**Mainspring**

Key Resources to ask Mainspring PM access from ESA Project Manager

Checklist

* PM Plan to be green. It should be approved
* Monthly Metrics should be approved (First Project member should submit and then Prasad)
* Release metrics – Metrics Preview should be Green with less than 50% deviation which should be closed
* Critical Practices should be completed
* New Release to be created before the Month starts

**2 Days before Month End**

**First Activity**

Efforts to be repositioned

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**Click on the number from Last Column(Adhoc Effort Available for apportioning)**

**For eg. Click on 220**

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**Enter the 220 hours in CASS Maintenance Release and Save**

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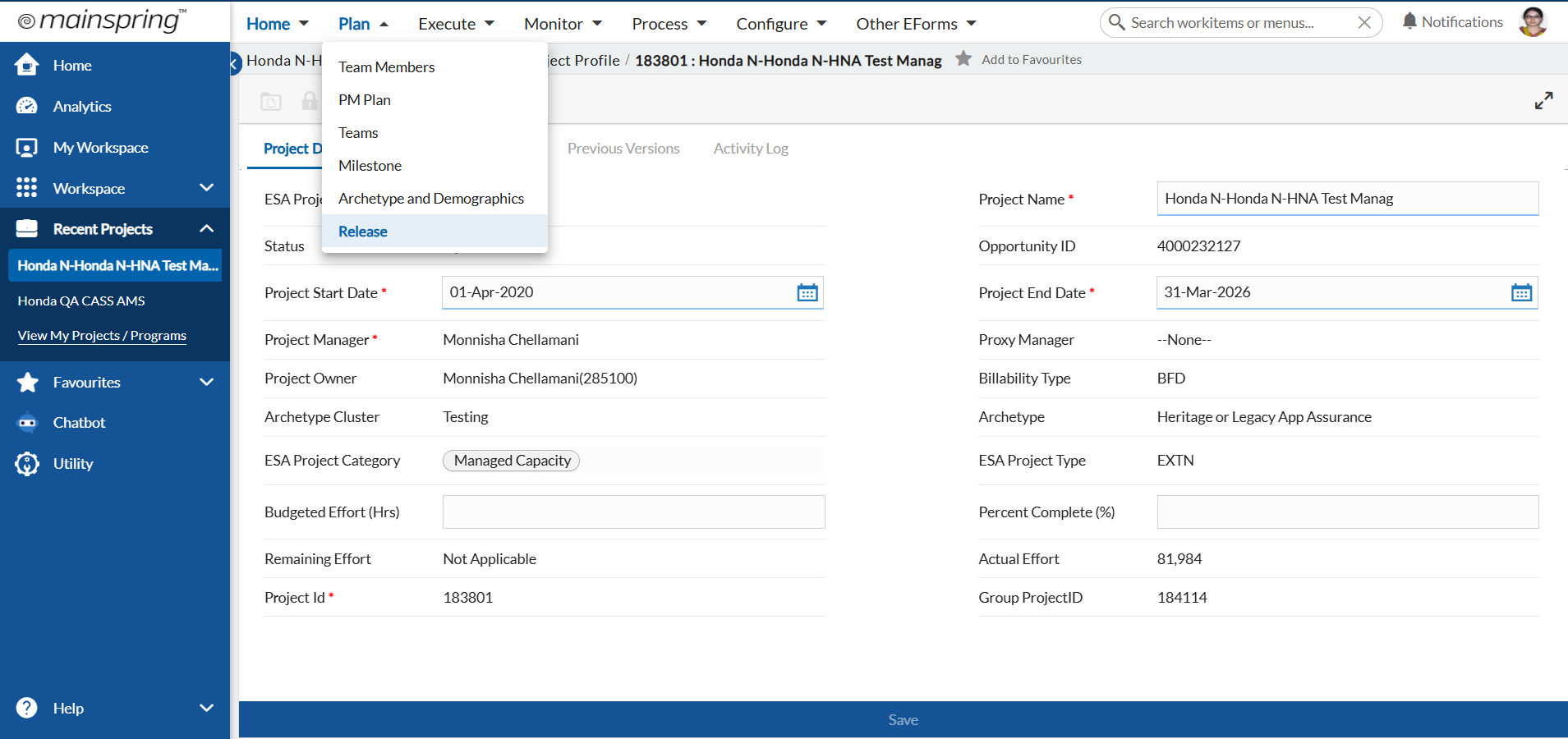
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**Like wise, change for all the rows which has number>0 and assign it to the release.**

Complete the current Month Release.



Select the current Release

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Select all Critical Practices and Submit

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Save it

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Select and check the certify box and Save for Tools & Accelerators

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Provide Valid Inputs in Measure Input

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Metrics Preview – Everything should be green and within 50% of Goal Value

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Close the Workpackages associated with the Release

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Select Open Workpackage

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Select Linked Tasks and close the task

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Click TSK1

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Click Close Task at the bottom

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Similarly close the other TSK

Overall status should be closed

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Go to Details tab

Click Completed

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**Second Activity**

**Complete the Release**

**Once Work package is completed, wait for a day and then complete the release**

**Change the status to Completed and Save**

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**Third Activity**

**Create a new Release**

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**Click on Add button on top right**

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**Enter all the mandatory details as per previous release and save**

**Once Release is created,**

**Create a new Workpackage with new tasks**

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**Click Add on top**

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**Enter Necessary details**

**Assign the work package to the newly created release**

**Once Workpackage is created, add tasks**

**Under Linked Tasks tab, click Check out and add new Task**

**First Activity**

* Metric Report for the current month will be generated.

Follow the below steps for Metrics Report submission

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**Month End**

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Click Release ID(Here : MRP147)

There will be Submit button at the bottom

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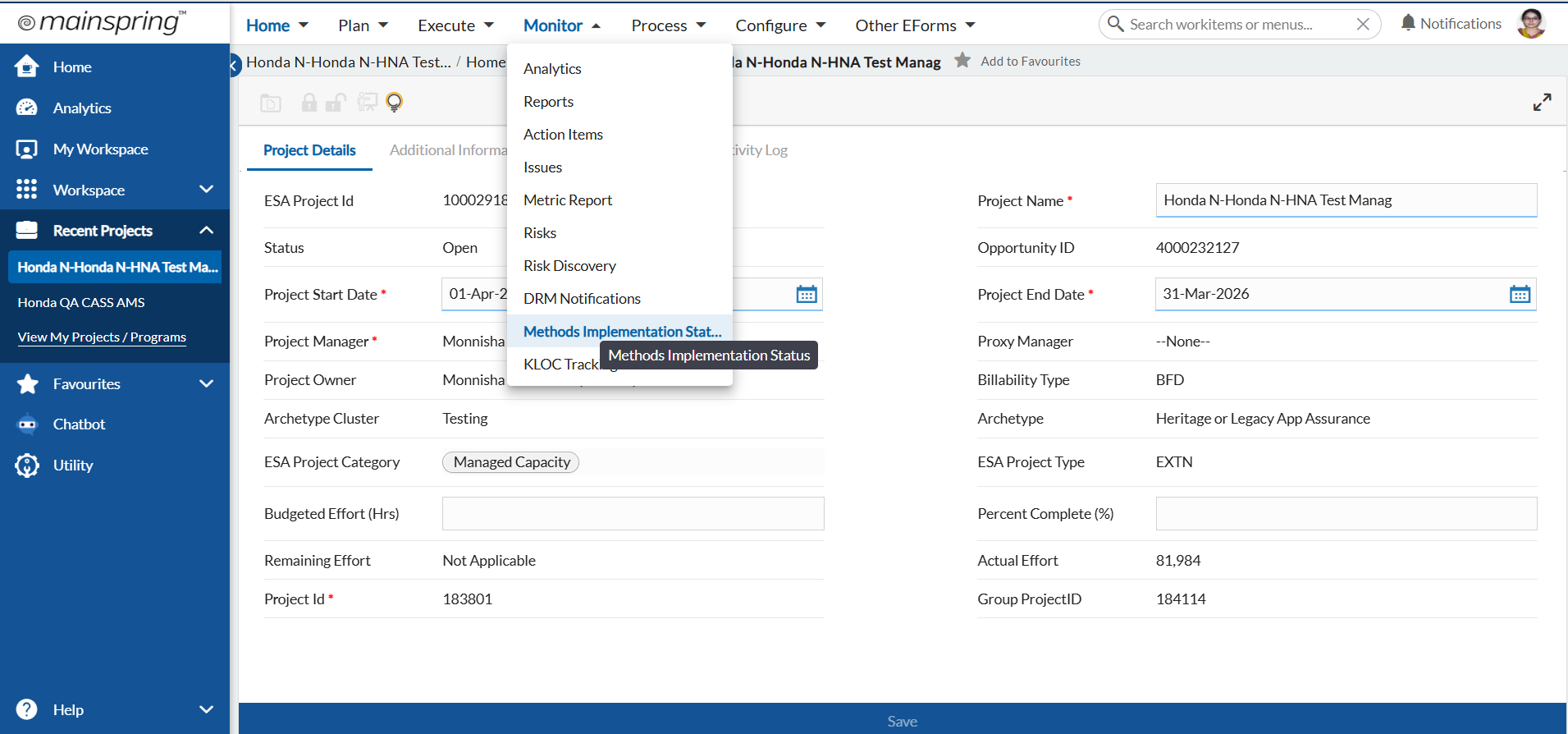
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Click Submit button. It will move to Prasad’s approval.

**Next Month Beginning**

**Complete the Critical Practices**

**Click on Methods Implementation**

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**Complete the below Affirmation and Submit**

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**Note : It is a Monthly activity. At any point of time, this status should be completed.**