Contents

Create Project

In this screen we can create a new project by adding all the required details.

1. Create Project Details

1a. Project Details

Project Code: It is a unique value for the Project. Can be any alphanumeric character.

Project Name: It is a unique value for the Project. Can be any alphanumeric character.

Customer: Customer for which the project will be executed

Project category: Here we can see the type of project it is i.e., Development / Test Only / Maintenance & Support

Team Location: Here we can see the location from where the team is working from i.e., Blended Offshore/Client Site/Off Shore/Onsite

Contract terms: Terms agreed upon during signing of SOW i.e., Billable: Managed Services / Billable: Not to Exceed / Billable: Staff Aug/ Billable: Time and Materials/ Fixed Price/ Non-billable: Client Prep/ Non-billable: Enablement/ Non-billable: Non-Utilized/ Non-billable: Shadow/ Non- billable: Utilized.

Engagement Mode: Fully Managed/Partially Managed/Staffed

Effort Type: Kind of project being executed such as Application/Product Support L2, Automation Testing, CR/ Enhancements, Development and Test, Development Only, Full Life Cycle Development, Full Life Cycle Testing, Implementation,

Performance Testing, Product Support (L2, L3)/Managed Services, Production Support, Production Support testing Only,

Execution Methodology: Here we can see the type of method used for executing the project i.e., Agile/waterfall/Iterative/other

Project Scope: Depends on Unit of Measurement and accepts numerical value

Unit of Measurement: It can be either FP or UCP

Currency: EURO/British Pound/USD/Indian Rupee/Canadian Dollar

Revenue: Amount allocated from the project.

1b. Schedule

Schedule		
Preliminary Start Date *	**Preliminary End Date** *	**Time Entry Mode** *
Preliminary Start Date	Preliminary End Date	<< Please Select >>
Scheduling Mode *	**Holiday Calendar** *	**Week Calendar** *
<< Please Select >>	<< Please Select >>	<< Please Select >>

Time Entry Mode: Project Level / Task Level. Currently in PPM the time entry is done against Task.

Holiday calendar: Holiday calendar required in the Project schedule

Scheduling mode: Days / Hours / Weeks.

Preliminary Start Date: Start date of the Project to be created. It can be in "DD Month Year" format e.g., 01 Jan 2015

Preliminary End Date: End date of the Project to be created. It can be in "DD Month Year" format e.g., 01 Jan 2015

Week Calendar: Calendar that is followed while execution of project. The below mentioned are the calendar types:

1. Dubai Projects work week

2. General Work Calendar-Global

3. General Work Calendar-US Window

4. General Work Calendar- UK Window

5. IT Support 1

6. Special Work Calendar

1c. Key Contact

Delivery Manager: Delivery Manager is a mandatory field to be provided while a project is created and is a stakeholder of the project
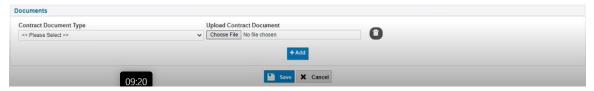
Primary Manager: Primary Manager is a mandatory field to be provided while a project is created and is a stakeholder of the project.

Project Requestor: Name of the project Requestor

Project Approver: Project Approver is the supervisor of Primary manager.

Services Offered: Displays the services offered as a part of project execution such as support, Project Maintenance, Migration etc.

1d. Documents

Contract Document Type: Should display the type of Contract Document such as SOW, PO, Email, Others.

Upload Contract Document: Contract document can be uploaded here.

Clicking on Save creates a project and cancel reverts the changes made.

Once the project is created the project stage is in New.

PM, DM can change the status to the below mentioned values:

In Progress: Project is in Execution.

Withdrawn: Project is not being executed.

On hold: Project execution is stopped on temporary basis.

Completed: Execution of project is completed.