# SOP: PM Assignment to a Project

**Configuration Management**

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| **Document Name** | 16-SOP: PM Assignment to a Project | | |  |
| **Created/Change by** | **Date** | **Reviewed By** | **Review Date** | **Version** |
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**Purpose**

Who should be assigned to a New Project or Old Project (moving a project from out from earlier PM)?

**Audience**

1. PMO head

**Guidelines**

1. NIL

**Inputs**

1. A Project without PM

**Steps**

1. Check the # of project, # tag, # equipment, value of project, type of project, weekwise work load of project, # of customer each project manager is managing from PowerBI / PMOHead / PMO1
2. Based on the above information select a PM to discuss
3. Talk to PM and understand his comfort level (sometimes people may be managing work but this high pressure and giving one new can crash them. Sometimes they even do not tell and make many mistake unknowingly.)
4. If PM agree or convinced then set the expectation
5. If PM is not in the system then create PM in system. PWA->PWA Settings-> Enterprise Custom field and Lookup Tables -> PM List -> Add New PM Here
6. Change PM ownership in PWA. PWA-> Project Centre-> Select Project Link -> Edit Project -> Change Owner -> Save & Close Project

**Exit Criteria**

1. PM Assigned to a Project

**Validation**

1. In Project Centre Project is listed under the newly assigned PM