

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



USER MANUAL



Powered by:-

Skaplink Technologies Pvt Ltd

Offshore Office: 42,
Ananda Nagar,
Sixmile Guwahati-
781022
Assam, India
Ph: 9854051520/22

Contents

• Introduction	3
• Features	4
• Environment	4
• Software Environment	5
• Hardware Environment	5
• Getting Started	5
• Ongoing Projects	6
• Smart View	6
• Tabular View	6
• Add New Project	7
• Project Details	7
• Project Status	8
• GeoTag Photo Gallery	8
• How to use the Geotagging Software on your phone?	9
• Server Specifications and Technical Analytics	12

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).

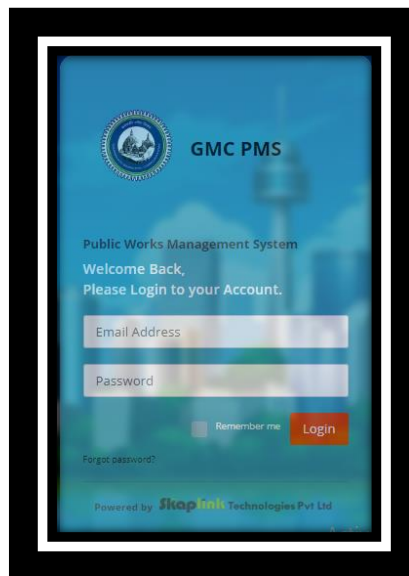
It provides the Authorities, Project coordinator and Project guides a simple web portal to manage and monitor the overall project activities. All the users of the system have a unique user id and password. Then any user can login into the system using their id and password to get authenticated further.

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

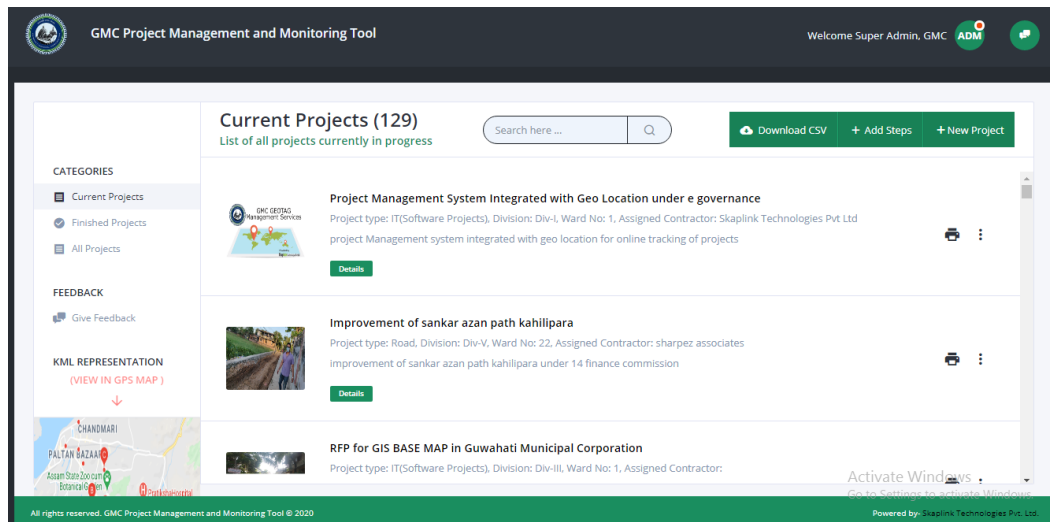
1. Enter the URL- <https://gmcpms.in> in the browser
2. Click Go
3. The home page appears
4. Scroll downwards to the Login section



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

CURRENT PROJECTS

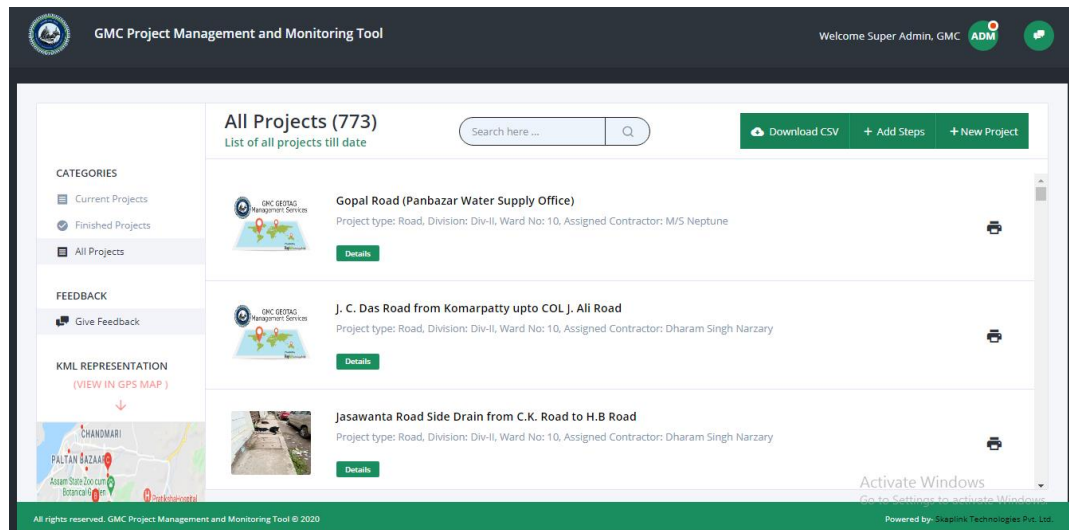
- ❖ The dashboard that appears once logged in to the system shows the active window for **Current Projects**. There are tabs for **+New Project**, **All Projects** and **Finished Project**, besides the active tab of **Current Projects**.



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

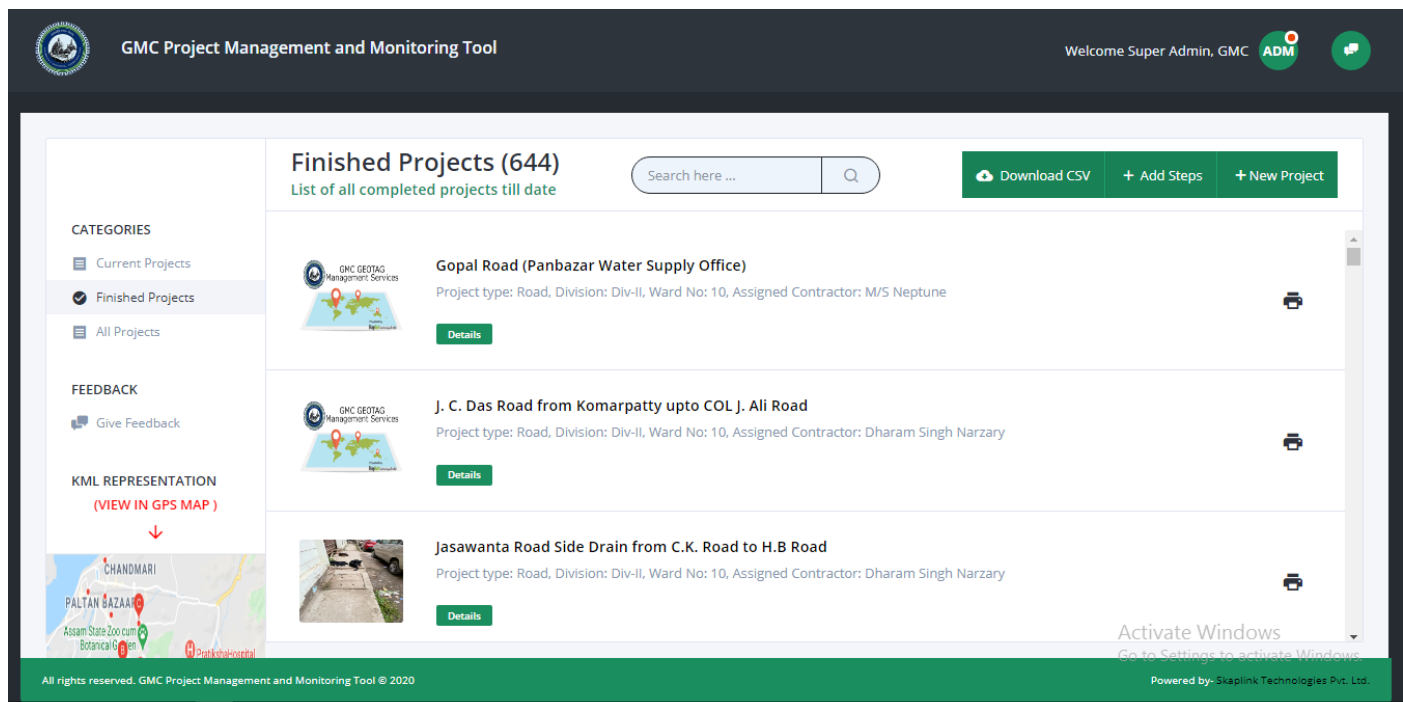
ALL PROJECTS

- ❖ Here all the currently ongoing and completed 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 Management and Monitoring Tool' interface. At the top, it says 'Welcome Super Admin, GMC' with a user profile icon labeled 'ADM'. The main section is titled 'All Projects (705)' with a subtitle 'List of all projects till date'. A search bar contains the text 'BOUNDARY', and a yellow arrow points to the search icon. To the right of the search bar are buttons for 'Download CSV' and '+ New Project'. On the left sidebar, there are sections for 'CATEGORIES' (All Projects, Current Projects, Finished Projects), 'FEEDBACK' (Give Feedback), and 'KML REPRESENTATION(GPS MAP)' which shows a map of Chandmari. The main content area lists three projects, each with a map icon, a title, project details, and a 'Details' button:

- Boundary wall of Swaraj Nagar bye lane no.3, Rajahuwa Namgh...**
Project type: Road, Division: Div-V, Ward No: 25A, Assigned Contractor: D... construction
- Boundary wall at Chandanpur Field**
Project type: Road, Division: Div-III, Ward No: 22, Assigned Contractor: Aruna Brahma, Chatto Binnyakhata, Dist. Kokrajhar (9957085388)
- Boundary wall at Noonmati Sankardev Kala Kisti**
Project type: Road, Division: Div-III, Ward No: 23, Assigned Contractor: M/S A.H. Enterprise, Gandhibasti Lalmati

At the bottom, there is a footer with 'All rights reserved. GMC Project Management and Monitoring Tool © 2020' and 'Powered by: Skaplink Technologies Pvt. Ltd.'.

Add New Project

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

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

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

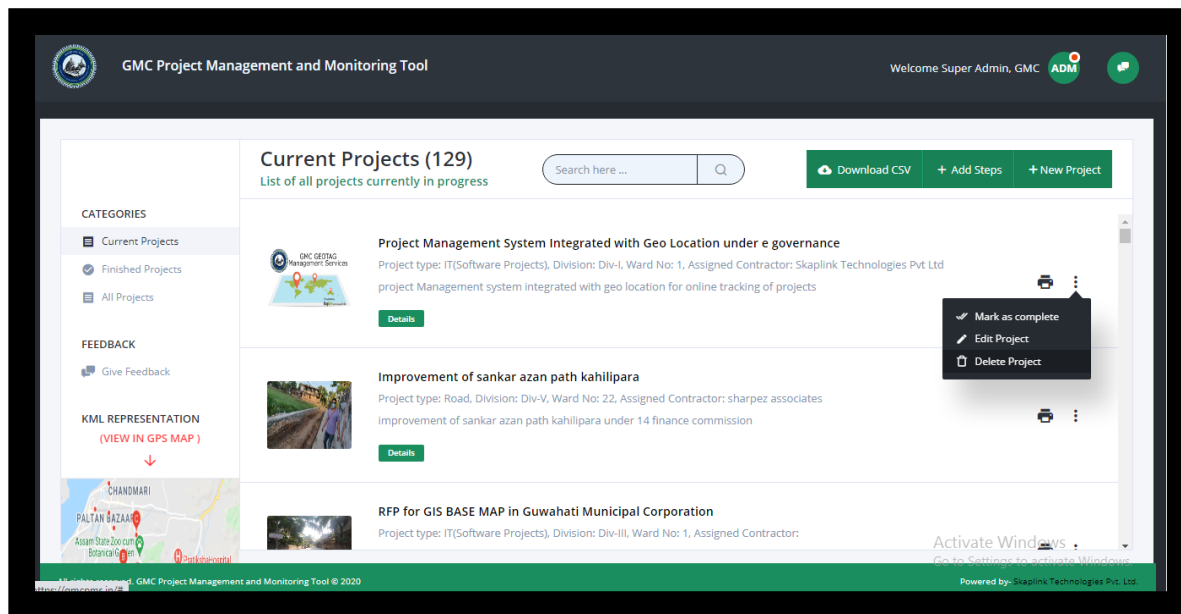
At the bottom of the form are two buttons: 'CANCEL' (in red) and 'SAVE' (in green).

- ❖ 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.

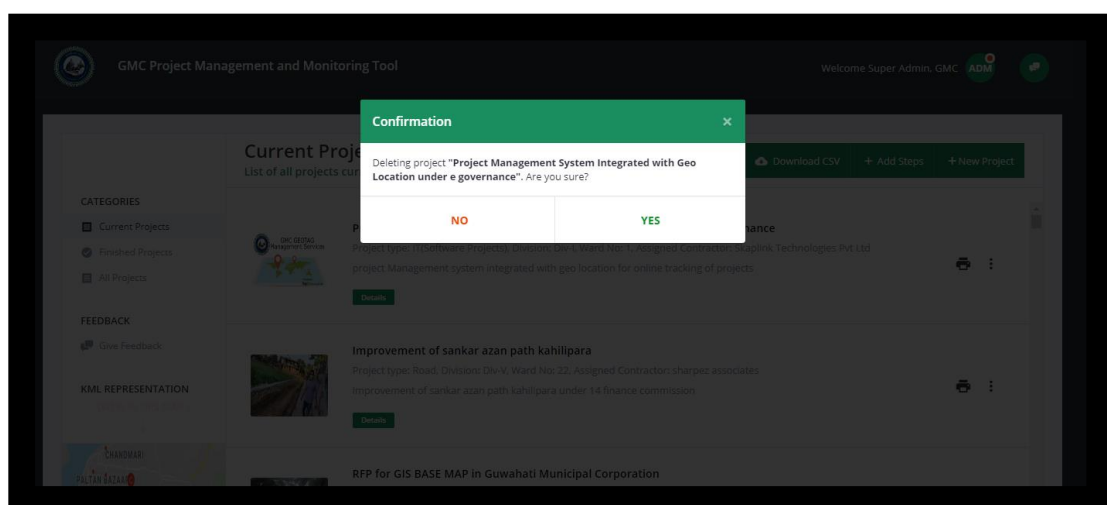
Once the project is added, it will redirect you to the window of **Current Projects**. Click on the respective project to display its details.

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

PROJECT DETAILS

FUND RECEIVED

COST DISBURSEMENT

PHYSICAL PROGRESS

DOCUMENTS REPOSITORY

IMAGE GALLERY

MEASUREMENT BOOK

DIGITAL NOTES

PROJECT FEEDBACK

Project Management System Integrated with Geo Location under e governance

View in GMC-GEOTAG

Edit

Project Image

Basic Details

Description :project Management system Integrated with geo location for online tracking of projects

Project type : IT(Software Projects) Ward No. : 1 Division : Div-I

Package No : GER/CE/1817/2020 Assigned to : IT Software Developer Contractor : Skaplink Technologies Pvt Ltd

File Number : GER/CE/1808/2020

Remarks :

Other Details

Work order no. : GER/CE/1817/2020

Package amount : ₹3,999,905.00

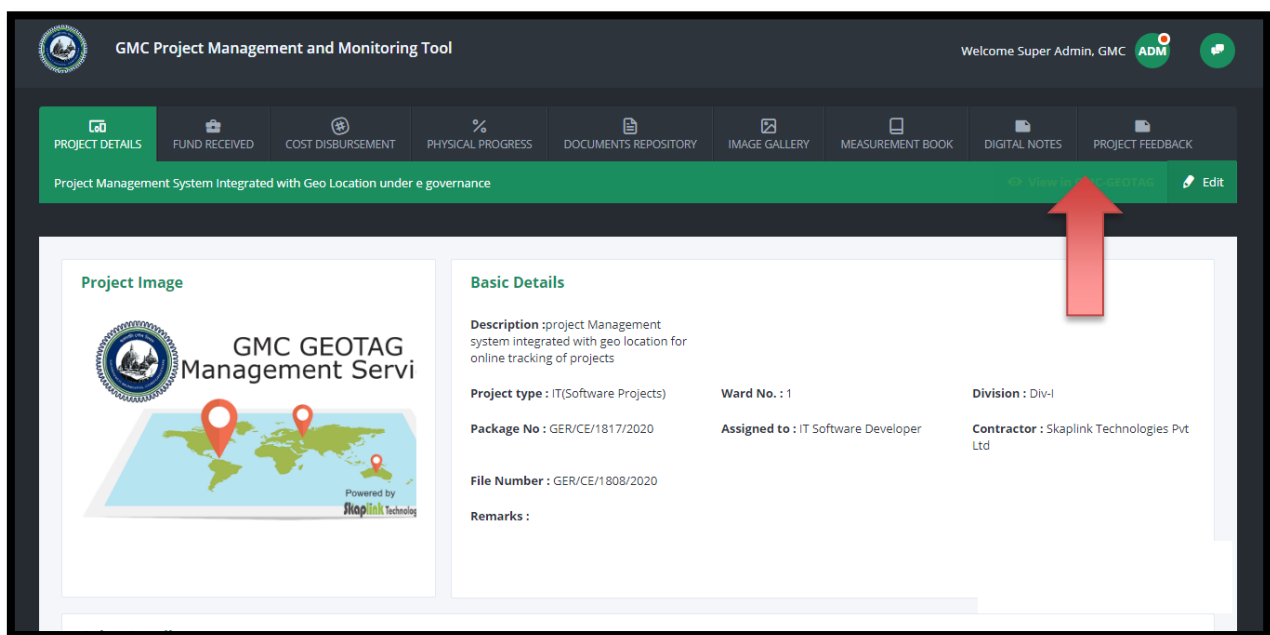
Estimated cost : ₹3,999,905.00

Tender amount : ₹3,999,905.00

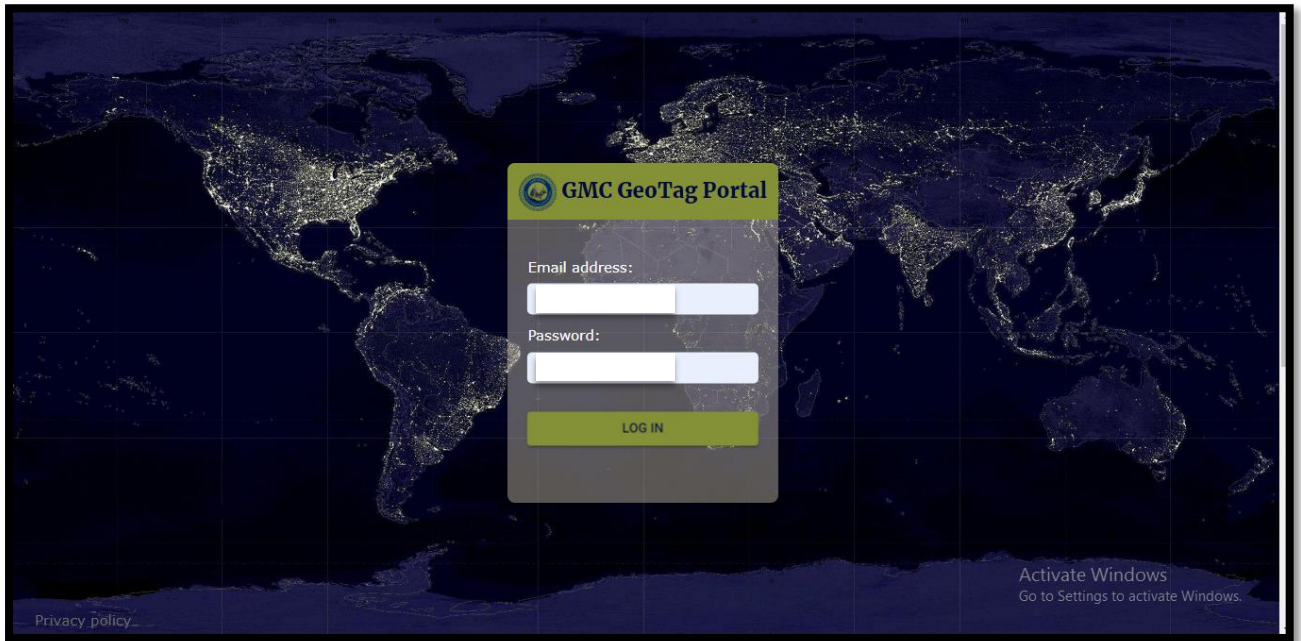
- ❖ The Project Details tab displays the Basic Details and the Other Details of the project.
- ❖ Basic Details-
 - Project Description
 - Package No.
 - Ward No.
 - Division (Dropdown)
 - Assigned to (Dropdown)
 - Contractor
 - Project Type
 - File Number
 - Remarks
- ❖ Other Details-
 - Work Order No.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

GEOTAG INTEGRATION

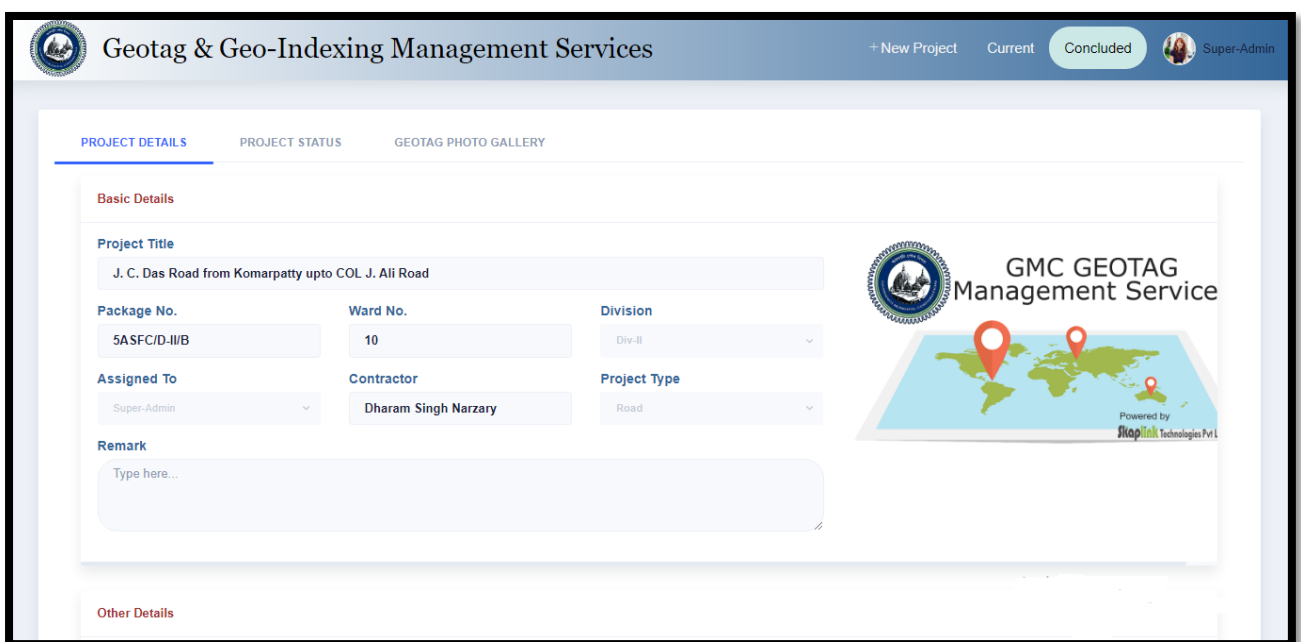
- Tight integration between GMC systems are seen in PMS to Geotag and vice-versa.
- Can get Geotag project directly.
- Change in PMS is auto reflected in Geotag, vice versa.



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



- ❖ Then you will be redirected to the portal. Enter the credentials and login.



- ❖ Then you will be enter the Geo Tagging Website of GMC.

EDIT DETAILS

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

The screenshot displays the 'GMC Project Monitoring Tool' interface. A modal window titled 'Edit Project Details' is open, allowing users to update project information. The form includes the following fields:


- Project type:** Road (dropdown)
- Project Title:** J. C. Das Road from Komarpatty upto COLJ. All Road
- Ward No.:** 10
- Division:** Div-II (dropdown)
- Package No.:** SAS/CD-III/B
- Assigned To:** (dropdown)
- Contractor:** Dharam Singh Narzary
- Work order date:** (text field)
- Work order No.:** 0
- Package amount:** 0
- Estimated cost:** 99999999.99
- Tender amount:** 0
- Percentage progress:** (text field)
- Financial progress:** (text field)
- Description:** Project description (text area)

At the bottom of the modal, there are two buttons: 'CANCEL' and 'UPDATE'. Below the modal, a section titled 'Other Details' shows summary information:

Field	Value
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 **“Upload”** button and proceed to the next page.

FUND DETAILS


GMC Project Management and Monitoring Tool

Super Admin

PROJECT DETAILS

FUND RECEIVED

EDIT

Approved Cost:

A.A. Number: 20

T.S.

T.S. Amount: ₹300.00

A.A number

20

A.A amount

25000

A.A date

dd/mm/yyyy

Fund received

50000

T.S

300

F.S

Amount: ₹0.00

Amount: ₹25.00

Amount: ₹290.00

F.S amount

Add

CANCEL

UPDATE

Approved Cost:

A.A. Number: 20

T.S.

T.S. Amount: ₹300.00

Approved Cost:

A.A. Number: 20

T.S.

T.S. Amount: ₹300.00

Approved Cost:

A.A. Number: 20

T.S.

T.S. Amount: ₹300.00

Approved Cost:

A.A. Number: 20

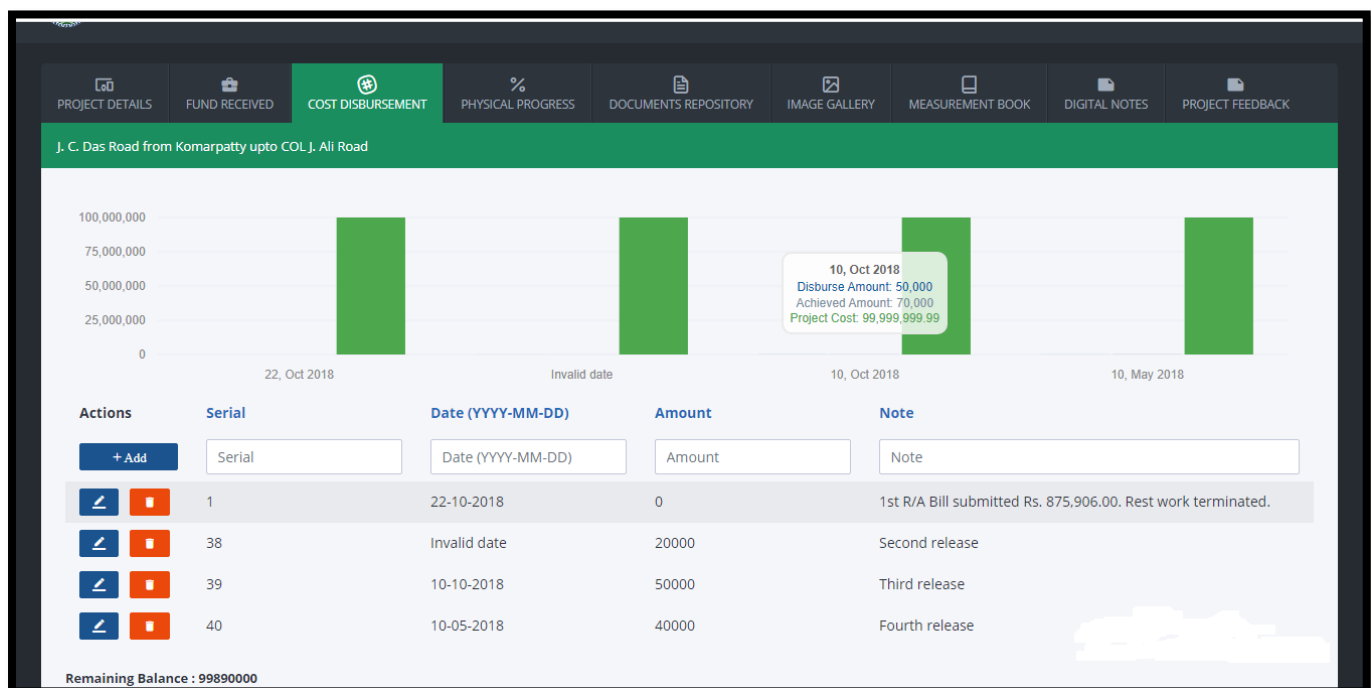
T.S.

T.S. Amount: ₹300.00

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.

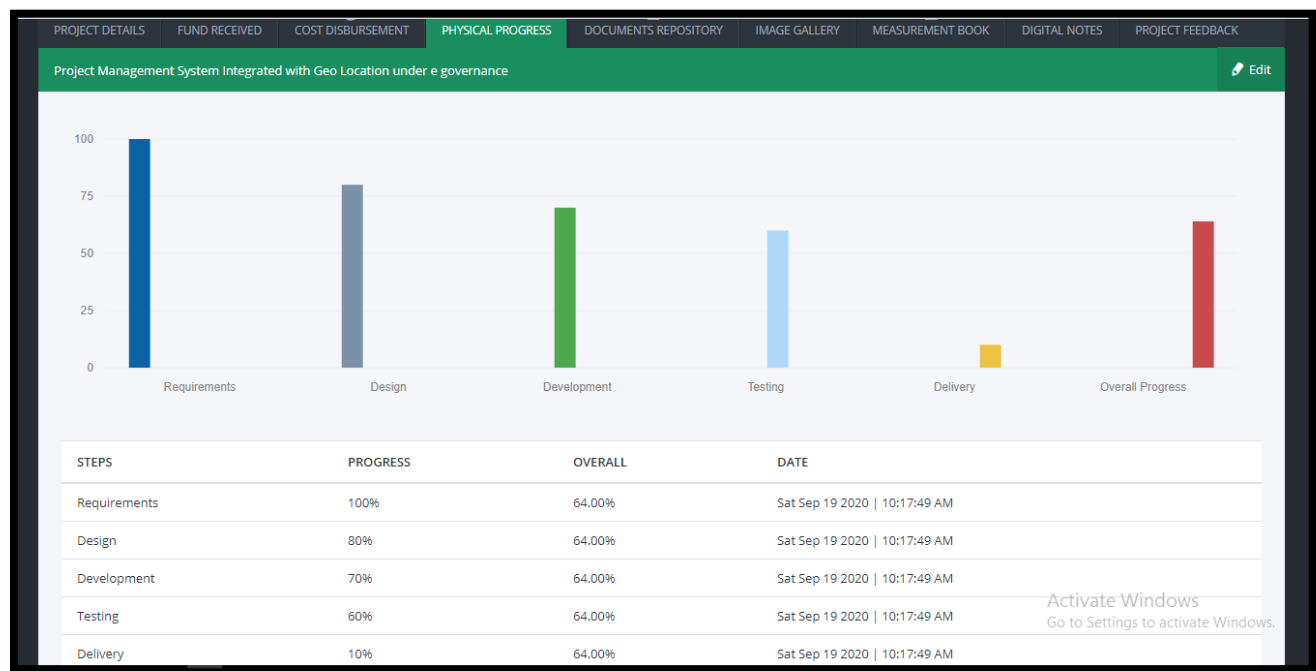


PHYSICAL PROGRESS:

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.

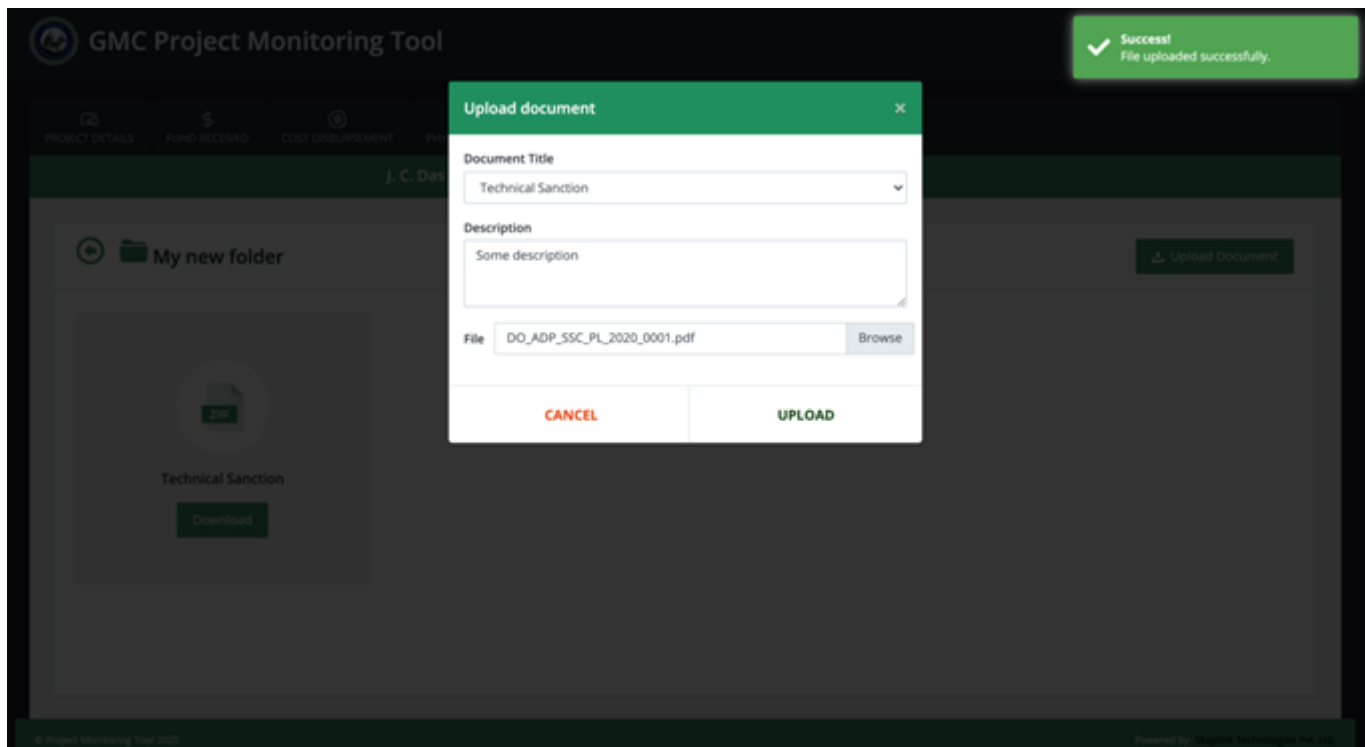
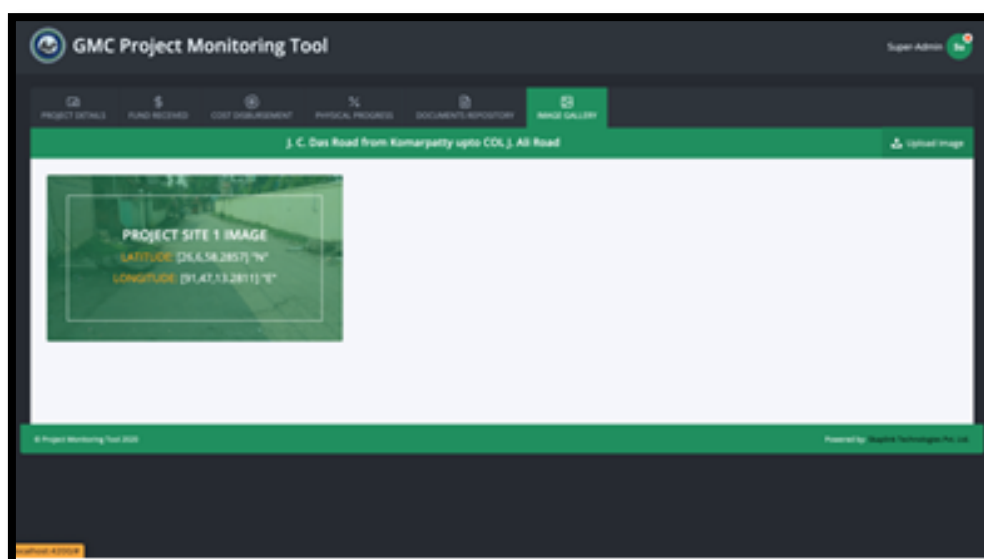
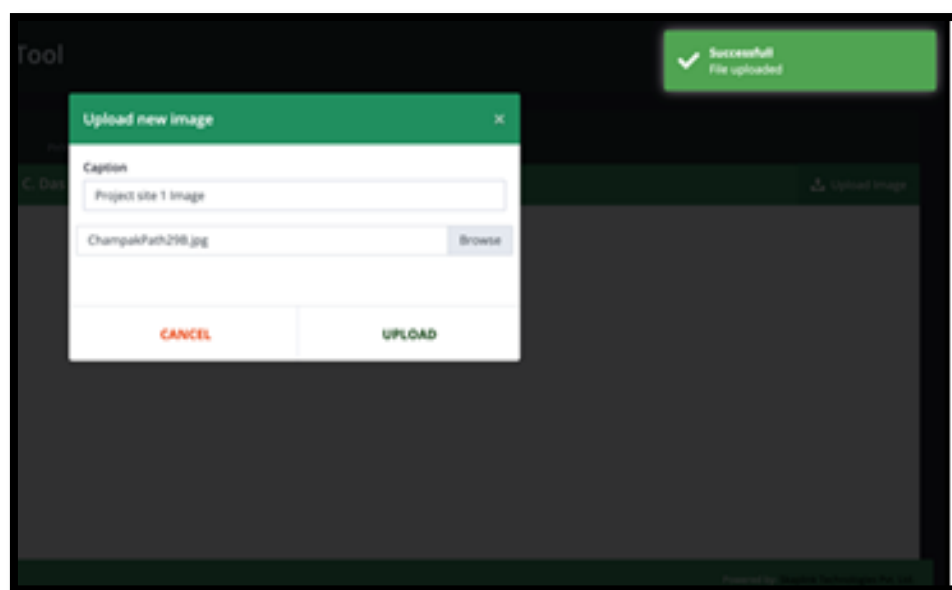


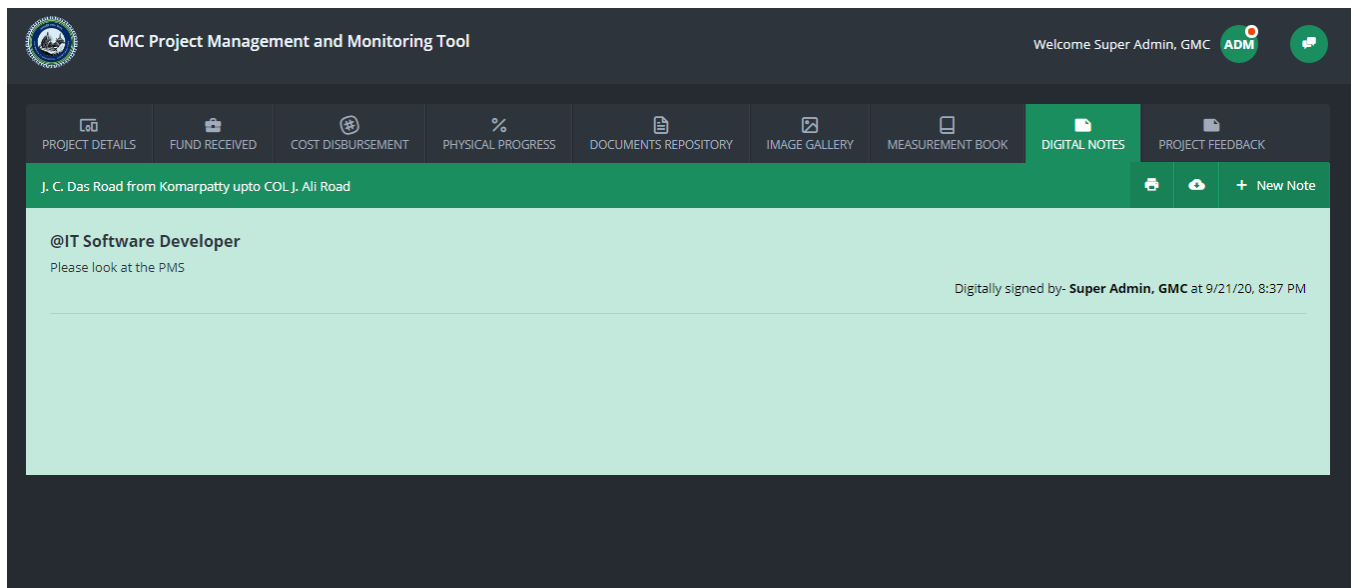
IMAGE GALLERY

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.

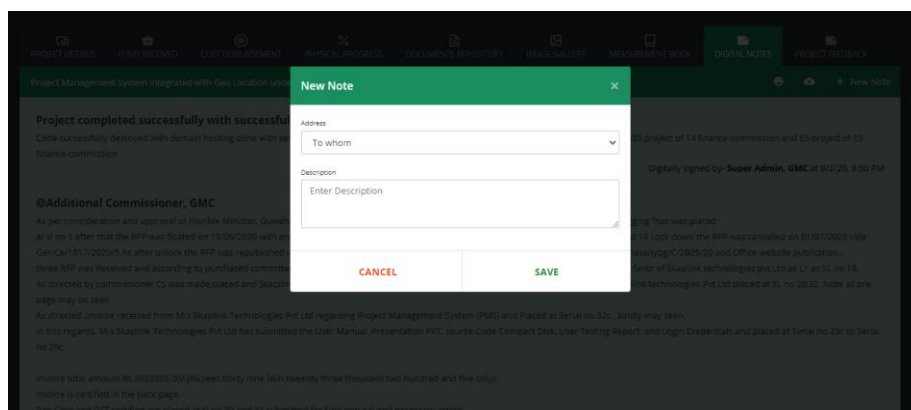


NOTES ON PROJECT FILES

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



- ❖ Click on the “+New 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.



KML REPRESENTATION:

GMC Project Management and Monitoring Tool

Welcome Super Admin, GMC **ADM**

Current Projects (61)
List of all projects currently in progress

Search here ...

[Download CSV](#) [+ New Project](#)

CATEGORIES

- All Projects
- Current Projects
- Finished Projects

FEEDBACK

[Give Feed](#)

KML REPRESENTATION(GPS MAP)

Test Project Skaplink
Project type: Road, Division: Div-I, Ward No: , Assigned Contractor: Developer
abc
[Details](#)

Project Management System Integrated with Geo Location under e governance
Project type: IT(Software Projects), Division: Div-I, Ward No: 1, Assigned Contractor: Skaplink Technologies Pvt Ltd
project Management system integrated with geo location for online tracking of projects
[Details](#)

Geo tagging and Geo indexing management system for e governance
Project type: IT(Software Projects), Division: Div-I, Ward No: 1, Assigned Contractor: SKAPLINK TECHNOLOGIES PVT LTD
[Details](#)

If you click where the arrow mark points in dashboard, you will be redirected to KML Representation of geotagged projects of GMC, as shown below.

GMC Project Management and Monitoring Tool

Welcome Super Admin, GMC **ADM**

[Go Home](#)

ONGOING **COMPLETED**

Law College Road bye lane Dispur
Progress: 100%

All rights reserved. GMC Project Management and Monitoring Tool © 2020

Powered by Skaplink Technologies Pvt. Ltd.

Clicking on any project here, it will open that project with its details.

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.

