

Robert C. Byrd Health Sciences Center Office of Institutional Planning



PROJECT MANAGEMENT CENTRAL (PMC) 101

Guide for First Time Users



Fostering a culture of high purpose, accountability & accomplishment



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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

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Site Path

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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.

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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.

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	It's a recruiting tool AAAAC International accredited institutions can use their accreditation as a recruiting tool to attract the best and brightest researchers and professors.			
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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.

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TASKS

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

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	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.
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