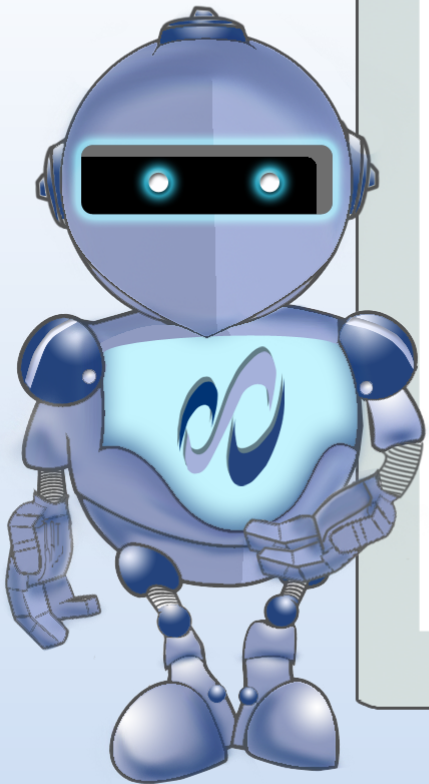


Entering Primary Tasks and Sub Tasks

WTS_U101_ITI

Learning Objectives



- Understand what a Primary Task is and the best practice for their use
- Know what a Sub Task is and the best practice for their use
- Understand how to enter Primary Tasks and Sub Tasks in WTS
- Know which AORs to select when maintaining a Primary Task and/or Sub Task



What is a Primary Task?



In the Hierarchy of WTS the Primary Task breaks down Area of Responsibility (AOR) into smaller pieces to accomplish that mission. As noted in the Course “Fundamentals and Attributes training” a Primary Task is defined below.

Primary Task – Groups workload specific to the above items (Contract, Workload Allocation, CR, AORs), but also to a specific goal or work area within a system. Sub-tasks belong to a single Primary Task.

So you can see that selecting the values of the primary task can effect the way workload is perceived in WTS and how we are able to communicate it to each other and the customer.

What are best practices of Primary Task usage?

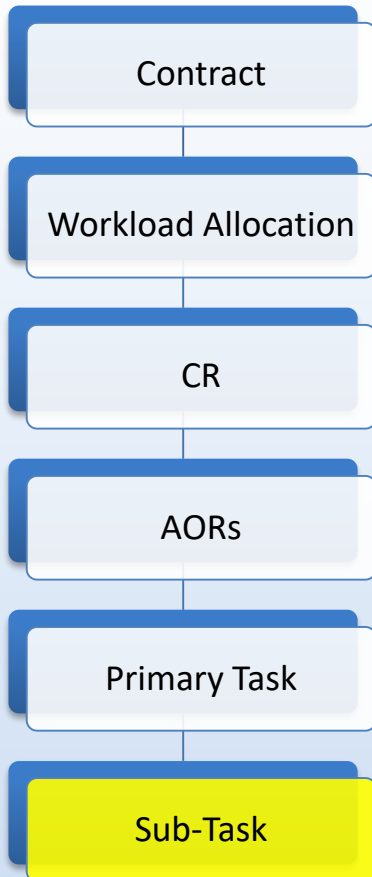


A Primary Task, as noted in its definition, should be used to break down an AOR in pieces that are driven by System and Work Area.

NOTE: The Name Primary Task was chosen to indicate that it is a Task that can have Sub-Tasks or further break down of the work to be performed by the Task. It also indicates the Primary Task has values that serve to identify workload of both the Primary Task and the Sub Task as well. We showed these values as Inherited Values in the Course "Fundamentals and Attributes training".

The best practice of using a Primary Task is to break down an AOR into System/Work Area Pieces in order to accomplish the workload needed to accomplish an AOR's mission.

What is a Sub-Task?

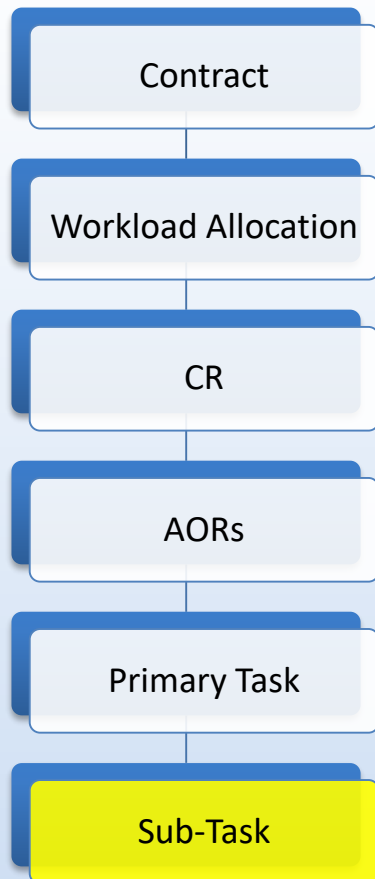


In the Hierarchy of WTS the Sub-Task further breaks down the workload of a Primary Task. As noted in the Course “Fundamentals and Attributes training” a Sub-Task is defined below.

Sub-Task – Indicates a specific piece of workload with all the necessary items pieces to accomplish that workload.

So you can see that selecting the values of the Sub Task can also effect the way workload is perceived in WTS and how we are able to communicate it to each other and the customer. This is to a lesser extent as many values are inherited from the Primary Task (Resource Group, System(Task), Work Area, Functionality, Release/Deployment AOR and Workload Allocation).

What are best practices of Sub-Task usage?



A Sub-Task, as noted in its definition, should be used to break down a Primary Task (workload) in pieces that are complete ideas of work to be performed.

NOTE: Since subtasks belong to only one Primary Task. It has less effect of how workload is reported up to the Contract. However, it can effect how the workload is addressed as we will discuss later in the Selection of Workload MGMT AORs

The best practice of using a Sub Task is to provide a task that can be completed by a user that is smaller in scope than the break down of the AOR at the Primary Task level.

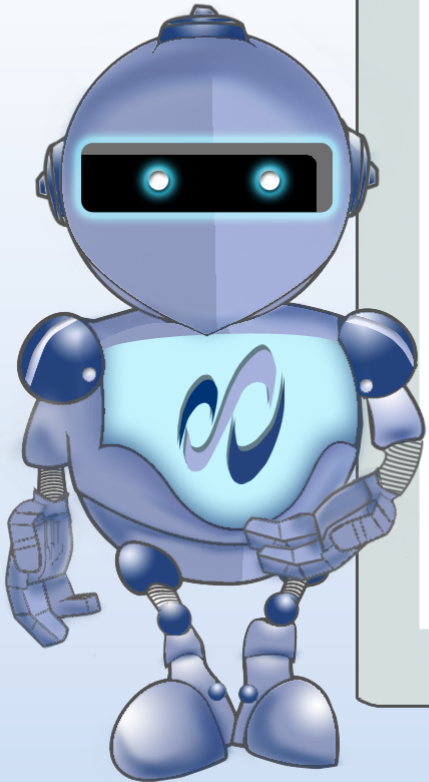
How to Enter and Maintain a Primary Task?

- Navigation To Tasks
- AOR Selection
- Task Title
- Required Fields
- Description Field
- Other Fields
- Other Tabs and Expansions

How to Enter and Maintain a Sub-Task?

- Navigation to Sub-Tasks
- Inherited Details
- Sub-Task Title
- AOR Selection
- Required Fields
- Description Field
- Other Fields
- Other Tabs and Expansions

Take Aways



- A Primary Task groups workload specific to higher items in the Hierarchy (Contract, Workload Allocation, CRs, AORs), but also to a specific goal or work area within a system
- A Sub Task is the lowest level of the Hierarchy, which breaks down the workload of a Primary Task, and contains all of the necessary pieces of information to accomplish the workload
- When entering a Primary Task, it is important to associate to the correct Release Deployment MGMT AOR, the appropriate Workload MGMT AOR, and the required fields
- Sub Tasks inherit some values of the Primary Task they exist under, but also attributes that are specific to the Sub Task and which must be carefully entered to protect the integrity of metrics and reporting

