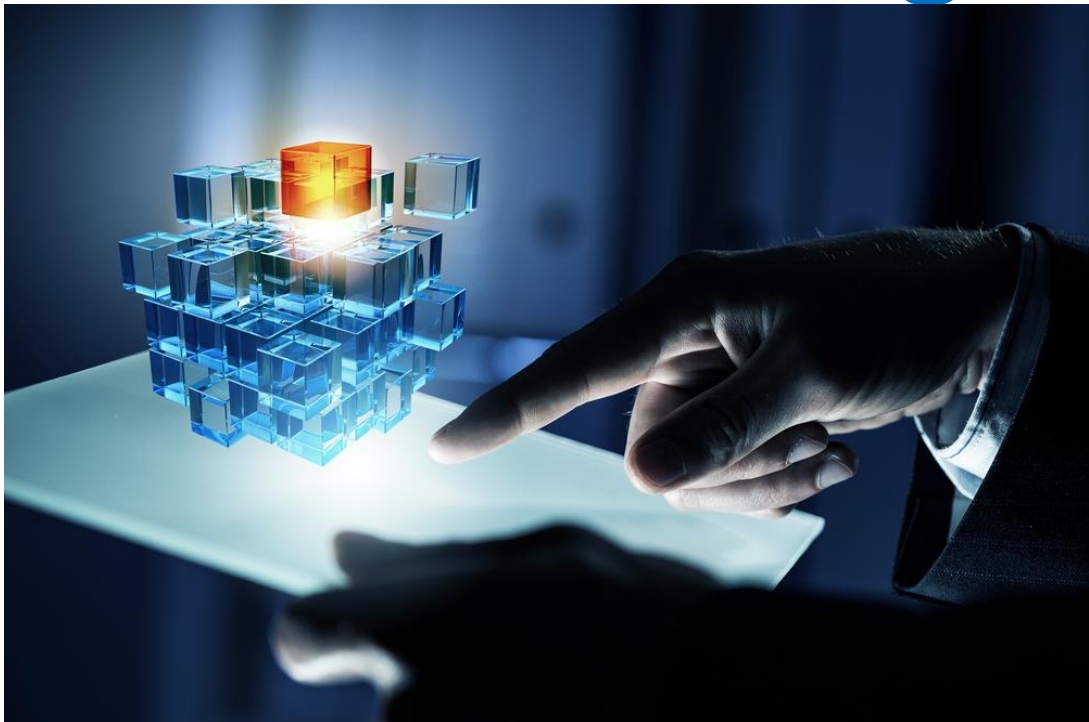




Portfolio Manager



in cooperation with



KEON SOLUTIONS
Exceeding Expectations

Key Features

The **Conessent Portfolio Manager** combines best-practice experience in the area of project and portfolio management with a modern and easy-to-use web technology. The main focus lies on a most flexible organization and grouping of projects and an efficient financial, capacity and milestone planning.

The **most important features** of the Portfolio Managers:

- fully integrated in the SAP¹ landscape
- easy-to-understand handling
- multi-functional views
- flexible structuring of portfolios and projects
- central project list with bucket explorer
- dynamic and customer-specific attributes
- financial planning:
 - monitoring plan/forecast vs. budget vs. commitments/actuals vs. revenues
 - calculation of available budget
- capacity planning:
 - monitoring planned/forecasted vs. approved vs. committed/confirmed capacity
 - calculation of available capacity
- customer-specific milestone planning:
 - monitoring planned vs. due vs. actual dates
 - calculation of remaining time / delay
- target and roadmap planning, alignment with current project data
- management cockpit with charts and overviews to control status, timeline, budget and capacity
- reporting incl. export to Microsoft Excel²
- document management (customer-specific enhancement)

¹ SAP is a registered trademark of SAP AG

² Microsoft and Excel are registered trademarks of Microsoft Corporation

Fully integrated in the SAP Landscape

The Portfolio Manager is a highly modularized, web-based consulting solution and fully integrated in the SAP ERP environment with the option of customer-specific adjustments resp. enhancements.

The communication with the SAP systems is done by using standard functions (BAPIs/BADIs) via RFC³.

Easy-to-understand Handling

The handling of the Portfolio Managers refers to the requirements of an easy and intuitively understandable user interface with compact screens to be called via tabs.

The main functions are integrated in the screens and can be activated by buttons.

Rarely used functions are available under the tab 'Administration'.

The analysis is done by Excel-like reports, whereas the content can be stored locally for further processing.

Multi-functional View

Distinct requirements on project and portfolio management can be accomplished by using different portfolios and project types. By this infrastructure or IT projects can be operated as well (and in parallel) as the management of sales activities and product developments.

At this a project can be assigned to different portfolios at the same time, so that a multi-functional view can be achieved (e.g. production and sales).

The project's attributes are defined customer-specifically depending on the project type and can be added and changed at any time including the position on the screens.

³ Remote Function Call

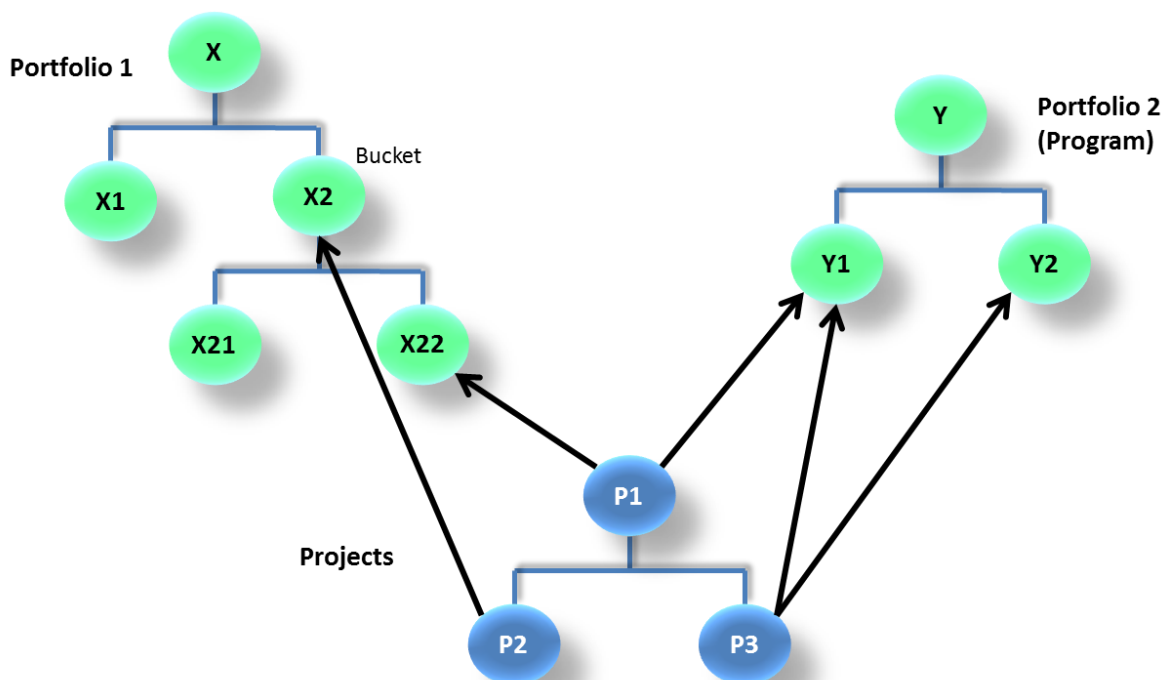
Structure

A **portfolio** consists of hierarchically structured **buckets** with yearly targets for financial and capacity planning.

Projects can be assigned on every level of the bucket structure⁴, whereas a project can be assigned to multiple buckets resp. portfolios (multi-functional view).

Portfolios can also be used to fix **programs** with positions.

A project can include **sub-projects** and be assigned itself as a sub-project to another project. At this each project is independent and can be assigned to a bucket different to the sub or upper project.

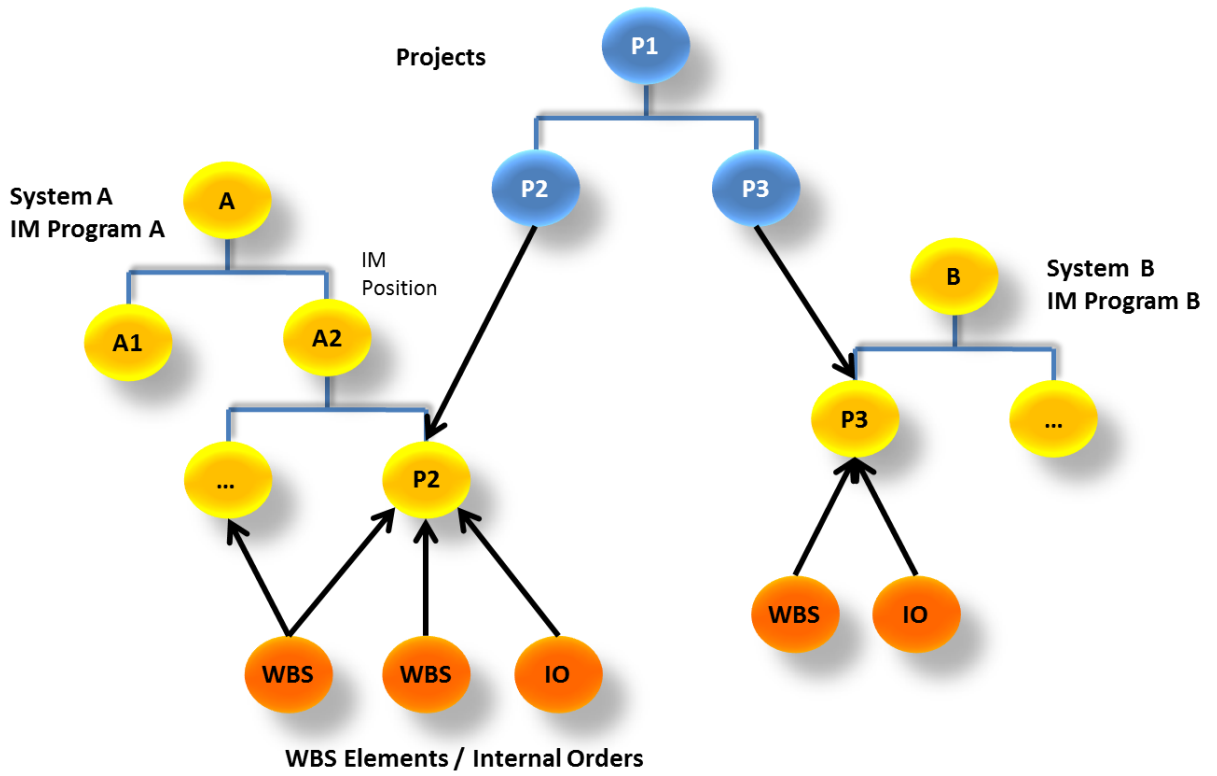


On demand a corresponding **IM position**⁵ can be created in the SAP ERP system and provided with budget. During realization the IM positions are connected with e.g. **internal orders** or **WBS elements**. By this the commitments, actuals and revenues will be returned.

By using structures with sub-projects **different and heterogeneous SAP systems** (e.g. in different countries) can be connected.

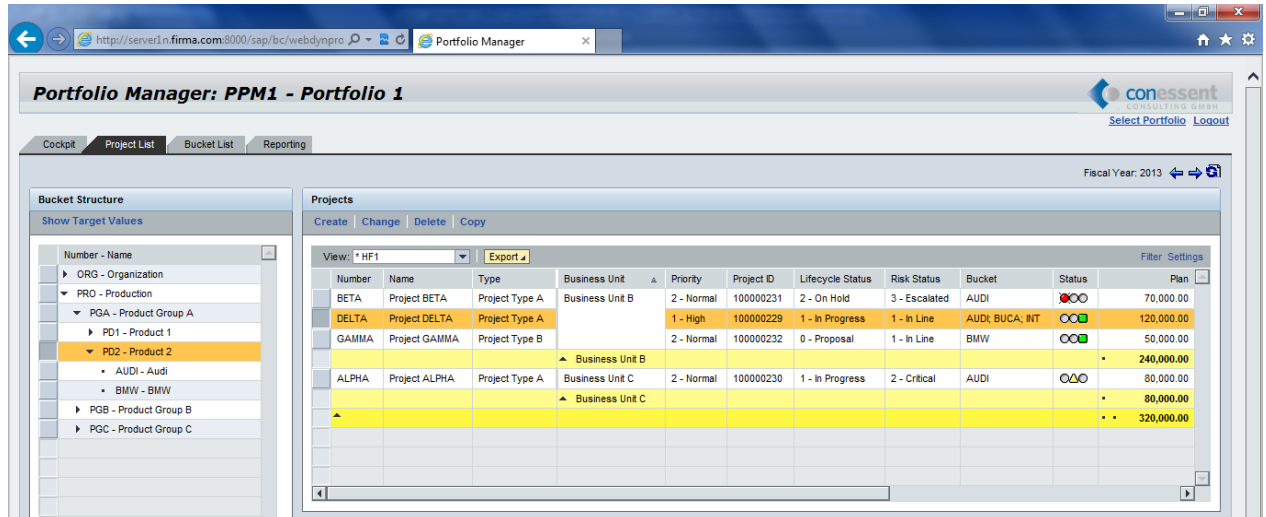
⁴ not only at the end nodes!

⁵ IM = Investment Management



Project List

By the central project list a user has access to projects assigned to him.



Number	Name	Type	Business Unit	Priority	Project ID	Lifecycle Status	Risk Status	Bucket	Status	Plan
BETA	Project BETA	Project Type A	Business Unit B	2 - Normal	100000231	2 - On Hold	3 - Escalated	AUDI	⊗⊗⊗	70,000.00
DELTA	Project DELTA	Project Type A		1 - High	100000229	1 - In Progress	1 - In Line	AUDI, BUCA, NT	⊙⊙⊙	120,000.00
GAMMA	Project GAMMA	Project Type B		2 - Normal	100000232	0 - Proposal	1 - In Line	BMW	⊙⊙⊙	50,000.00
Business Unit B										240,000.00
ALPHA	Project ALPHA	Project Type A	Business Unit C	2 - Normal	100000230	1 - In Progress	2 - Critical	AUDI	⊙⊙⊙	80,000.00
Business Unit C										80,000.00
										320,000.00

In the left part of the screen the user can **navigate along the bucket structure** using an explorer, in the right part he sees the projects assigned to the marked and underlying buckets⁶.

Out of the project list **new projects can be created and existing projects can be changed or deleted**. On demand projects can be copied.

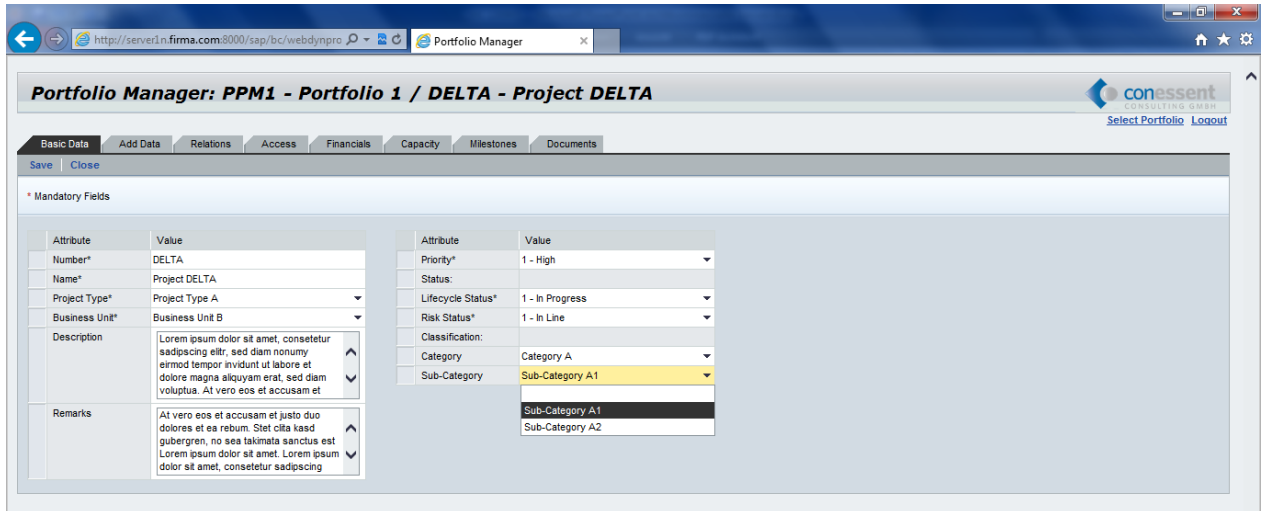
The **layout** of the project list can be altered user-specifically (e.g. selection, sequence and sorting of the columns including intermediate sums and filters); in addition the data can be exported to Microsoft Excel.

On demand the **target values** fixed on the buckets (see target and roadmap planning) can be displayed and compared with the financial values of the assigned projects (see financial planning).

⁶ if called for the first time, the top bucket is marked automatically, so that all projects are displayed

Project Attributes

The project's attributes are entered in **dynamically configured screens** depending on the project type and differed in basic and additional data.



Aside free entry it is possible to select single or multiple values from a list or to edit long text fields. On demand the fields resp. values can be made interdependent (e.g. the sub-category 'X3' can only be selected, if the category 'X' was selected before).

In case of free entries the format can be proved during saving (e.g. 3-place numeric).

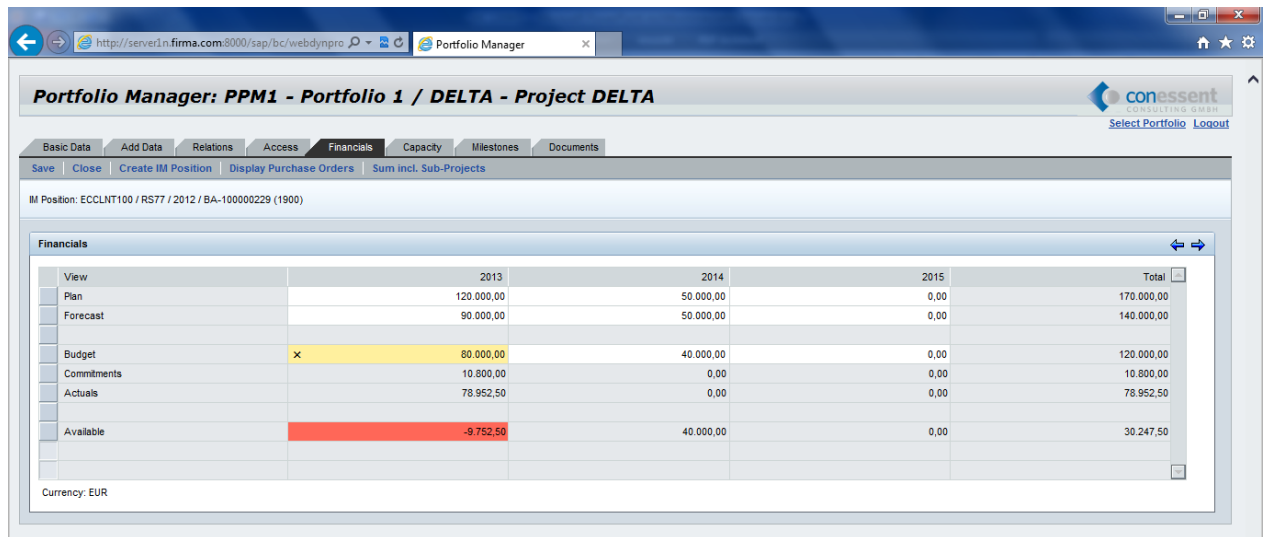
The following attributes are mandatory for every project type:

- project number and name (free entry)
- responsible business unit
- priority (high / normal / low)
- risk status (in line / critical / escalated)
- lifecycle status (in progress / on hold / finished / canceled)

All other attributes - as well as the project types itself - can be defined customer-specifically.

Projects in risk status 'critical' or 'escalated' are listed automatically in the **Management Cockpit** (see below) and can be opened from there.

Financial Planning



View	2013	2014	2015	Total
Plan	120.000,00	50.000,00	0,00	170.000,00
Forecast	90.000,00	50.000,00	0,00	140.000,00
Budget	x 80.000,00	40.000,00	0,00	120.000,00
Commitments	10.800,00	0,00	0,00	10.800,00
Actuals	78.952,50	0,00	0,00	78.952,50
Available	-9.752,50	40.000,00	0,00	30.247,50

Currency: EUR

In the project's standard financial planning screen the following value types can be entered resp. displayed per fiscal year:

- **plan**
- **forecast**
- **budget**
- **commitments**
- **actuals**
- **available** (= budget - commitments - actuals)

The plan and forecast values are entered by the project manager. Those are compared with the budget, which is fixed by the responsible business unit manager.

The **commitments and actuals are derived automatically from the SAP ERP system** and compared with the budget; the delta is displayed as available budget (and marked in red, if negative resp. overdrawn).

To connect a project in the Portfolio Manager with the SAP ERP system an IM position will be created. During realization the IM position is assigned to the relevant orders resp. objects (see structure and example below). By this connection the current budget values as well as the commitment and actual values are synchronized.

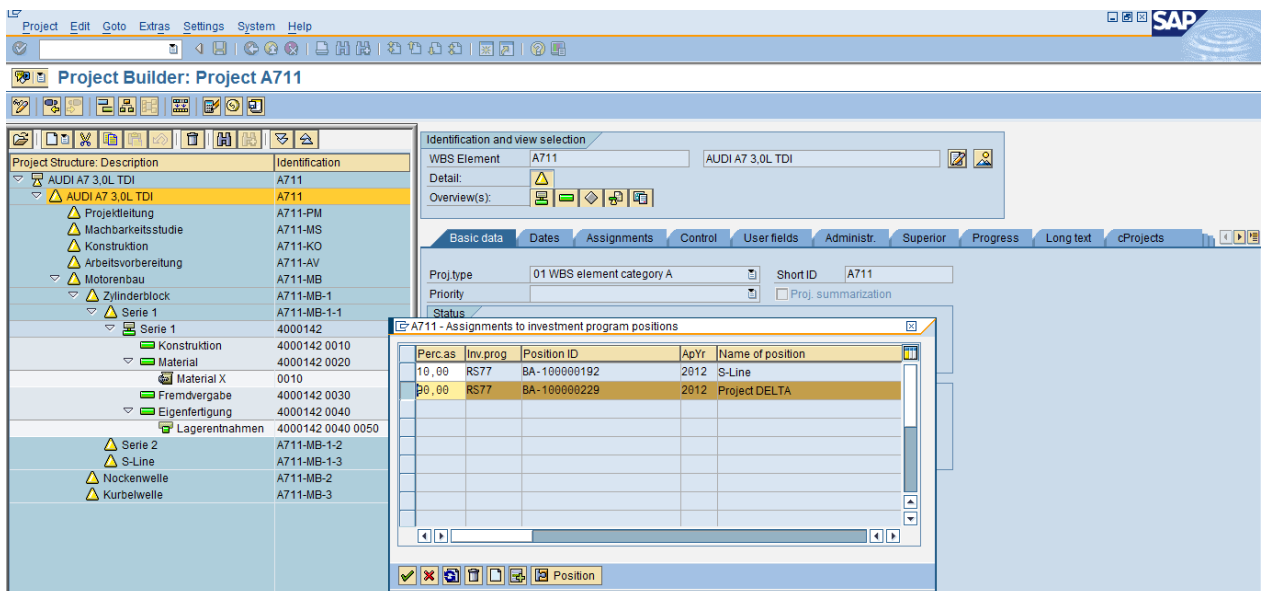
On demand (customer-specific) **different plan and forecast versions** can be used and the budget can be differed by **original, supplements and returns**.

In addition **project-related revenues** and the delta to the budget can be displayed.

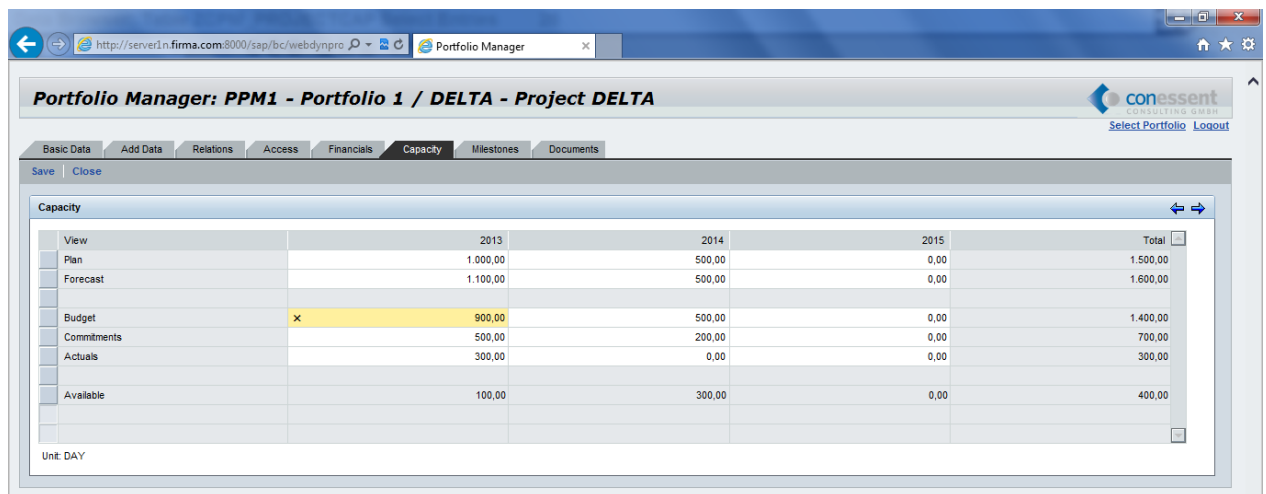
By the function '**Sum incl. Sub-Projects**' the financial values from the underlying projects can be added in order to get an overall sum.

In the turn of a customer-specific enhancement the relevant **purchase requests and orders** can be selected from the SAP ERP system.

Example: connection with a WBS element



Capacity Planning



View	2013	2014	2015	Total
Plan	1.000,00	500,00	0,00	1.500,00
Forecast	1.100,00	500,00	0,00	1.600,00
Budget	x 900,00	500,00	0,00	1.400,00
Commitments	500,00	200,00	0,00	700,00
Actuals	300,00	0,00	0,00	300,00
Available	100,00	300,00	0,00	400,00

Unit: DAY

The project's capacity planning screen is similar to the financial planning screen; the following value types can be entered resp. displayed per fiscal year:

- **plan**
- **forecast**
- **approved** (budget)
- **committed** (commitments)
- **confirmed** (actuals)
- **available** (= budget - commitments - actuals)

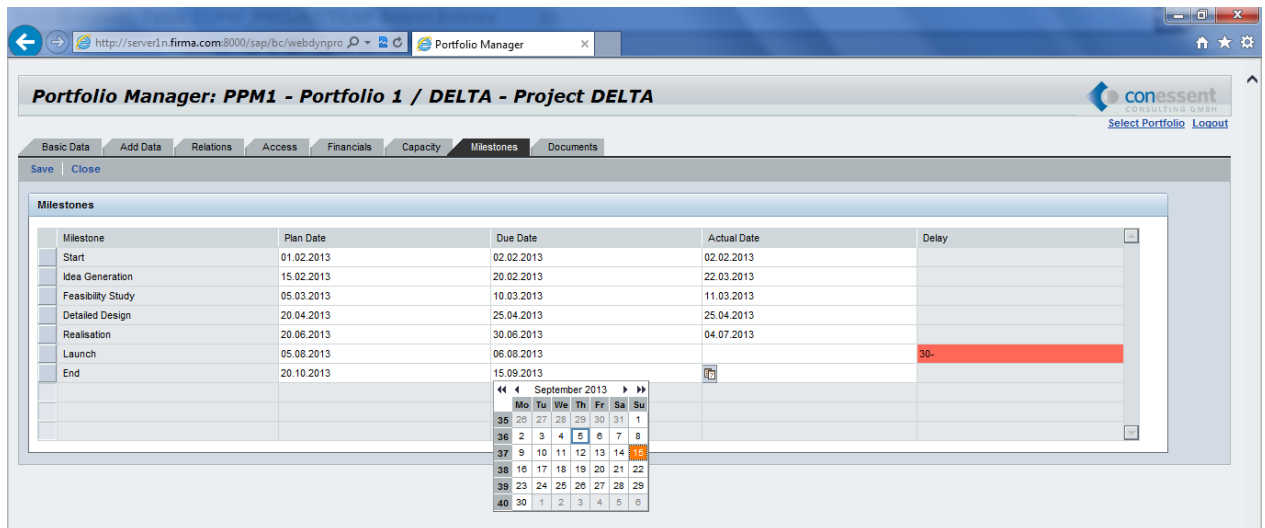
The planned, still committed and already confirmed values are entered by the project manager. Those are compared with the approved capacity, which is fixed by the responsible business unit manager.

The approved capacity is compared with the still committed and already confirmed capacity; the delta is displayed as available capacity (and marked in red, if negative resp. overdrawn).

On demand (customer-specific) **different plan and forecast versions** can be used and the approved capacity can be differed by **original, supplements and returns**.

By the function '**Sum incl. Sub-Projects**' the capacity values from the underlying projects can be added in order to get an overall sum.

Milestone Planning



Milestone	Plan Date	Due Date	Actual Date	Delay
Start	01.02.2013	02.02.2013	02.02.2013	
Idea Generation	15.02.2013	20.02.2013	22.03.2013	
Feasibility Study	05.03.2013	10.03.2013	11.03.2013	
Detailed Design	20.04.2013	25.04.2013	25.04.2013	
Realisation	20.06.2013	30.06.2013	04.07.2013	
Launch	05.08.2013	06.08.2013		30-
End	20.10.2013	15.09.2013		

The project's timeline is fixed by customer-specific milestones depending on the project type; the following dates can be entered resp. displayed:

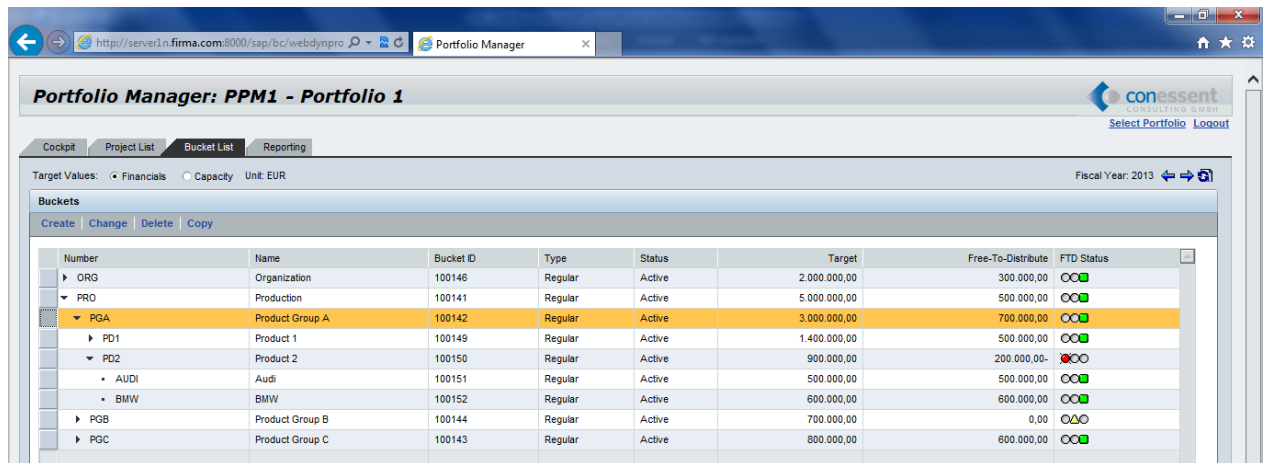
- **plan/forecast date**
- **due date**
- **actual date**
- **remaining days (delta)**

The plan/forecast and actual dates are entered by the project manager. Those are compared with the due dates, which are fixed by the responsible business unit manager.

If there is no actual date, the remaining days until the due date is calculated and displayed (and marked in yellow, if within the next 14 days, or red, if negative resp. in the past).

Projects with an open due date within the next 14 days or in the past are automatically listed in the **Management Cockpit** (see below) and can be opened from there.

Target and Roadmap Planning



The screenshot shows the 'Portfolio Manager: PPM1 - Portfolio 1' interface. It features a navigation bar with 'Cockpit', 'Project List', 'Bucket List', and 'Reporting'. Below this, there are tabs for 'Target Values' (Financials, Capacity) and 'Unit: EUR'. A 'Buckets' section contains a table with columns: Number, Name, Bucket ID, Type, Status, Target, Free-To-Distribute, and FTD Status. The table lists various organizational and production buckets, with 'Product Group A' (PGA) highlighted in yellow.

Number	Name	Bucket ID	Type	Status	Target	Free-To-Distribute	FTD Status
ORG	Organization	100146	Regular	Active	2.000.000,00	300.000,00	○○○
PRO	Production	100141	Regular	Active	5.000.000,00	500.000,00	○○○
PGA	Product Group A	100142	Regular	Active	3.000.000,00	700.000,00	○○○
PD1	Product 1	100149	Regular	Active	1.400.000,00	500.000,00	○○○
PD2	Product 2	100150	Regular	Active	900.000,00	200.000,00	○○○
AUDI	Audi	100151	Regular	Active	500.000,00	500.000,00	○○○
BMW	BMW	100152	Regular	Active	600.000,00	600.000,00	○○○
PGB	Product Group B	100144	Regular	Active	700.000,00	0,00	○○○
PGC	Product Group C	100143	Regular	Active	800.000,00	800.000,00	○○○

In the context of the continuous roadmap planning process yearly target values for financial and capacity planning can be fixed on the different levels of the portfolio resp. buckets. Those targets can be compared with the corresponding values on the projects and aligned on demand.

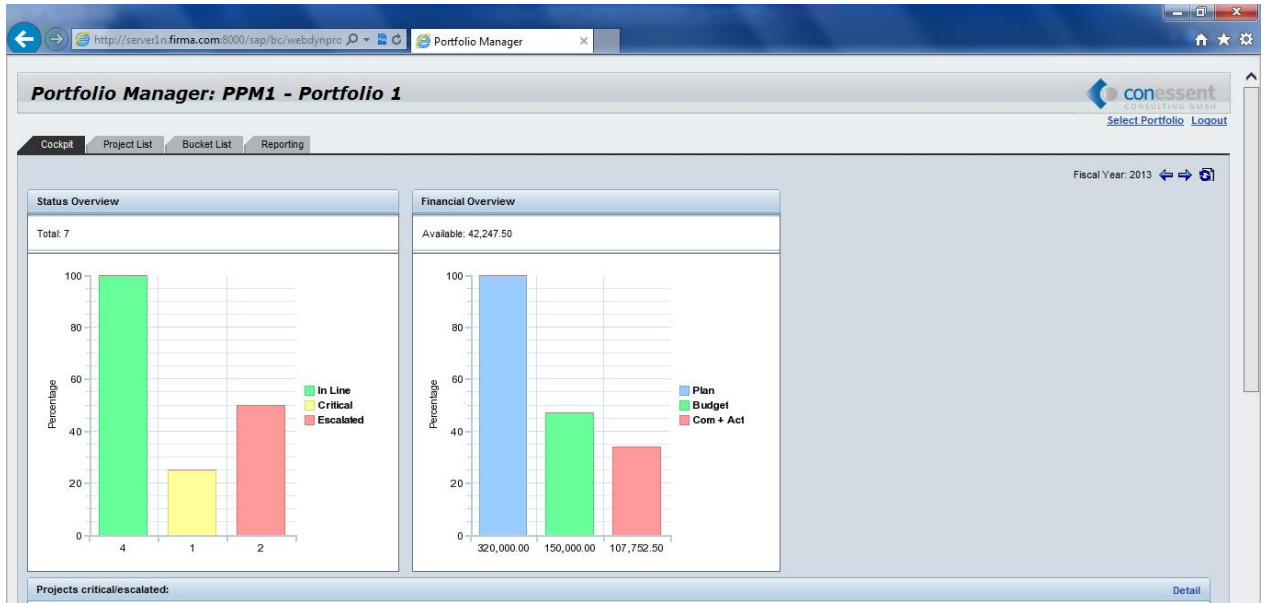
Under additional consideration of the project's prioritization the roadmap will represent the set of already running and newly to realize projects.

Documents

For the deposition of documents it is recommended to implement a link to the already existing DMS on customer side.

Management Cockpit

The management cockpit appears directly after the login and provides a graphic overview on the project's status as well as on the financial and capacity situation.



Projects with the risk status 'critical' or 'escalated' or an open due date within the next 14 days or in the past are automatically listed and can be opened from here.

Projects critical/escalated:

Number	Name	Type	Business Unit	Priority	Lifecycle Status	Status	Bucket	Project ID
BETA	Project BETA	Project Type A	Business Unit B	2 - Normal	3 - Escalated	⊗○○	AUDI	100000231
ALPHA	Project ALPHA	Project Type A	Business Unit C	2 - Normal	2 - Critical	○○○	AUDI	100000230

Projects with due date delayed/ within next 14 days:

Number	Name	Type	Business Unit	Priority	Delta Value	Delta	Bucket	Project ID
GAMMA	Project GAMMA	Project Type B	Business Unit B	2 - Normal	6	○○○	BMW	100000232
DELTA	Project DELTA	Project Type A	Business Unit B	1 - High	30-	⊗○○	AUDI	100000229

Reporting

Standard analysis can be done by the following reports:

- project report
- financial report
- capacity report
- milestone report

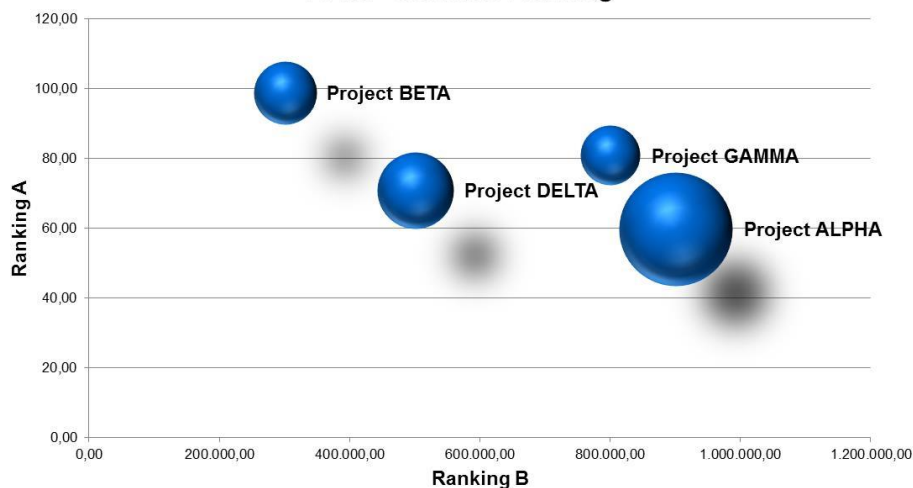
All reports are presented as so called dashboards with the possibility to change the layout user-specifically (e.g. selection, sequence and sorting of the columns including intermediate sums and filters) and export the data to Microsoft Excel.

Example: project report and scenario planning

The screenshot shows the 'Reporting' tab in the Portfolio Manager interface. It displays a table with columns for Project ID, Number, Name, Business Unit, Priority, Lifecycle Status, Risk Status, Buckets, Financial Volume, Financial Unit, Capacity Volume, Capacity Unit, Start Date, and End Date. The table lists projects BETA, DELTA, GAMMA, and ALPHA, along with their sub-units (BUB, BUC, BUD, BUE) and associated financial and capacity data.

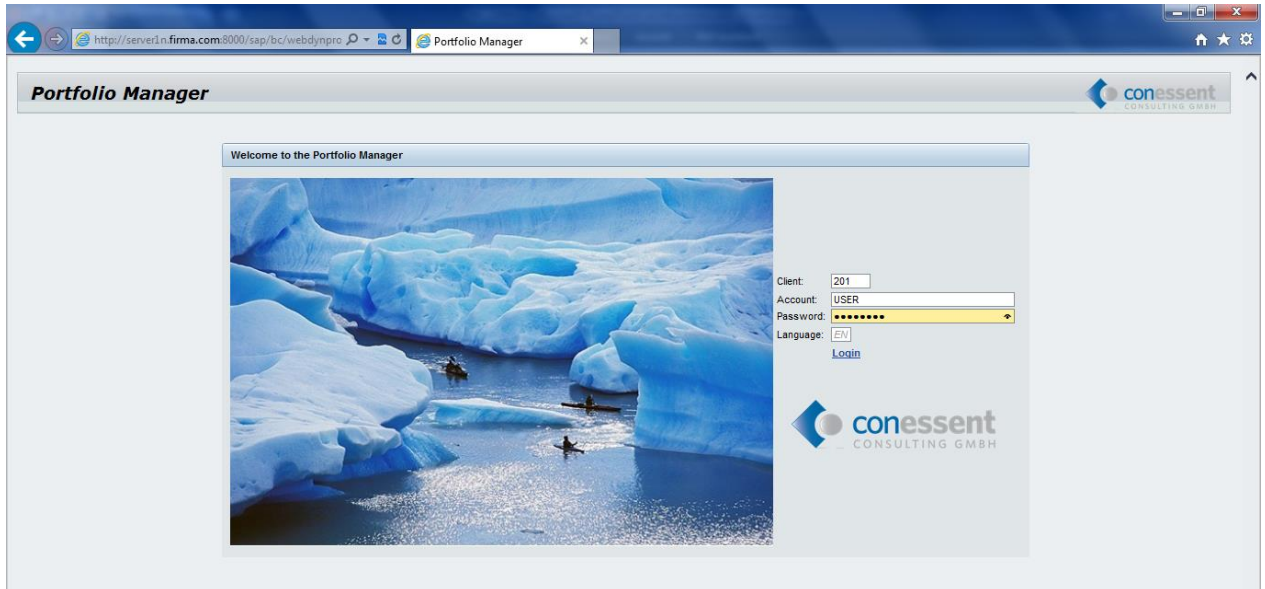
Project ID	Number	Name	Business Unit	Priority	Lifecycle Status	Risk Status	Buckets	Financial Volume	Financial Unit	Capacity Volume	Capacity Unit	Start Date	End Date
100000231	BETA	Project BETA	PTA	2-NOR	2-OHO	3-ESC	AUDI	70,000.00	EUR	0.00	DAY		
100000229	DELTA	Project DELTA	PTA	1-HIG	1-PRO	1-NL	AUDI; BUCA; INT	170,000.00	EUR	1,550.00	DAY	01.02.2013	20.10.2013
100000232	GAMMA	Project GAMMA	PTB	2-NOR	0-PRP	1-NL	BMW	50,000.00	EUR	0.00	DAY	12.08.2013	12.10.2013
								• 290,000.00		• 1,550.00			
100000230	ALPHA	Project ALPHA	PTA	2-NOR	1-PRO	2-CRI	AUDI	80,000.00	EUR	0.00	DAY		
								• 80,000.00		• 0.00			
								• 0.00		• 0.00			
								• 0.00		• 0.00			
								• 0.00		• 0.00			
								• 370,000.00		• 1,550.00			

PPM1 - Scenario Planning



Login, Roles and Authorization

The login is done by calling a specific URL via the web browser (e.g. Microsoft Internet Explorer or Mozilla Firefox).



After entering the installation (client), the user name and password and selection of the language the user gets into the management cockpit. From there he can switch into the different screens resp. functions by using tabs and buttons.

Aside the administrator the following standard roles are provided:

- **portfolio manager:** responsible for one or more portfolios; creation/change of buckets; access to all assigned projects
- **business unit manager:** responsible for one or more business units; creation and access to all assigned projects
- **project manager:** access to all projects to which he is assigned namely
- **project assistant:** like project manager, but only reading

On demand additional roles can be provided customer-specifically.

A user may have several roles resp. be assigned to multiple portfolios and business units.

Contact

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