

## MODIFY ALLOCATION/ REALLOCATION

### A. How will PMs/POs navigate to resource allocation.

1. Log into MY.BUSINESSNEXT Portal using **Project Manager/US Project Manager/US Portfolio Manager** role.
2. Navigate to **Project** object homepage.
3. Access an existing Project created under '*Engagement/SDG Project*' layout
4. On Project 360, look for '*Resource*' tab and click on it to view '*Employee Allocation*' listing.

### B. How will PM/PO modify the existing allocation of its project resources?

1. By using either Project Manager, US Project Manager and US Portfolio Manager role, PM/PO will navigate to their project's details page aka Project 360.
2. On Project 360, navigate to Resource tab to view allocated resources' listing.

**BUSINESS NEXT**

Projects | Advanced

**Engagement/ SDG Projects** | + Create New | Print | Action Center | Classic | Related Links

PROJECT NAME: BizTech RMG Project 1 | PROJECT STATUS: Requirement Gathering | UAT RELEASE DATE: Not Specified | GO LIVE DATE: 31-12-2026 | PROJECT OWNERSHIP: Not Specified | MANAGER: Anubhav Gupta

Detail | Revenue | Revenue PO Payment | Modules | Work Units | Action Register | **Resource** | Portfolio Details | Timesheet | Requirement | Cases | POs And Payments

**Allocated Employee**

Related Employee Allocation | Add Resources | Refresh | Up Arrow

Employee	Engagement R...	Engagement C...	Team	Billable	Start D...	End Date	Allocated Hours	Allocated Days
Niharika Verma	Business Analyst	Pre-Engagement L.	Not Specified	Yes	06-01-2026...	26-01-2026...	39	15
Vivek Kumar	Associate Lead Ser...	Pre-Engagement L.	Global Operations	Yes	01-01-2026 ...	20-05-202...	400	100
Anubhav Gupta	Associate Lead Te...	Pre-Engagement L.	Global Operations	Yes	01-01-2026 ...	07-10-2026...	800	200

All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

Showing 1-3 Records

Members List (To be removed in 90 Days)

3. Each line item in the listing depicts the resources that are allocated in the relevant project.
4. Click on three dots icon available on the extreme left of each line item to view the dialog box.
5. Upon clicking on 3 dots, the following options will appear on the dialog box:
  - Edit
  - Delete

Allocated Employee

Related Employee Allocation

Q

Add Resources

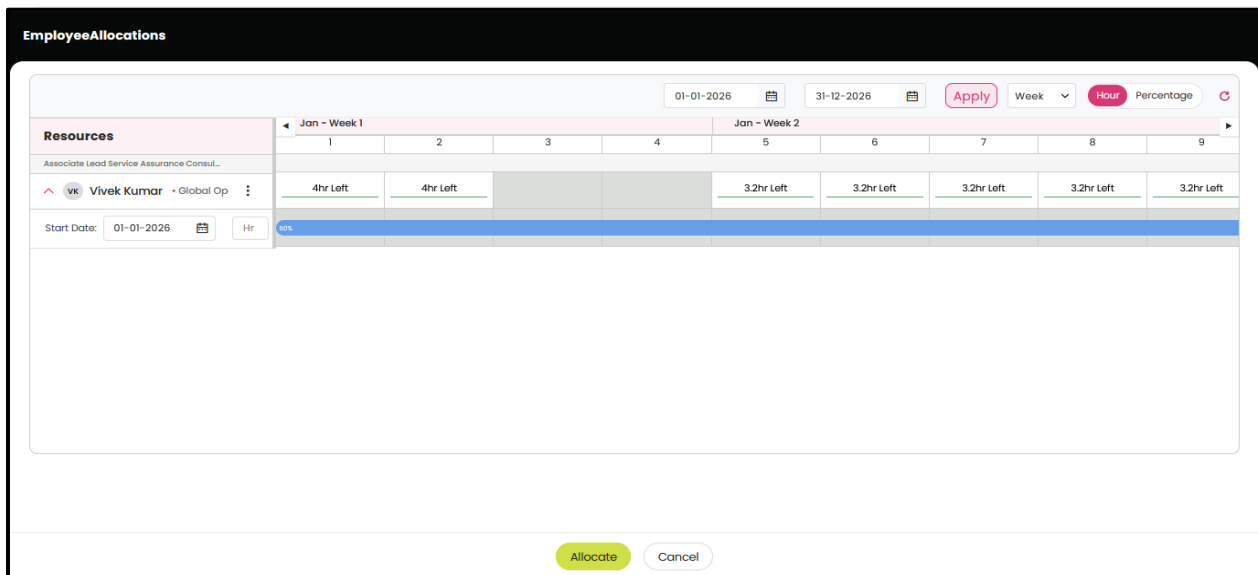
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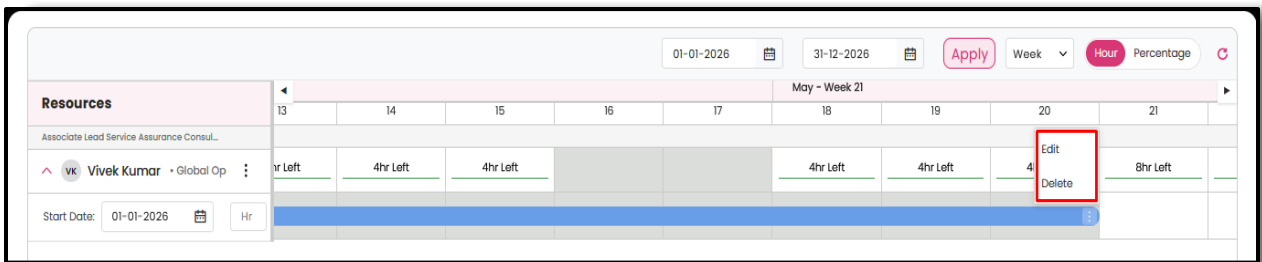
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Showing 1-3 Records

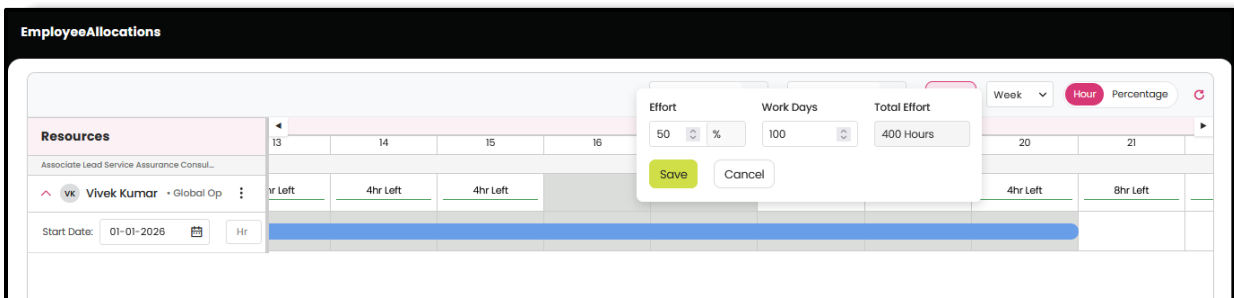
- Click on ‘**Modify Allocation**’ to edit a resource’s existing allocation.
- Once clicked, the PM/PO will be taken to the Gantt grid page where they set up allocation metrics for resources while assigning them to the project.



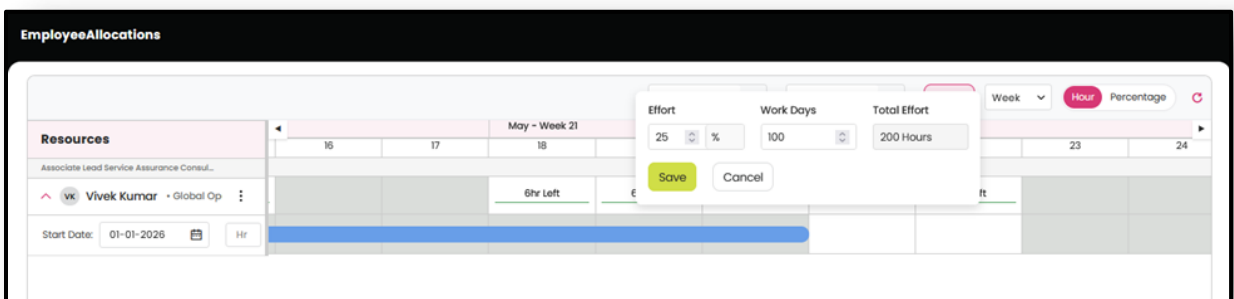
- To edit the exiting allocation, hover the pointer over the existing allocation bar to highlight the **three dots** option on the bar, click on the three dots to view the dialog box with further available actions:
  - Edit
  - Delete



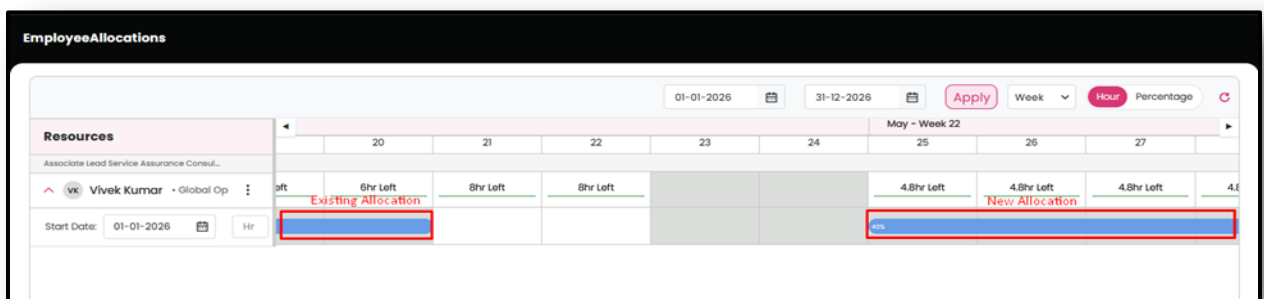
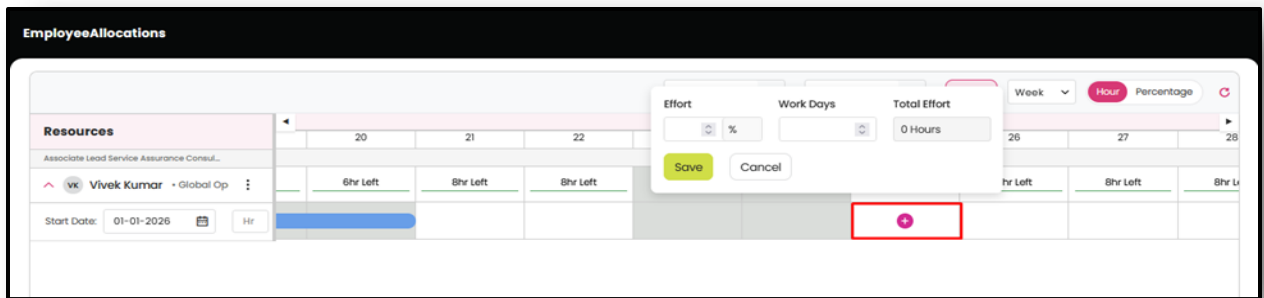
9. To delete the existing allocation and start fresh, select the **'Delete'** option. But if PM/PO would like to work on the existing bar, they may click on edit option. Once clicked, the floater pane will open to facilitate the editing of **'Effort'** & **'Workdays'** to provide updated **'Total Efforts'** and Gantt bar on the grid.



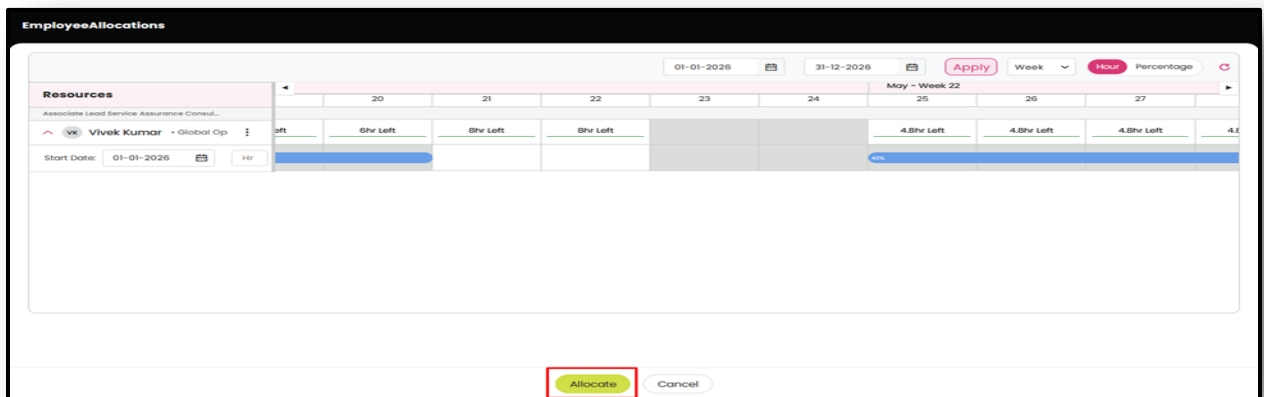
10. Click on save to Save to conclude the modifications on timeline and save again to close the modification screen.



11. In case PM/PO wishes to perform a split allocation i.e. two allocations of a resource in same project separated by an interval, they may do so by clicking the **'+'** available over the empty allocation box and then specifying **'Effort'** and **'Work Days'**.




12. Click on 'Allocate' button to save the modified allocation.



13. Once saved, PM/PO will be redirected to Project 360 where they can see the details of their resource's modified allocation.



MANAGER  
Anubhav Gupta

POs And Payments 

Q | Add Resources | ↺ | ^

Showing 1-3 Records