ProTrack
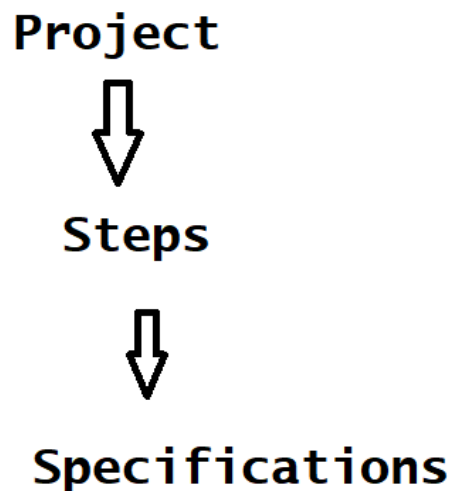
Track your Projects

What is ProTrack?

ProTrack is a web based software solution for project management system. It is designed in an easiest way to design your own project, assign task to persons with deadlines, and track the update or current state of the project, calculating the total cost of the project.

Basic Structure of ProTrack

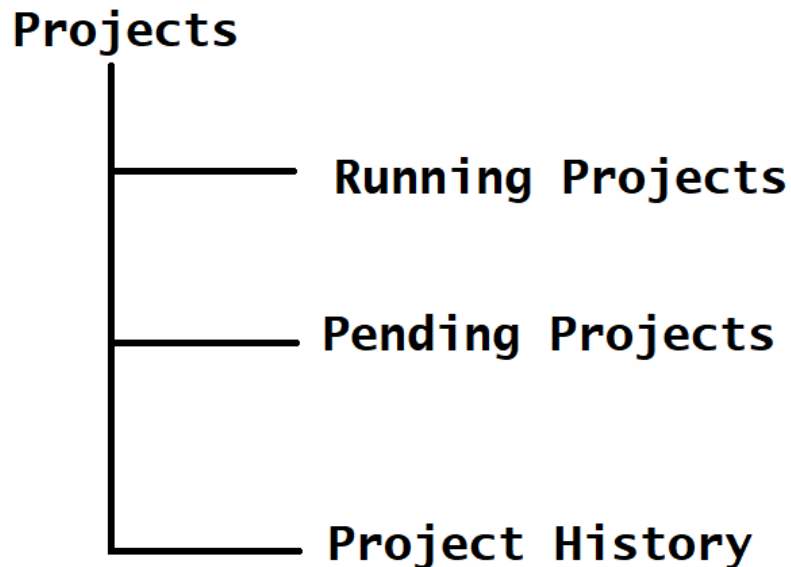## i.   Structure of a Project

Figure: Project Structure

Every project has a number of steps. Steps means the task of the project. Every steps consists multiple number of specifications.

Example: If we think a project type for software project. There several tasks such as market analysis, project proposal, use case diagram, database design etc. This tasks are the steps of the software project. Again in database design step we need to specify who will do it, which tools will be used, the deadline of this steps. This are the specifications of this particular step.

ii.   Types of Projects

```
Projects
│
│        ┌───────── Running Projects
│        │
├────────┤
│        │
│        ├───────── Pending Projects
│        │
│        │
└────────┴───────── Project History
```

Figure: Project Types

a. **Running project:**
   Running project are the projects which the company is currently working on

b. **Pending project:**
   User can design projects in early. This will be kept in the pending projects. When the user approves the project it will be gone to the running projects.

c. **Project History:**
   When the running projects are completed we can send them to the project history so that the running projects only contain the projects which we have to complete.

Key Features:

i.   It is a generic system. You can design your project structure however you want. You can create your own template.

ii.   The steps and specifications you used in a project, you can use them in other projects also. You don't have to create every time you design the project structure. Your previously entered steps and specifications are stored. So you can easily choose from them.

iii. You can track the project status whenever you want. You can also check how any steps are done and how many are undone. It will help managing multiple big project handling. Authority can easily find the project status at a glance of our software.

iv. You can evaluate your employee performance with it

v. You can also work on the project faults which are found after completing the projects.

vi. As everyone will see the deadlines so the work efficiency will increase according to it.

vii. It can calculate the total cost of a full project through which you can easily know your profit label.

Features Based On Pages:

1. Project Structure Page:

This page will contain all the names of the project structure. All the name of the project structure will be unique. There are three buttons beside every project structure. These are edit , delete and see steps button.

Edit Button: We can edit the project structure any time we want. But the name has to be unique and not empty otherwise our system will show the user a red warning for the "unique name".

Delete Button: We can delete the project structure whenever we want.

See Steps Button: We can see the steps of the project structure. The steps are listed in the next page.

Add a project structure: We can add a new project structure with this button. But the name of the project structure must be unique and not empty otherwise our system will show the user a red warning for the "unique name".

i. **Project Structure Name>> Steps**

The steps of this particular Project Structure Name are listed in this page. Every step has four buttons such as add steps after, edit, delete, See specifications button.

Edit Button: We can edit the strep name any time we want. The name can be unique but it is not necessary at all as same step can have different specification.

Delete Button: We can delete step whenever we want.

See Specifications Button: We can see the Specifications of the step. The Specifications are listed in the next page.

Add step after button: We can add step after a particular step. This Button makes our system more generic because we can add any step anywhere we want. We can make the step sequentially whenever we want. This button has two variations.
a. At first it will show the dropdown list of the existing steps. User can choose a step from these existing steps.
b. Secondly there is a plus button by which we can add new steps which is not exist in the current system. The step will also add in the existing system so that user can find it in the existing step list.

Add step button (On the top): It is same as add step after button. But in this button the step will be added top of the step list of that particular project structure.

ii. **Project Structure Name>> Steps>>Specifications**
The specifications of this particular step of this Project Structure Name are listed in this page. Every Specifications has four buttons such as add steps after, edit, delete, See details button.

Edit Button: We can edit the Specification name any time we want. The name can be unique but it is not necessary at all as same Specification can have different details.

Delete Button: We can delete Specification whenever we want.

See Details Button: We can see the details of the step. The details of the Specification are found in the next page.

Add Specifications after button: We can add Specifications after particular Specifications. This Button makes our system more generic because we can add any Specifications anywhere we want. We can make the Specifications sequentially whenever we want. This button has two variations.

a. At first it will show the dropdown list of the existing Specifications. User can choose a step from these existing Specifications.

b. Secondly there is a plus button by which we can add new Specifications which is not exist in the current system. The Specifications will also add in the existing system so that user can find it in the existing Specifications list.

Add Specifications button (On the top): It is same as add Specifications after button. But in this button the Specification will be added top of the Specification list of that particular step of project structure.

Specification Types:

For now in our system we have introduced five types of specifications. Such as:

a. Number (For numeric values such as cost)
b. Textfield (For string value such as name, description etc)
c. Date (For date values such as deadlines)
d. Dropdown(For selecting a value from list such as employee list)
e. Checkbox(For selecting multiple values)

We can also introduce more specification types as far as the requirement of the client.

2. Steps Page:

All the steps we added in the system are listed in this page. We can edit the steps name, delete steps from the system. We can also add new steps in the

system through the add step button. We can also modify the specifications of the each step as like as we did in project structure page.

3. Specifications Page:

All the Specifications we added in the system are listed in this page. We can edit the Specifications name, delete Specifications from the system. We can also add new Specifications in the system through the add Specification button. We can also modify the details of the each Specification as like as we did in project structure page.

4. Running project Page:

In this page all the ongoing project are shown in cards. We can see the minimum details of the project in the cards. We can see the progress of each project. The progress will be updated automatically if we check the Auto Refresh. We can sort the project with various fields such as project id, project structure, client name, deadline, next step current step etc. in both ascending and descending order. We can also search the projects through the project id. There are two buttons in each cards.

    i.   **Project Details:** In this Button we can see the details of the project such as steps, specifications of the projects. Which step will be done by whom all the details will be shown in project page through the details
Button.

    ii.   **Project Done:** If the project is done means the progress is 100% then by clicking this button the project will be gone from running project to project history. If the project is not done completely then this button will not work.

5. Pending project Page:

In this page all the pending project are shown in cards. We can design the project for future. We can sort the project with various fields such as project id, project structure, client name, deadline, next step, current step etc. in both ascending and descending order. We can also search the projects through the project id. There are two buttons in each cards.

i. **Project Details**: In this Button we can see the details of the project such as steps, specifications of the projects. Which step will be done by whom all the details will be shown in project page through the project details button.

ii. **Go to Production:** By clicking this button we will decide that the project is ready to work on. It will move to running project.

Add Project: It will create a new project. We have to fill up some required fields to open a new project such as project id, project structure, client name, and deadline. We can fill up the steps now or can move without filling up the steps. After creating a project it will remain in pending project until we click the go to production for that project.

6. Project History:

The project which are done are combined here. We can see the details of the projects. There is also a Redo button. If there is a fault in the project we can send back the project to running project for correction. We can also track the fault step.

7. Project details Page:

In this page we can see the details of the project. Each step, each specification with details. Every step has a check box with done or undone. If the step is done then the check box will be checked and done will be shown below the step. If the step is not done then the check box will not be checked and undone will be shown below the step.
We can edit the project here through the edit button. We can also get the print copy of the project details through the print button.

8. User Page:

In this page the user details are shown. There are two type of user in our system.

i.   **Admin**: Admin is the supreme user of our system. Only admin can design the project structure, add steps and specification. Admin can create the projects also. Only Admin can create the accounts for another admin or normal user and manage the user list such as removing user, changing the user type etc.

ii.   **Normal User:** Normal user can create the projects, see the existing projects and update the project status. They will not see the project structure designs or the steps and specifications.