

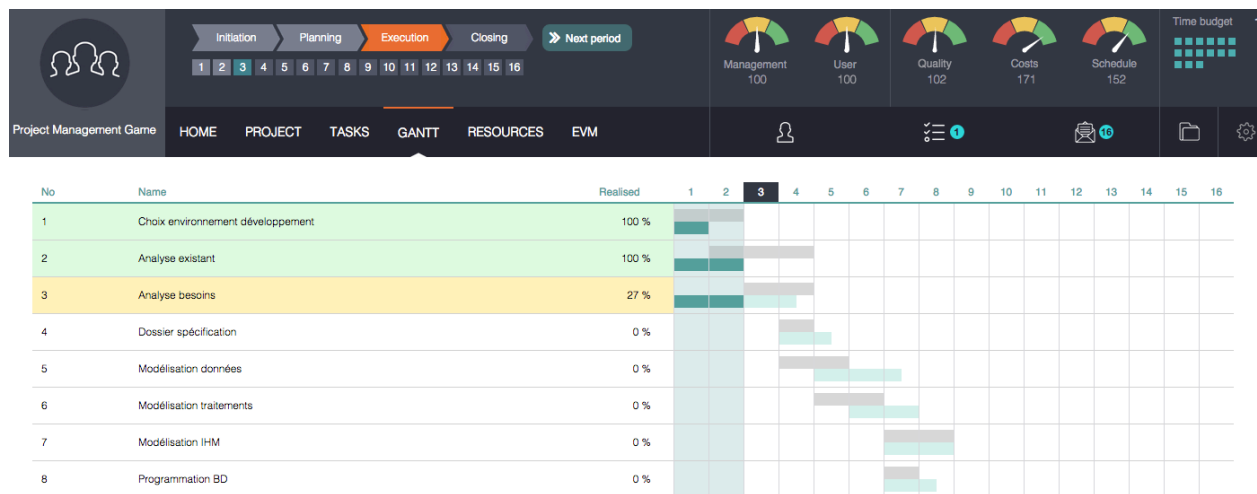
User manual

Execution

Manual resources reservation
v3.0 – août 2015 (passage Wegas)

Monitor project progress

You can monitor project progress on the tracking Gantt chart.



Manage Resources

At the beginning of each period, depending upon project progress or other events, you can change resources reservation and tasks assignment.

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**Resources perform tasks depending on tasks priority order
and as soon as possible (even if before Gantt chart)**

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There is no automatic booking of resources. As project manager you have to inform resources on when you need them. For example, if a task is behind schedule and if you want a resource to go on working on the project for another week, you need to reserve this resource for another period (click on the corresponding period in the Resources Gantt).

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Learning curve

If a resource joins an already running system (task-force team), then it might have to catch up before it begins to be effective.

FAQ (Frequently Asked Questions)

How does a Resource from one task to another

When a resource completes a task (e.g. if the task is completed or the work related to his profession is done), it goes on to the next task according to the order of priorities. If no other task is assigned, the resource will leave the project and not charge wages anymore.

What determines the progress of a task?

When a team is working on a task, work progress depends on many factors. These factors are obviously the number of workers and their qualifications. But work performance and quality also depend on the skills and motivations of resources.

If several professions are required to complete a task (e.g. software engineers and secretaries), then it is sometimes possible that one profession partially or entirely takes over the workload of another (the software engineer may do secretary's job if such a job is needed to complete the task). Sometimes they will be somewhat less efficient, sometimes they will do the same job as a specialist, however, for a congruently higher salary. In some cases, it is not possible for a profession to do the job of another (e.g. the secretary might not be able to do the job of the software engineer). In these cases, the task can't be completed until a software engineer is assigned.

If a task is not completed yet, then it is sometimes possible to nonetheless start the subsequent task (e.g. writing a report can start even if you do not have all the necessary information yet). However, progress could be less than if preceding tasks were finished.

How are calculated wages charged to the project?

Wages are allocated to tasks as soon as the project members begin their work on it. Wages are charged depending of the corresponding activity rate.

For example:

- wage at 100%: 8'000

- Activity rate: 80%

- period: week

=> $8'000 * 80\% * 1/4 = 1'600$ per period.

If a resource finished its work on a task in the middle of a period, it may either go the next task assigned or leave the project and will not charge wages to the project anymore.

Why might the project quality be different from the average task quality?

The quality of the project depends much on the quality of the individual tasks. However, the project quality also depends on further factors. For example, it is possible that each task is of high quality, but that, due to inappropriate Choices and Actions, the tasks do not correspond to customer's expectations