

Welcome

Protocol, the virtual project room.

This brief tour will help you visualise Protocol and how best to take advantage of its benefits.

Protocol helps you to utilise the power of project management



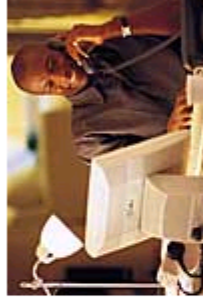
Overview



Projects

Open any of your existing projects to share information with other project members.

[Open a project](#) [Open a portfolio](#)



Communication

Talk is a forum where you can participate in group discussions. Read about what's going on in this portal in the latest news. Or open your inbox to view your e-mails.

[Open a discussion forum](#) [Read news](#)
[E-mail](#)



Directory

Go to the address book to look up personnel contact details.

[Address book](#)



Library

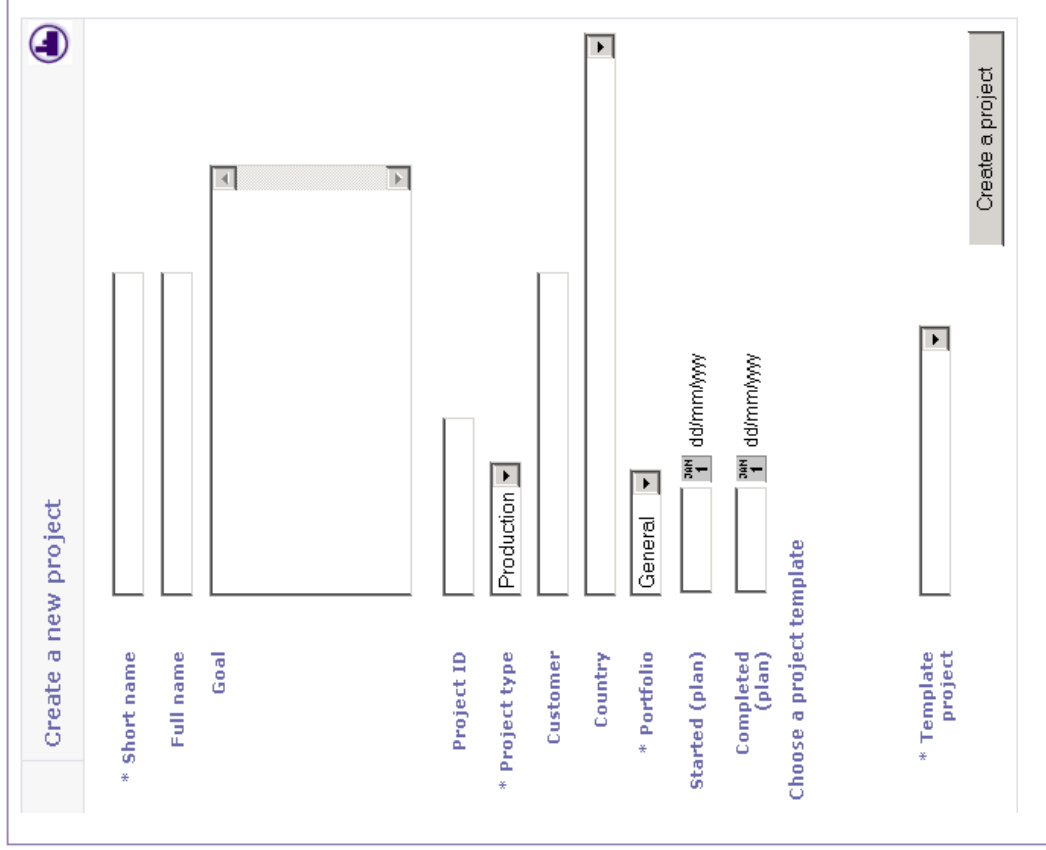
Go to the library to access public documentation. The library also contains useful links to other sites.

[Open library](#)

Protocol features allow you to review and share documents, arrange meetings, assign responsibilities, control risks, manage budgets and monitor progress.

Project start up time is reduced by the use of pre-defined templates and these templates can be further customised to meet the project's individual needs.

Creating a Project



The screenshot shows a web form titled "Create a new project" with a blue header bar containing a home icon. The form is organized into several sections:

- * Short name**: A single-line text input field.
- Full name**: A single-line text input field.
- Goal**: A large, multi-line text area for describing the project's objective.
- Project ID**: A single-line text input field.
- * Project type**: A dropdown menu with "Production" selected.
- Customer**: A single-line text input field.
- Country**: A long, narrow dropdown menu.
- * Portfolio**: A dropdown menu with "General" selected.
- Started (plan)**: A date input field with a calendar icon and the format "dd/mm/yyyy".
- Completed (plan)**: A date input field with a calendar icon and the format "dd/mm/yyyy".
- Choose a project template**: A section with a dropdown menu.
- * Template project**: A dropdown menu.


A "Create a project" button is located at the bottom right of the form.

The virtual project room is a storage facility for all project items.

You simply fill in the form and select a project template, which gets your project up and running.

Don't worry if you are not completely sure about your project details as you can update these at any time

Personnel

 **Add personnel to project**
Promote

Step 1 - Search for a specific person
You can use a "%" wildcard to search in text fields. For example entering "sm%" will find "Smith", "Smithson", "Smithe" etc.

Search by project person details

Last name	<input type="text"/>
First name	<input type="text"/>
E-mail	<input type="text"/>
Corporate ID	<input type="text"/>

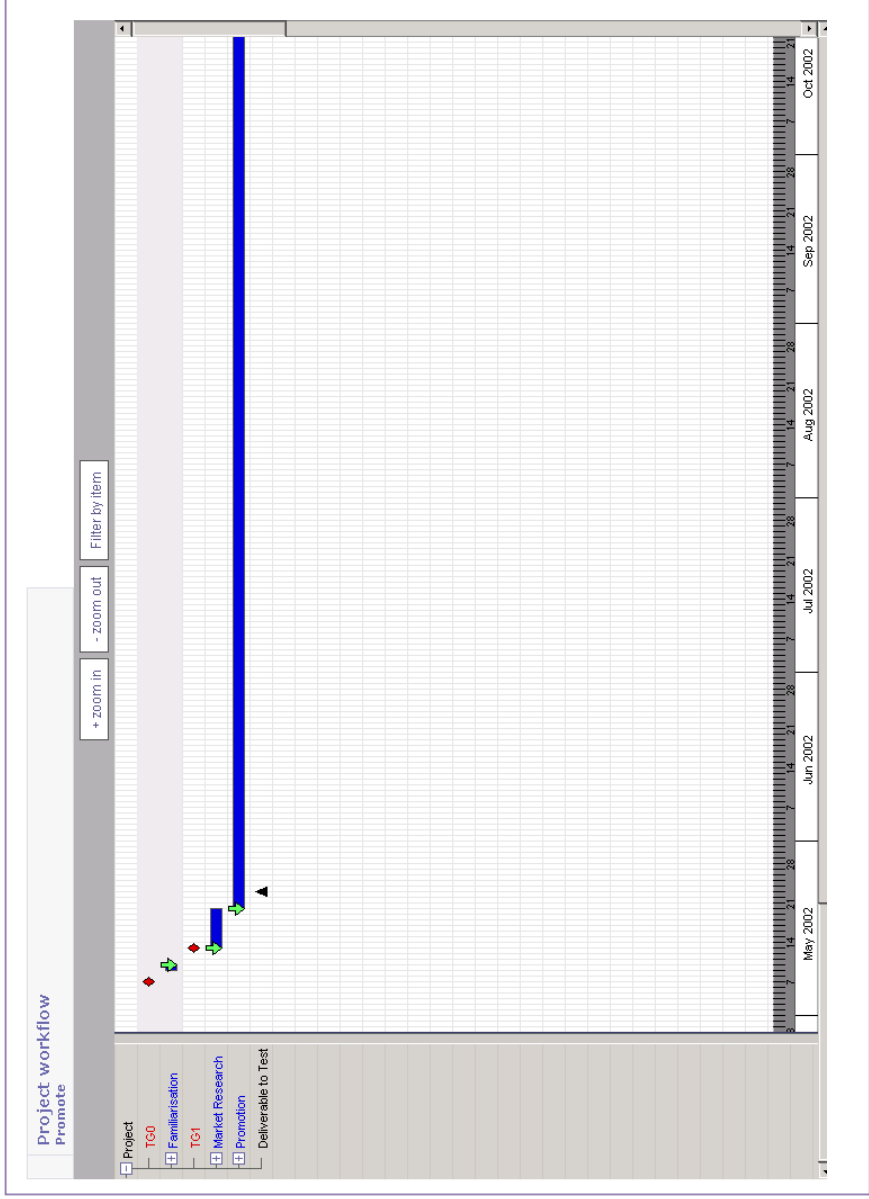
OR - Search for personnel by their E-mail address or Corporate ID.

Enter a list of E-mail addresses or Corporate IDs of the personnel you would like to add, one per line.

Description

You can invite anyone to join the project, inside or outside the organisation due to Protocol's web-based architecture. A project manager simply adds members and assigns their roles. The system then automatically sends them an invite. The new member clicks the embedded link in the email and joins the project --it's that easy!

Project Progress



Protocol shows project progress, decision points, phases, milestones, deliverables, and activities in a graphical plan called workflow, which allows the progress of each these items to be individually monitored.

All project items can be assigned to individual project members enabling them to be responsible for the item's progress.

Collaboration

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- Market
- Product
- Service
- Supply

Market
Project : A Promotion of VPR

- Communication Plan
- Customer Quotes
- Presentations
- Press Articles
- Website
- Calendar of Activities.doc 1 21Kb [Download]
- Calendar.xls 1 18Kb [Download]
- Other Marketing Avenues.doc 1 19Kb [Download]
- Proposal.doc 1 24Kb [Download]
- Prospect Focus.doc 1.1 19Kb [Download]
- Protocol Plan2.doc 1 33Kb [Download]
- SWOT.doc 1 46Kb [Download]
- VPR Key Benefits2.doc 1 121Kb [Download]
- VPR Survey 2002.doc 1 31Kb [Download]

Folder URL

Administration Project administrators
Rebecca L Benniston (CL)

Access rights All personnel with access to this project can view this folder

Notifications No notifications have been added for this folder

The library features allows for the sharing and storage of all project documentation and deliverables.

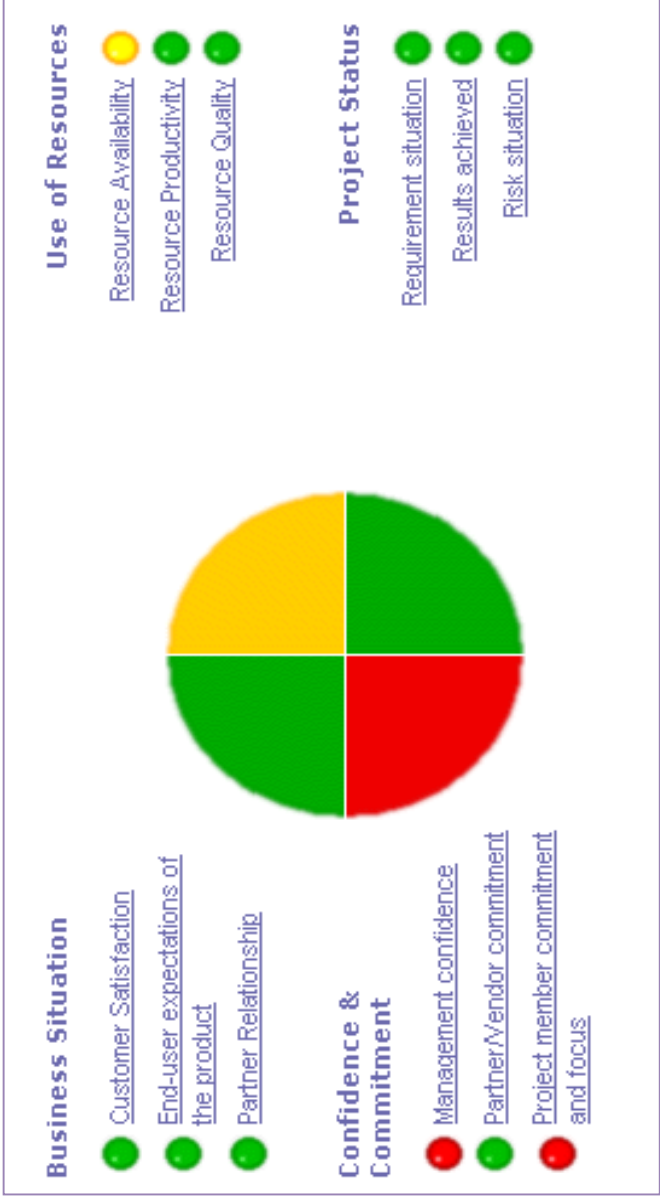
The library mechanism supports the storage of all standard file types and includes version control ensuring all information is relevant and up to date.

Communication



Protocol includes several communication mechanisms allowing the project team to interact effectively. The Talk feature is just one of these mechanisms and it allows all members to take part in online discussions, such as meetings or design reviews. This feature strengthens project cohesion amongst disparate teams.

The Scorecard



Scorecards provide a way to graphically represent the current and future situation of a project from perspectives other than the traditional "time and money" approach. To emphasise this a red, amber, green status is incorporated. This enables managers to gain a cohesive overall view of the project's "health" across projects and portfolios.

Protocol

Customisation

Project summary	<input checked="" type="checkbox"/>
Project scorecards	<input type="checkbox"/> *
Library	<input type="checkbox"/> *
Project functions	<input checked="" type="checkbox"/>
Role assignments	<input checked="" type="checkbox"/>
Teams	<input checked="" type="checkbox"/>
User groups	<input checked="" type="checkbox"/>
Phases	<input type="checkbox"/> *
Tollgates	<input checked="" type="checkbox"/>
Milestones	<input type="checkbox"/> *
Deliverables	<input type="checkbox"/> *
Activities	<input type="checkbox"/> *
Actions	<input checked="" type="checkbox"/>
Timesheets	<input checked="" type="checkbox"/>
Talk	<input type="checkbox"/> *
Newspapers	<input type="checkbox"/> *
Calendar	<input checked="" type="checkbox"/>
Meetings	<input checked="" type="checkbox"/>
Risks	<input type="checkbox"/> *
CRs	<input checked="" type="checkbox"/>
Test cases	<input checked="" type="checkbox"/>
Test results	<input checked="" type="checkbox"/>
TRs	<input checked="" type="checkbox"/>
Project roles	<input checked="" type="checkbox"/>
Budgets	<input checked="" type="checkbox"/>

Protocol is configurable allowing the system to be designed to meet an organisation's individual needs.

Individual templates can be created and project items can be excluded to provide a refined personalised view.

Reports

Generate new report
A Promotion of VPR

To produce a report:

- 1) Choose a category from the "Report Category" list
- 2) Choose a report from the "Report Name" list
- 3) Click the "Next" button

* **Report Category**

Milestones statistics:
* **Report Name**

Graph to show the number of days over the planned completion date milestones are completed.

Protocol's reporting feature allows standard and customisable reports to be run against any set of protocol objects. This feature enables consistent reporting across the portfolio providing project managers with a wealth of reports that identify the strengths and weaknesses of the project.

Thank you for gaining an overview of some of the
benefits of Protocol.

You are now welcome to complete our online form
and access a full working demonstration.

