Technical Requirements Document

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PMO Tool

Identification	:	Technical Requirements Document - PMO Tool
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Contents

Scope of Work

Developers are required to provide a fully in house developed Project Management Solution (Project Management Office PMO tool)

The Developers' scope of work will cover the following elements:

1. License requirements
2. Hardware requirements (If any)
3. Solution implementation
4. Testing and commissioning
5. Training and knowledge transfer
6. Post implementation support

Solution Overview

Deployment: On premises and/or cloud solutions are permissible

Accessibility: Users can access the tool off-site, through a web-based application (Mobile/tablet access is optional)

Portfolio management: Users must have the ability to access the projects from a single pool containing the project's basic information. Portfolio management features include the ability to link projects as per their dependencies, organize projects under different programs, prioritize and select projects

Project Management: The solution should cover basic project management functions such as:
- Resource management
- Project scheduling
- Tasks and activities management
- Basic financial planning

Risks and Issues: The solution should include a risk management module that allows the user to monitor and assess the risks at a project or portfolio level

Customized workflow: The system should be agile so that users could modify the workflows as per the end user's requirements
Approvals/ Access levels: The system should be mapped based on the end user's organizational structure. Access levels and approvals should be susceptible to change without backend programming

Team Collaboration: The system should allow users to share and upload related documents on the server and exchange necessary information. Team members can schedule meetings and events, communicate internally and externally

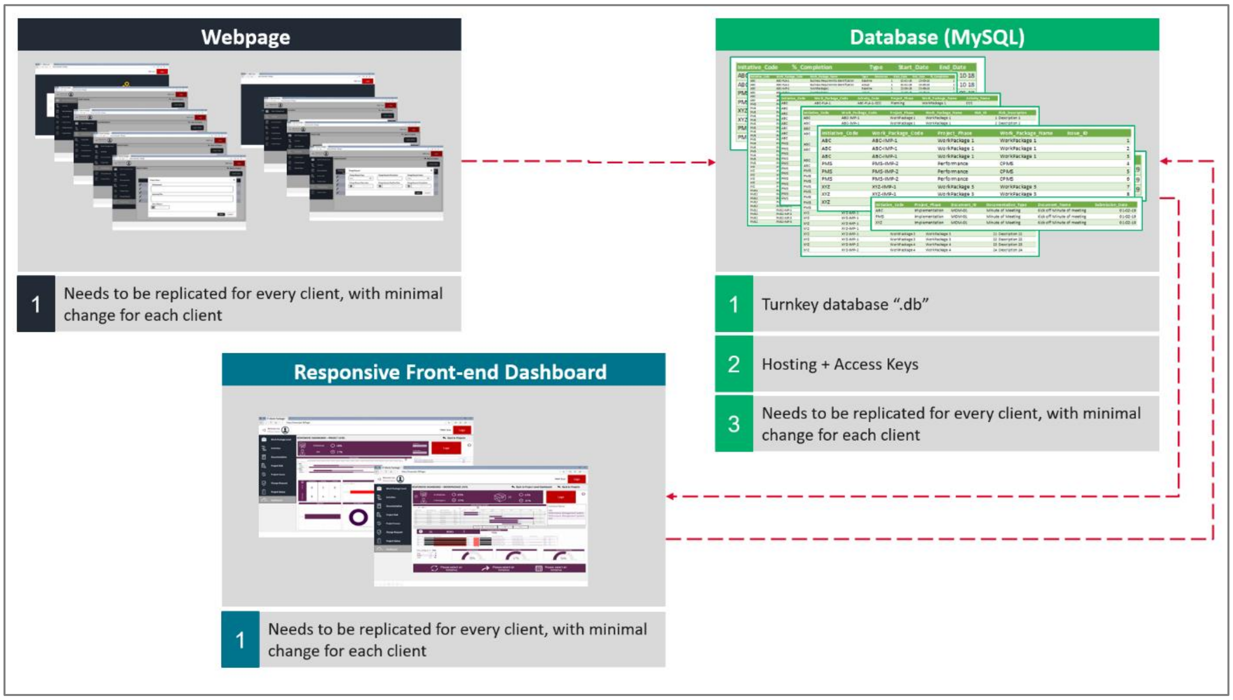
Business Intelligence: The system should generate automated reports that provide insights on the progress of work, and key performance indicators as per the business needs. Reports should be also presented through responsive dashboards

Notifications: The system should be integrated with team members emails in order to send notifications and updates based on the proposed project life cycle.

Deliverables

The project deliverables include:

1. A Webpage along with its files
2. A Database along with its files
3. A Front-end responsive dashboard along with its files
4. Demo of the Webpage
5. Demo of the MySQL Database
6. Demo of the front-end responsive dashboard



Notes

Solution Features:

Requirements that are stated in the solution overview section are mandatory features

Tool Visualization

Below is an external example that is an inspiration/visualization for the project that will be utilized by Project Managers

1. Getting Started

1.1. Purpose

The Tool will be an online data collection platform for the purpose of:

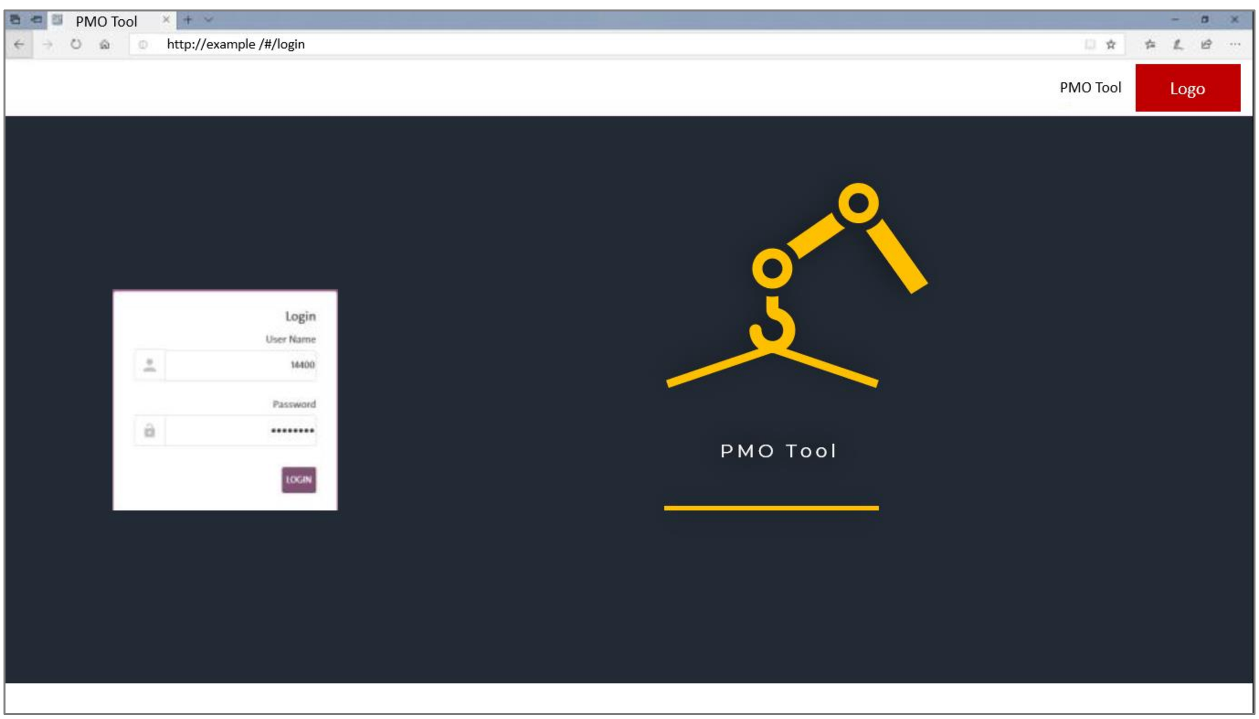
- Capture and documentation of project management related data
- Centralization and standardization of the data collection process
- Digitization of the data collection process
- Enhancement of the project reporting mechanism to management

The project tool is not aimed to:

- Develop the project plan or any documentation related to the project (timeline, scope, project charter, etc.). These activities should have been complete before.

1.2. Accessing the Platform

- To access the platform the employees should connect through one Wifi Connection
- Input a specific URL link into the browser http://example /#/login
- Log in using the credentials provided



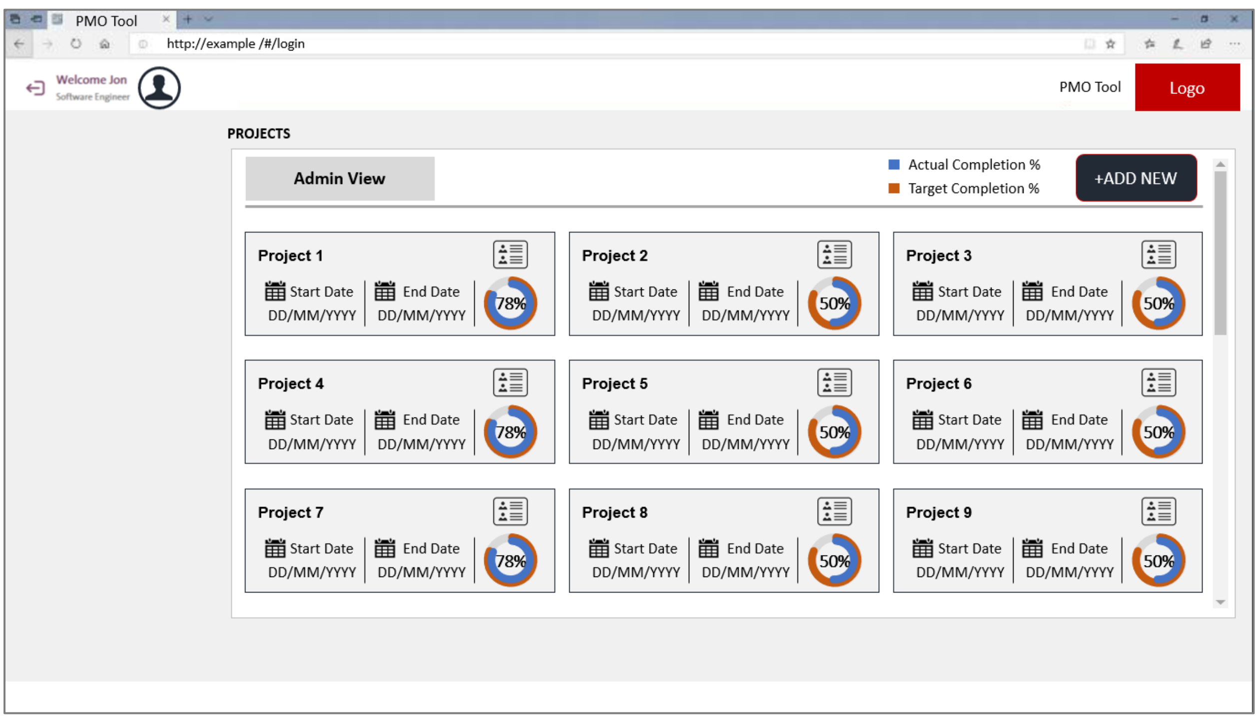
1.3. User Access Levels

Admin	Line Manager	Project Manager
• Has the functionality to insert / delete items from the modules	• Responsible to log in to the platform and approve the data input • Line manager should not have access to input/edit data he can only approve/reject items within the modules	• Responsible to log in to the platform and input/edit data within the modules

1.4. Navigation

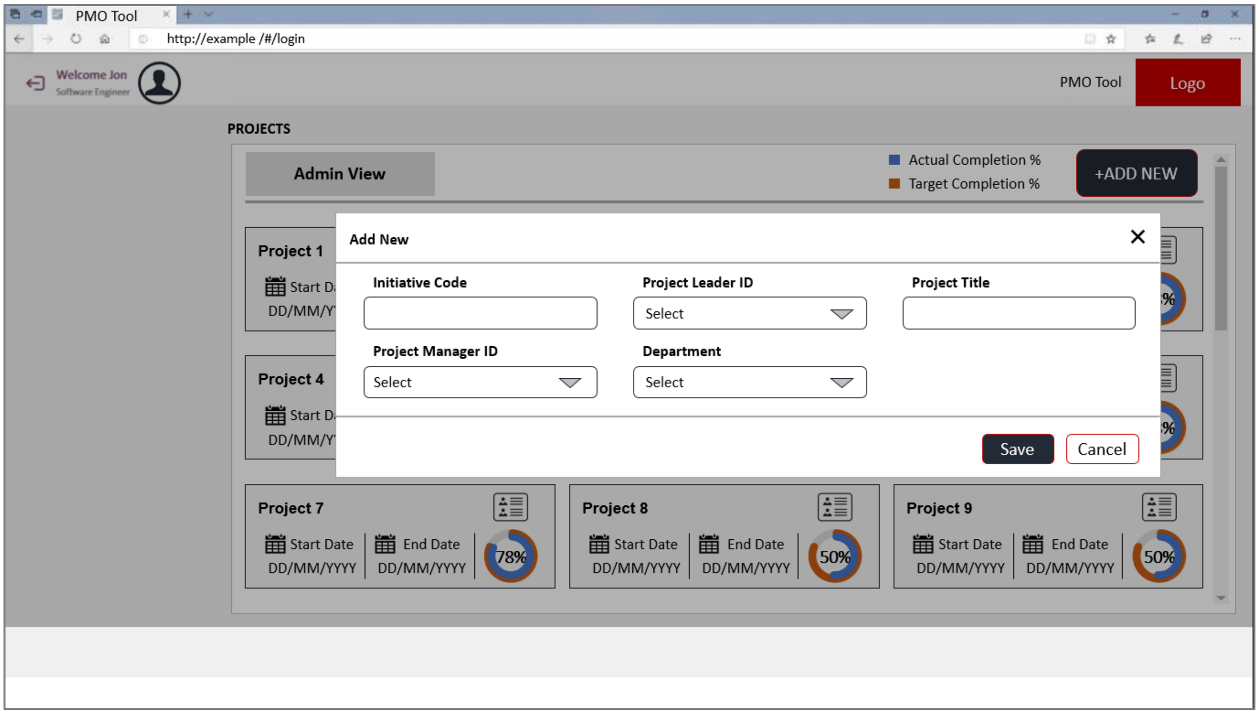
1.4.1. Home Screen – Admin User

The admin user can view all the ongoing projects within the departments and has the functionality to insert / delete projects



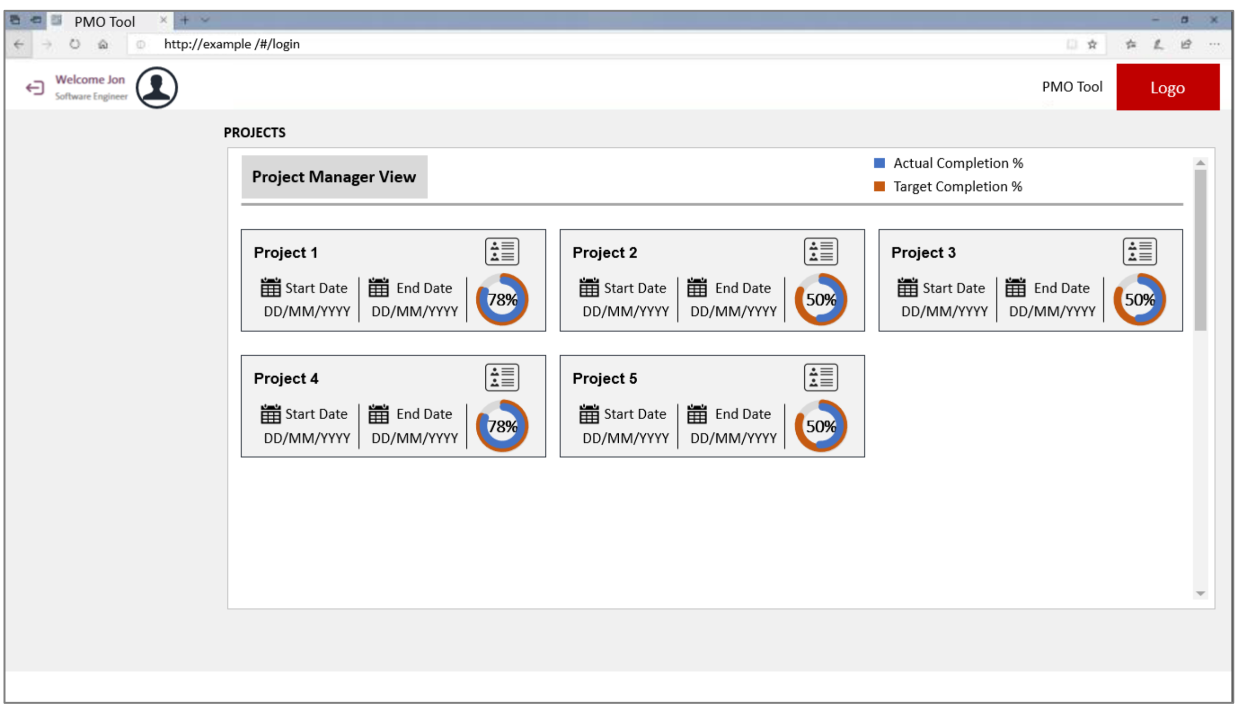
The admin is expected to fill in the following data elements to create a new Project:

- **Initiative Code:** refers to the project code
- **Project Leader ID:** Identifies the ID of the project leader
- **Project Title:** identifies the name of the project
- **Project Manager ID:** Identifies the ID of the project manager
- **Department:** Identifies the department the project lies under



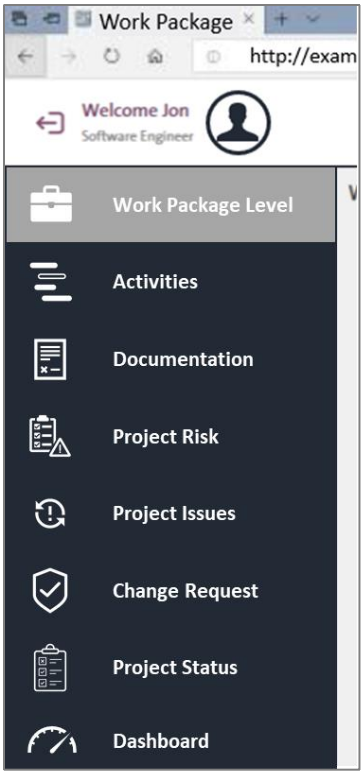
1.4.2. Home Screen – Project Manager

The home screen displays the list of projects assigned to the Project Manager. The Project manager should click on a specific project to progress further



1.4.3. PMO Tool Modules

Each project is represented in the form of 7 project modules:



- **Work Package Level:** Identifies the major milestones to be completed within the project
- **Activities:** Identifies the major activities required to complete each work package (milestone)
- **Documentation:** For archiving and tracking the key documentation within the project (PR, PO, Invoices, Project Charter, etc.)
- **Project Risks:** Identifies the potential risks that may hinder the progress of the project along with the action plan for prevention
- **Project Issues:** Identifies the existing issues that are hindering the progress of the project along with the action item to solve the issue
- **Change Request:** Documents any changes that has been implemented to the original project in terms of scope, timeline, budget, etc.
- **Project Status:** Documents the weekly progress report for the project and highlights the major activities to be completed the following week
- **Responsive Dashboard:** Provides the user with at-a-glance information used to present data quickly and clearly, show current resources, and display their status, to gain important insights and a clear overview of their work

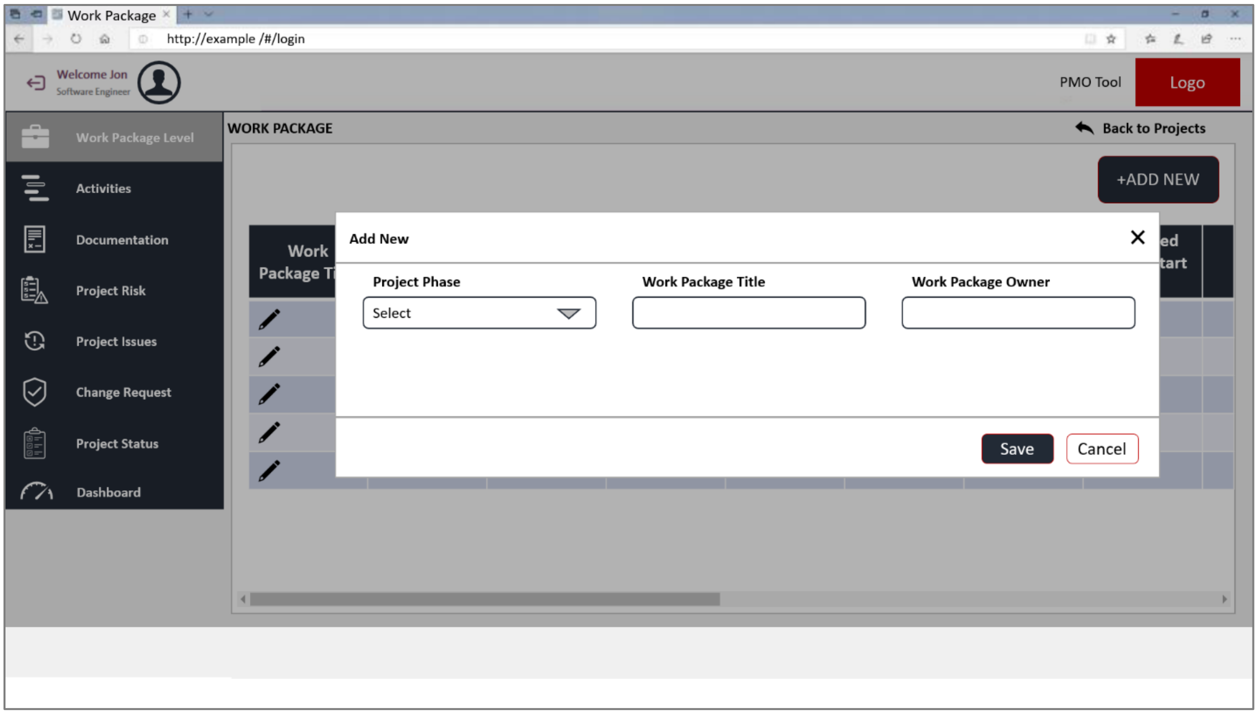
2. Using the PMO Tool

2.1. Project Initiation

2.1.1. Step 1: Add Work Packages

The project manager should go to the **Work Package Level** module and add all the major milestones for the project. The project manager is expected to fill in the following data elements:

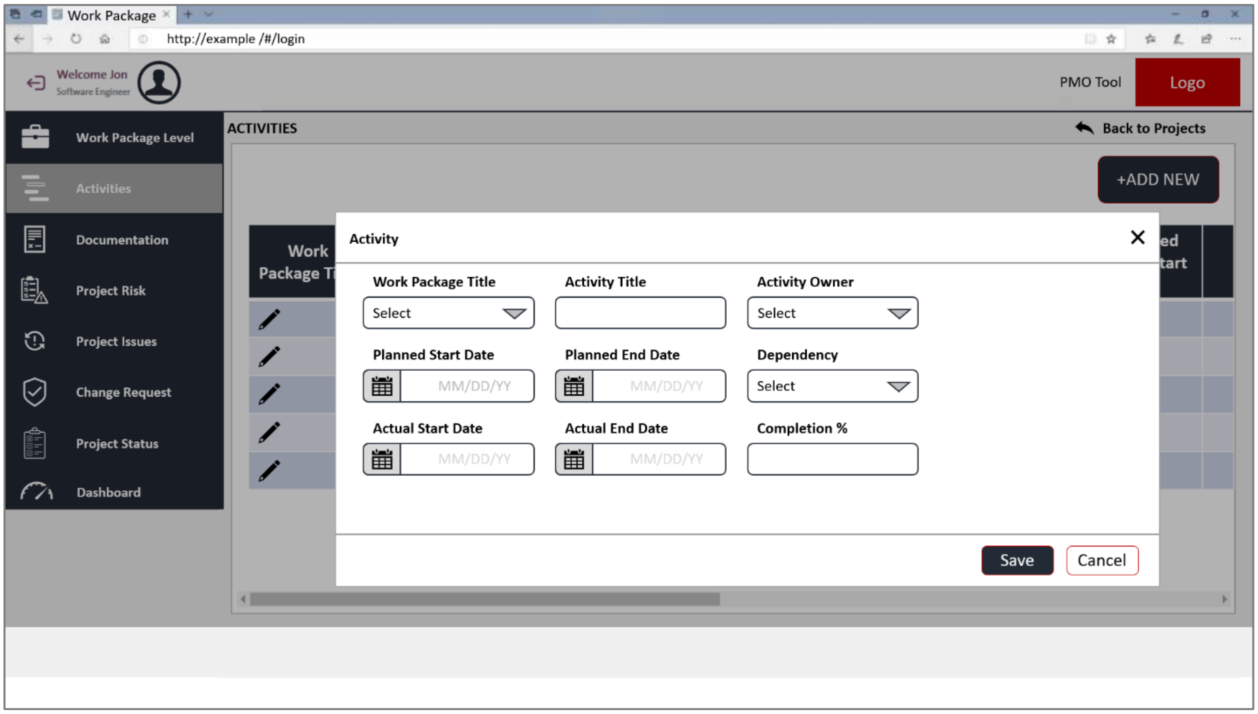
- **Project Phase:** refers to the stage of the project in which the milestone belongs to. There are 4 project phases, (1) Initiation (2) Planning (3) Execution and (4) Closure
- **Work Package Title:** identifies the name of the milestone
- **Work Package Owner:** The internal stakeholder responsible for the milestone delivery



2.1.2. Step 2: Add Activities

The project manager should go to the Activities module and add all the major activities for the work packages (milestones) identified within the Work Package Level Module (Step 1). The project manager is expected to fill in the following data elements:

- **Work Package Title:** The work package (milestone) linked to the specific activity. The project manager will select the work package from a drop-down list
- **Activity Title:** Name of the activity
- **Activity Owner:** The internal stakeholder responsible for the activity delivery
- **Planned Start Date:** The date in which the activity will be initiated (planned)
- **Planned End Date:** The date in which the activity will be finalized (planned)
- **Dependency:** Identifies whether the activity is linked (or dependent / Finish-to-Start) on another activity under the same work package title
- **Projected Actual Start Date:** The revised date in which the activity will be initiated
- **Projected Actual End Date:** The revised date in which the activity will be finalized
- During project initiation the projected actual start date and projected actual end date will be the same as the planned start date and end date (since delays are not taken into consideration)
- **Completion %:** The progress of the activity towards its completion. During project initiation the completion % of the activity should be 0%

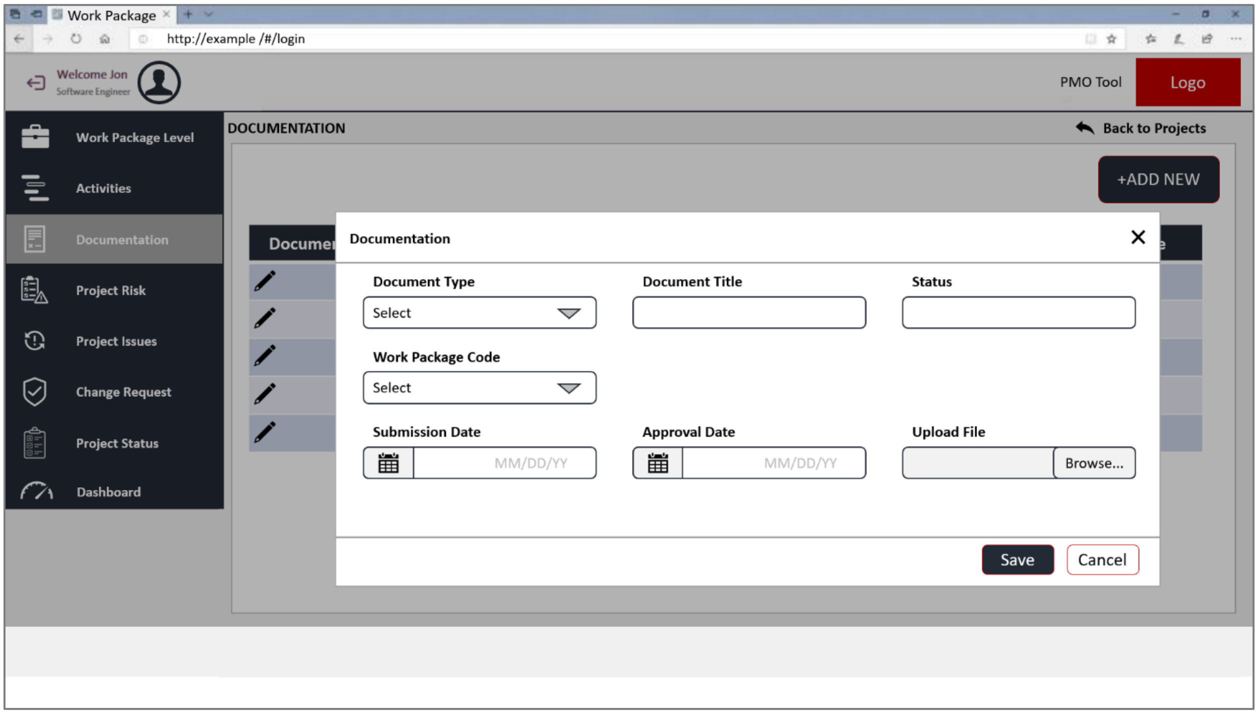


2.1.3. Step 3: Add Documentation

The project manager should go to the Documentation module and add all the required and recommended documentation for the Project during project phases.

The project manager is expected to fill in the following data elements:

- **Document Type:** The document category
- **Document Title:** The title of the document
    - Note that the title of the document should be clear and distinguishable from other documents stored on the Platform. For example, a MoM document should not be titled simply “MoM” but should also include the date and purpose of the meeting such as: “Project Status Update March 2019 MoM”
- **Status:** Highlights the stage for the document
- **Work Package Code:** The work package (milestone) linked to the specific documents. The project manager will select the work package from a drop-down list
- **Submission Date:** The date in which the document was submitted for approval
- **Approval Date:** The date in which the document was approved
- **Upload File:** The document should be uploaded into the platform

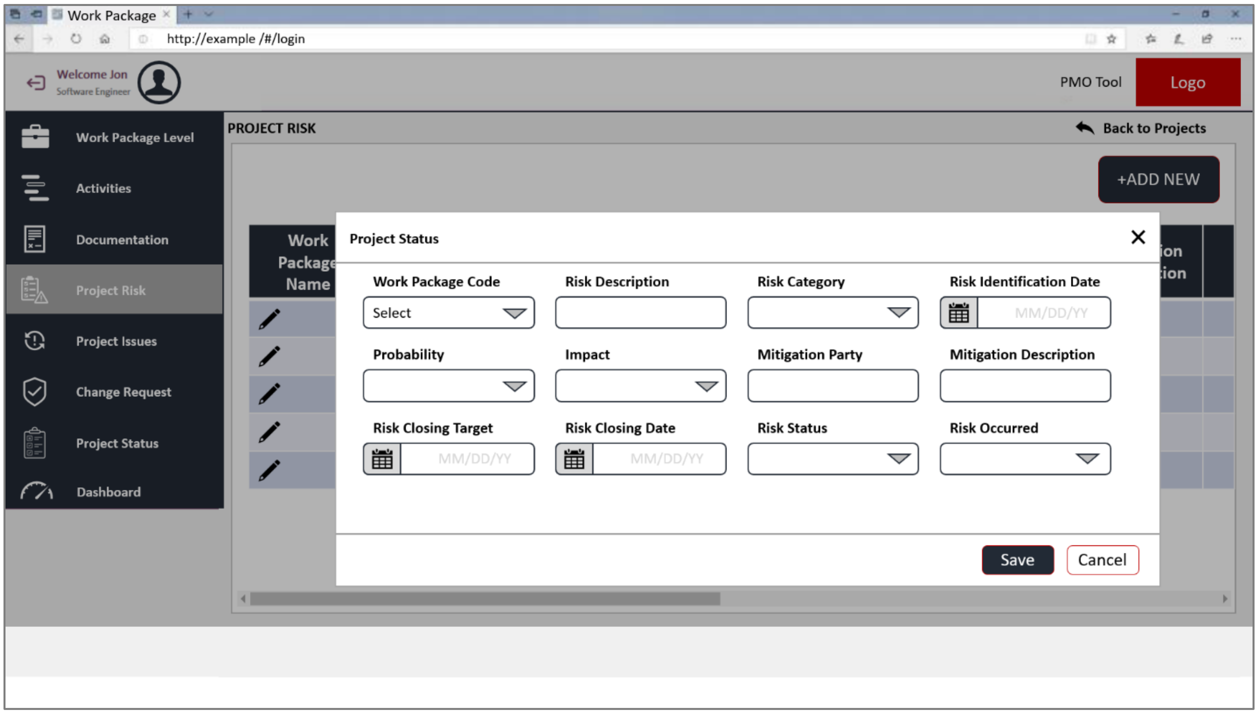


2.1.4. Step 4: Add Project Risks

The project manager should go to the Project Risks module and add all the identified potential risks for the project and the mitigation action plan

The project manager is expected to fill in the following data elements:

- **Work Package Code:** The work package (milestone) for which the risk was identified
- **Risk Description:** Details about the identified risks
- **Risk Category:** The type of risk that has been identified
- **Risk Identification Date:** The date in which the risk was identified
- **Probability:** The likelihood of the risk to occur (Low, Medium, High)
- **Impact:** The level of impact the risk will have on the work package if it occurs (Low, Medium, High)
- **Mitigation Party:** The internal stakeholder responsible for risk prevention
- **Mitigation Description:** Details on the action plan for risk prevention
- **Risk Closing Target Date:** The date targeted to close the risk (Solve/prevent)
- **Risk Closing Date:** The date in which the risk was closed
- **Risk Status:** The status of the risk (Closed/Open)
- **Risk Occurred:** States whether the identified risk was not prevented and occurred (Yes/No)



2.2. Weekly Updates

The project manager is expected to log and update the information on the platform on a weekly basis. To update or edit data the project manager should click on the pencil icon next to each row in the tables. The typical set of tasks he would have to complete are highlighted below:

2.2.1. Update/Add Activities

The project manager is expected to update the following data elements in the **activity** module:

- **Projected Actual Start Date:** If there are any delays expected in the timeline, the project manager should update the field with the new revised activity start date
- **Projected Actual End Date:** If there are any delays expected in the timeline, the project manager should update the field with the new revised activity end date
- **% Completion:** If there is any progress done within a certain activity the project manager should update the

If there any new activities that have been generated within the week then the project manager should add them to the module. Refer to Add Activities section

2.2.2. Update/Add Documentation

The project manager should update the status of previously uploaded documentation by updating the following data elements:

- **Status:** If the status of the document has changed then the project manager should reflect it on the platform
- **Submission Date:** if the document was submitted the project manager should input the date
- **Approval Date:** if the document was approved the project manager should input the date

If there any new documentation that have been generated within the week then the project manager should add them to the module. Refer to Add Documentation section

2.2.3. Update/Add Project Risks

The project manager should update the status of previously uploaded project risks by updating the relevant information (Risk Closing Date, Risk Status, Risk Occurred)

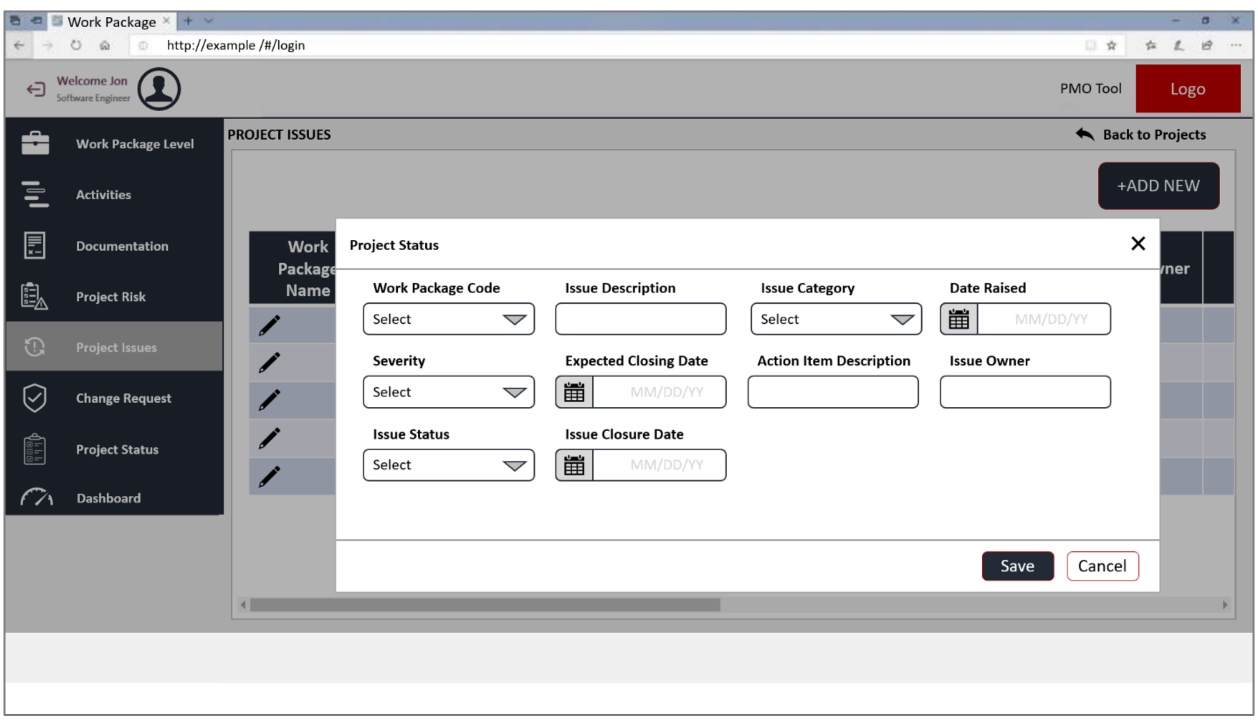
If there any new project risks that have been generated within the week then the project manager should add them to the module. Refer to Add Project Risks section

2.2.4. Update/Add Project Issues

The project manager should go to the **Project Issues** module and add all the identified issues for the project and the generated action plan

The project manager is expected to fill in the following data elements:

- **Work Package Name:** The work package (milestone) for which the risk was identified
- **Issue Description:** Details about the identified issue
- **Issue Category:** The type of issue that has been identified
- **Date Raised:** The date in which the issue was identified
- **Severity:** The level of impact the issue has on the work package and project
- **Expected Issue Closing Date:** The date targeted to close and resolve the issue
- **Action Item Description:** Details on the action plan for resolving the issue
- **Issue Owner:** The internal stakeholder responsible for resolving the issue
- **Issue Status:** The status of the issue (Closed/Open)
- **Issue Closure Date:** Date the issue was resolved

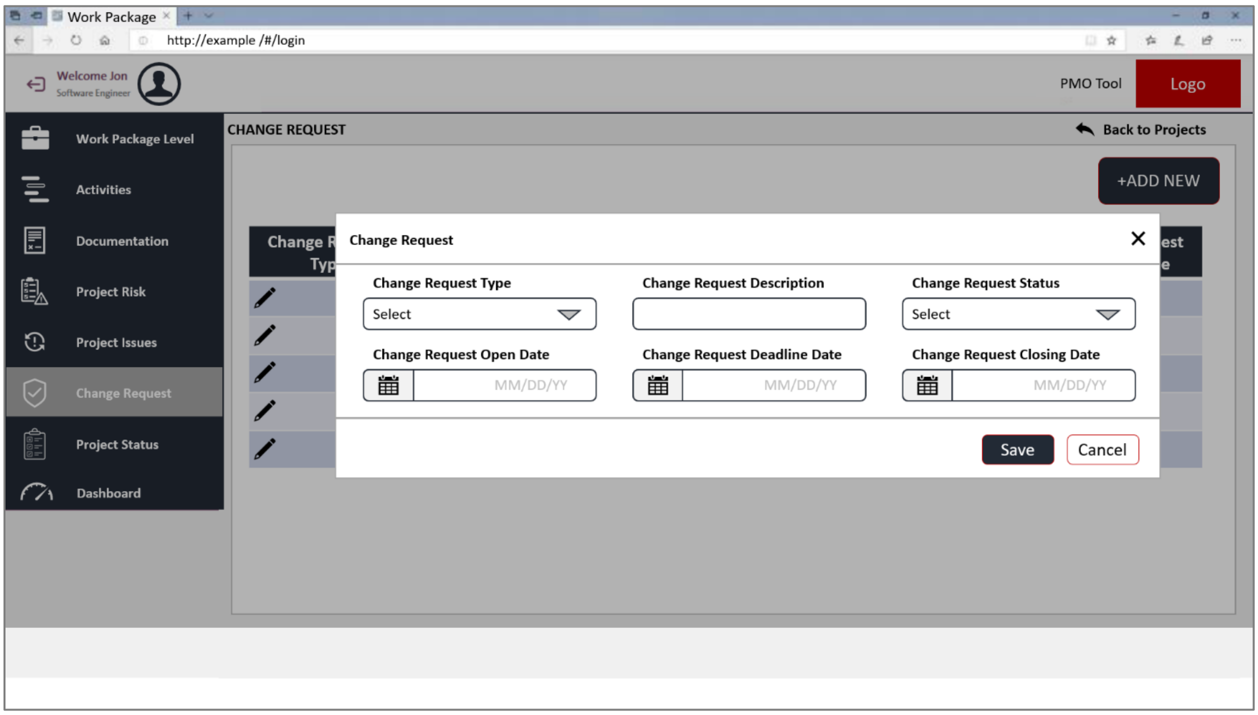


The project manager is expected to update the above information if there are any changes or progress made in resolving the identified issues

2.2.5. Update/Add Change Requests

The project manager should go to the **Change Requests** module and add any major changes that have been proposed on the project**.** The project manager is expected to fill in the following data elements:

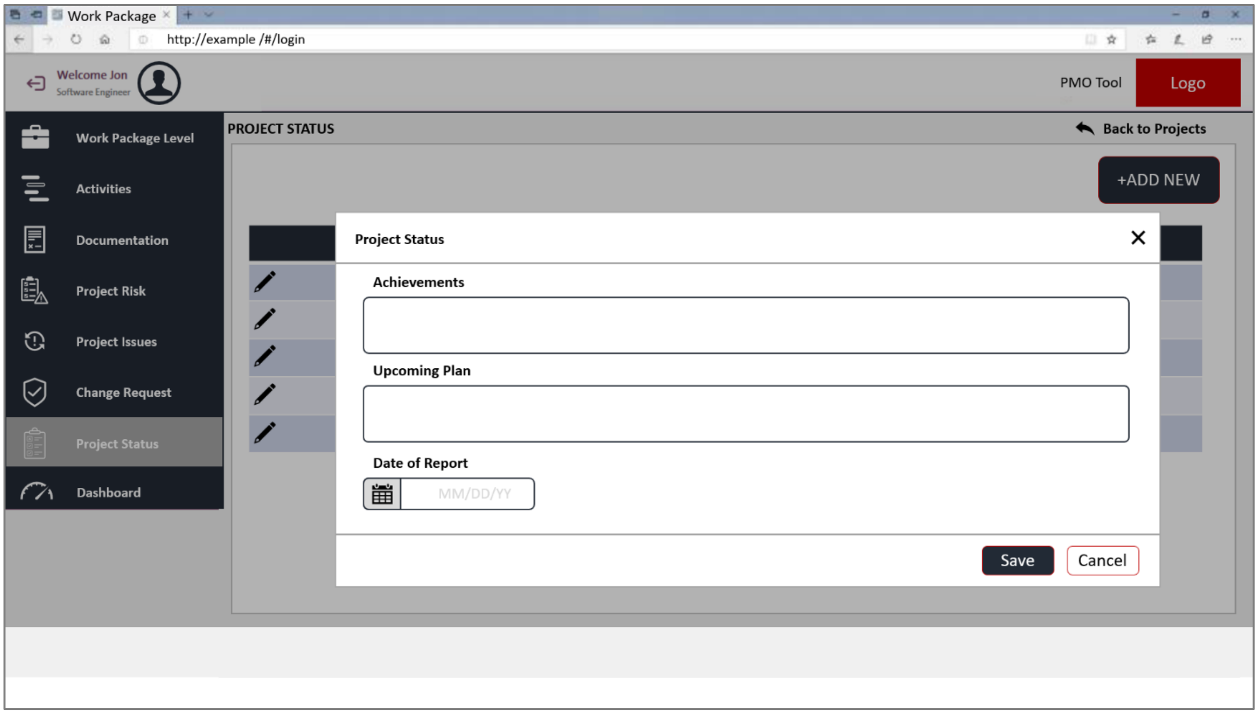
- **Change Request Type:** The type of the change request (Scope, Budget, Timeline, etc.)
- **Change Request Description:** Details on the change request
- **Change Request Status:** Status of the change request (Closed/Open)
- **Change Request Open Date:** The date in which the change request was raised
- **Change Request Deadline Date:** The date targeted to finalize the change request
- **Change Request Closing Date:** The date which the change request was closed



2.2.6. Update/Add Change Requests

The project manager should go to the **Project Status** module and add the weekly project status update report. The project manager is expected to fill in the following data elements:

- **Achievements:** What has been completed in the previous week
- **Upcoming Plan:** What will be completed in the coming week
- **Date of Report:** Date of the report



2.3. Feedback from Line Manager

Every item that is input by the project manager will require an approval from their respective line managers. There are three icons next to each row of the tables within the 7 modules representing the status of the approval:

Pending Approval

Approved Item

Rejected Item

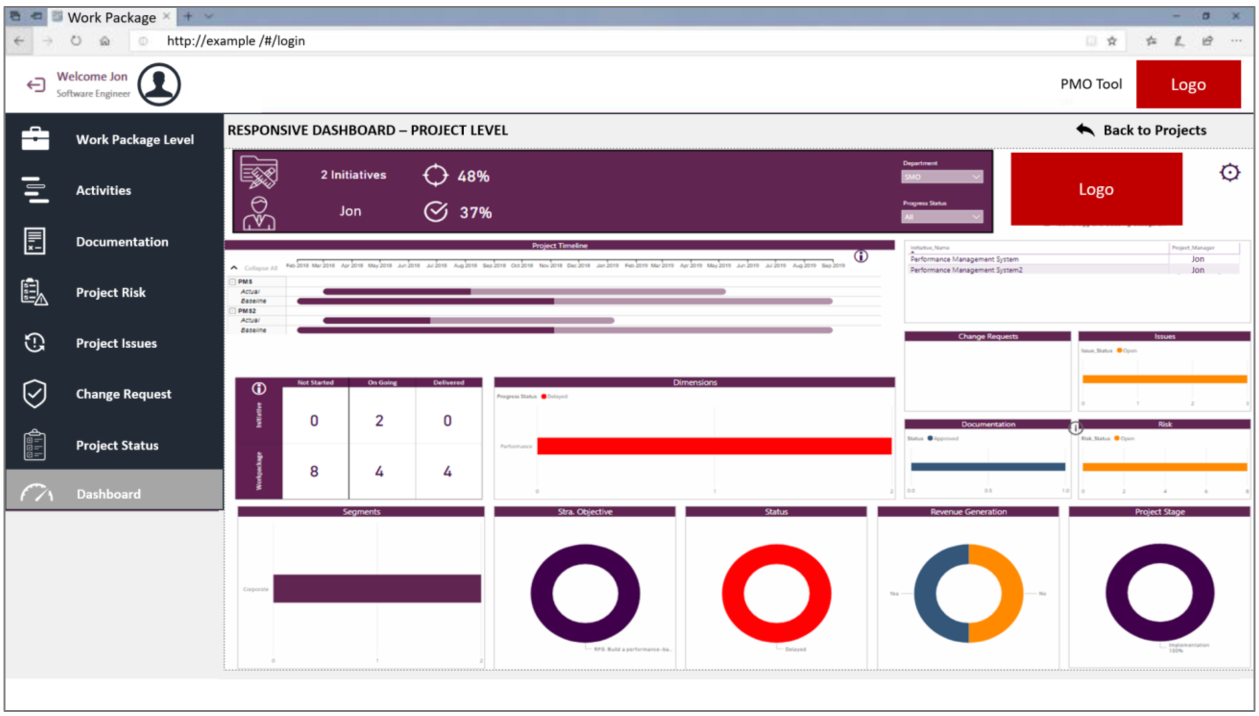
The project manager will be informed of any rejected item along with the reason for rejection. It will be the responsibility of the project manager to finalize the changes the following week

2.4. Responsive Front-end Dashboard with user access rights

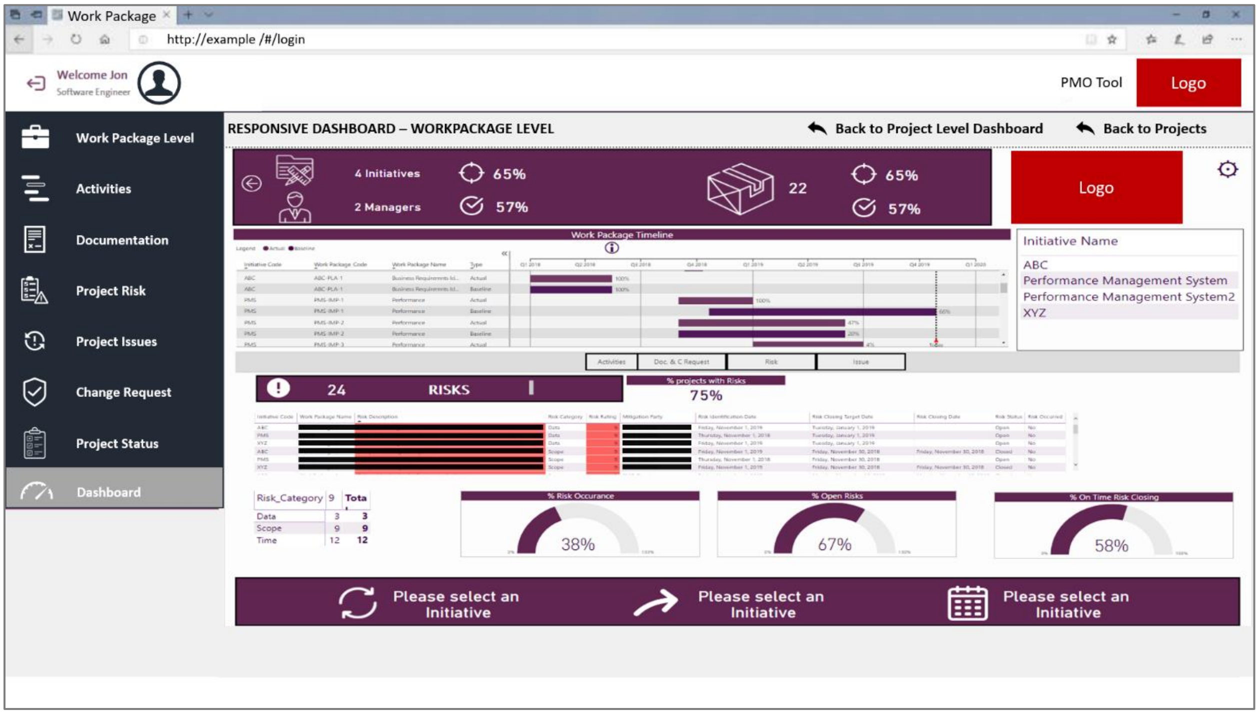
The responsive dashboard provides every type of user with at-a-glance information used to present data entered by them in the previous modules (Work Package Level, Activities, Documentation, Project risks, Project Issues, Change Request, Project Status) to quickly and clearly, give important insights and clear overview of the work. It consists of two (2) main segments below, that can take data from the Database (MySQL) as well as input data the Database (MySQL)

- **Project Level:** Identifies the Work Packages in an informative and easy to read dashboard, where the user can drill down at the work package level by clicking on it
- **Work Package Level:** Identifies the activities to be completed in the Work package along with its documentation, risks, issues, change request and status, etc.

2.4.1. Project Level



2.4.2. Work package Level



3. Database (MySQL)

The spreadsheets attached contain all the relationships & formulas between the data elements inputted by the Project Managers to build the (MySQL) Database required.

Interface Tables

Table 1: Project Level

The purpose of this table is to track the list of projects & initiatives within the organization and link them to their respective departments and project managers

Data Element	Input Format	Input Type	Drop Down List
Initiative Code	Text	Manual Input	-
Project Leader ID	Integer	Manual Input	Yes
Project Title	Text	Manual Input	-
Project Manager ID	Integer	Manual Input	Yes
Department	Text	Manual Input	Yes
% Target Completion	Number	Automated	-
% Completion	Number	Automated	-
Type	Text	Automated	-
Start Date	Date	Automated	-
End Date	Date	Automated	-

Drop Down Lists

- **Project Leader ID**, **Project Manager ID** & **Department** should be linked to a table with all company employees and departments. This list should always be up to date. A possible solution is an integration to any HR ERP platform to gain access to the list of employees

Automated Fields

- **% Target Completion** is derived from the Work Package Level table. It is equal to the sum product of the % **Weight** and **% Target Completion** of the individual Work Packages that are linked to this Project (for more details refer to the next section)

- **% Completion** is derived from the Work Package Level table. It is equal to the sum product of the **Weight** and **% Completion** of the individual Work Packages that are linked to this Project (for more details refer to the next section)

- **Type:** Every project is repeated where the only difference is its type (Baseline or Actual)
  - **Baseline** extracts data from Planned Work Packages
  - **Actual** extracts data from Actual Work Pacakages

- **Start Date**: Derived from the Work Package Level table. It is equal to the minimum **Start Date** of all the individual Work Packages that are linked to this work package (for more details refer to the next section)

- **End Date:** Derived from the Work Package Level table. It is equal to the maximum **End Date** of all the individual Work Packages that are linked to this work package (for more details refer to the next section)

Table 2: Work Package Level

The purpose of this table is to input and track the status of the different work packages of the initiatives

Data Element	Input Format	Input Type	Drop Down List
Initiative Code	Text	Automated	-
Project Phase	Text	Manual Input	Yes
Work Package Code	Text	Automated	-
Work Package Title	Text	Manual Input	-
Work Package Owner	Text	Manual Input	Yes
Type	Text	Automated	-
Start Date	Date	Automated	-
End Date	Date	Automated	-
Duration (Days)	Integer	Automated	-
Incurred Delays (Days)	Integer	Automated	-
Weight	Number	Automated	-
% Target Completion	Number	Automated	-
% Completion	Number	Automated	-
Work Package Status	Text	Automated	-

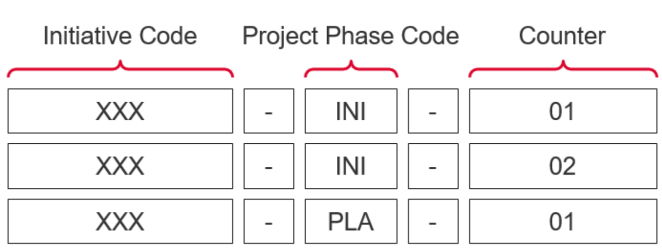
Drop Down Lists

Project Phase	Code Mapping
Initiation	INI
Planning	PLA
Execution	EXE
Closure	CLO

- **Work Package Owner** should be linked to a table with all company employees. This list should always be up to date. A possible solution is an integration to any HR ERP platform to gain access to the list of employees

Automated Fields

- **Initiative Code:** is derived from the "Project Level" table
- **Work Package Code** = **Initiative Code** + "-" + **Project Phase** + "-" + Counter



The counter will increase by one increment for each unique Initiative Code + Project Phase Code combination

- **Type:** Every work package is repeated where the only difference is the type (Baseline or Actual)
    - **Baseline** extracts data from Planned Activities
    - **Actual** extracts dates from Actual Activities

- **Start Date**: Derived from the activity table. It is equal to the minimum **Start Date** of all the individual activities that are linked to this work package (for more details refer to the next section)

- **End Date:** Derived from the activity table. It is equal to the maximum **End Date** of all the individual activities that are linked to this work package (for more details refer to the next section)

- **Duration (Days)** = **End Date** - **Start Date + 1**

- **Incurred Delays (Days)** =
If [(Actual) **End Date**] is not Blank & [(Actual) **End Date**] =< [(Baseline) **End Date**] Then "" Else If [(Actual) **End Date**] > [(Baseline) **End Date**] Then [(Actual) **End Date**] – [(Baseline) **End Date**] Else If [(Actual) **Start Date**] > [(Baseline) **Start Date**] Then [(Actual) **Start Date**] - [(Baseline) **Start Date**] If Else If TODAY() > [(Baseline) **Start Date**] Then TODAY() - [(Baseline) **Start Date**] Else ""

- **Weight:** (Baseline) **Duration** of specific activity divided by the sum of all (Baseline) **Duration** for all activities under the same **Initiative Code**

- **% Target Completion** is derived from the activity table. It is equal to the sum product of the % **Weight** and **% Target Completion** of the individual activities that are linked to this work package (for more details refer to the next section)

- **% Completion** is derived from the activity table. It is equal to the sum product of the **Weight** and **% Completion** of the individual activities that are lined to this work package (for more details refer to the next section)

- **Work Package Status:**

  If **% Completion** = 100% Then "Completed"
  Else If **% Target Completion** = 0 AND **% Completion** = 0 Then "Not Started"
  Else If **% Target Completion - % Completion > 10** Then "Delayed"
  Else If **% Target Completion - % Completion < -10** Then "Ahead of Plan"
  Else If **0 < % Target Completion - % Completion ≤ 10** Then "Delayed Recoverable"
  Else "In Progress"

Table 3: Activities

The purpose of this table is to input and track the status of the different activities of the initiatives

Data Element	Input Format	Input Type	Drop Down List
Initiative Code	Text	Automated	-
Work Package Code	Text	Automated	Yes
Activity Code	Text	Manual Input	-
Project Phase	Text	Automated	-
Work Package Title	Text	Automated	-
Activity Title	Text	Manual Input	-

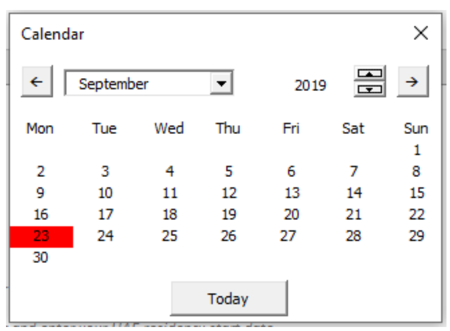
Type	Text	Automated	-
Activity Owner	Text	Automated	Yes
Start Date	Date	Manual Input	Yes
End Date	Date	Manual Input	Yes
Duration (Days)	Integer	Automated	-
Incurred Delays (Days)	Integer	Automated	-
Dependency	Text	Automated	Yes
Weight	Number	Automated	-
% Target Completion	Number	Automated	-
% Completion	Number	Manual Input	-
Activity Status	Text	Automated	-

Drop Down Lists

- **Work Package Code** should be linked to the "Work Package Level" Table. The drop-down list is comprised of the unique work packages within the Work Package Level table

- **Activity Owner** should be linked to a table with all company employees. This list should always be up to date. A possible solution is an integration to any HR ERP platform to gain access to the list of employees

- **Start Date** & **End Date** should be linked to Calendar GUI



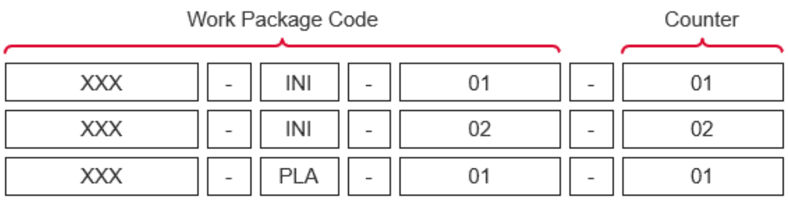
- **Dependency** should be linked to the "Activities" Table. The drop-down list is comprised of the unique activities within the Work Package Level table

Automated Fields

- **Initiative Code** is derived from the "Work Package Level" table using **Work Package Title** as the mapping element

- **Work Package Code** is derived from the "Work Package" table using **Work Package Title** as the mapping element

- **Activity Code** = **Work Package Code** + "-" + Counter



The counter will increase by one increment for each unique Work Package Code

- **Project Phase:** is derived from the "Work Package Level" table using **Work Package Title** as the mapping element

- **Type:** Every activity is repeated where the only difference is the type (Baseline or Actual)
    - **Baseline** extracts dates from Planned Start/End Date
    - **Actual** extracts dates from Actual Start/End Date

- **Duration (Days)** = **End Date** - **Start Date**

- **Incurred Delays (Days)** =
If [(Actual) **End Date**] is not Blank & [(Actual) **End Date**] =< [(Baseline) **End Date**] Then "" Else If [(Actual) **End Date**] > [(Baseline) **End Date**] Then [(Actual) **End Date**] – [(Baseline) **End Date**] Else If [(Actual) **Start Date**] > [(Baseline) **Start Date**] Then [(Actual) **Start Date**] - [(Baseline) **Start Date**] If Else If TODAY() > [(Baseline) **Start Date**] Then TODAY() - [(Baseline) **Start Date**] Else ""

- **Weight:** (Baseline) **Duration** of specific activity divided by the sum of all (Baseline) **Duration** for all activities under the same **Work Package Title**

- **% Target Completion**= If TODAY() < [(Baseline) **Start Date**] Then 0 Else MIN((TODAY() - [(Baseline) **Start Date**])/([(Baseline) **End Date**] - [(Baseline) **Start Date**]+ 1),1))

- **Activity Status:**

  If **% Completion** = 100% Then "Completed"
  Else If **% Target Completion** = 0 AND **% Completion** = 0 Then "Not Started"
  Else If **% Target Completion - % Completion > 10** Then "Delayed"
  Else If **% Target Completion - % Completion < -10** Then "Ahead of Plan"
  Else If **0 < % Target Completion - % Completion ≤ 10** Then "Delayed Recoverable"
  Else "In Progress"

Table 4: Documentation

The purpose of this table is to input and track the status of the different documents of the initiatives

Data Element	Input Format	Input Type	Drop Down List
Initiative Code	Text	Automated	-
Project Phase	Text	Automated	-
Document ID	Text	Automated	-
Work Package Code	Text	Manual Input	Yes
Document Type	Text	Manual Input	Yes
Document Title	Text	Manual Input	-
Submission Date	Date	Manual Input	-

Approval Date	Date	Manual Input	-
Status	Text	Manual Input	Yes

Drop Down Lists

- **Work Package Code** should be linked to the "Work Package Level" Table. The drop-down list is comprised of the unique work packages within the Work Package Level table

Document Type	Code Mapping
Project Creation Form	01
Project Charter	02
Kick-Off Meeting	03
Minutes of Meeting (MOM)	04
Action Items Log	05
Project Management Plan	06
RAID Log	07
Weekly Status Report	08
Monthly Status Report	09
Change Request Form	10
Change Request Log	11
Client Acceptance Form	12
Project Closure Form	13

Status
Draft
Submitted
Approved
Rejected

Automated Fields

- **Initiative Code:** is derived from the "Work Package Level" table using **Work Package Code** as the mapping element

- **Project Phase:** is derived from the "Work Package Level" table using **Work Package Code** as the mapping element

- **Document ID:**
  "Doc" + "-" + **Document Type** + "-" + Counter

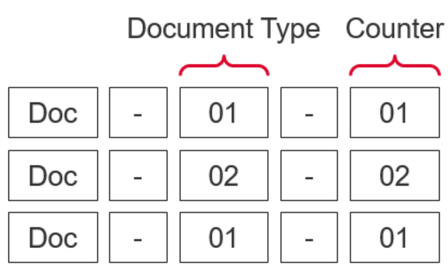


Table 5: Project Risks

The purpose of this table is to input and track the status of the different Project Risks of the initiatives

Data Element	Input Format	Input Type	Drop Down List
Initiative Code	Text	Automated	-
Work Package Code	Text	Manual Input	Yes
Project Phase	Text	Automated	-
Risk ID	Text	Automated	-
Risk Description	Text	Manual Input	-
Risk Category	Text	Manual Input	Yes
Risk Identification Date	Date	Manual Input	-
Probability	Text	Manual Input	Yes
Probability Rating	Number	Automated	-
Impact	Text	Manual Input	Yes
Impact Rating	Number	Automated	-
Risk Rating	Number	Automated	-
Mitigation Party	Text	Manual Input	Yes
Mitigation Description	Text	Manual Input	-
Risk Closing Target Date	Date	Manual Input	-
Risk Closing Date	Date	Manual Input	-
Risk Status	Date	Manual Input	Yes
Risk Occurred	Text	Manual Input	Yes

Drop Down Lists

- **Work Package Code** is linked to the “Work Package Level” Table. The drop-down list is comprised of the unique work packages within the work package table
- **Mitigation Party** should be linked to a table with all company employees and departments. This list should always be up to date. A possible solution is an integration to any HR ERP platform to gain access to the list of employees

Risk Category	Code Mapping
Legal	01
Financial	02
Governance	03
Scope	04
Performance	05
Timeline	06
Strategy	07
Resource	08
External	09
Other	10

Risk Occurred
Yes
No

Risk Status
Open
Closed

Impact	Impact Rating
Low	1
Medium	2
High	3

Probability	Probability Rating
Low	1
Medium	2
High	3

Automated Fields

- **Initiative Code:** is derived from the "Work Package Level" table using **Work Package Code** as the mapping element

- **Project Phase:** is derived from the "Work Package Level" table using **Work Package Code** as the mapping element

- **Probability Rating & Impact Rating**: is identified through the mapping table mentioned in drop down lists

- **Risk Rating = Probability Rating** x **Impact Rating**

- **Risk ID:**
  "R" + "-" + **Risk Category** + "-" + Counter

Table 6: Project Issues

The purpose of this table is to input and track the status of the different Project Issues of the initiatives

Data Element	Input Format	Input Type	Drop Down List
Initiative Code	Text	Automated	-
Work Package Code	Text	Manual Input	Yes
Project Phase	Text	Automated	-
Issue ID	Text	Automated	-
Issue Category	Text	Manual Input	Yes
Issue Description	Text	Manual Input	-
Date Raised	Date	Manual Input	-
Severity	Text	Manual Input	Yes
Severity Index	Number	Automated	-
Expected Issue Closing Date	Date	Manual Input	-
Action Item Description	Text	Manual Input	-
Issue Owner	Text	Manual Input	Yes
Issue Status	Text	Manual Input	Yes
Issue Closure Date	Date	Manual Input	-

Drop Down Lists

- **Work Package Code** is linked to the "Work Package Level" Table. The drop-down list is comprised of the unique work packages within the work package table
- **Issue Owner** should be linked to a table with all company employees and departments. This list should always be up to date. A possible solution is an integration to any HR ERP platform to gain access to the list of employees

Issue Category	Code Mapping
Legal	01
Financial	02
Governance	03
Scope	04
Performance	05
Timeline	06
Strategy	07
Resource	08
External	09
Other	10

Issue Status
Open
Closed

Severity	Severity Rating
Low	1
Medium	2
High	3

Automated Fields

- **Initiative Code:** is derived from the "Work Package Level" table using **Work Package Code** as the mapping element

- **Project Phase:** is derived from the "Work Package Level" table using **Work Package Code** as the mapping element

- **Severity Rating**: is identified through the mapping table mentioned in drop down lists

- **Issue ID:**
  "I" + "-" + **Issue Category** + "-" + Counter

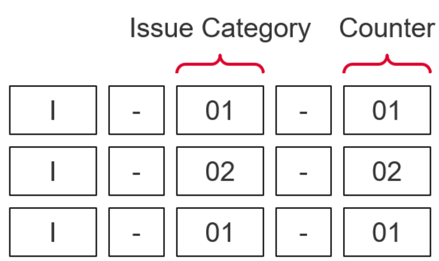


Table 7: Change Requests

The purpose of this table is to input and track the status of the different change requests of the initiatives

Data Element	Input Format	Input Type	Drop Down List
Initiative Code	Text	Automated	-
Change Request Type	Text	Manual Input	Yes
Change Request Description	Text	Manual Input	-
Change Request Open Date	Date	Manual Input	-
Change Request Deadline Date	Date	Manual Input	-
Change Request Closing Date	Date	Manual Input	-
Change Request Status	Text	Manual Input	Yes

Drop Down Lists

Change Request Type
Scope
Timeline
Payment Terms
Budget
Other

Change Request Status
Open
Closed

Table 8: Project Status Update

The purpose of this table is to input and track the status of the different status updates of the initiatives

Data Element	Input Format	Input Type	Drop Down List
Initiative Code	Text	Automated	-
Achievements	Text	Manual Input	-
Upcoming Plan	Text	Manual Input	-
Date of Report	Date	Manual Input	-

Questions

Question 1

What inhouse developed PMO tool projects have you worked on that are similar to our project?

Question 2

Given your understanding of the project, what problems or contingencies do you anticipate may arise when working on this project?