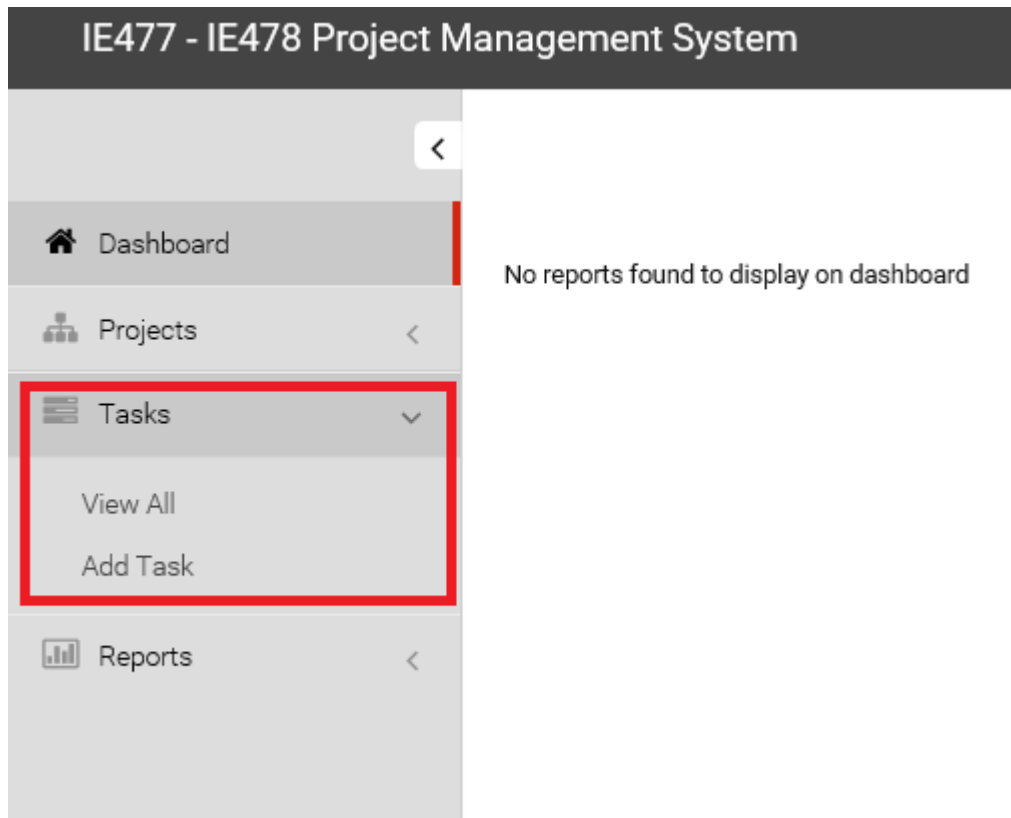


IE477-478 Project Management System

Detailed Guide for the Purpose and Use of Tasks

Upon first entering the PMS with your student account; you will see the “Tasks” tab on the left side of the screen as:



Within the “Tasks” tab; you can see the two sub-tabs as: “View All” and “Add Task”. The names of tabs are self-explanatory but will be described in the following parts of the guide.

Part 1: Purpose of Using Tasks

To keep it simple and as short as possible, you are to use the “Tasks” in order to keep track of what you did and will do throughout your project. It will enable you to come up with a timetable (GANTT Chart) while allowing your Academic Staff to track your progress throughout the IE477-IE478 courses.

Part 2: Adding Tasks

If you click the “Add Task” tab; you will be prompted to select your project. Then, you will be prompted with the following form:

X

Attachments

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Step 1: 'General' Section: In this section, you are going to fill generic information needed for each and every task you are going to create. Most of these entries will ask you to choose the correct option regarding the characteristic of the task that you are going to create:

- **Type:** As you can see in the below drop box, there are 6 options for the Task Type.

Type

Development
Algorithm Design
Coding
Debugging
Development
Modeling
Test

In order to prevent any confusion; you should choose the type that is most accurate for your task: (Ex: Constructing the mathematical model on hardcopy is “Modeling”, translating the mathematical code into Xpress, GAMS etc. is “Coding” and trying to put forward a heuristic for your mathematical model is “Algorithm Design”).

- **Name:** The name of the task you are going to do.
- **Status:** The current status of your task. As you can see in the drop box, there are quite a number of options. As with all cases, you should choose the most accurate CURRENT status for your task.

Status

Open
open
In Progress
Open
Waiting Assessment
Re-opened
done
Done?
closed
Completed
Deferred
Suspended
Cancelled

Ex: You have created the task for a month later and haven't done any work related. That means the task is “Open” OR You have built a mathematical model and marked the task as “Completed”. However, your model seems to be faulty and needs further work which means the task is going to be “Re-opened”.

- **Priority:** This attribute defines how urgent your task is needed to be handled. The options under the drop box are pretty clear, so you should pick the priority degree closest to your view of the task.
- **Label:** This option is present for database related purposes. You should always choose the option “Task” for this box.
- **Phase:** Phases are crucial deadlines/sections for your projects which are decided by the Course Coordinators and other Academic Staff. Each of your tasks is to fall under the phase that you are to choose

Phase

Development

Go Live

Graphic Design

Quotes

Site Test

User Test

Warranty

accordingly:

Ex: Producing a mathematical model is “Development” while doing a pilot study for the company can fall under “Go Live” OR “Site Test” depending on the content of your task.

- Description: You should provide sufficient information related to Task in this section in order to make your task content more clear and understandable.

After finishing these steps, please don't save your “Task” yet. You should swap to “Time” section which is located near the ‘General’ section.

Step 2: “Time” Section: In this section, you are going to define the relevant time and duration information for each and every one of your tasks:

New Task

Project

Montaj Alanı Yerleşim Optimizasyonu

General

Time

Attachments

Estimated Time

Start Date

Due Date

Progress

Save

Close

- **Estimated Time:** This option only accepts 'number' values. So, the unit for this part is up to you. It could either be 2 hours – days – weeks – months. However, this part is expected to be coherent with the "Working Hours" which will be explained later on (and for coherence and conventionality, it is better to use hours.)
- **Start Date – Due Date :** The date that you are going to start this task and the date that you initially consider finishing it.
- **Progress:** This field defines the percentage progress that you have done for this task. Initially, your task may not have any progress value. However, it is better to update your progress for the task regularly in order to see where you are currently standing w.r.t. your task.

Step 3: Attachments: If you have produced any softcopy work related to your task (OR previous research), it would be better to upload it in order to not lose it and find it quicker when needed.

Part 3: Updating The Task: When you click "View All" under "Tasks" tab, you can view all of your tasks created so far.

- One of the ways to update your Tasks from this window is to click the  button under the "Actions" field. When you click it, you are able to modify the task by using the same form structure that you have used while "Adding Tasks".
IMPORTANT NOTE: You CAN NOT enter "Working Hours" by this method.
- The other way is to clicking the individual Task from the "View All" screen. This will lead you to the following screen:

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Status: Open Type: System Design [More Info](#)

Project Info
Tasks
Tasks Groups
Versions
Phases
Reports

Task: Deneme 2 [Open]

Add Comment
Edit Details
More Actions

Add Comment

Action	Comment
No Records Found	

Add Comment

Following method describes how to update the task by "Add Comment":

- When you click “Add Comment”, you will be prompted with the following form:

- Most of the attributes that you can update are the fields that you have filled previously in “Add Task” section.
- HOWEVER, one of the most important functions of using Comments for updating the task is to enter the “Working Hours”. Recall that you have entered an “Estimated Time” value under “Time” section. The “Working Hours” field is the corresponding update to the “Estimated Time” field. You should try to keep both of them accurate as much as possible. (Ex: Having an estimated time of 4 hrs and working for 10 hrs VERSUS estimating 5 hrs and working for 4 or 6 hours)

IMPORTANT NOTE: You can not change the task assignment by solely using Comments.

- IN BOTH CASES OF UPDATING (Using the button and Using the comments); the changes are reflected as Comments under the task as:**

Action	Comment
	- Status: Open - Priority: High - Due Date: 28-Sep-2016
	Assigned To: System Administrator
	- Status: Open - Priority: High - Due Date: 28-Sep-2016 - Work Hours: 4