



# Mindjet for Business Projects

## Bridging the gap in existing tools that address the needs of Business Projects and Business Tasks

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Mindjet provides a powerful platform for collaborative work management to visually develop ideas, plan and execute tasks and projects either individually or in a team. Mindjet is specifically designed to facilitate daily Business Tasks and Business Projects. Examples of Business Projects are event planning, marketing campaigns or product launches, etc.

Typically there is a gap left by existing tools and systems addressing the needs for these types of tasks and projects. Enterprise Project Management Systems are in general far too complex and inflexible to address the nature and demands of these projects. Other tools, used instead are not really intended to drive tasks and projects. Here is where Mindjet comes into place.

In this whitepaper we will classify what Business Projects and Business Tasks are and how they differ from classical Enterprise Projects. Criteria will be provided as to when it is appropriate to use Mindjet in either of the classes. We will articulate the value we provide and how we support the different requirements of Business Projects and Business Tasks. This will be illustrated with a detailed and running example of how we support the different project phases within a Business Project. At the end of the document we will provide an outline of well-known Task Management and Project Management functionalities with a rating to assess the extent Mindjet addresses the functionalities and aspects.

### Overview of Sections and Content

- ❖ **Section 1 - Executive Overview:** We provide a high level classification for Enterprise Projects, Business Projects and Business Tasks. Examples are provided as to when it is appropriate to use Mindjet in these projects.
- ❖ **Section 2 - How it works – Big Picture:** A high level overview is given on how we support the different phases within Business Projects. Including an example project and the specific phases for which Mindjet provides support. Also we will explain the Mindjet platform and its components.
- ❖ **Section 3 - Running Example:** A detailed and running example will illustrate how we support the different project phases within a Business Project including integrations with Mindjet's Social Task Management System and Microsoft SharePoint.
- ❖ **Section 4 - Functional Overview:** An Outline of well-known Task Management and Project Management functionalities with a rating to assess the extent Mindjet addresses the functionalities and aspects.
- ❖ **Section 5 - Summary**

## 1. Enterprise Projects, Business Projects & Business Tasks

In the following section we will provide a very high level classification of Project and Task Management. We will provide their basic characteristics and outline why there is a gap in tools supporting specific needs of Business Projects and Business Tasks. The goal is to provide examples and an understanding of where Mindjet can be used in order to overcome the gaps and bring effective support and added value to these types of project. Our experience from the last years is that many companies have too many heavy Project Management tools and that it might be an idea to check if that is the case.

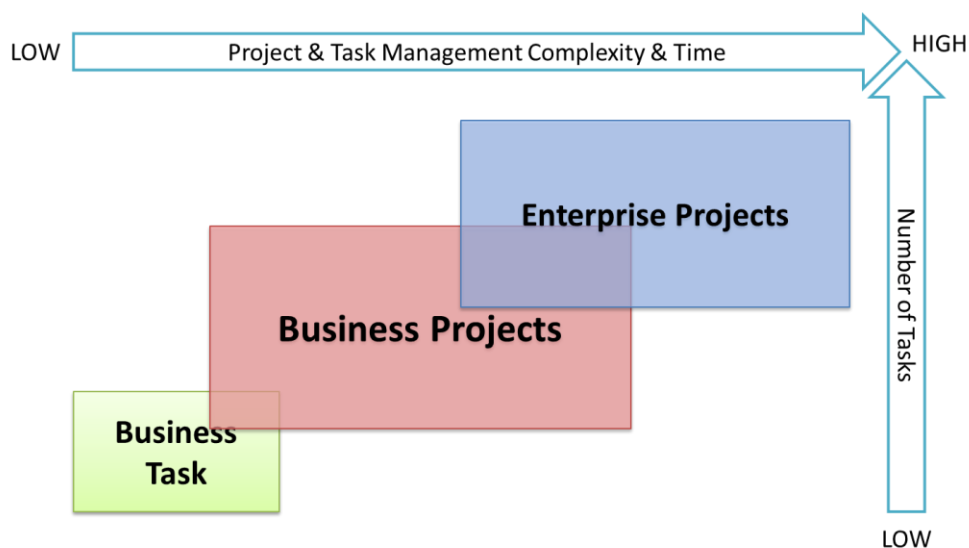
### Classification of Projects

We are considering the following three classes:

- **Enterprise Projects:** Project Management in a classical meaning concerning projects with high complexity and long time-frames, like building a power station, building an airport or railway station, etc.
- **Business Projects:** Projects with medium complexity and which have a more dynamic and flexible nature like, event planning, account planning, product launch, etc.
- **Business Tasks:** These are ad-hoc tasks or recurring tasks in daily business that need to be managed, generally not related to a specific project. They could be a group of tasks within a small project, where a lot of people would not use the term project. E.g. Writing a white paper, organising a flight, planning a meeting, etc.

We introduced the term business tasks to not mix this up with Task Management. Especially since Task Management is often seen as a sub-discipline of Project Management or as an extra discipline with a quite different meaning.

Generally there is no clear borderline between these classes so we have an overlap between these classes regarding complexity, time-frame and number of tasks:

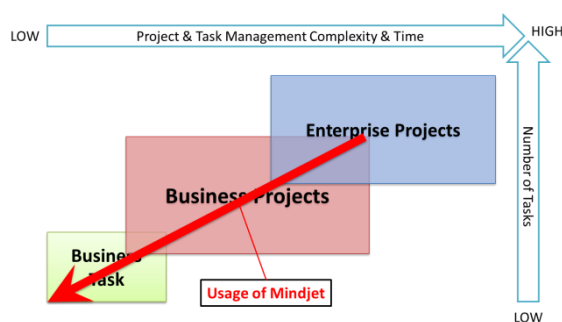


Basic characteristics of the three classes are as follows:

- Enterprise Projects:
  - A more formalised process
  - In general long time frames (several months up to years)
  - Up to thousands of details and tasks
  - Various teams with experts are involved
  - Very precise in time, in work and meeting milestones and staying in cost is highly critical
  - Methods/Standards are applied to ensure quality standards and processes, e.g. PMI, Prince2, EOC (IPMA/GPM)
- Business Projects:
  - Fewer tasks and people involved
  - Shorter time frame so usage of Project Management software is often too time consuming and too complex (several weeks or months)
  - Flexible and dynamic nature, i.e. re-planning goals and tasks can occur quite often
  - In general no need to define fine grained timelines and cost plans
  - People involved are very often not project managers
- Business Tasks:
  - Even simpler, ad-hoc and flexible compared to Business Projects
  - Very few people involved (1-3)
  - Very short time frame (days or few weeks)

## Where Mindjet should be used?

### Usage in Business Projects & Business Tasks



There is a gap in tools and systems addressing the needs of Business Projects and Business Tasks. Enterprise Project Management Systems are in general far too complex and inflexible to address the nature of these projects. Other tools which are then often used to close this gap are not really made for Task and Business Project Management (e.g. Microsoft Excel, Microsoft Word and even

Microsoft PowerPoint).

Here Mindjet comes into place and provides the following values and advantages:

- Fast and simple solution
- Easy to learn and getting started
- Ease of use

- Help people to work in a more structured and organised manner
- Transparency and understanding for everybody due to visual maps
- Good overview about the whole project and all needed information
- High flexibility in work management and communication
- Coverage of a lot of Project Management and Task Management functionalities while still being easy to use
- Information integration to bring everything into a visual context

In general most Business Projects comprise <100 tasks but more can be possible. There is no limitation of the number of tasks that can be handled with Mindjet. When we make usage of integrations with other task management systems or with Microsoft SharePoint the only limitation may be given by these systems or according bandwidth during synchronisation.

### Usage in Enterprise Projects

In general Mindjet cannot replace Enterprise Project Management (EPM) systems within the classical meaning of big enterprise projects, but it can still be used in combination with EPM systems. EPM systems still have drawbacks and limitations – e.g. in the initialisation and creativity phases, here Mindjet can provide great improvement to existing processes.

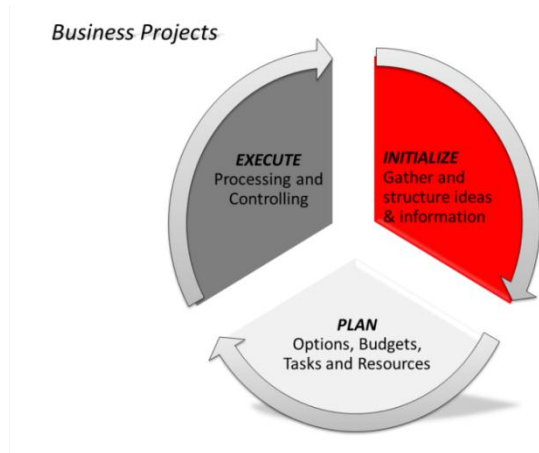
There are Enterprise Projects where it may make sense to still use Mindjet due to limited time, where a time consuming usage of complex systems may lead to a violation of deadlines. Here are some rules of thumb where this may be appropriate:

- Medium complexity
- Time frame < 6 Months
- Teams < 10

Also EPM systems still have drawbacks and limitations e.g. in the initialisation and creativity phases. So Mindjet can be used in addition to EPM systems bringing high added value to several phases and tasks within Enterprise Projects:

- Supporting initialisation phases
- Fast and flexible planning of initial Project Structure Plans / Work Break-Down Structures. Export capabilities to Microsoft Project, CSV and others (maybe implemented using Mindjet's COM-API or XSLT Transformation) help to prevent manual overhead here.
- On Creativite tasks throughout the complete process
- Planning and definition of concepts
- Knowledge documentation and transfer
- Exception- and crisis-handling with upcoming short term tasks
- Handling of other ad-hoc tasks
- Documentation
- Driving meetings and communication

## 2. How Mindjet supports Business Projects & Tasks



Mindjet provides a powerful visual platform for Collaborative Work Management to visually develop ideas, plan and execute according tasks and projects individually or in teams. It allows you to store maps, documents and tasks in a central location (either Cloud or Microsoft SharePoint) to share and work on them in a team and to access them with multiple clients (desktop and web) and with mobile devices. With Collaborative Work Management we are

addressing daily task management (Business Tasks) and Business Projects.

Business Projects can be divided into three phases: The **initial phase**, when goals and expected outcomes are set as well as first ideas on how to achieve them. This is followed by the **planning phase** when tasks are developed and the budget is calculated. And finally – in the **execution phase** - tasks and timelines are tracked to control the progress of your project.

### Overview of an Example Business Project Process

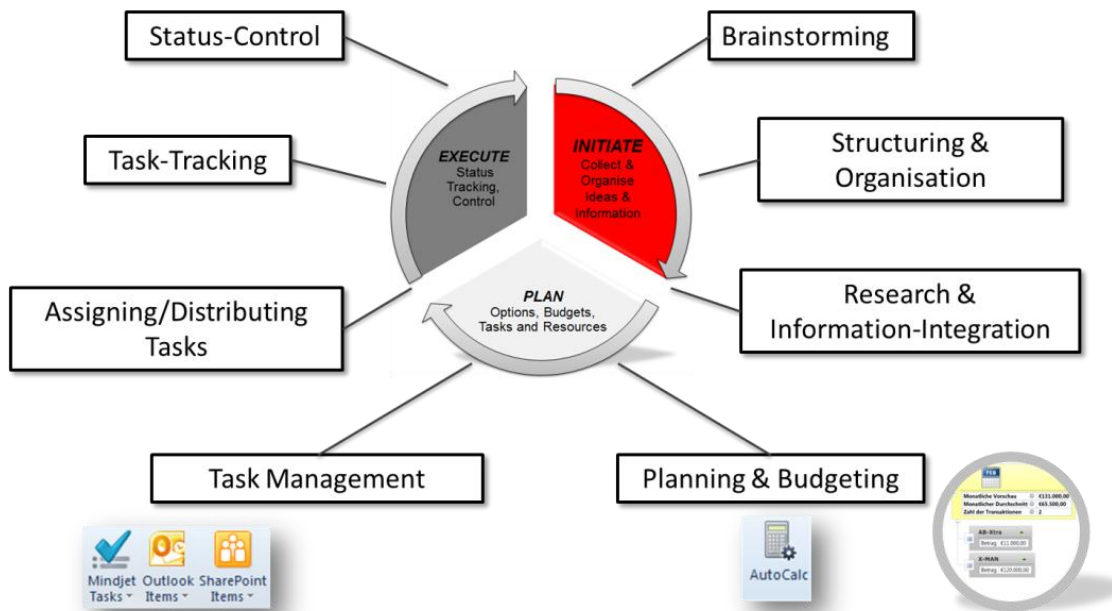


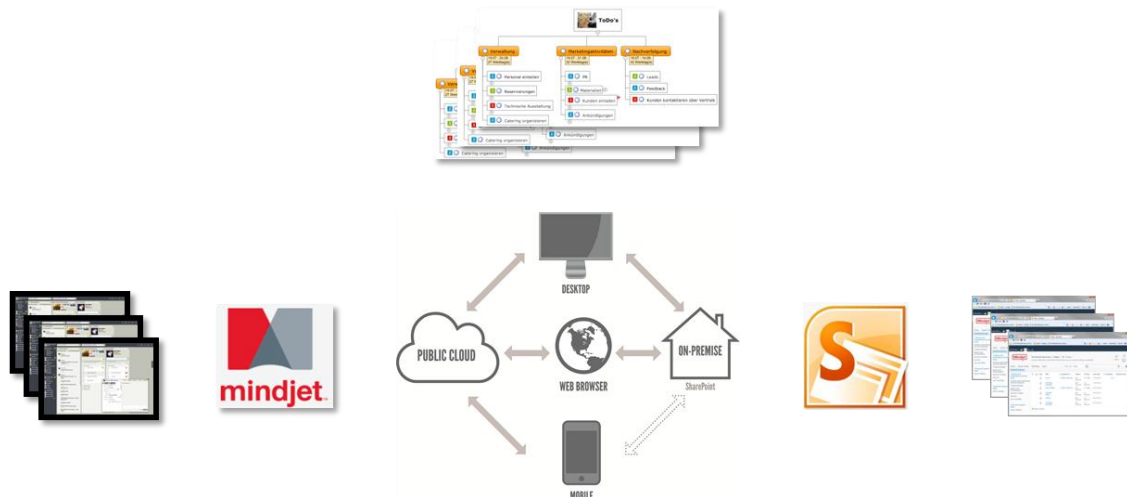
Figure 1: Phases of a Business Project

To illustrate how the overall Business Project process can be effectively supported we will take a look at a more fine grained view of the phases (Figure 1).

Here we give an outline on what can be done with Mindjet within each of the phases (the next section will describe the details on how this is done):

- Initialisation Phase:
  - Brainstorming and structuring of the initial set of areas for which we want to deliver materials.
  - Extending the plan with organisational information, e.g. data coming from other systems like Microsoft Outlook.
- Planning Phase:
  - Complete the plan according to cost calculations to evaluate if we can stay within budget.
  - Development of according task work break down structure and assignment of according responsibilities.
  - Usage of interactive Gantt view to plan start and end dates of tasks and solve resource conflicts.
  - Synchronising tasks with Mindjet Tasks (Mindjet's cloud based Social Task Management System) or with Microsoft SharePoint.
- Execution Phase:
  - Tracking of tasks in Map, Mindjet Tasks or Microsoft SharePoint.
  - Values of working with different tasks views.
  - Create visual task dashboards of Mindjet Tasks or Microsoft SharePoint Tasks.

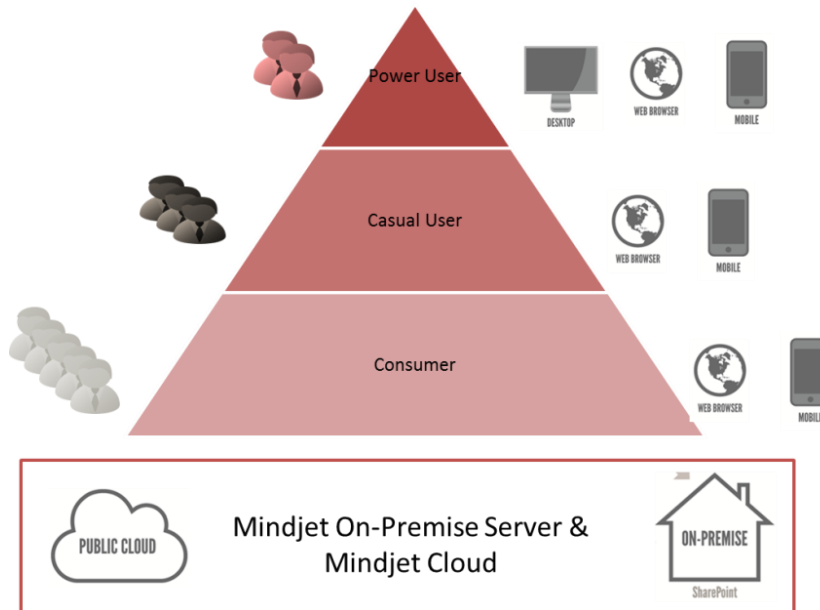
Mindjet allows synchronising tasks with other Task Management Systems. Integrations are available with Microsoft Outlook, Mindjet Tasks, Microsoft SharePoint, and more. Within this paper we focus on showing how to either integrate the project tasks with Microsoft SharePoint or with Mindjet Tasks.



The value of working with centralised tasks is to efficiently support collaboration on tasks. It also allows us to work with different views on tasks and to create flexible and easy to create visual

dashboards in maps. Synchronisation across all systems prevents manual overhead to manually keep track of changes in all views and prevents error prone redundancies.

## The Mindjet Platform



The Mindjet platform allows storing and sharing of maps, documents and tasks in a central location either Cloud based or on Microsoft SharePoint. It comes along with multiple clients, desktop clients for Windows and Mac, web clients and clients for mobile devices to enable mobile working with visual maps and tasks.

The different clients come along with different sets of functionalities. The desktop clients enable users with the most exhaustive set of functionalities. They support power users which need all functions to efficiently plan and execute tasks and projects. Web clients provide reduced functionality and simplified user interfaces. These clients fulfill the needs of the casual user. These users also participate in projects while they just have the need to view maps and documents and to do limited sets of changes from time to time. Also consumers are supported who only need to view maps, tasks and documents. These users are supported in the license model with no extra costs.

Power users can make use of all clients across all platforms – including web and mobile apps. Casual users and consumers are restricted to web clients and mobile apps. Access to maps, documents and tasks via different clients can be done without the need to copy items and email them to all team members. Everybody has central access to all items and thus sharing and collaboration is made easy for all users.

### 3. A running Business Project Example

To illustrate how the overall Business Project process can effectively be supported we will take a look at a project that our Pre-Sales and Marketing teams have to perform on major product and functionality upgrades of Mindjet products. As part of the objectives, the team needs to: produce product media such as videos and web site content, training materials and data sheets.

We can efficiently organise a plan with all necessary details, illustrate how to make sure everything is achieved within budget and include how to plan tasks and keep track of the current status, all of which flows continuously within Mindjet.

#### Initialising the Project



Figure 2: Brainstorming

In the first step we want to capture ideas for what kind of areas we need product materials.

So in the initial phase of the project we start with brainstorming in Mindjet. We can capture ideas by simply typing in ideas anywhere into the mapping area. We can just use it like a digital whiteboard (see Figure 2).

Then we can simply structure and re-structure everything by dragging and dropping topics and add further details when needed. In our example we have structured the application areas to the different clients and platforms. Also we have added priorities to check what is required and nice to have in a first step (Figure 3).

This phase is often done by using flip charts, white boards or sticky notes. A disadvantage of this is that it provides limited flexibility for structuring and especially restructuring. Also it requires that someone has to manually transfer everything into digital media to make it available for later usage. With Mindjet you can easily continue working with all collected information in the following phases with no media break.



Figure 3: First Structure after Brainstorming

## Integration of organisational Information

We can now add further organisational information about the team members and available budget to our map. We add the contact details of our team members in this example from Microsoft Outlook.

In Outlook contacts we simply select one or more contacts that we want to see in the map. Then we just click on the “Send to Mindjet” button in the ribbon. The contacts appear in the map and several details from the contact are automatically transferred into the according topic in the map. We can also add the photo to the topic to have a visual hint for the contact (see Figure 4). We can now simply drop them an e-mail by clicking on the generated link in the map. Extending the topic will show further contact details like phone number, address, etc. We can access phone numbers and other information now without the need to leave the map and search the phone number in Outlook, since all information is in the map.

This information is kept in synch with the original information, e.g. the contacts from Outlook. So if it is changed they are also updated in the map and kept up to date. The original information sources can be opened directly from the map which removes the need to search for them.

We can do this with Emails, Appointments and Tasks from Microsoft Outlook. Also we can integrate information from other systems like Microsoft SharePoint, Databases, Microsoft Excel, and many more in a similar way. So we can easily bring everything needed into a visual context as needed. Mindjet also allows linking documents, folders or internet sites to topics which allows us to quickly find and navigate to documents or internet information.

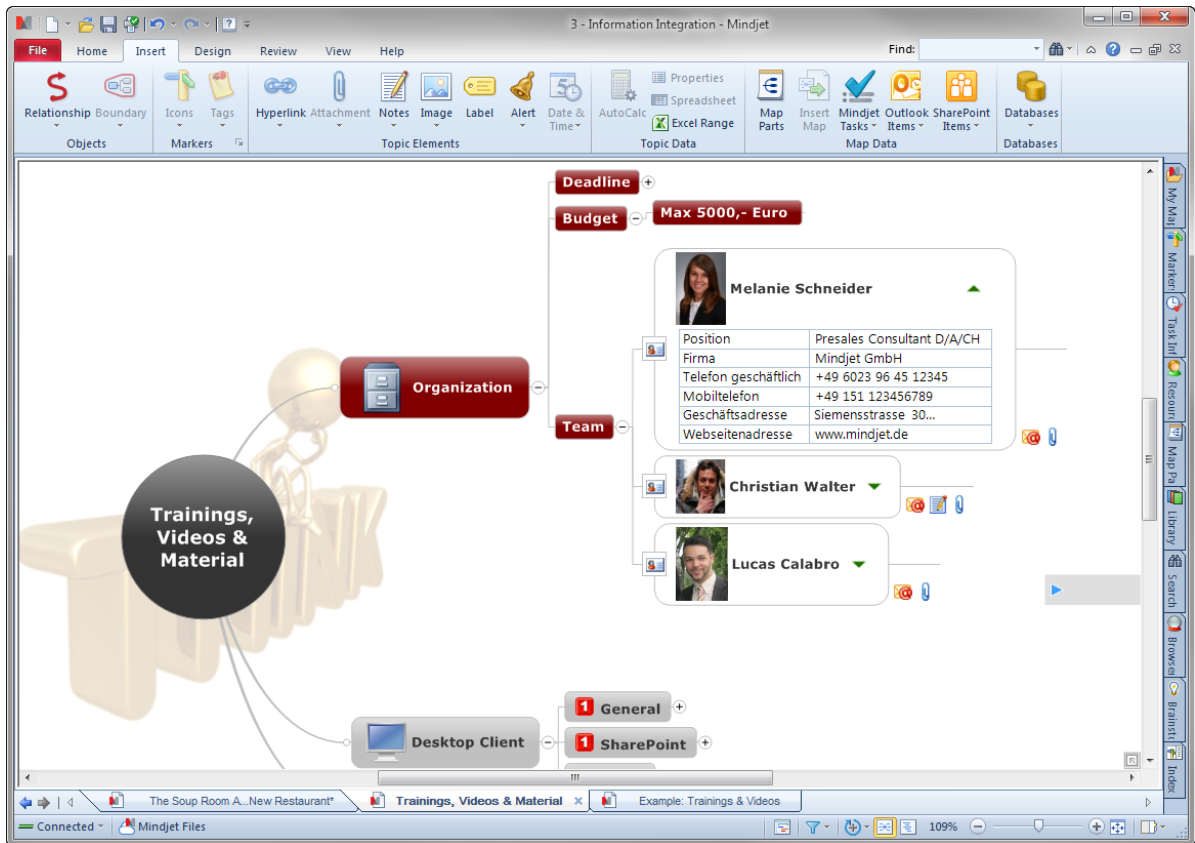


Figure 4: Integration of external Information

This gives us a very good overview of all information and the important things which are needed in the project. Also it is easy to understand and to identify interdependencies. We have all information needed within a single visual context and we can easily find information and documents directly within the project context. Everything is available at our fingertips and we do not forget anything anymore.

## Planning the Budget

We have a limited budget of 5000,- Euro for the project. So we will do a cost planning for needed materials that we have to deliver for each area we have collected during brainstorming. As a first step we estimate how much money we need for the materials to see if we can make it within our budget and to see if it makes sense to continue the project at all. Therefore we have added the different kind of media that we need for each such as videos, example maps and data sheets etc. (Figure 5).

First we populate the cost attribute to the topic structure using a tool called "Auto Calc". Then we enter the cost estimation directly to each according topic. We can perform calculations like Sum, Average, Max, Min and more. As we want to calculate the total cost of all planned media, we define the type as currency and the calculation as sum.

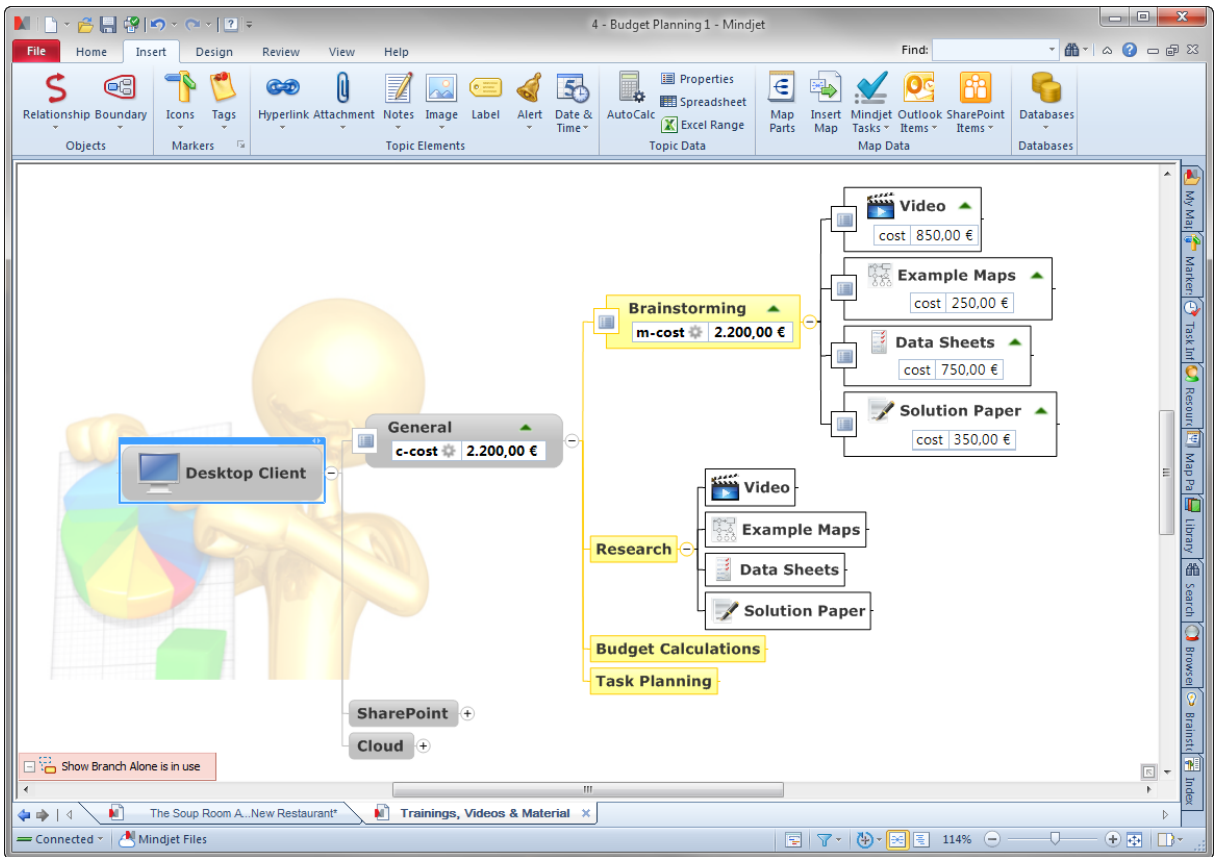
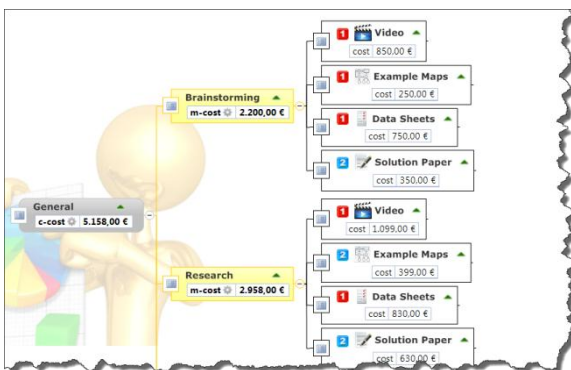


Figure 5: Budget planning for needed materials

After entering a number, the total amount is displayed on the parent topic immediately. Costs are automatically recalculated in the upper topics as soon you enter or add new values. Note that we do the calculations over several levels in the topic hierarchy. This allows us to calculate intermediate results for each area but also the overall result for all materials we want to deliver.

Since Mindjet makes it easy to restructure the map & the included calculations all numbers are adjusted immediately. Re-structuring and immediate re-calculations make a very powerful tool.



Very often costs move into different sections or phases of a plan or project. But there's even more. Since the budget is limited, not all deliverables can be implemented. We use priority markers to define which materials are mandatory or just nice to have. Then we simply apply a filter for priority 1 to display the costs for mandatory materials only. The costs are automatically recalculated according to the visible topics.

This enables us to quickly play with different scenarios by setting up different sets of markup, tags and filters. We can also introduce markup for the different types of materials and then use filters to figure out the total cost for each type.

The visual representation and interactivity allows us to quickly develop cost and budget plans. Also the visual and hierarchical nature allows us to quickly see and understand intermediate results and dependencies. Plans can be efficiently extended or restructured. Markup can be used to tag topics and filters can be used to either play with different scenarios or to focus on specific topics and related costs.

We were also able to completely stay in the map without any media break or the need to transfer collected information into another tool.

## Task Planning

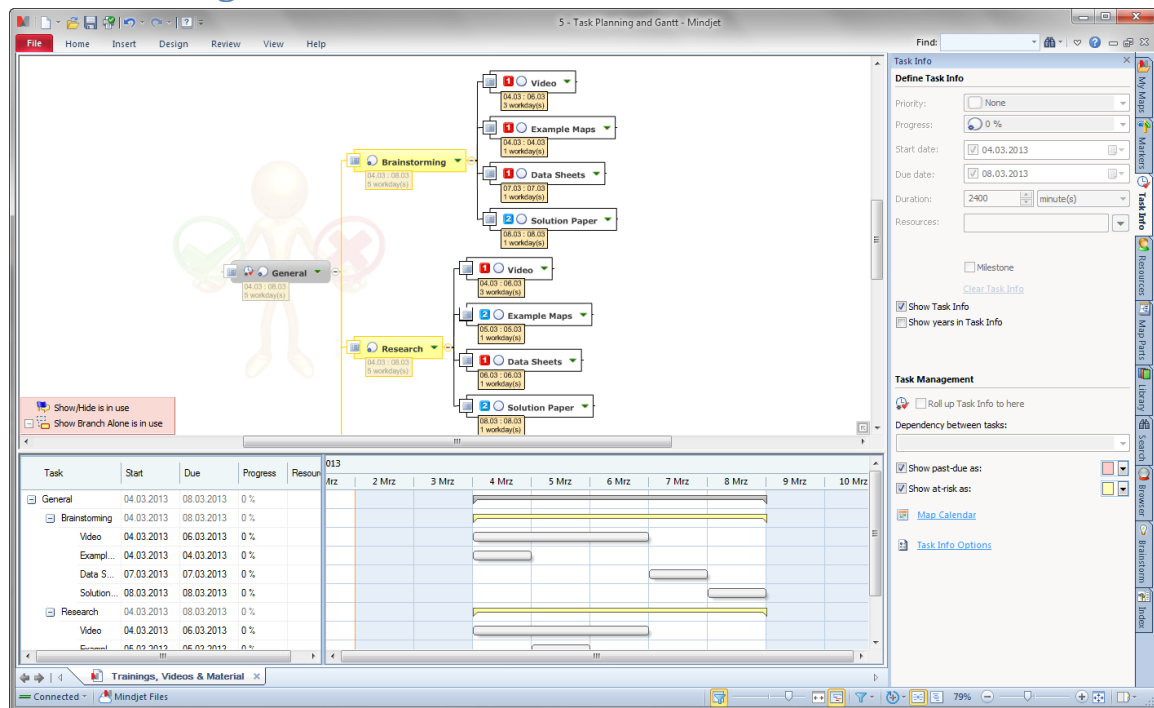


Figure 6: Task planning in a map together with interactive Gantt view

After estimating the costs we know what range of materials can be created without violating our budget constraints. We can now plan the according tasks and how much time it will take to get the work done. With the intuitive and efficient structuring capabilities of a Map we can easily build Project Structure Plans or Work Break-Down Structures.

To each topic representing a task we can add tasks attributes like priority, status, start and end date, duration, effort and resources. Priorities and status information is given by icons to provide visual indicators that makes it easy to identify important tasks. Also we can filter for all task attributes to focus on specific sets of tasks.

If an activity cannot start before another is completed, these dependencies can be reflected in our plan. Mindjet supports the well-known task dependencies by means of end-start, start-end, start-start and end-end dependencies. Start and end dates are adjusted automatically according to the assigned dependencies.

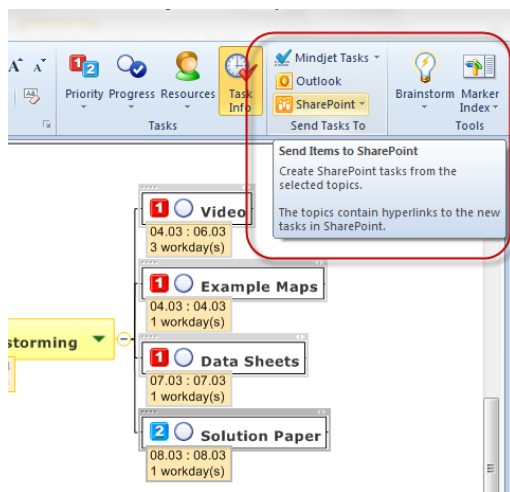
To plan start and end dates even easier and faster, we can also define tasks by dragging-and-dropping them into the interactive Gantt view. Modifying task dates here is easier due to a better transparency when changing start and end dates by using timelines. All changes made in the Gantt view will apply to the tasks in the map as well in real time.

The total amount of time needed for your project can also be calculated automatically within the task hierarchy if required. We can define a root topic up to which task information is automatically rolled up and calculated automatically.

By this we can see the accumulated values of start and end date ranges, durations and efforts and the status for each task that has sub-tasks. All values are immediately re-calculated as soon any changes are applied to task attributes.

Again structuring and re-structuring or extending of the plan is very easy and intuitive. The visual nature helps to better understand the overall plan. Markup helps to identify important tasks or filter for specific attributes. Also further information can be added to each task like specific notes or links to other information like documents. So we can provide further context here with additional information to better understand tasks or find related data.

## Synchronise with Mindjet Tasks or Microsoft SharePoint



At this point we will export and synch our tasks to Microsoft SharePoint or with our Social Task Management system Mindjet Tasks. This will store our tasks in a central location. It allows working with task centric views and we can exploit further task management functionality that is provided by Microsoft SharePoint or Mindjet Tasks (e.g. more detailed tasks attributes, comments, tracking of activities and changes, etc.). Having centralised tasks allows us to create different views in the chosen system and also in maps (shown later). All these views are automatically kept in synch. Regarding the SharePoint Integration we can equip

people with their tasks who do not have access to Mindjet products.

In order to synchronise the tasks in the map we select the tasks that need to be synchronised and we then use the “Send Tasks to” command from the Ribbon. The dialog allows us to select existing projects in Mindjet Tasks or Sites and Libraries from Microsoft SharePoint.

Afterwards all tasks in the map are in synch with the newly created tasks in Mindjet Tasks or Microsoft SharePoint. A link is added to each task in the map which provides quick navigation to the according tasks in Mindjet Tasks or Microsoft SharePoint. Also further task attributes provided are now also available in each task in the Map (see Figure 7).

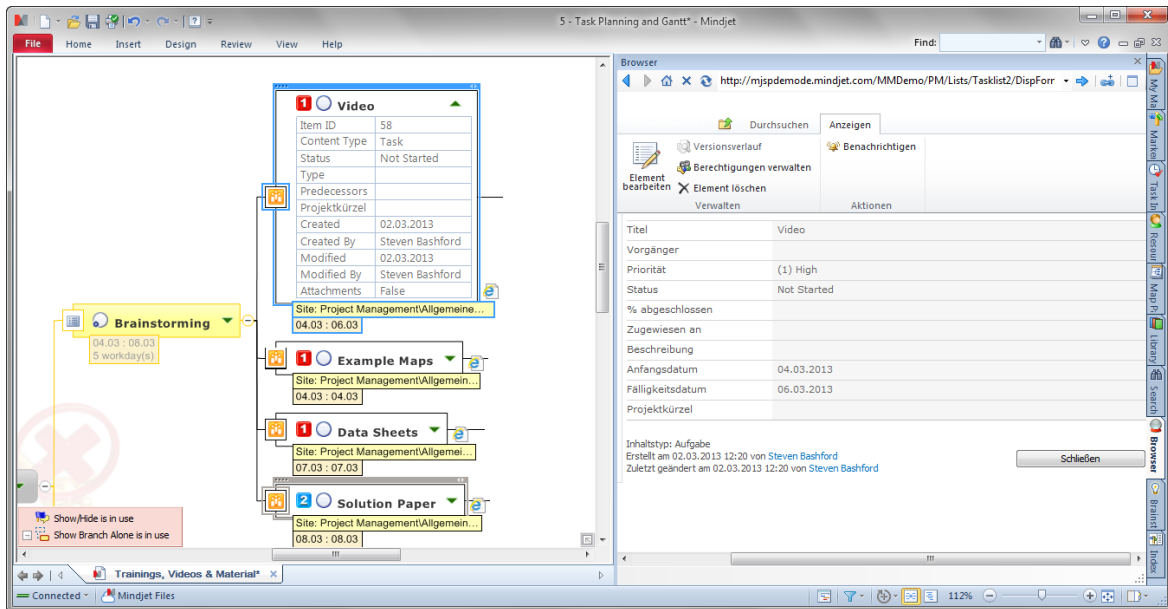


Figure 7: Tasks synchronised with Microsoft SharePoint

## Assigning Resources

What are still missing in the plan are the responsible people required to get the tasks done. So we will now assign resources to tasks in our project map.

**Mindjet Tasks approach:** Within Mindjet Tasks we are able to centrally define all our resources. In the map we have access to them from the task information panel. All resources configured in Mindjet Tasks are automatically available here. We select topics and pick a team member as a resource from the panel. All the tasks we have selected now have the according resource assigned which you can see as a tag on each topic. You can now also filter the map for this resource.

**Microsoft SharePoint approach:** In order to assign resources to tasks synchronised with Microsoft SharePoint we use the link on the task that was created during the synchronisation. This will open up the task dialog from SharePoint within the embedded browser (see Figure 7). Here we can now make use of the SharePoint interface to select according resources. After saving the changes the resource will be synched back to the task in the map as well. It is also seen as a tag on the according topic in the map and can be used for filtering.

## Managing Resource Conflicts

In Mindjet we can also identify resource conflicts within a map. In case a resource is over- or under booked, visual hints (red colored items) are shown at the according topics and in the

Gantt view (see Figure 8). Also there are tools that summarise all according over and under booked topics and they make it easy to quickly navigate to the according topics.

Filtering for the according resource and using the Gantt view makes it easy to identify the reasons for the conflicts. Rescheduling the task in the Gantt view will change the according task attributes in the map and changes will also be synched back to Mindjet Tasks or Microsoft SharePoint.

Please note that currently resolving resource conflicts only works on a per map level. In order to somehow achieve global resource management capabilities a solution is to use queries on Mindjet Tasks or Microsoft SharePoint (explained later in the context of dashboards) to consolidate all tasks of certain resources across their projects into a map and then make use of the described resource conflict capabilities.

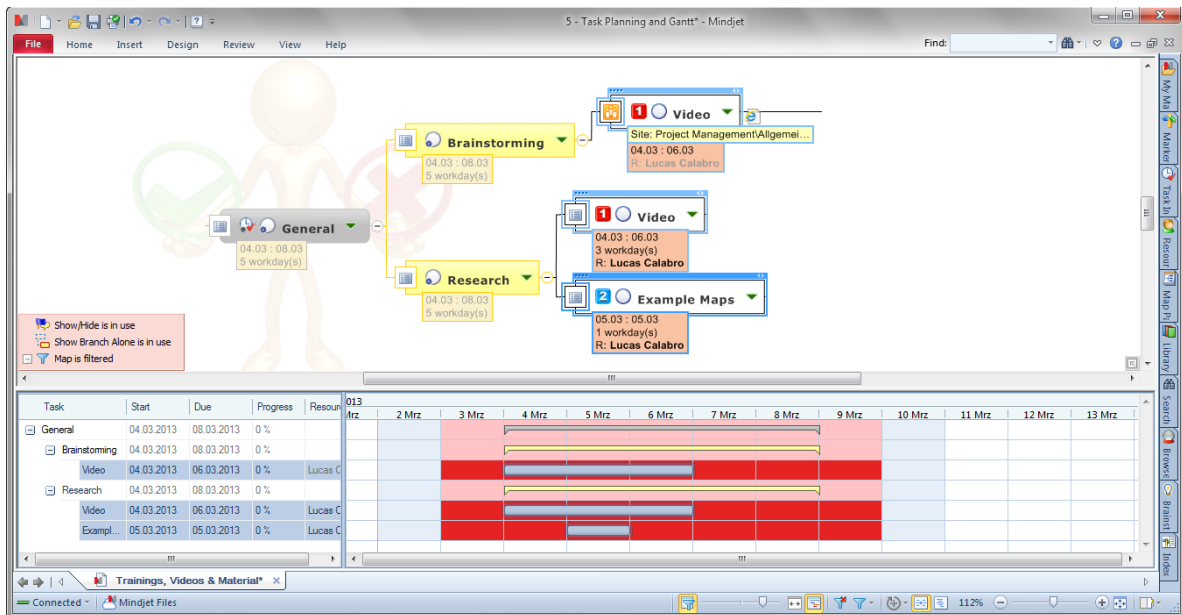


Figure 8: Managing resource conflicts with Map and Gantt

## Execution and Controlling

We are now in the situation that we can manage and track tasks and resources either in a map, in Mindjet Tasks or in Microsoft SharePoint. In the following we will take a look on how we can take advantage of having tasks in several systems throughout the execution and controlling phase of our project.

## Managing Tasks with Mindjet Tasks

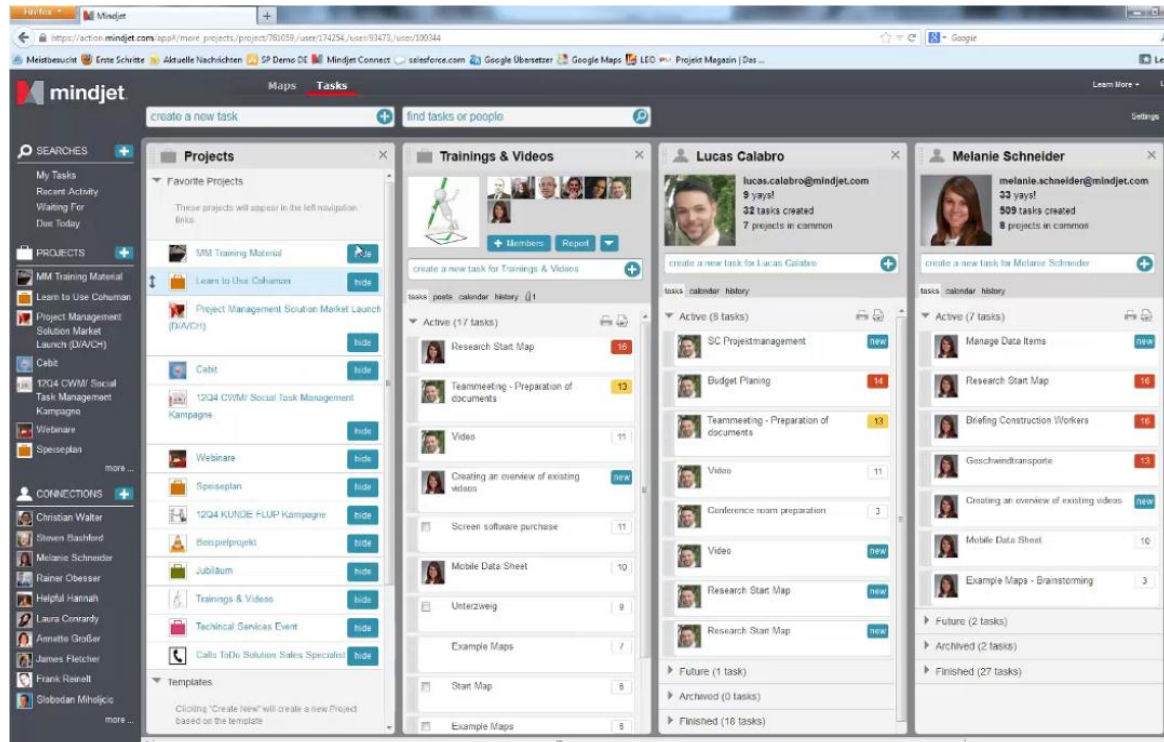


Figure 9: Mindjet Tasks user interface

In Mindjet Tasks we find tasks organised in a personal to-do list and also within projects. The personal list consists of all tasks from all projects assigned to a specific resource. Tasks in Mindjet Tasks also have the typical tasks attributes but Mindjet Tasks also provides additional powerful functionalities to handle and collaborate on tasks and projects.

An intelligent prioritisation automatically ranks all tasks by importance based on an algorithm which takes into account several attributes to calculate a score (a patent is pending on this algorithm).

Beside resources, which are configured for central access through Mindjet Tasks, there is also the concept of followers. People which are involved in projects can be added as followers to a project to keep them updated about the status and progress of tasks – even though they may not have tasks assigned to them. Also followers can be added to single tasks.

Followers can leave comments on a project or task level, which leads to transparent and centralised communication. Instead of sending countless emails and attachments around you now have a centralised area containing all relevant communication and information. We can even attach documents to tasks. This saves time and makes it easy to collaborate.

Mindjet Tasks provides access rights in order to only show people what they need to see and to define editing rights controlling which kind of task attributes can be changed by others.

All changes made to tasks or projects e.g. creation of new tasks or projects, modifications or adding new comments are tracked by the system and everybody involved can actually see these in activity threads. Additionally, team members are informed via email about what changes took place (if they want this form of notification).

Status changes of tasks made in Mindjet Tasks will be synchronised back to the according tasks in maps and vice versa. The according tasks in maps are linked to the tasks in Mindjet Tasks which makes it easy to navigate to them if needed.

### **Managing Tasks in Microsoft SharePoint**

After synchronising tasks with a SharePoint task library all the tasks are available in the according task library. We can then make use of the functionality provided by Microsoft SharePoint. We assume that the reader should be familiar with Microsoft SharePoint here and will not go into further details.

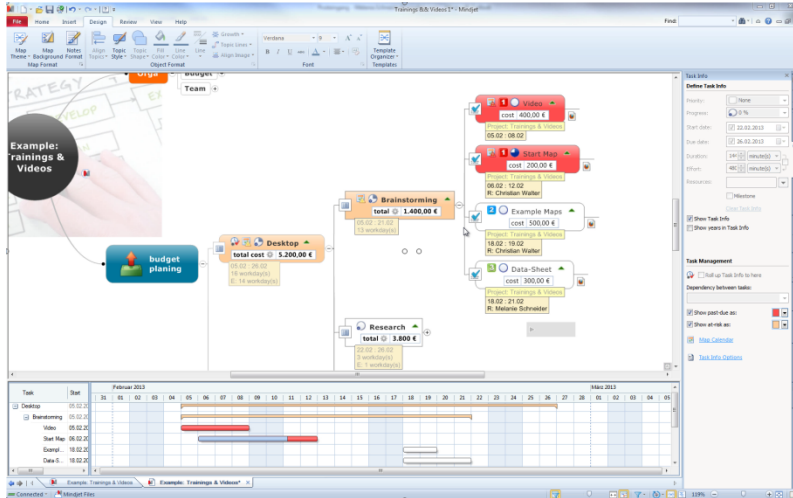
Each task in the Map is linked with the according task in SharePoint. If you click on the link, the task opens up in the embedded browser in the map (see Figure 7). So you can see the task in the map and the SharePoint task user interface in the right hand panel – so having everything within a single context. The embedded browser allows editing the task, provided that you have the according edit rights for the task.

Changes that you apply in SharePoint are synched back into the maps and vice versa. So no redundancies are created and everything is kept in synch.

### **Managing and Tracking Tasks in Map**

We are able to centrally track tasks and collaborate on tasks in Mindjet Tasks or on Microsoft SharePoint. Since everything is kept in synch you will immediately see all status changes of tasks within the map as well.

Now we can also take advantage of the transparency of the visual view of a map to do task tracking while exploiting all other advantages of a map (flexibility, better overview, integration of other information, filtering, etc.). In addition we can also use the Gantt view. And the map allows you to bring each task into further context with other information (as explained earlier).



Within the project map we can easily check the current status and it allows us to identify overdue tasks based on topic highlighting. Overdue tasks and critical regions are highlighted with configurable colors in the map and in the Gantt view so that we can easily identify them on each level of the task hierarchy.

In case we have to handle critical tasks we can add further details by means of adding further sub-topics, e.g. descriptions why a task hasn't been finalised or further notes or tasks for exception handling. By this we do not only have an exhaustive view on all information but also a powerful view that serves for documentation and reporting. In case we identify that we are running out of costs in certain areas we can immediately take action on this and re-plan the remaining costs and possible task changes within the same map.

All task changes made in the map are immediately synched back to Mindjet Tasks or to SharePoint. So in every view you are immediately up to date. Since tasks are synchronised across all views and systems we can use the most appropriate view to do the tracking and controlling.

## Visual Task Dashboards

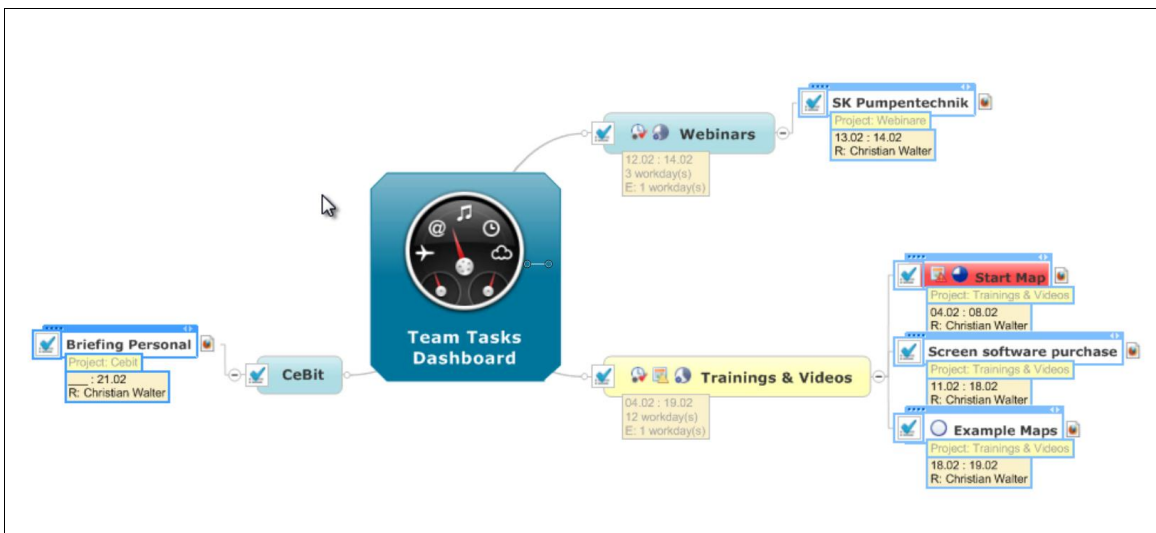


Figure 10: Visual task dashboard to automatically consolidate all project tasks for the week

Since team members are working on different projects and tasks at a time, we want to get an overview of the total tasks, their status and the overall workload of team members across all projects. A visual dashboard with several configurable queries across projects gives us the capability to create such a view.

In addition to this, queries over tasks in Mindjet (for both Mindjet Tasks and Microsoft SharePoint) allow us to build a huge set of visual dashboards that fulfill a lot of individual needs. It is not only the team leader who may need his own view on tasks, but also every team member requires this. And the needs of everyone are in general quite different. This is where queries help. Everybody can now setup his own visual dashboards by using an appropriate set of different queries within a map or in multiple maps if needed.

Queries allow to setup different kinds of conditions. You can query for tasks coming from a specific project or SharePoint task library. You can define resources or the start and due dates for tasks or the degree of the status (completion) and so on.

Some examples:

- To set up a team meeting to discuss the tasks for this week across all projects, simply define according queries for each project (see Figure 10). Set the due dates accordingly (here generic dates can be defined like “this week”).
- For a 1-on-1 meeting with an individual team member, you could use the same map and filter for this resource. But you could also setup a specific query for each team member within the map.
- A team member can create an overview of all his tasks across all his projects. Additionally he could add a query for all his tasks for today and one for the overall week.
- Etc.

The dashboards need to be set up only once and since they refresh automatically and they always show the latest data, according to the constraints defined in the queries.

Even though everybody is creating individual views on tasks, we are not creating any redundancies since everything is kept in synch across all maps and other task management systems automatically.

## 4. Overview of Project Management Functionalities

Project Initialization	
Goal Definition and Evaluation	●
Strategic Planning	●
Brainstorming (also Methodology based)	●
Problem Definition (also Methodology based)	●
Research	●
Decision Making	●
High level Cost and Budget Planning	●
Project Planning	
Project Templates	●
Baseline Plan	○
Cost-Planning	◐
Centralised Definition and Calculation of Resource Costs	○
Task Attributes (Start/End Date, Priorities, Status, Resources, Duration, Efforts, Milestone)	●
Task Dependencies (End-Start, Start-End, End-End, Start-Start)	●
Buffer times for tasks	○
Project Structure Plan (PSP) / Work Breakdown Structure (WBS)	●
Automated Task Role-Ups (Status, Start/End Date, Duration, Efforts) in WBSs	●
Interactive Gantt Diagram	●
Local Resource Management (Project based)	●
Global Resource Management	◐
Risk Management	◐
Project Execution / Controlling	
Task Synchronisation with Microsoft Outlook	●
Task Synchronisation with Microsoft SharePoint	●
Task Synchronisation Mindjet Social Task Management	●
Status Tracking	●
Status Tracking with Gantt	●
Reporting / Documentation	●
Task Dashboards	●

## General Features & Advantages

Effective and shorter Meetings

Transparent Communication

Information Integration (Microsoft Outlook, Microsoft SharePoint, Microsoft Excel, Databases and more)

Export (Microsoft Project, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, HTML and more)

Import (Microsoft Project, Microsoft Word, MPX)

Document Management

Methodology Support (PMI, Prince2, GTD, SCRUM and more)

Visual and Text Based Tagging and Filtering



## Platform Features

COM based API (allows developing further data integrations and exports/imports)

Web Client in Cloud

Web Client in SharePoint (requires Mindjet On-Premise Service for SharePoint)

Co-Editing on Maps in Cloud

Co-Editing on Maps in SharePoint

Mobile Apps for Cloud

Mobile Apps for SharePoint



Coming soon

## 5. Summary

In this paper we have provided criteria to classify Business Projects, Business Tasks and Enterprise projects. As we have seen, Business Projects and Business Tasks have their own requirements and needs. While EPM systems are too complex in addressing the requirements of Business Projects Mindjet delivers a powerful instrument to support these projects throughout the whole cycle with flexibility that you need and without any media breaks. Beginning with flexible capturing and organising of ideas in the initial phase, followed by planning and budgeting all your activities and then delegating, tracking and monitoring all according tasks.

Integrations with Mindjet Tasks and Microsoft SharePoint allow working with different views on tasks and projects to effectively collaborate on them. Either one can use visual maps or more task centric and linear views according to what is most appropriate to get work done efficiently. The central storage of tasks and synchronisation across the systems enables us to build powerful visual task dashboards in Maps without creating any redundancies.

Additionally we have outlined that Mindjet may also be used in EPM when certain criteria is fulfilled. Even though Mindjet is no replacement for classical Enterprise Projects it can still be used as an extension within the project phases where EPM systems still have drawbacks (e.g. in the initialisation and creativity phases, etc.).

Mindjet is the tool for Business Projects and Business Tasks and it is filling the gap left by existing tools addressing the requirements of these classes of projects and tasks.

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