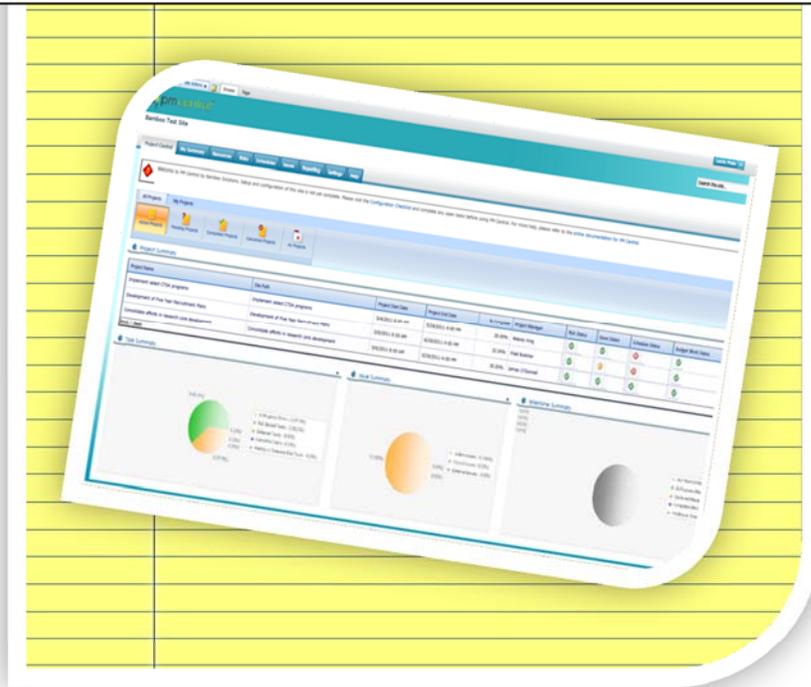


PROJECT MANAGEMENT CENTRAL (PMC) 101

Guide for First Time Users



Fostering a culture of high purpose, accountability & accomplishment

TABLE OF CONTENTS

Introduction
Quick Notes
General Navigation
The HSC Strategic Projects Dashboard
School/Division Dashboard
Project Site Dashboard
Project Home
Overview
My Summary
Tasks
Documents
Discussions

INTRODUCTION

The Office of Institutional Planning has made **Project Management Central (PMC)**, available to effectively track and manage project tasks, deadlines and documents. With PMC, you can control and manage projects, programs and entire portfolios for you or your team members from a single, easy-to-use workspace. This manual specifically covers information for first time users.

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

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

GENERAL NAVIGATION

Navigate Up Button

Quick Launch Bar

Bread Crumb Trail

The screenshot displays the Project Management Central (PMC) interface for West Virginia University's Health Sciences Center. At the top, there is a dark navigation bar with 'Site Actions', 'Browse', and 'Page' options. The user's name 'Povenski, Timothy' is visible in the top right. Below this is a white header area with the West Virginia University logo, 'Health Sciences Center', and a breadcrumb trail 'HSC Projects > Home'. A search bar is located on the right side of the header. A left-hand navigation menu includes sections for 'Libraries', 'Lists', 'Discussions', and 'Recycle Bin'. The main content area features two pie charts: 'All Divisions Task Summary' and 'All Divisions Milestone Summary'. The task summary chart shows 856 completed tasks (76.16%), 196 not started tasks (17.44%), and 16 in progress tasks (1.82%). The milestone summary chart shows 9 completed milestones (75.00%), 2 not started milestones (16.67%), and 0 in progress milestones (0.00%).

Task Status	Count	Percentage
Completed Tasks	856	76.16 %
Not Started Tasks	196	17.44 %
In Progress Tasks	16	1.82 %
Deferred Tasks	0	0.00 %
Waiting on Someone Else Tasks	1	0.09 %

Milestone Status	Count	Percentage
Completed Milestones	9	75.00 %
Not Started Milestones	2	16.67 %
In Progress Milestones	0	0.00 %
Deferred Milestones	0	0.00 %
Waiting on Someone Else Milestones	0	0.00 %

Your ability to navigate and manipulate projects is wholly dependent upon what permissions you have been granted.

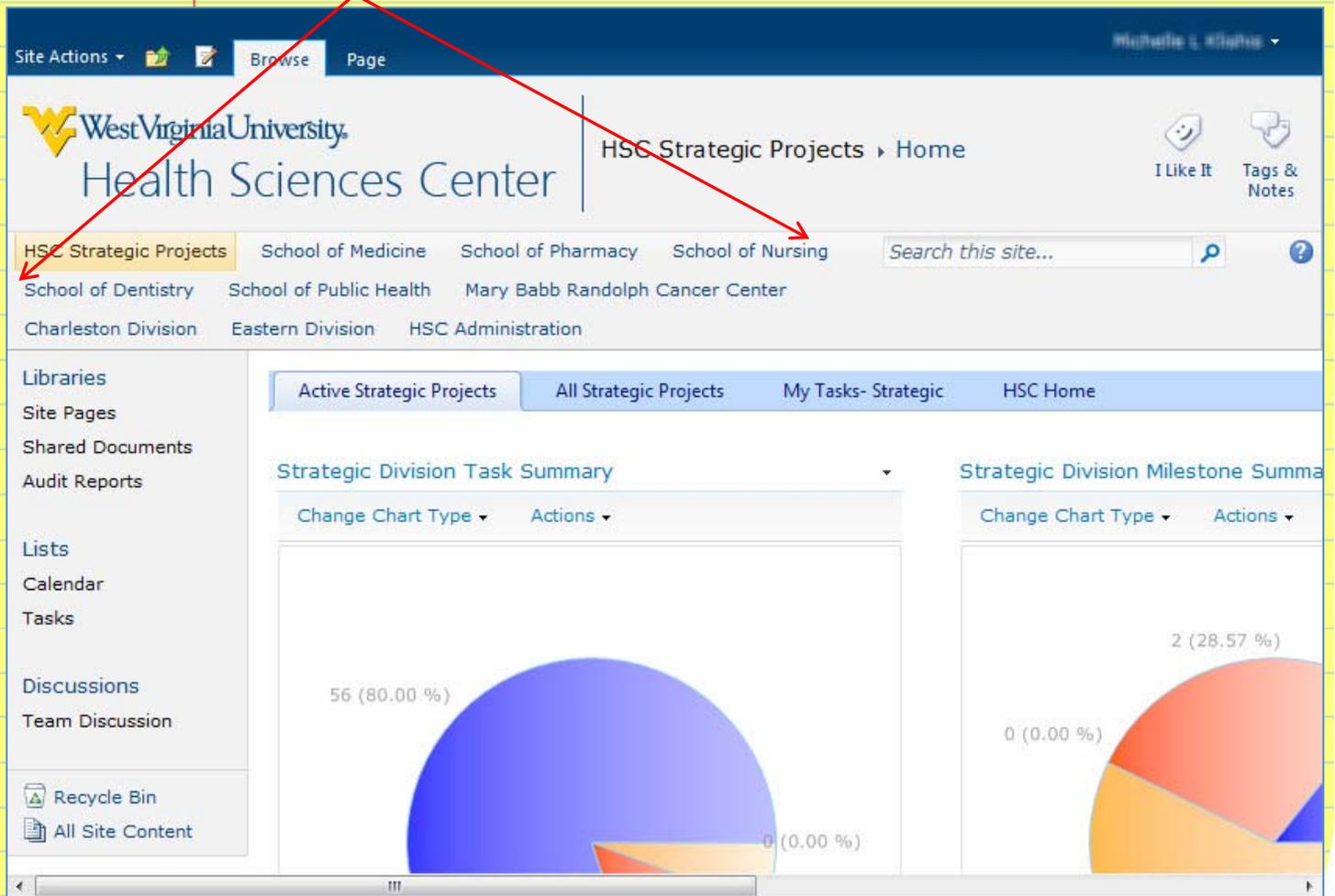
NAVIGATE UP button allows you to access parent levels from a level.

THE HSC STRATEGIC PROJECTS DASHBOARD

When you view the HSC Strategic Projects page, you will see a summary overview of all current projects you have access to. The information from departmental projects is aggregated into summary statistics here.

The Top Link bar contains links to the departments and divisions in HSC. Clicking on a link will take you to the project summary page for that department/division.

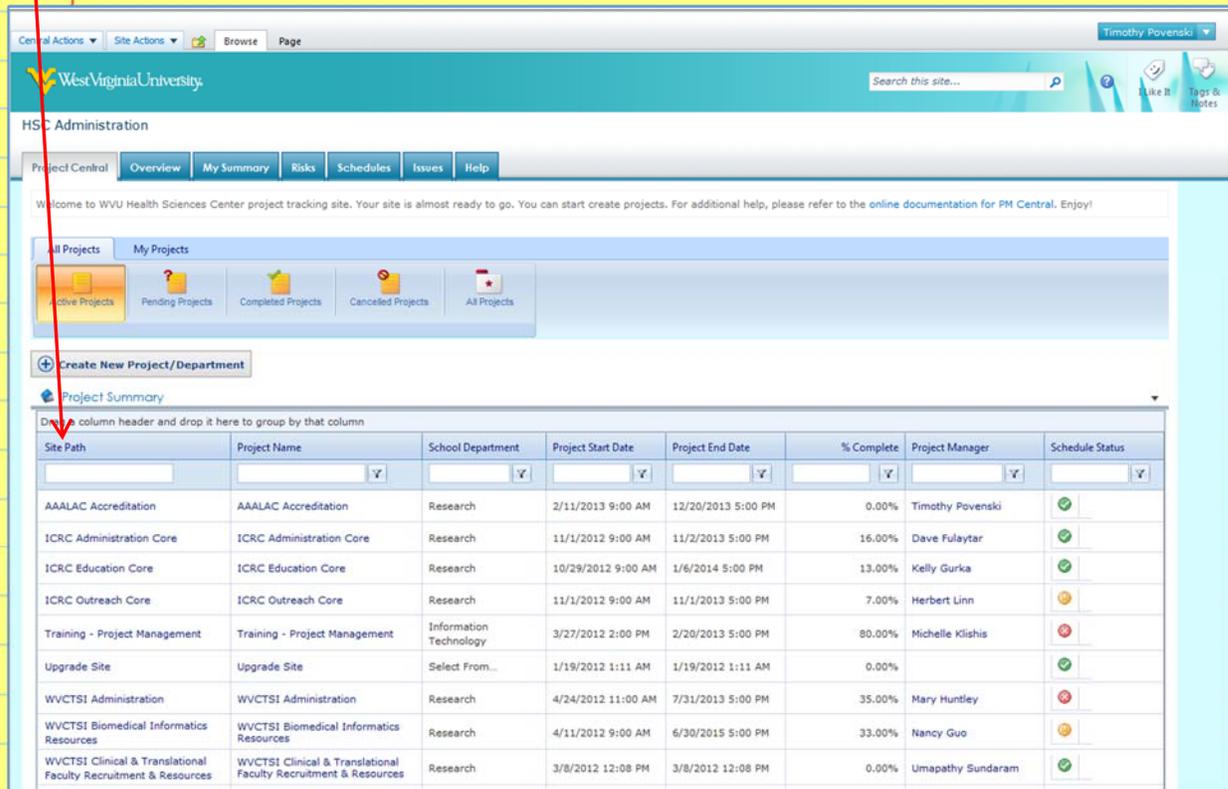
Links to School & Division Dashboards



SCHOOL/DIVISION DASHBOARD

Clicking on a school/division link will take you to that dashboard. Here you will see a summary of the projects for that school/division that you have access to. You can use the dashboard to see an overview of the projects in your department, but primarily this is where you will access your projects-through the site path links in the Project Summary section.

Site Path



PROJECT CENTRAL

Lists all projects in the school/division you have access to: site path, project name, start/end date, % complete, project manager and finally the schedule status

OVERVIEW

Displays Gantt View of Active Projects and other summaries

MY SUMMARY

The My Summary tab displays the tasks and overdue tasks as well as their statuses.

SCHEDULES

This tab displays the timeline Gantt view for all active projects and tasks from all projects

TO VIEW A PROJECT SITE

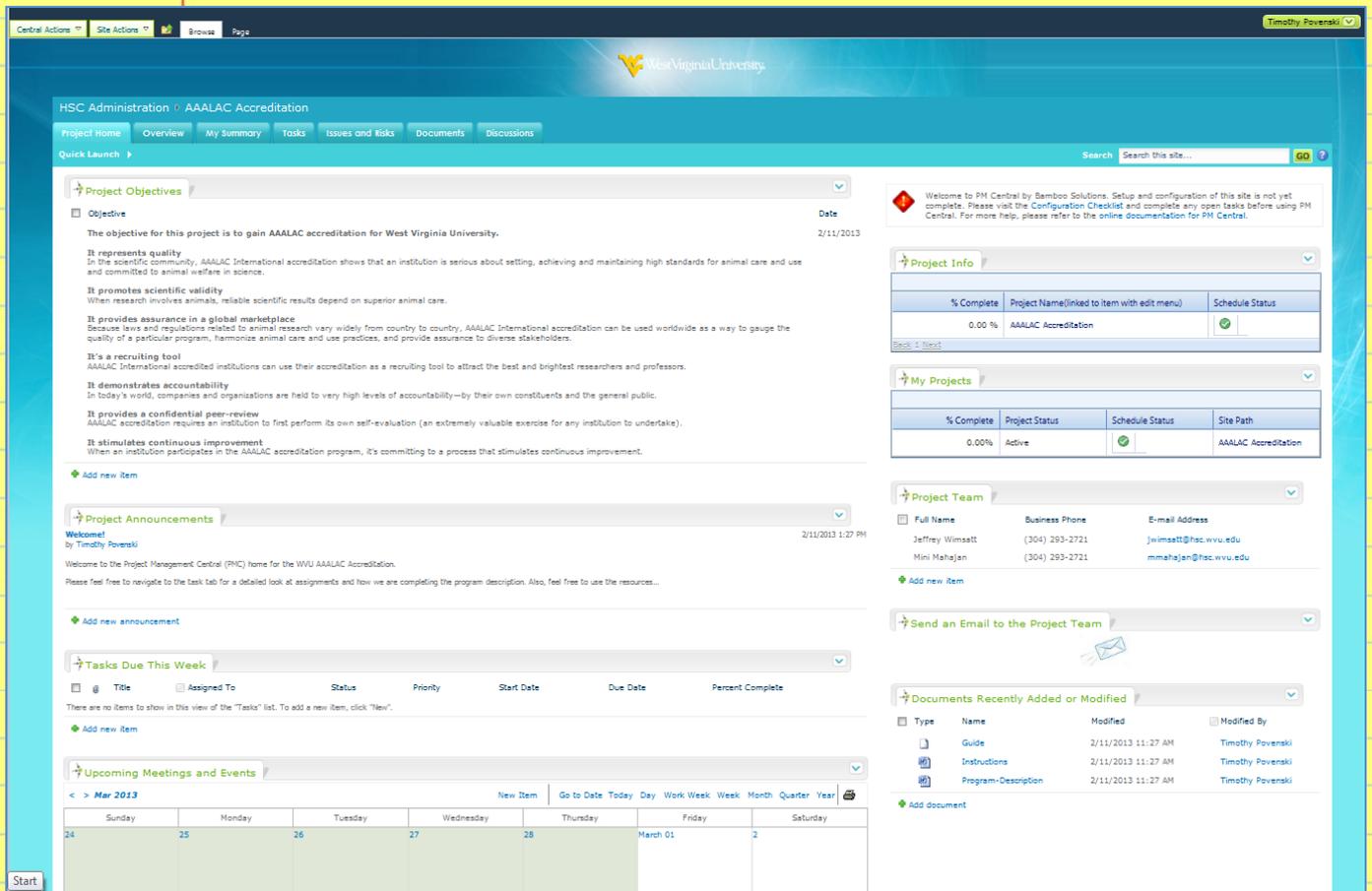
1. From the School/Division dashboard, click on the Site Path link.

PROJECT SITE DASHBOARD

All Project Site pages will have several default sections. The dashboard displays an overview of the current status of the project.

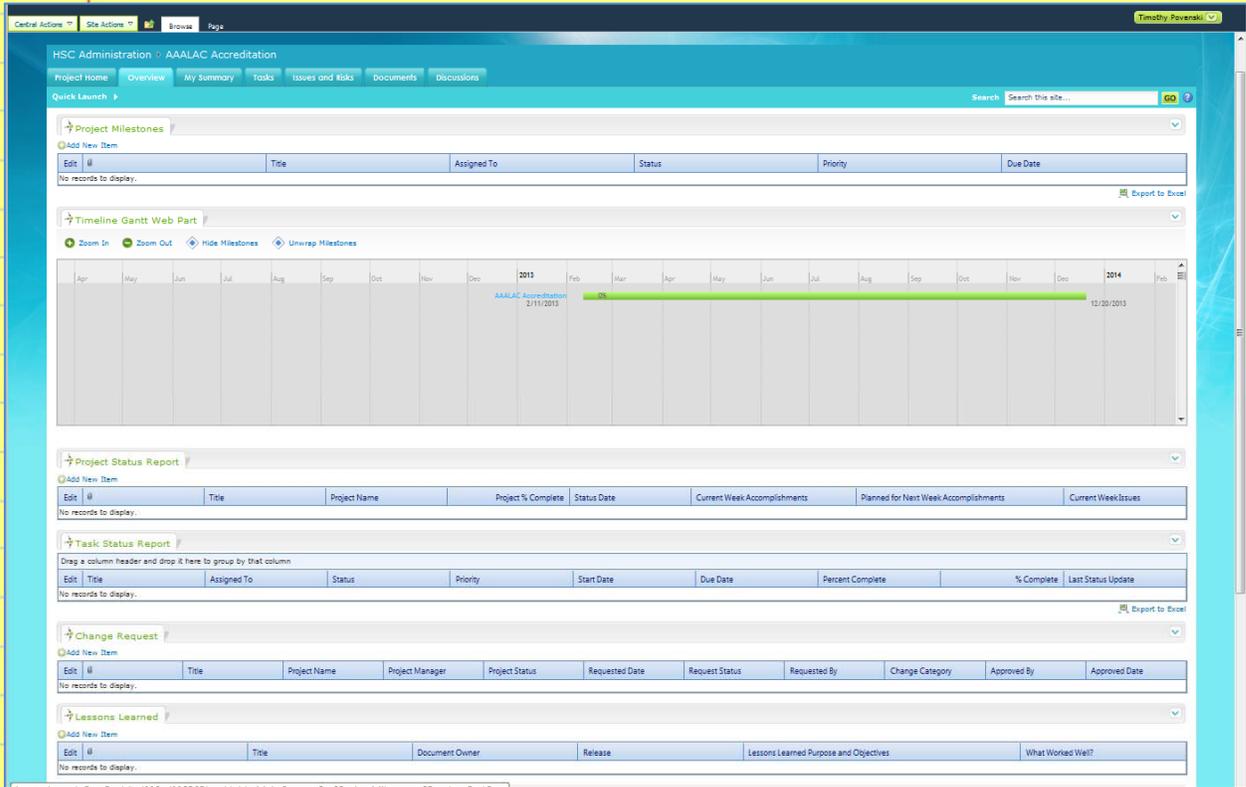
PROJECT HOME

The project home tab displays an overview of the project's status, as well as project objectives, announcements, team members, tasks due this week, documents recently added, a calendar and more.



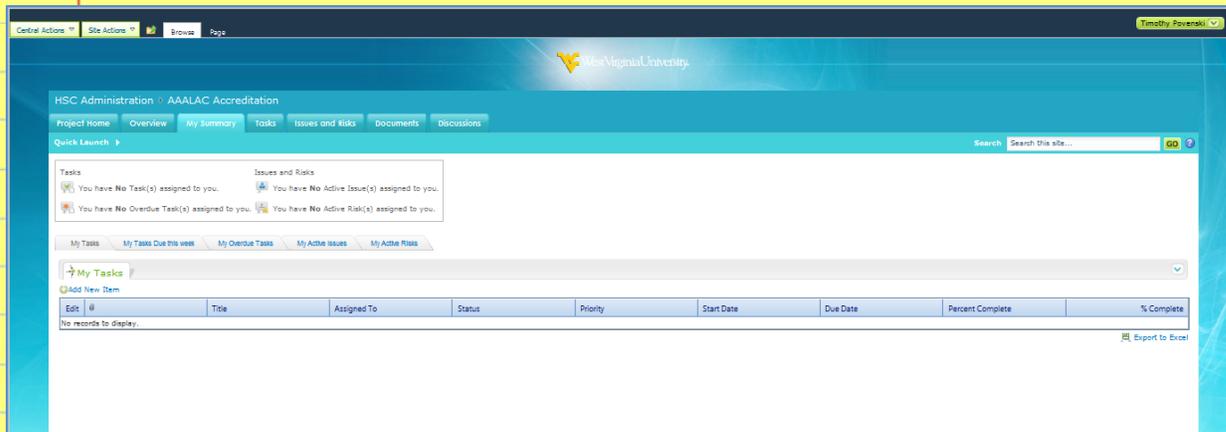
OVERVIEW

The overview tab lists the timeline Gantt view, status report, task status report, change requests, lessons learned, as well as a chart of the project tasks.



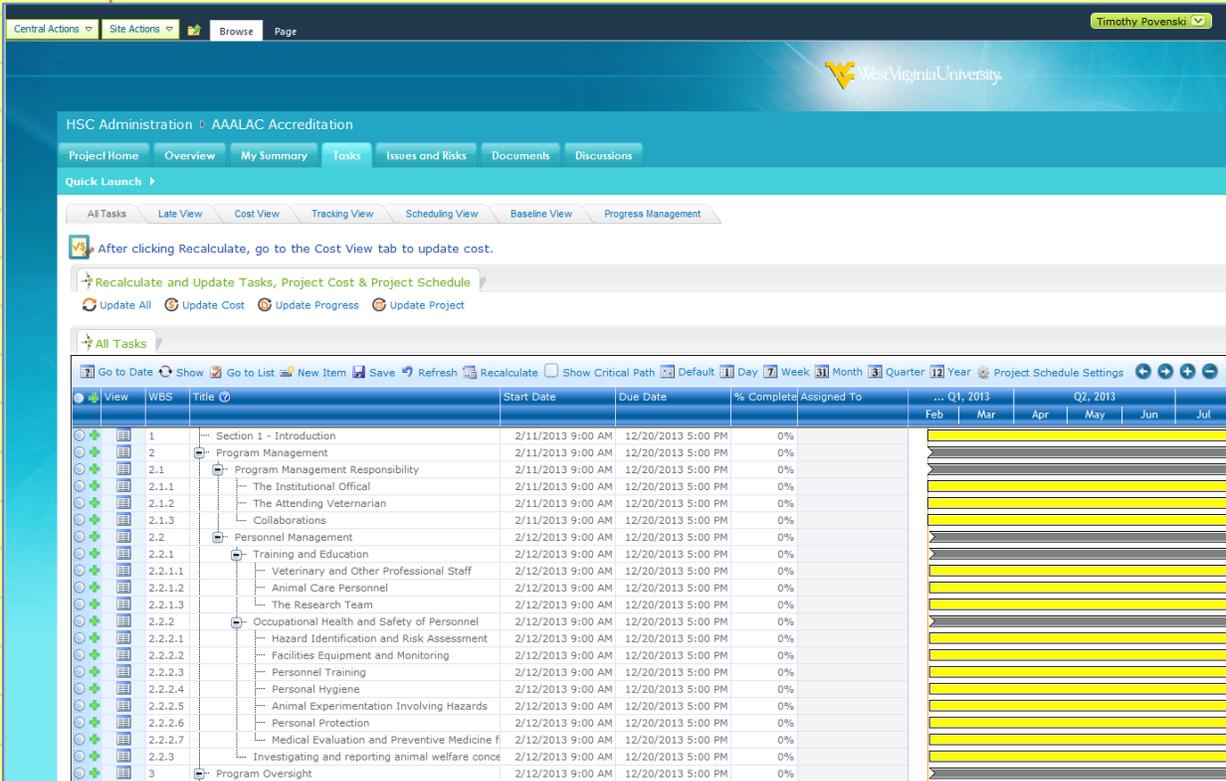
MY SUMMARY

My Summary displays the number of tasks & overdue tasks of the currently logged in user.



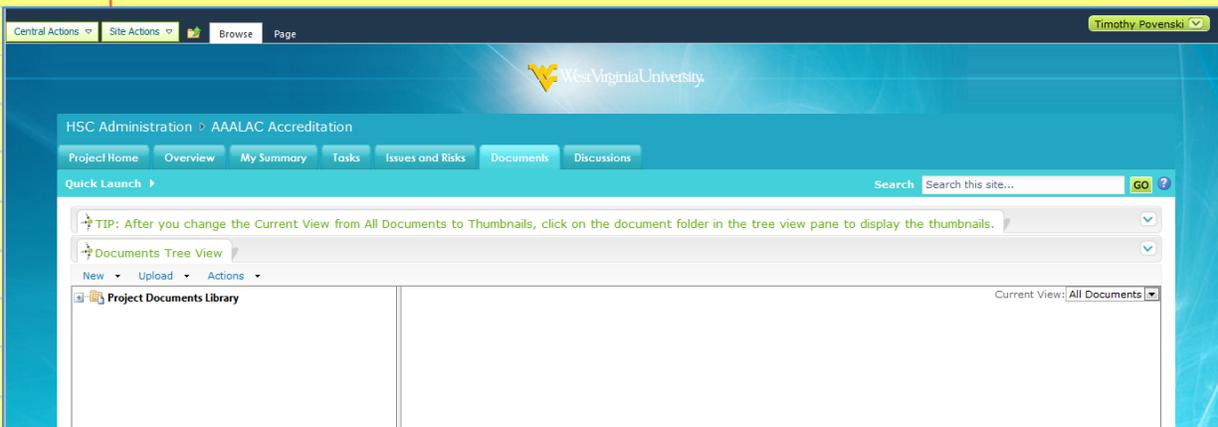
TASKS

The task tab displays a gantt view of the tasks assigned to the project, with specific views such as all tasks & overdue tasks.



DOCUMENTS

The documents tab displays a tree view of the documents uploaded in the projects document library.



DISCUSSIONS

The discussions tab provides a list of discussion topics for the given project.

This is the perfect place to pose questions you may have to your team or simply communicate a thought on a task of the project.

