



# Resourcing & Team Management

## Sentient Portfolio Program Management

### What does it do?

Sentient PPM **Resourcing and Team Management** provides the tools for resource capacity planning and prioritization through to understanding your current resource allocation and the associated cost to the business.

These features have been designed to make it easy to keep your people productive and on the right track – whether that be optimizing work schedules, accurate capture and approval of time, benchmarking and tracking performance or simply assigning new items of work. Managing your most precious resource has never been so easy.



### How will it help my organization?

Managing large teams of resources across an organization is difficult and time intensive. So is ensuring there is sufficient capacity for forthcoming pieces of work – often in environments where priorities and time lines are constantly moving.

Sentient PPM **Resourcing and Team Management** will help you gain a clear understanding of your true resource picture and your different teams overall capacity. Removing ad hoc scheduling practices and allowing you to identify current and future resource overloads, so you can meet organizational demands and complete capacity planning.

### Organizational Challenges

- ❖ Difficulty in balancing capacity to deliver with demand from the organization
- ❖ Ad hoc scheduling practices and shoulder tapping
- ❖ No understanding of forward resource availability
- ❖ Regular resource conflicts and reallocation
- ❖ Inconsistent timesheeting and understanding of labor costs

### Key benefits:

**Get the real picture** – At any time you can get a clear resource picture. Understand what people are working on and the capacity to meet demand.

**Maximize capacity** – Allocate your resources to projects with the highest business benefit assuring strategic goals are achieved.

**Ensure due process** – Remove ad hoc scheduling practices and bring consistency to your team and time management.

**Identify problems early** – Identify current and future resource overloads, so you can meet organizational demands.

**Keep everyone aligned** – Provide your project teams with clear, up-to-date information in a relevant format.

**Control and understanding** – Keep track of your true resourcing costs and avoid exceeding your resource budgets.



## How does it work?

Sentient PPM **Resourcing and Team Management** is a flexible suite of features that can be configured to fit your existing resource management and reporting processes.

**1. Define your process** – Ensure that your internal scheduling processes are reflected so that you maintain control over what jobs can be scheduled against what, and who can update schedules.

**2. Capture the right information** – Ensure that important information is captured when it needs to be.

**3. Schedule your people** – Each team member can be scheduled on to single or multiple pieces of work across the business – project or BAU. Make tweaks to schedules to optimize your delivery at any stage. Automated emails ensure everyone is informed and updated of assignment and changes.

**4. Analyze resource gaps** – Get a real time view of teams across the organization and identify specific resource gaps in future schedules to keep your pipeline loaded.

**5. Monitor performance** – Identify individuals who are slipping below utilization targets. Take quick action to get things back on track to maximize the value of your resources.

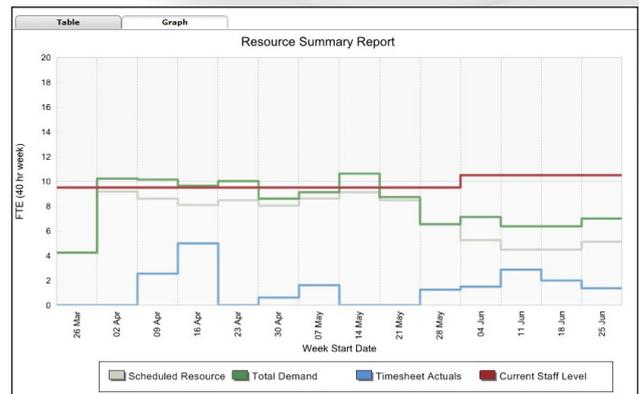
**6. Centralize and control** – Always have your team information at your fingertips, allowing you to make decisions when required.

**7. Capture Time** – Time Management features allow you and your staff to capture time quickly and easily via an intuitive, user friendly interface. You can enter time against projects or against administrative tasks such as sick leave and team meetings. Workflow enables endorsement and approval of the time captured by your teams.

The Team Schedule shows all of your team members and which projects they are scheduled onto. If you click a staff member name their schedule will open. If you click the schedule link the project schedule will open. If you select the project name its details will be displayed.

Staff Member	Project/Task	May 2012	14 May 2012	21 May 2012	28 May 2012	4 Jun 2012	11 Jun 2012	18 Jun 2012	25 Jun 2012
<b>Design Team</b>									
• Agood Designer - (Design Engineer)		20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
• Alex Designer - (Design Engineer)		20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
• David Newton - (Project Manager)		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
• Diana Design - (Design Engineer)		20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
• Jess Sloter - (Design Engineer)		20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
• John Allen - (Design Engineer)		20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
• Kasey Jones - (Design Engineer)		20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
• Paul Sloper - (Design Engineer)		20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
• Kristi Thomas - (Design Engineer)		20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
• Nicola Chardall - (Design Engineer)		20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
• Megan Vallerie - (Design Engineer)		20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
• James Macgregor - (Design Engineer)		20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
• Peter Team - (Management)		20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
• Sam Davis - (Design Engineer)		20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
<b>BAU Team</b>									
• Business Analyst - (Business Analyst)		20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
• Adam Gray - (Business Analyst)		20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
• Alex Shearer - (Business Analyst)		20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
• Jordan Team - (Business Analyst)		20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
• Angelica Shaw - (Business Analyst)		20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
• Cameron Smith - (Business Analyst)		20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
• Fumiko Tanaka - (Business Analyst)		20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
• Gan Brown - (Project Manager)		20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
• Hayden Foster - (Business Analyst)		20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
• Jackie Miller - (Business Analyst)		20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
• James team - (Business Analyst)		20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0

Use the team schedule to understand capacity across your teams



The resource summary reporting suite provides the high level resource picture

The Timesheet interface shows a grid for entering time against various tasks and projects. The header indicates "Timesheet was last updated: 15/Aug/2012 3:59 p.m." and "Week starting: Monday 13 August 2012". The grid columns represent days from 13 Aug Mon to 19 Aug Sun, plus Total, ETC, and Endorsed. The rows represent different tasks, including Business Analysis (12hrs), Admin, General, Meeting, Leave, and Annual Leave. The Total row shows 8.00 hours for each day, 6.00 for Total, and 25.00 for ETC.

Users enter timesheet information directly into Sentient against programs and projects

**Sentient** is the leading private cloud Enterprise Portfolio Program Management (EPPM) service provider in Australasia and is proud to provide solutions to some of its leading companies.

As a cloud solution Sentient PPM is available anywhere, anytime to anyone with access to the internet. It's fast to deploy, easy to use and requires no infrastructure.

For an EPPM solution that really delivers outcomes – **Sentient Portfolio Program Management**

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