

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



USER MANUAL



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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.

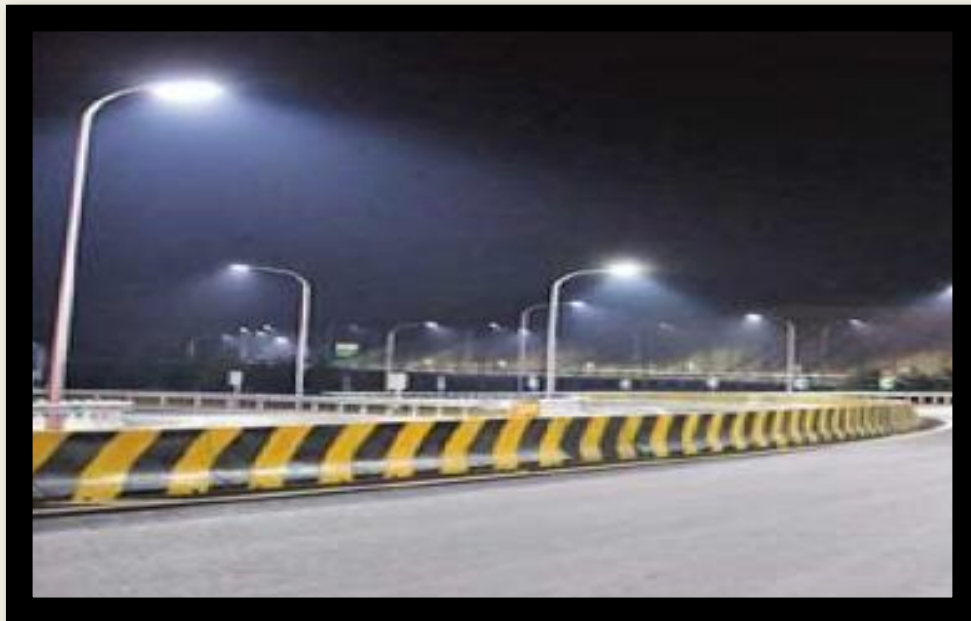


Figure- Project Jyoti (Own your Street Light)

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).

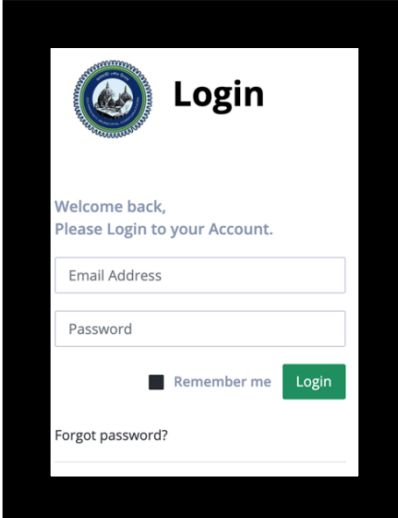
It provides the Authorities, Project coordinator and Project guides a simple web portal to manage and monitor the overall project activities. All the users of the system have a unique user id and password. Then any user can login into the system using their id and password to get authenticated further.

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

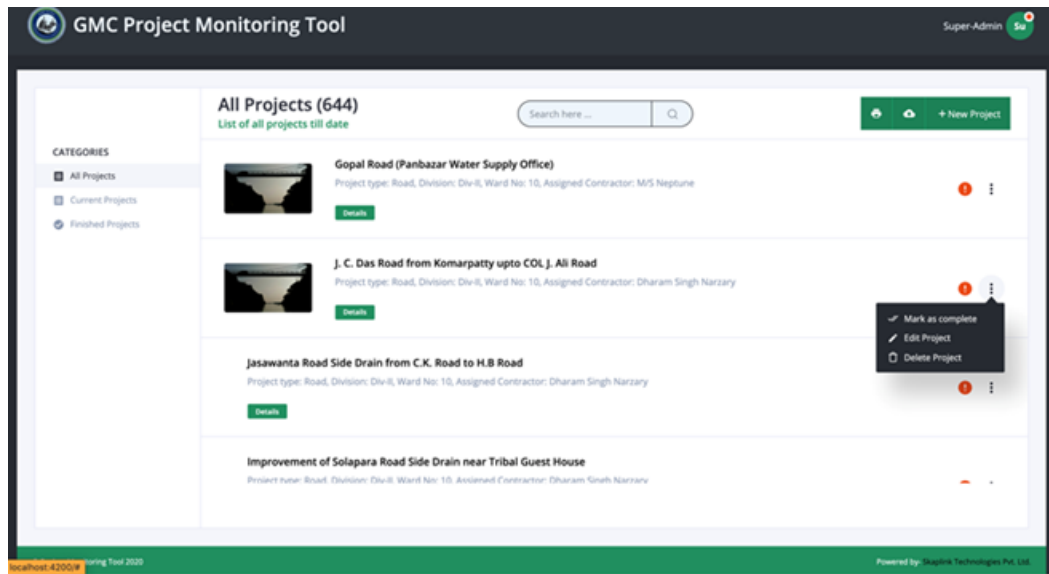
1. Enter the URL- <https://gmcpms.in> in the browser
2. Click Go
3. The home page appears
4. Scroll downwards to the Login section

A screenshot of a web login page. At the top left is a circular logo with a building and text. To its right is the word "Login" in bold. Below the logo, it says "Welcome back, Please Login to your Account." There are two input fields: "Email Address" and "Password". Below the "Password" field is a checkbox labeled "Remember me" and a green "Login" button. At the bottom, there is a link "Forgot password?" with a corresponding input field.

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

ALL PROJECTS

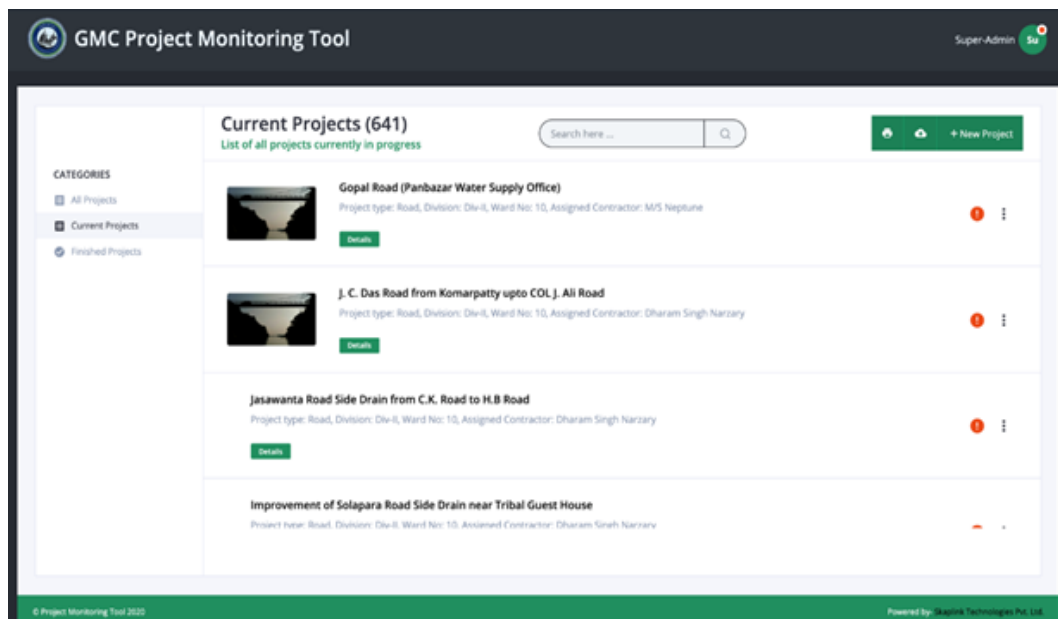
- ❖ The dashboard that appears once logged in to the system shows the active window for **All Projects**. There are tabs for **+New Project**, **Current Projects** and **Finished Project**, besides the active tab of **All Projects**.



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

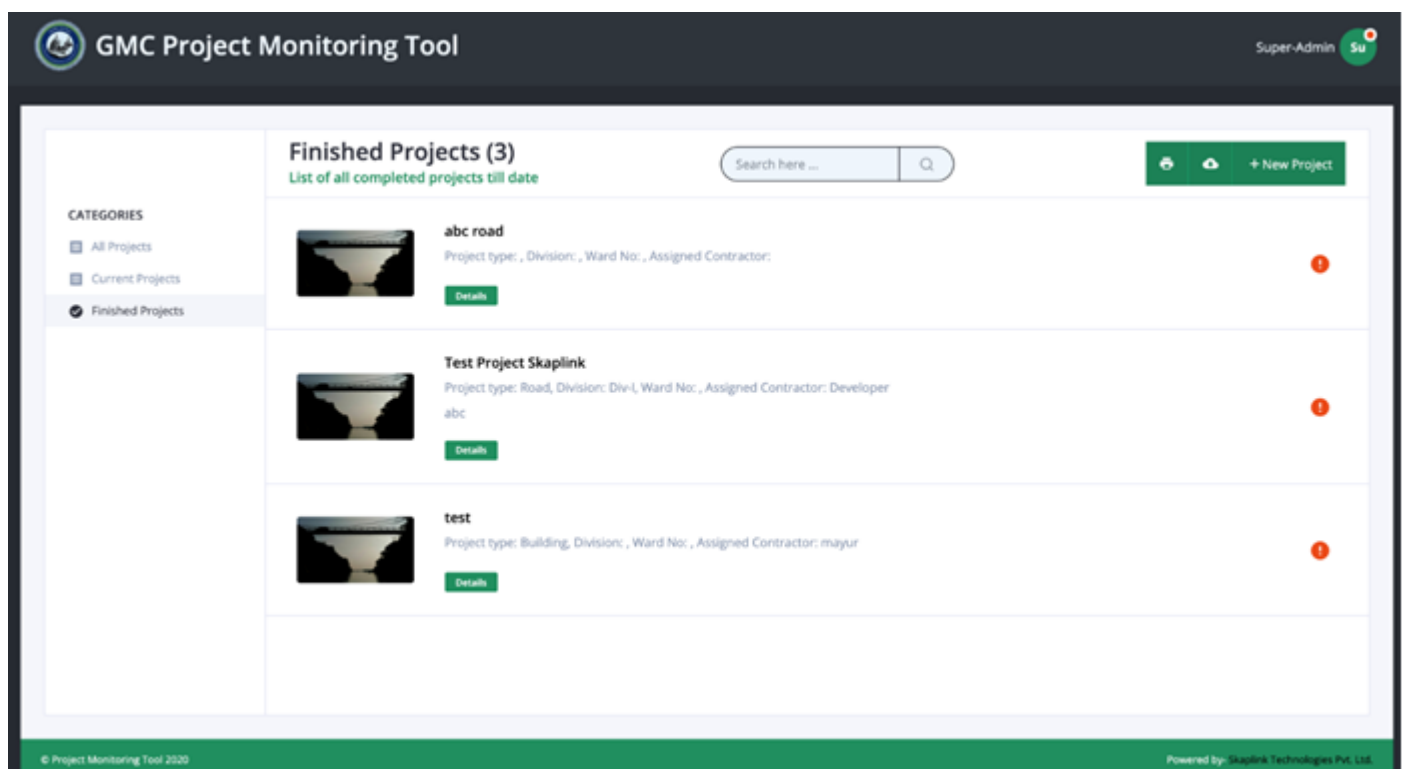
CURRENT PROJECTS

- ❖ 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.



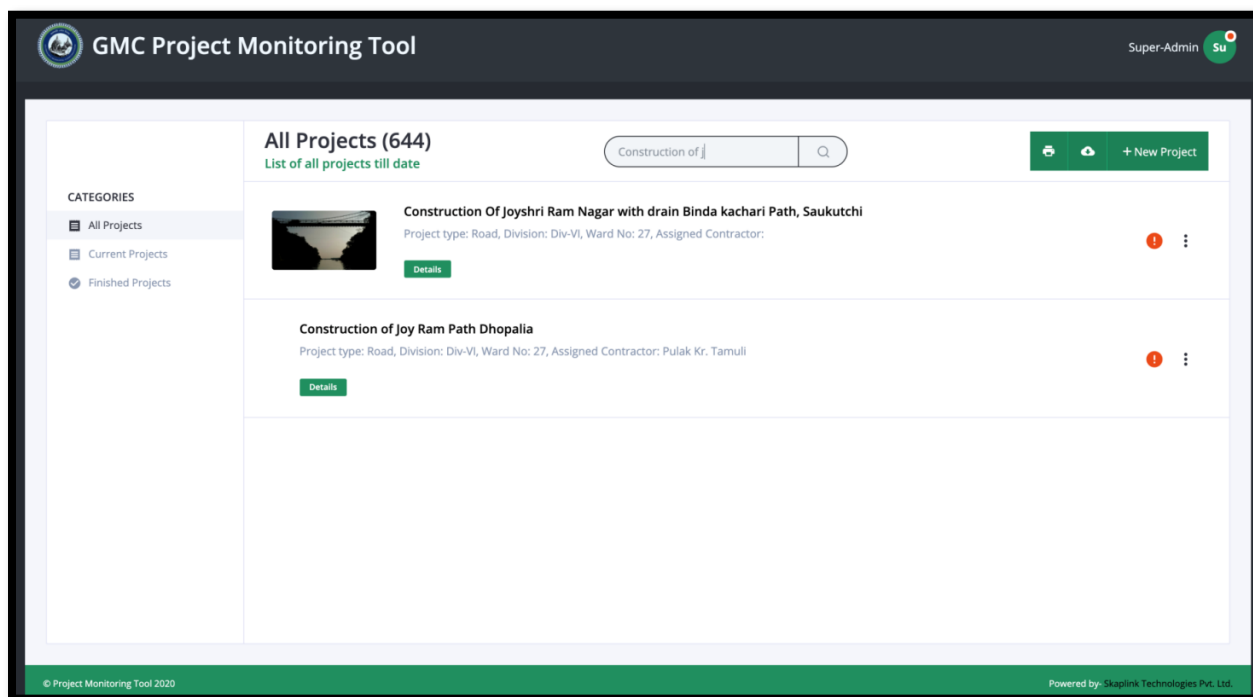
FINISHED PROJECTS

- ❖ 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.



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 Monitoring Tool'. The form is a modal window with a green header and a white body. 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.
- 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 'dd/mm/yyyy' as the placeholder.
- Description:** A text area with 'Project description' as the placeholder.

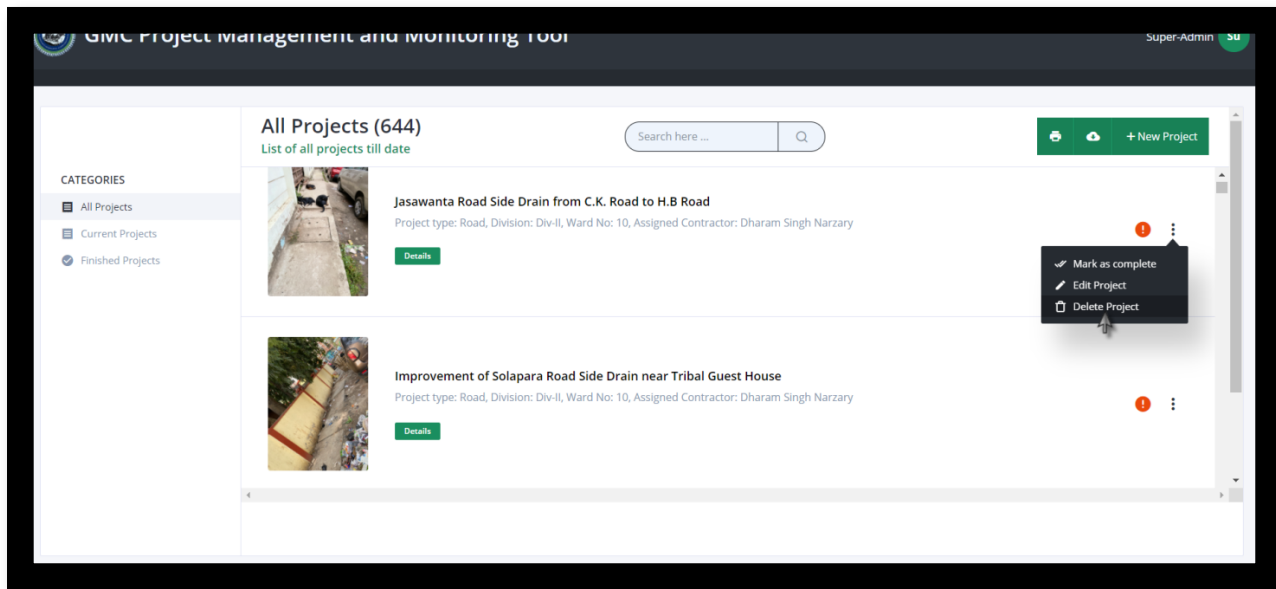
At the bottom of the form, there are two buttons: 'CANCEL' (in red) and 'SAVE' (in green). The background of the application shows a sidebar with 'CATEGORIES' (All Projects, Current Projects, Pending Projects) and a list of projects, including one titled 'Improvement of Solapara Road Side Drain near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

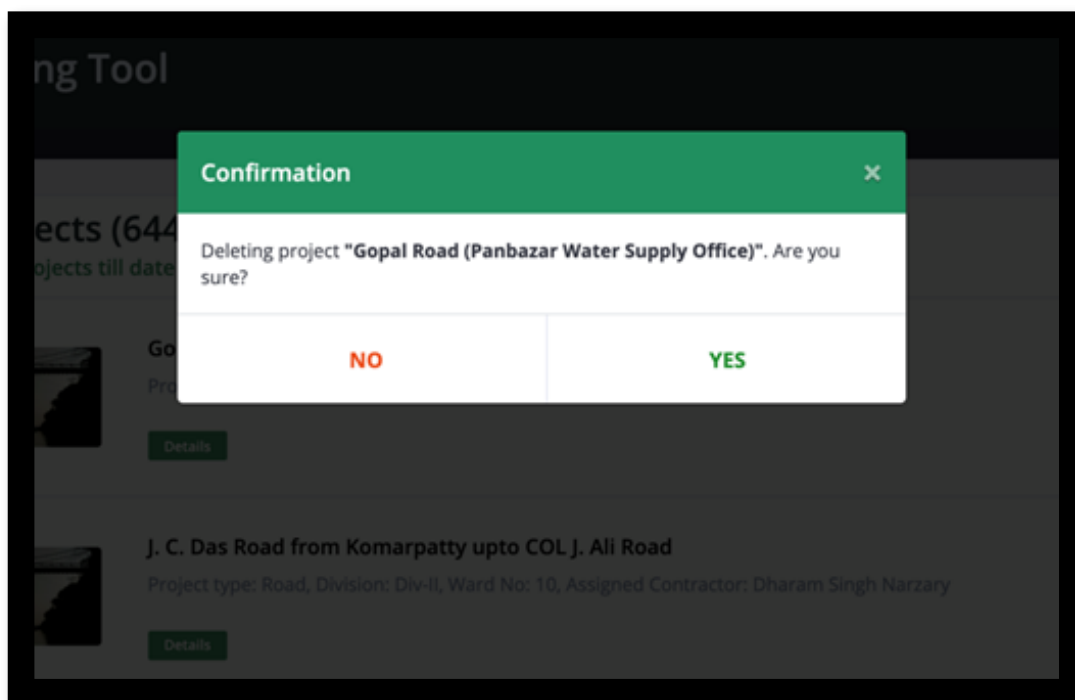
Once the project is added, it will redirect you to the window of **Current Projects**. Click on the respective project to display its details.

DELETE PROPERTY:

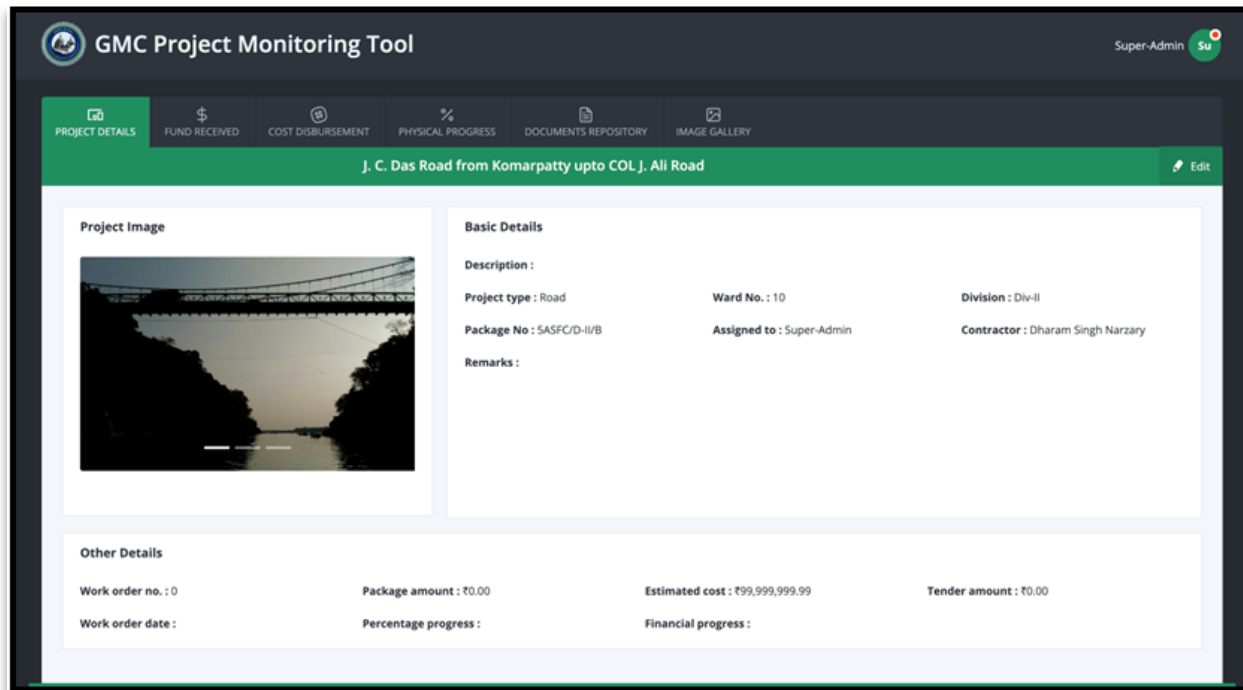
- ❖ We can directly click on the three dots besides every project. Among the three options selecting the delete project button will lead to the deletion of the project permanently.



- ❖ Confirmation message will pop up.



Project Details

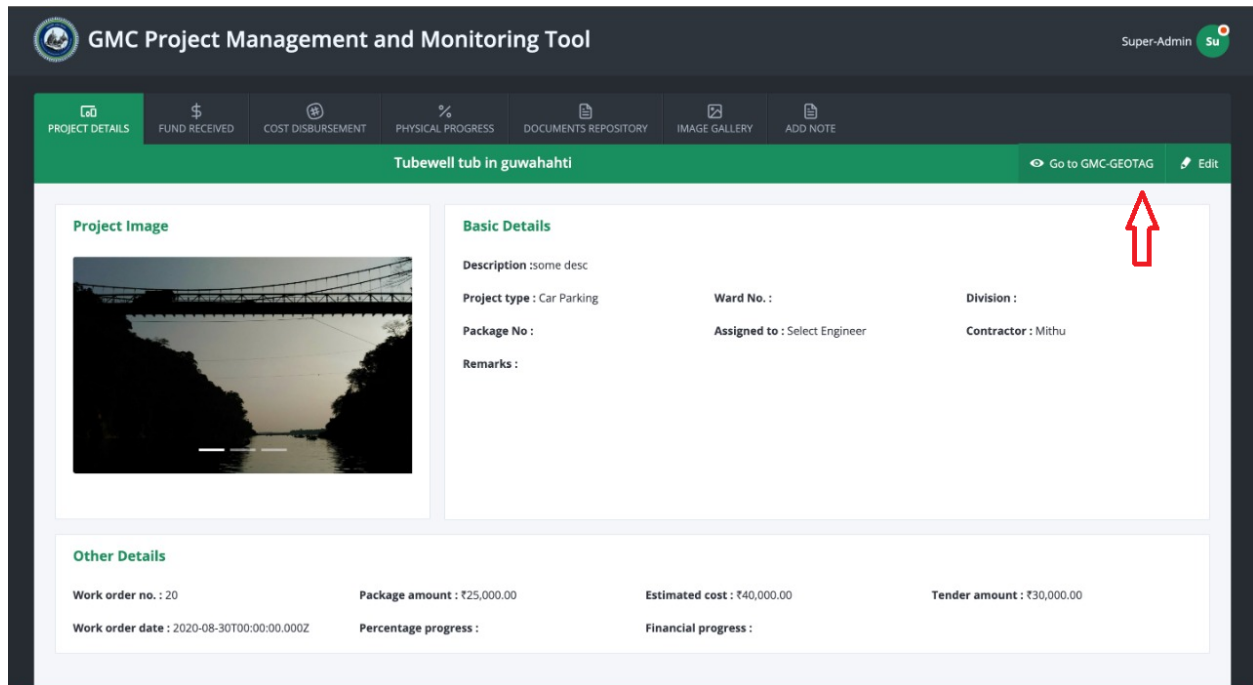


- ❖ The Project Details tab displays the Basic Details and the Other Details of the project.
- ❖ Basic Details-
 - Project Title
 - Package No.
 - Ward No.
 - Division (Dropdown)
 - Assigned to (Dropdown)
 - Contractor
 - Project Type
 - Remarks
 - Work Order No.
 - Package Amount
 - Estimated Cost
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

- Project type:** A dropdown menu with 'Road' selected.
- Project Title:** A text field containing 'J. C. Das Road from Komarpatty upto COLJ, All Road'.
- Ward No.:** A text field containing '10'.
- Division:** A dropdown menu with 'Div-8' selected.
- Package No.:** A text field containing 'SASFC/D-8/B'.
- Assigned To:** A dropdown menu.
- Contractor:** A text field containing 'Dharam Singh Narzary'.
- Work order date:** A text field.
- Work order No.:** A text field containing '0'.
- Package amount:** A text field containing '0'.
- Estimated cost:** A text field containing '9999999.99'.
- Tender amount:** A text field containing '0'.
- Percentage progress:** A text field.
- Financial progress:** A text field.
- Description:** A text area with the placeholder 'Project description'.

At the bottom of the form, there are two buttons: 'CANCEL' (in red) and 'UPDATE' (in green). Below the form, there is a section titled 'Other Details' which displays the following information:

- Work order no. : 0
- Package amount : ₹5.00
- Estimated cost : ₹99,999,999.99
- Tender amount : ₹5.00
- 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". Below the title, there is a label "Project completed on(actual end date)" followed by a date input field with a placeholder "dd/mm/yyyy". A date picker calendar is open, showing the month of August 2020. The calendar has a grid of days from 1 to 31. The 25th is highlighted in blue. To the right of the calendar, there is a green "UPDATE" button. Below the calendar, there is a list of project entries, each with a title and a contractor name. The visible entries are:

- COL J. Ali Road
- Assigned Contractor: Dharam Singh Narzary
- K. Road to H.B Road
- Assigned Contractor: Dharam Singh Narzary
- Tribal Guest House
- Assigned Contractor: Dharam Singh Narzary

❖ Project Status (Dropdown)-

- Ongoing
- Completed

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

- Update
- Cancel

FUND DETAILS

The screenshot displays the 'GMC Project Management and Monitoring Tool' interface. A modal window titled 'Edit Fund Received' is open, allowing users to update fund received details. The background shows a sidebar with 'PROJECT DETAILS', 'FUND RECEIVED', and 'COST' tabs, and a main area with 'Approved Cost' and 'T.S' sections.

Edit Fund Received

A.A number	A.A amount	A.A date	Fund received
20	25000	dd/mm/yyyy	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

ed: ₹50,000.00

Super-Admin

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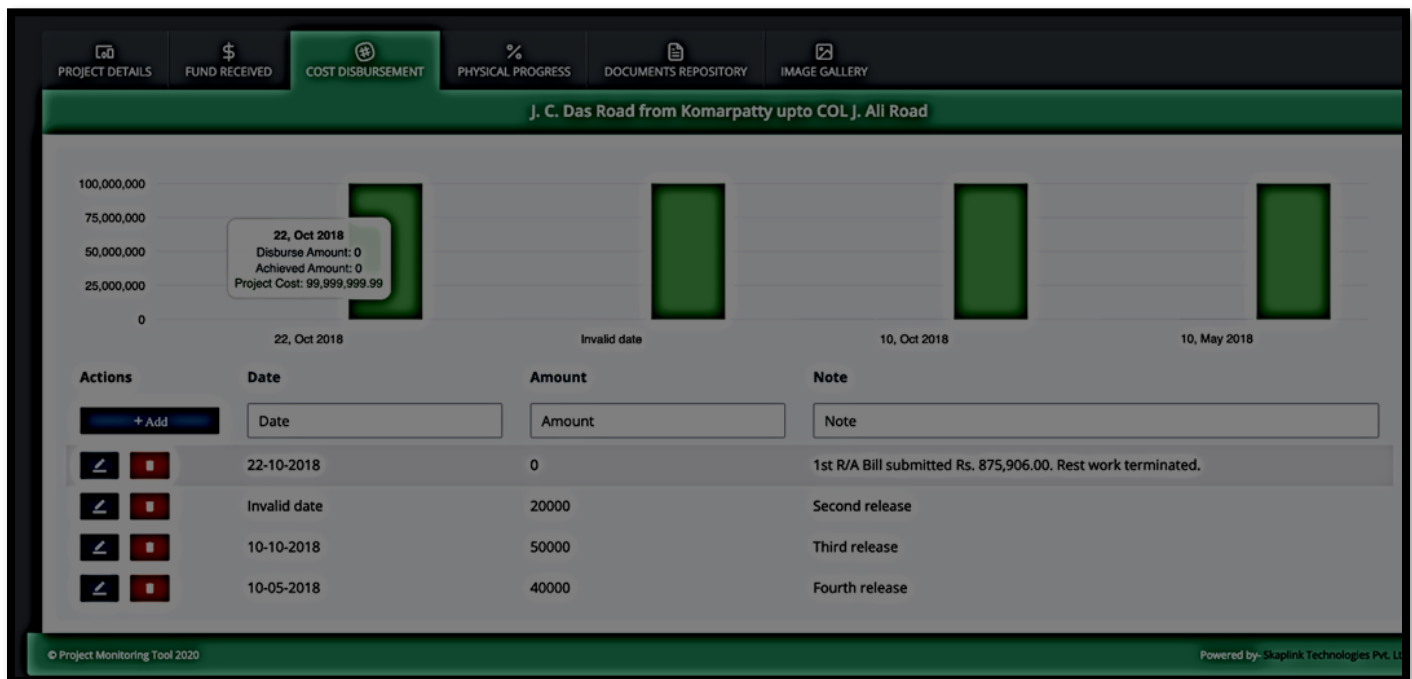
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COST DISBURSEMENT:

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.

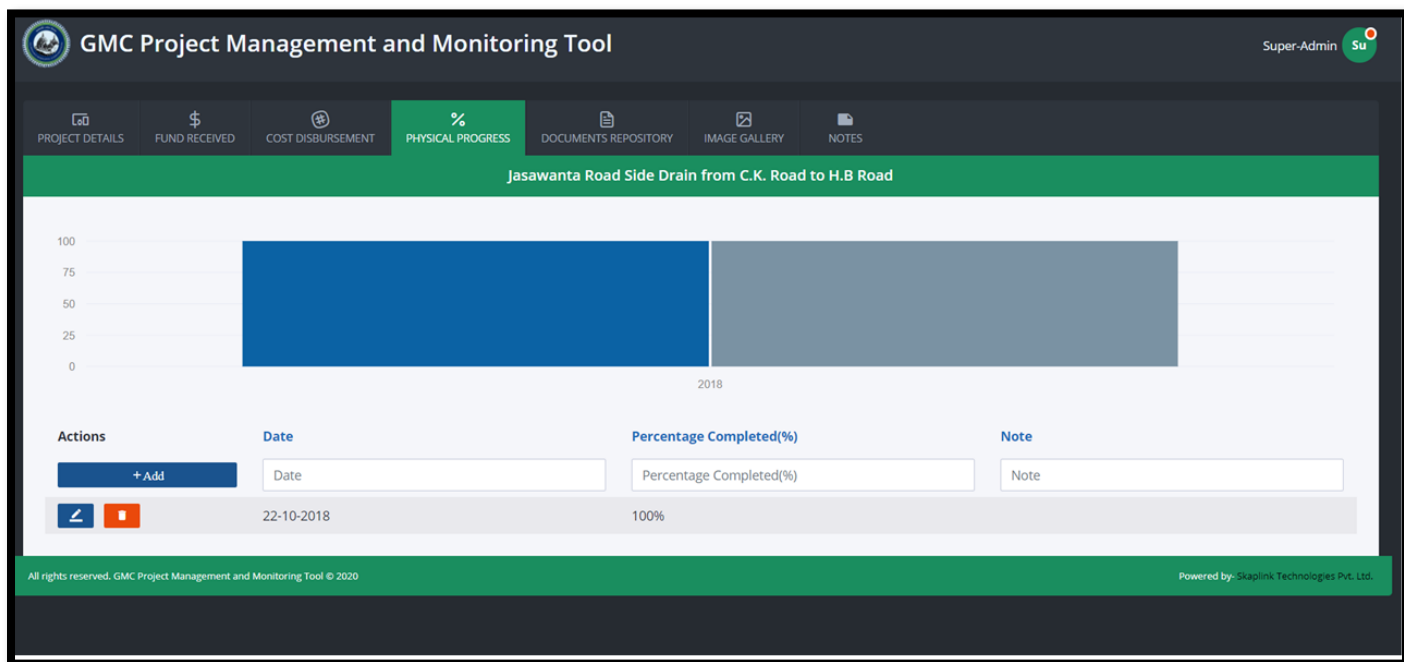


PHYSICAL PROGRESS:

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.

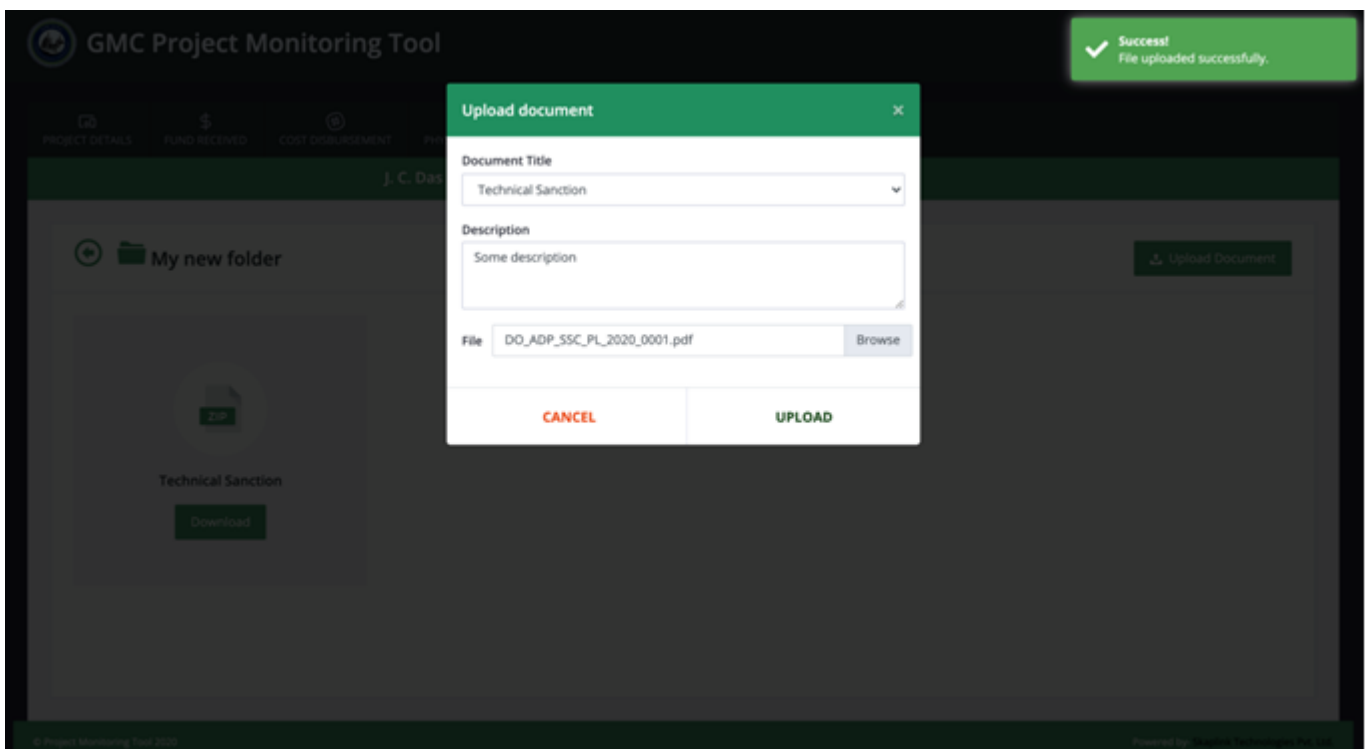
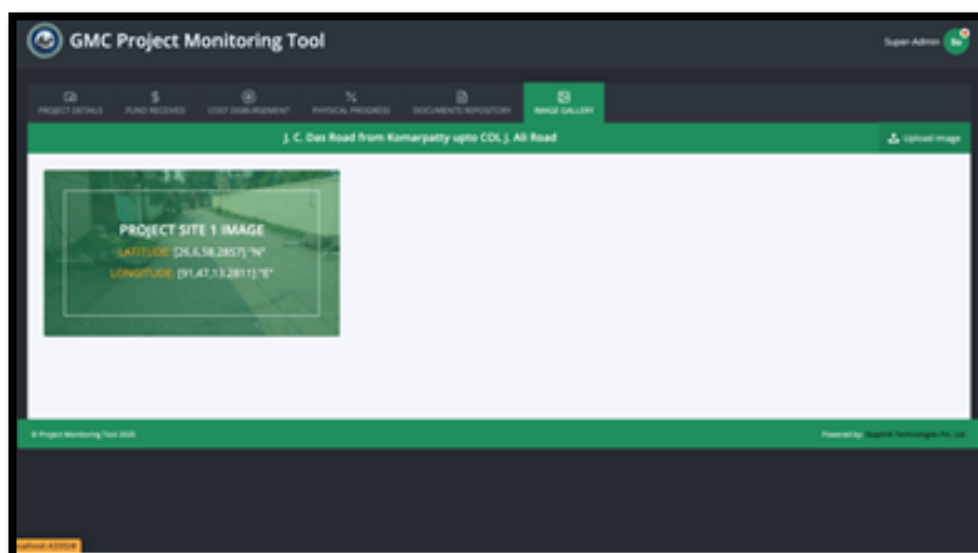
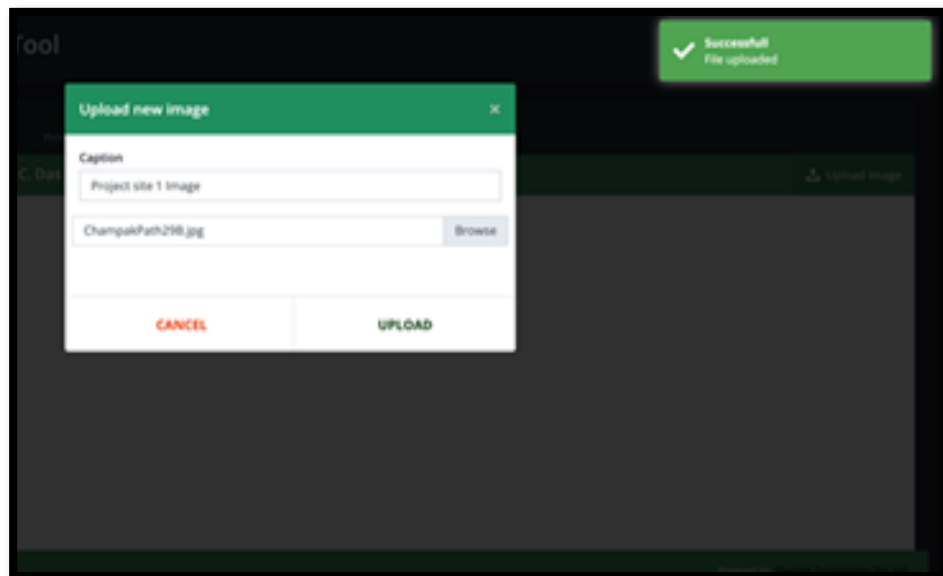


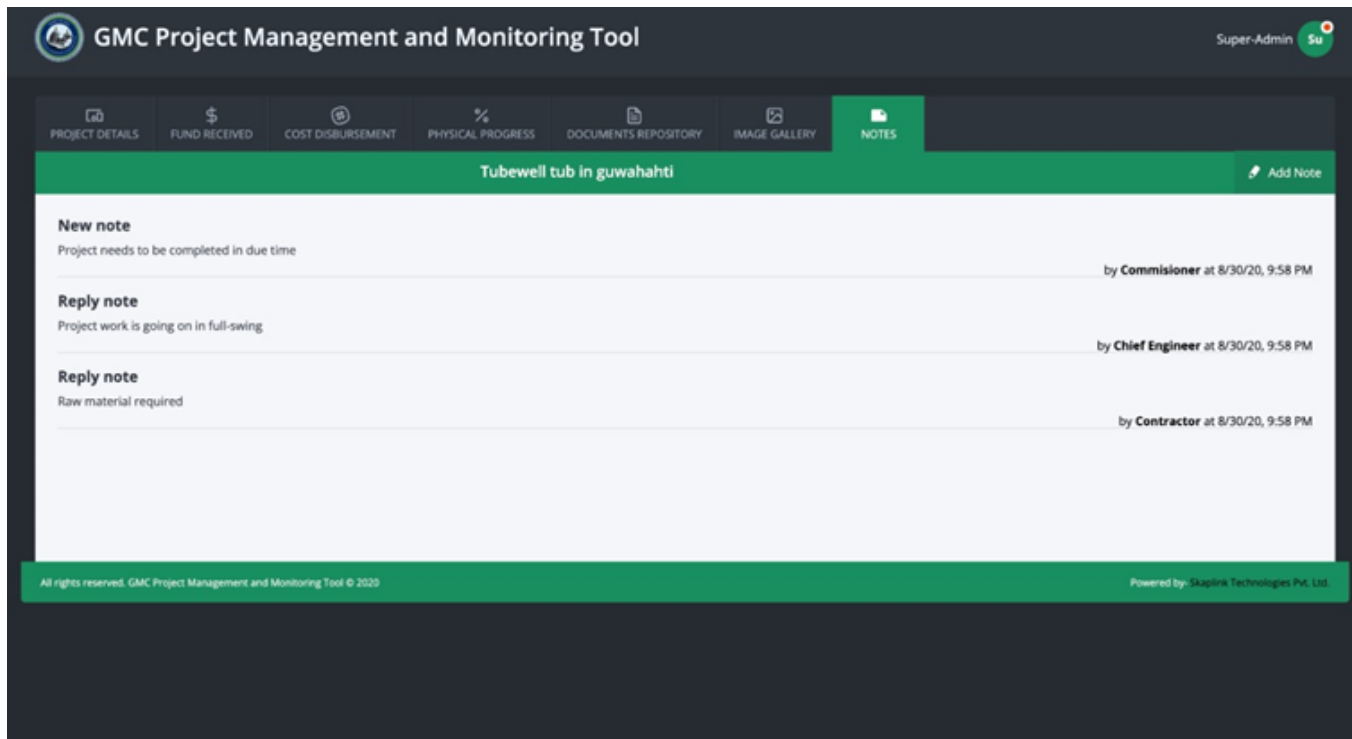
IMAGE GALLERY

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.

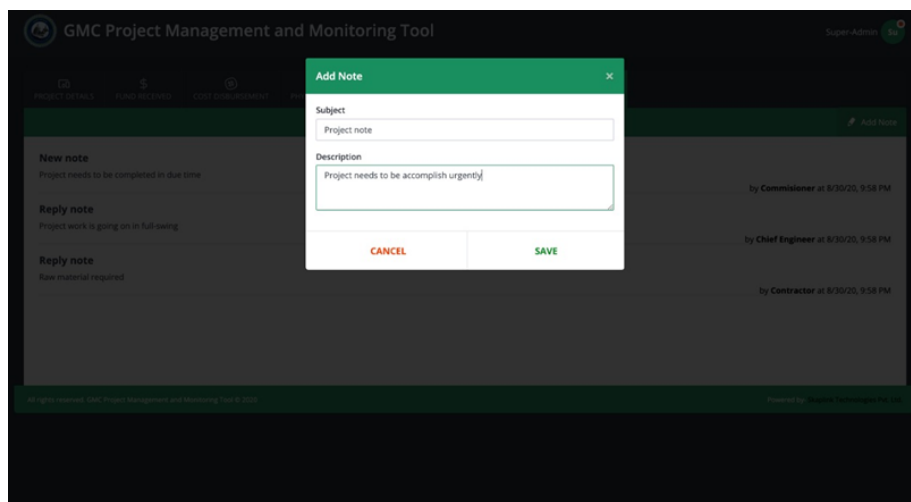


NOTES ON PROJECT FILES

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.

