Light List Of Values

In Light List of Values, the user can insert the values that appear in some drop-down lists in other FileTypes.

Permissions

In order to read and / or modify data, the user should belong to the following user groups:

- 660000 – Light List Of Values: Read. Belonging to this user group allows read-only consultation of the data;
- 660001 – Light List Of Values: Modify. Belonging to this user group allows both to read, add, modify and delete entered data.

In the following paragraphs, any reference to data entry or modification is intended only for users who have the appropriate permissions. Users with read-only permission cannot enter new data or modify existing data.

Fields

The user will find four possible list of values:

- Currency: users can add/modify/delete Currencies.
  - USD is fixed
- Activity Types;
- Functions;
- Cost Types;
- Countries.

Each list presents the following fields (fields marked with ** are mandatory):

- ID**: field in read-only mode;
- Description**: field in read-only mode. It describes the group of values;
- Value**: all the possible values of the particular drop-down list fields.

Digital Product Groups

In this section, the user can browse and create Digital Product Groups, Products and Scrum Teams.

Permissions

In order to read and / or modify data, the user should belong to the following user groups:

- 660016 – Digital Product Groups: Read. Belonging to this user group allows read-only consultation of the data;
- 660017 – Digital Product Groups: Modify. Belonging to this user group allows both to read and to modify entered data;
- 660018 – Digital Product Groups: Change Status. Belonging to this user group allows changing the file's status from Active to Disabled and viceversa.

In the following paragraphs, any reference to data entry or modification is intended only for users who have the appropriate permissions. Users with read-only permission cannot enter new data or modify existing data.

Adding a Digital Product Group

To insert a Digital Product Group, add a file to the list of existing digital product groups and fill in these fields (fields marked with ** are mandatory):

- ID**: read-only field automatically assigned by the system;
- Name**: name of the Digital Product Group;
- Description: description of the Digital Product Group;
- Domain**: drop down list that contains all the active domains that are present in the Domains master table (see Domains documentation)

Products section

In this section the user can define the Products and Scrum Teams for the Digital Product Group (fields marked with ** are mandatory):

- ID**: read-only field automatically assigned by the system;

- Product**: name of the product;
- Disabled**: by flagging the Disabled field, the whole product is not deleted, but disabled:
    - it will not be possible to select it in the *Product* list for new Plans after it has been disabled (see Plans documentation), while it will remain for all historical data.
- Scrum Team ID**: read-only field automatically assigned by the system;
- Scrum Team Name**: name of the scrum team;
- Scrum Team Disabled**: by flagging the Scrum Team Disabled field, the whole scrum team is not deleted, but disabled:
    - it will not be possible to select it in the *Scrum Team* list for new Plans after it has been disabled (see Plans documentation), while it will remain for all historical data.

In this section is possible to add or delete rows **that have not been saved yet**. Upon saving, it is **only** possible to modify or disable the already saved rows or subrows.

Responsible section

In this section the user can decide the Responsibles for the Digital Product Group (fields marked with ** are mandatory):

- User**: drop down list that contains all users that have at least one of these permissions:
    - 290003 – Plans: Planner. Belonging to this user group allows to fill the Plans file and do the Approval request (see Plans documentation);
    - 290004 – Plans: Reviewer. Belonging to this user group allows to Approve or Reject a Plan request (see Plans documentation).

Disabling a Digital Product Group

With the Change Status permissions, on the file list, by clicking file → Options → Change Status and selecting "Disable", the system changes the file to "Disabled" status.

In this status all the data is in read-only mode.

Reactivating a Digital Product Group

With the Change Status permissions, on the file list, by clicking file → Options → Change Status and selecting "Reactivate", the system brings back the file to "Active" status.

Domains

In this section, the user can browse and create Domains.

Permissions

In order to read and / or modify data, the user should belong to the following user groups:

- 660011 – Domains: Read. Belonging to this user group allows read-only consultation of the data;
- 660012 – Domains: Modify. Belonging to this user group allows both to read and to modify entered data;
- 660013 – Domains: Change Status. Belonging to this user group allows changing the file's status from Active to Disabled and viceversa.

In the following paragraphs, any reference to data entry or modification is intended only for users who have the appropriate permissions. Users with read-only permission cannot enter new data or modify existing data.

Adding a Domain

To insert a Domain, add a file to the list of existing domains and fill in these fields (fields marked with ** are mandatory):

- ID**: read-only field automatically assigned by the system;
- Name**: name of the Domain;
- Description: description of the Domain.

Disabling a Domain

With the *Change Status* permissions, on the file list, by clicking file → Options → Change Status and selecting "Disable", the system changes the file to "Disabled" status.

In this status all the data is in read-only mode.

Reactivating a Domain

With the *Change Status* permissions, on the file list, by clicking file → Options → Change Status and selecting "Reactivate", the system brings back the file to "Active" status.

Funding Sources

In this section, the user can browse and create Funding Sources.

Permissions

In order to read and / or modify data, the user should belong to the following user groups:

- 660008 – Funding Sources: Read. Belonging to this user group allows read-only consultation of the data;
- 660009 – Funding Sources: Modify. Belonging to this user group allows both to read and to modify entered data;
- 660010 – Funding Sources: Change Status. Belonging to this user group allows changing the file's status from Active to Disabled and viceversa.

In the following paragraphs, any reference to data entry or modification is intended only for users who have the appropriate permissions. Users with read-only permission cannot enter new data or modify existing data.

Adding a Funding Source

To insert a Funding Source, add a file to the list of existing funding sources and fill in these fields (fields marked with ** are mandatory):

- ID**: read-only field automatically assigned by the system;
- Name**: name of the Funding Source;
- Description: description of the Funding Source.

Disabling a Funding Source

With the *Change Status* permissions, on the file list, by clicking file → Options → Change Status and selecting "Disable", the system changes the file to "Disabled" status.

In this status all the data is in read-only mode.

Reactivating a Funding Source

With the *Change Status* permissions, on the file list, by clicking file → Options → Change Status and selecting "Reactivate", the system brings back the file to "Active" status.

Roles

In this section, the user can browse and create Roles and subroles.

Permissions

In order to read and / or modify data, the user should belong to the following user groups:

- 660002 – Roles: Read. Belonging to this user group allows read-only consultation of the data;
- 660003 – Roles: Modify. Belonging to this user group allows both to read and to modify entered data;
- 660007 – Roles: Change Status. Belonging to this user group allows changing the file's status from Active to Disabled and viceversa.

In the following paragraphs, any reference to data entry or modification is intended only for users who have the appropriate permissions. Users with read-only permission cannot enter new data or modify existing data.

Adding a Role

To insert a Role, add a file to the list of existing roles and fill in these fields (fields marked with ** are mandatory):

- ID**: read-only field automatically assigned by the system;
- Name**: name of the Role;
- Description: description of the Role;
- Parent Role: drop down list that contains all the other active roles
  - this field is then used also for the hierarchical view

Hierarchical view

On the file list, by clicking "Table View", is possible to change to the "Hierarchical view" to better visualize the Parent - Child role relationship.

Disabling a Role

With the Change Status permissions, on the file list, by clicking file → Options → Change Status and selecting "Disable", the system changes the file to "Disabled" status.

In this status all the data is in read-only mode.

Reactivating a Role

With the Change Status permissions, on the file list, by clicking file → Options → Change Status and selecting "Reactivate", the system brings back the file to "Active" status.

Vendors

In this section, the user can browse and create Vendors.

Permissions

In order to read and / or modify data, the user should belong to the following user groups:

- 660004 – Vendors: Read. Belonging to this user group allows read-only consultation of the data;
- 660005 – Vendors: Modify. Belonging to this user group allows both to read and to modify entered data;

- 660006 – Vendors: Change Status. Belonging to this user group allows changing the file's status from Active to Disabled and viceversa.

In the following paragraphs, any reference to data entry or modification is intended only for users who have the appropriate permissions. Users with read-only permission cannot enter new data or modify existing data.

Adding a Vendor

To insert a Vendor, add a file to the list of existing vendors and fill in these fields (fields marked with ** are mandatory):

- ID**: read-only field automatically assigned by the system;
- Name**: name of the Vendor;
- Description: description of the Vendor;
- Address: free text field;
- Contacts: free text field.

Disabling a Vendor

With the *Change Status* permissions, on the file list, by clicking file → Options → Change Status and selecting "Disable", the system changes the file to "Disabled" status.

In this status all the data is in read-only mode.

Reactivating a Vendor

With the *Change Status* permissions, on the file list, by clicking file → Options → Change Status and selecting "Reactivate", the system brings back the file to "Active" status.

PMI Vendor

The first Vendor is the *PMI Vendor*:

- is fixed
- it cannot be deleted and it can't change status

Settings

In Settings Master Table, the user can modify settings about:

- Target Thresholds.

Permissions

In order to read and / or modify data, the user should belong to the following user groups:

- 660021 – Settings: Read. Belonging to this user group allows read-only consultation of the data;
- 660022 – Settings: Modify. Belonging to this user group allows both to read and to modify entered data.

In the following paragraphs, any reference to data entry or modification is intended only for users who have the appropriate permissions. Users with read-only permission cannot enter new data or modify existing data.

Target Thresholds Setting

The table can be used to define the thresholds and colors to be used for the comparisons in the targets (see Cycles documentation for more details). The table can be configured as follows:

- Max Threshold (USD): Float field that defines the corresponding color for the target;
- Color (HEX): Color picker field.

Plans

In this section, the user can use the Plans feature, including creating, managing, and filtering plans. It also outlines the permissions required and the main fields involved.

Permissions

In order to read and/or modify data, the user should belong to the following user groups:

- 290002 – Plans: Read. Belonging to this user group allows read-only consultation of the data;
- 290003 – Plans: Planner. Belonging to this user group allows both to read and modify entered data;
- 290004 – Plans: Reviewer. Allow users to approve or reject plans;
- 290005 – Plans: Administrator. Grant full access, including management of permissions and critical settings for plans.

In the following paragraphs, any reference to data entry or modification is intended only for users who have the appropriate permissions. Users with read-only permission cannot enter new data or modify existing data.

Adding Plans

To insert a new plan, follow these steps and fill in the required fields (fields marked with ** are mandatory):

Note: To create a plan, you must first create and publish a cycle. Once the cycle is published, the plans will be automatically generated.

- Year**: Automatically carried over from the associated cycle and is read-only. It represents the year defined in the cycle from which the plan was created, not for the entire year;
- Cycle**: This is automatically carried over from the associated cycle and is read-only. It specifies the specific cycle linked to the plan;
- Digital Product Group**: This is automatically carried over from the associated cycle and is read-only. It indicates the product group associated with the cycle.

Note: A single-row, read-only field group is added above the filter button. This section displays monthly totals and the overall total in USD. The totals are calculated only based on the filtered data currently displayed on the screen. In other words, only visible rows after applying filters are considered in the calculation.

Plans section

This section contains detailed information about the plan's components and targets.

The following fields are included (fields marked with ** are mandatory):

- Funding Source**: drop down list field that specifies the financial source supporting the plan;
- Consultant**: free text field indicates the assigned consultant for the plan;
- PMI Email Address**: used as unique identifier with following logic:
  - When a Plan contains more rows with the same PMI email address, the system shows a warning message notifying about potential duplicate
  - Sum of workdays per person will be checked at the level of unique PMI email address only and if greater than available number of days per month (definition of Years), system will show a warning message notifying about potential overbooking of a consultant
- Secondary Email Address;
- Role**: role of the Consultant involved in the plan;
- Product**: the associated product under this plan;
- Scrum Team**: the Scrum team is responsible for executing the tasks;
- Vendor**: vendor assigned for this Consultant;
- Country**: defines the related country. The possible values come from Light List of Values master table;
- Function**: the organizational function. The possible values come from Light List of Values master table;
- Rate Code**: drop-down field that displays all available rate options from Vendor Rates, combining the rate code, rate, and currency in the format:
- Rate: read-only field automatically filled with the Rate of Vendor Rate module, after the "Rate Code" selection;
- Currency: read-only field automatically filled with the Currency of Vendor Rate module, after the "Rate Code" selection;
- Activity Type**: defines the type of activity. The possible values come from Light List of Values master table;
- External: read-only checkbox field that indicates whether the plan involves external vendors or not.
- Working Days**: monthly breakdown of working days for the plan;
- Notes: free text field;
- Notes II: additional free text field with filtering capability.

Applying Filters/Sorts

The Apply Filter or Sort option helps users narrow down the data based on specific criteria. Available columns for Filter/Sort include:

- Funding Source: filter by the financial source supporting the plan;
- Consultant: filter or sort by the name of the consultant assigned to the activity;
- PMI email: filter or sort by the consultant’s official email address used within the system;
- Role: filter by assigned roles within the plan;
- Product: filter by the associated product or service;
- Vendor: filter by external vendors providing services;
- Country: filter or sort by the country where the activity or resource is located;
- Rate Code: filter or sort by the predefined rate category assigned to a consultant;
- Rate: filter or sort by the daily/hourly cost rate associated with the consultant or activity;
- Currency: filter or sort by the currency used in the cost calculations (e.g., EUR, USD);
- Scrum Team: filter by Scrum team responsible for executing the tasks;
- Function: filter by the organizational function (e.g., IT, Finance);
- Activity Type: filter by the type of activity, such as Project or BAU;
- External: filter by whether the plan involves external vendors or is managed internally;
- Show Transactional Months: toggle to display data for specific operational months;
- Show USD Months: toggle to display financial data in USD for selected months.

Note: Once one or more filters/sorts have been applied, it's possible to see a summary of the selected ones in the header of Plan section.

Note: Applied filters and sorts are automatically saved per user (under code "PLF") and will be reloaded the next time the file is opened.

Summary Section

This section allows users to read the summary of the plan.

- View the plan’s progress and data across months (January to December);
- Section: General category;
- Monthly Progress (USD): Summarizes progress for each month.

Note: Monthly spend is calculated as Number of days x Daily rate / FX rate for the transactional currency.

Targets Section

This read-only section allows users to see if the Plan is within the defined Targets in Cycles (see Cycles documentation for more info). The targets are derived directly from the same Cycle and do not apply to the entire year:

- Function: function that comes directly from Cycles;
- Funding Source: funding source that comes directly from Cycles;
- Activity Type: activity that comes directly from Cycles;
- Internal/External: can be internal, external or both and comes directly from Cycles;
- Target (USD): target defined in Cycles;
- Planned (USD): Total USD for the same combination of Function, Funding Source, Activity Type and External defined inside the Plan sheet;
- Planned outside of target: The value of the planned is not included in the previous rows;
- Totals USD: Sum of the previous rows, including the planned but outside the target;
- Delta (USD): difference between planned and actual targets;
- Delta (%): percentage difference between planned and actual targets.

Workflow Section

The Workflow sheet has the following fields that are automatically filled by the system every time there is a change of Status for the current request:

- User: user that has changed the status;
- Timestamp: moment of the change of status;
- From Status: the starting status;
- To Status: the status after the change;
- Comment: optional field that is filled if the user has inserted a comment while changing the Status.

The state workflow is as follows:

- **Draft** to **Request for Approval**: once a user with *Plans: Planner* permissions clicks on the Publish button;
- **Request for Approval** to **Approved**: once a user with *Plans: Reviewer* permissions clicks on the Approve button;
- **Request for Approval** to **Draft**: once a user with *Plans: Reviewer* permissions clicks on the Reject button.

Export in XLS

By clicking on the "Export in XLS" button on the left toolbar, the user can download a report in .xlsx format with info about:

- Plan
- Target
- Exchange Rate

Warning: the extracted reports will contain **only the saved rows**. Rows that have been changed without saving will not be present inside the report.

How to Change Status from Confirmed to Draft

If a plan needs to be edited after being confirmed, follow these steps;

- Navigate to the plan list;
- Click on the options menu for the specific plan;
- Select Change Status and choose Back to Draft. This action allows further modifications;

Email Notifications

The system automatically sends an email notification when a Plan changes status:

- From "Draft" to "Request for Approval": all the users with Plans: Reviewer permissions (user group 290004);
- From "Request for Approval" to "Confirmed": all the users with Plans: Planner permissions (user group 290003);

- From "Request for Approval" to "Draft": only to the user that submitted the Plan.

The users need to have an email specified in their user profile to be able to receive the notifications.

Vendor Rates

In this section, the user can browse and create Vendor Rates.

Permissions

In order to read and / or modify data, the user should belong to the following user groups:

- 660019 – Vendor Rates: Read. Belonging to this user group allows read-only consultation of the data;
- 660020 – Vendor Rates: Modify. Belonging to this user group allows both to read and to modify entered data.

In the following paragraphs, any reference to data entry or modification is intended only for users who have the appropriate permissions. Users with read-only permission cannot enter new data or modify existing data.

Adding a Vendor Rate

To insert a Vendor Rate, add a file to the list of existing vendor rates and fill in these fields (fields marked with ** are mandatory):

- Year**: drop down list that comes from Years (see Years documentation);
- Vendors**:: drop down list that contains all the active vendors (see Vendors documentation).

Rates section

In this section the user can define the Rates for the Year-Vendor combination (fields marked with ** are mandatory):

- ID**: read-only field automatically assigned by the system;

- Rate Code**: text field;
- Rate**: decimal field;
- Currency**: drop down list that comes from the Currencies defined in the Light List of Values (see Light List of Values documentation)
- Disabled: by flagging the Disabled field, the rate is not deleted, but disabled:
    - it will not be possible to select it in the *Rate Code* list for new Plans after it has been disabled (see Plans documentation), while it will remain for all historical data.

In this section is possible to add or delete rows **that have not been saved yet**. Upon saving, it is **only** possible to modify or disable the already saved rows or subrows.

Cycles

In this section, the user can use the Cycles feature, including creating, managing, and disabling cycles. It also outlines the permissions required and the main fields involved.

Permissions

In order to read and/or modify data, the user should belong to the following user groups:

- 290000 – Cycles: Read. Belonging to this user group allows read-only consultation of the data;
- 290001 – Cycles: Modify. Belonging to this user group allows both to read and modify entered data;

In the following paragraphs, any reference to data entry or modification is intended only for users who have the appropriate permissions. Users with read-only permission cannot enter new data or modify existing data.

Adding a Cycle

To insert a new Cycle, add a record to the cycles list and fill in the following fields (fields marked with ** are mandatory):

- Year**: Select the year from the dropdown (must be added to the Years table beforehand);
- ID: Automatically assigned by the system (read-only);
- Name**: Enter the name of the cycle;
- Start Month: Select the starting month of the cycle from the dropdown (linked to the Months master table);

Targets Section

In this section, you can define targets for the cycle. The following fields are required (fields marked with ** are mandatory):

- Digital Product Group**: drop-down list field that contains all active Digital Product Groups;
- Function**: multiple drop-down list field that contains all Functions defined in Light List of Values (see Light List of Values documentation for more info);
- Funding Source**: multiple drop-down list field that contains all active Funding Sources;
- Activity Type: multiple drop-down list field that contains all Activity Types defined in Light List of Values (see Light List of Values documentation for more info);
- External/Internal: drop down list field that can contain one of the following values: "External", "Internal", "Both";
- Target (USD): financial target for the cycle in USD.

Exchange Rates Section

This section allows users to define monthly exchange rates for the cycle. The following fields are required (fields marked with ** are mandatory):

- Currency**: Select the currency;
- Activity Type**: Select the activity type;
- Monthly Rates: Enter exchange rates for each month (January to December);
  - Monthly rates are mandatory to save the file.

Note: Exchange rates will not be used in any logic if they are set for a period before the Start Month of the cycle.

How to Change a Cycle from Draft to Publish Status

When you create a cycle, you fill in all the required fields and click Save and Exit. At this stage, you are redirected to the cycle page, and the status of the newly created cycle will be set to Draft. To publish the cycle, re-enter the cycle and click the Publish button. This action changes the status of the cycle to Confirmed, and the associated Plans (see Plans documentation) are automatically generated.

How to Change a Cycle from Draft to Published Status

With the *Cycles: Modify* permissions, by clicking on the "Publish" button on the left toolbar, the system will automatically generate all the associated Plans (see Plans documentation for more info) and it will change the status of the Cycle to Published.

How to Close a Cycle

To close a Cycle, all associated Plans must be in Confirmed status.

After approving or closing all related plans, you can proceed to close the cycle by selecting the Close button, which updates the cycle's status to Closed.

In this status, all the data is in read-only mode.

Email Notifications

After a Cycle has been published, the system automatically sends an email notification to all the users with Plans: Planner permissions (user group 290003) to let them know about the new Plans.

The users need to have an email specified in their user profile to be able to receive the notifications.

Years

In this section, the user can browse and create Years.

Permissions

In order to read and / or modify data, the user should belong to the following user groups:

- 660011 – Years: Read. Belonging to this user group allows read-only consultation of the data;
- 660012 – Years: Modify. Belonging to this user group allows both to read and to modify entered data.

In the following paragraphs, any reference to data entry or modification is intended only for users who have the appropriate permissions. Users with read-only permission cannot enter new data or modify existing data.

Adding a Year

To insert a Year, add a file to the list of existing years and fill in these fields (fields marked with ** are mandatory):

- Year**: the year in which assign the working days.

Months Working Days section

In this section the user can define the number of working days for each month:

- January (wd);
- February (wd);
- March (wd);
- April (wd);
- May (wd);
- June (wd);
- August (wd);
- September (wd);
- October (wd);
- November (wd);
- December (wd).

These working days are then used inside Plans (see Plans documentation for more info).

Reports

In Reports, the user can:

- download a report in .xlsx format with info about:
  - Plans
  - Targets
  - Exchange Rates
- or view and interact with the Organizational Chart

Permissions

In order to read and / or modify data, the user should belong to the following user groups:

- 660023 – Reports: Review. Belonging to this user group allows to extract the data.

In the following paragraphs, any reference to data entry or modification is intended only for users who have the appropriate permissions. Users with read-only permission cannot enter new data or modify existing data.

Extract xlsx data

To perform a Plans extraction, the user has to filter for a specific Cycle (fields marked with ** are mandatory):

- **Year****: drop down list field. It's possible to select all the Years related to Cycles in Published or Closed status;
- **Cycle****: drop down list field. It's possible to select all the Published or Closed Cycles related to the selected Year.

If Year and Cycle fields have been filled, by clicking on the "Extract xlsx data" button, the system will generate a report for the selected Year and Cycle. The report will contain data about:

- Plans
- Targets
- Exchange Rates

Otherwise, if Year or Cycle fields are empty, by clicking on the "Extract xlsx data" button, the system will interrupt the user with an error.

It's also possible to perform this extraction by clicking the "Export in XLS" button inside a Plan (see Plans documentation for more info).

Organizational Chart

Inside this file, the user can view and interact with the Organizational Chart of a specific Cycle.

The user has to filter for a specific Cycle (fields marked with ** are mandatory to see the chart):

- **Year****: drop down list field. It's possible to select all the Years related to Cycles in Published or Closed status;
- **Cycle****: drop down list field. It's possible to select all the Published or Closed Cycles related to the selected Year;
- **Include draft plans**: checkbox field to enable or disable the visibility of Plans in Draft status.

The chart is populated of Digital Product Groups and the subrows of Products and Consultant that have been filled in the Plans:

- On the first level only the Digital Product Groups are displayed:
  - by clicking on one of them, the latest corresponding Plan for that Cycle Year and Digital Product Group, will be opened
  - the first level can have four different color:
    - green: active Digital Product Group. The latest confirmed Plan for that Year and Digital Product Group can be opened;
    - yellow: active Digital Product Group and draft Plan for the selected Cycle (can be seen only if "Include draft plans" checkbox has been ticked);
    - red: disabled Digital Product Group, but a Plan has been defined when it was active;
    - blue: active Digital Product Group, but the selected Cycle do not have a Plan for that. The latest confirmed Plan for that Year and Digital Product Group can be opened.
- On the second level only the Products defined inside the Plan are displayed
- One the third level and onwards the Consultants defined inside the Plan are displayed:

- the Consultant are on different level depending on their parent-child relationship with other roles
- the Consultants can have three different color:
    - green: there isn't any parent role from them that is missing in the Plan;
    - yellow: it's missing a direct manager. This means that there is a parent role from them that is missing in the Plan;
    - red: there are multiple reporting lines. This means that, for that consultant, there is more than one consultant that has its parent role. Since it's required to not be the sublevel for every parent, it's displayed in red on the same level of its parents.