MANAGE WBS

Here, we must choose a project from the dropdown menu that appears when we click Manage Project. When creating a WBS, we must select the WBS manager from the role drop-down menu (dependencies are Branch>Department>Role>User).
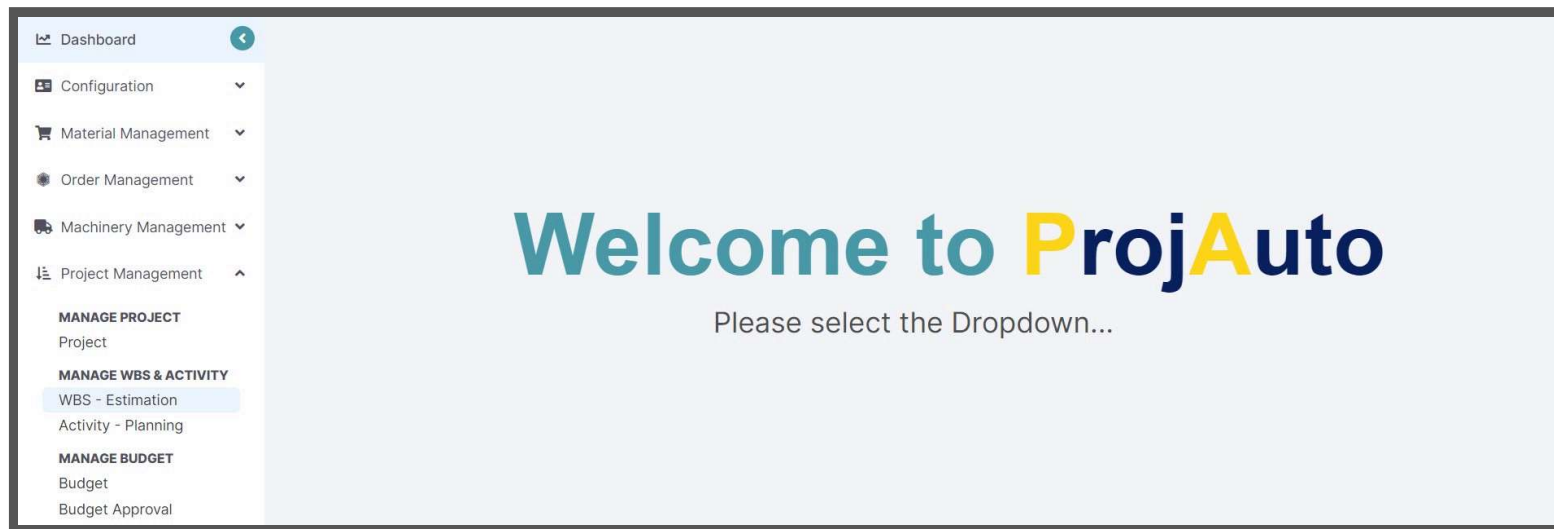
1. WBS(Work Breakdown Structure)

When user want add manpower, need to choose resource category (Which will add soon). Adding material : User need to choose material type **(Comes from material management> Master data entry> material group)** After that user need to choose material **(Comes from material management> Master data entry> material)**

How to add WBS ?

- As illustrated on screen 6, the user must first choose Project Management, followed by Manage WBS then WBS
- To create ,a user must select **Project** then select **Add WBS** from the list .
- After selecting the **Add WBS** tab, which is located in the top right corner of the page, the user must provide the necessary data. (Refer screen 7 & 8)
- Once the user clicks "Save," as shown in (screen 8) the User will be able to see the data in list.(Refer Screen 7)

Screen 6

Screen 7

Screen 8

How to edit WBS ?

- As illustrated on screen 6, the user must first choose Project Management, followed by Manage WBS then WBS.
- To Edit , a user must select **Project** then select **Edit icon** present under action field in the list. (Refer Screen 7).
- Once user select Edit icon He/She can able to edit the details. (Refer Screen 9)
- Once the user clicks "Update," as shown in (screen 9) the User will able to see the data in list.(Refer Screen 7)

Screen 9

How to view Project/WBS information ?

- As illustrated on screen 6, the user must first choose Project Management, followed by Manage WBS then WBS.
- To view Project information, a user must select **Project** then **WBS code** from the list .(Refer Screen 7)
- After selecting the **WBS code** tab, which is located in the list page, (new page will appear) Under which user can view Project/WBS information (Refer screen 10)

<u>Screen 10</u>

How to add sub WBS ?

- As illustrated on screen 6, the user must first choose Project Management, followed by Manage WBS then WBS.
- To add sub WBS, a user must select **Project** then **WBS code** from the list .(Refer Screen 7)
- After selecting the **WBS code** tab,which is located in the list page, (new page will appear) Under which user can select **Add Sub WBS** tab (Refer screen 10)
- After selecting **Add Sub WBS** tab (new page will appear).
- Again user need to select **Add Sub WBS** tab, which is located in the top right corner of the page after selecting it user must provide the necessary data. (Refer Screen 11 & 12)
- Once the user clicks "Save," as shown in (screen 12) the User will be able to see the data in list.(Refer Screen 11).

<u>Screen 11</u>

Screen 12

How to create Management Plan ?

- As illustrated on screen 6, the user must first choose Project Management, followed by Manage WBS then WBS.
- To create Management Plan, a user must select **Project** then **WBS code** from the list .(Refer Screen 7)

- After selecting the **WBS code** tab, which is located in the list page, (new page will appear) Under which user can select **Add Management Plan** tab (Refer screen 10)
- After selecting **Add Management Plan** tab (new page will appear) user must provide the necessary data. (Refer Screen 14)
- Once the user clicks "Save," as shown in (screen 14) the User will be able to see the data in list.(Refer Screen 7)

How to edit sub WBS ?

- As illustrated on screen 6, the user must first choose Project Management, followed by Manage WBS then WBS
- To Edit , a user must select **Project** then **WBS code** from the list .(Refer Screen 7
- After selecting the **WBS code** tab, which is located in the list page, (new page will appear) Under which user can select **Add Sub WBS** tab (Refer screen 10)
- After selecting **Add Sub WBS** tab (new page will appear),
- Now user can select Edit icon He/She can able to edit the details. (Refer Screen 11)
- Once the user clicks "Update," as shown in (screen 13) the User will able to see the data in list.(Refer Screen 11)

Screen 13

Screen 14

Manage Sub WBS   Back To Parent List

Project Information   WBS Information

Code: **DC**   Name: **DESIGN COST BILL (BASE)**

Manager: **Omprakash Devarajan**   Status: **Planning**   Production Quantity: **1**   Production Uom: **LS**

Contract Rate: **0.00**   Contract Amount: **0.00**   Estimated Cost: **25.80**   Start Date: **4/1/24**

End Date: **6/13/25**   Completion%: **0.00**   Planned Cost: **143,750.00**

Management   Overhead   Manpower   Material   Machinery   Sub-Contractor   Documents

Back

Management Role *	Quantity *	Qty UOM *	Productivity	Prod UOM *	Duration *	Allocation % *	Dur Qty *	Dur UOM *	Rate *	Rate UOM *	Sub-Amount	
Select		Select U(	1					Select U(		SGD		+

Save