



Project Management

Does this sound all too familiar?

- We constantly take heat from the client for missing advanced deadlines.
- Clients are always complaining we don't give them enough advanced warning on when art work is due.
- We spend a lot of time just trying to keep everyone up to date on tasks and due dates.
- Quality sometimes slips through our fingers for lack of clear ownership for like tasks on different projects.



What's in it for me?

Manage and successfully execute more projects without the addition of more personal.



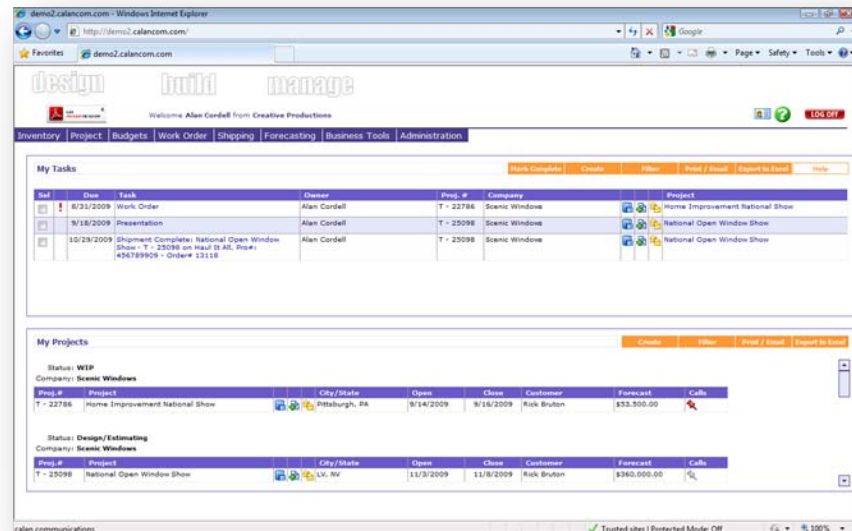
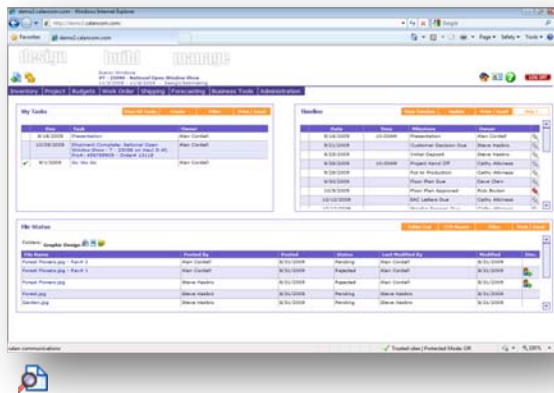
Today, event suppliers juggle more information with faster response demands.



Project Management

Nothing is more basic or at times more demanding than keeping track of the critical deadlines and details for even the simplest Project. Make that 20 projects at a one time. Try to do it and balance personal overheads with downward margin pressures. Now ask to see the due dates and personal resource demands for every Project all at once... and you have a real business challenge.

- Default Timeline Milestones reduce oversight errors
- Linked Tasks keep individuals on track and automatically update the entire team
- View all team member workloads for a project



A company wide view of demand heightens efficiencies, delivers economies.



Project Management

Ok. Your account teams do a pretty good job one project at a time. But can you access all that information? Is it backed up? Are you effective in balancing personnel overheads with downward margin pressures? Need to see the due dates and personnel resource demands for every active Project all at once?

- Look across an individual user's total workload
- See overlapping and peak demands across all Projects
- Maintain a history and document business compliance
- Never miss an advance order again

Milestone Workload by User

Order	Milestone	Due	Product	Name	Company	Owner	Division	Creator	Assigned
1001000000	SAC Letters Due	1/15/2009	09-22689	Windows On the World	Scenic Windows	Maria Coal	Creative Productions	Cathy Atkins	3/18/2009
1001000000	SAC Letters Due	2/20/2009	09-22615	VIP Open House @ HQ	Scenic Windows	Alan Cordell	Creative Productions	Alan Cordell	4/21/2009
1001000000	Design Deliverables	3/2/2009	09-22615	VIP Open House @ HQ	Scenic Windows	Dave Clem	Creative Productions	Alan Cordell	4/21/2009
1001000000	Strategy Meeting	3/11/2009	09-22730	National Assoc. of Home Builders	Plush Drapes	Alan Cordell	Creative Productions - LV	Cathy Atkins	4/28/2009
1001000000	SAC Letters Due	3/13/2009	09-22730	National Assoc. of Home Builders	Plush Drapes	Steve Hasbro	Creative Productions - LV	Cathy Atkins	4/28/2009
1001000000	SAC Letters Due	4/2/2009	T-22767	National Sporting Goods Association 2009	Golden Gloves	Sally Smallchange	Creative Productions	Maria Coal	4/30/2009
1001000000	SAC Letters Due	5/12/2009	09-22730	National Assoc. of Home Builders	Plush Drapes	Cathy Atkins	Creative Productions - LV	Cathy Atkins	4/28/2009
1001000000	Show Service Forms Due	5/14/2009	09-22730	National Assoc. of Home Builders	Plush Drapes	Cathy Atkins	Creative Productions - LV	Cathy Atkins	4/28/2009
1001000000	SAC Letters Due	6/16/2009	T-22779	Gadget Fair - East Coast	High Tech Toys	Bill Allen	Creative Productions	Alan Cordell	7/30/2009
1001000000	SAC Letters Due	6/20/2009	T-22781	National Sporting Goods Association 2009	Golden Gloves	Maria Coal	Creative Productions	Maria Coal	4/30/2009
1001000000	SAC Letters Due	6/20/2009	T-25998	Home Improvement Spring	Scenic Windows	Maria Coal	Creative Productions	Cathy Atkins	5/18/2009
1001000000	Show Service Forms Due	10/13/2009	T-25998	National Open Window Show	Scenic Windows	Cathy Atkins	Creative Productions	Steve Hasbro	8/31/2009
1001000000	Show Service Forms Due	10/13/2009	T-25998	National Open Window Show	Scenic Windows		Creative Productions	Steve Hasbro	8/31/2009

Key Dates / Milestone Report

Milestone	Due	Product	Name	Company	Owner	Division	Creator	Assigned
✓ SAC Letters Due	1/15/2009	09-22689	Windows On the World	Scenic Windows	Maria Coal	Creative Productions	Cathy Atkins	3/18/2009
✓ Ballpark Price	2/20/2009	09-22615	VIP Open House @ HQ	Scenic Windows	Alan Cordell	Creative Productions	Alan Cordell	4/21/2009
✓ Design Deliverables	3/2/2009	09-22615	VIP Open House @ HQ	Scenic Windows	Dave Clem	Creative Productions	Alan Cordell	4/21/2009
✓ Strategy Meeting	3/11/2009	09-22730	National Assoc. of Home Builders	Plush Drapes	Alan Cordell	Creative Productions - LV	Cathy Atkins	4/28/2009
✓ Ballpark Price	3/13/2009	09-22730	National Assoc. of Home Builders	Plush Drapes	Steve Hasbro	Creative Productions - LV	Cathy Atkins	4/28/2009
✓ SAC Letters Due	4/2/2009	T-22767	National Sporting Goods Association 2009	Golden Gloves	Sally Smallchange	Creative Productions	Maria Coal	4/30/2009
✓ SAC Letters Due	5/12/2009	09-22730	National Assoc. of Home Builders	Plush Drapes	Cathy Atkins	Creative Productions - LV	Cathy Atkins	4/28/2009
✓ Show Service Forms Due	5/14/2009	09-22730	National Assoc. of Home Builders	Plush Drapes	Cathy Atkins	Creative Productions - LV	Cathy Atkins	4/28/2009
✓ Ballpark Price	6/16/2009	T-22779	Gadget Fair - East Coast	High Tech Toys	Bill Allen	Creative Productions	Alan Cordell	7/30/2009
✓ SAC Letters Due	6/20/2009	T-22781	National Sporting Goods Association 2009	Golden Gloves	Maria Coal	Creative Productions	Maria Coal	4/30/2009
✓ SAC Letters Due	6/20/2009	T-25998	Home Improvement Spring	Scenic Windows	Maria Coal	Creative Productions	Cathy Atkins	5/18/2009
✓ SAC Letters Due	10/13/2009	T-25998	National Open Window Show	Scenic Windows	Cathy Atkins	Creative Productions	Steve Hasbro	8/31/2009
✓ Show Service Forms Due	10/13/2009	T-25998	National Open Window Show	Scenic Windows		Creative Productions	Steve Hasbro	8/31/2009





Project Management

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Scenic Windows
 #T - 25098 - National Open Window Show
 11/3/2009 - 11/8/2009 - Design/Estimating

Inventory | Project | Budgets | Work Order | Shipping | Forecasting | Business Tools | Administration

My Tasks [View All Tasks](#) [Create](#) [Filter](#) [Print / Email](#)

Due	Task	Owner
9/18/2009	Presentation	Alan Cordell
10/29/2009	Shipment Complete; National Open Window Show - T - 25098 on Haul It All, Pro#: 456789909 - Order# 13118	Alan Cordell
✓ 9/1/2009	Go \No Go	Alan Cordell

Timeline [View Timeline](#) [Update](#) [Print / Email](#) [Help ?](#)

Date	Time	Milestone	Owner
9/18/2009	10:00AM	Presentation	Alan Cordell
9/21/2009		Customer Decision Due	Steve Hasbro
9/25/2009		Initial Deposit	Steve Hasbro
9/28/2009	10:00AM	Project Hand Off	Cathy Atkiness
9/28/2009		Put to Production	Cathy Atkiness
9/30/2009		Floor Plan Due	Dave Clein
10/9/2009		Floor Plan Approved	Rick Bruton
10/12/2009		EAC Letters Due	Cathy Atkiness
10/12/2009		Graphic Design Due	Cathy Atkiness

File Status [Folder List](#) [FTP Access](#) [Filter](#) [Print / Email](#)

Folders: **Graphic Design**

File Name	Posted By	Posted	Status	Last Modified By	Modified	Disc.
Forest Flowers.jpg - Rev# 2	Alan Cordell	8/31/2009	Pending	Alan Cordell	8/31/2009	
Forest Flowers.jpg - Rev# 1	Alan Cordell	8/31/2009	Rejected	Alan Cordell	8/31/2009	
Forest Flowers.jpg	Steve Hasbro	8/31/2009	Rejected	Alan Cordell	8/31/2009	
Forest.jpg	Steve Hasbro	8/31/2009	Pending	Steve Hasbro	8/31/2009	
Garden.jpg	Steve Hasbro	8/31/2009	Pending	Steve Hasbro	8/31/2009	

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LET ASSISTANT

Welcome Alan Cordell from Creative Productions

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My Tasks

Mark Complete Create Filter Print / Email Export to Excel Help

Sel	Due	Task	Owner	Proj. #	Company	Project
<input type="checkbox"/>	8/31/2009	Work Order	Alan Cordell	T - 22786	Scenic Windows	Home Improvement National Show
<input type="checkbox"/>	9/18/2009	Presentation	Alan Cordell	T - 25098	Scenic Windows	National Open Window Show
<input type="checkbox"/>	10/29/2009	Shipment Complete: National Open Window Show - T - 25098 on Haul It All, Pro#: 456789909 - Order# 13118	Alan Cordell	T - 25098	Scenic Windows	National Open Window Show

My Projects

Create Filter Print / Email Export to Excel

Status: **WIP**
 Company: **Scenic Windows**

Proj.#	Project	City/State	Open	Close	Customer	Forecast	Calls
T - 22786	Home Improvement National Show	Pittsburgh, PA	9/14/2009	9/16/2009	Rick Bruton	\$53,500.00	

Status: **Design/Estimating**
 Company: **Scenic Windows**

Proj.#	Project	City/State	Open	Close	Customer	Forecast	Calls
T - 25098	National Open Window Show	LV, NV	11/3/2009	11/8/2009	Rick Bruton	\$360,000.00	

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Milestone Workload by User

Owner: **Maria Coal**

	Due Date	Time	Milestone	Project	Project Name	Company	Division	Creator	Assigned
✓	06/16/2009		EAC Letters Due	T - 22767	National Sporting Goods Association 2009	Golden Gloves	Creative Productions	Maria Coal	4/30/2009
✓	06/16/2009		Certificate of Ins.	T - 22767	National Sporting Goods Association 2009	Golden Gloves	Creative Productions	Maria Coal	4/30/2009
✓	06/20/2009		EAC Letters Due	09-22781	Home Improvement Spring	Scenic Windows	Creative Productions	Cathy Atkiness	5/18/2009
✓	06/24/2009		Certificate of Ins.	09-22781	Home Improvement Spring	Scenic Windows	Creative Productions	Cathy Atkiness	5/18/2009

Owner: **Rick Bruton**

	Due Date	Time	Milestone	Project	Project Name	Company	Division	Creator	Assigned
✓	04/01/2009		Initial Deposit	09-22315	VIP Open House @ HQ	Scenic Windows	Creative Productions	Alan Cordell	4/21/2009
✓	05/29/2009		Customer Art Due	09-22315	VIP Open House @ HQ	Scenic Windows	Creative Productions	Alan Cordell	4/21/2009
✓	06/01/2009		Customer Decision Due	09-22781	Home Improvement Spring	Scenic Windows	Creative Productions	Cathy Atkiness	5/18/2009
✓	09/08/2009	8:00AM	Move In	T - 22786	Home Improvement National Show	Scenic Windows	Creative Productions	Cathy Atkiness	8/29/2009
✓	09/08/2009	10:00AM	Set Up Begins	T - 22786	Home Improvement National Show	Scenic Windows	Creative Productions	Cathy Atkiness	8/29/2009
✓	09/13/2009	6:00PM	Set Up Ends	T - 22786	Home Improvement National Show	Scenic Windows	Creative Productions	Cathy Atkiness	8/29/2009

Owner: **Sally Smallchange**

	Due Date	Time	Milestone	Project	Project Name	Company	Division	Creator	Assigned
✓	04/02/2009		Strategy Meeting	T - 22767	National Sporting Goods Association 2009	Golden Gloves	Creative Productions	Maria Coal	4/30/2009
✓	04/13/2009		Presentation	T - 22767	National Sporting Goods Association 2009	Golden Gloves	Creative Productions	Maria Coal	4/30/2009
✓	04/15/2009		Customer	T -	National Sportina Goods	Golden Gloves	Creative Productions	Maria Coal	4/30/2009

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High Tech Toys
#09-22778 - VIP Product Gala
9/3/2009 - 9/3/2009 - Shipped/On Site

Inventory | Project | Budgets | Work Order | Shipping | Forecasting | Business Tools | Administration

Report Display Done Print / Email

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