



Gonzaga | Inomata | Isidoro | Socco

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## 1.0 System Description

Kernel is a web-based project management system especially made for Taters Enterprises, Inc. (TEI) whose main objective is to serve as a main tool for monitoring and updating projects in the project management process of the company. It will be accessible by all seven (7) of TEI's departments, Human Resource, Facilities and Administration, Finance, Management Information Systems, Procurement, Marketing, and Store Operations, as well as the company's Executives. The system has four (4) modules namely, Project Initiation and Planning, Project Monitoring, Project Control, and Project Closing. The structure and formation of the modules are modeled to reflect the project management life cycle. The functions for each module are segregated as follows:

Project Initiation and Planning	Project Monitoring	Project Control	Project Closing
<ul style="list-style-type: none"><li>• Project Profile</li><li>• Project Templates</li><li>• Scheduling</li><li>• RACI Chart</li><li>• Gantt Chart</li><li>• Workload Assessment</li></ul>	<ul style="list-style-type: none"><li>• Task Prioritization</li><li>• Project Progress</li><li>• Document Tracking</li><li>• Team Gantt Chart</li></ul>	<ul style="list-style-type: none"><li>• Request for Change</li><li>• Performance Assessment</li></ul>	<ul style="list-style-type: none"><li>• Report Generation</li><li>• Project Archives</li></ul>

## 2.0 Hardware and Software Requirements

This section provides information regarding the system pre-requisites in terms of hardware and software that is needed in a user's machine.

### 2.1. Hardware Specifications

The minimum requirements in order for the system to run smoothly are as follows:

*User*

- Desktop Computer with Keyboard and Mouse / Laptop
- Processor: Dual Core 1 Ghz
- RAM: 1GB
- Disk Space: 1 GB

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### Server

- Processor: Quad core 2 Gz
- RAM: 5 GB
- Storage: 10GB

### 2.2. Software Specifications

The system can be accessed through the Internet ensuring that the device accessing it from has the following minimum requirements in order for the system to run smoothly.

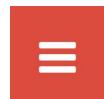
- Operating System
  - Windows 7 and above
  - MacOS El Capitan and above
  - Ubuntu 14.04 and above
- ISP Web Browser
  - Internet Explorer 8+
  - Safari 9+
  - Firefox 38+
  - Chrome 45+
  - Opera 30+
- MySQL Community Server (8.0.13)
  - <https://dev.mysql.com/downloads/mysql/>
- MySQL Workbench (8.0.13)
  - <https://dev.mysql.com/downloads/workbench/>
- XAMPP (5.6.38)
  - <https://www.apachefriends.org/download.html>

### 2.3. Installation Instruction

Kindly refer to the Installation Manual.



# BUTTON LEGEND


**Sidebar**

Maximizes or minimizes the sidebar


**Your Tasks**

Shows all tasks you have to do in the next 2 days


**Notifications**

Show all your notifications


**All**

Filters to show all projects that are complete but have not been archived


**Completed**

Filters to show all projects that are complete but have not been archived


**Ongoing**

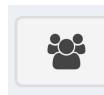
Filters to show all projects that are ongoing


**Delayed**

Filters to show all projects that are ongoing but delayed


**Planned**

Filters to show all projects that are planned


**My Team**

Filters to show all projects of your team


**My Projects**

Filters to show all projects

**Grid View**

Shows your projects in a grid

**List View**

Shows all your projects in a list

**+ Create Project****Create Project**

Creates a new project

**All Tasks**

Filters to show all tasks

**Todo**

Filters to show all tasks that are due in 2 days

**Done**

For discussion

**Request for Change**

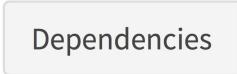
Request for change for performer or date

**Close**

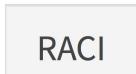
Closes a pop-up window

**Back**

Returns to the previous page

 Dependencies**Dependencies**

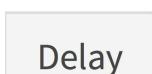
Shows all the dependencies for a task

 RACI**RACI**

Shows who the RACI are for a task

 RFC**RFC**

Shows all change requests for a task

 Delay**Delay**

Shows the projected delay of a task

**Project Documents**

Shows all documents for a project

**Upload Document**

Opens pop-up window to upload a document

**Project Logs**

Shows all logs for a project

**Save / Use Template**

Saves a complete project as a template. Can also be used to use a template

**Project Summary**

Shows a summary of a project that is complete

**Archive Project**

Archives a complete project



**Zoom in**  
Zooms in the gantt chart



**Zoom out**  
Zooms out the gantt chart

**Fit All**

**Fit All**  
Fits the gantt chart in one window

**Week**

**Week**  
Shows the gantt chart by week

**Month**

**Month**  
Shows the gantt chart by month

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 Add more main activities

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**Add Main Activities**  
Adds another row for main activities



**Add Sub Activities / Tasks**  
Adds another row for sub activities or tasks



**Delete**  
Deletes row



**Print**  
Prints a report

**Delegate**

Allows you to delegate a certain task

**Accept**

Allows you to accept a task that has been delegated to you, rather than you delegating it to people in your team

**Approve & Delegate**

Approves change performer request and allows you to redelegate the task

**Deny**

Denies change request

**Acknowledge**

Acknowledges an uploaded document

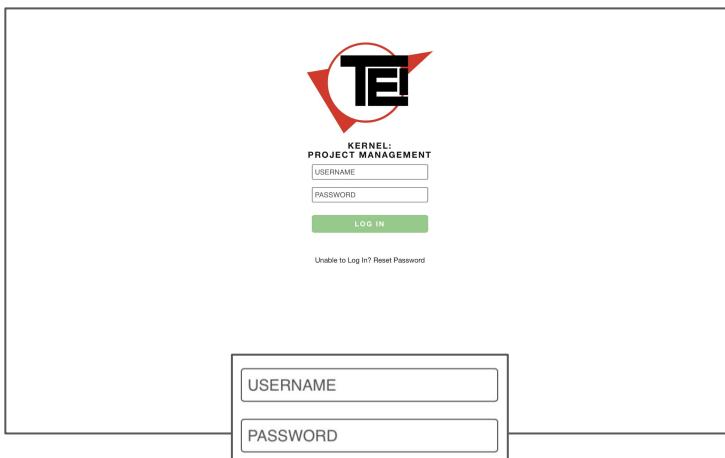
**Download**

Downloads a document



# PROJECT CREATION

via System



## Logging In

**Step 1:** Input your username in the *USERNAME* field  
(Ex. mkthead@tei.com)

**Step 2:** Input your password in the *PASSWORD* field

## Navigating to My Projects

**Step 1:** Click on *My Projects* in the sidebar

## Create a Project

**Step 1:** Click on *Create New Project* button

**Input Project Details**

**Step 1:** Input project title  
**Step 2:** Input project details  
**Step 3:** Select project start date  
**Step 4:** Select project end date  
**Step 5:** Click Add Main Activities

## Add Main Activities

- Step 1:** Input task title  
**Step 2:** Select which departments will handle the main activity  
**Step 3:** Select start date  
**Step 4:** Select end date  
**Step 5:** Click Add Sub Activities

Note: Repeat steps 1-4 for newly added rows. You can add rows by clicking the **Add more Main Activities** button.

Add more main activities

**Enter main activities for this project**

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

Add more main activities

Add Sub Activities

## Add Sub Activities

- Step 1:** Input task title  
**Step 2:** Select which departments will handle the sub activity  
**Step 3:** Select start date  
**Step 4:** Select end date  
**Step 5:** Click Add Tasks

Note: Repeat steps 1-4 for newly added rows. You can add rows by clicking the **Add** button.

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
Acquire Ingredients	Human Resource, Management Information System, Procurement	2018-12-03	2018-12-10	8 days
Deliver Product	Human Resource, Management Information System, Procurement	2018-12-11	2018-12-21	11 days

Add Tasks

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

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
Enter Task Title	Select Departments			
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			

## Add Tasks

**Step 1:** Input task title

**Step 2:** Select which department will handle the task

**Step 3:** Select start date

**Step 4:** Select end date

**Step 5:** Click *Identify Dependencies*

Note: Repeat steps 1-4 for newly added rows. You can add rows by clicking the **Add** button. +

## Identify Dependencies

**Step 1:** Select what task will be a pre-requisite for a given task

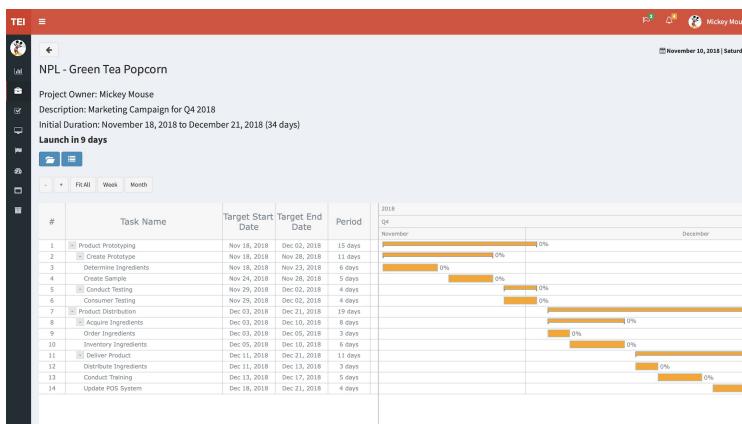
**Step 2:** Click Generate Gantt Chart

Note: Repeat step 1 for all tasks that need a dependency.

NPL - Green Tea Popcorn November 06, 2018 - December 06, 2018 (31 days remaining)

Task Title	Department	Start Date	Target End Date	Dependency
Product Prototyping	Marketing	Nov 06, 2018	Nov 21, 2018	Select Task
Create Prototype	Marketing	Nov 06, 2018	Nov 16, 2018	Select Task
Determine Ingredients	Marketing	Nov 06, 2018	Nov 10, 2018	Select Task
Create Sample	Marketing	Nov 11, 2018	Nov 16, 2018	Select Task
Conduct Testing	Marketing	Nov 17, 2018	Nov 21, 2018	Select Task
Consumer Testing	Marketing	Nov 17, 2018	Nov 21, 2018	Select Task
Product Distribution	HUMAN RESOURCE, MANAGEMENT INFORMATION SYSTEM, PROCUREMENT	NOV 22, 2018	DEC 06, 2018	
Acquire Ingredients	Procurement	Nov 22, 2018	Nov 30, 2018	
Order Ingredients	Procurement	Nov 22, 2018	Nov 28, 2018	Select Task
Inventory Ingredients	Procurement	Nov 28, 2018	Nov 30, 2018	Select Task
Deliver Product	HUMAN RESOURCE, MANAGEMENT INFORMATION SYSTEM, PROCUREMENT	NOV 22, 2018	DEC 06, 2018	

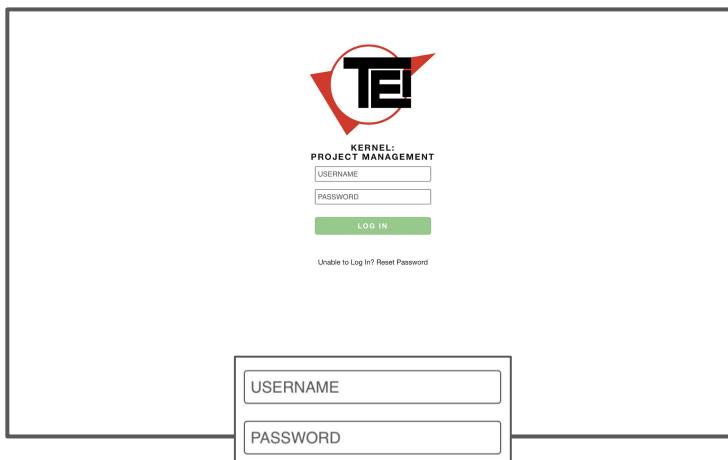
The gantt chart is then generated.





# PROJECT CREATION

via Template



## Logging In

**Step 1:** Input your username in the *USERNAME* field  
(Ex. mkthead@tei.com)

**Step 2:** Input your password in the *PASSWORD* field

## Select a Template (My Projects)

**Step 1:** Click on *My Projects* in the sidebar

The screenshot shows the dashboard for Mickey Mouse, Marketing Manager. It features a sidebar with navigation options like Dashboard, My Projects, Tasks, Monitor, Change Requests, Reports, Templates, and Archives. The main area displays performance metrics (90.00% Completeness, 90.00% Timeliness), projects I'm working on (New Product Launching, Store Opening, Store Opening - DLSU Andrew), tasks I need to do (Store Opening task delayed), and tasks I need to delegate (No tasks to delegate).

The screenshot shows the 'My Projects' page. It includes a sidebar with navigation options like Dashboard, My Projects, Tasks, Monitor, Change Requests, Reports, Templates, and Archives. The main area shows a 'Create New Project' button, a completed project 'Template Test Te...', and four project cards: 'Centrum Complete' (100% complete, archiving in 9 days), 'Store Opening' (41.18% complete, 23 days delayed), 'Store Opening - DLSU Andrew' (88.89% complete, 38 days remaining), and 'Marketing Campa...'.

## Select a Template (My Projects)

**Step 1:** Select a template to use

Welcome, Mickey Mouse!

My Performance

- Completion: 90.00%
- Timeliness: 90.00%

Marketing Performance

- Completion: 85.71%
- Timeliness: 83.33%

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 11, 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	

## Select a Template (Templates)

**Step 1:** Click on *Templates* in the sidebar

Templates What are the projects I can replicate?

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

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Developed by Team Lowkey of DLSU

## Select a Template (Templates)

**Step 1:** Select a template to use

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: Use Template: 01, 2018 to November 10, 2018 (133 days)

My Performance

- Completion: 100%
- Timeliness: 88.89%

Project Performance

- Completion: 100%
- Timeliness: 81.48%

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	Jul 01, 2018	Jul 02, 2018	2 days
4	Task1.2	Jul 01, 2018	Jul 02, 2018	2 days
5	Task1.3	Jul 01, 2018	Jul 02, 2018	2 days
6	Sub1.2	Jul 03, 2018	Jul 08, 2018	5 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	Task1.3.1	Jul 03, 2018	Jul 05, 2018	2 days
11	Task1.3.1.1	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 25, 2018	14 days
15	Sub2.1	Jul 11, 2018	Jul 12, 2018	2 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	Year 2.1.1	Jul 19, 2018	Jul 19, 2018	1 days

Gantt Chart

## Select a Template (My Projects & Templates)

**Step 1:** Click on the Use Template icon

Taters Enterprises Inc.

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

November 10, 2018 | Saturday

**Input Project Details**

**Project Title**  
Store Opening - DLSU Bloemen

**Project Details**  
Taters in Animo Biz

**Start Date** 2019-01-11    **Target End Date** 2019-01-26    **Project Period** 16 days

[Import from Spreadsheet] [Add Main Activities]

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Developed by Team Lowkey of DLSU

## Input Project Details

*Note: The fields will already be filled with the information from the selected template*

**Step 1:** Edit the project title

**Step 2:** Edit the project details

**Step 3:** Select a project start date

**Step 4:** Select a project end date

**Step 5:** Click on Add Main Activities

## Add Main Activities

**Step 1:** Edit the task title

**Step 2:** Select which departments will handle the main activity

**Step 3:** Select a start date

**Step 4:** Select an end date

**Step 5:** Click Add Sub Activities

*Note: Repeat steps 1-4 for the remaining sub activities and newly added rows. Deleting of main activities of the template are not allowed.*

Taters Enterprises Inc.

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

November 10, 2018 | Saturday

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

**Enter main activities for this project**

Main Activity Name	Department	Start Date	Target End Date	Period
Main1	Select Departments	2019-01-11	2019-01-26	133 day
Main2	Select Departments	2019-01-11	2019-01-26	133 day
Main3 Final Preparations	Select Departments	2019-01-11	2019-01-26	133 day

[Add more main activities] [Add Sub Activities]

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Developed by Team Lowkey of DLSU

## Add Sub Activities

**Step 1:** Edit the task title

**Step 2:** Select which departments will handle the sub activity

**Step 3:** Select start date

**Step 4:** Select end date

**Step 5:** Click Add Tasks

*Note: Repeat steps 1-4 for newly added rows. Deleting of sub activities of the template are not allowed.*

Taters Enterprises Inc.

Testing Project November 12, 2018 - November 30, 2018 (19 days)

November 10, 2018 | Monday

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

**Enter sub activities for this project**

Sub Activity Name	Department	Start Date	Target End Date	Period
Main1	Management Information System, Marketing, Management Information System, Marketing	Nov 12, 2018	Nov 17, 2018	6 days
Sub1	Select Departments			
Sub2	Select Departments			
Main2	Finance, Finance	Nov 18, 2018	Nov 24, 2018	7 days
Sub3	Select Departments			
Sub4	Select Departments			

Task Title	Department	Start Date	Target End Date	Period
Main1	Marketing, Marketing, Management Information System, Management Information System	Nov 12, 2018	Nov 17, 2018	6 days
Sub1	Management Information System	Nov 12, 2018	Nov 17, 2018	6 days
Task1	Management Information System			
Task2	Select Departments			
Main2	Finance, Finance	Nov 18, 2018	Nov 24, 2018	7 days
Sub3	Finance	Nov 18, 2018	Nov 24, 2018	7 days

## Add Tasks

**Step 1:** Edit task title

**Step 2:** Select which department will handle the task

**Step 3:** Select start date

**Step 4:** Select end date

**Step 5:** Click *Identify Dependencies*

*Note: Repeat steps 1-4 for newly added rows. Deleting of sub activities of the template are not allowed.*

## Identify Dependencies

**Step 1:** Select what task will be a pre-requisite for a given task

**Step 2:** Click *Generate Gantt Chart*

*Note: Repeat step 1 for all tasks that need a dependency.*

Task Title	Department	Start Date	Target End Date	Dependency
Main1	Marketing, Marketing, Management Information System, Management Information System	Nov 12, 2018	Nov 17, 2018	
Sub1	Management Information System	Nov 12, 2018	Nov 17, 2018	
Task1	Management Information System	Nov 12, 2018	Nov 17, 2018	Select Task
Task2	Management Information System	Nov 12, 2018	Nov 17, 2018	Select Task
Main2	Finance, Finance	Nov 18, 2018	Nov 24, 2018	
Sub3	Finance	Nov 18, 2018	Nov 24, 2018	
Task3	Finance	Nov 18, 2018	Nov 24, 2018	Online Task

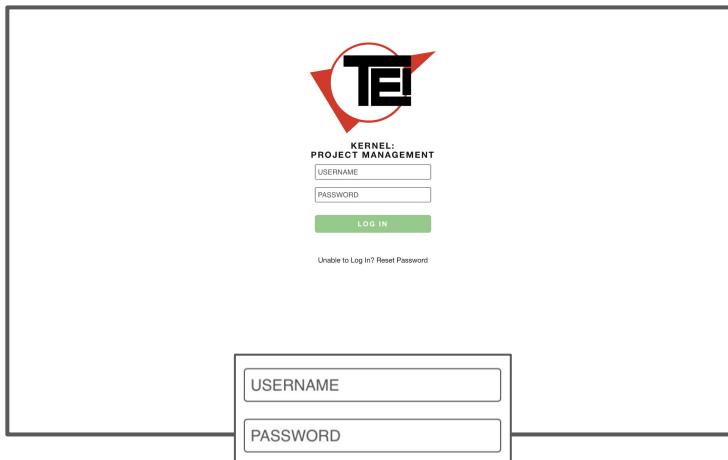
#	Task Name	Target Start Date	Target End Date	Period	2018
1	Product Prototyping	Nov 18, 2018	Dec 01, 2018	15 days	November
2	Create Prototype	Nov 18, 2018	Nov 20, 2018	2 days	0%
3	Determine Ingredients	Nov 18, 2018	Nov 23, 2018	6 days	0%
4	Create Sample	Nov 24, 2018	Nov 26, 2018	2 days	0%
5	Conduct Testing	Nov 27, 2018	Nov 29, 2018	2 days	0%
6	Customer Testing	Nov 29, 2018	Dec 02, 2018	4 days	0%
7	Product Distribution	Dec 03, 2018	Dec 21, 2018	19 days	0%
8	Acquire Ingredients	Dec 03, 2018	Dec 10, 2018	8 days	0%
9	Order Ingredients	Dec 03, 2018	Dec 05, 2018	2 days	0%
10	Transport Ingredients	Dec 05, 2018	Dec 06, 2018	1 day	0%
11	Deliver Product	Dec 11, 2018	Dec 21, 2018	11 days	0%
12	Distribute Ingredients	Dec 11, 2018	Dec 13, 2018	2 days	0%
13	Conduct Training	Dec 13, 2018	Dec 17, 2018	5 days	0%
14	Update POS System	Dec 18, 2018	Dec 21, 2018	4 days	0%

The gantt chart is then generated.



# PROJECT CREATION

via Import



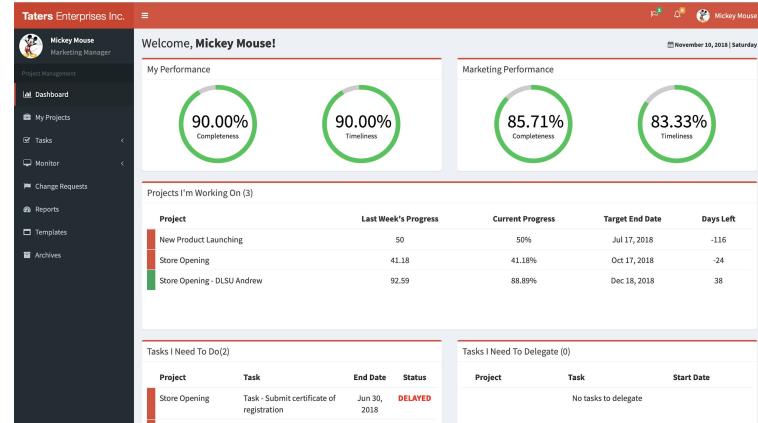
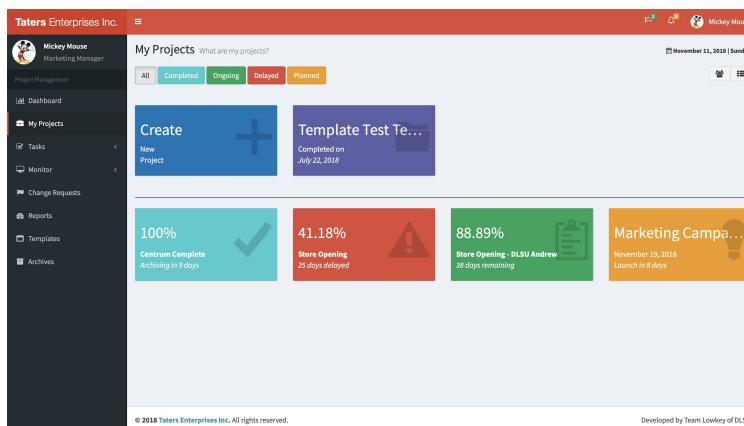
## Logging In

**Step 1:** Input your username in the *USERNAME* field  
(Ex. mkthead@tei.com)

**Step 2:** Input your password in the *PASSWORD* field

## Navigating to My Projects

**Step 1:** Click on *My Projects* in the sidebar

## Create a Project

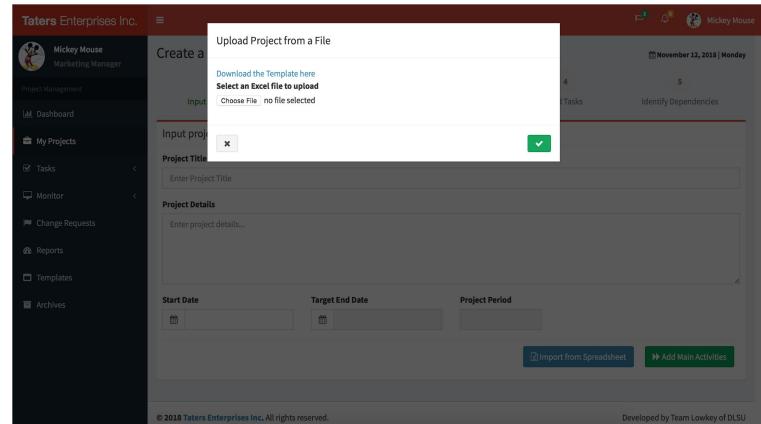
**Step 1:** Click on *Create New Project* button

## Download Template

**Step 1:** Click *Import from Spreadsheet*

## Download Template (cont.)

**Step 2:** Click *Download the Template Here*



A	B	C	D	E	F	G	H	I	J	K	L	
2	<b>Project Details</b>			<b>Project Assessment</b>			*First row is always required					
3	<b>*Required</b>			<b>Sample Data</b>			Sample Data					
4							Date	Completeness %	Timeliness %			
5	<b>*Project Title</b>	New Product Launch		2018-11-05	0.00	100.00						
6	<b>*Project Description</b>	Marketing Campaign for Q4		2018-11-06	1.00	90.00						
7	<b>*Start Date</b>	2018-11-05		2018-11-07	12.75	92.75						
8	<b>*End Date</b>	2018-12-05		2018-11-08	15.50	80.00						
9	<b>Actual End Date</b>			2018-11-09	15.01	77.93						
10	<b>*Status</b>	Planning										
11	<b>Important Notes</b>											
12	This must be a valid date		Date	Should start from the Project Start Date Date must be sequential Should have 2 decimal places								
13												
14	Start Date	End date must always be greater than your start date										
15	End Date											
16	Actual End Date											
17	Format: YYYY-MM-DD											
18	Actual End Date is required if the status of the project is Complete.											
19	Must be a valid input from the list below: - Planning - Drafting - Complete - Archived											
20	<b>Tasks</b>											
21	<b>*Required for All Tasks</b> (Required for Tasks)											
22	<b>*Task Title</b>	Buy Menu Boards										
23	<b>*Start Date</b>	2018-11-05										
24	<b>*End Date</b>	2018-11-10										
25	<b>Actual End Date</b>											
26	<b>*Status</b>	Ongoing										
27	<b>Remarks</b>											
28	<b>*Category</b>	3										
29	<b>*Task Parent</b>	Prepare Advertisements										
				<a href="#">Instructions</a> <a href="#">Project Details</a> <a href="#">Project Assessment</a> <a href="#">Tasks</a>								

## Open Downloaded Template

**Step 1:** Open downloaded template

**Step 2:** Follow instructions stated in the first sheet, titled *Instructions*

A	B
1 Project Title	Project One
2 Project Description	Proj Desc
3 Start Date	2019-01-01
4 End Date	2019-12-31
5 Actual End Date	
6 Project Status	Planning

< >     +

## Project Details

**Step 1:** Go to *Project Details* sheet

**Step 2:** Input project title

**Step 3:** Input project details

**Step 4:** Input project start date

**Step 5:** Input project end date

**Step 6:** If project is complete, input project actual end date

**Step 7:** Select project status

## Project Assessment

**Step 1:** Go to *Project Assessment* sheet

**Step 2:** Input completeness and timeliness

*Note:*

If project is planned, completeness is 0 and timeliness is 100.

If project is ongoing or complete, make sure the date column has all dates from project start to actual end date or to current date.

Completeness should always end at 100.

A	B	C
1	Date	Completeness
2	2019-01-01	Timeliness
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
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31		
32		
33	2019-02-01	

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A	B	C	D	E	F	G	H	I	J	K	L	
1	Task Title	Start Date	End Date	Actual End Date	Status	Remarks	Category	Task Parent	R	A	C	I
2	Main1	2018-01-01	2018-06-31		Planning	1						
3	Sub1	2018-01-02	2018-06-22		Planning	2						
4	Task1	2018-01-03	2018-06-23		Planning	3	Sub1	Mickey Mouse	Donald Duck	Minnie Mouse	Walt Disney	
5	Task2	2018-01-04	2018-06-24		Planning	3	Sub1	Mickey Mouse	Donald Duck	Minnie Mouse	Walt Disney	
6	Task3	2018-01-05	2018-06-25		Planning	3	Sub1	Mickey Mouse	Donald Duck	Minnie Mouse	Walt Disney	
7	Task4	2018-01-06	2018-06-26		Planning	3	Sub1	Mickey Mouse	Donald Duck	Minnie Mouse	Walt Disney	
8	Task5	2018-01-07	2018-06-27		Planning	3	Sub1	Mickey Mouse	Donald Duck	Minnie Mouse	Walt Disney	
9	Sub2	2018-01-08	2018-06-28		Planning	2	Sub2	Mickey Mouse	Donald Duck	Minnie Mouse	Walt Disney	
10	Task6	2018-01-09	2018-06-29		Planning	3	Sub2	Mickey Mouse	Donald Duck	Minnie Mouse	Walt Disney	
11	Task7	2018-01-10	2018-06-30		Planning	3	Sub2	Mickey Mouse	Donald Duck	Minnie Mouse	Walt Disney	
12	Sub3	2018-01-11	2018-06-31		Planning	2						
13	Task8	2018-01-12	2018-06-22		Planning	3	Sub3	Mickey Mouse	Donald Duck	Minnie Mouse	Walt Disney	
14	Task9	2018-01-13	2018-06-23		Planning	3	Sub3	Mickey Mouse	Donald Duck	Minnie Mouse	Walt Disney	
15	Task10	2018-01-14	2018-06-24		Planning	3	Sub3	Mickey Mouse	Donald Duck	Minnie Mouse	Walt Disney	
16	Main2	2018-07-01	2018-12-31		Planning	1						
17	Sub4	2018-07-02	2018-12-31		Planning	2						
18	Task11	2018-07-03	2018-12-31		Planning	3	Sub4	Donald Duck	Mickey Mouse	Walt Disney	Minnie Mouse	
19	Task12	2018-07-01	2018-12-31		Planning	3	Sub4	Donald Duck	Mickey Mouse	Walt Disney	Minnie Mouse	
20	Task13	2018-07-01	2018-12-31		Planning	3	Sub4	Donald Duck	Mickey Mouse	Walt Disney	Minnie Mouse	
21	Task14	2018-07-01	2018-12-31		Planning	3	Sub4	Donald Duck	Mickey Mouse	Walt Disney	Minnie Mouse	
22	Task15	2018-07-01	2018-12-31		Planning	3	Sub4	Donald Duck	Mickey Mouse	Walt Disney	Minnie Mouse	
23	Sub5	2018-07-02	2018-12-31		Planning	2						
24	Task16	2018-07-01	2018-12-31		Planning	3	Sub5	Minnie Mouse	Donald Duck	Minnie Mouse	Walt Disney	
25	Task17	2018-07-01	2018-12-31		Planning	3	Sub5	Minnie Mouse	Donald Duck	Minnie Mouse	Walt Disney	
26	Task18	2018-07-01	2018-12-31		Planning	3	Sub5	Minnie Mouse	Donald Duck	Minnie Mouse	Walt Disney	
27	Task19	2018-07-01	2018-12-31		Planning	3	Sub5	Minnie Mouse	Donald Duck	Minnie Mouse	Walt Disney	

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## Tasks

**Step 1:** Go to *Tasks* sheet

**Step 2:** Input task title

**Step 3:** Input start date

**Step 4:** Input end date

**Step 5:** If task is complete, input actual end date

**Step 6:** Select status

**Step 7:** Input remarks if task is delayed or if necessary

**Step 8:** Select category

(1 - Main Activity, 2 - Sub Activity, 3 - Task)

	A	B	C	D	E	F	G	H	I	J	K	L
	Task Title	Start Date	End Date	Actual End Date	Status	Remarks	Category	Task Parent	R	A	C	I
1	Main1	2018-01-01	2018-01-31		Planning	2						
2	Sub1	2018-01-02	2018-05-22		Planning	3	Sub1	Mickey Mouse	Donald Duck	Minnie Mouse	Walt Disney	
3	Sub1	2018-01-03	2018-06-23		Planning	3	Sub1	Mickey Mouse	Donald Duck	Minnie Mouse	Walt Disney	
4	Task1	2018-01-04	2018-06-24		Planning	3	Sub1	Mickey Mouse	Donald Duck	Minnie Mouse	Walt Disney	
5	Task2	2018-01-05	2018-06-25		Planning	3	Sub1	Mickey Mouse	Donald Duck	Minnie Mouse	Walt Disney	
6	Task3	2018-01-06	2018-06-26		Planning	3	Sub1	Mickey Mouse	Donald Duck	Minnie Mouse	Walt Disney	
7	Task4	2018-01-07	2018-06-27		Planning	3	Sub1	Mickey Mouse	Donald Duck	Minnie Mouse	Walt Disney	
8	Sub2	2018-01-08	2018-06-28		Planning	2						
9	Sub2	2018-01-09	2018-06-29		Planning	3	Sub2	Mickey Mouse	Donald Duck	Minnie Mouse	Walt Disney	
10	Task5	2018-01-10	2018-06-20		Planning	3	Sub2	Mickey Mouse	Donald Duck	Minnie Mouse	Walt Disney	
11	Task6	2018-01-11	2018-06-21		Planning	2						
12	Sub3	2018-01-12	2018-06-22		Planning	3	Sub3	Mickey Mouse	Donald Duck	Minnie Mouse	Walt Disney	
13	Task7	2018-01-13	2018-06-23		Planning	3	Sub3	Mickey Mouse	Donald Duck	Minnie Mouse	Walt Disney	
14	Task8	2018-01-14	2018-06-24		Planning	3	Sub3	Mickey Mouse	Donald Duck	Minnie Mouse	Walt Disney	
15	Task9	2018-01-15	2018-06-25		Planning	3	Sub3	Mickey Mouse	Donald Duck	Minnie Mouse	Walt Disney	
16	Main2	2018-01-01	2018-12-31		Planning	1						
17	Sub4	2018-07-01	2018-12-31		Planning	2						
18	Task11	2018-07-02	2018-12-31		Planning	3	Sub4	Donald Duck	Mickey Mouse	Walt Disney	Minnie Mouse	
19	Task12	2018-07-03	2018-12-31		Planning	3	Sub4	Donald Duck	Mickey Mouse	Walt Disney	Minnie Mouse	
20	Task13	2018-07-04	2018-12-31		Planning	3	Sub4	Donald Duck	Mickey Mouse	Walt Disney	Minnie Mouse	
21	Task14	2018-07-05	2018-12-31		Planning	3	Sub4	Donald Duck	Mickey Mouse	Walt Disney	Minnie Mouse	
22	Task15	2018-07-01	2018-12-31		Planning	3	Sub4	Donald Duck	Mickey Mouse	Walt Disney	Minnie Mouse	
23	Sub5	2018-07-01	2018-12-31		Planning	2						
24	Task16	2018-07-01	2018-12-31		Planning	3	Sub5	Minnie Mouse	Donald Duck	Minnie Mouse	Walt Disney	
25	Task17	2018-07-01	2018-12-31		Planning	3	Sub5	Minnie Mouse	Donald Duck	Minnie Mouse	Walt Disney	
26	Task18	2018-07-01	2018-12-31		Planning	3	Sub5	Minnie Mouse	Donald Duck	Minnie Mouse	Walt Disney	
27	Task19	2018-07-01	2018-12-31		Planning	3	Sub5	Minnie Mouse	Donald Duck	Minnie Mouse	Walt Disney	
28												
29												
30												
31												
32												
33												

## Upload Spreadsheet

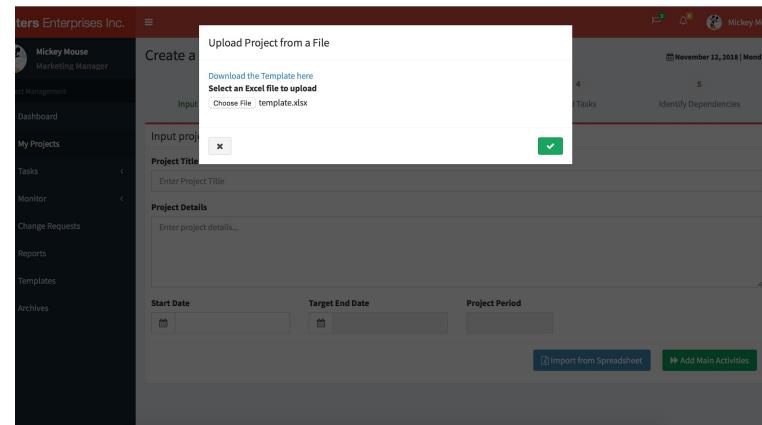
**Step 1:** Go back to *Input Project Details*

**Step 2:** Click *Import from Spreadsheet*

**Step 3:** Click *Choose File*

**Step 4:** Select file to upload

**Step 5:** Click check button



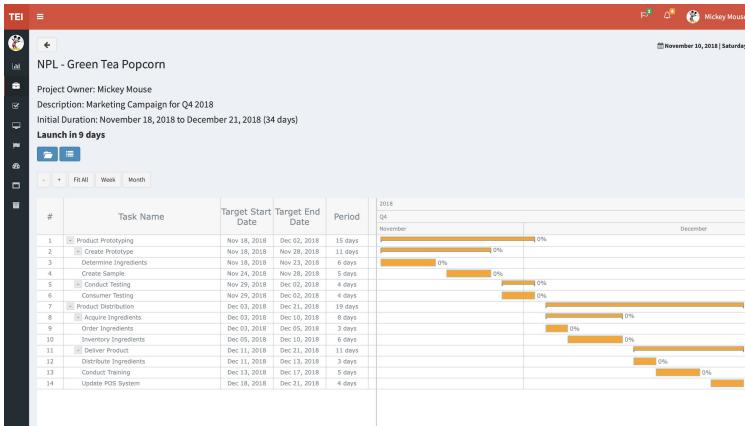
Task Title	Department	Start Date	Target End Date	Dependency
Product Prototyping	Marketing	Aug 15, 2018	Sep 09, 2018	
Create Prototype	Marketing	Aug 15, 2018	Aug 31, 2018	
Determine Ingredients	Marketing	Aug 15, 2018	Aug 20, 2018	Select Task
Create Sample	Marketing	Aug 21, 2018	Aug 31, 2018	Select Task
Conduct Testing	Marketing	Sep 01, 2018	Sep 09, 2018	
Consumer Testing	Marketing	Sep 01, 2018	Sep 09, 2018	Select Task
Product Distribution	Procurement, HR, MIS	Sep 07, 2018	Sep 20, 2018	
Acquire Ingredients	Procurement	Sep 07, 2018	Sep 10, 2018	
Order Ingredients	Procurement	Sep 07, 2018	Sep 09, 2018	Select Task
Inventory Ingredients	Procurement	Sep 08, 2018	Sep 10, 2018	Select Task
Deliver Products	Procurement, HR, MIS	Sep 11, 2018	Sep 20, 2018	
Distribute Ingredients	Procurement	Sep 11, 2018	Sep 13, 2018	Select Task
Product Training	HR	Sep 13, 2018	Sep 17, 2018	

## Identify Dependencies

**Step 1:** Select what task will be a pre-requisite for a given task

**Step 2:** Click *Generate Gantt Chart*

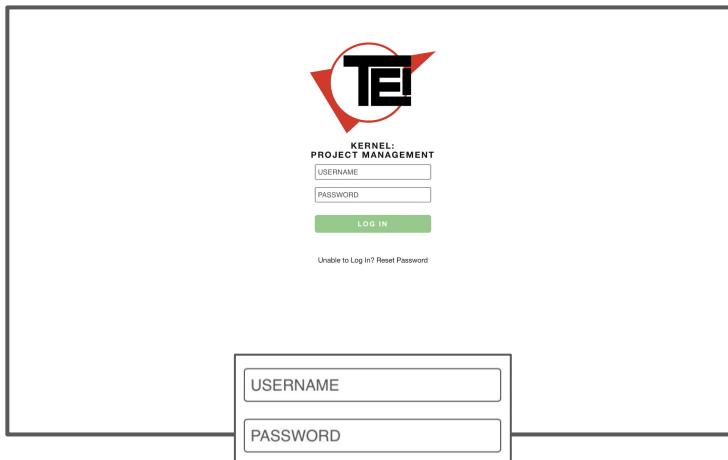
*Note: Repeat step 1 for all tasks that need a dependency.*



**The gantt chart is then generated.**



# **TASK DELEGATION**



## Logging In

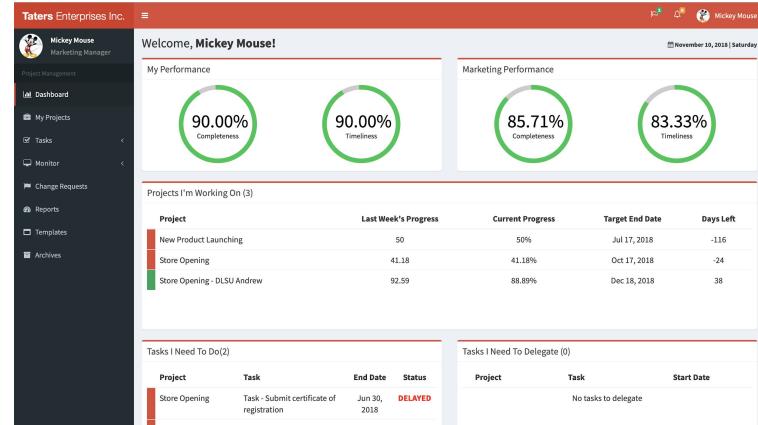
**Step 1:** Input your username in the *USERNAME* field  
(Ex. mkthead@tei.com)

**Step 2:** Input your password in the *PASSWORD* field

## Dashboard

**Step 1:** Click a task under the *Tasks I Need to Delegate* table

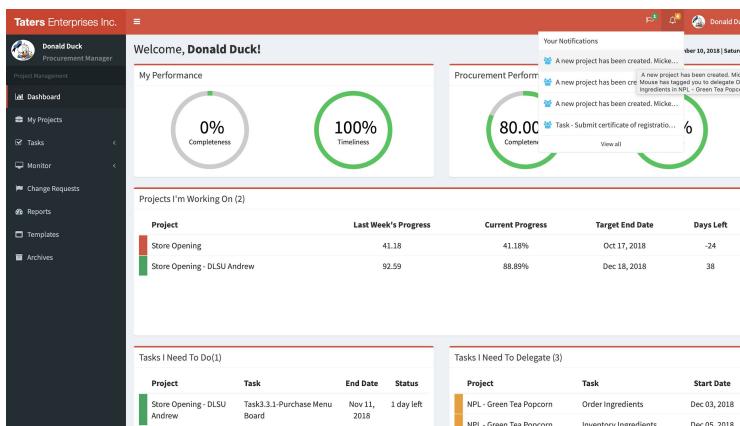
*Note: Tasks to Delegate seen on the dashboard are those that start in the next 2 days.*



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

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

Project	Task	Start Date
No tasks to delegate		



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

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

Project	Task	Start Date
NPL - Green Tea Popcorn	Order Ingredients	Dec 03, 2018
NPL - Green Tea Popcorn	Inventory Ingredients	Dec 05, 2018

## Notifications

**Step 1:** Click on *Notifications* button

**Step 2:** Click on the notification that says you were assigned to delegate a task

Taters Enterprises Inc.

Mickey Mouse Marketing Manager

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

November 12, 2018 | Monday

To Delegate

You have no tasks to delegate due in 2 days

Projects 0

Tasks 0

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Developed by Team Lowkey of DLSU

## Delegate

**Step 1:** Click *Delegate* under the *Tasks* menu

## Navigating Delegate

**Step 1:** If task to delegate does not start in the next 2 days, click *All Tasks*; If it starts in the next 2 days, you will see it on the first page

Taters Enterprises Inc.

Donald Duck Procurement Manager

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

November 10, 2018 | Saturday

All Tasks

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

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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Developed by Team Lowkey of DLSU

Taters Enterprises Inc.

Donald Duck Procurement Manager

Delegate Tasks

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

Executive	R*	A	C	I
Walt Disney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jack N. Poy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Department</b>				
Facilities Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Resource	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management Information System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Store Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Employee</b>				
Donald Duck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Action

Projects 1

Tasks 3

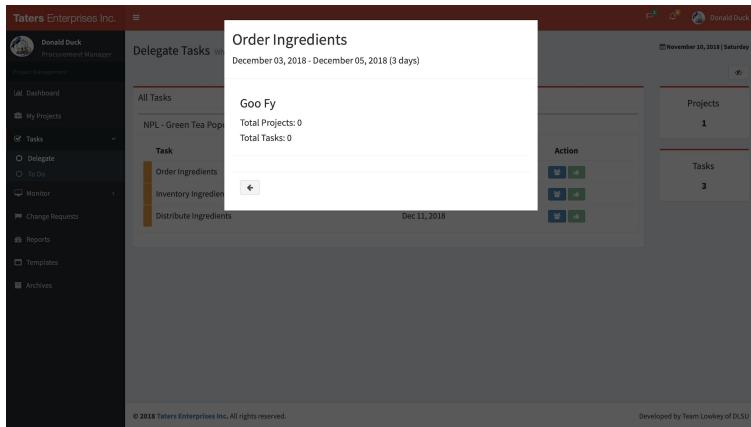
© 2018 Taters Enterprises Inc. All rights reserved.

Developed by Team Lowkey of DLSU

## Delegate Task

Note: Tasks are clickable to show **Task Details**

- Step 1:** Click *Delegate* button
- Step 2:** Click an employee to see workload
- Step 3:** Select one R (responsible)
- Step 4:** Select one or more A (accountable)
- Step 5:** Select one or more C (consulted)



### Delegate Task (cont.)

*Note: Tasks are clickable to show **Task Details***

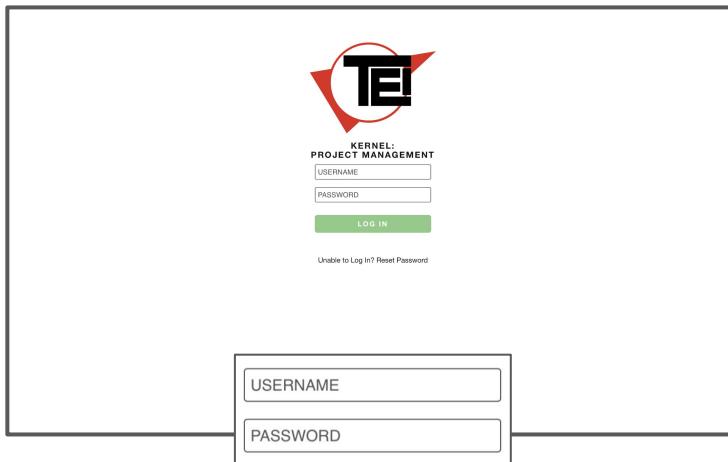
**Step 6:** Select one or more C (consulted)

**Step 7:** Select one or more I (informed)

**Step 8:** Click *Confirm Delegate*



**COMPLETE  
TASK**



## Logging In

**Step 1:** Input your username in the **USERNAME** field  
(Ex. mkthead@tei.com)

**Step 2:** Input your password in the **PASSWORD** field

## Dashboard

**Step 1:** Click a task under the *Tasks I Need To Do* table

*Note: Tasks To Do seen on the dashboard are those that are due in the next 2 days.*

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

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

Project	Last Week's Progress	Current Progress	Target End Date	Days Left
New Product Launching	-	%	Jul 17, 2018	-118
Testing Project	-	0%	Nov 30, 2018	18
Store Opening - DLSU Andrew	-	%	Dec 18, 2018	36

## Your Tasks

**Step 1:** Click on Your Tasks button

**Step 2:** Click on a task

The screenshot shows the 'Tasks To Do' section of the Project Management System. It displays a summary bar with counts for Total (1), Delayed (0), Ongoing (1), and Planned (0). Below this is a table titled 'All Tasks' with columns for Task, Project, Start Date, End Date, Days Delayed, and Action. One task is listed: 'Task3.3.1-Purchase Menu Board' under the project 'Store Opening - DLSU Andrew'. The task has a start date of Jul 25, 2018, an end date of Nov 11, 2018, and 0 days delayed. The 'Action' column shows a green checkmark icon.

## To Do

**Step 1:** Click *To Do* under the *Tasks* menu

## Navigating To Do

**Step 1:** If task to do is not due in the next 2 days, click *All Tas*

If it is due in 2 days, you will see it on the first page

The screenshot shows the 'Tasks To Do' section with a summary bar indicating 2 total tasks and 2 delayed tasks. The table below lists two tasks: 'Task - Submit certificate of registration' and 'Task - Receive Digital Menu TVs', both associated with the project 'Store Opening - DLSU Andrew'. The first task is due Jun 30, 2018, and is delayed by 134 days. The second task is due Nov 04, 2018, and is delayed by 7 days. The 'Action' column for each task includes a yellow warning icon and a green checkmark icon.

The screenshot shows a modal dialog box for the task 'Task3.3.1-Purchase Menu Board'. The dialog header shows the task name and its duration: July 25, 2018 - November 11, 2018 (110 days). It asks 'Are you sure you have completed this task?' and provides a text input field for 'Remarks (optional)'. At the bottom right of the dialog is a green 'Done' button with a checkmark icon. The background of the main interface is dimmed.

## Complete Task

Note: Tasks are clickable to show **Task Details**

**Step 1:** Click *Done* button

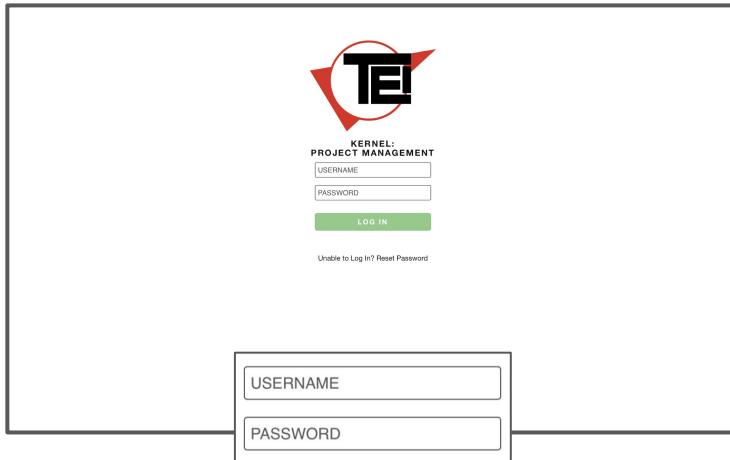
**Step 2:** If task is delayed, input remarks; if not, input if necessary



**CHANGE**

**REQUEST**

Change Performer



### Logging In

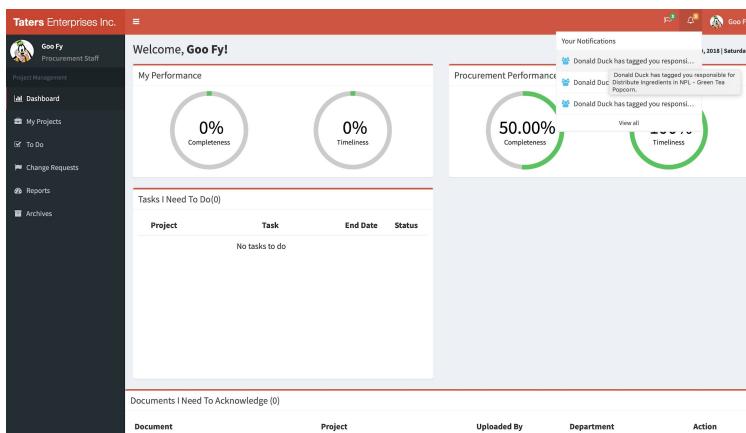
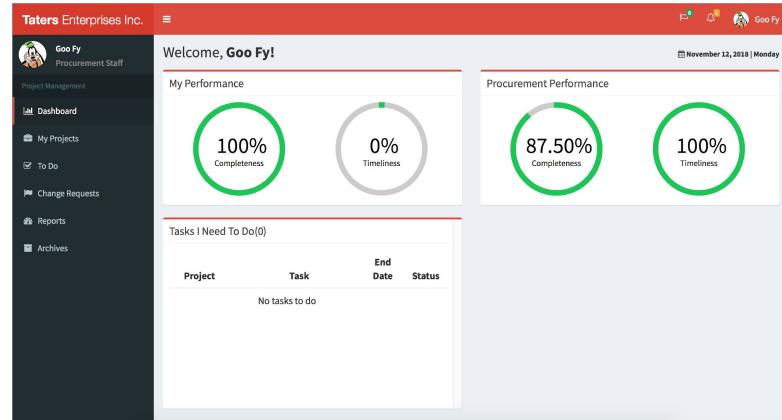
**Step 1:** Input your username in the *USERNAME* field  
(Ex. mktstaff1@tei.com)

**Step 2:** Input your password in the *PASSWORD* field

### Dashboard

**Step 1:** Click a task under the *Tasks I Need To Do* table

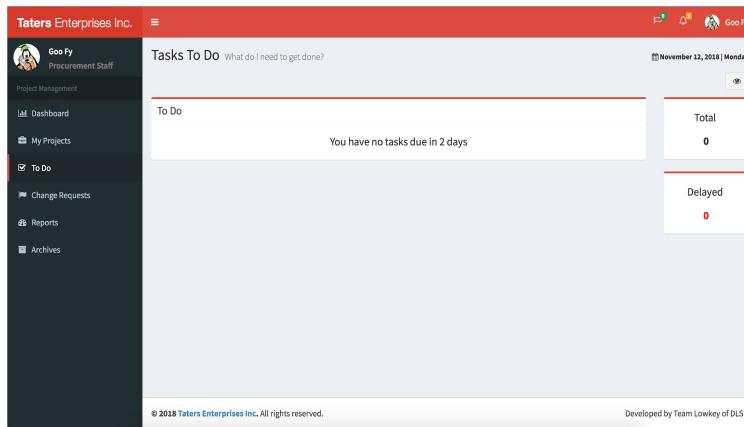
*Note: Tasks To Do seen on the dashboard are those that are due in the next 2 days.*



### Your Tasks

**Step 1:** Click on Your Tasks button

**Step 2:** Click on a task



## To Do

**Step 1:** Click *To Do* under the *Tasks* menu

## Navigating To Do

**Step 1:** If task to do is not due in the next 2 days, click *All Tasks*

If it is due in 2 days, you will see it on the first page

Total	Delayed	Ongoing	Planned
All Tasks			
<input type="text"/> Search			
Task	Project	Start Date	End Date
Order Ingredients	NPL - Green Tea Popcorn	Dec 03, 2018	Dec 05, 2018
Inventory Ingredients	NPL - Green Tea Popcorn	Dec 05, 2018	Dec 10, 2018
Distribute Ingredients	NPL - Green Tea Popcorn	Dec 11, 2018	Dec 13, 2018

## Change Performer

Note: Tasks are clickable to show *Task Details*

**Step 1:** Click *Request for Change* button

**Step 2:** Select *Change Task Performer* under the request type

**Step 3:** State the reason for the request

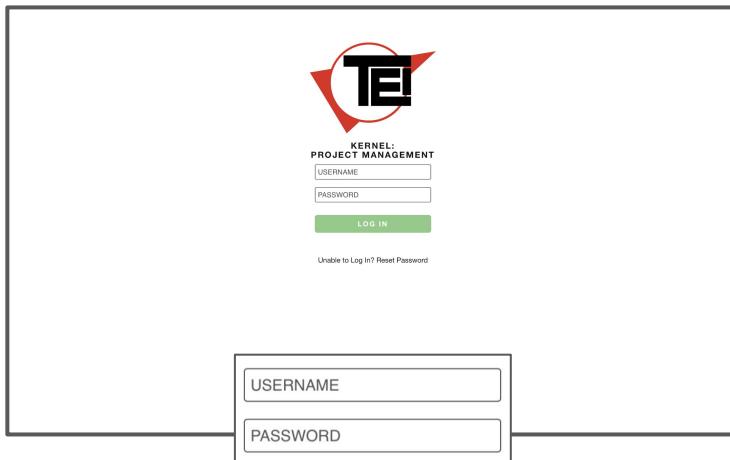
**Step 4:** Click *Submit*



**CHANGE**

**REQUEST**

Change Date



## Logging In

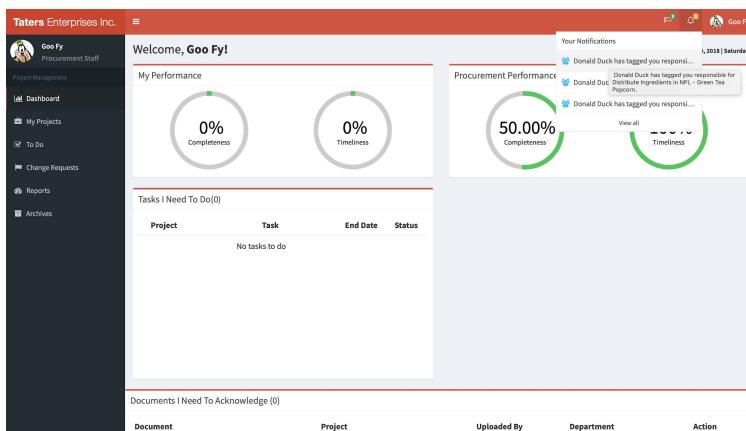
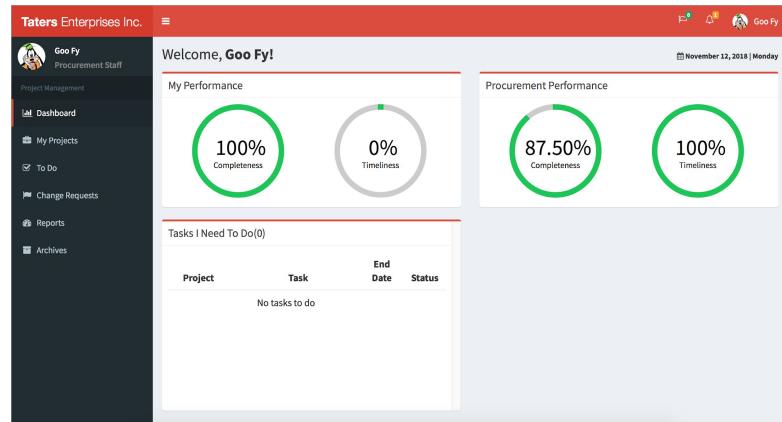
**Step 1:** Input your username in the *USERNAME* field  
(Ex. mktstaff1@tei.com)

**Step 2:** Input your password in the *PASSWORD* field

## Dashboard

**Step 1:** Click a task under the *Tasks I Need To Do* table

*Note: Tasks To Do seen on the dashboard are those that are due in the next 2 days.*



## Your Tasks

**Step 1:** Click on Your Tasks button

**Step 2:** Click on a task

**To Do**

You have no tasks due in 2 days

Total 0  
Delayed 0

## To Do

**Step 1:** Click *To Do* under the *Tasks* menu

## Navigating To Do

**Step 1:** If task to do is not due in the next 2 days, click *All Tasks*

If it is due in 2 days, you will see it on the first page

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	

**Order Ingredients**  
December 03, 2018 - December 05, 2018 (3 days)

Request Type: Change Task Performer

Reason: not my function!

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	

## Change Date

Note: Tasks are clickable to show **Task Details**

**Step 1:** Click *Request for Change* button

**Step 2:** Select *Change Task Dates* under the request type

**Step 3:** Select new target end date

**Step 4:** State the reason for the request

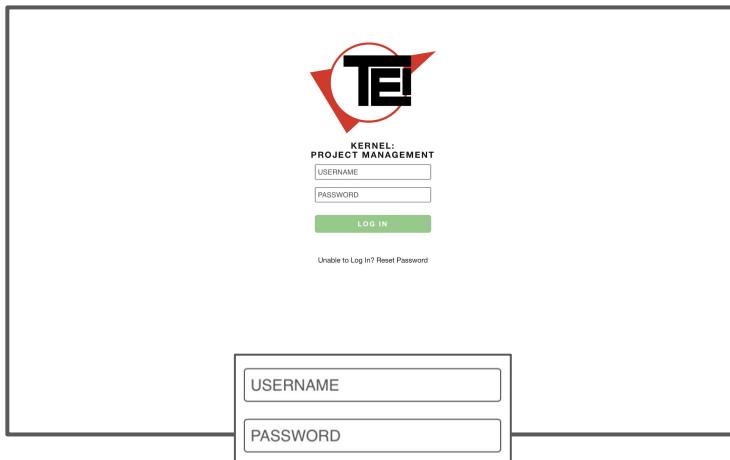
**Step 5:** Click *Submit*



# APPROVE

# CHANGE REQUEST

Change Performer



## Logging In

**Step 1:** Input your username in the *USERNAME* field  
(Ex. mkthead@tei.com)

**Step 2:** Input your password in the *PASSWORD* field

## Dashboard

**Step 1:** Click a request under the *Change Requests I Need to Approve* table

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

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

The screenshot shows the main dashboard with various performance metrics, project status, and task delegation sections. The 'Notifications' section is highlighted, showing recent interactions from other users.

## Notifications

**Step 1:** Click on *Notifications* button

**Step 2:** Click on the notification that says a change in performer was requested

The screenshot shows the 'Change Requests' section of the system. On the left sidebar, under 'Project Management', 'Change Requests' is selected. The main area displays a table titled 'Change Requests' with one row. The row details a task named 'Task3.3-Receive Digital Menu TVs' requested on Nov 13, 2018, with a start date of Jul 25, 2018, and a target end date of Nov 20, 2018. The project is 'Store Opening - DLSU Andrew'. The status is 'Pending' and it has been reviewed by 'Mickey Mouse' on Nov 13, 2018.

## Change Requests

**Step 1:** Click Change Requests in the sidebar

## Review Change Request

**Step 1:** Click on Task Name to view Task Details

**Step 2:** Input remarks if necessary

**Step 3:** Click Approve & Delegate

The screenshot shows the 'Change Request Details' page for a task named 'Order Ingredients'. It includes fields for 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), and End Date (December 05, 2018). A reason is listed as 'not my function'. Below this, the 'Task Details' page for 'Order Ingredients' is shown, displaying a grid of employees (Walt Disney, Jack N. Poy) across departments (Executive, Department, Store Operations) with checkboxes for R\*, A, C, I. The employee 'Donald Duck' is highlighted with a green checkmark in the R\* column.

The screenshot shows the 'Task Details' page for the 'Order Ingredients' task. It displays a grid where employees are assigned to different departments (Executive, Department, Store Operations) with checkboxes for responsibility levels (R\*, A, C, I). The employee 'Donald Duck' is highlighted with a green checkmark in the R\* column. The page also shows project details: Project Owner (Mickey Mouse), Description (Marketing Campaign for Q4 2018), and Initial Duration (November 18, 2018 to December 05, 2018).

## Delegate Task

Note: Tasks are clickable to show Task Details

**Step 1:** Click an employee to see workload

**Step 2:** Select one R (responsible)

**Step 3:** Select more ACI if necessary

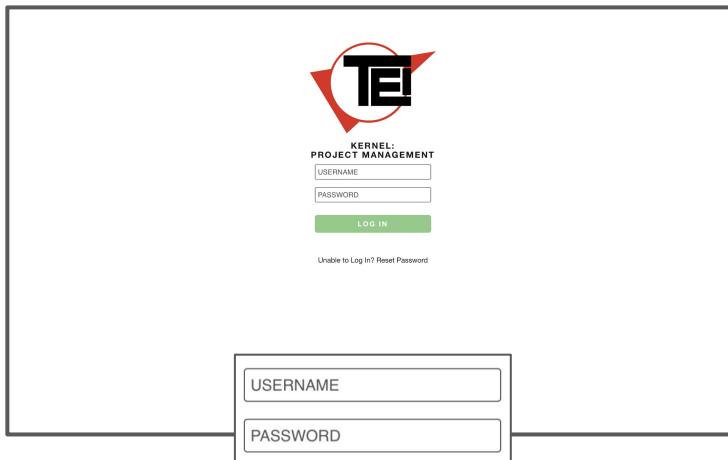
**Step 4:** Click Confirm Approve & Delegate



# APPROVE

# CHANGE REQUEST

Change Date



## Logging In

**Step 1:** Input your username in the *USERNAME* field  
(Ex. mkthead@tei.com)

**Step 2:** Input your password in the *PASSWORD* field

## Dashboard

**Step 1:** Click a request under the *Change Requests I Need to Approve* table

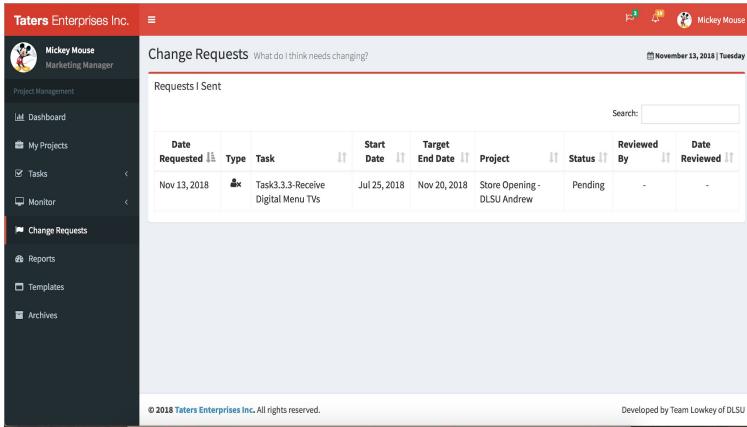
The screenshot shows the dashboard for Mickey Mouse, Marketing Manager. The left sidebar lists navigation options: Dashboard, My Projects, Tasks, Monitor, Change Requests, Reports, Templates, and Archives. The main area displays performance metrics: 'My Performance' (90.00% Completeness, 90.00% Timeliness) and 'Marketing Performance' (85.71% Completeness, 83.33% Timeliness). Below these are sections for 'Projects I'm Working On (3)', 'Tasks I Need To Do (2)', and 'Tasks I Need To Delegate (0)'. The 'Tasks I Need To Do' section shows a task for 'Store Opening' with a status of 'DELAYED'.

This screenshot is identical to the one above, but it includes a notification bubble in the top right corner. The bubble says: 'Your Notifications November 10, 2018 | Saturday' and lists a notification from 'Winnie The Pooh' about a completed task. Another notification from 'Donald Duck' is partially visible, mentioning a date change request for a task related to 'Store Opening'.

## Notifications

**Step 1:** Click on *Notifications* button

**Step 2:** Click on the notification that says a change in performer was requested



The screenshot shows the 'Change Requests' section of the Taters Enterprises Inc. application. The sidebar on the left is titled 'Project Management' and includes links for Dashboard, My Projects, Tasks, Monitor, Change Requests, Reports, Templates, and Archives. The user is logged in as 'Mickey Mouse Marketing Manager'. The main content area displays a table titled 'Requests I Sent' with one row of data:

Date Requested	Type	Task	Start Date	Target End Date	Project	Status	Reviewed By	Date Reviewed
Nov 13, 2018	Task	Task3.3-Receive Digital Menu TVs	Jul 25, 2018	Nov 20, 2018	Store Opening - DLSU Andrew	Pending	-	-

At the bottom of the page, it says '© 2018 Taters Enterprises Inc. All rights reserved.' and 'Developed by Team Lowkey of DLSU'.

## Change Requests

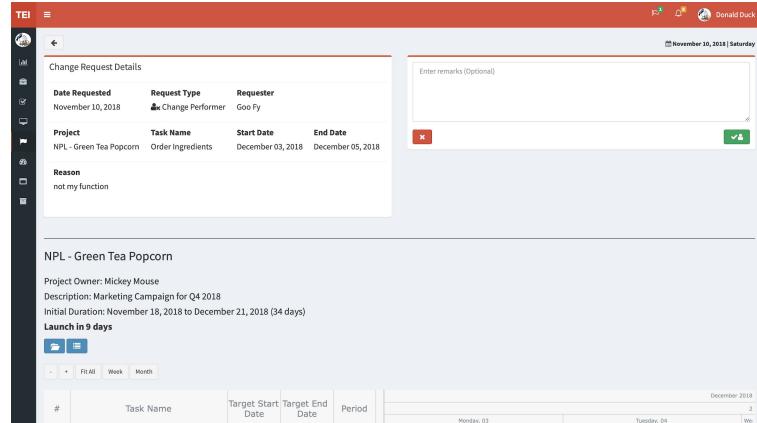
**Step 1:** Click Change Requests in the sidebar

## Review Change Request

**Step 1:** Click on Task Name to view Task Details

**Step 2:** Input remarks if necessary

**Step 3:** Click Approve 



The screenshot shows the TEI Project Management System interface. The top navigation bar includes icons for Home, Project, Task, Report, and Help, and the date November 10, 2018, Saturday. The main content area has two tabs: 'Change Request Details' and 'Task List'.

**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
- Remarks: Enter remarks (Optional)

**Task List:**

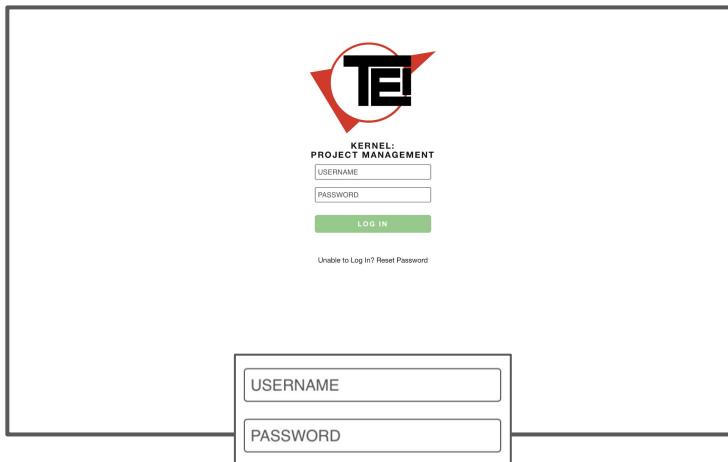
Project Owner: Mickey Mouse  
Description: Marketing Campaign for Q4 2018  
Initial Duration: November 18, 2018 to December 21, 2018 (34 days)  
Launch in 9 days

#	Task Name	Target Start Date	Target End Date	Period
1	NPL - Green Tea Popcorn	December 03, 2018	December 05, 2018	Monday, 03
2				Tuesday, 04



# DENY

# CHANGE REQUEST



## Logging In

**Step 1:** Input your username in the *USERNAME* field  
(Ex. mkthead@tei.com)

**Step 2:** Input your password in the *PASSWORD* field

## Dashboard

**Step 1:** Click a request under the *Change Requests I Need to Approve* table

The dashboard displays various project and task details. Key sections include:

- 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):** No tasks to delegate.

A notification bubble appears over the dashboard, indicating a change was requested. The notification text is: "Donald Duck has... a change in performer is requested..."

## Notifications

**Step 1:** Click on *Notifications* button

**Step 2:** Click on the notification that says a change was requested

The screenshot shows the 'Change Requests' section of the system. On the left sidebar, under 'Project Management', 'Change Requests' is selected. The main area displays a table titled 'Requests I Sent' with one row:

Date Requested	Type	Task	Start Date	Target End Date	Project	Status	Reviewed By	Date Reviewed
Nov 13, 2018	Task	Task3.3-Receive Digital Menu TVs	Jul 25, 2018	Nov 20, 2018	Store Opening - DLSU Andrew	Pending	-	-

At the bottom of the page, it says '© 2018 Taters Enterprises Inc. All rights reserved.' and 'Developed by Team Lowkey of DLSU'.

## Change Requests

**Step 1:** Click Change Requests in the sidebar

## Review Change Request

**Step 1:** Click on Task Name to view Task Details

**Step 2:** Input remarks if necessary

**Step 3:** Click Deny

The screenshot shows the 'Change Request Details' page for a task named 'Order Ingredients'. The details include:

- 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

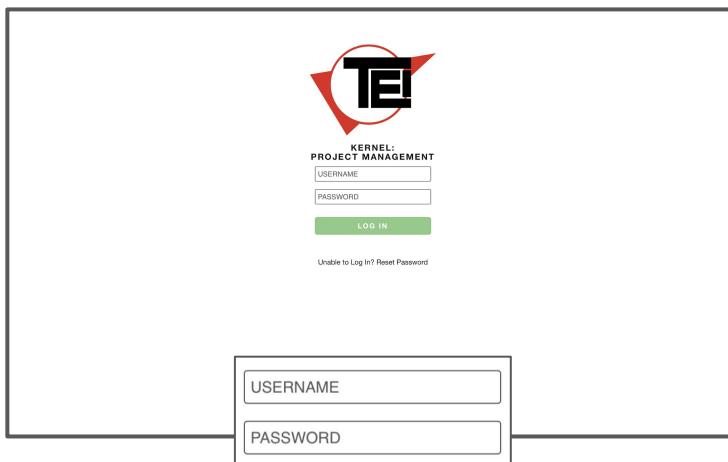
On the right, there is a text input field for 'Enter remarks (Optional)' with a red 'X' button and a green checkmark button. Below this, the 'Task Details' section for 'NPL - Green Tea Popcorn' is shown, including project owner, description, initial duration, and a launch date of 'Launch in 9 days'. At the bottom, there is a calendar view for December 2018.



# GENERATE REPORTS

Staff

---



## Logging In

**Step 1:** Input your username in the *USERNAME* field  
(Ex. mktstaff1@tei.com)

**Step 2:** Input your password in the *PASSWORD* field

## Navigating to Reports

**Step 1:** Click *Reports* in the sidebar

## Employee Performance

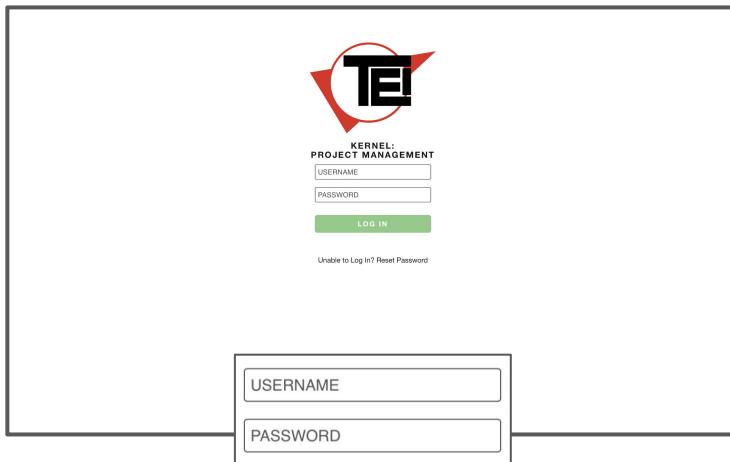
**Step 1:** Click *Generate Report* 

Your Employee  
Performance would then  
be generated and printed.



# GENERATE REPORTS

Supervisor & Department Head



### Logging In

**Step 1:** Input your username in the *USERNAME* field  
(Ex. mkthead@tei.com)

**Step 2:** Input your password in the *PASSWORD* field

### Navigating to Reports

**Step 1:** Click *Reports* in the sidebar

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

### Project Status Report

**Step 1:** Click *Generate Report*

**Step 2:** Select interval of your report

**Step 3:** Select a project you would want to generate a report for

**Step 4:** Click *Generate Report*

**The Project Status Report would then be generated and printed.**

### Project Progress Report

- Step 1:** Click Generate Report
- Step 2:** Select interval of your report
- Step 3:** Select a project you would want to generate a report for
- Step 4:** Click Generate Report

**Reports** what do I show the boss?

Project Status Report  
Project Progress Report  
Project Summary  
Project Performance  
Team Performance  
Employee Performance

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**The Project Progress Report would then be generated and printed.**

Taters Enterprises Inc. | Mickey Mouse Marketing Manager

Reports What do I show the boss? November 12, 2018 | Monday

- Project Status Report
- Project Progress Report
- Project Summary
- Project Performance
- Team Performance
- Employee Performance

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### Project Summary

**Step 1:** Click Generate Report

**Step 2:** Select a project you would want to generate a report for

**Step 3:** Click Generate Report

The Project Summary would then be generated and printed.

Title: Store Opening - DLSU A  
Owner: Mickey Mouse  
Description: 12th floor, 1st To...

Print Total: 2 sheets of paper

Destination: HP DeskJet 2600 seri... Change...

Pages: All e.g. 1-5, 8, 11-13

Copies: 1 Color: Color

Team Members

Name	Position	Department	Total Tasks	Percent Complete
MSS Staff	HR Staff	Management Information Systems	5	100%
White The Pooh	Marketing Staff	Marketing	4	50.00%
Mickey Mouse	Marketing Staff	Marketing	3	33.33%
Pum Ba	Marketing Staff	Marketing	3	66.67%
Buzz Lightyear	Marketing Supervisor	Marketing	2	50.00%
Hig La	Marketing Supervisor	Marketing	2	66.67%
Gimbal Gals	Marketing Staff	Marketing	2	100%
Smashback	Personnel Manager	Personnel	1	100%

Delayed Tasks

Task	Target Due Date	Actual Due Date	Owner	Responsible	Due Date	Reason
Task1.2.2	Jul 10, 2018	Jul 10, 2018	1	Mickey Mouse	2018-07-10	To much workload. One can't handle it.
Task1.3.1	Jul 05, 2018	Jul 05, 2018	2	Pum Ba	2018-07-05	There's no enough work.
Task1.3.2	Jul 12, 2018	Jul 12, 2018	3	Hig La	2018-07-12	Server down.

Timeline

2018- December 18, 2018	on: July 01, 2018 - Present
100%	75.00%
88.89%	66.67%
50.00%	50.00%
100%	100%

### Project Performance

**Step 1:** Click Generate Report

**Step 2:** Select a project you would want to generate a report for

**Step 3:** Click Generate Report

Taters Enterprises Inc. | Mickey Mouse Marketing Manager

Reports What do I show the boss? November 12, 2018 | Monday

- Project Status Report
- Project Progress Report
- Project Summary
- Project Performance
- Team Performance
- Employee Performance

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The screenshot shows a 'Print' dialog box over a 'Project Performance Report' window. The print dialog has 'Total: 2 sheets of paper' selected, destination set to 'HP DeskJet 2600 series...', and 'Color' chosen. The report window displays a bar chart titled 'Project Performance Report' with data for tasks 'Mickey', 'Morty', and 'Gus'. Below the chart, two summary metrics are shown: '88.89% Completeness' and '81.48% Timeliness'. A table titled 'Delayed Tasks' lists four tasks with their details. To the right, a sidebar shows '2018 - December 18, 2018' and 'Owner: Mickey Mouse'. A large green bar at the bottom right indicates a 48% completion rate.

**The Project Performance Report would then be generated and printed.**

## Team Performance

**Step 1:** Click Generate Report

The screenshot shows the 'Reports' section of the Taters Enterprises Inc. Project Management System. On the left, a sidebar menu includes 'Project Management' with 'Dashboard' and 'My Projects' selected, 'Tasks' (which is currently active), 'Monitor', 'Change Requests', 'Reports' (selected), 'Templates', and 'Archives'. The main content area shows a grid of report cards for 'Project Status Report', 'Project Progress Report', 'Project Summary', 'Project Performance', 'Team Performance' (selected), and 'Employee Performance'. The 'Team Performance' card is highlighted with a green border. The footer includes copyright information for 2018 and a note about being developed by Team Lowkey of DLSU.

The screenshot shows a 'Print' dialog box over a 'Team Performance Report' window. The print dialog has 'Total: 1 sheet of paper' selected, destination set to 'HP DeskJet 2600 series...', and 'Color' chosen. The report window displays a bar chart titled 'Team Performance Report' comparing team members: Mickey, Morty, Gaby, and Shelly. Below the chart, a table titled 'Team Members' provides detailed statistics for each member. A sidebar on the right shows 'Average Timeliness' for each member. The footer of the report includes a note about being generated by Mickey Mouse on November 11, 2018.

**Your Team Performance would then be generated and printed.**

Taters Enterprises Inc.

Mickey Mouse  
Marketing Manager

Project Management

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

Reports What do I show the boss?

November 12, 2018 | Monday

Project Status Report

Project Progress Report

Project Summary

Project Performance

Team Performance

Employee Performance

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Developed by Team Lawkey of DLSU

## Employee Performance

**Step 1:** Click Generate Report

Your Employee Performance would then be generated and printed.

Print  
Total: 2 sheets of paper

Name: Mickey Mouse  
Position: Marketing Manager  
Department: Marketing

Destination: HP DeskJet 2600 seri... HP DeskJet 2600 series...

Change...

Task: All

Pages: e.g. 1-5, 8, 11-13

Copies: 1

Color: Color

More settings

Print using system dialog... (XP)  
Open PDF in Preview

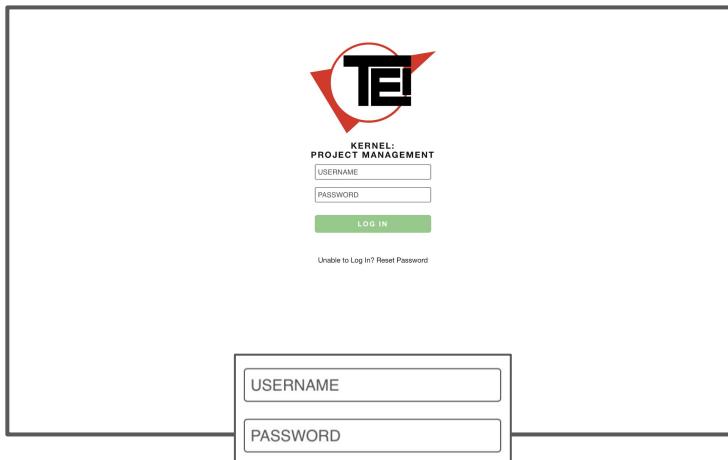
Employee Performance Report

Month	Actual Start Date	Actual End Date	Actual Duration	Actual Resource	Actual Status	Timeline
Store Opening (Jan 15, 2018)	Jan 15, 2018	Jan 15, 2018	0 days	Mickey Mouse	Completed	Timeline 100.0%
Mulan (Apr 15, 2018 - May 05, 2018)	Apr 15, 2018	May 05, 2018	31 days	Mickey Mouse	Ongoing	Timeline 100.0%
Task 1 (May 15, 2018)	May 15, 2018	May 15, 2018	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 2 (Jun 15, 2018)	Jun 15, 2018	Jun 15, 2018	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 3 (Jul 15, 2018)	Jul 15, 2018	Jul 15, 2018	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 4 (Aug 15, 2018)	Aug 15, 2018	Aug 15, 2018	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 5 (Sep 15, 2018)	Sep 15, 2018	Sep 15, 2018	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 6 (Oct 15, 2018)	Oct 15, 2018	Oct 15, 2018	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 7 (Nov 15, 2018)	Nov 15, 2018	Nov 15, 2018	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 8 (Dec 15, 2018)	Dec 15, 2018	Dec 15, 2018	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 9 (Jan 15, 2019)	Jan 15, 2019	Jan 15, 2019	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 10 (Feb 15, 2019)	Feb 15, 2019	Feb 15, 2019	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 11 (Mar 15, 2019)	Mar 15, 2019	Mar 15, 2019	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 12 (Apr 15, 2019)	Apr 15, 2019	Apr 15, 2019	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 13 (May 15, 2019)	May 15, 2019	May 15, 2019	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 14 (Jun 15, 2019)	Jun 15, 2019	Jun 15, 2019	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 15 (Jul 15, 2019)	Jul 15, 2019	Jul 15, 2019	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 16 (Aug 15, 2019)	Aug 15, 2019	Aug 15, 2019	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 17 (Sep 15, 2019)	Sep 15, 2019	Sep 15, 2019	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 18 (Oct 15, 2019)	Oct 15, 2019	Oct 15, 2019	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 19 (Nov 15, 2019)	Nov 15, 2019	Nov 15, 2019	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 20 (Dec 15, 2019)	Dec 15, 2019	Dec 15, 2019	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 21 (Jan 15, 2020)	Jan 15, 2020	Jan 15, 2020	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 22 (Feb 15, 2020)	Feb 15, 2020	Feb 15, 2020	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 23 (Mar 15, 2020)	Mar 15, 2020	Mar 15, 2020	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 24 (Apr 15, 2020)	Apr 15, 2020	Apr 15, 2020	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 25 (May 15, 2020)	May 15, 2020	May 15, 2020	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 26 (Jun 15, 2020)	Jun 15, 2020	Jun 15, 2020	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 27 (Jul 15, 2020)	Jul 15, 2020	Jul 15, 2020	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 28 (Aug 15, 2020)	Aug 15, 2020	Aug 15, 2020	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 29 (Sep 15, 2020)	Sep 15, 2020	Sep 15, 2020	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 30 (Oct 15, 2020)	Oct 15, 2020	Oct 15, 2020	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 31 (Nov 15, 2020)	Nov 15, 2020	Nov 15, 2020	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 32 (Dec 15, 2020)	Dec 15, 2020	Dec 15, 2020	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 33 (Jan 15, 2021)	Jan 15, 2021	Jan 15, 2021	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 34 (Feb 15, 2021)	Feb 15, 2021	Feb 15, 2021	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 35 (Mar 15, 2021)	Mar 15, 2021	Mar 15, 2021	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 36 (Apr 15, 2021)	Apr 15, 2021	Apr 15, 2021	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 37 (May 15, 2021)	May 15, 2021	May 15, 2021	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 38 (Jun 15, 2021)	Jun 15, 2021	Jun 15, 2021	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 39 (Jul 15, 2021)	Jul 15, 2021	Jul 15, 2021	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 40 (Aug 15, 2021)	Aug 15, 2021	Aug 15, 2021	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 41 (Sep 15, 2021)	Sep 15, 2021	Sep 15, 2021	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 42 (Oct 15, 2021)	Oct 15, 2021	Oct 15, 2021	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 43 (Nov 15, 2021)	Nov 15, 2021	Nov 15, 2021	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 44 (Dec 15, 2021)	Dec 15, 2021	Dec 15, 2021	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 45 (Jan 15, 2022)	Jan 15, 2022	Jan 15, 2022	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 46 (Feb 15, 2022)	Feb 15, 2022	Feb 15, 2022	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 47 (Mar 15, 2022)	Mar 15, 2022	Mar 15, 2022	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 48 (Apr 15, 2022)	Apr 15, 2022	Apr 15, 2022	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 49 (May 15, 2022)	May 15, 2022	May 15, 2022	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 50 (Jun 15, 2022)	Jun 15, 2022	Jun 15, 2022	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 51 (Jul 15, 2022)	Jul 15, 2022	Jul 15, 2022	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 52 (Aug 15, 2022)	Aug 15, 2022	Aug 15, 2022	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 53 (Sep 15, 2022)	Sep 15, 2022	Sep 15, 2022	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 54 (Oct 15, 2022)	Oct 15, 2022	Oct 15, 2022	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 55 (Nov 15, 2022)	Nov 15, 2022	Nov 15, 2022	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 56 (Dec 15, 2022)	Dec 15, 2022	Dec 15, 2022	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 57 (Jan 15, 2023)	Jan 15, 2023	Jan 15, 2023	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 58 (Feb 15, 2023)	Feb 15, 2023	Feb 15, 2023	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 59 (Mar 15, 2023)	Mar 15, 2023	Mar 15, 2023	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 60 (Apr 15, 2023)	Apr 15, 2023	Apr 15, 2023	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 61 (May 15, 2023)	May 15, 2023	May 15, 2023	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 62 (Jun 15, 2023)	Jun 15, 2023	Jun 15, 2023	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 63 (Jul 15, 2023)	Jul 15, 2023	Jul 15, 2023	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 64 (Aug 15, 2023)	Aug 15, 2023	Aug 15, 2023	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 65 (Sep 15, 2023)	Sep 15, 2023	Sep 15, 2023	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 66 (Oct 15, 2023)	Oct 15, 2023	Oct 15, 2023	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 67 (Nov 15, 2023)	Nov 15, 2023	Nov 15, 2023	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 68 (Dec 15, 2023)	Dec 15, 2023	Dec 15, 2023	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 69 (Jan 15, 2024)	Jan 15, 2024	Jan 15, 2024	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 70 (Feb 15, 2024)	Feb 15, 2024	Feb 15, 2024	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 71 (Mar 15, 2024)	Mar 15, 2024	Mar 15, 2024	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 72 (Apr 15, 2024)	Apr 15, 2024	Apr 15, 2024	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 73 (May 15, 2024)	May 15, 2024	May 15, 2024	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 74 (Jun 15, 2024)	Jun 15, 2024	Jun 15, 2024	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 75 (Jul 15, 2024)	Jul 15, 2024	Jul 15, 2024	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 76 (Aug 15, 2024)	Aug 15, 2024	Aug 15, 2024	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 77 (Sep 15, 2024)	Sep 15, 2024	Sep 15, 2024	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 78 (Oct 15, 2024)	Oct 15, 2024	Oct 15, 2024	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 79 (Nov 15, 2024)	Nov 15, 2024	Nov 15, 2024	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 80 (Dec 15, 2024)	Dec 15, 2024	Dec 15, 2024	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 81 (Jan 15, 2025)	Jan 15, 2025	Jan 15, 2025	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 82 (Feb 15, 2025)	Feb 15, 2025	Feb 15, 2025	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 83 (Mar 15, 2025)	Mar 15, 2025	Mar 15, 2025	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 84 (Apr 15, 2025)	Apr 15, 2025	Apr 15, 2025	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 85 (May 15, 2025)	May 15, 2025	May 15, 2025	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 86 (Jun 15, 2025)	Jun 15, 2025	Jun 15, 2025	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 87 (Jul 15, 2025)	Jul 15, 2025	Jul 15, 2025	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 88 (Aug 15, 2025)	Aug 15, 2025	Aug 15, 2025	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 89 (Sep 15, 2025)	Sep 15, 2025	Sep 15, 2025	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 90 (Oct 15, 2025)	Oct 15, 2025	Oct 15, 2025	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 91 (Nov 15, 2025)	Nov 15, 2025	Nov 15, 2025	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 92 (Dec 15, 2025)	Dec 15, 2025	Dec 15, 2025	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 93 (Jan 15, 2026)	Jan 15, 2026	Jan 15, 2026	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 94 (Feb 15, 2026)	Feb 15, 2026	Feb 15, 2026	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 95 (Mar 15, 2026)	Mar 15, 2026	Mar 15, 2026	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 96 (Apr 15, 2026)	Apr 15, 2026	Apr 15, 2026	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 97 (May 15, 2026)	May 15, 2026	May 15, 2026	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 98 (Jun 15, 2026)	Jun 15, 2026	Jun 15, 2026	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 99 (Jul 15, 2026)	Jul 15, 2026	Jul 15, 2026	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 100 (Aug 15, 2026)	Aug 15, 2026	Aug 15, 2026	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 101 (Sep 15, 2026)	Sep 15, 2026	Sep 15, 2026	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 102 (Oct 15, 2026)	Oct 15, 2026	Oct 15, 2026	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 103 (Nov 15, 2026)	Nov 15, 2026	Nov 15, 2026	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 104 (Dec 15, 2026)	Dec 15, 2026	Dec 15, 2026	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 105 (Jan 15, 2027)	Jan 15, 2027	Jan 15, 2027	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 106 (Feb 15, 2027)	Feb 15, 2027	Feb 15, 2027	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 107 (Mar 15, 2027)	Mar 15, 2027	Mar 15, 2027	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 108 (Apr 15, 2027)	Apr 15, 2027	Apr 15, 2027	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 109 (May 15, 2027)	May 15, 2027	May 15, 2027	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 110 (Jun 15, 2027)	Jun 15, 2027	Jun 15, 2027	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 111 (Jul 15, 2027)	Jul 15, 2027	Jul 15, 2027	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 112 (Aug 15, 2027)	Aug 15, 2027	Aug 15, 2027	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 113 (Sep 15, 2027)	Sep 15, 2027	Sep 15, 2027	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 114 (Oct 15, 2027)	Oct 15, 2027	Oct 15, 2027	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 115 (Nov 15, 2027)	Nov 15, 2027	Nov 15, 2027	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 116 (Dec 15, 2027)	Dec 15, 2027	Dec 15, 2027	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 117 (Jan 15, 2028)	Jan 15, 2028	Jan 15, 2028	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 118 (Feb 15, 2028)	Feb 15, 2028	Feb 15, 2028	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 119 (Mar 15, 2028)	Mar 15, 2028	Mar 15, 2028	0 days	Mickey Mouse	Completed	Timeline 100.0%
Task 120 (Apr 15, 2028)	Apr 15, 2028					



# GENERATE REPORTS

Executives



### Logging In

**Step 1:** Input your username in the *USERNAME* field  
(Ex. president@tei.com)

**Step 2:** Input your password in the *PASSWORD* field

### Navigating to Reports

**Step 1:** Click *Reports* in the sidebar

The screenshot shows the dashboard after logging in. The sidebar has 'Reports' selected. The main area shows performance metrics and project status. The 'Projects I'm Working On' table includes rows for 'New Product Launching', 'Store Opening', and 'Store Opening - DLSU Andrew'. The 'Tasks I Need To Do' table includes a row for 'Store Opening'.

The screenshot shows the 'Reports' section. The sidebar has 'Reports' selected. The main area lists various report types with 'Generate Report' buttons.

### Project Status Report

**Step 1:** Click *Generate Report* 

**Step 2:** Select interval of your report

**Step 3:** Select a project you would want to generate a report for

**Step 4:** Click *Generate Report*

**Print**  
Total: 1 sheet of paper  
**Cancel** **Print**

**Destination:** HP DeskJet 2600 series... **Change...**

**Pages:**  All  e.g. 1-5, 8, 11-13

**Copies:** 1

**Color:** Color

**Title: Store Opening - DLSU A**  
**Description:** 10th floor, 1st flr

**Planned Last Week**

Task	Start Date	End Date	Responsible	Status
Task3.3.3 Receive Digital M	July 16, 2018	July 16, 2018	Mickey Mouse	Ongoing
Task3.3.1 Purchase Menu B	July 16, 2018	July 16, 2018	Donald Duck	Ongoing

**Accomplished Tasks Last Week**

Task	Start Date	End Date	Responsible	Status
Task3.3.3 Receive Digital M	July 16, 2018	July 16, 2018	Mickey Mouse	Ongoing
Task3.3.1 Purchase Menu B	July 16, 2018	July 16, 2018	Donald Duck	Ongoing

**Problems Encountered**

Task	Start Date	End Date	Actual End Date	Responsible	Status
Task3.3.3 Receive Digital M	July 16, 2018	July 16, 2018	X	Mickey Mouse	Ongoing
Task3.3.1 Purchase Menu B	July 16, 2018	July 16, 2018	-	Donald Duck	Ongoing

**Planned Next Week**

Task	Start Date	End Date	Responsible	Status
Task3.3.3 Receive Digital M	Jul 23, 2018	Jul 23, 2018	Mickey Mouse	Ongoing
Task3.3.1 Purchase Menu B	Jul 23, 2018	Jul 23, 2018	Donald Duck	Ongoing

**Risks**

There are no risks.  
\*\*None or errors\*\*

Prepared By: Mickey Mouse  
Prepared On: November 12, 2018

Start Date      End Date      Responsible      Status

**The Project Status Report would then be generated and printed.**

### Project Progress Report

**Step 1:** Click Generate Report

**Step 2:** Select interval of your report

**Step 3:** Select a project you would want to generate a report for

**Step 4:** Click Generate Report

**Print**  
Total: 1 sheet of paper  
**Cancel** **Print**

**Destination:** HP DeskJet 2600 series... **Change...**

**Pages:**  All  e.g. 1-5, 8, 11-13

**Copies:** 1

**Color:** Color

**Title: Store Opening - DLSU A**  
**Description:** 10th floor, 1st flr

**Last Week**

No data available

**Accomplished Tasks**

No data available

**Prepared By: Mickey Mouse  
Prepared On: November 12, 2018**

**Project Management**

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

**Reports** what do I show the boss?

- Project Status Report
- Project Progress Report
- Project Summary
- Project Performance
- Team Performance
- Employee Performance

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**The Project Progress Report would then be generated and printed.**

**Print**  
Total: 1 sheet of paper  
**Cancel** **Print**

**Destination:** HP DeskJet 2600 series... **Change...**

**Pages:**  All  e.g. 1-5, 8, 11-13

**Copies:** 1

**Color:** Color

**Title: Store Opening - DLSU A**  
**Description:** 10th floor, 1st flr

**Last Week**

No data available

**Accomplished Tasks**

No data available

**Prepared By: Mickey Mouse  
Prepared On: November 12, 2018**

**Project Progress Report**

**Report Interval:** Nov 12, 2018 - Nov 18, 2018  
**Owner:** Mickey Mouse

**Last Week**

Task	Kernel	Current
No tasks available	0%	0%
No tasks available	0%	0%
No tasks available	0%	0%
No tasks available	0%	0%
No tasks available	0%	0%

**Accomplished Tasks**

There were No Tasks Accomplished Last Week  
\*\*None or errors\*\*

**Current Progress**

Task	Kernel	Current
No tasks available	0%	0%
No tasks available	0%	0%
No tasks available	0%	0%
No tasks available	0%	0%
No tasks available	0%	0%

**Progress**

0%

**Prepared By: Mickey Mouse  
Prepared On: November 12, 2018**

Start Date      End Date      Responsible      Status



## Generate Report | Supervisor & Department Head

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### Project Summary

**Step 1:** Click Generate Report

**Step 2:** Select a project you would want to generate a report for

**Step 3:** Click Generate Report

The Project Summary would then be generated and printed.

Name	Position	Department	Total Tasks	Delayed	Headline
MISI Staff	MISI Staff	Management Information Systems	1	0	0.0%
Winnie The Pooh	Marketing Staff	Marketing	2	0	0.0%
Mickey Mouse	Marketing Staff	Marketing	2	0	0.0%
Pun Ba	Marketing Staff	Marketing	2	0	0.0%
Buzz Lightyear	Marketing Staff	Marketing	2	0	0.0%
Plu To	Marketing Staff	Marketing	2	0	0.0%
Sinla Edd	Marketing Staff	Marketing	2	0	0.0%
Donald Duck	Personnel Manager	Personnel	1	0	0.0%

### Department Performance

**Step 1:** Click Generate Report

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The screenshot shows a 'Print' dialog box overlaid on a software interface. The dialog box has fields for 'Destination' (set to 'HP DeskJet 2600 series...'), 'Pages' (set to 'All'), 'Copies' (set to '1'), and 'Color' (set to 'Color'). Below the dialog, a 'Facilities Administrators' section shows a bar chart with a value of 30.48. To the right, a 'Department Performance Report' is displayed, featuring a bar chart for 2018 and tables for various projects like 'New Product Launching', 'Testing Project', and 'Store Opening - DLSU Andrew'. A vertical bar chart on the far right shows 'OPS' at 83.78.

**The Department Performance would then be generated and printed.**

## Project Performance

- Step 1:** Click Generate Report
- Step 2:** Select a project you would want to generate a report for
- Step 3:** Click Generate Report 

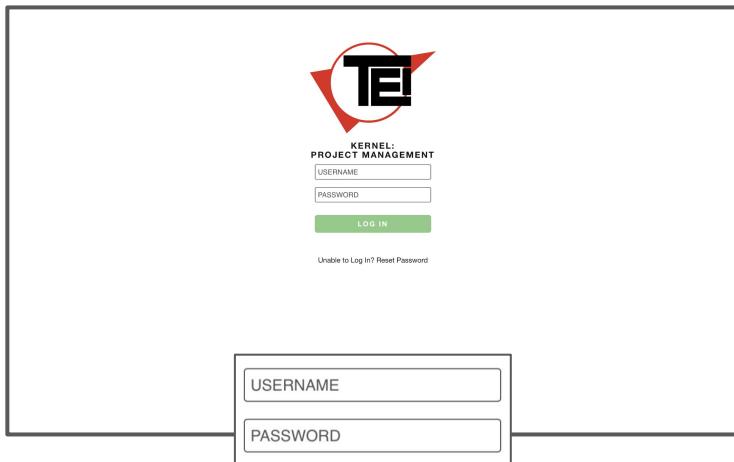
The screenshot shows a 'Project Performance' report page within the Tatters Enterprises Inc. Project Management system. The left sidebar includes 'Dashboard', 'My Projects', 'Tasks', 'Monitor', 'Change Requests', 'Reports', 'Templates', and 'Archives'. The main area displays a 'Project Status' section with a dropdown menu showing 'New Product Launching', 'Testing Project', and 'Store Opening - DLSU Andrew'. Below it is a 'Project Performance' section with a bar chart showing 83.78% for 'Completion' and 75.00% for 'Timeliness'. At the bottom, there's a copyright notice '© 2018 Tatters Enterprises Inc. All rights reserved.' and a credit 'Developed by Team Lowkey of DLSU'.

The screenshot shows a 'Print' dialog box for a 'Project Performance Report' for the 'Title Store Opening - DLSU A' project. The dialog has fields for 'Destination' (set to 'HP DeskJet 2600 series...'), 'Pages' (set to 'All'), 'Copies' (set to '1'), and 'Color' (set to 'Color'). Below the dialog, a 'Delayed Tasks' section shows a table with tasks like 'Task2.2.2', 'Task3.3.1', and 'Task2.1.2'. To the right, a 'Project Performance Report' is displayed, featuring a bar chart for 2018-December 2018 with values 88.89% for 'Completion' and 81.48% for 'Timeliness'. A vertical bar chart on the far right shows 'Marketing' at 48%.

**The Project Performance Report would then be generated and printed.**



# PROJECT ARCHIVES



## Logging In

**Step 1:** Input your username in the *USERNAME* field  
(Ex. mkthead@tei.com)

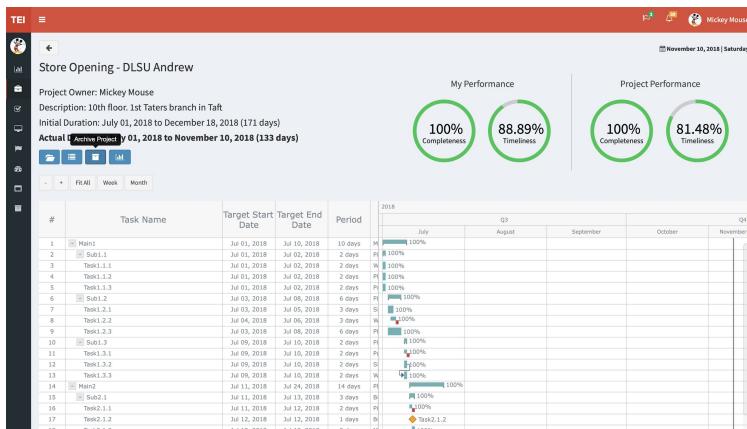
**Step 2:** Input your password in the *PASSWORD* field

## Navigating to My Projects

**Step 1:** Click on *My Projects* in the sidebar

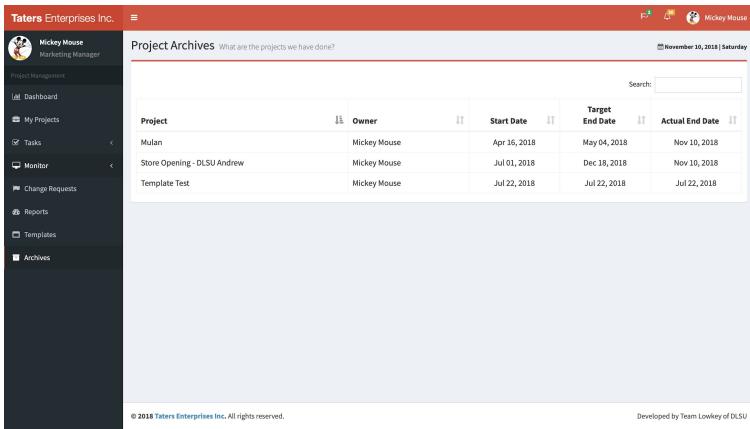
**Step 2:** Select completed project

*Note: Projects that have been complete for 7 days will be automatically archived by the system.*



## Archive Project

**Step 2:** Click *Archive Project* button



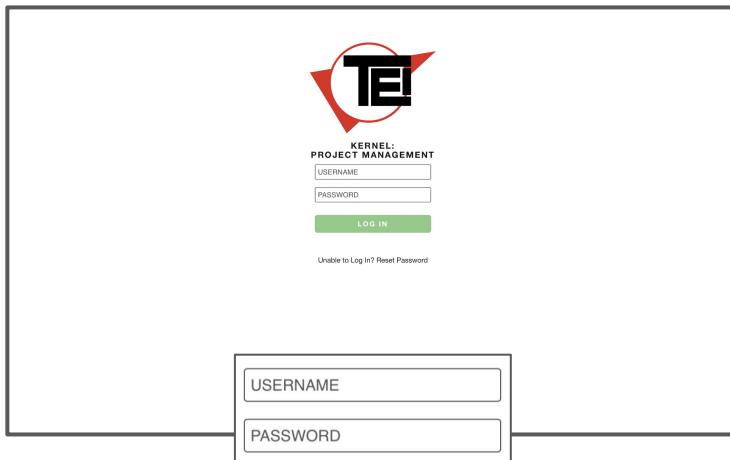
**Project Archives** What are the projects we have done?

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

**Project will then be placed in the project archives.**



# PROJECT TEMPLATES



## Logging In

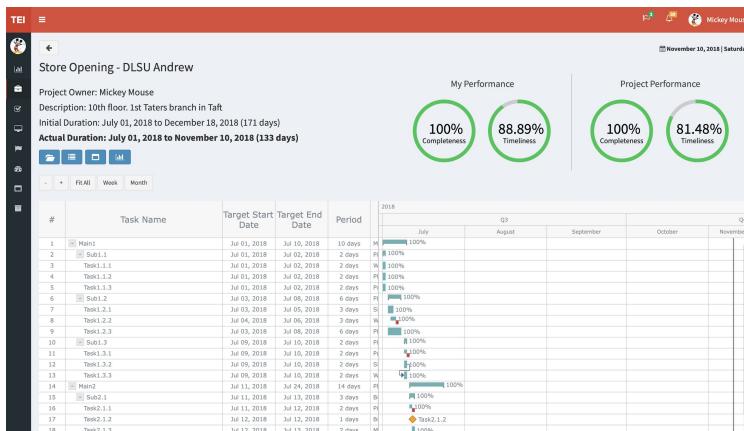
**Step 1:** Input your username in the *USERNAME* field  
(Ex. mkthead@tei.com)

**Step 2:** Input your password in the *PASSWORD* field

## Navigating to Archives

**Step 1:** Click on Archives in the sidebar

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



## Template Project

**Step 1:** Select a project that has not yet been made a template

**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 10, 2018 (133 days)

My Performance

Project Performance

Gantt Chart (Tasks from Jul 01 to Nov 10, 2018):

#	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 02, 2018	Jul 03, 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 06, 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 days
x	Total: 17	Jul 01, 2018	Nov 10, 2018	133 days

## Template Project (cont.)

**Step 2:** Click Save as Template button

**Project will then be saved as a template.**

**Taters Enterprises Inc.**

**Templates** What are the projects I can replicate?

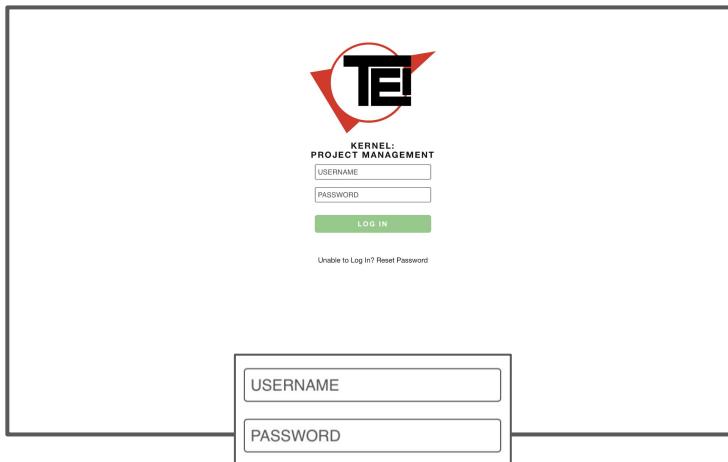
Project      Owner      Period

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

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# UPLOAD DOCUMENT



## Logging In

**Step 1:** Input your username in the *USERNAME* field  
(Ex. mkthead@tei.com)

**Step 2:** Input your password in the *PASSWORD* field

## Navigating to My Projects

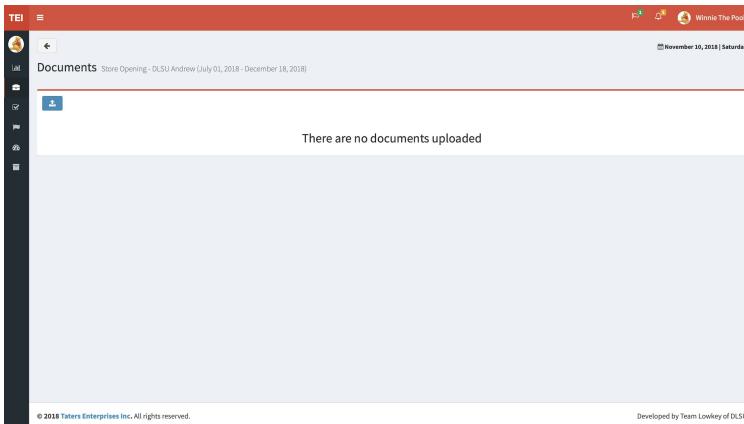
**Step 1:** Click on *My Projects* in the sidebar

The screenshot shows the 'My Projects' dashboard. It includes a sidebar with various project management options and a main section displaying project status and performance metrics.

## Upload Document

**Step 1:** Select a project where you would need to upload a file

The screenshot shows the details of the 'Store Opening - DLSU Andrew' project, including its timeline, tasks, and performance metrics.



## Upload Document (cont.)

**Step 2:** Click *Documents* button 

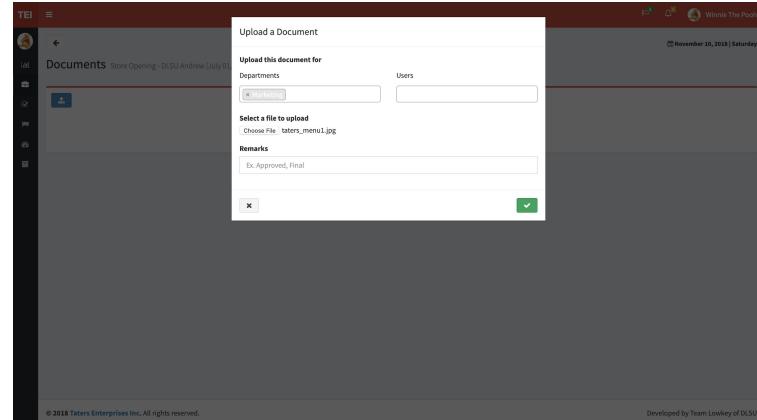
## Upload Documents (cont.)

**Step 3:** Click *Upload Document* button 

**Step 4:** Click *Choose File*

**Step 5:** Select file

**Step 6:** If document needs to be acknowledge, select which departments or employees that should acknowledge the file

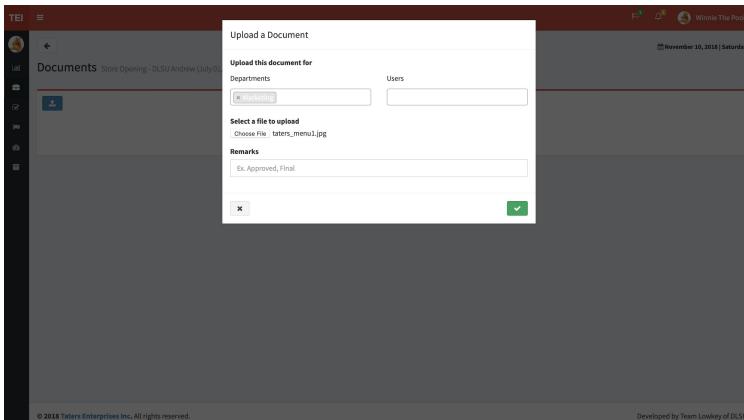


## Upload Document (cont.)

**Step 7:** Input remarks if necessary

**Step 8:** Click *Confirm* 

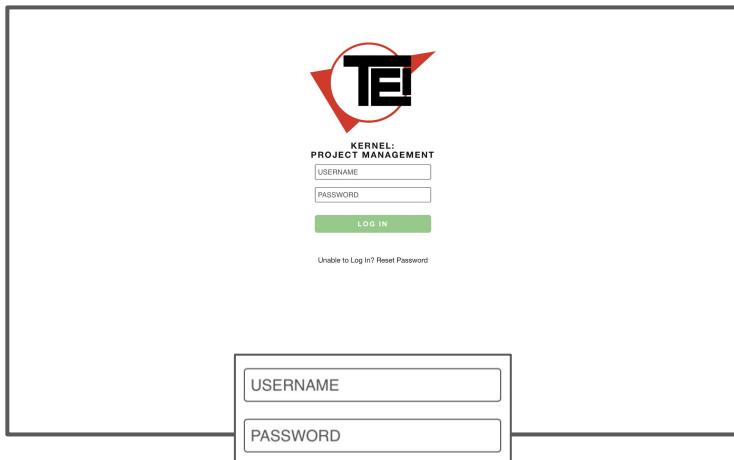
*Note: Skip step 6 if document does not need acknowledgement*





# **ACKNOWLEDGE**

# **DOCUMENT**



## Logging In

**Step 1:** Input your username in the *USERNAME* field  
(Ex. mkthead@tei.com)

**Step 2:** Input your password in the *PASSWORD* field

## Dashboard

**Step 1:** Download file under *Documents I Need To Acknowledge* 

**Step 2:** After viewing the document, click *Acknowledge* button 

The dashboard displays two main sections. The top section, 'Change Requests I Need To Approve (0)', shows a table with columns for Date Requested, Request Type, Project, Task, and Requested By. A note indicates 'There are no change requests'. The bottom section, 'Documents I Need To Acknowledge (1)', shows a table with columns for Document, Project, Uploaded By, Department, and actions (Download, View, Delete). One document, 'taters\_menu1.jpg', is listed under the 'Store Opening - DLSU Andrew' project, uploaded by 'Winnie The Pooh' from the 'Marketing' department.

The dashboard includes several key sections: 'My Performance' (Completeness: 90.00%, Timeliness: 90.00%), 'Marketing Performance' (Completeness: 88.1%, Timeliness: 70%), 'Projects I'm Working On' (listing 'Store Opening', 'Marketing Campaign', and 'Store Opening - DLSU Andrew'), 'Tasks I Need To Do' (listing tasks like 'Submit certificate of registration' for 'Store Opening'), and 'Tasks I Need To Delegate' (listing tasks like 'Determine Ingredients' and 'Create Sample' for 'NPL - Green Tea Popcorn'). A sidebar on the left shows navigation links for Dashboard, Tasks, Monitor, Change Requests, Reports, Templates, and Archives, along with user information for 'Mickey Mouse'.

## Notifications

**Step 1:** Click *Notifications* button

**Step 2:** Click the notification that says that a document has been uploaded and needs your acknowledgement

The screenshot shows two main sections. The top section, titled 'Change Requests I Need To Approve (0)', has a table with columns: Date Requested, Request Type, Project, Task, and Requested By. It displays a message: 'There are no change requests'. The bottom section, titled 'Documents I Need To Acknowledge (1)', lists a single document: 'taters\_menu1.jpg' under 'Document', 'Store Opening - DLSU Andrew' under 'Project', 'Winnie The Pooh' under 'Uploaded By', and 'Marketing' under 'Department'. It includes a green 'Acknowledge' button with a checkmark icon.

## Notifications (cont.)

**Step 3:** Download file under *Documents I Need To Acknowledge*

**Step 4:** After viewing the document, click *Acknowledge* button

## Navigating to My Projects

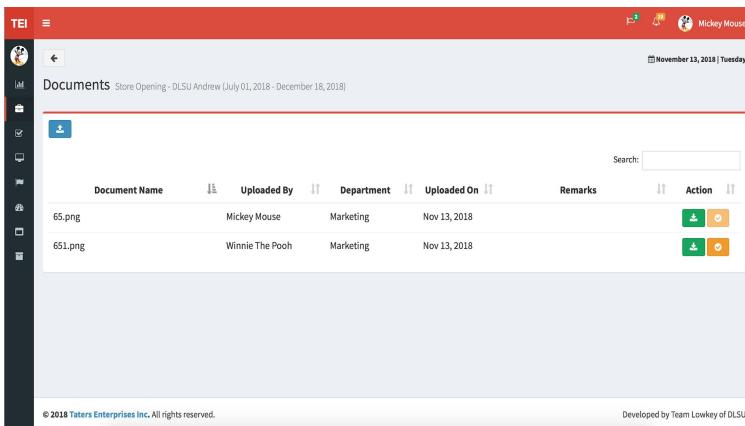
**Step 1:** Click on *My Projects* in the sidebar

The dashboard shows a sidebar with 'Mickey Mouse' as the user and 'Project Management' selected. Under 'My Projects', there are cards for 'Create New Project' (Completed on July 22, 2018), 'Template Test Te...' (Completed on July 22, 2018), 'Centrum Complete' (100% completion, Archiving in 9 days), 'Store Opening' (41.18% completion, 25 days delayed), 'Store Opening - DLSU Andrew' (88.89% completion, 38 days remaining), and 'Marketing Campa...' (Marketing Campaign status). The footer includes copyright information and a note about being developed by Team Lowkey of DLSU.

The screenshot shows the project details for 'Store Opening - DLSU Andrew'. It includes the project owner ('Mickey Mouse'), description ('Initial Duration: July 01, 2018 to December 18, 2018 (171 days) Actual Duration: July 01, 2018 to November 10, 2018 (133 days)'), and a Gantt chart for 2018. The Gantt chart shows tasks like 'Main1' (Jul 01, 2018 to Jul 10, 2018, 10 days), 'Sub1.1' (Jul 01, 2018 to Jul 02, 2018, 2 days), 'Task1.1' (Jul 01, 2018 to Jul 02, 2018, 2 days), etc., across the months of July, August, September, October, and November. Performance metrics at the top show 100% completeness and 88.89% timeliness. The footer indicates the system is developed by Team Lowkey of DLSU.

## Acknowledge Document

**Step 1:** Select project that has document that needs your approval



TEI

Documents Store Opening - DLSU Andrew (July 01, 2018 - December 18, 2018)

Document Name	Uploaded By	Department	Uploaded On	Remarks	Action
65.png	Mickey Mouse	Marketing	Nov 13, 2018		 
651.png	Winnie The Pooh	Marketing	Nov 13, 2018		 

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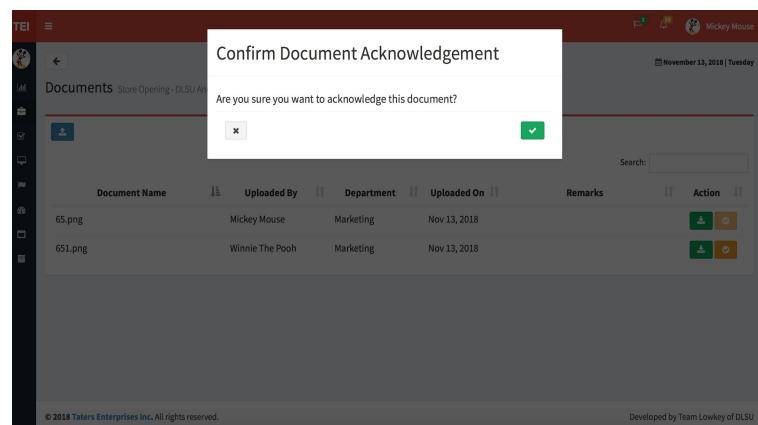
## Acknowledge Document (cont.)

**Step 2:** Click *Documents* button 

## Acknowledge Document (cont.)

**Step 3:** Download file under *Documents I Need To Acknowledge* 

**Step 4:** After viewing the document, click *Acknowledge* button 



TEI

Documents Store Opening - DLSU Andrew (July 01, 2018 - December 18, 2018)

Confirm Document Acknowledgement

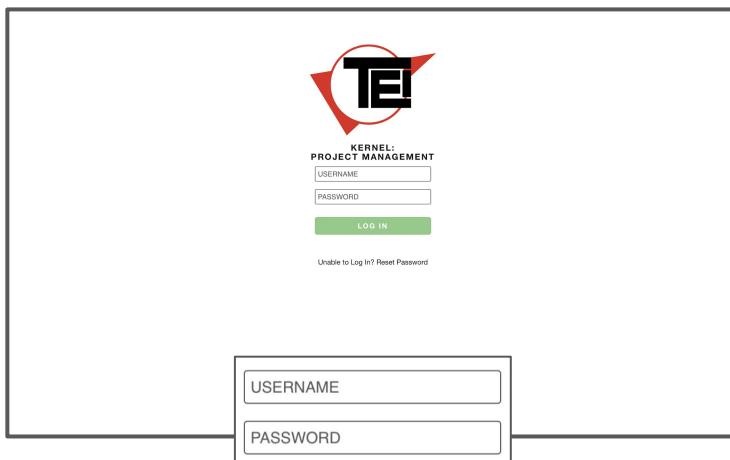
Are you sure you want to acknowledge this document?

Document Name	Uploaded By	Department	Uploaded On	Remarks	Action
65.png	Mickey Mouse	Marketing	Nov 13, 2018		 
651.png	Winnie The Pooh	Marketing	Nov 13, 2018		 

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# MONITOR PROJECT



## Logging In

**Step 1:** Input your username in the *USERNAME* field  
(Ex. mkthead@tei.com)

**Step 2:** Input your password in the *PASSWORD* field

## Navigating to Monitor Project

**Step 1:** Click *Project* under the *Monitor* menu

The dashboard displays various project and task status metrics. Key data points include:

- Welcome, Mickey Mouse!**
- 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):** No tasks to delegate

## Monitor Project

**Step 1:** Click a project you want to monitor

*Note: All projects here are those that you are a owner of.*

The 'Monitor Project' section displays the following project status summary:

- Centrum Complete:** 100% complete, Archiving in 7 days
- Store Opening:** 41.18% complete, 24 days delayed
- Marketing Campaign:** 88.89% complete, November 19, 2018 (Launch in 10 days)

The screenshot shows the 'Store Opening' project details. Key metrics include:

- Project Performance:** 41.18% Completion, 88.24% Timeliness.
- Delayed Tasks (10):**

Task	Responsible	Dept	Target End Date	Days Delayed
Task - Look for mixer	Pum Ba	MKT	Jul 14, 2018	119
Task - Print	Pig Let	MKT	Jun 30, 2018	133
Task - Submit certificate of registration	Mickey Mouse	MKT	Jun 30, 2018	133
Task - Employee training	FAD1 Supervisor	FAD	Jul 30, 2018	103
Task - Staff training	FAD1 Supervisor	FAD	Jul 14, 2018	119
Task - Receive materials	FAD2 Staff	FAD	Jun 30, 2018	133
- Facilities Administration Performance:** 25.00% Completeness, 100% Timeliness.
- Finance Performance:** 50.00% Completeness, 75.00% Timeliness.
- Marketing Performance:** 40.00% Completeness, 80.00% Timeliness.
- Procurement Performance:** 25.00% Completeness, 100% Timeliness.
- Store Operations Performance:** 50.00% Completeness, 75.00% Timeliness.

## Navigating to Monitor Department

**Step 1:** Click a department you want to monitor

## Monitor Department

**Step 1:** Click a task you want to monitor

The screenshot shows the 'Store Opening' tasks. Summary statistics are:

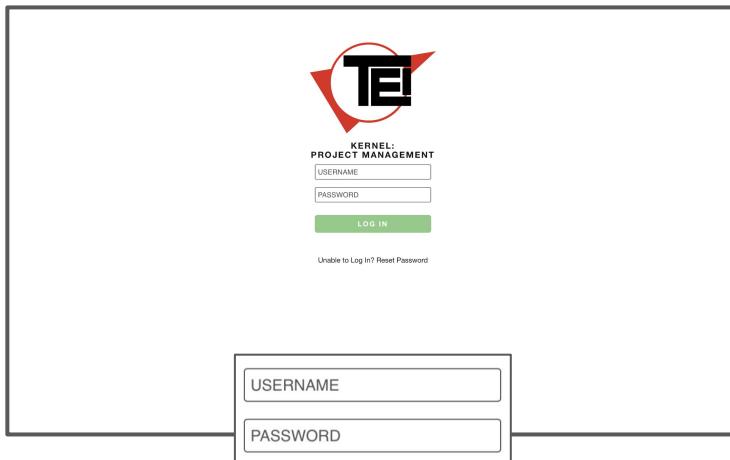
Total	Delayed	Ongoing	Completed	Planned
5	3	3	2	0

Task details table:

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



# MONITOR TEAM



## Logging In

**Step 1:** Input your username in the *USERNAME* field  
(Ex. mkthead@tei.com)

**Step 2:** Input your password in the *PASSWORD* field

## Navigating to Monitor Team

**Step 1:** Click *Team* under the *Monitor* menu

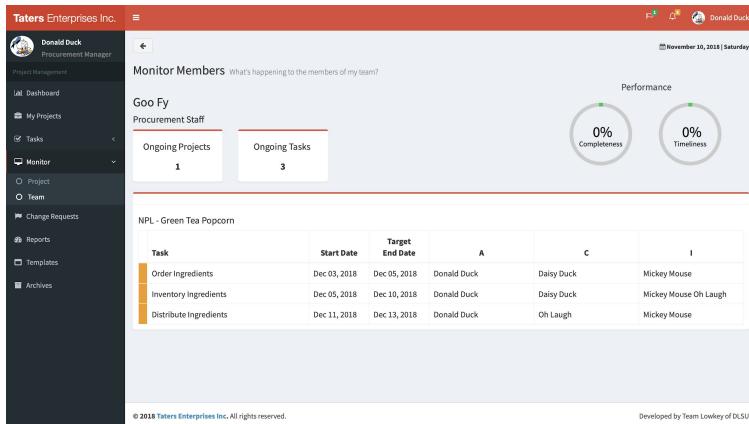
The screenshot shows the dashboard after logging in. On the left is a dark sidebar with a navigation menu. The 'Monitor' option is highlighted. The main content area has a red header 'Taters Enterprises Inc.' and 'Welcome, Mickey Mouse!'. It includes sections for 'My Performance' (Completeness: 90.00%, Timeliness: 90.00%) and 'Marketing Performance' (Completeness: 85.71%, Timeliness: 83.33%). Below these are tables for 'Projects I'm Working On' and 'Tasks I Need To Do'. The 'Projects I'm Working On' table shows three entries: 'New Product Launching', 'Store Opening', and 'Store Opening - DLSU Andrew'. The 'Tasks I Need To Do' table shows one entry: 'Store Opening - Task: Submit certificate of registration'.

The screenshot shows the 'Monitor Team' page. On the left is a dark sidebar with a navigation menu. The main content area has a red header 'Taters Enterprises Inc.' and 'Monitor Team'. It lists several employees under Donald Duck's supervision: Daisy Duck (Procurement Supervisor), Hercules Olympian (Procurement Supervisor), Goofy (Procurement Staff), Tigger The Tiger (Procurement Staff), Ti Mon (Procurement Staff), and Woo Dey (Procurement Staff). Each employee has a profile picture and performance metrics: Completeness and Timeliness. For example, Daisy Duck has 100% Completeness and 100% Timeliness, while Goofy has 0% Completeness and 3 tasks.

## Monitor Team

**Step 1:** Click an employee you want to monitor

*Note: All employees here are those that are under your department or team.*



**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

## Monitor Members

**Step 1:** Click a task you want to monitor