Summary

Colour IT

Project Management System

Colour IT is a small company developing and implementing IT systems mostly for private customers. The following system is a project management system to handle tasks and time for Colour IT projects. The purpose is to increase the company's productivity by minimizing the time spent on gathering project data and reports.

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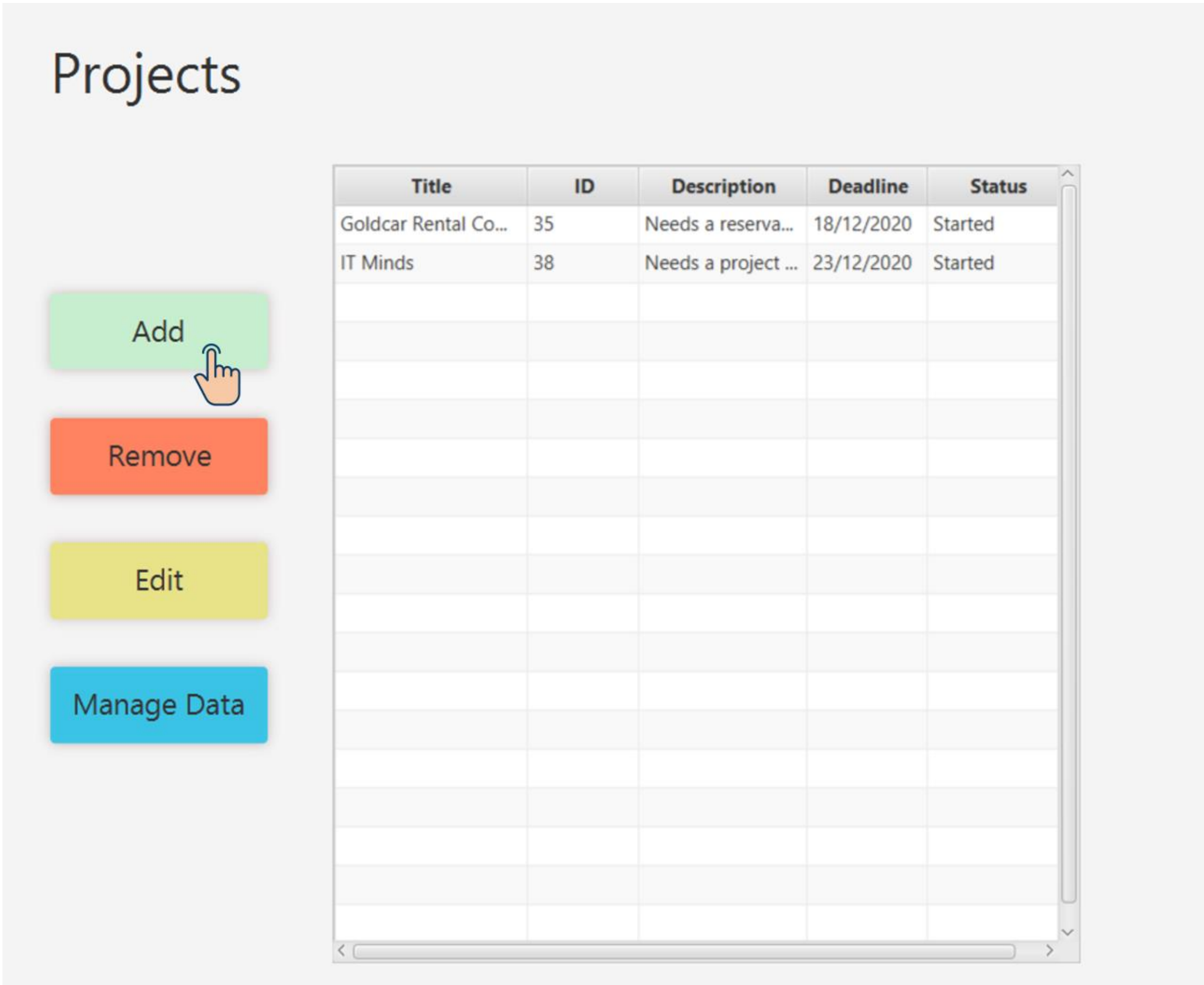
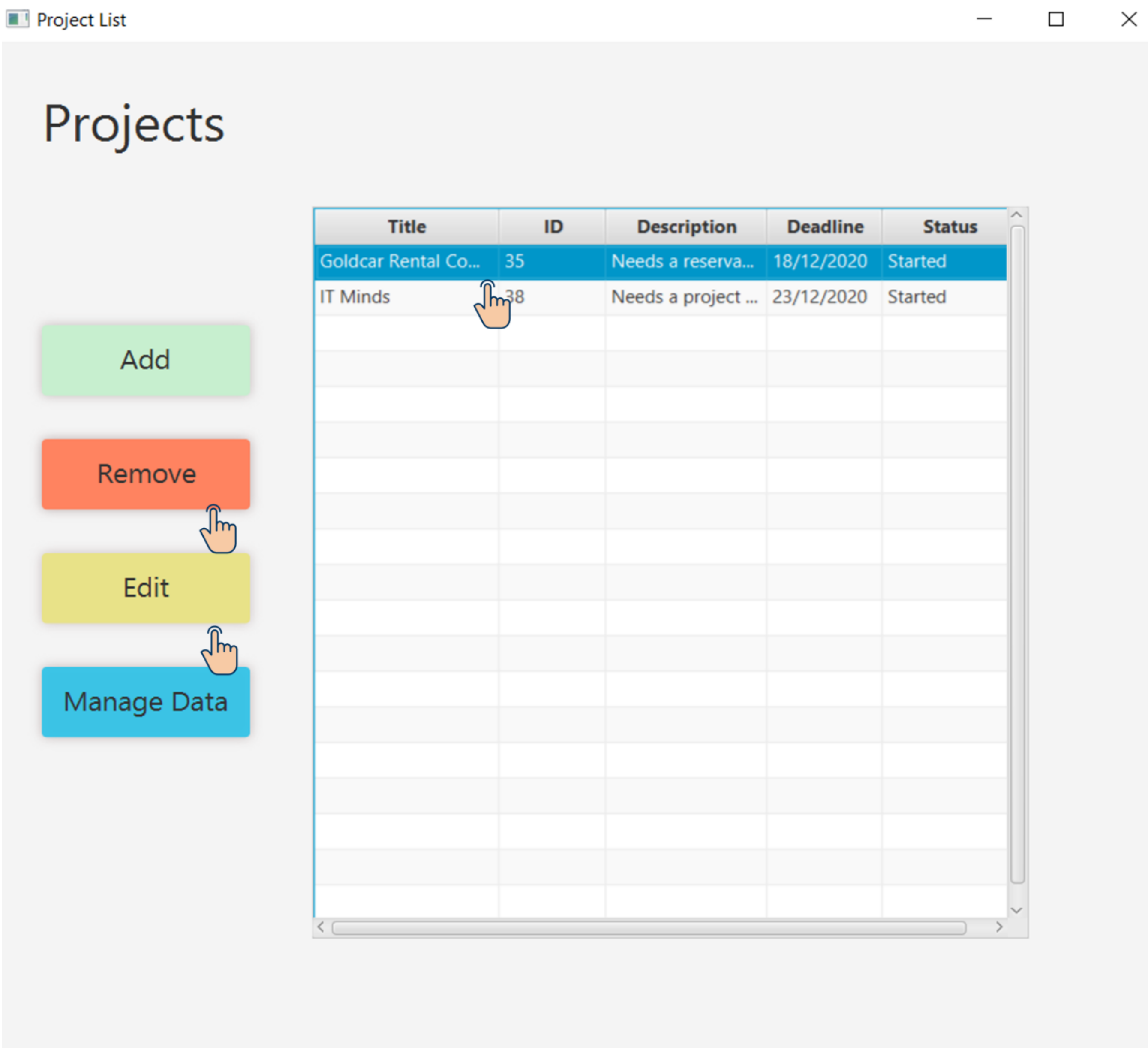
Add project to the system

1. Click button “Add”



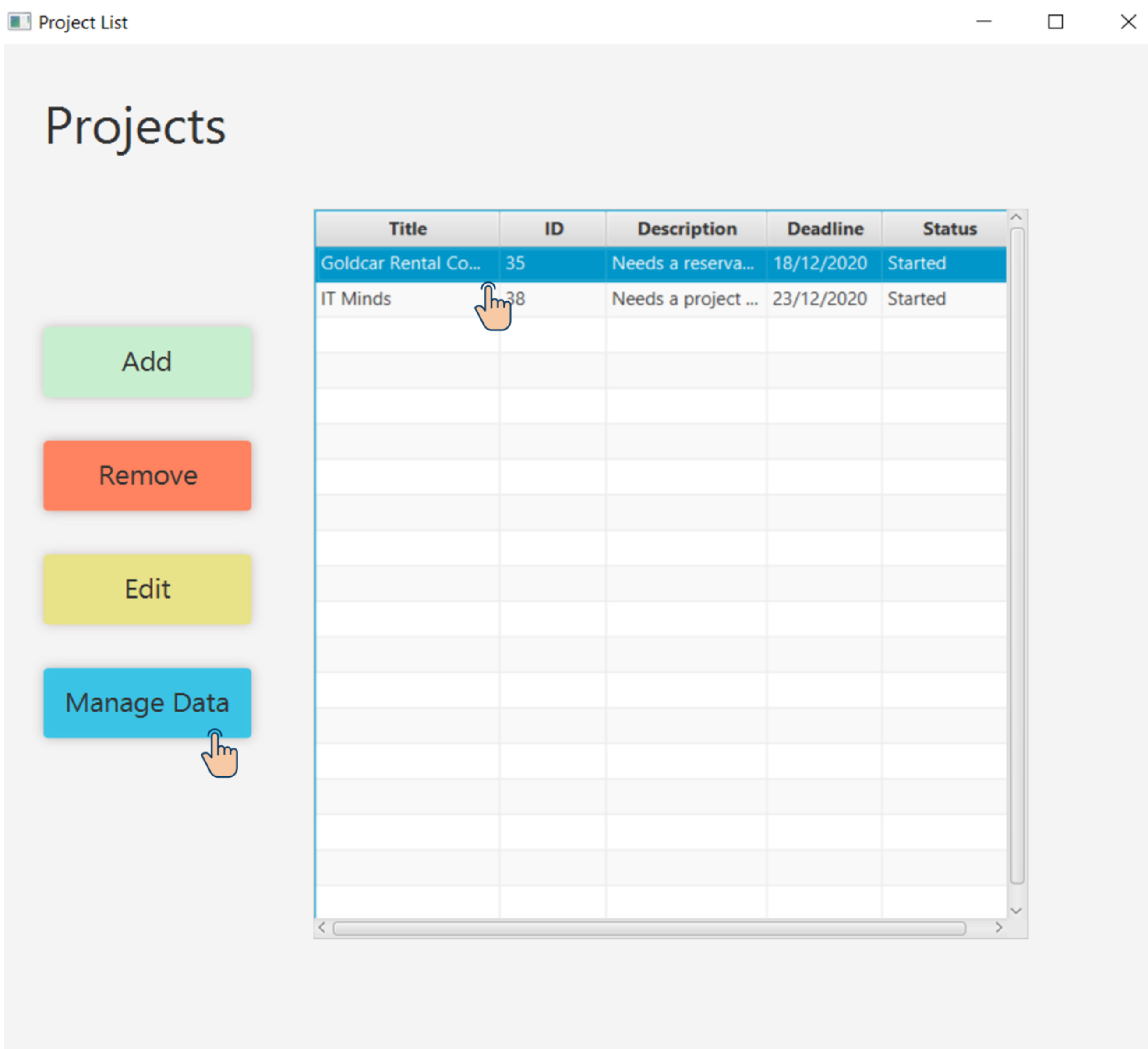
Edit or Remove project from the list

1. Select the desired project from the list
2. Click "Remove" button for removing the project
3. Click "Edit" button for editing the project data

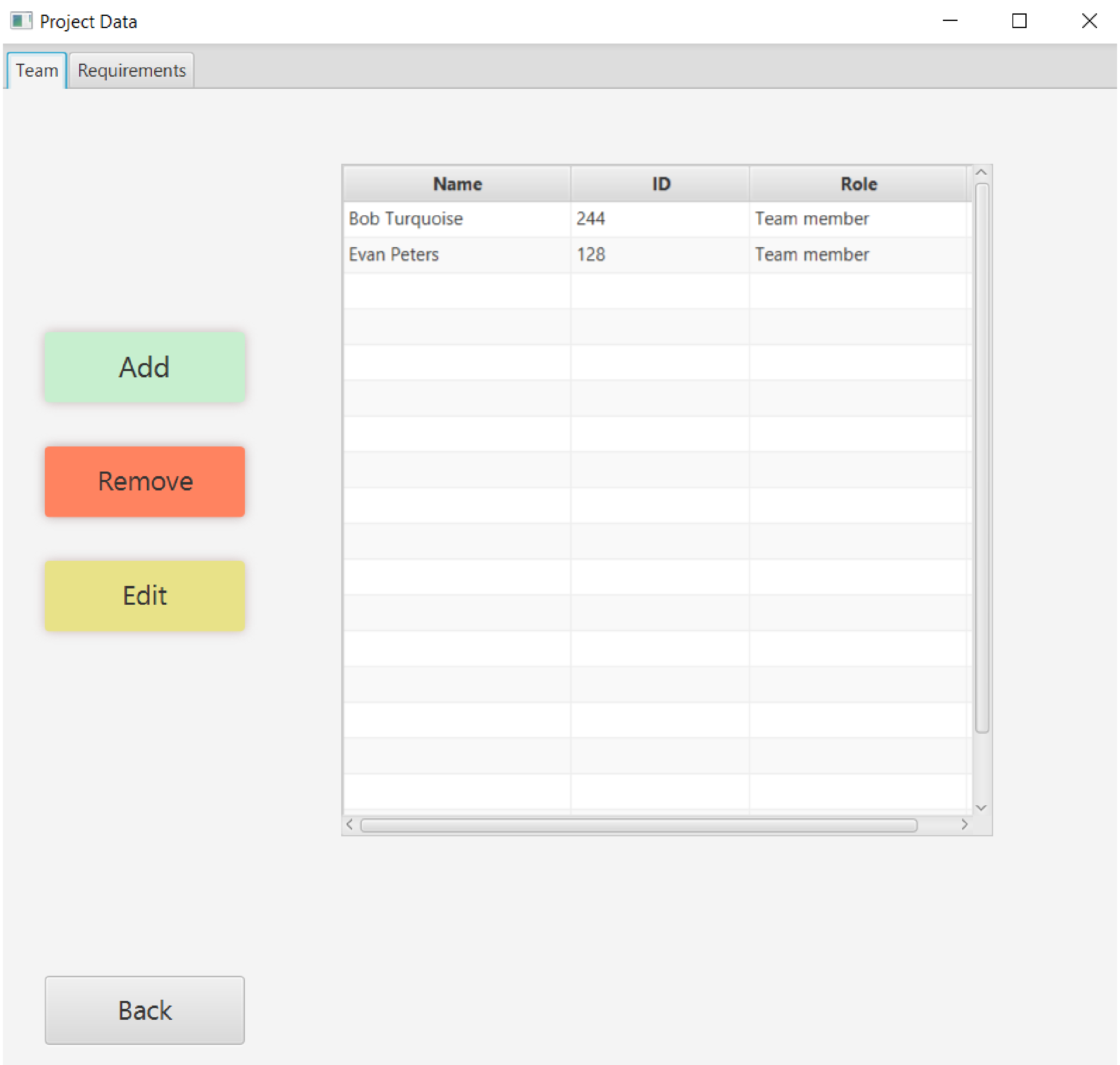


Assign team & Add requirements to a project

1. Select a specific project from the list
2. Click “Manage Data” button



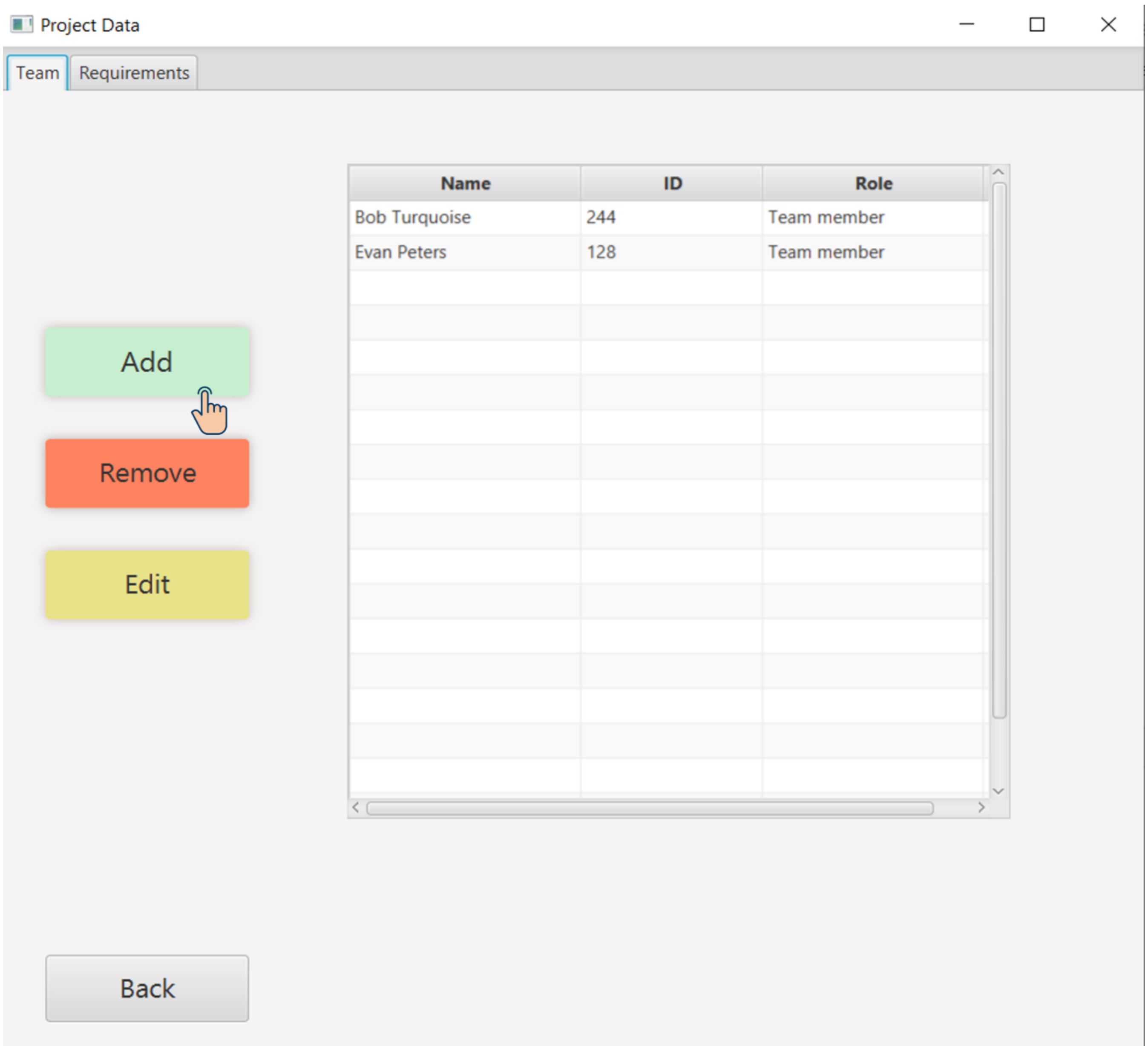
The following window with 2 tabs will be displayed



➢ Assign Team

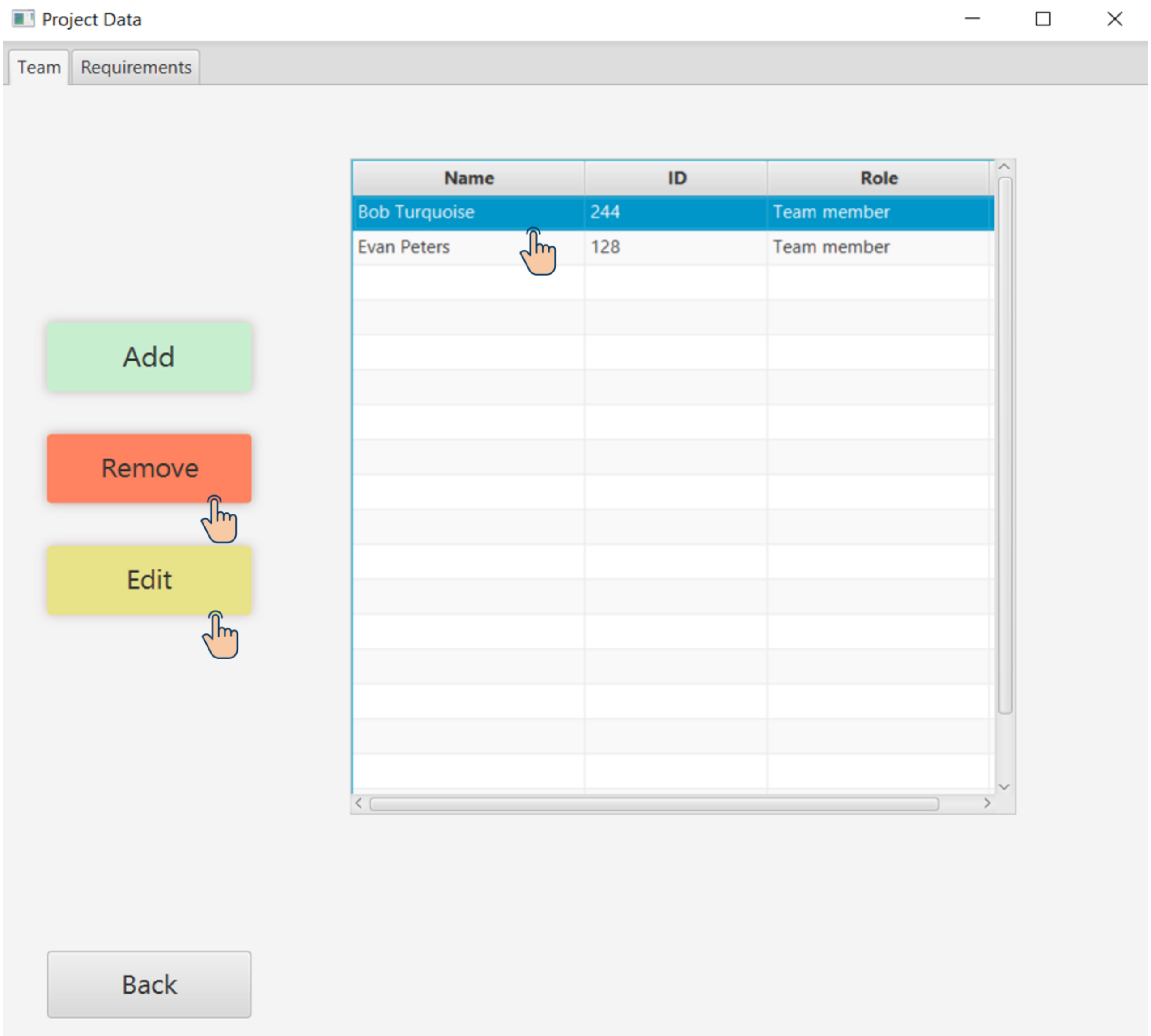
✓ Assign team member to the project

1. Select tab “Team”
2. Click “Add” button



✓ Edit or remove team member from the list

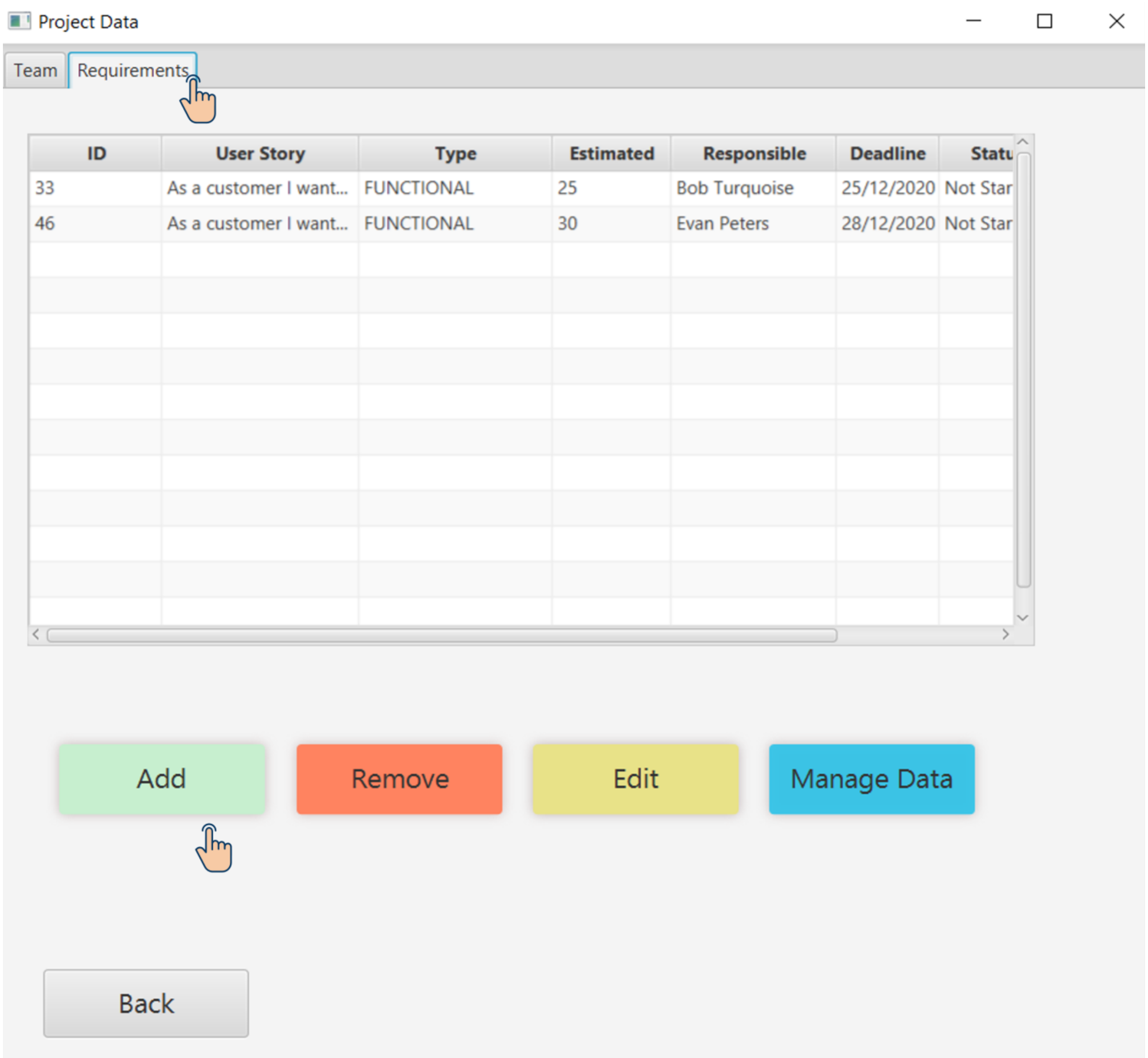
1. Select a team member from the list
2. Click "Remove" button for deleting a member from the list
3. Click "Edit" button for editing a team member's data



➢ Add requirements to the project

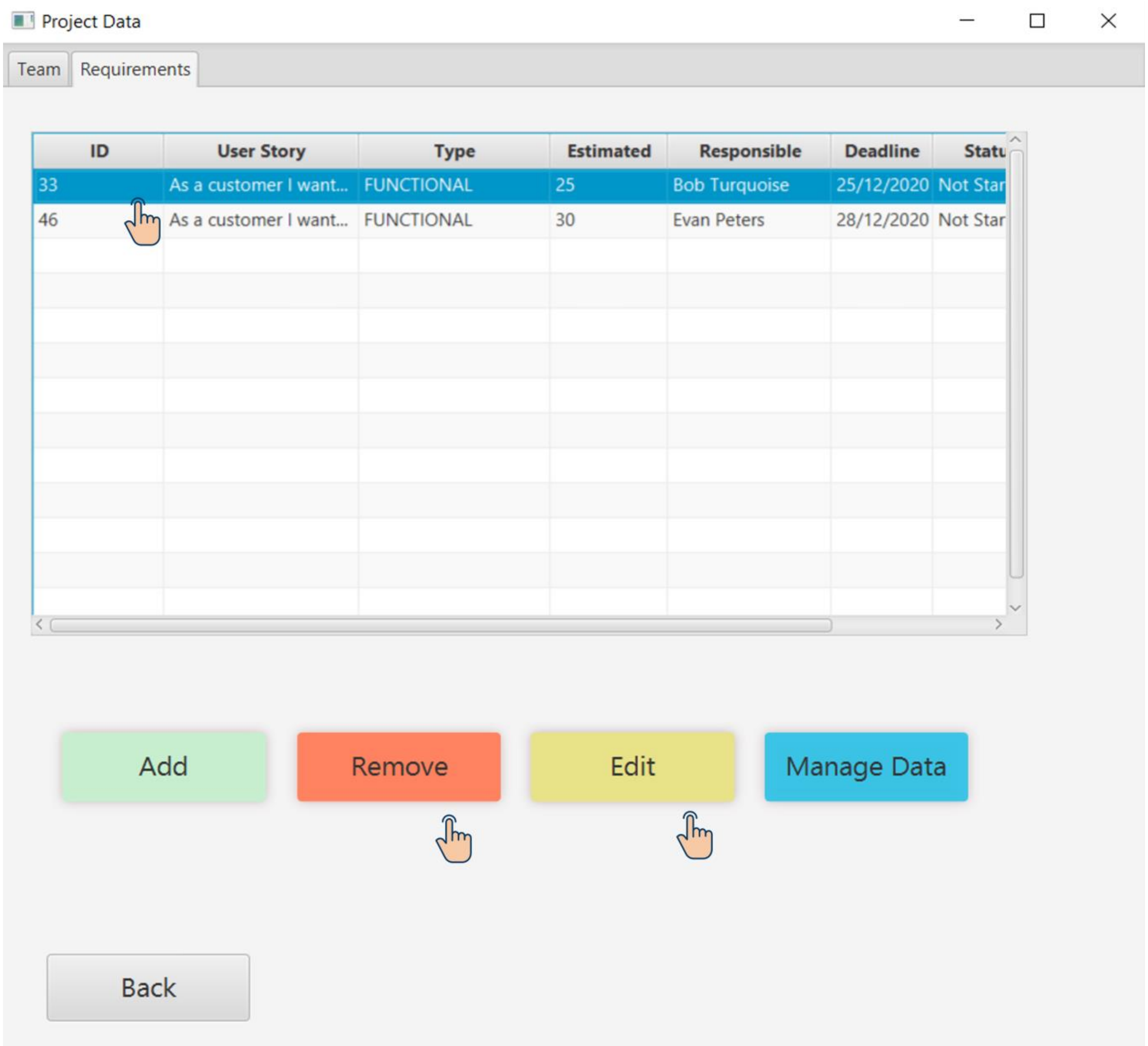
✓ Add new requirement to the list

1. Select “Requirements” tab
2. Click “Add” button to add a new requirement



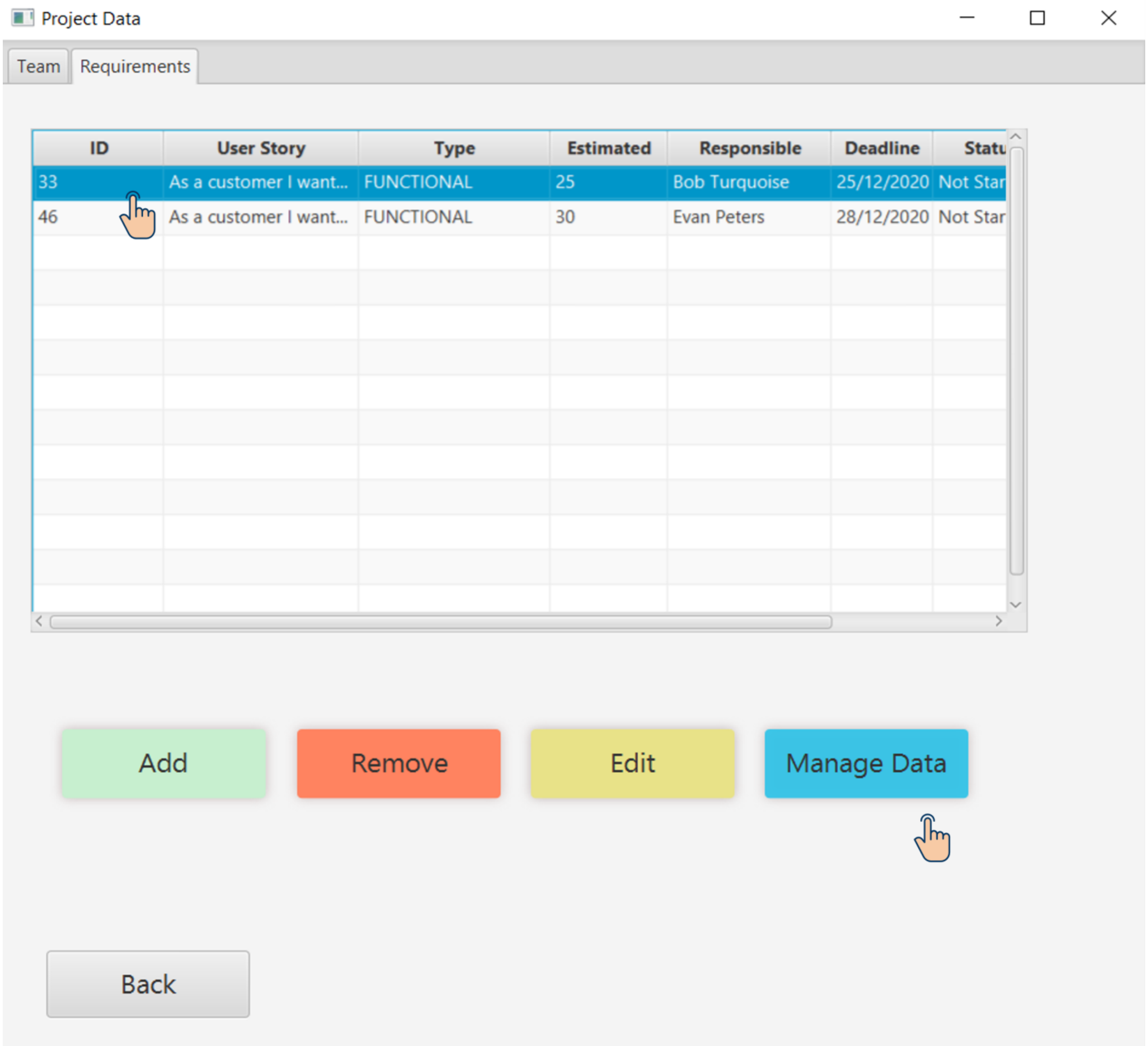
✓ Remove or Edit an existing requirement

1. Select a specific requirement from the list
2. Click "Remove" button to remove the requirement
3. Click "Edit" button to edit the requirement data



Add tasks to a specific requirement

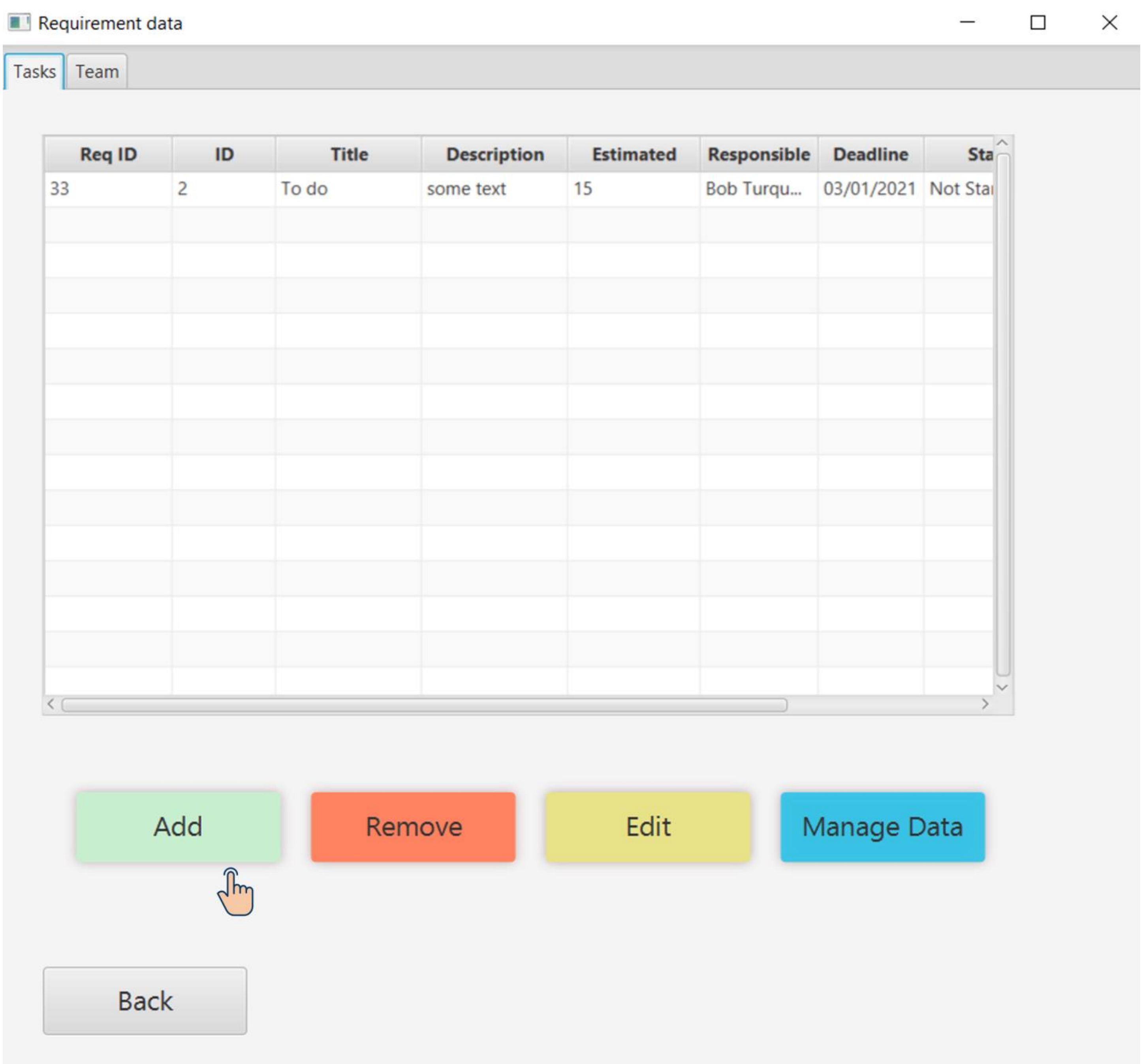
1. <u>Select</u> a requirement from the list
2. <u>Click</u> “Manage Data” button to redirect to Tasks tab



➢ Add new task to the list

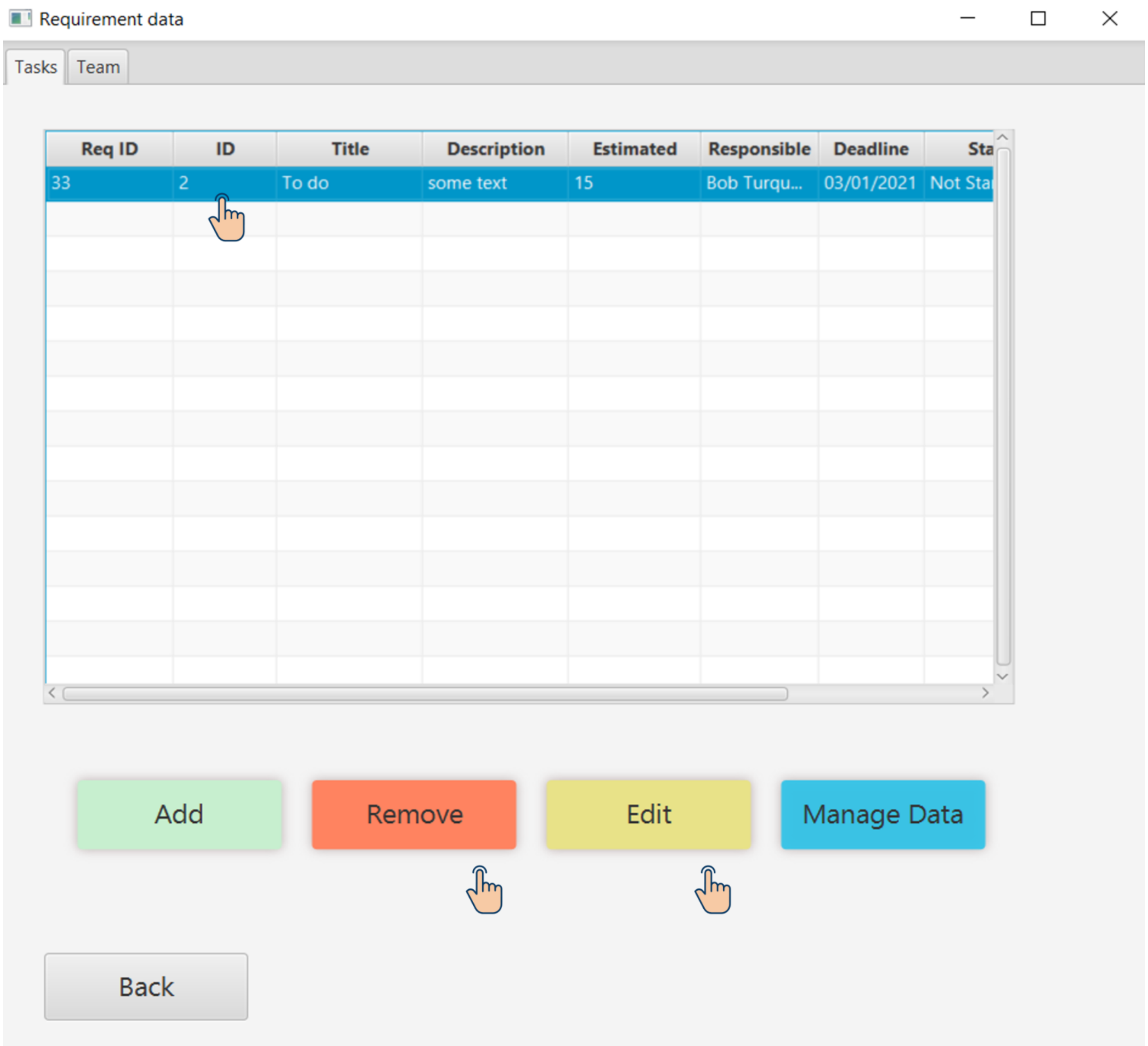
The following window with 2 tabs will be opened

1. Being in "Tasks" tab click "Add" button to add a new task to the list



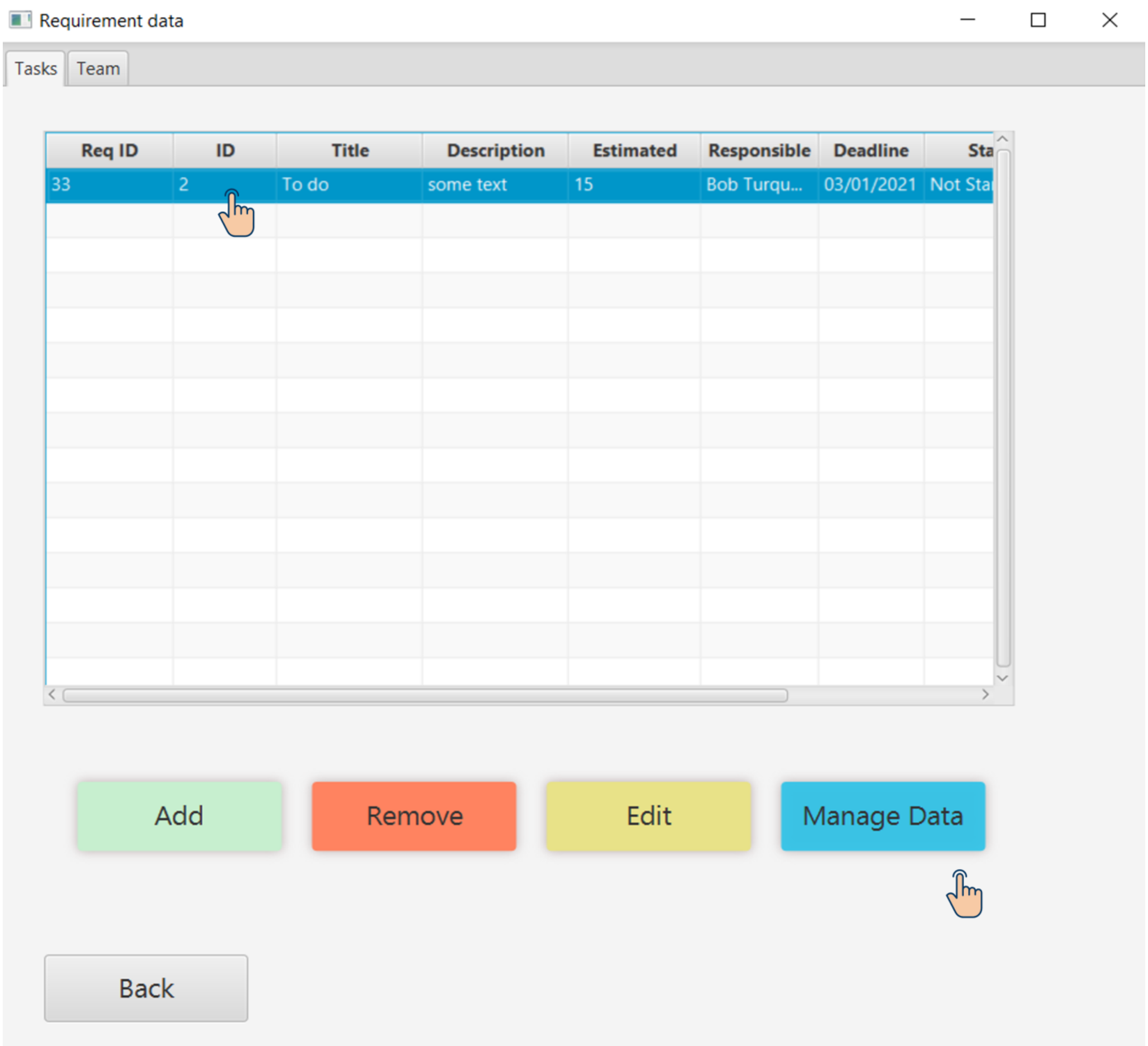
➢ Remove or Edit an existing task from the list

1. Select a specific task from the list
2. Click "Remove" button to remove the task
3. Click "Edit" button to edit the task data



Register time spent on a specific task

1. Select a task from the list
2. Click "Manage Data" button to redirect to another window



1. Select yourself from the list
2. Click “Register” button to add hours worked on the task