

# Top 5 new Features

for Microsoft® Office Project 2007, Microsoft® Office Enterprise Project Management Solution 2007, Microsoft® Office Project Portfolio Server 2007 and Microsoft® Office Visio 2007



## Microsoft® Office Project Standard 2007

- 1 Effectively manage and understand project schedules.** Set realistic expectations with project teams, management, and customers using Office Project Standard 2007 to build schedules, allocate resources, and manage finances. Understand the schedule with features such as Task Drivers for tracing the source of issues, Multiple Level Undo for testing scenarios, and Change Highlights for automatically shading the tasks affected by a change.
- 2 Leverage existing data.** Office Project Standard 2007 integrates smoothly with other Microsoft Office system programs. Build projects with a few keystrokes by converting existing task lists in Microsoft Office Excel® and Microsoft Office Outlook® into project plans. Resources can be added to projects from the Active Directory® directory service or from a Microsoft Exchange Server address book.
- 3 Build professional charts and diagrams.** Analyze and report project data in professional reports and charts by using the Visual Reports function, which generates templates for Microsoft Office Visio® Professional diagrams and Office Excel charts based on project data. You can share templates you build with other users. Or, you can choose from a list of customizable, ready-to-use report templates.
- 4 Effectively communicate information.** Easily present information in various formats according to the needs of stakeholders. You can format and print one-page schedules or other reports. Smoothly export Office Project data into Microsoft Office Word for formal documents, Office Excel for custom charts or spreadsheets, Microsoft Office PowerPoint® for crisp presentations, or Office Visio for diagrams.
- 5 Gain greater control of resources and finances.** With Office Project Standard 2007, you can easily assign resources to tasks and adjust their assignments to resolve conflicts over allocations. Control finances with Budget Tracking, which allows you to assign budgets to projects and programs. Improve your cost estimates with Cost Resources and new financial fields, which map easily to project accounting and financial systems.



## Microsoft Office Enterprise Project Management (EPM) Solution

- 1 Align resources to strategy.** To achieve your strategic objectives, the EPM Solution helps you identify, prioritize, and invest in projects and programs with Budget Tracking. It provides improved capabilities to allocate human resources and to manage projects and programs in line with strategic objectives. Then, by routinely evaluating and adjusting your portfolio of projects and alignment of resources, you can optimize your investment productivity.
- 2 Enhance your business intelligence.** The EPM Solution helps you monitor performance, visualize trends, manage risks, and identify investment gaps. Use Reporting Data Services to share information through common business reporting tools such as Microsoft Office Excel and a variety of business scorecards. The pre-built cube that is part of the EPM Solution is extensible, and it provides a data link for building scorecards and dashboards to facilitate informed decisions about existing projects, tradeoffs, and new opportunities.
- 3 Collaborate and coordinate easily.** Ensuring teams share common goals and work together effectively becomes more vital as organizations become more geographically and culturally diverse. Both Web clients and familiar Microsoft Office applications enable access to timely, business-critical project information in the EPM Solution, so teams can share knowledge, collaborate smoothly to complete tasks and deliverables, and adjust activities quickly to accommodate project changes and updates.
- 4 Manage resources effectively.** Many organizations struggle to deploy resources effectively, leading to higher costs and project delays. The EPM Solution helps you accurately assess needs to effectively deploy resources today and create future plans for your organization—so you have the right people on your high-priority projects for optimal delivery. You can track availability, utilization, and work progress through time sheets.
- 5 Drive real return on investment.** By helping to bring about increased employee productivity, faster cycle times, reduced costs, and improved time management, the EPM Solution is designed to provide a positive and sustainable return on your investment. In IT portfolio management, software can cut costs 2-5 percent, improve productivity 25-20 percent, and shift 10-15 percent of budgets to more strategic projects. In developing and bringing new products to market, the best performers—those who have applied rigorous process and technology to their research and development and go-to-market activities—can reduce time to market by more than 30 percent.



# Microsoft Office Project Portfolio Server

## Microsoft Office Project Portfolio Server 2007

- 1 Objectively prioritize business strategy and competing investments.** Employ proven techniques to define and prioritize your organization's business strategy for the upcoming planning period. Utilize best practice techniques to automatically derive prioritization scores—such as strategic value, financial value, and risk—and develop investment maps to effectively evaluate the competing investments from multiple dimensions.
- 2 Optimize budget and align selected investments with the business strategy.** Run optimization what-if scenarios to identify tradeoffs and select the optimal portfolio under varying budgetary and business constraints that best aligns with your organization's business strategy.
- 3 Reach the Efficient Frontier.** Take advantage of advanced portfolio analytical techniques—for example, insight analysis—to identify and help break the constraints prohibiting the portfolio from reaching the Efficient Frontier.
- 4 Measure and track portfolio performance.** Monitor the performance of each investment to help ensure you realize the forecasted benefits. Reoptimize the portfolio in accordance with your governance process to help maintain continuous alignment with your organization's business strategy.
- 5 Benefit from tight integration with Microsoft Office Project Server 2007 and consolidate and analyze projects across federated Microsoft Office Project Servers.** Quickly deploy world-class portfolio analytical techniques that are tightly integrated with Office Project Portfolio Server 2007, providing your organization an end-to-end project portfolio management solution. You can also link federated Office Project Servers to Office Project Portfolio Server 2007 to consolidate all projects within an enterprise repository, helping you to quickly gain visibility, insight, and control across all project portfolios.



# Microsoft Office Visio 2007

## Microsoft Office Visio 2007

- 1 Be more productive by integrating diagrams with information across sources.** Integrate data with diagrams to combine disparate sources of complex visual, textual, and numeric information, provide visual context for data, and create a complete picture of a system or process. More easily link diagrams to data both from more than one and from a variety of different data sources by using the new Data Selector Wizard in Office Visio 2007. Associate all the shapes in a diagram with data using the new Automatic Link Wizard.
- 2 Reduce manual data reentry by letting Office Visio 2007 keep diagrams up to date for you.** No need to worry anymore about data in Visio diagrams being out of date. Easily refresh data in diagrams by using the new Data Refresh feature or schedule Office Visio 2007 to automatically refresh the data in the diagram at fixed intervals for you. Easily deal with data conflicts that may arise when data changes in the new Refresh Conflicts task pane that appears to the right of the drawing page.
- 3 Analyze information and gain insight by displaying data in diagrams.** Display data fields as callouts next to a shape, position fields in boxes below a shape, and place fields of data directly on top or to the side of a shape—all using the new Data Graphics Gallery task pane.
- 4 Easily track trends, identify issues, and flag exceptions with PivotDiagram™.** Visualize your business data in hierarchical form showing data groups and totals by using the new PivotDiagram™ template in Office Visio 2007. Drill down into complex data, dynamically create different views of it, and apply conditional formatting to it in order to track trends, identify issues, and flag exceptions in PivotDiagrams. Apply conditional formatting to data and customize the way it appears in PivotDiagrams using the new Data Graphics Gallery task pane. For example, show variable data as progress bars, represent data that increases or decreases with arrows, and view rankings as stars. Insert PivotDiagram™ into any Visio diagram to provide metrics and reports that help you track the progress of a process or system.
- 5 Share diagrams with everyone who needs them to make better business decisions.** Provide cost-effective access to valuable organizational data by making it available through diagrams that are easy to share using Office Visio 2007, view it in Microsoft Internet Explorer® when you have the free Visio Viewer installed, or preview it in Microsoft Office Outlook 2007. For those who don't have Office Visio 2007 or Visio Viewer, save diagrams as Web pages, JPG files, or GIF files. Even save Visio diagrams as Portable Document Format file (PDF)\* to make them more portable and reach broader audiences.

\* You can save as a PDF or XPS file from a 2007 Microsoft Office system program only after you install an add-in. For more information, see [www.microsoft.com](http://www.microsoft.com).

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