Project Management

Within the Academic Cloud, project management is offered with the help of the software OpenProject. The manufacturer of the software promotes this with the slogan „**Control your projects successfully - classic, agile or hybrid project management in a secure environment**“.

Access

- In the web browser, open the project management web page
- Click on „**Login**“ in the upper right corner and then on „**AcademicID**“
- Click „**Federated Login**“ on the web page that opens.
- Select the institution „**Jade University**“ and click on the button „**Continue registration**“.
- The registration window of the Jade University will appear, log in here as usual:
  - Username: Standard login (Form: ma1150)
  - Password: <your Password>
  - Click on the „Log in“ button

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Project creation

Shortly after the initial registration to the project management, projects can be created.

- Click the + sign next to „Select Project“ in the upper left corner and select „+ Project“.
- In the „Name“ field, enter the name of the project
  - For the purpose of clarity, you should name your project with a prefix of the Jade University according to the following pattern:
  - JHS-<Your organization unit>: <Project name>
  - Example: JHS-HRZ: Introduction of project management
- Click on the „Save“ button

Project members

- Select your newly created project in the upper left corner with „Select project“
- Click on „Members“ on the left and add the project members
  - In order to add members, they must have previously logged in to the project management.

Project overview

To increase the clarity you should create a corresponding widget for the work packages assigned to them

- Click on your avatar / profile photo in the upper right corner and select „My Page“.
- Click on the „+“ sign in the middle of the window to add a widget to your page
- Select the widget „Work packages assigned to me“
- Click on the 3 dots at the top right inside the widget and select „Configure view“.
    - Card COLUMNS: Drag the columns in the following order: ID, Project, Subject, Status, Type
    - Card SORT BY: Sort „Automatically“ by „Project
    - Card GANTT DIAGRAM: Show Gantt chart: activated
    - Click the „Apply“ button

Save the URL of “My page„ as a bookmark for direct access in your browser.

Hints

- Created projects cannot be deleted easily, so please do not create projects unnecessarily. You can also completely empty and rename already created projects to start a new project.
- Projects can be marked as „Public“ in the project configuration, but you should generally not do this. Projects marked as „public“ are visible to all persons participating in the Academic Cloud (i.e. also to participants who are not members of the Jade University).
- Due to the federated structure in the Academic Cloud, there are already projects marked as „public“ that they see under „Select project“ - at the moment this cannot be avoided (Feature Request). Therefore, use the option of prefixes mentioned above - this at least arranges the projects of the Jade University in one place and also opens up the possibility of collaboration within different departments of the Jade University.

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