

## Project Management Software

**WorkZone is the most mature, battle-tested project management tool on the market, up and running continuously for more than a decade.** More robust than low-end project management tools, like Basecamp, and less complicated than high-end tools, like Microsoft Project, WorkZone is the “just right” solution for most teams.

### Gain Visibility to All of Your Team’s Projects

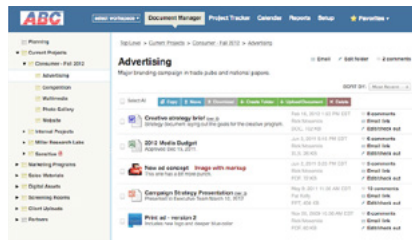
A single dashboard view makes it easy to know what's going on with your projects across departments, clients, or campaigns. Status alerts and project notes keep everyone up to date. Automatically email this view to use as weekly project status report for senior management or the entire team.

WORKSPACE / PROJECT	RESPONSIBLE	START	END	STATUS	% COMPLETE	NOTES
<b>CLIENT ABC</b>						
Manufacturing tasks	Rick Mosenkis	Aug 16, 2012	Apr 16, 2013	<span style="color: green;">▶</span>	81%	
Web project	John Adams	Oct 20, 2012	May 21, 2013	<span style="color: orange;">▶</span>	73%	
<b>GLOBAL MARKETING</b>						
Capabilities Brochure	Pat Kelly	Feb 10, 2013	May 15, 2013	<span style="color: orange;">▶</span>	63%	Waiting on image rights
Strategic Plan	Courtney Cutler	Nov 30, 2012	Jun 4, 2013	<span style="color: green;">▶</span>	84%	
Draft mail campaign	John Lee	Jan 4, 2013	Jul 11, 2013	<span style="color: green;">▶</span>	69%	
Product Website	Amye Burns	Nov 21, 2012	Aug 9, 2013	<span style="color: orange;">▶</span>	3%	Client still reviewing.
<b>HEALTHCARE CLIENT</b>						
Product X Branding	Rick Mosenkis	Oct 4, 2012	May 17, 2013	<span style="color: green;">▶</span>	80%	
<b>TECH / IT</b>						
ERP System Migration	Howard Huber	Nov 14, 2011	Apr 5, 2013	<span style="color: red;">▶</span>	72%	Delayed by vacations
Upgrade wireless network	John Lee	Oct 6, 2012	Aug 2, 2013	<span style="color: orange;">▶</span>	60%	Delayed back of request of management

*A Single View Captures All Projects*

### Save Time by Sharing and Reviewing Documents Online

Share files securely with the entire team, giving each person access to the appropriate information. Everyone stays on the same page as WorkZone sends email alerts of updated files, comments, or approvals. The team reviews latest versions in a centralized location, linked to its associated project.



*Centralized Document Review*

### Give Users a Simple To-Do List of their Tasks

What should I be working on? The To-Do List is created and emailed automatically for each user, giving a focused task list grouped by due date. Each user updates his/her own to-do list so the project manager doesn't need to.

TO-DO LIST: Rick Mosenkis	WORKSPACE	PROJECT	START DATE	END DATE	STATUS	NOTES
<b>TODAY, NOV 4, 2014</b>						
1	Global Marketing	Product Website	Nov 4, 2014	Nov 4, 2014	Complete	Client approval signed off
2	Global Marketing	Product Website	Nov 4, 2014	Nov 4, 2014	Complete	Client approval signed off
<b>TODAY, NOV 4, 2014</b>						
1	Global Marketing	Product Website	Nov 4, 2014	Nov 4, 2014	Complete	Client approval signed off
2	Global Marketing	Product Website	Nov 4, 2014	Nov 4, 2014	Complete	Client approval signed off
<b>MON, NOV 10, 2014</b>						
1	Global Marketing	Product Website	Nov 10, 2014	Nov 10, 2014	Complete	
2	Global Marketing	Product Website	Nov 10, 2014	Nov 10, 2014	Complete	

*Prioritized To-Do List for Each User*

## Key Benefits

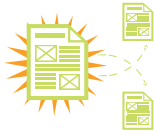
- **Improved efficiency:** Standardize workflows using project request forms and project templates. Centralize team and client communication to reduce redundant conversations.
- **Fewer missed deadlines:** Automated alerts identify and help mitigate risks before they become problems. Online review tools help complete projects faster.
- **Happier team:** Greater efficiency streamlines workloads and reduces the stress involved with managing fire drills.
- **Better resource allocation:** Forecast workload by person to make sure team members aren't over/under-allocated. Track where time and expenses are spent.
- **Better communication:** With three unique views, automatic email updates, and centralized conversations, everyone stays on the same page, making status review meetings more productive than ever.
- **Happier bosses:** Impress managers through greater efficiency and organization as they stay informed on projects.
- **Enhanced security:** Protect confidential information by securely sharing files with clients, team members, or vendors, letting each person see only what's appropriate.
- **Quick deployment/ROI:** Our expert customer success team coaches your team until they're successful, without placing any burden on your IT staff.
- **Happier clients:** Confidence skyrockets as clients see projects finishing on time and on budget. Clients get a centralized portal to access work.
- **Better strategic planning:** See the big picture across all projects, leveraging the Gantt Chart, Workload Report, and Time Tracker productivity tools.
- **New business differentiation:** What does it say about a vendor who makes communication so clear and easy for the client? Sign me up!

## WorkZone is particularly valuable in these situations:



### Organizations who support multiple clients or departments:

Create distinct, secure workspaces for each group, setting access by user to appropriate projects and files.



### Projects that follow similar processes:

Create templates for projects that you do regularly, saving time and improving consistency across projects.



### Staying on top of a large number of projects:

WorkZone's cross-project views and dashboards help you focus on the specific projects and tasks that need your immediate attention.



## Project Management Features

- Projects Dashboard
- To-Do-Lists
- Project Templates
- Gantt Chart
- Task Dependencies
- Custom Project Request Forms
- Workload Reports
- Time and Expense Tracking
- Group Calendar



## Document Management Features

- Secure File Sharing
- Flexible Permissions
- Image Markup
- Email Alerts
- Discussions
- Approvals Workflow
- File Versioning
- Check-in/Check-out
- Custom Metadata (lightweight DAM)

[Learn More About WorkZone Features](#) ▶

## WorkZone's World-Class Customer Support Team Focuses on Helping Your Team Succeed

It's a bit of a paradox. WorkZone is far easier to use than most tools. Yet we offer much more support than other companies, both in getting your team up and running and in ensuring your ongoing success with WorkZone.

Whether it's help using an advanced feature, best practices advice, or troubleshooting your web browser's settings, we're here for you (at no charge). Our focus is on helping you use WorkZone to make your teams more effective and profitable.

## WorkZone is Trusted by:

