User Guide

- ColorIT -

Project Management System

Group 5

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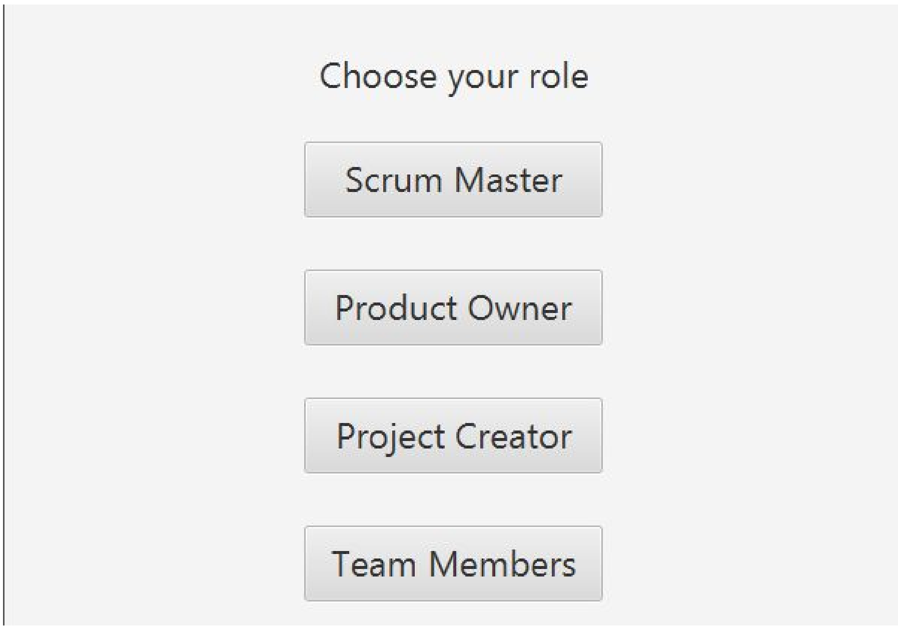
Intro

This is a software created with the scope of helping the customer that uses the PMS (Project Management Software) of ColorIT.

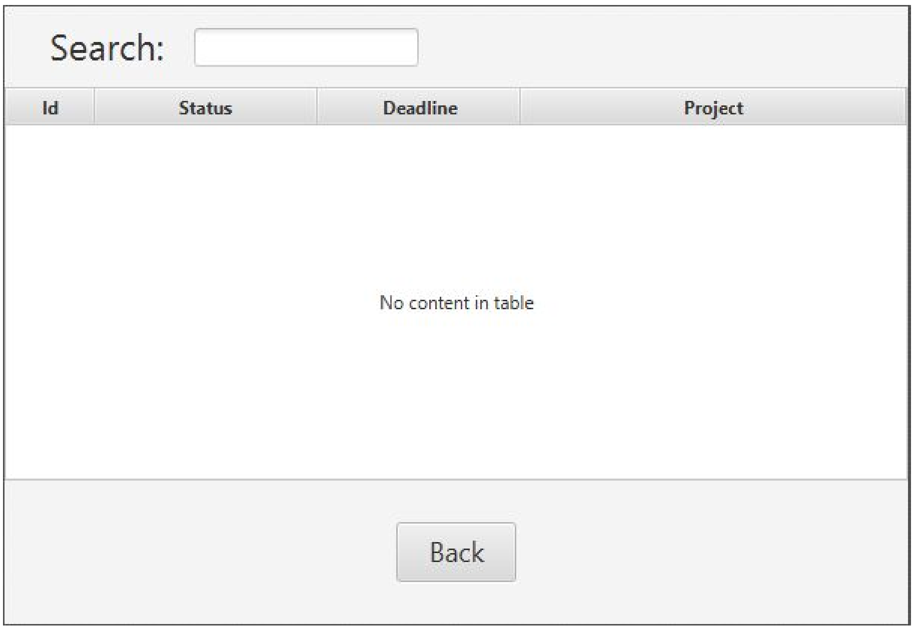
User Guide

1. How to choose the role

2. Open the software by clicking on it;
3. Select the role that suits the user of the software;

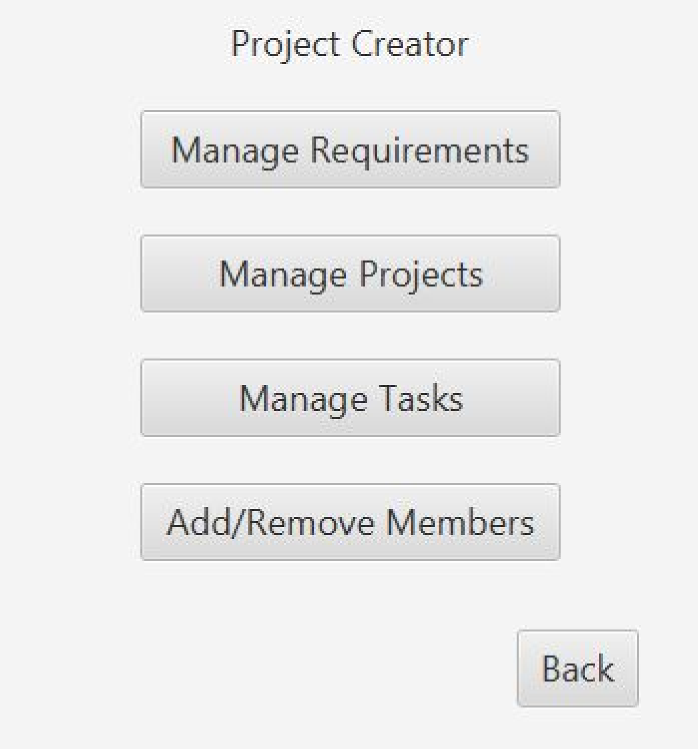


4. The Product Owner can only search and view projects.

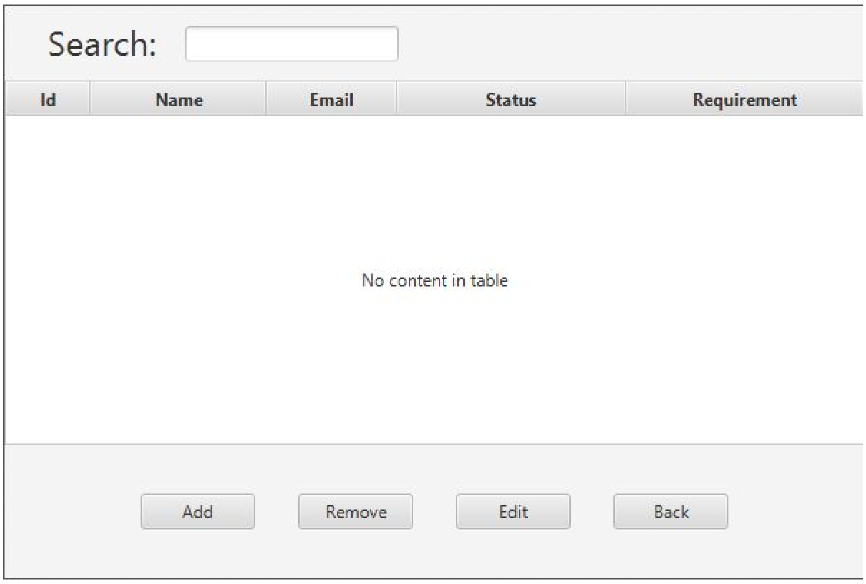


5. Actions as a Project Creator

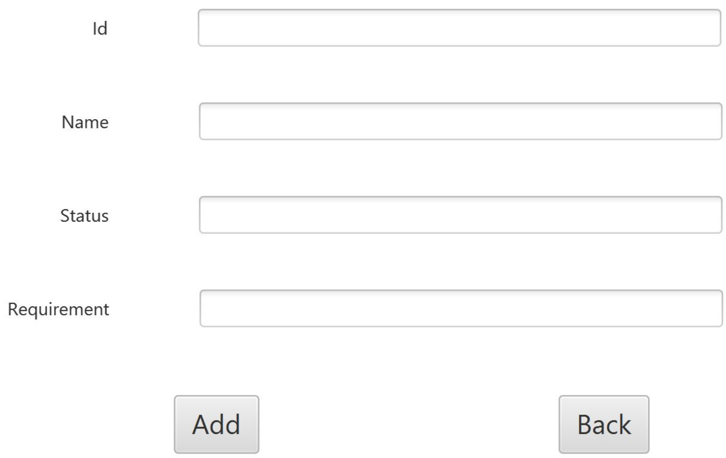
6. The Project Creator can do multiple actions like managing requirements, managing projects, managing tasks or adding or removing members.



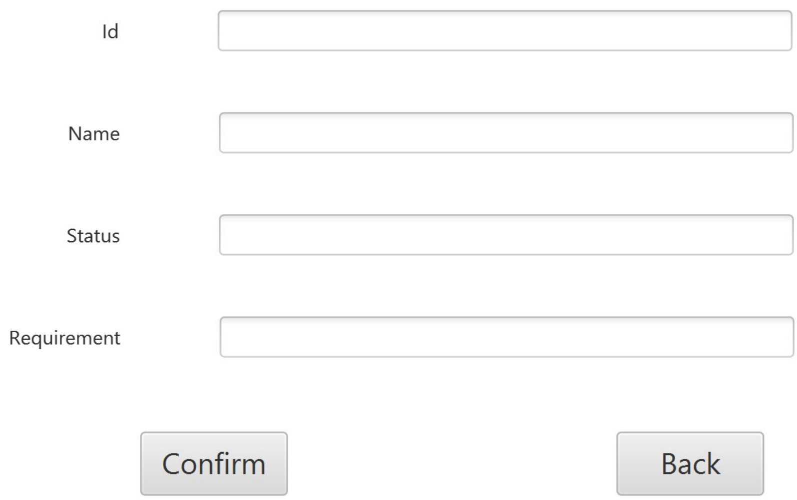
7. To add, remove or edit requirements, press on the "Manage Requirements" button;
8. To do the following actions, press on one of the buttons below to perform the desired action;



9. Whenever you want to add a requirement, you have to click “Add” Button, this window will show up where all you have to do is fill up the text fields, after you filled them up, just click the “Add” button once again, and the requirement will be added to a new created project list.

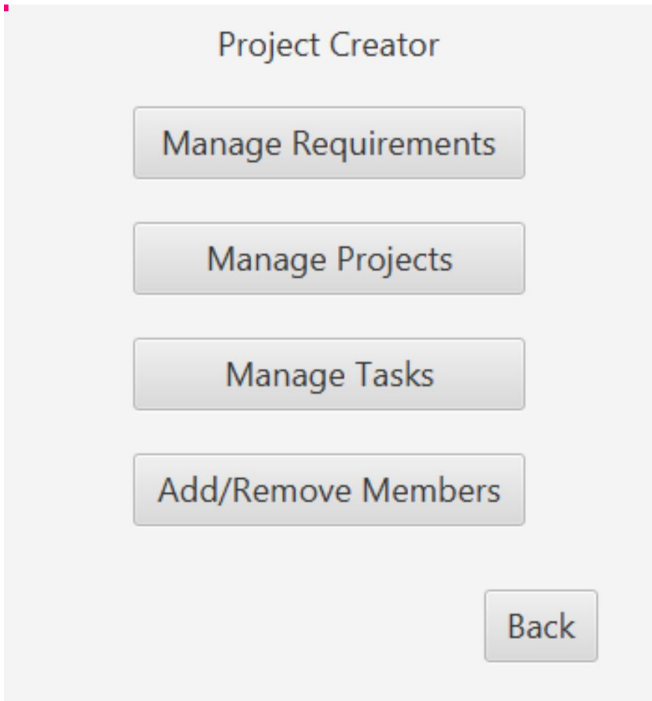


10. In case if you want to edit any information, click the “Edit” button and you will open up a windows similar to this one , the steps are the same , but after filling up text fields, you click “Confirm” button instead of “Add”

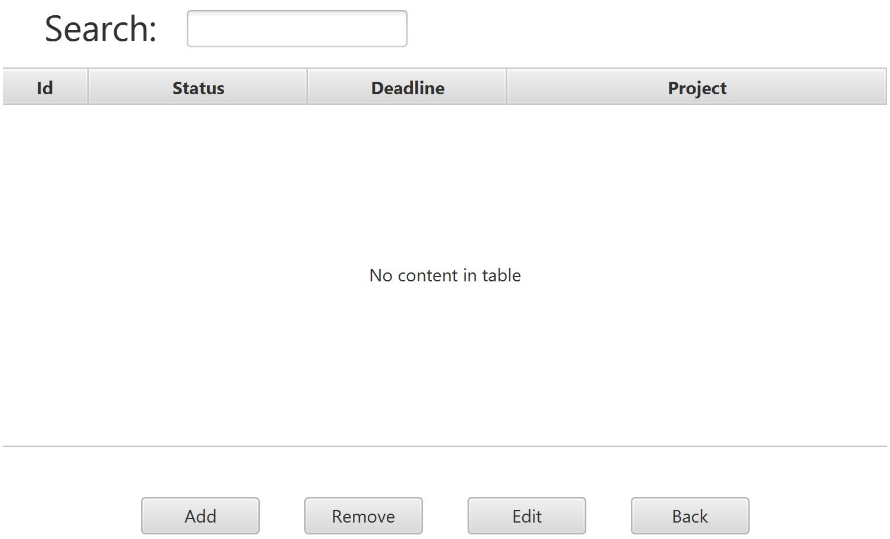


11. To search for an existing requirement, you have to type in “Search” text field requirements’s ID
12. To add, remove or edit projects, the procedure is almost the same, before that don't forget to click the “Back” button, to get back to the Project Creator window.

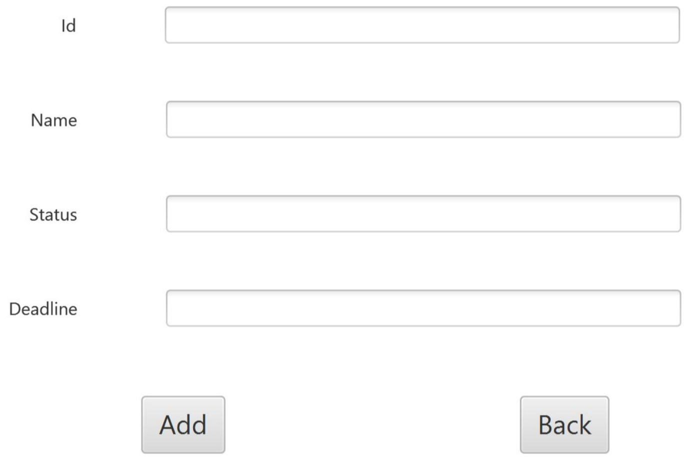
13. Now, to access any activity with projects, click “Manage Projects”



14. Here you will find out that the windows look almost the same and ask for the same actions, the only differences now being that instead of Requirement column we have a Project column and you can search the project not only by its ID but by its name as well.

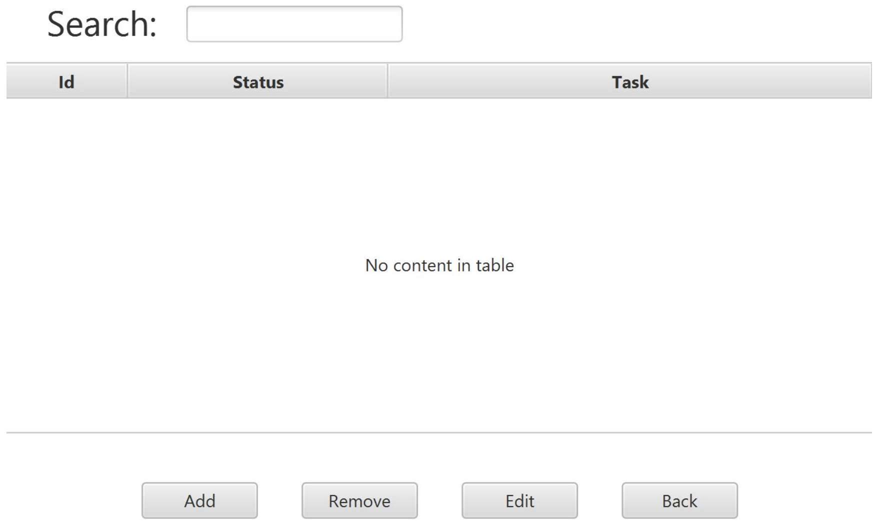


15. Whenever you want to add a project, you have to click “Add” Button, this window will show up where all you have to do is fill up the text fields, after you filled them up, just click the “Add” button once again, and the project will be added to a new created project list.



16. In case if you want to edit any information, click the “Edit” button and you will open up a windows similar to this one , the steps are the same , but after filling up text fields, you click “Confirm” button instead of “Add”

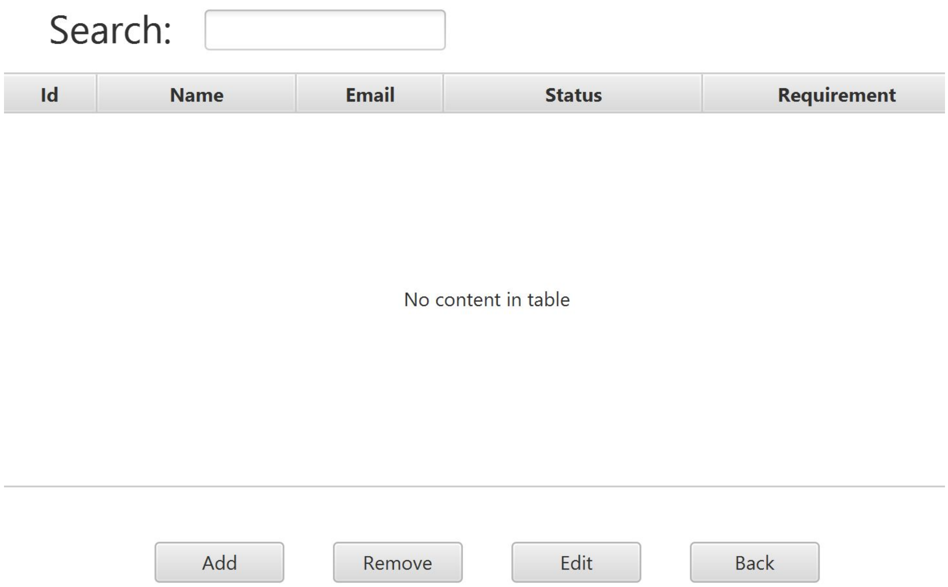
17. To add,edit or remove tasks you have to go back to the Project Creator main windows, and choose “Manage Tasks”, after that this window will appear.



18. Here you will be able to once again choose whatever you want to do with tasks, as well as search for different tasks by their unique ID.

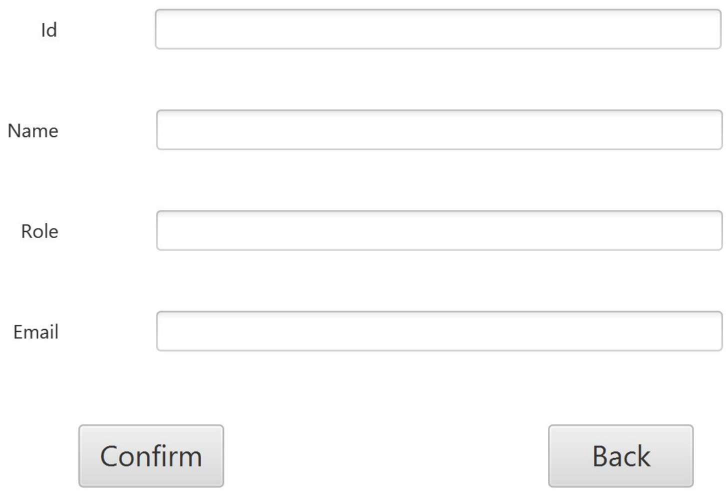
19. If you click the “Add” button, you are gonna get the same window as before, the only difference now being that you do not have to fill up the deadline field. Same thing applies to the “Edit” button and window.

20. To add and remove team members or edit their information, you will once again have to go back to the Project creator main window, and choose the button “Add/Remove Members”, after which this window will appear.



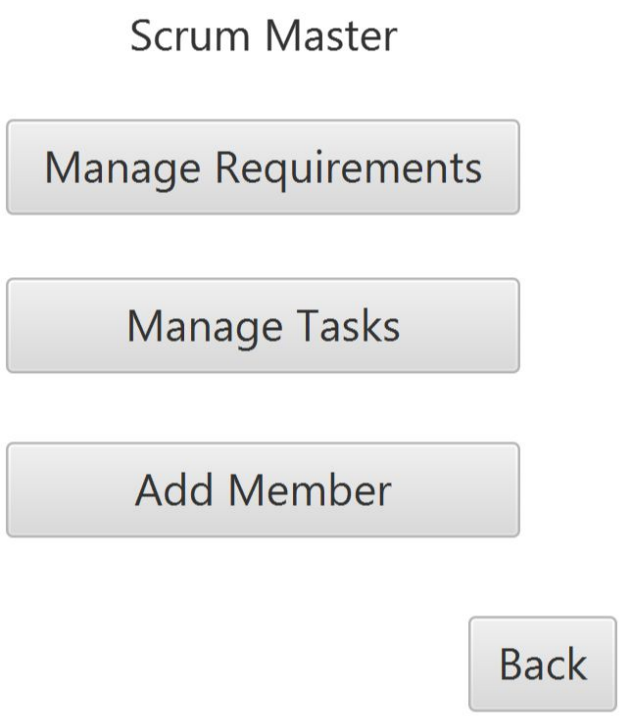
21. You can of course search for a specific team member, by typing in the "Search" text field his unique ID or Name depending on the information you have.
22. In case if you want to get rid of any Team Member from the project, you select him from the table and click the "Remove" button.
23. When clicking the "Add" button you will open this window, in which you can type in the ID, Name, and Email of the new added team member.

24. When clicking the "Edit" button, you will open this specific window, in which you can edit any of previous variables as well as the role that a team member has.

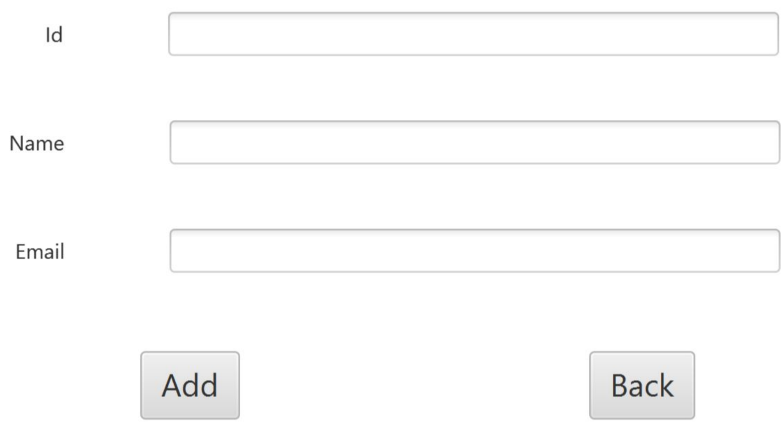


25. Actions as a Scrum master

26. The Scrum Master can do few actions like managing requirements and tasks , as well as adding team members. All of that can be seen in Scrum's Master window.

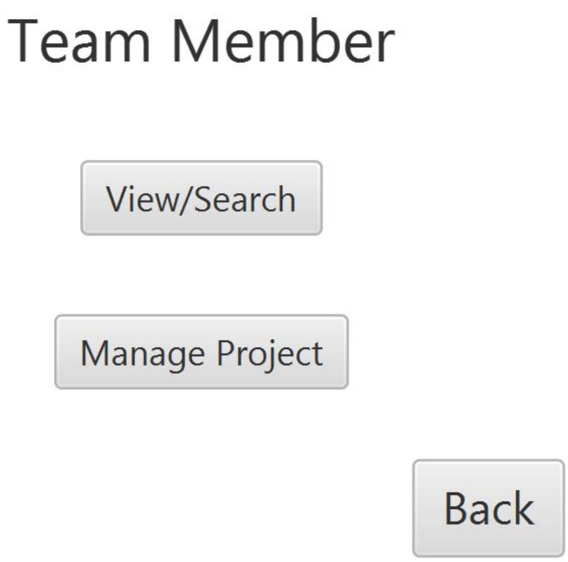


27. By clicking on "Manage Requirements" you will open the manage requirements windows as before, with the same actions possible as in Project Creator.
28. By clicking on "Manage Tasks" you will open the manage tasks window which has the same actions as in Project creator.
29. By clicking on the "Add member" button, you will open this window, which will allow you to add a new member to a project.

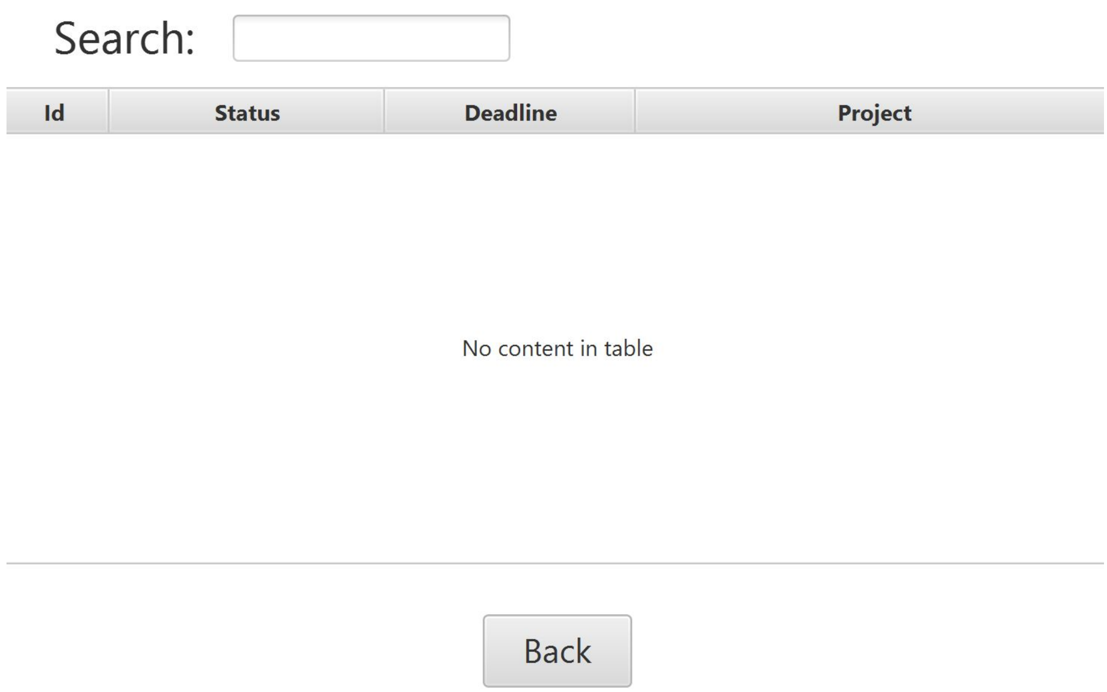


30. Actions as a Team Member

31. After opening Team Members main window you will see 3 buttons, one of them being return to selecting roles, other 2 are “View/Search” and “Manage projects”



32. Clicking on the button “View/Search” will open this window, where after writing the ID of a project or requirement you will be able to see the information about this specific project or requirement.



33. Clicking on the button “Manage Project” will open this window, which has another button “Edit” after pressing which you will be able to change information about a specific project. Same as it was with Project Creator.

34. Actions as a Product owner

35. Product owner window will have only 1 button which basically is “View/Search”, which gives the possibility to search for a certain project as well as view the information available to him.