

Product description

Projektron BCS 24.1

More than just project management software

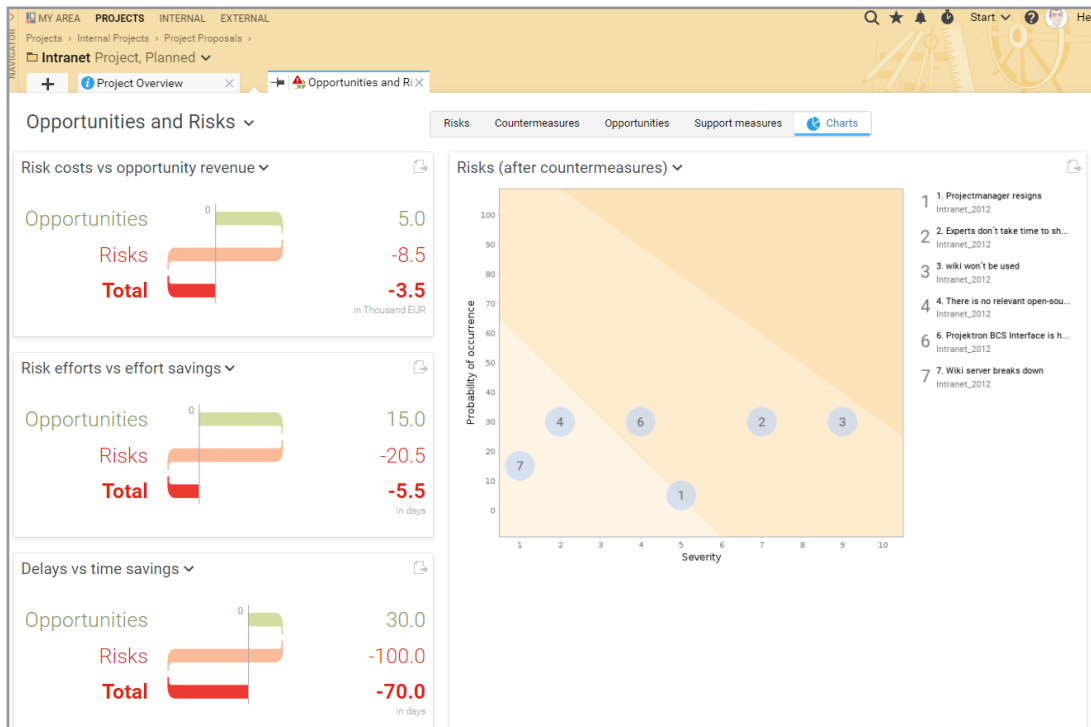


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Project preparation

With the Projektron BCS project management software, you start the project professionally. In addition to risks, you also record and categorize opportunities and evaluate their positive effects on revenues, effort savings and time savings.

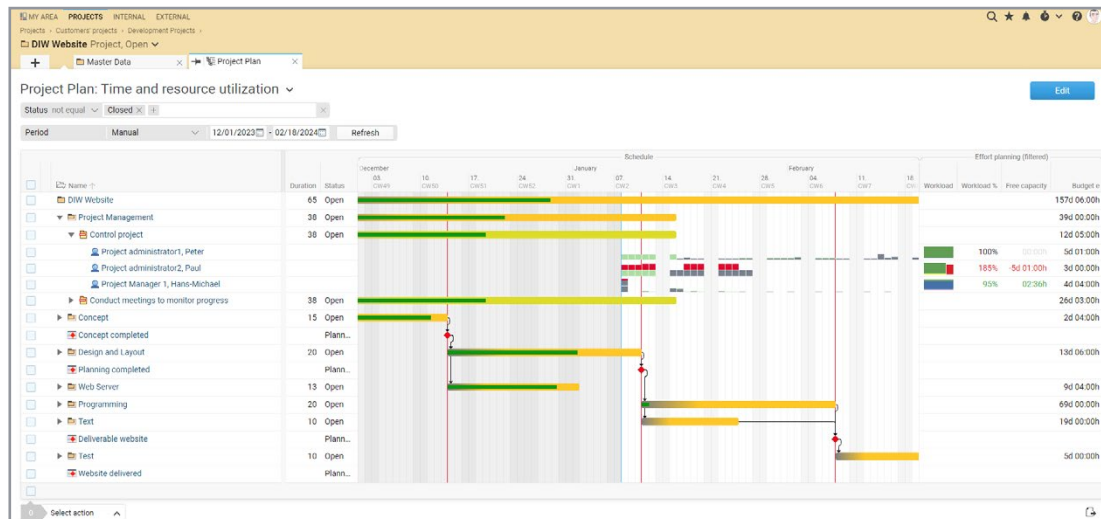


In BCS, you clearly display opportunities and risks in the diagram view.

- ✓ Software-supported target definition: qualitative & quantitative evaluation measures
- ✓ Stakeholder management: Analyzing interests in a dynamic matrix
- ✓ Project environment analysis: Identifying synergy effects and conflicts with parallel projects
- ✓ Risk management: risk diagram, countermeasures, probability of occurrence
- ✓ Opportunity management: identifying and seizing opportunities
- ✓ Transparent communication in BCS or via suitably generated reports

Project planning

With our project management software you plan professionally: work packages, tasks and milestones provide an overview, while automatic calculations ensure for efficiency.

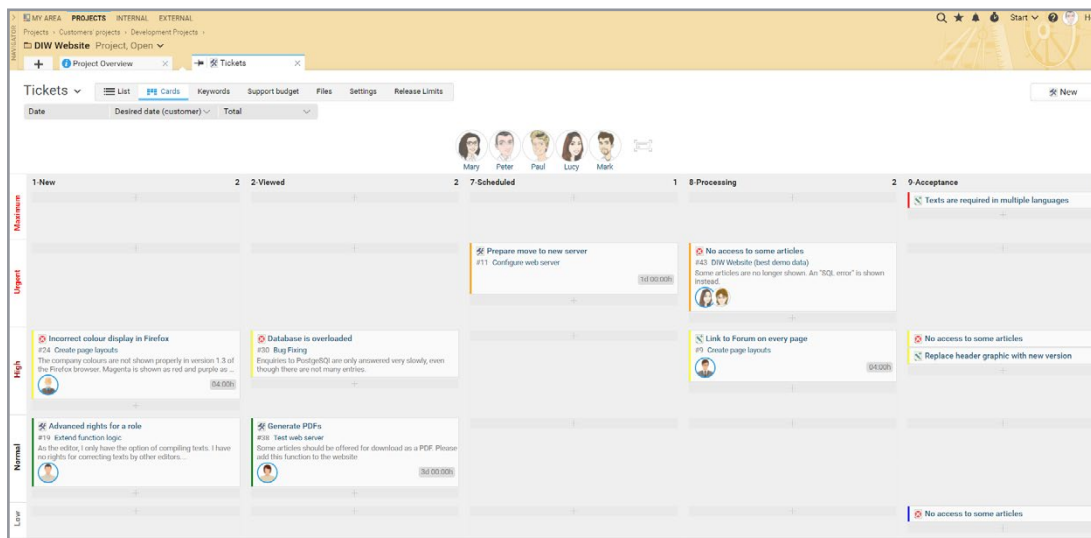


Self-defined project phases provide an overview

- ✓ Planning assistant: Supports you in planning according to various methods
- ✓ You define project phases flexibly yourself
- ✓ Templates for project structures, tasks, checklists, workflows, etc.
- ✓ Work breakdown structures with different views
- ✓ Subprojects, work packages, tasks, milestones and dependencies
- ✓ Schedule with interactive Gantt chart
- ✓ Resource management for the project with dynamic workload display
- ✓ System-supported cost calculation and evaluation
- ✓ Multi-currency capability for international projects
- ✓ Baseline plan comparison in tabular form or in Gantt chart
- ✓ Material costs, order and effort planning in overall and interval planning

Project execution

Make project execution efficient and react proactively to changes: For this purpose, our Projektron BCS project management software offers you a wide range of tools for project documentation, project communication and project control, for change management and structured project work.

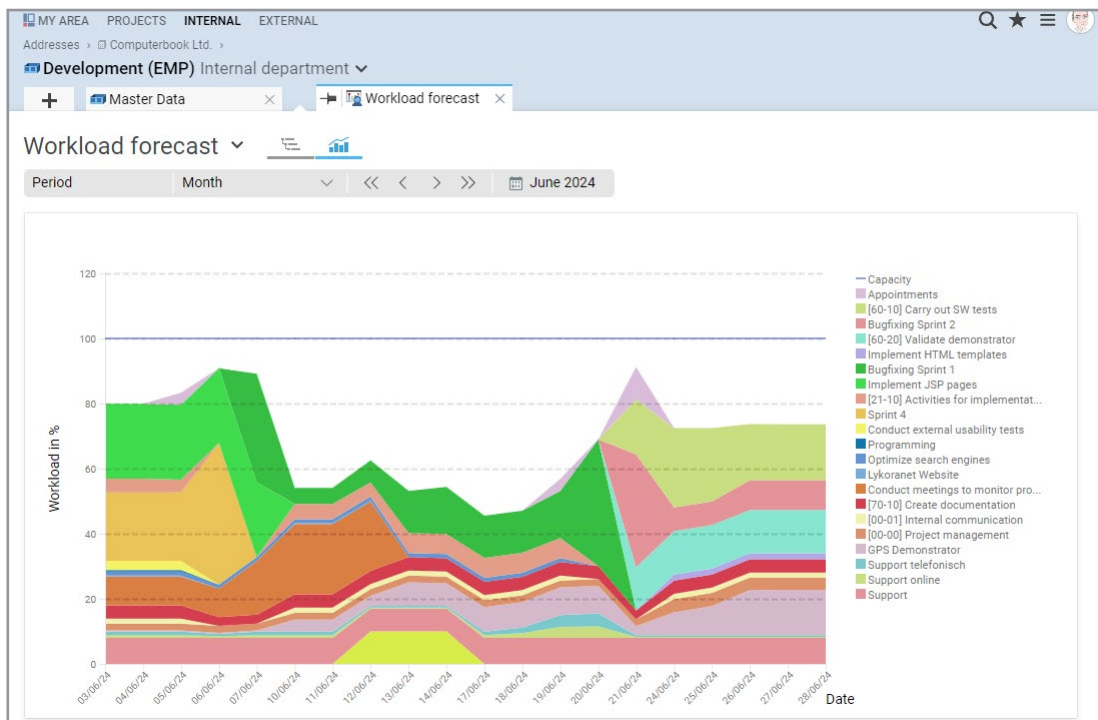


Easily assign tasks to the Kanban Board by drag-and-drop by status and priority.

- ✓ Project documentation: clear thanks to central document management
- ✓ Project calendar: quickly enter deadlines and organize meetings
- ✓ Assignment planning: staff projects and tasks with the appropriate employees
- ✓ Project-related time recording
- ✓ Change request: various possibilities, for example via tickets
- ✓ Kanban board for tasks and tickets: clear and intuitive to use
- ✓ Project communication including progress log and contact history

Resource management

Make optimal use of your resources: Planning, scheduling and allocating people, financial resources and material resources is child's play with BCS, as data from all modules is available in real time for resource planning. With BCS, you can identify impending resource bottlenecks at an early stage and take targeted countermeasures.

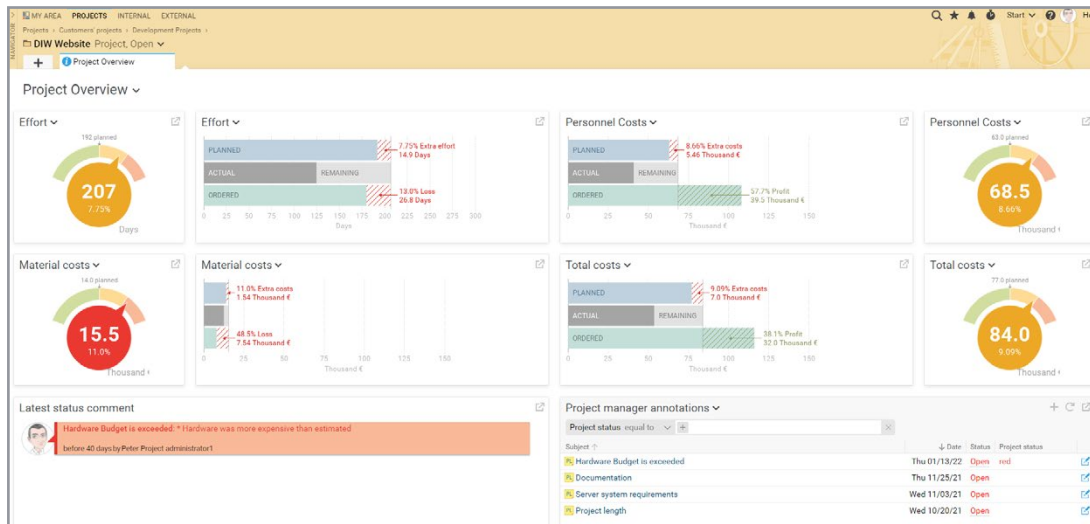


Thanks to the workload diagram you can see what the workload for your team is within seconds

- ✓ Workload analysis, workload mountains, workload forecast, workload scenarios
- ✓ Resource allocation for projects in the clearly arranged workload analysis
- ✓ Day-based scheduling of employees over long periods of time
- ✓ Capacity alignment of employees, departments and project teams
- ✓ Skill management: target employees according to skills and qualifications
- ✓ Reports for resource controlling
- ✓ Wage supplements: centrally manage deviations from regular pay
- ✓ Travel expense accounting and expense management
- ✓ Material resources: check availability of rooms, vehicles, IT, etc.

Project controlling

With graphical evaluations, target/actual values comparisons, and forecasts, Projektron BCS provides you with all the information you need to effectively manage individual projects and entire project landscapes.

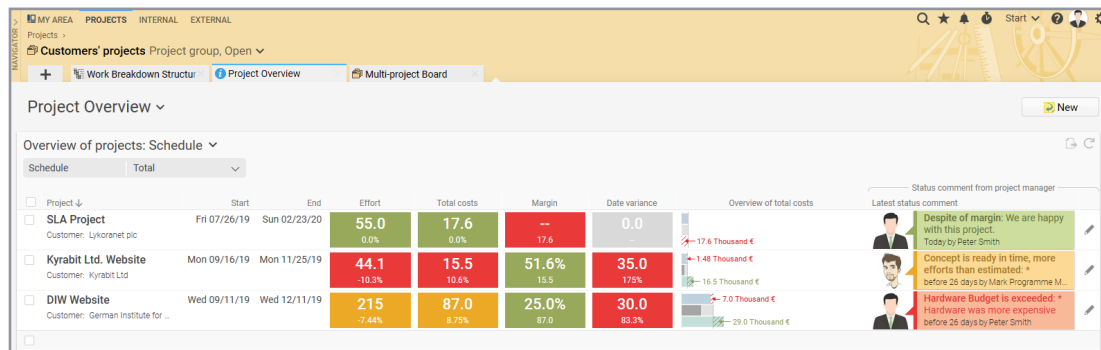


The project overview provides you with concise project details

- ✓ Project overview: Graphics and diagrams present the most important key figures
- ✓ Flexible evaluation dimensions: evaluate what is important to you
- ✓ Graphical progress display: check status in Gantt chart, adjust deadlines
- ✓ Simple plan changes and traceable change history
- ✓ Multidimensional task evaluation in interactive sunburst diagram
- ✓ Target/actual comparisons with traffic lights and progress evaluations
- ✓ Forecast warns of impending budget overruns
- ✓ Quickly record current status along the work breakdown structure
- ✓ Milestone trend analysis for efficient deadline controlling
- ✓ Earned value analysis: project progress, plan fulfillment and forecasts
- ✓ E-mail notifications of important dates and events on request
- ✓ Generate project reports easily according to individual needs
- ✓ Enhanced data protection: anonymization of employee assignments

Multi-project management

Focus on the right projects: With portfolio graphics, resource planning for project groups and multi-project controlling functions, Projektron BCS provides you with the optimal basis for strategic and operative multi-project management.



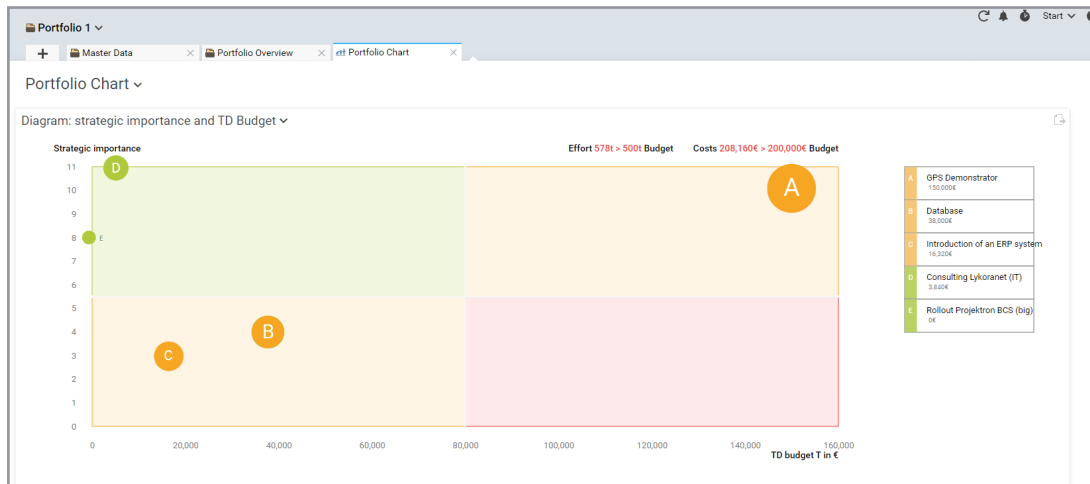
| Project | Start | End | Effort | Total costs | Margin | Date variance | Overview of total costs | Status comment from project manager |
|---|--------------|--------------|----------------|---------------|---------------|---------------|--------------------------------------|--|
| SLA Project Customer: Lykoranet pic | Fri 07/26/19 | Sun 02/23/20 | 55.0 0.0% | 17.6 0.0% | -- 17.6 | 0.0 | -17.6 Thousand € | Despite of margin: We are happy with this project. Today by Peter Smith |
| Kyrabit Ltd. Website Customer: Kyrabit Ltd | Mon 09/16/19 | Mon 11/25/19 | 44.1 -10.3% | 15.5 10.6% | 51.6% 15.5 | 35.0 175% | -1.48 Thousand € -16.5 Thousand € | Concept is ready in time, more efforts than estimated: * before 25 days by Mark Programme M... |
| DIW Website Customer: German Institute for ... | Wed 09/11/19 | Wed 12/11/19 | 215 -7.44% | 87.0 8.75% | 25.0% 87.0 | 30.0 82.3% | -7.0 Thousand € -29.0 Thousand € | Hardware Budget is exceeded: * Hardware was more expensive before 25 days by Peter Smith |

Graphical multi-project evaluation: Cost overview and status information from the project managers at a glance

- ✓ Graphical multi-project controlling with cost overview and status information
- ✓ Flexible structuring with project groups and project categories
- ✓ Project portfolio evaluations: Compare projects by complexity and benefits
- ✓ Resource planning for project groups
- ✓ Cross-project milestones
- ✓ Multi-project board structured by status, priority or project category

Project portfolio

With Projektron BCS' lean project portfolio management (PPM), you generate project proposals from project ideas and compare them. You also compile portfolios on different focal points and decide which projects you actually want to implement.



The portfolio diagram shows all projects in the portfolio according to strategic importance and costs

- ✓ Compare the cost-benefit ratio of projects in the portfolio diagram at a glance
- ✓ Create suitable checklists for your project categories
- ✓ Ring diagram visualizes status of checklist and evaluation of your project idea
- ✓ Cost and effort budgets attached to the portfolio
- ✓ Colored marking visualizes which portfolios are under or over budget
- ✓ Compare project proposals in overview
- ✓ Portfolio board with drag-and-drop to control project status
- ✓ Resource utilization in portfolios and projects is included
- ✓ Evaluate projects in your portfolios based on various dimensions in the portfolio chart
- ✓ Use stage-gate model to control throughput of your projects

Time recording

Attendance recording, working time recording, project-related time recording - for all these application areas in project management, Projektron BCS offers a transparent, ergonomic and efficient digital time recording system. In Projektron BCS and the Projektron BCS app, booking hours is quick and easy - even with a smartphone.

| Entry | Start | End | Duration | Description | |
|-------------------------|-------|-------|----------|-------------|---|
| Attendance | 08:30 | 17:30 | 9:00 h | | + |
| Break | 0:00 | 1:00 | 1:00 h | | + |
| Efforts booked directly | | | 3:15 h | | |
| General | | | 4:45 h | | |

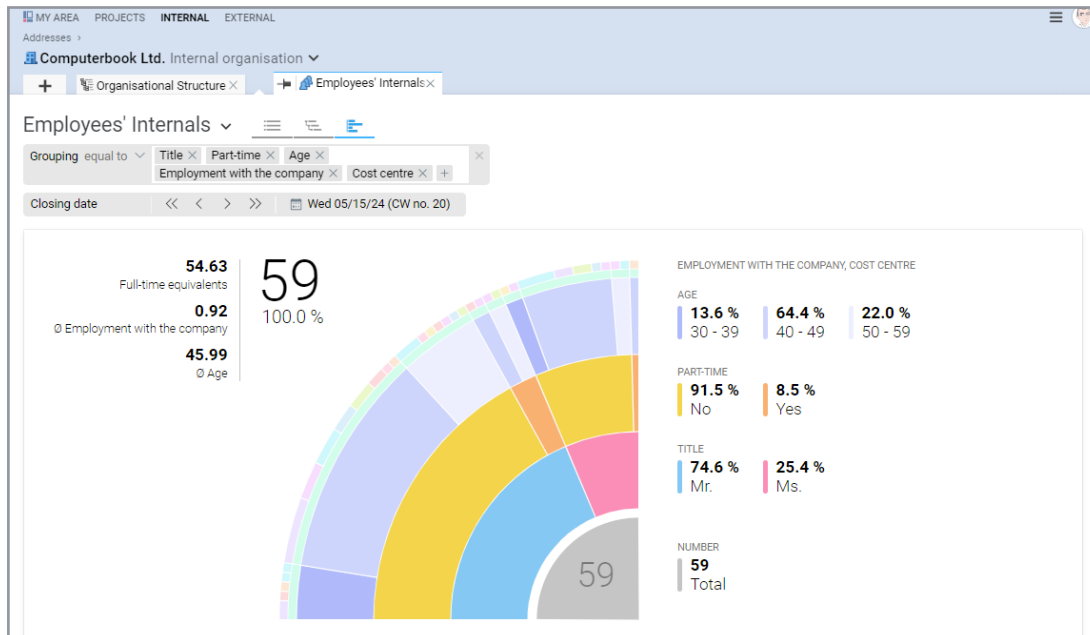
| Project/Task | Start | End | Duration | Description | Done |
|---|-------|------|----------|----------------|---|
| Smith, Peter | | | 3:15 h | | |
| Customers' projects > Development Projects > Calendar Tool... | | | 0:00 h | | |
| Customers' projects > Development Projects > DIW Website | | | 0:00 h | | |
| Customers' projects > Development Projects > GPS Demonst... | | | 3:15 h | | |
| [00] Project management > [00-00] Project management | 0:00 | 0:00 | 3:00 h | Client meeting | <input checked="" type="checkbox"/> <input type="checkbox"/> + <input type="checkbox"/> |
| [00] Project management > [00-02] External communication | 0:00 | 0:00 | 0:00 h | | <input checked="" type="checkbox"/> <input type="checkbox"/> + <input type="checkbox"/> |
| [70] Documentation > [70-10] Create documentation | 0:00 | 0:00 | 0:15 h | Status meeting | <input checked="" type="checkbox"/> <input type="checkbox"/> + <input type="checkbox"/> |
| Operating Activities > General Activities | | | 0:00 h | | |

A look at Projektron BCS time recording: Attendances, projects and tasks in the day booking.

- ✓ Order-, customer- or project-related time recording
- ✓ Attendance, work and project time recording
- ✓ Exact task and project assignment
- ✓ Ergonomic booking masks for stopwatch, individual, daily and weekly booking
- ✓ Keep an eye on processing statuses and estimate remaining effort
- ✓ Overbooking locks prevent exceeding of processing time or budget
- ✓ Operational activities outside of project work can be documented
- ✓ Working time account with individually definable working time models
- ✓ Working time evaluation with graphic evaluations and clear reports
- ✓ Mobile time recording via app

Personnel management

Project management also means staff management. Your project success stands and falls with the staffing, competence and motivation of your project team. With BCS, you can organize all of your HR processes: from the recording of applications and the hiring process, to salary, working time and vacation administration, to skills management and personnel development.

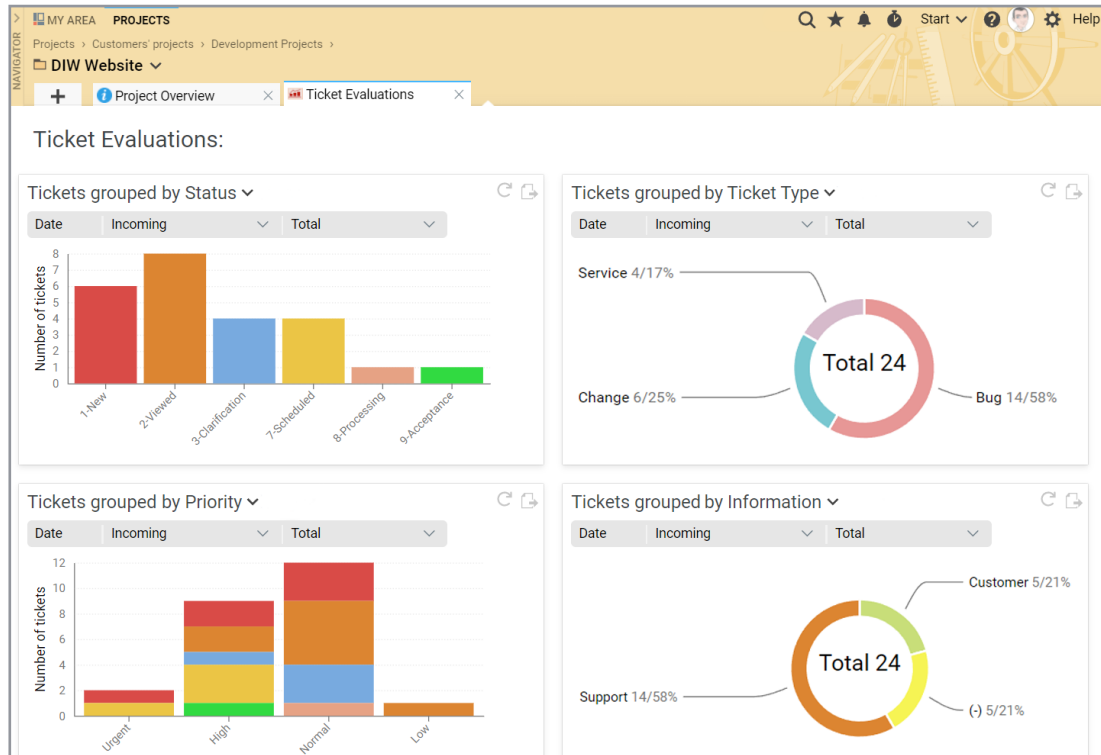


The interactive graphic „Employee internals“ with dynamic filter function .

- ✓ Applicant management: capture, review in the team, invite, select, hire
- ✓ Onboarding with one click: applicant file becomes employee file
- ✓ Automate onboarding and offboarding processes with process management according to BPMN
- ✓ Manage central employee data in BCS and use it in all modules
- ✓ Analyses and evaluations: Display personnel data graphically and in tables
- ✓ Flexible mapping of working time recording, payroll accounting and wage supplements
- ✓ Leave management with integrated approval workflow and substitute regulations
- ✓ Personnel development: Skill management for the precise deployment of know-how

Ticket system

Thanks to software-supported customer communication, flexible effort recording and precise billing, you can manage customer inquiries and project tickets quickly and cost-effectively in Projektron BCS.



How efficient is ticket processing? The ticket evaluations in Projektron BCS provide insight

- ✓ Digital capture of customer inquiries
- ✓ Guarantee service quality thanks to transparent service and response times
- ✓ Internal tickets for change requests, to-do lists, internal services, etc.
- ✓ E-mail notification with ticket comment function
- ✓ Easy ticket assignment thanks to assignment of ticket type and priority
- ✓ Ticket creation with a few clicks, also directly in the Kanban board
- ✓ Time recording of processing times directly on the ticket and simple invoicing
- ✓ Linkable with Scrum elements: Customer ticket becomes user story
- ✓ Ticket evaluations individually and according to requirements in tables and diagrams
- ✓ Keyword system, search and filter function and linking option
- ✓ Set up ticket-based external support portal on request

Quotation preparation

With Projektron BCS, you can quickly and precisely create a quotation from your planning data according to your individually created templates. The flexible quotation module also offers the best support in the international arena.

The screenshot displays the 'Edit Quotation Wizard' interface, specifically the 'Quotation Structure: Selected Attributes' step. The interface is divided into several sections:

- Quotation values:** A list of financial values including Sales price (after surcharge) at 1,650.00€, Sales price (after discount) at 1,650.00€, Sales tax at 313.50€, and Total price (gross) at 1,963.50€.
- Presets:** A section for 'Descriptions of WBS elements' with a 'Do not apply' option and a 'Quotation discount' set to 0.00%.
- Selection:** A dropdown menu set to 'Default' with tabs for 'Text block templates' and 'Project planning', and an 'Add >>' button.
- Quotation Items:** A table with columns for 'Quotation', 'Position', 'Number', and 'Amount'. It lists items like 'Services', 'Licenses', 'Updates', 'Support', 'Travel costs', 'Final provisions', and 'Validity of the offer' with their respective positions and counts.

Simply add structure elements from your planning as offer items

- ✓ Automatic quotation price calculation
- ✓ International quotations with foreign currency and in foreign languages
- ✓ Quotation wizard with approval process
- ✓ From quotation to order with order confirmation and project order plan
- ✓ Use templates and design your own

Invoicing

With Projektron BCS, you create effort and fixed price invoices from projects and can use multiple currencies.

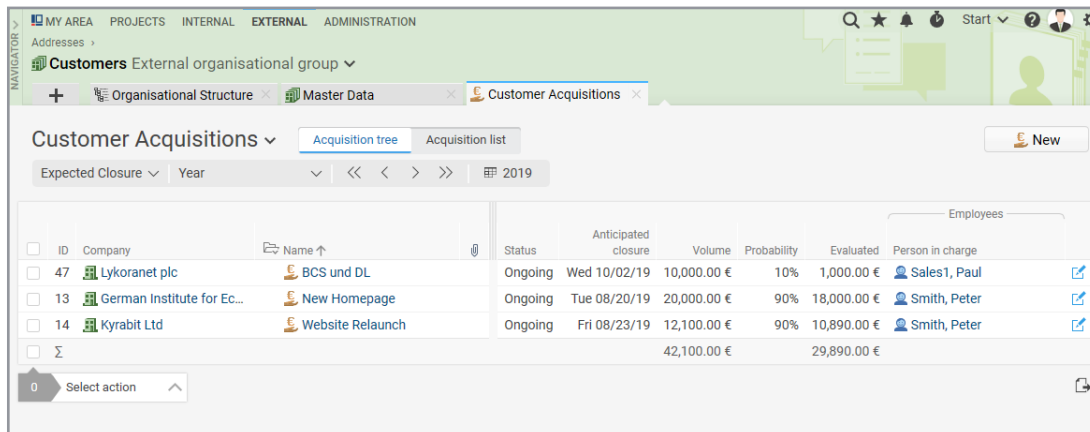
| Subproject | Task | Employee | Date | Duration | Inv./shown eff | Inv./ver. hours/days | Inv. PC |
|--------------------|--------------------------------|--------------------|--------------|----------|----------------|----------------------|----------|
| Project Management | Control project | Smith, Peter | Tue 09/10/19 | 05:00h | 5:00h | 5.00h | 500.00 € |
| Project Management | Control project | Meier, Paul | Tue 09/17/19 | 08:00h | 8:00h | 8.00h | 800.00 € |
| Project Management | Control project | Smith, Peter | Mon 09/23/19 | 03:00h | 3:00h | 3.00h | 300.00 € |
| Project Management | Control project | Smith, Peter | Thu 09/26/19 | 08:00h | 8:00h | 8.00h | 800.00 € |
| Project Management | Control project | Smith, Peter | Thu 09/26/19 | 04:00h | 4:00h | 4.00h | 400.00 € |
| Project Management | Conduct research | Smith, Peter | Wed 09/11/19 | 05:00h | 5:00h | 5.00h | 300.00 € |
| Project Management | Conduct research | Smith, Peter | Thu 09/12/19 | 05:00h | 5:00h | 5.00h | 300.00 € |
| Project Management | Conduct research | Meier, Paul | Mon 09/16/19 | 05:00h | 5:00h | 5.00h | 300.00 € |
| Project Management | Conduct research | Smith, Peter | Mon 09/23/19 | 01:00h | 1:00h | 1.00h | 60.00 € |
| Text | Help texts | Degger, Konstantin | Thu 10/03/19 | 03:30h | 4:00h | 4.00h | 240.00 € |
| Text | Descriptions | Text, Theo | Sat 10/05/19 | 08:00h | 8:00h | 8.00h | 480.00 € |
| Text | Descriptions | Text, Theo | Sun 10/06/19 | 08:00h | 8:00h | 8.00h | 480.00 € |
| Project Management | Conduct meetings to monitor pr | Meier, Paul | Fri 09/13/19 | 04:00h | 4:00h | 4.00h | 200.00 € |
| Project Management | Conduct meetings to monitor pr | Smith, Peter | Mon 09/16/19 | 08:00h | 8:00h | 8.00h | 400.00 € |
| Project Management | Conduct meetings to monitor pr | Doberick, Eugen | Tue 09/17/19 | 02:00h | 2:00h | 2.00h | 100.00 € |

Step by step through invoicing: Thanks to the invoice wizard including invoice generator

- ✓ Electronic invoicing: XInvoice, ZUGFeRD and QR Code Invoices
- ✓ Variable project invoicing, simple, precise and project-specific
- ✓ Invoice wizard, invoice templates and invoice generator
- ✓ Easily set discount period and amount for invoices
- ✓ Invoice dispatch by e-mail and individually automatable dunning run
- ✓ Flexible currency and language selection, customizable sales tax rate
- ✓ Use templates and design your own individual invoices
- ✓ Intra-group billing / intercompany billing

Customer relationship management (CRM)

With Projektron BCS, you have a powerful CRM toolset for your customer management.



The screenshot displays the 'Customer Acquisitions' module in the Projektron BCS system. The interface includes a navigation pane on the left with options like 'MY AREA', 'PROJECTS', 'INTERNAL', 'EXTERNAL', and 'ADMINISTRATION'. The main area shows a table of acquisitions with columns for ID, Company, Name, Status, Anticipated closure, Volume, Probability, Evaluated, and Person in charge. A 'New' button is visible in the top right corner of the table area.

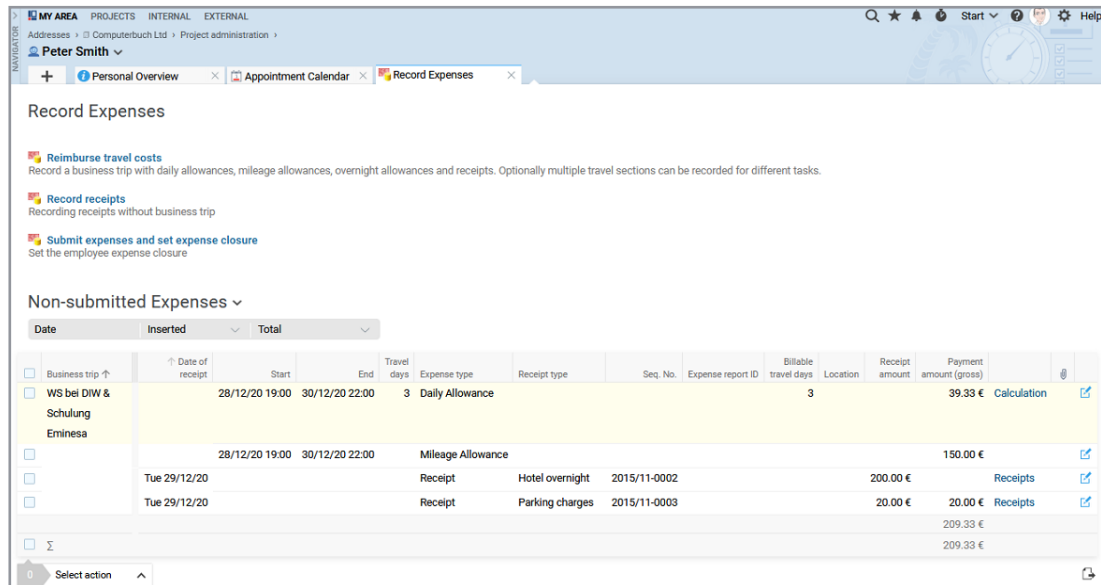
| ID | Company | Name | Status | Anticipated closure | Volume | Probability | Evaluated | Person in charge |
|----|----------------------------|------------------|---------|---------------------|-------------|-------------|-------------|------------------|
| 47 | Lykoranet plc | BCS und DL | Ongoing | Wed 10/02/19 | 10,000.00 € | 10% | 1,000.00 € | Sales1, Paul |
| 13 | German Institute for Ec... | New Homepage | Ongoing | Tue 08/20/19 | 20,000.00 € | 90% | 18,000.00 € | Smith, Peter |
| 14 | Kyrabit Ltd | Website Relaunch | Ongoing | Fri 08/23/19 | 12,100.00 € | 90% | 10,890.00 € | Smith, Peter |
| Σ | | | | | 42,100.00 € | | 29,890.00 € | |

How does the next quarter look? The acquisition management provides information.

- ✓ Manage customer data centrally and clearly in the BCS customer database
- ✓ Customer communication transparent thanks to BCS contact history and email import
- ✓ Create and send digital serial mails with circular mail function
- ✓ Sales preview and acquisition maintenance with acquisition probabilities and levels
- ✓ Customer login: customer can check project progress independently
- ✓ Sales traffic lights allow immediate recognition of need for action
- ✓ Connection to telephone system: Connected at the click of a mouse, customer file in the BCS contact database opens for incoming calls
- ✓ Contact data entry via BCS Web App: Contact data import via QR code scan

Expense Management

From expense recording to expense verification to expense reporting: With expense management from Projektron BCS, you can automate and digitize your travel and expense reporting simply and efficiently. Save yourself the trouble of having separate software for your expense management, because BCS, in combination with the Projektron app, offers the full range of functions of expense management software.



The screenshot displays the 'Record Expenses' section of the Projektron BCS software. It includes instructions for recording travel costs, receipts, and expense closure. Below this is a table titled 'Non-submitted Expenses' with columns for Date, Business trip, Date of receipt, Start, End, Travel days, Expense type, Receipt type, Seq. No., Expense report ID, Billable travel days, Location, Receipt amount, and Payment amount (gross). The table lists several entries, including a 'Daily Allowance' for 3 days totaling 39.33 €, a 'Mileage Allowance' for 150.00 €, and receipts for 'Hotel overnight' (200.00 €) and 'Parking charges' (20.00 €). A summary row at the bottom shows a total of 209.33 €.

| Date | Business trip | Date of receipt | Start | End | Travel days | Expense type | Receipt type | Seq. No. | Expense report ID | Billable travel days | Location | Receipt amount | Payment amount (gross) |
|------|--|-----------------|----------------|-----|-------------|-------------------|-----------------|--------------|-------------------|----------------------|----------|----------------|------------------------|
| | <input type="checkbox"/> WS bei DIW & Schulung Emimesa | 28/12/20 19:00 | 30/12/20 22:00 | | 3 | Daily Allowance | | | | 3 | | | 39.33 € Calculation |
| | <input type="checkbox"/> | 28/12/20 19:00 | 30/12/20 22:00 | | | Mileage Allowance | | | | | | | 150.00 € |
| | <input type="checkbox"/> | Tue 29/12/20 | | | | Receipt | Hotel overnight | 2015/11-0002 | | | | 200.00 € | 200.00 € Receipts |
| | <input type="checkbox"/> | Tue 29/12/20 | | | | Receipt | Parking charges | 2015/11-0003 | | | | 20.00 € | 20.00 € Receipts |
| | <input type="checkbox"/> | | | | | | | | | | | | 209.33 € |
| | <input type="checkbox"/> | | | | | | | | | | | | 209.33 € |

Record various types of expenses and receipts in Projektron BCS Expense Recording.

- ✓ User-friendly and intuitive expense recording thanks to the support of wizards
- ✓ International expense management with country-dependent expense rates and automated currency conversion
- ✓ Automated expense process thanks to approval workflow
- ✓ Comprehensive expense management from receipt entry to reimbursement or invoicing
- ✓ Time-saving expense entry thanks to templates and favorites
- ✓ Mobile expense and receipt entry with the Projektron BCS app

Teamwork

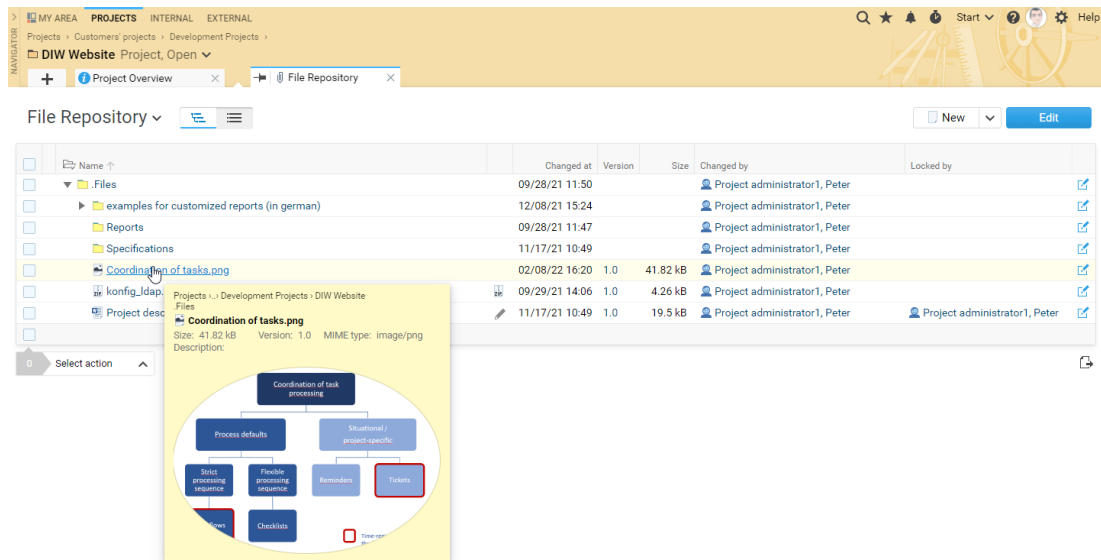
Teamwork without borders: With collaboration tools, such as the drag-and-drop appointment calendar with resource-relevant appointments or agenda planning for team meetings, your team works closely together in Projektron BCS, even over long distances.

Concisely informed: With your personal overview in Projektron BCS

- ✓ Personal overview: Dashboard that can be customized via drag-and-drop
- ✓ Calendar for efficient appointment management and with appointment wizard
- ✓ Topic and agenda planning with presentation mode for meetings and discussions
- ✓ Standardized workflows and individually designed processes structure and coordinate teamwork
- ✓ Follow-ups: delegate tasks or personal reminders
- ✓ User messages: Send messages to other users
- ✓ One project - all languages: multilingual user interface (GER, EN, ES, FR, IT, NED, PL, CHN, CZE, HUN)

Document management

Whether in individual projects or company-wide: Your documents are in good hands in Projektron BCS document management.



Directly in the project: Your documents

- ✓ Simple management thanks to a uniform filing structure
- ✓ Document upload via drag & drop, simple assignment to tasks, projects, tickets, appointments and people
- ✓ Automatic versioning, specification of version, storage date and processor
- ✓ Full text search: keyword search via metadata and content search in PDF/MS-Office
- ✓ Access and editing rights can be set in detail
- ✓ Web-based access via browser and WebDAV

Inventory & contract management

With Projektron BCS, your contract documents and assets are in the best hands. With the Inventory and Contract Management module, you not only manage your current contracts, but also your entire in-house assets in a structured and efficient manner.

| ↑ Sys- No | Contract subject | Contract type | Status | Start of duration | Contracting parties | |
|--------------|-------------------------------------|----------------------|---------------------|-------------------|--|---|
| | | | | | Internal | External |
| 1 | Beratungsvertrag Corporate Identity | Consultancy contract | Terminated | Sat 05/24/2014 | Administration Projekte (PrograL) Geschäftsführung Verwaltung | Kyrabit GmbH |
| 2 | Wartung Server | maintenance contract | Active | Tue 08/12/2014 | Entwicklung (MA) Support | Heimann Onlineshop GbR |
| 3 | Mietvertrag Büroräume | lease contract | Active | Sat 02/23/2013 | Verwaltung | Deutsches Institut für Wirtschaftsforschung |
| 4 | Sponsoring | Sponsorship contract | Terminated | Sat 07/12/2014 | teet | Deutsches Institut für Wirtschaftsforschung |
| 5 | Leasing Server | lease contract | Active (terminated) | Tue 08/12/2014 | | Heimann |

Thanks to the global contract list, you always have your contracts in view.

- ✓ Contract generator with wizard
- ✓ Seamlessly integrate contracts into complex work processes and approval processes with workflow management
- ✓ Automatic versioning, specification of version, storage date and processor
- ✓ Document upload of your digitized contract documents via drag-and-drop
- ✓ Automatic deadline monitoring with reminder function
- ✓ Link offers, incoming and outgoing invoices with contracts
- ✓ Assign contracts to partners, service providers or customers via CRM
- ✓ Create follow-up or subcontracts for a contract
- ✓ Assign contracts to items in your inventory in Inventory Management
- ✓ Assign contracts to project groups, projects or sub-projects
- ✓ Contract controlling including risk monitoring, contract fulfillment and spend analysis

Reporting

Thanks to project data that is always up to date, Projektron BCS effortlessly generates reports with the latest project figures, facts and data and sends them automatically. Never has it ever been easier to create a basis for decision-making and to keep project reporting transparent.

3 Objectives Reached

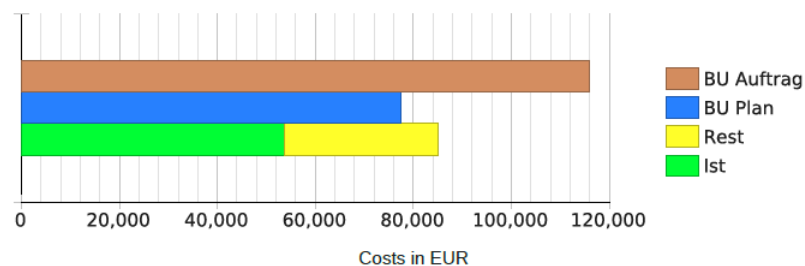
3.1 Total Project Results

The following table shows how well the planned project objectives have been reached.

| | Actual / Total | Planned | Deviation | Tolerance |
|-----------------|----------------|-------------|-----------|-----------|
| End Date | Apr 20, 2022 | Mar 9, 2022 | 42 | 10.00% |
| Effort | 208.88 | 192.00 | 16.88 | 10.00% |
| Costs | 85,079.83 | 77,440.00 | -7,639.83 | 10.00% |
| Profit | 84,920.17 | 92,560.00 | 7,639.83 | 0.00% |

Currency values are €, Efforts in person days and deviations from deadlines are specified in calendar days.

3.2 Total Costs Chart



You can create a project completion report in no time at all with Projektron BCS.

- ✓ Standard reports on projects and project groups (progress, costs, effort)
- ✓ Generate reports in various target languages
- ✓ Report orders: automatically generate and send regular reports
- ✓ Customized reports: Customized content, layout and design thanks to interface to report designer BIRT

Quality management

Quality management and project management work hand in hand with Projektron BCS - this is ensured by practical tools and a wide range of analysis options.

The screenshot displays the 'Checklists' module in the Projektron BCS software. The interface includes a navigation bar at the top with tabs for 'MY AREA', 'PROJECTS', 'INTERNAL', 'EXTERNAL', 'TICKETS', and 'ADMINISTRATION'. Below the navigation bar, there are search and filter options. The main content area shows a list of checklists for the project 'DIW Website'. Each checklist entry includes a reference, workflow, checklist name, subject, number, person in charge, status, and actions. The checklist 'Project Kick-off' is highlighted, showing a progress bar at 33% (2 of 6) and a list of tasks such as 'Appointments agreed on contractually', 'Payment plan overview created', 'Expectations', 'Project goals', 'Time slots for project meetings', and 'Necessary documentation'.

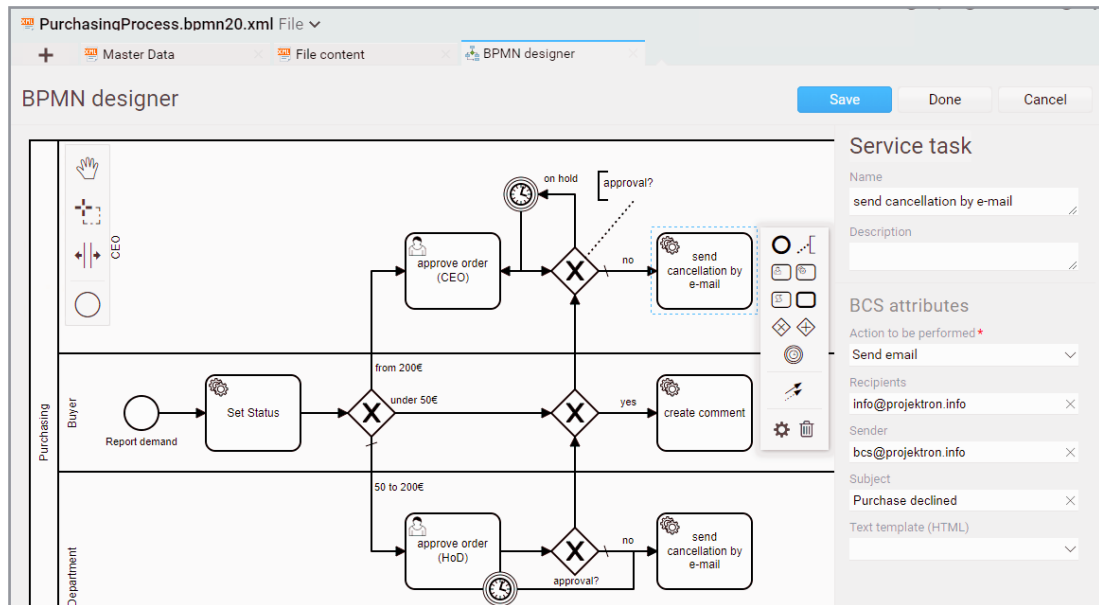
| Reference | Workflow | Checklist name | Subject | Number | Person in charge | Status | Actions |
|------------------------------|--|--|---|--------|---------------------------------|--------|--------------------------|
| Administer database | Set up user profiles | 33% (1 of 3) | Gather infos | 1 | Project administrator1, Peter | Yes | [Back] |
| | | | Install profiles | 2 | Project administrator1, Peter | Open | [Yes] [No] [Irreleva...] |
| | | | Run test | 3 | Project administrator2, Paul | Open | [Yes] [No] [Irreleva...] |
| Analyze requirements | Postprocessing of requirement analysis | Postprocessing of requirement analysis | Merge of requirement catalog (rough copy) | 1 | Project administrator1, Peter | Open | [Yes] [No] [Irreleva...] |
| | | | Merge of requirement catalog (fine copy) | 2 | Project administrator1, Peter | Open | [Yes] [No] [Irreleva...] |
| | | | Sent fine copy to client | 3 | Project administrator1, Peter | Open | [Yes] [No] [Irreleva...] |
| | | | Edit of fine copy | 4 | Project administrator1, Peter | Open | [Yes] [No] [Irreleva...] |
| | | | Acceptance of requirement catalog | 5 | Project administrator1, Peter | Open | [Yes] [No] [Irreleva...] |
| | Prepare requirement analysis | Prepare requirement analysis | Fixing date of workshop with client | 1 | Project Manager 1, Hans-Michael | Open | [Yes] [No] [Irreleva...] |
| | | | Prepare meeting room | 2 | Project Manager 1, Hans-Michael | Open | [Yes] [No] [Irreleva...] |
| | | | Prepare documents of both parties | 3 | Project Manager 1, Hans-Michael | Open | [Yes] [No] [Irreleva...] |
| Concept | Feasibility check | Feasibility check | Market analysis available | 1 | Project administrator1, Peter | Yes | [Back] |
| | | | Technically feasible | 2 | Project administrator1, Peter | Yes | [Back] |
| | | | Effects on following processes | 3 | Project Manager 1, Hans-Michael | Open | [Yes] [No] [Irreleva...] |
| | | | Project length meets desired customer dates | 4 | Project administrator1, Peter | No | [Yes] [Back] |
| | | | Existing risks | 5 | Project Manager 1, Hans-Michael | Open | [Yes] [No] [Irreleva...] |
| DIW Website (best demo data) | Projekt Kick-off | Projekt Kick-off | Appointments agreed on contractually | 1 | Project administrator4, Lucy | Yes | [Back] |
| | | | Payment plan overview created | 2 | Project administrator2, Paul | Open | [Yes] [No] [Irreleva...] |
| | | | Expectations | 3 | Project administrator1, Peter | Yes | [Back] |
| | | | Project goals | 4 | Project administrator3, Mary | Open | [Yes] [No] [Irreleva...] |
| | | | Time slots for project meetings | 5 | Project administrator2, Paul | Open | [Yes] [No] [Irreleva...] |
| | | | Necessary documentation | 6 | Project administrator4, Lucy | Open | [Yes] [No] [Irreleva...] |

Efficiently organized with checklists: work steps, processing sequence and processing status.

- ✓ Efficient document management with versioning, full-text search, keyword assignment and detailed rights management
- ✓ Knowledge management thanks to wiki integration
- ✓ Approval and release processes for documents and information
- ✓ BPMN module: Tools for standardization, documentation, review and optimization of business processes
- ✓ Checklists: can be flexibly integrated into projects, tasks and workflows
- ✓ Templates for consistent quality: project structures, tasks, quotations, invoices, tickets, reports and much more
- ✓ Analysis and reporting: analysis and evaluation of improvement measures
- ✓ Support for the entire CIP (continuous improvement process)
- ✓ Customer and employee participation: Ticket system for recording ideas, suggestions and error messages
- ✓ Customer focus: helpdesk and support portal, documented customer communication

Process management (BPMN)

In Projektron BCS, you control processes related to project management with software support - using system-controlled workflows and BPMN processes. Complex review processes for invoices and quotations, vacation requests, requests for time off in lieu, home office and business trips - automate all these processes with the BPMN editor.



Create processes yourself with the BPMN Designer.

- ✓ Define workflows with processing sequence, response times and agents
- ✓ Structure workflows with checklists and save them as templates
- ✓ Workflows/BPMN: holistic solution for mapping and automating complex business processes
- ✓ BPMN Designer: design processes individually according to BPMN 2.0
- ✓ Graphical program interface for defining all activities in the process
- ✓ Automatically create any BCS objects: Appointments, tickets, checklists, resubmissions, e-mails, etc.

User permissions management

Access rights and editing rights defined quickly and precisely: With role-based rights management and a clear rights matrix in Projektron BCS, you define access and editing rights granularly and precisely.

| Definition of Page Permissions: ▾ | | User Roles | | | | | | | | | | | | | | Assignment | | | | Responsibility | | | | | | | |
|---|----------------|--------------|---|------|------|-----|----|------|-----|------|----|--------|-------|-----------|-------|------------|--------|---|-----|----------------|---|----|-----|------|------|------|--|
| Page | Page (All) | Always/never | E | Phdm | PerM | Cot | MD | AAdm | CoM | ExtE | IM | SysAdm | Owner | Neighbour | Coadm | Org | Family | E | Pfd | Phdm | S | EC | PMC | DepM | AccM | TruM | |
| My Area | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address Favourites | anzeigen | | ✓ | | | | | | | | | | | | | | | | | | | | | | | | |
| Appointments | Edit | | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | | ✓ | | | | | | | | | | | | | | |
| Attendance | anzeigen | | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | | | ✓ | | | | | | | | | | | | | | |
| Booking | anzeigen | | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | | | ✓ | | | | | | | | | | | | | | |
| Booking closure (time recording) | anzeigen | | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | | | ✓ | | | | | | | | | | | | | | |
| Bookings | anzeigen | | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | | | ✓ | | | | | | | | | | | | | | |
| Bookmarks | Edit | | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | | ✓ | | | | | | | | | | | | | | |
| Day Booking | anzeigen | | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | | | ✓ | | | | | | | | | | | | | | |
| Day Booking (attendance recorder) | anzeigen | | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | | | ✓ | | | | | | | | | | | | | | |
| Edit Master Data | Edit | | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | | ✓ | | | | | | | | | | | | | | |
| | sonst anzeigen | | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | | ✓ | | | | | | | | | | | | | | |
| Personal Overview | anzeigen | | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | | | ✓ | | | | | | | | | | | | | | |
| Personal Overview (attendance recorder) | anzeigen | | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | | | ✓ | | | | | | | | | | | | | | |
| Record Expenses | anzeigen | | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | | | ✓ | | | | | | | | | | | | | | |
| Reminders | Edit | | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | | ✓ | | | | | | | | | | | | | | |
| Report Generation | anzeigen | | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | | | ✓ | | | | | | | | | | | | | | |
| Reports | anzeigen | | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | | | ✓ | | | | | | | | | | | | | | |
| Resource Load | anzeigen | | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | | | ✓ | | | | | | | | | | | | | | |
| Start of a process | anzeigen | | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | | | ✓ | | | | | | | | | | | | | | |
| Stopwatch | anzeigen | | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | | | ✓ | | | | | | | | | | | | | | |
| System Notes | anzeigen | | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | | ✓ | | | | | | | | | | | | | | |
| Tickets (time recording) | anzeigen | | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | | | ✓ | | | | | | | | | | | | | | |
| User Licences | anzeigen | | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | | | ✓ | | | | | | | | | | | | | | |
| Week Booking | anzeigen | | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | | | ✓ | | | | | | | | | | | | | | |
| Week Booking (attendance recorder) | anzeigen | | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | | | ✓ | | | | | | | | | | | | | | |

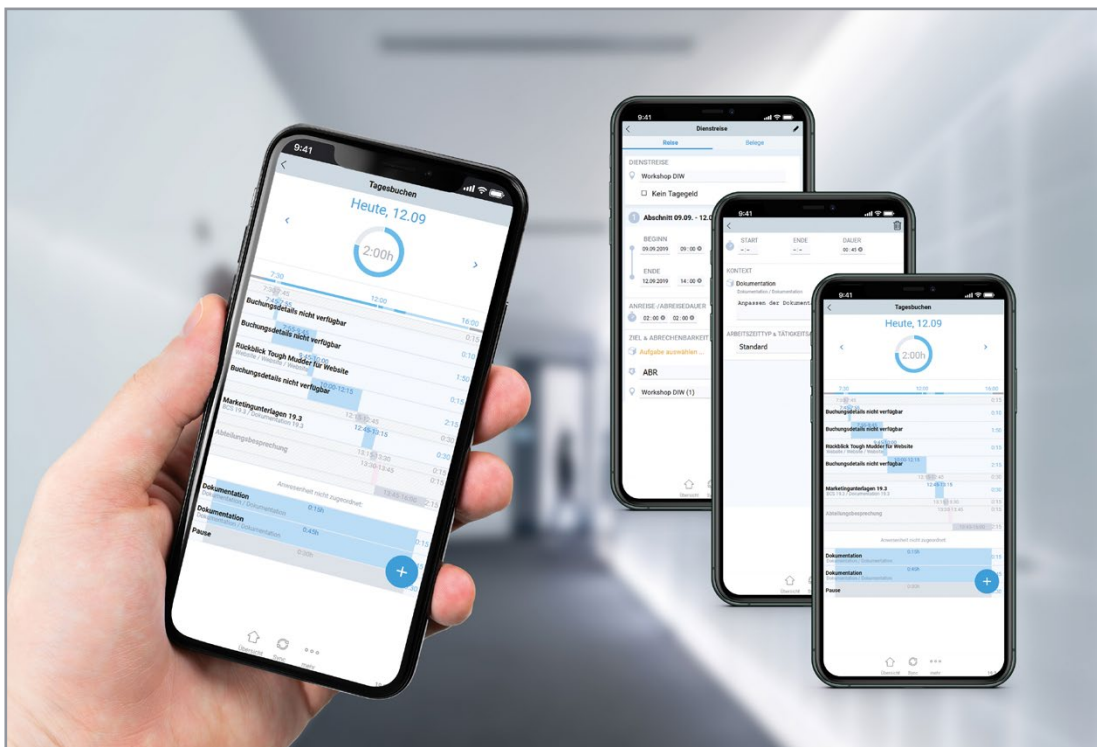
In the Projektron BCS rights matrix, you adjust access and editing rights with just a few clicks.

- ✓ Company-specific rights concept adapts to your organization
- ✓ Fast assignment and intuitive configuration of rights
- ✓ Define rights sets and reuse them for other employees
- ✓ Define department rights that are assigned to all employees in a department
- ✓ Easily assign specific rights in a clear rights matrix
- ✓ Temporary assignment of rights, e.g. for deputies
- ✓ Access for external and freelance employees possible

Projektron WebApp

Contact, time and expense recording: Quickly on the go!

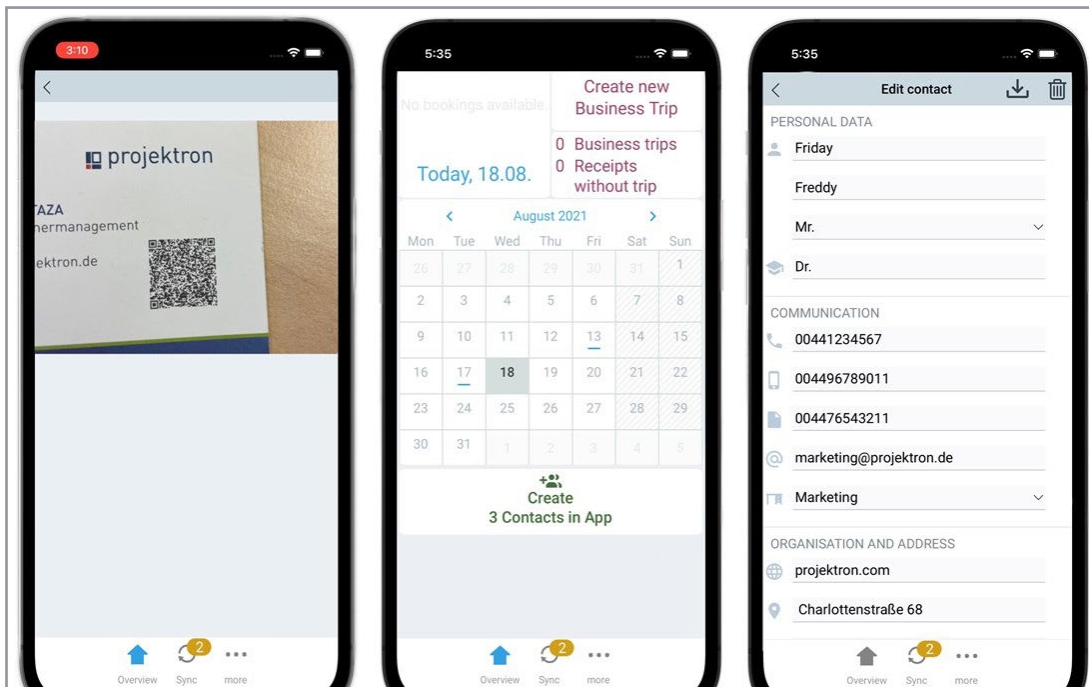
With the Projektron WebApp, you can easily record attendances anytime and anywhere. You can use the app to transfer trade fair contacts or prospects directly to your BCS. Mobile expense recording for business trips can also be done in no time at all. Are you traveling by train or plane and offline? No problem, the WebApp synchronizes your bookings as soon as you are online again.



Time recording on the go: simply ergonomic with the Projektron BCS app

- ✓ Mobile recording of working and travel times as well as breaks
- ✓ Direct booking on project and operational tasks, tickets, appointments, scrum activities and workflows
- ✓ View working time evaluations
- ✓ Mobile expense recording with photo or PDF upload

- ✓ Import contacts into Projektron BCS via scanning QR codes with contact information or by manual entry
- ✓ Capture trade show contacts or prospects, save offline and synchronize later with BCS
- ✓ Assignment of contacts to already created organizations in BCS takes place automatically



With the new contact data capture features in the BCS app, you can scan a QR code to import contacts into BCS.

- ✓ Data is synchronized with Projektron BCS via web service
- ✓ Can be started as a progressive WebApp via browser and also without an Internet connection
- ✓ Network connection only required during data synchronization

BCS as Cloud-Solution

All functions for your projects - without administration effort!

The cloud solution for Projektron BCS and BCS.start is suitable for all those who already want to save valuable working time and costs when hosting their project management software. Our Software-as-a-Service variant allows you to access your project data regardless of time and location. At the same time, we offer you a security standard certified according to ISO 27001.

Cost and time efficiency

- ✓ No hardware, installations and maintenance necessary
- ✓ Projektron takes over maintenance of operating systems, database and firewall
- ✓ Installation of Projektron BCS updates (4 releases per year)
- ✓ Scope of use adapts to your needs
- ✓ You only pay for the functions you really need

Fast availability

- ✓ Simple changeover from previous systems to BCS
- ✓ Large download not necessary
- ✓ No complex installation necessary
- ✓ Two-hour admin webinar instead of a two-day admin training course
- ✓ Easy and lossless data migration when switching from Software-as-a-Service (SaaS) to license purchase

Data protection and data security

- ✓ Hosting on individual virtual machine with Linux operating system
- ✓ ISO 9001-based quality management system since 2008
- ✓ ISO 27001-certified since 2018 by TÜV Süd
- ✓ Hosting exclusively in German data centers (NTT Global Data Centers)
- ✓ Encrypted access via SSL certificate
- ✓ Backups from the last working day can be restored at any time

Our cloud solution is particularly suitable for companies with up to 500 employees. It combines a flexible rental model with individual customization options and can be integrated into existing IT infrastructures without compromising on data protection or IT security. As a cloud solution, our software is quickly ready for use, eliminating hardware costs and administration efforts. What's more, it doesn't matter when or where you work.

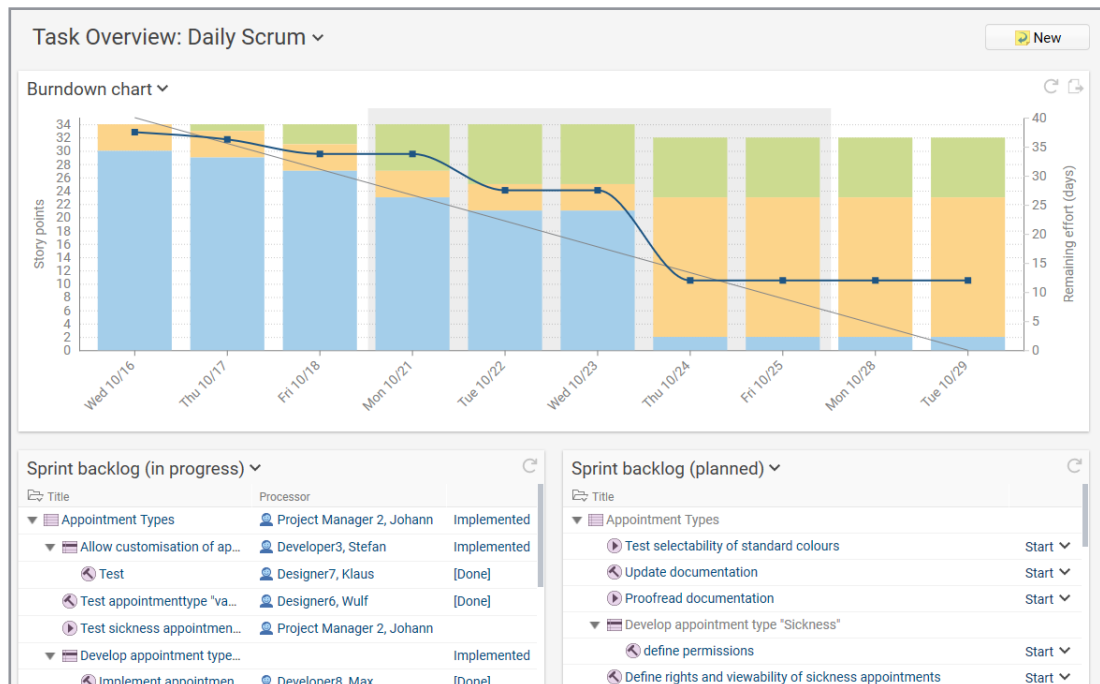
As a software-as-a-service variant, both Projektron BCS and BCS.start have the same scope of services as on-premise: professional tools for your projects from preparation to planning, execution and evaluation, right through to billing. The company-wide functions for work organization, time recording and customer management (CRM) are also available.

Interfaces

- | | |
|----------------------|-------------------------------------|
| ✓ E-mail import | ✓ Import-Export-Module |
| ✓ Microsoft Exchange | ✓ Configurable web services |
| ✓ Microsoft 365 | ✓ Microsoft Active Directory (LDAP) |
| ✓ JIRA | ✓ Version management (commits) |
| ✓ Projektron WebApp | |

Scrum

Do you work according to the agile Scrum method? In Projektron BCS, you maintain your Scrum projects digitally and benefit from the complete toolbox of our project management software at the same time.

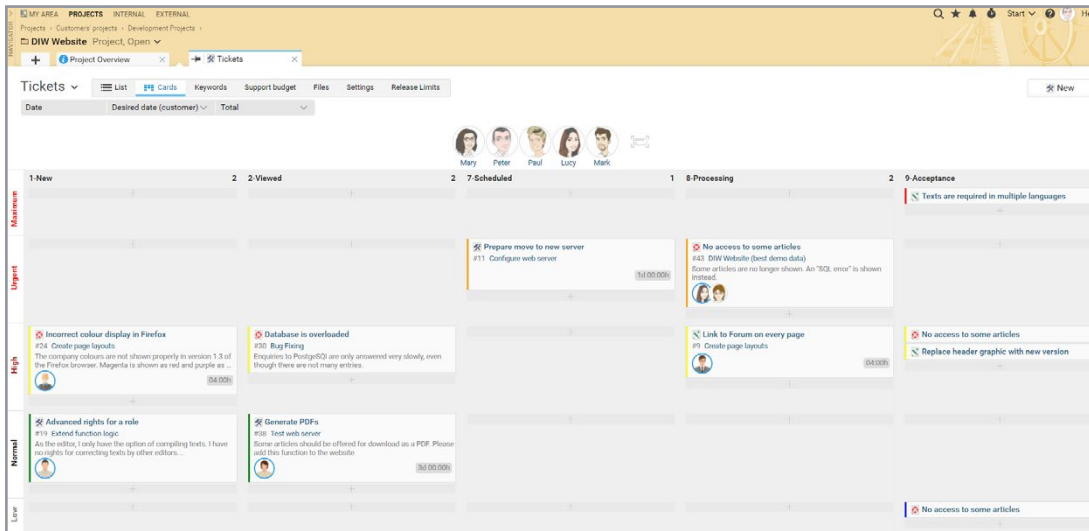


Scrum Board and Burndown Chart for the Daily Scrum

- ✓ Daily Scrum with customizable task overview, burndown chart with cumulative flow diagram
- ✓ Digital Scrum Board with easy drag & drop control
- ✓ Product backlogs, epics, user stories, activities and acceptance tests centrally managed in BCS
- ✓ Sprint Planning and Sprint Backlog: Prioritize User Stories easily
- ✓ Scrum Wizards
- ✓ Resource management: reserve staff capacities for individual sprints
- ✓ Automatically generate rule meetings (Sprint Planning, Daily, Review, Retro) in the Sprint calendar
- ✓ Integrated time recording: Post efforts directly to user stories, activities, etc.
- ✓ Ticket system with Scrum functionality

Kanban

With the Kanban Board and the Kanban software functions in Projektron BCS, you have an overview of all agents, tickets and processing statuses at all times. You recognize impending bottlenecks at an early stage and optimize your work processes in the long term.



Define the processing steps and priority levels of your Kanban boards yourself in Projektron BCS.

- ✓ Visualization and organization of tasks in the project and tickets to tasks
- ✓ Kanban for project tasks: Compact overview of tasks, their processing status, priority and the processing team
- ✓ Easy handling: assign the respective processing status to tasks and tickets using drag-and-drop
- ✓ Team planning in the Kanban board: assign employees to the various tasks and tickets using drag-and-drop
- ✓ Ticket and task creation directly in the board via a dialog box
- ✓ Flexibly define work-in-progress limits for tasks and tickets
- ✓ Continuously optimize workflow management

PRINCE2

The process-oriented project management method PRINCE2 provides a structured framework for your projects with seven predefined project phases and concrete recommendations for action. In Projektron BCS, you can easily map your PRINCE2 processes and support your project teams in standardized, high-quality project work.

| Subject | Product reference | ↑ Date (planned) | Remaining days |
|-----------------|-------------------|------------------|----------------|
| Änderung prüfen | PRINCE2 Projekt | Di 30.08.16 | 0 |

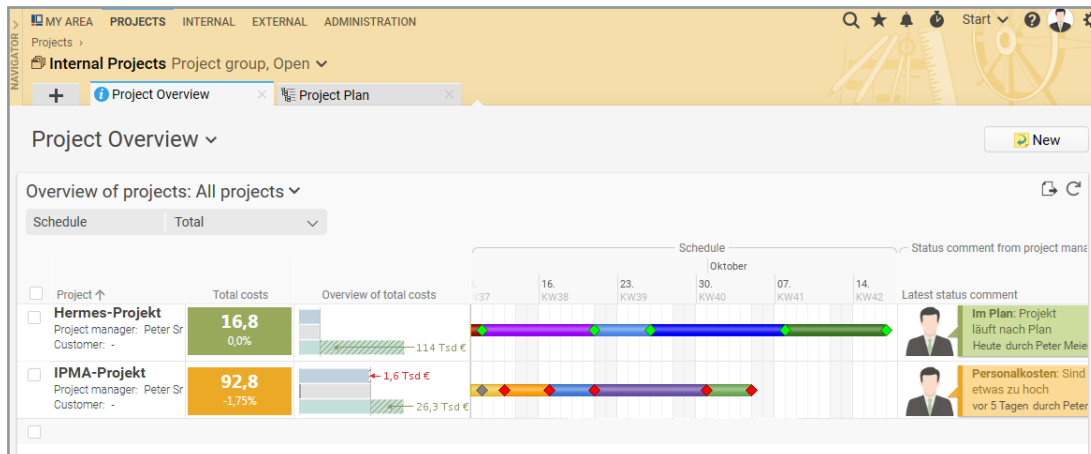
| Subject | Product reference | ↑ Execution date (planned) | Remaining days |
|------------------|----------------------|----------------------------|----------------|
| Define risks | Project end produ... | Mon 11/18/19 | 4 |
| Check objectives | Project end produ... | Mon 11/25/19 | 11 |

| Subject | Reference | Checklist name |
|--------------------------|----------------|---------------------------|
| Auftraggeber zugestimmt? | Kostenänderung | Eskalierter offener Punkt |

The members of the steering committee see the open issues in the PRINCE2 project in your personal overview.

- ✓ Clearly structured tools for implementing the seven PRINCE2 principles
- ✓ Flexibly scalable solution for projects of any size and complexity
- ✓ Easy assignment of tasks and responsibilities within the project team
- ✓ Support for organization and project management with templates and wizards
- ✓ Effortless control over changes in project scope, schedule or budget
- ✓ Clear reporting and analysis as well as meaningful real-time insights into the project status
- ✓ Agile integration: option to seamlessly integrate agile methods
- ✓ Adaptation to individual project requirements
- ✓ Project roles, can also be displayed as an organization chart
- ✓ Graphical network diagram for products that visualizes the predecessor-successor relationship

The IPMA project management model includes three areas of competence that are intended to contribute to successful project management. With Projektron BCS, you can map the entire project life cycle according to IPMA and GPM in all five phases with software support.

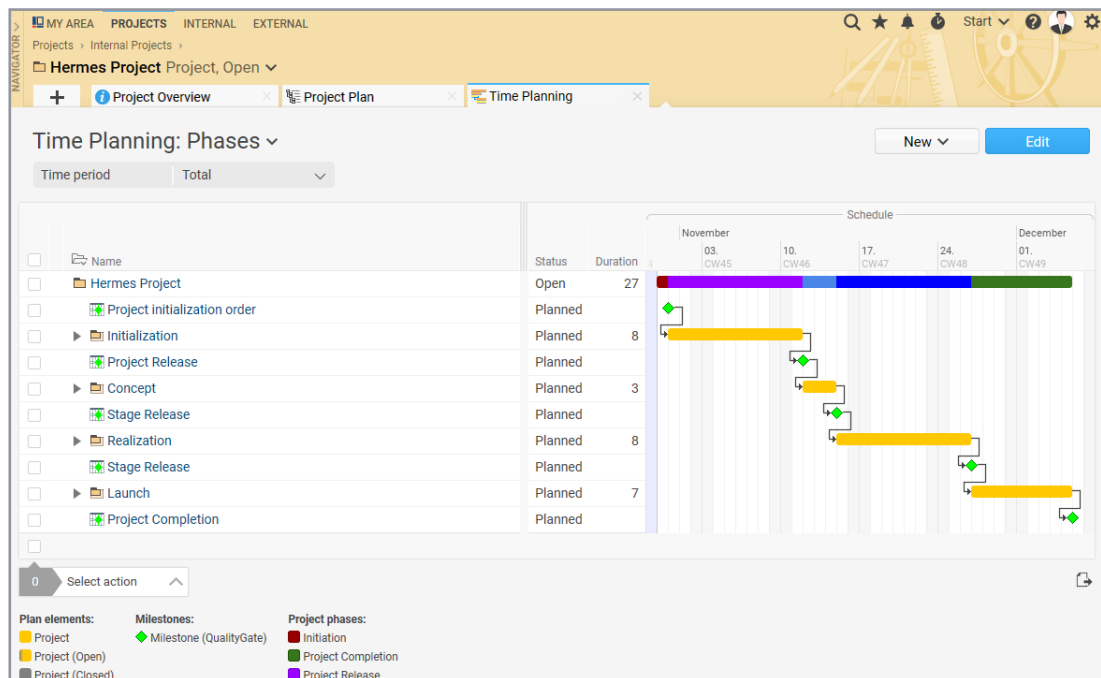


Keep the overview with the schedule.

- ✓ Project goals: software-supported goal definition with BCS
- ✓ Graphical overviews of the project environment and stakeholder management
- ✓ Comprehensive tools for project environment analysis and risk management
- ✓ Work breakdown structure with various display options
- ✓ Schedule in interactive Gantt chart with critical path, project progress and cross-project dependencies
- ✓ Resource utilization: anticipate and avoid conflicts and bottlenecks
- ✓ Multi-level cost planning, material cost plan and automatic personnel cost calculation
- ✓ Wide range of analysis and control tools for the project management phase
- ✓ Reporting: Automatically generate and send reports to PMO or steering committee
- ✓ Individual phase plan for the project management office

Hermes

The open Hermes method is used for the standardized and structured implementation of projects in information and communication technology. Projektron BCS supports you in planning, managing and working according to HERMES at every step. The main components of HERMES, phases, milestones, scenarios, modules, roles and tasks, are easily mapped in BCS.

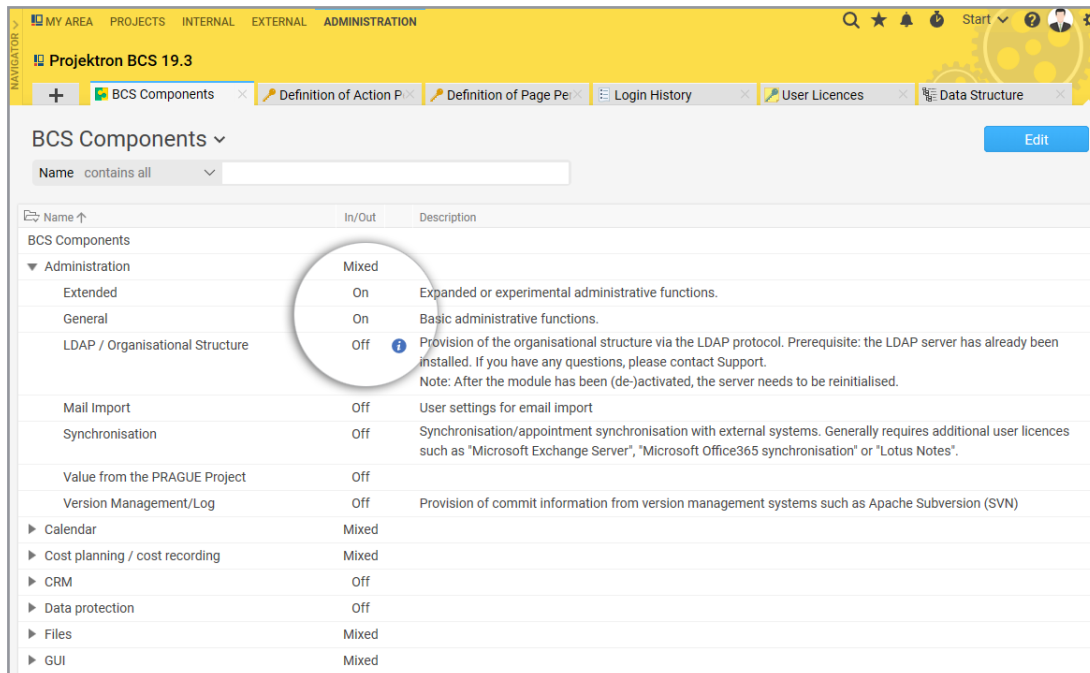


Define milestones as quality gates and determine your project-specific phases.

- ✓ Projects from templates with wizard
- ✓ Project-specific phase plan with milestones as quality gates
- ✓ Support for various HERMES scenarios and levels of complexity
- ✓ Dashboards and reports on project progress and results
- ✓ Flexible role model and clear organizational structures
- ✓ BPMN process modeling for complex decision-making and review processes
- ✓ Planning and monitoring of phases with interactive Gantt charts
- ✓ Supporting workflows and checklists for structured decision-making
- ✓ Hermes and Scrum: can be combined with the comprehensive options in BCS
- ✓ Simple assignment of tasks and resources

Customizing

From the range of functions to business logic and corporate language to corporate design: Projektron BCS adapts exactly to your company-specific requirements.



BCS-modules for administrators: configuration directly in Projektron BCS

- ✓ Business logic: BCS precisely maps all rights and roles in your company
- ✓ User-defined settings, personalizable views and bookmarks
- ✓ Corporate design: user interface can be customized according to your ideas
- ✓ Corporate terminology: We adapt interface naming to your internal corporate terminology on request
- ✓ Language versions: in addition to German, BCS is available in English, French, Spanish, Italian, Dutch, Hungarian, Polish, Chinese and Czech

Interfaces

JIRA Server and JIRA Cloud

The JIRA plug-in for Projektron BCS enables you to integrate, evaluate and invoice JIRA data for your Projektron BCS project.

Import-Export-Module

The freely configurable Import-Export module by Projektron BCS enables exchange with almost any system.

Confluence and wiki software

Be it Confluence or another wiki software: You can easily interlink Projektron BCS and your wiki using links to provide information in a context-sensitive way.

Version management with log

The e-mail import automatically transfers changes in a subversion repository to Projektron BCS.

Logs and exchange formats

Be it a connection to an email server, data exchange with calendar software or single sign on, standardized formats and logs make communication easy.

Time recording via app

Record working hours on a project-specific and task-related basis: With the Projektron BCS app, the hourly booking via the smartphone is quick and easy.

Microsoft

Whether you have Microsoft 365 applications, the ERP Microsoft Navision or server solutions such as Microsoft Exchange and SharePoint: Projektron BCS goes hand in hand with your Microsoft environment. The Microsoft 365 applications such as Excel, Word, PowerPoint and Project are also compatible with BCS.start.

BPM Platform and modeling tools

From simple Mind Map tools all the way to the platform for business processes (BPM) Projektron BCS provides you with suitable interfaces.

SAP

SAP systems are known for their flexibility and so are we: With our flexible import/export module, we create Projektron BCS interfaces suited to your SAP system.

Telephone systems (CTI)

Call at the click of a mouse: Via our interface with the TeamCall Telephony Access platform from ilink, we can connect Projektron BCS to your telephone.

Reporting tools

Whether you need individual report designs or you just have high standards for creating reports: Projektron BCS is ideally equipped thanks to interfaces connected to Eclipse BIRT and TRADUI SAMURAJ.

Web services

Exchange data quickly and flexibly via the web: Projektron BCS allows you to connect your systems to SOAP web services.

Time recording terminals

Data from time recording terminals can be automatically transmitted to Projektron BCS using an import processor.

DATEV

Send your invoices to your tax consultant. You can easily send your invoice and point-of-sale data with the DATEV interface from Projektron BCS.

Conference systems

Via our interface with conference systems such as Adobe Connect, you can simply and directly take part in web conferences via the Projektron BCS calendar.

Projektron BCS.start

The particularly inexpensive edition is targeted at project teams with up to 15 employees. Equipped with professional project management tools and helpful support functions, Projektron BCS.start handles important work processes – from the offer to the invoice.

Projektron BCS

Comprehensive tools for projects and companies are united professionally in one software by Projektron BCS. Individually scalable and with a wide range of customizing options, the main product by Projektron can be adapted easily and in accordance with your company's requirements. Projektron BCS is comprehensively equipped – even for major international projects with a flexible selection of currencies and up to seven language versions.

Projektron BCS or BCS.start - Compare the scope of functions

What functions does BCS offer? Is BCS.start an option for you? **Compare the functional scope of our two BCS editions in detail on our website.**