



To deliver projects successfully, it is fair to say that most Project Managers use software tools to help them out. But *which* tools do you need, *when* should you use them and *what* do you use them for? In this newsletter, you will find out all about...

### ***Using software to help you manage projects***

If you Google the term "project management software" then you will find something like 196 million search results! So which tools do you need and how should you use them to boost your chances of success? To help you out, we have described here the 5 typical groups of project software used, why they are used and how:

#### **Type 1: Planning Software**

The most common type of software tool used by project teams, is *project planning software*. Managers and teams typically use it to create a Gantt chart of their "Work Breakdown Structure" (WBS).

But it should also be used to schedule resources and financial expenditure, as well as equipment used and materials consumed. Dependencies within and between projects should also be listed.

*Sample Providers: MS Project, Primavera*

#### **Type 2: Methodology Software**

After planning a project, you need to implement a suite of processes to ensure its success. These processes together form part of a "methodology" for the project's execution. Such methodologies exist and are easily downloadable. They help you to implement processes to manage the project's; risk, changes, issues, time, cost, quality, staff, customers and suppliers.

By implementing such a methodology, you can improve your project efficiency and improve your chances of success.

*Sample Providers: [MPMM](#)*

#### **Type 3: Tracking Software**

Ok, so you have created a plan and implemented a suite of project processes. You are now ready for the execution phase of the project.

To help you monitor and control the project's execution,

### **Project Management Software**

*Need project management software?*

We have answered below the most popular FAQs for our [MPMM](#) software...

### ***What exactly is MPMM?***

MPMM is short for the "*Method123 Project Management Methodology*".

It is a methodology for delivering projects.

It tells you how to initiate, plan, execute and close your projects efficiently.

It also tells your team how to build all of the critical project deliverables needed to deliver a project on time and to budget.

### ***How do I use MPMM?***

[MPMM](#) is easy to use. Simply click on the Roadmap tab and from there you can easily navigate to any part of the methodology.

most managers implement some form of tracking software. This software helps you to:

- Monitor and record changes, risks and issues
- Keep track of time and money spent
- Control the quality of deliverables
- Report and communicate project status
- Keep the project "on track" at all times

As with the other types of software specified here, using this type of software to monitor and control the project's progress is critical to success.

*Sample Providers: Mercury, Tenrox*

#### **Type 4: Collaboration Software**

On all projects, collaboration between project staff is key. They need to meet to discuss the project progress, current risks and issues, work outstanding and the plan going forward.

There are now a range of software providers that help your team to collaborate more easily, using MSN messenger, intranets, extranets and forums. They allow your team to identify and resolve issues quickly. They promote positive communication and they help you build a "team spirit" even if your team are spread across different physical locations.

*Sample Providers: BaseCampHQ, AceProject*

#### **Type 5: Administration Software**

Admin is often one of the most time consuming tasks for a manager. You need to create documentation, keep accounts up-to-date and administer risks and issues. Yet it is typically the area that you can gain the greatest level of efficiency in, using smart software tools.

By implementing templates to generate documentation quickly and software for your accounts, you can save an enormous amount of time administering, leaving you free to focus on the people side of running a project.

*Sample Providers: [Method123](#) for templates, Oracle Projects for accounting*

We hope this has given you a brief overview of the types of project management software available in the market so you can reduce the 196 million software search results to just a few!

If you are interested in viewing two great project management solutions, then check these out now...

- [Project Management Templates](#)
- [Project Management Methodology](#)

You use MPMM by implementing the processes and procedures that it contains.

These processes help you to manage time, cost, quality, changes, risk and issues.

They also help you manage staff, suppliers, procurement and communication.

#### ***What does MPMM include?***

It has more than 1000 content pages, templates and practical examples helping you to deliver projects. It is not an ebook. It is a process that you implement to deliver projects.

#### ***Can I customize MPMM?***

Yes. You can customize the entire methodology to suit your particular project environment.

You can change all of the content, the terminology, logos and processes as you wish.

That way, you can adapt the methodology to suit your organization.

#### ***Where can I get it?***

[Click here](#) to

download a trial version of MPMM Professional for 14 days.

***How can I find out more?***

Here are some useful links:

- [Overview](#)
- [Free Trials](#)
- [Products](#)
- [Solutions](#)
- [Tools](#)

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