

## Typical workflows in Onepoint (user manual, chapter 2.3)

Project Work	Administrator	Manager	Contributor	Observer
Change project access rights and delete versions	X			
Change project status and budget	X			
Change user preferences		X	X	X
View personal task list and schedule		X	X	
Track actual time, effort and costs		X	X	
Add portfolios, projects and project templates		X		
Plan and create WBS, deliverables, activities, dates, resources, costs, payments and (optionally) risks		X		
Manage products, releases and (optionally) requirements		X		
View planned project structure, results, activities, dates, resources, costs, payments and (optionally) risks		X	X	X <sup>1</sup>
Create and view check-list with to-dos		X		
Create and view project-relevant documents (attachments to activities can only be created by project managers)		X	X	
Monitor effort of resources and costs		X	X	X <sup>1</sup>
Monitor dates of all projects		X	X	X
Monitor resource utilization across projects		X	X	X
Edit project progress, (optionally) perform controlling and generate reports		X		
Schedule ad hoc tasks and (optionally) record critical issues		X	X	
Take part in project-related discussions		X	X	
View project-pipeline of all projects accessible to the user		X	X	X

<sup>1</sup>Observer users (customers) are not allowed to view costs