

**MANUAL FOR
PROJECT MANAGEMENT DASHBOARD**

PROJECT MANAGEMENT DASHBOARD

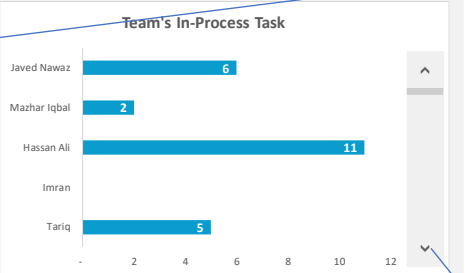
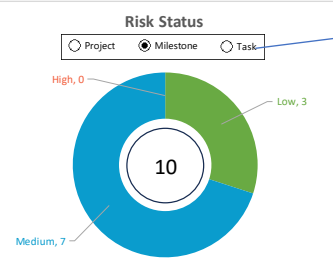
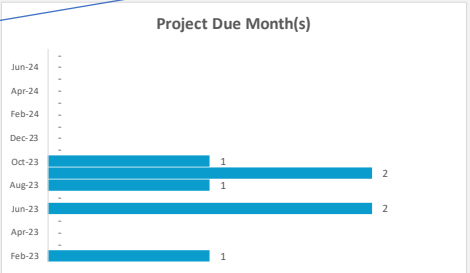
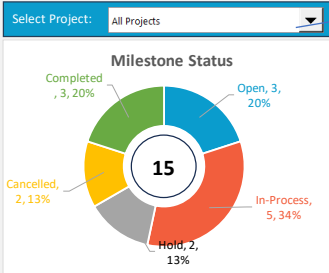
Dashboard Project Milestone Task Risk Expense HR-Team Gantt Heat Map Calendar To Do List Reports Contact DataSheet



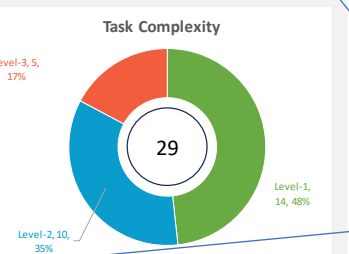
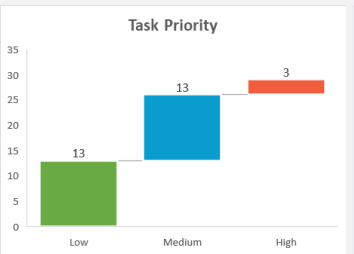
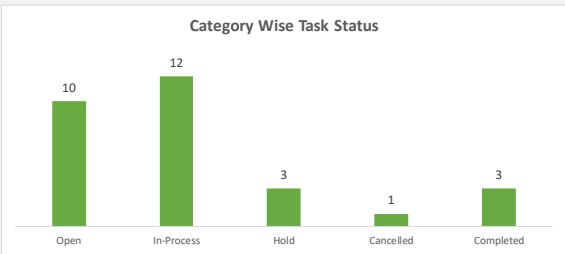
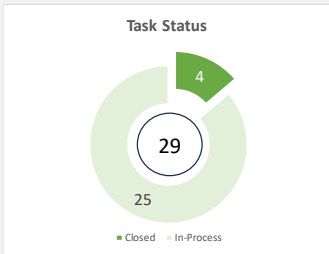
Select Project or All Option from Drop Down



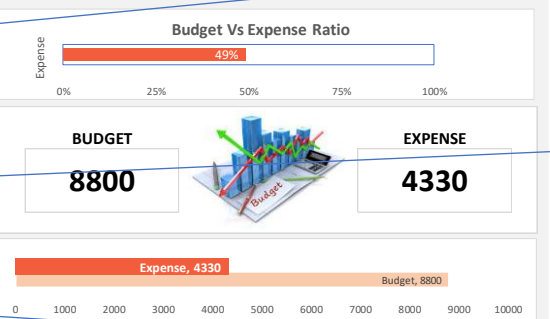
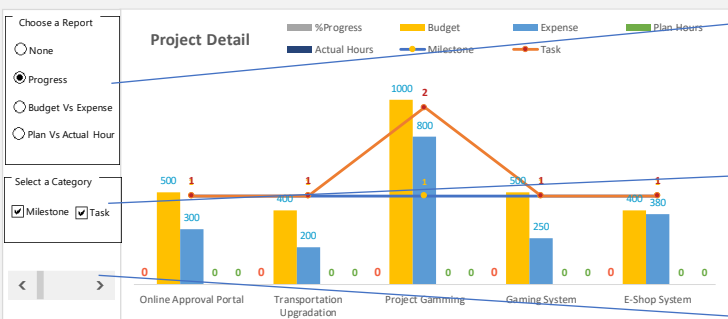
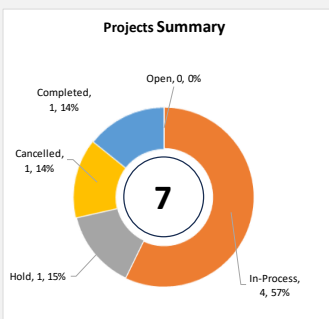
Select Option Button For Risk Status



Select Scroll Option to view other staff status



Select Option Button For Different Reports



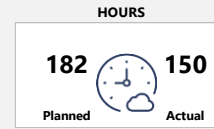
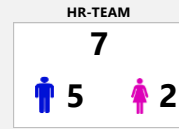
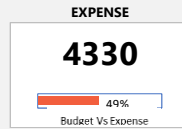
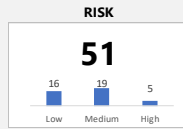
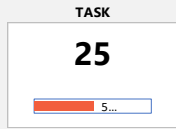
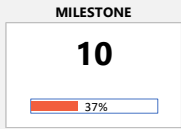
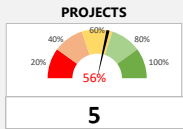
Select Check Box For Report Category

NOTES

Select Scroll Option to view other projects

PROJECT MANAGEMENT DASHBOARD

- Dashboard
- Project
- Milestone
- Task
- Risk
- Expense
- HR-Team
- Gantt
- Heat Map
- Calendar
- To Do List
- Reports
- Contact
- DataSheet



Select Scroll Option to view other projects.

PROJECT STATUS				
Project	Progress	Budget V/s Expense	Planned V/s Actual Hours	KPI
2-Transportation Upgradation	<p>40%</p> <p>1/1 Task In-Process</p>	<p>Variance 200</p> <p>Expense 200</p> <p>Budget 400</p>	<p>50 Planned 45 Actual</p> <p>-5 Hours Laps</p>	<p>Start 03-02-2023 End 01-09-2023</p> <p>210 Days</p>
3-Project Gamming	<p>50%</p> <p>0/2 Task In-Process</p>	<p>Variance 200</p> <p>Expense 800</p> <p>Budget 1000</p>	<p>20 Planned 15 Actual</p> <p>-5 Hours Laps</p>	<p>Start 01-02-2023 End 01-10-2023</p> <p>242 Days</p>
4-Gaming System	<p>10%</p> <p>0/1 Task In-Process</p>	<p>Variance 250</p> <p>Expense 250</p> <p>Budget 500</p>	<p>30 Planned 35 Actual</p> <p>5 Hours Laps</p>	<p>Start 05-04-2023 End 25-06-2023</p> <p>81 Days</p>
5-E-Shop System	<p>40%</p> <p>1/1 Task In-Process</p>	<p>Variance 20</p> <p>Expense 380</p> <p>Budget 400</p>	<p>10 Planned 5 Actual</p> <p>-5 Hours Laps</p>	<p>Start 01-02-2023 End 30-06-2023</p> <p>149 Days</p>

NOTES

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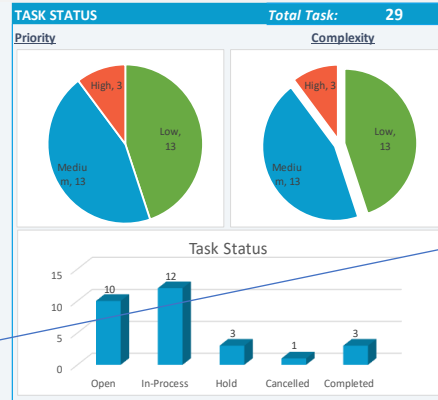


Select Project from Drop Down List.

MILESTONE STATUS

Select Project: 9-Milestone

1-Produce the Plan	2-Prepare Analysis	3-PreparePlan	4-E-Ticketing System	5-Customer Requirement	6-Cost Analysis	7-E-Ticketing System
Start: 05-01-2023 End: 02-03-2023 50%	Start: 01-01-2023 End: 13-05-2023 40%	Start: 01-01-2023 End: 10-01-2023 60%	Start: 01-01-2023 End: 15-02-2023 50%	Start: 01-05-2023 End: 05-05-2023 70%	Start: 21-01-2023 End: 15-06-2023 90%	Start: 01-01-2023 End: 15-02-2023 80%
3-Task	1-Task	2-Task	1-Task	5-Task	4-Task	1-Task
Completed: 0 Cancelled: 0 Hold: 0 In-Process: 1 Open: 2	Completed: 0 Cancelled: 0 Hold: 0 In-Process: 1 Open: 0	Completed: 0 Cancelled: 0 Hold: 0 In-Process: 1 Open: 1	Completed: 0 Cancelled: 0 Hold: 0 In-Process: 0 Open: 1	Completed: 1 Cancelled: 0 Hold: 0 In-Process: 0 Open: 2	Completed: 0 Cancelled: 0 Hold: 0 In-Process: 2 Open: 2	Completed: 0 Cancelled: 0 Hold: 0 In-Process: 1 Open: 0



Select Scroll Option to view other projects.

NOTES

Area for project notes and updates.

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PROJECTS

5

MILESTONE

10

37%

TASK

25

51%

RISK

51

Low: 16, Medium: 19, High: 5

EXPENSE

4330

49% Budget Vs Expense

HR-TEAM

7

5 (Male), 2 (Female)

HOURS

182 Planned, 150 Actual

TASK STATUS

Task Status

Category Wise Task Status

Task Priority

Task Complexity

Select Project:

Key	Type	Description	Start Date	End Date	%Progress	Status
2	Task	PreparePlan	05-01-2023	10-01-2023	100	Open
3	Task	E-Ticketing System	01-01-2023	15-02-2023	40	Open
4	Task	Meet Client	05-01-2023	15-02-2023	100	In-Process
5	Task	Meet Client	05-01-2023	15-02-2023	20	In-Process
6	Task	PreparePlan	31-01-2023	10-03-2023	40	Open
7	Task	Meet Client	01-01-2023	15-02-2023	80	Hold
8	Task	PreparePlan	05-01-2023	07-03-2023	100	Open
9	Task	Meet Client	01-01-2023	10-01-2023	90	Completed
10	Task	PreparePlan	15-01-2023	07-03-2023	40	Open
11	Task	E-Ticketing System	05-01-2023	15-02-2023	10	Hold

22-Task

9-Milestone

Project's Task Summary

NOTES

Select Project from Drop Down List.

Select Scroll Option to view other task.

PROJECT MANAGEMENT DASHBOARD | Dashboard | Project | Milestone | Task | Risk | Expense | HR-Team | Gantt | Heat Map | Calendar | To Do List | Reports | Contact | DataSheet

PROJECTS

5

MILESTONE

10

37%

TASK

25

51%

RISK

51

16 Low, 19 Medium, 5 High

EXPENSE

4330

49% Budget Vs Expense

HR-TEAM

7

5 Male, 2 Female

HOURS

182 Planned, 150 Actual

RISK STATUS

Outstanding Risk

51

Completed, 11, 22%

Outstanding Risk, 40, 78%

Risk Status

Select Option

Project

Milestone

Task

Employee Wise Risk Status

Low Medium High

Low Medium High

NOTES

Select Option Button for Risk Status

Select Risk Status Category

Select Scroll Option to view other staff Report

Select Project from List Box.

Select Scroll Option for all category Risk Status

Select Project	S.No	Type	Description	Start Date	End Date	Duration	%Progress	Status	Risk
E-Ticketing System Online Approval Portal Transportation Upgradation Project Gaming Gaming System E-Shop System E-Ticketing System M21 Construction	1	Project	E-Ticketing System	01-01-2023	01-02-2023	31	90	In-Process	High
	2	Milestone	Produce the Plan	05-01-2023	02-03-2023	56	50	Hold	Medium
	3	Task	Meet Client	02-01-2023	15-02-2023	44	10	In-Process	Medium
	4	Task	PreparePlan	05-01-2023	10-01-2023	5	100	Open	Low
	5	Task	E-Ticketing System	01-01-2023	15-02-2023	45	40	Open	Medium
	6	Milestone	Prapare Anaylsis	01-01-2023	13-05-2023	132	60	In-Process	Medium
	7	Task	Meet Client	05-01-2023	15-02-2023	41	100	In-Process	Medium
	8	Milestone	PreparePlan	01-01-2023	10-01-2023	9	40	Cancelled	Low
	9	Task	Meet Client	05-01-2023	15-02-2023	41	20	In-Process	Medium
	10	Task	PreparePlan	31-01-2023	10-03-2023	38	40	Open	Low

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PROJECTS

5

MILESTONE

10

37%

TASK

25

51%

RISK

51

Low: 16, Medium: 19, High: 5

EXPENSE

4330

Budget Vs Expense: 49%

HR-TEAM

7

5 (Male), 2 (Female)

HOURS

182 Planned, 150 Actual

BUDGET V/S EXPENSE STATUS

Budget Vs Expense (Value)

Balance, 4470, 51%

Expense, 4330, 49%

Budget Vs Expense Ratio

Expense: 49%

Project's Budget V/s Expense (%)

Project	Budget	Expense	Perc
Online Approval Portal	500	300	60%
Transportation Upgradation	400	200	50%
Project Gammig	800	800	100%
Gaming System	500	250	50%
E-Shop System	400	380	95%

Select Project	S.No	Type	Description	Start Date	End Date	Duration	%Progress	Status	Risk	Budget	Expense	Budget Vs Expense (%)
E-Ticketing System Online Approval Portal Transportation Upgradation Project Gammig Gaming System E-Shop System E-Ticketing System M21 Construction	1	Project	E-Ticketing System	01-01-2023	01-02-2023	31	90	In-Process	High	1000	400	40%
	2	Milestone	Produce the Plan	05-01-2023	02-05-2023	56	50	Hold	Medium	800	700	88%
	3	Task	Meet Client	02-01-2023	15-02-2023	44	10	In-Process	Medium	800	700	88%
	4	Task	PreparePlan	05-01-2023	10-01-2023	5	100	Open	Low	200	200	100%
	5	Task	E-Ticketing System	01-01-2023	15-02-2023	45	40	Open	Medium	800	700	88%
	6	Milestone	Prapare Analysis	01-01-2023	13-05-2023	132	60	In-Process	Medium	800	700	88%
	7	Task	Meet Client	05-01-2023	15-02-2023	41	100	In-Process	Medium	800	700	88%
	8	Milestone	PreparePlan	01-01-2023	10-01-2023	9	40	Cancelled	Low	200	200	100%
	9	Task	Meet Client	05-01-2023	15-02-2023	41	20	In-Process	Medium	800	700	88%
	10	Task	PreparePlan	31-01-2023	10-03-2023	38	40	Open	Low	200	200	100%

NOTES

Select Scroll Option to view other projects Budget Vs Expense.

Select Project from List Box.

Select Scroll Option for all category Budget Vs Expense Status.

PROJECT MANAGEMENT DASHBOARD

Dashboard | Project | Milestone | Task | Risk | Expense | HR-Team | Gantt | Heat Map | Calendar | To Do List | Reports | Contact | DataSheet

PROJECTS

5

MILESTONE

10

37%

TASK

25

51%

RISK

51

16 Low, 19 Medium, 5 High

EXPENSE

4330

49%

Budget VS Expense

HR-TEAM

7

5 Male, 2 Female

HOURS

182 Planned, 150 Actual

HR-TEAM STATUS

Select Employee: Javed Nawaz

PROJECT

1

MILESTONE

9

TASK

6

Employee Task Status

Completed	-
Cancelled	-
Hold	-
In-Process	2
Open	4

Task In-Process (Workload)

Employee	Task In-Process
Hassan Ali	11
Javed Nawaz	6
Tariq	5
Mazhar Iqbal	2
Rosy	1
Jenifer	1
Imran	0

NOTES

Select Employee to View the Projects status

Select Scroll option to View other employees report.

GANTT CHART

Clear All Filter
Completed
In-Process
Projects
Milestone
Task

Select Project: E-Ticking System

Project / Milestone / Task	Type	Progress	Start Date	End Date
E-Ticking System	Project	90	01-Jan-23	01-Feb-23
Produce the Plan	Milestone	50	05-Jan-23	02-Mar-23
Meet Client	Task	10	02-Jan-23	15-Feb-23
PreparePlan	Task	100	05-Jan-23	10-Jan-23
E-Ticking System	Task	40	01-Jan-23	15-Feb-23
Prapare Analysis	Milestone	60	01-Jan-23	13-May-23
Meet Client	Task	100	05-Jan-23	15-Feb-23
PreparePlan	Milestone	40	01-Jan-23	10-Jan-23
Meet Client	Task	20	05-Jan-23	15-Feb-23
PreparePlan	Task	40	31-Jan-23	10-Mar-23
E-Ticking System	Milestone	50	01-Jan-23	15-Feb-23
Customer Requirement	Milestone	70	01-May-23	05-May-23
Meet Client	Task	80	01-Jan-23	15-Feb-23
PreparePlan	Task	100	05-Jan-23	07-Mar-23
Meet Client	Task	90	01-Jan-23	10-Jan-23
PreparePlan	Task	40	15-Jan-23	07-Mar-23
E-Ticking System	Task	10	05-Jan-23	15-Feb-23
Cost Analysis	Milestone	90	21-Jan-23	15-Jun-23
Meet Client	Task	50	05-Jan-23	10-Jan-23
PreparePlan	Task	40	01-Mar-23	07-Mar-23
Meet Client	Task	100	01-Jan-23	15-Feb-23
PreparePlan	Task	40	25-Jan-23	07-Mar-23
E-Ticking System	Milestone	80	01-Jan-23	15-Feb-23
Financing	Milestone	60	01-Jan-23	03-Feb-23
Meet Client	Task	100	01-Jan-23	15-Feb-23
PreparePlan	Task	40	20-Jan-23	07-Mar-23
Meet Client	Task	50	15-Feb-23	15-Feb-23
PreparePlan	Task	40	01-Jan-23	07-Mar-23
E-Ticking System	Task	50	18-Jan-23	15-Feb-23
P&L Analysis	Milestone	20	01-Jan-23	01-Apr-23
Meet Client	Task	50	21-Jan-23	15-Feb-23
PreparePlan	Task	40	01-Jan-23	07-Mar-23



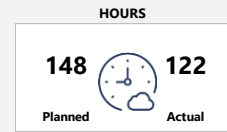
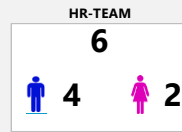
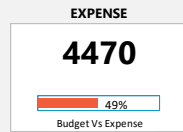
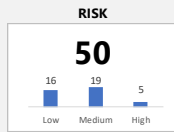
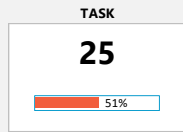
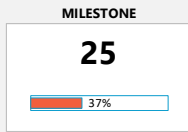
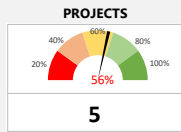
Click on Buttons to view different filter reports

Select button to move Gantt chart Left or Right.

Select Project to view concern Gantt chart.

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HEAT MAP

Select Project

E-Ticketing System

Select Year

2023, 2024, 2025, 2026, 2027, 2028

Select Category

Task

Actual Hours

Planned Hours

2023													
D / M	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1	77		3		9								89
2	3												3
3													-
4													-
5	27												27
6													-
7													-
8													-
9													-
10													-
11													-
12													-
13													-
14													-
15	3	3											6
16													-
17													-
18	3												3
19													-
20	3												3
21	12												12
22													-
23													-
24													-
25	3												3
26													-
27													-
28													-
29													-
30													-
31	3												3



Select Project from drop down list.

Select Year for Heat Map.

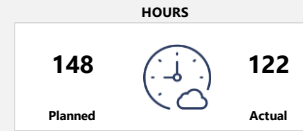
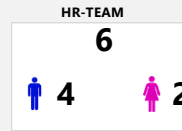
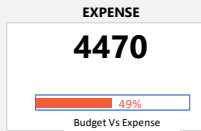
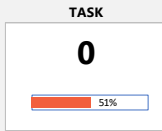
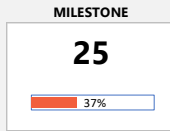
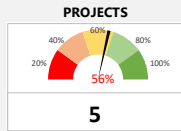
Select Option to view different reports.

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CALENDAR

Select Project

E-Ticketing System

Select Year: 2023

Select Month: Jan



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1-Jan-2023 1 Project 6 Milestone 7 Task	02-Jan-2023 1 Task	03-Jan-2023	04-Jan-2023	05-Jan-2023 1 Milestone 6 Task	06-Jan-2023	07-Jan-2023
08-Jan-2023	09-Jan-2023	10-Jan-2023	11-Jan-2023	12-Jan-2023	13-Jan-2023	14-Jan-2023
15-Jan-2023 1 Task	16-Jan-2023	17-Jan-2023	18-Jan-2023 1 Task	19-Jan-2023	20-Jan-2023 1 Task	21-Jan-2023 1 Milestone 1 Task
22-Jan-2023	23-Jan-2023	24-Jan-2023	25-Jan-2023 1 Task	26-Jan-2023	27-Jan-2023	28-Jan-2023
29-Jan-2023	30-Jan-2023	31-Jan-2023 1 Task				

Select Project from drop down list.

Select Calendar Year.

Select Calendar Month.

NOTES



REPORTS

Report Name	Selection Area	Status
Dashboard	A1:BM61	Include
Project	A1:BN54	Include
Milestone	A1:BM42	Include
Task	A1:BM50	Include
Risk	A1:BM50	Include
Expense	A1:BM50	Include
Gantt	A1:NW113	Include
HR-Team	A1:BM42	Include
HeatMap	A1:BM61	Include
Calendar	A1:BR65	Include
ToDoList	A1:BM52	Include

Excel
Combine File



PDF



Power Point



Excel
Separate Files (D:\)

Select Button For Different Report Format Export.

Select Excel Button to Export Customized Reports List.

DATASHEET

Select Project:

Search

Projects Milestone Task

Clear All Filter



Project	Milestone	Type	Description	Assigned To	Start Date	End Date	Days Required	%Progress	Status	Priority	Complexity	Risk	Budget	Expense	Planned Hours Per Day	Actual Hours	Remarks
Online Approval Portal	Online Approval Port	Project	Online Approval Portal	Hassan Ali	01-May-23	05-Aug-23	96	80	In-Process	Medium	Level-1	Low	500	300	34	27.5	
Online Approval Portal	Define Problem	Milestone	Define Problem	Javed Nawaz	01-Jan-23	03-Feb-23	33	20	Open	Medium	Level-1	Medium	100	80	6.5	9.5	
Online Approval Portal	Define Problem	Task	Meet Client	Ali Imran	05-Mar-23	06-Jun-23	93	30	In-Process	Low	Level-3	Low	50	40	2.5	3.5	
Transportation Upgradi	Transportation Upgradi	Project	Transportation Upgradation	Tariq	03-Feb-23	01-Sep-23	210	40	Cancelled	High	Level-2	High	400	200	50	45	
Transportation Upgradi	Process	Milestone	Process	Ali Imran	08-Feb-23	05-Jun-23	117	40	In-Process	Low	Level-1	Low	200	200	2	3	
Transportation Upgradi	Process	Task	Requirements	Mazhar Iqbal	10-Jan-23	27-Feb-23	48	40	In-Process	High	Level-3	High	200	200	2	3	
Project Gamming	Project Gamming	Project	Project Gamming	Ali Imran	01-Feb-23	01-Oct-23	242	50	In-Process	High	Level-2	High	1000	800	20	15	
Project Gamming	Produce the Plan	Milestone	Produce the Plan	Javed Nawaz	15-Feb-23	04-Aug-23	170	40	Hold	Medium	Level-2	Medium	800	700	6	9	
Project Gamming	Produce the Plan	Task	Meet Client	Hassan Ali	15-Feb-23	15-Feb-23	0	20	Completed	Medium	Level-1	Medium	800	700	2	3	
Project Gamming	Produce the Plan	Task	PreparePlan	Hassan Ali	03-Mar-23	07-Mar-23	4	40	Completed	Low	Level-2	Low	200	200	2	3	
Gaming System	Gaming System	Project	Gaming System	Javed Nawaz	05-Apr-23	25-Jun-23	81	10	Completed	Low	Level-3	Low	500	250	30	35	
Gaming System	Define Problem	Milestone	Define Problem	Javed Nawaz	06-Jan-23	05-Jun-23	150	20	Open	Medium	Level-1	Medium	100	80	6.5	9.5	
Gaming System	Define Problem	Task	Meet Client	Hassan Ali	06-Jan-23	10-Jan-23	4	30	Cancelled	Low	Level-3	Low	50	40	2.5	3.5	
E-Shop System	E-Shop System	Project	E-Shop System	Tariq	01-Feb-23	30-Jun-23	149	40	Hold	High	Level-2	High	400	380	10	5	
E-Shop System	Process	Milestone	Process	Ali Imran	08-Feb-23	05-Jun-23	117	40	In-Process	Low	Level-1	Low	200	200	2	3	
E-Shop System	Process	Task	Requirements	Mazhar Iqbal	10-Jan-23	27-Feb-23	48	40	In-Process	High	Level-3	Medium	200	200	2	3	
E-Ticketing System	E-Ticketing System	Project	E-Ticketing System	Ali Imran	01-Jan-23	01-Feb-23	31	90	In-Process	Low	Level-1	High	1000	400	34.5	20	
E-Ticketing System	Produce the Plan	Milestone	Produce the Plan	Javed Nawaz	05-Jan-23	02-Mar-23	56	50	Hold	Medium	Level-2	Medium	800	700	6	9	
E-Ticketing System	Produce the Plan	Task	Meet Client	Hassan Ali	02-Jan-23	15-Feb-23	44	10	In-Process	High	Level-3	Medium	800	700	2	3	
E-Ticketing System	Produce the Plan	Task	PreparePlan	Javed Nawaz	05-Jan-23	10-Jan-23	5	100	Open	Low	Level-2	Low	200	200	2	3	
E-Ticketing System	Produce the Plan	Task	E-Ticketing System	Tariq	01-Jan-23	15-Feb-23	45	40	Open	Medium	Level-1	Medium	800	700	2	3	

Select Button to Clear All Filters

Select Different Buttons to Filter to Data.

Select Project to View Concern Milestones & Tasks.

Insert data in new data row.

Thank You!