

## Quick guide to project creation

Projects are created either in Management or Project manager > Project Creation. A project always includes at least 1 project part and 1 activity.

### 1 Create project

PM/ Man >Project creation > White paper icon for new project

Fill in the project card:

- Select client
- Write project name
- If necessary, select location, project department, A, B and C grouping
- Select PM (only in the Management module)
- Select Project part and hereby billing method

Fill in the project part card with

- Project part name
- Agreement/price estimate, if relevant
- Contract status, S, T, U and V grouping, if relevant
- PM, if relevant
- TPI for project parts according to fixed price and hourly rate with price cap

Finish by clicking Save (the floppy disk icon)

### 2 Generate Project Number

Press the button [Generate project number] > answer [OK] > [Yes]

- You will be taken to the planning interface automatically, and you will be able to create an activity plan

### 3 Create activity plan

- In Planning > right click project part > Add activity



### 4 Man the activities

- Planning > right click the activity > Add employee

### 5 Create a new project part in an existing project

Project parts agreements > right click > create new project part

Fill in the project part card with

- Project part name
- Enter agreement/price estimate, if necessary
- Select contract status, S, T, U and V grouping, if necessary
- Select PM, if necessary
- Enter TPI for project parts according to fixed price and hourly rate with price cap
- Finish by clicking Save (the floppy disk icon)
- Go to Planning> right click the project part > add activity

### 6 Find the project card

Planning/Project parts agreements > right click > Project card

### 7 Find the project part card

Planning/Project parts agreements > right click > Project part card