# SOP: Negotiating Duration & Time with Departments

**Configuration Management**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document Name** | 18-SOP: Negotiating Duration & Time with Departments | | |  |
| **Created/Change by** | **Date** | **Reviewed By** | **Review Date** | **Version** |
| Hari Thapliyal | 26-Apr-18 | Viswanathan |  | V1.0 |
|  |  |  |  |  |
|  |  |  |  |  |

**Purpose**

A workflow of negotiating duration, time estimates with departments and preparing a project schedule baseline.

**Audience**

1. PMO head
2. HODs

**Guidelines**

1. NIL

**Inputs**

1. Project schedule with proposed timelines.

**Steps**

1. PowerBI –> TEAM-PM -> WeeklyTaskCard-NP (Non Production) (PMO Head)
2. Select project(s) -> export all the task in excel.
3. Send to HoD and ask whether they can finish the work in proposed time (PMO Head)
4. HoD need to return the same excel sheet mentioning proposed date is “ok” or “there is another date” or “I am not sure” (HoD)
5. Send the updated file to PMO support & PMO Head (HoD)
6. Login into the PWA. Click tasks. Select “My Assignment Proposed Finish Date” view (PMO Support)
7. Enter “Proposed Finish Date”, “Proposed Date”, “Department Commitment” for the tasks where date is not accepted by HoDs. (PMO Support)
8. Save & Send Status (PMO Support)
9. Login into PWA (PM)
10. Click Approvals. Select accept.
11. Open Project Schedule in MSP
12. View -> TEAM-Proposed-ScheduleAnalysis-View
13. Copy information from assignment row to task row
14. Check the “Delay Due to Proposed Date”
15. If Delay is less than the “Total Slack” and it is accepted. Then adjust the predecessor in such a way that “finish date” of activity becomes equal to the “proposed finish date”
16. If Delay is more than the “Total Slack” or it is rejected. Then enter “Yes” in “Proposed Date Reject”. Copy this same information at task and assignment level.
17. Do this for all the newly proposed assignments
18. Save the Project & Publish the project
19. Check the rejected – proposed due date (PMO Head)
20. Talk to HoD and negotiate the same
21. Confirm the outcome to PMs
22. PM adjust the plan
23. Project plan is ready for baseline

**Exit Criteria**

1. All the tasks in the project schedule are agreed by HoDs to be completed on the schedule date.

**Validation**

1. No task in the plan has finish date which is unacceptable to HoDs