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## **An Enterprise Information & Communication Management System**

It is an enterprise application to manage the flow of information and communication within organization. EICMS is full featured software which will make you to take complete control over the resource management, task management, project management, client and vendor management, document management, schedule management, performance management and much more.

### **NOT ANOTHER PROJECT MANAGEMENT SOLUTION**

Every organization has means of organizing information and communication happen in industry from different sources. Many times companies rely on multiple applications like for information gathering may be excel/word or any custom application developed according to need and for information many times any chat application, emails and physical correspondence from different companies to manage information and communication which leads to following discrepancies, Applications not able to communicate with each other Need to manually format the data in required format for other application Maintaining multiple application licenses and multiple updates is extra overhead Need to be master in handling all applications This will lead into large investment of cost and time.

### **Introduction to EICMS:**

EICMS solution is framework which adapts to new information or communication type easily. EICMS presently have multiple information and communication management type inbuilt and can be expandable to any extent.

### **Information Management Information consists of various things ...**

1. Organization information
2. Info on people in the organization
3. People/ entities connected to organization, like clients, vendors, suppliers, advisors, investors etc.
4. Most vital is **Communication between these all.**
5. Information on the business/ Projects
6. Different views of this information for different entities. The same information, the same project as seen by different entities, would be with different focus. The client wishes to see if project is progressing well, and in time. The project Manager may have his focus on micro-management of project, and allocation of tasks. An individual performer may be interested in his module and the issues related to the same.
7. Documents on projects and various tasks, and other important files.

**Mechsoft's' EICMS** gives exactly this solution. The flexibility comes from the rule engine, which works within the information management framework, and defines the rules of flow, visibility and security of the information. This framework comes ready with the following main modules that can be enhanced, and added to, as per requirements.

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### **The modules are ...**

1. Organization information
2. Project Management
3. Issue tracking
4. Document Vault
5. Discussion and communication manager
6. Scheduling
7. Rule engine to set rules on flow of information, and controlling.
8. KRA-KPI Performance Evaluation.

### **Features of 3D Project View are:**

1. Creation of Project, with defining project scope, defining expected timeline
2. Team and team lead allocation, allocation of roles to all players in the project
3. Defining view limits: Configuring who can have access to what information
4. Client View: Client will have an access to the project progress to the level set by the Admin, or the project leader. You can limit this access to having access to all information including internal communication, details of individuals working and their micro-level progress, or can be limited to only the necessary parts, like project communication with the team, issues created by the client etc. By default the client will have access to the following minimum features.
  - a. Discussions: participating in public or private discussions.
  - c. Document vault: Uploading general or secured documents with comments, and defining who can view, and ability to view documents/ files that he has been granted an access.
  - d. Issue tracker: Creation of issue, and generating discussion on issues.
5. Project Lead's view: Project lead has a view of all the team's tasks, ability to create and allocate tasks, subtasks, editing/ reallocating tasks etc. Lead also has ability to initiate a task with respect to an issue.
6. Team Member's View: Team member would typically check his tasks, Participate in discussions, view files meant for him, and update and report on his tasks and work schedule.
7. Change management: Defining change, scope, and accordingly correcting timeline and scope of the project.

Please click here to know more:

[http://www.mechsoftgroup.com/EICMS\\_mechsoft.html](http://www.mechsoftgroup.com/EICMS_mechsoft.html)