

# PROJECT MANAGEMENT SYSTEM(PMS Ver. 1.6 )

## USER MANUAL



**VEDANT TECH SOLUTIONS**

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# Introduction

Project Management System (PMS) is web-based application to monitor any Project and Manage the Project Activities. Managing a project involves many different aspects and many things that have to be tracked and followed up upon. We have to determine project tasks, create a schedule, assign resources, and identify and track issues and risks. That's just the tip of the iceberg; as a project manager, you are responsible for the overall success of a project. To successfully track all those different aspects of a project, Project Management System is a means of managing a project by planning, organizing, and managing its different required aspects.

PMS has been developed using Java Language, Java Spring Boot Framework, HTML, CSS, Java Script, BootStrap, JQuery User Interface, Apache Tomcat Application Server and MySQL Database.

## Minimum Client Requirements

PMS can be accessed by the clients in the same network of the server having Operating System Windows 7 64-bit and above. Application is best viewed at 1360 \* 768 resolution in Microsoft Edge 90 or above, Internet Explorer 11 or above, Mozilla 70 or above and Google Chrome 79 or above.

## Roles

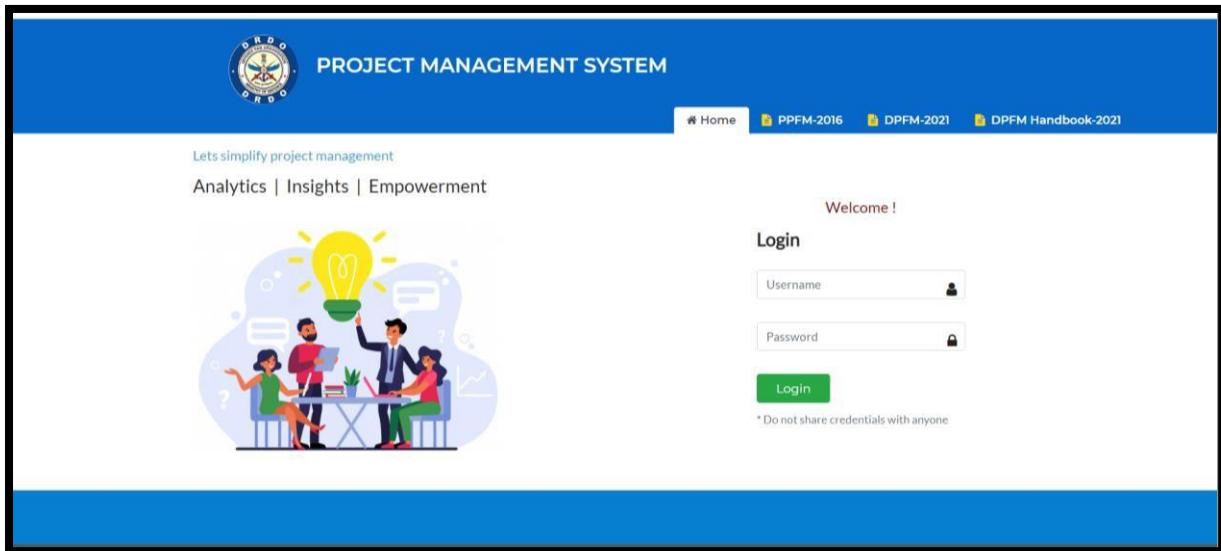
In PMS various roles are defined and access rights are given as per the roles assigned to the users.

ADMIN is a super user having all the modules access rights in the software.

- DIRECTOR
- ASSOCIATE DIRECTOR
- P&C DO
- DO
- GH
- LAB PM
- HQ
- PROJECT DIRECTOR
- 2IC
- USER

## Login Screen

Login screen is used to get user's credential to login into PMS application. It has different manuals links for the reference of the users.



## Brief Detail

PMS will provide better visibility, scalability, and enhanced ability to track and manage projects. It will serve as a great project management tool to help with project budgeting, getting better estimates, planning, and scheduling. Our project management software gives a centralized view of due dates, documents, and other essential information to manage the project pipeline with effectiveness and efficiency. Businesses can be more agile, and track and monitor projects better with the dynamic dashboards in this Project Management software. Responsive actions can be taken with speed and ease with the help of these dynamic dashboards.

This centralized mechanism of monitoring and managing projects will boost productivity and yield optimal output. It will help view all projects (including potential projects) in the context of overall business objectives and goals. This enhanced ability to track progress and anticipate potential issues helps to instill confidence in stakeholders and keep them happy. Having this kind of a big-picture view helps organizations to plan and execute projects efficiently.

There are two major modules in PMS.

1. Pre-Project Initiation
  2. Post Project Sanction
- Initiation of a New Project by users and its approval.  
Initiation of Main as well as Sub Projects.

Capture Project / Programme, Category, Security Classification, Nodal Lab, Short Name, Project Title, Deliverable, Multi-labs details.

Capture Requirements, Objective, Scope, Multi Lab Work Share, Earlier

Work, Competency, Need of Project, Technology Challenges, Risk Mitigation, Realization Plans.

Capture Cost Estimation, Project Schedules and Documents related.

Generation of Executive Summary

Put up for Recommendation by DO, DO-RTMD, AD, TCM, CCM, PRC and

DMC

- After Sanction of Project managing Committees, Schedules, Minutes of Meeting and Monitoring of Action Points of the Project.

Capture Project Sanction Details

Capture Project Attributes, System Configuration, Specification, Product Tree, PEARL, Procurement Status and Project Stage.

Create Committee link to the Project

Create Schedules, Agenda, Put up for approval of Chairperson

Kick-Off Meeting, Attendance

Minutes of Meeting (Introduction, Opening Remarks, Agenda, Presentation, Discussion, Outcomes, Conclusion, (Decision, Recommendation,

Comments, Action, Issue, Risk - IDRARC)

Action Assignment, Action Update and Follow up

Capture Project Milestone Details

Capture Risk and Update Severity, Probability and Mitigation Plans of Risk.

Capture Failures occurred in the Project.

Create Document Repository for the Project. Email and SMS Notifications

## Dashboard (Home Page)

After logging to PMS, the first page you'll encounter is the DASHBOARD. This page captures everything you need to know and to focus on all your projects. Header is having the information about the user who has logged in his Login Type Notification & Alerts for various activities and dropdown menu contains Change Password, User Manuals and

Logout Button. The DASHBOARD is having two views. ACTION VIEW and PROJECT VIEW. User can access only ACTION VIEW.

## Action View Dashboard

- Action View contains User's Today's Schedule and Upcoming Schedules for next seven days if he is member of any Committee having meeting. Then link will
- My Task is the statistics related to user work, how many action items with Missed PDC, In-Progress, Today's PDC, Upcoming and Review for any Action Item pending from Action, Meeting, and Milestone etc. On clicking user can navigate to the list of Action Items.
- My Task Details shows all the Task assigned to the user whose PDC is today or earlier and not completed, it also shows Action Item Detail, Assigner Name and PDC of the Action Items coming from any New Action, Meeting, Milestone etc.
- Top right corner shows the Notice published.
- Review Pending displays those Action Items which is forwarded by the user after completion and pending with the Assigner to Review or Close it.

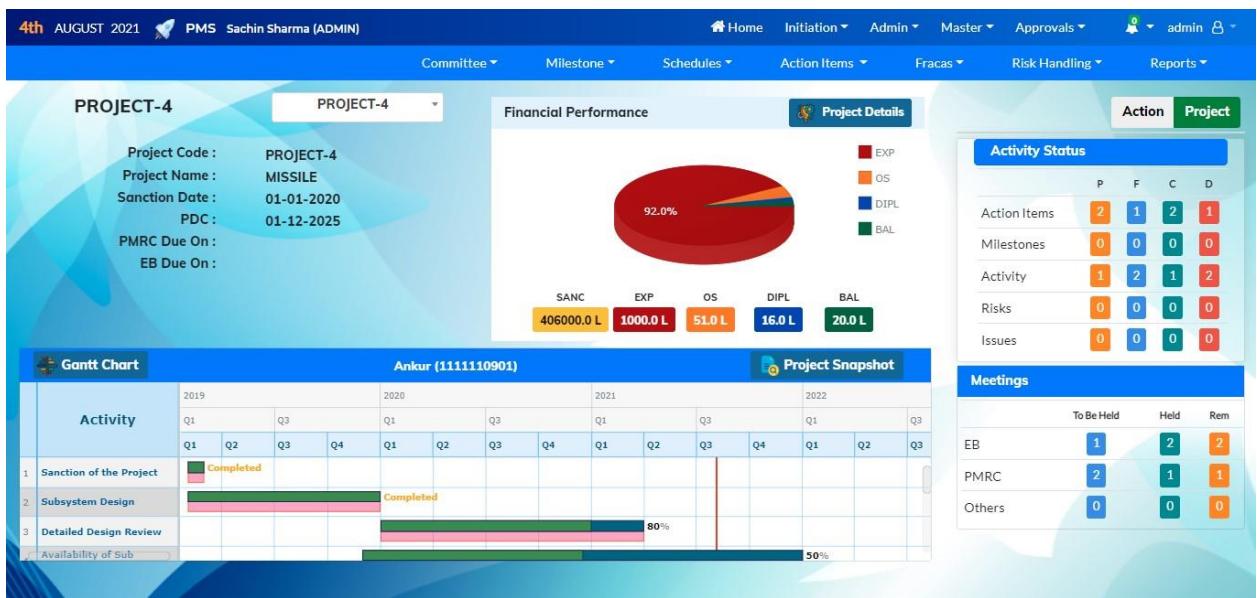
The screenshot shows the Action View Dashboard with the following sections:

- Today's Schedule:** PMRC - 0 10:15:00
- To Be Approved By Me:** Meeting
- Upcoming Schedule:** Upcoming Schedule Details (Date: 20-03-2023, Time: 14:00:00, Committee: PMRC)
- My Tasks:** A grid showing counts for Missed PDC, In Progress, Today PDC, Upcoming, and Review across categories: Action, Meeting, Milestone, and Fracas.
- My Task Details:** A list of tasks with details like Action Item, PDC, and Assigned By (e.g., Risk regbher, Loading issue of Briefing Paper).
- Notice Published:** A notice from Mukesh Prasad Sahu: "All the officers are requested to produce their work progress wrt to all th eprojects assigned to them by the end of the FY by Jan-10".
- Review Pending with My Approver:** A list of reviews pending with Mukesh Prasad Sahu (VEDTS/03432543/17DEC2022/13 and VEDTS/03432543/EB/19DEC2022/24).
- Review Pending with Me:** A list of reviews pending with the user (Tharun M VEDTS/GEN/04JAN2023/16 and Godhilina G Dhanush VEDTS/GEN/04JAN2023/18).

## Project View Dashboard

- Project View contains Project Details which is assigned to that officer. Admin, Director, Associate Director, P&C DO, Lab Manager can see all the Project Details of the establishment.
- Project Code, Name, Sanction Date, PDC, EB Due on, PMRC Due on is available on the left right corner.

- Financial Performance of the Project is available in link is provided to see reports of that Project from Integrated Budget Accounting System (IBAS).
- Gantt Chart is available based on the Milestone Activity defined for the Project. ○ Project Snapshot gives the complete details of the Project
- Activity Status gives the statistics of all the Pending, Forwarded, Completed and Delayed Action Items / Activity.
- Meeting Details gives the statistics of EB, PMRC and Other Meetings to be held, how many held and how many remaining.



## Project Initiation

Firstly P&C DO will initiate a Project and assign Project Director, designated to complete the Project Initiation. He will enter the basic details of project or programme with the related Type and Category, Indicative Cost, Duration and Remarks. After that Project Initiation Module will be available to that officer to define the Project Details, Cost, and Schedule and attach the related documents. The user can add, edit all the information before forwarding for the recommendation.

## SECTION I: PROJECT INITIATION

Project/Programme *	Category *	Security Classification *	Nodal Lab *
Project	Infrastructure & Facilities (IF)	Confidential	CABS
Short Name *	Project Title *	Is Planned *	
RAD-1	RADAR Development	Plan	
PDD *	Indicative Duration(Months) *	Indicative Cost(Rs) *	P&C DO Remarks *
Parvej (Scientist E)	24	240000	RADAR Development
<input type="button" value="SUBMIT"/> <input type="button" value="Back"/>			

Add the following Initiation details,

### Initiation

Initiation Details (Project Title : RADAR Development (RAD-1))					<a href="#">BACK</a>
Project/Programme Project	Category Infrastructure & Facilities (IF)	Security Classification Confidential	Planned Plan		
Short Name RAD-1	Title RADAR Development				
Deliverable -	Fe Cost Rs. 0.00	Re Cost Rs. 0.00	Duration (Months) 0	Multi Lab -	
PDD Parvej	Indicative Duration (Months) 24	Indicative Cost (Rs.) 2400000.00	P&C Remarks RADAR Development		
<a href="#">EDIT</a> <a href="#">Print Executive Summary</a> <a href="#">Print Project Proposal</a>					
<a href="#">Back</a> <a href="#">Next</a>					

### Details

#### Requirements

Provision to enter project requirements with full details.

## Initiation Details (Project Title : RADAR Development (RAD-1))

[BACK](#)[INITIATION](#)[AUTHORITY](#)[DETAILS](#)[COST](#)[SCHEDULE](#)[ATTACHMENT](#)

### Requirement

- Objective
- Scope
- Multi Lab Work Share
- Earlier Work
- Competency
- Need of Project
- Technology Challenges
- Risk Mitigation
- Proposal
- Realization Plan

### Requirements

RADAR Development(RAD-1)

Requirements:

Electronics and Radar Development Establishment (LRDE) works in the area of design and development of ground-based, shipborne and airborne complex radar systems and related technologies. Currently, LRDE is also developing technologies for space-based radars.

[Previous](#) [Next](#)

## Objective

Provision to enter Objective of the Project, why it is required.

### Objective

Project Title : RADAR Development(RAD-1)

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**Objective:**

Electronics and Radar Development Establishment (LRDE) works in the area of design and development of ground-based, shipborne and airborne complex radar systems and related technologies...|

Note:- Editor works like Ms-Word/Ms-Excel. Need to use shortcuts key ( E.g.-Next line in table cells- Shift+Enter )

[SUBMIT](#) [BACK](#)

## Scope

Provision to enter scope of the project, what all can be covered in the project.

### Scope

Project Title : RADAR Development(RAD-1)

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**Scope:**

The scope of the radar is: Medium Range 3D air surveillance for interception, 3D Target tracking and indication, and sea surface surveillance as primary sensor. The radar is based on state-of-the-art technology. The radar has been realised using concurrent Engineering approach with industry partners: M/s BEL and M/s L&T.

Note:- Editor works like Ms-Word/Ms-Excel. Need to use shortcuts key ( E.g.-Next line in table cells- Shift+Enter )

[SUBMIT](#) [BACK](#)

## Multi-Lab Work Share

Provision to enter project multi-lab work share details.

## Multi-Lab Work Share

Project Title : RADAR Development(RAD-1)

DRDOLSTAR system developed under the Technology Demonstration Programme, is a Long Range, Multifunction Solid-State Active Phased Array Radar, mainly for surveillance, detection and tracking of airborne targets. The Radar carries out target detection and provides measurements of range, azimuth, elevation and target speed. The Radar Data Processor (RDP) built into the system provides target identity, target state vector and maintenance of multiple target tracks based on updates. The Radar operates with Low as well as Medium PRF waveforms using Pulse Doppler processing.

Note:- Editor works like Ms-Word/Ms-Excel. Need to use shortcuts key ( E.g.-Next line in table cells- Shift+Enter )

**SUBMIT** **BACK**

## Earlier Work

Provision to enter project earlier work details.

### Earlier Work

Project Title : RADAR Development(RAD-1)

Earlier Work:

Low level Light Weight 2D Radar : Low level Light Weight L-Band 2D Radar is a light weight, battery powered and compact sensor which provides 2D surveillance solution to Army Air Defence Weapon Systems mainly in mountainous terrain against hostile aerial targets like UAVs, RPVs, helicopters and fixed wing aircraft flying at low and medium altitudes. The radar can be transported by vehicles, animal transport or group of men or as helislung loads.

Note:- Editor works like Ms-Word/Ms-Excel. Need to use shortcuts key ( E.g.-Next line in table cells- Shift+Enter )

**SUBMIT** **BACK**

## Competency Established

Provision to provide the project competency established details.

### Competency Established

Project Title : RADAR Development(RAD-1)

Competency Established

The Electronics & Radar Development Establishment (LRDE) grew out of the Scientific Stores, which was established in Rawalpindi (now in Pakistan) in 1939. In 1946, the Scientific Stores was renamed as the Technical Development Establishment (TDE) and relocated to Dehradun. In 1958, the TDE was reorganized into R&D and inspection units; the R&D unit was shifted to Bangalore. Later, in 1962, the latter division was redesignated as LRDE and dedicated to the design and development of radar and communications equipment.

Note:- Editor works like Ms-Word/Ms-Excel. Need to use shortcuts key ( E.g.-Next line in table cells- Shift+Enter )

**SUBMIT** **BACK**

## Need of Project

Provision to provide the project purpose details.

## Need of Project

Project Title : RADAR Development(RAD-1)

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Need Of Project  
Electronics and Radar Development Establishment (LRDE) works in the area of design and development of ground-based, shipborne and airborne complex radar systems and related technologies. Currently, LRDE is also developing technologies for space-based radars.

Note:- Editor works like Ms-Word/Ms-Excel. Need to use shortcuts key ( E.g.-Next line in table cells- Shift+Enter )

**SUBMIT** **BACK**

## Technology Challenges

Provision to provide Technology challenges for this project.

### Technology Challenges

Project Title : RADAR Development(RAD-1)

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Technology Challenges  
LRDE has developed many advanced radar technologies including transmit and receive modules, slotted waveguide array antennas, microstrip array antennas, multibeam antennas, high power transmitters, high purity signal sources, high bandwidth waveform generation systems, programmable signal and data processors and radar controllers. The details are given below

Note:- Editor works like Ms-Word/Ms-Excel. Need to use shortcuts key ( E.g.-Next line in table cells- Shift+Enter )

**SUBMIT** **BACK**

## Risk Mitigation

Provision to provide any risk mitigation for the project.

### Risk Mitigation

Project Title : RADAR Development(RAD-1)

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Risk Mitigation:  
Airborne Warning and Control: Ready for delivery as of 2015. A new radar based on [Active Electronically Scanned Array](#) technology. The aim of the project is to develop inhouse capability for high power AEW&C systems, with the system covering the development of a S Band AESA array. The aircraft will also have datalinks to link fighters plus communicate with the IAF's C3I infrastructure, as well as a local SATCOM (satellite communication system), along with other onboard ESM and [COMINT](#) systems

Note:- Editor works like Ms-Word/Ms-Excel. Need to use shortcuts key ( E.g.-Next line in table cells- Shift+Enter )

**SUBMIT** **BACK**

## Proposal

Provision to provide project proposal details.

## Proposal

Project Title : RADAR Development(RAD-1)

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**Proposal :**

Title of the Project:  
RADAR Development(RDA-1)

Object:  
Radar Development Establishment (LRDE) works in the area of design and development of ground-based, shipborne and airborne complex radar systems and related technologies...

Note:- Editor works like Ms-Word/Ms-Excel. Need to use shortcuts key ( E.g.-Next line in table cells- Shift+Enter )

**SUBMIT** **BACK**

## Realization Plan

Provision to provide project realization plan.

**Realization Plan**

Project Title : RADAR Development(RAD-1)

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**Realization Plan:**

A radar system has a transmitter that emits radio waves known as *radar signals* in predetermined directions. When these signals contact an object they are usually reflected or scattered in many directions, although some of them will be absorbed and penetrate into the target. Radar signals are reflected especially well by materials of considerable electrical —such as most metals, and wet ground. This makes the use of radar possible in certain cases. The radar signals that are reflected back towards the radar receiver are the desirable ones that make radar detection work. If the object is *moving* either toward or away from the transmitter, there will be a slight change in the frequency of the radio waves due to the Doppler effect.

Note:- Editor works like Ms-Word/Ms-Excel. Need to use shortcuts key ( E.g.-Next line in table cells- Shift+Enter )

**SUBMIT** **BACK**

## Initiation Details ( Project Title : RADAR Development (RAD-1) )

**BACK**

**INITIATION** **AUTHORITY** **DETAILS** **COST** **SCHEDULE** **ATTACHMENT**

**Realization Plan**

Realization Plan:

A radar system has a transmitter that emits radio waves known as *radar signals* in predetermined directions. When these signals contact an object they are usually reflected or scattered in many directions, although some of them will be absorbed and penetrate into the target. Radar signals are reflected especially well by materials of considerable electrical —such as most metals, and wet ground. This makes the use of radar possible in certain cases. The radar signals that are reflected back towards the radar receiver are the desirable ones that make radar detection work. If the object is *moving* either toward or away from the transmitter, there will be a slight change in the frequency of the radio waves due to the Doppler effect.

**Requirement** ✓  
**Objective** ✓  
**Scope** ✓  
**Multi Lab Work Share** ✓  
**Earlier Work** ✓  
**Competency** ✓  
**Need of Project** ✓  
**Technology Challenges** ✓  
**Risk Mitigation** ✓  
**Proposal** ✓  
**Realization Plan** ✓

**Previous** **Next**

## Cost

Provision to enter project's Cost.

**Cost**

Title: RADAR Development (RAD-1) || Fe Cost: Rs. 0.00 || Re Cost: Rs. 0.00 || Total Cost: Rs. 0.00 [BACK](#)

Budget Head	Item	Item Detail	Cost
Training	Training Abroad Rev FE	Testing RAD-4 Project	120000
Item		Cost	<a href="#">Edit   Delete</a>
		Total Cost	Rs. 0.00

[SUBMIT](#)

**Cost**

Title: RADAR Development (RAD-1) || Fe Cost: Rs. 1,20,000.00 || Re Cost: Rs. 0.00 || Total Cost: Rs. 1,20,000.00 [BACK](#)

Budget Head	Item	Item Detail	Cost
Choose...	Choose...		
Item		Cost	<a href="#">Edit   Delete</a>
Training			
Training Abroad Rev FE	Testing RAD-4 Project	120000	
		Training Cost	Rs. 1,20,000.00
		Total Cost	Rs. 1,20,000.00

[SUBMIT](#)

3rd AUGUST 2021 PMS Parvez [USER] [Home](#) [Initiation](#) [Schedules](#) [Action Items](#)

**Initiation Details (Project Title : RADAR Development (RAD-1))** [BACK](#)

INITIATION	AUTHORITY	DETAILS	COST	SCHEDULE	ATTACHMENT
Item	Item Detail		Cost		
Capital					
HT / FOL for Project Vehicles CAP RE (929/25)	Vehicles				
		Capital Cost	Rs. 1,20,000.00		Rs. 1,20,000.00
Revenue					
Computer Stationary	Computer and Laptops				
		Revenue Cost	Rs. 1,20,000.00		Rs. 1,20,000.00
Training					
Training Abroad Rev FE	Testing RAD-4				
		Training Cost	Rs. 12,000.00		Rs. 12,000.00
		Total Cost	Rs. 2,52,000.00		
<a href="#">EDIT</a>					
<a href="#">Previous</a> <a href="#">Next</a>					

## Schedule

Provision to enter project's Milestone Activity with estimated period.

## Schedule

Title : RADAR Development (RAD-1) || Total Months : 0

Milestone Activity	Milestone Month	Remarks	<a href="#">+</a>
RAD-1 Milestone Activity	24	Test	<a href="#">-</a>

[SUBMIT](#) [BACK](#)

### Initiation Details (Project Title : RADAR Development (RAD-1))

[BACK](#)

[INITIATION](#) [AUTHORITY](#) [DETAILS](#) [COST](#) [SCHEDULE](#) [ATTACHMENT](#)

Milestone No	Milestone Activity	Milestone Month	Remarks
1	RAD-1 Milestone Activity	24	Test

[EDIT](#)

[Previous](#) [Next](#)

## Attachment

Provision to attach the project related documents for reference.

## Attachment

Title : RADAR Development (RAD-1)

File Name

File Attach

RAD-4

[Choose File](#) Rad-4.txt

[SUBMIT](#) [BACK](#)

### Initiation Details (Project Title : RADAR Development (RAD-1))

[BACK](#)

[INITIATION](#) [AUTHORITY](#) [DETAILS](#) [COST](#) [SCHEDULE](#) [ATTACHMENT](#)

File Name	Created By	Created Date	Download	Delete
<a href="#">RAD-4</a>	user	03-08-2021 18:22:05	<a href="#"></a>	<a href="#"></a>

[Add](#)

[Previous](#)

## Initiation List

To list all Initiations which are created by the authorised user.

### Initiation List

Show  entries

Search:

IsMain	Category	Title	Code	Security Classification	Cost	Duration	Preview, Forward and Details
Y	PS	LR PROJ	LRDE-12	Restricted	0.00	0	<a href="#"></a> <a href="#"></a> <a href="#"></a>
Y	IF	RADAR Development	RAD-1	Confidential	2.52	24	<a href="#"></a> <a href="#"></a> <a href="#"></a>

Cost In Lakhs, Duration In Months.

Showing 1 to 2 of 2 entries

[Previous](#) [1](#) [Next](#)

Initiation list displays the Initiations with Preview, Forward and Details options.

- Preview

To view the specific Project or Programme Initiation, Details, Cost, Schedule, Attachment details.

### Initiation List

Initiation List										
Show <input type="button" value="▼"/> entries <input type="text" value="Search:"/> <input type="button" value="Search"/>										
IsMain	Category	Title	Code	Security Classification	Cost	Duration	Preview, Forward and Details			
Y	PS	LR PROJ	LRDE-12	Restricted	0.00	0				
Y	IF	RADAR Development	RAD-1	Confidential	2.52	24				

Cost In Lakhs, Duration In Months.

Showing 1 to 2 of 2 entries

### Project Title : Electronics & Radar Development Establishment (LRDE) (RAD-4)

- 
- 
- 
- 
- 
- 
-

Project/Programme Project	Category Mission Mode (MM)	Security Classification Confidential	Planned Plan
Short Name RAD-4	Title Electronics & Radar Development Establishment (LRDE)		
Deliverable -	Fe Cost ₹ 12000.00	Re Cost ₹ 900000.00	Duration (Months) 24
			Multi Lab -

### Forward & Approvals

To forward the Initiation details to next authorized person for approval as per the specific project cost level. Refer Project Initiation Delegation Flow for further clarification.

### Initiation List

Initiation List										
Show <input type="button" value="▼"/> entries <input type="text" value="Search:"/> <input type="button" value="Search"/>										
IsMain	Category	Title	Code	Security Classification	Cost	Duration	Preview, Forward and Details			
Y	PS	LR PROJ	LRDE-12	Restricted	0.00	0				
Y	IF	RADAR Development	RAD-1	Confidential	2.52	24				

Cost In Lakhs, Duration In Months.

Showing 1 to 2 of 2 entries

### ○ Login PMS with DO – Divisional Officer credential.

The forwarded project specifications will be available in DO's notification list. Select Approvals DO option to view and edit the forwarded project specification. Click 'preview' button to view the project specifications. There are two actions exist, one is to return back to the Authorized user for any corrections in that Project Specifications.

Another one is to approve the Project Specifications and forward it to the next authorized person as per the specific project cost level. Update any message in the remark column.

- **Project Approvals**

Select Approvals **7** DO option to view DO's project approvals. It will be listed all the project details, select the specific project and update any remarks and select the specific action.

- Action1: Approve – It will be approved and forward it to next authorized person.
- Action 2: Return – It will be returned back to the Initiating Officer that will be available in Notification part.

The screenshot shows a software interface for managing project approvals. At the top, it says "Project Approvals" and "1. Project Title : RADAR Development (RAD-1)". Below this is a table with project details:

Project Category	Infrastructure & Facilities (IF)
Security Classification	Confidential
Deliverable	Technology
Fe Cost (Lakhs) :	12,000.00
Re Cost (Lakhs) :	2,40,000.00
Duration (Months) :	24

On the right side, there is a large text area labeled "Enter Remarks here". Below the table, there is a section for "Action:" with a dropdown menu. The menu has options: "Choose...", "Choose...", "Recommend", and "Return To Initiating Officer". The "Recommend" option is highlighted with a blue background. At the bottom of the form, there are two buttons: "Print Executive Summary" and "Print Project Proposal".

- Login PMS with P&C DO– P&C Divisional Officer credential.

The forwarded project specifications will be available in P&CDO's notification list. Select Approvals **7**P&C DO option to view and edit the forwarded project specification. Click 'preview' button to view the project specifications. There are two actions exist, one is to return back to the Authorized user for any corrections in that Project Specifications. Another one is to approve the Project Specifications and forward it to the next authorized person as per the specific project cost level. Update any message in the remark column.

Select Approvals **7**P&C DO option to view P&CDO's project approvals. It will be listed all the project details, select the specific project and update any remarks and select the specific action.

**Project Approvals**

1. Project Title: RADAR Development (RAD-1) Preview

Project Category	Infrastructure & Facilities (IF)	Enter Remarks here
Security Classification	Confidential	
Deliverable	Technology	
Fe Cost (Lakhs):	12,000.00	
Re Cost (Lakhs):	2,40,000.00	
Duration (Months):	24	Action: <span style="border: 1px solid #ccc; padding: 2px;">Choose...</span>
Forwarded By:	Hitesh Mohanty (Scientist E)	Forwarded Date: 03-08-2021 - 06:49:26
		<span style="border: 1px solid #ccc; padding: 2px;">Print Executive Summary</span> <span style="border: 1px solid #ccc; padding: 2px;">Print Project Proposal</span>

- Login PMS with TCM credential.

The forwarded project specifications will be available in TCM's notification list. Select Approvals 7 TCM option to view and edit the forwarded project specification. Click 'preview' button to view the project specifications. There are four actions exist, one is to return back to the Authorized user P&C-DO, DO, Initiating Officer for any corrections in that Project Specifications. Another one is to approve the Project Specifications. Update any message in the remark column.

Select Approvals 7 TCM option to view TCM's project approvals. It will be listed all the project details, select the specific project and update any remarks and select the specific action.

**Project Approvals**

1. Project Title: RADAR Development (RAD-1) Preview

Project Category	Infrastructure & Facilities (IF)	Enter Remarks here
Security Classification	Confidential	
Deliverable	Technology	
Fe Cost (Lakhs):	12,000.00	
Re Cost (Lakhs):	2,40,000.00	
Duration (Months):	24	Action: <span style="border: 1px solid #ccc; padding: 2px;">Choose...</span>
Forwarded By:	Manoj (Chief Admin Officer)	Forwarded Date: 03-08-2021 - 06:55:55
		<span style="border: 1px solid #ccc; padding: 2px;">Print Executive Summary</span> <span style="border: 1px solid #ccc; padding: 2px;">Print Project Proposal</span>

## Action / Issue / Risk

Action / Issue / Risk can be identified in any project and can be assigned to assignee with probable date of completion. Assignee receives notification for any assigned work, assignee can update the progress of the task, attach any related document and can forward it to assigner once he completes the task. Assigner can review the task and can close the action if satisfied with the work done or even send back to the assignee with comments if he feels work is not completed satisfactorily.

## New Action / New Issue / New Risk

For Roles other than user provision to assign new Action Items is available. New Action can be assigned to any assignee based on Project with the details like Action item, Probable date of completion and Action Type.

The screenshot shows the 'New Action For Assignee' form. At the top, there is a header bar with the date '3rd AUGUST 2021', the project name 'PMS DHANUSH (2-IC)', and navigation links for Home, Milestone, Schedules, Action Items, Fracas, Risk Handling, and Reports. Below the header, the form has fields for 'Action Item:' (Sanction of Project), 'PDC:' (03-08-2021), 'Type:' (General), 'Assignee:' (Hitesh Mohanty (Scientist E)), and 'Action Type:' (Action). There are 'SUBMIT' and 'Reset' buttons at the bottom. Below the form, there is a section titled 'Assigned List' with a table showing columns for SN, Action Item, PDC, Assigned Date, Assignee, Progress, Is Seen, and Action. The table displays the message 'No List Found'.

## Update Action Items

Assignee receives notification for all the Action items assigned to him. He needs to update the Remarks and Progress, as on date with some attachment if required.

The screenshot shows the 'Action : Sanction of Project (LRDE/GEN/04AUG2021/23)' update form. At the top, there is a header bar with the date '4th AUGUST 2021', the project name 'PMS Hitesh Mohanty (P&C DO)', and navigation links for Home, Initiation, Approvals, Milestone, Schedules, Action Items, Fracas, Risk Handling, and Reports. Below the header, the form has fields for 'As On Date' (04-08-2021), 'Remarks' (almost complete), 'Progress %' (80), and an 'Attachment' field containing 'Choose File logo.jpg'. There are 'SUBMIT' and 'BACK' buttons at the bottom. The assigner is listed as DHANUSH, Scientist H.

## Forward Action Items

Once User completes the Action Items he can forward it to his assignor

4th AUGUST 2021 PMS Hitesh Mohanty (P&C DO)

Home Initiation Approvals pcdo

Milestone Schedules Action Items Fracas Risk Handling Reports

Action : Sanction of Project (null) Assigner : DHANUSH, Scientist H

As On Date	Remarks	Progress %	Attachment
04-08-2021			<input type="button" value="Choose File"/> No file chosen

Action Updated Details

As On Date	Progress %	Remarks	Attachment	Action
04-08-2021	<div style="width: 80%;">80</div>	almost complete		

## Review Action Items

Assigner receives all the forwarded action items by assignee for review, which he can either close if satisfied with the Progress or send back to the assignee for further updating the progress of the action item.

4th AUGUST 2021 PMS DHANUSH (2-IC)

Home Master Approvals pcdo

Committee Milestone Schedules Action Items Fracas Risk Handling Reports

Action : Sanction of Project (LRDE/GEN/04AUG2021/23) Assignee : Hitesh Mohanty

Remarks:

Action Updated Details

As On Date	Progress %	Remarks	Attachment
04-08-2021	<div style="width: 80%;">80</div>	almost complete	

## Milestone

Milestone Activity is the provision for any Project Director to create the Activity of the Project up to 5 level. For each activity, Activity Name, Activity Type, First O/ic, Second O/ic, Start Date and End Date is to be entered by the project director.

### New Milestone

For Roles Admin, Project Director, 2IC, GHPD and DOPD provision to assign New Milestone is available. New Milestone can be assigned to any assignee based on Project with the details like Activity Name, Action Type, First O/ic, Second O/ic, From date and To date.

4th AUGUST 2021 PMS Sachin Sharma (ADMIN)

Home Initiation Admin Master Approvals admin

Committee Milestone Schedules Action Items Fracas Risk Handling Reports

VTS-100 Project Radar Milestone Activity Add

Activity Name: \* Project Sanction

Activity Type Documentation

First Oic All :  Second Oic All :  From 05-08-2021 To 30-09-2021

Hitesh Mohanty (Scientist E) Parvej Muhamad (Scientist F)

**SUBMIT** **Back**

## Milestone Assign

Milestone Activity assigned to any assignee based on the project and the assignee need to update the Milestone and send back to the assignor for the review.

4th AUGUST 2021 PMS Sachin Sharma (ADMIN)

Home Initiation Admin Master Approvals admin

Committee Milestone Schedules Action Items Fracas Risk Handling Reports

Project Name : VTS-100 Project Radar

VTS-100 Project Radar Milestone List

Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
	Mii-1	Project Main	04-08-2021	30-08-2022	Hitesh Mohanty	50	Not Started	Assign

## Update Activity Items

Assignee receives notification for all the Milestone activities assigned to him. He needs to update the Remarks, Progress with some attachment if required also he can assign the action items to any other assignee with PDC

4th AUGUST 2021 PMS Hitesh Mohanty (P&C DO)

Home Initiation Approvals admin

Milestone Schedules Action Items Fracas Risk Handling Reports

Activity Update: Subsystem Design VTS-100 Project Radar

Progress 50 Attach File Choose File logo.jpg Remarks almost complete

**SUBMIT** **Back**

Action Item: Subsystem Design

PDC: \* 05-08-2021 Assignee: Select Assignee All :

**SUBMIT**

## Compare Baseline

Compare and measure the progress of the project against the plan. This helps in measuring the performance of the project during the execution period.

Type	Activity Name:	From Date:	To Date:	Weightage	Edit
Main	Main Project	03-08-2021	01-08-2022	50	
A-1	Project Sanction	03-08-2021	30-08-2021	30	
B-1	Sub System Design	03-08-2021	15-08-2021	100	
A-2	Detailed Design Review	03-08-2021	30-09-2021	40	
B-1	Availability of sub systems	30-09-2021	30-11-2021	100	
A-3	System Integration	01-11-2021	31-12-2021	30	
B-1	Critical Design Review	30-12-2021	01-02-2022	100	

## Committee

A committee is a body of one or more persons subordinate to an organization. A committee is not itself considered to be a form. Usually, the organization forms the committee for the Project and there are mainly two committees first is Project type committee and the second is Non-Project type Committee and based on the type create new Committees and each Committees may have different functions and their types of work differ depending on the type of the project and its needs.

### New Committee

For Roles Admin can only create New Committee based on the Type such as Project or Non-Project, with details like Committee Code, Committee Name, Committee Type, Project Applicable, Tech/Non-Tech, Periodic/Non-Periodic, Guidelines, Description and Terms of Reference.

4th AUGUST 2021 PMS Sachin Sharma (ADMIN)

Home Initiation Admin Master Approvals admin

Committee Milestone Schedules Action Items Fracas Risk Handling Reports

### ADD NEW COMMITTEE

Committee Code	Committee Name	Committee Type
DDRC	Detailed Design Review Committee	Standard
Project Applicable	Tech / Non-Tech	Periodic / Non-Periodic
Non-Project	Technical	Non-Periodic
Guidelines		
Detailed Design Review Committee		
Description	Terms Of Reference	
Detailed Design Review Committee	Detailed Design Review Committee	
<input type="button" value="SUBMIT"/> <input type="button" value="BACK"/>		

## Lab Level

Committee is formed for Lab Level for Non-Project Activities of the complete lab.

4th AUGUST 2021 PMS Sachin Sharma (ADMIN)

Home Initiation Admin Master Approvals admin

Committee Milestone Schedules Action Items Fracas Risk Handling Reports

### Committees List

Type : Non - Project

SN	Full Name	Code	Type	Project Applicable	Action
1	Lab Management Council	LMC	Adhoc	Non-Project	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	Division Review	DIR	Adhoc	Non-Project	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3	Detailed Design Review Committee	DDRC	Standard	Non-Project	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Showing 1 to 3 of 3 rows

## Division Level

Committees are formed in the division to monitor the Division activities

4th AUGUST 2021 PMS Sachin Sharma (ADMIN)

Home Initiation Admin Master Approvals admin

Committee Milestone Schedules Action Items Fracas Risk Handling Reports

**Division :** Admin Division **MEETING SCHEDULE**

All	Committee Name	Duration
<input type="checkbox"/>	Lab Management Council(LMC)	Non-Periodic
<input type="checkbox"/>	Division Review(DIR)	1 day(s)

All	Committee Name	Periodic Duration	Scheduled	Constitute
<input type="checkbox"/>	Detailed Design Review Committee (DDRC)	Non-Periodic	<span style="color: red;">X</span>	<span style="background-color: blue; color: white; padding: 2px 5px;">Constitute</span>

**ADD** **Remove**

### Project Committee

Committees are linked with Project and Meetings are auto-scheduled based on the periodicity of the meetings.

4th AUGUST 2021 PMS Sachin Sharma (ADMIN)

Home Initiation Admin Master Approvals admin

Committee Milestone Schedules Action Items Fracas Risk Handling Reports

**Project :** VTS-100 Project Radar **MEETING SCHEDULE**

All	Committee Name	Duration
<input type="checkbox"/>	Project Management Review Committee(PMRC)	13 days
<input type="checkbox"/>	Executive Board Meeting(EB)	Non-Periodic
<input type="checkbox"/>	PEARL Analysis Review(PEARL)	Non-Periodic
<input type="checkbox"/>	Peer Review Committee(PRC)	Non-Periodic
<input type="checkbox"/>	Preliminary Design Review (PDR)	Non-Periodic
<input type="checkbox"/>	Cost Estimation Committee(CEC)	Non-Periodic

All	Committee Name	Periodic Duration	Scheduled	Constitute
<input type="checkbox"/>	Detailed Design Review (DDR)	Non-Periodic	<span style="color: red;">X</span>	<span style="background-color: blue; color: white; padding: 2px 5px;">Constitute</span>

**ADD** **Remove**

### Constitute Committee

Provision to constitute the committee. Select the Chairperson, Secretary, Proxy Secretary, Internal Members, External Members and Expert.

4th AUGUST 2021 PMS Sachin Sharma (ADMIN)

Home Initiation Admin Master Approvals admin

Committee Milestone Schedules Action Items Fracas Risk Handling Reports

### Constitute Committee

Committee	Project	From Date
DDR (Detailed Design Review)	VTS-100 Project Radar	04-08-2021
Lab	Chairperson	Member Secretary
LRDE	Shubham (Scientist b)	Hitesh Mohanty (Scientist E)
Proxy Member Secretary	Representatives	Is Pre-Approved
Parvej Muhamad (Scientist F)	QA Rep	Yes

**SUBMIT** **BACK**

## Auto-Schedule Meeting

Provision to Auto-Schedule the Meetings of the committees.

4th AUGUST 2021 PMS Sachin Sharma (ADMIN)

Home Initiation Admin Master Approvals admin

Committee Milestone Schedules Action Items Fracas Risk Handling Reports

### DDRC Auto Schedule

From	To	Time :
04-08-2021	30-09-2021	15:08

**SUBMIT** **BACK**

### Previous Schedules List

Serial No	Schedule Date	Schedule Time	Status	Action
1	Wednesday - August - 04-08-2021	15:08:00	Schedule Created	

Showing 1 to 1 of 1 rows

## Schedule

Meetings involve communicating with participants and stakeholders, discussing issues, creating proposals and approving or rejecting offers. They generate group decisions, which contribute to quicker project delivery, about planned goals and expected results.

### New Schedule

Provision to select any date and create new schedule for any committee.

The screenshot shows the PMS DHANUSH software interface. At the top, it displays the date "3rd AUGUST 2021" and the project name "PMS DHANUSH (2-IC)". The navigation bar includes links for Home, Master, Approvals, Milestone, Schedules, Action Items, Fracas, Risk Handling, and Reports. A dropdown menu for "Committee" is open, showing "DDRC". Below the navigation, a search bar says "Select Committee : Detailed Design Review Committee(DDRC)". The main area is titled "Committee Meeting Schedules" and shows a calendar for August 2021. The date "03-08-2021" is selected, and the time "18:28" is shown. A button "ADD SCHEDULE" is visible. The calendar highlights August 3, 2021, with a yellow circle around the number 3. To the right, a detailed view for "AUGUST 3, 2021" shows the time "19:00:00" and a "Details" button.

## Agenda

Provision to enter the Agenda of the Meeting.

The screenshot shows the PMS DHANUSH software interface for entering a meeting agenda. At the top, it displays the date "3rd AUGUST 2021" and the project name "PMS DHANUSH (2-IC)". The navigation bar includes links for Home, Master, Approvals, Milestone, Schedules, Action Items, Fracas, Risk Handling, and Reports. A dropdown menu for "Committee" is open, showing "Detailed Design Review Committee (Meeting Date and Time : 03-08-2021 - 19:00:00)". The meeting ID is listed as "Meeting Id : LRDE/GEN/DDRC/03AUG2021/1" with a "VIEW" button. The main area shows a table for entering the agenda:

Agenda Item	Reference	Remarks	Presenter	Duration	Attachment
Committee agenda	LRDE(GEN)	Review Committee	Sachin Sharma (Scientist C)	120	<input type="button" value="Browse..."/> WIN_2_.jpg

Below the table are buttons for "SUBMIT" and "Copy Agenda from old Meetings".

## Invite

Provision to send invitation to all the members of the committee.

3rd AUGUST 2021 PMS Sachin Sharma (ADMIN)

Home Initiation Admin Master Approvals admin

Committee Milestone Schedules Action Items Fracas Risk Handling Reports

### DDRC Invitations

(Meeting Id : LRDE/GEN/DDRC/03AUG2021/1) - (Meeting Date & Time : 03-08-2021 && 19:00:00)

<b>Chairperson</b> Shubham (Scientist b)	<b>Member Secretary</b> Hitesh Mohanty (Scientist E)
<b>Internal Members</b>	
1) Pratap (IFA) 2) Sushant (Scientist F) 3) Raj Kumar (Scientist C)	<b>External Members (Within DRDO)</b> 1) Srinivas ext (Scientist b)(ADRDE) 2) Rahul Baghel ext (Scientist G)(ADRDE)
<b>External Member (Outside DRDO)</b>	
1) Vishal test (Scientist E) (vts exp) 2) Arun (Scientist b) (VTS exp)	
<b>Agenda Presenters</b>	
<b>Agenda Item</b> 1) Detailed Design Review Committee agenda	<b>Presenter</b> Sachin Sharma (Scientist C)

**SUBMIT** **Back**

## Kick-Off Meeting

Provision to Kick-Off the Meeting. OTP will send to the email of the Chairman or Secretary which has to be validated before entering the Minutes of the Meeting.

5th AUGUST 2021 PMS Sachin Sharma (ADMIN)

Home Initiation Admin Master Approvals admin

Committee Milestone Schedules Action Items Fracas Risk Handling Reports

### DDRC Meeting

Schedule (Meeting Id : LRDE/GEN/SDRC/05AUG2021/62)

**SCHEDULE LIST**

Meeting Date :	05-08-2021	Meeting Time :	18:00			
Venue :	hall	Category :	General			
Decisions/Recommendations sought from Meeting :						
Decisions sought from Meeting						
Reference :						
Reference for this Meeting						
<b>Agenda</b>						
Duration in Minutes						
Sn	Agenda Item	Reference	Remarks	Presenter	Duration	Attachment
1	Detailed Design Review Committee	LRDE	Detailed Design Review Committee	Rajat Roy (IFA)	120	

**Operations**

**✓ Agenda Approved** **View Invitations** Enter OTP :  **Validate** **Resend OTP**

## Attendance

Provision to enter the attendance of the members of the committee.

5th AUGUST 2021 PMS Sachin Sharma (ADMIN)

Home Initiation Admin Master Approvals admin

Committee Milestone Schedules Action Items Fracas Risk Handling Reports

### DDRC Invitations (Meeting Date & Time : 05-08-2021 & 19:00:00)

(Meeting Id : LRDE/GEN/DDRC/03AUG2021/1)

Sl.No	Member Type	Participants	Attendance
1	Chairperson	Shubham (Scientist b)	<span>Present</span>
3	Internal	Pratap (IFA)	<span>Present</span>
4	Internal	Sushant (Scientist F)	<span>Present</span>
5	Internal	Raj Kumar (Scientist C)	<span>Absent</span>
6	External(ADRDE)	Srinivas ext (Scientist b)	<span>Present</span>
7	External(ADRDE)	Rahul Baghel ext (Scientist G)	<span>Absent</span>
8	External(vts exp)	Vishal test (Scientist E)	<span>Present</span>
9	External(VTS exp)	Arun (Scientist b)	<span>Present</span>
10	Presenter	Sachin Sharma (Scientist C)	<span>Present</span>
2	Member Secretary	Hitesh Mohanty (Scientist E)	<span>Present</span>

Update Add Additional Members Add Representative Back

## Minutes Of Meeting

Provision to prepare Minutes of Meeting with the template defined.

5th AUGUST 2021 PMS Sachin Sharma (ADMIN)

Home Initiation Admin Master Approvals admin

Committee Milestone Schedules Action Items Fracas Risk Handling Reports

Detailed Design Review Committee (Meeting Date and Time : 03-08-2021 - 15:00:00)

VIEW MINUTES TABULAR MINUTES BACK

1. Introduction ADD

2. Opening Remarks ADD

3. Agenda +

4. Other Discussion ADD

5. Other Outcomes +

6. Conclusion ADD

Additional File

Choose File No file chosen SUBMIT

**Introduction**

Normal Font Size Align Color Style Font Size Align Color Style

Detailed Design Review Committee.

body p

Remarks :

Decision  Recommendation  Comments

Nil

SUBMIT

### Introduction

Provision to enter the Introduction of the meeting.

**Introduction**

The Design Review Committee (DRC) General Bylaw, Section 1.30, approved by Town Meeting in 1982, is intended to balance commerce and community character and identity. The Design Review Bylaw charges the DRC with reviewing the design of any construction or renovation projects in residential zoning districts, and making recommendations on their designs to the Director of Inspections.

body p

Decision     Recommendation     Comments

Remarks :

Nil

**SUBMIT**

## OpeningRemarks

Provision to enter the Opening Remarks in the meeting.

**Opening Remarks**

It is hoped that over time, as commercial and industrial development continues to seek out opportunities and to advertise and promote its products and services, the Design Review Committee can help to preserve the Town's streetscape and the inherent qualities of a livable community.

Decision     Recommendation     Comments

Remarks :

Nil

**SUBMIT**

## Agenda

Each agenda presented in the meeting to be captured with its discussion and outcomes of the discussion.

## Presentation

Provision to enter the Presentation for each agenda of the meeting

Agenda / Detailed Design Review Committee agenda / Presentation

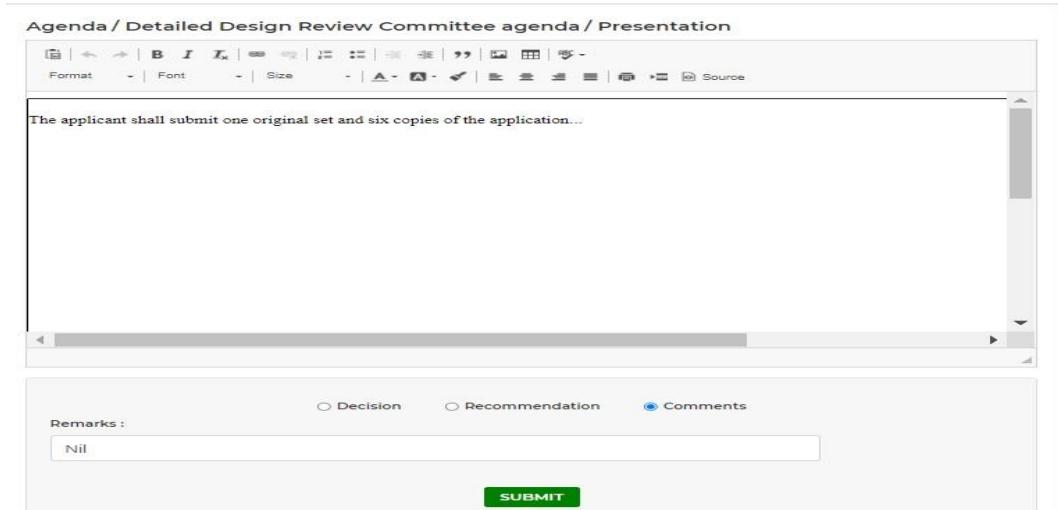
The applicant shall submit one original set and six copies of the application...

Format | Font | Size |

Remarks :  Decision  Recommendation  Comments

Nil

**SUBMIT**



## Discussion

Provision to enter the discussion for each agenda of the meeting.

Agenda / Detailed Design Review Committee agenda / Discussion

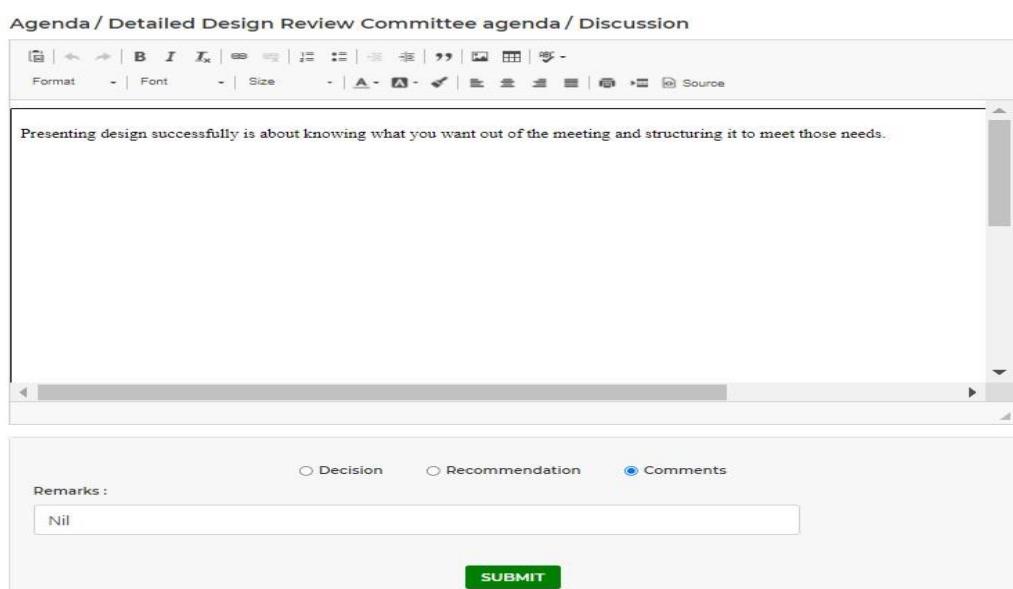
Presenting design successfully is about knowing what you want out of the meeting and structuring it to meet those needs.

Format | Font | Size |

Remarks :  Decision  Recommendation  Comments

Nil

**SUBMIT**



## Outcomes

Provision to enter the Outcome for each agenda. Outcome type can be Action Items, Issues or Risk.

### Agenda / Detailed Design Review Committee agenda / Outcomes / Action

Action Name

At the top of the meeting, confirm the duration and goals of the meeting. This will help people understand when to go into detail and when to organize a breakout session, and will help keep feedback appropriate to where you are in the

Remarks :

Nil

Outcome Type

Action

**SUBMIT**

**DELETE**

### Other Discussion

Provision to enter the discussion other than the agenda of the meeting.

#### Other Discussion

Format | Font | Size |  Decision  Recommendation  Comments

Socializing your work is scary, but important. When people are surprised by changes, they may assert control in ways that don't necessarily feel good. It's important that no one feel caught off guard by the design work you're presenting.

Remarks :

Nil

**SUBMIT**

### Other Outcomes

Provision to enter the Outcomes other than the Agenda of the Meeting.

### Other Recommendation / Decision

Action Name

worked with designers who put a lot of work into ordering the options they present to make the case for the design direction they think is most interesting.

Remarks :

comments

Outcome Type

Decision

**SUBMIT**

**DELETE**

### Conclusion

Provision to enter the Conclusion of the Meeting.

#### Other Conclusion

If you depend on other people to bring the final design into the world, it matters what they have to say. I worked briefly in signage and to tell me whether a design would look good in the real world or if it was likely to encounter problems in shipping or production. Design

Decision     Recommendation     Comments

Remarks :

Nil

**SUBMIT**

### Attachment

Provision to attach the signed copy of Minutes of Meeting.

## Additional File

WIN\_20210403\_10\_35\_38\_Pro.jpg



No file chosen

## Action Assignment

Action Items of the Meeting can be assigned to the officer or multiple officer through Action Assignment with probable date of completion.

The screenshot shows a software interface for a 'Detailed Design Review Committee' meeting on 03-08-2021 at 19:00:00. The top navigation bar includes links for Home, Initiation, Admin, Master, Approvals, and a user account for 'admin'. Below the navigation, there are tabs for Committee, Milestone, Schedules, Action Items, Fracas, Risk Handling, and Reports. A 'BACK' button is also present. On the left, a sidebar shows a list of agenda items under '3. Agenda / Detailed Design Review Committee agenda / Outcomes (Action Task)'. An 'Assign' button is visible next to one of the items. The main content area displays an 'Action Item' section with a text input field containing a detailed description of the action item. Below this, there are fields for 'PDC: \*' (set to 10-08-2021) and 'Assignee:' (set to 'Hitesh Mohanty, Scientist E'). At the bottom, there are 'SUBMIT' and 'Reset' buttons, along with search and pagination controls.

## FRACAS

A failure reporting, analysis, and corrective action system (FRACAS) is a system, sometimes carried out during project, that provides a process for reporting, classifying, analyzing failures, and planning corrective actions in response to those failures.

### New FRACAS

Provision to capture any failure occurs in a project.

5th AUGUST 2021 PMS Rajat Roy (PROJECT DIRECTOR)

Home Master Approvals project director

Committee Milestone Schedules Action Items Fracas Risk Handling Reports

### Add FRACAS Item

Project	Type	Attachment
VTS-100	Hardware	<input type="button" value="Choose File"/> logo.jpg
Date	FRACAS Item	
05-08-2021	VTS-100 Project Radar	
<input type="button" value="SUBMIT"/> <input type="button" value="BACK"/>		

## FRACAS to Act

Provision to assign the FRACAS to any officer, who will update the progress.

5th AUGUST 2021 PMS Deepak Kumar (P&C DO)

Home Initiation Approvals pcdo

Milestone Schedules Action Items Fracas Risk Handling Reports

### FRACAS Item : VTS\_100 Project Radar

Assigner : Rajat Roy

Remarks: VTS-100 Project Radar

As On Date	Remarks	Progress %	Attachment
05-08-2021	about to complete	75	<input type="button" value="Choose File"/> flwr.jpg
<input type="button" value="SUBMIT"/> <input type="button" value="BACK"/>			

## FRACAS to Review

Provision to either close the FRACAS or again send it back to the officer with his comments.

5th AUGUST 2021 PMS Rajat Roy (PROJECT DIRECTOR)

Home Master Approvals project director

Committee Milestone Schedules Action Items Fracas Risk Handling Reports

### Action : VTS\_100 Project Radar

Assignee : Deepak Kumar(Scientist C)

Remarks: complete 100 percent and send again

### FRACAS Details

As On Date	Remarks	Progress %	Attachment
05-08-2021	about to complete	75	

## RISK Handling (IRRD)

In project management, risk management is the practice of identifying, evaluating, and preventing or mitigating risks to a project that have the potential to impact the desired outcomes. Project

managers are typically responsible for overseeing the risk management process throughout the duration of a given project.

## Risk

### Update Severity, Probability and Mitigation Plans of Risk

The screenshot shows a software interface titled 'PMS' with a top bar displaying '5th AUGUST 2021', 'Deepak Kumar (P&C DO)', and navigation links for Home, Initiation, Approvals, Fracas, Risk Handling, and Reports. The main content area is titled 'Add Risk Data'. It contains four input fields with descriptions:

- Project :** Description : Risk is any unexpected event that can affect your project for better or for worse. Risk can affect General anything: people, processes, technology, and resources.
- Severity** : The severity is a parameter set by the tester while he opens a defect and is mainly in control of the tester
- Probability** : A risk is an event that "may" occur. The probability of occurring can range anywhere from just above 0 percent.
- Mitigation Plans** : Develop a response to each risk, according to its position in the chart. Remember, risks in the bottom left corner

At the bottom are 'SUBMIT' and 'BACK' buttons.

## PROCUREMENT

### Procurement Status

Update the Procurement Status of the files.

Demand Initiated, SPC Cleared, EPC Approved, Tender Floated, Tender Opening, TCTE, TPC, Financial Sanction, Order Placement, Revised DP, Realization Completed, ATP/QTP Completed, Delivery at Stores, Payment Process.

The screenshot shows a table titled 'Procurement Status' with a dropdown menu 'Project : PROJECT-2'. The table has columns: SN, DemandNo, Item Nomenclature, Estimated cost, and Status. There is one entry: SN 1, DemandNo 18RD5081, Item Nomenclature Space Borne Travelling Wave Tube Amplifier, Estimated cost 28,20,70,000.00, and Status Demand Initiated. At the bottom are buttons for 'Add Demand', 'Previous', and 'Next'.

Procurement Status				
Project : PROJECT-2				
Show 5 entries Search:				
SN	DemandNo	Item Nomenclature	Estimated cost	Status
1	18RD5081	Space Borne Travelling Wave Tube Amplifier	28,20,70,000.00	Demand Initiated

## Document Repository

### 1. Document Rep Master

Provision to define the Main System, Sub System levels up to 4.

The screenshot shows a project management system interface. At the top, there's a header with the date '28th FEBRUARY 2023', the title 'PMS (VEDTS) - Dr. Mukesh Prasad Sahu (ADMIN)', and navigation links for Home, Initiation, Admin, Master, Approvals, and a user profile for 'admin'. Below the header is a menu bar with 'Committee', 'Milestone', 'Schedules', 'Action Items', 'Procurement', 'Fracas', 'Risk Handling', 'Reports', and 'Document Repository'. The main content area is titled 'Project System' and shows a list of 'Main System' documents. The list includes numbered items from 1 to 8, each with a yellow edit icon. Item 1 is 'Requirement documents', item 2 is 'Plan Documents', item 3 is 'Design Documents', item 4 is 'Development Documents', item 5 is 'Test Documents', item 6 is 'Implementation Documents', item 7 is 'Maintenance & User Manuals', and item 8 is empty. There is also an 'ADD' button at the bottom of the list.

## 2. Link the project documents

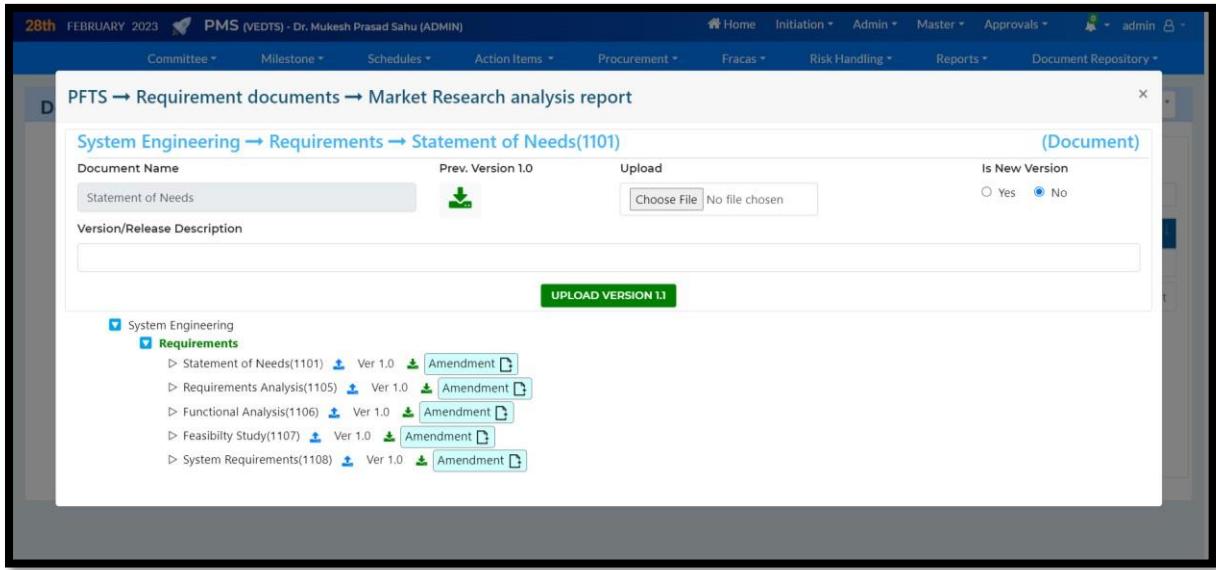
Whatever the documents mentioned in step one will display here so user has to link those project documents to the selected project.

The screenshot shows the 'Project Documents' section of the system. At the top, it has the same header and menu as the previous screen. The main content area is titled 'Project Documents' and displays a hierarchical list of requirements. Under 'System Engineering', the 'Requirements' category is expanded, showing a long list of documents such as 'Statement of Needs(Doc-1101)', 'Need Analysis(Doc-1102)', 'Operational Requirements (Doc-1103)', 'Concept of Operations(Doc-1104)', 'Requirements Analysis(Doc-1105)', 'Functional Analysis(Doc-1106)', 'Feasibility Study(Doc-1107)', 'System Requirements(Doc-1108)', 'System External Interface Requirements(Doc-1109)', 'System External Interface Requirements Specification(Doc-1110)', 'System Requirements Specifications(Doc-1111)', 'System Acceptance Test Plan(Doc-1112)', 'Factory Acceptance Test Plan(Doc-1113)', 'Site Acceptance Test Plan(Doc-1114)', 'Master Quality Assurance Plan(Doc-1115)', 'Quality Assurance Management Plan(Doc-1116)', 'System Engineering Management Plan(Doc-1117)', 'Functional Configuration(Doc-1118)', 'Others(Doc-1150)', and 'Project Need Presentation(Presentation-1)'. Other collapsed categories include 'Preliminary Design' and 'Detailed Design'.

## 3. NewFile Upload

Once step 1 and 2 done upload document option in 3<sup>rd</sup> step will show only if project documents linked.

Upload window for the selected project document will show as below.



After uploading documents will show like this. User can update any number of times. If same file uploading with updates can choose new version so that both old and new will be preserved in history.

SN	DocId	Name	UpdateOn	Ver	Action
1	1101	Doc-1101	16-12-2022	1.0	
2	1105	Doc-1105	16-12-2022	1.0	
3	1106	Doc-1106	16-12-2022	1.0	
4	1107	Doc-1107	16-12-2022	1.0	
5	1108	Doc-1108	16-12-2022	1.0	

#### 4. Document Add:

Documents can be added as files otherwise as templates.

View and update template or new file.

28th FEBRUARY 2023 PMS (VEDTS) - Dr. Mukesh Prasad Sahu (ADMIN)

Committee ▾ Milestone ▾ Schedules ▾ Action Items ▾ Procurement ▾ Fracas ▾ Risk Handling ▾ Reports ▾ Document Repository ▾

### Document Content

General → Design Documents → Prototype Design

**Need Analysis ( Draft )**

1 ) abc **ADD** +  
2 ) yhr **ADD** +

abc

Format ▾ | Font ▾ | Size ▾ | A+ A- ✓ | **Source** |

Dependent  Independent

**SUBMIT**

## 5. Document Template

28th FEBRUARY 2023 PMS (VEDTS) - Dr. Mukesh Prasad Sahu (ADMIN)

Committee ▾ Milestone ▾ Schedules ▾ Action Items ▾ Procurement ▾ Fracas ▾ Risk Handling ▾ Reports ▾ Document Repository ▾

### Document Templates

Project : PFTS

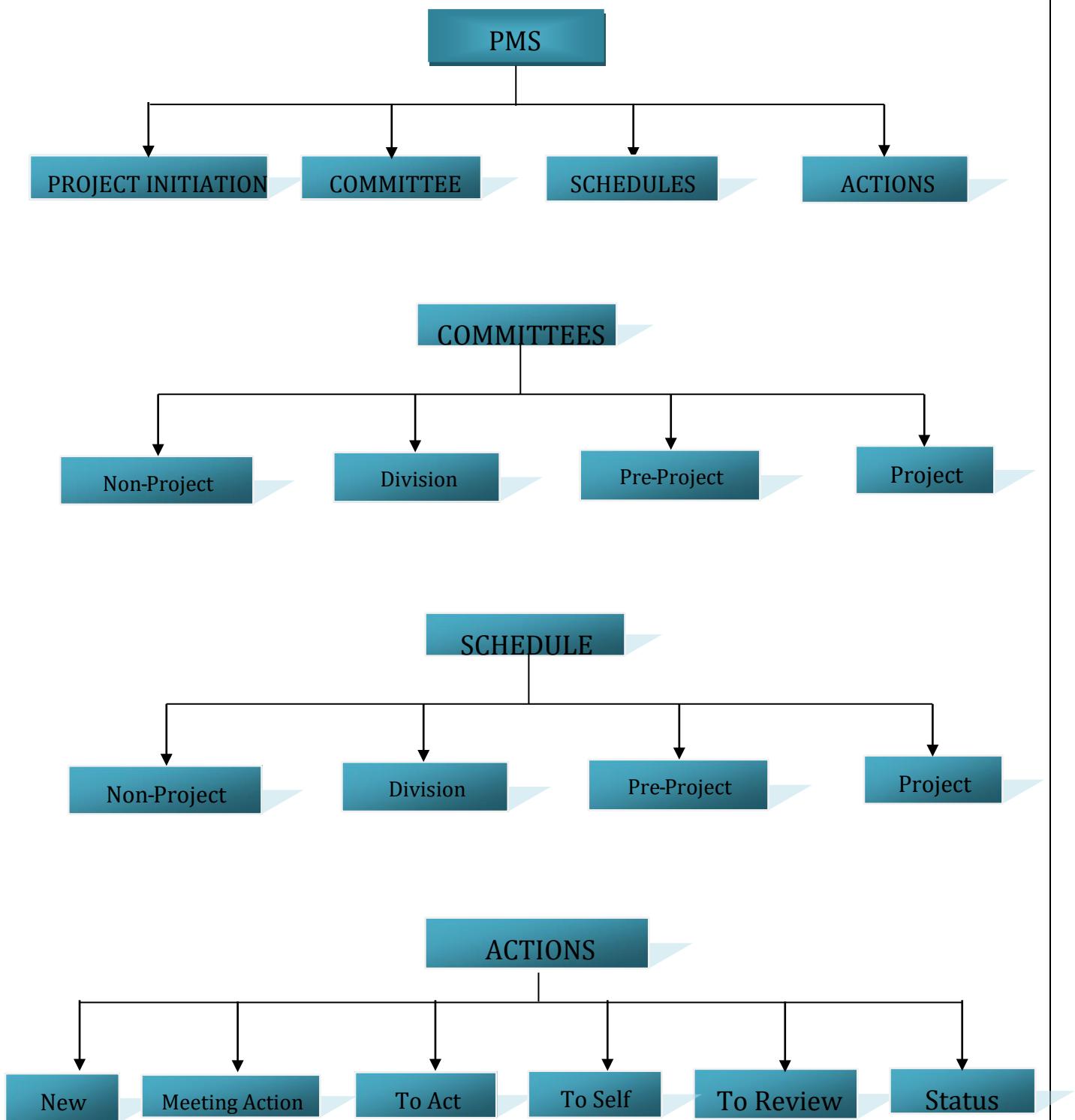
System Engineering  
 Requirements  
 ▷ Statement of Needs(1101)  
 ▷ Requirements Analysis(1105)  
**▷ Functional Analysis(1106)**  
 ▷ Feasibility Study(1107)  
 ▷ System Requirements(1108)

**Functional Analysis(1106)**

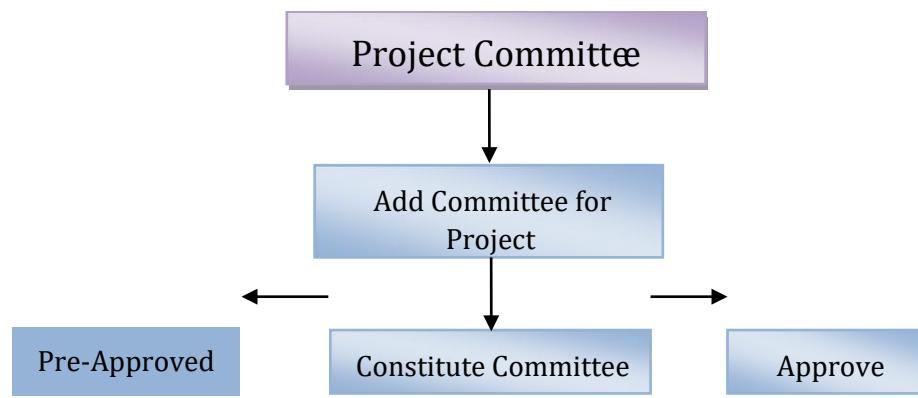
1 ) Document 1 **ADD** -

1.1) **ADD**  
2) **ADD**

# Work Flow



## Committee flow

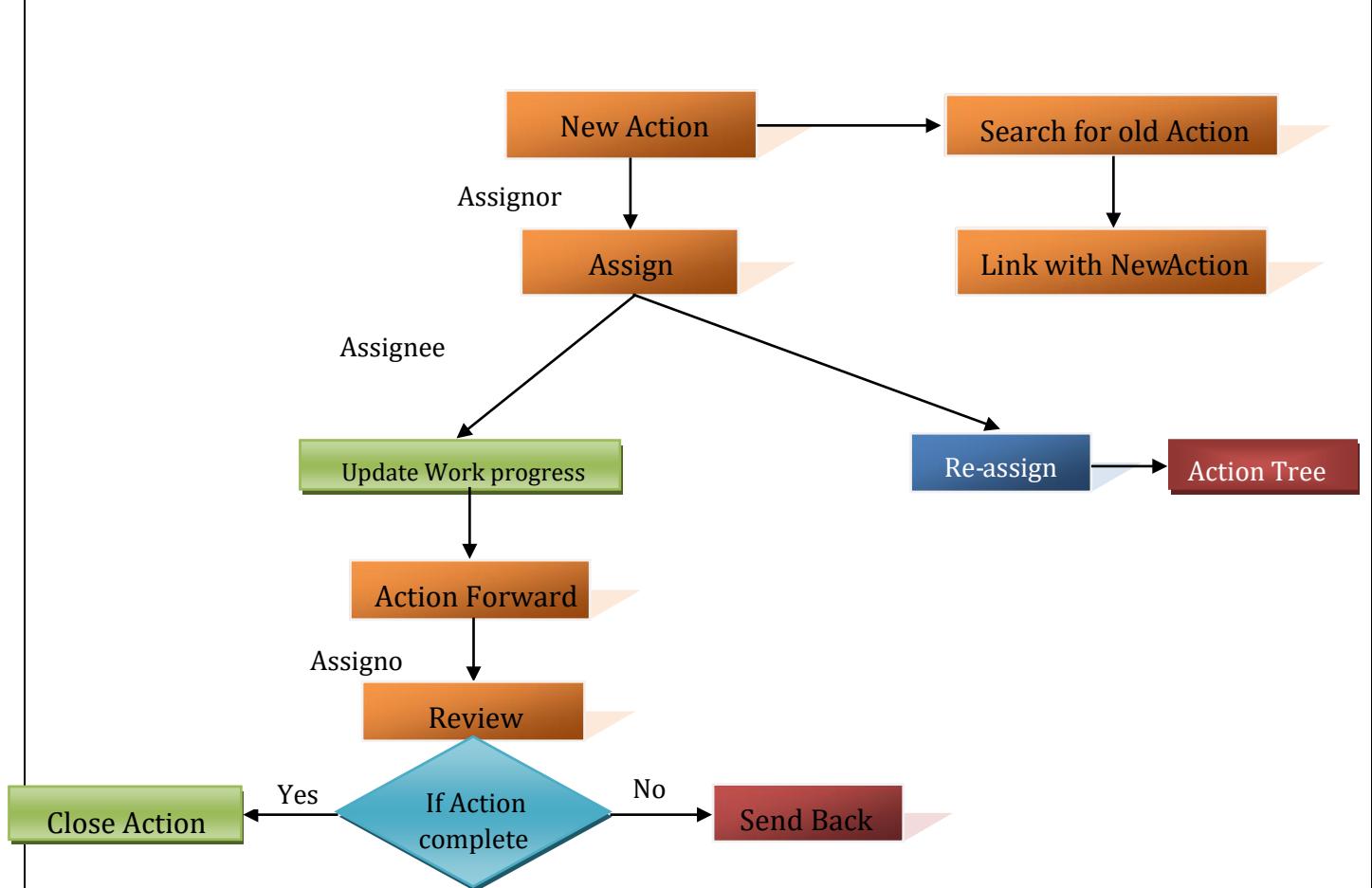


## Schedules flow

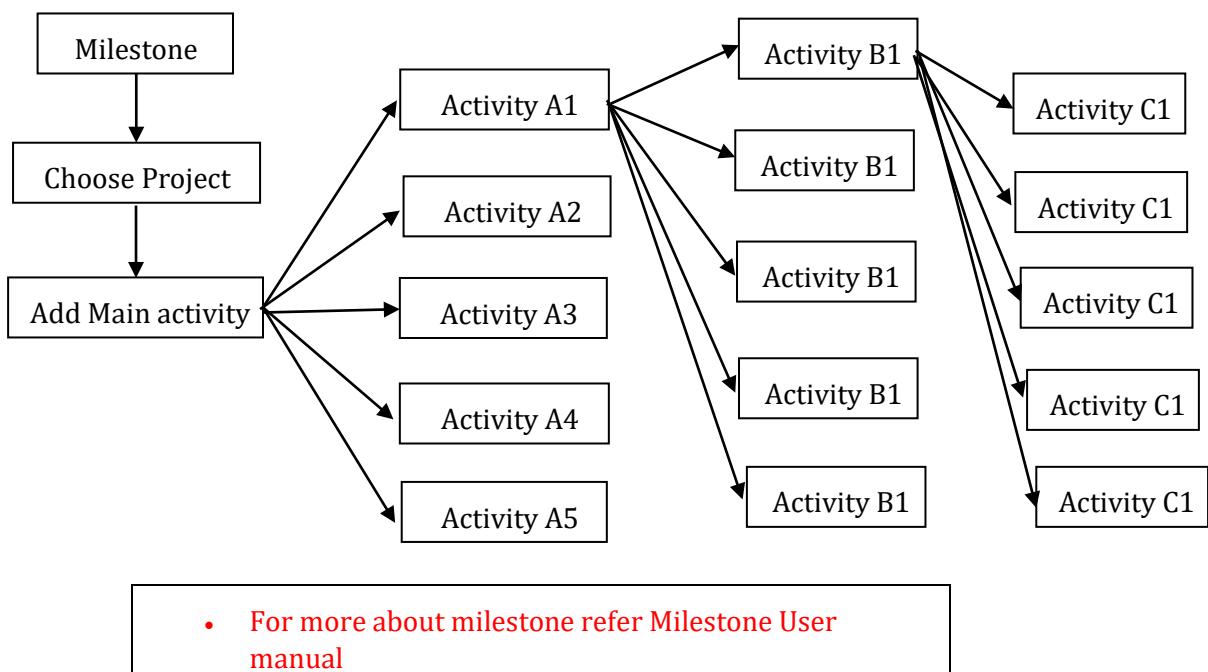
Schedule:



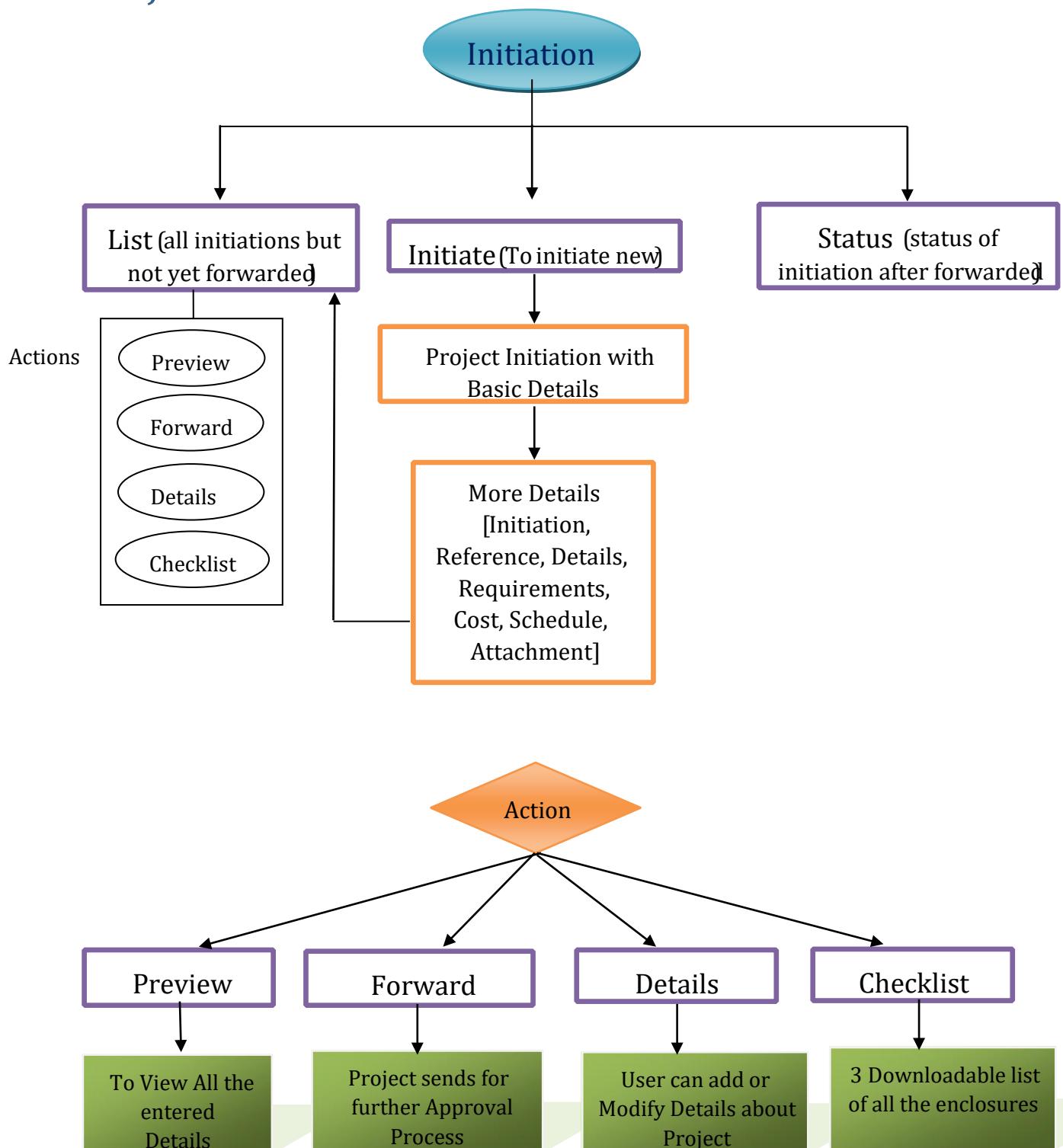
## Action flow



## Milestone

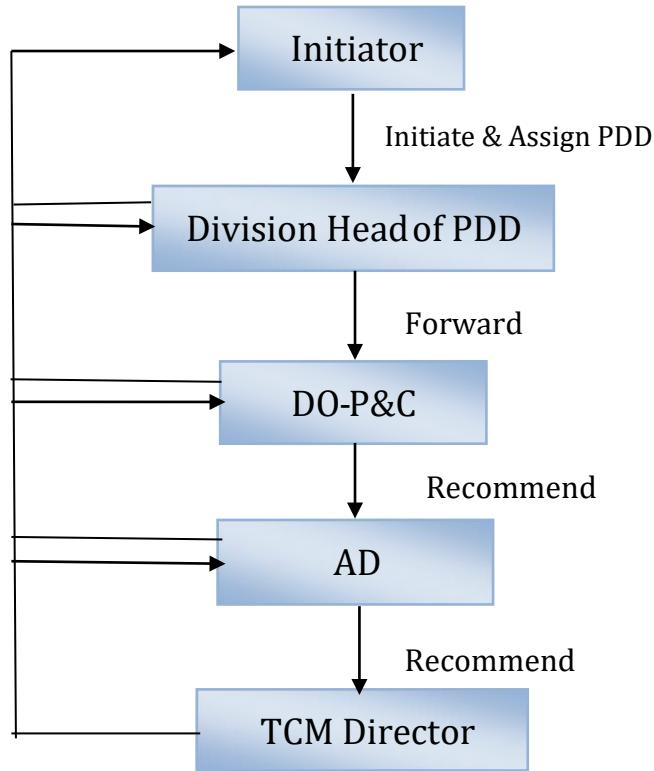


## Project Initiation flow



## Project Initiation Approval flow

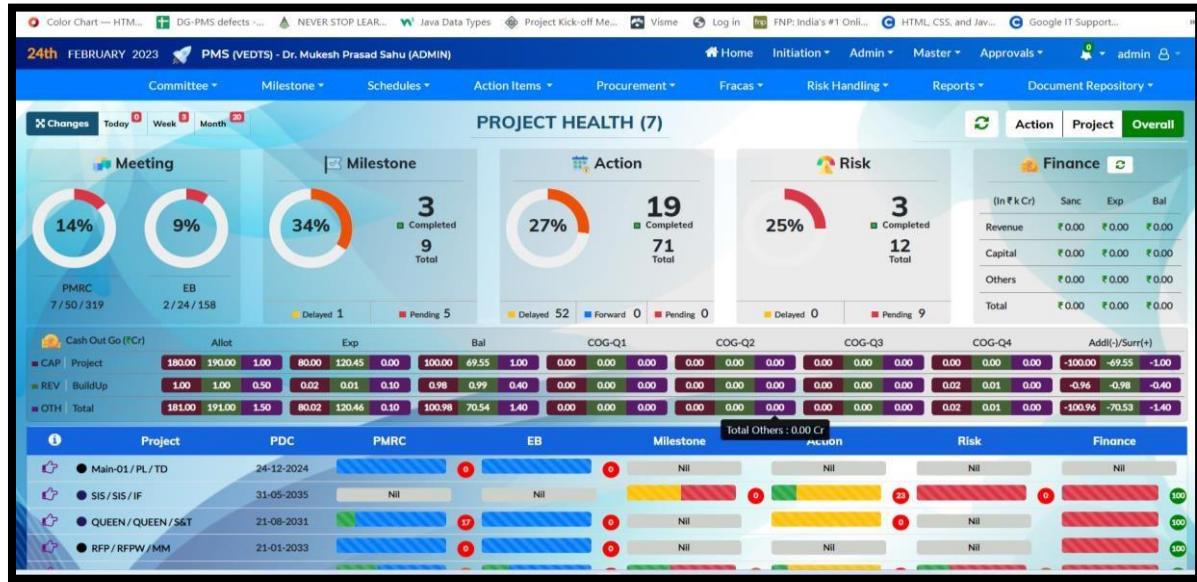
Recommendation takes place from one authority to another where as return flow takes place from any authority to any other authority who has forwarded.



## What's New in Version 1.6?

1. Dashboard: Overall dashboard is added along with action and project dashboards. Overall dashboard consists of all the projects overall details such as
  - Clickable daily, weekly and monthly changes count updates.
  - Graphical statistics of meetings, milestones, actions, risks and financial details.

- Quarterly CashOutGo details in terms of revenue and capital for all the projects including buildup.
- Project meeting details such as PMRC, EB total meetings of the project, held, to be held count w.r.t PDC date, Milestone, Action, Risk and finance completed, pending status also will show in terms of percentage. On clicking on every project same will show in graphical representation.

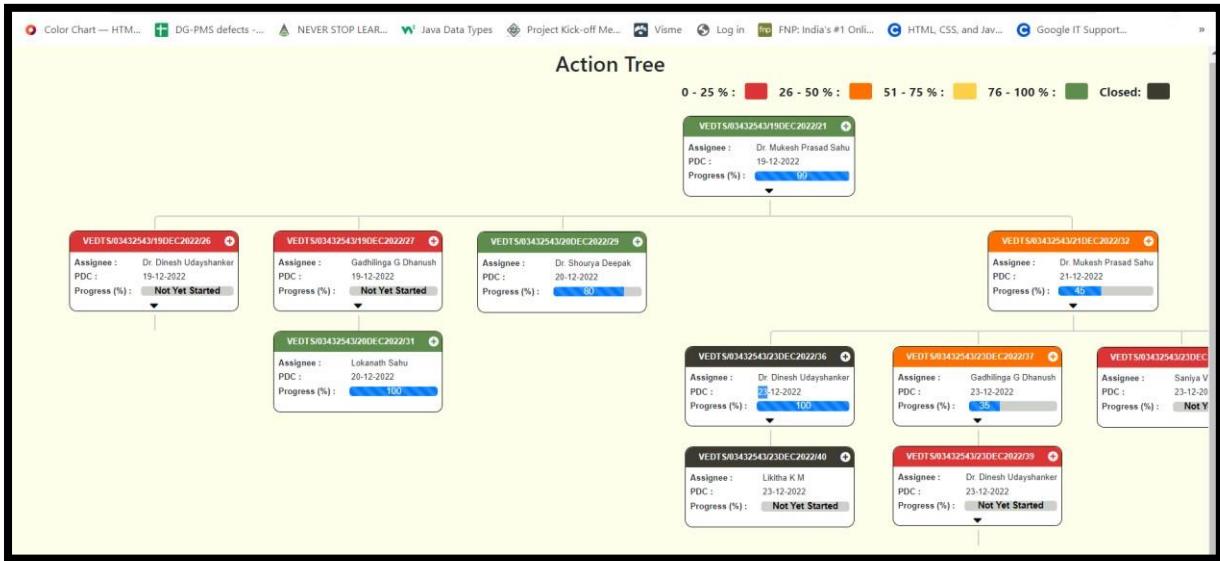


2. Onboarding: It is most awaited feature used to upload master details such as groups, main projects, officer list, login list, action items with ready to upload excel format template. This feature helps in uploading huge records within a short time.

Select	LabCode	Group Code	Group Name	Group Head Name
<input type="radio"/>	VEDTS	GR5	Group 05	Dr.Shourya Deepak,Sc G
<input type="radio"/>	VEDTS	GR4	Group 04	Rakshitha R.Sc E
<input type="radio"/>	VEDTS	GR3	Group 03	Prof. Muralidhara B L,Sc G
<input type="radio"/>	VEDTS	GR2	Group 02	H V Hanumantharayappa,Sc G
<input type="radio"/>	VEDTS	GR1	Group 01	Gadhilinga G Dhanush,SC H O/S Director

3. Re-assign action and action tree: Now action assignees also can assign their action task to other officers and so on up to 5 levels. That means same action can be passed or distributed task among closed, completed.

more than one officer and so on until assigned to 5<sup>th</sup> officer. And this assigned tree will show transfer/distribution of action flow with different colors indicate different status of the action such as assigned, in-progress, not started, closed, completed.



4. IRRD: Risk handling is replaced with IRRD (Issue, Risk, Recommendation and Decision). Now this shows list of all four points including risk. Risk has got extra feature for the user to update risk severity and probability percentage, impact, mitigation plans, risk category, and type.

Risk Data

**Project :** PFTS

**Description :** These progress reports are short, sweet, and usually between a manager and a team member. Nothing in goes into great detail here, just a quick overview of daily tasks achieved, any problems that came up, and progress made towards larger goals.

**PDC :** 17-12-2022

<b>Severity</b>	x	<b>Probability</b>	=	<b>RPN</b>
1	x	1	=	1

**Mitigation Plans : \*** Looks like its a serious issue. Please fix it before it affecting the flow of work

**Impact : \*** high

**Category : \*** External

**Type : \*** Finance

**BACK**

5. Initiation: Requirements and schedules details upgraded to add multiple requirements of various types and schedule plan in terms of milestones.

## 6. Briefing Paper changes

BP Point	LABEL	Type of content/data displaying
1	Project Attributes	Basic Details of Project as below
a.	Project Title	Title of the Project
b.	Project Code	Project Code
c.	Category	Category of the project under which it falls out of Infrastructure & Facilities (IF), Mission Mode (MM), Mission-Mode-User-Trials (MM-UT), Product Support (PS), Science & Technology (S&T), System Level TD (TD-S), Technology Demonstration (TD), Technology Level (TD -T).
d.	Date of Sanction	Project Sanction Date
e.	Nodal & Participating Labs	Project ongoing lab names
f.	Objective	Objectives of the project
g.	Deliverables	Deliverables of the Project
h.	PDC	Shows both Original and revised latest PDC
i.	Cost BreakUp	Project Sanction Amount in RE, FE & Total in lakhs which shows both original Revised amounts.
j.	No. of Meetings Held	Count of both PMRC and EB meetings.
k.	Current Stage of Project	Stages includes Requirement Analysis, Specification Finalization, Preliminary Design, Detailed Design, Realization, Fabrication, System Integration, System Testing, System Evaluation, DRDO Evaluation, User Trials, Project Closure, TOT, Production, Production Support, Production Retirement.
2	Schematic Configuration	<ul style="list-style-type: none"> <li>Project data such as uploaded project related documents</li> <li>If project is a main project all its sub project documents also will show followed by main project documents along with project names.</li> </ul>
a.	System Configuration	System Configuration document preview/download link
b.	System Specification	System Specification document preview/download link
3	Overall Product Tree/WBS	<ul style="list-style-type: none"> <li>Project data such as uploaded Product Tree and WBS documents will show</li> <li>If project is a main project all its sub project documents also will show followed by main project documents along with project names.</li> </ul>

	Overall Product Tree/WBS	Overall Product Tree document preview/download link
4	Particulars of Meeting	<ul style="list-style-type: none"> <li>Status of last PMRC meeting points such as Recommendations, Action Points and Technical/User Reviews will show under this point</li> <li>If project is main project it will show all its Sub project PMRC meeting points flowed by Main project PMRC meeting points.</li> </ul>
a.	Approval of recommendations of last PMRC Meeting (if any)	<ul style="list-style-type: none"> <li>Table of all the recommendation points of last PMRC meeting.</li> </ul>
b.	Last PMRC Meeting	<ul style="list-style-type: none"> <li>Only Pending action points of previous PMRC meetings (previous to last held PMRC meeting)</li> </ul>
	action points with Probable Date of completion (PDC), Actual Date of Completion (ADC) and current status.	<ul style="list-style-type: none"> <li>All the Action Points of last held PMRC meeting will appear in this table.</li> </ul>
c.	Details of Technical/User Reviews (if any).	<ul style="list-style-type: none"> <li>This will show number of EB and PMRC meeting held with committee name, meeting number and meeting held date in tabular format</li> </ul>
5	Milestones achieved prior to this PMRC period.	<ul style="list-style-type: none"> <li>This point will show all the milestones which are in progress and completed (progress from 1% - 100%).</li> <li>Milestones which are not started and not assigned will not show.</li> </ul>
6	Details of work and current status of sub system with major milestones (since last PMRC)	Work carried out, Achievements, test result etc. TRL table with TRL at sanction stage and current stage indicating overall PRI. Risk Matrix/Management Plan/Status.
a.	Work carried out, Achievements, test result etc.	<ul style="list-style-type: none"> <li>Milestones with latest progress variation that carried out since last PMRC to present date.</li> </ul>
b.	TRL table with TRL at sanction stage and current stage indicating overall PRI.	TRL Table in document format for view/download
c.	Risk Matrix/Management Plan/Status	Risk list if any from the meeting will show in this list
7	Details of Procurement Plan (Major Items)	Demand details of the project which exceeds greater than 5 lakhs Order details of the project which exceeds greater than 5 lakhs And Total Summary of Procurement details
8	Overall Financial Status (in crores)	All the project financial details in terms of amount sanctioned, DIPL, O/s Commitments, Expenditure, Balance and Notional balance.
9	Action Plan for Next 3 Months	<ul style="list-style-type: none"> <li>All the milestone activities pending/not completed those PDC falls within next 3 months (before PMRC meeting date)</li> <li>Start date of any milestone activities falls in next 3 months (before next PMRC meeting date) which is pending (not completed). (Note: If Meeting is EB then it will show next 6 months plan)</li> </ul>

10	Gantt Chart	Gantt chart of the project milestones from start date to end date where as Blue - Actual PDC Green - On going with completion percentage Pink - Revised PDC
11	Issues	<ul style="list-style-type: none"> <li>All the Issues that are mentioned in the PMRC meeting will show in this list.</li> <li>If the Project is main it will show all sub project issues followed by main project issues.</li> </ul>
12	Decision/Recommendations sought from the PMRC meeting	<ul style="list-style-type: none"> <li>User can add multiple decisions and recommendation points discussed/stated in the meeting.</li> </ul>
13	Other Relevant Points (if any) and Technical Work Carried Out for Last 3 Months	<ul style="list-style-type: none"> <li>Editor for entering any relevant points that needs to be mentioned from the meeting</li> <li>Upload Technical images if any</li> </ul>
	Note	Instructions/information

## Record of Discussion

Record of discussion is a meeting of discussion for any project for a committee member who share a similar interest, who gather either formally or informally to discuss ideas, solve problems, or make comments about the selected project. It is almost similar to schedule meetings.

### Steps to proceed with Records of Discussion (ROD)

Navigation: **Schedules>Record of Discussion**

Steps 01: Select project and ROD name from the dropdowns. If ROD is not in the list add new ROD by entering ROD name and its short name.

The screenshot shows the PMS (LRDE) application's 'Schedules' module. At the top, there are navigation links for Committees, Milestone, Schedules, Action Items, Procurement, Fracas, IRRD, Reports, Document Repository, and CABS. The current project is 'PRJ-11 (AMS)'. A search bar is present at the top right. Below the header, there are dropdowns for 'Project' (set to 'PRJ-11 (AMS)'), 'ROD Name' (set to 'Add New'), and 'ROD Short Name' (set to 'Enter ROD Short Name'). An 'ADD' button is located next to the short name input field. The main area features a calendar for 'MARCH 2024'. The 25th of March is highlighted in blue and has a yellow circular icon with a checkmark. The text 'MARCH 25, 2024' and 'No event for today :)' are displayed above the calendar. To the right of the calendar, a sidebar titled 'Earlier Meetings' shows a message: 'No Previous Meetings held!'. The months January through August are listed vertically on the left side of the calendar.

Step 02: Select ROD schedule date and time and click on Add Schedule to schedule the ROD.

The screenshot shows the PMS (LRDE) software interface. At the top, there's a navigation bar with links like Smart Search, Home, Initiation, Admin, Master, Approvals, Closure, and CARS. Below that is a sub-navigation bar with Project: PRJ-11 (AMS), ROD Name: Artificial Intelligence Ethics into Project..., Date: 25-03-2024, Time: 10:00, and an ADD SCHEDULE button. The main area features a calendar for March 2024. The 25th is highlighted in yellow with a 'No event for today :)' message. To the right, there's a sidebar titled 'Earlier Meetings' which says 'No Previous Meetings held!'.

Step 03: Add agenda entering agenda item, reference(project), remarks, lab name, presenter name, duration of presentation and submit.

The screenshot shows the PMS (LRDE) software interface for agenda submission. The title is 'Artificial Intelligence Ethics into Project PMS (Meeting Date and Time : 25-03-2024 - 10:00:00)'. The agenda details are filled in: Agenda Item is 'Audit Management System (PRJ-11)', Reference is 'Audit Management System (PRJ-11)', Remarks is empty, Lab is 'LRDE', Presenter is 'Choose...', Duration is '40 Minutes', and Attach File is empty. There are buttons for SUBMIT, RESET, and Copy Agenda from old Meetings.

Step 04: Just after submitting agenda it will navigate to add venue details page. Enter venue details and update. You can also edit agenda if required.

The screenshot shows the 'AIE(PMS) Meeting' page for Project PRJ-11. It includes fields for Meeting Date (25-03-2024), Meeting Time (10:00), and a SUBMIT button. Below these are fields for Venue (Enter the Venue) and Reference (Reference for this Meeting). The 'Agenda' section lists the agenda item and its details. The 'Operations' section has an INVITE button.

Step 05: Next after venue and agenda are updated click on 'Invite' button to invite the members for the discussion. On clicking invite button it will navigate to next page to choose officers to attend the ROD.

25th MARCH 2024 PMS (LRDE) - Dr. Mukesh Prasad Sahu (ADMIN)

Smart Search Home Initiation Admin Master Approvals Closure admin

Committee Milestone Schedules Action Items Procurement Fracas IRRD Reports Document Repository CARS

### AIE(PMS) Invitations (Meeting Id : LRDE/PRJ-11/AIE(PMS)/25MAR2024/4) - (Meeting Date & Time : 25-03-2024 & 10:00:00)

Add Additional Members

**Internal Members**

Select Members

**External Members (Within DRDO)**

Lab Name

**External Members (Outside DRDO)**

Select Members

After adding members and on clicking send invitation button automatic email will be sent to the selected internal members and it will mark with tick mark its meaning invitation email has been sent to them. Scheduler can also have the facility to delete member at any point of time.

25th MARCH 2024 PMS (LRDE) - Dr. Mukesh Prasad Sahu (ADMIN)

Smart Search Home Initiation Admin Master Approvals Closure admin

Committee Milestone Schedules Action Items Procurement Fracas IRRD Reports Document Repository CARS

### AIE(PMS) Invitations (Meeting Id : LRDE/PRJ-11/AIE(PMS)/25MAR2024/4) - (Meeting Date & Time : 25-03-2024 & 10:00:00)

Internal	External (Within DRDO)	External (Outside DRDO)
1 . Dr. Mukesh Prasad Sahu (Sc G) ✓ <input checked="" type="checkbox"/>	1 . Vinutha C Kadamba (SO) (CABS) <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1 . Dr. Aleksandr (DS & Director General)(IISc) <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2 . Ms. Veena MKS (Sc D) ✓ <input checked="" type="checkbox"/>	2 . Dr. Vaishnav Kumar Singh (Sc E) (DEAL) <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2 . Alexa (Deputy IFA)(DFA) <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3 . Prof. Sushanth Kumar Singh (Sc G) ✓ <input checked="" type="checkbox"/>	3 . Miss. Niharika Yadav (Sc F) (DEAL) <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3 . Chandra Chatarjee (Rep. Dir PM)(DRDO HQs) <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4 . Dr. Tharun M (Sc G) ✓ <input checked="" type="checkbox"/>	4 . Joseph Fernandes (Sc E) (DEAL) <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4 . Chandra Kochhar (IFA (R&D))(IFA) <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Add Additional Members

**Internal Members**

Select Members

**External Members (Within DRDO)**

Lab Name

**External Members (Outside DRDO)**

Select Members

Activate Windows  
Go to Settings to activate Windows.

Click back button to navigate back to schedule ROD page.

Step 06: Kick-Off meeting button will display to start the ROD. On Clicking Participants button able to view the selected members for the ROD. On top delete(icon) meeting option is also available in case cancellation of ROD scheduled but not kicked off.

25th MARCH 2024 PMS (LRDE) - Dr. Mukesh Prasad Sahu (ADMIN)

Smart Search Home Initiation Admin Master Approvals Closure admin

Committee Milestone Schedules Action Items Procurement Fracas IRRD Reports Document Repository CARS

### AIE(PMS) Meeting (Project : PRJ-11)

Schedule (Meeting Id : LRDE/PRJ-11/AIE(PMS)/25MAR2024/4)

Meeting Date : 25-03-2024 Meeting Time : 10:00

Venue : Discussion Cabin

Reference : AMS

Agenda

SN	Agenda Item	Reference	Remarks	Presenter	Duration (Mins)	Attachment
1	agenda rod on AMS	Audit Management System	agenda discussions	Dr. Tharun M(Sc G)	40	

Operations

Step 07: After meeting is kicked-Off successfully, Attendance and Minutes buttons will appear.

Update Attendance: On clicking Attendance button participants attendance can be updated just by clicking on the enable disable button.

Update Minutes: After ROD has been concluded Update the minutes by entering all the available details by clicking on Add buttons.

Any agenda outcomes and other outcomes added are assigned to responsible officers. Assign Action button will appear just after adding at least one outcome of any type (Action, Risk, Issue, Recommendation) except comment.

Minutes button found in this page, on clicking on that PDF file of minutes will be downloaded.

The screenshot shows a web-based project management system. On the left, there's a sidebar with a list of agenda items: 1. Introduction, 2. Opening Remarks, 3. Agenda, 4. Other Discussion, 5. Other Outcomes, and 6. Conclusion. Each item has an 'EDIT' button. Below this is a large 'ASSIGN ACTION' button with a thumbs-up icon. In the main content area, there's a rich text editor titled 'Introduction'. It contains two paragraphs about project kick-off meetings. Below the editor is a 'Remarks' section with a note about preparation points. At the bottom right of the main area is a 'SUBMIT' button and a link to 'Activate Windows'.

All the assigned Actions will be found in To act list of Assignee under Action Items

This screenshot shows the 'Action Items' module. At the top, it displays '25th MARCH 2024' and 'PMS (LRDE) - Dr. Mukesh Prasad Sahu (ADMIN)'. The header includes links for Smart Search, Home, Initiation, Admin, Master, Approvals, Closure, and CARS. Below the header, a green banner says 'Action Assigned Successfully'. The main content area shows three action items: 3.1 A project kick-off meeting is the best opportunity (view more) (Action Task), 5.1 A strong and clear agenda is a must for a project (view more) (Issue Task), and 5.2 Pay more attention towards introducing the project (view more) (Risk Task). To the right, there's a search interface for 'Search Action Id to Link Old Action' with fields for PDC, Priority, Category, Lab, and Assignee. At the bottom, there's a table for 'Action Item' with columns for PDC, Assigned On, and Assignee, showing the details of the assigned actions.

## Contract for Acquisition of Research Services (CARS)

Sub-modules found under this module is Initiation List, Approvals and All CARS.

There are 3 approval flows in steps

1. RSQR Flow (depends on funds from project/buildup)
2. SoC Flow (depends on SoC Cost of the Research)
3. CARS Flow (Milestone payments flows)

## Steps to proceed with (CARS)

## RSQR Flow

Step-01: To add new CARS record go to CARS>Initiation List>click on Add CARS button. Enter Initiation details and submit.

The screenshot shows the 'Initiation Details' page for project 'LRDE/CARS/D-P&C/2024-15'. The 'INITIATION' tab is selected. The 'CARS Title\*' field contains 'The Influence of AI on healthcare'. The 'Funds From\*' dropdown is set to 'PRJ-06 (SIS)'. The 'Amount (₹)\*' is '300000.00' and 'Duration (in months)\*' is '8'. The 'Aim\*' field contains 'One of the most important aspects of a thesis, dissertation or research paper is the correct formulation of the aims and objectives.' The 'Justification\*' field contains 'The research aim focus on what the research project is intended to achieve; research objectives focus on how the aim will be achieved.' Under 'RSP Details', 'Name of Institute\*' is 'RRI', 'Address\*' is 'Mathikere', 'City\*' is 'Roorke', 'Pin Code\*' is '780067', and 'State\*' is 'Karnataka'. Under 'Principal Investigator Details', 'Title\*' is 'Mr', 'Name\*' is 'Somashankar S', 'Designation\*' is 'Research Specialist', 'Department\*' is 'Space Technology', 'Mobile Number\*' is '9807808708', 'Email\*' is 'abs123@gmail.com', and 'Fax No' is '9807808709'. An 'UPDATE' button is at the bottom right.

Step-02: After that click on RSQR beside initiation and enter all the details starting from Introduction to Literature Reference if Any.

Down RSQR button found will helps in downloading RSQR all entered details in to PDF file.

Any details can be updated by previewing in PDF file.

The screenshot shows the 'RSQR' tab of the 'Initiation Details' page. On the left, a sidebar lists sections: 1. Introduction, 2. Research Overview, 3. Objectives, 4. Major Requirements, 5. Deliverables, 6. Milestones & Timelines, 7. Scope of RSP, 8. Scope of LRDE, 9. Success Criterion, and 10. Literature Reference if any. The 'Introduction' section is currently selected and displayed in a rich text editor. The editor toolbar includes standard options like bold, italic, underline, and alignment. The content area contains three paragraphs: 'Once the tone is set, present the agenda in a structured manner. First of all, talk about the project assumptions and how you developed the project plan.', 'Present your reasoning behind the plan and convey the message that you are open to suggestions when the project progresses. Go through each task in the project plan and elaborate sufficiently.', and 'Emphasize the fact that the project plan and the schedule are still at the initial stage and that you are expecting everyone's assistance for making it complete.' An 'UPDATE' button is at the bottom right, and a 'RSQR' button is at the bottom center. Navigation buttons 'Previous' and 'Next' are at the bottom right.

Step-03: Download RSQR approval form (for manual purpose) by clicking on RSQR Approval after entering RSQR details. After that enter Remarks and forward for approval. Forwarded CARS can be reverred if required.

Note: Approval order is based on funds usage. If the research taking place is related to the project, that particular project director has to be approved. If research is not related to any project then GD (Group Director) has to approve. Who has to be approved is auto-generated and shown to the user below the forward button as shown in the below picture.

Initiation Details - LRDE/CARS/D-P&C/2024-15

INITIATION RSQR RSQR Approval SoC Final RSQR SoC Forward MOM Upload All Docs

**RSQR Approval**

1. RSQR Title: Research Service Qualitative Requirement (RSQR) for the Influence of AI on Healthcare

2. Name and address of the Academic Institution: IISI, Mysore, Karnataka - 780007

3. Name of the Principal Investigator: Mr. Comptroller S. Research Specialist  
Space Technology  
9898989876  
vks123@gmail.com  
RSQ07082019

4. Duration of the Contract (Months): 8

Necessary IISI-owned equipment and Lab resources will be sparingly used basis for execution of the CARS for the duration.

Signature of the initiating officer  
Muralidhara B L, Sc G  
Date: 23-03-2024

Signature of the PD

Remarks:

**FORWARD**

Approval Flow For RSQR Approval  
Initiator - Muralidhara B L → [ ] - Librarian Saro

Step-04: After CAR record is forwarded it will reach to approver. Approver will get the CARS RSQR PDF to view before approval and RSQR approval form to download. After that inside preview also RSQR download form is found. And Approver can write remarks and forward or Return.

Once approved record will show in Approved list of the approver with status updated. If returned it will go back to the sender and again it can be forwarded depending up on the return remarks.

CARS Approvals										
Pending					Approved					
Show	so	entries	Search:							
SN	T1	Initiated By	T1	EmpNo	T1	CARSNo	T1	Date	T1	Approval for
1		Muralidhara B L, Sc G		1007		LRDE/CARS/D-P&C/2024-15		25-03-2024		RSQR

Step-05: After RSQR approved continue with SoC. Enter all mandatory SoC details and submit. Approved SoC amount should match with amount entered in 'Expenditure on Items' details.

Initiation Details - LRDE/CARS/D-P&C/2024-15

INITIATION RSQR RSQR Approval **SoC** Final RSQR SoC Forward MOM Upload All Docs

**Upload Summary of Offer\*** **Upload Feasibility Report\*** **Execution Plan\*** **Amount (₹)\*** **Duration (In months)\***

**Alignment with\*** **Justification for time reasonability\***

**Justification for cost reasonability\*** **Justification for selection of RSP\***

**Success / Acceptance Criterion\*** **RSP's Offer Ref.\*** **RSP's Offer Date.\***

**Key Professional-1 Details:** **Key Professional-2 Details:**

Enter Amount breakup details

Name	Institute / Company
Enter Consultant Name	Enter Consultant Company

Description
Enter Equipment Description

**Expenditure on Items:**

(a) Personnel (₹):*	(b) Equipment (₹):*	(c) Others (₹):*	Sub-Total (₹):*	GST (₹):*	Total (₹):*
450000	350000	550000	1350000	150000	1500000

**SUMMARY**

**Submit**

Step 06: After SoC details are entered and submitted go to Final RSQR tab and update the RSQR details such as point number 06, Milestones & Timelines which has duration & amount has to be updated for each milestone.

Milestone No.	Task Description	TO+ Months	Deliverables	Payment (In %)	Amount (₹)	Remarks
MIL-1	There are many approaches about how to change. Of course, we may all agree that the change is required for an organization, but can we all be in agreement of how	5	A change is only successful if the whole company really wants it. If you are planning to make a change, then you need to make others	50	900000.00	Critical path identification is required
MIL-2	During the float time, an activity can be delayed without delaying the project finish date.	3	Critical path diagram is a live artefact. Therefore, this diagram should be updated with actual values once the task is completed.	50	900000.00	When it comes to pricing of

Click on Final RSQR button is to view and download the updated RSQR PDF file.

Step 07: Once SoC is forwarded again it will go to same approver as shown in the picture.

14. Execution Plan	Annexure - IV
15. Success / Acceptance Criterion	You can use the Work Breakdown Structure (WBS) to identify the activities involved in the project. This is the main input for the critical path method. In activity specification, only the higher-level activities are selected for critical path method. When detailed activities are used, the critical path method may become too complex to manage and maintain.
16. Summary of Offer (SoO)	
17. Feasibility Report	

Signature of the Initiating officer  
Muralidhara B L, ScG  
Date: 24-03-2024

Signature of the PD

Remarks:  
Final RSQR with SoC updates forwarding for Approval

FORWARD

Approval Flow For RSQR Approval  
Initiator - Muralidhara B L → PD - Lokanath Sahu

Step 08: Approving officer will have two options recommend and return. If returned SoC will return back and can be re-forwarded. If recommended record proceeds with next step.

localhost:8888 says  
Are You Sure To Recommend?

OK Cancel

Initiation Details - LRDE/CARS/D-P&C/2024-15

SoC Forward

		activities are used, the critical path method may become too complex to manage and maintain.
16.	Summary of Offer (SoO)	
17.	Feasibility Report	

Signature of the initiating officer  
Muralidhara B L, Sc G  
Date: 26-03-2024

Signature of the PD

Remarks:  
Mukesh Prasad Sahu : forwarding

Remarks:  
Research work has to be carried out ASAP

Recommend Return

Step 09: As soon as SoC is approved next step will unlock that is MOM Upload. Here MOM document is upload.

#### Initiation Details - LRDE/CARS/D-P&C/2024-15

INITIATION RSQR RSQR Approval SoC Final RSQR SoC Forward MOM Upload All Docs

Upload MOM\*

Choose File BriefingPaper.pdf

UPLOAD

Step 10: All the documents uploaded are available in one place that is All docs

#### Initiation Details - LRDE/CARS/D-P&C/2024-15

INITIATION RSQR RSQR Approval SoC Final RSQR SoC Forward MOM Upload All Docs

SN	Subject	Action
1	RSQR	
2	RSQR Approval Download	
3	Summary of Offer	
4	Feasibility Report	
5	Final RSQR ( Annexure-I )	
6	Milestones & Deliverables ( Annexure-II )	
7	Execution Plan ( Annexure-IV )	
8	Statement of Case ( SoC )	
9	Minutes of Meeting ( MoM )	

## SoC Flow

Navigation: CARS>All CARS>SoC

Step 11: Go to Soc List by navigating as shown above. All the approved RSQR CARS will show in this SoC list. Each record in the list will show revised cost details, initiated officer name, current status and action Details.

All CARS Details						
		RSQR Approved	SoC	CARS-03		
				From Date: 01-03-2024	To Date: 26-03-2024	
SN	Initiated By	CARSNo	Amount	Status	Action	
1	Muralidhara B L (1007), Sc G	LRDE/CARS/D-P&C/2024-15	1800000.00	SoC Recommended by PD	<span style="color: green;">●</span>	
2	Muralidhara B L (1007), Sc G	LRDE/CARS/D-P&C/2024-12	34000000.00	MP Approved by Director	<span style="color: green;">●</span>	
3	Tharun M (1002), Sc G	LRDE/CARS/D-P&C/2024-6	3500000.00	MP Approved by Director	<span style="color: green;">●</span>	
4	Tharun M (1002), Sc G	LRDE/CARS/D-P&C/2024-4	2500000.00	MP Approved by Director	<span style="color: green;">●</span>	
5	Mukesh Prasad Sahu (1012), Sc G	LRDE/CARS/D-P&C/2024-3	900000.00	SoC Approved by Secretary	<span style="color: green;">●</span>	
6	Mukesh Prasad Sahu (1012), Sc G	LRDE/CARS/D-P&C/2024-2	2.00	SoC Returned by PD	<span style="color: red;">●</span>	

Step 12: Click on Details of any SoC record. Enter SoC details such as Introduction, Expenditure Head and additional points if any and click submit.

D-P&C SoC Details - Title: The Influence of AI on healthcare  
CARS No: LRDE/CARS/D-P&C/2024-15  
Funds from: SIS (PRJ-06)  
Amount: 18,00,000.00  
BACK

SoC Details   SoC Forward   All Docs

**Introduction\***

**Expenditure Head\***  
Enter Expenditure Head

**Additional Points**  
Enter Additional Points (If any)

SUBMIT

Step 13: Go to next tab unlocked is SoC forward. Auto-generated approval flow will show. Before that download Statement of Case for availing CARS PDF file. This PDF will have the details of SoC such as introduction, The Summary of the CARS, Description and Approval Sought. At the end there will space for Signature of GH-DP&C. It is required for manual purpose.

**1. Introduction**

Quality Control activity of a garment manufacturing company is one of the fine examples for such an activity. By identifying the cost for the Quality Control function, the management can recognize the costing for each product, service, or resource. This understanding helps the executive management to run the business organization smoothly. Activity-based costing is more effective when used in long-term rather than in short-term.

**2. The Summary of the CARS is as under**

SN	Subject	Details
1.	CARS Title	The influence of AI on healthcare
2.	File No	LRDE/CARS/D-P&C/2024-15
3.	Service type	General Revenue
4.	Estimated cost of service (₹)	18,00,000.00
5.	CARS PDC	B
6.	Expenditure Head	Revenue
7.	CFA approval as per DFP	Under SL No: 2.4 of DFP dated 18 Dec 2019
8.	Additional Points	-

**3. Description**

Approval Flow For DP&C SoC Forward

```

    graph LR
      A[GH-DP&C - Muralidhara B L] --> B[GD-DP&C - Likitha K M]
      B --> C[PD - Lokanath Sahu]
      C --> D[MMFD AG - Tharun M]
      D --> E[GD DF&MM - Vani Mukhargee]
      E --> F[IFA, O/o DG (ECS) - IFA, O/o DG (ECS)]
      F --> G[DIRECTOR - Swathi Mansoor]
  
```

**Important Note:** SoC is updated by any officer but verified and forwarded by DP & C officer only. Hence forward button is available only for DP & C officer.

Hence, login as DP & C Officer and navigate to SoC List in order to forward the SoC record for approval. Revoke forward is also available in SoC list only for records having the current status as 'Forwarded'

**4. Approval Sought**

The case is being submitted along with the above-mentioned documents for obtaining the Concurrence cum Financial sanction and approval from Competent Financial Authority (CFA) for placement of Contract for Acquisition of Research Services (CARS) on RRI, Roorkee at a cost of Rs. 18,00,000.00 please.

**Remarks:**  
Forwarding to GD DP & C for approval

**FORWARD**

Approval Flow For DP&C SoC Forward

```

    graph LR
      A[GH-DP&C - Muralidhara B L] --> B[GD-DP&C - Likitha K M]
      B --> C[PD - Lokanath Sahu]
      C --> D[MMFD AG - Tharun M]
      D --> E[GD DF&MM - Vani Mukhargee]
      E --> F[IFA, O/o DG (ECS) - IFA, O/o DG (ECS)]
      F --> G[DIRECTOR - Swathi Mansoor]
  
```

**Step 14:** Follow the approval flow to complete the approval flow. This approval flow is varies depending up on the revised cost amount of the CARS record.

Note: if there in a flow there is IFA and JSA those officers are external officers. Hence on behalf of them, DP & C officer himself will approve on obtaining manual approval from them.

But IFA officer name is mentioned by selecting from the dropdowns. before approving.

D-P&C SoC Details - Title: The Influence of AI on healthcare  
CARS. No: LRDE/CARS/D-P&C/2024-15  
Funds from: SIS (PRJ-06)  
Amount: 18,00,000.00

SoC Forward

Signature of GD DF&MM  
Vani Mukhargee, ScG  
[Recommended On: 26-03-2024 15:00:08]

**Remarks:**  
Muralidhara B L : Forwarding to GD DP & C for approval  
Tharun M : wer  
Vani Mukhargee : dfhgfd

Lab*	Approval Officer*	Approval Date*
CABS	Vinutha C Kadamba, SO	26-03-2024

Remarks:  
Approving on behalf of IFA Officer officer name mentioned above

Approve    Return

Step 15: After approval flow is completed All the docs are available to download in in tab.

26th MARCH 2024 PMS (RDE) - Prof. Muralidhara B L (USER)

Smart Search Home Initiation Admin Approvals 1007 BACK

Committee Milestone Schedules Action Items Fracas IRRD Document Repository CARS

D-P&C SoC Details - Title: The Influence of AI on healthcare  
CARS. No: LRDE/CARS/D-P&C/2024-15  
Funds from: SIS (PRJ-06)  
Amount: 18,00,000.00

SoC Details SoC Forward All Docs

SN	Subject	Action
1	RSQR	
2	RSQR Approval Download	
3	Invitation for Summary of Offer	
4	Summary of Offer	
5	Feasibility Report	
6	Final RSQR (Annexure-I)	
7	Milestones & Deliverables (Annexure-II)	
8	Execution Plan (Annexure-IV)	
9	Statement of Case (SoC)	
10	Minutes of Meeting (MoM)	
11	D-P&C SoC	

## CARS Flow

Navigation: CARS>ALL CARS>CARS-03

After SoC is approved next comes the CARS flow. This CARS-03 list will have all SoC approved CARS with actions details and Docs.

Step 16: Click on details under action of any CARS record to update contract duration with remarks.

Contract Date\*: 26-03-2024    TO Date\*: 10-09-2024    TO Remarks\*: Report is expected on 11/09/2024

SUBMIT    BACK

Just after updating two doc are available to download are CARS-03 in Word and PDF files.

Word doc is for editing the details based on requirements. PDF is original one for reference.

Step 17: Click on other Doc after updating contract details.

Page looks like this as shown in below picture.

Step 18: Click on CONTRACT SIGNATURE button or details action of any payment record below. And update the Initial Advance Payment Details such as date, flag-A, flag-B, Invoice No and Invoice Date and click submit button.

Step 19: Just on submitting advance details navigate to payment approval page. Approval flow is auto-generated and shown below. Revert option also available if forwarded record is not yet approved by the next approver.

Note: only GD DP & C is able to forward the payment for approval.

Step 20: After completing approval flow switch to next tab Doc Upload and upload the mentioned file that is Initial Advance Payment Approval form. After uploading click back button to navigate back to list page of payments.

Step 21: Now in action list one more button added that is Date. Click on it and update the Payment Date.

6th MARCH 2024 PMS (LRDE) - Prof. Likitha K M (LAB PM)

Smart Search Home Initiation Master Approvals 1005

Milestone Schedules Action Items Fracas IRRD Reports CARS

**Other Doc Details**

**CARS Details:**

Title: The Influence of AI on healthcare	Funds from:	Amount: 18,00,000.00
CARS. No: LRDE/CARS/D-P&C/2024-15		

**Choose date of Payment**

Payment Date: 26-03-2024

**Payment Details:**

Description	Months	EDP	Amount (₹)	Status	Action
(a) Initial Advance (50%)	T0*	10-09-2024	9,00,000.00	Pending	
(b) on submission of final report (50%)	T0+3	10-12-2024	9,00,000.00	Pending	

\*EDP - Expected Date of Payment

Step 22: After updating the payment date payment letter can be downloaded.

6th MARCH 2024 PMS (LRDE) - Prof. Likitha K M (LAB PM)

Smart Search Home Initiation Master Approvals 1005

Milestone Schedules Action Items Fracas IRRD Reports CARS

**Other Doc Details**

**CARS Details:**

Title: The influence of AI on healthcare	Funds from: Stores Inventory System	Amount: 18,00,000.00
CARS. No: LRDE/CARS/D-P&C/2024-15		

**Contract Signature**

**Payment Details:**

Description	Months	EDP	Amount (₹)	Status	Action
(a) Initial Advance (50%)	T0*	10-09-2024	9,00,000.00	Paid	Date
(b) on submission of final report (50%)	T0+3	10-12-2024	9,00,000.00	Pending	

\*EDP - Expected Date of Payment

After all payment's status will show MP approved by Director.

6th MARCH 2024 PMS (LRDE) - Prof. Likitha K M (LAB PM)

Smart Search Home Initiation Master Approvals 1005

Milestone Schedules Action Items Fracas IRRD Reports CARS

**Other Doc Details**

**CARS Details:**

Title: The influence of AI on healthcare	Funds from: Stores Inventory System	Amount: 34,00,00,000.00
CARS. No: LRDE/CARS/D-P&C/2024-12		

**Contract Signature Details:**

Date: 14-03-2024	File No: LRDE/CARS-1/DV2/2024	Status: MP Approved by Director	Action:
------------------	-------------------------------	---------------------------------	---------

**Payment Details:**

Description	Months	EDP	Amount (₹)	Status	Action
(a) Initial Advance (12%)	T0*	14-03-2024	8,00,00,000.00	Paid	Date
(b) Performance Milestone-2 of RSQR (38%)	T0+3	14-06-2024	15,00,00,000.00	Paid	Date
(c) Performance Milestone-3 of RSQR (18%)	T0+2	14-05-2024	7,00,00,000.00	Paid	Date
(d) on submission of final report (8%)	T0+4	14-07-2024	4,00,00,000.00	Paid	Date

## Project Closure

Closure is to close the project whenever its works are concluded. Closure of project follows approval flow and involves both main and sub projects.

Coming up next.....

## RFA (Request for Action)

This RFA found under the module Action Items. Sub-modules available in this module are RFA, RFA Assign, RFA Inspection and RFA Inspection Approval.

Step 01: Add RFA and forward: Once RFA is added and forwarded it will show in the RFA List.

SN	RFA No	RFA Date	Project	Priority	Assigned To	Status	Action
1	LRDE/IBAS/SW-AC/27	29-03-2024	IBAS	Within One Week	Dr. Tharun M.Sc G	RFA Replied Prepared	
2	LRDE/IBAS/HW-AC/25	23-03-2024	IBAS	Within One Week	Dr. Tharun M.Sc G	RFA Closed	VIEW DOCUMENT
3	LRDE/EMS/HW-AC/24	23-03-2024	EMS	Within One Month	Rev. Rajvardhan Singh Rathod,Sc E	RFA Replied Forwarded	
4	LRDE/EMS/SW-AC/23	23-03-2024	EMS	Within One Week	Prof. Gadilanga G Danush,SC H O/S Director	RFA Checked	
5	LRDE/EMS/SW-DFCC/22	13-03-2024	EMS	More Than One Month	Muralidhara B LSc G	RFA Replied Prepared	

Step 02: Approval flow of RFA

Step 03: Assign RFA for inspection Step

04: Inspection of RFA

Step 05: Send the inspection flow

Coming up next.....

<<<<<<<<<<<<<<<END>>>>>>>>>>>>>>>