



Task 3 – Redmine – preparation task

It is necessary to create a new project called "Name Surname - Index number". In the description of the project, it is necessary to answer the following question "How did you ensure the improvement of your company's services by properly introducing the ticket system into everyday use", the minimum number of entered words is 50. The home page must be defined in the format "First name Surname – Management IT". It is necessary to define that the publication of the project is private so that only users who are members of the project can see the data about it. The modules that need to be enabled on the newly created project are as follows:

- Problem tracking,
- Time tracking,
- News,
- Documents,
- Files,
- Wiki.

The second part of the task requires defining the current (release) version of the project. Define the current version of the project 1.0.0, as the description of the version set the following text "The current release version of the project is 1.0.0", in the field for the wiki page set the following text "The first alpha version of the project MIS - Exam". In the date selection section, select today's date. Share version with subprojects.

The third part of the task requires adding new members to the newly created project. Namely, it is necessary to add 5 team members. Arrange the members so that there are at least two team members in each of the roles. Define all three roles for your user.

The fourth part of the task requires the addition of three new problem categories. Define the problem category name in the following format:

- *Developer part - Main and responsible - MIS - 2024*
- *Reporting part - Main and responsible - MIS - 2024*
- *Managerial part - Principal and responsible - MIS – 2024*

Independently select team members who will be in charge and responsible for the above-mentioned categories of problems.

The fifth part of the task requires the creation and detailed description of a wiki page. In the part concerning the project's wiki page, it is necessary to answer the following question "How did you ensure the security of your project by defining that the publication of the project

is private?", the minimum number of words is 50. As an attachment to the wiki page, it is necessary to upload (upload) .pdf file.

The file that needs to be uploaded is a .pdf file with the exam schedule of the faculty you are attending (downloaded from the faculty's website).

The sixth part of the task requires the creation of a new news item. Define the name of the news in the format "This is a project on the exam in the subject MIS". In the field related to the news summary, enter the text in the following format "Management IT - Exam". In the part concerning the description of the news, copy the text from the file news.txt from the section "Tasks - Redmine" on the Microsoft Teams platform. Upload a .png image newpicture.png as a news attachment. from the "Tasks - Redmine" section on the Microsoft Teams platform. Enter your index number as a description of the image.

The seventh part of the task requires adding a new file to your project. Select the current release version of the project as the version. Add all files from the exercises related to the Redmine ticketing system in the MIS course. Download the files from the subject page.

The eighth part of the task requires defining a new problem. It is necessary to define the new problem as a system error. Enter the problem name in the format "Today's Date - MIS - Index Number". As a description, enter the answer to the following question "Can ticket systems slow down the work and functionality of the entire company?" Why? How would you solve that problem." Set status to "new", priority to "low". Assign the problem to the main person responsible for the managerial part of your project. For the version, choose the last (release) version of the project. Select today's date as the starting date and March 15, 2024 as the deadline. As observers, set only the main and responsible for all types of categories you have created. Define the amount of time you used to create a new problem. In the comment section, write "Notification on the completion of the exam task". Choose the activity independently.

The ninth part of the task requires defining the percentage of the completed problem. It is necessary to define the percentages in the following order:

- 20% - 2h
- 35% - 3h
- 60% - 5h
- 90% - 9h
- 100 % - 11h

Part ten requires downloading the Gantt chart in .png and .pdf formats. After downloading the diagram, it is necessary to upload it in the part where all the documents of the entire project are stored, as the version of the document, choose the latest version of the project.

After the completion of the above-mentioned tasks, it is necessary to define a new version of the project 2.0.0. As a description, enter the following text "Final version of the project on the subject MIS". Enter your index number in the wiki page field. Set the date to April 15, 2024. Turn off sharing of a new version of the project.

Record the time you spent on project development. Close the project.

Parameters to access the Redmine application:

- **Login:** index number (if you have not changed it yourself)
- **Password:** defined password that you entered during registration

After completing the project, you need to log out of the system.

Good luck! 😊