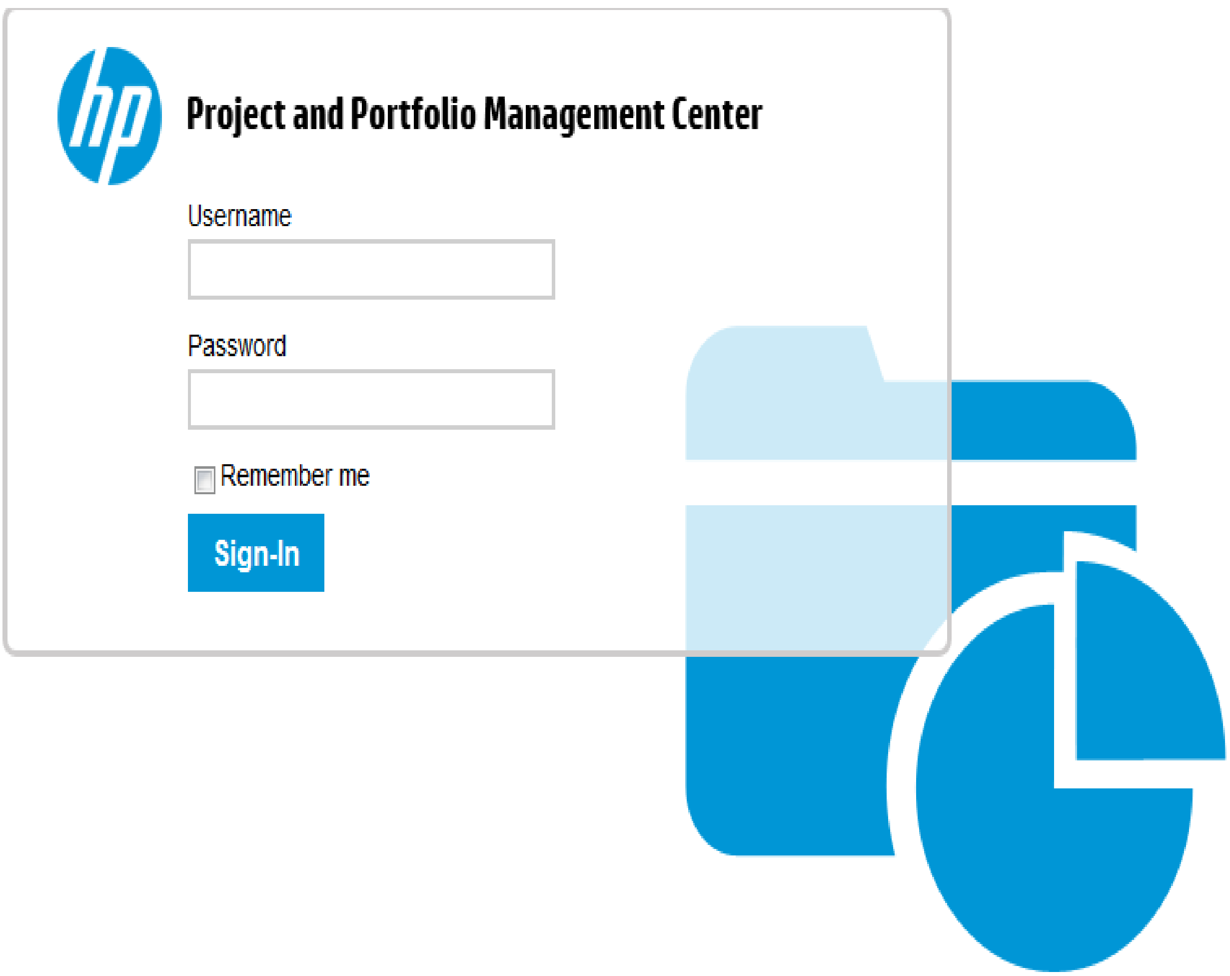
Version: 0.1

Date: 9 July 2015

Completing Proposal Process and Steps in HP Project and Portfolio Management Center



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1. Process & Procedure for Completing Proposals

ThyssenKrupp Elevator has evolved in its industry as a front runner because of its commitment to innovation and by remaining ahead of power curve when it comes to technology. The company retains such a powerful influence by way of ThyssenKrupp employees, who actively create and submit new proposals for projects that foster ingenuity and growth for ThyssenKrupp Elevator.

ThyssenKrupp Elevator adheres to a strict process and procedural flow as proposals are developed, submitted, and officiated.

The Process for Processing a Proposal

1. When an idea is formulated in the ThyssenKrupp Information Technology (IT) department, it must be expressed through written or verbal communication and will be submitted by a **Requestor** to the **PMO Coordinator**.
2. Upon review of the submission, the PMO Coordinator will create a formal proposal ticket through HP Project and Portfolio Management Center or HP PPM.
3. After the PMO Coordinator submits the proposal ticket, an initial review will be performed by the **Project Management Office** (PMO).
4. The PMO will forward the proposal to the **Project Manager,** who will thoroughly evaluate the proposal.
5. After the Project Manager's evaluation, the **Governance Board** receives the proposal. The Governance Board consists of the Vice President of IT and the Vice President of Business. The board will either approve or reject the proposal.
   - **A.** If the Governance Board **accepts** the proposal, it is resubmitted to the PMO Coordinator, who will create a new project based on the request of the proposal.
   - **B.** If the Governance Board **rejects** the proposal, it is forwarded to the **Controller** to be closed.
6. When the project has been created and reaches its full cycle, it will be sent to the Controller to close the project.

2. Completing Proposals on HP Project and Portfolio Management Center (PPM)

I. Summary

To begin completing the proposal, the Requestor is required to fill in the following boxes in the *Summary* section (See **Figure 1**) on the HP Project and Portfolio Management Center website.

- ➢ *Business Unit*
- ➢ *Description*
- ➢ *Project Type*
- ➢ *Region*

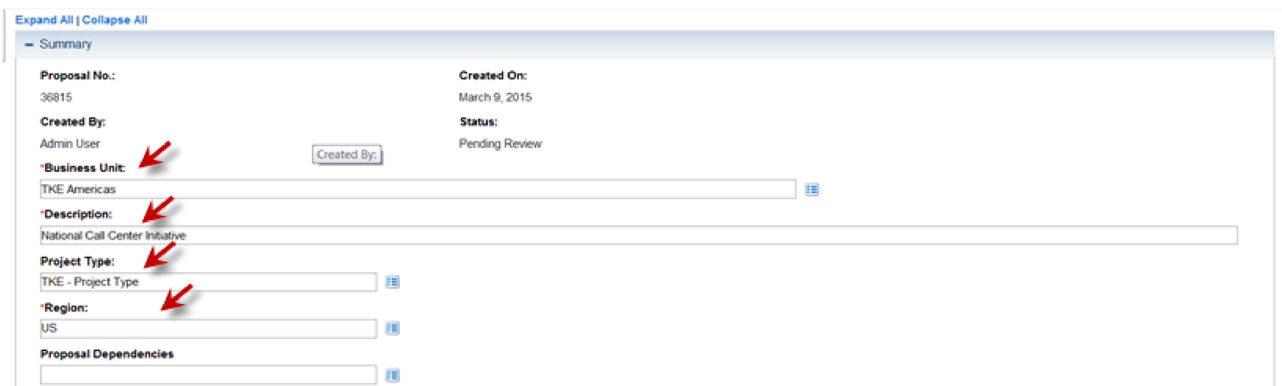

Figure 1: Summary Screen

II. Proposal Details

To begin completing the proposal, the Requestor is required to fill in the following boxes in the *Proposal Details* section (See **Figure 2**) on the HP Project and Portfolio Management Center website.

- ➢ *Proposal Name*
- ➢ *Business Objective*
- ➢ *Sponsor Department*
- ➢ *Project Sponsor*
- ➢ *Expected Start and Finish Date*
- ➢ *Project Manager*

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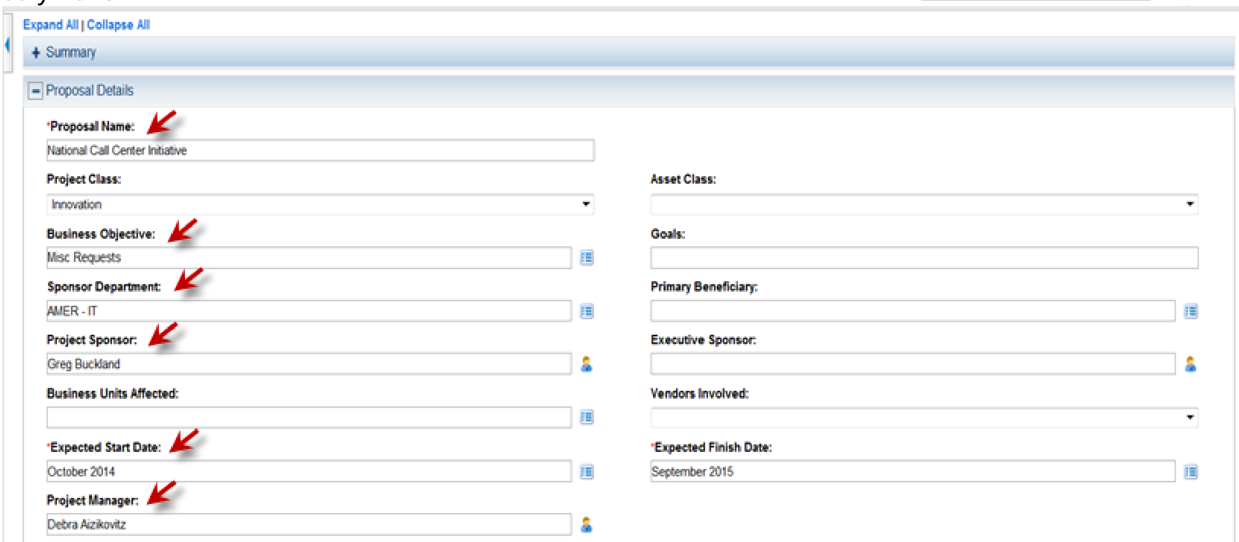

Figure 2: Proposal Details Screen

III. Business Case Details

There is no requirement that the Requestor complete the Business Case Details section (See **Figure 3**).

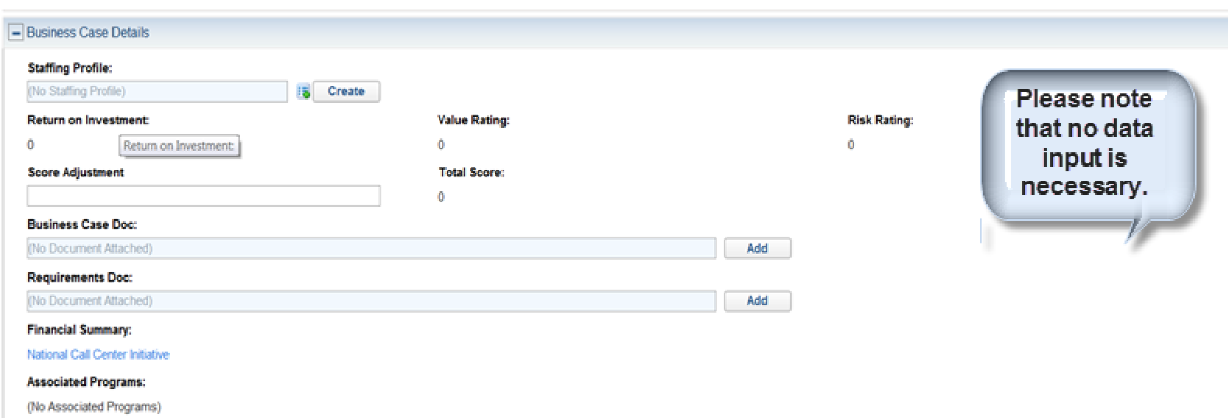

Figure 3: Business Case Details Screen

IV. Value Rating

There is no requirement that the Requestor complete the Value Rating (See **Figure 4**) section.

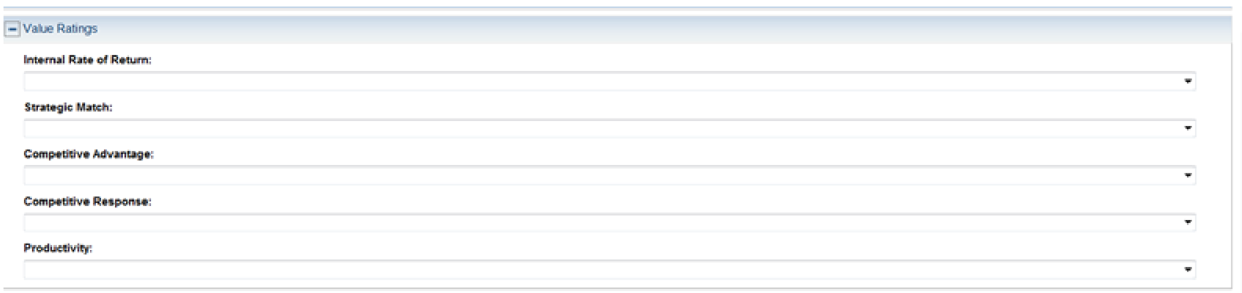

Figure 4: Value Ratings Details Screen

V. Risk Rating

There is no requirement that the Requestor complete the Risk Rating section (See **Figure 5**).

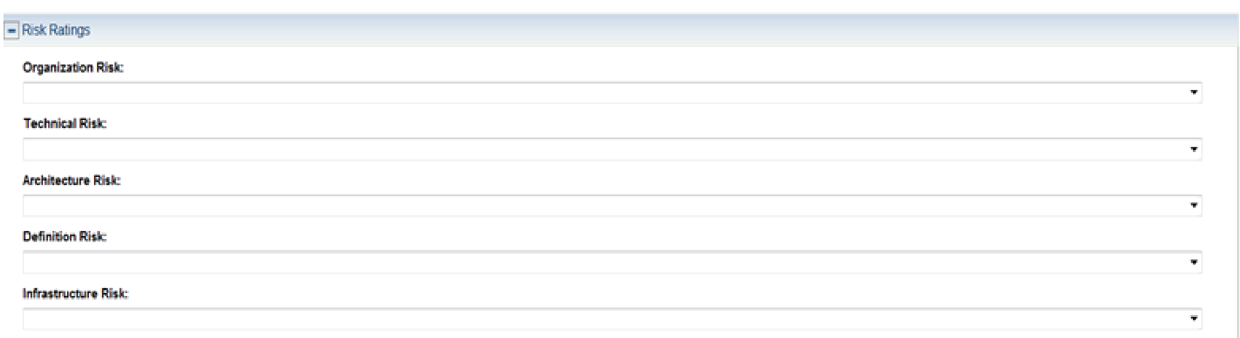

Figure 5: Risk Ratings Details Screen

VI. User Data

1. The Requestor will enter the value **8123** in the *User Data* box (See **Figure 6**).
2. Collapse *User Data* section.

Figure 6: User Data Screen

VII. Resources

1. The Requestor will enter name of the Project Manager under the required field *Resources* box (See **Figure 7**).

NOTE: If there will be additional parties that will require access to book timesheets, please enter their names under the *Resources* box.

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2. Collapse *Resources* section.

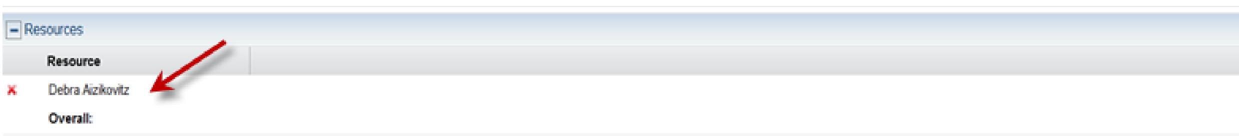

Figure 7: Resources Screen

VIII. Notes

1. Under the *Add Notes* column, the Requestor will enter "New proposal created for XXXX" (See **Figure 8**).
2. Collapse *Notes* section.

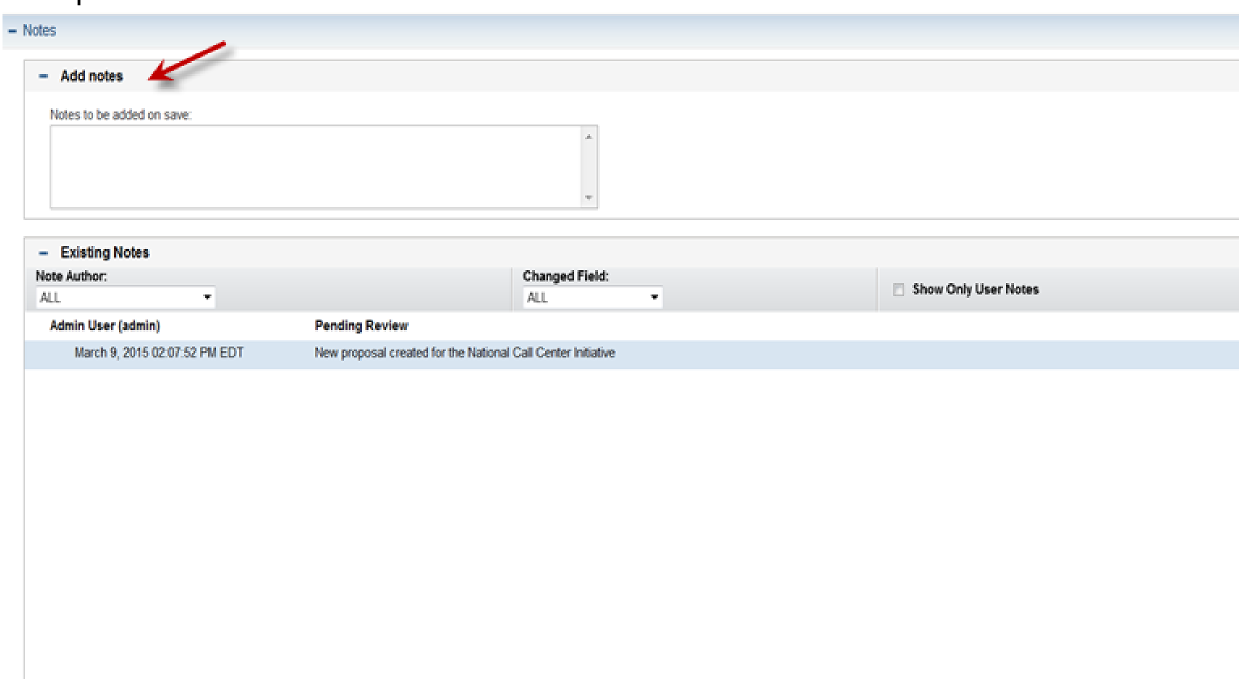

Figure 8: Notes Screen

IX. Conclusion

After the Requestor has completed the steps above, the proposal will be complete. It will then be submitted for review by the PMO Coordinator.