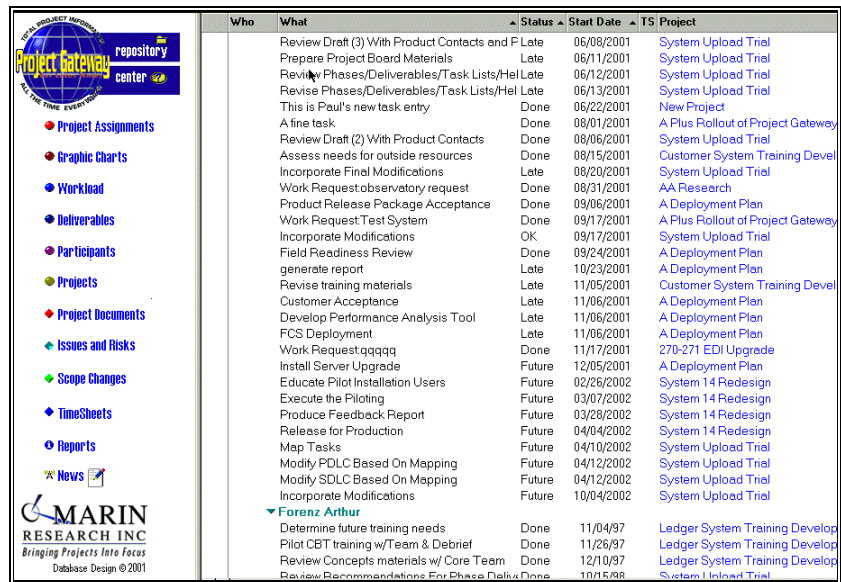


Using Repository Center

Introduction

Repository Center appears when a Project Gateway database is opened. The left panel is the Repository Center Navigator and the right panel contains the default view of project assignments organized by person and date.



The screenshot shows the Repository Center interface. On the left is a sidebar with a globe icon and the text 'Project Gateway repository center'. Below the globe are several navigation options: Project Assignments, Graphic Charts, Workload, Deliverables, Participants, Projects, Project Documents, Issues and Risks, Scope Changes, TimeSheets, Reports, News, and a writing tablet icon. At the bottom of the sidebar is the MARIN RESEARCH INC logo with the tagline 'Bringing Projects Into Focus' and 'Database Design © 2001'. The main area is a table with columns: Who, What, Status, Start Date, and TS Project. The table contains a list of project assignments with details such as task names, status (e.g., Done, Late, Future), dates, and project names.

Who	What	Status	Start Date	TS Project
	Review Draft (3) With Product Contacts and F	Late	06/06/2001	System Upload Trial
	Prepare Project Board Materials	Late	06/11/2001	System Upload Trial
	Review Phases/Deliverables/Task Lists/Hel	Late	06/12/2001	System Upload Trial
	Revise Phases/Deliverables/Task Lists/Hel	Late	06/13/2001	System Upload Trial
	This is Paul's new task entry	Done	06/22/2001	New Project
	A fine task	Done	08/01/2001	A Plus Rollout of Project Gateway
	Review Draft (2) With Product Contacts	Done	08/06/2001	System Upload Trial
	Assess needs for outside resources	Done	08/15/2001	Customer System Training Devel
	Incorporate Final Modifications	Late	08/20/2001	System Upload Trial
	Work Request observatory request	Done	08/31/2001	AA Research
	Product Release Package Acceptance	Done	09/06/2001	A Deployment Plan
	Work Request Test System	Done	09/17/2001	A Plus Rollout of Project Gateway
	Incorporate Modifications	OK	09/17/2001	System Upload Trial
	Field Readiness Review	Done	09/24/2001	A Deployment Plan
	generate report	Late	10/23/2001	A Deployment Plan
	Revise training materials	Late	11/05/2001	Customer System Training Devel
	Customer Acceptance	Late	11/06/2001	A Deployment Plan
	Develop Performance Analysis Tool	Late	11/06/2001	A Deployment Plan
	FCS Deployment	Late	11/06/2001	A Deployment Plan
	Work Requestqqqq	Done	11/17/2001	270-271 EDI Upgrade
	Install Server Upgrade	Future	12/05/2001	A Deployment Plan
	Educate Pilot Installation Users	Future	02/26/2002	System 14 Redesign
	Execute the Piloting	Future	03/07/2002	System 14 Redesign
	Produce Feedback Report	Future	03/28/2002	System 14 Redesign
	Release for Production	Future	04/04/2002	System 14 Redesign
	Map Tasks	Future	04/10/2002	System Upload Trial
	Modify PDLC Based On Mapping	Future	04/12/2002	System Upload Trial
	Modify SDLC Based On Mapping	Future	04/12/2002	System Upload Trial
	Incorporate Modifications	Future	10/04/2002	System Upload Trial
Forenz Arthur	Determine future training needs	Done	11/04/97	Ledger System Training Develop
	Pilot CBT training w/Team & Debrief	Done	11/26/97	Ledger System Training Develop
	Review Concepts materials w/ Core Team	Done	12/10/97	Ledger System Training Develop
	Review Garment materials For Phase Delta	Done	10/15/98	System Upload Trial

The Repository Center Navigator provides access to all of the information in the database.

- The subject categories on the left side are linked to subject matter navigators that provide access to document views and actions for creating new documents.
- Clicking on the globe or the news item will display the News.
- Clicking on the writing tablet will create News.

- Clicking on the ? will display the On-line Guide showing specific instructions provided by your system owners.

Note: At the top right corner of the repository center is a folder icon that switches to the Notes Folders format. To reactivate the Repository Center Navigator, close and reopen the database.

Repository Navigators

Each of the subjects one Repository Center opens another navigator page offering related views and forms. A "home" action located at the top of each of these secondary navigators on each will switch back to Repository Center.

Note: When you are using a Notes Client, the new navigator is displayed and a preassigned view is opened (usually the first one listed). When using a Web Client, the new navigator page is displayed, but you must then select an item on it to open a view page.

Project Assignments Navigator

This provides access to the views of assignments organized by date, project, outline, and provides the ability create new assignments.

Graphic Charts Navigator

This provides access to the automatically generated charts that show schedules for individuals, departments, programs and projects. This also displays calendar format views showing Issues and Key Events for the entire repository. More specific calendar style reports are provided by the Todo actions on the subject profile documents.

Workload Navigator

This provides access to views showing planned and actual work for every individual, organization, project and program.

Deliverables Navigator

This provides access to the Deliverables Dashboard and to create deliverables and checklists for management reporting.

Participants Navigator

This provides access to the list of Participants and Organizations. Participant profile documents must exist for everyone whose work is published in the repository. Organization Profile documents are defined for your departments.

Projects Navigator

This provides access to Projects and Programs and to the special navigators for ProjectWeb Publishing and Repository Schedules. It opens to the Project Dashboard which showing the status of all projects.

Project Profile documents are created for every project in the repository. *Program Profile* documents are created to help organize your projects into logical families.

Project Documents Navigator

This provides access to Project Documents, Discussions, and your Journal. *Project Documents* are documents that you create as part of your work such as specifications, reports, engineering drawings, and analyses. *Discussions* are subjects that you want to bring to the attention of your group, but which do not have specific due dates or project association. Your *Journal* is a note-taking document that is unique for each user.

Issues and Risks Navigator

This provides access to Issue and Risk documents.

Issues are created to spotlight problems that require action and need comment from the team. *Risks* are created to identify problems that you anticipate, but which have not yet actually occurred.

Scope Change Navigator

This provides access to *Scope Changes* that are created when the goals or content of a project need to be changed.

Timesheets Navigator

This provides access to create new *Timesheets* and access existing ones.

Reports Navigator

This navigator provides views used for performance measurement, InterProject and Calendar dependencies, and database administration. It also provides the function to open the repository administration (Field Map) form to customize the system behavior.

Repository Documents

The following lists the primary types of documents created and used in the repository.

Project Profiles

A project profile is created for each project. It summarizes project goals, ownership, and progress and contains setting to control how the system supports the project implementation process.

Assignments

An assignment document is created for each task that a person is planned to do. Each project may have hundreds or thousands of assignments. These are the most common type of document found in the repository. Assignments are organized into views showing to do

lists by person and project. Some assignments are identified as "Key Events" for reporting purposes.

Issue

An Issue document is used to identify a problem that needs attention and assigns someone to look into it. Most issues are associated with particular projects.

Risk

A document used to identify future problems that might occur during a project and define strategies for avoiding and resolving them. Risks can be converted into Issues and vice versa.

Scope Change

A scope change document is used to define, evaluate and approve changes to the content and goals of a project. Scope change control is very important to achieving project success.

Project Document

A general class of documents that are products of the work being done such as specifications, reports or drawings. There are several formats provided for project documents and your site can add additional formats easily. Prior versions of project documents are maintained.

The Document Tracking features of Project Gateway allow the production of project documents to be integrated into the project schedule.

InterProject Dependency

A document that specifies how key events (milestones) in two projects should be scheduled with respect to one another. When the expected relationship changes, a manager is notified.

Calendar Dependency

A document that specifies how project key events should be scheduled with respect to meeting events placed upon a specially designated Notes calendar. When the expected relationship changes, a manager is notified.

Status Report

A document that can be created by a project leader to record a project's situation, recent accomplishments, and short term objectives as of a particular date.

Dependency Link

A document that is created to logically link an issue, risk, or scope change to more than one project.

Participant Profiles

One for each person involved in any project. It provides settings for each person to enable use of Timesheets and automatic notification.

Timesheet

Timesheets make it easy to record time spent on various assignments and overhead categories for a week. They provide a single point of entry for both accounting and project status information. Timesheets update assignments when posted.

Charge Slip

This is a document used to post a specific charge against a project such as a travel cost. Can also be used to record billable hours for users who do not use Timesheets.

Participant Status Report

A document that records the recent accomplishments for an individual. A Participant Status report may be specific to a project, or apply to all work of that person.

Journal

A document that exists for each user that records notes and links to other repository documents.

Organization Profiles

One profile is created for each department. Participants are associated with organizations for reporting.

Program Profile

These provide a way of grouping projects for reporting. The hierarchy of programs is used to structure the project dashboard.

Team Profile

A team profile defines a list of repository users. These team lists are used to limit access to project information to members of the designated teams.

Discussion Document

A document used to support group communication about subjects that are not project specific.

Deliverable

A document that defines a management goal. Deliverables may be linked to ongoing projects for reporting.

Checklist

A checklist is a template used in deliverables to collect status information.

Calendar

These are temporary documents created to display event calendars for projects, participants, etc. They can be printed, but are not stored.

Repository Schedules

A Repository schedule document holds a complete, interactive project schedule that can be used to create assignments and projects in the repository. The creation and use of these are discussed in the Project Manager's Guide. This is a legacy feature that is retained to support existing users.

The Repository Administration (Field Map) Document

Each Repository has one of these special documents that provides controlling values for a wide range of functions. This is an administrative document that should not be modified by anyone other than the repository manager or system administrator. Many of the default settings used when new profiles are created are stored in this document. It can be located using the "All documents in Database" view.

AgentStatusReport

This is a document created to display the details about the system agents that update the various tables of the database.

On-line Guide Document

This is a site created "Help" document to provide advice to users.

XML Custom Field Definition

This is a document used to tell the repository to transmit additional project information to the Observatory.