# Project

## Module Guide: Project (Project Master)

### Module Location

Project > Project Purchasing > Project

### Module Objective

The **Project** module serves as the center for creating and managing the **master data** of all projects related to purchasing. This is where you define the project's scope, schedule, initial budget, and the key personnel in charge. This module supports a hierarchical structure that allows you to create a **Main Project** and a **Sub Project**.

## 1. Main View (Project List)

The main page of this module displays a list of all projects (both main projects and sub projects) that have been created.

### View and Key Button Functions

- **View**: This page is a list of all ongoing or completed projects. You can see the **Project Code, Project Name,** its schedule, and its status.
- **Action Buttons**:
  - **[New Main Project]**: To create a new parent or main project.

- **[New Sub Project]**: To create a new sub project that is part of an existing main project.

# 2. Steps to Create a New Project

### Step 1: Create a New Project

From the Main View, click the **[New Main Project]** button to open the **AddMainProject** form.

### Step 2: Fill in Project Information

On the form that appears, fill in all the important details regarding the project:

- Provide a unique and descriptive **Project Code** and **Project Name**.
- Select the appropriate **Transaction Type** (this category is created in the Transaction List module).
- Define the **Project Owner** and **Project Coordinator**.
- Set the project schedule by filling in the **Start Date** and the **Deadline Date**.
- Enter the initial total estimated budget in the **Amount** field.
- Upload a supporting document (e.g., a proposal or project charter) via **Report File**.

### Step 3: Save the Project

After all data is filled in, click the **[Save]** button to save the new project. This project will now appear in the main list.

# Tips & Important Notes

- The project created here will become the basis for the creation of a more detailed **Project Budget (RAB)** document.
- Using a **Main Project and Sub Project** structure is very helpful in managing large projects by breaking them down into smaller, more manageable parts.
- This module is the primary work tool for **Project Managers and the PMO (Project Management Office)**.

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