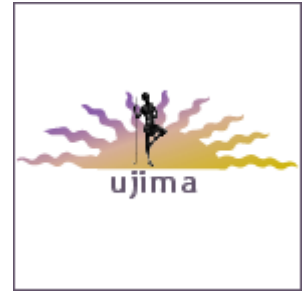




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Project Tasks & Issues Management System

PROJECTREK - Project Task & Issue Tracking

PROJECTREK is used for maintaining records on organizational project activities and issue concerns such as resource requirements, equipment impacts, staff contact information, and resolution planning. This Management Information System has 3 Module that tracks job tasks, planning dates and status completion data.

PROJECTREK can provide data dumps to other project management and control information software. **PROJECTREK** is designed to offer ease of use and friendly navigation. There are narrative and statistical reporting plus some management view graphs.

Project Information

PROJECTREK enables an agency to setup project categories, which can be track by multiple tasks, dates, status comment or responsible person. The **PROJECTREK** profile screen allows an agency to maintain details on task description type, task status or any resource field.

Task Information

PROJECTREK allows an agency to setup and maintain task activity in a profile format for specific project classifications. Support persons from multiple groups can be assigned to a task. Agencies can enter their own task codes and post to an project historical record.

The system administrator can then control task descriptions. Job task information can be printed or maintained digitally for project reviews and status planning activities. The **PROJECTREK** report provides presentation graphics on planed versus actual task change activities.

Issue Management

PROJECTREK enables an agency to setup and maintain project issue information in an historical event or by task for specific project classifications. Multiple projects and/or tasks can associate with an issue. Agencies can enter their own issue recovery plans and responsible resolution person. The system administrator has edit control the drop down listing for selection descriptions of issue types.

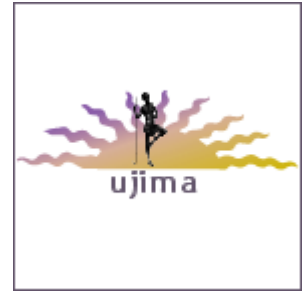
All issues are status by open, in work, closed or other categories and available in status sorts. Issues can be printed or maintained digitally for Project reviews and recovery status activities. The **PROJECTREK** reports provide presentation graphics on issue management dates and task impact. Lessons Learned from issue recovery can be generated for process improvements.

Departmental Information

The **PROJECTREK** Application also provides project-tracking information available in quick drop down selection list by department sorts. There is also a department profile that can be completed with inputs for manager, identification number, location and other detail data. The department information can be access and update over a network for remote sites



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Forms and Reports Formats

Standard forms and reports formats exist for many government agencies. Job profiles details are easily accessible from the user input screens. **PROJECTREK** application has an extensive group associate database that allowing for multiple job or work task entry records. The Application can work in concert with **Crisis Referral** Application to document length of call time records and digital client files logging related to a project tasks for collection of caller type info.

Administration and Reports

System Administrator can make global category changes and control user access at different levels. Access for printing can be limited and various client-warning notices can be set. Staff tasks can be recorded against asset for property offsite activities.

Agencies can develop an issue-reporting plan or lessons learn follow-up list. Staff task completion reports can be compiled for management. This application offers multiple users reporting and executive graphs. Application can be accessed over a network or from a remote site. The database functionality is compatible with NetMeeting capabilities

UjimaSuites Version Integration

ProjectTrek application is part of the **Ujima SuperSuite Version** that also includes **HR, Occupational and DonoVol** applications. **The application also works smoothly with UjimaSuites applications such as AIMS2000 applications** for tracking agency asset inventory and creating purchase order; **and BillMe2000** for documenting necessary client mandated funding and accounts payable. The application can also be used with 2 other **UjimaSuites** databases: **ShelterMe** for temporary housing agencies and **DeToxMe** for tracking substance recovery activities.

UjimaSuites Support

The **FORUM** is an Agency User Group organization. The **FORUM** member agencies and professional practitioners have reviewed the **PROJECTREK** revised application. They help to provide some of the distribution task requirements and sample data. The sample data is based on specific evaluation usage of the application as an internal client interview questionnaire and ongoing tracking needs. All names have been changed to protect client confidentiality.

PROJECTREK is a **Ujima Consultants** copyright application available as a CD release. **PROJECTREK** is recommended for organization needing to track task narratives for funded projects and programs with audit inspection possibilities. It can also be use to verify accountability for funds via granting sources. **PROJECTREK** can be used for must human service organization, such as agencies with community centers or school program, seniors' centers, daycare and housing facilities. The application helps these agencies maintain project status tracking requirements for special program development or teamwork products.