

DeMaSy *Project Management*

1 Project Management_ Master view

To be highlighted :Search option

Job task

Job type: In charge: Selection:

Job category: Assigned employee: Nr Refresh

Client: Period: ☒ Expand

Job: Deadline period:

Main Chart Chronology

Task name	Nr	In charge	Comment	Start date	End date	Status	Deadline	Budgeted hours	Timereport hours	Schedule hours	Generate message	Done
- LHOIST_EUROPE												
- LHOIST_EU_002 BUILDING NEW PLANT												
- Building new plant in Belgium	61			19/09/2016	30/12/2017	To Do		216	36,28	245,5	<input type="checkbox"/>	
- Lhoist_CAPEX	62					To Do		216	36,28	245,5	<input checked="" type="checkbox"/>	
- Initiate	63					To Do		50	3,5	0	<input checked="" type="checkbox"/>	
Scope Management	64					To Do		45	0	0	<input checked="" type="checkbox"/>	
Quatly Management	83	ANT		28/10/2016	31/10/2017	To Do	31/10/2016	0	2,5	0	<input checked="" type="checkbox"/>	
Risk Management	72	JG				To Do	03/10/2017	5	1	0	<input checked="" type="checkbox"/>	
- Assess	80	JG		28/10/2016		To Do	29/03/2017	152	15,03	195,5	<input checked="" type="checkbox"/>	
- Cost Management	69	JG	thanks to add in the project ch...			To Do		152	15,03	195,5	<input checked="" type="checkbox"/>	
- Human resources management	71	JG	thanks to add in the project ch...			To Do	02/10/2017	150	13	192	<input checked="" type="checkbox"/>	
- Main Milestones	68	JG	thanks to add in the project ch...	30/09/2016	30/09/2016	To Do		150	11	192	<input checked="" type="checkbox"/>	
Performance management	171	ANT	thanks to add in the project ch...			To Do	05/04/2017	150	5	189	<input type="checkbox"/>	
- Procurement Mgt	70	JG				To Do	30/08/2017	2	0	3,5	<input checked="" type="checkbox"/>	
Review cost of project with ...	172	ANT	Urgent for next steer co preso			To Do	03/04/2017	2	0	0	<input type="checkbox"/>	
- Quality Management	66	JG	Don't forget to capture voice o...	04/02/2017	10/02/2017	To Do	10/02/2017	14	17,75	50	<input checked="" type="checkbox"/>	
- Scope Management	81			28/10/2016		To Do	20/06/2017	0	0	0	<input checked="" type="checkbox"/>	

Switch view

Exit

To be highlighted :

Project (job), Project structure, In charge person, Date Mgt, Project status, Budget Mgt, Visual mgt : Red and Green indicator, Document attached

2 Zoom on “Project charter” activities

Jobtask detail

Client:	Lhoist_Europe		
Job:	Lhoist_EU_002 BUILDING NEW PLANT		
Assigned by:	Burioni JG		
Task:	<input type="text" value="Project charter"/>		
In charge:	<input type="text" value="Antonio Antonio"/>		
Comment:	<input type="text" value="Antonio, thanks to add in the project charter the minutes of our meeting"/>		
Start - End date:	<input type="text" value="17/09/2016"/>	...	<input type="text" value="19/09/2016"/>
Generate message:	<input checked="" type="checkbox"/>		
Deadline:	<input type="text" value="19/09/2016"/>	...	
Budgeted hours:	<input type="text" value="10"/>	Timereport hours:	<input type="text" value="3"/>
Schedule hours:			
Status:	<input type="text" value="Done"/>	04/02/2017	Burioni JG
Done comment:	<input type="text" value="Please check the attach doc"/>		

Documents:

Name
ProjectStatusReport

OK Cancel

To be highlighted :

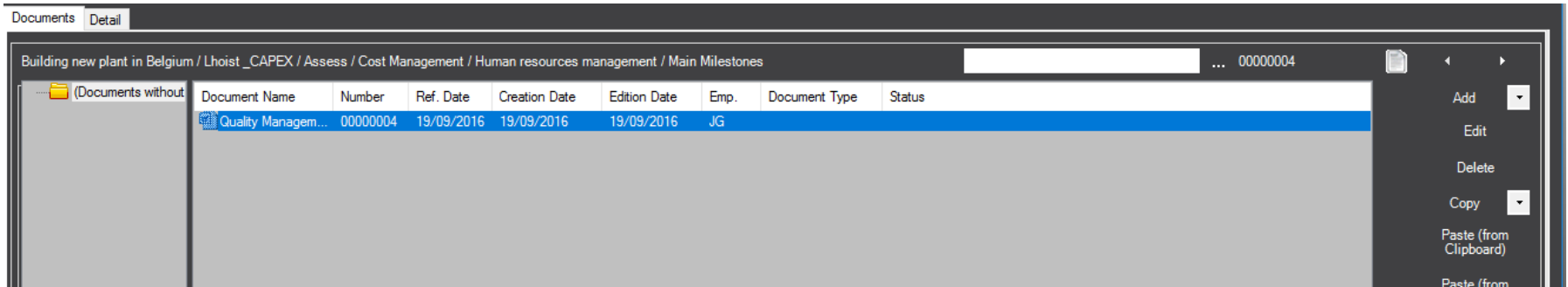
1) Task level...we can see all the components of the job to be performed by Antonio .

Requestor , In charge, Comment from the requestor , Dates management, Assigned budget from requestor, Status from of task, Comment, documents attached to job ...

2) Communication Mgt in virtual team

3

Document Management



To be highlighted :

Document is easily attached to project or a task (paste from Clipboard)

Document can be used as workflow manager if multiple people need to add value on the document.

Open, edit, save

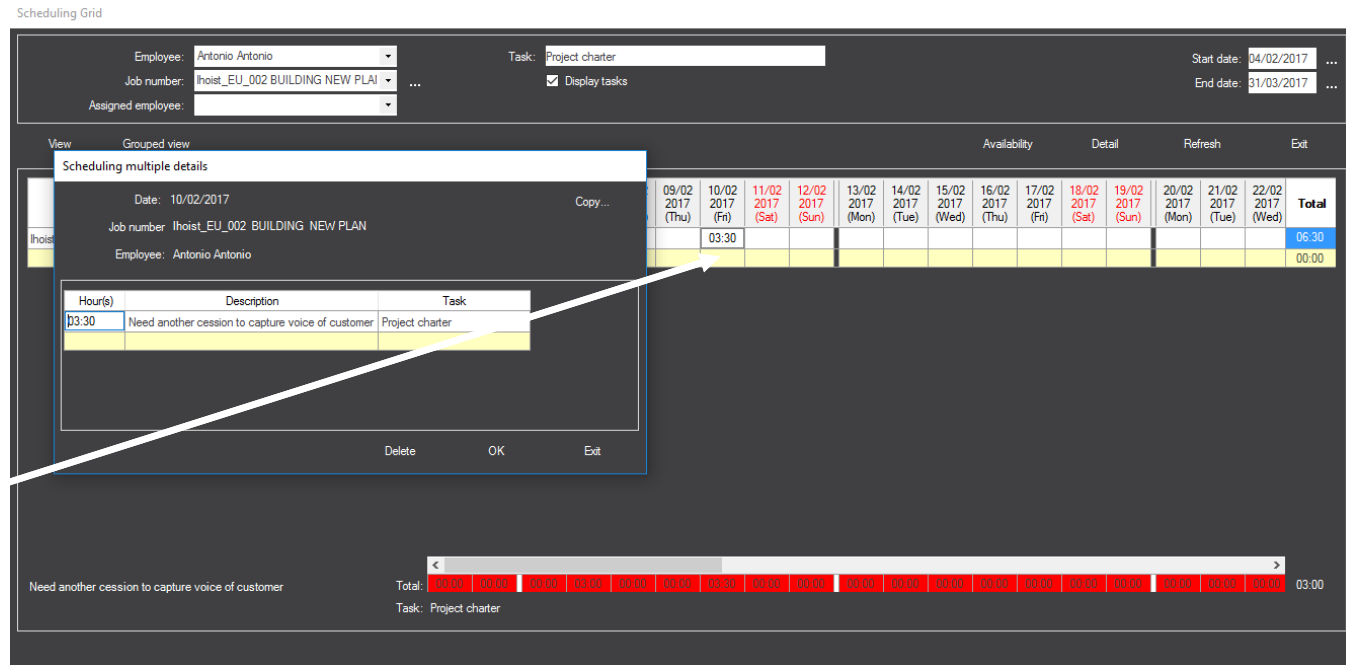
Folder can be created to facilitate storage

Working documents, legal documents, notes, emails etc

From Master view_ Scheduling & Time reporting

The screenshot shows the 'Timereport' application interface. At the top, there are navigation arrows and the text 'Timereport'. Below this is a table with four columns: 'Report hours', 'Schedule hours', 'Generate message', and 'Done'. The table contains several rows of data, with some rows highlighted in blue and others in yellow. A context menu is open over the table, displaying various actions: 'Add', 'Insert', 'Edit', 'Delete', 'Cancel', 'Document' (highlighted in orange), 'Print', 'Assign tasks...', 'Copy', 'Propagate...', 'Replace...', 'Timereport...', 'Timereport detail...', 'Schedule', and 'Exit'. At the bottom of the screen, there are two buttons: 'Switch view' and 'Exit'.

Report hours	Schedule hours	Generate message	Done
36,28	245,5		
36,28	245,5	<input type="checkbox"/>	
36,28	245,5	<input checked="" type="checkbox"/>	
3,5	0	<input checked="" type="checkbox"/>	
0	0	<input checked="" type="checkbox"/>	
2,5	0	<input checked="" type="checkbox"/>	
1	0	<input checked="" type="checkbox"/>	
15,03	195,5	<input checked="" type="checkbox"/>	
15,03	195,5	<input checked="" type="checkbox"/>	
13	192	<input checked="" type="checkbox"/>	
11	192	<input checked="" type="checkbox"/>	
5	189	<input type="checkbox"/>	
0	3,5	<input checked="" type="checkbox"/>	
0	0	<input type="checkbox"/>	
17,75	50	<input checked="" type="checkbox"/>	
0	0	<input checked="" type="checkbox"/>	



To be highlighted :

- 1) From Master screen, on the task, Project Manager can assigne specific period of work.
PM requested to Antonio a new task to be performed the 10/02, duration (budget) 3h30.
Impact on total workload of Antonio

From Scheduling_ Team Availability / Capacity

Availability / Capacity management

Profile

Start date:

03/04/2017

...

End date:

31/07/2017

...

Capacity (chart by period / period)

Capacity (chart by profile)

Select

Refresh

Exit

Employee name	03/04 2017 (Mon)	04/04 2017 (Tue)	05/04 2017 (Wed)	06/04 2017 (Thu)	07/04 2017 (Fri)	08/04 2017 (Sat)	09/04 2017 (Sun)	10/04 2017 (Mon)	11/04 2017 (Tue)	12/04 2017 (Wed)	13/04 2017 (Thu)	14/04 2017 (Fri)	15/04 2017 (Sat)	16/04 2017 (Sun)	17/04 2017 (Mon)	18/04 2017 (Tue)	19/04 2017 (Wed)	20/04 2017 (Thu)	21/04 2017 (Fri)	22/04 2017 (Sat)	Scheduled on chargeable	Scheduled on non chargeable	Total available
Antonio Antonio (Process Eng)	08:00	08:00	08:00	08:00	08:00	00:00	00:00	08:00	08:00	08:00	08:00	08:00	00:00	00:00	08:00	08:00	08:00	08:00	08:00	00:00	00:00	00:00	712:00/712:00
Burioni JG (Process Eng) (75%)	00:00	00:00	00:00	03:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	813:00	00:00	00:00/432:00
Chi Chi (Process Eng)	08:00	08:00	04:00	00:00	00:00	00:00	00:00	08:00	08:00	04:00	00:00	00:00	00:00	00:00	08:00	08:00	04:00	00:00	00:00	00:00	00:00	00:00	372:00/372:00
Drot Thiery (Quality team)	08:00	08:00	08:00	08:00	00:00	00:00	00:00	08:00	08:00	08:00	08:00	00:00	00:00	00:00	08:00	08:00	08:00	08:00	00:00	00:00	00:00	00:00	576:00/576:00
Dupont Benedicte (Business analyst)	08:00	08:00	08:00	08:00	08:00	00:00	00:00	08:00	08:00	08:00	08:00	08:00	00:00	00:00	08:00	08:00	08:00	08:00	08:00	00:00	00:00	00:00	712:00/712:00
Mercenier Patricia (Tester)	08:00	08:00	08:00	08:00	08:00	00:00	00:00	08:00	08:00	08:00	08:00	08:00	00:00	00:00	08:00	08:00	08:00	08:00	08:00	08:00	00:00	00:00	712:00/712:00
Souciet Pierre (80%)	08:00	08:00	08:00	08:00	08:00	00:00	00:00	08:00	08:00	08:00	08:00	08:00	00:00	00:00	08:00	08:00	08:00	08:00	08:00	08:00	00:00	00:00	569:36/569:36
Toto Tata	08:00	08:00	00:00	08:00	08:00	00:00	00:00	08:00	08:00	00:00	08:00	08:00	00:00	00:00	08:00	08:00	00:00	08:00	08:00	00:00	00:00	00:00	576:00/576:00

<

>

Total:

56:00

56:00

44:00

45:00

40:00

00:00

00:00

56:00

56:00

44:00

48:00

40:00

00:00

00:00

56:00

56:00

44:00

48:00

40:00

00:00

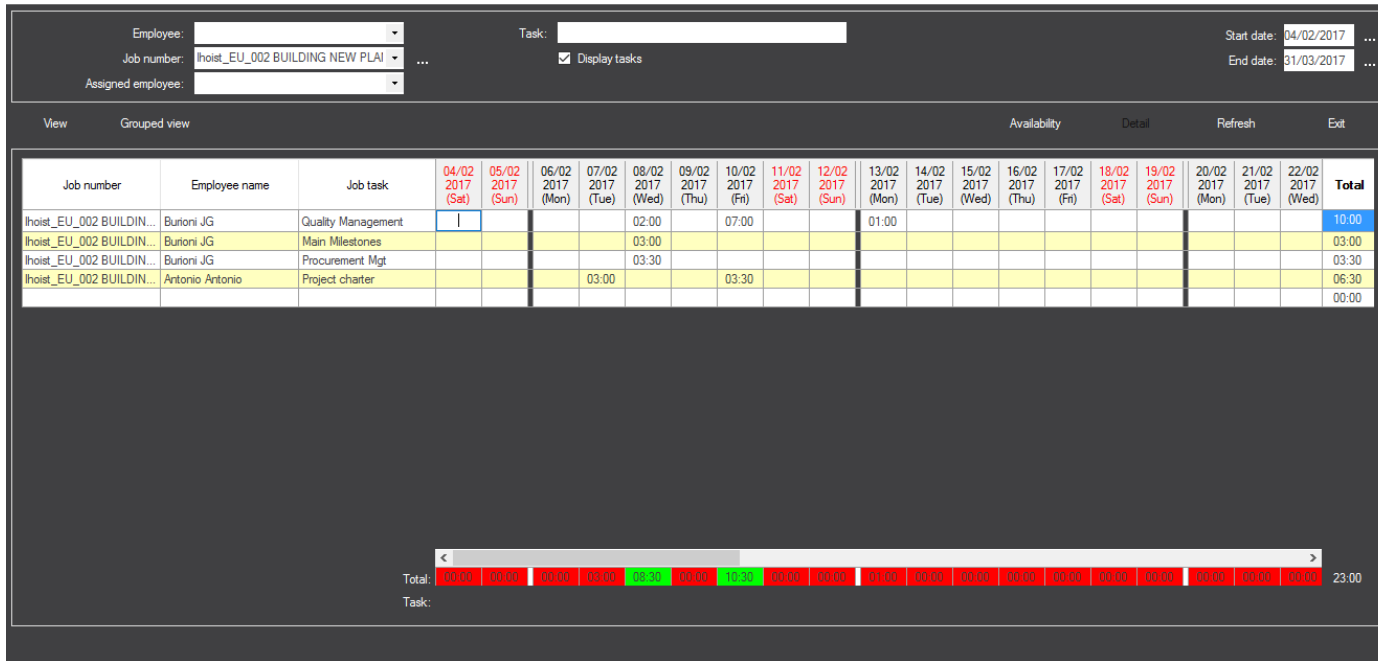
4159

To be highlighted :

- 1) Loading all resources defined as available to performed activities.
- 2) Resource can work full time, part time, be partially available for projects, 40 / 35 / 45 hours _week, holidays, illness, profile
- 3) Assignment by profile (Tester, Developer, BA etc)
- 4) Total = remaining hours to schedule

Scheduling _ From one to all

Scheduling Grid

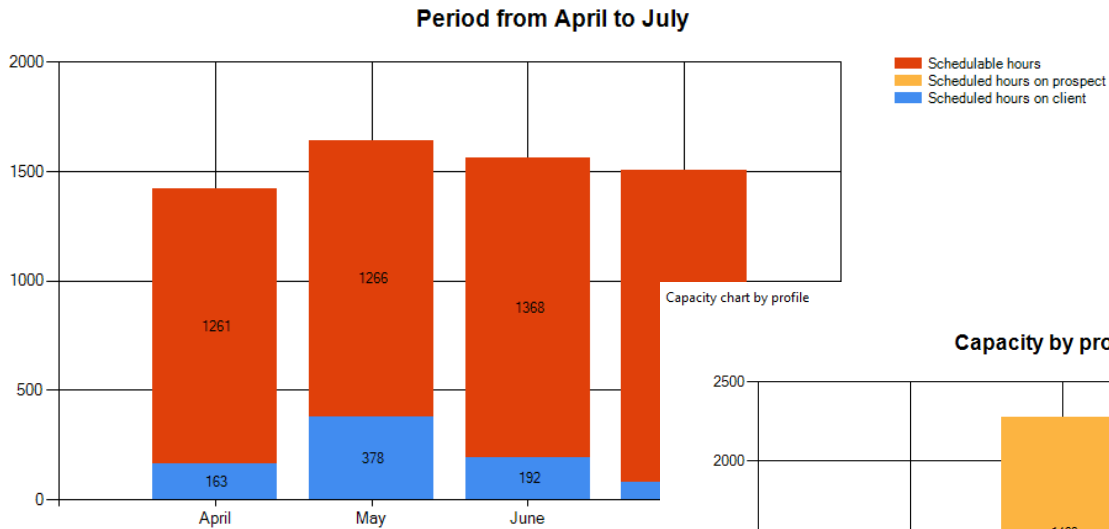


To be highlighted :
 We move from one resource, one task to
 all resources, all tasks to “control” scheduling rate

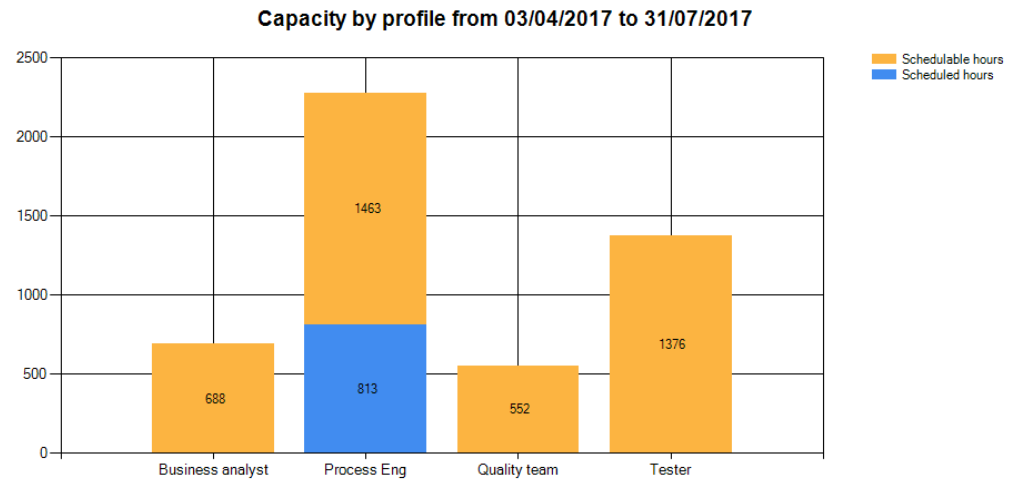
7

Scheduling _ Capacity Mgt

Capacity chart by month / profile



Capacity chart by profile



To be highlighted :

1) Capacity Mgt by month for the entire type of resource or by profile

From Master Screen Time report on Job task

Job type: In charge: Selection: (All) Refresh

Job:

Timereport Detail - (Add mode)

Employee: Burioni JG

Date: 04/02/2017 ...

Job number: Ihoist_EU_002 BUILDING NEW PLANT ...

Timereport type: Administration

Timereport list:

Hours: + 02:15

Period:

Hours description: Review all documentations to update steen on legislation modification |

Number of articles/Expenses: EUR

Expenses description:

Job task: Quality Management

Client description:

Country:

Start/Stop Task

Add Edit Delete Cancel

Deadline	Budgeted hours	Timereport hours	Schedule hours	Generate message
	44	6,5	32,08	
	44	4,5	16,5	<input type="checkbox"/>
	44	4,5	16,5	<input checked="" type="checkbox"/>
	44	4,5	16,5	<input checked="" type="checkbox"/>
	28	0	0	<input checked="" type="checkbox"/>
19/09/2016	10	2	6,5	<input checked="" type="checkbox"/> 04/
01/02/2017	10	4,5	10	<input checked="" type="checkbox"/>
05/10/2016	4	0	12,08	<input checked="" type="checkbox"/>
	0	0	3	<input checked="" type="checkbox"/>
	2	0	3,5	<input checked="" type="checkbox"/>
12/10/2016	3	0	3,5	<input checked="" type="checkbox"/>
12/10/2016	4	0	0	<input checked="" type="checkbox"/>

Propagate... Replace... Timereport... Timereport detail...

Job type: In charge: Selection: (All) Refresh

Job category: Assigned employee: Nr: Expand

Client: Period: Deadline period:

Job: Ihoist_EU_002 BUILDING NEW PLANT

Main Chart Chronology

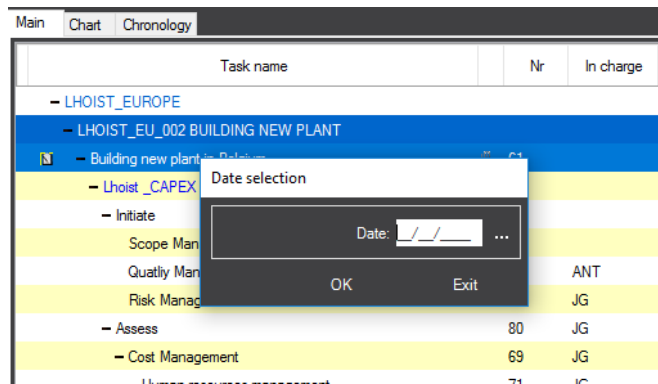
Task name	Nr	In charge	Comment	Start date	End date	Status	Deadline	Budgeted hours	Timereport hours	Schedule hours	Generate message
- LHOIST_EUROPE								44	8,75	32,08	
- LHOIST_EU_002 BUILDING NEW PLANT								44	6,75	16,5	<input type="checkbox"/>
- Building new plant in Belgium	61			19/09/2016	30/12/2016	To Do		44	6,75	16,5	<input checked="" type="checkbox"/>
- Lhoist_CAPEX	62					To Do		44	6,75	16,5	<input checked="" type="checkbox"/>
- Initiate	63					To Do		44	6,75	16,5	<input checked="" type="checkbox"/>
- Scope Management	64					To Do		28	0	0	<input checked="" type="checkbox"/>
- Project charter	65	ANT	Antonio, thanks to add in the project c...	17/09/2016	19/09/2016	Done	19/09/2016	10	2	6,5	<input checked="" type="checkbox"/> 04/
- Quality Management	66	JG	Don't forget to capture voice of customer	04/02/2017	10/02/2017	To Do	10/02/2017	10	6,75	10	<input checked="" type="checkbox"/>
- Time Management	67	JG	test avev Bene			To Do	05/10/2016	4	0	12,08	<input checked="" type="checkbox"/>
- Main Milestones	68	JG		30/09/2016	29/09/2016	To Do		6	0	3	<input checked="" type="checkbox"/>
- Cost Management	69	JG				To Do		2	0	3,5	<input checked="" type="checkbox"/>
- Procurement Mgt	70	JG				To Do	02/10/2016	3	0	3,5	<input checked="" type="checkbox"/>
- Human resources management	71	JG				To Do	02/10/2016	4	0	0	<input checked="" type="checkbox"/>
- Risk Management	72	JG				To Do	03/10/2016	5	0	0	<input checked="" type="checkbox"/>
- Stakeholder Management	73	JG				To Do	05/10/2016	0	0	0	<input checked="" type="checkbox"/>
- Communication Management	74	JG				To Do	03/10/2016	0	0	0	<input checked="" type="checkbox"/>
- Monthly report template	75	JG				To Do	02/10/2016	0	0	0	<input checked="" type="checkbox"/>

Switch view Exit

To be highlighted :
Time reporting on "Quality Mgt" task.

Impact on dashboard :
From 4,5 to 6,75 hours reported .

Time reporting process simplified to allow daily time reporting (and not monthly due to administrative workload)



PMO set a Steer Co for the 04/04/2017.
 PM have to created the document .
 PM have to “justify” accomplishment

Report is customizable under word, excel, ppt etc
 ..
 Some information are loaded (merged) from the platform

Document is interactive..
 Steer Co can comment / take decision on various project status ...

PM can act based on Steer co decisions .

The screenshot shows a 'Project Status Report' form. The title is 'Project Status Report' with a small icon. The form contains the following information:

- Project name:** Lhoist_EU_002 BUILDING NEW PLANT
- Project review date:** 03/04/2017
- Project Team:**
 - Soulet Pierre (General Manager)
 - Dapont Jacques (Project Leader)
 - Burioni JG (Staff)
 - Antonio ~~XXXXXX~~ (Project Leader)
- Project Sponsor:**
- Project task:** Building new plant in Belgium
- Project progress:** ***Graphic merge to come***
- Project objective:** Start up new plant for ~~Q4~~ 2017
- Benefit for the company:** 5 Mio K additional sales
- Accomplishments:** Phase 1 and 2 completed on time. A traffic light icon shows green, yellow, and red circles.
- Decisions to be taken / Escalated at Steerco level:** Antonio, congratulation for the completion of the first 2 phases. Please take care of team workload.
- Cost Management:** We are over budget by 10 %. A traffic light icon shows green, yellow, and red circles.
- Decisions to be taken / Escalated at Steerco level:** Antonio, please set a meeting with CFO to analyse countermeasure and come back to steer co with validated plan.
- Means / Resource:** Process ~~QA~~ resources . Capacity issue foreseen in ~~May~~ and may investigate to hire urgently. A traffic light icon shows green, yellow, and red circles.
- Decisions to be taken / Escalated at Steerco level:** Antonio, you have the "Go" from the Steer co to hire Process ~~QA~~.

Documents Detail

Building new plant in Belgium

... 00000051

(Documents without)

Document Name	Number	Ref. Date	Creation Date	Edition Date	Emp.	Document Type	Status
20170404	00000051	04/04/2017	03/04/2017	03/04/2017	JG	STEERING	
20170401	00000050	01/04/2017	30/03/2017	30/03/2017	JG	STEERING	
20170330	00000049	30/03/2017	30/03/2017	30/03/2017	JG	STEERING	
20170203	00000045	03/02/2017	04/02/2017	04/02/2017	JG	STEERING	
20170102	00000043	02/01/2017	02/01/2017	02/01/2017	JG	STEERING	

All documents are attached to project and/or tasks to ensure latest update

Add
Edit
Delete
Copy
Paste (from Clipboard)
Paste (from Folder)
Move to folder
View Doc ☒
Rights...
Mail
Entity
Exit

CRM_ How to manage relation within program ?

Client Data - (Show mode)

Client list Client detail Client approval Add client from Company / Person

Client - Active Name Ascending Refresh

Client: Type: Status: Business provider: Domiciliation agent:

N°	Name	Division	Type	Category	Status	Maturity	End month	Currency	Account	VAT rate	Start date	File holder	Risk value	Credit limit	Source	Business provider	Domiciliation agent	Prospect	Bank
13	(DeMo 2016) ABACAB		DMS/RIES			30	✓	EUR		N/A-0	13/06/1997			0.00					
48	AMT Equity S à r l	Domiciliation	DOMICILIATION (ITPS)			60	✓	EUR	7062, Net amount of the turnover - Supplies of services	V-15	15/10/2010	THD	2	0.00		ITPS (Luxembourg) S.A.			30-704625-51
335	Alanza Iberian Private Equity (Luxembourg Two) S.A.	AUDIT DMS	DMS			30	✓	EUR	7061, Net amount of the turnover - Supplies of services	V-15	01/07/2008			0.00					
365	Alanza Iberian Private Equity (Luxembourg-Four) S.A.	AUDIT DMS	DMS			30	✓	EUR	7061, Net amount of the turnover - Supplies of services	(None)	16/11/2011			0.00					
318	Alanza Iberian Private Equity (Luxembourg-Three) S.A.		DMS			30	✓	EUR	7061, Net amount of the turnover - Supplies of services	V-15	24/07/2006			0.00					
367	ANDE INVESTMENTS S.A.					30	✓	EUR		(None)	23/02/2012			0.00					
279	Balfour & Partners Management S.A.		RIES			30	✓	EUR		(None)	24/03/2003			0.00					
341	BANNY INVESTMENTS S.A.					30	✓	EUR		(None)	03/11/2008			0.00					
369	BAUERKOPERATIV					30	✓	EUR		(None)	30/03/2012			0.00					
347	Baumann & Partners S.A.					30	✓	EUR		(None)	24/06/2009			0.00					
304	Bolt Holding Company S.A.		RIES			30	✓	EUR	7061, Net amount of the turnover - Supplies of services	V-15	16/06/2005			0.00					
294	Broadtch S.A.		RIES			30	✓	EUR	7061, Net amount of the turnover - Supplies of services	V-15	01/07/2004			0.00					
295	Chesnay S.A.		RIES			30	✓	EUR	7061, Net amount of the turnover - Supplies of services	V-15	03/08/2004			0.00					
311	Clayton Group SA		DMS			30	✓	EUR		N/A-0	17/02/2006			0.00					
262	Confédération du commerce		RIES			30	✓	EUR		(None)	07/02/2002			0.00					
356	Danaher Luxembourg Finance S.A.					30	✓	EUR		(None)	05/07/2010			0.00					
351	Doneck Euroflex		RIES			30	✓	EUR	7061, Net amount of the turnover - Supplies of services	V-15	19/11/2009			0.00					
360	Duemme International Luxembourg SA					30	✓	EUR		(None)	31/01/2011			0.00					
266	E-Capital Holding S.A.		RIES			30	✓	EUR		(None)	24/05/2002			0.00					
300	Ecotrel ASBL		RIES			30	✓	EUR		(None)	04/04/2005			0.00					
321	E-Group Finance S.A.	AUDIT RIES	RIES			30	✓	EUR	7061, Net amount of the turnover - Supplies of services	V-15	19/10/2006			0.00					
301	Elle Productions S.A.		RIES			30	✓	EUR	7061, Net amount of the turnover - Supplies of services	V-15	30/05/2005			0.00					
338	ELYSION S.A.					30	✓	EUR		(None)	26/08/2008			0.00					
345	ESMERALD PARTNERS I S.A.					30	✓	EUR		(None)	15/04/2009			0.00					
340	Etolle Property S.A.					30	✓	EUR		(None)	03/11/2008			0.00					
250	Eureka Investments S.A.		RIES			30	✓	EUR		(None)	07/05/2001			0.00					
42	European Real Estate Management S.A.		RIES			30	✓	EUR		(None)	21/08/2000			0.00					
268	F.G.P. (LUXEMBOURG) S.A.		RIES			30	✓	EUR		(None)	09/08/2002			0.00					
346	Finadvice-Finanzplanung S.A.					30	✓	EUR		(None)	05/05/2009			0.00					
342	Financière De Cloedt SCA					30	✓	EUR		(None)	20/11/2008			0.00					
344	Flare Finance S.A.					30	✓	EUR		(None)	16/03/2009			0.00					
324	Friedhoff II S.A.		DMS			30	✓	EUR	7061, Net amount of the turnover - Supplies of services	V-15	16/04/2007			0.00					
325	Friedhoff III S.A.		DMS			30	✓	EUR	7061, Net amount of the turnover - Supplies of services	V-15	16/04/2007			0.00					
359	GILDAS HOLDING S.A.		RIES			30	✓	EUR	7061, Net amount of the turnover - Supplies of services	V-15	06/10/2010			0.00					
328	Glaesener-Betz S.A.					30	✓	EUR		(None)	08/10/2007			0.00					
336	GORGONA S.A. (en liquidation)		RIES			30	✓	EUR	7061, Net amount of the turnover - Supplies of services	V-15	10/07/2008			0.00					
332	HAMM S.A.					30	✓	EUR		(None)	08/02/2008			0.00					
320	Iberurol S.A.					30	✓	EUR		(None)	18/09/2006			0.00					

DOMICILIATION (ITPS)

Remove

Client STR

Print

Exit

Define the Client (company or the person) with whom you want to have some "relation"

Search Company / Person Relation - (Show mode)

Company / Person: A&T Equity S à r.l. Client file number: 42
 Category: Intracom VAT number:
 Relation type: Tax VAT Number: 20102439822
 Start-end date: / / ... 06/04/2017 ... Search Active Relation end date
 Display type: Company / Person
 Sort by: Ascending Refresh

Main Detail

Company / Person	Relation type	* Sel.	Start date	Diff	End date	Diff	Signature	Shares	Type of shares	Comment	Work extension
Fender Christophe (10/07/1965)	Manager - B Category	A&T Equity S à r.l.	29/10/2010	-2361			Collective with Manager...	0			
Sunnen Luc (22/12/1961)	Manager - B Category	A&T Equity S à r.l.	29/10/2010	-2361			Collective with Manager...	0			
DMS & Associés S à r.l.	Domiciliation agent	A&T Equity S à r.l.	29/10/2010	-2361				0			
Fatoeme Annie	UBO	A&T Equity S à r.l.	29/10/2010	-2361				0			
Taberna Echague Elena	UBO	A&T Equity S à r.l.	29/10/2010	-2361				0			
A&T Gestion SICAV-SIF SCA	Partner	A&T Equity S à r.l.	29/10/2010	-2361				0			
Agumza Javier (14/01/1950)	UBO	A&T Equity S à r.l.	29/10/2010	-2361				0			
Agumza Jaime (14/02/1978)	UBO	A&T Equity S à r.l.	29/10/2010	-2361				0			
Agumza Lourdes	UBO	A&T Equity S à r.l.	29/10/2010	-2361				0			
FATOSME (14/02/1978) Jaime Agumza	Manager - A Category										
ITPS (Luxembourg) SA	Is business provider of										

Document - (Show mode)

Documents Detail

Document Name	Number	Ref. Date	Creation Date	Edition Date	Emp.	Document Type	Status	Email Author	Email To	Email Subject	Email Date
2014-6-23 Notes for James on Malta Companies	00001363	22/07/2014	22/07/2014	22/07/2014	THD						
Job assignment letter (signed)	00001338	18/07/2014	18/07/2014	18/07/2014	THD						
lyc (signed)	00001340	18/07/2014	18/07/2014	18/07/2014	THD						
MANDATE ACCEPTATION LUS-00115788	00001341	18/07/2014	18/07/2014	18/07/2014	THD						
MANDATE ACCEPTATION CHF-00115789	00001342	18/07/2014	18/07/2014	18/07/2014	THD						
Registre office agreement (signed)	00001339	18/07/2014	18/07/2014	18/07/2014	THD						
UBO (signed)	00001337	18/07/2014	18/07/2014	18/07/2014	THD						

Info on Company/Person (A&T Equity S à r.l.)

Phone Type	Phone Number/Email
Mobile 1	0034 609 027 051
Address COURRIER	1, route d'artion / L-1234 Luxembourg / Luxem...
Address DOMICILE LE...	43, Boulevard du Prince Henri / L-1724 LUXE...

Add Edit Delete Cancel

Type of relation is customizable

When relations are set ...you can surf over the entire platform to capture documents stored or any information searched for a client or one of its relations

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Relation and time management

Search Company / Person Relation - (Show mode)

Reminders (Project Management Company)

User: Burioni JG Status: Open (without and pending)

Reminder - (Add mode)

Database: Project Management Company

Belongs to: Burioni JG

Reminder: 05/04/2017 ... 08:00

Alarm: ☒ 05/04/2017 ... 08:00

Contact: ABC S.A.

Job: ABC001

Type:

Phone:

Description: Kick off meeting

Detail: Microsoft Sans Serif 8,25 B U I

Private: ☐

Bla Bla

☐ Repeat

Frequency: Variable day ☐ Exact Day ☐

Task Done ☒ Daily

Document: Delete Print Detail...

Status: Without OK Skip All Renew Exit

April 5

M	T	W	T	F	S	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Show Add Edit Delete Detail Task Done Copy Refresh Switch database Renew Synchronise Today Switch view Exit

Description

To follow up

Reunion du 06/02

Any relation (Interaction) can be introduced in the « DeMaSy » calendar with reminder, purpose, link to task etc ...

This calendar can be synchronised with company calendar (both side)

DeMaSy _ Set up

Client

Project

Resources

Project Framework

Company Strategy

How to create a new “Client” such as “New Company”

Client Data - (Show mode)

Client list Client detail Client approval Add client from Company / Person

Client - Active Name Ascending Refresh

Client: Type: Status: Business provider: Domiciliation agent:

N°	Name	Division	Type	Category	Status	Maturity	End month	Currency	Account	VAT rate	Start date	File holder	Risk value	Credit limit	Source	Business provider	Domiciliation agent	Prospect	Bank
13	(DeMo 2016) ABACAB		DMS/RIES			30	✓	EUR		N/A-0	13/06/1997			0,00					
48	AMT Equity S.à r.l.																		
335	Alanza Iberian Private Equity (Luxembourg Two) S.A.																		
365	Alanza Iberian Private Equity (Luxembourg-Four) S.A.																		
318	Alanza Iberian Private Equity (Luxembourg-Three) S.A.																		
367	ANDE INVESTMENTS S.A.																		
279	Balfour & Partners Management S.A.																		
341	BANNY INVESTMENTS S.A.																		
369	BAUERKOPERATIV																		
347	Baumann & Partners S.A.																		
304	Bolt Holding Company S.A.																		
294	Broadtech S.A.																		
295	Chesnay S.A.																		
311	Clayton Group SA																		
262	Confédération du commerce																		
356	Danaher Luxembourg Finance S.A.																		
351	Doneck Euroflex																		
360	Duemme International Luxembourg SA																		
266	E-Capital Holding S.A.																		
300	Ecotrel ASBL																		
321	E-Group Finance S.A.																		
301	Elle Productions S.A.																		
338	ELYSION S.A.																		
345	ESMERALD PARTNERS I S.A.																		
340	Etelle Property S.A.																		
250	Eureka Investments S.A.																		
42	European Real Estate Management S.A.																		
268	F.G.P. (LUXEMBOURG) S.A.																		
346	Finadvice-Finanzplanung S.A.																		
342	Financière De Cloedt SCA																		
344	Flare Finance S.A.					30	✓	EUR		(None)	16/03/2009			0,00					
324	Friedhoff II S.A.		DMS			30	✓	EUR	7061, Net amount of the turnover - Supplies of services	V-15	16/04/2007			0,00					
325	Friedhoff III S.A.		DMS			30	✓	EUR	7061, Net amount of the turnover - Supplies of services	V-15	16/04/2007			0,00					
359	GILDAS HOLDING S.A.		RIES			30	✓	EUR	7061, Net amount of the turnover - Supplies of services	V-15	06/10/2010			0,00					
328	Glaesener-Betz S.A.					30	✓	EUR	(None)	(None)	08/10/2007			0,00					
336	GORGONA S.A. (en liquidation)		RIES			30	✓	EUR	7061, Net amount of the turnover - Supplies of services	V-15	10/07/2008			0,00					
332	HAMM S.A.					30	✓	EUR	(None)	(None)	08/02/2008			0,00					
320	Iberurol S.A.					30	✓	EUR	(None)	(None)	18/09/2006			0,00					

Company - (Show mode)

Main Legal VAT Tax Annual accounts Other Shareholding Memo KYC

Company / Office: 01620763301

Type / Category: Nbr. 66

Tax / Intracom VAT number / File Number: 0102439022

Number / RC Number: 0 0196756

Phones and Faxes

Phone type	Phone number	Comment
Mobile 1	0034 619 027 051	

Addresses

Recipient	Type	Building	N°	Street	Code	Locality	Country	Region	Comment
COURRIER		1		route d'elfon	L-1234	Luxembourg	Luxembourg		
DOMICILE LEGAL		43		Boulevard du Prince Henri	L-1724	LUXEMBOURG	Luxembourg		

DOMICILIATION (TPS)

Remove

Detail Edit Cancel Receivables... Job Relations... Services... Documents... Reminder... Print Client STR Exit

To be highlighted :
 With a minimum of information , a “Client” is created.
 Deeper information can be added later on

Job

Main Detail

Client: New Company Refresh

Job number: New Project of New Company ...

Date: 10/02/2017 ...

Display type: Active (based on date) ▾

Sort by: Job ▾ Ascending ▾ Client ▾ Ascending ▾

Calendar

2017 ▾ April ▾ 28 ▾

	M	T	W	T	F	S	S
Week 14	27	28	29	30	31	1	2
Week 15	3	4	5	6	7	8	9
Week 16	10	11	12	13	14	15	16
Week 17	17	18	19	20	21	22	23
Week 18	24	25	26	27	28	29	30
	1	2	3	4	5	6	7

OK Cancel

Selection Start-end date: 10/02/2017 ... 10/02/2017 ...

Invoicing: [of which Unpaid:]

Fees: [Hours:]

Expenses:

Transferred to other jobs:

Transferred from other jobs:

Net inventory: ☐ Exclude temp Invoices

Total estimated hours:

Total estimated fees:

Billing rate ledger Cost rate ledger

Exit

Add
Edit
Delete
Cancel
Close/Open...
Assign Employee...
Services...
Scheduling...
Tasks...
Timereport...
Job Transfer...
Document
Cost Allocation...

To be highlighted :

A “Job” can be opened for any client with just few clicks

Project categories (Job division, type, category, Strategy)

List of existing category
“Add “ mode allow you to create
a new category which will be
immediately available on the
drop down list

The screenshot displays the 'Main' tab of a project management application. The form includes fields for Number, Client, Division, Description, Start-end date, Reference year, Job Type, Job Category, Status, Timereport Lock type, Restriction on Service, Total estimated hours, Total estimated fees, Supplier budget, File holder, and Strategy. A blue arrow points from the 'Job Category' dropdown to a modal window titled 'Division' which lists existing categories: CASH MANAGEMENT, CORPORATE ACTION, Food industry, GENERAL, Miner Industry, PRIVATE BANKING, and TESTING. Another blue arrow points from the 'Strategy' field to a modal window titled 'Strategy' which shows a tree view of project strategies. The 'Strategy' modal window has a dropdown menu set to 'New company Strategy' and lists several strategies, including 'Increase sale in the Nort region', 'Increase machine efficiency', 'Project delivery for operation', and 'Reduce P1 IT incident'. The 'Belgium sale increase' strategy is highlighted. The 'Strategy' modal window also includes fields for Name, Description, Ambition, Goal, Measurement system, and Period.

To be highlighted :

Categories are used to facilitate the project search in the portfolio.

A new category could be created (if you have the appropriate rights) , event while defining the project ...
Project can be aligned with the company strategies ,
validated by the sponsor ...

Task

Main Task: Engineering Services

Article:

Add Edit Delete Cancel

Engineering Services

Pre project

Project charter

Risk analysis

Risk identification

Define all competencies needed

Breakdown project by work package

PIM 0 steering committee

Plan project to PIM meeting agenda

Offer : First draft

Draft offer according to PIM conclusion

Project Kick off

Open project in internal process

Prepare internal kick off

Prepare general kick off

Kick off MODACE process

Kick of ISO process

Project planning

Milestone Identification

List of deliverables

Gate review planning

Finance follow up

Legal follow up

Documentation follow up

Construction side scheduling

Commissioning planning

Project management (Maitrise)

Task:

Article:

↑

←

→

↓

OK

Cancel

Exit

To be highlighted :

A “Pre-formatted project framework” (template) can be assigned to a newly created project and facilitates the project standardization ... and prevent non valued added activities from PM

How to affect employees to project ?

Assign Employees to Job - (Show mode)

Selection: Employee

Job number: Ihoist_EU_002 BUILDING NEW PLAI ...

Non affected employee list:

- Chi Chi (Process Eng)
- D'Arc Jeanne (Tester)
- Drot Thierry (Quality team)
- Dupont Benedicte (Business analyst)
- Toto Tata

Default Employee Rank:

Default Employee Billing Rate:

Assign

Affected employee list:

- Burioni JG (Process Eng)
- Antonio Antonio (Process Eng)
- Burioni JG (Process Eng)
- Dupont Jacques (Process Eng)
- Souciet Pierre

Remove

Staff

Employee Rank on Job:

Staff

Start date: End date:

19/09/2016 ... / / ...

Employee Billing Rate on Job:

0 100 EUR

Estimated Hours on Job:

0

Index value:

0

Indexed amount: Index:

0

To be highlighted :

Employees can be selected from names or from profiles types

Employees can play a specific project roles

Rates can be customized

19

Assign tasks to project

Job task

Job type: In charge: Selection:

Job category: Assigned employee: Nr Refresh

Client: Period: ☒ Expand

Job: Deadline period:

Main Chart Chronology

Search Task

- Engineering Services
- ABN AMRO
- AUDIT
- CLIENT
- EFFICIENCY
- Engineering Services
- Lhoist_CAPEX
- Lhoist_Innovation
- Lhoist_IT
- Lhoist_PME
- NOUVEAU
- Nouveau type
- Optimization of P&L
- RECURRENT
- test

OK Cancel

Switch view

Exit

Assign tasks...

To be highlighted :

From a new project, PM will called a “Pre-formatted project framework “

Job task

Job type: In charge: Selection:

Job category: Assigned employee: Nr Refresh

Client: Period: ☒ Expand

Job: Deadline period:

Main | Chart | Chronology

Task name	Nr	In charge	Comment	Start date	End date	Status	Deadline	Budgeted hours	Timereport hours	Schedule hours	Generate message
- NEW COMPANY											
- NEW PROJECT FOR NEW COMPANY 2											
- Engineering Services	173					To Do		0	0	0	<input checked="" type="checkbox"/>
- Pre project	174					To Do		0	0	0	<input checked="" type="checkbox"/>
- Project charter	175					To Do		0	0	0	<input checked="" type="checkbox"/>
- Risk analysis	176					To Do		0	0	0	<input checked="" type="checkbox"/>
Risk identification	177					To Do		0	0	0	<input checked="" type="checkbox"/>
Define all competencies needed	178					To Do		0	0	0	<input checked="" type="checkbox"/>
Breakdown project by work package	179					To Do		0	0	0	<input checked="" type="checkbox"/>
- PIM 0 steering committee	180					To Do		0	0	0	<input checked="" type="checkbox"/>
Plan project to PIM meeting agenda	181					To Do		0	0	0	<input checked="" type="checkbox"/>
- Offer : First draft	182					To Do		0	0	0	<input checked="" type="checkbox"/>
Draft offer according to PIM conclusion	183					To Do		0	0	0	<input checked="" type="checkbox"/>
- Project Kick off	184					To Do		0	0	0	<input checked="" type="checkbox"/>
Open project in internal process	185					To Do		0	0	0	<input checked="" type="checkbox"/>
Prepare internal kick off	186					To Do		0	0	0	<input checked="" type="checkbox"/>
Prepare general kick off	187					To Do		0	0	0	<input checked="" type="checkbox"/>

Switch view Exit

To be highlighted :

All task are created, PM will just need to define who, when , what etc