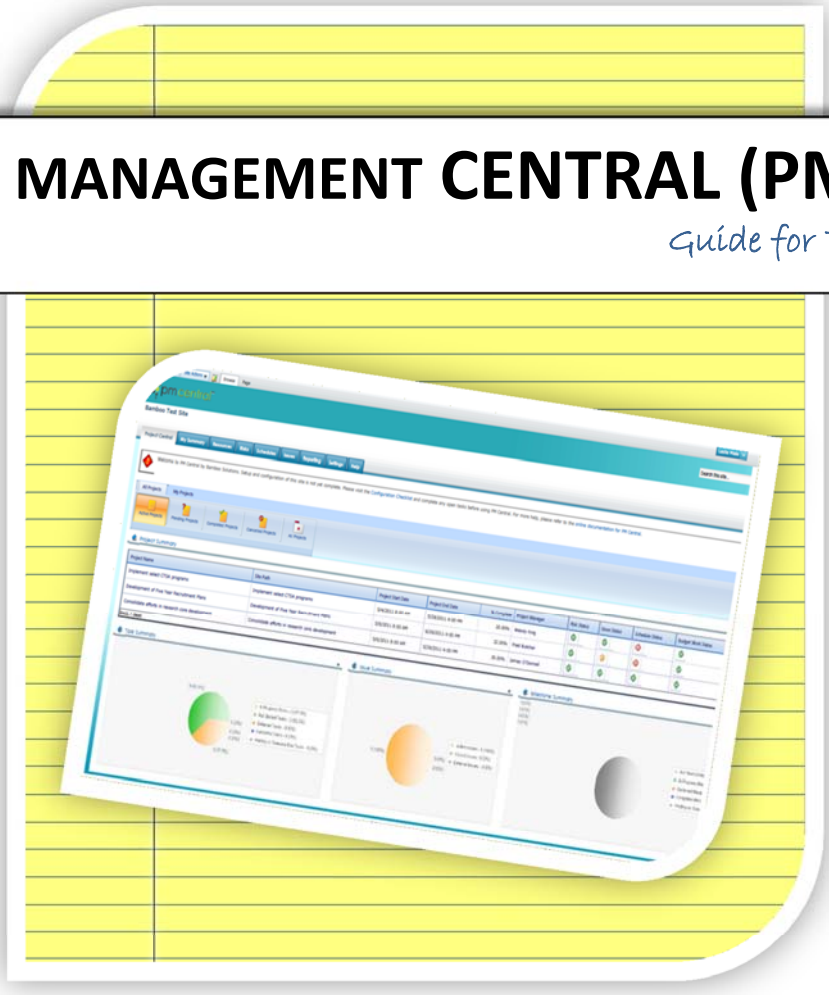
WVU

Robert C. Byrd Health Sciences Center
Office of Institutional Planning

PROJECT MANAGEMENT CENTRAL (PMC) 201

Guide for Team Members



Fostering a culture of high purpose, accountability & accomplishment

TRANSFORMING Lives ELIMINATING HEALTH DISPARITIES

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INTRODUCTION

This manual will outline what you need to know to operate in Project Management Central (PMC) as a valuable team member, regardless of your specific role. Team members will be asked to update task progress that they are assigned. This can be done through accessing the tasks through an email alert or in the project task tab in PMC. You may also be asked to upload or edit any corresponding documents associated with tasks assigned to you.

QUICK NOTES

- Suggested browser for use is Microsoft Internet Explorer 8 or higher
- PMC utilizes Sharepoint 2010, any HS or WVU user can access
- PMC auto authenticates your WVUID inside the network
- Accessing PMC outside of the network (at home) requires using Google Chrome, Mozilla Firefox or:

If you wish to use Microsoft Internet Explorer 8 or higher to access at home, please complete the following steps to adjust the default security settings:

1. In IE, go to Tools > Internet Options (or if using IE 9 Click on the settings button then go to internet options)
2. In the box that opens select "security" then click on the green check mark for "Trusted sites" to highlight it.
3. Then select "sites" and in that box we need to enter the following: https://hsccommons.hsc.wvu.edu.
4. Close browser, reopen and visit your project link.
5. When asked to log in, select "use another account", type *HS\username*, and your *password*. It may take a few times to register. Always heck the box to remember credentials

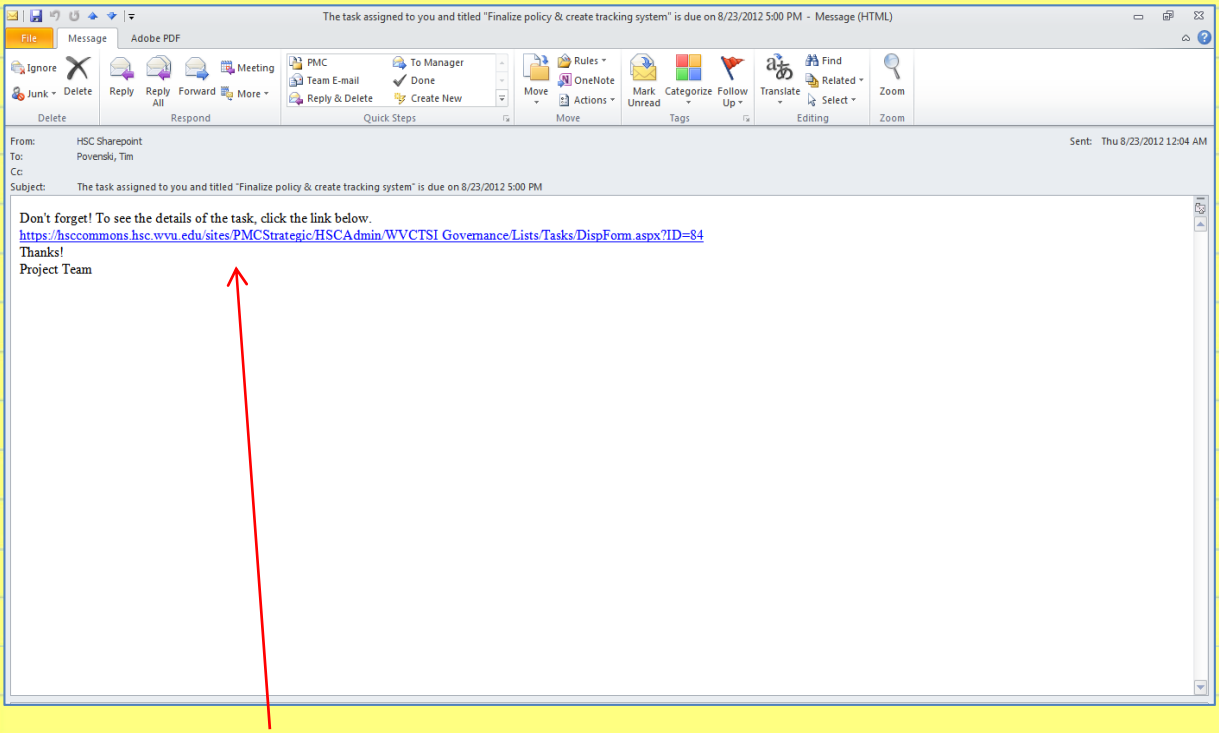
TASKS

Tasks are the individual steps that go into completing a project. Each task can be assigned to a different user. And multiple users can be assigned to a single task if needed. Team Members will be asked to update progress on the task(s) they are assigned to.

UPDATING A TASK FROM AN EMAIL ALERT

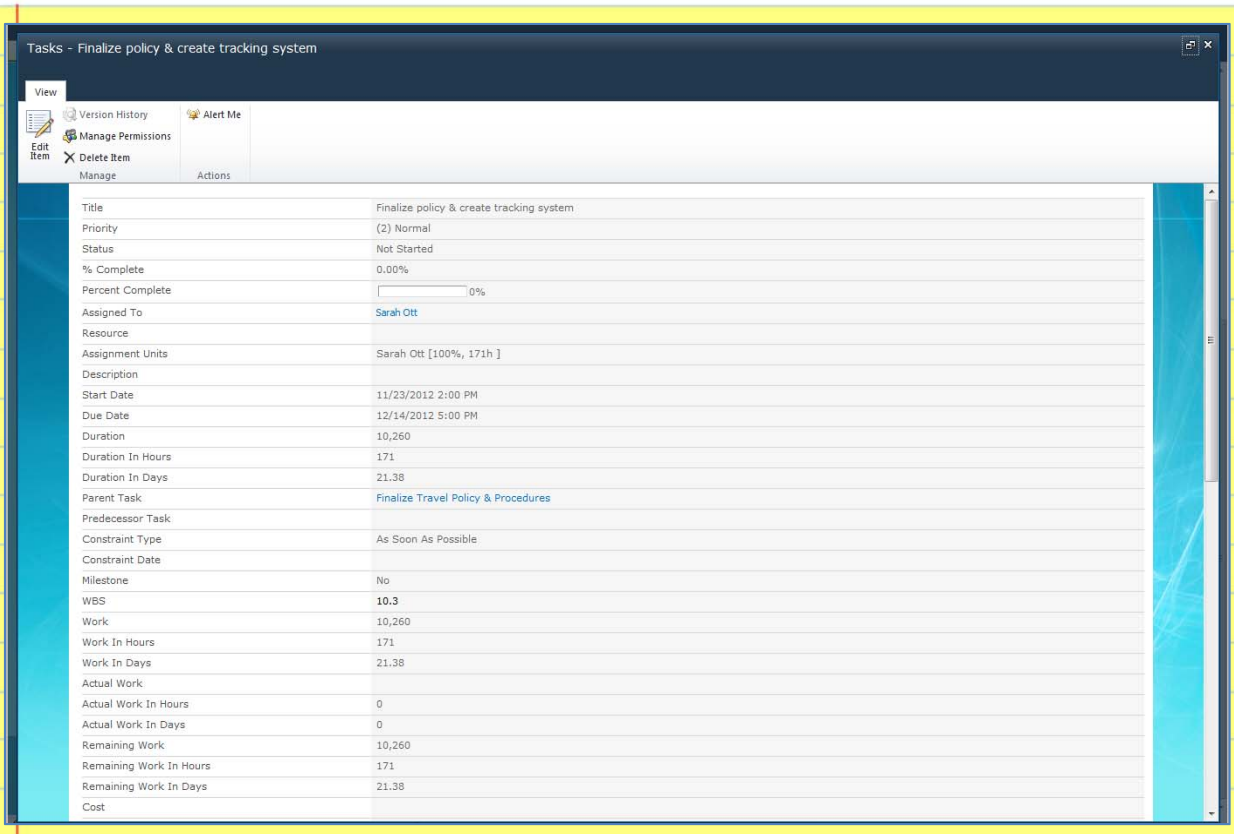
When you are assigned a task, when a task is coming due, or when a task you have been assigned is overdue, you will receive an email alert from Project Management Central (PMC).

This email will provide a direct link to the task dialog that it is referring to. See example below.

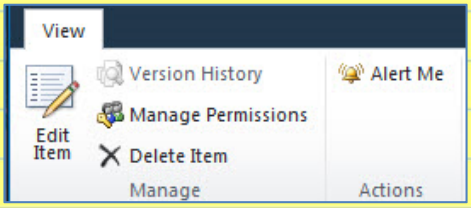


1. Click on the **Task Link** in the email. (NOTE: if you are overdue on multiple tasks, you will be sent one email with multiple task dialog links that require a progress update.)

2. You will then be linked to the specific task dialog in Project Management Central (PMC). See example below.

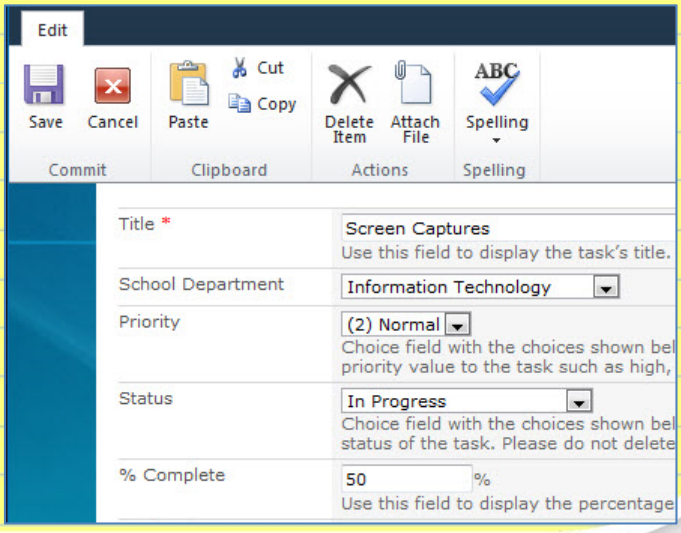


3. Click the **Edit Item** button in the top left corner. You can then edit the % complete and status of the task. This will let the project manager know your progress on the task. We suggest updating task progress with at least 25% increments.



4. Make any changes as needed.

5. After making your appropriate update, please **Click Save**. At this point your task progress update is complete. You will be returned to the All Tasks view of the Task Tab.

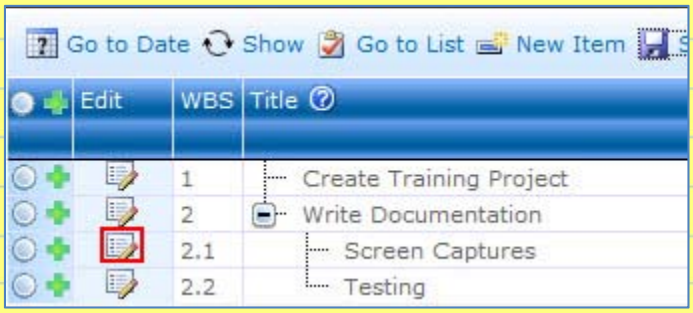


UPDATING A TASK FROM THE TASK TAB

If you have multiple tasks to update or have lost track of your alert email, you can easily navigate to the tasks tab in the project to update the task(s) you are responsible for.

From the **Project Home** in Project Management Central (PMC), navigate to the **Task Tab**.

1. In the row containing the task you want to edit, click the **Edit** button. This will open the specific task dialog.



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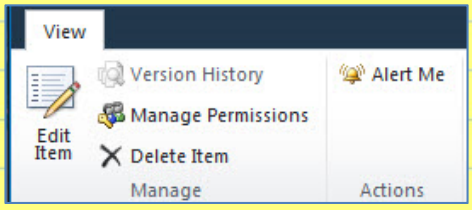

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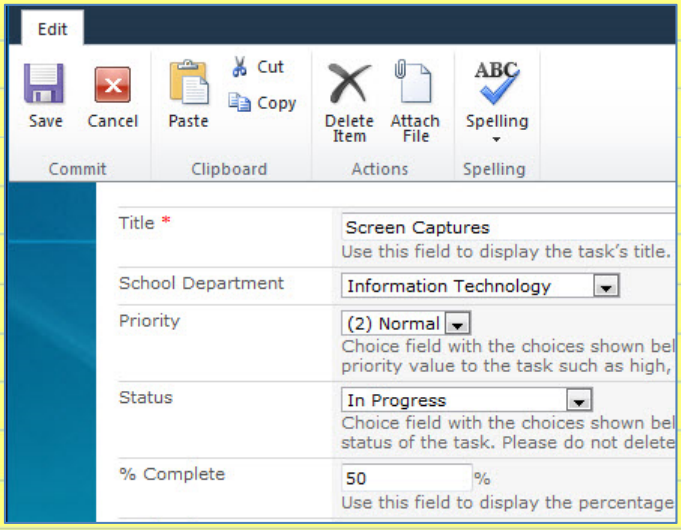
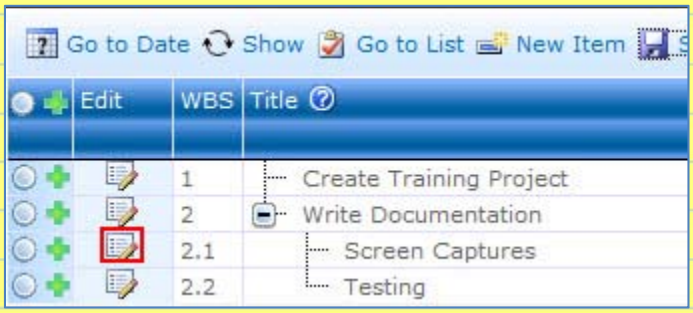


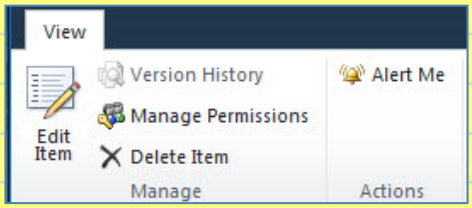
ATTACHING A DOCUMENT TO A TASK

Many project managers will assign you a task that requires you to produce a document when complete. The most efficient way for a project manager to track this is if the document is attached to the associated task dialog.

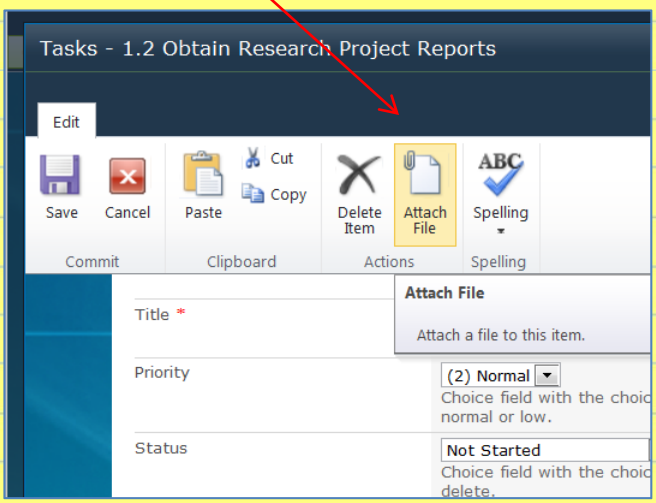
1. In the row containing the task you want to edit, click the **Edit** button.



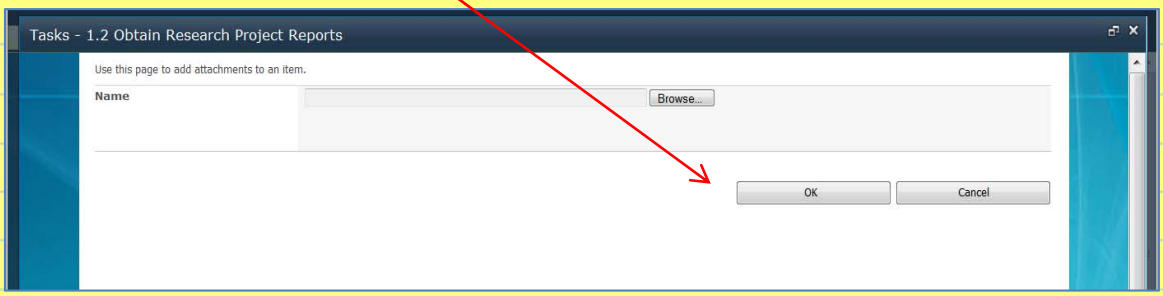
2. The task dialog opens. In the top left corner click the **Edit Item** button.



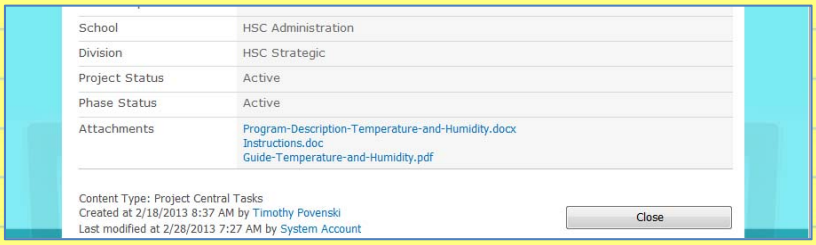
3. Select **Attach File** at the top of the task dialog.



4. **Browse** for the file you wish to upload and make your selection. Then select the file and **OK**



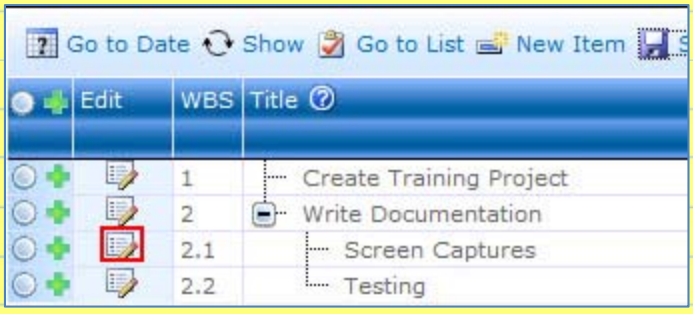
5. Your file is now attached to the task dialog. Click **Save, then Close.**



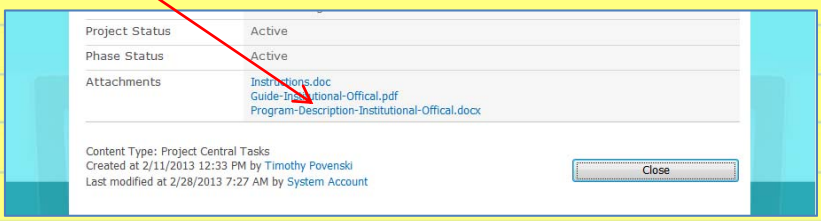
EDITING A ATTACHED DOCUMENT

Your project manager may also want you to edit an attached document. We will use a Microsoft Word example.

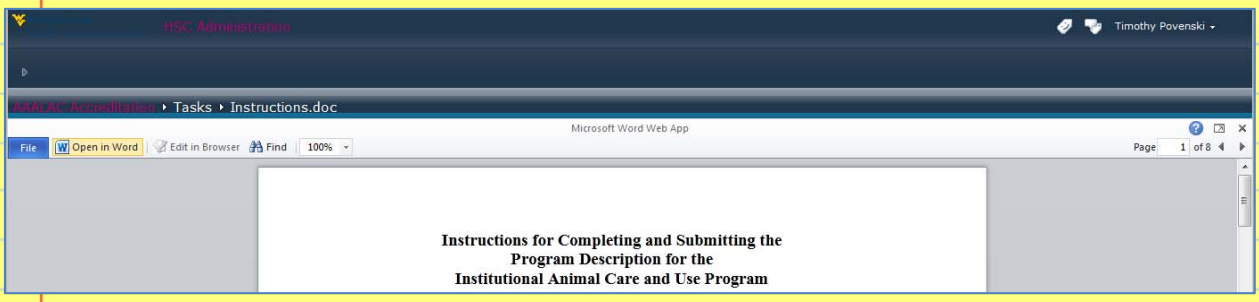
1. In the row containing the task you want to edit, click the **Edit** button.



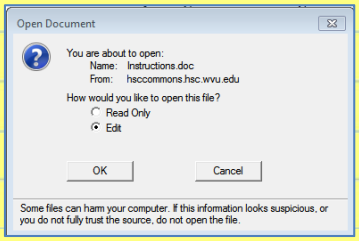
2. Navigate to the bottom of the task dialog and select **the attached file** you wish to open.



3. When the document opens, select **Open in Word**.



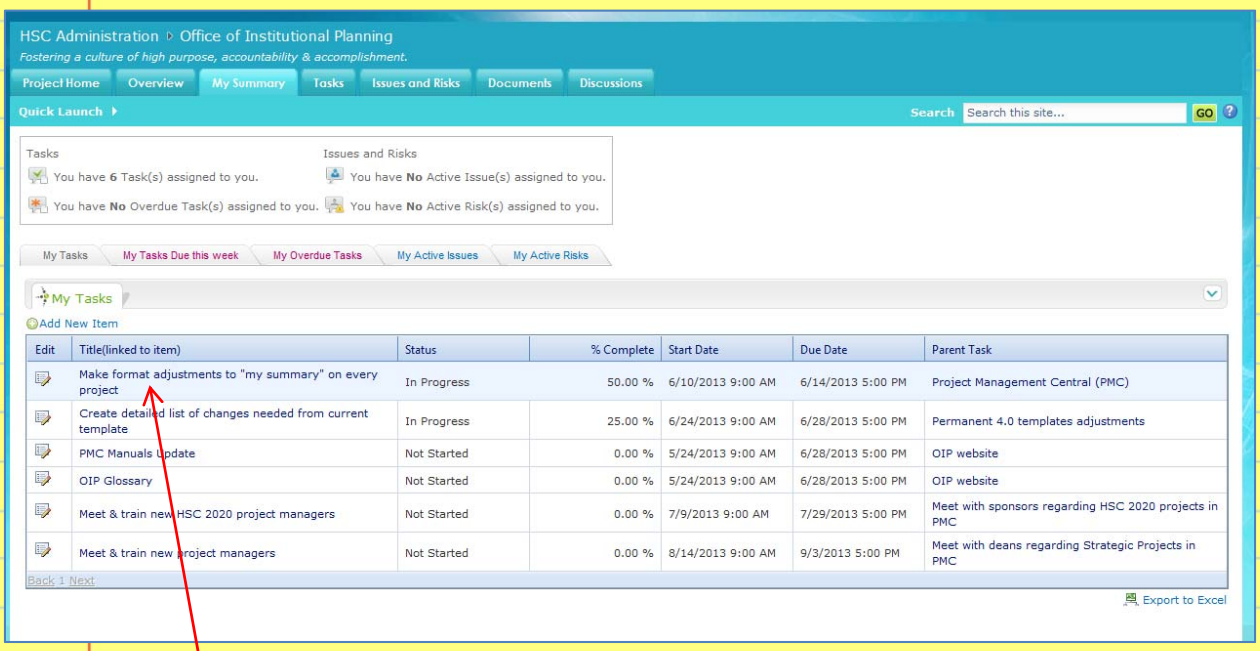
4. When prompted, select **Edit**.

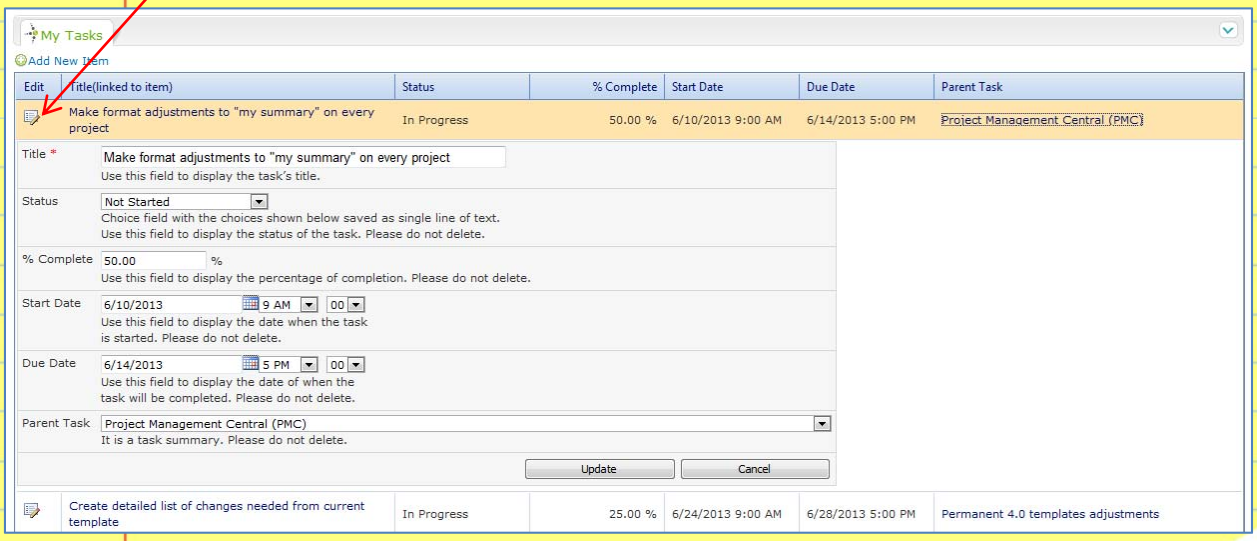


5. Make all required edits. While working on the document you can select **File Save**, like any other document. Also, when you choose to exit, select to **Save Changes**. Both of these save methods save the document to the task, not your local machine. Therefore, you can work directly from Project Management Central (PMC).

MY SUMMARY

In the My Summary tab of your project, you can quickly view and update assigned tasks that are either in progress or not started.



1. By clicking on the title of task, you can quickly access the task dialog. You may need to do this to update an attachment for a task.

2. To simply update the task status or % complete, select the Edit button for that task.