(USER GUIDE)

PROJECT MANAGEMENT SYSTEM

DAFTAR ISI

1.	Lo	Login ke aplikasi Project Management	3
2.	Da	Dashboard	3
3.	M	Manage Projects	3
1		Register Project	4
2		Monitoring Project	4
1.	То	To Do List	8
2.	Se	Settings	10
1		Master Data	10
	a.	a. Portfolio	10
	b.	b. Group Tags	11
	c.	c. To Do Status	11
	d.	d. Gantt Code Status	12
3.	Us	User Management Erro	r! Bookmark not defined.
a.		UsersErro	r! Bookmark not defined.
b		Permission Erro	r! Bookmark not defined.
LAN	ЛЫ	PIRAN	12

1. Login

Type url : <u>https://x.x.x.</u> to login Enter your email dan password to login

Login to your account	
Email address	
Enter your email address	
Password	
Enter your password	
Sign in	

2. Dashboard

					🗘 💈 🌘 SuperAdmin
 Dashboard mage Projects → Xanban Board 	Select Project Title	From mm/dd/yyyyy	Ta mm(did/yyyyy	E Find Reset	Dashboard Download
₿, Settings →	Total Projects 1		Not Started 1	in Progress O	Done O
	OVERALL (IFALT) Estimate Delivery	(177) (2014) 2014)	PHOLORESS TASK	/ 0хРодинь 2	French Name - Child Robusyment Applies
	Gap Status Progress Status	63. (011140) (199		Palled: 9 SUSPENDED: 0 Completed: 9	
	1. Planning 2. Procurement 3. Implementation 4. Closing	0 % 0 % 0 % 0 %	Walting: 11		

In the Dashboard menu there is a function to filter based on Project Name, Start Date and End Date. You can also download the dashboard in PDF form.

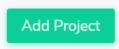
Select Project Title	From	То			
	mm/dd/yyyy	mm/dd/yyyy	Find	Reset	Dashboard Download

3. Manage Projects

Menu Manage Projects has been made in to 2 sub menu:

1. Register Project

This project register sub menu contains a list of ongoing and newly created projects. To create a new project, you can do this by pressing the Add Project button.



You can add project information in the form

Fill in according to the information on the form, then click the Add button to save, and the Back button to return to the previous menu.

The status when creating a project for the first time is Draft, in this status, the project manager or project owner or creator can still make changes to project information by

pressing the Edit button , which will then be directed to the Edit Project.

Press the Update button to save changes and the Back button to return to the previous menu.

In this sub menu there are also functions for downloading project documents, supporting projects and project summaries.



Note: Projects can be deleted if the project is not yet running. Every project created will be sent a notification to the project manager, project owner and project members.

2. Monitoring Project

The Project Monitoring sub menu is used to monitor projects that have been created. In this menu there are several action buttons that are used to update the Gantt and WBS for each project.

Progress ↑↓						
ŧ PI	Plan Gantt					
	WBS					

To open the Project Plan Gantt, you can press the Plan Gantt button.



Then you will be directed to the project plan creation page.

			Gan	ntt Cl	hart	coba tes	t lagi
B	<u>אר</u> אר	⊢→↑↓ ସ୍ዊ	∎ < [] @	Save	Send Approval to Project Manager
	code/short nar name	* start	* End	dur.	% depe	task_budget	Senduary 2024
1 /	🔵 PMO-00029 🛛 🖃 coba test lag	l □ 1/3/2024	2/9/2024	28	0	0	F
2/	Perencanaan	1/3/2024	2/9/2024	28	0	0	
3/	Pengadaan	□ 1/3/2024	2/9/2024	28	0	0	
4 /	Pelaksanaan	1/3/2024	2/9/2024	28	0	0	
5 /	Penutupan	□ 1/3/2024	2/9/2024	28	0	0	

On this Gantt chart, you can directly enter tasks related to the project, select the start and end dates of the project, add dependencies, add the percentage of the current project and project assignments.

Below are the buttons that can be used to update Gantt.



- a. Button information (from left to right)
- b. a. Back button: functions to return to the project monitoring page
- c. b. Undo button: functions to undo an action that has been made
- d. c. Redo button: functions to redo the action that has been created
- e. d. Insert Above button: functions to insert a task above another task
- f. e. Insert Below button: functions to insert a task below another task
- g. f. Un-Indent Task button: functions to shift the task to the left

- h. g. Indent Task button: functions to shift the task to the right
- i. h. Move Up button: functions to move the task up
- j. i. Move Down button: functions to move the task down
- k. j. Delete button: functions to delete tasks
- I. k. Zoom Out button: functions to enlarge the task
- m. I. Zoom In button: functions to reduce the task
- n. m. Print button: functions to print tasks
- o. n. Critical Path button: functions to view the critical path of an existing project
- p. o. Layout 1
- q. p. Layout 2
- r. q. Layout 3
- s. r. Color button
- t. s. Save button: functions to save changes manually
- u. t. Send Approval button: functions to send approval to the supervisor

Before the project is carried out and sent for approval, it is expected that you fill in the weights in the WBS first.

To fill in the weight in the WBS, you can do this by pressing the WBS button, so a page like the following will appear:

Back PLAN											
	🖷 Edit WBS							Sea	arch:		
No î	Task Name	Start Date	î↓	End Date	î↓	Bobot	îţ	Progress	îţ	Duration	î↓
1	coba test lagi	3 January 2024		9 February 2024		100		0		28 Hari	
2	٠	3 January 2024		9 February 2024		25		0		28 Hari	
3	٠	3 January 2024		9 February 2024		25		0		28 Hari	
4	٠	3 January 2024		9 February 2024		25		0		28 Hari	
5	•	3 January 2024		9 February 2024		25		0		28 Hari	
	F of F contains										

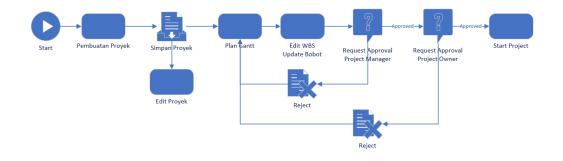
On this WBS page there are several buttons, namely:

- a. Back button: functions to return to the project monitoring menu
- b. PDF button: functions to download the WBS in PDF format
- c. Excel button: functions to download the WBS in Excel format
- d. Edit WBS button: functions to edit the WBS and fill in the weights

When you press the Edit WBS button, you will be directed to the edit WBS page as follows :

No	\uparrow_{\downarrow} Task Name	\uparrow_{\downarrow} Start Date	\uparrow_{\downarrow} End Date	\uparrow_{\downarrow} Bobot	\uparrow_{\downarrow} Duration \uparrow_{\downarrow}
		Total Bobot		100.00	
1	coba test lagi	3 January 2024	9 February 2024		28 Hari
2	•	3 January 2024	9 February 2024	25	28 Hari
3	•	3 January 2024	9 February 2024	25	28 Hari
4	•	3 January 2024	9 February 2024	25	28 Hari
5	•	3 January 2024	9 February 2024	25	28 Hari
Showing 1	to 5 of 5 entries				
			Update		

Click the update button after completing filling in the weights for each task in the WBS. Make sure the total weight filled in is 100.

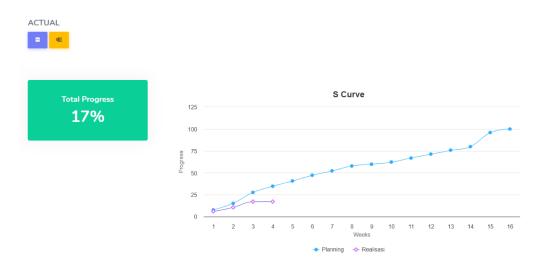


The Project Creation and Approval Scheme is as follows :

After a project has received approval from the Project Manager and Project Owner, the project can be carried out. To run a project, you can do this by pressing the Start start button on a project that has been approved.

After the project is running (Start), the Plant Gantt button will automatically be disabled, then you can update the task by pressing the Real Gantt button.

≇ Plan Gantt **≇** Real Gantt This application also has a feature for project monitoring in the form of an S-Curve. This S-Curve function is in the WBS menu on each project in project monitoring.



1. To Do List

The to do list menu is used to create a personal to do list for each activity carried out by the relevant user.

To do list Add		Dashboard 🗇 Manage To Do List
BACKLOG	DOING	TESTING
4		>

To create a to do list, you can do this by pressing the Add button

Project			
Select			~
Title	Priority		
Enter title	Low		~
Description			
			le
Due Date			
		Cancel	Tambah

 \times

Create New Task

Select the name of the related project, enter the title, select priority, enter the description and due date, then press the Add button to save, and the Cancel button to cancel.

To do list Add		Dashboard > Manage To Do Lit
BACKLOG	DOING	TESTING
15 January 2024		
Buat DFD		
🗅 Aplikasi Pengembangan Project Management		
pentest01		
4		

To change the to do list status, drag and drop each status on the to do list work sheet.

To do list Add		Dashboard 🗧 Manage To Do List
BACKLOG	DOING	TESTING
	15 January 2024 Buat DFD Aplikasi Pengembangan Project Management	
	pentest01 🛛 🖉 🖌	
4		•

To delete a to do list that has been created, press the button with the red trash can icon, while to edit the to do list, press the button with the pencil icon.

To restore a to do list that has been deleted, please click the button with the recycle icon, which is on the right Add button

Recycle Bin				Dashboard > Recycle Bin Todo
No	Task Name	Project Name	Deleted By	Aksi
1	Buat DFD	Aplikasi Pengembangan Project Management	pentest01	▲
2		Aplikasi Pengembangan Project Management	pentest01	A
3	test	test 12	pentest01	▲
4	testing	Aplikasi Pengembangan Project Management	pentest01	4

Click button 💿 to restore to do list, dan click button to Delete 📑 permanently.

2. Settings

The Settings menu is used to make application settings. There are 2 (two) sub menus, namely:

1. Master Data

The Master Data menu is used to set application master data, there are several sub menus in this master data, among others :

a. Portfolio

The Portfolio menu is used to add, change and delete master portfolio data.

Manage Portfolio Add				
Show 10	 ✓ entries 			
No ↑↓	Name îţ	Action		
1	Non Konstruksi			
2	test			
3	Konstruksi			

click Add to adding Portfolio, click button with icon pencil to change, and button icon trash bin to Delete.

b. Group Tags

The Group Tags menu is used to add, change and delete Group Tags master data.

/ 10 `	~ entries		
lo ↑↓	Portfolio	\uparrow_{\downarrow} Group Tags	\uparrow_{\downarrow} Action
	Konstruksi	Pelabuhan	
	Non Konstruksi	coba	

icon trash bin to delete.

c. To Do Status

and button with

The To Do Status menu is used to add or change To Do Status master data.

Manage To do list status				
Show	10 v entries			
No	\uparrow_{\downarrow} Name	\uparrow_{\downarrow} Action		
1	Backlog			
2	Doing			
3	Testing	ß		
4	Done	ß		

ß

d. Gantt Code Status

The Gantt Code Status menu is used to add or change the Gantt Code Status master data.

Mana	ge Gantt Code	
Show	10 v entries	
No	↑_ Name	↑_ Action
1	Perencanaan	
2	Pengadaan	
3	Pelaksanaan	
4	Penutupan	