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| --- |
| **Advisicon**  **Microsoft® SharePoint and Project Server 2010**  **Requirements Gathering** **Report** |

**Prepared for**



**Requirements and Configuration Specification**

Prepared by: Project Manager NAME, Advisicon

Version: v0.0

Date: ##/##/####

Stakeholder Representatives:

|  |  |  |
| --- | --- | --- |
| **Type** | **Name** | **Title** |
| Executive Sponsor: |  |  |
| Business Owner: |  |  |
| Stakeholder: |  |  |
| Stakeholder: |  |  |
| Stakeholder: |  |  |
| Stakeholder: |  |  |
| Stakeholder: |  |  |
| Project Management: |  |  |
| Stakeholder: |  |  |
|  |  |  |

# Introduction

The primary goal of this document is to capture the essential metrics required to build a solid foundation of information on which the full value of the involved systems can be realized. Examples of these metrics include such things as your organization’s various department names and abbreviations, and technical metrics such as the number of expected application users.

The immediate benefit of this document is the focused discussion that this gathering process creates as you take the first steps to implementation success.

The information gathered from this document will also be used to design the scope and size of the implementation for planning, tracking, and billing purposes.

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# Change Control Log

|  |  |  |  |
| --- | --- | --- | --- |
| **Document Version Number** | **Brief Description of Change** | **Author(s)** | **Date** |
| 1.0 | Initial Draft |  |  |
|  |  |  |  |
|  |  |  |  |

# Core Requirements

Provide a high level summary of the primary goals of this system in the three sections below.

## Process Improvement Requirements and Goals

Implementing MS Project Server 2010 integrated with SharePoint, and rolling out the portfolio, resource and project management tools will provide COMPANY NAME with:

* 1. XXX

## Deployment Scope

(To which parts of the Enterprise will this system be deployed?)

* + The solution will be deployed to COMPANY NAME group.
    1. XXX
  + This will have an impact on the following Functional Areas:
    1. XXX

## Project Definition

(What are the basic steps that define a project in your organization?)

* + XXX

# Key Stakeholders Feedback

#### Business Opportunity

Implementing MS Project Server integrated with SharePoint, and rolling out the portfolio, resource and project management tools will provide COMPANY NAME with:

* + 1. XXX

#### Business Problems (Note attendee in parathesis i.e. Sponsor, Executive, PM, Team Members)

* + 1. (Attendee): XXX
    2. (Attendee): XXX

#### Technical Problems (Pain Points)

* + 1. (Attendee): XXX
    2. (Attendee): XXX

#### Action Items

* + 1. XXX

#### Questions/Notes:

* + 1. XXX

# Critical Constraints

| **ID** | **Critical Constraint** | **Mitigation Effort** |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

# High Level Timeline

Develop high level timeline with major phases, critical milestones and significant constraint dates.

(Visio is embedded, simply double click to modify)



# Project Life Cycle

Develop high level Project Lifecycle diagram. Use Visio or Power point and embed for future modification requirements.

# Portfolio Organization

The information at this level is used to organize data returned from the system at the Enterprise, or top level. This is data used in the *Portfolio Decision Making process* and also drives certain default settings or requirements applied system wide.

| **Requirement** | **Actual** | **Example** |
| --- | --- | --- |
| Total number of Departments in Enterprise Deployment |  | Seven (7) Divisions with One (1) MSPS Instance. |
| Will Individual Departments use fields/work-flow/views (Y/N) |  | N  (manually progressing) |
| Average number of Project Types per Department |  | 11 |
| Total number of expected Project Types |  | 11 |
| Total number of Project Types requiring workflow |  | 0 |
| Number of unique workflows |  | 0 |
| Number of Project Types requiring project templates |  | 1 |
| Number of unique project templates |  | 11 |
| Number of Project Types requiring Project Site templates |  | 1 |
| Number of unique Project Site templates |  | 1 |
|  |  |  |

# Departments

Please list the departments in the organization that will be referenced in the system. This information may be used at multiple levels within the environment for example, reporting, RBS, views, assignments, and security.

*Typically used for setting up specific fields for different departments for filtering or grouping desired information levels.*

*The information in the below chart is sample information – Remove and replace as needed*

| **Department Name** | **Actual** | **Abbreviation** |
| --- | --- | --- |
| Information Technology |  | IT |
| Enterprise Project Management Office |  | EPMO |
| SSVM |  | SSVM |
| Enterprise Project Delivery |  | EPD |
| Administration and Legal |  | A-L |
| Customer and Business Services |  | CABS |
| Business Engagement |  | BE |
| Training |  | Train |
| Application Development |  | AppDev |
| Sales & Marketing |  | S-M |
| Network and Quality Management |  | N-Q |
| Testing |  | Test |
| Finance |  | Fin |
| Human Resources |  | HR |

# Generic Roles

Please list the generic resources that can be used as a placeholder in the project plan.

*The information in the below chart is sample information – Remove and replace as needed*

| **Generic Resources** | **Description** | **Abbreviation if applicable** |
| --- | --- | --- |
| Business Analyst |  | BA |
| Business Lead |  | Bus Lead |
| Business Owner |  | Bus Owner |
| Data Analyst |  |  |
| Data Architect |  |  |
| Data Base Administrator |  | DBA |
| Developer |  | Dev |
| Enterprise Architect |  | EA |
| Executive Sponsor |  | Exec Sponsor |
| Financial Analyst |  |  |
| Info Sec Analyst |  |  |
| Production Support Lead |  |  |
| Program Manager |  |  |
| Project Manager |  | PM |
| Release Coordinator |  |  |
| SSVM Analyst |  |  |
| Subject Matter Expert (SME) |  | SME |
| Technical Delivery Lead |  |  |
| Test Lead |  |  |
| Tester |  |  |

# Project Types

Please describe the unique types of projects that may be entered into the system.

*The information in the below chart is sample information – Remove and replace as needed*

| **Name** | **Dept** | **Workflow** | **Proj Tmplt** | **Site Tmplt** |
| --- | --- | --- | --- | --- |
| Standard | Any/All |  |  |  |
| Agile | Any/All |  |  |  |
| Program | Any/All |  |  |  |
| Total | | |  |  |

# Project Work-Flows

Identify any project work-flows for different project types (by department). Write a description of the work flow. It helps to draft a Visio project work flow (process steps) of the customer’s project life cycle to assist in the later programing stage.

| **Name** | **Department** | **Description** |
| --- | --- | --- |
|  |  |  |
|  |  |  |

# Project Organization

The following requested information set will drive data and functions at the individual Project level.

| **Requirement** | **Actual** | **Example** |
| --- | --- | --- |
| System Archetype |  | Farm |
| Total number of active projects to accommodate |  | 212 |
| Near future expansion number |  | Unknown |
| Average number of tasks |  | 235 |
| Largest expected number of tasks |  | Future 6,500 tasks expected |
| Average project duration in elapsed time |  | ~10 months |
| Longest anticipated project duration in elapsed time |  | 35 months |
| Total system users |  | ~951 |
| Total human resources |  | ~2100 |
| Total other work resources |  | 0 |
| Total material resources |  | 0 |
| Total cost resources (travel, per diem, etc.) |  | 0 |
| Total generic resources |  | ~108 |
| Project work spans multiple locations? (Y/N) |  | Y |
| Project Pro users span multiple locations? (Y/N) |  | Y |
| PWA users span multiple locations? (Y/N) |  | Y, (VPN) |
| External dependencies between other project schedules or third party applications? (Y/N) |  | N |
| List Language support |  | EN-US |
| Master Projects allowed? (Y/N) |  | N |
| Multi-currency? (Y/N) |  | N |
| Will Project Managers be allowed to use local base calendars? (Y/N) |  | Y |
| Define date range for long-range resource availability information. |  | N/A |
| Define date range for OLAP information and frequency of update. (OLAP Cube) |  | From past 36 months to next 36 months. |
| Person responsible for maintaining resource data |  | Name |
| Person responsible for maintaining project artifacts |  | Name |
| Person responsible for updating resource calendar data |  | Name |
| Forms Authentication (Y/N)  (Not Recommended) |  | N/A |
| Describe project life-cycle phases and reporting requirements. (Work flow setup) |  | N |
| Corporate project numbering system (Y/N) |  | N |
| Accounting codes applied at project level? (Y/N) |  | N |
| Projects aggregated into programs? (Y/N) |  | Not currently, future requirement |
| Programs aggregated into portfolios? (Y/N) |  | Not currently, future requirement |
| Projects identified by client or consumer? (Y/N) (Is there a naming convention for project files?) |  | Y, (Followed loosely) |
| Other applicable unique identifiers? (Y/N) |  | Indexed by technology type, otherwise No |
| Archive strategy |  | Archive requirement confirmed;  Project Center contains Completed projects dating back to 2008 |
| Earned Value method (physical, work, N/A) |  | N/A |

# Project Tracking Methods and Options

This data set defines the settings that will determine how work, time, and cost are captured and tracked by the system.

***<<Server Settings, Time and Task Management, Task Settings and Display>>***

| **Requirement** | **Actual** | **Example** |
| --- | --- | --- |
| Specify default tracking method |  | Actuals collected vs. planned work, resulting in Rem Work and % complete. |
| Multiple tracking methods? (Y/N) |  | Y, use enterprise field: “% Work Complete” to show estimated % complete from task owner…. |
| Use Freeform tracking? (Y/N) |  | N |
| Use Timesheets? (Y/N) |  | Y (task sheets) |
| Use Single-Entry Mode? (Y/N) |  | Y |
| Timesheet Detail Granularity |  | Y |
| Timesheet Creation Mode |  | Single User Entry? |
| Timesheets drive task status? |  | Y |
| Timesheet Grid Units |  | Hours |
| Default Reporting Units |  | Hours |
| Max hours per timesheet |  | 90 |
| Min hours per timesheet |  | 0 |
| Max hours per day |  | 24 |
| Outlook Display Type |  | N/A |
| Allow future reporting |  | Yes |
| Allow unverified line items |  | No |
| Enable auditing |  | N |
| Fixed approval routing |  | N (but we want to automate our approval process) |
| Describe timesheet approval scheme |  | Time submitted by team member, goes to PM to approve, particularly at the closing of every monthly reporting period. |
| Define default start day of a week |  | Monday |
| Timesheet generation Number |  | No |
| First period starts |  | 1st day of the month |
| Timesheets span |  | 1 week at a time on screen |
| Allow user-defined time periods? (Y/N) |  | No |
| Timesheet naming convention |  | None identified |
| Timesheet line classifications |  | Standard |
| Task tracking method |  | “Hours of work done per period” |
| Restrict PM updates to actual work? (Y/N) |  | Y |
| Time entry by timesheet only |  | Y |
| Reporting Display |  | N/A |
| Near Future Planning Horizon |  | One week window |
| Enable TM Gantt view? (Y/N) |  | Y |
| Administrative time capture? (Y/N) |  | Y |
| Administrative time categories |  | Administrative, Sick time, vacation |
| Fiscal Year |  | 1/1 – 12/31 |
| Specify FY Period Creation Method |  | Informal |
| Use Close tasks? (Y/N) |  | N |
| Person responsible for closing tasks |  | N/A |
| Project related administrative work collected? (Y/N) |  | Yes, via a task added to the project plan for time tracking purposes. |
| Migrating from 2007? (Y/N) |  | Yes |
| Migrating from 2007 x32? (Y/N) |  | N/A |
| Migrating from 2007 x64? (Y/N) |  | N/A |

# Project Templates

Please identify and briefly describe any existing project templates that you wish to provide in this system.

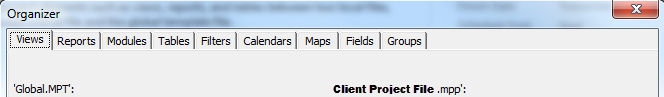
*The information in the below chart is sample information – Remove and replace as needed*

| **Name** | **Fields** | **Description** |
| --- | --- | --- |
| Standard |  |  |
| Agile |  |  |
| Program |  |  |
|  |  |  |

# Custom Project Views (1/9)

This information will be used to develop customized views of your project data.

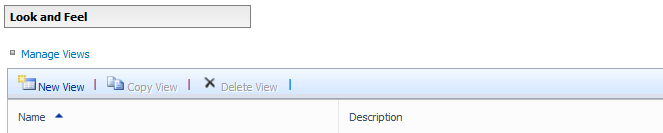
***MSP Client (saved by client with “All Enterprise Objects)>File>Info>Organizer>***



| **Name** | **Group by Fields** | **Description** | **Web or Desktop?** |
| --- | --- | --- | --- |
|  |  |  |  |
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- Pulled from PRD Server: Server Settings>Manage views>

Output to ***<<Project Server Enterprise Objects excel file>>*** *or update here*

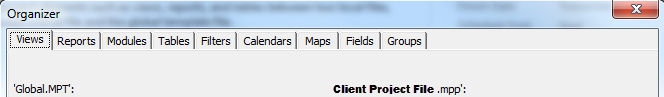


| **Enterprise Views** | | | | |
| --- | --- | --- | --- | --- |
| **View Type** | **View name** | **Description** | **Keep Y/N** | **Notes** |
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# Custom Project Reports (2/9)

Please provide any required project reports that must be pulled from the PPM data set.

***MSP Client (saved by client with “All Enterprise Objects)>File>Info>Organizer>***

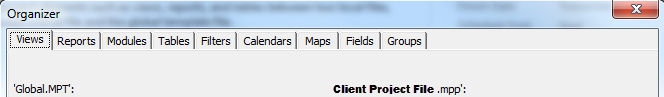


| **Name** | **Fields** | **Description** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

# Custom Project Modules (3/9)

Define any required custom modules to be built into Project e.g. macros, third party add in’s.

***MSP Client (saved by client with “All Enterprise Objects)>File>Info>Organizer>***

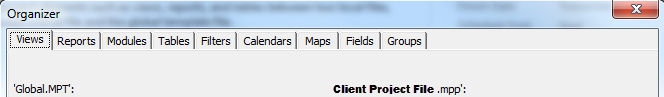


| **Name** | **Function** | **Description** |
| --- | --- | --- |
|  |  |  |
|  |  |  |

# Custom Project Tables (4/9)

Please define any custom tables that are necessary with in your projects.

***MSP Client (saved by client with “All Enterprise Objects)>File>Info>Organizer>***



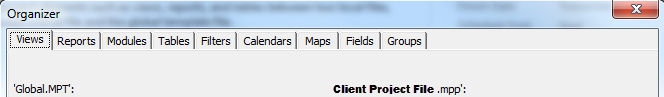
*The information in the below chart is sample information – Remove and replace as needed- Screen shots are optional*

| **Name** | **Fields** | **Description** |
| --- | --- | --- |
| \_Deliverable Tracking |  |  |
| \_Weekly Status Updates |  |  |
|  |  |  |
|  |  |  |
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# Custom Project Filters (5/9)

Use this section to define any required filter criteria that will be necessary to visually organize and sort your system data.

***MSP Client (saved by client with “All Enterprise Objects)>File>Info>Organizer>***



***1. Validate against Global and copy only the Exceptions into the below matrix.***

***Capture “Task” & “Resource”*** 

* 1. ***MSP Client App>View>Filter Drop List>More Filters>Select Desired Filter>Edit>screen shot results of exceptions only***

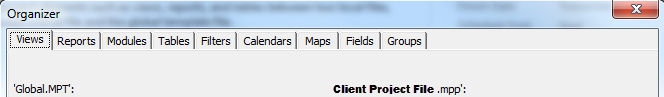
*The information in the below chart is sample information – Remove and replace as needed*

| **Department /Filter Name** | **Criteria** |
| --- | --- |
| Confirmed (Task) | C:\Users\DANIEL~1\AppData\Local\Temp\SNAGHTML21234c0.PNG |
| Unconfirmed Assignments (Resource) | C:\Users\DANIEL~1\AppData\Local\Temp\SNAGHTML2152cf3.PNG |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
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# Working Times and Calendars (6/9)

Use this section to define the standard calendars that you are required to follow throughout the business year.

***MSP Client (saved by client with “All Enterprise Objects)>File>Info>Organizer>***



*The information in the below chart is sample information – Remove and replace as needed*

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Actual** | **Example** |
| Default working hours |  | 40 |
| Describe additional calendars required for implementation (Tasks) |  | We do have some in the system to allow for 24\*7 scheduling |
| Describe additional calendars required for implementation (Resources) |  | We do have some in the system still but they are not used 99% of the time…. |
| Are resource units adjusted to account for non-project time in scheduling? (If no, describe calendar method) |  | No, nothing specific |
| Describe Resource vacation management strategy |  | Put overall vacation hours per person in admin plan; |

# Company Holidays (6/9 - Continued)

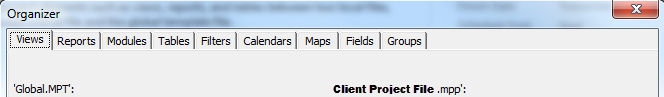
Please enter any special company holiday not addressed by the standard calendars.

| Name | Company Holidays 2010-2013 | | | |
| --- | --- | --- | --- | --- |
|  | 2012 | 2013 |  |
| New Year’s Day |  |  |  |  |
| MLK Jr Day |  |  |  |  |
| Memorial Day |  |  |  |  |
| 4th of July |  |  |  |  |
| Victory Day |  |  |  |  |
| Labor Day |  |  |  |  |
| Columbus Day |  |  |  |  |
| Veteran’s Day |  |  |  |  |
| Thanksgiving |  |  |  |  |
| Thanksgiving |  |  |  |  |
| Christmas |  |  |  |  |
| Christmas |  |  |  |  |

# Custom Project Integration Mapping (7/9)

Please briefly describe any necessary integration with outside products that would require data mapping.

***MSP Client (saved by client with “All Enterprise Objects)>File>Info>Organizer>***

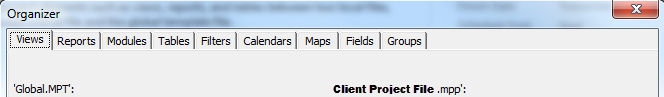


| **Name** | **Fields** | **Description** |
| --- | --- | --- |
|  |  |  |
|  |  |  |

# Custom Enterprise Field Definitions

Used in PPM these codes provide the ability to report information across all Projects in the system at the Portfolio level. These codes are often required codes that are applied when any new Project is entered into the system.

***Available in - MSP Client (saved by client with “All Enterprise Objects)>File>Info>Organizer>***



*- Pulled from PRD Server: Server Settings>Enterprise Custom Fields>*

Output to ***<<Project Server Enterprise Objects excel file>>*** *or input below*



# Portfolio Key Field Definitions

(If required – Exception to “Available In”

The information below is used to develop your Custom Portfolio Codes.

| **Field Unique Name** | **Field Type** | **Required?** | **Lookup Table** | **WFC** | **Description and notes** |
| --- | --- | --- | --- | --- | --- |
| **Example:**  Portfolio |  | Yes | Portfolio:  CABS  Administration & Legal  Sales & Marketing  Finance  Network & Quality |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Project Level Field Definition (8/9)

Please define any required Project level Enterprise Codes

*- Pulled from PRD Server: Server Settings>Enterprise Custom Fields>*

Output to ***<<Project Server Enterprise Objects excel file>>*** *or update here*



| **Project Level Custom Fields** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Field Unique Name** | **Entity (Field Type)** | **Type (Data Type)** | **Required Y/N** | **Formula Y/N** | **Graphical Indicators** | **Lookup Table** | **Last Updated** | **Keep Y/N** | **Notes** |
|  |  |  |  |  |  |  |  |  |  |
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# Resource Level Key Field Definitions

Please define any required Resource level Enterprise Codes

*- Pulled from PRD Server: Server Settings>Enterprise Custom Fields>*

Output to ***<<Project Server Enterprise Objects excel file>>*** *or update here*



| **Resource Level Custom Fields** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Field Unique Name** | **Entity (Field Type)** | **Type (Data Type)** | **Required Y/N** | **Formula Y/N** | **Graphical Indicators** | **Lookup Table** | **Last Updated** | **Keep Y/N** | **Notes** |
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# Task Level Key Field Definitions

Please define any required Task level Enterprise Codes

*- Pulled from PRD Server: Server Settings>Enterprise Custom Fields>*

Output to ***<<Project Server Enterprise Objects excel file>>*** *or update here*



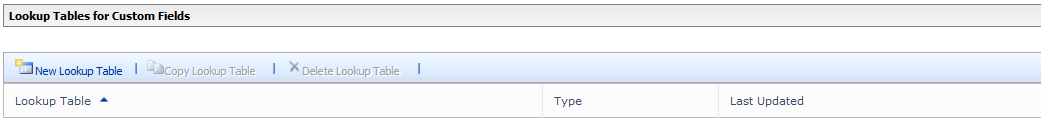
| **Task Level Custom Fields** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Field Unique Name** | **Entity (Field Type)** | **Type (Data Type)** | **Required Y/N** | **Formula Y/N** | **Graphical Indicators** | **Lookup Table** | **Last Updated** | **Keep Y/N** | **Notes** |
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# Lookup Tables for Field Definitions

Please define any required Lookup Table for custom fields

*- Pulled from PRD Server: Server Settings>Enterprise Custom Fields>Bottom of screen*

Output to ***<<Project Server Enterprise Objects excel file>>*** *or update here*



| **Lookup Tables for Custom Fields** | | | | |
| --- | --- | --- | --- | --- |
| **Lookup Table (Table Name)** | **Type** | **Last Updated** | **Keep Y/N** | **Notes** |
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# Custom Project Groupings (9/9)

Use this section to define any required field based groupings that will be necessary to visually organize and sort your system data.

| **Name** | **Group by Fields** | **Description** |
| --- | --- | --- |
|  |  |  |
|  |  |  |

# Other Customizations

## Project Workspace Requirements

* xxx

## Library Customizations

* xxx

## Issues Customizations

* xxx

## Risks Customizations

* xxx

## PWA Menu Customizations

* xxx

## Custom PWA Gantt Chart Formats

* xxx

## Custom PWA Grouping Formats

* xxx

# Homepage links and content additions

Please describe any additional links or customizations that need to be applied to system home pages.

| **Requirement** | **Value** |
| --- | --- |
| Specify URLs to add |  |
| Specify Content links to add |  |
| Company Intranet URL |  |
|  |  |
|  |  |

# Project Web App Views

Views = Table + Filter + Group + Screen

Table = Columns of data you want to see

Filter = Only the Rows of data you want to see

Group = Rows grouped the way you want to see them

Screen = Your data displayed on the screen using your desired layout

| **View Type** | **View Name** | **Description** |
| --- | --- | --- |
|  |  |  |
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# Task Organization

Please provide the following task based information.

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Actual** | **Example** |
| Typical Default task type |  | Fixed Duration |
| Is task scheduling effort driven? |  | Y/N |
| Unique WBS used? (If yes incorporate description) |  | Yes |
| Describe other unique identifiers for tasks |  | Asic Milestones (custom fields) |

# Resource Organization

Please provide the following resource based information.

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Actual** | **Example** |
| Use an RBS? |  | No |
| Resource Rates |  | Yes, but have not updated them in 3 years…. |
| Other unique identifiers for Resources |  | Generic vs. Enterprise vs. Local; we have naming conventions for these… |
| Resource location attributes |  | N/A |
| Describe source or sources for Resource data |  | Manual entry |
| Use Cost Resources? |  | No |
|  |  |  |

# Security Requirements

Use this section to provide a high level description of the required security schema

| **Requirement** | **Actual** | **Example** |
| --- | --- | --- |
| Define who has access to all project data across the enterprise. |  | PMs, Admins |
| By role, Describe the criteria by which an Executive, Project Manager, Resource Manager, Team Lead, or Resource has access to ***project data***. |  | **Executive:** All projects in their portfolio.  **Project Manager:** All projects they are the PM for (or a team member for).  **Resource Manager:** All projects their resources are team members for.  **Team Lead:** All projects their team is assigned to.  **Resource:** All projects they are assigned as team members. |
| By role, Describe the criteria by which an Executive, Project Manager, Resource Manager, Team Lead, or Resource has access to ***resource data.*** |  | **Executive:** All projects in their portfolio.  **Project Manager:** All projects they are the PM for (or a team member for).  **Resource Manager:** All projects their resources are team members for.  **Team Lead:** All projects their team is assigned to.  **Resource:** All projects they are assigned as team members. |
| Define special roles of internal or extranet users and the data access they should have. |  | N/A |

# Training Requirements

Please provide the number of users to train for each of the following roles

| **Requirement** | **Actual** | **Example** |
| --- | --- | --- |
| Administrator |  | 2 |
| Project Manager |  | Total ~30, Can be split into two groups. |
| Executive (Train the trainer, Administrators) |  | ~2 estimate |
| Team Member (Train the trainer, Administrators) |  | ~951 Users to train |

# System Design Information

# Notifications & Alerts

If notifications from the system are to be used please provide the following information

|  |  |
| --- | --- |
| **Requirement** | **Value** |
| From Address |  |
| Company Email address. |  |
| SMTP Server |  |
| SMTP Port |  |

Example

|  |
| --- |
| ProjectServer.support@doman.com |
| [pmo@domain.com](mailto:pmo@domain.com) |
| SMTP Server Name: 192.168.100.160 |
| 25 |

# SharePoint Configuration

Please provide the following SharePoint based information.

| **Requirement** | **Actual** | **Example** |
| --- | --- | --- |
| Version of SharePoint Being used |  | 2010 |
| Will mobile access be utilized |  | N |
| SSL Required? |  | N |
| Set server to automatic or manual workspace creation? |  | Manual |
| Automatically or manually add users to workspaces? |  | Automatic |

# System URLS

Please define the desired URLs to be used for the system

| **Requirement** | **Link & Server Names** |
| --- | --- |
| **2007 Development (Link)** |  |
| **DEV** - Application Server |  |
| **DEV** - Web Server |  |
| **DEV** - Database Server |  |
| **2007 Production (Link)** |  |
| **PRD** - Application Server |  |
| **PRD** - Web Server |  |
| **PRD** - Database Server |  |
| **2010 Development (Link)** |  |
| **DEV** - Application Server |  |
| **DEV** - Web Server |  |
| **DEV** - Database Server |  |
| **2010 Production (Link)** |  |
| **PRD** - Application Server |  |
| **PRD** - Web Server |  |
| **PRD** - Database Server |  |

# Conceptual Environment



# System Architecture

The intent of this section is to reiterate the required system architecture for the MS Project 2010 environment. This information can be more thouroughly reviewed at the Microsoft Technical site url:

<http://technet.microsoft.com/en-us/library/hh297440(v=office.14).aspx>

Confirm clients hardware system architecture.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Select** | **Dataset** | **Server** | **Component** | **Minimum Requirements** |
|  | Small | Front-end Web/Application | Processor | 64-bit, four-core, 2.5 gigahertz (GHz) minimum per core |
| RAM | 4 GB for developer or evaluation use, 8 GB for single-server and multiple-server farm installation for production use |
| Hard Disk | 80 GB |
| SQL | Processor | 64-bit, four-core, 2.5 GHz minimum per core. (If your dataset size is considerably larger than the medium dataset, eight cores is recommended.) |
| RAM | 4 GB for developer or evaluation use, 8 GB for single-server and multiple-server farm installation for production use |
| Hard Disk | 80 GB |
|  | Medium | Front-end Web | Processor | 64-bit, four-core, 2.5 GHz minimum per core |
| RAM | 4 GB for developer or evaluation use, 8 GB for single-server and multiple-server farm installation for production use |
| Hard Disk | 80 GB |
| Application | Processor | 64-bit, four-core, 2.5 GHz minimum per core |
| RAM | 4 GB for developer or evaluation use, 8 GB for single-server and multiple-server farm installation for production use |
| Hard Disk | 80 GB |
| SQL | Processor | 64-bit, eight-core, 2.5 GHz minimum per core (If your dataset size is considerably larger than the medium dataset, eight cores is recommended.) |
| RAM | 32 GB |
| Hard Disk | 160 GB |
|  | Large | Minimum SQL | Processor | 64-bit, eight-core, 2.5 GHz minimum per core. (If your dataset size is considerably larger than the medium dataset, eight cores is recommended.) |
| RAM | 32 GB |
| Hard Disk | 250 GB |
| Recommended SQL | Processor | 64-bit, eight-core, 2.5 GHz minimum per core. (If your dataset size is considerably larger than the medium dataset, eight cores is recommended.) |
| RAM | 64 GB |
| Hard Disk | 300 GB or more. Put your reporting database on a separate database server. Ideally, you should separate and prioritize data among disks. Place your data files and your SQL Server 2008 transaction logs on separate physical hard disks. RAID 5 should provide a good compromise between reliability and throughput. |

# Application Account Information:

The following section defines the different server level accounts and roles that are required for this system to operate.

| **Account Name** | **Logon** | **PW** | **Member** | **Description/Notes** |
| --- | --- | --- | --- | --- |
| **Project Server administrator** | UAT:  xxx  Prod:  xxx | UAT:  xxx  Prod:  xxx | Local Administrators | Default Project Administrator account |
| **OLAP Administrator** | UAT:  xxx  Prod:  xxx | UAT:  xxx  Prod:  xxx | OLAP Administrators group on SQL/Analysis Services Server | OLAP Admin application account used by Project Server to connect to Analysis Services and perform cube administration |
| **Service Application** | UAT:  xxx  Prod:  xxx | UAT:  xxx  Prod:  xxx | Domain User/ Local Administrators | Default access service account. |
| **SPS service account** | UAT:  xxx  Prod:  xxx | UAT:  xxx  Prod:  xxx | Domain User/ Local Administrators | Admin application account used to access the SharePoint Content Database |
| **Application Pool Account** | UAT:  xxx  Prod:  xxx | UAT:  xxx  Prod:  xxx | Domain User/ Local Administrators | For Application pool and provisioning |
| **Site Collection Owner service account** | UAT:  xxx  Prod:  xxx | UAT:  xxx  Prod:  xxx | Domain User/ Local Administrators | Account for person who has administrative rights over the site collection for SharePoint content |
| **SA** | UAT:  xxx  Prod:  xxx | UAT:  xxx  Prod:  xxx | System Roles:  Security Administrators  DB Creators | Use built-in Account |
| **SQL Admin** | UAT:  xxx  Prod:  xxx | UAT:  xxx  Prod:  xxx |  |  |