



CAPROMAS



CAPROMAS® is a web-based project management and collaboration application designed with the concept on 'Simplicity'. CAPROMAS gives a lot of value additions by streamlining work flow and data storage in a centralized repository for easier accessibility and management. The emphasis is to give busy team members and clients to go for latest details and updates on any project.

With one stop, you can track and analyze all the project components through your customized "Workspace". With CAPROMAS you don't have to manage your project management processes; it manages for you. Any and everyone can use it without the hassle of reading a manual or attending laborious training session. It is not only quick but also efficient.

CAPROMAS COMPONENTS

- **Multiple & Diverse Project Management**
CAPROMAS allows to tracks projects and events based on its budget and timelines (start, finish, due dates) and Statuses (complete, in-progress, late, open-ended and high-medium-low priority). It is organized by client, facilities, contacts, project type, etc. Each project can have group, phases and functions. Organize multiple projects in one central repository for easier access and control. Communicate progress and upcoming deadlines to team members automatically. Projects can be phased for manager to track progress and budget more judiciously.

- **Budgetary Tool**
CAPROMAS allows Project budget to be broken down into three components: labor, material and overhead. 'Labor budget' is set by estimating the number of hours required by each job function, 'Material Budget' is an estimate of the total value of purchase orders for material and/or equipment that need to be obtained and 'Overhead' is simply a value that a project manager can allocate against a project.
- **Task Manager & Issue Tracker**
Task manager is a single table application that offers clear and clean formalized way to manage project tasks. Tasks/Issues can be assigned to team members, arranged by priorities, follow through its completion, and report daily, weekly or monthly activities and statuses. With the flexibility of the time log, the user can post hours against the accomplishment of a task/issue on the fly.
- **Time Tracking**
CAPROMAS' Time Tracking Component can tie daily logged hours to projects, phases and groups. Time tracking can control costs and increase margins. It can compute tracked hours on weekly, bimonthly and monthly basis; furthermore calculating project cost, variances and cost charting.



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- **Document Management**

CAPROMAS' Document manager component allows you to store external documents at a centralized repository that can be shared or accessed by anyone, at any time and from anywhere. CAPROMAS creates an entry for each document so you can identify with. To upload, simply browse for the document on your local or network drive and upload it to the server.

- **Purchase Ordering**

CAPROMAS Purchase Ordering Component can create orders across from departments of a company, manage the approval process and view outstanding and overdue requests. The process can eliminate paper requisitioning.

- **Expenses Tracking**

CAPROMAS can initiate expense report that is tied to projects and can be apportioned to budgetary items thereby computing variance utilization of allocated funds. Expense reports can be created by week and by day.

- **Workload Analysis & Progress Charting**

A number of graphs and charts can be generated to show the breakdown of hours worked by employees or phases or functions. Knowing where the hours are being spent and by whom is essential in understanding the progress of a project and determining if any adjustments are needed.

- **Email Notifications**

CAPROMAS' Notifications component initiates emails for every task, issue, alert and project created. The component can also be tied to the company's collaboration software via POP3, SMTP and IMAP4 protocols.

