

# Project Components

## Module Guide: Project Components

### Module Location

Settings > Project > Project Components

### Module Purpose

The **Project Components** module is a simple master data used to define categories or main types of elements that make up a project. These components can be considered as high-level labels or groupings that assist in cost analysis and project progress reporting. This differs from the **Work Breakdown Structure (WBS)** because it is not hierarchical but rather an attribute.

## 1. Main View (Project Component List)

The main page displays a list of all project components that have been defined.

### View Explanation

- **Filter:** Allows for a quick search based on **Component Code**.
- **Project Component List Table:**
  - **Component Code:** A unique code for each component (e.g., C001, C002).
  - **Component Name:** A descriptive name of the component (e.g., Component Project 2).

- **Component Description:** A more detailed explanation of the component.
- **Action Buttons:**
  - **New:** Opens the form to create a new component.
  - **Delete:** Deletes the selected component.

## 2. Add Component Page

This form is used to add a new project component into the system.

### View Explanation

- **Component Code:** Field to enter the unique code of the component.
- **Component Name:** Field for the descriptive name of the component.
- **Description:** A text area for giving a more detailed explanation.

## 3. Steps to Create a Project Component

1. From the main page, click the **New** button.
2. Enter the **Component Code**, **Component Name**, and **Description**.
3. Click **Save**.

## 4. Integrated Workflow & Business Process

- **Budgeting and Cost Tracking:** When creating a budget or recording actual costs for a project, each cost item (whether labor, material, or other costs) can be labeled or linked to one of these **Project Components**.
- **Project Cost Analysis:** With this labeling, management can easily analyze project costs by component. For example, in a construction project, management can see detailed costs for components like "Structure," "Mechanical & Electrical," and "Finishing" separately.
- **Progress Reporting:** Components can be used as one dimension in project progress reporting, providing a different perspective from just WBS or timeline-based reports.

## 5. Tips & Important Notes

- Define relevant and commonly used components across company projects to ensure consistency in reporting.
- Keep the number of components manageable to avoid confusion during data input and analysis. Focus on the main categories that are most important to track.
- The management of this module should be the responsibility of the **Project Management Office (PMO)** or **Cost Controller** to ensure uniformity in component labeling standards.