

In the course of the study, general requirements for project management information systems were identified: Time management; Cost management; Link management; Communications management; Document flow; Management of risks; Resource management.

In project management information systems there must be a certain functionality that allows this system to adapt to work with projects in an organization: Automation of all processes; Common information space; Document flow; Optimization of all processes in the organization; Planning and forecasting decisions.

Project management software is currently being developed in the direction of remote work. It allows to reach more effective level of work of team [2].

Project management information systems are classified according to the following functionality:

1) Possibility of remote work: AmoCRM; Scrum; Agile; Project.Net; Gantter; ProjectLibre; 1C; Comindware Project; Rovertask. Project management information systems with the possibility of remote work have a rather large potential in development. Many teams are currently being formed around the world, and this functionality will greatly help to form a strong project team. The functionality of these software solutions can compete with integrated solutions in project management.

2) Export the project to other software solutions: WelcomRisk; Rillson Project; Teambridge; WelcomHome. Project management information systems with the ability to export a project allows you to extend the functionality of some solutions. These are mostly free solutions, but their capabilities are not inferior to commercial products with these capabilities. In integration with other software products, they are complex solutions.

3) Project Analysis: Cobra; MS Project; OpenPlan. Project management information systems with the ability to analyze a project allows you to identify errors at an early stage of the project. These project management information systems are commercial.

4) Project automation: Spider; Primavera; Advanta; TaskJuggler; Open Workbench; TeamLab; Asana; Elma. Project management information systems with the ability to automate a project greatly simplify the work of the team on the project. Most project management information systems are commercial. This functionality allows you to work on large streams of information and structure them in importance [1].

Having studied the characteristics of these project management information systems, you can choose a product suitable for a specific project in the present and the future. This will help to distribute financial investments more correctly and will help to expand the functionality if the project requires this. Software products are developing quite quickly, and this allows developers to add and modify modules for their products, that greatly expands their functionality.

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#### SECURITIES IN THE FINANCING ACTIVITIES OF THE ENTERPRISE

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*Summary - To date, in a rapidly changing economy, there are different methods of financing the activities of the enterprise. This article deals with such a tool for financing economic activities as the securities market, its advantages and functions in ensuring the activities of organizations.*

*Резюме - На сегодняшний день в быстро меняющейся экономике существуют разные методы финансирования деятельности предприятия. В данной статье рассматривается такой инструмент финансирования хозяйственной деятельности, как рынок ценных бумаг, его преимущества и функции по обеспечению деятельности организаций.*

**Introduction.** In increasing the productivity of the organization in modern conditions in the course of financing their own economic activities an important role plays the ability of companies to fully apply market mechanisms and tools. The sufficiency of monetary resources, as well as their effective use, determine the stable position of the enterprise in the market, economic stability and a large number of other more significant factors. Of particular importance in the structure of external sources of financing of economic activity of the company is the issue of securities and, first of all, shares and bonds. Let us consider the main points of financing the company's activities using the securities market.

**The main part.** The securities market is viewed as a source of financing of enterprises. External financing of the company can be made on a debt and equity basis. Enterprises that have the status of joint-stock companies

can finance their economic activities by issuing shares. At the same time, the organization of new joint-stock companies can be carried out in the securities market by raising capital. Such financing is called equity.

Financing through the issuance of debt bonds is one of the methods of financing. The ratio of debt financing varies from country to country. For example, in the United States, most of the debt capital is bonded loans. But in other countries, bonds are not common as a source of financing of the enterprise.

It can be argued that the securities market is one of the significant sources of financing of the enterprise. This is due to the increasing role of securitization processes at present.

Let us consider the example of JSC "Minsk sparkling wine plant". From the balance sheet of the enterprise on January 1, 2018, it is possible to make a conclusion that the share of equity, which is formed by shareholders, is 68% of the total amount of equity and liabilities of the enterprise, which indicates the high importance of the issue of shares at this enterprise [1].

The securities market performs the following functions as a tool for financing the economic activity of the enterprise:

-the savings of the depositors are transformed into investment, which can later be used to finance or expand;  
-capital can be "transferred" from less developed to high-tech industries in order to form the correct structure of production;

- there may be a redistribution of shares among the shareholders [2].

In most cases, with the help of operations in the securities market it is the financing of fixed assets. It is worth remembering that the issuing shares, the company attracts its own funds, and the issue of bonds is borrowed.

**Conclusion.** Thus, with the help of operations in the securities market, it is possible to finance enterprises. Despite many problems that the Belarusian stock market is currently facing, it should be noted that it is a young, dynamic and promising market. The recovery and regulation of the stock market is one of the priorities of the government.

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#### FLEXIBLE WORKING HOURS AS A TOOL TO INCREASE PRODUCTIVITY

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*Summary – Flexible working hours as an arrangement can be successfully implemented creating various different benefits, one of which is increased productivity, and certainly should not be overlooked by any manager.*

*Резюме – Гибкий график работы в качестве системы может быть успешно реализован, создавая различные преимущества, одним из которых является повышение производительности, и, безусловно, не должен быть упущен из вида ни одним менеджером.*

**Introduction.** In the time of rising global competition and technological development it is imperative for managers to try and meet his or her clients and employees needs in order to create the most productive and efficient environment for the best possible results. Working hours, which are crucially important to any employee, definitely could be managed by an employer through flexible schedule.

**Main part.** Flexible working hours contain large number of benefits for both employees and their employers sometimes even proving its beneficial qualities for customers:

- Adaptability to any circumstances and emergencies which employee can be faced with
- Efficiency by reducing unnecessary commuting
- Reducing unwanted stress which employees can be prone to
- Increasing control over the schedule
- Employee satisfaction provided by employees their happiness and relaxing schedule
- Reducing any unnecessary costs due to flexibility
- Reducing absenteeism which can be a bigger problem with traditional working hours
- Increasing employee loyalty by making employees comfortable at their current workplace
- Increasing productivity