

User Manual

Signing up to use the system

Project Management System

Username

Password

Sign In

Welcome!

If you are new to the Project Management System, please sign up below. If you are an existing user, please sign in above.

Sign Up Here

wee

wee wee

swm881

12345

swm881@uowmail.edu.au

Sign Up Now!

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

Project Management System

Add Expertises

Change Password

Edit Profile

Logout

Dashboard

Project Archive

View All Users

wee's Dashboard

Active Projects

NULL

Active Tasks

My Projects

All Active Projects

Project ID	Project Name	Status
------------	--------------	--------

Login to the system

Project Management System

swm881

Sign in

Welcome!

If you are new to the Project Management System, please sign up below. If you are an existing user, please sign in above.

Sign Up Here

First Name
Last Name
Username
Staff ID
Email
Password
Confirm Password

Sign Up Now!

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.

Project Management System

Username

Password

Sign in

We were unable to log you in with the information you provided.

Welcome!

If you are new to the Project Management System, please sign up below. If you are an existing user, please sign in above.

Sign Up Here

First Name
Last Name
Username
Staff ID
Email
Password
Confirm Password

Sign Up Now!

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

Project Management System

Add Expertises

Change Password

Edit Profile

Logout

Dashboard

Project Archive

View All Users

wee's Dashboard

0

Active Projects

NULL

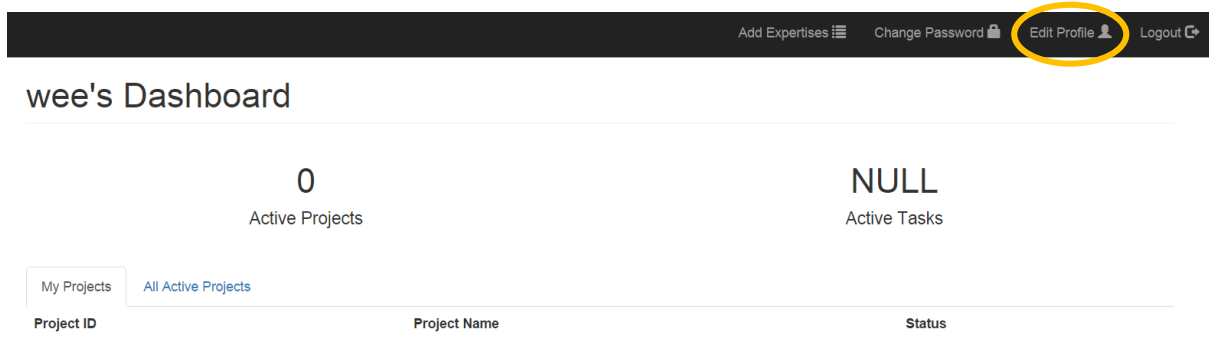
Active Tasks

My Projects

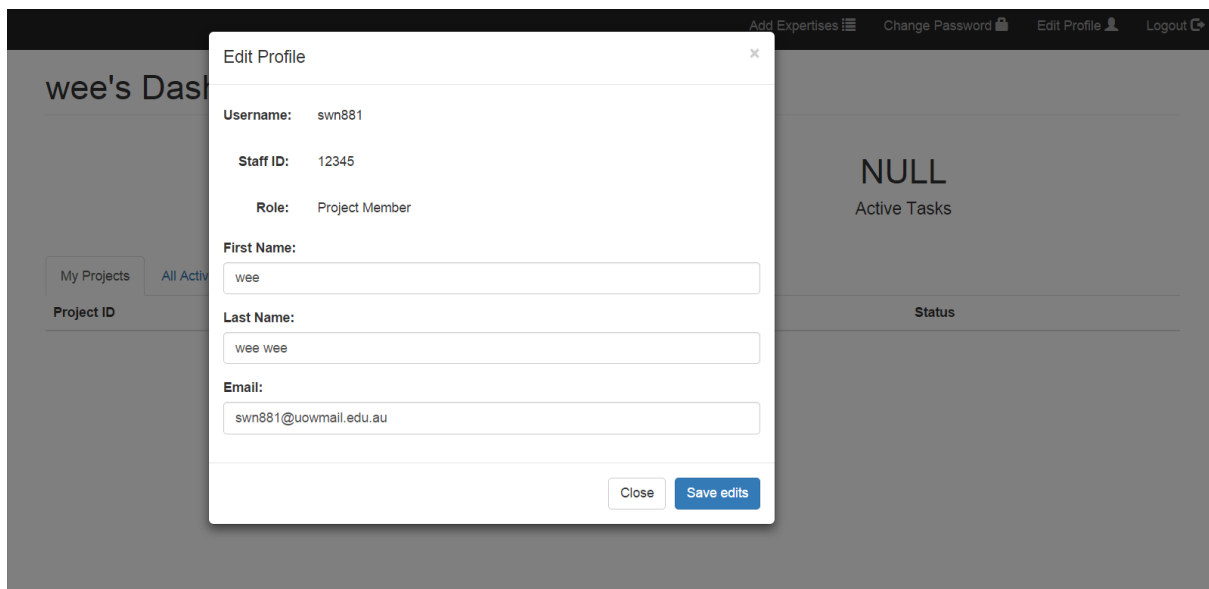
All Active Projects

Project ID	Project Name	Status
------------	--------------	--------

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.

wee's Dashboard

0

Active Projects

NULL

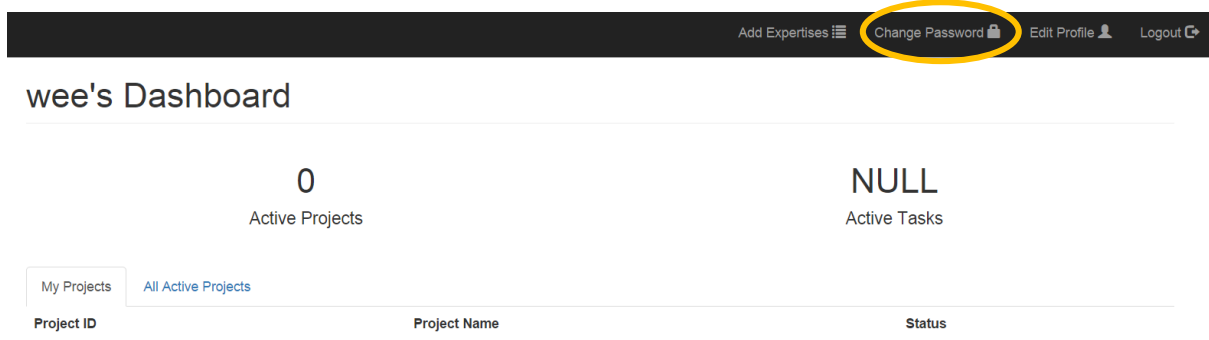
Active Tasks

My Projects

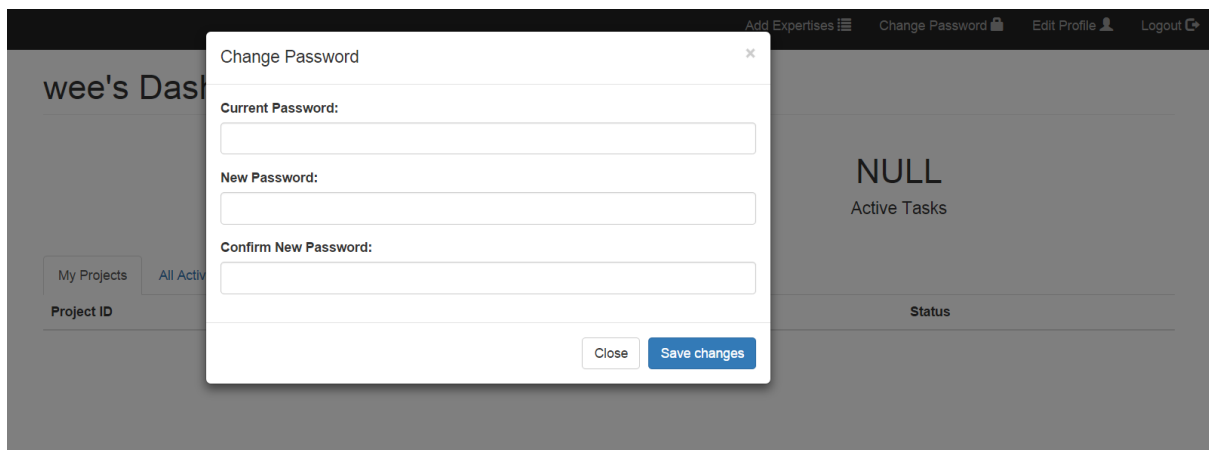
All Active Projects

Project ID	Project Name	Status
------------	--------------	--------

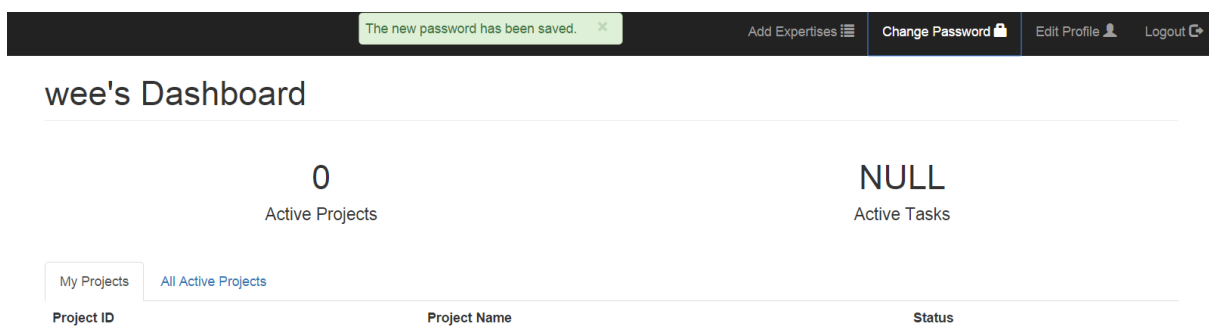
Change account password



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



Michael's Dashboard

3

Active Projects

NULL

Active Tasks

My Projects

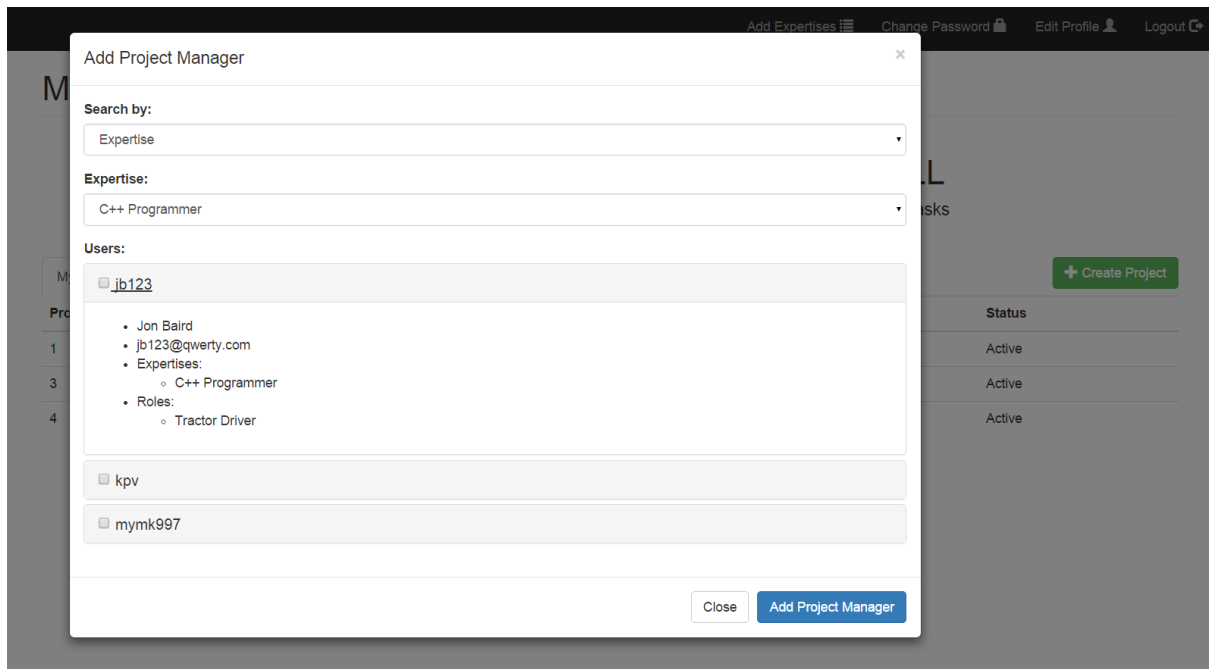
All Active Projects

+ Create Project

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.

The screenshot shows a 'Create Project' modal form. The form has the following fields: 'Project Name' (with the value 'Conference Management System'), 'Location' (with the value 'Malaysia'), 'Start Date' (with the value '18-05-2015'), 'End Date' (with the value '27-05-2015'), and 'Description' (with the value 'This is a new conference management system'). At the bottom of the form, there are two buttons: 'Close' and 'Create project'. The background shows a blurred view of the dashboard with the 'Create Project' button highlighted.

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”.



Michael's Dashboard

4 Active Projects		NULL Active Tasks	
<div>My Projects</div> <div>All Active Projects</div>		<div>+ Create Project</div>	
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	

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

[Add Expertises](#) [Change Password](#) [Edit Profile](#) [Logout](#)

wee's Dashboard

1
Active Projects

NULL
Active Tasks

[My Projects](#) [All Active Projects](#)

Project ID	Project Name	Status
5	Conference Management System	Active

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.

[Add Expertises](#) [Change Password](#) [Edit Profile](#) [Logout](#)

Conference Management System

[Return to Dashboard](#)

3
People in Project

0%
Complete

45
Days to Completion

Project Details

Project Status:	Active
Project Description:	This is a new conference management system
Location:	Malaysia
Start Date:	18-05-2015
End Date:	27-05-2015

View Gantt chart

[Add Expertises](#) [Change Password](#) [Edit Profile](#) [Logout](#)

wee's Dashboard

1
Active Projects

NULL
Active Tasks

[My Projects](#) [All Active Projects](#)

Project ID	Project Name	Status
5	Conference Management System	Active

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.

Project Management System [Add Expertises](#)

Project Overview

Tasks 0

Gantt Chart

Activity Precedence Network & PERT Analysis

Constructive Cost Model (COCOMO)

Function Points

Conference Management System

3
People in Project

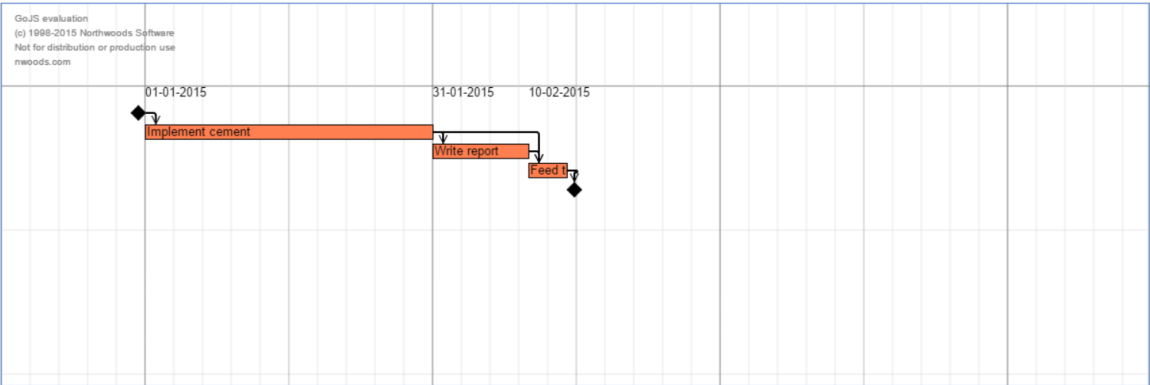
0%
Complete

Project Details

Project Status:	Active
Project Description:	This is a new conference management system
Location:	Malaysia
Start Date:	18-05-2015
End Date:	27-05-2015

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.

Gantt Chart



View Activity Precedence Network and PERT analysis

[Add Expertises](#) [Change Password](#) [Edit Profile](#) [Logout](#)

wee's Dashboard

1
Active Projects

NULL
Active Tasks

[My Projects](#) [All Active Projects](#)

Project ID	Project Name	Status
5	Conference Management System	Active

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.

Project Management System [Add Expertises](#)

Project Overview

Tasks 0

Gantt Chart

Activity Precedence Network & PERT Analysis

Constructive Cost Model (COCOMO)

Function Points

Conference Management System

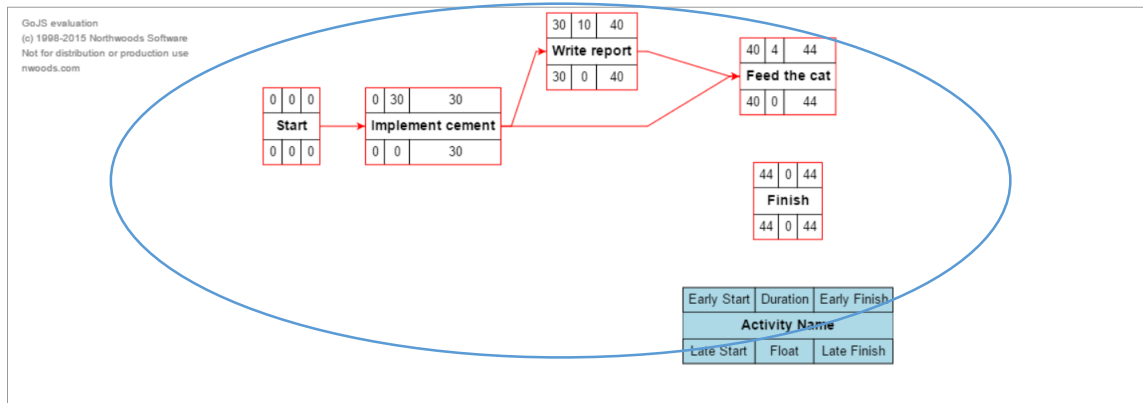
3
People in Project

0%
Complete

Project Details

Project Status:	Active
Project Description:	This is a new conference management system
Location:	Malaysia
Start Date:	18-05-2015
End Date:	27-05-2015

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.



PERT Analysis

Project Target (Number of Days):

Likelihood of Meeting Project Target:

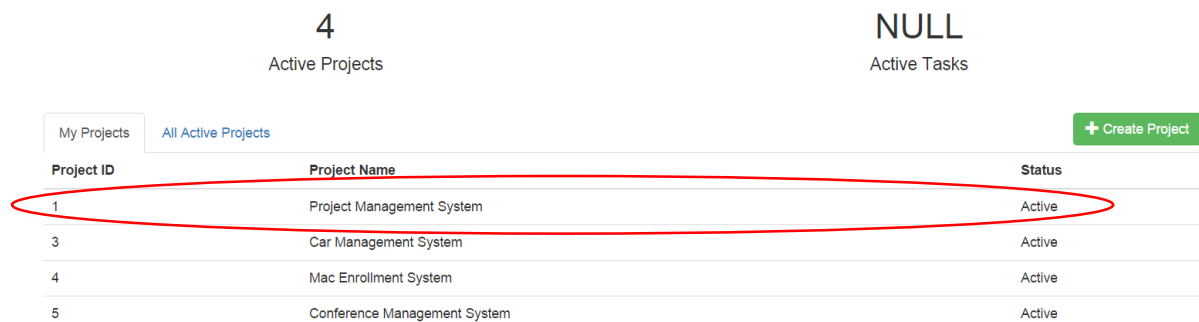
There is about a 3% chance of not meeting the target of 50 days.

[View Z-Value Graph](#)

- The activity precedence network is the one shown in the top section. As shown in the blue circle.
- 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.

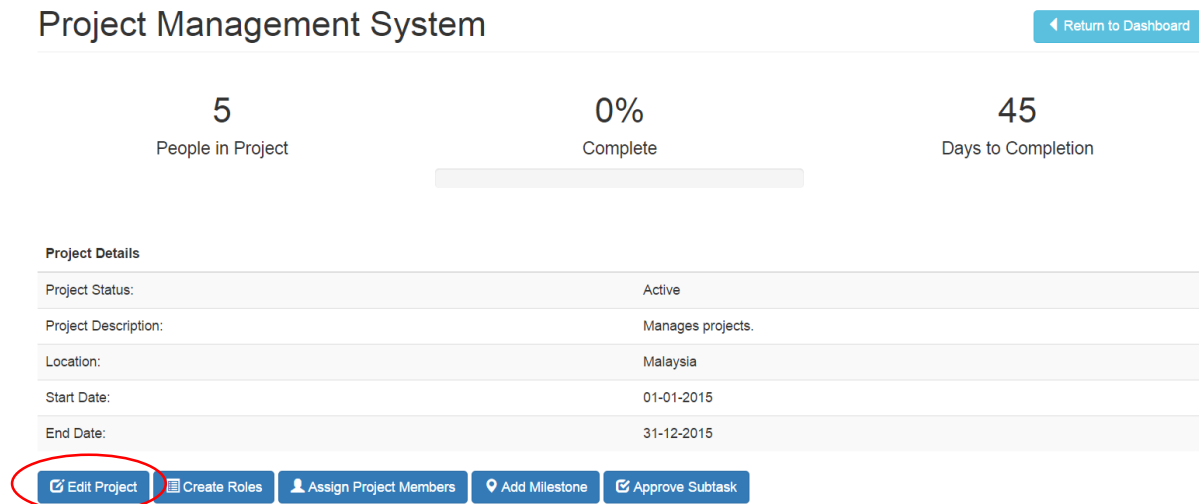
Modify details of project

Michael's Dashboard



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.

Project Management System



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.

Edit Project

Name: Project Management System

Project Status: ☒ Active ☐ Complete ☐ Cancelled

Location: Malaysia

Start Date: 01-01-2015

End Date: 31-12-2015

Description: Manages projects. This is a test.

Close Save changes

- 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).
- 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.

Edits to project have been saved. ✕

Add Expertises Change Password

Project Management System

5

People in Project

0%

Complete

4

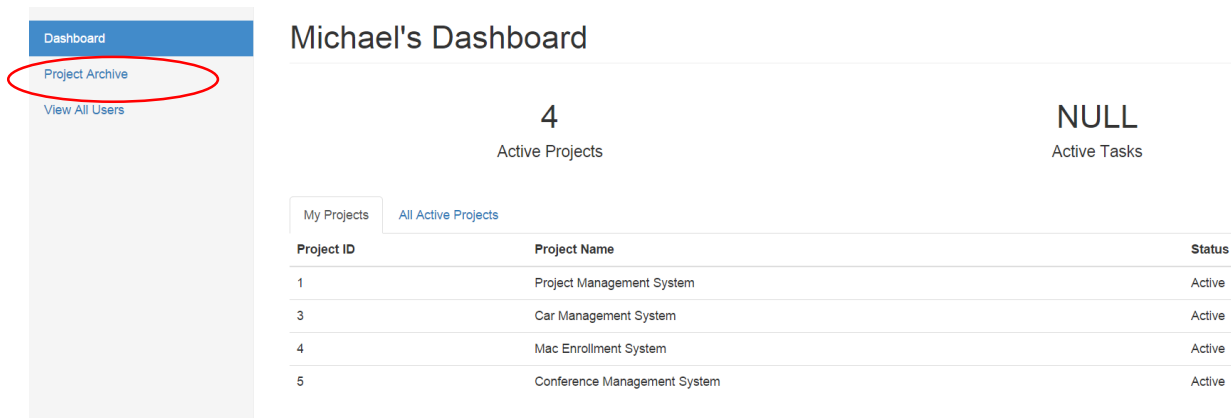
Days to Completion

Project Details

Project Status:	Active
Project Description:	<u>Manages projects. This is a test</u>
Location:	Malaysia
Start Date:	01-01-2015
End Date:	31-12-2015

[Edit Project](#) [Create Roles](#) [Assign Project Members](#) [Add Milestone](#) [Approve Subtask](#)

View archive for project



The screenshot shows a dashboard for a user named Michael. On the left is a sidebar with three items: 'Dashboard' (highlighted in blue), 'Project Archive' (circled in red), and 'View All Users'. The main content area is titled 'Michael's Dashboard'. It features two summary cards: 'Active Projects' with a value of 4, and 'Active Tasks' with a value of NULL. Below these is a tabbed interface with 'My Projects' and 'All Active Projects' (selected). A table follows, listing projects with columns for Project ID, Project Name, and Status.

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 Archive

1		0
Complete Projects		Cancelled Projects
Project ID	Project Name	Status
2	Diet Management System	Complete

Add roles to project

Michael's Dashboard

4

Active Projects

NULL

Active Tasks

My Projects

All Active Projects

+ Create 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 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.

Conference Management System

3

People in Project

0%

Complete

45

Days to Completion

Project Details

Project Status:	Active
Project Description:	This is a new conference management system
Location:	Malaysia
Start Date:	18-05-2015
End Date:	27-05-2015

Edit Project

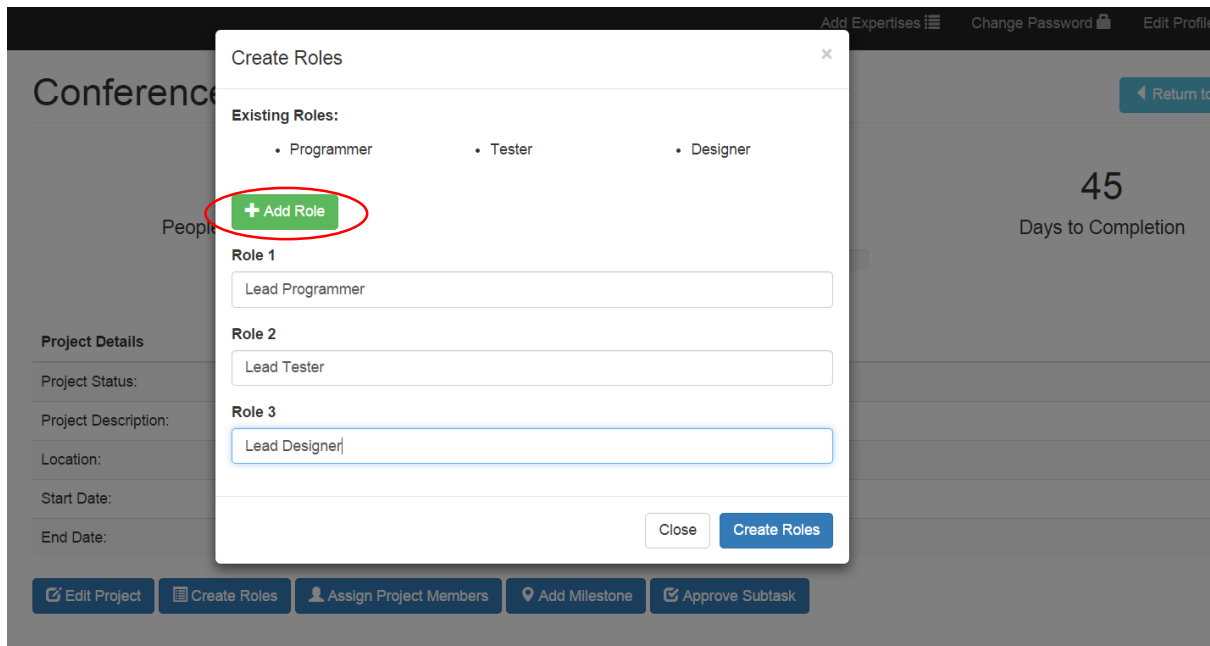
Create Roles

Assign Project Members

Add Milestone

Approve Subtask

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.

All roles have been saved. ✕
Add Expertises ☰ Change Password 🔒 Edit Profile

Conference Management System

3

People in Project

0%

Complete

45

Days to Completion

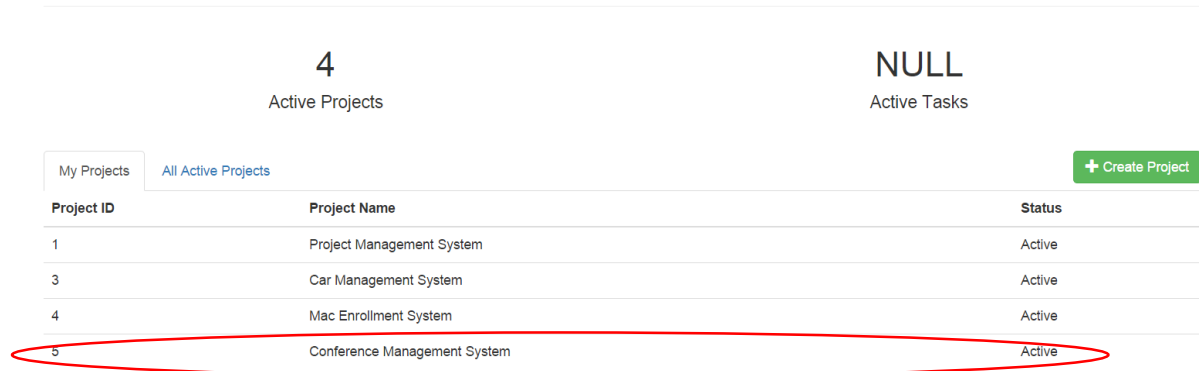
Project Details

Project Status:	Active
Project Description:	This is a new conference management system
Location:	Malaysia
Start Date:	18-05-2015
End Date:	27-05-2015

Edit Project Create Roles Assign Project Members Add Milestone Approve Subtask

Assign project members and Assigning roles to users

Michael's Dashboard

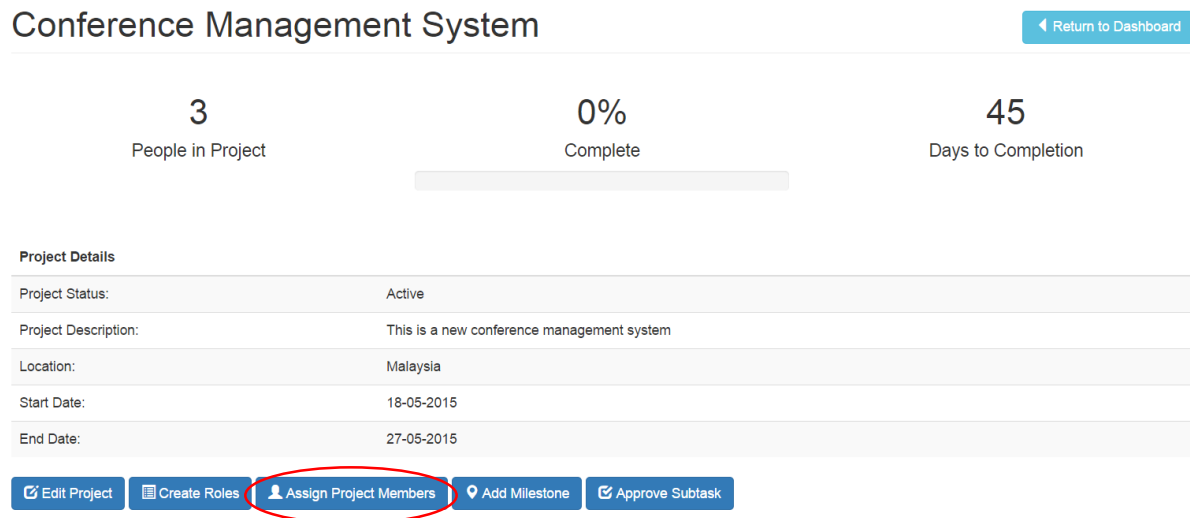


The screenshot shows Michael's Dashboard. At the top, there are two statistics: '4 Active Projects' and 'NULL Active Tasks'. Below these are two tabs: 'My Projects' and 'All Active Projects'. A green '+ Create Project' button is in the top right. A table lists projects with columns 'Project ID', 'Project Name', and 'Status'. The row for 'Conference Management System' (ID 5) is circled in red.

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 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.

Conference Management System

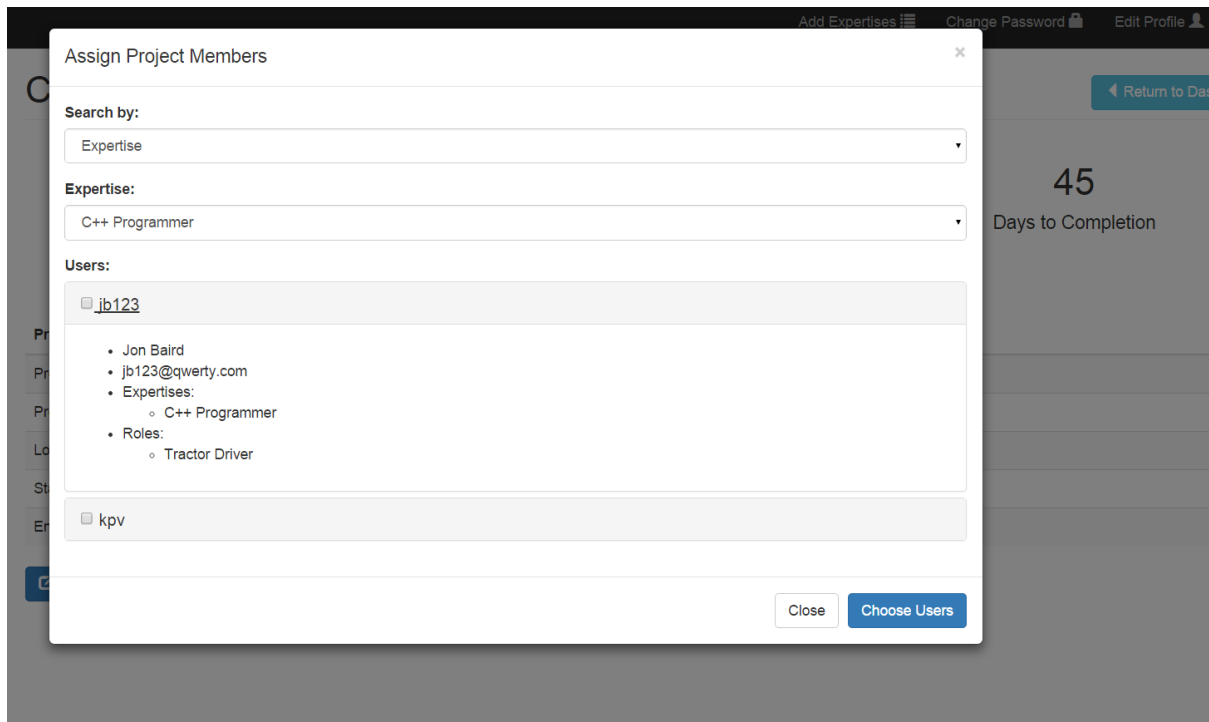


The screenshot shows the 'Conference Management System' project page. At the top right is a 'Return to Dashboard' button. Below are three statistics: '3 People in Project', '0% Complete' (with a progress bar), and '45 Days to Completion'. A 'Project Details' section follows with a table of project information. At the bottom is a row of action buttons, with 'Assign Project Members' circled in red.

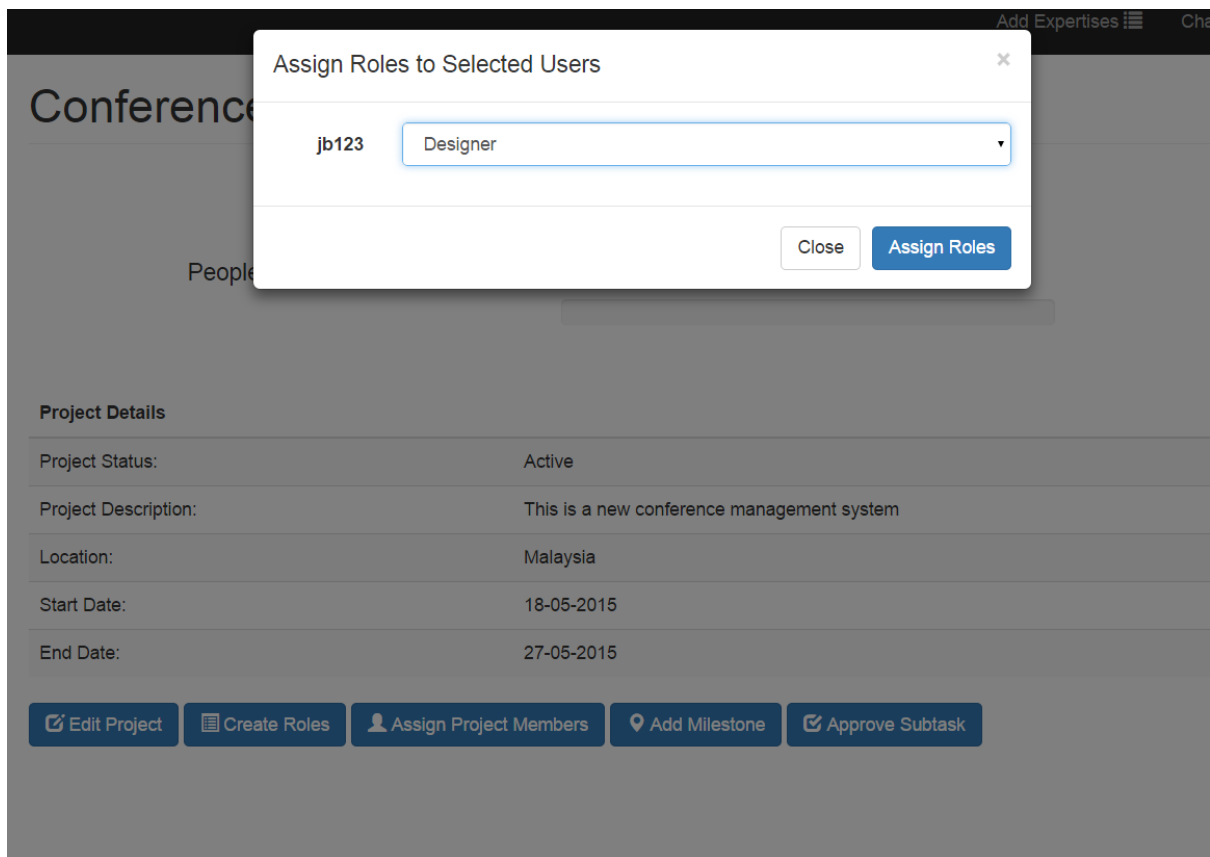
Project Details	
Project Status:	Active
Project Description:	This is a new conference management system
Location:	Malaysia
Start Date:	18-05-2015
End Date:	27-05-2015

Buttons: Edit Project, Create Roles, Assign Project Members, Add Milestone, Approve Subtask

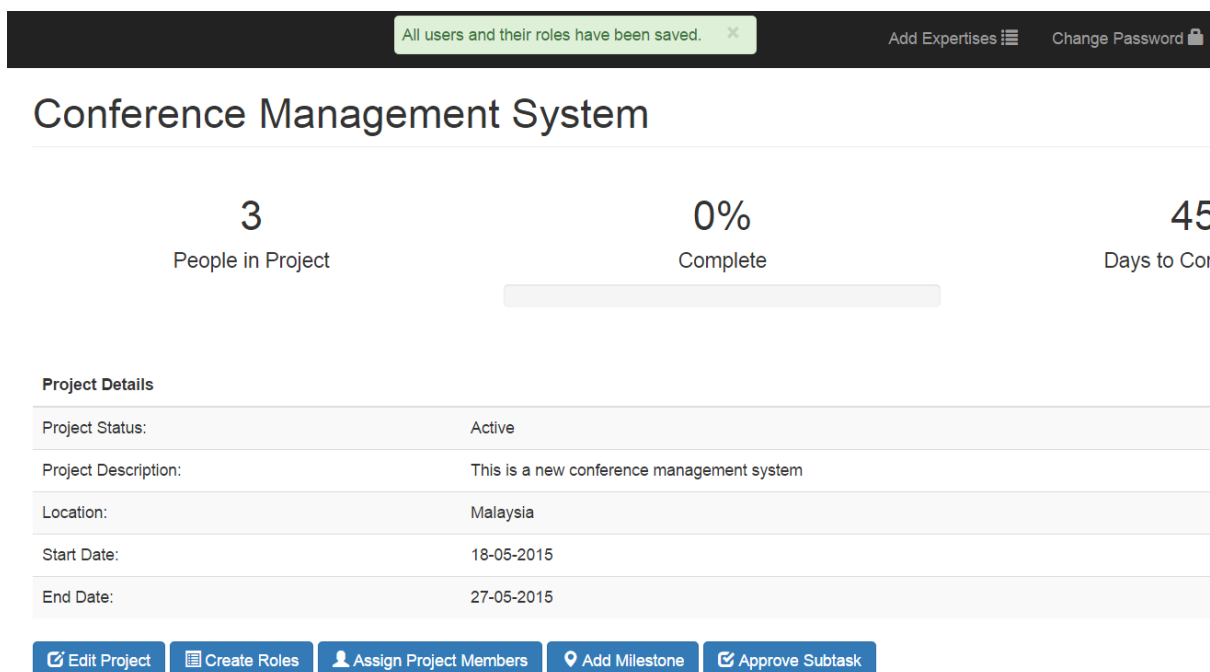
3. To assign members to the project, click on "Assign Project Members" as shown in the red circle in the picture above.
4. A new window will pop out which will allow you to assign members for the project.



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.

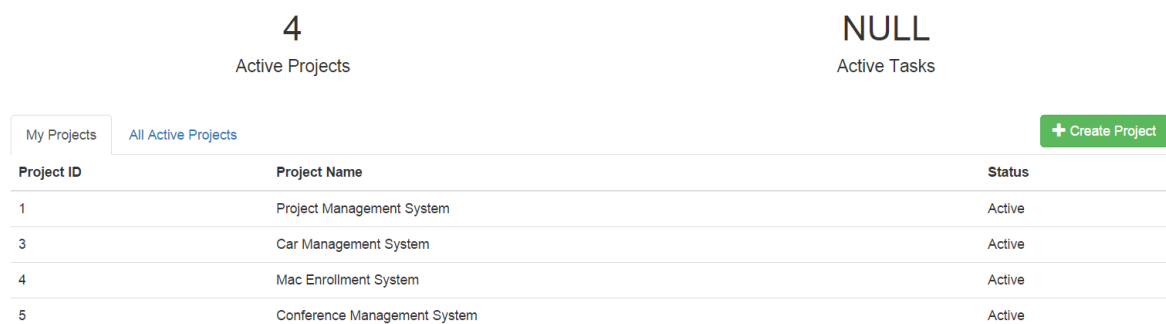


9. Click on “Assign Roles” when you have finished assigning roles to all the users you have chosen from the previous window.
10. You will then be told that the user has been successfully added to the project.

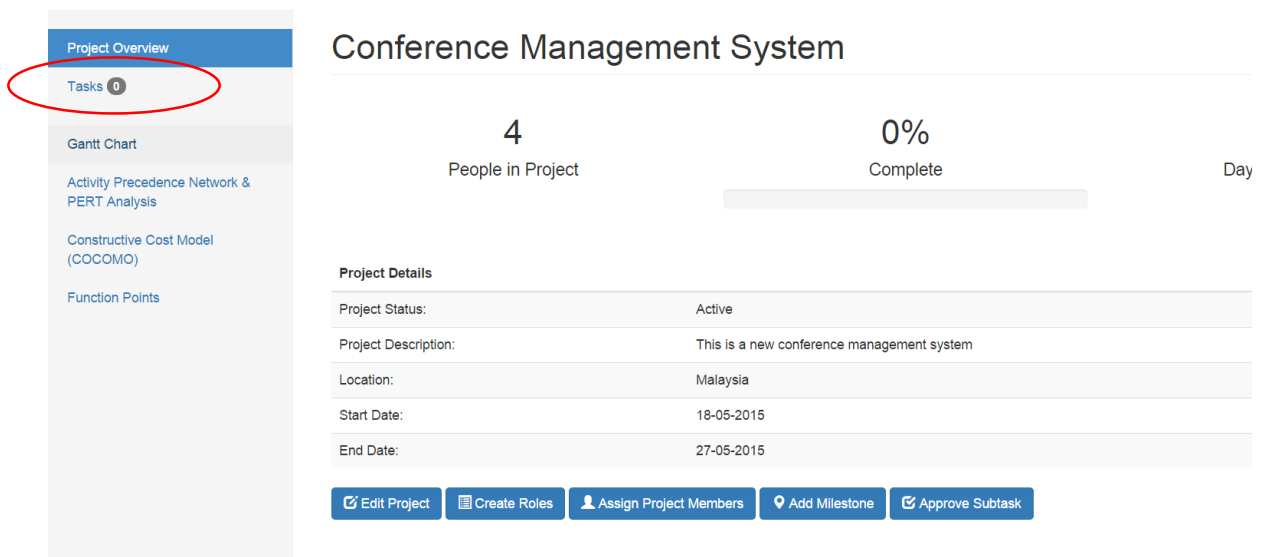


Create tasks for project

Michael's Dashboard



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.

Conference Management System

[Return to Dashboard](#)

0

Tasks You Have Left

Additional Info

0

All Tasks Remaining

Additional Info

My Tasks

All Tasks

+ Create Task

Task ID	Name	Status	Priority	Details
---------	------	--------	----------	---------

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.

Create Task

Task Name:
System Requirement specification

Task Description:
Get requirement from user

Task Priority:
Low Medium High

Days Required:
7

Optimistic Time (Days):
6

Pessimistic Time (Days):
6

Close Create Task

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.

Tasks You Have Left

All Tasks Remaining

My Tasks

All Tasks

[+ Create Task](#)

Task ID	Name	Status	Priority	Details
---------	------	--------	----------	---------

Dependencies of task

Michael's Dashboard

4

Active Projects

NULL

Active Tasks

My Projects

All Active Projects

+ Create 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 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.

Project Overview

Tasks 3

Gantt Chart

Activity Precedence Network & PERT Analysis

Constructive Cost Model (COCOMO)

Function Points

Project Management System

5

People in Project

0%

Complete

Days

Project Details

Project Status:	Active
Project Description:	Manages projects. This is a test
Location:	Malaysia
Start Date:	01-01-2015
End Date:	31-12-2015

Edit Project

Create Roles

Assign Project Members

Add Milestone

Approve Subtask

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.

Project Management System

[Return to Dashboard](#)

1

Tasks You Have Left
Additional Info

3

All Tasks Remaining
Additional Info

[My Tasks](#)[All Tasks](#)[+ Create Task](#)

Task ID	Name	Status	Priority	Details
1	Implement cement	Active	High	Need cement to fill in the nasty gaps!
2	Write report	Active	High	We must write the report~~~
3	Feed the cat	Unassigned	High	Feed the cat before it starves!

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.

Project Management System

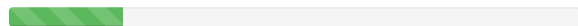
[Return to Dashboard](#)

10

Days Required

20%

Complete

[Return to Tasks](#)

Task Details

Task Name:	Write report
Task ID:	2
Status:	Active
Task Details:	We must write the report~~~
Task Priority:	High
Optimistic Time (Days):	7
Pessimistic Time (Days):	14

[Edit Task](#) [Assign Task](#) [Add Dependencies](#) [Update Task Progress](#) [Propose Subtask](#) [View Comments](#)

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.

Add Expertises

Change Password

E

Add Dependencies

×

Select the predecessors of this task: ?

1: Implement cement

3: Feed the cat

Close

Save dependencies

Return to Tasks

Task Details

Task Name:	Write report
Task ID:	2
Status:	Active
Task Details:	We must write the report~~~
Task Priority:	High
Optimistic Time (Days):	7
Pessimistic Time (Days):	14

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

The dependencies for this task have been saved. ✕

Add Expertises

Change Password

Project Management System

10

Days Required

20%

Complete

Return to Tasks

Task Details

Task Name:	Write report
Task ID:	2
Status:	Active
Task Details:	We must write the report~~~
Task Priority:	High
Optimistic Time (Days):	7
Pessimistic Time (Days):	14

Edit Task

Assign Task

Add Dependencies

Update Task Progress

Propose Subtask

View Comments

Assigning Tasks

Michael's Dashboard

4

Active Projects

NULL

Active Tasks

My Projects

All Active Projects

+ Create 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 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.

Project Overview

Tasks 2

Gantt Chart

Activity Precedence Network & PERT Analysis

Constructive Cost Model (COCOMO)

Function Points

Conference Management System

4

People in Project

0%

Complete

Days t

Project Details

Project Status:	Active
Project Description:	This is a new conference management system
Location:	Malaysia
Start Date:	18-05-2015
End Date:	27-05-2015

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.

Conference Management System

0

Tasks You Have Left

Additional Info

2

All Tasks Remaining

Additional Info

My Tasks

All Tasks

+ Create Task

Task ID	Name	Status	Priority	Details
1	Monkey	Unassigned	Medium	Monkey
2	Systems requirement specificat	Unassigned	High	Requirements!

- 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.

Conference Management System

[Return to Dashboard](#)

7
Days Required

0%
Complete

[Return to Tasks](#)

Task Details

Task Name:	Systems requirement specificat
Task ID:	2
Status:	Unassigned
Task Details:	Requirements!
Task Priority:	High
Optimistic Time (Days):	6
Pessimistic Time (Days):	6

[Edit Task](#) [Assign Task](#) [Add Dependencies](#) [Update Task Progress](#) [Propose Subtask](#) [View Comments](#)

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

[Add Expertises](#) [Change Password](#)

Assign Task

Search by:
All

Users:

☐ jb123

☐ swn881

- wee h wee
- swn881@uowmail.edu.au
- Expertises:
- Roles:
 - Programmer

☐ mymk997

[Close](#) [Assign Task](#)

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.

Project member assignment to this task has been saved. ×

Add Expertises ⌵Change Password ⌵

Conference Management System

7
Days Required

0%
Complete

[◀ Return to Tasks](#)

Task Details

Task Name:	Systems requirement specificat
Task ID:	2

Add milestones

Michael's Dashboard

4
Active Projects

NULL
Active Tasks

My Projects

All Active Projects

+ Create 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 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

Project Management System

5
People in Project

0%
Complete

45
Days to Completion

Project Details

Project Status:	Active
Project Description:	Manages projects. This is a test
Location:	Malaysia
Start Date:	01-01-2015
End Date:	31-12-2015

Edit Project

Create Roles

Assign Project Members

Add Milestone

Approve Subtask

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.

Add Expertises Change Password

Conference Management System

People in Project

Add Milestone

Date of milestone:

20-05-2015

Name of milestone:

This is a milestone

Close

Add Milestone

Project Details

Project Status:	Active
Project Description:	This is a new conference management system
Location:	Malaysia
Start Date:	18-05-2015
End Date:	27-05-2015

Edit Project

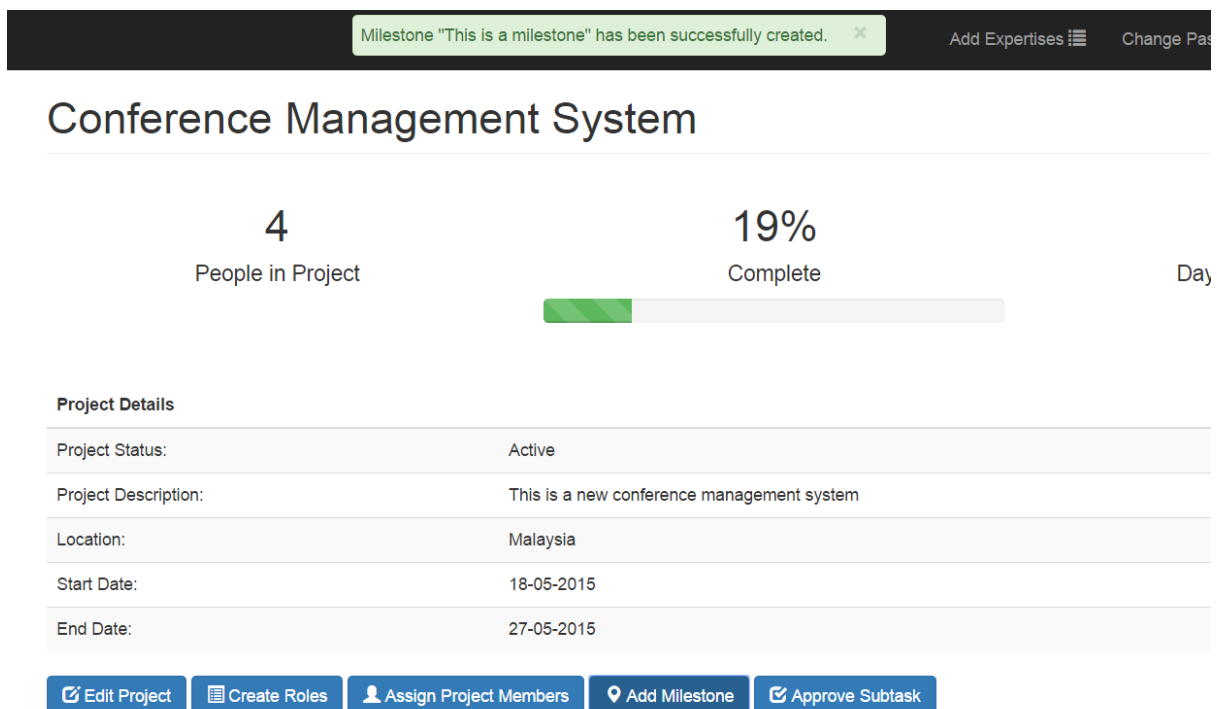
Create Roles

Assign Project Members

Add Milestone

Approve Subtask

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



Modify details of task

Michael's Dashboard

4

Active Projects

NULL

Active Tasks

My Projects

All Active Projects

+ Create 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 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.

Project Overview

Tasks 3

Gantt Chart

Activity Precedence Network & PERT Analysis

Constructive Cost Model (COCOMO)

Function Points

Project Management System

5

People in Project

0%

Complete

Days

Project Details

Project Status:	Active
Project Description:	Manages projects. This is a test
Location:	Malaysia
Start Date:	01-01-2015
End Date:	31-12-2015

[Edit Project](#)[Create Roles](#)[Assign Project Members](#)[Add Milestone](#)[Approve Subtask](#)

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.

Project Management System

[Return to Dashboard](#)

1

Tasks You Have Left
Additional Info

3

All Tasks Remaining
Additional Info

[My Tasks](#)[All Tasks](#)[+ Create Task](#)

Task ID	Name	Status	Priority	Details
1	Implement cement	Active	High	Need cement to fill in the nasty gaps!
2	Write report	Active	High	We must write the report~~~
3	Feed the cat	Unassigned	High	Feed the cat before it starves!

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.

Project Management System

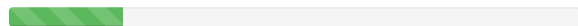
[Return to Dashboard](#)

10

Days Required

20%

Complete

[Return to Tasks](#)

Task Details

Task Name:	Write report
Task ID:	2
Status:	Active
Task Details:	We must write the report~~~
Task Priority:	High
Optimistic Time (Days):	7
Pessimistic Time (Days):	14

[Edit Task](#) [Assign Task](#) [Add Dependencies](#) [Update Task Progress](#) [Propose Subtask](#) [View Comments](#)

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.

Edit Task

Task Name:
Implement cement

Task Description:
Need cement to fill in the nasty gaps! This is a test

Task Status:
Active Cancelled Completed

Task Priority:
Low Medium High

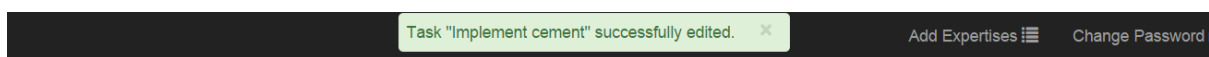
Days Required:
30

Optimistic Time (Days):
25

Pessimistic Time (Days):
38

Close Save changes

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



Project Management System

30 Days Required

89% Complete

[Return to Tasks](#)

Task Details

Task Name:	Implement cement
Task ID:	1
Status:	Active
Task Details:	Need cement to fill in the nasty gaps! This is a test
Task Priority:	High
Optimistic Time (Days):	25
Pessimistic Time (Days):	38

[Edit Task](#)
[Assign Task](#)
[Add Dependencies](#)
[Update Task Progress](#)
[Propose Subtask](#)
[View Comments](#)

Approve sub-task

Michael's Dashboard

4
Active Projects

NULL
Active Tasks

My Projects

All Active Projects

+ Create 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 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

Project Management System

5
People in Project

0%
Complete

45
Days to Completion

Project Details

Project Status:

Active

Project Description:

Manages projects. This is a test

Location:

Malaysia

Start Date:

01-01-2015

End Date:

31-12-2015

Edit Project

Create Roles

Assign Project Members

Add Milestone

Approve Subtask

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

Michael's Dashboard

4		Active Projects	NULL		Active Tasks
My Projects		All Active Projects	+ Create 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 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.

Project Overview

Tasks 3

Gantt Chart

Activity Precedence Network & PERT Analysis

Constructive Cost Model (COCOMO)

Function Points

Project Management System

5

People in Project

0%

Complete

Days

Project Details

Project Status:	Active
Project Description:	Manages projects. This is a test
Location:	Malaysia
Start Date:	01-01-2015
End Date:	31-12-2015

Edit Project

Create Roles

Assign Project Members

Add Milestone

Approve Subtask

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

Performance:	Average
Heavily Used Configuration:	No Influence
Transaction Rate:	No Influence
Online Data Entry:	No Influence
End User Efficiency:	Incidental
Online Update:	No Influence
Complex Processing:	Moderate
Reusability:	No Influence
Installation Ease:	No Influence
Operational Ease:	No Influence
Multiple Sites:	No Influence
Facilitate Change:	No Influence

Effort Estimation:

15.62 function points

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

Michael's Dashboard

4		Active Projects	NULL		Active Tasks
My Projects		All Active Projects	+ Create 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 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.

Project Overview

Tasks 3

Gantt Chart

Activity Precedence Network & PERT Analysis

Constructive Cost Model (COCOMO)

Function Points

Project Management System

5

People in Project

0%

Complete

Days

Project Details

Project Status:	Active
Project Description:	Manages projects. This is a test
Location:	Malaysia
Start Date:	01-01-2015
End Date:	31-12-2015

[Edit Project](#)[Create Roles](#)[Assign Project Members](#)[Add Milestone](#)[Approve Subtask](#)

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)

Project Management System

Constructive Cost Model (COCOMO)

COCOMO I

COCOMO II

COCOMO I:

System Type:

Organic

Lines of Code:

45

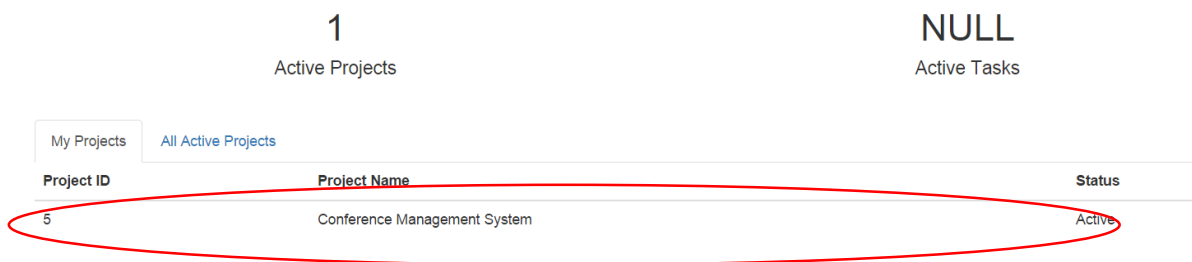
Effort Estimation:

0.09 person-months needed for this project.

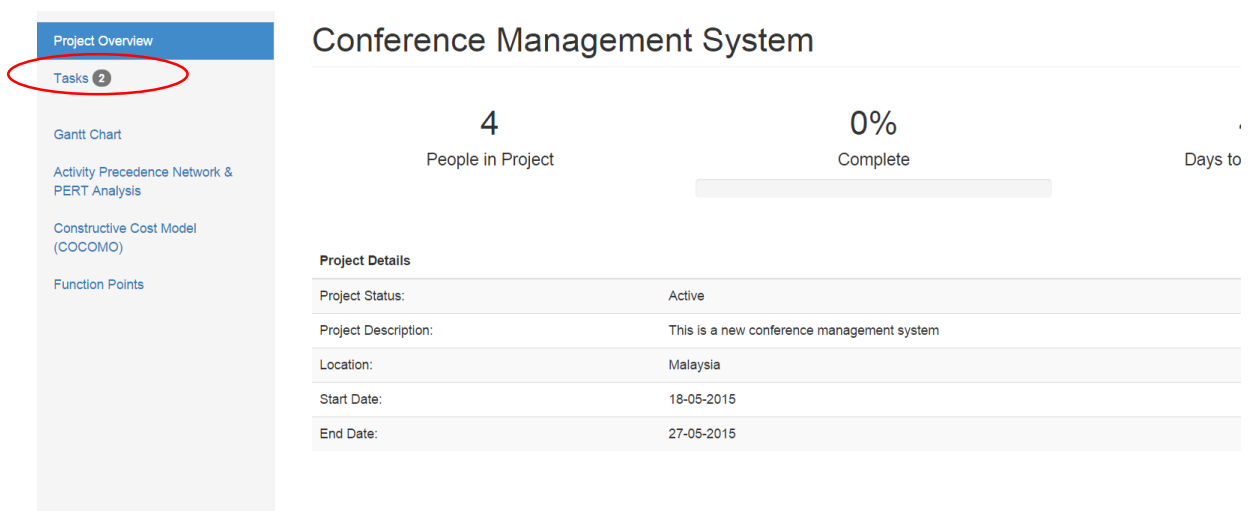
5. Add in the values for the respective values, and the effort estimation value will be computed and displayed to you as shown in the picture above, circled in blue.

View details of task

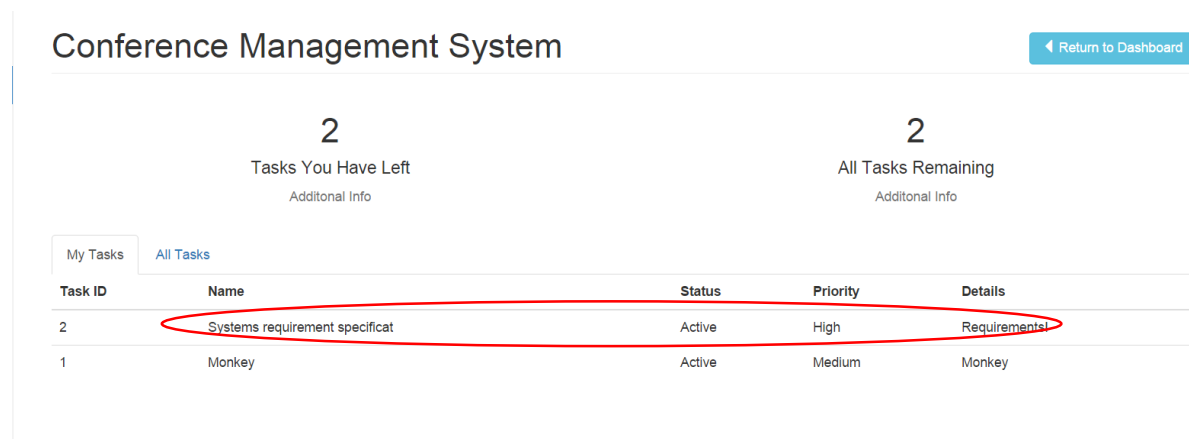
wee's Dashboard



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.

Conference Management System

Return to Dashboard

7

Days Required

0%

Complete

Return to Tasks

Task Details

Task Name:	Systems requirement specificat
Task ID:	2
Status:	Active
Task Details:	Requirements!
Task Priority:	High
Optimistic Time (Days):	6
Pessimistic Time (Days):	6

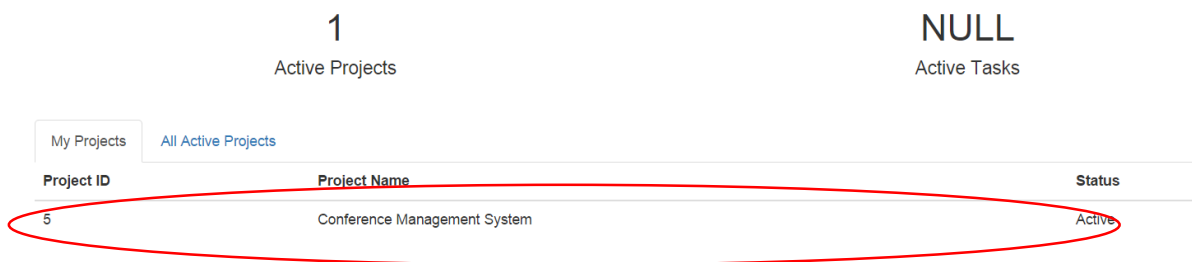
Update Task Progress

Propose Subtask

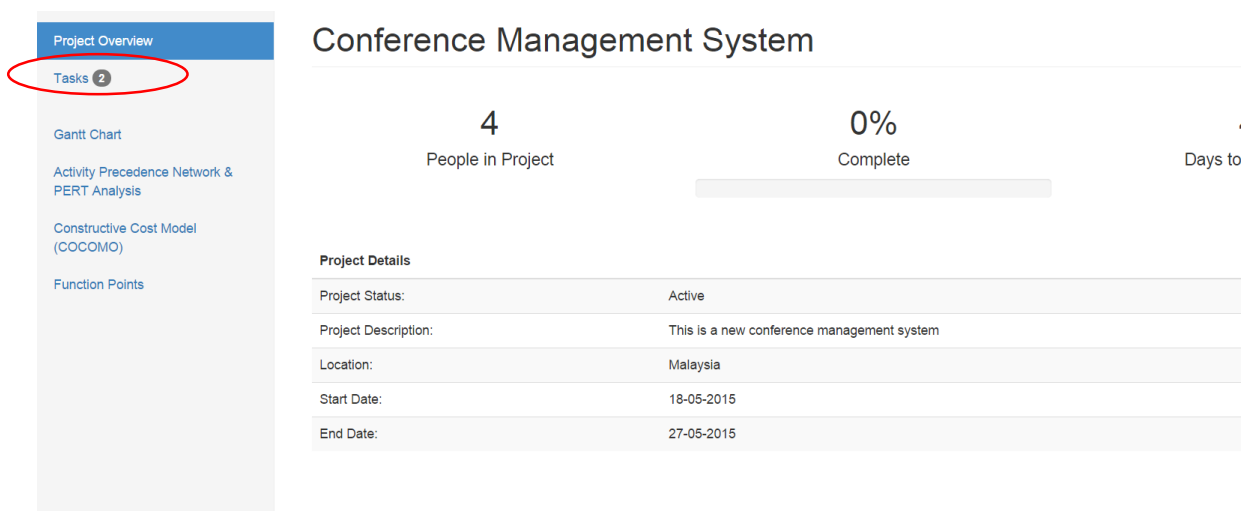
View Comments

Update progress of sub-task

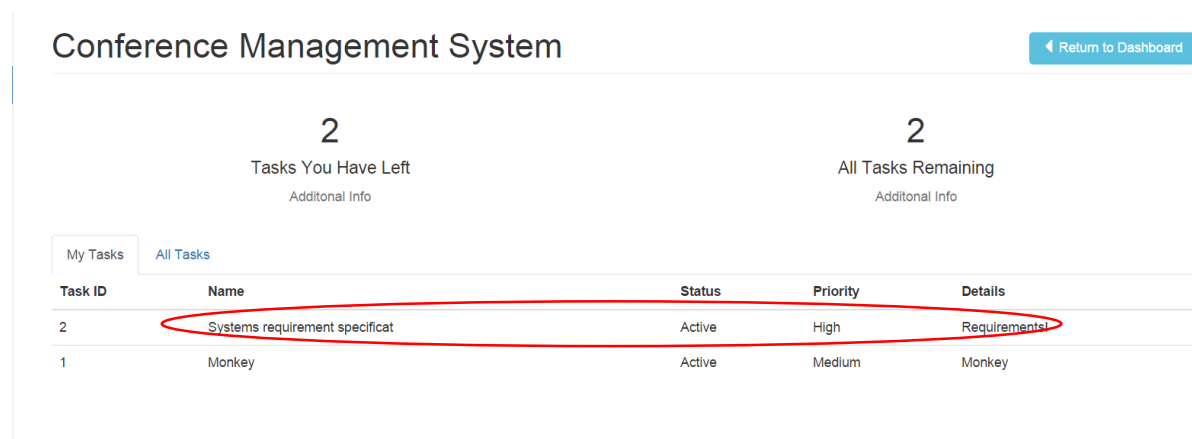
wee's Dashboard



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.



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

Conference Management System

[Return to Dashboard](#)

7

Days Required

0%

Complete

[Return to Tasks](#)

Task Details

Task Name:	Systems requirement specificat
Task ID:	2
Status:	Active
Task Details:	Requirements!
Task Priority:	High
Optimistic Time (Days):	6
Pessimistic Time (Days):	6

[Update Task Progress](#)[Propose Subtask](#)[View Comments](#)

- To update the progress of the task, click on the “Update Task Progress” button as shown in the red circle in the picture above.
- 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.

The screenshot shows the 'Update Task' modal window. The modal has a title bar with a close button. The main content area contains the text 'Slide the slider to update the progress of this task:' followed by a horizontal slider bar. The slider bar is currently set to 38%. Below the slider bar are two buttons: 'Close' and 'Update Task'. The background of the page is dimmed, showing the same task details as the previous screenshot.

Conference Management System

Update Task

Slide the slider to update the progress of this task:

38%

Close Update Task

Return to Tasks

Task Details

Task Name:	Systems requirement specificat
Task ID:	2
Status:	Active
Task Details:	Requirements!
Task Priority:	High
Optimistic Time (Days):	6
Pessimistic Time (Days):	6

Update Task Progress Propose Subtask View Comments

- 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)

Update saved. ✕

Add Expertises ≡Change Password 🔒Edit Profile 👤Logout

Conference Management System

[Return to Dashboard](#)

7

Days Required

38%

Complete

[Return to Tasks](#)

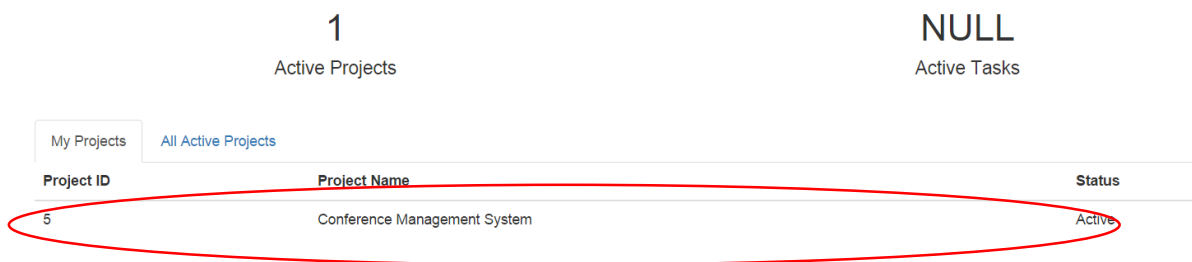
Task Details

Task Name:	Systems requirement specificat
Task ID:	2
Status:	Active
Task Details:	Requirements!
Task Priority:	High
Optimistic Time (Days):	6
Pessimistic Time (Days):	6

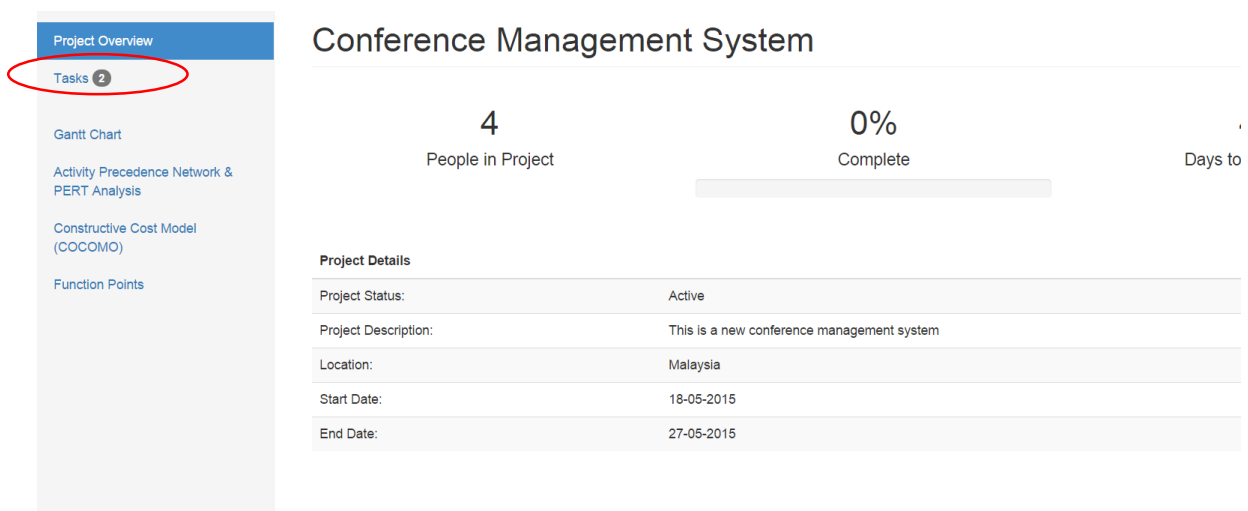
[Update Task Progress](#)[Propose Subtask](#)[View Comments](#)

Propose sub-task

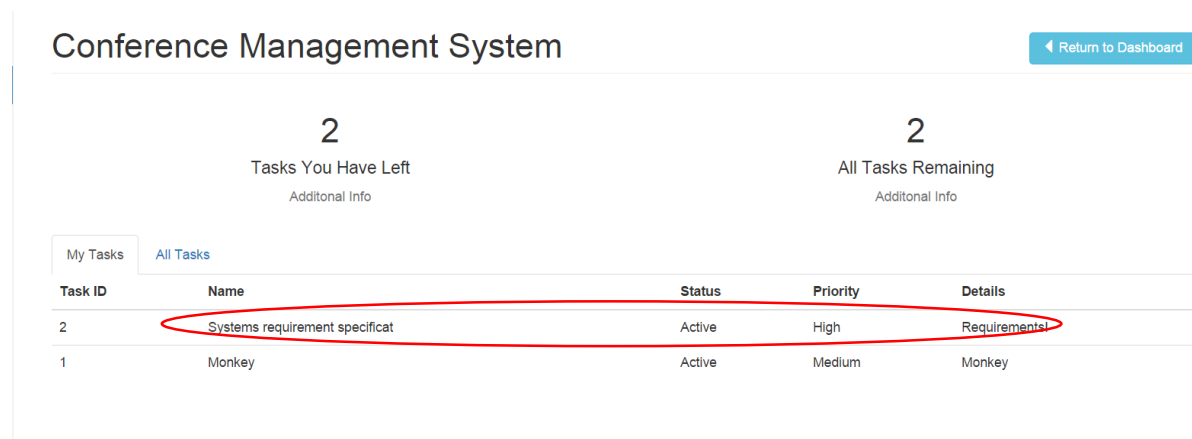
wee's Dashboard



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.



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

Conference Management System

[Return to Dashboard](#)

7

Days Required

0%

Complete

[Return to Tasks](#)

Task Details

Task Name:	Systems requirement specificat
Task ID:	2
Status:	Active
Task Details:	Requirements!
Task Priority:	High
Optimistic Time (Days):	6
Pessimistic Time (Days):	6

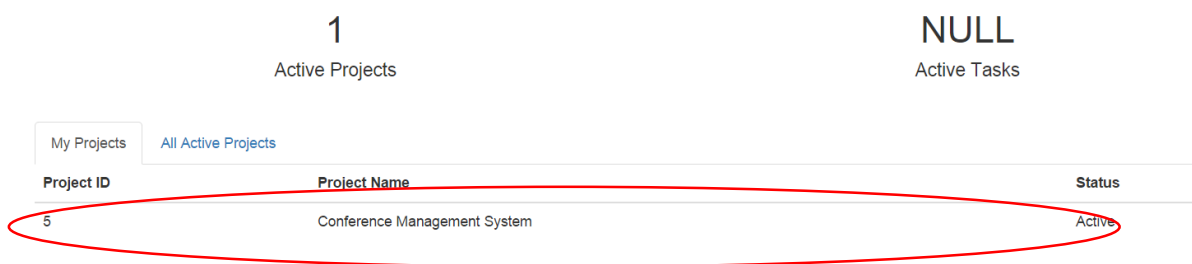
[Update Task Progress](#)[Propose Subtask](#)[View Comments](#)

- To propose a sub-task, click on the “Propose subtask” button as shown in the red circle above.
- A new window will pop out which will allow you to add details of the sub-task that you are proposing.
- When you are done adding details for the sub-task, click on “Propose sub-task”
- 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.

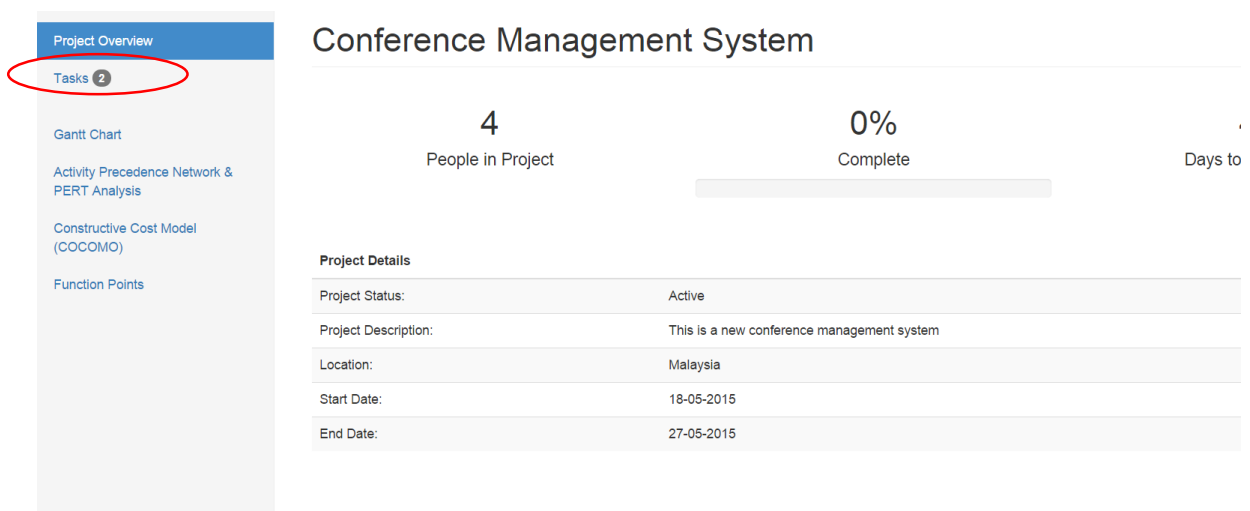
[EXAMPLE PICTURE OF SUCCESSFULLY ADDING SUB-TASK]

Comment on tasks

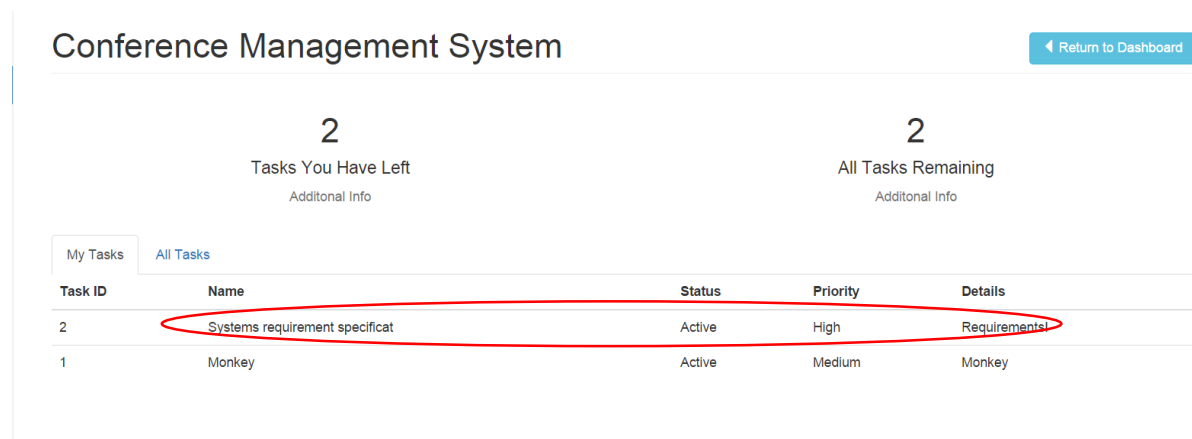
wee's Dashboard



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.



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

Conference Management System

[Return to Dashboard](#)

7

Days Required

0%

Complete

[Return to Tasks](#)

Task Details

Task Name:	Systems requirement specificat
Task ID:	2
Status:	Active
Task Details:	Requirements!
Task Priority:	High
Optimistic Time (Days):	6
Pessimistic Time (Days):	6

[Update Task Progress](#)[Propose Subtask](#)[View Comments](#)

- To comment on a task, choose the “View comments” button as shown in the picture above.
- 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.

The screenshot displays the 'Project Management' interface. A modal window titled 'Comments' is open, showing 'There are no comments for this task yet.' Below this, there is a text input field labeled 'Your comment:' containing the text 'This is a comment!'. At the bottom of the modal, there are two buttons: 'Close' and 'Add Comment', with the 'Add Comment' button circled in red. In the background, the task details for 'Write report' (Task ID: 2) are visible, showing a status of 'Active' and a progress of '20% Complete'. The bottom navigation bar includes buttons for 'Edit Task', 'Assign Task', 'Add Dependencies', 'Update Task Progress', 'Propose Subtask', and 'Comments' (with a notification icon).

- 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.

The screenshot displays a project management application. A modal window titled 'Comments' is open, showing a comment from user 'mymk997' posted on 03:47:02PM 20-May-2015. The comment text is 'This is a comment'. Below the comment is a text input field labeled 'Your comment:' and two buttons: 'Close' and 'Add Comment'.

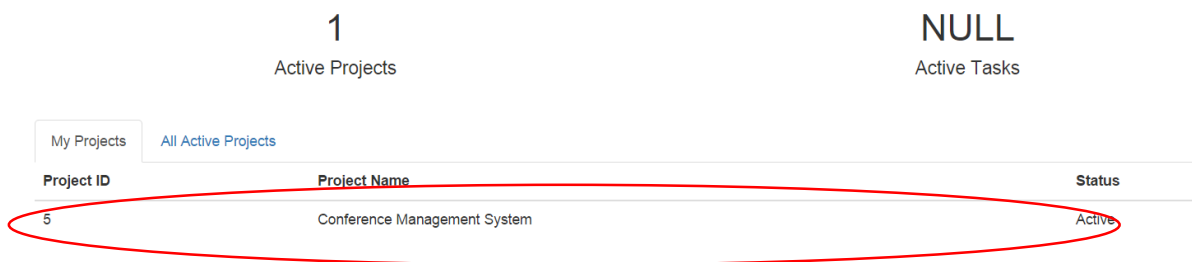
In the background, the 'Task Details' section is visible, containing a table with the following data:

Task Name:	Write report
Task ID:	2
Status:	Active
Task Details:	We must write the report~~~
Task Priority:	High
Optimistic Time (Days):	7
Pessimistic Time (Days):	14

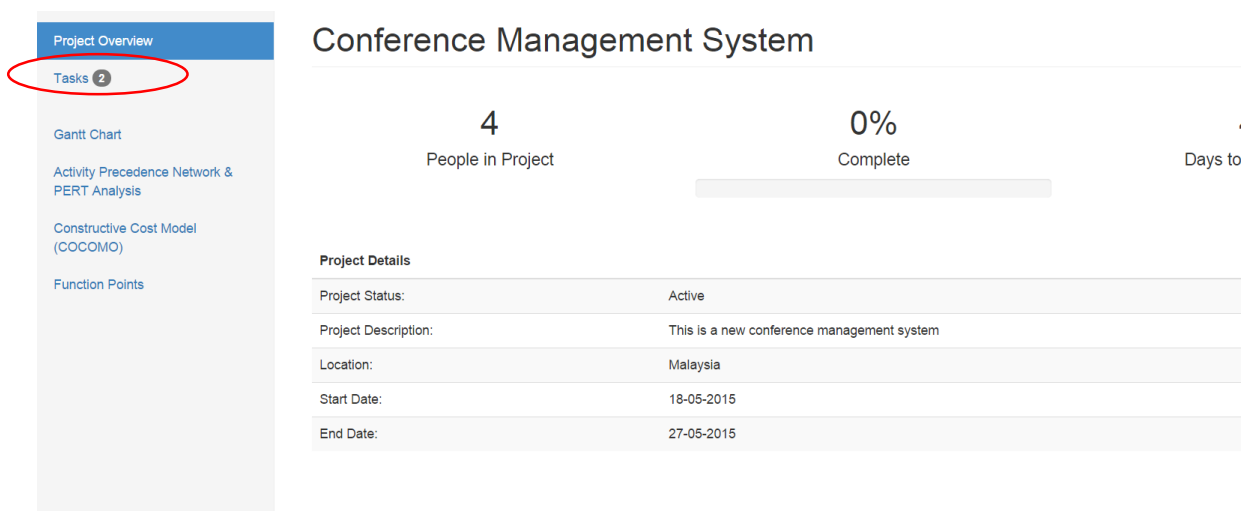
At the bottom of the interface, there is a row of buttons: 'Edit Task', 'Assign Task', 'Add Dependencies', 'Update Task Progress', 'Propose Subtask', and 'Comments 0'.

View tasks assigned

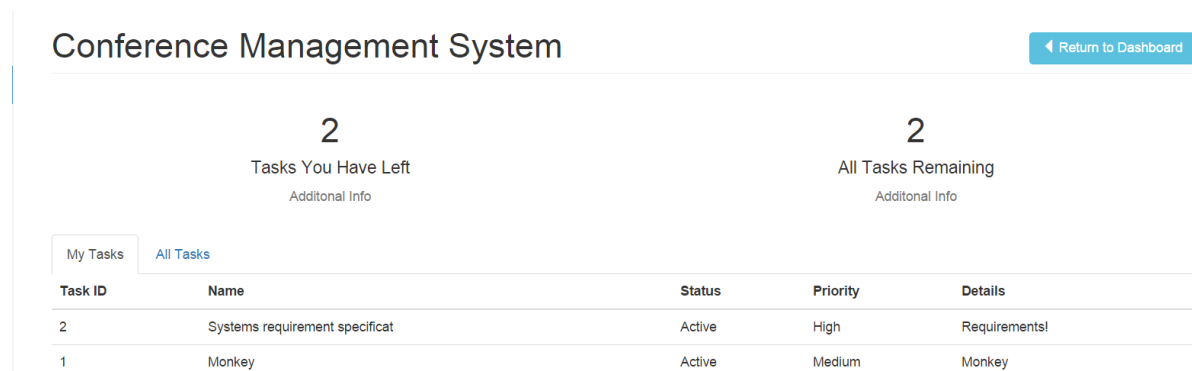
wee's Dashboard



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.

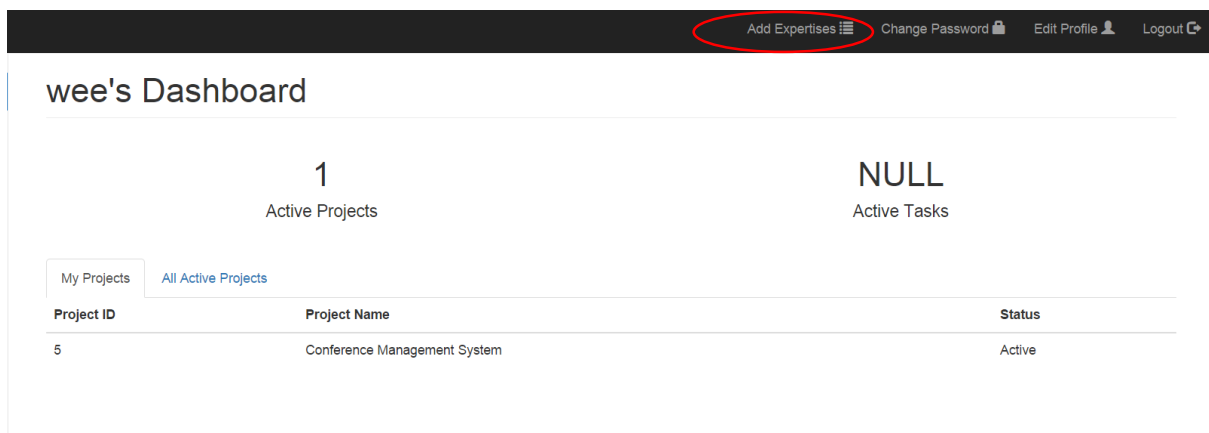


3. To view the tasks that you have been assigned with, you need to access the task page. Simply do so by clicking on the Task button on the side bar.
4. You will then be brought to the task page as shown in the picture below.

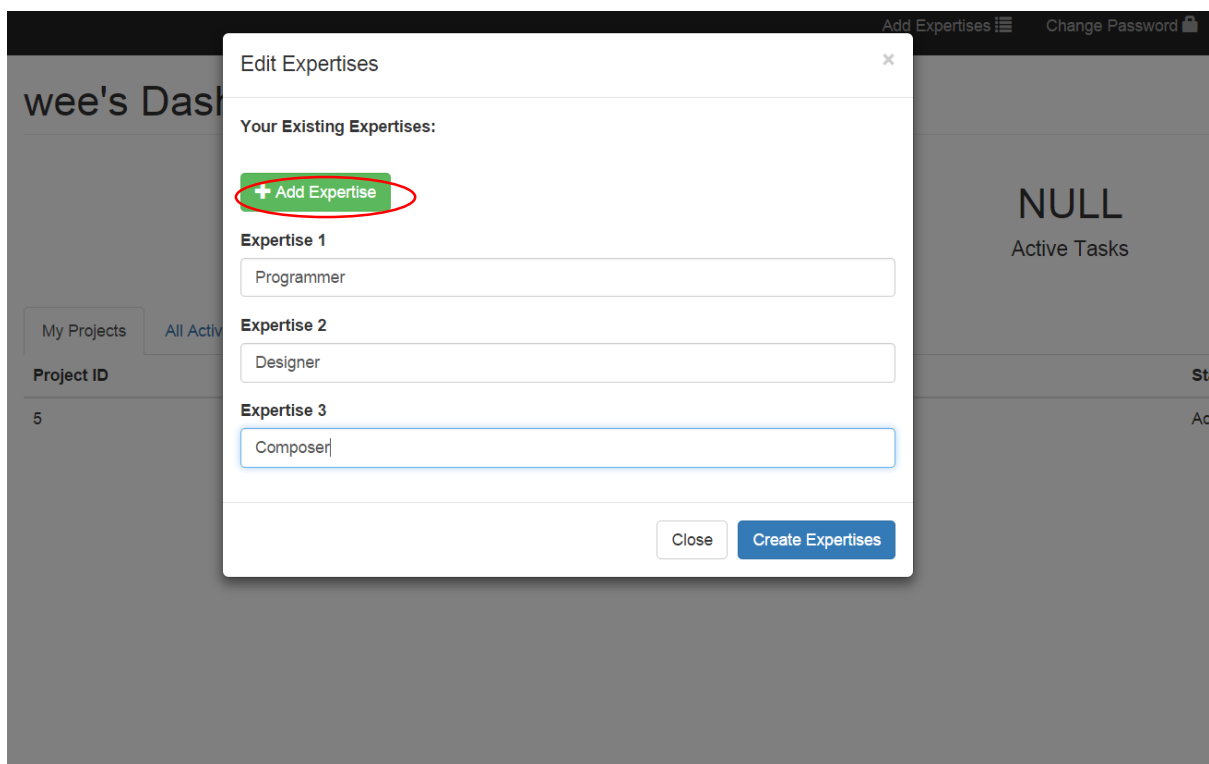


5. You will then be able to see all the tasks assigned to you under the "My Tasks" page.

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.

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

The screenshot shows a web dashboard titled "wee's Dashboard". On the left is a sidebar with three links: "Dashboard" (highlighted in blue), "Project Archive", and "View All Users" (circled in red). The main content area displays "1 Active Projects". Below this are two tabs: "My Projects" and "All Active Projects" (selected). A table lists projects with columns "Project ID" and "Project Name". One project is shown with ID "5" and name "Conference Management System".

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 Number of Users		4 Number of Project Members		3 Number of Project Managers	1 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.edu.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

Dashboard

Project Archive

View All Users

wee's Dashboard

1
Active Projects

My Projects

All Active Projects

Project ID	Project Name
5	Conference Management System

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.

wee's Dashboard

1
Active Projects

NULL
Active Tasks

My Projects

All Active Projects

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