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2.02.04 Job

The **Job** form administers the individual jobs in the projects. The jobs are the lowest level in the project structure plan and assign an occupation (task/process) to exactly one employee, who is responsible in the scope of the project. A job can be assigned to a sub-project as well as a parent or main project. This form displays the time span, the planned time/effort and the billed time of the jobs, as well as the actual end. It is also possible to sort the job using either priority or due date (planned end) using online time tracking.

Tip: For more on this subject see chapter [4.2.04 Administer jobs](#).

The screenshot shows a software window titled "Arbeitspaket 138.1-1 Konzeptgespräche". The window has a menu bar with "Dokument", "Bearbeiten", "Ansicht", "Rückverweise", and "Aktionen". Below the menu bar are tabs: "Stammblatt", "Status", "To-Do", and "Sonstiges". The form contains the following fields:

- Arbeitspaketnummer:** 138.1-1 (with a green checkmark icon)
- Vorgangsnummer:** 138.1-1
- Bezeichnung:** Konzeptgespräche
- Hauptprojekt:** 138 Einführung Projectile
- Projekt:** 138.1 Planung
- Zeitraum:** von 08.07.2009 (calendar icon) bis 09.07.2009 (calendar icon) Ist-Ende 09.07.2009 (calendar icon)
- Mitarbeiter:** Green Nicola (dropdown menu with search, add, and delete icons)
- Unit:** (dropdown menu with search, add, and delete icons)
- Ressource:** (dropdown menu with search, add, and delete icons)
- Tätigkeit:** Beratung
- Fertigstellung:** 100 %
- Priorität:** 3 - normale Priorität (dropdown menu)
- Bemerkung:** (empty text area)

Job 3-1 Conception for combining Projectile and SAP CO/FI

Document Edit View Back references Actions

Master data Status Todo Misc

JobNumber 3-1 **Process number** 3-1

Description Conception for combining Projectile and SAP CO/FI

TopProject 3 Introduction Projectile **Project** 3 Introduction Projectile

Job time span From 09.06.2009 To 22.07.2009 **Closed**

Employee Timothy Jones **Unit** Marketing and Sales

Occupation Customizing

State 20 %

Priority 1 - lowest priority

Note

The form consists of the following elements:

On the “Master Data” tab:

- **Number:** This alphanumerical fields is the number of the defined job and is generally derived from the corresponding project number.
- **Description:** This field specifies the job description.
- **External Order:** This field specifies if the job is external (billable). If the toggle box is activated the selected job is an external task, otherwise it is an internal task. With external projects this box is pre-selected for all jobs. Example: An external sub-project development includes a job “test”, which should not be billed to the customer. The external toggle box should then not be set in the job.
- **Project:** This field defines the project to which the defined job belongs. A job can be assigned to a main project as well as a sub-project. The projects can be defined and modified in the document type Project. **Note:** It is not mandatory to assign a job to a project; jobs without a project will only be considered by employee-based analyses and not in the project analysis.
- **Process:** The field process is automatically pre-selected by the system.
- **Employee:** This field defines the user of the job. The employees can be defined and modified in the document type Employee. With this assignment, performance recording for each employee, only the jobs are displayed for which the employee is responsible and not yet completed.
- **Unit:** A unit responsible for the job can be entered here. In the next version the job can also only be assigned to this unit. This organisation unit is defined in the unit form.
- **Occupation:** This field defines the occupation of the employee in the scope of the job. This occupation generally determines the costing and pricing and is also used for the suggestion scheme. The occupations can be defined and modified in the document type Occupations.
- **Job Time Span from/to:** The field planned begin date specifies the beginning for working through the job and is determined with the planned begin date of the assigned project begin date. The field planned end specifies the due date of the job and is pre-selected with the planned end of the project end.
- **External Hourly Rate (fixed and variable):** These fields specify the general hourly rate (fixed or variable) for the billing of the defined project. If this field is populated (and the

corresponding field in the job is not), all work services will be charged with this rate and the system does not consider the rates from the customer form, employee form or occupations form (see also pricing). The variable rate is then more significant than the fixed hourly rate.

- **Priority:** This field specifies the priority of the selected job. The greater the priority is, the higher the job is displayed (if the display should be effected by the criteria Priority)
- **Actual End:** This field specifies the completion date of the job. The job must be closed from the user or project leader after the tasks have been completely worked through. A job must be either closed in the document itself or from the time tracking component.

Task Name	Time (h)	Points (Pt)
Soll-Aufwand	8:00	1
Plan-Aufwand	8:00	1
Ist-Zeit	8:20	1,042
Restaufwand	0:00	0
Fakturierbarer Aufwand	8:20	1,042
Fakturiertes Aufwand	8:20	1,042

Task Name	Time (h)	Points (Pd)
TargetTime	8:00	1
Estimated time	8:00	1
Actual time	12:30	1,563
Time to completion	36:00	4,5
AssessableTime	12:30	1,563
Billed time		

On the "Status" tab:

- **Target Time/Effort:** This field is determined from the system within the planning frame and defines the probable project duration in hours and/or days. During the planning period this value is updated (analog to the planned time/effort) and after the planning is completed (status transferred to „advance performance“ or „active“) this value will not be changed.
- **Planned Time/Effort:** In this field the estimated net time/effort of the job is defined. The

cumulative plan values of all work projects of a project are the basis for calculation and controlling (plan/target comparison).

- **Actual Time:** The contents of this field displays how many hours have been posted for these jobs in the time tracking component, so far.
- **Rest Time/Effort:** This field displays the latest defined remaining time in hours from the tracking and recording component TimeTracker. The value from the jobs are transferred cumulatively into the projects.
- **Billable Time/Effort:** This value displays the billable time/effort of the job. This value can be entered in the tracking and recording component or in the dialog „Billable Time“.
- **Billable Time/Effort:** In this field the amount of hours which have already been posted in the invoice related to the project are displayed. This field is automatically defined when the invoice is processed.
- **Degree of Completion:** This field specifies the degree of completion or the job.

The screenshot shows the 'Arbeitspaket 138.1-1 Konzeptgespräche' window. The 'To-Do' tab is selected. The 'Status' dropdown is set to '3 - Fertiggestellt'. The 'Todo's' section shows a list of tasks with columns for Status, Name, and Zieldatum. The first two tasks are marked as '3 - Fertiggestellt' and the last three as '1 - Erfasst'.

Status	Name	Zieldatum
3 - Fertiggestellt	Konzept der Schnittstellen	08.07.2009 00:00:00
3 - Fertiggestellt	Rechtesystem	09.07.2009 00:00:00
1 - Erfasst		09.07.2009 00:00:00
1 - Erfasst		09.07.2009 00:00:00
1 - Erfasst		09.07.2009 00:00:00

On the “To-Do” tab:

- This tab contains the to-do's of the job and the status of the to-do's.

Arbeitspaket 138.1-1 Konzeptgespräche

Dokument Bearbeiten Ansicht Rückverweise Aktionen

Stammblatt Status To-Do **Sonstiges**

Arbeitspaket 614.1-1 Vorgang 138.1-1 Konzeptgespräche

Externer Stundensatz EUR Externe Stundensätze

Original-Vorgangsdauer 16:00 h 2 Pt

Externer Auftrag ☒

Fixiert ☐

Arbeitspakete nicht überbuchbar ☐

Summe der Arbeitspakete im Vorgang nicht überbuchbar ☐

Zeiterfassung nur nach Planbeginn ☐

Zeiterfassung nur vor Planende ☐

Frei ☐

Autom. Erfassungsfreigabe ☒

Favorit ☒

Job 3-1 Conception for combining Projectile and SAP CO/FI

Document Edit View Back references Actions

Master data Status **Todo** Misc

TodoState 2 - Processing

Todo's

1-1 / 1	TodoState	Name	TargetDate	Time
1	2 - Processing	Test journal	09.01.2009	10:00:00
	1 - Recorded		22.07.2009	00:00:00
	1 - Recorded		22.07.2009	00:00:00
	1 - Recorded		22.07.2009	00:00:00

On the "Misc" tab:

- **Job not Overbookable:** If this field is set, data entry through the planned time/effort in the time tracker is prohibited.
- **Sum of the Job in not Overbookable:** This toggle box controls the characteristics of the job of the process. If the box is marked, data can only be entered in TimeTracker with the jobs, if the planned time/effort is not exceeded.
- **Time Tracking only after Plan Begin:** This toggle box controls the characteristics of the jobs of the project. If the box is marked, data can only be entered in TimeTracker with the jobs, if the planned begin is achieved.
- **Time Tracking only before Plan End:** This toggle box controls the characteristics of the jobs of the project. If the box is marked, data can only be entered in TimeTracker with the jobs, if the planned end is not achieved.
- **Locked:** With this check box it can be determined if the time/effort of the jobs are locked. This functionality is needed for top down planning or when locking projects in the project planning. This functionality is used in the forward and backward pass, in order to protect this element

from being shifted (see also chapter 4-2-1-5 Calculating the Project Plans - Appointment Planning/Agenda) (siehe auch Abschnitt 4-2-1-5 Berechnung der Projektpläne - Terminplanung).

- **Free:** This element specifies the job as a free task. If this box is marked, principally every employee can use this job through the tracking and recording element (TimeTracker).
- **Autom. Entry Approval:** If this check box is deactivated, data entry in an active job can be suppressed. This check box is predominantly used with large-scale projects, in order to not release to many jobs to individual employees.
- **Favorite:** This check box is needed for the favorites administration in TimeTracker.
- **Components, Change Requests(optional):** When using the module "product documentation", references to the product structure and the change requests can be stored here.
- **Comments:** This field is designated for comments concerning the job.

The document type contains the following actions:

- **Suggestion Scheme:** With this action a suggestion list editing the defined job can be created. From occupations and the time span, the system determines all employees, who according to their skills can be qualified for these tasks and displays their capacities in the respective time span (see also [4.2.2 jobs](#)) .
- **Show Hourly Rates:** With this action, internal and external billing rates can be displayed and seen where these are stored.
- **Edit Processes:** With this action a dialog for editing the process is opened. The, among others, basic values of the process can be edited, various employees assigned to the job and the utilization of the employee can be displayed.

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