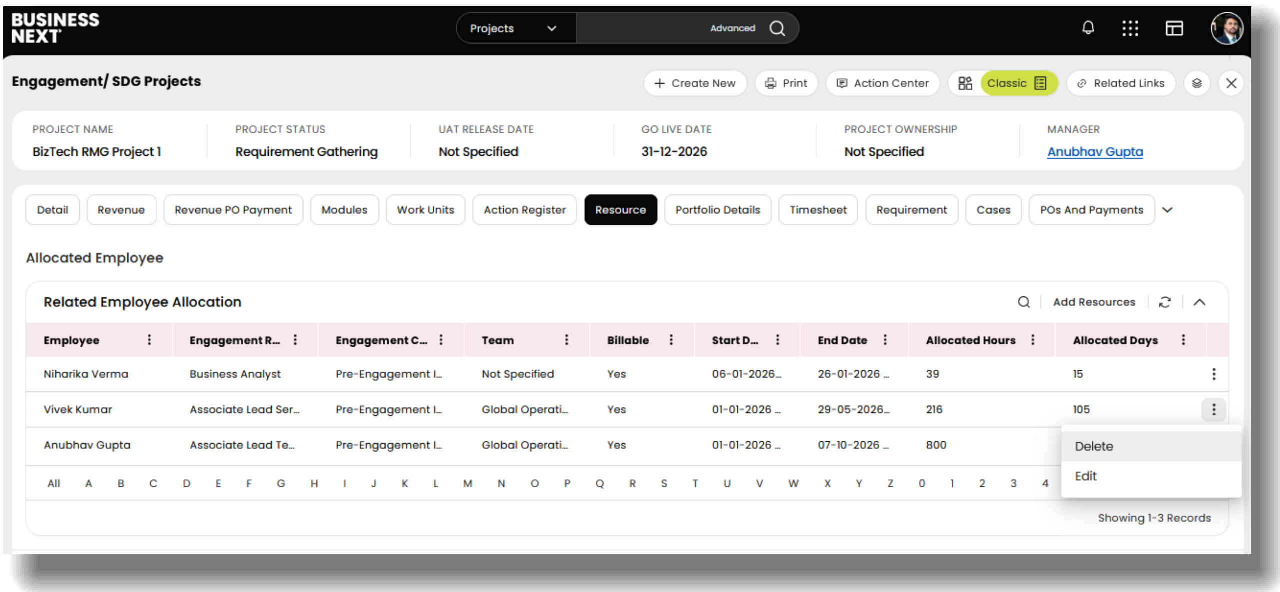
DELETE/ DE-ALLOCATION

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

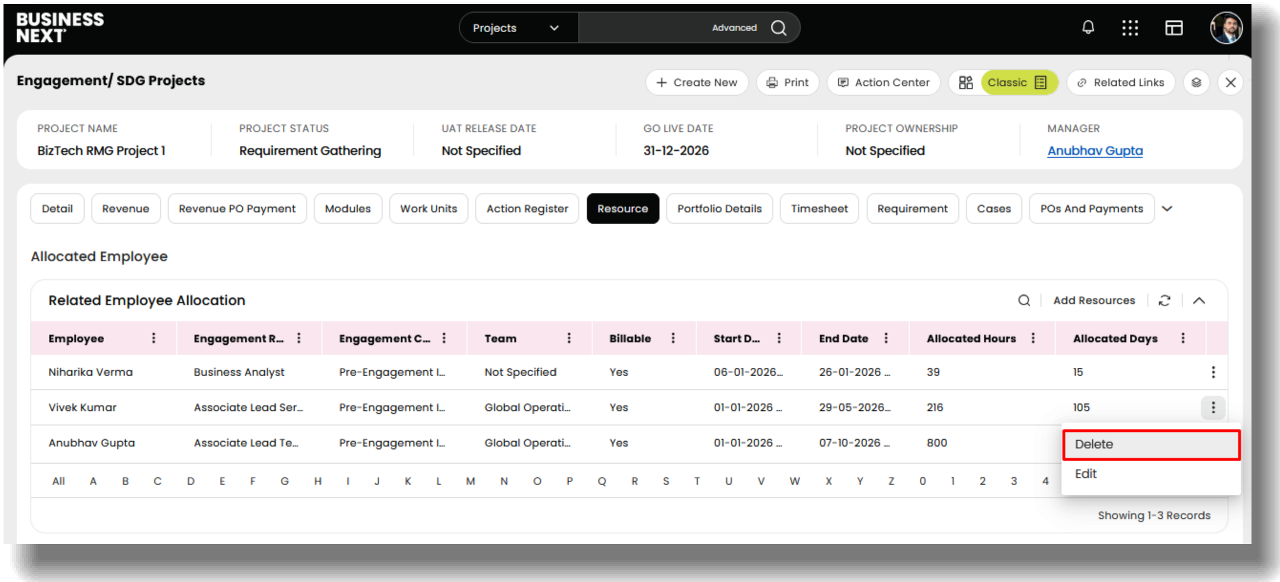
1. Log into MY.BUSINESSNEXT Portal using **Project Manager/US Project Manager/US Portfolio Manager** role.
2. Navigate to **Project** object homepage.
3. Access an existing Project created under '***Engagement/SDG Project***' layout
4. On Project 360, look for '***Resource***' tab and click on it to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

B. How will the PMs/POs be able to de-allocate or remove resources from their project?

1. They will hover the pointer over the 3 dots of the relevant resource to view the action dialog box**.**



2. Select the option of 'Delete' available in the dialog box and click on it to remove the resource from the project**.**



3. This will de-allocate the resource from the relevant project.