PROJECTRACKER



# **Project Management Information System**

# **User Guide for**

## www.i-projectracker.com



TECHNOLOGIES

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### iClipse Technologies

### User Guide

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#### 1. Introduction

'i-projectracker.com' is online comprehensive Project Management Information System software that helps you to Plan, Track and Report on projects. With its unique Project Dashboard, Milestone status and Project Reporting, it helps you to deliver your projects on time and under budget. Application is divided into different roles and responsibilities as follows:

#### 1.1 Administrator Role

This role is assigned at the company level also called 'Company Admin'. This role maintains standard references and to manage all the create Project Managers with the assigned domain to work.

#### 1.2 Project Manager Role

This role is to execute the projects and maintains all the daily operations activities of the projects, Milestone, payment terms, deliverable, Gantt chart, time sheet and more to provide the progress of the project in all aspects.

#### 1.3 Project User

This role is to only view the project progress as per the access provided by Administrator.

#### **1.4 Executive Users**

This role is also to view the project, however access to this role is to view all the projects under the company by domain. These could be the CEO of the company.

#### 1.5 Team Members

This role is for the team members working on the actual deliverable of the project. Access are given to them to enter the hours for each day under the milestone worked followed with the approval of Project Manager.

#### 1.6 Stakeholders

This role is to approve the deliverables through email with no login required.

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#### 2. Application Modules

Application is divided into the categories which are mentioned below:

#### 2.1 Administrator Role

- 2.1.1 Manage Project Manager
- 2.1.2 Manage Domain
- 2.1.3 Assign Domain to Project Manager / User.
- 2.1.4 Manage Project user
- 2.1.5 Manage Executive User
- 2.1.6 Manage Team Member and Positions
- 2.1.7 Manage Company Profile
- 2.1.8 Manage Currency
- 2.1.9 Manage Vendors
- 2.1.10 List of all the Projects in the Company

#### 2.2 Project Manager

- 2.2.1 Manage Program
- 2.2.2 Manage Projects
- 2.2.3 Assign Team Member to the Project
- 2.2.4 Identify Stakeholders
- 2.2.5 Set Milestones
- 2.2.6 Set Payment Terms
- 2.2.7 Make Payments against each Milestones
- 2.2.8 Define Deliverables
- 2.2.9 Post Deliverables
- 2.2.10 Identify Risk
- 2.2.11 Post Issues
- 2.2.12 Update Periodical Milestone Updates
- 2.2.13 Update Periodical highlights
- 2.2.14 Approve Time Sheet

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### 2.3 Project User / Executive users (to view the following)

- 2.3.1 Projects
- 2.3.2 Milestones
- 2.3.3 Deliverables
- 2.3.4 Dashboard
  - 2.3.4.1 Total Cost of the Project against the Budget
  - 2.3.4.2 Milestone status with plan vs. actual percentage completion.
  - 2.3.4.3 Various Graphic presentations

#### 2.4 Team Members

2.4.1 Enter Time Sheet with hours against the milestone.

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#### 3. Governance of the Application

Application is structured in three layers which is Administrator, Project Manager and domain where every project manager will create his/her projects and will work accordingly. Access is restricted to own created project by Project Manager. Project Viewers are created by Administrator to give an access to any project with the consent of project manager for view only.

Hierarchy of the Application can be understood as follows:



### Once the Registration is done by the Company from the site or through contract agreement. Company Administration is created as the top layer of the application. This role will be Company Administrator and will start performing as follows:

- Create Organization Structure such as Department, Division and Directorate as domain.
- Create Project Managers and assign to the domain.
- Sent email to the Project Managers for setting the Password.
- Add Vendors
- Create Project Users and Executive users when required for view.

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#### 4. Application user guide

Application is located on the web site 'i-projectracker.com' on the cloud and can be accessed from anywhere and anytime. Once the Administrator account is created either by Signing up from the site or by us as for the corporate account. Administrator can login to the site and see his/her company name and his role as 'Administrator, e.g. sample screen as follows:

	▲ _ <b>□</b> ×
← → C  https://www.projectracker.com/home/index	☆ :
PROJECTRACKER PROJECTRACKER Please Sign In	
<ul> <li>Track your project from at</li> <li>Monitor Milestones with weight%</li> <li>Monthly Milestone status and prove/re</li> <li>Post Deliverables and approve/re</li> <li>Gantt Chart to monitor the project at task level.</li> <li>Reporting and Dashboard at any device on your move.</li> </ul>	Ack 2012 9/9/2012
0.9	

4.1 Sign-up or Login with an Administrator Account.

Once the successful login is done, you should see your company name and role on the page with all the options for Company Administrator to be carried out in the sequence mentioned in 4.2

Online Payment is available to select the different packages of prices. Once the trial period of 30 days is over, access will not be available unless the package is selected and online payment is done.

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### 4.2 **Company Administrator** to follow the steps in the same sequence:

### 4.2.1 Create Vendors

🗅 Project Tracker 🛛 🗙 🔽	1				≛ - □ ×
← → C	ectracker.com/company_admin/manageVendo	rs			* :
PROJECTRACKER	Company Name: Jack and Jill Brothers	Role: Administrato	or		۵
Welcome: jjb001	Manage Vendors Here				
Project Members					
Project Executive	Vendor Name	Address	Contact Name	Fmail	Action
A Project Manager	ABC Financial Company		James	Sales@abcfinancial.com	● C 🔒
Amanage Project User	Clear Technology	111	Patrick	sales@cleartechnology.com	• 7 8
🛓 Manage Vendors					
I Manage Currency					
Manage Domain					
Manage Positions					
Assign Domain <					

### 4.2.2 Create Project Managers

🗅 Project Tracker 🛛 🗙 🔽	2					1	- 0 ×
← → C							☆ :
PROJECTRACKER Company Name: Jack and Jill Brothers Role: Administrator							<b>A</b>
Welcome: jjb001 Manage Project Manager Here							_
Project Members							
Project Executive	Project Manager List	Add Project M	Manager				- 11
A Project Manager	Full Name James D souza	JE	Jsername	Email aifaruqi@hotmail.com	Status	Action	- 1
A Manage Project User							
📤 Manage Vendors							
I Manage Currency							
📾 Manage Domain							
Manage Positions							
Assign Domain <							
							*

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### 4.2.3 Create Domain (Organization with Division, Department, Directorate)

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$\leftrightarrow$ $\rightarrow$ C $\blacksquare$ https://www.i-proje	ectracker.com/company_admin/manageDomain			☆ :
	Company Name: Jack and Jill Brothers Role	: Administrator		۵
Welcome: jjb001	Manage Domain Here			
Project Members				
Project Executive	Domain List Add Domains Domain Name	Department Name	Directorate Name	Action
💄 Project Manager	Accounts Payable	Finance	Finance and HR	C 8 8
🚢 Manage Project User	General Management	Finance	Finance and HR	C 🕆 🗇
	Talent Management	Human Resources	Finance and HR	2 B
🔺 Manage Vendors	Employee Relations	Human Resources	Finance and HR	8 8
©Manage Currency				
🖬 Manage Domain				
Manage Positions				
لم Assign Domain ۲۰				

### 4.2.4 Assign each Project Manage to the domain to work.

🗅 Project Tracker 🛛 🗙 🚺		≜ – <b>□</b> ×
← → C	ectracker.com/company_admin/assignDomainToProMng	☆ :
PROJECTRACKER	Company Name: Jack and Jill Brothers Role: Administrator	۵
Welcome: jjb001	Manage Project Users Here	
A Project Members		
A Project Executive	Assign Domain List Assign Domain To Project Manager	
Project Manager	Select Domain	
A Manage Project User	Select Project Manager	
A Manage Vendors	James D souza	
©Manage Currency		Assign
Manage Domain		
Manage Positions		
Assign Domain <		
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4.2.5 Send Email to the Project Managers to reset the Password. Click on email icon to send the email to the project manager.

Project Tracker X								×		
🗧 🕆 C 🔒 https://www.i-projectracker.com/company_admin/createProjectManage										
PROJECTRACKER	Company Name: Jack and Jill Br	others <b>Role:</b> Adminis	trator				4	Î		
Welcome: jjb001	Manage Project Manager He	ere								
Project Members	A Project Members									
Project Executive	Project Executive     Project Manager List Add Project Manager									
Project Manager	Full Name James D souza	JDS01	Email alfaruqi@hotmail.com	Status	Action ● Ø ✔ ♂ ⊕ ■					
A Manage Project User										
A Manage Vendors								ł		
DManage Currency										
🖴 Manage Domain										
Manage Positions										
åAssign Domain ←										

4.2.6 Create Project User and Executive User if required to view the Projects

Same as Project Manager

- 4.2.7 Assign Project User to the domain and the Project to view.
- 4.2.8 Create Team Member

Same as Project Manager

4.2.9 Create Position for Team Members with hourly rate

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	Project Tracker ×	Mail - Abdul Illah Faruqi 🗙			📥 – 🗇 🗙	
		ectracker.com/company_admin/managePositions Company Name: Jack and Jill Brothers Role: Administra	ator		x :	
	Welcome: jjb001	Manage Position Here				
	Project Members					
	Project Executive	Positions List Add Position				
	🏝 Project Manager	Position Name Function Analyst	FA	350	Action	
	🚢 Manage Project User	Developer	d	250	CP 🗇	
	📥 Manage Vendors	Subject Matter Expert Technical Architecutre	T	150	C = 0	
	C Manage Currency					
	Manage Domain					
	Manage Positions					
	لم Assign Domain ۲۰					

These are estimated rates for arriving the budget of the manpower cost. The actual rates are also allowed at the time of actual assigning the team members to the project by project manager.

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#### 4.3 Project Manager Role

Once the Project Manager log's in with the credential provided by the Administrator, he/she will on the screen as shown below:

Company Name: Jack and Jill Brothers. Kole: Project Manager	Reports i H	elp 📶 Gantt Chart 🧧
Welcome: JDS01		
Home     A Home     Talent Management     Open		
Create Project O Project Id Domain Title Vendor Name Start Date End date Total Value in KD	Paid in KD	Balance in KD
AMiestones C 0.00	0 0.00	0.00
å_Delverables <		
الله المعالم ال		
@Lesson Learned		
* Closing		

#### Select the Domain first for creating the project details.

Follow the steps as shown below for managing the projects:

#### 4.3.1 Create Project

4.3.1.1 Manage Program

This option is to create a program for projects, every project must have a program even it has just one project. Following screen is to enter the program details:

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$\leftarrow \rightarrow \mathbf{C}$ https://www.i-	rojectracker.com/Company_admin/manageProgram					ર ☆
PROJECTRACKER	Company Name: Jack and Jill Brothers. Role: Project Manager	👔 Dashboard	Reports	(i) Help	Gantt Chart	4
#Home	Manage Program					
Create Project	Programs List Add Program					
AMiestones <	Program ID					
ADeliverables <	HR/001/2016 Program Name					
▲Monthly status <	Implementation of Oracle Human Resources Application					
ELesson Learned	Start Date 2016-10-02					
¥ Closing	End Date 2017-03-31					
	Sponsoring Department Human Resources					
	Program Status					
	Open				Add Program	

### Fields explanation:

Field	Description
Program ID	This is primary key for entering the Program, once entered cannot be changed.
Program Name	Name of the Program of the Project.
Start Date	Enter start date of the program as overall.
End Date	Enter end date of the program as overall.
Sponsoring Department	Sponsoring Department: Enter the name of the department who is the main sponsor of the Project/program
Consultant	Pick the name of the consultant who is executing the project. The list is maintained by the Administrator, if the name of the consultant is not visible here, contact administrator to enter the one.
Program Status	Default is 'Open', can be closed if required

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#### 4.3.1.2 Manage Project

This option is to enter the individual projects under the program already entered above. Screen for the Project is as follows:

← → C ≜ https://www.i-	projectracker.com/company_admin/manageProject	ର ଛ :
PROJECTRACKER	Company Name: Jack and Jill Brothers. Role: Project Manager 🚯 Dashboard 🏁 Reports 🚯 Help [	📶 Gantt Chart 🐣
Welcome: JDS01	Domain Name:Talent Management Project Name: Project Cost : Project Start :21-10-2016 Project End :21-10-2016	
# Home		
Create Project	Manage Project	
AMiestones <	Project List Add Project Select Program	
A Deliverables <	Implementation of Oracle Human Resources Application Select	•
AMonthly status	Implementation of Oracle Human Resources Application	

Propriet Creation Propriet	ର 🕁	←     →     C     ▲ https://www.i-projectracker.com/company_admin/manageProject     Q     ☆										
Winsele region Animage   Autorization Project   Autorization Pageminit   Autorizat	anti Chart 🦂	all Gart	Юнер	Reports	Dashboard				Role: Project Manager	Company Name: Jack and Jill Brothers	RACKER	PROJEC <sup>1</sup> R
Analysis     Applexis     Applexis <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>Manage Project</th> <th>¢</th> <th>il Create Project</th>										Manage Project	¢	il Create Project
Average in D   Average in D <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>Project List Add Project</th> <th>۲.</th> <th>Milestones</th>										Project List Add Project	۲.	Milestones
Notify state     Pogen lase       Index stands     Inglementation of Oracle Human Resource Application       Projet Riverings:     Contract Dre:       Sponse     Inglementation of Oracle Human Resource Department										Program ID HR/001/2018	ĸ	Deliverables
Poget Tale       Implementation of Oracle Human Resource Application         Poget Tale       Poget Tale         Poget Tale       Implementation of Oracle Human Resource Application         Poget Tale       Poget Assound Name         Poget Tale       Implementation of Oracle Human Resource Application         Poget Assound Name       Implementation of Oracle Human Resource Application         Poget Assound Name       Implementation of Oracle Human Resource Application         Poget Assound Name       Implementation of Oracle Human Resource Application         Poget Assound Name       Implementation of Oracle Human Resource Application         Poget Assound Name       Implementation of Oracle Human Resource Application         Poget Assound Name       Implementation of Oracle Human Resource Department									urces Application	Program Name	۲.	Monthly status
Cotang  Popied Kinemas:  HR10012016  Popied Account tes:  120000  CupexOPES:  Expense  Contract Sart:  20000  Contract Sart:  20000  Contract Sart:  2010-10-2  Contract Sart:  2011-10-2  Expense  Contract Sart:  Contract Sart:  2011-10-2  Expense  Contract Sart:  Contract Sart:	Implementation of Oracle Human Resources Application Project Title Implementation of Oracle Human Resource Application									Project Title		Lesson Learned
Privative       Project Account tes:       12000       Contract Cost:       Contract Cost:       20000       Contract Cost:       2016:10-02       Execution Strategy:       Impore the business process of Human Resource Department										Project Reference:		Closing
Contract Deci:     Contractor:       Contract Cont:     Contractor:       20000     ABC Financial Company       Centract Mat:     Contract Ent:       2016:10-02     2017:03-31       Execution Materia     Contract Ent:       Duration In Monther:     0 monther       Execution Materia     Contract Ent:       Duration In Monther:     0 monther       Execution Materia     Contract Ent:       Duration In Monther:     0 monther										Protect Account No:		
CapacoPEX:       Expense       Contract Cost:       20000       ABC Financial Company       Contract Markting       Contract Markting       Contract Markting       Contract Markting       Contract Markting       Execution Matalogy:   Improve the business process of Human Resource Department										120900		
Contract Cod:     Contract Cod:       20000     Contract Company       Contract Matrix     Contract Ener:       2016-10-02     2017-03-31       Execution Stategy:     Improve the business process of Human Resource Department										Capex/OPEX:		
Contract Coat:     Contractor:       20000     ABC Financial Company       Contract Ent:     Contract Ent:       2016 10-02     2017-03-31       Execution Strategy:     Improve the business process of Human Resource Department	•									Expense		
250000     ABC Financial Company       Centract Start:     Centract Enc:       2016-10-02     2017-00-31       Execution Strategy:     Improve the business process of Human Resource Department							etor:			Contract Cost:		
Central Bart:     Central End:     Duration in Montha:       2016-10-02     2017-02-31        Ø montha        Execution Strategy:     Improve the business process of Human Resource Department							C Financial Company			250000		
2015-0-02     2017-09-31        Ø months        Evention Strategy:     Improve the business process of Human Resource Department						Duration in Months:		Contract End:		Contract Start:		
Execution strategy: Improve the business process of Human Resource Department						6 months		2017-03-31		2018-10-02		
							esource Department	Improve the business process of H		Execution Strategy:		
Bludy Coljective: Automation of HR Business Process								Automation of HR Business Proces		Study Objective:		
Bludy Stope: Automation of Employee Database and their financial elements, like payroll and other benefits						enefits	ir financial elements, like payroll and other be	Automation of Employee Database		Study Scope:		

- 1. Select the Program under which the Project is to be entered.
- 2. Select Add button to enter or edit button to edit the project.

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### Fields explanation:

Field name	Description
Program ID and Program Name	It is a disabled field as it is already entered in the program and under
	which you are entering the Project.
Project Title	Project Name is the title of the project to be referred.
Project Reference	Enter the Project ID to be referred for all reports.
Project Account no.	Account No. of the Project (optional)
Project Type	Capital / Expense
Project Cost	Cost of the Project
Consultant:	Pick the consultant from the list for executing the project.
Start date:	Start date of the project
End date:	End date of the Project
Duration in months	Enter the duration in months
Project Summary:	Enter the brief summary of the project
Project Objective:	Enter the brief objective of the Project.
Project Scope	Enter the scope of the Project

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### 4.3.1.3 Manage Phasing (Optional)

PROJECTRACKER	Company Name: Jack and Jill Brothers	s Role: Project Manager	🕜 Dashboard	Reports i Help	📶 Gantt Chart 🐣				
Welcome: JDS01	Domain Name: Talent Management Project Name: Implementation of Oracle Human Resource Application Project Cost : 250000								
#Home		Lina .01-00-2017							
Create Project <	Manage Phasing								
A Milestones <	Phasing List Add Phasing								
Deliverables <	Phasing Date	Phasing Amount	Commitment Amount		Action				
	2017-08-31	30000	30000	C 🕆 🗎					
AMonthly status <	2016-12-01	2000	1200	C 🖻					
Lesson Learned									
OTime Sheet <									
× Closing									

### 4.3.1.4 Cost breakdown by services

$\leftrightarrow$ $\rightarrow$ C $\blacksquare$ https://www.i-pro	jectracker.com/company_admin/projectSe	ervices		☆ 🖾 :
PROJECTRACKER	Company Name: Jack and Jill Brother	rs Role: Project Manager	🖁 Dashboard 🍋 Reports 🚯 Help	Gantt Chart
Welcome: JDS01	Domain Name: Talent Management Project Start :02-10-2016 Project	Project Name: Implementation of Oracle Human Resource / t End : 31-03-2017	Application Project Cost :250000	
#Home				
Create Project      <	Manage Services			
AMilestones <	Services List Add Services			
	Services Date	Services Name	Services Amount	Action
Deliverables	2017-01-11	License Cost	26000	C 🗇
+ Monthly status	2016-12-08	Services of implementation	230000	8 8
· · · · ·				
ELESSON Learned				

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### 4.3.2 Milestone

4.3.2.1 Identify Stakeholders

This form is to manage the stakeholders of the projects who will approving the deliverables on emails.

← → C https://www.i-p	projectracker.com/company_admin/project	StakHolders					Q ☆
PROJECTRACKER	Company Name: Jack and Jill Brothers	Role: Project Manager	孙 Dashboard	Reports	i <sub>Help</sub>	Gantt Chart	4
# Home							
Create Project	Manage Stakeholder						
AMiestones <	Stakeholder List Add Stakeholder						
da Deliverables <	Stakeholder ID						
▲Monthly status <	Stakeholder Name						
Lesson Learned	Mohammed Ameen Designation						
* Closing	Project Manager - Client						
	Email						
	mameen@jjbros.com						
	Office Contact NO						
	11						
	Mobile No						
	121212						
	Project Rank						
	Project Administrator						

#### **Field Explanation**

Field	Description
Stakeholder ID	Enter stakeholder Id, preferred to be as 'STK-001'
Stakeholder Name	Name of the Person to be stakeholder
Designation	Title of the person in the organization.
Email	Enter the valid email, as this will be used for deliverable approval through his/her email
Office contact No.	Office Phone number
Mobile Number	Mobile number
Project Rank	Title on the Project, like Project Manager from the client, sponsor or Coordinator
End Date	End date should be left blank, if the stakeholder is working on the project, if the stakeholder has left the project, you should enter the end date to be inactive

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#### 4.3.2.2 Set Milestones

This form is to set the project milestones to be achieved in different time lines of the project. Form to enter the milestones is as follows:

← → C 🔒 Secur	e   https://i-	projectracker.com/compa	any_admin/manage	initestone				\$ U			
PROJECTRA	CKER	Company Name: Jack a	and Jill Brothers	Role: Project Manager		🕐 Dashboard	Reports	i Help	<u>۹</u>		
Welcome: JDS01		Domain:Employee Re Start Date :02-10-201	elations Project	Name:Implementation of Oracle Human	Resource Application <b>Project</b>	Cost :250000					
# Home											
Create Project	۲.	Manage Mile	stone								
AMilestones	۲.	Milestone List Ad	d Milestone								
+ Deliverables		Milestone ID	Milestone Name		weight %	Target Date	Action				
		MIL-007	Design of the Sol	lution	30	31-12-2010					
- · · · · · · ·								-			
A Monthly status	Compar Domain Project	MIL-003 Name: Jack and Jill E Name:Talent Managen Start :02-10-2016 Pr	Development of t Brothers Ro ment Project N roject End :31-03	the Solution <b>Die: Project Manager</b> Iame:Implementation of Oracle Humar 3-2017	25 Resource Application Proje	22-02-2017 Dashboard act Cost :250000	● 2 <sup>°</sup> 音 i	<b>i</b> Help		Gantt Chart	
ECTRACKER JDS01	Compar Domain Project	MIL-003 Name: Jack and Jill E Name: Talent Managen Start :02-10-2016 Pr	Development of t Brothers Ro ment Project N roject End :31-03	the Solution <b>Die: Project Manager</b> <b>lame:</b> Implementation of Oracle Humar 3-2017	25 Resource Application Proje	22-02-2017 Dashboard ect Cost :250000	● 2 <sup>°</sup> 音 i	<b>і</b> нер		Gantt Chart	6
L Monthly status	Compar Domain Project	MIL-003 IV Name: Jack and Jill E Name:Talent Managen Start :02-10-2016 Pr	Development of t Brothers. Ro ment Project N oject End :31-03	the Solution Jo: Project Manager lame:Implementation of Oracle Humar 3-2017	25 Resource Application Proje	22-02-2017		telp		Gantt Chart	
A Monthly status	Compar Domain Project Edit	MIL-003 IV Name: Jack and Jill f Name:Talent Managen Start:02-10-2016 Pr Milestone	Development of t Brothers Ro ment Project N oject End :31-03	the Solution Jle: Project Manager lame:Implementation of Oracle Humar 3-2017	25 Resource Application Proje	22-02-2017	● (2 🖹 I	Help		Ganti Chart	,
A Monthly status ECTRACKER UDS01 roject < s <	Compar Domain Project Edit	MIL-003 IN Name: Jack and Jill I Name:Talent Managen Start :02-10-2016 Pr Milestone one ID -001	Development of t Brothers. Ro ment Project N oject End :31-03	the Solution Die: Project Manager lame:Implementation of Oracle Humar 3-2017	25 Resource Application Proje	22-02-2017	● 2 🕆 🗎	() Help		Ganti Chart	, ,
A Monthly status ECTRACKER JDS01 roject	Compar Domain Project Edit I Milest Milest	MIL-003 vy Name: Jack and Jill f Name:Talent Managen Start :02-10-2016 Pr Milestone one ID -001 one Name	Development of the second seco	the Solution Je: Project Manager Iame:Implementation of Oracle Humar 3-2017	25 Resource Application Proje	22-02-2017	◆ C 🕆 🗎 I	thep		Ganti Charl	, )
A Monthly status	Compar Domain Project Edit Milest Bus	MIL-003 WIL-003 WIL-003 WIL-003 WIL-004 WIL-00	Development of the second seco	the Solution Jle: Project Manager tame:Implementation of Oracle Humar 3-2017	25 Resource Application Proje	22-02-2017	◆ C 🔒 I	<b>Э</b> Неф		Ganti Chart	, ) )
A Monthly status ECTRACKER JDS01  roject  s  c tatus  c	Compar Domain Project Edit I Milest Bus Weigh	MIL-003 WIL-003 WIL-003 WIL-003 WIL-003 WIL-003 WII-0010 One ID One Name iness Requirement Defi 1%	Development of the second seco	the Solution <b>JIC: Project Manager</b> <b>Jame:</b> Implementation of Oracle Humar 3-2017 	25 Resource Application Proje	22-02-2017	● C 🔒 I	• Нер		Ganti Chart	)
A Monthly status	Compar Domain Project Edit Milest Bus Weigh 30	MIL-003 IN Name: Jack and Jill I Name:Talent Managen Start :02-10-2016 Pr Milestone one ID -001 one Name iness Requirement Defi t%	Development of the second seco	the Solution Je: Project Manager Jame:Implementation of Oracle Humar 3-2017 sils	25 Resource Application Proje	22-02-2017		tiep		Ganti Chart	, ) )
A Monthly status	Compar Domain Project Edit Milest Milest Bus Weigh 30 Target	MIL-003 IV Name: Jack and Jill I Name:Talent Managen Start :02-10-2016 Pr Milestone one ID -001 one Name iness Requirement Defi it% : date	Development of the second seco	the Solution Jole: Project Manager Iame:Implementation of Oracle Humar 3-2017 sis	25 Resource Application Proje	22-02-2017		tiep		Ganti Chart	, ) ) )

### Field Explanation

Field	Description	
Milestone ID	Enter the Milestone ID, which will be as the key number, enter	as 'MIL-001'
Milestone Name	Enter name of the milestone as 'Acceptance of Business Require	rement Document'
Weight	Weigh of the milestone among all milestone, this will be used f overall completion of the project by weight * % completion to completion. This is mandatory for tracking the % completion if	or computing the achieve the weighted % required.
Target Date	Target Date of the milestone to be completed.	
Action	This column has view, edit, delete and the Tasks icon. Every Mi broken into many tasks and assign to the Project Team for com	lestone can be further pletion
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### 4.3.2.3 Milestone Tasks

← → C ■ Secure   https://i-projectracker.com/company_admin/ManageTasks/162								Q :
PROJECTRACKER	Company Nar	ne: Jack and Jill Brothers Role: Project Manager			🕐 Dashboard	Reports	i Help	۵
Welcome: JDS01	Domain:Em Start Date :	ployee Relations Project Name:Implementation of Or 02-10-2016 End Date :31-03-2017 Reference No :	acle Human Resource Ap HR/001/2016	oplication Proje	ct Cost :250000			
# Home	Milestone II	D:MIL-001 Milestone Name:Business Requirement De	finition and Analysis M	ilestone Target D	ate:31/12/2016			
Create Project								
AMilestones <	Manag	e Tasks						
ADeliverables <	Task List	Add Task						
	Task ID	Task Name	Start date	End Date	Assigned To	Completion	Action	
A Monthly status	T-001	Meeting with users to gather business requirement	31-12-2007	16-08-2018	Tahir Beg	100%	ß	
Lesson Learned	T-002	Prepare Business Requirement Document	01-12-2016	17-07-2018	Tahir Beg	70%	8	
	T-003	Seek Approval from stakeholder	30-12-2016	16-08-2018	Tahir Beg	%	20	
@Time Sheet <	Total					85 %		
₩ Closinn								

### Adding/Editing the Tasks

← → C	fi <b>-projectracker.com</b> /company_admin/EditTask/162/11	☆ ◙ 집 :
PROJECTRACKER	Company Name: Jack and Jill Brothers Role: Project Manager 🍄 Dashboard Reports	🕯 неір 💄
A Home	Milestone ID:MIL-001 Milestone Name:Business Requirement Definition and Analysis Milestone Target Date: 31/12/2016	
Create Project <		
A Milestones <	Edit Tasks	
ADeliverables <	Add Task	
▲Monthly status <	Task Id	
B Lesson Learned	Task Name	
ØTime Sheet <	Meeting with users to gather business requirement	
St Closing	Start Date 2007-12-31	
	End date	
	2018-08-16	
	Assigned to	
	Tahir Beg	•

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Field	Description
Task ID	Enter the Task ID, which will be as the key number, enter as 'T-001'
Task Name	Enter name of the Task as 'Designing of the Solution'
Start Date	Enter the Start Date of the Task to be started
End Date	Enter the End Date of the Task to be completed
Assigned to	Select from the Drop down the Project Team to assign the task.

### 4.3.2.4 Set Payment Terms

This form is to enter the Payment terms for the payment schedule agreed for the project. Screen for this is shown as follows:

PROJECTRACKER	Company Name: Jack and Jill Brothers Role: Project Manager	Dashboard	Reports	i Help	Gantt Chart	4
Welcome: JDS01	Domain Name:Talent Management Project Name:Implementation of Oracle Human Resource Application Project Start :02-10-2016 Project End :31-03-2017	Project Cost :250000				
#Home						
🖬 Create Project 🤇	Manage Payments					
AMiestones <	paymen Lsx Pou paymen					
ADeliverables <	Milestone MIL-004 User Acceptance of the Solution				•	
AMonthly status <	Target Date: 2017-03-01 Percentage					
Lesson Learned	10.00					
¥ Closing	Amount E5000					
					Save	

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PROJECTRACKER	2	Company Name:	Jack and Jill Brothers Role: Project Manager		<b>11</b> 0	ashboard	Reports	i Help	Gantt Chart
Welcome: JDS01		Domain Name:Ta Project Start :02-	lent Management Project Name:Implementation of Oracle Hu 10-2016 Project End :31-03-2017	iman Resource Application	n Project Cost :2	250000			
#Home									
al Create Project <		Manage Pa	ayments						
Milestones <		payment List	Add payment						
		Milestone ID	Milestone Name	Percentage%	Amount	Total Paym	ent	Target Date	Action
Deliverables <		MIL-001	Business Requirement Definition and Analysis	30.00 %	75,000.00	0.00		31-12-2016	• •
		MIL-002	Design of the Solution	20.00 %	50,000.00	0.00		17-01-2017	
Monthly status <		MIL-003	Development of the Solution	25.00 %	62,500.00	0.00		22-02-2017	•
l orron Learned		MIL-004	User Acceptance of the Solution	10.00 %	25,000.00	0.00		01-03-2017	
		MIL-005	Deployment of the solution	10.00 %	25,000.00	0.00		15-03-2017	0 C 🕯
		MIL-006	Closure of the Project	5.00 %	12,500.00	0.00		31-03-2017	
Closing									

### **Field Explanation**

Field	Description
Milestone Name	Select the milestone from the pick list as entered in the set milestone
Percentage	You may enter the % against the project cost to calculate the milestone cost
Amount	Enter the whole amount for this milestone to be paid, % is calculated for the amount entered.

PROJECTRACKER	Company Name: J	lack and Jill Br	others Role: Project Manager	Dashboard	Reports	i Help	Gantt Chart	4
Welcome: JDS01	Domain Name:Tal Project Start :02-1	ent Managem 0-2016 Pro	Make Payments ×	t :250000				
#Home			List Add					
Create Project	Manage Pa	ayments	Milestone ID: MIL-001 Milestone Name: Business Requirement Definition and Analysis Amount: 75,000.00					
AMiestones <	payment List	Add payment	Invoice Date					
	Milestone ID	Milestone	31-12-2016	Total Payn	nent	Target Date	Action	
du Deliverables <	MIL-001	Business F	Invoice No.	0.00		31-12-2016	• •	
	MIL-002	Design of	INV-001	0.00		17-01-2017	• •	
AMonthly status <	MIL-003	Developm	Amount Paid	0.00		22-02-2017	• •	
Lesson Learned	MIL-004	User Acce	75000	0.00		01-03-2017	• •	
	MIL-005	Deployme	Remarks	0.00		15-03-2017	• •	
<b>≭</b> Closing	MIL-006	Closure of	Payment for Business Requirement Study	0.00		31-03-2017	• •	
	Total			0.00				
			Save					
			_					

Click on the dollar note icon against the milestone and enter the invoices paid to the milestone.

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### 4.3.3 **Deliverables**

4.3.3.1 Define Deliverable

This form is to enter the number of deliverables against each milestone.

PROJECTRACKER	Company Name: Jack and Jill Brothers. Role: Project Manager 😚 Dashboard	Reports	i Help	Gantt Chart	4
Welcome: JDS01	Domain Name:Talent Management         Project Name:Implementation of Oracle Human Resource Application         Project Cost :250000           Project Start :02-10-2016         Project End :31-03-2017         Project Name: Pro				
# Home					
Create Project	Manage Deliverable				
AMiestones <	Delverable List Add Delverable				
ADeliverables <	Deliverable ID DEL-001				
AMonthly status <	Deliverable Name				
Lesson Learned	Business Requirement Documents Associated Milestone				
* Closing	Business Requirement Definition and Analysis			٣	
	Owner Mohammed Ameen			•	
	Remark				,
	Prepare of Business Requirement Document with the discussion from users				8
				Save	

### **Field Explanation**

Field	Description
Deliverable ID	Enter the Deliverable ID , preferable as DEL-001.1 for first milestone
Deliverable Name	Name of Deliverable as available in the contract
Associated Milestone	Select the Milestone for the deliverable to be completed
Owner	Select the stakeholder who will approve the deliverable, this was entered in identify stakeholder form
Remark	Any remark if required for the deliverable

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#### 4.3.3.2 Post Deliverable

This form is to Post /attach the document against the define deliverables and send to the stakeholder.

PROJECTRACKER	Company Name: Jack and Jill Brothers Role	e: Project Manager		î Dashboai	d Reports	i Help	Gantt Chart
Welcome: JDS01	Domain Name:Talent Management Project Nan Project Start :02-10-2016 Project End :31-03-2	me:Implementation of Oracl 2017	e Human Resource Application	Project Cost :250000			
#Home	Managa Daat Daliyarahla						
Create Project     Create Project	Deliverable List Add Deliverable						
AMiestones <	Deliverable Name	Deliverable Date	Upload Deliverable	Status Appr	oval Date	Mail Send	Action
ADeliverables <	Business Requirement Documents	21-10-2016	Download	Posted 30-11	0001	No	201
PROJECTRACKER	Company Name: Jack and Jill Brothers Role: I	Project Manager		Dashboard	Reports	(i) Help	Gantt Chart
Welcome: JDS01	Domain Name:Talent Management Project Name Project Start :02-10-2016 Project End :31-03-201	Implementation of Oracle F	Human Resource Application Pr	roject Cost :250000			
Home     Generate Project	Manage Post Deliverable	Manage Post Deliverable					
AMilestones <	Deliverable List Add Deliverable						
da Deiverables <	Deliverable Name						
	Business Requirement Documents						
A Monthly status	Attechment						
AMonthly status	Attechment Choose File Business-requirement.pdf						

### **Field Explanation**

Field	Description
Deliverable Name	Select the deliverable name from drop down list
Attachment	Chose the document from the local drive (.doc, pdf, ppt, xls)
Action	From the action button on the list tab, click the email icon to send the email to the stakeholder responsible for this deliverable

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Stakeholder will receive an email as mentioned below and can view/approve/reject within the email.



Once the deliverable is approved by the stakeholder, status is marked as 'Approved' and if the mail has been sent to the stakeholder for approval, it will mark 'Yes' under mail sent.

4.3.4 Monthly Status

4.3.4.1 Risks

This form is to identify the risk of the project and manage by priority.

PROJECTRACKER	Company Name: Jack and Jill Brothers Role: Project Manager 🎲 Dashboard 🏓 Reports 🚯 Help [	Gantt Chart	<u> -</u>
AMICSTORCS			
di Deliverables	Risk ID		
	RISK-001		
A Monthly status <	Risk Name		
Alereon Learned	Executives become disengaged with project		
E costri conned	Date of Risk Indentify		
X Closing	2016-10-25		
	Implication		
	Project will not be seriously taken by the users	li li	
	Mitigation		
	Run awareness program and stakeholder	4	
	Severity Level		
	Medium	•	
	Status		
	Open	•	
		Save	

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### Explanation

Field	Description
Risk ID	Enter an unique ID for the Risk
Risk Name	Enter the name of Risk
Date of Risk Identify	Date of Risk Identify
Implication	Enter the implication or impact of the risk carried out
Mitigation	Enter the mitigation to handle the risk.
Severity Level	Severity of Risk level.
Status	Open or Close

#### 4.3.4.2 Issues

This form is to highlight the issues arising in the project and its implications.

$\leftrightarrow$ $\rightarrow$ C $$ https://www.i-p	projectracker.com/company_admin/managelssues	ર ☆ :
PROJECTRACKER	Company Name: Jack and Jill Brothers Role: Project Manager 🏤 Deathboard 🏁 Reports 🚯 Help 📶 Gantt Chart	<b>4</b>
Create Project <	Manage Issue	
AMiestones <	Issue List Add Issue	- 11
ADeliverables <	Issue ID ISS-001	
▲Monthly status <	Issue Name	
Lesson Learned	Poor communication with the customer Date of Issue	
<b>x</b> Closing	2016-10-31	
	Reason Of Issue Quality of Communication management is not in a good hands Resolution	
	Change of the Change Management Leader or revisit the plan	
	Severity Level	1
	Status	
	Open ·	J
		-

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### **Field Explanation**

Field	Description
lssue ID	Enter an unique ID for the Issue
Risk Name	Enter the name of Issue
Date of issue	Date of issue
Reason of Issue	Enter the reason of the issue
Resolution	Enter the resolution of the issue
Severity Level	Severity of issue level.
Status	Open or Close

#### 4.3.4.3 Monthly Highlights

This for is to provide the monthly or selected date highlight of the project. You can enter risk text here to provide the detail note of the project at a glance for the management.

← → C ≜ https://www.i-projectracker.com/

		PROJECTRACKER	Company Name: Jack and Jill Brothers Role: Project Manager	🕜 Dashboard	Reports	(1) Help	Gantt Chart	۵
PROJECTRACKER	Company Name: Jack and Jill Brothers Role: Proje	Welcome: JDS01	Domain Name:Talent Management Project Name:Implementation of Oracle Human Resource Application Project Start :02-10-2016 Project End :31-03-2017	Project Cost :250000				
Welcome: JDS01	Domain Name:Talent Management Project Name:Imp Project Start :02-10-2016 Project End :31-03-2017	RHome Create Project AMiestones	Manage Highlights	Action				
#Home		د من	25-10-2015	(7 g				
Create Project <	Manage Highlights	duMonthly status						
AMiestones <	Highlight List Add Highlights							
di Deliverables <	Date 2016-10-25							
AMonthly status <	Highlights							
Lesson Learned	▶         B         I         U         I         Arial         A		<b>Ⅰ</b> - � <b>⊠ − X</b> Φ ?					
X Closing	The project is facing major delays due to defects iden project schedule still remains in on track.	tified in the quality assure	ance. The team is working on fixing the issues. The project budget is estimate	d to run over. The				
	The vendor has indicated that the delivery of the proc	luct is on track. Internal p	roject team is ready for analysis. The project schedule is a concern due unavai	lability of infrastruct	ure.			

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Field	Description	
Date	Click on Add tab and enter the date of highlight. Save the date	
Date Entered	Click to select the date entered before for entering the highlight	
Highlights	Enter the highlight in an open rick text area and save.	

### 4.3.4.4 Update Milestone Status

PROJECTRACKER	Company Name	: Jack and Jill Brothers Role: Project N	Manager				🕧 D.	ashboard	Reports	i <sub>Help</sub>	Gantt Chart	4
Welcome: JDS01	Domain Name Project Start :	Talent Management Project Name:Imple 02-10-2016 Project End :31-03-2017	ementation	of Oracle	Human Resource	e Application	Project Cost :2	50000				
# Home												
Create Project <	Mileston	e for February 01, 2017										
AMiestones <	Milestone ID	Milestone Name	Weight	Plan %	Weight Plan %	Actual %	Weight Actual %	Plan comp	letion date	Actual Complet	ion date Actio	0
A Deliverables <	MIL-001	Business Requirement Definition and Analysis	30	100	30.00	100	30.00	31-12-2016	ion date	31-12-2016		
AMonthly status <	MIL-002	Design of the Solution	20	50	10.00	60	12.00	17-01-2017		17-01-2017	ß	
	MIL-003	Development of the Solution	25	40	10.00	50	12.50	22-02-2017		22-02-2017	œ	
Lesson Learned	MIL-004	User Acceptance of the Solution	10	100	10.00	100	10.00	01-03-2017		01-03-2017	ß	
	MIL-005	Deployment of the solution	10	100	10.00	100	10.00	15-03-2017		15-03-2017	8	
OTime Sheet <	MIL-006	Closure of the Project report	5	0	0.00	0	0.00	31-03-2017		31-03-2017	ß	
* Closing	Total		100		70.00		74.50					

This form is to enter the monthly or periodical update of the milestones for plan vs actual percentage achieved. Percentage works based on the weight % enter against each milestone. Calculation is as follows:

Milestone Name	Weight	Plan%	Actual%	Weight Plan %	Weight Actual %
Business Requirement Definition and Analysis	30	100	100	30	30.00
Explanation	As entered at milestone stage	Entered plan as 100	Enter actual as 100	Calculated (30 * 100% enter as plan)	Calculated (30 * 100% enter as actual)

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### 4.3.5 Time Sheet

**4.3.5.1** Assign team member to a domain and project

This form is to assign the team members to work on their domain and the projects. Project Manager will select the member already created by company administrator with position for their project and give an estimated overall hour for the member to work.

PROJECTRACKER	Company Name: Jack and Jill Brothers Role: Project Manager	🔐 Dashboard	Reports	i <sub>Help</sub>	Gantt Chart	<b>A</b>
Create Project <	Manage Members					
AMilestones <	wembers List Add Wember					- 11
#Deliverables <	Select the domain				Ŧ	
د Monthly status ۲۰	Select the project in domain					
Lesson Learned	Implementation of Oracle Human Resource Application Select Member				•	
OTime Sheet <	Tahir Beg-Project Manager				Ŧ	
¥ Closing	Enter the hourly rate 200					
	Estimated hours					
	600				\$	
	Estimated cost					
	120000					
					Add Member	

#### **Field Explanation**

Field	Description
Select the domain	Select the domain assigned to the project manager
Select the project to domain	Select the project from the assigned domain.
Select Member	Select the member for this project
Enter for hourly rate	This rate is shown from the original rate entered for the member, however can be changed.
Estimated hours	Enter an estimated total hour for this member required to work. This will be used to compare with the actual hours.

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#### 4.3.5.2 Pending Time sheet

This form is to approve/reject all pending time sheet sent by individual team members.

PROJECTRACKER	Company	Name: Jack	and Jill Brothers	a. <b>Role:</b> Pro	oject Manager	î Dashboard	Reports	i Help	<b></b> l G	antt Chart	
Welcome: raza01	Domain Project	Name:Gener	al Management 2017 <b>Project</b>	End :31-07-20	ne:Oracle Financial Impleme	entation Project Cost :1300	00				
#Home											
Create Project     <	Pendir	ng Time Sh	eets								
A Milestones <	Time 6	heat List									
La Deliverables <	User	Member		Date						Click to	
Monthly status <	ld	Name	Position	worked	Milestone Name	Task Worked	Rate/Hours	Amount	Status	change	
	tab001	ianir Beg	Manager	12-01-2017	User acceptance test	User Acceptance	200/4	800	Pending	V X	
Lesson Learned	tab001	Tahir Beg	Project Manager	11-01-2017	Finalization of Terms of References	Progress Status Report Presentation	200/3	600	Pending	✓ ×	
OTime Sheet <	Total							1400			
★ Closing											

This form show all the pending time sheets submitted by the team members. Project Manager will either approve or reject by clicking the icon accordingly in the 'Click to Change' column.

#### 4.3.5.3 Approved Time sheet

This form show all the approved time sheet to the project manager for this information.

PROJECTRACKER	Company N	lame: Jack and Jill	Brothers Role:	Project Manager	(	孢 Dashboard 🛛 🎮	Reports i	Help 📶 (	Gantt Chart
Welcome: raza01	Domain N Project Si	lame:General Mana tart :01-01-2017	agement Project N Project End :31-07-;	<b>ame:</b> Oracle Finar 2017	icial Implementation Projec	t Cost :130000			
# Home									
Create Project     <	List Of A	Approved Time	Sheet Here						
AMilestones <									
ADeliverables <	User Id	Member Name	Position	Date worked	Milestone Name	Task Worked	Rate/Hours	Amount	Status
#Monthly status <	tab001	Tahir Beg	Project Manager	19-01-2017	Briefing with stakeholders	briefing	200/5	1000	Approved
	tab001	Tahir Beg	Project Manager	18-01-2017	Briefing with stakeholders	Briefing	200/4	800	Approved
	tab001	Tahir Beg	Project Manager	10-01-2017	Kick off Meeting	Kick off meetings	200/4	800	Approved
Lesson Learned	tabuur								

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#### 4.3.5.4 Rejected Time sheet

This form shows all the rejected time sheet if any, Team member has to resubmit for approval.

#### 4.3.5.5 Summary hours of all the dates

This form is a report like form to provide the summary of hours by each team member to track against the estimated hours.

PROJECTRACK	Company Na	ame: Jack and Jill Bi	rothers Role	: Project Manag	jer		î Dashbo	ard Reports	i Help	Gantt Chart	2
Welcome: JDS01	Domain Na Project Sta	nme:Talent Manager nrt :02-10-2016 P	ment Project N roject End :31-03	i <b>ame:</b> Implement 3-2017	ation of	Oracle Human R	esource Applicatior	Project Cost :25	0000		
# Home											
Create Project	Summar	y hours									
A Milestones	<										
▲Deliverables	K Summary	Position	Member Name	Actual Hours	Rate	Actual Amount	Estimated hours	Estimated Amount	Balance hours	Balance amount	
AMonthly status	k imad001	Project Manager	lmad Faruqi	5	200	1000	4	800	1	200	
Lesson Learned	akh001	Technical Analyst	Aqil Khan	22	150	3300	500	75000	-478	-71700	
ØTime Sheet	Total					4300		75800		71500	

#### 4.3.6 Lessons Learned

This form is to enter all lessons learned for the project in technical and administrative categories.

#### 4.3.7 Closing

This form is to close the project once it is completed. Project Once closed will not be available for edit by the Project Manager unless requested by the Company Administrator to open.

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#### 4.4 Team Member Role

This role is for the Team Member to enter their Time Sheet against the Task and submit for Project Manager to Approve.

Once the Team Member User Id is created, an email is generated for the team member to notify the Project and Domain he/she has been assigned. Team Member is also requested to reset the PW. Following screen is available for the Team Member to enter/update time sheet.

PROJECTRACKER	Compa	any Name: Jack ar	nd Jill Brothers Ro	e: Project Member						
Welcome: tab001	Package	): Business Expire Da	te: 2017-01-03						C	Currency Name
# Home	Se	lect Domain General Managerr	ient v							
⊘ My Time Sheet		Project Id	Domain	Title	Vendor Name	Start Date	End date	Total Value	Paid	Balance
	۲	ERP-01/Financial	General Management	Oracle Financial Implementation	ABC Financial Company	01-01-2017	31-07-2017	130,000.00	0.00	130,000.00
								130,000.00	0.00	130,000.00

Select the Domain and the Project against which the hours for the task is to be entered. Again select the Milestone against the Work done to be entered for each Task. Click on the + sign to enter the work done for assigned task.

$\leftarrow$ $\rightarrow$ $C$ $\blacksquare$ Secure   https:/	//i-projectracker.com/company_admin/manageTimeSheet	۲ 🗖	۹ :	
PROJECTRACKER	Company Name: Jack and Jill Brothers Role: Project Member		2	*
Welcome: tab001	Domain:Employee Relations Project Name:Implementation of Oracle Human Resource Application Project Cost :250000 Start Date :02-10-2016 End Date :31-03-2017 Reference No :HR/001/2016			
# Home	Manage Time Sheet Here			
Ø My Time Sheet				
	Add Time Sheet			
	Select Milestone			
	MIL-001	•		
	Milestone ID: MIL-001 Milestone Name: Business Requirement Definition and Analysis Target Date: 31/12/2016 Milestone Completion %: 57			
	Task ID     Task Name     Start Date     End Date     Task Completion %     Action	1		
	T-001 Meeting with users to gather business requirement 2007-12-31 2018-08-16 100 %			
	T-002         Prepare Business Requirement Document         2016-12-01         2018-07-17         70 %			
	T-003 Seek Approval from stakeholder 2016-12-30 2018-08-16 %			

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This is the list of Time Sheet already entered by the team member. Click Time Sheet to add work tab to enter new work done against the selected task.

← → C	projectracker	com/company_admin/editTimeS	heet/162/12				\$	
PROJECTRACKER	Company N	lame: Jack and Jill Brothers	Role: Project N	<i>l</i> ember				4
Welcome: tab001	Milestone	ID:MIL-001 Milestone Name:	Business Requir	ement Definition and Anal	ysis Milestone Target Date: 31-12-2016	6		
# Home	Task ID: 1	-002 Task Name: Prepare Bus	iness Requireme	ent Document Start Dat	te: 01-12-2016 End Date: 17-07-2018	Task Com	pletion %: 70	
D My Time Sheet	Work done	List Add Work					Back to	Time Sheet
	Date	Description	Hours Worked	Task Work Completion %	Milestone Name	Status	Rejection Reason	Action
	20-07-2018	BRD done for Finance Department	1	70%	Business Requirement Definition and Analysis	Pending		C 🗎
	19-07-2018	BRD for HRM is completed	5	50%	Business Requirement Definition and Analysis	Approved		۲

Add work done against the Milestone and the Task assigned. There can be more than one work done against the task until the task is 100% completed. Every work done submitted with the % completion is approved by the Project Manager. Once the Work is approved there will be no edit or delete.

i-projectracker.com/company_admin/editTimeSheet/162/12	☆ 🖻	a :
Company Name: Jack and Jill Brothers. Role: Project Member	6	
Milestone ID:MIL-001 Milestone Name:Business Requirement Definition and Analysis Milestone Target Date: 31-12-2016		
Task ID: T-002 Task Name: Prepare Business Requirement Document Start Date: 01-12-2016 End Date: 17-07-2018 Task Completion %: 70	)	
Work done List Add Work	ack to Time She	et
Date	0	
16-08-2018		
Work Description		
	li	
Hours Worked		
% Completed		
	-projectracker.com/company_admin/editTimeSheet/162/12 Company Name: Jack and Jill Brothers. Role: Project Member Milestone ID:MIL-001 Milestone Name:Business Requirement Definition and Analysis Milestone Target Date: 31-12-2016 Task ID: T-002 Task Name: Prepare Business Requirement Document Start Date: 01-12-2016 End Date: 17-07-2018 Task Completion %: 70 Work done List Add Work Date 16-08-2018 Work Description Hours Worked Hours Worked Start Date: 01-02 Completed Note Start Date: 01-02 Co	-projectracker.com/company_admin/editTimeSheet/162/12  Company Name: Jack and Jill Brothers. Role: Project Member  Milestone ID:MIL-001 Milestone Name:Business Requirement Definition and Analysis Milestone Target Date: 31-12-2016 Task ID: T-002 Task Name: Prepare Business Requirement Document Start Date: 01-12-2016 End Date: 17-07-2018 Task Completion %: 70  Work done List Add Work  Date  I 6-08-2018  Work Description  Hours Worked  Start Date  Kompleted  Kompleted Kompleted  Kompleted  Kompleted Kompleted Kompleted  Kompleted Kompl

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### Field Explanation

Field	Description
Date	Enter the date when the work is done for the task.
Work Description	Enter the description of the work done for the assigned task.
Hours Worked	No. of Hours worked on the date for the task. Hours should be not more than 9 hours.
% Completion	Enter the % Completion for the Task. % Completion is entered as aggregated from the previous. e.g first work done can be 30% and next work done for the same task should be entered as 40%. Last entry of % Completion is shown as % completion of the task. All Task % completion is added and divided by number of task and % completion
	of milestone is derived.

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### 4.5 Dashboard

Dashboard area of the Application provides various graphs at Project level and also at Project Manager level summarizing all the projects under his/her domains. Click on the Dashboard available on top of the screen which will take you to this area.

PROJECTRACKER	Company Name: Jack and Jill Brothers Role: Project Manager 🎲 Dashboard 🏴 Reports 🗊 Help 🛽	🖬 Gantt Chart 🕹
Welcome: JDS01	Dashboard Last Milestone Upd.	ated: 24-11-2016
<b>#</b> Home	Domain Name: Talent Management Project Name: Implementation of Oracle Human Resource Application Project Cost : 250000	
Create Project	Project Start :02-10-2016 Project End :31-03-2017	
AMilestones <	Selected Project from home page Summary Monthly Status Issues Risks Manpower Cost	
ADeliverables <	Project Value Total Paid Total Balance . Pia	n Vs Actual%
▲Monthly status <		6 Vs 34.00 %
ELesson Learned	Project Detail     C2 Financial Position in CCY     Change Management	
OTime Sheet <	Project Id : HP001/2016 Title : Implementation of Or. No. Risks:	2
¥ Closina	Department:         Talent Management         Contract Cost:         250,000.00         No. Issues:	2
	Start Date : 02-10-2016 Project Type : Expense No. of Milestones :	6
	End Date : 31-03-2017 Vendor Name: ABC Financial Company No. of Deliverables :	6
	Project Financial Ref: Project Manager  Project Financial  Missiones  Missiones  Not Started 66.67%	9 Hop II Gerti Chart
	Deliverables Total Risks And Total Issues	
	Approved 33.33%High 50%	

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Millestere ID	7.4.	Transf Data	and the
Milestone ID	libe	Target Date	Amount due
MIL-001	Business Requirement Definition and Analysis	31-12-2016	0.00
MIL-002	Design of the Solution	17-01-2017	75,000.00
MIL-003	Development of the Solution	22-02-2017	62,500.00
MIL-004	User Acceptance of the Solution	01-03-2017	25,000.00
MIL-005	Deployment of the solution	15-03-2017	25,000.00
MIL-008	Closure of the Project	31-03-2017	12,500.00
MIL-001	Kick of Meeting	31-12-2018	12,500.00
MIL-002	Requirement Gathering	31-01-2017	50,000.00
MIL-003	Design and Configure the Solution	28-02-2017	50,000.00
Total			312,500.00

#### Explanation>> Tab>> Selected Project from Home Page

Tab>> Selected Project from Home page>> information on this tab refers to the project selected from the home page which comprises as follows:

Tiles with Project Value, Total Paid, Total Balance and Plan vs. Actual as of date updated above.

Three Portlets with Project information and No. of Risks, Issues, No. of Milestones and Deliverables in the selected Project.

Another four Portlets provide the following information:

Milestones >> Percentage started, Completed, in Progress

Project Financial>> Percentage of amount paid and balance

Deliverables>> Percentage of Deliverables approved and registered.

Total Risks and Issues>> Percentage of Risks/Issues on High, Medium and Low

At the bottom, a table provide the information of due payments for the selected Project.

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PROJECTRACKER	Company Name: Jack and Jill Brothers Role	Project Manager		孙 Dashboard	Reports i Help	Gantt Chart
# Home	Domain Name: lalent Management Project N	me:Implementation of Oracle Human Re	esource Application Project Cost :250000			
Create Project <	Project Start :02-10-2016 Project End :31-03	-2017				
A Milestones <	Selected Project from home page Summary	Monthly Status Issues Risks	Manpower Cost			
di Deliverables <	Total Proje		Total Value	Total Paid		Total Balance
di Monthiy status <			410,000.00	75,000.00		335,000.00
ELESSON Learned	Project Financial By Domain		Project Financial E	9y Vendor		
@Time Sheet <	400,000		400,000			
	300,000		300,000			
	200,000		200,000			
	100,000		100,000			
	0	Endorse Realize		PCC (Practical Conference	Clear Teatroinai	
	Project Closing next three Months					

- Tab>> Summary >> information on this tab summarize of all the projects assigned to the Project Manager which comprises as follows:
  - Tiles with aggregating all the projects and showing No. of Projects, Total Value, Total Paid, Total Balance.
  - Two Portlets showing the following information:
    - Project Financial by Domain>> Provide the information under each domain assigned to the Project Manager.
    - Project Financial by Vendor>>Provide the information by company/vendor working on the Projects.
  - At the end a table showing all the project if it is reaching near to close in next three months.

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Weicome: JDS01         Dashoard         Last Milestone 24.01.02.01.0           Allone         Domain Name: Talent Management. Project Name: Implementation of Oracle Human Resource Application. Project Cost: 250000.           Autorshons         Cost         Selecide Project End: 31-03-2017           Milestone Status         Nonthly Status         Issues         Rais           Autorshons         Cost         Selecide Project End: 31-03-2017         Image: Selecide Project End: 31-03-2017           Autorshons         Cost         Selecide Project End: 31-03-2017         Image: Selecide Project End: 31-03-2017         Image: Selecide Project End: 31-03-2017           Autorshons         Cost         Selecide Project End: 31-03-2017         Image: Selecide Project	PROJECTRACK	Company Name: Jack and Jill Brott	ners <b>Role:</b> Proje	ect Manager		🔐 Dashboard	Reports	🚺 Help 🖬 Gantt Chart	2
Allone       Domain Name: Taitent Management Project Name: implementation of Oracle Human Resource Application Project Cost: 25000         Carciale Project Cost       Selected Project Tion home page Summary Monthly Status Issues Risks Manpower Cost         Allonetroverables       Selected Project from home page Summary Monthly Status Issues Risks Manpower Cost         Allonetroverables       Selected Project from home page Summary Monthly Status Issues Risks Manpower Cost         Allonetroverables       Selected Project from home page Summary Monthly Status Issues Risks Manpower Cost         Vertare Status Monthly Highlights       Selected Project from home page Summary Monthly Status Issues Risks Manpower Cost         Vertare Status Monthly Highlights       Selected Project from home page Summary Monthly Status Issues Risks Manpower Cost         Vertare Status Monthly Highlights       Selected Project from home page Summary Monthly Status Issues Risks Manpower Cost         Vertare Status Monthly Highlights       Selected Project from home page Summary Monthly Status Issues Risks Manpower Cost         Vertare Status Monthly Highlights       Selected Project from home page Summary Monthly Highlights         Vertare Status Monthly Highlights       Selected Project from home page Summary Monthly Highlights         Vertare Status Monthly Highlights       Selected Project from home page Summary Monthly Highlights         Vertare Status Monthly Highlights       Selected Project from home page Summary Monthly Highlights         Milestone Nam	Welcome: JDS01	Dashboard					Last Mile	estone Updated: 24-11-20	16
Carcase Project       Project Stat: :02-10-2016       Project End: 31-03-2017         AMdesbons <ul> <li>Selected Project from home page</li> <li>Summary</li> <li>Monthly Status</li> <li>Selected Project from home page</li> <li>Summary</li> <li>Monthly Status</li> <li>Admonthy Status</li> </ul> <ul> <li>Monthly Highlights</li> <li>Admonthy Status</li> <li>Admonthy Status</li> <li>Admonthy Status</li> <li>Admonthy Status</li> </ul> <ul> <li>Admonthy Status</li> </ul>	Domain Name: Talent Management Project Name: Implementation of Oracle Human Resource Application Project Cost :250000								
A Milestones	Project Start: 02-10-2016 Project End: 31-03-2017								
Monthly status       Milestone Status       Monthly Highlights       L.11.2016       L.11.2017       L.11.2016       L.11.2016 <thl.11.2016< th="">       L.11.2016</thl.11.2016<>	AMilestones  Selected Project from home page Summary Monthly Status Issues Risks Manpower Cost								
Monthly stalus       Lati-2016         Lati-2016       24-10-2016	#Deliverables	Milestone Status Monthly Hi	ablights						
Image: Problem Problem         Part Problem         Verify Prank         Neight Prank         Neight Prank         Neight Actual %         Prank completion date         Actual Completion date           Milestone ID         Milestone Name         Weight         Plan %         Weight Plan %         Actual %         Meight Actual %         Plan completion date         Actual Completion date           Mile-001         Business Requirement Definition and Analysis         30         100         30.00         100         30.00         31.12-2016         31.12-2016           Mile-001         Business Requirement Definition and Analysis         30         100         30.00         100         30.00         31.12-2016         31.12-2016           Mile-001         Design of the Solution         20         20         4.00         20         4.00         17.01-2017         17.01-2017           Mile-004         Development of the Solution         25         0         0.00         0.00         0.00         10.03-2017         10-3-2017           Mile-005         Deployment of the Solution         10         0         0.00         0.00         10-3-2017         15-03-2017           Mile-005         Deployment of the Forject         5         0         0.00         0.00         10-3-2017	Monthly status < Milestone Status Monthly Highlights								
Nilestone ID         Nilestone Name         Veight         Plan %         Veight Plan %         Actual %         Veight Actual %         Plan completion date         Actual Completion date           MiL-001         Business Requirement Definition and Analysis         30         100         30.00         31.12-2016         31.12-2016         31.12-2016           MiL-001         Business Requirement Definition and Analysis         30         100         30.00         100         30.00         31.12-2016         31.12-2016           MiL-002         Design of the Solution         20         20         4.00         20         4.00         17.01-2017         17-01-2017           MiL-003         Development of the Solution         25         0         0.00         0         0.00         2.02-2017         2.02-2017         2.02-2017         2.02-2017         0.0	24-11-2016 24-10-2016								
Niestone ID         Niestone Name         Weight         Pan w         Veight Plan %         Veight Plan %         Veight Actual %         Plan completion det         Actual Completion det           ML-001         Busines Requirement Definition and Analysis         30         300         300         300         31-22016         31-12-2016         31-12-2016           ML-002         Design of the Solution         20         20         400         20         400         70-1207         70-1207         70-1207           ML-003         Development of the Solution         20         20         00         00         20-2077         20-2077         20-2077           ML-004         Development of the Solution         10         0         00         00         00         10-32017         10-32017           ML-005         Deployment of the Solution         10         0         00         0         00         10-32017         10-32017           ML-006         Deployment of the Solution         10         0	24-11-2016								×
MIL-001         Business Requirement Definition and Analysis         S0         100         S0.00         S0.00         S0.00         S1.22016         S1.22016           MIL-002         Design of the Solution         20         20         400         20         4.00         7.01-2017         7.01-2017           MIL-003         Development of the Solution         25         0         0.00         0.00         2.02-2017         2.02-2017           MIL-004         User Acceptance of the Solution         10         0         0.00         0.00         1.03-2017         0.03-2017           MIL-005         Deployment of the solution         10         0         0.00         0.00         1.03-2017         1.03-2017           MIL-006         Deployment of the solution         10         0.00         0.00         1.03-2017         1.03-2017           MIL-005         Deployment of the solution         10         0.00         0.00         1.03-2017         1.03-2017           MIL-006         Closure of the Project         50         0.00         0.00         3.00         1.03-2017         1.03-2017           Total         Total         Total         1.00         3.400         1.00         3.400         1.00         1.03-2017	Milestone ID Milesto	ne Name	Weight Plan %	Weight Plan %	Actual %	Weight Actual %	Plan completion date	Actual Completion date	
MIL-002         Design of the Solution         20         20         4.00         20         4.00         17-01-2017         17-01-2017           MIL-003         Development of the Solution         25         0         0.00         0.00         2.02-2017         2.02-2017           MIL-004         User Acceptance of the Solution         10         0.0         0.00         0.00-2017         0.03-2017           MIL-005         Deployment of the solution         10         0.0         0.00         0.00         15-03-2017         15-03-2017           MIL-006         Closure of the Project         5         0         0.00         0.00         3.00         3.03-2017         3.03-2017           Total         Total         0.00         0.00         0.00         3.00	MIL-001 Busines	s Requirement Definition and Analysis	30 100	30.00	100	30.00	31-12-2016	31-12-2016	
MIL-003         Development of the Solution         25         0         0.00         0.00         22-02-2017         22-02-2017         22-02-2017           MIL-004         User Acceptance of the Solution         10         0         0.00         0.00         0-03-2017         0-03-2017           MIL-005         Deployment of the solution         10         0         0.00         0         0-03-2017         0-03-2017           MIL-005         Deployment of the solution         10         0         0.00         0         0-03-2017         0-03-2017           MIL-006         Closure of the Project         5         0         0.00         0         0.00         3-03-2017         3-03-2017           Total         Total         0         0.00         0         0.00         3-03-2017         3-03-2017	MIL-002 Design	of the Solution	20 20	4.00	20	4.00	17-01-2017	17-01-2017	
MIL-004         User Acceptance of the Solution         10         0         0.00         0         0.00         0-03-2017         01-03-2017           MIL-005         Deployment of the solution         10         0         0.00         0.00         15-03-2017         15-03-2017           MIL-006         Closure of the Project         5         0         0.00         0.00         31-03-2017         31-03-2017           Total         Total         0.00         34.00         0.00         34.00         0.00	MIL-003 Develo	oment of the Solution	25 0	0.00	0	0.00	22-02-2017	22-02-2017	
MIL-005         Deployment of the solution         10         0         0.00         0.00         15-03-2017         15-03-2017           MIL-006         Closure of the Project         5         0         0.00         0.00         0.00         31-03-2017         31-03-2017           Total         Total         0.00         34.00         0.00         34.00         0.00 <th>MIL-004 User Ad</th> <th>ceptance of the Solution</th> <th>10 0</th> <th>0.00</th> <th>0</th> <th>0.00</th> <th>01-03-2017</th> <th>01-03-2017</th> <th></th>	MIL-004 User Ad	ceptance of the Solution	10 0	0.00	0	0.00	01-03-2017	01-03-2017	
MIL-006         Closure of the Project         5         0         0.00         0.00         31-03-2017         31-03-2017           Total         100         34.00 <th>MIL-005 Deploy</th> <th>nent of the solution</th> <th>10 0</th> <th>0.00</th> <th>0</th> <th>0.00</th> <th>15-03-2017</th> <th>15-03-2017</th> <th></th>	MIL-005 Deploy	nent of the solution	10 0	0.00	0	0.00	15-03-2017	15-03-2017	
Total 100 34.00 34.00	MIL-006 Closure	of the Project	5 0	0.00	0	0.00	31-03-2017	31-03-2017	
	Total		100	34.00		34.00			

### Tab>> Monthly Status

This tab provides the monthly status of milestones, select the date you would like to see the status. Last date updated is already provided on the first tab.

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*	Issue ID	Issue Name	Date of Issue	Reason Of Issue	Resolution	ompany Na	me: Jack and Jill Brothers Ro	le: Project Manag	er 🔐 Da	ishiboard 🍋 Reports 🕄 Help	Gar	ll Chart
<	ISS- 002	Irregular meeting schedules	15-11- 2016	Project Manager is not scheduling the Status meeting regularly	Warning to be issued to	Selected F	Project from home page Summary	Monthly Status	Issues Risks Manpower Cost			
ed	ISS- 001	Poor communication with the customer	31-10- 2016	Quality of Communication management is not in a good hands	Change of the Change ) revisit the plan			Date of Risk			Sevrity	
e -						Risk ID	Risk Name	Indentify	Implication	Mitigation	Level	Status
	Total Is	ssues				RISK- 002	Project team misunderstand requirements	31-10-2016	Design of the Solution will be impacted	Re visit the requirement and make it understand	High	Open
						RISK- 001	Executives become disengaged with project	25-10-2016	Project will not be seriously taken by the users	Run awareness program and stakeholder	Medium	Open
				Medium 50%		Total Ri	ska		High			
									High 50%			

### Tab>> Issues/Risks

This tab provide the information and details of Risks and issues of the selected Projects with the donut graph depicting the picture accordingly.

PROJECTRACKER	Company Name: Jack and Jill Brothers. Role: Project Manager	😰 Casilbard 🍽 Reports 🔁 Heep 🖽 Casil Crunt 🛔
AMiestones C	Selected Project from home page . Summary Monthly Status Issues Risks . Margover Cost	
A Deliverables <	L Total Name Members () Total Hours	Margower Backt 76.0000 Addat Cost
AMonthly status <		
©Time Sheet <	80.000	50
* Closing	6.000	20
	2,000 0	0
	Marpower Cost by position	Marpower coal by month
	80.00 60.00 40.00 20.00 0 0 0 0 0 0 0 0 0 0 0 0	5.00 2.00 2.00 2.00 Constitute Actual Annual 0 3 3 3 3 3 3 3 3 3 3 3 3 3

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#### Tab>> Manpower Cost

Manpower Cost is directly related to the time sheet module of the application. Four tiles on the top provide the information for the selected project as follows:

- No of Members assigned on the selected Project
- Total number of hours aggregated worked so far.
- Total Cost estimated for the Project
- Actual Cost incurred based on their rates.

Further, four portlets provide the information as follows:

- Manpower cost Actual by different projects under the Project Manager.
- Manpower hours Actual by different projects under the Project Manager.
- Manpower Cost Actual by position under different projects for the logged in Project Manager.
- Manpower Cost by month as the project progress.

#### 4.6 Reporting

Projectracker also provides various Reports which can be downloaded on PDF format and printed, such as :

- List of projects by domain
- Projects by Program
- Projects Payments
- Invoice Reports with Payment
- Milestone with Deliverables
- Milestone Status by Month/year
- Payment Due Report
- Risk Identified
- List of Issues
- List of Tasks by team members with % completion
- List of Milestone % completion based on Tasks % completion.
- List of Pending Tasks
- Cost of Team Members by Project, Milestone and Task
- Summary of Cost of the Project.

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#### 4.7 Business Intelligence

Projectracker also provides a more Reports and Dashboards as a BI – Business Intelligence Reports powered by ZOHO Reports. All the Basic Tables are available for the client to develop their reports as required. Sample of the BI Site of the Projectracker is as follows:





This Module of the BI provides the facility to create your reports and Dashboard based on the columns available on the left by just simply dragging on X-Axis and Y-Axis of the required column.

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