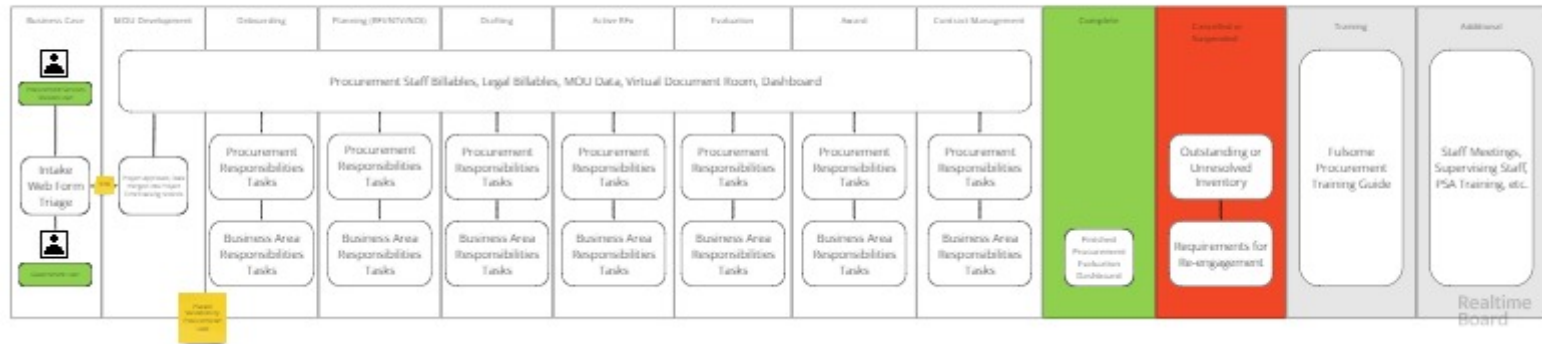


# Time Machine (Business Intelligence)



How we currently flow through the system



### Add New Project

Form for adding a new project. Fields include:

- Project Name: [Text Input]
- Project Type: [Dropdown Menu]
- Project Status: [Dropdown Menu]
- Project Location: [Text Input]
- Project Start Date: [Date Picker]
- Project End Date: [Date Picker]
- Project Manager: [Text Input]
- Project Budget: [Text Input]
- Project Description: [Text Area]

Buttons: [Add Project], [Cancel]

### Project Details

Form for viewing project details. Fields include:

- Project Name: [Text Input]
- Project Type: [Dropdown Menu]
- Project Status: [Dropdown Menu]
- Project Location: [Text Input]
- Project Start Date: [Date Picker]
- Project End Date: [Date Picker]
- Project Manager: [Text Input]
- Project Budget: [Text Input]
- Project Description: [Text Area]

Buttons: [Edit Project], [Delete Project]

### Project Expenses

Form for viewing project expenses. Fields include:

- Project Name: [Text Input]
- Project Type: [Dropdown Menu]
- Project Status: [Dropdown Menu]
- Project Location: [Text Input]
- Project Start Date: [Date Picker]
- Project End Date: [Date Picker]
- Project Manager: [Text Input]
- Project Budget: [Text Input]
- Project Description: [Text Area]

Buttons: [Add Expense], [Cancel]

Previous page link / [Name]'s Profile

Project Name

Contact Email Address\*

Ministry / Branch Information

Ministry

Dropdown list of Ministries

Branch

Corporation

Address

City

Postal/Zip Code

Attachments

Attachment 1  
Attachment 2  
Attachment 3

☐ Service or Good, or Both

☐ Category

Desired Timeline for Completion

Project Lead Contact Information

Name

Position Title

Contact Email Address

Phone Number

Executive Project Sponsor Contact Information  
Name: Position Title

Contact Email Address

Phone Number

Additional Resources Contact Information  
Name: Position Title

Contact Email Address

Phone Number

Project Description

Project details, reprocurement?, contract end date, duration, intended RFx, etc

Finance Codes

Client # (3digit)  
Responsibility Centre(5)  
Service Line(5)

STOB(4)  
Project Code(7)  
Project Number

Estimated Value of Contract

\$#####

# Sign In

Welcome back to theTimeMachine

**Email Address\***

**Password\***

☐ Remember me on this computer

[Forgot password?](#)

Sign In

Cancel

Ideally, this would  
be registered with  
IDIR to be able to  
draw user details.

# Create Account

## Account Type

☐ Procurement Services Division

☒ Cost Recovery Rate

☐ Ministry Client

☐ Finance

☐ Legal Services Branch

☐ Admin Access

## Personal Information (Optional)

**First Name**

First Name

**Last Name**

Last Name

**Position Title**

Position Title

## Contact Information (Optional)

**Address**

Address

**City**

City

**Postal/Zip Code**

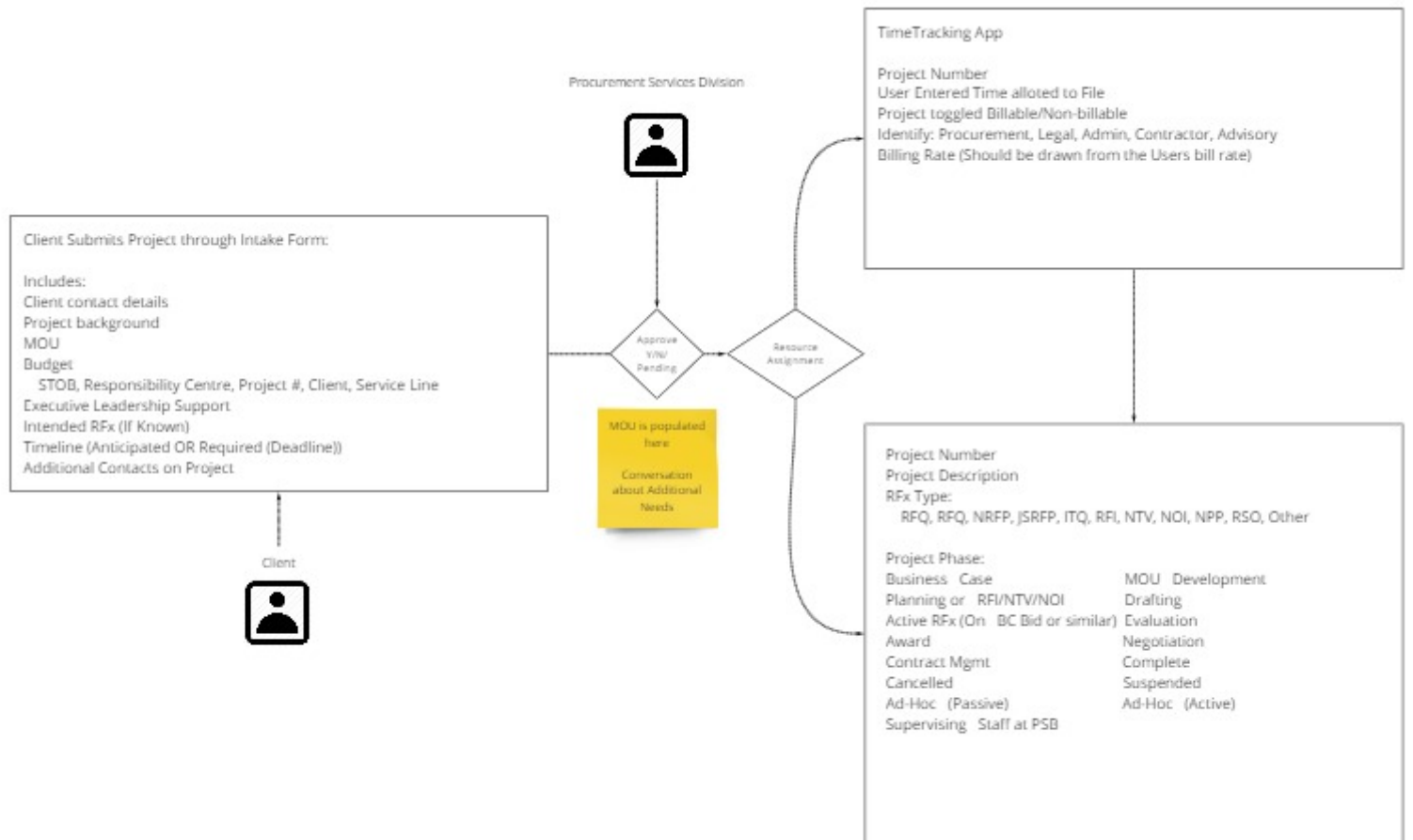
Postal/Zip Code

**Phone Number**

e.g. 888-888-8888

Cancel

Create Account



# Sign In

Welcome back to the TimeMachine

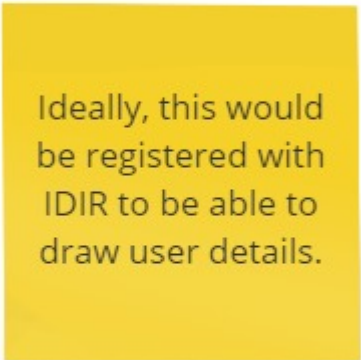
Email Address\*

Password\*

☐ Remember me on this computer

[Forgot password?](#)

[Cancel](#)



# Create Account

Account Type

- ☐ Procurement Services Division
- ☒ Cost Recovery Rate
- ☐ Ministry Client
- ☐ Finance
- ☐ Legal Services Branch

☐ Admin Access

## Personal Information (Optional)

First Name

Last Name

First Name

Last Name

Position Title

Position Title

## Contact Information (Optional)

Address

Address

City

City

Postal/Zip Code

Postal/Zip Code

Phone Number

e.g. 888-888-8888

[Cancel](#)

TimeSheets and Project Files will cross reference.  
 Time sheets should be calculated based on the users billable rate, if available  
 Timesheets will export data to SAP and CAS Oracle for Finance department - Information will also pull the Finance Codes data from intake form

## My Timesheets

Search...

[ADD A LINK](#) [+](#) [+](#) [WEEK](#) [MONTH](#)

[Filter](#) [Group By](#) [Favorites](#)

[List](#) [Grid](#) [Print](#)

	Mon, Feb 18	Tue, Feb 19	Wed, Feb 20	Thu, Feb 21	Fri, Feb 22	Sat, Feb 23	Sun, Feb 24	Total (Hour)
Sprint With Us	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
MOU Development	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
<b>Total (Hour)</b>	<b>00:00</b>	<b>00:00</b>	<b>00:00</b>	<b>00:00</b>	<b>00:00</b>	<b>00:00</b>	<b>00:00</b>	<b>00:00</b>

[MY PROJECTS](#)

[ADD NEW PROJECT](#)

[VIEW ALL PROJECTS](#)

[LOGOUT](#)

## Online Help Desk

[Search Again](#)

Project Resources:  
 Project Lead 1, Project Lead 2, Subject Matter Experts, Project Backup, Legal Resource

**Project Name\***

Online Help Desk

Project Type

REQ, IMP, RFP, NTV

Phase

Drafting

Phase Deadline

08/19/2019

Project Deadline

12/31/2020

PSD Responsibilities

- Task 1
- Task 2
- Task 3
- Task 4
- Task 5

Phase Overview

- Create full system specs
- Spec verification and approval
- Development estimation
- System Development
- Testing
- Release

Client Responsibilities

- Client Task 1
- Client Task 2
- Client Task 3

Acceptance Criteria

- System is completely tested
- System is released without bugs

Description

**B** **I** [Link](#) [Image](#) [Table](#) [List](#) [Code](#) [Source](#)

This is an intranet-based application accessible by everyone within the organization. Employees can submit and track the status of their service requests, while the IT administrators can manage all tickets.