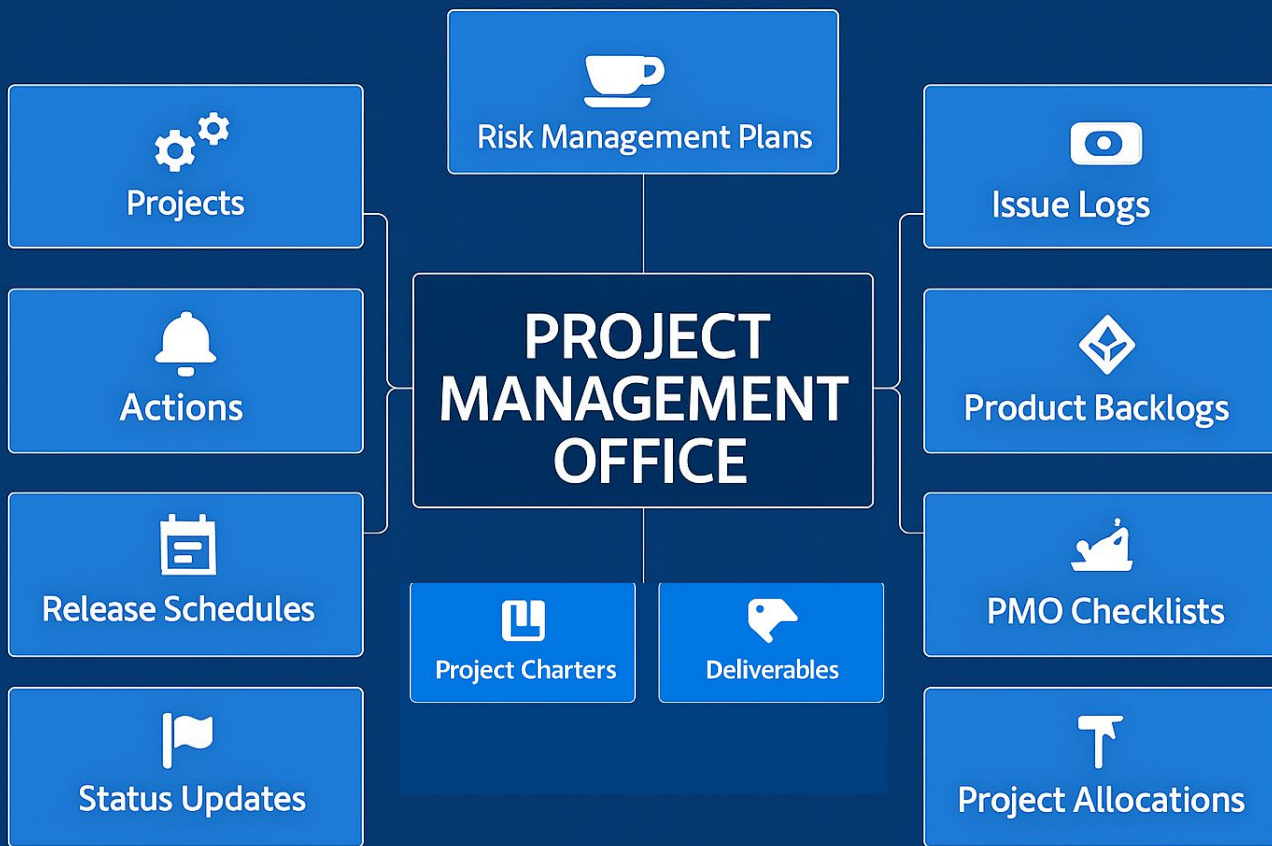




Trac Anything

# Project Management Office (PMO)



## Feature Roadmap

# Projects

PMO PMO PMO Dashboard PMO Checklists PMO Project Allocations PMO Project Milestones PMO Projects PMO Projects Summary PMO Project Financials PMO Project Stage Mappings PMO Project Charters PMO Actions PMO More							
<div> <div>Projects</div> <div>Recently Viewed</div> <div> <div>New</div> <div>Import</div> <div>Change Owner</div> <div>Assign Label</div> </div> <div> <div>Search this list...</div> <div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> </div> </div> </div>							
12 items • Updated a few seconds ago							
	Project Name	Active	Priority	Stage	Status	PM	
1	Coop	<input checked="" type="checkbox"/>	Medium	Solution Development & Testing	Red	Kara	
2	Demo Test	<input type="checkbox"/>	Medium	Project Origination			
3	Test-00002	<input checked="" type="checkbox"/>	High	Project Origination	Green	AG William Barr	
4	Dragon Voice Recognition Software Traini...	<input type="checkbox"/>	High	Conception Design		Jane Smith	
5	Merge Fields are not working Issue	<input checked="" type="checkbox"/>	High	Conception Design		Merge Fields are not wo	
6	Test Project	<input type="checkbox"/>				Rashed Chowdhury	
7	Test Project	<input checked="" type="checkbox"/>	High	Project Origination			
8	lHag project	<input checked="" type="checkbox"/>	Medium	Detailed Solution Design	Red	Rashed Chowdhury	
9	Project Approval Final Check	<input checked="" type="checkbox"/>		Project Origination	Red	Kara	
10	Project Approval Check	<input checked="" type="checkbox"/>	Low	Project Origination	Red	Kara	
11	PGP 2020	<input checked="" type="checkbox"/>	Medium	Project Origination	Red		
12	Boshundhora	<input checked="" type="checkbox"/>	High	Detailed Solution Design	Amber	Khurshid Almeher	

Tracks and manages all ongoing and planned projects, including their status, stage, priority, and assigned project manager

Enter the problem statement

Project

PRJ-2020-01-00003

+ Follow

Clone

Edit

Project Name

Coop

Priority

Medium

Active

☒

Approved

☒

PM

Kara

Stage

Solution Development & Testing

✓

✓

✓

✓

Solution Developm...

Go Live & Support

Project Close

✓ Mark Stage as Complete

Key Fields

Deliverable

Edit

Guidance for Success

Key Deliverables

- Developed solution
- Unit & Integration Test results
- Training materials

Minimum Expectation

- Execute data conversion plan in test environment
- Develop user procedures
- Establish criteria for go live performance scorecard
- Communicate development quality and test results
- Update functional & technical documentation

Approval History (3+)

Approval from PMO Admin

Date:

8/28/2020, 4:52 PM

Status:

Pending

Assigned To:

PMO Admin

Actual Approver:

PMO Admin

Comments:

Approval Request Submitted

Date:

8/28/2020, 4:52 PM

Status:

Submitted

Assigned To:

Rashed Chowdhury

Actual Approver:

Rashed Chowdhury

Comments:

Approval from PMO Admin

Date:

8/24/2020, 11:33 AM

Status:

Approved

Assigned To:

PMO Admin

Actual Approver:

Rashed Chowdhury

Comments:

Details

PMO

Analysis

Agile Development

Operation

Deliverables

Chatter

**Details** PMO Analysis Agile Development Operation Deliverables Chatter

**Information**

Project Id: PRJ-2020-01-00003

Project Name: Coop

PM: Kara

Description: This is Coop related project for Residential Marketing System (RMS).

Project Type: Professional Services

BO Fin IT Security Approved: ☒

Resources: Kara

Company Name: Mindtree

Tech Lead: Kara

Client PM:

Current Phase:

Owner: Rashed Chowdhury

Estimated Time (In Days): 270

Estimated Completion Date: 3/21/2025

Priority: Medium

Stage: Solution Development & Testing

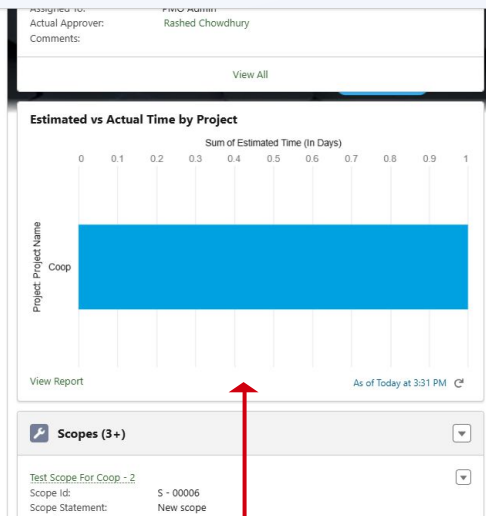
Complexity: High

Active: ☒

Status: Red

Status Indicator:

**Red** means it's likely at risk or facing delays/issues



The chart shows the estimated time logged but actual time might not be captured yet

**Project** PRJ-2020-01-00003

Current Phase:

Business Case:

Billable Revenue:

P&L: \$0.00

Project Health:

At Risk

Budget vs. Actual: \$0.00

Program: TA 2.0

Schedule Performance Index (SPI): 0%

Estimate to Complete (ETC):

This formula will provide a quick snapshot of the overall health of the project by evaluating budget, schedule, and progress. This could be used for project managers to track if the project is "On Track," "At Risk," or "Critical."

Provides a real-time snapshot of the project's financial and performance health by determining if a project is "On Track", "At Risk", or "Critical"

**Budget**

Project Class: Time and materials

Budget: Total Project Hours: 2,000

Hourly Rate: \$97.00

Total Project Fees: \$194,000.00

Travel Budget: \$4,000.00

Total Budget:

Total Spent:

Budget Remaining: \$0.00

Hourly rate multiply by total project hours will provide total project fees

Defines the financial structure of the project using billing models, calculates fees from hourly rates and hours, and monitors budget consumption (spent vs. remaining) to ensure fiscal control

## Project Objective

Executive Summary 1	
Re-architect RMS system from ground up.	
Objective 1	
Improve rollup calculation accuracy and improve overall system efficiencies.	
Key Deliverable 1	
- RMS Front End. Dot Net application.	
- SQL Server database tables. Stored Proc, DTS packages.	
In Scope 1	
Front End. Database. Data Conversion. Training Materials, Training.	
Out of Scope 1	
Sales Training, DIGS, Score product catalog.	

Defines the project's purpose, key deliverables, and scope boundaries to align efforts

## Project Teams

Requester 1		Authorization 1	
Steve Griffith		Dan Haycock	
Project Champion 1		Project Sponsor 1	
Joanne Ash		Dan Haycock	
Stakeholders 1			
Retail Support, Coop Team, Field Sales Users			

Identifies key roles and stakeholders responsible for project execution and oversight

## Business Case

Gain from Investment (GI) 1		Benefits 1	
\$5.00			
Estimated Cost Investment (CI) 1		NPV 1	
\$500,000.00		\$650,000.00	
ROI 1			
-100.00%			

Summarizes the project's financial justification by comparing investment costs with projected benefits and ROI

## KPI

Percent Completed		Schedule Variance (SV) 1	
15.00%		-\$14.00	
Budget at completion (BAC)		Actual Cost (AC) 1	
\$0.00		\$0.00	
Earned value (EV) 1		Estimate at Completion (EAC)	
\$0.00			
Planned Value (PV) 1		Cost Performance Index (CPI) 1	
\$14.00			
		Cost variance (CV) 1	
		\$0.00	

Tracks project progress, cost, and schedule performance to measure execution effectiveness

## Under PMO:

### Program Milestones

Details	PMO	Analysis	Agile Development	Operation	Deliverables	Chatter
<b>Program Milestones</b> PMO Tasks Status Update Meeting Minutes Issue Logs Allocations PMO Check						
<b>Program Milestones (7)</b> 7 items • Sorted by Program Milestone • Updated a few seconds ago						
<input type="checkbox"/>	Program Milestone Name	Program Mi...	Program Milestone	Percent Co...	Target Date	
1	<a href="#">2025-Q1-Demo Test-Project Origination</a>	PMI - 00485	1 - Project Origination	0%	3/14/2025	
2	<a href="#">2025-Q1-Demo Test-Conception Design</a>	PMI - 00486	2 - Conception Design	0%	3/21/2025	
3	<a href="#">2025-Q1-Demo Test-Requirements &amp; Detail Planning</a>	PMI - 00487	3 - Requirements & Detail Plann...	0%	3/28/2025	
4	<a href="#">2025-Q1-Demo Test-Detailed Solution Design</a>	PMI - 00488	4 - Detailed Solution Design	0%	4/4/2025	
5	<a href="#">2025-Q1-Demo Test-Solution Development &amp; Testing</a>	PMI - 00489	5 - Solution Development & Tes...	0%	4/11/2025	
6	<a href="#">2025-Q1-Demo Test-Go Live &amp; Support</a>	PMI - 00490	6 - Go Live & Support	0%	4/18/2025	
7	<a href="#">2025-Q1-Demo Test-Project Close</a>	PMI - 00491	7 - Project Close	0%	4/25/2025	

Gives the Target Date for each of the project completion

## PMO Tasks

Program Milestones	PMO Tasks	Status Update	Meeting Minutes	Issue Logs	Allocations	PMO Checklists
<b>Actions (10)</b> 10 items • Updated a minute ago						
<input type="checkbox"/> Task Name	Assigned User	Charge Code	Due Date	PMO Task Id		
1 <input type="checkbox"/> 2025-Q1-Demo Test-Scope	Rashed Chowdhury	Expense	3/6/2025	PMO-T-00758		
2 <input type="checkbox"/> 2025-Q1-Demo Test-Time	Rashed Chowdhury	Expense	3/7/2025	PMO-T-00759		
3 <input type="checkbox"/> 2025-Q1-Demo Test-Quality	Rashed Chowdhury	Expense	3/8/2025	PMO-T-00760		
4 <input type="checkbox"/> 2025-Q1-Demo Test-Procurement	Rashed Chowdhury	Expense	3/9/2025	PMO-T-00761		
5 <input type="checkbox"/> 2025-Q1-Demo Test-Human Resource	Rashed Chowdhury	Expense	3/10/2025	PMO-T-00762		
6 <input type="checkbox"/> 2025-Q1-Demo Test-Integration	Rashed Chowdhury	Expense	3/11/2025	PMO-T-00763		
7 <input type="checkbox"/> 2025-Q1-Demo Test-Risk Management Plans	Rashed Chowdhury	Expense	3/12/2025	PMO-T-00764		

**Task ID** created with **Priority** and **Status** for each project

Priority ↑	Status
Normal	Not Started

## Status Update

Details	PMO	Analysis	Agile Development	Operation	Deliverables	Chatter
<b>Status Updates (2)</b> 2 items • Sorted by Status Update Name • Updated 13 minutes ago						
<input type="checkbox"/> Status Upd...	Overall Status	Overall Sta...	PM	Stage	Percent Co...	Target Com...
1 <input type="checkbox"/> Coop	3 - Red (trouble)		John Smith	2 - Conception Design	40%	2/14/2020
2 <input type="checkbox"/> Coop - 2020-Q2-0...	1 - Green (all good)		John Smith	2 - Conception Design	50%	2/14/2020

Updates the % of project completion level

## Meeting Minutes

Estimates the meeting time


<b>Meeting Minutes</b> <b>MM-00006</b>				
Meeting Date 4/29/2021	Meeting Start Time 4/29/2021, 12:00 PM	Meeting Type WebEx Online	Prepared By Rashed Chowdhury	Project Coop
Related	Details			
Meeting Minutes Name Trac Anything - Demo	Owner Rashed Chowdhury			
Meeting Minutes Id MM-00006	Purpose System Demo			
Project Coop	Agenda - Intro - System demo - Q&A - Pricing			
Meeting Date 4/29/2021				
Meeting Type WebEx Online				
Meeting Start Time 4/29/2021, 12:00 PM				

## Issue Logs

Configures any project/ system backlog

<b>Issue Log</b> <b>Login issue to RMS</b>	
Related	Details
Problem Id PI-00008	Issue Type Technical
Issue Log Name Login issue to RMS	Priority High
Problem Description Login issue to RMS	Close Date
Project Coop	Resolution
Assigned To Rashed Chowdhury	Owner Rashed Chowdhury
Open Date 5/12/2020	
Status Work In Progress	
Due Date 5/15/2020	

## Allocations


**Project Allocation**  
**PA-00000005**


Related	Details
Project Allocation Id	PA-00000005
Project	Coop
Project Type	Production
Allocation Start	4/30/2021
Allocation End	5/6/2021
Allocation Percent	80%
Allocation City	Marietta
Allocation Country	United States
Resource Allocated	Rashed Chowdhury
Project Role	Associate
Allocation	150

Outlines the assignment of a resource to a project, detailing the role, location, duration, and percentage of time committed

## PMO Checklist

Project Managers list of feature groups

## Under Analysis: Requirement Plans


**Requirement Plan**  
**RP - 00003**

Requirement Plan Name	Classification	Complexity	Document Type	Knowledge Areas
2020 RMS	Stakeholder Requirements	High	PR - Product Roadmap	5 - Requirement Management

Related

Details

Requirement Plan Id	RP - 00003	Status	Plan
Requirement Plan Name	2020 RMS	Source	Marketing
Description	KEY INITIATIVES Move remaining KERS03 Diver Models. Run the following in parallel: - NaSalesDetail - RetailProf - EndUseLiability - EndUserClaims - SpiffPayments2010 Upon verification, turn off KERS03 Upon verification, turn off KERS08	Priority	Medium

Project value proposition is explained in the Project Origination section

User Acceptance Test Case Id  
UAT - Coop - 2020 - Q1

Represents the corresponding user test scenario for validating the 2020 RMS requirement implementation

Detailed key initiatives and modules to be migrated or implemented (e.g., NaSalesDetail, RetailProf, EndUseClaims)

## Stakeholder Analysis: *Identify and manage key project stakeholders*

## Risk Management Plans

Risk Id	Risk	Risk Score	Target Date	Risk Classification
RI-00004	Cost will increase with time spent after project dead line.	9		<span style="color: red;">▲</span> High Risk

Related	Details
---------	---------

1. Risk Overview

**Risk**

For example: Budget cuts may reduce staff, affecting project scope and schedule

**Risk**

Cost will increase with time spent after project dead line.

**Risk Classification**

High Risk

**Risk Category**

Operational

**Risk Score**

9

**Date Raised**

8/24/2020

**Owner**

Rashed Chowdhury

**Opportunity**

Streamline SOW

**Value**

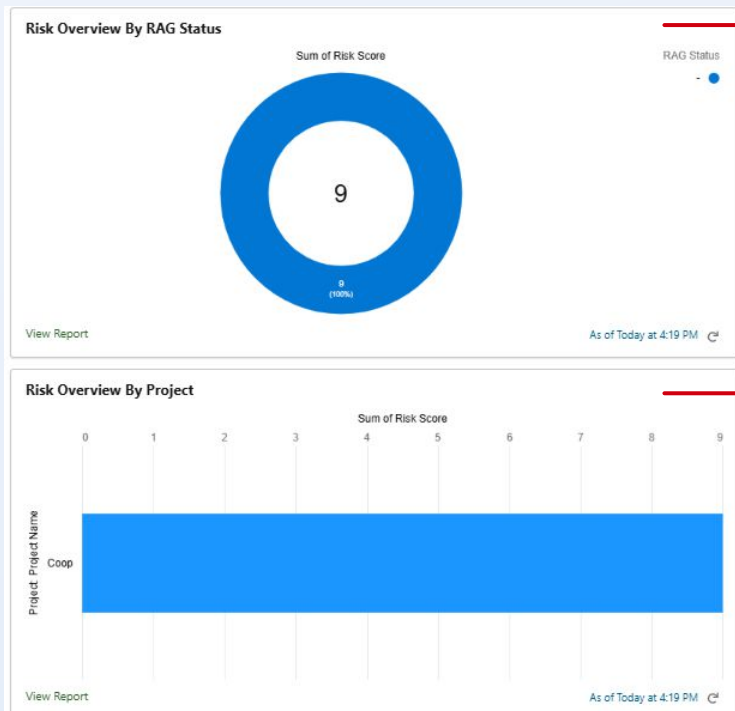
Critical Impact

Exclude from Daily Digest

Include in Weekly Status Report

Outline and mitigate potential project risks

Related improvement opportunity



Indicates the issue is logged but not yet resolved

Carries the risk burden (score of 9)

**Costs:** Track and manage project budget and spending

5. Actions and Mitigation	
Tolerance Link	Risk Response
Time	Add additional SOW per MSA
Mitigation Plan	Action
reset expectation, secure stakeholder authorization and steering team approval.	2021-Q2-PMO Flow Work Test-Costs
Alternative	Assigned To
Deploy internal team	Resolution Status
	In Progress

Linked to a test cost control task; status: In Progress



## Under Agile Development: Product Backlog

**Product Backlog**  
**Coop PB - 2020 - Q2**

Related	Details
Product Backlog Id PBI-00001	Owner Rashed Chowdhury
Product Backlog Name Coop PB - 2020 - Q2	Business Priority High
Project Coop	Technical Priority High
Epic	Estimated Cost Medium
Feature - Coop Commission - Rollup calculation	Sprint Schedule Sprint 1 - 2020- Q1
User Story This is a place for user story	
UAT Case	
System Test Case Oracle Test SIT 2	

Organize and prioritize development tasks

Each PBI links to UAT and system test cases, ensuring validation and traceability across Development and QA

Define effort and resources for tasks

Plan and track sprint timelines and goals

Validate the solution meets end-user needs

Test system functionality and performance

## Under Operations: iTravel

Details PMO Analysis Agile Development **Operation** Deliverables Chatter

**iTravel** Expense Management Asset Management Resources

**iTravels (0)** New Change Owner

Expense Id Expense Management a0V6g000002Ex5x	Company SalesHub, LLC
Classification	Project Coop
Receipt Required <input checked="" type="checkbox"/>	Accommodation Provided <input checked="" type="checkbox"/>
Payment Mode Cash	Food Bills Submitted <input checked="" type="checkbox"/>
Status Approved	Owner Rashed Chowdhury
Verified No	Region North America
Comment	
Tax Percentage	
Approval Date	
Payment Date	
Total Amount with Tax \$12.00	
Days Since Submission 1,914	

Manage travel requests, approvals, and reimbursements

Track, categorize, and approve employee expenses

approves project-related expenses

Displays internal financial details, showing the eligible reimbursable amount and pending wire transfer

Financial indicators like tax percentage, approval/payment dates, and submission aging support compliance and auditing



## Asset Management

**Asset Management**  
**A - 00002**

Asset Name	Asset Type	Asset Serial Number	Assigned To	Condition	Location
IBM Laptop	Equipment	3,213,213,213	Rashed Chowdhury	Good	Atlanta GA

Monitor and manage physical and digital assets

Related

Details

Asset Id ⓘ

A - 00002

Asset Management Name

Company Desktop

Asset Name ⓘ

IBM Laptop

Asset Description ⓘ

IBM Laptop

Condition ⓘ

Good

End Date ⓘ

5/30/2021

Owner

Rashed Chowdhury

Assigned To ⓘ

Rashed Chowdhury

Location ⓘ

Atlanta GA

Project ⓘ

Coop

Status ⓘ

Active

Physical site where the asset is based

Operational state

Specifications

Asset Serial Number ⓘ

3,213,213,213

Vendor ⓘ

IBM

Year Make ⓘ

2,020

Model Name ⓘ

Lenovo

Asset Type ⓘ

Equipment

SKU ⓘ

Manufacturer/supplier of the asset

Stock keeping unit code for inventory management

Financials

Purchase Date ⓘ

4/16/2020

Purchase Price ⓘ

\$25,000.00

Current Value ⓘ

\$20,000.00

Expected Life ⓘ

5

Bank Loan ⓘ

No

Ownership ⓘ

Leases

Monthly Depreciation ⓘ

\$500.00

Annual Depreciation ⓘ

\$6,000.00

Month to Replace ⓘ

5

Indicates if acquired through loan (Yes/No)

Present depreciated value of the asset

Total estimated useful years

Fixed depreciation applied to asset value

Scheduled replacement month in lifecycle

Warranty

Warranty Start Date ⓘ

4/1/2020

Warranty End Date ⓘ

12/31/2020

Warranty ⓘ

☒

Warranty Claim Date ⓘ

4/15/2020

Warranty Claim ⓘ

☒

Warranty Expired ⓘ

☐

Created By

Rashed Chowdhury, 4/16/2020, 9:42 AM

Last Modified By

Rashed Chowdhury, 4/16/2020, 9:42 AM

Indicates if a claim has been submitted (Yes/No)

**Resources:** *Oversee resource availability, assignments, and utilization*

## ● Project Summary

*Categorized view of all active and inactive projects grouped by department or function*

PMO PMO PMO Dashboard PMO Checklists Project Allocations Project Milestones Projects Projects Summary Project Financials Project Stage Mappings Project Charters \* Company Desktop

Projects Summary

	Indicates the current lifecycle phase of the project		Total time logged in hours since project initiation		
Projects	Name	Stage	Entered Time	Estimated Time	Active
Capital Investment	Start it Georgia	Requirements & Detail Planning	1233	0	<input type="checkbox"/>
Linda's new library	Office Refurbishment		50	0	<input type="checkbox"/>
Trac Anything	Brownbag Lunch Tech Series	Requirements & Detail Planning		0	<input type="checkbox"/>
Customer Onboarding	Test	Project Origination		0	<input type="checkbox"/>
NPS Survey	New Project Trac Anything	Project Origination		15	<input type="checkbox"/>
IT	MagicRobot	Solution Development & Testing	4	0	<input type="checkbox"/>
Marketing	Merge Fields are not working Issue	Conception Design	500	0	<input type="checkbox"/>
Other	Test3		120	0	<input type="checkbox"/>
Professional Services	Test2	Project Origination	600	0	<input type="checkbox"/>
Dragon Voice Recognition Software Training	Test	Project Origination		0	<input type="checkbox"/>
Este Lauder Service Cloud	Test Project	Project Origination		0	<input type="checkbox"/>
Coop					
SF Market					
test30					
TracAnything Demo 1					
Sales					

**This feature provides a centralized view to track project health, status, and lifecycle stage across departments**