



V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM

E.D.P.CENTRE

DEPARTMENTAL HAND BOOK

PROCESSING WORKS IN PS MODULE
(HAND BOOK NO. QEDP011)

ISO 9001:2015

Issue No.1

Date: 02.01.2018



**V.O.CHIDAMBARANAR PORT TRUST
EDP CENTRE
DEPARTMENTAL MANUAL (QEDP)**

**HAND BOOK FOR PROCESSING WORKS IN PS MODULE
HAND BOOK NO.QEDP010**

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**PROCESSING WORKS IN PS MODULE
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LIST OF RECIPIENTS OF THIS MANUAL

Sl. No.	Recipients	Controlled Copy No.
1.	Deputy Chairman	1
2.	Financial Adviser & Chief Accounts Officer	2
3.	Management Representative (ISO Cell)	3
4.	Sr.Deputy Director (EDP)	4
5.	Soft Copies of the manual accessible to All Assistant Directors All Data Processing Officers	

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**PROCESSING WORKS IN PS MODULE
HAND BOOK NO.QEDP011**

REVISION SHEET

Document Name : Departmental Manual - Hand Book
Code : QEDP011

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Sl. No.	Issue No.	Date	Reasons for Re-issue
1	1	30.6.2003	Implementation of QMS in EDP (ISO:9001:2000)
2	2	15.2.2010	Due to changes from ISO:9001:2000 standard to the new version ISO:9001:2008
3	3	24.2.2012	Due to renaming of Tuticorin Port Trust as V.O.CHIDAMBARANAR Port Trust.
4	4	03.12.2015	Change of Manual after ERP implementation
5	1	02.01.2018	Change of Manual after IMS implementation

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**V.O.CHIDAMBARANAR PORT TRUST
EDP CENTRE
DEPARTMENTAL MANUAL (QEDP)

PROCESSING WORKS IN PS MODULE
(DOCUMENT CODE : QEDP011)**

ABBREVIATIONS

SAP	:	Systems, Applications and Products
PS	:	Project System
WBS	:	Work Breakdown Structure



**V.O.CHIDAMBARANAR PORT TRUST
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DEPARTMENTAL MANUAL (QEDP)**

HAND BOOK NO. QEDP011

PROCESSING WORKS IN PS MODULE

Procedure	:	Project Management System
Authority	:	Financial Adviser & Chief Accounts Officer
Responsibility	:	DPO(JR)

Purpose

Both large scale projects, such as building a factory, and small-scale projects, such as organizing a trade fair, require precise planning of the many detailed activities involved. The project manager has the job of ensuring that the project is executed efficiently, on time, and within budget - which he or she achieves by ensuring that the required resources and funds are available as and when needed.

Projects are generally part of the internal processes of a company. To be able to control all tasks in project execution, you need an organizational form that is specific to the project and which is shared by all departments involved. Before you can carry out a project in its entirety, the project goals must be precisely described and the project activities to be carried out must be structured. A clear, unambiguous project structure is the basis for successful project planning, monitoring, and control.

You structure your project as per the following points of view:

- By structures, using a work breakdown structure (WBS)
- By process, using individual activities (work packages)

Project managers usually distinguish between five types of project:

- Externally financed projects
- Customer projects
- Internally financed projects
- Overhead cost projects
- Capital investment projects

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HAND BOOK NO. QEDP005

PROCESSING WORKS IN PS MODULE

Integration:

The high degree of integration between the Project System (PS) and other R/3 application components means that you can plan, execute, and estimate for projects as part of your normal commercial procedures. This means the Project System has constant access to data in all the departments involved in the project.

Features:

The R/3 Project System guarantees close and constant monitoring of all aspects of your project. This includes both technical and commercial aspects of the project.

Project Definition categorized in VOC Port

- Plan Works (Project Id starts with P)
- Non Plan Works (Project Id starts with N)
- Revenue Works (Project Id starts with R)