

# MANATEE FUNCTIONALITY

MANATEE provides the following 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 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 PROGRESS REPORT	
WBS Code	WBS-MANATEE-1.2
WBS Title	MANATEE
Responsible	Perez Calpena, Ana
Period covered	2009-07-01 to 2009-09-01
Start date (real)	2009-04-01
End date (estimated)	2012-12-31
Estimated % Completion	70
Total manpower exceeded	No
End planned day exceeded	No

Budget / Cost report:	
Period spent manpower:	10
Total spent manpower:	58
Total assigned manpower:	3000
Period spent other cost budget:	0 €
Total spent other cost budget:	0 €
Comments:	

MANATEE facilitates the generation of the WBS reports, where the project status and the deviations from the planned project parameters (scope, budget and 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: ema  
Monday 2009-08-10 - Friday 2009-08-14

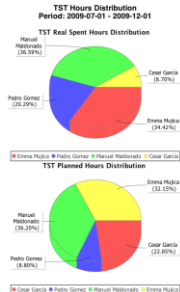
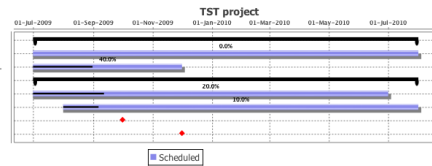
WBS Code	WBS Title	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
WBS-MGR-001-01	Feasibility study	8	0	0	0	0	0	0
WBS-P1-001	Optics	0	4	0	0	0	0	0
WBS-TST-001-02	Feasibility study	0	4	0	0	0	0	0
WBS-TST-001-1	Feasibility study review meeting	0	0	8	8	8	0	0
WBS-TST-002-0	Management: Conceptual design	0	0	0	0	0	0	0
Total hours		8.0	8.0	8.0	8.0	8.0	0.0	0.0

Total Week hours: 40.0

## 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



Period Start Date (yyyy-mm-dd)	2009-07-01
Period End Date (yyyy-mm-dd)	2009-12-31
Total Cash-in	850000.0
Total Cash-out	336375.0
Cash-net <sup>(1)</sup>	513625.0

Those analyses provide an overview of project and organization budgets, external expenses, cash-flow, manpower 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

## 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](mailto:info@fractal-es.com)



Management Tool for Effective  
Engineering