

## PC213: 3 APPROACHES TO OPERATIONAL WORK

### Self-Assessment Questionnaire for Operational Work

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These questions are designed to help you think in the right direction. The questions are not presented in any particular order.

1. Does the Team Member need to be able to enter future operational work? If Yes, Admin Time feature is recommended.
2. Is it important to have the capacity line affected by operational work? If Yes, Admin Time is recommended.
3. Is it important to see the time allocated to operational work in the lower pane of the resource center? If Yes, Resource Plan and Separate project are recommended.
4. Are operational work details always confidential? If Yes, Admin Time is recommended since details will be available in a separate report.
5. Do you need the ability to turn on and off operational work when reviewing the details in the Resource Center? If Yes, Resource Plan or Separate Project is recommended. You may want to incorporate Proposed Resources or you may want to flip the Resource Plan utilization option.
6. Do you have a process where operational work is planned at a high-level (time-based) for an individual or department? If Yes, Resource Plan is recommended.
7. Do you need to see what type of operational work a resource is on in the lower pane of the resource center? If yes, a Separate Project is recommended which would show task details.
8. Do you need the operational work to be visible in the Project Center? If yes, either Resource Plan or Separate Project are recommended.
9. Do you need to maintain how you estimated your future operational work as a historical asset? If yes, either Resource Plan or Separate Project are recommended.
10. Do you need some operational work items to have an approval and some not? If Yes, Admin Time is recommended.

Please contact me with any questions you may have.

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