

Solution Park Support for Project Management

Contents

All the Solutions in Review	7
Project Management	7
PM Easy	7
PM Agile	7
PM Response	7
PM Teams	7
PM Docs	8
PM Presentation.....	8
PM Meeting	8
PM Planning	8
PM Dashboards.....	8
PM Personal Time Management.....	9
How ConceptDraw Helps With Project Management	10
Typical Tasks for Any Project Manager.....	10
Methodology Solutions.....	11
Toolbox Solutions.....	12
Working with You	13
PM Easy	15
Benefits	15
Objective.....	15
Solution Purpose.....	15
Intended For	15
Products and Methods	15
Solution Reference: PM Easy	16
Step 1. Quickly start small projects with mind maps	16
Step 2. Track and control the project directly in the project views.....	17
Step 3. Dynamically plan and detail project phases using mind mapping.....	18
Step 4. Visualize different phases of the project using diagrams	18
PM Agile	20
Benefits	20
Objective.....	20
Solution Purpose.....	20
Intended For	20

Solution Park Support for Project Management

Products and Methods	20
Solution Reference: PM Agile	21
Step 1. Visualize Scrum meeting agendas and artifacts as mind maps.....	21
Step 2. Quickly create Burn Down and Velocity Charts	22
PM Response	23
Benefits.....	23
Objective.....	23
Solution Purpose.....	23
Intended For	23
Products and Methods	23
Solution Reference: PM Response.....	24
Toolbox 1. Create part of or an entire project in a mind map.....	24
Toolbox 2. Create a mind map to describe part of the project.....	25
Toolbox 3. Analyze pros and cons of the current situation and make decisions.....	25
Toolbox 4. Visually plan resource allocation and usage.	26
PM Teams	27
Benefits.....	27
Objective.....	27
Solution Purpose.....	27
Intended For	27
Products and Methods	27
Solution Reference: PM Teams.....	28
Toolbox 1. Create organization charts for project departments and organizations.....	28
Toolbox 2. Create a calendar of "Who Does What and When?"	28
Toolbox 3. Exchange diagrams with your colleagues to communicate project status .	29
PM Docs	30
Benefits.....	30
Objective.....	30
Solution Purpose.....	30
Intended For	30
Products and Methods	30
Solution Reference: PM Docs	31
Toolbox 1. Create a text outline document from a mind map.....	31
Toolbox 2. Organize and structure project documentation.....	31
PM Presentations	32
Benefits	32
Objective.....	32

Solution Purpose.....	32
Intended For	32
Product and Methods.....	32
Solution Reference: PM Presentations	33
Toolbox 1. Collaborative editing in Full-Screen Mode	33
Toolbox 2. Create and demonstrate presentation of a mind map.....	33
Toolbox 3. Demonstrate project diagrams as a presentation on a large screen.....	34
Toolbox 4. Generate slides from any ConceptDraw application and incorporate slides in a master slide presentation.....	34
PM Meetings	35
Benefit	35
Objective.....	35
Solution Purpose.....	35
Intended For	35
Products and Methods	35
Solution Reference: PM Meetings	36
Toolbox 1. Prepare meetings quickly	36
Toolbox 2. Collaborative brainstorming.....	36
Toolbox 3. Collaborative document creation and meeting note process	37
PM Planning	38
Benefit	38
Objective.....	38
Solution Purpose.....	38
Intended For	38
Products and Methods	38
Solution Reference: PM Planning	39
Toolbox 1. Use the mind map style to present project reports	39
Toolbox 2. Daily communication by e-mail.....	41
Toolbox 3. Weekly reporting on a project.....	42
Toolbox 4. Monthly budget report.....	42
Toolbox 5. Working document in planning process	43
Toolbox 6. Detailing, planning next phase of project	43
Toolbox 7. To sum up project results.....	43
PM Dashboards	44
Benefit	44
Objective.....	44
Solution Purpose.....	44
Intended For	44

Solution Park Support for Project Management

Products and Methods	44
Solution Reference: PM Dashboards	45
Toolbox 1. Operational Tracking by using the Daily Dashboard.....	45
Toolbox 2. Tactical Project Tracking.....	45
Toolbox 3. Strategy Tracking.....	45
Personal Time Management	46
Benefits.....	46
Objective.....	46
Solution.....	46
Intended For	46
Products and Methods	46
Solution Reference: Personal Time Management	47
Toolbox 1. To-do List, stay informed	47
Toolbox 2. Personal Calendar, stay informed	47
Toolbox 3. Create a checklist for the entire project or part of a project	48

All the Solutions in Review

Project Management

In PM solutions we support many project methodologies such as Agile and Simple Projects. Methodology solutions help in implementing best practices in project management. CS Odessa provides Toolbox solutions to support solving issues related to planning, tracking, milestones, events, resource usage, and other typical project management functions. Toolbox Solutions help you deal with common project situations in an extraordinary way.

PM Easy

This solution helps you quickly start a project by listing task relationships and dependencies to make iterative planning easy. Visual tools, such as mind mapping, increase the effectiveness of task tracking and analyses.

PM Agile

All Agile meetings and documents are powered by mission adapted mind map templates, specially tuned for collaborative work. Tracking project Velocity is easy when using ConceptDraw Velocity diagram templates.

PM Response

This solution helps improve response time to project changes. PM Response also helps with iteration planning, discussing project layout approaches, and solving project challenges.

PM Teams

ConceptDraw Solution Park creates a single information space for messaging to teams. PM Teams provides project participants and organizations with better tools that assist in task understanding, timeframe understanding, and project events in the entire organization. Improved communication fosters positive team spirit throughout.

PM Docs

Organize project and company documentation and structure information that relates to project. PM Docs makes it easier to locate pertinent documentation over the life of the project; by improving document access and minimizing search time. The end result is improved productivity of the project team.

PM Presentation

The presentation becomes a key component of your company's organizational process when you can use available project information in your meetings that is tuned to audience requirements. By using the same data and building targeted presentations for your audience you compound your efficiency and clearly communicate the appropriate information to different audiences from a single source. The power behind this solution improves your efficiencies in many stages of the project management process.

PM Meeting

PM Meeting makes preparing for meetings a quick task. Meetings become more efficient because of the ability to easily record results. Collaborative decisions made by the project team are captured as part of the meeting process and then distributed. This innovative process makes meetings more productive and keeps activities on track. Meeting notes can be easily distributed at a meeting's conclusion to all participants and stakeholders.

PM Planning

PM Planning automatically creates documents that reflect a project's status for people who have different project roles. Individuals are able to use the reporting capability built into ConceptDraw Solution Park for their benefit. The report capability addresses more than management requirements and is a great tool to guide individual task completions. This solution in ConceptDraw Solution Park improves planning for all team members and is a strong management and productivity tool.

PM Dashboards

PM Dashboards clearly displays identified key performance indicators for any project. Dashboards demonstrate to project managers where corrective action needs to be taken.

PM Personal Time Management

The PM Personal Time Management solution helps every project participant track timeframe, workspace and function in a project with the help of Microreports, calendars, and to-do lists.

Every project participant stays informed about task lists, calendars and future tasks for self and colleagues. The PM Personal Time Management solution is good for collaborative work, keeping everyone informed on what and when tasks need to be done. Time Management is critical for the success of any project.

How ConceptDraw Helps With Project Management

We create innovative value in project management using well-known methodologies. An important part of our business is to support and enhance project management methodologies. We extend them by providing extra tool box solutions. We create practical value for your project through our PM Solutions, available in ConceptDraw Solution Park. Our solutions increase the general effectiveness of your work by supporting the methodology you use in your specific project.



Each project has its own individual challenges because of the project's environment. Using a proven project management methodology, supported by PM Solutions from ConceptDraw Solution Park allows you to extend the effectiveness of that methodology. ConceptDraw Solution Park helps you quickly adapt to the uniqueness of any project situation.

ConceptDraw Solution Park improves your project management activity by providing you with Toolbox and Methodology Solutions. Toolbox Solutions enhance your daily project management activities regardless of your project methodology. Methodology Solutions help with your specific project management practices.

Typical Tasks for Any Project Manager

There are a set of universal activities that every project manager faces. These activities are core to any project, and many of them are common, regardless of the project phase. Presentations are important to project management to keep everyone informed of project progress and changes that occur during a project's life cycle. In addition to presentations; other critical and traditionally labor intensive activities include project documentation generation, running effective meetings, and capturing meeting outcomes. Equally important are time management, planning and reporting, and tracking project results.

Many projects are driven by a specific project methodology that guides the project procedure during the development and execution of a project. In addition to the methodology practice there is often a requirement to manage change

from a tactical viewpoint, keeping the project on time and on budget. Project managers need tools to help them with these tactical requirements.

Because of the different situational requirements that can occur in a project, CS Odessa has provided two sections of ConceptDraw Solution Park that are built for the project manager. Our solutions provide support for general project issues and for project methodologies. The ConceptDraw Solution Park toolbox has many solutions that address issues faced daily by project managers. The methodology section includes solutions that provide assistance for small project and Agile project approaches.

In the future, additional methodologies will be supported in ConceptDraw Solution Park.

The toolbox section of ConceptDraw Solution Park addresses many daily tasks of project managers, such as creative planning, project changes, project environment, documentation, project presentation, effective meetings, personal time management, planning and reporting, dashboards, and tracking.



In practice, for many project tasks, the project methodology you use does not come into play. Situational problems always must be resolved. Because project environments are volatile and ever-changing, you need a simple to use and powerful tool to help you with problem solving.

Project managers who struggle with daily challenges should look at what is available for their use in the ConceptDraw Toolbox for Project Managers. To better support a specific project method, look at our methodology section that provides a range of solutions to support your project efforts.

Methodology Solutions

Project management is a branch of science that evolves quickly, and the pace is ever quickening. As a result, there are many methodologies that have developed unique characteristics so that they can better adapt to a project's specifics. The meaning of the word "project", as derived from Latin, means a unique event that does not repeat itself. Because of this attribute, no universal project methodology exists.

Every methodology has its loyal supporters that understand the inherent strengths of that project method.

Selection and implementation of any project methodology in a company has a huge impact on financial and time resources. Project methodology can also impact organizational structure. Consequently most companies adapt a standard project methodology for all projects. Seldom are changes made in this decision because the changing of methodology is a costly process.



Innovative changes occur within the methodology. These innovations result in the potential to save time, increase project quality, and also equip organizations to better adapt to unique situations. These adaptations improve productivity. Often, new projects leverage the experience gained from preceding projects. The net effect is improved ability to compete in the organization's marketplace.

Our methodology solutions do not require any changes to existing company project processes. Our solutions introduce innovation into organizations. ConceptDraw project management solutions help organizations in many ways, and introducing innovation into the project management process is just one way companies can benefit from our product offerings. Innovation can increase your probability for success, and also save time and money resources.

The methodology solutions provided in ConceptDraw Solution Park are professional project tools that support one or many steps of the methodology you use increasing your overall effectiveness. Increased overall effectiveness improves the value of your project methodology in your organization.

Toolbox Solutions

Whatever methodology project managers use, there are always day-to-day issues in project management.

These issues relate to planning, tracking, milestones, events, resource usage, and many more variables that are found in a typical project.

The project environment always has a major impact on identifying critical or noncritical inside the project. For example, in one project, the distribution of resource assignments could be critical, in another project, the critical issue could

involve team communication about the task completions status, accomplishing objectives, or just making a great project presentation.

The project environment always creates new tasks which do not fit in the direction of the primary project objectives. These new tasks are often not addressed in the framework of the chosen management methodology and can have a large impact on project success.



Following the management methodology may be required, however, the project environment can produce circumstances where addressing tasks can require project managers to use project tools that are not part of the management methodology. It is normal for these types of tasks to occur, and they must be addressed to complete the project. Toolbox solutions from CS Odessa equip project managers with effective tools to deal with unique problems.

Working with You

In our work and dialog with ConceptDraw users we see a variety of projects of all sizes. Sometimes these projects take days, others take years. Each project has individual objectives, operates in different subject domains, and can have different complexities and tasks.

The numerous unique project situations are important for each participant and require the correct tools to help with decision making. In all of these cases we strive to create solutions to improve efficiency when you are managing projects.

The variety of projects that you undertake drives us to build tools that help manage projects of any size scope and to solve



Solution Park Support for Project Management

project situations at any time. That is why we give great attention to our project management solutions. We look for innovation in project management. We are focused on delivering solutions that help you implement innovation in your projects. Our responsibility is to help you achieve project success by providing tools that assist in the management of completing tasks, increasing the personal effectiveness of each participant, and allowing transparent project communication. We partner with you to achieve success.

Customer-focused solutions for managing projects is core to our experience of building tools to manage projects, build mind maps, and draw diagrams.

Our goal is to build solutions to help you start faster and be more effective in project execution, regardless of your experience level. Our focus is to help you be successful, no matter what the project methodology used, the size of the project, or the experience of the team.

PM Easy

Benefits

This solution helps you quickly start a project by listing task relationships and dependencies to make iterative planning easy. Visual tools, such as mind mapping, increase the effectiveness of task tracking and analyses.



Objective

Support neutral methodology project management.

Solution Purpose

Rapid project startup is possible using mind mapping to gather requirements from your team and then plan activities in visual mind mapping format. Using mind mapping you can establish time lines, delineate tasks,

assign resources, and organize overall project structure. The flexibility of mind mapping for starting a project is the most efficient way to build the initial project plan.

Intended For

This solution is targeted at project managers in small or medium sized companies who are looking for easy ways to efficiently start their projects.

Products and Methods

PM Made Easy allows you to plan and execute projects using mind mapping techniques, implement planning using mind mapping, and track tasks using ConceptDraw PROJECT.

Solution Reference: PM Easy

Step 1. Quickly start small projects with mind maps

By using ConceptDraw MINDMAP you can quickly create a list of project milestones and phase definitions using brainstorming to identify these items. When you finish brainstorming, your project milestones and project phases are visually organized.

Tasks and subtasks related to each phase can be identified and placed on the mind map. After placement, you can add additional details to the task, such as its relationship to an associated task, using the visual tools in ConceptDraw products to identify the connection method. After this initial phase is completed for your project, with a simple push of a button, your project is exported into a Gantt chart diagram inside of ConceptDraw PROJECT. From that point on, it is easy for the project manager to assign all available resources and set up the appropriate project calendars.

Tasks	Actions	Products
Plan high-level project tasks and milestones using a mind map	In ConceptDraw MINDMAP, use the Input tab and click the Quick Project Start button	MM
Use to create details for high level tasks	In ConceptDraw MINDMAP, add Subtopics to topics that represent project phases	MM
Use to create logical relationships between tasks	In ConceptDraw MINDMAP, use the Home tab and press the Relationship button	MM
Use to create a project from the map	In ConceptDraw MINDMAP, use the Output tab and press the Create Project Button	MM, PRJ
Use to set properties for tasks, phases, and milestones	In ConceptDraw PROJECT, use Gantt Chart View (Ctrl+Alt+G) and use Task dialog	PRJ

Tasks	Actions	Products
Use to add human and material resources	In ConceptDraw PROJECT, use Resource Sheet (Ctrl+Alt+R) and press Enter	PRJ
Use to setup individual calendars for resources	In ConceptDraw PROJECT, use the Home tab and Calendar button	
Use to assign resources to tasks	In ConceptDraw PROJECT, use Gantt Chart View (Ctrl+Alt+G) and use the Assign Resources table	PRJ
Use to send today's to-do list to project participants	In ConceptDraw PROJECT, use Gantt Chart View (Ctrl+Alt+G) to select a Phase Next, right click to use the context menu, and then select Microreport ->Today task list with assigned resources	PRJ

Step 2. Track and control the project directly in the project views

Track tasks, phases, and milestones; change dependencies and completions; track assignments and availability of resources.

Tasks	Actions	Products
Use to track the executions of tasks, phases, and milestones	In ConceptDraw PROJECT, Use Gantt Chart View (Ctrl+Alt+G)	PRJ
Use to change work assignments	In ConceptDraw PROJECT, use Gantt Chart View (Ctrl+Alt+G) and use the Assign Resources table	PRJ

Step 3. Dynamically plan and detail project phases using mind mapping

Define phases of a project using mind mapping. Set dependencies between tasks and assign resources.

Tasks	Actions	Products
Use to determine details for the next project phase using a mind map	In ConceptDraw PROJECT, use the Application Button and use Send -> Open in MINDMAP Add more topics and subtopics related to the project	PRJ, MM
Use to create dependencies between tasks and to setup logical connections	In ConceptDraw MINDMAP, use the Home tab and click the Relationship button You can setup dependencies as start-to-start, start-to-finish, finish-to-start, or finish-to-finish	MM
Use to assign resources to tasks	In ConceptDraw MINDMAP, use the Output "Open in Project", in ConceptDraw PROJECT assign resources to tasks	MM, PRJ

Step 4. Visualize different phases of the project using diagrams

Visual diagrams give you the ability to view at a detailed level project attributes such as project scope, logical connections in the project, critical paths, key events on the timeline, milestones, tasks, calendars for work, and resource utilization.

Tasks	Actions	Products
Use for Work Breakdown Structure diagram and to show detailed project scope	In ConceptDraw PROJECT, use the Reports tab and click "WBS Diagram"	PRJ, PRO
Use PERT Chart to show logical dependencies of tasks and critical project paths	In ConceptDraw PROJECT, use the Reports tab and click "PERT Chart"	PRJ, PRO

Solution Park Support for Project Management

Tasks	Actions	Products
Use Timeline to show the time sequence of project milestones and upper-level phases	In ConceptDraw PROJECT, use the Reports tab and click "Timeline"	PRJ, PRO
Use Resource Calendar to show general and personal work calendars	In ConceptDraw PROJECT, use the Reports tab and click "Resource Calendar"	PRJ, PRO
Use Milestone Chart to show sequences and logical dependencies of milestones	In ConceptDraw PROJECT, use the Reports tab and click "Milestone Chart"	PRJ, PRO
Use Resource Usage Diagram to show project resource usage	In ConceptDraw PROJECT, use the Reports tab and click "Resource Usage Diagram"	PRJ, PRO
Use Radial Tasks Diagram to show the most labor-consuming tasks and project phases	In ConceptDraw PROJECT, use the Reports tab and click "Radial Tasks Diagram"	PRJ, PRO
Use for Work Breakdown Structure diagram and to show detailed project scope	In ConceptDraw MINDMAP use the Output "WBS Diagram"	MM, PRO
Use PERT Chart to show logical dependencies of tasks and critical project paths	In ConceptDraw MINDMAP use the Output "PERT Chart"	MM, PRO
Use Gantt Chart to show logical dependencies of tasks and critical project paths	In ConceptDraw MINDMAP use the Output "Gantt Chart"	MM, PRO

PM Agile

Benefits

All Agile meetings and documents are powered by mission adapted mind map templates, specially tuned for collaborative work. Tracking project Velocity is easy when using ConceptDraw Velocity diagram templates.



Objective

Support Agile methods such as user stories, iteration planning, burndown charts, backlogs, and velocity.

Solution Purpose

These visual tools assist in the holding of Scrum-meetings, collaborative planning for Sprint,

maintaining backlog, and calculating and reporting the Velocity of the team.

Intended For

Companies using Agile methodology; specifically, Scrum; Product Owners, Scrum Masters.

Products and Methods

In the background of this solution we use mind mapping for visualization of key events and artifacts of Agile methodology. Key diagrams for visualization are made by ConceptDraw PRO.

Solution Reference: PM Agile

Step 1. Visualize Scrum meeting agendas and artifacts as mind maps

Use mind map templates for creating maps for Scrum meetings (Sprint Planning, Daily Scrum, Sprint Review (Demo), Sprint Retrospective) and artifact (Sprint Backlog, Scrum-ban Task Board), taking notes during meetings using agenda as an outline and fill Sprint backlog during the meeting. You receive nice looking, readable, professional mind maps that document your status.

Tasks	Actions	Products
Use Sprint Planning to visualize the Sprint Planning meeting agenda	In ConceptDraw MINDMAP, use the input "Sprint Planning" (Sprint Planning.cdmtz)	MM
Use Sprint Backlog to visualize the Sprint Backlog	In ConceptDraw MINDMAP, use the template "Sprint Backlog" (Sprint Backlog.cdmtz)	MM
Use Daily Scrum to visualize the Daily Scrum meeting agenda as a mind map	In ConceptDraw MINDMAP, use the input "Daily Scrum" (Daily Scrum.cdmtz)	MM
Use Sprint Review to visualize the Sprint Review (Demo) meeting agenda as a mind map	In ConceptDraw MINDMAP, use the input "Sprint Review (Demo)" (Sprint Review (Demo).cdmtz)	MM
Use Sprint Retrospective to visualize the Sprint Retrospective meeting agenda as a mind map	In ConceptDraw MINDMAP, use the input "Sprint Retrospective" (Sprint Retrospective.cdmtz)	MM
Use Task Board to visualize the Scrum-ban Task Board as a mind map	In ConceptDraw MINDMAP, use the input "Task Board" (Task Board.cdmtz)	MM

Step 2. Quickly create Burn Down and Velocity Charts

Enter data using our templates to make professional Scrum diagrams, Release Burn Down Charts, Sprint Burn Down Charts, and Velocity Charts.

Tasks	Actions	Products
Use the Release Burn Down Chart to visualize a project's progress by Sprint, as the remaining work on the Release Burn Down Chart	In ConceptDraw PRO, use the template "Release Burn Down" (Release Burn Down.cdt)	PRO
Use the Sprint Burn Down Chart to visualize the Sprint progress by days, as the remaining work on the Sprint Burn Down Chart	In ConceptDraw PRO, use the template "Sprint Burn Down" (Sprint Burn Down.cdt)	PRO
Use the Velocity Chart to visualize the sum of estimates of the work delivered across all Sprints on the Velocity Chart	In ConceptDraw PRO, use the template "Velocity Chart" (VelocityChart.cdt)	PRO

PM Response

Benefits

This solution helps improve response time to project changes. PM Response also helps with iteration planning, discussing project layout approaches, and solving project challenges.



Objective

Plan how to respond to issues and events that impact the project.

Solution Purpose

Use project maps to plan, convert project mind maps to project implementations, represent the project as a project map, use visual diagrams to solve problems and make

decisions, and plan resource usage to respond to changes in the project environment.

Intended For

Managers, team leaders, and participants.

Products and Methods

In the background of the solution, you use mind mapping for iteration planning and applying project changes, representing project data as a project mind map for clearer understanding, discussing detail breakdown, creative collaboration, and decision-making.

Solution Reference: PM Response

Toolbox 1. Create part of or an entire project in a mind map

Using a mind map structure makes it easy to assess, discuss, and troubleshoot a project quickly. The mind map displays a list of milestones, phases, tasks, and other important project data in a visual format that is easy to work with. Project teams are able to quickly assess project conditions and adapt the strategy to respond to current situations. Project data can be modified in a mind map view and then folded back into the project plan, making project iterations easy, timely, and accurate.

Tasks	Actions	Products
Use to brainstorm and formulate list of milestones, phases, and tasks with the team	In ConceptDraw MINDMAP, use the Input tab and click the Brainstorm button	MM
Use to set the data for milestones, phases, and tasks	In ConceptDraw MINDMAP, use dialog for Topic Type (F10) and choose the appropriate topic type Put the data in the selected topic data table	MM
Use to convert the map to part of the project	In ConceptDraw MINDMAP, select all map topics (Ctrl+A) and copy topics (Ctrl+C) In ConceptDraw PROJECT, position the cursor where you want to place material and paste (Ctrl+V)	MM, PRJ
Use to open the mind map as the same file in the project	In ConceptDraw MINDMAP, use the Output tab and click the Open in PROJECT Button	MM, PRJ
Use to open the mind map in a new project file	In ConceptDraw MINDMAP, use the Output tab and click the Create Project button	MM, PRJ

Toolbox 2. Create a mind map to describe part of the project

This is a convenient way to isolate a part of your project and resolve any issues related to that part. It is also great for meetings and collaborating with teams on problem solving.

Tasks	Actions	Products
Use to create a map for the project	In ConceptDraw PROJECT, use the Reports tab and click the Create Mindmap button	MM, PRJ
Use to represent the project as a map	In ConceptDraw PROJECT, use Application Button Send ->Open in MINDMAP	MM, PRJ
Use to represent part of the project as a map	In ConceptDraw PROJECT, select tasks and copy (Ctrl+C) In ConceptDraw MINDMAP, paste tasks (Ctrl+V)	MM, PRJ

Toolbox 3. Analyze pros and cons of the current situation and make decisions

Create fishbone diagrams and other meaningful visual project diagrams to better understand and analyze problems. This process helps project managers make better decisions related to their projects.

Tasks	Actions	Products
Use to create fishbone diagrams for decision-making	In ConceptDraw MINDMAP, use the Output tab and click the Fishbone button	MM, PRO

Toolbox 4. Visually plan resource allocation and usage

Resource diagrams help plan resources and visually identify the most resource-heavy tasks and phases.

Tasks	Actions	Products
Use Radial Tasks diagrams to identify resource-heavy tasks and phases	In ConceptDraw PROJECT, use the Reports tab and click the Radial Tasks Structure button	PRJ, PRO

PM Teams

Benefits

ConceptDraw Solution Park creates a single information space for messaging to teams. PM Teams provides project participants and organizations with better tools that assist in task understanding, timeframe understanding, and project events in the entire organization.

Improved communication fosters positive team spirit throughout.



Objective

Prepare organization charts, roles and responsibility matrices, team directories, and calendars.

Solution Purpose

Quickly create organizational charts, work calendars, and resource calendars using the graphic capability in ConceptDraw Office. Easily exchange project information and project maps with people who do not have

ConceptDraw Office, using the powerful output capabilities in ConceptDraw Office.

Intended For

Project managers who need to communicate with managers throughout the organization including human resources managers, senior managers, stakeholders, and department managers.

Products and Methods

The solution's focus is on calendars and work charts. This tool sends messages to team members to let them know what is happening in a project. Use these tools to exchange information for internal audiences (team and task) and external audiences (organization, administration and other projects).

Solution Reference: PM Teams

Toolbox 1. Create organization charts for project departments and organizations

Use mind mapping to enter organizational chart information. Use ConceptDraw PRO "Organizational Charts" library to create small or large organizational charts.

Tasks	Actions	Products
Use Organizational Chart to create department or company-wide organizational Charts	In ConceptDraw MINDMAP, use the Input tab, click the New Mind Map button, and enter data Use the Output tab and click the Org chart button	MM, PRO
Use to create project team organizational charts	In ConceptDraw PRO, use the Organization Charts templates	PRO

Toolbox 2. Create a calendar of "Who Does What and When?"

Quickly create a Resource Usage Calendar or any professional diagrams for working with project resources.

Tasks	Actions	Products
Use "Who does what and when"	In ConceptDraw PROJECT, use the Reports tab and click the Resource Calendar button	PRJ, PRO
Use Resource Usage Calendar	In ConceptDraw PROJECT, use the Reports tab and click the Resource Usage Button	PRJ, PRO

Toolbox 3. Exchange diagrams with your colleagues to communicate project status

Effectively exchange maps, project reports, and diagrams with teammates who do not have ConceptDraw Office.

Tasks	Actions	Products
Use to exchange project data with people who do not have ConceptDraw PROJECT	In ConceptDraw PROJECT, use the Application button and use the Import and Export menus to select the desired format	PRJ
Use to exchange project data with people who do not have ConceptDraw MINDMAP	In ConceptDraw MINDMAP, use the Application button and use the Import and Export menus to select the desired format	MM
Use to exchange project data with people who do not have ConceptDraw PRO	In ConceptDraw PRO, use the Application button and use the Import and Export menus to select the desired format	PRO

PM Docs

Benefits

Organize project and company documentation and structure information that relates to project. PM Docs makes it easier to locate pertinent documentation over the life of the project; by improving document access and minimizing search time. The end result is improved productivity of the project team.



Objective

Organize and create project documentation.

Solution Purpose

Organize project documentation, link project documentation to tasks, phases, and resources. Link or embed documentations into project topics. Create professional Microsoft Word documents using project maps.

Intended For

Project managers and key project participants who write specifications and create documentation.

Products and Methods

The solution background uses mind mapping as a tool to create structures and organize project documents. Create structure in a mind map, link the correct documents

to keep documents organized in a project, and if you need a formal approach you can quickly convert mind map to a MS Word document. With a mind map you can embed, hyperlink, and sort documents, and you can also visually differentiate document types.

Solution Reference: PM Docs

Toolbox 1. Create a text outline document from a mind map

Any mind map can be converted into a professional Microsoft Word document.

Tasks	Actions	Products
Use to convert a mind map to MS Word doc	In ConceptDraw MINDMAP, select the Output tab, and click the Word Outline button	MM, MS Word

Toolbox 2. Organize and structure project documentation

Link project documents to tasks, phases, and resources. You can embed specifications or requirement documents in project or task topics.

Tasks	Actions	Products
Use to hyperlink project documents to projects, tasks, phases, and milestones	In ConceptDraw PROJECT, select a task and click hyperlink the icon	PRJ
Use to embed specification documents in projects, tasks, phases, and milestones	In ConceptDraw MINDMAP, select Topic, open the Topic Types dialog (F10) and, select the topic type "Specification Document" Double-click on "Specification Document" name and then use the Attach button to embed a document in topic	MM
Use to embed requirements documents in projects, tasks, phases, and milestones	In ConceptDraw MINDMAP, select Topic, open the Topic Types dialog (F10), and select the topic type "Requirements Document" Double-click on "Requirements Document" name and then use the Attach button to embed a document in topic	MM

PM Presentations

Benefits

The presentation becomes a key component of your company's organizational process when you can use available project information in your meetings that is tuned to audience requirements. By using the same data and building targeted presentations for your audience you compound your efficiency and clearly communicate the appropriate information to different audiences from a single source. The power behind this solution improves your efficiencies in many stages of the project management process.



Objective

Deliver presentations that use all project data, including dashboards, Gantt charts, resource views, reports, and diagrams.

Solution Purpose

Create and show presentations using maps, project diagrams, timelines, calendars, and other views of project steps. Teams can collaboratively edit in Full-Screen Mode to rapidly revise or plan a project.

Intended For

Project Managers.

Product and Methods

Use ConceptDraw MINDMAP to collect information, use ConceptDraw PROJECT to generate slide illustrations on project status, and use project diagrams to describe project details and status from ConceptDraw Pro. Assemble this information into one presentation using ConceptDraw PRO or ConceptDraw MINDMAP. You can also use other presentation tools or web presentation formats.

There are many different ways to present your information depending on the amount of time you have to prepare. You can professionally present with NO preparation time using ConceptDraw MINDMAP.

Solution Reference: PM Presentations

Toolbox 1. Collaborative editing in Full-Screen Mode

Collaboratively edit using Full-Screen Mode to view either the full map or a section of the map using one-click navigation.

Tasks	Actions	Products
Used to edit the map without toolbars	In ConceptDraw MINDMAP, use Full-Screen Mode (Shift+F5) without tool bars	MM
Use to zoom into any section of the map with one click	In ConceptDraw MINDMAP, use the One Click Navigation feature set To zoom into any section of the map select it by holding down the left mouse button Release the button to return to the previous view or use the Escape key or right click to stay zoomed in	MM

Toolbox 2. Create and demonstrate presentation of a mind map

Create and demonstrate with one click.

Tasks	Actions	Products
Use to automatically make slides based on map content	In ConceptDraw MINDMAP, use the View tab and click the Create Default Presentation Button	MM
Use to demonstrate the presentation using ConceptDraw MINDMAP	In ConceptDraw MINDMAP, use the View tab and click the Presentation Mode (F5) button	MM

Toolbox 3. Demonstrate project diagrams as a presentation on a large screen

You can demonstrate any project diagram or schematic on a full screen.

Tasks	Actions	Products
Use to demonstrate a graphical document on a secondary monitor or projector	In ConceptDraw PRO, click the Presentation Mode (F5) button	PRO

Toolbox 4. Generate slides from any ConceptDraw application and incorporate slides in a master slide presentation

Make Microsoft PowerPoint presentations from your mind maps, project views, technical schemes, and diagrams. Use ConceptDraw Office export capabilities to generate slides that can be incorporated into your PowerPoint presentations.

Tasks	Actions	Products
Use ConceptDraw MINDMAP to create slides for PowerPoint from map data	In ConceptDraw MINDMAP, use the Menu File -> Export -> MS PowerPoint Presentation	MM
Use ConceptDraw PROJECT to create slides for PowerPoint from project data	In ConceptDraw PROJECT, use (Ctrl+Shift+C) to capture slides Use the Report tab and click the PowerPoint button (Ctrl+Alt+S)	PRJ
Use ConceptDraw PRO to create slides for PowerPoint from project graphs, diagrams, or schemes	In ConceptDraw PRO use File -> Export -> Microsoft PowerPoint	PRO

PM Meetings

Benefits

PM Meeting makes preparing for meetings a quick task. Meetings become more efficient because of the ability to easily record results. Collaborative decisions made by the project team are captured as part of the meeting process and then distributed. This innovative process makes meetings more productive and keeps activities on track. Meeting notes can be easily distributed at a meeting's conclusion to all participants and stakeholders.



Objective

Prepare project meetings quickly, keep meetings on track, organize team brainstorming, record brainstorming results, and share meeting results.

Solution Purpose

Easily prepare for regular meetings using templates provided in ConceptDraw MINDMAP. Brainstorm ideas, track meeting agendas, collaboratively edit, and easily share meeting results.

Intended For

Project manager, team leaders, and meeting organizers.

Products and Methods

Using mind maps changes boring meetings into a work space for creative and productive work for the entire team.

Solution Reference: PM Meetings

Toolbox 1. Prepare meetings quickly

Using the meeting agenda template map accelerates meeting preparation.

Tasks	Actions	Products
Use mind maps to create meeting agendas	In ConceptDraw MINDMAP, use the template "Meeting Agenda Map" (MeeteingAgendaMap.cdmtz)	MM

Toolbox 2. Collaborative brainstorming

Using the brainstorming mode in ConceptDraw MINDMAP lets you brainstorm and achieve positive meeting results.

Tasks	Actions	Products
Use Brainstorm to take meeting notes for immediate distribution at the meeting's conclusion	In ConceptDraw MINDMAP, use the Input tab and click Brainstorm	MM

Toolbox 3. Collaborative document creation and meeting note process

Work in Full -Screen mode with your team to capture all meeting details.

Zoom in to any section of the map for better viewing; zoom out instantly to see the entire project.

Tasks	Actions	Products
Use to display a map on the screen without toolbars to distract from map content	In ConceptDraw MINDMAP, click Full-Screen Mode (Shift+F5)	MM
Use to edit and discuss a part of the map	In ConceptDraw MINDMAP, use the One Click Navigation feature set. To zoom into any section of the map select it by holding the left mouse button down Release the button to return to a previous view or use the Escape key or right click to stay zoomed in	MM
Use to make a Microsoft Word text document as a result of the meeting	In ConceptDraw MINDMAP, use the Output menu and select Word Outline	MM, MS Word

PM Planning

Benefits

PM Planning automatically creates documents that reflect a project's status for people who have different project roles. Individuals are able to use the reporting capability built into ConceptDraw Solution Park for their benefit. The report capability addresses more than management requirements and is a great tool to guide individual task completions. This solution in ConceptDraw Solution Park improves planning for all team members and is a strong management and productivity tool.



Objective

Extend your planning and reporting capability, prepare a wide range of project reports, and improve project communications.

Solution Purpose

Create project reports that address the needs of project managers and senior management and keep everyone

informed on daily progress and monthly objectives. These collective reports help accurately plan, maintain, and finish projects on time.

Also available are short Microreports that can you can email to project members to keep everyone updated on project statuses, tasks, and resources.

Intended For

Project managers.

Products and Methods

Report Basket is a tool for the effective planning of different project stages. The Report Basket makes the process of reporting simple and is a good tool for planning, communicating, making decisions, and doing analytical work.

Solution Reference: PM Planning

Toolbox 1. Use the mind map style to present project reports

Use the mind map style reports to document statuses, tasks, and milestones selected by time status attributes.

Tasks	Actions	Products
Use All Tasks Status Report output	All Tasks Status Report is a one click operation from the Output menu in ConceptDraw MINDMAP	MM
Use Completed Tasks Report output	Completed Tasks Report is a one click operation from the Output menu in ConceptDraw MINDMAP	MM
Use Tasks in Progress Report output	Tasks in Progress Report is a one click operation from the Output menu in ConceptDraw MINDMAP	MM
Use Unstarted Tasks Report output	Unstarted Tasks Report is a one click operation from the Output menu in ConceptDraw MINDMAP	MM
Use Critical Tasks Report output	Critical Tasks Report is a one click operation from the Output menu in ConceptDraw MINDMAP	MM
Use Overdue Tasks Report output	Overdue Tasks Report is a one click operation from the Output menu in ConceptDraw MINDMAP	MM
Use Started Tasks Report output	Started Tasks Report is a one click operation from the Output menu in ConceptDraw MINDMAP	MM

Solution Park Support for Project Management

Tasks	Actions	Products
Use On- Time Tasks Report output	On-Time Tasks Report is a one click operation from the Output menu in ConceptDraw MINDMAP	MM
Use Today Tasks Report output	TodayTasks Report is a one click operation from the Output menu in ConceptDraw MINDMAP	MM
Use Tomorrow Tasks Report output	Tomorrow Tasks Report is a one click operation from the Output menu in ConceptDraw MINDMAP	MM
Use Future Tasks Report output	Future Tasks Report is a one click operation from the Output menu in ConceptDraw MINDMAP	MM
Use This Week Tasks Report output	This Week Tasks Report is a one click operation from the Output menu in ConceptDraw MINDMAP	MM
Use Next Week Tasks Report output	Next Week Tasks Report is a one click operation from the Output menu in ConceptDraw MINDMAP	MM
Use All Milestones Report output	All Milestones Report is a one click operation from the Output menu in ConceptDraw MINDMAP	MM
Use completed Milestones Report output	Completed Milestones Report is a one click operation from the Output menu in ConceptDraw MINDMAP	MM
Use overdue Milestones Report output	Overdue Milestones Report is a one click operation from the Output menu in ConceptDraw MINDMAP	MM

Tasks	Actions	Products
Use Future Milestones Report output	Future Milestones Report is a one click operation from the Output menu in ConceptDraw MINDMAP	MM

Toolbox 2. Daily communication by e-mail

Communicate daily with quick emails consisting of data about current project status, changes, tasks, phases, and resources.

Tasks	Actions	Products
Use to send an email message about tasks, assignments, phases, and resources	In ConceptDraw PROJECT, use Gantt Chart View (Ctrl+Alt+G), select a phase or task, right click, and use the Today Tasks List, Critical Tasks List, Today Tasks List with Assigned Resources, or Today Resources List Microreports	PRJ, e-mail client
Use to send email with the status of one task or a few selected tasks	In ConceptDraw PROJECT, use Gantt Chart View (Ctrl+Alt+G), select the task, right click, and use Microreports -> Task Status	PRJ, e-mail client
Use to send email on status of resources, Today Task List, Today Resource List, and Nearest Milestones	In ConceptDraw PROJECT, use Project Dashboard View (Ctrl+Alt+P), select project and right click to use the Today Tasks List, Today Resources List, or Nearest Milestones Microreports	PRJ, e-mail client
Use to send email that relates to an individual contribution to a project. Choices include Today Tasks List, Milestones, Objectives, Projects List, Next Tasks, and Assigned Tasks	In ConceptDraw PROJECT, use Resources View (Ctrl+Alt+R), select resource, right click, and use one of the Today Tasks List, Milestones, Objectives, Projects List, Next Tasks, or Assigned Tasks Microreports	PRJ, e-mail client

Toolbox 3. Weekly reporting on a project

This is a collection of the most important reports for weekly communication about current activity and resources for project managers and senior management.

Tasks	Actions	Products
Use Current activities, weekly reports	In ConceptDraw PROJECT, use the Reports menu and select Current activities, weekly	PRJ, Excel, MM
Use Resource usage weekly	In ConceptDraw PROJECT, use the Reports menu and select Resource usage, weekly	PRJ, Excel, MM
Use Executives weekly report	In ConceptDraw PROJECT, use the Reports menu and select Executives, weekly	PRJ, Excel, MM

Toolbox 4. Monthly budget report

This is a monthly budget report that reflects actual and planned budget items and is used by project managers and senior managers.

Tasks	Actions	Products
Use to make a monthly project costs budget report	Use the Reports tab, click the Reports button, and choose Costs, monthly	PRJ, Excel, MM
Use to make a Resource Usage monthly report	Use the Reports tab, click the Reports button, and choose Resource Usage, monthly	PRJ, Excel, MM
Make an Executives monthly report	Use the Reports tab, click the Reports button, and choose Executives, monthly	PRJ, Excel, MM

Toolbox 5. Working document in planning process

This is a collection of reports used by project managers at the time of project planning and at the completion of the planning process.

Tasks	Actions	Products
Use Project Start: Comprehensive report for initial planning	Use the Reports tab click the Reports button, and choose Project start	PRJ, Excel, MM
Use Planning Reports: Daily reports for the planning process	Use the Reports tab, click the Reports button, and choose Planning Reports	PRJ, Excel, MM

Toolbox 6. Detailing, planning next phase of project

This report collection helps plan and execute project phase.

Tasks	Actions	Products
Use Phase Report: Generate the project phase report	Use the Reports tab, click the Reports button, and choose Phase start	PRJ, Excel, MM

Toolbox 7. To sum up project results

Product information which was summarized helps consolidate the results and finish a project.

Tasks	Actions	Products
Use Project Results Report	Use the Reports tab, click the Reports button, and choose Project finish	PRJ, Excel, MM

PM Dashboards

Benefits

PM Dashboards clearly displays identified key performance indicators for any project. Dashboards demonstrate to project managers where corrective action needs to be taken.



Objective

Create dynamic information dashboards based on your project data.

Solution Purpose

By dynamically charting a project's key performance indicators (KPI) that are collected on one display, all project team members have access to the daily status of the projects they are involved in. PM Dashboards visually demonstrates changes to the budget status and clearly demonstrates progress toward a project's objectives.

Intended For

All project participants, project managers, team members, team leaders, stakeholders, and the entire organization.

Products and Methods

We transform project data into visually attractive dashboards which update dynamically. In the PM Dashboards Solution we use ConceptDraw PROJECT to maintain project data, and we use ConceptDraw PRO for producing updated dashboards that are connected to live project data.

The technology that enables the construction and updating of the dashboards is our Live Object technology that is contained in ConceptDraw PRO. The Live Object technology allows us to connect a complex object shape to an external data source so that dynamic updates happen from changes in the data. For the dashboard's Live Objects, look in the library "Business Dashboards".

Solution Reference: PM Dashboards

Toolbox 1. Operational Tracking by using the Daily Dashboard

Collects key performance indicators for all of the projects in your company.

Tasks	Actions	Products
Use the Daily Dashboard for tracking all projects	In ConceptDraw PROJECT, use the Reports menu, and select the "Daily Dashboard"	PRJ, PRO

Toolbox 2. Tactical Project Tracking

Gathers tactical key performance indicators for all of the projects in your company (how many people are available, budget available, and time available).

Tasks	Actions	Products
Use the Tactical Dashboard to track how many people are available, budget available, and time available	In ConceptDraw PROJECT, use the Reports menu and select "Tactical Dashboard"	PRJ, PRO

Toolbox 3. Strategy Tracking

Gathers information from key performance indicators for all projects in your company.

Tasks	Actions	Products
Use Strategy Tracking to track strategic key performance indicators including document readiness, task preparedness, and know-ledge growth during a project life cycle	In ConceptDraw PROJECT, use the Reports menu, and select "Strategy Dashboard"	PRJ, PRO

Personal Time Management

Benefits

The PM Personal Time Management solution helps every project participant track timeframe, workspace and function in a project with the help of Microreports, calendars, and to-do lists.

Every project participant stays informed about task lists, calendars and future tasks for self and colleagues.

The PM Personal Time Management solution is good for collaborative work, keeping everyone informed on what and when tasks need to be done. Time Management is critical for the success of any project.



Objective

Improve personal performance.

Solution

Generate personal to-do list, personal calendar, and project check lists. Communicate using email with one click.

Intended For

All project participants.

Products and Methods

Individuals have access to personal calendars, to-do lists, personal assignment lists, and project checklists. Participants communicate all this with Microreports via email.

Solution Reference: Personal Time Management

Toolbox 1. To-do List, stay informed

Keep participants informed of all current and upcoming tasks that involve their participation.

Tasks	Actions	Products
Use to email all current Assigned Tasks in a mind map	In ConceptDraw PROJECT, use Resources View (Ctrl+Alt+R), select resource, right click, use Microreports, and go to "Assigned Tasks"	PRJ, MM, e-mail client
Use to email all Next Tasks in a mind map	In ConceptDraw PROJECT, use Resources View (Ctrl+Alt+R), select the resource, right click, use Microreports , and go to "Next Tasks"	PRJ, MM, e-mail client

Toolbox 2. Personal Calendar, stay informed

Send a personal calendar of project tasks to any participant.

Tasks	Actions	Products
Use to generate personal calendars for one month	In ConceptDraw PROJECT, use the Reports tab and click the Resource Calendar button	PRJ, PRO

Toolbox 3. Create a checklist for the entire project or part of a project

Generate check lists for project tasks for the upcoming two weeks.

Tasks	Actions	Products
Use to create an entire project checklist or partial project checklist for the upcoming two weeks	In ConceptDraw MINDMAP, use the Output tab and select "2 Weeks Task Check List"	MM, Word