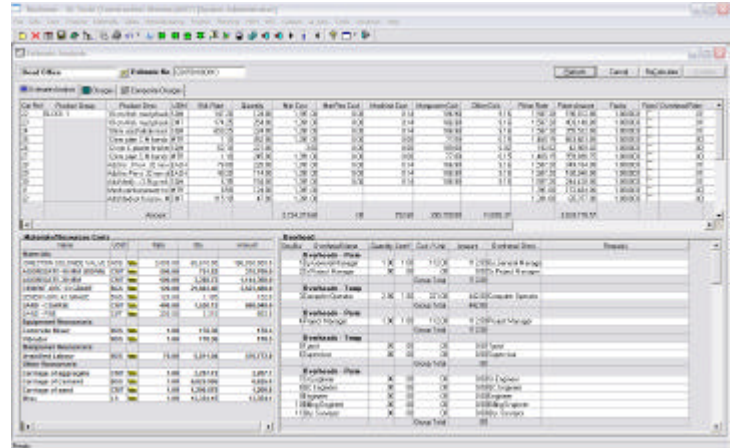




### PROJECT MANAGEMENT - A BRIEF DESCRIPTION

The profit and loss margins of an organisation are primarily governed by the project management techniques employed by it. Reckoner Project Management, with its innovative design proficiently supervises the major project related activities and concurrently maintains a delicate balance amongst the interdependent determinants of effective project execution - materials, resources, time and cash flow.



Projects span a fixed time frame and include both services and materials. They are cost and capacity intensive and hence require careful planning, monitoring and execution. Reckoner Project Management handles both project executions for external clients as well as an organisation's internal projects.

The **Reckoner Tendering and Estimation** module efficiently estimates the costs and profitability of a project thereby assisting the user in deciding the projects which should be bid for.

Enquiries can be entered into the Reckoner system. RFQ contains the break up of the activities involved in the project, their quantities, terms and conditions and other documents to be attached alongwith the tender.

The RFQ is followed by the Estimation of the Prime Cost that will be incurred on the materials and resources required for the project, based upon the standard or derived coefficients as per the company's past experience, the Overhead expenses and Profit Margin. Users can conduct sensitivity analysis of individual components on the overall project estimate by varying values of item rates, coefficients, overhead allocations for individual items or overall, and prepare the quotation.

**Planning and Monitoring** is the most essential part of Project Execution. The Project is broken down into phases and the BOQ Items are attached to the phases. Activities and Resources associated with the Item are reflected in the Work Breakdown Structure (WBS). Project Planning enables scheduling of activities, date and time. Specific information about the project, its schedule dates and resources required for each activity can be entered.

System also provides an interface with Microsoft Project. Reckoner allows sharing the same database between Microsoft Project and Reckoner for efficient time line management( provided by Microsoft Project) and Materials management (provided by Reckoner).

**The Cash Flow Analysis** calculates the total cash inflow and outflow for a specified period on the basis of payment receipts and the expenses to be incurred during the period respectively. The Project Manager can schedule the project by analysing the amount of money that would be available for the specified period.

Project Confirmation allows the user to confirm the status of different Project Activities. These confirmations can be entered at the

end of a period or at the time of job completion. The Analysis of jobs completed, degree of completion and future scheduling of jobs to be completed can be done simultaneously by analysing Project Confirmation data.

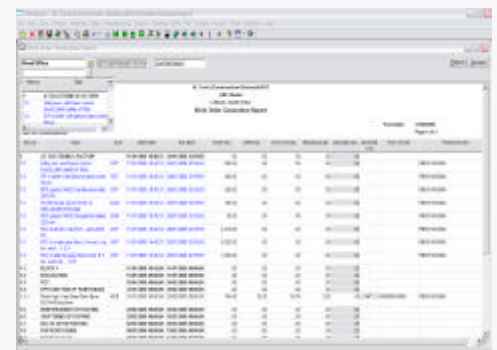
Multiple versions of Project plans can be maintained for the same project to accommodate in-between changes to the schedule. This can be used for comparison of Plan v/s Actual at different stages.

**Project Billing and Receivables** Module keeps track of the payment procedure and invoicing. The Measurement Book calculates the billable work as per the measurement of the work completed. Accordingly Running Bills are generated for the billable work for a specified period and Consolidated Bill for the cumulative work from the start of the project.

Reckoner Projects integrates with Reckoner Finance by generating vouchers for the invoices created in the Project Module and adjustment of Receivables and Payables, Collection Processing and updating of accounts. It also integrates with Materials Management for stock updation and with the Procurement module for procurement of material.

### Reckoner Project Management comprises of:

- **Request for Quotation(RFQ)** : Document for inviting tenders
- **Estimate**: The process for calculating the approximate costing in the execution of projects and procuring and managing the resources and activities involved
- **Quotation**: Document quoting the breakup of the costing of project execution
- **Project Order** : A formal document for placing an order for project implementation
- **Project Planning and Monitoring** : Scheduling the various activities involved in the project and accepting and analysing the constant feedback from execution site
- **Measurement Book**: This book calculates the payment due according to the degree of work completed
- **Invoice**: The bill for payment that is sent to the customers



### Project Tendering and Estimation

- Records Request for Quotations registered by the customers can be recorded.
- Records RFQ pre-qualifications and follow ups can be recorded
- Facilitates the internal estimation of the project
- Estimate / Sensivity analysis to prepare the final quotation
- Quotation Raising
- Quotation Revision
- Project Orders can be received and authorised after negotiations.

### Project Execution and Controlling

- Work Breakdown structure can be defined for the project
- Breaks down the project into different phases and helps in scheduling them
- Scheduling of activities and recording the resources involved for each activity
- Defines the critical path for project completion
- Manages Cash Flow during the Project Execution
- Helps in constant monitoring of the project by receiving Confirmation Entries and planning the future schedule of the jobs
- Maintains multiple versions of Project Plans to accommodate 'in between' changes to the schedule.

- Maintains a Planned v/s Actual record at different stages
- Provides and Interfaces with Microsoft Project
- Integrates with Materials Management for stock updation
- Integrates with Procurement Module for procurement of material

### Project Billing and Receivables

- Maintains a Measurement Book to calculate the degree of work done and the payment due for it
- Generates Running Bill and Consolidated Bill
- Invoices can be created
- Automatic generation of vouchers from Invoice
- Interfaces with the Finance Module to maintain the Receivables and Collection Processing

### Reports

- **Costing Analysis Reports** such as Project Cost Analysis, Project Cash Flow, BOQ Product-wise Standard Quoted Rates, Estimated Overheads, etc. analysis of the costing of the project by separate calculation of different BOQ Items and Resources involved.

- **Scheduling and Planning Reports** like Activity v/s amount (Planned), Resource v/s amount (Planned), Activity and quantity (Planned v/s Actual), Resource and Amount (Planned v/s Actual) etc. help in the scheduling of the project and keeping track of the amount of work done and its comparison with the initial schedule.
- **Daily Progress Reports** help in analysing the daily work done and the daily consumption of material and resources and subsequent planning of their future requirement. E.g. Daily Progress (Planned and Started) Activity- wise, Daily Progress Resource-wise, Daily Progress (Planned but Not started) Activity-wise etc.

### Standard Reckoner Features

- Online Authorisation of Documents
- True Workflow based system
- In built Mail system
- Alerts can be set in the system to monitor exception activities or events.
- Ensures people access only the information they need and are authorised to access.

## SUB-MODULES & REPORTS LIST

### Tendering and Estimation

- Project Type Definition
- Project Definition
- Territory/ Customer Definition
- Overheads Definition
- RFQ Registration
- Estimate Entry
- Estimate Analysis
- Quotation Entry
- Competitor Entry
- Project Order Entry

### Execution and Monitoring

- Activity Definition
- Resource Definition
- BOQ Item Definition
- Work Breakdown Structure
- Project Planning

- Project Confirmation Entry
- Confirmation Analysis

### Billing and Receivables

- Measurement Book
- Invoice Entry

### Reports

- Project Cost Analysis (Project Direct Cost)
- Project Cash Flow
- BOQ Product Wise Resource Co-efficient Tender Document
- BOQ Product-wise Prime Quoted Rate
- BOQ Product-wise Standard Quoted Rates
- BOQ Product-wise Resource co-efficient (Master Listing)

- Estimated Overheads
- Master Construction Schedule
- Activity-wise Quantity-wise (Planned)
- Resource-wise Amount-wise (Planned)
- Activity-wise Amount-wise (Planned v/s Actual)
- Resource-wise Quantity-wise( Planned v/s Actual)
- Daily Progress Report
- Daily Progress (Planned andStarted) Activity-wise
- Daily Progress (Planned butNot Started) Activity wise
- Daily Progress Resource wise
- Daily Progress (Resource-wise) Detailed Activity-wise



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