

Project Tracker

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Project Tracker

FUNCTIONS

- **Create /edit a project**
- **Create /edit workers**
- **Create /edit (sub) tasks**
- **Assign tasks to workers (or edit these)**
- **Track worker availability**
- **Limit # of hrs per day/week/month**
- **Various status reports for time, costs, effort, progress**



About Project Tracker

Project Tracker is the ideal tool for...

1. anyone who administers one or more projects and who does not want the clutter and complexity of most standard management software tools
2. anyone who does not have time to learn the intricacies of project management software
3. researchers with small-to-medium sized projects
4. anyone who needs to keep track of projects, tasks, workers, and costs

Project Tracker allows you to

1. create projects, managers, and tasks, and appoint workers
2. assign particular tasks to particular workers
3. have workers indicate their availability
4. have workers enter their respective effort in terms of hours worked, items processed, units completed, or any other metrics you may choose.
5. monitor progress through reports

Overview

Project Tracker is a versatile, easy-to-use project management tool that keeps track of what tasks are being done on your projects, who is doing them, how close your workers are to finishing, and how much time and budget have been spent.

In the *Project Tracker* structure, the simple interface allows you to get started in minutes! You may enter information in any sequence you wish, but our *Getting Started Wizard* below recommends the following sequence:

- a. Workers see only the tasks that have been assigned to them. Managers see only the tasks and/or projects for which they are responsible. Administrators see everything.
- b. A beautiful master-detail report gives you a bird's-eye view of how your project is progressing and how much time and budget money has been spent to date.
- c. Because *Project Tracker* lives on a publicly accessible web server, it can therefore be accessed from *anywhere*, as long as the user has a web browser such as Microsoft's *Internet Explorer* or *Netscape*, and a user ID and a password that you create for each employee.

Project Tracker is ideal for projects where people work from home or from a variety of locations. A secure connection and a careful design ensure that your data are secure.

Login

The login screen looks like this:



Project Tracker Login

*This is a restricted-access site
In order to proceed you must have a valid User Name and Password*

User
Name:

Password:

NOTE:

- For security reasons you cannot re-use previous webpages. Attempting to re-use a previous webpage will cause a Security Alert and your session will be terminated.

After inputting the username and password, the next screen prompts you to choose a role

Selecting a Role

There are 3 types of roles that a person may adopt in the context of Project Tracker. The administrator role is the one that the overseer of the project will adopt through the various phases of creating projects, creating worker profiles and assigning workers to tasks.

Once a successful login is accomplished the administrator's opening screen looks like the one displayed below. Note that the screens vary depending on role. For example, the manager's screen only displays "Manager and Worker" and the worker screen only presents the Worker menu.



Select Role

Administrator


Manager

Worker

Once the administrator role is chosen, the administrator's Main Menu will appear. Using this screen, many functions can be created and modified; for example, projects, tasks, worker profiles, and the assignment of tasks to workers. The administrator also has the privilege of viewing reports that outline progress, expenditures, and the progress of individual workers, during a specified time period.

Administrator Menu

The Administrator Menu, which is accessible by clicking the *Main Menu* button located on most screens, provides access to the functions set by the Administrator.



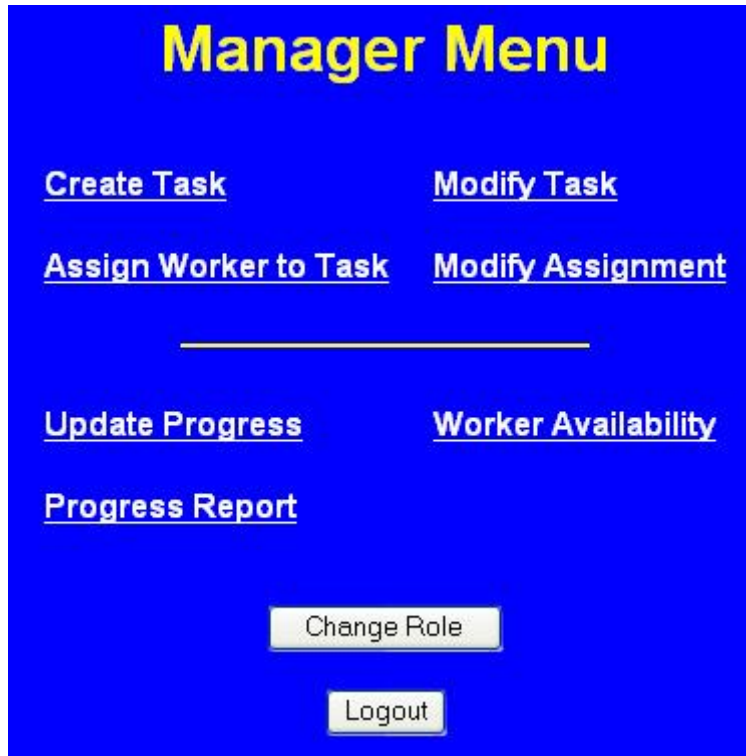
The image shows a screenshot of the Administrator Menu interface. It features a blue background with yellow text for the title and white text for the menu items. The menu items are arranged in two columns and are underlined. There are two horizontal white lines separating the menu items into three sections. At the bottom center, there is a button labeled "Change Role".

Administrator Menu

<u>Create Project</u>	<u>Modify Project</u>
<u>Create Task</u>	<u>Modify Task</u>
<u>Assign Worker to Task</u>	<u>Modify Assignment</u>
<hr/>	
<u>Create Worker Profile</u>	<u>Modify Worker Profile</u>
<u>Update Progress</u>	<u>Worker Availability</u>
<hr/>	
<u>Progress Report</u>	<u>Worker Summary Report</u>
<u>Expenditure Report</u>	

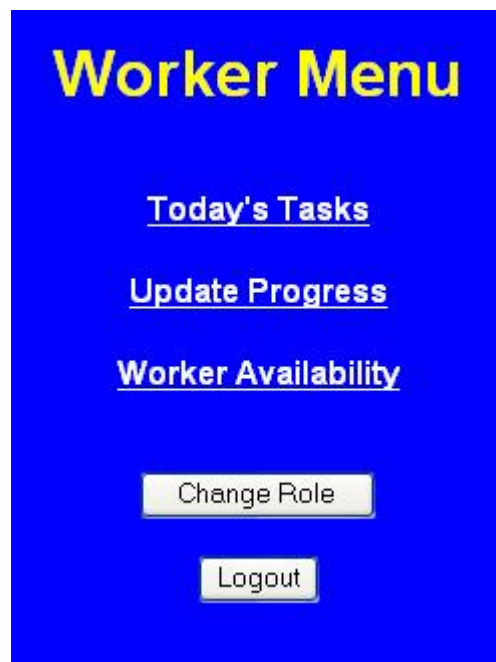
Workerr Menu

In the context of a single project, the menu below demonstrates that the Project Manager is able to complete some of the same functions as the Administrator



The Worker Menu

When a Worker enters the site, the following screen greets the individual



Project Tracker

SECURITY

- Written in Perl, a very secure, Unix-based language
- All data is encrypted for protection and privacy (note: https://)
- Something different: none of the pages you see in PT actually exist anywhere: they are all generated dynamically from the database
[<http://www.learnCanada.org/Stong/I25194V23321X17947E10917a7188A1480.html>]
- This makes it impossible to bookmark a page inside the program and then return there later without a login



Project Tracker

SECURITY (cont'd)

- Perl is an open standard, non proprietary language, so all your data exports easily to XML, SQL, MySQL, Excel, Access, Cold Fusion, or any other platform or program
- The database architecture easily allows for customized expansion in other fields, and in the kinds of reports that might be needed



Project Tracker

PLAN NEEDED

- 1. Project name /description**
- 2. Budget**
- 3. Tasks to be done and time line (start/finish)**
- 4. Set up workers (rate of pay and max if appropriate, contact info, pwds)**
- 5. Assign tasks to worker**
- 6. Monitor project**

