

APMG EVALUATION SERVICE FOR PROJECT MANAGEMENT PRODUCTS

BRONZE REPORT

Company:

The Mundane Software Company Ltd.

Address:

78a Chapel Street, Thatcham, Berkshire, RG18 4QN

Tel: 01635 876387

Fax: 01635 876388

Email: mike@mundanesoftware.co.uk

Product:

Simply Project Office Version 1

This report covers the Bronze Stage assessment of Simply Project Office Version 1, an application from The Mundane Software Company Ltd., that I conducted on Tuesday, 19 July 2005.

Simply Project Office is a suite of Web-based tools designed to enable users to perform a range of tasks, normally carried out within a project office, as intuitively as possible and with the minimum of training. These tasks include the management of programmes, changes, faults, issues, risks, meetings, quality and timesheets.

Upon logging in users are taken to their personal Home Page, displaying a list of overdue items awaiting attention. This display can quickly be changed to include non-overdue items. Each item in the list is a hypertext link, and clicking on it takes the user to the appropriate database entry.

Sharing the user's Home Page is a Menu panel, containing links to each of the tools within the system. As one would expect, there are similarities between the risk, issue, change and fault registers. Items entered are analysed according to various parameters and the action to be taken can be defined and monitored. The quality management tool incorporates user-defined document types and is used to arrange and monitor quality reviews.

The projects within a particular programme can be identified using the programme management tool, which is also used to link the appropriate risks and issues. This tool amalgamates data from the other modules and presents it from a programme perspective.

Timesheets can be completed by individuals and, in addition, a supervisor with the appropriate security rights may complete timesheets for a group of people. Where regular project or team meetings are held, the meeting tool may be used to prepare and circulate agendas prior to each meeting, as well as handle the minutes and action plans once the meeting has been held.

The Mundane Software Company has indicated that, in their opinion, the design and use of these products fall within the field of guidance offered by the OGC Business Change Guidance documents covering Programme Management, Project Management and Risk

Management. I agree with their opinion. The Mundane Software Company also states that their product 'supports methodologies such as PRINCE2'. Whilst Simply Project Office has not been specifically designed as a PRINCE2 tool, at this stage I can see no reason to question the veracity of this statement.

In my opinion, this assessment should now proceed to the Silver Stage and I have accordingly agreed a Silver Stage assessment plan with The Mundane Software Company, which is attached to this report.

S. Cotterell

19 July 2005