

# *2009/10 IT Training Programme for SMEs*

## **Multi-Locations Work Environment & Daily Work Management System (DWMS)**

**Presented by : Samson  
Chow**





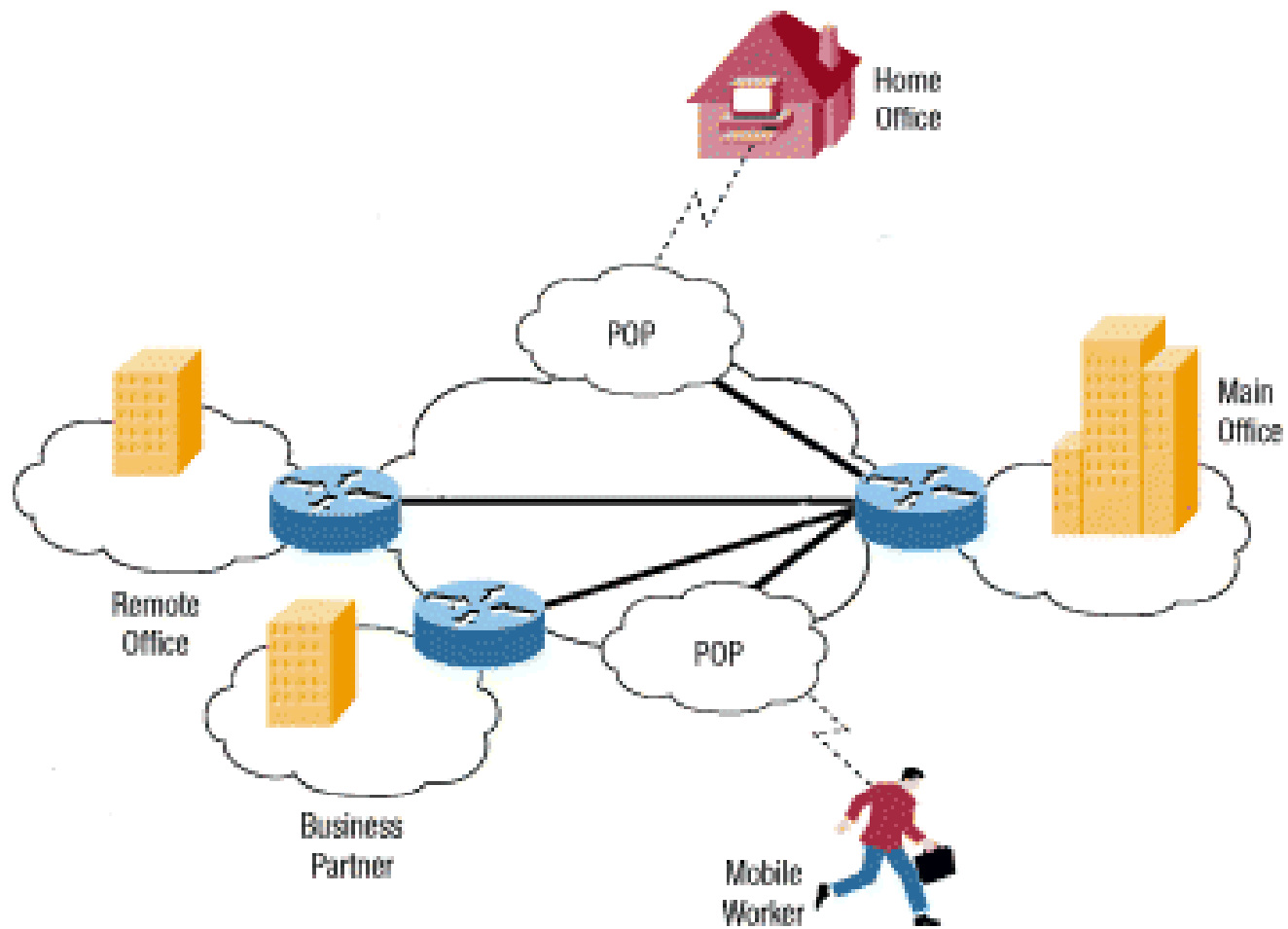
# Multi-Locations Work Environment

# Multi-Locations Work Environment

- The world has changed a lot in the last 10 years. Instead of simply dealing with local or regional concerns, many businesses now have to think about global markets and logistics.
- Many companies have facilities spread out across the country or around the world
- Need a way to maintain fast, secure and reliable communications wherever their offices are

# VPN (virtual private network)

- VPN is a private network that uses a public network (usually the Internet) to connect remote sites or users together.
- Instead of using a dedicated, real-world connection such as leased line, a VPN uses "virtual" connections routed through the Internet from the company's private network to the remote site or employee



# Each LAN is an Island

- Imagine that you live on an island in a huge ocean. There are thousands of other islands all around you, some very close and others farther away. The normal way to travel is to take a ferry from your island to whichever island you wish to visit.
- Of course, traveling on a ferry means that you have almost no privacy. Anything you do can be seen by someone else
- Let's say that each island represents a private LAN and the ocean is the Internet. Traveling by ferry is like connecting to a Web server or other device through the Internet. You have no control over the wires and routers that make up the Internet, just like you have no control over the other people on the ferry.
- your island decides to build a bridge to another island so that there is easier, more secure and direct way for people to travel between the two. It is expensive to build and maintain the bridge, even though the island you are connecting with is very close. But the need for a reliable, secure path is so great that you do it anyway. This is very much like having a leased line. The bridges (leased lines) are separate from the ocean (Internet), yet are able to connect the islands (LANs).



# How does VPN fit in?

Although they are traveling in the ocean along with other traffic, the inhabitants of our two islands could travel back and forth whenever they wanted to with privacy and security. That's essentially how a VPN works. Each remote member of your network can communicate in a secure and reliable manner using the Internet as the medium to connect to the private LAN.

we could give each inhabitant of our islands a small submarine. Let's assume that your submarine has some amazing properties:

- It's fast.
- It's easy to take with you wherever you go.
- It's able to completely hide you from any other boats or submarines.
- It's dependable.
- It costs little to add additional submarines to your fleet once the first is purchased.



# How VPN benefits a company

- Extend geographic connectivity
- Improve security
- Reduce operational costs versus traditional WAN
- Reduce transit time and transportation costs for remote users
- Improve productivity
- Provide global networking opportunities
- Provide faster ROI (return on investment) than traditional WAN



# Voice and Video Communication for free

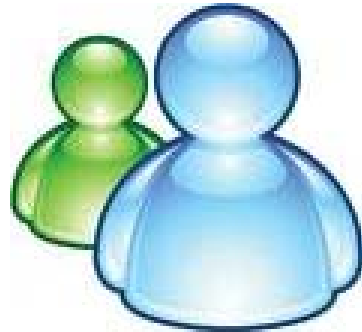
- Using Skype to call another person who also has Skype is totally free.
- You've downloaded Skype, and so has your friend. Now you can get started on the really cool stuff – such as making **completely free** and great quality calls from your computer.
- You and your friend will need to have a headset (or use your computer's built-in microphone and speakers) to talk to each other.



# Video calls without a computer

With a videophone you can make free Skype-to-Skype video calls without your computer. This all-in-one device with built-in webcam, speaker and screen for simple, easy voice and video calls.





MSN Messenger, with the ability to share folders and files locally with fellow users. Windows Live Messenger also serves up the standard emoticons, multiplayer-only gaming, free PC-to-PC calling, mobile phone messaging, and video chatting in a full 640x480-pixel screen.



# Daily Work Management System (DWMS)

# 1. Introduction

1 Does everyone work with planning and under schedule?

2 Does everyone know how to manage their works from tasks, tasks from projects?

3 Have you come across the following cases

- Works are not finished under schedule
- Task or project delays
- Too many messages from different departments
- Works have to change from time to time
- Department head changes, new head doesn' t know what was happening before
- A project is involved by too many departments, messages are messing up

4 Do you have good communication with your colleagues?

5 Do you know the work in progress of a task or a project?

6 Do you remember to attend all meetings? Have you well planed them?

## 2. Daily Work Management System (DWMS) introduction

- DWMS Concept
- DWMS Core
- DWMS structures
- DWMS functions
- DWMS distinguish features

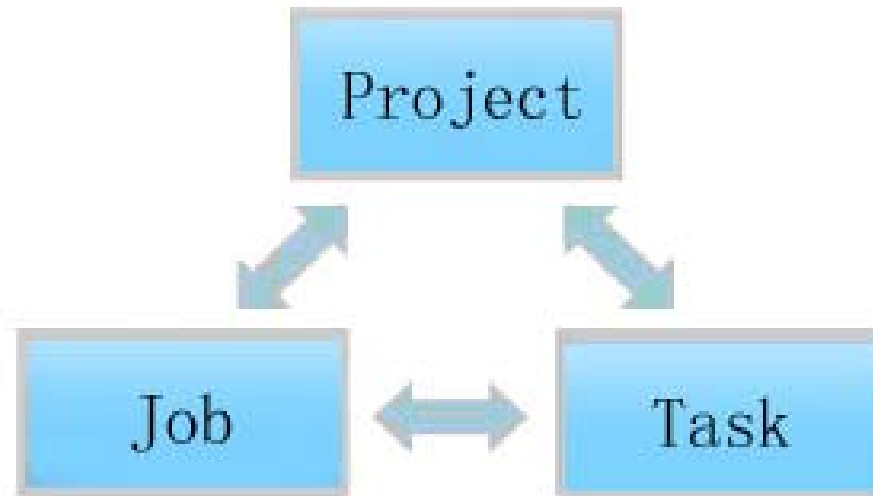


# DWMS Concept

- Good Project / Task / Work management is important to a corporation
- Give fresh impetus to enterprises to maintain their vitality
- Help enterprise to manage and coordinate their resources on a project
- Monitor the Work In Progress (WIP) of a project / task, coordination of communication
- Solve the problems of cross region or country, cross organization, multi-members coordination on a project / task
- Provide a clear operation flow of a project / task to team members, thus monitor the WIP effectively, raises its working efficiency

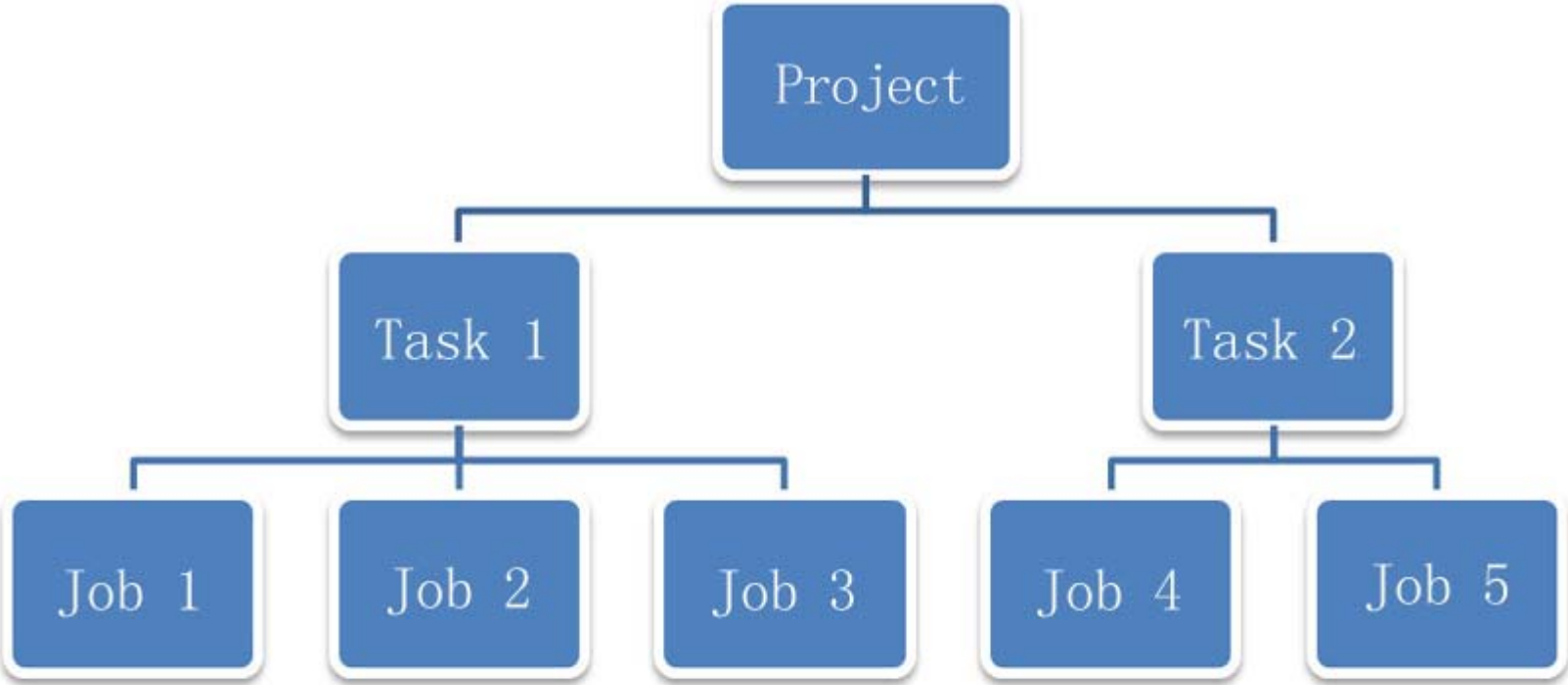


# DWMS Core

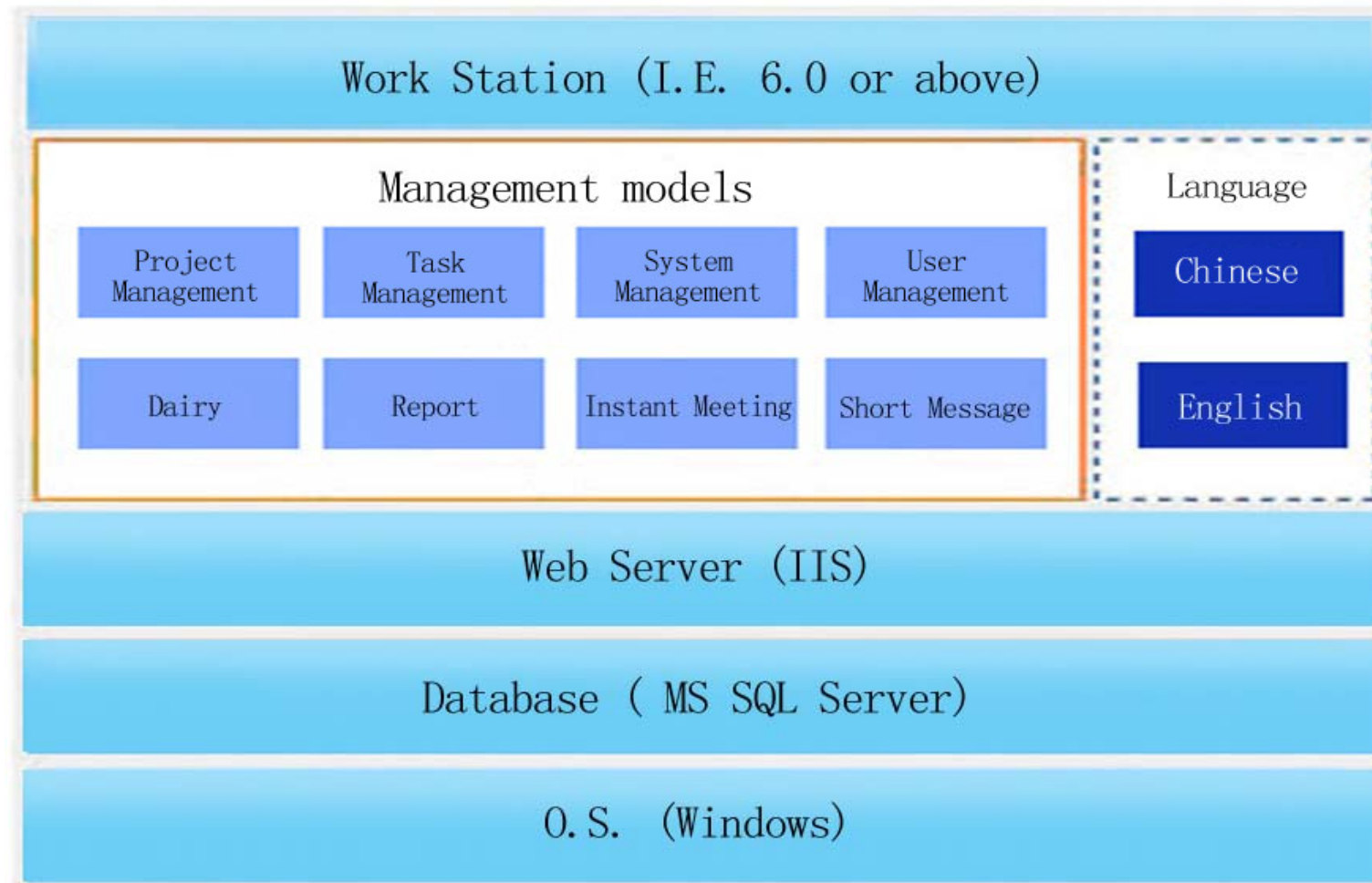




# DWMS structures



# DWMS structures



# DWMS functions

## **Project Management**

[Sample 1](#)

- Create multi-projects
- Good Management on all projects
- Keep close eye on the work in progress of all projects

## **Task Management**

[Sample 2](#)

- Create multi tasks on a project
- Good management on all tasks
- Keep close eye on the work in progress of all tasks



# Project Management Sample

**Succinct Daily Work Management System**

Welcome : samson 2010/01/04(Monday) 工作管理系統

English

Resume Work Files Comments Notice Meeting Reports Detail

**My Project**

	Actual/Plan(D...	Status	Att...
Project1	3/8	36%	
task1	0/1	36%	
task2	-2/1		
project2	0/18		

Work Content

Work Content	Hours	Start Time	Completion Time	Status	Operation
<b>Performer: justin (2 Items)</b>					
工作1	2	2010/01/04 16:05		In Progress	
工作2	2			Without approval	
<b>Performer: sammy (1 Item)</b>					
工作3	3			Has not started	
<b>Performer: samson (1 Item)</b>					
工作4	4	2010/01/04 16:03	2010/01/04 16:03	Passed inspection	

samson  Approved  Attention

**Succinct Daily Work Management System** TEL:(852)23944114 FAX:(852)27894910 E-mail:info@norrayhk.com Copyrighted

# Project Management Sample

Project addition

Department: 歐美

Project Subject: development of the system

Start Time: 2009-11-11      Schedule finish time: 2009-12-10

Performer: admin,aswon,cora,justin,kiki,nicole,sammy,yuki      Staff selection

Persons to pay attention: kiki      Staff selection



Task Approver: admin      Staff selection

Project To Be Assigned:

**B I U ABC x<sub>2</sub> x<sub>2</sub>**    樣式    格式    字體    大小    原始碼

development of the system

Accept project participant carries on the discussion to this project     Send out short Message to all participant and related people     Send email to notify all participants and related people



# Task Management Sample

**Succinct Daily Work Management System**

Welcome : samson 2010/01/04(Monday)工作管理系統

English

Resume Work Files Comments Notice Meeting Reports Detail

**My Project**

	Actual/Plan(D...	Status	Att...
Project1	3/8	36%	
task1	0/1	36%	
task2	-2/1		
project2	0/18		

Work Content

Work Content	Hours	Start Time	Completion Time	Status	Operation
<b>Performer: justin (2 Items)</b>					
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工作4	4	2010/01/04 16:03	2010/01/04 16:03	Passed inspection	

samson  Approved  Attention

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# Task Management Sample

■ Create a new task

**Task Information**

Pro. Subject:  Task Approver:

Category:

Task Subject:

Importance Level:

Start Date:  Start Time:  :

Schedule finish date:  Time of completion:  :

Performer:  aswon  justin  sammy  yuki  cora  nicole

Persons to pay attention:  kiki

**Task Content**

**B I U ABC x<sub>2</sub> x<sub>2</sub>** 樣式 格式 字體 大小 原始碼

add a task sample

Send out short Message to all performers and related people  Send email to notify all performers and related people  Allow all participants to discuss the task



# Daily Work Management System (DWMS) functions

## **Short Message**

### [Sample 3](#)

- Give instant notices to members of any new work or work change
- Group message function may save time instead of distributing works one by one

## **Meeting Management**

### [Sample 4](#)

- Provide instant meeting for all members of a project / task
- keep content of a meeting, and transforms as duties of a project / task





# Short Message Sample

**Succinct Daily Work Management System**

Engli | Welcome : admin 2009/11/10(Tuesday)工作管理系統

**New messages**

Title	Sender
DWMS Message : You joined a ne...	admin
DWMS Message : Please note tha...	admin
DWMS Message : Please note tha...	admin
DWMS Message : Please note tha...	admin
DWMS Message : Please note tha...	admin
DWMS Message : Please note tha...	admin

**Inquire about content**

**New messages** | read messages | Rubbish bin | Sent box | Draft box

	Subject	From	Time received	Operation	
1	<a href="#">DWMS Message : You joined a new project</a>	<a href="#">admin</a>	2009-11-10	<a href="#">Reply</a>	<input type="checkbox"/>
2	<a href="#">DWMS Message : Please note that your particip...</a>	<a href="#">admin</a>	2009-11-10	<a href="#">Reply</a>	<input type="checkbox"/>
3	<a href="#">DWMS Message : Please note that your particip...</a>	<a href="#">admin</a>	2009-11-10	<a href="#">Reply</a>	<input type="checkbox"/>
4	<a href="#">DWMS Message : Please note that your particip...</a>	<a href="#">admin</a>	2009-11-10	<a href="#">Reply</a>	<input type="checkbox"/>
5	<a href="#">DWMS Message : Please note that your particip...</a>	<a href="#">admin</a>	2009-11-10	<a href="#">Reply</a>	<input type="checkbox"/>
6	<a href="#">DWMS Message : Please note that your particip...</a>	<a href="#">admin</a>	2009-11-10	<a href="#">Reply</a>	<input type="checkbox"/>

**My BookMark**

Title	Delete

Page 1 of 1 | Add new message | Select all | Cancel selection | 標記已讀 | move to rubbish bin

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# Short Message Sample

The screenshot displays the Succinct Daily Work Management System interface. At the top, the logo 'Succinct Daily Work Management System' is visible on the left, and the user 'samson' is logged in on the right. A 'Message Content' window is open, showing a notification: 'Work approve:justin had added a new work.' Below this, a table provides details:

Sender	justin	Send time	2010-01-04 17:53	Operation	
Contents	justin has added a new work: task9				

In the background, the 'My Project' section shows a table with the following data:

Start Date	Title
04-01-2010	task1

The footer of the system includes the text: 'Succinct Daily Work Management System' and contact information: 'TEL:(852)23944114 FAX:(852)27894910 E-mail:info@norrayhk.com Copyrighted tasyr1rb2zk3xf3qdbw4rka-'.

# Short Message Sample

**Succinct Daily Work Management System**

Welcome : samson 2010/01/04(Monday)工作管理系統

English

**New messages**

Title	Sender
Work approve:justin had added ...	justin

**My Project**

	Actual/Plan(D...	Status	Att...
Project1	3/8	13%	
task1	0/1	13%	
task2	-2/1		
project2	0/18		

**Work**

Work Content	Hours	Start Time	Completion Time	Status	Operation
<b>Performer: justin (7 Items)</b>					
工作1	2	2010/01/04 16:...		In Pro...	
工作2	2			Witho...	
work7	5			Witho...	
task8	4			Witho...	
task9	4			Witho...	
work10	5			Witho...	
work11	1			Witho...	
<b>Performer: sammy (1 Item)</b>					
工作3	3			Has n...	
<b>Performer: samson (1 Item)</b>					
工作4	4	2010/01/04 16:...	2010/01/04 16:...	Passe...	

BookMarks

samson

Approved  Attention

**Succinct Daily Work Management System**

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# Meeting Management Sample

The screenshot displays the Succinct Daily Work Management System interface. At the top left is the logo "Succinct Daily Work Management System". The top right shows a language dropdown set to "English", a welcome message "Welcome : admin 2009/11/10(Tuesday)工作管理系統", and a row of navigation icons. The main content area is divided into two panes. The left pane, titled "New messages", contains a table of messages from "admin". The right pane, titled "Inquire about content", contains a "Meeting list" section with a table of meetings. The table has columns for "Meeting Sources", "Meeting Title", "Start Time", "End Date", and "Operation". Two meetings are listed: "data collection" and "training meeting", both starting and ending on 2009-11-10. At the bottom, there is a footer with the system name, contact information, and a page indicator "Page 1 of 1".

**Succinct**  
Daily Work Management System

English>Welcome : admin 2009/11/10(Tuesday)工作管理系統

**New messages**

Title	Sender
DWMS Message : You joined a ne...	admin
DWMS Message : Please note tha...	admin
DWMS Message : Please note tha...	admin
DWMS Message : Please note tha...	admin
DWMS Message : Please note tha...	admin
DWMS Message : Please note tha...	admin

**Inquire about content**

**Meeting list**

All meetings | New meeting | In Progress

Meeting Sources	Meeting Title	Start Time	End Date	Operation
admin	<a href="#">data collection</a>	2009-11-10	2009-11-10	
admin	<a href="#">training meeting</a>	2009-11-10	2009-11-10	

Page 1 of 1 | Create a new conference | Check meetings of other people | Displaying 1 - 2 of

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# Daily Work Management System (DWMS) functions

## Dairy

## Sample 5

- Provide Dairy function, show information of your daily schedules and project flow
- Give alert to meetings, events or important works

## System

- Initial setup for the system
- Parameter setup
- Personalization setup



# Dairy Sample

The screenshot displays the Succinct Daily Work Management System interface. At the top left is the logo "Succinct Daily Work Management System". The top right shows a language dropdown set to "Engli", a color bar, and a welcome message: "Welcome : admin 2009/11/10(Tuesday)工作管理系統". Below this is a navigation bar with icons for home, calendar, messages, and other functions.

The main content area is divided into two panels:

- New messages:** A list of messages from "admin" with titles starting with "DWMS Message : You joined a ne..." and "DWMS Message : Please note tha...".
- Inquire about content:** A section for "Schedule List" with tabs for "Schedule Calendar", "Agenda", and "completed items". The "Schedule Calendar" tab is active, showing a calendar for "Today 11 11 2009". The calendar view shows two yellow blocks: "have a meeting" from 09:00 to 11:00 and "department meeting" from 14:00 to 15:00. The time slots range from 08:00 to 18:00.

At the bottom left is a "My BookMark" section with a table:

Title	Delete

At the bottom right of the interface, there is a footer with contact information: "TEL:(852)23944114 FAX:(852)27894910 E-mail:info@norrayhk.com Copyrighted".



# Daily Work Management System (DWMS) functions

## User Management

### [Sample 6](#)

- Setup users on the system
- Maintain all users information, status and their daily work
- Setup user level

## Report

### [Sample 7](#)

- Provide analysis reports to different level of users, export report to Excel file
- Analyze problems on Work / task / project, thus to improve efficiency



# User Management Sample

The screenshot displays the 'Succinct Daily Work Management System' interface. At the top left is the logo 'Succinct Daily Work Management System'. The top right shows a language dropdown set to 'English', a color palette, and a welcome message: 'Welcome : admin 2009/11/10(Tuesday)工作管理系統'. Below this is a row of icons for home, calendar, mail, and other functions.

The main content area is divided into two panels. The left panel, titled 'Department directory', shows a tree view with 'All Departments' expanded to show '歐美', which contains 'Development' and 'Marketing'. The right panel, titled 'User List', has tabs for 'All Users' and 'User Management'. It contains a table with the following data:

user name	User role	e-mail address	Operation
admin	System manager	admin@norrayhk.com	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Disable</a>
aswon	general user	aswon@norrayhk.com	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Disable</a>
justin	general user	justin@norrayhk.com	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Disable</a>
sammy	general user	sammy@norrayhk.com	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Disable</a>

At the bottom of the user list panel, there is a pagination control showing 'Page 1 of 1' and a 'User addition' button. The footer of the interface includes the system name 'Succinct Daily Work Management System' and contact information: 'TEL:(852)23944114 FAX:(852)27894910 E-mail:info@norrayhk.com Copyrighted'.





# Report Management Sample

The screenshot displays the Succinct Daily Work Management System interface. At the top, there is a language dropdown set to 'English', a color bar, and a welcome message: 'Welcome : admin 2009/11/11(Wednesday) 工作管理系統'. Below this is a navigation bar with icons for home, calendar, messages, reports, and user profile.

The main content area is divided into two sections:

- New messages:** A table listing recent messages from 'admin'.
- Check Reports:** A grid of report icons with labels: 'Task Comment Report', 'Messages Sent Report', 'Secretary work progress report', 'Task Report', 'The task over the time has not finish', 'Colleague Task Report', and 'Colleague Work Report'.

At the bottom, a blue footer bar contains the text 'Succinct Daily Work Management System' on the left and contact information on the right: 'TEL:(852)23944114 FAX:(852)27894910 E-mail:info@norrayhk.com Copyrighted'.



# Daily Work Management System (DWMS)

## System characteristic

Ease of use, wide range of application scope, Practical

Multi-users, multi-locations, no installation or setup on work stations

Web based software, simply run by I.E.

Easy to setup, easy to start

Develop under Unicode, easy to expand to any other languages

Help users to clear up their works,  
make full linkages of related works / tasks for all members



### 3. Daily Work Management System (DWMS) Application value

- Speed up the development of projects
- Provide a platform to members of cross region / country
- Coordinate the works of all members
- Good arrangement to works on task / project
- Grasps the Work in progress of every task / project tightly
- Instant meeting function, record all necessary content for future follow up
- Instant short message to inform members of new work or change of work
- Provide clear picture of the progress of every project to management level
- Provide analysis reports for different level of work / task / project to management level



# Thank You!