DAYALBAGH EDUCATIONAL INSTITUTE

Project Management System

An Open Source Initiative of the Ministry of Human Resource Development

Anil Kumar Tiwari

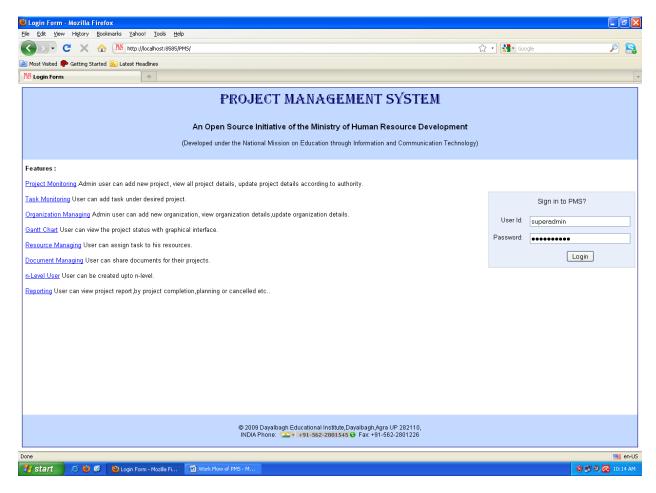
2010

DAYALBAGH, AGRA, UP

Work Flow of PMS

• First of all super admin login by entering his user-id and password.

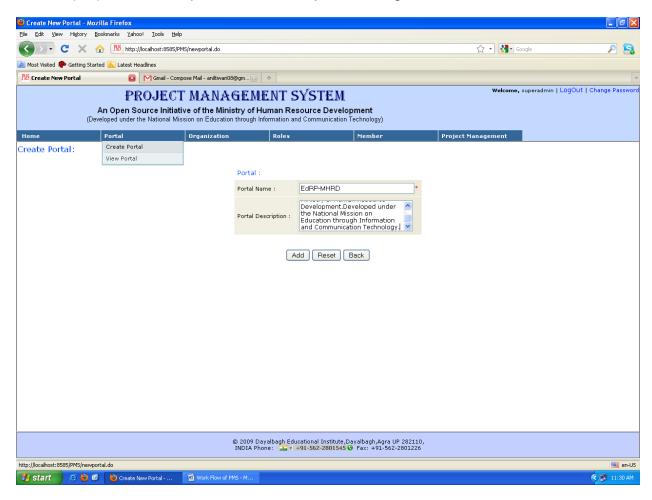
Login form of Super Admin



By default, user id and password of super admin is 'superadmin'.

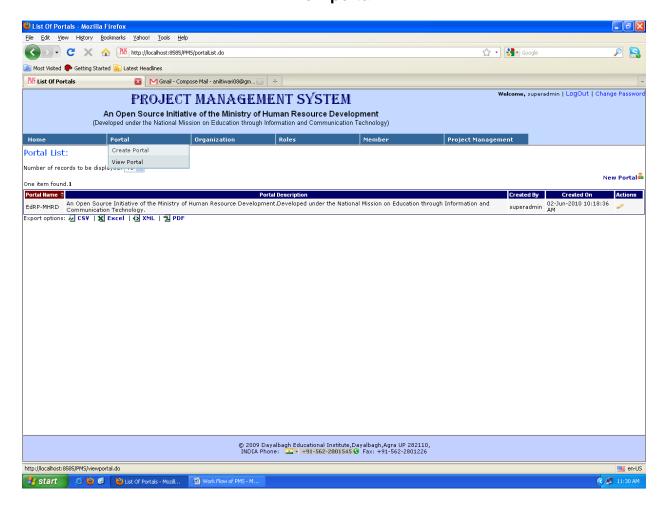
Work -flow of Super Admin (SA):

1. User (SA) creates the portal. Under the portal all organizations work.

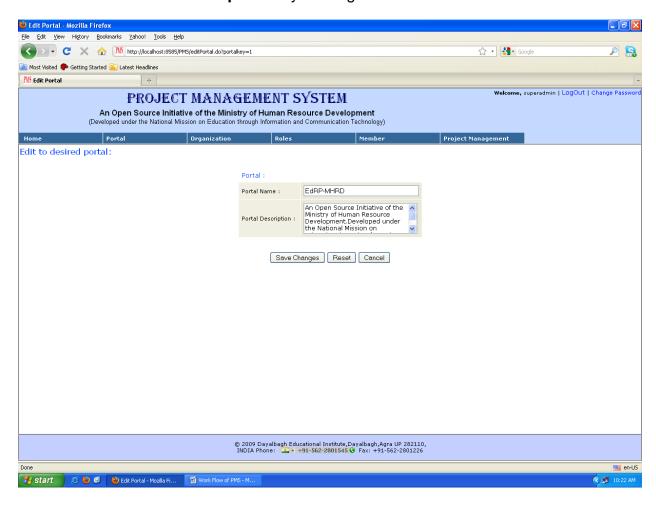


Note: - duplicate values (portal name) are not allowed.

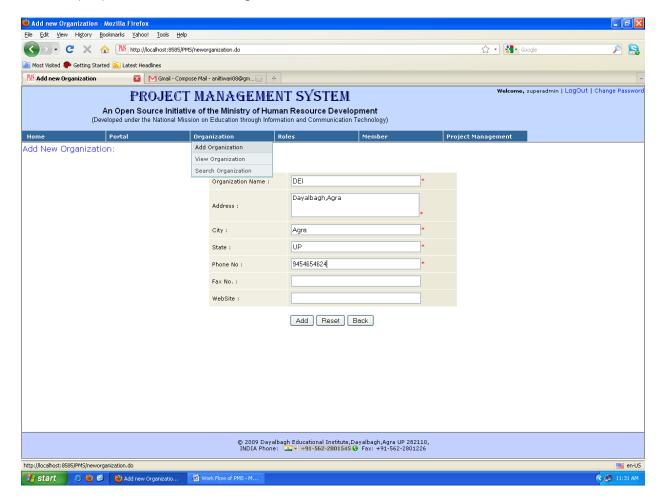
View portal



Edit portal: by clicking on the edit link

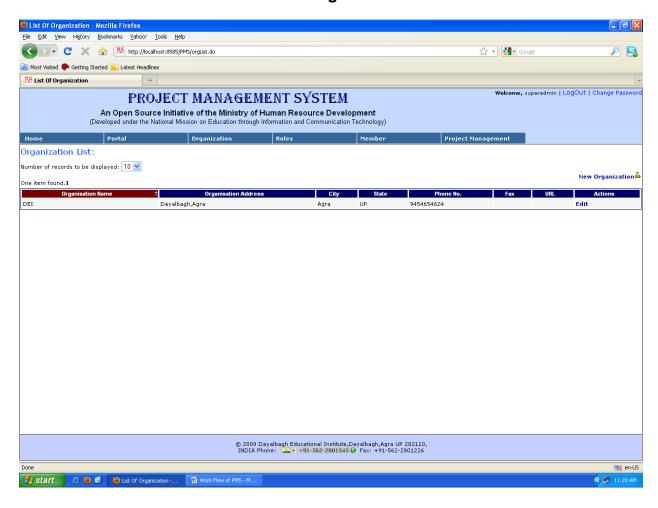


2. User (SA) creates the new organization

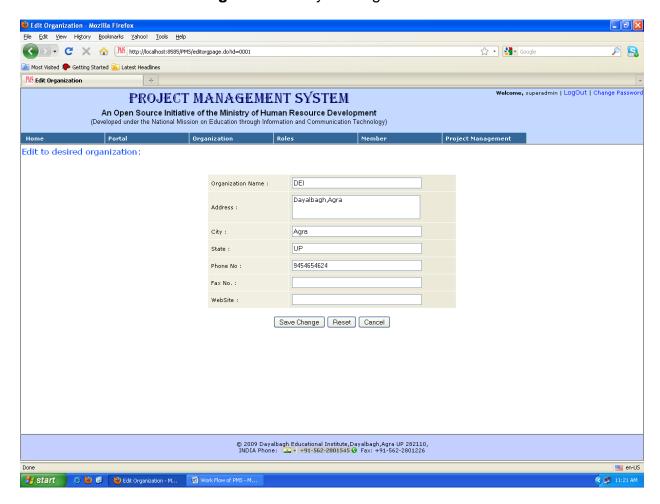


Note: - duplicate values (organization name) are not allowed.

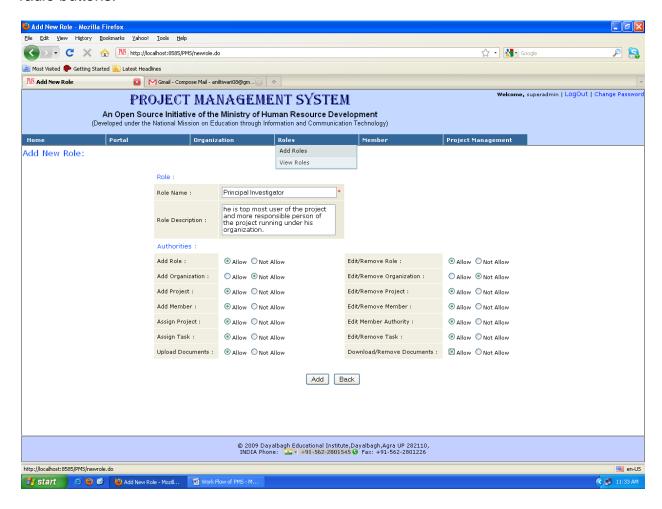
View the organizations



Edit organization: by clicking on the edit link.

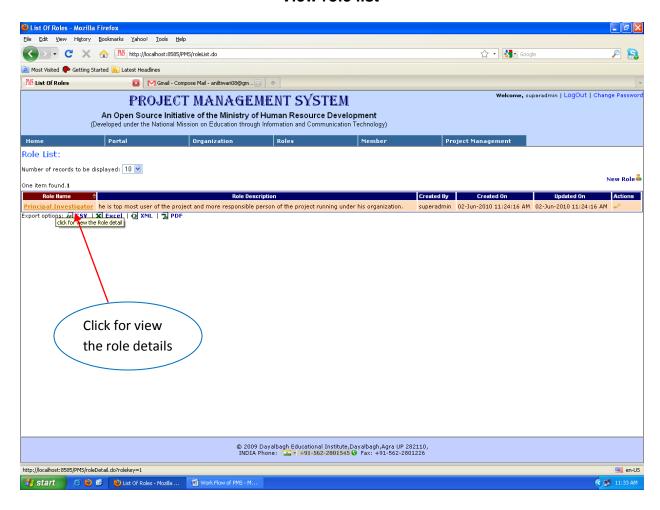


3. User (SA) creates the role and their authorities according to the role by selecting the radio buttons.

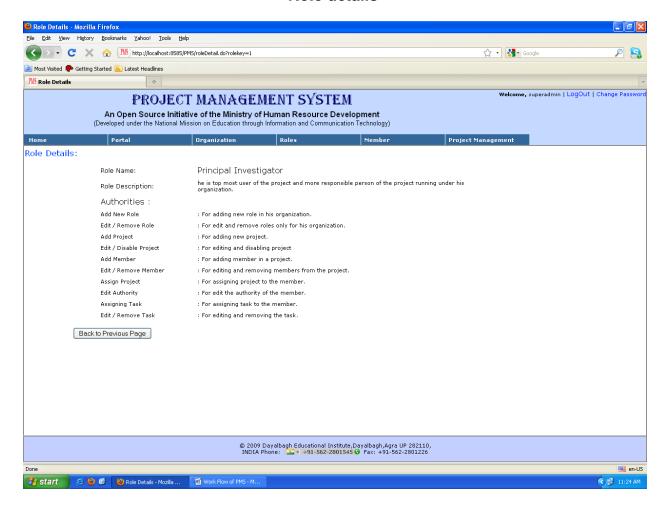


Note: - duplicate values (role name) are not allowed.

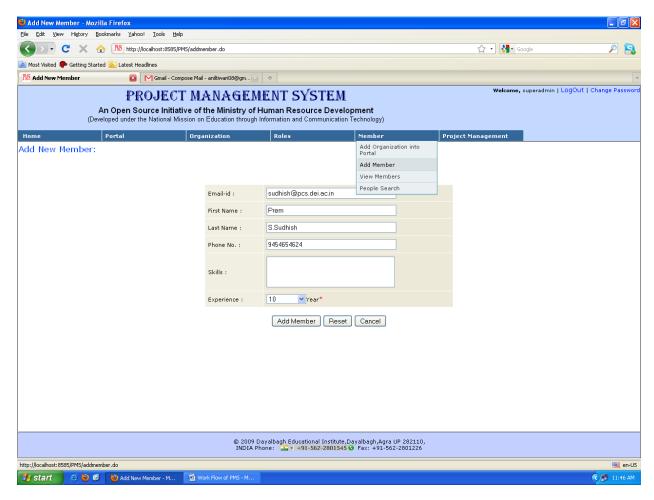
View role list



Role details

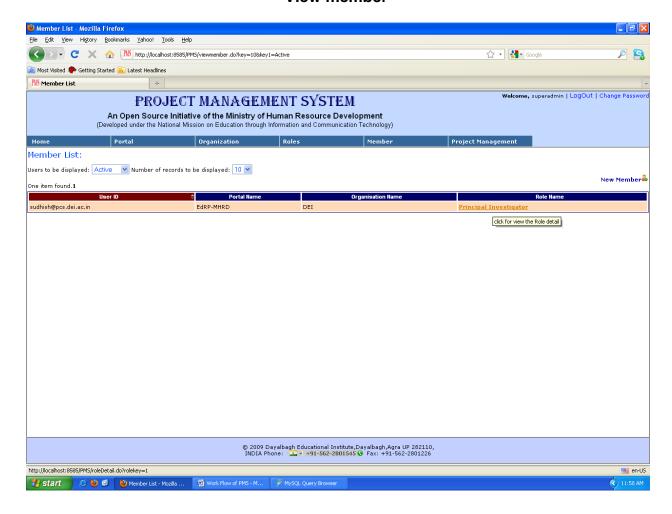


4. Super Admin adds the members (Principal Investigator-PI) which can work as the top most users or more responsible person of the project running under the given organization:

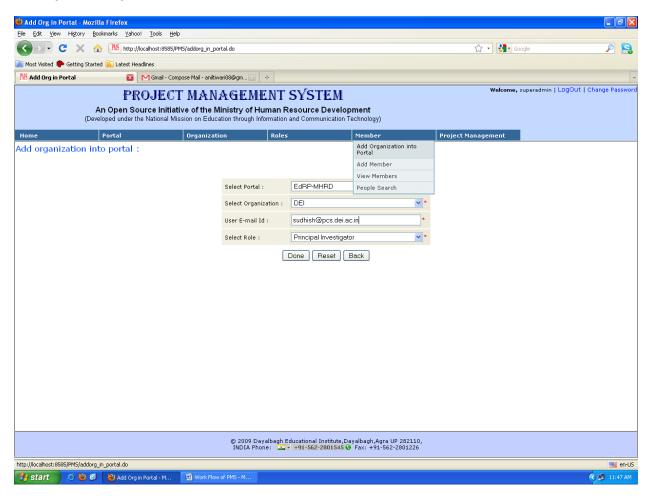


Note: - duplicate values (email id) are not allowed.

View member

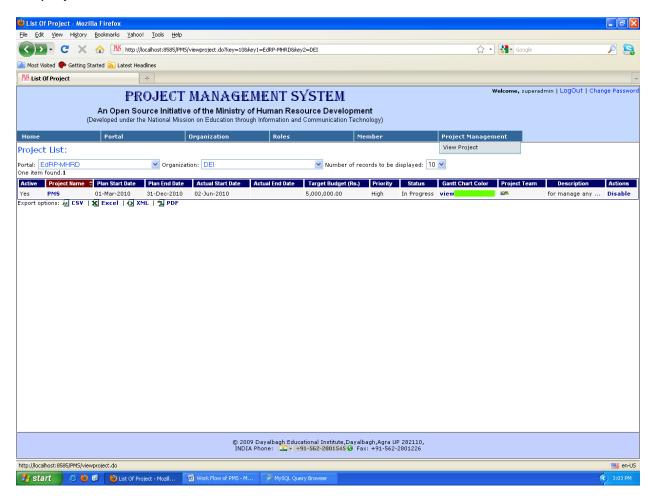


5. Super Admin adds the organization into portal: He selects the portal name, organization name and enters the email_id of that person who is going to investigate the project running in the organization.



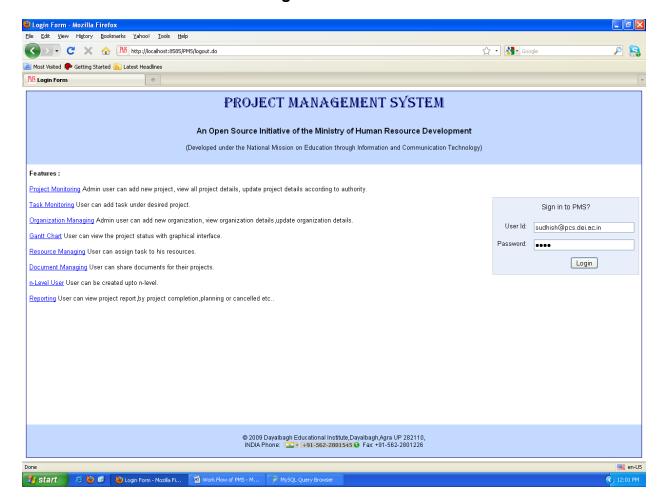
6. Super Admin can view the list of projects by click on the project management link and by selecting the portal name and organization.

Through this he can view the overall status (Gantt chart, task list, project members) of the project.

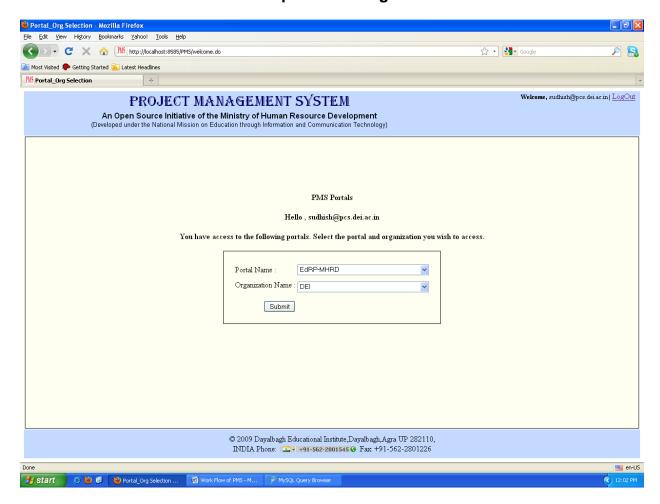


Work flow of user (PI):

Login form of user

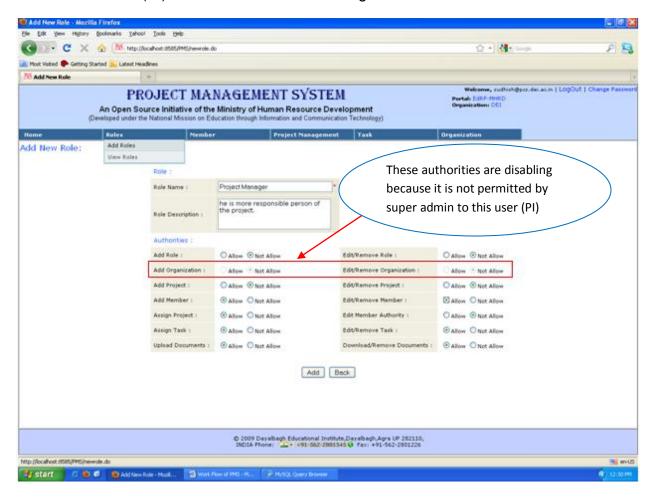


Select his portal and organization



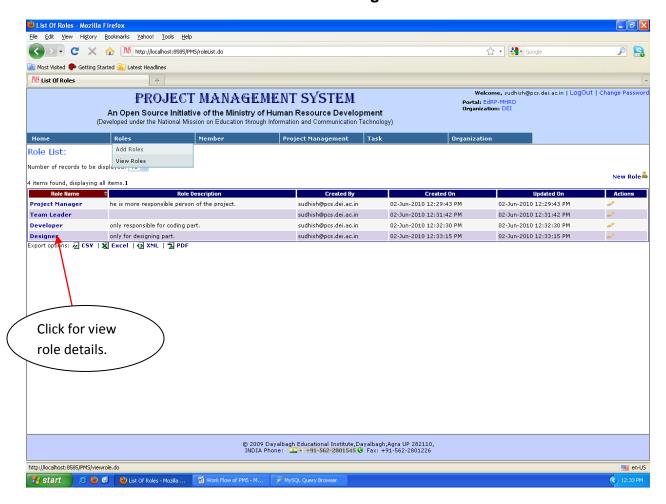
User will work in the organization according to his role and authorities. If the user is directly permitted by super admin then

1. First of all user (PI) adds the new role in his organization.

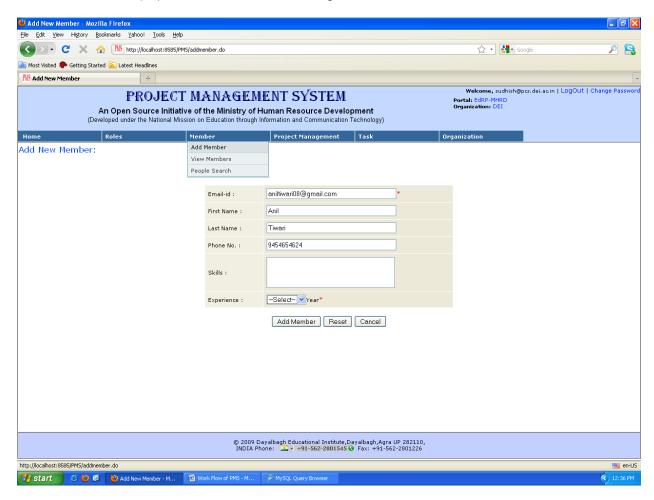


Note: - duplicate values (role name) are not allowed in the organization.

View roles of his organization

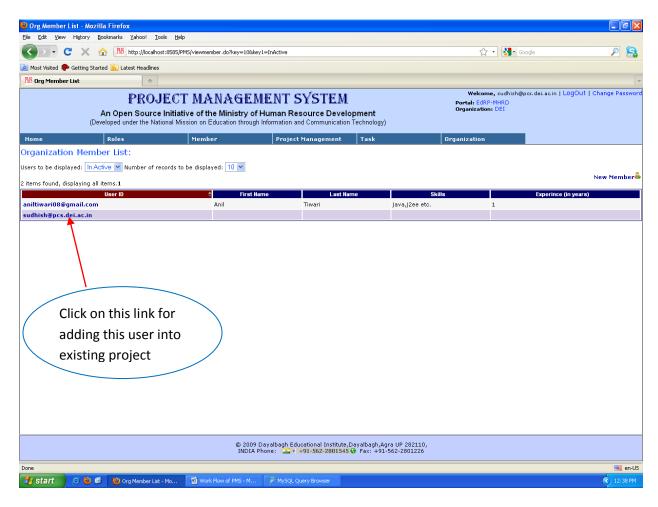


2. And then user (PI) adds member in his organization.

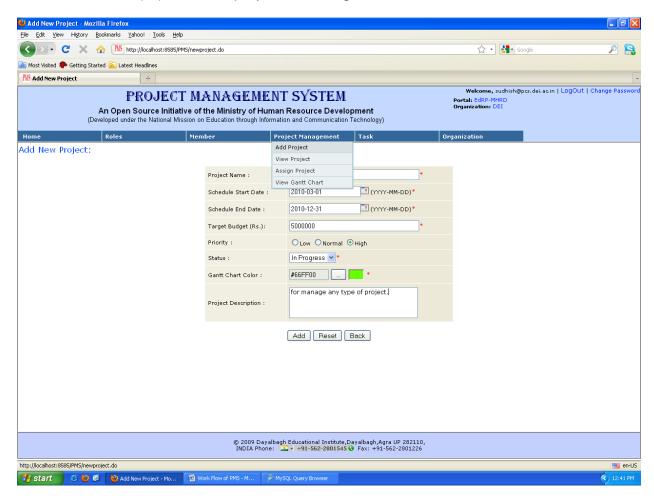


Note: - duplicate values (email id) are not allowed in the organization.

Members of organization: you can view the list of members as active as well as inactive members.

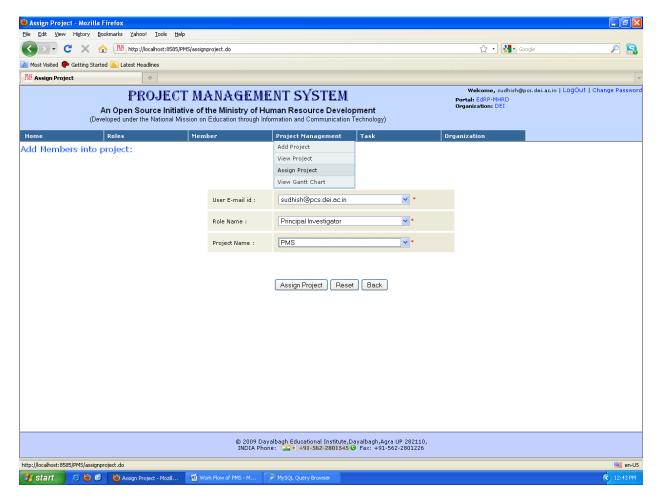


3. After that user (PI) adds the project in his organization as follows:



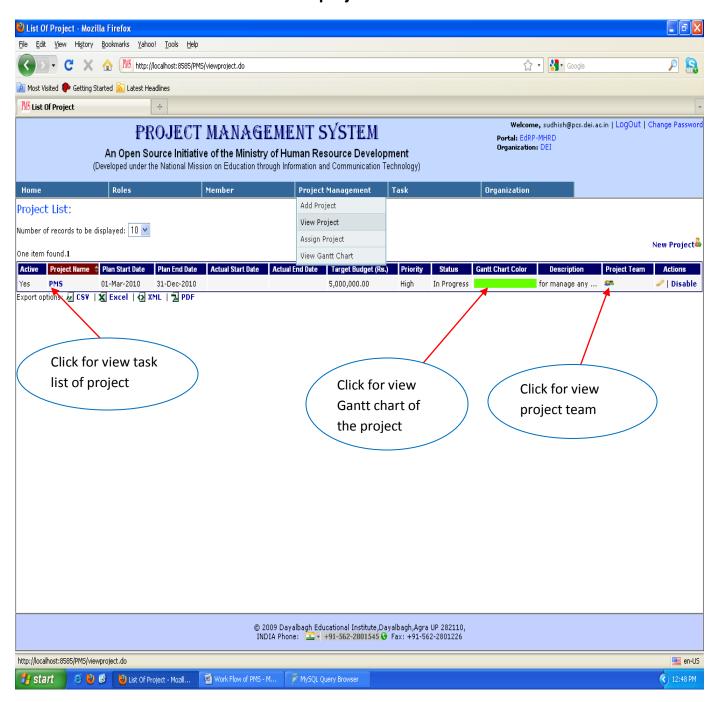
Note: - Schedule end date of project cannot be less than the schedule start date of the project.

4. Now user (PI) can add the member in his project by clicking on the assign project link.

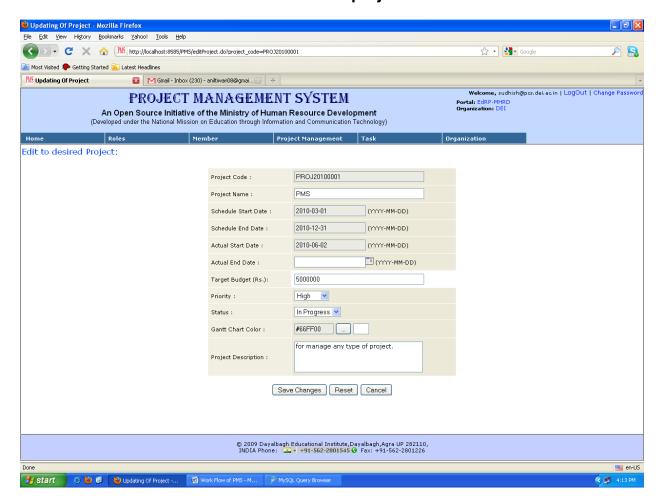


Note: The same person cannot work with same role on the same project.

View project



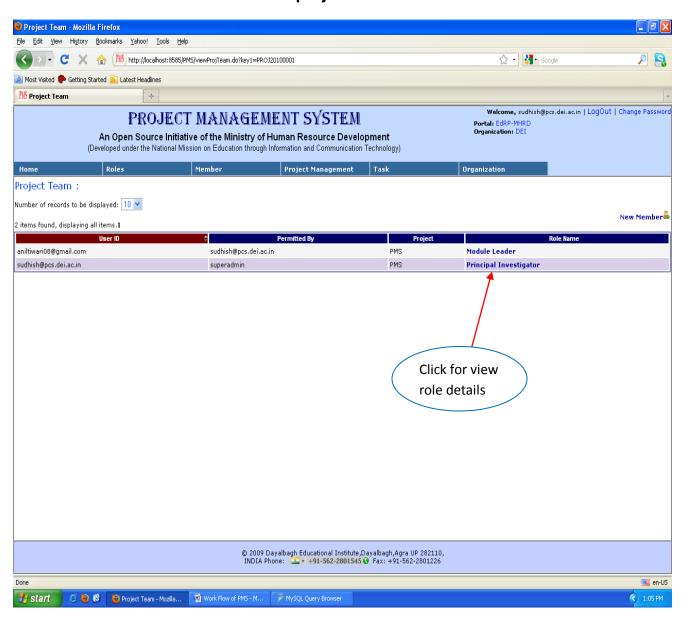
Edit desired project



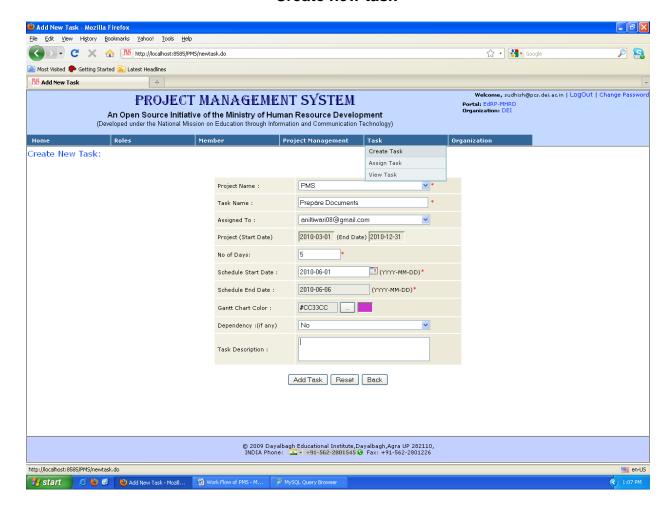
Note: User can not change the *project code*, *project schedule start date*, *project schedule end date* and *project actual start date*. (*Actual start date* of project filled automatically that is equal to the min (*actual start date of the task* corresponding to the project)).

The *project actual end date* should be equal or greater than the max (*actual end date of task* of the project).

View project team



Create new task

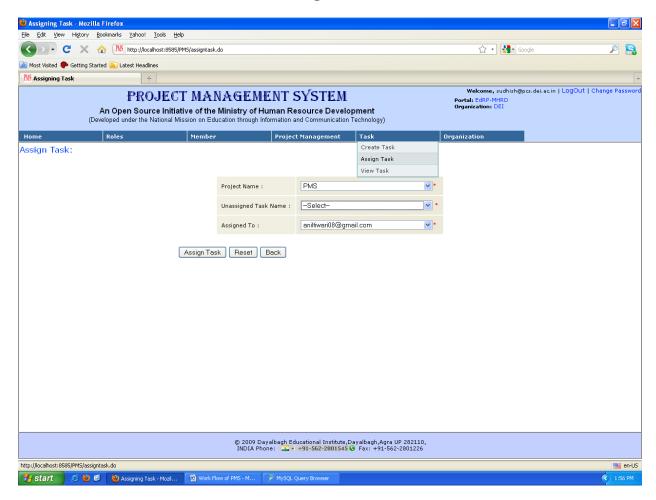


Note: Task schedule start date and task schedule end date should be between the project schedule dates.

Task schedule end date is filled automatically according to the *number of days* for doing this task and *task schedule start date*. Task schedule end date generated excluding Sundays.

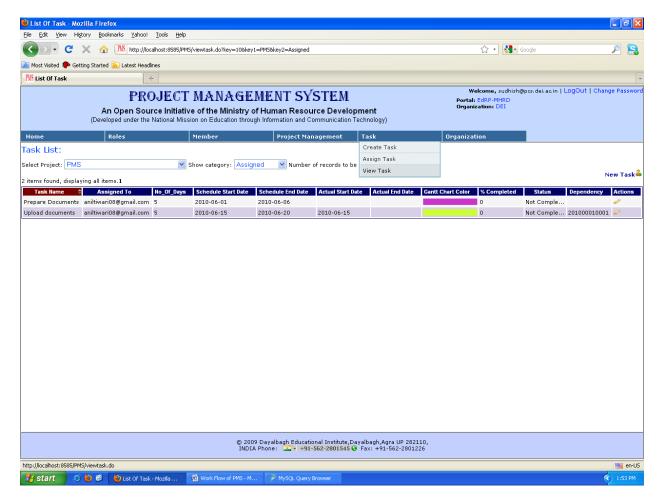
Here the assigned to field is optional.

Assign tasks



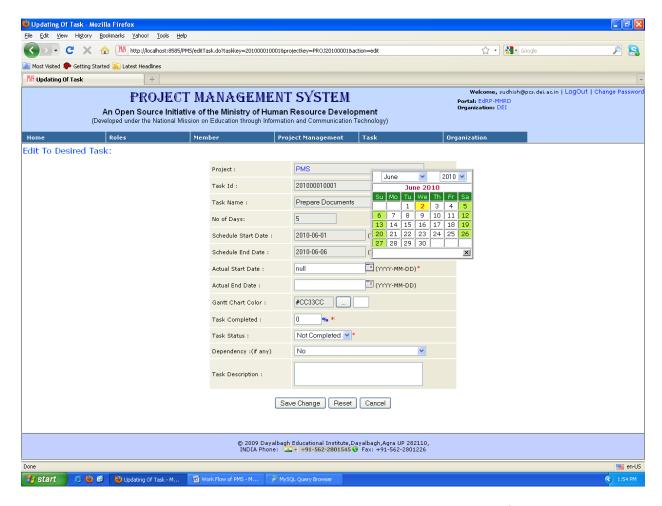
Note: - You can assign only those tasks which are not assigned.

View tasks



Note: - you can view the task by selecting the project name and task category (assigned task, not assigned task and complete task)

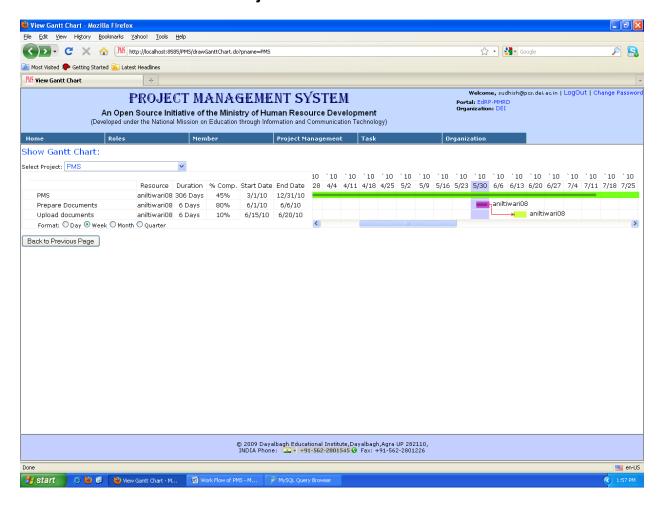
Edit task



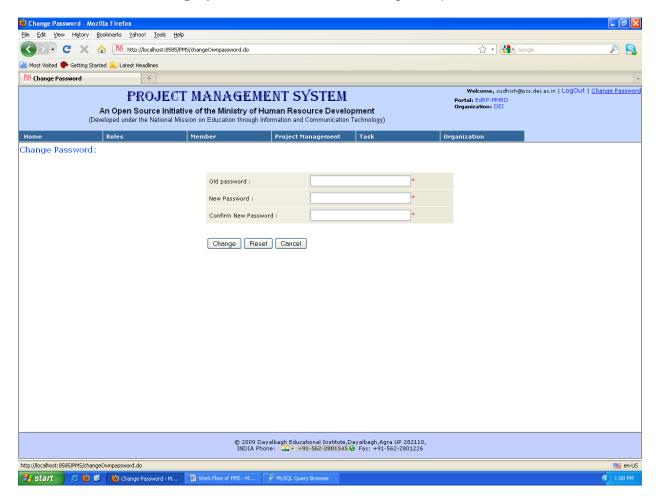
Note: - User can't change the *project name, task id, task name, no of days, schedule start date and schedule end date of task.*

Actual start date of task can't be lesser than the schedule start date of task. And actual end date of task can't be lesser than the actual start date of task.

Project status: Gantt chart



Change password: User can change his password.



Note: - The new password can be of any length but it can't include any special characters, it includes only numbers and alphabets and it should be start with alphabets.