



**WATCH**

# Use “Status” in WATCH

Status Guide

Use status to improve the workflow in your organization

**Jim Nuis**

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# Status in Projects, Project elements and Resources



Four statuses are being used in WATCH:

- **In Preparation**  
A project manager can start defining the project in Watch and add resources to employees. However, when the status is “ In Preparation” no hours can be registered and no appointments can be planned.
- **In Process**  
All projects, project elements and resources can be used in WATCH
- **Closed**  
Closed projects cannot be used anymore. The registered hours are saved
- **Archived**  
Individual hours are removed from WATCH. Total hours on project elements is saved

Status can be used on all 3 project levels:

- Project
- Project element
- Resources

Archiving a project is the final phase, and when used the project is completely removed from WATCH. Only in a special report “ARCHIVED” the information is still available. Archiving a project can only be done for the complete project. During archiving, all individual hours of a resource (employees + project element) are stored in a field “ENDSCORE” of a resource.

“In Preparation”, “In Process” and “Closed” can individually, on each level, be modified. Within a project, various parts of a project can have a different status. This makes it possible, that when a project is running, in time release project elements to employees. And when a project element is finished, it can be removed from the timesheet of an employee. A good comprehension of status is important when using WATCH.

# Example case



Hereby an example how to handle a project

## Extended

For a customer a website needs to be build. This project is divided in 3 parts: Design, Programming, and Testing. 4 employees are working on the project; 1 designer, 2 programmers and 1 tester.

The project manager received the order, but the project will only start over 1 month. The project manager will place the project in WATCH at this moment, so he can see how the available budget hours can be divided over the various project elements and employees. He created a project, defines the 3 project elements and assigns the 4 employees to the project elements. Every time he used the status "In Preparation". The project is registered, but not visible for the 4 employees in the hour registration screen.

When the project start, the designer goes to work first, the rest of the project team starts at a later moment. The project manager changes the status of the project in "In Process", the project element Design to "In Process" and the employee in "In Process". The designer can now register hours in WATCH

When the design is finished, the project manager changes the status of the project element "Programming" and the assign programmers in "In Process". Now the programmers can also register hours in WATCH

When the programming is finished, the designer work finished. This project element is "Closed" and the designer cannot register hours in WATCH anymore. The status of the project element Testing will now be changed to "In Process" and the tester can register hours in WATCH. When the testing is finished, all status are "Closed" Also the project itself.

In reports, the project is only visible when the project manager selects "closed" when making reports.

## Simple

The project manager defines the project by making 3 project elements and 4 resources. Standard status is "In Process". The project elements appear in the timesheet of the employees assigned to the project.

When the project is finished, the project is completely closed. The quickest way to do this is: Timesheet -> Admin Extra -> Archiving. Select a project and select "close project"

### TIP

Use Administration -> Project ++ to see all relevant information about a project, the project elements and the resources.

Tip: Closing a Project Element and all assigned resources in 1 action



When closing a project element, resources are not automatically closed. However, when a project element status is changed it is easy to change the status of all assigned resources at the same time.

Modify a project element in Administration -> project element, or modify a project element the easy way in Administration -> Project ++

Check the box behind "status" and all attached resources will change to the same status.

The screenshot shows a web form for editing a project element. The form is titled "Project Element" and "modify project element". It contains the following fields:

project*	090287_RoofRep	▼ /ab
element code*	01-Plan	
short code		
element name*	Planning	
description	Read the construction plans, repair instructions and prepare onsite inspection	
colors		▼
hours estimated	6.00	
percentage complete		%
expected start	14-12-2009	📅 (DD-MM-YYYY)
expected end	14-12-2009	📅 (DD-MM-YYYY)
real start		📅 (DD-MM-YYYY)
real end		📅 (DD-MM-YYYY)
status*	in progress	▼ <input checked="" type="checkbox"/> ?
project leader		▼ /ab
hourly rate		
invoiced		
wage element		▼

At the bottom right of the form are two buttons: "apply" and "save".