

PROJECT MANAGEMENT OFFICE

Cheat Sheet

The Project Management Office provides support to the Capital Construction Division for:

- Citrix/Prolog
 - Login credentials
 - Project setup/creation
 - Project access
 - Project data entry and correction
 - Contract data & document review
 - Invoice Processing – certified payroll, CBE & CIP documentation
- P6/Primavera – (both program and PM level) schedule creation, update and reporting
- PASS (register for classes via Peoplesoft)
 - Login credentials
 - PASS – SOAR reconciliation
 - Error resolution

- Budget/Funds Management – reallocations, reprogrammings & MOUs

Citrix –needed to access Prolog Manager

<http://citrix.projectteam.net/Citrix/MetaFrame/auth/login.aspx>

If you have trouble logging into Citrix once you receive your login credentials please call 888-234-5509 or email: support@solutionguidance.com

Prolog Converge website – vendor web access to Prolog for project management and file upload to include invoices

<https://dres.projectteam.net/PrologConverge/webclient/>

Training

Please contact Michael Ashkanani at mashkanani@solutionguidance.com – for all Prolog training this is for Project Managers, A/E, CM and/or GCs.

USEFUL WEBSITES/LINKS: Use this link <http://start.dc.gov/> for quick access to

[Outlook Web Access](#)

[IT ServUS & IT Remote](#)

[Google Docs](#)

[PASS](#)

[Peoplesoft](#)

[HR Information](#)