Organisation & Project Structure

Preface

The **Project-Time** module offers a variety of options for **booking productive times** on various occasions. Examples of bookable objects could be:

- Current internal projects & activities (not billable)
- Projects for a customer (billable or not billable)
- Time in product development

How the project term 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's sake. Each **bookable object (project)** is part of a **"project structure"** in order to group similar projects in a tree. The examples mentioned above could be used to define several project structures.Within the project structure, the tree can be structured in a hierarchical manner as deep as desired, containing projects, subprojects or sub...subprojects. It is configurable how deep such a tree can get.

Additionally, **booked project times** can also be connected with several **other factors**, for instance:

- Connection with a certain **Cost Center** or **Cost Object**
- Specification of the **activity** within the project
- Allocation of **customers** to a project

Elements of organisation within the project structure

When creating a new bookable project or a new project structure, Webdesk provides some **organizational elements** that can define the project or structure more closely and make the recording of project time more concrete. All of these elements can be viewed as items in the **Administrators menu** of the **"Project Time Recording"** module and are explained briefly below:
Elements necessary for proper use:

Structures	The structure is the highest organizational unit in project time management. Within a project structure, main projects, projects and sub-projects can be organized hierarchically or non-hierarchically as required. Structures are often organized according to purpose, e.g. internal projects, customer projects or product development.
Projects	Projects are the bookable objects and main elements in project time recording. You must always select a project when recording project times.
Activities	freely selectable activity areas, which are created independently of project structures and can be entered as "additional information" during project time booking --> "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. defi9ning it as as subproject, administration, 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 that can then be added as a customer for one or more specific project(s)