



Typical OR&A Management System (Paper / Spreadsheet based)

OR&A Solution

System Access	<ul style="list-style-type: none"> Users require access to system documentation processes, procedures and reference information sources. Access to information requires a further system to provide structured storage and version control of supporting information. Information sources require maintenance and control to ensure all users have the same information and to avoid multiple document versions. 	<ul style="list-style-type: none"> All users have access to the system through a secure internet connection and have access to all information, reports and information on the same screen. All system documentation, processes and procedures are integrated into the system with all necessary context relative, supporting and reference documentation which ensures all information is the same and is fully version controlled.
Information Flow: Dashboard	<ul style="list-style-type: none"> Dashboard reports may be used but require compilation by one or more users and time is lost while data is collected & collated to update dashboard. Dashboard is out of date before it is seen by users. Dashboard is not interactive and detail must be referenced through other reported documents (spreadsheet/reports). 	<ul style="list-style-type: none"> Dashboard is instantly updated as data is entered in real time by any or all users simultaneously. Dashboard is always up-to-date, viewed in real-time. Dashboard is interactive and detail can be accessed by clicking on respective links automatically embedded in dashboard displays so does not require further documentation.
Reporting	<ul style="list-style-type: none"> Frequent OR reports must be provided by system users and contributors and this requires further activity to update dashboard. Update of dashboard and distribution of reports is labour intensive. Detailed information about tasks and activities must be communicated by e-mail (with attachments) or other communications methods due to the limitations of spreadsheets. 	<ul style="list-style-type: none"> A full range of automatically generated reports is available to all users and contains up-to-the-minute information. Dashboard is always up-to-date, viewed in real-time and requires no additional effort to prepare reports. The comments function of the OR&A System allows users to include detailed information about a task or activity which is instantly stored in the system and available to all users.
Communication	<ul style="list-style-type: none"> Frequent OR reports must be provided by system users and contributors and this requires further activity to update dashboard. Update of dashboard and distribution of reports is labour intensive. 	<ul style="list-style-type: none"> Reports require no additional effort and contain all live information currently displayed on dashboard. Dashboard is always up-to-date, viewed in real-time and requires no additional effort to prepare reports.
Planning	<ul style="list-style-type: none"> Developing an OR plan is time consuming and prone to errors and omissions. Developing such a plan requires both knowledge of the OR process and planning resources, so involves at least two personnel for a significant time (up to 6 months?). Managing the plan requires significant time from a planner and frequent communication with the OR Manager/Lead. The immediate work scope must be planned and communicated to the OR and Project teams on a frequent basis. 	<ul style="list-style-type: none"> A fully detailed Level 5 OR Plan can be generated by the system in a matter of minutes. This is imported into the preferred Integrated Project Plan and requires only the assignment of resources and activity durations. A planner with access to the system and minimal experience can easily and effectively update the IPP without the involvement of OR resources. The planner can easily identify the current work scope using the 'Too Early' functionality and this is immediately communicated to all concerned through the OR dashboard
Work Flow	<ul style="list-style-type: none"> OR Manager/Lead must read all communications about OR activities to identify any changes on a frequent basis. OR Manager/Lead and planner must review spreadsheet and plan frequently to monitor progress and then communicate this to Project Management team. 	<ul style="list-style-type: none"> OR report can be instantly generated which details all changes over the last week/month recorded by any user. OR Dashboard displays current status of all tasks and can be interrogated to determine details of status by clicking on relevant area of 'Wave Chart'. A fully detailed spreadsheet can also be generated, if required.
Deviations Control	<ul style="list-style-type: none"> Changes to the standard OR process must be determined and communicated to the relevant parties by the OR Manager/Lead. A method and process for controlling who can deploy such deviations and how they can be communicated, who is responsible for the deviations and who can approve them is also required. 	<ul style="list-style-type: none"> The OR&A Solution has an integral deviations control system which displays all deviations on the dashboard automatically. The responsible and approval parties are automatically notified and must respond to approve any deviation. There is a dedicated Deviations Report and deviations are also shown on the 'Wave Chart' as approved or not approved.
Training: User Training Competency	<ul style="list-style-type: none"> A specific training program is required to explain the OR System in use, how it is structured and how it should be deployed. Further training may be required to explain how users can access the procedures, work instructions and extensive supporting information required to carry out the work. A specific competency program is required to ensure all users have undertaken the necessary training and have access to the required information. 	<ul style="list-style-type: none"> The OR&A Solution incorporates an e-Learning system which allows users to develop their skills and to use the system in a training environment (i.e. using an e-learning project for hands-on training). The OR&A Solution provides all of the learning and reference information required to both learn about and deploy the OR process within the system and requires no external support. Training on system requires minimal understanding before user can deploy the process contribute effectively. The e-Learning system includes a competence assessment system, removing the need for additional assessment.
Project Comparator (ACTOR)	<ul style="list-style-type: none"> Comparing the performance of various projects in a given portfolio can be very difficult if the OR process is deployed differently on each project. 	<ul style="list-style-type: none"> The OR&A Solution has an integral project comparator function that allows a user to compare the performance of a range of projects to which they have access. The structured format of the OR&A System enables accurate comparisons to be made.
Multi-Lingual Capability	<ul style="list-style-type: none"> Current systems are usually provided in a single language, usually English. 	<ul style="list-style-type: none"> The OR&A Solution has a multi-language capability and can be used by multiple users on the same project in different languages. Since most of the output is graphically presented, this requires only the annotations to be translated. Translation is achieved from the user interface by simply selecting the required user language.
Lessons Learned	<ul style="list-style-type: none"> Typically, Lessons Learned are collected and stored by projects after the project is finished. Retrieval of such lessons varies from company to company. 	<ul style="list-style-type: none"> The OR&A Solution has an integrated Lessons Learned Management System. Lessons can be identified from within a specific project and re-deployed to a specific activity in a project, directly from the LLMS. Lessons can be harvested from a project, categorised, stored, searched, sorted and retrieved from a unique interface within the OR&A Solution Lessons can be assigned to a specific user, monitored using dedicated widgets on the dashboard and progress managed using radio buttons and comments on lesson comment screen.
Review & Audit:	<ul style="list-style-type: none"> Review and Audit is usually performed on a representative sample basis, relying only upon the experience and knowledge of the relevant reviewer/auditor. Such reviews and audits are time consuming and expensive due to the long preparation time and preparation of the output. The outcome of such audits is subjective and can miss key findings. 	<ul style="list-style-type: none"> The OR&A Solution is a fully auditable system in which all user interactions are logged and time stamped to ensure an audit trail is maintained. The OR&A Solution incorporates a Risk Based Review & Audit system with automated dashboard and output for a standardised, fast & efficient review & audit process. Used in conjunction with the relevant OR&A Solution project, it enables a review or audit to use the entire system content as the sample.

Summary:
 The functionality offered by the OR&A Solution results in significant time-saving and efficiency improvements for all users. Typically, these accumulated savings reduce the manpower required to deploy OR on a project by 25%-40%, with a significant reduction in cost. The improvements in OR performance also lead to cost savings and efficiency.