

MS Project Upload Overview

How do you save massive amounts of time, while helping your project run on time and on budget? Upload your MS Project Schedule to Projxs.

As a user of MS Project, you may have wanted a straightforward way to share your schedule with the entire team, to make sure everyone has the latest information and to allow users to indicate their work is complete without having to make contact. Projxs will do that.

Your users will:

- work from a common, up-to-date schedule
- process completions and approvals worldwide from the Internet
- view real time schedule and budget status information from the project dashboard
- share documents, drawings, pictures and meeting notes

Projxs will:

- automatically release tasks and approvals with Smart Release
- route approvals for any task prior to allowing completion
- instantly generate email alerts and notifications
- stop the project pending completion of key tasks

The screenshot displays the Microsoft Project interface for a project titled "Software Development". The main window shows a task list with columns for Task Name, Finish, Resource Names, and a Gantt chart. The task list includes:

Task ID	Task Name	Finish	Resource Names
1	Scope	Fri 10/6/06	
2	Determine project scope	Mon 10/2/06	Management
3	Secure project sponsorship	Tue 10/3/06	Management
4	Define preliminary resources	Wed 10/4/06	Project Manager
5	Secure core resources		
6	Scope complete		
7	Analysis/Software Requirements		
8	Conduct needs analysis		
9	Draft preliminary software specification		
10	Develop preliminary budget		
11	Review software specifications/budget with stakeholders		
12	Incorporate feedback on software specifications/budget		
13	Develop delivery timeline		
14	Obtain approvals to proceed (concept, timeline, budget)		
15	Secure required resources		
16	Analysis complete		
17	Design		
18	Review preliminary software specifications		







The detailed task view for "Scope" shows the following tasks and their assigned resources:

Date	Description	Assigned To	Complete
10/6/2006	Scope	Project Manager	<input type="checkbox"/>
10/2/2006	Determine project scope	Manny Manager	<input type="checkbox"/>
10/3/2006	Secure project sponsorship	Manny Manager	<input type="checkbox"/>
10/4/2006	Define preliminary resources	Project Manager	<input type="checkbox"/>
10/6/2006	Secure core resources	Project Manager	<input type="checkbox"/>
10/6/2006	Scope complete	Project Manager	<input checked="" type="checkbox"/>
10/26/2006	Analysis/Software Requirements	Project Manager	<input type="checkbox"/>
10/13/2006	Conduct needs analysis	Systems Analyst	<input type="checkbox"/>
10/18/2006	Draft preliminary software specification	Systems Analyst	<input type="checkbox"/>
10/20/2006	Develop preliminary budget	Project Manager	<input type="checkbox"/>
10/20/2006	Review software specifications/budget with stakeholders	Project Manager	<input type="checkbox"/>
10/23/2006	Incorporate feedback on software specifications/budget	Systems Analyst	<input type="checkbox"/>
10/24/2006	Develop delivery timeline	Project Manager	<input type="checkbox"/>
10/25/2006	Obtain approvals to proceed (concept, timeline, budget)	Manny Manager	<input type="checkbox"/>
10/26/2006	Secure required resources	Project Manager	<input type="checkbox"/>
10/26/2006	Analysis complete	Project Manager	<input checked="" type="checkbox"/>
11/15/2006	Design	Project Manager	<input type="checkbox"/>
10/30/2006	Review preliminary software specifications	Systems Analyst	<input type="checkbox"/>

The MS Project above was uploaded into Projxs.

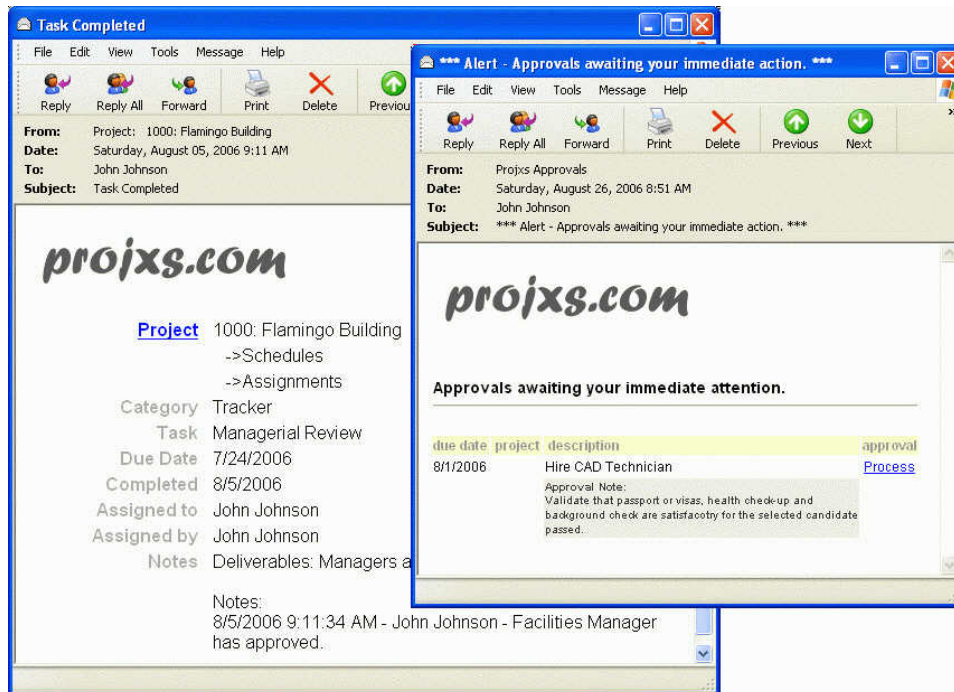
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Smart Release, the powerful technology that automatically releases tasks, groups of tasks and approvals at the right time, controls all schedules. The responsible party is then notified that the task or approval is awaiting their action. Smart Release works on the principle that tasks and approvals are either released together with their predecessor or after all predecessors are complete. A task cannot be completed or an approval processed until it is released. This simple concept provides exceptional project control, basically stopping the project until the tasks and approvals you deem critical are completed in order.

	Released, ready to complete.
	Scheduled, not released.
	Completed.
	Completed, can be reset.
	Waiting for children to be completed.
	Waiting for approvals.
1/7/2007	Task is on schedule or completed.
7/24/2006	Task is late.

Status indicators highlight issues and point to work awaiting action.

Email Alerts are sent at appropriate times to notify users of released, changed or overdue tasks and approvals.



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How do you upload your MS Project Schedule? Once you have created the schedule in MS Project, you can easily upload it to Projxs and gain the benefits of Internet collaboration. The steps are:

- Save the MS Project to an Access Database.
- Upload the Access Database to a Projxs File Folder.
- Map the MS Project Resources to Project Users.
- Load the MS Project schedule into Projxs.

ms project schedule upload

Add tasks

MS Project Database: Software Development

MS Project: Software Development - 1

Assigned By: Project Manager

Project: Select a Project

Category: Software Development

Project User: Systems Analyst

Map to resources

Resource	Project User
Analyst	<input type="checkbox"/> Systems Analyst
Deployment Team	<input type="checkbox"/> Deployment Team
Developer	<input type="checkbox"/> Dee Developer
Management	<input type="checkbox"/> Manny Manager
Project Manager	<input type="checkbox"/> Project Manager
Technical Communicators	<input type="checkbox"/> Tech Communicator
Testers	<input type="checkbox"/> Tess Tester
Trainers	<input type="checkbox"/> Terry Trainer

Upload MS Project **Return to tasks**

Map the MS Project details to Projxs, and click on the Upload MS Project Button.