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# *PM-Tool*

creating the plus

## User-Guide



Version 3.0

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**BHAK • BHAS**  
**GÄNSERNDORF**



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## Preface

This document has been drawn up for students at colleges for business administration. The following project management methods, which are necessary to implement projects, will be described.

These are:

- Project information
- Executive summary
- Project charter
- Project objectives
- Environmental analysis
- Project structure plan
- Gantt chart
- Organisation chart
- Function diagram
- Work package specification
- Milestone plan



# Training document for the use of the PM-tool at colleges for business administration

## 1. Starting the program

### Step 1:

Open the website: <http://pm-tool.com/xoFW/>

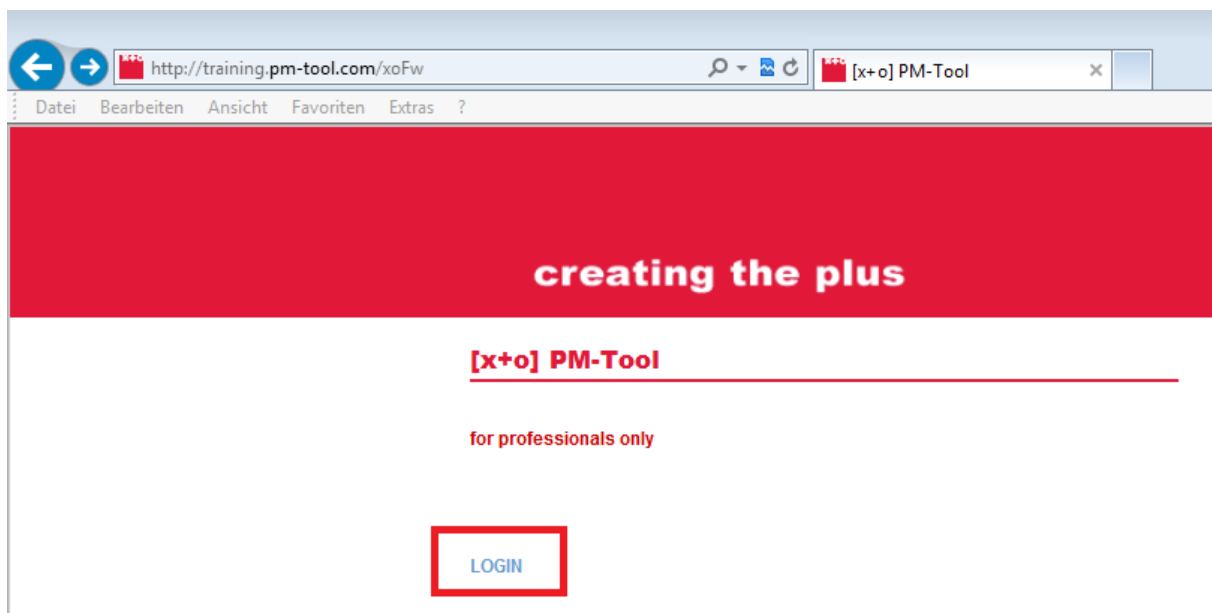
### Attention:

If a popup blocker is enabled on your computer, you have to disable it for this page in your browser under "Extras" or "Options".

Furthermore, you should activate the compatibility mode for this page.

On opening the program you can see the projects which are assigned to you by the PM-administrator.

### Step 2:





### Step 3:

Type in your username and password in the user name and password boxes and confirm by clicking on the "Login" button.

http://training.pm-tool.com/xoFW/Account/LogOn

creating the plus

### Login

Benutzername \* HAK\_GFMustermann

Passwort \* ●●●●●●●●

Angemeldet bleiben

Login



## Step 4:

After your login your projects are shown.

Every project has its own project number, project code and project name. Furthermore, the name of the project manager is displayed. You can switch between current projects and completed projects.

Active Projects			Closed Project
Project number	Short name	Project name	Project manager
1032	x+o	Musterprojekt	Mahdalicek, Simon
1020	PH_NÖ	PM-Seminar	Lindtner, Vera
1005	x+o	Implementierung der neuen Version des x+o PM-Tools an den kaufmännischen Schulen in Österreich	Mahdalicek, Simon
1004	Update	Übungsprojekt	Mahdalicek, Simon

Click on the required project.

Active Projects			Closed Project
Project number	Short name	Project name	Project manager
1032	x+o	Musterprojekt	Mahdalicek, Simon
1020	PH_NÖ	PM-Seminar	Lindtner, Vera
1005	x+o	Implementierung der neuen Version des x+o PM-Tools an den kaufmännischen Schulen in Österreich	Mahdalicek, Simon
1004	Update	Übungsprojekt	Mahdalicek, Simon

You get to the project information in which the project name, project number as well as the names of the project manager and the project owner are displayed.

In the menu item “handbook” all the PM-methods which the administrator has assigned to you when creating the project are listed.



Project	Handbook	Reports	Actions	Extras	Help
<b>Handbook</b>					
<b>Project information</b>					
Executive Summary					
Project charter					
Project objectives					
Chronological Context					
Content Context					
Environment analysis					
Objects of consideration					
Project structure plan					
Gantt chart					
Organization diagram					
Function diagram					
Work package specification					
Milestone Plan					

<b>Project information</b>	
<b>Project name</b>	Übungsprojekt
<b>Project number</b>	1004
<b>Project manager</b>	Mahdalicek, Simon
<b>Project owner</b>	HAK_GFLindtner, Vera

## 1 Menu structure



Under the menu item “project” you can make all the settings concerning the project. (e. g. open, print, etc.)

Under the menu item “handbook” you can call up the individual project methods.

Under the menu item “reports” you can create the project progress and closure report.

Under the menu item “actions” you can call up the closing and controlling process.

Under the menu item “extras” you can select a language and logout.

Under the menu item “help” you can call up the user guide.



## 2 Operating instructions

Navigation bar with icons for adding, saving, adding a record, editing a record, and deleting a line. It also displays "Seite 1 von 1", "30", and "Zeige 1 - 2 von 2".



Adding a line



Saving a line



Adding a record



Editing a record



Deleting a line





## 2.1 Organisation chart

### Project → Handbook → Organisation chart (=organization diagram)

This PM method enables you to assign roles.

Role name	Short name	In project c
+ Projektauftraggeber	PAG	<input type="checkbox"/>
+ Projektmanager	PM	<input checked="" type="checkbox"/>
+ Projektteammitglied	PTM	<input type="checkbox"/>

The project manager was selected when creating the project. Now the project owners and the project team members can be added from the internal and/or external user lists.

If you want to add the project role PTM (=project team member), click on the “plus” symbol and choose the project role “project team member”. If you want to add a new project team member or a project owner, click on the “plus” symbol as well and choose the required username from the user list. Finally, you can save all changes by clicking on the check mark.

Name	Function
Hofbauer, Philip	
Nikic, Mihael	
Magyer, Claudio	
Schmidt, Thomas	



By clicking on the appropriate symbols you can edit and delete existing data lines.

Projektteammitglied		PTM	<input type="checkbox"/>
Name	Function		
Hofbauer, Philip			
Nikic, Mihael			
Magyer, Claudio			
Schmidt, Thomas			

At the bottom of the table, there are icons for adding (+), deleting (trash), and editing (pencil) rows. The edit icon is highlighted with a red box.

In the menu item “graphics” you can upload a photo of the project team.

### Organization diagram

Actors | Project sub-teams | **Graphic**

Image

## 2.2 Project objectives

Project → Handbook → Project objectives

Project Handbook Reports Actions Extras Help

Handbook  
Project information  
Executive Summary  
Project charter  
**Project objectives**  
Chronological Context  
Content Context  
Environment analysis  
Objects of consideration  
Project structure plan  
Gantt chart  
Organization diagram  
Function diagram  
Work package specification  
Milestone Plan

### Project objectives

Main Targets | Non targets | Additional Targets

Pos. 1	Plan
1	Das Projektmanagement für dieses Projekt wird mit der [x+o] PM-Software der [x+o] Bl
2	Die Website wird mit dem Programm Dreamweaver CS4 bis Dezember 2013 erstellt.
3	Die fertige Website wird Ende Februar 2014 in der Aula der BHAK/BHAS Gänserndorf
4	Wir redesignen und verbessern die Website der Übungsfirma UPDATE GmbH für die S
5	Unser Hauptziel ist die Einstellung einer benutzerfreundlichen und übersichtlichen Web
6	Die Website und die Bearbeitung der Inhalte wir mit Hilfe der Programme Adobe Dream
7	Wir erstellen eine Website mit hohem Wiedererkennungswert.
8	Die Fotos auf der Website UPDATE GmbH werden von uns selbst aufgenommen und b
9	Das Zurechtfinden auf unserer Website soll mit einer logisch gegliederten Navigationsl

At the bottom of the table, there are icons for adding (+), deleting (trash), and editing (pencil) rows.

A distinction is made between main objectives, additional objectives and non-objectives. First of all, the objectives are recorded in the “plan” column. As soon as the base plan is saved, the objectives are automatically copied and pasted into the “base” column.



## 2.3 Environmental analysis

Project → Handbook → Environmental analysis (=environment analysis)

First, the environmental group is created. To this environmental group a new environment (= person) is added. The function of this environment can be entered in the “comment” column.

The screenshot shows the 'Environment analysis' section of a software interface. On the left is a navigation menu with 'Environment analysis' selected. The main area displays a table with the following columns: Environmentgroup, Comment, Description, Relation, Relevance, Rating, Activities, Responsible, Date, and FD. Two entries are shown:

Environmentgroup	Comment	Description	Relation	Relevance	Rating	Activities	Responsible	Date	FD	Prog
Bautruppe		Bautruppe		Sehr hoch					<input type="checkbox"/>	
Mag. Bezirksamt	Relevant bei Gestaltung Aussenfassade	Mag. Bezirksamt		Hoch					<input type="checkbox"/>	

At the bottom of the interface, there is a pagination control showing 'Seite 1 von 1' and a dropdown menu set to '30'. The status bar at the bottom right indicates 'Zeige 1 - 2 von 2'.

The "relevance" column describes the importance of the environment for the project. The nature of the influence can be assessed in the “rating” column. In the "activity" column actions, which are set to maintain relations with this environment, can be described. If the check box "FD" (= function chart) is enabled, this environment is also displayed in the function diagram.



## 2.4. Project charter

Project → Handbook → Project charter

"Project objectives", "environmental analysis" and "organisation chart" (=diagram) are automatically imported. The project start, project finish, starting event and finishing event can be entered in the "project charter".

If you enter a date in the "content-end event / milestone", this date is automatically transferred to the "end of the project" column. If this column remains empty, the project finish date is automatically calculated from the duration of the work packages entered.

Project	Handbook	Reports	Actions	Extras	Help
<b>Handbook</b>					
Project information					
Executive Summary					
<b>Project charter</b>					
Project objectives					
Chronological Context					
Content Context					
Environment analysis					
Objects of consideration					
Project structure plan					
Gantt chart					
Organization diagram					
Function diagram					
Resource plan					
Costs plan					
Work package specification					
Milestone Plan					
Results					
Risks plan					
Communicational structures					
Game rules					
Change requests					
Comments					

Project charter					
1. Project charter					
Project name	Musterprojekt				
Project number	1032				
Project manager	Mahdalicek, Simon				
Project owner	Lindtner, Vera; Hackl, Manfred				
Date of order					
Version of order	1				
Project status	Closing				
1. Projektart	Musterprojekt				
2. Projekttyp	Konzeptionsprojekt				
3. Projektgröße	A				
4. Projektausrichtung	Extern				
5. Projektpriorität	Hoch				
6. Projektrisiko	Gering				
7. Strategie-Relevanz	Strategisches Projekt				
8. IT-Relevanz	IT-Beteiligung				
9. LOB/SU					
Starting event	<input type="text"/>				
Finishing event	<input type="text"/>				
Main Targets	<table border="1"> <thead> <tr> <th>Pos.</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Bauliche Sanierung der Filialen 1 (Rinn) und 2 (Triest)</td> </tr> </tbody> </table>	Pos.	Description	1	Bauliche Sanierung der Filialen 1 (Rinn) und 2 (Triest)
Pos.	Description				
1	Bauliche Sanierung der Filialen 1 (Rinn) und 2 (Triest)				

Communicational structures	<input type="text"/>
Game rules	<input type="text"/>
Change requests	<input type="text"/>
Comments	<input type="text"/>
Project start	9/14/2009
Project finish	10/21/2009
Content-end event / milestone	<input type="text"/>

Actions → Project charter → Seal

Finally, the project assignment is sealed.

This means that the data can no longer be changed.



## 2.5 Executive summary

### Project→Handbook→ Executive summary

The PM method "Executive Summary" gives you the option to summarise what the project is all about.

#### Executive Summary

Als uns Frau Professor Lindtner im vergangenen Jahr die Möglichkeit bot, die Website der Übungsfirma UPDATE GmbH zu erneuern, war das Interesse bei allen Projektteammitgliedern sehr groß. Da wir dank dem Unterrichtsfach Multimedia und Webdesign schon einige Kenntnisse im Bereich Webdesign hatten, entschieden wir uns, das Angebot anzunehmen und eine neue Website mithilfe der Programme Adobe Dreamweaver CS5, Adobe Photoshop CS5, Adobe Flash CS5 und PHP-MySQL-Datenbank zu erstellen.

Ziel dieser neuen Website ist, möglichst viele potenzielle Kunden anzusprechen und durch einen übersichtlicheren Aufbau das Navigieren auf der Seite zu erleichtern. Außerdem war es ein großes Anliegen von Frau Professor Lindtner das Layout der Website neu zu gestalten, da das der ursprünglichen Website, welche im Jahr 2010 erstellt wurde, schon ziemlich veraltet war.

In einem Kick-Off-Gespräch mit unserer Projektauftraggeberin und unseren Projektteammitgliedern wurden Ideen für die Website gesammelt und die wichtigsten Punkte besprochen. Dank der vielen Ideen und Einflüsse von außerhalb erstellten wir anschließend einen Entwurf der Website, in welchem wir versuchten, die verschiedensten Ideen und Wünsche bestmöglich einzuarbeiten.

In den folgenden Wochen beschäftigten wir uns vor allem mit dem Layout der Website. Die Hauptaufgabe der Projektmitglieder bestand außerdem darin, den Inhalt der Website zu überarbeiten und die Website dank aktueller Fotos auf den neuesten Stand zu bringen.

Einige Wochen später wurde dieser Entwurf unserer Projektauftraggeberin vorgelegt und es wurden vereinzelt Änderungen vorgenommen.

Mit der Erneuerung der Website der UPDATE GmbH wollten wir durch ein neues und modernes Design vor allem neue Kunden ansprechen. Die Bedienung der Website sollte außerdem erleichtert bzw. angenehmer gestaltet werden.

Die Website wird im Februar 2013 präsentiert und online gestellt.

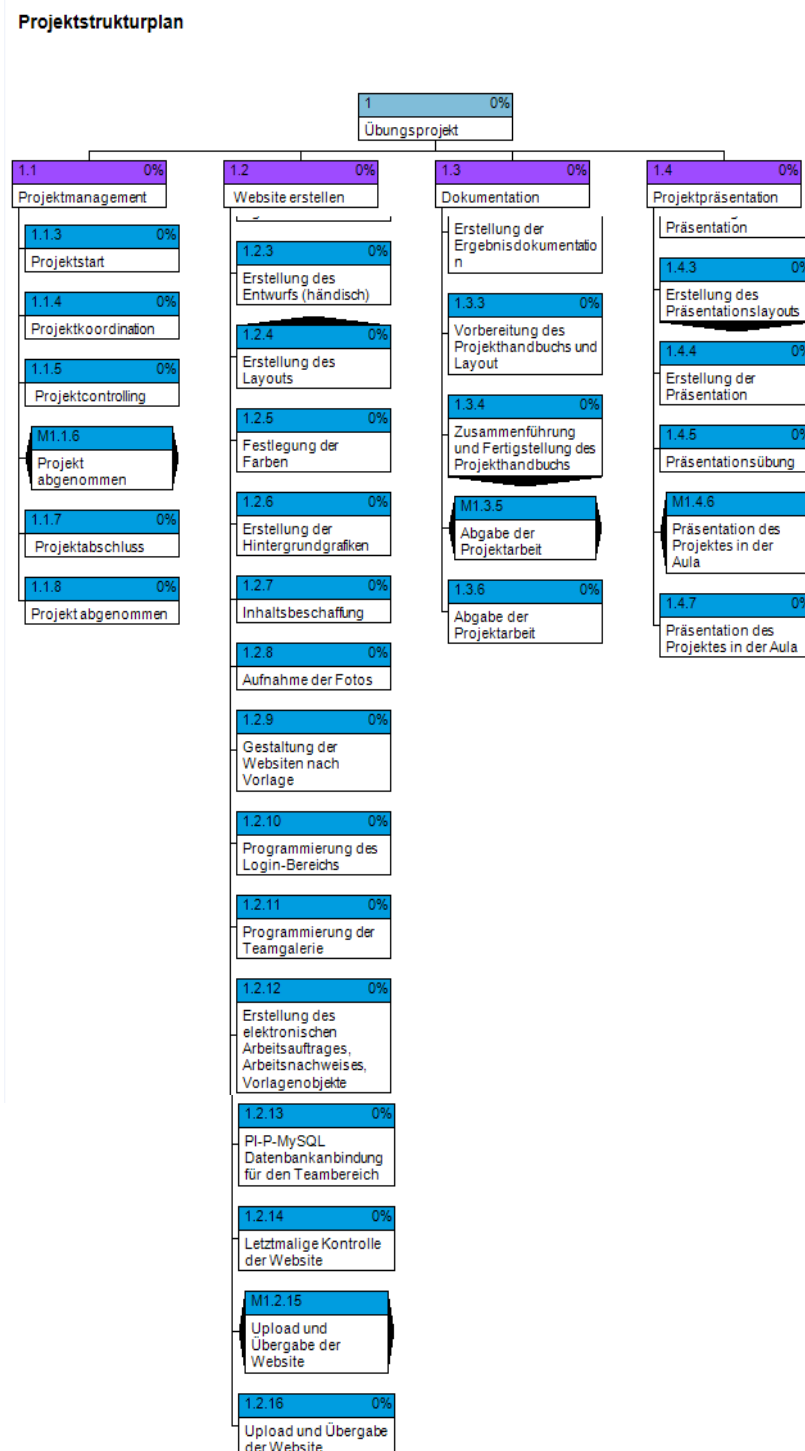


## 2.6. Project structure plan

### Project -> Handbook -> Project structure plan

In the project structure plan the phases and the associated work packages are represented graphically. Every phase is divided into several work packages. The project management phase is automatically created and consists of the following work packages:

- Project start
- Project coordination
- Project controlling
- Project closure





## 2.6.1 Input Table (=Eingabetabelle)

Project Handbook Reports Actions Extras Help

**Handbook**

- Project information
- Executive Summary
- Project charter
- Project objectives
- Chronological Context
- Content Context
- Environment analysis
- Objects of consideration
- Project structure plan**
- Gantt chart
- Organization diagram
- Function diagram
- Resource plan
- Costs plan
- Work package specification
- Milestone Plan
- Results
- Risks plan

### Project structure plan

The screenshot displays a hierarchical tree structure for a project. The root nodes are 1.1 (Projektmanagement) and 1.2 (Bauarbeiten), both at 0% completion. Under 1.1, there are sub-nodes: M1.1.1 (Projektstart), 1.1.2 (Projektkoordinierung), 1.1.3 (Projektcontrolling), and 1.1.4 (Projektabschluss). Under 1.2, there are sub-nodes: 1.2.1 (Bausubstanz Filiale 1 renovieren), 1.2.2 (Wasserinstallation Filiale 1 renovieren), and 1.2.3 (E-Installation Filiale 1 renovieren). A context menu is open over the 1.1.1 node, showing options: 'Eingabetabelle', 'Leereinträge löschen', 'Ansicht', 'Screenshot machen', and 'Menü schließen'.

You can use the “input table” for a faster input of your data. You can open the menu by left-clicking on a “main phase” or a “work package”, and by choosing the “input table” you can carry out multiple entries and create new elements.



+ / -	<input type="checkbox"/> PSP-Code	AP-Bezeichnung	Plan Start	Plan Ende	Dauer	Forts.	Verantwortlich	MS	Vorgänger
	<input type="checkbox"/> 1	Übungsprojekt				0	-		
	<input type="checkbox"/> 1.1	Projektmanagement	22.02.2012			0		Keiner	
	<input type="checkbox"/> M1.1.1	Projekt gestartet	15.03.2012			0		Freier MS	
	<input type="checkbox"/> 1.1.2	Projektstart durchführen	15.03.2013	15.03.2013	1	0	PAG - HAK_GFLindtner, Vera	Keiner	
	<input type="checkbox"/> 1.1.3	Projektkoordination durchführen	15.03.2013	15.03.2013	1	0	PAG - HAK_GFLindtner, Vera	Keiner	
	<input type="checkbox"/> 1.1.4	Projektcontrolling durchführen	15.03.2013	15.03.2013	1	0	PAG - HAK_GFLindtner, Vera	Keiner	
	<input type="checkbox"/> 1.1.5	Projektabschluss durchführen	15.03.2013	15.03.2013	1	0	PAG - HAK_GFLindtner, Vera	Keiner	
	<input type="checkbox"/> M1.1.6	Projekt abgenommen	22.02.2012			0		Freier MS	
	<input type="checkbox"/> 1.2	Website erstellen	15.02.2012			0		Keiner	
	<input type="checkbox"/> 1.2.1	Kick-Off	15.03.2013	15.03.2013	1	0	-	Keiner	
	<input type="checkbox"/> M1.2.2	Beginn	15.02.2012			0		Freier MS	
	<input type="checkbox"/> 1.2.3	Informationsbeschaffung	15.03.2013	15.03.2013	1	0	-	Keiner	
	<input type="checkbox"/> 1.2.4	Erstellung eines Entwurfs & Layouts	15.03.2013			0		Keiner	
	<input type="checkbox"/> 1.2.4.1	Upload und Übergabe der Website	15.03.2013	15.03.2013	1	0	-	Keiner	
	<input type="checkbox"/> M1.2.5	Beginn	08.05.2012			0		Freier MS	
	<input type="checkbox"/> 1.3	Dokumentation	15.03.2013			0		Keiner	
	<input type="checkbox"/> 1.3.1	Erstellung der Ergebnisdokumentation	15.03.2013	15.03.2013	1	0	-	Keiner	
	<input type="checkbox"/> 1.3.2	Vorbereitung des Projekthandbuchs und L	15.03.2013	15.03.2013	1	0	-	Keiner	
	<input type="checkbox"/> 1.3.3	Zusammenführung und Fertigstellung des	15.03.2013	15.03.2013	1	0	-	Keiner	
	<input checked="" type="checkbox"/> 1.4	Projektpräsentation	11.01.2012			0		Keiner	
	<input type="checkbox"/> 1.4.1	Informationsbeschaffung	15.03.2013	15.03.2013	1	0	-	Keiner	
	<input type="checkbox"/> 1.4.2	Aufteilung der Präsentation	15.03.2013	15.03.2013	1	0	-	Keiner	
	<input type="checkbox"/> 1.4.3	Erstellung der Präsentation	15.03.2013	15.03.2013	1	0	-	Keiner	
	<input type="checkbox"/> M1.4.4	Ende	11.01.2012			0		Freier MS	
	<input type="checkbox"/> 1.4.5	Vorbereitung & Präsentation des Projeket	15.03.2013	15.03.2013	1	0	-	Keiner	

Übersicht möglicher Aktionen:

[Mehrfachänderung](#)

[Neue Elemente](#)

[Elemente verschieben](#)

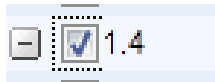
[Markierte Zeilen löschen](#)

[Leereinträge löschen](#)

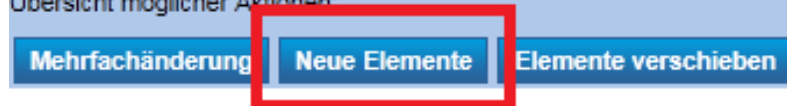




Now you can make multiple entries and create new elements. To create new items, click on "new elements" (=Neue Elemente). In our case we want to create a new group 1.5. To do this, click on the checkbox "1.4" first and then on "new elements".



Übersicht möglicher Aktionen:



You will get the following overview:



You can now determine the number of elements and sub-elements. Moreover, you have to specify the position at which the new elements should be inserted. Finally you have to confirm the process by clicking the button "new elements".

In the tab "MS" (=milestone) all milestones can be defined. The default setting is "none" (=keiner). If you want to turn a work package into a milestone, you have to decide whether the milestone is to be located at the beginning or the end of the work package. Milestones are marked by yellow arrows in the PSP. Free milestones are created in the PM method "milestone plan".

You can also enter the dates for the "planned start" and the "planned end" and insert the duration of a work package (in days) and enter the names of the persons responsible for each package in the "input table".





## 2.8 Work package specifications

Project → Handbook → Work package specification

The work packages are **automatically** imported from the project structure plan into the PM method "work package specification". You can enter the names of the persons responsible for the realisation, the progress, the contents, the resources and the costs of a project.

**Handbook**

- Project information
- Executive Summary
- Project charter
- Project objectives
- Chronological Context
- Content Context
- Environment analysis
- Objects of consideration
- Project structure plan
- Gantt chart
- Organization diagram
- Function diagram
- Resource plan
- Costs plan
- Work package specification**
- Milestone Plan
- Results
- Risks plan
- Communicational structures
- Game rules
- Change requests
- Comments

### Work package specification

1.1 Projektmanagement

**Overview** | Description | Resource | Costs

WP-Code: 1.1  
Progress: 0  
WP-Description: Projektmanagement  
Lead:   
Reflection object:   
Start date: 9/14/2009  
End date: 10/21/2009  
Duration: 38  
Previous:   
Successor:

**Subordinate elements**

PSP-Code	
1.1.2	Projektkoordination
1.1.4	Projektabschluss
1.1.3	Projektcontrolling

Seite 1 von 1 | 30

Save Cancel

The performance progress is automatically transferred to the project structure plan. If you feed numbers into the performance progress (10, 50 etc. ...), the work package is struck out once. If the work package is completed, you have to enter the number "100" into the performance progress. As a result, the work package is crossed out twice in the project structure plan. This means that the work package is completed.



## 2.9 Function diagram

### Project → Handbook → Function diagram

The function diagram is a table into which all the work packages from the project structure plan, the project roles from the organisation chart and the environments which were activated in the environmental analysis are automatically imported.

The function diagram gives an overview of who is responsible for what work package. It also gives an overview of all the tasks in the project. You can select the following short cuts.

- D implementation responsibility (only the name of one person can be entered)
- M collaboration
- I information
- K coordination
- E decision

Handbook	Function diagram								
	WP-Code ▲	WP-Description	1. PAG - Hackl, Manfred	2. PAG - Lindtner, Vera	3. PM - Mahdalicek, Simon	4. PTM - Hofbauer, Philip	5. PTM - Magyer, Claudio	6. PTM - Nikic, Mihael	7. PTM - Schmidt, Thomas
Project information	1	Musterprojekt							
Executive Summary	1.1	Projektmanagement		P					P
Project charter	1.1.2	Projektkoordination							
Project objectives	1.1.3	Projektcontrolling							
Chronological Context	1.1.4	Projektabschluss							
Content Context	1.2	Bauarbeiten							
Environment analysis	1.2.1	Bausubstanz Filiale 1 renovieren							
Objects of consideration	1.2.2	Wasserintallation Filiale 1 renovieren							
Project structure plan	1.2.3	E-Installation Filiale 1 renovieren							
Gantt chart	1.2.4	Fenster u. Eingang Filale 2 austauschen							
Organization diagram	1.2.5	Außenfassade Filiale 2 renovieren							
<b>Function diagram</b>									
Resource plan									
Costs plan									
Work package specification									
Milestone Plan									
Results									
Risks plan									
Communicational structures									
Game rules									
Change requests									
Comments									



## 2.10 Milestone plan

### Project → Handbook → Milestone plan

Milestones can be created in the PM methods "milestone plan" and "project structure plan". If you want to create free milestones you have to use the PM method "milestone plan".

If a milestone is created, it also automatically shows up in the project structure plan. If you define the beginning or the end of a work package as a milestone, this milestone also automatically appears in the milestone plan.

As soon as you save the "base plan", all dates are transferred from the "plan date" to the "base date" column. The actual date is entered in the "actual date" (=Ist-Termin) column. So it is possible to compare the actual status with the target status.

Project Handbook Reports Actions Extras Help					
Handbook	Milestone Plan				
Project information	WP-Code	Description	Plan date	Prognosis date	Plan date
Executive Summary	M1.1.1	Beginn		02.03.2014	02.03.2014
Project charter	M1.1.4	Projekt abgenommen		02.07.2015	
Project objectives	M1.2.1	Kick-off durchgeführt		02.12.2013	02.12.2013
Environment analysis	M1.2.8	Fertigstellung der Schulungsunterlagen in DE u		11.06.2015	
Objects of consideration	M1.3.6	Fertigstellung der Schulungsunterlage in DE un		11.06.2015	
Project structure plan	M1.4.1	Vorbereitungen: Beginn		05.02.2014	
Gantt chart	M1.5.4	Abgabe der Projektarbeit: Ende		12.11.2014	
Organization diagram	M1.6.6	Präsentation des Projektes in der Aula: Beginn		02.09.2015	
Function diagram					
Work package specification					
<b>Milestone Plan</b>					



## 2.11 Project release

### Actions → Project release

If the project is approved for implementation after the completion of the planning phase, the project is saved and released. All recorded data end up in the “base” column. The project is saved and released and can no longer be changed. A new, updated current version of the base plan, which can be edited at any time is created.

### Examples:

In the “project objectives” tab all data of the “plan” column are transferred to the “base” column. If any objective changes during the implementation phase, it is recorded in the “plan” column of the current version. So it is possible to compare the actual status with the target status.

In the “milestone plan” tab all data of the “planned date” column are transferred to the “base date” column. The actual date is entered in the “actual date” (=Ist-Termin) column during the implementation phase. So a comparison between the actual status and the target status is possible. Possible reasons for any schedule variances can also be entered.



## 3 Project completion

Actions → Closing process

As soon as the project is completed, it can be closed and the project is transferred to the “completed projects” column. Then the project moves into the column “completed projects”.

Project	Handbook	Reports	Actions	Extras	Help
<b>Handbook</b>					
<b>Project information</b>					
Executive Summary					
Project charter					
Project objectives					
Environment analysis					
<b>Project owner</b>					
Project manager					
Project release					
Project charter					
Controlling procedure					
Closing process					
Finalize project					

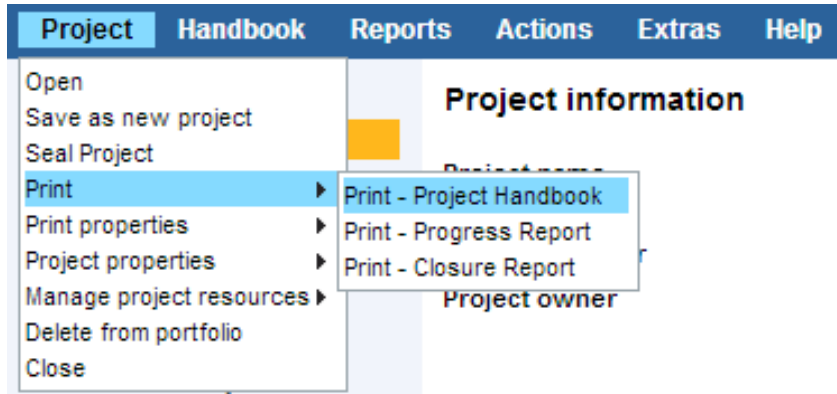


## 4. Printout of project documentation

Project → Print → Print project handbook

This PM-tool provides a simple print function to print the project handbook:

- Project handbook
- Progress report
- Closure report







Project Handbook Reports Actions Extras Help

Print

- Print - Project Handbook
- Print - Progress Report
- Print - Closure Report

### Print - Project Handbook

PM methods  Select all

- Cover
- Table of Contents
- Project information
- Executive Summary
- Project charter [Options](#)
- Project objectives
- Chronological Context
- Content Context
- Environment analysis
- Objects of consideration
- Project structure plan [Options](#)
- Gantt chart [Options](#)
- Organization diagram
- Function diagram
- Resource plan
- Costs plan
- Work package specification [Options](#)
- Milestone Plan
- Results
- Risks plan
- Communicational structures
- Game rules
- Change requests
- Comments

Format

Print profile    Use this profile as default

© [x+o] 2004 - 2013      Notifications: 1 in total

If you want to print out the project handbook, select the menu "Project Handbook" and choose one, several or all options available. If you choose the "PDF" format, a "PDF" document which can be saved and printed out at any printer is created.



## Handbook – Options

In the submenu “Handbook” you can find additional options for the project charter, the project structure plan, the Gantt chart and the work package specification.

### Project charter – Options

You can select if you want to print out the project charter with or without a signature.

Projektauftrag **Optionen**

Signatur drucken

### Project structure plan/Gantt chart – Options

If you want to print out the project structure plan or the Gantt chart, you can scale the columns of the tables to fit on one page.

Projektstrukturplan **Optionen**

Breite auf eine Seite anpassen

Höhe auf eine Seite anpassen

90° Linksdrehung

Standardeinstellungen ▾

[Gehe zu Projektstrukturplan](#)

Balkenplan **Optionen**

Breite auf eine Seite anpassen

Höhe auf eine Seite anpassen

90° Linksdrehung

Standardeinstellungen ▾

[Gehe zu Balkenplan](#)

### Work package specification

You can choose which work packages you want to print out.

Arbeitspaketspezifikation **Optionen**

1 - Implementierung der neuen Version des x+o PM-Too

1.1 - Projektmanagement

1.1.1 - Projektstart

1.1.2 - Projektkoordination

1.1.3 - Projektcontrolling

1.1.5 - Projektabschluss

1.2 - User-Schulungsunterlage erstellen

1.2.1 - Kick-off

1.2.2 - Informationsbeschaffung

1.2.3 - Feststellung des Layouts

1.2.4 - Erstellung des Deckblattes



## 5. Closing the project

### Project → Close

If you want to finish your work on a project, you must close the project correctly so that all data is saved. Choose “Project” from the menu bar and click on “close” to close the project, save all data and return to the project list.

### Extras → Logout

Finally, open the tools menu in the menu bar and click on “logout” to close and quit the program.