
**** Kolaboracija ****

Kolaboracija

- 1. Upravljanje komunikacijom*
- 2. Upravljanje dokumentacijom*
- 3. IT Procesi*

Važnost komunikacije

Sposobnost komunikacije na vrhu je liste uvjeta za
uspjeh..... Peter Drucker

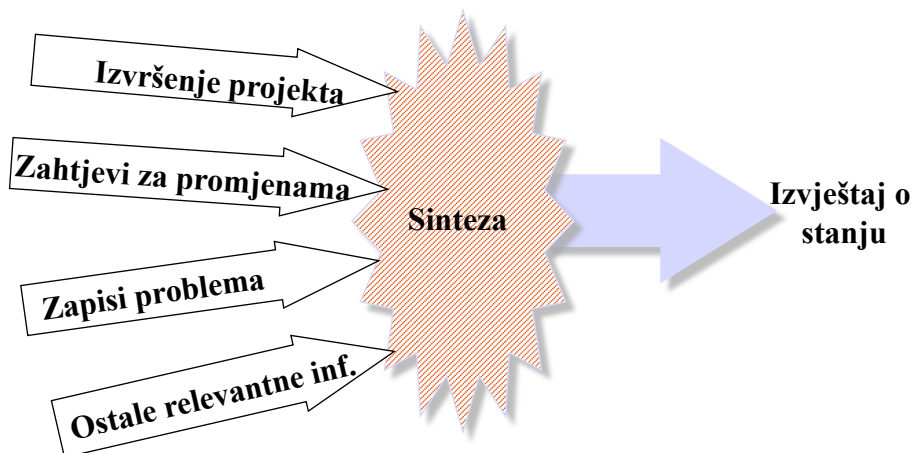
“Visoki postotak napetosti, frustracija i neučinkovitosti u
našem radnom okružju uzrokovano je lošom
komunikacijom. Gotovo u svakom slučaju nejasan
projektantski nacrt, nerazumijevanje naloga za
promjenom, probiven rok ili propust pri izvršenju
zadataka rezultat je prekida u komunikaciji.”

Richard W. Sievert, Jr., [Project Management Journal](#)

Upravljanje komunikacijom

- Odgovarajuća komunikacija kritični je faktor uspjeha
- Isporučuje valjanu informaciju odgovarajućim primateljima

Osnovno izvještavanje o stanju posla



Komunikacijski plan - primjer

Naziv	Sudionici	Vrsta	Dinamika
Kolegij projektnog tima	Projektni tim	Sastanak	Tjedno
Radni sastanak međuproizvod - A	Projektni tim međuproizvoda A	Sastanak	2 x tjedno
Analiza rizika	Projektni tima	Sastanak	Kvartalno
Status projekta	PM	E-mail	dvojotjedno
Izvještaj MENADŽMENTu	PM i Projektni odbor	Prezentacija	Mjesečno

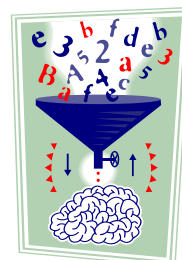
Komunikacijski plan

Primjeri usuglašenosti

- Izvještaji o stanju projekta
- Redovito pismeno/usmeno ažuriranje (stanja)
- Koordinacijski sastanci
- Sastanci s upravnim odborom
- Redoviti konferencijski razgovori i videokonferencije s udaljenim stakeholderima
- Izvještaji zahtijevani od javne uprave i ostale informacije
- Financijsko izvještavanje poput stanja proračuna, brojno stanje, itd.

Upravljanje znanjem

Sustavan i sveobuhvatan proces organizacije i pohrane podataka kako bi lako bili dohvatljivi, odabrani i prezentirani na razumljiv i koristan način.



Strukturirani i nestrukturirani podaci

Strukturirani podaci

- Polja, zapisi, datoteke, tablice
- Kodovi, modeli, skripte
- Zasnovani na alatu, baze podataka
- Alati za upravljanje izvornim kodovima
- Teško se mogu organizirati bez alata ili struktura

Nestrukturirani podaci

- Dokumenti, slike, grafika, tekst, video, chat
- Teško je pronaći alat iako ih danas ima dosta
- Alati za upravljanje dokumentima
- Mogu se organizirati bez alata

Upravljanje dokumentima - osnovno

Problemi dokumentiranja rastu s veličinom projekta

- Više od jedne osobe radi na pojedinom rezultatu
- Teško se pronalaze dokumenti
- Teško se saznaje status dokumenta
- Nije jasno tko ih ažurira
- Višestruko imenovanje
- Nekonzistentno formatiranje
- Nejasno da li se poziva tekuća verzija dokumenta
- Pohranjuje se ono važno, ostalo se zanemaruje



Upravljanje dokumentima - osnovno

- Određivanje repozitorija dokumenata
 - Struktura mapa
 - Dijeljeni disk
 - Datotečni kabinet
- Definiranje organizacije repozitorija
 - Mape i podmape
 - Što ide kamo
- Definiranje standarda nazivlja
 - '20040701 Marko Marković izvještaj o stanju'
 - 'Marko Marković 20040701 izvještaj o stanju '



Upravljanje dokumentima - osnovno

- Određivanje se koji dokumenti verziraju
- Definiranje statusa dokumenta
 - 'prijedlog'
 - 'na odobrenju'
 - 'odobren'
- Tvorba standardnih formata
 - Zaglavlje, podnožje, font, naslovnica
 - Standardni izgled i osjećaj (look-and-feel)

Plan

Upravljanje dokumentima - napredno

Što je projekt veći, jača mora biti struktura te kruće se dokumentima mora upravljati!



Upravljanje dokumentima - napredno

Nabaviti / izgraditi jače strukturirani repozitorij dokumenata

- Kreiranje logičke / fizičke organizacije
- Definiranje pravila pristupa
- Pojačano verzioniranje
- Pretraživanje po ključnim riječima / indeksiranje
- Uspostava procedura ažuriranja



Jednostavna struktura mapa

| Projektni rezultati

| Konačni
| Radni
| U radu

| Rezultati upravljanja projektom

| Definicija projekta
| Komunikacija
| Prezentacije
| Računovodstveni podaci
| Zapisi

| Radni planovi

| Status

| Zapisnici

| Izvještaji

| Reference

| Tutoriali

| Predlošci

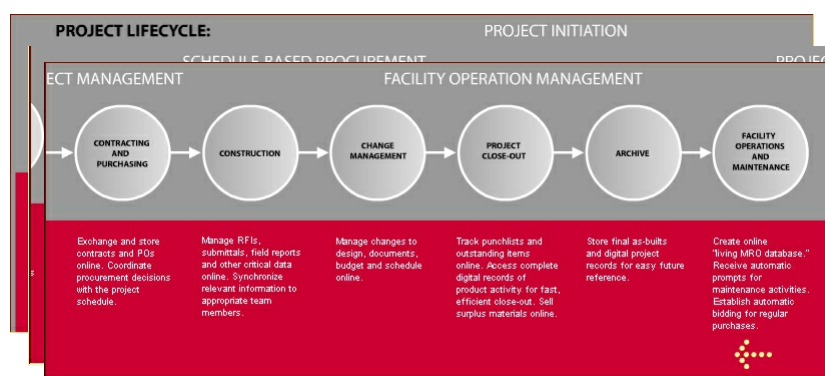
| Ostale reference

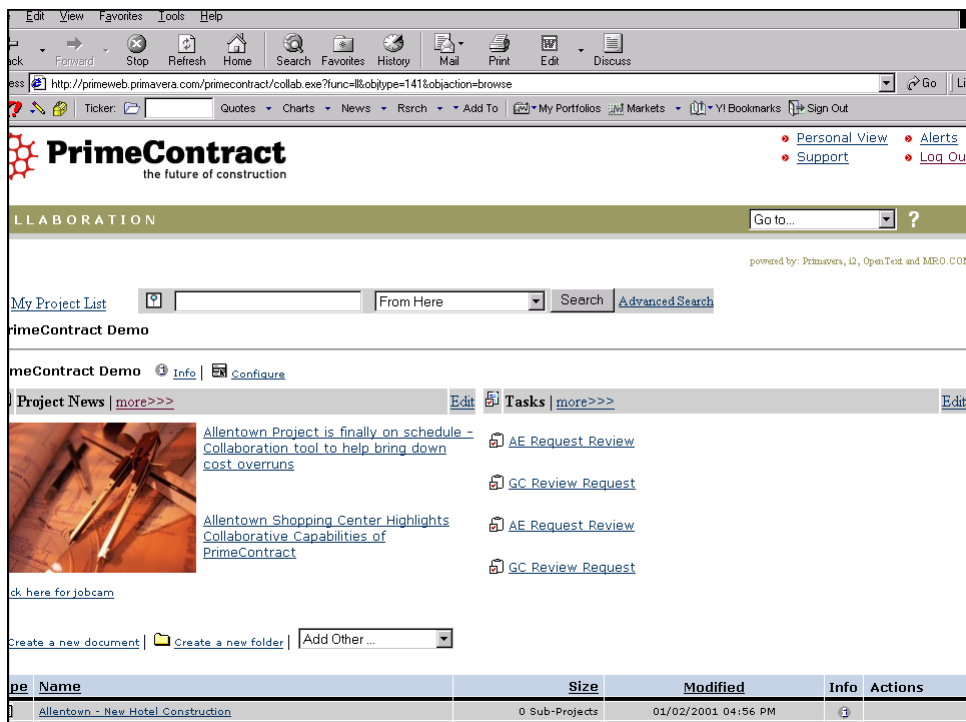
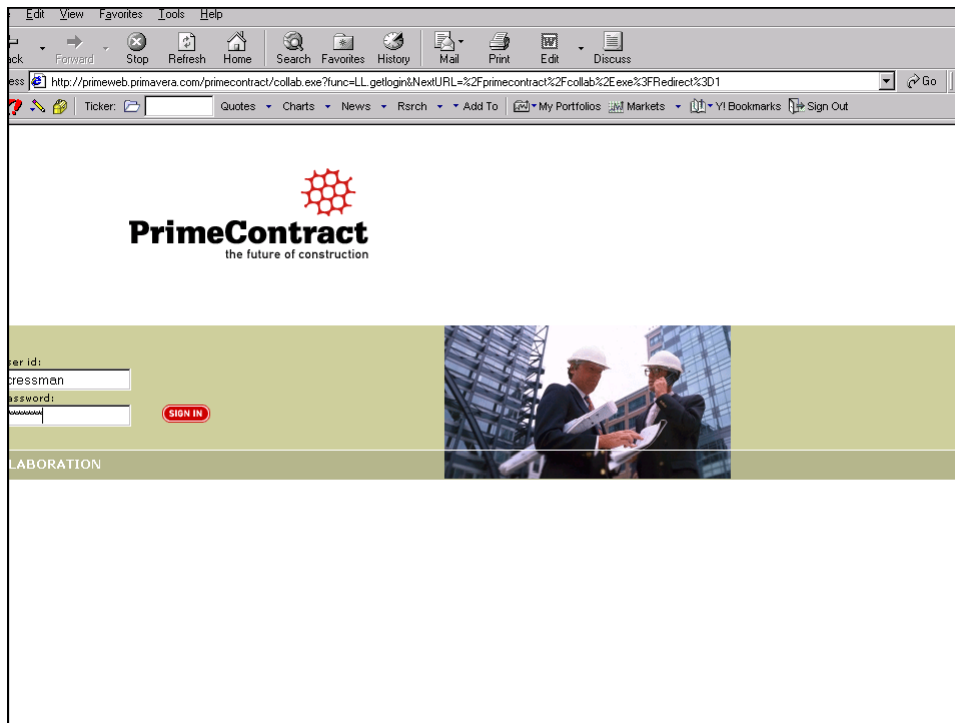
| Radni prostor

| Resurs 1

| Resurs 2 (.....)

Project life cycle





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[Create Project](#)
[Configure Tab](#)
[Edit/ Organize](#)

All

pe	Name	Created	Role	Info
	Allentown - New Hotel Construction	11/04/2000 01:24 PM	Coordinator	i
	New Mexico Plant	10/26/2000 01:11 PM	Guest	i
	Philadelphia Site Expansion - 80 acre site	10/20/2000 11:56 AM	Guest	i
	test project	11/16/2000 03:47 PM	Coordinator	i
	UC 2000 Project	12/13/2000 06:00 PM	Coordinator	i

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Items				
pe	Name	Size	Modified	Info Actions
	01. Communication	7 Items	01/03/2001 11:41 AM	i
	02. Contract Information	5 Items	11/30/2000 09:11 AM	i
	03. Drawings	9 Items	01/09/2001 01:32 PM	i
	04. Project Documents	3 Items	11/30/2000 09:12 AM	i
	05. Insurance Certificates	0 Items	11/30/2000 09:11 AM	i
	Allentown School Addition-Automotive Center Discussion	4 Items	01/05/2001 11:23 AM	i
	New Workflow Map	0 KB	01/09/2001 11:14 AM	i Paint
	PR/PO Workflow Map	11 KB	01/05/2001 09:31 AM	i Paint

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Project Folder Tree

[Allentown - New Hotel Construction V](#)

[Allentown - New Hotel Construction V](#)

[01. Communication](#)
[Meeting Minutes](#)
[Notices](#)
[Request for Information](#)
[Schedule](#)
[Transmittals](#)

[02. Contract Information](#)
[Application for Payment](#)
[Change Orders](#)
[Contracts](#)
[Cost Worksheet](#)
[Purchase Orders](#)

[03. Drawings](#)
[04. Project Documents](#)
[Daily Report](#)
[Drawings](#)
[Submittals](#)

[05. Insurance Certificates](#)
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[b&v2](#)

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Type	Name	Size	Modified	Info	Actions
Folder	Allentown School Addition-Automotive Center Discussion	4 Items	01/05/2001 11:23 AM		
Task	Allentown School Addition-Automotive Center Task List	1 Task	01/05/2001 01:55 PM		
Channel	Allentown School Addition-Automotive Center Channel	13 Items	01/19/2001 04:46 AM		Edit
File	hotel.plt	16 KB	11/07/2000 04:49 PM		Fetch
File	Submit Request For Information	8 KB	01/16/2001 01:33 PM		Paint
File	Field Purchase Order Workflow	7 KB	01/03/2001 11:13 AM		Paint
File	Demo Workflow	0 KB	01/03/2001 11:14 AM		Paint
File	Homes	4 KB	01/03/2001 11:14 AM		Fetch
File	Primavera Home Page	12/04/2000 11:50 AM			
File	Mapper	10 KB	01/03/2001 11:14 AM		Fetch
File	PR/PO Workflow Map	11 KB	01/05/2001 09:31 AM		Paint
File	Review Drawings	01/03/2001 11:11 AM			Original
File	New Workflow Map	0 KB	01/09/2001 11:14 AM		Paint

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Name	Size	Modified	Info	Actions
00 - 3D Model of Main Complex	501 KB / 0 Items	11/30/2000 08:46 AM		Fetch Redline
A1 - Site Grading Plan	499 KB / 3 Items	01/08/2001 04:38 PM		Fetch Redline
A2 - Floor Plan - Butterfly House Extension	358 KB / 7 Items	01/09/2001 11:11 AM		Fetch Redline
Composit.dwg	67 KB / 2 Items	01/05/2001 11:51 AM		Fetch Redline
D01 - Detail - Individual Room Floor Plan	374 KB / 0 Items	11/17/2000 08:16 PM		Fetch Redline
D02 - Detail - Typical and Solar Wall Section	86 KB / 0 Items	12/08/2000 03:40 PM		Fetch Redline
Master.dwg	23 KB / 0 Items	01/09/2001 01:08 PM		Fetch Redline
Pre-Construction Alias		01/09/2001 11:08 AM		Original

Web browser window showing the PrimeContract website. The browser address bar displays a URL starting with "collab.exe?func=...". The website header includes the PrimeContract logo and navigation links: Personal View, Alerts, Support, and Log Out. The main content area shows a breadcrumb trail: "Hentown - New Hotel Construction > 03. Drawings > Composit.dwg". Below this, there is a table with details for the drawing "Composit.dwg".

Property	Value
Name:	Composit.dwg
Type:	Drawing
Created:	01/05/2001 11:44 AM
Created By:	dconery
Category:	None
Served:	01/05/2001 11:47 AM
Description:	This is a drawing
Size:	66.19 KB (67788 bytes)
Modified:	01/05/2001 11:51 AM
Owned By:	dconery
Display:	List
Reserved By:	dconery

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Version	File Name	Size	Created	Created By	Info	Actions
2	Butterflyhouse.dwg	358 KB	12/06/2000 07:46 AM	daveb	i	Fetch
1	bflyhse.dwg	358 KB	11/30/2000 08:45 AM	daveb	i	Fetch

Versions To Keep:

Action:

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- [Floor Plan - Butterfly House Extension](#) [Info](#) | [Project Summary](#) | [Status](#) | [Participants](#) | [Project Outline](#) | [Project Tree View](#)

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pe	Name	Size	Modified	Info	Actions
	dan	1 KB	01/05/2001 12:02 PM	i	
	dave's markup	1 KB	01/02/2001 11:03 AM	i	
	everyones comments	1 KB	01/05/2001 12:05 PM	i	
	Jeremy Markup	3 KB	01/09/2001 11:11 AM	i	
	markup2	3 KB	01/02/2001 11:05 AM	i	
	Russ's Extra Markups	2 KB	01/08/2001 01:37 PM	i	
	Russ's Markup	3 KB	01/03/2001 03:54 PM	i	

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[General](#) [Specific](#) [Audit](#) [References](#) [Versions](#)

me: [A2 - Floor Plan - Butterfly House Extension](#)

pe: [Drawing](#) Size: 358.00 KB (366592 bytes)

dated: 11/30/2000 08:45 AM Modified: 01/09/2001 11:11 AM

ated By: [daveb](#) Owned By: [daveb](#)

ategory: None Display: ☒ List ☐ Catalog ☐ Hidden

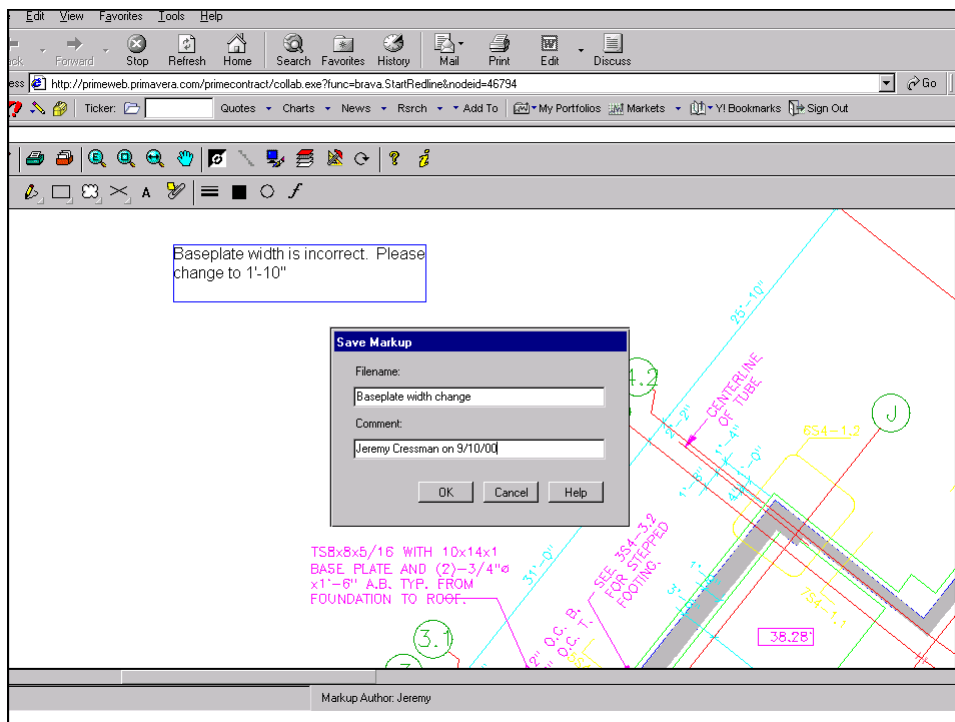
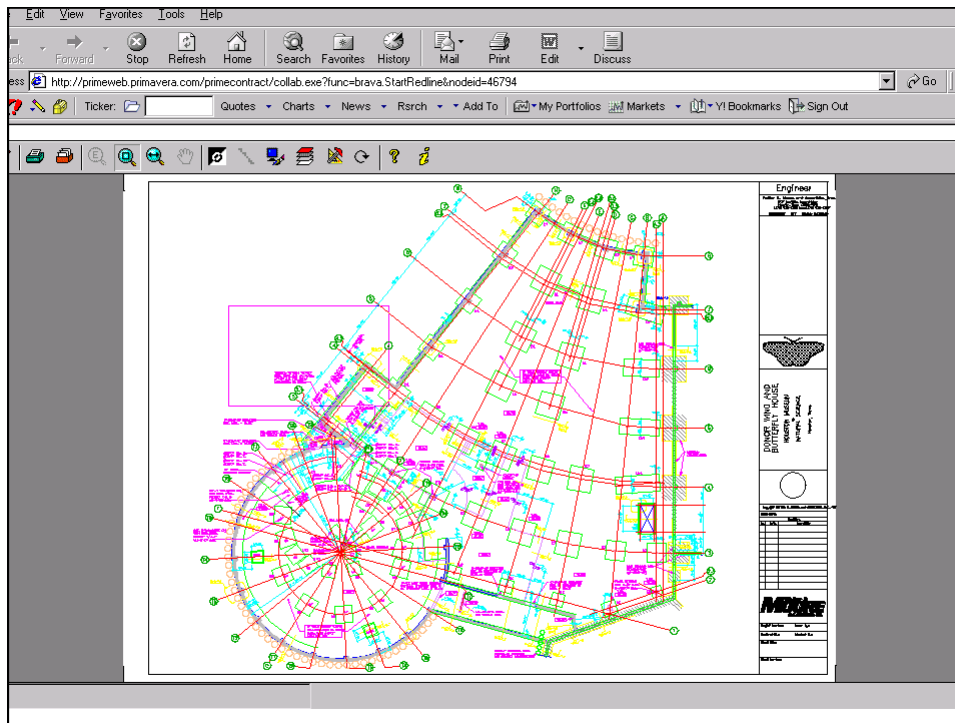
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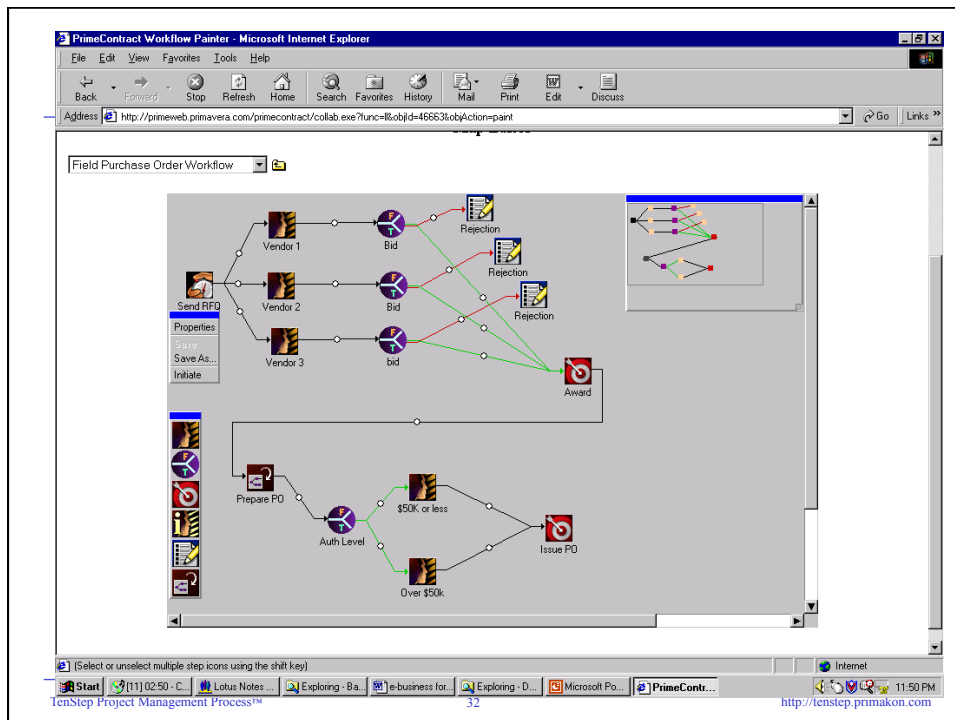
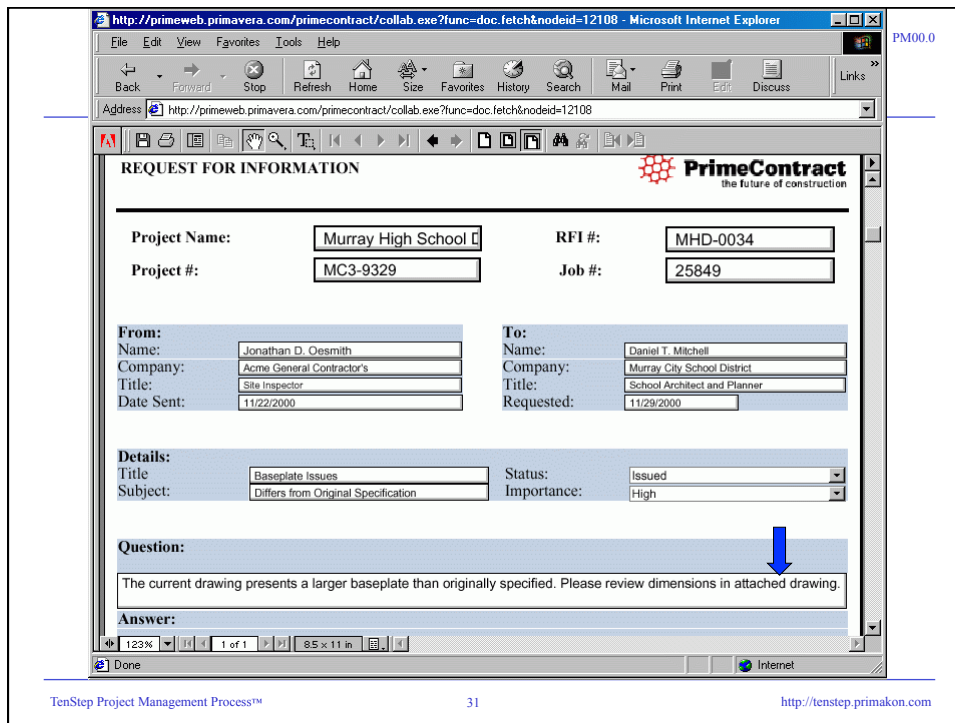
tion: [Update](#) [Reset](#)

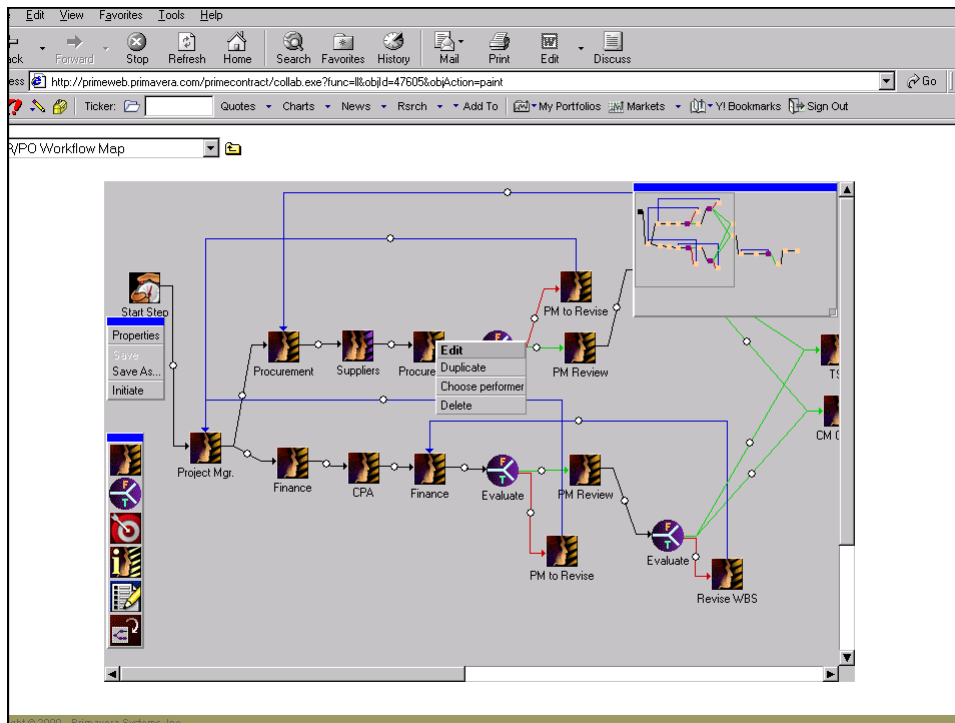
Function...

- Delete
- Fetch
- Make Alias
- Make Favorite
- Make Generation
- Make News**
- Move
- Permissions
- Redline
- Reserve
- Set Alerts

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Ticker: Quotes Charts News Rsrch Add To My Portfolios Markets Y! Bookmarks Sign Out

Workflow Map

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[Map Editor](#) | **User Step Definition**

General **Permissions**

Step Name:

Assigned To: [User or Group](#):

Group Options:

Instructions:

Duration: ☒ Days ☐ Hours

Start date:

Action:

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General Interests: Notify me when...

Task is assigned to me	<None>
Task is late	<None>
Item is added	<None>
Item's status changes	<None>
Version is added	<None>
Version's status changes	<None>
Compound Document Release or Revision is added	<None>
Topic is added	<None>
Reply is added	<None>
News Item is added	<None>
Workflow I manage has completed	<None>
Workflow I manage is late	<None>
Workflow Step has arrived my personal Tasks	<None>
Workflow Step in my personal Tasks is late	<None>
I am added to a Project	<None>
I am added to a Group	<None>

Specific Interests...

Object Item: [A2 - Floor Plan - Butterfly House Extension](#)

Action: [Submit](#) [Reset](#)

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Icon	Type	Name	Date	Size	Location	Info	Action
		Remove rock from Soil	12/04/2000	0 Items	Allentown School Addition-Automotive Cen...		Action...
		No Summary					
		Rock encountered during excavation	11/04/2000	5 KB	Notices		Action...
		Summary: Conston Inc. Farmview Road Doylestown PA TITLE DATE JOB STARTED					
		Rock encountered during excavation	11/04/2000	7 KB	Change Orders		Action...
		Summary: Boulevard Dr. PO Box Allentown PA Phone Fax Owner TITLE					
		Remove rock from Soil Alias	01/08/2001		user1 Home		Action...
		No Summary					
		RFI v3.4 Form	12/08/2000	1 KB	Template Folder		Action...
		No Summary					
		Progress Meeting	11/04/2000	8 KB	Meeting Minutes		Action...
		Summary: PROJECT TITLE New Hotel Construction LOCATION Job Site MEETING DATE					
		Pre-Construction	11/04/2000	8 KB	Meeting Minutes		Action...
		Summary: PROJECT TITLE New Hotel Construction LOCATION Owner s Office MEETING					
		G703	11/04/2000	28 KB	Application for Payment		Action...
		Summary: CONTINUATION SHEET AIA DOCUMENT G703 B A AIA Document G702, APPLICATION AND CERTIFICATE FOR containing Contractor's signed Certification, is attached. Use Column I on Contracts where variable retainage for line it apply. G703- 1992 "This document has been reproduced electronically with the permission of The American Institute of under License 97003 to Primavera Systems, Inc. Reproduction of this document without project -specific information is permitted. Contact The American Institute of Architects to verify the current version of this document and license status."					

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 Allentown Shopping Center Highlights Collaborative Capabilities of PrimeContract

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03. Drawings	9 Items	01/09/2001 01:32 PM			
04. Project Documents	3 Items	11/30/2000 09:12 AM			
05. Insurance Certificates	0 Items	11/30/2000 09:11 AM			
Allentown School Addition-Automotive Center Discussion	4 Items	01/05/2001 11:23 AM			
New Workflow Map	0 KB	01/19/2001 06:21 AM			Paint
PR/PO Workflow Map	11 KB	01/05/2001 09:31 AM			Paint

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Baseplate width error

that we come up with an alternate product for installation.
 Please add any product manufactureres that you typically provide.

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[ess](#) [exe%3Ffunc%3D11887%26objd%3D11887%26objAction%3Dview%26type%3D0%26period%3D0%26show%3D2%26sort%3Dname&locationSel=6&Period=0&Show=0](#) [Go](#) [Links](#) [Y?](#)

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Period From: [No Time Limit](#) [▼](#)

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- [Trade Show](#) - user1 11/07/2000 03:45 PM
 The trade show started today.
 - [RE- Trade Show](#) - deonery 11/07/2000 05:09 PM
 Yes, I know. I want to know about rocks.
- [The user conference has been a launching pad for PrimeContract](#) - daveb 12/05/2000 01:26 PM
 - [RE- The user conference has been a launching pad for PrimeContract](#) - daveb 12/05/2000 01:27 PM
 PrimeContract launched on November 20th - Everyone is getting to see it at our User Conference

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PEX - 1A of 14B

PEX - All Activities

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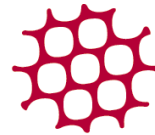
Act ID	Description	Orig Dur	Rem Dur	Early Start	1999				
					JUL	AUG	SEP	23	24
Engineering Department									
Andy Mason - Director of Development									
BA400	Design Building Addition	20	0	19JUL99 A					
AS100	Define System Requirements	10	0	20JUL99 A					
AS101	System Design	20	0	03AUG99					
AS204	Prepare Drawings for Temp Control	10	0	17AUG99					
AS216	Prepare Drawings for System Controller	10	5	23AUG99 A					
AS102	Approve System Design	10	0	31AUG99					
BA469	Assemble Technical Data for Heat Pump	3	3	27SEP99					
BA470	Review Technical Data on Heat Pumps	10	10	30SEP99					
CS300	System Design	40	40	24JAN00 *					

1st date 15JUL99
 2nd date 29JAN01
 3rd date 23SEP99
 4th date 04NOV00
 5th date 1A
 6th date Primavera Systems, Inc.

Acme Motors
Plant Expansion and Modernization

Legend:
 ■ Early bar
 ■ Early start point
 ▲ Early finish point
 ■ Progress bar

Internet



PrimeContract

the future of construction

