

Management Support

ProjectTrek enables organizations to have more enhanced management visibility of project planning, quality status and activity dollar value.

- ◆ The task sheets can be used for quick status reviews by project, blockpoint or management responsibility.
- ◆ Status meeting can be conducted with "real-time" event reporting.
- ◆ Stoplight signals make it easy to see the problem areas and who's responsible for a project or task.
- ◆ Recovery plan help to make sense on getting back on track and regaining management control.

ProjectTrek application reporting is in a quick access window that allows access to several canned reports. The Reports Menu has five sub-menus, generating specific reports on all of **ProjectTrek functionality** for:

- Project Reports
- Task Standard Reports
- Blockpoint Status Reports
- Survey of Needs
- System Administration



These sub-menus are easily access from a drop-down screen window. The reporting also has several narrative charts and graphs for use in various presentations. There are also multiple quick screen reports for **ProjectTrek**.

Administrative and Application Based-support

Administrative controls allow for editing categories by agency to personalize the data categories.

- There are over 20 editable data-tables to make specific type changes and field modifications to agency standard drop down selection list.
- There is an extensive user guide, which can be access through the user web browser on the CD with every license purchased.
- User guide has hyperlink that helps to serve as an interactive online tutorial in a graphic format.
- Easy to use help files answer most users specific questions and can be printed out for later reference.
- Addition training is available from Ujima Consultants for **ProjectTrek**.
- Organizational and User support is also available from the **FORUM**.

ProjectTrek System Requirements

To effectively use the **ProjectTrek application**, UJIMA Consultants recommends the following as minimum hardware requirements, based on testing in the lab as well as actual real time Agency use.

- A Pentium III or better CPU with a processing capacity of 466 MHz plus.
- 128 Megabytes of RAM memory.
- A CD-DRIVE is required to install this application.
- 10 Megabytes of Hard disk space for the **ProjectTrek code**, help files and online manual.
- 1 Megabyte of Hard disk space for the **ProjectTrek Sample Data** files.
- 10 Megabytes of Hard disk space for the User growth in **ProjectTrek Data** files.
- There is an additional space requirement for other UjimaSuites applications and Sample Data files that are elected for installation.
- Minimum disk space for **ProjectTrek operation** with temp file creation requires 25 Megabytes.

This version of **ProjectTrek requires** Windows 95 or later and Microsoft Access 97 is load on your workstation or server (run-time version available with CD license).

User and Technical Support

UJIMA Consultants administers **ProjectTrek and The FORUM**, a User Organization. **UJIMA** provides a full range of professional consulting and technical services. **UJIMA maintains** application training and user manuals Other **UjimaSuites Human Services** are also available.

UJIMA Consultants can be contacted at:
UJIMA Consultants
128 24th Avenue
Seattle, Washington 98122
206-568-5452 Fax: 206-329-6359

ProjectTrek System Management Application



ProjectTrek... "The database that makes it easy to track the project planning status."

**Ujima Consultants,
Administrator**

January 2003

ProjectTrek Functionality

UjimaSuites ProjectTrek applications helps to, maintain, manage and link project management requirements for various tasks by staff, blockpoint dates, interim job status, stoplight signal impact and responsible managers. The project management activities allow for quick and easy record system controlled with menus for task coordination, project maintenance and blockpoint activities. The application serves as an agency management visibility information tool and is integrated with the HR2000 and Billing management systems. **ProjectTrek** allows for:

- ◆ The management of staff works tasks necessary to achieve project plan and operations.
- ◆ Blockpoint management control with stoplight event status impact.
- ◆ The association and easy identification of resource support for project tasks.
- ◆ The application is used to link multiple project tasks to a specific job within an organizations project planning.
- ◆ Multiple project plans can be easily tracked.
- ◆ Narrative reporting, graphs, charts and tables regarding deliverables and staff task billing frequency are including.

Options Menus

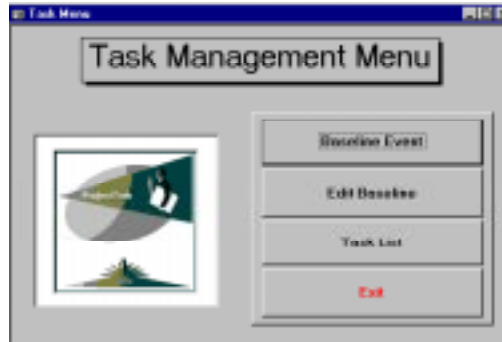
The Options Menu aids the user's navigation to the **Modules** for task management, updating a project, project maintenance and completing blockpoint status. The Options Menu also makes the learning curve gentler as it is the standard through out the UjimaSuites applications.



A click of the mouse buttons hyper jumps the users to the window screens related to the various project modules available for users in the ProjectTrek applications. Users can also access the tutorial and help files from this menu.

Easy Managing Task

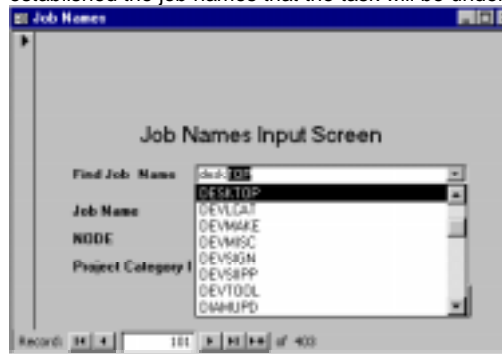
User can created new task and assigned prime, backup and management persons. Each task is created based on both a baseline and job association. The baseline can be established using specific criteria that is a standard has been clearly defined for the organization. Once a baseline is created, it can be edited and reused or a new one can be created.



A user-friendly submenu makes it easy to navigate to the required screen. Online help files and the application tutorial provides answer to user questions

Controlling Project Jobs and Support

The Maintenance Menus allows easy access to several critical features. From this sub menu, the users can complete and update Blockpoints, which are the milestone event of project completion, create names for persons to be associated with the tasks and established the job names that the task will be under.

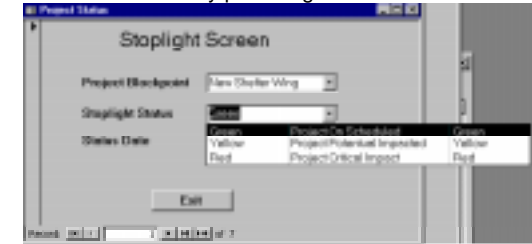


Jobs can be created and assigned task as well as associated with a blockpoint date and responsible person in the organizations. It is the job assignment that is the critical control for project management.

Project Blockpoint Status

A project is controlled by date critical, the planned completion date. This date is considered by the ProjectTrek application to be the Blockpoint date. This is the date that everyone on the project team is focused on and all the tasks aiming toward.

Project Blockpoints are created under the Task Menu but are managed under the Blockpoint Status menu. This submenu allows the user to status each project based on "stoplight signals" at both the task level and the project level. When projects are not green status, the applications helps the users to create a "recovery plan" to get back on track.



- **Blockpoint Stoplight Functionality** allows project items to be easily tag a stoplight color manually. There is also an automatic tagging of a stoplight signal color to the most deteriorate task within the project.

- **Task Stoplight Functionality** allows task to be automatically listed by days late criteria and generates a summary of each task with in a project blockpoint. The summary list task items are based on date late criteria for stoplight color and any watch items. Watch items are up and coming events that could impact the project.

Criteria for Stoplight signal can be set under the Edit List accessed via the Administrative menu on the Main Menu. Summary task can be quickly reviewed for any Project Blockpoints along with the persons responsible.

