

# Engineering success – the agile way

Still planning or already getting on with your work?  
How reliable processes and agile teams make  
development projects a success





## Product developers are facing new challenges

Well-designed processes and smooth, efficient teamwork are what make companies successful. The combined use of conventional and agile methods is an appropriate response to the challenges being faced in engineering projects today. This is why we developed Project Office. Tried-and-tested planning and control instruments create reliable guidelines – agile procedures, intelligent information logistics and outstanding document management make the entire team faster and more productive. Irrespective of whether it is dealing with a small change to a previous project or a global development program.



The demands placed on successful product development are higher today than ever before. Product complexity is increasing due to the steadily growing proportion of electronics components and software as well as time and cost pressures. And last but not least, the number of variants and compliance regulations continues to grow.

State-of-the-art tools for professional project teams must therefore meet three requirements:

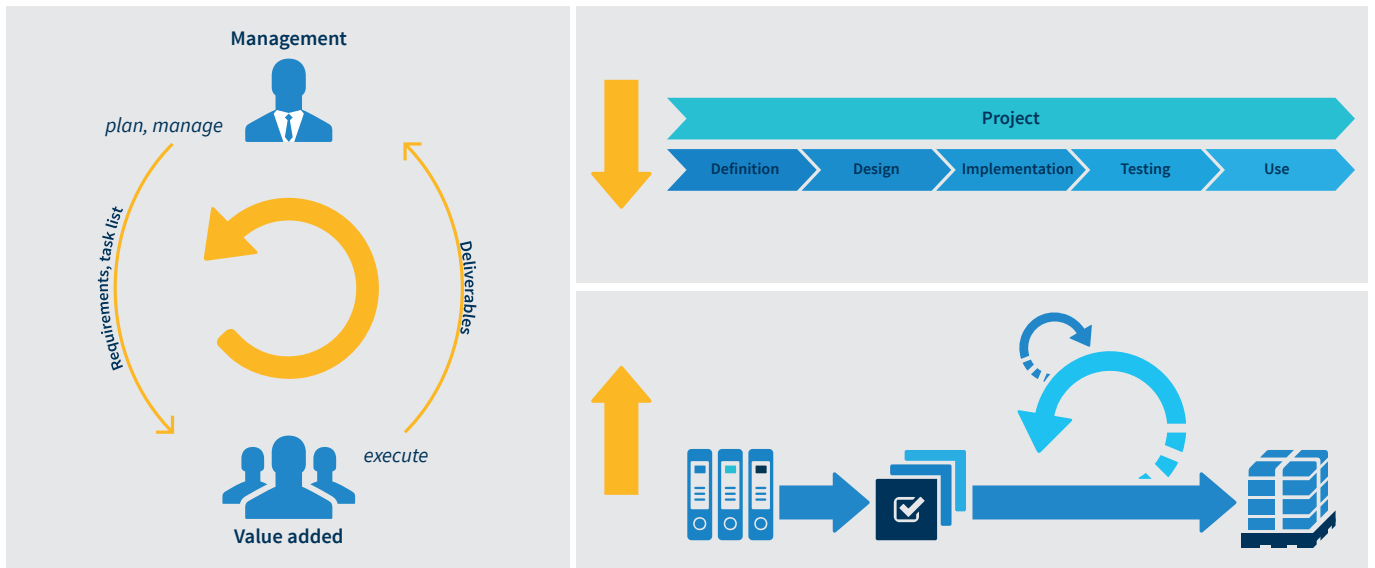
1. The teams must be able to organize themselves within established guidelines – as agile as possible, as formal as necessary.

2. The relationship between the project organization and the product data must make it possible for all those involved in a project to directly access all the information they need at any time according to the need-to-know principle.

3. Suitable tools should connect the distributed teams via a single source of truth to ensure best possible communication and collaboration.

That is why we developed the project management solution Project Office.

## The best of both worlds: hybrid project management



Project Office provides optimum support for hybrid project management: A combination of traditional framework planning and agile approaches in the development process makes the most of both methods

Inflexible and excessively detailed workflows that have to be constantly adapted are particularly unsuitable for more complex projects. This is especially true when it is clear that the target specifications are very likely to change – which is more the rule than the exception in engineering projects. Project Office provides an intelligent solution to the conflict of interests between agile practice and reliable planning. CONTACT’s project management solution enables traditional framework planning to be combined with an agile approach within the framework of value-added development activities.

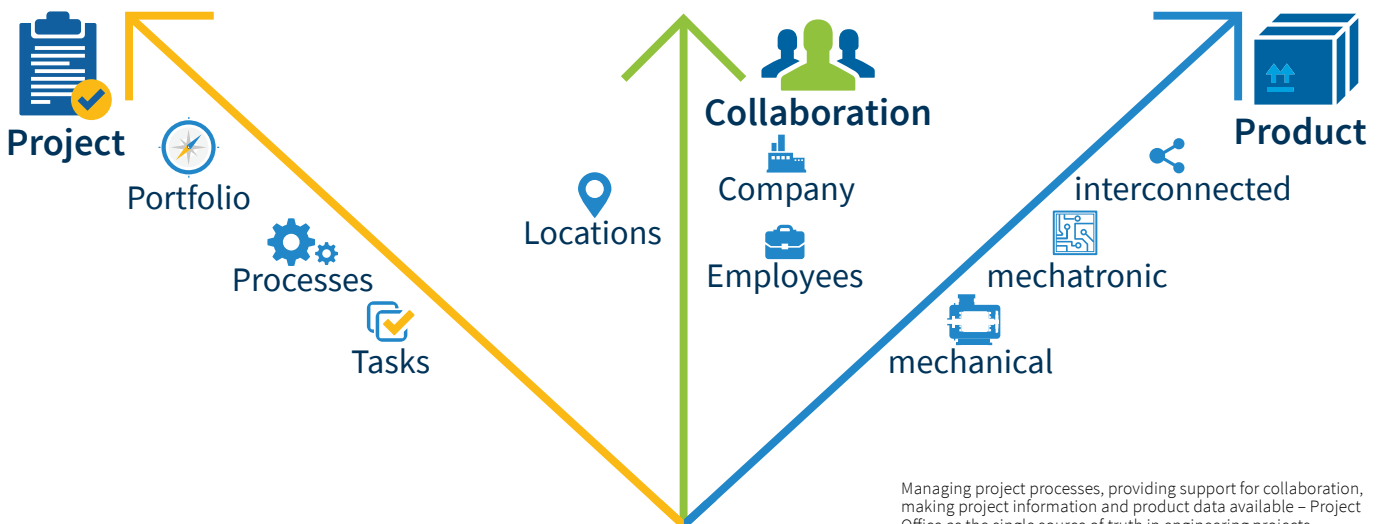
### Combining reliable guidelines and an agile approach

Project Office not only permits top-down implementation of reliable processes based on clearly regulated workflows with templates, milestones and deadlines but also a bottom-up approach that ensures flexibility and agility thanks to the decen-

tralized, self-organized planning and control of the individual work packages. The hybrid Project Office unites planning and execution.

### In control of all product data and documents

In addition to supporting hybrid methods, providing access to product data in the project context is another cornerstone of Project Office. While project members want quick and easy access to the data and documents they need to perform their tasks, project managers and controllers need a comprehensive overview and drill-down capability for projects and complete programs according to the principle „management by exception“. From the project structure plan to scheduling and resource planning through to open issues and the program overview for multi-project management.

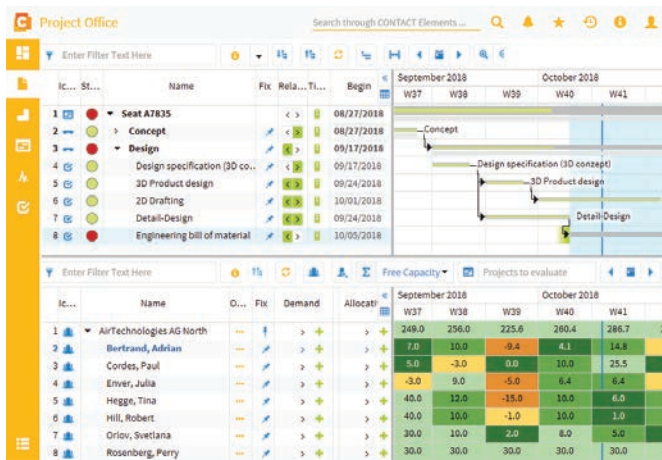
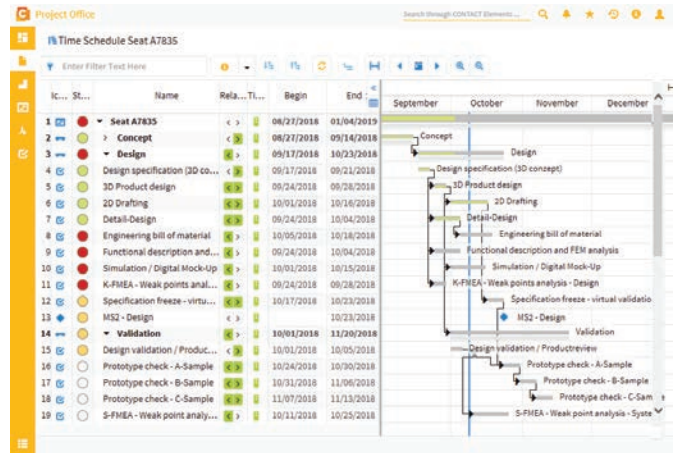


Managing project processes, providing support for collaboration, making project information and product data available – Project Office as the single source of truth in engineering projects

## Key functions for making your project a success

### Getting started with Gantt charts and templates

Workflow planning and scheduling at work package level is an essential part of all project management undertakings. Project Office Scheduling allows you to create your scheduling using Gantt charts and templates. You can use linking and schedule calculation functions to determine your project dates quickly and efficiently, and you always have access to all the other project and product information in the context of the scheduling tasks.

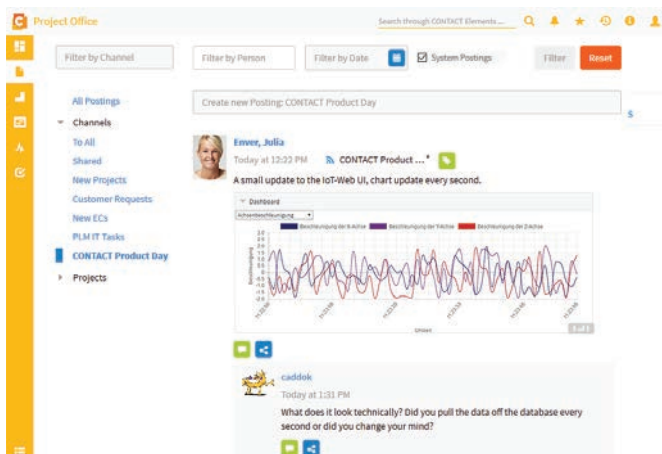
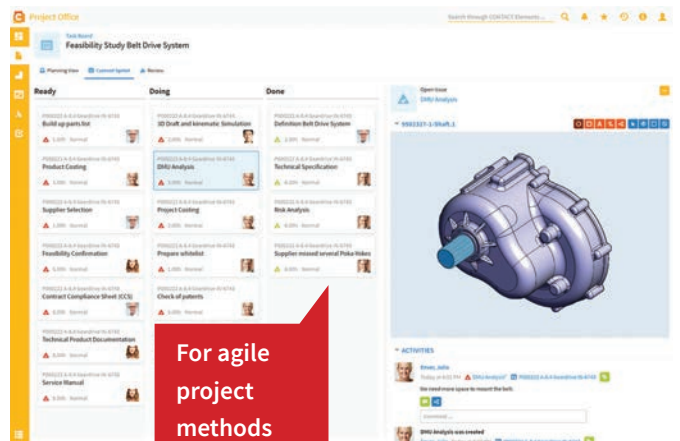


### Optimizing the planning and utilization of resources

Project Office helps you plan the cross-project deployment of your employees and technical resources such as test benches for example. You first of all plan your resources on a strategic level for the entire portfolio from the top down. You can use resource pools to create a resource structure across different departments and locations that corresponds to your rough planning process. You underpin this with concrete resource allocations during the subsequent detailed planning.

### Agile methods make teams more effective

A key task when it comes to successful project organization is providing the teams with support during their everyday work. Task boards, managed by methods like Scrum or Kanban, provide employees and teams with their tasks as well as all the necessary data and documents. Checklists and deliverables define the requirements that have to be met in order to conclude a task successfully. Open issues and digital workflows also support self-organized teamwork.

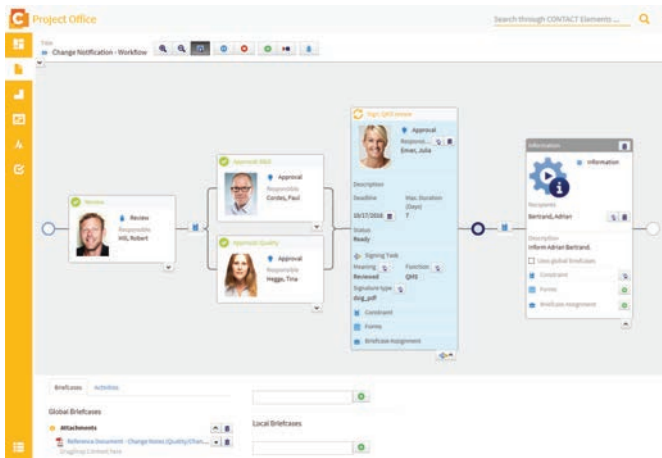
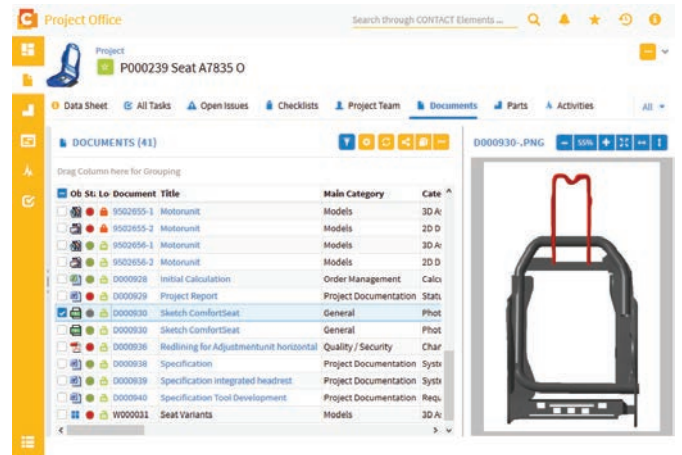


### Improving communication with the Activity Stream

Activity Stream allows your employees to share, discuss and comment on information in distribution lists of any size and organized by product, project, assembly or any other object. Ensure the tailored delivery of information with contextual reference across the entire company and inspire your employees with a state-of-the-art working environment.

**First-rate document management**

Intelligent information logistics ensure that the documents and context information required for both agile and traditional approaches are always just a click away. Documents are the vital link between the tasks and across the reporting structures in a project. The integrated document management capability ensures document validity and permits direct access to all documents and document versions, which may in some cases be distributed worldwide depending on the project context.

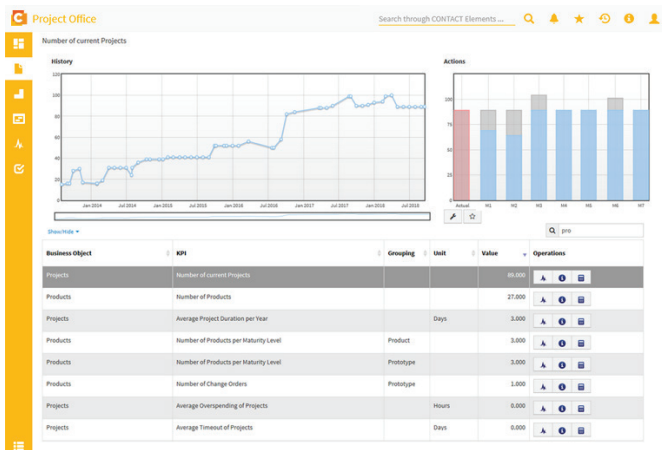
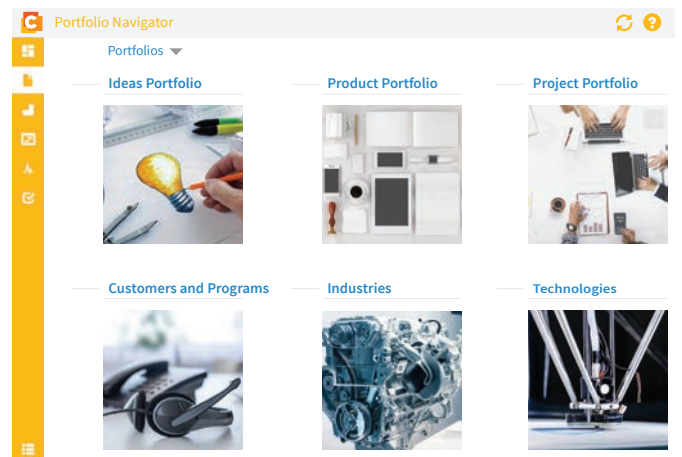


**Digital signatures and workflows speed up processes**

You can define verification and approval workflows for selected documents. Digital signatures then provide digital verification and approval processes rather than sequential, paper-based circulation procedures. This enables you to meet stringent regulatory requirements stipulated in, for example, the FDA standard 21 CFR Part 11 or the EU directive 910/2014 on electronic identification.

**Overview of product and project portfolios**

Management of the product and project portfolios ensures implementation of the innovation and development strategy. Business objects like projects, products or ideas provide the starting point. Portfolio management capability creates transparency and provides a better overview. It supports efficient parallel controlling based directly on operative processes.



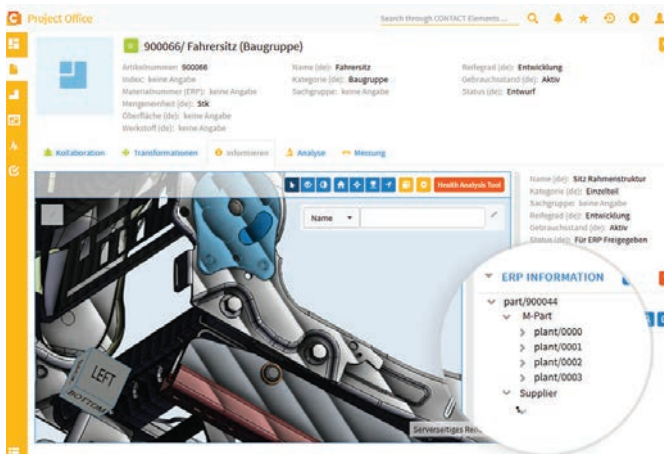
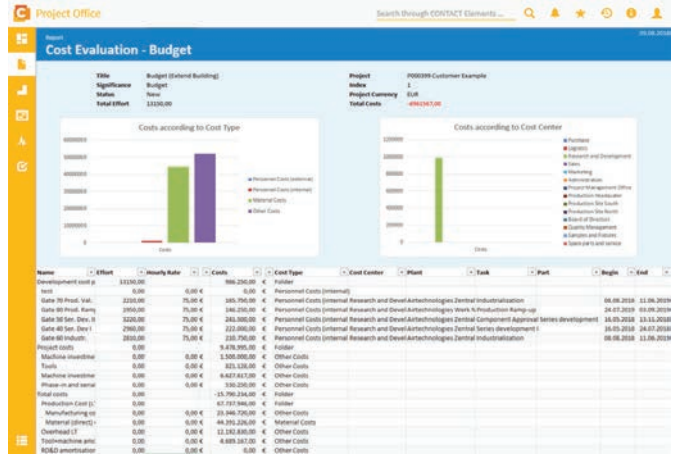
**Controlling to ensure project success**

Use Metrics to define key performance indicators for your business objects and automatically derive the corresponding values from the operational data at any time. You can also use the integrated reporting capability to display the results clearly. This applies not only to individual projects with typical evaluations such as milestone trend and earned-value analyses but also to entire project programs and trend development, e.g. for specific values such as the projects' adherence to schedules.



## Planning and controlling project budgets

Project Costing allows you to track costs throughout the entire course of a project on the basis of cost sheets for nominal, planned and actual costs. The costs are recorded in a hierarchical cost structure independent of the project structure plan (PSP). And you can of course plan and calculate outlays directly in the project and synchronize cost items with PSP elements. The module also includes comparisons, analyses and, for example, the versioning of cost data and workflows for approval procedures.



## Connecting systems and implementing company-wide processes

Project Office is modular. It is based on CONTACT Elements, our open technology and platform for integrating IT systems with the aim of creating end-to-end business processes. Our continuously updated standard interface to SAP, for example, is used to implement bidirectional synchronization of the project structure, from budget data through to the deliverables.

- Project management over the entire project lifecycle from planning to controlling through to implementation
- Optimum combination of agility and process reliability thanks to support for hybrid methods
- Faster and better teamwork thanks to agile elements such as open issues, Activity Stream and decentralized planning
- Comprehensive planning functions for projects, programs and portfolios in terms of deadlines, resources, requirements, quality and costs
- Easy mapping of the process logic based on adaptable templates
- Integrate access to all product data and documents
- Portfolio and performance indicator management for managing multiple projects

## Advantages for enterprises and employees

## Project teams talk about Project Office



### Deutsche Bahn

“The seamless integration of project and documentation management was a key factor in our selecting Project Office.”



Jan Poppendieck,  
head of the ICE 3  
redesign project at DB  
Fernverkehr AG

Take a look at the glowing references for Project Office and see for yourself. Examples such as the large-scale Swiss Gotthard tunnel project and use of Project Office at Deutsche Bahn in business areas such as inter-urban and suburban rail transport demonstrate the potential that Project Office offers.

work of the ICE 3 Redesign project, those responsible at DB Fernverkehr AG are making extensive use of Project Office for project implementation and documentation.

For more information go to: [project-office-references.com](http://project-office-references.com)

The world's longest railway tunnel went into operation a year earlier than planned thanks to Project Office. Within the frame-

### Gotthard tunnel

“I’ve been looking for software that would allow us project managers to see at the click of a button where a project currently stands and where there are problems for 15 years.”



Lars Dietrich  
former Head of Tech-  
nology at Transtec  
Gotthard



***energizing  
great minds***