

cApStAn SA
Chaussée de La Hulpe 268
1170 Brussels
Belgium
VAT: BE0890600946

PISA29 - Plunet Project Setup & Time Tracking

Each year of activity in preparation for the next phase of PISA29 (i.e. in preparation for TA, FT or MS) will be tracked in various Plunet projects, all linked to one Sales Order (SO) per year of activity.

Projects for Internal Costs per Year (PISA29 - YYYY)

Projects for Internal Costs per Year (PISA29 - YYYY)
--

PISA29 - YYYY - Project management

To be used by project managers when doing any project management related tasks.

The scope of this task is broad, so anything that does not fall under the other categories, should fall within this one.

Examples: communication with verifiers, internal communication, timelines etc.

PISA29 - YYYY - Tech Tasks

To be used by TechTeam and PMs when working on technical tasks. This can include workflow testing (for example), or other tasks relating to technical setups or feedback provided.

Overall, any work done by TechTeam will go in here. Tech team will track time in jobs under this project, all of which will have the following job ID format: O-YY-#####-TEC-###

Examples: workflow testing, tech team coding work, essentially all tech team work, PMs testing workflows etc.

PISA29 - YYYY - Communication

To be used by PISA team members to track time spent in meetings with ACER.

Examples: time spent in meetings with ACER

PISA29 - YYYY - Material preparation

To be used by PISA team members to track time spent on preparing materials.

These can be materials relating to instructions for participants, verifiers or other internal materials.

Examples: preparing instructions/webinars or other helpful materials for verifiers, participants or internals.

Note

If you are in doubt about which category to use, you may consult the latest PISA master cost estimate found here: \\192.168.67.50\data\company\PISA_2029\01_ADMIN\00_FINANZ

Column D contains the project under which each task is budgeted.

If you are still unsure, please contact Eli or Stef.

Projects for External Costs per Year

TBD