

Project Front end for Procurement Services Branch use


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 PROJECTS	ADD NEW PROJECT	VIEW ALL PROJECTS	LOGOUT
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## Online Help Desk

 Search Again

Project Name \*

Online Help Desk

RFx Type

Phase

RFQ, NRFP, RFP, NTV

Drafting

PSD Responsibilities

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

Client Responsibilities

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

Phase Deadline

Project Deadline

08/19/2019

12/31/2020









Phase Overview

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

Acceptance Criteria

- System is completely tested
- System is released without bugs

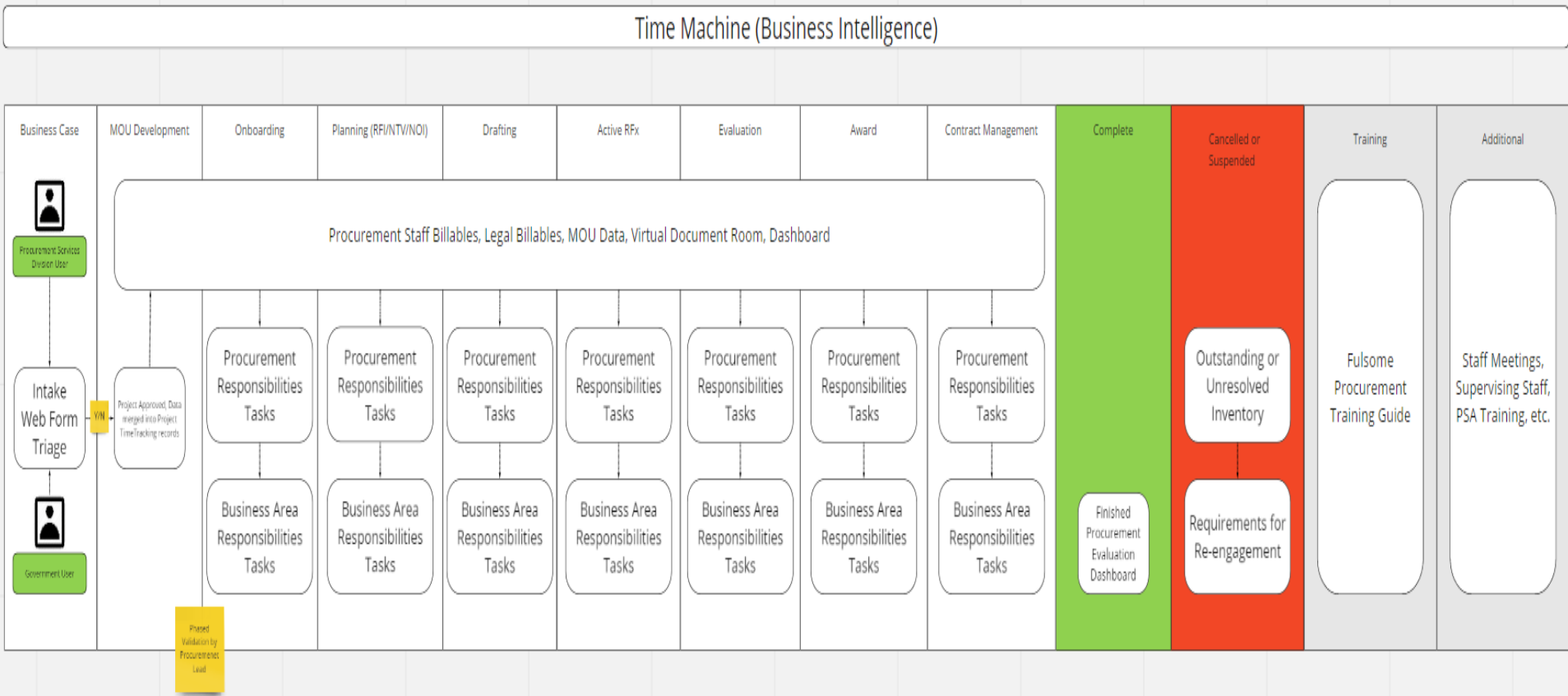
Description

**B** *I*         Source

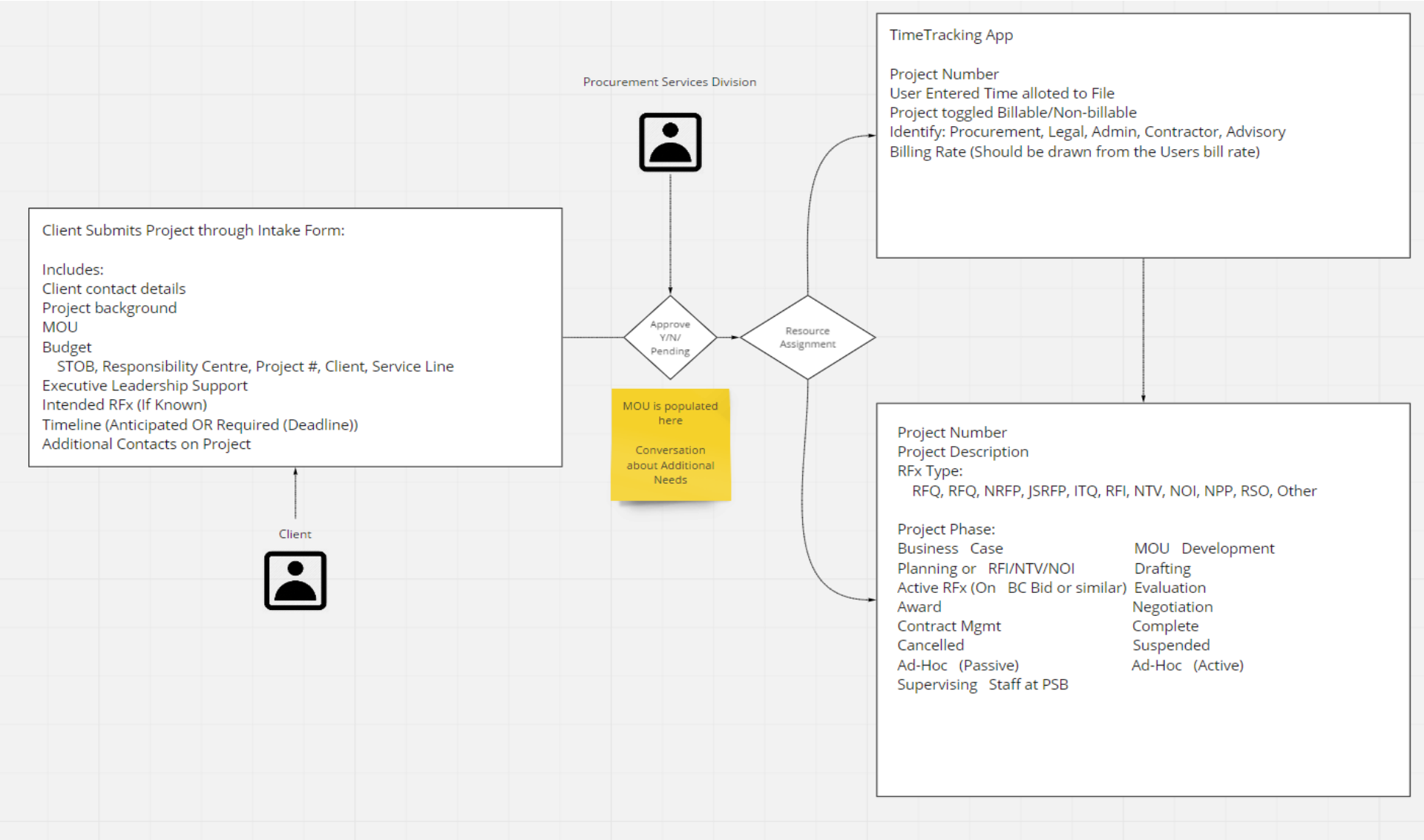
This is an intranet-based application accessible by everyone within the organization. Employees can submit and track the status of their service requests, while the IT administrators can manage all tickets.

Ideal State for Operations

Time Machine (Business Intelligence)



Operations Workflow




Time Tracker App Example

Time Tracker App

One additional column for comment input

<< Previous W

Project	Phase	My Work Hrs	My Act Hrs	Work Hours	Mon 12	Tue 13	Wed 14	Thu 15	Fri 16	Total
▶ Brochure (2)	Consulting ▼					2.00				2.00
◀ Software Development (1)	Database Admini: ▼								1.00	1.00
Draft preliminary software specifications	Administration ▼	24.00	3.00	24.00					1.00	1.00
▶ Software Implementation (23)	Administration ▼									0.00
◀ Web Development (3)	Administration ▼									0.00
Navigation Approved	Programming ▼	56.00	6.00	56.00						0.00
Initial Scope Meeting Held	Administration ▼	20.00	4.00	20.00		2.00				2.00
Navigation Standards Programmed	Programming ▼	160.00	5.00	160.00			8.00	8.00		16.00
Companies										
 Our Company US	Holiday ▼				8.00					8.00
Entered Sub-totals:					8.00	4.00	8.00	8.00	2.00	
Unsubmitted - Actual Sub-totals:					0.00	0.00	0.00	0.00	0.00	
On Other Time Sheets - Actual Sub-totals:					0.00	0.00	0.00	0.00	0.00	
Totals:					8.00	4.00	8.00	8.00	2.00	30.00

SAVE

SAVE & Submit Time Sheet

SAVE & View Worksheet

Cancel

header

Previous page link / [Name]'s Profile

Project Name

Contact Email Address\*  
company@amazon.ca

Ministry / Branch Information

Ministry

Dropdown list of Ministries

Branch

Corporation

Address

4321 Store Street

City

Victoria

Postal/Zip Code

V8M 4D2

Service or Good, or Both

Category

Desired Timeline for Completion

Attachments

Attachment 1

Attachment 2

Attachment 3

Project Lead Contact Information

Name

Jeff Bezos

Position Title

CEO

Contact Email Address

jeffbezos@amazon.ca

Phone Number

778-878-9065

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, procurement?, contract end date, duration, intended RFx, etc

Finance Codes

Client # (3digit)

Responsibility Centre(3)

Service Line(5)

ST00(4)

Project Code(7)

Project Number

Estimated Value of Contract

\$#####

footer

Sign In and Account Creation Example

Sign In

Welcome back to theTimeMachine

Email Address\*

Email Address

Password\*

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.

footer

Admin User Creation

header

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

Create Account