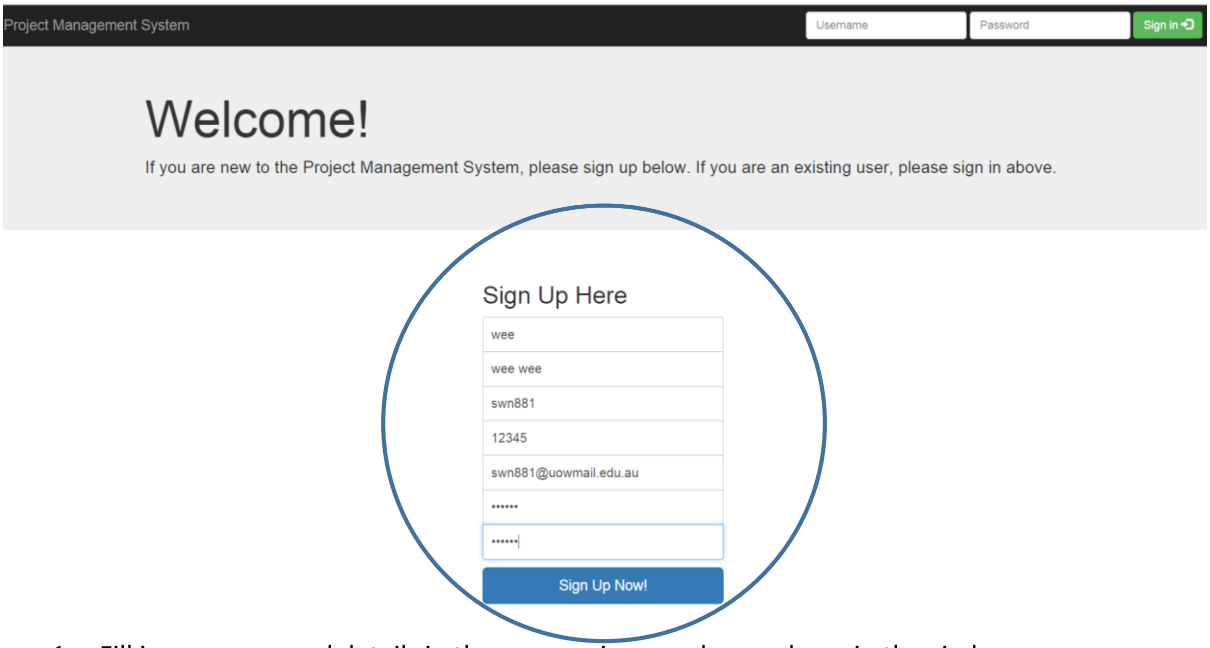
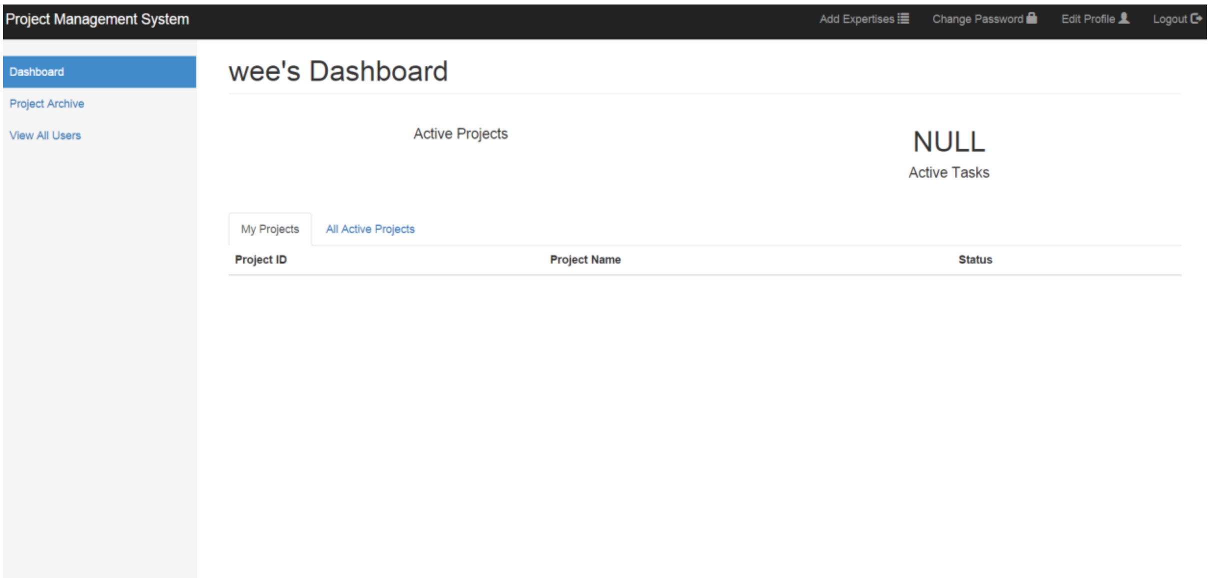
User Manual

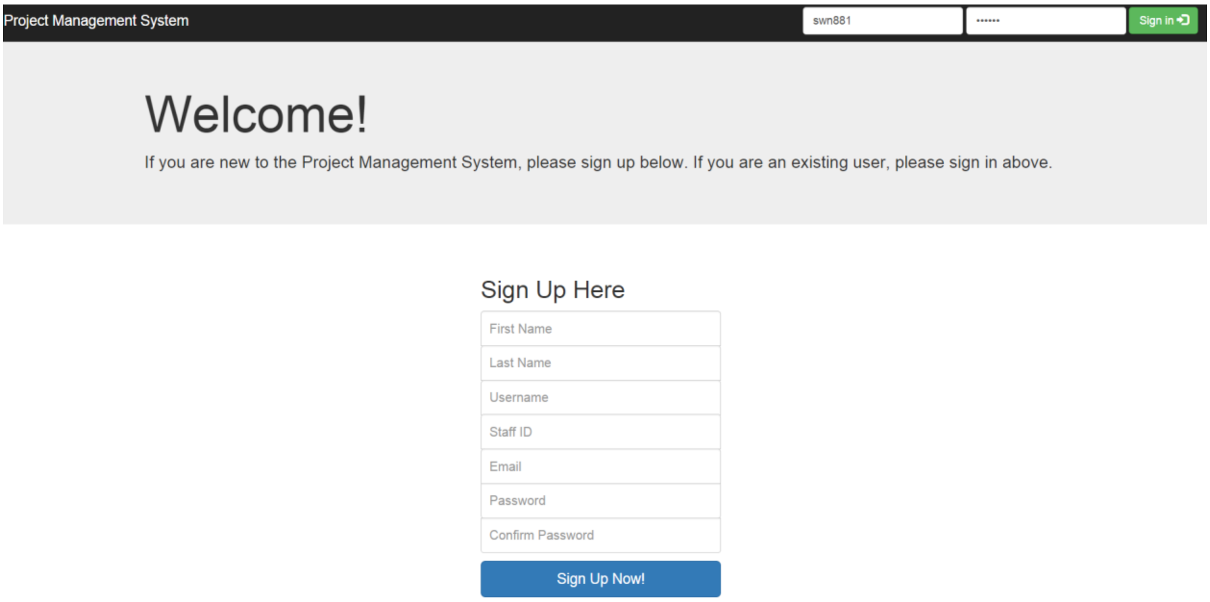
Signing up to use the system



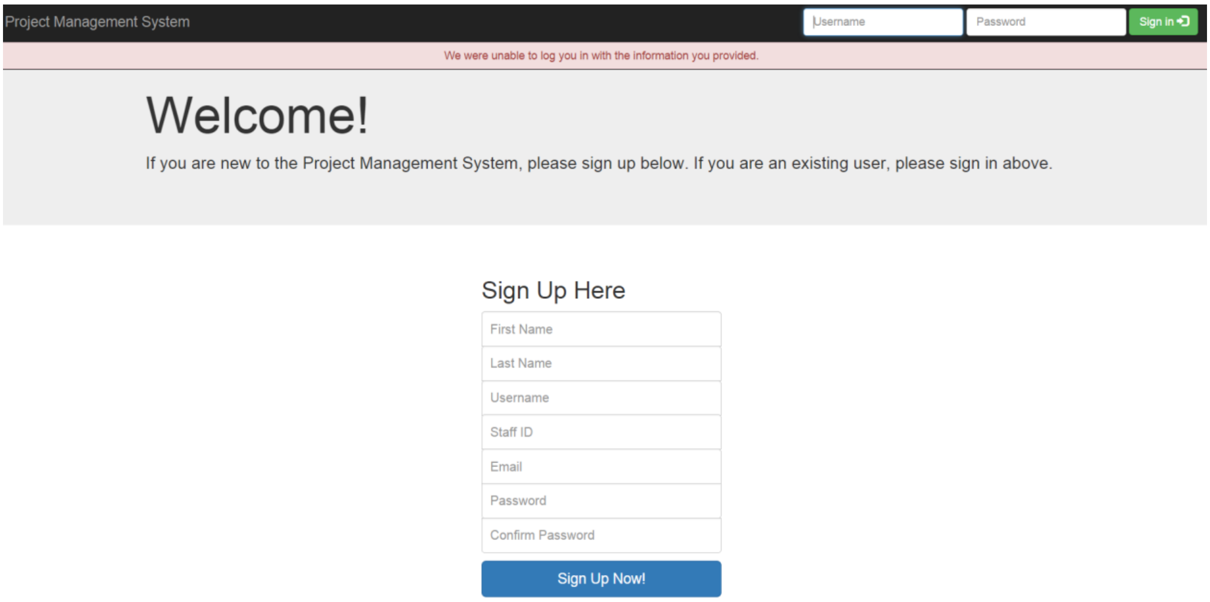
1. Fill in your personal details in the spaces given as shown above in the circle.
2. Upon signing up, the user will be brought directly into the main dashboard of the system as shown below



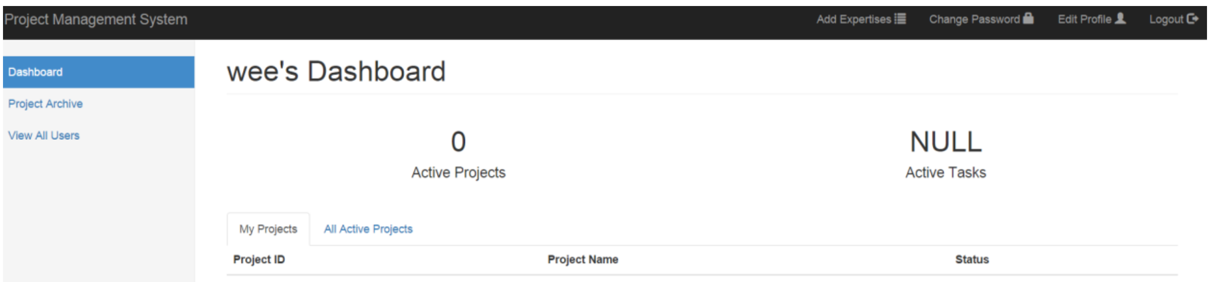
Login to the system



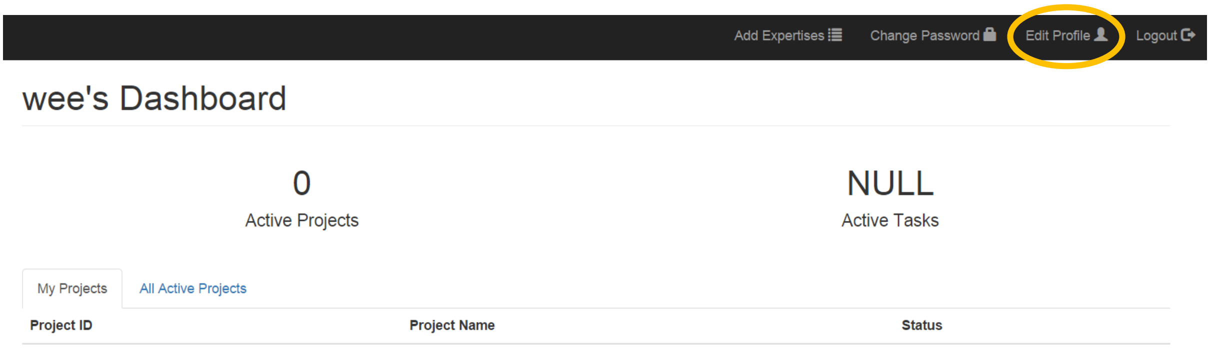
1. To sign in to the system, fill in your login details in the top right section of the website.
2. If you login into the system with incorrect login details, you will see the window as shown below.



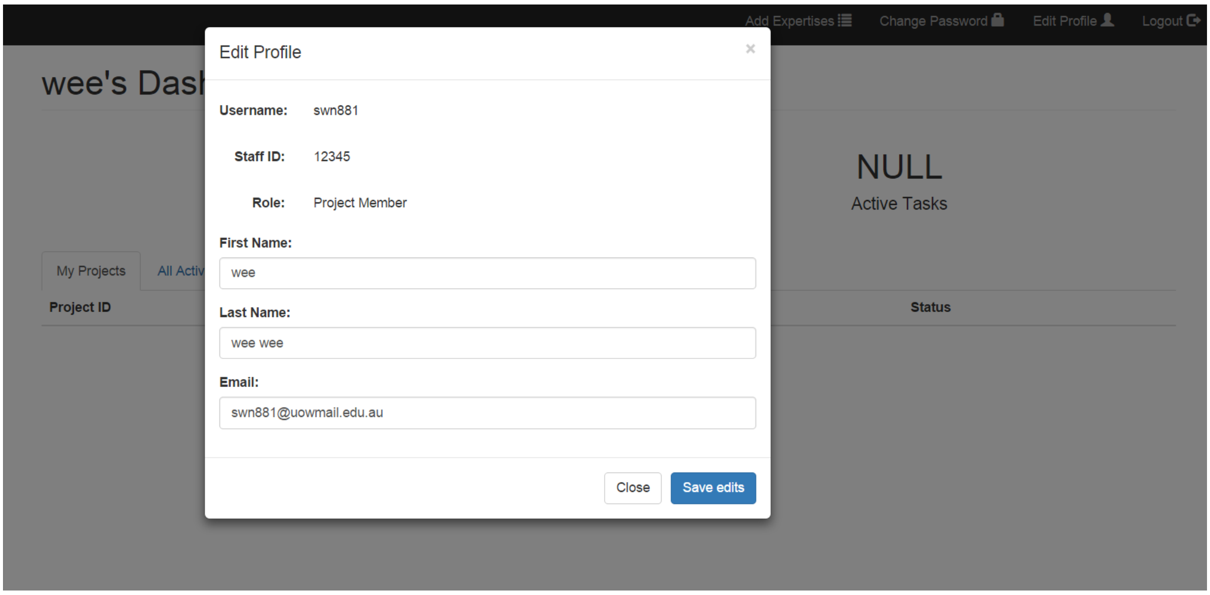
3. Upon successful login, the user will then be brought into the main dashboard of the system as shown below.



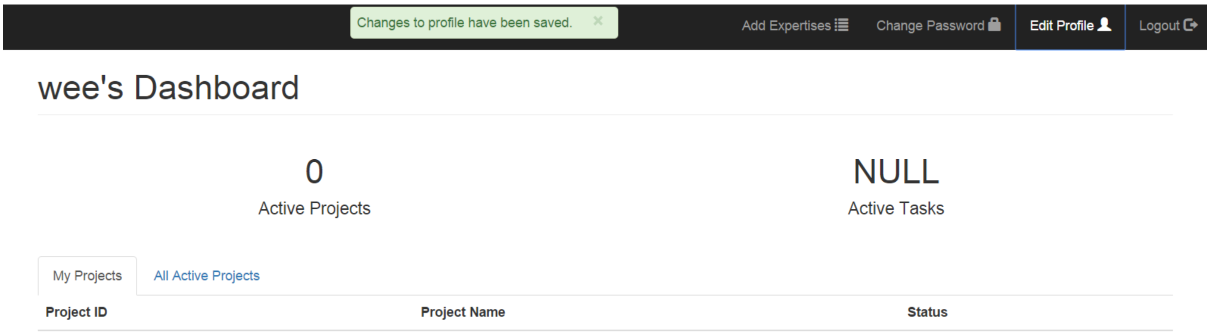
Modify personal details



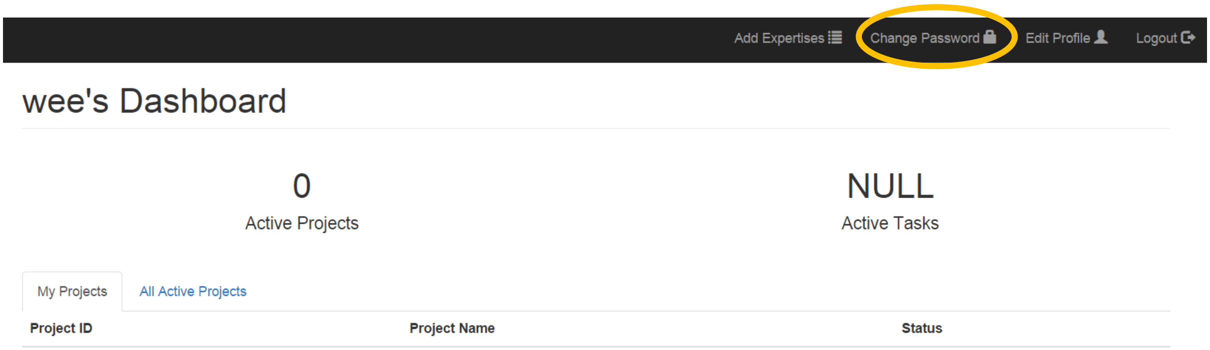
1. To modify your own personal details (Not your password), you will first need to access the main dashboard of the system as shown above in the system (To do so, simply login to the system).
2. Upon reaching the main dashboard, click on the “Edit Profile” button on the top right (As shown in the orange circle).



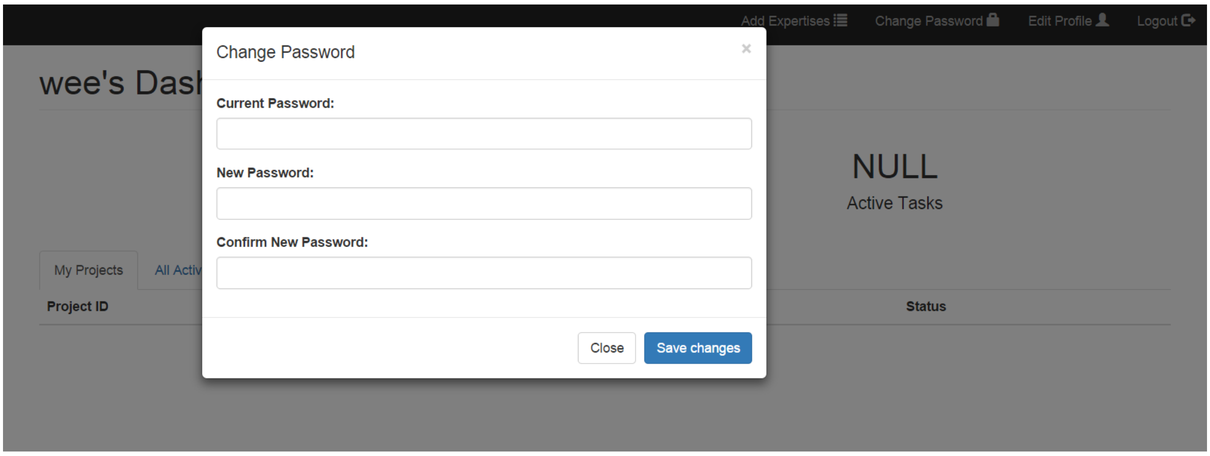
3. A window as shown in the picture above will pop out, and you will be able to modify your personal details.
4. After you are done with editing your personal details, simply click on “Save edits” button from the pop up window.
5. Upon successfully editing your personal details, a window will pop up telling you that your personal details has been successfully changed. Can be seen in picture below.


Changes to profile have been saved.
Add Expertises
Change Password
Edit Profile
Logout
wee's Dashboard
0
Active Projects
NULL
Active Tasks
My Projects
All Active Projects
Project ID
Project Name
Status

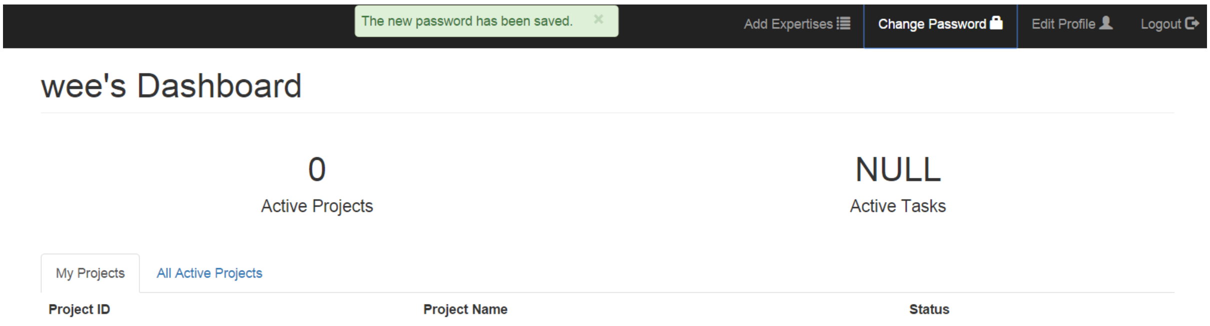
Change account password



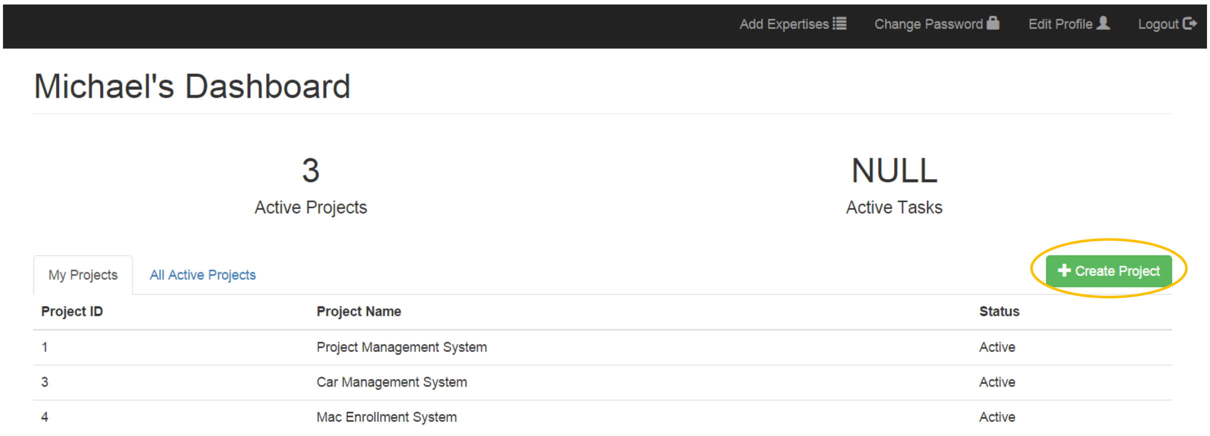
1. To modify your own password, you will first need to access the main dashboard of the system as shown above in the system (To do so, simply login to the system).
2. Upon reaching the main dashboard, click on the “Change password” button on the top right (As shown in the orange circle).



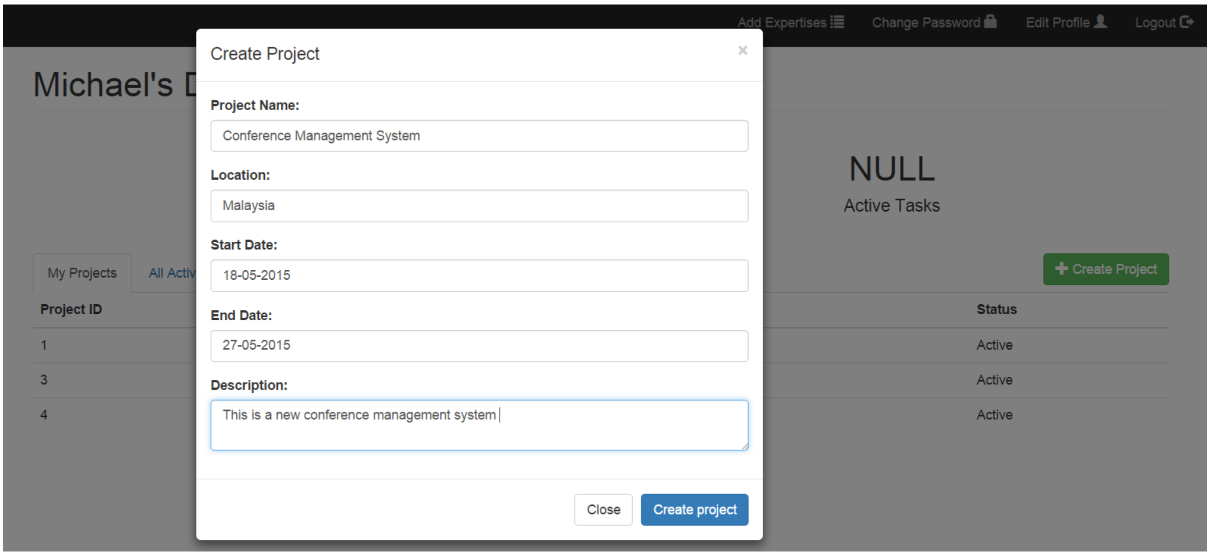
3. A window as shown in the picture above will pop out, and you will be able to modify your own password.
4. You will need to enter your old password (To ensure that it is the user of the account attempting to change the password), followed by your new password)
5. Click on “Save changes” when you are done.
6. Upon successfully changing your password, a window will pop up telling you that your password has been successfully changed. Can be seen in picture below.



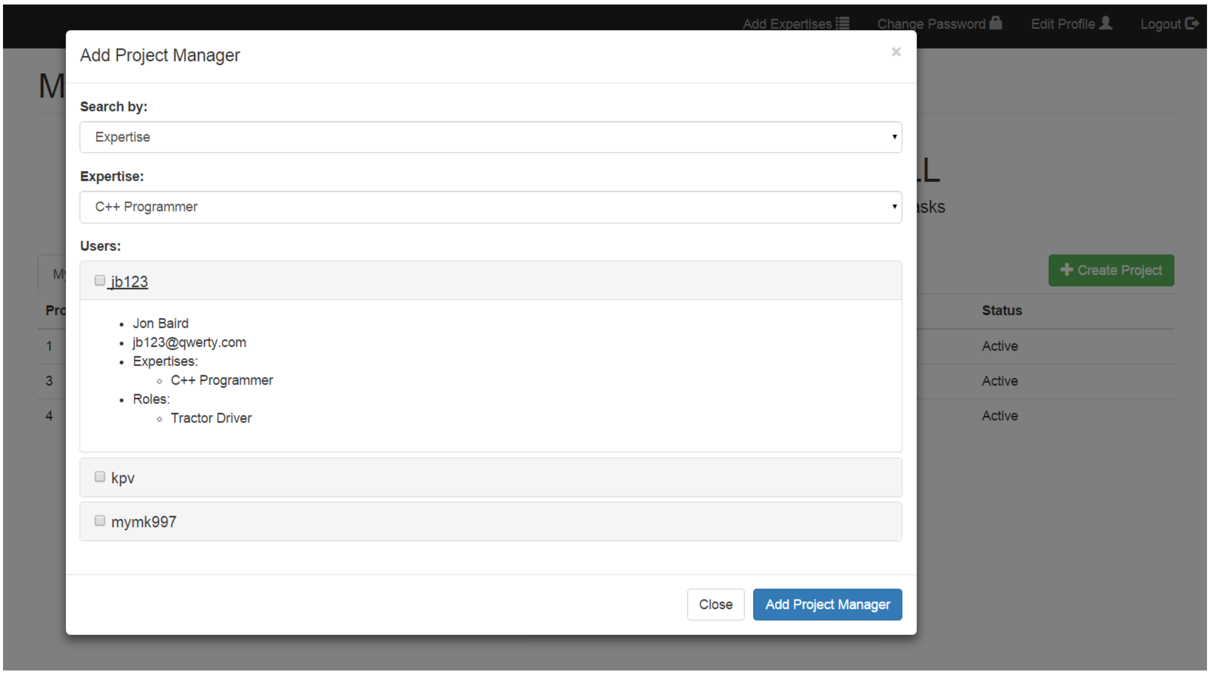
Creating a new project and assigning project manager



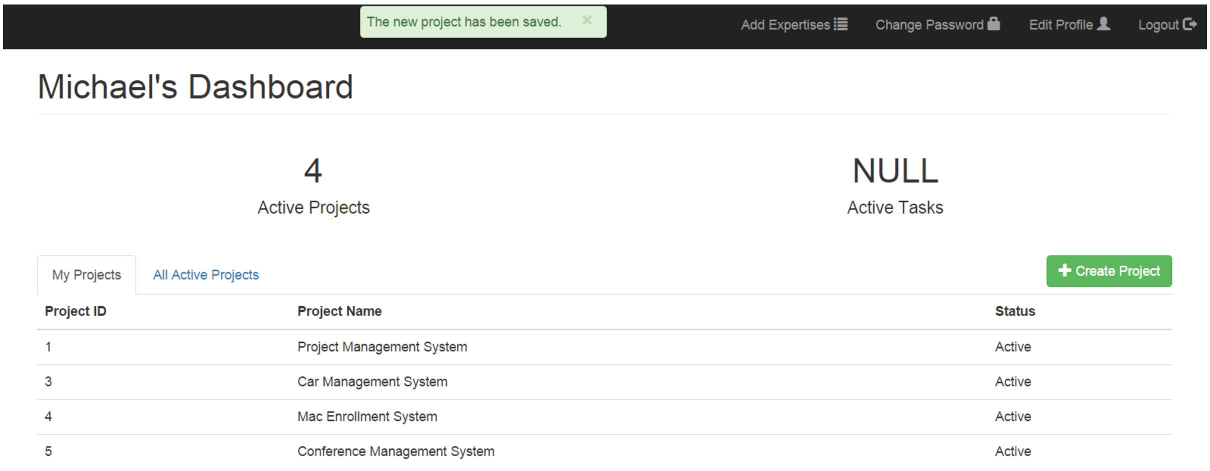
1. To create a new project, you will have to login as an Administrator. The dashboard of an Administrator is different as seen in the picture above, the difference being the Administrator will be able to see the "Create Project" button.
2. Click on the "Create project" button to create a new project.



3. A window will pop out, as shown in the picture above, and you will be able to input details of the new project.
4. Click on "Save project" when you have filled in all the fields. You will then be prompted to assign the Project Manager for the new project right after the project has been created. As seen in the picture below.

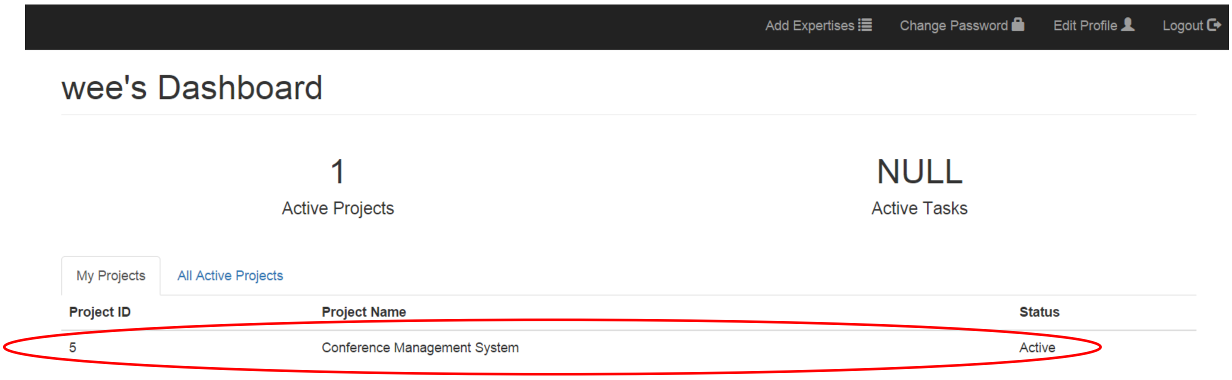


5. You will be able to search by different fields as shown in the picture above. You will be able to search by All, Expertise or Roles. Depending on the field chosen, a second field might pop out, for example, as seen above, you will then be able to search by all existing expertise.
6. If you chose All, you will simply see all the users that are registered to the system. Depending on the role or expertise chosen, the lists of users will be filtered accordingly. Upon clicking the username of the user, you will be able to see more details of the particular user also as shown above.
7. You will be able to select multiple users to be assigned the role of Project Manager for the project. Simply tick on multiple tick boxes to choose multiple users.
8. After you have chosen the Project Managers, finish by clicking “Add Project Manager”.

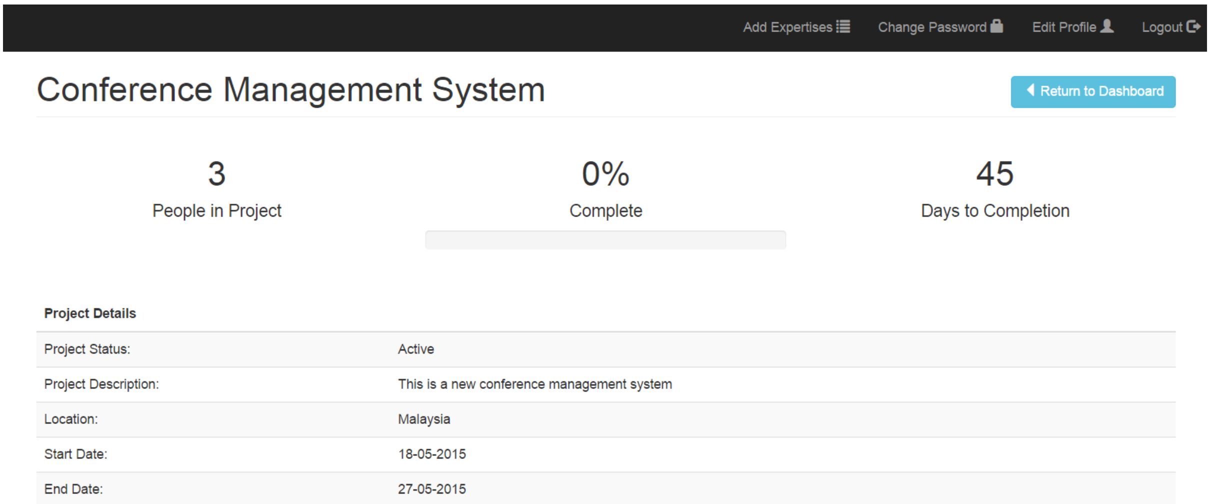


9. Upon completing the processes listed above, you will be told that the new project has been successfully created and at the same time, you will be able to see the new project listed under “My Projects” tab.

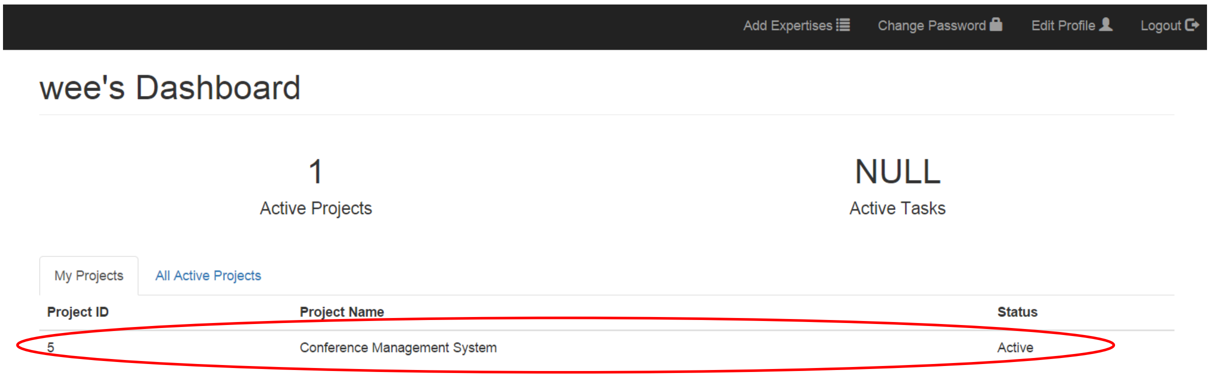
View details of project



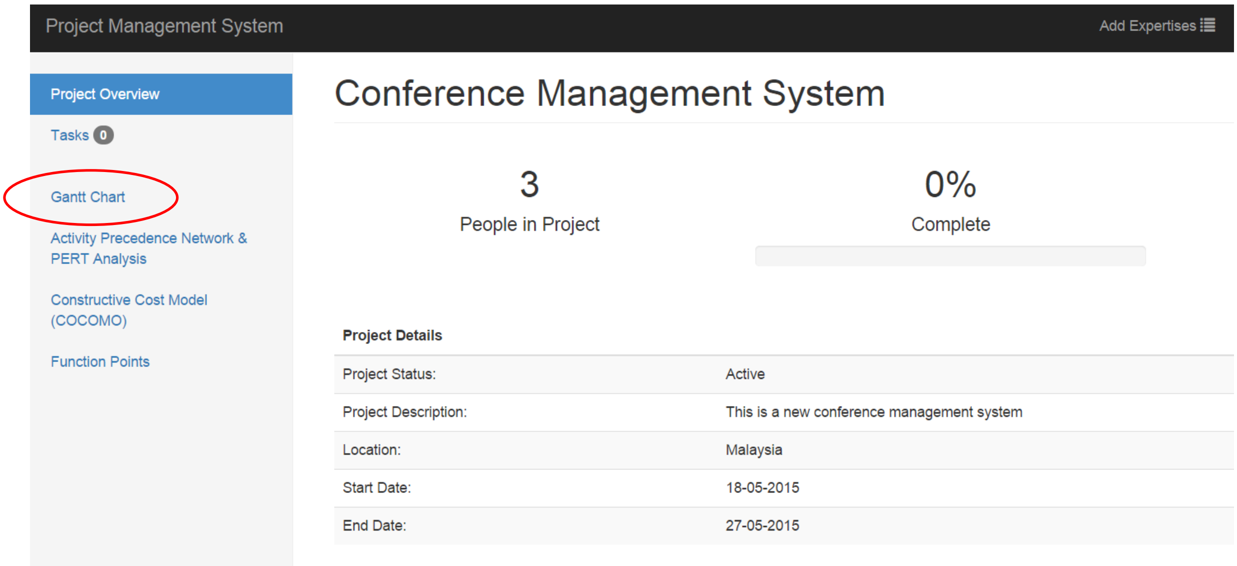
1. To gain more details on a particular project, access your main dashboard (To do so, simply login).
2. Upon accessing the main page, click on a particular project that you wish to gain more information on (An example shown with the red circle).
3. You will then be brought to the main page of the project, and you will be able to see all available details for the project. As shown in picture below.



View Gantt chart



1. To view the Gantt chart for a project, you first have to access the project main page. To do so, simply click on the project you wish to view the Gantt chart on from the main dashboard.
2. Upon clicking on the project, you will be brought to the main page for the project. As shown in the picture below.

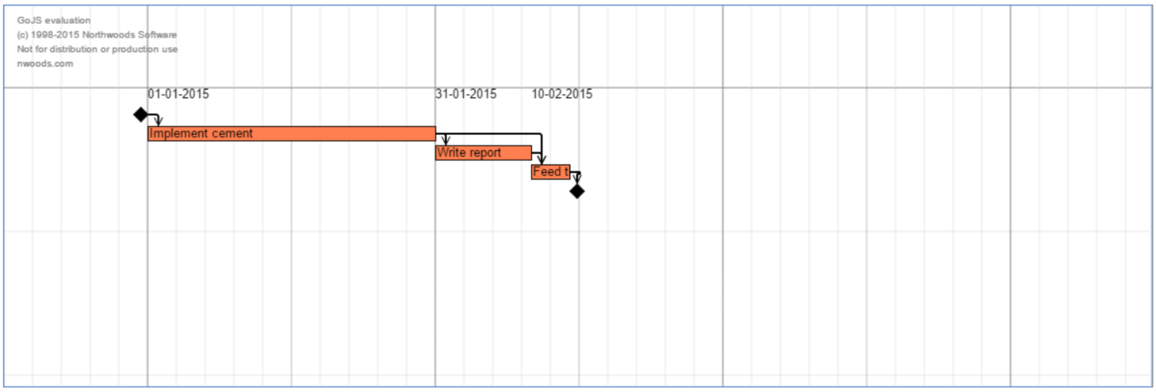


3. To access the Gantt chart for the project, simply click on the "Gantt Chart" button at the side bar. As shown in the red circle in the picture above.
4. An example of the Gantt chart is shown in the picture below.

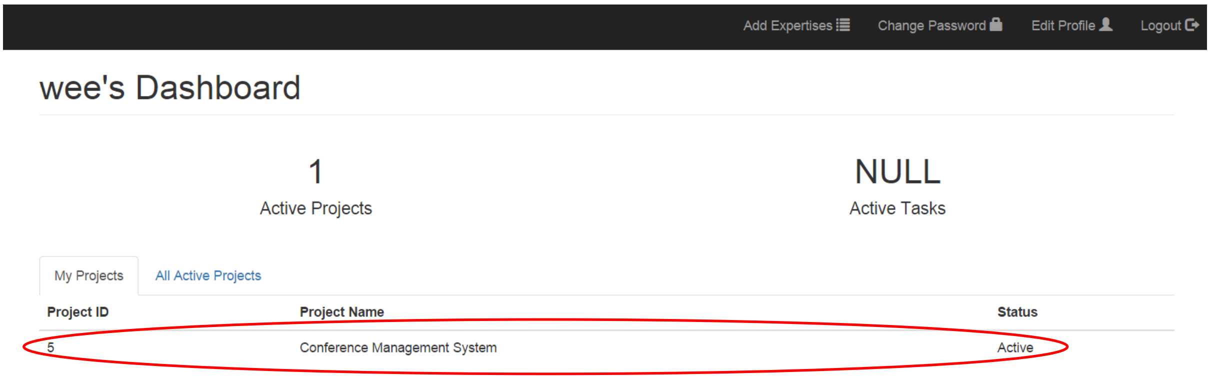
Project Management System

Return to Dashboard

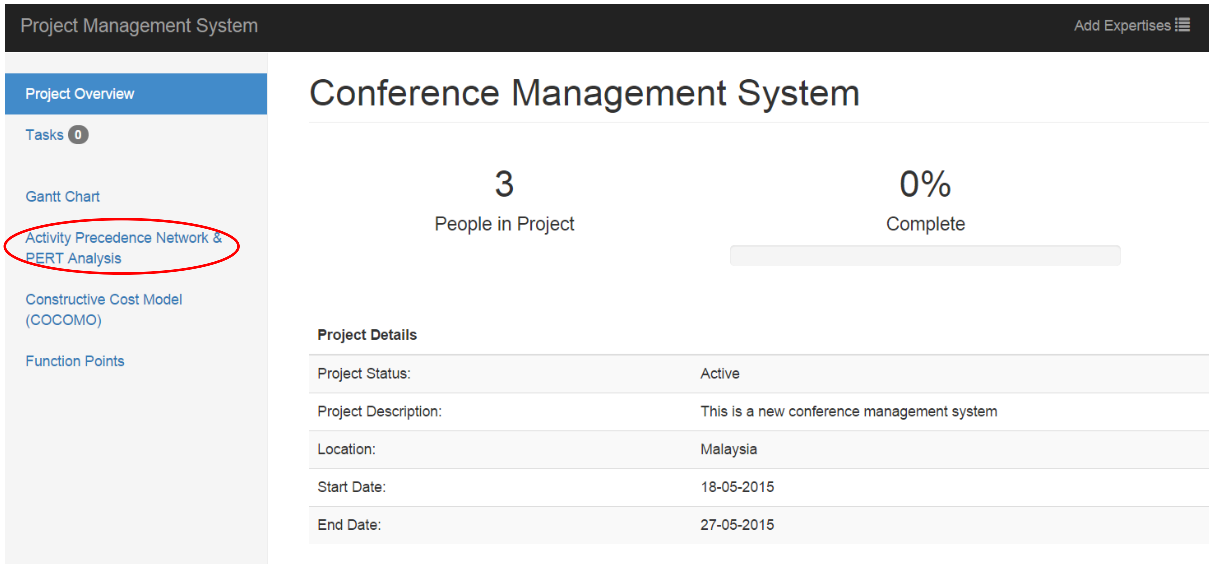
Gantt Chart



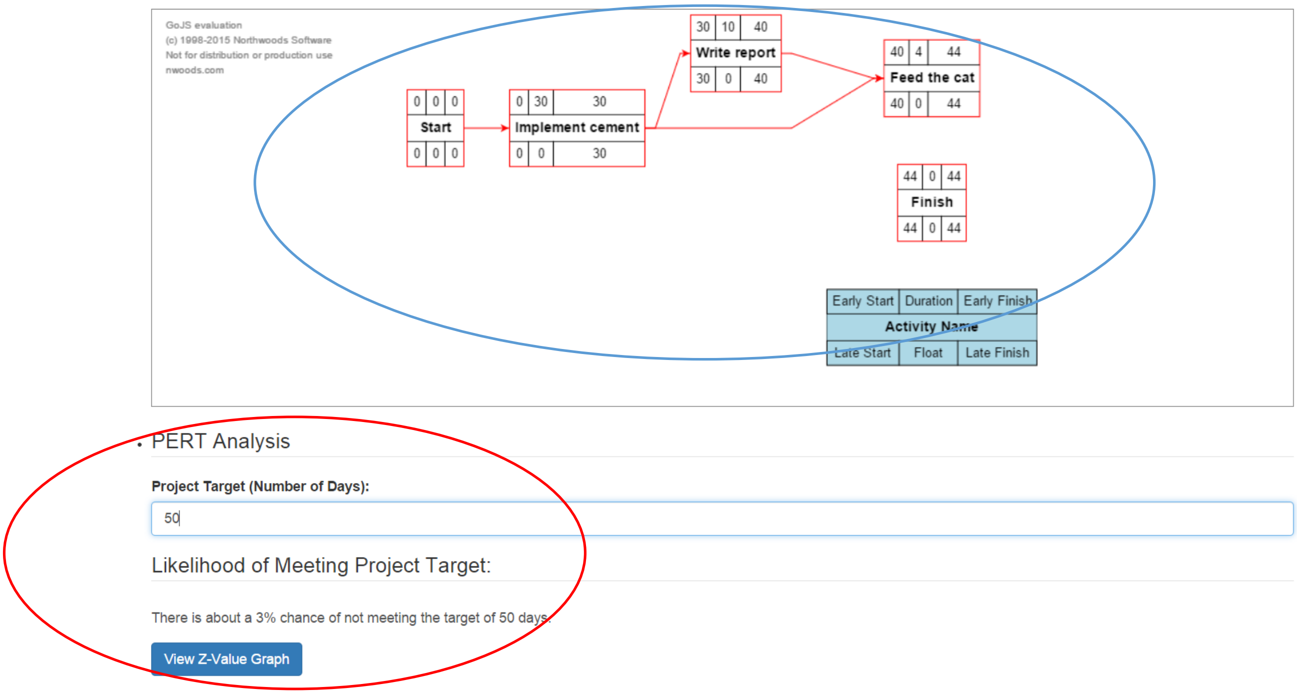
View Activity Precedence Network and PERT analysis



1. To view the Activity Precedence Network and PERT analysis for a project, you first have to access the project main page. To do so, simply click on the project you wish to view the Activity Precedence Network and PERT analysis on from the main dashboard.
2. Upon clicking on the project, you will be brought to the main page for the project. As shown in the picture below.

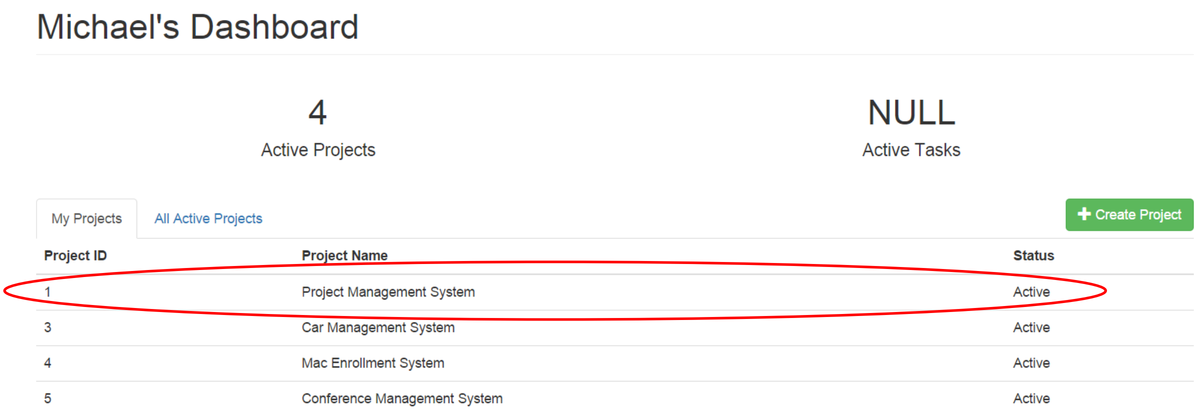


3. To access the Activity Precedence Network and PERT Analysis, simply click on the button “Activity Precedence Network & PERT Analysis” button on the side bar. As shown in the red circle above.
4. An example of the Activity Precedence Network & PERT Analysis is shown as below.

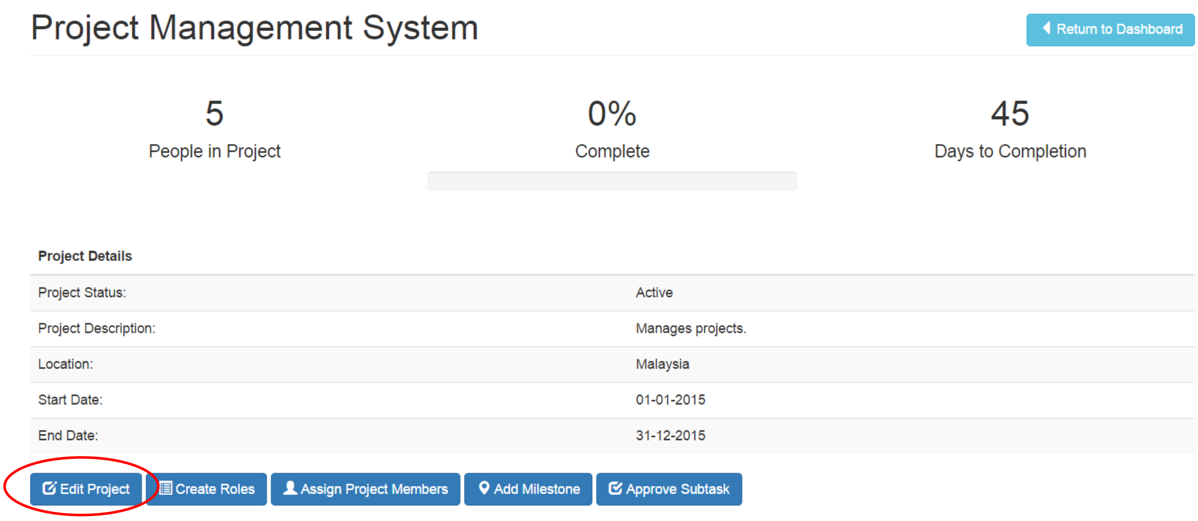


5. The activity precedence network is the one shown in the top section. As shown in the blue circle.
6. For PERT Analysis, simply add in the target number of days that is expected to finish the project (As shown in the red circle). The likelihood of meeting the project target will then be calculated and shown to you right below the text box where you entered the project target. You can also view the Z-value graph simply by clicking on the button.

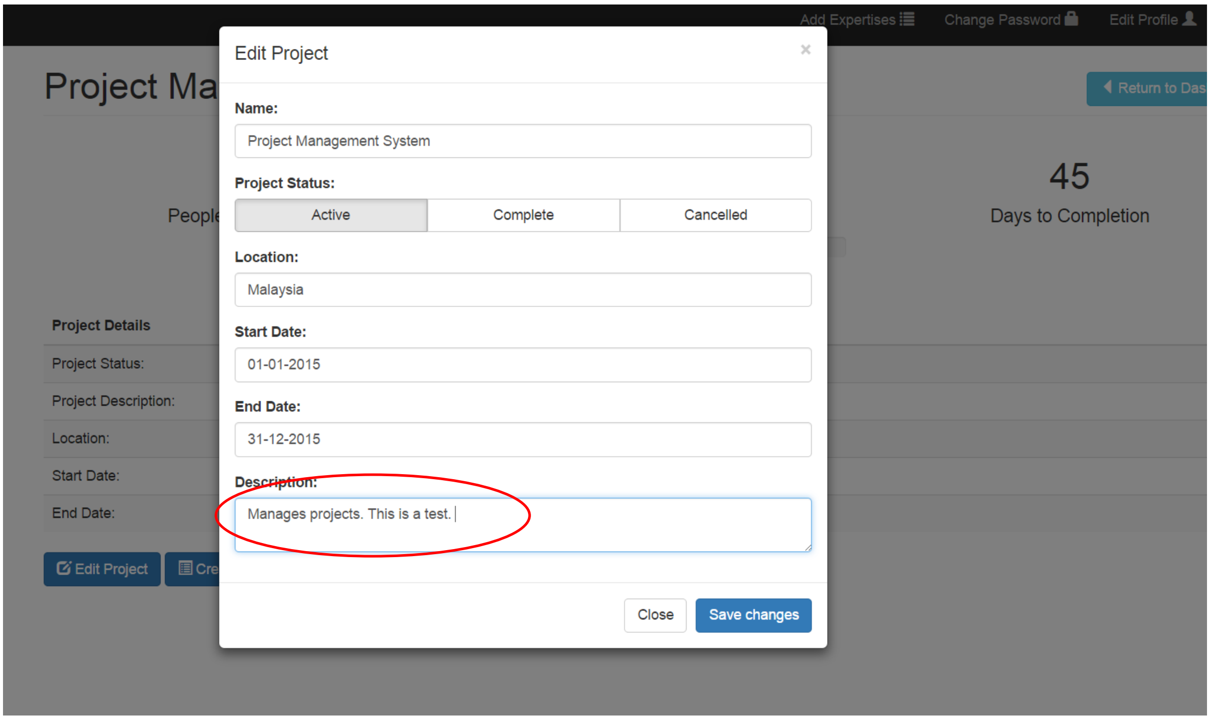
Modify details of project



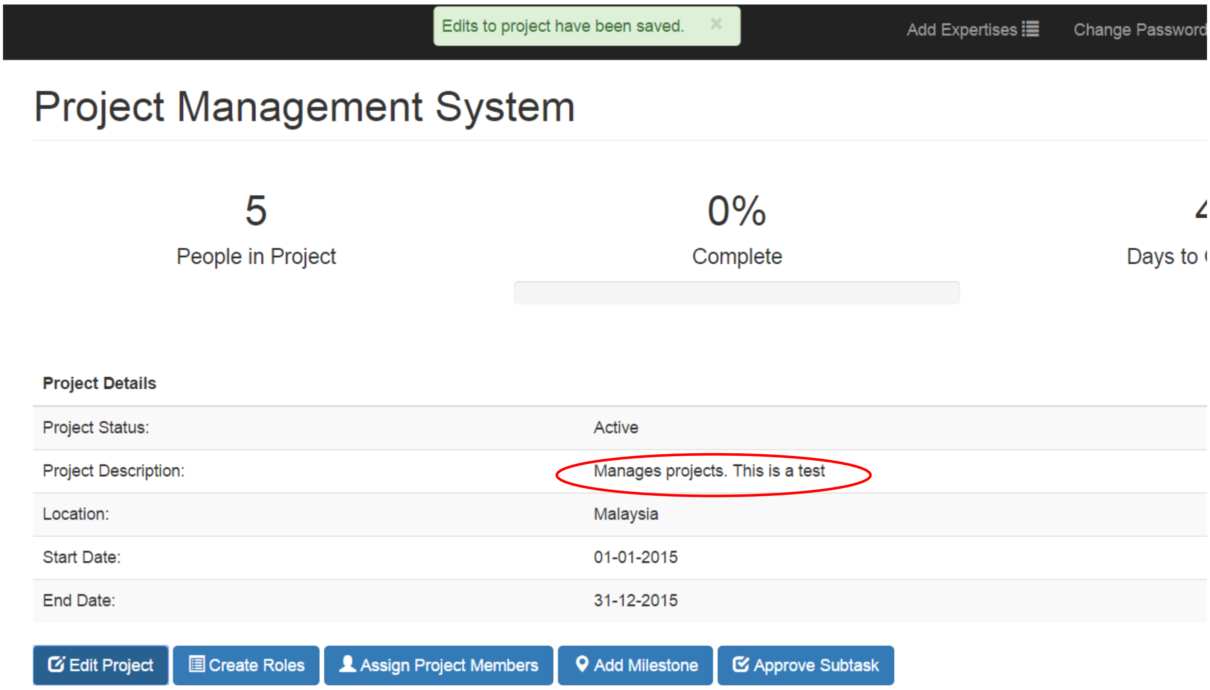
1. To be able to modify details for a project, you need to be a Project Manager or Administrator to do so. Access the main dashboard of the system (To do so, simply login).
2. Choose a project that you wish to modify the details.
3. Upon clicking you will then be brought to the project main page as shown in the picture below.



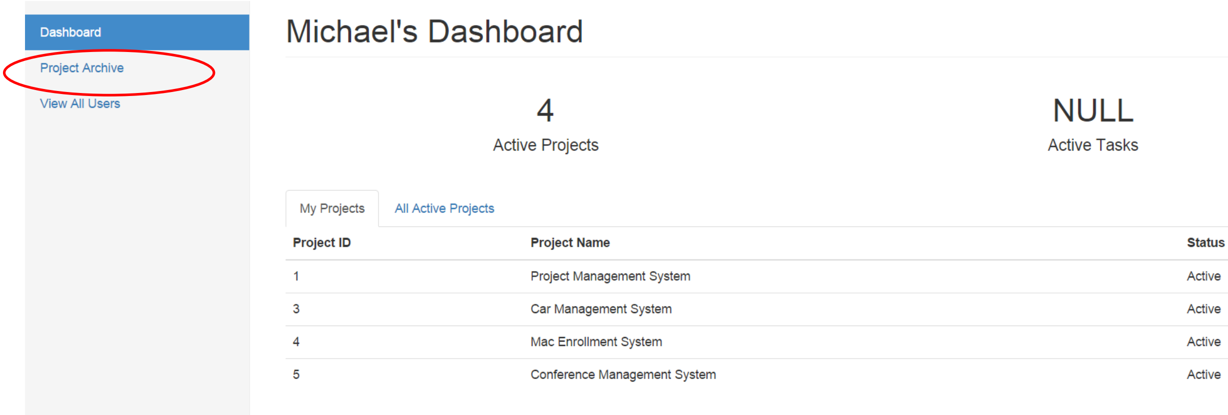
4. To modify details for a project, simply click on "Edit Project". As shown in the red circle in the picture above.
5. A new window will pop up that will allow you to modify the details for the project. As shown in the picture below.



6. When you are done modifying details for the project, simply click on "Save changes" (In the picture above, as shown in the red circle, we attempt to modify the description for the project).
7. You will then be able to see the updates changes as shown in the picture below. Also shown in the red circle below. You will also be told that the changes has been successfully saved.

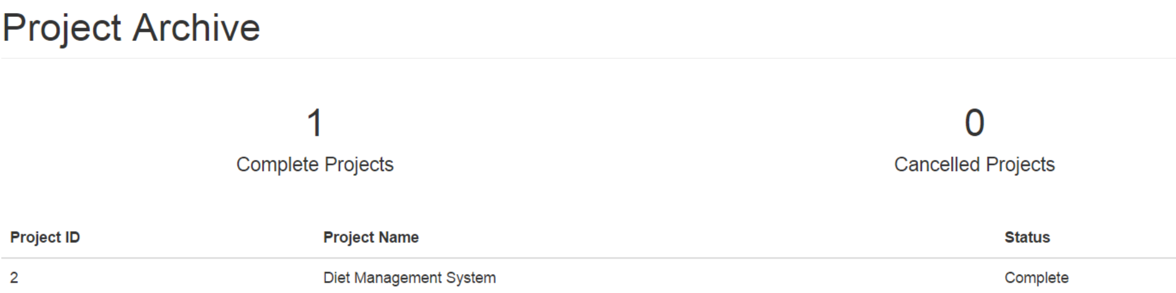


View archive for project



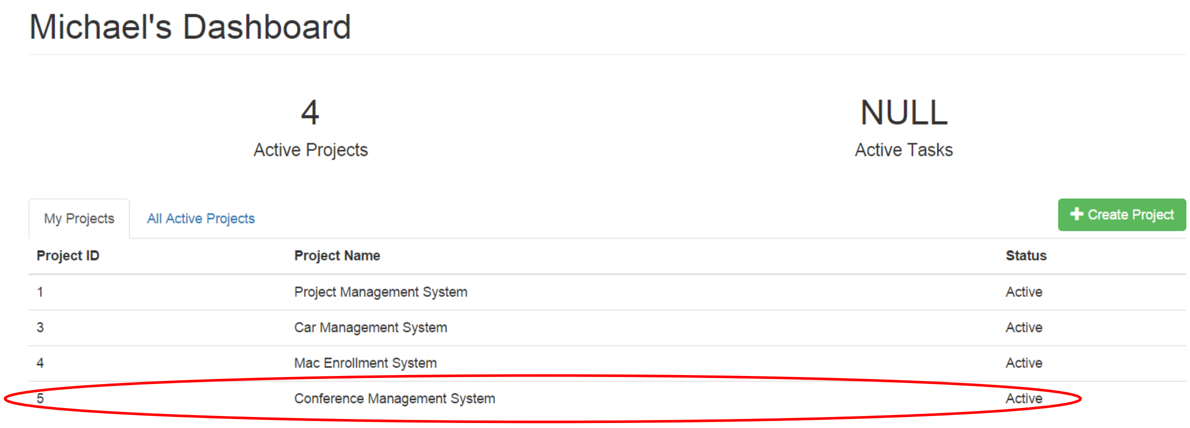
Project ID	Project Name	Status
1	Project Management System	Active
3	Car Management System	Active
4	Mac Enrollment System	Active
5	Conference Management System	Active

1. To access the project archives, simply access the main dashboard (To do so, simply login).
2. At the main dashboard, click on the button for “Project Archive” at the side bar. As shown in the red circle in the picture above.
3. You will then be brought to the project archive as shown in the picture below. Here you will be able to see past projects that you have managed that are either completed or cancelled.

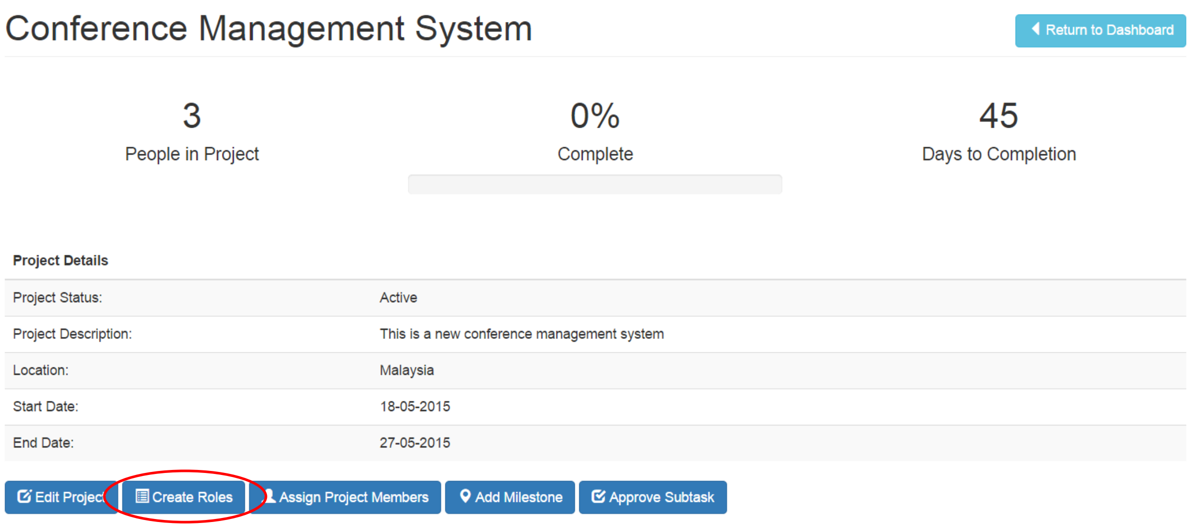


Project ID	Project Name	Status
2	Diet Management System	Complete

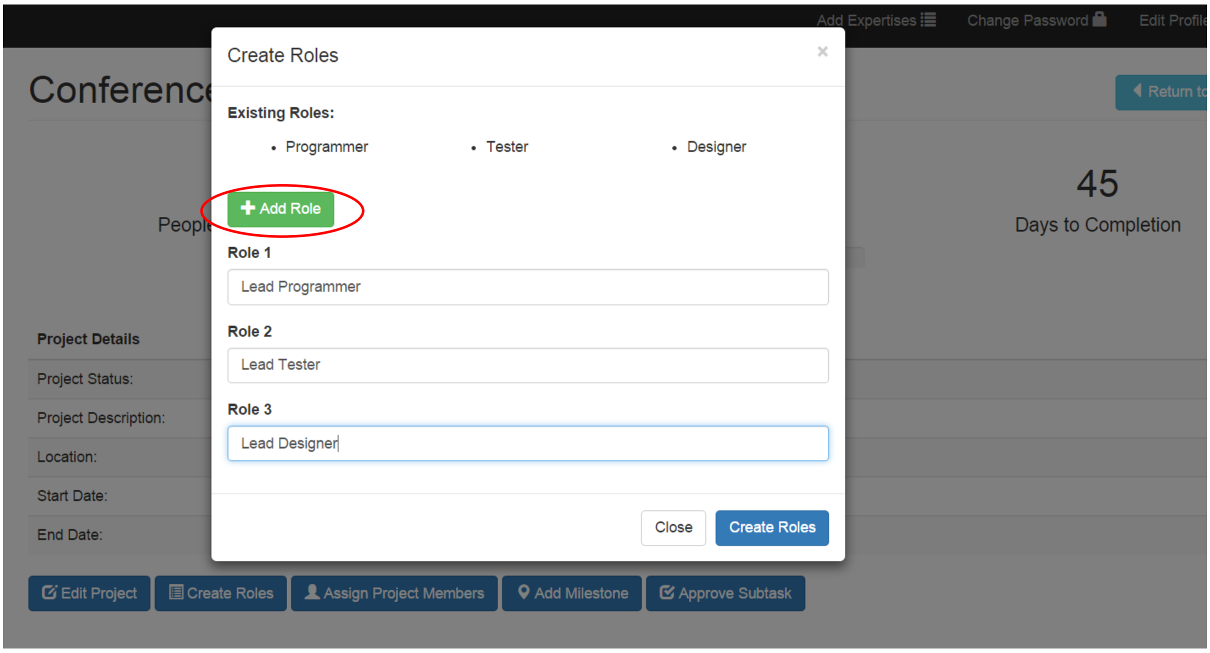
Add roles to project



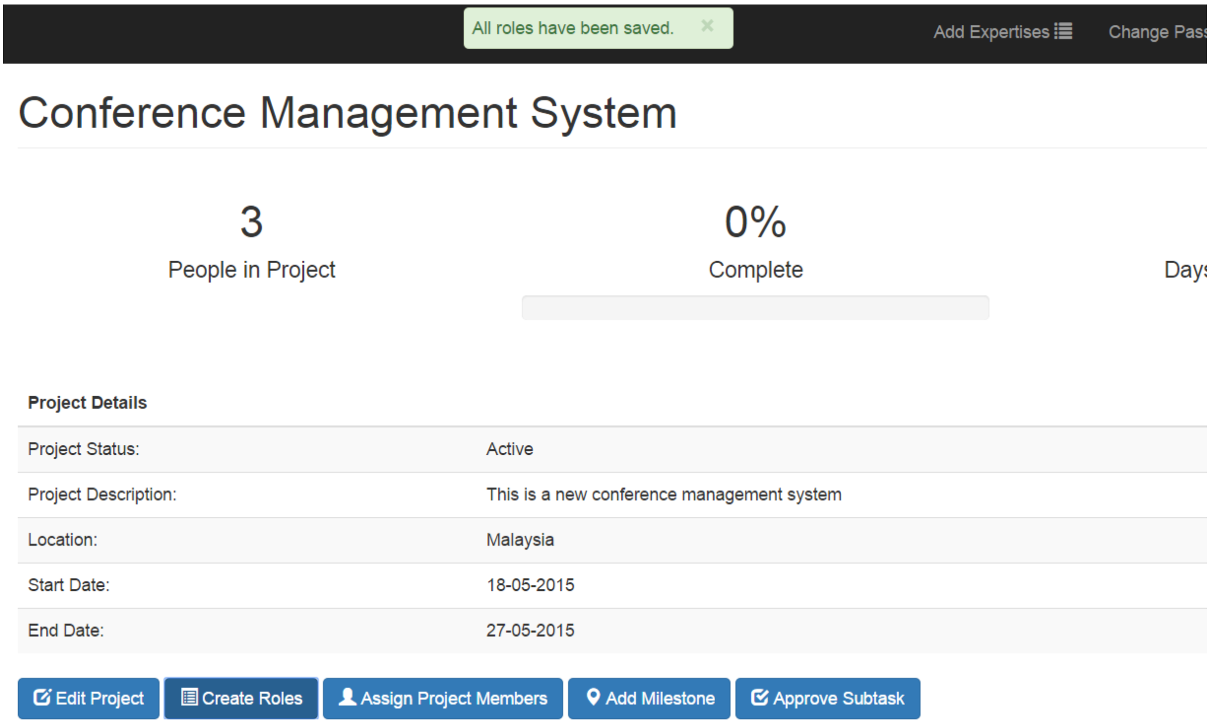
1. To add roles for a project, first access the main dashboard for the system. Choose a project that you wish to add roles for. To create new roles for a project, you will have to be either a Project Manager or Administrator.
2. Upon clicking on a project, you will then be brought to the main page for the project. As shown in the picture below.



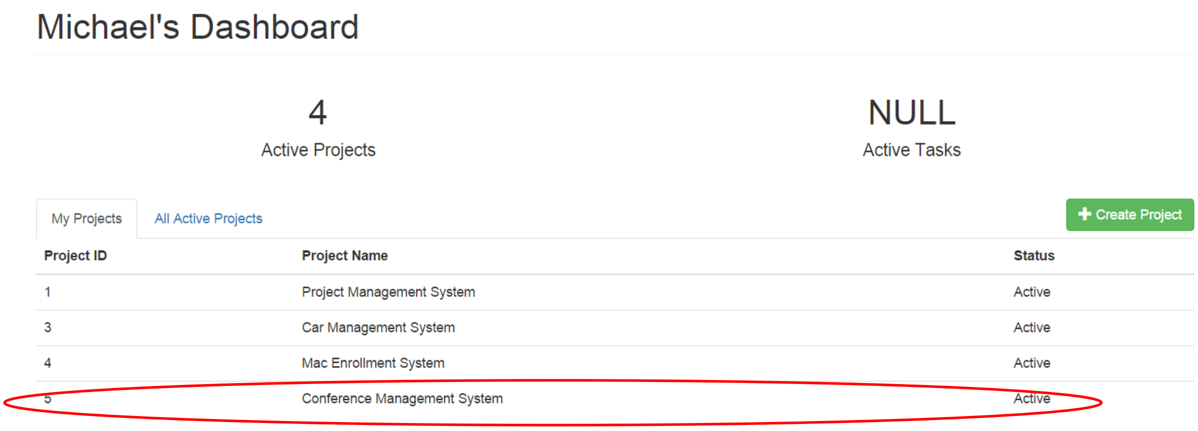
3. To create new roles, simply click on the "Create Roles" button as shown in the red circle in the picture above.
4. A new window will pop out which will allow you to see the existing roles for the project and the ability for you to add new ones too.



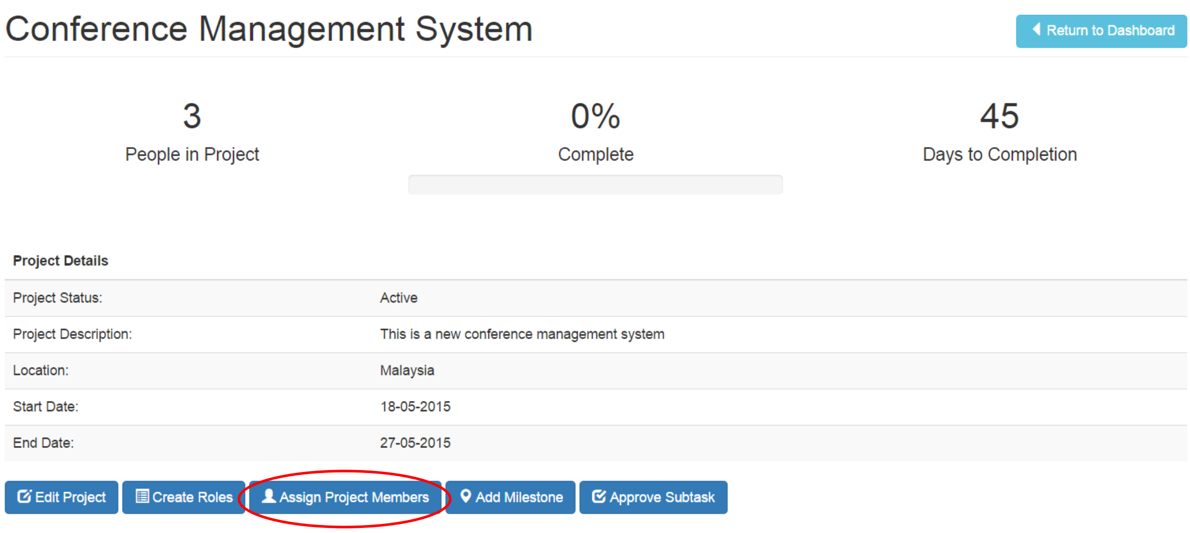
5. Click on the “Add Role” button, circled in red as shown in the picture above. Textboxes will appear depending on the number of times you clicked on the “Add Role” button. Enter new roles for each of the textboxes provided.
6. Click on “Create Roles” when you are done adding new roles for the project.
7. The system will then show you that roles has been successfully updated as shown in the picture below.



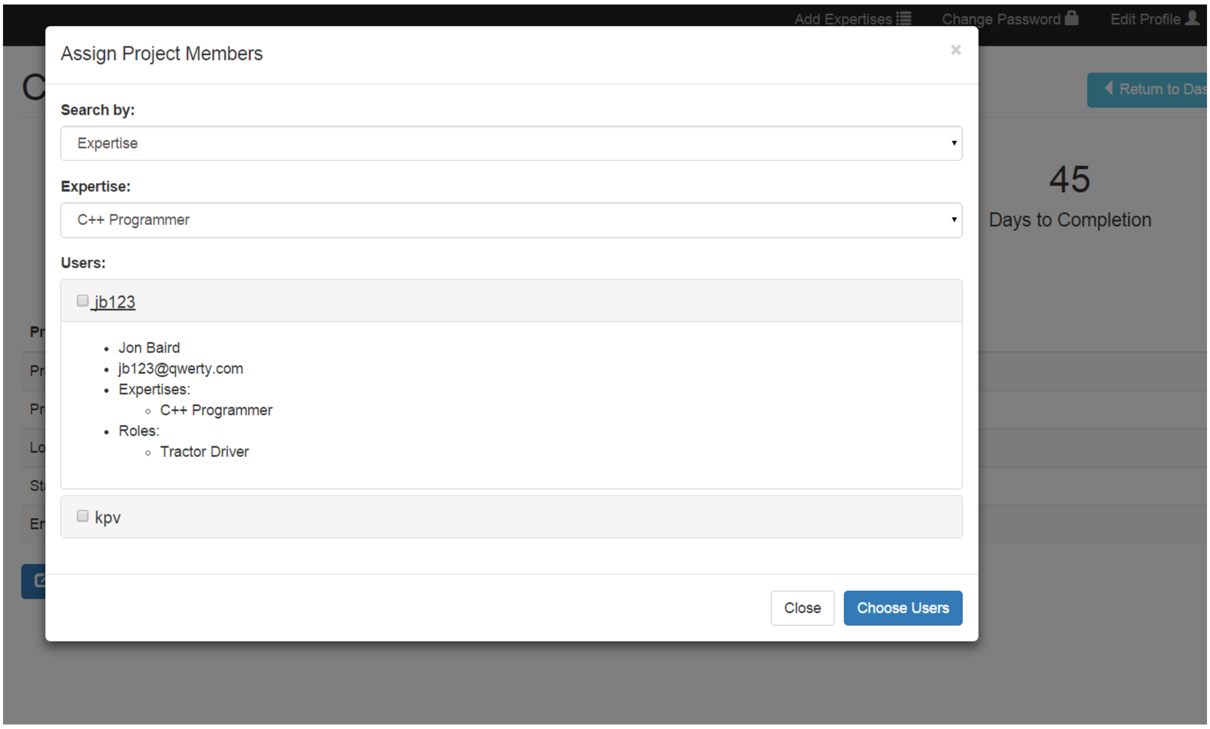
Assign project members and Assigning roles to users



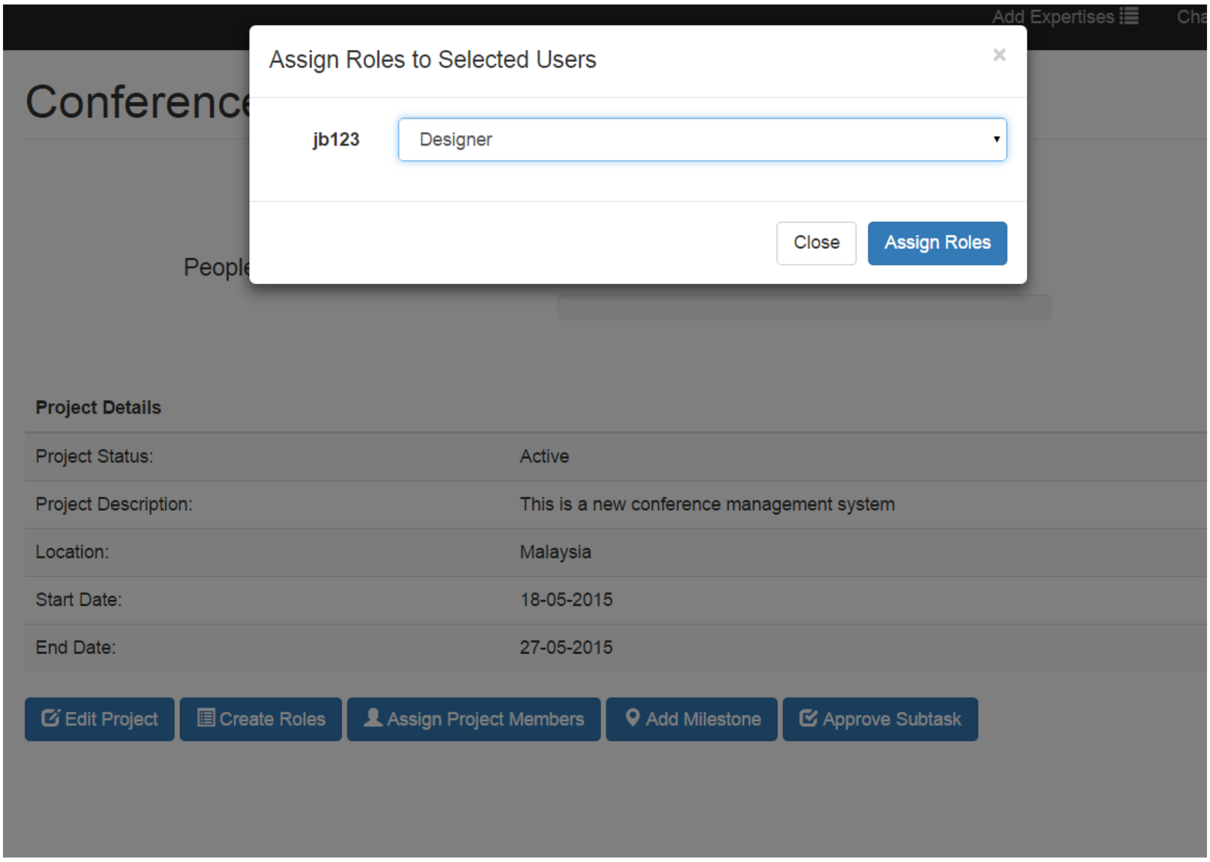
1. To assign members to a project, you will first have to access the main dashboard and choose which project to be assigned members.
2. Upon clicking on a project, you will then be brought to the main page of the project as shown below.



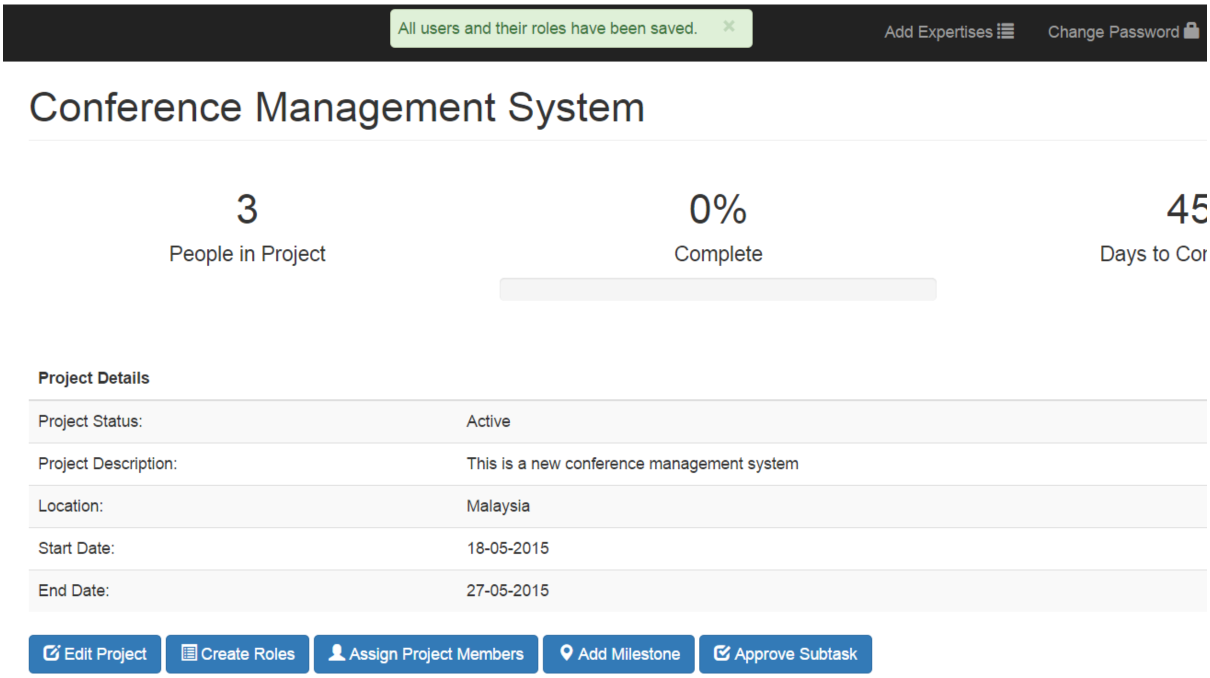
3. To assign members to the project, click on “Assign Project Members” as shown in the red circle in the picture above.
4. A new window will pop out which will allow you to assign members for the project.



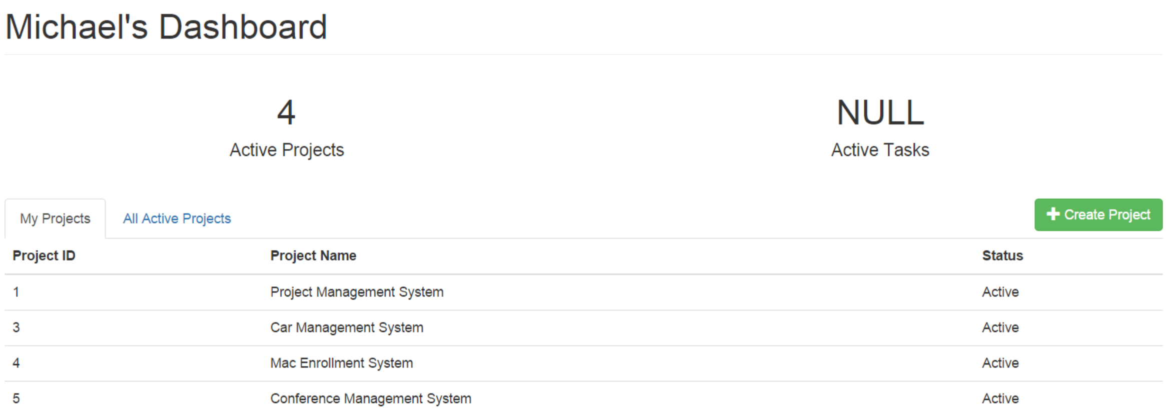
5. You will be able to search by different fields as shown in the picture above. You will be able to search by All, Expertise or Roles. Depending on the field chosen, a second field might pop out, for example, as seen above, you will then be able to search by all existing expertise.
6. If you chose All, you will simply see all the users that are registered to the system that have yet to be assigned to the project. Depending on the role or expertise chosen, the lists of users will be filtered accordingly. Upon clicking the username of the user, you will be able to see more details of the particular user also as shown above.
7. You will be able to select multiple users to be assigned to the project. Simply tick on multiple tick boxes to choose multiple users.
8. Once you are done choosing the users you want for the project, click on “Choose Users” to move on to the next window where you will be assigning roles to the users. An example can be seen below.



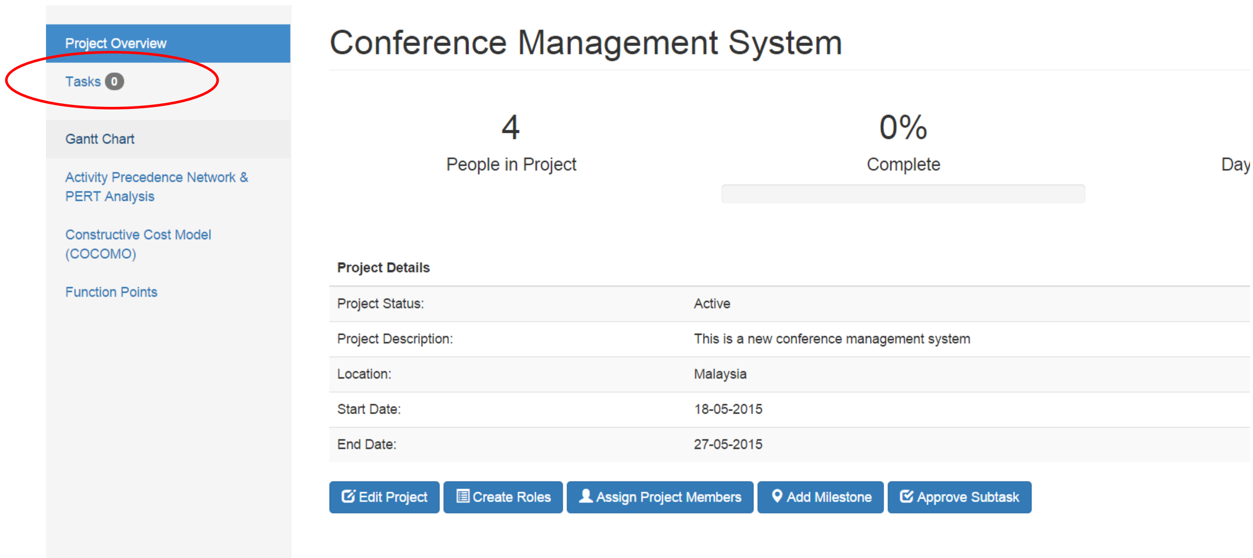
9. Click on “Assign Roles” when you have finished assigning roles to all the users you have chosen from the previous window.
10. You will then be told that the user has been successfully added to the project.



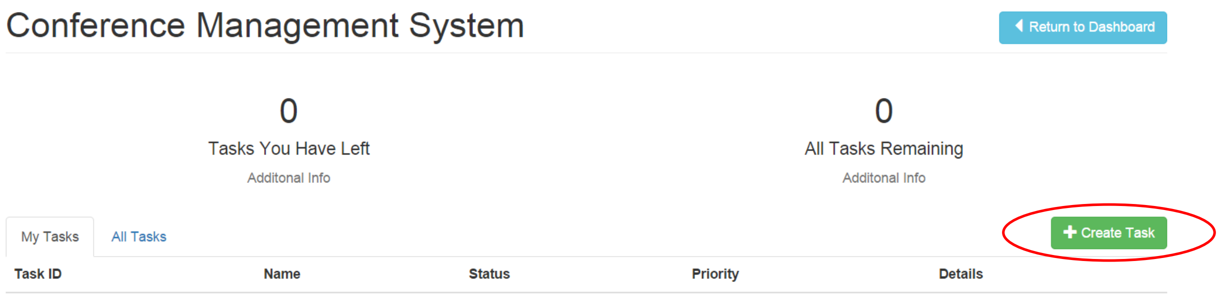
Create tasks for project



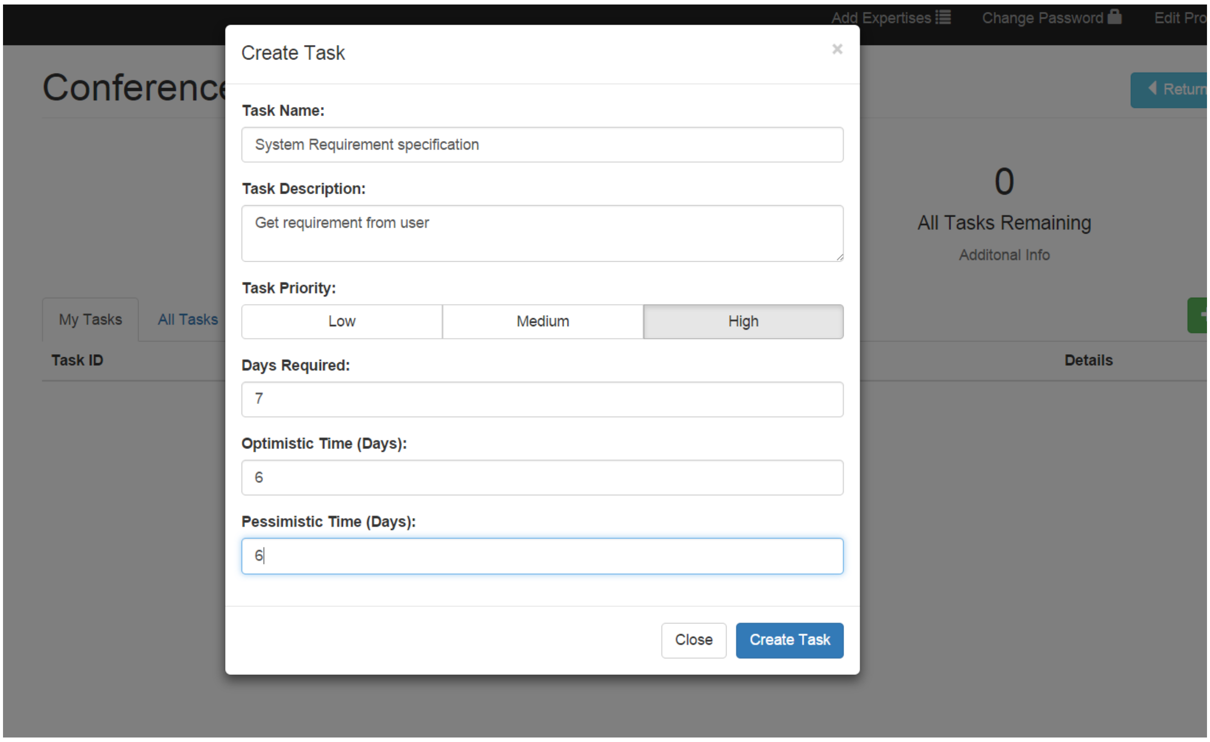
1. To create a new task for the project, you will have to access the main dashboard of the system and choose a project which you wish to create a new task for.
2. You will then be brought to the main page of the project as shown in the picture below.



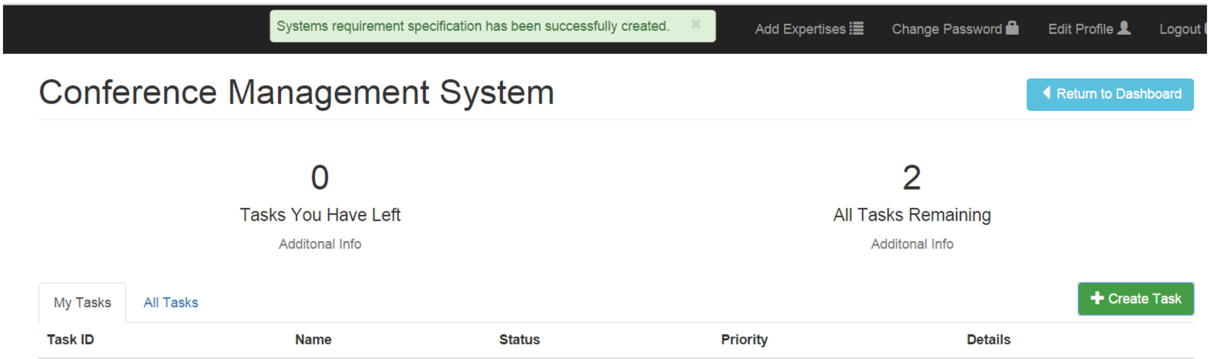
3. To create a new task, you will need to go to the task page. To do so, simply click on the Tasks button which is located at the side bar. Also shown in the red circle in the picture above.
4. Upon clicking on the task button, you will then be brought to the task page as shown in the picture below.



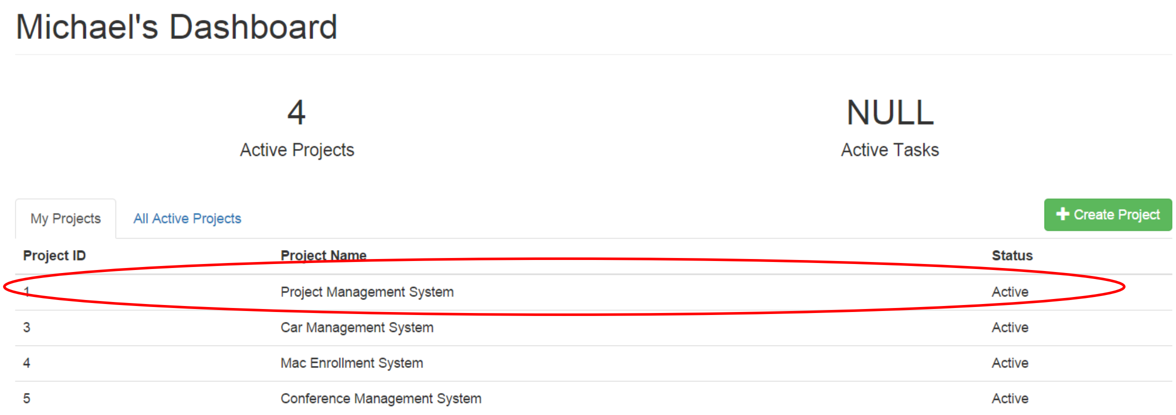
5. To create a new task, click on the "Create task" button as shown in the red circle in the picture above.
6. A new window will pop out which will allow you to enter the details for the new task as shown in the picture below.



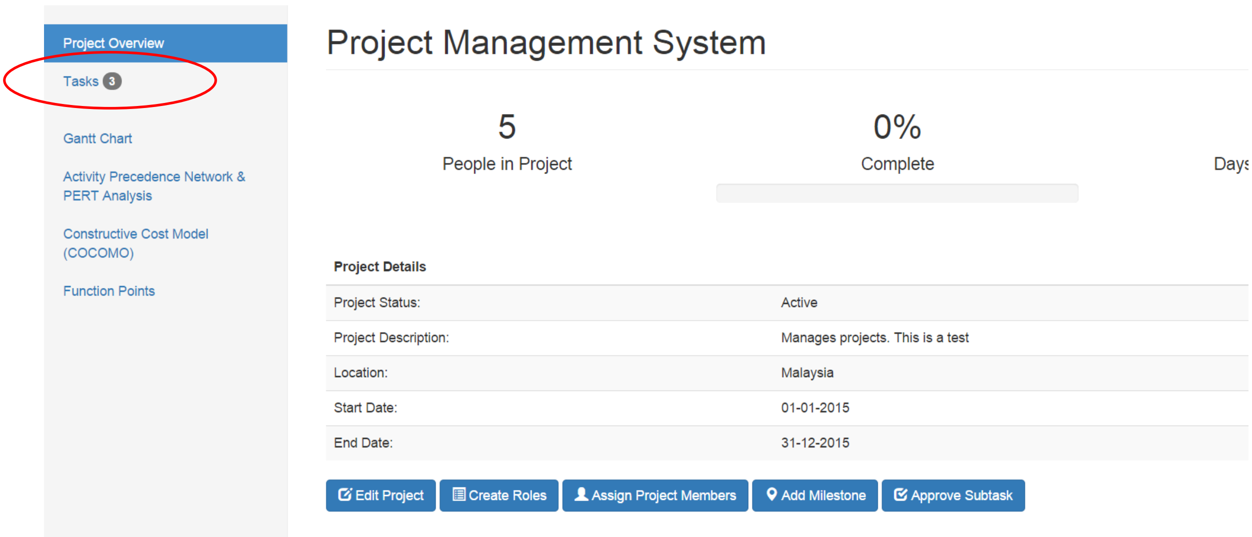
7. After you are done with entering the details for the new task, click on "Create Task".
8. You will then be notified that the task has been successfully created as shown in the picture below.


Systems requirement specification has been successfully created.
Add Expertises
Change Password
Edit Profile
Logout
Conference Management System
Return to Dashboard
0
Tasks You Have Left
Additonal Info
2
All Tasks Remaining
Additonal Info
My Tasks
All Tasks
Create Task
Task ID
Name
Status
Priority
Details

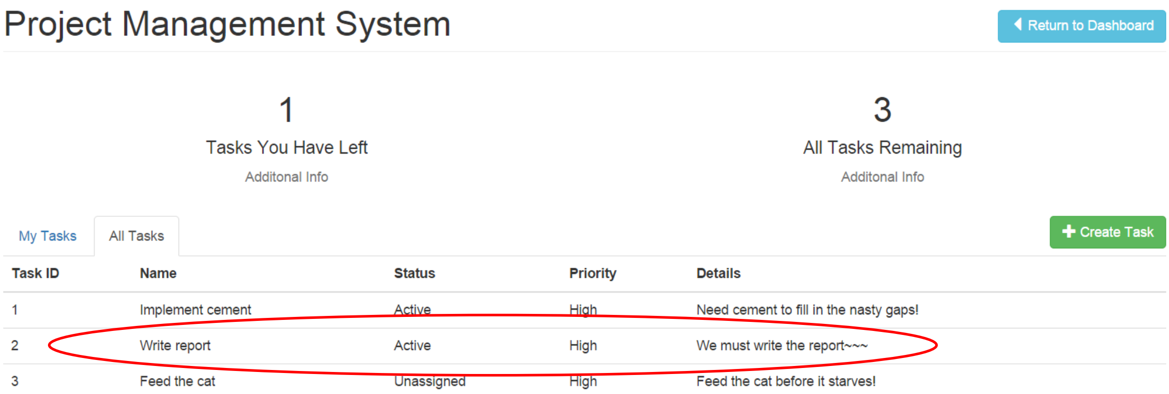
Dependencies of task



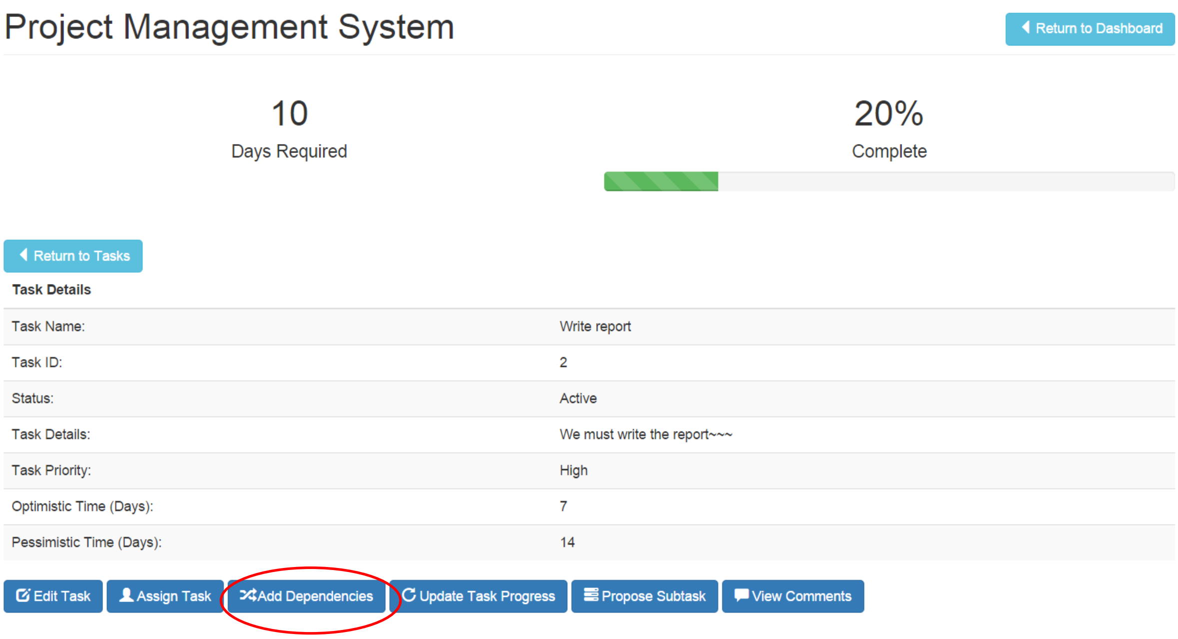
1. To add dependencies for a task in a project, you will have to access the main dashboard of the system and choose the project where the task is in.
2. You will then be brought to the main page of the project as shown in the picture below.



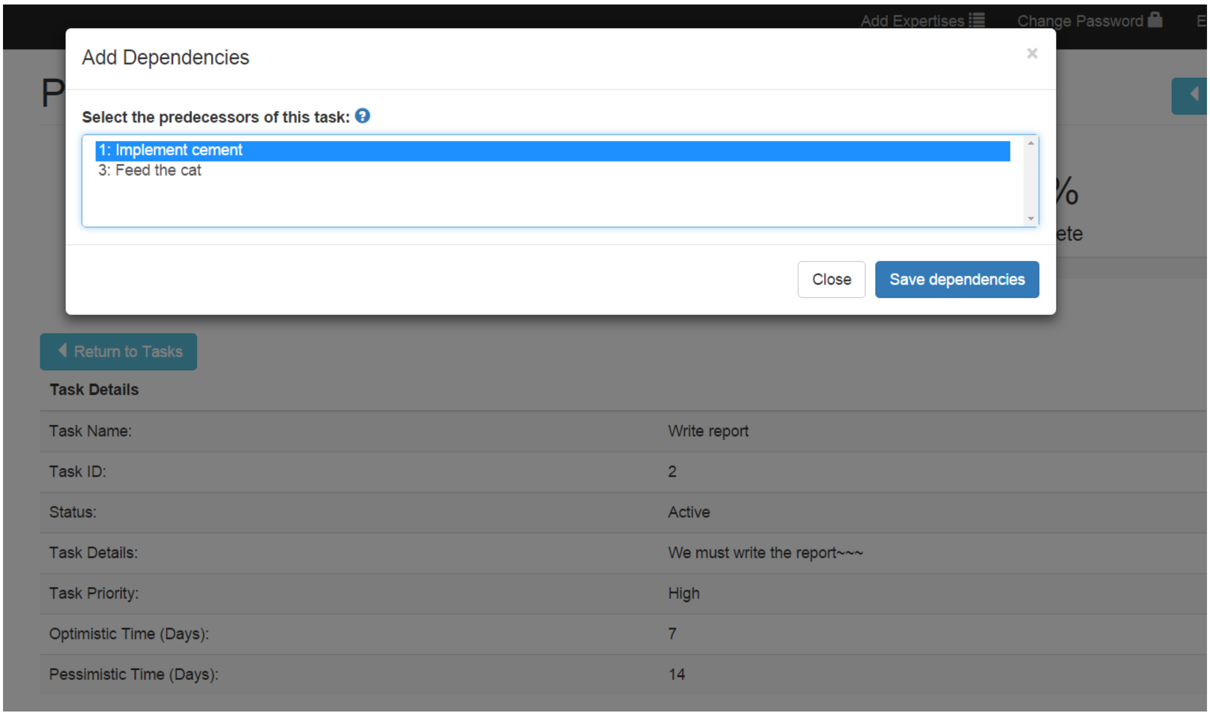
3. To add dependencies for a task, you will need to go to the task page. To do so, simply click on the Tasks button which is located at the side bar. Also shown in the red circle in the picture above.
4. Upon clicking on the task button, you will then be brought to the task page as shown in the picture below.



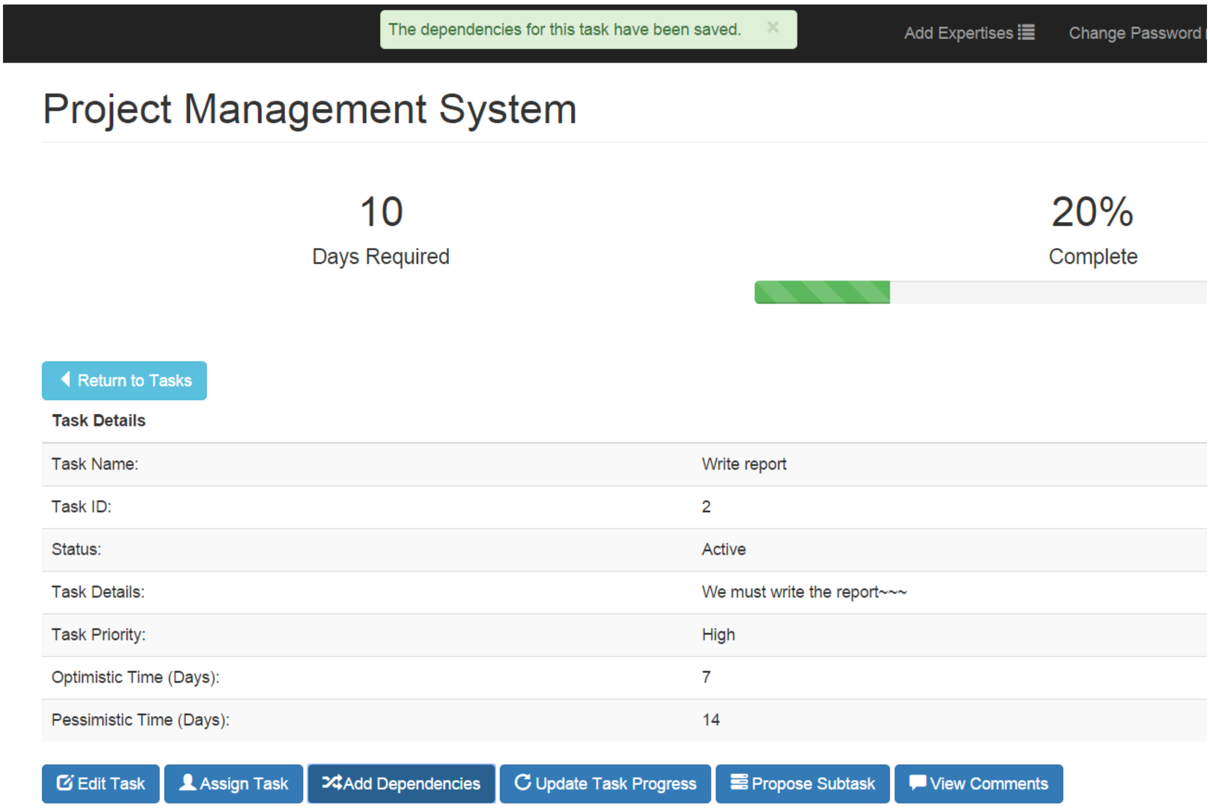
5. Choose the task which you want to add dependencies on.
6. Upon choosing the task, you will then be brought to the task main page, as shown in the picture below.



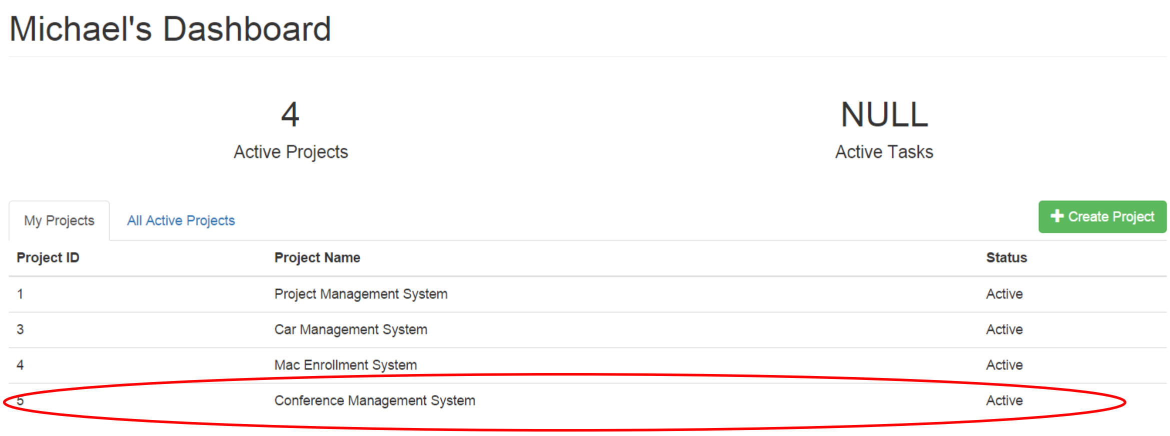
7. To add dependencies for the task, click on the "Add Dependencies" button as shown in the picture above.
8. A new window will pop out which will allow you to choose the predecessors for the task as shown in the picture below.



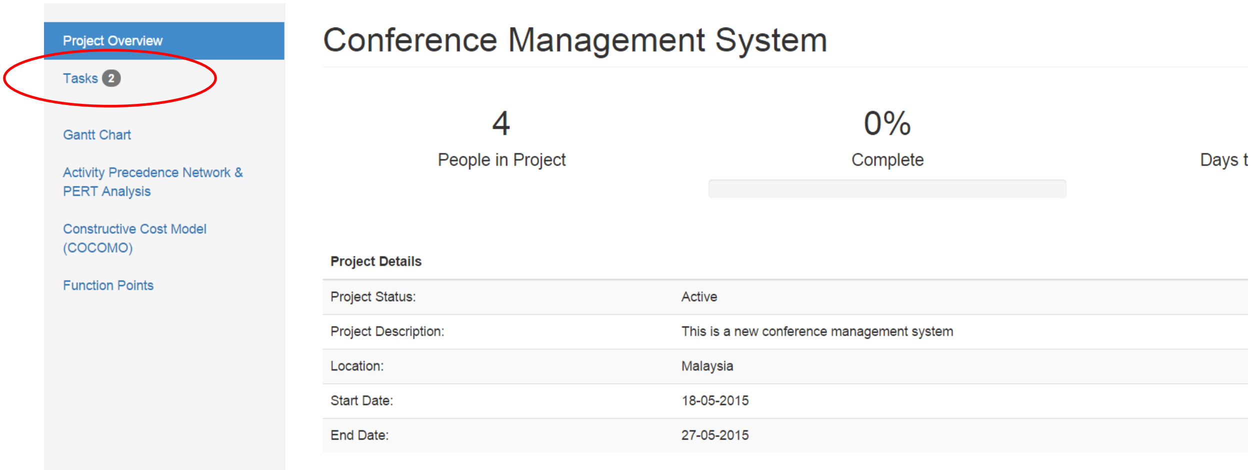
9. Choose the task to be added as predecessors of the task and upon completion, click on "Save dependencies"
10. You will then be told that the dependency has been successfully added as shown in the picture below.



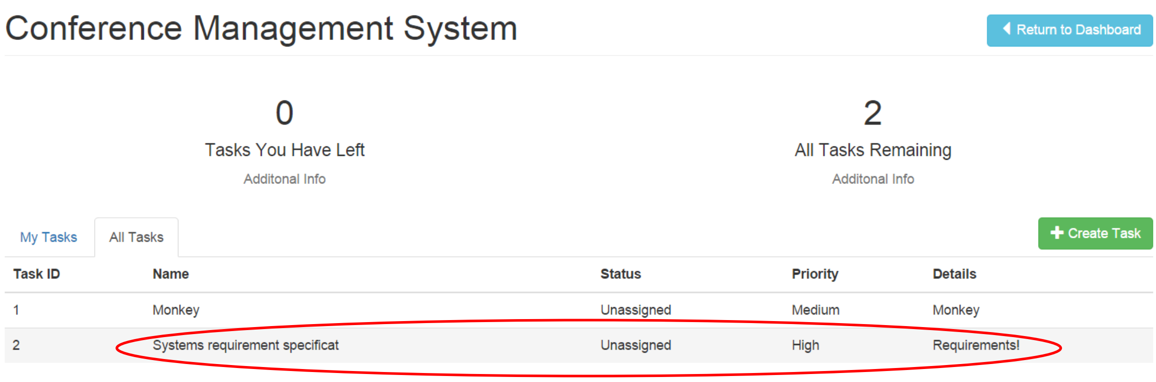
Assigning Tasks



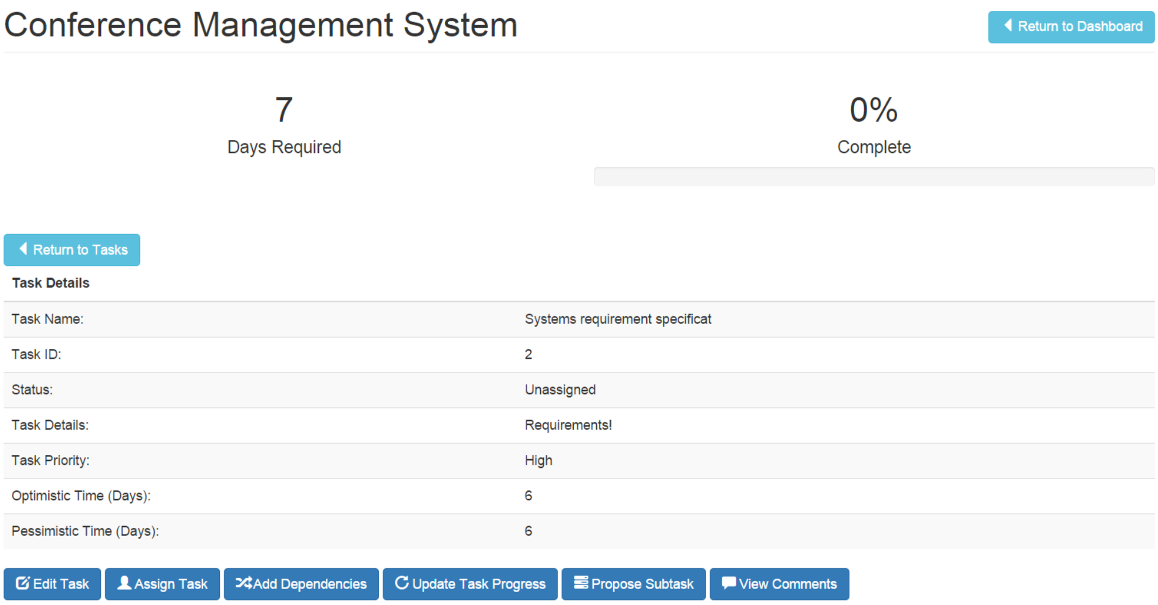
1. To assign a task to a project member, you will have to access the main dashboard of the system and choose the project where the task is in.
2. You will then be brought to the main page of the project as shown in the picture below.



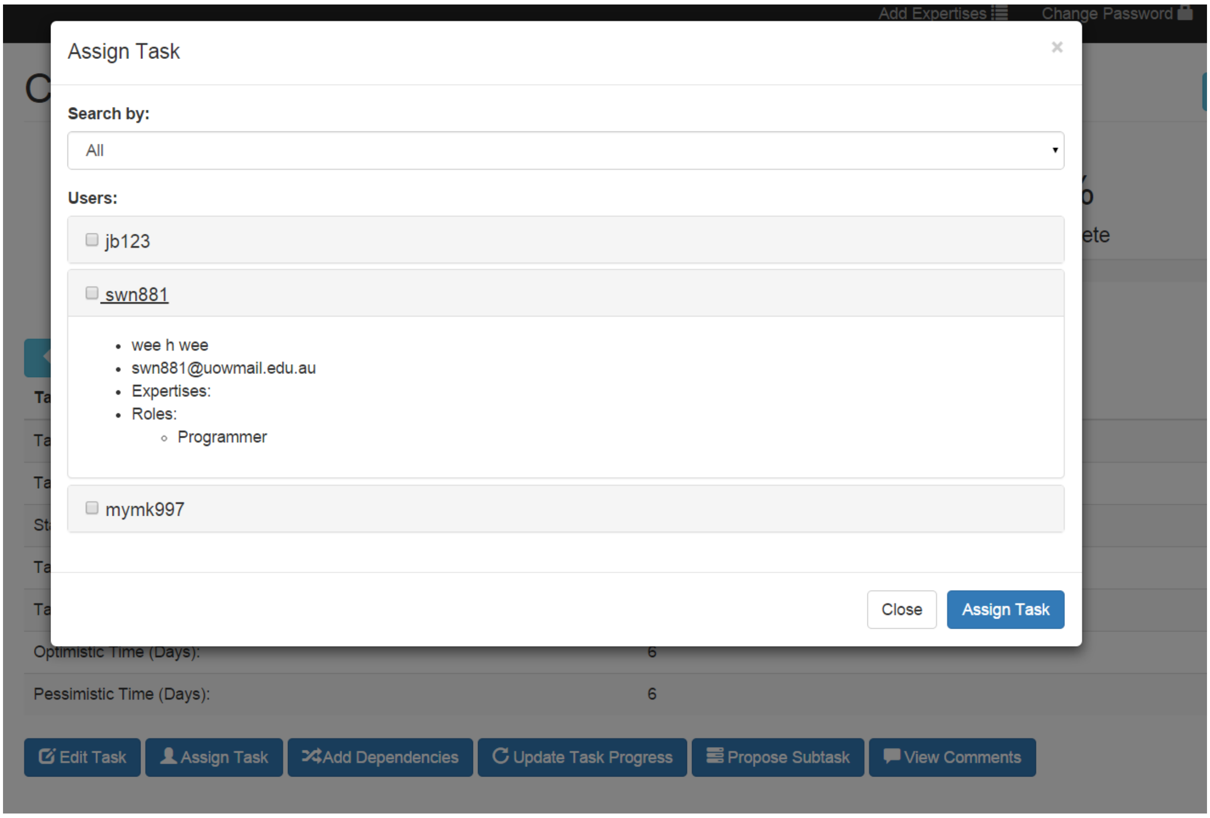
3. To assign a project member to a task, you will need to go to the task page. To do so, simply click on the Tasks button which is located at the side bar. Also shown in the red circle in the picture above. You must be a project manager or an Administrator to be able to assign a task to a project member.
4. Upon clicking on the task button, you will then be brought to the task page as shown in the picture below. Click on the "All tasks" tab.



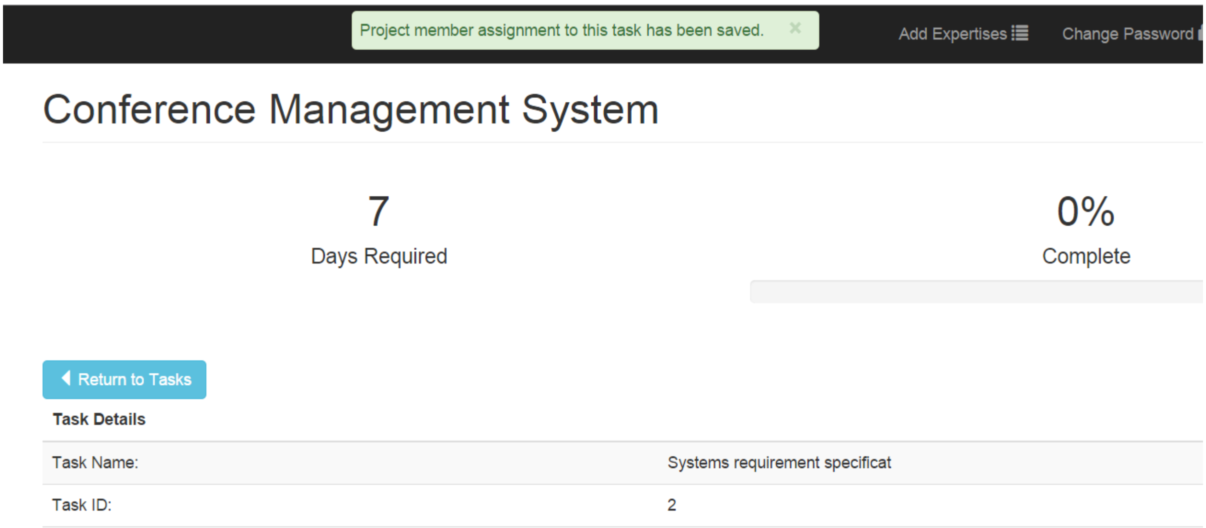
5. Choose a task that you wish to assign a project member to. You will then be brought to the main task page as shown in the picture below.



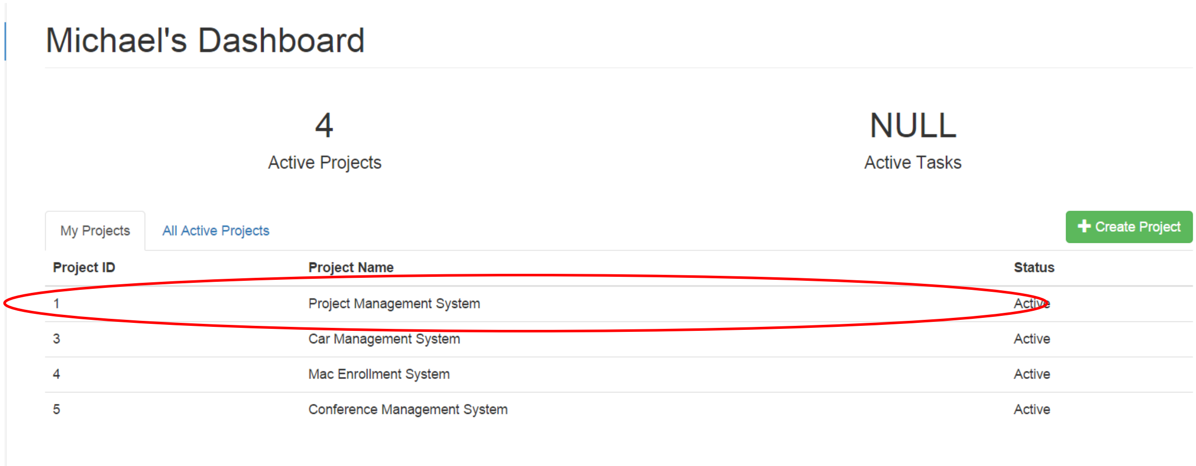
6. To assign a task to a project member, click on the “Assign Task” button as shown in the red circle in the picture above.
7. A window will then pop out which will allow you to assign a project member to the task as shown in the picture below



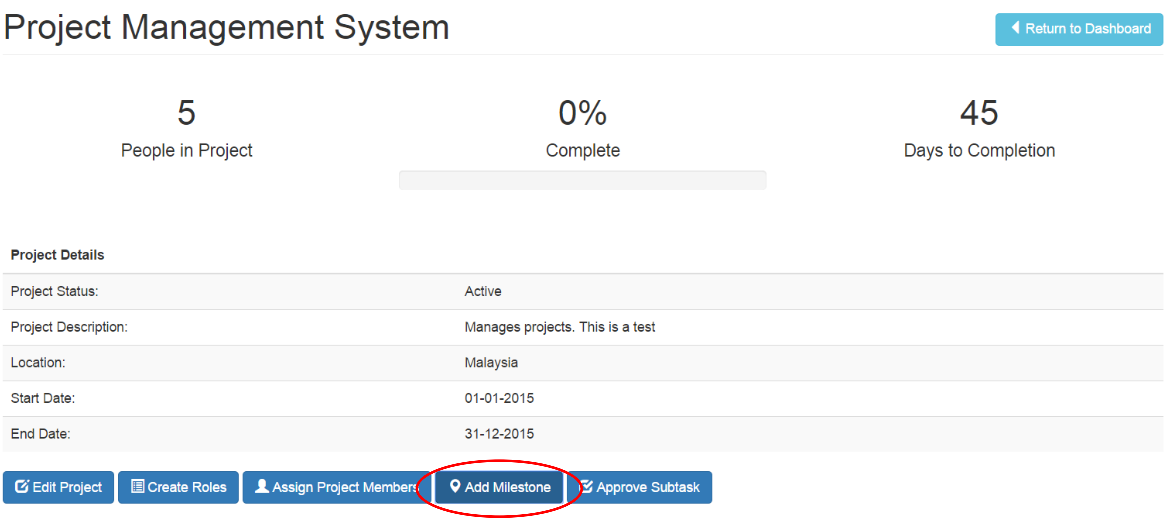
8. You will be able to search by different fields as shown in the picture above. You will be able to search by All, Expertise or Roles. Depending on the field chosen, a second field might pop out, for example, as seen above, you will then be able to search by all existing expertise.
9. If you chose All, you will simply see all the users that are registered to the system that have yet to be assigned to the project. Depending on the role or expertise chosen, the lists of users will be filtered accordingly. Upon clicking the username of the user, you will be able to see more details of the particular user also as shown above.
10. You will be able to select multiple users to be assigned to the task. Simply tick on multiple tick boxes to choose multiple users.
11. When you are finished choosing the project members to be added to the project, click on "Assign Task"
12. The system will then tell you that the assignment of project members to the task has been successfully completed as shown in the picture below.



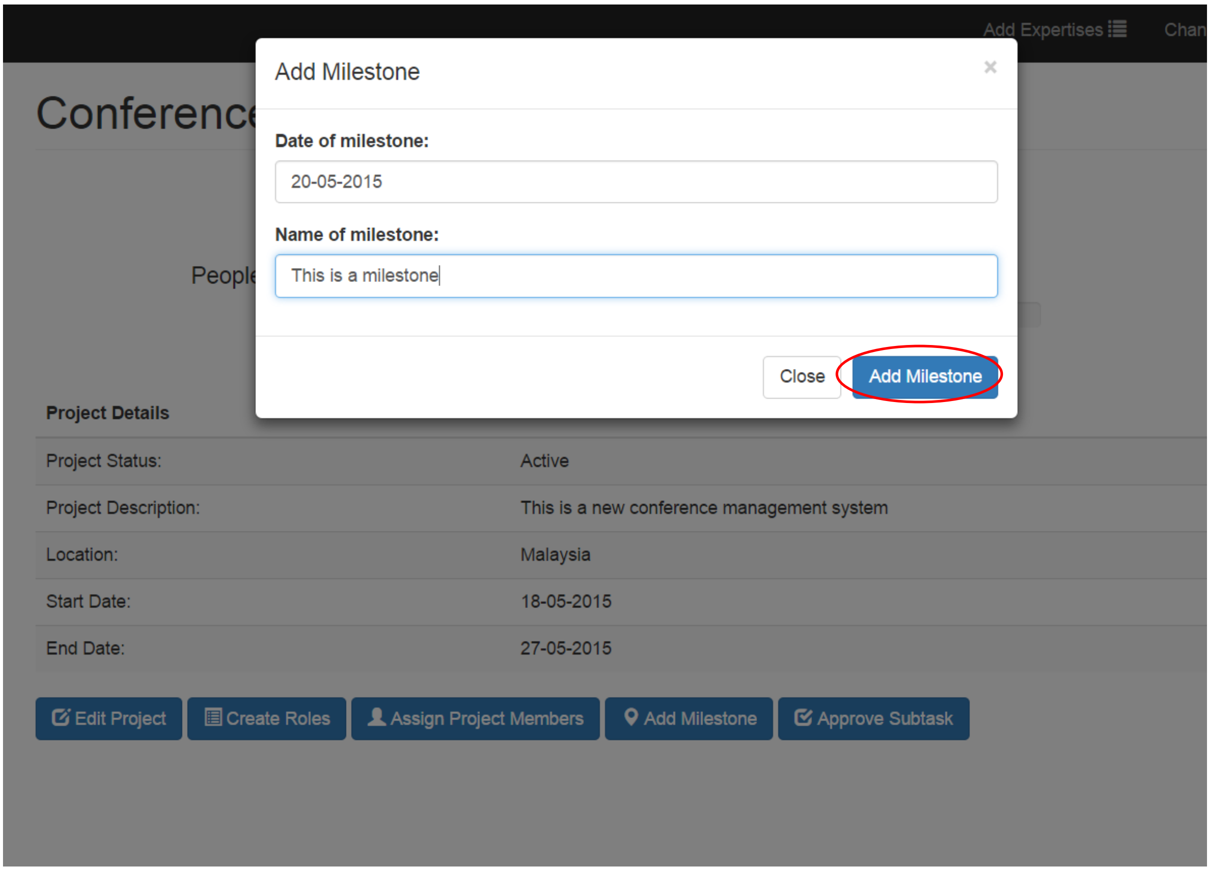
Add milestones



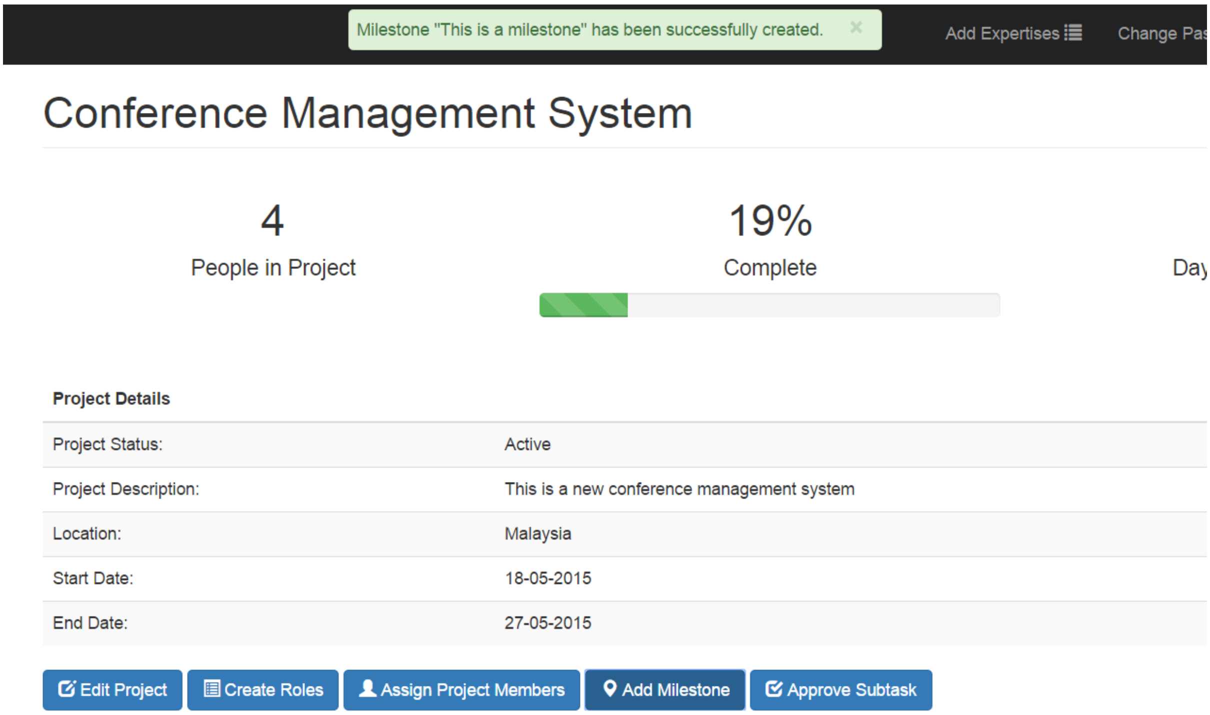
1. To add milestones for a project, first you need to choose the project that you wish to add a milestone to from the main dashboard.
2. Upon choosing a project, you will then be brought to the project main page as shown in the picture below



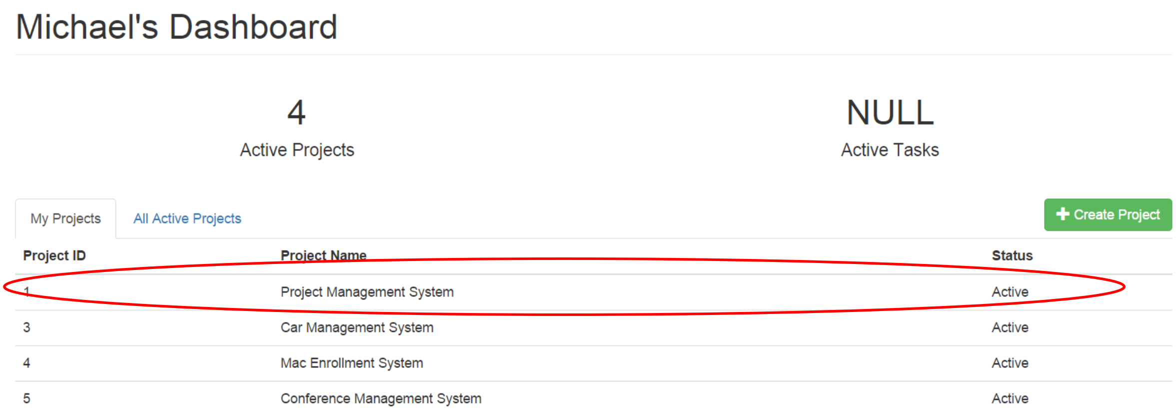
3. To add a milestone, click on the “Add milestone” button as shown in the red circle in the picture above.
4. A new window will pop out and allow you to add details for the milestone as shown in the picture below.



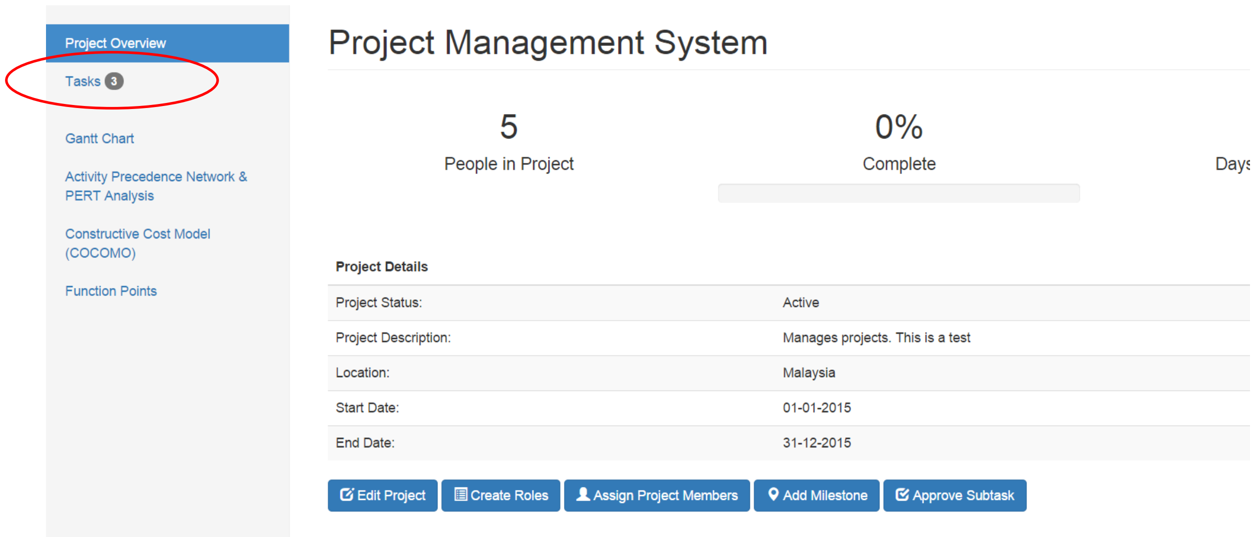
5. Once you are finish adding details for the milestone, click on "Add milestone" as shown in the red circle in the picture above.
6. You will be told that the milestone has been successfully added.



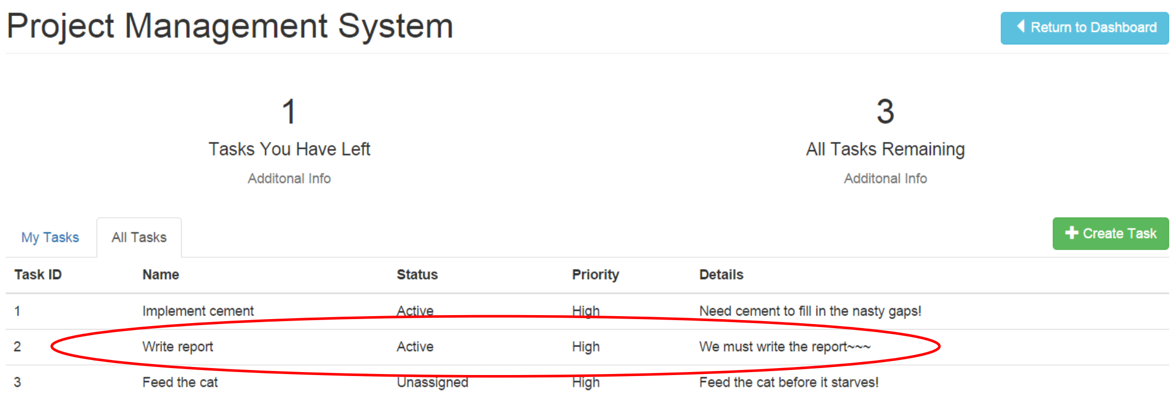
Modify details of task



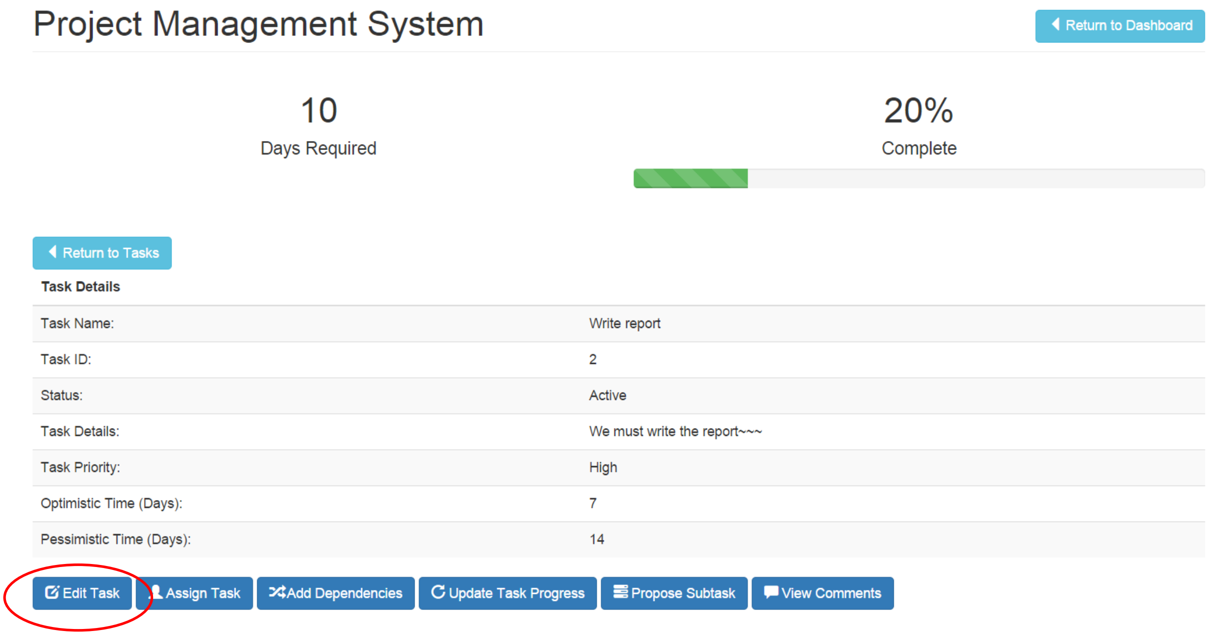
1. To modify details of a task in a project, you will have to access the main dashboard of the system and choose the project where the task is in.
2. You will then be brought to the main page of the project as shown in the picture below.



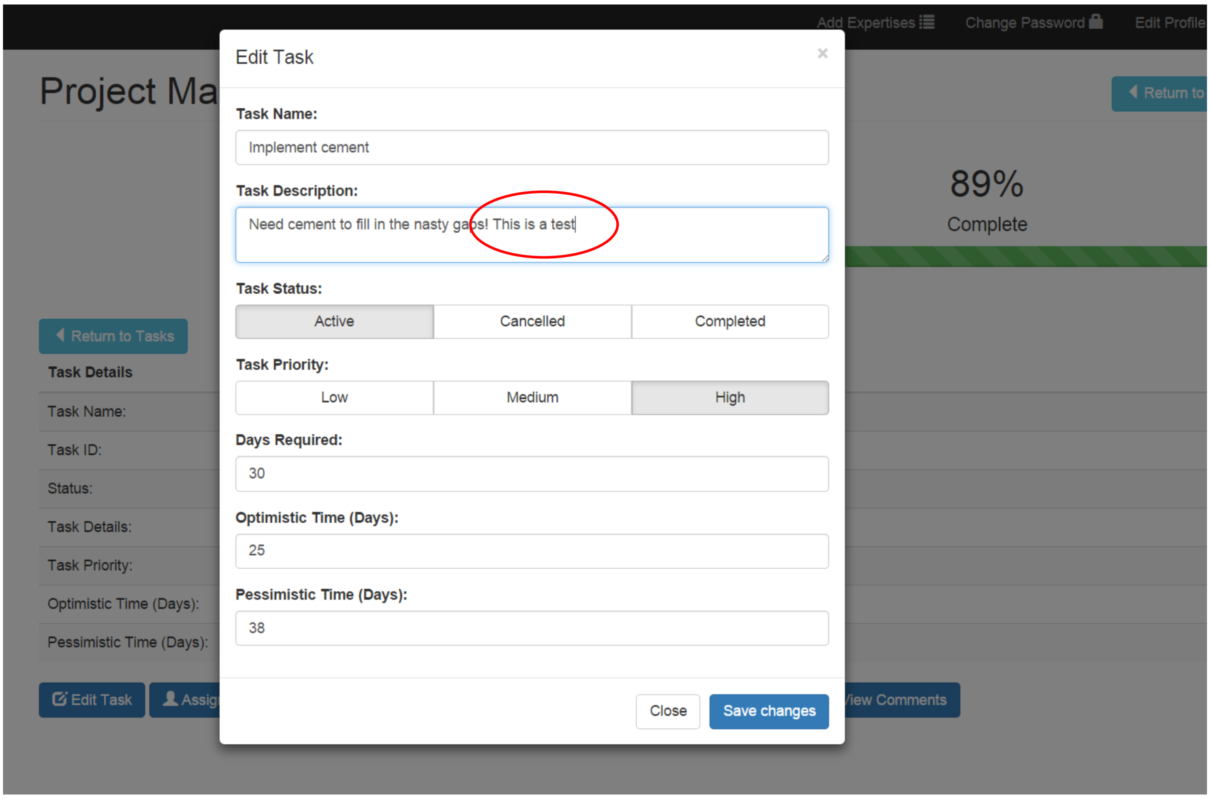
3. To edit details of a task, you will need to go to the task page. To do so, simply click on the Tasks button which is located at the side bar. Also shown in the red circle in the picture above.
4. Upon clicking on the task button, you will then be brought to the task page as shown in the picture below.



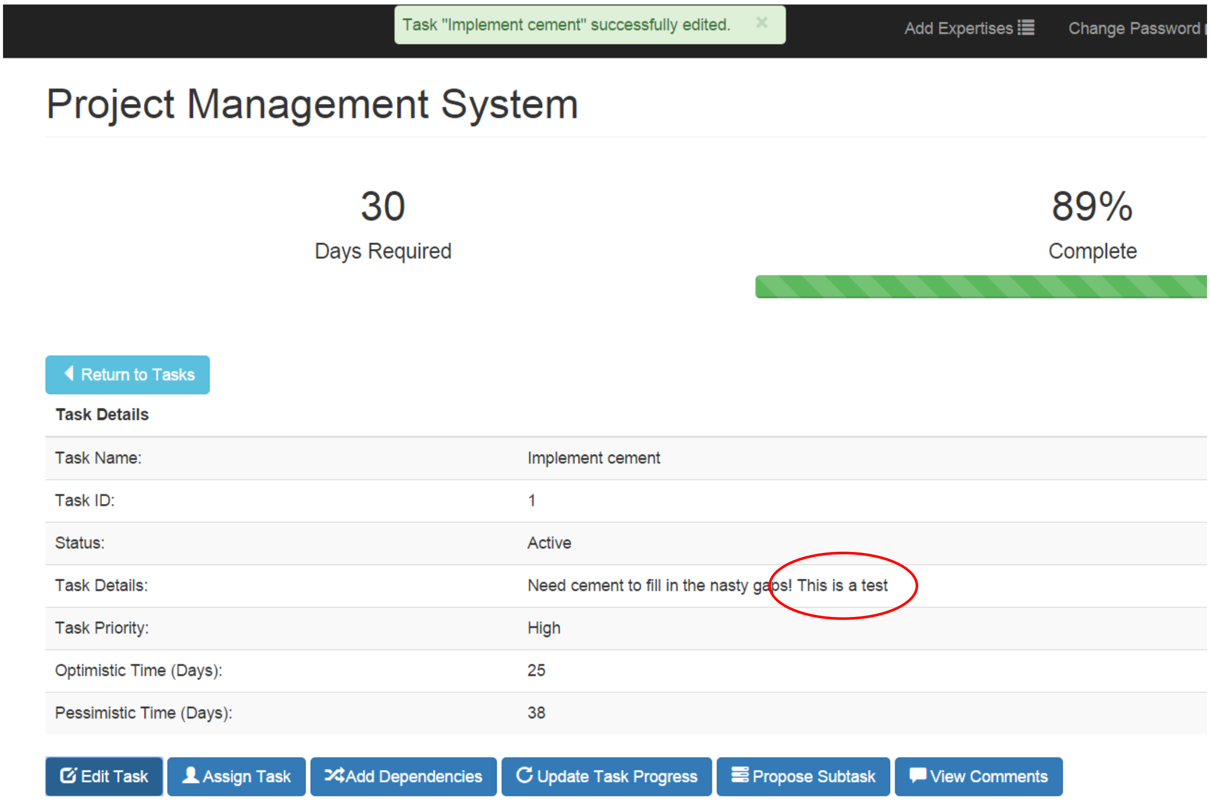
5. Choose the task which you want to modify details for.
6. Upon choosing the task, you will then be brought to the task main page, as shown in the picture below.



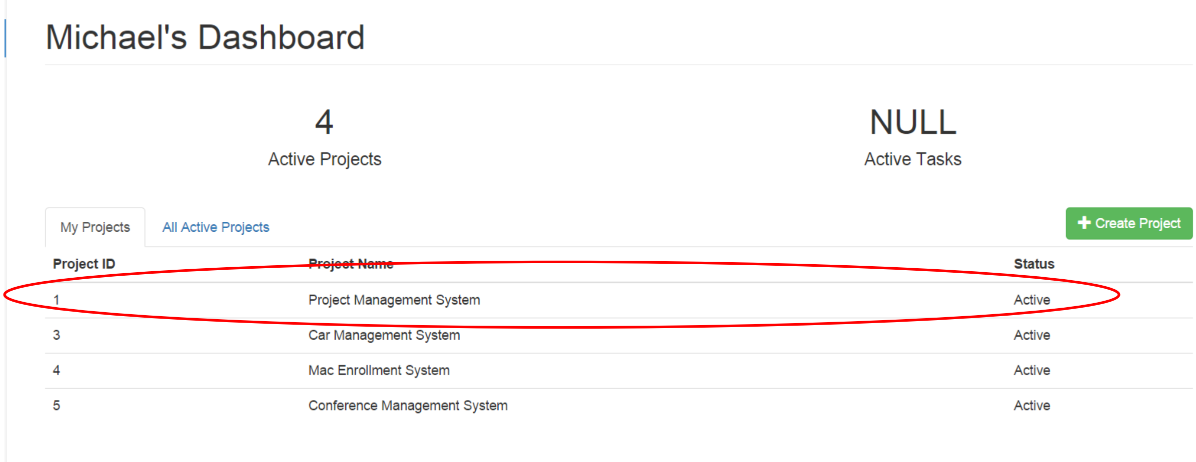
7. To modify details for the task, click on the "Edit task" button as shown in the red circle in the picture above.
8. A new window will pop out which will allow you to modify the details for the task as shown in the picture below.



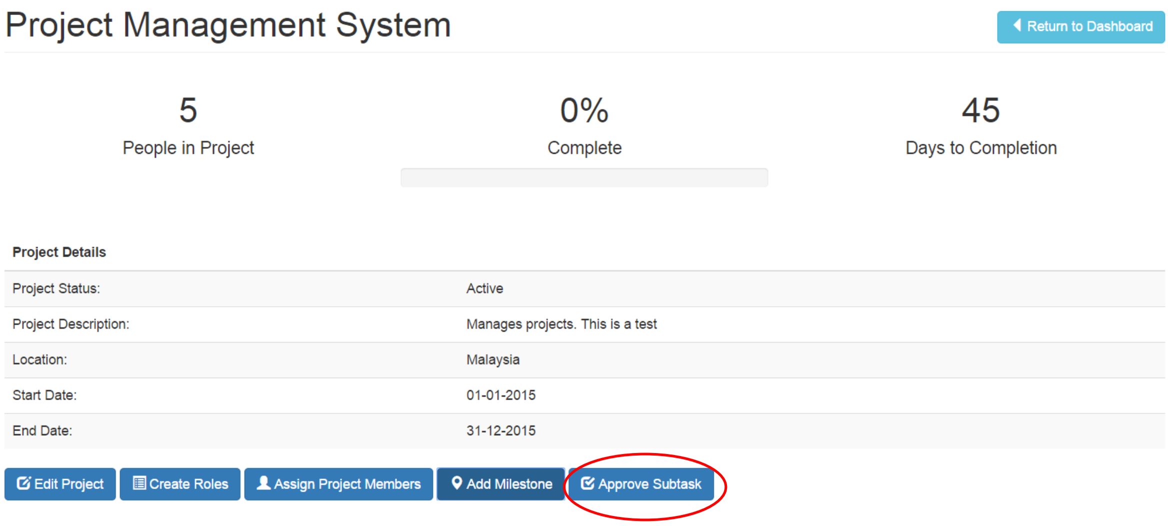
9. Once you are done modifying details for the task, click on "Save Changes".
10. You will then be told that the details for the task has been successfully edited as shown in the picture below.



Approve sub-task



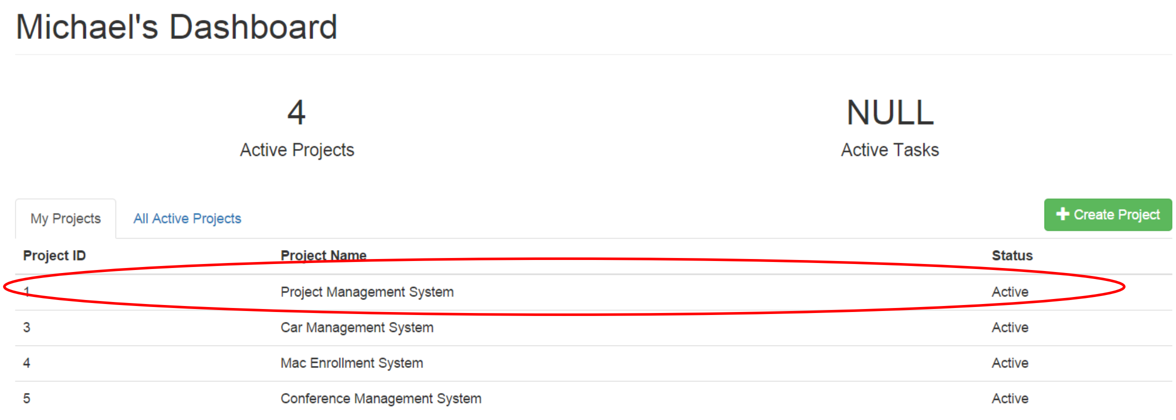
1. To approve sub-tasks for a project, first you need to choose the project that you wish to add a milestone to from the main dashboard. You will need to be a Project Manager or an Administrator to be able to approve sub-tasks.
2. Upon choosing a project, you will then be brought to the project main page as shown in the picture below



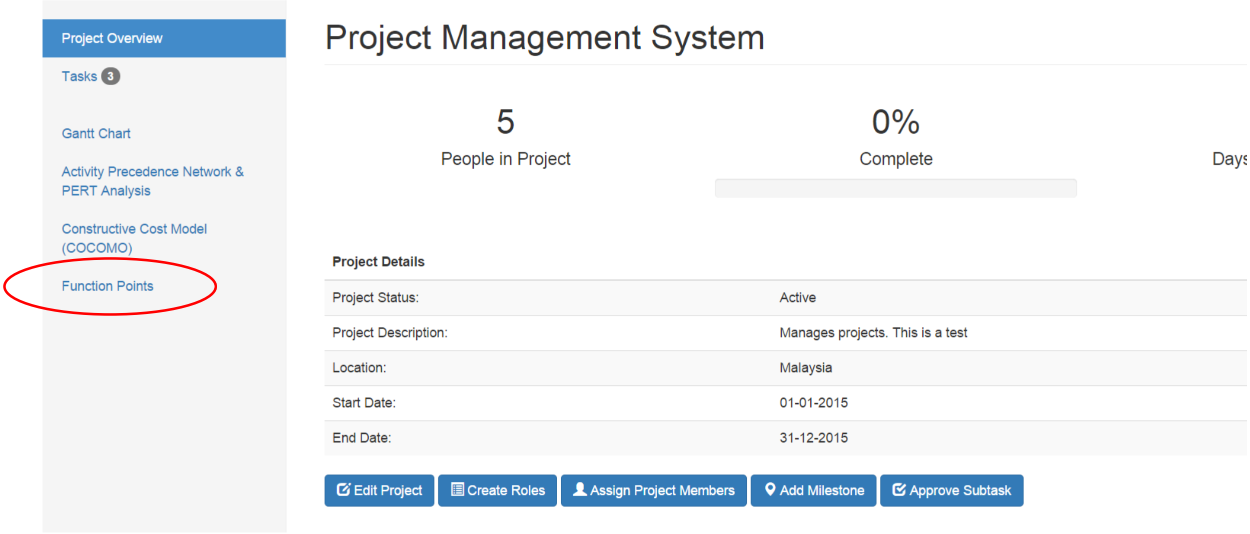
3. To approve a subtask, click on the “Approve Subtask” button as shown in the red circle in the picture above.
4. A window will then pop out, which will lists all the subtasks that are pending for approval from the project manager
5. You will be able to choose more than 1 sub-task at a time to be approved. Simply tick on multiple tick boxes.
6. Upon approval, you will be told that the tasks has been successfully approved.
7. To modify the details or assign the subtask, you will need to go to the task’s page in order to do so.

[SCREENSHOT OF SUCCESSFULLY APPROVING SUBTASK TO BE ADDED HERE]

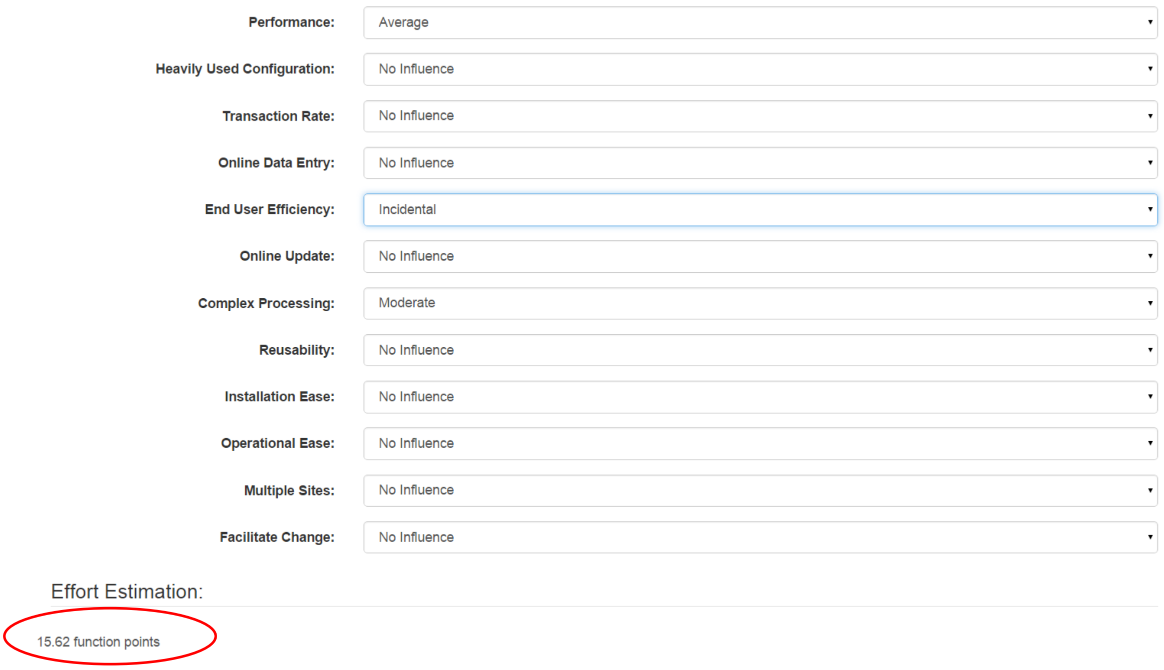
Calculate function points



1. To calculate functions points for a project, you will have to access the main dashboard of the system and choose the project where the task is in.
2. You will then be brought to the main page of the project as shown in the picture below.

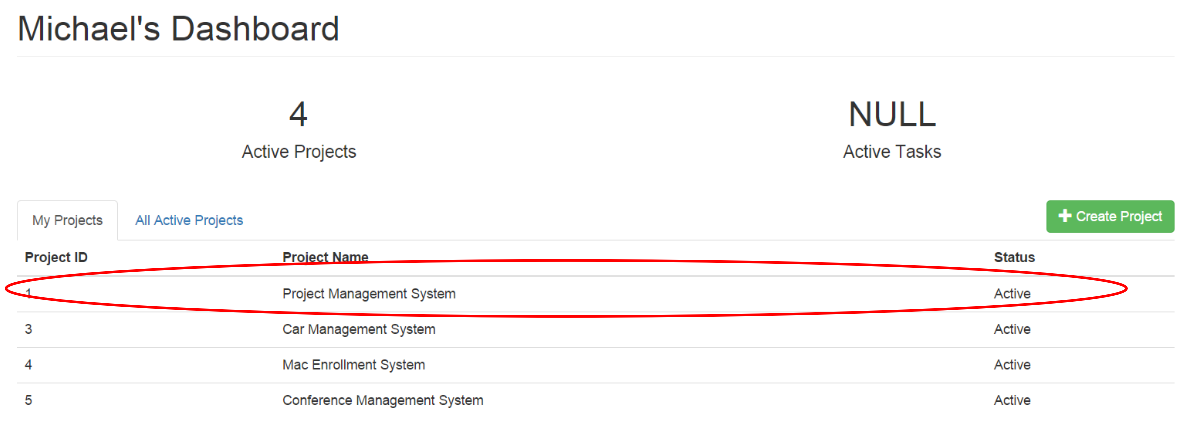


3. To calculate the function points, you will need to click the “Function points” button which will be located at the side bar. Also shown in the red circle in the picture above.
4. Upon clicking on the “Function points” button, you will then be brought to the function points page as shown in the picture below. Only a part of the page will be shown

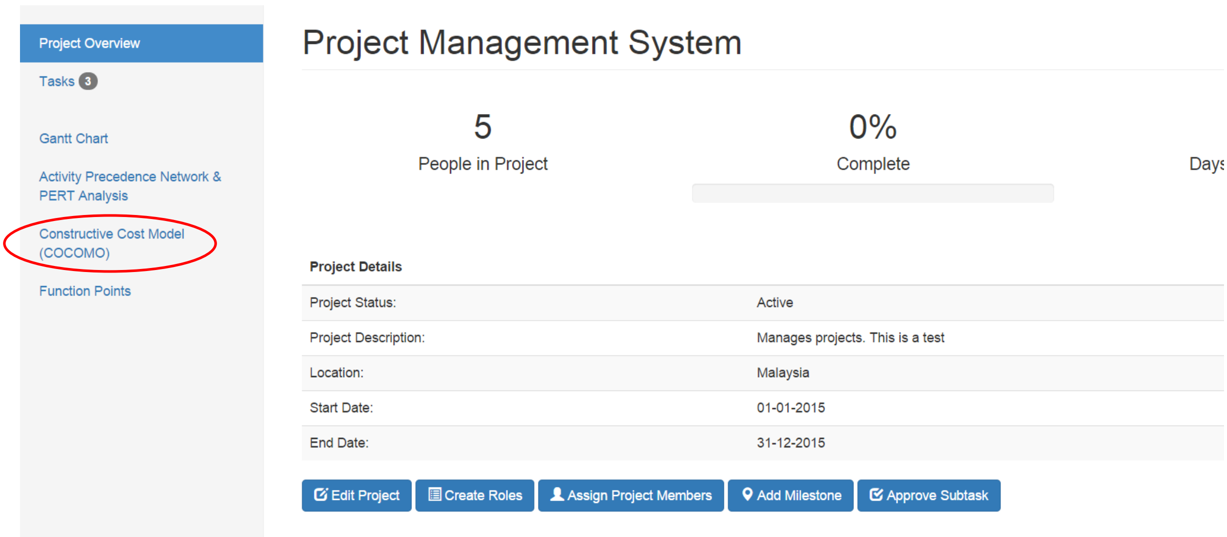


5. To get the effort estimation, simply change the values in the relevant fields and you will be able to see the calculated function point values as shown in the red circle in the picture above.

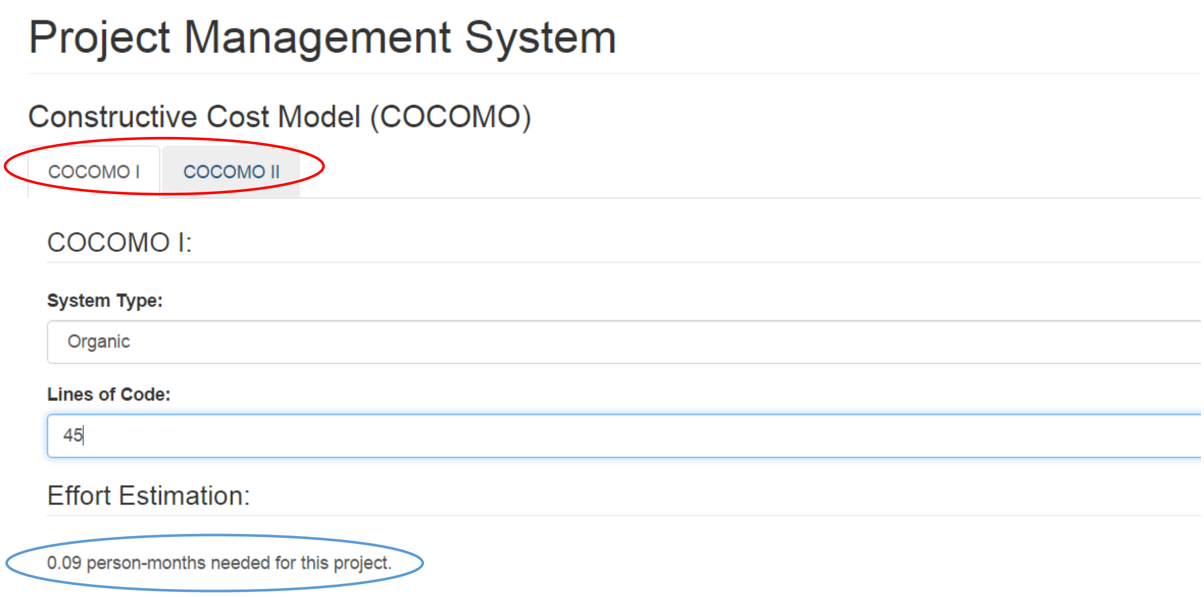
Calculate COCOMO values



1. To calculate COCOMO values for a project, you will have to access the main dashboard of the system and choose the project where the task is in.
2. You will then be brought to the main page of the project as shown in the picture below.

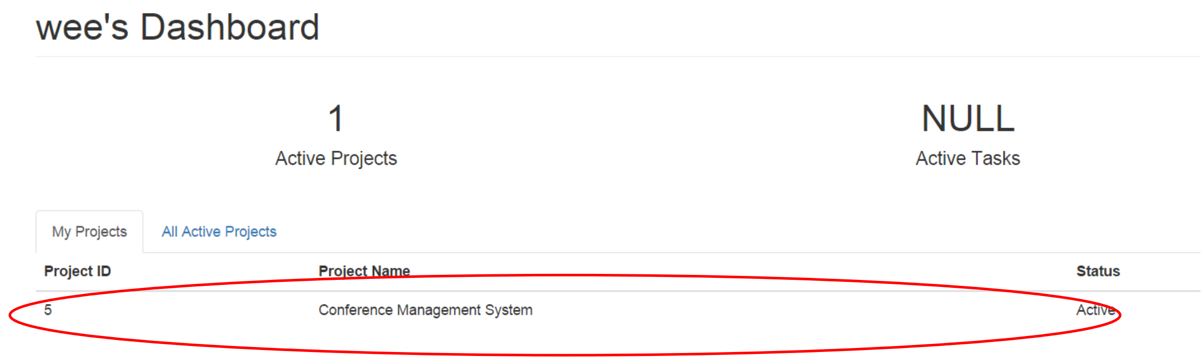


3. To calculate the COCOMO values, you will need to click the “Constructive cost model (COCOMO)” button which will be located at the side bar. Also shown in the red circle in the picture above.
4. Upon clicking on the “Constructive cost model (COCOMO)” button, you will then be brought to the COCOMO page as shown in the picture below. To switch between COCOMO 1 and COCOMO 2, simply click on the tabs to switch between them (As shown in the red circle in the picture below)

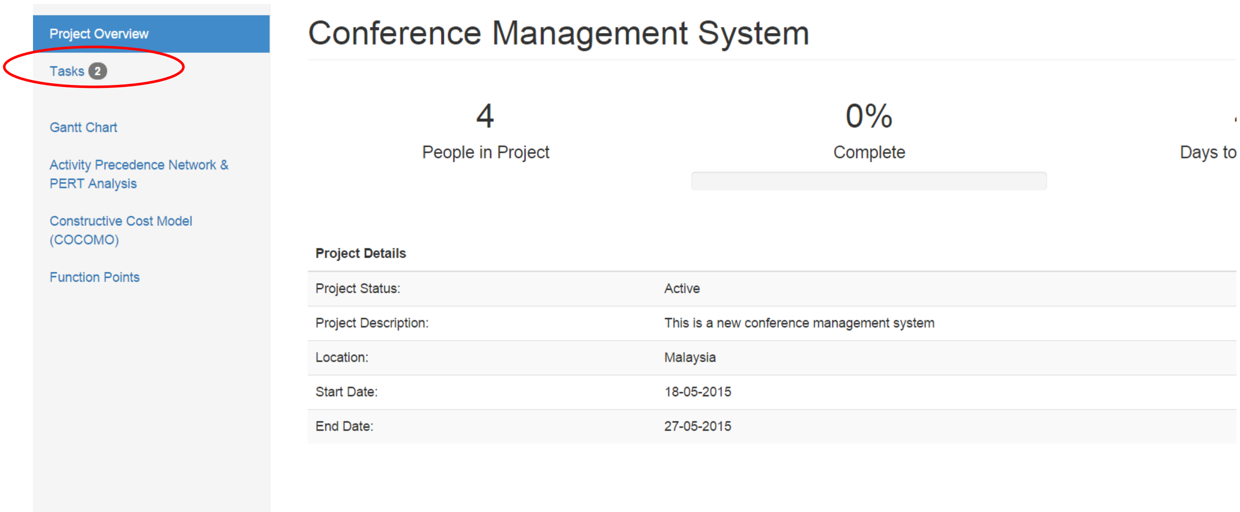


5. Add in the values for the respective values, and the effort estimation value will be computed and displayed to you as shown in the picture above, circled in blue.

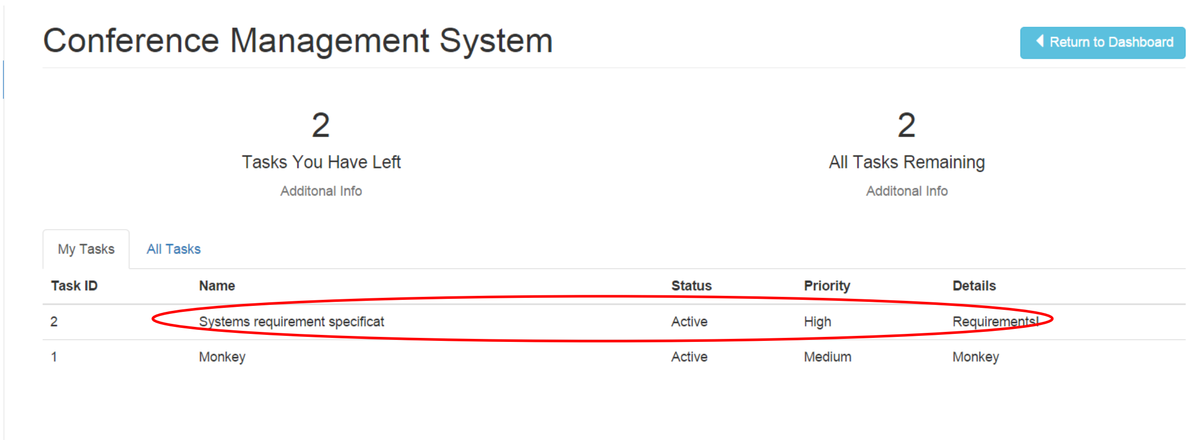
View details of task



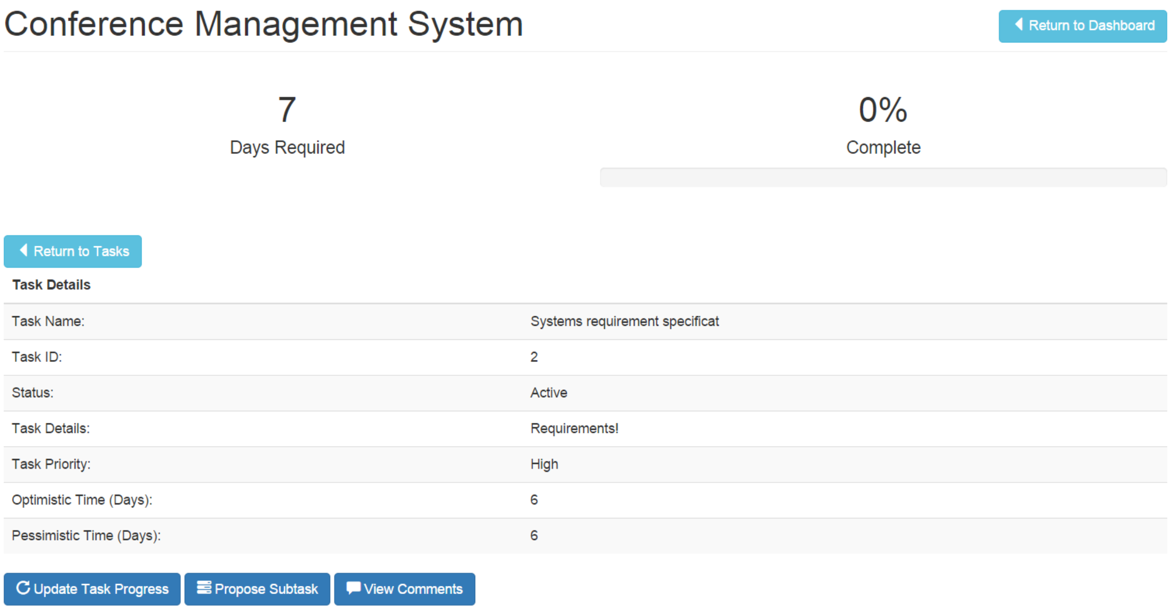
1. To be able to view details of a particular task, you will need to access the main dashboard of the system and choose the project where the task is located.
2. Upon choosing the project you will then be brought to the main page of the system as shown in the picture below.



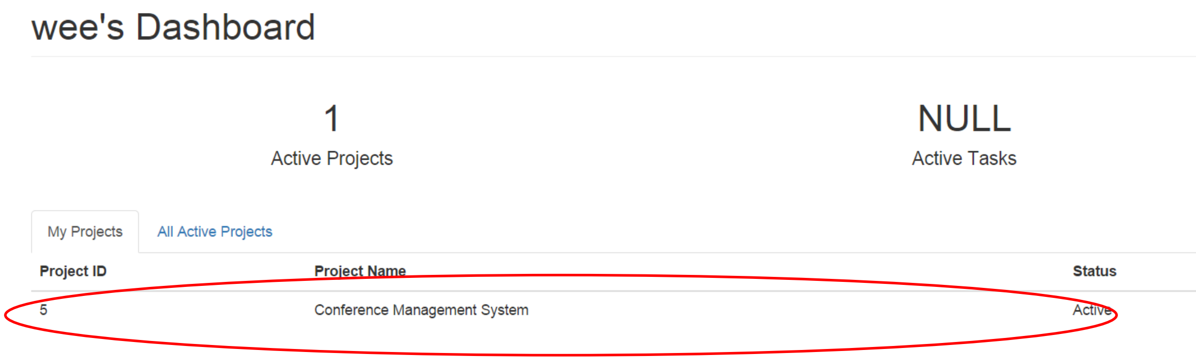
3. To view the details of a particular task, you need to access the task page. Simply do so by clicking on the Task button on the side bar.
4. You will then be brought to the task page as shown in the picture below.



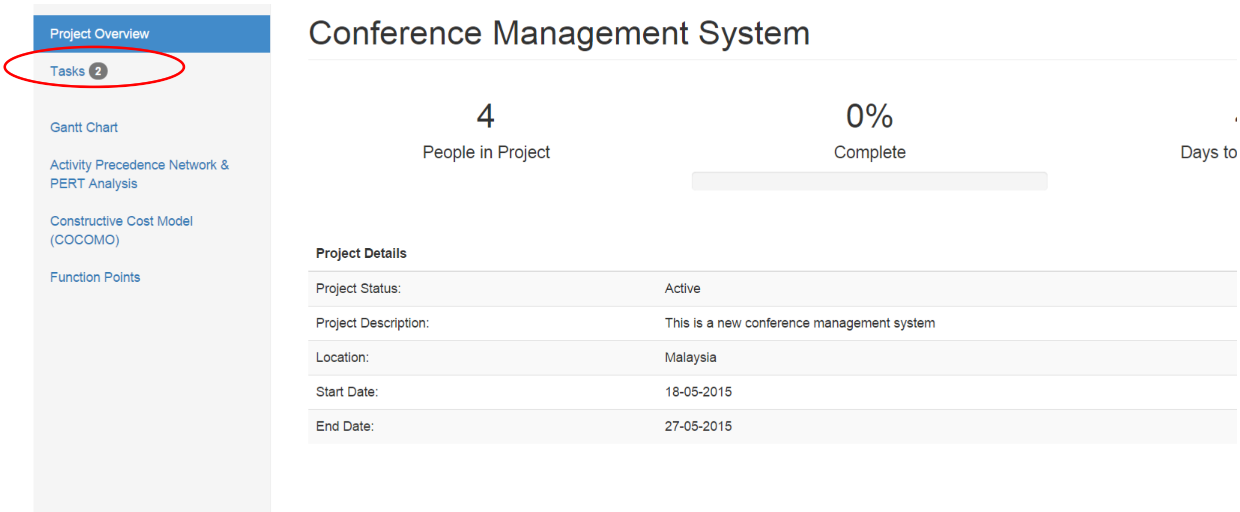
5. Click on a task that you wish to get more details on and you will be brought to the task page where all the details of the task will be available for you to go through. Example shown in the picture below.



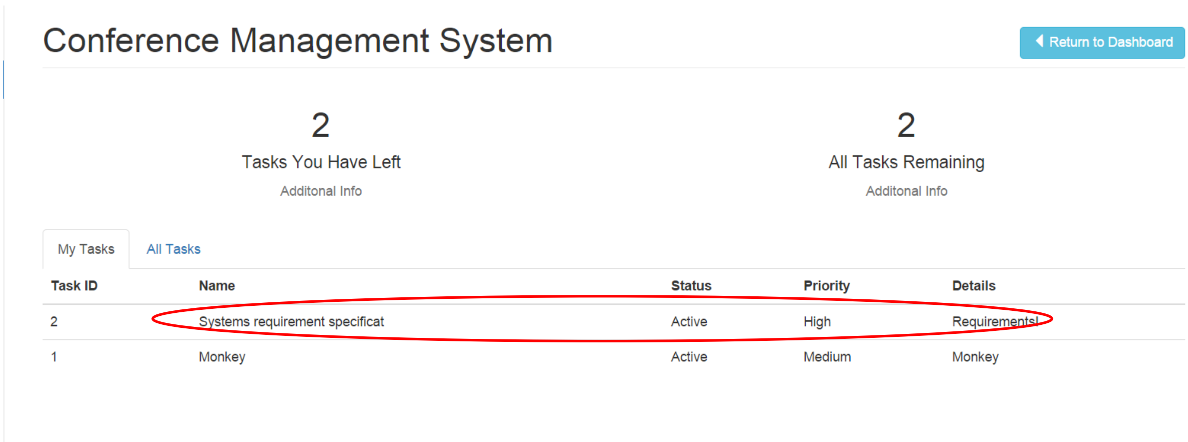
Update progress of sub-task



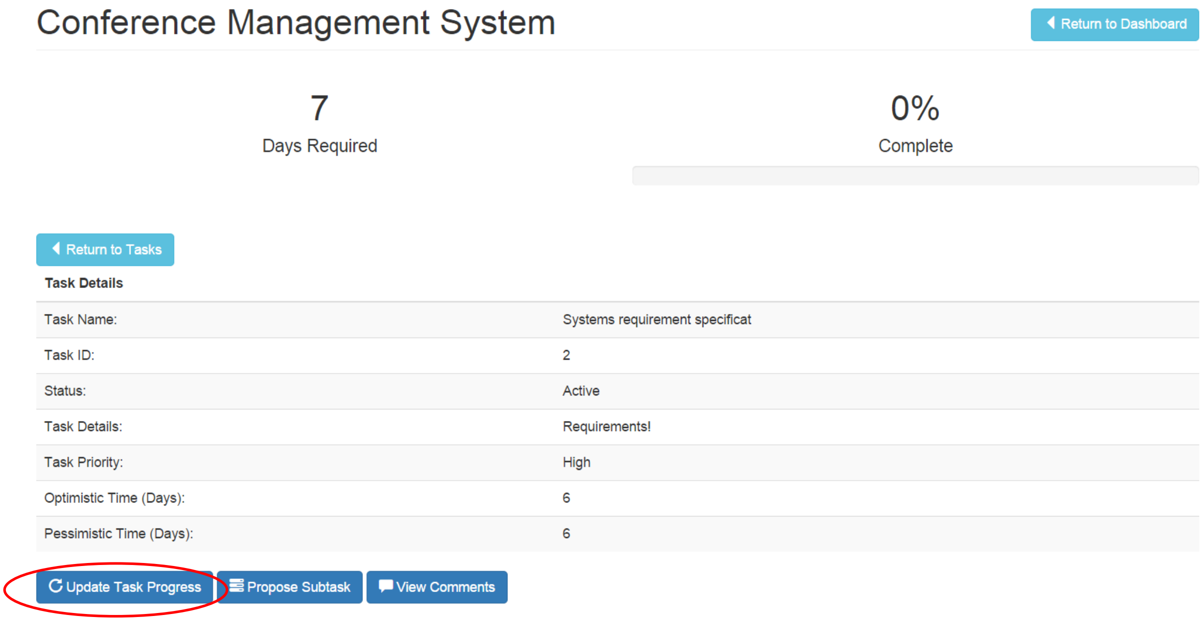
1. To be update the progress of a particular task, you will need to access the main dashboard of the system and choose the project where the task is located.
2. Upon choosing the project you will then be brought to the main page of the system as shown in the picture below.



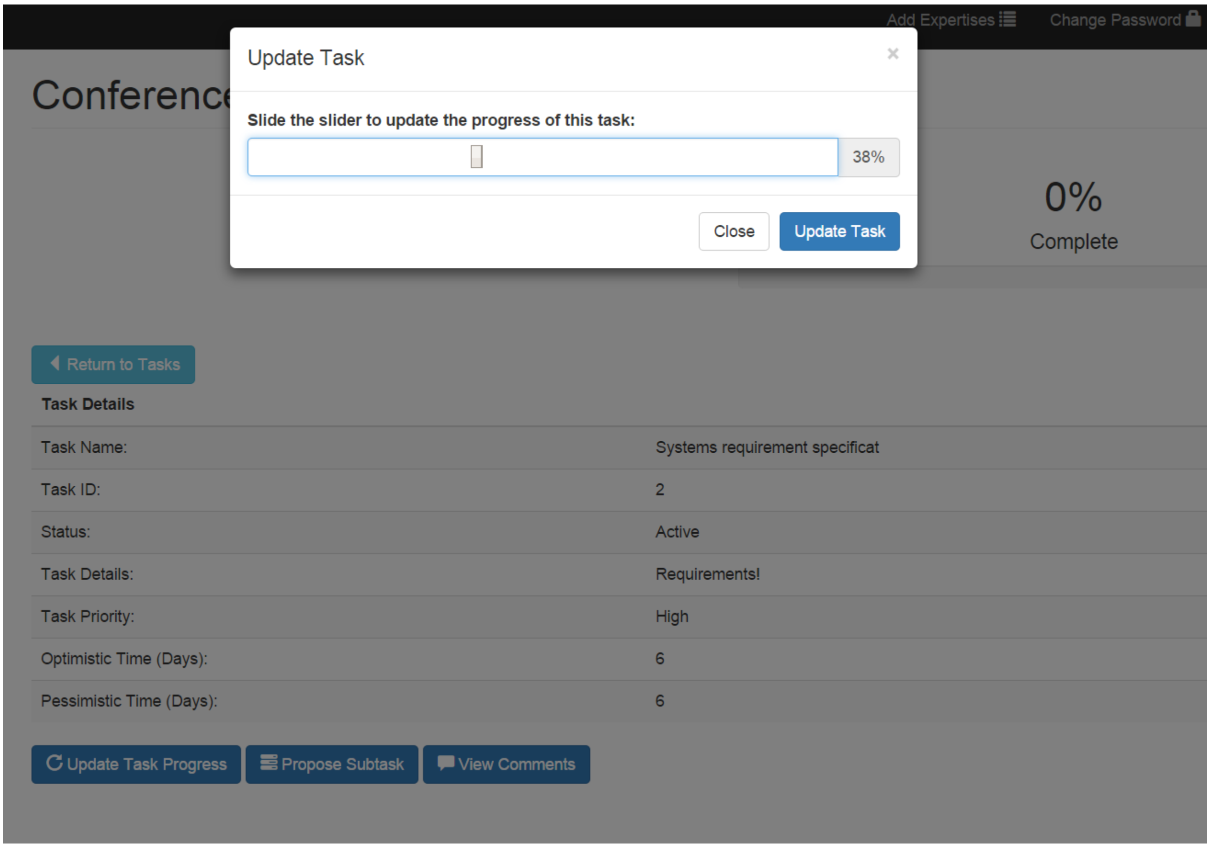
3. To update the progress of a particular task, you need to access the task page. Simply do so by clicking on the Task button on the side bar.
4. You will then be brought to the task page as shown in the picture below.



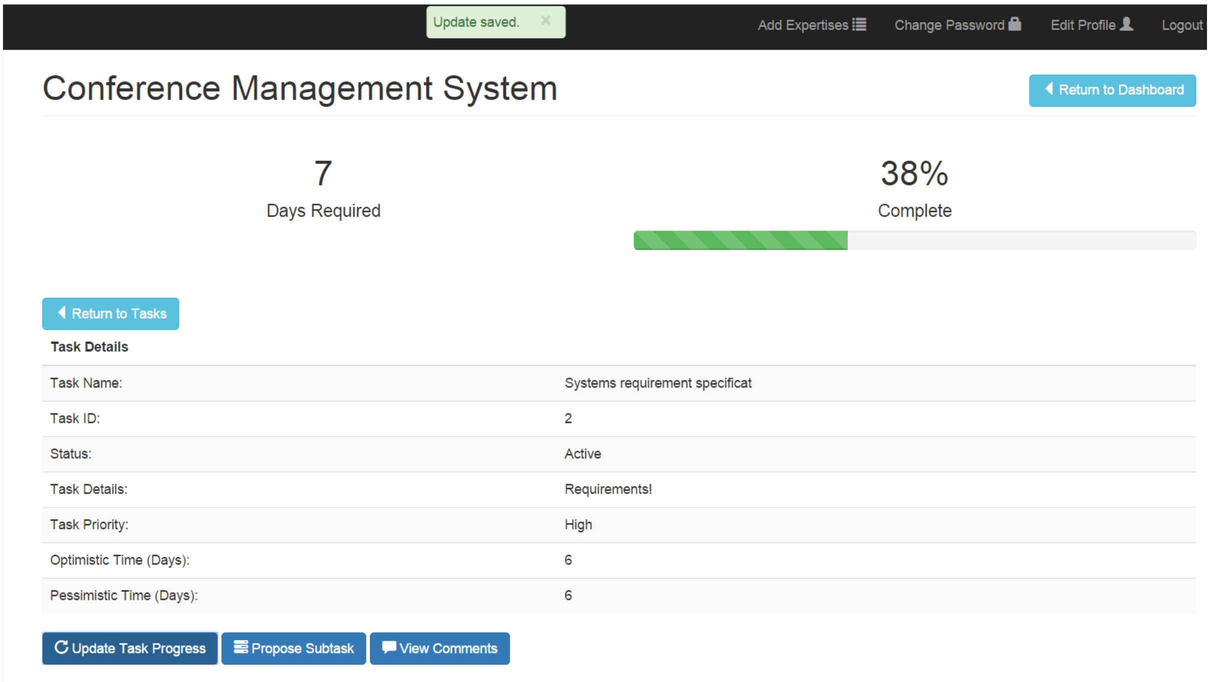
5. Click on a task that you wish to update the progress on and you will be brought to the task page.



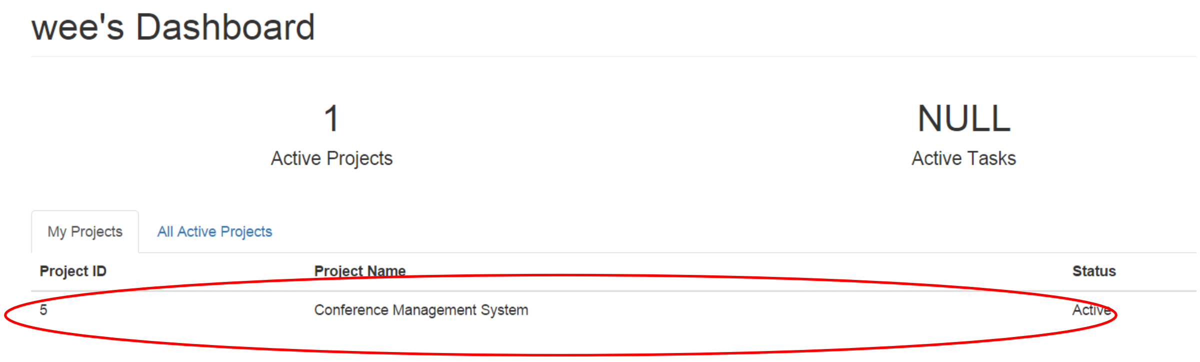
6. To update the progress of the task, click on the “Update Task Progress” button as shown in the red circle in the picture above.
7. A window will then pop out which will allow you to modify the progress of the task using a slider bar as shown in the picture below.



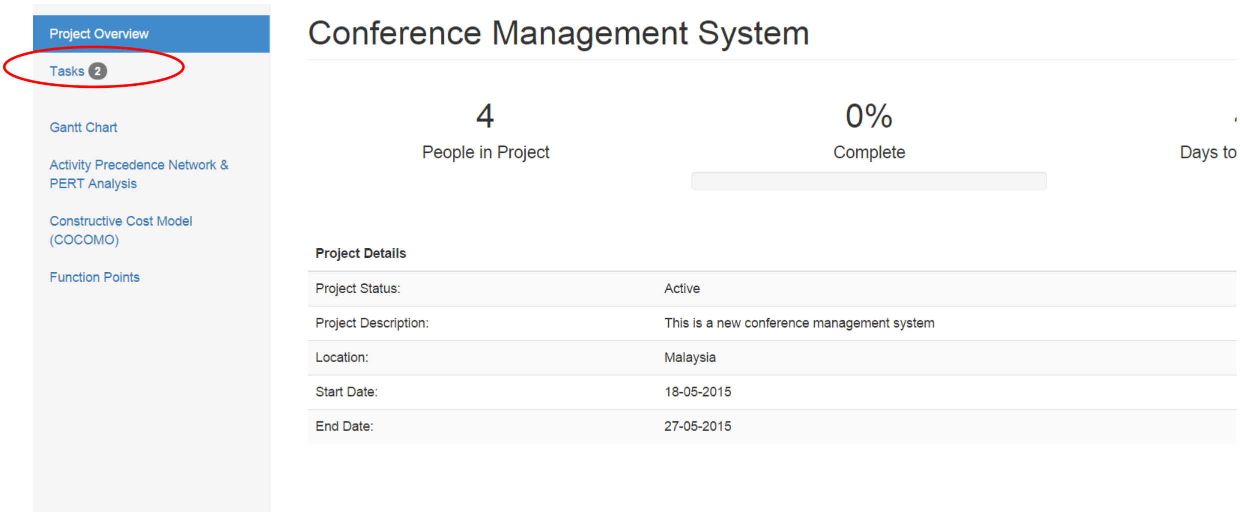
8. Once you are done updating the progress, click on “Update Task” and you will then be able to see the progress bar change and you are also told that you have successfully update the progress of the task (Can be seen in the picture below)



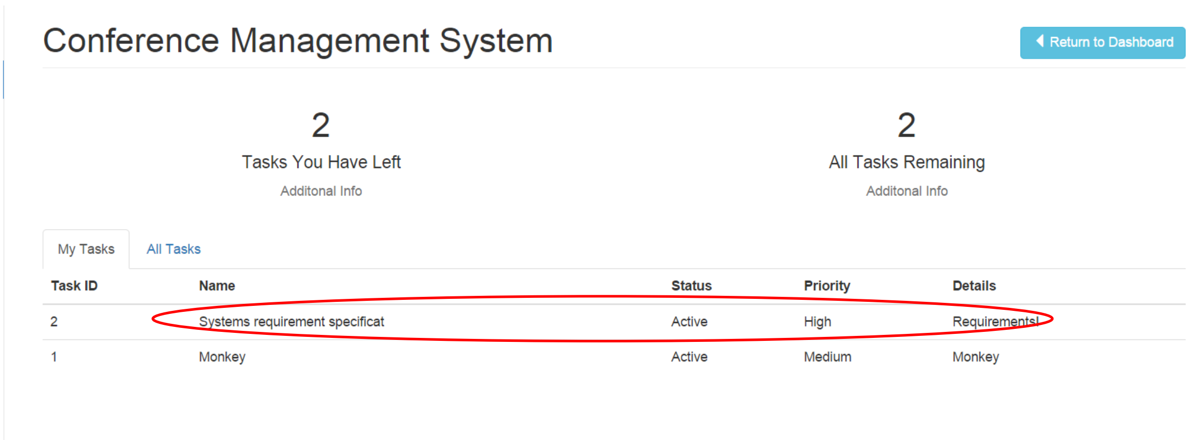
Propose sub-task



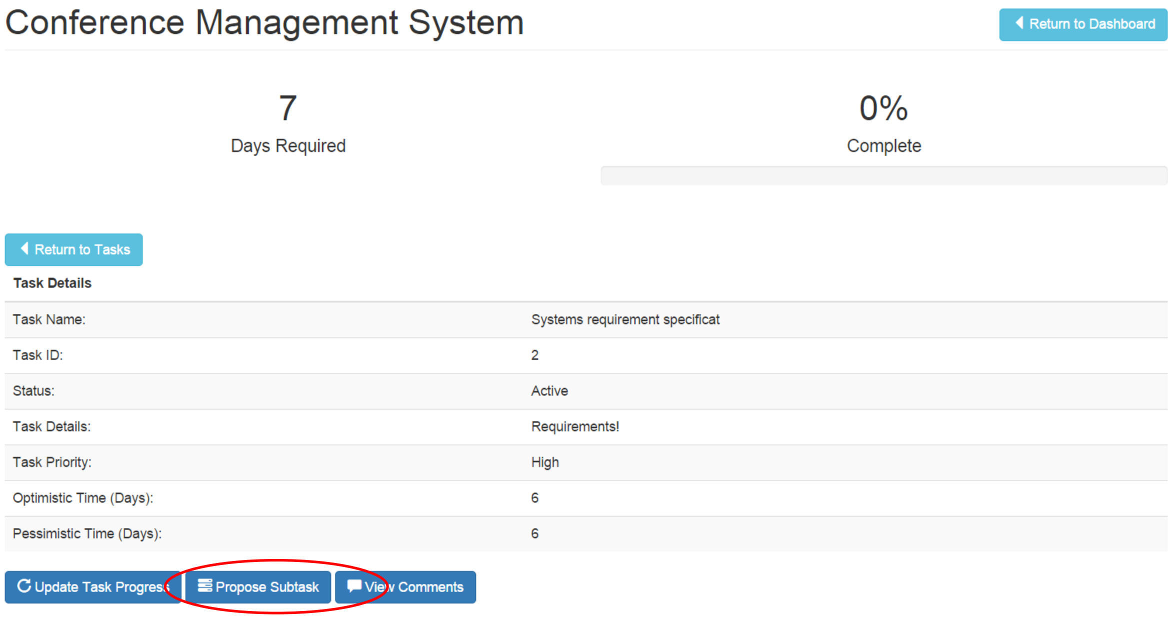
1. To propose a sub-task for a task, you will need to access the main dashboard of the system and choose the project where the task is located.
2. Upon choosing the project you will then be brought to the main page of the system as shown in the picture below.



3. To propose a sub-task for a task, you need to access the task page. Simply do so by clicking on the Task button on the side bar.
4. You will then be brought to the task page as shown in the picture below.



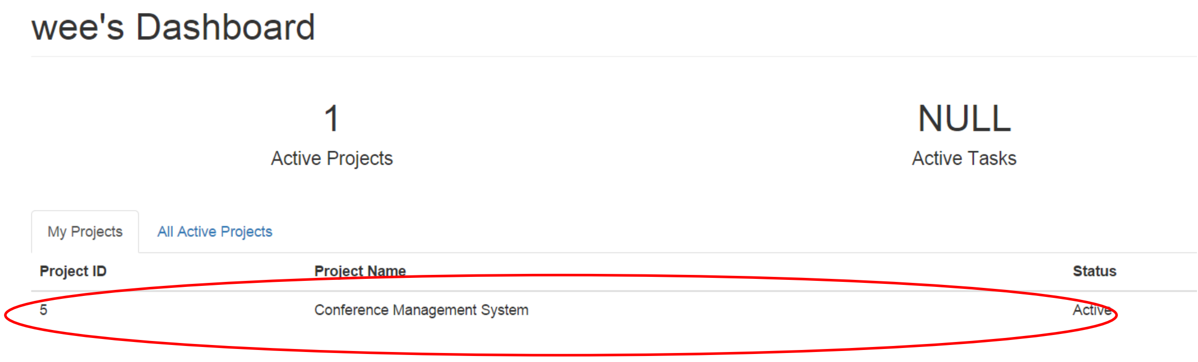
5. Click on a task that you wish to propose a sub-task for and you will be brought to the task page.



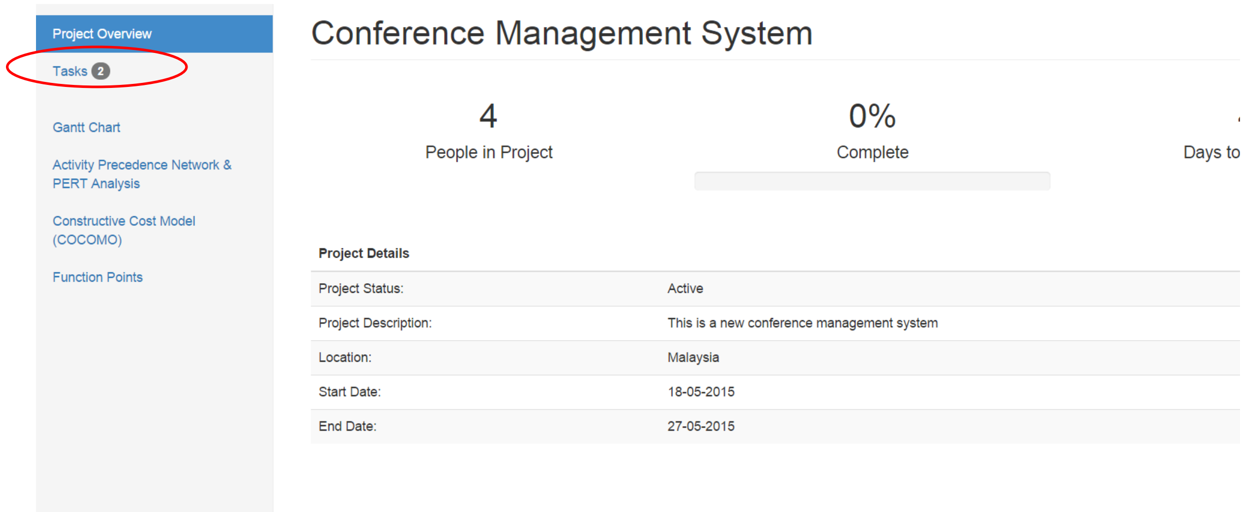
6. To propose a sub-task, click on the “Propose subtask” button as shown in the red circle above.
7. A new window will pop out which will allow you to add details of the sub-task that you are proposing.
8. When you are done adding details for the sub-task, click on “Propose sub-task”
9. The system will then tell you that the proposal for the sub-task has been successfully submitted and is pending for approval from the project manager or administrator.

[EXAMPLE PICTURE OF SUCCESSFULLY ADDING SUB-TASK]

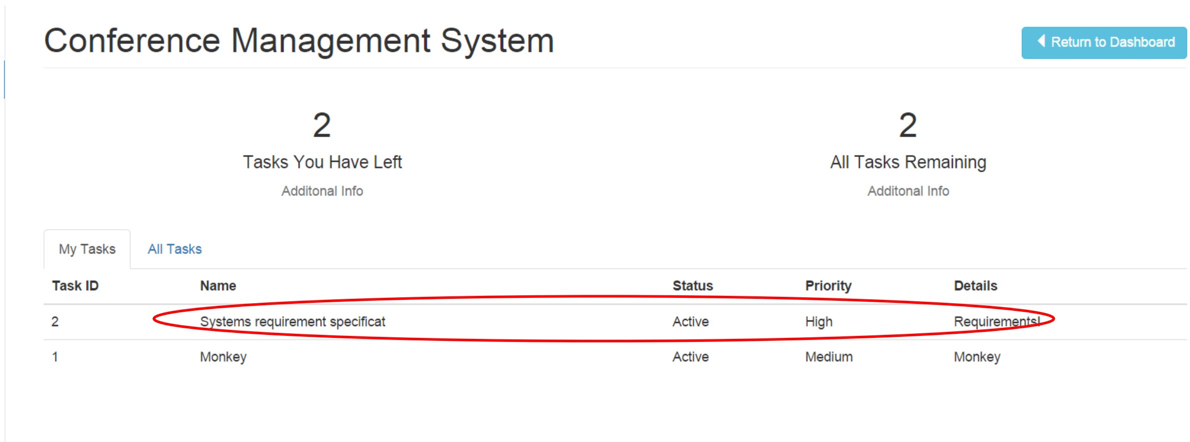
Comment on tasks



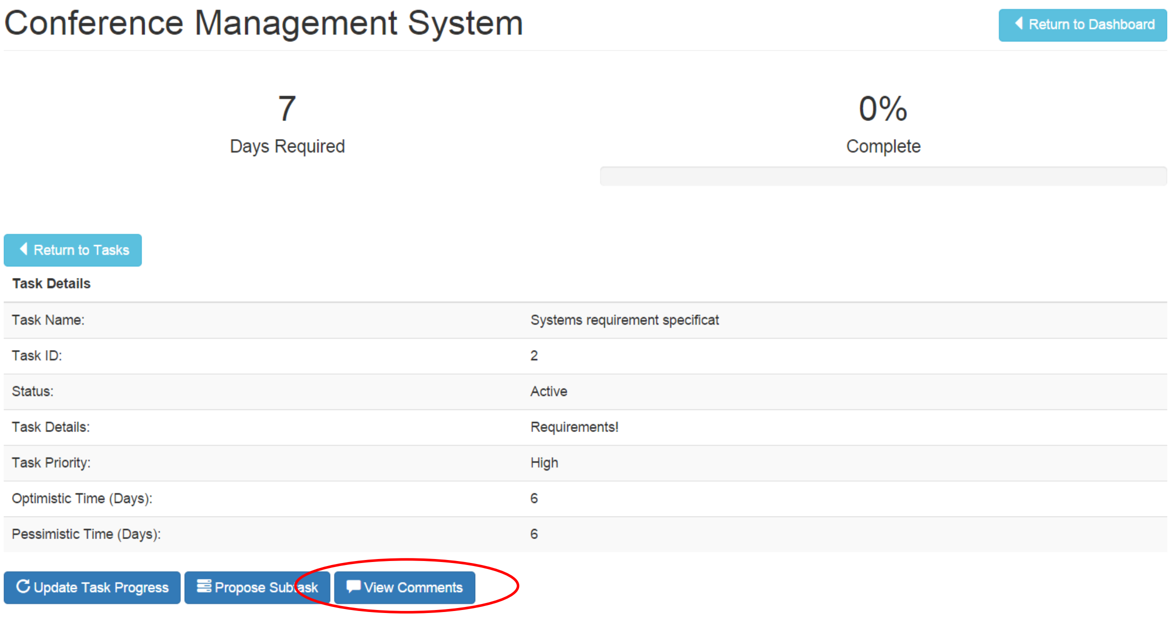
1. To comment on a task, you will need to access the main dashboard of the system and choose the project where the task is located.
2. Upon choosing the project you will then be brought to the main page of the system as shown in the picture below.



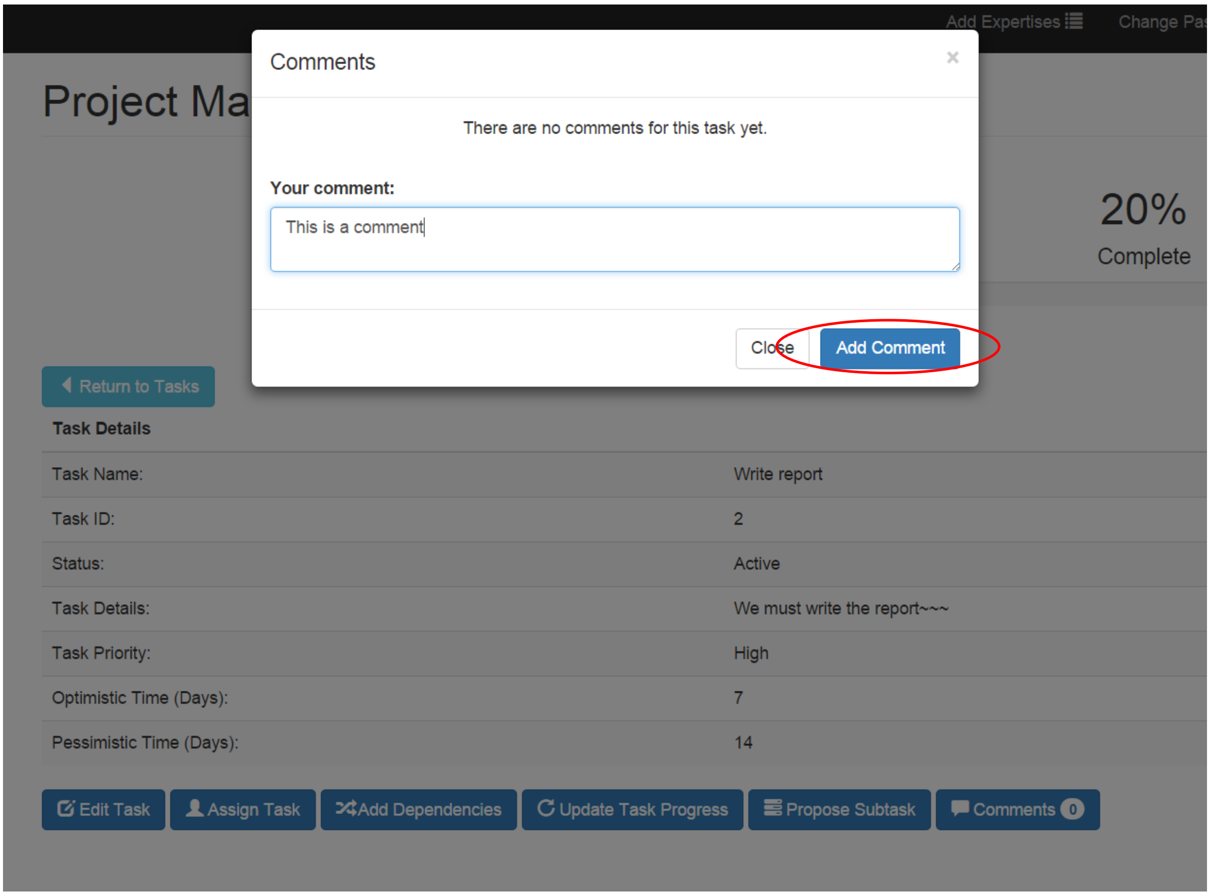
3. To comment on a particular task, you need to access the task page. Simply do so by clicking on the Task button on the side bar.
4. You will then be brought to the task page as shown in the picture below.



5. Click on a task that you wish to comment on and you will be brought to the task page.

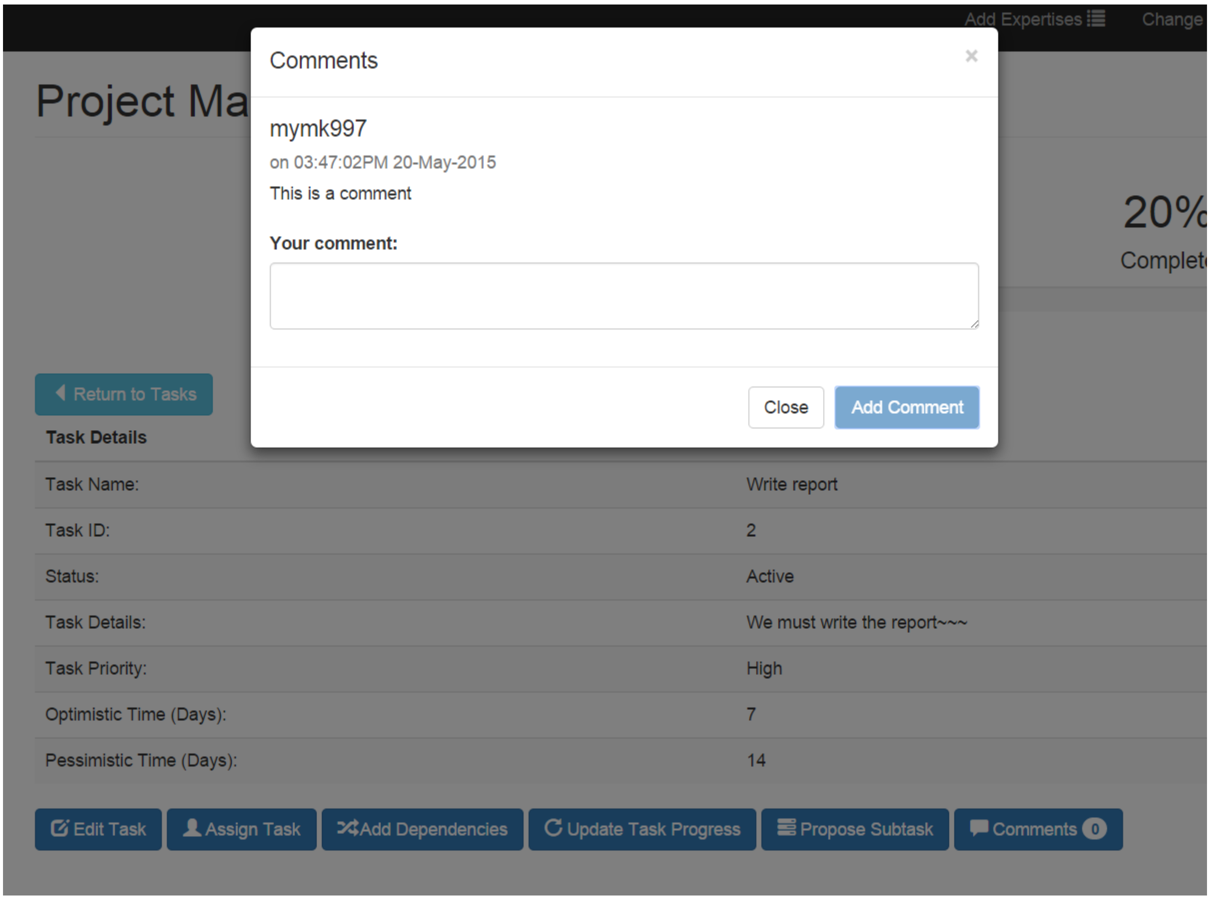


6. To comment on a task, choose the "View comments" button as shown in the picture above.
7. A new window will pop out which will show you existing comments for a particular task and you will also be able to add more comments for the task on space given.

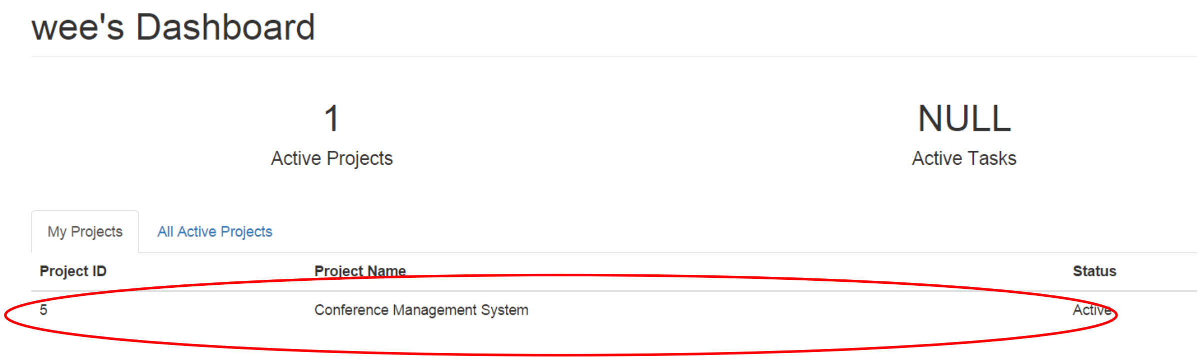


8. When you are done writing your comment, click on "Add comment" as shown in the red circle in the picture above.

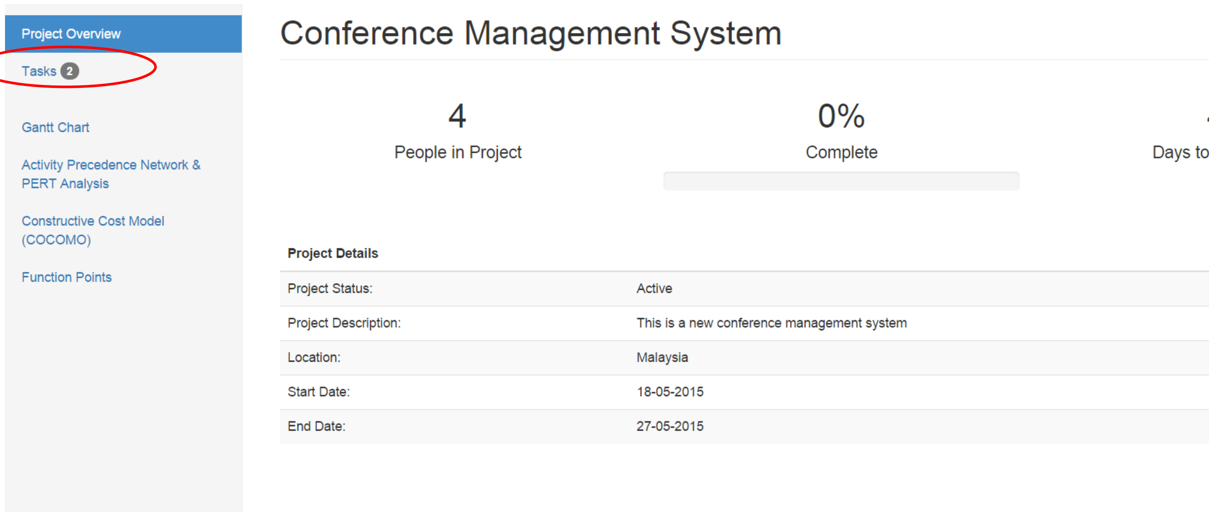
9. Posted comments will then appear as shown in the picture below.



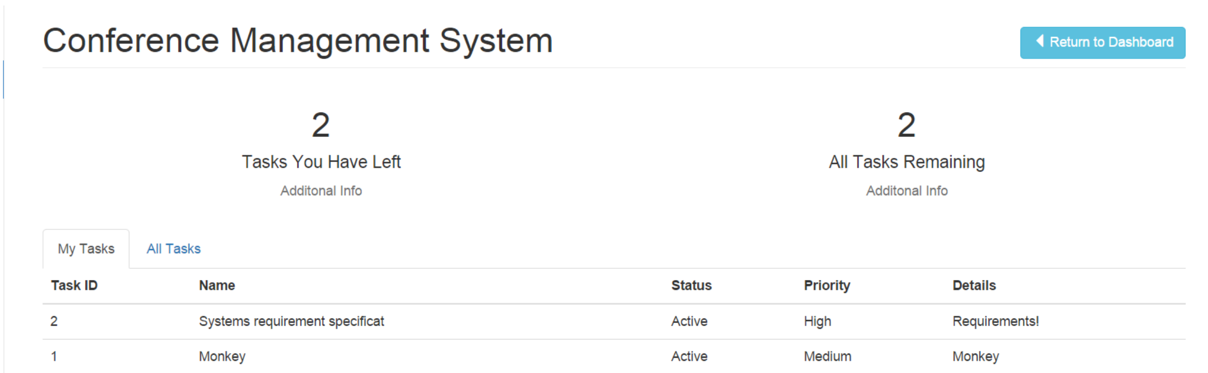
View tasks assigned



1. To view the tasks that you have been assigned for a particular project, you will need to access the main dashboard of the system and choose the project where the task is located.
2. Upon choosing the project you will then be brought to the main page of the system as shown in the picture below.

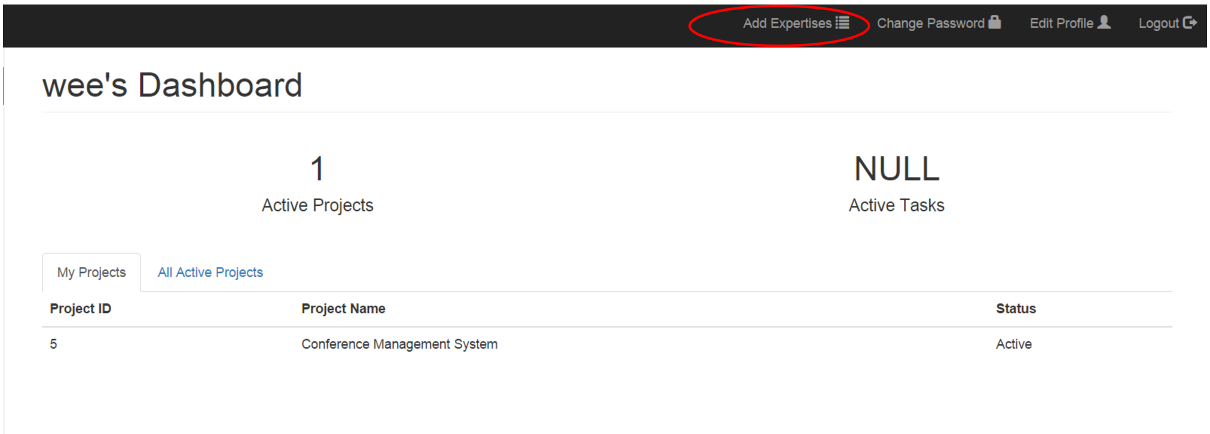


3. To view the tasks that you have been assigned with, you need to access the task page. Simply do so by clicking on the Task button on the side bar.
4. You will then be brought to the task page as shown in the picture below.

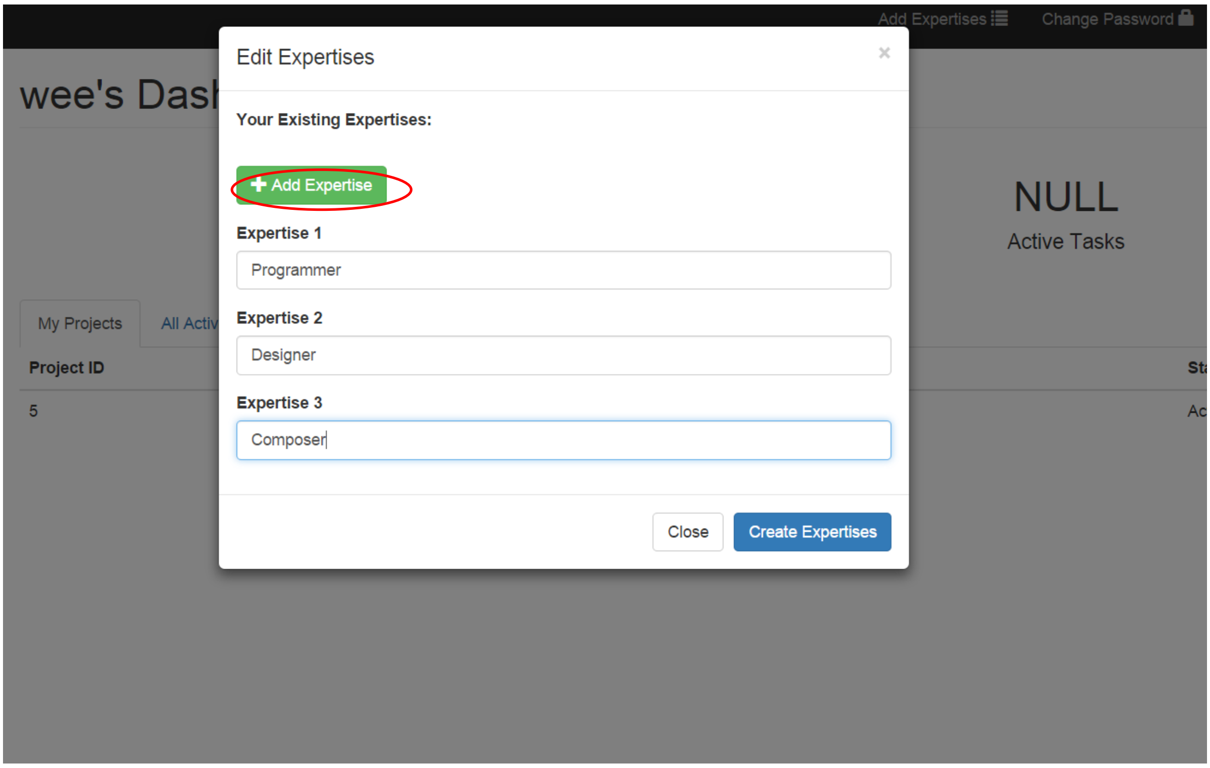


5. You will then be able to see all the tasks assigned to you under the “My Tasks” page.

Add Expertise



1. To add expertise, you will need to first access the main dashboard (Simply do so by logging in).
2. You will then be able to click on the "Add Expertise button as shown in the red circle in the picture above to add expertise.
3. Upon clicking the "Add Expertise" button, a new window will pop out that will allow you to see your existing expertise and also allow you to add new ones as shown in the picture below.



4. Click on the "Add Expertise" button, circled in red as shown in the picture above. Textboxes will appear depending on the number of times you clicked on the "Add Expertise" button. Enter new roles for each of the textboxes provided.
5. Click on "Create Expertise" when you are done adding new expertise for your own.
6. You will then be told that your newly added expertise has been successfully saved as shown in the picture below.

All expertises have been saved. ×

Add Expertises | Change Password | Edit

wee's Dashboard

1

Active Projects

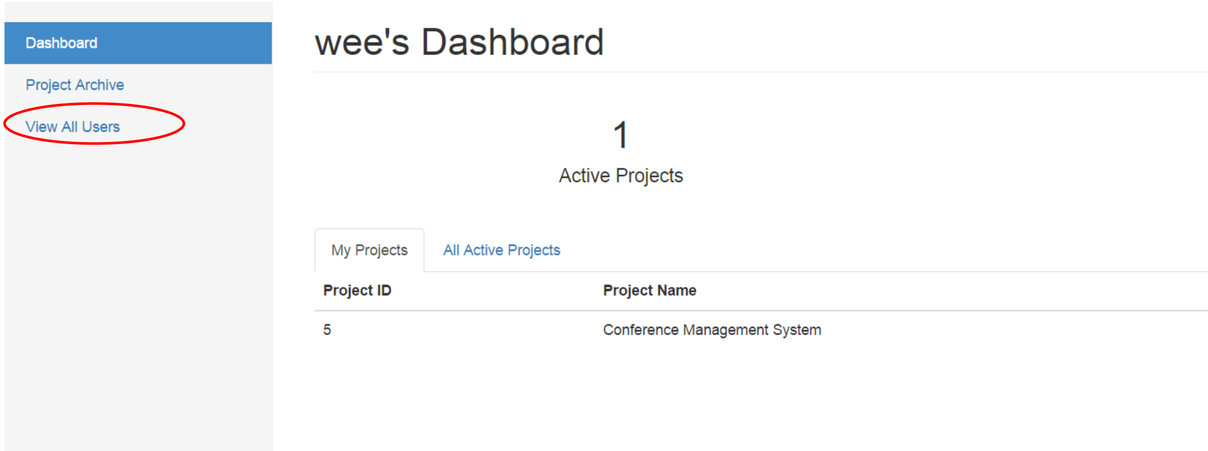
NULL

Active Tasks

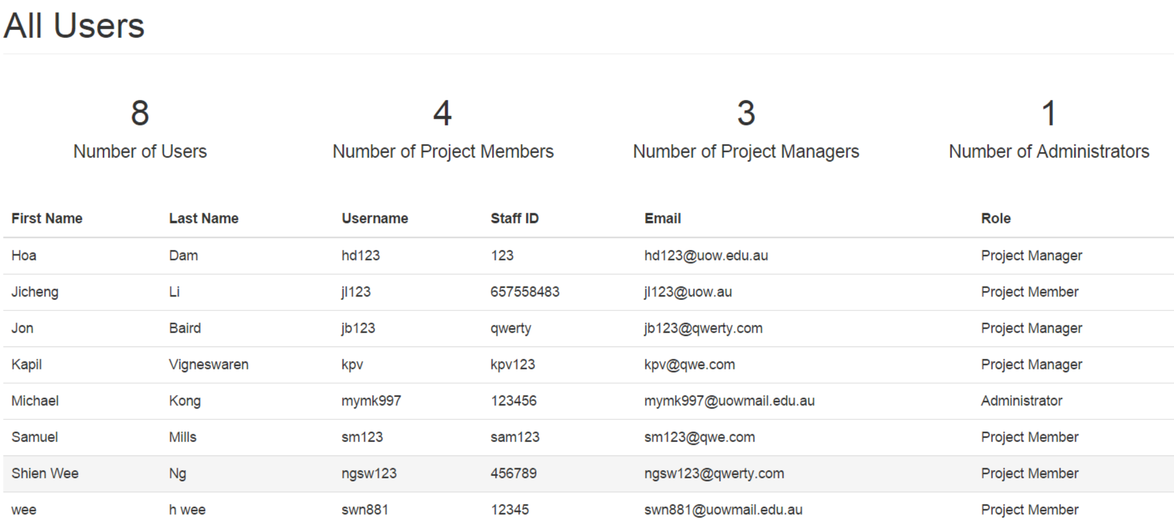
My Projects | All Active Projects

Project ID	Project Name	Status
5	Conference Management System	Active

View all users



1. To view all users who are registered to the system, you will first need to access the main dashboard (To do so, simply login)
2. You will then click the “View all users” button which is located on the side bar as shown in the red circle in the picture above.
3. You will then be brought to the page where you will be able to see all registered users in the system as shown in the picture below.

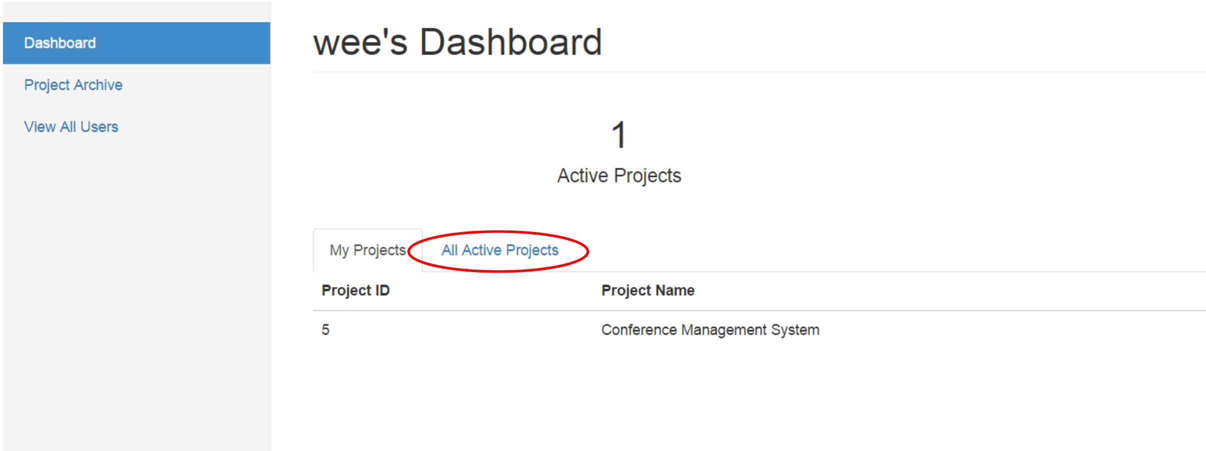


All Users

8	4	3	1
Number of Users	Number of Project Members	Number of Project Managers	Number of Administrators

First Name	Last Name	Username	Staff ID	Email	Role
Hoa	Dam	hd123	123	hd123@uow.edu.au	Project Manager
Jicheng	Li	jl123	657558483	jl123@uow.au	Project Member
Jon	Baird	jb123	qwerty	jb123@qwerty.com	Project Manager
Kapil	Vigneswaren	kpv	kpv123	kpv@qwe.com	Project Manager
Michael	Kong	mymk997	123456	mymk997@uowmail.edu.au	Administrator
Samuel	Mills	sm123	sam123	sm123@qwe.com	Project Member
Shien Wee	Ng	ngsw123	456789	ngsw123@qwerty.com	Project Member
wee	h wee	swn881	12345	swn881@uowmail.edu.au	Project Member

View all projects



1. To view all active projects in the system, you will first need to access the main dashboard (To do so, simply login)
2. You will then click the “All active project” button as shown in the red circle in the picture above.
3. You will then be brought to the page where you will be able to see all current active projects in the system as shown in the picture below.