

Product Demo for Acme Software

*(Start with the PowerPoint. Continue with this dialogue when you are ready to show the software. Actions are in **bold blue**)*

Now let's take a look at the product.

Before we do, what are the top 3 things you want to see?

(compile the attendee's list to review later)

Good. I'll first show how easy it is to learn and use, how it makes collaboration easy, and then I'll zero in on the specific items you just mentioned. Does that sound good?

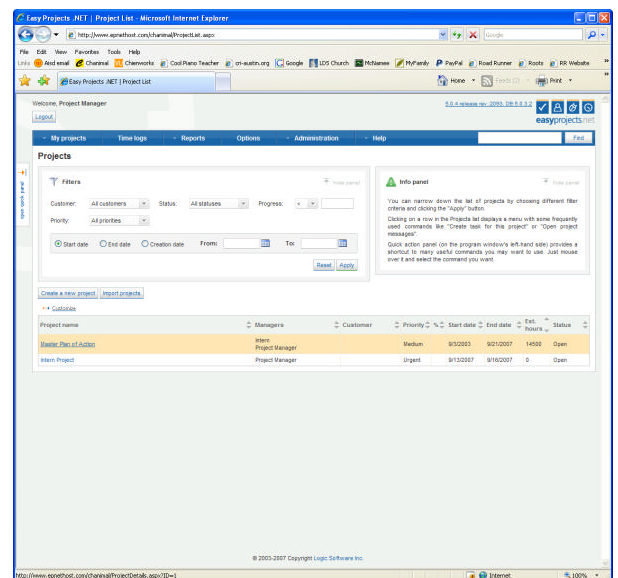
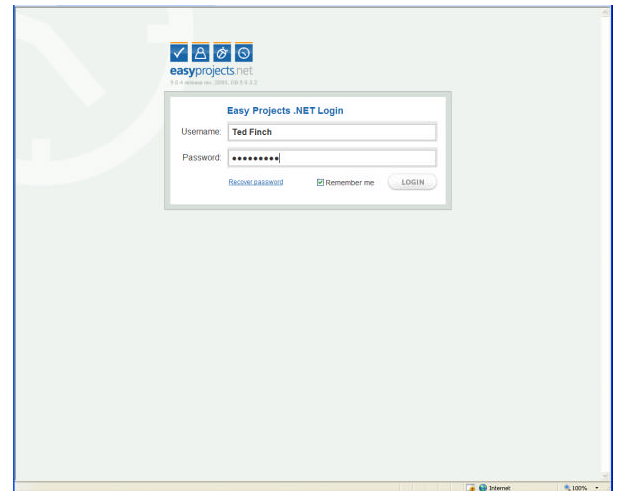
Let's get started.

The first thing we do is **log into the system**.

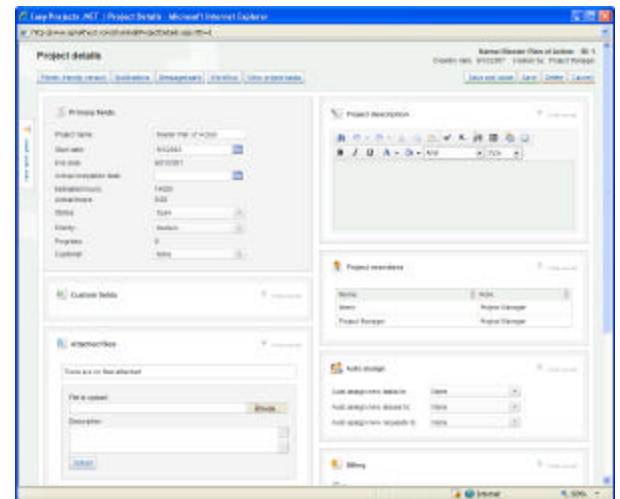
(Interface Overview)

Let's take a look at the interface, and then see how easy it is to setup and manage a project.

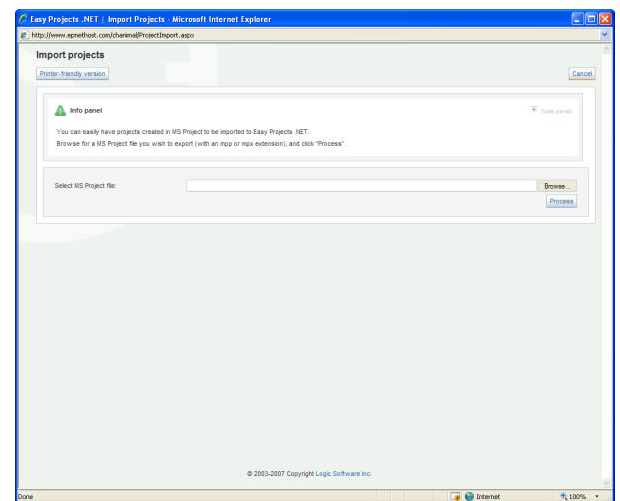
Notice on the bottom we see projects that I've already got in the system. This one happens to be a master plan of action *(name of first project)*.



I can **click on any existing projects** to open the file, select the Create a New Project button or

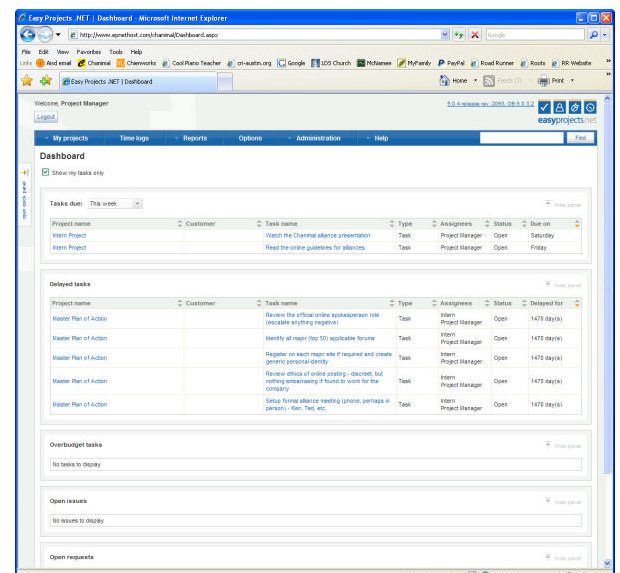


import any projects I've created previously. We can import MS Project files.



From the **pull-downs** we can access existing projects (which brings us to this main page) or view specific tasks. Acme Software also allows us to do issue tracking. We can also manage project and product requests.

We can **select Dashboard** to view everything due, delayed, over budget, along with open issues, requests and messages. We can view the entire project, or just our own task by day, week, month or year.



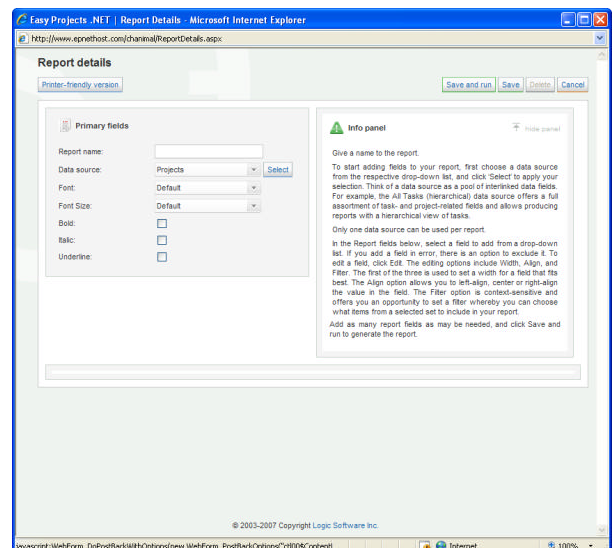
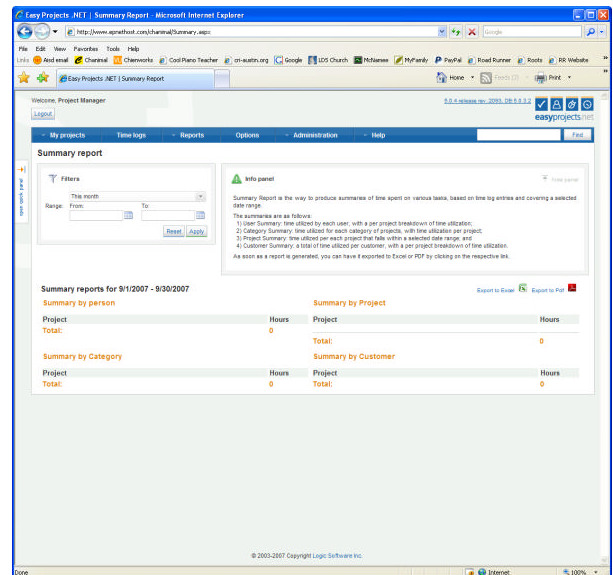
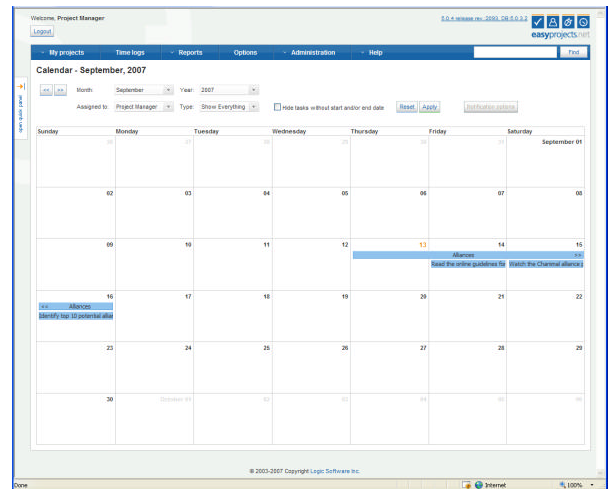
To make everything simple, we can also view all activity and deadlines in a **calendar form**. And finally, the application has a very robust search capability—helpful when managing a lot of different projects.

These intuitive menus make it VERY EASY to view, manage and update any project—don't they? In addition to the projects, we can EASILY record and track time per project—so we can stay on budget.

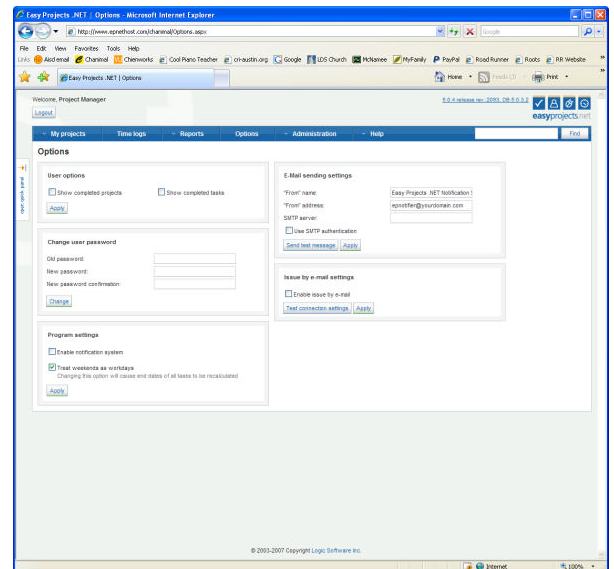
The program also has great **reports** with built in instructions, so learning is fast. Pre-defined reports include *(land on each page, then move on)* summary, resource, billing, projects, gannt charts, and even the option to quickly create our

own custom reports with the built-in report generator.

It only take a few minutes to **select the fields** of data and the format—**press save and run** and the report is ready to view. We can even export to Excel for further analysis, or print to PDF to disseminate *(point to the Excel or PDF icons)*.

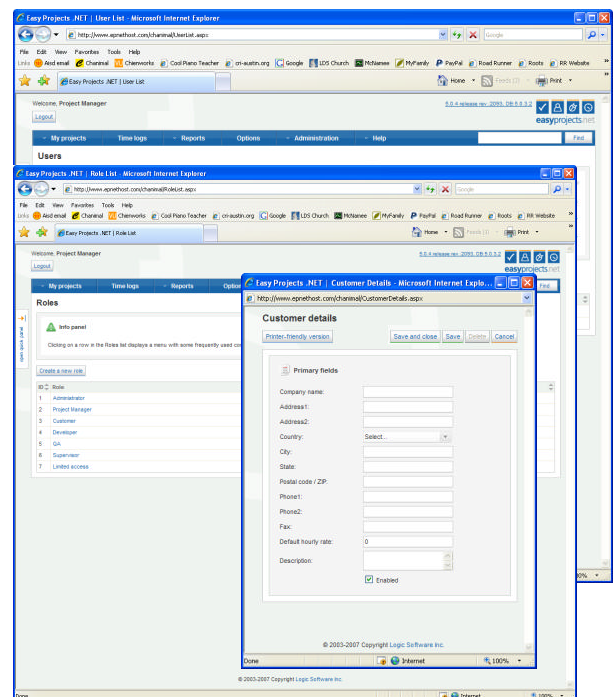


The **options menu** allows us to change our settings.

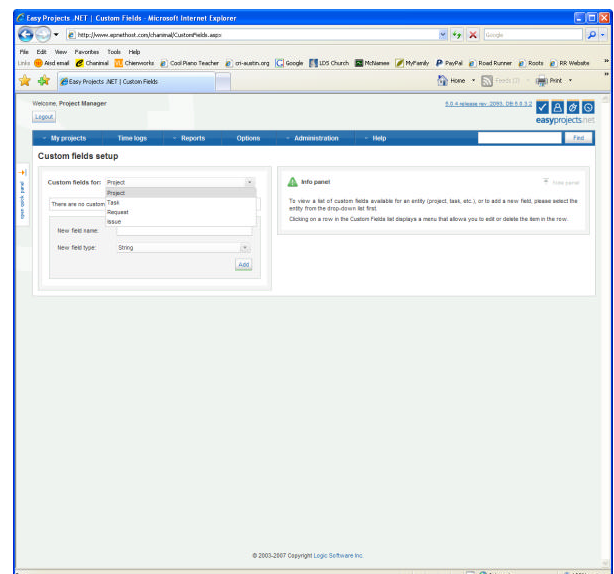


Within the **Administration menu** we can setup our users, define the roles of project members, assign customers—if needed, and setup our system lists. *(open each screen briefly)*

Here we can determine our preference for how each status is defined, setup categories, and define our issue types.



Finally, we can also **create our own custom fields**.



The last menu provides detailed online **help**, detailed tips and tricks, and additional resources to get your team up to speed.

Everything is designed to make project management very EASY.

(Common Tasks)

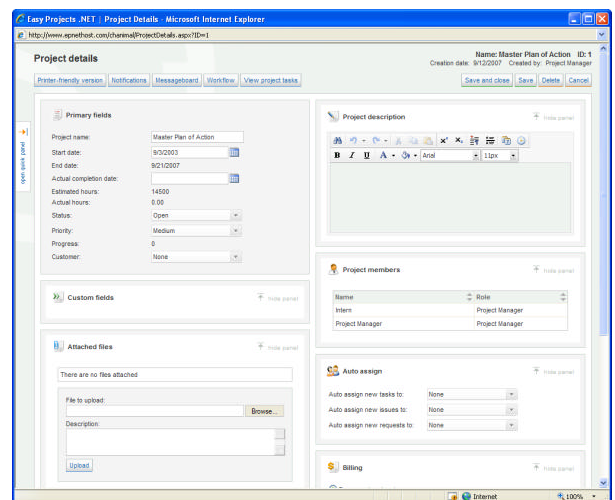
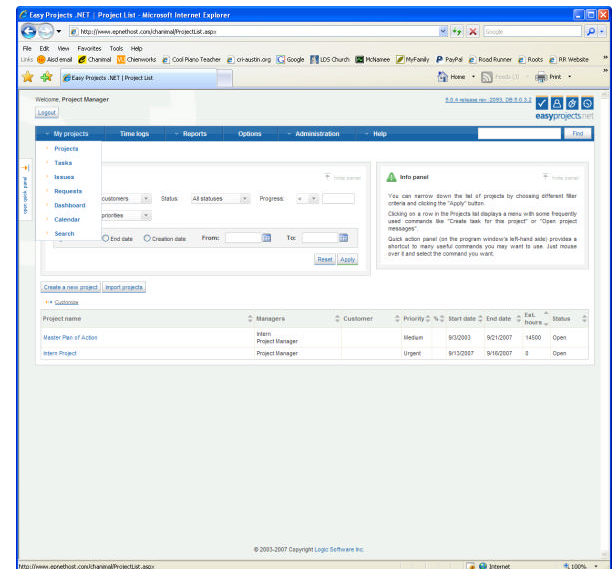
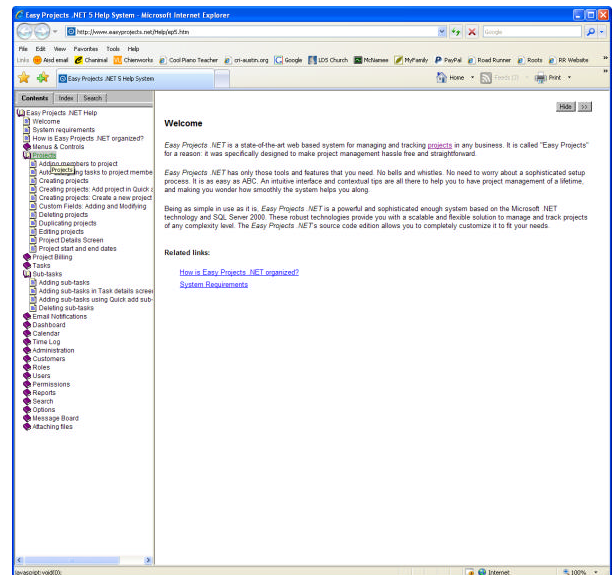
Now that you've seen the interface, which is easy to follow and makes collaboration easy, let's see how easy it is create a project.

We click on **my projects** to go to the main list. Next, we select, **"create a new project."**

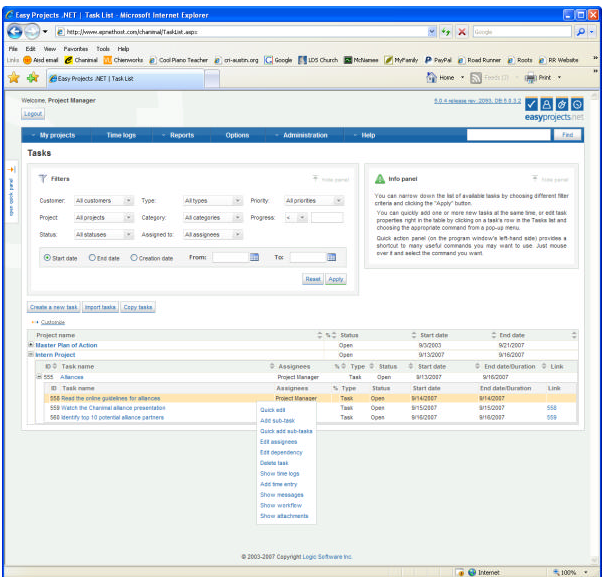
We **give it a name**, complete whatever information we know at the time, **give it a description** and **assign project members**. We can even determine who will get new task, issues or requests—usually the main project manager.

We can even determine the billing, and the program can later produce an invoice, if the project is completed for a specific customer.

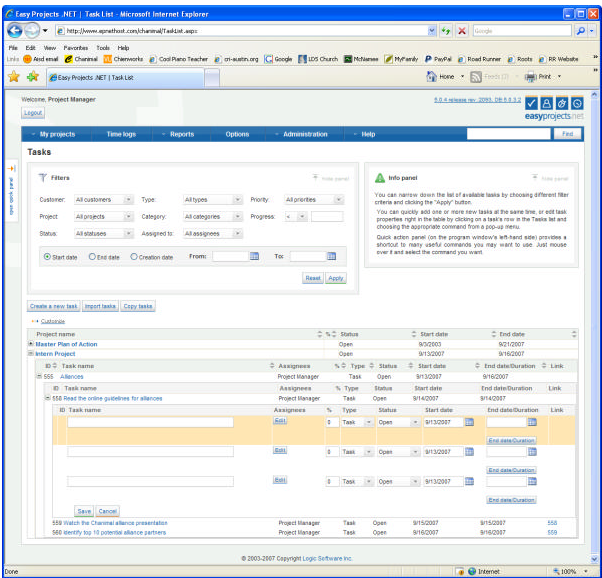
When we're through, we click on **Save and Close** and notice that the new project is added to our project list. We can then open the project and start adding tasks. Once we've added tasks, we can click the project name and view the task and dependencies. Within minutes, we have setup the project task.



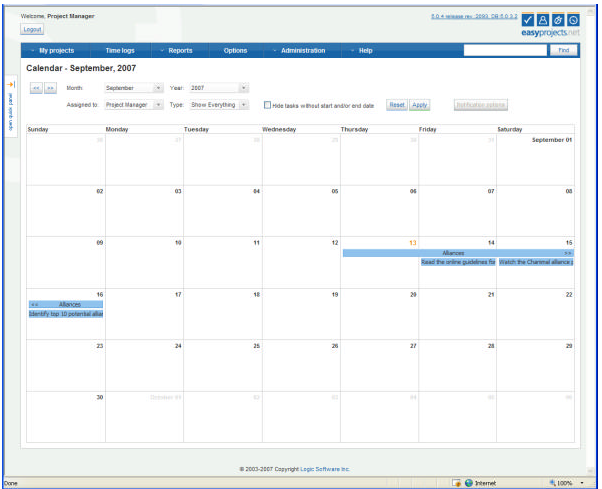
We can also edit the entire group, or **left click the select field** and a menu pops up allowing us to quick edit.



If we want, we can also add **multiple sub categories** quickly. Notice that unlike some web applications, the program automatically saves all our change as we go.



When we go back to the **My Projects** section, we see that everything is listed. We then click on **Task** to see the specifics of any project.



We can also select the **calendar** and see how everything has been added.

We've now shown the interface and the basics of setting up a project.

Can you see how easy it is to understand the program and create projects? It is, isn't it?

In addition, because it is a centralized web-based program that everyone with access can view and update, it is easy to collaborate.

Now , before we cover the areas you asked about when we started, are there any specific questions about what we've covered?

(Show specific areas requested, answer any questions, then immediately move back to the Power-Point to summarize)