# SOP: Project Site Creation

**Configuration Management**

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| **Document Name** | 17-SOP: Project Site Creation | | |  |
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**Purpose**

How to create project? For a given project a project site should be created or not? Access permission to the project site

**Audience**

* PMO Head
* PM

**Guidelines**

1. Project site should not be created for A:- Subproject B:- Site work project, C:- Less than 1000 hours work project
2. Project site should be created for Master Project, Single project of good size.
3. Project site is used to manage issues, risk, reports, project documents
4. Project site creator should give access to other people, who should access this project site

**Inputs**

1. A project published in PWA

**Steps**

1. Login to PWA
2. Go to [admin setting](https://teamchennai.sharepoint.com/sites/pwa/_layouts/15/pwa/Admin/Admin.aspx)
3. Operational Policies -> Connected SharePoint Sites
4. Scroll to the project for which you want to create a site
5. Select a project
6. Click “Create Site”
7. Check necessary information and click ok

**Exit Criteria**

1. A project site for the project exists

**Validation**

1. Launch project site and check whether all is working fine. For example if project code is 4444 then access the link https://teamchennai.sharepoint.com/sites/pwa/**4444**/default.aspx