

PCP - How to ... prepare a site take-over (by you from others)

You are about to take over a site from another project group and would like to use the Present-Comment Process (PCP) Feature of the pmodbase application.

This help page assumes that the other party is not using pmodbase and but you would like to collect your observations in pmodbase and trace their resolution until any issues or problems on the site are resolved.

In this case, the other project group would be the Presenting Group, and you the Commenting Group in the PCP. The procedure is very similar to the one explained in How to ... prepare a site hand-over (from you to others): You need to create a PCP Subject for the site and then release it; in this case not to another group but to your own group.

The difference is that you will act on behalf of the other project group during the initial preparation of the PCP. The principal procedure is as follows:

- Prepare a proxy PCP Category with the commenting group also being the presenting group, and yourself as owner for both the commenting and the presenting group, for example like this:

List of All PCP Categories

[ID]	Category Label/Description	Presenting Project Group	Commenting Project Group	Action
[1]	Take-Over Site from CIV by SYS	CIV	SYS	<input type="button" value="Q"/> / <input type="button" value="-"/> <input type="button" value="+"/>
[2]	Take-Over Site from CIV by SYS (Proxy)	SYS	SYS	<input type="button" value="Q"/> / <input type="button" value="-"/> <input type="button" value="+"/>
Proxy for PCP Category [1] - to be used for creation of PCP Subject only, after release, owner should change PCP Category to [1].				

- Create a PCP Subject using the proxy PCP Category (here: [2]).
 - Release the PCP Subject to the commenting party (i.e. to yourself).
 - Enter your observations, issues, comments as applicable.
 - Release the PCP Subject to the presenting party.
 - Before making any other changes, change the PCP Category to the original PCP Category ([1]) so the other party has access to it: Change the PCP Category to [1] and clear the fields Presenting Project Group (by selecting Use PCP Category Default), as well as Owner (Presenting Group), and Deputy (Presenting Group) such that the defaults from the selected PCP Category are inserted when you save the changes.
 - Now you do not have any access to this PCP Subject anymore as it is in the PCP Step First Response, and it is now the turn of the other, the presenting project group, to prepare responses on your observations.
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