



Gonzaga | Inomata | Isidoro | Socco

Table of Contents

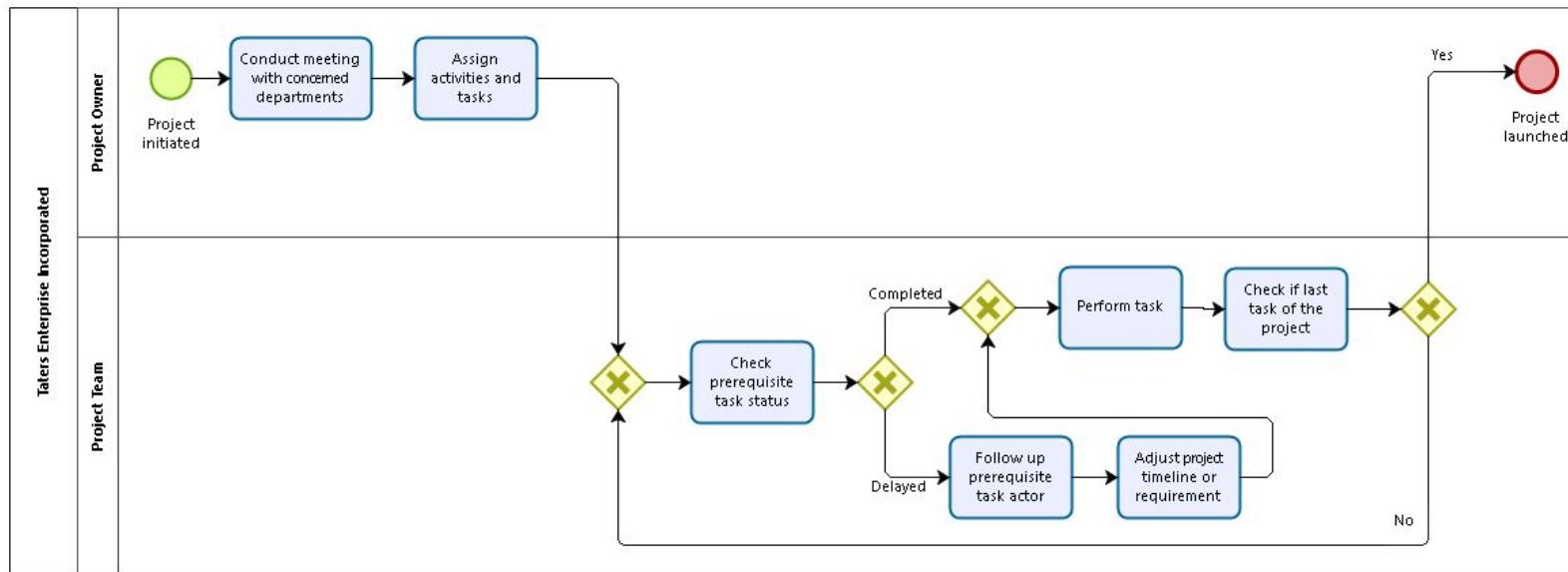
Organizational Background	1
Process Flow	2
Problem Areas	3
Conceptual Framework	4
Case Scenario	5

Organizational Background



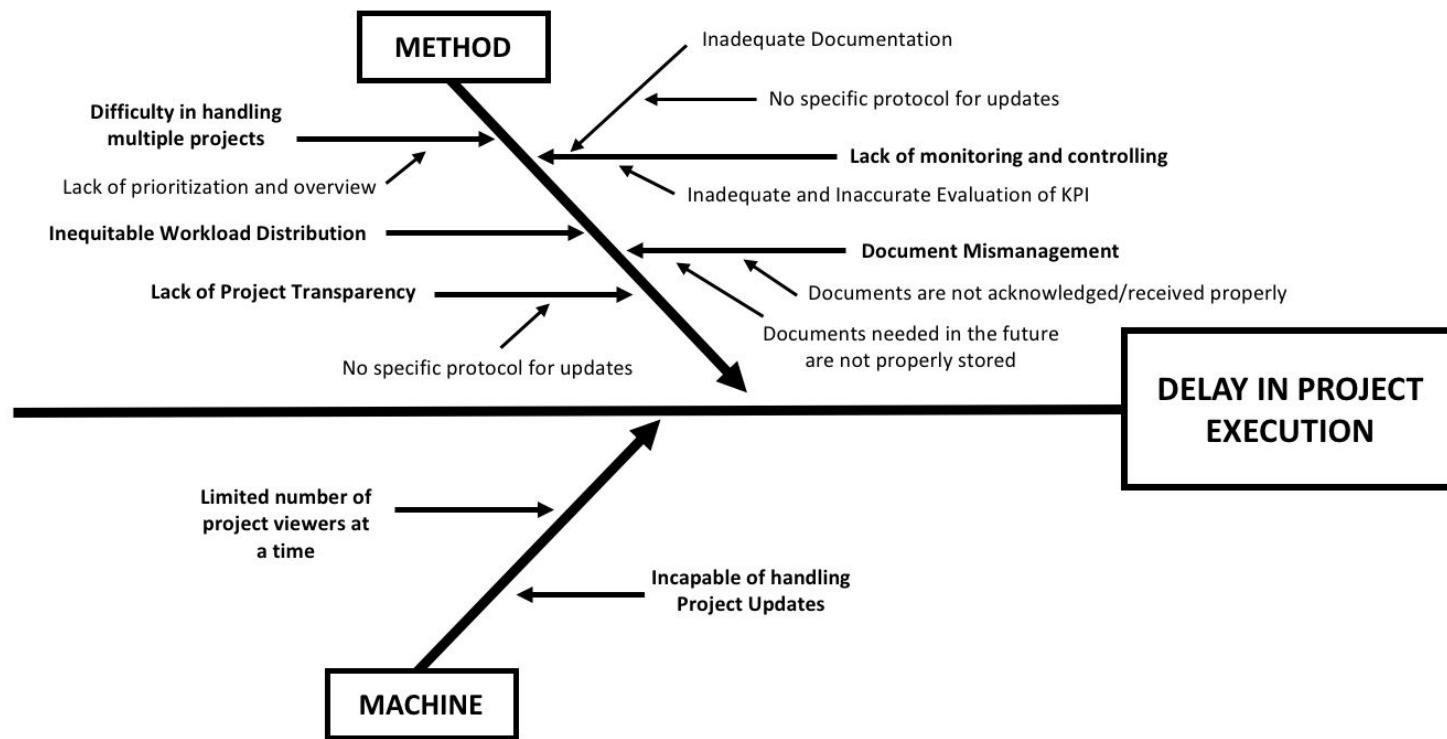
Taters Enterprises, Inc. (TEI) falls under the Food and Beverage Industry by being the franchisor and founder of Taters Snack League Fast Food Chain and, along with its sister company, Chimara Neo-Vegan Café. Taters currently has 39 branches nationwide, while Chimara has 2 branches. They have 7 departments: Marketing, Finance, Procurement, Human Resource, Management Information System, Store Operations, and Facilities Administration.

Process Flow



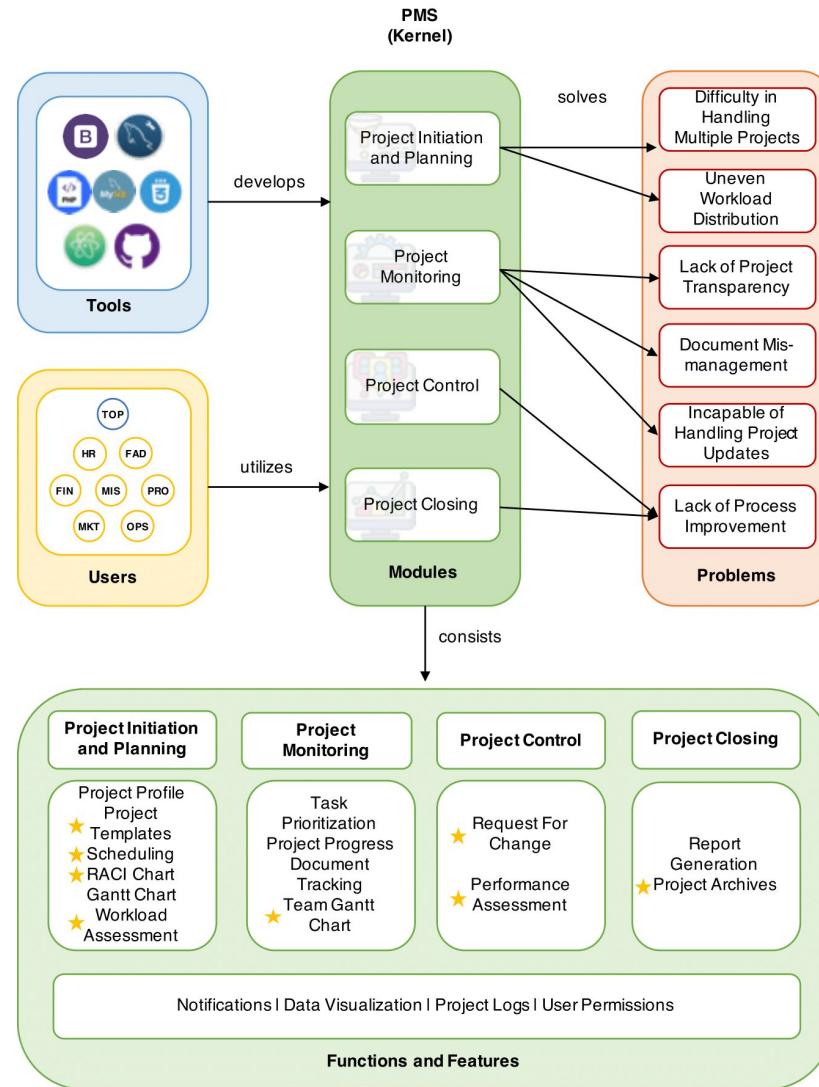
The general project management process is composed of 2 actors, namely the project owner and the project team. It starts when a project is initiated by the project owner, which then calls for a meeting with the project team. During the meeting, they identify which departments should be assigned to an activity and task. It is then delegated to the team performing the task. Before performing the task, they first check the status of the pre-requisite task, if it is delayed, they notify the pre-requisite actor, and adjusts the timeline and requirement. Once the pre-requisite has been completed, they then proceed to performing the task. Lastly, it checks if it is the last task of the project, if it is not, it goes back in a loop until it is. Once the last task is marked complete, it then marks the project complete as well.

Problem Areas



Almost all movements and operations of TEI are project-based. With the company's current process, the developers have identified that they experience a delay in project execution. The causes for the delays may be further detailed into two, method and machine, and are enumerated in the figure above. The specific causes can be boiled down into the inadequate project documentation and the absence of a protocol for updates.

Conceptual Framework



Case Scenario



Mickey
Marketing Head



Donald
Procurement Head



Winnie
Marketing Staff

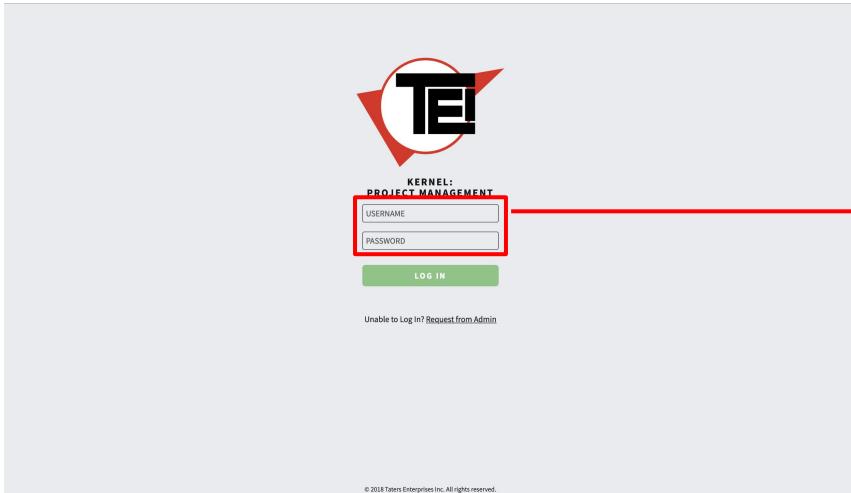


Goofy
Procurement Staff



Minnie
Procurement Staff

Mickey, the Marketing head, decided they will deploy a new product for this quarter called the *Green Tea Popcorn*. It takes roughly a month to prepare and launch a new product.



After conducting the kick off meeting with the concerned departments such as procurement, management information system, and human resource, Mickey then logs into Kernel, the Project Management System.





Upon logging in, he is greeted by his **Dashboard** which contains the measure of his overall timeliness and completeness when it comes to tasks related to projects as well as his department's overall performance. He can also find other information that needs his immediate attention such as tasks that are ending in the next two (2) days, tasks that are delayed, tasks that need to be delegated, change requests to be reviewed, and documents needing his acknowledgement.

Taters Enterprises Inc.

Mickey Mouse Marketing Manager

Project Management

- Dashboard
- My Projects
- Tasks
- Monitor
- Change Requests
- Reports
- Templates
- Archives

Welcome, Mickey Mouse!

November 10, 2018 | Saturday

My Performance



90.00%
Completeness



90.00%
Timeliness

Marketing Performance



85.71%
Completeness



83.33%
Timeliness

Projects I'm Working On (3)

Project	Last Week's Progress	Current Progress	Target End Date	Days Left
New Product Launching	50	50%	Jul 17, 2018	-116
Store Opening	41.18	41.18%	Oct 17, 2018	-24
Store Opening - DLSU Andrew	92.59	88.89%	Dec 18, 2018	38

Tasks I Need To Do(2)

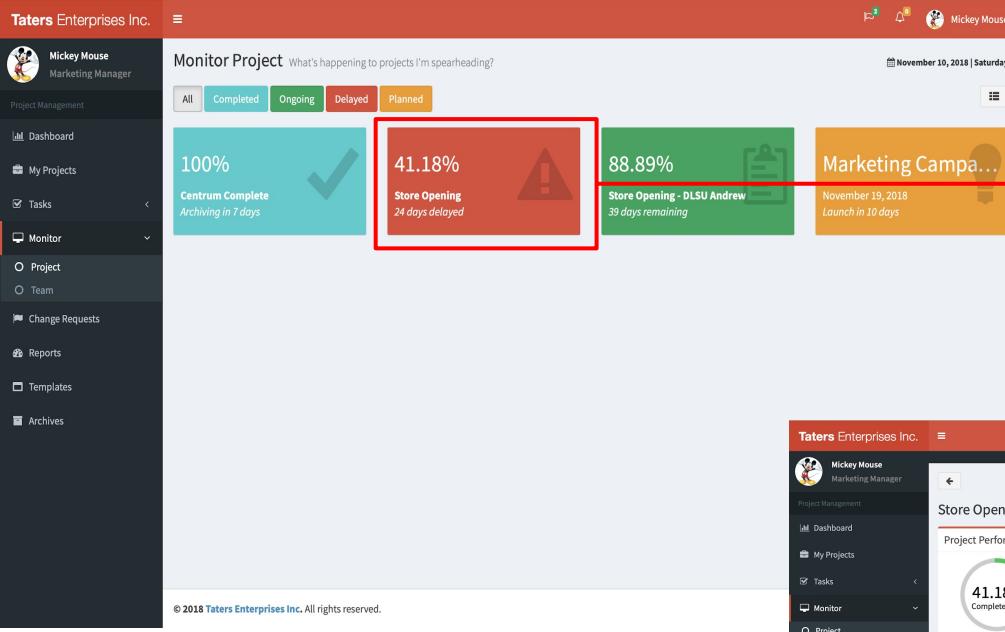
Project	Task	End Date	Status
Store Opening	Task - Submit certificate of registration	Jun 30, 2018	DELAYED

Tasks I Need To Delegate (0)

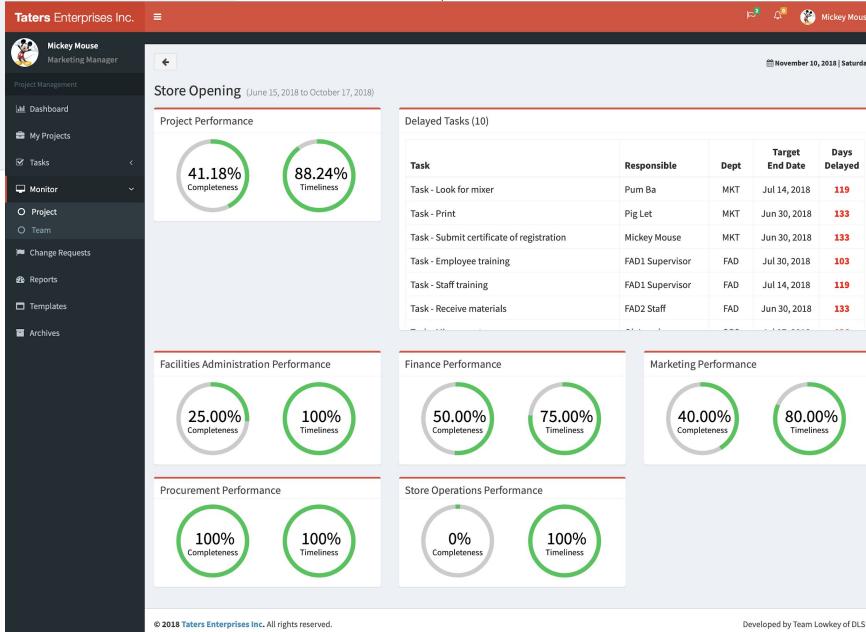
Project	Task	Start Date
No tasks to delegate		

Documents I Need To Acknowledge (0)

Document	Project	Uploaded By	Department	Action
There are no documents to acknowledge				



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However, before initiating the new product launch, he would first like to check up on the other projects he spearheads if he and the project team he has in mind is capable of keeping up with the pace. He proceeds to **Monitor Project** under the **Monitor** menu. In this page, he sees all the projects that he is tagged as the project owner and the breakdown of tasks for each involved department, their respective statistics, and the delayed tasks.



Taters Enterprises Inc.

Mickey Mouse Marketing Manager

Project Management

Dashboard

My Projects

Tasks

Monitor

- Project
- Team
- Change Requests
- Reports
- Templates
- Archives

Store Opening (June 15, 2018 to October 17, 2018)

Total	Delayed	Ongoing	Completed	Planned
5	3	3	2	0

Task	Start Date	Target End Date	R	A	C	I
Task - Email	Jun 23, 2018	Jun 24, 2018	Pig Let	Pig Let	Mickey Mouse	Donald Duck
Task - Look for mixer	Jun 23, 2018	Jul 14, 2018	Pum Ba	Buzz Lightyear	Pig Let	Mickey Mouse
Task - Submit certificate of registration	Jun 29, 2018	Jun 30, 2018	Mickey Mouse	Mickey Mouse	Mickey Mouse	Mickey Mouse Donald Duck
Task - Print	Jun 24, 2018	Jun 30, 2018	Pig Let	Pig Let	Knee Moe	Mickey Mouse
Task - Claim certificate of registration	Jul 06, 2018	Jul 07, 2018	Mickey Mouse	Pig Let	Pig Let	Mickey Mouse

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Task - Look for mixer

June 23, 2018 - July 14, 2018 (22 days)

[Dependencies](#) [RACI](#) [RFC](#) [Delay](#)

Pre-Requisites

Task	Start Date	End Date	Responsible
Task - Read lease offer	Jun 15, 2018	Jun 20, 2018	Knee Moe

Post-Requisites

There are no post-requisite tasks

2018 2018 ×

Task - Look for mixer

June 23, 2018 - July 14, 2018 (22 days)

[Dependencies](#) [RACI](#) [RFC](#) [Delay](#)

Current

R	A	C	I
Pum Ba	Buzz Lightyear	Pig Let	Mickey Mouse

History

There is no RACI assignment history

2018 2018 ×

Task - Look for mixer

June 23, 2018 - July 14, 2018 (22 days)

[Dependencies](#) [RACI](#) [RFC](#) [Delay](#)

RFC

Type	Requested By	Date Requested	Status	Reviewed By	Date Reviewed
Store Operations1 Supervisor	Store Operations1 Supervisor	Jun 14, 2018	Approved	Mickey Mouse	Jun 15, 2018
Pum Ba	Pum Ba	Jun 13, 2018	Denied	Mickey Mouse	Jun 14, 2018

2018 2018 ×

Task - Look for mixer

June 23, 2018 - July 14, 2018 (22 days)

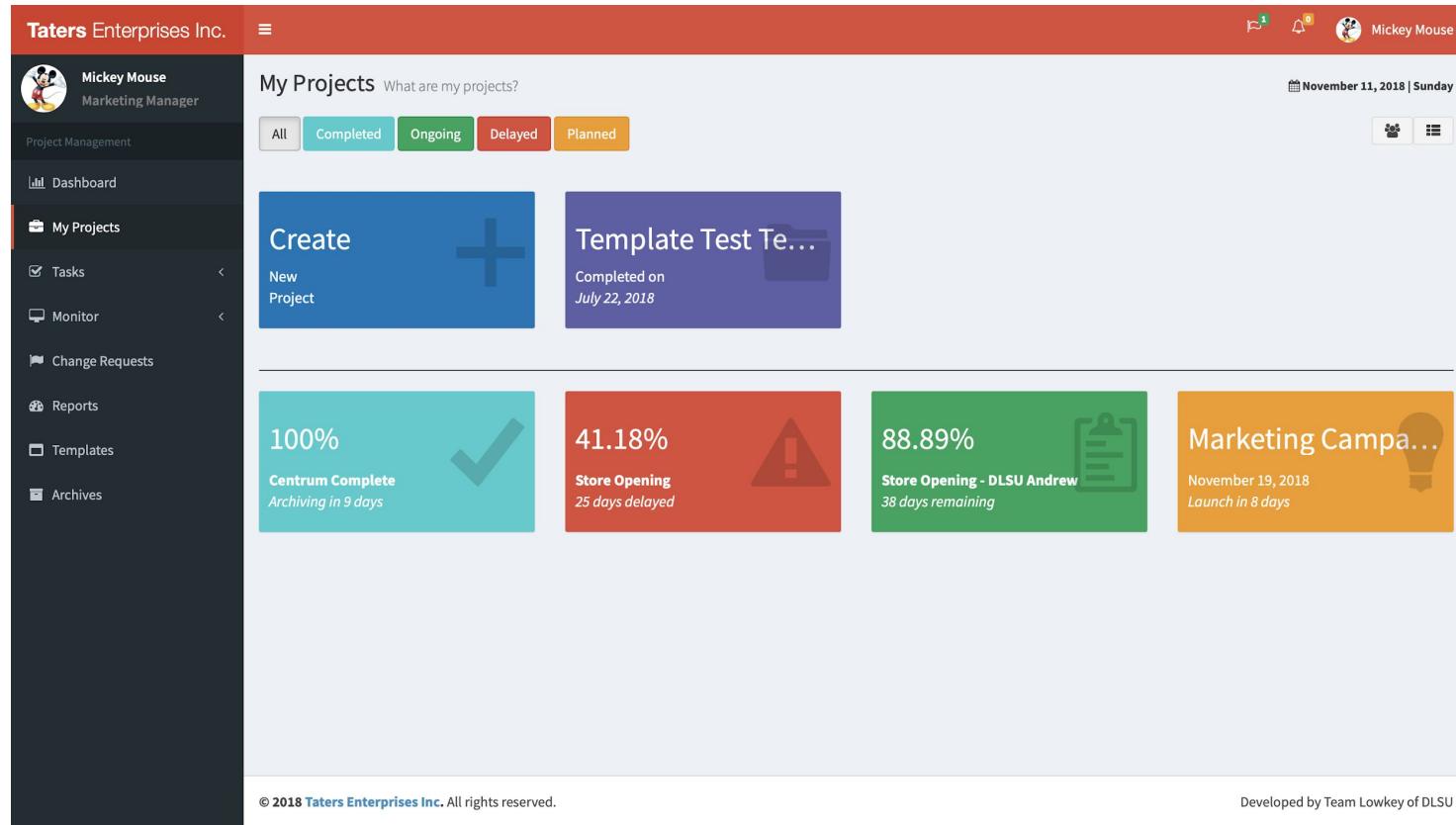
[Dependencies](#) [RACI](#) [RFC](#) [Delay](#)

Delay

There are no post-requisite tasks that will be affected

Start Date End Date X

He then proceeds to **My Projects**.



The screenshot shows the 'My Projects' dashboard for 'Taters Enterprises Inc.' on November 11, 2018, at 11:00 AM. The interface includes a sidebar with navigation links like Dashboard, My Projects, Tasks, Monitor, Change Requests, Reports, Templates, and Archives. The main area displays a list of projects with status filters: All, Completed (teal), Ongoing (green), Delayed (red), and Planned (yellow). The completed section shows a 'Create' button and a 'Template Test Te...' project (Completed on July 22, 2018). The ongoing section shows 'Centrum Complete' (100%, Archiving in 9 days) and 'Store Opening' (41.18%, 25 days delayed). The delayed section shows 'Store Opening - DLSU Andrew' (88.89%, 38 days remaining). The planned section shows 'Marketing Campa...' (November 19, 2018, Launch in 8 days).

Status	Project	Progress	Due Date	Notes
Completed	Template Test Te...	Completed on July 22, 2018		
Ongoing	Centrum Complete	100% Archiving in 9 days		
Delayed	Store Opening	41.18% 25 days delayed		
Planned	Store Opening - DLSU Andrew	88.89% 38 days remaining		
Planned	Marketing Campa...		November 19, 2018	Launch in 8 days

Here, he can find all the projects that he is involved in, whether he initiated the project or not. The status of each project is distinguished by color: teal for completed, green for ongoing, red for delayed, and yellow for planned. Above the list of projects are the “Create New Project” button and a list of templates which he may use as a model in creating the new project. He has the option to view the projects in either a list view or a grid view. In addition, he can also filter the projects according to his team.

To begin the project creation process, he clicks "**Create New Project**". This process consists of five (5) steps, namely, (1) Input Project Details, (2) Add Main Activities, (3) Add Sub Activities, (4) Add Tasks, and (5) Identify Dependencies.

Taters Enterprises Inc.

Mickey Mouse Marketing Manager

Project Management

- Dashboard
- My Projects
- Tasks
- Monitor
- Change Requests
- Reports
- Templates
- Archives

Create a new project Let's create a new project

November 10, 2018 | Saturday

1 Input Project Details 2 Add Main Activities 3 Add Sub Activities 4 Add Tasks 5 Identify Dependencies

Input project details

Project Title

Project Details

Start Date
Target End Date
Project Period

Import from Spreadsheet **Add Main Activities**

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He starts on the first step of inputting the project details as follows:

Project Title: NPL - Green Tea Popcorn

Project Description: Marketing Campaign for Q3 2018

Project Start Date: November 18, 2018

Project End Date: December 21, 2018

Taters Enterprises Inc.

 Mickey Mouse
Marketing Manager

- Project Management
- Dashboard**
- My Projects
- Tasks
- Monitor
- Change Requests
- Reports
- Templates
- Archives

Create a new project Let's create a new project

1 Input Project Details 2 Add Main Activities 3 Add Sub Activities 4 Add Tasks 5 Identify Dependencies

Input project details

Project Title

Project Details

Start Date **Target End Date** **Project Period**

Import from Spreadsheet **Add Main Activities**

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Mickey
Marketing Head

He proceeds to add two (2) main activities:

Main Activity Name: **Product Prototyping**
Department/s: **Marketing**
Start Date: **November 18, 2018**
End Date: **December 2, 2018**

Main Activity Name: **Product Distribution**
Department/s: **Procurement, HR, MIS**
Start Date: **December 3, 2018**
End Date: **December 21, 2018**

Screenshot of the Taters Enterprises Inc. Project Management System interface showing the addition of main project activities.

The interface includes a sidebar with user information (Mickey Mouse, Marketing Manager) and navigation links (Project Management, Dashboard, My Projects, Tasks, Monitor, Change Requests, Reports, Templates, Archives).

The main content area displays the project details for "NPL - Green Tea Popcorn" (November 18, 2018 - December 21, 2018, 34 days). It shows two main activities listed:

Main Activity Name	Department	Start Date	Target End Date	Period
Product Prototyping	Marketing	2018-11-18	2018-12-02	15 days
Product Distribution	Human Resource Management Information System Procurement	2018-12-03	2018-12-21	19 days

Below the table, there is a button labeled "Add Sub Activities" highlighted with a red box.

At the bottom of the page, copyright information reads: © 2018 Taters Enterprises Inc. All rights reserved. Developed by Team Lowkey of DLSU.



He then adds two (2) sub activities for the main activity "Product Prototyping" as follows:

Sub Activity Name: **Create Prototype**
Department/s: **Marketing**
Start Date: **November 18, 2018**
End Date: **November 28, 2018**

Sub Activity Name: **Conduct Testing**
Department/s: **Marketing**
Start Date: **November 29, 2018**
End Date: **December 2, 2018**

Taters Enterprises Inc.

Mickey Mouse Marketing Manager

Project Management

Dashboard

My Projects

- Tasks
- Monitor
- Change Requests
- Reports
- Templates
- Archives

NPL - Green Tea Popcorn November 18, 2018 - December 21, 2018 (34 days)

November 10, 2018 | Saturday

Enter sub activities for this project

Sub Activity Name	Department	Start Date	Target End Date	Period
Product Prototyping	Marketing	Nov 18, 2018	Dec 02, 2018	15 days
Create Prototype	Marketing	2018-11-18	2018-11-28	11 days
Conduct Testing	Marketing	2018-11-29	2018-12-02	4 days
Product Distribution	Human Resource, Management Information System, Procurement	Dec 03, 2018	Dec 21, 2018	19 days
Enter Sub Activity Name	Select Departments			

Add Main Activities Add Sub Activities Add Tasks Identify Dependencies

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He then adds two (2) sub activities for main activity "Product Distribution" as follows:

Sub Activity Name: Acquire Ingredients
Department/s: Procurement
Start Date: December 3, 2018
End Date: December 10, 2018

Sub Activity Name: Deliver Product
Department/s: Procurement, HR, MIS
Start Date: December 11, 2018
End Date: December 21, 2018

Taters Enterprises Inc.
≡

   Mickey Mouse

 Mickey Mouse
Marketing Manager

NPL - Green Tea Popcorn November 18, 2018 - December 21, 2018 (34 days)

 Input Project Details
 Add Main Activities
 Add Sub Activities
4
5

Enter sub activities for this project

Sub Activity Name	Department	Start Date	Target End Date	Period
Product Prototyping	Marketing	Nov 18, 2018	Dec 02, 2018	15 days
Create Prototype	<input type="button" value="x Marketing"/>	 2018-11-18	 2018-11-28	11 days
Conduct Testing	<input type="button" value="x Marketing"/>	 2018-11-29	 2018-12-02	4 days
Product Distribution	Human Resource, Management Information System, Procurement	Dec 03, 2018	Dec 21, 2018	19 days
Acquire Ingredients	<input type="button" value="x Procurement"/>	 2018-12-03	 2018-12-10	8 days
Deliver Product	<input type="button" value="x Human Resource"/> <input type="button" value="x Management Information System"/> <input type="button" value="x Procurement"/>	 2018-12-11	 2018-12-21	11 days

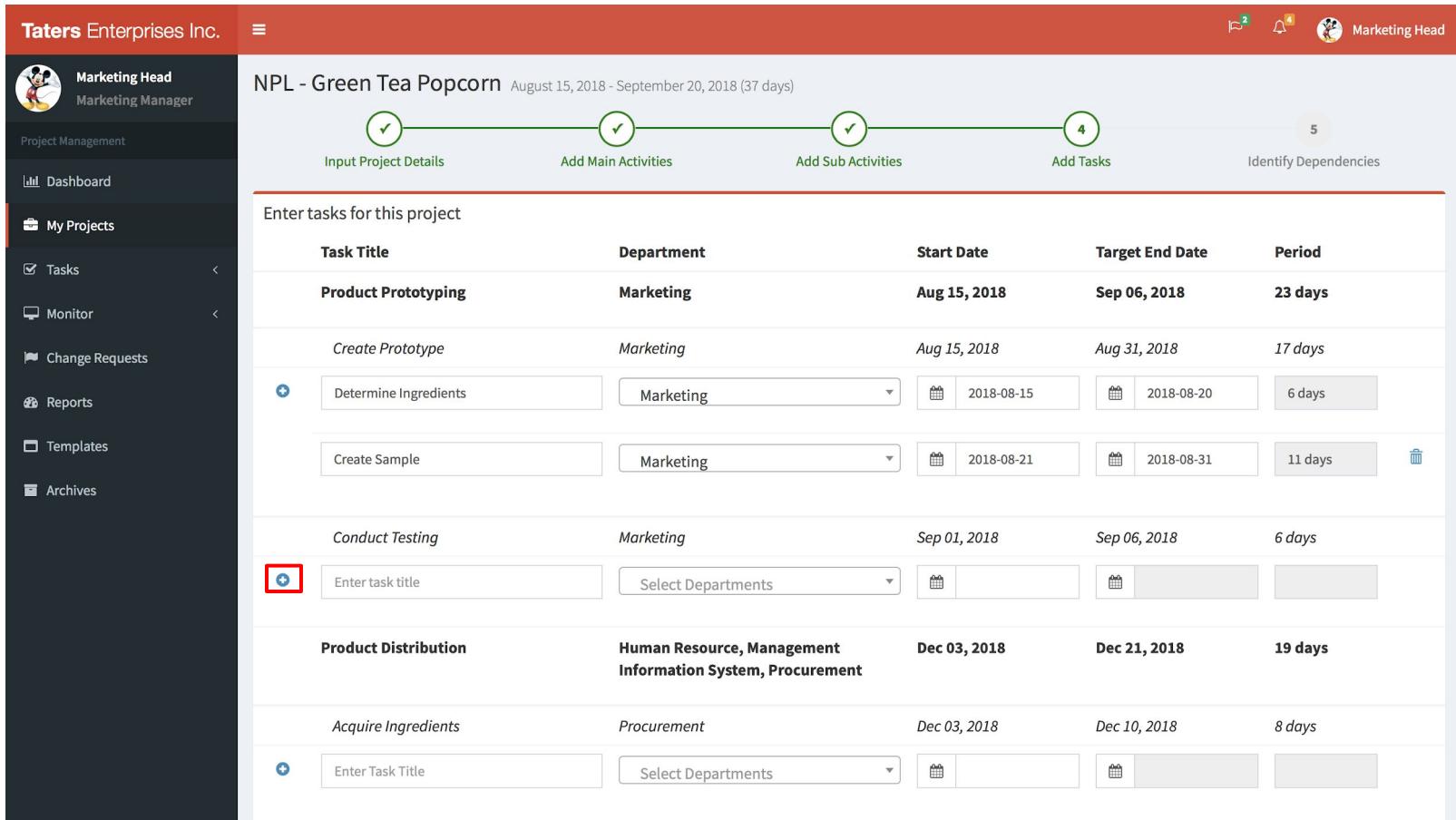
▶ Add Tasks



He then adds the corresponding tasks under sub activity “Create Prototype” as follows:

Task Name: Determine Ingredients
Department/s: Marketing
Start Date: November 18, 2018
End Date: November 23, 2018

Task Name: Create Sample
Department/s: Marketing
Start Date: November 24, 2018
End Date: November 28, 2018



The screenshot shows the TEI Project Management System interface. On the left is a dark sidebar with navigation links: Marketing Head (Marketing Manager), Project Management, Dashboard, My Projects, Tasks, Monitor, Change Requests, Reports, Templates, and Archives. The main area displays a project titled "NPL - Green Tea Popcorn" from August 15, 2018, to September 20, 2018 (37 days). A progress bar at the top indicates completed steps: Input Project Details (green checkmark), Add Main Activities (green checkmark), Add Sub Activities (green checkmark), and Add Tasks (4 tasks listed). The "Add Tasks" step is highlighted with a red box around its circular icon. Below the progress bar, a table lists tasks for the project:

Task Title	Department	Start Date	Target End Date	Period
Product Prototyping	Marketing	Aug 15, 2018	Sep 06, 2018	23 days
Create Prototype	Marketing	Aug 15, 2018	Aug 31, 2018	17 days
Determine Ingredients	Marketing	2018-08-15	2018-08-20	6 days
Create Sample	Marketing	2018-08-21	2018-08-31	11 days
Conduct Testing	Marketing	Sep 01, 2018	Sep 06, 2018	6 days
Product Distribution	Human Resource, Management Information System, Procurement	Dec 03, 2018	Dec 21, 2018	19 days
Acquire Ingredients	Procurement	Dec 03, 2018	Dec 10, 2018	8 days

A red box highlights the "Enter Task Title" input field for the "Conduct Testing" row.



He then adds the corresponding tasks under sub activity “Conduct Testing” as follows:

Task Name: Consumer Testing

Department/s: Marketing

Start Date: November 29, 2018

End Date: December 2, 2018

Taters Enterprises Inc.

Mickey Mouse Marketing Manager

Project Management

- Dashboard
- My Projects
- Tasks
- Monitor
- Change Requests
- Reports
- Templates
- Archives

NPL - Green Tea Popcorn November 18, 2018 - December 21, 2018 (34 days)

November 10, 2018 | Saturday

Enter tasks for this project

Task Title	Department	Start Date	Target End Date	Period
Product Prototyping	Marketing	Nov 18, 2018	Dec 02, 2018	15 days
Create Prototype	Marketing	Nov 18, 2018	Nov 28, 2018	11 days
+ Determine Ingredients	Marketing	2018-11-18	2018-11-23	6 days
Create Sample	Marketing	2018-11-24	2018-11-28	5 days
Conduct Testing	Marketing	Nov 29, 2018	Dec 02, 2018	4 days
+ Consumer Testing	Marketing	2018-11-29	2018-12-02	4 days
Product Distribution	Human Resource, Management Information System, Procurement	Dec 03, 2018	Dec 21, 2018	19 days
Acquire Ingredients	Procurement	Dec 03, 2018	Dec 10, 2018	8 days
+ Enter Task Title	Select Departments			
Deliver Products	Procurement, HR, MIS	Sep 11, 2018	Sep 20, 2018	10 days
+ Enter task title	Select Departments			

Add Sub Activities **Add Dependencies**

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He then adds the corresponding tasks under sub activity “Acquire Ingredients” as follows:

Task Name: Order Ingredients

Department/s: Procurement

Start Date: December 3, 2018

End Date: December 5, 2018

Task Name: Inventory Ingredients

Department/s: Procurement

Start Date: December 5, 2018

End Date: December 10, 2018

Taters Enterprises Inc.

Mickey Mouse Marketing Manager

Project Management

Dashboard

My Projects

- Tasks
- Monitor
- Change Requests
- Reports
- Templates
- Archives

NPL - Green Tea Popcorn November 18, 2018 - December 21, 2018 (34 days)

November 10, 2018 | Saturday

Input Project Details Add Main Activities Add Sub Activities Add Tasks Identify Dependencies

Enter tasks for this project

Task Title	Department	Start Date	Target End Date	Period
Product Prototyping	Marketing	Nov 18, 2018	Dec 02, 2018	15 days
Create Prototype	Marketing	Nov 18, 2018	Nov 28, 2018	11 days
Determine Ingredients	Marketing	2018-11-18	2018-11-23	6 days
Create Sample	Marketing	2018-11-24	2018-11-28	5 days
Conduct Testing	Marketing	Nov 29, 2018	Dec 02, 2018	4 days
Consumer Testing	Marketing	2018-11-29	2018-12-02	4 days
Product Distribution	Human Resource, Management Information System, Procurement	Dec 03, 2018	Dec 21, 2018	19 days
Acquire Ingredients	Procurement	Dec 03, 2018	Dec 10, 2018	8 days
Enter Task Title	Select Departments			
Deliver Product	Human Resource, Management Information System, Procurement	Dec 11, 2018	Dec 21, 2018	11 days
Enter Task Title	Select Departments			

Add Dependencies

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He then adds the corresponding tasks under sub activity “Deliver Product” as follows:

Task Name: **Distribute Ingredients**
Department/s: **Procurement**
Start Date: **December 11, 2018**
End Date: **December 13, 2018**

Task Name: **Conduct Training**
Department/s: **HR**
Start Date: **December 13, 2018**
End Date: **December 17, 2018**

Task Name: **Update PoS system**
Department/s: **MIS**
Start Date: **December 18, 2018**
End Date: **December 21, 2018**

Taters Enterprises Inc.

Mickey Mouse
Marketing Manager

Project Management

Dashboard

My Projects

- Tasks
- Monitor
- Change Requests
- Reports
- Templates
- Archives

NPL - Green Tea Popcorn November 18, 2018 - December 21, 2018 (34 days)

November 10, 2018 | Saturday

Input Project Details Add Main Activities Add Sub Activities Add Tasks Identify Dependencies

Enter tasks for this project

Task Title	Department	Start Date	Target End Date	Period
Product Prototyping	Marketing	Nov 18, 2018	Dec 02, 2018	15 days
Create Prototype	Marketing	Nov 18, 2018	Nov 28, 2018	11 days
+ Determine Ingredients	Marketing	2018-11-18	2018-11-23	6 days
Create Sample	Marketing	2018-11-24	2018-11-28	5 days
Conduct Testing	Marketing	Nov 29, 2018	Dec 02, 2018	4 days
+ Consumer Testing	Marketing	2018-11-29	2018-12-02	4 days
Product Distribution	Human Resource, Management Information System, Procurement	Dec 03, 2018	Dec 21, 2018	19 days
Acquire Ingredients	Procurement	Dec 03, 2018	Dec 10, 2018	8 days
+ Order Ingredients	Procurement	2018-12-03	2018-12-05	3 days
Inventory Ingredients	Procurement	2018-12-05	2018-12-10	6 days
Deliver Product	Human Resource, Management Information System, Procurement	Dec 11, 2018	Dec 21, 2018	11 days
+ Distribute Ingredients	Procurement	2018-12-11	2018-12-13	3 days
Conduct Training	Human Resource	2018-12-13	2018-12-17	5 days
Update POS System	Management Information System	2018-12-18	2018-12-21	4 days

Add Dependencies

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After inputting the main activities, sub activities, and tasks, Mickey then indicates which tasks are dependent on each other. Through this, Mickey marks certain tasks as pre-requisites to other tasks. This means tasks that have pre-requisites cannot start if its pre-requisite task has not yet been marked complete.

Taters Enterprises Inc.
≡
P 2
A 11
 Marketing Head


Input Project Details


Add Main Activities


Add Sub Activities

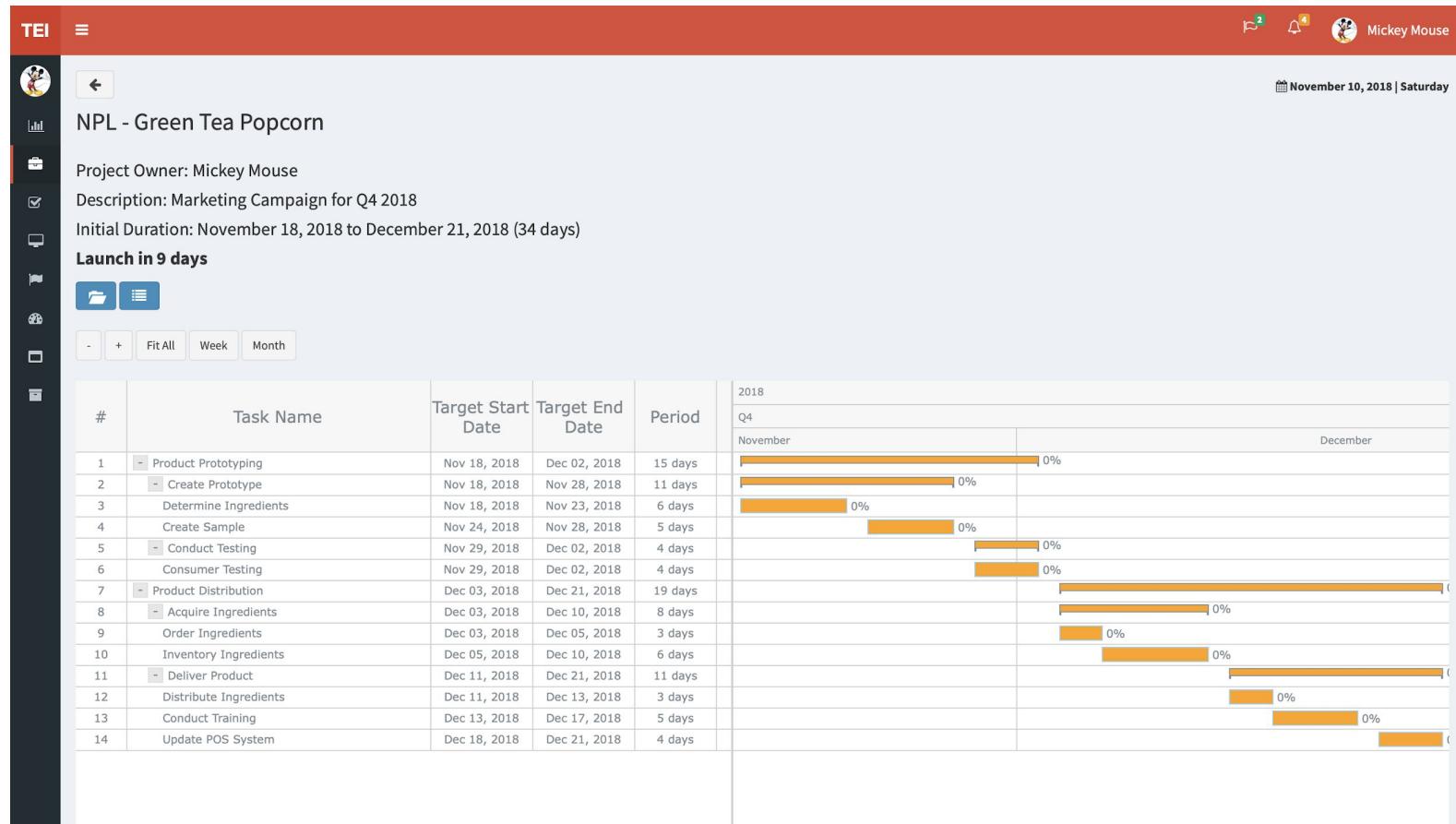

Add Tasks


Identify Dependencies

NPL - Green Tea Popcorn August 15, 2018 - September 20, 2018 (37 days remaining)

Task Title	Department	Start Date	Target End Date	Dependency
Product Prototyping	Marketing	Aug 15, 2018	Sep 06, 2018	
<i>Create Prototype</i>	Marketing	Aug 15, 2018	Aug 31, 2018	
Determine Ingredients	Marketing	Aug 15, 2018	Aug 20, 2018	<input type="button" value="Select Task"/>
Create Sample	Marketing	Aug 21, 2018	Aug 31, 2018	<input type="button" value="Select Task"/>
Conduct Testing	Marketing	Sep 01, 2018	Sep 06, 2018	
Consumer Testing	Marketing	Sep 01, 2018	Sep 06, 2018	<input type="button" value="Select Task"/>
Product Distribution	Procurement, HR, MIS	Sep 07, 2018	Sep 20, 2018	
<i>Acquire Ingredients</i>	Procurement	Sep 07, 2018	Sep 10, 2018	
Order Ingredients	Procurement	Sep 07, 2018	Sep 08, 2018	<input type="button" value="Select Task"/>
Inventory Ingredients	Procurement	Sep 08, 2018	Sep 10, 2018	<input type="button" value="Select Task"/>
<i>Deliver Products</i>	Procurement, HR, MIS	Sep 11, 2018	Sep 20, 2018	
Distribute Ingredients	Procurement	Sep 11, 2018	Sep 13, 2018	<input type="button" value="Select Task"/>
Conduct Training	HR	Sep 13, 2018	Sep 17, 2018	<input type="button" value="Select Task"/>
Update POS System	MIS	Sep 18, 2018	Sep 20, 2018	<input type="button" value="Select Task"/>

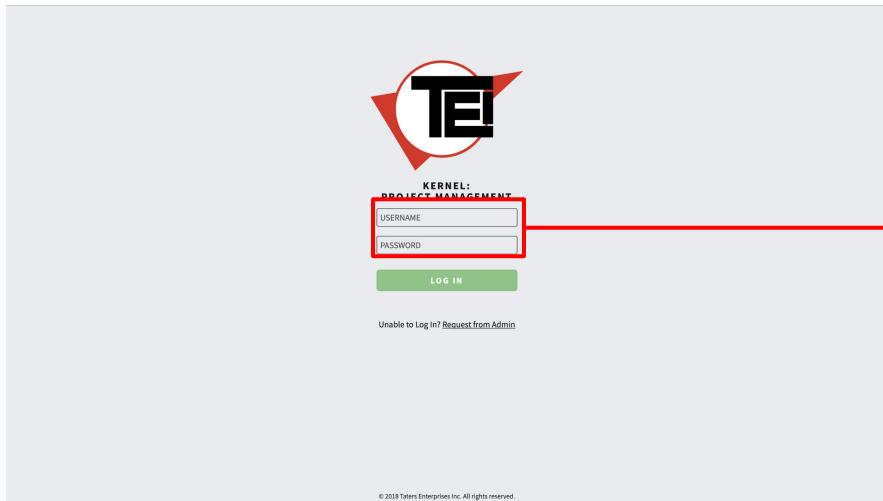
After completing the fifth and final step in the project creation process, the system then generates a RACI-gantt chart for that corresponding project.



The gantt chart displays the progress per task and its projected course throughout the project timeline. The progress bars per task are color coded depending on its status. Orange signifies planned tasks, black is for the parent timeline, teal for completed tasks, green, and red for ongoing and delayed tasks respectively.



As Mickey taps a certain department to be responsible for a task during project creation, the respective department head will then have to log in to delegate the task.



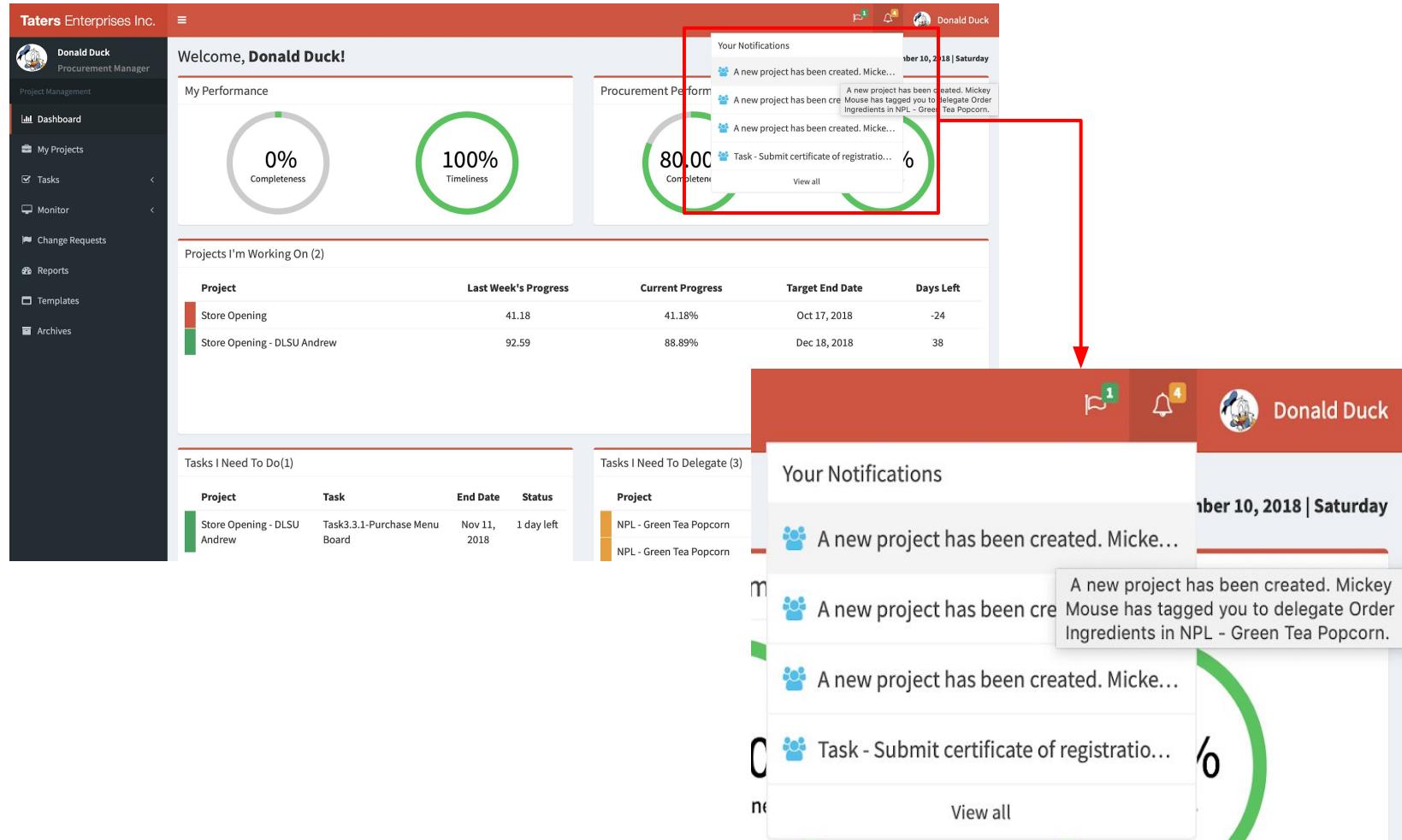
The procurement department was tapped to handle three (3) tasks for the new project. Donald, the procurement head, logs into the system.

prochead@tei.com

.....



He receives a notification that notes that he was assigned to delegate the aforementioned tasks to his team.



The screenshot shows the TEI Project Management System interface for Donald Duck. On the left, the navigation bar includes 'Project Management', 'Dashboard', 'My Projects', 'Tasks', 'Monitor', 'Change Requests', 'Reports', 'Templates', and 'Archives'. The main dashboard features sections for 'Welcome, Donald Duck!', 'My Performance' (Completeness: 0%, Timeliness: 100%), 'Procurement Performance' (80.00), and 'Projects I'm Working On' (2). A red box highlights the 'Your Notifications' section, which lists three items: 'A new project has been created. Mickey...', 'A new project has been created. Mickey Mouse has tagged you to delegate Order Ingredients in NPL - Green Tea Popcorn.', and 'A new project has been created. Mickey...'. A red arrow points from this section to a larger modal window titled 'Your Notifications'.

Your Notifications

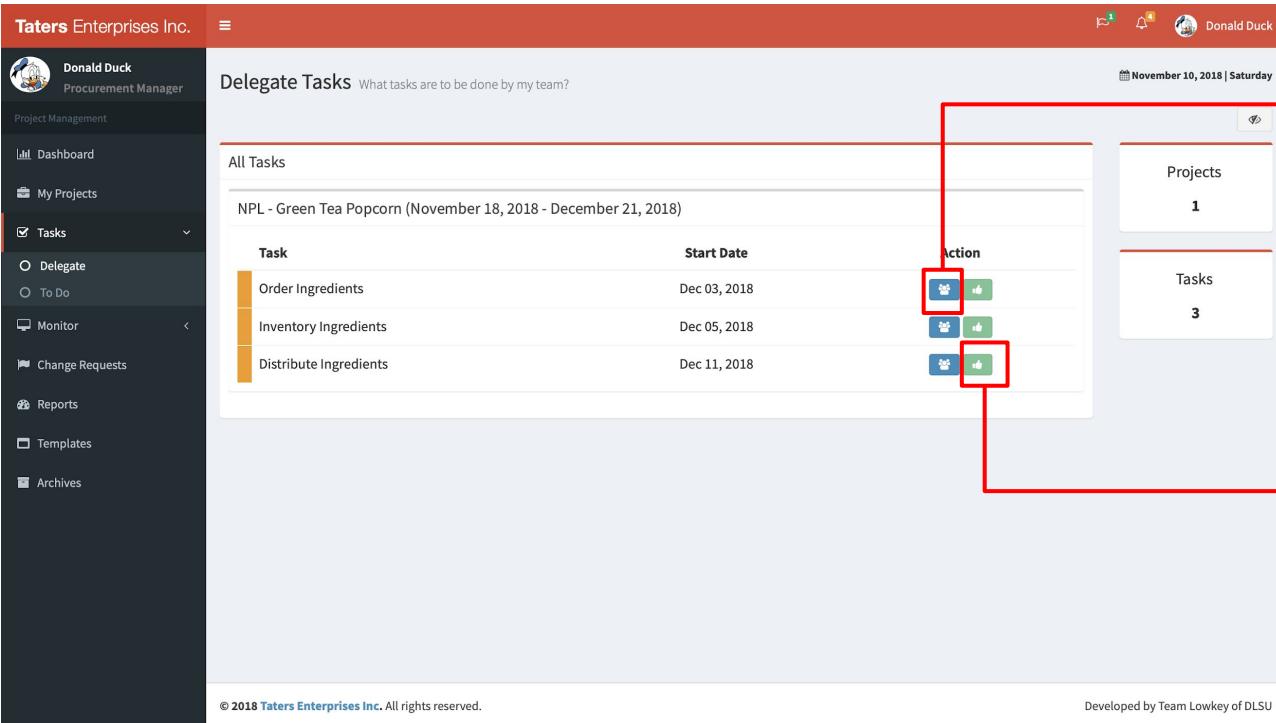
ember 10, 2018 | Saturday

- A new project has been created. Mickey...
- A new project has been created. Mickey Mouse has tagged you to delegate Order Ingredients in NPL - Green Tea Popcorn.
- A new project has been created. Mickey...
- Task - Submit certificate of registratio...

View all



He proceeds to **Delegate** under the **Tasks** menu. In this page, Donald sees all the tasks wherein the procurement department were tagged as responsible for. He can do two (2) actions to a task. One is to delegate to his members or they can accept a task that was delegated to them.



Delegate Tasks What tasks are to be done by my team?

November 10, 2018 | Saturday

All Tasks

Task	Start Date	Action
Order Ingredients	Dec 03, 2018	
Inventory Ingredients	Dec 05, 2018	
Distribute Ingredients	Dec 11, 2018	

Projects 1

Tasks 3

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If they choose to delegate, they will assign a responsible, accountable, informed, and consulted for that task.

If they choose to accept the task, it will immediately be assigned to them and appear in their Todo page under the Tasks menu.

Donald decides to delegate three (3) of the tasks assigned to his department to Goofy, one of his staff members.



Order Ingredients

December 03, 2018 - December 05, 2018 (3 days)

Executive	R*	A	C	I
Walt Disney	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jack N. Poy	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department	R*	A	C	I
Facilities Administration	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Resource	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management Information System	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Store Operations	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee	R*	A	C	I
Donald Duck	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daisy Duck	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hercules Olympian	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goo Fy	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minnie Mouse	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ti Mon	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Woo Dy	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Only one department/employee is allowed to be assigned



Upon clicking the **Delegate Button** task “Order Ingredients”, he plans on assigning it to Goofy but he first checks if Goofy can handle the tasks about to be assigned by clicking on Goofy’s name to show the list of current tasks he is assigned to.

Order Ingredients

December 03, 2018 - December 05, 2018 (3 days)

Goo Fy

Total Projects: 0

Total Tasks: 0





Order Ingredients

December 03, 2018 - December 05, 2018 (3 days)

Executive	R*	A	C	I
Walt Disney	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jack N. Poy	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department				
Facilities Administration	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Resource	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management Information System	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Store Operations	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee				
Donald Duck	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daisy Duck	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hercules Olympian	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goo Fy	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minnie Mouse	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ti Mon	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Woo Dy	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Only one department/employee is allowed to be assigned



Upon clicking the **Delegate Button** of task “Order Ingredients”, he delegates the responsibility accordingly:

Responsible: **Goofy**
 Accountable: **Donald**
 Consulted: **Daisy**
 Informed: **Marketing**

Order Ingredients

December 03, 2018 - December 05, 2018 (3 days)

Are you sure you want to delegate this task?





Order Ingredients

December 03, 2018 - December 05, 2018 (3 days)

	R*	A	C	I
Executive				
Walt Disney	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jack N. Poy	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department				
Facilities Administration	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Resource	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management Information System	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Store Operations	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee				
Donald Duck	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daisy Duck	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hercules Olympian	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goo Fy	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minnie Mouse	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ti Mon	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Woo Dy	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Only one department/employee is allowed to be assigned

Upon clicking the **Delegate Button** task “Inventory Ingredients”, he plans on assigning it to Goofy but he first checks if Goofy can handle the tasks about to be assigned by clicking on Goofy’s name to show the list of current tasks he is assigned to.

Inventory Ingredients

December 05, 2018 - December 10, 2018 (6 days)

Goo Fy

Total Projects: 1
Total Tasks: 1

NPL - Green Tea Popcorn

Task Name	Start Date	End Date
R Order Ingredients	Dec 03, 2018	Dec 05, 2018



Inventory Ingredients

December 05, 2018 - December 10, 2018 (6 days)

	R*	A	C	I
Executive				
Walt Disney	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jack N. Poy	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department				
Facilities Administration	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Resource	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management Information System	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Store Operations	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employee				
Donald Duck	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daisy Duck	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hercules Olympian	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goo Fy	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minnie Mouse	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ti Mon	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Woo Dy	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Only one department/employee is allowed to be assigned



Upon clicking the **Delegate Button** of task "Inventory Ingredients", he delegates the responsibility accordingly:

Responsible: **Goofy**

Accountable: **Donald**

Consulted: **Daisy**

Informed: **Store Operations, Marketing**

Inventory Ingredients

December 05, 2018 - December 10, 2018 (6 days)

Are you sure you want to delegate this task?





Order Ingredients

December 03, 2018 - December 05, 2018 (3 days)

Executive	R*	A	C	I
Walt Disney	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jack N. Poy	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department				
Facilities Administration	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Resource	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management Information System	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Store Operations	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee				
Donald Duck	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daisy Duck	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hercules Olympian	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goo Fy	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minnie Mouse	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ti Mon	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Woo Dy	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Only one department/employee is allowed to be assigned



Upon clicking the **Delegate Button** task “Distribute Ingredients”, he plans on assigning it to Goofy but he first checks if Goofy can handle the tasks about to be assigned by clicking on Goofy’s name to show the list of current tasks he is assigned to.

Distribute Ingredients

December 11, 2018 - December 13, 2018 (3 days)

Goo Fy

Total Projects: 1

Total Tasks: 2

NPL - Green Tea Popcorn

Task Name	Start Date	End Date
R Order Ingredients	Dec 03, 2018	Dec 05, 2018
R Inventory Ingredients	Dec 05, 2018	Dec 10, 2018





Distribute Ingredients

December 11, 2018 - December 13, 2018 (3 days)

Executive	R*	A	C	I
Walt Disney	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jack N. Poy	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management Information System	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Store Operations	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employee				
Donald Duck	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daisy Duck	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hercules Olympian	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goo Fy	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minnie Mouse	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ti Mon	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Woo Dy	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Only one department/employee is allowed to be assigned



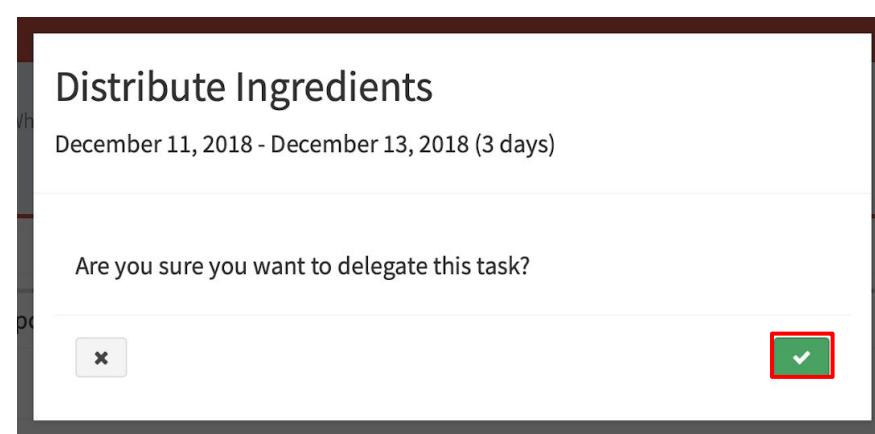
Upon clicking the **Delegate Button** of task "Distribute Ingredients", he delegates the responsibility accordingly:

Responsible: **Goofy**

Accountable: **Donald**

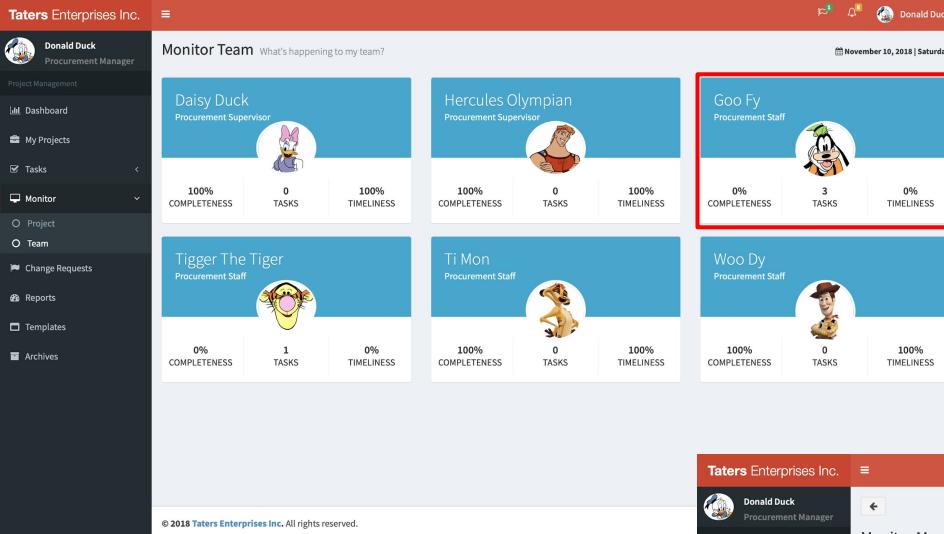
Consulted: **Store Operations Head**

Informed: **Marketing Department**





He then checks **Monitor Team** to check up on his team and their respective tasks.

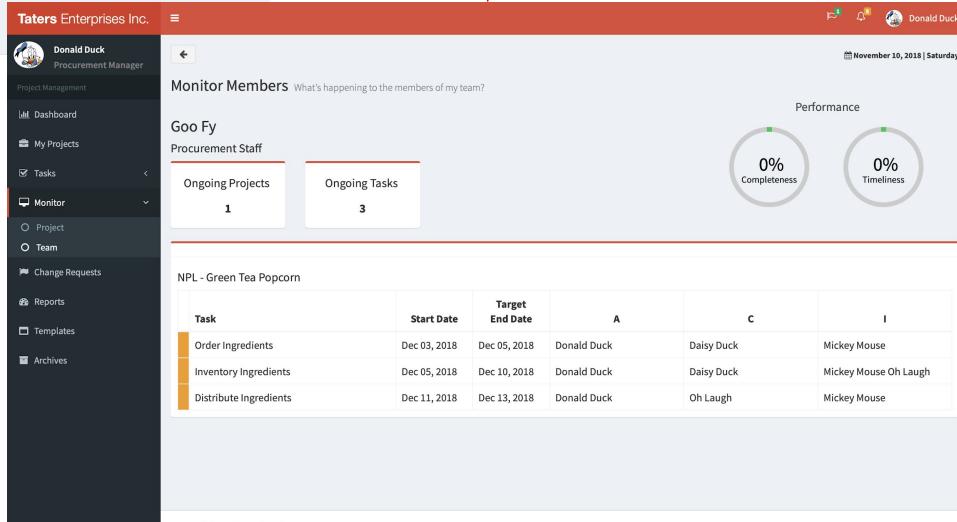


Taters Enterprises Inc.

Monitor Team What's happening to my team?

- Daisy Duck Procurement Supervisor
 - 100% COMPLETENESS
 - 0 TASKS
 - 100% TIMELINESS
- Hercules Olympian Procurement Supervisor
 - 100% COMPLETENESS
 - 0 TASKS
 - 100% TIMELINESS
- Goo Fy** Procurement Staff
 - 0% COMPLETENESS
 - 3 TASKS
 - 0% TIMELINESS
- Tigger The Tiger Procurement Staff
 - 0% COMPLETENESS
 - 1 TASKS
 - 0% TIMELINESS
- Ti Mon Procurement Staff
 - 100% COMPLETENESS
 - 0 TASKS
 - 100% TIMELINESS
- Woo Dy Procurement Staff
 - 100% COMPLETENESS
 - 0 TASKS
 - 100% TIMELINESS

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Taters Enterprises Inc.

Monitor Members What's happening to the members of my team?

Goo Fy Procurement Staff

Ongoing Projects	Ongoing Tasks
1	3

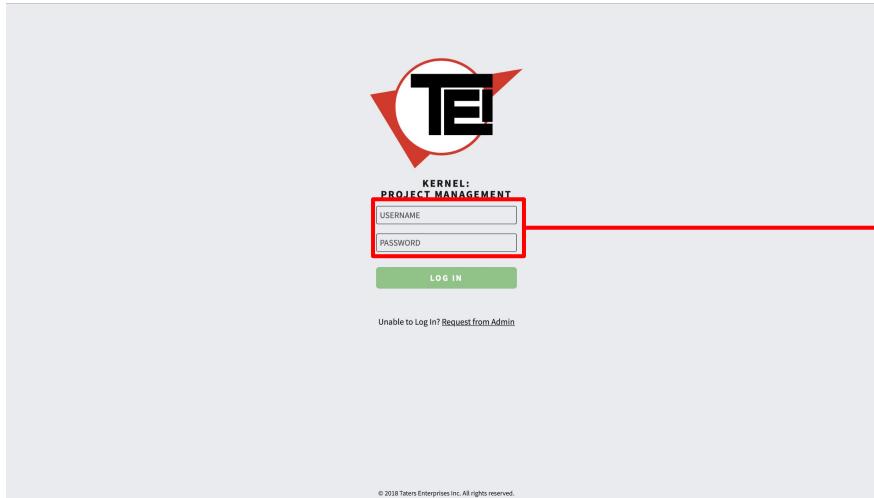
NPL - Green Tea Popcorn

Task	Start Date	Target End Date	A	C	I
Order Ingredients	Dec 03, 2018	Dec 05, 2018	Donald Duck	Daisy Duck	Mickey Mouse
Inventory Ingredients	Dec 05, 2018	Dec 10, 2018	Donald Duck	Daisy Duck	Mickey Mouse Oh Laugh
Distribute Ingredients	Dec 11, 2018	Dec 13, 2018	Donald Duck	Oh Laugh	Mickey Mouse

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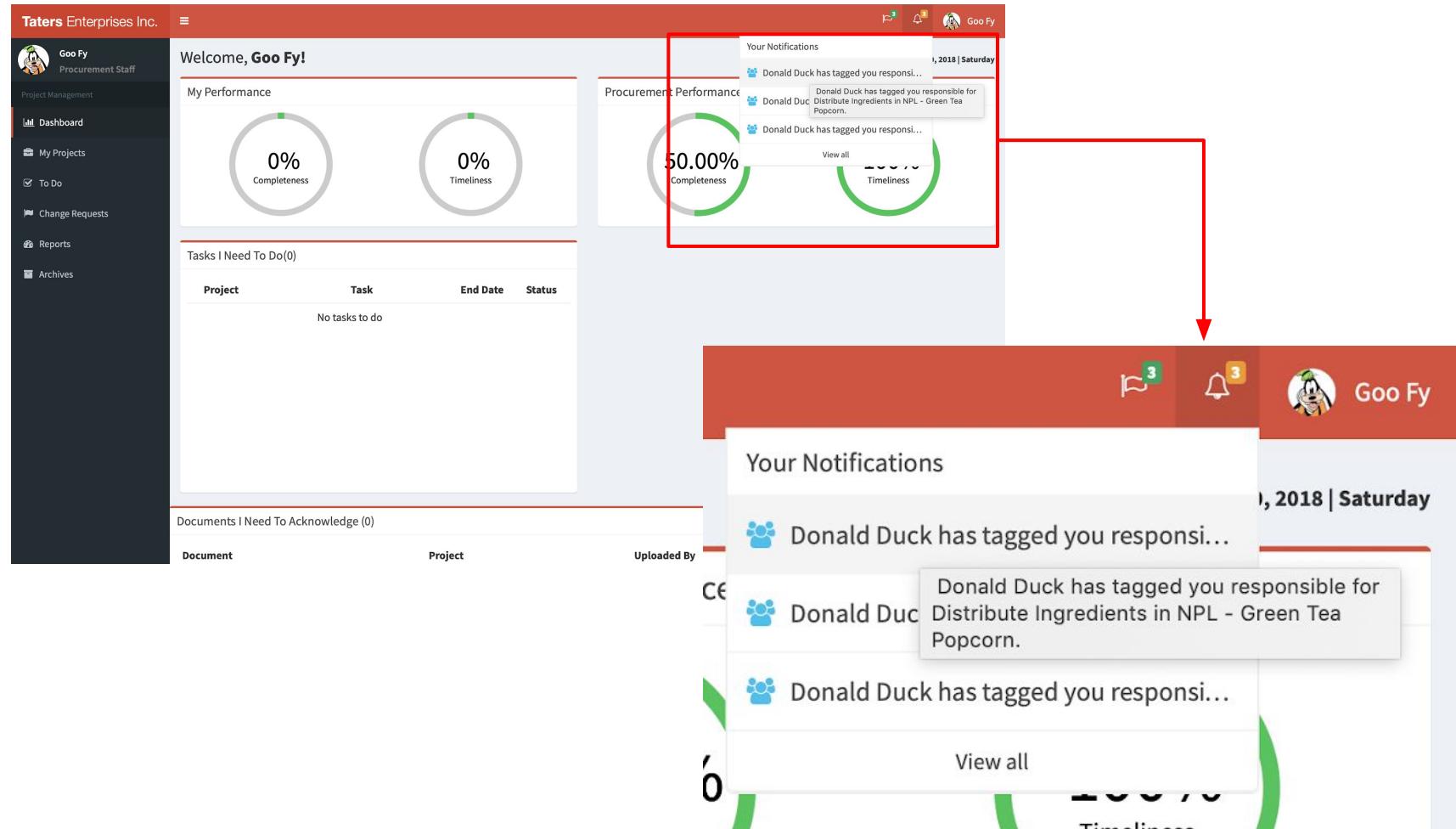
Developed by Team Lowkey of DLSU

Goofy, a procurement staff, then logs in as part of his daily routine.



procstaff1@tei.com

Upon logging in, he receives a notification that his superior has tagged him as responsible in some tasks.

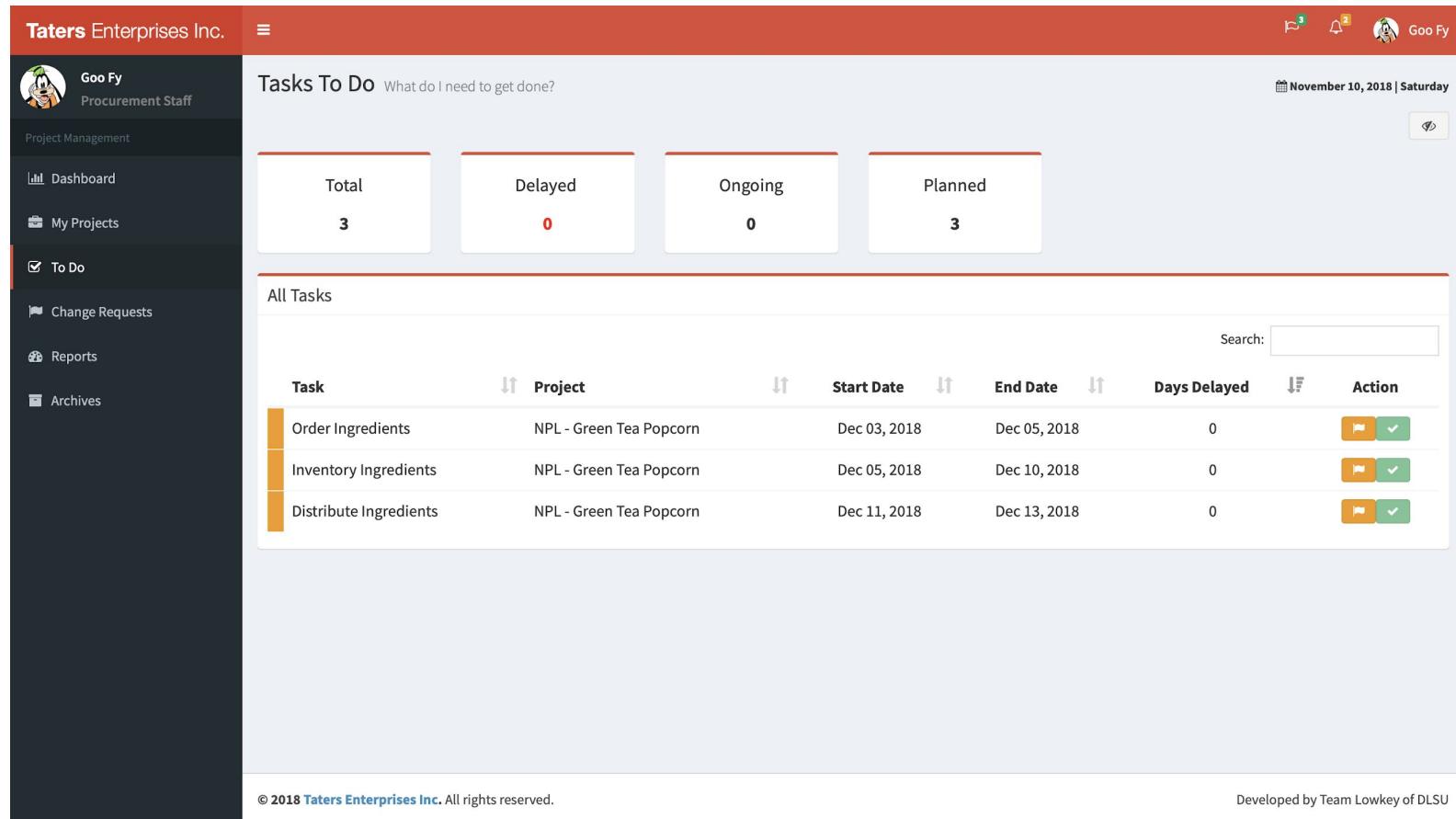


The screenshot shows the Taters Enterprises Inc. Project Management System dashboard for Goo Fy, a Procurement Staff member. The dashboard includes sections for 'My Performance' (Completeness and Timeliness at 0%), 'Tasks I Need To Do (0)', and 'Documents I Need To Acknowledge (0)'. A red box highlights the 'Procurement Performance' section, which displays a green circular progress bar at 50.00% Completeness. A red arrow points from this section down to the 'Your Notifications' panel. The 'Your Notifications' panel shows three recent notifications from Donald Duck:

- Donald Duck has tagged you responsible for Distribute Ingredients in NPL - Green Tea Popcorn.
- Donald Duck has tagged you responsible for Distribute Ingredients in NPL - Green Tea Popcorn.
- Donald Duck has tagged you responsible for Distribute Ingredients in NPL - Green Tea Popcorn.

The 'Your Notifications' panel also includes a 'View all' link and a 'Timeliness' progress bar at 100%.

He then proceeds to the **To Do** page under the **Tasks** menu. In this page, he can do two (2) actions to a task, mark it as done or request for a change either in date or performer.



Taters Enterprises Inc.

Goo Fy
Procurement Staff

Project Management

- Dashboard
- My Projects
- To Do** (selected)
- Change Requests
- Reports
- Archives

Tasks To Do What do I need to get done?

November 10, 2018 | Saturday

Total	Delayed	Ongoing	Planned
3	0	0	3

All Tasks

Search:

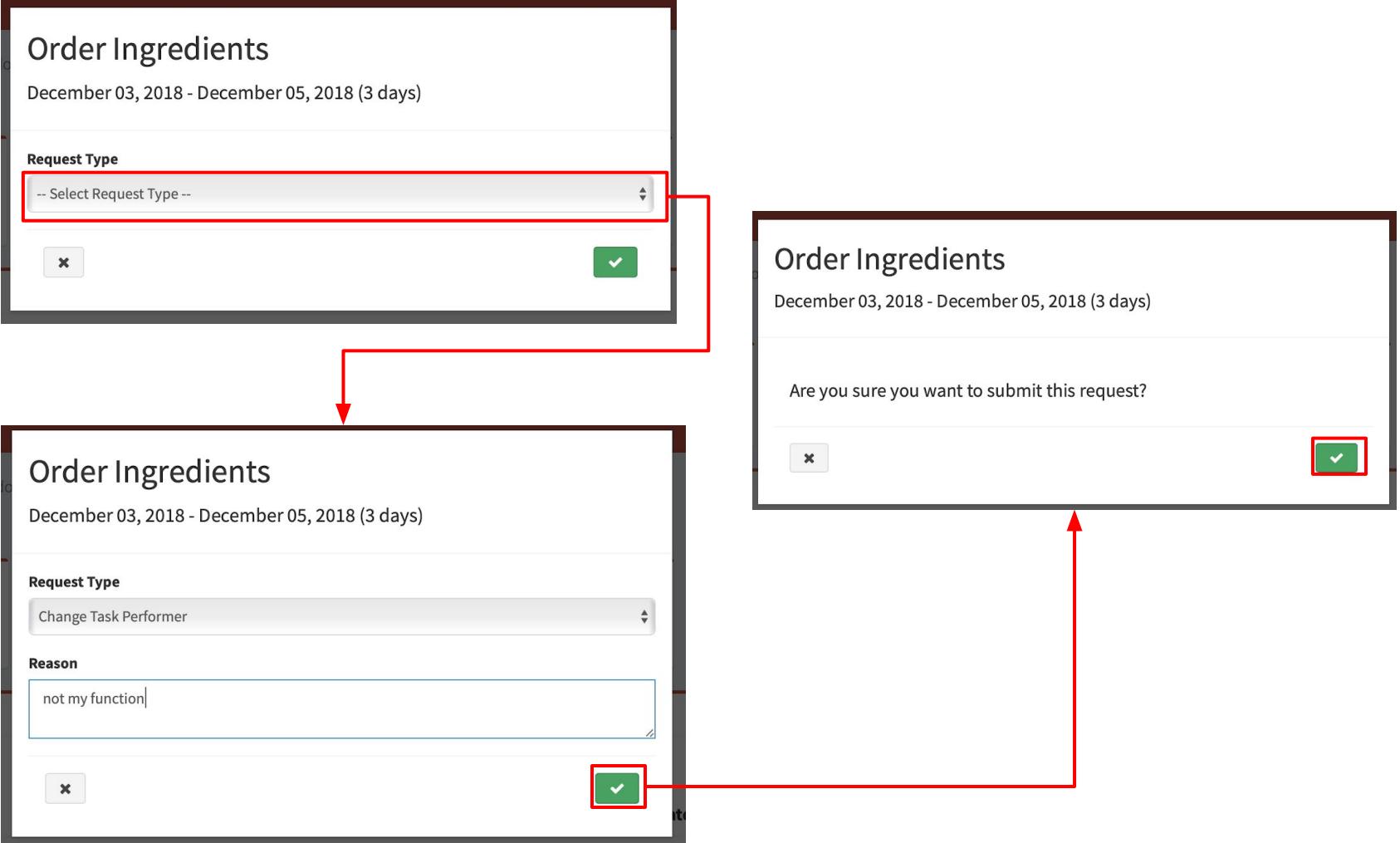
Task	Project	Start Date	End Date	Days Delayed	Action
Order Ingredients	NPL - Green Tea Popcorn	Dec 03, 2018	Dec 05, 2018	0	
Inventory Ingredients	NPL - Green Tea Popcorn	Dec 05, 2018	Dec 10, 2018	0	
Distribute Ingredients	NPL - Green Tea Popcorn	Dec 11, 2018	Dec 13, 2018	0	

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Developed by Team Lowkey of DLSU

Goofy sees all tasks that he is responsible for and realizes that one (1) of the three (3) new tasks that Donald had delegated to him, specifically, *Order Ingredients*, was not supposed to be assigned to him as it is not part of his function.

He then requests for a change by clicking the **RFC Button**, and chooses a change of performer for *Order Ingredients* and puts “**not my function**” under the reason for request.



Order Ingredients

December 03, 2018 - December 05, 2018 (3 days)

Request Type

-- Select Request Type --

×
✓

Order Ingredients

December 03, 2018 - December 05, 2018 (3 days)

Are you sure you want to submit this request?

×
✓

Order Ingredients

December 03, 2018 - December 05, 2018 (3 days)

Request Type

Change Task Performer

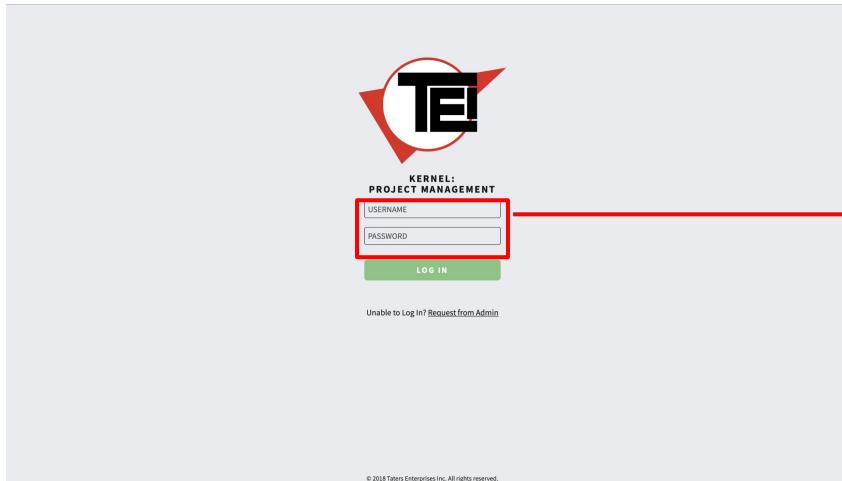
Reason

not my function

×
✓



Requests for change are sent to the staff's department head for approval. Donald then logs in to check the submitted change request from his Goofy, one of his staff members.



prochead@tei.com

.....



Donald sees on his **Dashboard** or on the **Change Request** menu that there is a request awaiting his approval.

Taters Enterprises Inc.

Welcome, Donald Duck!

My Performance

0% Completeness	100% Timeliness
--------------------	--------------------

Procurement Performance

50.00% Completeness	100% Timeliness
------------------------	--------------------

Projects I'm Working On (2)

Project	Last Week's Progress	Current Progress	Target End Date	Days Left
Store Opening	41.18	41.18%	Oct 17, 2018	-24
Store Opening - DLSU Andrew	92.59	88.89%	Dec 18, 2018	38

Tasks I Need To Do (1)

Project	Task	End Date	Status
Store Opening - DLSU Andrew	Task3.3.1-Purchase Menu Board	Nov 11, 2018	1 day left

Tasks I Need To Delegate (0)

Project	Task	Start Date
No tasks to delegate		

Change Requests I Need To Approve (1)

Date Requested	Request Type	Project	Task	Requested By
Nov 10, 2018	inx	NPL - Green Tea Popcorn	Order Ingredients	Goo Fy

Documents I Need To Acknowledge (0)

Document	Project	Uploaded By	Department	Action
There are no documents to acknowledge				



Donald then proceeds to the change request and reviews the request details.

TEI ≡

Change Request Details

Date Requested November 10, 2018	Request Type Change Performer	Requester Goo Fy	
Project NPL - Green Tea Popcorn	Task Name Order Ingredients	Start Date December 03, 2018	End Date December 05, 2018
Reason not my function			

Enter remarks (Optional)

NPL - Green Tea Popcorn

Project Owner: Mickey Mouse
Description: Marketing Campaign for Q4 2018
Initial Duration: November 18, 2018 to December 21, 2018 (34 days)
Launch in 9 days

- + Fit All Week Month

#	Task Name	Target Start Date	Target End Date	Period
		Monday, 03	Tuesday, 04	December 2018 2 We



Donald can decide whether to accept or reject Goofy's request taking into consideration the task's post-requisites and if the request will cause delay or problems.

Order Ingredients

December 03, 2018 - December 05, 2018 (3 days)

[Dependencies](#) [RACI](#) [RFC](#)

Pre-Requisites

There are no pre-requisite tasks

Post-Requisites

There are no post-requisite tasks

Order Ingredients

December 03, 2018 - December 05, 2018 (3 days)

[Dependencies](#) [RACI](#) [RFC](#)

Current

R	A	C	I
Goo Fy	Donald Duck	Daisy Duck	Mickey Mouse

History

There is no RACI assignment history

Order Ingredients

December 03, 2018 - December 05, 2018 (3 days)

[Dependencies](#) [RACI](#) [RFC](#)

Type	Requested By	Date Requested	Status	Reviewed By	Date Reviewed
✉	Goo Fy	Nov 10, 2018	Pending	-	-

Order Ingredients

December 03, 2018 - December 05, 2018 (3 Days)

Current Task Responsible: Goo Fy

Executive	R*	A	C	I
Walt Disney	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jack N. Poy	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management Information System	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Store Operations	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee	R*	A	C	I
Donald Duck	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daisy Duck	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hercules Olympian	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goo Fy	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minnie Mouse	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ti Mon	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Woo Dy	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Only one department/employee is allowed to be assigned



Upon seeing that Order Ingredients has no post-requisites and that it was a valid reason, Donald decides to accept the request and he is immediately prompted redelegate the task to the right person. Donald tags his staff member, Minnie, as responsible for the task and tags Procurement Supervisor 1 as accountable.

Order Ingredients

December 03, 2018 - December 05, 2018 (3 Days)

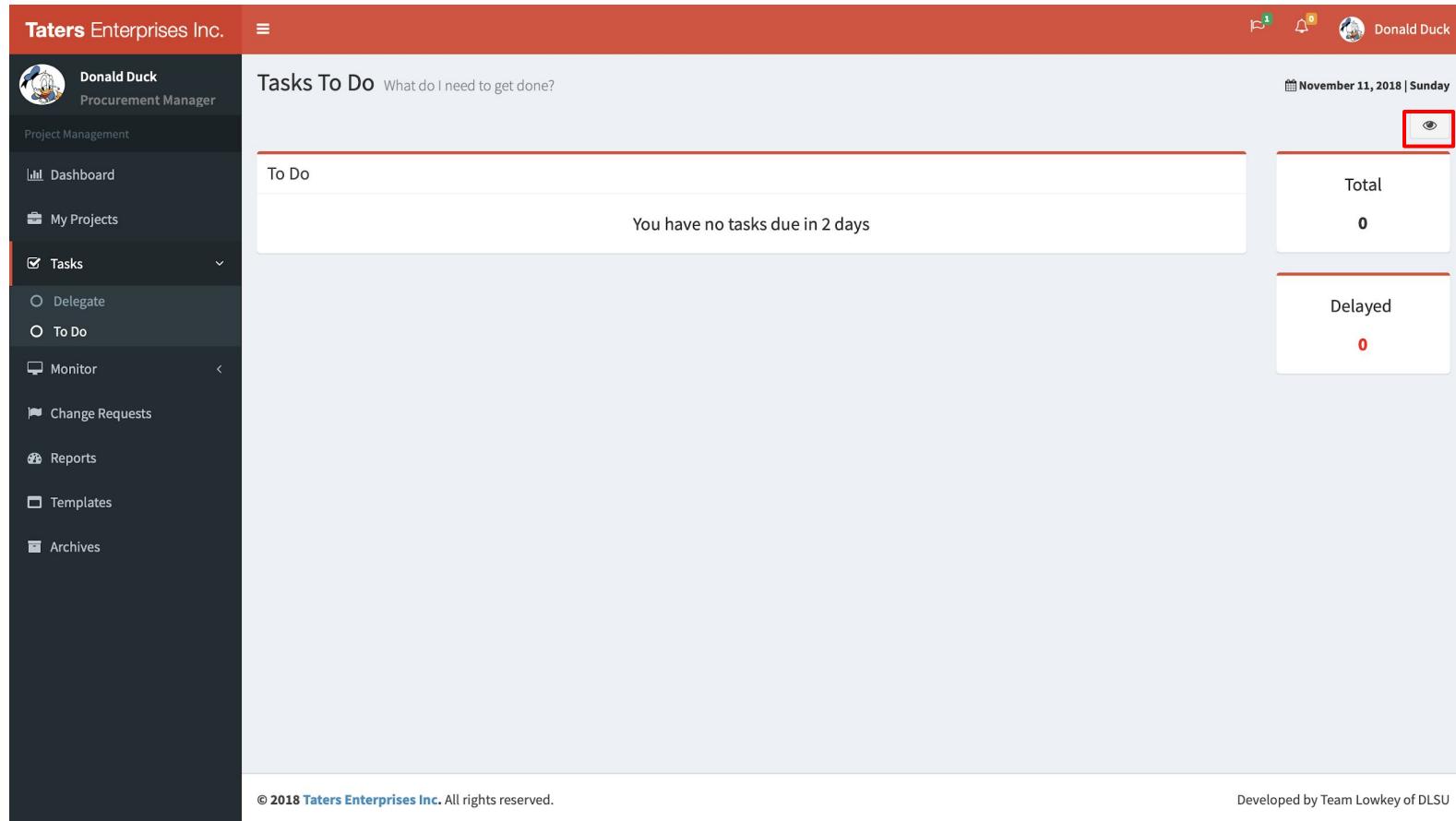
Current Task Responsible: Goo Fy

Are you sure you want to approve and re-delegate this task?





Once Donald accomplishes his duties as a department head, he then tends to his daily routine. He proceeds to check **To Do** under the **Tasks** menu.



Taters Enterprises Inc. ⚙

Donald Duck Procurement Manager

Project Management

Dashboard

My Projects

Tasks

Delegate

To Do

Monitor

Change Requests

Reports

Templates

Archives

Tasks To Do What do I need to get done?

November 11, 2018 | Sunday

To Do

You have no tasks due in 2 days

Total 0

Delayed 0

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He sees that he has no task due in two (2) days so he toggles the **All Tasks** button on the upper right of the screen to view all tasks assigned to him. He sees that *Purchase Menu Boards* of the *Store Opening - DLSU Andrew* project can now be done.

Taters Enterprises Inc.

Donald Duck Procurement Manager

Project Management

- Dashboard
- My Projects
- Tasks**
- Delegate
- To Do
- Monitor
- Change Requests
- Reports
- Templates
- Archives

Tasks To Do What do I need to get done?

November 10, 2018 | Saturday

Total	Delayed	Ongoing	Planned
1	0	1	0

All Tasks

Search:

Task	Project	Start Date	End Date	Days Delayed	Action
Task3.3.1-Purchase Menu Board	Store Opening - DLSU Andrew	Jul 25, 2018	Nov 11, 2018	0	

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Developed by Team Lowkey of DLSU



He immediately does the task and once he is done, he marks it as complete.

Task3.3.1-Purchase Menu Board

July 25, 2018 - November 11, 2018 (110 days)

Are you sure you have completed this task?

Remarks (optional)

✓



Task3.3.1-Purchase Menu Board

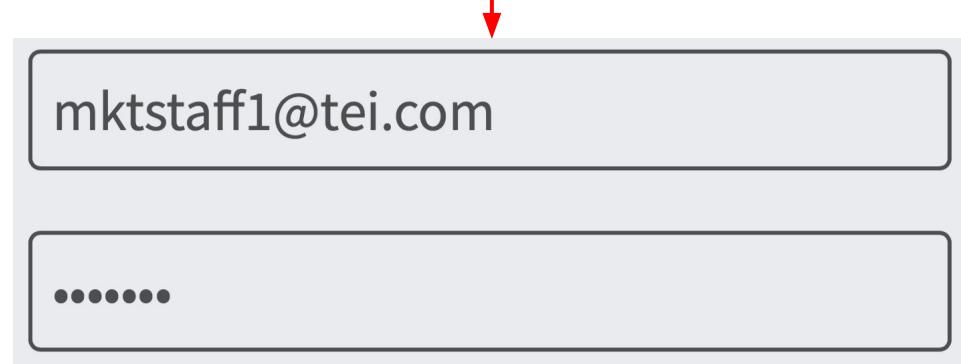
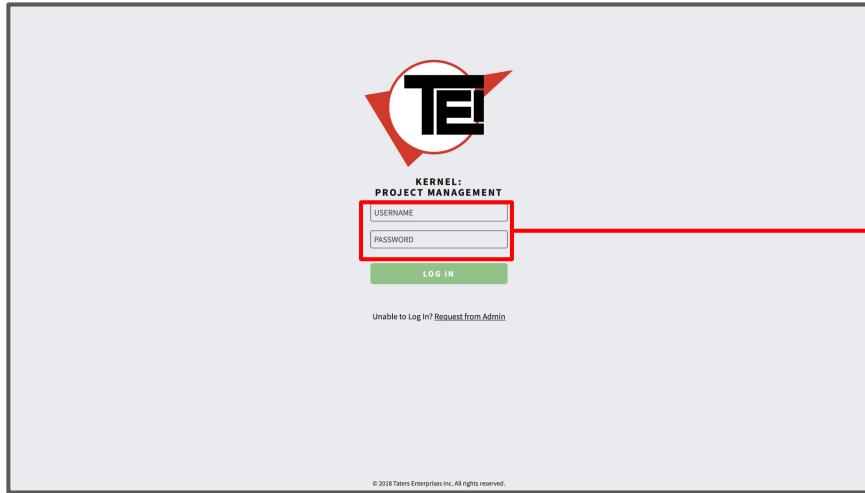
July 25, 2018 - November 11, 2018 (110 days)

Are you sure you have completed this task?

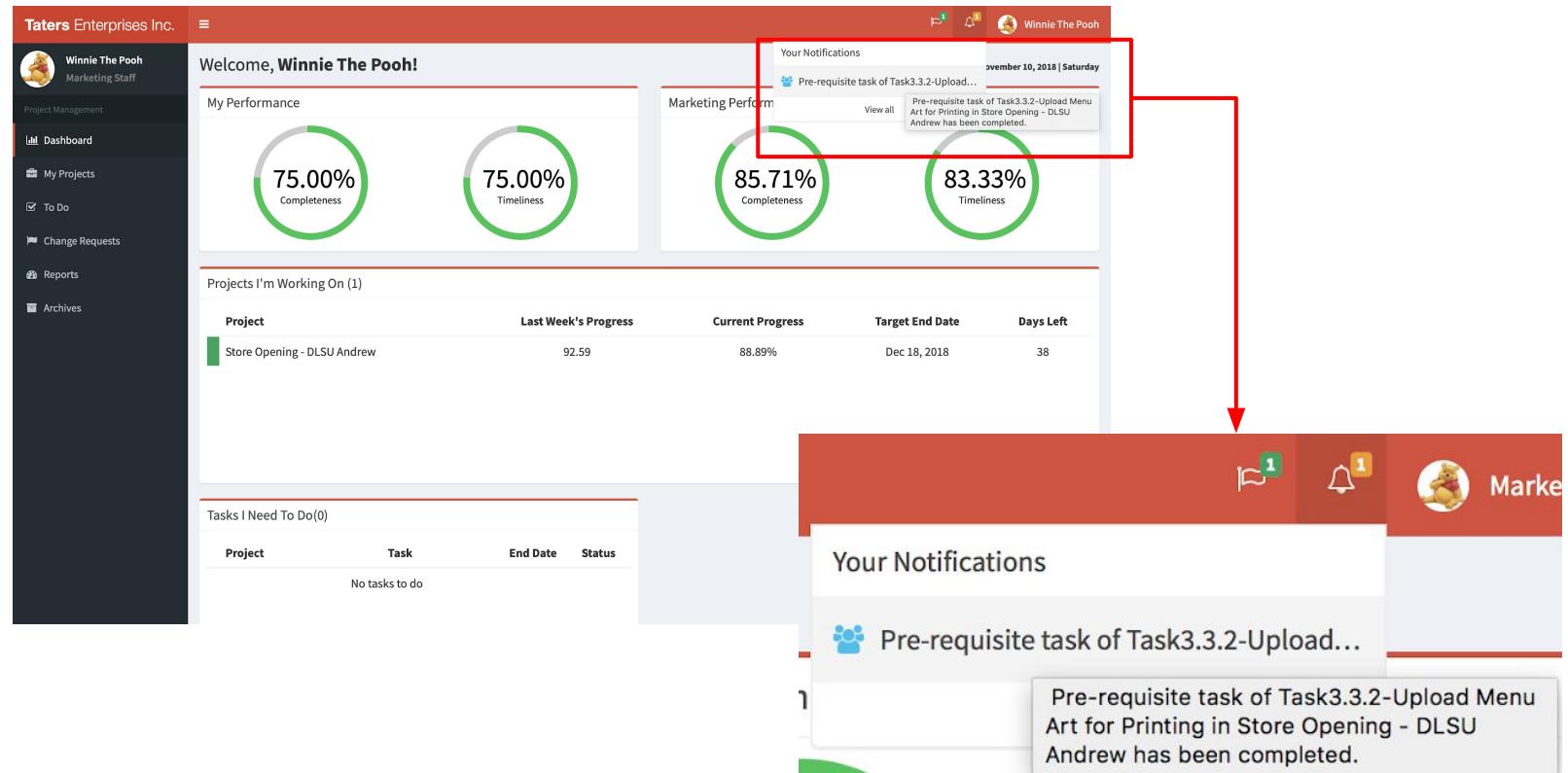
✓

The system then notifies the task's post-requisite that the *Purchase Menu Boards* has been completed.

Upload Menu Art for Printing is a post-requisite of the aforementioned task and marketing staff member, Winnie, is responsible for this task. As Winnie logs into the system...

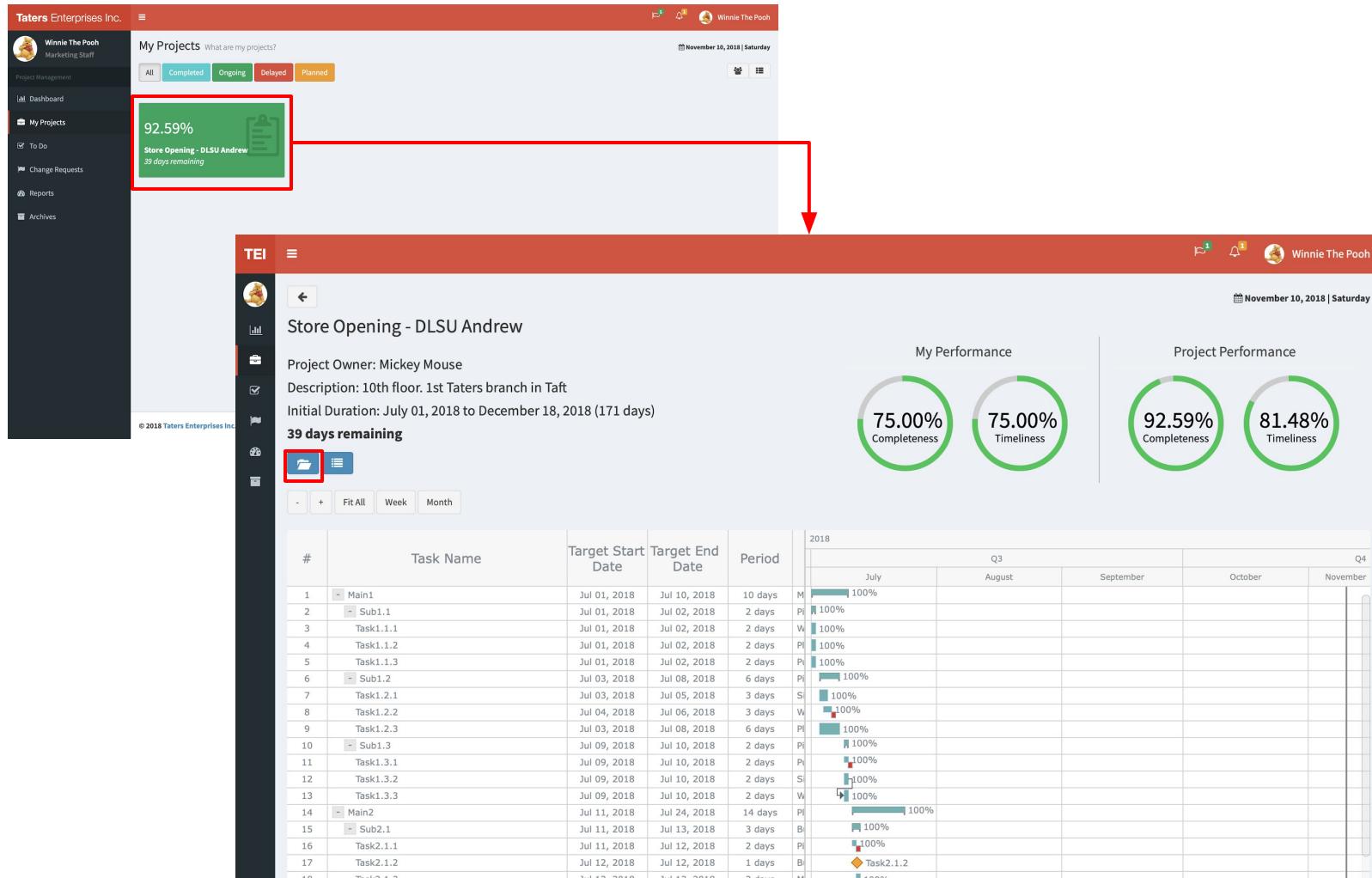


He is notified through the system and immediately proceeds to accomplishing his task.



The screenshot shows the TEI Project Management System interface for 'Winnie The Pooh' (Marketing Staff). The dashboard includes sections for 'My Performance' (75.00% Completeness, 75.00% Timeliness), 'Marketing Performance' (85.71% Completeness, 83.33% Timeliness), and 'Projects I'm Working On' (Store Opening - DLSU Andrew). A red box highlights the 'Your Notifications' section, which displays a message from 'Andrew' about a completed task: 'Pre-requisite task of Task3.3.2-Upload... Art for Printing in Store Opening - DLSU Andrew has been completed.' A red arrow points from this notification to the 'Your Notifications' section in the bottom right corner, where it is listed again with a green progress bar.

He proceeds to **My Projects** and to the *Store Opening - DLSU Andrew* box. Upon clicking, he sees the project gantt chart and clicks on the **My Project Documents** button



The screenshot shows two views of the TEI Project Management System.

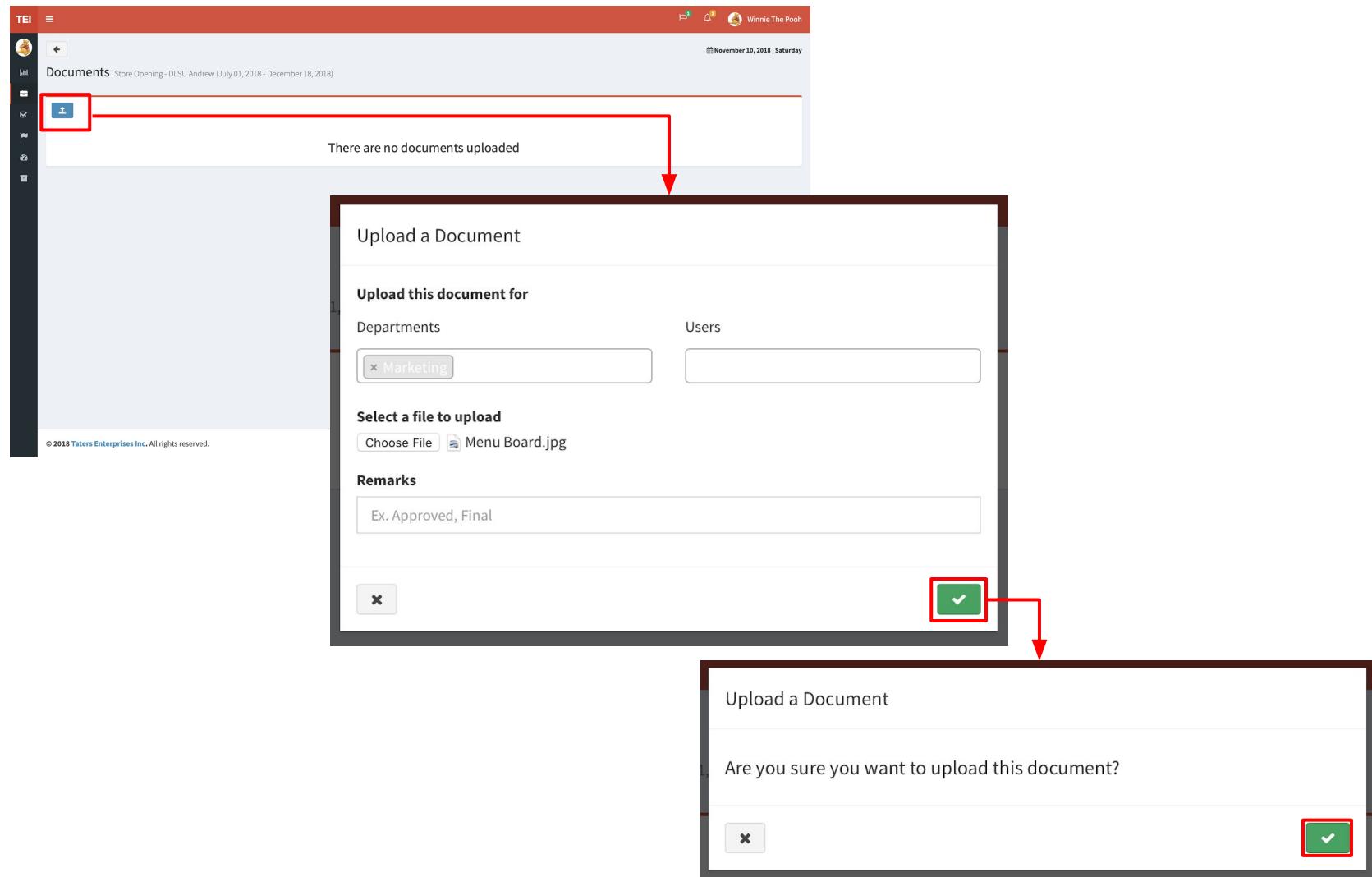
Top View (My Projects):

- Header: Taters Enterprises Inc., Winnie The Pooh Marketing Staff.
- Section: My Projects (What are my projects?)
- Filter: All, Completed, Ongoing, Delayed, Planned (Ongoing is selected).
- Project Card: **Store Opening - DLSU Andrew** (92.59%, 39 days remaining). This card is highlighted with a red box and has a red arrow pointing down to the detailed view.
- Left Sidebar: Dashboard, My Projects (selected), To Do, Change Requests, Reports, Archives.
- Bottom: © 2018 Taters Enterprises Inc.

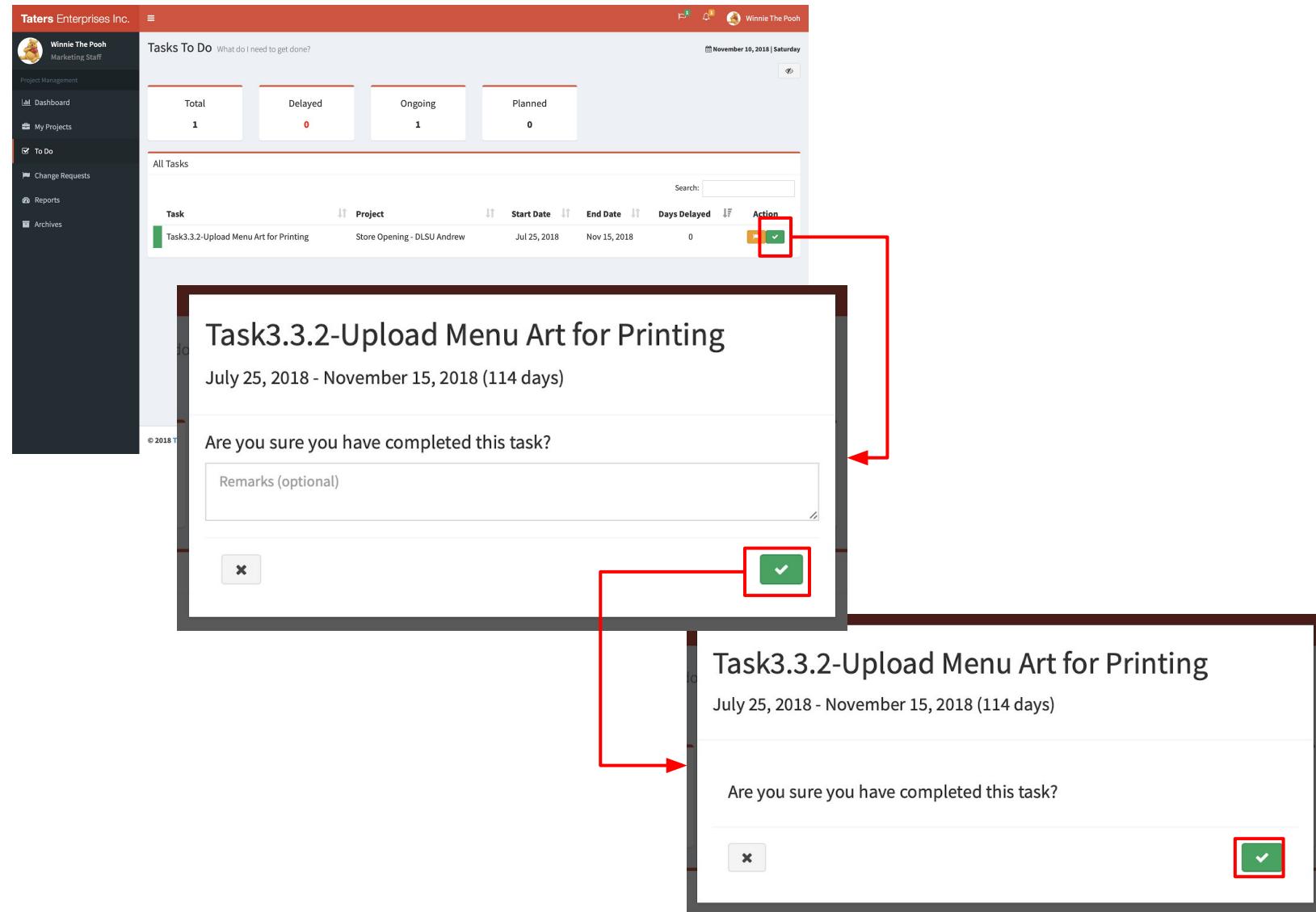
Bottom View (Detailed Project View):

- Header: TEI, Winnie The Pooh Marketing Staff (November 10, 2018 | Saturday).
- Title: **Store Opening - DLSU Andrew**
- Project Details: Project Owner: Mickey Mouse, Description: 10th floor. 1st Taters branch in Taft, Initial Duration: July 01, 2018 to December 18, 2018 (171 days), 39 days remaining.
- Buttons: A blue folder icon (My Project Documents) is highlighted with a red box and has a red arrow pointing from the My Projects view.
- Performance Metrics: My Performance (75.00% Completeness, 75.00% Timeliness) and Project Performance (92.59% Completeness, 81.48% Timeliness).
- Gantt Chart: A Gantt chart for the year 2018 showing tasks from July to November. The chart includes columns for Task Name, Target Start Date, Target End Date, Period, and progress bars. Notable tasks include Main1, Sub1.1, Task1.1.1, Task1.1.2, Task1.1.3, Sub1.2, Task1.2.1, Task1.2.2, Task1.2.3, Sub1.3, Task1.3.1, Task1.3.2, Task1.3.3, Main2, Sub2.1, Task2.1.1, Task2.1.2, and Task2.1.3.

Upon clicking the **Upload** button, he selects the Menu Art file to be uploaded and requests the department head's, Mickey, acknowledgment.



After uploading, he goes back to his **To Do** menu and marks his task (Upload Menu Art for Printing) complete.

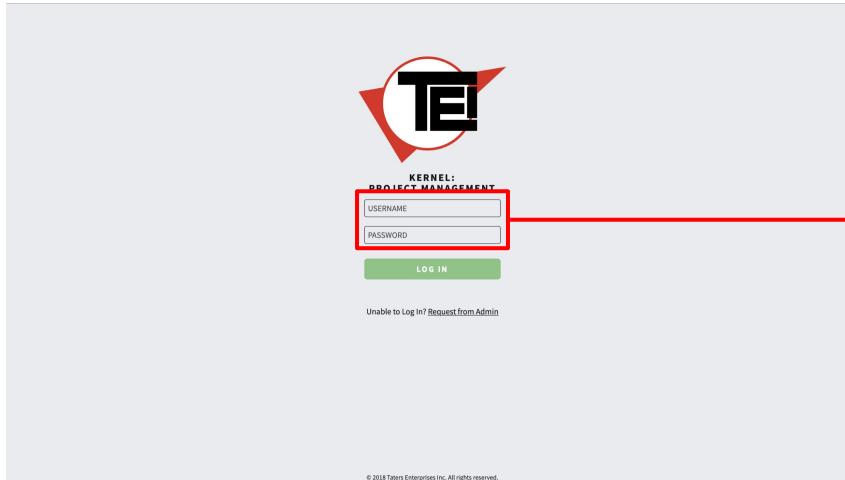


The screenshot illustrates the workflow for marking a task as completed:

- To Do Menu:** The user is in the "To Do" section of the application. The sidebar shows navigation options like Dashboard, My Projects, To Do (which is selected), Change Requests, Reports, and Archives. The main area displays a summary of tasks: Total 1, Delayed 0, Ongoing 1, and Planned 0. A specific task, "Task3.3.2-Upload Menu Art for Printing," is listed under "All Tasks". This task is associated with the project "Store Opening - DLSU Andrew," has a start date of July 25, 2018, and an end date of November 15, 2018, with 0 days delayed. An "Action" column contains a green checkmark icon, which is highlighted with a red box and a red arrow pointing to it from the bottom of the screen.
- Task Detail View:** A modal window titled "Task3.3.2-Upload Menu Art for Printing" is open. It shows the task details: "July 25, 2018 - November 15, 2018 (114 days)". Below this, a question asks, "Are you sure you have completed this task?". There is a "Remarks (optional)" input field and a green checkmark button. Both the "Remarks" field and the checkmark button are highlighted with red boxes and red arrows pointing to them from the bottom of the screen.
- Completed Task View:** Another modal window titled "Task3.3.2-Upload Menu Art for Printing" is shown, indicating the task is now completed. It displays the same task details and the completed status. The green checkmark button is highlighted with a red box and a red arrow pointing to it from the bottom of the screen.



As Mickey was tagged for acknowledgement for Winnie's document, he logs into the system.





He gets notified through the system and it can also be seen on Mickey's **Dashboard**.

Welcome, Mickey Mouse!

My Performance



90.00%

Completeness

90.00%



Timeliness

Marketing Performance



88.10%

Completer

Your Notifications

- User icon Winnie The Pooh has completed Task...
- User icon Winnie The Pooh has uploaded taters...
- User icon Donald Duck has ...
- User icon A change in performer was requested ...

[View all](#)

Projects I'm Working On (3)

Project	Last Week's Progress	Current Progress	Target End Date	Days Left
Store Opening	41.18	41.18%	Oct 17, 2018	-24
Marketing Campaign	50	%	Dec 17, 2018	37
Store Opening - DLSU Andrew	92.59	88.89%	Dec 18, 2018	38

Change Requests I Need To Approve (0)

Date Requested	Request Type	Project	Task	Requested By
There are no change requests				

Documents I Need To Acknowledge (1)

Document	Project	Uploaded By	Department	Action
taters_menu1.jpg	Store Opening - DLSU Andrew	Winnie The Pooh	Marketing	

Mickey Mouse

ember 10, 2018 | Saturday

Your Notifications

- User icon Winnie The Pooh has completed Task...
- User icon Winnie The Pooh has uploaded taters...
- User icon Donald Duck has ...
- User icon A change in performer was requested ...

[View all](#)



TEI Project Management System

51



He downloads the file and after viewing it, he acknowledges it.

Document	Project	Uploaded By	Department	Action
taters_menu1.jpg	Store Opening - DLSU Andrew	Winnie The Pooh	Marketing	Download  

Document	Project	Uploaded By	Department	Action
taters_menu1.jpg	Store Opening - DLSU Andrew	Winnie The Pooh	Marketing	Acknowledge  

Confirm Document Acknowledgement

Are you sure you want to acknowledge this document?



Mickey also notices on his **Dashboard** that one of his tasks, *Receive Digital Menu TVs* for project *Store Opening - DLSU Andrew* is already delayed. He makes the necessary communications between the supplier and is informed that it is already in transit and would arrive within the day.

Taters Enterprises Inc.

Welcome, Mickey Mouse!

November 10, 2018 | Saturday

My Performance



90.00%
Completeness



90.00%
Timeliness

Marketing Performance



88.10%
Completeness



83.33%
Timeliness

Projects I'm Working On (3)				
Project	Last Week's Progress	Current Progress	Target End Date	Days Left
Store Opening	41.18	41.18%	Oct 17, 2018	-24
Marketing Campaign	50	%	Dec 17, 2018	37
Store Opening - DLSU Andrew	92.59	88.89%	Dec 18, 2018	38

Tasks I Need To Do(2)

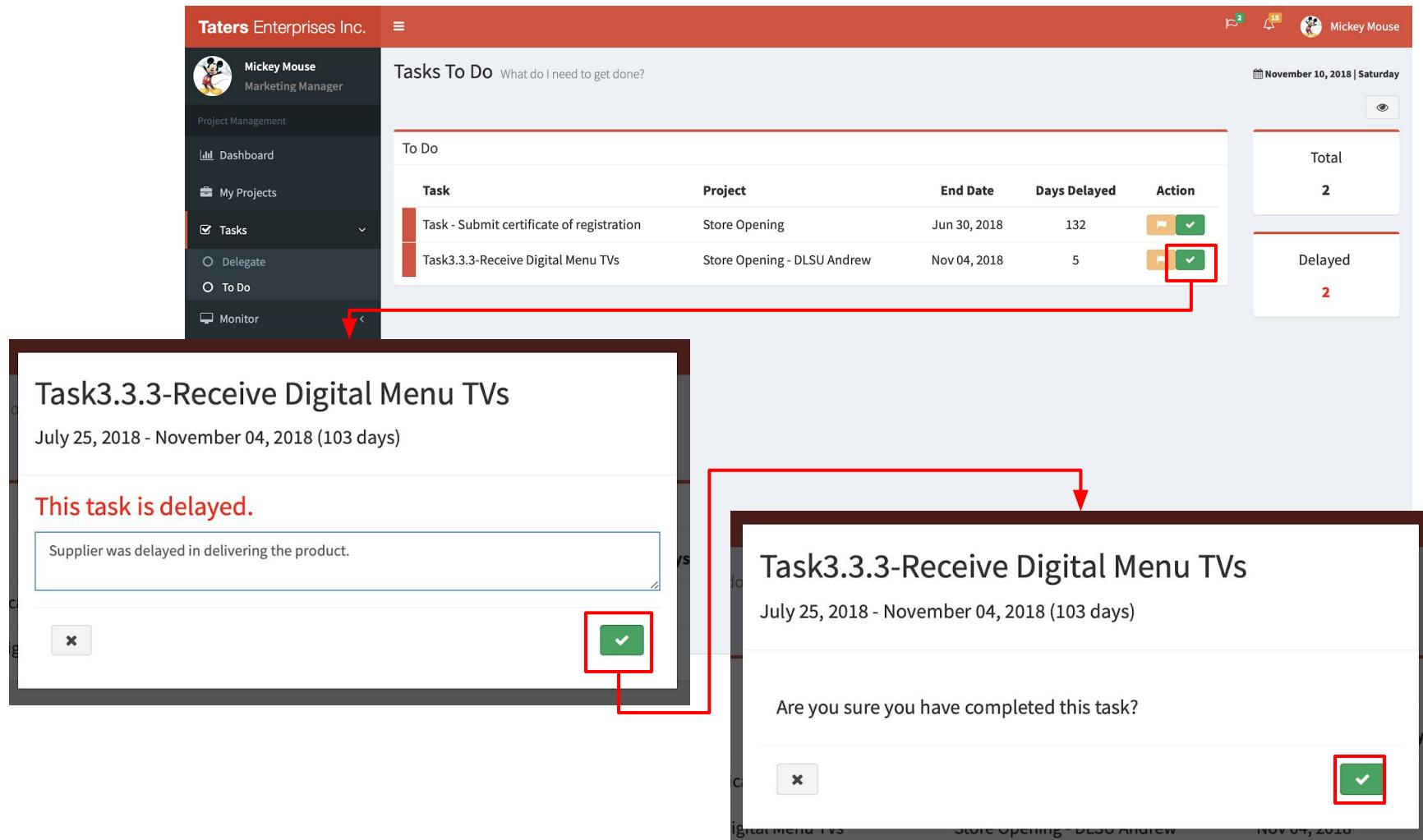
Project	Task	End Date	Status
Store Opening	Task - Submit certificate of registration	Jun 30, 2018	DELAYED
Store Opening - DLSU Andrew	Task3.3.3-Receive Digital Menu TVs	Nov 04, 2018	DELAYED

Tasks I Need To Delegate (3)

Project	Task	Start Date
NPL - Green Tea Popcorn	Determine Ingredients	Nov 18, 2018
NPL - Green Tea Popcorn	Create Sample	Nov 24, 2018
NPL - Green Tea Popcorn	Consumer Testing	Nov 29, 2018



Once the delivery arrives, he marks the task as done on his **To Do** page, and as it is delayed, it requires a reason for its delay on the *Remarks* section. Mickey indicates that the "***supplier was delayed in delivering the product***".



The screenshot illustrates the workflow for marking a task as completed after it has been delayed.

Tasks To Do Page:

- Left Sidebar:** Shows 'Taters Enterprises Inc.', 'Mickey Mouse Marketing Manager', and navigation options: Dashboard, My Projects, Tasks (selected), Delegate, To Do, and Monitor.
- Central Area:** Title 'Tasks To Do' with sub-instruction 'What do I need to get done?'. A table lists tasks:

Task	Project	End Date	Days Delayed	Action
Task - Submit certificate of registration	Store Opening	Jun 30, 2018	132	X ✓
Task3.3.3-Receive Digital Menu TVs	Store Opening - DLSU Andrew	Nov 04, 2018	5	X ✓
- Right Sidebar:** Displays 'Total 2' and 'Delayed 2'.

A red arrow points from the 'Tasks' option in the sidebar to the 'Tasks To Do' table.

Task Detail View (Top):

Task3.3.3-Receive Digital Menu TVs
 July 25, 2018 - November 04, 2018 (103 days)

This task is delayed.

Supplier was delayed in delivering the product.

A red box highlights the green checkmark button in the bottom right corner of the task card.

Task Detail View (Bottom):

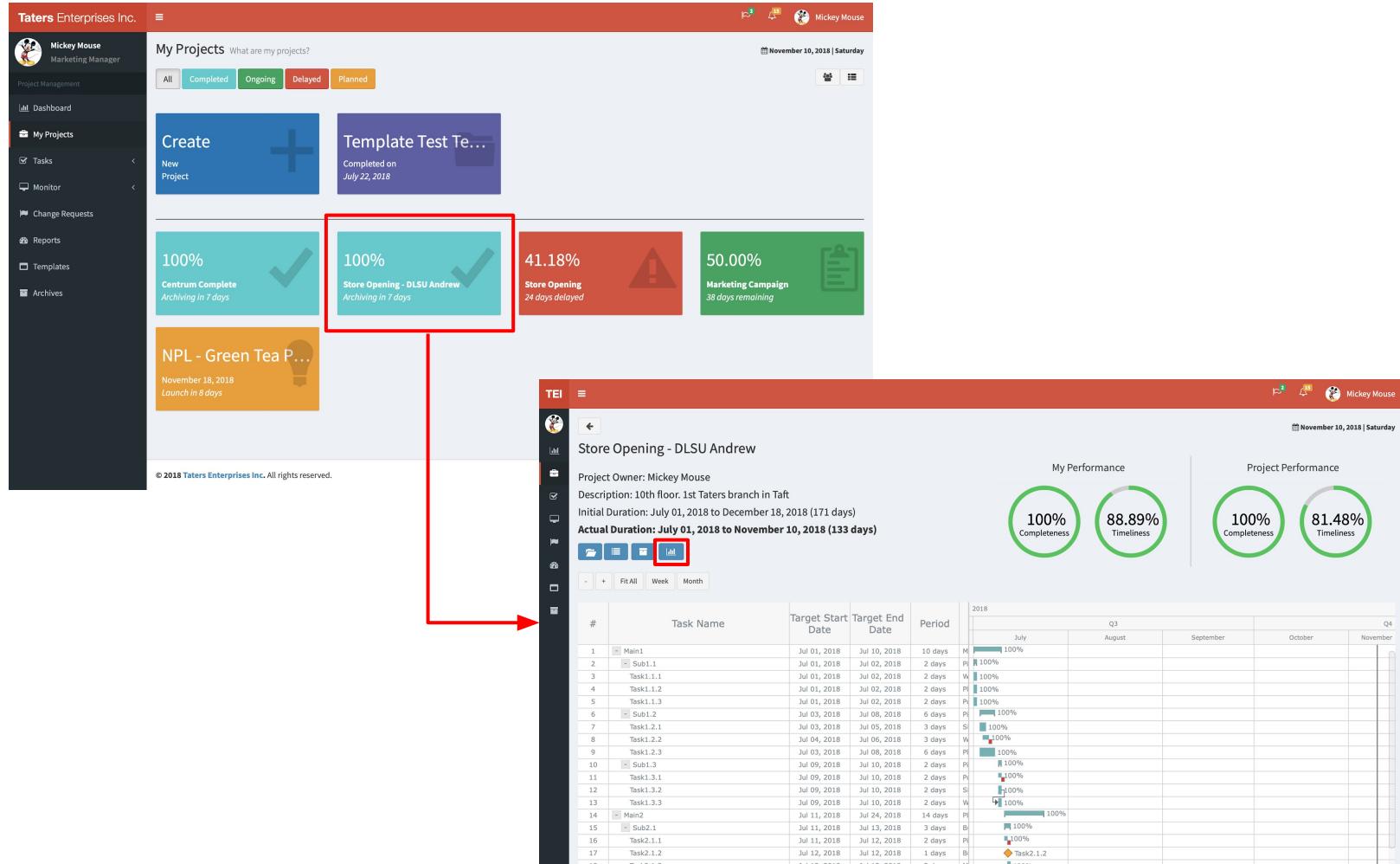
Task3.3.3-Receive Digital Menu TVs
 July 25, 2018 - November 04, 2018 (103 days)

Are you sure you have completed this task?

A red box highlights the green checkmark button in the bottom right corner of the task card.



As the last task of the project *Store Opening - DLSU Andrew* was marked complete, the project is also marked as complete. He then proceeds to review the project through **My Projects**.



The screenshot shows two main views of the Taters Enterprises Inc. Project Management System.

Left View (Dashboard):

- Header:** Taters Enterprises Inc., Mickey Mouse (Marketing Manager), Mickey Mouse (Saturday, November 10, 2018).
- Left Sidebar:** Project Management, My Projects (selected), Tasks, Monitor, Change Requests, Reports, Templates, Archives.
- Content:**
 - Create:** New Project (+).
 - Template Test Te...:** Completed on July 23, 2018.
 - Projects:**
 - Centrum Complete:** 100% Complete, Archiving in 7 days.
 - Store Opening - DLSU Andrew:** 100% Complete, Archiving in 7 days. This project is highlighted with a red border.
 - Store Opening:** 41.18% Complete, 24 days delayed.
 - Marketing Campaign:** 50.00% Complete, 38 days remaining.
 - NPL - Green Tea P...:** November 18, 2018, Launch in 8 days.
- Footer:** © 2018 Taters Enterprises Inc. All rights reserved.

Right View (Project Detail):

- Header:** TEI, Mickey Mouse (Saturday, November 10, 2018).
- Project Information:**
 - Project Owner: Mickey Mouse
 - Description: 10th floor, 1st Taters branch in Taft
 - Initial Duration: July 01, 2018 to December 18, 2018 (171 days)
 - Actual Duration: July 01, 2018 to November 10, 2018 (133 days)
- Performance Metrics:**
 - My Performance: 100% Completeness, 88.89% Timeliness.
 - Project Performance: 100% Completeness, 81.48% Timeliness.
- Task List:**

#	Task Name	Target Start Date	Target End Date	Period
1	Main1	Jul 01, 2018	Jul 10, 2018	10 days
2	Sub1.1	Jul 01, 2018	Jul 02, 2018	2 days
3	Task1.1.1	Jul 01, 2018	Jul 02, 2018	2 days
4	Task1.1.2	Jul 01, 2018	Jul 02, 2018	2 days
5	Task1.1.3	Jul 01, 2018	Jul 02, 2018	2 days
6	Sub1.2	Jul 03, 2018	Jul 08, 2018	6 days
7	Task1.2.1	Jul 03, 2018	Jul 05, 2018	3 days
8	Task1.2.2	Jul 04, 2018	Jul 06, 2018	3 days
9	Task1.2.3	Jul 03, 2018	Jul 08, 2018	6 days
10	Sub1.3	Jul 09, 2018	Jul 10, 2018	2 days
11	Task1.3.1	Jul 09, 2018	Jul 10, 2018	2 days
12	Task1.3.2	Jul 09, 2018	Jul 10, 2018	2 days
13	Task1.3.3	Jul 09, 2018	Jul 10, 2018	2 days
14	Main2	Jul 11, 2018	Jul 24, 2018	14 days
15	Sub2.1	Jul 11, 2018	Jul 13, 2018	3 days
16	Task2.1.1	Jul 11, 2018	Jul 12, 2018	2 days
17	Task2.1.2	Jul 12, 2018	Jul 12, 2018	1 days
18	Task2.1.3	Jul 12, 2018	Jul 13, 2018	1 days
- Timeline:** A Gantt chart showing tasks from July to November 2018 across four quarters (Q2, Q3, Q4).



The **Project Summary** report is now available for viewing which could be used during their close-out meeting. This report details the statistics of the project, its timeliness, all the involved department's timeliness, delayed tasks and the reasons for their delays. These can then be used for process improvement for their succeeding projects.

TEI ≡

 Store Opening - DLSU Andrew - Project Summary What happened to this project?

   Mickey Mouse November 10, 2018 | Saturday

Statistics

Date of Completion: November 10, 2018	Total number of main activities: 3	Total number of requests: 3
Total number of days: 133	Total number of sub activities: 9	Change Performer: 2
Departments involved: 3	Total number of tasks: 27	Change End Date: 1
People involved: 9	Total number of delayed tasks: 7	Total number of approved requests: 0
Total number of documents: 1	Total number of early tasks: 2	Total number of denied requests: 3
		Total number of missed requests: 0

Project Performance



81.48%
Timeliness

Management Information System



100%
Timeliness

Marketing



80.00%
Timeliness

Procurement



100%
Timeliness

Team Members

Name	Department	Total Tasks	Timeliness
MIS1 Staff	Management Information System	1	100%
Buzz Lightyear	Marketing	2	50.00%
Plu To	Marketing	2	100%
Mickey Mouse	Marketing	9	88.89%
Simba Gabi	Marketing	2	100%
Winnie The Pooh	Marketing	4	75.00%
Pum Ba	Marketing	3	66.67%
Pig Let	Marketing	3	66.67%
Donald Duck	Procurement	1	100%

Delayed Tasks



Task	Target End Date	Actual End Date	Days Delayed	Responsible	Department	Reason
Task1.2.2	Jul 06, 2018	Jul 07, 2018	1	Winnie The Pooh	Marketing	Too much workload. Over saw the task
Task1.3.1	Jul 10, 2018	Jul 11, 2018	1	Pum Ba	Marketing	Thunderstorms prevented work on that day
Task2.1.1	Jul 12, 2018	Jul 13, 2018	1	Pig Let	Marketing	Server down
Task2.1.2	Jul 12, 2018	Jul 13, 2018	1	Buzz Lightyear	Marketing	Server issue caused our delay
Task3.3.3-Receive Digital Menu TVs	Nov 04, 2018	Nov 10, 2018	6	Mickey Mouse	Marketing	Supplier was delayed in delivering the product.

Early Tasks

Task	Responsible	Department	Target End Date	Actual End Date	Days Early	Reason
Task3.3.1-Purchase Menu Board	Donald Duck	Procurement	Nov 11, 2018	Nov 10, 2018	1	

Change Requests

Type	Task	Requested By	Department	Date Requested	Reason	Status	Reviewed By	Date Approved	Remarks
✖	Task1.3.3	Winnie The Pooh	Marketing	Jul 05, 2018	Leave of Absence	Denied	Pig Let	Jul 05, 2018	Your request for leave is denied
✖	Task1.1.2	Plu To	Marketing	Jul 01, 2018	Not my function	Denied	Pig Let	Jul 01, 2018	This is a special case. Please handle this
📅	Task1.2.1	Simba Gabi	Marketing	Jul 02, 2018	Supplier wont be able to deliver	Denied	Buzz Lightyear	Jul 02, 2018	Contacted supplier. They will prioritize us but just this time



Being the project owner, Mickey had oversaw how well the *Store Opening - DLSU Andrew* project went and decided that this could be used again to maintain a certain standard of excellence. He force archives the project for it to be a template.

TEI ⏕

Store Opening - DLSU Andrew

Project Owner: Mickey Mouse
Description: 10th floor. 1st Taters branch in Taft
Initial Duration: July 01, 2018 to December 18, 2018 (171 days)
Actual Duration: 01, 2018 to November 10, 2018 (133 days)

Archive Project

My Performance

Project Performance

November 10, 2018 | Saturday

Fit All Week Month

#	Task Name	Target Start Date	Target End Date	Period
1	Main1	Jul 01, 2018	Jul 10, 2018	10 days
2	Sub1.1	Jul 01, 2018	Jul 02, 2018	2 days
3	Task1.1.1	Jul 01, 2018	Jul 02, 2018	2 days
4	Task1.1.2	Jul 01, 2018	Jul 02, 2018	2 days
5	Task1.1.3	Jul 01, 2018	Jul 02, 2018	2 days
6	Sub1.2	Jul 03, 2018	Jul 08, 2018	6 days
7	Task1.2.1	Jul 03, 2018	Jul 05, 2018	3 days
8	Task1.2.2	Jul 04, 2018	Jul 06, 2018	3 days
9	Task1.2.3	Jul 03, 2018	Jul 08, 2018	6 days
10	Sub1.3	Jul 09, 2018	Jul 10, 2018	2 days
11	Task1.3.1	Jul 09, 2018	Jul 10, 2018	2 days
12	Task1.3.2	Jul 09, 2018	Jul 10, 2018	2 days
13	Task1.3.3	Jul 09, 2018	Jul 10, 2018	2 days
14	Main2	Jul 11, 2018	Jul 24, 2018	14 days
15	Sub2.1	Jul 11, 2018	Jul 13, 2018	3 days
16	Task2.1.1	Jul 11, 2018	Jul 12, 2018	2 days
17	Task2.1.2	Jul 12, 2018	Jul 12, 2018	1 days
18	Task2.1.3	Jul 12, 2018	Jul 13, 2018	2 days

2018 Q3 Q4

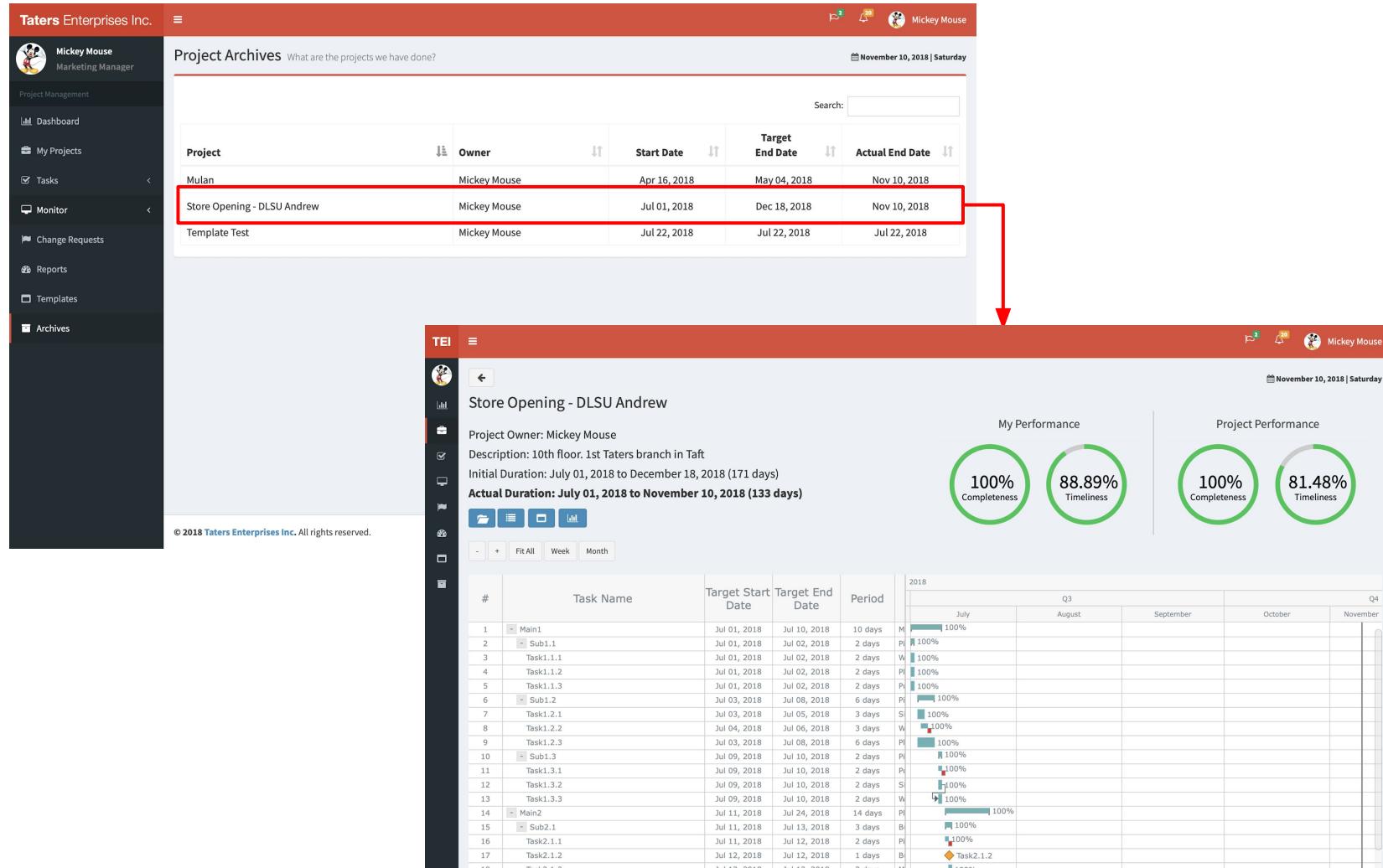
July August September October November

Archive Project

Are you sure you want to archive this project?



He makes the archived project as a template to be used in a similar project that could be done in the future.



Taters Enterprises Inc.

Project Archives What are the projects we have done? November 10, 2018 | Saturday

Project	Owner	Start Date	Target End Date	Actual End Date
Mulan	Mickey Mouse	Apr 16, 2018	May 04, 2018	Nov 10, 2018
Store Opening - DLSU Andrew	Mickey Mouse	Jul 01, 2018	Dec 18, 2018	Nov 10, 2018
Template Test	Mickey Mouse	Jul 22, 2018	Jul 22, 2018	Jul 22, 2018

TEI

Store Opening - DLSU Andrew

Project Owner: Mickey Mouse
 Description: 10th floor. 1st Taters branch in Taft
 Initial Duration: July 01, 2018 to December 18, 2018 (171 days)
 Actual Duration: July 01, 2018 to November 10, 2018 (133 days)

My Performance Project Performance

#	Task Name	Target Start Date	Target End Date	Period	2018	Q3	Q4
1	Main1	Jul 01, 2018	Jul 10, 2018	10 days	Jul 01, 2018 - Jul 10, 2018	100%	
2	- Sub1.1	Jul 01, 2018	Jul 02, 2018	2 days	Jul 01, 2018 - Jul 02, 2018	100%	
3	Task1.1.1	Jul 01, 2018	Jul 02, 2018	2 days	Jul 01, 2018 - Jul 02, 2018	100%	
4	Task1.1.2	Jul 01, 2018	Jul 02, 2018	2 days	Jul 01, 2018 - Jul 02, 2018	100%	
5	Task1.1.3	Jul 01, 2018	Jul 02, 2018	2 days	Jul 01, 2018 - Jul 02, 2018	100%	
6	- Sub1.2	Jul 03, 2018	Jul 08, 2018	6 days	Jul 03, 2018 - Jul 08, 2018	100%	
7	Task1.2.1	Jul 03, 2018	Jul 05, 2018	3 days	Jul 03, 2018 - Jul 05, 2018	100%	
8	Task1.2.2	Jul 04, 2018	Jul 06, 2018	3 days	Jul 04, 2018 - Jul 06, 2018	100%	
9	Task1.2.3	Jul 03, 2018	Jul 08, 2018	6 days	Jul 03, 2018 - Jul 08, 2018	100%	
10	- Sub1.3	Jul 09, 2018	Jul 10, 2018	2 days	Jul 09, 2018 - Jul 10, 2018	100%	
11	Task1.3.1	Jul 09, 2018	Jul 10, 2018	2 days	Jul 09, 2018 - Jul 10, 2018	100%	
12	Task1.3.2	Jul 09, 2018	Jul 10, 2018	2 days	Jul 09, 2018 - Jul 10, 2018	100%	
13	Task1.3.3	Jul 09, 2018	Jul 10, 2018	2 days	Jul 09, 2018 - Jul 10, 2018	100%	
14	- Main2	Jul 11, 2018	Jul 24, 2018	14 days	Jul 11, 2018 - Jul 24, 2018	100%	
15	- Sub2.1	Jul 11, 2018	Jul 13, 2018	3 days	Jul 11, 2018 - Jul 13, 2018	100%	
16	Task2.1.1	Jul 11, 2018	Jul 12, 2018	2 days	Jul 11, 2018 - Jul 12, 2018	100%	
17	Task2.1.2	Jul 12, 2018	Jul 12, 2018	1 days	Jul 12, 2018 - Jul 12, 2018	100%	
18	Task2.1.3	Jul 12, 2018	Jul 13, 2018	2 days	Jul 12, 2018 - Jul 13, 2018	100%	



TEI

Store Opening - DLSU Andrew

Project Owner: Mickey Mouse

Description: 10th floor. 1st Taters branch in Taft

Initial Duration: July 01, 2018 to December 18, 2018 (171 days)

Actual: **Save as Template** 01, 2018 to November 11, 2018 (day)

File, Grid, List, Calendar, Gantt

- + Fit All Week Month

#	Task Name	Target Start Date	Target End Date	Period
1	Main1	Jul 01, 2018	Jul 10, 2018	10 days
2	Sub1.1	Jul 01, 2018	Jul 02, 2018	2 days
3	Task1.1.1	Jul 01, 2018	Jul 02, 2018	2 days
4	Task1.1.2	Jul 01, 2018	Jul 02, 2018	2 days
5	Task1.1.3	Jul 01, 2018	Jul 02, 2018	2 days
6	Sub1.2	Jul 03, 2018	Jul 08, 2018	6 days
7	Task1.2.1	Jul 03, 2018	Jul 05, 2018	3 days
8	Task1.2.2	Jul 04, 2018	Jul 06, 2018	3 days
9	Task1.2.3	Jul 03, 2018	Jul 08, 2018	6 days
10	Sub1.3	Jul 09, 2018	Jul 10, 2018	2 days
11	Task1.3.1	Jul 09, 2018	Jul 10, 2018	2 days
12	Task1.3.2	Jul 09, 2018	Jul 10, 2018	2 days
13	Task1.3.3	Jul 09, 2018	Jul 10, 2018	2 days
14	Main2	Jul 11, 2018	Jul 24, 2018	14 days
15	Sub2.1	Jul 11, 2018	Jul 13, 2018	3 days
16	Task2.1.1	Jul 11, 2018	Jul 12, 2018	2 days
17	Task2.1.2	Jul 12, 2018	Jul 13, 2018	1 day
18	Task2.1.3	Jul 12, 2018	Jul 13, 2018	2 days

My Performance

88.89% Completeness 88.89% Timeliness

Project Performance

88.89% Completeness 81.48% Timeliness

November 11, 2018 | Sunday

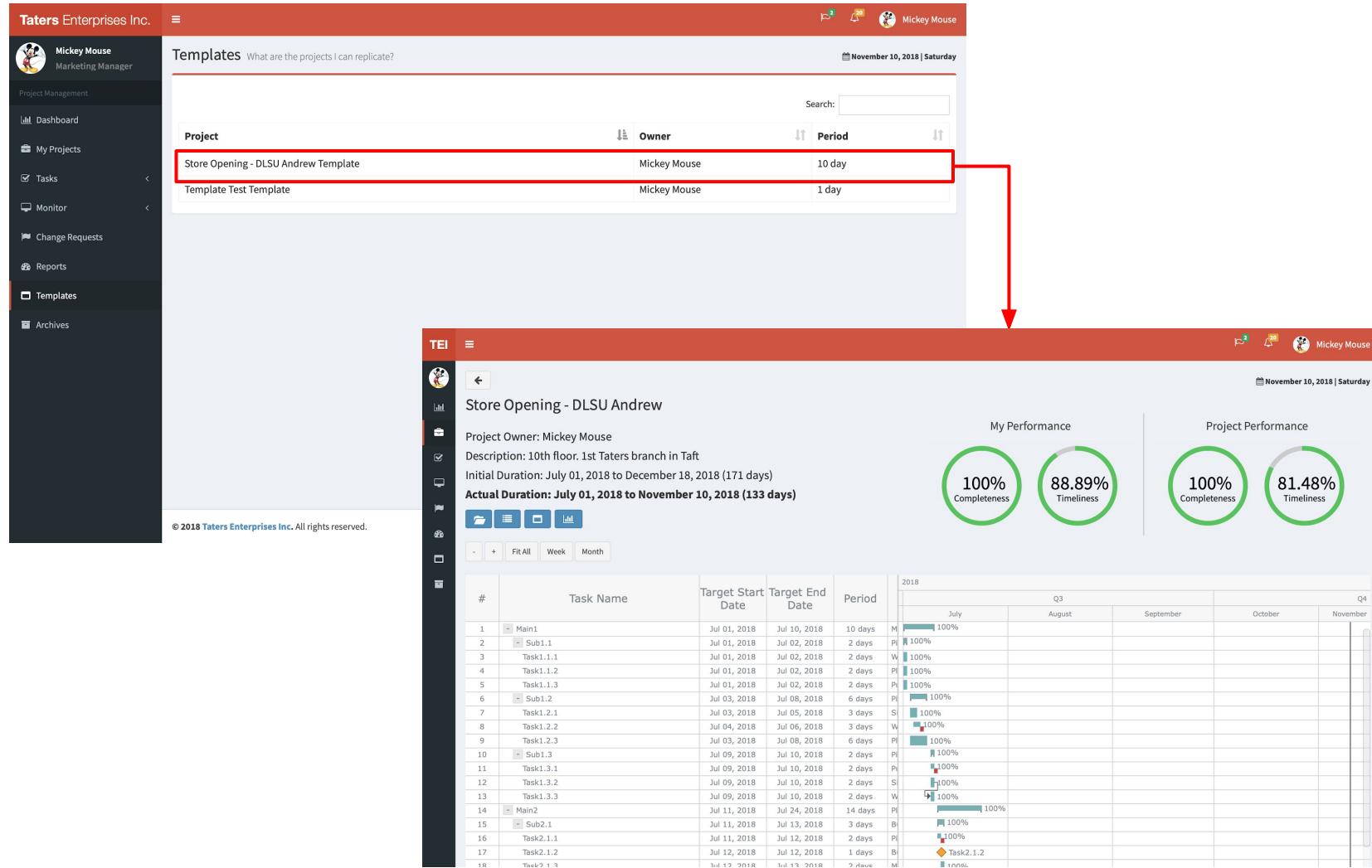
Save Project as Template

Are you sure you want to make this project a template?

88.89% 88.89%



Mickey, the marketing head, was once again assigned to spearhead another store opening project titled *Store Opening - DLSU Bloemen*. Since they have already used *Store Opening - DLSU Andrew* as a benchmark for projects of that style, he decides to use the template he created a while back.



The screenshot illustrates the workflow for creating a new project based on a template. A red arrow points from the selected template in the 'Templates' list to the detailed project view below.

Templates Page:

Project	Owner	Period
Store Opening - DLSU Andrew Template	Mickey Mouse	10 day
Template Test Template	Mickey Mouse	1 day

Detailed Project View:

Project Information:

- Project Owner: Mickey Mouse
- Description: 10th floor. 1st Taters branch in Taft
- Initial Duration: July 01, 2018 to December 18, 2018 (171 days)
- Actual Duration: July 01, 2018 to November 10, 2018 (133 days)

Performance Metrics:

- My Performance: 100% Completeness, 88.89% Timeliness
- Project Performance: 100% Completeness, 81.48% Timeliness

Task List:

#	Task Name	Target Start Date	Target End Date	Period
1	Main1	Jul 01, 2018	Jul 10, 2018	10 days
2	Sub1.1	Jul 01, 2018	Jul 02, 2018	2 days
3	Task1.1.1	Jul 01, 2018	Jul 02, 2018	2 days
4	Task1.1.2	Jul 01, 2018	Jul 02, 2018	2 days
5	Task1.1.3	Jul 01, 2018	Jul 02, 2018	2 days
6	Sub1.2	Jul 03, 2018	Jul 08, 2018	6 days
7	Task1.2.1	Jul 03, 2018	Jul 05, 2018	3 days
8	Task1.2.2	Jul 04, 2018	Jul 06, 2018	3 days
9	Task1.2.3	Jul 03, 2018	Jul 08, 2018	6 days
10	Sub1.3	Jul 09, 2018	Jul 10, 2018	2 days
11	Task1.3.1	Jul 09, 2018	Jul 10, 2018	2 days
12	Task1.3.2	Jul 09, 2018	Jul 10, 2018	2 days
13	Task1.3.3	Jul 09, 2018	Jul 10, 2018	2 days
14	Main2	Jul 11, 2018	Jul 24, 2018	14 days
15	Sub2.1	Jul 11, 2018	Jul 13, 2018	3 days
16	Task2.1.1	Jul 11, 2018	Jul 12, 2018	2 days
17	Task2.1.2	Jul 12, 2018	Jul 12, 2018	1 days
18	Task2.1.3	Jul 12, 2018	Jul 12, 2018	1 days

Timeline:

Year	July	August	September	October	November
2018	100%	100%	100%	100%	100%
Q3	100%	100%	100%	100%	100%
Q4	100%	100%	100%	100%	100%



TEI ≡

Store Opening - DLSU Andrew

Project Owner: Mickey Mouse

Description: 10th floor. 1st Taters branch in Taft

Initial Duration: July 01, 2018 to December 18, 2018 (171 days)

Actual Duration: July 01, 2018 to November 10, 2018 (133 days)

Fit All Week Month

#	Task Name	Target Start Date	Target End Date	Period	2018	Q3	Q4
1	Main1	Jul 01, 2018	Jul 10, 2018	10 days	Mon	<div style="width: 100%;">100%</div>	
2	Sub1.1	Jul 01, 2018	Jul 02, 2018	2 days	Tue	<div style="width: 100%;">100%</div>	
3	Task1.1.1	Jul 01, 2018	Jul 02, 2018	2 days	Wed	<div style="width: 100%;">100%</div>	
4	Task1.1.2	Jul 01, 2018	Jul 02, 2018	2 days	Thu	<div style="width: 100%;">100%</div>	
5	Task1.1.3	Jul 01, 2018	Jul 02, 2018	2 days	Fri	<div style="width: 100%;">100%</div>	
6	Sub1.2	Jul 01, 2018	Jul 08, 2018	6 days	Sat	<div style="width: 100%;">100%</div>	
7	Task1.2.1	Jul 01, 2018	Jul 05, 2018	3 days	Sun	<div style="width: 100%;">100%</div>	
8	Task1.2.2	Jul 01, 2018	Jul 06, 2018	3 days	Mon	<div style="width: 100%;">100%</div>	
9	Task1.2.3	Jul 01, 2018	Jul 08, 2018	6 days	Tue	<div style="width: 100%;">100%</div>	
10	Sub1.3	Jul 01, 2018	Jul 10, 2018	2 days	Wed	<div style="width: 100%;">100%</div>	
11	Task1.3.1	Jul 01, 2018	Jul 10, 2018	2 days	Thu	<div style="width: 100%;">100%</div>	
12	Task1.3.2	Jul 01, 2018	Jul 10, 2018	2 days	Fri	<div style="width: 100%;">100%</div>	
13	Task1.3.3	Jul 01, 2018	Jul 10, 2018	2 days	Sat	<div style="width: 100%;">100%</div>	
14	Main2	Jul 11, 2018	Jul 24, 2018	14 days	Sun		
15	Sub2.1	Jul 11, 2018	Jul 13, 2018	3 days	Mon		
16	Task2.1.1	Jul 11, 2018	Jul 12, 2018	2 days	Tue		
17	Task2.1.2	Jul 11, 2018	Jul 12, 2018	1 days	Wed		
18	Task2.1.3	Jul 11, 2018	Jul 13, 2018	2 days	Thu		

Use Template


Use Template

Are you sure you want use this template?

×
✓



He simply changes the project details as follows:

Project Title: Store Opening - DLSU Bloemen

Project Description: Taters in AnimoBiz

Project Start Date: August 20, 2018

Project End Date: October 23, 2018

Taters Enterprises Inc. ≡

Mickey Mouse
Marketing Manager
20 notifications
20 tasks
Mickey Mouse

Project Management
Dashboard
My Projects
Tasks
Monitor
Change Requests
Reports
Templates
Archives

Create a new project

Let's create a new project

November 10, 2018 | Saturday

1 Input Project Details 2 Add Main Activities 3 Add Sub Activities 4 Add Tasks 5 Identify Dependencies

Input project details

Project Title
Store Opening - DLSU Bloemen

Project Details
Taters in Animo Biz

Start Date	Target End Date	Project Period
<input type="text" value="2019-01-11"/>	<input type="text" value="2019-01-26"/>	16 days

Import from Spreadsheet
Add Main Activities

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Developed by Team Lowkey of DLSU



He proceeds to add the Main Activities, Sub Activities, and Tasks and change their respective start and end dates.

Taters Enterprises Inc.

Mickey Mouse Marketing Manager

Project Management

Dashboard

My Projects

- Tasks
- Monitor
- Change Requests
- Reports
- Templates
- Archives

Store Opening - DLSU Bloemen January 11, 2019 - January 26, 2019 (16 days)

November 10, 2018 | Saturday

Input Project Details Add Main Activities Add Sub Activities Add Tasks Identify Dependencies

Enter main activities for this project

Main Activity Name	Department	Start Date	Target End Date	Period
Main1	Select Departments	Start Date	Target End Date	133 day
Main2	Select Departments	Start Date	Target End Date	133 day
Main3-Final Preparations	Select Departments	Start Date	Target End Date	133 day

+ Add more main activities

Add Sub Activities

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The project management process will then conduct another cycle.