EPM Live *Workgroup* for Microsoft® Office Project 2007

The EPM Live Workgroup solution for Microsoft® Office Project 2007 links the powerful desktop project management tools of Microsoft® Project with the interactive collaboration technology of Windows SharePoint Services 3.0. EPM Live *Workgroup* tools bring Enterprise Project Management (EPM) collaboration to project team members, enabling individuals to more effectively work together on projects.

Team members easily update the status of their individual contributions, collaborate, and stay informed of key project updates. The EPM Live *Workgroup* solution completes the cycle of effective project management as a three step dynamic process. Project managers use the process to plan effectively, communicate the plan with their teams, and track and analyze success. Using collaborative tools to implement this process allows project managers to adjust the plan to keep projects on track to completion.

The EPM Live *Workgroup* solution offers lightweight EPM functionality that transforms the world's leading project planning software into a collaborative working tool for everyone in the project workgroup. Project Publisher is an add-on for Microsoft® Project 2007 that bridges this gap, offering easy to use collaboration features for organizations already using Microsoft® Project 2007 and Microsoft SharePoint Services 3.0. The Project Publisher add-in comes free with every subscription of EPM Live *Workgroup.*

Complete the Cycle of Effective Enterprise Project Management

The EPM Live *Workgroup* solution works in a three step dynamic process.

1. **Planning.** Develop successful project plans with Microsoft® Office Project 2007. This industry preferred tool brings the right blend of usability, power, and flexibility to create a roadmap to success. Create schedules, tasks, project timelines, and milestones that help teams work together toward important goals.

2. **Communication.** Collaborate with new or existing plans using the Project Publisher add-in for Microsoft® Office Project 2007 and any online or on-premise Windows SharePoint Services 3.0 site. Share responsibilities using the flexible Task or Assignment based publishing. Individual contributors can update and share key information in a collaborative work environment.

3. **Tracking and Analyzing.** Project Managers track and analyze project-specific information with reports that allow quick access to needed information. Identify risks and issues, formulate course corrections, and instantly communicate project adjustments to the entire team.

This winning cycle repeats, ensuring success.

Plan Efficiently

Create effective project plans using the tool that experts prefer, Microsoft® Office Project 2007.

- **Save time with project templates.** Project provides many out-of-the-box templates to help speed the project creation process. A Project template pre-populates task and resource information, formatting, macros, and other project-specific settings.

- **Follow the project guide.** Learn to use Project by following the Project Guide, an interactive step-by-step planning aid that helps the project planner master the project management process.

- **Trace the source of issues.** Determine prerequisites and resource constraints using the Task Drivers feature. Easily trace critical paths in project plans to find the root cause of a particular delay.

- **Reverse changes.** Experiment with what-if scenarios by using Multiple Level Undo. Re-do and Undo actions or sets of actions from macros or compliant, third-party customizations to fully understand the implications of each change.
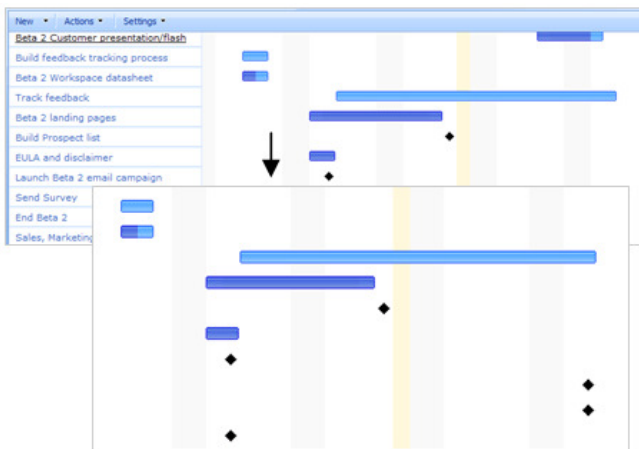
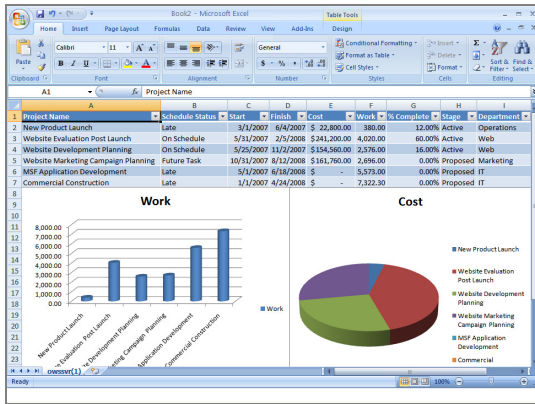*Publish key project milestones and deliverable dates using Project Publisher add-in.*
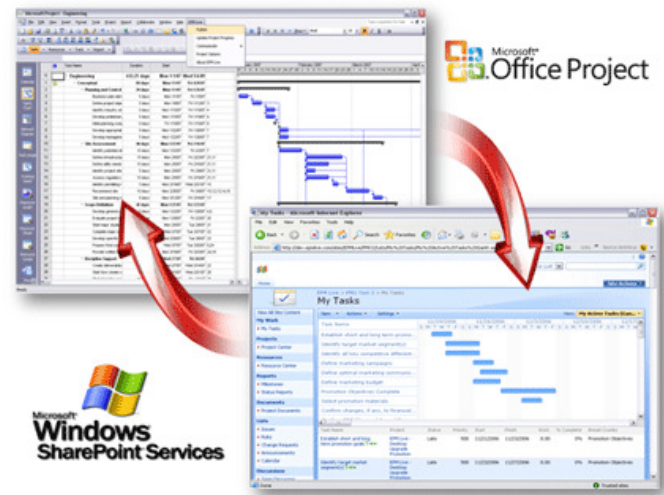
Integrate Microsoft® Office Project 2007 with Microsoft SharePoint Services 3.0.

Collaborate Effectively

Share and collaborate on key Microsoft® Office Project 2007 information by using the Project Publisher add-in utility.

- **Publish and synchronize .mpp files to any SharePoint site.** The Workgroup solution easily publishes and synchronizes Microsoft® Office Project 2007 files with any Windows SharePoint Services 3.0 site. Connect .mpp files to existing project sites for greater team collaboration, coordination, and control.

- **Collect "real time" progress updates.** The Project Publisher add-in for Microsoft Office Project 2007 gives the project manager tools to request, review, and approve all task progress and updates in one single view. Flexible communication options also allow requests for progress on individual tasks.

- **Organize and view tasks, issues, changes, deliverables, and action items.** The EPM Live Workgroup Solution creates dynamic views that enable team members to easily sort their individual and shared project information.

Individuals can choose to view Active Tasks, Overdue Tasks, Milestones, Project Schedule, and much more.
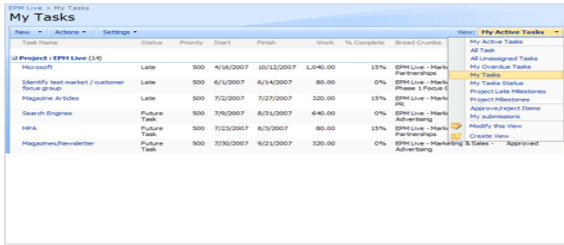

Create live, interactive Business Intelligence (BI) reports

- **Share Key Milestone and Deliverable Information.** Publish key project milestones and deliverable dates and always keep the team informed of major events and deadlines.

- **Flexible Task or Assignment Based Publishing.** Flexible reporting options can be set to reflect team needs. Task-Based Publishing allows any of the assigned resources to report the overall progress of each task. Assignment-Based Publishing requires assigned team members to report task progress individually.

- **Communicate progress and changes.** Keep all team members apprised of all updates and changes, overall project progress, priorities and their due dates.

Track, Analyze and Report
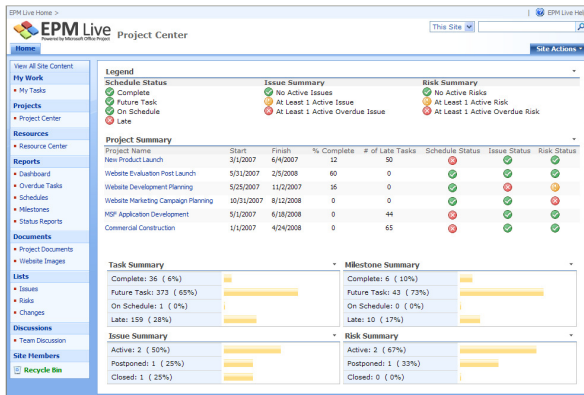
EPM Live *Workgroup* uses Windows SharePoint Services 3.0 to centrally store, manage, and access all project information across the enterprise.

- **Centrally store, manage, and access project information across the enterprise.** Organizations can store and organize all project documents and important content in one central location giving users a consistent mechanism to navigate and find relevant information.

- **Streamline everyday project processes.** Out-of-the-box workflows enable initiation, participation, tracking, and reporting for common project activities such as tasks status review and approval, issue tracking, and risk collection.

- **Capitalize on charts and diagrams.** Easily create charts in Microsoft Office Excel® 2007 or 2003 and diagrams in Microsoft Office Visio® Professional 2007 with the Visual Reports feature. This feature creates report templates that may be reused with different projects.

- **Provide centralized access to project-critical information.** Create live, interactive business intelligence (BI) reports that assemble and display project information from disparate sources. Integrated BI capabilities such as dashboards, Web Parts, key performance indicators (KPIs), and business data connectivity technologies give users a single place to find the latest spreadsheets, reports, or KPIs.

Team members can easily view, sort, group and update tasks and responsibilities assigned to them.

View real-time project status and business intelligence information.

Lightweight EPM Solutions

The EPM Live Workgroup solution is a lightweight version of project planning and collaborative tools that have been tried and tested in enterprise level workplaces. This brings high level coordination technology options down into the day-to-day work level of the office workspace.

With a low upfront investment, scalable options, and easily downloaded installations, the EPM Live Workgroup solution is designed to meet the business needs of organizations of every shape and size. Based on 100% Microsoft technology, the organization doesn't have to worry about future integration or loss of data.

The Power of Choice

The affordable solution is available now with these two types of deployment options.

- **EPM Live Workgroup On-premise.** Organizations already using SharePoint Services 3.0 and Microsoft® Office Project 2007 can leverage the power of collaboration with the Project Publisher add-in. A quick and easy installation adds a publishing menu to Microsoft Office Project's menu bar creating a simple one-click step to synchronize .mpp files with Windows SharePoint Services 3.0 sites. Visit www.projectpublisher.com for more information.

- **EPM Live Workgroup Online.** Organizations looking to combine the power of online collaboration services with the richness of their everyday Microsoft® Office Project application can leverage the EPM Live Workgroup online service. Visit www.epmlive.com for more information

Try a 30 Day Free Trial

To sign up for a free 30 Day EPM Live Workgroup Trial, visit: www.epmlive.com

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