



## BusinessPlus Project Service Automation

**BusinessPlus Project Service Automation** aims to provide excellent project coordination for internal staff and timely project status reporting to external customers / suppliers for service-oriented companies across multiple locations. It provides facilities to standardize project activities, tasks, schedule as well as manpower allocation according to customer needs. Staff can regularly input time allocation and work progress of each project tasks within certain period. Furthermore, it supports project reporting by linking up various project documents and related materials purchase, direct expenses and indirect overheads from different modules for cost analysis.



### Key Benefits

- Standardization for dynamic project environments so as to suppresses project silos
- Evidence proof of work done of assigned tasks for supervisor's instant reference of project status
- New projects can be created easily with minor customer specific adjustment
- High relevancy between documents, tasks and project details for precise search
- Facilitate data collection from different departments for project costs calculation
- Shorten operation turn around time and ensure proper follow up by right personnel
- Allow project managers to re-allocate manpower to ensure project delivery upon staff utilization
- Facilitate project members to update their time allocation for fast cost analysis and HR allocation
- Enforce policy compliance and corporate governance over project costs and HR resources allocation
- Effective to generate time costs distribution for projects across the periods

### Key Features

- User configurable project hierarchy, project tasks and schedule under well tuned system framework
- Support images and document attachments at project tasks and work order reporting
- Support templates of project tasks and schedule and even estimate time required for quick project creation
- Documents and attachments are grouped by projects and work orders of each project tasks
- Fully integrated with BusinessPlus suite (e.g. procurement, payment, T&E expenses modules)
- Trigger alerts and notifications to related parties via emails for pre-defined critical incidents
- Support booking of overtime consumed for each project with reference to actual clock time
- Provide both daily and weekly timesheet entries to serve staff with different working patterns
- User-defined approval control for staff timesheet transactions and work progress reports
- Hourly rate table for project roles with effective date range control