# SOP: Project Creation in PWA

**Configuration Management**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document Name** | 13-SOP: Project Creation in PWA | | |  |
| **Created/Change by** | **Date** | **Reviewed By** | **Review Date** | **Version** |
| Hari Thapliyal | 25-Apr-18 | Viswanathan |  | V1.0 |
|  |  |  |  |  |
|  |  |  |  |  |

**Purpose**

How to create a new project in PWA?

**Audience**

* PMO Head
* PM

**Guidelines**

1. NIL

**Inputs**

1. A machine have Microsoft Project Professional (MSP) Desktop installed with valid license
2. Active internet connection
3. A user who is authorized user to publish the plan on PWA of [**http://teamchennai.sharepoint.com/pwa**](http://teamchennai.sharepoint.com/pwa)
4. Configuration of MSP to connect to PWA
5. Project Plan exists on local machine

**Steps**

1. Launch MSP
2. Ensure MSP is connected to the teamchennai server
3. Open the “schedule plan”, which you want to put on PWA, from your local machine.
4. Check the plan against the TEAM\_Schedule\_Review\_checklist.
5. Select File->Save (check the progress on bottom status bar, once it is 100% save then only go to next step)
6. Select File->Publish
7. Ensure plan is 100% published or Publish Successfully
8. Close plan, and check-in file in PWA
9. Exit MSP

**Exit Criteria**

1. Project schedule is published on the **teamchennai** PWA server

**Validation**

1. PM or Plan publisher can see the plan from **teamchennai** project centre