

Web-Based Project Management System

With PKS NETPlan® and an Internet connection, your entire project team will be working in a virtual office. Whether you are working on projects in Berlin or Sydney, all the people involved will be kept up to date at all times.

In order to manage the exchange of information efficiently, from the start of the project until its completion, PKS NETPlan® is designed as an ASP (Application Service Provider) solution for immediate use. Professional security measures ensure that your information is protected from unauthorised access.

The right information, at the right time, in the right place!

Our experience and the practical demands of the office have quickly turned PKS NETPlan® into a flexible communications system.

The intuitive way in which the PKS NETPlan® system modules can be operated has contributed to its success as a market leader among communications systems.

The way in which the modules have been designed reflects the broad range of ways in which they can be used. From correspondence, document and planning management (standard), the seamless monitoring of meeting protocols and work tasks (P) to cost-oriented contract, contract amendment management (CA) and the efficient monitoring of faults (F),

PKS NETPlan® offers a platform which is able to cope with a huge range of demands.

PKS NETPlan® Support

- ◆ Design of the best communications structure for your project at short notice
- ◆ Induction training for your project team
- ◆ Direct training at the workplace and telephone coaching
- ◆ Maintenance and upgrades of the system
- ◆ Concept, structure and management of the project organisation in terms of technical services
- ◆ Consultancy services for project-specific office management

PKS NETPlan® Service

- ◆ Centre of competence for qualified data recording
- ◆ Training centre in Frankfurt am Main
- ◆ Hotline 01805/6387526
(Monday to Friday from 8 am to 6 pm)

PKS NETPlan® System requirement

- ◆ Browser (Internet Explorer)



Document Management

PKS *NETPlan*® Your solution for professional document management

PKS *NETPlan*® - correspondence“

This module contains all your project documents in other words, your letters, emails and faxes. These are distributed within the project team using work assignments which you can adapt individually to your project. For individual documents or groups of documents, working procedures can be established which specify the way the documents are processed within the project team. You decide whether it is absolutely necessary to complete the project stages in the planned order, or whether parallel processing is also possible. During processing, each user sees the results which have already been recorded by other members of the project team, and can either enter their contributions in line with them or discuss them with their colleagues. This is real documented project communication.

Working procedures can also be specified as defined workflows. They can be called up by the people involved in the project, but can only be modified at the request of the administrator. This function makes it possible to develop quality management system procedures, for example. Additional employee training measures may then no longer be required when the procedure is modified.

All work tasks can be created with a completion deadline. The colleague processing a task is reminded about it in good time before the deadline is due, if they have not already completed it. When the deadline has passed, a warning is sent to the colleague responsible for missing it. If required, the person who requested the task can also be informed.

PKS *NETPlan*® offers the following for your project:

- ◆ Up to date information
- ◆ Clear summaries
- ◆ Structure
- ◆ Transparent processes
- ◆ Deadlines met
- ◆ Secure flow of information
- ◆ Structure data and document storage
- ◆ Pooled information exchange
- ◆ Cost savings
- ◆ Time savings
- ◆ Data security
- ◆ Process-related information
- ◆ High level reporting

◆ Individual structure - made easy

„System features“

- ◆ Display of the complete project structure and project plan (also hierarchical)
- ◆ Additional option of using individual, user-related structures (individual setting feature)
- ◆ Consistent issuing of legal and access authorisation ensures confidentiality
- ◆ Role principle used throughout makes staff changes possible (individual setting features)

„Project-diary“

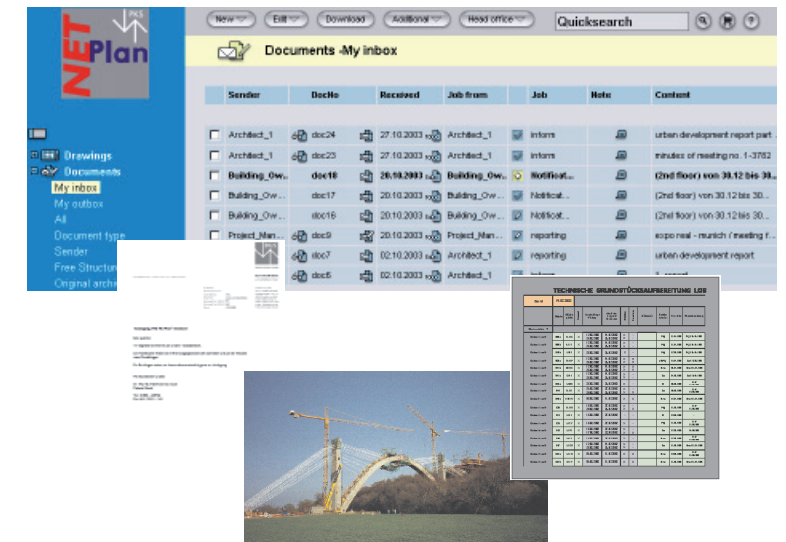
Limited term tasks are transferred to your project diary, where you can also call up requests to attend project meetings or other important project dates. You can use the diary to improve your time management, thanks to the clear display of appointments already made.



◆ Your virtual mailbox - always the latest information

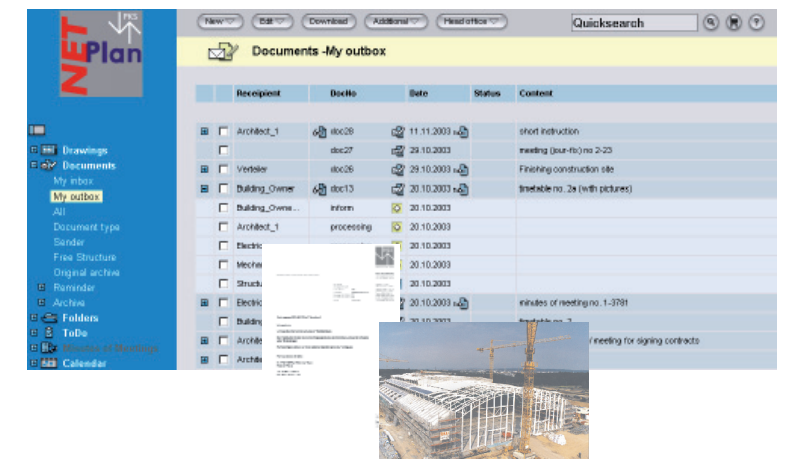
„My inbox“

Here you are offered an overview of all the documents you have received, with information about the sender and date, and a brief summary of the content and the type of task. The symbols provide a clear indication of the current status. You can use the note function to add your comments regarding individual documents. You can redisplay documents which you do not wish to deal with immediately, or which you wish to be handled by somebody else, at a later date using the „Redisplay“ function. You can move documents which have been dealt with, and which you wish to remove from the incoming list, into the filing tray.



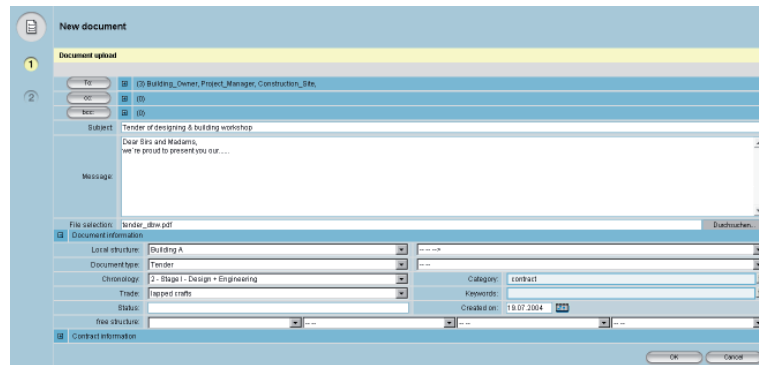
„My outbox“

This area contains the documents you have sent, with information about the recipient, the date, and a brief summary of the content. Symbols indicate the current status.



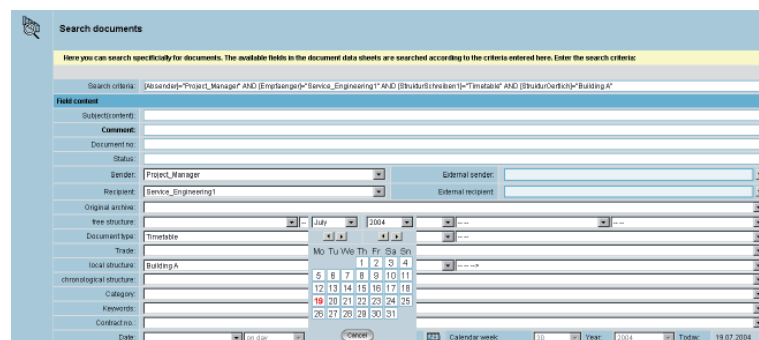
◆ Uploading documents - achieve your aim with just a few clicks

◆ Project documentation - calling up in seconds



„Upload my correspondence“

Your files, emails and scans are stored in a structured way in the database and distributed for further processing. You can relate your documents to each other by creating links (response, addendum etc.). The use of defined, project-specific workflows optimises your working procedures. Contract-related data can be transferred to the „Contract management“ area.

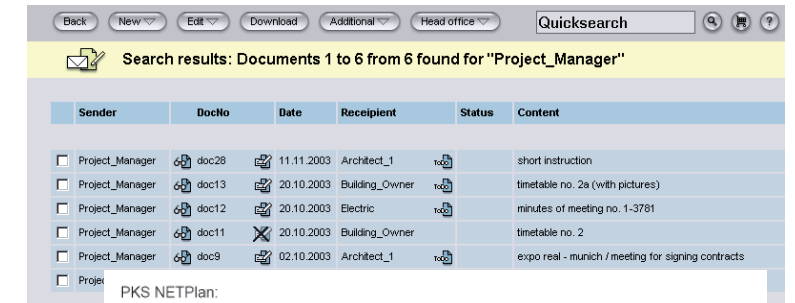


„Search engine (research)“

A search engine with extensive research options saves time when searching for documents and related processes.

„Search result“

Numerous filters support different selection criteria. The search result can be printed as a clear list, and the result can be transferred to different areas (e.g. folders) via a „shopping cart“.



PKS NETPlan:
List of documents
Search: "Project_Manager" Date: 19.07.2004

Sender	Created	Recipient	Status	Content
Project_Manager	doc8	02.10.2003	Architect_1	timetable no. 1
Project_Manager	doc9	02.10.2003	Architect_1	expo real - munich / meeting for signing contracts
Project_Manager	doc11	20.10.2003	Building_Owner	timetable no. 2
Project_Manager	doc12	20.10.2003	Electric	minutes of meeting no. 1-3781
Project_Manager	doc13	20.10.2003	Building_Owner	timetable no. 2a (with pictures)
Project_Manager	doc28	11.11.2003	Architect_1	short instruction

„My folders“

The virtual folders consist of project documents (written documents/plans) which can be stored in well-organised subdivisions (records). You can update modifications to document versions simply by clicking on the mouse. Naturally, you can distribute your folders to other people working on the project with all the normal functions (email, deadline, tracking).

