

Standard Features

ProjectTools subscriptions provide valuable standard features that support projects. ProjectTools standard features are available to each user to complement core application functions and business processes. Utilize the modules below to increase top-down visibility, communication, accountability and further integrate project teams and information.

Administration Manager

ProjectTools Administration Manager allows instance administrators to configure and maintain project settings. Manage users, permissions, numbering formats, and other configurations to ensure standard processes and proper execution.

Key Features:

- Maintain global and project address books
- Create and manage projects and users
- Define global and project user permissions
- Apply configurations and components from other projects
- Define numbering formats and naming conventions for:
 - Project - Transmittals - Purchasing - Documents
 - Correspondence - Work Breakdown Structures

Time and Expense

ProjectTools Time and Expense provides time logging and management infrastructure to ensure project control. Teams can log time and expenses and management can review, approve, report on labor and expenses. Management teams can define thresholds.

Key Features:

- Log time and expenses online
- Define and enforce approval workflows
- Ensures time is logged to valid budget items
- Ensures budget adherence
- Produce detailed reports by staff, budget item(s), change order(s), CTR(s), etc.
- Integrate with cost and accounting*

*Financial Interface integration required

Action Items

ProjectTools Action Items provides users and administrators tools to create, assign, and report on action items to promote meaningful dialogue and maintain accountability. Action items are assigned to specific users, communicated through the task manager, and overseen by the action items coordinator.

Key Features:

- Maintain Project Action Item and HSE Registers
- Tracks action item progress and closeout
- Maintains personal responsibility and schedule adherence
- Refer to resolutions in the Project Decisions Register
- Engage clients in HSE dialogue

Continuous Improvement

ProjectTools Continuous Improvement provides convenient tools to submit lessons learned to facilitate continuous improvement, best practices, and knowledge share.

Key Features:

- Maintains Lessons Learned Register
- Tracks due dates and responsible parties
- Maintains personal responsibility and top-down visibility

Performance Analyzer

ProjectTools Performance Analyzer provides convenient tools to submit, manage, and follow up on project and supplier performance.

Key Features:

- Manages:
 - Commendations - Concern Reports
 - Non-Conformance Reports (NCR's) - Corrective Actions
- Print and track signed documentation
- Track and report on issue closeout