

PROJECT MANAGEMENT SYSTEM (PMS) OF GUWAHATI MUNICIPAL CORPORATION (GMC)



USER MANUAL



Powered by:-

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WHAT IS A PROJECT?

A project is an activity that is:

- ❖ Temporary having a start and end date.
- ❖ It is unique in purpose.
- ❖ It brings about change.
- ❖ It has unknown elements, which therefore create risk.

Generally projects are formed to solve a problem or take advantage of an opportunity.

Business as usual activities can often be mistaken for projects.

Generally it is the uniqueness of the activity that is the deciding factor – *do we do this every year?* If so, then it is not truly a project – although you can use project methods to get it done.



Figure- Project Jyoti (Own your Street Light)

COMMON PROJECT TERMS

- **TITLE:** Name of the project
- **PROJECT COST:** Value of the project
- **ASSIGNED ENGINEERS:** People taking the responsibility.
- **DISBURSEMENT:** Payments made during the project period
- **PHYSICAL PROGRESS:** Actual work progress in percentage
- **FINANCIAL PROGRESS:** Payment progress in the work in percentage
- **DOCUMENTS:** Digital Scanned documents
- **IMAGES:** Images of the changes in Before and After the project.



What is Project Management?

Project management is the process of planning, scheduling, resource management, requirement analysis, designing and testing to achieve project goals and objectives. Without project management it is difficult to complete projects in given time.

Therefore, project management is required to remove such barriers in project development and to achieve specific goals.

What is Project Management System (PMS)?

Managing the big projects manually is a very stressful job. But using simple web portal anyone can carry out their project related work which is the main aim of Project Management System (PMS).

It provides the Authorities, Project coordinator and Project guides a simple web portal to manage and monitor the overall project activities. All the users of the system have a unique user id and password. Then any user can login into the system using their id and password to get authenticated further.

FEATURES:

- Track Project from Planning, Execution to Completion
- Physical and Financial Progress
- Geo Tagging integration
- Project level notes maintenance
- Solution for all types of projects

Getting Started

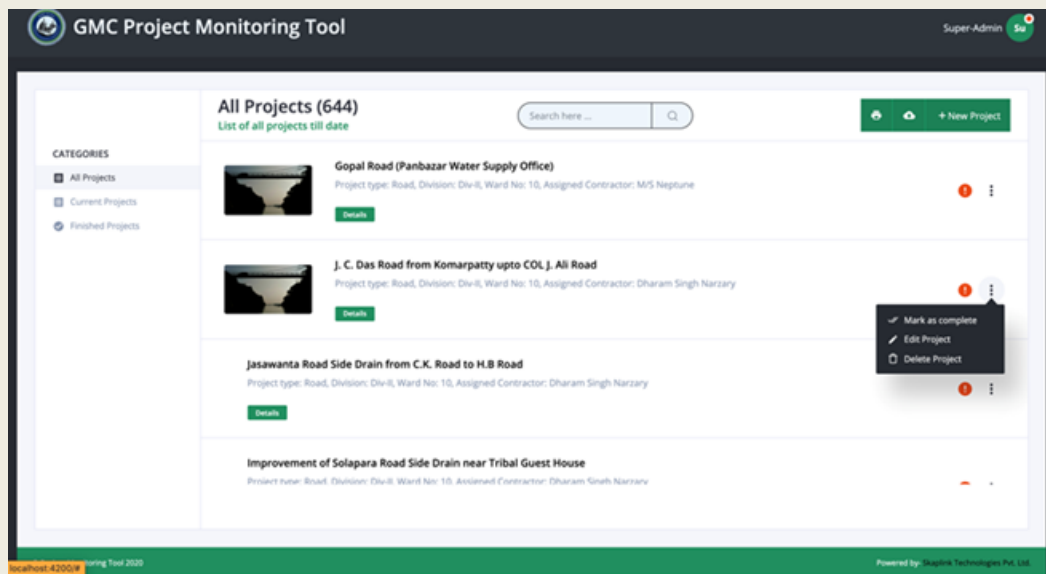
1. Enter the URL-<https://gmcpms.in> in the browser
2. Click Go
3. The home page appears
4. Scroll downwards to the Login section



5. Type your User ID
6. Type your password
7. Click on the Login button

ALL PROJECTS

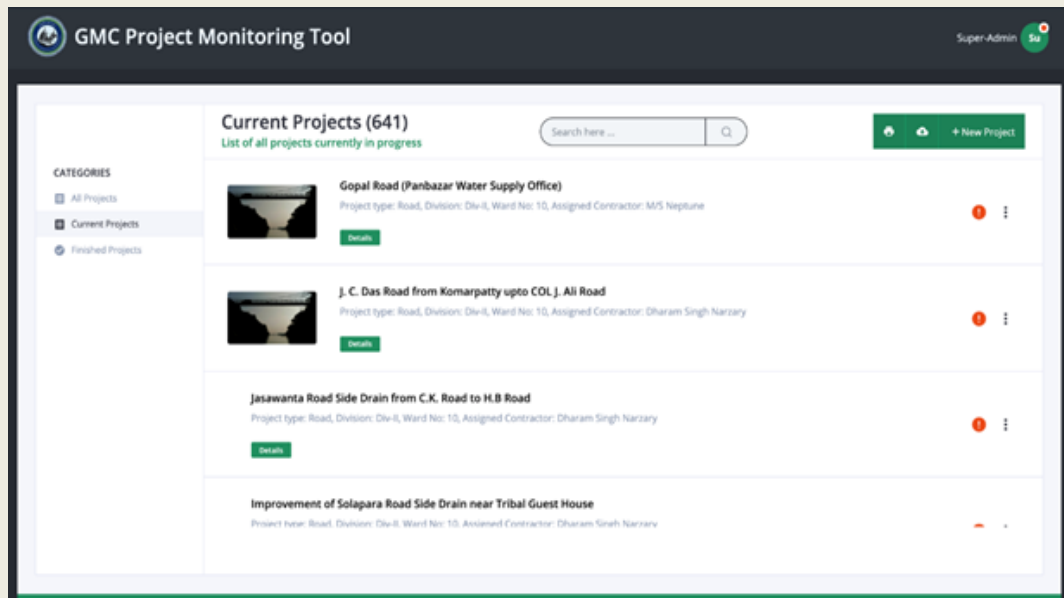
- ❖ The dashboard that appears once logged in to the system shows the active window for **All Projects**. There are tabs for **+New Project**, **Current Projects** and **Finished Project**, besides the active tab of **All Projects**.



- ❖ There are options for Mark as complete, Edit Project and Delete Project.

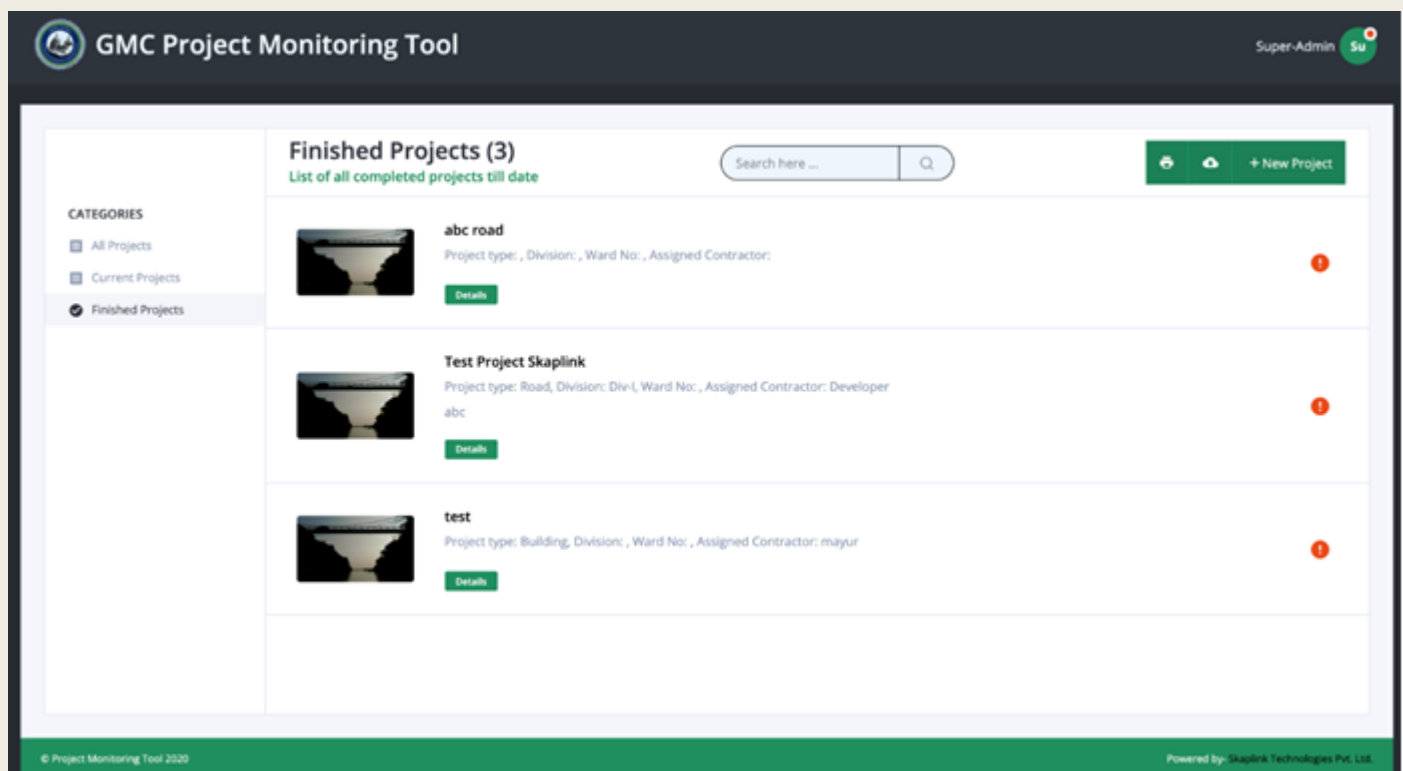
CURRENT PROJECTS

- ❖ Here all the currently ongoing projects are shown.
- ❖ Clicking on any project, will lead to the project's details page.
- ❖ There are options for Mark as complete, Edit Project and Delete Project.
- ❖ To mark as complete project, the actual end date needs to be updated.



FINISHED PROJECTS

- ❖ Displays the Finished Projects.
- ❖ Clicking on any project, will lead to the project's details page.



FILTER PROPERTY

- ❖ We can filter and search a distinct project by finding by its name or a part of its name.

The screenshot displays the 'GMC Project Monitoring Tool' interface. At the top, there's a header with the tool's name and a 'Super-Admin' user profile. Below the header, a sidebar on the left lists 'CATEGORIES' including 'All Projects', 'Current Projects', and 'Finished Projects'. The main content area is titled 'All Projects (644)' and includes a search bar with the text 'Construction of J' and a '+ New Project' button. The project list shows two entries: 'Construction Of Joyshri Ram Nagar with drain Binda kachari Path, Saukutchi' and 'Construction of Joy Ram Path Dhopalia'. Each entry includes a project type, division, ward number, and assigned contractor, along with a 'Details' button and a red status indicator.

Project Name	Project type	Division	Ward No	Assigned Contractor	Status	Action
Construction Of Joyshri Ram Nagar with drain Binda kachari Path, Saukutchi	Road	Div-VI	Ward No: 27	Assigned Contractor:	1	Details
Construction of Joy Ram Path Dhopalia	Road	Div-VI	Ward No: 27	Assigned Contractor: Pulak Kr. Tamuli	1	Details

© Project Monitoring Tool 2020

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Add New Project

- ❖ The tab + **New Project** allow the user to add new projects.

The screenshot displays the 'Add New Project' form within the GMC Project Monitoring Tool. The form is a modal window with a green header. It contains the following fields:

- Project type:** A dropdown menu labeled 'Select Project Type'.
- Project Title:** A text input field labeled 'Project title'.
- Assign To:** A dropdown menu labeled 'Select Engineer'.
- Contractor:** A text input field labeled 'Contractor'.
- Estimated cost:** A text input field labeled 'Estimated cost'.
- Source of Fund:** A dropdown menu labeled 'Select Source of Fund'.
- Tender amount:** A text input field labeled 'Tender amount'.
- Work order No.:** A text input field labeled 'Work order No.'.
- Package amount:** A text input field labeled 'Package amount'.
- Actual start date:** A date picker field labeled 'dd/mm/yyyy'.
- Description:** A text area labeled 'Project description'.

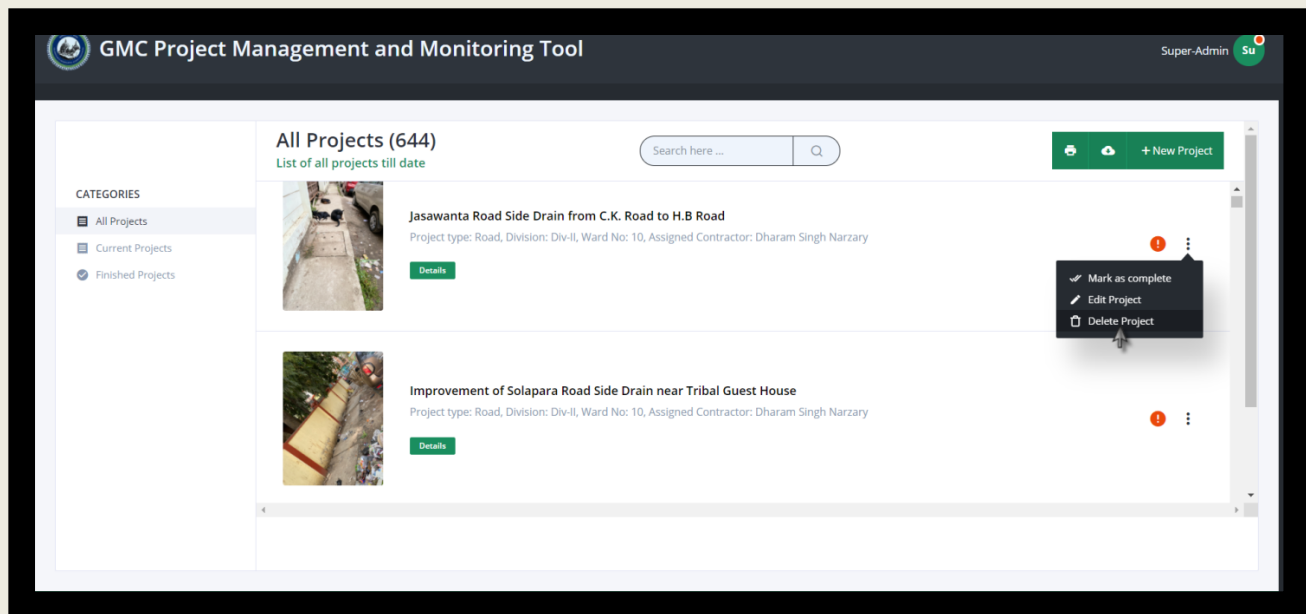
At the bottom of the form, there are two buttons: 'CANCEL' (in red) and 'SAVE' (in green). The background shows a sidebar with 'CATEGORIES' (All Projects, Current Projects, Archived) and a list of projects, including 'Improvement of Solapara Road Side Drain near Tribal Guest House'.

- ❖ In the New Project Creation Window, the user can add the Project Title, Estimated cost, Project Cost, Project Type, Contractor, Source of Fund, Work Order Number, Engineer, Tender Amount, Description and Actual Start Date.
- ❖ After the necessary details are filled up, the user can click on the “**Save**” button to store the details.

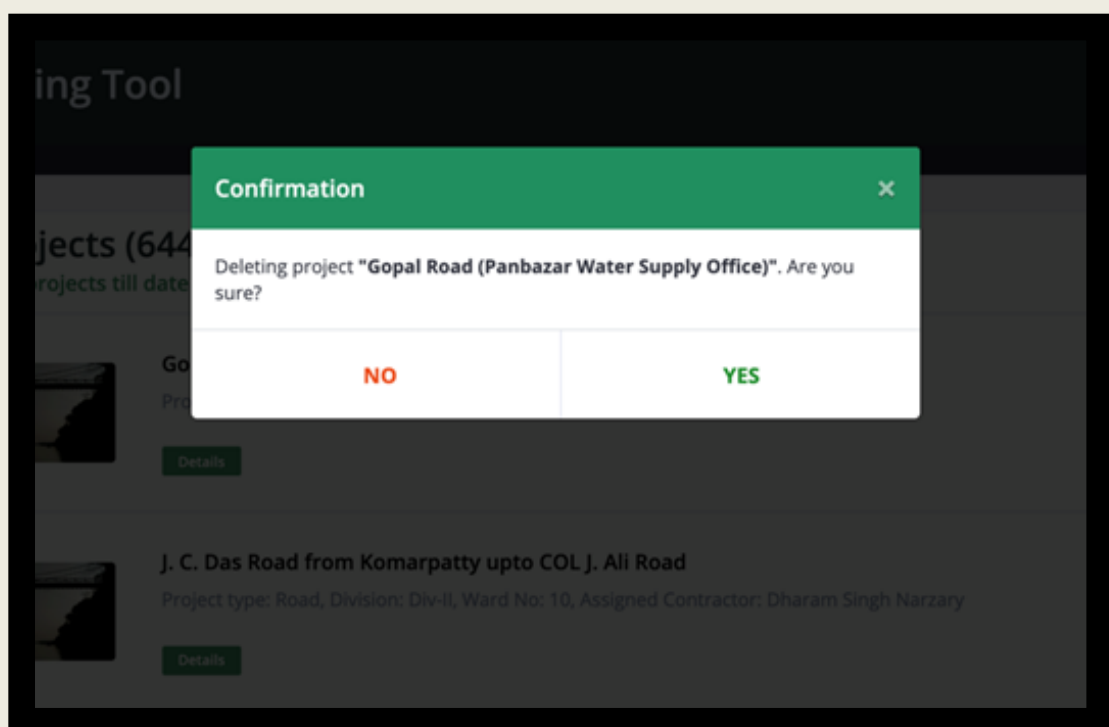
Once the project is added, it will redirect you to the window of **Current Projects**. Click on the respective project to display its details.

DELETE PROPERTY:

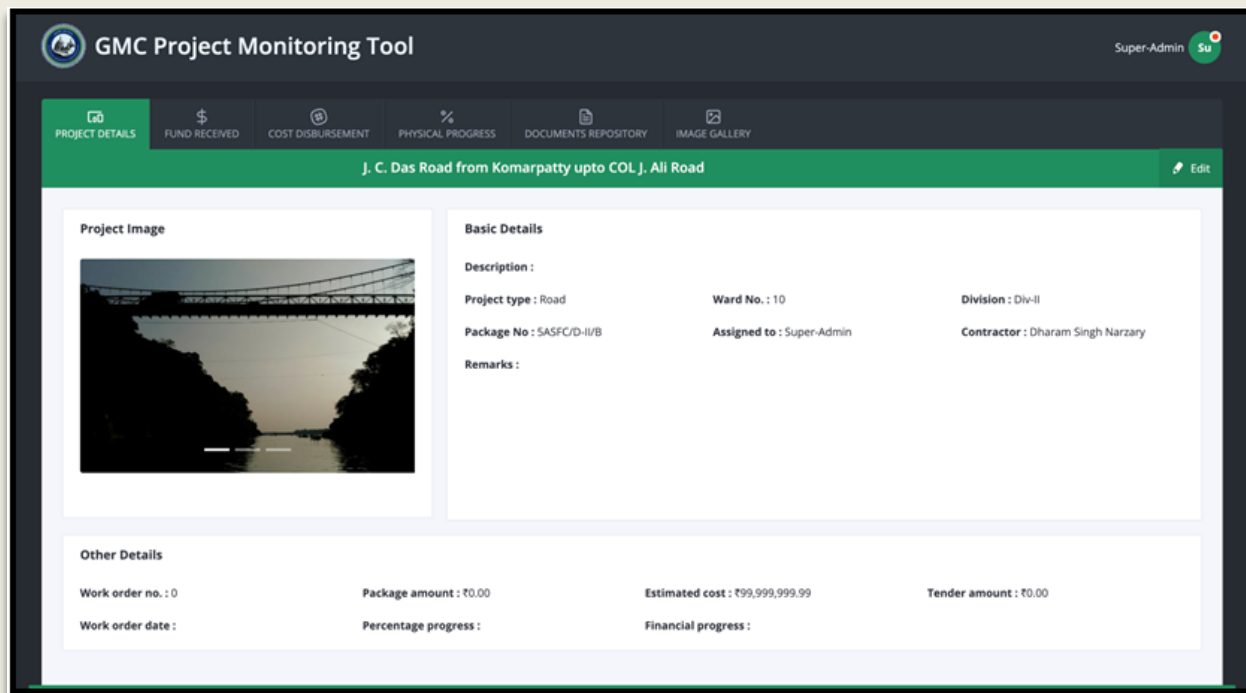
- ❖ We can directly click on the three dots besides every project. Among the three options selecting the delete project button will lead to the deletion of the project permanently.



- ❖ Confirmation message will pop up.



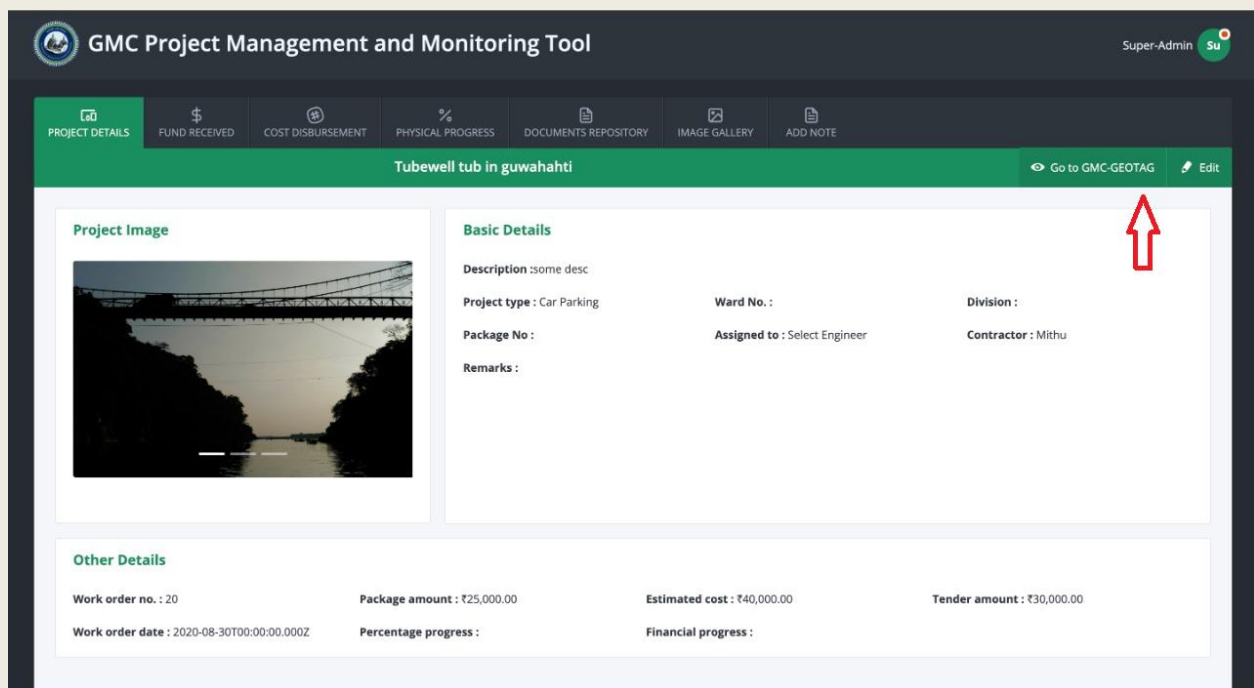
Project Details



- ❖ The Project Details tab displays the Basic Details and the Other Details of the project.
- ❖ Basic Details-
 - Project Title
 - Package No.
 - Ward No.
 - Division (Dropdown)
 - Assigned to (Dropdown)
 - Contractor
 - Project Type
 - Remarks
 - Work Order No.
 - Package Amount
 - Estimated Cost
 - Tender Amount
 - Work Order Date
 - Percentage Progress
 - Financial Progress

GEOTAG INTEGRATION

- Tight integration between GMC systems are seen in PMS to Geotag and vice-versa.
- Can get Geotag project directly.
- Change in PMS is auto reflected in Geotag, vice versa.



- ❖ The Red arrow mark shows the button to directly go from PMS to GMC GEOTAG.

EDIT DETAILS

Clicking on the “Edit” button will lead to this page.

The screenshot shows the 'Edit Project Details' form within the GMC Project Monitoring Tool. The form is titled 'Edit Project Details' and has a green header bar. It contains several input fields and buttons. The fields are organized into a grid-like structure. At the bottom of the form, there are two buttons: 'CANCEL' and 'UPDATE'.

Edit Project Details			
Project type Road	Project Title J. C. Das Road from Komarpatty upto COLJ, All Road		
Ward No. 10	Division Div-II	Package No. SASFCD-III/B	Assigned To
Contractor Dharam Singh Narzary	Work order date Work order date	Work order No. 0	Package amount 0
Estimated cost 99999999.99	Tender amount 0	Percentage progress Percentage progress	Financial progress Financial progress
Description Project description			
CANCEL		UPDATE	

Other Details

Work order no. : 0	Package amount : ₹0.00	Estimated cost : ₹99,999,999.99	Tender amount : ₹0.00
Work order date :	Percentage progress :	Financial progress :	

- ❖ Once all the details are entered, click on the “**Save**” button and proceed to the next page.

PROJECT STATUS

The screenshot shows a web form titled "Project Status". It has a green header bar. Below the header, there is a label "Project completed on(actual end date)" followed by a date input field with a placeholder "dd/mm/yyyy". A calendar dropdown is open, showing the month of August 2020. The calendar has a grid with days of the week (S, M, T, W, T, F, S) and dates. The date 25 is highlighted in blue. To the right of the calendar, there is a green "UPDATE" button. Below the form, there is a list of project entries, each with a title and a contractor name. The visible entries are: "COL J, Ali Road" (Contractor: Dharam Singh Narzary), "C.K. Road to H.B Road" (Contractor: Dharam Singh Narzary), and "Tribal Guest House" (Contractor: Dharam Singh Narzary).

❖ Project Status (Dropdown)-

- Ongoing
- Completed

❖ If Completed, Actual End Date (Required Field):

- Update
- Cancel

FUND DETAILS

The screenshot displays the 'Edit Fund Received' modal form within the GMC Project Management and Monitoring Tool. The form is titled 'Edit Fund Received' and includes a close button (X) in the top right corner. The form contains the following fields and sections:

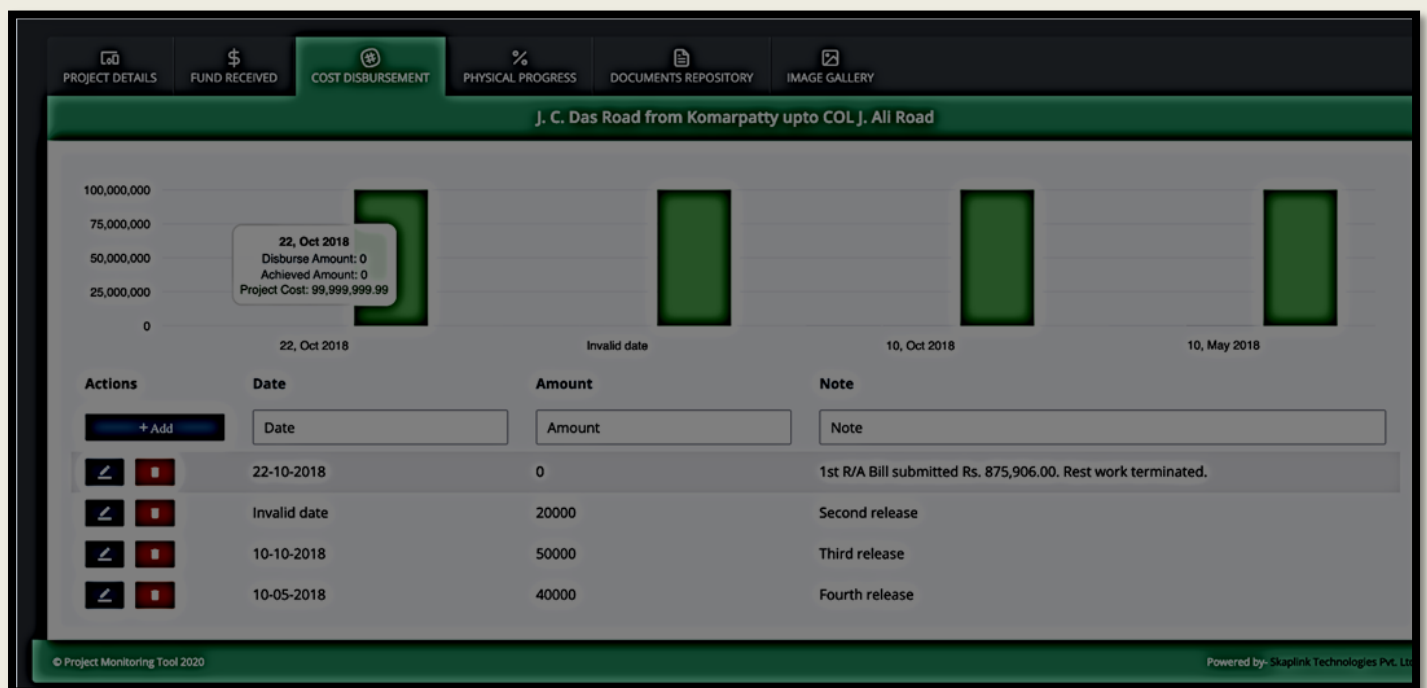
- AA number:** A text input field containing the value '20'.
- AA amount:** A text input field containing the value '25000'.
- AA date:** A date picker field showing 'dd/mm/yyyy' and a calendar icon.
- Fund received:** A text input field containing the value '50000'.
- T.S:** A text input field containing the value '300'.
- F.S:** A section containing three radio button options:
 - Amount: ₹0.00
 - Amount: ₹25.00
 - Amount: ₹290.00
- F.S amount:** A text input field containing the value 'F.S amount'.
- Add:** A small green button labeled 'Add'.
- CANCEL:** A red button labeled 'CANCEL'.
- UPDATE:** A green button labeled 'UPDATE'.

The background shows a sidebar with navigation options: PROJECT DETAILS, FUND RECEIVED, and FUND DISBURSED. The main content area displays 'Approved Cost' and 'A.A. Number: 20'.

COST DISBURSEMENT:

Disbursements are the payments that are made during the period of the project. The date, time of the disbursements can be recorded and updated by the user. Also any kind of note can be written besides the payment information.

- ❖ The disbursements are presented visually by graphs as shown below.

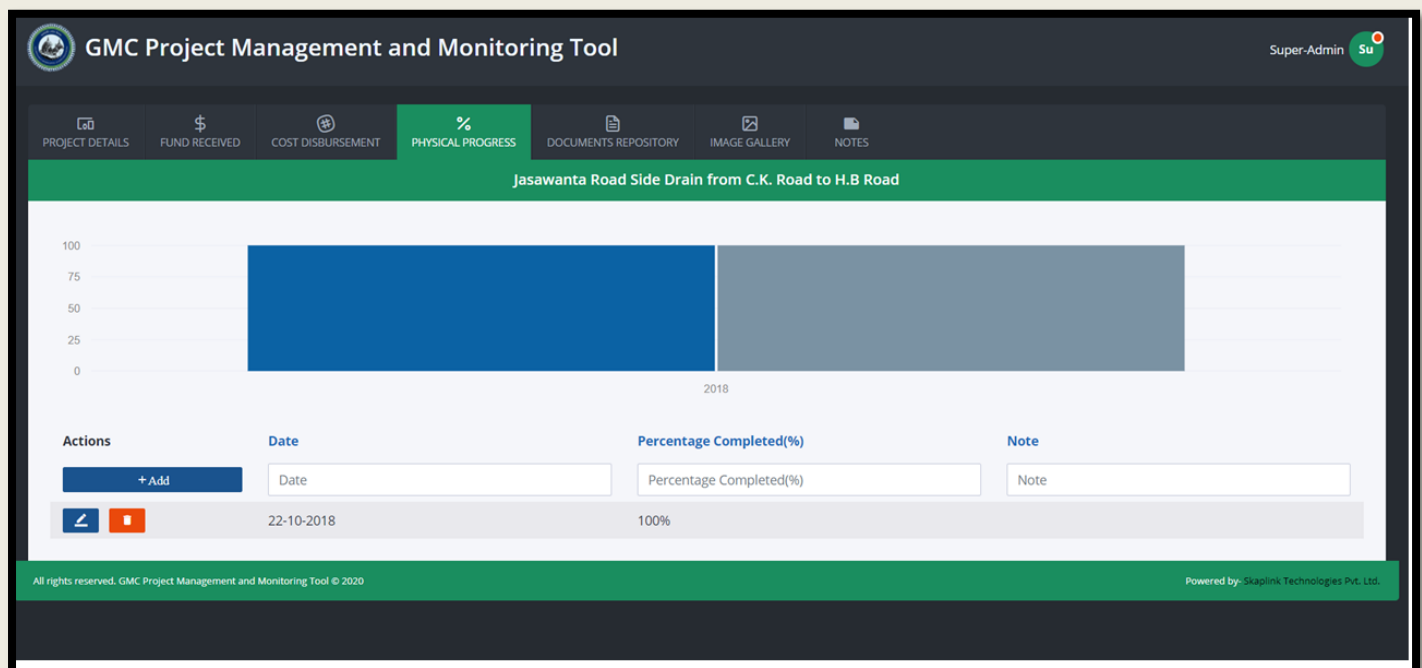


PHYSICAL PROGRESS:

Physical progress is the actual work that is done in the projects till the current date. This is given in percentage by the engineer.

The date, time of the progress updated can be recorded and edited by the user. Also any kind of note can be written besides the payment information.

- ❖ The progresses are presented visually by graphs as shown below.



DOCUMENT REPOSITORY

- ❖ The Digital documents are scanned and uploaded in the system here. Folder wise documents can be uploaded.
- ❖ Important documents like: Tender Documents, Work Order, AA, and Completion Certificate etc. are stored.
- ❖ Documents can be in pdf, word, txt, jpg, jpeg, etc formats.

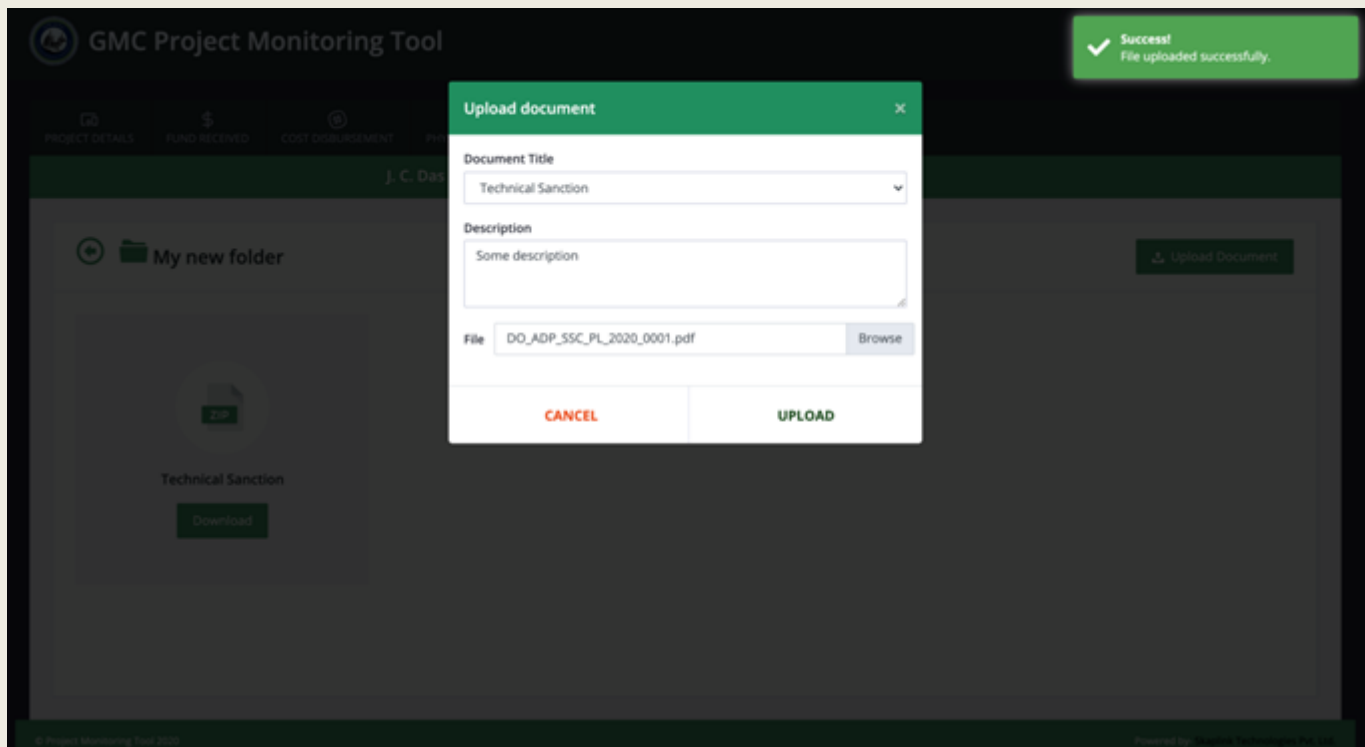
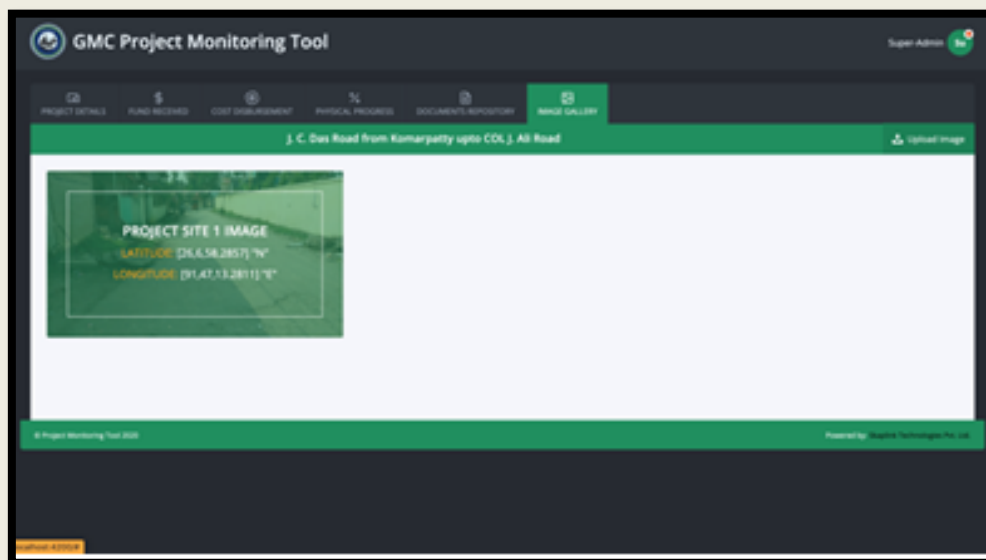
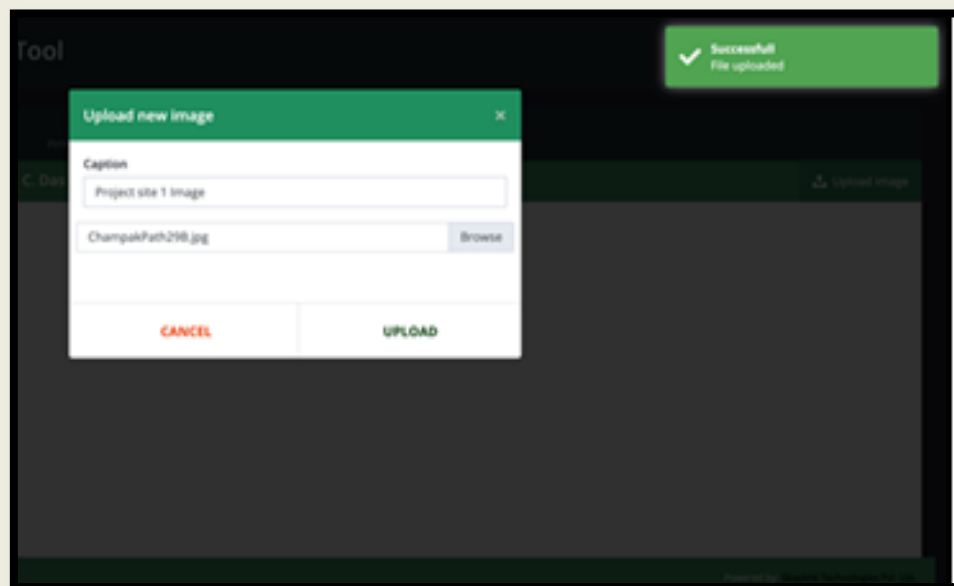


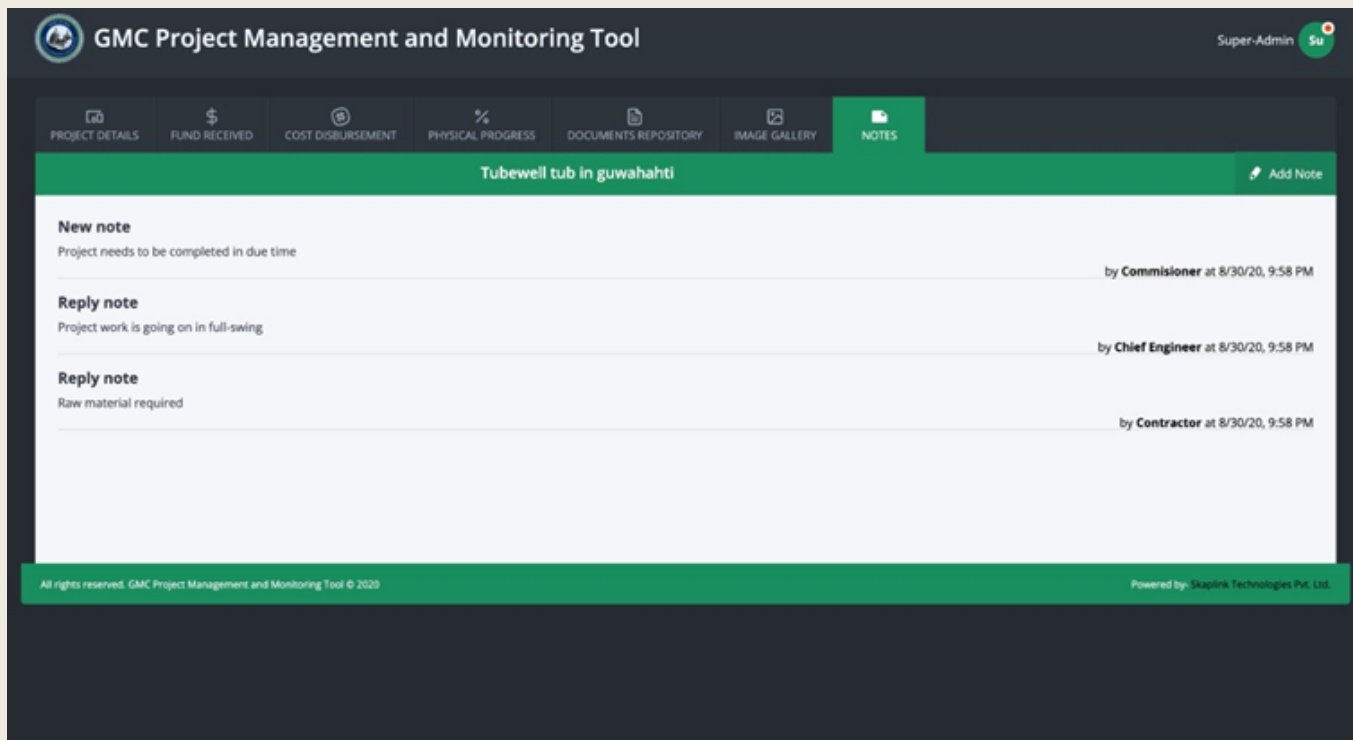
IMAGE GALLERY

All the images related to the project can be uploaded here. The before and after images are important to record here to show the changes that the project has brought which is the goal of any project.

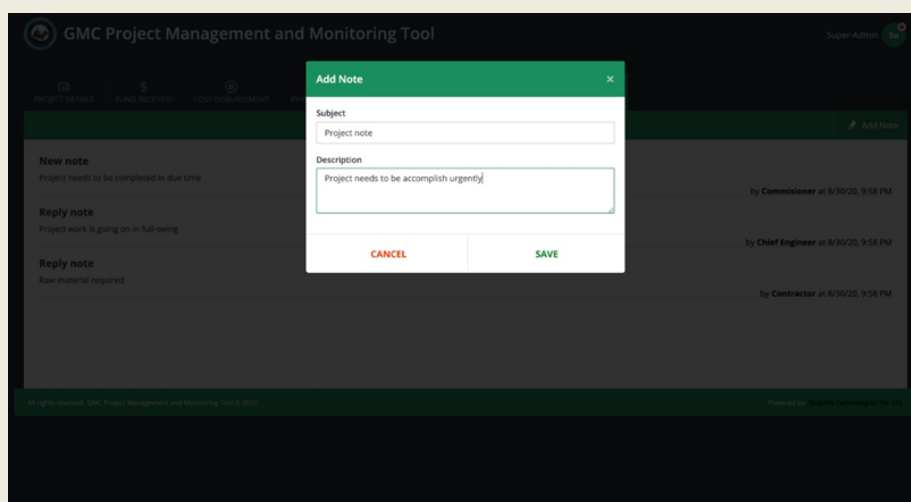


NOTES ON PROJECT FILES

Notes, like minutes of meetings can be maintained in the tool. Histories of notes are made available in the finger tips.



- ❖ Click on the “Add Note” button to create a new note. The subject and description are to be added in the pop up window. Then the save button leads to the new note creation.



USER MANUAL / RESET PASSWORD/ SIGN OUT:

- ❖ In the top-right corner, clicking on the user's photo three options appear.
- ❖ They are: User Manual, Reset Password option, and Sign Out option.

