



# Personal Productivity with IT

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# Software's for Managament

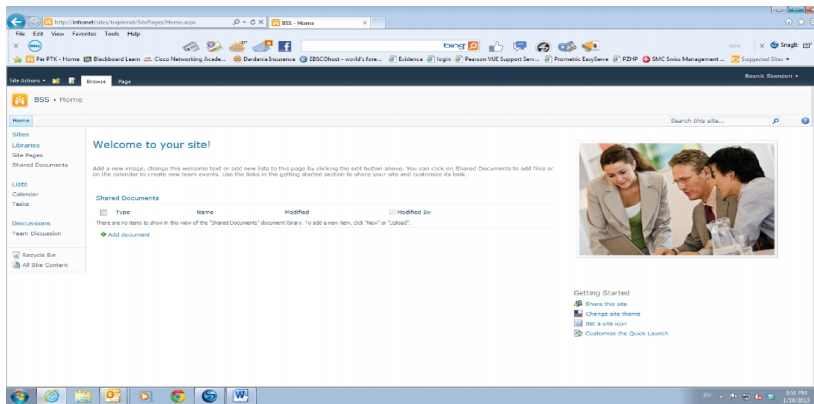
- Business disciplines are influenced by technological innovations and different software's are used by managers. Among the most preferred software for collaboration and project schedule is MS Project and Share Point, and that software's are consistent with project management philosophy and it is continuously updated.

# Research

- Research was conducted in two state owned institutions in Republic of Kosovo, in PTK (Post and Telecom of Kosovo) and in TAK (Tax Administration of Kosovo). In total 25 interviews were conducted with project managers and conclusion is that MS Project can have positive impact on project success and Share Point is not used properly; however, project managers initially need to get trained for proper use of MS Project

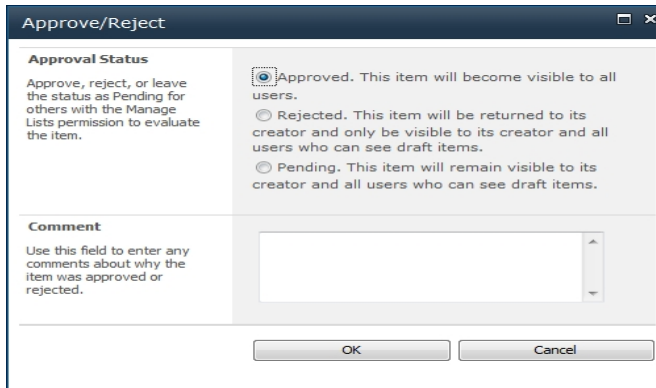
# Why we need document libraries?

- Doane (2010) in his research concludedes that companies are paying 16,990 USD per year for one worker's time spent searching for information, and with proper implementation of SharePoint this cost could be reduced



# Interaction of Project Managers

- Piyush, Dangayach, and Mittal, (2011), “about 88% of project managers spend more than half of their working time interacting with others” (p.50). Moreover, SharePoint offers the possibility for online approval of documents and requests. Examples of approval and rejection are shown in Figure 2



The screenshot shows a dialog box titled "Approve/Reject" with a close button in the top right corner. The dialog is divided into two main sections: "Approval Status" and "Comment".

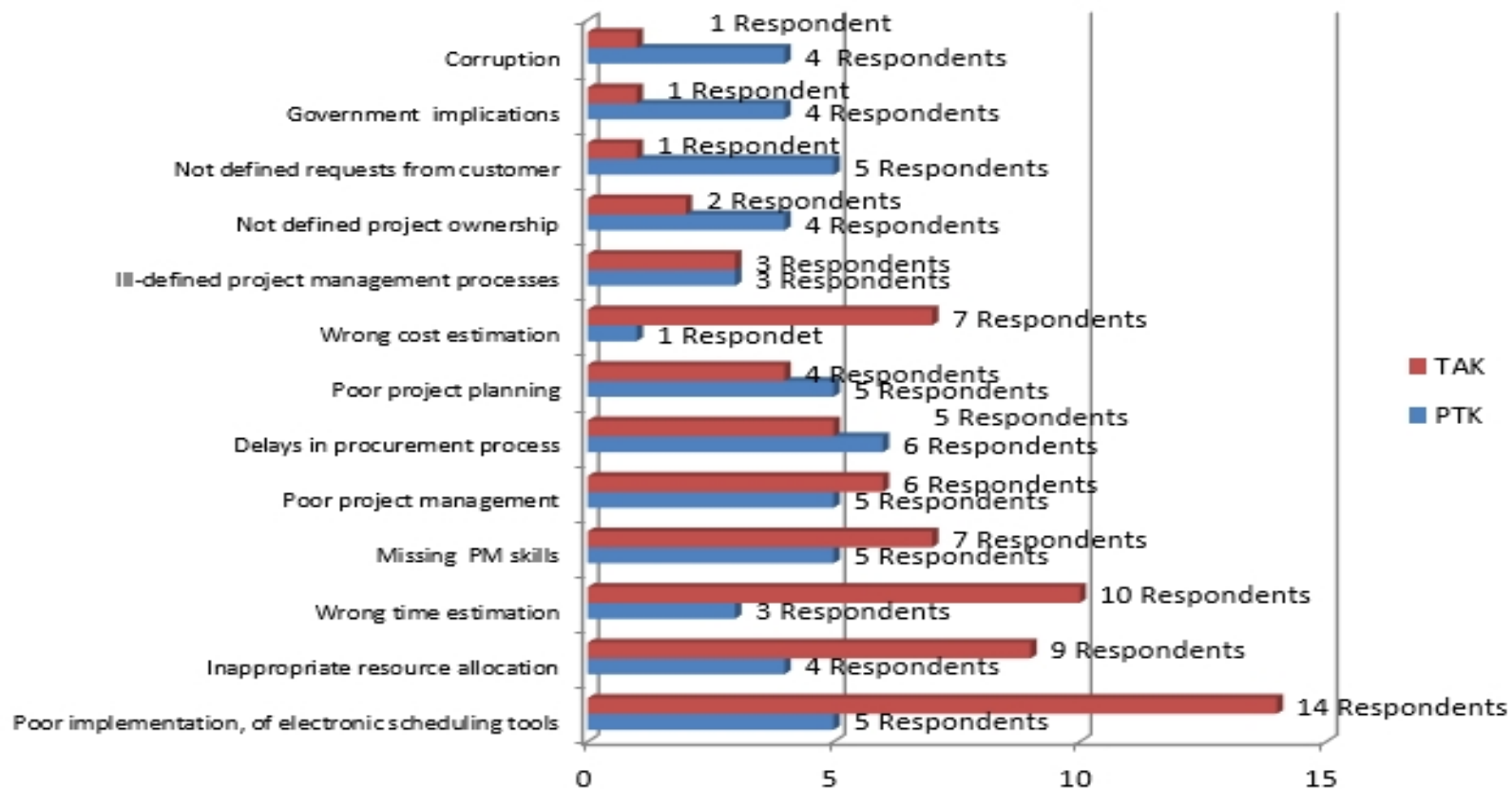
**Approval Status**  
Approve, reject, or leave the status as Pending for others with the Manage Lists permission to evaluate the item.

Approved. This item will become visible to all users.  
 Rejected. This item will be returned to its creator and only be visible to its creator and all users who can see draft items.  
 Pending. This item will remain visible to its creator and all users who can see draft items.

**Comment**  
Use this field to enter any comments about why the item was approved or rejected.

At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

# Reasons for Project failure at PTK and TAK



# Conclusion

- Nowadays knowledge of managerial skills and IT Skills is not competitive advantage, but it requirement or entry level for any professional position within public or private sector.
- Companies are purchasing different software, but they are ignoring most of features that can be used from that software.

# Conclusion

- Role of training departments within public owned companies in Kosovo is vanishing since training is considered as reward for good performance. Project scheduling at PTK and TAK is conducted with MS Project, while Share Point is not used properly for online collaboration. In order to compete and to survive companies need to understand that training and capacity building should be considered as routine process and concept of life long learning should be accepted by management and by staff.