Organization & Project Structure

General

The **Project-Time module** offers a variety of options for **booking productive times** on specific **service objects**. Examples of such bookable service objects would be:

- Projects for a customer (billable or non-billable)
- Ongoing internal projects & activities (non-billable)
- Time in product development

How the project concept is actually used can be defined flexibly. In principle, the **bookable object** does not always have to be explicitly a project, but in the following explanations the terms "bookable object" and "project" are equated for simplicity. Each **bookable object (project)** is part of a **"project structure"** so that similar projects can be grouped in a tree. The differentiations mentioned above could be used to define several project structures.
Within the **project structure**, the **tree** can be organized to any depth with projects, subprojects, or sub-...subprojects. How deep such a tree can get is configurable.

Booked project times can additionally be linked to various **other factors**, for example:

- Assignment to a **cost center** or a **cost object**
- Definition of the **activity** within the project
- Assignment to a specific **customer**

Elements of the Project Structure

When creating a new bookable project or a new project structure, Webdesk provides some **organizational elements** that define the project or structure more closely and can make the recording of project time more specific. All of these are available as items in the **Administrators menu** of the **"Project Time Tracking"** module and are briefly explained below:

Elements required for use:

Structures	The structure is the highest organizational unit in project time tracking. Within a project structure, main projects, projects, and subprojects can be organized as desired. Structures are often organized by intended use, e.g., internal projects, customer projects, or product development.
Projects	Projects are the bookable objects and the main element in project time tracking. A project must always be selected when recording.
Activities	Freely selectable activity areas that are created independently of project structures and can be specified as "additional information" when booking project time --> "What do I do for project XY?" - "Programming, administration, marketing, etc.?"
Element types	The element type is an attribute including a logo and must be assigned to every bookable object. The element type specifies the characteristics of the object more closely, e.g., as a subproject, planning, external project, etc.

Optional elements:

Cost center	These are identical to the cost center groups defined in the organizational structure. Booked project times can be automatically assigned to specific cost centers via the person booking.
Cost object	Here you can define specific cost objects (e.g., a specific product). A project can then be partially or completely assigned to this cost object.
Customers	Here you can create customers, which can then be assigned to a project.