### MANATEE FUNCTIONALITY

following MANATEE provides the capabilities:

### **1.Project Definition and Management**

All the information required to track project execution can be defined and maintained in MANATEE by filling in the application forms.

Project Management Human F	Resources Quality Control Tools Users Administration
Projects Partners WP WBS W	VBS Reports Milestones Budget Cash Flow Purchase Orders
WBS's List New WBS Search WI	05x
	cancel update Print WBS
	cancel update Print WBS
WP Code*	WP-MANATEE-001 *
WP Managar	Perez Calpena, Ana
WBS Code*	WBS-MANATEE-1.1
WBS Title"	Software
Responsible*	Mujica Alvaraz, Errena *
	This WBS comprises all the SW tools, including requirements definition,
	programming and software development, user manual, tools deployment,
Description.	maintenance and upgrading
A	
Ganttitile	
	WBS's List New WBS Search W WP Code" WP Managar WBS Code" WBS Code"

Project details such as planned and real dates, manpower, hardware and software resources, deliveries, objectives, etc. are added to WP, WBS, Milestones and Cash Milestones in order to ease the low level project control.

During the project development, data will be periodically reviewed and completed.

WBS Code

WBS Title

Responsible

Start date (real)

End date (estimated)

Budget / Cost report

Comments

Estimated % Completion

Total manpower exceeded

End planned day exceeded

**MANATEE** facilitates WRS PROGRESS REPORT the generation of the WBS-MANATEE-1.2 agement Perez Calpena, Ana WBS reports, where 09-07-01 to 2009-05 2009-04-01 project status 2012-12-31 the the deviations and from the planned parameters project (scope, budget and Total spent other cost budget: 0 € schedule) can be identified.

### 2. Human resources administration

MANATEE allows the Human Resources Manager to define the hourly cost of each user. The organization staff can fill in the weekly PTR (Personnel Time Reports).

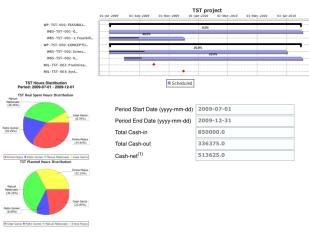
PTR week 33, User: em Monday 2009-08-10 - Friday 2009-08-14

WBS Code	WBS Title	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
WBS-MGR- 001-01	Feasibility study	8	0	0	0	0	0	0
WBS-P1-001	Optics	0	4	0	0	0	0	0
WBS-TST-001-02	Feasibility study	0	4	0	0	0	0	0
	Feasibility study review meeting	0	0	8	8	8	0	0
WBS-TST-002-01	Management: Conceptual design	0	0	0	0	0	0	0
	Total hours	8.0	8.0	8.0	8.0	8.0	0.0	0.0

### 3. Analysis and visualization tools

MANATEE uses the project and human resources information described in the previous points to generate different reports and graphs, which help to visualize how each project is being developed and, in general, to manage the organization resources.

### TST (TST project) Gantt Chart



Those analyses provide an overview of project and organization budgets, external cash-flow, manpower expenses, distribution among the different projects, project Gantt charts, people occupation, etc

## 4. Project Quality control

The application also helps to maintain the quality of the projects by managing:

Risks

- Non-conformities
- Preventive / corrective actions

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notification	n date	Project Management Human Resources Quality Control Tools Users Administration		ł
wbsr-crea	2009-09-08	Fisks Non-contamilies Actions		L
proj-prop	2009-07-10	Actions list New Action Search Actions		÷
wbs-mod	2009-06-26	PLODING THE HOLE PLOTE PLOTE		
wbs-mod	2009-06-26	Project* Kirbw *		÷
wbs-mod	2009-06-26			
wbs-resp	2009-06-26	Code* AC-Kirby-002		
wbs-marp	2009-06-26	Tite' Review documentation signature loop		
wbs-crea	2009-06-26	Creation Date (vvvv-mm-ddl* 2008-11-10		
wbs-crea	2009-06-26			
wbs-marp	2009-06-26	Date (yyyy-mm-dd)* 2009-04-21		
mil-crea	2009-06-26	Due Date (yyy-mm-dd)' 2008-08-10		
mil-del	2009-06-17			
mil-del	2009-06-17			
risk-del	2009-06-17	Review documentation signature loop to ensure the corresponding users are informed.		
nc-del	2009-06-17			
nc-crea	2009-06-17	Description*		
risk-mod	2009-06-17			
risk-crea	2009-06-17			
wbs-mod	2009-06-09	State* Close *		
wbs-mod	2009-05-21	Action close. Documentation signature procedure has been produced.		
wbs-mod				
wbs-resp	2009-05-21	Conclusions		
wbs-crea	2009-05-21 2009-05-20			
mil-del	2009-05-20			
wp-man				
ир-сгеа	2009-05-20 2009-05-20	cancel update Print Action		l
wp-man	2009-05-20	cancer update (Print Action)		1
wp-crea	2009-05-20			1
lone	WHILE ALTE			

### **5.System Administration**

### User administration:

- Create new users
- Modify existing user properties
- Unsubscribe users

### Tools:

Import WP, WBS, milestones and actions from an external database.

### Database administration:

- Data backups: Database, Documents and Web application
- Data restore: Users. Database. Documents and Web application

# MANATEE OVERVIEW

**MANATEE**, our Project Management Tool, is designed to facilitate the global management of all the projects within an organization by controlling each project most relevant parameters (scope, schedule and budget) while maintaining the project quality and keeping all users informed of the relevant actions taken.

### MANATEE main functionalities include:

- Project management: Partners, Funding sources, WPs, WBS and WBS reports, Budget and Currencies, Milestones, Cash Milestones, Purchase orders, etc.
- Human resources: Man-hour cost for each user, Personnel Time Reports
- Project quality control: Risks, Non-Conformities, Actions
- Analysis tools: display, print and export global summaries (budget, cash flow, schedule, manpower) graphically or in other formats (Excel, xml...)
- System administration: user and database administration

Each role (Project Manager, WP manager, WBS responsible) has its own permissions; access rights can be defined by users and by projects.

**MANATEE** uses a public relational database and provides a graphical user interface based on web forms. No need for any specific software installed on your client computers, just a web browser is enough!.

### Why is MANATEE needed in a project?

Software tools help managing the big amount of information generated during the lifetime of any project. This is particularly important for geographically distributed organizations, where it becomes essential to keep the project management's information in an electronic format, well organized and easily accessible to all people involved.

### FRACTAL System & Project Suite includes: 1.System engineering and configuration control

The configuration data management tool, GECO, helps to track the system development successfully, from the initial high-level requirements up to integration, verification and operation.

### 2. Project documentation control

The documentation management tool, **DOCMA**, helps to organize and keep track of your project documents, improving the internal communication among the different members involved.

### 3. Project management tool

The project management tool, **MANATEE**, helps your organization manage your projects efficiently, by controlling the three project parameters (scope, schedule and budget).

All applications can be used independently or in an integrated way.

A trial license and further information about these tools can be found at:

http://www.fractalslne.es/ e-mail:info@fractal-es.com

# by FRACTAL SLNE

# Management Tool for Effective Engineering