



Concepts Manual

Version 3.0

bijingo! *Informal.* (an exclamation used to emphasise the truth or importance of a foregoing statement, or to express astonishment, approval, etc.): *I know you can do it, bijingo!*

Concepts Manual

Bijingo Pty Ltd
Melbourne, Victoria

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The example organisations, users and projects depicted herein are fictitious. No association with any real company, users or projects should be inferred.

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1. About Bijingo

1.1 What is it?

Bijingo is an internet/intranet deployed browser based application which has been designed to be an easy to use live collaborative tool for all work within an organisation. By applying the disciplines of Project Management to work flow, an organisation can increase productivity, standardise processes, improve governance, increase transparency and improve reporting.

Bijingo provides Project Management functionality based on the PMBOK framework and may be structured to support mainstream methodologies such as PRINCE2 or a client's own methodology. The primary objective is to provide a centralised information repository for project information with functionality to help process task, issues/risk status and forecasting. It provides the ability to form templates for common project information and facilitates timesheet and cost management. Bijingo integrates with mainstream planning tools such as Microsoft Project to allow planning within those specialised tools initially or through a formal replan process.

Bijingo is differentiated from more traditional Project Management applications such as Microsoft Project by providing more extensive tracking and communication functions in a more readily accessible and simple to use format. It provides secure controlled access to information and provides a desktop format appropriate to the user type.

1.2 What isn't it?

Bijingo is not a mainstream planning tool. Whilst it provides the basic planning functions such as the ability to create tasks, modify dependencies etc, it is designed as a management information system. The focus is on tracking progress, providing forecasts and facilitating the management and reporting of projects. For larger projects it assumes a detailed plan will be imported and that once underway, the project will run within the overall bounds of the initial plan. Where a project varies considerably from the initial plan a Replan process is recommended whereby data can be exported and then reimported into Bijingo.

Bijingo helps to enable good Project Management practice. It relies on sound processes and a reasonable level of Project Management knowledge and maturity within an organisation. It relies on good planning and a level of discipline in regularly updating the tool.

1.3 User roles

The type of user and level of access to information will depend on the permissions assigned to the user via the administrator and the rights assigned to them in the Program, Resource and Timesheet management structures.

Team Member

Project Team members are assumed to be those working on projects but not responsible for their overall management. They provide the update information at the lowest level of detail, that is task and issues. They are provided with an easy to use interface, giving them access to detailed information such as task assignments, documents, a 'To Do' list as well as the ability to provide feedback to managers and other team members on how they are tracking to task deadlines, budgets, risks and raise any issues that occur whilst performing the assigned work.

Project Manager

Project Managers have access to a full suite of easy to use Project Management features held within their own interface. Bijingo also provides the ability to standardise reporting and business processes such as project approvals. This means that Project Managers can focus on planning and executing packages of work whilst developing processes that create team discipline and accountability through the initiation, authorisation, execution and finalisation phases surrounding a body of work. Project Managers can be assigned Administration rights which give them ability to manage users, codes and structures.

Resource Manager

Resource Managers have a tool which allows them to easily locate under and over allocated resources across the resource pool. From the Resource Centre they can perform resource levelling activities to ensure that an organisation maximises its resource investment.

Timesheet Manager

Timesheet Management and Approval, when enabled, ensures work recorded against tasks is recorded and approved before being exported to an external system.

Administrator

Similar in concept to a database administrator, the Administrator's role is to manage the configuration of Bijingo, manage users, customised code fields, workflow, logs and system tasks. The administrator is expected to have a working knowledge of the organisation's Project Management information coding structures as well as user's roles and responsibilities.

Senior Executives

Through a number of reporting and forecasting mechanisms which relate to areas such as financials, risks, issues, status and resourcing, Executives can be kept informed in real time on the performance of work that directly impacts their business division or resource base. Executives/Stakeholders can also provide live feedback and approvals directly to the owner of the body of work or project. Executives can use the tool directly or via a Project Office on their behalf.

Clients

Bijingo has been designed to enable clients to be able to view certain project information. Client access is an advanced function and is not covered in these manuals. For more information refer to your Bijingo account manager.

1.4 Support documentation structure

This manual is one component of a broader suite of support manuals for Bijingo. The suite of support documentation comprises:

- Concepts manual (this document)
- Team member manual
- Structures and Coding manual
- IRC manual
- Project Manager manual
- Resource Management manual
- Timesheet Management and Approvals manual
- Organisation Administrator manual
- System Administrator manual
- Senior executive manual
- Reporting manual
- Release notes (showing differences between versions)
- Other specifications (not published externally)

The above documentation structure allows structuring around user types, eg:

- Team member gets Concept manual and Team member manual
- Senior Executive gets Concept manual, Senior Executive manual and Reporting manual. Depending on level of implementation and whether Issues, Risks and Changes are managed at the organisational level they may also get the IRC manual.

- Project Manager gets Concept manual, Project Manager manual, IRC manual, Reporting manual and an overview of the Coding & Reporting structures specific to an organisation (customised document by organisation)
- Administrator would require all manuals and would likely author an organisation specific Coding & Reporting structures manual and general guide for users.

1.5 Level of Implementation

Bijingo, like most software applications has functionality built for “typical” projects in a “typical” organisation. In addition to structuring Bijingo in terms of workflow, coding and the like, organisations will decide during the implementation process what functionality they will use. Low Project Management maturity level organisation it may be decided not to utilise timesheet functions for example, others may not wish to use the Project approval process. The manuals contain guides to all functionality but it is recognised some organisations will choose not to implement some functions, in such cases those sections of the manual should be ignored.

It is also likely that some organisations may choose over time to progressively enable additional functionality. In such cases a change document could be prepared referencing only those additional functions.

For information on installing and configuring Bijingo, please use the Bijingo Administrators manual or discuss with your Bijingo account manager.

1.6 Benefits of using Bijingo

Bijingo provides a central, secure, controlled and easily accessed project information system. Benefits include:

- Visible and standardised management system thereby providing an easy to use platform to gain proactive rather than reactive management.
- Transparency and visibility on all elements of work and projects. Teams, management and executives will be able to ‘see’ what is going on.
- Effective live reporting and communication capability on any data that is captured.
- Real time forecasting of time, cost, risk, issues and resource utilisation.
- Automated alerts and visual indicators for early warning of delays
- Helps with the adherence of users to a consistent organisational management methodology.
- Timesheeting data for HR systems
- Bijingo will ultimately provide greater internal audit and control capability for organisations.

2. Bijingo Conventions

Bijingo has a series of conventions which are designed to make using the application consistent and intuitive. With Bijingo, each standard page works in the same way, with the Menu to the Left and the Work Page to the Right. A consistent Icon set and list framework have been employed throughout the application, making Bijingo easy to learn and use.

2.1 The Bijingo Home Page

The majority of Bijingo pages function using the following page framework, a Team Member login has been used for the example.

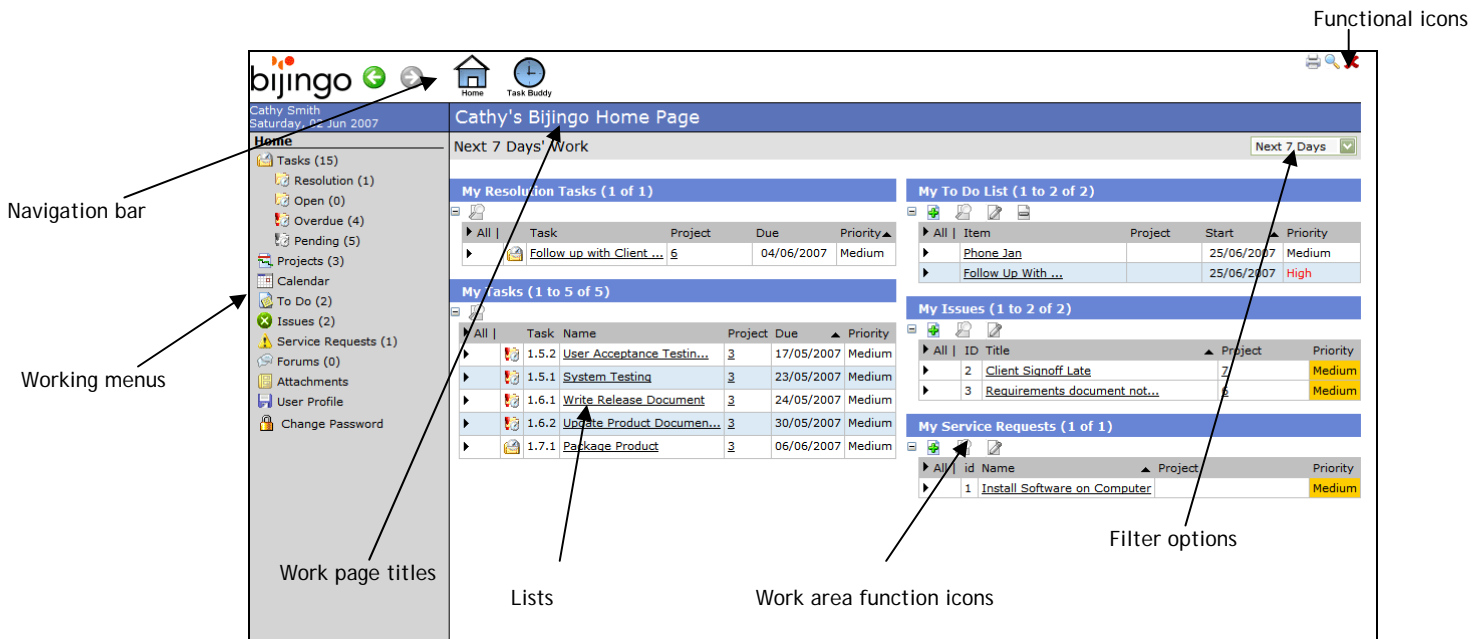


Figure 1: Bijingo Page Layout

a. Navigation Bar & Functional Icons

The Navigation Bar contains Bijingo's main navigation icons, including Home, Preference, Task Buddy and Timesheets for the Team Member. The icon set increases for the Project Manager or Project Administration logs in including Projects, IRC Centre, Report Centre, Organisation, Clients and Templates.

The Navigation Functional Icons can be found at the top right hand side of most screens in Bijingo. These include navigation, printing and logout functions. A description for each is included in the table below.

b. Navigation Bar Sets

The icon set changes depending on the type of user logged in and hence permissions.



Figure 2: Example Team Member Navigation Bar

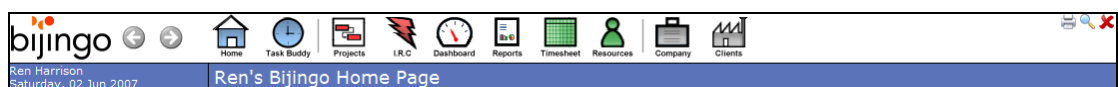













Figure 3: Example Project Manager Navigation Bar

The following icons make up the function icon set on the Navigation Bar.

Icon	Function
	Previous Page
	Next Page
	Home
	Task Buddy
	Project Management
	Dashboard
	I.R.C. (Issue Risks & Change)
	Report Centre
	Timesheet Management
	Resource Management
	My Company
	Client
	Print the current page
	Search
	Logout out of Bijingo
	Help

c. Working Menus

Menus are displayed on the left hand side of Bijingo, they list sub components and options when a selection is made from the Navigation Bar. For example, if a user selects Home from the Navigation Bar, the Home menu, which includes Tasks, Projects, Calendar, To Do, Issues, Discussions and Documents menu options are displayed.

Menus are customised to the organisation in respect to reporting.

d. Work Page area & Work page title

The Work Page area, being the large area beneath the Navigation Bar and to the Right of the Menu, is the main work area of Bijingo. Lists and reports are displayed in this area. The Work Page Title reflects details of the current contents of the Work Page area.

e. Status Bar







Action and Error messages are displayed in the Status Bar. These messages are a useful navigation aid as a user works with Bijingo.

2.2 The Bijingo Work Area Function Icons

Work Area Function Icons are always found at the top left hand corner of the Work Page, List or Section where they are applicable or when viewing an item's details.

Generally, users will select an item (if applicable) and then click on the appropriate Work Area Function Icon. For example, to edit an item, select that item and then click on the Edit icon. The Edit screen will then open in the Work Page.

A description of some of the more common Work Area Functions are given in the table below.

Icon	Function
	View selected item
	Edit selected item
	Add new item
	Delete selected item
	Create Template
	Reschedule project

2.3 The Bijingo Work Area Lists

Dynamic Lists are used throughout the Bijingo application and make it easier to work with record sets. By default, lists are paged which reduces the requirement to scroll up and down the screen and reduces the risk that information will be missed. Lists can be sorted and filtered using the column headings and the Filter function.

Task List Project: Test Project (1)

Tasks (1 to 15 of 28)

Search functions

Search: Task Date: to Group: 1 to 28

Status: Not Complete Priority: All Comp: <= 100 % Submit Reset

All	Outline	Task	Priority	Comp	Status	Start Date	Due Date	Planned	Actual	Remaining
▶	1	Analysis Phase	Medium	8.75 %	Open	03/04/2006	06/04/2006	56	8	48
▶	1.1	Interview Client	Medium	0 %	Pending	03/04/2006	05/04/2006	24	0	24
▶	1.2	Write Requirements Document	Medium	35 %	Open	03/04/2006	06/04/2006	32	8	24
▶	1.3	Signoff Requirements Document	Medium	0 %	Open	06/04/2006	06/04/2006	0	0	0
▶	2	Functional Design Phase	Medium	0 %	Pending	07/04/2006	20/04/2006	128	0	128
▶	2.1	Write Functional Design	Medium	0 %	Pending	07/04/2006	19/04/2006	112	0	112
▶	2.2	Review Functional Design	Medium	0 %	Pending	20/04/2006	20/04/2006	16	0	16
▶	2.3	Signoff Functional Design	Medium	0 %	Pending	20/04/2006	20/04/2006	0	0	0
▶	3	Technical Design Phase	Medium	0 %	Pending	21/04/2006	28/04/2006	88	0	88
▶	3.1	Write Technical Design	Medium	0 %	Pending	21/04/2006	27/04/2006	64	0	64
▶	3.2	Review Technical Design	Medium	0 %	Pending	28/04/2006	28/04/2006	24	0	24
▶	3.3	Signoff Technical Design	Medium	0 %	Pending	28/04/2006	28/04/2006	0	0	0
▶	4	Development Phase	Medium	0 %	Pending	01/05/2006	19/05/2006	240	0	240
▶	4.1	Unit Development	Medium	0 %	Pending	01/05/2006	10/05/2006	128	0	128
▶	4.2	Unit Testing	Medium	0 %	Pending	11/05/2006	12/05/2006	32	0	32

Page 1 of 2 Show All Next > Last >

Figure 4: Components of a List

a. List Title and Record Indicator

Each List has a title which identifies the contents of the list. The record indicator is represented as a series of numbers in brackets, as in Figure 4 eg. (16 to 30 of 32) next to the List Title. The record indicator allows a user to see which records are currently being listed, eg in figure 4, 16 to 30 records are currently listed, 32 being the total number of records in the set.

b. List Related ICONS (Work Area Function Icons)

List Icons are Work Area Function Icons represent the actions that can be preformed within the list. Icons can only be selected when they are enabled. When items within the list are selected, various icons may or may not be enabled.

Other icons such as; View, Edit and Delete, are enabled when a single item is selected. Furthermore, some icons may become disabled when selecting more than one item on the list. For example, when selecting more than one item, the Edit and View button are disabled and only the Delete button is enabled. Therefore, a user can only view and edit one record at a time, but it is possible to delete multiple records.

c. Hide / Show

The Hide and Show buttons allow a user to minimise and maximise the list. Click on the Hide button hides the contents of the list, but not the List Title. When a list is minimised, the Show Details button is displayed. By clicking on the Show Details button, the list is again displayed.

d. Record Selector

When clicking on the Record Selector Icon, adjacent to each record, this selects that record including all hidden information relating to that record. To deselect the record, click on the icon again. Clicking anywhere within the record set, except for on record link, will also allow a user to select or deselect a record. If required, select multiple records by holding down the Control key while clicking on record selectors or within the record lines.

e. Select & Deselect All Records

In the top left hand corner of the list is the Select / Deselect all Icon. To select all records click on this icon, to deselect all the records, click on this icon a second time.

f. Record Links

Items which are underlined within the list are direct links to that item's detail page. For example, if a project is underlined in the list clicking in its link will take a user directly to the project's detail page.

g. Column Headings & Sort Marker (Sorting the List)

The Column Headings with the lists are dynamic, clicking on them sorts the records within the list by that column. For example, by clicking on the Item column heading, the list is sorted in alphabetical order by item description. Click on the Start column heading, the list is sorted in date order by start date. Clicking on a heading a second time will order the list in descending order.

Note: A solid triangle, the sort marker, is placed next to the column heading when sorted. The Sort Marker points either up or down, indicating that the sort is either in ascending or descending order.

h. Record Filter

Some Lists may have a pre defined record filter, which filters (hides non conforming) records within the list by a predefined status. For example, the default record filter on a list may be to list all open items. To view closed items, select the Closed filter option from the Record Filter drop menu.

i. Navigation Buttons

The Navigation Buttons at the bottom right and left hand corner of the list only appear if the list is longer than can be displayed on a single screen. Users can move forward or backward one page at a time, or move directly to the First or Last record within the list.

Note: The Page Number and the Record Indicator located next the List Title will change as a user scrolls through the record set.



Tip

Next to the Page Number is the Show All link, which displays the entire list on a single page.

j. List Search Function

The List Search Function is a very useful tool when working with lists to filter all the items within the list based on a pre-defined search criteria.

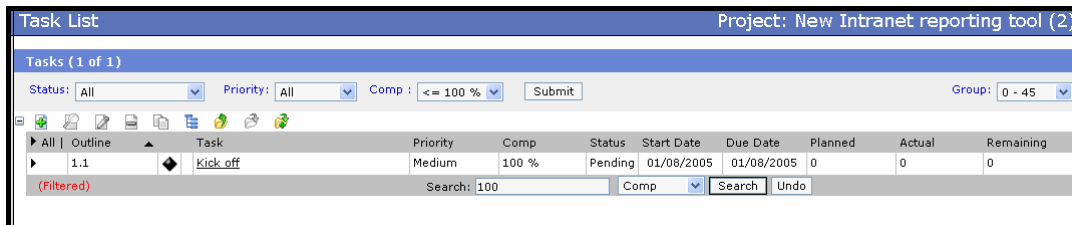


Figure 5: Example list search function

1. Enter a string into the Search field.
2. Select the field to search on from the Field Selector. For example, to search on Project or Code, select either of those fields from the Field Selector.
3. Click on the Search button to execute the search. The list is now filtered, and the Record Indicator displays the number of results.

3. Logging into Bijingo

3.1 Accessing Bijingo

Bijingo is a web application so it uses an Internet Browser. The recommended browser for Bijingo is Microsoft's Internet Explorer, if other browsers are proposed please discuss with the Bijingo account manager. During the installation of Bijingo, the organisation will set up a web or intranet server which users will need to be able to access through their network. The administrator will supply users with the organisation's Bijingo URL, which may look like `www.myorg.com/Bijingo` or `Bijingo.myorg.com`.



Figure 6: Enter the Bijingo URL in the browser

To start Bijingo, open the web browser and enter the organisation's Bijingo's URL in the address bar and click go (or press the Enter key). The Bijingo Login form will open in the browser window.



Tip

Bookmark Bijingo URL in Favourites or create a Desktop icon so that there is no need to re-type the URL address each time you use Bijingo.

3.2 Logging into Bijingo

Logging in allows Bijingo to determine user privileges and access to information. By providing a secure password login process, Bijingo protects a user's project information and timesheet information from unauthorised users.



Figure 7: Bijingo Login Screen

Bijingo 3.0

1. To Login, enter the assigned username and password combination. Administrators manage user's username, initial password and access rights.
2. Click on the Log In button to submit the log in request. If successful, Bijingo will open in the browser.



Tip

Username and password combinations are case sensitive. It is also, good practice to change the password the first time a user has logged in and then on a regular basis.

3.3 Forgotten password

If a password has been forgotten, enter the Username and click on the Forgotten Password button on the Log on Screen. A new password will be sent to the user via their email account.

Contact the Bijingo Administrator if the Forgotten Password button is not displayed or if the user does not receive an email. Normal organisational security scrutiny should be exercised by the Bijingo Administrator before resetting passwords or giving verbal information.

3.4 Version number

To determine the Bijingo version installed, hover over the Bijingo icon on the Login Screen with the mouse. Bijingo's version number will then be displayed. For an upgrade to Bijingo contact your Bijingo account representative.