(*USER GUIDE*)

PROJECT MANAGEMENT SYSTEM
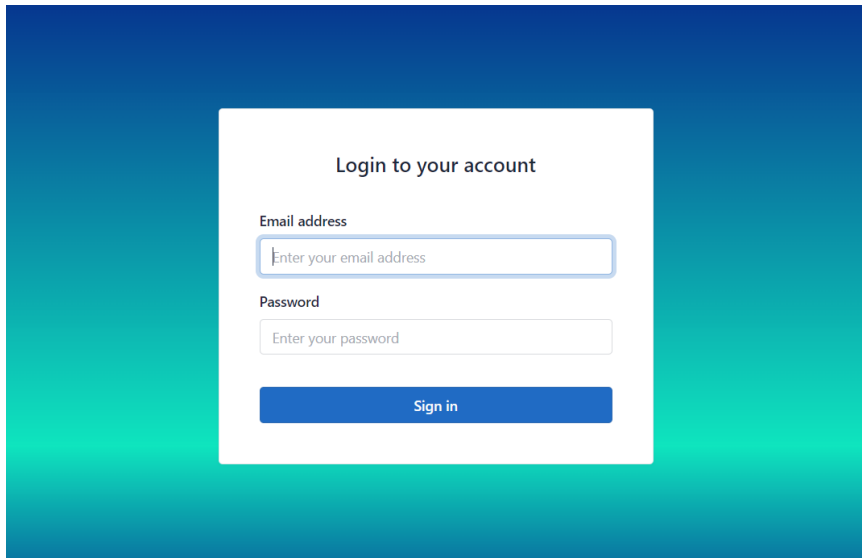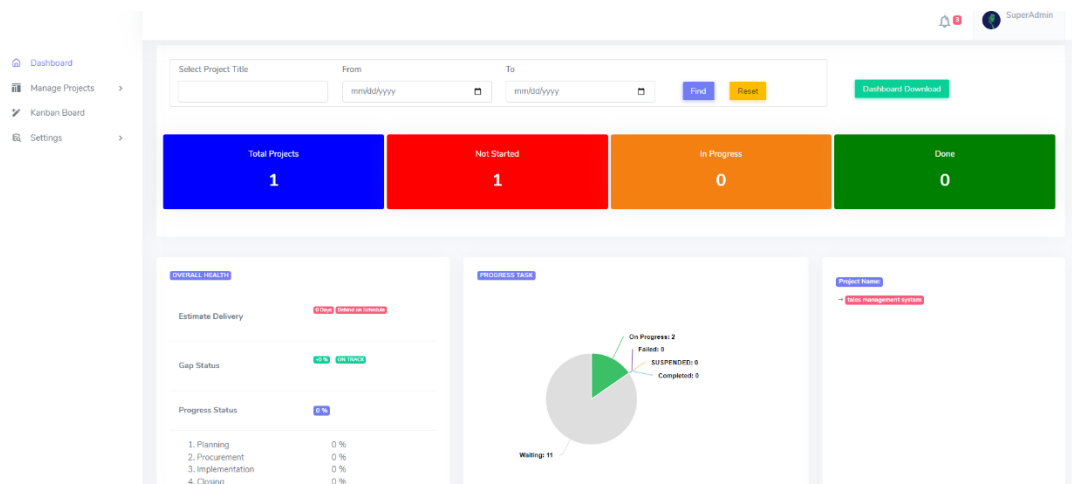
DAFTAR ISI
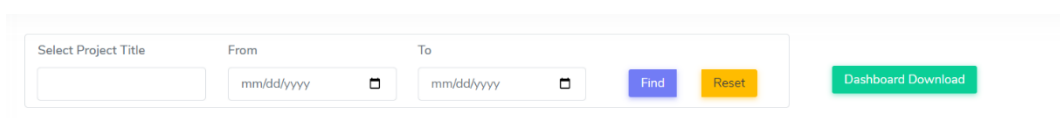
1. Login

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

2. Dashboard

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.
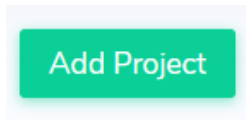

3. Manage Projects
   Menu Manage Projects has been made in to 2 sub menu:
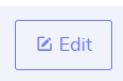
1. Register Project
   This project register sub menu contains a list of ongoing and newly created projects. To create a new project, you can do this by pressing the Add Project button.

   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.
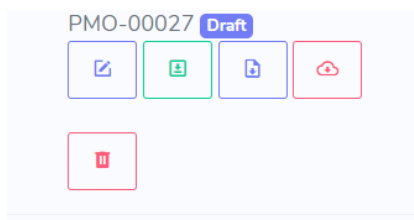

   Note: Projects can be deleted if the project is not yet running. Every project created will be sent a notification to the project manager, project owner and project members.
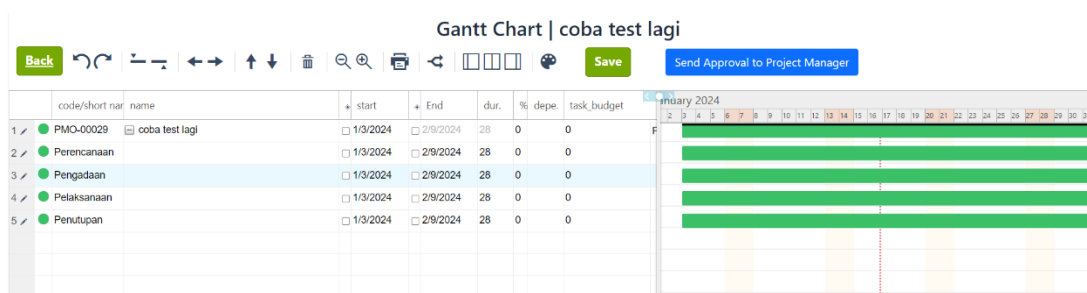
2. Monitoring Project
   The Project Monitoring sub menu is used to monitor projects that have been created. In this menu there are several action buttons that are used to update the Gantt and WBS for each project.
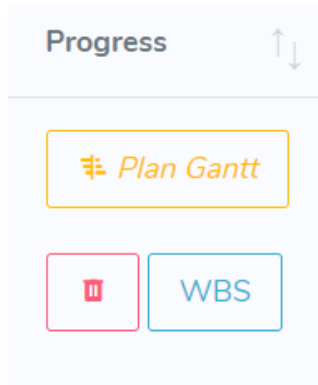
To open the Project Plan Gantt, you can press the Plan Gantt button.
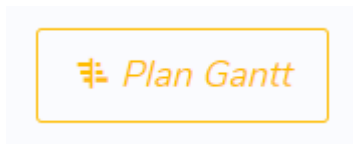
Then you will be directed to the project plan creation page.

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

l. k. Zoom Out button: functions to enlarge the task

m. l. 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:

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	Task Name	Start Date	End Date	Bobot	Duration
			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 :
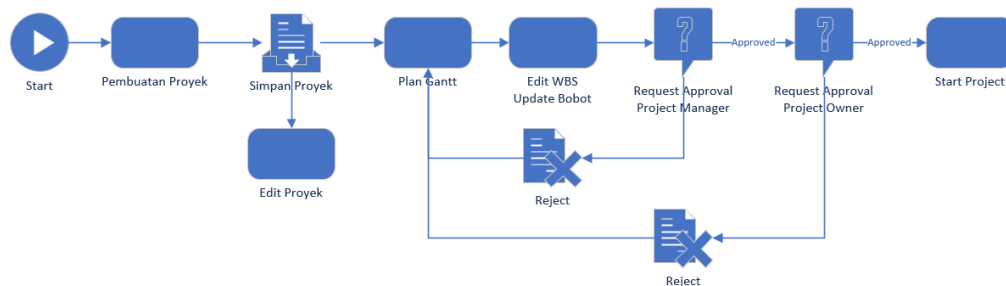
After a project has received approval from the Project Manager and Project Owner, the project can be carried out. To run a project, you can do this by pressing the Start **Start** button on a project that has been approved.

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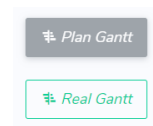
This application also has a feature for project monitoring in the form of an S-Curve. This S-Curve function is in the WBS menu on each project in project monitoring.
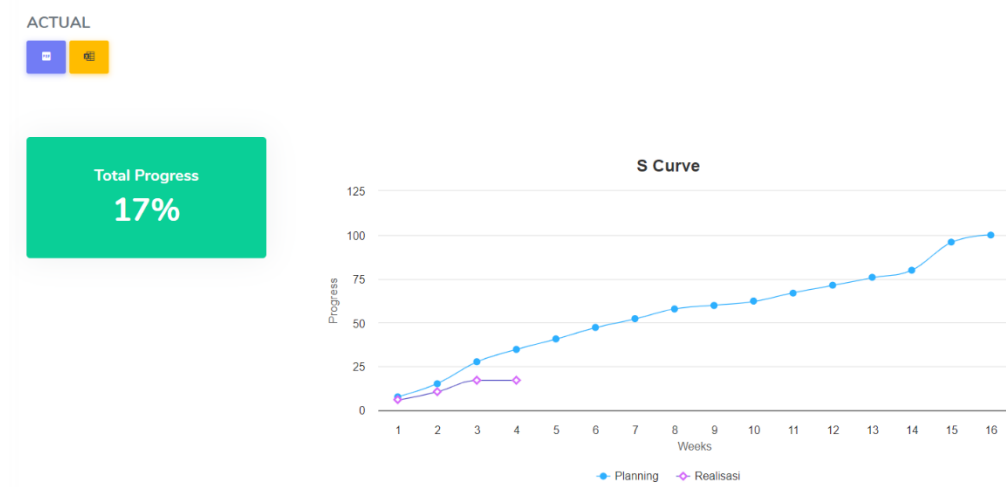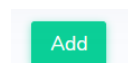

1. To Do List

The to do list menu is used to create a personal to do list for each activity carried out by the relevant user.
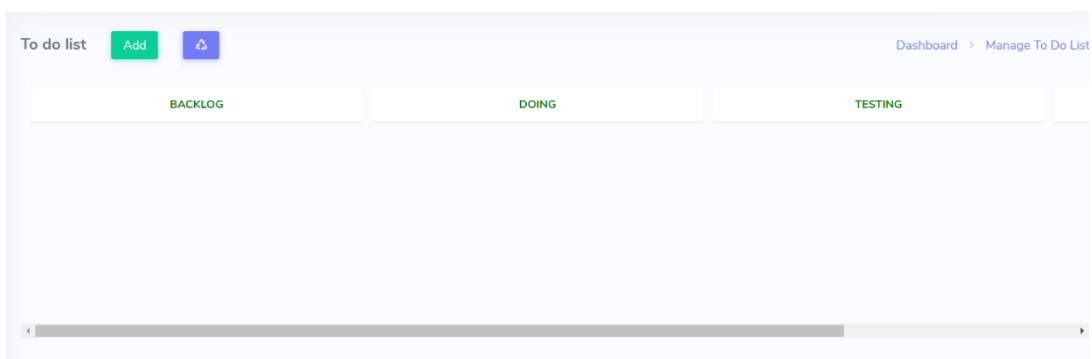
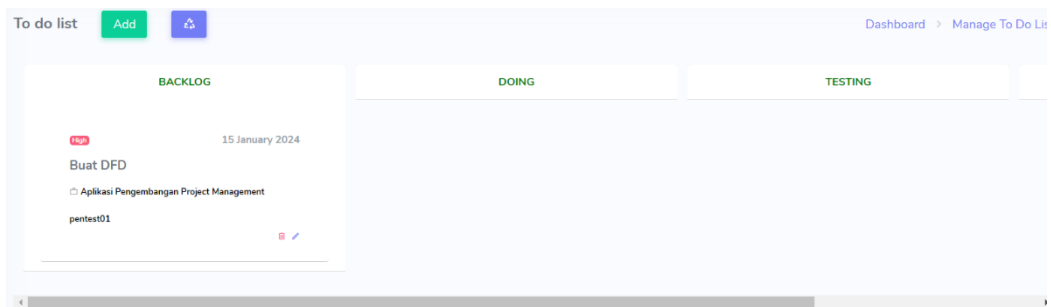To create a to do list, you can do this by pressing the Add button

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 change the to do list status, drag and drop each status on the to do list work sheet.
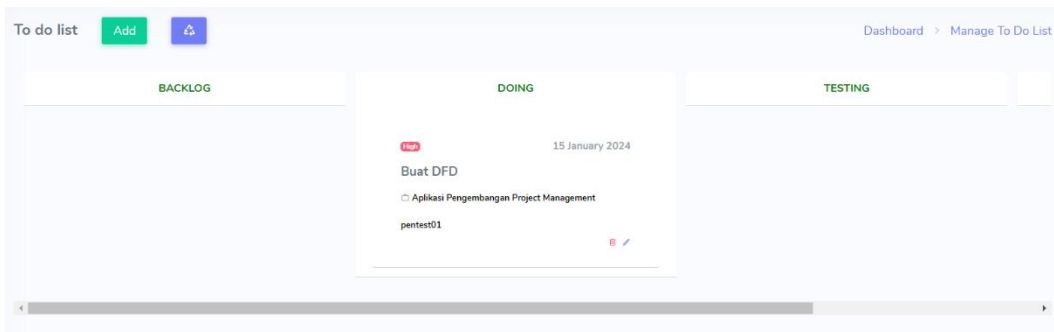
To delete a to do list that has been created, press the button with the red trash can icon, while to edit the to do list, press the button with the pencil icon.

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

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.

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

b. Group Tags

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

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

c. To Do Status

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

d. Gantt Code Status

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