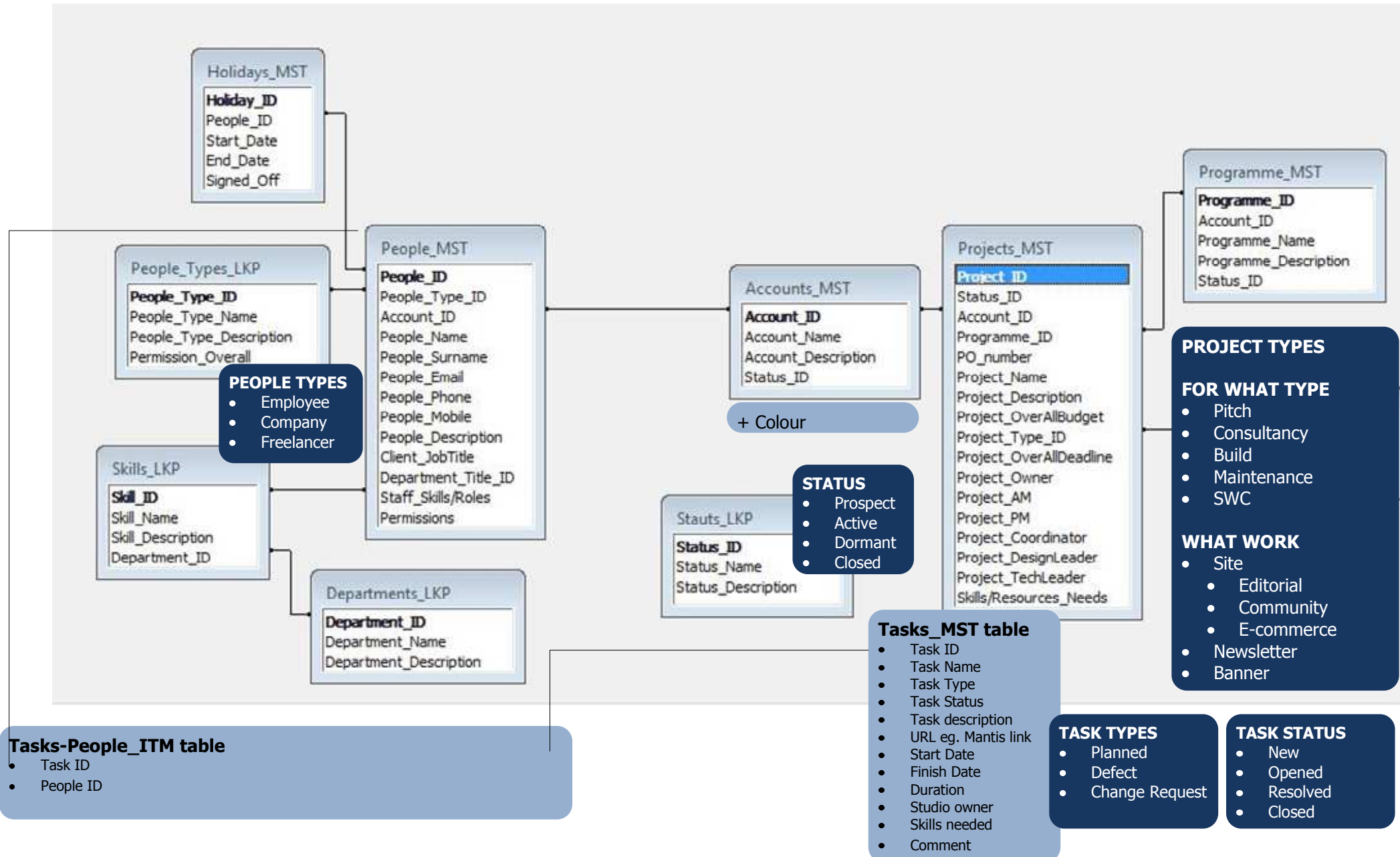## Current traffic / resource planning issues

- Time consuming for traffic manager (Alysson, Amell)
- Hard to maintain
- Multiple production meeting needed
- Not optimised
- Bad readability – so hard to see the long term needs
- Give only one view from same set of data

Advantages to build a webtool

- More accurate
- Time saving (up-front only 1 or 2 weeks maximum TBC to build the application)
- Meeting will be required **only** to solve a conflict
- Will provide different views (calendar, project list ...etc) with the same set of data
- Should no have resistance to be accepted internally as we keep the same model, just give the project details online instead of telling them to the traffic manager
- In the absence of the traffic manager – AM and PM can still submit requests

Title **Database Structure**
Document Traffic Tool Wireframes
Client Internal
Project Tangent / Lateral Processes

Page 3 / 4
Date Wednesday, 12 August 2009
Version Draft
Author Amell Benzerfa

Holidays_MST
- **Holiday_ID**
- People_ID
- Start_Date
- End_Date
- Signed_Off

People_Types_LKP
- **People_Type_ID**
- People_Type_Name
- People_Type_Description
- Permission_Overall

People_MST
- **People_ID**
- People_Type_ID
- Account_ID
- People_Name
- People_Surname
- People_Email
- People_Phone
- People_Mobile
- People_Description
- Client_JobTitle
- Department_Title_ID
- Staff_Skills/Roles
- Permissions

Accounts_MST
- **Account_ID**
- Account_Name
- Account_Description
- Status_ID

+ Colour

Projects_MST
- Project_ID
- Status_ID
- Account_ID
- Programme_ID
- PO_number
- Project_Name
- Project_Description
- Project_OverAllBudget
- Project_Type_ID
- Project_OverAllDeadline
- Project_Owner
- Project_AM
- Project_PM
- Project_Coordinator
- Project_DesignLeader
- Project_TechLeader
- Skills/Resources_Needs

Programme_MST
- **Programme_ID**
- Account_ID
- Programme_Name
- Programme_Description
- Status_ID

Skills_LKP
- **Skill_ID**
- Skill_Name
- Skill_Description
- Department_ID

Stauts_LKP
- **Status_ID**
- Status_Name
- Status_Description

Departments_LKP
- **Department_ID**
- Department_Name
- Department_Description

PEOPLE TYPES
- Employee
- Company
- Freelancer

STATUS
- Prospect
- Active
- Dormant
- Closed

PROJECT TYPES

FOR WHAT TYPE
- Pitch
- Consultancy
- Build
- Maintenance
- SWC

WHAT WORK
- Site
  - Editorial
  - Community
  - E-commerce
- Newsletter
- Banner

Tasks_MST table
- Task ID
- Task Name
- Task Type
- Task Status
- Task description
- URL eg. Mantis link
- Start Date
- Finish Date
- Duration
- Studio owner
- Skills needed
- Comment

Tasks-People_ITM table
- Task ID
- People ID

TASK TYPES
- Planned
- Defect
- Change Request

TASK STATUS
- New
- Opened
- Resolved
- Closed

Project – Submit / Update Form

Project Info

- Project Name [_____] *
- Project Status [_____▼] *
- Related to Account [_____▼] *
- Related to Programme [_____]
- PO Number [_____]

- Project Description [_____]
- Project Type [_____▼] [_____▼]

- Deadline [dd▼] [mm▼] [yyyy▼]

Project Ownership

- Owner [_____▼] *
- Account Manager [_____▼]
- Project Manager [_____▼]
- Project Coordinator [_____▼]
- Design Leader [_____▼]
- Technical Leader [_____▼]

Task List

Task	Type	Status	Skill	Staff	Duration	Deadline	[update]
Task	Type	Status	Skill	Staff	Duration	Deadline	[update]
Task	Type	Status	Skill	Staff	Duration	Deadline	[update]

[ADD TASK]

Project documentation

- Project Brief click here
- Project Plan @ \\purple.tangent.com\projects\xxx\docs\
- **Restricted Access** Costing click here

Task – Submit / Update Form

1 task per person

Task Information

- Task Name [_____] *
- Task Type [_____▼]
- Task Status [_____▼]
- Task description [_____]
- URL eg. Mantis link [_____]
- Start Date [dd▼] [mm▼] [yyyy▼]
- Finish Date / Deadline [dd▼] [mm▼] [yyyy▼]
- Duration (even approx.) [_____2 hours____▼] *

Resource planning *

- Skills needed [_____▼]

  when does not matter who does it

OR

- Staff [_____▼]

When you require a particular member of the studio

Views

Account / Programme / Project

- Calendar View
  – filter by Staff / Account / Programme / Project
  – HOLIDAYS included

  - Daily
  - Weekly
  - Monthly

- Account / Programme / Project Detailed Overview

- Account / Programme / Project List

People > Staff / Client / Freelancer

- List
- Contact details
- Holidays

PAL

- Timesheet
- P&L

FUTURE

- Automated Meeting room booking

Other forms:

- Submit / update Account
- Submit / update Programme
- Submit / update People details

Holidays and the rest will be done by an Tool Admin person