

BrightWork



LIVE WEBINAR

Enhance Your Project Reports in SharePoint with Timesheet Management

Wednesday | October 30

3pm GMT | 11am EDT | 8am PDT



Ken Edwards
HMS Software



Billy Guinan
BrightWork



QUICK POLL!

Is your group currently using timesheets in SharePoint for project management?

AGENDA

1. See how to quickly get started managing projects and portfolios with SharePoint
2. Learn how to extend SharePoint for enterprise timesheets with TimeControl
3. Live demo of BrightWork and TimeControl working together
4. Q&A

BrightWork

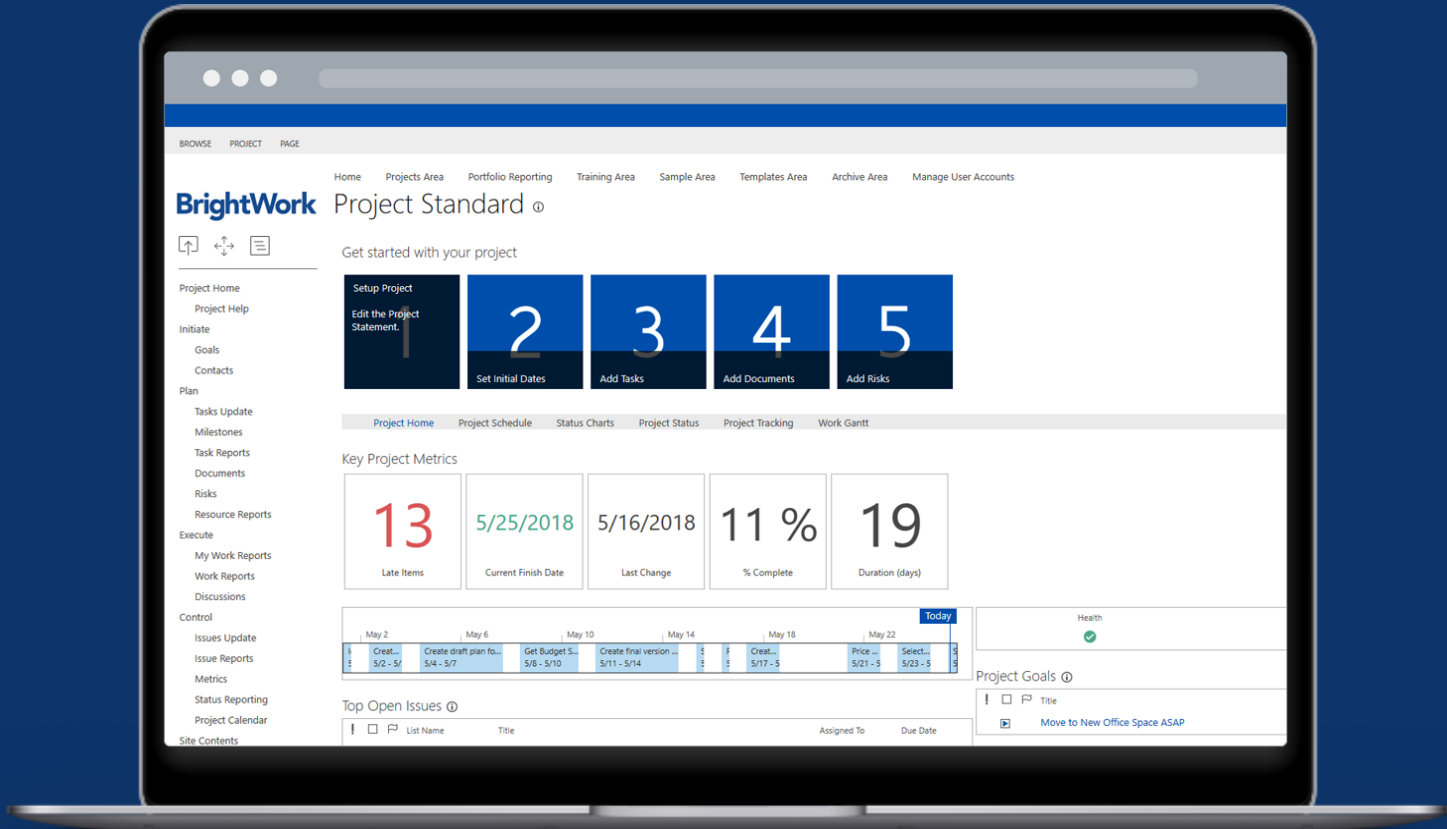
BrightWork is a SharePoint-based project management solution that includes best-practice templates with the flexibility to evolve and mature as needed.

The screenshot displays the BrightWork interface for a project office named 'Contoso Marketing (PO)'. The interface is divided into several sections:

- Navigation:** A top navigation bar includes 'Home', 'Projects Area', 'Portfolio Reporting', 'Training Area', 'Sample Area', 'Templates Area', 'Archive Area', and 'Manage User Accounts'. Below this, a secondary navigation bar offers options like 'Project Office Home', 'All', 'In Trouble', 'Status Charts', 'Gantt', 'By Status', 'By Manager', 'My Projects', and 'By Exception'.
- Project Office:** A left sidebar lists various project office functions such as 'My Work', 'Work', 'Issues', 'Risks', 'Resourcing', 'Status Reports', 'Metrics', 'Projects Tracker', 'Edit Tracker', 'View Tracker', 'Subsites', 'Marketing Mini-Projects (PWT)', 'Web Site Build (PG)', and 'Site Contents'.
- Get started:** Two prominent blue buttons labeled 'Projects Tracker' and 'New Project Site' are displayed.
- Key Metrics:** Two large white boxes show '10 Late Items' and '2 Open Issues'.
- Project Hierarchy:** A tree view shows the project structure: 'Contoso Marketing (PO)' containing 'Free Template Site', 'Marketing Mini-Projects (PWT)', and 'Web Site Build (PG)'.
- Project Office Summary:** A table provides a snapshot of project health and metrics for the period 'Apr. 15-Aug. 11, 2018'.

Health	Time	Cost	Quality	Issues	Finish Date
✖	✖	✔	✖	⚠	8/10/2018
- Task List:** A 'Project Tasks' view on the left shows a list of tasks with checkboxes and dates, such as 'Hardware Upgrade Global', 'Project-Initiation', 'Identify-suppliers', 'Create-draft-budget-for-upgrade', 'Create-draft-plan-for-upgrade', 'Create-Business-Impact-Plan', 'Make-Proposal-Presentation', 'Project-Planning', and 'Get-Budget-Signoff'.
- Gantt Chart:** A partial Gantt chart on the right shows task dependencies and timelines for the month of August.

DEMO





TimeControl is a multi-purpose timesheet designed to be integrated with multiple project management systems.

The screenshot shows the TimeControl web application interface. At the top, there is a navigation bar with 'Home', 'Timesheet', 'Reports', 'Tools', and 'Documentation'. Below this is a toolbar with icons for 'List', 'Entry', and 'TimeRequest', along with action buttons like 'Previous', 'Next', 'Add', 'Delete', 'Release', 'Reject', 'Apply', 'Undo', and 'Print'. The main content area is titled 'Entry' and contains two summary boxes: 'Employee Information' for Gail Robinson and 'Timesheet Information' for the period 8/20/2016 - 8/26/2016. Below these is a table of timesheet entries with columns for project name, charge code, description, rate code, and daily hours.

		Project Name	Charge Code	Charge Description	Rate Code	Mon 8/22/2016	Tue 8/23/2016	Wed 8/24/2016	Thu 8/25/2016	Fri 8/26/2016	Total	ETC	Complete	Source
<input type="checkbox"/>	<input type="checkbox"/>	INTERNAL	INTERNAL.MEETINGS	General Meetings	STANDARD	4h					4h		<input type="checkbox"/>	Gail Robinson
<input type="checkbox"/>	<input type="checkbox"/>	INTERNAL	INTERNAL.TRAVEL	Travel for company business	S-GAILR	2h					2h		<input type="checkbox"/>	Gail Robinson
<input type="checkbox"/>	<input type="checkbox"/>	BOAT SHOW	BOAT SHOW.1.13	Exhibitor services request form	S-BS	4h	8h	8h	8h		28h		<input type="checkbox"/>	Gail Robinson
<input type="checkbox"/>	<input type="checkbox"/>	BOAT SHOW	BOAT SHOW.1.2	Determine tradeshow planning contact	S-BS						0h		<input type="checkbox"/>	Gail Robinson
<input type="checkbox"/>	<input type="checkbox"/>	BOAT SHOW	BOAT SHOW.1.4	Review booth resource number limitations	S-BS					4h	4h		<input type="checkbox"/>	Gail Robinson
<input type="checkbox"/>	<input type="checkbox"/>	POLAR	POLAR.13	Training Materials	STANDARD					2h	2h	120h	<input type="checkbox"/>	Gail Robinson
						10h	8h	8h	8h	6h	40h			

Page 1 of 1 (6 items) [1] 100%

DEMO

The screenshot displays the TimeControl web application interface. At the top, the browser address bar shows the URL <http://docs.timecontrol.org/Application/TimeRequest>. The application header includes the TimeControl logo, the user name 'Gail Robinson', and navigation links for 'Dashboard', 'My Account', 'Logout', and 'Help'. Below the header is a navigation menu with 'Home', 'Timesheet', 'Reports', 'Tools', and 'Documentation'. A toolbar contains icons for 'List', 'Entry', and 'TimeRequest', along with action buttons: 'Previous', 'Next', 'Add', 'Delete', 'Release', 'Reject', 'Apply', 'Undo', and 'Print'. The main content area is titled 'Entry' and is divided into two sections: 'Employee Information' and 'Timesheet Information'. 'Employee Information' shows 'Robinson, Gail' as the resource. 'Timesheet Information' shows the period '8/20/2016 - 8/26/2016', status 'DRAFT', and owner 'Gail Robinson'. Below this is a table of time entries with columns for 'Add', 'Copy', 'Delete', 'Options', 'Project Name', 'Charge Code', 'Charge Description', 'Rate Code', and a grid of dates from Monday 8/22/2016 to Friday 8/26/2016. Summary columns include 'Total', 'ETC', 'Complete', and 'Source'. The table contains six entries, with a total of 40 hours. At the bottom, a summary row shows the total hours for each day: 10h, 8h, 8h, 8h, 6h, and a total of 40h. The footer indicates 'Page 1 of 1 (6 items)' and a zoom level of 100%.

	Add	Copy	Delete	Options	Project Name	Charge Code	Charge Description	Rate Code	Mon 8/22/2016	Tue 8/23/2016	Wed 8/24/2016	Thu 8/25/2016	Fri 8/26/2016	Total	ETC	Complete	Source
<input type="checkbox"/>	<input type="checkbox"/>				INTERNAL	INTERNAL-MEETINGS	General Meetings	STANDARD	4h					4h		<input type="checkbox"/>	Gail Robinson
<input type="checkbox"/>	<input type="checkbox"/>				INTERNAL	INTERNAL-TRAVEL	Travel for company business	S-GAILR	2h					2h		<input type="checkbox"/>	Gail Robinson
<input type="checkbox"/>	<input type="checkbox"/>				BOAT SHOW	BOAT SHOW.1.13	Exhibitor services request form	S-BS	4h	8h	8h	8h		28h		<input type="checkbox"/>	Gail Robinson
<input type="checkbox"/>	<input type="checkbox"/>				BOAT SHOW	BOAT SHOW.1.2	Determine tradeshow planning contact	S-BS						0h		<input type="checkbox"/>	Gail Robinson
<input type="checkbox"/>	<input type="checkbox"/>				BOAT SHOW	BOAT SHOW.1.4	Review booth resource number limitations	S-BS					4h	4h		<input type="checkbox"/>	Gail Robinson
<input type="checkbox"/>	<input type="checkbox"/>				POLAR	POLAR.13	Training Materials	STANDARD					2h	2h	120h	<input type="checkbox"/>	Gail Robinson

QUESTIONS?

Use the questions pane in GoToWebinar to ask questions

Thank you!

Please get in touch if you are interested in BrightWork or HMS

BrightWork

Custom Demo

[https://www.brightwork.com
/product/demo-request](https://www.brightwork.com/product/demo-request)



Free Trial

freetrial.timecontrol.com



BrightWork

APPENDIX

BrightWork Model Explained

About HMS Software

- HMS: Founded in 1984
- TimeControl released to market in 1994
- Partners with:
 - Microsoft since 1995
 - Oracle-Primavera since 1997
 - Deltek (Welcom) since 1985
 - Hard Dollar (InEight) since 2012
 - Version One since 2014
 - BrightWork since 2017

TimeControl and BrightWork

BrightWork

Project Tasks

Today

Project Home

TimeControl

Initiate

Goals

Contacts

Plan

Tasks Update

Task Reports

Documents

Risks

Task Name	Start Date	Finish Date	Assigned To	Actual Work
Identify suppliers	November 30, 2015	November 30, 2015		0
Create draft budget for upgrade	December 1, 2015	December 13, 2015		0
Create draft plan for upgrade	December 1, 2015	December 14, 2015	Tom Logan	0

BrightWork

TimeControl

Home Timesheet Reports Tools Documentation

List Entry TimeRequest Line Item Approval

Previous Next Add Delete Release Reject Apply Undo Print

Entry

Employee Information

Logan, Tom
Resource: Tom Logan

Timesheet Information

Period 7/1/2017 - 7/7/2017 Pay Periods Pay Period 6 (7/1/2017 - 7/15/2017)
Timesheet Status DRAFT Timesheet Source Tom Logan
Timesheet Owner Tom Logan releasing to TimeControl Administrator

Project Description	Charge Description	Rate Code	Mon	Tue	Wed	Thu	Fri	Total	ETC
Hardware Upgrade	Create draft plan for upgrade	STANDARD	7h	7h	7h	7h	7h	35h	

Page 1 of 1 (1 items)

TimeControl

BrightWork

Project Tasks

Today

Project Home

TimeControl

Initiate

Goals

Contacts

Plan

Tasks Update

Task Reports

Documents

Risks

Task Name	Start Date	Finish Date	Assigned To	Actual Work
Identify suppliers	November 30, 2015	November 30, 2015		0
Create draft budget for upgrade	December 1, 2015	December 13, 2015		0
Create draft plan for upgrade	December 1, 2015	December 14, 2015	Tom Logan	35

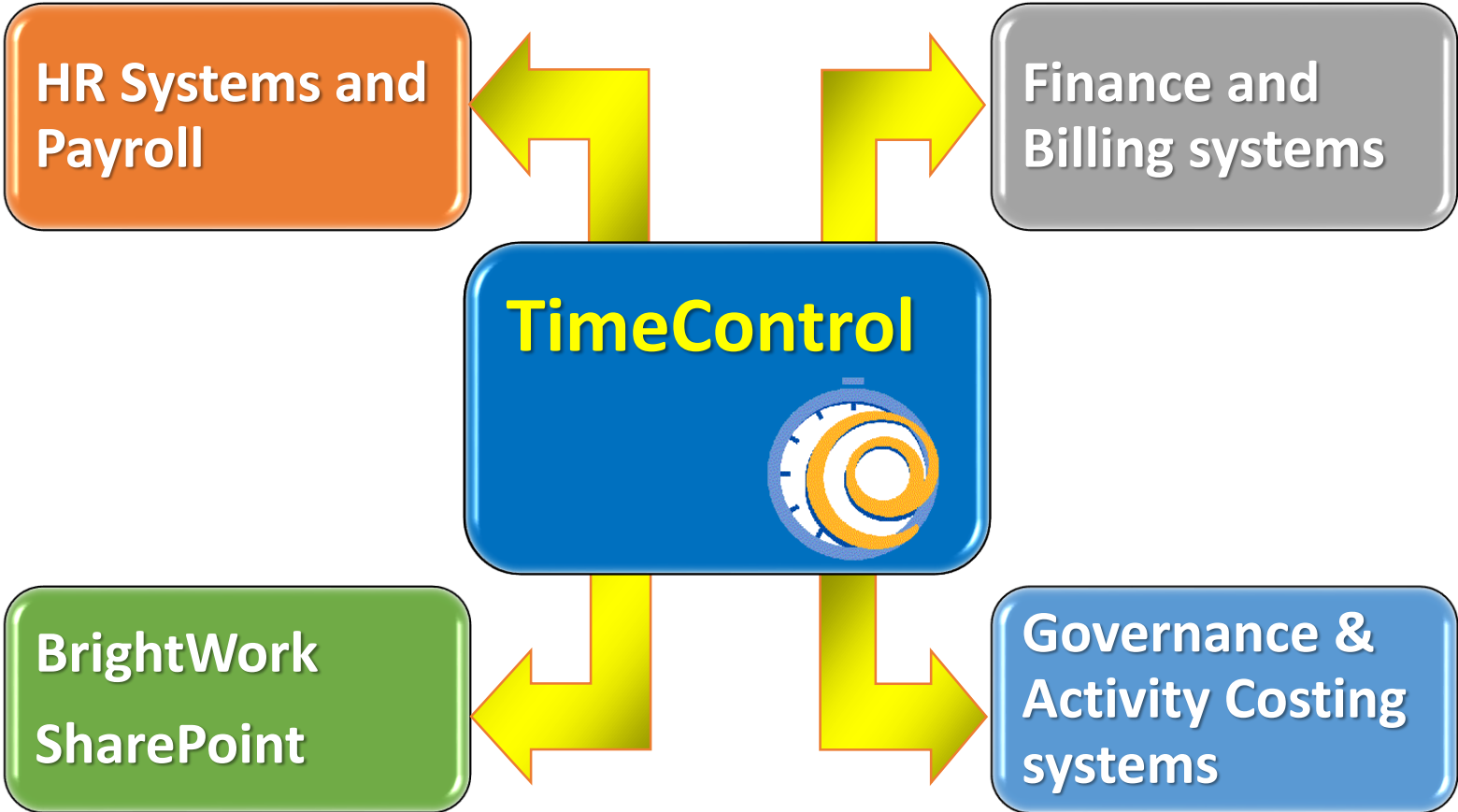
BrightWork



Benefits of TimeControl

- Single entry for all your time capture requirements
 - Project Control, HR / Payroll, Vacation tracking, Billing
- Ability to connect to all of your corporate systems
- Robust approval process
 - Matrix Approval Process, missing timesheet tracking & notification
- There are links to multiple products to support a mixed environment
- Fully auditable correction process

TimeControl



TimeControl Interface on its own

The screenshot displays the TimeControl web application interface. At the top, the browser address bar shows the URL <http://docs.timecontrol.org/Application/Timesheet>. The application header includes the TimeControl logo, the user name "Gail Robinson", and navigation links for "Dashboard", "My Account", "Logout", and "Help". Below the header, there are tabs for "Home", "Timesheet", "Reports", "Tools", and "Documentation".

The main content area is titled "Entry" and is divided into two sections: "Employee Information" and "Timesheet Information".

Employee Information:

- Robinson, Gail**
- Resource:** Gail Robinson

Timesheet Information:

- Period:** 8/20/2016 - 8/26/2016
- Timesheet Source:** Gail Robinson
- Timesheet Status:** DRAFT
- Last Owner:** Tom Logan
- Timesheet Owner:** Gail Robinson
- releasing to:** Tom Logan

Below the information sections is a table for the timesheet entry. The table has columns for "Project Name", "Charge Code", "Charge Description", "Rate Code", and days of the week (Mon 8/22/2016, Tue 8/23/2016, Wed 8/24/2016, Thu 8/25/2016, Fri 8/26/2016). It also includes columns for "Total", "ETC", "Complete", and "Source".

		Project Name	Charge Code	Charge Description	Rate Code	Mon 8/22/2016	Tue 8/23/2016	Wed 8/24/2016	Thu 8/25/2016	Fri 8/26/2016	Total	ETC	Complete	Source
<input type="checkbox"/>	<input type="checkbox"/>	INTERNAL	INTERNAL.MEETINGS	General Meetings	STANDARD	4h					4h		<input type="checkbox"/>	Gail Robinson
<input type="checkbox"/>	<input type="checkbox"/>	INTERNAL	INTERNAL.TRAVEL	Travel for company business	S-GAILR	2h					2h		<input type="checkbox"/>	Gail Robinson
<input type="checkbox"/>	<input type="checkbox"/>	BOAT SHOW	BOAT SHOW.1.13	Exhibitor services request form	S-BS	4h	8h	8h	8h		28h		<input type="checkbox"/>	Gail Robinson
<input type="checkbox"/>	<input type="checkbox"/>	BOAT SHOW	BOAT SHOW.1.2	Determine tradeshow planning contact	S-BS						0h		<input type="checkbox"/>	Gail Robinson
<input type="checkbox"/>	<input type="checkbox"/>	BOAT SHOW	BOAT SHOW.1.4	Review booth resource number limitations	S-BS					4h	4h		<input type="checkbox"/>	Gail Robinson
<input type="checkbox"/>	<input type="checkbox"/>	POLAR	POLAR.13	Training Materials	STANDARD					2h	2h	120h	<input type="checkbox"/>	Gail Robinson
						10h	8h	8h	8h	6h	40h			

At the bottom of the interface, there is a pagination control showing "Page 1 of 1 (6 items)" and a zoom level of "100%".

TimeControl within SharePoint

The screenshot shows the TimeControl application running within a SharePoint browser window. The browser address bar shows the URL: `http://2013.brightworkdemo.com/sites/connexe`. The page title is "TimeControl".

Navigation Sidebar (Left):

- BROWSE PROJECT PAGE
- Updated Pages
 - TimeControl
 - How To Use This Library
 - Home
- Project Home
 - TimeControl
- Initiate
 - Goals
 - Contacts
- Plan
 - Tasks Update
 - Task Reports
- Documents
- Risks
- Resource Reports
- Execute
 - My Work Reports
 - Work Reports
- Discussions
- Control
 - Issues Update
 - Issue Reports
 - Metrics
 - Status Reporting
- Site Contents

Main Content Area:

TimeControl®

Home Timesheet Reports Tools Documentation

Navigation: List, Entry, Batch release, TimeRequest, Line Item Approval

Actions: Previous, Next, Add, Delete, Release, Reject, Apply, Undo, Print

Entry [Toggle Menu](#)

Employee Information: Logan, Tom
Resource: Tom Logan

Timesheet Information: Period 7/1/2017 - 7/7/2017 Pay Periods Pay Period 6 (7/1/2017 - 7/15/2017)
Timesheet Status DRAFT Timesheet Source Tom Logan
Timesheet Owner Tom Logan releasing to TimeControl Administrator

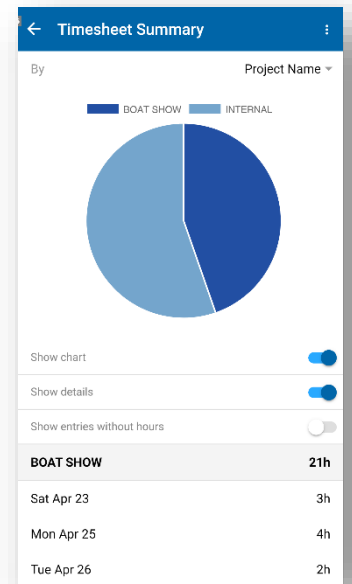
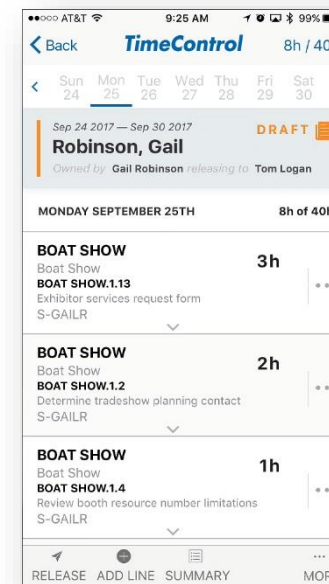
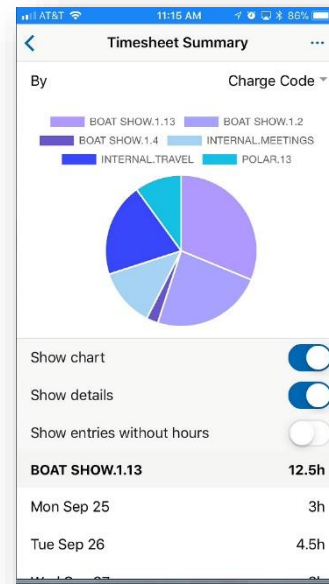
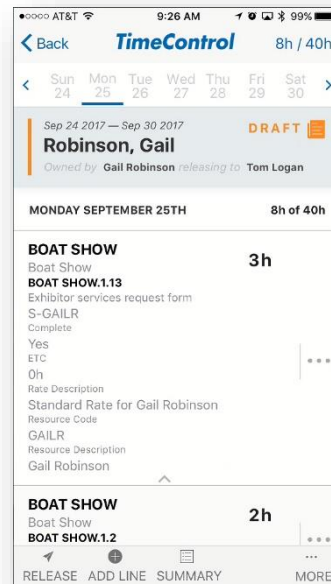
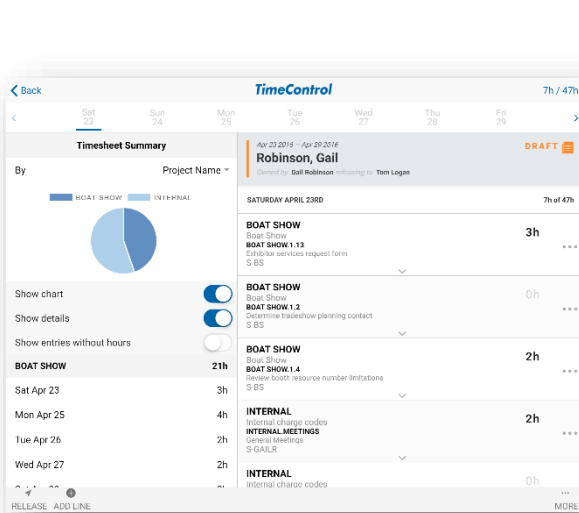
Buttons: Add, Copy, Delete, Options, Timesheet Attachments, Timesheet Notes, Worksheet

	Project Description	Charge Description	Rate Code	Mon	Tue	Wed	Thu	Fri	Total	ETC
<input type="checkbox"/>	Hardware Upgrade	Create draft plan for upgrade	STANDARD	7h	7h	7h	7h	7h	35h	
				7h	7h	7h	7h	7h	35h	

Page 1 of 1 (1 Items) [1]

TimeControl Mobile App

- A free Mobile App supporting Android and Apple devices
- Links to your instance of TimeControl



Benefits of TimeControl

- Not having to write a timesheet
- You don't need multiple timesheets
- You can use a single source for actuals
- There are links to multiple products to support a mixed environment
- Actuals become auditable
- Past timesheet data can be corrected in a managed fashion

Functional Benefits

- **Auditable Historical data**

TimeControl includes historical data on all timesheet data regardless of what changes or deletions were made in the planning system. This means that if a task is deleted or moved, the actuals are not changed

- **Track controllable edits to posted timesheet data**

TimeControl allows audited Debit/Credit changes to previous timesheets which are tracked as changes to the original timesheet

- **Automated business validation rules**

TimeControl includes unlimited automated validation Rules which allows an organization to define what makes an acceptable timesheet. This can include simple rules such as “no more than 24 hours per day” or complex rules such as “no overtime unless you are a wage employee and have done at least 8 hours of regular time today”.

Functional Benefits

- **Unlimited Rates**

TimeControl allows an unlimited number of rates per employee. Each rate maintains multiple values.

- **Project and Non-project time**

TimeControl can track both project items from the scheduling system and non-project items such as overhead types.

- **Unlimited user-defined fields**

TimeControl allows an unlimited number of user defined fields to be added to any table (such as the employee list or task items).

- **Multilingual**

TimeControl includes multiple languages by default.

- **Expense Reporting**

TimeControl tracks non-labor entries such as expense reports

Functional Benefits

- **DCAA Compliance**

TimeControl is DCAA (Defense Contract Audit Agency) compliant

- **Sarbanes-Oxley Compliance**

TimeControl is a powerful tool for Sarbanes-Oxley compliance in order to conform to SEC rules for internal software development and deployment for any company publicly traded in the US

- **Other Government requirements**

TimeControl complies also with numerous government standards including the “European Work Rules”, FMLAs and “California Work Rules” along with many others

- **Matrix Approvals**

TimeControl supports HMS Software’s unique “Matrix Approval Process for Labor Actuals™” which allows timesheet data to be approved by both line or resource managers and projects managers

Functional Benefits

- **Resource assignment options**

TimeControl supports individual, role and group resource identification which can be unique per line.

- **Hierarchical display for high data volume**

TimeControl displays projects, rates and tasks in a hierarchical tree format.

- **Links for Payroll, Invoicing, Job Costing**

TimeControl's financial-quality data is ideally suited for invoicing and TimeControl's Link module allows output to be sent to virtually any corporate finance or ERP system

- **Multiple project management system links**

TimeControl supports multiple project management links simultaneously. A project environment which includes both Microsoft Project, Project Server, Project Online, SharePoint, Primavera Pro, Primavera EPPM, Deltek Open Plan and Cobra, VersionOne, Hard Dollar and, of course, BrightWork. End-users simply see a list of tasks

TimeControl Key Features

- Easy web interface
- Multi-browser support
- Multilingual
- Flexible architecture
 - SQL Server
 - Oracle
 - MySQL
- Expense tracking
- Matrix Approvals
- Automated Approvals
- Vacation Requests
- Flexible Reporting
- Links to Project Mgt
 - VersionOne
 - Microsoft Project, Project Server, BrightWork, SharePoint, Oracle-Primavera P6, Hard Dollar HD, Deltek OpenPlan, Deltek Cobra
- Links to ERP/Finance
 - Dynamics, SAP, Oracle...
 - Others...
- Government compliance
 - DCAA
 - European Time Directives
 - SOX, FMLA, Others...

“TimeControl, timesheet software so flexible you’ll think we wrote it just for you.”





FOR MORE INFORMATION:

To find out more about TimeControl:

www.timecontrol.com

To find out more about TimeControl and Brightwork:

<https://www.brightwork.com/partners/solution>

To try TimeControl for free:

freetrial.timecontrol.com

To find out about HMS Software:

www.hms.ca

To reach HMS Software:

info@hms.ca

TimeControl works in many industries

Engineering/Construction

Aegion
Andritz
EXFO
Foster Wheeler
Groupe Canam
Hamon Daltak
OPAL-RT
Reebok
Siemens
SCX
Steven Winter Associates
Tennant

Gas / Utilities

Entegrus
Enerkem
Karridale
Koch Business Solutions
Husky Oil

Manufacturing

Progress Rail
Tennant
Tractor Supply
Volvo Novabus

Defense / Aerospace

Boeing
CAE Electronics
Esterline
General Dynamics
Rolls Royce

Government

Government of Quebec
Government of Saskatchewan
Conservation Ontario
State of Idaho
Highlands County, Florida
Minnestoa Land Trust
Regie des Batiments de Quebec

Technology

Accedian
Cogiscan
CRIM
Invetech
March Consulting
Northforge
Oce Graphics
Ricoh
Safran
Scisys

Services

Pontoon
Kelly Services

Financial

Ascendant Group
CPA Quebec
MCAP
Residential Mortgage
Segic
US Properties
Vancity
Value Recovery

Health/Pharmaceutical

CADTH
logen
Sandoz
Zoetis

BrightWork

BrightWork is a SharePoint-based project management solution that includes a range of best-practice templates and configurable cross-project reporting.

The screenshot displays the BrightWork interface for a Business Project Office (PO). The main dashboard includes a navigation menu on the left, a central content area with 'Get started' options (Projects Tracker, New Project Site), and 'Key Metrics' (85 Late Items, 9 Open Issues). Below this is a 'Project Office Summary' table and a 'Project Summaries' table with Gantt charts. A 'Project - Status Charts' section on the right features a pie chart for 'Status' and a 'Late Items' section at the bottom.

Project Office Summary

Health	Time	Cost	Quality	Issues	Finish Date
✖	✖	✔	✖	✖	12/8/2017

Project Summaries

Health	Time	Cost	Project	Start Date	Finish Date
✖	✔	✔	Upgrade Hardware for ...	6/21/2017	12/5/2017
✖	✔	✖	Small Systems Projects	9/20/2017	12/5/2017
✖	✔	✔	Setup SharePoint Serve...	9/23/2017	12/8/2017
✖	✔	✔	Training for Finance Dept.	11/15/2017	12/8/2017
✔	✔	✔	SharePoint Hyper-V De...	9/10/2017	

Project - Status Charts

Status

Late Items

Manage Projects Successfully

Simplify project processes, engage stakeholders, and increase collaboration with one project management tool.



Start with Standardized Project Management Templates

BrightWork includes a range project management templates that help you get projects started the right way every time, with the right amount of project management for the project and team in question.

The screenshot shows the BrightWork interface for a project titled "SharePoint Hyper-V Deployment (PL)". The interface includes a navigation menu on the left with options like "Project Home", "Project Help", "Initiate & Plan", "Tasks Update", "Task Reports", "Documents", "Execute & Control", "My Work Reports", "Work Reports", "Issues Update", "Issue Reports", "Metrics", "Status Reporting", and "Site Contents". The main content area features a "Get started with your project" section with four numbered steps: 1. Setup Project, 2. Set Initial Dates, 3. Add Tasks, and 4. Add Documents. Below this is a "Key Project Metrics" section with three cards: "Late Items" (1), "Current Finish Date" (11/17/2017), and "Last Change" (11/6/2017). A Gantt chart shows task progress from November 3 to 15, with tasks like "Get Hardware", "Install OS with Hyper-V", "Install SharePoint", "Install BrightWork", "Test overall enviro.", and "Write up recomm.". There are also sections for "Top Open Issues" and "Overdue Items", both listing a project issue about resource re-organization. A "Tasks By Status" donut chart shows: Not Started: 4 (67%), Completed: 1 (17%), and In Progress: 1 (17%).



Collaborate with a Team-focused Project Site

Team members can find, do and report on their work in a team-focussed project site with BrightWork.

Manage your schedule with instant visibility into project and non-project tasks

The screenshot displays the BrightWork software interface. At the top, there are navigation tabs: BROWSE, PROJECT, TASKS, and LIST. Below these are various toolbars with icons for actions like 'New Item', 'View Item', 'Edit Item', 'Delete Item', 'Version History', 'Shared With', 'Insert', 'Outdent', 'Indent', 'Move Up', 'Move Down', 'Outline', 'Add to Timeline', 'Attach File', 'Calculate Schedule', 'Move Schedule', 'Alert Me', 'Export List Data', 'Import List Data', 'Workflows', and 'Approve/Reject'.

The main area shows a Gantt chart view with tasks plotted against a timeline from August 28 to September 27. Below the Gantt chart, there is a section titled 'Stop editing this list' with options for 'All Tasks', 'All Tasks and Columns', and 'Calendar'. A table of tasks is visible, with a calendar pop-up for August 2017. The calendar shows the current date as Tuesday, August 23, 2017.

Task Name	Duration	Start Date	Finish Date	Predecessors
Identify suppliers	1.00	Yesterday	Yesterday	
Create draft budget for upgrade	2.00			Identify suppliers
Create draft plan for upgrade	3.00			Create draft budget for upgrade
Get Budget Signoff	3.00			Create draft plan for upgrade
Create final version of upgrade plan	4.00			Get Budget Signoff
Schedule meeting to decide on suppliers	2.00			Create final version of upgrade plan
Create report outlining needs				Schedule meeting to decide on suppliers



Track and Share Progress with Automated Reports

Project Managers spend too much time on administration instead of the project itself!

BrightWork templates come with automated reporting and dashboards to provide project visibility to the people who need it.

The screenshot displays the 'REPORTER' tab in the BrightWork interface. The top navigation bar includes 'VIEW', 'PAGE', and 'REPORTER'. Below this is a toolbar with various icons for report management: 'Shared', 'Personal', 'Columns', 'Grouping', 'Sorting', 'Filters', 'Totals', 'Report Information', 'Export', 'Email', 'Print', and 'Configure Reporter Settings'. The main content area shows a dashboard with navigation options like 'Project Office Home', 'All', 'In Trouble', 'Status Charts', 'Gantt', 'By Status', 'By Manager', and 'My Projects'. A section titled 'Projects in Trouble' contains a table with the following data:

!	☐	🚩	Health	Time	Cost	Issues	Project Link	Start Date	Finish Date	Due Date	Progress
!	☐	🚩	✖	✔	✔		Setup SharePoint Server Farm	8/6/2017	10/21/2017	10/22/2017	██████████
	☐	🚩	⚠	✖	✔	✖	Hardware Upgrade Global (PStr)	4/27/2017	8/12/2017	8/14/2017	██████████
	☐	🚩	✖	✔	✔		Install new OS	8/4/2017	10/19/2017	10/19/2017	██████████
	☐	🚩	⚠	✔	✖		Install new wireless network for IT	8/5/2017	10/20/2017	10/20/2017	██████████

Control Portfolios of Projects

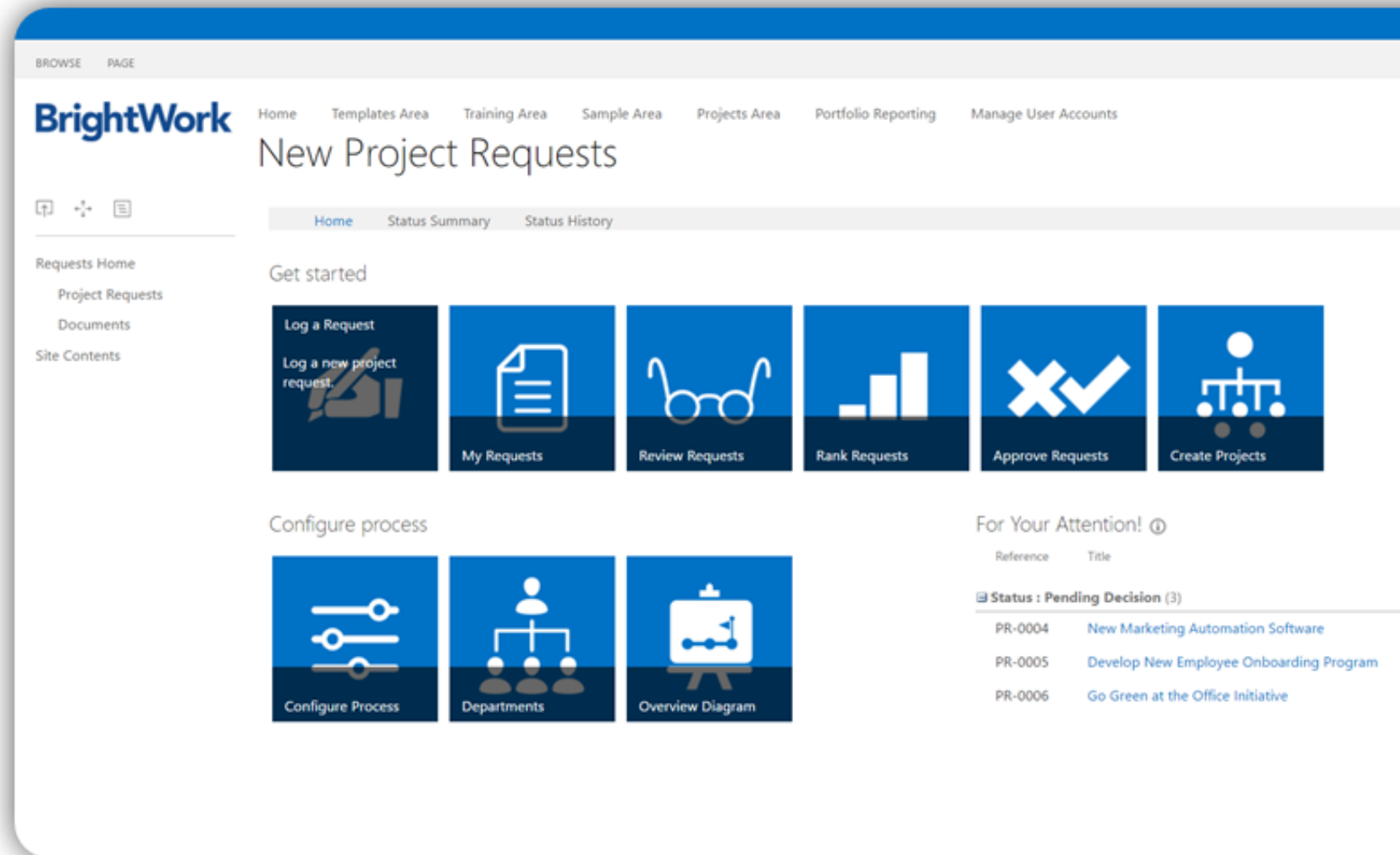
Improve organizational performance with complete control of portfolios and resources in one place.



Approve with Scalable Project Request Management

BrightWork gives you a simple process for deciding which projects get approved and automatically creates the new project site.

Develop a transparent ranking process to ensure alignment with business objectives





Track with Real-Time Portfolio Dashboards

BrightWork reporting dashboards allow you to quickly track the health and progress of all projects across the organization.

Get visibility and drill into the detail of specific projects.

BrightWork Home Projects Area Portfolio Reporting Training Area Sample Area Templates Area Archive Area Manage User Accounts

Business Project Office (PO)

Project Office Home All In Trouble Status Charts Gantt By Status By Manager My Projects By Exception

Get started

Projects Tracker New Project Site

Key Metrics

85 Late Items 9 Open Issues

Project Office Summary

Health	Time	Cost	Quality	Issues	Finish Date
✖	✖	✔	✖	✖	12/8/2017

Project Summaries

Health	Time	Cost	Project	Start Date	Finish Date
✖	✔	✔	Upgrade Hardware for ...	6/21/2017	12/5/2017
✖	✔	✖	Small Systems Projects	9/20/2017	12/5/2017
✖	✖	✔	Setup SharePoint Serve...	9/23/2017	12/8/2017
✖	✔	✔	Training for Finance Dept.	11/15/2017	12/8/2017
✔	✔	✔	SharePoint Hyper-V De...		9/10/2017
✔	✔	✔	Hardware Upgrade Glo...	6/14/2017	10/1/2017
✔	✔	✔	Monthly email revamp	6/21/2017	7/16/2017
✔	✔	✔	Web Site Build (PG)	6/29/2017	9/23/2017
✔	✔	✔	Website content review	7/18/2017	11/14/2017
✔	✔	✔	Social media campaign	8/15/2017	9/15/2017
✔	✔	✔	Hardware Inventory	9/20/2017	12/5/2017



Allocate with High-Visibility Resource Management

Simple resource reports help you track and forecast resource allocation to make sure you have optimal resource utilization across projects.

BROWSE PROJECT PAGE

Assigned To My Work Due Soon Work Completed Unassigned Export All

Open Work ⓘ

☐	Title	Start Date	Finish Date	Work	Feb / 2017						
					1/31/2017	2/7/2017	2/14/2017	2/21/2017	2/28/2017	3/6/2017	3/13/2017
☑	Assigned To : ☐ Alex Hankin (7)								100.00		
☑	List Name : Project Risks (4)										
☑	List Name : Project Tasks (3)								100.00		
☑	Assigned To : ☐ Anne Wallace (13)				46.67	13.33	24.00	8.00			
☑	Assigned To : ☐ Christine Chang (3)										
☑	Assigned To : ☐ Dan Bacon (1)										

Leverage your SharePoint investment

Accelerate user adoption, support project teams, scale performance on your existing infrastructure.



Deploy with a Low IT Burden

As BrightWork is built on the industry SharePoint platform, organizations can leverage existing and investments in infrastructure and training.

The screenshot displays the 'REPORTER' tab in a software interface. The top navigation bar includes 'BROWSE', 'PAGE', and 'REPORTER'. Below this is a ribbon with various toolbars: 'Actions' (Refresh, Shared, Personal), 'Report Mode' (Columns, Grouping, Sorting, Filters, Totals), 'Personalize this Report' (Show Grouping, Show Totals), 'Show/Hide' (Report Information), and 'Share' (Export, Email, Print). A 'Configure Reporter Settings' dropdown menu is open on the right, showing options for 'Columns', 'Grouping', 'Sorting', 'Filters', and 'Totals'. The main content area shows a list of 'Open Issues' with columns for 'Title', 'Owner', and 'Assigned To'. The list includes items like 'Should we wait until more employees are on holidays' and 'Team Training not up to', with progress bars and dates.



Start with local, best-practice templates and BrightWork Assistance.

Taking a template based approach to projects makes it easy to improve project standards.

Reduce resistance to change with training resources for new project managers and team members.

Home Projects Area Portfolio Reporting **Templates Area** Project Area 2

Templates Area ⓘ

2 New templates ✕

Each project is based on a template. New templates can be built from the ground up to your exact specifications.

Back Next

create and configure your t

New Template Site

Create a new Template site.

Template Usage



Evolve with Easy-to-Configure Templates

The BrightWork template management system makes it easy to capture, reuse and deploy new processes. You can even roll them out to live projects to support the continuous improvement of organizational project management.

The screenshot displays the BrightWork web application interface. At the top, there is a navigation bar with the following menu items: Home, Projects Area, Portfolio Reporting, Training Area, Sample Area, Templates Area, Archive Area, and Manage User Accounts. The main heading is "New Project Requests" with an information icon. Below the heading, there are three tabs: Home, Status Summary, and Status History. The "Get started" section contains six blue tiles with white icons and text: "Log a Request" (hand writing), "My Requests" (document), "Review Requests" (glasses), "Rank Requests" (bar chart), "Approve Requests" (checkmark and X), and "Create Projects" (organizational chart). The "Configure process" section contains three blue tiles: "Configure Process" (gear and key), "Departments" (organizational chart), and "Overview Diagram" (presentation board). On the right side, there is a "For Your Att" section with "Reference" and "Status : Draft" (with a dropdown arrow), followed by two entries: "PR-0001" and "PR-0002". On the left side, there is a sidebar with "Requests Home" and sub-items: "Project Requests", "Documents", and "Site Contents".

The BrightWork Approach



Start

**Deliver Immediate
Visibility & Control**

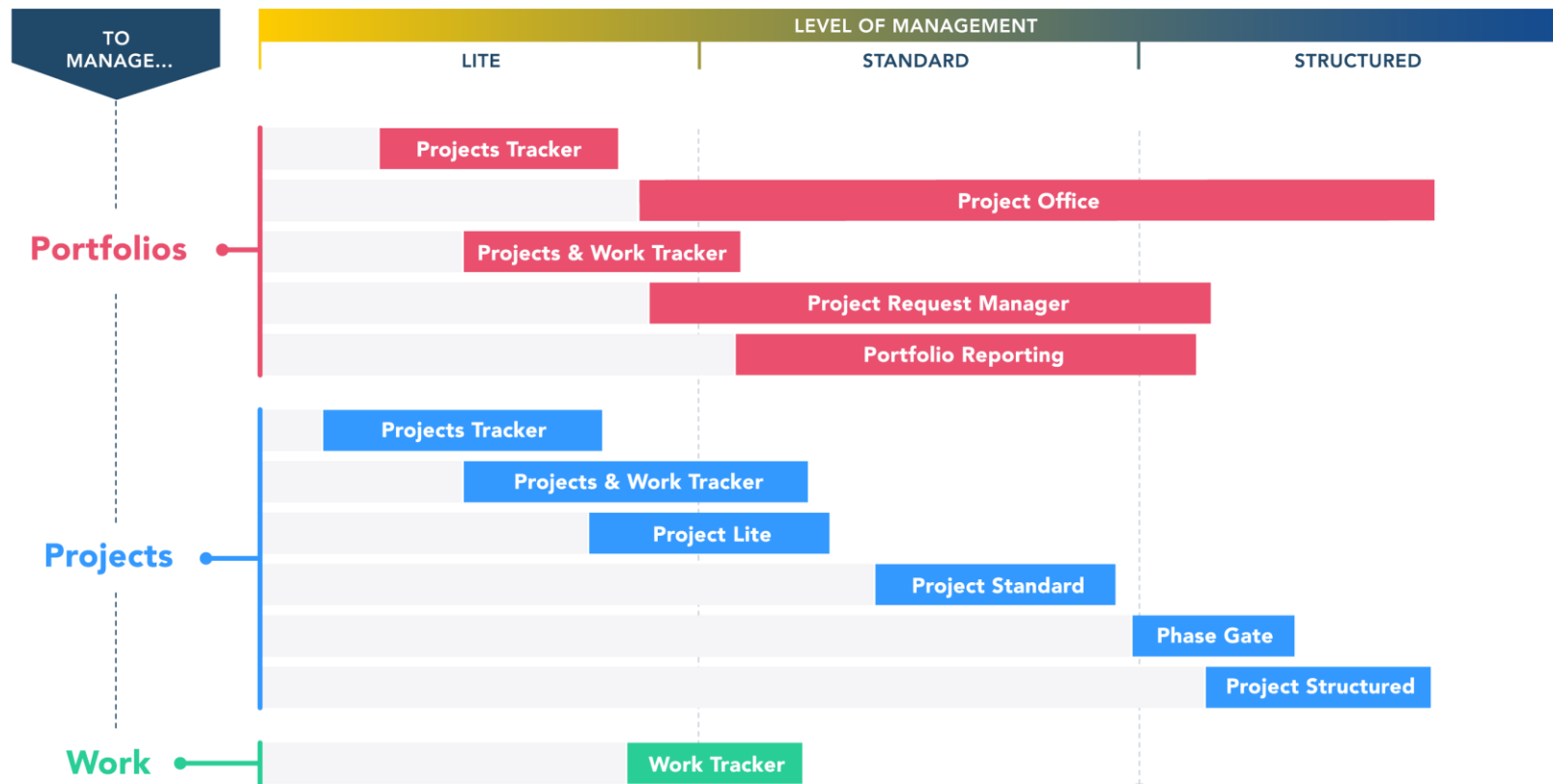


Evolve

**Grow Organizational
Project Management**

BrightWork Templates Spectrum

TEMPLATE SPECTRUM BrightWork



BrightWork

www.brightwork.com