



**About the product:**

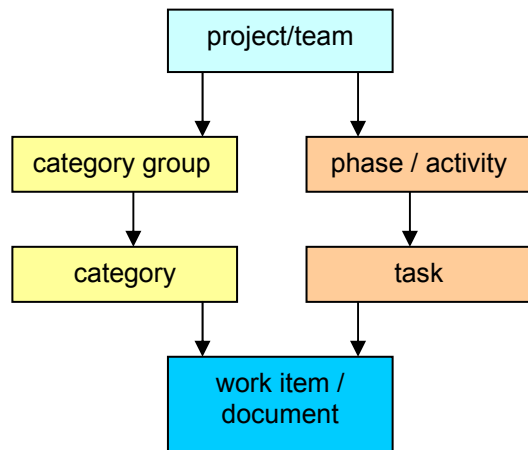
**PDVC** (Project **D**ocumentation and **V**ersion **C**ontrol) is a Lotus Notes application which serves primarily as a tool for managing documents created in a team or project environment.

**Area of application:**

PDVC manages diverse documents, supports project management tasks, and has the capability to operate in any branch of industrial activity.

**Features:**

- PDVC manages **documents** of any format (e.g. DOC, XLS, PDF) transparently in the form of **team work items**.
- Team work items are organized through a user configurable **category structure** developed to ensure that all work items are stored in the proper directory.
- PDVC supports role-dependent access control mechanisms for database and function access. Document access is administrated efficiently and ergonomically by means of role and/or user-associated assignment.
- In particular, a **status and version control concept** for work items allows the rigorous tracking and recording of changes to work items.
- PDVC allows project management to define **task documents** and assign tasks to the team staff. The resultant work item documents are linked to their related task documents.
- The process of **searching for work item documents** can be organized using varying criteria in addition to a full-text search.
- The PDVC **team calendar** is used to manage team appointments and the presence of team members.



**System requirements:**

- **Server: Domino Server**, release 5.0.3 and above
- **Client: Notes Client**, release 5.0.3 and above or **Browser**

**PDVC components:**

PDVC consists of the following components:

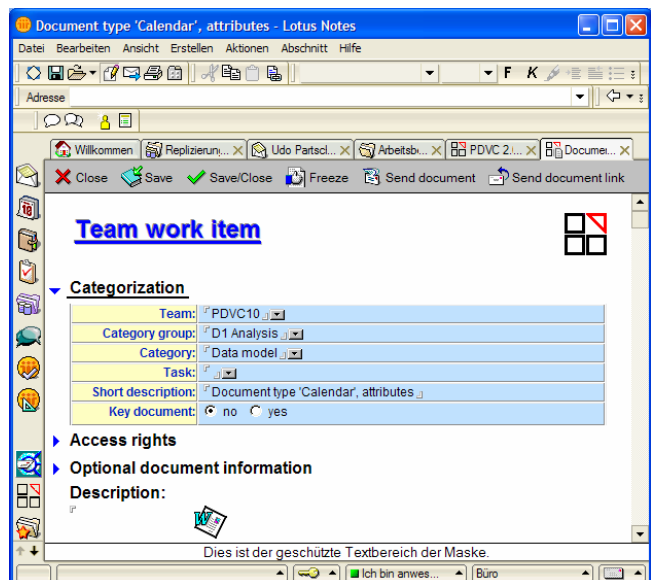
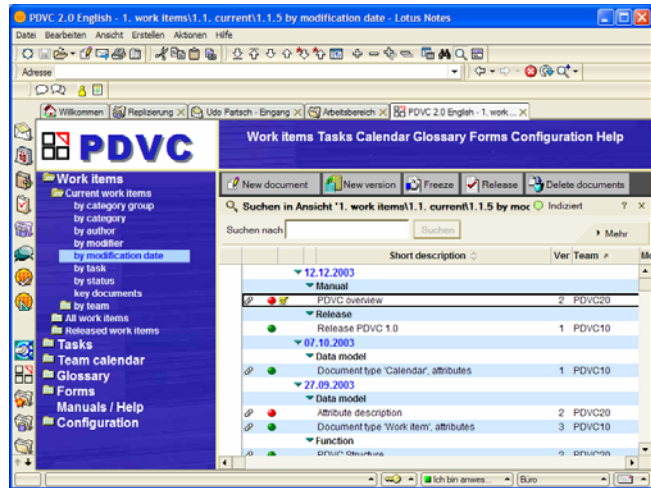
- Work item management
- Task management
- Team calendar
- Configuration
- Interfaces



## Work item management

PDVC's work item management component supports the following functions:

- Authorized users can **create and edit work item documents** and assign access rights to these documents.
- **Externally created documents** can be assigned to work items and managed in the database.
- Work items can be **categorized** amongst others by their:
  - Assignment to a team
  - Assignment to a category specifically configured for a team,
  - Assignment to a task.
- Work items can be frozen and saved in a version-controlled status.
- New **working versions** can be generated from a frozen work item.
- Work item documents can be transmitted directly by email.
- Work items can be displayed ergonomically using convenient, criteria-based grouping and sorting functions.
- Searching for work items is facilitated by a full-text search function.



## Task management

The task management component supports following functions:

- Authorized users can **create and edit task documents** and control the access rights to these documents.
- Task documents are **categorized** amongst others by their:
  - assignment to a team,
  - assignment to a phase structure specifically configured for the team.
- Team members responsible for tasks can be automatically informed by email.
- Task documents can be transmitted directly by email.
- The planned completion date can be entered automatically in the calendar.
- When a task is closed, all work item documents associated with this task can be automatically frozen.
- Task documents can be displayed ergonomically using convenient, criteria-based grouping and sorting functions.
- Searching for task documents is facilitated by a full-text search function.



## Team calendar

The Team Calendar function supports the scheduling of meetings and appointments, to include modifications to the work schedule due to changes in the availability of team personnel:

- Supports management of team member schedules and critical dates.
- Provides coordination of team scheduling for:
  - Events
  - Appointments
  - Reminders for upcoming critical dates.
- Meetings and events can be associated with appropriate team members and invitations to attendees and participants can be issued automatically via email.
- Calendar documents can be transmitted by email.

## Configuration

A specially authorized user group is able to configure PDVC to the teams' specific needs at any time. The following configuration options are available for each PDVC database:

- Definition of teams and assignment of team members to teams.
- Definition of a two-tier, team-specific category structure for categorizing work items.
- Definition of team-specific project phases and activities structure for categorizing tasks.
- Administration of a glossary of team-specific terminology.
- Administration of forms as templates for compiling work item documents.

## Interfaces

PDVC supports the following interfaces to other applications:

- Interfaces to **Notes directory**

Team-member PDVC configuration documents can be generated from the Notes directory.

- Interfaces to **external files**

- For initialization purposes, external documents can be imported and categorized as PDVC work items from the operating system folders.
- Intranet or internet links can be imported as PDVC work items with external links while at the same time being categorized.

- Interface to **Notes mail database system**

The calendar entries in the user-specific Notes mail database can be imported into the PDVC calendar.

- **XML support**

Documents can be imported and exported via the XML interface.