

# Organisation & Project Structure

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## Preface

The **Project-Time** module offers a variety of options for **booking productive times** on various occasions. Examples of bookable objects could be:

- Current internal projects & activities (not billable)
- Projects for a customer (billable or not billable)
- Time in product development

How the project term is actually used can be defined flexibly. In principle, the **bookable object** does not always have to be explicitly a project, but in the following explanations the terms "bookable object" and "project" are equated for simplicity's sake. Each **bookable object (project)** is part of a "**project structure**" in order to group similar projects in a tree. The examples mentioned above could be used to define several project structures. Within the project structure, the tree can be structured in a hierarchical manner as deep as desired, containing projects, subprojects or sub...subprojects. It is configurable how deep such a tree can get.

Additionally, **booked project times** can also be connected with several **other factors**, for instance:

- Connection with a certain **Cost Center** or **Cost Object**
- Specification of the **activity** within the project
- Allocation of **customers** to a project

## Elements of organisation within the project structure

When creating a new bookable project or a new project structure, Webdesk provides some **organizational elements** that can define the project or structure more closely and make the recording of project time more concrete. All of these elements can be viewed as items in the **Administrators menu** of the "**Project Time Recording**" module and are explained briefly below:

*Elements necessary for proper use:*

<b>Structures</b>	The structure is the highest organizational unit in project time management. Within a project structure, main projects, projects and sub-projects can be organized hierarchically or non-hierarchically as required. Structures are often organized according to purpose, e.g. internal projects, customer projects or product development.
<b>Projects</b>	Projects are the bookable objects and main elements in project time recording. You must always select a project when recording project times.
<b>Activities</b>	freely selectable activity areas, which are created independently of project structures and can be entered as "additional information" during project time booking --> "What do I do for project XY? - "Programming, administration, marketing, etc...?"
<b>Element types</b>	The element type is an attribute including a logo and must be assigned to every bookable object. The element type specifies the characteristics of the object more closely, e.g. defining it as a subproject, administration, external project, etc.

*optional elements:*

<b>Cost Center</b>	These are identical to the cost center groups defined in the organizational structure. Booked project times can be automatically assigned to specific cost centers via the person booking.
<b>Cost Object</b>	Here you can define specific cost objects (e.g. a specific product). A project can then be partially or completely assigned to this cost object.
<b>Customers</b>	here, you can create customers that can then be added as a customer for one or more specific project(s)