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# *User Guide -* **ProMaSys (Project Management System)**

Examples & screen shots given on this guide are based on a project in Ghana. ProMaSys is available from the creator Christopher Serjeant, reachable by email on cjserjeant@mac.com

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## 3.1    Introduction to ProMaSys

### 3.1.1   What is ProMaSys?

- Equipment ordering and cost monitoring  Integrated project planning and tracking tool
  - Plan the entire roll-out of the network
  - Balance your planning against available resources
  - See how many (and which) sites are at each stage of roll-out
  - Compare slippage against planned dates and correct
  - Track every milestone from Search Ring thru' to Acceptance
  - View progress of the entire roll-out with one mouse-click

- Single database of all site information
  - One place for all information of the project
  - Eliminate multiple spreadsheets held by different departments
  - Open availability to password holders to see progress
  - Each person uses the database as their day-to-day tool
  - Incorporates photos and AutoCAD drawings
  - At the end of the roll-out, O&M can take over the database

- Source of all project documents and reports
  - All project documents & reports are built into the database
  - This results in standardization of all documentation
  - Clear audit trail of all documents through the project
  - Single repository of documents, nothing goes missing
  - Instructions and Change Orders are immediately available
  - Paper-less Project Office is possible (& has been done)

- Powerful query and answer tool
  - Powerful query functions across all fields and screens
  - Ask any question and get the answer on screen immediately
  - Project Reports can be based on any criteria
  - Up-to-date Progress Reports can be produced at any time
  - Fax or e-mail reports directly from the database
  - Reduces the need to print paper reports to answer questions

- One-click project overview and progress of each site
  - Progress is automatically calculated as milestones are reached
  - Automatic calculations result in objective reporting of progress
  - Site are automatically placed in the correct stages of rollout
  - See all stages of rollout with just one mouse-click
  - Managers can focus directly on any stage of the rollout
  - Provides financial and work in progress information

- Equipment logistics, asset register and cost monitoring.
  - Equipment can be specified at any time during Roll-out
  - Demand / Supply balancing
  - Ordering equipment and infrastructure materials
  - Bill of Materials generation & Control of site cost budgeting
  - End of Warranty re-ordering
  - Track every asset from RFQ thru' to Commissioning
  - Monitor Shipping, Port handling and Customs clearance
  - Manage all Goods-in and Warehouse Storage
  - Control all equipment dispatches from Warehouse to sites
  - Provide integrated Asset Register of all installed equipment
  - Track all Swap and Repairs

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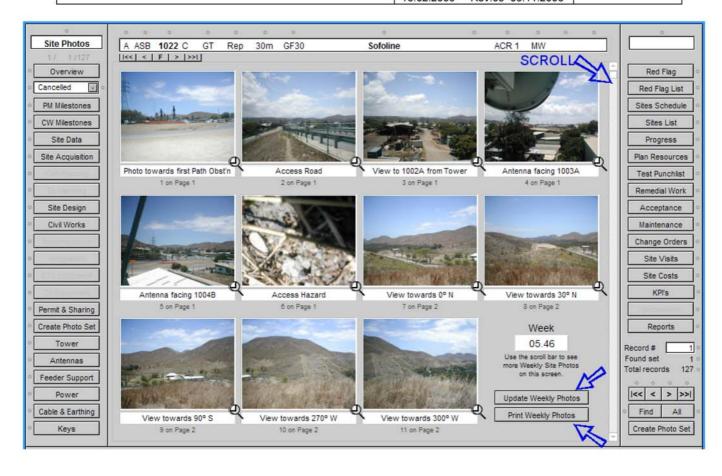| Document title: | | Document ID: | Page: |
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## Screen 1 — Red Flag

A ASB **1022** C    GT    Rep    30m    GF30           **Sofoline**                    ACR 1    MW

|<< < F > >>|

**Red Flag** 4 /127

Left menu:
- Overview
- PAT Remedial
- All Milestones
- PM Milestones
- Site Data
- Site Photos
- Site Acquisition
- Permit & Sharing
- Site Design
- Civil Works
- Antennas
- Tower
- Feeder Support
- Power
- Cable & Earthing
- Keys

**Red Flag 1**
- Report Date
- Reported by
- To be resolved by
- Resolved Date
- Action Required
- File to Log

**Red Flag 2**
- Report Date
- Reported by
- To be resolved by
- Resolved Date
- Action Required
- File to Log

**Red Flag 3**
- Report Date
- Reported by
- To be resolved by
- Resolved Date
- Action Required
- File to Log

Red Flag Log

Send Mail

Right panel fields:
- Site Priority Number — 4. D&cw
- Sub Project — 3. PO1
- Main Contractor — SOLCOMTECH
- Acquisition Negotiator — GT
- Site Controller — Philip
- Site Access Information
- Other Operators
- Issues Affecting Integration
- Add    Comments

Right menu:
- PM Milestones
- Red Flag List
- Sites Schedule
- Sites List
- Progress
- Plan Resources
- Test Punchlist
- Remedial Work
- Acceptance
- Maintenance
- Change Orders
- Site Visits
- Costs
- KPI's
- Documents
- Reports

Record #        3
Found set       4
Total records   127

|<< < > >>|

Find    All

Info Bubbles ?                    **Main Menu**                    Thu, 29 Dec 05        WeekWk 5.52

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## Screen 2 — Reports

**GHANA TELECOM        GSM 900 ROLLOUT**

**Reports** WIP 85%

Left menu:
- Overview
- PAT Remedial
- Network Plan
- All Activities
- CW Milestones
- Site Data
- Site Acquisition
- Permit & Sharing
- Cell Planning
- Tx Planning
- Site Design
- Civil Works
- Implementation
- Integration
- Equipment
- Antennas
- Tower
- Feeder Support
- Power
- Cable & Earthing
- Site Photos
- Financial
- Keys

○ **General Reports**

| Button | Description |
|---|---|
| PM Progress Report | Printout of the milestones in the PM Milestones screen, including Final Acceptance - A3 Landscape format. |
| CW Progress Report | Printout of the milestones in the CW Milestones screen, including Provisional Acceptance - A3 Landscape format. |
| Go to Weekly Sheet | Printout of the Weekly sheet report per site covering mainly the civil works. - A4 Landscape format. |
| Go to Summary | Printout of Summary of the weekly sheet reports of all sites - A3 Landscape format. |
| Project Overview Statistics | Printout of the Major Milestones from the Overview screen, including missed dates - A4 Landscape format. |
| Finance WIP & Forecast | Printout of Financial Data from the Financial screen, including Forcast data - A3 Landscape format. |
| AC Power Schedule | Printout of the Power information from the Power screen, including aplication dates - A4 Landscape format. |
| Site Addresses | Printout of the Site Addresses and Lattitude & Longitude coordinates - A4 Landscape format. |
| Site Access | Printout of the Site Addresses and Site Access Protocol - A4 Landscape format. |
| Design Drawings Status | Printout of Design information from the Site Design screen - A4 Landscape format. |

○ **Export Data**

| Button | Description |
|---|---|
| Export Site Name & Number | Exports to your Desktop a list of Site Names and Site Numbers, useful when sending lists to others - Excel format. |
| Main Milestones | |

Right menu:
- Red Flag
- Red Flag List
- Sites Schedule
- Sites List
- Assets
- Update Planning
- Monthly Progress
- Plan Resources
- Test Punchlist
- Remedial Work
- Acceptance
- Site Visits
- Site Costs
- KPI's
- Documents

Record #        9
Found set       11
Total records   127

|<< < > >>|

Find    All

Create New Site

**Reports will always be printed for the found set. In this case 11 sites**

Info Bubbles ?                    **Main Menu**                    Week  05.52