	IE 477 – IE 478 Systems Design
	Information on Using the Project Management System
	Last Revised on November 13, 2023

All tasks and meetings related to IE 477 – IE 478 courses will be recorded and tracked using the Project Management System at https://project.ie.bilkent.edu.tr. This is a very extensive system, capable of tracking many components of a typical real life project.

This document covers the **minimum requirements** that all project groups must follow on this system, though you may further utilize the other modules of this system if you prefer. A comprehensive document on how to use this system is available at the *Help* menu on the top right corner of the system. As systems like this (such as Jira) are commonly used daily in many companies, being familiar with a comparable system will be a great benefit for your future career.

> **As this is the first time this system is used, expect updates on rules and regulations throughout the semester. Any change will be sent out via email from the Course Coordinators or Teaching Assistants.**

CREATING YOUR ACCOUNT

Go to https://project.ie.bilkent.edu.tr login page and create your account **using the same email address** you provided on the team information form. Once all members of a group successfully create their accounts, the CP should send an email to your TA for the project assignments.

WORK PACKAGES AND GANTT CHART

The primary purpose of this system is to track all project related work packages. This will ensure you to plan your time well in advance to meet the expectations of the course.

When you browse to your project homepage, you will see the *Work Packages* service on the menu at the top left corner of the screen. Once you click, you will see a template of work packages already setup for your project along with a Gantt Chart view. In this system, there are two types of work packages available: *Phase* and *Task*. A *Phase* represents a major activity for your project, such as Problem Analysis, Modeling, Verification… There could be multiple *Tasks* to be performed under a *Phase* to complete it.

The precedence and succession relations among these work packages represent the expectations of to be satisfied. Furthermore, the dates assigned to these work packages are there to guide you to meet these expectations. Depending on the progression of the project related tasks, these dates may be revised with the approval of your AA and CC.

> **DO NOT CHANGE the relations of any work package. DO NOT DELETE any work package provided with this template.**

While working on your project, you will add work packages with the type *Task* under each *Phase* as a child (normally, you will not need to generate a work package of any other type). Right-click on a work package and select *Create New Child*.
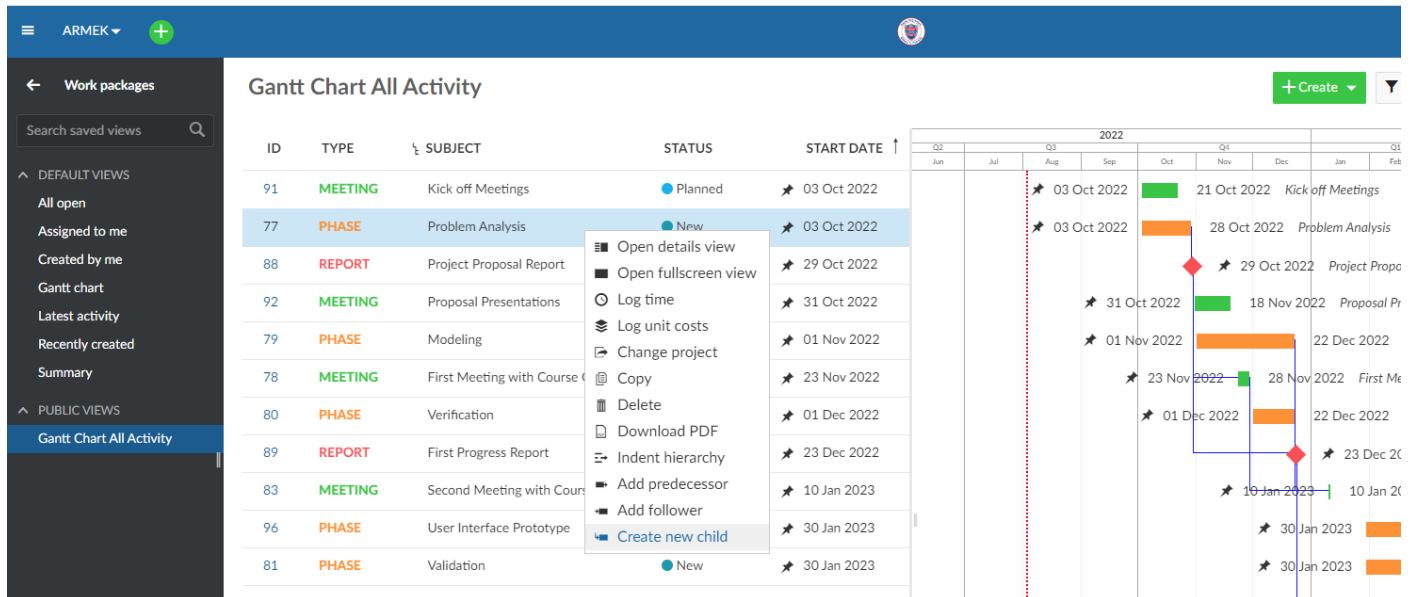
You should enter the following details of each task when you create them:

- **Name**: Give a proper name to this task.
- **Assignee**: Assign the group member who is responsible for this task.
- **Dates**: Provide start and end dates in line with the phase that this task belongs.

Note that assigning multiple group members to a single work package is not possible. However, you may create copies of a task for each group member who is also responsible for the same task. While doing so, have one of these tasks as the parent, and have all copies as a subtask to this task.

When you need to access the details of any work package, right-click on that work package and select *Open Details View*. From here you may update the information entered as this work package was created. Additionally, you may put comments on this work package using the *Activites* tab. You may also want to add relations to other work packages using *Relations* tab.

A newly created work package will have the status as **New**. You should change this to:

- **In Progress** when the assigned group member starts to work on this work package,
- **On Hold** when the work is on hold due to conditions outside your control, such as waiting for the IA for approval,
- **Cancelled** when the work planned with this work package is no longer required for the project,
- **Done** when the work planned with this work package is completed.

For **On Hold** and **Cancelled**, you must add a comment indicating the reasoning as why the work package is under these statuses.

For **Done**, you must upload a file containing the work done under this task. This may be a document containing a model or a sample of the output of your computational runs (do not upload a file with millions of rows, just a few sample rows would suffice for this purpose, though keep the original file for future reference). If this task was a meeting, provide a comment referring this to the meeting minutes (explained below)

 Do not forget to mark a Phase as _Done_ once all tasks of a phase is completed.

MEETINGS

In this course, you will have several meetings, some only with the group members alone, some with your AA and/or IA and/or CC. Although it is a good idea to keep a record of all of these meetings, you should keep track of all meetings, one of whose participants is an advisor or coordinator.

Using the left hand side menu, go to the Meetings and create a meeting. Fill in the agenda with the purpose of the meeting. Supplementary files could be attached at this stage. After the meeting, you should close the agenda and fill in the minutes of the meeting containing the decisions, outcome and future plans.

Visit Meeting Management section of the online OpenProject User Guide to learn more about how to manage meetings. Below is the contents view of that page. Do not forget to watch the demo video there as well.

Meeting management

Meetings in OpenProject allow you to manage and document your project meetings at one central place, prepare a meeting agenda together with your team and document and share meeting minutes with your meeting attendees at one central place.

Meetings is defined as a module that allows the organization of meetings. The module has to be activated in the project settings in order to be displayed in the side navigation.

Topic	Content
Meetings in OpenProject	How to open meetings in OpenProject.
Create a new meeting	How to create a new meeting in OpenProject.
Edit a meeting	How to edit an existing meeting.
Add meeting participants	How to invite people to a meeting.
Create or edit the meeting agenda	How to create or edit the agenda.
Copy a meeting (recurring meetings)	How to create recurring meetings.