Easy Project

The Professional Project Management Software
by Easy Software Ltd.

The best project management tools
in one web-based application

Easy Project is brought to You by
5-Ways Lp.
## Easy Project functionality

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About Easy Project

Easy Project (EP) is a flexible and cost efficient collaborative, web-based Project Management software to manage local, regional & international programs and projects. It has a very user-friendly web interface with responsive web design, so it is 100% mobile. EP can be easily customizable to individual project management needs. EP seamlessly integrates the best known PM tools in one application including task, document and knowledge management. In EP all user activities are logged and can be visualized.

Easy Project is GDPR (General Data Protection Regulation) compliant.

Figure 1. - Project Management Life Cycle phases in Easy Project

Easy Project is able to cover the entire life cycle of the Project Management (PM) with all PM Phases as shown on Figure 1 and Figure 2. (Origination, Initiation, Planning, Execution & Control, Closure). EP helps to manage all PM processes, with their inputs and outputs during all Project Management Life Cycle phases.

EP is compatible with efficient project management methodologies such as Goal Directed Project Management (GDPM), PRINCE2 or even with SIX SIGMA. EP is also compatible with PMI's de-facto standard, described in PMBOK as well as with other methods and techniques (e.g.: Agile, Srum, Kanban, CPM, WBS, Mind-mapping).

With Easy Project you can easily handle all project management knowledge areas defined in PMBOK: Integration, Scope, Time, Cost, Quality, Human Resources, Communications, Risks, Procurement and Stakeholders)
All Project Management Life Cycle (PMLC) and Project Life Cycle (PLC) elements can be easily handled by Easy Project. Figure 2. below shows the PMLC and PLC phases as well as their major elements.

Figure 2. - Goal directed / outcome driven project management process with life cycle phases (GDPM® and 5-PATHS™)
Major functionality and features of Easy Project

Project Portfolio Management

Program / Project portfolio can be easily displayed, filtered and sorted by the built-in Portfolio-Gantt tool.

Overall Program / Project Management

A Project Overview can give us overall information about our project by displaying a project summary, a dynamic organization structure, the Principle Chart, the Milestone Plan as well as project Deliverables, RISKS, Issues, Change Requests and Meeting minutes.
On the previous side Figure 4. shows the PROJECT Overview screen with the following tabs:

- **Summary tab** displays an overview about our project information from built-in (and custom) fields as well as from project resource and finance data. We can have graphs, charts and lists about the most important information of our project on one summary page.

- **Organization tab** dynamically visualize the project organization structure in boxes filtered by project roles and custom user fields.

- **Principle Chart tab** displays a responsibility assignment matrix (RAM) describes the roles and responsibilities at project level through the entire project management life cycle. It is especially useful in clarifying roles and responsibilities in international, regional and cross-functional/departmental projects and processes. Here, this is a static RAM with RACI (Responsible, Accountable, Consulted, Informed) responsibility matrices. (optional, static, with customization)

- **Milestone Plan tab** display a static, GDPM style Milestone Plan in order to overview the entire project (as a map) on one page. (optional, static, with customization)

- **Deliverables tab** shows the document and non-document based deliverables of our project (optional, with customization)

- **RISKS tab** shows the project risks we identified and registered in EP. We can manage all risks here. (optional, with customization)

- **Issues tab** shows the technical and business issues occurred in the project and registered in EP. We can manage all project issues here. (optional, with customization)

- **CR tab** shows all the Change Requests (CR) submitted in a special form. We can manage all CRs here. (optional, with customization)

Easy Project also has all the necessary features to plan, control and monitor our projects with modern visual techniques such as **Gantt Chart** or **Kanban board**.

![Example for visualization of deliverables by Kanban board.](https://www.easyproject.com)
Project Resource Management

With Easy Project Resource Management, we can identify user expertise, make sure that all team members are optimally loaded. With attendance management, assignment of tasks is performed on a defined timeline, and vacations are taken into account. The following three major features can be used with Resource Management:

- Attendance management
- Timesheets
- Resource Dashboard

Figure 6. - Example for visualization of resource utilization on Resource Dashboard.
Easy Project allows you to create project budgets and compare them to real spending. You can monitor revenues, costs payroll costs and overall project profitability. Easy Project will keep track of your project cash flows — a crucial indicator for accountants, stakeholders. By combining information from timesheets and internal/external rates, you can create invoicing and payroll sheets within Easy Project. Easy Project can calculate project price based on the number of hours needed to complete it, plus any other user-defined items. The following major features can be used with Finance Management:

- Project Budgets
- Cashflows & Cashflow in Gantt chart
- Payroll and invoicing based on timesheets
- Project Price Calculator and Quotation

Figure 7. - Example for a project calculation.
Project Document & Knowledge Management

Easy Project is able to handle all information in one hand using **built-in document management** and **Knowledge Base** functions. Documents can be also attached to milestones, tasks, risks, issues and to any type of Easy Project element.

Project documents can be easily categorized and stored in EP document management with versions as shown in Figure 8. below.

![Figure 8. - Project Documents in EP document management.](image)

Knowledge Base (KB) is very useful for creating and storing meeting minutes of our projects as shown in Figure 9.

![Figure 9. - Meeting minutes in EP Knowledge Base.](image)
Project Control & Monitoring

EP enables a very effective project control with the features listed below:

- **Reporting tools** – Graphs, Charts and lists
- **Project Baselines** (compare plans with actual)
- Earned value management (**EVM**).

EVM is a project management technique for objective measurement of project performance and progress. EVM is based on monitoring three main project health parameters: Planned Value (PV), Earned Value (EV) and Actual Cost (AC) as shown in Figure 10. below.

![Figure 10. - Earned Value Management graph in EP.](https://www.easyproject.com)
Project Communication Management

Easy Project has the following features for effective project communication:

- Project Team Chat (see Figure 11.)
- Calendar (see Figure 12.)
- Automatic **e-mails** to team members and groups
- Contacts
- Easy Invite Colleagues & Social Wall

![Figure 11. - Team Chat in EP](image1)

![Figure 12. - Calendar in EP](image2)
**Project Work & Task Management**

**Task tracking** eliminates the need for status update meetings, since everything can be tracked in Easy Project.

**Time tracking** and reporting allows team members to efficiently utilize and report their time, and managers can monitor spent time and use it as a reference for future project planning.

**Checklists** can easily increase work organization, motivation, and productivity. They eliminate the possibility of forgetting a step and make the delivery of repetitive tasks more efficient and with fewer mistakes.

**Workflows** allow you to define, execute, and automate business processes, eliminating chaos and coordinating tasks between employees. Easy Project allows you to set task permissions and workflows based on user types.

**Test Cases Management**

Test cases module helps with recurring processes and management of testing scenarios. This is a complete testing management for all testing methodologies.

**Project Templates**

We can create templates in a few clicks from the existing project, easily import and export templates, and apply Easy Project Templates based on best management practices.

**Integration with other tools**

EP is able to import data from **Microsoft Project**, from **Microsoft Excel**, from **Jira** and from **Asana**. It has an **Outlook plugin** to be able to synchronize tasks, calendar events and contacts. EP can import data in XML/CSV format as well.

**GDPR compliance**

European regulation known as **General Data Protection Regulation** (GDPR) brings a number of challenges to all organizations and became one of the most resonated business topics. Easy Project is 100% GDPR-ready from version 1.3 (May 2018).
Benefits of using Easy Project

Easy Project can give higher project management efficiency, improved teamwork, time saving, increased productivity and resource saving with the following features:

- Support regional and international projects with common project communication and collaboration tools (project chat, automatic e-mails to project members)
- Support regional and international projects with common document repositories as well as with common project knowledge base
- Support strategic program / project planning at all three levels (project level, milestone level, task level)
- Support central controlling and the progress of projects (with graphs, charts and lists)
- Accelerate project planning as well as project executing & control with central resource and task management
- Gives overall picture and detailed information about the project budget (Plan vs. Actual at all levels)
- Gives detailed monitoring of tasks, risks and issues.

All things in one hand – no need for Excel tables, no need for external repositories, no need to log in to different project or task management tools to manage your projects.

Technical Environment of EP (Private Cloud based)

Easy Project Cloud solution is hosted on servers of Easy Software Ltd. in various locations. US clients are hosted on Amazon Cloud in Oregon. By purchasing this solution, you obtain the right to use the software in the cloud for a defined period of time. Easy Project in Cloud includes:

- EP 2018 + selected modules & plugins
- Service includes software updates your Easy Project is always up to date
- Daily backups, storing 14 backups
- SSL protection
- 1 hour recovery guarantee in case of failure

Private Cloud

Private Cloud is designed for Clients who need the top security, speed, and availability of Easy Project. The private cloud provides clients with features of their own dedicated server while saving their internal IT resources. It is always deployed in closest geolocation for maximum connectivity and speed.
Private Cloud contains the following value-added services:

- 24/7 system administrators
- Permanent hardware and application monitoring
- Security updates
- LDAP support
- Regular backups
- 99.9% long term uptime
- 24/7 hotline for emergencies
- RAID mirroring
- Encryptions & firewalls
- IP filtering & reports
- Performance upgrades
- Storage space upgrade to 400GB
- Custom frequency of backups
- Backups on client’s premises
- Guaranteed availability
- Custom encryptions consulted
- Anti-virus on demand
- VPN on demand

Data protection

- Data stored on servers in plain format, with the possibility of local encryption of data
- Data stored exclusively on the server with strict limited access
- Non-disclosure agreement and complete data wipe down by server administrators

Recovery plan

In case of any issues, Easy Cloud has a range of recovery plans that, are continuously tested and updated. Recovery plans cover the following issues:

- Server machine malfunction
- Application crash
- Data center malfunction
- Login credentials leak

Backups

Backups stored in various geographical locations to ensure their safety in case of any natural disaster or any other server problem. Backups created every day and stored for at least three months.

- Encrypted backup
- Data stored in different locations
- Backup creation process and backed up data are not accessible through server for security reasons

https://www.easyproject.com/solutions/private-cloud
License fees of Easy Project (Private Cloud)

Private Cloud based fees

A complete private cloud solution with basic project management functionalities of EP starts from € 199 + 20% TAX = € 239 per month (for an annual subscription).

A complete private cloud solution with extended project management functionalities of EP is € 249 + 20% TAX = € 299 per month (for an annual subscription).

References of Easy Project

The following large Clients use Easy Project: Lenovo, Ogilvy, Continental, Bosch, Lear, Toyota Financial Services.

Attila Lukács (as Project Manager and Easy Project expert at 5-Ways Lp.) has significant, 3+ years experiences how to optimize, customize and use Easy Project in regional and local project environments. Attila implemented and/or optimized Easy Project at the following reference companies:

- **A subsidiary of Société Générale Bank** – a regional business system implementation project was managed with Easy Project. Five countries were involved with Austrian project origin (Austria, Switzerland, Hungary, Croatia and Serbia) and used Easy Project as a common, regional PM tool.

- **A Hungarian control engineering company** developing safety critical unique systems and mass production of devices - safety-critical projects are managed with Easy Project.
5-Ways’ Project Management Services

5-Ways Lp. may offer the following services

- Easy Project optimization for your project portfolio taking into account your Project Management culture
- Project Management Office (PMO) services with Easy Project application
- Project Management services with Easy Project application

Yours faithfully,

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Easy Project Expert

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