Clarity IT Approach Strategy:

Process Documentation

Version 2.9

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Summary

Customer Name:	Verizon Wireless
Project Name:	arity Implementation: IT
Customer Project Manager:	ım Hicks
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Document Revision History Log

Revision #	Date	Document Change History	Author(s)/Approver(s)
1.0	6/4/12	Clarity IT Approach Strategy: Process Documentation: ✓ Initial submission to VZW IT Clarity Design Team for Requirements Review.	W IT Clarity Team
1.1	6/6/12	Align/Realign to ER: ✓ Updated the notification status requirement (per Abbey's email) for unaligned ER tasks in the Align/Realign to ER approach. ✓ Removed the reference to Front Door notifications, and inserted new text to notify the IT Funnel Management Group and the IT Project Supervisor in the same approach.	Dan Drees/Pam Hicks/D. Reece
1.1	6/7/12	Vision Approvals Processes: ✓ Inserted new Vision Approvals Process screenshot in the Screenshot Example section	ı Drees/Pam Hicks/D. Reece
1.1	6/8/12	Added new Advance Project State approach to the document.	ı Drees/Pam Hicks/D. Reece
1.2	6/12/12	Advance Project or Rollback (with/or without Approvals): ✓ Deleted this previous approach. ✓ Replaced it with Advance Project State approach. Vision Approvals: ✓ Updated the Business Requirements section (Approvals are optional comment) Advance Project State: ✓ Updated the Business Requirements section	n Hicks
1.3	6/12/12	Advance Project State: ✓ Inserted this new approach.	Dan Drees/Pam Hicks/D. Reece

Revision #	Date	Document Change History	Author(s)/Approver(s)
1.3	6/12/12	Estimating Effort: ✓ Inserted this new approach.	Dan Drees/D. Reece
1.3	6/12/12	Create Defect Project: ✓ Inserted this new approach.	Dan Drees/D. Reece
1.3	6/12/12	Align/Realign to ER: ✓ Added provisions for additional alignment status values. ✓ Removed incorrect Business Requirements. ✓ Revised the Approach Strategy section to match new Business Requirements	Dan Drees/D. Reece
1.3	6/12/12	Cognos Integration: ✓ Inserted this new approach.	John Menke/D. Reece
1.4 Revisions began based on feedback from VZW Clarity IT Team (per review of doc v. 1.0)	6/13/12	Appendix A: Supporting Documents for Approaches: ✓ Created this new appendix from previous Appendices section. Appendix B: OBS Requirements for Clarity IT: ✓ Copied this new appendix for OBS Requirements from the Business Requirements document.	D. Reece D. Reece
1.4	6/14/12	Align/Realign to ER: ✓ Inserted new section titled “Unalign Nightly Job” to address the requirement of unaligning child projects (i.e., for CAM projects) that are not in alignment with the ER. Inputs Section: ✓ Added new Inputs section for input approach docs. ✓ Inserted template for Create Internal IT Project. ✓ Inserted template for ER Team Project Creation. ✓ Inserted template for Create Team Release Project. ✓ Inserted template for Security Rights approach. ✓ Advance Project State Approach: ✓ Inserted note in Business Requirements section that this approach also covers rollback.	Mitesha Patel/D. Reece D. Reece

Revision #	Date	Document Change History	Author(s)/Approver(s)
1.4	6/14/12	Reorganized approaches in manual to fit Pam's logical task flow outline (per Roy Matthews' request).	D. Reece
1.4	6/15/12	✓ Created Requirements Reference section to reference the business requirements to relevant sections in this document. ✓ Numbered the document headings for easier cross-reference with the Business Requirements document.	D. Reece/Mitesha Patel/Vivian Fulk
2.0	6/19/12	Clarity IT Approach Strategy: Process Documentation: ✓ Revised (second) submission to VZW IT Clarity Design Team for Requirements Review.	D. Reece
2.0	6/19/12	Security Rights: ✓ Inserted new approach.	D. Reece/Dan Drees
2.0	6/19/12	Advance Project State: ✓ Inserted new rollback reason code section into this approach.	D. Reece/Mitesha Patel
2.0	6/1/9/12	Added time stamp for team review.	D. Reece
2.1	6/27/12	Actual Hours Pull from PeopleSoft and FieldGlass: ✓ Deleted this approach. Labor Codes from PeopleSoft: ✓ Inserted this approach in place of the one above. ✓	D. Reece/Dan Drees
2.2	7/3/12	Appendix B: OBS Requirements: ✓ Put new OBS Requirements from the updated Business Requirements doc into Appendix B.	D. Reece
2.2	7/3/12	Appendix C: WBS Requirements: ✓ Put new WBS Requirements from the updated Business Requirements doc into Appendix C.	D. Reece
2.2	7/3/12	Create Project Baseline: ✓ Inserted this new statement in the Assumptions Section: • The IT Governance organization will set forth naming conventions and timeframes for baselining a project, and these guidelines will be followed. ✓ <u>Deleted</u> this statement from the Assumptions Section: • A designated PMO will oversee the baseline activities for project management.	D. Reece/Dan Drees

Revision #	Date	Document Change History	Author(s)/Approver(s)
2.2	7/3/12	Labor Codes from PeopleSoft: Revised the following text in the Approach Section: ✓ The Labor Code attribute and Labor Code Description (i.e., Name) attribute will display on the Project Dashboard portlet.	D. Reece/Dan Drees
2.2	7/3/12	Create Internal IT Project: Revised text in the Business Requirements and Assumptions section to include the Sync Up template (per the new Business Requirements doc). ✓ The Labor Code attribute and Labor Code Description (i.e., Name) attribute will display on the Project Dashboard portlet.	D. Reece/Dan Drees
2.2	7/17/12	Clarity IT Input Attributes: ✓ Updated document links	D. Reece
2.2	7/18/12	Create Internal IT Project: ✓ Sections 7.5 and 7.6.1 – Changed IT Standard and IT Maintenance to Internal IT. (Based on review with Abbey's team).	D. Reece
2.2	7/18/12	Create Application Team Release: ✓ Section 9.6.1 - Changed wording from "Update task" to "Align the project to the Release in the WBS". ✓ Section 11.1 - Removed the phrase "or Authorized Project Manager (PM)"	D. Reece
2.3	7/27/12	Changes to all approaches based on Pam's document: "Shunk Approach Review Notes 7_25_22" doc. Notes gathered from approach reviews with stakeholders.	D. Reece
2.4	8/1/12 – 8/3/12	Changes to all approaches based on Abbey's feedback notes emailed to Pam (after reviews).	D. Reece
2.5	8/7/12 – 8/8/12	Create Application Project and Align/Realign: Made changes to approaches 10 and 12 online based on Abbey's comments during approach review meeting with her team.	D. Reece
2.5	8/9/12	Align/Realign: ✓ Inserted Section 12.4.1 Alignment Permutations and removed Workflow Diagram and Workflow Steps sections. ✓ Made requested revisions during approach review meeting with Abbey's team.	D. Reece

Revision #	Date	Document Change History	Author(s)/Approver(s)
2.6	8/10/12 8/13/12	Create Application Project: ✓ Checked that all requested changes were made based on Abbey's notes. ✓ Updated Workflow Diagram and Steps based on Abbey's notes.	D. Reece
2.6	8/13/12	Portlet Views: ✓ Removed Portlet snapshots and replaced with portlet field tables from the Business Requirements document. ✓ Inserted link to Portlet Specs document (with list of to-be-developed portlet fields) on SharePoint.	D. Reece
2.7	8/16/12 – 8/17/12	Updates based on Abbey's notes in email to Brian dated 8/16/12.	D. Reece
2.8	8/23/12	Create Application Project: Updates to section 10.6.2. steps 1. and 2. based on Abbey's email dated 8/22/12.	D. Reece
2.8	8/24/12	Updated table in Section 19.7 per Abbey's email to Brian.	D. Reece
2.9	5/6/19	Added Addendum A: New Cumulative Derived State Requirements based on Abbey's discussion with IT Team	D. Reece

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Clarity IT Approach Strategy:

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1 Business Requirements Table

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1.1 *Legend for Naming Conventions*

The following table explains the naming conventions found in this document.

Key	Denotes the Following:
"Bold Italics" ***[in Quotation Marks]***	An MS Word document file name or a specific section found in this Clarity approach document.
Italics	A specific project attribute name (as described in a process or the approach document Attributes list) or template.
"Italics" *[in Quotation Marks]*	A specific value found in a Clarity project attribute name, or the name of a project's process.
[Bold] **[in Brackets]**	A specific Clarity project name.
Bold	A specific tab (subobject), menu (object), attribute name, or other physical (clickable) item name found on the Clarity dashboard or portlet.
"Bold" **[in Quotation Marks]**	A Clarity portlet name, or the menu item name in a single-select dropdown box.

Clarity IT Approach Strategy:

Input Processes

(**Note:** This section is evolving as development progresses.)

Clarity IT Approach Document :

Input Attributes

Team Contributors:

Vivian Fulk: Developer – Clarity

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2 Clarity Input Attributes for IT

2.1 Requirements – Project Object

- The Program shall use the Project Object in IT Clarity to store all information for an IT Project. Data attributes for all IT Projects shall be entered and maintained in Clarity via various subpages that will be available on the **Properties** tab of the Project.
- As of June 14, 2012, the attributes in the Excel document "***Clarity UI Attributes for the Project Object***" exist in the IT Lab. **(*Note: This is a work-in-progress.*)** This document references the User Interface (UI) input attributes for the Project Object. These attributes have been added to the Business Object (BO) IT Universe that points to the IT Lab database. All attributes in the UI will be available with the same label name in both the UI and BO.

2.2 Requirements – Release Object

- The Release Object shall be utilized to facilitate the Enterprise Release (ER) process.
- As of June 14, 2012, the attributes defined in the Excel document "***Clarity UI Attributes for the Release Object***" exist in the IT Lab. **(*Note: This is a work-in-progress.*)** This document references the User Interface (UI) input attributes for the Release Object. These attributes have been added to the Business Object (BO) IT Universe that points to the IT Lab database. All attributes in the UI will be available with the same label name in both the UI and BO.

Clarity IT Approach Strategy :

Security Rights

Clarity IT Approach Document:

Security and Access Rights

Team Contributors:

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3 Security and Access Rights

3.1 Approach Strategy

Access rights are granted to Clarity users, according to their functional roles, so they can access the areas that they need to perform their functional tasks. Users that are enabled with more access rights than they need may experience an overload of information and slower system performance. Users with less access rights than necessary will not be able to perform their functions.

Rights are provided in several ways. Individuals may be granted specific rights, or rights may be granted via membership in a Group or Organization Breakdown Structure (OBS) Unit. The level of effort required to administrate rights is directly proportional to the way they are granted.

Just as there is no single way to grant access rights which will meet every need, there is no perfect solution for providing access to Clarity. The goal is to strike a balance between sufficient access and an acceptable level of security administration effort.

Groups will be set up to grant a broad set of access rights based on functional roles as defined by IT Governance. These groups will be modified as more details of the user experience emerges.

3.2 Business Requirements

- This process shall provide access to Clarity so users so they can input, review, and manage project information.
- This process shall provide the ability to secure individual "secret" projects, and prevents them from being accessed by users that have not been explicit access rights.

3.3 Risks

The possible risks associated with this project are listed below:

- Users may not have access to the information required to perform their function.
- Users may have more access to information than necessary to perform their function.
- Users may not understand what their functions are, and may not know if they have appropriate access.

3.4 Solution

Use a combination of Groups and OBS rights to align users with data. Create groups to grant access based on functional roles. Make the users members of the appropriate group(s).

3.5 Assumptions

It is assumed that the following conditions will transpire in order to facilitate the process described in this approach:

- Groups will be created and Instance, OBS, and Global access rights will be granted via the groups.
- Data and Resources will be associated with the appropriate OBS units.
- Access will be monitored and controlled by the Clarity Administrator.
- Groups and OBS rights will be updated and "tweaked" as needed, and new Groups will be added.

3.6 Functional Roles and Access

The table below outlines the high level definition of access rights groups, along with functional roles of the group members.

	IT SECURITY RIGHTS REQUIREMENTS Security Rights by Primary Role							
		Actions Available via Clarity Security Rights						
ReqID	**Primary Role**	**Create**	**Input/Edit**	**View**	**Delete**	**Start**	**Stop**	**Run**
RGT001	Project Manager, CAM, SPG, PMO, PMO Manager, Director, SCM Support, Environment Support, App Release Coordinator, Production Control Services, Selected Managers, SME, LTA, IT Governance Manager, Project Coordinator,	Ideas Projects Portfolios Programs	Ideas Projects Portfolios Programs Portlets Dashboards	Ideas Projects Portfolios Programs Applications Portlets Dashboards Reports Resources Releases Processes	N/A	Processes	N/A	Reports

	IT SECURITY RIGHTS REQUIREMENTS **Security Rights by Primary Role**							
		Actions Available via Clarity Security Rights						
ReqID	**Primary Role**	**Create**	**Input/Edit**	**View**	**Delete**	**Start**	**Stop**	**Run**
	Senior Project Manager, Project Manager - Contingent							
RGT002	Resource Manager, Front Door, Selected PMs, Selected Managers	Ideas Projects Portfolios Programs	Ideas Projects Portfolios Programs Portlets Dashboards Resources	Ideas Projects Portfolios Programs Applications Portlets Dashboards Reports Resources Releases Processes	N/A	Processes	N/A	Reports
RGT003	Business Analyst, Business Analyst Manager, Data Analyst, Dev Technical Lead, Developer, Dev Manager, Dev Support, Tech Writer, Tester, Test Lead, Test Manager, Test Release Coordinator, Architect, DBA,	N/A	Projects	Ideas Projects Portfolios Programs Applications Portlets Dashboards Reports Resources Releases Processes	N/A	N/A	N/A	Reports

	IT SECURITY RIGHTS REQUIREMENTS Security Rights by Primary Role							
		Actions Available via Clarity Security Rights						
ReqID	**Primary Role**	**Create**	**Input/Edit**	**View**	**Delete**	**Start**	**Stop**	**Run**
	Infrastructure Support, EUS Technician, Engineer, Lead Engineer, Tech Services System Admin, Tech Services Storage Admin, Tech Services Disaster Recovery, Tech Services Hardware Systems Support							
RGT004	IT Security Analyst, IT Governance Analyst	N/A	N/A	Ideas Projects Portfolios Programs Applications Portlets Dashboards Reports Resources Releases Processes	N/A	N/A	N/A	Reports
RGT005	Team Admin	Ideas Projects Portfolios Programs Applications Portlets Dashboards	Ideas Projects Portfolios Programs Applications Portlets Dashboards Reports	Ideas Projects Portfolios Programs Applications Portlets Dashboards Reports		Processes		Reports

	IT SECURITY RIGHTS REQUIREMENTS **Security Rights by Primary Role**							
		Actions Available via Clarity Security Rights						
ReqID	**Primary Role**	**Create**	**Input/Edit**	**View**	**Delete**	**Start**	**Stop**	**Run**
		Reports Resources Releases	Resources Releases Processes	Resources Releases Processes				
RGT006	Clarity Admin	Ideas Projects Portfolios Programs Applications Portlets Dashboards Reports Resources Releases Processes	Ideas Projects Portfolios Programs Applications Portlets Dashboards Reports Resources Releases Processes	Ideas Projects Portfolios Programs Applications Portlets Dashboards Reports Resources Releases Processes	Ideas Projects Portfolios Programs Applications Portlets Dashboards Reports Resources Releases Processes	Processes	Processes	Reports Jobs
RGT007	Vendor **Note**: External vendors will not have access to Clarity. VZW employee will perform Clarity actions on behalf of vendor.	N/A	Projects	Projects	N/A	N/A	N/A	N/A
RGT008	Funnel Management	Ideas Projects Portfolios Programs Applications Portlets	Ideas Projects Portfolios Programs Applications Portlets	Ideas Projects Portfolios Programs Applications Portlets	Reports	Processes		Reports

	IT SECURITY RIGHTS REQUIREMENTS Security Rights by Primary Role							
		Actions Available via Clarity Security Rights						
ReqID	Primary Role	Create	Input/Edit	View	Delete	Start	Stop	Run
		Dashboards Reports Resources Releases	Dashboards Reports Resources Releases Processes	Dashboards Reports Resources Releases Processes				
RGT009	ERM Coordinator	Ideas Projects Portfolios Programs Releases	Ideas Projects Portfolios Programs Portlets Dashboards Releases	Ideas Projects Portfolios Programs Applications Portlets Dashboards Reports Resources Releases Processes	N/A	Processes	N/A	Reports

Clarity IT Approach Strategy:

Workflow Processes

Clarity IT Approach Document:

RT Submission Process – Create CAM project

Team Contributors:

Pam Hicks: IT Project Manager - Clarity

Dan Drees: Architect - Clarity

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4 RT Submission Process – Create CAM project

4.1 Approach Strategy

The Business PM or authorized Network role can request the creation of a new IT CAM project by starting a process from the RT document on the **Collaboration** tab, in the **Document Manager** section of the requesting project.

When the request is approved by the IT CAM Front Door, currently known as the IT Review Team in the business partition (CAMs that support Finance, Network, and all others), a new IT CAM project will be created. Subsequently a scheduled job will run, and a new instance of the Delivery Project (on the requesting Marketing, Sales Operations, Finance, or Network project) will be created. Refer to the "***Clarity IT Delivery Project Approach***" document.

Note: The Delivery Object data is accessible to Network and Business projects on the Delivery Project List subpage.

4.2 Business Requirements

- The Business PM or authorized Network role shall request IT involvement on a project.
- The appropriate IT CAM Front Door shall receive an **Action Item** (**AI**) and review the RT Document :

Note: The Action Item response, including any notes, will be available on the RT Submission Tracking portlet.

    - The first **AI** recipient to respond shall be recorded in the resulting process instance, along with their response, and any outstanding **AI's** shall close automatically.
    - The IT CAM Front door shall accept or reject the **AI** from the request:
        - If the **AI** is rejected –
            - The IT CAM Front Door shall select the **AI Status** from the list, including the "*Rejected – No IT Impact*", "*Rejected – Incomplete*", "*Rejected – RT Not Approved by All Stakeholders yet*", and "*Rejected – Other Reasons*" options.
            - The IT CAM Front Door shall add any explanatory text needed to the **AI Note** field to explain the reason for the rejection. The **AI Note** field and response will be captured and stored, along with who and when.
            - The requestor shall receive an email with the **AI Status** and any additional text in the **AI Note**.
            - This process will automatically store the **AI Response** in the Request Object that is located on the Requesting Project.

- If the **AI** is accepted –
    - The IT CAM Front Door shall select the **Action Item Status** from either the "*Accepted – CAM Standard*" or "*Accepted – CAM Tactical*" options.
    - A new IT CAM project shall be created, using either *the IT CAM Standard* or *IT CAM Tactical* project template, according to the **Action Item** response from the IT CAM Front Door.
    - Data from the requesting project shall be copied or made visible to the new CAM project.
    - The requestor shall receive an email with the **Action Item Status** and any explanatory text in the **Action Item Note**. (***Note:*** *Refer to the "**Attributes**" section below.)*
    - The *Delivery Project* on the requesting Marketing, Sales Operations, Finance, or Network project shall be utilized to provide the requesting organization with information about the IT CAM project and any related IT work on an ongoing basis.
    - This process will automatically store the **AI Response** in the Request Object that is located on the Requesting Project.

4.3 Risks

Refer to the "***Clarity IT Risk Register***" document.

4.4 Solution

Automate the process of project creation for the IT CAM project.

4.5 Assumptions

It is assumed the following conditions will be in place before implementation of this process:

- Groups will be set up for the following IT CAM Front doors:
- IT CAM Front Door for Finance RTs
- IT CAM Front Door for Network RTs
- IT CAM Front Door for Business RTs
- The following templates will be set up and include all necessary components:
- IT CAM Standard
- IT CAM Tactical
- Receiving and responding to **AI's** requires no additional security for members of the IT CAM Front Door groups.

4.6 Attributes

The following data field values will be copied from the template into the new IT CAM project:

- *Team*
- *Tasks (WBS)*
- *Document Folders and Files*
- *Goal*
- *Project Type*
- *Rate ($/hour)*
- *State*
- *Active*
- *Scheduler Format*
- *Page Layout*
- *Release Alignment Status*
- *Agile Status*
- *Audit Information*

The process will update the new IT CAM project fields with the following data attributes. These fields will be copied from the Requesting Project into the corresponding field attribute on the IT CAM project.

IT Partition Label	Business Partition Label	Network Partition Label	Attribute Name
Requesting Project ID	*Project ID*	*Project ID*	*Investment ID*
Requesting Project Manager	*Project Manager*	*Project Manager*	*Manager*
Requesting Project Sponsor	*Director Sponsor*	*Director Sponsor*	*Director Sponsor*
Requesting Project Type	*Lowest Unit of the VZW Work Category OBS*	*Lowest Unit of the VZW Work Category OBS*	*From the vzw_work_category OBS*
Requesting Project Related Project ID	*Related Project (**Note:** This field does not exist in the Business Partition today.)*	*Related Project (**Note:** This field does not exist in the Network Partition today.)*	*Related Project*

IT Partition Label	Business Partition Label	Network Partition Label	Attribute Name
Requesting Project Mandatory Project Type	*Mandatory Project Type*	*N/A*	*Mandatory Project Type*
Goal	*Corporate Initiative*	*Goal*	*Goal*
Description	*Description*	*Description*	*Description*

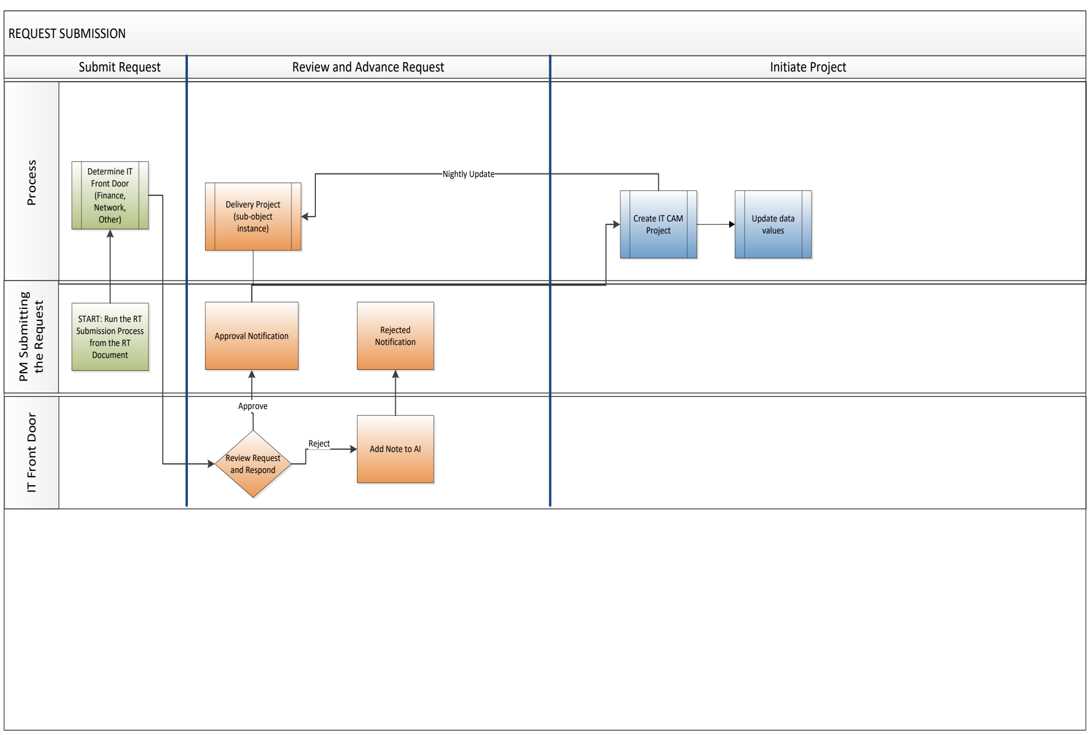
Note: If the requesting project does not have any of the attributes shown above, then the default for that missing attribute will be blank.

Reference the document "***IT Clarity Deployment _ OBS Structure and Values***" document for rules on how to automatically update OBS.

4.7 Workflow Process

The workflow diagram and steps for the *RT Submission Process to Create a CAM Project* are shown below.

4.7.1 Workflow Diagram



4.7.2 Workflow Steps

1. The **AI** will be sent to the appropriate IT CAM Front Door (i.e., for Finance, Network, or Business) according to the Area Level unit of the VZW Verizon Organization OBS associated with the Requesting Project, as follows:
    a. It will be routed to the Finance group when the requesting project is associated with the Finance unit.
    b. It will be routed to the Network group when the requesting project is associated with the Network unit.
    c. It will be routed to the appropriate Business group when the requesting project is not associated with the Finance or Network units.
    d. **AI** responses and corresponding notification emails will be handled as described in the "**Business Requirements**" section above.
2. A corresponding instance of the Delivery Project will be created on the Requesting Project after the CAM project has been created.
3. After the IT CAM Front Door accepts the RT, then the Clarity system will create a new IT CAM project using either the *Standard* or *Tactical* template, as identified by the response to the **AI** approval request.
4. The **Project Type** will be copied from the project template.
5. The IT CAM Front Door team member that accepted the RT will be designated as the Manager of the new CAM project.
6. The data attributes will be copied from the Requesting Project into the corresponding field attribute on the CAM project. (***Note:*** *Refer to the "**Attributes**" section above.*)
7. The name of the new CAM project will be **CAM for [Requesting Project ID] [Requesting Project Name]**.
8. OBS Structure will be set based on rules. (***Note:*** *Reference document "**IT Clarity Deployment_OBS Structure and Values**" for rules on how to automatically update OBS.*)
9. The following fields of the *Requesting Project* will be exposed in the *Requesting Project Info* portlet on the **IT CAM project Dashboard**:
    - *Project Name*
    - *Project ID*
    - *Description*
    - *Corporate Initiative*
    - *Mandatory Project Type*
    - *Director Sponsor*
    - *Manager*
    - *VZW Work Category*
    - *Problem/Opportunity (What)*
    - *Background*
    - *Business Drivers (Why)*
    - *Customer (Who)*
    - *Market Segment*
    - *Proposed Solution (How)*
    - *Executive Summary*

- *Prepaid Product Offering*
- *Requested Launch Date*
- *Related Project ID*

Note: The data above will also be made available for IT Business Objects reports.

10. The "*This Project*" folder name will be changed to the IT CAM project ID automatically.
11. To address the requirements for visibility of IT work by the *Requesting Project,* refer to the approach in this document named "***Delivery Project Update for IT***" for the copy process information.

Clarity IT Approach Document:

MSR Submission Process – Create CAM project

Team Contributors:

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5 MSR Submission Process – Create CAM project

5.1 Approach Strategy

This process allows the IT CAM or a member of the IT Project Manager security group to initiate the creation of a new IT CAM project. The user accomplishes this by starting a process from the MSR document (in the **Document Manager** section of the **Collaboration** tab) on the requesting project. Subsequently, a scheduled job will run and a new instance of the Delivery Project on the requesting project will be created. *(**Note**: Refer to the "**Clarity IT Delivery Project Approach**" document.)*

5.2 Business Requirements

- Only the IT CAM, or another member of the IT Project Manager security group on the requesting project team, shall be able to create a new IT CAM project by initiating the Create IT CAM Standard Project or Create IT CAM Tactical Project process.
- This requirement implies that only users with authorized access rights shall be able to view or start the process.
- The Project Manager for the requesting project shall receive an email which includes the name of the new IT CAM project and project type.
- When the IT CAM project is created, data from the requesting project shall be copied or made visible to the new CAM project. (***Note:*** *Refer to the "**Attributes**" section below*.)
- On the requesting project, a new Delivery Project instance shall be created when the update job runs (i.e., this is currently scheduled daily):
    - The update job shall be modified to get data from IT CAM projects in Clarity so as to facilitate visibility of the IT CAM project particulars to Business Stakeholders.
    - The data on the requesting object Delivery Project instances shall be kept in sync with the data from the IT CAM projects. (***Note:*** *Refer to the "**Clarity IT Delivery Project Approach**" document*.)

5.3 Risks

Refer to the "***Clarity IT Risk Register***" document.

5.4 Solution

Automate the process of project creation for the IT CAMs.

5.5 Assumptions

It is assumed that the following templates will be set up and include all necessary components before the implementation of this approach:

- IT CAM Standard
- IT CAM Tactical
- The *Process – Run access* right will be granted in the IT Project Manager security group for both the *Create IT CAM Standard Project* and the *Create IT CAM Tactical Process* instances.

5.6 Attributes

The following data field values will be copied from the IT CAM Standard or IT CAM *Tactical Project* template into the new IT Cam project. This data can be seen in the project edit views.

- *Team*
- *Tasks (WBS)*
- *Document Folders and Files*
- *Goal*
- *Project Type*
- *Rate ($/hour)*
- *State*
- *Active*
- *Scheduler Format*
- *Page Layout*
- *Release Alignment Status*
- *Agile Status*
- *Audit Information*

The process will update the new IT CAM project fields with the following data attributes. These fields will be copied from the *Requesting Project* into the corresponding field attribute on the IT CAM project.

IT Partition Label	Business Partition Label	Network Partition Label	Attribute Name
Requesting Project ID	*Project ID*	*Project ID*	*Investment ID*
Requesting Project Manager	*Project Manager*	*Project Manager*	*Manager*
Requesting Project Sponsor	*Director Sponsor*	*Director Sponsor*	*Director Sponsor*
Requesting Project Type	*Lowest Unit of the VZW Work Category OBS*	*Lowest Unit of the VZW Work Category OBS*	*From the vzw_work_category OBS*
Requesting Project Related Project ID	*Related Project (**Note:** This field does not exist in the Business Partition today.)*	*Related Project (**Note:** This field does not exist in the Network Partition today.)*	*Related Project*
IT Partition Label	**Business Partition Label**	**Network Partition Label**	**Attribute Name**

Requesting Project Mandatory Project Type	*Mandatory Project Type*	*N/A*	*Mandatory Project Type*
Goal	*Corporate Initiative*	*Goal*	*Goal*
Description	*Description*	*Description*	*Description*

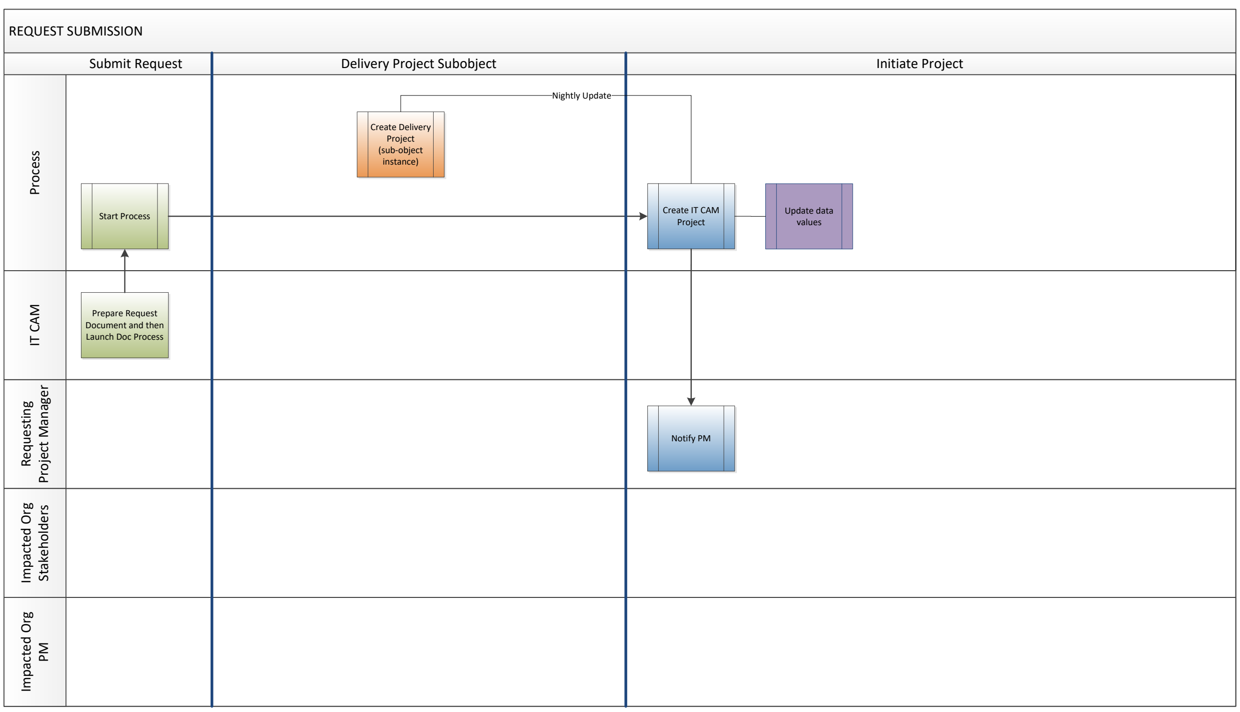
Note: If the requesting project does not have any of the attributes shown above, then the default for that missing attribute will be blank.

Reference document "***IT Clarity Deployment _ OBS Structure and Values"*** document for rules to automatically update OBS.

5.7 Workflow Process

The workflow diagram and steps for the *MSR Submission Process - Create IT CAM project* are shown below.

5.7.1 Workflow Diagram



5.7.2 Workflow Steps

1. The IT CAM will start the process to create a new IT CAM project by performing the following steps:
    a. From the **Document Manager** area of the Requesting Project, use the **Actions** drop-down menu for the MSR document to go to the **Processes** page
    b. Start either the "**Create IT CAM Standard Project**" process or the "**Create IT CAM Tactical Project**" process from the **Available Processes** page.
2. A corresponding instance of the Delivery Project will be created on the Requesting Project after the CAM project has been created.
3. The Manager of the Requesting Business Project will receive a notification that the IT CAM project has been created.
4. The **Project Type** will be set according to the value in the template (i.e., the template will be determined based on the process selected).
5. The user who initiates the process will be the Manager of the new IT CAM project.
6. The data attributes will be copied from the Requesting Project into the corresponding field attribute on the CAM project. **(*Note:*** *Refer to the "**Attributes**" section above.*)
7. The name of the new CAM project will be **CAM for [Requesting Project ID] [Requesting Project Name]**. (***Note:*** *The name will be truncated if the length exceeds the field length*.)
8. The **OBS** values will be set as described above.
9. The following fields of the Requesting Project will be exposed in the **Requesting Project Info** portlet on the **IT CAM project Dashboard**.
    - *Project Name*
    - *Project ID*
    - *Description*
    - *Corporate Initiative*
    - *Mandatory Project Type*
    - *Director Sponsor*
    - *Manager*
    - *VZW Work Category*
    - *Problem/Opportunity (What)*
    - *Background*
    - *Business Drivers (Why)*
    - *Customer (Who)*
    - *Market Segment*
    - *Proposed Solution (How)*
    - *Executive Summary*
    - *Prepaid Product Offering*
    - *Requested Launch Date*
    - *Related Project ID*

Note: The data above will also be made available for IT Business Objects reports.

10. The "**This Project**" folder name will be changed to the *IT CAM project ID* value automatically.

Note: To address the requirements for visibility of IT work by the Requesting Project, refer to the "Clarity IT Delivery Project Approach" document on SharePoint for the copy process information.

Clarity IT Approach Document:

Create Internal IT Project

Team Contributors:

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6 Create Internal IT Project

6.1 Approach Strategy

This process allows the user to create a project in Clarity by using an existing project template as the basis for the new project. The process requires manual entry and interaction from the user.

6.2 Business Requirements

This process shall allow an IT Project Manager to initiate creation of a new Internal IT Project which does not require sponsorship based on demand by another organization (e.g., Business or Network).

6.3 Risks

Refer to the "***Clarity IT Risk Register***" document.

6.4 Solution

Train the IT Project Managers to create projects from templates in Clarity.

6.5 Assumptions

It is assumed that the following conditions will be set in place before the implementation of this process:

- *Internal IT*, *IT Maintenance* and *Sync Up* project templates will be set up in Clarity.
- IT Project Managers will have access to the templates.
- IT Project Managers will be trained to set OBS and other Project data values properly.

6.6 Workflow Process

N/A

6.6.1 Workflow Steps

1. Login to Clarity.
2. Click the **New from template** button on the **My Projects** portlet, or navigate to the **Projects** list page and click **New from template**.
3. Select the *Internal IT, IT Maintenance or Sync Up* project template.
4. Fill in the appropriate data for the **Project Name**, **VZW Verizon Organization OBS**, **VZW Work Category OBS**, **Department OBS**, and any **Scaling (Work or Budget)** as needed.
5. Click **Save**.

Note: Refer to the Clarity User Guide for Project Management:

http://vzcentral.vzwcorp.com/sites/ITFL/Shared%20Documents/Clarity/CA%20Vendor%20Technical%20Documentation/CAClarityPPM_ProjectManagement_UserGuide_ENU.pdf

Clarity IT Approach Document:

Create Enterprise Release (ER) Project

Team Contributors:

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7 Create Enterprise Release (ER)

7.1 Approach Strategy

This process allows the Enterprise Release Team to create an Enterprise Release (ER) project in Clarity by using an existing ER Project as the basis for the new project. This process requires manual entry and interaction from the user.

7.2 Business Requirements

This process shall allow an ER Team Project Manager to initiate the creation of a new ER Project.

7.3 Risks

Refer to the "***Clarity IT Risk Register***" document.

7.4 Solution

Train the ER Team Project Managers:

- How to create projects from templates in Clarity
- How to create a Release

7.5 Assumptions

It is assumed that the following will occur in order to facilitate the process described in this approach:

- An existing ER Project will be set up in Clarity, and ER Team Project Managers will have access to it.
- ER Team Project Managers will be trained to set OBS and other Project data values properly.

7.6 Create Enterprise Release (ER) Project

7.6.1 Workflow Diagram

N/A

7.6.2 Workflow Steps

1. Login to Clarity.
2. Click the **New from template** button on the **My Projects** portlet, or navigate to the **Projects** list page and click **New from template**.
3. Change the selection in the **Filter** section for template from "*Yes*" to "*No*", and type in the appropriate criteria so that the list of projects is filtered to include an ER Project.
4. Click the **Filter** button.
5. Choose the ER Project and click **Next**.
6. Fill in the appropriate data for the **Project Name**, **VZW Verizon Organization OBS**, **VZW Work Category OBS**, **Department OBS**, and any **Scaling (Work or Budget)** as needed.
7. Click **Save**.
8. Update the Tasks in the WBS with the information specific to the new Release.

Note: Refer to the Clarity User Guide for Project Management:

http://vzcentral.vzwcorp.com/sites/ITFL/Shared%20Documents/Clarity/CA%20Vendor%20Technical%20Documentation/CAClarityPPM_ProjectManagement_UserGuide_ENU.pdf

7.7 Create Enterprise Release (ER)

7.7.1 Workflow Diagram

N/A

7.7.2 Workflow Steps

1. Login to Clarity.
2. Click the **Release** menu link.
3. Click the **New** button.
4. Populate the fields and select the Release project for the **Investment** field.
5. Click **Submit**.

Clarity IT Approach Document:

Create Application Team Release Project

Team Contributors:

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8 Create Application Team Release Project

8.1 Approach Strategy

This process allows users to create an Application Team Release project in Clarity using an existing Application Team Release project as the basis for the new project. The process requires manual entry and interaction from the user.

8.2 Business Requirements

This process shall allow an application Team Release Project Manager (TRM) to initiate creation of a new Application Team Release Project. The TRM shall be able to add the ERM Manager to the TR Project team and send them an AI.

8.3 Risks

Refer to the "***Clarity IT Risk Register***" document.

8.4 Solution

Train Application TRM's to create projects from templates in Clarity.

8.5 Assumptions

It is assumed that the following conditions will be set in place before the implementation of this approach:

- An existing Application Team Release Project will be set up in Clarity, and the Application Team Release Project Manager(s) from the same Application Team will have access to it.
- Application Team Release Project Managers will be trained to set OBS and other Project data values properly.

8.6 Workflow Process

N/A

8.6.1 Workflow Steps

1. Login to Clarity.
2. Click the **New from template** button on the **My Projects** portlet, or navigate to the **Projects** list page and click **New from template**.
3. Change the selection in the **Filter** section for the template from "*Yes*" to "*No*", and type in the appropriate criteria to filter the list of projects so that it includes Application Team Release Project.
4. Click the **Filter** button.
5. Choose an Application Team Release Project and click **Next**.
6. Fill in the appropriate data for the **Project Name**, **VZW Verizon Organization OBS**, **VZW Work Category OBS**, **Department OBS**, and any **Scaling (Work or Budget)** as needed.

7. Click **Save**.
8. Align the project to the Enterprise Release by using the Align process described in the "**Align/Realign Project to Enterprise Release (ER)**" approach.
9. The TRM will create a manual **Action Item** to the ER Project Manager, and request that the ATR Project be added as a child project of the ER Project.

Note: Refer to the Clarity User Guide for Project Management:

http://vzcentral.vzwcorp.com/sites/ITFL/Shared%20Documents/Clarity/CA%20Vendor%20Technical%20Documentation/CAClarityPPM_ProjectManagement_UserGuide_ENU.pdf

Clarity IT Approach Document:

Create Project Baseline

Team Contributors:

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9 Create Project Baseline

9.1 Approach Strategy

This process allows the user to create a Project Baseline in Clarity. The process requires manual entry and interaction from the user.

9.2 Business Requirements

This process shall provide a way to understand the difference between what was originally planned, or planned at any point in time, and what the current plan is.

9.3 Risks

Refer to the "***Clarity IT Risk Register***" document.

9.4 Solution

Train Project Managers to create project baselines in Clarity.

9.5 Assumptions

It is assumed the following conditions will in place before the implementation of this approach:

- All data to be included in the baseline will be populated in the project.
- Project Managers will be trained to use Clarity, including how to enter and maintain project estimates, WBS start and finish dates, and set Baseline Name and Description data values properly.
- Refer to the "**Project Baselining**" section in the "***Business Requirements***" document for States and naming conventions.

9.6 Workflow Process

There is no workflow diagram for this process. The workflow steps are shown below.

9.6.1 Workflow Steps

1. Login to Clarity.
2. Navigate to the Edit view of the project for which the baseline will be created.
3. Click on the **Baseline** subtab.
4. Click **New**.
5. Enter the **Name** and **Description** of the new Baseline.
6. Click **Submit**.

Note: Refer to the Clarity User Guide for Project Management:

http://vzcentral.vzwcorp.com/sites/ITFL/Shared%20Documents/Clarity/CA%20Vendor%20Technical%20Documentation/CAClarityPPM_ProjectManagement_UserGuide_ENU.pdf

Clarity IT Approach Document:

Phased CAM project Creation

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10 Phased CAM Project Creation

10.1 Approach Strategy

This process allows the IT CAM to request the creation of multiple projects by phase, thereby associating the phased CAM projects with a newly created program.

10.2 Business Requirements

- A single CAM project with an association to the " *IT Client Account Mgmt (4540)*" unit of the **VZW Verizon Organization** OBS shall be allowed to create additional phases:
    - On the main **Project Schedule** page, the user shall be able to input the number of phases that are being requested **[e.g., 1 to 9]** in the *Number of Phases* field.
    - Each of the phased CAM projects shall be automatically named using the convention **CAM for PHASE [n] of [Requesting Project ID] [Requesting Project Name]**:
        - The counter for the initial CAM project phase name shall be set to **[n]=1** for the original CAM project.
        - The counter for each additional CAM project phase name shall be incremented **[n+1]** for each subsequent phased CAM project.
- The following fields shall not be copied to either phased CAM projects or the program: *ROM, TCO, LOE, Impacted Applications, Release ID* and *Alignment Status*.
- A program shall be allocated as the parent of all phased CAM projects associated with the same Business or Network Project:
    - The parent program shall be named CAM PGM **for [Requesting Project ID] [Requesting Project Name]**.
- The process shall adhere to the Clarity *New from template* method:
    - The original CAM project shall be used as the template to copy all attribute values, tasks, teams, and documents when the phased CAM projects are created.
- The process shall send notification to all parties which are identified as required for notification.
- For every newly created Phased CAM project, a corresponding Delivery Project record shall be created on the Requesting Project (i.e., by using the first CAM project and searching for its corresponding *Project ID)*.
- Projects without a Requesting Project will not have a Delivery Project created by the process (i.e., all projects do not have one). If the Requesting *Project ID* field is null, then no Delivery Project record will be created.
- A nightly job will run update Delivery Project data every night.

10.3 Risks

Refer to the "***Clarity IT Risk Register***" document.

10.4 Solution

Automate the process of project creation for the IT CAMs.

10.5 Assumptions

It is assumed that the following conditions will be set in place before the implementation of this approach:

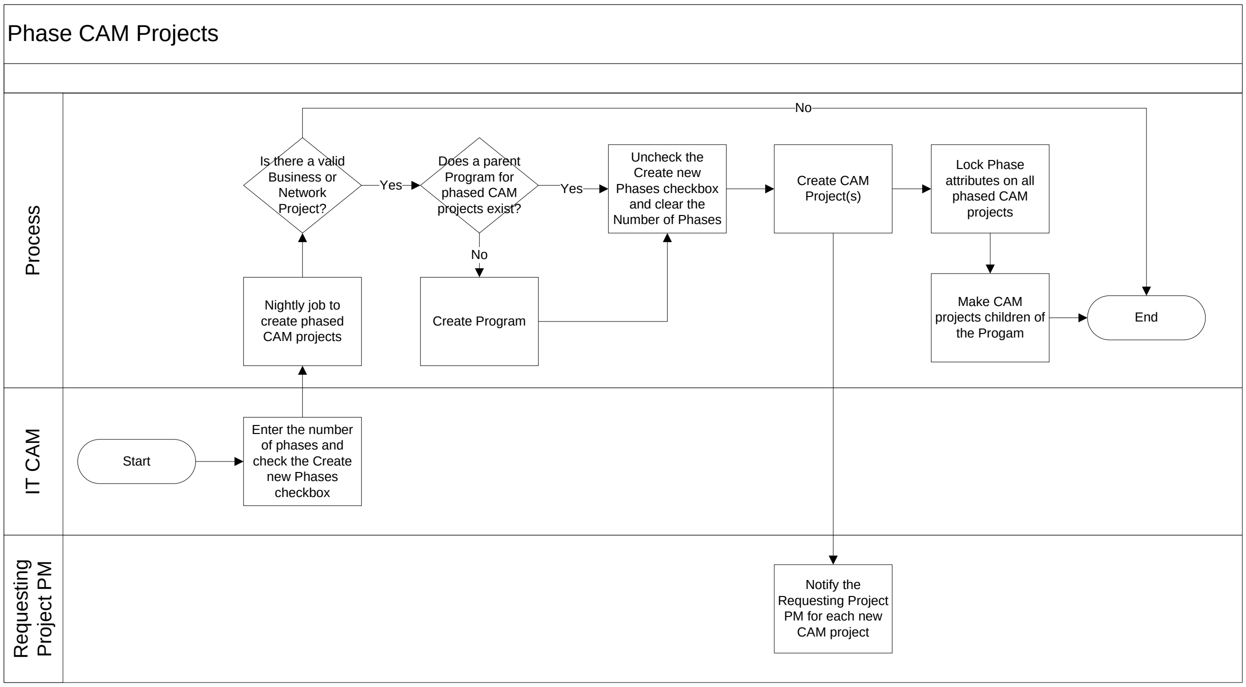
- The original IT CAM project will be associated to a single Requesting Project.
- The IT CAM PM will be trained to make any necessary data adjustments on phased CAM projects which will be created by copying data from the original CAM project.
- The turnaround time for Clarity to create new phased CAM projects will be no more than 24 hours.
- The process to *Create Phased CAM projects* will be scheduled for daily runs during a time when impact to the system will be minimal.
- Projects created as phases will not have the ability to be phased further; rather additional phases will be determined after initial creation:
    - The number of phases will be updated at the CAM program.
    - No more than nine (9) new projects per day will be created using this process. If more than nine (9) additional phased projects are required, then up to nine (9) additional phased projects may be created each following day.
- The process to remove or delete a phased CAM project will not be automated:
    - If the CAM project is deleted, the corresponding Delivery Project data will not be updated, since the CAM project is no longer available as the source of the data. In this event –
        - The Business Requestor must delete the corresponding Delivery Project record. If the project was deleted in error, the user can resubmit the RT or MSR Project and start the process over again to create a new CAM project.
        - Phased projects of the CAM Master Project and new Delivery and Request Object instances will be created under the parent Requestor Project.

10.6 Workflow — Automatically Create Phased CAM project(s)

The workflow diagram and steps for the *Phased CAM project Creation* process shown below.

10.6.1 Workflow Diagram

The workflow diagram and steps for the *Create Phased Project Process* are shown below.



10.6.2 Workflow Steps

1. The IT CAM will enter the number of additional phased CAM projects in the **Number of New Phases** field, and then check the **Create Phased Projects checkbox** on the **Schedule** subpage of the CAM project.

Note: Only CAM projects with an association to the "IT Client Account Mgmt (4540)" unit of the VZW Verizon Organization OBS shall be allowed to create additional phases.

Note: Only the number of additional projects requested should be entered. For example, if you want five (5) total projects, enter four (4).

2. The *Create Phased CAM projects* job will be scheduled to run nightly.
3. The following attributes **will not** be copied:
   - *LOE*
   - *ROM*
   - *PROJECT ID*
   - *PROJECT NAME*
   - *ENTERPRISE RELEASE ID*
   - *ALIGNMENT STATUS*
   - *IMPACTED APPLICATIONS*
4. The folder structure from the original CAM project will be replicated on the phased CAM projects.

5. The process verifies if the project is associated to a valid Business or Network project.
6. The process will create a program for the phased CAM projects, if one does not already exist, and the IT CAM will become the Manager of the Program.
7. If successful, both the **Number of Phases** field and the **Create Phased Project Checkbox** will be reset to blank.
8. The process will create a numbered phase for each additional CAM project that is similar to the **New from template** function:
   - The original CAM project will be used as the template.
   - The process will create corresponding Delivery Project records under the Requesting Project (i.e., this will be true for each phase).
   - The name of the original CAM project will be updated using the convention **CAM for PHASE 1 [Requesting Project ID] [Requesting Project Name]**, using the following design conventions:
     - The name of each phased CAM project will be updated using the naming convention **CAM for PHASE [n+1] [Requesting Project ID] [Requesting Project Name]**, based on the following rules –
       - The highest phase number of phased CAM projects that were created from the original CAM project = **[n]**. (***Note:*** *The Name field will be truncated if the length exceeds 80 characters.)*
       - Each subsequent (new) phased CAM project = **[n + 1]**. (***Example:*** *If the PM requests that five (5) projects be created, then five (5) projects will be created in addition to the first project; this will result in six phased projects plus a program.)*
     - Once the initial program is created, the additional project creation for phases will become a functionality of the program **only**. After initial creation, this feature will be locked and will not be available for use from the project level.
     - The hierarchy in the program is way to determine how many projects currently exist, and the process will increment the next phase number based on how many records exists already. If a project number sequence is off and the user does not know how to fix the issue, they can open a support case so the issue can be resolved manually.
     - The *Name* attribute will be locked for programs created via this process to ensure that a constant name is available for creation of additional phased CAM projects. This feature will not be locked for projects, and any name change on a phased project will display the next day on the corresponding Delivery Project instance.

10.6.2.1 Phased Cam Project Creation Job

1. The PM of the Requesting Project will be notified of the creation of any new phased CAM projects.
2. Upon creation of the project, a folder with the *Project ID* will be created under the **Collaboration** tab.
3. The nightly job will update Delivery Projects on the Requesting Project side with CAM project data every night.
4. If the job fails, the Clarity Support team will be notified of any errors and will make all attempts to restart the job. The job does have detrimental logic to ensure that the completed projects will be created only, and the non-completed creation projects is where the job will restart when the job is re-engaged.
5. In the event that the job fails and Clarity is still capable of sending failure messages, Clarity will send a failure message to the PM and end the process.

Note: Clarity Automation occurs via the Clarity process engine. It is not possible with OOTB to rely on sending messages to users if the process engine is down. If this occurs, it will be the responsibility of the Clarity team to fix the process engine issues and restart the job.

Clarity IT Approach Document:

Create Application Project

Team Contributors:

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11 Create Application Project

11.1 Approach Strategy

This process will allow the user to select impacted application team areas. Notification is then sent to the impacted applications' Team Managers when the Scoping or Beyond business rules are met, and the process will be ready to start.

When the process starts, the process will send the specified team representative(s) an **Action Item** (**AI**) to review related documentation for impact to their application. If an application team has more than one representative, each one will receive an **AI**. The first respondent from the Application Team will determine the **Impact Status**. After the first response, all other **AI's** will close for the impacted application.

The impacted team representative(s) will review their **AI's** and mark them as either "*Impacted* [*Project Type*]" or "*Not Impacted*". If the status of a specific application is "*Impacted*", then an additional project will be created (i.e., according to the type indicated in the response to support the impacted application); also, the **AI** respondent will become the Project Manager (PM) of the impacted application's team project.

11.2 Business Requirements

- The users of this process shall have the ability to select impacted applications and associate them with the parent project.
- The PM can select potentially impacted teams at any point in the project lifecycle, but Clarity will not send notifications to IT Front Doors unless the project is in the Scoping State or State beyond Scoping.
- The impacted applications' team representative(s) shall be able to review documents associated with the impacting master project.
- An **AI** shall be sent to the potentially impacted applications' team representative(s) for review of project specific documentation. The **AI** will contain a link to the corresponding project documentation to be reviewed by the Front Door. They shall mark the **AI** as either "*Impacted – Standard,*" "*Impacted – Tactical*", "*Impacted – Test Only*" or "*Not Impacted*":
    - When the project is not in Scoping or Beyond Scoping, and the impacted application is set to notify, the process will set the **Notify** attribute to null and send notification to the PM that the process can not start until the project is in the Scoping or Beyond Scoping phase. The process shall end.
    - When the project is in Scoping or Beyond Scoping and the notification option is set to "Yes", then:
        - The process will lock the record and send an **AI**.
        - Once the **AI** has been responded to, the process unlocks the record, updates the response, and locks the record again.
        - The project is created and then the process ends.
    - If the application team representative(s) marks the **AI** as "*Not Impacted*", then a notification shall be sent to the PM of the master project that no impact exists for the specific application, and the process shall end.

- If the affected application team representative(s) marks the application as "impacted", then the process shall fire off the creation of the impacted application team's project –
  - The system shall generate and send notifications to the following managers:
    - Manager of the original project
    - AI Respondent of the impacted application project (i.e., to notify them that they have been staffed on the new IT Project)
  - The WBS will be copied from the template to the newly created project.
- The process shall then finish.
- Impacted application projects that are in the state of impacted or pending response will be used to determine (based on the rules below) if the application name will be updated on the master CAM project's corresponding delivery project record –
  - If there are multiple impacted application records of the same name, the last impacted application response will be used to determine (based on the rules below) if the application name will be displayed in a comma delimited field on the delivery project record.
  - If any of the responses are pending **AI** action, then the impacted application will be displayed in a comma delimited field on the delivery project record.
  - If the response to an **AI** is "*Not Impacted*", the record will not display on the delivery project record.
  - If the response to the **AI** is "*Impacted – Test Only*", "*Impacted – Tactical*", or "*Impacted – Standard*", then the impacted application will be included in the comma delimited field on the Delivery Project record.

Note: When the project is in Scoping or Beyond Scoping and the notification option is set to "Yes", then the process will lock the record and send an AI. Refer to "Section 10.6.2. Workflow Steps" below.

11.3 Risks

Refer to the "***Clarity IT Risk Register***" document.

11.4 Solution

- Automate the process of project creation for the IT PM's.
- Automate the process to associate the new project to the parent project.

11.5 Assumptions

It is assumed the following conditions will be in place before the implementation of this approach:

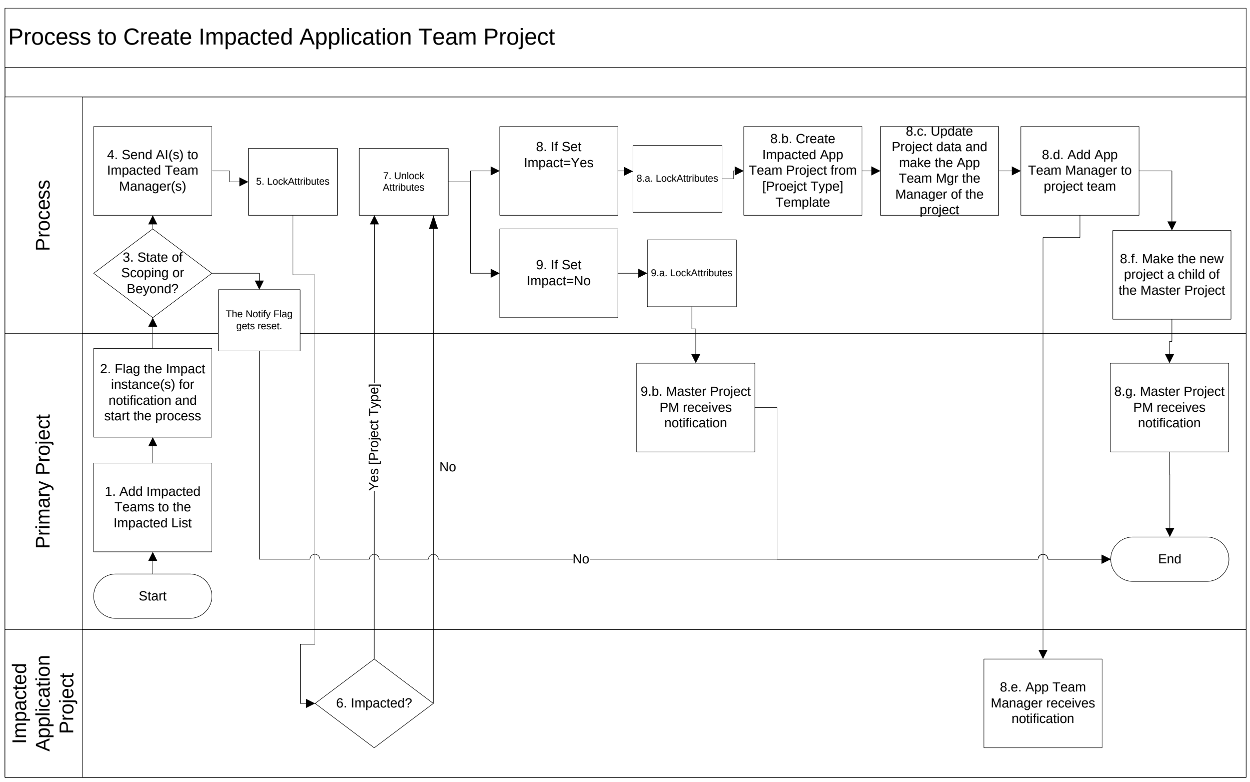
- Each application team will have a corresponding application instance in Clarity.
- IT Project templates will be set up for each positive **AI** response type.
- The IT PM (e.g., the IT CAM or the Project Manager of an Internal CAM project) will be trained to run the process.

- The Primary Project Manager will provide a timely response to requests from Application Teams; when appropriate, the PPM will create new impact instances and run the Clarity process.
- The Primary Project Manager will provide any required documents in their project's **Document Manager** section, and mark them as "*Allow Non-participants to Access Document*" or add potentially impacted team manager(s) to the project's participant list.

11.6 Workflow Process

The workflow diagram and steps for the *Create Application Project Process* are shown below.

11.6.1 Workflow Diagram



11.6.2 Workflow Steps

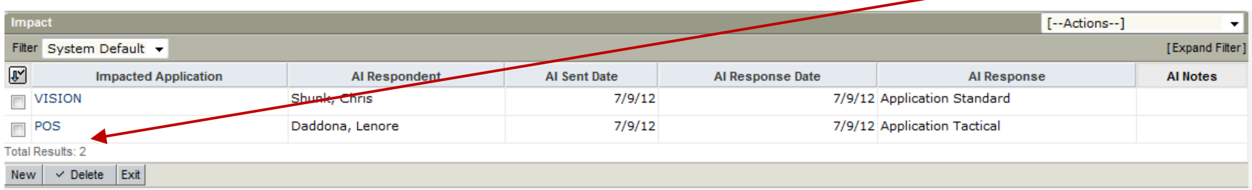
11.6.2.1 Overview

When new impacted Application Teams are added and notified, any existing impacted Application Teams will not be re-notified or receive new AI's. When the project is in Scoping or Beyond Scoping and the notification option is set to "Yes", then the process will lock the record and send an AI. Once the AI has been responded to, the process unlocks the record, updates the response, and locks the record again.

***Note:* The Impact List subpage shall have a free form text field that will display explanatory note from the AI response. This will be a default in the config.**

The steps for the process to *Create an Impacted Application Team Project* are shown below:

1. The PM of the parent project will navigate to the **Impact List** view, then click **New** to add the Impacted Teams to the **Impacted Application** list.



Impact [--Actions--]

Filter System Default [Expand Filter]

	Impacted Application	AI Respondent	AI Sent Date	AI Response Date	AI Response	AI Notes
	VISION	Shunk, Chris	7/9/12	7/9/12	Application Standard	
	POS	Daddona, Lenore	7/9/12	7/9/12	Application Tactical	

Total Results: 2

New | Delete | Exit

2. The PM will set the **Notify** value to flag the impact for notification. This may be done on the **Impact List** page by selecting the **Actions** drop-down box and choosing **Edit** mode. Set the **Notify** value to "Yes" and then click **Save** to start the process. (***Note:*** *When the user clicks **Submit**, then the process will start and the selected impacted application will display on the page regardless of project State).*
3. Are the State of Scoping or Beyond business rules met? (***Note:*** *The project State is a derived value.)*
    a. If "No", reset the **Notify** flag and end the process.
    b. If "Yes", go to Step 4.
4. An **AI** will be sent to the Application Team representative(s) for each impact instance flagged as **Notify** = "**Yes**", and the following will occur:
    c. The process will lock the attributes.
    d. The process will verify that at least one Application Team representative exists; if not, the process will send an email to the PM and reset the **Notify** field.
    e. Each team will identify their own Front Door resource for the corresponding application areas that will be notified of the impact; all Front Door resources will be sent an **AI** and the **Notify** flag will be reset.
    f. The Application Team representative will respond to the **AI** to indicate whether they agree or disagree:
        i. If they <u>agree</u>, then he/she will indicate the appropriate project in the agreement –
            - *Impacted – Standard*
            - *Impacted – Tactical*
            - *Impacted – Test only*
        ii. For <u>positive responses</u>, the **AI** respondent will become the Manager of the new IT Project and receive notification that he/she is staffed on the new IT Project.

iii. The following conditions will occur for both negative and positive **AI** responses:
- **AI** responses will be captured in Clarity and made available to portlets and reports.
- The PPM will be notified of all **AI** responses.
- The **AI** respondent can add an explanatory note in the **AI** response.

5. Is the Application Team Impacted?
   g. If “Yes”, then perform Step 7. for the Project Type.
   h. If “No, then go to Step 7.
6. The process will unlock the attributes.
7. If the **Set Impact** flag = “Yes”, then the process will do the following:
   i. Update the values on the **Impacted List** page with information regarding the **AI** response, including –
      i. the response date
      ii. who responded
      iii. any explanatory text
   j. Lock the attributes
   k. Create the Impacted Application Team Project from the **Project Type** template (i.e., based on the response)
   l. Update the Project data and make the AI respondent the Manager of the project.
   m. Update the following data attributes from the Primary project –
      i. Primary Project ID
      ii. Primary Project Name
      iii. Labor Code
      iv. Description
      v. Start Date
      vi. Finish Date
      vii. Target Date
   n. Update the **Project Name** using the following format –

      Project Name =
      IF CAM parent: **“<AppName> for” <CAMProject ID> <Requesting Project Name>**
      IF Internal IT parent: **“<AppName> for” <Internal IT parent ID> <Internal IT parentName>**

   o. Add the **AI** respondent to the project team
   p. Send notification to the **AI** respondent
   q. Make the new project a child of the Master project ; the new IT Project will be made a child of the *Primary Project* in the **Hierarchy** tab.
   r. Send notification to the Master Project PM.
   s. End the process.

Note: Reference the MS Word document “IT Clarity Deployment _ OBS Structure and Values” for rules on how to automatically update the OBS.

8. If the **Set Impact** flag = “No”, the process will do the following:
    t. Update the values on the **Impacted List** page with information regarding the **AI** response, including –
        i. the response date
        ii. who responded
        iii. any explanatory text
    u. Lock the attributes
    v. Send notification to the Master Project PM
    w. End the process

Clarity IT Approach Document:

Derived Project State

Team Contributors:

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Mitesha Patel: Development Lead - Clarity

Deborah Reece: Technical Writer - Clarity

12 Derived Project State

12.1 Approach Strategy

This document describes the approach strategy for the *Derived Project State* workflow in the Verizon Clarity IT Implementation project.

12.2 Business Requirements

- This process shall automatically move the project from state to state, according to project type based on the following:
- These moves shall only occur based on completion of milestones in the WBS that are not flagged to be skipped.
- Projects shall only advance if they have the required approvals for VISION projects.
- The parent projects cannot advance past the earliest state of any of their child projects.
- A change in state shall either advance the project through the lifecycle or move it back to a previous state.
- The requested solution shall automatically update the state when all non-skipped milestones change to "**Complete**" according to the WBS milestones table.

Note: The business requirements stated in this approach also incorporate the rollback process on non-skipped milestones.

12.3 Solution

Create a function to derive the Project State based on business rules for the Status of WBS Milestone Tasks. This solution provides for a single process which is programmed with the rules for all scenarios (Project Type and Organization), and can be used on any type of project by any organization.

Note: The Derived Project State process will be used to populate the project State in portlets, reports, and interfaces (e.g., Delivery Project Object).

12.4 Assumptions

It is assumed the following conditions will be in place before the implementation of this approach:

- Projects which integrate with ENDEVOR will also manage the **Stage** attribute.
- Users will understand the difference between the **Stage** attribute on the Project Object and the derived *State*.
- M&Ps for maintaining the **Stage** attribute on projects will be provided to users who will manage projects that integrate with ENDEVOR.
- Another process will be in place to validate the **Stage** attribute value for projects integrated with ENDEVOR.

12.5 Risks

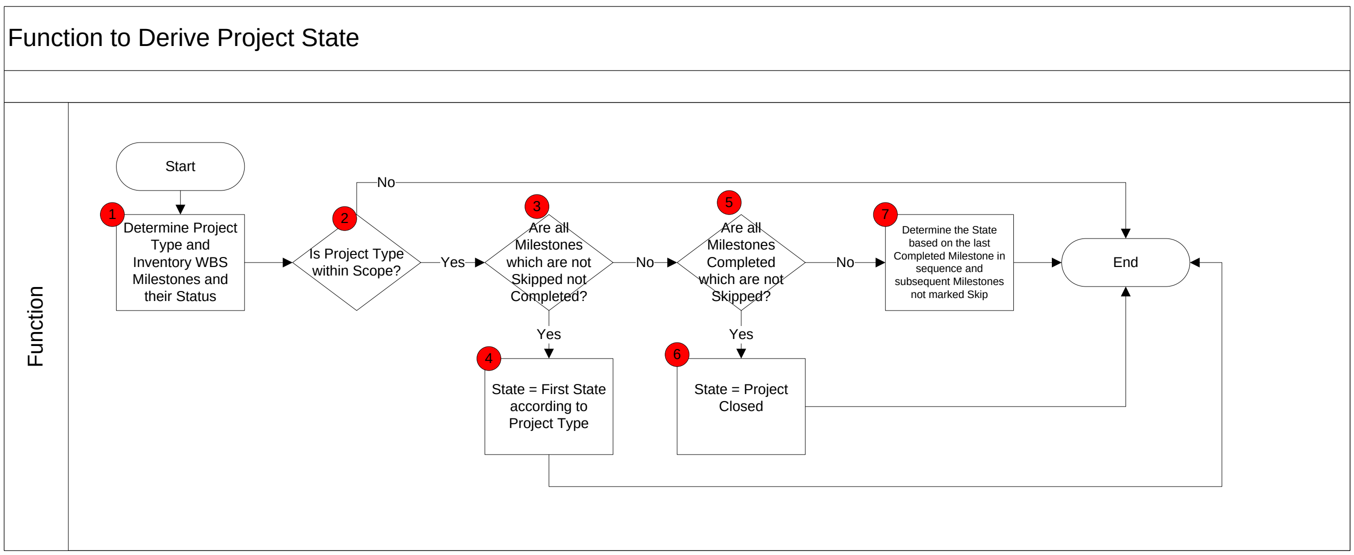
Refer to the “***Clarity IT Risk Register***”.

12.6 Workflow Process

The workflow diagram and steps for the *Derived Project State Process* are shown below.

12.6.1 Workflow Diagram

The workflow diagram for this item is shown below.



12.6.2 Workflow Steps

The PM updates the milestone(s) required to move the project to the next state, and then the function will automatically perform the following steps:

1. Determine the Project Type using the Work Category OBS value and inventory the WBS Milestone Tasks and their **Status**.
2. Is the Project Type within Scope?
    a. If “No”, the process will end.
    b. If “Yes”, go to Step 3.
3. Are all Milestones which are not Skipped not Completed (i.e., are all non-skipped milestones marked “**Not Started**”)?
    a. If “No”, go to Step 5.
    b. If “Yes”, go to Step 4.
4. State is set to *First State* according to Project Type (i.e., display the very first state based on the project template type).
5. Are all Milestones Completed which are not skipped (i.e., are all non-skipped milestones marked “**Completed**”)?
    a. If “No”, go to Step 7.

   b. If "Yes", go to Step 6.
6. Set State to Project Closed and display the last State:
   a. Project Closed milestone is set to the last milestone for all the templates
   b. End the Process
7. Determine the *State* based on the last Completed Milestone in sequences and subsequent Milestones not marked "**Skip**" (i.e., based on the *Project Type*, *Milestone Status*, and "*Skip*" value of pertinent Milestones). (***Note:*** *For parent projects, the State cannot be later than the earliest State of all child projects.*) The parent will only advance as far as the earliest child derived state.

Note: The State is derived based on the first State where an incomplete non-skipped milestone exists. The process will assess each milestone starting from the top of the WBS and will determine the State associated with the first non-Completed milestone (i.e., that is also not skipped).

12.7 Rollback Reason Attribute

In a rollback situation, when a PM updates the project WBS to a state in the past, then the attribute **Rollback Reason** is to be updated with the reason for the rollback. The **Rollback Reason** attribute will be placed on the project **Change Request Object** subpage after the user fills out a Change Request Record.

The **Change Request Object** subpage will display additional fields that the user will need to fill in about the change request object, along with the **Rollback Reason**. These fields are listed below, but the non-required fields are not listed since they can either be used or left blank.

Additional fields required upon creation of the change request object are shown below:

- *Change Request Name*
- *Owner*
- *Status*
- *Priority*
- *Change Request ID (AUTO NUMBERED)*

The **Rollback Reason** attribute will display the following values in a single select drop down list:

- *Select (default)*
- *Scope change,*
- *Dependency on other applications*
- *Other*

Clarity IT Approach Document:

Align/Realign Project to Enterprise Release (ER)

Team Contributors:

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Dan Drees: Architect - Clarity

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13 Align/Realign Project to Enterprise Release (ER)

13.1 Approach Strategy

This process is designed to Align/Realign an IT Project to an Enterprise Release (ER). The process will update the IT Project milestones with Finish Dates from the ER Project.

The Project Manager (PM) will associate the project with the **Release** on the **Release subpage**, and then the **Align/Realign** process will be selected from the **Available Processes** list on the **Processes** tab. The process will then initiate a check to see if the project is a parent project with child projects associated with it; if this is true, it will check the **Release Alignment Status** of the child projects.

13.2 Business Requirements

- The process shall verify and validate the **Release** and **Release Alignment Status** field values of the parent project and any child projects in the project hierarchy. All child projects must be either aligned or alternate schedule with the same ER as the parent project.
- A *Nightly Unalign Process* shall change the *Status* of previously "**Aligned**" or "**Alternate Schedule**" projects to "**Unaligned**". This job will be scheduled to run nightly at a conducive time. (***Note:*** *Refer to the section "****Nightly Unalign Job Spec****" below.*)

Note: Please refer to "Section 12.13" of the "Requirements" document.

13.3 Risks

Refer to the "***Clarity IT Risk Register***" document.

13.4 Solution

- After the process is manually started, then it will automatically:
  - Update the **Finish Date** on Project Milestone Tasks (i.e., tasks which have IDs starting with "*RM*") that are not completed with the **Finish Date** of tasks that have matching ID's on the ER.
  - Send notification of "**Alignment**" to the IT Funnel Management Group and the IT Project Supervisor.
- If conditions dictate that the project cannot be aligned with the ER:
  - The **Alignment Status** field will be set to "**Unaligned**".
  - A notification that the project is unaligned will be sent to the IT Funnel Management Group and the IT Project Supervisor.
  - The PM will be notified.
- Users will have the ability to realign to a different Release with the following steps:
  - Select the desired Release (i.e., the one you want to realign to)
  - Create a Change Request to capture the reason
  - Run the process again

13.4.1 Alignment Permutations Table

Refer to the table below for the process logic flow.

Release	Release Alignment Status	Is the project a parent? Yes/No	Action
Blank	Aligned	No	Change Release Alignment Status to Unalign; notify PM/Proj Supervisor/Funnel Mgmt
	Alternate Schedule	No	Change Release Alignment Status to Unalign; notify PM/Proj Supervisor/Funnel Mgmt
	Target	No	Do nothing
	Unaligned	No	Do nothing
	Blank	No	Do nothing
Off-Release	Aligned	No	Do nothing
	Alternate Schedule	No	Do nothing
	Target	No	Do nothing
	Unaligned	No	Do nothing
	Blank	No	Do nothing
ER	Aligned	No	Update WBS for all non-completed milestones that match the ER milestones
	Alternate Schedule	No	Update WBS for all non-completed milestones that match the ER milestones
	Target	No	Update WBS for all non-completed milestones that match the ER milestones
	Unaligned	No	Do nothing
	Blank	No	Do nothing
Blank	Aligned	Yes	Change Release Alignment Status to Unalign; notify PM/Proj Supervisor/Funnel Mgmt
	Alternate Schedule	Yes	Change Release Alignment Status to Unalign; notify PM/Proj Supervisor/Funnel Mgmt
	Target	Yes	Do nothing
	Unaligned	Yes	Do nothing
	Blank	Yes	Do nothing
Off-Release	Aligned	Yes	Do all the children have Release = Off-Release and Release Alignment Status = Aligned or Alternate Schedule? If Yes – Do nothing If No - Change Release Alignment Status to Unalign; notify PM/Proj Supervisor/Funnel Mgmt
	Alternate Schedule	Yes	Do all the children have Release = Off-Release and Release Alignment Status = Aligned or Alternate Schedule? If Yes – Do nothing If No - Change Release Alignment Status to Unalign; notify PM/Proj Supervisor/Funnel Mgmt
	Target	Yes	Do nothing
	Unaligned	Yes	Do nothing
	Blank	Yes	Do nothing

Release	Release Alignment Status	Is the project a parent? Yes/No	Action
ER	Aligned	Yes	Do all the children have the same ER value in the Release field and Release Alignment Status = Aligned or Alternate Schedule? If Yes – Update WBS for all non-completed milestones that match the ER milestones If No - Change Release Alignment Status to Unalign; notify PM/Proj Supervisor/Funnel Mgmt
	Alternate Schedule	Yes	Do all the children have the same ER value in the Release field and Release Alignment Status = Aligned or Alternate Schedule? If Yes – Update WBS for all non-completed milestones that match the ER milestones If No - Change Release Alignment Status to Unalign; notify PM/Proj Supervisor/Funnel Mgmt
	Target	Yes	Update WBS for all non-completed milestones that match the ER milestones
	Unaligned	Yes	Do nothing
	Blank	Yes	Do nothing

13.5 Assumptions

It is assumed the following conditions will in place before the implementation of this approach:

- A project must have at least one Release Milestone in order to update the WBS of the project.
- In order to update the WBS to the corresponding ER milestone dates, projects will have a Work Breakdown Structure (WBS) that includes at least one Release Milestone Task with a **Status** not set to "**Completed**".
- The Release Management Team will establish ER's in Clarity that follow standard conventions for creating an ER.
- The PM will have the required staffed resources to fill the IT Funnel Management Group. IT Project Supervisor will be the value from the project attributes.
- PM's will be trained to perform the following tasks –
    - Choose the ER to which the project will be aligned, and save the ER choice on the **Release** subpage
    - Set the **Status** of Tasks
    - Start the *Align to Release Process*

13.6 Workflow Process

Refer to Section "***12.4.1 Alignment Permutations***" above for the workflow diagram and steps.

13.7 Unalign Nightly Job Spec

For all child projects associated with a parent project, a new job will be created to verify the current **Status** of the child projects that were previously "**Aligned**" or "**Alternate Schedule**" to an ER. If they are not currently "**Aligned**" or "**Alternate Schedule**" to the same ER as their parent project, then the process will use pre-defined logic (i.e., as defined above) to update the parent project with a status of "**Unaligned**". This job will run at least twice nightly and will not update the WBS.

13.7.1 Determination of Status

The logic rules for determining the appropriate **Release Alignment Status** of a project (i.e., either "**Aligned**" or "**Alternate Schedule**" to an ER) are outlined in the "***IT Clarity Business Requirements***" document created by the CAM Organization.

13.7.2 Job Scheduling

The job will be scheduled to run in off-hours. The exact timing of the job will be determined in conjunction with the Clarity support team to ensure that it runs in a window which will not impact nightly job processing. (***Note:*** *This job needs to be scheduled to run before the interface to the ER SharePoint.)*

13.7.3 Notification

If the status of a project is changed to "**Unaligned**" as described above, then the corresponding PM's, IT Funnel Management Group, and IT Project Supervisor will be notified of the change.

Clarity IT Approach Document:

Change Dates of Enterprise Release (ER)

Team Contributors:

Pam Hicks: IT Project Manager - Clarity

Dan Drees: Architect - Clarity

Mitesha Patel: Development Lead - Clarity

Deborah Reece: Technical Writer - Clarity

14 Change Dates of Enterprise Release (ER)

14.1 Approach Strategy

The Enterprise Release (ER) Projects in Clarity are used to establish milestone tasks for the release. Subsequently, all projects associated with the ER are affected when a milestone date is changed on the ER Project. This process performs the steps required to align associated project milestones dates with the ER milestone dates (i.e., since the ER shares the same milestone tasks with its associated projects).

Note: This process will only update projects that are aligned or targeted for the Release.

14.2 Business Requirements

- When milestone dates change on the ER Project, all associated projects shall inherit the changed milestone dates for milestones that are not complete.
- When the process pushes down changed milestone dates from the ER Project to associated projects, the appropriate Project Managers (PM's) shall be notified of the changes.

14.3 Risks

Refer to the "***Clarity IT Risk Register***" document.

14.4 Solution

When the Release Manager indicates that ER dates have changed, a job will be scheduled to run off-hours to update Finish Dates for any incomplete milestone tasks found in associated projects. The PM's of any projects that have ER milestones updated by this process will be notified of the changes.

14.5 Assumptions

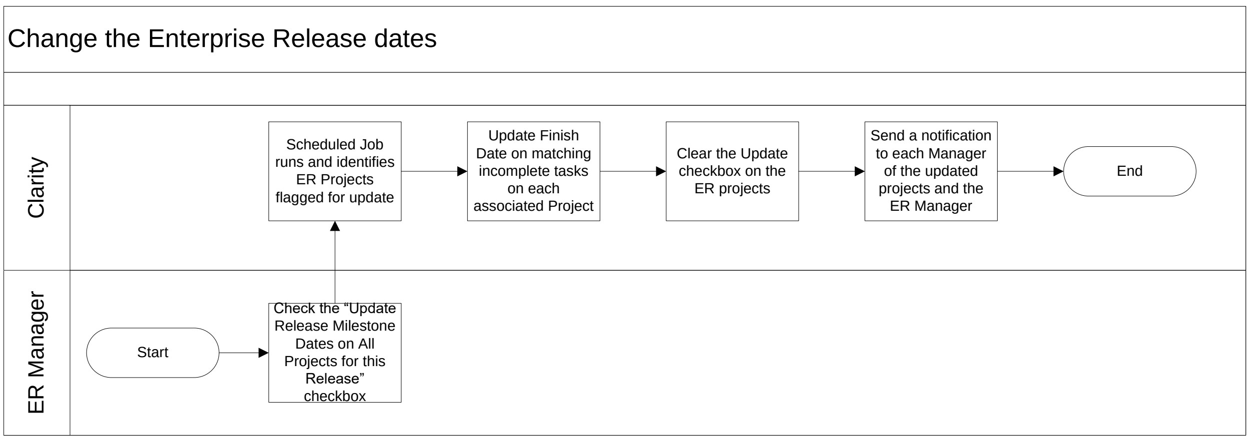
It is assumed the following conditions will be in place before the implementation of this approach:

- The ER Manager will be trained to update the Release to start this process; the *Change Dates of ER* process will start whenever a change to a Release Milestone Date needs to be pushed to projects associated with the Release.
- When an ER is identified in the **Release** field on any project and that project is targeted or aligned, then that project will be associated to the ER.
- For all Release Projects associated with an ER which have milestones that are not marked as "**Completed**", Clarity will automatically change the Finish Dates on those tasks within 24 hours of receiving the **Update Associated Project Milestone Finish Dates** flag. (***Note:*** *This flag is set by the ER Manager.*)
- This process will update skipped tasks; the task will reflect the new ER date for the milestone, but it will remain flagged as "**Skipped**".
- The PM will be trained to accept that Clarity is changing their project plan at the discretion of the Release Manager, and will be prepared to make adjustments to the plan as needed after the automated update.

14.6 Process Workflow

The workflow diagram and steps for the *Change Dates of ER* process are shown below.

14.6.1 Workflow Diagram



14.6.2 Workflow Steps

1. The ER Manager will set the flag to update the ER Milestone **Finish Dates** on eligible milestone tasks in the associated project plans. The ER Manager will set the flag on the Release object to update the ER Milestone.
2. A nightly job will start a process which identifies Releases that have been flagged for update. (***Note:*** *For information about who changed ER Release Dates and when, refer to Clarity audit trail functionality.)*
3. For each flagged Release, the process will establish a list of associated, active, and approved projects (per requirement PRC1401) and process them in sequence.
4. For all ER milestones on the associated project which do not have a **Status** of "**Complete**", the **Finish Date** will be updated with the **Finish Date** from the matching task on the ER Project.
5. The process will reset the "**Update**" flag.
6. The process will send a notification to the PM of each project (i.e., that was updated) to inform them of the ER update.
7. The **ER Update Notification** will include the following text:

   *"The **[Release Name] Enterprise Release** has been changed. One or more ER Milestone Finish Dates on your Project **[Project ID]** have been changed."*

Clarity IT Approach Document:

VISION Project Approval Processes

Team Contributors:

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Dan Drees: Architect - Clarity

Mitesha Patel: Development Lead - Clarity

Deborah Reece: Technical Writer - Clarity

15 VISION Project Approval Processes

15.1 Approach Strategy

This document describes the methodology for the *VISION Project Approval* process in the Verizon Clarity IT Implementation project.

15.2 Business Requirement

- Approvals shall be obtained from Project Team Members:
    - Eligible approvers for a project shall be based on members of one or more Approver Groups.
- When the project is in the Code Test or PreSys Test state:
    - Approval shall be granted by the following: Architect, DBA, SME, Data Analyst, Production Control Services and Infrastructure Support.
- If the project *State* is moved back to a *State* prior to PreSys Test or Code Test, any prior approvals shall be removed and must be obtained again. Approval history will be retained.
- Approvals may be flagged as N/A.
- The DBA approval shall only be given by a DBA in the DBA Approvers Group.
- The Manager Final Approval shall only be given by a Manager in the Manager Final Approval Group:
    - All other approvals shall be entered by a Manager or users in the VISION Approvers Group.
- Valid **Approval Status** values includes "**Approved**", "**In Review",** "**Rejected**", or "**N/A**".
- Input data shall come from JDBC queries.

15.3 Risks

The following conditions can incur risks for this process, if they occur:

- An Approver is not a member of the necessary Approvers Security Group.
- An Approver is not properly trained on the Clarity procedure.

15.4 Solution

The **Approvals** subpage will be secure with access limited to the VISION Approvers, DBA Approvers, and Manager Final Approvers Groups.

15.5 Assumptions

It is assumed that the following conditions will be set in place before the implementation of this approach:

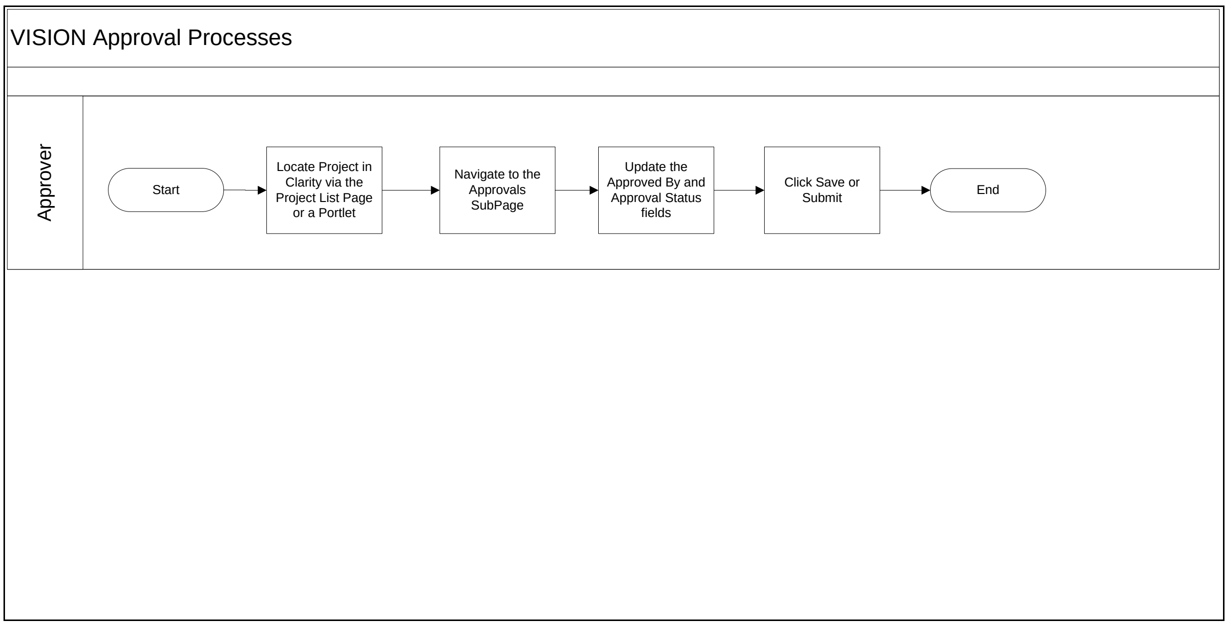
- The appropriate resources will be members of the correct security groups.
- The Approvers will be trained to locate the projects for which they are responsible for providing approvals.

- The Approvers will be trained to navigate to the **Approvals** subpage and update the approval fields.

15.6 Process Workflow

The workflow diagram and steps for the *VISION Project Approvals Processes* are shown below.

15.6.1 Workflow Diagram



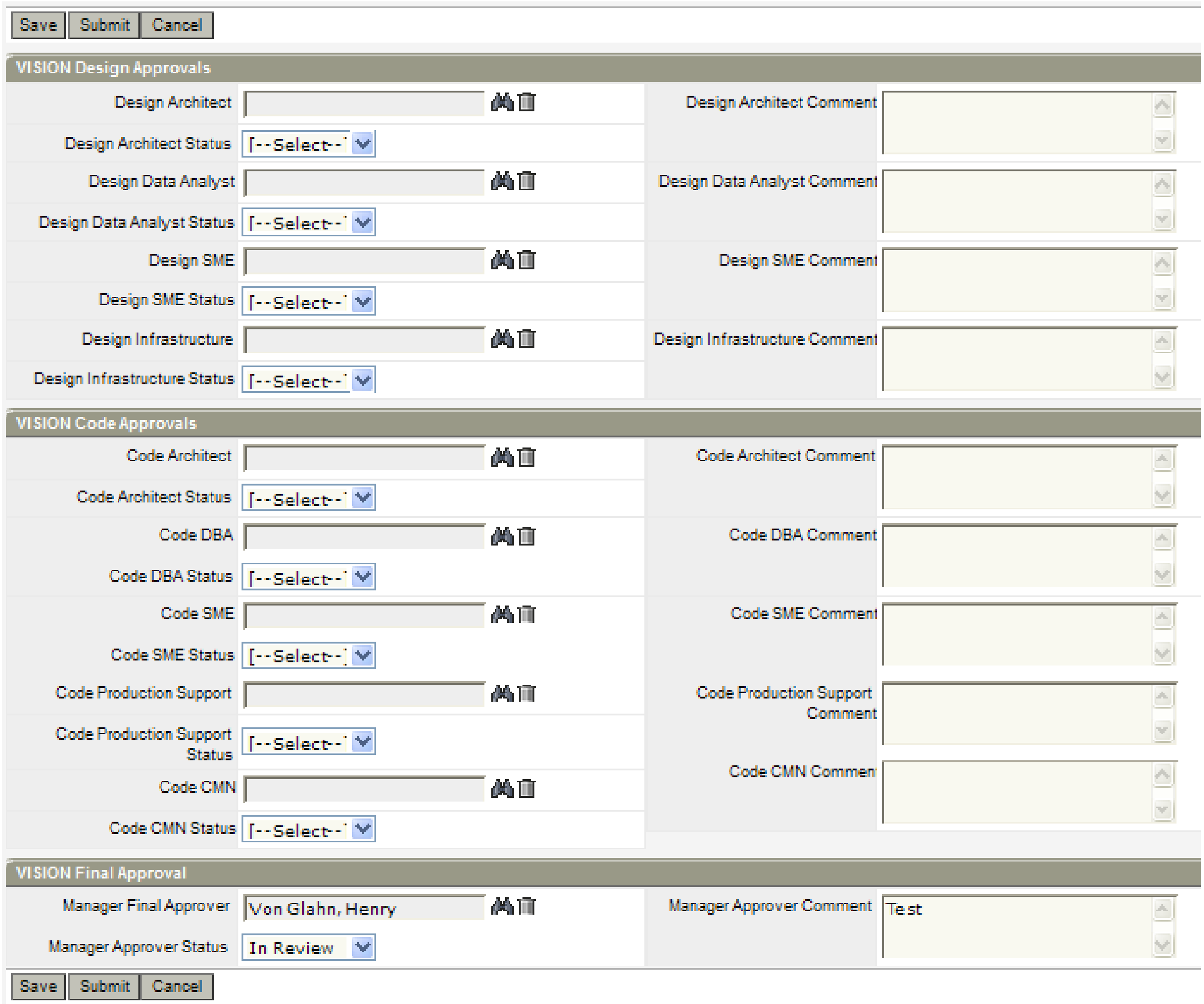
15.6.2 Workflow Steps

1. Login to Clarity and navigate to the Project.
2. Click on the Approvals subpage link.
3. Update the appropriate **[Approved By]** and **Approval Status** fields.
4. Click **Save** or **Submit**.

15.6.2.1 Screenshot Example of VISION Design Approvals Portlet

A screenshot example of the "**VISION Design Approvals**" portlet on the **Main - Approvals** page is shown below.

Note: The Approval Dates and History will display in the Audit tab.



Clarity IT Approach Document:

IT Delivery Project Sync Job

Team Contributors:

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16 IT Delivery Project Sync Job

16.1 Approach Strategy

The current VZLaunch IT Delivery Project Job (CAMIT to Clarity) needs to be modified to support the Delivery Project Sync from IT to VZLaunch.

16.2 Business Requirements

- Delivery Project information shall be synced between IT and VZLaunch partitions
- Additional field(s) shall be synced in new version
- Input data shall come from JDBC queries as opposed to flat file format from MKS (i.e., as in the current version).

16.3 Risks

Refer to the "***Clarity IT Risk Register***" document.

16.4 Solution

- A new Java process will be created to query the Clarity IT database and retrieve the Delivery Project Data.
- The existing Clarity and XMLBeans frameworks will be utilized to map this data into XML that can be XOG'd into the VZLaunch Clarity instance.

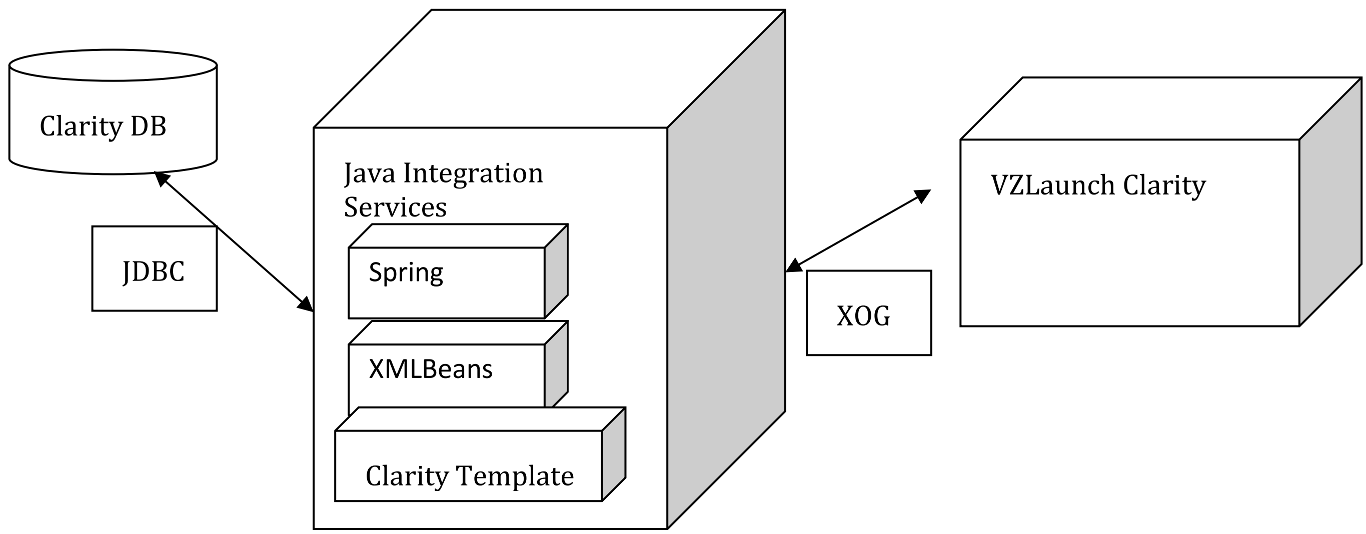
16.5 Assumptions

It is assumed that the current XOG infrastructure will not need to be modified.

16.6 Process Workflow

The workflow diagram and steps for the *IT Delivery Project Sync Job* process are shown below.

16.6.1 Workflow Diagram



16.6.2 Integration Data Flow

1. Data will be acquired from the Clarity DB and stored in the List of Java Domain Objects.
2. Domain objects will be used to populate the XMLBeans Data Objects.
3. The Clarity template will be used to XOG data into Clarity and process the results.
4. The reports will be sent out. These reports are internal for the IT EPLM Support team.

Note: Reference "Section 19.7 Proposed Attributes Table" in the "Delivery Project Update for IT" approach.

Clarity IT Approach Document:

IT to Network Delivery Project Sync Job

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17 IT to Network Delivery Project Sync Job

17.1 Approach Strategy

A new process to support Delivery Project Sync from IT to Network needs to be created.

17.2 Business Requirements

- Delivery Project information shall be synced between IT and Network partitions
- Additional field(s) shall be synced in the new version.
- Input data shall come from JDBC queries.

Note: Reference "Section 19.7 Proposed Attributes Table" in the "Delivery Project Update for IT" approach.

17.3 Risks

Refer to the "***Clarity IT Risk Register***" document.

17.4 Solution

A new Java process will be created that uses the existing Clarity Framework to push data into the Network Clarity Instance. Existing java services will be leveraged and new services will be created to facilitate this data transfer. Additional Clarity processes shall be created if needed to integrate data pushed into Clarity from Java via one of the published CA SOAP interfaces.

17.5 Assumptions

It is assumed that a solution utilizing one of the published Clarity SOAP applications will produce the desired results.

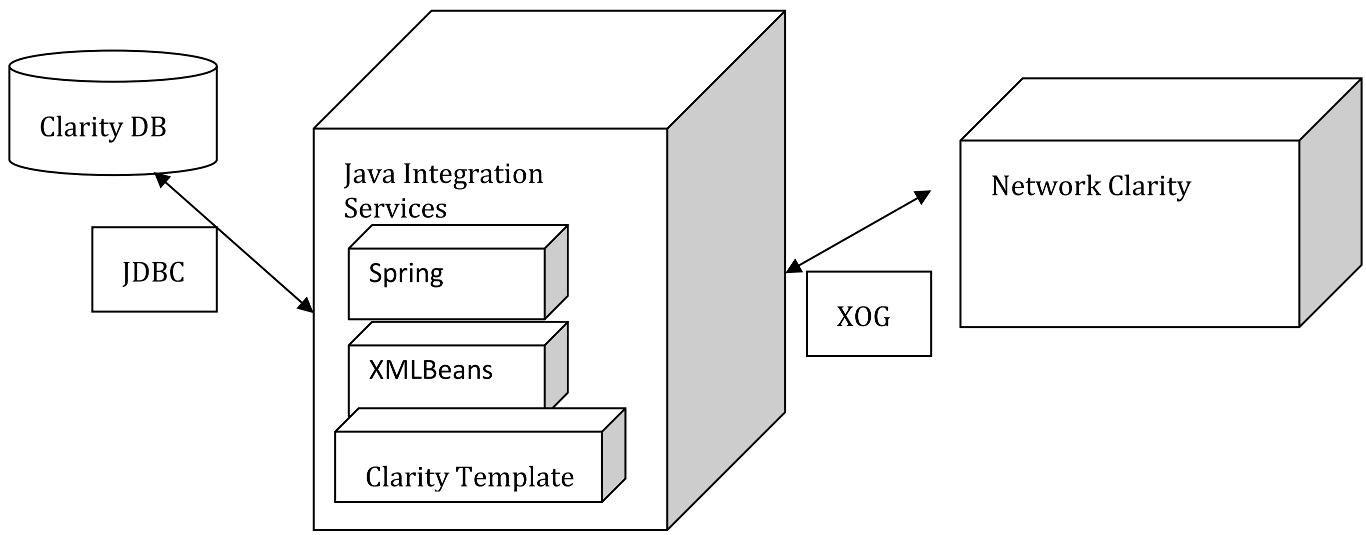
17.6 Attributes

Reference "**Section 19.7 Proposed Attributes Table**" for more information.

17.7 Process Workflow

The workflow diagram and steps for the *IT to Network Delivery Project Sync Job* process are shown below.

17.7.1 Workflow Diagram



17.7.2 Integration Data Flow Steps

1. Data will be acquired from the Clarity DB and stored in the List of Java Domain Objects
2. Domain objects will be used to populate the XMLBeans Data Objects.
3. The Clarity template will be used to XOG data into Clarity and process the results.
4. The Reports will be sent out. These reports are internal for the IT EPLM Support Team.

Note: Reference "Section 19.7 Proposed Attributes Table" in the "Delivery Project Update for IT" approach.

Clarity IT Approach Document:

Change Project Type During Project Lifecycle

Team Contributors:

Pam Hicks: IT Project Manager - Clarity

Dan Drees: Architect - Clarity

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18 Change Project Type During Project Lifecycle

18.1 Approach Strategy

This document describes the approach strategy for Change *Project Type During Project Lifecycle* workflow in the Verizon Clarity IT Implementation project.

18.2 Business Requirement

Provide a workflow which allows the IT Project Manager (PM)/IT CAM to change the Project Type and WBS structure for their project at any time during the project lifecycle. The PM or CAM can use this procedure to accommodate changes to Project scope or other elements, and update Project data accordingly.

The PM shall:

- Select the new project type
- Update the project WBS from a template which includes tasks/milestones for the new project type without replicating any tasks/milestones
- Remove any tasks/milestones not completed in the existing WBS
- Update the Work Category OBS association
- Record the change and the reason for the change

18.3 Risks

None

18.4 Recommended Solution

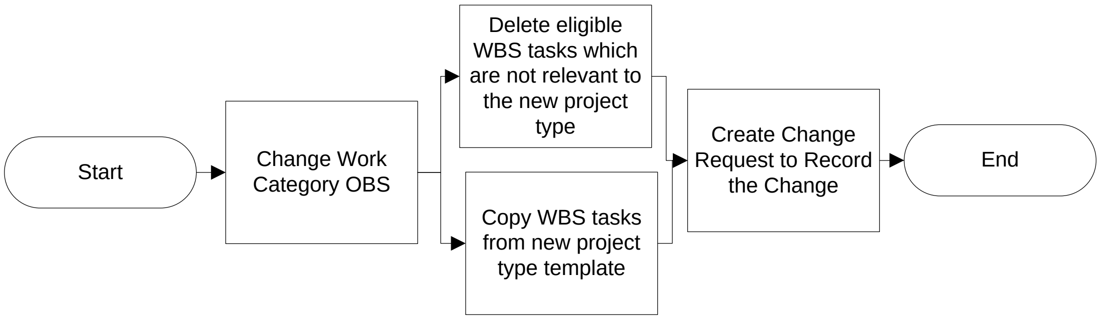
The Manager will use the Clarity User Interface to update their Project Type and WBS.

18.5 Assumptions

No process automation.

18.6 Workflow Diagram

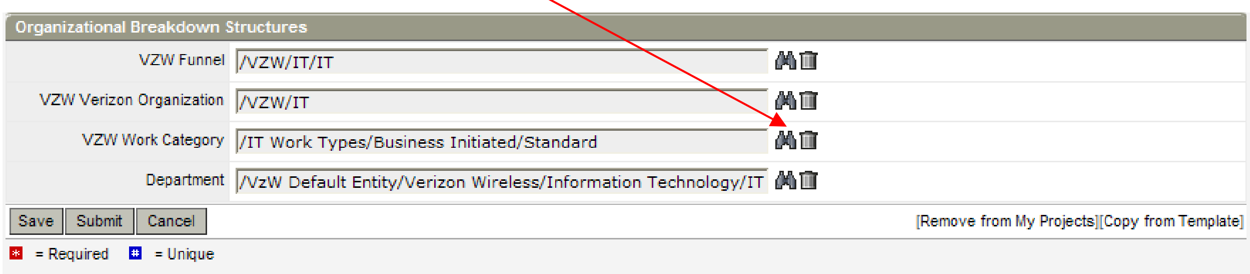
The workflow diagram for this item is shown below.



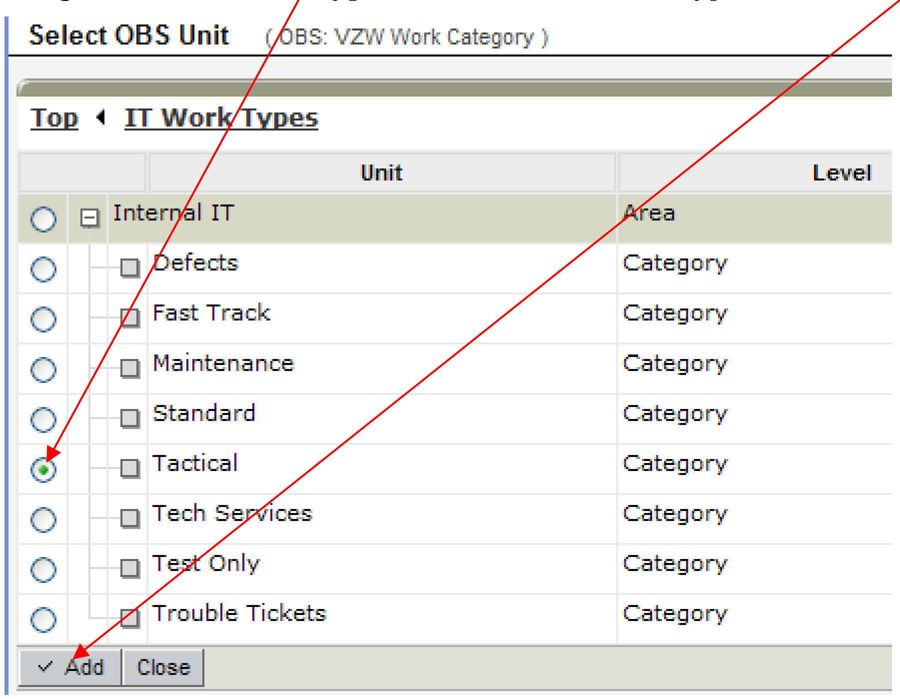
18.7 Change the Work Category from Standard to Tactical

This example shows how to manually change a project from Standard to Tactical:

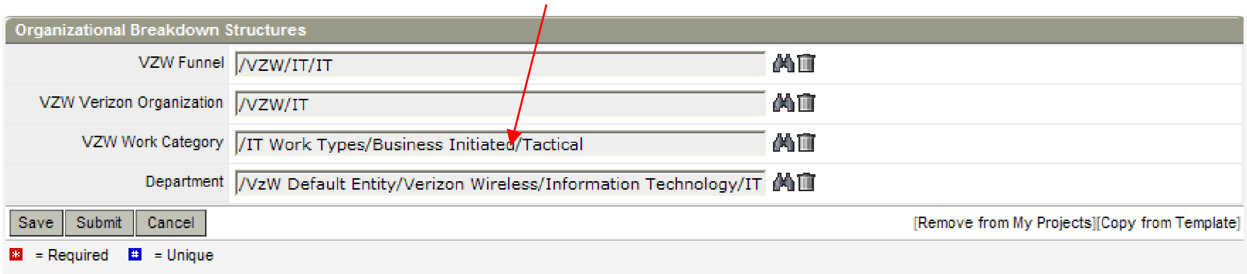
1. Click on the **VZW Work Category OBS** browse (binoculars) icon.



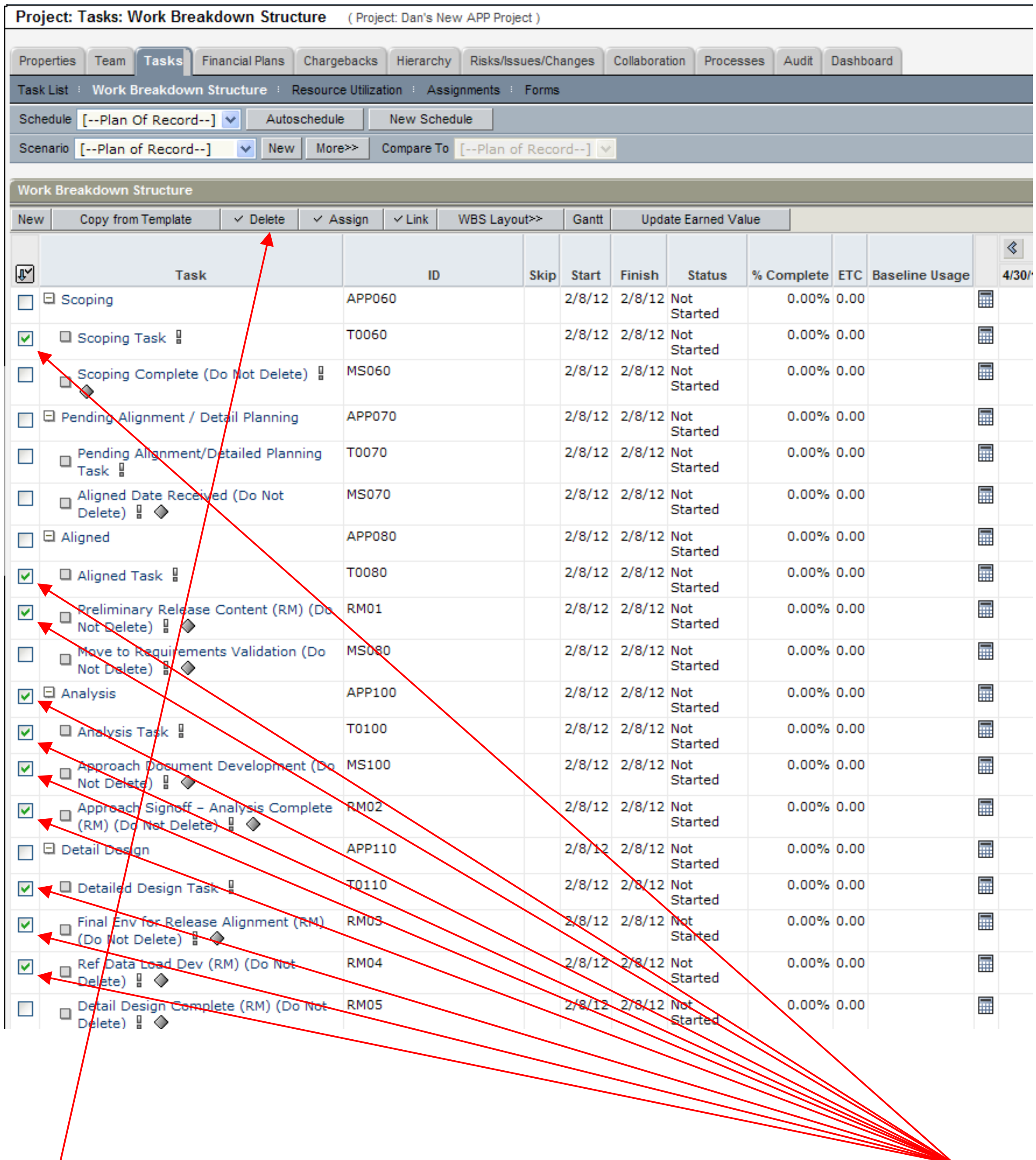
2. Navigate to the **IT Work Types** list and select the new type, and click **Add**.



The OBS is now updated with the new work type:

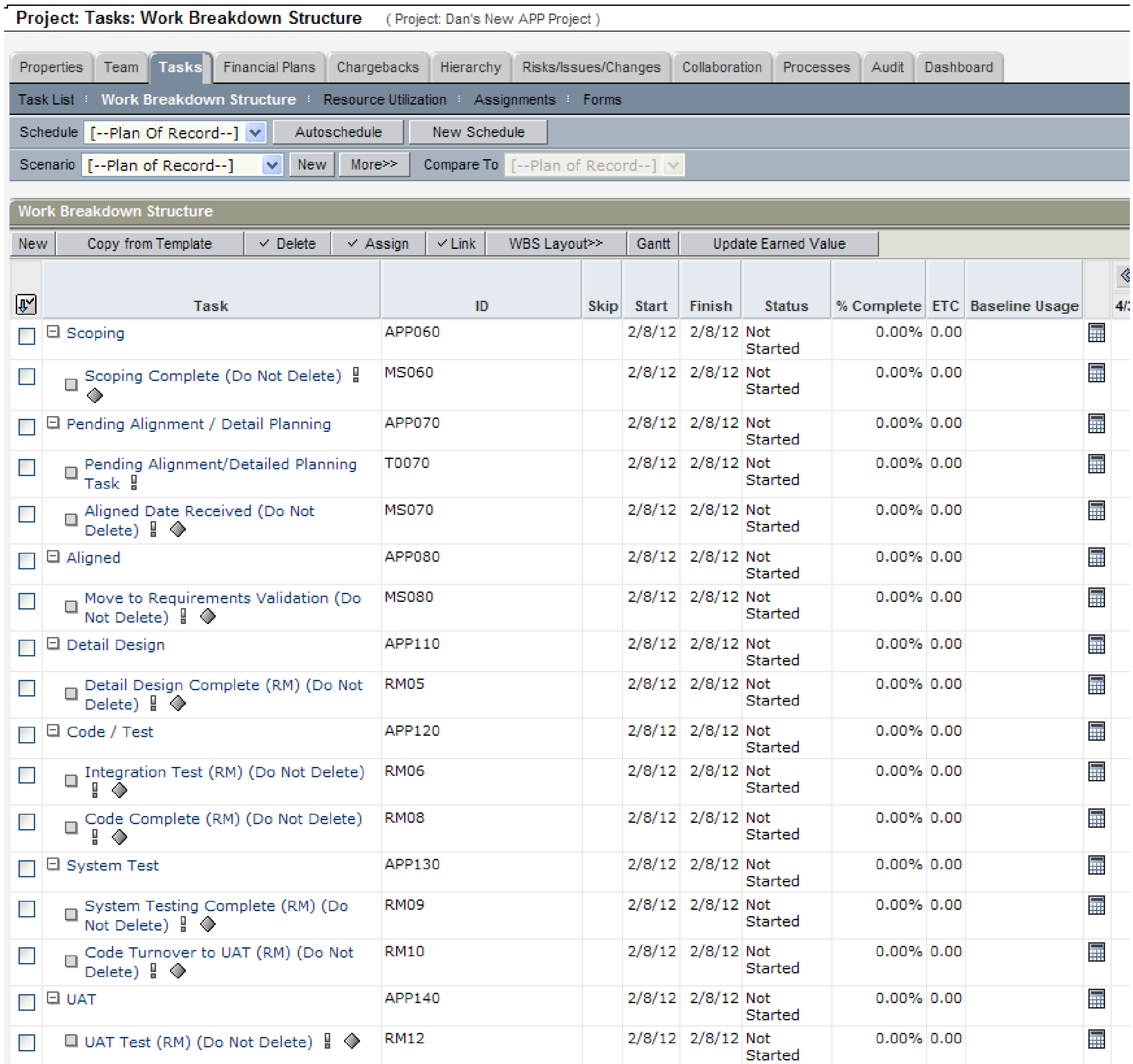


3. Navigate to the **Project: Tasks: Work Breakdown Structure** page.



4. Select the Tasks/Milestones to be removed and replaced with Tactical WBS Tasks and click **Delete**. In this example the Tactical WBS Tasks are a subset of the Application Standard WBS.

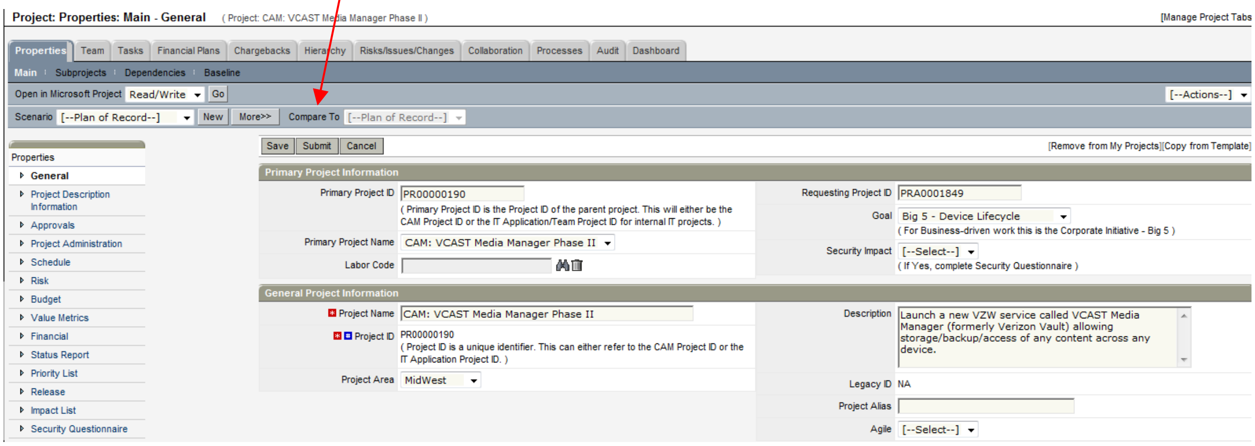
After deleting the tasks specific to the Application Standard WBS, the Tactical WBS Tasks remain as shown below.



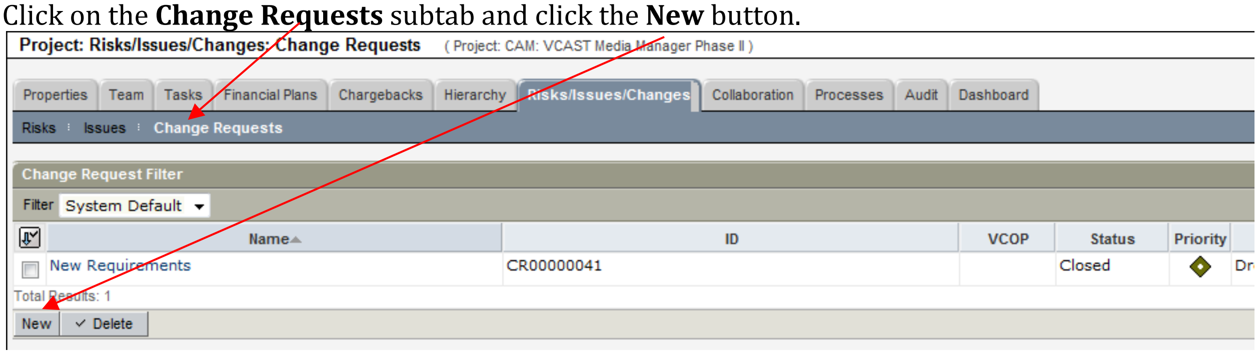
Task	ID	Skip	Start	Finish	Status	% Complete	ETC	Baseline Usage
Scoping	APP060		2/8/12	2/8/12	Not Started	0.00%	0.00	
Scoping Complete (Do Not Delete)	MS060		2/8/12	2/8/12	Not Started	0.00%	0.00	
Pending Alignment / Detail Planning	APP070		2/8/12	2/8/12	Not Started	0.00%	0.00	
Pending Alignment/Detailed Planning Task	T0070		2/8/12	2/8/12	Not Started	0.00%	0.00	
Aligned Date Received (Do Not Delete)	MS070		2/8/12	2/8/12	Not Started	0.00%	0.00	
Aligned	APP080		2/8/12	2/8/12	Not Started	0.00%	0.00	
Move to Requirements Validation (Do Not Delete)	MS080		2/8/12	2/8/12	Not Started	0.00%	0.00	
Detail Design	APP110		2/8/12	2/8/12	Not Started	0.00%	0.00	
Detail Design Complete (RM) (Do Not Delete)	RM05		2/8/12	2/8/12	Not Started	0.00%	0.00	
Code / Test	APP120		2/8/12	2/8/12	Not Started	0.00%	0.00	
Integration Test (RM) (Do Not Delete)	RM06		2/8/12	2/8/12	Not Started	0.00%	0.00	
Code Complete (RM) (Do Not Delete)	RM08		2/8/12	2/8/12	Not Started	0.00%	0.00	
System Test	APP130		2/8/12	2/8/12	Not Started	0.00%	0.00	
System Testing Complete (RM) (Do Not Delete)	RM09		2/8/12	2/8/12	Not Started	0.00%	0.00	
Code Turnover to UAT (RM) (Do Not Delete)	RM10		2/8/12	2/8/12	Not Started	0.00%	0.00	
UAT	APP140		2/8/12	2/8/12	Not Started	0.00%	0.00	
UAT Test (RM) (Do Not Delete)	RM12		2/8/12	2/8/12	Not Started	0.00%	0.00	

If this change brought in new tasks, those new tasks would be listed at the bottom of the WBS. The PM will move the tasks to their proper place in the WBS sort order.

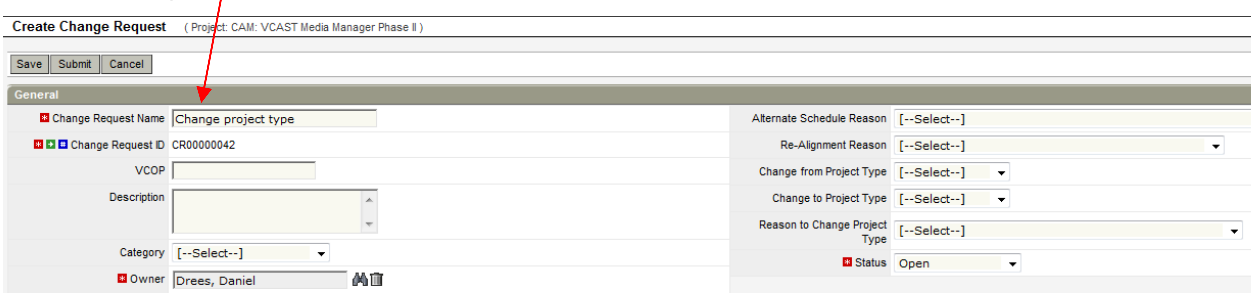
5. Click on the **Risks/Issues/Changes** tab to create a Change Request instance to record the change to the Project Type.



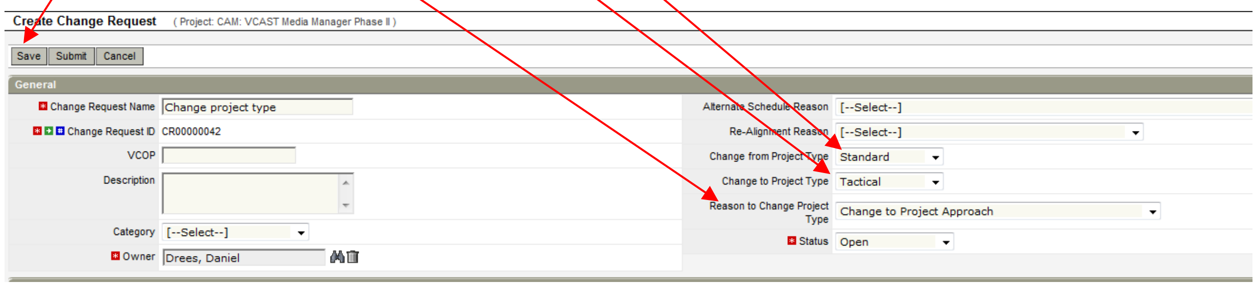
6. Click on the **Change Requests** subtab and click the **New** button.



7. Enter a **Change Request Name**:



8. Select the **Change from Project Type** (i.e., the type of project before the change).
9. Select the **Change to Project Type** (i.e., the type of project it is being changed to.
10. Select the **Reason to Change Project Type** (i.e., the reason for the change).
11. Click **Save** or **Submit**.



The **Project Type** has been changed.

Clarity IT Approach Document:

Create Defect Project

Team Contributors:

Pam Hicks: IT Project Manager – Clarity

Dan Drees: Architect - Clarity

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Deborah Reece: Technical Writer - Clarity

19 Create Defect Project

19.1 Approach Strategy

This process allows the user to create a project to track the work on a coding defect.

19.2 Business Requirements

- Capture all information related to the work of fixing a code defect, and associate it with the Project responsible for code development.
- Provide Clarity integration with ENDEVOR in order to check-in the related code.

19.3 Risks

Refer to the "***Clarity IT Risk Register***" document.

19.4 Solution

Utilize the Clarity feature that allows users to create a new project from a template by using the *Defect Project* template. Make the new Defect project a child of the Application Team project that is responsible for development of the code, if applicable.

19.5 Assumptions

It is assumed that the Project Manager (PM) will be trained to perform the following tasks:

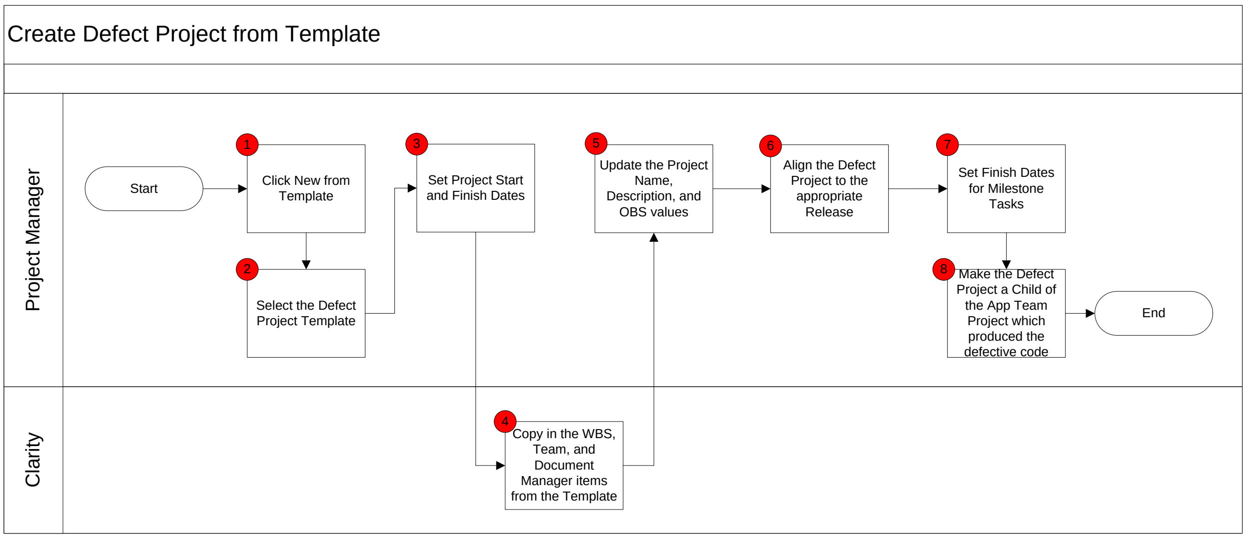
- Create a project from a template
- Add a child in the project hierarchy
- Update the OBS, Task, and other project data

19.6 Process Workflow

The workflow and steps for the *Create Defect Project Process* are shown below.

19.6.1 Workflow Diagram

The workflow diagram and steps for the *Create Defect Project from Template Process* are shown below.



19.6.2 Workflow Steps

The user will perform the following tasks:

1. Login to Clarity and click the **New from template** button on the **My Projects** portlet or **Project List** page.
2. Select the *Defect Project* template.
3. Enter the project **Start Date** and **Finish Date** and click **Save**.
4. Copy in the Tasks, Team, and Document Manager items (***Note:*** *This is an automatic Clarity activity*).
5. Update the **Project Name**, **Description**, and **OBS** values.
6. Align the Project to the appropriate Release.
7. Set the **Finish Date** and **Status** on the **WBS Milestone Tasks** subpage.
8. If applicable, navigate to the project that was responsible for the production of the defective code and do the following:
    a. Click on the **Hierarchy** tab
    b. Click **Add child**
9. Select the new **Defect Project Name**.

Clarity IT Approach Document:

Delivery Project Update for IT

Team Contributors:

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20 Delivery Project Update for IT

20.1 Approach Strategy

As part of a global project reporting solution for VZW that crosses Clarity partitions, the Delivery Project has been created and is in use today by VZ Launch. The Delivery Project is how the IT CAM project Status information is reflected to the requesting Business or Network project.

20.2 Business Requirements

The process shall provide access to information about the IT work being done to support Business or Network Projects.

20.3 Risks

Refer to the "***Clarity IT Risk Register***" document.

20.4 Solution

This is an existing process; modifications will be designed to read source data from the Clarity IT CAM projects.

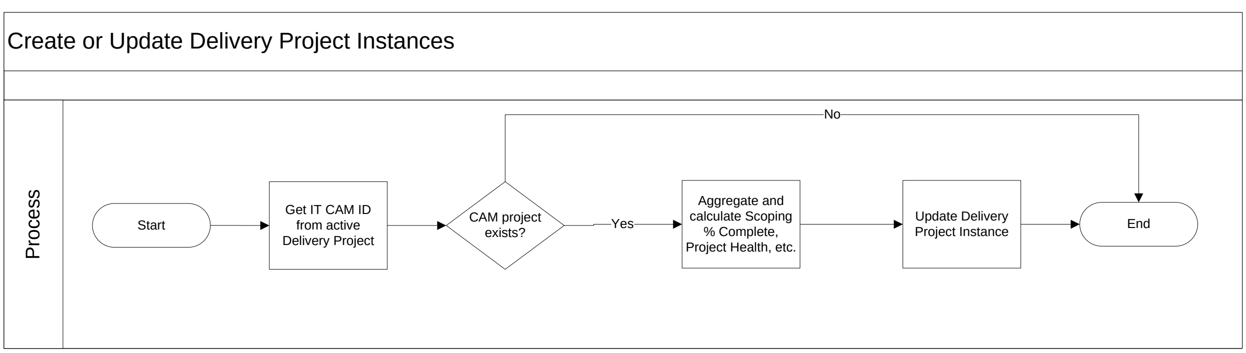
20.5 Assumption

It is assumed that the desired process attributes outlined in "**Section 19.7 Proposed Attributes Table**" below are in Governance (i.e., pending approval), and are accurate as of May 25, 2012.

20.6 Process Workflow

The workflow diagram and steps for the *Delivery Project Update for IT* process are shown below.

20.6.1 Workflow Diagram



20.6.2 Workflow Steps

1. A Nightly Job will run to get the IT CAM project *IDs* from active Delivery Project instances.
2. Does the CAM project exist?
    a. If "No", the process will end (e.g., the IT CAM project is inactive or purged).
    b. If "Yes", the Aggregate and Calculate Scoping processes will occur to determine Percentage Complete, Project Health, etc.
3. New IT Projects created on or before the previous day will be updated:
    a. The *Delivery Project Instance* will be updated by a job that runs at 6:00 a.m. every morning to update the delivery project records.
    b. The job will look at the Attributes and populate them from the IT Project over to the Delivery Project Subobject Instance of the Business or Network project. (***Note:*** *Refer to the "**EPLM - Item Request Form-IT Delivery Project Fields-DRAFT-052512.docx**".*)

20.7 Proposed Attributes Table

The Proposed Final Fields (in the order shown) on the **Business and Network Delivery Project List–IT Detail** page are listed below.

Project ID	The ID of the IT Project which was requested by the project associated with this Delivery Project subobject instance
Project Name	The Name of the IT Project which was requested by the project associated with this Delivery Project subobject instance
Delivery Project Type	Value is IT
ID	Unique ID assigned by Clarity to this delivery object instance
Project Manager	The Manager of the IT Project which was requested by the project associated with this Delivery Project subobject instance
Detailed Description	The Description of the IT Project that was requested by the project associated with this Delivery Project subobject instance, which was copied from the Requesting Project.
Project Phase	Phase number of this particular IT Project. Zero should be used if the project has not been phased.
Project Type	Standard or Tactical. Determine this based on the Work Category OBS.
Project Health by PM	Red, Yellow, Green (i.e., as entered by the IT PM in the Project Health by PM field of the IT Project)
Executive/VP Project Status	Free form text as entered by the IT PM (i.e., in the Executive/VP Project Status field of the IT Project)
Progress	Not Started, Started, Completed (i.e., as entered in the Progress field of the IT Project)
IT Project Condition	Not Started, Started, Completed, Unapproved, Approved, Rejected, On Hold, or Withdrawn/Cancelled Calculation: If the Status field is blank, show the value in the Progress field. If the Status field is not blank, show the value in the Status field.
Calculated Project Health	Based on the algorithm for Project Health (described in "**Section 21 Project Health Values – Calculation and Display**")
Calculated Project Health Reason	Based on the algorithm for Project Health (described in "**Section 21 Project Health Values – Calculation and Display**")
Agile	Agile Y/N. This attribute is on a secured subpage which can only be updated by a specific group of Agile approvers.
State	Derived State of the IT Project – e.g., Planning, Code, etc.
Alignment	Aligned, Unaligned, Target, Alternate Schedule. This attribute is the Release Alignment Status of the IT Project.

Release ID	The Release of the IT Project which was requested by the project associated with this Delivery Project subobject instance
Release Number	The ID of the Release which is associated to the IT Project that was requested by the project associated with this Delivery Project subobject instance
Target Release Date	The Target Date attribute from the IT Project
Total ROM	The ROM (Hours) of the IT Project which was requested by the project associated with this Delivery Project subobject instance
Total LOE	The Total ETC of the IT Project which was requested by the project associated with this Delivery Project subobject instance.
Impacted Application Team List	Comma separated list of impacted Application Teams which have responded as impacted or not yet responded
Scope % Complete	The average of the number of child projects that have completed scoping and have not flagged the scoping milestone MS0920 ("Scoping Complete Milestone Task") as skipped. Scope% Complete = A/B where A= (the number of child projects with Scoping complete and not skipped)/B= (the number of child projects with Scoping not skipped)
Priority List Date	Date that the project was added to the IT Priority List. From the Priority List Date attribute on the IT Project.
Priority List Status	Aligned, On Priority List, Not on Priority List Calculation: If the Release Alignment Status field has a value of: Aligned or Alternate Schedule, populate this with "Aligned". If the Release Alignment Status field has a value of Unaligned Targeted or blank and the Priority List Number (i.e., the Priority List Number will be from the Priority List Attribute of the IT Project) has a value > 0, populate this with "On Priority List". Otherwise, populate with "Not on Priority List"
Priority List Number	The Priority List of the IT Project which was requested by the project associated with this Delivery Project subobject instance,
Planned Approach Framework Complete Date	The Finish Date of the Task with the ID of RM0120 ("Approach Signoff Analysis Complete") of the IT Project which was requested by the project associated with this Delivery Project subobject instance
Planned Approach Document Signoff Date	The Finish Date of the Task with the ID of RM0125 of the IT Project which was requested by the project associated with this Delivery Project subobject instance
Planned UAT Start	The Finish Date of the Task with the ID of RM0210 of the IT Project which was requested by the project associated with this Delivery Project subobject instance
Planned UAT Completion	The Finish Date of the Task with the ID of RM0220 of the IT Project which was requested by the project associated with this Delivery Project subobject instance
Actual Production Date	The Finish Date of the Task with the ID of RM0260 ("Ready to Close Project") of the IT Project which was

	requested by the project associated with this Delivery Project subobject instance

Clarity IT Approach Document:

Estimating Effort

Team Contributors:

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Mitesha Patel: Development Lead - Clarity

Deborah Reece: Technical Writer - Clarity

21 Estimating Effort

This approach describes the strategy for estimating work effort involving Clarity, based on the Verizon Clarity IT Implementation project.

21.1 Business Requirements

- A Project Manager (PM) shall estimate the effort required for planned project work. Estimates may vary by level of accuracy based on the following:
  - Level of Effort (LOE)
  - Detailed Estimate
- Estimates shall be required at various stages of the project lifecycle:
  - Estimate requirements may differ from one business unit to another.

21.2 Risks

Risks for this process may be incurred if the following conditions are true:

- Requirements for estimates are not clearly communicated to responsible parties.
- Responsible parties are not properly trained to use Clarity for project estimates.

21.3 Solutions

- Clearly document and publish estimating requirements.
- Train responsible parties to use Clarity to estimate effort for projects.

21.4 Assumptions

It is assumed the following conditions will be in place before the implementation of this approach:

- Projects will exist in Clarity.
- Roles will exist in Clarity.
- Resources will exist and be properly configured with the primary roles in Clarity.
- Projects in Clarity will be properly staffed with roles and resources.
- Projects in Clarity will have appropriate Work Breakdown Structure (WBS) tasks with the appropriate roles or resources assigned.
- Persons responsible for providing estimates of effort will be properly trained to use Clarity.

Note: Auto-scheduling has the potential of impacting your project schedule in ETC. Please be aware of this if the auto-scheduling feature is used.

21.5 Scenarios

All Clarity project scenarios below are predicated based on the assumption that an Estimating Resource Role is allocated at zero percent (0%) and assigned to an Effort Estimate Task in the project's WBS. The estimates on child projects will roll up to the parent projects.

1. To provide an initial LOE estimate:
    a. Navigate to the **Estimating** subpage on the project.
    b. Enter a number in the **New ETC** field and click **Apply**.
    c. Navigate to the **Baseline** subtab and click **New**.
    d. Assign a name to the new **Baseline Initial LOE** and click **Submit**.
2. To provide an LOE estimate at the end of the Design phase:
    a. Navigate to the **Estimating** subpage on the project.
    b. Enter a number in the **New ETC** field and click **Apply**.
    c. Navigate to the **Baseline** subtab and click **New**.
    d. Name the new **Baseline Design LOE** and click **Submit**.

Using the New ETC field in the **Estimating** subpage will distribute the new ETC according to the estimating rules. If you have one number for the ETC, use the **Estimating** subpage. If you have multiple tasks for estimates, maintain the ETC on each of the tasks.

21.5.1 Baseline Captures

The baseline is a snapshot at a point in time of the project lifecycle. Users can capture a baseline at any point where they want baseline information, such as different *States* of the project. The baseline captures project level data and task level data, including:

- ETC for the Project
- ETC for the Effort Estimate Task

Note: Tasks with LOE will add to the ETC field, so users could have an inflated ETC.

As each baseline is created, it becomes the current revision displayed in Clarity portlets and reports. This is a simple approach to capturing multiple effort estimates for a project. It is recommended that the Governance Team keep project estimating simple until PM's and the estimating process reach a level appropriate for more complexity, based on the following conditions:

- Adding tasks and assigning resources to tasks will add complexity to the estimating activity.
- Allocating a resource to a project team does not impact ETC.
- Assigning a resource to a task may, and will likely impact the project's ETC. A resource assignment establishes ETC. The Default ETC is based on –
    - The resource's allocation and availability
    - The task's start and finish dates

21.5.2 Standards

If PM's desire to break down the project estimate they may create multiple Effort Estimate (or other) Tasks, and assign the Estimating Role or actual resources. Standards should be established for data and procedures:

- Task Names and IDs
- Use of Roles and Resources on Assignments
- Where (Task or Project level) to manage estimates
- Baseline Names and Descriptions
- Timing of Baseline creation and analysis
- When to designate a Baseline as the Current Revision

Standards for Team Members, Tasks, and Assignments may be incorporated into project templates. It is possible that additional estimating capability in Clarity which will not be utilized in the near future, including:

- Auto scheduling
- Estimate from Allocations
- Proposed ETC
- Estimating rules

Clarity IT Approach Document:

Project Health Values – Calculation and Display

Team Contributors:

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Mitesha Patel: Development Lead - Clarity

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22 Project Health Values – Calculation and Display

22.1 Approach Strategy

This document describes the approach for how the following project health status indicators are derived:

- **Project Health by PM**: This is subjective and will be set by the Project Manager (PM).
- **Calculated Project Health:** This will be calculated based on an algorithm stated below.
- **Milestone Project Health:** This will be calculated using the Milestone Task Finish Dates and Status.

22.2 Business Requirements

The business related requirements for Project Health are described in the sections below.

22.2.1 PM Project Health

- The Project Health by PM indicator shall be input by the PM.
- The values are "**Green**", "**Yellow**", and "**Red**"; they shall be made available on a drop-down selection menu.

22.2.2 Calculated Project Health

- The Calculated Project Health indicator shall be calculated for the IT Projects.
- The calculation algorithm is based on date ranges for: a) the Milestones of Preliminary Release Content Sign Off; b) the Approach Document; and c) the UAT Start.
- This algorithm should use the dates for Milestones that are not marked as "**Skip**" and/or have a **Status** of "**Completed**".

Figure 1: Calculated Project Health Indicator Table

Milestone Planned Date (for)	Green	Yellow	Red
Preliminary Release Content Sign-off	*<28 Days Post Planned Completion*	*28-42 Days Post Planned Completion*	*43+ Days Post Planned Completion*
	Calculated Health Reason = "On Target"	*Calculated Health Reason = "Missed Preliminary Release Content Sign-off"*	*Calculated Health Reason = "Missed Preliminary Release Content Sign-off"*
Approach Document Sign-off	*<=0 Days Post Planned*	*1-15 Days Post Planned Completion*	*16+ Days Post Planned Completion*
	Calculated Health Reason = "On Target"	*Calculated Health Reason = "Missed Approach Document Sign-Off"*	*Calculated Health Reason = "Missed Approach Document Sign-off"*
UAT Start	*<=0 Days Post Planned Start*	*1-5 Days Post Planned Start*	*6+ Days Post Planned Start*
	Calculated Health Reason = "On Target"	*Calculated Health Reason = "Missed UAT Start"*	*Calculated Health Reason = "Missed UAT Start"*

22.3 Calculations Diagram

The decision flow for deriving algorithm calculations used in "**Figure 1: Calculated Project Health Indicator**" (above) is shown in the following steps:

1. If the Release = "**Unaligned**", then the Calculated Project Health Indicator = **Green** and the Calculated Health Reason = "**On Target**".
2. Otherwise, if the **Assigned to Release Milestone** (RM0100) is not marked "**Skip**" or have a **Status** of "**Completed**", then use the difference of the **Current Date** and the **Planned Completion Date** for the **Assigned to Release Milestone** (RM0100). Check this result against the **Assigned to Release Milestone** (RM0100) **Content Sign-off** row in "**Figure 1**" above to determine the **Project Health Indicator** and **Calculated Health Reason** values.
3. Otherwise, if the **Approach Signoff – Analysis Complete Milestone** is not marked "**Skip**" or have a **Status** of "**Completed**", then use the difference of the **Current Date** and the **Planned Completion of the Approach Signoff – Analysis Complete** (RM0125) Milestone and check it against the **Approach Document Sign-off** row in "**Figure 1**" above to determine the **Project Health Indicator** and **Calculated Health Reason** values.
4. If the **UAT Start Milestone** is not marked "***Skip***" or have a **Status** of "**Completed**", then use the difference of the **Current Date** and the **UAT Start Milestone** (RM0210) and verify it against the **UAT Start Sign-off** row in Fig. 1 above to determine the **Project Health Indicator** and **Calculated Health Reason** values.

5. Otherwise, for all other scenarios the **Calculated Project Health Indicator** = **Green** and the **Calculated Health Reason** = "On Target".

22.3.1 Milestone Project Health

1. The **Milestone Project Health Indicator** will be calculated for CAM projects (*Standard*, *Tactical*), Application projects (*Standard*, *Tactical Test Only*), Team Release projects, and Internal IT Projects as shown in "**Figure 2: Milestone Project Health Indicator Table**" (below).
2. It will be based on the number of uncompleted Milestones that are late (as compared to the current date), as described below. The calculations for Yellow and Red should only evaluate Milestones that are not marked as "**Skip**" or have a **Status** of "**Completed**".

Figure 2: Milestone Project Health Indicator Table

Green	Yellow	Red
All Milestones are N/A, Skipped, Completed or On Target.	*The Current Date for one Milestone is later than the Target or Planned Start and/or End Date (based upon the individual Milestones).*	*The Current Dates for two or more Milestones are later than the applicable Target or Planned Start and/or End Dates (based upon the individual Milestones).*

22.4 Risks

Refer to the "***Clarity IT Risk Register***" document.

22.5 Recommended Solution

Project Health by PM can be manually set by the PM at any time. **Calculated Project Health** and **Milestone Project Health** will be determined when the portlet or report data provider query runs.

22.6 Assumptions

It is assumed that the following conditions will be set in place before the implementation of this approach:

- The PM will be trained to set the **Project Health by PM** indicator.
- The portlet(s) or interface files/XOGs need to be created (e.g., Delivery Project object updates) and/or report(s) which will display **Calculated Project Health** and/or **Milestone Project Health** will be identified, and their query data provider(s) have been, or will be updated with the project health calculation(s).
- The Calculated **Project Health**, **Milestone Project Health**, and **Calculated Health Reason** values will not be editable by any user.

22.7 Workflow

This calculation approach does not have a process workflow.

Clarity IT Approach Strategy for:

Portlets

Clarity IT Approach Document:

Portlet Views

Team Contributors:

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23 Portlet Views

23.1 Portlets

Several custom portlets are available to support the needs of VZW IT organizations in Clarity, which are summarized in the table below. The *Labor Code* will be an available field in all the portlets so users can add to their view.

Note: For more information on the portlet specs, click the following link:

http://vzcentral.vzwcorp.com/sites/ITFL/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fsites%2fITFL%2fShared%20Documents%2fClarity%2fIT%20Project%202012%2fDesign%20and%20Requirements%2fCOMPLETE%20APPROACHES%2fPortlet%20Specs&FolderCTID=0x01200086F50C9E2AA4B14A92B4F5371FA1F82B&View=%7b1DA5E95E%2dDD2C%2d473A%2d9E73%2dDDC5483E8E9E%7d

	IT Clarity Portlets – Summary Table	
	Portlet Name	**Portlet Description**
1.	**Information Central (single-Project)**	Displays critical data elements for an entire Project structure (one parent project (one CAM project or one Internal IT Primary Project) with its child projects).
2.	**Information Central (multi-Project)**	Displays critical data elements for all Projects related by hierarchy for multiple Primary Projects (e.g., CAM projects or Internal IT Primary Projects) simultaneously. The display details are identical to the Information Central portlet for single Projects but the navigation and filtering capabilities are different.
3.	**Project Inventory**	Displays all primary IT Projects (CAM projects and primary Internal IT Projects) so that Application Project Managers, IT Front Doors and Team Project Managers can periodically view the Projects list for the purpose of assessing impact to their team and submit a request for inclusion in a CAM project or primary Internal IT Project.
4.	**My VZW Projects**	Displays all IT Projects which have been explicitly identified by the user as Projects of interest to them (via "My Projects" link). If any Project displayed is a child project then information about its parent project will also be displayed. The display details are identical to the Information Central portlets but the navigation and filtering capabilities are different.
5.	**Projects by Release**	Displays information for Projects that are associated with an Enterprise Release.
6.	**RT Submission Tracking**	Displays information regarding IT responses to RT submissions by Business and Network organizations.
7.	**Impacted Team Response Tracking**	Displays information regarding IT application team responses to requests from CAMs and Internal IT Project Managers for Project impact assessment.
8.	**Team Release Project**	Displays information regarding all IT Projects associated to an Enterprise Release which are owned by one application team.
9.	**Single Turn Over Form**	Displays Project information that is critical for the code turnover process and subsequent audit activities.
10.	**Requesting Project Information**	Displays information regarding a Business Project or Network Project which initiated the creation of a CAM project as the result of an RT submission or MSR.
11.	**Release and Project Milestones**	Displays planned and actual dates for an IT Project in relation to its associated Enterprise Release dates for applicable milestones.

23.2 Portlet: Information Central (Single Project)

The purpose of the **Information Central** portlet (i.e., for a single Project) is to display critical data elements for an entire Project structure (i.e., one parent project [consisting of one CAM project or one Internal IT Primary Project] with its child projects).

The table below contains *display* requirements for the **Information Central portlet (single Project)**.

	OUTPUT REQUIREMENTS – Display Details **Portlet: Information Central (Single Project)**			
ReqID	**Attribute Label**	**Data Attribute Description**	**Values**	**Notes**
POR103	**Project Name**	Name of this IT Project	Copied from Project object	
POR104	**Project ID**	System-generated ID assigned to Project by Clarity	Copied from Project object ID links to Project: Properties: Main – General page of the IT Project	
	Labor Code	Labor Code of the Project	Coped from Project object	
POR105	**Phase**	Indication of whether or not the CAM Project is phased Indication of phase pertaining to each child Application Project of a phased CAM Project	IF CAM Project THEN possible values are "Yes" and "No" (Copied from Project object) IF Application child project of phased CAM Project THEN value is the Phase number for the Application Project (copied from Project object) IF Internal IT Project THEN value = "N/A"	
POR106	**Agile Status**	Indication of whether the IT Project is being managed according to Agile development methodology	Copied from Project object	
POR107	**Requesting Project ID**	System-generated ID assigned by Clarity to the Business or Network Project which generated the creation of this CAM Project	IF CAM Project THEN value is Project ID of Business or Network Project IF not CAM Project THEN value = "N/A"	
POR108	**Primary Project ID**	System-generated ID assigned by Clarity to the IT project at the highest level (i.e., it has no parent) of this project family	IF CAM or Internal IT Project THEN value is Project ID of the CAM or Internal IT Project	
POR108	**Project Description**	Description of this IT Project	Copied from Project object	
POR109	**Requesting Organization**	Name of VZW Business or Network organization responsible for initiating the Project request	IF CAM Project THEN values are: "Marketing", "Finance",	

	OUTPUT REQUIREMENTS – Display Details Portlet: Information Central (Single Project)			
ReqID	Attribute Label	Data Attribute Description	Values	Notes
			"Sales Operations", "Network" IF not CAM Project THEN value = "N/A"	
POR110	**ROM**	Rough Order of Magnitude entered by CAM	Copied from Project object IF not CAM Project THEN value = "N/A"	
POR111	**LOE**	Level of Effort (current value) calculated for this IT Project	This is equal to the Project LOE attribute from the Project object (value in hours)	
	Family LOE	Level of Effort (current value) calculated sum for this IT Project and all of it's child projects	This is equal to the Family LOE attribute from the Project object (value in hours)	
POR112	**Project Health by PM**	Subjective Project Health value entered by the Project Manager for this IT Project	Copied from Project object (green, yellow, red icon)	
POR113	**Calculated Project Health**	Project Health calculated by Clarity based on Project milestone dates	Copied from Project object (green, yellow, red icon)	
POR114	**Calculated Project Health Reason**	Descriptive reason for Project Health value calculated by Clarity	Copied from Project object	
POR115	**Milestone Project Health**	Project Health calculated by Clarity based on number of milestones missed or met	Copied from Project object (green, yellow, red icon)	
POR116	**Project State**	Current state of this IT Project, as the earliest incomplete state in the Project WBS	Copied from Project object	
POR117	**Target Date**	Date entered by IT Project Manager as expectation of Project moving to production state	Copied from Project object	
POR118	**Enterprise Release Date**	Date of Enterprise Release that this IT Project is aligned to with a Release Alignment Status of "Aligned" or "Alternate Schedule"	Copied from Project object Release Alignment Status is not "Aligned" or "Alternate Schedule" THEN value = "N/A"	
	Target Production Date	Date entered by IT Project Manager in the project WBS for the "Ready To Close Project" milestone	Copied from Project object	
POR119	**Align Date**	Date that this IT Project was connected to an Enterprise Release with a Release Alignment Status of "Aligned" or "Alternate Schedule"	Copied from Project object Release Alignment Status is not "Aligned" or "Alternate Schedule" THEN value = "N/A"	

	OUTPUT REQUIREMENTS – Display Details Portlet: Information Central (Single Project)			
ReqID	**Attribute Label**	**Data Attribute Description**	**Values**	**Notes**
POR120	**Alignment Status**	Current alignment status of this IT Project	Copied from Project object	
POR121	**Priority List Date**	Date that this IT Project was placed on Priority List	Copied from Project object IF Project not on Priority List THEN value = "N/A"	
POR122	**Priority List Position**	Current position of this IT Project on Priority List	Copied from Project object IF Project not on Priority List THEN value = "N/A"	
POR123	**Project Manager**	Project Manager currently assigned to this IT Project	Copied from Project object	
POR124	**Project Manager Email**	Email address of the Project Manager for this IT Project	Links to Project Manager email address	
	Executive / VP Project Status	Status information entered by the Project Manager	Copied from Project Object	Available to be viewed, but not included in the Default layout
	Audit Reason	Information related to audit finding	Copied from Project Object	Available to be viewed, but not included in the Default layout
POR125	**Project Docs**	Access to Project Document Manager which contains all Project documents that have been loaded by Project team	Links to Project Document Manager document repository	

23.3 Portlet: Information Central (Multi-Project)

The purpose of the **Project Information Central** portlet for multiple Projects is to display critical data elements for all Projects related by hierarchy for multiple Primary Projects (e.g., CAM projects or Internal IT Primary Projects) simultaneously. The display details are identical to the **Information Central** portlet for single Projects but the navigation and filtering capabilities are different.

The table below contains *display* requirements for the **Information Central portlet (multi-Project)**.

	OUTPUT REQUIREMENTS – Display Details **Portlet: Information Central (Single Project)**			
ReqID	**Attribute Label**	**Data Attribute Description**	**Values**	**Notes**
POR203	**Project Name**	Name of this IT Project	Copied from Project object	
POR204	**Project ID**	System-generated ID assigned to Project by Clarity	Copied from Project object ID links to Project: Properties: Main – General page of the IT Project	
	Labor Code	Labor Code of the Project	Copied from Project object	
POR205	**Phase**	Indication of whether or not the CAM Project is phased Indication of phase pertaining to each child Application Project of a phased CAM Project	IF CAM Project THEN possible values are "Yes" and "No" (Copied from Project object) IF Application child project of phased CAM Project THEN value is the Phase number for the Application Project (copied from Project object) IF Internal IT Project THEN value = "N/A"	
POR206	**Agile Status**	Indication of whether the IT Project is being managed according to Agile development methodology	Copied from Project object	
POR207	**Requesting Project ID**	System-generated ID assigned by Clarity to the Business or Network Project which generated the creation of this CAM Project	IF CAM Project THEN value is Project ID of Business or Network Project IF not CAM Project THEN value = "N/A"	
	Primary Project ID	System-generated ID assigned by Clarity to the IT project at the highest level (i.e., it has no parent) of this project family	IF CAM or Internal IT Project THEN value is Project ID of the CAM or Internal IT Project	
POR208	**Project Description**	Description of this IT Project	Copied from Project object	
POR209	**Requesting Organization**	Name of VZW Business or Network organization responsible for initiating the Project request	IF CAM Project THEN values are: "Marketing",	

	OUTPUT REQUIREMENTS – Display Details Portlet: Information Central (Single Project)			
ReqID	Attribute Label	Data Attribute Description	Values	Notes
			"Finance", "Sales Operations", "Network" IF not CAM Project THEN value = "N/A"	
POR210	**ROM**	Rough Order of Magnitude entered by CAM	Copied from Project object IF not CAM Project THEN value = "N/A"	
POR211	**LOE**	Level of Effort (current value) calculated for this IT Project	This is equal to the Project LOE attribute from the Project object (value in hours)	
	Family LOE	Level of Effort (current value) calculated sum for this IT Project and all of it's child projects	This is equal to the Family LOE attribute from the Project object (value in hours)	
POR212	**Project Health by PM**	Subjective Project Health value entered by the Project Manager for this IT Project	Copied from Project object (green, yellow, red icon)	
POR213	**Calculated Project Health**	Project Health calculated by Clarity based on Project milestone dates	Copied from Project object (green, yellow, red icon)	
POR214	**Calculated Project Health Reason**	Descriptive reason for Project Health value calculated by Clarity	Copied from Project object	
POR215	**Milestone Project Health**	Project Health calculated by Clarity based on number of milestones missed or met	Copied from Project object (green, yellow, red icon)	
POR216	**Project State**	Current state of this IT Project, as the earliest incomplete state in the Project WBS	Copied from Project object	
POR217	**Target Date**	Date entered by IT Project Manager as expectation of Project moving to production state	Copied from Project object	
POR218	**Enterprise Release Date**	Date of Enterprise Release that this IT Project is aligned to with a Release Alignment Status of "Aligned" or "Alternate Schedule"	Copied from Project object Release Alignment Status is not "Aligned" or "Alternate Schedule" THEN value = "N/A"	
	Target Production Date	Date entered by IT Project Manager in the project WBS for the "Ready To Close Project" milestone	Copied from Project object	
POR219	**Align Date**	Date that this IT Project was connected to an Enterprise Release with a Release Alignment Status of "Aligned" or "Alternate Schedule"	Copied from Project object Release Alignment Status is not "Aligned" or "Alternate Schedule" THEN value = "N/A"	
POR220	**Alignment Status**	Current alignment status of this IT Project	Copied from Project object	

	OUTPUT REQUIREMENTS – Display Details **Portlet: Information Central (Single Project)**			
ReqID	**Attribute Label**	**Data Attribute Description**	**Values**	**Notes**
POR221	**Priority List Date**	Date that this IT Project was placed on Priority List	Copied from Project object IF Project not on Priority List THEN value = "N/A"	
POR222	**Priority List Position**	Current position of this IT Project on Priority List	Copied from Project object IF Project not on Priority List THEN value = "N/A"	
POR223	**Project Manager**	Project Manager currently assigned to this IT Project	Copied from Project object	
POR224	**Project Manager Email**	Email address of the Project Manager for this IT Project	Links to Project Manager email address	
	Executive / VP Project Status	Status information entered by the Project Manager	Copied from Project object	Available to be viewed, but not included in the Default layout
	Audit Reason	Information related to audit finding	Copied from Project object	
POR225	**Project Docs**	Access to Project Document Manager which contains all Project documents that have been loaded by Project team	Links to Project Document Manager document repository	

23.4 Portlet: Project Inventory

The purpose of the **Project Inventory** portlet is to display all primary IT Projects (CAM projects and primary Internal IT Projects) so that Application Project Managers, IT Front Doors and Team Project Managers can periodically view the **Projects List** for the purpose of assessing impact to their team.

The table below contains *display* requirements for the **Project Inventory portlet**.

	OUTPUT REQUIREMENTS – Display Details **Portlet: Project Inventory**			
ReqID	**Attribute Label**	**Data Attribute Description**	**Values**	**Notes**
POR303	**Project Name**	Name of this IT Project	Copied from Project object	
POR304	**Project ID**	System-generated ID assigned to Project by Clarity	Copied from Project object ID links to Project: Properties: Main – General page of the IT Project	
POR305	**Project Description**	Description of this IT Project	Copied from Project object	
	Primary Project ID	System-generated ID assigned by Clarity to the IT project at the highest level (i.e., it has no parent) of this project family	IF CAM or Internal IT Project THEN value is Project ID of the CAM or Internal IT Project	
POR306	**Requesting Organization**	Name of VZW Business or Network organization responsible for initiating the Project request	IF CAM Project THEN values are: "Marketing",	

	OUTPUT REQUIREMENTS – Display Details Portlet: Project Inventory			
ReqID	**Attribute Label**	**Data Attribute Description**	**Values**	**Notes**
			“Finance”, “Sales Operations”, “Network” IF not CAM Project THEN value = “N/A”	
POR307	**Project Create Date**	Date that the primary IT Project was created	Copied from Project object	
POR308	**Planned Production Date**	Target date for production as specified by Project Manager	Copied from Project object	
POR309	**Impacted Teams**	List of Applications / Teams that have responded that they are impacted by this Project	Copied from Project object	
POR310	**Security Impact**	Indicates the results of the Security Questionnaire as it pertains to the Project, as analyzed and provided by the CAM or IT Project Manager	IF any positive responses to Security Questionnaire THEN value = Yes IF no positive responses to Security Questionnaire THEN value = No	
POR311	**ROM**	Rough Order of Magnitude entered by CAM	Copied from Project object IF not CAM Project THEN value = “N/A”	
POR312	**Project State**	Current state of this IT Project, as the earliest incomplete state in the Project WBS	Copied from Project object	
POR313	**Priority List Date**	Date that this IT Project was placed on Priority List	Copied from Project object IF Project not on Priority List THEN value = “N/A”	
POR314	**Priority List Position**	Current position of this IT Project on Priority List	Copied from Project object IF Project not on Priority List THEN value = “N/A”	
POR315	**Enterprise Release Date**	Date of Enterprise Release that this IT Project is aligned to	Copied from Project object Release Alignment Status is not “Aligned” or “Alternate Schedule” THEN value = “N/A”	
POR316	**Align Date**	Date that this IT Project was aligned to Enterprise Release	Copied from Project object Release Alignment Status is not “Aligned” or “Alternate Schedule” THEN value = “N/A”	
POR317	**Alignment Status**	Current alignment status of this IT Project	Copied from Project object	

	OUTPUT REQUIREMENTS – Display Details Portlet: Project Inventory			
ReqID	Attribute Label	Data Attribute Description	Values	Notes
POR318	**Project Manager**	Project Manager currently assigned to this IT Project	Copied from Project object	
POR319	**Project Manager Email**	Email address of the Project Manager for this IT Project	Links to Project Manager email address	
	Audit Reason	Information related to audit finding	Copied from Project Object	
POR320	**Create Notification**	Allows authorized IT resource to generate the creation of an Action Item by Clarity to the CAM or Project Manager of Project. Action Item will request inclusion of their Application / Team in the IT Project	Links to Clarity Action Item creation	
POR321	**Project Docs**	Access to Project Document Manager which contains all Project documents that have been loaded by Project team	Links to Project Document Manager document repository	

23.5 Portlet: My VZW Projects

The purpose of the **My VZW Projects** portlet is to display all IT Projects which have been explicitly identified by the user as Projects of interest to them (via "**My Projects**" link). If any project displayed is a child project, then information about the corresponding parent project will also be displayed. <u>The display details are identical to the Information Central portlets but the navigation and filtering capabilities are different.</u>

The table below contains *display* requirements for the **My VZW Projects portlet**.

	OUTPUT REQUIREMENTS – Display Details Portlet: My VZW Projects			
ReqID	Attribute Label	Data Attribute Description	Values	Notes
POR403	**Project Name**	Name of this IT Project	Copied from Project object	
POR404	**Project ID**	System-generated ID assigned to Project by Clarity	Copied from Project object ID links to Project: Properties: Main – General page of the IT Project	
	Labor Code	Labor Code of the Project	Copied from Project object	
POR405	**Phase**	Indication of whether or not the CAM Project is phased Indication of phase pertaining to each child Application Project of a phased CAM Project	IF CAM Project THEN possible values are "Yes" and "No" (Copied from Project object) IF Application child project of phased CAM Project THEN value is the Phase number for the Application Project (copied from Project object) IF Internal IT Project THEN value = "N/A"	

	OUTPUT REQUIREMENTS – Display Details Portlet: My VZW Projects			
ReqID	**Attribute Label**	**Data Attribute Description**	**Values**	**Notes**
POR406	**Agile Status**	Indication of whether the IT Project is being managed according to Agile development methodology	Copied from Project object	
POR407	**Requesting Project ID**	System-generated ID assigned by Clarity to the Business or Network Project which generated the creation of this CAM Project	IF CAM Project THEN value is Project ID of Business or Network Project IF not CAM Project THEN value = "N/A"	
POR408	**Primary Project ID**	System-generated ID assigned by Clarity to the IT project at the highest level (i.e., it has no parent) of this project family	IF CAM or Internal IT Project THEN value is Project ID of the CAM or Internal IT Project	
POR409	**Project Description**	Description of this IT Project	Copied from Project object	
POR410	**Requesting Organization**	Name of VZW Business or Network organization responsible for initiating the Project request	IF CAM Project THEN values are: "Marketing", "Finance", "Sales Operations", "Network" IF not CAM Project THEN value = "N/A"	
POR411	**ROM**	Rough Order of Magnitude entered by CAM	Copied from Project object IF not CAM Project THEN value = "N/A"	
POR412	**LOE**	Level of Effort (current value) calculated for this IT Project	This is equal to the Project LOE attribute from the Project object (value in hours)	
	Family LOE	Level of Effort (current value) calculated sum for this IT Project and all of it's child projects	This is equal to the Family LOE attribute from the Project object (value in hours)	
POR413	**Project Health by PM**	Subjective Project Health value entered by the Project Manager for this IT Project	Copied from Project object (green, yellow, red icon)	
POR414	**Calculated Project Health**	Project Health calculated by Clarity based on Project milestone dates	Copied from Project object (green, yellow, red icon)	
POR415	**Calculated Project Health Reason**	Descriptive reason for Project Health value calculated by Clarity	Copied from Project object	
POR416	**Milestone Project Health**	Project Health calculated by Clarity based on number of milestones missed or met	Copied from Project object (green, yellow, red icon)	

	OUTPUT REQUIREMENTS – Display Details **Portlet: My VZW Projects**			
ReqID	**Attribute Label**	**Data Attribute Description**	**Values**	**Notes**
POR417	**Project State**	Current state of this IT Project, as the earliest incomplete state in the Project WBS	Copied from Project object	
POR418	**Target Date**	Date entered by IT Project Manager as expectation of Project moving to production state	Copied from Project object	
POR418	**Enterprise Release Date**	Date of Enterprise Release that this IT Project is aligned to with a Release Alignment Status of “Aligned” or “Alternate Schedule”	Copied from Project object Release Alignment Status is not “Aligned” or “Alternate Schedule” THEN value = “N/A”	
	Target Production Date	Date entered by IT Project Manager in the project WBS for the “Ready To Close Project” milestone	Copied from Project object	
POR420	**Align Date**	Date that this IT Project was connected to an Enterprise Release with a Release Alignment Status of “Aligned” or “Alternate Schedule”	Copied from Project object Release Alignment Status is not “Aligned” or “Alternate Schedule” THEN value = “N/A”	
POR421	**Alignment Status**	Current alignment status of this IT Project	Copied from Project object	
POR422	**Priority List Date**	Date that this IT Project was placed on Priority List	Copied from Project object IF Project not on Priority List THEN value = “N/A”	
POR423	**Priority List Position**	Current position of this IT Project on Priority List	Copied from Project object IF Project not on Priority List THEN value = “N/A”	
POR424	**Project Manager**	Project Manager currently assigned to this IT Project	Copied from Project object	
POR425	**Project Manager Email**	Email address of the Project Manager for this IT Project	Links to Project Manager email address	
	Executive / VP Project Status	Status information entered by the Project Manager	Copied from Project object	Available to be viewed, but not included in the Default layout
	Audit Reason	Information related to audit finding	Copied from Project object	Available to be viewed, but not included in the Default layout
POR426	**Project Docs**	Access to Project Document Manager which contains all Project	Links to Project Document Manager document repository	

	OUTPUT REQUIREMENTS – Display Details Portlet: My VZW Projects			
ReqID	Attribute Label	Data Attribute Description	Values	Notes
		documents that have been loaded by Project team		

23.6 Portlet: Projects by Release

The purpose of the **Projects by Release** portlet is to display information for Projects that are associated with an Enterprise Release.

The table below contains *display* requirements for the **Projects by Release portlet**.

	OUTPUT REQUIREMENTS – Display Details Portlet: Projects by Release			
ReqID	Attribute Label	Data Attribute Description	Values	Notes
POR503	**Enterprise Release ID**	Enterprise Release ID		
POR504	**Project Name**	Name of this IT Project	Copied from Project object	
POR505	**Project ID**	System-generated ID assigned to Project by Clarity	Copied from Project object ID links to Project: Properties: Main – General page of the IT Project	
	Primary Project ID	System-generated ID assigned by Clarity to the IT project at the highest level (i.e., it has no parent) of this project family	IF CAM or Internal IT Project THEN value is Project ID of the CAM or Internal IT Project	
POR506	**Project Manager**	Project Manager currently assigned to this IT Project	Copied from Project object	
	LOE	Level of Effort (current value) calculated for this IT Project	This is equal to the Project LOE attribute from the Project object (value in hours)	
	Family LOE	Level of Effort (current value) calculated sum for this IT Project and all of it's child projects	This is equal to the Family LOE attribute from the Project object (value in hours)	
	Alignment Status	Current alignment status of this IT Project	Copied from Project object	
	Target Production Date	Date entered by IT Project Manager in the project WBS for the "Ready To Close Project" milestone	Copied from Project object	
POR507	**Project State**	Current state of this IT Project, as the earliest incomplete state in the Project WBS	Copied from Project object	
POR508	**Project Health by PM**	Subjective Project Health value entered by the Project Manager for this IT Project	Copied from Project object (green, yellow, red icon)	

	OUTPUT REQUIREMENTS – Display Details **Portlet: Projects by Release**			
ReqID	**Attribute Label**	**Data Attribute Description**	**Values**	**Notes**
POR509	**Calculated Project Health**	Project Health calculated by Clarity based on Project milestone dates	Copied from Project object (green, yellow, red icon)	
POR510	**Calculated Project Health Reason**	Descriptive reason for Project Health value calculated by Clarity	Copied from Project object	
POR511	**Milestone Project Health**	Project Health calculated by Clarity based on number of milestones missed or met	Copied from Project object (green, yellow, red icon)	
POR512	**Dev Env Number**	Development Environment ID number for this Project and Release	Copied from Project object	
POR513	**Dev Env Name**	Development Environment name for this Project and Release	Copied from Project object	
POR514	**Test Env Number**	Test Environment ID number for this Project and Release	Copied from Project object	
POR515	**Test Env Name**	Test Environment name for this Project and Release	Copied from Project object	
	ProdFix Environment – Name	ProdFix environment name for this Project and Release	Copied from Project object	
	ProdFix Environment – Number	ProdFix environment number for this Project and Release	Copied from Project object	
	Dev/Int Environment – Name	Dev/Int environment name for this Project and Release	Copied from Project object	
	Dev/Int Environment – Number	Dev/Int environment number for this Project and Release	Copied from Project object	
	System Test Environment – Name	System Test environment name for this Project and Release	Copied from Project object	
	System Test Environment – Number	System Test environment number for this Project and Release	Copied from Project object	
	UAT Environment – Name	UAT environment name for this Project and Release	Copied from Project object	
	UAT Environment – Number	UAT environment number for this Project and Release	Copied from Project object	
	PVST Environment – Name	PVST environment name for this Project and Release	Copied from Project object	
	PVST Environment – Number	PVST environment number for this Project and Release	Copied from Project object	

23.7 Portlet: RT SubmissionTracking

The purpose of the **RT Submission Tracking** portlet is to display information regarding IT responses to RT submissions by Business and Network organizations.

The table below contains *display* requirements for the **RT Submission Tracking portlet**.

	OUTPUT REQUIREMENTS – Display Details Portlet: RT Submission Tracking			
ReqID	**Attribute Label**	**Data Attribute Description**	**Values**	**Notes**
POR603	**Requesting Project Name**	Name of Business or Network Project for which RT was submitted	Copied from Action Item history	This portlet will display a row for each iteration of an RT submission Action Item request / response
POR604	**Requesting Project ID**	System-generated ID assigned by Clarity to the Business or Network Project for which RT was submitted	Copied from Action Item history	
POR605	**Requesting Organization**	Name of VZW Business or Network organization responsible for initiating the Project request	Copied from Action Item history	
POR606	**Requesting Group**	Group within Requesting Organization	Copied from Action Item history	
POR607	**Requesting Organization Submitter**	Name of Business PM or authorized Network resource who submitted the RT to IT	Copied from Action Item history	
POR608	**Requesting Project Description**	Description of Business or Network Project for which the RT was submitted to IT	Copied from Action Item history	
POR609	**RT Submit Date**	Date that the RT was submitted to IT	Copied from Action Item history	
POR610	**IT Response Date**	Date that the IT CAM Front Door Team responded to RT submission Action Item	Copied from Action Item history	
POR611	**IT Response**	Value selected by IT Front Door in response to Action Item	Copied from Action Item history	
POR612	**IT Response Notes**	Notes entered by IT Front Door when responding to Action Item		
POR613	**IT Project Created**	Project ID of IT Project that was created from RT submission	Copied from Project object or “N/A” if no IT Project created	
POR614	**IT CAM Assigned**	Name of CAM resource assigned as Project Manager to newly created IT Project	Copied from Project object or “N/A” if no IT Project created	

23.8 Portlet: Impacted Team Response Tracking

The purpose of the **Impacted Team Response Tracking** portlet is to display information regarding IT application team responses to requests from CAMs and Internal IT Project Managers for impact assessment.

The table below contains *display* requirements for the **Impacted Team Response Tracking portlet**.

	OUTPUT REQUIREMENTS – Display Details **Portlet: Impacted Team Response Tracking**			
ReqID	**Attribute Label**	**Data Attribute Description**	**Values**	**Notes**
POR703	**Impacting Project Name**	Name of CAM Project or Internal IT Project requesting impact assessment by applications / teams	Copied from Project object	
POR704	**Impacting Project ID**	ID of CAM Project or Internal IT Project requesting impact assessment by applications / teams	Copied from Project object	
POR705	**Project Manager**	Assigned CAM or IT Project Manager of IT Project requesting impact assessment by applications / teams	Copied from Project object	
POR706	**Impacting Project Create Date**	Date that the CAM Project or Internal IT Project requesting impact assessment was created	Copied from Project object	
POR707	**Requesting Organization**	Name of Business or Network organization that initiated the CAM Project that is requesting impact assessment by applications / teams	IF impacting Project is CAM Project THEN value = name of Business or Network organization IF impacting Project is not CAM Project THEN value = VZW Funnel OBS value	
POR708	**Requesting Group**	Group with Requesting organization, if any	IF impacting Project is CAM Project THEN value = name of Business or Network organization IF impacting Project is not CAM Project THEN value = VZW Funnel OBS value	
POR709	**Impacting Project Description**	Description of CAM Project or Internal IT Project requesting impact assessment by applications / teams	Copied from Project object	
POR710	**Impacted Team**	List of team(s) that have responded to the impact request with an “impacted” value	List team names that responded with an “impacted” value, separated by comma IF any team responded with “No Impact” THEN do not include in list	

	OUTPUT REQUIREMENTS – Display Details Portlet: Impacted Team Response Tracking			
ReqID	**Attribute Label**	**Data Attribute Description**	**Values**	**Notes**
POR711	**Project Manager Request Date**	Date that the CAM or Project Manager initiated the impact request	Copied from Action Item history	
POR712	**Impacted Team Response Date**	Date that the IT Front Door of the application / team responded to the impact request Action Item	Copied from Action Item history	
POR713	**Impacted Team Response**	Response provided by the IT Front Door of the application / team in response to the impact request Action Item	Copied from Action Item history IF IT Front Door has provided response THEN display the value they selected from the Action Item (e.g., "Impacted – Test Only") IF IT Front Door has not provided response THEN value = blank	
POR714	**Impacted Team Response Notes**	Notes entered by the IT Front Door of the application / team in response to the impact request Action Item		

23.9 Portlet: Team Release Project

The purpose of the **Team Release Project** portlet is to display information regarding all IT Projects associated to an Enterprise Release which are owned by one Application Team.

The table below contains *display* requirements for the **Team Release Project portlet**.

	OUTPUT REQUIREMENTS – Display Details Portlet: Team Release Project			
ReqID	**Attribute Label**	**Data Attribute Description**	**Values**	**Notes**
POR803	**Enterprise Release ID**	ID of Enterprise Release designated by ERM Team	Copied from Project object	
POR804	**Enterprise Release Date**	Production date of Enterprise Release designated by ERM Team	Copied from Project object	
POR805	**Project Name**	Name of IT Project associated to Enterprise Release	Copied from Project object	
POR806	**Primary Project ID**	ID of CAM Project or primary IT Project associated to Enterprise Release	Copied from Project object	
POR807	**Application Project ID**	ID of application IT Project within the primary Project associated to Enterprise Release	Copied from Project object	
POR808	**Department**	Department OBS association for this IT application Project	Copied from Project object	
POR809	**Subsystem**	Subsystem impacted by this IT application Project from Department OBS	Copied from Project object	
POR810	**Work Category**	VZW Work Category OBS association for this IT application Project	Copied from Project object	

	OUTPUT REQUIREMENTS – Display Details Portlet: Team Release Project			
ReqID	Attribute Label	Data Attribute Description	Values	Notes
POR811	**Project State**	Current Project state for this IT application Project, as earliest uncompleted state in Project WBS	Copied from Project object	
POR812	**Manager Final Approval**	Approval designation provided by approving Manager for this IT application Project	Copied from Project object	
POR813	**LOE**	Level of Effort for this IT application Project	Copied from Project object	
POR815	**VCOP Number**	VCOP Number for this Team Release Project	Copied from Project object	
POR816	**Pre-Release VCOP Number**	Pre-Release VCOP Number for this Team Release Project	Copied from Project object	
POR817	**Implementation Date**	Planned Release date for this IT application Project	Copied from Project object	
POR818	**Project Manager**	Assigned Project Manager for this IT application Project	Copied from Project object	
POR819	**LTA**	Assigned LTA (Lead Technical Analyst) for this IT application Project	Copied from Project object	
POR820	**Tester**	Assigned Tester for this IT application Project	Copied from Project object	
POR821	**Total Release LOE**	Sum of LOE values per one Enterprise Release ID	Calculated as sum of LOE values for same Enterprise Release	
POR823	**Total Projects Per Release**	Number of Projects associated with one Enterprise Release ID	Calculated as sum of Projects for same Enterprise Release	

23.10 Portlet: Single Turn Over Form

The purpose of the **Single Turn Over Form** portlet is to display Project information that is critical for the code turnover process and subsequent audit activities.

The table below contains *display* requirements for the **Single Turn Over Form portlet**.

	OUTPUT REQUIREMENTS – Display Details Portlet: Single Turn Over Form			
ReqID	Attribute Label	Data Attribute Description	Values	Notes
POR903	**Release ID:**	Enterprise Release ID	Copied from Project Object	
POR904	**Project Item #**	Item Number assigned by CAMIT	Copied from Project Object	
POR905	**Clarity ID / TT #**	Project ID that was assigned by Clarity for the Project	Copied from Project Object	
POR906	**Project Summary**	Project Name	Copied from Project Object	
POR907	**Project LTA**	Name of Lead Technical Analyst assigned to the Project	Copied from Project Object	
POR908	**Project Manager**	Name of Application Project Manager assigned to the Project	Copied from Project Object	
POR909	**Manager Final Approval**	Indication of approval received (or not) from the approving Manager assigned to the Project	Copied from Project Object	

	OUTPUT REQUIREMENTS – Display Details Portlet: Single Turn Over Form			
ReqID	**Attribute Label**	**Data Attribute Description**	**Values**	**Notes**
POR910	**Planned Implementation Date**	Date that the Project is expected to be implemented	Copied from Project Object	
POR911	**VCOP #**	Change Control Number assigned to all Projects for this application in this Enterprise Release	Copied from Project Object	
POR912	**Project Total**	Total Number of Projects in this Enterprise Release for this application	Calculated as sum of Projects for same Enterprise Release	

23.11 Portlet: Requesting Project Information

The purpose of the **Requesting Project Information** portlet is to display information regarding a Business Project or Network Project which initiated the creation of a CAM project as the result of an RT submission or MSR.

The table below contains *display* requirements for the **Requesting Project Information portlet**.

	OUTPUT REQUIREMENTS – Display Details Portlet: Requesting Project Information			
ReqID	**Attribute Label**	**Data Attribute Description**	**Values**	**Notes**
POR1003	**Requesting Project Name**	Name of the Business or Network Project which generated the creation of this CAM Project	Copied from Project object	
POR1004	**Requesting Project ID**	System-generated ID assigned by Clarity to the Business or Network Project which generated the creation of this CAM Project	Copied from Project object	
POR1005	**Requesting Project Description**	Description of the Business or Network Project which generated the creation of this CAM Project	Copied from Project object	
POR1006	**Requesting Project Manager**	Project Manager of the Business or Network Project which generated the creation of this CAM Project	Copied from Project object	
POR1007	**Requesting Director Sponsor**	Director Sponsor of the Business or Network Project which generated the creation of this CAM Project	Copied from Project object	
POR1008	**Requesting Project Type**	Project Type of the Business or Network Project which generated the creation of this CAM Project	Copied from Project object	
POR1009	**Requesting Mandatory Project Type**	Mandatory Project Type of the Business or Network Project which generated the creation of this CAM Project	Copied from Project object	

	OUTPUT REQUIREMENTS – Display Details **Portlet: Requesting Project Information**			
ReqID	**Attribute Label**	**Data Attribute Description**	**Values**	**Notes**
POR1010	**Related Project ID**	ID of Requesting Project that accounts for the Business Case	Copied from Project object	Pending governance
POR1011	**Requesting Project Corporate Initiative**	Corporative Initiative of the Business or Network Project which generated the creation of this CAM Project	Copied from Project object (IT Clarity data attribute: Goal)	
	3Yr NPV	3 Yr NPV stored in the Requesting Project	Copied from Requesting Project object	
POR1012	**Problem/Opportunity (What)**	Problem / Opportunity information entered by Requesting Project resource	Copied from Requesting Project object	
POR1013	**Background**	Background information entered by Requesting Project resource	Copied from Requesting Project object	
POR1014	**Business Drivers (Why)**	Business Drivers information entered by Requesting Project resource	Copied from Requesting Project object	
POR1015	**Customer (Who)**	Customer information entered by Requesting Project resource	Copied from Requesting Project object	
POR1016	**Market Segment**	Market Segment information entered by Requesting Project resource	Copied from Requesting Project object	
POR1017	**Proposed Solution (How)**	Proposed Solution information entered by Requesting Project resource	Copied from Requesting Project object	
POR1018	**Executive Summary**	Executive Summary information entered by Requesting Project resource	Copied from Requesting Project object	
POR1019	**Requested Launch Date**	Requested Launch Date entered by Requesting Project resource	Copied from Requesting Project object	
POR1020	**Prepaid Product Offering**	Prepaid Product Offering information entered by Requesting Project resource	Copied from Requesting Project object	

23.12 Portlet: Release and Project Milestones

The purpose of the **Release and Project Milestones portlet** is to display planned and actual dates for an IT Project in relation to its associated Enterprise Release dates for applicable milestones.

The table below contains *display* requirements for the **Release and Project Milestones portlet**.

	OUTPUT REQUIREMENTS – Display Details **Portlet: Release and Project Milestones**			
ReqID	**Attribute Label**	**Data Attribute Description**	**Values**	**Notes**
POR1103	**Project Milestone**	Key milestones contained within the Project WBS that was used to create this IT Project	Copied from Project object Do not copy milestones or tasks that were entered manually by the Project Manager	One milestone per row
	Milestone Status	Defines whether the particular milestone is “Included”, “Skipped”, or “Not Included” in the WBS	Determined from the WBS based upon whether the milestone is Included in the WBS and being worked, included in the WBS but marked as Skipped, or Not Included in the WBS	
POR1104	**Planned Completion Date**	Expected completion date for this milestone, as determined by the Project Manager	Copied from Project object	
POR1105	**Actual Completion Date**	Date that the milestone was marked “Completed” in the Project WBS	Copied from Project object	
POR1106	**Enterprise Release Date**	Date specified by ERM Coordinator for completion of this milestone within this Enterprise Release	Copied from WBS of ERM Release Project for the Enterprise Release that this Project is associated to	
POR1107	**Is Late**	Comparison of Actual Completion Date and Enterprise Release Date	Display “Is Late” icon when Actual Completion Date is later than Enterprise Release Date	

Clarity IT Approach Strategy:

Reporting

Clarity IT Approach Document:

Clarity Reports

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24 Clarity Reports for IT

24.1 Reporting Approach Options

Existing reports in CAMIT will be replaced with one of the basic reporting methods listed below:

a. Project Listing View

- Excel spreadsheet reports can be replaced using one of the following methods:
    - Out-of Box (OOB) Project Listing view
    - Default IT Project Listing view
    - Customized User view

b. Business Objects WEBI Reports

Business Objects (OB) can run WEBi reports from the Clarity Interface.

c. Crystal Reports

- Crystal Reports can run from the Clarity Interface using one of the following methods:
- OOB Crystal reports
- Custom Crystal Reports

24.1.1 Comparison of Crystal Reports and WEBi

A comparison of the features for both reporting applications can be found at the following link:

http://bi-insider.com/posts/comparison-of-crystal-reports-vs-web-intelligence/

24.2 Business Requirements

- The IT Report Analyst shall design and manage report creation according to the **Clarity Development and Process for Supplemental Resources** agreement.
- Reports shall be run using the **Reports and Jobs Menu** link in Clarity, and real time data shall be returned.
- Clarity Administration shall manage the BO Universe attribute creation.
- All existing attributes that are migrated to Clarity from CAMIT shall be included in the BO Universe according to the Attribute Research report.
- By default, portlets shall not display any data until a filter has been chosen.

Note: Refer to the "Worksheet in Clarity IT Approach Document for All Processes" Excel document for more information about Attributes.

24.3 Assumptions

Since there are specific attributes that Project Management (PM) practices find most useful, it is assumed that the following practices will be establishing to facilitate reporting functions:

- A corporate standard will be developed regarding which basic attributes should display in the default IT Project List view.
- A standard will be determined detailing which custom attributes will be added specifically for Verizon's PM practice.
- Since Clarity comes OOB with certain standard attributes in the default Project List view, the Business will agree upon which additional custom attributes need to be added to the default view.
- A WEBi report will be written to query the custom views set up in Clarity. This data will be used to monitor the attributes most used by PMs and to establish a common Project List view based on the most common past selected values.

24.3.1 Option 1: Default or Customized Project Listing View

24.3.1.1 Approach Strategy

On the **Main Menu** in Clarity, users will click the **Projects** link to display either a system default or customized Project Listing view:

- The system default Project List view will display the Project Object attributes in grid format.
- By default, Project List view portlets will not display any data until a filter has been chosen.
- A customized view will also be developed (i.e., as a system default) that allows users to display desired attributes in grid format.
- ***All*** attributes on the Project Object can be configured to display in this grid; however, it is not recommended to display all project attributes in a Custom List view as it will degrade the system.

Note: Refer to "Chapter 10: Page and Portlet Configuration" of the "CA Clarity Project & Portfolio Manager" document at the following link.

http://vzcentral.vzwcorp.com/sites/ITFL/Shared Documents/Clarity/CA Vendor Technical Documentation/CAClarityPPM_CommonFeaturesPersonalOptions_UserGuide_ENU.pdf

24.3.1.2 Business Requirements

- A default Project Listing layout view shall be created to display the most common attributes and filter.
- Custom attributes currently in CAMIT shall be available for a custom layout or filter in Clarity.
- A Clarity governor shall be used to limit excessive data volume from being exported into Excel.

24.3.1.3 Risks

Refer to the "***Clarity IT Risk Register***" document.

24.3.1.4 Recommended Solutions

- Create a default Project Listing layout view to display the most common attributes, along with a filter.
- Make available to customize using all custom attributes currently available in CAMIT in the Clarity default view, along with a layout or filter.
- Create a limiter in Clarity to limit excessive data volume from being exported into Excel (i.e., the query in the portlet or WEBi would throttle users from returning more than a programmed number of rows).

24.3.2 Option 2: Business Objects WEBI Interface Reports

When users click the **Reports and Jobs** link in Clarity and select a report to run, parameters will be passed to BO that display a WEBI designed and implemented report in a pop-up window. This approach will allow the Business Reporting Analyst or super user to access data in the Clarity system and create reports.

24.3.2.1 Business Requirements

- The IT Report Analyst shall design and manage the report creation.
- Clarity Administration shall manage the BO Universe attribute creation.
- All existing attributes that are migrated to Clarity from CAMIT shall be included in the BO Universe.

24.3.2.2 Risks

Refer to the "***Clarity IT Risk Register***" document.

24.3.2.3 Solution

Create independent reports for IT as specified in the "***Clarity for IT – Reports Inventory***" Excel document.

24.3.3 Option 3: Crystal Reports Interface with Clarity

24.3.3.1 Approach Strategy

This approach allows Out-of-Box (OOB) or custom Crystal reports to be run from the Clarity interface:

- Reports will be designed, written and scheduled using the Business Objects Universe (BO) or Clarity *NIKU* schema, and then deployed to interface with Clarity.
- These reports will be scheduled and emailed, or run on demand.

24.3.3.2 Business Requirements

- The IT Report Analyst shall design and manage report creation.
- Clarity Administration shall manage the Business Objects Universe attribute creation.

24.3.3.3 Risks

Refer to the "***Clarity IT Risk Register***" document.

24.3.3.4 Solution

- Use OOB Crystal Reports
- Use Modified Out-of-Box (OOB) Crystal Reports

24.4 Dictionary of Reporting Options

Application	Functionality
Crystal Reports	A Clarity interface with Crystal Reports enables users to run "on-demand" reports or schedule pre-built reports. Crystal Reports allows users to graphically design data connection(s) and report layout. In the Database Expert, users can select and link tables from a wide variety of data sources, including Microsoft Excel spreadsheets, Oracle databases, and Business Objects Enterprise views. Fields from these tables can be placed on the report design surface, and can also be used in custom formulas, using either Basic or Crystal's own syntax.
Web Intelligence (WEBi) Reports	Clarity uses Web Intelligence (WEBi) as an out-of-the-box interactive reporting tool that allows users to access data and reports embedded in Web based applications. Users can access and format information to suit their needs with an easy-to-use, drag-and-drop Web interface WEBi reports have drill filters facility whereby the data is stored in the browser, and users can slice and dice the data. This application allows users to run powerful, web-based queries created from scratch, and then format the retrieved information. Users can also run existing reports that access and synchronize data from multiple sources, as well as create custom formulas that use variables within a single report. It also allows users to perform analysis using charts and graphs.
Clarity Project List View (Default or Customized)	The Project Listing View is a portlet that comes with Clarity and consist of a grid. Users can select data to display in the portlet. While portlets do not replace CA Clarity PPM reports, they can be considered as mini-reports. Each portal page is comprised of a set of portlets—small windows of information presented a grid—that appear automatically on the desktops of CA Clarity PPM users with the appropriate access privileges.

Clarity IT Approach Strategy:

Integration Processes

Clarity IT Approach Document:

Labor Codes from PeopleSoft

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25 Labor Codes from PeopleSoft

25.1 Approach

This process will provide a current list of **Labor Codes** and **Labor Code Descriptions** from PeopleSoft in Clarity, and make them available in a lookup field in *Project Edit* view. The **Labor Code** attribute and **Labor Code Description** (i.e., **Name**) attribute will display on the **Project Dashboard** portlet.

25.2 Assumptions

It is assumed that the following conditions will be set in place before the implementation of this approach:

- PeopleSoft will be the system of record for **Labor Codes** and **Labor Code Descriptions**.
- The same file that is provided to MKS will be available to Clarity.

25.3 Solution

A data file will be sent from PeopleSoft on Tuesday mornings which contains **Labor Codes** and **Labor Code Descriptions**. This data will be imported into a non-mandatory single-select **Labor Code Description** lookup field, and added to the current options.

Clarity IT Approach Document:

Clarity CIM Integration

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26 Clarity CIM Integration

26.1 Approach Strategy

This approach defines the Integration Strategy for Clarity and CIM while considering future maintainability and ability to interface with additional Systems containing user data.

26.2 Business Requirements

- Existing LDAP synchronization code shall be migrated to CIM related code.
- LDAP validation logic shall be migrated to CIM related code

26.3 Risks

Refer to the "***Clarity IT Risk Register***" document.

26.4 Solution

Alternate data capture methods will need to be explored. Possibly integrate with a 3rd System to fill in missing data.

26.5 Assumptions

It is assumed that the following conditions will be set in place before the implementation of this approach:

- DBA's will be able to provide linking capabilities to the CIM data store from within the *CLARITYUTIL* schema.
- They will be able to do this in a manner similar to what they provided in the current LDAP implementation (Oracle Heterogeneous Services)

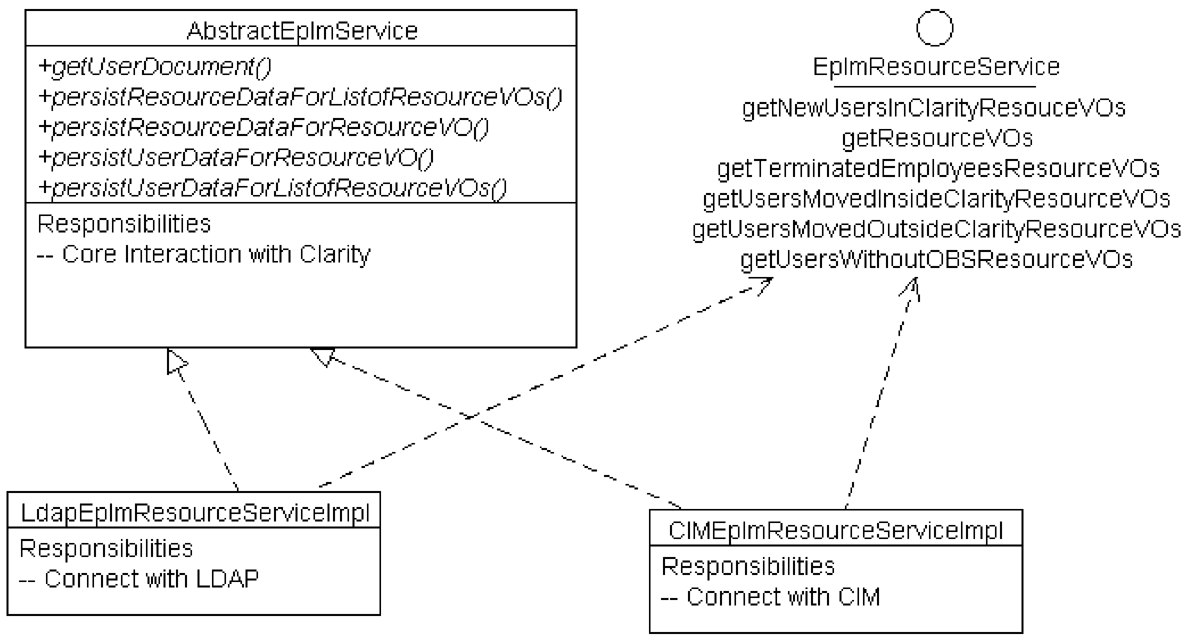
26.6 Attributes

The current LDAP provisioning solution for VZLaunch maps the following fields in our *LDAP Database View* to fields on the *Clarity Resource Object.*

	LDAP Field	CIM Outflow Equivalent	EBase View	Clarity Field Mapping
BUS	sn	NAMEFIRST	FIRSTNAME	First Name
	givenName	NAMELAST	LASTNAME	Last Name
	samAccountName	WIN_USERID / CVCE_VZID	USERID – does this map automatically?	ID
	extensionAttribute14	WORKER_EMAIL_3	EMAILADDRESS	emailAddress
	manager	SUPV_DNA_WRK_ID - lookup needed	SUPERVISORWORKERID – lookup Needed	resourceManager
	department	Lookup Via COST CENTER?	Lookup Via COST CENTER?	ODF_CA_RESOURCE.department
	title	WRK_AS_JOB_CODE_1_TITLE	JOB_TITLE	title
	streetAddress	WORKER_LOC_ADDR_1	ADDRESS1	Street Address
	l	WORKER_LOC_CITY	CITY	City
	postalCode	WORKER_LOC_ZIP	ZIP	Postal Code
	st	WORKER_LOC_STATE	STATE	State
	c	WRK_LOC_COUNTRY	COUNTRY	Country
	mobile	WORKER_CELL_PH_1	MOBILETELEPHONENUMBER	Mobile Phone
	telephoneNumber	WORKER_PH_1	TELEPHONENUMBER	Telephone Number
	Lookup based on samAccountName	BASE ON ID?	Base on USERID? USERCOMMUNITYID?	Company (User/Resource)
	extensionAttribute13	WORKER _MISC_LOC_2?	COSTCENTER	Department and OBS Mappings
	whenCreated		DNA_START_DATE	Hire Date
	Disabled – logic to translate	ACCT_EXPIRE_DT	ACCT_EXPIRE_DT	Termination Date
	whenUpdated	RCTL__LAST_UPD_DT - HOW TO TRANSLATE INTO LASTUPDATE DATE?	LASTUPDATEDATE	Used Indirectly for Sync
NW	extensionAttribute12	Lookup Via COST CENTER?	Lookup Via COST CENTER?	Department Function

For the above diagram, determination of whether to use EBACE view or the Outflow data directly has not been decided. Field mappings will effect implementation of CIM service. Currently, we will have to determine if all data is available.

26.6.1 UML Diagram – Proposed Design



26.6.2 Refactoring Steps

1. Create abstract class defining key interactions with Clarity.
2. Shrink current interface to only include externalizing methods.
3. Re-factor existing code into *LdapEplmResourceServiceImpl*.
4. Implement code for *CIMEplmResourceServiceImpl*.

Clarity IT Approach Document:

Cognos Integration

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27 Cognos Integration

27.1 Approach Strategy

This approach describes the integration of Clarity with Cognos, which uses data from Clarity. This data will be sent to Cognos via CFI (CyberFusion).

27.2 Business Requirements

Cognos shall accept data sent from Clarity via CFI.

27.3 Risks

Refer to the "***Clarity IT Risk Register***" document.

27.4 Solution

The proposed solution entails that EPLM will do the following:

- Query Clarity for the data that is needed by Cognos
- Organize the data in a specified file format
- Send the data file to Cognos via CFI

27.5 Attribute Mapping

The Attribute Mapping between Visit – EPLM – Clarity is outlined in the "***CAMITIntegrationsFor Clarity_ColumnsAndSamples.xlsx***" Excel document. Open this document and go to the COGNOS tab for detailed information on the input and output fields.

27.6 Process Workflow

The workflow steps for the *Cognos Integration Process* are shown below.

27.6.1 Workflow Steps

1. Quartz scheduler will kick off the Clarity-Cognos job.
2. The scheduler will call a web service that fetches data from Clarity and sends it to Cognos.
3. The web service will do the following:
   a. Query Clarity
   b. Fetch data related to Cognos
   c. Organize the data
4. The organized data will be written to a file of acceptable format and structure.
5. The file will be transmitted to Cognos via CFI.
6. An email will be generated and sent to configurable recipients listing the data and file transfer status.

Clarity IT Approach Document:

ER SharePoint Integration

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28 ER SharePoint Integration

28.1 Approach Strategy

This approach describes the integration of Clarity with the ER SharePoint Stored Procedure Interfaces. There are currently two Stored Procedures used by ER SharePoint for integration with MKS. The goal of the Clarity/ER SharePoint integration is to reuse these existing (i.e., unchanged) Stored Procedures, and supply the data from Clarity instead of MKS CAMIT.

28.2 Business Requirements

- The Java Integration process shall reuse the existing ER SharePoint Stored Procedures.
- The design shall require no changes to the existing procedures.
- It is possible that some of the data applicable in the MKS/CAMIT environment will not apply for the new Clarity based integration. Fields defined on the existing XML data structure which are not applicable shall be transmitted in an agreed upon format, if possible, with "N/A".
- The XML format that is currently used shall be retained for the integration interface.

28.3 Risks

Refer to the "***Clarity IT Risk Register***" document.

28.4 Solution

A Java process will be created to perform the following tasks:

- Query the Clarity Database, and then use XMLBeans and Clarity Java Framework infrastructure to format the XML.
- Send the formatted XML to the Stored Procedures.

The process will be triggered on a predefined schedule by the Quartz scheduler in Java Integration Services.

28.5 Assumptions

It is assumed that the plan to reuse the existing stored procedures will result in satisfactory results.

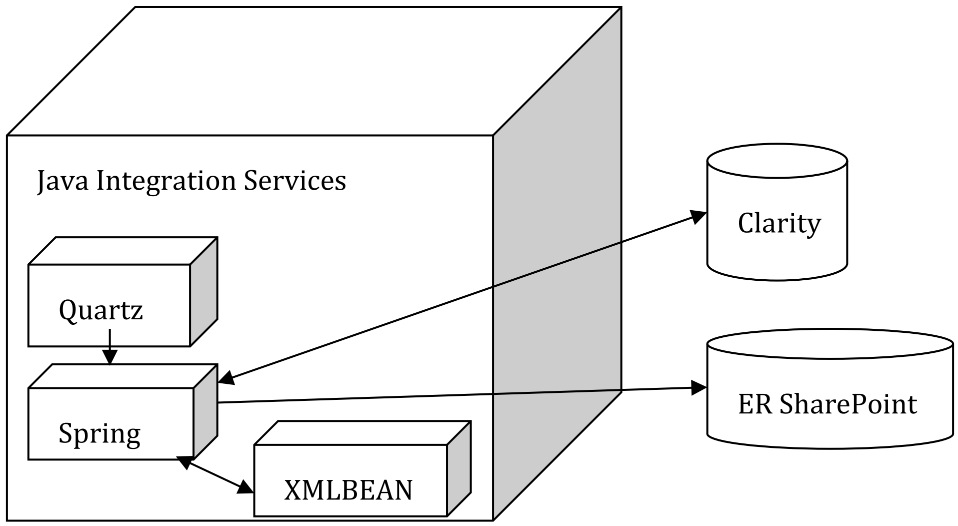
28.6 Attribute Mapping

For information regarding Attribute Mapping for this process, refer to the "***ERSharepointAttributeMapping.xlsx***" Excel document.

28.7 Process Workflow – ER SharePoint Integration

The workflow diagram and steps for the *ER SharePoint Integration* process are shown below.

28.7.1 Workflow Diagram



28.7.2 Workflow Steps

1. The Job will be triggered in the Quartz Scheduler.
2. Queries will be run against Clarity DB through the JDBC interface using Spring.
3. Java Domain Objects will be populated with data from the query results.
4. XML Beans Mapping objects will be populated using the Java Domain Objects.
5. XML will be obtained from the XML Beans mapping documents.
6. Existing Stored Procedures will be called and pass in the XML as a String value.

Clarity IT Approach Document:

ENDEVOR Integration

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29 ENDEVOR Integration

29.1 Approach Strategy

This document describes the approach strategy for the *ENDEVOR and Clarity Integration* process in the Verizon Clarity IT Implementation project.

29.2 Business Requirements

- The ENDEVOR and Clarity integration solution shall be used when a user attempts to check in code into the ENDEVOR code management system.
- A validation of the Clarity Project *State* and Coding Environment shall be required for ENDEVOR to accept the code.
- When a user changes the project state in ENDEVOR, then the integration solution shall provide an update from ENDEVOR to Clarity to move the project into the "*System Test", "Production Dark",* or *"Production Live" State*.

29.3 Risks

Refer to the "***Clarity IT Risk Register***" document.

29.4 Solution

Configure Clarity to programmatically use the same data that ENDEVOR presently provides to MKS for state changes. The state changes in MKS are used to facilitate the Clarity project state changes.

29.5 Assumptions

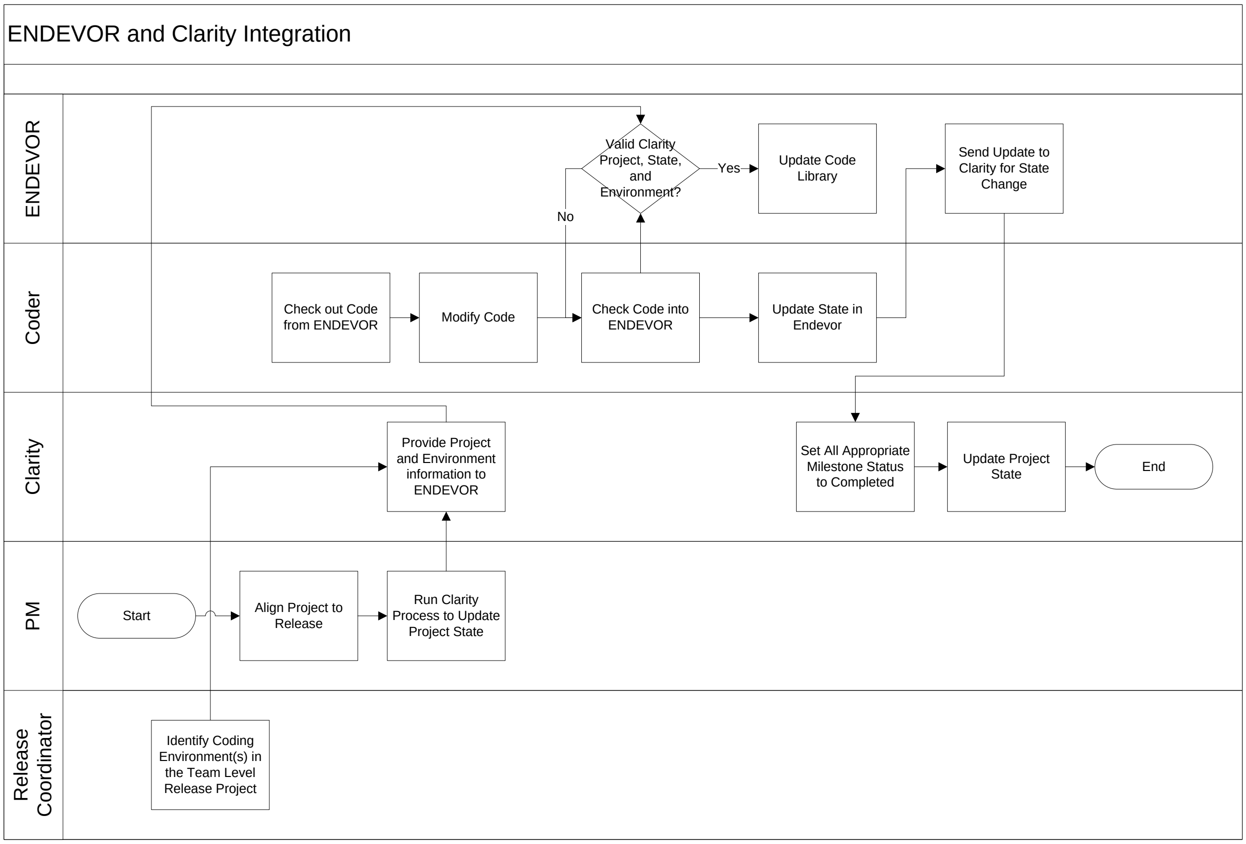
It is assumed that the following conditions will be set in place before the implementation of this approach:

- Existing projects in Clarity will be referenced properly by the ENDEVOR user.
- The Clarity Project *States* (i.e., **Stage** lookup values) and Task ID's will remain consistent with those in the IT Project templates (i.e., as currently documented by Verizon Wireless IT).
- Validation and error handling routines will provide the Clarity Administration team with sufficient detail to address errors, and the Administration staff will be trained accordingly.
- Endeavor will be able to connect to Clarity services via the provided TCP socket interface.

29.6 Workflow Process

The workflow diagram and steps for the *ENDEVOR Integration Process* is shown below.

29.6.1 Workflow Diagram



Workflow Steps

1. The Release Coordinator will identify the Coding Environments in the Team Level Release Project (i.e., this provides Project and Environment data for ENDEVOR).
2. The PM will align the Project to the Release.
3. The PM will run the Clarity Process to Update the Project State.
4. Clarity will provide the Project and Environment information to ENDEVOR.
5. After the Code has been Modified, check it into ENDEVOR.
6. Are the Clarity Project, State, and Environment valid?
    a. If Yes, Update the Code Library.
    b. If No, Check Code into ENDEVOR.
7. Are the Clarity Project, State, and Environment valid?
    a. If “Yes”, go to Step a.
    b. If “No”, continue looping through Step b. until it is valid.
8. After the project state has been updated in ENDEVOR, send the appropriate Update to Clarity for State Change.
9. Set the Status to “*Completed*” on the appropriate milestone task(s) in the Clarity project.
10. Update the Project State (**Stage** attribute) in Clarity; end the process.

Clarity IT Approach Document:

POS SharePoint Integration

Team Contributors:

John Menke/Shivashankar Gurumurthy/Sriram Nandiraju

Pam Hicks: IT Project Manager - Clarity

Dan Drees: Architect - Clarity

Mitesha Patel: Development Lead - Clarity

Deborah Reece: Technical Writer - Clarity

30 POS SharePoint Integration

30.1 Approach Strategy

This approach describes the integration of Clarity and the POS SharePoint system.

30.2 Business Requirements

- The approach shall re-use the existing XML format defined for the MKS integration.
- The approach shall use CFI to transfer an XML file to the POS SharePoint System.
- This file delivery will occur on a predetermined schedule to be set regularly.

30.3 Risks

Refer to the "***Clarity IT Risk Register***" document.

30.4 Solution

A Java process will be created to acquire the integration data from the Clarity DB using JDBC queries. This data will be converted into XML format via the XMLBeans framework, and a file will be sent to the POS SharePoint system via the CFI API.

30.5 Assumptions

It is assumed that the following conditions will be set in place before the implementation of this approach:

- Efforts to map the complicated attributes will be successful.
- POS SharePoint will be able to continue functioning as it does with MKS data.

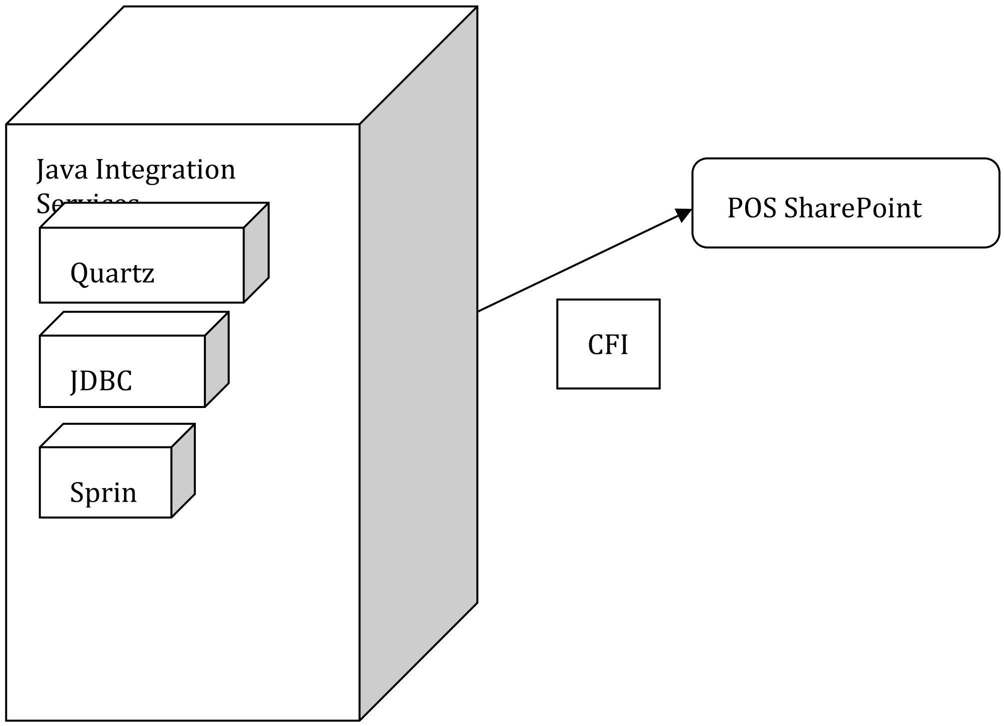
30.6 Attributes

The "***CAMITIntegrationsForClarity_ColumnsAndSamples.xlsx***" document details the attribute mappings.

Process Workflow

The workflow diagram and steps for the *POS SharePoint Integration* process are shown below.

30.7.1 Workflow Diagram



30.7.2 Workflow Steps

1. Quartz will trigger the Process to start.
2. The Process will acquire data from Clarity using the JDBC query.
3. Data will be transformed into XML using the XMLBeans framework.
4. Apache Commons CLI will be used to integrate with the CFI Unix command line syntax to facilitate file transfer to the POS SharePoint system.

Clarity IT Approach Document:

VISION SharePoint Integration

Team Contributors:

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31 VISION SharePoint Integration

31.1 Approach Strategy

This approach describes the integration of Clarity with the VISION Interfaces. MKS data gets loaded into VISION SharePoint a.k.a. VISION. Now, since MKS data is getting migrated to Clarity, VISION needs to access the same data from Clarity which it previously did from MKS.

31.2 Business Requirements

VISION needs access to MKS data in Clarity.

31.3 Risks

Refer to the "***Clarity IT Risk Register***" document.

31.4 Solution

The proposed solution is that EPLM would create a web service and expose it to VISION, which can call that service to get MKS data back and use it for functionality.

31.5 Assumptions

It is assumed that the following conditions will be set in place before the implementation of this approach:

- Data migration from MKS to Clarity will be successful and data quality will be maintained at the same level.
- The Java module will fetch the data from Clarity and send the information to VISION.

31.6 Attribute Mapping

For information on Attribute Mapping between VISION – EPLM – Clarity, refer to the Excel document "***Worksheet in Clarity IT Approach Document for All Processes***". Open this file and go to the VISION SP tab for detailed information on the input and output fields.

31.7 Process Workflows

The workflow steps for the *VISION SharePoint Integration* process are shown below.

31.7.1 Workflow Steps

31.7.1.1 EPLM

1. EPLM will create a web service interface and host it for VISION.
2. EPLM will send a WSDL (Web Services Description (o) Definition Language) File to VISION every time there is a major change in the service method definitions due to change in requirements.

31.7.1.2 VISION

1. VISION will generate client classes out of EPLM provided WSDL.
2. VISION will use the auto-generated client classes to create a request and response object.
3. VISION will set the input parameters in the place holders in the request object.
4. VISION will call the web service passing in the request object.
5. EPLM will accept the request from VISION.
6. EPLM will query Clarity for MKS Data matching the passed in Request Parameters.
7. EPLM will aggregate the response from Clarity and create a VISION Response object . If no rows are returned for the request parameters, EPLM will either return an exception object or empty object back to VISION.
8. EPLM will send a Response Object back to VISION.
9. VISION will receive the response and processes the response from EPLM.

Clarity IT Approach Document:

VISIT Integration

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32 VISIT Integration

32.1 Approach Strategy

This approach describes the integration of Clarity with the VISIT Interfaces. MKS data gets loaded into visit for project release support. Since MKS data is getting migrated to Clarity, VISIT needs to access the same data from Clarity which it previously did from MKS.

32.2 Business Requirements

- The VISIT Interface shall have access to MKS data in Clarity for project release support.
- The Integration service shall be secured with User ID/Password based basic authentication with encrypted user ID and Password.

32.3 Risks

Refer to the "***Clarity IT Risk Register***" document.

32.4 Solution

The proposed solution is that EPLM would create a web service and expose it to VISIT. This interface can call the web service to get MKS data back, and use it for its project support functionality.

32.5 Assumptions

It is assumed that the following conditions will be set in place before the implementation of this approach:

- Data migration from MKS to Clarity will be successful, and data quality will be maintained at the same level.
- The Java module will fetch the data from Clarity and send the information to VISIT.

32.6 Attribute Mapping

For information on Attribute Mapping between VISIT – EPLM – Clarity, refer to the Excel document "***Worksheet in Clarity IT Approach Document for All Processes***". Open this file and click the VISIT tab for detailed information on the input and output fields.

32.7 Process Workflows

The workflow steps for the *Visit Integration* process are shown below.

32.7.1 Workflow Steps

32.7.1.1 EPLM

1. EPLM will create a web service interface and host it for VISIT.
2. EPLM will send a WSDL (Web Services Description (o) Definition Language) File to VISIT every time there is a major change in the service method definitions (due to a change in requirements).

32.7.1.2 VISIT

1. VISIT will generate client classes out of EPLM provided WSDL.
2. VISIT will use the auto generated client classes to create a request and response object.
3. VISIT will set the input parameters in the place holders in the request object.
4. VISIT will call the web service passing in the request object.
5. EPLM will accept the request from VISIT.
6. EPLM will query Clarity for MKS Data that matches data passed in the Request Parameters.
7. EPLM will aggregate the response from Clarity and create a VISIT Response object. If no rows are returned for the request parameters, EPLM can either return a exception object or an empty object back to VISIT.
8. EPLM will send a Response Object back to VISIT.
9. VISIT will receive the response, and then process the response from EPLM.

Clarity IT Approach Strategy:

Data Migration

Clarity IT Functional Approach:

IT-MKS Data Migration to Clarity

Team Contributors:

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IT Data Migration Developer

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33 IT-MKS Data Migration to Clarity

The audience for this document is the following:

- Current users of the Verizon Wireless IT Project Management System CAMIT 2.0 (MKS Integrity Manager and Documentum)
- Stakeholders for the conversion of this system into the VzW IT Clarity system
- Clarity IT Conversion Team

A technical overview of the methods planned to achieve data migration from MKS to Clarity is included in this document. The logic and method details will be outlined in a Technical Approach document at a later date (when the coding stage is ready to begin).

33.1 Approach Strategy

After the IT-MKS data migration efforts are complete, a migrated CAM project and its appendages should operate like an IT Project created directly in Clarity. The IT Design is currently in progress; therefore Version 1.0 of this document is intended to outline only the initial value-to-value attributes mapping aspect of the overall data migration.

After system implementation, the subsequent phase of workflow and rule interaction between data and objects will be captured in a later version of this document. After initial data load, value-to-value data verification will be possible; after data verification, a migrated Project can be further verified by moving it through the workflow (i.e., Processes, WBS, etc.) and ensuring it can be carried out to completion.

33.2 IT-MKS Data Scope

The scope for IT-MKS data migration includes the following CAMIT Projects (and all related documentation):

- Projects that are active at the time of data migration
- Projects that have moved to *Complete* or *Production* states since January 1, 2009
- Child projects

33.2.1 Migrated Values

Child Resource Task values from mapped fields of the following item types will be migrated into Clarity:

- *RELEASE*
- *CAMIT PROJECT*
- *APPLICATION, IT(VISION), POS, UIM, MyVZW, CTI, PPA PROJECTs*
- *DEFECT, TROUBLE-TICKET*
- *RESOURCE TASK & NON PROJECT RESOURCE TASK*

Unless specifically required, values for the following MKS fields will not be migrated:

- FVAs (pointers to values on related item types), because values on related objects can be made visible via Portlets in Clarity.
- Calculated fields, because if they exist in Clarity as calculated attributes and all driver data is migrated, then the values can be regenerated automatically.
- MKS trigger specific fields (typically in the hidden section of the **Help** tab), because those values are not needed for background Clarity jobs to run.

33.2.2 General Mapping Directions

MKS fields can be grouped by where and how they will be set in Clarity:

- Basic Project data into OOTB Clarity attributes
- Other specific project data into custom IT Project Clarity attributes
- Categorization data into OBS unit path
- Phases into Programs
- Comments into Status Report subobjects
- User selections into Roles and/or WBS Task Assignments
- Dates (Milestones) into WBS Milestones
- Resource Tasks into WBS Tasks
- Documentum documents and attached files into Collaboration files
- Relationships between item types into Relationships between subobjects

The "***ITS-MKS FieldMapping for DataMigration to Clarity.xlsx***" mapping document tracks granular details (including the level deeper, MKS pick options mapped to Clarity lookup options) for each MKS item type.

33.2.3 Object Migration Organization

At a level above the logical grouping of MKS fields, data corresponds to objects in Clarity:

Note: Each bold bullet item below maps to the Project Object. All clear bullet items ("bundle") correspond to a separate script.

- Release (Active and Inactive)
  - Basic and Custom data; OBS
  - Team/Staff/Participants/Roles
  - WBS Milestones & Tasks
  - Status Reports
  - Documents
  - Programs (for Phased IT Projects); Basic and Custom data
- IT and CAM project (Active and Inactive)
  - Basic & Custom data; Collaboration Manager; OBS; Relationships (Release, Program, Business Project)
  - Team/Staff/Participants/Roles
  - WBS Milestones & Tasks

  - Status Reports
  - Documents (grouped into folders based on Documentum file category)
- Application Project (Active and Inactive)
  - Basic and Custom data; Collaboration Manager; OBS; Relationships (Parent IT Project, Release)
  - Team/Staff/Participants/Roles
  - WBS Milestones & Tasks
  - Status Reports
  - Documents

Active and Completed script separation is planned because, even though the data is nearly identical in terms of values, each is regarded differently. Stringent "live" data verification is for Active Projects. Completed Projects exist mainly for reporting purposes, and Processes will be turned off during migrations for Completes.

The above listed order of these bundles represents the order in which they should be migrated; this order allows appropriate relationships to be established.

33.3 Assumptions

It is assumed the following conditions will be in place before the implementation of this approach:

- The contents of this document may change, and are expected to be updated whenever an update is made to the IT Design.
- Readers of this document have a working knowledge of CAMIT 2.0 and IT Clarity design.
- If a CAMIT Project in MKS has an associated Business Project in Clarity, a Delivery Project Subobject already exists in Clarity for that specific CAMIT Project.
- Reporting, Query, and Dashboard details will not be tracked in this document, since capabilities for data values set on migrated objects will be the same as values on an object created directly in Clarity.
- UAT Test Plans will be written by the IT Stakeholder Tester Group, from which Production Ready Sign-off will be obtained prior to kick-off.

33.4 Process – Technical Approach Overview

The steps involved in determining the technical approach process are outlined below:

1. Determine which MKS item types and MKS fields will be migrated. (Specific migration items and fields are subject to change throughout the effort, but this will be factored into the overall scope).
2. For each bundle, develop an MKS IM command to pull the MKS IDs reference file, based on the IT migration scope. MKS fields will be included based on migrating status (yes or no).
3. For each MKS ID reference file, develop an MKS IM command to pull appropriate fields and their values into the data (pipe delimited) file, based on the IT mapping document.
4. Load data files into staging tables in an Oracle (Clarity UTIL) database (DB). (Consider having one massive DB load early on, then create bi-weekly differential loads during system testing and weekly differential loads during UAT).

5. XOG out IT oriented objects from Clarity in order to determine data formats.
6. Create DB Views catered toward bundles and IT Clarity migration needs.
7. Determine technical (Attribute ID, etc.) and logical mapping details for Clarity attributes.
8. Develop Perl scripts for each bundle, based on determined XOG format.
9. Run Perl scripts against staging DB Views to generate XOG files (10 objects per file).
10. XOG in data and verify the MKS data within Clarity.
11. For documents, replace steps 1-3 with scripts to pull out files from Documentum and any attached documents on MKS item type instances, then store in folder structure based on Project ID; steps 4-7 are the same for documents.
12. System test, maintain documentation, and adjust to Design updates throughout the development process.

33.5 Risks

Refer to the "***Clarity IT Risk Register***" document.

33.6 Data Migration Spreadsheet

Below is a link to the data migration spreadsheet:

http://vzcentral.vzwcorp.com/sites/ITFL/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fsites%2fITFL%2fShared%20Documents%2fClarity%2fIT%20Project%202012%2fDesign%20and%20Requirements%2fCOMPLETE%20APPROACHES%2fMKS%20Data%20Migration%20Supporting%20Documents&FolderCTID=0x01200086F50C9E2AA4B14A92B4F5371FA1F82B&View=%7b1DA5E95E%2dDD2C%2d473A%2d9E73%2dDDC5483E8E9E%7d

Clarity IT Approach Appendix A:

Supporting Documentation for Processes

34 Appendix A: Supporting Documents for Approaches

Refer to the appendices below for supporting information about specific approaches.

INTEGRATION

ER SHAREPOINT:

- Refer to the "***ERSharepointAttributeMapping.xlsx***" Excel document.

VISION SHAREPOINT:

- Refer to the "***Worksheet in Clarity IT Approach Document for All Processes***".

MKS DATA MIGRATION

- Refer to the "**IT-MKS FieldMapping for DataMigration to Clarity**" Excel document.

PROJECT HEALTH RULES

- Refer to the "***IT Clarity Deployment – PROJECT HEALTH CALCULATIONS***" MS Word document.

REPORTS

- Refer to the "***Clarity for IT - Reports Inventory by VP Area***" Excel document.

RISK REGISTER

- Refer to the "***Clarity IT Risk Register_IT Clarity Implementation***" MS Word document.

WBS MATRIX

- Refer to the "***IT Clarity Deployment – WBS Matrix***" MS Word document.

OBS STRUCTURE & VALUES

- Refer to the "***IT Clarity Deployment - OBS Structure and Values***" MS Word document.

SECURITY GROUPS & ACCESS RIGHTS

- Refer to the "***IT – Security Groups and Rights***" MS Word document.

Clarity IT Approach Appendix B:

Organization Breakdown Structure (OBS) Requirements

35 Appendix B: OBS Requirements for Clarity IT

The Organizational Breakdown Structure (OBS) in Clarity is a hierarchical structure of information. An OBS allows an organization to:

- Grant users access to Clarity object instances (e.g., Projects and Programs) based on their OBS association
- Associate collections of users with partitions
- Categorize Projects and other objects for filtering and reporting purposes
- Support financial setup

OBS setup and values for IT Clarity supplement the definitions of the four existing OBS hierarchies in the production Business Clarity implementation.

35.1 VZW Funnel OBS

The **VZW Funnel OBS** identifies the VZW organization requesting the initiation of the IT Project.

Note: OBS Requirements contained here are supplemental to the OBS definitions in the Business Clarity implementation in production and the planned Network Clarity implementation.

The table below contains the IT Clarity requirements for the **VZW Funnel OBS**

	OBS REQUIREMENTS OBS: VZW Funnel				
ReqID	Level 1	Level 2	Level 3	Level 4	Notes
OBS101	VZW	--	--	--	
OBS102	VZW	IT	--	--	
OBS103	VZW	IT	Classified	--	
OBS104	VZW	IT	Finance	--	Display-only value in IT Clarity for all Projects initiated by Finance, including all applicable sub-levels
OBS105	VZW	IT	IT	--	
OBS106	VZW	IT	IT	IT Overhead	
OBS107	VZW	IT	IT	IT Self Service Infrastructure	
OBS108	VZW	IT	IT	IT Privacy and Security	
OBS109	VZW	IT	IT	IT Client Account Mgmt	
OBS110	VZW	IT	IT	IT Customer Care System Supp	
OBS111	VZW	IT	IT	IT Enterprise B2B Systems	
OBS112	VZW	IT	IT	IT Governance, Risk and Compliance	

	OBS REQUIREMENTS OBS: VZW Funnel				
ReqID	Level 1	Level 2	Level 3	Level 4	Notes
OBS113	VZW	IT	IT	IT HQ End User Support	
OBS114	VZW	IT	IT	IT Middleware, Infrastr, CST API	
OBS115	VZW	IT	IT	IT Reporting Applications	
OBS116	VZW	IT	IT	IT Sys Eng, Integration and Fin	
OBS117	VZW	IT	Marketing	--	Display-only value in IT Clarity for all Projects initiated by Marketing, including all applicable sub-levels
OBS118	VZW	IT	Network	--	Display-only value in IT Clarity for all Projects initiated by Network, including all applicable sub-levels
OBS119	VZW	IT	Sales Operations	--	Display-only value in IT Clarity for all Projects initiated by Sales Operations, including all applicable sub-levels

35.2 VZW Verizon Organization OBS

The VZW Verizon Organization OBS has been defined to support grouping of Projects and resources by responsible organizational unit.

Note: OBS Requirements contained here are supplemental to the OBS definitions in the Business Clarity implementation in production and the planned Network Clarity implementation.

The table below contains IT Clarity requirements for the VZW Verizon Organization OBS

	OBS REQUIREMENTS OBS: VZW Verizon Organization				
ReqID	Level 1	Level 2	Level 3	Level 4	Notes
OBS201	VZW	--	--	--	
OBS202	VZW	IT	--	--	
OBS203	VZW	IT	IT Overhead	--	
OBS204	VZW	IT	IT Overhead	IT Overhead (4000)	
OBS205	VZW	IT	IT Self Service Infrastructure	--	
OBS206	VZW	IT	IT Self Service Infrastructure	IT BI Operational Support (4780)	
OBS207	VZW	IT	IT Self Service Infrastructure	IT Enterprise DW/MARS – BI (4770)	

	OBS REQUIREMENTS OBS: VZW Verizon Organization				
ReqID	Level 1	Level 2	Level 3	Level 4	Notes
OBS208	VZW	IT	IT Self Service Infrastructure	IT Handset Self-Service (4590)	
OBS209	VZW	IT	IT Self Service Infrastructure	IT Internet Development (4560)	
OBS210	VZW	IT	IT Self Service Infrastructure	IT IVR Apps & Support (4610)	
OBS211	VZW	IT	IT Self Service Infrastructure	IT Marketing & Reporting Sys (4750)	
OBS212	VZW	IT	IT Self Service Infrastructure	IT Self Service Infrastructure (4510)	
OBS213	VZW	IT	IT Privacy and Security	--	
OBS214	VZW	IT	IT Privacy and Security	IT-Privacy & Security (4330)	
OBS215	VZW	IT	IT Privacy and Security	IT Security (4120)	
OBS216	VZW	IT	IT Client Account Mgmt	--	
OBS217	VZW	IT	IT Client Account Mgmt	IT-Ent Integration Test & Svcs (4200)	
OBS218	VZW	IT	IT Client Account Mgmt	IT Client Account Mgmt (4540)	
OBS219	VZW	IT	IT Customer Care System Supp	--	
OBS220	VZW	IT	IT Customer Care System Supp	IT – Customer Care System Supp (4680)	
OBS221	VZW	IT	IT Customer Care System Supp	IT-Prepaid Systems (4660)	
OBS222	VZW	IT	IT Customer Care System Supp	IT Customer Care Systems (4710)	
OBS223	VZW	IT	IT Customer Care System Supp	IT Finance Applications (4300)	
OBS224	VZW	IT	IT Customer Care System Supp	IT Intranet & Knwldg Mgmt Sys (4650)	
OBS225	VZW	IT	IT Customer Care System Supp	IT-TSA (4004)	
OBS226	VZW	IT	IT Customer Care System Supp	IT – Holdback (4003)	
OBS227	VZW	IT	IT Customer Care System Supp	Legacy Alltel Appl Dev Maint (4017)	

	OBS REQUIREMENTS OBS: VZW Verizon Organization				
ReqID	**Level 1**	**Level 2**	**Level 3**	**Level 4**	**Notes**
OBS228	VZW	IT	IT Customer Care System Supp	Legacy Alltel Technical Sv (4027)	
OBS229	VZW	IT	IT Enterprise B2B Systems	--	
OBS230	VZW	IT	IT Enterprise B2B Systems	IT Enterprise B2B Systems (4640)	
OBS231	VZW	IT	IT Enterprise B2B Systems	IT Business Integration Systems (4800)	
OBS232	VZW	IT	IT Enterprise B2B Systems	IT B2B Internet Development (4950)	
OBS233	VZW	IT	IT Governance, Risk and Compliance	--	
OBS234	VZW	IT	IT Governance, Risk and Compliance	IT Finance GRC (4310)	
OBS235	VZW	IT	IT HQ End User Support	--	
OBS236	VZW	IT	IT HQ End User Support	IT-Desktop New Projects (4230)	
OBS237	VZW	IT	IT HQ End User Support	IT CCTO (4210)	
OBS238	VZW	IT	IT HQ End User Support	IT Planning & Engineering (4370)	
OBS239	VZW	IT	IT HQ End User Support	IT-HQ End User Support (4260)	
OBS240	VZW	IT	IT HQ End User Support	Area IT – End User Support West (4100)	
	VZW	IT	IT HQ End User Support	Area IT – End User Support East (4100)	
OBS241	VZW	IT	IT HQ End User Support	IT Network & Unified Comm (4420)	
OBS242	VZW	IT	IT Middleware, Infrastr, CST API	--	
OBS243	VZW	IT	IT Middleware, Infrastr, CST API	IT Middleware-Infrastr-CST API (4700)	
OBS244	VZW	IT	IT Middleware, Infrastr, CST API	IT Mobile Content Solutions (4410)	
OBS245	VZW	IT	IT Middleware, Infrastr, CST API	IT Prov. & Wholesale Billing (4840)	
OBS246	VZW	IT	IT Middleware, Infrastr, CST API	IT Rating Evolution/DBA/Test (4500)	
OBS247	VZW	IT	IT Middleware, Infrastr, CST API	IT Revenue Assurance (4720)	
OBS248	VZW	IT	IT Middleware, Infrastr, CST API	IT VISION Billing & Rating (4730)	
OBS249	VZW	IT	IT Middleware, Infrastr, CST API	IT VISION Customer & Pricing (4760)	
OBS250	VZW	IT	IT Reporting Applications	--	
OBS251	VZW	IT	IT Reporting Applications	IT Fraud & Commissions (4970)	

	OBS REQUIREMENTS OBS: VZW Verizon Organization				
ReqID	Level 1	Level 2	Level 3	Level 4	Notes
OBS252	VZW	IT	IT Reporting Applications	IT B2C Internet Development (4600)	
OBS253	VZW	IT	IT Reporting Applications	IT POS Systems (4960)	
OBS254	VZW	IT	IT Reporting Applications	IT-Reporting Applications (4900)	
OBS255	VZW	IT	IT Sys Eng, Integration and Fin	--	
OBS256	VZW	IT	IT Sys Eng, Integration and Fin	IT Mainframe Middleware (4110)	
OBS257	VZW	IT	IT Sys Eng, Integration and Fin	IT OS Storage & Data Mgmt (4890)	
OBS258	VZW	IT	IT Sys Eng, Integration and Fin	IS-Tech Services Trans Conv (4150)	
OBS259	VZW	IT	IT Sys Eng, Integration and Fin	IT DC Facilities, Planning, DR (4390)	
OBS260	VZW	IT	IT Sys Eng, Integration and Fin	IT Mainframe & DC Operations (4870)	
OBS261	VZW	IT	IT Sys Eng, Integration and Fin	IT Open Sys & Storage Support (4140)	
OBS262	VZW	IT	IT Sys Eng, Integration and Fin	IT Open Sys Support & MF Sv (4880)	
OBS263	VZW	IT	IT Sys Eng, Integration and Fin	IT Sys Eng, Integration & Fin (4270)	

35.3 VZW Work Category OBS

The **VZW Work Category OBS** identifies the category of work to which the IT Project belongs.

Note: OBS Requirements contained here are supplemental to the OBS definitions in the Business Clarity implementation in production and the planned Network Clarity implementation.

The table below contains IT Clarity requirements for the **VZW Work Category OBS**

	OBS REQUIREMENTS OBS: VZW Work Category				
ReqID	Level 1	Level 2	Level 3	Level 4	Notes
OBS301	VZW	--	--	--	
OBS302	VZW	IT	--	--	
OBS303	VZW	IT	Standard	CAM	
OBS304	VZW	IT	Standard	Application	
OBS305	VZW	IT	Tactical	CAM	
OBS306	VZW	IT	Tactical	Application	
OBS307	VZW	IT	Test Only	--	

	OBS REQUIREMENTS OBS: VZW Work Category				
ReqID	**Level 1**	**Level 2**	**Level 3**	**Level 4**	**Notes**
OBS311	VZW	IT	Internal IT	Business – Non-CAM	
OBS312	VZW	IT	Internal IT	Network – Non-CAM	
OBS313	VZW	IT	Internal IT	Business Development Initiative	
OBS314	VZW	IT	Internal IT	IT Audit	
OBS315	VZW	IT	Internal IT	IT Transformation Initiative – EIA	
OBS316	VZW	IT	Internal IT	IT Transformation Initiative – Customer Experience	
OBS317	VZW	IT	Internal IT	IT Ideas@Work Initiative	
OBS318	VZW	IT	Internal IT	Trial Support	
OBS319	VZW	IT	Internal IT	Software Improvement	
OBS320	VZW	IT	Internal IT	Infrastructure Improvement	
OBS321	VZW	IT	Internal IT	Maintenance – Trouble Ticket	
OBS322	VZW	IT	Internal IT	Maintenance – CSR	
OBS323	VZW	IT	Internal IT	Maintenance – Defect	
	VZW	IT	Internal IT	Sync Up	
OBS324	VZW	IT	Internal IT	Other	
	VZW	IT	Internal IT	IT Unified Communications – Non-CAM	
	VZW	IT	Internal IT	IT Mobility	
	VZW	IT	Internal IT	IT Collaboration	
OBS325	VZW	IT	Release	ERM	
OBS326	VZW	IT	Release	Team	

35.4 Department OBS

The **Department OBS** identifies the VZW Cost Center and Subsystem that is responsible for delivering the Project.

Note: OBS Requirements contained here are supplemental to the OBS definitions in the Business Clarity implementation in production and the planned Network Clarity implementation.

The table below contains IT Clarity requirements for the **Department OBS**

	OBS REQUIREMENTS OBS: Department						
ReqID	**Level 1**	**Level 2**	**Level 3**	**Level 4**	**Level 5**	**Level 6**	**Notes**
OBS401	VZW Default Entity	--	--	--	--	--	
OBS402	VZW Default Entity	Verizon Wireless	--	--	--	--	
OBS403	VZW Default Entity	Verizon Wireless	Information Technology	--	--	--	

	OBS REQUIREMENTS OBS: Department						
ReqID	**Level 1**	**Level 2**	**Level 3**	**Level 4**	**Level 5**	**Level 6**	**Notes**
OBS404	VZW Default Entity	Verizon Wireless	Information Technology	IT Overhead	--	--	
OBS405	VZW Default Entity	Verizon Wireless	Information Technology	IT Overhead	IT Overhead (4000)	--	
OBS406	VZW Default Entity	Verizon Wireless	Information Technology	IT Self Service Infrastructure	--	--	
OBS407	VZW Default Entity	Verizon Wireless	Information Technology	IT Self Service Infrastructure	IT BI Operational Support (4780)	--	
OBS408	VZW Default Entity	Verizon Wireless	Information Technology	IT Self Service Infrastructure	IT Enterprise DW/MARS – BI (4770)	--	
OBS409	VZW Default Entity	Verizon Wireless	Information Technology	IT Self Service Infrastructure	IT Enterprise DW/MARS – BI (4770)	Data Warehouse System Profile (SYS0000049)	
OBS410	VZW Default Entity	Verizon Wireless	Information Technology	IT Self Service Infrastructure	IT Enterprise DW/MARS – BI (4770)	MARS Application System Profile (SYS0000105)	
OBS411	VZW Default Entity	Verizon Wireless	Information Technology	IT Self Service Infrastructure	IT Enterprise DW/MARS – BI (4770)	DWH - BI/Cubes (SYS0000295)	
OBS412	VZW Default Entity	Verizon Wireless	Information Technology	IT Self Service Infrastructure	IT Enterprise DW/MARS – BI (4770)	DWH - Data Mining (SYS0000296)	
OBS413	VZW Default Entity	Verizon Wireless	Information Technology	IT Self Service Infrastructure	IT Handset Self-Service (4590)	--	
OBS414	VZW Default Entity	Verizon Wireless	Information Technology	IT Self Service Infrastructure	IT Handset Self	Handset My Account System Profile (SYS0000082)	
OBS415	VZW Default Entity	Verizon Wireless	Information Technology	IT Self Service Infrastructure	IT Handset Self	CCES (Customer Care Enterprise Services) (SYS0000284)	
OBS416	VZW Default Entity	Verizon Wireless	Information Technology	IT Self Service Infrastructure	IT Internet Development (4560)	--	
OBS417	VZW Default Entity	Verizon Wireless	Information Technology	IT Self Service Infrastructure	IT Internet Development (4560)	MVPS-My Verizon (SYS0000112)	
OBS418	VZW Default Entity	Verizon Wireless	Information Technology	IT Self Service Infrastructure	IT Internet Development (4560)	OPAL (eDOCS) System Profile (SYS0000129)	
OBS419	VZW Default Entity	Verizon Wireless	Information Technology	IT Self Service Infrastructure	IT Internet Development (4560)	SSO (Single Sign-On) System Profile (SYS0000189)	
OBS420	VZW Default Entity	Verizon Wireless	Information Technology	IT Self Service Infrastructure	IT IVR Apps & Support (4610)	--	
OBS421	VZW Default Entity	Verizon Wireless	Information Technology	IT Self Service Infrastructure	IT IVR Apps & Support (4610)	IVR (SYS0000246)	
OBS422	VZW Default Entity	Verizon Wireless	Information Technology	IT Self Service Infrastructure	IT Marketing & Reporting Sys (4750)	--	

	OBS REQUIREMENTS OBS: Department						
ReqID	**Level 1**	**Level 2**	**Level 3**	**Level 4**	**Level 5**	**Level 6**	**Notes**
OBS423	VZW Default Entity	Verizon Wireless	Information Technology	IT Self Service Infrastructure	IT Marketing & Reporting Sys (4750)	CRM (Customer Relationship Management) System Profile (SYS0000043)	
OBS424	VZW Default Entity	Verizon Wireless	Information Technology	IT Self Service Infrastructure	IT Marketing & Reporting Sys (4750)	Five Star System Profile (SYS0000078)	
OBS425	VZW Default Entity	Verizon Wireless	Information Technology	IT Self Service Infrastructure	IT Marketing & Reporting Sys (4750)	RM (Relationship Manager) Campaign Administrator System Profile (SYS0000174)	
OBS426	VZW Default Entity	Verizon Wireless	Information Technology	IT Self Service Infrastructure	IT Marketing & Reporting Sys (4750)	SFA-DM (Document Manager) (SYS0000292)	
OBS427	VZW Default Entity	Verizon Wireless	Information Technology	IT Self Service Infrastructure	IT Marketing & Reporting Sys (4750)	Do Not Solicit – NonCustomer (SYS0000301)	
OBS428	VZW Default Entity	Verizon Wireless	Information Technology	IT Self Service Infrastructure	IT Self Service Infrastructure (4510)	--	
OBS429	VZW Default Entity	Verizon Wireless	Information Technology	IT Privacy and Security	--	--	
OBS430	VZW Default Entity	Verizon Wireless	Information Technology	IT Privacy and Security	IT-Privacy & Security (4330)	--	
OBS431	VZW Default Entity	Verizon Wireless	Information Technology	IT Privacy and Security	IT Security (4120)	--	
OBS432	VZW Default Entity	Verizon Wireless	Information Technology	IT Client Account Mgmt	--	--	
OBS433	VZW Default Entity	Verizon Wireless	Information Technology	IT Client Account Mgmt	IT-Ent Integration Test & Svcs (4200)	--	
OBS434	VZW Default Entity	Verizon Wireless	Information Technology	IT Client Account Mgmt	IT Client Account Mgmt (4540)	--	
OBS435	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	--	--	
OBS436	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT – Customer Care System Supp (4680)	--	
OBS437	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT-Prepaid Systems (4660)	--	
OBS438	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT-Prepaid Systems (4660)	CACS East System Profile (SYS0000023)	
OBS439	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT-Prepaid Systems (4660)	CACS West System Profile (SYS0000025)	

	OBS REQUIREMENTS OBS: Department						
ReqID	**Level 1**	**Level 2**	**Level 3**	**Level 4**	**Level 5**	**Level 6**	**Notes**
OBS440	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT-Prepaid Systems (4660)	eCARS System Profile (SYS0000055)	
OBS441	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT-Prepaid Systems (4660)	SOCO Surepay Object Conv Operator (SYS0000251)	
OBS442	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Customer Care Systems (4710)	--	
OBS443	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Customer Care Systems (4710)	CTI Screen Pops System Profile (SYS0000046)	
OBS444	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Customer Care Systems (4710)	ACSS (SYS0000245)	
OBS445	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Customer Care Systems (4710)	Verint/Witness (SYS0000297)	
OBS446	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Customer Care Systems (4710)	PPA (SYS0000318)	
OBS447	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Customer Care Systems (4710)	IEX (SYS0000319)	
OBS448	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Customer Care Systems (4710)	ExPRT (SYS0000320)	
OBS449	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Customer Care Systems (4710)	LNP Screen Pop (SYS0000321)	
OBS450	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Finance Applications (4300)	--	
OBS451	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Finance Applications (4300)	Prepay Financial System (SYS0000152)	
OBS452	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Finance Applications (4300)	RecoNET 7.0 System Profile (SYS0000168)	
OBS453	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Finance Applications (4300)	Subpoena Tracking Log (SYS0000271)	
OBS454	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Finance Applications (4300)	Court Order Tracking Log (SYS0000272)	
OBS455	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Finance Applications (4300)	StrataFax (SYS0000273)	
OBS456	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Finance Applications (4300)	Conflict of Interest Questionnaire and Reporting (SYS0000275)	

	OBS REQUIREMENTS OBS: Department						
ReqID	**Level 1**	**Level 2**	**Level 3**	**Level 4**	**Level 5**	**Level 6**	**Notes**
OBS457	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Finance Applications (4300)	New Hire Code of Business Conduct Training and Reporting (SYS0000276)	
OBS458	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Finance Applications (4300)	WinBill (SYS0000288)	
OBS459	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Finance Applications (4300)	TOPS (SYS0000290)	
OBS460	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Finance Applications (4300)	EBR (SYS0000291)	
OBS461	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Finance Applications (4300)	IT Finance Analytics (SYS0000298)	
OBS462	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Finance Applications (4300)	Finance Reporting System (FRS) (SYS0000299)	
OBS463	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Finance Applications (4300)	IT Finance & Legal Apps Prod Support (SYS0000300)	
OBS464	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Intranet & Knwldg Mgmt Sys (4650)	--	
OBS465	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Intranet & Knwldg Mgmt Sys (4650)	InfoManager System Profile (SYS0000092)	
OBS466	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Intranet & Knwldg Mgmt Sys (4650)	Lighthouse (Identity Manager/Waveset) System Profile (SYS0000101)	
OBS467	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Intranet & Knwldg Mgmt Sys (4650)	VZWMap (SYS0000228)	
OBS468	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Intranet & Knwldg Mgmt Sys (4650)	Knowledge Base (SYS0000249)	
OBS469	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Intranet & Knwldg Mgmt Sys (4650)	VZWeb Intranet (SYS0000269)	
OBS470	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Intranet & Knwldg Mgmt Sys (4650)	Resource Management Dashboard (SYS0000287)	
OBS471	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Intranet & Knwldg Mgmt Sys (4650)	360 Feedback (SYS0000305)	

	OBS REQUIREMENTS OBS: Department						
ReqID	**Level 1**	**Level 2**	**Level 3**	**Level 4**	**Level 5**	**Level 6**	**Notes**
OBS472	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT Intranet & Knwldg Mgmt Sys (4650)	Ideas@Work (SYS0000308)	
OBS473	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT-TSA (4004)	--	
OBS474	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT-TSA (4004)	Alltel Systems (SYS0000304)	
OBS475	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	IT – Holdback (4003)	--	
OBS476	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	Legacy Alltel Appl Dev Maint (4017)	--	
OBS477	VZW Default Entity	Verizon Wireless	Information Technology	IT Customer Care System Supp	Legacy Alltel Technical Sv (4027)	--	
OBS478	VZW Default Entity	Verizon Wireless	Information Technology	IT Enterprise B2B Systems	--	--	
OBS479	VZW Default Entity	Verizon Wireless	Information Technology	IT Enterprise B2B Systems	IT Enterprise B2B Systems (4640)	--	
OBS480	VZW Default Entity	Verizon Wireless	Information Technology	IT Enterprise B2B Systems	IT Business Integration Systems (4800)	--	
OBS481	VZW Default Entity	Verizon Wireless	Information Technology	IT Enterprise B2B Systems	IT Business Integration Systems (4800)	ECPD (EWI) System Profile (SYS0000058)	
OBS482	VZW Default Entity	Verizon Wireless	Information Technology	IT Enterprise B2B Systems	IT Business Integration Systems (4800)	ETM (Enterprise Transaction Manager) (Merged with OAS) System Profile (SYS0000070)	
OBS483	VZW Default Entity	Verizon Wireless	Information Technology	IT Enterprise B2B Systems	IT Business Integration Systems (4800)	Knowledge Management Content (KM) (SYS0000169)	
OBS484	VZW Default Entity	Verizon Wireless	Information Technology	IT Enterprise B2B Systems	IT Business Integration Systems (4800)	TCMS (Tax Certificate Management System) System Profile (SYS0000200)	
OBS485	VZW Default Entity	Verizon Wireless	Information Technology	IT Enterprise B2B Systems	IT Business Integration Systems (4800)	WFM (Work Flow Manager) System Profile (SYS0000240)	
OBS486	VZW Default Entity	Verizon Wireless	Information Technology	IT Enterprise B2B Systems	IT Business Integration Systems (4800)	VZWSTC Sales Territory Configurator System Profile (SYS0000252)	

	OBS REQUIREMENTS OBS: Department						
ReqID	**Level 1**	**Level 2**	**Level 3**	**Level 4**	**Level 5**	**Level 6**	**Notes**
OBS487	VZW Default Entity	Verizon Wireless	Information Technology	IT Enterprise B2B Systems	IT Business Integration Systems (4800)	BASE Business Address Search Engine (SYS0000254)	
OBS488	VZW Default Entity	Verizon Wireless	Information Technology	IT Enterprise B2B Systems	IT Business Integration Systems (4800)	SFA-CM (Sales Force Automation / Contact Management) System Profile (SYS0000256)	
OBS489	VZW Default Entity	Verizon Wireless	Information Technology	IT Enterprise B2B Systems	IT Business Integration Systems (4800)	CERS (Centralized Escalation Reporting System) (SYS0000309)	
OBS490	VZW Default Entity	Verizon Wireless	Information Technology	IT Enterprise B2B Systems	IT B2B Internet Development (4950)	--	
OBS491	VZW Default Entity	Verizon Wireless	Information Technology	IT Enterprise B2B Systems	IT B2B Internet Development (4950)	My Business System Profile (SYS0000114)	
OBS492	VZW Default Entity	Verizon Wireless	Information Technology	IT Governance, Risk and Compliance	IT B2B Internet Development (4950)	--	
OBS493	VZW Default Entity	Verizon Wireless	Information Technology	IT Governance, Risk and Compliance	IT GRC (4310)	--	
	VZW Default Entity	Verizon Wireless	Information Technology	IT Governance, Risk and Compliance	IT GRC (4310)	IT Business Services	
	VZW Default Entity	Verizon Wireless	Information Technology	IT Governance, Risk and Compliance	IT GRC (4310)	IT Contracts Support	
	VZW Default Entity	Verizon Wireless	Information Technology	IT Governance, Risk and Compliance	IT GRC (4310)	IT Telecom Support Services	
	VZW Default Entity	Verizon Wireless	Information Technology	IT Governance, Risk and Compliance	IT GRC (4310)	IT Service Delivery	
	VZW Default Entity	Verizon Wireless	Information Technology	IT Governance, Risk and Compliance	IT GRC (4310)	IT Governance and Transformation	
	VZW Default Entity	Verizon Wireless	Information Technology	IT Governance, Risk and Compliance	IT GRC (4310)	IT Bill Print Delivery	
OBS494	VZW Default Entity	Verizon Wireless	Information Technology	IT HQ End User Support	--	--	

	OBS REQUIREMENTS OBS: Department						
ReqID	**Level 1**	**Level 2**	**Level 3**	**Level 4**	**Level 5**	**Level 6**	**Notes**
OBS495	VZW Default Entity	Verizon Wireless	Information Technology	IT HQ End User Support	IT-Desktop New Projects (4230)	--	
OBS496	VZW Default Entity	Verizon Wireless	Information Technology	IT HQ End User Support	IT CCTO (4210)	--	
OBS497	VZW Default Entity	Verizon Wireless	Information Technology	IT HQ End User Support	IT Planning & Engineering (4370)	--	
OBS498	VZW Default Entity	Verizon Wireless	Information Technology	IT HQ End User Support	IT-HQ End User Support (4260)	--	
OBS499	VZW Default Entity	Verizon Wireless	Information Technology	IT HQ End User Support	Area IT – End User Support West (4100)	--	
	VZW Default Entity	Verizon Wireless	Information Technology	IT HQ End User Support	Area IT – End User Support East (4100)	--	
OBS500	VZW Default Entity	Verizon Wireless	Information Technology	IT HQ End User Support	IT Network & Unified Comm (4420)	--	
OBS501	VZW Default Entity	Verizon Wireless	Information Technology	IT HQ End User Support	IT Network & Unified Comm (4420)	ACD Reporting System Profile (SYS0000003)	
OBS502	VZW Default Entity	Verizon Wireless	Information Technology	IT HQ End User Support	IT Network & Unified Comm (4420)	Avaya Predictive Dialer (formerly Mosaix) System Profile (SYS0000013)	
OBS503	VZW Default Entity	Verizon Wireless	Information Technology	IT Middleware, Infrastr, CST API	--	--	
OBS504	VZW Default Entity	Verizon Wireless	Information Technology	IT Middleware, Infrastr, CST API	IT Middleware-Infrastr-CST API (4700)	--	
OBS505	VZW Default Entity	Verizon Wireless	Information Technology	IT Middleware, Infrastr, CST API	IT Middleware-Infrastr-CST API (4700)	RMS System Profile (SYS0000175)	
OBS506	VZW Default Entity	Verizon Wireless	Information Technology	IT Middleware, Infrastr, CST API	IT Mobile Content Solutions (4410)	--	
OBS507	VZW Default Entity	Verizon Wireless	Information Technology	IT Middleware, Infrastr, CST API	IT Mobile Content Solutions (4410)	Catalog Management Platform (SYS0000278)	
OBS508	VZW Default Entity	Verizon Wireless	Information Technology	IT Middleware, Infrastr, CST API	IT Mobile Content Solutions (4410)	SCM (SYS0000282)	
OBS509	VZW Default Entity	Verizon Wireless	Information Technology	IT Middleware, Infrastr, CST API	IT Mobile Content Solutions (4410)	MediaStore (SYS0000322)	

	OBS REQUIREMENTS OBS: Department						
ReqID	**Level 1**	**Level 2**	**Level 3**	**Level 4**	**Level 5**	**Level 6**	**Notes**
OBS510	VZW Default Entity	Verizon Wireless	Information Technology	IT Middleware, Infrastr, CST API	IT Prov. & Wholesale Billing (4840)	--	
OBS511	VZW Default Entity	Verizon Wireless	Information Technology	IT Middleware, Infrastr, CST API	IT Prov. & Wholesale Billing (4840)	eTNI - Inventory Management and Reference Tables System Profile (SYS0000071)	
OBS512	VZW Default Entity	Verizon Wireless	Information Technology	IT Middleware, Infrastr, CST API	IT Prov. & Wholesale Billing (4840)	EUP (Enterprise Usage Processor) System Profile (SYS0000073)	
OBS513	VZW Default Entity	Verizon Wireless	Information Technology	IT Middleware, Infrastr, CST API	IT Prov. & Wholesale Billing (4840)	Guarded Link/ eGuarded Link System Profile (SYS0000081)	
OBS514	VZW Default Entity	Verizon Wireless	Information Technology	IT Middleware, Infrastr, CST API	IT Prov. & Wholesale Billing (4840)	MTAS System Profile (SYS0000109)	
OBS515	VZW Default Entity	Verizon Wireless	Information Technology	IT Middleware, Infrastr, CST API	IT Prov. & Wholesale Billing (4840)	OTA (Over the AIR) system profile (SYS0000132)	
OBS516	VZW Default Entity	Verizon Wireless	Information Technology	IT Middleware, Infrastr, CST API	IT Prov. & Wholesale Billing (4840)	RSS (Reseller Solution Suite) System Profile (SYS0000178)	
OBS517	VZW Default Entity	Verizon Wireless	Information Technology	IT Middleware, Infrastr, CST API	IT Prov. & Wholesale Billing (4840)	VCRS System Profile (SYS0000209)	
OBS518	VZW Default Entity	Verizon Wireless	Information Technology	IT Middleware, Infrastr, CST API	IT Prov. & Wholesale Billing (4840)	VTS (SYS0000210)	
OBS519	VZW Default Entity	Verizon Wireless	Information Technology	IT Middleware, Infrastr, CST API	IT Rating Evolution/DBA/Test (4500)	--	
OBS520	VZW Default Entity	Verizon Wireless	Information Technology	IT Middleware, Infrastr, CST API	IT Rating Evolution/DBA/Test (4500)	CPI (Common Pricing Interface) System Profile (SYS0000041)	
OBS521	VZW Default Entity	Verizon Wireless	Information Technology	IT Middleware, Infrastr, CST API	IT Rating Evolution/DBA/Test (4500)	Oracle Names System Profile (SYS0000131)	
OBS522	VZW Default Entity	Verizon Wireless	Information Technology	IT Middleware, Infrastr, CST API	IT Rating Evolution/DBA/Test (4500)	UIM (Universal Invoice Module) System Profile (SYS0000207)	

	OBS REQUIREMENTS OBS: Department						
ReqID	**Level 1**	**Level 2**	**Level 3**	**Level 4**	**Level 5**	**Level 6**	**Notes**
OBS523	VZW Default Entity	Verizon Wireless	Information Technology	IT Middleware, Infrastr, CST API	IT Revenue Assurance (4720)	--	
OBS524	VZW Default Entity	Verizon Wireless	Information Technology	IT Middleware, Infrastr, CST API	IT VISION Billing & Rating (4730)	--	
OBS525	VZW Default Entity	Verizon Wireless	Information Technology	IT Middleware, Infrastr, CST API	IT VISION Billing & Rating (4730)	VISION (SYS0000248)	
OBS526	VZW Default Entity	Verizon Wireless	Information Technology	IT Middleware, Infrastr, CST API	IT VISION Customer & Pricing (4760)	--	
OBS527	VZW Default Entity	Verizon Wireless	Information Technology	IT Reporting Applications	--	--	
OBS528	VZW Default Entity	Verizon Wireless	Information Technology	IT Reporting Applications	IT Fraud & Commissions (4970)	--	
OBS529	VZW Default Entity	Verizon Wireless	Information Technology	IT Reporting Applications	IT Fraud & Commissions (4970)	Commission Calculation Reporting System (CCRS) eStatements System Profile (SYS0000035)	
OBS530	VZW Default Entity	Verizon Wireless	Information Technology	IT Reporting Applications	IT Fraud & Commissions (4970)	FraudPlus System Profile (SYS0000079)	
OBS531	VZW Default Entity	Verizon Wireless	Information Technology	IT Reporting Applications	IT Fraud & Commissions (4970)	Identity Fraud Detection (IFD) Application System Profile (SYS0000088)	
OBS532	VZW Default Entity	Verizon Wireless	Information Technology	IT Reporting Applications	IT B2C Internet Development (4600)	--	
OBS533	VZW Default Entity	Verizon Wireless	Information Technology	IT Reporting Applications	IT B2C Internet Development (4600)	VerizonWireless .com System Profile (SYS0000211)	
OBS534	VZW Default Entity	Verizon Wireless	Information Technology	IT Reporting Applications	IT POS Systems (4960)	--	
OBS535	VZW Default Entity	Verizon Wireless	Information Technology	IT Reporting Applications	IT POS Systems (4960)	Bill Payment Kiosk System Profile (SYS0000015)	
OBS536	VZW Default Entity	Verizon Wireless	Information Technology	IT Reporting Applications	IT POS Systems (4960)	CMW (Cash Management Workbook) System Profile (SYS0000031)	
OBS537	VZW Default Entity	Verizon Wireless	Information Technology	IT Reporting Applications	IT POS Systems (4960)	Device Management	

	OBS REQUIREMENTS OBS: Department						
ReqID	**Level 1**	**Level 2**	**Level 3**	**Level 4**	**Level 5**	**Level 6**	**Notes**
						Database (DMD) System Profile (SYS0000051)	
OBS538	VZW Default Entity	Verizon Wireless	Information Technology	IT Reporting Applications	IT POS Systems (4960)	eROES System Profile (SYS0000069)	
OBS539	VZW Default Entity	Verizon Wireless	Information Technology	IT Reporting Applications	IT POS Systems (4960)	MyNetACE System Profile (SYS0000116)	
OBS540	VZW Default Entity	Verizon Wireless	Information Technology	IT Reporting Applications	IT POS Systems (4960)	OnePOS System Profile (SYS0000126)	
OBS541	VZW Default Entity	Verizon Wireless	Information Technology	IT Reporting Applications	IT POS Systems (4960)	Retail Greeter / Self Check-in System Profile (SYS0000260)	
OBS542	VZW Default Entity	Verizon Wireless	Information Technology	IT Reporting Applications	IT POS Systems (4960)	VIIA (Verizon Wireless Integrated Inventory Application) System Profile (SYS0000261)	
OBS543	VZW Default Entity	Verizon Wireless	Information Technology	IT Reporting Applications	IT-Reporting Applications (4900)	--	
OBS544	VZW Default Entity	Verizon Wireless	Information Technology	IT Reporting Applications	IT-Reporting Applications (4900)	DRIVE Delivering Real Time Insight Value & Education (SYS0000289)	
OBS545	VZW Default Entity	Verizon Wireless	Information Technology	IT Sys Eng, Integration and Fin	--	--	
OBS546	VZW Default Entity	Verizon Wireless	Information Technology	IT Sys Eng, Integration and Fin	IT Mainframe Middleware (4110)	--	
OBS547	VZW Default Entity	Verizon Wireless	Information Technology	IT Sys Eng, Integration and Fin	IT OS Storage & Data Mgmt (4890)	--	
OBS548	VZW Default Entity	Verizon Wireless	Information Technology	IT Sys Eng, Integration and Fin	IS-Tech Services Trans Conv (4150)	--	
OBS549	VZW Default Entity	Verizon Wireless	Information Technology	IT Sys Eng, Integration and Fin	IT DC Facilities, Planning, DR (4390)	--	
OBS550	VZW Default Entity	Verizon Wireless	Information Technology	IT Sys Eng, Integration and Fin	IT Mainframe & DC Operations (4870)	--	
OBS551	VZW Default Entity	Verizon Wireless	Information Technology	IT Sys Eng, Integration and Fin	IT Mainframe & DC Operations (4870)	Data Center Operations (SYS0000247)	
OBS552	VZW Default Entity	Verizon Wireless	Information Technology	IT Sys Eng, Integration and Fin	IT Open Sys & Storage Support (4140)	--	

	OBS REQUIREMENTS OBS: Department						
ReqID	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Notes
OBS552	VZW Default Entity	Verizon Wireless	Information Technology	IT Sys Eng, Integration and Fin	IT Open Sys Support & MF Sv (4880)	--	
OBS553	VZW Default Entity	Verizon Wireless	Information Technology	IT Sys Eng, Integration and Fin	IT Sys Eng, Integration & Fin (4270)	--	

Clarity IT Approach Appendix C:

Work Breakdown Structure (WBS) Requirements

Appendix C: WBS Requirements for Clarity IT

The table below contains the Project WBS requirements for States and Milestones for all Project Types

		IT Clarity – WBS Definition by Project Type										
		Business or Network Driven					Internal IT				Release	
	WBS State *Milestone(s)*	CAM Std Proj	App Std Proj	CAM Tactical Proj	App Tactical Proj	App Test Only Proj	Internal IT Proj	Maint Proj	Defect Proj	Sync Up Proj	ERM Release Proj	Team Release Proj
1	**Project Definition**											
	Project Charter and Objectives Developed						X					
2	Preliminary Project Financials											
	Preliminary Project financial evaluation / Business Case Developed						X					
3	Project Requirements											
	Project Scope and Requirements Developed						X					
4	Requirements Received											
	CAM/PM Assigned	X		X								
	Requirements Approved						X					
5	Planning											
	Planning Complete	X		X			X					
6	ROM Provided											
	ROM Provided	X		X								
7	Pending Business Prioritization											
	Business Prioritization Received	X		X								
8	On Priority List											
	Ready for Scoping	X		X								

		IT Clarity – WBS Definition by Project Type										
		Business or Network Driven					Internal IT				Release	
	WBS State ***Milestone(s)***	**CAM Std Proj**	**App Std Proj**	**CAM Tactical Proj**	**App Tactical Proj**	**App Test Only Proj**	**Internal IT Proj**	**Maint Proj**	**Defect Proj**	**Sync Up Proj**	**ERM Release Proj**	**Team Release Proj**
9	**Scoping**											
	Internal IT Project Financials Updated						X					
	Scoping Start	X	X	X	X	X	X					
	Scoping Complete	X	X	X	X	X	X					
10	Pending Alignment / Detail Planning											
	Target Aligned Date	X	X	X	X	X	X					
11	Aligned											
	Assigned to Release	X	X	X	X	X	X				X	X
12	Analysis											
	Approach Framework Complete	X									X	
	Approach Document Developed	X	X				X					
	Approach Signoff – Analysis Complete	X	X	X			X				X	X
	Labor Code Obtained	X		X			X					
13	Detailed Design											
	Detailed Design Start	X	X	X	X		X				X	
	IDEV Environment Resources Available	X		X			X				X	X
	Ref Data Load Dev	X		X			X				X	X
	Detailed Design Complete	X	X	X	X		X				X	

		IT Clarity – WBS Definition by Project Type										
		Business or Network Driven					Internal IT				Release	
	WBS State *Milestone(s)*	CAM Std Proj	App Std Proj	CAM Tactical Proj	App Tactical Proj	App Test Only Proj	Internal IT Proj	Maint Proj	Defect Proj	Sync Up Proj	ERM Release Proj	Team Release Proj
14	**Code / Test**											
	Code / Test Start	X	X	X	X		X	X	X	X	X	X
	Integration Test	X	X	X	X		X	X			X	X
	IST Environment Resources Available	X		X			X				X	X
	Ref Data Load	X					X				X	X
	Turnover to System Test	X	X	X	X		X	X				
	Code / Test Complete	X	X	X	X		X	X	X	X	X	X
15	**PreSys Test**											
	Code ready for System Test		X		X		X	X	X			
16	**System Test**											
	System Test Start	X	X	X	X	X	X	X	X		X	
	System Testing Complete	X	X	X	X	X	X	X	X		X	
	IUAT Environment Resources Available	X		X			X				X	X
	Scope Freeze	X	X	X	X		X				X	
	Code Turnover to UAT	X	X	X	X		X				X	X
	Ref Data Load to UAT	X		X			X				X	X
17	**UAT**											
	UAT Start	X	X	X	X		X	X	X		X	
	UAT Complete	X	X	X	X		X	X	X		X	
18	**Code Complete**											

		IT Clarity – WBS Definition by Project Type										
		Business or Network Driven					**Internal IT**				**Release**	
	WBS State ***Milestone(s)***	**CAM Std Proj**	**App Std Proj**	**CAM Tactical Proj**	**App Tactical Proj**	**App Test Only Proj**	**Internal IT Proj**	**Maint Proj**	**Defect Proj**	**Sync Up Proj**	**ERM Release Proj**	**Team Release Proj**
	Software Stability & Code Approved	X	X	X	X		X	X		X	X	X
	Communication Plan						X					
	Training						X					
	Implementation						X					
	Operations Handoff						X					
19	**Production Dark**											
	Production Dark	X	X	X	X						X	
	Activate Software	X	X	X	X						X	
20	**Production Live**											
	Business Impact Assessment of UAT Identified Issues	X	X	X	X		X				X	
	Ready to Close Project	X	X	X	X		X	X		X	X	
21	**Project Closed**											
	Environment Resources Recovered	X		X			X				X	X
	Project Closed	X	X	X	X	X	X	X			X	X

Clarity IT Approach Addendum A:

Cumulative Derived State Requirements

36 Addendum A: Cumulative Derived State

36.1 Approach Strategy

The Derived Project State will be based on the project's own WBS and the Cumulative Project State. The Cumulative Project State will be based on the project's own WBS and all the children and grandchildren down the full hierarchy (i.e., where the project is the top level).

Each parent project will have its own Derived State and Cumulative State values. Therefore, a grandparent's Cumulative Project State should be based on their own Derived State and the Cumulative State values of all of its children.

36.2 Assumptions

- The new Cumulative Project state will be calculated based on the entire project hierarchy (not just using one level down from the top level).
- The use of the Derived State or the Cumulative State will be at the discretion of each IT System owner.
- For system interfaces that use State as an attribute, individual users will need to determine if they need the Derived State value, Cumulative State value (or for VISION, probably the Stage attribute) passed by Clarity in that data field.

36.3 Calculation

Calculation of the Cumulative Project State will be derived based on the conditions listed below.

1. If the project has no children, then the Cumulative Project State should be blank.
2. If the project has children, the following rules will apply:
    a. The Cumulative Project State will be the worst (i.e., earliest) State of itself (based on its WBS) or any of the "child" projects in the full hierarchy (not just one level down).
    b. Each parent project should have its own Derived State and Cumulative state values.
    c. A grandparent's Cumulative Project State should be based on their own Derived State and the Cumulative State values of all of its children.
        i. If a child does not have a Cumulative State value because it has no children of its own, use its Derived State. Examples illustrating this are shown in the table below.

<table>
<tr><th colspan="4">Cumulative Derived State Calculations Table</th></tr>
<tr><th>Parent Project =</th><th>Child Projects =</th><th>Cumulative State =</th><th>Based on Derived State of Children:</th></tr>
<tr><td>A</td><td>B, C, D</td><td>The worst (earliest) of:</td><td>▪ A’s Derived State
▪ B’s Derived State (since it has no Cumulative State because it has no children)
▪ C’s Derived State (since it has no Cumulative State because it has no children)
▪ D’s Cumulative State (because it has children)</td></tr>
<tr><td>D</td><td>E, F</td><td>The worst (earliest) of:</td><td>▪ D’s WBS (Derived State)
▪ E’s Derived State (since it has no Cumulative State because it has no children)
▪ F’s Derived State (since it has no Cumulative State because it has no children)</td></tr>
<tr><td>B</td><td>None</td><td colspan="2" rowspan="4">Not Shown</td></tr>
<tr><td>C</td><td>None</td></tr>
<tr><td>E</td><td>None</td></tr>
<tr><td>F</td><td>None</td></tr>
</table>

36.4 Display/Access

- The process will create a function for Cumulative State which can be called for reports, XOGs, etc.
- All portlets that display Derived State should also display the additional Cumulative State value, based on the following conditions:
    - If the project has a child, regardless whether the project itself is a child of another project, that project should have a Cumulative State value based on the hierarchy (i.e., where it is the top project).
    - All parent projects should have both a Derived State value and Cumulative state value.
        - *Naming Convention: Derived State -> Project Derived State*
        - *Naming Convention: Cumulative State -> Project Family – Earliest State*
- The Delivery Object should display and pass the Derived State field if the Cumulative State field is blank. Otherwise, the Delivery Object should display and pass the Cumulative State field.
- The Impact List process should use the Derived State field if the Cumulative State field is blank. Otherwise, the Impact List process should use the Cumulative State field.