

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.

BUSINESS NEXT

Projects | Advanced

Engagement/ SDG Projects

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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

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 Operati...	Yes	01-01-2026 ...	29-05-2026...	216	105
Anubhav Gupta	Associate Lead Te...	Pre-Engagement L...	Global Operati...	Yes	01-01-2026 ...	07-10-2026 ...	800	

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

Showing 1-3 Records

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.

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