User Manual

caMP USER MANUAL
FOR
CANCER CENTER LEADS

caBIG cancer Biomedical Informatics Grid

September 9, 2004

This report is confidential and intended solely for the use and information of the group to whom it is addressed.

Booz | Allen | Hamilton

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1. GETTING STARTED

The caBIG Management Portal (caMP) has been provided as a tool to promote the use of best practices for project management across our contracts. Through a centrally managed repository for standardized project and resource data, caMP provides project teams with convenient access to business-critical information through its Web interface. By providing powerful Web-based collaboration, analysis, and reporting tools, caMP enables entire project teams—including team members, resource managers, and executives—to stay informed, up-to-date, and on track.

It is our hope that caMP provides you with a useful tool for tracking your project tasks and reporting your progress to the Work Space Leads.

1.1 FEATURES

1.1.1 Easy Access to Document Templates

The caMP provides users with a convenient list of clickable document templates in the left-hand panel of the main screens. Examples of the document templates provided here include:

Monthly WSWG Report	Lessons Learned
SOW Deliverables	Test Plans, Scripts, Checklists
Action Log	Peer Reviews
Project Management Plans	Risk Matrix
Requirements/RTM/SRS	Configuration Management
Use Cases	Communications Tools
Design Documents (SDD)	Various Installable Viewers

1.1.2 Web Based User Interface

With caMP, project team members and Work Space Leads can quickly view, analyze, and update project information without installing any required software on their computers except a java plug-in. With just a Web browser, each user has access to tools to manage project work in a single, consolidated location.

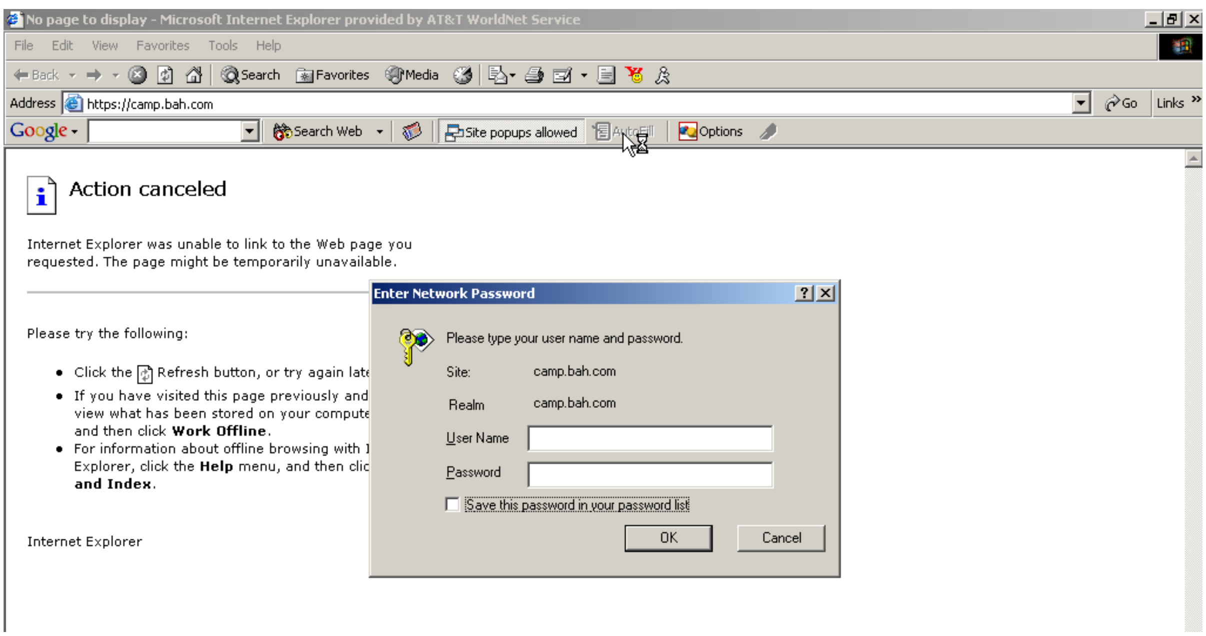
1.1.3 Personalized "My Home Page"

The My Home Page provides each portal user with a customized home page that provides them with functionality filtered on their user account. For example, users can see a filtered list of their action items and the tasks that they are assigned.

1.2 LOGGING INTO CAMP

1.2.1 Accessing caMP

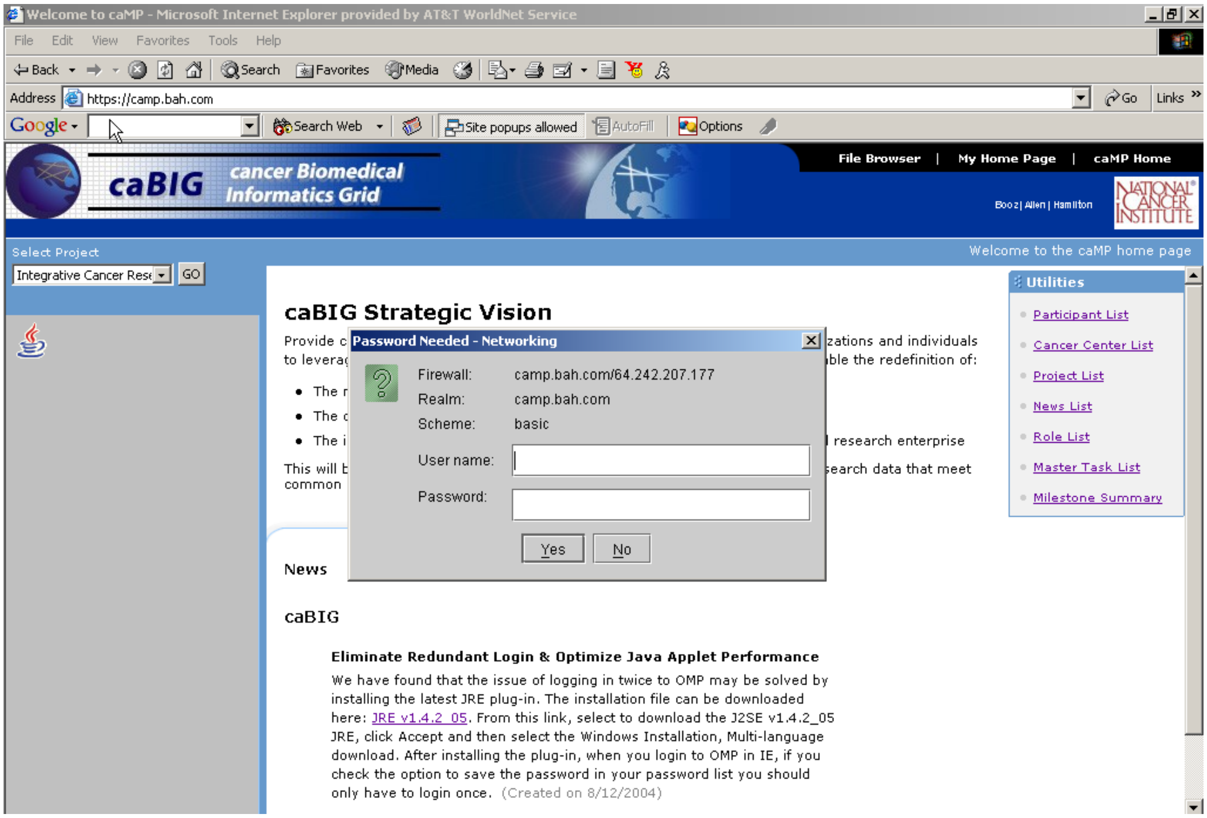
caMP requires the use of a user name and password to authenticate the user before allowing access to the site. Once you have been issued a caMP account and password, you will want to open a web browser (preferably Internet Explorer 5.0 or higher) and enter the URL https://camp.bah.com. You will immediately be prompted to enter your account information and click "OK".



Upon successfully logging into caMP, the first time a user enters the site, they will be prompted to download a java JRE plug-in that will automatically install on their machine. This plug-in is necessary in order for the file browser to operate properly as it is controlled by a java applet. Please follow the prompts and allow the JRE to download and install otherwise you will not have access to the document templates.

[Add screen shots of the java download prompts.]

Once the java plug-in is installed, you may be prompted a second time to enter your account information. Please enter the user name and password again and click "Yes" in order to load the menu in the left panel of the screen. Please note that this second login can be eliminated in the future by checking the "Save this password in your password list" option in the first login screen.



1.3 MAIN TOOL BAR

1.3.1 caMP Home

The main toolbar in the top frame of the website contains two links to return to the main home page. You may click on either the caBIG logo on the left side of the top banner or on the "caMP Home" link in the upper right corner.

1.3.2 Link to National Cancer Institute

For your convenience, a link to the NCI website has been placed in the right side of the toolbar banner. Clicking this link will open a new browser window displaying http://cabig.nci.nih.gov/.

1.3.3 File Browser & My Home Page

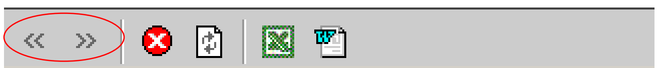
The other two links in the main toolbar banner will take you to two of the caMP modules that will be covered later in this manual.

1.4 LIST TOOL BAR

Another standard tool bar that is found in this application is the list tool bar, which is available on every main list of data.

1.4.1 Navigation Buttons

Much like the browser's forward and back buttons, the left and right arrow icons represent navigational buttons to return to the previously viewed screen.



1.4.2 Stop Button

The stop button can be used to halt the loading of a list page.

1.4.3 Refresh Button

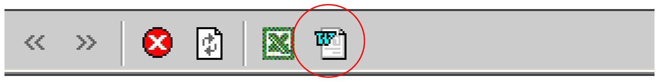
The refresh button will reload the contents of the list page in the bottom frame. This might be used to check for new data that was stored in the database after the page was loaded.

1.4.4 Export to Excel Button

The icon that represents the Microsoft Excel application will export the data in the list page to an excel spreadsheet. This is very useful for sorting and filtering the data using the built-in excel functionality.

1.4.5 Export to Word Button

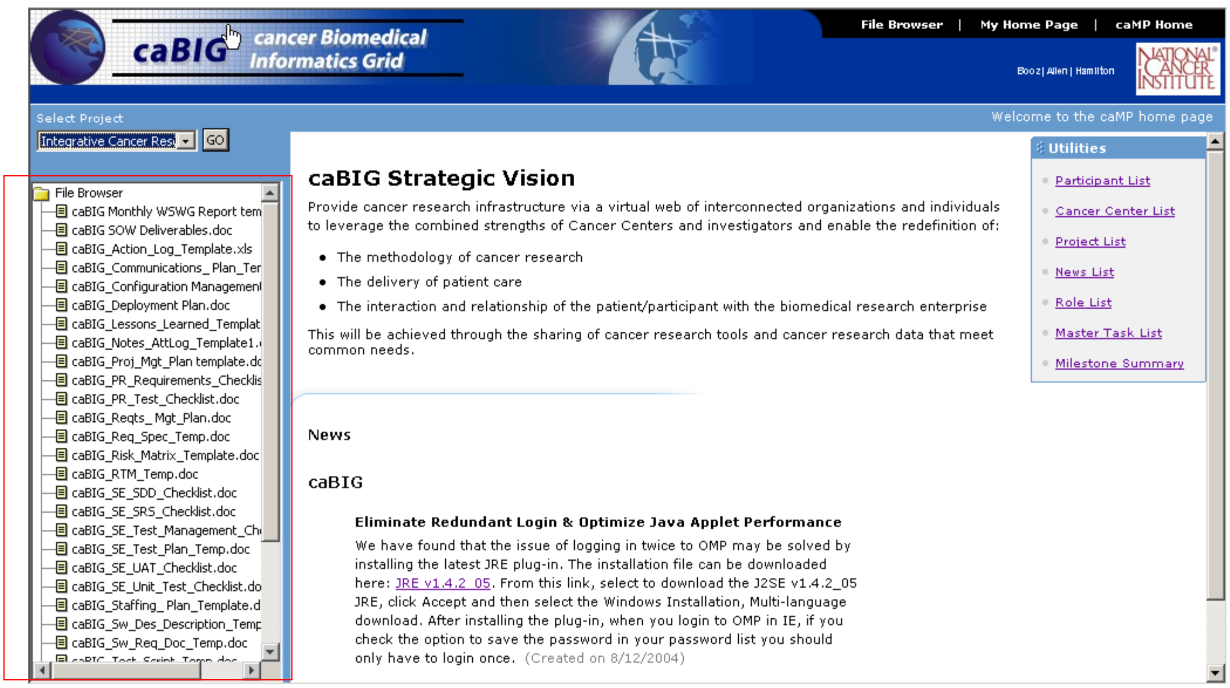
The icon that represents the Microsoft Word application will export the data in the list page to a Word table. This is useful for printing out the data to a report in a table format.

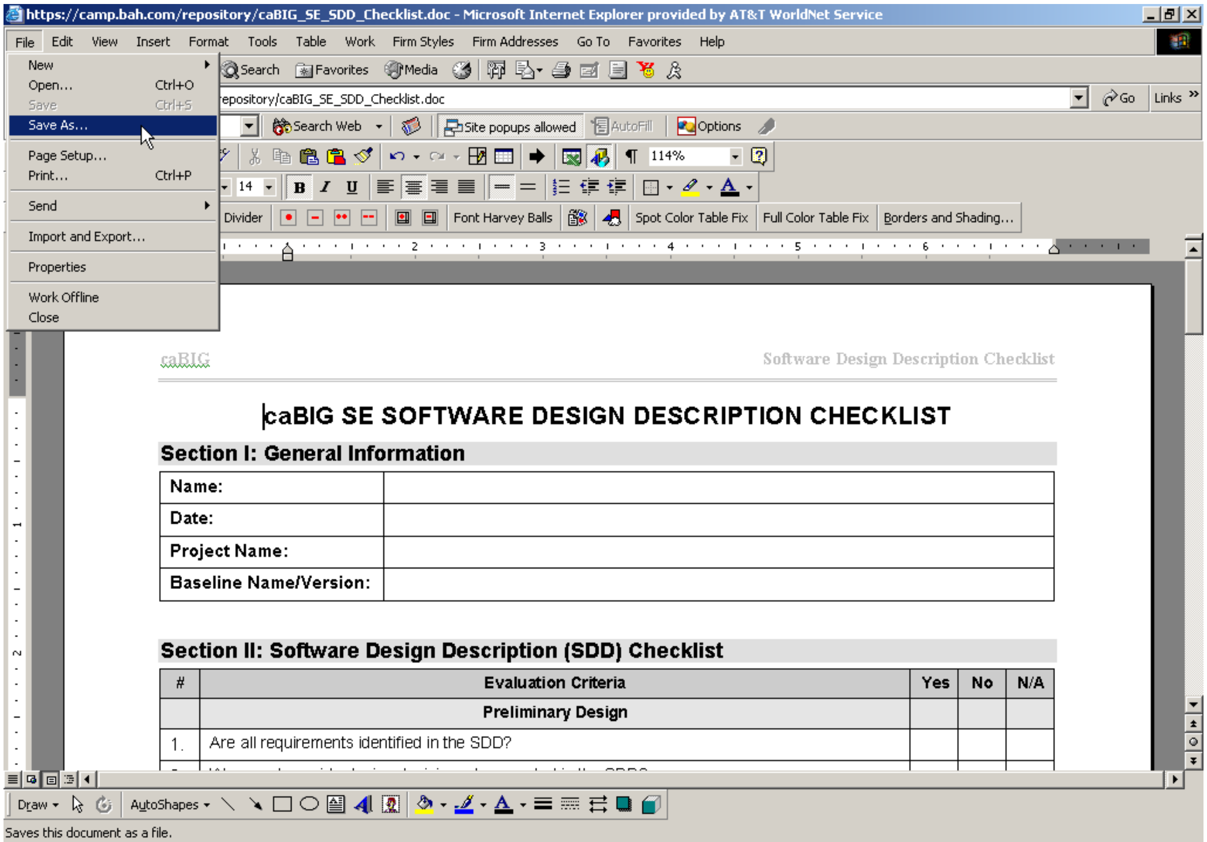


1.5 MAJOR FUNCTIONALITY

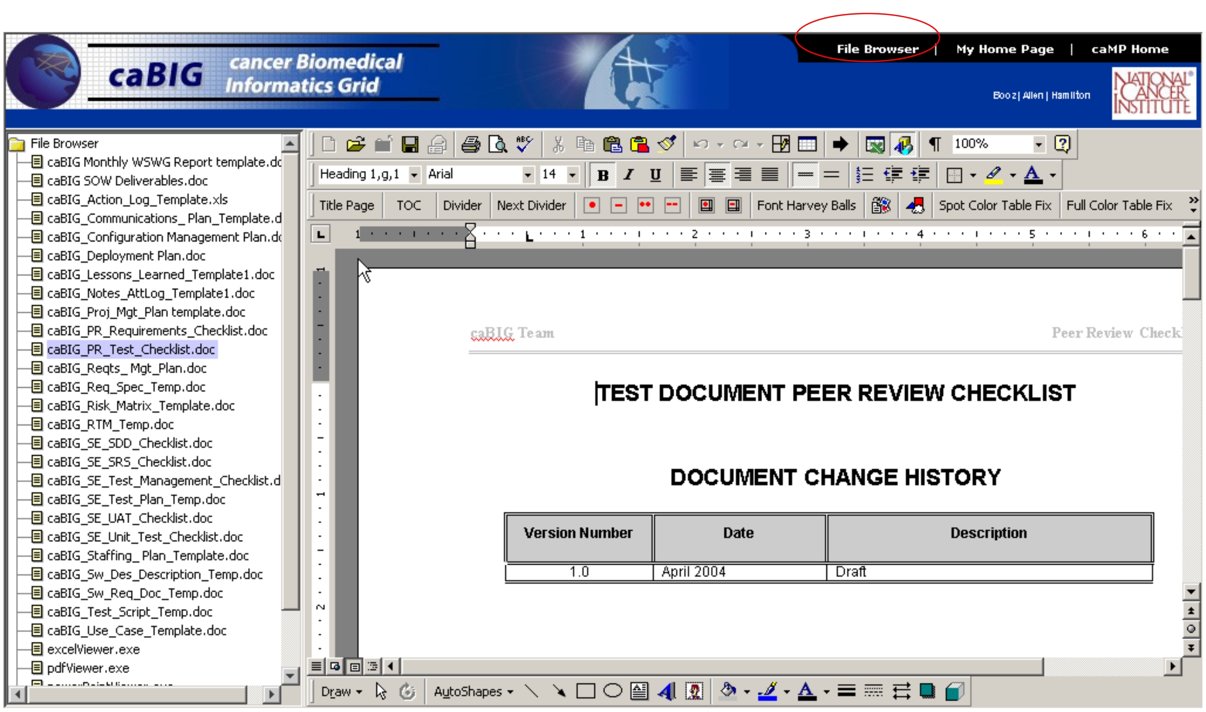
1.5.1 File Browser

In the left panel of caMP, you will find a series of documents that can be downloaded and used as a template for your project documentation. You can open the documents by double-clicking on them, which will open the document in a new browser window. From that window you can choose File from the browser menu and then Save As to store the document on your hard drive. We encourage you to use these documents whenever applicable and to contact us at caBIG_Team@bah.com in the event that you don't find a document you need.



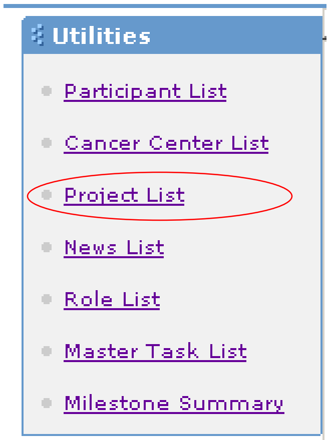


The File Browser is accessible from each of the main screens and also by clicking on the File Browser option in the top menu. In the File Browser, documents can be double-clicked to display their contents in the right panel of the screen.

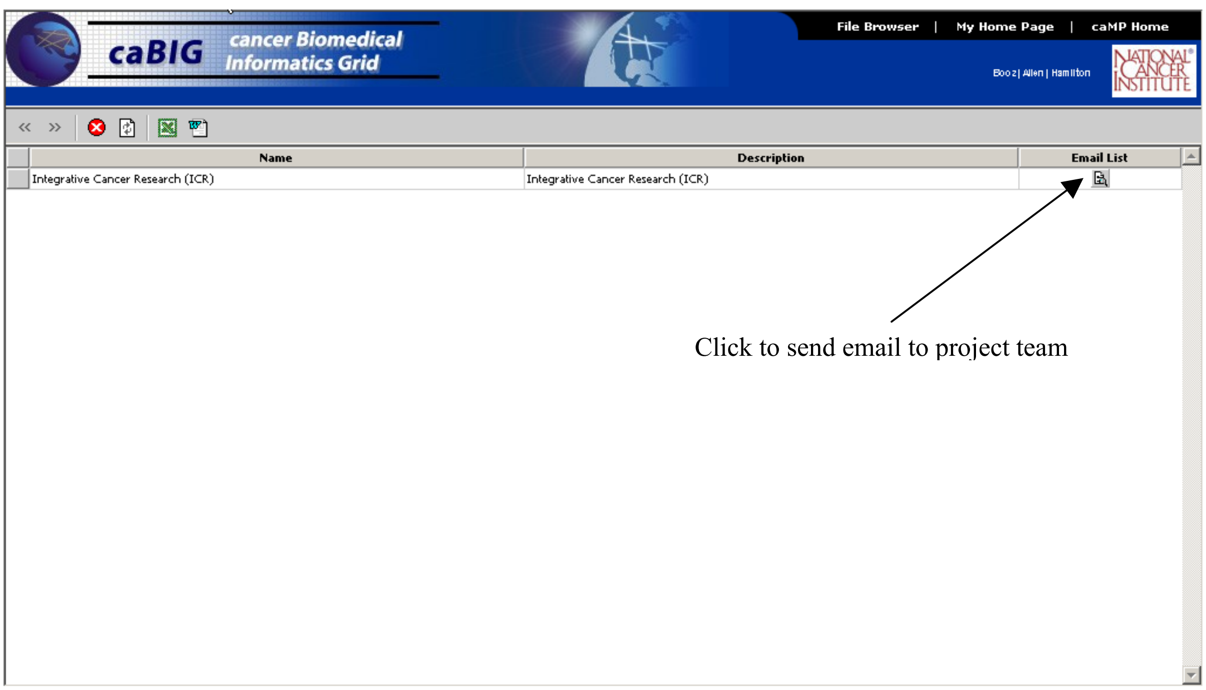


1.5.2 Project List

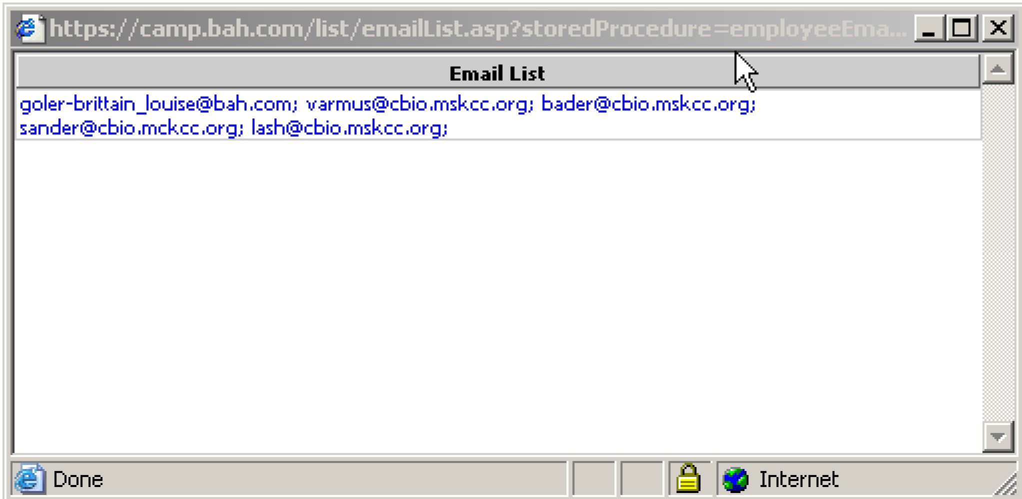
Although there are several links in the Utilities menu on the home page of caMP, only one will contain any information, the Project List. The rest of the links on this page are intended for the use of the Work Space Leads to perform administrative functionality.



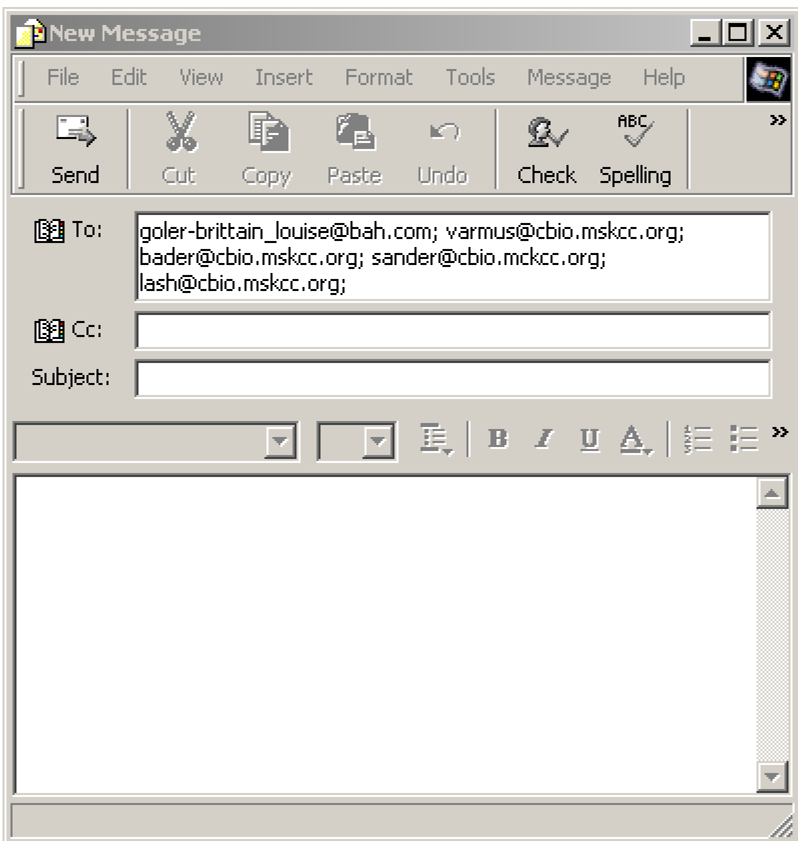
You may click on the Project List to display a list of the project(s) that you are a member of. For your convenience an email link is also provided that will allow you to easily send an email to all of the members of the project.



Clicking on the email link will open another small window with a list of all the email addresses for the entire project team.



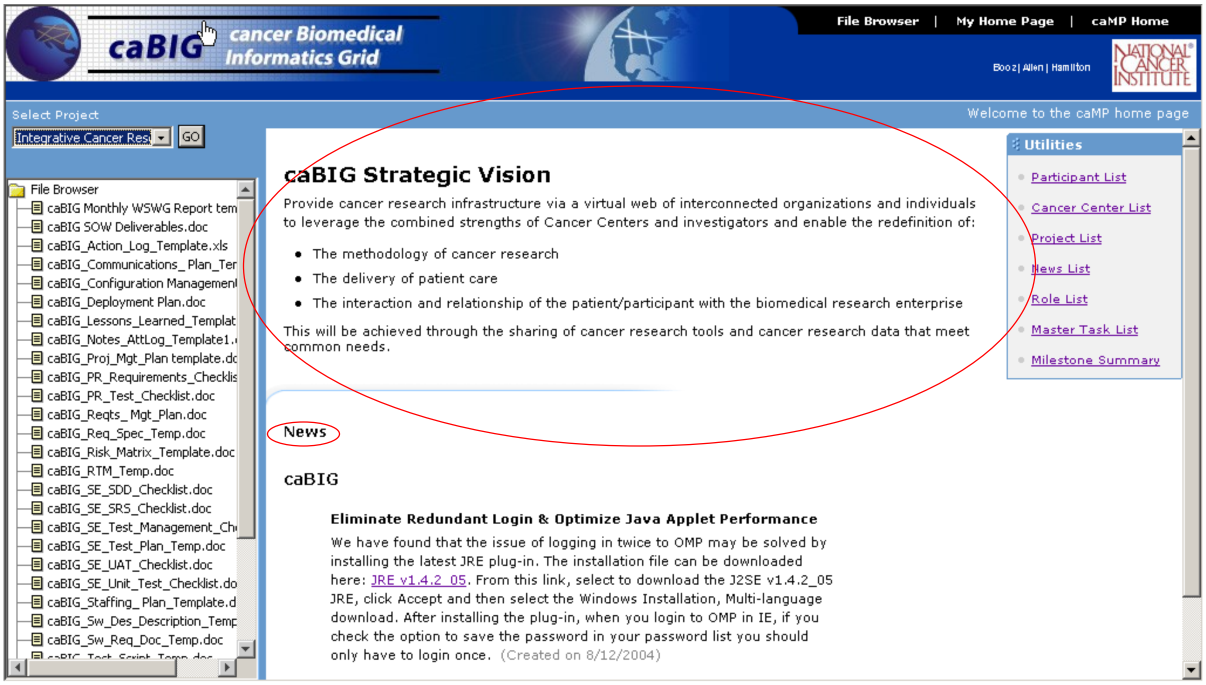
Clicking on this list will open your email and start a new message with these email addresses as the recipients.



1.5.3 caBIG Strategic Vision and News

Directly on the main home page of caMP you will find caBIG's strategic vision posted at the top of the screen. Below this you will find news items that have been entered by the Booz Allen Work Space Leads. These news items include announcements that the Work Space

Leads or caMP administrators want to share with all the project teams. They may provide instructions and tips for using the application or announcements of current events.



1.5.4 Project Home Page

The Project Home Page is where you will do the majority of your work. It can be accessed by selecting the project you are working on from the drop down list in the top left corner of the main screen and clicking the "Go" button. The Project Home Page and its links will be covered in detail in a later section of this manual.

1.5.5 My Home Page

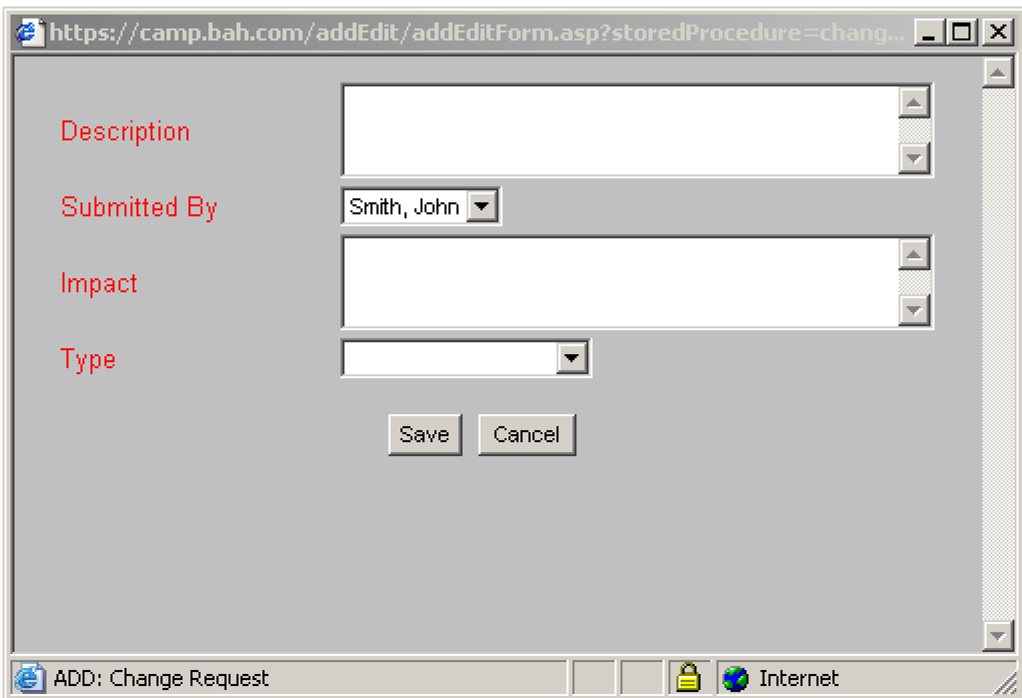
The My Home Page is very similar to the Project Home Page except that the links on this page display data that is specific to you as an individual. You may be the owner of the record or in the case of tasks, you may be the resource assigned to the task. This page can be accessed by clicking the My Home Page menu option in the top banner. This page will also be covered in detail in another section of the manual.

1.5.6 Submitting a Change Request

A configuration change request (CCR) can be submitted to caMP for the purpose of suggesting a change to the way something currently works, requesting a new requirement, or identifying a defect.

Simply click on the “Submit a caMP Change Request” link in the bottom of the main caMP screen, the Project Home Page, or the My Home Page.

A pop-up window will open containing a form for entering information about the change request.

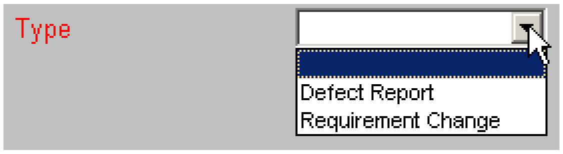


Description – Please enter an explanation of what you are requesting. Please use as much detail as possible. In the event of a defect report, please list the basic steps to recreate the problem you are citing.

Submitted By – This field should default to your name since you are the one entering the CCR. We may need to contact the submitter to discuss the request or to obtain further details about the request.

Impact – Please let us know how this problem or lack of functionality is affecting you in your daily work using caMP. We may use this information to weigh the priority of the change or to understand when the issue is encountered.

Type – Please select whether this is a Defect Report or Requirement Change.



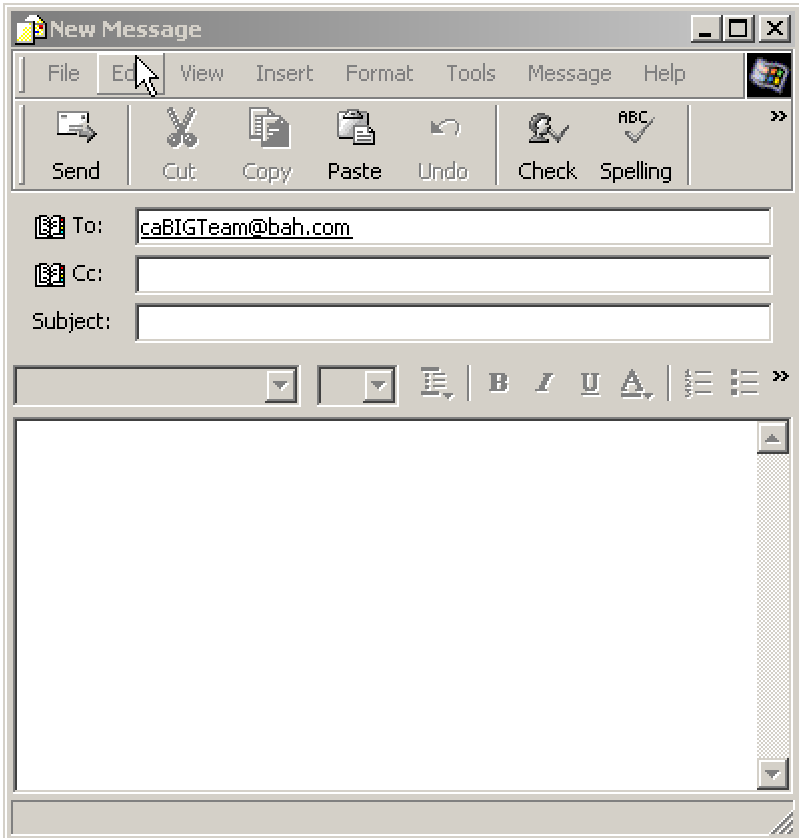
Submit your request by clicking "Save." Note that when a CCR is submitted, an email notification is automatically sent to the caMP Team at caBIG_Team@bah.com.

1.5.7 Email Support

You can contact the caMP Team by sending an email to caBIG_Team@bah.com. In addition, a link to send an email can be found at the bottom of the caMP Main page, Project Home Page, and My Home Page. Email should be used for general questions, requests to add new projects or users to the system, requests to add or modify data that is maintained by the Work Space Leads, etc. In general, email can be sent for anything that doesn't fit into the category of a change request. It can also be used to request assistance in troubleshooting a specific problem you are encountering in caMP. Please refer to this user manual to find the answers to your questions before seeking additional help.

Simply click on the "Contact Us" link in the bottom of the main caMP screen, Project Home Page, or My Home Page.

The resulting email will be set up for delivery to caBIG_Team@bah.com, providing a blank text area for you to type your request.



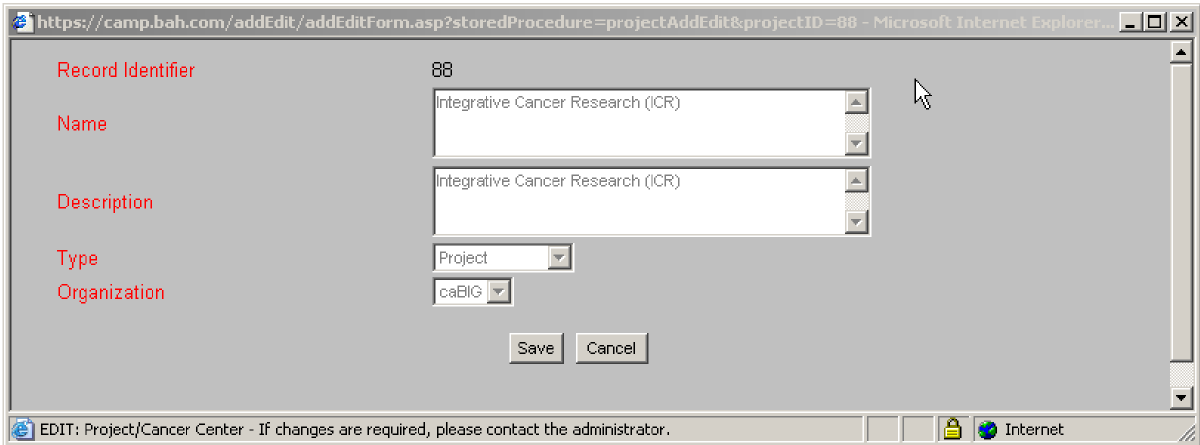
1.6 PROJECT HOME PAGE

1.6.1 Accessing the Project Home Page

The Project Home Page is where you will do the majority of your work. It can be accessed by selecting the project you are working on from the drop down list in the top left corner of the main screen and clicking the "Go" button.

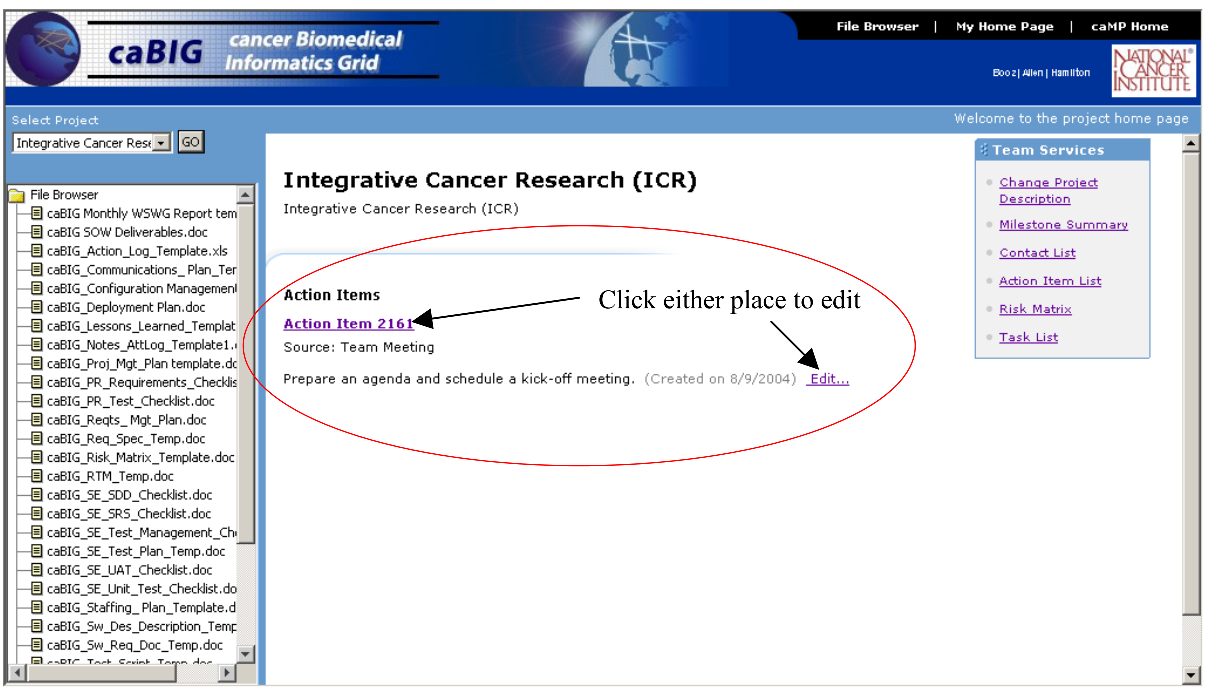
1.6.2 Project Description

The caMP Project Home displays the name of the project and a brief description of the project. This information can only be modified by the Work Space Leads, using the "Change Project Description" link in the menu. For all other users this link opens a read-only version of the project description.



1.6.3 Action Items

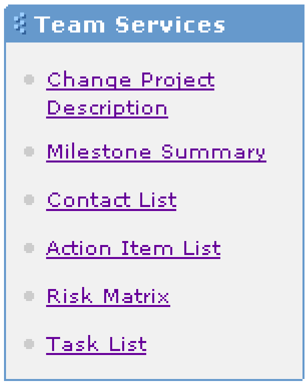
The Project Home Page also contains a list of the action items that have been assigned to a project. The action items appear in descending order by their start date so that the newest action items are at the top of the list. The action items can be edited by clicking on the "Edit…" link beside the action item or the link containing the Action Item number. Action items will display in the list until 14 days after the close date that is entered for the completion of the action item.



Another means for accessing the project's action items is the "Action Item List" link from the Team Services menu. The Team Services menu options along with the procedure to edit an action item will be covered in a later section.

1.6.4 Team Services Menu

The Team Services menu consists of six links to caMP functionality.



Each of these menu options is covered below in detail.

1.6.5 Change Project Description

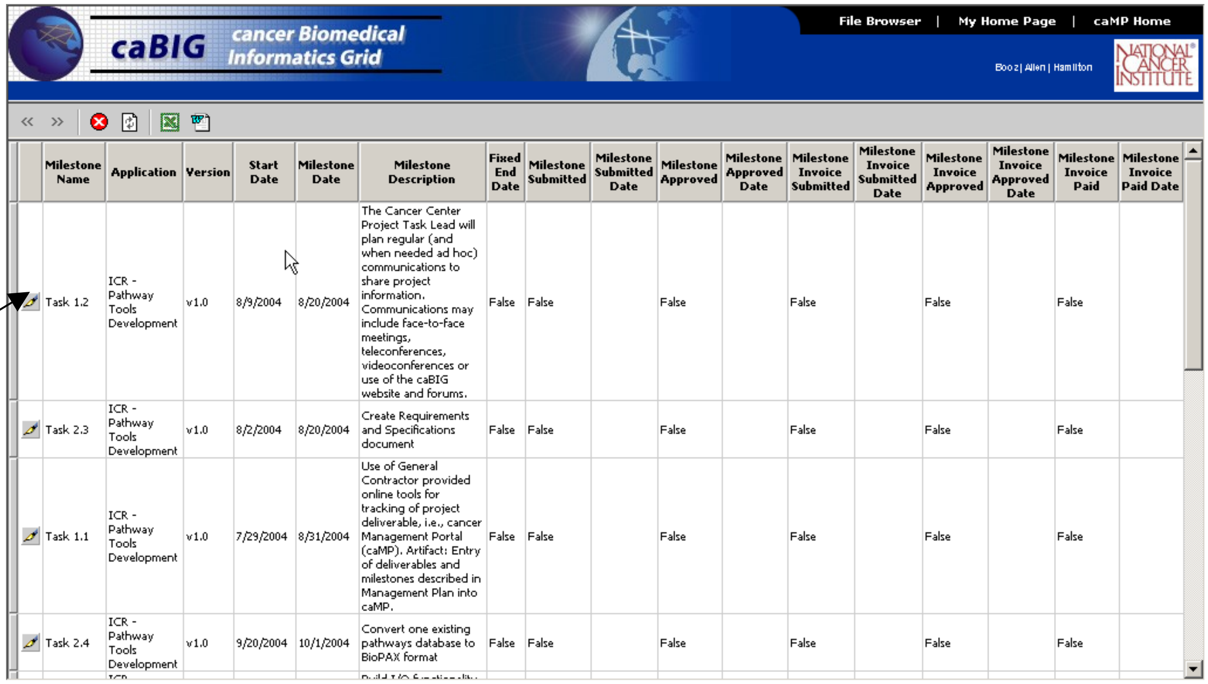
This functionality is available only for the Work Space Leads. For all other users, the link displays a read-only version of the project information. See Section 1.6.2 Project Description.

1.6.6 Milestone Summary

The Milestone Summary displays all the major milestone tasks associated with the project. The Milestone Summary list is one of the modules you will use most often in caMP to manage your work. Each milestone includes the milestone name, application name and version, projected start and end dates, description of the milestone task, and whether or not the milestone end date should be fixed. The deliverable that is associated with the milestone should be specified in the description field. For each milestone there is also a series of fields displayed to track the status of the milestone. These fields include indicators and dates for Milestone Submitted, Milestone Approved, Milestone Invoice Submitted, Milestone Invoice Approved, and Milestone Invoice Paid.

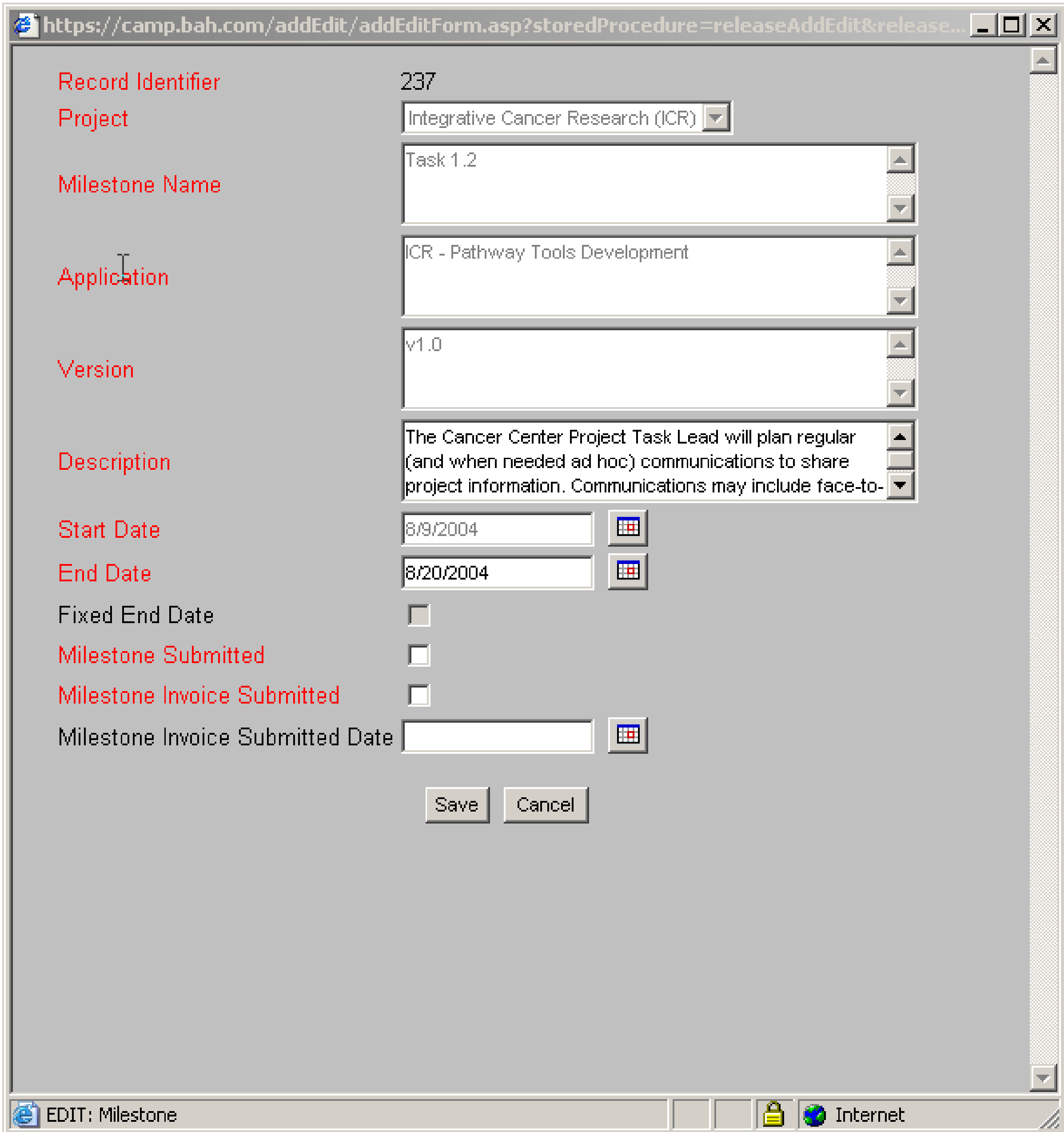
The major milestones are entered by the Work Space Leads and are editable by the project team members so that they may enter the status of the deliverable and a link to the deliverable itself, if possible. The center is also responsible for checking off the "Milestone Submitted" checkbox to indicate to the Work Space Leads that they have completed the deliverable and it is ready for review. They should also check off the "Milestone Invoice Submitted" and enter the date when the invoice is submitted. Typically the invoice would be submitted after the Work Space Lead has reviewed the deliverable and marked the "Milestone Approved" checkbox and date.

Edit Milestone



Milestone Name	Application	Version	Start Date	Milestone Date	Milestone Description	Fixed End Date	Milestone Submitted	Milestone Submitted Date	Milestone Approved	Milestone Approved Date	Milestone Invoice Submitted	Milestone Invoice Submitted Date	Milestone Invoice Approved	Milestone Invoice Approved Date	Milestone Invoice Paid	Milestone Invoice Paid Date
Task 1.2	ICR - Pathway Tools Development	v1.0	8/9/2004	8/20/2004	The Cancer Center Project Task Lead will plan regular (and when needed ad hoc) communications to share project information. Communications may include face-to-face meetings, teleconferences, videoconferences or use of the caBIG website and forums.	False	False		False		False		False		False	
Task 2.3	ICR - Pathway Tools Development	v1.0	8/2/2004	8/20/2004	Create Requirements and Specifications document	False	False		False		False		False		False	
Task 1.1	ICR - Pathway Tools Development	v1.0	7/29/2004	8/31/2004	Use of General Contractor provided online tools for tracking of project deliverable, i.e., cancer Management Portal (caMP). Artifact: Entry of deliverables and milestones described in Management Plan into caMP.	False	False		False		False		False		False	
Task 2.4	ICR - Pathway Tools Development	v1.0	9/20/2004	10/1/2004	Convert one existing pathways database to BioPAX format	False	False		False		False		False		False	

Clicking on the “Edit Milestone” icon to the left of the milestone will open a pop-up window, displaying all the current information about that milestone.



Some fields are read-only such as the record identifier, project, milestone name, application, version, start date, and fixed end date. The Work Space Lead enters these fields when the milestone is created. The fields that should be modified as you make progress on the deliverable are described below.

Description – you may want to update the description to include any additional information about the task. You may also want to include a link to the deliverable, if appropriate. In order to create a link, users will need to enter the appropriate html tags to display a link in the milestone list. You may copy and paste the following text into the description field to create a link that will display in the list.

EXAMPLE LINK

End Date – as you work on the milestone you may need to update the end date.

Milestone Submitted – check this box when the deliverable is completed and you are ready to submit it to the Work Space Leads for review. The current date will automatically be used for the submission date. This will signal the Work Space Leads to begin reviewing the deliverable.

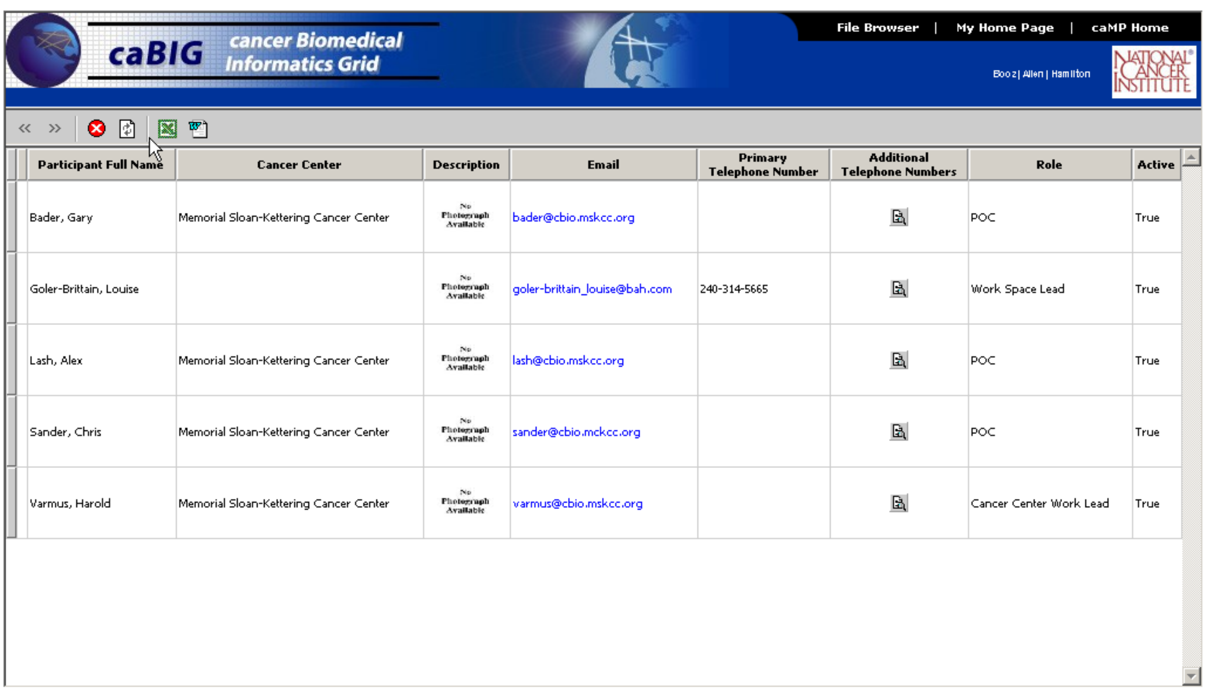
Milestone Invoice Submitted – check this box when you are submitting the invoice for the deliverable. Typically, this should take place after the milestone has been approved.

Milestone Invoice Submitted Date – when you indicate that the invoice has been submitted, please include the date it was submitted. If the box is checked there should be a date indicated and visa versa, otherwise an error will display and the record will not save until it is corrected.

1.6.7 Contact List

The contact list provides users with a list of all the projects' team members. For each team member some basic information is provided including the cancer center they belong to, their email address (made into a link to automatically send email), primary and secondary telephone numbers, and their role on the project

Team members can only be added to or removed from the project by a Work Space Lead and member information cannot be modified by anyone other than a Work Space Lead.

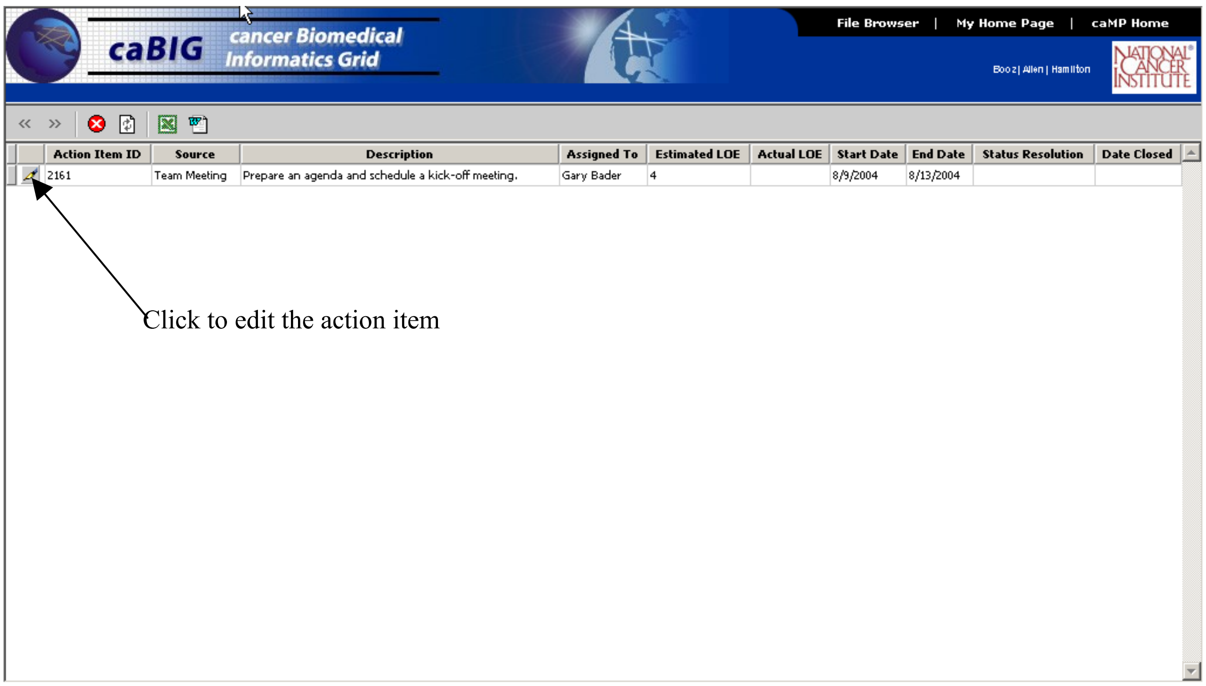


Participant Full Name	Cancer Center	Description	Email	Primary Telephone Number	Additional Telephone Numbers	Role	Active
Bader, Gary	Memorial Sloan-Kettering Cancer Center	No Photograph Available	bader@cbio.mskcc.org			POC	True
Goler-Brittain, Louise		No Photograph Available	goler-brittain_louise@bah.com	240-314-5665		Work Space Lead	True
Lash, Alex	Memorial Sloan-Kettering Cancer Center	No Photograph Available	lash@cbio.mskcc.org			POC	True
Sander, Chris	Memorial Sloan-Kettering Cancer Center	No Photograph Available	sander@cbio.mckcc.org			POC	True
Varmus, Harold	Memorial Sloan-Kettering Cancer Center	No Photograph Available	varmus@cbio.mskcc.org			Cancer Center Work Lead	True

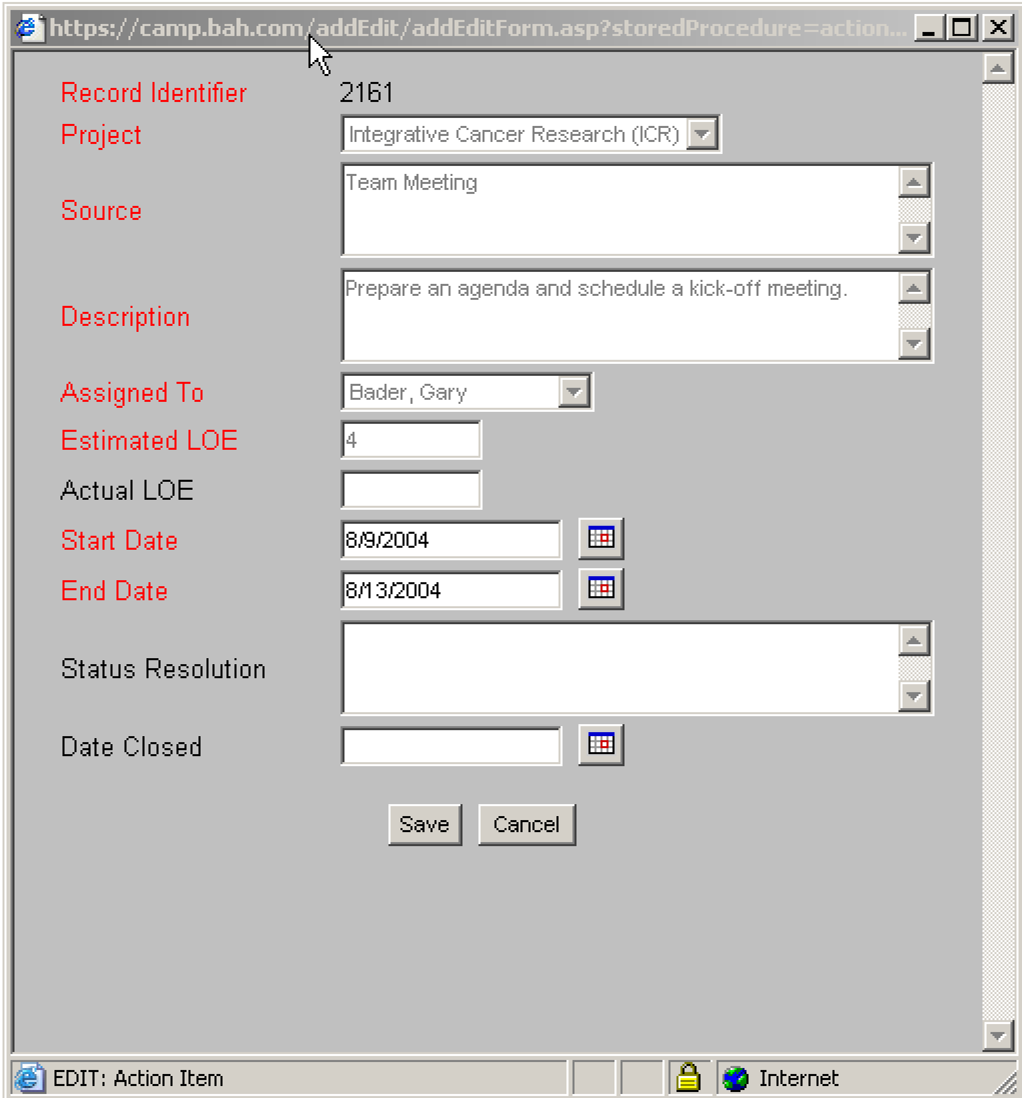
1.6.8 Action Item List

The action item list contains action items that have been assigned to members of the project team. The information that is provided for each action item includes an ID number, the source from which the action item was generated, a brief description of the action to be taken, the project resource assigned to the action, an estimated level of effort (LOE, in hours), and projected start and end dates

Additional data that would probably be entered by the person assigned to the action item include the Actual Level of Effort (LOE, in hours), the Status Resolution, and the Date Closed. These fields can be accessed by clicking on the edit icon to the left of the action item.

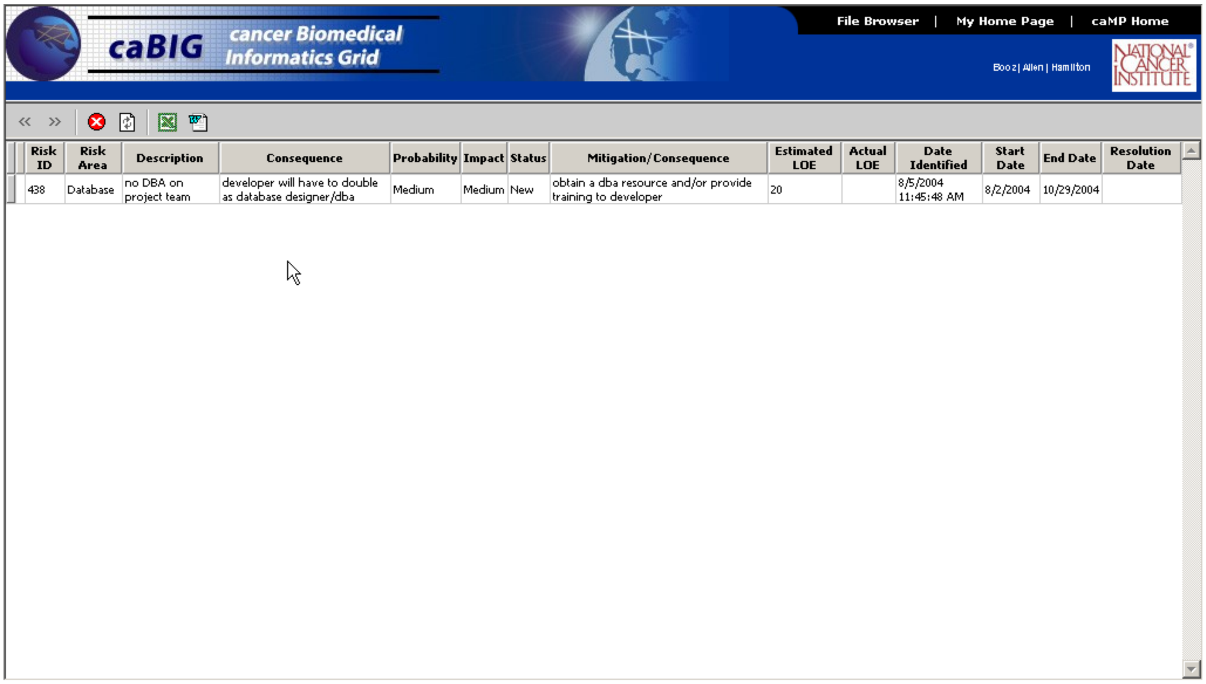


When you click the edit icon next to an action item, a pop-up window opens displaying the data for the action item in text fields. Some of the fields are not editable, including the project name, source, description, resource assigned, and estimated LOE. However the rest of the fields may be edited to reflect the status of the action item. As an action is worked, the assigned resource should enter the effort expended, in hours. The start and end dates should be adjusted to indicate the time span during which the action was being worked. And finally, when the action is completed, a Status Resolution should be entered to describe the details of what was done and a Date Closed should be entered. Note that action items will remain in the list until 14 days after the date closed.



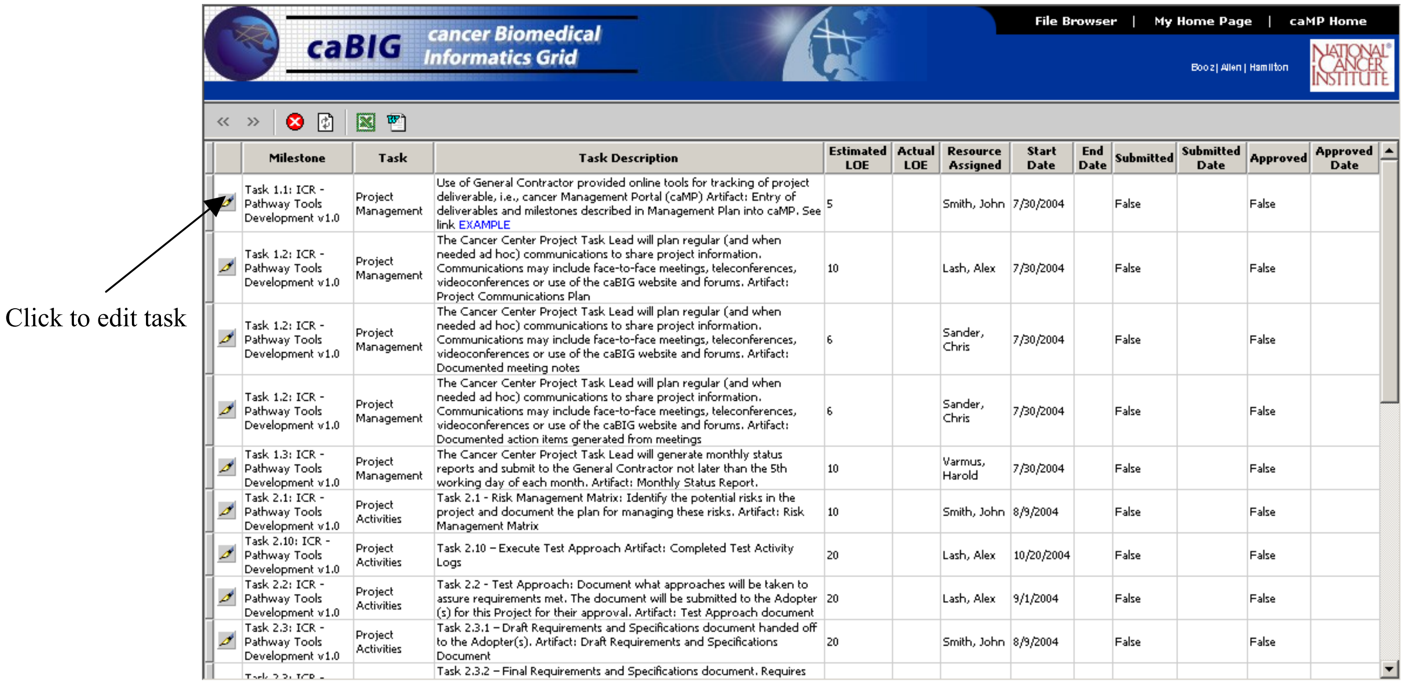
1.6.9 Risk Matrix

The risk matrix contains any risks that the Work Space Leads have noted may be a concern to the project. The risks are read-only to all other users and are provided to assist the project in identifying and managing project risks. Wherever possible, a mitigation strategy is also identified for each risk in the matrix. The information provided for each risk includes an ID number, the risk area, brief description of the risk, its consequence, the probability that the risk will occur, the severity of the impact, the status, a mitigation, the estimate level of effort involved in mitigating the risk, the date identified and the projected start and end dates for the risk.



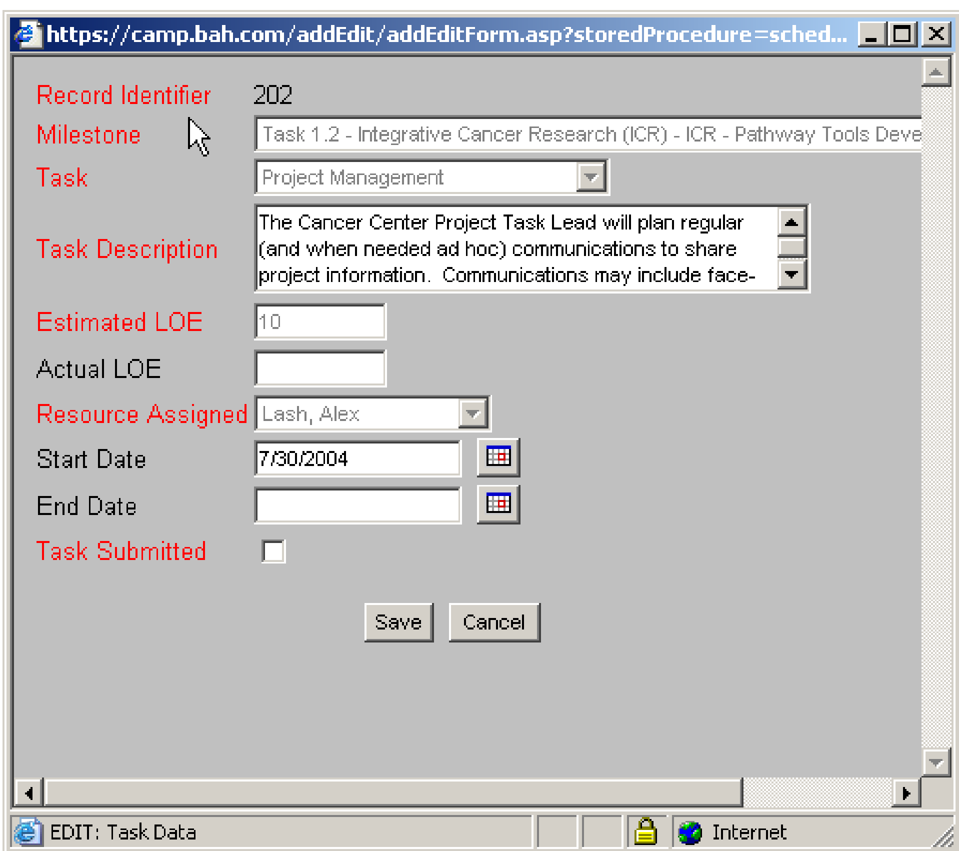
1.6.10 Task List

The task list is another module you will use frequently in caMP. It lists all the specific tasks for the project and the project team member that is assigned to each task. These tasks are set up by the Work Space Leads but can be modified by the project team in order to report the status. The information for each task includes the Milestone Task that it falls under, the task category, detailed description of the task, estimated level of effort (LOE, in hours), the resource assigned to the task, an a projected start date. There is a field for the end date but this will usually be empty until the resource assigned completes the task and enters the date. In addition there are two fields available for tracking the progress of the task completion. These are “Submitted”, “Submit Date”, “Approved”, and “Approved Date.” Each of these fields is described below in more detail.



	Milestone	Task	Task Description	Estimated LOE	Actual LOE	Resource Assigned	Start Date	End Date	Submitted	Submitted Date	Approved	Approved Date
	Task 1.1: ICR - Pathway Tools Development v1.0	Project Management	Use of General Contractor provided online tools for tracking of project deliverable, i.e., cancer Management Portal (caMP) Artifact: Entry of deliverables and milestones described in Management Plan into caMP. See link EXAMPLE	5		Smith, John	7/30/2004		False		False	
	Task 1.2: ICR - Pathway Tools Development v1.0	Project Management	The Cancer Center Project Task Lead will plan regular (and when needed ad hoc) communications to share project information. Communications may include face-to-face meetings, teleconferences, videoconferences or use of the caBIG website and forums. Artifact: Project Communications Plan	10		Lash, Alex	7/30/2004		False		False	
	Task 1.2: ICR - Pathway Tools Development v1.0	Project Management	The Cancer Center Project Task Lead will plan regular (and when needed ad hoc) communications to share project information. Communications may include face-to-face meetings, teleconferences, videoconferences or use of the caBIG website and forums. Artifact: Documented meeting notes	6		Sander, Chris	7/30/2004		False		False	
	Task 1.2: ICR - Pathway Tools Development v1.0	Project Management	The Cancer Center Project Task Lead will plan regular (and when needed ad hoc) communications to share project information. Communications may include face-to-face meetings, teleconferences, videoconferences or use of the caBIG website and forums. Artifact: Documented action items generated from meetings	6		Sander, Chris	7/30/2004		False		False	
	Task 1.3: ICR - Pathway Tools Development v1.0	Project Management	The Cancer Center Project Task Lead will generate monthly status reports and submit to the General Contractor not later than the 5th working day of each month. Artifact: Monthly Status Report.	10		Varmus, Harold	7/30/2004		False		False	
	Task 2.1: ICR - Pathway Tools Development v1.0	Project Activities	Task 2.1 - Risk Management Matrix: Identify the potential risks in the project and document the plan for managing these risks. Artifact: Risk Management Matrix	10		Smith, John	8/9/2004		False		False	
	Task 2.10: ICR - Pathway Tools Development v1.0	Project Activities	Task 2.10 – Execute Test Approach Artifact: Completed Test Activity Logs	20		Lash, Alex	10/20/2004		False		False	
	Task 2.2: ICR - Pathway Tools Development v1.0	Project Activities	Task 2.2 - Test Approach: Document what approaches will be taken to assure requirements met. The document will be submitted to the Adopter (s) for this Project for their approval. Artifact: Test Approach document	20		Lash, Alex	9/1/2004		False		False	
	Task 2.3: ICR - Pathway Tools Development v1.0	Project Activities	Task 2.3.1 – Draft Requirements and Specifications document handed off to the Adopter(s). Artifact: Draft Requirements and Specifications Document	20		Smith, John	8/9/2004		False		False	
	Task 2.3: ICR -		Task 2.3.2 – Final Requirements and Specifications document. Requires									

The project team members can modify each task by clicking on the "Edit Task" icon to the left of the task. When you click the "Edit Task" icon, a pop-up window opens and displays the current data for the task.



Some task fields are read-only such as the record identifier, milestone, task category, estimated LOE, and resource assigned. The fields that can be modified are described below:

Task Description – the task description may be modified to include a greater level of detail about the task or to provide a link to any relevant information associated with the task. In order to create a link, users will need to enter the appropriate html tags to display a link in the task list. The following link example can be copied and pasted in the task description:

EXAMPLE

Actual LOE – the level of effort, in hours, expended on the task

Start Date – the start date may be modified to reflect a more accurate date when work began on the task

End Date – upon completion of the task, the end date should be entered. Note: This is very important, as the end date will be used to indicate to the Work Space Leads that the task is complete. The Work Space Leads may choose to review the information entered in the task description and verify that the task has been successfully completed. When all of the tasks under a particular milestone are marked complete, please be sure to update the milestone itself from the Milestone Summary list (see section above on Milestone Summary). This will signal the Work Space Leads to review the deliverable associated with the milestone and verify that all the sub-tasks have been successfully completed.

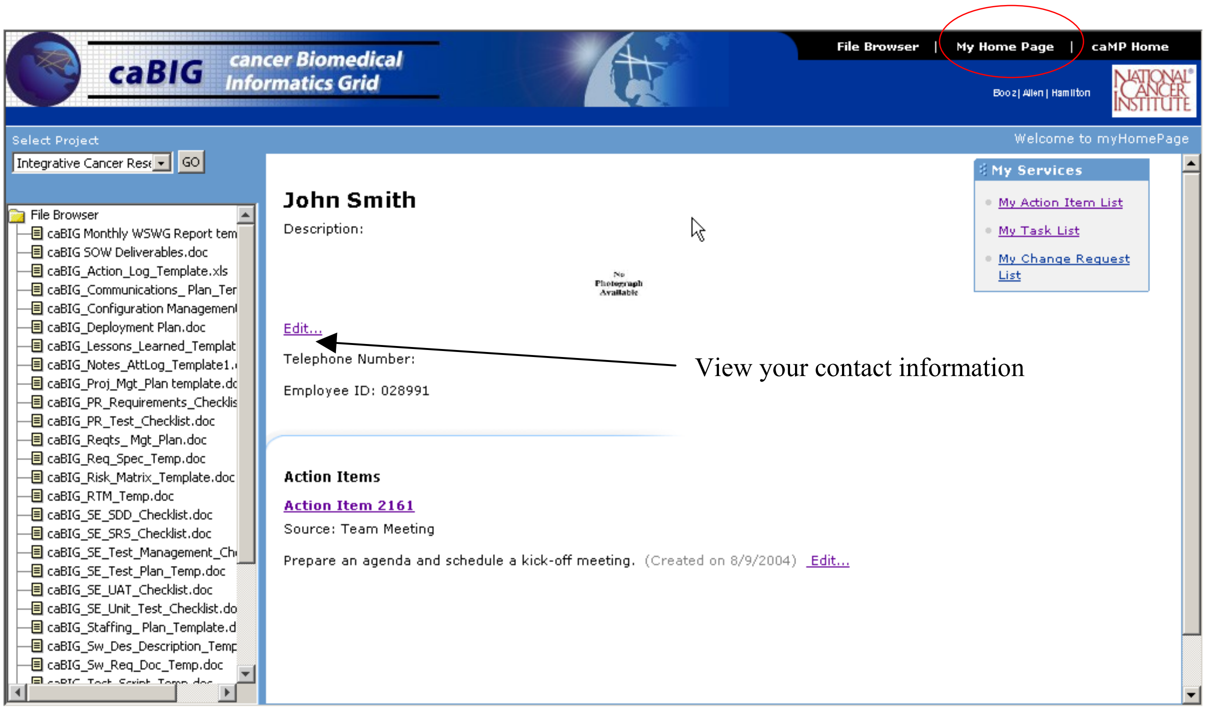
Submitted – the submitted checkbox should be checked off when the task is complete and ready for possible review by the Work Space Leads. The current date and time will automatically be entered when the "Submitted" box is checked. This will signify the Work Space Leads that the task is complete.

Note: When all tasks within a given Milestone are completed and marked "Submitted", you will probably want to return to the Milestone Summary page to edit the specific milestone (enter an end date and mark the "Milestone Submitted" checkbox). See Section 1.6.6 Milestone Summary for details.

1.7 MY HOME PAGE

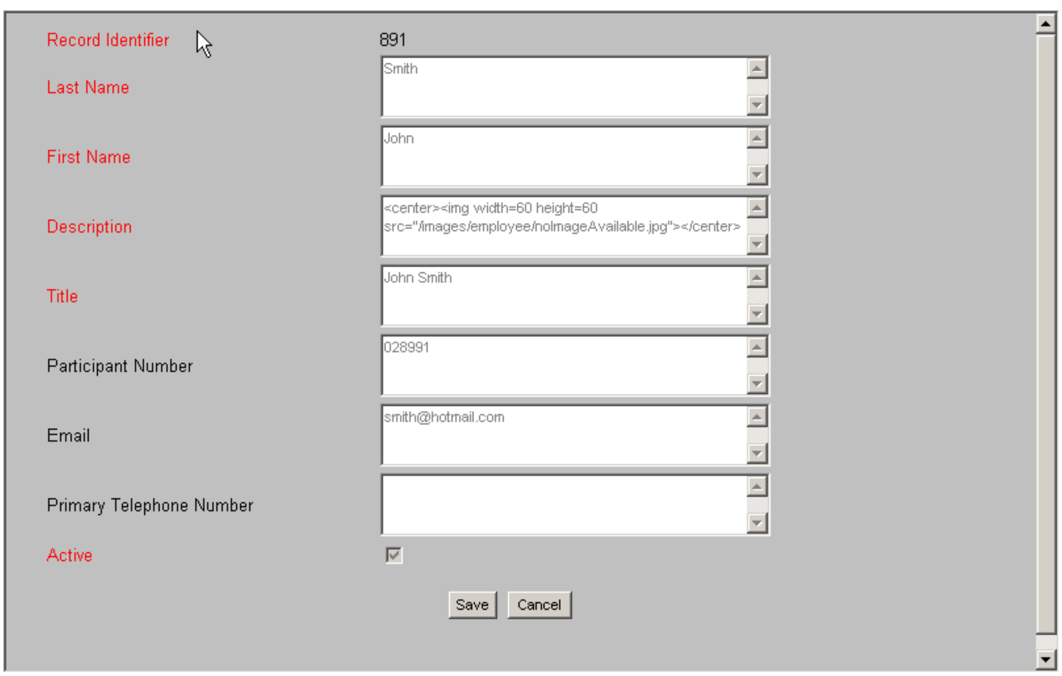
1.7.1 Accessing the My Home Page

The My Home Page is very similar to the Project Home Page except that the data displayed in the lists is specific to you. Everything that doesn't belong to you will be filtered out of the list so that you can focus just on those items that you are responsible for. To visit the My Home Page, click on the link in the top tool bar menu.



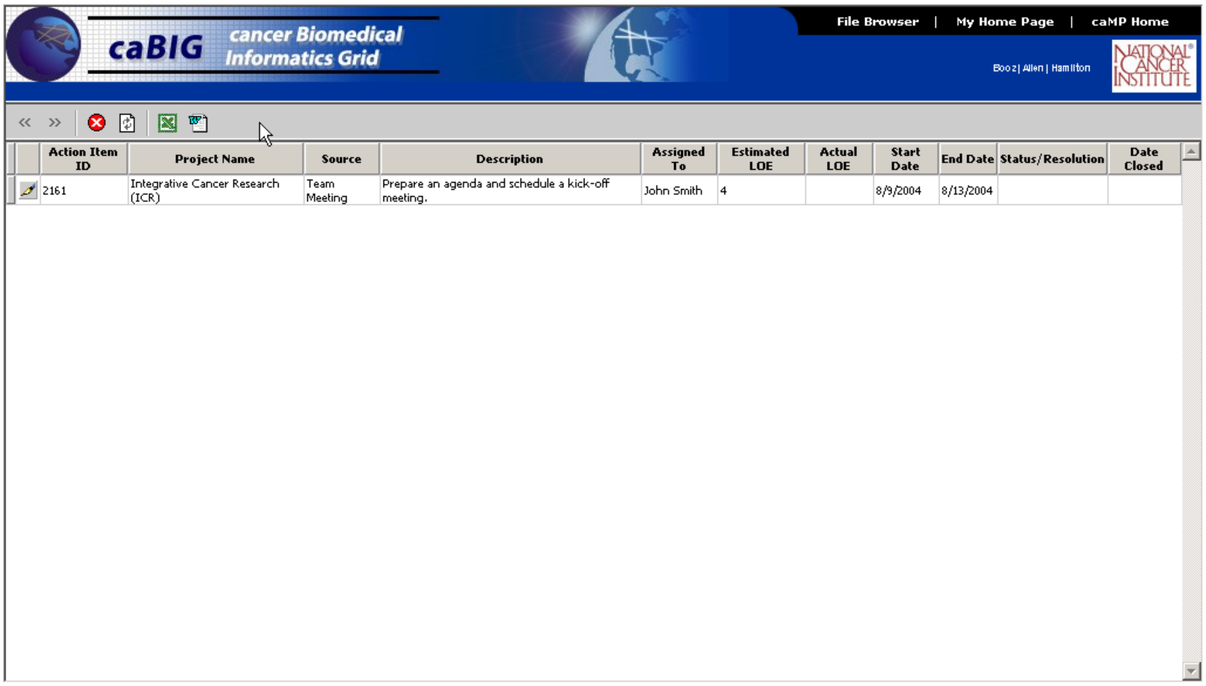
1.7.2 Viewing Your Data

You can view your contact data by clicking the "Edit…" link next to your name. This information is entered and maintained by the Work Space Leads. Please contact them at caBIG_Team@bah.com if any of your information is incorrect.



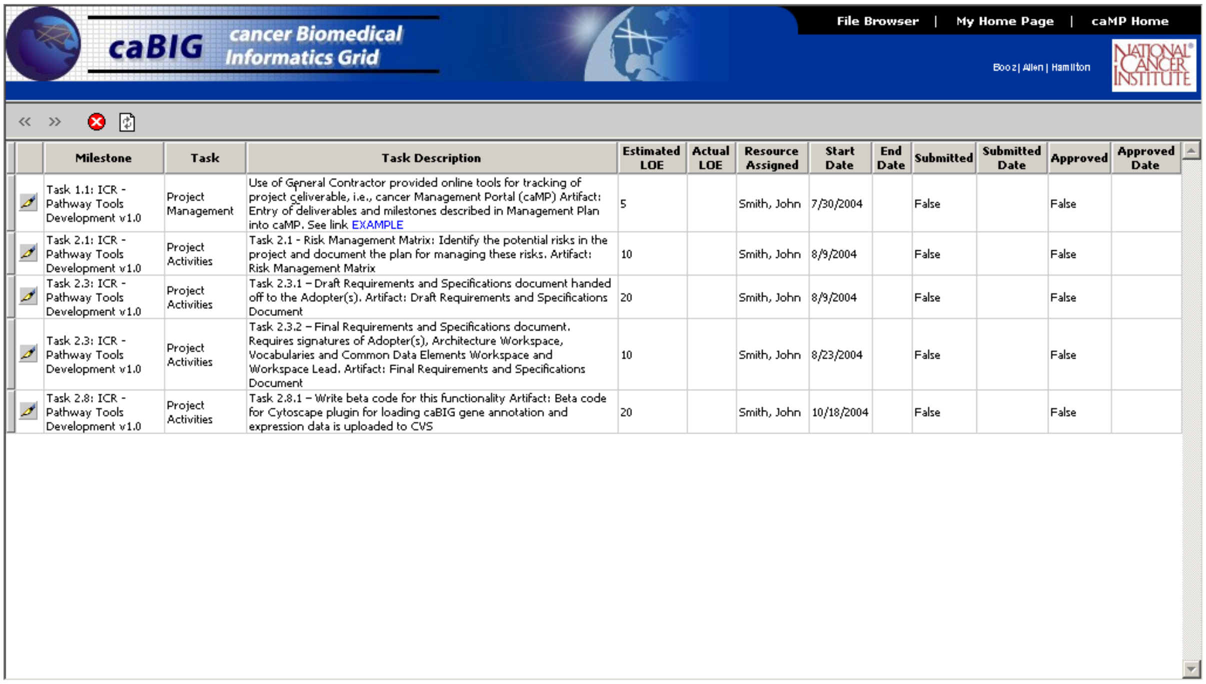
1.7.3 My Action Items

The action items that are specifically assigned to you are listed on your home page in the center of the screen. The same list of action items can be accessed from the link to "My Action Items" in the My Services menu. Clicking that link brings you to a list of your action items similar to that seen on the project home page. Each action item can be modified to manage the status of the action. This functionality is identical to that covered in the previous section dealing with the Project Home Page action items.



1.7.4 My Task List

The task list from the My Home Page is a list of just those tasks for which you are the assigned resource. The data provided is identical to the list on the Project Home Page and each task can be modified in the same manner as described in that section of the manual. The only difference with this list is that any tasks that have been submitted over 14 days ago will not appear on the list. This was done in an effort to just show the tasks that the user still has remaining. If it is necessary to modify the task data, including unchecking the "Submitted" checkbox, this can be done from the project home page link. See Section 1.6.10 Task List for more details.



	Milestone	Task	Task Description	Estimated LOE	Actual LOE	Resource Assigned	Start Date	End Date	Submitted	Submitted Date	Approved	Approved Date
	Task 1.1: ICR - Pathway Tools Development v1.0	Project Management	Use of General Contractor provided online tools for tracking of project deliverable, i.e., cancer Management Portal (caMP) Artifact: Entry of deliverables and milestones described in Management Plan into caMP. See link EXAMPLE	5		Smith, John	7/30/2004		False		False	
	Task 2.1: ICR - Pathway Tools Development v1.0	Project Activities	Task 2.1 - Risk Management Matrix: Identify the potential risks in the project and document the plan for managing these risks. Artifact: Risk Management Matrix	10		Smith, John	8/9/2004		False		False	
	Task 2.3: ICR - Pathway Tools Development v1.0	Project Activities	Task 2.3.1 – Draft Requirements and Specifications document handed off to the Adopter(s). Artifact: Draft Requirements and Specifications Document	20		Smith, John	8/9/2004		False		False	
	Task 2.3: ICR - Pathway Tools Development v1.0	Project Activities	Task 2.3.2 – Final Requirements and Specifications document. Requires signatures of Adopter(s), Architecture Workspace, Vocabularies and Common Data Elements Workspace and Workspace Lead. Artifact: Final Requirements and Specifications Document	10		Smith, John	8/23/2004		False		False	
	Task 2.8: ICR - Pathway Tools Development v1.0	Project Activities	Task 2.8.1 – Write beta code for this functionality Artifact: Beta code for Cytoscape plugin for loading caBIG gene annotation and expression data is uploaded to CVS	20		Smith, John	10/18/2004		False		False	

1.7.5 My Change Request List

The last link in the menu on My Home Page is the My Change Request List. This provides a list of any change requests you've entered for the caMP system. A change request may be entered to provide feedback about the caMP system, suggest enhancements to the application, or identify a problem. Please see the previous section of the manual on "Submitting a CCR."

2. Requesting More Information and Providing Feedback

To obtain more information about caMP and for assistance in using the website please send email to caBig_Team@bah.com.

To provide feedback about the system or suggest improvements to the application please enter a CCR (change request). Please email caBig_Team@bah.com to report any potential problems or issues you encounter while using caMP.