# PROJECT MANAGEMENT SYSTEM PD MANUAL



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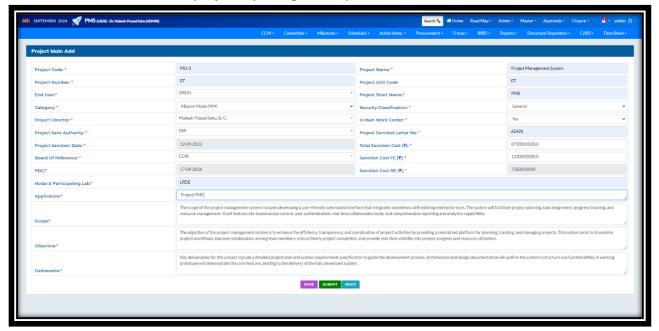
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# **STEP 1: Project Main**

Master ---> Project Main ---> Add ---> Submit.

Provision to create a project by filling the required details.



# **STEP 2: Project Master**

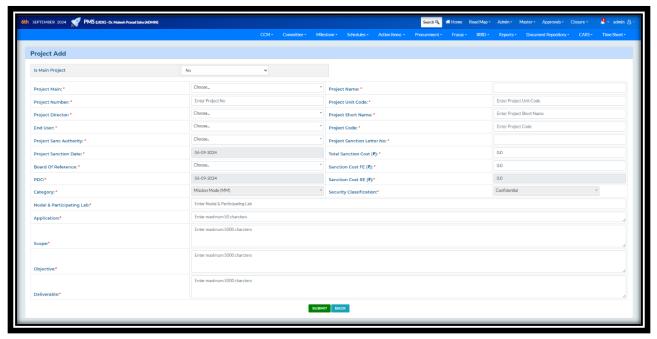
Master ---> Project Master ---> Add ---> Is Main Project ---> Yes ---> Project Main ---> Choose Project ---> Submit.

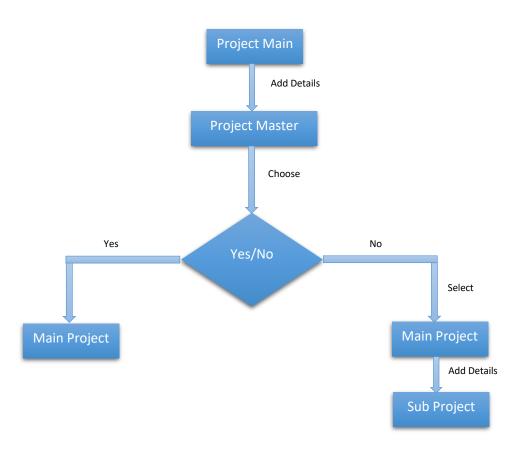
➤ If it is a main project choose YES and select the specific project.



Master ---> Project Master ---> Add ---> Is Main Project ---> No ---> Choose Main Project ---> Add Details ---> Submit.

➤ If it is not a main project choose NO and select the main project and fill the required details.

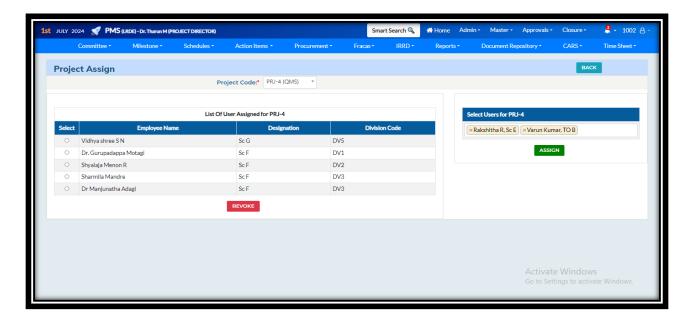




# **STEP 3: Project Team Creation**

#### Master ---> Project Assign.

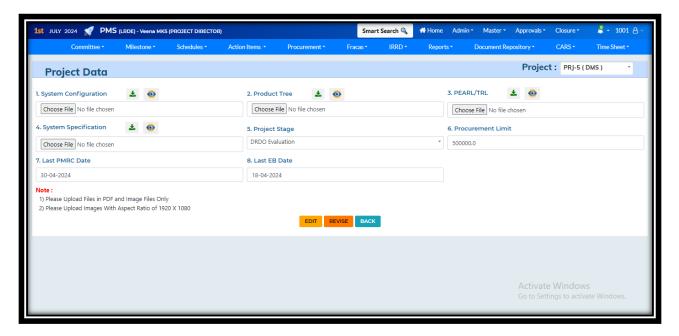
Provision to assign and revoke members for the project.



# **STEP 4: Update Project Data**

#### Master ---> Project Data.

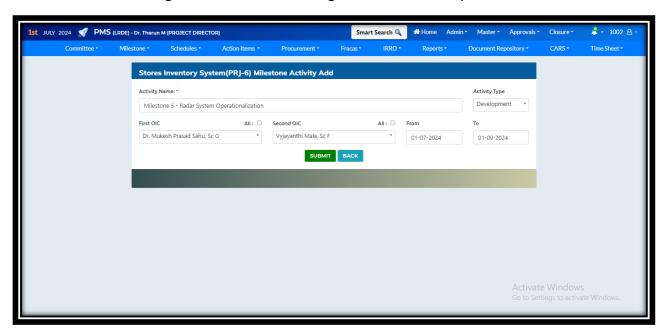
- Provision to add relevant attachments/documents to the project.
- Provision to edit and revise relevant attachments/documents to the project.
- Provision to update the stage and procurement limit of the project.

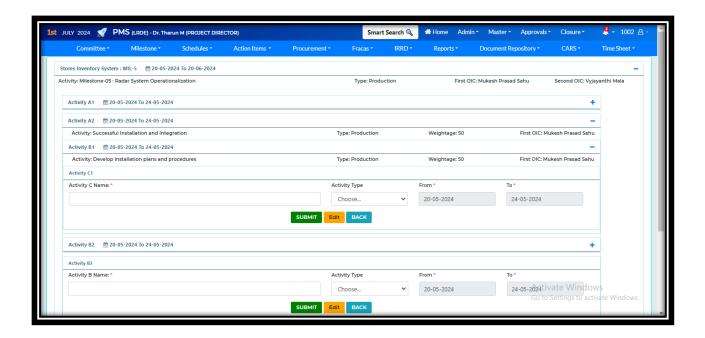


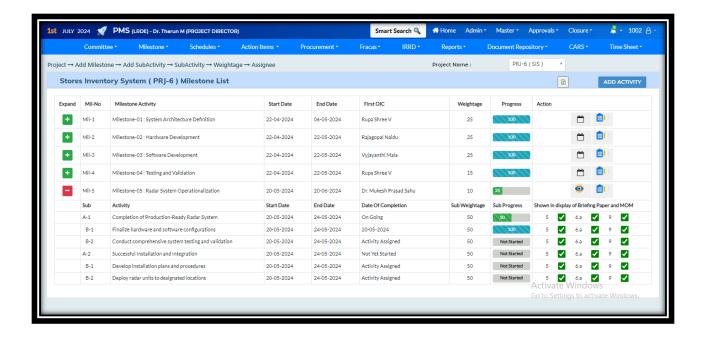
#### **STEP 5: Milestone Creation**

#### Milestone ---> New ---> Add Activity

- Provision to create milestones for the project up to 5 sublevels.
- Provision to assign weightage to both main milestones and sublevel milestones.
- ➤ Provision to assign milestones to the designated OICs for completion.



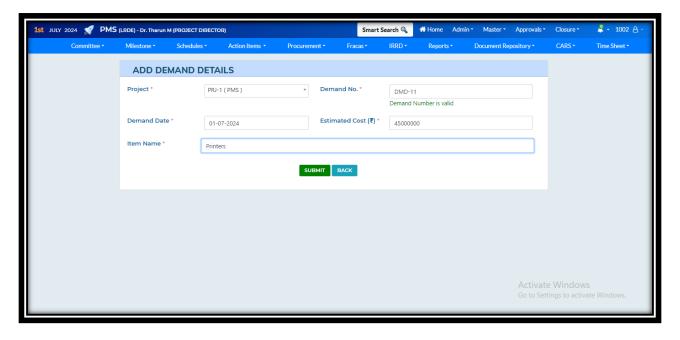


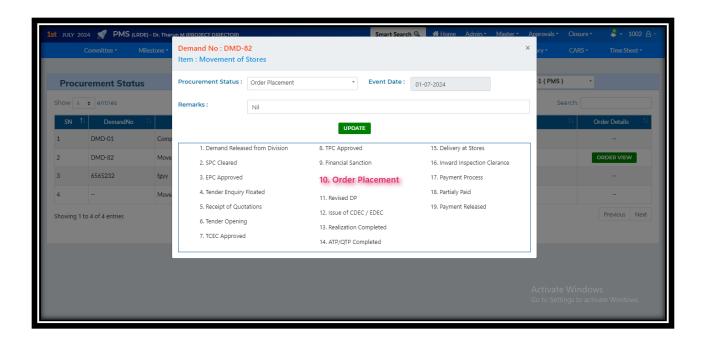


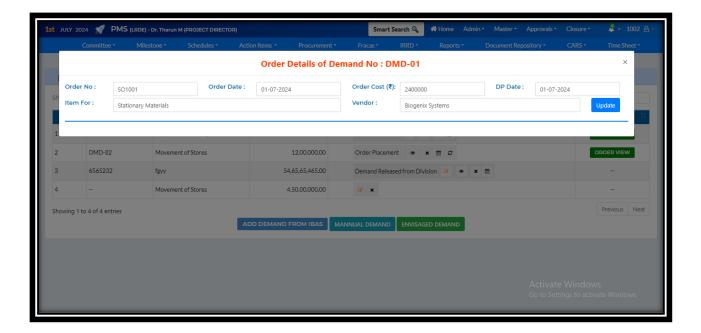
#### **STEP 6: Procurement Details**

#### Procurement ---> Procurement Status ---> Manual Demand

- Provision to add and edit manual demand.
- > Provision to update the status of the demand.
- > Provision to view order details when the demand is in the order placement stage.



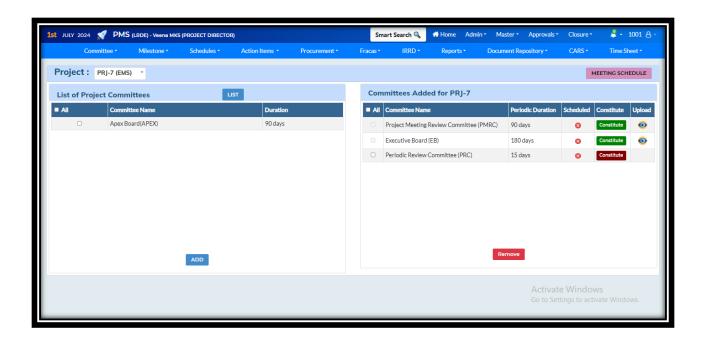


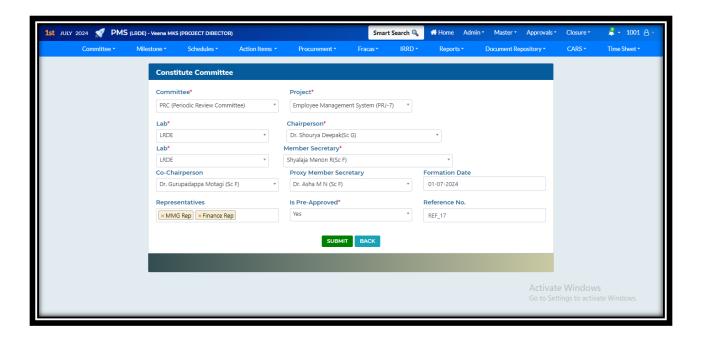


#### **STEP 7: Committee Constitution**

#### Committee ---> Project ---> Constitute

- Provision to constitute members for project committees.
- ➤ If the committee is not pre-approved, it needs to get approved from respective authorities.
- Provision to generate and print the committee formation letter.
- Provision to send email notifications regarding the formation of the committee.



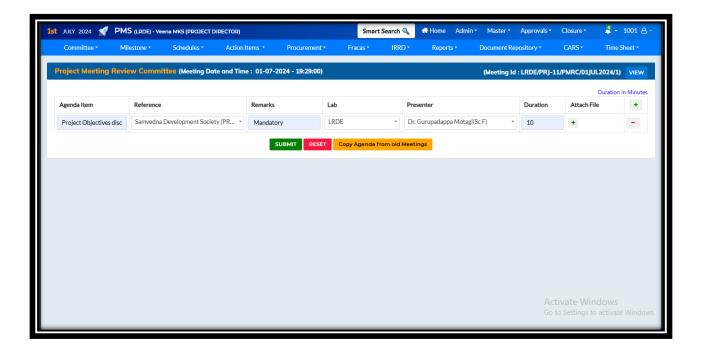


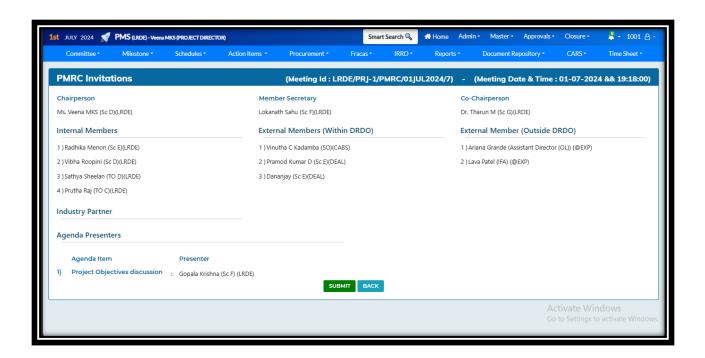
# **STEP 8: Schedule Meetings**

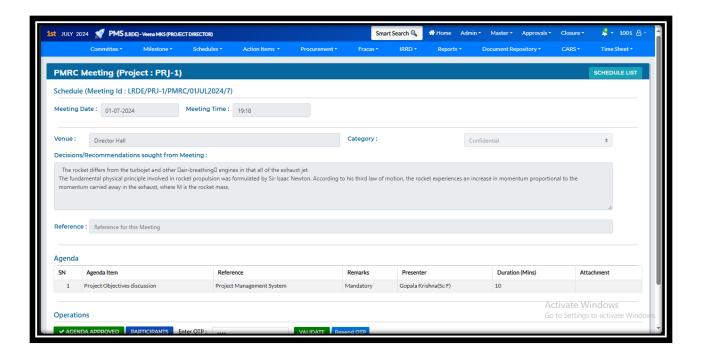
#### Schedule ---> Project ---> Add Schedule

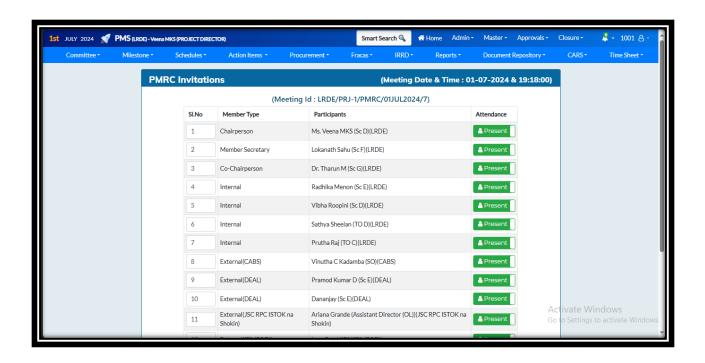
- Provision to schedule all meetings for projects.
- Provision to record meeting minutes and assign action items.
- > Provision to download the minutes of meetings(MOM) and tabular minutes after approval.

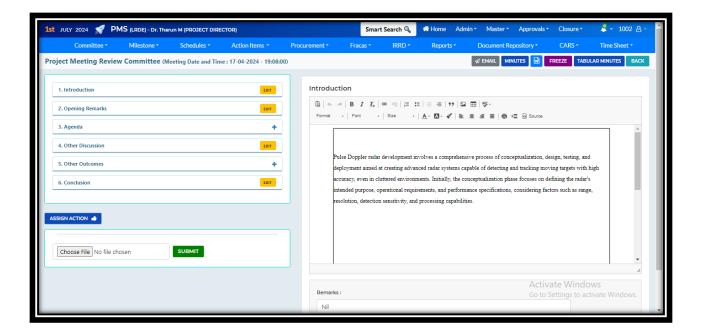








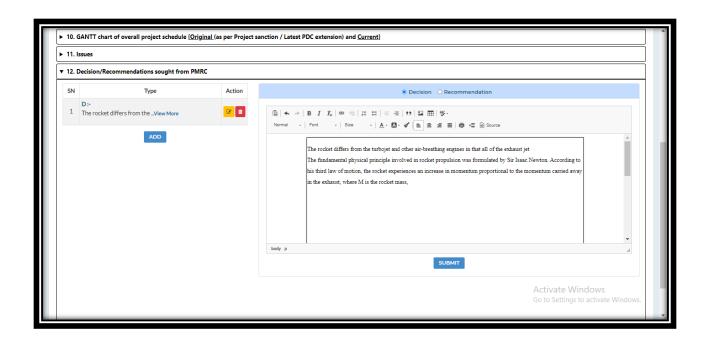


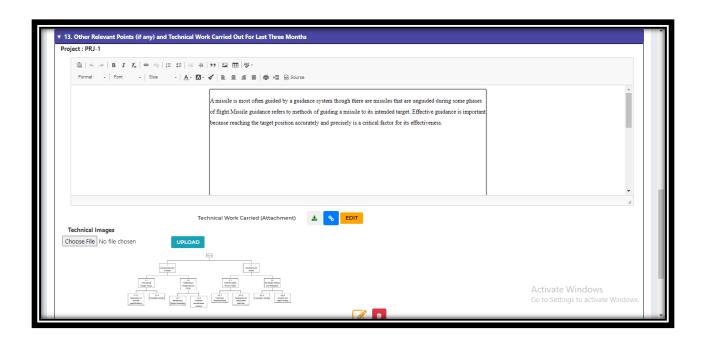


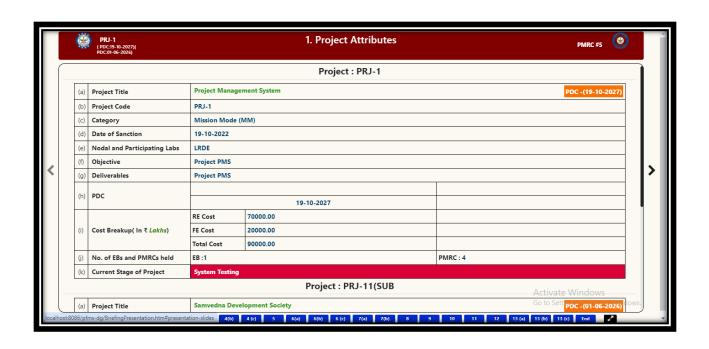
# **STEP 7: Briefing**

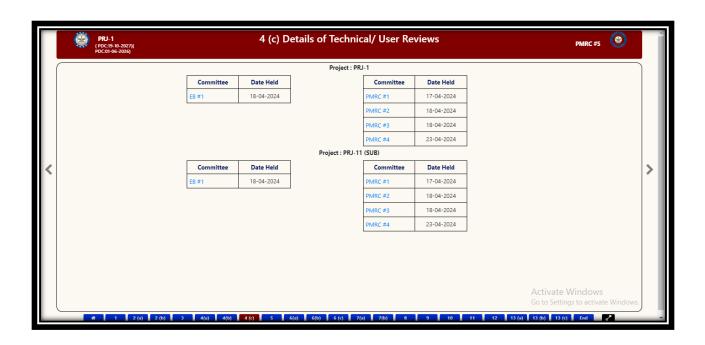
#### Reports ---> Briefing ---> Presentation

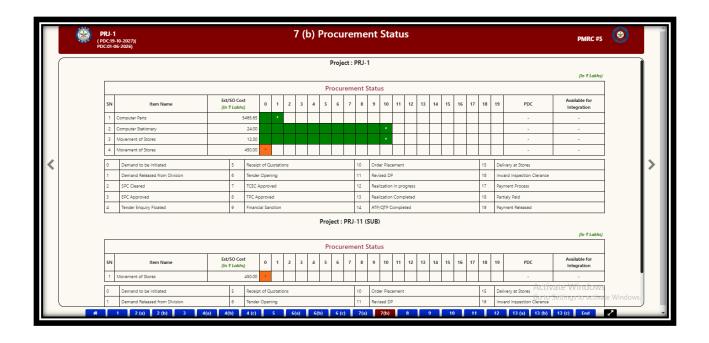
- Provision to view and download the briefing presentation of project.
- ➤ Provision to view the milestones up to 5 levels in briefing paper.







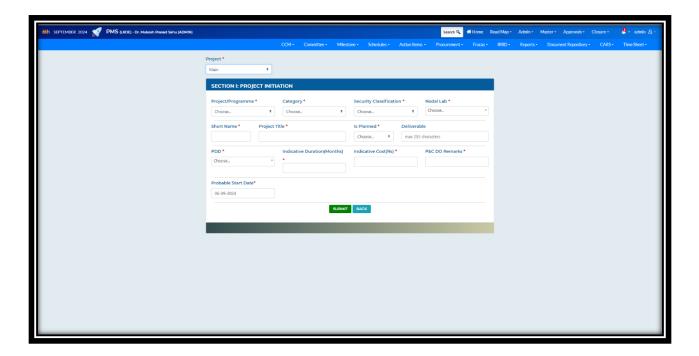




# **Pre-Project Initiation**

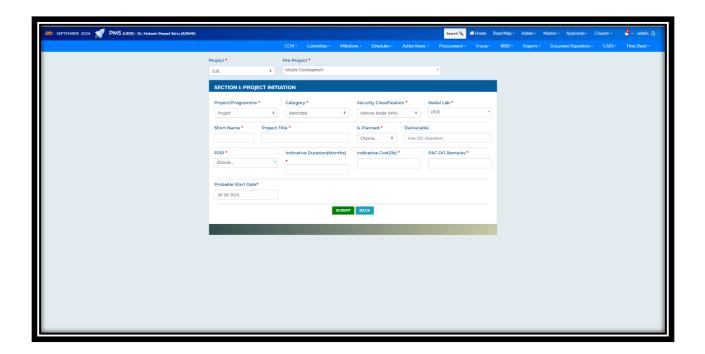
Road Map ---> Initiate ---> Project ---> Main ---> Add Details

- > Provision to create a pre-project by filling the required details.
- > If it is a main pre-project choose Main and add the required details.



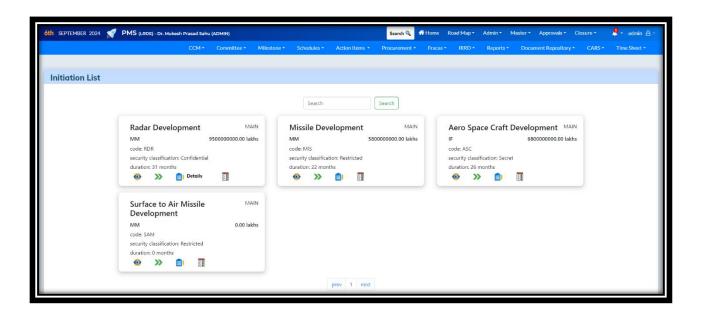
#### Road Map ---> Initiate ---> Project ---> Sub ---> Select Main Project ---> Add Details

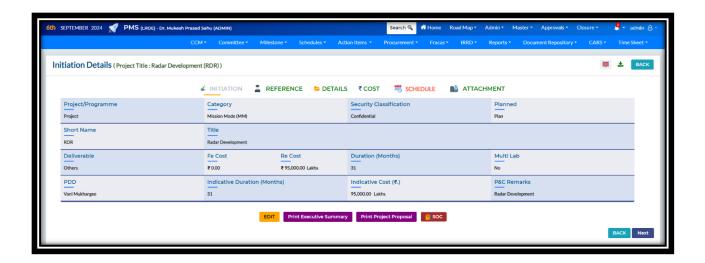
➤ If it is a sub pre-project choose Sub and select the main pre-project and add the required details.

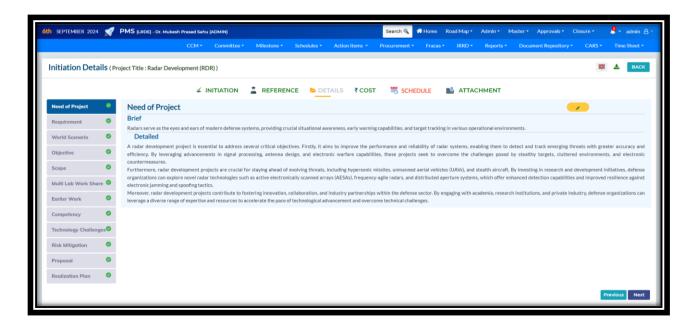


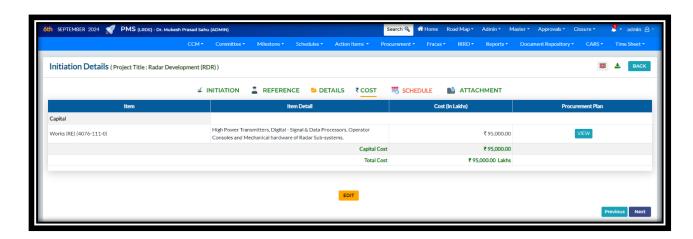
# **Pre-Project Details Add**

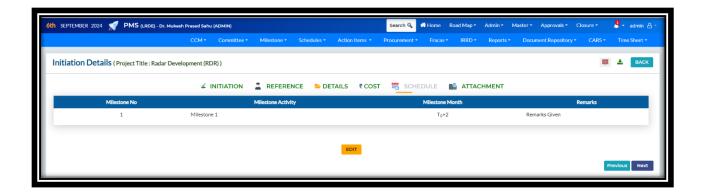
Road Map ---> Initiation List---> Details











# **Pre-Project Flow**

