



Function	Description	CPM basic	CPM professional	CPM enterprise
Project Portal with list of all Active and Completed Projects	The project management portal is the access point to all projects within the organization and serves to steer the project from creation to activation, close-out and deletion.	●	●	●
Role-Based Authorization Concept	The authorization to access the portfolio and individual projects is based on roles: administrator, portfolio manager, project manager, project office, project team, project participants.	●	●	●
Work Breakdown Structure (WBS)	The WBS is automatically created based on the project input through the Project Gantt Chart. The WBS provides an overview, and functions as a tool to navigate all sub-projects and project activities.	●	●	●
Personalized Entry Portal	The personalized entry portal shows each project team member their calendar and tasks.	●	●	●
Project Data Overview	Consolidated key parameters for an at-a-glance view of the overall project status, as well as the status of all sub-projects and project activities.	●	●	●
Project Activities Overview	A centralized list of all sub-projects and project activities that can be sorted, grouped, filtered, and exported to excel to depict and evaluate project status based on a variety of criteria. Individualized messaging functions can be added to this list, triggering e-mail notifications in case of changes. Each project activity can be linked to those responsible, filed documents, to-dos, change notifications, problem notifications etc.	●	●	●
Project Planning	A Gantt chart to record, describe and categorize project activities and sub projects.	●	●	●
Project Documentation	A central document library for version control and protection of project file access. Individual responsibilities can be attributed to each document, and the document linked with sub-projects and project activities. An e-mail containing the document can be triggered with the upload into the library, enabling easy information sharing with external recipients.	●	●	●
Meeting Management	A centralized, calendar-based management system for all activities related to organization and documentation of meetings (invitation, upload of documents, creation of to-dos, issue notifications, change notifications and decisions).	●	●	●
Issue Management	Centralized issue tracking supports the analysis and handling of unknown causes for disruptions within a project.	●	●	●
Change Management	Centralized change tracking supports the process of reporting, requesting and approval of changes to the initial scope of work, based on errors, discovery and/or requirement changes.	●	●	●
To-do List	A task management system that lists all tasks with required completion dates and assigns these to the responsible person. The to-do list is part of the automated project organization. To-dos appear on each team member's My Page.	●	●	●
My Page	A personalized page for each project team member, showing their project calendar, tasks, problems and changes.	●	●	●
Project Team	This page serves as a contact sheet, listing project team members, their roles and all contact information.	●	●	●
Project Wiki	The project Wiki supports the collaborative work on texts that can be supplemented with photos or other media. The goal is to collaboratively gather project outcomes, as well as the experiences and knowledge leading up to these, making the information available to all team members. Based on the Wiki use concept, the pages can be modified by any team member.	●	●	●
Discussion Forum	The discussion forum is a virtual space to support exchange of ideas, opinions and experiences related to the project, while also serving as an archive. Communication on the forum is not in real-time.	●	●	●

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Notifications	Various notifications can be configured in the system. For example, a notification can be attached to a project activity to trigger an e-mail reminder prior to a deadline. Notifications can also be configured on the project activities list, problem list, change list and to-do list, informing team members of changes either immediately or in form of a daily or weekly summary. These notifications can also be configured in the project document library by individual team members.	●	●	●
Approval Work Flow for Requested Projects	New projects go through an approval process before being added to the project list.		●	●
Project Portal with a Visual Report for Project Status	Visual reporting - a Gantt chart giving a project status based on central project parameters is available for each project in the system.		●	●
Project Portal with Central Directory of all Project Team Members	A central directory containing the information of team members from all projects in the organization.		●	●
My Projects	A personalized page for each project team member, showing their project activities, tasks, problems, changes and risks of all the projects they are involved in.		●	●
Risk Management	Risk management captures, categorizes and assesses project risks. The probability of risk occurrence and potential damages are evaluated, and results condensed into consolidated risk indicators to support development of preventive measures and emergency procedures.		●	●
Project Portal with Consolidated Report on Staff Utilization	A graphic showing all staff members in the system with status of their utilization. Details include what projects a staff member is assigned to, and the percentage of their time dedicated to this.		○	●
Resource Planning	To support resource planning, staff can be assigned to project activities in specified time slots, under consideration of their availability related to other projects in the same time frame.		○	●
Team Utilization	A graphic showing the staff members involved in the project with status of their utilization, projects they are assigned to and the percentage of their time dedicated to this.		○	●
Reference Projects	Reference projects can be used to create new projects. In this case, project activities and dependencies are carried over to the new project based on the reference information.		○	●
Visual Adjustments	Customized theme adjustments		○	○
Additional Apps and Web Parts	Upgrade with existing LINTRA Web Parts and PLUS Applications		○	○
Customized Development	Upgrade with customized functions			○

● Standard functions ○ Optional upgrade *All information subject to changes and errors



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