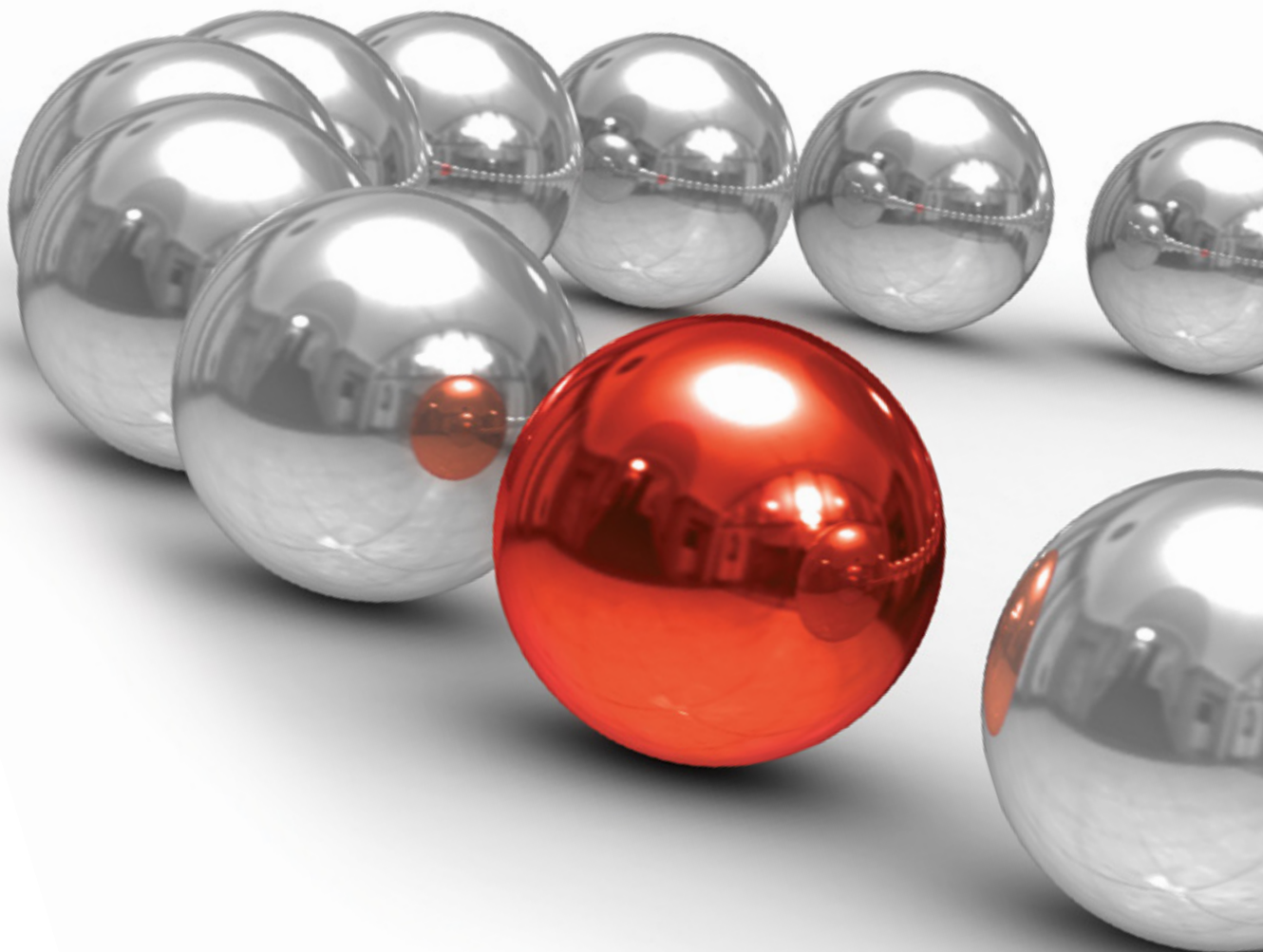


## Imprest

Improving project, programme and portfolio management



# Improve the management of your project portfolio with Imprest

**Higher Education is experiencing unparalleled change as a result of fundamental changes to student funding and support.**

**Universities are stretching their resources to manage maintenance and refurbishment projects while at the same time delivering multi-million pound programmes to support changing student numbers, expectations and aspirations.**

**Imprest is Scientia's project portfolio management solution.**

It delivers cost savings, reduces risk, and saves time by improving the way projects and programmes are managed within the University.

Imprest provides a 'one stop shop' approach making all project information available in one place. This helps maximise available resources by driving efficiency improvements in project monitoring, control and delivery.

Experience has shown us that each University is unique. Imprest is highly configurable and can be tailored to the way you want to work. This can help your institution change to an improved way of working by ensuring a consistently high standard of project and programme management across departments.

To meet the particular requirements of each university, we emphasise a consultative approach and recognise that each client has its own set of requirements and outcomes that it wants to achieve.

# Benefits

## Improve decision making

In a Gartner Group survey it states that up to 60% of a manager's time can be spent trying to understand the status of key projects. Imprest provides alerting and on-demand project performance data in real-time, across the entire portfolio of projects, dramatically reducing this overhead.

## Reduce risk of project failure

Inadequate risk management is one of the main reasons for project failure and can result in project over-run, significant over- or under- spend, or worse still, the complete abandonment of a project. Imprest manages exposure to risk by providing easy to use risk registers that are monitored throughout the lifecycle of the project, alerting everyone that needs to know of changes to risk status.

## Save time and reduce costs by reducing administration

Imprest uses a structured reporting mechanism, based around progress against cost, milestones and risk, all of which are available within one central system. By making all information available in this way, consolidated reports including Programme, Portfolio, Dashboard and Highlight reports can be run against any combination of data and take just minutes to produce. Without this approach, and where data is stored in a number of different places, the same reports typically take days of effort and investigation per information request.



## Support best practice

Imprest supports best practice methodologies such as PRINCE2 and RIBA and can be configured for specific customer methods.

## Improve project communication

Collaborative working tools such as the Document Store and the Internal Mail system enable users to easily and securely share information internally and externally and maintain an audit trail of the communication. In addition, each member of the team has their own 'To Do List' and can be proactively informed with alerts when milestones are approaching or are about to be missed.

## Client thoughts:

“ The Imprest software provides us with a single solution for managing all project work and is integrated with our financial system, Agresso, enabling all project information to be monitored and reported from within a single system.”

Gary Ashmore  
Head of Estates Development at the University of York.

“ It was important that the chosen solution offered a broad range of functionality from project and programme management through to portfolio level strategic reporting. Scientia was able to demonstrate this with Imprest and already had an impressive track record of embedding its solution within other councils.”

Dave Shaw  
Assistant Head of Service at Hull City Council.

“ The flexibility offered by the Imprest system enabled ownership of the system by users. The core system was able to be developed to provide a solution that met the strategic reporting requirements through a centralised reporting structure.”

John Anderson  
Transport Delivery Adviser at Centro.

## Features

**Imprest is a highly scalable project portfolio management solution. It helps you to deliver a professional programme of work whilst saving significant time and money. The system is flexible and configurable, enabling you to easily address your specific programme issues, without losing the benefits of standard software. Imprest is a secure web application, enabling easy deployment and secure access for internal and external users.**

### Visibility across the entire project portfolio

- The portfolio and programme module rolls up information from portfolios, programmes and projects to provide a high level overview of financial, schedule and risk information via a dashboard. Users can also drill down to project level for more detailed management information and analysis.

### Manage project schedules

- Imprest provides comprehensive schedule management with project workflow. This enables the organisation's particular processes and project method to be set-up within the system and become a repeatable business process.

### Integrated communications and rapid access to information

- Collaborating across project work is made easier with the help of the Document Store, Document Viewer, Internal Messaging and Discussion Forum.
- The Document Store provides controlled access to documents and drawings. It also enables file sharing across projects and manages document approvals.



Drawing and PDF files can be viewed using the integrated document viewer.

- Imprest's secure internal messaging system enables mail items to be sent and received between Imprest users and integrates with the Imprest Document Store for attaching, sending and downloading documents.

#### **Comprehensive cost management**

- Imprest provides comprehensive management and reporting of costs, including financial reporting, cost estimates, cashflow management and funding management. Cost information can be entered manually or imported directly from the organisation's finance system into the Imprest Cashflow.

#### **Comprehensive monitoring and easy to use configurable reports**

- In order to satisfy the requirements of a wide range of users, Imprest provides three levels of reporting – Monitoring, Status Reports and Ad-Hoc Reporting. This combination enables strategic monitoring of key data to be readily available for senior managers, whilst being backed up with the full detail within project and programme highlight reports. Where needed, more analysis is available for monitoring groups using the ad-hoc report builder.

#### **Comprehensive management of Logs and Registers**

- In order to support your internal working procedures, Imprest provides a variety of optional Registers and Logs including a Risk Register, Issue Log, Change Log, Actions Log, Decisions Log, Quality Log and Variation Log.

#### **Monitor project performance and objectives**

- Imprest provides a performance management module which is designed to record and monitor project objectives, outcomes, measures and outputs.

#### **Timesheet and approval module**

- Imprest can be used as a standalone time recording system or as an integrated module within the core project and programme management system.

#### **Easy access to information**

- Imprest's web browser interface makes the system straightforward to configure and easy to use. Starting with the home page, each user can configure their environment to best serve their role and needs within the project.

#### **Intelligent system design**

- Imprest uses an interface of menus and tabs to provide access to just the information each user needs to see. This ensures the system can be used by a broad user community including project managers, team members, programme managers, executives, external partners and contractors.

#### **Flexible and secure system access**

- Password security and a comprehensive permission system enable each user to be granted secure access to just the project information that is relevant to them. Read and write access can be defined for all system features.

#### **Imports and exports**

- Imprest provides exports to applications such as M/S Project, M/S Word and M/S Excel. In addition, interfaces are commonly established to import data from key business systems such as the finance system. Standard templates are provided for importing data from Agresso, Oracle, SAP, Cedar and a variety of legacy mainframe systems.



# Supporting you every step of the way

We believe that just having the best software isn't enough.

We know that in order for your institution to get the best from our software solutions you should also be able to call on our Support Services with access to:

- A dedicated help desk, manned by a team of experts, offering a prompt response and in-depth technical support.
- Technical consultants who can guide you through all phases of your implementation.
- Training consultants who provide training in all our products and who can also provide in-house bespoke courses to meet your administrators' needs.
- Governance process consultants who have a wealth of sector expertise and can offer a comprehensive analysis of your current processes and advice on how to restructure them where necessary.

## About Scientia

Over the years, Scientia has built an enviable reputation as a global market leader in the provision of resource management solutions for the Higher and Further Education sectors.

Scientia provides smart software solutions and consulting expertise to help institutions make the most efficient use of their valuable resources, including staff and space.

As part of the Scientia suite of solutions, Imprest provides users with a collaborative tool that can be integrated with financial systems to offer strategic and operational support in the management of projects, programmes and portfolios.

## Contact us

For more information about Imprest and our other smart software solutions, consulting services or to find your local office, please go to our website [www.scientia.com](http://www.scientia.com) or phone us on:

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