

Fall 12-1-2009

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PROJECT COMMUNICATION & ORGANIZATION SYSTEM

SMALL GROUP COLLABORATION

A graduate project submitted to Dakota State University
in partial fulfillment of the requirements for the degree of
Master of Science in Information Systems

December, 2009

By

Sharon K. Drews

Project Committee:

Dr. Wayne Pauli

Dan Friedrich

Professor Christopher J. Olson



PROJECT APPROVAL FORM

We certify that we have read this project and that, in our opinion, it is satisfactory in scope and quality as a project for the degree of Master of Science in Information Systems.

Student Name: Shawn K Drews

Master's Project Title: PCOST: Project Communication & Organization System

Faculty supervisor: Wayne & Paul Date: 12/14/09

Committee member: Chris Olson Date: 12/14/2009

Committee member: Daly Field Date: 12/23/09

ACKNOWLEDGMENT

I would first like to thank Dr. Wayne Pauli. His role as advisor, instructor, and mentor was immeasurable. He was always there with an encouraging word and valuable information.

My appreciation and thanks to Professor Christopher Olson and Dan Friedrich for serving on my project committee. Their assistance and advice was always positive and helpful.

I would also like to acknowledge Dr. Margaret O'Brien. Her assistance, guidance, and friendship helped shape my academic experience in an ever positive way.

I would like to thank my family for their support and encouragement throughout this project and my academic experience at Dakota State University. When times were tough, they were always there to lift me up or rattle my cage as needed.

I am grateful for my academic experience at DSU. It is a nurturing yet challenging environment to acquire and hone the skills needed to compete in today's world. My thanks to everyone that makes up the DSU family.

ABSTRACT

Project management is a function in all business organizations and very active in the academic setting. Management of project management can be a challenge.

The market has been responsive in the development of tools to assist with project management. There are many products to choose from to integrate into your organization and keep your projects and project team members on track. Often, the question is not getting a system but rather which system to embrace.

The focus for this project is identifying a project management tool for the small group of eight participants or less.

For the ultimate small group project management tool, nine requirements were identified. An evaluation of twenty-one existing project management software packages was completed. They were evaluated against the nine critical requirements with one additional criterion. System cost was added to the overall evaluation process.

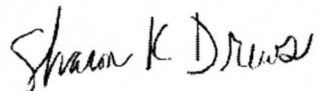
Upon review of existing systems, it was determined that the right package is not available out of the box for the small group. A project organization and communication application will be developed to meet that need.

DECLARATION

I hereby certify that this project constitutes my own product, that where the language of others is set forth, quotation marks so indicate, and that appropriate credit is given where I have used the language, ideas, expressions or writings of another.

I declare that the project describes original work that has not previously been presented for the award of any other degree of any institution.

Signed,

A handwritten signature in cursive script that reads "Sharon K. Drews". The signature is written in black ink and is positioned above a horizontal line.

Sharon K. Drews

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CHAPTER 1

INTRODUCTION

“Normal people...believe that if it ain't broke, don't fix it. Engineers believe that if it ain't broke, it doesn't have enough features yet.” (Adams, unknown, p. unknown)

Background of the Problem

Group project collaboration is a function that is common in most academic and business environments. Often, group members are physically located in different areas. This may vary between different floors of a large organization building, different buildings across an organizations campus, across town in different buildings or different organizations, across many miles within a country or even possibly, in different countries around the world.

Collaborating group compositions are limitless. However, one factor is the same for all groups. They are most efficient if they can converge in a shared space.

Statement of the Problem

The task at hand was to locate a project management system for group collaboration for groups of eight or less participants. The project management system needs to be lightweight enough to make the system usable yet robust enough to meet user needs. A list of nine features were identified that would be required for the system. The primary goal is to provide a system to track projects and project version edits.

Often, proofing, version edits, and communication regarding project progress is done via email. This process is highly inefficient. For example, one project may need to be proofed

and edited several times. Emails get lost, deleted or pushed to the bottom of the inbox and group members end up with old project versions. Some of the projects are too large to email which is also problematic.

Objectives of the Project

The objective of this project is to identify a system for small group collaboration that has just enough features; not too many to be cumbersome and difficult to use and not too lean rendering the system useless with many of the existing problems still in play. The implementation of the right project communications and organization management system will greatly improve the editing process and save group members time and frustration.

The solution for this problem will fall into one of three categories:

- 1) An existing project management software program.
- 2) An existing project management software program with customization.
- 3) A custom built project management application.

Upon completion of this project, the proper management system will be identified that is capable of resolving organization and communications problems that small groups' experience.

Project Scope Statement

Project Title: Project Communication and Organization System

Date: Fall, 2009

Prepared by: Sharon Drews, drews@pluto.dsu.edu

Project Justification

The strategic goal of this project is to identify a project management system capable of being an advantage for the small group environment. The chosen system will enable small groups to work more efficiently. The project pieces will be accessible and organized into one workspace with the related project piece comments for changes. System costs to consider are flat fees, monthly fees, and yearly license fees.

Product Characteristics and Requirements

1. Secure login for users.
2. Administration can assign permissions.
3. Upload and download capabilities (large files).
4. Assign priorities to project pieces.
5. The ability to move a project from one queue to another queue (such as work-in-progress, needs review, edited, and finalized).
6. Users can make edits to posted project pieces with comments.
7. Email would be sent to the user in charge of a queue when something new is added. Also, when changes are made, an email alert is sent to group members.
8. Versions tracking as new edits are uploaded.
9. Idea tracker – as group members come up with new ideas for projects, they can be entered into the program and saved for future reference.
10. The website must be available 24/7.
11. The website must be accessible with a standard Internet browser.

Summary of Project Deliverables

Project management-related deliverables: Scope Statement, WBS, Gantt Chart, final project presentation, and any other documents required to manage the project.

Product-related deliverables

1. Similar Website Research: Research similar systems to help determine the features of the site and any pros or cons with implementing the project.
2. Web Design: A design of the new system website, if needed.

Project Success Criteria

The goal is to complete this project by early 2010.

CHAPTER 2

PRODUCT REVIEWS

Overview

The evaluation process involved twenty-one existing project management packages. Each package was reviewed for requirements one through nine as identified as best features. Regarding features ten and eleven, it is assumed that a web-based delivery of the project communication & organization system will be available 24/7/365 and accessible via any major web browser.

One additional criterion, cost, will be included in the review. Cost is a substantial consideration when making a purchase decision. The cost comparison information is accessible in [Appendix D](#).

The reviewed systems include codeBeamer, Ace Project, Pelotonics, Central Desktop, Basecamp, Project Spaces, Microsoft Groove, Clearspace, Horde Groupware, Collaber, Noodle, Cisco WebEx, VEO Project, PROJECTinsight, Celoxis, Webcollab, VIP Task Manager, Simple Groupware, ProjectPier, Groupion, and Knowledge Tree. For quick reference, a system comparison table is available in [Appendix E](#).

A visual cue system has been established for the following reviews. Directly following the name of the system are nine stars. A darkened star indicates compliance with a requirement. A dimmed star indicates partial requirement compliance. An undarkened star indicates non-compliance with a requirement. The following is an explanation of the evaluation requirements.

- ★ Secure login
- ★ Assign user permissions
- ★ Upload/download capability
- ★ Assign project priorities
- ★ Assign status (such as work-in-progress, needs review, edited, and finalized)
- ★ Users can edit documents with comments
- ★ Email alerts for updates
- ★ Version Control
- ★ Idea tracking

Reviews

WebCollab

★★★★★★★☆☆

This software is very nice. It has a clean, user-friendly dashboard as presented in Figure 1. It has many of the function requirements.

The requirements that it meets are:

- The system has login requirements
- Permissions are assignable
- Project priorities are color-coded with highlighting
- Upload and download capabilities
- Users can enter edits
- Version tracking
- Email alerts can be set to be sent automatically
- Open forum for idea sharing and tracking

The requirements that it does not meet are:

- Documents are not moved to the appropriate queue when status changes

Features it has that were not specifically requested:

- Calendar
- RSS feeds (also unique to each user and password protected)

Nice features:

- Projects can be labeled, default tags are 'Done', 'Active', 'On Hold' (labels can be customized)

- Customizable splash screen, background colors, and text styles
- Compatible with most current web browsers

WebCollab is open source. There is zero cost for the software.

WebCollab strives to be “secure, functional, and reliable without unnecessary glitz.”

They have done a good job at attaining their goals. (Cohen, 2005)

WebCollab has been rated with 8 out of 9 stars.

Source: <http://webcollab.sourceforge.net/>

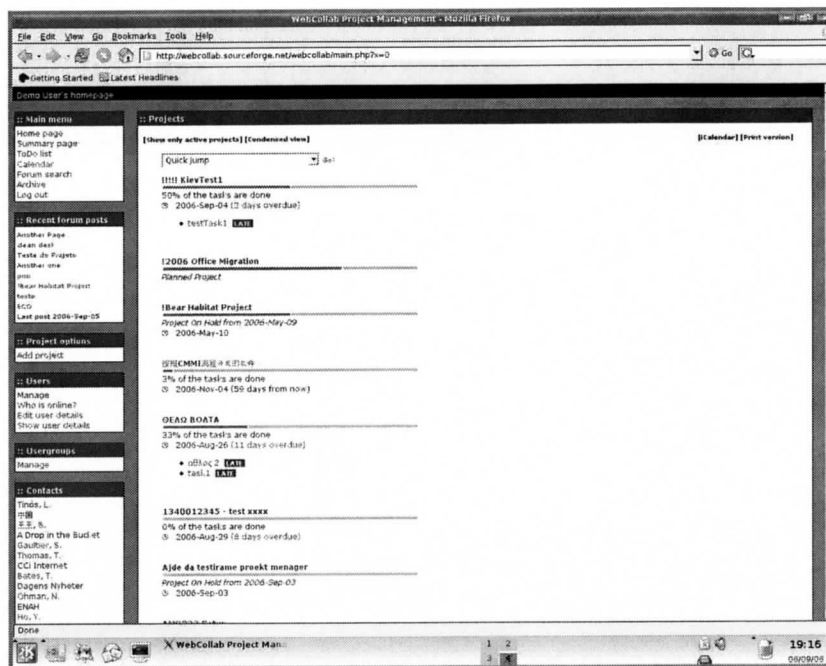


Figure 1: WebCollab Homepage

VIP Task Manager

★★★★★★★☆☆

VIP Task Manager has two versions of their software available; VIP Task Manager Standard and VIP Task Manager Professional. It would be necessary to use the professional version rather than the standard version to meet the desired requirements for the system.

This software is packed with features. It has a busy dashboard. It does have much of the functionality required as demonstrated in Figure 2.

The requirements that it meets are:

- The system has login requirements
- Permissions are assigned
- Assign project priorities
- Upload and download capabilities
- Users can enter edits
- Email alerts can be set to be sent automatically
- Version tracking
- Notes area for idea sharing and tracking

The requirements or requirements detail that it does not meet are:

- Documents are not moved to the appropriate queue when status changes

Features it has that were not specifically requested:

- Calendar

Nice features:

- Project status can be labeled
- Archiving tasks/projects (send and restore capable)

VIP Task Manager has a web site designed to market its product (www.taskmanagementsoft.com/). The website is thorough, easy to navigate, and easy to find information on a subject or feature. Product costs are listed clearly and the purchase process is painless.

VIP Task Manager has been rated with 8 out of 9 stars.

Source: <http://www.vip-qualitysoft.com/products/task-manager/>

The screenshot shows the VIP Task Manager Professional interface. The main window displays a task list with the following columns: ID, Info, Name, Complete, Task Group, Status, Priority, Start Date, Due Date, Finish Date, Estimated Time, Owner, and Assignee. The tasks are organized into a tree view on the left. A bottom panel shows notifications and permissions for a selected task.

ID	Info	Name	Complete	Task Group	Status	Priority	Start Date	Due Date	Finish Date	Estimated Time	Owner	Assignee
46		Set a date for a post project review meeting	0%	5. Closing	Created	Normal	4/22/2008			0h 0m	Administrator	
47		Invite senior managers and project team	0%	5. Closing	Created	Normal	4/22/2008			0h 0m	Administrator	
48		Consider debriefing the project team at the meeting	0%	5. Closing	Created	Normal	4/23/2008			0h 0m	Administrator	
49		Check whether you have the same results as	0%	5. Closing	Created	Normal	4/23/2008			0h 0m	Administrator	
50		Check budget, quality requirements and	0%	5. Closing	Created	Normal	4/19/2008			0h 0m	Administrator	
51		Make a list of unfinished tasks	0%	5. Closing	Created	Normal	4/23/2008			0h 0m	Administrator	
52		Write final project report and share it with all	0%	5. Closing	Created	Normal	4/23/2008			0h 0m	Administrator	
53		Inform all involved in the project about its	0%	5. Closing	Created	Normal	4/23/2008			0h 0m	Administrator	
54		Write personal thanks notes to project	0%	5. Closing	Created	Normal	4/23/2008			0h 0m	Administrator	
55		Celebrate the close down with your team	0%	5. Closing	Created	Normal	4/23/2008			0h 0m	Administrator	
6		Get the business case approved by senior	100%	1. Getting	In Progress	Normal	3/24/2008	3/24/2008	3/25/2008	0h 0m	Administrator	Ivan
7		Write project definition statement	100%	2. Defining	In Progress	Normal	3/29/2008	3/29/2008	3/29/2008	0h 0m	Administrator	Ivan
9		Define areas to be included in the project scope	100%	2. Defining	In Progress	Normal	3/31/2008	3/31/2008	3/31/2008	0h 0m	Administrator	Joe Black
10		Describe what each person does in the project	100%	2. Defining	In Progress	Normal	3/29/2008	3/29/2008	3/29/2008	0h 0m	Administrator	Ernst
12		Think who should be in the project team	25%	2. Defining	In Progress	Normal	3/29/2008	3/29/2008	3/29/2008	0h 0m	Administrator	Ernst
14		Form a group of project managers	15%	2. Defining	In Progress	Normal	3/24/2008	3/24/2008	3/24/2008	0h 0m	Administrator	Joe Black
15		Hold a meeting with all concerned	10%	2. Defining	In Progress	Normal	3/29/2008	3/29/2008	3/29/2008	0h 0m	Administrator	Joe Black
1		Develop a business case for the project	100%	1. Getting	Completed	Normal	3/12/2008	3/12/2008	3/13/2008	0h 0m	Administrator	Joe Black
3		Over-view any key risks avoiding details	100%	1. Getting	Completed	Normal	3/12/2008	3/12/2008	3/12/2008	0h 0m	Administrator	Joe Black
5		Consult a finance expert	100%	1. Getting	Completed	Normal	3/14/2008	3/14/2008	3/14/2008	0h 0m	Administrator	Ernst
4		Identify all concerned in the project	0%	1. Getting	Created	Low	3/11/2008	3/11/2008	3/11/2008	0h 0m	Administrator	John Doe
17		List all the activities in work breakdown	0%	3. Planning	Created	Low	3/4/2008			0h 0m	Administrator	
13		Ensure each team member has the skills	20%	2. Defining	In Progress	Lowest	3/17/2008	3/17/2008	3/17/2008	0h 0m	Administrator	Ernst

The bottom panel shows notifications and permissions for a selected task. The notifications list includes:

- [2] Make sure the project fits company agenda - Actual Time: 0h 0m -> 0h 30m
- [2] Make sure the project fits company agenda - Due date: 3/10/2008 -> 3/13/2008
- [2] Make sure the project fits company agenda - Priority: High -> Highest

The permissions table shows roles and their permissions for various actions:

Role	View	Edit	Delete	Assign
Unlimited	Allow	Allow	Allow	Allow
Administrator	Allow	Allow	Allow	Allow
Ernst Neivestry	Deny	Deny	Deny	Deny
Ivan Susain	Deny	Deny	Deny	Deny
Joe Black	Deny	Deny	Deny	Deny
John Doe	Allow	Allow	Allow	Deny

Figure 2: VIP Task Manager Task List.

codeBeamer

★★★★★☆☆

CodeBeamer has two versions of their software available; CodeBeamer Standard and CodeBeamer Professional. It would be necessary to use the professional version rather than the standard version to meet the desired requirements for the system.

This software has many useful features. It has a well designed and friendly dashboard as shown in Figure 3. It does have much of the functionality requested.

The requirements that it meets are:

- The system has login requirements
- Permissions are assigned
- Assign project priorities
- Upload and download capabilities
- Users can enter edits
- Email alerts can be set to be sent automatically
- Version tracking (referred to as versioning by codeBeamer)
- Discussion forums area for idea sharing

The requirements that it does not meet are:

- Documents are not moved to the appropriate queue when status changes

Features it has that were not specifically requested:

- Social features for voting, ranking, and rating
- Forum – threaded discussions.

Nice features:

- Project status can be labeled

- Search & Index (all data that it has captured)
- LiveEdits -- integration with MS Office for document editing. After edits have been completed, auto-versioning is utilized.

codeBeamer has a web site designed to market its product

(www.intland.com/index.html). It does have a user guide which indicates that there is a learning curve to use the software. This could be an issue for non-tech users.

codeBeamer has been rated with 8 out of 9 stars.

Source: <http://www.intland.com/>

User Start Page

The User Start Page appears after login and provides a quick overview of a user's personalized information, such as TODO list, approval list, and status reporting. Optional information such as the list of monitored discussion forums, location of team members, work items, rss feeds etc. can also be viewed on this page.

Collaborative Software Development Platform
codeBeamer 5.0

Logged in as **Heather** | [Logout](#) | [Logout](#) | [Logout](#) | [Logout](#)

My Start | [Projects](#) | [Account Info](#) | [Tags](#) | [System Admin](#)

Beamer Desktop VWS - Welcome to CodeBeamer

If you are logged in, you can download the FREE evaluation version from [tag: @](#)

Welcome to CodeBeamer

Get Projectset

Tag: No tags associated yet.

My Open Tracker Items in: All Projects (182)

	All	Overdue	Today Overdue	Today	Tomorrow	Next 7 Days Overdue	Next 7 Days	This Month
All	192	28	38	0	0	38	0	0
Assigned to me	128	22	32	0	0	32	0	0
Submitted by me	113	20	20	0	0	20	0	0

My Approvals

- Project Join requests waiting for my Approval (4)

4.0 fixed bugs in CodeBeamer. Totally found 15 records
Tracker: **CodeBeamer** - **My Bugs** found 15 records

12 Summary
13846 Report function is not work with UTF-8 encoding
14666 Customized Revision field location in main edit view page
14669 System cannot work if build server is 0
14428 Konfiguration des Email-Sender's bei einer notification
14430 **REG-13730 REG-14044**
14221 False change history for assigned to field
14667 Standard Search did not find "Conti Hekover" in Forecast Tracker
13803 Custom Tracker Item attributes

My Subscriptions

- Subscribed Trackers (22)
- Subscribed Forums (8)
- Subscribed Tracker Items (132)
- Subscribed Documents (6)
- Subscribed Wiki Pages (21)

All my Approvals Feed

Javalobby

JavaCity.org brings you the latest Java products and service announcements.

- SOAP 2.0.1
Tuesday, 15:30
- Disruptive released Jaxer (Java AJAX) for the Internet
Tuesday, 15:30
- Syncro SVN Client V.3.0
Tuesday, 15:30
- OpenSeas.org developer community site launched
Tuesday, 15:30
- Designvista 1.0 Launched - GUI Design Tool
Tuesday, 15:30

Figure 3: codeBeamer Dashboard

Ace Project

★★★★★☆☆

Ace Project has two versions of their software available; Ace Project Online and Ace Project for a private Intranet. The online version is available at no charge. However, the online version account will be deleted without notice after thirty days of inactivity. This could incur a loss of documents issue. The stand alone version does have costs associated with it.

Costs are listed on the comparisons table.

This software has many features that have been requested of the system. It appears to be user-friendly with a short learning curve as shown in Figure 4.

The requirements that it meets are:

- The system has login requirements
- Permissions are assigned
- Assign project priorities
- Upload and download capabilities
- Users can enter edits
- Email alerts can be set to be sent automatically
- Version tracking (called task history by Ace Project)
- Discussion forums for sharing ideas

The requirements that it does not meet are:

- Documents are not moved to the appropriate queue when status changes

Features it has that were not specifically requested:

- Calendar

Nice features:

- Project status can be labeled
- Branding options
- Search by keyword with advanced search options
- Choose of SQL Server or MS ACCESS database

Ace Project has a web site designed to market its product

(www.aceproject.com/index.htm).

Ace Project has been rated with 8 out of 9 stars.

Source: <http://www.aceproject.com/>

Number	Name	Project Type	Priority	Start	Due-Date	Total Tasks	Total Estimated Hours	Average Estimated % Done
CON-001	Construction	Technology	Urgent	4/5/2008	5/4/2008	15	88.00	21.82%
MUS-001	Music creation group	Technology	Urgent	4/6/2008	5/23/2008	15	48.00	40.83%
REAL-001	Real Estate Agency	Marketing	Urgent	3/20/2008	5/1/2008	15	31.00	37.10%
REC-001	Head hunter	Marketing	Urgent	3/18/2008	4/24/2008	15	34.00	63.24%
SOFT-001	Software development	Technology	High	3/25/2008	5/8/2008	13	104.00	53.75%
STU-001	Study group	Marketing	Urgent	3/26/2008	5/7/2008	15	78.00	41.41%
WEB-001	Web Design	Technology	Urgent	4/4/2008	5/2/2008	15	50.00	51.40%

: Open Project Tasks
 : Edit Project Information : assigned users, groups, statuses, types and priorities

Figure 4: Ace Project All Projects Screen

Pelotonics

★★★★★☆☆

Pelotonics mission was to create a simple to use project collaboration software to assist with small businesses. They feel their main competitors are Basecamp and Central Desktop.

Pelotonics has succeeded in many ways as presented in Figure 5. However, by going light, they are too light for the application to meet the desired requirements for the system.

The requirements that it meets are:

- The system has login requirements
- Permissions are assigned
- Assign task priorities
- Upload and download capabilities
- Users can enter edits
- Email alerts can be set to be sent automatically
- Version tracking (referred to a versioning by Pelotonics)
- Message board for sharing ideas

The requirements that it does not meet are:

- Documents are not moved to the appropriate queue when status changes

Features it has that were not specifically requested:

- Calendar

Nice features:

- Project status can be designated

- The dashboard lists “Latest Project Activity” so you can see at a glance what has been updated and/or worked on

Pelotonics has a web site designed to market its product (www.pelotonics.com/). The website is somewhat lacking visual demonstrations (screenshots) and vague on feature information. They do allow for trial accounts to get hands-on experience with the product.

Pelotonics has been rated with 8 out of 9 stars.

Source: <http://www.pelotonics.com/>

The screenshot displays the Neosci Medical dashboard. At the top, it says "Neosci Medical" and "Logged in as Matt Longson". Navigation tabs include DASHBOARD, PROJECTS, ACCOUNT, ADMIN, TEMPLATES, REPORTS, and CONTACTS. A sidebar on the left contains the Neosci Medical logo and a "Quick Tip" section. The main content area is divided into sections: "Global Calendar", "Late Deliverables", and "Latest Activity".

Late Deliverables

Task	Assigned to	Days Late
Trade show banners delivered	Matt Longson	36 days late
Trade show Team assembled and trained	Matt Longson	57 days late
Matt Longson: Brochure copy delivered	Matt Longson	28 days late
AMERITEST, INC.: Secure handling for the	AMERITEST, INC.	33 days late

Latest Activity

Neosci Medical - Filter Design Project

Activity	Completed by	Date
Call Site and make sure that he is on board with	Matt Longson	Apr 23
Trade show Team assembled and trained	Matt Longson	Dec 12
Subject	Matt Longson	Dec 12
Re: Cad Drawings	Matt Longson	Dec 12
header-logo.pdf	Matt Longson	Dec 12

ABC corp - Appleville Project

Activity	Completed by	Date
Alter the post sheets to show the update for t-	Matt Longson	Apr 23
Obtain a signed contract	Everyone	Dec 20

Figure 5: Pelotonics Dashboard

Central Desktop

★★★★★★★☆☆

Central Desktop has created collaboration software that is easy to use and requires little learning curve. Its design is intuitive as shown in Figure 6.

Central Desktop monthly fees are expensive. This could present a barrier. An alternative may be to design a system which resembles Central Desktop.

The requirements that it meets are:

- The system has login requirements
- Permissions are assigned
- Assign task priorities
- Upload and download capabilities
- Users can enter edits
- Email alerts can be set to be sent automatically
- Version tracking (numbered)
- Discussions tab for sharing ideas

The requirements that it does not meet are:

- Documents are not moved to the appropriate queue when status changes

Features it has that were not specifically requested:

- Document Library (Check-In /Check-Out)
- Outlook calendar integration

Nice features:

- Project status can be designated (Default values are draft, pending approval, approved, FINAL [read only], and cancelled. The tags can be modified.)

- The dashboard tabs include My Tasks, My Calendar, Project Reports, and Web Meetings
- Search
- IM integration
- RSS feeds
- Schedule and host web meetings
- Branding

Central Desktop has a web site designed to market its product (www.centraldesktop.com/). The website is a plethora of feature information with some screenshots. They have a short video for all or most of the software features.

Central Desktop has been rated with 8 out of 9 stars.

Source: <http://www.centraldesktop.com/>

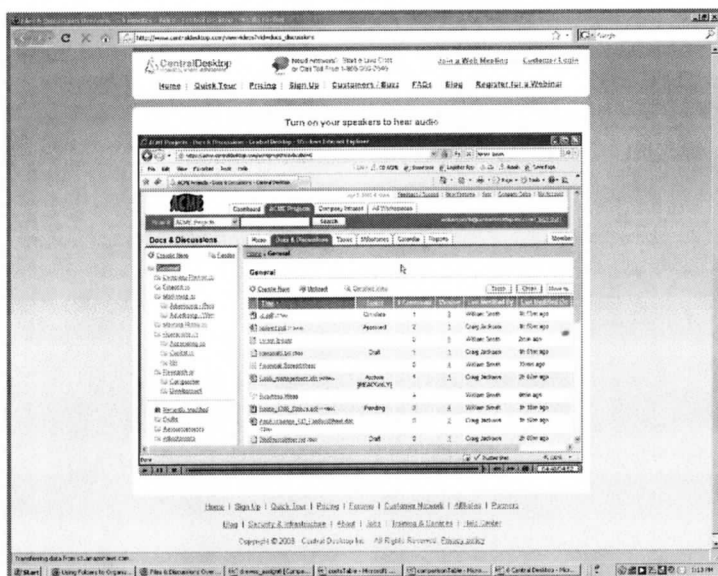


Figure 6: Central Desktop Document List

Basecamp

★★★★★☆☆

Basecamp is a hosted collaborative software solution. An installable version is not available.

The package they offer is not exceptional. In the review process, it appeared that many organizations are using the software and it is hailed as an industry standard. Versioning is shown in Figure 7.

The requirements that it meets are:

- The system has login requirements
- Permissions are assigned
- Assign task priorities
- Upload and download capabilities
- Users can enter edits
- Email alerts can be set to be sent automatically
- Version tracking (numbered)
- Message board for sharing ideas

The requirements that it does not meet are:

- Documents are not moved to the appropriate queue when status changes

Negative features:

- Project status can not be designated
- It's not possible to create sub-projects
- File uploads of 100 MB or less

Features it has that were not specifically requested:

- Archiving projects
- Calendar function is available using the iCalendar format by subscribing to Mozilla Calendar, Apple iCal, and The Backpack Calendar, for example

Nice features:

- Customization includes logos, colors, and categories
- The dashboard tabs are generated automatically from recent use behavior
- Search
- RSS feeds

Basecamp has a web site designed to market its product (www.basecamphq.com/).

The website is comprehensive with feature information. They offer a short video for many of the software features. The FAQ is adequate or better.

Basecamp has been rated with 8 out of 9 stars.

Source: <http://basecamphq.com/>

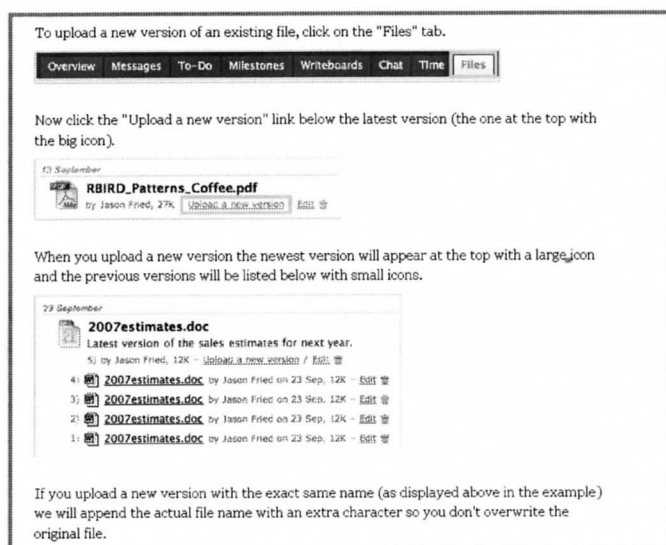


Figure 7: Basecamp Versioning Screen

Simple Groupware

★★★★★★★

Simple Groupware is a complete open source enterprise application.

Simple Groupware is created and offered free by a one-man company in Germany. He states that he works this project in his free time. Simple Groupware is a conglomeration of freeware applications brought together under one roof, so to speak, to form a project collaboration software package. One customization option is shown in Figure 8.

The requirements that it meets are:

- The system has login requirements
- Permissions are assigned
- Assign task priorities
- Upload and download capabilities
- Users can enter edits
- Email alerts can be set to be sent automatically
- Automatic versioning without manual check-in or check-out
- Forum feature to share ideas

The requirements that it does not meet are:

- Documents are not moved to the appropriate queue when status changes

Features it has that were not specifically requested:

- Calendar

Nice features:

- Customization of colors, text styles, and themes
- All files automatically checked by a virus scanner

- Search of all file types
- RSS feeds

Simple Groupware has a web site designed to market its product (www.simple-groupware.de/cms/). The website is comprehensive with feature information. It has quite a few screenshots. It does not offer an online demo version due to resource requirements. The FAQ is adequate or better.

Simple Groupware has been rated with 8.5 out of 9 stars.

Source: <http://www.simple-groupware.de/cms/>

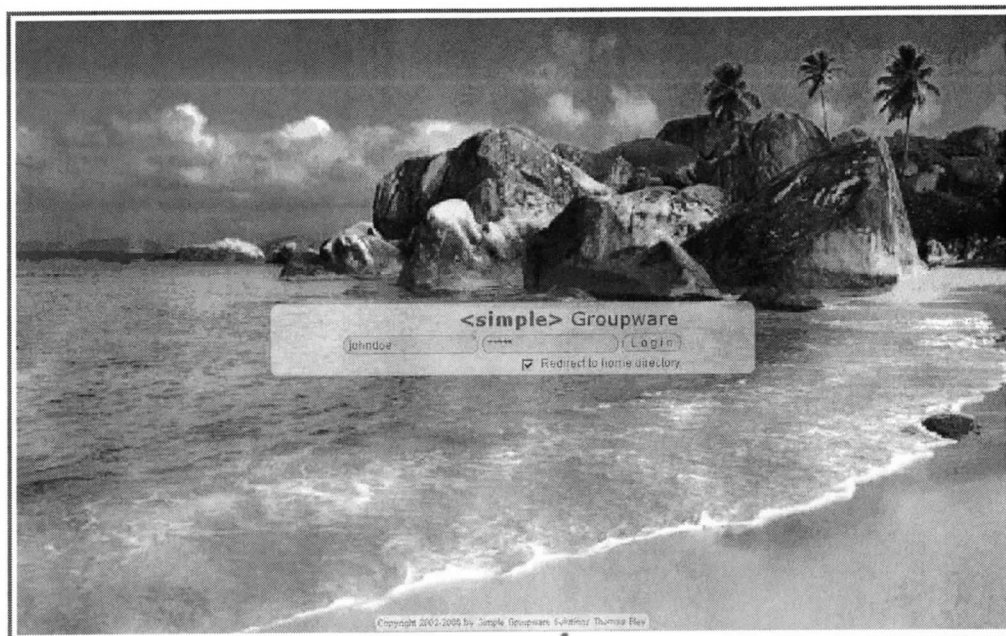


Figure 8: Simple Groupware Customized Login

Project Spaces

★★★★★★★★

Project Spaces is a simple yet robust online work space solution for project collaboration.

Project Spaces features list is impressive. The versioning feature is wonderful as presented in Figure 9.

The requirements that it meets are:

- The system has login requirements
- Permissions are assigned
- Assign task priorities
- Upload and download capabilities
- Users can enter edits
- Email alerts can be set to be sent automatically
- Version control
- Discussion area to share ideas

The requirements that it does not meet are:

- Documents are not moved to the appropriate queue when status changes

Features it has that were not specifically requested:

- Calendar

Nice features:

- Document labels designating status
- Customization of colors, text styles, and themes
- Customizable tab names by project

- Search of all file types
- Archive/close projects
- RSS feeds

Project Spaces has a web site designed to market its product (www.projectspaces.com/). The website is thorough and provides complete information. It has screenshots and a video presentation. Pricing is listed openly and clearly. This package is highly recommended however, the cost may be prohibitive.

Project Spaces has been rated with 8.5 out of 9 stars.

Source: <http://www.projectspaces.com/>

The screenshot displays the 'Team Workspace' interface for a document titled 'Board Meeting Minutes'. The document is currently checked out by 'Joe Pringle'. The interface includes buttons for 'Upload New Version', 'Check Out', and 'Edit Document Details'. A tooltip explains that checking out prevents others from modifying or uploading new versions. Below the document details, a 'Summary' section shows 'CRM's Annual Board Meeting' and a 'Previous Versions (1)' table.

Version	Download	Revised by	Modified	Note
1	MS Word 23.0 KB	Joe Pringle	Feb 05, 2008 12:53 PM EST	inclu

Figure 9: Project Spaces Versioning Feature

Microsoft Groove

★★★★★★★

Microsoft Groove is peer-to-peer project collaboration software.

Groove features list is impressive as displayed in Figure 10.

The requirements that it meets are:

- The system has login requirements
- Permissions are assigned
- Assign task priorities
- Upload and download capabilities
- Users can enter edits
- Email alerts can be set to be sent automatically
- Version control (check in/check out)
- Discussion area to share ideas

The requirements that it does not meet are:

- Documents are not moved to the appropriate queue when status changes

Features it has that were not specifically requested:

- Calendar

Nice features:

- Document labels of status
- Search
- Tracking who is online in your group and what they are working on
- IM integration
- Chat

Groove has a web site designed to market its product (<http://office.microsoft.com/en-us/groove/FX100487641033.aspx>). The website is not user friendly. It states that a comprehensive list of features is provided. They list the top 10 reasons to use Groove and provide a Groove Product Overview. It lacks details and concrete information. Pricing is listed openly and clearly.

Groove has been rated with 8.5 out of 9 stars.

Source: <http://office.microsoft.com/en-us/groove/fx100487641033.aspx>

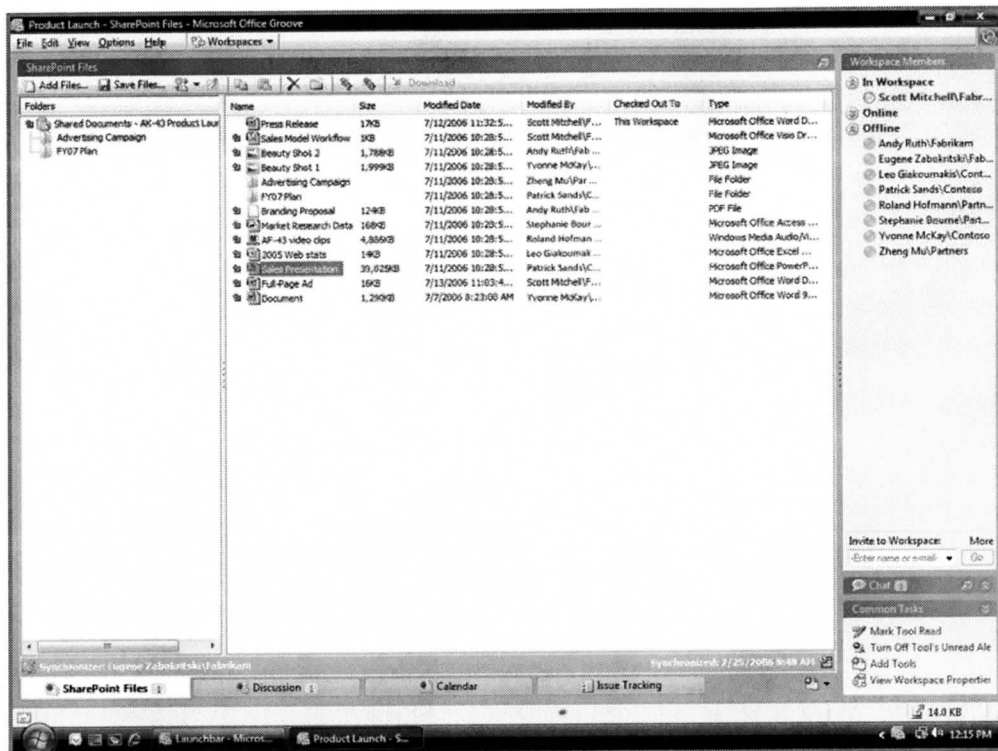


Figure 10: Microsoft Groove Workspace

Clearspace

★★★★★☆☆☆☆

Clearspace is enterprise collaborative project software. It has a pleasing and friendly interface. It is fresh and contemporary. It seems focused on communication and communities as demonstrated in Figure 11.

Clearspace lists many of the features that this review is evaluating. However, feature examples (such as screenshots) were not included in the video presentation.

The requirements that it meets are:

- The system has login requirements
- Upload and download capabilities
- Users can enter edits
- Email alerts can be set to be sent automatically
- Version control
- Blog to share ideas

The requirements that it does not meet are or are unknown:

- Permissions are assigned
- Assign task priorities
- Documents are not moved to the appropriate queue when status changes

Features it has that were not specifically requested:

- Calendar

Nice features:

- Customization of colors, text styles, and themes
- Search of all file types

- RSS feeds

Clearspace has a web site designed to market its product (www.jivesoftware.com/products/clearspace). The website is vague and requires registration for a 'test drive' to get any solid information for evaluation purposes. It has a few screenshots which are small and somewhat blurry and a video presentation. Pricing is listed openly and clearly. The cost is high. Clearspaces' target market appears to be large organizations which accounts for the high cost. It has a minimum license order requirement of one hundred.

Clearspace has been rated with 6 out of 9 stars.

Update: Clearspace by Jive Software is no longer available. The program has been redesigned and released as social business software (SBS).

- Source: <http://www.jivesoftware.com/products/employee-community>
- Source: <http://siliconflorist.com/2009/03/09/jive-goodbye-clearspace-hello-social-business-software/>



Figure 11: Clearspace Overview

- RSS feeds

ProjectPier has a web site designed to market its product (www.projectpier.org/). The website is clean and comprehensive. It provides many screenshots. ProjectPier is an open source project and therefore the price is right at zero cost for the software. However, two areas that are not within the package, assigning task priorities and labels for document status, are important features.

ProjectPier has been rated with 7 out of 9 stars.

Source: <http://www.projectpier.org/>

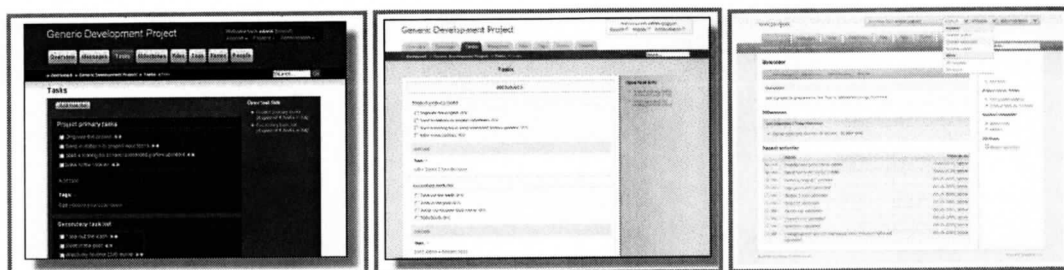


Figure 12: ProjectPier Customization Examples

Horde Groupware

★★★★★☆☆☆☆

Horde Groupware is project software to facilitate efficient communication. It has a familiar and pleasant interface which is customizable as shown in Figure 13.

Many of the required system features are not available in this package.

The requirements that it meets are:

- The system has login requirements
- Permissions are assigned
- Assign task priorities
- Email notification sent automatically
- Notes area to share ideas

The requirements that it does not meet are:

- Upload and download capabilities
- Users can enter edits
- Version control
- Documents are not moved to the appropriate queue when status changes

Features it has that were not specifically requested:

- Calendar integration with external calendar application

Nice features:

- Document labels of status
- Customization portal screen and themes
- Search
- RSS feeds

- Help function

Horde Groupware has a web site designed to market its product (www.horde.org/groupware/). The website is easy to maneuver and informative. It does present a few screenshots to demonstrate features. Horde Groupware is an open source project. The areas that are not within the package - uploading/downloading, entering edits, version control, and status queues - are important features and at the heart of the required system.

Horde Groupware has been rated with 5 out of 9 stars.

Source: <http://www.horde.org/groupware/>

The screenshot displays a web-based dashboard for Horde Groupware. The interface includes a navigation sidebar on the left with categories like Mail, Organizing, Administration, and Global Options. The main content area is divided into several widgets:

- Taxes [Income...]**: A table showing a calendar for May 2008.
- All Calendars, May, 2008**: A calendar grid for the month of May 2008.
- Calendar**: A detailed view of the current day (Tuesday, May 20, 2008) showing events like 'Product conference' and 'Business trip'.
- Notes**: A list of notes, including one from 'Jan Schneider' about Horde being an Open Source software project.
- Weather Forecast**: A section for Boston, MA, showing current conditions (Sunny) and a 2-day forecast for May 20 and 21.
- Tasks**: A list of tasks, including '3 Jan Schneider's Task List: Whups - Hermes - Lurl' and '1 Jan Schneider's Task List: Prepare Hermes (05/24/2008)'.
- Contact Search**: A search bar for contacts, with 'Abby Falen' as a search result.
- Current Time**: A large digital clock showing 'Tuesday, May 20, 2008 11:33'.
- Sunrise/Sunset**: Information for Berlin-Tegel, showing sunrise at 05:02:34 AM and sunset at 05:05:35 PM.

Figure 13: Horde Groupware Customized Dashboard

Groupion

★★★★★★★☆☆

Groupion is project software to facilitate efficient communication and collaboration.

Its format is fresh and upbeat as displayed in Figure 14.

Many of the required system features are available in this package.

The requirements that it meets are:

- The system has login requirements
- Permissions are assigned
- Upload and download capabilities
- Assign task priorities
- Users can enter edits
- Version management
- Email notification sent automatically
- Notebook area to share ideas (or simply leave as a reminder for yourself)

The requirements that it does not meet are:

- Documents are not moved to the appropriate queue when status changes

Features it has that were not specifically requested:

- Calendar integration with external calendar application

Nice features:

- Document labels of status (In Process, For Review, Approved, Final)
- Search
- RSS feeds

Groupion has a web site designed to market its product (www.groupion.com/en/package/col/). The website is nice. It has a pleasant interface. It has nearly all of the requested features.

Groupion has been rated with 8 out of 9 stars.

Source: <http://www.groupion.com/>

The screenshot shows the 'Files Overview' interface in Groupion. The main area contains a table with the following data:

Title	File No.	Assigned User	Category	Status	Version Count	Creation Date	Last Modified
In Process							
<input type="checkbox"/> Schwelblich entR07	-	Poross	-	In Process	1	2007-01-11	2007-01-11
<input type="checkbox"/> Belflich entR01	-	Poross	-	For Review	3	2007-01-11	2007-12-17
<input type="checkbox"/> Deckenwegl entR05	-	Moconnor	-	Approved	2	2007-01-11	2008-01-17
<input type="checkbox"/> grigh	-	Janith	-	Final	-	2008-01-28	2008-01-28
<input type="checkbox"/> Couch entR02	-	Moconnor	-	In Process	2	2007-01-11	2008-02-21
<input type="checkbox"/> Medy.doc	-	Janith	-	In Process	1	2008-03-21	2008-03-21
<input type="checkbox"/> Haden	44	Janith	-	In Process	1	2008-04-26	2008-04-26
<input type="checkbox"/> pils.gla	61	Janith	jpg	In Process	2	2008-06-19	2008-06-19
<input type="checkbox"/> wiewtv	70	Janith	DOC	In Process	1	2008-06-13	2008-06-13
<input type="checkbox"/> pck	71	Janith	DOC	In Process	-	2008-06-13	2008-06-13
<input type="checkbox"/> sooo	73	Janith	DOC	In Process	2	2008-06-13	2008-06-13
<input type="checkbox"/> danste.dansk	42	Janith	-	In Process	1	2008-04-19	2008-09-03
<input type="checkbox"/> rrrrr	77	Janith	-	In Process	-	2008-09-10	2008-09-10
<input type="checkbox"/> Versuch	-	Janith	xls	In Process	-	2008-09-14	2008-09-14
<input type="checkbox"/> Dok-00345	1,050	Janith	PDF	In Process	-	2008-09-17	2008-09-17

Figure 14: Groupion Files Screen

Nice features:

- Document labels of status
- Search
- Customize dashboard
- Customizable branding
- RSS feeds

Knowledge Tree has a web site designed to market its product (www.knowledgetree.com/). The website is well designed. It presented information in an easy to find structure.

Knowledge Tree has been rated with 8 out of 9 stars.

Source: <http://www.knowledgetree.com/>

The screenshot shows the Knowledge Tree Administration Panel. The main content area is titled "View Permissions for: Root Folder". Below the title, there is a table with columns for "Role or Group", "Read", "Write", "Add Folder", "Manage security", "Delete", "Manage workflow", "Folder Details", and "Rename Folder". The table lists several roles and groups with their respective permissions.

Role or Group	Read	Write	Add Folder	Manage security	Delete	Manage workflow	Folder Details	Rename Folder
Role: Authenticated Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Role: Everyone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Role: Owner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Role: Publisher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Role: Reviewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Role: Creator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Role: WorkspaceOwner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Group: System Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Group: Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Group: Accounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Group: Sales	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Group: Exports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 15: Knowledge Tree Administration Panel

Collaber

★★★★★☆☆☆☆

Collaber is a virtual office environment. It provides workspaces for its users to communicate and share files, and manage events and tasks, as demonstrated in Figure 16.

Collaber is a fairly new product. It has been commercially available for less than a year. It was not easy to gather information about the product quickly and easily. Generally, the information is available but drilling down to details was cumbersome.

The requirements that it meets are:

- The system has login requirements
- Permissions are assigned
- Upload and download capabilities
- Users can enter edits
- Discussion forums to share ideas

The requirements that it does not meet or are unknown:

- Assign task priorities
- Version management
- Email notification sent automatically
- Documents are not moved to the appropriate queue when status changes

Features it has that were not specifically requested:

- Calendar
- IM

Nice features:

- Document labels of status

Collaber has a web site designed to market its product (www.collaber.com/). The website is too nice. It utilizes Adobe FLASH to enhance its visuality. It makes click response slow. This package resembles MS Groove.

Collaber has been rated with 5.5 out of 9 stars.

Source: <http://www.collaber.com/>

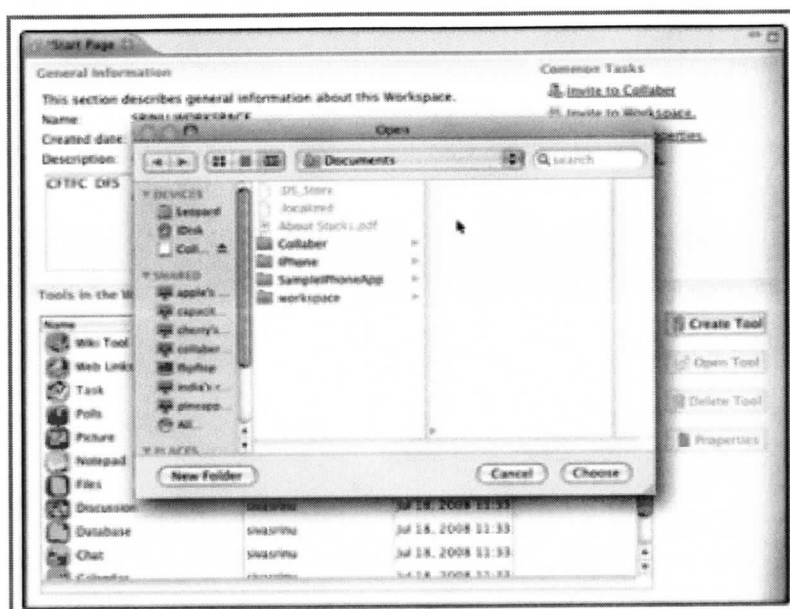


Figure 16: Collaber Shared Files Screen

Noodle

★★★★★☆☆☆☆

Noodle may truly be a fine product. However, their website is vague and lacks detail.

An appropriate evaluation was difficult due to lack of information.

Some of the requested features of the required system are available in this package, as shown in Figure 17.

The requirements that it meets are:

- The system has login requirements
- Permissions are assigned
- Upload and download capabilities
- Users can submit edits
- Discussion forums to share ideas

The requirements that it does not meet or are unknown:

- Assign task priorities
- Version management
- Email notification sent automatically
- Documents are not moved to the appropriate queue when status changes

Features it has that were not specifically requested:

- Calendar

Nice features:

- Document labels of status
- Search documents and document authors
- Customizable interface

- Drag 'n drop

Noodle has a web site designed to market its product.

Noodle has been rated with 5 out of 9 stars.

Source: <http://www.vialect.com/index.html>

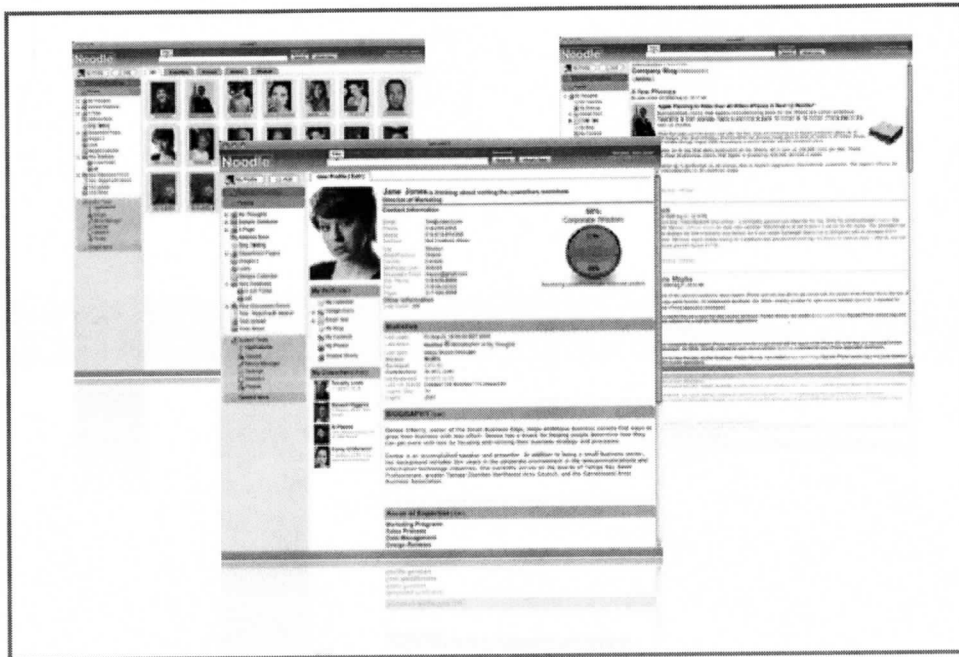


Figure 17: Noodle Overview

Cisco WebEx

★★★★★★★☆☆

Cisco WebEx is a web based online office services on demand. It is hosted online. Its focus and excellence is in web meetings as demonstrated in Figure 18. It boasts easy setup with a WebOffice in five minutes.

The requirements that it meets are:

- The system has login requirements
- Permissions are assigned
- Assign task priorities
- Upload and download capabilities
- Users can enter edits
- Version management (check in/check out)
- Email notification sent automatically
- Discussion forums to share ideas

The requirements that it does not meet or are unknown:

- Documents are not moved to the appropriate queue when status changes

Features it has that were not specifically requested:

- Calendar
- Web conferencing (charged on a per use scale)
- Video conferencing (charged on a per use scale)

Nice features:

- Document labels of status
- Customize portal and pages

- Chat
- Polls

WebEx has a web site designed to market its product. The website does a good job of delivering the information regarding products. They provide useful screenshots and short video clips.

WebEx is a comprehensive office package.

WebEx has been rated with 8 out of 9 stars.

Source: <http://www.webex.com/>

The screenshot shows the WebEx web interface for 'Tate Stevens Advertising'. The user is logged in as 'Christine Bataille'. The interface includes a search bar, navigation tabs for 'WebEx Meeting', 'Web Folders', and 'WebOffice Advisor', and a date of 'Monday, October 10, 2005'. A left sidebar contains navigation options like Home, Shortcuts, My Favorites, Tools, Administration, and Help, along with a calendar for October 2005. The main content area features a 'Join a WebEx Meeting' form with an input field for the meeting number. To the right is a 'Web Meeting Quick Reference Card' with contact information: US Access Phone #: 866-469-3239, Intl Access Phone #: 650-429-3300, Host Access Code: 54792879, Speak & Listen Code: 59589514, and Listen Only Code: 42964409. Below this is a 'My Meetings' section with a dropdown set to 'Past Meetings' and a table of meeting records.

Time	Topic	Type	Status
October 4, 2005 8:00 AM	test	Meeting	Start
October 4, 2005 9:00 AM	another test	Meeting	Start
October 5, 2005 8:00 AM	Product line review	Meeting	Start
October 5, 2005 1:00 PM	Review 2005 Budget	Meeting	Start
October 6, 2005 9:00 AM	Project team meeting	Meeting	Start

Figure 18: WebEx Web Meetings

VEO Project

★★★★★☆☆☆☆

VEO Project is document management software. Its design is clean and fresh as shown in Figure 19.

The requirements that it meets are:

- The system has login requirements
- Permissions are assigned
- Upload and download capabilities
- Assign task priorities
- Users can enter edits
- Discussion forums to share ideas

The requirements that it does not meet:

- Version management
- Email notification sent automatically
- Documents are not moved to the appropriate queue when status changes

Nice features:

- Document labels of status
- Custom branding

VEO Project has a web site designed to market its product (www.veoproject.com/home.aspx). The website was not informative. There was not a comprehensive listing of all features. The recommendation was to open a basic account (no charge) and try it out. Although that is a great plan to learn about the product, basic information would be useful before investing time.

VEO Project has been rated with 6 out of 9 stars.

Source: <http://www.veoproject.com/>

The screenshot shows the VEO Project web application interface. At the top, there is a navigation bar with links for 'News(2)', 'projects', 'tasks', 'wiki', 'settings', 'help', and 'sign out'. Below this, the user 'john (test)' is logged in, with a timestamp 'opened: Apr 22 7:39 PM'. The main heading is 'my projects', with sub-headers for 'New', 'Tags', and 'Archive'. A search bar is present. The main content area is divided into two sections: 'What's News' on the left and a project list on the right. The 'What's News' section includes items like 'Software GoLive' and 'Flyer Launch' with their respective dates and 'clear' buttons. The project list table has columns for 'Name', 'Type (Created By)', 'Last Opened', and 'Tags (?)'. The table contains six rows of project entries, each with a checkbox and a trash icon. At the bottom, there are links for 'Create a New project document' and 'Have a question or a problem? Get Help'. The footer indicates '© 2008 Bitcarvers, Inc.'.

Name	Type (Created By)	Last Opened	Tags (?)
Software GoLive	Plan (john)	4/22 18:22	samples #
Flyer Launch	Issue Tracker (john)	4/19 3:19	samples #
Tax Links	Project Page (john)	4/19 3:06	samples #
Getting Started Guide	Plan (john)	2/27 15:01	instructions #, samples #
Tips: Cool Features	Plan (john)	2/26 18:24	instructions #
Tips: Automating Follow Up	Plan (john)	2/26 18:19	instructions #

Figure 19: VEO Project Projects Screen

PROJECTinsight

★★★★★★★☆☆

PROJECTinsight is project management software. It is completely web-based. There would be a small learning curve and initial setup required of users as shown in Figure 20.

The requirements that it meets are:

- The system has login requirements
- Permissions are assigned
- Upload and download capabilities
- Assign task priorities
- Users can enter edits
- Email notification sent automatically
- Version control (check-in/check out)
- Discussion forums to share ideas

The requirements that it does not meet or are unknown:

- Documents are not moved to the appropriate queue when status changes

Features it has that were not specifically requested:

- Calendar

Nice features:

- Document labels of status
- Search
- Customize interface
- SSL encryption

PROJECTinsight has a web site designed to market its product (www.projectinsight.net/). The website is fairly user friendly. There is much system information available. All but one feature of the required system are available in this package.

Pricing is not available without contacting the company. They did provide one example of costs. From that example, it may be that monthly fees apply.

PROJECTinsight has been rated with 8 out of 9 stars.

Source: <http://www.projectinsight.net/>

Auto-Alerts Previous Next

Development Auto-Alerts Back

Template Library > Development >

Use the form below to add auto-alerts for "Development".

Type: **Items Created**

Notify: **John Project** when:

sub-items of "Development" are created.
 any sub-item of "Development's" sub-items are created. (Recursive)

SAVE

Auto-Alerts may be set at the system, project or task level.

Items Created
 Items Updated
 Items Deleted
Task predecessors complete
 Task scheduled to start
 Task overdue
 Task scheduled dates changed
 Task % complete changed
 Project scheduled to start
 Project overdue
 Project scheduled dates changed
 Project % complete changed

Select from many criteria including:

- Items created, updated or deleted
- Task predecessors complete
- Task scheduled to start
- Task overdue
- Task scheduled dates changed
- Task percentage complete changed
- Project scheduled to start
- Project overdue
- Project scheduled dates changed
- Project percentage complete changed

My Auto-Alerts

Alert

Notify John Project when all of the predecessors are com
 Notify John Project when tasks are scheduled to begin in
 Notify John Project when tasks are overdue by 1 days th
 Notify John Project when the tasks start or end date char
 Notify John Project when the percent complete is change

Created By Action

Created By	Action
John Project	[Edit] [Delete]
John Project	[Edit] [Delete]
John Project	[Edit] [Delete]
John Project	[Edit] [Delete]
John Project	[Edit] [Delete]

Project managers may set alerts for other team members.

Figure 20: PROJECTinsight Setting Auto Alerts for User

Celoxis

★★★★★★★☆☆

Celoxis is project management software. Its design is clean and contemporary as shown in Figure 21. It is also the standard layout which makes it intuitive with a very short or non-existent learning curve.

The requirements that it meets are:

- The system has login requirements
- Permissions are assigned
- Upload and download capabilities
- Version management
- Assign task priorities
- Users can enter edits
- Email notification sent automatically
- Discussion forums to share ideas

The requirements that it does not meet or are unknown:

- Documents are not moved to the appropriate queue when status changes

Features it has that were not specifically requested:

- Calendar

Nice features:

- Document labels of status
- Search
- Customize dashboard

Celoxis has a web site designed to market its product (www.celoxis.com/). The website is clean and to the point. The information was readily available; not hidden. All but one feature of the required system is available in this package. The only issue was that the pricing was not stated plainly. It required a request to the company via the form provided.

Celoxis has been rated with 8 out of 9 stars.

Source: <http://www.celoxis.com/>

DASHBOARD

My Home
Customizable dashboard. Gives a quick overview of deliverables, progress, approvals and more.
[Customize](#)

My Events

Today + 2 Days [Go](#)

Today May 9, 2008

- Lan setup (0%)
- Draft and finalize Legal Contract for Office Space (100%)

[Legend](#)

Approve Time Entries

You have 2 time entries for approval. [Approve](#) / [Reject](#).

Approve Expenses

You have 1 expenses for approval. [Approve](#) / [Reject](#).

My Projects [managed by me]

Phase: Planning In Progress On Hold Closed Category: [Go](#)

Client: Priority:

Project	%	Status	Deadline	Actions
Buy Computers	0	Planning	6-Jun-08	Actions
Setting up a new office	17	On Time	5-Oct-08	Actions

Show rows: 10 1 - 2 of 2 [Pick Columns](#)

My Tasks

Update status, fill time on one or more tasks directly from here

Project: Task Status: [Go](#)

[Add Update/Fill Time](#) [Export to Outlook \(Beta\)](#) [Add to Favorites](#)

Task	%	Status	Start	Finish	Actions
Phone & Internet Connection	0	Overdue	5-May-08	6-May-08	Actions
Lan setup	0	Delayed	6-May-08	9-May-08	Actions
Procure Office Space	48	Delayed	6-May-08	12-May-08	Actions
Finalize on Office Space	40	Overdue	8-May-08	8-May-08	Actions

Show rows: 10 1 - 4 of 4 [Legend](#) [Pick Columns](#)

Figure 21: Celoxis Dashboard

Evaluation Results

A fair and thorough examination of existing systems was completed. The process involved an assessment of the company description of their product, visual evidence (such as screenshots), and a trial use of the system if available and necessary.

Although a few of the reviewed systems scored very close to one hundred percent (nine stars), that score poorly reflects the overuse of features needed for a group of eight or less participants. It would be a distinct disadvantage for the system to contain an unwarranted clutter of components. It would discourage the use of the system and make it unnecessarily heavy for users. More is not better, in this case.

Upon review of the existing systems, a determination has been made that the right package is not available out of the box. A project management system will be developed.

CHAPTER 3

SYSTEM DESIGN

Overview

The project is just entering the design and development stages. It is, therefore, difficult to document absolute details in the design. It is possible to provide basic design and development ideas and information as to how the project will proceed.

The PCOST system design will be contemporary, clean, and intuitive. The desired outcome is to provide a workspace that can be used immediately without a software learning curve. The system will be accessible as a web service which provides for 24/7/365 accessibility via a common web browser.

Design Considerations/Goals

The system will be built with the KISS principle (“Keep it simple stupid”) in mind at all times. Scope creep will be the biggest enemy during development. More is not better, in this instance. The foremost rule for this project is “just enough.”

Architecture Strategy

Most likely, the product will be developed utilizing a Microsoft development tool. Initially, the product mock-up has been built in Microsoft Visual Web Developer 2008 Express Edition. The final decision to continue with that product has not been made.

The product requires a database to provide storage for user information and project documents. The database of choice is MySQL. It is easy to use, provides a friendly interface, and exceeding storage limits will not be a problem.

The system hardware consists of a dedicated server and the software consists of system coding files.

Project Differential

This project will assist small groups to realize increased efficiency regarding project communication and organization of project documents. It is less significant that an existing system is used than the right system is used.

Deliverables

The system will be accessible as a web service. Deliverables will consist of a database and a website interface.

CHAPTER 5

CONCLUSIONS

Evaluation Conclusions

The evaluation process involved twenty-one existing project management packages. Each package was reviewed for the nine requirements identified as essential. One additional criterion, cost, was included in the review. Cost is a substantial consideration when making a purchase decision.

Six packages were eliminated immediately. This includes Clearspace, Collaber, Horde Groupware, Noodle, Project Pier, and VEO Project. The reasons to eliminate a package included too many or not enough features, not the right features, and cost.

The remaining fifteen systems rated 8 out of 9 stars or above. Three of the systems rated 8.5 out of nine. Those three were MS Groove, Project Spaces, and Simple Groupware. The one feature that was absent from all of the systems was a separate queue for projects in different status (new, work-in-progress, needs review, finalized). The three systems that were rated 8.5 had a feature that was close to a separate queue but not quite.

Several systems had the look and feel of the user interface that was envisioned. Those systems were Clearspace, Groupion, Horde Groupware, Knowledge Tree, and Project Pier.

The evaluation process failed to identify an appropriate existing system to meet the requirements. In order to attain the desired result, the best solution will be to build the system to required specifications.

The project objectives, to this point, have been achieved.

Future Additional Work

The project will continue. The extensive research into current and available systems identified a void for this type of product. It seems reasonable that there is room in the project management arena for the proposed system. A schedule has been established for development. Development has begun although the bulk of the work is remaining. The target market for this product will most likely fall into one or both of these categories; the academic setting and small businesses. The product can be branded to be comfortable and familiar in any organization.

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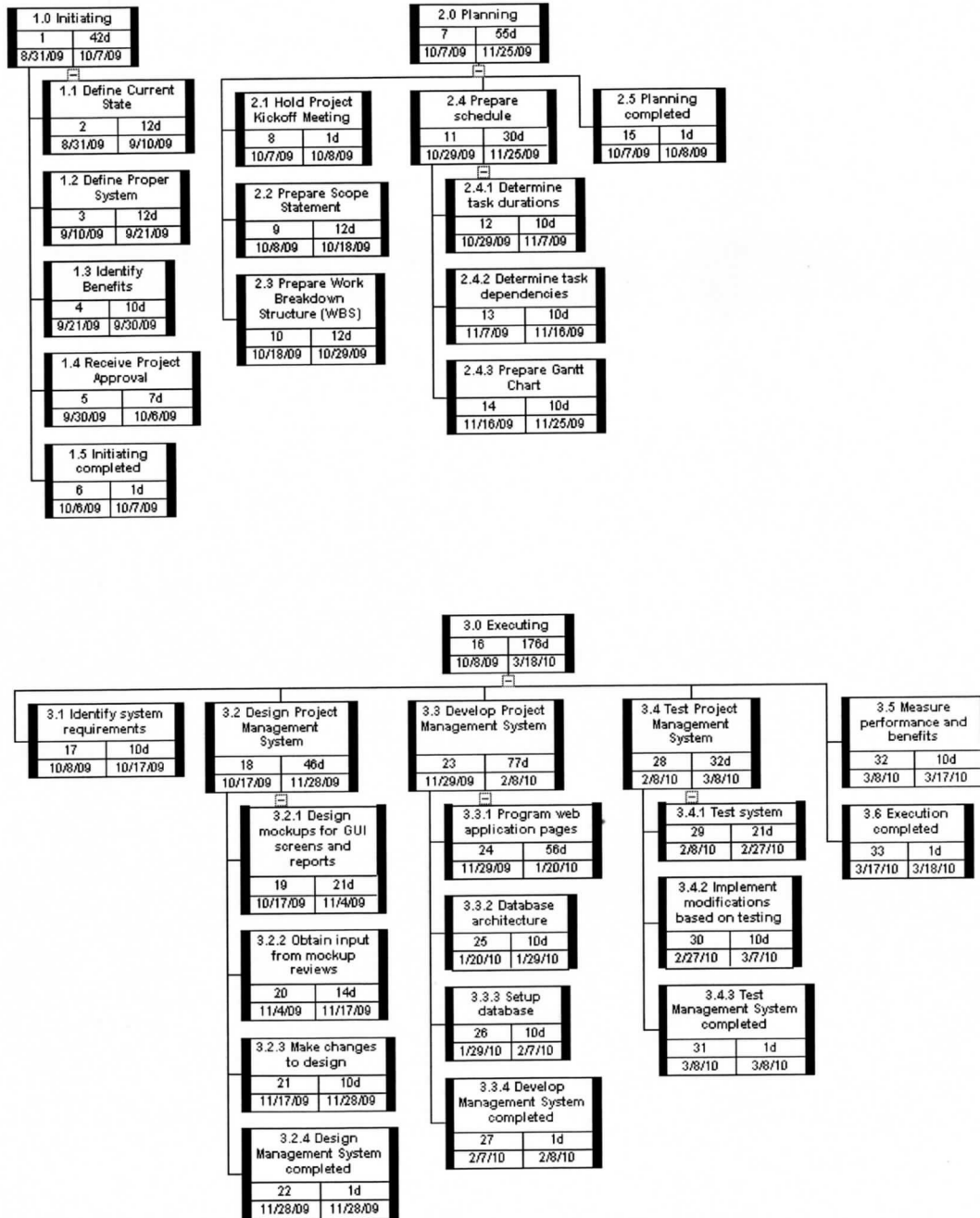
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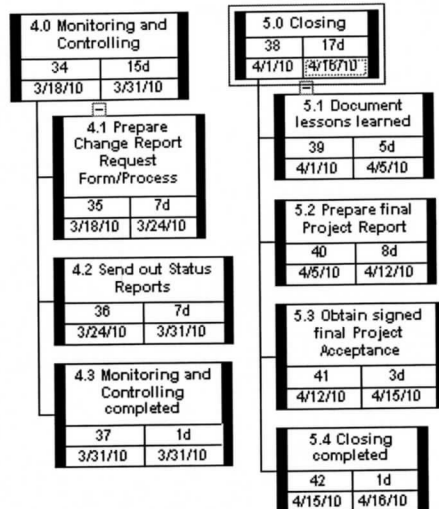
Retrieved Nov. 19, 2008, from ACM (1053492).

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APPENDICES

APPENDIX A: WORK BREAKDOWN STRUCTURE

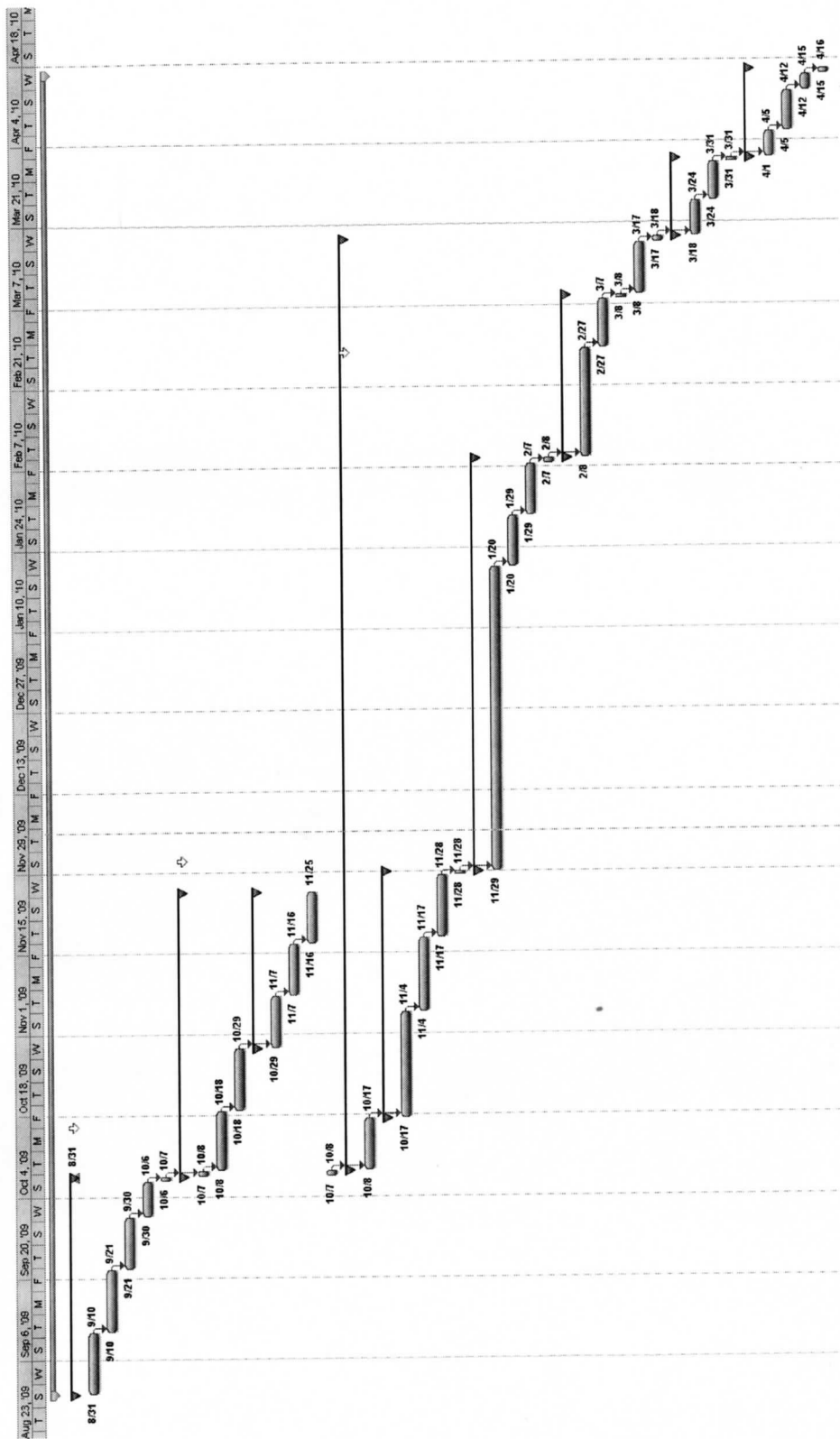




APPENDIX B: GANTT CHART TASKS

Task Name	Duration	Start	Finish	Predecessors
PCOST	251 days	Mon 8/31/09	Fri 4/16/10	
1.0 Initiating	42 days	Mon 8/31/09	Wed 10/7/09	
1.1 Define Current State	12 days	Mon 8/31/09	Thu 9/10/09	
1.2 Define Proper System	12 days	Thu 9/10/09	Mon 9/21/09	2
1.3 Identify Benefits	10 days	Mon 9/21/09	Wed 9/30/09	3
1.4 Receive Project Approval	7 days	Wed 9/30/09	Tue 10/6/09	4
1.5 Initiating completed	1 day	Tue 10/6/09	Wed 10/7/09	5
2.0 Planning	55 days	Wed 10/7/09	Wed 11/25/09	6
2.1 Hold Project Kickoff Meeting	1 day	Wed 10/7/09	Thu 10/8/09	6
2.2 Prepare Scope Statement	12 days	Thu 10/8/09	Sun 10/18/09	8
2.3 Prepare Work Breakdown Structure (WBS)	12 days	Sun 10/18/09	Thu 10/29/09	9
2.4 Prepare schedule	30 days	Thu 10/29/09	Wed 11/25/09	10
2.4.1 Determine task durations	10 days	Thu 10/29/09	Sat 11/7/09	10
2.4.2 Determine task dependencies	10 days	Sat 11/7/09	Mon 11/16/09	12
2.4.3 Prepare Gantt Chart	10 days	Mon 11/16/09	Wed 11/25/09	13
2.5 Planning completed	1 day	Wed 10/7/09	Thu 10/8/09	
3.0 Executing	176 days	Thu 10/8/09	Thu 3/18/10	15
3.1 Identify system requirements	10 days	Thu 10/8/09	Sat 10/17/09	15
3.2 Design Project Management System	46 days	Sat 10/17/09	Sat 11/28/09	17
3.2.1 Design mockups for GUI screens and reports	21 days	Sat 10/17/09	Wed 11/4/09	17
3.2.2 Obtain input from mockup reviews	14 days	Wed 11/4/09	Tue 11/17/09	19
3.2.3 Make changes to design	10 days	Tue 11/17/09	Sat 11/28/09	20
3.2.4 Design Management System completed	1 day	Sat 11/28/09	Sat 11/28/09	21
3.3 Develop Project Management System	77 days	Sun 11/29/09	Mon 2/8/10	22
3.3.1 Program web application pages	56 days	Sun 11/29/09	Wed 1/20/10	22
3.3.2 Database architecture	10 days	Wed 1/20/10	Fri 1/29/10	24
3.3.3 Setup database	10 days	Fri 1/29/10	Sun 2/7/10	25
3.3.4 Develop Management System completed	1 day	Sun 2/7/10	Mon 2/8/10	26
3.4 Test Project Management System	32 days	Mon 2/8/10	Mon 3/8/10	27
3.4.1 Test system	21 days	Mon 2/8/10	Sat 2/27/10	27
3.4.2 Implement modifications based on testing	10 days	Sat 2/27/10	Sun 3/7/10	29
3.4.3 Test Management System completed	1 day	Mon 3/8/10	Mon 3/8/10	30
3.5 Measure performance and benefits	10 days	Mon 3/8/10	Wed 3/17/10	31
3.6 Execution completed	1 day	Wed 3/17/10	Thu 3/18/10	32
4.0 Monitoring and Controlling	15 days	Thu 3/18/10	Wed 3/31/10	33
4.1 Prepare Change Report Request Form/Process	7 days	Thu 3/18/10	Wed 3/24/10	33
4.2 Send out Status Reports	7 days	Wed 3/24/10	Wed 3/31/10	35
4.3 Monitoring and Controlling completed	1 day	Wed 3/31/10	Wed 3/31/10	36
5.0 Closing	17 days	Thu 4/1/10	Fri 4/16/10	37
5.1 Document lessons learned	5 days	Thu 4/1/10	Mon 4/5/10	37
5.2 Prepare final Project Report	8 days	Mon 4/5/10	Mon 4/12/10	39
5.3 Obtain signed final Project Acceptance	3 days	Mon 4/12/10	Thu 4/15/10	40
5.4 Closing completed	1 day	Thu 4/15/10	Fri 4/16/10	41

APPENDIX C: GANTT CHART



APPENDIX D: COST COMPARISON TABLE

	FLAT FEE	MONTHLY CHARGE	YEARLY LICENSE
codeBeamer	4500.00		
Noodle	Not Available		
PROJECTinsight	Not Available		
Celoxis	Not Available		
Groupion	Not Available		
WebCollab	Open source		
Simple Groupware	Open source		
Project Pier	Open source		
Knowledge Tree	Open source (no support)		2800.00 (20 users)
Ace Project	Online version free		1295.00 (1-20 users)
VIP Task Manager			349.75 (5 users) 599.50 (10 users)
MS Groove			229.00 (perUser)
Clearspace	5900.00 (minimum)		59.00 (perUser)
Project Spaces	4950.00 OR	399.00	
Collaber		3.00 (perUser) (enterprise)	50.00 perYear (individual)
Pelotonics		49.00	
Central Desk		249.00	
Basecamp		149.00	
Horde Groupware		13.74 perUser	
Cisco WebEx		59.95 (5 users)	
VEO Project		Up to 195.00	

Data Collected November 2008

APPENDIX E: SYSTEMS COMPARISON TABLE

	Secure Login	Admin Permits	Upload/Download	Project Priority	Status Queue	User Edits	Email Alerts	Version Tracking	Idea Tracker
Ace Project	✓	✓	✓	✓		✓	✓	✓	✓
Basecamp	✓	✓	✓	✓		✓	✓	✓	✓
Celoxis	✓	✓	✓	✓		✓	✓	✓	✓
Central Desktop	✓	✓	✓	✓		✓	✓	✓	✓
Cisco WebEx	✓	✓	✓	✓		✓	✓	✓	✓
Clearspace	✓		✓			✓	✓	✓	✓
codeBeamer	✓	✓	✓	✓		✓	✓	✓	✓
Collaber	✓	✓	✓		✓	✓			✓
Groupion	✓	✓	✓	✓		✓	✓	✓	✓
Horde Groupware	✓	✓		✓			✓		✓
Knowledge Tree	✓	✓	✓	✓		✓	✓	✓	✓
MS Groove	✓	✓	✓	✓	✓	✓	✓	✓	✓
Noodle	✓	✓	✓			✓			✓
Pelotonics	✓	✓	✓	✓		✓	✓	✓	✓
Project Pier	✓	✓	✓			✓	✓	✓	✓
Project Spaces	✓	✓	✓	✓	✓	✓	✓	✓	✓
PROJECTinsight	✓	✓	✓	✓		✓	✓	✓	✓
Simple Groupware	✓	✓	✓	✓	✓	✓	✓	✓	✓
VEO Project	✓	✓	✓	✓		✓			✓
VIP Task Mgr.	✓	✓	✓	✓		✓	✓	✓	✓
Webcollab	✓	✓	✓	✓		✓	✓	✓	✓