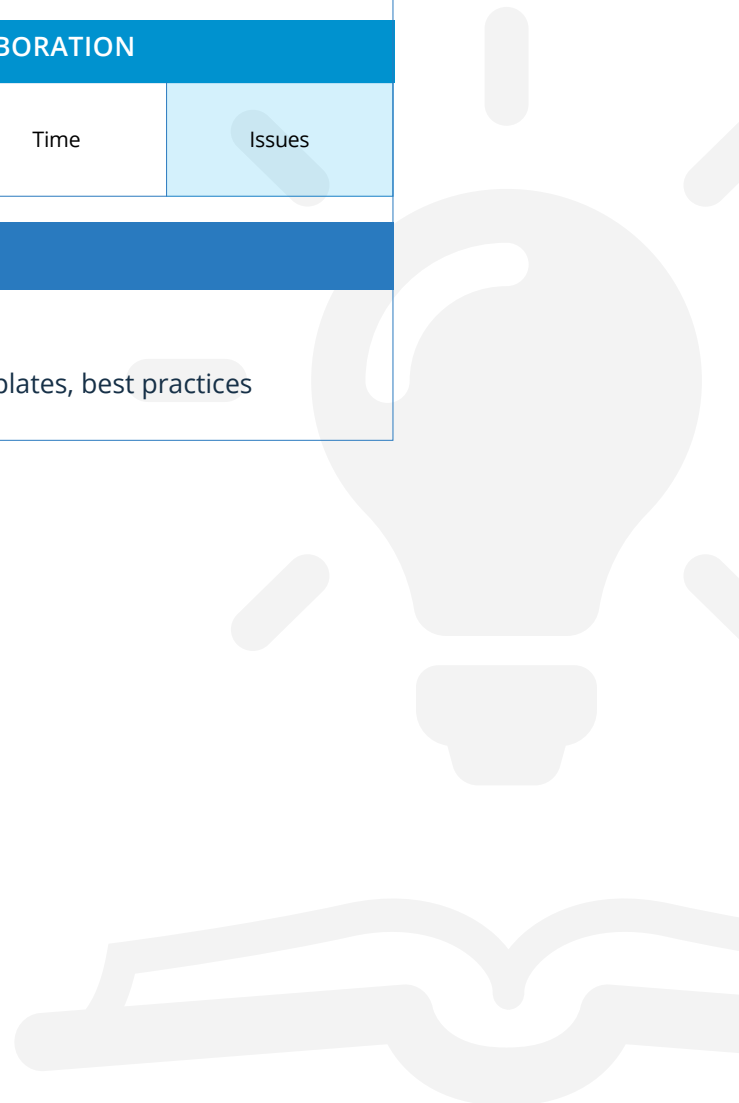
SOLUTION LANDSCAPE

There are several alternative paths you can pursue to achieve the desired benefits which address your key project and portfolio management pain points. They are outlined below.

1 "STATUS QUO"	**2 PROJECT MANAGEMENT TOOLS**	**3 ENTERPRISE PMO SOLUTION**	**4 HIGH-END IT PPM**
This option assumes you have not invested in a project and/or portfolio management application and rely on a combination of desktop tools (MS Excel, Project, PowerPoint) to track projects and create reports, email for workflow and share drives for document management.	This option is for organizations focused on facilitating collaborative project team execution, and not concerned with having rich functionality and a growth path in areas like portfolio, resource and financial management.	This option assumes there is a formal project management function (e.g. PMO) and leadership. It provides a flexible platform for planning and executing multiple project types (i.e. not just IT) and can accommodate and provide a growth path for organizations at different levels of maturity.	This approach suits organization with a high-level of IT PPM process maturity that seek the most robust/granular functionality in areas (like resource and capacity management) that are particularly important in IT project-focused environments.
WHY CONSIDER THIS APPROACH			
This option makes sense for organization that have a low volume of repeatable projects and/or lack the budget to invest in a purpose-built tool for coordinating project teams.	Tools that are not designed to transverse the spectrum of PPM maturity levels tend to be the easiest to use and may have the nearest-term business impact and ROI.	This option provides a balance of usability and robust functionality, as well as project team and executive-level portfolio management for organization looking for a growth path.	Consider this approach if you are looking for the most sophisticated solution for IT PPM and you have ample flexibility in terms of budget and time-to-deployment.

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	1 "STATUS QUO"	2 PROJECT MANAGEMENT TOOLS	3 ENTERPRISE PMO SOLUTION	4 HIGH-END IT PPM
Idea & Demand Management	★	★★	★★★★	★★★★
Project Planning & Management	★	★★	★★★★★	★★★★★
Time Management	★	★	★★★★	★★★★
Resource/Capacity Management	★	★	★★★★	★★★★★
Project/Program Portfolio Mgmt.	★	★	★★★★★	★★★★
Collaborative & Structured Workflow	★	★★★★★	★★★	★★★
Dashboards & Reporting	★	★★	★★★★★	★★★★★
Usability	★★★★	★★★★★	★★★	★
Multiple Project Type Support	★	★★★	★★★★★	★★
TCO	★★★★★	★★★★	★★★	★

PARTNERING WITH SCIFORMA

Sciforma is a leading PPM solution provider for the Enterprise PMO use case. It provides a flexible platform for managing multiple project environments including IT, NPD/R&D, and capital projects, and is functionally scalable to accommodate various maturity levels. Sciforma has been designed to address key pain points which directly impact PMO Objectives/KPIs that align with the core C-level objective of achieving profitable growth. This includes automating non-value-added work to eliminate project waste; optimizing resource and capacity utilization to minimize project cycle time; and driving business alignment to maximize project selection quality.

The system supports multiple languages and can be deployed on premise or in the cloud.

Here is a brief overview of Sciforma differentiators in the key functional areas that support the PMO objectives/KPIs outlined above.

SCIFORMA PPM - DIFFERENTIATORS

	SCIFORMA DIFFERENTIATORS
Demand Management	» Drive decision process via workflow from ideas and change requests, to business cases, to projects and products to ensure process is streamlined and connected. » Utilize/share persistent fields and scoring criteria across idea, business case, and project stages to maintain continuity of the assessment process. » Track sources of project ideas and requests to ensure business alignment. » Leverage project-type-specific templates and configurability to ensure process is culturally-suited for each project community (e.g. IT PPM vs NPD teams). » Facilitate collaborative decision-making, project history tracking and stakeholder communications with notes/comments tracking across the project lifecycle.
Project Planning & Management	» Work in methodology of choice while leveraging global and holistic business intelligence via common reporting services, including the "Critical Chain" methodology and integrated or hybrid methodologies (e.g. projects that integrate "Waterfall" and" Agile" projects). » Use a powerful all-in-one Gantt view to manage the project critical path, assignments, financial transactions, deliverables, and risks. » Delegate a subset of project activity to a local "work package manager", including the ability to create contracts that formalize the relationship between project managers and work package managers by specifying time frame, cost, and deliverables.
Time Management	» Leverage advanced features including calendar management and fully-featured weekly or monthly timesheets with a two-step approval workflow » Facilitate tracking time spent on support, maintenance or continuous improvement by pinning unplanned activities over time. » Integrate with the Agile activity log to manage versioning (e..g prevent double entries from team members working in the Agile environment).

	SCIFORMA DIFFERENTIATORS
Resource/Capacity Management	» Separate project manager role (i.e. resource requester) from resource manager role (i.e. resource allocator) to ensure resource management process efficiency. » Manage soft and hard bookings of resources across multiple projects. » Cross-functions resource utilization dashboards » Seamlessly allow for a resource to be replaced when a team member is no longer available (e.g. leaves the organization) accounting for task assignments across projects and actual versus remaining effort calculations.. » Address resource management challenges with a flexible project structure model and a contract-based process with audit trail capabilities. » Get real-time snapshot of resource allocations and instant gap analysis between both requests and allocations and allocations and assignments.
Project/Program Portfolio Management	» Simulate multiple scenarios (with task-level drill down) across multiple portfolios and compare scenarios versus active project portfolios. » Monitor project progress using a cross-methodology portfolio status overview dashboard with Kanban views for easy updates. » Leverage "Smart Folders" to consolidate and manage work items, including issues, actions, change requests, risks, lessons learned and documents.
Collaborative & Structured Workflow	» Collaborate more effectively with completely redesigned work management capability featuring Inbox and Kanban views for managing issues, actions, deliverables, risks, etc. » Seamlessly associate and link issues, actions, deliverables, risks, with business cases, projects, products, programs, and portfolios.
Dashboards & Reporting Services	» Make key projects metrics available to upper management in clean, clear dashboards and reports (with no fee for read-only users).

SUMMARY

There are several solution options available to you for digitizing and automating key project and portfolio management process to execute projects and portfolios more efficiently (by reducing waste and increasing productivity) and more effectively (by improving project selection quality and business alignment). However, some solutions, while providing a quick fix, do not provide a growth path for teams that plan to grow and mature their teams and processes. Other high-end solutions, may be too expensive and take to long to implement to achieve user acceptance and realize the benefits of the more complex functionality.

For most project management offices or functions, Enterprise PMO platforms like Sciforma, provide an optimal balance of usability and robustness, and portfolio level and project level capabilities. For executives and PMO managers, it provides rich strategy and portfolio planning facilities, and for team members it offers state-of-the-art tools for project collaboration and task execution. As such, solutions like Sciforma, often make the most sense from a technology deployment risk-reward perspective.

Perhaps more important than choosing the right partner from a technology perspective is choosing a partner with a proven track record of successful implementations. Make sure you select a partner that provides an array of services and flexibility in its sales, delivery, and on-going support approach to ensure your success

Take the next step ❯

The next step in your buying journey will help you with the process of charting your implementation roadmap.

Charting your Implementation Roadmap ❯