Organisation & Projektstruktur

General information

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

Current internal projects & activities (not allocable)

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 postable object is not always explicitly a project, but in the following explanations the terms "postable object" and "project" are equated for simplicity's sake. Each postable object (project) is part of a "project structure" in order to group similar projects in a tree. The differentiations mentioned above could be used to define several project structures.

Within the project structure, the tree can be structured as deep as desired with projects, subprojects or sub...subprojects. How deep such a tree can become is configurable.

Projects can also be linked to various other factors, for example:

Assignment to cost center or cost object

Definition of the activity within the project

Assignment to a specific customer

Assignment to a specific product (e.g. in development)

Elements of the Project Structure

When creating a new bookable project or a new project structure, Webdesk contains several organizational elements that define the project or structure more closely and make the entry of project time more concrete. These are

all visible as items in the Administrators menu of the module "Project Time Recording" and are explained briefly below:

Elements required for each booking:

Structures

The structure is the highest organizational unit in the project time registration. Within a project structure, main projects, projects and sub-projects can be organized as required. Structures are often organized according to purpose, e.g. internal projects, customer projects or product development.

projects

Projects are the postable objects and main elements in project time recording. You must always select a project when entering data.

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 properties of the object in more detail, e.g. as subproject, planning, external project, etc.

optionally definable elements:

Cost center

These are identical to the cost center groups defined in the organizational structure. A project can be assigned to a specific cost center.

Cost object

Here you can define specific cost objects (for example, a specific product). A project can then be partially or completely assigned to this cost object.

Customers

Customers can be created here, which can then be assigned to a project.

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