



Product Development Tracking

User Guide

V2.0

Revision History

Version	Date	Prepared By	Description of Changes
V1.0	17July2009	Charlotte Bataller	First version of the Product Development Tracking User Guide
V2.0	22March2010	Wing Li	Simplified by keeping only the unique features of Product Development Tracking and deleting the generic ones
	13April2010	Chiara Aina Nicole Javan	Reviewed the contents and updated the formatting of the document
	16April2010	Chiara Aina Nicole Javan	Transferred the contents of the document to the new template
	20April2010	Chiara Aina Nicole Javan	Added version number to footer
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2.1	9 August 2010	William Alvarez	<ul style="list-style-type: none"> • Changed document template • Proofread the document
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1.0. Module Overview

Product Development Tracking (PDT) module is an effective way of monitoring the status and progress of every product development project. It is a very useful tool in notifying all concerned parties about the current situation of a project.

Product Development Tracking Module is a web based collaboration tool which eliminates project paper trail, making it easier and faster for the users to receive and send reports to those concerned.

In this section, the unique features and user interfaces relating to the Product Development Tracking module will be described including the terminologies used.

2.0. Using the Module

2.1. Product Development Tracking Summary Page

Upon clicking on the Product Development Tracking link in the Teczo home page, the user will be directed to the Product Development Tracking Summary Page which is composed mainly of Filter and Summary Table.

Figure 1: Product Development Tracking Summary Page

2.1.1. Product Development Tracking Filter and Search

The table contains the definition of terms used in the Product Development Tracking filter.

TERM	DEFINITION
PD ID	Project ID A unique project item number
Quick Search	Allows the user to enter keywords of any character string, except date type to be searched.
State	Indicates the state of the project item. Values: <i>(Default Value: All)</i> <ul style="list-style-type: none"> All Open On-Hold Closed Archived
Priority	Indicates the priority of the project. Values: <i>(Default Value: All)</i> <ul style="list-style-type: none"> All High Medium Low
Product Line	Displays the list of product lines defined by the system administrator. <i>(Default Value: All)</i>

TERM	DEFINITION
Stage	Shows the list of project stages defined by the system administrator. <i>(Default Value: All)</i>
Date	Allows the users to search for project items within a specific date range. Values: <i>(Default Value: All)</i> <ul style="list-style-type: none"> • All (instances) • Initiated On • Updated On • Latest Deadline • Closed On • All (days) • Today • Last 7 days • Last 30 days • Last 90 days • Last 360 days
Person	Allows user to search for project items involving specific users. Values: <i>(Default Value: All)</i> <ul style="list-style-type: none"> • All (roles) • Initiated By • Project Owner • Updated By • Closed By • Project Member • All (persons) • List of users
Status	Indicates the current status of the project item. Values: <i>(Default Values: All checked)</i> <ul style="list-style-type: none"> • Read • Unread • Flag

Table 1: Definition of terms used in the Product Development Tracking Filter

2.1.2. Product Development Tracking Summary Table

The Product Development Tracking summary page will allow the users to view all the project items they have rights to access.

Updated On	Updated By	PD ID	Product Development Title	Prod	Stage	P	Initiated By	Project Owner	Latest Deadline
Open									
05Feb2010	Nancy Hobbs	PD000005	Product Sandstorm MP3/Stage 0-13 (All)	MP3	13. Commercial Launch	H	Nancy Hobbs	Arpita Kapoor	06Jul2008
04Feb2010	Jowar Verma	PD000003	Product Big Echo - Stage 7-13 (Production)	MP3	12. Product Release	H	He Zhang	Jowar Verma	30Jan2010
04Feb2010	Jowar Verma	PD000002	Product Big Echo - Stage 3-7 (Engineering)	MP3	7. Design Validation	H	Jowar Verma	Jowar Verma	30Jan2010
04Feb2010	He Zhang	PD000004	Product Big Echo - Stage 7-13 (Sales)	MP3	13. Commercial Launch	H	He Zhang	He Zhang	30Apr2008
03Feb2010	He Zhang	PD000001	Product Big Echo - Stage 0-7 (Product Marketing)	MP3	7. Design Validation	H	He Zhang	He Zhang	05Jun2008

Figure 2: Default PDT Summary Table

A. Terminology

The table explains terms used in the Product Development Tracking summary table.

TERM	DEFINITION
Default Shown Fields	
Updated On	Indicates the date when the project item was last updated.
Updated By	Indicates the name of the last user who updated the project item.
PD ID	Project ID A unique project item number
Product Development Title	Indicates the title of the project
Prod	Indicates the abbreviation of the product line concerning the project item.
Stage	Indicates the development stage of the project item.
P	Indicates the abbreviation of the priority of the project item. Values: <ul style="list-style-type: none"> • H • M • L
Initiated By	Indicates the name of the user who initiated the idea of the project.
Project Owner	Indicates the name of the user who owns the project.
Latest Deadline	Indicates the latest due date of the project.

Table 2: PDT Summary Table Terminology

B. PDT Summary Table

A user can view all the project items they have access rights. By default, the user can view the summary table with the following fields:

- Updated On
- Updated By
- PD ID
- Product Development Title
- Prod (Product Line)
- Stage
- P (Priority)
- Initiated By
- Project Owner
- Latest Deadline

Note: Other general features of the PDT summary page are documented in the **Essential Features User's Guide**, Section 3.0.

2.2. Product Development Tracking Details

The table contains the definition of terms used in the Product Development Tracking details.

TERMS	DEFINITION
PD ID	Indicates the PD ID combined with Product Development Title.
Priority	Indicates the priority of the project item. Values: <ul style="list-style-type: none"> • High • Medium • Low
Revised Deadline	Indicates the recently updated due date of the project item.
Initial Deadline	Indicates the original due date set during the creation of the project item.
Description	Description of the project item.
Product Line	Indicates the product line concerning the project item.
Stage	Indicates the development stage of the project item.
Submitted By	Indicates the name of the user who submitted the project item.
Submitted On	Indicates the date when the project item was submitted.
Initiated By	Indicates the name of the user who initiated the idea of the project.

TERMS	DEFINITION
Updated By	Indicates the name of the last user who updated the project item.
Updated On	Indicates the date when the project item was last updated.
Closed By	Indicates the name of the person who closed the project item.
Closed On	Indicates the date when the project item was closed.
State	Indicates the state of the project item. Values: <ul style="list-style-type: none"> • Open • On-Hold • Closed • Archived
Keywords	Keywords concerning the project item
Project Owner	Indicates the name of the user who owns the project.
Update History List	Link to view update history list of all the changes made in the project item details.
Attachments	Displays the file names of any files which have been uploaded as attachments to the project item.
Comments	Comments added by the users that have access rights to the project item.
Quote	User quotes in a particular comment.
Access Rights	Indicates the names of the users that are allowed to access the project item.

Table 3: *Product Development Tracking Details Terminology*

Note: Other general features on the Product Development Tracking details are documented in the **Essential Features User's Guide**, Section 4.0.

2.3. Add/Edit Project and Comments

The Module Administrator, Submitter, Initiator and Project Owner can edit all the fields indicated in the Edit details page of a project item.

Full features of Add/Edit Project and Comments are documented and can be read in **Essential Features User's Guide**, Section 5.0, parts A and B respectively.

Add Project		Access Rights	
Product Development Title		<ul style="list-style-type: none"> USA - San Francisco <ul style="list-style-type: none"> Management <ul style="list-style-type: none"> Daniel Brown David Jones Joseph Johnson <input checked="" type="checkbox"/> Mary Williams Michael Smith USA - New York <ul style="list-style-type: none"> Sales <ul style="list-style-type: none"> Joshua Garcia USA - Washington DC <ul style="list-style-type: none"> External <ul style="list-style-type: none"> Richard Taylor Legal <ul style="list-style-type: none"> Chris Jackson CHINA - Shanghai <ul style="list-style-type: none"> Logistics Marketing Sales GERMANY - Munich INDIA - Bangalore MEXICO - Mexico City UK - London 	
Description			
State	Open	Priority	Medium
Product Line	<Select>	Project Owner	Mary Williams
Stage	<Select>	Initial Deadline	
Revised Deadline			
Immediate Respondents			
Keywords			
Initiated By	Mary Williams	This field cannot be modified once you save this record.	

Figure 3: Add Project Page