
PeopleSoft FSCM 9.2: PeopleSoft Program Management

December 2025

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Preface

Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

Hosted PeopleSoft Online Help

You can access the hosted PeopleSoft Online Help on the [Oracle Help Center](#). The hosted PeopleSoft Online Help is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support. The hosted PeopleSoft Online Help is available in English only.

To configure the context-sensitive help for your PeopleSoft applications to use the Oracle Help Center, see [Configuring Context-Sensitive Help Using the Hosted Online Help Website](#).

Locally Installed PeopleSoft Online Help

If you're setting up an on-premises PeopleSoft environment, and your organization has firewall restrictions that prevent you from using the hosted PeopleSoft Online Help, you can install the online help locally. Installable PeopleSoft Online Help is made available with selected PeopleSoft Update Images and with PeopleTools releases for on-premises installations, through the [Oracle Software Delivery Cloud](#).

Your installation documentation includes a chapter with instructions for how to install the online help for your business environment, and the documentation zip file may contain a README.txt file with additional installation instructions. See *PeopleSoft 9.2 Application Installation* for your database platform, "Installing PeopleSoft Online Help."

To configure the context-sensitive help for your PeopleSoft applications to use a locally installed online help website, see [Configuring Context-Sensitive Help Using a Locally Installed Online Help Website](#).

Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format on the [Oracle Help Center](#). The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has a different structure and it does not include the interactive navigation features that are available in the online help.

Common Help Documentation

Common help documentation contains information that applies to multiple applications. The two main types of common help are:

- Application Fundamentals

- Using PeopleSoft Applications

Most product families provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product family. Whether you are implementing a single application, some combination of applications within the product family, or the entire product family, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft applications.

Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

<i>Typographical Convention</i>	<i>Description</i>
Key+Key	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For Alt+W , hold down the Alt key while you press the W key.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ().
[] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

<i>Typographical Convention</i>	<i>Description</i>
⇒	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY_CD_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

Region and Industry Identifiers

Information that applies only to a specific region or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in the PeopleSoft Online Help:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in the PeopleSoft Online Help:

- USF (U.S. Federal)

- E&G (Education and Government)

Translations and Embedded Help

PeopleSoft 9.2 software applications include translated embedded help. With the 9.2 release, PeopleSoft aligns with the other Oracle applications by focusing our translation efforts on embedded help. We are not planning to translate our traditional online help and PeopleBooks documentation. Instead we offer very direct translated help at crucial spots within our application through our embedded help widgets. Additionally, we have a one-to-one mapping of application and help translations, meaning that the software and embedded help translation footprint is identical—something we were never able to accomplish in the past.

Using and Managing the PeopleSoft Online Help

Select About This Help in the left navigation panel on any page in the PeopleSoft Online Help to see information on the following topics:

- Using the PeopleSoft Online Help.
- Managing hosted Online Help.
- Managing locally installed PeopleSoft Online Help.

PeopleSoft FSCM Related Links

[Oracle Help Center](#)

[Hosted Online Help](#)

[PeopleSoft Information Portal](#)

[My Oracle Support](#)

Financial and Supply Chain Management information for Search Framework search engine can be found in PeopleSoft Application Fundamentals documentation. For application specific information, see the “Understanding Keyword Search within Components” (Application Fundamentals) topic.

[PeopleSoft Training from Oracle University](#)

[PeopleSoft Video Feature Overviews on YouTube](#)

[PeopleSoft Business Process Maps \(Microsoft Visio format\)](#)

[PeopleSoft Spotlight Series](#)

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Please include the applications update image or PeopleTools release that you're using.

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Getting Started with PeopleSoft Program Management

PeopleSoft Program Management Overview

Large enterprises and project-based organizations have long recognized the value of leveraging project management techniques and knowledge across multiple projects. PeopleSoft Program Management enables program and project managers to plan and manage complex programs and projects across an organization by applying common standards and procedures, providing sophisticated tools and analyses, and integrating critical program and project information with other PeopleSoft applications, as well as non-PeopleSoft applications. PeopleSoft Program Management provides the tools for an organization to efficiently conduct the process of managing programs and projects from their inception to their closure.

The main functional areas of PeopleSoft Program Management include:

- Program management.
- Project planning and estimating.
- Project collaboration.
- Services forecasting.
- Modeling and analysis.

Program Management

A program is an initiative that is composed of one or more projects. Usually a theme is associated with a program, and all the projects that are within a program support that theme. You establish a tree, which is referred to as an enterprise program tree, to define the hierarchical relationship of a business unit's programs and their associated projects.

The data for all projects that are within a program are summarized at the program level, enabling program managers to quickly and easily assess how well a program is progressing.

Project Planning and Estimating

Project planning and estimating are the building blocks of successful project management. In PeopleSoft Program Management, project managers are provided with the tools to easily copy a project template, list activities, relate activities, build a work breakdown structure, schedule activities, assign resources, and estimate project costs. These capabilities enable the organization to harness and organize the project plan data that exists in users' desktop project scheduling tool files. With PeopleSoft Program Management, project plan data can be aggregated and fully integrated with a back-office project accounting system.

Project management features include:

- Scheduling activities, assigning resources, assessing project health, and tracking costs.
- Managing the life cycle of a project, from submission of a project request through project approval and execution to completion.
- Managing change and tracking issues to process any problems that arise and the changes that are required to resolve them.
- Creating and using project templates to standardize best practices.

Project Collaboration

Increased project collaboration has a direct relationship with project success. PeopleSoft Program Management incorporates several collaborative features such as issue management, change management, risk management, services forecasting, deliverables, and status reporting into the resource and project portfolio management business process.

Services Forecasting

Forecasts enable you to make better business decisions. With the Services Forecasting feature, you can forecast resource hours spent on a project or activity, compare them to budgeted hours, analyze and reestimate project costs, and review workforce utilization.

You also need to anticipate the supply and demand of resources versus new projects. Once you assign resources to tasks and begin tracking work efforts, you can use the Services Forecasting feature to compare your workforce's actual utilization to the forecast, predict workforce utilization, and determine the best course of action based on the organization's objectives.

Modeling and Analysis

The system enables you to analyze various aspects of programs, projects, and resources including:

- Comparison of budgeted costs to actual amounts.
- Resource usage.
- Earned value.
- Estimate to complete variance.
- Resource utilization.

PeopleSoft Program Management Business Processes

PeopleSoft Program Management supports the main business process of resource and project portfolio management. PeopleSoft Program Management is not a standalone application, as it leverages the functionality that is within PeopleSoft Resource Management, Project Costing, Expenses, and Project Portfolio Management to provide a fully integrated program management solution. PeopleSoft Program Management includes these business processes:

- Create and submit one or more versions of a project request.

- Route project requests to the parties who are responsible for operationally and financially authorizing the initiation of a project or program.
- Create bottoms-up business case justifications for a project or program.
- Create project.
 - Define the project scope and deliverables.
 - Define the tasks and work breakdown structure, schedule, dependencies, constraints, and milestones.
 - Establish a budget, if it's not predetermined.
 - Obtain the approval to begin project.
 - Define the resources.
- Assign resources to project.
 - Define the resource requirements.
 - Assign generic resources during planning phases.
 - Search for top candidates.
 - Create assignments from search results.
 - Directly assign specific resources.
- Manage project.
 - Review and analyze project deliverables, deliverable quality, schedule, milestones, activities, resources, and costs.
 - Manage status reporting.
 - Track and manage issues.
 - Track and manage changes.
 - Track and manage risks.
 - Review and forecast remaining work.
- Manage Programs
 - Organize projects into programs.
 - Create program budgets.
 - Track progress of all projects under a program and monitor program health.

- Forecast Services.
 - Obtain updated work effort forecasts at regular intervals.
 - Review and approve forecasts at the project manager, supervisor, or administrator level.
 - Anticipate future resource utilization and examine past utilization.
 - Apply standard rates to forecasts to calculate cost and revenue estimates.

PeopleSoft Program Management Integration Points

PeopleSoft Program Management integrates with these PeopleSoft applications:

- PeopleSoft Project Costing.

Creates project-related accounting entries that account for resource and activity costs.

- PeopleSoft Resource Management.

Provides detailed resource availability information and generates service orders and generic resource requests.

- PeopleSoft Project Portfolio Management.

Analyzes project request feasibility and costs; sends project request data to PeopleSoft Program Management.

- PeopleSoft Expenses.

Provides the forecast time data to analyze costs and revenue.

- PeopleSoft Maintenance Management.

Provides resource requirements for work orders; creates work orders based on resource requirements in PeopleSoft Program Management.

Because PeopleSoft Program Management shares information with other PeopleSoft and non-PeopleSoft applications to provide complete business processes, you should plan to work closely with the implementation teams that are responsible for installing and configuring the other applications to ensure that you obtain the full functionality and efficiency that the organization requires.

Integration considerations is discussed in the Program Management implementation topics. Integration with Microsoft Project is discussed in the *PeopleSoft Project Costing*.

Related Links

“Understanding Integration of PeopleSoft Project Costing with Microsoft Project” (PeopleSoft Project Costing)

PeopleSoft Program Management Implementation Tasks

PeopleSoft Setup Manager enables you to generate a list of setup tasks for an organization based on the features that you are implementing. The setup tasks include the components that you must set up, which are listed in the order in which you must enter data into the component tables, and links to the corresponding documentation.

Note: Implementing PeopleSoft Project Costing is a prerequisite for installing PeopleSoft Program Management.

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, data models, business process maps, and troubleshooting guidelines. A complete list of these resources appears in the preface with information about where to find the most current version of each.

For additional information about component interfaces and the PeopleSoft Setup Manager, see *PeopleTools: PeopleSoft Component Interfaces* and *PeopleTools: PeopleSoft Setup Manager*.

Related Links

“Understanding the PeopleSoft Project Costing Operational Structure” (PeopleSoft Project Costing)

Related Product Documentation

The *PeopleSoft Program Management* documentation provides you with implementation and processing information for your PeopleSoft Program Management system. However, additional, essential information describing the setup and design of your system resides in companion documentation. The companion documentation consists of important topics that apply to many or all PeopleSoft Enterprise applications across the Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management product lines. You should be familiar with the contents of this documentation.

The following companion documentation applies specifically to PeopleSoft Program Management:

- *PeopleSoft Application Fundamentals*
- *Setting Up PeopleSoft Global Options and Reports*
- *PeopleSoft Project Costing*
- *PeopleSoft Resource Management*

Chapter 2

Navigating in PeopleSoft Program Management

Navigating in PeopleSoft Program Management

PeopleSoft Program Management provides custom navigation pages that contain groupings of folders that support a specific business process, task, or user role.

Note: In addition to the PeopleSoft Program Management custom navigation pages, PeopleSoft provides menu navigation and standard navigation pages.

For additional information see *PeopleTools: PeopleSoft Applications User's Guide*

Pages Used to Navigate in PeopleSoft Program Management

This table lists the custom navigation pages that you use to navigate in PeopleSoft Program Management:

Page Name	Navigation	Usage
Program Management Center	Program Management > Program Management Center	Access primary Program Management menu options and activities.
Configuration	Click the Configuration link on the Program Management Center page.	Access options for configuring Program Management.
Activity Options	Click the Activity Options link on the Configuration page.	Set up activity types, activity status, activity type status paths, and quality types.
Common Definitions	Click the Common Definitions link on the Configuration page.	Set up interest types, period calculation factors, transaction codes, transaction types, report summarization options, the SQR report configuration, utilization definitions, and forecasting options.
General Options	Click the General Options link on the Configuration page.	Set up the organization hierarchy, accounting rules, transaction summary templates, change control templates, asset profiles, issue priorities, issue status, issue types, budget items, categories, application areas, applications, risk types, release types, and root cause areas.

Page Name	Navigation	Usage
Installation and Business Unit	Click the Installation and Business Unit link on the Configuration page.	Set up project costing business units, project costing options, program management options, project costing integration options, project costing installation options, program management installation options, and general installation options.
Pricing Structure	Click the Pricing Structure link on the Configuration page.	Set up rate sets, rates by employee, rates by job code, and rates by role.
Project Options	Click the Project Options link on the Configuration page.	Set up status report reminders, integration templates, project types, status types, project type status paths, project roles, phase types, events, and status report frequencies.
Project Request Options	Click the Project Request Options link on the Configuration page.	Set up initiative types, project request priorities, general preferences, and project request privileges.
Project Security	Click the Project Security link on the Configuration page.	Set up security profiles, security options, and row level security.
Transaction Options	Click the Transaction Options link on the Configuration page.	Set up analysis types, analysis groups, source types, source groups, categories, subcategories, and transaction identifiers. Relate source types to categories, and relate categories to subcategories.
Forecasting	Click the Forecasting link on the Program Management Center page.	Enter forecast time, review forecast time, review forecasts by project and by supervisor, establish forecast control, administer forecast cache for performance, populate time, send forecast email reminders, refresh capacity and utilization data, and load third party forecasts.
Maintain Preferences	Click the Maintain Preferences link on the Program Management Center page.	Modify and view user preferences for managing projects.
My Projects	Click the My Projects link on the Program Management Center page.	Create a personalized list of projects.
Program Budgeting	Click the Program Budgeting link on the Program Management Center page.	Create and modify program plans and details. Analyze program budget and project request data.

Page Name	Navigation	Usage
Program Tools	Click the Program Tools link on the Program Management Center page.	Review programs, assign projects and programs to an enterprise program tree, view master resource schedule, calculate health, roll up project and program start and end dates, load estimate to complete amounts, and refresh the enforce team by pool cache table.
Project and Activity	Click the Project and Activity link on the Program Management Center page.	Create, modify, and view project and activity information.
Activity Definitions	Click the Activity Definitions link on the Project and Activity page.	Create, modify, and view project activities, activity general information, activity status, and activity resources.
Project Definitions	Click the Project Definitions link on the Project and Activity page.	Create, modify, and view project, project general information, project status, project resources, and the project estimate summary. Manage generic resources, transfer assignments, and assign project resource pools.
Project Management	Click the Project Management link on the Program Management Center page.	Access the Manager Workbench and Resource Workbench. Add, modify, and view project deliverables, issues, risks, and status reports. Review cost, billing, and shared transactions, and the change control monitor.
Project Requests	Click the Project Requests link on the Program Management Center page.	Create, modify, or view project request, and process currency conversions.
Reports and Analysis	Click the Reports and Analysis link on the Program Management Center page.	Review program management data using reports and interactive reports.
Interactive Reports	Click the Interactive Reports link on the Reports and Analysis page.	View program management interactive reports for earned value, earned value projection, actual and forecast, percent complete history, forecast to complete, utilization, resource list, change control, manager transaction review, and flexible analysis.
Reports	Click the Reports link on the Reports and Analysis page.	View program management reports for issues by assigned to, issues by priority, issues by type, issues by status, issues by project/activity, issue details, forecast labor cost variance, forecast labor revenue, and review program report.

Page Name	Navigation	Usage
Third Party Integration	Click the Third Party Integration link on the Program Management Center page.	Create and modify projects from Microsoft Project, update Microsoft Project with project data, manage the Microsoft Project integration details, and administer Microsoft integrators.

This table lists the custom navigation pages that you use to navigate to key areas for entering and viewing employee and project team member information:

Page Name	Navigation	Usage
Employee Project Center	Employee Self-Service > Employee Project Center	Access key areas for entering and viewing project team member information.
Expenses	Click the Expenses link on the Employee Project Center page.	Create or view expense data and maintain your expense profile.
Program and Project Tools	Click the Program and Project Tools link on the Employee Project Center page.	Create, modify, or view project issues and risks, and modify or request projects.
Project Progress	Click the Project Progress link on the Employee Project Center page.	Modify or view the status of projects and deliverables, and view a summary of status reports, issues, or deliverables that are assigned to you.
Resource Information	Click the Resource Information link on the Employee Project Center page.	Search for assignments, view your schedule, and maintain your resource profile.
Time	Click the Time link on the Employee Project Center page.	Create or view actual and forecast time data.

Chapter 3

Integrating with Other Applications

Integration with PeopleSoft Project Portfolio Management

This topic provides an overview of integration with PeopleSoft Project Portfolio Management and discusses:

- [Setting Up PeopleSoft Integration Broker](#).
- [Activating Relevant Application Messages](#).

Note: If you are not implementing PeopleSoft Project Costing, you do not need to read this topic.

Understanding Integration with PeopleSoft Project Portfolio Management

PeopleSoft Project Portfolio Management resides in the PeopleSoft Performance Measurement (EPM) database and is not required for implementing PeopleSoft Program Management. However, if you install PeopleSoft Project Portfolio Management, project requests must originate from the EPM database. The system uses application messaging to receive project request information from the EPM database. The system publishes project requests as XML messages. The main source records for project request data are:

- BC_PROJ_REQUEST
- BC_COST_EST
- PGM_RELEASE
- PGM_CATEGORY
- PGM_APPLAREA
- PGM_APPLICATION

PeopleSoft Project Portfolio Management performs these functions when it integrates with PeopleSoft Program Management:

- Creates project requests and a high-level business case for the request.
- Summarizes details for the business case.
- Submits project requests for approval.

When PeopleSoft Program Management is installed, if you click a link to the project request component pages in the PeopleSoft Program Management application, the system transfers you from the PeopleSoft Financials database to the Project Request page in the EPM database.

The URL ID for the EPM database is delivered as system data. To modify it, access **PeopleTools > Utilities > Administration > URLs** and update the URL for the EPM_INTERFACE URL identifier.

You need to set up single sign-on for a seamless link between the applications; otherwise, the system requires that you sign on to the EPM database before it displays the Project Request page.

See "Setting up Digital Certificates and Single Signon" in *PeopleTools: Security Administration*.

PeopleSoft Integration Broker

The system uses enterprise integration points (EIPs), also known as data publish and subscribe, across applications. EIPs simplify cross-product integration and automate data transport by providing a predefined structure of the data message among involved parties. You must use PeopleSoft Integration Broker to set up messages.

You should read the following documentation:

- *PeopleTools: PeopleSoft Integration Broker*, "Understanding PeopleSoft Integration Broker".
- *PeopleTools: PeopleCode Developer's Guide*, "working With File Attachments," Understanding File Attachment Architecture.

Setting Up PeopleSoft Integration Broker

To set up and use the Integration Broker Gateway:

1. Read *PeopleTools: PeopleSoft Integration Broker*, "Understanding PeopleSoft Integration Broker".
2. Review the *PeopleTools: PeopleSoft Integration Broker*, topics to learn how to set up the Integration Broker Gateway.
3. Point the Integration Broker Gateway to the PeopleSoft EPM and Financials databases following the instructions that are in the *PeopleTools: PeopleSoft Integration Broker*.
4. Install any additional files that are required by the instructions.

Activating Relevant Application Messages

To activate application messages:

1. Review *PeopleTools: PeopleSoft Integration Broker Administration*, and read the topic about "Understanding Setting Up PeopleSoft Integration Broker."
2. Application messages are initially delivered with an inactive status.

For the EPM database to share information with the Financials database, you must activate the appropriate application messages in both databases.

Activate this application message:

Application Message Name	Direction	Remarks
PPK_PROJECT_DETAILS	<p>PeopleSoft Project Portfolio Management to PeopleSoft Program Management.</p> <p>PeopleSoft Program Management to PeopleSoft Project Portfolio Management.</p>	<p>PeopleSoft Project Portfolio Management sends project request information to PeopleSoft Program Management.</p> <p>PeopleSoft Program Management sends project request information to PeopleSoft Project Portfolio Management.</p>

Integration with PeopleSoft Project Costing

PeopleSoft Project Costing is a prerequisite for implementing PeopleSoft Program Management and performs these functions:

- Collects time and cost data from these PeopleSoft applications: Purchasing, Time and Labor, Expenses, and Payables.
- Feeds cost data to the appropriate applications for analysis.

Integration with PeopleSoft Resource Management

PeopleSoft Resource Management is not required for implementing PeopleSoft Program Management. When integrated with the program management system, PeopleSoft Resource Management enables project managers to:

- Search for qualified candidates to fulfill resource requirements.
- Assign and schedule resources.
- Create service orders to fulfill requirements for a project team.

To schedule labor resources for projects, access the Resources page and select the *Committed* status for the *Resource Status* field for that resource.

If the dates of the resource conflict with an existing calendar entry, the system displays a message and you can either remove the resource from the Resources page or override the conflict and book the resource.

Resources are booked in PeopleSoft Resource Management based on the resource availability dates that are on the Resource Detail page. The Resource Detail page allows the resource to be scheduled for multiple discontinuous date ranges.

Related Links

“Understanding Integration with PeopleSoft Program Management” (PeopleSoft Resource Management)

Integration with Microsoft Project

In PeopleSoft Program Management, you can:

- Import projects from Microsoft Project.
- Send and receive project data that you created in Microsoft Project.
- Load resources into PeopleSoft Program Management that you created in Microsoft Project
- Enable Microsoft Project to send email notifications about task status changes.

Integration with Microsoft Project is discussed in the PeopleSoft Project Costing subject.

See “Understanding Integration of PeopleSoft Project Costing with Microsoft Project” (PeopleSoft Project Costing)

Chapter 4

Setting Up PeopleSoft Program Management Business Units

Understanding PeopleSoft Program Management Setup

PeopleSoft Program Management uses project business units that you set up in the Project Costing Business Unit Definition component (PC_BU_DEFN) when you implement PeopleSoft Project Costing. You can establish default values for PeopleSoft Program Management for each of the project business units. The default values appear on new projects that you create for the business unit. You can overwrite many of the business unit default values at the project and activity levels.

Understanding Project Charging Levels

This topic provides overviews of project charging levels, the project charging level effect on PeopleSoft applications, and time report charging levels.

Project Charging Levels

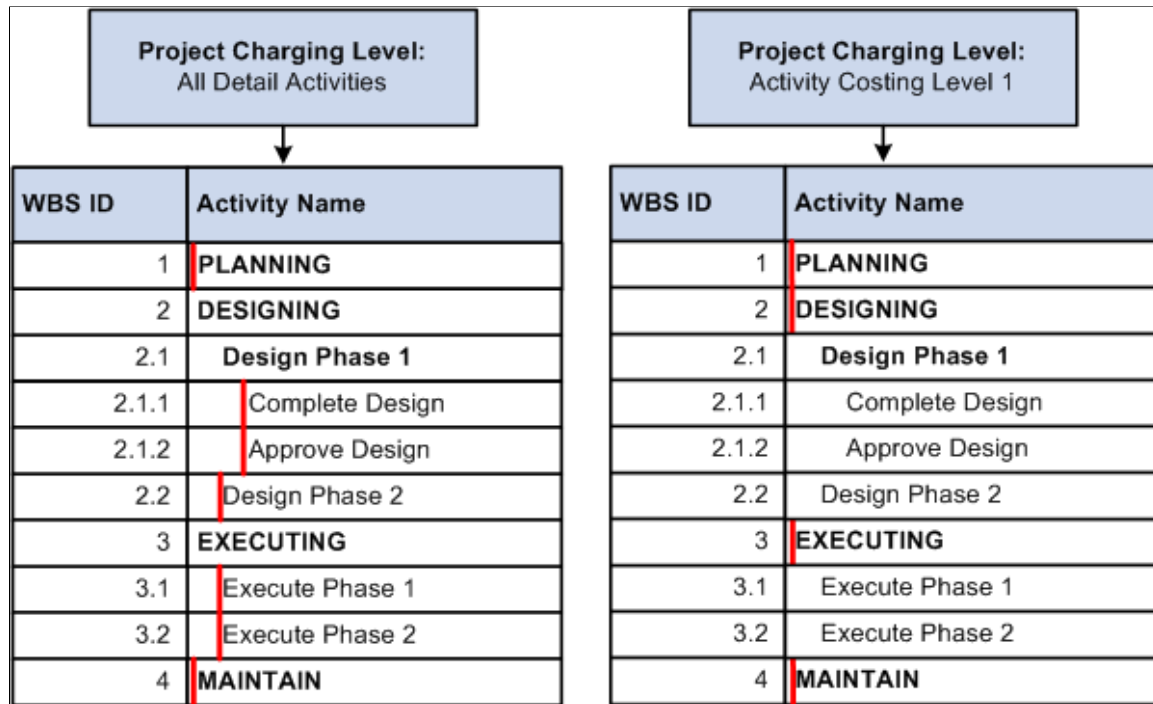
Managing projects involves planning and managing activity work breakdown structures (WBSs) to ensure the successful, timely completion of projects. Project accounting involves tracking project costs against the cost breakdown structure, which is represented by project ChartFields. The level of WBS detail that you use for planning and managing projects might not be the appropriate level for tracking project costs. For example, the project manager might want to plan and track the progress of detailed activities; however, the project accountant might want to track and record costs at an aggregate level.

In PeopleSoft Program Management, you can use different levels of the WBS for project management and accounting by defining the WBS level at which you want to track project budgets, forecasts, and costs. You can specify a project charging level of WBS level 1, level 2, or level 3, and the system restricts charges to summary and detail activities that are in the specified level. You can also specify a project charging level of all detail activities, in which case you can capture costs on detail activities, but not on summary activities—regardless of an activity's WBS level. You can set up a default WBS level by business unit, which users can override when they create projects. WBS levels are defined on the Project Costing Options page.

You can modify a project's charging level from all detail activities to WBS level 1, 2, or 3 for projects that are in a pending processing status. If you change the project charging level to a WBS level, and you previously entered budget transactions against a detail activity that is no longer in the specified charging level, an error message appears, indicating that budget details exist for activities that are outside the project charging level. You cannot finalize a budget plan that has budget transactions for activities that are outside the project charging level.

This diagram illustrates the activities that are available for charging based on the project charging level. In each example, the red vertical bars align with the activities to which you charge:

These two diagrams provide examples of charging at the activity level one and at the activity detail level.



Project Charging Level Effect on PeopleSoft Applications

This table lists PeopleSoft Project Costing pages and processes that are affected by the project charging level:

<i>PeopleSoft Project Costing Pages</i>	<i>Project Charging Level Impact</i>
Budget Plan	You can finalize a budget when all summary budget amounts are distributed to budget items and periods for activities that are in the project charging level.

PeopleSoft Project Costing Pages	Project Charging Level Impact
Budget Details	<p>You can create budget entries and distribute project estimates only to activities that are in the project charging level. Activities down to and including the specified charging level are available for selection on this page.</p> <p>When you use the Get Plan feature to create budget details based on activity resources, if resource assignments exist on activities that are in a lower WBS level than the project charging level (a level in the WBS hierarchy that is more indented (deeper) than the current level), the system rolls the resource costs up to the project charging level for project budgets.</p> <p>You cannot create budget details for resources that are assigned to activities that are in a higher WBS level than the project charging level.</p>
Budget vs. Actual	Only activities that are in the project charging level appear on this page for you to evaluate.
Create Project from Microsoft	You can select the project charging level and time report charging level for new projects that you create from Microsoft Project.
Microsoft Integration Options	You can select an option to import the entire detailed WBS for a project from Microsoft Project or import the WBS that contains only the project charging level activities.
Microsoft Integration Options and Project Activities	<p>The project charging level controls when you can indent or outdent an activity to a different WBS level. You can move activities out of the project charging level to different WBS levels if no transaction rows exist for the activities in these tables:</p> <ul style="list-style-type: none"> • Project Transactions Summary (PC_ACTIVITY_SUM) • Transactions Interface (INTFC_PROJ_RES) • Project Activity Team Member (PROJ_ACT_TEAM) • Project Costing Assets (PC_AM_PROJ_DEFN) • Project Budget Items (PC_BUD_ITEM) • Contract Line Project Details (CA_DETAIL_PROJ) • Forecast Time Detail (FC_TIME_DTL)
Project Costing Definition and Project Costing Options	You determine the number of WBS levels on the Project Costing Options page. You cannot enforce the expense time report security using activity resource pools if the project charging level is set to an activity costing level.

The project charging level also affects project integration with other PeopleSoft applications. For example:

- Charging level options for time reports determine whether PeopleSoft Expenses records and sends time report data for all detailed activities, or only for costing activities, to PeopleSoft Project Costing.
- Microsoft Project integration options determine whether PeopleSoft software imports the detail WBS, or whether PeopleSoft software imports a partial WBS that includes only tasks up to the costing level.

For example, the WBS that you use in Microsoft Project to plan the project might be elaborate, such as five or six levels deep. For costing purposes, however, you can specify WBS level 2 as the project charging level. If you select the **Include only costing level WBS** option on the Microsoft Integration Options page, the integration process imports only activities at WBS levels 1 and 2.

Time Report Charging Levels

If you use PeopleSoft Expenses, you can enter time reports for all detail activities, or specify the level of activities on the work breakdown structure (WBS) for which you want to capture time against a project. The level at which you capture costs for a project can be different from the level at which you report time in PeopleSoft Expenses.

This table lists the functionality for different combinations of project charging-level options and time-report charging-level options:

<i>Project Charging Level Option</i>	<i>Time-Report Charging Level Option</i>	<i>Functionality</i>
All Detail Activities	All Detail Activities	<p>Select a project charging level of <i>All Detail Activities</i> to enter transactions on all detail activities (nonsummary), regardless of the WBS level of the activity.</p> <p>When you select this project charging level, the system selects a time-report charging level of <i>All Detail Activities</i>, and time report transactions are recorded in PeopleSoft Expenses and sent to PeopleSoft Project Costing at the detail activity level.</p>

<i>Project Charging Level Option</i>	<i>Time-Report Charging Level Option</i>	<i>Functionality</i>
Activity Costing Level	All Detail Activities	<p>If you capture activity costs at the project charging level and enter time reports for all detail activities:</p> <ul style="list-style-type: none"> • PeopleSoft Expenses records time report transactions for any detail activity. • During the PeopleSoft Expenses integration, the system summarizes detail transactions to the project charging-level parent activity, and sends the data to the Project Transaction table (PROJ_RESOURCE). • The Project Transaction table retains the original detail activity ID from the time report as a nonkey attribute. <hr/> <p>Note: The system calculates the amount of actual work completed from detail activities that reside in the Project Transactions table and displays the information on the Resources by Activity page. Even if you capture costs at the project charging level, the Project Transactions table retains the time report activity detail that you enter at the detail level.</p>
Activity Costing Level	Activity Costing Level <hr/> <p>Note: You select this time report charging option by deselecting the All Detail Activities check box in the Charging Level for Time Report group box.</p> <hr/>	<p>Select a project charging level of <i>Activity Costing Level</i> to restrict project charging to one specified level of the WBS—level 1, 2, or 3.</p> <p>Select a time report charging level of <i>Activity Costing Level</i> to charge time only to summary and detail activities that reside in the specified project charging level.</p> <hr/> <p>Note: If you charge time reports only at the project charging level, the Project Transactions table will not contain the time report activity detail. Therefore, the actual work calculation for detail activities that are at a lower WBS level than the project charging level are not available on the Resources by Activity page.</p>

Establishing PeopleSoft Program Management Business Unit Options

To set up business unit options, use the Program Management Options component (PGM_BUS_UNIT_OPT).

Pages Used to Establish PeopleSoft Program Management Business Unit Options

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Program Management Options Page</u>	PGM_PROG_MGMT_OPT	Define business unit options. You can specify program management options, designate the enterprise program tree, and establish various default settings for specific business units.
<u>Health Options Page</u>	PGM_BU_HLTH_OPT	Specify default project health options.

Program Management Options Page

Use the Program Management Options page (PGM_PROG_MGMT_OPT) to define business unit options. You can specify program management options, designate the enterprise program tree, and establish various default settings for specific business units.

Navigation:

Set Up Financials/Supply Chain > Business Unit Related > Program Management > Setup PGM BU Options > Program Management Options

This example illustrates the fields and controls on the Program Management Options page.

The screenshot shows the 'Program Management Options' page with the following sections and controls:

- Enterprise Program Tree:** Tree Name (PROJECTS_US004), Calendar ID (01), Description (Monthly).
- Project Request:** Calendar ID (01), Description (Monthly).
- Change Control Template:** Template (CHANGETEMPLAT), Add or Modify Templates button.
- Scheduling Default:**
 - Activity Date Cascade Calculations: Manual, Delay Calculations Until Save (selected), Realtime Calculations.
 - *Hours per Day: 8 MHR.
 - *Schedule Method: Fixed Units.
 - *Project Calculation Method: End Date.
 - *Activity Calculation Method: End Date.
 - *Project Calendar: 01, Standard Business Calendar.
- Forecast Capture:**
 - Automatic Forecast Approval (checked).
 - Forecast Level: Project/Activity.
 - Standard Rate: Role.
- Project Charging Level:**
 - All Detail Activities (selected).
 - Activity Costing Level: 1.
 - Charging Level for Time Report (button).
 - All Detail Activities (checked).
- Rates:**
 - Restrict Rate Types (unchecked).
 - Default Rate Types: Please select a default Rate Type for each of the following:
 - Named Resource: *Bill (Override Rate), Rate Name, *Cost (Override Rate), Rate Name.
 - Generic Resource: *Bill (Override Rate), *Cost (Override Rate).

Enterprise Program Tree

The system uses the enterprise program tree to establish the relationships among all programs and projects that are within the business unit. You do not need to create and maintain enterprise program trees if the organization does not need to create a hierarchy of programs and detail projects for analysis and organization. However, if you want to take full advantage of the ability of PeopleSoft Program Management to create programs as umbrellas for detailed projects and other programs for the purposes of management, reporting, and analysis, you must maintain at least the programs and projects that you want to be able to analyze in the tree. Although you are not required to do so, you should enter and maintain all projects and programs in an enterprise program tree for maximum control, organizational clarity, and reporting sophistication with respect to the projects and programs.

Field or Control	Description
Tree Name	Select an enterprise tree or enter the name of a new tree, and click the Initialize Enterprise Tree button. This is the enterprise tree that is associated with the selected business unit.
Initialize Enterprise Tree	Click to create a new enterprise program tree for the business unit. You must enter the name of the new tree in the Tree Name field before you can initialize the tree.

See [Establishing and Maintaining Enterprise Program Trees](#).

Project Request

<i>Field or Control</i>	<i>Description</i>
Calendar ID	<p>Select the calendar to use for project requests that are within the selected business unit. This calendar determines the periods and years into which users can enter project request costs and benefits. The calendar that you specify should contain entries for years as far into the future as you anticipate that users will forecast benefits and returns on any given request. For instance, if the organization intends to use project requests to approve capital requests for large-scale assets such as land and buildings, you are likely to need 30 or more future years' worth of entries set up in the calendar that you specify.</p> <hr/> <p>Note: Avoid using daily detail calendars for project requests because such calendars result in many rows of data. Instead, use monthly calendars (preferred), or if you need more details for budgeting purposes, use weekly calendars.</p> <hr/>

Change Control Template

<i>Field or Control</i>	<i>Description</i>
Template	Select a template that defines the default change control settings for projects and activities that are created within the selected business unit.
Add or Modify Templates	<p>Click to access the Change Control Template Page, on which you can specify change control attributes for projects, activities, transactions, budget plans, resources, and estimates to complete.</p> <p>See Understanding Change Control Management</p>

Scheduling Default

Select an Activity Date Cascade Calculations option to determine how the system rolls up start and end dates on summary activities.

<i>Field or Control</i>	<i>Description</i>
Manual	Select to manually enter the start date, end date, and duration for projects on the Project General page and for activities on the Project Activities page. The system does not perform any date calculation.
Delay Calculations Until Save	<p>Select to have the system roll up activity start and end dates to summary activities at save time.</p> <p>This is the default option in PeopleSoft Program Management.</p>
Realtime Calculations	<p>Select to have the system roll up activity start and end dates to summary activities as soon as you change the detail activity dates.</p> <hr/> <p>Note: For optimal performance, do not select this option if you have large work breakdown structures, such as those with greater than 100 activities and four levels.</p> <hr/>
Hours per Day	Enter the number of hours that define a work day for this business unit. The system uses this field to calculate the duration in days.

Field or Control	Description
Schedule Method	<p>Select the default method for calculating schedules in the business unit. The scheduling method determines what element of a project schedule remains constant when one of the three scheduling variables (work, duration, or units) changes.</p> <p>Select one of these scheduling methods:</p> <ul style="list-style-type: none"> • <i>Fixed Duration:</i> When a schedule is calculated or recalculated, the variable that remains constant is the total amount of time in which assigned labor resources must complete an activity. <p>You should not select this option if you select <i>Duration</i> in the Project Calculation Method or Activity Calculation Method field.</p> <ul style="list-style-type: none"> • <i>Fixed Units:</i> When a schedule is calculated or recalculated, the variable that remains constant is the number of labor resource units that are assigned to an activity. • <i>Fixed Work:</i> When a schedule is calculated or recalculated, the variable that remains constant is the total amount of work, measured in hours or days, that assigned labor resources require to complete an activity.
Project Calculation Method and Activity Calculation Method	<p>Select the default method for calculating schedules at the project and activity levels. Select one of these methods:</p> <ul style="list-style-type: none"> • <i>Duration:</i> The duration is determined from the start date and end date that is entered for the project or activity. You should not select this option if you select <i>Fixed Duration</i> in the Schedule Method field. • <i>End Date:</i> The end date of the schedule is determined based upon the start date and the duration entered for the project or activity. • <i>Start Date:</i> The start date of the schedule is calculated based on the duration and end date that is entered for the project or activity.

Field or Control	Description
Project Calendar	Select a default calendar to use for calculating schedules at the project and activity levels. The system uses this calendar to determine business holidays and nonwork days and to factor them into the calculation of start dates, end dates, and durations. If you use PeopleSoft Resource Management, the system does not schedule resources on project calendar holidays on assignments that are created in PeopleSoft Program Management.

Note: You can override each of these defaults, except for the project request *Calendar ID* for individual programs and projects.

Forecast Capture

Field or Control	Description
Automatic Forecast Approval	<p>Select to indicate that project managers do not have to approve forecasts to make them accessible to PeopleSoft Program Management for the purposes of time, cost, and revenue forecasts. Deselect the option to indicate that approval is required on the forecast review page before forecasts can be used.</p> <hr/> <p>Note: Forecast data is available for utilization calculations, with or without approval.</p> <hr/>
Forecast Level	<p>Select <i>Project</i> or <i>Project/Activity</i> to indicate the default level at which forecasting is to occur in this business unit for each project.</p> <hr/> <p>Warning! If forecasting occurs at the project level, the activity is not required when you enter a forecast. This affects the ability to report forecasts at the activity level. Select <i>Project</i> only if you do not need activity level time, cost, and revenue forecasts.</p> <hr/>
Standard Rate	Select to determine where the system obtains standard cost rates and bill rates when generating estimates. Project estimates are based on the cost and bill rates that are associated with a job code, resource, or role.

Note: You can override these defaults for individual programs and projects.

Project Charging Level

Select options on this page to establish project charging-level options by default for new projects that you create for the business unit. You can override the business unit default values at the project level, for pending projects only, on the Project General - Program Management page. You can override the business unit default values for new projects that you create from Microsoft Project on the Create Project from Microsoft page.

Field or Control	Description
All Detail Activities	<p>Select to enable users to charge transactions on all detail activities regardless of an activity's WBS level. This is the default project-charging level.</p> <p>You must select this option if you want to select the Enforce Team option of Project Activity Resource Pool on the Project Costing Options page.</p>
Activity Costing Level	<p>Select a costing level of 1, 2, or 3, to restrict charging to a single costing level of the WBS. Users can charge to both summary and detail activities that reside in the specified costing level. This option is not available if the Enforce Team option on the Project Costing Definition page is <i>Project Activity Resource Pools</i>.</p>
Charging Level for Time Reports	<p>Select All Detail Activities to enable time reporting in PeopleSoft Expenses at the detail level, even though all transactions are entered at the costing level.</p> <p>Deselect this option to require time reporting at the same costing level as specified for the project.</p> <hr/> <p>Note: This group box appears if you use PeopleSoft Expenses and select an activity costing level for the project charging level. If you select All Detail Activities as the project charging level, the system automatically selects All Detail Activities as the time-report charging level.</p> <hr/>

See [Program Management](#) page.

See “Creating PeopleSoft Projects from Microsoft Projects” (PeopleSoft Project Costing).

Rates

<i>Field or Control</i>	<i>Description</i>
Restrict Rate Types	<p>Select to restrict rate types for named and generic labor resources. Doing so limits the rate types that you can select for cost and bill rates on the Resources and Resources by Activity pages. Additionally, the rate options that are available on the Rate Sets - Target page are based on the rate types that you specify for the project business unit.</p> <p>If you do not restrict rate types, select the default bill and cost rate types that appear on the Resources and Resources by Activity pages for named resources and generic labor resources.</p>
(Named Resource) Bill and Cost	<p>Select the specific bill and cost rate types that you want to be available when you add a named labor resource to the project or activity team. You can override the default rate type on the Resources and Resources by Activity pages with another rate type.</p> <p>Available options are:</p> <p>Custom: Users enter the custom rate name in the Rate Name field. The custom rates that are available on this component are limited to those with criteria fields EMPLID, JOBCODE, PROJ_ROLE, and/or REGION_CD, and have a value of <i>Source Quantity</i> in the Apply Rates to field on the “Define Custom Rates Page” (PeopleSoft Project Costing). Custom rates containing any other criteria field will not be available for use on this component. The system assigns the rate based on the Populate Custom Rate page for the rate name.</p> <p>Override: Users enter the resource's rate type when they add a resource.</p> <p>Employee: The system assigns the rate that is set up for the employee on the Rates by Employee page in PeopleSoft Project Costing.</p> <p>Job Code: The system assigns the rate that is set up for the employee's job code on the Rates by Job Code page in PeopleSoft Project Costing.</p> <p>Project Role: The system assigns the rate that is set up for the employee's project role on the Rates by Role page in PeopleSoft Project Costing.</p>

Field or Control	Description
(Generic Resource) Bill and Cost	<p>Select the specific bill and cost rate types that you want to be available when you add a generic labor resource to the project or activity team. You can override the default rate type on the Resources and Resources by Activity pages with another rate type.</p> <p>Available options are Override and Project Role.</p>

Health Options Page

Use the Health Options page (PGM_BU_HLTH_OPT) to specify default project health options.

Navigation:

Set Up Financials/Supply Chain > Business Unit Related > Program Management > Business Unit Options > Health Options

This example illustrates the fields and controls on the Health Options page.

Program Management Options
Health Options

Unit US004
Description US004 ILLINOIS OPERATIONS

Project Health Default

Project Overall

☐ Manual Entry
☒ Calculated

Schedule

☐ Manual Entry
☒ Calculated

Budget

☐ Manual Entry
☒ Calculated

Resources

☐ Manual Entry
☒ Calculated

Issues

☐ Manual Entry
☒ Calculated

Risks

☐ Manual Entry
☒ Calculated

Select criteria to include in determining Project Health.

Project Health Criteria
Personalize | Find |
1-7 of 7
First
Last

*Project Health Indicator	Alert Percent	Warning Percent	Project Weight Percent	Activity Weight Percent		
Cost to Budget Variance			20.00	20.00	+	-
Overdue Deliverables	10.00	5.00		15.00	+	-
High Issues	50.00	25.00	15.00	15.00	+	-
% Risks Without Action Pl	75.00	50.00	10.00	10.00	+	-
Overloaded Resources	90.00	70.00	20.00	20.00	+	-
Schedule	80.00	60.00	20.00	20.00	+	-
User Defined Indicator			15.00		+	-

Distribute Project Weight
Distribute Activity Weight

Use this page to configure the project and activity health indicators that appear on the Manager Workbench page.

Project Health Default

Select the default method for calculating project health for **Project Overall, Schedule, Budget, Resources, Issues, and Risks** that are generated in the project business unit. Select from these options:

- **Manual Entry:** A project team member manually enters health values into the system. The system does not calculate any health values.
- **Calculated:** The system calculates the health value based on parameters that you define in the **Project Health Criteria** grid.

Note: You can override these defaults for individual programs and projects.

Project Health Criteria

Field or Control	Description
Project Health Indicator	<p>Select one or more default health indicators that the system uses to measure how well a project or activity is doing in this business unit. The health indicators that you select appear on the Manager Workbench and Activity pages.</p> <p>The indicator options are:</p> <ul style="list-style-type: none"> • <i>Blank</i> (none selected): The health indicator that is on the Manager Workbench page does not appear for any project or activity belonging to the specified business unit. • <i>% Risks Without Action Plan</i>: Percentage of project risks that have no action plan for the selected activity on the Manager Workbench page, calculated as $(\text{Number of project risks without an action plan} \div \text{Total number of project risks}) \times 100$. • <i>Cost to Budget Variance</i>: The percentage difference between the project's actual and budgeted costs. The system calculates budget health based on the Budget Alert setup. Use the Budget Alerts page to set up the <i>Cost to Budget Variance</i> health indicator. See “Project Costing Options - Budget Alerts (business unit) Page” (PeopleSoft Project Costing). • <i>High Issues</i>: The percentage of issues that are of high priority status for the selected project or activity on the Manager Workbench page, calculated as $(\text{Number of high issues} \div \text{Total of all issues}) \times 100$. • <i>Overdue Deliverables</i>: The percentage of the activity deliverables that do not meet their deadlines for the selected activity on the Manager Workbench, calculated as $(\text{Number of overdue deliverables} \div \text{Total number of deliverables}) \times 100$. <hr/> <p>Note: This value applies only to activities; you cannot enter a project weight percent.</p> <hr/> <ul style="list-style-type: none"> • <i>Overloaded Resources</i>: The percentage of resources that are overloaded or need to be rescheduled calculated as $(\text{Number of overloaded resources} \div \text{Total number of resources}) \times 100$ • <i>Schedule</i>: The completion percentage for activities that do not meet their deadlines, calculated as $(\text{Number of overdue activities} \div \text{Total number of activities}) \times 100$.

Field or Control	Description
	<ul style="list-style-type: none"> <i>User Defined Indicator:</i> You manually enter the value into this field; the system does not calculate the value. <hr/> <p>Note: You can enter a user-defined indicator only for projects, so no weight is available to calculate overall activity health.</p> <hr/>
Alert Percent	Enter a numerical value that triggers an alert status (displayed as a red symbol) for the corresponding project health indicator. All project health indicators with calculated percent values that are equal to or higher than the alert percent trigger a red alert status on the Manager Workbench page.
Warning Percent	Enter a numerical value that triggers a warning status (displayed as a yellow symbol) for the corresponding project health indicator. All project health indicators with calculated percent values that are equal to or higher than the warning percent but less than the alert percent trigger a yellow warning status on the Manager Workbench page.
Project Weight Percent	<p>Enter the percent to weigh the health indicator for the project as compared to other health indicators. The system calculates overall project health as the weighted average of the health indicators.</p> <hr/> <p>Note: The sum of the project weight percents for all of the project health indicators must total 100 percent.</p> <hr/>
Activity Weight Percent	<p>Enter the percent to weigh the health indicator for the activity as compared to other health indicators. The system calculates overall activity health as the weighted average of the health indicators.</p> <hr/> <p>Note: The sum of activity weight percents for all of the project health indicators must total 100 percent.</p> <hr/>
Distribute Project Weight	Click to evenly spread 100 percent to the project weight of each health indicator.
Distribute Activity Weight	Click to evenly spread 100 percent to the activity weight of each health indicator.

Note: The health indicators on the Manager Workbench do not appear if you do not set up health criteria for them and you select the *Calculated* method to determine health for that indicator. A user can override the default method used to calculate project health at the project level. For example, you set the project health defaults at the business unit level to *Manual Entry* and you do not set up the project health criteria indicators. If a user changes the **Project Health Default** settings to *Calculated* for a particular project, the system will not have any project health criteria set up to determine how to calculate the health. Therefore, you should set up project health criteria for each project health indicator at the business unit level.

Chapter 5

Setting Up PeopleSoft Program Management Control Data

Understanding General Control Data

This topic provides an overview of general control data and change control templates.

General Control Data

PeopleSoft Program Management control data consists of optional information—releases, applications, application areas, and categories—that you can use to further classify new programs, projects, or project requests. Applications identify a module or specialty within a software product. Application areas group similar applications together. Categories further classify a project or project request. For example, you can use categories to identify strategic projects from operational ones.

Control data also consists of setup information required to create new issues and risks.

Change Control Templates

PeopleSoft Program Management provides you with the ability to track changes to projects and budgets. A change control template defines the level of control for attributes that are to be monitored. You can select which changes to track and whether they require a reason for the change. You assign a default template at the business unit level, but it can be overridden at the project or activity level.

Understanding Project Request Options

This topic provides an overview of project request options.

Project Request Options

The project request options establish which records to use for various prompt tables, control how project request IDs are generated, define discount rates and currency conversion rate types, establish identifiers that map each type of project initiative to a project owner, establish project request priorities, and specify which users can edit project request data.

Note: If you intend to install and use PeopleSoft Project Portfolio Management in conjunction with PeopleSoft Program Management, users enter, update, review, and approve project requests in the PeopleSoft Project Portfolio Management application in the PeopleSoft EPM database. In this case, you do not need to set up the project request options in the PeopleSoft Financials database for PeopleSoft Program Management. Instead, you set up the project request options in the PeopleSoft Project Portfolio Management application. For instructions regarding the setup of project request options that are in the EPM database, refer to the *PeopleSoft Project Portfolio Management*.

Setting Up General Control Data

To set up general control data, use these components:

- Change Control Management (PC_CHC).
- Issue Priorities (PC_IM_PRIORITY).
- Issue Status (PC_IM_STATUS).
- Issue Types (PC_IM_TYPE).
- Project Category Setup (PGM_CATEGORY_SETUP).
- Application Area Setup (PGM_APPLAREA_SETUP).
- Application Setup (PGM_APPLICAT_SETUP).
- Project Risk Type (PGM_RISK_TYPE).
- Release Type (PGM_RELEASE_TYPE).
- Release Management (PGM_RELEASE).
- Root Cause Area Setup (PGM_RCA_SETUP).

Pages Used to Set Up General Control Data

Page Name	Definition Name	Usage
<u>Change Control Template Page</u>	PC_CHC_CFG	Create or modify a change control template.
<u>Issue Priorities Page</u>	PC_IM_PRIORITY	Define priorities that are used to classify activity, project, or program issues.
<u>Issue Status Page</u>	PC_IM_STATUS	Define statuses that are used to classify activity, project, or program issues.

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Issue Types Page</u>	PC_IM_TYPE	Define issue types that are used to classify activity, project, or program issues.
<u>Category Page</u>	PGM_CATEGORY_SETUP	Define categories that are used to classify programs, projects, and project requests.
<u>Application Area Page</u>	PGM_APPLAREA_SETUP	Define application areas used to group similar applications together. Applications identify a module or specialty within a software product.
<u>Application Page</u>	PGM_APPLICAT_SETUP	Define applications used to identify a module or specialty within a software product.
<u>Project Risk Types Page</u>	PGM_RISK_TYPE	Define risk types and select the risk type status.
<u>Release Type Page</u>	PGM_RELEASE_TYPE	Define and maintain release types by SetID.
<u>Release Page</u>	PGM_RELEASE	Create and edit release information.
<u>Root Cause Area Setup Page</u>	PGM_RCA_SETUP	Define root cause areas that you can specify when you enter a project or budget change request.

Change Control Template Page

Use the Change Control Template page (PC_CHC_CFG) to create or modify a change control template.

Navigation:

Setup Financials/Supply Chain > Product Related > Program Management > General Options > Setup PGM Change Control Tmpl

This example illustrates the fields and controls on the Change Control Template page. You can find definitions for the fields and controls later on this page.

Change Control Template CHANGETEMPLATE

Project Level

- *Updating Project Dates: User Input
- *Updating Project Status: On

Activity Level

- *Add and Delete Activities: Off
- *Updating Activity Dates: Off
- *Updating Activity Status: Off
- *Change Milestones: Off

Transaction Level

- *Add and Delete Transactions: Off

Budget Plan Level

- *Finalize Budget Plan: Off

Project Resource Level

- *Add and Delete Resource: On
- *Updating Resource Dates: Off

Activity Resource Level

- *Add and Delete Resource: Off
- *Updating Resource Units: Off

Estimate to Complete Level

- *Updating Estimate to Complete: Off

Use this page to specify which change control attributes are to be monitored and to what extent. Options for the fields on this page are:

Field or Control	Description
<i>Off</i>	Select to disable change control for this attribute. This is the default setting.
<i>On</i>	Select to enable change control for this attribute. The system automatically generates the user name, change made, and date for the changes.
<i>User Input</i>	Select to enable change control for this attribute and to require users to enter a reason for the change. When you select this option, the Change Control User Input page automatically appears after users save the changes. This option is not available for project transactions or estimate to complete changes.

Issue Priorities Page

Use the Issue Priorities page (PC_IM_PRIORITY) to define priorities that are used to classify activity, project, or program issues.

Navigation:

Set Up Financials/Supply Chain > Product Related > Program Management > General Options > Setup PGM Issue Priorities

This example illustrates the fields and controls on the Issue Priorities page. You can find definitions for the fields and controls later on this page.

Issue Priorities

SetID

SHARE

Priority

HIGH

Priority

Find | View All

First

1 of 1

Last

*Effective Date

01/01/1900

*Status

Active

*Description

High Priority




*Priority Level

High

PeopleSoft Program Management delivers issue priority values of *HIGH*, *MEDIUM*, and *LOW*. Add a new row on this page to inactivate a priority or enter a different priority description.

Select a **Description** value of *High*, *Medium*, or *Low* for the priority that you are defining. You can select these priorities when you enter or edit an issue using the Issue page.

Issue priorities are represented by these colored visual indicators when issues appear on pagelets:

Field or Control	Description
	The system displays this symbol when the selected priority for an issue is mapped to the <i>high</i> priority level.
	The system displays this symbol when the selected priority for an issue is mapped to the <i>medium</i> priority level.
	The system displays this symbol when the selected priority for an issue is mapped to the <i>low</i> priority level.

Related Links

- “Viewing Change Control Analysis” (PeopleSoft Financials, ESA, ALM, and SCM Portal Packs)
- “Viewing Critical Issues by Project” (PeopleSoft Financials, ESA, ALM, and SCM Portal Packs)
- “Viewing Issues by Priority” (PeopleSoft Financials, ESA, ALM, and SCM Portal Packs)
- “Viewing Issue Priority by Project” (PeopleSoft Financials, ESA, ALM, and SCM Portal Packs)
- “Viewing Top Five Issues” (PeopleSoft Financials, ESA, ALM, and SCM Portal Packs)
- “Viewing Top Five Risks” (PeopleSoft Financials, ESA, ALM, and SCM Portal Packs)
- “Viewing Forecast to Complete Information” (PeopleSoft Financials, ESA, ALM, and SCM Portal Packs)
- “Viewing Programs” (PeopleSoft Financials, ESA, ALM, and SCM Portal Packs)
- “Using OTAs for PeopleSoft Program Management” (PeopleSoft Financials, ESA, ALM, and SCM Portal Packs)

Issue Status Page

Use the Issue Status page (PC_IM_STATUS) to define statuses that are used to classify activity, project, or program issues.

Navigation:

Set Up Financials/Supply Chain > Product Related > Program Management > General Options > Setup PGM Issue Status

This example illustrates the fields and controls on the Issue Status page. You can find definitions for the fields and controls later on this page.

Issue Status

SetID	SHARE	Status	OPEN
Status		Find View All	First 1 of 1 Last

*Effective Date 01/01/1900 *Status Active + -

*Description Open

The statuses that you define on this page are available for selection when you enter or edit an issue using the Issue page. You must define issue statuses before you can enter an issue. Enter the effective date, status, and description for the issue status. You can select from only active issue statuses when you create an issue.

Issue Types Page

Use the Issue Types page (PC_IM_TYPE) to define issue types that are used to classify activity, project, or program issues.

Navigation:

Set Up Financials/Supply Chain > Product Related > Program Management > General Options > Setup PGM Issue Types

This example illustrates the fields and controls on the Issue Type page. You can find definitions for the fields and controls later on this page.

Issue Types

SetID	SHARE	Type	TECH
Type		Find View All	First 1 of 1 Last

*Effective Date 01/01/1900 *Status Active + -

*Description Technical

The issue types that you define on this page are available for selection when you enter or edit an issue using the Issue page. You must define issue types before you can enter an issue. Enter the effective date, status, and description for the issue type. You can select from only active issue types when you create an issue.

Category Page

Use the Category page (PGM_CATEGORY_SETUP) to define categories that are used to classify programs, projects, and project requests.

Navigation:

Set Up Financials/Supply Chain > Product Related > Program Management > General Options > Setup PGM Categories

This example illustrates the fields and controls on the Category page. You can find definitions for the fields and controls later on this page.

SetID SHARE	Category OPERATION
*Status <input type="text" value="Active"/>	
	*Description <input type="text" value="Operational"/>

The categories that you define on this page are available for selection when you create or edit a project using the Project Definitions - General Information page. Enter the status and description for the category.

Application Area Page

Use the Application Area page (PGM_APPLAREA_SETUP) to define application areas used to group similar applications together.

Applications identify a module or specialty within a software product.

Navigation:

Set Up Financials/Supply Chain > Product Related > Program Management > General Options > Setup PGM Application Area

This example illustrates the fields and controls on the Application Area page. You can find definitions for the fields and controls later on this page.

Application Area

SetID

SHARE

Application Area

ESA

*Status

Active

*Description

ESA

The application areas that you define on this page are available for selection when you create or edit a project using the Project Definitions - General Information page. Specify the status and description for the application area. You can select from only active application areas when you create applications.

Application Page

Use the Application page (PGM_APPLICAT_SETUP) to define applications used to identify a module or specialty within a software product.

Navigation:

Set Up Financials/Supply Chain > Product Related > Program Management > General Options > Setup PGM Applications

This example illustrates the fields and controls on the Application page. You can find definitions for the fields and controls later on this page.

Application

SetID

SHARE

Application

PROJECTS

*Status

Active

*Description

Project Costing

*Application Area

ESA

Software Title

The application that you define on this page are available for selection when you create or edit a project using the Project Definitions - General Information page.

Field or Control	Description
Application Area	Enter the area to which the application belongs. An application can only belong to one application area. You must set up application areas before you can set up applications.

<i>Field or Control</i>	<i>Description</i>
Software Title	Select the software package to associate with this application. The field appears only if you have PeopleSoft Information Technology Asset Management installed.

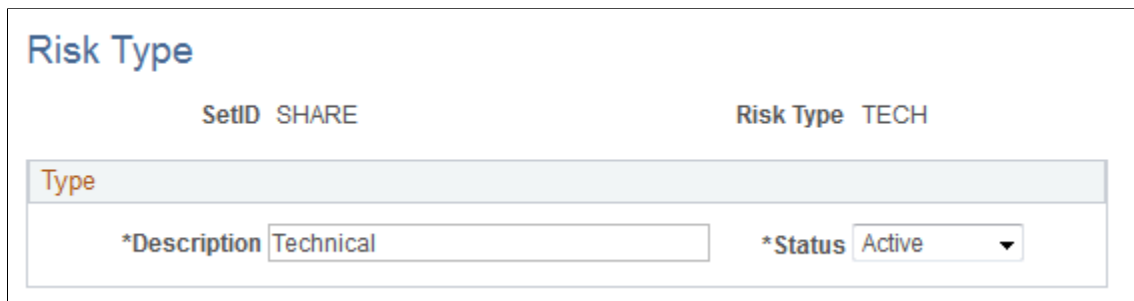
Project Risk Types Page

Use the Project Risk Types page (PGM_RISK_TYPE) to define risk types and select the risk type status.

Navigation:

Set Up Financials/Supply Chain > Product Related > Program Management > General Options > Setup PGM Risk Types

This example illustrates the fields and controls on the Project Risk Types page. You can find definitions for the fields and controls later on this page.



The screenshot shows the 'Risk Type' page in PeopleSoft. At the top, there are two labels: 'SetID SHARE' and 'Risk Type TECH'. Below these, there is a form with a header bar labeled 'Type'. Inside the form, there are two fields: '*Description' with the value 'Technical' and '*Status' with a dropdown menu showing 'Active'.

Specify the description and status for the project risk type. You can select from only active project risk types when you create risks.

Release Type Page

Use the Release Type page (PGM_RELEASE_TYPE) to define and maintain release types by SetID.

Navigation:

Setup Financials/SupplyChain > Product Related > Program Management > General Options > Setup PGM Release Types

This example illustrates the fields and controls on the Release Type page. You can find definitions for the fields and controls later on this page.

Release Type

SetID **SHARE**
Release Type **MAJOR**

*Status **Active**

*Description **Major Release**

Specify the status and description for the release type. You can select from only active release types when you define a release.

Release Page

Use the Release page (PGM_RELEASE) to create and edit release information.

Navigation:

Program Management > Release Management > Define Release Definitions

This example illustrates the fields and controls on the Release page. You can find definitions for the fields and controls later on this page.

Release

Business Unit **US004**
Description **US004 ILLINOIS OPERATIONS**

Release **FSCM891**

*Release Manager **KU0042** Kenneth Schumacher
*Release Status **Active**

*Original Release Date **01/01/2006**
*Current Target Release Date **01/01/2010**

*Release Summary **Financial/Supply Chain 8.91**
Release Type **SP**

Release Description **Asset Management and Payables Enhancements.**

Document Attachments
Personalize | Find | View All | First 1 of 1 Last

File Name	Description	Added By	Name	Date/Time Stamp	
1 File Name					Delete

Add Attachment

Additional Fields

Field or Control	Description
Release Manager	Enter the employee ID of the person responsible for managing this release.

Field or Control	Description
Release Status	<p>Select the status of this release from these options:</p> <ul style="list-style-type: none"> • <i>Active</i>: Indicates that this is a current release. This is the default status for new releases. • <i>Inactive</i>: Indicates that this is an old or cancelled release that remains in the system for historical purposes. • <i>Pending</i>: Indicates that this is an upcoming release. <hr/> <p>Note: For all of the online pages containing release information, the system displays only active or pending releases.</p> <hr/>
Original Release Date	Enter the date on which this release is due. If the release date changes, enter the revised release date into the Current Target Release Date field.
Current Target Release Date	Enter the revised target release date. For a new release, the default value for this field is the current date. For all of the online pages containing release information, the system displays the current target release date.
Release Type	Enter the type of release. You must define release types on the Release Type page before you can select a release type for a release.
Additional Fields	Click to access the Release Additional Fields page and enter additional information. The fields on the Release Additional Fields page are user-defined fields for informational purposes only.

Attachments

Field or Control	Description
Add Attachment	<p>Click to add an attachment.</p> <hr/> <p>Note: You must have the File Attachment option set on the Installation Options - Project Costing page for attachments to work.</p> <hr/> <p>See <i>PeopleSoft Asset Lifecycle Management, Enterprise Service Automation, Financial Management, Staffing Front Office, and Supply Chain Management Product-Specific Installation Instructions</i> located on Oracle's PeopleSoft My Oracle Support website.</p>

Field or Control	Description
File Name	Displays the name of the file that you upload.
Added By, Name, and Date/Time Stamp	Displays information about the user who adds the attachment, and the date and time that the upload occurred.

Root Cause Area Setup Page

Use the Root Cause Area Setup page (PGM_RCA_SETUP) to define root cause areas that you can specify when you enter a project or budget change request.

Navigation:

Setup Financials/SupplyChain > Product Related > Program Management > General Options > Setup PGM Root Cause Areas

This example illustrates the fields and controls on the Root Cause Area Setup. You can find definitions for the fields and controls later on this page.

Root Cause Area Setup

SetID SHARE Root Cause Area APP

Details

*Description Applications *Status Active

You can specify a root cause area for informational purposes when you enter a project change request or a budget change request. Enter the root cause area description and status.

Setting Up Project Request Options

To set up project request options, use these components:

- Setup Prompt Tables (BC_GENERAL_PREF)
- Initiative Type Mapping (PPK_INITYPE_TBL)
- Setup Priority (PPK_PRIORITY_UPD)
- Project Request - Setup Update (BC_PROJ_ROL_ST)
- Project Request - Setup View (BC_PROJ_ROL_ST_VW)

Pages Used to Set Up Project Request Options

Page Name	Definition Name	Usage
<u>Setup Prompt Tables Page</u>	BC_SETUP_PROMPT	Specify which tables the system uses to prompt for department and account data.
<u>Project Request ID Sequencing Page</u>	BC_PM_OPTIONS	Specify how project request IDs are generated.
<u>Discount Rate Page</u>	PPK_DISC_RATE	Specify the rate that can be used to discount project requests' cash flows when calculating financial return metrics such as net present value and return on investment. PeopleSoft Program Management provides the ability to set up this discount rate; however, as delivered, the interactive reports do not use this rate to generate financial metrics.
<u>Conversion Rate Type Page</u>	PPK_RT_TYPE	Specify which rate type the system uses for currency conversions of project request cost and benefit amounts.
<u>Initiative Type Mapping Page</u>	PPK_INITYPE_TBL	Set up a unique identifier that maps the type of project initiative to a project owner.
<u>Setup - Priority Description Page</u>	PPK_PRIORITY_UPD	Establish descriptions for the priority ratings that are assigned to project requests.
<u>Privileges for Project Request Page</u>	BC_PROJ_ROL_ST	Specify project request edit privileges by role and status, or remove a role's privileges.
<u>Privileges for Project Request Page (Role Selection)</u>	BC_PROJ_ROL_ST_VW	Review project request edit privileges by role and status.

Setup Prompt Tables Page

Use the Setup Prompt Tables page (BC_SETUP_PROMPT) to specify which tables the system uses to prompt for department and account data.

Navigation:

Set Up Financials/Supply Chain > Product Related > Program Management > Request Options > Setup PGM Request Preferences > Setup Prompt Tables


This example illustrates the fields and controls on the Setup Prompt Tables page. You can find definitions for the fields and controls later on this page.


Setup Prompt Tables	Project Request ID Sequencing	Discount Rate	Conversion Rate Type
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Setup Prompt Tables

Specify the database tables that store valid departments and accounts. These tables are used as prompts on other pages to list departments and accounts from which you can select a value.

Industry Type: Commercial

*Department Prompt Table 

*Account Prompt Table 

Field or Control	Description
Department Prompt Table	<p>Select the PeopleSoft record name that contains department data.</p> <p>The system uses this record as a prompt for valid department values on the Cost and Benefit pages of the Project Request component (BC_PROJ_REQUEST). Selecting the record that accurately depicts the department hierarchy as defined within the general ledger business unit is critical. The record that you enter must be keyed by SetID and contain a DESCR field.</p> <hr/> <p>Note: PeopleSoft Program Management is delivered with the value <i>DEPT_TBL</i> in this field. Most organizations accept this value, which is the standard department record that is used in the Financials database by all of the PeopleSoft Financials applications.</p>
Account Prompt Table	<p>Select the table that contains account data.</p> <p>The system uses this table as a prompt for valid account values on the Cost and Benefit pages of the Project Request component. Selecting the table that accurately depicts the account hierarchy as it's defined within the general ledger business unit is critical. The table must be keyed by SetID and contain a DESCR field.</p> <hr/> <p>Note: PeopleSoft Program Management is delivered with the value <i>GL_ACCOUNT_TBL</i> in this field. Most organizations accept this value, which is the standard account record that is used in the Financials database by all of the PeopleSoft Financials applications.</p>

Project Request ID Sequencing Page

Use the Project Request ID Sequencing page (BC_PM_OPTIONS) to specify how project request IDs are generated.

Navigation:

Set Up Financials/Supply Chain > Product Related > Program Management > Request Options > Setup PGM Request Preferences > Project Request ID Sequencing

This example illustrates the fields and controls on the Project Request ID Sequencing page. You can find definitions for the fields and controls later on this page.

Setup Prompt TablesProject Request ID SequencingDiscount Rate

Project Request ID Sequencing

Choose the method by which to generate Project Request IDs.
Select Automatic Numbering for the system to generate a unique Project Request ID by appending the Project Request ID Prefix with the next sequential number. Select Manually Entered to enter specific IDs.

*Sequence Type

Automatic Numbering

Project Request ID Prefix

EU

Project Request ID Sequence

0000000005

Overrides

PersonalizeFind1 of 1

*Business Unit

Project Request ID Prefix

FRA01

FRA

Project Request ID Sequencing

Field or Control	Description
Sequence Type	<p>Specify how project request IDs are assigned. Options are:</p> <p><i>Automatic Numbering:</i> Select to have the system automatically generate unique project request IDs for new project requests by prepending the project request ID prefix to the next number in sequence after the value that appears in the Project Request ID Sequence field.</p> <p><i>Manually Entered:</i> Select to enter project request ID numbers manually when you create new project requests.</p>

Field or Control	Description
Project ID Prefix	<p>Enter a prefix to use for project request IDs. The system appends the next available project request ID sequence number to this prefix when generating project request IDs.</p> <p>Use the Overrides grid to specify different prefixes for specific business units.</p> <p>This field is unavailable for entry when the sequence type is set to <i>Manually Entered</i>.</p>
Project ID Sequence	<p>Enter the initial number to use for project request IDs that are automatically generated. The system increases this number by one when you create a new project request.</p> <p>This field is unavailable for entry when the sequence type is set to <i>Manually Entered</i>.</p> <hr/> <p>Note: Although the project request ID sequence number can be edited, doing so after project requests exist could cause project request ID conflicts.</p> <hr/>

Overrides

Complete this grid to specify different project request ID prefixes for individual business units. Sequence numbers increase by one across all business units; only the prefix can differ. This grid is unavailable for entry when the sequence type is set to *Manually Entered*.

Discount Rate Page

Use the Discount Rate page (PPK_DISC_RATE) to specify the rate that can be used to discount project requests' cash flows when calculating financial return metrics such as net present value and return on investment.

PeopleSoft Program Management provides the ability to set up this discount rate; however, as delivered, the interactive reports do not use this rate to generate financial metrics.

Navigation:

Set Up Financials/Supply Chain > Product Related > Program Management > Request Options > Setup PGM Request Preferences > Discount Rate

This example illustrates the fields and controls on the Discount Rate page. You can find definitions for the fields and controls later on this page.

Setup Prompt Tables

Project Request ID Sequencing

Discount Rate

Conversion Rate Type

Discount Rate

Specify the discount rate that applies to monetary amounts.

Discount Details

Personalize

Find

First

1 of 1

Last

*Effective Date

*Discount%

01/01/1900

8.00

+

-

Field or Control	Description
Effective Date	Enter the date on which the discount percentage goes into effect. This allows you to change over time the rate at which the organization discounts cash flows.
Discount% (discount percentage)	Enter the rate that the system can use to discount the project request cost and benefit amounts to calculate financial metrics. This rate is not currently used in the delivered PeopleSoft Program Management interactive reports or project request.

Conversion Rate Type Page

Use the Conversion Rate Type page (PPK_RT_TYPE) to specify which rate type the system uses for currency conversions of project request cost and benefit amounts.

Navigation:

Set Up Financials/Supply Chain > Product Related > Program Management > Request Options > Setup PGM Request Preferences > Conversion Rate Type

This example illustrates the fields and controls on the Conversion Rate Type page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Rate Type	Select the rate type to use for currency conversions that occur within the Project Request component, and for conversions that are completed by using the Process Currency Conversions page.

Initiative Type Mapping Page

Use the Initiative Type Mapping page (PPK_INITYPE_TBL) to set up a unique identifier that maps the type of project initiative to a project owner.

Navigation:

Set Up Financials/Supply Chain > Product Related > Program Management > Request Options > PGM Request Initiative Types

This example illustrates the fields and controls on the Initiative Type Mapping page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Initiative Type ID	Displays the unique identifier for the initiative type.
Owner ID	Select the individual that is associated with this initiative type.

When you create project requests, you can associate them with an initiative type.

Setup - Priority Description Page

Use the Setup - Priority Description page (PPK_PRIORITY_UPD) to establish descriptions for the priority ratings that are assigned to project requests.

Navigation:

Set Up Financials/Supply Chain > Product Related > Program Management > Request Options > Setup PGM Proj Rqst Priorities

This example illustrates the fields and controls on the Setup - Priority Description page. You can find definitions for the fields and controls later on this page.

Priority	Description
1	Very High
2	High
3	Medium
4	Low
5	Very Low

Five priority levels and their corresponding descriptions are delivered in PeopleSoft Program Management, but you can modify the descriptions to suit your implementation. These descriptions are the valid priorities that appear in the Priority drop-down list box that is on the Project Request page.

Privileges for Project Request Page

Use the Privileges for Project Request page (BC_PROJ_ROL_ST) to specify project request edit privileges by role and status, or remove a role's privileges.

Navigation:




Set Up Financials/Supply Chain > Product Related > Program Management > Request Options > Setup PGM Proj Rqst Privileges. Click **Add Role** or click a <ROLENAME> on the Privileges for Project Request - Role Selection page.

This example illustrates the fields and controls on the Privileges for Project Request page. You can find definitions for the fields and controls later on this page.

Privileges for Project Request

Role Name Product Manager
Product Manager

Select Status for which Project Request can be edited

Privileges for Project Request		Personalize Find 	First  1-8 of 8  Last
Request Status	Edit Page		
Approved	<input type="checkbox"/>		
Pending	<input checked="" type="checkbox"/>		
Submitted	<input type="checkbox"/>		
Canceled	<input type="checkbox"/>		
Declined	<input type="checkbox"/>		
Returned	<input checked="" type="checkbox"/>		
Costing	<input type="checkbox"/>		
Operationally Approved	<input type="checkbox"/>		

[View Privileges for All Roles](#)
[Delete Privileges of this Role](#)

Field or Control	Description
Edit Page	<p>Select to permit this role to edit a project request when it is in the status that is listed in the current row. When this option is not selected, the role has view access only.</p> <hr/> <p>Note: Use the sample data that is delivered with the PeopleSoft Program Management application as a guideline for how you should establish edit privileges for the various roles that participate in the project request entry and approval business process. The key roles to consider emulating in the implementation are Project Requester, Project Owner, Project Manager, and Manager.</p> <hr/>
View Privileges for All Roles	<p>Click to access the Privileges for Project Request page on which you can view a list of roles with their defined privileges. The list only displays roles for which you have defined privileges.</p>
Delete Privileges of this Role	<p>Click to delete this role's edit privileges.</p>

Related Links

[Understanding Project Requests](#)

Privileges for Project Request Page (Role Selection)

Use the Privileges for Project Request - Role Selection page (BC_PROJ_ROL_ST_VW) to review project request edit privileges by role and status.

Navigation:

Set Up Financials/Supply Chain > Product Related > Program Management > Request Options > Setup PGM Request Privileges

This example illustrates the fields and controls on the Privileges for Project Request - Role Selection page. You can find definitions for the fields and controls later on this page.

Privileges for Project Request

To make changes click on the Role Name

Privileges for Project Request								
					Personalize	Find	First 1-7 of 7 Last	
Role Name	Approved	Pending	Submitted	Canceled	Declined	Returned	Costing	Op. Appr.
ADMINISTRATOR	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit
Manager	View	Edit	Edit	View	View	Edit	Edit	View
Product Manager	View	Edit	View	View	View	Edit	View	View
Project Manager	View	Edit	View	View	View	Edit	View	View
Project Owner	View	Edit	Edit	View	View	Edit	Edit	View
Project Requester	View	Edit	View	View	View	Edit	View	View
SAMPLE	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit

Add Role

This page displays currently defined roles and their edit privileges, based on the project request status value. Users can add a role or modify an existing privilege definition.

Note: Use PeopleSoft security for limiting access to this page to the appropriate users within the organization.

Field or Control	Description
Role Name	Click a role name within the grid to modify its privileges.
Add Role	Click to add a role and define its edit privileges. These roles must already exist and are created by using PeopleSoft security.

Setting Up Services Forecasting

Understanding Services Forecasting

This topic lists prerequisites and provides an overview of:

- Business units in Services Forecasting.
- Forecasting roles and security.
- Forecast configuration options.
- Project forecast options.
- TRCs and task categories.
- Forecast control.
- Forecast prepopulation.

Note: The forecasts in this topic refer to only the Services Forecasting feature, not the Estimate at Completion forecast.

Prerequisites

Ensure that you have met these prerequisites before you use the Services Forecasting feature:

- You must implement PeopleSoft Expenses if you want to capture actual time to compare actual utilization to forecast utilization.
- You must implement PeopleSoft Resource Management to prepopulate forecasts with resource schedule information.

Business Units in Services Forecasting

The Services Forecasting feature uses these business units:

- General ledger (GL) business units.

Forecast frequency, horizon, and horizon periods are defined and generated by the GL business unit.

- Project business units.

The projects and activities to which a resource can enter forecast or actual time are controlled by project business units.

- Human resource (HR) business units.

Each resource belongs to an HR business unit. You can analyze resource utilization based on HR business units.

The relationship between GL business units and HR business units is defined in the HR Business Unit record (BUS_UNIT_TBL_HR), which is keyed by the Business Unit field (BUSINESS_UNIT). HR business units that are associated with employees are maintained in the Job record (JOB).

Forecasting Roles and Security

To provide the Services Forecasting feature users with access to application functions that are essential to performing their job tasks, you create roles and assign them to individual user profiles. Inherent in each role is access to the application pages and processes that are required to perform the job tasks. Setting up user access requires that you understand shared data and access to PeopleSoft applications.

This topic discusses:

- Permission lists.
- Row-level security.
- Other security features.
- User profiles and roles.

Permission Lists

The Services Forecasting feature comes with preconfigured permission lists that grant access to various pages. These permission lists support the functional roles that are delivered with the application. You can modify the permission lists to grant or revoke access to certain pages, web libraries, components, and other objects as necessary to support an organization's unique roles. To modify the access for a user's role, you modify a permission list that is linked to the role.

Important! If you modify a permission list, you change the access for all users who are assigned to roles that are assigned to the permission list.

The permission lists that begin with EPEX, EPRS, EPPC, and EPPG are associated with PeopleSoft Expenses, Resource Management, Project Costing, and Program Management, respectively. Because users of these applications are likely to use the Services Forecasting feature, PeopleSoft updated the appropriate existing permission lists to include Services Forecasting pages instead of creating new permission lists.

The following table lists the delivered permission lists that provide access to the Services Forecasting feature, the purpose of each permission list in Services Forecasting, and the roles that are associated with each permission list:

<i>Permission List</i>	<i>Description</i>	<i>Purpose</i>	<i>Roles</i>
EPCO9000	Setup Financials/Supply Chain	Enables administrators to establish business rules for the Services Forecasting feature.	Application Administrator

<i>Permission List</i>	<i>Description</i>	<i>Purpose</i>	<i>Roles</i>
EPEX1000	Travel and Expense Employee	Provides employees access to enter forecast hours and actual hours.	Employees who log time
EPEX4000	Manager - Time	Provides managers access to approve forecast time and actual time that is entered by an employee.	Expense Manager
EPEX4100	Project Manager - Time	Provides access to approve and modify forecast hours and actual hours against specific projects.	Project Manager, Time Report Project Mgr Appr.
EPEX5000	Travel & Expense Auditor	Enables auditors and administrators to enter, review, update, and submit forecasts on behalf of any employee or manager.	Expenses Auditors, Time and Expense Administrator
EPPC2100	Project/Activity Team	Provides access to update and approve forecast hours for project team members.	Resource Manager, Project Manager, Practice Manager
EPRS5100	RS Worker	Enables resources to enter, review, update, and submit forecasts.	Resource
EPRS5200	RS Worker Manager	Enables managers to enter, review, update, and submit forecasts for their resources.	Resource Manager, Practice Manager

Row-Level Security

PeopleSoft provides row-level security to enable individual users or permission lists to have access to a table without having access to all rows on that table. This type of security is typically applied to tables that hold sensitive data. The Services Forecasting feature uses row-level security in three ways:

- It controls the HR business units that users can access when they are analyzing utilization.
- It limits managers who are using the Review Forecasted Time page to only the GL business units to which they have been granted row-level access.

- It limits the entry of forecast time on the Forecast Time page to only the project business units that the employee is allowed to access.

Note: Row-level security does not restrict the data that is selected by batch processes.

Other Security Features

Other security mechanisms in the Services Forecasting feature include:

- The Review Forecasted Time page, which is used by managers to review employee forecasts, limits managers to the forecasts of their own employees, unless an administrator grants a manager access to another manager's resources using the Authorize Users page.

The Authorize Users page is also used to grant a time and expense administrator access to a manager's employee forecasts on the Review Forecasted Time page to work on behalf of the manager.

- The Review Forecast by Project page, which is used by project managers to approve hours forecasted against a project, limits project managers to the projects on which they are designated as project manager.

The designation of an individual as project manager occurs on the Resource Detail page of the Project Resource Plan component (PGM_RESOURCE_LIST). The Authorize Users page is used to grant a time and expense administrator access to a project manager's employee forecasts on the Review Forecast by Project page to work on behalf of the manager.

- The Forecast Time pages that are used for entering and submitting project and personal time can limit the projects and activities to which a user can forecast time (either the employee or the employee's manager) .

The projects and activities that are available for selection depend on whether a project or activity team is enforced on the project. If no team enforcement is specified for the project, then any employee with access to the project's business unit can access the project. If a project team is enforced, the employee must be on the project team to have access to the project. If an activity team is enforced, the employee must be on the activity team to have access to the project and the specific activity. The level of team enforcement is applied to a project on the Project Costing Definition page of the Project General component.

User Profiles and Roles

The user must meet these requirements to access pages in the Services Forecasting feature:

- The user must have a PeopleSoft user ID.
- The employee's user ID must be associated with the employee on the Authorize Users page.

Any user ID can be associated with any employee ID using this page. On the Authorize Users page, you enable users to act on behalf of other users when entering forecasts.

- The user's profile must be assigned at least one role.
- The role must be assigned at least one permission list that authorizes access to the desired Services Forecasting feature pages.

The Services Forecasting feature comes with several preconfigured roles based on functional tasks that are typically performed by an individual assigned to that role. Each preconfigured role comes with access

to the set of pages within the application that corresponds to the functional tasks of that role. For example, employees can enter and submit their own forecasts and project managers can modify and approve forecasted hours only for projects for which they are designated as the project manager.

User profiles define individual PeopleSoft users. After you create user roles, create user IDs and link them to roles. The values for a user's page access and authorized actions, such as add, update, or review, are inherited from the associated roles.

This table lists the sample security roles that the Services Forecasting feature provides, the role descriptions, and the permission lists that must be associated with each role to use the full functionality of the Services Forecasting feature:

<i>Role</i>	<i>Description</i>	<i>Purpose</i>	<i>Related Services Forecasting Permission Lists</i>
ADMINISTRATOR	Administrator	Manages system security; specifies installation and business unit options; administers batch processes; grants authorized user access.	ALLPAGES
Application Administrator	Sample - App Administrator	Establishes and maintains business rules for various PeopleSoft Financials and PeopleSoft Supply Chain Management applications.	EPCO9000
Employee	Sample - Employee	Enters own forecast of project hours and personal hours.	EPEX1000
Expense Manager	Sample - Expense Manager	Ensures the submission of forecast time by employees who are direct reports. Approves actual time, expense, and travel authorizations for these employees.	EPEX4000
Resource	Resource	Enters own forecast of project hours and personal hours.	EPRS5100

Role	Description	Purpose	Related Services Forecasting Permission Lists
Resource Manager or Practice Manager	Resource Manager or Practice Manager	Ensures that resources submit forecasts by deadlines. Manages resource utilization; views and modifies resource schedules and profiles; approves assignments; submits recommendations for resources.	EPPC2100 EPRS5200
Project Manager	Project Manager	Ensures accurate project forecasts and has the authority to modify and approve all hours forecasted for a project.	EPEX4100 EPPC2100
Time and Expense Administrator, EX_AUDITOR	Sample - Time/Expense Admin, Expenses Auditors	Enters, monitors, and approves forecast time and actual time and expense for employees, supervisors, and project managers who either have not complied with the process or need assistance. Ensures that processes of submitting forecast and actual data proceed smoothly.	EPEX5000
EX_TS_PROJMGR	Time Report Project Mgr Appr.	Approves and manages time and expense that are charged to a project against budget targets. Updates and approves forecasts of hours against a project.	EPEX4100

See Also: *PeopleTools: Security Administration*

Forecast Configuration Options

Before using the forecast collection tool you must configure certain forecast-related settings. You can establish different forecast configurations for each SetID. Consider the following points:

- Forecast frequency determines how frequently you estimate and collect forecasts, such as weekly, biweekly, semimonthly, monthly, or quarterly.

For users of PeopleSoft Expenses, this table is a guide for setting up the forecast frequency. Schedule the time reporting frequency and forecast collection frequency to coincide, as indicated in this table,

so that users can report actual time and forecast time at the same time. Otherwise, users must access the system at different intervals to report actual time and forecast time.

<i>Expenses Time Reporting Frequencies</i>	<i>Recommended Forecast Frequencies</i>
Daily	<i>Weekly</i>
Weekly	<i>Weekly, Biweekly</i>
Biweekly	<i>Biweekly</i>
Semimonthly	<i>Semimonthly, Monthly, Quarterly</i>

Expenses time report frequencies are defined in the Expenses Definition component (BUS_UNIT_TBL_EX). Forecast frequencies are defined in the Forecast Configuration component (BUS_UNIT_OPT_FC).

- The forecast horizon defines how many periods are included in each forecast.

For example, if you have a forecast horizon of *10* and the forecast frequency is in *weeks*, the forecast horizon comprises 10 weeks. The employee must report a detailed forecast for 10 weeks and a single lump number for all remaining planned hours beyond the 10-week period.

- For weekly and biweekly forecasts, the ending day of the period specifies the day of the week on which the horizon period ends so that the system can determine when to begin the next horizon period.
- You specify whether employees can create and submit forecasts for past horizon periods and whether employees can change or submit a pending forecast that was never submitted.

Project Forecast Options

You can establish forecast default settings for all new projects at the project business unit level. You can later override the settings at the individual project level. To set the forecast defaults, you can:

- Select the forecast level that determines whether you forecast hours at the project or activity level.
- Select a standard rate of employee, job code, or project role to indicate which default rate value to use to forecast costs and revenue.

For example, you can select the standard rate that is established for the resource's job code as the default value.

- Indicate whether forecasts require project manager approval before forecasts can be used by PeopleSoft Program Management for inclusion in cost and revenue forecasts.

Note: Forecast data is available for utilization calculations, with or without approval.

TRCs and Task Categories

You can map nonassignment task categories in PeopleSoft Resource Management to the TRCs that are used in the Services Forecasting feature. This mapping enables the forecast prepopulation process to load resource forecasts with appointments from their resource schedules in PeopleSoft Resource Management. The forecast prepopulation process does not include nonassignment time for which no task category to TRC mapping exists, and it does not include project assignment time to which no project has been associated.

Time that is associated with a resource's assignment loads to the forecast without having its task category mapped to a TRC, as long as the assignment is associated with a project.

Forecast Control

The Establish Control Application Engine process (FC_CTRL_LOAD) creates the current forecast iteration for all, one, or specified GL business units. You create a forecast iteration for each business unit according to the rules identified on the Forecast Configuration page and Program Management Options page. You cannot create more than one current forecast iteration for a single GL business unit.

The Establish Control process closes the previous forecast horizon and creates a new forecast horizon beginning with the next available start date. For example, if you configure biweekly forecasts to begin on a Saturday, the Establish Control process creates a two-week forecast horizon that begins on the first Saturday following the end date of the previous forecast horizon.

This process must be completed for each forecast iteration, or you cannot enter a forecast. You can establish forecast control for the next forecast iteration anytime after the start date of the previous forecast horizon and before the start date of the next forecast horizon.

After you establish forecast control for the current forecast iteration, you can prepopulate the forecast for its forecast horizon and update, review, and submit the forecast.

Note: If you need to change the forecast frequency, such as from weekly to biweekly, you must first delete the current forecast data on the Forecast Horizon Control record (FC_CTRL_TBL) and make sure no resources are associated with the current forecast iteration. Then run the Establish Control process.

Forecast Prepopulation

This topic discusses:

- Forecast prepopulation data sources.
- Forecast prepopulation without PeopleSoft Resource Management.
- Forecast prepopulation with PeopleSoft Resource Management.
- Loading company holidays

Forecast Prepopulation Data Sources

The Services Forecasting feature prepopulates a resource forecast from these data sources, if available:

- The prior forecast.

- Resource schedules in PeopleSoft Resource Management.
- Other third-party project management tools.

You can prepopulate forecasts from the prior forecast or resource schedules in PeopleSoft Resource Management using the Populate Time Application Engine process (FC_HRS_LOAD) at the beginning of each iteration for all, one, or selected GL business units for which forecast time is collected. If you select both options, the system loads data from the previous forecast horizon into the current forecast iteration for all horizon periods except for the last one, and it loads project and personal time hours in the last horizon period for resources that are managed by PeopleSoft Resource Management.

If a resource has assignments in the PeopleSoft Resource Management resource schedule that fall within the current forecast horizon, or, if the resource has a forecast in the prior forecast horizon, the batch process creates a forecast for the resource for use in the current iteration of forecast time collection. For resources who either do not submit a forecast or whose last submission did not contain projects, the batch process does not create a forecast.

If you run the Populate Time process at the beginning of the forecast iteration and the forecasts become out of date, you can rerun the batch process to update and override the forecasts later in the forecast time collection iteration for forecasts that are not protected or submitted.

Important! The project end date that is specified in PeopleSoft Program Management does not control the completion date of the project in the Services Forecasting feature. If a resource's project hours load to the forecast beyond the project end date that is specified in PeopleSoft Program Management, the completion date in the forecast is set equal to the last date on which hours load.

Forecast Prepopulation Without PeopleSoft Resource Management

If PeopleSoft Resource Management is not installed, the Populate Time process uses the prior period forecast (if one is available for the resource) to prepopulate the current forecast. A resource's forecast is not prepopulated if no prior period forecast exists for the resource.

The Forecast Time process adheres to these business rules when prepopulating a forecast for resources who are not established as active resources in PeopleSoft Resource Management:

- If a resource's Employee Status field (EMPL_STATUS) on the Job record (JOB) is active on the date that the forecast time collection iteration begins, the resource is eligible for prepopulation.

If a resource's Employee Status field on the Job record changes to a status other than *Active* during the forecast horizon, the Populate Time process does not load data for days beyond the date of the status change.

- The Populate Time process loads prior forecast horizon data only from the current forecast horizon begin date forward.
- Depending on the project-level configuration setting, the forecast is prepopulated at the appropriate project or activity level of detail.

Prior forecast collection data is copied into the current forecast collection down to the daily detail, and hours are distributed at either the project or activity level. It is possible to open the forecast and make no changes at all before submitting it.

- If a resource did not have forecast hours for a project in the most recent prior forecast horizon for a project, the project is not prepopulated in the resource's next forecast.

- When populating the last period of the forecast horizon for which there is no detail available, the prepopulation process uses the number of remaining forecast hours from the prior forecast iteration minus the total number of hours in the prior forecast horizon's last horizon period.
- *Scenario A:* If the remaining value is greater than zero, that value becomes the remaining forecast hours for the current forecast iteration, and the number of hours that are subtracted from the prior forecast's remaining forecast hours populates the last horizon period of the current forecast.
- *Scenario B:* If the remaining value equals zero, the number of remaining forecast hours for the current forecast is set to zero, and the number of hours that are subtracted from the prior forecast's remaining forecast hours populates the last horizon period of the current forecast.
- *Scenario C:* If the remaining value is less than zero, the number of remaining forecast hours for the current period is set to zero and all of the remaining forecast hours that are left from the prior period are distributed over the last horizon period in the current forecast horizon.
- If a resource's most recent prior forecast contains project or personal hours that overlap the current forecast horizon, the overlapping hours from the prior forecast carry forward into the current horizon.

Forecast Prepopulation With PeopleSoft Resource Management

If a forecast for the most recent prior horizon exists for a resource in any status, the Populate Time process loads the current forecast with a combination of data from the prior forecast and the resource schedule in PeopleSoft Resource Management. The prior forecast data loads into the horizon periods that overlap from the last forecast horizon, and the PeopleSoft Resource Management schedule data loads into the newest horizon period.

If a forecast for the most recent prior horizon does not exist for a resource, the entire resource schedule is loaded from PeopleSoft Resource Management for scheduled entries with an end date that is greater than or equal to the forecast beginning date. Historical days of an assignment that occur before the forecast beginning date do not load to the forecast.

If an assignment appeared on a resource schedule during the prior forecast horizon, and the assignment is no longer on the resource schedule in the current forecast horizon, the project that corresponds to the assignment does not automatically load to the current forecast.

The Populate Time process adheres to these additional business rules for PeopleSoft Resource Management resources:

- If a resource is identified in PeopleSoft Resource Management as eligible for staffing (that is, an active, eligible resource in PeopleSoft Resource Management) at any time between the current forecast horizon begin and end dates, the resource's forecast is prepopulated with a combination of data from the resource's schedule in PeopleSoft Resource Management and the prior forecast.

If the resource's Employee Status field value on the Job record changes to a status other than *Active* during the forecast horizon, the Populate Time process does not load data for days beyond the date of that status change.

- The process loads prior forecast data such as the project (assignment) time and personal time starting with the current forecast horizon begin date.
- Prior forecast daily detail data is copied into the current forecast and, based on the project-level configuration setting, hours are distributed to either the project or activity level.

If the data from the prior forecast is still accurate, you might not have to adjust the data that was loaded from the prior forecast before submitting the current forecast.

- The hours for any assignment in the last horizon period that has a project associated with it and exists on the resource's schedule in PeopleSoft Resource Management load into the forecast for the last horizon period.
- The hours that are loaded to the forecast each day are based on the hours that appear for the assignment on the PeopleSoft Resource Management resource schedule.

Projects that forecast hours at the project level have their time loaded and distributed in the last forecast horizon period. However, for projects in which forecasting is at the activity level, the forecasted project hours from PeopleSoft Resource Management are evenly divided across the activities that are used for forecasting in the prior forecast time collection iteration.

- If a project in a resource's forecast requires activity-level forecasting, the prior forecast data loads to the current forecast at the activity level.

However, data from the PeopleSoft Resource Management resource schedule loads at the project level, which requires the resource to adjust the prepopulated data across the appropriate activities in the forecast iteration.

- The forecast prepopulates the Project Time grid on the Forecast Time - Summary page with assignments.

Any tasks on a resource schedule that are in a nonassignment (appointment) task category load to the appropriate TRC row of the Personal Time grid on the Forecast Time - Summary page. TRC hours load into the grid based on the mapping of PeopleSoft Resource Management task categories to TRCs. Each PeopleSoft Resource Management task category can map to zero or one TRC per SetID. Resource schedule tasks that are in a task category that is not mapped to a TRC are not prepopulated in the forecast.

- If new assignments are associated with a project that does not already appear in the resource's forecast, the project is automatically added to the forecast for the resource.
- If a PeopleSoft Resource Management assignment has an end date prior to the begin date of the current forecast iteration, the Populate Time process removes the project from the current forecast and does not populate any remaining hours to that project in the current forecast iteration, even if hours remain in the prior forecast.
- Pending assignment extensions in PeopleSoft Resource Management are loaded by the prepopulation process regardless of whether the extension has been approved.
- When a new PeopleSoft Resource Management assignment prepopulates a forecast, the remaining hours are calculated from the hours that are booked on the resource schedule in PeopleSoft Resource Management.

A resource can modify the calculated remaining hours on the forecast. In the next forecast iteration, however, the Populate Time process does not refresh the remaining hours again from booked hours in PeopleSoft Resource Management. Instead, the remaining hours are carried forward from the prior forecast. Although the PeopleSoft Resource Management schedule ideally reflects the same information that appears in the forecast, the hours that a resource actually works (or has left to work) may differ. The Populate Time process establishes that the resource is adjusting the estimate of remaining hours in the forecast, and it determines that the forecast is more accurate than the resource's

schedule in PeopleSoft Resource Management. Therefore, the prior forecast's remaining hours are used instead of the hours in the PeopleSoft Resource Management resource schedule.

- The Populate Time process removes the project from the current forecast for resources who are managed in PeopleSoft Resource Management (with a current row in the Worker Effective Date record (RS_WRK_R_EFFDT) and a value of *No* in the Ineligible Worker field (WRKR_INELIGIBLE)) and who no longer have assignments in the prior forecast that appeared on their resource schedule.

If the resource had hours that were booked to the project in the prior forecast horizon but the assignment does not appear in the forecast horizon because it is cancelled or completed, the project is removed from the forecast.

Loading Company Holidays

The system uses this logic to load company holidays into a new forecast:

- Company holidays from the prior forecast are copied forward into the new forecast for the overlapping horizon periods.
- The new horizon period that is covered by a forecast obtains company holidays from either the Human Resources (HR) Holiday Date record (HOLIDAY_DATE) or the PeopleSoft Financials Business Calendar record (BUS_CAL_HOLIDAY) that is associated with the resource's GL business unit.

The Populate Time process checks the resource's holiday schedule (HOLIDAY_SCHEDULE) in the Job record, finds the holidays that corresponds to the holiday schedule in the Holiday Date record, and loads company holiday hours to the horizon period. If no holidays for a holiday schedule are found in the Holiday Date record on or after the current date (indicating that the organization did not load company holidays into this HR record), the company holidays are loaded from the PeopleSoft Financials Business Calendar record that is associated with the resource's GL business unit.

Project hours that are allocated with a period that includes a company holiday are distributed to the period evenly on the days that are not company holidays. For example, if a resource normally works a five-day work week and there are 40 project hours to allocate in a week that has only four work days (due to a company holiday), the 40 hours are distributed as four 10-hour days.

Unlike a project, a resource schedule has no specific start and end dates. For this reason, personal time loads only to horizon periods that are included in the current forecast. Personal time does not load to the Remaining Effort field.

Granting Security Access to Forecasts

For purposes of reviewing, modifying and approving forecasts, you can grant security access to any employee ID to act on behalf of another user ID. This security controls a user's access to the Review Forecasted Time (supervisor review) page and Review Forecast by Project (project manager review) page.

Note: This topic is required. You must grant security access before you can use the Services Forecasting feature.

Page Used to Grant Security Access to Forecasts

Page Name	Definition Name	Usage
Authorize Users Page	TE_EE_AUTHORITY	Authorize access to employees to the forecast collection pages for themselves and on behalf of other employees.

Authorize Users Page

Use the Authorize Users page (TE_EE_AUTHORITY) to authorize access to employees to the forecast collection pages for themselves and on behalf of other employees.

Navigation:

Travel and Expenses > Manage Expenses Security > Authorize Expense Users

This example illustrates the fields and controls on the Authorize Users page. You can find definitions for the fields and controls later on this page.

Authorize Users

Douglas Sherwood

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

Authorize Users

*Authorized User ID	Name		
EXS2	Sherwood,Douglas	+	-
SAMPLE	Monroe,Theresa	+	-
VP2	Buhler,Michael	+	-

Access the page with the employee ID or name of the employee whose authority is shared with another user.

Field or Control	Description
Authorized User ID	<p>Select a user ID to grant the ability to enter forecasts on behalf of the employee. You can authorize more than one user ID for an employee.</p> <p>For each employee that is required to submit a forecast, you must authorize the employee's user ID with the employee. This grants employees permission to access their own forecasts.</p>

By authorizing users on this page to act on behalf of another user, you can give the administrator access to act on behalf of supervisors and project managers. For example, if you authorize an administrator to act on behalf of an employee who is a supervisor of a department of five resources, the administrator can access the forecasts of those five resources on the Review Forecasted Time page. Alternatively, if you authorize the administrator to act on behalf of a project manager, the administrator can access on the

Review Forecasts by Project page the projects and project team members for which that project manager is specified as the project manager.

Note: Authorizing a user to act on behalf of another user with a different role does not automatically assign the authorized user to another role. If the users are associated with different roles, make sure that the authorized user has access to the required pages.

Configuring Forecasts

To configure forecasts, use the Forecast Configuration component (BUS_UNIT_OPT_FC).

Before using the forecast collection tool, you must define certain settings at the general ledger (GL) business unit level. These settings are keyed by SetID so that they can be shared by multiple business units.

Note: This topic is required. You must configure forecast time periods before you can use the Services Forecasting feature.

Page Used to Configure Forecasts

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Forecast Configuration Page</u>	BUS_UNIT_OPT_FC	Define forecast collection options at the SetID level.

Forecast Configuration Page

Use the Forecast Configuration page (BUS_UNIT_OPT_FC) to define forecast collection options at the SetID level.

Navigation:

Set up Financials/Supply Chain > Business Unit Related > Program Management > Forecasting > Setup PGM Forecasting Options

This example illustrates the fields and controls on the Forecast Configuration page. You can find definitions for the fields and controls later on this page.

Forecast Configuration

SetID SHARE CORPORATE SETID

Forecast Capture

*Forecast Frequency

*Forecast Horizon

*Ending Day of Period

☒ Allow History Adds/Updates

Field or Control	Description
Forecast Frequency	Select how frequently you want to estimate and collect forecasts. Options are: <i>Weekly</i> , <i>Biweekly</i> , <i>Semimonthly</i> , <i>Monthly</i> , and <i>Quarterly</i> . The selection determines how frequently forecasts are updated and controls how the horizon periods appear on the Forecast Time - Summary page and Forecast Time - Forecast by Period page.

Field or Control	Description
Forecast Horizon	Enter the number of horizon periods to include in each forecast horizon. This determines the number of periods for which the resource must report a detailed forecast in each forecast time collection iteration. The maximum number of horizon periods is 13.

Field or Control	Description
Ending Day of Period	For weekly or biweekly forecast frequencies, specify the day of the week that the horizon period ends so that the system knows when to begin the next horizon period. This field is required only for weekly or biweekly forecast frequencies and is not used for all other forecast frequencies. Note: If PeopleSoft Expenses is installed, the Forecast Frequency and Ending Day of Period settings should match the time reporting options in PeopleSoft Expenses. For example, if expense periods end on Saturday, horizon periods should also end on Saturday. This enables users to report actual time and forecast time on the same schedule, which makes it easier to compare and analyze the information.

Field or Control	Description
Allow History Adds/Updates	Select to enable resources or their supervisors to create and submit forecasts for past forecast iterations, and to enable resources to change or submit a pending forecast that was never submitted. Note: Even if you allow history adds and updates, you cannot modify submitted forecasts from prior forecast iterations. The purpose of history adds and updates is primarily to enable users to submit prior forecasts if they forgot to submit one or want to correct one that is not yet submitted.

Defining Services Forecast Options

You can specify default settings at the project business unit level for all new projects. These settings can be overridden later at the individual project level.

Note: This topic is optional. If you want to accept the forecast option default values that appear on the Program Management Options page, you do not need to complete the tasks that are discussed in This topic. You can continue to the next step in the implementation.

Pages Used to Define PeopleSoft Program Management Forecast Options

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Program Management Options Page</u>	PGM_PROG_MGMT_OPT	Specify default values at the project business unit level for automatic forecast approval, forecast level, and standard rate.
<u>Program Management Page</u>	PROJECT_GEN_02	Override automatic forecast approval, standard rate, and forecast-level default settings that are defined at the project business unit level for an individual project.

Program Management Options Page

Use the Program Management Options page (PGM_PROG_MGMT_OPT) to specify default values at the project business unit level for automatic forecast approval, forecast level, and standard rate.

Navigation:

Set Up Financials/Supply Chain > Business Unit Related > Program Management > Business Unit Options > Program Management Options

Forecast Capture Group Box

<i>Field or Control</i>	<i>Description</i>
Automatic Forecast Approval	<p>Select this option to indicate that the project manager does not have to approve the forecasts to make them accessible to the PeopleSoft Program Management application. Deselect the option to indicate that approval is required on the Review Forecast by Project page before the forecasts can be used.</p> <p>The default value is <i>No</i> (check box deselected).</p> <hr/> <p>Note: Forecast data is available for utilization interactive reports and ESA Portal Pack pagelets, with or without approval.</p> <hr/>
Forecast Level	<p>Select <i>Project</i> (project) or <i>Project/Activity</i> (activity) as the level of forecasting to occur.</p> <p>The default value is <i>Project/Activity</i>.</p> <hr/> <p>Warning! If you select <i>Project</i>, the activity is not required when you enter a forecast. This affects the organization's ability to report forecasts at the activity level.</p> <hr/>
Standard Rate	<p>Select <i>Resource</i> (employee), <i>Job Code</i> (job code), or <i>Role</i> (project role) to determine how the system looks up the standard rate per hour per resource. This rate is used to calculate costs and revenue.</p> <p>The default value is <i>Role</i>.</p>

Program Management Page

Use the Program Management page (PROJECT_GEN_02) to override automatic forecast approval, standard rate, and forecast-level default settings that are defined at the project business unit level for an individual project.

Navigation:

Program Management > Project Definitions > General Information > Program Management

On this page you can override for an individual project the **Automatic Forecast Approval**, **Standard Rate**, and **Forecast Level** default settings that are established at the project business unit level on the Program Management Options page.

Related Links

[Program Management page](#)

Setting Up TRCs and Mapping Task Categories

Note: If you are using PeopleSoft Resource Management with the Services Forecasting feature, you must map the task categories that are used in PeopleSoft Resource Management to the TRCs used in the Services Forecasting feature for personal or policy time that is not associated with projects and activities.

Pages Used to Set Up TRCs and Map Task Categories

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Time Reporting Code Page</u>	EX_TRC_EX	View or create TRCs to classify personal hours.
<u>Task Categories Page</u>	RS_TASK_TYPE	Assign each task category to one TRC per SetID.

Time Reporting Code Page

Use the Time Reporting Code page (EX_TRC_EX) to view or create TRCs to classify personal hours.

Navigation:

Setup Financials/Supply Chain > Product Related > Expenses > Management > Time Reporting Codes > Time Reporting Code

Note: You must set up TRCs if you want to forecast personal time. TRCs are not used to forecast project time.

Enter a time reporting code and description. Indicate whether it is used for business holidays.

Important! Select only one TRC to use for business holidays.

Related Links

“Setting Up Time Reporting Codes” (PeopleSoft Expenses)

Task Categories Page

Use the Task Categories page (RS_TASK_TYPE) to assign each task category to one TRC per SetID.

Navigation:

Set Up Financials/Supply Chain > Product Related > Resource Management > Calendar > Setup Task Categories > Task Categories

Note: This topic is optional. If you are not using PeopleSoft Resource Management to prepopulate forecasts, you do not need to complete the tasks that are discussed in This topic.

Use this page to map task categories in PeopleSoft Resource Management to the TRCs that are used in the Services Forecasting feature if you are using PeopleSoft Resource Management to prepopulate forecasts.

Important! You must configure forecast time periods before you map task categories to TRCs.

Related Links

“Defining Task Categories and Mapping to TRCs” (PeopleSoft Resource Management)

Establishing Forecast Control

To establish forecast control, use the Run Forecast Control component (RUN_FC_CNTL).

Important! This topic is required. You must complete the Establish Control process every time that you want to create a current forecast iteration by either running it manually or scheduling it by using the Process Scheduler. Otherwise, you cannot enter a forecast.

Page Used to Establish Forecast Control

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Establish Control Page</u>	RUN_CNTL_FC	Establish a current forecast iteration for one or more GL business units.

Establish Control Page

Use the Establish Control page (RUN_CNTL_FC) to establish a current forecast iteration for one or more GL business units.

Navigation:

Program Management > Forecasting > Establish Forecasting Controls

This example illustrates the fields and controls on the Establish Control page. You can find definitions for the fields and controls later on this page.

Establish Control

Forecast

Report Manager





Process Monitor

Run

Process Request Parameters


☐ Select All

GL Business Unit List

Personalize | Find | View All |   First  1-2 of 2  Last

GL Business Unit


US001



+

-

FRA01



+

-

Use this page to run the Establish Control process to create the current forecast iteration. You can create a recurring instance of this process that runs at an interval that corresponds to your for the frequency, which eliminates the need to run this process manually each time that you want to establish a new forecast iteration. For example, if all business units submit monthly forecasts, schedule the process to run monthly to create a new forecast iteration automatically for all business units each month. You can also group business units by time zone to schedule the process to run at a time of day that is sensible for the majority of users in a region.

Note: Group the Establish Control process with the Administer Cache Application Engine process (FC_CACHE_AD) in the same job and schedule the Administer Cache process to occur immediately following the completion of the Establish Control process.

Field or Control	Description
Select All	Select this option to create forecasts for all GL business units.
GL Business Unit (general ledger business unit)	<div>Alternatively, if you do not select the Select All option above, specify one or more business units for which you want to create forecasts.</div> <div>Note: If the GL business unit prompt does not return any values, confirm that you have configured the forecast for the SetID that is associated with the GL business unit.</div>
Run	Save the run control and click Run for the Establish Control process to create a forecast for each specified business unit according to the rules that are identified on the Forecast Configuration and Program Management Options pages.

See Also: *PeopleTools: PeopleSoft Process Scheduler*

Refreshing the Forecast Cache

To refresh the forecast cache, use the Run Forecast Cache Administration component (RUN_FC_CACHE_AD).

Note: This topic is required. You must complete the Administer Cache process, by either running it manually or scheduling it by using the Process Scheduler, every time the Establish Control process completes.

Page Used to Refresh the Forecast Cache

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Administer Cache Page</u>	RUN_CNTL_FC	Refresh forecasting cache tables.

Administer Cache Page

Use the Administer Cache page (RUN_CNTL_FC) to refresh forecasting cache tables.

Navigation:

Program Management > Forecasting > Administer Forecasting Cache

The Administer Cache process refreshes cache tables to optimize performance. Cache tables eliminate the amount of logic that the application must perform each time that it needs to identify the resources reporting to a supervisor. The Forecast Supervisor List cache table (FC_SUPR_RVW_LST) stores a list of supervisors and related forecast horizons that have associated employees. The Forecast Supervisor/Employee List cache table (FC_EE_FCST_LST) stores a list of supervisors and their current employees' job information as of the begin date of a specific forecast horizon.

Run the Administer Cache process at least once after every completion of the Establish Control process, and more frequently if supervisor changes occur frequently in the organization.

Prepopulating Forecasts in Batch

To prepopulate forecasts in batch, use these components:

- Run Prepopulate Forecast Time component (RUN_FC_TIME).
- Load Third Party Time component (RUN_PC_PC_TO_FC).

Note: This topic is optional. If you are not prepopulating forecasts, you do not need to complete the tasks that are discussed in this topic.

Pages Used to Prepopulate Forecasts in Batch

Page Name	Definition Name	Usage
<u>Populate Time Page</u>	RUN_CNTL_FC	Prepopulate forecasts by GL business unit from the prior forecast horizon and from PeopleSoft Resource Management.
<u>Load Third Party Time Page</u>	RUN_CNTL_FC	Load forecast time from a third-party project management tool that is already loaded into the forecast staging table.

Populate Time Page

Use the Populate Time page (RUN_CNTL_FC) to prepopulate forecasts by GL business unit from the prior forecast horizon and from PeopleSoft Resource Management.

Navigation:

Program Management > Forecasting > Populate Time Forecast

This example illustrates the fields and controls on the Populate Time page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Select All	Select this option to prepopulate forecast hours for all GL business units.

Field or Control	Description
Load From Prior Forecast and Load Resource Management Data	<p>The options are:</p> <ul style="list-style-type: none"> Select only Load From Prior Forecast for the Populate Time Application Engine process (FC_HRS_LOAD) to load data from the previous forecast horizon into the current forecast iteration for all horizon periods except the last one. <p>The process calculates the hours for the last period of the forecast horizon as the number of remaining forecast hours from the prior forecast iteration minus the total number of hours in the prior forecast horizon's last horizon period.</p> <ul style="list-style-type: none"> Select only Load Resource Management Data for the Populate Time process to load project and personal time hours in all horizon periods for resources that are managed by PeopleSoft Resource Management. Select both options for the process to load data from the previous forecast horizon into the current forecast iteration for all horizon periods except the last one, and load project and personal time hours in the last horizon period for resources that are managed by PeopleSoft Resource Management. <p>Select both options to take full advantage of the system's ability to prepopulate forecasts using prior forecasts and schedule data from PeopleSoft Resource Management.</p>
GL Business Unit (general ledger business unit)	Specify one or more business units for which you want to prepopulate forecast hours. This field is available if you did not enable the Select All option.
Run	Click Run for the Populate Time Application Engine process to populate the Forecast Time - Summary page, by resource, for the forecast horizon and rules that are defined on the Forecast Configuration and Program Management Options pages.

Important! Run the Populate Time process only after completion of the Establish Control and Administer Cache processes. Schedule all three processes in a single run control in this order: 1. Establish Control, 2. Administer Cache, and 3. Populate Time.

Load Third Party Time Page

Use the Load Third Party Time page (RUN_CNTL_FC) to load forecast time from a third-party project management tool that is already loaded into the forecast staging table.

Navigation:

Program Management > Forecasting > Load Third Party Time > Load Third Party Time

Click **Run** for the Load Third-Party Data Application Engine process (PC_PC_TO_FC) to load data from a third-party project management tool after that data is loaded into the forecast staging table.

Scheduling Forecast Reminder Notifications

To schedule forecast reminder notifications, use the Run Forecast Reminder component (RUN_FC_REMINDER).

In the Services Forecasting feature, you can identify employees who have not submitted the required forecasts and send them email reminders.

Note: This topic is optional. If you are not using forecast reminder options, you do not need to complete the tasks that are discussed in this topic.

Page Used to Schedule Forecast Reminder Notifications

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Email Reminder page	RUN_CNTL_FC	Send email reminders to resources who have not submitted a required forecast.

Email Reminder page

Use the Email Reminder page (RUN_CNTL_FC) to send email reminders to resources who have not submitted a required forecast.

Navigation:

Program Management > Forecasting > Forecasting Email Reminder

This example illustrates the fields and controls on the Email Reminder page. You can find definitions for the fields and controls later on this page.

Email Reminder

EmiRemind Report Manager Process Monitor Run

Process Request Parameters

☐ Select All

GL Business Unit List Personalize | Find | View All | 1-2 of 2 First Last

GL Business Unit		
US001		+ -
FRA01		+ -

On this page, you can schedule the Email Reminder Application Engine process (FC_REMINDER) to send an email reminder to each resource in the specified GL business units who has not submitted a forecast for the current forecast iteration as of the current **Run Date** and **Run Time** on the Process Scheduler Request page.

Select all GL business units or specify them individually. Click **Run** to initiate or schedule the process by using the PeopleSoft Process Scheduler.

Note: The Review Forecasted Time page also includes an ad hoc email notification feature so that a reviewing manager can send a reminder or a note to the manager's own resources.

See Also: *PeopleTools: PeopleSoft Process Scheduler*

Managing Programs and Projects

Understanding Programs, Projects, and the Enterprise Program Tree

Programs are initiatives that are composed of one or more projects. Usually a theme is associated with a program, and all the projects that are within the program support that theme. In PeopleSoft Program Management, an enterprise program tree defines the hierarchical relationship of a project business unit's programs and their associated projects. This tree is required to define a program. To establish a program, use the Project - General Information page, and select the **Program** check box to indicate that you are defining a program, not a project.

You define the enterprise program tree for a business unit by using the Program Management Options page.

A project is a temporary endeavor that is undertaken to create a unique product, service, or result. Projects can be created by using one of these methods:

- Automatically by the system when you approve a submitted project request.

You create project requests in either PeopleSoft Project Portfolio Management or PeopleSoft Program Management.

- Automatically by the system when you change a submitted project request to a status of costing.

When you set project requests that you created in either PeopleSoft Project Portfolio Management or PeopleSoft Program Management to a status of costing, the system automatically creates a project in a processing status of pending.

- By a project manager or similarly designated person.

You create projects by using the Project Definition component in PeopleSoft Project Costing and PeopleSoft Program Management.

- By the project copy feature, which copies an existing project into another project.

The copy feature is part of PeopleSoft Project Costing.

- By the project template feature, which creates a project from an existing template.

The create project from a template feature is part of PeopleSoft Project Costing.

- By PeopleSoft Resource Management.

In PeopleSoft Resource Management, a service order can generate a project for the purpose of staffing resources to it.

- By PeopleSoft Proposal Management

In PeopleSoft Proposal Management, the Contract Generation process creates projects and activities based on information that is contained in a proposal.

- By importing project data from Microsoft Project.

You import projects from Microsoft Project by using the Create Project From Microsoft page in PeopleSoft Project Costing.

To associate projects with a program, you add the projects to the enterprise program tree by using the Enterprise Program Tree page; you can also use PeopleSoft Tree Manager to maintain it.

The data for all projects that are within a program are summarized at the program level, enabling program managers to quickly and easily assess how well a program is progressing. The Program Refresh process (PGM_PROGRFSH) updates project health and program data.

Related Links

[Understanding Project Requests](#)

[Program Management Options Page](#)

“Understanding Projects” (PeopleSoft Project Costing)

“Understanding Activities” (PeopleSoft Project Costing)

Understanding Program Managers

Typically, program managers create and manage programs, create program budgets, and assign project managers. You define program managers on the Project General - Manager page for programs. You can have more than one program manager for a program, but the effective dates for the program managers cannot overlap. If you change a project into a program, the system retains the project manager as the program manager. If you change a program into a project, the system automatically adds the program manager to the resource list as a project manager. If the program has multiple program managers, the system will add each program manager to the resource list as project managers based on their effective dates.

Understanding Resource Pool Security

The PeopleSoft Project Costing application allows you to designate who can charge time and expenses to a project or activity by selecting an option in the Enforce Team group box on the Project Costing Options page for the business unit or the Project Costing Definition page for the project. PeopleSoft Program Management provides two additional options that enable resource pool security:

- **Project Resource Pools Only:** Indicates that only resources that belong to the project's resource pools can charge time and expense in PeopleSoft Expenses against the project.
- **Project Activity Resource Pool:** Indicates that only resources that belong to the activity's resource pools can charge time and expense in PeopleSoft Expenses against the activity.

Project Managers use the Project Resource Pools page and Activity Resource Pools page to select the resource pools for each project and activity. You must run the Refresh Resource Pools Application Engine

process (PGM_POOL_RFS) for the system to recognize the pools to use in the PeopleSoft Expenses system. The prompts for activity on the Expenses Time Entry page and the Expense Report page are only as accurate as the last time the Refresh Resource Pools Application Engine ran if either the Project Resource Pool Only or Project Activity Resource Pool option is selected for the project.

Note: These options appear only if PeopleSoft Resource Management is installed and are applicable to charge time and expense data only in the PeopleSoft Expenses application and not the Time and Labor application.

Establishing and Maintaining Programs and Projects

Page Used to Establish and Maintain Programs and Projects

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>General Information Page</u>	PROJECT_GEN_01A	Establish and maintain programs and projects.
<u>Project Costing Definition Page</u>	PROJECT_GEN_01	Define various project options including how to enforce team security.
<u>Program Management page</u>	PROJECT_GEN_02	Set up defaults for scheduling, health criteria, and forecasting for a program.
<u>Activity - Definition Page</u>	PROJECT_ACTIVITY	Establish change control and scheduling for activities.

General Information Page

Use the General Information page (PROJECT_GEN_01A) to establish and maintain programs and projects.

Navigation:

Program Management > Project Definitions > General Information > General Information

This example illustrates the fields and controls on the General Information page (1 of 2). You can find definitions for the fields and controls later on this page.

General Information | Project Costing Definition | Primavera | Program Management | Manager | Location | Phases | Approval | Justification | User Fields

Project: BCPBR Add to My Projects

*Description: BCP - Branch offices Program Processing Status: Active

*Integration: US004 Consulting Division Project Status: Open

Project Type: INTER Internal Project

Percent Complete: 0.00 As Of

☐ Work Order Managed

Project Health ?

Health	Project Overall	Schedule	Budget	Resources	Issues	Risks	User-Defined
As of Date	05/16/2005	05/16/2005	05/16/2005	05/16/2005	05/16/2005	05/16/2005	

Project Schedule ?

*Calculate: End Date Duration in Days: 261

*Start Date: 09/01/2005 *End Date: 08/31/2010 Additional Dates

Classification ?

Release: Release Date:

Category: STRATEGIC Application Area: Application:

This example illustrates the fields and controls on the General Information page (2 of 2). You can find definitions for the fields and controls later on this page.

Description Find | View All First 1 of 1 Last

Date/Time Stamp: 02/15/13 2:43:20PM User ID: VP1

Description:

Long Description:

Save as Template Copy Project

My Projects Project Valuation Resources Project Activities Go To: More

The following fields are available only when you have PeopleSoft Program Management installed. The remaining fields that are on this page are described in the “Creating and Defining Projects” (PeopleSoft Project Costing) topic. See “Project Definitions - General Information Page” (PeopleSoft Project Costing)

Field or Control	Description
Calculate	Select one of the following three elements for the system to calculate based upon the values that you enter for the other two fields that are on the page: Start Date, End Date, or Duration in Days.
Duration in Days	Enter the number of business days that are between the start date and end date of the project.

Field or Control	Description
Release	Select the release for this project. This field is available only on project definitions because programs can span many releases. See Understanding Releases
Release Date	Displays the current target release date associated with the release that you select.
Category	Select the category to further classify the program or project.
Application Area	Select the application area to further classify the program or project.
Application	Select the application to further classify the program or project.

Related Links

[Setting Up General Control Data](#)

Project Costing Definition Page

Use the Project Costing Definition page (PROJECT_GEN_01) to define various project options including how to enforce team security.

Navigation:

Program Management > Project Definitions > General Information > Project Costing Definition

Enforce Team

Designate who can charge time and expenses to a project or activity by selecting an option in the Enforce Team group box. These options are available for selection at the project level if you selected the Decide at the Project Level option on the Project Costing Options page for the business unit. The **Project Resource Pools Only** and **Project Activity Resource Pools** options appear only if you have PeopleSoft Resource Management installed. The remaining options that are on the “Project Definitions - Project Costing Definition Page” (PeopleSoft Project Costing)

Field or Control	Description
Project Resource Pools Only	<p>Select to indicate that only resources that belong to the project's resource pools can charge time and expense in the PeopleSoft Expenses application against the project.</p> <p>Project Managers use the Project Resource Pools page to specify the project resource pools.</p> <p>See Establishing Resource Pool Security.</p>
Project Activity Resource Pool	<p>Select to indicate that only resources that belong to the activity's resource pools can charge time and expense in the PeopleSoft Expenses application against the activity.</p> <p>Project managers use the Activity Resource Pools page to specify the activity resource pools.</p> <p>You can select this option only if the project charging level is set to All Detail Activities on the Program Management page.</p> <p>See Establishing Resource Pool Security.</p>

Program Management page

Use the Program Management page (PROJECT_GEN_02) to set up defaults for scheduling, health criteria, and forecasting for a program.

Navigation:

Program Management > Project Definitions > General Information > Program Management

This example illustrates the fields and controls on the Project General - Program Management page . You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Project General - Program Management' page for a project named 'CADSYSTEMS'. The page is organized into several sections with various controls:

- General Information:** Project Name: CADSYSTEMS, Description: CADSYSTEMS.
- Budget Approver:** EMP10 (with a search icon), Watson, Thomas.
- Scheduling:**
 - Activity Date Cascade Calculations:** Radio buttons for Manual, Delay Calculations Until Save (selected), and Realtime Calculations.
 - Hours Per Day:** 8 MHR.
 - Schedule Method:** Fixed Units (dropdown).
 - *Activity Calculation Method:** End Date (dropdown).
 - Project Calendar:** 01 (with a search icon), Standard Business Calendar.
 - Always Honor Constraint Dates:** Checked checkbox.
 - Enable Change Control:** Unchecked checkbox.
- Forecast Capture:**
 - Automatic Forecast Approval:** Checked checkbox.
 - Standard Rate:** Role (dropdown).
 - Forecast Level:** Project/Activity (dropdown).
- Project Charging Level:**
 - All Detail Activities:** Selected radio button.
 - Activity Costing Level:** 1 (dropdown).
 - Charging Level for Time Report:**
 - All Detail Activities:** Checked checkbox.
- Project Health Default:**
 - Project Overall:** Manual Entry (unselected), Calculated (selected).
 - Schedule:** Manual Entry (unselected), Calculated (selected).
 - Budget:** Manual Entry (unselected), Calculated (selected).
 - Resources:** Manual Entry (unselected), Calculated (selected).
 - Issues:** Manual Entry (unselected), Calculated (selected).
 - Risks:** Manual Entry (unselected), Calculated (selected).
- Buttons:** Save as Template, Copy Project.
- Navigation:** My Projects, Project Valuation, Resources, Project Activities, Go To More (dropdown).

Use this page to configure how a specific project or program functions with respect to scheduling, forecasting, managing change control, the project charging level, and evaluating project health. The values that you enter on this page override the program management option settings for the fields that are established at the business unit level. The only fields that are documented here are those that do not perform identically to the corresponding fields that you define for the business unit.

See [Establishing PeopleSoft Program Management Business Unit Options](#).

Field or Control	Description
Budget Approver	Enter the employee ID of the user responsible for approving budgets for this project.
Always Honor Constraint Dates	<p>Select to enable the system to strictly enforce the constraints that you set at the activity level.</p> <p>Deselect this option to allow users to keep constraints that you define on an activity but set dates that might not specifically follow the constraints.</p> <p>See Understanding Schedule Dependencies.</p>
Enable Change Control	Select to enable change control functionality for this project.

Activity - Definition Page

Use the Activity - Definition page (PROJECT_ACTIVITY) to establish change control and scheduling for activities.

Navigation:

Program Management > Activity Definitions > Define Activity General Info > Definition

This example illustrates the fields and controls on the Activity Definitions - Definition page. You can find definitions for the fields and controls later on this page.

General InformationDefinitionLocationAttachmentsQualityUser FieldsRatesBudget AlertsAsset Integration Rules

ProjectBCPBRDescriptionBCP - Branch officesCharging LevelCosting Level 1

Activity00000000000002DescriptionBudget

Details ?

WBS ID1.1

Enforce TeamNo

Options ?

☐ New Milestone

☐ Allow Interest Calculation

☐ Enable Change Control

Scheduling ?

CalculateDelay Calculations Until Save

Hours per Day8 MHR

*Schedule MethodFixed Units

Project Calendar01

Funds Distribution ?

☒ Participating

Go To:

Resources

Activity Status

Project Transactions

Deliverables

Use this page to override business unit default settings at the activity level on individual projects. The following fields are available only when you have PeopleSoft Program Management installed. The remaining fields that are on this page are described in the “ Activity Definitions - Definition Page” (PeopleSoft Project Costing).

See [Understanding PeopleSoft Program Management Setup](#)

Options

Field or Control	Description
Enable Change Control	Select to enable change control functionality for this activity. If change control is not enabled at the project level, this activity uses the change control template that is defined for the business unit. If you enable change control at the project level, you do not need to enable change control at the activity level, because the activities that belong to a project use the change control template that is defined for that project.

Scheduling

Field or Control	Description
Calculate	Displays the calculation method that determines when the system rolls up start and end dates for activities. You specify this value on the Project General - Program Management page.
Hours per Day	Displays the number of hours per day that define a work day for this activity. The system uses this time value to calculate the amount of time that a resource is available for the schedule. You specify this value on the Project General - Program Management page.
Schedule Method	Select the method for calculating schedules for this activity. The scheduling method determines what element of a project schedule remains constant when one of the three scheduling variables (work, duration, or units) changes. You can override the default value that the system supplies from the Project General - Program Management page.
Project Calendar	Displays the project calendar that is used for calculating schedules for this activity. The system uses this calendar to determine business holidays and nonwork days and factor them into the calculation of start dates, end dates, and durations. You specify this value on the Project General - Program Management page.

Establishing and Maintaining Enterprise Program Trees

Pages Used to Establish and Maintain Enterprise Program Trees

Page Name	Definition Name	Usage
<u>Program Management Options Page</u>	PGM_PROG_MGMT_OPT	Specify program management options, designate the enterprise program tree, and establish various default settings for specific business units.
<u>Enterprise Program Tree Page</u>	PGM_ASSIGN_TO_EPT	Assign a project or program to the enterprise program tree that is associated with its respective project business unit.

Page Name	Definition Name	Usage
<u>View Enterprise Program Tree Page</u>	PGM_VIEW_EPT	View a display-only version of the enterprise program tree to visually identify where a project or program appears in the enterprise's hierarchy.

Program Management Options Page

Use the Program Management Options page (PGM_PROG_MGMT_OPT) to specify program management options, designate the enterprise program tree, and establish various default settings for specific business units.

Navigation:

Set Up Financials/Supply Chain > Business Unit Related > Program Management > Business Unit Options > Program Management Options

Complete these steps:

1. In the **Tree Name** field, enter the name of the new tree.
2. Click the **Initialize Enterprise Tree** button.

The system creates a tree that is keyed by business unit at this point.

3. Add programs and projects to the tree by using the Enterprise Program Tree page.

Alternatively, you can use PeopleSoft Tree Manager to create the tree first, and then select that tree in the **Tree Name** field, instead of entering a new tree name.

Tree Structure Requirements

You must use the delivered PROJECT_BU structure for the enterprise program trees.

Tree Definition Requirements

The key field values that the system requires on the Tree Definition page for enterprise program trees are:

Field or Control	Description
Status	<i>Active.</i>
Tree Structure	<i>PROJECT_BU.</i>
Category	<i>PROJECT.</i>
Use of Levels	<i>Strictly Enforced.</i>

Field or Control	Description
Allow Duplicate Detail Values	Do not select this check box.
All Detail Values in this Tree	Do not select this check box.
Performance Methods	Accept the defaults for all options.

Related Links

[Establishing PeopleSoft Program Management Business Unit Options](#)

Enterprise Program Tree Page

Use the Enterprise Program Tree page (PGM_ASSIGN_TO_EPT) to assign a project or program to the enterprise program tree that is associated with its respective project business unit.

Navigation:

Program Management > Program Tools > Enterprise Program Tree > Enterprise Program Tree

This example illustrates the fields and controls on the Enterprise Program Tree page. You can find definitions for the fields and controls later on this page.

Enterprise Program Tree

Business Unit US004 US004 ILLINOIS OPERATIONS

Projects Not on Enterprise Program Tree Personalize | Find | View All | First 1-4 of 24 Last



Parent Program ID	Project	Description	Program	Project Manager	Project Status	Processing Status	Project Request ID	Version Of		
	000000000000174	Fusion upgrade	<input type="checkbox"/>		Approved	Active				
	000000000000175	testing	<input type="checkbox"/>		Approved	Active				
	000000000000176	test after code	<input type="checkbox"/>		Approved	Active				
	000000000000177	ughuyguy	<input type="checkbox"/>		Approved	Active				

Enterprise Program Tree

Tree Name PROJECTS_US004

Left | Right

- ALL_US004 - All US004 Projects
 - CONSULTINGDIV - Consulting Division
 - 0000000156 - Build Office Campus
 - 0000000157 - Build Office Campus
 - 0000000130 - CONSTRUCTION
 - 0000000133 - ESA INTEGRATION TESTING 2
 - BCP - Business Continuity Plan
 - DATA-WAREHOUSE - Data Warehouse Feasibility
 - DEVELOPMENT - Cross product development
 - FMS-UPGRADE - Financial Systems Upgrade

Field or Control	Description
Parent Program ID	Enter the program ID for the projects and programs that are listed in the Projects Not on Enterprise Program Tree grid for which you want this program to be the parent. You must save in order for the system to add the program or project to the enterprise program tree.
	Click to access the project General Information component (PROJECT_GENERAL) and view or update details about the project or program.
	Click to access the Project Request component (BC_PROJ_REQUEST). This option is valid only if the project or program is linked to a project request.
Tree Manager	Click to access the Tree Manager page, on which you can edit the tree.

View Enterprise Program Tree Page

Use the View Enterprise Program Tree page (PGM_VIEW_EPT) to view a display-only version of the enterprise program tree to visually identify where a project or program appears in the enterprise's hierarchy.

Navigation:

Program Management > Program Tools > Review Program > View Enterprise Program Tree

This example illustrates the fields and controls on the View Enterprise Program Tree page. You can find definitions for the fields and controls later on this page.

Review Program

View Enterprise Program Tree

Business Unit

US004

US004 ILLINOIS OPERATIONS

Enterprise Program Tree

PROJECTS_US004

Effective Date

01/01/1990

Left | Right

ALL_US004 - All US004 Projects

CONSULTINGDIV - Consulting Division

0000000156 - Build Office Campus

0000000157 - Build Office Campus

0000000130 - CONSTRUCTION

0000000133 - ESA INTEGRATION TESTING 2

BCP - Business Continuity Plan



DATA-WAREHOUSE - Data Warehouse Feasibility

DEVELOPMENT - Cross product development

FMS-UPGRADE - Financial Systems Upgrade

FORECAST - Forecasting Project

This page is a display-only view of the enterprise program tree that is for the selected program.

Field or Control	Description
	Click to expand a folder and view its subordinate programs or projects.
	Click to collapse a folder and all of its subordinate programs or projects.
Tree Manager	Click to access the Tree Manager page, on which you can edit the tree.

Refreshing Program Data

Page Used to Refresh Programs

Page Name	Definition Name	Usage
<u>Program Refresh Page</u>	RUN_PGM_PROG_RFSH	Specify run control parameters to summarize project data into program data.

Understanding the Program Refresh Process

The Program Refresh Application Engine process (PGM_PROGRFSH) summarizes project data into program data and recalculates:

- Project health.

This applies to programs and projects with a health criteria method of calculate. When you run this process, the health as of date is updated with the date and time of processing.

- Start and end dates.

The system updates program dates only; project dates are updated in real time when activity dates are updated. The system updates the program's start and end dates based on the earliest start date and latest end date of its child projects.

You should run the program refresh process as often as you need current program or project health status. For example, if the project manager reports the status weekly on Fridays, you should run the process on Thursday nights.

Program Refresh Page

Use the Program Refresh page (RUN_PGM_PROG_RFSH) to specify run control parameters to summarize project data into program data.

Navigation:

Program Management > Program Tools > Program Refresh

Field or Control	Description
BU/Proj Option (Business unit/project option)	Specify the level of processing. Options are: <i>Business Unit:</i> Select to process all projects and programs within the business unit. <i>Business Unit/Project:</i> Select to run for a specified project or program within the business unit.
Business Unit	Specify the business unit for which to run this process.
Project	Specify the project for which to run this process. This field is required when the BU/Proj Option field is set to <i>Business Unit/Project</i> .
Select from Enterprise Program Tree	Click to view the enterprise program tree that is associated with the business unit, and select the specific program or project to refresh.
Calculate Health	<p>Select to recalculate project health. The system calculates the result based on health parameters that you enter at the business unit level for all selected projects with a health method of <i>Calculate</i>.</p> <hr/> <p>Note: To use this option, you must ensure that health parameters are already set up for the selected business unit; otherwise, the system displays an error message when the Program Refresh process runs.</p> <hr/>
Roll Up Start/End Dates	Select to update program dates based on the dates of their child projects in the enterprise program tree.

Important! Programs and projects must reside on the enterprise program tree for the Program Refresh process to calculate the program or project health.

Establishing Resource Pool Security

Pages Used to Establish Resource Pool Security

Page Name	Definition Name	Usage
<u>Project Resource Pools Page</u>	PGM_PRJ_RES_POOL	Select pools to include on the resource pools list to enforce resource pool security.

Page Name	Definition Name	Usage
Search Resource Pools Page	PGM_POOL_SRCH	Search and select resource pools to add to the resource pools list to enforce resource pool security.
<u>Activity Resource Pools Page</u>	PGM_ACT_RES_POOL	Select pools to include on the activity resource pools list to enforce resource pool security.
Copy From Project Pools Page	PGM_CPY_PRJ_POOL	Search and select resource pools from the project resource pools to add to the activity resource pools list to enforce resource pool security

Project Resource Pools Page

Use the Project Resource Pools page (PGM_PRJ_RES_POOL) to select pools to include on the resource pools list to enforce resource pool security.

Navigation:

Program Management, Project Definitions, Project Resource Pools, Project Resource Pools

This example illustrates the fields and controls on the Project Resource Pools page. You can find definitions for the fields and controls later on this page.

Project	Description	Processing Status
BCPBR	BCP - Branch offices	Active

Pool ID	Pool Name	Copy To Activities
0000000002	Communication Apps	<input checked="" type="checkbox"/>
0000000005	ETL Programmers	<input checked="" type="checkbox"/>
0000000010	LAN Admins	<input checked="" type="checkbox"/>
0000000011	Productivity Tools	<input checked="" type="checkbox"/>

Add Pools

The **Resource Pools** group box lists all of the resource pools selected from the Search Resource Pools page.

Field or Control	Description
Copy to Activities	Select to indicate which resource pools to copy to the resource pools on the Activity Resource Pools page. The system copies the selected resource pools to each activity in the project when you save the page.

Field or Control	Description
Add Pools	Click to access the Search Resource Pools page (PGM_POOL_SRCH) where you can search, select, and add resource pools to the Resource Pools group box. You can search by manager ID , pool ID, or pool name.
Project Resources	Click to access the Resources page.

Activity Resource Pools Page

Use the Activity Resource Pools page (PGM_ACT_RES_POOL) to select pools to include on the activity resource pools list to enforce resource pool security.

Navigation:

Program Management > Project Definitions > Project Resource Pools > Activity Resource Pools

This example illustrates the fields and controls on the Activity Resource Pools page. You can find definitions for the fields and controls later on this page.

Project Resource Pools

Activity Resource Pools

Project BCPBR

Description BCP - Branch offices

Processing Status Active

Charging Level Costing Level 1

*Activity 000000000000001

Description Planning

Resource Pools

Pool ID	Pool Name	
0000000002	Communication Apps	
0000000005	ETL Programmers	
0000000010	LAN Admins	
0000000011	Productivity Tools	

Add Pools

Copy From Project Pools

The system lists all of the resource pools that the project manager has selected to use with the selected activity in the **Resource Pools** group box.

Field or Control	Description
Activity	Select the activity for which to display the current resource pools selected for that activity.

Field or Control	Description
Copy from Project Pools	Click to access the Copy From Project Pools page (PGM_CPY_PRJ_POOL) where you can select resource pools from pools that are on the Project Resource Pools page to copy to this page. You must save the resource pools on the Project Resource Pools page before you can copy project resource pools to activity resource pools.
Activity Resources	Click to access the Resources by Activity page.

Refreshing Resource Pool Security

Page Used to Refresh Resource Pool Security

Page Name	Definition Name	Usage
<u>Enforce Team Pool Refresh Page</u>	RUN_PGM_POOL_RFSH	Run the Refresh Resource Pools Application Engine process.

Understanding the Refresh Resource Pool Security Process

The Refresh Resource Pools Application Engine process (PGM_POOL_RFS) populates the Resource Pool Cache table (PGM_POOL_CACH) with the data of employees who are eligible for charging by project and activity based on resource pools and the method by which you enforce resource pool security. This helps performance when the user goes to the PeopleSoft Expenses page to enter time and expenses. The prompt for activity on the PeopleSoft Expenses Time Entry and Expense Report pages is only as accurate as of the last time the Refresh Resource Pools Application Engine process ran if either the Project Resource Pool Only or Project Activity Resource Pool option is selected for the project.

Enforce Team Pool Refresh Page

Use the Enforce Team Pool Refresh page (RUN_PGM_POOL_RFSH) to run the Refresh Resource Pools Application Engine process.

Navigation:

Program Management, Program Tools, Enforce Team Pool Refresh, Enforce Team Pool Refresh

This example illustrates the fields and controls on the Enforce Team Pool Refresh page. You can find definitions for the fields and controls later on this page.

Enforce Team Pool Refresh

User ID VP1

Run Control ID WeeklyRefresh

Process Monitor

Run

Program Name PGM_POOL_RFS

Process Frequency Always

Select the process frequency and click **Run** to send this process to the Process Scheduler.

Establishing Project Requests

Understanding Project Requests

This topic lists prerequisites and discusses:

- Project request versions.
- Project request approval workflow.
- Revise project request cost estimates process.

Project requests define proposed projects so that managers can evaluate how well they support an organization's strategy, determine if the costs and benefits are acceptable, and, ultimately, decide which projects to undertake.

Prerequisites

Set up options at the system, business unit, project, and activity levels prior to establishing project requests.

If PeopleSoft Project Portfolio Management is installed:

- You must set up all available general ledger business units in both PeopleSoft Project Portfolio Management and in PeopleSoft Project Costing, using integration templates.
- You must set up tableset sharing so that all ChartFields are valid in both PeopleSoft Project Costing and PeopleSoft Project Costing.
- The project portfolio management business unit must be the same as the project business unit.

See [Establishing PeopleSoft Program Management Business Unit Options](#) and [Setting Up General Control Data](#)

Project Request Versions

You can create multiple versions of a project request so that the versions can be compared and analyzed before a request is approved. For example, the initial version could be best case, in which estimated benefits are very high, but costs are as well. The second version could be a scaled-down version of the project request with less benefit for less cost. Multiple versions can exist until one is approved. At that time, all remaining versions change to declined status. (Versions that are already declined remain in declined status.) When a version is created, the system populates many of its fields by default with the values of the current project request.

Project Request Approval Workflow

When a project request is submitted for approval, it triggers a business process event that places the work item on the worklist of the person who is identified in the **Approver** field on the Project Request page. Only users who are associated with the approver role can approve, decline, return, or cost a project request. After the approver performs one of these four actions, the work item is removed from the approver's worklist.

These are the steps that take place during the workflow procedure for project request approvals:

1. A user creates and saves a new project request, but does not submit it.

Based on the initiative type that the user enters on the project request, the project owner and approver fields populate automatically on the project request. The system initially sets the status to pending.

2. The user submits the project for approval by clicking the **Submit** button on the Project Request page.

The system updates the status to submitted.

3. The system sends the project request to the approver's worklist.

4. The approver views the worklist and clicks the link of the project request to review it.

The project approval page appears.

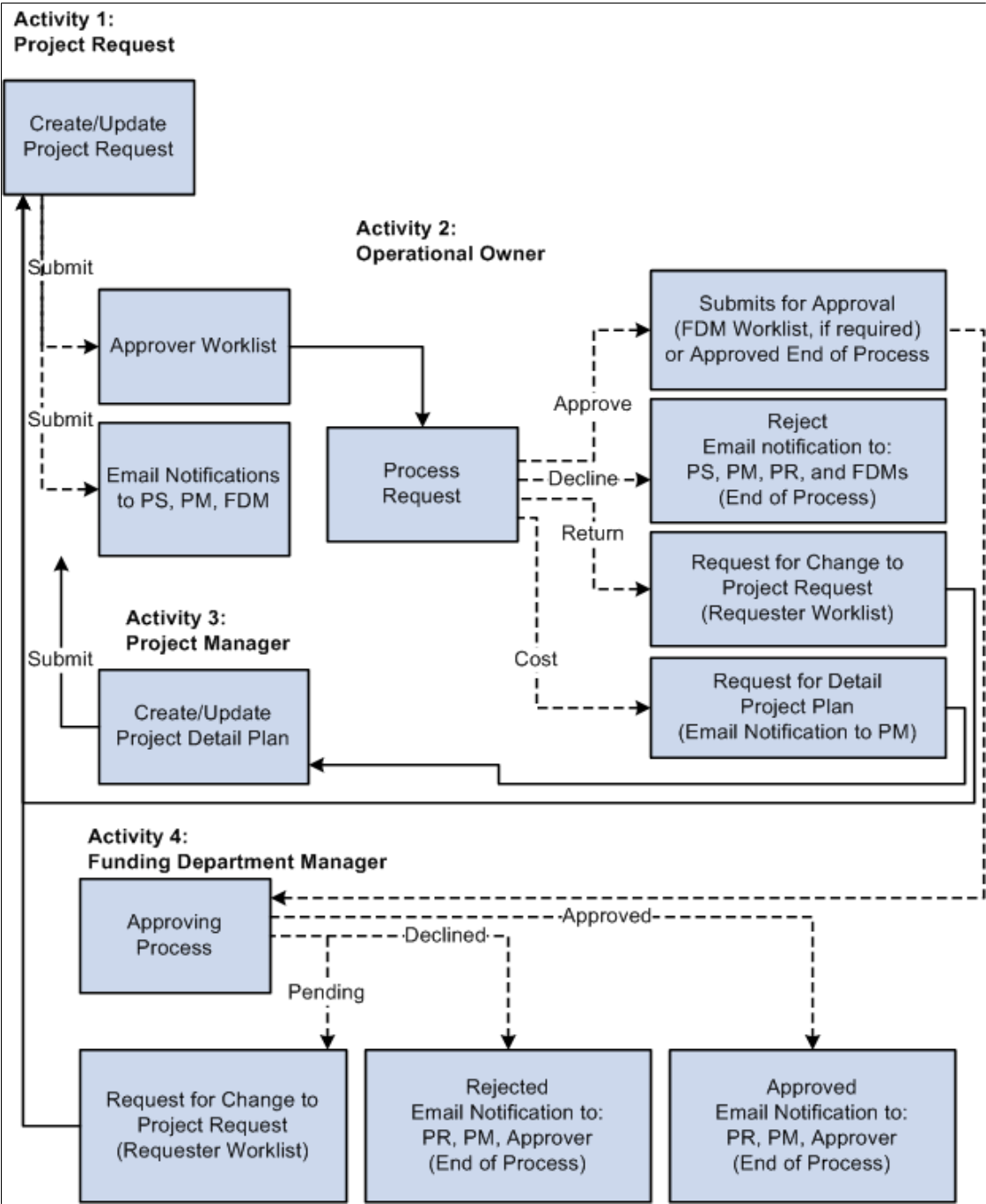
5. The approver selects one of these options:

Term	Definition
Approve	<p>Approves (or operationally approves) the project request.</p> <p>When you select this option, the system responds in one of these ways, depending on whether funding department manager approval is required:</p> <ul style="list-style-type: none"> • If funding department manager approval is required: <p>The system updates the status to operationally approved, which indicates that the project request is approved from one perspective only. Then, the system routes the project request to the worklist of every manager whose department appears on the Project Request component's Cost page. Assuming each of these managers has adequate spending authority, which is defined in PeopleSoft Approval Workflow Engine (AWE), they all must approve the request for its status to change to approved.</p> <p>If any one of the funding department managers denies the project request, the system changes the status to declined and does not allow the project request to be resubmitted.</p> <p>If any of the funding department managers changes the project request status to returned, the system starts the approval process over again, and PeopleSoft AWE routes the project request back to the worklist of the initial requester of the project. The project requester can resubmit a returned project request, however, all of the same approvals are still required, assuming that the amount of the estimated costs does not change enough to cause higher or lower levels of spending authority by the approvers.</p> • If funding department manager approval is not required: <p>The system updates the project request status to approved and either generates a new project with a processing status of active, or, if a project already exists, updates the processing status of the project to active. If any other versions of the project request exist, the system automatically sets them to a status of declined, sets their associated projects to a processing status of inactive, and cancels any labor resource assignments for those projects. The only exception to this occurs when the approver does not have adequate authority to approve the amount of the project request's estimated costs. In this case, PeopleSoft AWE locates the manager of the initial approver and routes the request to the manager for approval.</p> <p>Note: You establish whether funding department manager approval is required at the installation options level.</p>

Term	Definition
	See “Installation Options - Program Management Page” (Application Fundamentals).
Return	<p>Returns the project request to the individual who is identified as the requester on the project request.</p> <p>The system updates the project request status to returned and adds it to the worklist of the requester for rework. If anyone resubmits the request, the approval process starts over from the beginning.</p>
Decline	<p>Denies the project request.</p> <p>The system updates the project request's status to declined, changes the processing status of any corresponding projects to inactive (if there is an associated project), and changes any resource assignments for the project to a status of cancelled.</p>
Cost	<p>Indicates detailed cost information is required.</p> <p>The system routes the project request to the project manager and updates the project request status to <i>Costing</i>.</p> <p>This value signifies that the project manager must create a detailed plan by using the various project planning tools that are in PeopleSoft Program Management. When the plan is complete, the project manager clicks the Send to Project Request button that is on the Project Request Estimate Summary page. The system subsequently updates the project request status to submitted, triggering a message on the project request to indicate that a detail plan is created, and routes the project request back to the worklist of the project request's designated approver.</p>

This diagram illustrates the project request approval workflow, and its impact on the project request status:

After a project request is submitted, it request is added to an approver’s worklist. If the request is approved then the request runs through the approval process. If the request is declined, then the process is ended. If the request is returned, then it is sent to the project manager to be updated. If it requires more detail, such as cost information, then it is sent to the project manager to be updated.



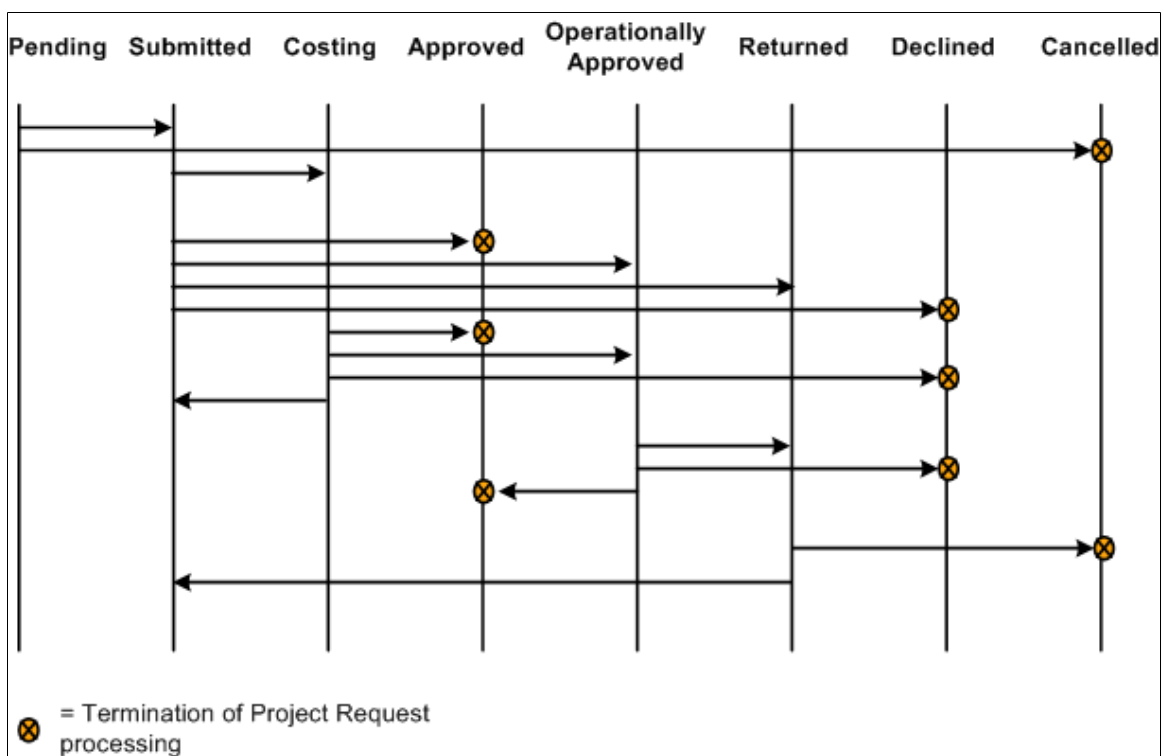
This table provides a key for the abbreviated roles that are in the project request workflow diagram:

Term	Definition
PS	Project sponsor

Term	Definition
PM	Project manager
PR	Project requester
FDM	Funding department manager

This diagram shows the possible status values that a project request can assume given its current status:

Project request status values include: Pending, Submitted, Costing, Approved, Operationally Approved, Returned, Declined, or Cancelled. Depending on the current status a project request can move forward in the status flow, or return to a previous status.



Note: Project request functionality is also provided by PeopleSoft Project Portfolio Management, which is part of the PeopleSoft Performance Measurement (PM) product line. If PeopleSoft Project Portfolio Management is installed, project requests must originate in PeopleSoft Project Portfolio Management, rather than PeopleSoft Program Management, and you must use the project request workflow features that are in PeopleSoft Project Portfolio Management.

Note: Administrators must specify default project statuses for each processing status for projects that are programmatically created by PeopleSoft Project Portfolio Management or PeopleSoft Program Management project requests in an approved status. Otherwise, the approval process for project requests will fail.

See “Project and Processing Statuses” (PeopleSoft Project Costing).

Related Links

[Delivered Workflows for Project Request Approval](#)

Revise Project Request Cost Estimates Process

When you set a project request to a status of costing, the system creates a project in pending status and optionally generates a worklist entry for the project manager on the project request. The project manager creates a program or project cost budget plan with detailed cost estimates.

After the detailed cost estimate is complete, the project manager needs to transmit the completed estimate to the project request.

Use the Project Request Estimate Summary page to update project requests with revised cost estimates. You initiate the Send Estimate to Project Request Application Engine process (PGM_ES_TO_PR) when you click the **Send Costs to Project Request** button. This process:

1. Summarizes all cost budget detail row amounts by general ledger business unit, department, account, and budget period.
2. Converts the budget calendar periods to the corresponding accounting calendar periods that are defined on the project request.

The system does this by determining the accounting period in which the last date of each budget period occurs. The budget periods are then replaced with accounting periods.

3. Sends the project or program budget to the project request.
 - If the project request is associated with a program and a program budget is available, the system uses the program budget as the basis for sending estimates to the project request.
 - If there is no active program budget, the system uses the child project budget(s) as the basis for sending estimates to the project request.

You must populate the fields for general ledger business unit, department, and account for the budget rows that the system uses for sending estimates to the project request. If these fields are not populated, you receive an error message and the process stops. While all ChartFields are available on the budget detail line, this process writes only general ledger business unit, department, and account ChartFields to the project request.

If you are creating a detailed cost estimate for a program that has subordinate projects, you must add the program to the enterprise program tree and then add the subordinate projects to the tree. If you do not establish this relationship in the enterprise program tree, the Project Request Estimate Summary page cannot determine which projects to include when compiling costs for the consolidated estimate.

Creating Project Requests

Pages Used to Create Project Requests

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Project Request Page</u>	BC_PROJ_REQUEST1	Create project requests.
<u>Attachments Page</u>	BC_PROJ_ATTACH	Associate file attachments with a project request.
<u>Cost Page</u>	BC_EST_COST	Enter estimated cost details for a project request.
Cost Comments	BC_EST_COST_COM	Enter comments about cost rows in the Cost Details grid.
<u>Benefits Page</u>	BC_EST_BENFT	Enter estimated benefit details for a project request.
Benefit Comments	BC_EST_BENFT_COM	Enter comments about benefit estimates.
<u>Maintenance Cost Page</u>	PPK_MAINT_COST	Enter maintenance costs for a project request.
<u>Dependency Page</u>	BC_PRJREQST_DPN	Designate project requests upon which the current project request depends and view project requests that depend on the current project request.
Dependency Comments	BC_PRJREQST_DPN_CM	Enter comments about a project dependency relationship.
<u>Milestones Page</u>	BC_PRJREQST_MST	Enter project milestones and indicate their statuses.
<u>Summary Cost/Benefits Page</u>	BC_EST_COST_BENFT	View a summary of the costs and benefits, by general ledger business unit and department, for a project request.
Project Cost Details Page	BC_COST_DET	Review cost details for a department.
Project Benefit Details Page	BC_BENFT_DET	Review benefit details for a department.

Page Name	Definition Name	Usage
Status History Page	PPK_PROJREQ_AUD	Review an audit trail of workflow approval status entries for the project request, or make additional comment entries.
Additional Fields Page	BC_PROJ_REQUEST2	Enter additional user-defined information about a project request
Project Approval Page	BC_PRJ_APPROVAL	Modify the approval status for a project request.

Project Request Page

Use the Project Request page (BC_PROJ_REQUEST1) to create project requests.


Navigation:

Program Management > Project Request > Project Request

This example illustrates the fields and controls on the Project Request page. You can find definitions for the fields and controls later on this page.

Project Request	Attachments	Cost	Benefits	Maintenance Cost	Dependency	Milestones	Summary Cost/Benefits	Status History	
PC Business Unit US004 US004 ILLINOIS OPERATIONS Base Currency US Dollar Project Request ID 0000000003									
Request Details									
*Description Secondary Data Center Requester Scott,William *Estimated Start 04/02/2005 *Priority High Desired Finish 09/30/2005 *Initiative Type ID ITSYSYSTEMS Release Release Date Application Area					Status Submitted Department 42000 Manufacturing Support *Estimated End 08/31/2005 Investment Type Infrastructure *Integration Template US004 Project Manager Hill,Nicola Description Category STRATEGIC Application Additional Fields				
Approval Information									
Sponsor Ball,Nancy Owner Monroe,Theresa					Approver Monroe,Theresa Owning Department 22000 Sales and Services				
Cost and Benefits									
*Currency US Dollar Cost \$950,000.00 Benefits \$0.00					Maintenance Cost \$8,000.00 Net Benefits \$0.00 Notes <div></div>				
<div>Create a New Project Request Version</div>									

Request Details

Field or Control	Description
Requester	Enter the name of the individual who is creating the project request or the person on whose behalf it is created.
Estimated Start, Estimated End, and Desired Finish	Enter the corresponding project dates. The system uses the estimated start and estimated end dates to generate the project's start date and end date, respectively, if the project request results in a project.
	Click the Choose a date button to make a selection in date fields.
Priority	<p>Select the project request's priority. You can select from five delivered priority levels. You can modify the description of the priority labels.</p> <p>Priority labels are maintained on the Priority Description page.</p> <p>See Setup - Priority Description Page.</p>
Initiative Type ID	<p>Select an initiative type identifier that classifies the type of work that is needed.</p> <p>When you select the initiative type, the system automatically populates the Project Owner and Approver fields, based upon the Initiative Type Mapping table.</p> <p>See Initiative Type Mapping Page.</p>
Release	<p>Select the release in which the project request belongs.</p> <p>Available releases are based on the project business unit of the project request.</p> <p>See Release Page.</p>
Release Date	Displays the release date that is associated with the release.
Application Area and Application	<p>Select the application area and application in which the project request belongs. Available applications are based on the application area that you selected. You must enter an application area before you enter an application.</p> <p>See Application Area Page.</p>

Field or Control	Description
Status	<p>Displays the current status.</p> <p>This field is display-only and its value is either assigned by the system when an individual creates, submits, approves, declines, costs, or returns a project request, or is assigned by a project approver by using the View Project Requests page.</p> <p>Status values are:</p> <p><i>Pending</i>: Indicates that the project request is created, but not yet submitted. The system assigns this status when the project request is first saved.</p> <p><i>Submitted</i>: Indicates that the project request is submitted and is waiting for the approver to take action on it. This value is assigned:</p> <ul style="list-style-type: none"> • By the system (using workflow) when the Submit button is clicked. • By the system (using workflow), for project requests that are in <i>Costing</i> status, when a project manager clicks the Send to Project Request button that is on the Project Request Estimate Summary page. • When the project approver changes the status of the project request on the View Project Requests page. <p><i>Costing</i>: Indicates that the project request is sent to a project or program manager to obtain a more precise cost estimate before a decision is made to approve or decline the request. A project approver can modify the status of a project request to costing only when its current status is <i>Submitted</i> and when the cost estimate needs further validation by the project or program manager. A project approver can still approve or decline a project request while it is in <i>Costing</i> status.</p> <p><i>Operationally Approved</i>: Indicates that the project request is submitted, approved by the project owner, and is awaiting funding department manager approval. This status is only available when funding department manager approval is activated at the installation level. If funding department manager approval is required, and a project owner approves a request, the request status changes to <i>Operationally Approved</i> instead of being changed directly to <i>Approved</i>.</p> <p><i>Approved</i>: Indicates that the project request is submitted and approved by the project owner, and if necessary, the funding department managers. When a project request has a status of <i>Approved</i>, its status cannot be changed. When the status changes to <i>Approved</i>, an active project is created,</p>

Field or Control	Description
	<p>or if a project already exists, it becomes active. The system automatically changes the status of any other versions of the project request to <i>Declined</i> and changes the status of their associated pending projects to inactive.</p> <p><i>Cancelled</i>: Indicates that project request is cancelled. A project request can only become cancelled when it has a status of <i>Pending</i> or <i>Returned</i>. After a project request has a <i>Cancelled</i> status, its status cannot change.</p> <p><i>Declined</i>: Indicates that the project request is submitted but denied approval. Either the project approver or a funding department manager can deny a project request. After a project request has a <i>Declined</i> status, its status cannot change.</p> <p><i>Returned</i>: Indicates that the project request is submitted, and that the project approver or a funding department manager returned it to the user who submitted it for additional work. The system assigns this status by using workflow. To continue processing a returned request, click the Submit button to start the approval process again.</p>
Department	<p>This field is used for informational purposes only and is the department of the individual whose name is entered in the Requester field that is on the project request. This department value is not the department to which costs or benefits are attributed. Costs and benefits are associated with a specific department by entering them by using the Cost and Benefits pages that are within the Project Request component (BC_PROJ_REQUEST).</p>
Investment Type	<p>Select an investment type from the values that are in the drop-down list to describe the nature of the project request .</p> <p>This field is used for informational purposes only.</p>
Integration Template	<p>Select the project integration template that is used to generate a project ID from the project request. To create projects in PeopleSoft Project Costing, integration templates are required to indicate how transactions can map from the project to business units that are used in other PeopleSoft applications.</p> <p>See “General Integration Page” (PeopleSoft Project Costing).</p>

Field or Control	Description
Project Manager	<p>Select the name of a project manager, if this position is determined. This field is required when an approver changes the project request to a status of costing.</p> <hr/> <p>Note: When you modify the current project manager on the Resource Detail page, the system changes the project manager on the project request to match. Conversely, when you modify the project manager on the project request, the system changes the project manager on the Resource Detail page.</p> <hr/>
Category	<p>Select the category in which the project request belongs.</p> <p>See Category Page.</p>

Approval Information

The system uses the fields that are in this section for approval workflow, which is activated when you submit a project for approval.


Field or Control	Description
Sponsor	<p>Select the person who is endorsing this project.</p> <p>Depending on the PeopleSoft Program Management installation settings for workflow, this individual might receive email notifications as the project request status changes.</p>
Owner	<p>The name of the person who is primarily responsible for project requests of a specific type. The system automatically populates this field with the owner of the associated initiative type; it uses the Initiative Type Mapping table to identify the name of the individual. The Owner field is display-only prior to submitting the project request for approval, at which time it becomes editable so that the project owner can change ownership responsibility to another individual, if it is appropriate.</p> <p>Depending on the established installation-level workflow options settings, the individual whose name appears in this field might receive workflow email notifications.</p>

Field or Control	Description
Approver	<p>The system automatically populates this field with the Project Owner field value when you create a project request. After you submit the project request, this field becomes editable so that the project owner can change the approver to another individual, if it is appropriate.</p> <p>If the installation option for workflow is enabled, PeopleSoft Workflow routes project requests to the worklist of the individual identified as the approver under these conditions:</p> <ul style="list-style-type: none"> • When a project request is submitted. • When a project manager changes a project request with a status of costing to a status of submitted by selecting the Send to Project Request button on the Project Request Estimate Summary page.
Owning Department	<p>The system automatically populates this field with the department of the individual who is identified in the Owner field.</p> <p>This field is used for informational purposes only.</p>

Cost and Benefits

This section displays calculated costs and benefits information, which the system derives from other pages that are in the Project Request component.

Field or Control	Description
Currency	<p>Select the transaction currency in which you are entering all amounts that are on this project request.</p> <p>The default value for this field is the base currency for the associated project business unit.</p> <hr/> <p>Note: If you enter any costs or benefits on either the Project Request component's Cost, Benefits, or Maintenance Cost pages, you cannot change the currency without first deleting the cost and benefit data.</p> <hr/>
Cost, Benefits, and Maintenance Cost	<p>These fields display the total estimated cost, benefit, and maintenance cost for the project request in the currency that appears in the Currency field.</p>

Field or Control	Description
	Click this button to access the appropriate page to enter or view detailed amounts for costs, benefits, or maintenance costs for the button's associated field.
Net Benefits	Displays the amount that the system calculates as <i>Benefits</i> – <i>Cost</i> , however, the time value of money is not taken into account. If the cost amount exceeds the benefit amount, the system displays 0.00, as it does not allow negative amounts for this field.
Notes	Enter any combination of characters to clarify or explain this section of the project request.
View in Base Currency and View in Transaction Currency	Click to view monetary amounts in the business unit's base currency or the project request transaction currency. The button acts as a toggle to switch the currency that is used to calculate amounts that appear on the Project Request page and the Summary Cost/Benefits page. If the business unit's base currency and the project request transaction currency are the same, the amounts do not change. If no conversion factor exists, the system sets the conversion factor to 1.

Project Request Versions

The system displays this section if there are multiple versions of a project request. There is a row for each version that lists the version's project request ID, description, and status.

Click a project request ID to view that project request version. The project request ID of the currently viewed version is display-only.

Note: Project request versioning is managed slightly differently than most types of versioning, in which there is one main document with multiple versions attached. For project requests, each version is a unique project request and the system links every new version to the original project request by storing the original project request's ID in the Version of field.

Actions

Field or Control	Description
Submit	Click to submit a pending or returned project request for approval.
Cancel	Click to cancel this project request.

Field or Control	Description
Create a New Project Request Version	<p>Click to create a new version of this request.</p> <p>The system creates a new project request with several of the fields populated with values that are from the original project request. Edit the values that differ for this version, add new values, and then save or submit the project request. This button is available only when the project request status is in one of these statuses:</p> <ul style="list-style-type: none"> • <i>Submitted</i>: The button does not display when you submit the project request. You must exit and reaccess the page to see it. • <i>Declined</i> • <i>Costing</i>

Related Links

[Understanding Project Requests](#)




[Project Request Approval Workflow](#)

Attachments Page

Use the Attachments page (BC_PROJ_ATTACH) to associate file attachments with a project request.

Navigation:

Program Management > Project Request > Project Request > Attachments

Field or Control	Description
	<p>Click the Add Attachment button to browse for and select a file.</p> <p>For example, users can attach a project plan, cost spreadsheet, flowchart, or request for proposal to this project.</p>
	<p>Click the Delete Attachment button to remove an attached file.</p>
	<p>Click the View Attachment button to download and view the attachment in a new window. If the attachment is a media file, clicking the button opens the appropriate media player (if available) and plays the attachment automatically.</p>

Note: You must have the File Attachment option set on the Installation Options - Project Costing page for attachments to work.

See *PeopleSoft Asset Lifecycle Management, Enterprise Service Automation, Financial Management, Staffing Front Office, and Supply Chain Management Product-Specific Installation Instructions* located on Oracle's PeopleSoft My Oracle Support website.

Cost Page

Use the Cost page (BC_EST_COST) to enter estimated cost details for a project request.

Navigation:

Program Management > Project Request > Project Request > Cost

This example illustrates the fields and controls on the Cost page. You can find definitions for the fields and controls later on this page.

Project Request										Attachments										Cost										Benefits										Maintenance Cost										Dependency										Milestones										Summary Cost/Benefits										Status History																																							
Project Business Unit																				US004																				US004 ILLINOIS OPERATIONS																				Base Currency																				US Dollar																																							
Project Request ID																				0000000003																				Secondary Data Center																																																																															
Estimated Start																				04/02/2005																				Estimated End																				08/31/2005																																																											
Rate Type																				Current Rate																				Conversion Factor																				1.00000000																																																											
Cost Details																																								Personalize Find View All First 1-7 of 7 Last																																																																															
Details																				Base Currency																																																																																																			
*GL Unit	*Department		Account				*Year	*Period	*Amount																																																																																																														
US004	41000	Engineering	610000	Salaries & Wages	2005	4	\$50,000.00	USD																																																																																																															
US004	41000	Engineering	610000	Salaries & Wages	2005	6	\$150,000.00	USD																																																																																																															
US004	41000	Engineering	610000	Salaries & Wages	2005	9	\$300,000.00	USD																																																																																																															
US004	41000	Engineering	610000	Salaries & Wages	2005	11	\$50,000.00	USD																																																																																																															
US004	41000	Engineering	610000	Salaries & Wages	2006	6	\$300,000.00	USD																																																																																																															
US004	41000	Engineering	682000	Organizational Expense	2005	9	\$50,000.00	USD																																																																																																															
US004	41000	Engineering	682000	Organizational Expense	2006	6	\$50,000.00	USD																																																																																																															
Update Amount																				Total Estimated Costs																				\$950,000.00																				US Dollar																																																											

Use this page to view and edit cost information that is related to the project or program that you are requesting. The currency of the entered amounts is specified in the **Currency** field on the Project Request page. Costs are entered for the specified general ledger business unit. Add necessary rows to enter all costs that are associated with the project.


Cost Details - Details Tab

Field or Control	Description
GL Unit (general ledger business unit)	Enter the general ledger business unit that is associated with this cost.
Department	Select the department that is associated with this cost. Only departments of the specified general ledger business unit are valid.

Field or Control	Description
Account	Select the account to which the cost is attributed. Only accounts of the specified general ledger business unit are valid.
Year and Period	Enter the fiscal year and period in which the cost is incurred.
Amount	Enter the cost amount in the currency of the project request. The currency code appears next to the amount field.
Update Amount	Click this button to update the amounts on the main project request page based on the data that is entered on the Cost page.

Base Currency Tab

Select this tab to view costs in the base currency of the business unit that is associated with the project request.

Field or Control	Description
	<p>Click the Comments icon to access the Comments page, where you can enter notes that pertain to this cost estimate.</p> <hr/> <p>Note: If a project request has comments in the Cost Details grid, and an approver changes the project request status to <i>Costing</i>, the comments are lost when the project manager ultimately updates the project request with the revised cost estimate. To ensure that comments are always maintained, users can enter brief comments on the Status History page of the project request component or attach a business justification on the Attachments page of the project request component.</p> <hr/>

Benefits Page

Use the Benefits page (BC_EST_BENFT) to enter estimated benefit details for a project request.

Navigation:

Program Management > Project Request > Project Request > Benefits

This example illustrates the fields and controls on the Benefits page. You can find definitions for the fields and controls later on this page.

Project Request	Attachments	Cost	Benefits	Maintenance Cost	Dependency	Milestones	Summary Cost/Benefits	
Project Business Unit US004		US004 ILLINOIS OPERATIONS		Base Currency US Dollar				
Project Request ID 0000000003		Secondary Data Center						
Estimated Start 04/02/2005		Estimated End 08/31/2005						
Rate Type Current Rate		Conversion Factor 1.00000000						
Benefit Details Personalize Find View All Print First 1-2 of 2 Last								
Details		Base Currency						
*GL Unit	*Department	Account		*Year	*Period	*Amount		
US004	20000	Sales Administration 000000	All Accounts	2005	1	\$20,000.00	USD	+ -
US001	11000	Information Services 000000	All Accounts	2005	2	\$5,000.00	USD	+ -
Update Amount		Total Estimated Benefits		\$25,000.00 US Dollar				
* Required Field								

Enter the expected benefits for the project, by general ledger business unit, department, and account, and add rows as needed. The benefits are the expected cash inflows that are related to the proposed effort. The fields that are on this page operate identically to fields that are on the Cost page.

See [Cost Page](#).

Note: If a project request has comments in the **Benefit Details** grid, and an approver changes the project request status to costing, the comments are lost when the project manager updates the project request with the revised cost estimate. To ensure that comments are always maintained, users can enter brief comments on the Status History page of the Project Request component or attach a business justification on the Attachments page.

Maintenance Cost Page

Use the Maintenance Cost page (PPK_MAINT_COST) to enter maintenance costs for a project request.

Navigation:

Program Management > Project Request > Project Request > Maintenance Cost

This example illustrates the fields and controls on the Maintenance Cost page. You can find definitions for the fields and controls later on this page.

Project Request	Attachments	Cost	Benefits	Maintenance Cost	Dependency	Milestones	Summary Cost/Benefits	
Project Business Unit US004		US004 ILLINOIS OPERATIONS		Base Currency US Dollar				
Project Request ID 0000000003		Secondary Data Center						
Rate Type Current Rate		Conversion Factor 1.00000000						
Maintenance Cost	\$8,000.00	US Dollar						
Base Amount	\$8,000.00	US Dollar						

Enter the annual costs that you expect the project to incur in perpetuity after the project request's estimated end date. The amount is in the currency of the project request. Enter a value only if you anticipate incurring costs year after year beyond the estimated end date. This is for informational purposes only in PeopleSoft Program Management.

Dependency Page


Use the Dependency page (BC_PRJREQST_DPN) to designate project requests upon which the current project request depends and view project requests that depend on the current project request.

Navigation:

Program Management > Project Request > Project Request > Dependency

This example illustrates the fields and controls on the Dependency page. You can find definitions for the fields and controls later on this page.

Use this page to identify project requests upon which this request depends. If other project requests are dependent on this request, they appear in the **Project Requests dependent upon this Project Request** grid. This data is used only for informational purposes.

Field or Control	Description
Required	Select to indicate that the Project Request ID in the row is mandatory for this project request.
	Click the Comments icon to access the Dependency comments page, where a user can add comments that describe the rationale and impact of the dependency.

Milestones Page

Use the Milestones page (BC_PRJREQST_MST) to enter project milestones and indicate their statuses.

Navigation:

Program Management > Project Request > Project Request > Milestones

This example illustrates the fields and controls on the Milestones page. You can find definitions for the fields and controls later on this page.

Project RequestAttachmentsCostBenefitsMaintenance CostDependencyMilestonesSummary Cost/Benefits

Project Business Unit US004US004 ILLINOIS OPERATIONSBase Currency US Dollar

Project Request ID 0000000003Secondary Data Center

Milestone Details

PersonalizeFindView AllFirst1 of 1Last

*Milestone ID	Description	Owner	Due Date	Milestone Status
PHASE1	Phase 1 Complete	Ball,Nancy	02/15/2013	In Progress

Insert rows as needed to document project milestones. This data is only for informational purposes.

Field or Control	Description
Milestone ID	Enter a unique identifier for the milestone.
Owner	Select the individual who is responsible for this milestone.
Due Date	Enter the due date for this milestone.
Milestone Status	Select the current status of the milestone. Options are: <i>Cancelled</i> <i>Complete</i> <i>In Progress</i> <i>Not Started</i>

Summary Cost/Benefits Page

Use the Summary Cost/Benefits page (BC_EST_COST_BENFT) to view a summary of the costs and benefits, by general ledger business unit and department, for a project request.

Navigation:

Program Management > Project Request > Project Request > Summary Cost/Benefits

This example illustrates the fields and controls on the Summary Cost/Benefits page. You can find definitions for the fields and controls later on this page.

Project Request	Attachments	Cost	Benefits	Maintenance Cost	Dependency	Milestones	Summary Cost/Benefits	Status History
---------------------------------	-----------------------------	----------------------	--------------------------	----------------------------------	----------------------------	----------------------------	---------------------------------------	--------------------------------

Project Business Unit	US004	US004 ILLINOIS OPERATIONS
Project Request ID	0000000003	Secondary Data Center
Base Currency	US Dollar	Currency
Estimated Start	04/02/2005	Estimated End
		08/31/2005

Summary of Cost and Benefits			Personalize Find View All		First	1-3 of 3	Last
GL Unit	Department		Estimated Costs	Estimated Benefits			Net Benefits
US004	41000	Engineering	950000.00	1000000.00			\$50,000.00
US001	11000	Information Services		5000.00			\$5,000.00
US004	20000	Sales Administration		20000.00			\$20,000.00
Total Estimated Costs			\$950,000.00				
Total Estimated Benefits				\$1,025,000.00			

This page provides a summary of the current estimated costs, estimated benefits, and net benefits for the project request, by general ledger business unit and department.

Field or Control	Description
Estimated Costs	Click to access the Project Cost Details page, where you can view all costs that are associated with the current department for this project request.
Estimated Benefits	Click to access the Project Benefits Details page, where you can view all benefits that are associated with the current department for this project request.

Status History Page

Use the Status History page (PPK_PROJREQ_AUD) to review an audit trail of workflow approval status entries for the project request, or make additional comment entries.

Navigation:

Program Management > Project Request > Project Request > Status History

This example illustrates the fields and controls on the Status History page. You can find definitions for the fields and controls later on this page.

Project RequestAttachmentsCostBenefitsMaintenance CostDependencyMilestonesSummary Cost/BenefitsStatus History

Project Business Unit US004US004 ILLINOIS OPERATIONSBase Currency US Dollar

Project Request ID 0000000002Build Office Campus

Status HistoryFind | View AllFirst1-3 of 3Last

User ID SAMPLEMonroe,Theresa

Status ApprovedComments

DateTime Stamp 11/11/03 4:20PM

User ID SAMPLEMonroe,Theresa

Status SubmittedComments

DateTime Stamp 11/11/03 4:20PM

User ID SAMPLEMonroe,Theresa

Status PendingComments

DateTime Stamp 11/11/03 4:20PM

This page displays all status changes for the life cycle of the project request and any comments that the approver makes during the workflow approval process. In addition, you can insert dated and time-stamped comments on this page. After you enter and save a comment here, the system does not allow it to be edited.

Additional Fields Page

Use the Additional Fields page (BC_PROJ_REQUEST2) to .

Navigation:

Program Management > Project Request > Project Request > Additional Fields

This example illustrates the fields and controls on the Additional Fields page. You can find definitions for the fields and controls later on this page.

CostBenefitsMaintenance CostDependencyMilestonesSummary Cost/BenefitsStatus HistoryAdditional Fields

PC Business Unit US004Project Request ID 0000000002

Estimated Start 09/01/2003Estimated End Date 06/30/2006

Additional Fields

Attribute 1Attribute 2Attribute 3Attribute 4Attribute 5Attribute 6Attribute 7

Currency Code USDAmount 1Amount 2Amount 3Request Date 1Request Date 2

Use this page to enter additional user-defined information about the project request. You can capture user-specific attributes of a project request in seven text fields, three amount fields, and two date fields that are stored in the Project Request record (BC_PROJ_REQUEST).

Approving Project Requests Using PeopleSoft Fluid User Interface

This section discusses approving project requests using PeopleSoft Fluid User Interface.

You can use the Delegation Framework to delegate project request approval authority to other users, who can then act on specific transactions on your behalf.

For more information on setting up and using Delegation Framework, see:

“Understanding Delegation” (Enterprise Components)

“Configuring Delegation Transactions” (Enterprise Components)

“Working with Self-Service Delegation” (Enterprise Components)

Pages Used to Approve Project Requests using PeopleSoft Fluid User Interface

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Approvals Tile</u>		Review pending and historical approvals that are associated with the user.
<u>Pending Approvals Page</u>	EOAWMA_MAIN_FL	View the project requests routed for approval. Access summary details for a specific project request to perform an action. For general information, see the “Approving Pending Transactions in Fluid” (Application Fundamentals).
<u>Project Request Approval Page</u>	EOAWMA_TXNHDTL_FL	Review and approve, deny or return a project request. Costing of project requests is also accomplished.

General information about Mobile Approvals is available in FSCM Application Fundamentals documentation. See

- “Understanding Fluid Approvals in FSCM” (Application Fundamentals).
- “Configuring Fluid Approvals” (Application Fundamentals).
- “Approving Pending Transactions in Fluid” (Application Fundamentals).

Oracle PeopleSoft delivers Notification Composer Framework to manage the setup and administration of notifications in one central location. Once you have adopted the Notification Composer feature, you must use it to create new notifications and manage your existing notifications.

For more information about Notification Composer Framework, see “Understanding Notification Composer” (Enterprise Components)

Related Links

“Setting Up and Using Fluid Approvals” (Enterprise Components)

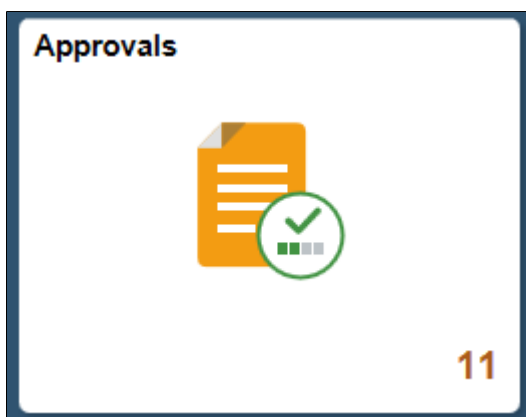
Approvals Tile

Use the Approvals tile to access the Pending Approvals page.

Navigation:

This tile can be placed on any PeopleSoft Fluid Home page.

This example illustrates the fields and controls on the Approvals Tile. You can find definitions for the fields and controls later on this page.



For information about how to add a tile to a PeopleSoft Fluid Home page, see “Adding Homepages and Tiles” (Application Fundamentals).

The tile can show the total number of pending approvals. If no pending approvals are available, the tile does not display a number count.

Pending Approvals Page

Use the Pending Approvals page (EOAWMA_MAIN_FL) to view the project requests routed for approval. Access summary details for a specific project request to perform an action. Costing of project requests is also accomplished.

Navigation:

Select the Approvals tile and then select Project Request Approval

This example illustrates the fields and controls on the Pending Approvals Page. You can find definitions for the fields and controls later on this page.

Employee Self Service

Pending Approvals

Home

Search

9

View By

Type

All

17

Deal Confirmation

4

Payment Request

1

Project Request

2

Purchase Order

2

Sourcing Plan

1

Treasury Deals

4

Treasury Settlements

3

Project Request

2 rows

Project Request

US004 / 0000000010 / TEST

Routed
09/26/2017

Project Request

US004 / 0000000015 / Test Project Request

Routed
09/26/2017

Review header information for the project requests currently routed for approval. To access and perform an action on the request details, select the row. You can also use the filter to narrow results on the page. For more information about using the filter, see “Filters Page” (Application Fundamentals).

Project Request Approval Page

Use the Project Request Approval page (EOAWMA_TXNHDTL_FL) to review and perform an action on the project request.

Navigation:

Select a project request entry in the list on the Pending Approvals page.

This example illustrates the fields and controls on the Project Request Approval Page. You can find definitions for the fields and controls later on this page.

< Pending Approvals
Project Request
🏠
🔍
🚩 9
⋮
🔄

📄

Header is pending your approval

Approve

Deny

More

Project Request Approval

Business Unit

US004

Project Request ID

0000000015

Description

Test Project Request

Status

Submitted

Requester

Martin, Allan

Approver

Zinn, Vicki

Estimated Cost

5,500.00

Currency

USD

[Link to Project Request Page](#)

Department Cost Details

2 rows

GL Business Unit	Department	Amount
US004	41000	5,000.00 USD >
US004	42000	500.00 USD >

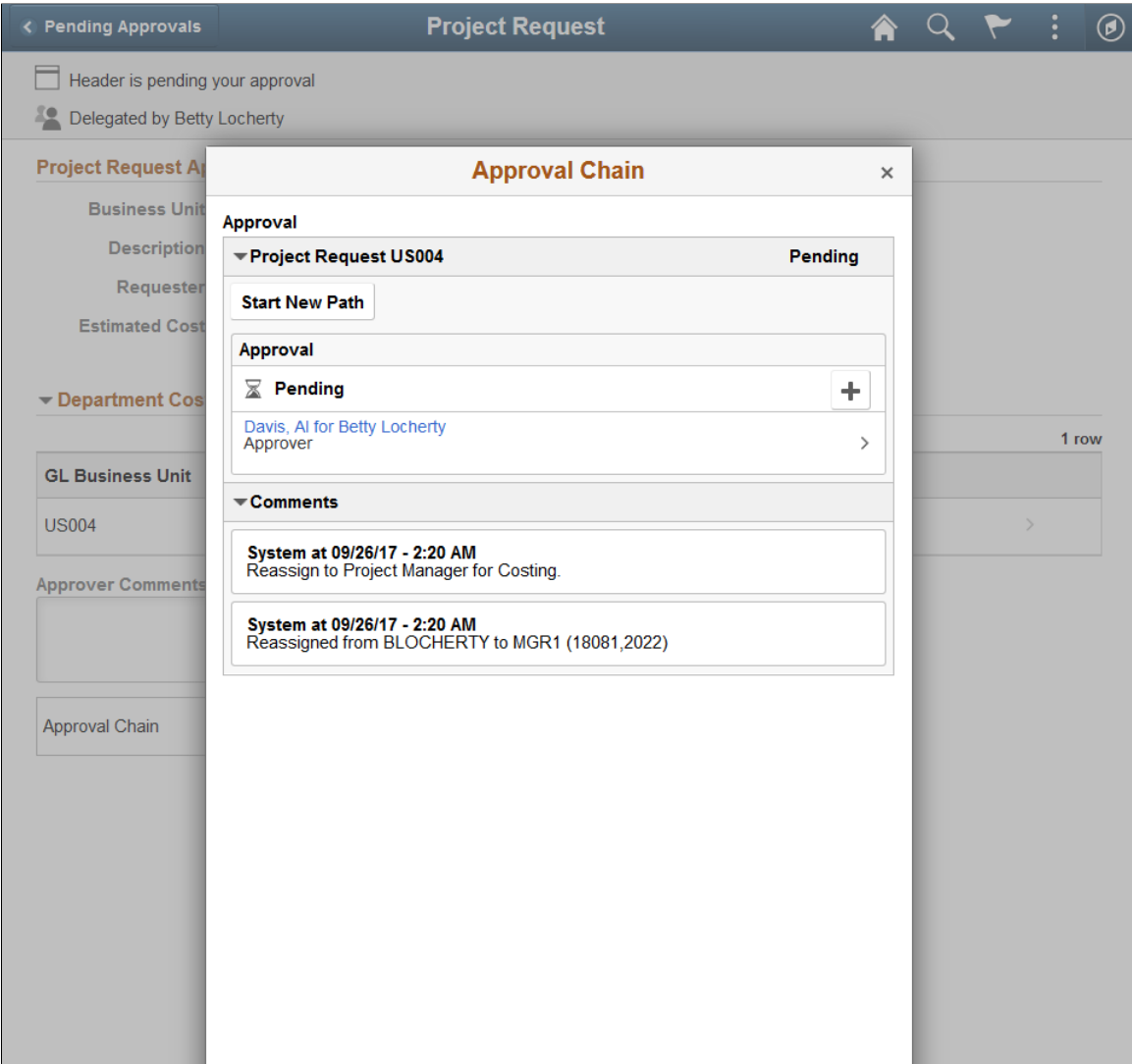
Approver Comments

⬆

⬆

Approval Chain >

This example illustrates the fields and controls on the Project Request Approval Chain. You can find definitions for the fields and controls later on this page.



The approval chain reflects approval status generated by the Approval Framework. For more information, see the product documentation for the *PeopleSoft Approval Framework*. See also “Understanding Transaction Approval Flows” (Approval Framework).

Field or Control	Description
Approve	<p>Perform an action on this approval by selecting the Approve action button.</p> <p>Upon selecting the Approve button, you have the option to select <i>Submit</i> to continue the action, or <i>Cancel</i> to back out of the action. Upon submitting the action, the system generates a message that the action is successful.</p>
Deny	<p>Click to deny approval of the project request. Reason can be provided for denying the request.</p>

Field or Control	Description
More — Return	Click to return project request to the requester.
More — Costing	Click to reassign the project request to the project manager for costing.
Link to Project Request Page	Click to view the project request details.
Approver Comments	Enter comments in the text entry field.
Approval Chain	Click to review approval chain information. You can expand or collapse the approver information for each line. You can also select the approver name to view approver details.

Related Links

“Understanding Page Composer” (Enterprise Components)

Viewing Project Requests

Pages Used to View Project Requests

Page Name	Definition Name	Usage
<u>View Project Requests Page</u>	BC_PRJREQST_LIST	Review established project requests. Optionally, provide criteria to filter the results by one or more of these fields: Business Unit, Requester, Approver, Owning Department, Department, Priority, or Status.
Project Request Comments Page	BC_PRJ_COMMENT_SEC	Enter notes about a specific project request.
<u>Project Request Estimate Summary Page</u>	PGM_PR_SUM	Review the totals of a revised project or program cost estimate and update the associated project request with the revised cost estimate.

View Project Requests Page

Use the View Project Requests page (BC_PRJREQST_LIST) to review established project requests.

Optionally, provide criteria to filter the results by one or more of these fields: Business Unit, Requester, Approver, Owning Department, Department, Priority, or Status.

Navigation:

Program Management > Project Request > View Project Requests

This example illustrates the fields and controls on the View Project Requests page. You can find definitions for the fields and controls later on this page.

View Project Requests

PC Business UnitUS004

Requester

Approver

Owning Department

Status

Priority

Department

Search

Project Request List

PersonalizeFindView All1-4 of 4Last

Request Info	Additional Info	Approval Info						
PC Business Unit	Project Request ID	Description	Status	Approver	Investment Type	*Initiative Type ID	Project-Owning Dept	Project Owner
US004	0000000001	Build Office Campus	Declined	Reddy,Prasanna	Infrastructure	FACILITIES	Information Services	Reddy,Prasanna
US004	0000000002	Build Office Campus	Approved	Reddy,Prasanna	Infrastructure	FACILITIES	Information Services	Reddy,Prasanna
US004	0000000003	Secondary Data Center	Submitted	Monroe,Theresa	Infrastructure	ITSYSTEMS	Sales and Services	Monroe,Theresa
US004	0000000005	XY Customer ERP Implementation	Costing	Schumacher,Kenneth	Infrastructure	ITSYSTEMS	Engineering	Schumacher,Kenneth

Specify the business unit for which to view project requests. To view all project requests for a business unit, leave the remaining search fields empty and click the **Search** button.

To view a filtered list of project requests, enter criteria in one or more of the fields, then click **Search**.

Note: The View Project Requests page facilitates the job that project owners and approvers perform. It enables them to quickly find, analyze, and dispatch project requests. Because this page is able to access and manipulate all of the data that is on a project request, including its status, it is important to restrict access to this component to the appropriate people within the organization.


Request Info Tab

This tab displays general information about the project request, enabling users to view summary information for project requests that are of particular importance.

Field or Control	Description
Project Request ID	Click a project request ID to access the Project Request page, where you can view and edit details for this project request.

Additional Info. Tab

This tab displays additional information that pertains to the project request and enables project approvers to add comments, change the investment type and initiative type, and override the default owner and approver that the system automatically enters based upon the initiative type. Changing the approver causes the new approver to receive a project request worklist entry for approval.

Field or Control	Description
	Click the Comments button to access the Project Request Comments page, where you can enter comments about the project request.

Approval Info Tab

This tab displays general information about the project request and enables a project approver to see the current project request status and change it.

Field or Control	Description
Set Status	<p>For each project request that appears in the grid, the project approver can review the current status and change it, if necessary, by making a selection from the drop-down list for this field. Changing the project request status triggers the same PeopleSoft Workflow as when the approver changes it on the PeopleSoft Workflow approval page.</p> <p>The status choices that are available vary depending on the request's current status. For example, only <i>Submitted</i> and <i>Cancelled</i> are valid statuses for a <i>Pending</i> project request, while you can change a <i>Submitted</i> request to <i>Approved</i> (or <i>Operationally Approved</i> if funding department manager approval is required), <i>Declined</i>, <i>Costing</i>, or <i>Returned</i>.</p> <hr/> <p>Note: You cannot change the status to <i>Approved</i> if there is no cost estimate for this project request.</p> <hr/>

See [Project Request Approval Workflow](#).

Project Request Estimate Summary Page

Use the Project Request Estimate Summary page (PGM_PR_SUM) to review the totals of a revised project or program cost estimate and update the associated project request with the revised cost estimate.

Navigation:

Program Management > Project Request > Project Request Est. Summary

This example illustrates the fields and controls on the Project Request Estimate Summary page. You can find definitions for the fields and controls later on this page.

Project Request Estimate Summary

PC Business Unit US004
Version Of 0000000005

Project Request ID 0000000005
XY Customer ERP Implementation

Project 000000000000172
XY Customer ERP Implementation
☐ Program

Start Date 01/01/2010
Process Status Active

End Date 12/31/2010
Total Cost 100,000.00
USD

View Currency USD

Cost Summary						
Personalize Find View All First 1 of 1 Last						
Project	Program	Description	Start Date	End Date	Total Cost	Currency Code
000000000000172	<input type="checkbox"/>	XY Customer ERP Implementation	01/01/2010	12/31/2010	100,000.00	USD

This page displays only projects and programs that have budgets and are associated with project requests that are in costing status. The project or program that is associated with the project request must be included in the enterprise program tree to use this page.

This system converts costs on this page to a common currency that is based on this algorithm:

1. All cost estimates that are at the activity level are converted to their project currency.
2. All project cost totals are then converted to the view currency that is selected on the Project Request Estimate Summary page.
3. All of the project or program costs are then converted to:
 - a. The project request transaction currency to load the cost data to the project request cost page.
 - b. The default budget currency for the project business unit to create and load a budget plan.

Field or Control	Description
Project Request ID	Click to access the Project Request component where you can view and edit details regarding the project request.
Project ID	Click to access the Project Definition component where you can view and edit details regarding the project.
View Currency	Enter the currency in which to view amounts.
Convert Currency	Click to restate all of the estimated project costs in the currency that you specified in the View Currency field.

Field or Control	Description
Project	Click the project identifier to transfer to the Project Budget Plan page or the Program Budget Plan page, where you can view and edit the budget plan for this project or program.
Send to Project Request	Click to launch the Send Estimate to Project Request Application Engine process, which loads all of the detailed cost estimate information from the program or project cost budget plan.

Related Links

[Program Management Options Page](#)

“Project Costing Definition Page” (PeopleSoft Project Costing)

Converting Currency

Page Used to Convert Currency

Page Name	Definition Name	Usage
Process Currency Conversions Page	PPK_PROCESS	Updates project request base amounts using exchange rates that are currently in effect.

Understanding the Convert Currency Utility

If several project requests are entered on different dates and the effective currency conversion rate differs among those dates, use the convert currency function to update amounts so that project requests use the current currency conversion rate. This ensures that users view project costs and benefits based on the same conversion rate. The system only updates amounts for project requests that are not yet approved. It does not update projects with a status of assigned, cancelled, or declined.

This currency conversion utility addresses situations. For example, an approver evaluates two project requests that are created on different dates. Both project requests have the same cost amounts and are entered in a transaction currency of Canadian dollars. If the effective currency conversion rates differ on the dates that each project request is created, the project requests appear to have different cost amounts when they are viewed in the base currency, such as Japanese yen, because they use different exchange rates.

Process Currency Conversions Page

Use the Process Currency Conversions page (PPK_PROCESS) to updates project request base amounts using exchange rates that are currently in effect.

Navigation:

Program Management > Project Request > Project Request Currency Conv

Click **Run Now**.

The process converts each project request's cost and benefit transaction amounts to the base currency of the project business unit and updates the base amounts that are stored on the project request. The process uses the rate that is currently in effect for the rate type that is specified on the Conversion Rate Type page.

See [Conversion Rate Type Page](#).

Using Schedule Dependencies and Constraints

Understanding Schedule Dependencies

This topic provides overviews of:

- Dependency types and relationships.
- Activities with multiple dependencies.
- Dependencies across projects.
- Copying projects with dependent activities.

Dependency Types and Relationships

A dependency is a logical relationship between two project activities in which the start or end date of one activity depends on the start or end date of another activity. The activity that depends on the other activity is the successor, and the activity that it depends on is the predecessor. The system calculates the successor activity's start date, end date, or duration based on the dependency relationship, dependency type, and calculation method that you establish.

You can define multiple activity successors and activity predecessors for each project activity. The system sets the start and end dates of new activities that are equal to the project start date. You can manually update the dates and duration, or use dependencies and constraints to determine the activity start and end dates.

The best practice for project activity scheduling is to set dependencies and constraints on all activities to drive the project schedule rather than manually updating every activity date. When you specify a dependency on an activity, the predecessor activity schedule might affect the successor activity schedule. If that successor activity has additional related dependencies, there can be a cascading effect on many activity dates. You can select the activity date cascade calculations option on the Project General - Program Management page to specify when to calculate activity dates and roll them up to summary activities. Delaying the summary date rollup can help you manage system performance.

This table identifies the system calculation processing based on the activity date cascade calculations options.

Activity Date Cascade Calculations Option	System Calculation Processing
Manual	The system does not calculate any of the activity schedule. You must manually enter the activity's start date, end date, and duration. The system does not roll up activity start and end dates to summary activities.
Delay Calculations Until Save	Certain date processing occurs immediately upon field edits, and other date processing and summary roll-ups occur when you save. At save, the system rolls up the activity start and end dates to summary activities. Additionally, the system updates the successor activity dates as a result of dependencies, constraints, or changes to predecessor activities.
Realtime Calculation	Activity dependency changes and predecessor date changes flow through the schedule as soon as the changes are made. Summary activity date processing occurs immediately.

Define dependencies on the Activity Predecessors page where you specify predecessor projects, predecessor activities, dependency types, and lead or lag time. Dependency types that you can establish include:

- *End-to-Start*: The start date of the successor activity is based on the end date of the predecessor activity.
- *End-to-End*: The end date of the successor activity is based on the end date of the predecessor activity.
- *Start-to-Start*: The start date of the successor activity is based on the start date of the predecessor activity.
- *Start-to-End*: The end date of the successor activity is based on the start date of the predecessor activity.

Additionally, you can define a lag time or lead time for dependency relationships. Lag time is the delay between activities that have a dependency. Lead time is the overlap between activities that have a dependency.

Activity Date Calculation Methods

The system calculates activity start date, end date, and duration based on the calculation method that you specify at the activity level and the lag or lead time that you specify when you create the dependency.

You specify the calculation method in the **Calculate** field on the Project Activities page or the Activity Definitions - General Information page. The available options are:

- *Duration*: The system calculates the duration, in whole work days, of the activity based on the start date and end date using this formula: (End Date) – (Start Date) = (Duration).
- *End Date*: The system calculates the end date of the activity based on the start date and duration using this formula: (Start Date) + (Duration) = (End Date).

- *Start Date:* The system calculates the start date of the activity based on the duration and end date using this formula: (End Date) – (Duration) = (Start Date).

Specify lead or lag time, in whole work days, in the **Lag** field on the Activity Predecessors page.

Lag time is the delay between activities that have a dependency. For example, if you need a two-day delay between the end of one activity and the start of another, you can establish an end-to-start dependency and specify a lag time of two days. Lag time is expressed with a positive whole number in the **Lag** column of the Activity Predecessors page.

Lead time is the overlap between activities that have a dependency. For example, if an activity can start when its predecessor is two weeks from its end date, you can establish an end-to-start dependency with a lead time of ten days for the successor activity. Lead time is expressed with a negative whole number in the **Lag** column of the Activity Predecessors page.

End-to-Start Dependencies

For an end-to-start dependency, the system sets the start date of the successor activity to the next working day after the predecessor's end date plus or minus any lag or lead time. When the calculation method is:

- *End Date:* The system sets the successor's end date to its new start date plus the duration, plus or minus any lag or lead time.
- *Duration:* The end date remains as it was and the system sets the duration to the number of working days from the new start date to the existing end date, plus or minus any lag or lead time.

Note: You cannot set an end-to-start dependency on an activity that has the start date calculation method.

This table shows activities, durations, start dates, and end dates before you establish the end-to-start dependency:

Activity	Duration	Start Date	End Date
Develop	15 days	June 1 (Monday)	June 19 (Friday)
Unit Test	5 days	June 1 (Monday)	June 5 (Friday)

This table shows the effect on the successor activity start and end dates based on the end-to-start dependency with an end date calculation method:

Dependency Relationship	Dependency Type	Lag	Activity	Duration	Start Date	End Date
Predecessor			Develop	15 days	June 1 (Monday)	June 19 (Friday)

Dependency Relationship	Dependency Type	Lag	Activity	Duration	Start Date	End Date
Successor	End-to-Start on Develop Activity	2 days	Unit Test	5 days	<i>June 24</i> (Wednesday)	<i>June 30</i> (Tuesday)

Note: For the examples in this topic, the duration, start date, and end date are based on the work days in a business calendar with Monday-Friday work weeks.

End-to-End Dependencies

For an end-to-end dependency, the system sets the successor activity's end date to the predecessor activity's end date plus or minus any lag or lead time. When the calculation method is:

- *Start Date:* The system sets the successor's start date to its end date minus the duration, plus or minus any lag or lead time.
- *Duration:* The start date remains as it was and the system sets the duration to the number of working days from the new end date to the existing start date, plus or minus and lag or lead time.

Note: You cannot set an end-to-end dependency on an activity that has the end date calculation method.

Activity	Duration	Start Date	End Date
Develop	15 days	June 1 (Monday)	June 19 (Friday)
Unit Test	5 days	June 1 (Monday)	June 5 (Friday)

Dependency Relationship	Dependency Type	Lag	Activity	Duration	Start Date	End Date
Predecessor			Develop	15 days	June 1 (Monday)	June 19 (Friday)
Successor	End-to-End on Develop Activity	-1 day (Lead)	Unit Test	5 days	<i>June 12</i> (Friday)	<i>June 18</i> (Thursday)

Start-to-Start Dependencies

For a start-to-start dependency, the system sets the successor activity's start date to the predecessor activity's start date plus or minus any lag or lead time. When the calculation method is:

- *End Date:* The system sets the successor's end date to its start date plus the duration, plus or minus any lag or lead time.
- *Duration:* The end date remains as it was and the system sets the duration to the number of working days from the new start date to the existing end date, plus or minus and lag or lead time.

Note: You cannot set a start-to-start dependency on an activity that has the start date calculation method.

Activity	Duration	Start Date	End Date
Develop	15 days	June 1 (Monday)	June 19 (Friday)
Unit Test	5 days	June 15 (Monday)	June 19 (Friday)

Dependency Relationship	Dependency Type	Lag	Activity	Duration	Start Date	End Date
Predecessor			Develop	15 days	June 1 (Monday)	June 19 (Friday)
Successor	Start-to-Start on Develop Activity	2 days	Unit Test	5 days	June 3 (Wednesday)	June 9 (Tuesday)

Start-to-End Dependencies

For a start-to-end dependency, the system sets the successor activity's end date to the predecessor activity's start date plus or minus any lag or lead time. When the calculation method is:

- *Start Date:* The system sets the successor's start date to its end date minus the duration, plus or minus any lag or lead time.
- *Duration:* The start date remains as it was and the system sets the duration to the number of working days from the new end date to the existing start date, plus or minus and lag or lead time.

Note: You cannot set a start-to-end dependency on an activity that has the end date calculation method.

Activity	Duration	Start Date	End Date
Develop	15 days	June 1 (Monday)	June 19 (Friday)
Unit Test	5 days	June 1 (Monday)	June 5 (Friday)

Dependency Relationship	Dependency Type	Lag	Activity	Duration	Start Date	End Date
Predecessor			Develop	15 days	June 1 (Monday)	June 19 (Friday)
Successor	Start-to-End on Develop Activity	0 days	Unit Test	5 days	May 26 (Tuesday)	June 1 (Monday)

Activities with Multiple Dependencies

You can set one or more dependencies on a successor activity. Each of these dependencies can consist of different types, such as an end-to-end dependency with a predecessor activity along with an end-to-start dependency with another predecessor activity. Each dependency can yield different effects on the successor's start and end dates. The system sets the successor dates and duration based on the predecessor activity that drives the successor dates to the latest date.

Example One of a Successor Activity with Multiple Dependencies

Activity	Duration	Start Date	End Date
Functional Design	10 days	June 1 (Monday)	June 12 (Friday)
Usability Design	2 days	June 1 (Monday)	June 2 (Tuesday)
Develop	15 days	June 1 (Monday)	June 19 (Friday)

Dependency Relationship	Dependency Type	Activity	Duration	Start Date	End Date
Predecessor		Functional Design	10 days	June 1 (Monday)	June 12 (Friday)
Predecessor		Usability Design	2 days	June 1 (Monday)	June 2 (Tuesday)
Successor	<ul style="list-style-type: none"> End-to-Start on Functional Design Start-to-Start on Usability Design 	Develop	15 days	June 15 (Monday)	July 3 (Friday)

The Functional Design and Usability Design activities are both predecessors to the Develop activity. However, the system uses the Functional Design activity end date to determine the Develop activity start and end dates. The next working day after the Functional Design activity end date drives the Develop activity dates to be later than if it was driven by the Usability Design activity start date.

Example Two of a Successor Activity with Multiple Dependencies

Activity	Duration	Start Date	End Date
Functional Design	10 days	June 1 (Monday)	June 12 (Friday)
Usability Design	2 days	June 1 (Monday)	June 2 (Tuesday)
Develop	15 days	June 1 (Monday)	June 19 (Friday)
Unit Test	7 days	June 1 (Monday)	June 9 (Tuesday)

Dependency Relationship	Dependency Type	Activity	Duration	Start Date	End Date
Predecessor		Functional Design	10 days	June 1 (Monday)	June 12 (Friday)
Predecessor		Usability Design	2 days	June 1 (Monday)	June 2 (Tuesday)
Predecessor		Develop	15 days	June 1 (Monday)	June 19 (Friday)
Successor	<ul style="list-style-type: none"> End-to-Start on Functional Design Start-to-Start on Usability Design End-to-Start on Develop 	Unit Test	7 days	June 22 (Monday)	June 30 (Tuesday)

The system uses the Develop activity to determine the Unit Test activity's dates. The end date for the Develop activity drives the Unit Test activity dates to be later than the Functional Design activity end date and the Usability Design activity start date.

Dependencies Across Projects

Use the Activity Predecessors page to define a dependency between a successor activity on one project and a predecessor activity on a different project. You can define dependencies across projects as long as the projects are within the same business unit.

The system uses the scheduling calculation method that is specified at the project level of the successor activity if the successor's dates must change to align with the new dependency relationship. The system allows multiple levels of cross-project dependencies.

Copying Projects with Dependent Activities

On project templates, you can set up dependencies within a single project. The system calculates the correct activity start dates and end dates for the new project based on the dependency. If you create projects from copies of existing projects, the system copies dependencies within that project to the target project.

Understanding Activity Constraints

This topic provides overviews of activity constraints and copying activities with constraints.

Activity Constraints

A constraint is a restriction that you place on an activity to control the activity's start date or end date. You can define flexible, moderately flexible, or inflexible constraints.

- Flexible constraints work with dependencies to make an activity occur as soon or as late as the dependency will allow.

For example, the system schedules an activity with an As Soon As Possible constraint and an end-to-start dependency as soon as the predecessor activity ends.

Flexible constraints are:

- As Soon As Possible
 - As Late As Possible
- Moderately flexible constraints work with dependencies to force activities to occur before or after dates that you specify.

For example, you can establish an end-to-start dependency that assigns the start date of September 13 on an activity with a Start No Later Than constraint for September 14.

Moderately flexible constraints are:

- End No Earlier Than
- Start No Earlier Than
- Start No Later Than

- End No Later Than
- Inflexible constraints force the activity dates to follow the constraint.

For example, an activity with a Must End On constraint for July 10 and an end-to-start dependency on another activity will always have an end date of July 10 no matter when the predecessor activity's date ends.

Inflexible constraints are:

- Must Start On
- Must End On

Each activity can have only one constraint type, which determines when the activity can start or end. For summary activities, you can select only As Soon As Possible, End No Later Than, or Start No Earlier Than constraint types.

If users try to change detail activities to summary activities, and the detail activities have constraints that are not valid for summary activities, the user must either remove the constraint or leave the activity as a detail activity.

If no constraint type is specified for an activity, users can enter any start and end dates, as long as the dates do not violate any existing dependencies for the activity, and the activity is a detail activity.

On the Project General - Program Management page, you can select a project-level option that requires that activities always honor the constraint. If you select this option:

- Users cannot manually schedule a start date or end date that falls outside of an activity's constraint.
- If a schedule change to a predecessor activity causes a successor activity's dates to violate its constraint, the user must either resolve the scheduling conflict or remove the dependency.
- If a new predecessor activity causes the successor activity to violate its constraint, the start and end dates for the successor activity will still honor the constraint date.

If you do not require activities to honor the constraint, users can change activity start and end dates manually or through dependency relationships. The constraint remains on the activity but the system allows the activity dates to change even if they violate the constraint.

As Soon As Possible Constraint

Use the As Soon As Possible constraint for the system to schedule the activity as early as it can, based on these rules:

- The system assigns the start date of the activity to the start date of the project.
- If the activity is a summary activity, the start date is based on the earliest start date of its children.
- If you establish dependencies on the activity, the system assigns the activity start and end dates based on the dependency.

- If you remove dependencies from the activity, the system assigns the activity date as the start date of the project.
- If you delete this constraint, the system does not change the activity start and end dates.

You can manually modify the activity dates.

- If you manually modify the activity start date or end date, the system removes this constraint.
- If you change the activity duration, the system recalculates the end date but does not change the constraint.

Note: You cannot enter an As Soon As Possible constraint if the calculation method is *Start Date*.

As Late As Possible Constraint

Use the As Late As Possible constraint for the system to schedule the activity as late as it can, based on these rules:

- The system assigns the end date of the activity to the end date of the project.
- If you establish dependencies on the activity and you enable the option for activities to always honor constraint dates, the system assigns the activity end date as the end date of the project.

However, if you disable the option for activities to always honor constraint dates, the system assigns the end date based on the dependencies.

- If you remove dependencies from the activity, the system assigns the activity end date as the end date of the project.
- If you delete this constraint, the system assigns the activity start date based on the project start date.
- If you manually modify the activity end date, the system removes this constraint.
- If you change the activity duration, the system recalculates the start date but does not change the constraint.

Note: You cannot enter an As Late As Possible constraint if the calculation method is *End Date*.

End No Earlier Than

Use the End No Earlier Than constraint to establish the earliest possible date that an activity could end. The activity cannot finish any time before the date you specify. The system determines the schedule based on these rules:

- If you assign a constraint date that is the same as or occurs before the activity end date, the system does not change the activity end date.
- If you modify an activity so that the end date falls after the constraint date, the system does not change the constraint date.
- When you enable the option for activities to always honor constraint dates:
 - If you set a constraint date to fall after the activity end date, the system updates the activity end date to the constraint date.

- If you modify an activity end date to a date that is earlier than the constraint date, you violate the constraint and receive an error message that allows you to remove the constraint or preserve the constraint and not change the activity end date.
- If you establish a dependency on an activity and the dependency relationship is such that it would cause the successor activity end date to occur before the constraint date, the system ignores the dependency and does not change the successor or predecessor dates.
- When you disable the option for activities to always honor constraint dates:
 - If you assign a constraint date to fall after the activity end date, the system updates the activity end date to the constraint date, unless the activity has dependencies that affect the activity schedule.

If the activity has dependencies that affect the end date, the system uses the dependency to drive the activity schedule and assigns the end date based on the dependency.
 - If you modify an activity end date to a date earlier than the constraint date, you violate the constraint and receive an error message that allows you to remove the constraint or preserve the constraint and not change the activity end date, unless the activity has dependencies that affect the activity schedule.

If the activity has dependencies that affect the end date, the system uses the dependency to drive the activity schedule and assigns the end date based on the dependency.
 - If you establish a dependency on an activity and the dependency relationship is such that it would cause the successor activity end date to occur before the constraint date, the system uses the dependency to drive the activity schedule and assigns the end date based on the dependency.
- If you remove all dependencies from an activity, the system tries to enforce the constraint and assigns the activity end date as the constraint date. However, if the existing dates on the activity conflict with the constraint, which could happen if the option for activities to always honor constraint dates is disabled, the system gives you the option to remove the dependency or remove the constraint.
- If you delete this constraint and have no dependencies on the activity, the system assigns the activity start date based on the project start date.

Start No Earlier Than

Use the Start No Earlier Than constraint to establish the earliest possible date that an activity can begin. The activity cannot start any time before the date you specify. The system determines the schedule based on these rules:

- If you assign the constraint date that is the same as or occurs before the activity start date, the system does not change the activity start date.
- If you modify an activity so that the start date falls after the constraint date, the system does not change the constraint date.
- When you enable the option for activities to always honor constraint dates:
 - If you set a constraint date to fall after the activity start date, the system updates the activity start date to the constraint date.

- If you modify an activity start date to a date that is earlier than the constraint date, you violate the constraint and receive an error giving you the option to remove the constraint or preserve the constraint and not change the activity start date.
- If you establish a dependency on an activity and the dependency relationship is such that it would cause the successor activity start date to occur before the constraint date, the system ignores the dependency and does not change the successor or predecessor dates.
- When you disable the option for activities to always honor constraint dates:
 - If you assign a constraint date to fall after the activity start date, the system updates the activity start date to the constraint date, unless the activity has dependencies that affect the activity schedule.

If the activity has dependencies that affect the start date, the system uses the dependency to drive the activity schedule and assigns the start date based on the dependency.
 - If you modify an activity start date to a date earlier than the constraint date, you violate the constraint and receive an error message that allows you to remove the constraint or preserve the constraint and not change the activity end date, unless the activity has dependencies that affect the activity schedule.

If the activity has dependencies that affect the start date, the system uses the dependency to drive the activity schedule and assigns the start date based on the dependency.
 - If you establish a dependency on an activity and the dependency relationship is such that it would cause the successor activity start date to occur before the constraint date, the system uses the dependency to drive the activity schedule and assigns the start date based on the dependency.
- If you remove all dependencies from an activity, the system tries to enforce the constraint and assigns the activity start date as the constraint date. However, if the existing dates on the activity conflict with the constraint, which could happen if the option for activities to always honor constraint dates is disabled, the system gives you the option to remove the dependency or remove the constraint.
- If you delete this constraint and have no dependencies on the activity, the system assigns the activity start date based on the project start date.

Start No Later Than

Use the Start No Later Than constraint to establish the latest possible date that an activity could start. The activity can start anytime on or before the date that you specify. The system determines the schedule based on these rules:

- If you assign a constraint date that is the same as or falls after the activity start date, the system does not change the activity start date.
- If you modify an activity so that the start date occurs before the constraint date, the system does not change the constraint date.
- When you enable the option for activities to always honor constraint dates:
 - If you set a constraint date to occur before the activity start date, the system updates the activity start date to the constraint date.

- If you modify an activity start date to a date that is later than the constraint date, you violate the constraint and receive an error message that allows you to remove the constraint or preserve the constraint and not change the activity start date.
- If you establish a dependency on an activity and the dependency relationship is such that it would cause the successor activity start date to occur after the constraint date, the system ignores the dependency and does not change the successor or predecessor dates.
- When you disable the option for activities to always honor constraint dates:
 - If you assign a constraint date to occur before the activity start date, the system updates the activity start date to the constraint date, unless the activity has dependencies that affect the activity schedule.

If the activity has dependencies that affect the start date, the system uses the dependency to drive the activity schedule and assigns the start date based on the dependency.
 - If you modify an activity start date to occur later than the constraint date, you violate the constraint and receive an error message that allows you to remove the constraint or preserve the constraint and not change the activity end date, unless the activity has dependencies that affect the activity schedule.

If the activity has dependencies that affect the start date, the system uses the dependency to drive the activity schedule and assigns the start date based on the dependency.
 - If you establish a dependency on an activity and the dependency relationship is such that it would cause the successor activity start date to occur after the constraint date, the system uses the dependency to drive the activity schedule and assigns the start date based on the dependency.
- If you remove all dependencies from an activity, the system tries to enforce the constraint and assigns the activity start date as the constraint date. However, if the existing dates on the activity conflict with the constraint, which could happen if the option for activities to always honor constraint dates is disabled, the system gives you the option to remove the dependency or remove the constraint.
- If you delete this constraint and have no dependencies on the activity, the system assigns the activity start date based on the project start date.

End No Later Than

Use the End No Later Than constraint to establish the earliest possible date that an activity could end. The activity can end on or before the date you specify. The system determines the schedule based on these rules:

- If you assign the constraint date that is the same as or occurs after the activity end date, the system does not change the activity end date.
- If you modify an activity so that the end date occurs before the constraint date, the system does not change the constraint date.
- When you enable the option for activities to always honor constraint dates:
 - If you set a constraint date to occur before the activity end date, the system updates the activity end date to the constraint date.

- If you modify an activity end date to later date than the constraint date, you violate the constraint and receive an error giving you the option to remove the constraint or preserve the constraint and not change the activity end date.
- If you establish a dependency on an activity and the dependency relationship is such that it would cause the successor activity end date to occur after the constraint date, the system ignores the dependency and does not change the successor or predecessor dates.
- When you disable the option for activities to always honor constraint dates:
 - If you assign a constraint date to occur before the activity end date, the system updates the activity end date to the constraint date, unless the activity has dependencies that affect the activity schedule.

If the activity has dependencies that affect the end date, the system uses the dependency to drive the activity schedule and assigns the end date based on the dependency.
 - If you modify an activity end date to a later date than the constraint date, you violate the constraint and receive an error message that allows you to remove the constraint or preserve the constraint and not change the activity end date, unless the activity has dependencies that affect the activity schedule.

If the activity has dependencies that affect the end date, the system uses the dependency to drive the activity schedule and assigns the end date based on the dependency.
 - If you establish a dependency on an activity and the dependency relationship is such that it would cause the successor activity end date to occur after the constraint date, the system uses the dependency to drive the activity schedule and assigns the end date based on the dependency.
- If you remove all dependencies from an activity, the system tries to enforce the constraint and assigns the activity end date as the constraint date. However, if the existing dates on the activity conflict with the constraint, which could happen if the option for activities to always honor constraint dates is disabled, the system gives you the option to remove the dependency or remove the constraint.
- If you delete this constraint and have no dependencies on the activity, the system assigns the activity start date based on the project start date.

Must Start On

Use the Must Start On constraint to specify the exact date when an activity must start. The system determines the schedule based on these rules:

- The system assigns the start date of the activity to equal the constraint date.
- When you enable the option for activities to always honor constraint dates:
 - If you modify the constraint date, the system updates the activity start date to the constraint date.
 - If you modify an activity start date to a different date than the constraint date, you violate the constraint and receive an error giving you the option to remove the constraint or preserve the constraint and not change the activity start date.

- If you establish a dependency on an activity and the dependency relationship is such that it would cause the successor activity start date and the constraint date to differ, the system does not change the activity start date. The system allows you to set the dependency, but it does not enforce the dependency.
- When you disable the option for activities to always honor constraint dates:
 - If you modify the constraint date, the system updates the activity start date to match the constraint date, unless the activity has dependencies that affect the activity schedule.
 If the activity has dependencies that affect the start date, the system uses the dependency to drive the activity schedule and assigns the start date based on the dependency.
 - If you modify an activity start date to a different date than the constraint date, you violate the constraint and receive an error message that allows you to remove the constraint or preserve the constraint and not change the activity end date, unless the activity has dependencies that affect the activity schedule.
 If the activity has dependencies that affect the start date, the system uses the dependency to drive the activity schedule and assigns the end start based on the dependency.
 - If you establish a dependency on an activity and the dependency relationship is such that it would cause the successor activity start date to differ from the constraint date, the system uses the dependency to drive the activity schedule and updates the successor activity's start date based on the dependency.
- If you remove all dependencies from an activity, the system tries to enforce the constraint and assigns the activity start date as the constraint date. However, if the existing dates on the activity conflict with the constraint, which could happen if the option for activities to always honor constraint dates is disabled, the system gives you the option to remove the dependency or remove the constraint.
- If you delete this constraint and have no dependencies on the activity, the system assigns the activity start date based on the project start date.

Must End On

Use the Must End On constraint to specify the exact date for which the activity must be completed. The system determines the schedule based on these rules:

- The system assigns the end date of the activity equal to the constraint date.
- When you enable the option for activities to always honor constraint dates:
 - If you modify the constraint date, the system updates the activity end date to the constraint date.
 - If you modify an activity end date to a different date than the constraint date, you violate the constraint and receive an error message that allows you to remove the constraint or preserve the constraint and not change the activity end date.
 - If you establish a dependency on an activity and the dependency relationship is such that it would cause the successor activity end date to differ from the constraint date, the system does not change

the activity end date. The system allows you to define the dependency, but it does not enforce the dependency.

- When you disable the option for activities to always honor constraint dates:
 - If you modify the constraint date, the system updates the activity end date to the constraint date, unless the activity has dependencies that affect the activity schedule.

If the activity has dependencies that affect the end date, the system uses the dependency to drive the activity schedule and assigns the end date based on the dependency.
 - If you modify an activity end date to a date different than the constraint date, you violate the constraint and receive an error message that allows you to remove the constraint or preserve the constraint and not change the activity end date, unless the activity has dependencies that affect the activity schedule.

If the activity has dependencies that affect the end date, the system uses the dependency to drive the activity schedule and assigns the end date based on the dependency.
 - If you establish a dependency on an activity and the dependency relationship is such that it would cause the successor activity end date to differ from the constraint date, the system uses the dependency to drive the activity schedule and updates the successor activity's end date based on the dependency.
- If you remove all dependencies from an activity, the system tries to enforce the constraint and assigns the activity end date as the constraint date. However, if the existing dates on the activity conflict with the constraint, which could happen if the option for activities to always honor constraint dates is disabled, the system gives you the option to remove the dependency or remove the constraint.
- If you delete this constraint and have no dependencies on the activity, the system assigns the activity start date based on the project start date.

Copying Activities with Constraints

If you create a project activity from a copy of an existing activity, the system copies the constraint on that activity to the target activity. However, if you create a project activity from a template, the constraint on that activity does not copy to the target activity.

Related Links

“Creating and Defining Projects” (PeopleSoft Project Costing)

Understanding Integration of Dependencies and Constraints with Microsoft Project

Microsoft Project has dependencies and constraints that are similar to PeopleSoft Program Management's dependencies and constraints. All dependencies and constraints that you establish in Microsoft Project will transfer to PeopleSoft, and vice versa. It is possible for an activity schedule that you imported from Microsoft Project to differ in PeopleSoft and vice versa, because of differences in activity schedule calculations between PeopleSoft and Microsoft Project. You should maintain your smaller projects (less

than one hundred activities) in PeopleSoft. However, for larger projects, you should use Microsoft Project as the master for the activity schedule. The system handles the integration process differently based on the source and target applications.

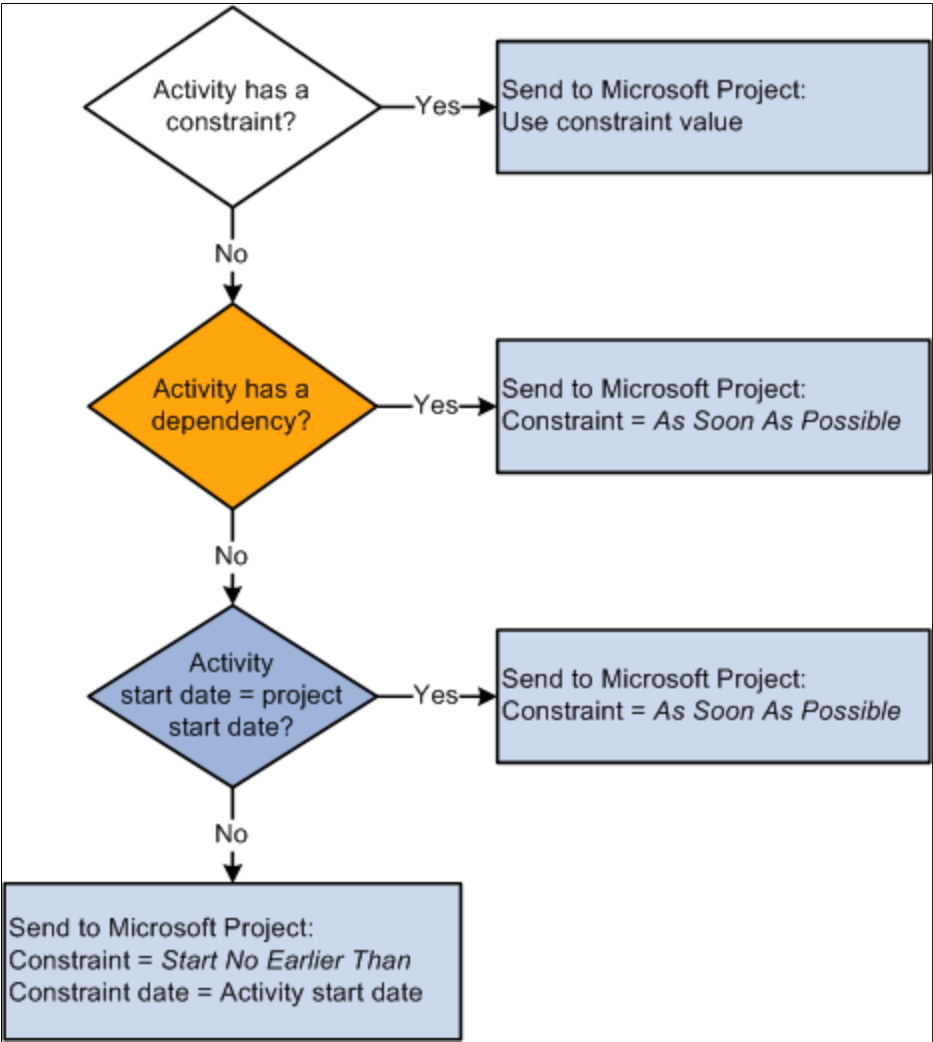
PeopleSoft to Microsoft Project Integration

The system uses these rules to assign constraints during the integration from PeopleSoft to Microsoft Project, because Microsoft Project requires a constraint on every activity, but PeopleSoft does not:

- If an activity does not have a constraint that is set in PeopleSoft and that activity has dependencies on other activities, the integration process sets an As Soon As Possible constraint on that activity in Microsoft Project and allows Microsoft Project to determine the activity's schedule based on the dependencies.
- If an activity does not have a constraint set and there are no dependencies, the system compares the activity start date with the project start date.
 - If the activity and project dates are the same, the integration process assigns an As Soon As Possible constraint on the activity.
 - If the activity date is later than the project start date, the integration processes assigns a Start No Earlier Than constraint and a constraint date that is equal to the activity start date.

This diagram shows the logic that the system uses to export dependency and constraint information from PeopleSoft to Microsoft:

If an activity has a constraint, then the activity can be sent to Microsoft Project using the constrain value. If an activity does not have a constraint, then the system determines if the activity has a dependency. If the activity has a dependency, then the activity can be sent to Microsoft Project using a constraint equal to as soon as possible. If the activity does not have a dependency, then the system determines if the activity start date is equal to the project start date. If the activity start date is equal to the project start date, then the activity can be sent to Microsoft Project using a constraint equal to as soon as possible. If the activity date is not equal to the project start day, then the activity is sent to Microsoft Project with a constraint equal to start no earlier than, and a constraint date equal to the activity start date.



The integration process uses PeopleSoft's project-level date calculation method to determine the calculation method in Microsoft Project. This table displays the mapping between the PeopleSoft and Microsoft Project calculation method mapping to the Microsoft Project calculation method:

Activity Date Cascade Calculation Option In PeopleSoft	Microsoft Project Calculation Method
Manual	Manual
Delay Calculations Until Save	Manual, then, once in Microsoft Project, select Calculate Now

Activity Date Cascade Calculation Option In PeopleSoft	Microsoft Project Calculation Method
Realtime Calculations	Automatic

Microsoft Project to PeopleSoft Integration

When you import projects from Microsoft Project to PeopleSoft, the integration process sets the activity date cascade calculation option to *Manual*. The system imports the activity schedule into PeopleSoft exactly as it was in Microsoft Project. The system does not recalculate the schedule in PeopleSoft. You can change the **Activity Date Cascade Calculation** option on the Project General - Program Management page after you import the project. However, if you change the activity date cascade calculation option, it is possible for an activity schedule that you imported from Microsoft Project to differ in PeopleSoft, because of differences in activity schedule calculations between PeopleSoft and Microsoft Project.

Additionally, the systems assigns the value in the **Calculate** field based on the project's default value in PeopleSoft for all activities without dependencies. The system assigns the duration calculation method for all activities with dependencies.

Since summary activities in PeopleSoft cannot have dependencies on other activities, if there are any summary activities with dependencies in Microsoft Project, the import process does not bring the dependencies into PeopleSoft. The system issues a warning to indicate that the dependencies on summary activities will not be imported into PeopleSoft. The schedule dates that Microsoft Project assigned as a result of dependencies that were set on summary tasks will not change during the import. You can view the details of this process on the Integration Session Log that you can view on the Create Project from Microsoft page.

Related Links

“Setting Up Integration Options” (PeopleSoft Project Costing)

Understanding Project Schedule Indicators

During project planning and execution, project managers need to be alerted to various conditions that are associated with each activity. A column on the Project Activities page shows warning and informational visual indicators to alert project managers to attributes about each activity.

The Project Activities page displays a warning visual indicator if:

- An activity is scheduled for completion later than its deadline date.
- An activity has not been scheduled within its constraints.

The Project Activities page displays an informational visual indicator if:

- An activity has an inflexible constraint, such as Must End On, Must Start On, End No Later Than, or Start No Later Than.

- An activity has a flexible constraint, such as End No Earlier Than, Start No Earlier Than, As Soon As Possible, or As Late As Possible.

You can move the mouse across the indicator to view alternate text about the nature of these conditions. If more than one condition exists, click the indicator to access the Activity Alerts page to view the alert messages.

Related Links

“Creating and Modifying Activities” (PeopleSoft Project Costing)

Specifying Schedule Dependencies

Page Used to Specify Schedule Dependencies

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Activity Predecessors Page	PGM_ACT_DEP_SEC	Select the project, activity, and dependency type to define the dependency.

Activity Predecessors Page

Use the Activity Predecessors page (PGM_ACT_DEP_SEC) to select the project, activity, and dependency type to define the dependency.

Navigation:

- **Program Management > Activity Definitions > Define Activity General Info > General Information.** Click the **Review Predecessors** link.
- **Program Management > Activity Definitions > Review Project Activities.** Click the **Review Predecessors** icon.

This example illustrates the fields and controls on the Activity Predecessor page. You can find definitions for the fields and controls later on this page.

Activity Predecessors

Project BCPBR Description BCP - Branch offices
 Activity 0000000000000004 Description Planning Complete

Predecessor Details Personalize | Find | | First 1-2 of 2 Last

*Predecessor Project ID	*Predecessor Activity	Description	Dependency Type	Lag (Days)
BCPBR	0000000000000002	Budget	End-to-Start	0
BCPBR	0000000000000003	Resource	End-to-Start	0

The project, activity, and descriptions come from the successor activity for which you are defining this dependency.

Field or Control	Description
Predecessor Project ID	Enter the project ID that contains the predecessor activity. The system defaults the project ID from the project from which you are entering this dependency. You can select a different project to create a cross-project dependency.
Predecessor Activity	Enter the activity ID for the predecessor activity.
Dependency Type	<p>Enter the dependency type from these options:</p> <ul style="list-style-type: none"> • <i>End-to-End</i>: The system sets the successor activity's end date to the predecessor activity's end date plus or minus and lag or lead time. • <i>End-to-Start</i>: The system sets the start date of the successor activity to the next working day after the predecessor's end date plus or minus any lag or lead time. • <i>Start-to-End</i>: The system sets the successor activity's end date to the predecessor activity's start date plus or minus and lag or lead time. • <i>Start-to-Start</i>: The system sets the start date of the successor activity to the predecessor's start date plus or minus and lag or lead time.
Lag (Days)	Enter a number to determine the lead or lag time in whole work days between the dependency. Enter a positive number to specify lag time. Enter a negative number to specify lead time.

Specifying Activity Constraints

Page Used to Specify Activity Constraints

Page Name	Definition Name	Usage
Activity Definitions - General Information Page	PROJ_ACT_DESCR	Create an activity, specify a constraint, and assign the activity to a project. See also, "Activity Definitions - General Information Page" (PeopleSoft Project Costing)

Activity Definitions - General Information Page

Use the Activity Definitions - General Information page (PROJ_ACT_DESCR) to create an activity, specify a constraint, and assign the activity to a project.

Navigation:

Program Management > General Information > Define Activity General Info

See Also “Activity Definitions - General Information Page” (PeopleSoft Project Costing). These fields are specific to constraints:

Field or Control	Description
Constraint Type	<p>Select the type of constraint from these options:</p> <ul style="list-style-type: none"> • Blank: Leave the field blank if you do not want to define a constraint for this activity. • <i>As Late As Possible</i>: This option is not available for summary activities. • <i>As Soon As Possible</i> • <i>End No Earlier Than</i>: This option is not available for summary activities. • <i>End No Later Than</i> • <i>Must End On</i>: This option is not available for summary activities. • <i>Must Start On</i>: This option is not available for summary activities. • <i>Start No Earlier Than</i> • <i>Start No Later Than</i>: This option is not available for summary activities.
Constraint Date	<p>Enter the date for the constraint. This field appears only if you select one of these constraint types:</p> <ul style="list-style-type: none"> • End No Earlier Than • End No Later Than • Must End On • Must Start On • Start No Earlier Than • Start No Later Than

Related Links

“Activity Definitions - General Information Page” (PeopleSoft Project Costing)

Scheduling and Managing Resources

Understanding Resource Tools

Successful delivery of a project depends in large part on the ability to plan and apply the right level of resources. PeopleSoft Program Management provides a number of resource tools to support the planning and management of projects and programs. In addition, integration with PeopleSoft Resource Management enables project managers to search for qualified resources, check their schedules, and assign them to projects. This topic lists prerequisites and discusses:

- Important concepts.
- Resource component pages.
- Resource status.
- Resource scheduling options.
- Resource assignments.
- Named resources and generic resources.
- Generic resource qualifications.
- Resource conflicts.
- Part-time assignments.
- Activity resource workflow.
- Microsoft Project resources.

Prerequisites

To capture resource target qualifications for generic resources on the Resources page, you must:

- Have PeopleSoft Resource Management installed.
- Add resource qualifications in the PeopleSoft Resource Management application.
- Determine the specific attributes about the generic labor resources that you add to a project, including the resource's primary project role.

To create work orders for resources, you must have PeopleSoft Maintenance Management installed.

Important Concepts

When using resource pages in PeopleSoft Program Management, you need to understand these concepts:

Term	Definition
Part-Time Assignment	An assignment in which a resource's schedule allocation for a project is less than 100 percent of the time that is scheduled for the project. For example, a project manager assigns a resource to a project that is two weeks long (80 hours total). The project manager can assign the resource for 50 percent of the time, which indicates that the resource will work for only 40 hours on that project.
Resource Class	Categorizes resources. Each resource class possesses unique attributes and requires different calculations for cost purposes. The system recognizes four types of resources: labor, material, assets, and other.
Work	Measures the amount of effort, in hours or days, that an activity requires. Applies only to labor resources.
Actual Work	Tracks the amount of time that a resource has currently expended working on an activity. The system updates this value based on time that is entered and approved in PeopleSoft Expenses.
Remaining Work	The amount of time that is left to complete an activity. Remaining work equals $(Work) - (Actual\ Work)$.
Schedule Method	Determines what element of a schedule remains constant when one of the three scheduling variables (work, duration, or units) changes. The schedule method determines which variable of the equation $(Duration) = (Work) \div (Units)$ is held constant when a schedule is recalculated.
Unit	Indicates the percentage of the resource's time that is assigned to an activity. The higher the number of units for a resource on an activity, the less available the resource is in a given day to work on other activities. This percentage applies only to labor resources. For asset, material, and other resources the unit is defined by the unit of measure (UOM).

Resource Component Pages

The Project Resource Plan component (PGM_RESOURCE_LIST) contains three main pages for staffing a project and managing its resources. Each page enables you to control different dates for each resource on the project. These pages are:

- The Resources page.

This page lists all of the resources on a project. It indicates the earliest start date and latest end date that the resource is working on the project, enables a project manager to generate assignments in the PeopleSoft Resource Management application to keep resource schedules updated, and provides a launching point to other pages that help a project manager ensure that resources are staffed on activities at optimal levels.

- The Resource Detail page.

Shows details for a specific resource and enables you to specify detailed project schedules that allow for gaps in the assignment dates or assign resources to multiple activities. You can also assign different project roles or units for each assignment schedule and override the default cost and bill rate types and rates for the resource.

- The Resources by Activity page.

Shows the resources that are associated with a specific activity.

This page is critical to assembling an appropriate mix of labor, asset, and material resources for each activity on a project. When you enter a labor resource and adjust the resource's units (the percentage of a work day that the resource is allocated to work on an activity) and the resource's work (the number of hours or days that the resource is slated to work on the task), the system can determine how long the activity requires to finish. By adjusting the schedule method, adding additional resources, or changing work, duration, or units, you cause the system to recalculate the other unchanged values, including remaining work. For each project activity, this page enables you to add or remove the resources that are necessary to complete the activity. After each change, you can immediately see the impact to the duration for the activity and the labor resources' work levels. By using this page, the Project Estimate Summary page, the View Resource Usage page, and the Project Activities page, a project manager can deploy resources to activities, model costs, determine whether resources are appropriately used, and manage activity dates and durations.

If you are creating a complex project that contains tens or hundreds of activities, dependencies, and resources, and the project requires sophisticated labor resource leveling capabilities, you might want to construct and level the plan by using a third-party project management tool from which you can load project information into PeopleSoft Program Management. PeopleSoft Program Management can send and receive project data with Microsoft Project.

See “Setting Up Integration Options” (PeopleSoft Project Costing).

Resource Status

The **Resource Status** field on the Resources page enables you to track the life cycle of a resource on a project. This table lists the resource statuses, along with their usages, that can appear on the Resources page:

Resource Status	Usage
<i>Considered</i>	Add a named or generic resource to the Resources page, and that resource has one or more assignment schedules. A PeopleSoft Resource Management assignment or allocation has not been initiated for the resource.

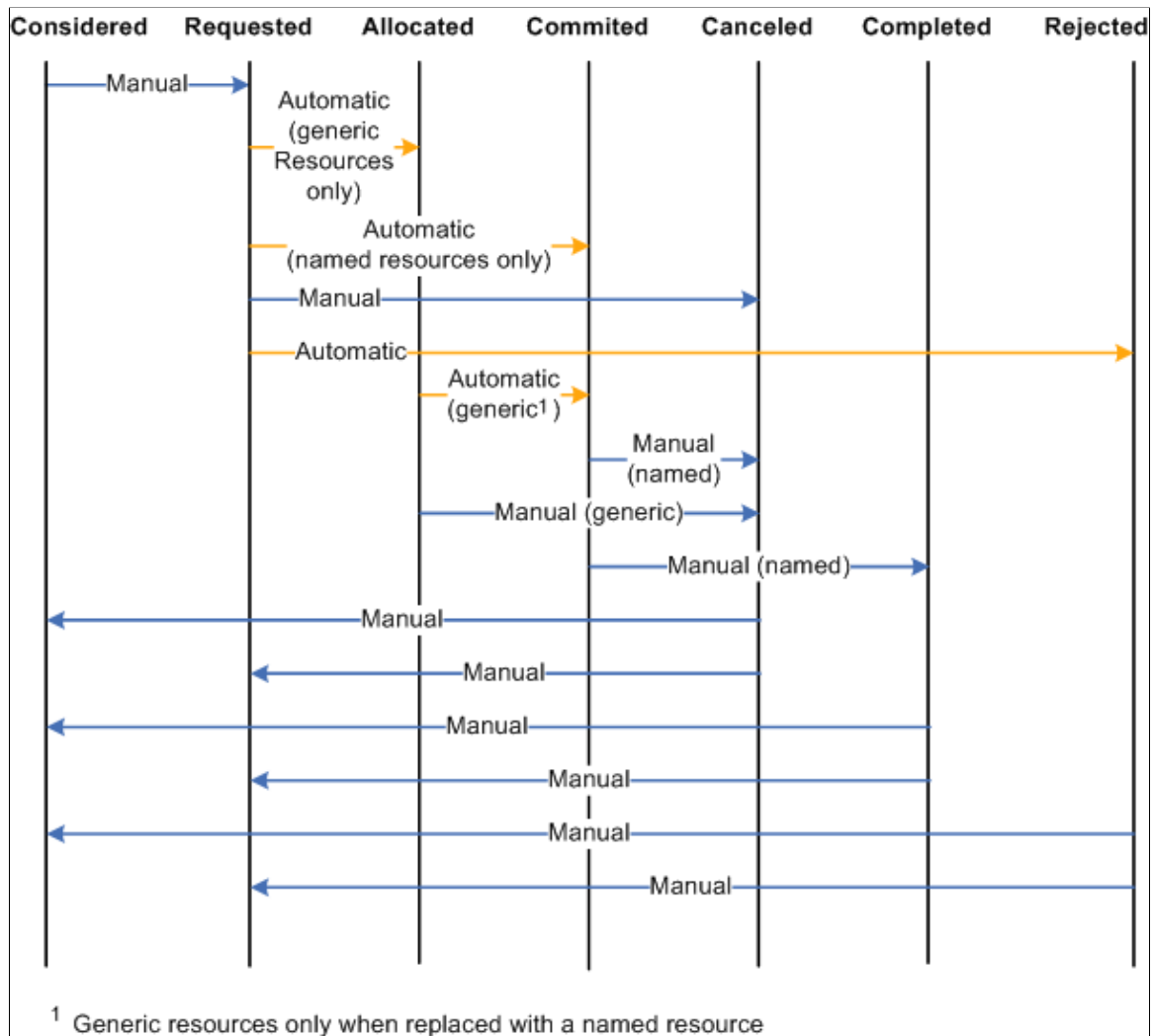
Resource Status	Usage
<i>Requested</i>	<p>Manually change the status of a named or generic resource to this status. For PeopleSoft Resource Management-managed resources, this triggers the process of creating PeopleSoft Resource Management assignments for named resources or allocations for generic resources. For generic resources, the system sends a generic resource request to the Pool Manager Workbench. For non-PeopleSoft Resource Management-managed resources, the system changes the status to <i>Committed</i> after you save, but does not create a PeopleSoft Resource Management assignment.</p> <p>The PeopleSoft Resource Management assignment and allocation processes are based on the workflow settings in PeopleSoft Resource Management. If project manager approval is required, the project must have a project manager in <i>Committed</i> status and the resource remains in a requested status until approval is received. For generic resources, if the Pool Manager Approval required option on the Resource Management Options page is selected, the resource status remains as <i>Requested</i> until the pool manager approves the request.</p> <p>If approval is not required, after you change the resource status to <i>Requested</i>, and save the page, the system automatically creates a PeopleSoft Resource Management assignment or allocation and changes the resource status to <i>Committed</i> for named resources and <i>Allocated</i> for generic resources.</p>
<i>Allocated</i>	<p>This status applies only to generic resources. If you enable generic resource approvals, the resource status changes to <i>Allocated</i> when the pool manager approves the request from the project manager for a generic request. If you do not require generic resource approvals, the system automatically changes the status from <i>Requested</i> to <i>Allocated</i> when you save the page.</p>

Resource Status	Usage
<i>Committed</i>	<p>This status applies only to named resources.</p> <p>If approval is not required, when a named resource status is changed to <i>Requested</i>, for PeopleSoft Resource Management-managed resources, the system automatically creates a PeopleSoft Resource Management assignment and changes the resource status to <i>Committed</i>.</p> <p>If approval is required, the system automatically changes the resource status to <i>Committed</i> when the named resource on the Resources page is approved and a PeopleSoft Resource Management assignment is created.</p> <p>If a named resource is added to the Resources page using the integration with Microsoft Project and approval workflow is disabled, the system automatically assigns a resource status of <i>Committed</i>.</p> <p>A generic resource's status cannot be <i>Committed</i>. A generic resource must be replaced by a named resource before the system can create a PeopleSoft Resource Management assignment and change the resource status to <i>Committed</i>, based on approval workflow.</p>
<i>Cancelled</i>	<p>You must manually change the status to <i>Cancelled</i> unless you cancel all of the resource's assignment schedules. If you cancel all of the resource's assignment schedules, the system automatically updates the resource status to <i>Cancelled</i>. This list describes the action that the system performs if you cancel an assignment on the Resources page:</p> <ul style="list-style-type: none"> • If the assignment schedule is in the past, the system performs no further action. • If the assignment has an ongoing assignment schedule, the PeopleSoft Resource Management assignment status changes to <i>Cancelled</i> as of the date of cancellation. <hr/> <p>Note: The system does not remove the assignment schedule dates from the Resources page, because they can provide the project manager with historical information about the project assignment for that resource.</p> <hr/> <ul style="list-style-type: none"> • If the assignment has a future assignment schedule, the PeopleSoft Resource Management assignment is cancelled.
<i>Rejected</i>	<p>The system automatically changes the resource status to <i>Rejected</i> when an:</p> <ol style="list-style-type: none"> 1. Assignment is rejected for a named resource. 2. Allocation is rejected for a generic resource.

Resource Status	Usage
<i>Completed</i>	<p>This status applies only to named resources who are in a <i>Committed</i> status. You can manually change the resource status from <i>Committed</i> to <i>Completed</i>.</p> <p>You can complete assignments with assignment schedules that are in the past, ongoing, or in the future.</p> <p>The system automatically changes the resource status on the Resources page to <i>Completed</i> if the resource status on all of the resource's assignment schedules for this project is <i>Completed</i>.</p>

This diagram illustrates the permitted resource status values that you can update on the Resources and Resource Detail pages. In this diagram, Manual indicates that you select the new status in the **Resource Status** field on the Resources page and Automatic indicates that system processing automatically updates the status. The permitted status changes apply to both named and generic resources unless otherwise noted.

Resource status values include considered, requested, allocated, committed, canceled, completed, and rejected. The resource status can be change manually or automatically by the system.



Resource Scheduling Options

To staff a project with resources in PeopleSoft Program Management, you can use any combination of these options:

- Create project resources, and then assign them to activities.
- Add resources directly to activities, and let the system automatically assign them to the project as project resources.
- Create the resources in Microsoft Project, and load the resources into PeopleSoft Program Management.

If you use the first or second option, or some combination of the two, PeopleSoft Program Management automatically updates several dates and triggers conflict warnings. If you use the third option, all of the dates load automatically into the fields of the Resources, Resource Detail, and Resources by Activity pages.

When you add a project resource, the system automatically creates a row of data in the assignment schedule grid of the Resource Detail page, with the default start and end dates for the resource set to the project start and end dates.

To help you understand the behavior of the Resources component, this table describes how a change to one field value in the component affects others:

Action	Result
You add or change a row of data for a resource in the Assignment Schedule grid of the Resource Detail page.	The conflict warning indicator appears if the assignment schedule date range is reduced in such a way that a resource is working on an activity that has dates that are outside the bounds of the assignment schedule dates for the resource.
You add or change a resource on the Resources by Activity page for an activity.	<p>If the resource is not yet established on the Resources page, the system adds the resource and sets the planned start and end dates to be equal to the activity start and end dates, respectively, for the first activity to which the resource is added.</p> <p>If the resource is already established on the Resources page and the change on the Resources by Activity page extends a date so that it is outside the range of the resource's date on the Resources page, the system issues a warning. This warning indicates that the resource's activity dates fall outside the dates that are shown for the resource on the Resources page.</p>

Resource Assignments

If you use PeopleSoft Resource Management, you should use PeopleSoft Program Management as the primary tool to manage assignments and resources. PeopleSoft Program Management uses a project calendar that accounts for holidays when calculating duration and work effort. Because of this, the resource assignment schedule should accurately reflect the project calendar.

Named Resources and Generic Resources

Named resources are resources that have an employee ID associated with them. Generic resources are resources that do not have an employee ID associated with them. Generic resources serve as role-oriented placeholder descriptions for resources during the project planning phase. Typically, in the planning stage, project managers use generic resources instead of named resources. After the project is approved, project managers create resource requests and replace generic resources with the specific available resources.

Use the Resources page or Resource Detail page to add one or more generic resources to a project. You can update generic resource qualifications for specific generic resources on the Update Generic Resource Qualifications page for use as search criteria to fulfill generic resource requests.

To replace a generic resource with a named resource, perform one of the following actions:

- Access the Resource Detail page, and select an employee ID to create a direct assignment.

After an employee is selected, the system replaces the existing generic resource name with the employee name.

- Access the Manage Generic Resources page, and generate service orders for the generic resource.

When an actual named resource is found and an assignment is created for the resource request using PeopleSoft Resource Management, the generic resource no longer appears in the Manage Generic Resources page, and the named resource replaces the generic resource throughout the system.

- Access the Resources page, and generate a generic resource request by selecting *Requested* for the resource status.

The PeopleSoft Resource Management pool manager receives the generic resource request and, if it is approved, can assign a named resource to the request.

Note: This is for users who use resource pools and do not make use of service orders to request resources for projects.

See “Managing Generic Resource Requests” (PeopleSoft Resource Management).

Generic Resource Qualifications

When you add generic labor resources to a project, you can capture specific attributes about that resource so that when it is time to find a named resource to fill that role, the appropriate resource is matched to fill the need. The system uses predefined qualifications that are set up in a qualification profile that is associated with the project role by default. You can use the Update Generic Resource Qualifications page to edit the qualifications to match the role that you need to fill. The system then uses the specific generic resource qualifications to populate the Express Search page, generic resource requests, or service order resource requests (if accessed from the Manage Generic Resources page). This is an example process flow showing how you can capture generic resource qualifications and use them to search for named resources:

1. During the process of planning the project, enter the generic labor resource requirements on the Resources page for the project.
2. Click the **Generic Resource Qualifications** icon in the **Associated Resources** grid for the generic resource to access the Update Generic Resource Qualifications page.

The **Generic Resource Qualifications** icon appears only for rows that contain generic labor resources.

3. On the Update Generic Resource Qualifications page, view and edit the resource qualifications that are needed to fulfill the primary project role for each generic resource.

The default qualifications are based on the qualification profile of the resource's primary project role.

Any user with security to access the Resources page can access and edit the Update Generic Resource Qualifications page.

The Update Generic Resource Qualifications page acts in the same manner as the resource request section of the service order. You can add or modify qualifications, and add keywords or notes.

4. Save the Resources page to commit the changes to the database.

The system stores a list of qualifications with the generic resource.

5. Change the status of the generic resources to *Requested* to request that these generic resources be filled with named resources that match the specified qualifications.

Changing the generic resource to a *Requested* status in PeopleSoft Program Management triggers the system to send a generic resource request to the Pool Manager Workbench in PeopleSoft Resource Management.

6. The system sends a generic resource request to the Pool Manager Workbench with a status of *Pending* or *Allocated* based on the PeopleSoft Resource Management business unit options.
7. The pool manager can either fulfill the generic resource request with a named resource or allocate capacity.

Resource Conflicts

The system indicates that resource conflicts exist by displaying a conflict warning indicator next to a resource's name on the Resources page when any of these conditions occur:

- In the Assignment Schedule grid on the Resource Detail page, a resource is associated with an activity on the project that has dates that are outside of the date ranges that are specified for the resource.
- On the Resources by Activity page, the sum of a resource's units on activities for any day total more than the percent that is specified in the Assignment Schedule grid on the Resource Detail page.
- Activity assignment units on the Resources by Activity page are greater than the assignment schedule units on the Resource Detail page.
- On the Resource Detail page, the resource's units for any activity exceed the units on the assignment schedule.

You can view the specific activities that are causing the conflict on the Resource Detail page in the **Activity List** grid. A conflict warning indicator appears next to the activities that are causing the conflict.

You can move your mouse cursor over the conflict warning indicator to display text that indicates the nature of the conflict. To resolve scheduling conflicts, perform one of the following actions:

- Extend the resource's assignment end date on the Resource Detail page.
- Reduce the resource's units on the Resources by Activity page.
- Increase the units for the resource on the project assignments

Part-Time Assignments

Part-time assignments are determined by the **Units** field on the Resource Detail page. You can enter the time percentage, based on the project calendar, that the resource is allocated to the schedule. If the value is less than *100* percent, the assignment is a part-time assignment.

The default **Units** value on the Resources by Activity page is:

- The units percent value for that schedule in the Assignment Schedule grid on the Resource Detail page.

- The lowest units percent value of the assignment schedules for activities that span multiple assignment schedules.

The default units percent value on the Assignment Schedule grid in the Resource Detail page is *100* percent.

The units percent value on the Manage Generic Resources page is:

- The units percent value for that schedule in the Assignment Schedule grid on the Resource Detail page.
- The lowest units percent value of the schedule rows if an assignment schedule spans multiple date ranges.

The **Units** field is not editable on the Manage Generic Resources page.

If the resource's schedule is managed in PeopleSoft Resource Management, a resource assignment for the specified number of hours and date range is created in PeopleSoft Resource Management. If you modify the **Units** field on the Resource Detail page, the system triggers the approval workflow engine (AWE) if assignment schedule date change workflow is activated for the business unit in PeopleSoft Resource Management.

A conflict visual indicator appears when activity assignment units on the Resources by Activity page are greater than the assignment schedule units on the Resource Detail page. You can move your mouse cursor over the indicator where the nature of the conflict appears.

You can create direct, part-time assignments using PeopleSoft Program Management or PeopleSoft Resource Management. If you create part-time assignments using PeopleSoft Program Management, the start time for the resource assignment is based on the Resource Management Installation record (INSTALLATION_RS). Other schedule details on the assignment in PeopleSoft Resource Management, such as hours per day and scheduled work days per week, are based on the project calendar in PeopleSoft Program Management.

The system modifies the Assign Resource page (RS_ASSIGN_MAIN) in PeopleSoft Resource Management if PeopleSoft Program Management is installed. You can select the **Project** or **Resource** assignment calendar. The **Schedule Details** group box on the Assign Resource page is based on the calendar selection in the following ways:

- **Project calendar:** The system bases the default assignment hours on project hours per day. The system bases the default assignment work days per week on the project calendar. Project hours per day and project calendar are specified on the Program Management Defaults page.
- **Resource calendar:** The system bases the default assignment hours on the resource's job information and stores them in the **Standard Hours** field (STD_HOURS) in the Job record (JOB). The system bases the default work days per week for assignments on the resource profile and stores them in the **Standard Days** field (STD_DAYS) in the Worker Table record (RS_WORKER_TBL).

If you create part-time assignments using PeopleSoft Resource Management, the units percent value on the project in PeopleSoft Program Management is based on the project calendar, even if the assignment in PeopleSoft Resource Management uses the resource calendar. For example, if the assignment is for four hours a day, and the Program Management Defaults page specifies ten hours a day for the project, the units value is calculated as $4 \div 10 = 40\%$.

Express searching for resources does evaluate part-time resource requirements. Express search results are based on the number of hours per day that are specified on the Express Search page.

Activity Resource Workflow

If you select the **Enable Activity Resource Workflow** option on the Installation Options - Program Management page, project managers can click the **Notify Activity Resources** button on the Resources page to trigger the workflow. The workflow sends email notifications and worklist items to resources with a resource class of *Labor* on the project team who are assigned to activities. Resources with multiple activity assignments receive one email containing a list of their assignments.

The **Notified** column in the Resources grid on the Resources by Activity page and in the Activity List on the Resource Detail page indicates whether the resource has been notified of an activity assignment. If project managers change assignments, they can select to either notify all resources of all assignments or notify only the resources that have new activity assignments.

See “Installation Options - Program Management Page” (Application Fundamentals).

Microsoft Project Resources

These options on the Microsoft Project Integration Options page control how resources are added to the project team during the integration with Microsoft Project:

- *Assign Named Resource*

If a named resource that is imported from Microsoft Project does not match an employee from the Personal Data table (PERSONAL_DATA), the system adds the resource to the Resources page as a generic resource.

If a named resource that is imported from Microsoft Project does exist as a PeopleSoft Resource Management resource (in the Resource Management Eligible Worker table (RS_ELGBL_WKR)), the PeopleSoft Resource Management values for resource pool, region, personnel status, and primary project role populate the Resources page for the resource.

If assignment approval workflow is enabled and you select this option, the system adds the resource with a status of *Requested*, which triggers the process to create a PeopleSoft Resource Management assignment. If assignment workflow is not enabled and you select this option, the system sets the resource status to *Committed*.

If you do not select this option, the system adds the resource with a status of *Considered*.

- *Allocate Generic Resource*

If the resource pool, also known as a group in Microsoft Project, of a generic resource that is imported from Microsoft Project does not match a resource pool in PeopleSoft Resource Management, the system adds the generic resource with a resource pool value of *Unassigned*. The Microsoft Project values are imported for resource name, region, and personnel status.

If generic resource workflow is enabled and you select this option, the system adds the resource with a status of *Requested*. If generic resource workflow is not enabled, the system adds the resource with a status of *Allocated*.

If you do not select this option, the system adds the resource with a status of *Considered*.

- *Allow OverBooking*

If you select this option, the system assigns a resource status of *Requested* when you import named resources from Microsoft Project, and creates PeopleSoft Resource Management assignments regardless of schedule conflicts. If you do not select this option, the system assigns a resource status of *Considered* on the Resources page if resource schedule conflicts occur.

This option applies only if you select the Assign Named Resources option.

- *Default Region*

This option applies only to generic resources that are imported from Microsoft Project. You can select a default region from which to request generic resources. The default region field value populates the region field on the Resources page for new resources. The value does not update the region for existing resources.

The system does not re-create PeopleSoft Resource Management assignments or allocations that are already requested if you subsequently import the same project from Microsoft Project. However, in subsequent imports, if schedule changes occur for any resources that have existing assignments or allocations, the system will make the appropriate changes.

When data transfers from a PeopleSoft system to Microsoft Project, the **Units** field value from the assignment schedule on the Program Management Resource Detail page appears in Microsoft Projects in the **Resource Availability** grid on the Microsoft Project Resource Information page.

When data transfers from Microsoft Project to the PeopleSoft system, appropriate values from the **Units** field in the **Resource Availability** grid on the Microsoft Project Resource Information page appear in the assignment schedule on the Resource Detail page.

Resources or assignments that you delete from Microsoft Project are not automatically deleted in the PeopleSoft system during the next import process. Assignments must be manually deleted from the PeopleSoft system. Additionally, resources or assignments that you delete from the PeopleSoft system are not automatically deleted in Microsoft Project during the next export process.

If you import a generic resource from Microsoft Project, and reimport that generic resource with a different project role from what is established in the PeopleSoft system, the system writes a warning to the Microsoft Project integration log stating that the project role for the generic resource has changed and the associated qualifications for that resource have been updated with the qualifications that are associated with the new primary project role.

Related Links

“Understanding Integration of PeopleSoft Project Costing with Microsoft Project” (PeopleSoft Project Costing)

Adding and Modifying Project Resources

Pages Used to Add and Modify Project Resources

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Resources Page</u>	PC_PRL	Define project resources and related cost data to build project estimates and project teams.
“Express Search Page” (PeopleSoft Resource Management)	RS_EXPRESS_SEARCH	Identify qualified candidates as project resources. The Express Search page is a part of PeopleSoft Resource Management.
<u>Resource Detail Page</u>	PC_PRL_SCHED	View and update the description and assignment schedule for a labor resource. View requested schedule changes for a resource and the activities upon which a resource is working.
<u>Assign Resources from Project Page</u>	PROJ_TEAM_COPY	Copy resources from the project to an activity.
<u>Update Generic Resource Qualifications Page</u>	PGM_GEN_RSRC_QUAL	View and edit default qualifications from qualification profiles for use as search criteria to fulfill generic resource requests.
Resource Qualifications - Select Qualification Profile Page	RS_SELQUALPROFILE	Select qualification profiles to add predefined qualifications to generic resources.
Resource Qualifications - Search for Qualifications Page	RS_QUALIF_SRCH	Search for and add qualifications to the generic resource qualifications.
Resource Qualifications - Select Competencies Page	PGM_PRL_COMP	Search for and add competencies to the generic resource qualifications.
Qualification Detail: <Qualification> Page	PGM_QUAL_DETAIL	Specify additional details about requested license, language, or single-value flexible attributes.
<u>Manage Generic Resources Page</u>	PGM_GENRES_01	View all generic resources that are associated with a project and generate service orders to find named resources to replace the generic resources with named resources.

Page Name	Definition Name	Usage
Schedule Chart Page	PC_TEAM_SCHEDCHART	View a Gantt chart that displays the schedule of project labor members. This page is a part of PeopleSoft Project Costing.
Monthly Schedule Page	RS_SCHED_MONTH	Use this page to view a labor resource's schedule one calendar month at a time. The Monthly Schedule page is a part of PeopleSoft Resource Management.
Assign Resource Page	RS_ASSIGN_MAIN	Use this page to view and edit details of the resource's assignment. The Assign Resource page is a part of PeopleSoft Resource Management.
Activity Team Assignment Page	PC_TEAM_ACT_SELECT	Add a resource to one or more activities.

Resources Page

Use the Resources page (PC_PRL) to define project resources and related cost data to build project estimates and project teams.

Navigation:

Program Management > Project Definitions > Project Definition Resources > Resources

This example illustrates the fields and controls on the Resources page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Resources' page in PeopleSoft. At the top, there are tabs for 'Resources' and 'Resources by Activity'. Below this, project details are shown: Business Unit (US004), Project (DATA-WAREHOUSE), Description (Data Warehouse Feasibility), Start Date (02/07/2005), End Date (09/02/2010), Processing Status (Active), and Currency (USD). There are buttons for 'Add Resource', 'Import from Template', and 'Quick Add Resource'. A 'View Class(es)' dropdown is set to 'All'. Below this is a section for 'Associated Resources' with a table showing three resources. The table has columns for Resource Class, Resource Name, ID Number, Primary Project Role, Planned Start Date, Planned End Date, Resource Pool, Personnel Status, and Resource Status. The resources listed are Kenneth Schumacher (PROJ MANAGER), William Miller (FUNC ANALYST), and Jennifer Luis (SR ARCHITECT). Below the table is a 'Quick Add Resources' section with fields for Resource Class, Resource Name, ID Number, Start Date, End Date, Project Role, Resource Pool, Region Code, and Resource Status. The page also includes navigation links at the bottom like 'Manage Generic Resources', 'Master Resource Schedule', and 'Supply Category Analytic'.

Resource Class	Resource Name	ID Number	Primary Project Role	Planned Start Date	Planned End Date	Resource Pool	Personnel Status	Resource Status
Labor	Kenneth Schumacher	KU0042	PROJ MANAGER	02/07/2005	09/02/2005		Employee	Considered
Labor	William Miller	KU0046	FUNC ANALYST	02/07/2005	09/02/2005		Employee	Considered
Labor	Jennifer Luis	KU0057	SR ARCHITECT	02/07/2005	09/02/2005	ETL Programmers	Employee	Considered

Quick Add Resources

*Resource Class: Labor *Resource Name: ID Number: Quantity: 1

*Start Date: 02/07/2005 *End Date: 09/02/2010 *Project Role: Resource Status: Considered

Resource Pool: Region Code: Add

Check For Conflicts Save as Template

Go To: Manage Generic Resources Master Resource Schedule Supply Category Analytic Resource Chart More

You can add new resources to the Resources page in three ways:

- **Add Resources** button.

Accesses the Resource Detail page.

- **Import from Template** button.

Enables you to import a project team from an existing project template.



- **Quick Add Resource** link and group box.


The link navigates to the **Quick Add Resource** group box at the bottom of the page.



All fields in the **Associated Resources** grid are display-only, except for **Resource Status**. You can delete rows from this grid, but you cannot directly add rows to the grid.



Field or Control	Description
Add Resource	Click to navigate to the Resource Detail page, where you can select a resource to add to this project.
Import from Template	Click to navigate to the Import from Template page, where you can select a project template to copy the resources from the template to this project.
Quick Add Resource	Click to go to the Quick Add Resource group box.
View Class(es)	Select the resource classes to view in this list. Options are <i>All</i> , <i>Asset Resource</i> , <i>Labor Resource</i> , <i>Material Resource</i> , or <i>Other Resource</i> .

Associated Resources - Overview Tab

Field or Control	Description
	Indicates that a scheduling conflict exists. This conflict warning indicator appears next to each resource that the system determines has a schedule conflict. Move your mouse cursor over the indicator to view a message that indicates the nature of the conflict.
	Indicates that a resource is assigned to an activity on this project. The Activity Indicator icon appears next to each resource that is assigned to an activity on this project.

Field or Control	Description
Resource Class	<p>This field indicates that the resource belongs to one of these categories:</p> <p><i>Labor:</i> A human resource, with or without an employee ID, that can be associated with activities. The system calculates work and remaining work, and allows the entry of actual work and rates for labor resources.</p> <p><i>Material:</i> A consumable resource. For example, lumber is a material resource. Material resources do not have planned start and end dates or roles on the project, the system does not generate assignments for them in PeopleSoft Resource Management, and they do not have assignment schedules on the Resource Detail page of the Resources component.</p> <p><i>Asset:</i> A nonhuman resource. For example, a computer is an asset resource. Asset resources do not have planned start and end dates or roles on the project, the system does not generate assignments for them in PeopleSoft Resource Management, and they do not have assignment schedules on the Resource Detail page of the Resources component.</p> <p><i>Other:</i> Any other type of resource that a project manager might want to track on the project that is not a labor, material, or asset resource.</p>
Resource Name	Displays the name of the resource as a link to the Resource Detail page on which you can view scheduling and assignment data for the resource.
	Indicates that the resource is the project manager. This icon appears only if the project manager assignment is current as of today's date or the project manager assignment starts on the same date as a future dated project.
ID Number	<p>Displays a unique identifier for the resource based on the resource class:</p> <ul style="list-style-type: none"> • Labor resource class displays the employee ID. • Asset resource class displays the asset ID. • Material resource class displays the item ID. • Other resource class displays nothing. <p><i>Generic</i> appears in this field for all generic labor, asset, and material resources.</p>

Field or Control	Description
	<p>Click the Express Search icon to access the “Express Search Page” (PeopleSoft Resource Management) in PeopleSoft Resource Management, where you can identify qualified candidates for the project. This icon appears only for generic labor resources. However, the icon does not appear if:</p> <ul style="list-style-type: none"> • A service order already exists for the generic resource. • The generic resource's resource status is <i>Allocated</i>.
Quantity	<p>Displays the number of items that are needed for this project. This field appears only for material resource items that are added to one or more activities with a units value greater than zero.</p>
Primary Project Role	<p>Displays the associated job function for the resource. This field appears only for labor resources.</p>
Planned Start Date	<p>Displays the date on which the resource is expected to begin working on the project. This field applies only to labor resources. This is a display-only field, and the system determines this date by using the earliest start date of all assignments that are defined for the resource.</p>
Planned End Date	<p>Displays the date on which the resource is expected to finish working on the project. This field applies only to labor resources. This is a display-only field, and the system determines this date by using the latest end date of all assignments that are defined for the resource.</p>
	<p>Indicates that a resource has multiple assignments for the project. Click the Resource Name link to view scheduling and assignment elements for the resource.</p>
Resource Pool	<p>Displays the resource pool to which the resource belongs. This field appears only if you use PeopleSoft Resource Management.</p>
Personnel Status	<p>Displays the personnel status for labor resources. This field appears only if you use PeopleSoft Resource Management and a named resource appears in the grid.</p>

Field or Control	Description
	Indicates that a resource is in an inactive resource pool. This icon appears next to each generic resource that belongs to an inactive resource pool. This icon appears only if you use PeopleSoft Resource Management.
Resource Status	<p>Select the resource status. This field appears only if you use PeopleSoft Resource Management and the resource is a labor resource.</p> <p>If a resource request or service order exists for a given resource, the system sets this field to <i>Requested</i> and the field becomes display-only.</p> <p>See Understanding Resource Tools.</p>
	Click to access the Update Generic Resource Qualifications page, where you can view and edit default qualifications from qualification profiles for use as search criteria to fulfill generic resource requests.

Associated Resources - Cost Tab

Field or Control	Description
Unit of Measure	Displays the unit of measure by which the resource's cost and bill rates are quoted. For labor resources, hours or days are the only valid units of measure. Assets and material resources typically use <i>Each</i> as the unit of measure.
Region	Displays the resource's region. This field appears only if you use PeopleSoft Resource Management.
Job Code	Displays the resource's job code. This field appears only for named labor resources.
Rate Type	Displays the method of determining the resource's cost per unit.
Rate	Displays the cost rate per unit that is applied to determine the total cost of the resource.

Field or Control	Description
Currency	Displays the currency in which the resource's cost rate is quoted.
Cost Budget Item	Displays the cost budget item for the resource.

Associated Resources - Bill Tab

Field or Control	Description
Revenue Budget Item	Displays the revenue budget item that the system supplies by default from the Program Management Options page.

Associated Resources - Assets Tab

Field or Control	Description
Asset Type	Displays the asset type for the asset resources. This field is blank for all labor, material, and other resource classes.
Asset Subtype	Displays the asset subtype for the asset resources. This field is blank for all labor, material, and other resource classes.
Manufacturer ID	Displays the manufacturer ID for the asset resources. This field is blank for all labor, material, and other resource classes.
Model	Displays the model for the asset resources. This field is blank for all labor, material, and other resource classes.

Quick Add Resources

Field or Control	Description
Resource Class	<p>Select the resource class from these options:</p> <ul style="list-style-type: none"> • <i>Asset</i> • <i>Labor</i> • <i>Material</i> • <i>Other</i>

Field or Control	Description
Resource Name	Enter the resource name. For named labor resources, assets, and materials, the system populates this field automatically after you enter the ID number. For generic resources, enter a description of the resource in this field and leave the ID Number field blank.
ID Number	Enter the ID number. You do not need to enter an ID number for the <i>Other</i> resource class or generic resources.
Quantity	<p>Enter the number of resources to add to the Associated Resources grid. This field is available only for generic labor and asset resources.</p> <p>If the value of the Quantity field is greater than 1, the system appends a sequential number to the resource name. For example, if you enter <i>Engineer</i> for the resource name and 3 for the quantity, the system adds three rows with the resource names <i>Engineer1</i>, <i>Engineer2</i>, and <i>Engineer3</i>. If resources with the name <i>Engineer</i> already exist on the project team, the system increments numbers starting with the highest number. If you add 2 more Engineer resources, the system names the resources <i>Engineer4</i> and <i>Engineer5</i>.</p> <p>If the resource name ends in a numeric value, the system removes the number before it applies the algorithm to assign a sequential suffix to the resource name. For example, you enter a resource name of <i>Engineer1</i> and a quantity of 2. The system creates resources with <i>Engineer1</i> and <i>Engineer2</i> resource names. If you want to maintain the number at the end of the resource name, you can insert another character after the number, such as a hyphen. For example, you enter a resource name of <i>Engineer1-</i> with a quantity of 2. The system then creates resources with <i>Engineer1-1</i> and <i>Engineer1-2</i> as the resource names.</p>

Field or Control	Description
Asset Type	<p>Enter the asset type from these options:</p> <ul style="list-style-type: none"> • <i>Hardware</i> • <i>Software</i> • <i>Equipment</i> • <i>Property</i> • <i>Fleet</i> • <i>Machinery</i> • <i>Furniture</i> • <i>Facility</i> • <i>Intangible</i> • <i>Other</i> <p>For named assets, the system populates this field with the associated asset type. This field appears only for asset resource classes.</p>
Asset Subtype	<p>Enter the asset subtype. The system prompts from the PeopleSoft Asset Management Subtype table (AM_SUBTYPE) based on the value in the Asset Type field. You must select an asset type before selecting an asset subtype.</p> <p>For named assets, the system populates this field with the associated asset subtype. This field appears only for asset resource classes.</p>
Manufacturer ID	<p>Enter the manufacturer ID. The systems prompts from the Purchasing Manufacturing table (MANUFACTURING).</p> <p>For named assets, the system populates this field with the associated manufacturer ID. This field appears only for asset resource classes.</p>

Field or Control	Description
Start Date and End Date	<p>Enter the start date and end date. The system populates the start and end dates with the project start and end date by default. The dates must meet these conditions:</p> <ul style="list-style-type: none"> • The dates must be equal to or later than the project start date. • The dates must be equal to or earlier than the project end date. • The end date must occur on or after the start date. <hr/> <p>Note: You can enter only one assignment schedule using this group box. Use the Resource Detail page to add more assignment schedules.</p> <hr/>
Model	Enter the model. The system prompts from the Maintenance Management Model table (MFG_MODEL). You must select a manufacturer ID before you can select a model. For named assets, the system populates this field with the associated model. This field appears for only asset resource classes.
Project Role	Enter the project role for labor resources.
Resource Pool	Enter the resource pool for labor resources. You can edit this field for generic resources only. For named PeopleSoft Resource Management-managed resources, the system populates this field with the resource pool to which the resource is assigned. If you do not specify a resource pool for a generic resource, the system sets the value to <i>Unassigned Pool</i> .
Region Code	Enter the region code for generic labor resources. For named PeopleSoft Resource Management-managed labor resources, the system populates this field with the region to which the resource is assigned.
Resource Status	Select <i>Considered</i> or <i>Requested</i> . This field applies only to the labor resource class. The default value is <i>Considered</i> .

<i>Field or Control</i>	<i>Description</i>
Add	<p>Click to add the resource to the Associated Resources grid.</p> <p>The system resets the field in the group box. If you add multiple generic labor or asset resources, when you click the Add button, the system adds the number of rows from the quantity field to the Associated Resources grid. For example, if the value in the Quantity field is 5, the system adds 5 new rows.</p>

Resources - Buttons

<i>Field or Control</i>	<i>Description</i>
Check for Conflicts	<p>Click to determine whether any resource on the project is over-scheduled or has conflicts between these dates: assignment schedule dates, project planned start and end dates, and activity dates. If conflicts exist, the system displays a conflict warning indicator next to the resource name.</p> <hr/> <p>Note: When working with the Resources component or the Project Activities component to adjust resource dates and units and activity dates and durations, respectively, the system automatically checks for conflicts so that when you return to the Resources page, you can immediately see that a conflict exists. However, if you are synchronizing your project resources and activities between Microsoft Project and PeopleSoft Program Management, a conflict that you create in Microsoft Project will not automatically trigger the conflict warning indicator to appear on the Resources page when you access it. Therefore, if you are manipulating your project resources and activities in Microsoft Project and integrating the data with PeopleSoft Program Management, you should always click the Check for Conflicts button on the Resources page after you upload data from these other products.</p> <hr/>
Notify Activity Resources	<p>Click to notify resources of activity assignments. The system sends an email notification to all labor employee resources with activity assignments that list the assignments. This button appears only if activity resource workflow is activated at the installation level.</p> <hr/> <p>Note: If you create more assignments or make changes to existing assignments, you can click the Notify Activity Resources button again and the system enables you to notify all resources again or notify just the resources with new assignments.</p> <hr/>

Field or Control	Description
Save as Template	Click to access the Save as Template page, where you can specify a template name and create a project template that will save, as part of the template, the project team that includes assets, labor, material, and other resource classes.

Resources - Links

Field or Control	Description
Manage Generic Resources	Click to access the Manage Generic Resources page, where you can: <ul style="list-style-type: none"> • Create and cancel resource requests in the PeopleSoft Resource Management application for the project's generic resources. • Review what progress is made toward filling the resource requests for generic resource placeholders on a project with a PeopleSoft Resource Management-managed labor resource.
Master Resource Schedule	Click to access the Master Resource Schedule page, where you can view work and activity details for named and generic resources that are on this project. See Master Resource Schedule Page .
Supply Category Analytic	Click to access the Supply Category Analytic Select Resource Pools page, where you can select resource pools for the Display Supply Category Analytic Data page. See “Defining Supply Category Analytics” (PeopleSoft Resource Management).
Resource Chart	Click to access the Schedule Chart page, which displays a Gantt chart that depicts scheduled resource usage. The Schedule Chart page appears as a new tab in the Resource component.
Project Estimate Summary	Click to access the Project Estimate Summary page, where you can view a summary of activities and their associated work and cost estimates. See Project Estimate Summary Page .

Field or Control	Description
Project Resource Pools	<p>Click to access the Project Resource Pools page, where you can view a list of the resource pools that are associated with this project or add resource pools to this project to enforce resource pool security.</p> <p>See Understanding Resource Pool Security.</p>

See “Importing Transactions into PeopleSoft Project Costing” (PeopleSoft Project Costing)

Assign Resources from Project Page

Use the Assign Resources from Project page (PROJ_TEAM_COPY) to copy resources from the project to an activity.

Navigation:

Program Management > Activity Definitions > Activity Definition Resources > Resources by Activity . Click the **Add Resource from Project** button.

This example illustrates the fields and controls on the Assign Resources from Project page. You can find definitions for the fields and controls later on this page.

Assign Resources from Project

Project: DATA-WAREHOUSE Description: Data Warehouse Feasibility

Filter Options

Resource Class: Project Role:

Resource Name: Start Date:

ID Number: End Date:

Select Team Members To Copy Personalize | Find | View All | First 1-3 of 3 Last

Resource Class	Resource Name	ID Number	Project Role	Start Date	End Date
<input type="checkbox"/> Labor	Kenneth Schumacher	KU0042	PROJ MANAGER	02/07/2005	09/02/2005
<input type="checkbox"/> Labor	William Miller	KU0046	FUNC ANALYST	02/07/2005	09/02/2005
<input type="checkbox"/> Labor	Jennifer Luis	KU0057	SR ARCHITECT	02/07/2005	09/02/2005

☒ **Select All** ☐ **Clear All**

Filter Options

When you first access this page, all eligible resources appear in the **Select Team Members to Copy** grid. Use the **Filter Options** collapsible group box to filter on various resource attributes so that you can more easily select project resources to add to an activity.

Field or Control	Description
Resource Class, Resource Name, ID Number, Project Role, Start Date, and End Date	Enter criteria to narrow the list of team members that appear in the Select Team Members to Copy grid.
Show Resources	Click to generate a new list of resources based on the filter criteria. The system generates the list based on all of the criteria that you enter. That is, the system uses <i>and</i> between each of the filter options fields rather than <i>or</i> .

Select Team Members to Copy

Select individual project team members that you want to copy to the activity resources, or click **Select All** for the system to select all project team members to copy. Click **Copy** to add the project team members that you selected to the **Resources** grid on the Resources by Activity page. Save the Resources by Activity page to complete the copy process.

Resource Detail Page

Use the Resource Detail page (PC_PRL_SCHED) to view and update the description and assignment schedule for a labor resource. View requested schedule changes for a resource and the activities upon which a resource is working.

Navigation:

Program Management > Project Definitions > Project Definition Resources. Click a resource name in the **Associated Resources** grid.

This example illustrates the fields and controls on the Resource Detail page (1 of 2).

Resource Detail

Resource Detail

Business Unit US004Project BCPBRDescription BCP - Branch officesStart Date 09/01/2005End Date 08/31/2010Processing Status ActiveCurrency USD

Resource DetailFind | View AllFirst 1 of 12Last

General InformationView Resource Calendar

ID NumberGeneric*Resource NameIT SpecialistResource PoolInfrastructureRegionAPACPersonnel StatusNon-EmployeeDescription

*Resource ClassLabor*Resource StatusAllocated*Primary Project RolePROJ CONSULTANTJobcodeQuantity1*CategoryBillable External

Named labor resourceEmail Notify for Status ChangeEmail ID

Rate

CostRate TypeProj RoleRate NameRate90.00UOMMHRCost Budget ItemLABORCurrencyUSDCopy Rates to Activities

BillRate TypeOverrideRate NameRateUOMMHRRevenue Budget ItemREVESTCurrencyUSDCopy Rates to Activities

Assignments And Activities

Assignment SchedulePersonalize | Find | View All | First 1 of 1 Last

Schedule	Resource Status	Project Role	Project Manager	Start Date	End Date	Units	%	Description	Assignment ID
1	Allocated	PROJ CONSULTANT		09/01/2005	08/31/2006	100	%		Assignment id

Activity ListPersonalize | Find | View All | First 1-3 of 3 Last

Notified	Activity	Description	Start Date	End Date
	0000000000000007	Analysis	11/04/2005	01/26/2006
	0000000000000008	Design	01/27/2006	04/20/2006
	0000000000000009	Build Backup Site	04/21/2006	06/15/2006

Add Resource to Activity

Resource Detail

Field or Control	Description
View Resource Calendar	<p>Click to access the Monthly Schedule page in PeopleSoft Resource Management, where you can view the named resource's assignments and appointments for the month. This is available only for PeopleSoft Resource Management-managed resources.</p> <p>See “Viewing or Modifying Resource Schedules” (PeopleSoft Resource Management).</p>

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Field or Control	Description
ID Number	<p>Enter the unique identifier for a known resource.</p> <p>The system automatically populates the this field with <i>Generic</i>. Do not change this value if the resource that you are adding is not recognized as a resource with a known ID. If you know the resource that you are adding, select the ID for that resource. The resources that are available to you through the prompt are based on the resource class. You can select from a list of employee IDs for labor resources, item IDs for material resources, and asset IDs for asset resources.</p> <p>These are the differences between generic resources and named resources:</p> <ul style="list-style-type: none"> • Generic resources can serve as placeholders that can be used to request named resources in PeopleSoft Resource Management. • On the Resources page, generic resources have the Express Search button available. When you click the Express Search button, the system invokes the PeopleSoft Resource Management Express Search feature, which enables you to search for qualified employee ID-based resources to fill the generic resource slot. • Generic resources cannot have assignments in PeopleSoft Resource Management, because assignments require an employee ID.
Resource Name	<p>Enter the name of the resource.</p> <p>The system automatically populates this field for resources for which you select an ID Number.</p> <p>For generic resources, enter a generic resource name, such as <i>Technician 1</i>, <i>Database Administrator</i>, or <i>Computer</i>.</p>
Resource Pool	<p>Select the resource pool to which the resource belongs. You can edit this field for generic resources, and it is read-only for named resources. If you do not select a resource pool, the system assigns the generic resource to the unassigned pool by default. This field appears only if you use PeopleSoft Resource Management and is valid only for PeopleSoft Resource Management labor resources.</p>

Field or Control	Description
Region	<p>Select the resource's region. You can edit this field for generic resources, and it is display-only for named resources.</p> <p>This field appears only if you use PeopleSoft Resource Management and is valid only for PeopleSoft Resource Management labor resources.</p>
Personnel Status	<p>Select <i>Employee</i> or <i>Non-Employee</i> to indicate this resource's personnel status. This is applicable only for the labor resource class and only if PeopleSoft Resource Management is installed. You can edit this field for generic resources, but it is read-only for named resources.</p>
Resource Class	<p>Select <i>Labor Resource</i>, <i>Asset Resource</i>, <i>Material Resource</i>, or <i>Other Resource</i>. The value that you select for this field controls the values that you can enter in the resource information fields. This field is read-only for resources that already exist on the Resources page.</p>
Resource Status	<p>Select <i>Considered</i> or <i>Requested</i>. This field appears only for labor resources. If you use PeopleSoft Resource Management for generic labor resources and if you set the quantity to a value greater than 1 and set the resource status to <i>Requested</i>, when you click Save or Save and Add Another, the system creates a separate generic resource request for each value in the quantity field. For example, if the quantity is 5, then the system generates five generic resource requests.</p>
Primary Project Role	<p>Select the resource's primary project role. This field appears only for labor resources.</p> <p>If you change the primary project role for a generic resource, the system deletes the resource's qualifications on the Update Generic Resources Qualifications page and replaces them with the default qualifications from the qualification profile for the new primary project role.</p>
Asset Type	<p>Enter the asset type. For named assets, the system populates this field with the associated asset type. This field appears for only asset resource classes.</p>

Field or Control	Description
Asset Subtype	<p>Enter the asset subtype. The system prompts from the PeopleSoft Asset Management Subtype table (AM_SUBTYPE) based on the value in the Asset Type field. You must select an asset type before selecting an asset subtype.</p> <p>For named assets, the system populates this field with the associated asset subtype. This field appears only for asset resource classes.</p> <p>If PeopleSoft Maintenance Management is installed and both the cost and bill rates have zero or no value, the system fetches the cost and bill rates for that asset resource from PeopleSoft Asset Management based on the asset type and subtype. These rates are associated with the <i>Custom</i> rate type, and you can modify the values on this page. If PeopleSoft Maintenance Management is not installed, the system uses the default rate value. If a nonzero value exists for cost rate or bill rate and you modify the subtype, the system asks you whether you want the system to update the cost and bill rates based on the asset type and subtype.</p>
Manufacturer ID	<p>Enter the manufacturer ID. The systems prompts from the Purchasing Manufacturing table (MANUFACTURING).</p> <p>For named assets, the system populates this field with the associated manufacturer ID. This field appears only for asset resource classes.</p>
Model	<p>Enter the model. The system prompts from the Maintenance Management Model table (MFG_MODEL). You must select a manufacturer ID before you can select a model. For named assets, the system populates this field with the associated model. This field appears only for asset resource classes.</p>
Category	<p>Enter any category that is specified for assignments on the Task Categories page in PeopleSoft Resource Management. The task category default value is based on the Default Task Category for Assignments field on the Installation Options - Resource Management page. This field appears only if the resource is managed in PeopleSoft Resource Management or is a generic labor resource.</p> <p>If you change the category value on this page after the resource assignment is created, the system updates the Category field on the existing assignment if the assignment is in a status other than <i>Cancel</i> or <i>Complete</i>.</p> <p>See “Defining Task Categories and Mapping to TRCs” (PeopleSoft Resource Management).</p>

Field or Control	Description
Quantity	<p>For material resources, the system displays the number of items that are needed for this project. This field appears for material resources when the material resource is assigned to one or more activities with a units value that is greater than zero.</p> <p>For generic labor and asset resources, enter the number of resources to add to the Associated Resources grid on the Resources page. If the value of the Quantity field is greater than 1, the system appends a sequential number to the resource name. For example, if you enter <i>Engineer</i> for the resource name and 3 for the quantity, the system adds three rows with the resource names <i>Engineer1</i>, <i>Engineer2</i>, and <i>Engineer3</i>. If resources with the name <i>Engineer</i> already exist on the project team, the system increments numbers starting with the highest number. If the user adds two more Engineer resources, the system names the resources <i>Engineer4</i> and <i>Engineer5</i>.</p> <hr/> <p>Note: After you enter the resource attributes and a quantity, you can click either Save or Save and Add Another to add the resources to the Associated Resources grid on the Resources page and save. Because the system adds the new rows and saves at the same time, if you inadvertently add more resources than you intended, you must delete those resources from the Resources page one at a time.</p> <hr/>
Email Notify for Status Change	<p>If you are integrating with Microsoft Project, select this option to enable Microsoft Project to send email notifications about task status changes to the individual that is specified in the Email ID field. This field is not used by PeopleSoft Program Management to send email notifications of activity status changes.</p>
Email ID	<p>Enter the email address of the individual to notify when the Email Notify for Status Change option is selected.</p>

Cost

Field or Control	Description
Rate Type	<p>Select the method of determining the resource's cost per unit.</p> <p>For generic asset and material resources, the only valid value is <i>Override</i>, and you must specify the cost per unit in the Rate field.</p> <p>For named asset resources, you can select <i>Override</i> and specify the cost per unit in the Rate field, or you can leave the field blank. If you leave the field blank, the system uses the rate, UOM, and currency from PeopleSoft Asset Management.</p> <p>For named material resources, you can have inventoried and noninventoried materials. For inventoried materials, the rate type appears as blank and the system obtains the rate from PeopleSoft Order Management. For noninventoried materials, the only available option is <i>Override</i> and you must specify a value in the Rate field.</p> <p>For labor resources, the system populates this field with the default that is specified on the Program Management Options page. You can select <i>Override</i> to specify the rate, UOM, and currency or you can select <i>Proj Role</i> (project role), <i>Jobcode</i>, <i>Employee</i>, or <i>Custom Rate</i> to obtain the standard rate that the organization establishes for each of these options. If you select any option other than <i>Override</i>, the Rate field becomes view-only and displays the appropriate standard rate. The available rate types are based on the settings in the Rates group box on the Program Management Options page.</p> <p>See Program Management Options Page.</p> <p>For other resources, the only valid value is <i>Override</i>, and you must specify the rate in the Rate field.</p>
Rate Name	<p>When a rate type of <i>Custom</i> is selected, you must select a custom rate name. Custom rates are defined using the “Define Custom Rates Page” (PeopleSoft Project Costing) and the “Populate Custom Rates Page” (PeopleSoft Project Costing).</p> <p>The Rate Name prompt table is restricted to those custom rate definitions where <i>Source Quantity</i> is selected as the Apply Rate to option and contain Emplid, Jobcode, ProjRole, and/or Region.</p>

Field or Control	Description
UOM (Unit of Measure)	<p>Select the unit of measure by which the resource's cost rate is quoted. For labor resources using employee, project role, or job code rate types, hours is the only valid unit of measure.</p> <p>For labor resources using custom rate type, hours or days are the only valid units of measure. You can select any unit of measure for asset, material, and other resource classes.</p> <p>The UOM must be the same for the bill and cost rates. If the UOM is changed for one rate, the system automatically changes the UOM for the other rate to be the same and will clear out the rate value.</p> <p>You can edit this field only if both the cost and bill rate types are set to custom. If the rate types are not both custom, the noncustom rate type controls the UOM for both bill and cost.</p>
Rate	<p>Enter the cost rate per unit that is applied to determine the total cost of the resource.</p> <p>For asset, material, and other resources, this is the monetary cost per unit. For labor resources, it is the cost per hour or day. For employee, project role, or job code rate types, if the resources standard rate is not defined as an amount per hour, the system converts it to a per-hour rate for the Resources page.</p>
Cost Budget Item	Enter a cost budget item for the resource.
Copy Rates to Activities	Select to copy the currency, rate, and rate type changes from this page to the Resources by Activities page for each of this resource's activities. The system copies the data when you save.

Note: When you use this page to add resources to a project, the system automatically moves most of the resource data by default onto the Resources by Activity page. Therefore, if you enter values for the project role, unit of measure, rate type, rate, currency, and budget items by using this page, the system automatically supplies the data for those values when you assign a resource to an activity by using the Resources by Activity page, which enables you to streamline resource deployments.

Bill

Field or Control	Description
Revenue Budget Item	<p>Displays the budget classification for the resource. This field is display-only and the system populates it with the value that is specified on the Project Costing Options page.</p> <p>See “Creating Project Business Units” (PeopleSoft Project Costing).</p>

Assignment Schedule

This grid displays the resource's scheduled commitments to the project. Project managers can add and delete scheduling rows to extend or shorten a resource's scheduled time on the project.

If the resource is managed in PeopleSoft Resource Management, click an **Assignment ID** to access the Assign Resource page in PeopleSoft Resource Management, where project managers can view and edit the details of the resource's assignment. The system generates only one assignment ID for a named resource for a project, regardless of the number of assignment schedules. If a resource has a cancelled or completed assignment and another assignment is requested, the new assignment has a new assignment ID and not the one of the cancelled or completed assignment.

If the project business unit requires management approval for new assignments or assignment date changes, then adding or modifying an assignment row triggers a PeopleSoft Workflow worklist approval item to the resource manager who is asking for approval of the assignment. Assignments that require approval appear in the **Schedule Changes Pending Approval** grid.

Field or Control	Description
Resource Status	<p>Displays the value of the resource status, which is based on the resource status on the Resources page for every resource. If the resource status on the Resource page is either <i>Requested</i> or <i>Committed</i>, the resource status of a newly added assignment schedule is <i>Requested</i>. Otherwise, the status is <i>Considered</i>.</p>
Project Manager	<p>Select to indicate that this resource is the project manager for the time period that covers the start and end dates.</p>

Field or Control	Description
Units	<p>Enter the time percentage, based on the project calendar, that the resource is allocated to the schedule. The default value is <i>100</i>.</p> <hr/> <p>Note: If the resource's schedule is managed in PeopleSoft Resource Management, a resource assignment for the specified number of hours and date range is created in PeopleSoft Resource Management. Modifications to the Units field on this page trigger approval workflow if assignment schedule change workflow is activated for the business unit options in PeopleSoft Resource Management.</p> <hr/>

See “Assign Resource Page” (PeopleSoft Resource Management).

Schedule Changes Pending Approval

This grid appears only if the project business unit that is associated with the project activates the assignment approval required feature or date change approval required feature in PeopleSoft Resource Management. The grid lists any schedule modifications that are made in the **Assignment Schedule** grid for assignments with an assigned status that are awaiting resource manager authorization. Until the resource manager approves the assignment, the new or modified schedule rows have a pending approval status on the assignment and are not editable on the Resource Detail page. The pending dates appear on the Resources page and on the assignment and resource's schedule in PeopleSoft Resource Management.

The same assignment ID might appear more than once. This can occur when more than one Assignment Schedule Detail row exist for the same assignment. None of the date ranges for the assignment schedule can overlap.

If a new assignment is rejected, a warning indicator appears on the named resource row on the Resources page. If an assignment schedule change is rejected, the dates that are on the assignment, resource schedule, and project team revert to the original dates before the change.

Note: You can make assignment schedule changes directly in PeopleSoft Resource Management or by using the Resource Detail page that is in PeopleSoft Program Management. However, the only scheduling changes that appear in the Schedule Changes Pending Approval grid are those that you make by using the Resource Detail page. For a complete list of assignments that are pending approval, please refer to the Assign Resources component (RS_ASSIGNMENT) in PeopleSoft Resource Management. To avoid data conflicts, you should use either PeopleSoft Resource Management or PeopleSoft Program Management to modify assignments, but not both.

See “Assigning Resources” (PeopleSoft Resource Management).

Activity List

This grid lists the project activities to which the resource is assigned.

Field or Control	Description
Notified	Indicates whether the resource has been notified of an assignment. The check box displays a check mark if notification has been sent. This occurs when you click the Notify Activity Resources button on the Resources page.

Adding Resources to Activities

Field or Control	Description
Add Resource to Activity	Click to access the Activity Team Assignment page, where you can add the resource to one or more activities.

Save Options

Field or Control	Description
Save and add Another	Click for the system to: <ol style="list-style-type: none"> 1. Validate the data on the page. 2. Add the resource to the Resources page and save the resource schedules. 3. Reset the contents on the page.
Save	Click for the system to: <ol style="list-style-type: none"> 1. Validate the data on the page. 2. Add the resource to the Resources page and save the resource schedules. 3. Retain the values on the page.

Update Generic Resource Qualifications Page

Use the Update Generic Resource Qualifications page (PGM_GEN_RSRC_QUAL) to view and edit default qualifications from qualification profiles for use as search criteria to fulfill generic resource requests.

Navigation:

Program Management > Project Definitions > Project Definition Resources. Click the **Generic Resource Qualification** icon.

This example illustrates the fields and controls on the Update Generic Resource Qualifications page. You can find definitions for the fields and controls later on this page.

Update Generic Resource Qualifications

Project 000000132

Description

Resource Name Administrator

Project Role PROJ ADMIN

Description Project Administrator

Start Date 05/05/2004

End Date 07/31/2005

Qualifications

Keywords

Notes

Qualifications Detail

Personalize

View All

First

1-2 of 2

Last

Type	Description	Importance	Years of Work Experience	Proficiency	Major
1 Competency	Computer Operations	Desired		5-Expert	
2 Competency	Database Design	Desired		5-Expert	

Add qualifications from

Profile

List

Competency Tree

The system supplies the page header fields from the Resources page based on the generic resource that you clicked to access this page. Click **Profile**, **List**, and **Competency Tree** to access the pages on which you can select qualifications for the generic resource. The system uses the qualifications to feed the Express Search and as search criteria to fulfill generic resource requests, unless one of these conditions applies:

- If you modify the qualifications, keywords, or notes on this page after the generic resource request is created, the system does not automatically update the existing generic resource request.
- If you modify the qualifications, keywords, or notes on this page after the service order resource request has been generated, the system does not automatically update the existing request.
- If you modify the qualifications, keywords, or notes on the generic resource request, service order resource request, or Express Search page, the system does not automatically update the qualifications on this page.
- If you modify the primary project role on the Resource Detail page after the generic resource request is created, the system does not automatically update the qualifications on the generic resource request.
- If you change the default qualifications on the project role that is listed as the primary project role for a generic resource on the Resources page, the system does not automatically update this page for the resource.

Qualifications

Field or Control	Description
Importance	<p>Select the importance of having the resource possess the specified qualification.</p> <p><i>Desired:</i> The search engine gives preference to resources who possess the qualification but does not exclude resources who do not possess the qualification. This is the default value.</p> <p><i>Required:</i> Resources who do not possess this qualification are not returned in the search results.</p>

Field or Control	Description
Years of Work Experience	<p>Select the number of years of experience that the resource should possess for this competency. You can select from <i>1 Year</i> to <i>9+ Years</i>.</p> <p>If you select an importance of <i>Desired</i> for this competency, the search engine gives preference to resources who possess the specified years of experience but does not exclude resources who do not meet the specified years.</p> <p>If you select an importance of <i>Required</i> for this competency, resources who do not meet the specified years of experience are not returned in the search results. This field appears only on rows that contain a qualification type of <i>Competency</i>.</p>
Proficiency	<p>Select the appropriate level of competency proficiency that the resource should possess for this project.</p> <p>If you select an importance of <i>Desired</i> for this competency, the search engine gives preference to resources with the proficiency level but does not exclude resources who do not meet the specified proficiency.</p> <p>If you select an importance of <i>Required</i> for this competency, resources who do not meet the specified proficiency are not returned in the search results.</p> <p>The default value is the highest level of competency available. This field appears only on rows that contain a qualification type of <i>Competency</i>.</p>
Details	<p>Click this button to access the Qualification Detail: <Qualification> page and enter additional information about the qualification. The Details link appears only on rows for licences, languages, and single-value flexible attributes because additional details can be entered about these qualifications.</p>
Profile	<p>Click this button to access the Resource Qualifications - Select Qualification Profile page, where you can select qualification profiles to add to the Qualifications grid.</p>
List	<p>Click this button to access the Resource Qualifications - Search for Qualifications page, where you can search for and add qualifications to the Qualifications grid.</p>

Field or Control	Description
Competency Tree	Click this button to access the Resource Qualifications - Select Competencies page, where you can search for and add qualifications to the Qualifications grid.

Keywords

Use the Keywords tab to enter a word, phrase, or string of words in uppercase or lowercase. Use a comma to separate keywords. You can use logical connectors *AND* or *OR* to separate keywords. A comma acts the same as the *OR* connector. If you use *AND* or *OR* connectors, you can use parentheses to define precedence. When you run the Express Search, the system searches the resource's work experience and resume document attachments for matches.

Note: The keywords and connectors that you enter are not case-sensitive.

Notes

Use the Notes tab to enter any additional comments or notes for this request.

Manage Generic Resources Page

Use the Manage Generic Resources page (PGM_GENRES_01) to view all generic resources that are associated with a project and generate service orders to find named resources to replace the generic resources with named resources.

Navigation:

- **Program Management > Project Definitions > Manage Generic Resources**
- **Program Management > Project Definitions > Project Definition Resources.** Click the **Manage Generic Resources** link.

This example illustrates the fields and controls on the Manage Generic Resources page. You can find definitions for the fields and controls later on this page.

Manage Generic Resources

Business Unit US004

Project 0000000132

Description MAINTENANCE

Start Date 05/05/2004

End Date 07/31/2005

Processing Status Inactive

Currency USD

Generic Resources

Find First 1-5 of 5 Last

Resource Name	Planned Start Date	Planned End Date	Units	Project Role	Service Order
<input type="checkbox"/> Administrator	05/05/2004	07/31/2005	100 %	PROJ ADMIN	
▶ Assignments					

Resource Name	Planned Start Date	Planned End Date	Units	Project Role	Service Order
<input type="checkbox"/> Developer	05/05/2004	07/20/2005	100 %	PROJ WORKER	
▶ Assignments					




Resource Name	Planned Start Date	Planned End Date	Units	Project Role	Service Order
<input type="checkbox"/> Sr Developer	05/05/2004	07/20/2005	100 %	PROJ WORKER	
▶ Assignments					

Resource Name	Planned Start Date	Planned End Date	Units	Project Role	Service Order
<input type="checkbox"/> Tester	05/05/2004	07/20/2005	100 %	QA	
▶ Assignments					

Resource Name	Planned Start Date	Planned End Date	Units	Project Role	Service Order
<input type="checkbox"/> Writer	05/05/2004	07/20/2005	100 %	DOC WRITER	
▶ Assignments					

Create Resource Request

Cancel Resource Request

Field or Control	Description
	Click to expand all generic resources and their associated assignment data.
	Click to collapse all generic resources and their associated assignment data.
	Select the check box that is next to each generic resource for which you want to generate or cancel a service order resource request. The system creates or cancels resource requests for only the selected generic resources. The check box is available only if a service order resource request has not been submitted for the corresponding generic resource.

Expand the **Assignments** section to view all assignments that are found for the generic resource on the project resource list that are not yet assigned or reserved.

Field or Control	Description
Create Resource Request	Click to create new resource requests for the selected generic resource. Service orders that you originate from the Manage Generic Resources page are created in a <i>Draft</i> status. To change the status to <i>New</i> and send the service order to the Staffing Workbench - Fulfill Orders page, open the service order and click Save and Submit on the Order Summary page.
Cancel Resource Request	Click to cancel any open resource requests that are for the selected generic resource.

Note: When a resource request is created for a generic resource, the generic resource data that is on the Resources page changes to display-only, and the **Express Search** button is no longer available. For any individual project, you should not use both the Resources page and the Manage Generic Resources page to generate resource requests. These two processes for generating generic resource requests support two different business processes. The Resources page supports generating generic resource requests for internal information technology departments and the Manage Generic Resources page supports generating generic resource requests for service-order oriented processes that are used by professional services organizations.

Adding and Modifying Activity Resources

Pages Used to Add and Modify Activity Resources

Page Name	Definition Name	Usage
<u>Resources by Activity Page</u>	PC_ARL	View and edit resources that are assigned to an activity.
<u>Project Estimate Summary Page</u>	PGM_PROJ_EST_SUMM	View a summary of activities with associated work and cost estimates.

Resources by Activity Page

Use the Resources by Activity page (PC_ARL) to view and edit resources that are assigned to an activity.

Navigation:

Program Management > Activity Definitions > Activity Definition Resources . Select the **Resources by Activity** tab.

This example illustrates the fields and controls on the Resources by Activity page.

ResourcesResources by Activity

Business UnitUS004Project0000000132DescriptionMAINTENANCE

Start Date05/05/2004End Date07/31/2005Processing StatusInactiveCurrencyUSD

Activity0000000000000002

Activity0000000000000002DescriptionProcedures

*Start Date05/05/2004*End Date05/11/2004*Schedule MethodFixed Units

Duration in Days5

View Class(es)Recalculate Schedule

Work/Cost/BillUnit of MeasurePerson Day

Work10.00Actual Work0.00Remaining Work10.00

Total Cost14,000.00 USDTotal Billable20,400.00 USD

ResourcesPersonalizeFindView AllFirst1-2 of 2Last

ResourceWorkCostBillAssets

Notified	*Resource Class	*Resource Name	ID Number	Jobcode	Project Role		
<input type="checkbox"/>	Labor	William Scott	KU0006	General Manager	PROJ MANA		+ -
<input type="checkbox"/>	Labor	Sr Developer	Generic		PROJ WORK		+ -

Add Resource from Project

Go To:Project Activity Resource Pool

Field or Control	Description
Activity	Select the activity for which to view, define, or modify resources.

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Activity

Field or Control	Description
Calculate	<p>Specify the basis on which the activity's schedule is calculated. Options are:</p> <ul style="list-style-type: none"> • <i>Duration</i>: Select to have the system calculate duration by using the start and end date. You should not select this option if you select <i>Fixed Duration</i> in the Schedule Method field. • <i>End Date</i>: Select to have the system calculate the end date by using the start date and duration. • <i>Start Date</i>: Select to have the system calculate the start date by using the duration and end date. <p>The option that you select for each activity depends on what information you already know about that activity. For example, you might know that based on a service-level agreement, an activity must start on a specific date. You might also know from experience that a resource can perform the activity in 35 days. Given that you know the start date and duration, you set the Calculate field to <i>End Date</i>, so that you do not have to manually count days on a calendar to derive the end date of the activity.</p> <p>This field does not appear if the Activity Date Cascade Calculations option on the Project General - Program Management page is set to <i>Manual</i>.</p>

Field or Control	Description
Schedule Method	<p>Designates the method for calculating the variables that are involved in scheduling labor resources to an activity. Variables are work, duration, and units. The scheduling method determines which element of a schedule remains constant when any one of the scheduling variables (work, duration, or units) changes.</p> <p>Select one of these options:</p> <ul style="list-style-type: none"> • <i>Fixed Duration</i>: When a schedule is calculated or recalculated, the variable that remains constant is the total amount of time, measured in days, in which assigned resources must complete the activity. <p>You should not select this option if you select <i>Duration</i> in the Calculate field.</p> <ul style="list-style-type: none"> • <i>Fixed Units</i>: When a schedule is calculated or recalculated, the variable that remains constant is the number of resource units that are assigned to the activity. • <i>Fixed Work</i>: When a schedule is calculated or recalculated, the variable that remains constant is the total amount of work, measured in hours, that assigned resources require to complete the activity.
Duration in Days	Enter the number of days in which assigned resources must complete the activity
Labor Adjustment % (labor adjustment percentage)	Displays the labor adjustment percentage that the Pricing process uses to calculate new rows for projects that are created from proposals in PeopleSoft Proposal Management if the rate option is <i>AMN</i> (Mark Up/Mark Down Labor). This field appears only if the project request originated from PeopleSoft Proposal Management.
Non-Labor Adjustment % (nonlabor adjustment percentage)	Displays the nonlabor adjustment percentage that the Pricing process uses to calculate new rows for projects that are created from proposals in PeopleSoft Proposal Management if the rate option is <i>AML</i> (Mark Up/Mark Down Nonlabor). This field appears only if the project request originated from PeopleSoft Proposal Management.
View Class(es)	<p>Select which resource class to view in the list of activities. Options are <i>All</i>, <i>Asset Resource</i>, <i>Labor Resource</i>, or <i>Material Resource</i>.</p>

Field or Control	Description
Recalculate Schedule	Click after editing schedule-related fields in the component so that the system can use the new data to modify the activity schedule.

Work/Cost/Bill

This group box summarizes the data from the **Resources** grid.

Field or Control	Description
Unit of Measure	Select the unit of measure in which to view the activity's work and cost information. Options are <i>Work Hour</i> or <i>Person Day</i> .
Work	Displays the sum of the work from the Resources grid in the units selected in the Unit of Measure field.
Actual Work	Displays the sum of the actual work values from the Resources grid in the units selected in the Unit of Measure field.
Remaining Work	Displays the sum of the remaining work values from the Resources grid in the units selected in the Unit of Measure field.
Total Cost	Displays the sum of the cost values from the Resources grid in the units selected in the Unit of Measure field.
Total Billable	Displays the sum of the bill amount values from the Resources grid in the units selected in the Unit of Measure field.
Bill Adjustment	Displays the amount that the total billable amount is adjusted by based on the percentages in the Labor Adjustment % and Non-Labor Adjustment % fields. This value is calculated as $((\text{Total Billable (for labor resources)} \times \text{Labor Adjustment \%}) + (\text{Total Billable (for non-labor resources)} \times \text{Non-Labor Adjustment \%}))$. This field appears only if the project request originated from PeopleSoft Proposal Management.

Field or Control	Description
Total Bill Adjusted	Displays the adjusted billing amount, which is the sum of the values in the Total Billable and Bill Adjustment fields. This field appears only if the project request originated from PeopleSoft Proposal Management.

When the activity schedule is recalculated, the system updates the **Work**, **Actual Work**, **Remaining Work**, and **Total Cost** fields.

Resources - Resource Tab

Field or Control	Description
Notified	Indicates whether the resource has been notified of an assignment. The check box displays a check mark if notification has been sent. This occurs when you click the Notify Activity Resources button on the Resources page.
Resource Class	This field indicates that the resource belongs to one of these categories: <ul style="list-style-type: none"> • <i>Labor</i>: Human resource. • <i>Material</i>: Consumable resource (for example, lumber is a material resource). • <i>Asset</i>: Nonhuman resource (for example, a computer is an asset resource). • <i>Other</i>: Any other type of resource (for example, travel).
Resource Name	For asset or material resources, enter the description of an asset or material. For labor resources that are employees, enter the name or employee ID of the resource. To assign a generic, unnamed labor resource, enter the description of the generic resource, such as Technician 1 or Project Manager.
ID Number	Select a unique identifier for the resource. This field is applicable only for labor, asset, and material resources. The system automatically populates this field with the employee's ID when it is entered in the Resource Name field.
Project Role	Select the job function that the resource is going to perform for the activity. This field applies only to labor resources.

Resources - Work Tab

Field or Control	Description
Unit of Measure	<p>Select the unit of measure by which the resource's cost rate is quoted. For labor resources using employee, project role, or job code rate types, <i>MHR</i> is the only valid unit of measure. For labor resources using custom rate type, <i>MHR</i> and <i>MDY</i> are the only valid units of measure. Asset and material resources typically use <i>Each</i> as the unit of measure, but they can use any available unit of measure that has been defined in the system.</p> <p>The UOM must be the same for the bill and cost rates. If the UOM is changed for one rate, the system automatically changes the UOM for the other rate to be the same and clears out the rate value.</p> <p>You can edit this field only if both the cost and bill rate types are set to custom. If the rate types are not both custom, the noncustom rate type controls the UOM for both bill and cost.</p>
Units	<p>For labor resources, enter the time percentage, based on the project calendar, that the resource is allocated to the schedule.</p> <p>The default value is:</p> <ul style="list-style-type: none"> • The units percent value for that schedule in the Assignment Schedule grid on the Resource Detail page if the resource only has one assignment schedule. • The lowest units percent value of the assignment schedules if the resource has more than one assignment schedule. <p>For asset and material resources, units indicate a count of the item in terms of the unit of measure. For example, if you have a material named <i>Bolts</i>, and you enter <i>bushels</i> in the Unit of Measure field and 5 in the Units field, you are indicating that the activity requires five bushels of bolts.</p>

Field or Control	Description
Work	<p>Enter the total number of hours or days that a resource is expected to participate in the selected activity. This field is available for labor resources only. When you first add a labor resource to an activity, the system determines the value for this field by:</p> <ol style="list-style-type: none"> 1. Determining the duration of the activity based on the UOM. <p>When the UOM is <i>MHR</i>, the system converts the duration of the activity in days to business hours according to the standard work-hours-per-day setting of the project.</p> <p>For custom rate types with an <i>MDY</i> UOM, the duration is in days.</p> <ol style="list-style-type: none"> 2. Obtaining the resource's units, which are 100 percent by default, and converting that to a decimal value. 3. Multiplying the value of duration times the value of units to obtain the value of work in hours if the UOM is <i>MHR</i> or days if the UOM is <i>MDY</i>. <p>As each new labor resource is added, the system sums the value of remaining work from the other resources, distributes the summed value proportionally between the original resources and the new resource, and sets the new resource's work value equal to its remaining work value.</p>
Actual Work	<p>Displays the number of hours that a resource actually works. This is a display-only field, and is relevant only to labor resources. The values that are in this field reflect any actual hours from approved PeopleSoft Expenses time reports.</p> <hr/> <p>Note: If you are using the PeopleSoft Program Management integration with Microsoft Project, the actual work figure, which can be entered in Microsoft Project, cannot be uploaded to the PeopleSoft system.</p> <hr/> <p>Note: To verify that the Actual Work values are current, you should run the Expenses to Project Costing Application Engine process (PC_EX_TO_PC) as often as you require time reports to be submitted. For example, if you require time reports to be submitted each week, you should run the Expenses to Project Costing Application Engine process each week.</p> <hr/> <p>See “Stage Time and Expense Reports” (PeopleSoft Project Costing).</p>

Field or Control	Description
Remaining Work	<p>This is a display-only field, and is relevant only to labor resources. The system determines its value for a given labor resource by subtracting the value of actual work from the value of work.</p> <p>As each new labor resource is added, the system sums the value of remaining work from the other resources, distributes the summed value proportionally between the original resources and the new resource, and sets the new resource's work value to be equal to its remaining work value.</p>
Baseline Work	<p>Enter the number of hours or days that you expect the activity to require. As the project progresses, you can compare this to the actual work to determine the accuracy of the original baseline estimate.</p>

Resources - Cost Tab

Field or Control	Description
Rate Type	<p>Select the method of determining the resource's cost per unit.</p> <p>For generic asset and material resources, the only valid value is <i>Override</i>, and you must specify the cost per unit in the Rate field.</p> <p>For named asset and material resources, you can select <i>Override</i> and specify the cost per unit in the Rate field, or you can leave the field blank. If you leave the field blank, the system uses the rate, UOM, and currency from PeopleSoft Asset Management for asset resources or from PeopleSoft Order Management for material resources.</p> <p>For labor resources, you can select <i>Override</i> to specify the rate, or you can select <i>Proj Role</i> (project role), <i>Jobcode</i>, <i>Employee</i>, or <i>Customer Rate</i> to obtain the standard rate that the organization establishes for each of these options. If you select any option other than <i>Override</i>, the Rate field becomes view-only and displays the appropriate standard rate. The available rate types are based on the settings in the Rates group box on the Program Management Options page.</p> <p>See Program Management Options Page.</p>

Field or Control	Description
Rate Name	<p>When a rate type of Custom is selected, you must select a custom rate name. Custom rates are defined using the “Define Custom Rates Page” (PeopleSoft Project Costing) and the “Populate Custom Rates Page” (PeopleSoft Project Costing).</p> <p>The Rate Name prompt table is restricted to those custom rate definitions where <i>Source Quantity</i> is selected as the Apply Rate to option and contain Emplid, Jobcode, ProjRole, and/or Region.</p>
Rate	The cost rate per unit that is applied to determine the total cost of the resource. For asset and material resources, this is the monetary cost per unit. For labor resources, it is the cost per hour or day.
Currency	Select the currency in which you are quoting the resource's rate.
Budget Item	<p>Select a budget classification for the resource. This classification determines the general ledger account to which expenses that are related to this resource are charged.</p> <hr/> <p>Note: Although you are not required to enter the budget item for each resource that you assign to an activity, it is strongly recommended. Having a budget item that is associated with each resource enables you to automatically load the cost of project resources to an appropriate account in the PeopleSoft Project Costing project budgeting system, and the project request Costs page of both PeopleSoft Program Management and PeopleSoft Project Portfolio Management. (During setup of the system, you establish budget items, which includes assigning a general ledger account to each.) If a project manager builds a project estimate with the Resources by Activity page and does not enter budget items for the resources, costs load to project budgets and project requests with all costs summed into one number, which limits visibility into cost detail for users of the project budgets and project requests.</p> <hr/>
Cost	Displays the cost of the resource based upon other data that is entered. For assets and materials, the cost is determined by multiplying the rate by the units. For labor resources, the system generates cost by multiplying the rate times the hours or days that are specified in the Work field.

Resources - Bill Tab

Field or Control	Description
Rate Type	<p>Select the method of determining the resource's bill amount per unit.</p> <p>For generic asset and material resources, the only valid value is <i>Override</i>, and you must specify the bill amount per unit in the Rate field.</p> <p>For named asset and material resources, you can select <i>Override</i> and specify the bill amount per unit in the Rate field, or you can leave the field blank. If you leave the field blank, the system uses the rate, UOM, and currency from PeopleSoft Asset Management for asset resources or from PeopleSoft Order Management for material resources.</p> <p>For labor resources, you can select <i>Override</i> to specify the rate, or you can select <i>Proj Role</i> (project role), <i>Jobcode</i>, <i>Employee</i> or <i>Custom Rate</i> to obtain the standard rate that the organization establishes for each of these options. If you select any option other than <i>Override</i>, the Rate field becomes view-only and displays the appropriate standard rate. The available rate types are based on the settings in the Rates group box on the Program Management Options page.</p> <p>See Program Management Options Page.</p>
Rate Name	<p>When a rate type of Custom is selected, you must select a custom rate name. Custom rates are defined using the “Define Custom Rates Page” (PeopleSoft Project Costing) and the “Populate Custom Rates Page” (PeopleSoft Project Costing).</p> <p>The Rate Name prompt table is restricted to those custom rate definitions where <i>Source Quantity</i> has been selected in the Apply Rate to field, and contains Emplid, Jobcode, ProjRole, and/or Region.</p>
Rate	<p>The bill rate per unit that is applied to determine the total billable amount of the resource.</p> <p>For asset and material resources, this is the monetary bill amount per unit. For labor resources, it is the bill amount per hour or day.</p>
Currency	<p>Select the currency in which you are quoting the resource's rate.</p>

Field or Control	Description
Bill Amount	Displays the bill amount of the resource based upon other data that is entered. For assets and materials, the bill amount is determined by multiplying the rate by the units. For labor resources, the system generates bill amounts by multiplying the rate times the hours or days that are specified in the Work field.

Resources - Assets Tab

This tab appears only if PeopleSoft Maintenance Management is installed.

Field or Control	Description
Asset Type	Displays the asset type for the asset resources. This field is blank for all labor, material, and other resource classes.
Asset Subtype	Displays the asset subtype for the asset resources. This field is blank for all labor, material, and other resource classes.
Manufacturer ID	Displays the manufacturer ID for the asset resources. This field is blank for all labor, material, and other resource classes.
Model	Displays the model for the asset resources. This field is blank for all labor, material, and other resource classes.

Additional Page Elements

Field or Control	Description
Add Resource from Project	Click to access the Assign Resources from Project page, which lists the available project resources that can be assigned to the activity. The page is displayed as a new tab in the Resource component.
Create Work Order	<p>Click to create a work order in PeopleSoft Maintenance Management. The Create Work Order button appears only if you have PeopleSoft Maintenance Management.</p> <p>See “Understanding Integration with PeopleSoft Maintenance Management” (PeopleSoft Project Costing).</p>

Field or Control	Description
View Work Order	<p>Click to access the Work Orders page (PC_LINK_WO), where you can view the work orders that have been opened for this activity. This link appears only if:</p> <ul style="list-style-type: none"> • PeopleSoft Maintenance Management is installed. • The project status is <i>Active</i>. • The project is not a Work Order Managed project. <p>For non-Work Order Managed projects, the Work Order Managed option is deselected on the Project Definitions - General Information page.</p>
Project Activity Resource Pool	<p>Click to access the Activity Resource Pool page, where you can search and select resource pools to add to the resource pools list to enforce resource pool security.</p> <p>See Understanding Resource Pool Security.</p>

Related Links

[Understanding Resource Tools](#)

Project Estimate Summary Page

Use the Project Estimate Summary page (PGM_PROJ_EST_SUMM) to view a summary of activities with associated work and cost estimates.

Navigation:

Program Management > Project Definitions > Resources > Resources. Select **Project Estimate Summary** from the More drop down box on the Resources page.

This example illustrates the fields and controls on the Project Estimate Summary page. You can find definitions for the fields and controls later on this page.

Project Estimate Summary

Business Unit US004

Project 0000000132

Description

Start Date 05/05/2004

End Date 07/31/2005

Work/Cost

Work	5,280.00
Actual Work	0.00
Remaining Work	5,280.00
Total Cost	620,600.00 USD

Project Estimates

Personalize | Find | View All | | First 1-10 of 27 Last

WBS ID	Activity Name	Start Date	End Date	Duration	Work	Actual Work	Remaining Work	Cost
1	Maintenance Plan	05/05/2004	05/18/2004	10	160.00		160.00	21,600.00
1.1	Procedures	05/05/2004	05/11/2004	5	80.00		80.00	14,000.00
1.2	Documentation Template	05/05/2004	05/18/2004	10	80.00		80.00	7,600.00
2	Resource Planning	05/10/2004	05/18/2004	7	80.00		80.00	14,400.00
2.1	Internal Resources	05/10/2004	05/14/2004	5	40.00		40.00	7,200.00
2.2	External Resources	05/12/2004	05/18/2004	5	40.00		40.00	7,200.00
3	Service Pack Delivery	06/01/2004	07/20/2005	294	5,040.00		5,040.00	584,600.00
3.1	Bundle 1	06/01/2004	09/20/2004	80	1,160.00		1,160.00	132,200.00
3.1.1	Coding	06/01/2004	08/23/2004	60	960.00		960.00	120,000.00
3.1.2	Testing	08/24/2004	09/13/2004	15	120.00		120.00	8,400.00

This grid lists the activities that make up the project and displays the associated work and cost estimates for each activity. This page enables you to review at a glance all of the activities for a project and the resources that are assigned to each activity.

Field or Control	Description
Work/Cost	Displays the Work , Actual Work , Remaining Work , and Total Cost , which are summarized at the project level.
	Click the Expand Long icon to view details of the resources that are assigned to the activity.

Transferring Resource Assignments

Pages Used to Transfer Resource Assignments

Page Name	Definition Name	Usage
<u>Transfer Assignments Page</u>	RS_TRNSFR_ASSGNMNT	Transfer assignments from one resource to another.

Page Name	Definition Name	Usage
<u>Transfer Assignments Confirmation Page</u>	RS_TRNSASSGN_CONFM	Review the changes that the system will make as a result of the assignment transfer and confirm that you want to make the assignment transfer from one resource to another.
Update Confirmation Page	RS_UPDASSGNS_CONFM	View the assignment transfer confirmation and any errors that occurred during the transfer.

Understanding Resource Assignment Transfers

Use the Transfer Assignments feature to transfer future project and activity assignments from named resources to other named or generic resources. Any user who has access to the Transfer Resource Assignments page can perform a transfer. However, this is typically done by project managers, pool managers, resource managers, or pool administrators.

All future-dated project and activity assignments are available to transfer if:

- A project assignment is future-dated, and therefore the activities for the project are future dated.

The system compares the earliest assignment start date with the current date to determine future-dated assignments.

- An in-process project assignment contains activity assignments that are future-dated.
- A future-dated project assignment does not contain any activity assignments.

Note: The system treats a future-dated activity that has transactions in the Project Transactions table (PROJ_RESOURCE) as an ongoing activity.

During the transfer process:

- If the Transfer To resource does not already exist on the project or if the resource is not already assigned to an activity assignment that is transferred to the resource, the system assigns the UOM, bill rate type, cost rate type, cost budget item, and revenue budget item to the Transfer To resource's project assignment based on the value of these fields on the Transferred From resource's project assignment.
- You can transfer a project manager role only to a named resource on the Resources page, and the new resource assumes the project manager role. You cannot transfer a project manager role to a generic resource.
- If the transfer is from an activity owner, only named resources on the Resources page can inherit the activity owner designation for project activities.

When you transfer resource assignments using the Transfer Assignments page, you can:

- Select project assignment rows only without selecting activities.
- Select project assignment rows and activity assignment rows.

- Select activities without selecting projects.

If the Transfer From resource is managed in PeopleSoft Resource Management, and the project assignment is in a status other than *Consider*, the assignment is canceled as of the date specified on the page.

If the Transfer From resource's project assignment is *Consider*, the system adds the Transfer To resource to the project in a *Consider* status.

If the Transfer From resource's project assignment is in a *Requested* or *Committed* status, the Transfer To resource is added to the project in a *Requested* status. If PeopleSoft Resource Management Assignment Approval workflow is enabled and the user that initiates the transfer is the only designated approver, such as the project manager or Transfer To resource's manager, the system initiates a process to update the status to *Committed* and create assignments for a PeopleSoft Resource Management-managed resource. However, if the user who makes the transfer is not the manager of the Transfer To resource nor the project manager, and PeopleSoft Resource Management Assignment Approval workflow is enabled, the system sets the status to *Pending Approval* and triggers PeopleSoft Resource Management Assignment Approval workflow. The transfer process is the same for transferring a named resource to a named resource or a generic resource, except that the system does not create PeopleSoft Resource Management assignments for a generic resource.

For future project and activity assignments, the system processes the transfers based on whether the Transfer To resource is on the selected project or activity and which projects or activities you select to transfer.

When the Transfer To resource is not on the selected project or activity:

- If you select project assignment rows only without selecting activities, the system:
 - Adds the resource to the project with the same assignment schedule dates and units as that of the Transfer From resource.
 - Creates all of the assignment schedules with the same percent of day for the Transfer To resource if multiple assignment schedules exist.
 - Does not remove the Transfer From resource from the project because the resource still has activity assignments.
- If you select project assignment rows and activity assignment rows, the system:
 - Adds the Transfer To resource to the project with the same assignment schedule dates and units as that of the Transfer From resource.
 - Adds the resource to the selected activities with the same percent of day as the Transfer From resource.
 - Removes the Transfer From resource from the project and activity teams.
 - Cancels the PeopleSoft Resource Management assignments as of the date that the transfer occurs if the Transfer From resource is a PeopleSoft Resource Management-managed resource.
- If you select activities without selecting projects, the system:

- Adds the Transfer To resource to the project with the earliest start date and the latest end date of the selected activities and set the units value to *100*.
- Adds the Transfer To resource to the selected activities with the same units value as the Transfer From resource.
- Removes the Transfer From resource from the activity team, but not the project team.
- Creates a new PeopleSoft Resource Management assignment if the Transfer To resource is a PeopleSoft Resource Management-managed resource. The primary project role will be the same as the Transfer From resource's project role and the assignment dates are the start date of the earliest activity start dates and the end date of the latest activity end date.

When the Transfer To resource is on the selected project but is not on the activity:

- If you select project assignment rows only without selecting activities and the project assignment dates of the Transfer To resource occur within the range of the project assignment dates of the Transfer From resource, the system updates the project assignment dates of the Transfer To resource to reflect the Transfer From resource's project assignment dates of the selected project.

If the Transfer From resource's project assignment dates occur within the range of the Transfer To resource's project assignment dates, the system does not update the Transfer To resource's project assignment dates.

If the project assignment dates for the Transfer From and Transfer To resources do not overlap, the system creates a new assignment schedule, project role, and units value that matches the values of the Transfer From resource. If the resource is a PeopleSoft Resource Management-managed resource, the system creates a new assignment detail row with the new dates, role, and units.

- If you select project assignment rows and activity assignment rows and the Transfer To resource's project assignment dates occur within the Transfer From resource's project assignment dates, the system updates the Transfer To resource's project assignment dates to reflect the Transfer From resource's project assignment dates of the selected project and adds the Transfer To resource to the selected activities.

If the project assignment dates for the Transfer From and Transfer To resources do not overlap, the system creates a new assignment schedule, project role, and percent of day value that matches the values of the Transfer From resource. If the resource is a PeopleSoft Resource Management-managed resource, the system creates a new assignment detail row with the new dates. In addition, the system adds the Transfer To resource to the selected activities.

- If you select activities without selecting projects, the system adds the Transfer To resource to the selected activities.

When the Transfer To resource is on the selected project and activities:

- If you select project assignment rows only without selecting activities and the project assignment dates of the Transfer To resource occur within the range of the project assignment dates of the Transfer From resource, the system updates the project assignment dates of the Transfer To resource to reflect the Transfer From resource's project assignment dates of the selected project.

If the Transfer From resource's project assignment dates occur within the range of the Transfer To resource's project assignment dates, the system does not update the Transfer To resource's project assignment dates.

If the project assignment dates for the Transfer From and Transfer To resources do not overlap, the system creates a new assignment schedule, project role, and percent of day value that matches the values of the Transfer From resource. If the resource is a PeopleSoft Resource Management-managed resource, the system creates a new assignment detail row with the new dates.

- If you select project assignment rows and activity assignment rows and the Transfer To resource's project assignment dates occur within the Transfer From resource's project assignment dates, the system updates the Transfer To resource's project assignment dates to reflect the Transfer From resource's project assignment dates of the selected project.

If the project assignment dates for the Transfer From and Transfer To resources do not overlap, the system creates a new assignment schedule, project role, and percent of day value that matches the values of the Transfer From resource. If the resource is a PeopleSoft Resource Management-managed resource, the system creates a new assignment detail row with the new dates.

- If you select activities without selecting projects, the system does not change the Transfer To resource's data as the Transfer To resource already exists on the selected project and activities.

For ongoing projects with future activity assignments, the system processes the transfers based on whether the Transfer To resource is on the selected project or activity.

When the Transfer To resource is not on the selected project or activity and you select to transfer activities, the system:

- Adds the Transfer To resource to the project with the earliest start date and the latest end date of the selected activities with a **Units** value of *100*.
- Adds the Transfer To resource to the selected activities with the same **Units** value as that of the Transfer From resource.
- Creates a new PeopleSoft Resource Management assignment for this project with the same primary project role as the Transfer From resource if the Transfer To resource is a PeopleSoft Resource Management-managed resource.

The assignment dates are the start date of the earliest activity start date and the end date of the latest activity end date.

When the Transfer To resource is on the selected project but is not on the activity and you select to transfer activities, the system adds the resource to the selected activities with the same **Units** value as the Transfer From resource.

When the Transfer To resource is on the selected project and activities and you select to transfer activities, the system does not change the Transfer To resource's activity schedule.

Important! Take special care when you transfer assignments to resources that are already assigned on the same project. A number of complex scenarios exist that require manual intervention that the system cannot resolve. You have to manually resolve many issues such as project role, bill and cost rates, and units percentage.

Related Links

“Resource Management Options Page” (PeopleSoft Resource Management)

Transfer Assignments Page

Use the Transfer Assignments page (RS_TRNSFR_ASSGNMNT) to transfer assignments from one resource to another.

Navigation:

Program Management > Project Definitions > Project Transfer Assignments

This example illustrates the fields and controls on the Transfer Assignments page. You can find definitions for the fields and controls later on this page.

Transfer Assignments

*Resource Name

Jhones,Rena

EMP12

Project

Search

Future Project/Activity Assignments

PersonalizeFind

First1 of 1Last

Project/Activity	Project ID/Activity ID	Status	Start Date	End Date	Duration in Days	Work Hrs	Remaining Work Hrs
<input type="checkbox"/> Telecommunications	TELECOMM	Committed	03/01/2013	06/30/2013			

☒ Select All☐ Clear All

Transfer to Resource

Wagenheimer,Ramona

IXHEEE139

Ongoing Project/Activity Assignments




PersonalizeFind

First1 of 1Last

Project/Activity	Project ID/Activity ID	Status	Start Date	End Date	Percent Complete	Duration in Days	Work Hrs	Remaining Work Hrs

Transfer Assignments

Field or Control	Description
Resource Name	Enter the name of the resource from which you want to transfer an assignment. You must enter a resource name to search for assignments. The resource must be a named resource on a project.
PC Business Unit (project costing business unit)	Optionally, enter a business unit to filter the project assignments to that business unit for the resource. This field appears only if the resource that you enter in the Resource Name field has assignments in more than one business unit.
Project	Optionally, enter the project to view project assignments for the resource.

Field or Control	Description
Search	Click to display the assignments in the Future Project/Activity Assignments grid that have been assigned to the resource that you entered in the Resource Name field.
	Select the resource's project and activity assignments that you want to transfer. Selecting a project automatically selects the project's future-dated activity assignments. You cannot select ongoing projects (the check box is not available for selection) but you can select future activity assignments on ongoing projects.
Project/Activity	Displays the project or activity description. The project and activity descriptions appear as links. Click a <project description> to access the Resources page for that project in a new browser window on which you can view and update details for the project team. Click an <activity description> to access the Resources By Activity page for that activity in a new browser window on which you can view and update details for the activity schedule.
Status	Displays status values from the Resources page only on project assignment rows.
Start Date and End Date	Displays the earliest start date and latest end date of project assignments on project rows. The start date and end date of activities appear on activity rows.
Duration in Days	Displays the activity duration.
Work Hrs (work hours)	Displays the value from the Work column on the Resources by Activity page.
Remaining Work Hrs (remaining work hours)	Displays the value from the Remaining Work column on the Resources by Activity page.
 Select All and  Clear All	Click to select or deselect all of the available rows in the Future Project/Activity Assignments grid.
Transfer to Resource	Enter a generic or named resource to which you want to transfer the assignments. For named resources, the system prompts for employee IDs from the Personal Data (PERSONAL_DATA) table.
View Resource Schedule	Click to transfer to the Monthly Schedule page for the resource in the Transfer to Resource field. This link is visible only if the resource is a PeopleSoft Resource Management-managed resource.

Field or Control	Description
Transfer Assignments	Click to transfer the assignments from the Transfer From resource to the Transfer To resource. When you click this button, the system transfers you to the Transfer Assignments Confirmation page.

Ongoing Project/Activity Assignments

The **Ongoing Project/Activity Assignments** grid displays all of the ongoing project and activity assignments for the selected resource. The columns in this grid are the same as the columns in the **Future Project/Activity Assignments** grid, with the addition of the **Percent Complete** column, which displays the percent complete of the project activity. This grid is display-only and these assignments are not available for transfer.

Transfer Assignments Confirmation Page

Use the Transfer Assignments Confirmation page (RS_TRNSASSGN_CONFM) to review the changes that the system will make as a result of the assignment transfer and confirm that you want to make the assignment transfer from one resource to another.

Navigation:

Click the **Transfer Assignment** button on the Transfer Assignments page.

This example illustrates the fields and controls on the Transfer Assignments Confirmation page. You can find definitions for the fields and controls later on this page.

Transfer Assignments Confirmation

The following is the list of project/activity assignments transfer you have made. You can save these changes by clicking on the OK button. Click on the Cancel button to return to the Transfer Assignments page without saving these changes.

Assignments to be transferred from Jhones,Rena to Wagenheimer,Ramona.

Project: TELECOMM - Telecommunications Assignment ID 0000000267

Assignment Schedules												Personalize	Find	First	1 of 1	Last
Start Date	End Date	Units	Project Role	Status	Cost Rate Type	Cost Rate	Unit of Measure	Cost Currency	Bill Rate Type	Billing Rate	Unit of Measure	Bill Currency				
03/01/2013	06/30/2013	100	Technical Writer	Committed	Override		Work Hour	US Dollar	Override		Work Hour	US Dollar				

OK Cancel

Review and verify the list of assignments that the system will transfer when you click **OK**. If you do not want to transfer all of the assignments that are in the grid, click **Cancel**.

Field or Control	Description
Start Date and End Date	Displays the assignment schedule start and end dates from the Resource detail page.

Field or Control	Description
Units	Displays the units percentage from the Assignment Schedule grid on the Resource detail page.
Project Role	Displays the project role from the Assignment Schedule grid on the Resource detail page.
Status	Displays the value from the Resource Status column on the Resources page. However, if the Transfer From resource's status is <i>Committed</i> , PeopleSoft Resource Management Assignment Approval workflow is initiated, the Transfer To resource is a PeopleSoft Resource Management-managed resource, and the user is not the manager of the Transfer To resource, the system sets the status to <i>Pending Approval</i> and initiates the PeopleSoft Resource Management Assignment Approval workflow. If the user is the manager of the Transfer To resource, then the value is <i>Committed</i> .
Cost Rate Type and Bill Rate Type	<p>Displays the cost and bill rate types from the Resources page. If the Transfer To resource is not already on the project, the system sets the cost and bill rate types for the Transfer To resource the same as that of the Transfer From resource.</p> <p>Situations exist in which this is not possible, for example:</p> <ul style="list-style-type: none"> • The Transfer From resource rate type is <i>Employee</i> and this rate type is not defined for the Transfer To resource. • The Transfer To resource is a generic resource and the Transfer From resource's rate type is not valid for generic resources. <p>In these situations, the system sets the rate type to the default rate type for the Transferred To resource type (named resource or generic resource) that is defined on the Program Management Options page.</p> <p>See Establishing PeopleSoft Program Management Business Unit Options.</p>
Cost Rate and Billing Rate	Displays the cost and bill rates from the Resources page. If the Transfer To resource is not already on the project, the system sets the cost rate and bill rate based on the Transfer From resource's cost rate type and bill rate type. If the cost or bill rate type is <i>Custom</i> , then the system sets the cost and bill rates of the Transfer To resource to the same value as the Transfer From resource.
OK	Click this button to access the Update Confirmation page and view the assignment transfer confirmation and any errors that occurred during the transfer.

Working with Master Resource Schedules

Pages Used to Work with Master Resource Schedules

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Master Resource Schedule Page (selection parameters)</u>	PGM_MRS_SPARAM_PG	Specify the resources and projects to appear on the Master Resource Schedule page.
<u>Multiple Project Selection Page</u>	PGM_MRS_MPROJ	Select the projects to view on the Master Resource Schedule page.
<u>Multiple Resource Selection Page</u>	PGM_MRS_MRES	Select the resources to view on the Master Resource Schedule page.
<u>Master Resource Schedule Page</u>	PGM_MRS_SCHED	View the daily workload of all resources in a workload scope. View the activity detail and work that is associated with each resource, project, and activity.
<u>Resource Workload Statistics Page</u>	PGM_WSTATS	View summary statistics for the resources from the Master Resource Schedule page.
<u>View Resource Graph Page</u>	PGM_MRS_GRP	View a vertical bar chart of a resource's workload by day.

Master Resource Schedule Page (selection parameters)

Use the Master Resource Schedule (selection parameters) page (PGM_MRS_SPARAM_PG) to specify the resources and projects to appear on the Master Resource Schedule page.

Navigation:

Program Management > Program Tools > Global Resource Schedule

This example illustrates the fields and controls on the Master Resource Schedule (selection parameters) page. You can find definitions for the fields and controls later on this page.

Master Resource Schedule

Selection Parameters

*Business Unit ☒ Display Project ID ☒ Display Activity ID

View Schedule from *Group By

Scope Options

☒ Single Project
☐ Single Program
☐ Multiple Projects
☐ Enterprise Wide

*Project

Resource Options

☒ Project Resources
☐ Selected Resources
☐ Department Resources
☐ Resource Group

Field or Control	Description
View Schedule From	Enter the date from which you want to generate the master resource schedule. The current date appears by default.
Display Project ID	Select to display the project ID on the Master Resource Schedule page.
Display Activity ID	Select to display the activity ID on the Master Resource Schedule page.
Group By	<p>Select an option by which to group the results on the Master Resource Schedule page. Options are:</p> <ul style="list-style-type: none"> <i>Daily</i>: Displays the resource workload by day. <i>Weekly</i>: Displays the resource workload by week. <i>Monthly</i>: Displays the resource workload by month.
View Master Resource Schedule	Click to generate the master resource schedule after you select scope options and resource options on this page. The system transfers you to the Master Resource Schedule page where you can view the workload for the resources based on the scope and resource options that you select. The system saves the search criteria that you have entered when you click this button, so you can reaccess the master resource schedule without reentering the search criteria.

Scope Options

Use the **Scope Options** group box to select the scope for the master resource schedule. If you select a scope option other than **Single Project** and the system encounters generic resources with the same name, the system does not group the generics resources on the Master Resource Schedule.

Field or Control	Description
Single Project	Select to view the master resource schedule for a single project. You must enter a project ID in the Project field if you select this option.
Project	Enter the project ID for which to display the master resource schedule. This field appears only when you select the Single Project option.
Single Program	Select to view the master resource schedule for an entire program. You must enter a program ID in the Program ID field when you select this option. You can select the program from the Enterprise Program tree by clicking the Select from Enterprise Program Tree link.
Program ID	Enter the program ID for which to display the master resource schedule. This field appears only when you select the Program ID option.
Multiple Projects	Select to view the master resource schedule for multiple projects. Click the Search Project button that appears when you select this option to select the projects that you want to view on the master resource schedule.
Search Project	Click to access the Multiple Project Selection page, where you select the projects to view on the master resource schedule. The system lists the projects that you select in the Currently Selected Projects grid. See Multiple Project Selection Page .
Currently Selected Projects	Displays the search results from the Multiple Project Selection page in a grid format.
Enterprise Wide	Select to view the master resource schedule for all of the active and pending projects in the business unit that you specify. You can exclude all active projects or all pending projects from the view by selecting <i>Active</i> or <i>Pending</i> from the Exclude Projects With Status drop-down list box.

Field or Control	Description
Exclude Projects With Status	Select <i>Active</i> or <i>Pending</i> from the drop-down list box to exclude all active projects or all pending projects, respectively. To show projects in both statuses, leave this field blank.

Resource Options

Use the **Resource Options** group box to select which resources appear on the master resource schedule. Generic resources do not appear for options other than **Project Resources**.

Field or Control	Description
Project Resources	Select to display all of the resources on all of the projects that you selected in the Scope Options group box on the master resource schedule.
Selected Resources	Select to view the master resource schedule for specific resources. Click the Select Resources button that appears when you select this option to select the resources that you want to view on the master resource schedule.
Select Resources	Click to access the Multiple Resource Selection page on which you select the resources to view on the master resource schedule. The system lists the resources that you select in the Currently Selected Projects grid. See Multiple Resource Selection Page .
Currently Selected Resources	Displays the search results from the Multiple Resource Selection page in a grid format.
Department Resources	Select to view the master resource schedule for a single department. You must enter a department ID in the Department field when you select this option. All of the resources that this department contains will appear on the master resource schedule, even if they are not assigned to any of the projects that you selected in the scope options.
Department	Enter the department ID that contains the resources to display in the master resource schedule. This field appears only when you select the Department Resources option.

Field or Control	Description
Resource Group (radio button)	Select to view the master resource schedule for a resource group. All of the resources in the resource group will appear on the master resource schedule, even if they are not assigned to any of the projects that you selected in the scope options. You must enter a resource group ID in the Resource Group field when you select this option.
Resource Group	Enter the resource group ID that you want to display in the master resource schedule. This field appears only when you select the Resource Group option.

Multiple Project Selection Page

Use the Multiple Project Selection page (PGM_MRS_MPROJ) to select the projects to view on the Master Resource Schedule page.

Navigation:

Click the **Search Projects** button on the Master Resource Schedule (selection parameters) page.

This example illustrates the fields and controls on the Multiple Project Selection page. You can find definitions for the fields and controls later on this page.

Multiple Project Selection

*Search By Status

Return Active

Search

Search Results

Personalize | Find | View All

First 1-5 of 82 Last


Project Flag	Project	Description	Project Type	Project Status
<input checked="" type="checkbox"/>	PRJCONP04	Consulting Services		Active
<input checked="" type="checkbox"/>	PRJCONP05	Post Install Consulting		Active
<input checked="" type="checkbox"/>	SOFTWARE_UPG	SOFTWARE_UPG	CNSLT	Active
<input type="checkbox"/>	SYSTEM_UPGRADE	Upgrade system to new release	SERV	Active
<input type="checkbox"/>	TRAINING	Training	00000	Active

Selected Projects

Personalize

First 1-3 of 3 Last

Project	Description	Processing Status	
PRJCONP04	Consulting Services	Active	<input type="button" value="-"/>
PRJCONP05	Post Install Consulting	Active	<input type="button" value="-"/>
SOFTWARE_UPG	SOFTWARE_UPG	Active	<input type="button" value="-"/>

Field or Control	Description
Search By	<p>Select a value by which to search for projects. Options are:</p> <ul style="list-style-type: none"> • <i>Description</i>: Enter a description in the Description field and click Search to search for projects by description. • <i>Project ID</i>: Enter a project ID in the Project ID field and click <i>Search</i> to search for projects by project ID. • <i>Status</i>: Select <i>Active</i> or <i>Pending</i> to search for projects by processing status.
	Select to include this project in the list of projects to include in the master resource schedule.

Search Results

Select the project in the **Search Results** grid to move to the **Selected Projects** grid. The selected projects will be included in the master resource schedule.

You can iteratively change the search criteria and select additional projects to move to the **Selected Projects** grid.

Selected Projects

This grid lists the projects that will appear in the **Currently Selected Projects** grid on the Master Resource Schedule (selection parameters) page after you click **OK**.

All of the selected projects remain in the grid until you manually remove them or generate the master resource schedule based on a different scope option.

Multiple Resource Selection Page

Use the Multiple Resource Selection page (PGM_MRS_MRES) to select the resources to view on the Master Resource Schedule page.

Navigation:

Click the **Select Resources** button on the Master Resource (selection parameters) page.

This example illustrates the fields and controls on the Multiple Resource Selection page. You can find definitions for the fields and controls later on this page.

Multiple Resource Selection

*Search ByEmployee ID

Employee IDKU

Search

Search Results

PersonalizeFindView 1001-5 of 119Last

Resource Flag	Resource Name	Employee ID	Location	Department	Personnel Status
<input checked="" type="checkbox"/>	Douglas Sherwood	KU0002	USA-San Jose	Manufacturing Support	Employee
<input type="checkbox"/>	Kenneth Grafton	KU0004	USA-San Jose	Manufacturing Support	Employee
<input checked="" type="checkbox"/>	Fred Sherwood	KU0005	USA-San Jose	Manufacturing Support	Employee
<input checked="" type="checkbox"/>	William Scott	KU0006	USA-San Jose	Manufacturing Support	Employee
<input type="checkbox"/>	Katherine Oosterman	KU0007	USA-San Jose	Administration	Employee

Selected Resources

PersonalizeFirst1-3 of 3Last

Team Member	Resource Name
KU0002	Douglas Sherwood
KU0006	William Scott
KU0005	Fred Sherwood

Field or Control	Description
Search By	<div>Select a value by which to search for resources. Options are:</div> <ul style="list-style-type: none"><i>Employee ID:</i> Enter an employee ID in the Employee ID field and click Search to search for resources by employee ID.<i>First Name:</i> Enter a full or partial first name in the First Name field and click Search to search for resources by first name.<i>Last Name:</i> Enter a full or partial last name in the Last Name field and click Search to search for resources by last name.

Search Results

Select the resource in the **Search Results** grid to move to the **Selected Resources** grid. The selected resources will be included in the master resource schedule.

You can iteratively change the search criteria and select additional resources to move to the **Selected Resources** grid.

Selected Resources

Lists the resources that will appear in the **Currently Selected Resources** grid on the Master Resource Schedule (selection parameters) page after you click **OK**.

All of the selected resources remain in the grid until you manually remove them or generate the master resource schedule based on a different resource option.

Master Resource Schedule Page

Use the Master Resource Schedule page (PGM_MRS_SCHED) to view the daily workload of all resources in a workload scope.

View the activity detail and work that is associated with each resource, project, and activity.

Navigation:

- Click the **View Master Resource Schedule** button on the Master Resource (selection parameters) page.
- **Program Management > Project Definition > Project Definition Resources**

Click the **Master Resource Schedule** link. The system generates the grid for only the named resource with a workload scope of a single project.

This example illustrates the fields and controls on the Master Resource Schedule page. You can find definitions for the fields and controls later on this page.

Master Resource Schedule

Business UnitUS004

WorkloadSingle Project -MAINTENANCE

ResourcesProject Resources

Resource Workload Statistics

View Week of03/01/20055View

Resource Schedule

Resource Name	Primary Project Role	Work (Hrs)	2005-02-28 M (Hrs)	2005-03-01 T (Hrs)	2005-03-02 W (Hrs)	2005-03-03 T (Hrs)	2005-03-04 F (Hrs)	2005-03-05 S (Hrs)
<div><div></div>Administrator(Generic)</div>		80.00						
MAINTENANCE(0000000132)	PROJ ADMIN	2552.00	8.00	8.00	8.00	8.00	8.00	
<div><div></div>Developer(Generic)</div>		720.00	8.00	8.00	8.00	8.00	8.00	
<div><div></div>MAINTENANCE(0000000132)</div>	PROJ WORKER	2496.00	8.00	8.00	8.00	8.00	8.00	
Coding(000000000000022)		720.00	8.00	8.00	8.00	8.00	8.00	
<div><div></div>William Scott(KU0006)</div>								
MAINTENANCE(0000000132)	PROJ MANAGER	2552.00	8.00	8.00	8.00	8.00	8.00	
<div><div></div>Sr Developer(Generic)</div>		720.00	8.00	8.00	8.00	8.00	8.00	
<div><div></div>MAINTENANCE(0000000132)</div>	PROJ WORKER	2496.00	8.00	8.00	8.00	8.00	8.00	
Coding(000000000000022)		720.00	8.00	8.00	8.00	8.00	8.00	

The business unit, projects, and resources that were used for generating the master resource schedule appear in the header. This page displays the workload for all of the resources based on the selection parameters that you entered on the Master Resource Schedule (selection parameters) page, even if they are not assigned to a project. The initial display of the master resource schedule is based on the latest of these dates:


- The earliest resource assignment date on the projects in the workload scope.
- The date that you entered in the **View Schedule From** field on the Master Resource Schedule (selection parameters) page.

If PeopleSoft Resource Management is installed, the system uses rows from the Resources page in the statuses of *Considered*, *Committed*, and *Requested* for named resources and *Allocated*, *Considered*, and *Requested* for generic resources to generate the master resource schedule. If PeopleSoft Resource Management is not installed, the system uses all of the rows from the Resources page to generate the master resource schedule.

Click the blue *First*, *Previous*, *Next*, and *Last* navigation arrows to scroll horizontally through the period rows or vertically through the resource rows. A plus or minus symbol appears next to the resource name if that resource is assigned to a project, and the symbols appear next to the project description if the resource

is assigned to an activity on that project. Click the plus and minus symbols to expand or collapse the projects under a resource or the activities under a project.

Field or Control	Description
Resource Workload Statistics	Click to access the Resource Workload Statistics page, where you can view summary statistics for the resources.
View Week Of and View	Enter a specific date in the View Week Of field for the week that you want to view and click the View button to change the view of the master resource schedule. You can view the Master Resource Schedule only for dates in between the start and end dates of the selected projects
Resource Name	<p>Displays the selected resources and the projects and activities to which the resource is assigned. The values are:</p> <p><Employee name (employee ID)>: Click to transfer to the View Resource Graph page, where you can view a graph of the resource's workload by day. The link works only if the resource is a PeopleSoft Resource Management-managed resource or a generic resource. If the resource is a generic resource, <i>Generic</i> appears in the parentheses in place of the employee ID.</p> <p><Project description (project ID)>: Click to transfer to the Resource Detail page, where you can view and update the assignment schedule for the resource. The project ID appears after the project description only if you select the Display Project ID option on the Master Resource Schedule (selection parameters) page. The project row appears only if the resource is assigned to a project.</p> <p><Activity description (activity ID)>: Click to transfer to the Resources by Activity page, where you can view and update the activity details and schedule. The activity ID appears after the activity description only if you select the Display Activity ID option on the Master Resource Schedule (selection parameters) page. The activity row appears only if the resource is assigned to an activity.</p>
Primary Project Role	Displays the primary project role from the Resources page for the project that is shown for both named and generic labor resources.

Field or Control	Description
	<p>Indicates that the resource is overloaded. Move your mouse cursor over the indicator to see the date range for which the resource is overloaded.</p> <p>The overloaded indicator is calculated based on the latest of these dates:</p> <ul style="list-style-type: none"> • The resource's earliest assignment date on the projects in the workload scope. • The date that you entered in the View Schedule From field on the Master Resource Schedule (selection parameters) page. <p>For named resources, the system uses these rules to determine whether a resource is overloaded:</p> <ul style="list-style-type: none"> • If the resource is assigned to a project on a day that is not a standard working day for that resource, the resource is overloaded. • If the workload scope is a single project, the system calculates the overload for all resources based on the hours per day that are defined for the project. <p>If a resource is assigned to activities that add up to more hours per day than the project, the resource is overloaded.</p> <ul style="list-style-type: none"> • If the workload scope contains multiple projects, the system checks to see whether a resource is overloaded only for PeopleSoft Resource Management-managed resources. <p>The system calculates the overload based on the standard work hours per day from PeopleSoft Resource Management. If a resource is assigned to activities that total more than the resource's standard work hours per day, then they are overloaded.</p> <p>For generic resources, the system displays the overload indicator based on the single project to which the generic resource is assigned regardless of the scope that is selected. The system calculates the overload for generic resources based on the hours per day that are defined for the project. If the number of hours that a generic resource is assigned to activities adds up to more hours per day than the project hours per day, the generic resource is overloaded.</p>

Field or Control	Description
Work (Hrs) Work (Hours)	<p>Displays the total workload, in hours, for the scope that you defined on the Master Resource Schedule (selection parameters) page for each of these rows:</p> <ul style="list-style-type: none"> Resource row work hours are calculated based on the sum of the hours for all of the project activities in the workload scope to which the resource is assigned. Project row work hours are calculated based on the project assignment schedule from the Resource Detail page. The daily workload is calculated based on the Hours Per Day value that is defined on the Program Management tab in the Project General component, multiplied by the Units value on the Resource Detail page. Activity row work hours are calculated based on the hours for the activity to which the resource is assigned.
Period (Hrs) (Hours)	<p>Displays the amount of workload hours for the particular period. The system displays the period columns divided into days, weeks, or months depending on the group by option that you selected on the Master Resource Schedule (selection parameters) page.</p> <p>The system uses the project calendar that is specified on the Project General - Program Management page for the project to determine which days to display workload hours for. The system displays the workload hours for the days that the resource is assigned on the project based on the normal business days that are defined on the project calendar. For example, if the project has a calendar with normal business days of Monday, Wednesday, and Friday, the workload hours appear only for Mondays, Wednesdays, and Fridays for each resource that is assigned to an activity on this project.</p>

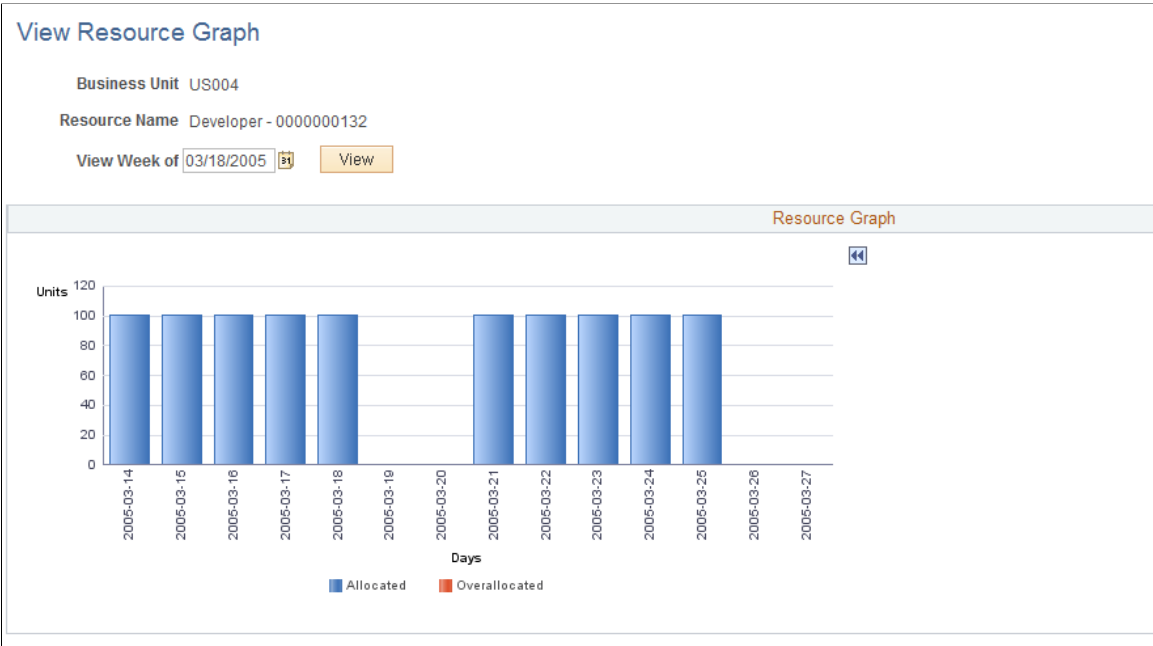
View Resource Graph Page

Use the View Resource Graph page (PGM_MRS_GRP) to view a vertical bar chart of a resource's workload by day.

Navigation:

Click a resource name on the Master Resource Schedule page.

This example illustrates the fields and controls on the View Resource Graph page. You can find definitions for the fields and controls later on this page.



The resource graph is a vertical bar chart that shows the resource's workload by day. For named resources, the bar for each day represents the total units from the Resources by Activity page for each project activity that is included in the scope. For generic resources, the bar for each day represents the sum of hours that the resource is assigned to activities based on only a single project. The system appends the project name to the generic resource name in the **Resource Name** field. The system renders the graph based on the page from which you accessed it and the scope. This table lists the different pages from which you can access the View Resource Graph page and how the segments are calculated based on the scope:

Page from which you accessed the View Resource Graph	Scope	Segment Calculation
Master Resource Schedule	Single project.	The segments are calculated based on the hours per day that are defined for the project.
Master Resource Schedule	Multiple projects.	The segments are calculated based on the standard work hours per day, which are calculated from PeopleSoft Resource Management.
Resources	Single Project (the project that you used to access the Resources page).	The segments are calculated based on the hours per day that are defined for the project.

If the workload is greater than 100 percent, the resource is overloaded, which appears as a red segment in the graph.

Click the blue **Scroll Left** and **Scroll Right** navigation arrows to scroll horizontally through the days.

Resource Workload Statistics Page

Use the Resource Workload Statistics page (PGM_WSTATS) to view summary statistics for the resources from the Master Resource Schedule page.

Navigation:

Click the **Resource Workload Statistics** link on the Master Resource Schedule page.

This example illustrates the fields and controls on the Resource Workload Statistics page. You can find definitions for the fields and controls later on this page.

Resource Workload Statistics						
Business Unit US004						
Workload Single Project -MAINTENANCE						
Resources Project Resources						
Currency US Dollar						
Workload Statistics by Resource				Personalize	Find	View All
Team Member	Resource Name	% Project Workload	% Utilization	Resource Cost	% Project Cost	
1 Generic	Administrator - 0000000132	6%	6%		0%	
2 Generic	Developer - 0000000132	78%	80%	160,000.00	26%	
3 KU0006	William Scott	5%	5%	21,600.00	3%	
4 Generic	Sr Developer - 0000000132	86%	88%	374,000.00	60%	
5 Generic	Tester - 0000000132	17%	18%	30,800.00	5%	
6 Generic	Writer - 0000000132	14%	14%	34,200.00	6%	

The business unit, workload, resources, and currency appear in the header. The workload and resource scope is the same as what you defined for the master resource schedule. The system uses the default currency of the business unit.

Field or Control	Description
Team Member	Displays the employee ID of named resources. <i>Generic</i> appears for generic resources.
Resource Name	Displays the resource name for named resources. For generic resources, the name of the generic resource and the project ID appear.
% Project Workload (project workload percentage)	Displays the percent of the total project workload to which each resource is assigned, which is calculated as $((Resource\ workload) \div (Project\ workload)) \times 100$. For example, if a resource is assigned a total workload of 40 hours and the total project workload is 160 hours, the project workload percentage for that resource is 25 percent.
% Utilization (Utilization percentage)	Displays the utilization percentage of a resource within the workload scope, calculated as $(Resource's\ total\ workload) \div (Resource's\ total\ capacity) \times 100$.

<i>Field or Control</i>	<i>Description</i>
Resource Cost	Displays the project total cost for the resource, calculated by summing the values in the Cost column on the Resource by Activity page.
% Project Cost (project cost percentage)	Displays the projected percent of the total project cost, which is calculated as $((Resource's\ cost) \div (Total\ project\ cost)) \times 100$.

Analyzing Resource Lists

Page Used to Analyze Resource Lists

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Resource List Analysis Page</u>	PC_EA_RESOURCE_LIST	Use search criteria to display resource statistics about the projects that meet the criteria.

Resource List Analysis Page

Use the Resource List Analysis page (PC_EA_RESOURCE_LIST) to use search criteria to display resource statistics about the projects that meet the criteria.

Navigation:

Program Management > Interactive Reports > Resource List Report

This example illustrates the fields and controls on the Resource List Analysis page. You can find definitions for the fields and controls later on this page.

Resource List Analysis

Selection Parameters

*Business UnitUS004

☒ My Projects

Project Manager

Project Type

Project Status

Project

Search

Reset

Resource List Metrics

Personalize | Find | View All |

First 1-9 of 11 Last

Project	Total Number of Resources	Number of Named Resources	Number of Extensions	Number of Early Removals
CONSTRUCT_ROAD	1	1		
CONSTRUCT_TOWER	1	1		
IMPLEMENT	21	21		
HARDWARE_UPG	1	1		
HWAY_CONSTRUCT	1	1		
SWARE_NEW_RELSE	1	1		
ASST1_IMPLEMENT	1	1		
SANDYFORD3	2	2		
STORE_EXPANSION	1	1		

Enter the necessary search criteria to filter projects. Click the **Search** button for the system to retrieve and display a list of projects and their resource statistics. Click the **Reset** button to reinstate the default values for the page.

Field or Control	Description
Project	Click a link in this column to access the Resources page for the project to view and edit resource details.
Total Number of Resources	Displays the total number of labor resources that are on the project's team, including assigned, unassigned, past, and present team members.
Number of Named Resources	Displays the number of resources who are identified by employee ID. Generic resources are not included in this total.
Number of Extensions	Displays the number of times that resources are extended beyond their original end dates in PeopleSoft Resource Management.
Number of Early Removals	Displays the number of times that resources are removed earlier than their original end dates in PeopleSoft Resource Management. If the same employee is removed early more than once, each removal is counted.

Viewing the Resource Workbench

Page Used to View the Resource Workbench

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Resource Workbench Page</u>	PC_RSRC_WKBNCH	View a summary of an individual resource's involvement with one or more projects.

Understanding the Resource Workbench

This page displays lists of this data:

- Project activities to which the resource is assigned.

When you access this page, all of the resource's current project activities appear. You can filter the list of activities based on a date range or status.

- Any status reports, issues, or deliverables that are assigned to the resource.
- The last five time reports, which are sorted by the creation date in descending order.
- The last five expense reports, which are sorted by the creation date in descending order.

Resource Workbench Page

Use the Resource Workbench page (PC_RSRC_WKBNCH) to view a summary of an individual resource's involvement with one or more projects.

Navigation:

Program Management > Project Management > Resource Workbench

This example illustrates the fields and controls on the Resource Workbench page (1 of 2). You can find definitions for the fields and controls later on this page.

Resource Workbench

User ID VP1
 Name Kenneth Schumacher

Expand All
 Collapse All

Activity Assignments

From Date 02/01/2005
 To Date
 Show Status All
 Refresh

Assignments
 Personalize | Find | View All |
 First 1 of 1 Last

Details | Work |

Project	Activity	Start Date	End Date	% Complete	Resource Status
				0.00	

Status Reports
 Personalize | Find | View All |
 First 1 of 1 Last

Report Due Date	Complete	Start Date	End Date	Business Unit	Project	Activity	Description
Report Due Date	<input type="checkbox"/>						

Issues
 Personalize | Find | View All |
 First 1-2 of 2 Last

Issue ID	Summary	Project	Activity	Status	Priority
0000000000000001	Issue Expansion	FORECAST	REVENUE	OPEN	
0000000000000002	Issue Expansion	FORECAST	SALES	CANCELED	

This example illustrates the fields and controls on the Resource Workbench page (2 of 2). You can find definitions for the fields and controls later on this page.

Deliverables
 Personalize | Find | View All |
 First 1-2 of 2 Last

Deliverable ID	Description	Status	Due Date	Days Until Due	Days Overdue
BUILD	Build	In Progress	01/01/2003		3702
SELL	Sell	Not Started	06/01/2003		3551

Last 5 Time Reports

Time Report ID	Period End Date	Time Report Status	Creation Date
0000000122	01/04/2013	Submitted	02/15/2013
0000000029	04/11/2003	Pending	10/31/2003
0000000028	04/04/2003	Hold	10/31/2003
0000000027	03/28/2003	Denied	10/31/2003
0000000030	05/02/2003	Submitted	10/31/2003

Last 5 Expense Reports

Report ID	Report Description	Report Status	Creation Date	Amount	Currency
0000000089	Consulting and product demo	Paid	02/19/2013	200.000	USD
0000000088	Consulting and product demo	Pending	02/15/2013	60.000	USD
0000000086	Consulting and product demo	Submitted	02/14/2013	10.000	USD
0000000087	Consulting and product demo	Pending	02/14/2013	10.000	USD
0000000085	Consulting and product demo	Submitted	02/13/2013	40.000	USD

Go To

Field or Control	Description
From Date and To Date	Enter dates to restrict the project activities that appear in the Assignments grid. The system uses the current date as the default for the From Date field.
Show Status	Select to filter the project activities that appear in the Assignments grid to a specific status. This status is the resource status from the project resource level. Values are: <i>All</i> : This is the default value. <i>Committed</i> <i>Completed</i> <i>Requested</i>

Field or Control	Description
Refresh	Click to refresh the project activities that appear in the Assignments grid after entering a value into the From Date field or the To Date field or selecting a status from the Show Status drop-down list box.
View Chart	Click to access the Resource Workbench - Gantt Chart page, where you can view your project schedule.
Go To	Select from these options: <i>Create Expense Report</i> : Transfers you to the Create Expense Report component in PeopleSoft Expenses, where you can view pending expense reports or create a new expense report. <i>Create Time Report</i> : Transfers you to the Create Time Report component in PeopleSoft Expenses, where you can view pending time reports or create a new time report. This field appears only if you have PeopleSoft Expenses installed.

Assignments - Details

When you access this page, all of the resource's current project activities appear in the **Assignments** grid. You can filter the results using the **From Date**, **To Date**, and **Show Status** fields.

Field or Control	Description
Activity	Displays the activity ID as a link to the Activity - General Information page, where you can view or update activity details.

Field or Control	Description
%Complete (percent complete)	Displays the percentage of the activity that is complete. This field is display-only.

Assignments - Work

Field or Control	Description
Units	Displays the percentage of the resource's time that is assigned to this activity.
Assigned Work	Displays the number of hours that this resource is scheduled to work on this assignment.
Actual Work	Displays the number of approved hours from PeopleSoft Expenses for which this resource has entered time.
Remaining Work	Displays the amount of time that is left to complete this activity.

Status Reports, Issues, and Deliverables

The system displays any status reports, issues, or deliverables that are assigned to the resource. Click a link in the appropriate column to display the details of a status report, issue, or deliverable. No search record prompt is available to access the page, because it shows only data about the user who signs in and navigates to the page.

Last 5 Time Reports

The system displays the five most current time reports. Click a *<Time Report ID>* link to access the View Time Report page, where you can view details of the time report.

Last 5 Expense Reports

The system displays the five most current expense reports. Click a *<Report ID>* link to access the View Expense Report page, where you can view details of the expense report.

Distributing Costs to Budget Detail Rows

Understanding Cost and Revenue Budget Generation

PeopleSoft Program Management enables you to generate project cost and revenue budget details from the amounts defined on the Resources by Activity page.

This topic discusses:

- Budget generation process flow.
- Budget details generation.
- Distribution of resource amounts to budget details.
- Distribution of resource amounts across budget periods.
- Currency conversion.

Note: This feature uses the PeopleSoft Project Costing Budgeting functionality.

See “Setting Up Budgets in PeopleSoft Project Costing” (PeopleSoft Project Costing).

Budget Generation Process Flow

You can create a detail budget plan in these ways:

- Manually, using the Project Budgeting pages.
- Using a Project Budget template.
- Copy from an existing budget plan.
- Load from resources defined on the Resources by Activity page.

These topics discuss creating a detail budget plan from resources defined on the Resources by Activity page.

If a project request is not required, you can manually create a project using the Project General component (PROJECT_GENERAL). If a project request is used, the funding manager may request a detailed budget plan for the project request. In this case, the funding manager sets the project request to a status of *Costing*, and the system generates a project.

Use the Resources by Activity page on the project to identify the projected resources for the project. This information includes both cost and revenue information for the projected resources.

After project managers identify the resources on the Resources by Activity page, they can create budget details using project the Budget Plan component (PC_BUD_GENERAL).

Budget Details Generation

After a project manager defines the resources needed in the Resources by Activity page, you can use the Get Plan feature to load the estimates into a budget plan. Use these steps to load resource estimates into a budget plan:

1. Create and save a budget plan for the project cost or revenue budgets.

Set the status of the cost and revenue plan IDs to *Active*.

2. Click the **Get Plan** button on the appropriate **Plan ID** line to retrieve the resource cost or revenue estimates from the Resources by Activity page and initiate the Distribute Costs to Budgets Application Engine process (PGM_SPREAD).

The plan ID line must have a status of *Active* to retrieve resource estimates. The project must have a processing status of *Pending*, *Active* or *Template* to retrieve resource estimates. The Get Plan feature does not process resource cost or revenue estimates from the Resources by Activity page that occur prior to the budget plan's start date.

The Distribute Costs to Budgets process creates budget detail lines for each activity using the estimates defined in the Resources by Activity page.

3. Review the Distribute Activity Resource Amounts page if available, and update the information if necessary.

If you add or delete resources on the Resources by Activity page after you created a detail budget, depending on the results you want, you can:

- Inactivate the original budget plan, create a new active budget plan and then click the **Get Plan** button to initiate the Distribute Costs to Budgets process.
- Delete the original budget plan, create a new active budget plan and then click the **Get Plan** button to initiate the Distribute Costs to Budgets process.
- Append to the original budget plan by using the **Get Plan** button multiple times.

If the project is part of a program, you can roll project budget details up to the program budget.

See “Setting Up Budgets in PeopleSoft Project Costing” (PeopleSoft Project Costing).

Distribution of Activity Resource Amounts to Budget Details

The system uses these rules to determine how to distribute activity resource amounts:

- If the project is associated with a project request, costs or revenue amounts from the Resources by Activity component are distributed to budget detail rows proportionately, based on the general ledger business unit and department IDs amounts defined on the Project Request - Costing page. In this case, the Distribute Activity Resource Amounts page does not appear when you click the Get Plan button, regardless of the Installation Options setting.
- If the project is not associated with a project request, and the *Allow Get Plan Distribution By Department* option is selected on the Installation Options - Project Costing page, the Distribute Activity Resource Amounts page appears.

Users enter one or more general ledger business units, department IDs, and distribution percents for the system to use to distribute amounts from the Resources by Activity page to budget detail rows.

The values you enter on the Distribute Activity Resource Amounts page override any general ledger business units and department IDs on the budget items entered on the Resources by Activity page.

- If the project is not associated with a project request, and the *Allow Get Plan Distribution By Department* option is not selected on the Installation Options - Project Costing page, amounts from the Resources by Activity component are distributed to budget detail rows using the ChartField values defined on the budget items.

When the Get Plan process distributes amounts from the Resources by Activity page according to the percentage distribution of the general ledger business unit and department ID combination, each row from the Resources by Activity page generates a separate budget detail row for each unique general ledger business unit and department ID combination.

If the general ledger business unit and department ID values are defined in the Budget Item ChartFields, they are overridden by the values from the Project Request - Costing page or Distribute Resource Activity Amounts page. All other ChartField values defined for the budget item are carried over to the budget detail row.

Note: If you select the **Allow Get Plan Distribution By Department** option on the Installation Options - Project Costing page, you must use the Distribute Activity Resource Amounts page to define the general ledger business unit and department ID when using the Get Plan feature for all projects that are not associated with a project request.

Distribution of Resource Amounts Across Budget Periods

After you generate separate budget detail rows from the Resources by Activity amounts, the Get Plan process distributes those values across budget periods in the budget plan. The system distributes the amounts using one of these methods:

- Even Spreading

Even spreading occurs when the activity *Start Date* and activity *End Date* correspond to the first and last day of a defined budget period. The system divides the budget amount for each detail row by the total number of periods for the activity. The system then allocates this amount evenly across all of the periods for the activity.

- Uneven Spreading

Uneven spreading occurs when the activity Start Date and activity End Date do not begin and end on the first and last day of a defined budget period. The system divides the budget amount for each detail row by the total number of days in the activity duration. The system then allocates this amount to each period according to the number of days in that period.

Currency Conversion

You can enter activity amounts in different currencies. When you run the Distribute Costs to Budgets Application Engine process, the system generates and converts the budget detail amounts to the currency code specified for the budget plan.

Prerequisites

To enable users to choose the general ledger business unit and department ID for budget details rows, you must activate the **Allow Get Plan Distribution by Department** option on the Installation Options - Project Costing page.

See “Installation Options - Project Costing Integration Page” (Application Fundamentals).

Entering Distribute Costs to Budget Detail Rows

Pages Used to Distribute Costs to Budget Detail Rows

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
“Installation Options - Project Costing Page” (Application Fundamentals)	INSTALLATION_PC	Enable users to choose the general ledger business unit and department ID distribution for budget detail rows.
<u>Budget Plan Page</u>	PC_BUD_GENERAL	Create and view all budget plans associated with a project, and initiate the Get Plan feature to populate budget detail rows. See also, “Budget Plan Page” (PeopleSoft Project Costing).
<u>Distribute Activity Resource Amounts Page</u>	PGM_COST_PCT	Enter general ledger business units, department IDs, and distribution percents for the system to use to distribute resource amounts to budget detail rows.
“Budget Detail Page” (PeopleSoft Project Costing)	PC_BUD_DETAIL	View budget detail rows that were created by the Get Plan feature.

Budget Plan Page

Use the Budget Plan page (PC_BUD_GENERAL) to create and view all budget plans associated with a project, and initiate the Get Plan feature to populate budget detail rows.

Navigation:

Project Costing, Budgeting, Budget Plan, Budget Plan

Click the **Get Plan** button on an active budget plan row to launch the Distribute Costs to Budgets process. This process creates budget detail rows based on activity resource amounts. If the budget plan has a budget type of *Cost*, the system uses the cost amounts from the Resources by Activity page on the detail budget rows. If the budget plan has a budget type of *Revenue*, the system uses the bill amounts from the Resources by Activity page on the detail budget rows.

- If existing budget detail rows do not exist for the selection plan, the Distribute Costs to Budgets process creates new budget detail data.
- If existing budget detail rows exist for the selected plan, the Distribute Costs to Budgets process appends the cost data to the existing budget data.

The Distribute Costs to Budgets process completes one of these actions:

- If the **Allow Get Plan Distribution by Department** installation option is activated, the Distribute Activity Resource Costs page appears.
- If the **Allow Get Plan Distribution by Department** installation option is *not* activated, the system creates budget detail rows for budget calendar periods for the general ledger business unit and department ID from the budget items that are entered on the Resources by Activity page.

See “Setting Up Budgets in PeopleSoft Project Costing” (PeopleSoft Project Costing)

Distribute Activity Resource Amounts Page

Use the Distribute Activity Resource Amounts page (PGM_COST_PCT) to enter general ledger business units, department IDs, and distribution percents for the system to use to distribute resource amounts to budget detail rows.

Navigation:

Click the **Get Plan** button on the Budget Plan page when the **Allow Get Plan Distribution by Department** option on the Installation Options - Project Costing is enabled.

This example illustrates the fields and controls on the Distribute Activity Resource Amounts page. You can find definitions for the fields and controls later on this page.

Distribute Resource Amounts

Project HIGHWAY

Distribute by Business Unit/Department

Personalize | Find | First 1-3 of 3 Last

GL Business Unit	Department	Distribution Percent (%)		
US004	11000	10.000		
US004	21000	15.000		
US004	55000	75.000		

OK

Cancel

Distribution Percent Remaining 0.000

Field or Control	Description
GL Business Unit (general ledger business unit)	Enter the general ledger business unit to be used on budget detail lines for this project.
Department	Enter the department ID to be used on budget detail lines for this project.

<i>Field or Control</i>	<i>Description</i>
Distribution Percent (%)	Enter the percentage for each general ledger business unit and department combination. The sum of the distribution percents must equal 100 percent.

Note: This page does not appear if the project is associated with a project request or if the **Allow Get Plan Distribution by Department** check box is not selected on the Installation Options - Project Costing page.

Chapter 12

Budgeting for Programs

Understanding Program Budgeting

This topic lists a prerequisite and discusses:

- Program budget workflow.
- Program budget plan versions.
- Program budget detail generation.
- Budget estimating across program periods.
- Program budget and project budget comparisons.

Prerequisite

To use program budgeting workflow, you must enable program budget approval on the Installation Options - Program Management page.

See “Installation Options - Program Management Page” (Application Fundamentals).

Program Budget Workflow

Program budget workflow enables you to require approval before a program budget can be used. By using program budgeting workflow, when you create a program, the system verifies that a budget approver is assigned to the program. The budget approver that you assign on the Project General - Program Management page appears on the Program Budget page.

When budget plans are ready for approval, users select the appropriate plan on the Program Budget page and submit it for approval. If a budget approver has not been defined, you cannot submit the program budget for approval.

After you submit a program budget for approval, the system sends a worklist item and email notification to the budget approver.

If the approver approves the budget, the system sends an email notification to the requester to indicate that the budget has been approved and sets the budget plan to a status of *Active*.

If the approver returns the budget, the system sends an email notification to the requester to indicate that the budget has been returned and sets the budget plan to a status of *Returned*.

Note: The email address for the budget approver is taken from the budget approver's user ID on the **PeopleTools > Security > User Profiles > User Profiles > Email Addresses** page.

Program Budget Plan Versions

You can use program budgets as a top-down funding mechanism for the projects that are the actual delivery vehicle. You can compare these budgets to the rolled up version of the individual project budgets, actual amounts, and forecasts.

You can define multiple versions of cost and revenue budgets at the program level. You can designate only one version as the baseline plan, and only one version as an active plan. You can delete program budget plans. Additionally, you can require approval of a version before it becomes active.

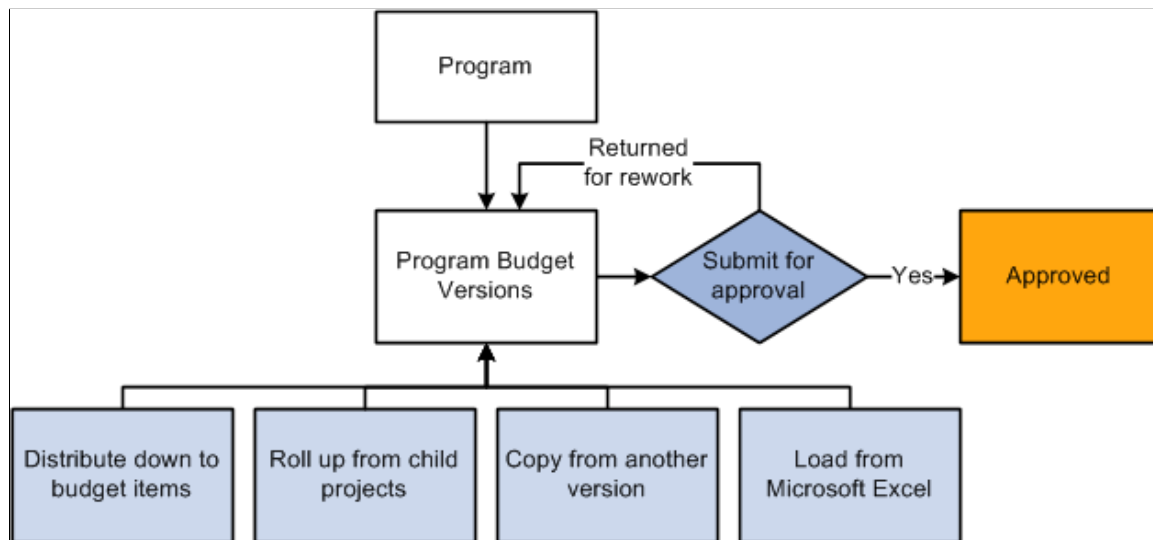
Program Budget Detail Generation

You can create program budget details using any of these methods:

- Enter a high-level estimate and distribute it to budget items and periods.
- Roll up child program or project budgets based on the enterprise program tree.
- Copy another budget plan version from the same program.
- Import from a Microsoft Excel comma delimited file.

This diagram shows the options for creating program budget details for a program budget version:

Program budgets can have multiple versions that can be distributed down to budget items, rolled up from child projects, copied from another version, and loaded from Microsoft Excel. Program budget versions are submitted for approval and can be returned for adjustments or approved.



Budget Estimating Across Program Periods

You have several options for spreading budget estimate amounts across periods. When you create budget details by using the Load from Excel, Project Rollup, or Copy from Plan methods, the system populates the budget periods if they are defined in the source.

If you create budget details by using the Distribute Budget Items method and enter budget estimate amounts, use any of these methods to spread the estimated amount across the program periods:

- Manually enter amounts into each period in the grid.
- Divide the budget estimate evenly across all periods by clicking the **Spread** button.
- Calculate period amounts based on quantity by clicking the **Calculate** link.

Note: The periods total on the Program Budget Detail page may not be the same as the budget estimate amount. The budget estimate amount is a starting point for determining the period-by-period budget details. The system uses only the amounts defined in the individual budget periods for all reporting and analysis.

Program Budget and Project Budget Comparisons

This table shows, at a high level, the differences between program and project budgets:

<i>Feature</i>	<i>Project Budget</i>	<i>Program Budget</i>
Finalize: Writing budget rows from the project budgeting tables to the project transaction table.	Yes	No
Baseline: Identifying a budget plan as the baseline plan.	No	Yes
Approval: Enabling workflow so that budget plans must be approved by budget approvers.	No	Yes
Budget Type: Creating both cost and revenue budgets.	Yes	Yes

Creating Program Budgets

Pages Used to Create Program Budgets

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Program Management page</u>	PROJECT_GEN_02	Assign the program budget approver.
<u>Program Budget Page</u>	PGM_BUD_PLAN	Enter or view cost and revenue budget versions at the program level.
<u>Attachments Page</u>	PGM_BUD_ATTACH	Attach reference documents associated with a program budget. See .

Page Name	Definition Name	Usage
Program Budget Plan - Comments Page	PGM_BUD_COM_SEC	Enter comments about the program budget plan.

Program Budget Page

Use the Program Budget page (PGM_BUD_PLAN) to enter or view cost and revenue budget versions at the program level.

Navigation:

Program Management > Program Budgeting > Program Budget Plan

This example illustrates the fields and controls on the Program Budget page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Budget Approver	Displays the person responsible for approving a program budget. The name in this field appears by default from the Project General - Program Management page. This field is display-only. This field appears only if program budget workflow is enabled at the installation level.
Submit for Approval	Click to trigger the Approval Workflow Engine (AWE) when a budget plan is ready for approval. You must select the appropriate plan in the Submit column before you submit the budget plan for approval. The system creates a worklist item and sends an email notification to the budget approver. This field appears only if program budget workflow is enabled. If a budget approver is not defined for a program, this field is disabled.

Note: A program must be on an enterprise program tree before you can create a budget plan for it.


Program Budget Plans - Plan Summary

This tab displays summary budget plan information

Field or Control	Description
Submit	Select to indicate which row to submit for program budget plan approval. This column appears only when program budgeting workflow is enabled.
Baseline	Indicates which plan is currently marked as the baseline. Click the Baseline button on the Date tab to select this option. One cost budget plan and one revenue budget plan may be designated as the baseline.
Plan ID	Displays a unique version of the program budget. The system automatically numbers this display-only field.
Type	Select <i>Cost</i> or <i>Revenue</i> to identify whether the budget plan is for cost or revenue amounts.
Status	Displays the status of the budget. Only one cost budget plan and one revenue budget plan can be active at one time. If program budget workflow is enabled, this field is display-only. If program budget workflow is not enabled, you can select <i>Active</i> or <i>Inactive</i> .
Total Budget	Displays the total budget entered for the budget plan. The system derives this value from the budget details associated with the plan, and this field is display-only.
Date of Approval	Display the date that the budget plan was approved. This field is display-only and appears only if program budget workflow is enabled.
Detail	Click to access the budget details for the associated budget plan. This link does not appear until you enter a description on the plan line and save.
History	Click to access the status history page for the associated budget plan. This link appears only if program budget workflow is enabled.

Program Budget Plans - Dates

This tab displays information about the time period covered by the budget.

Field or Control	Description
Calendar	Enter the budget calendar to use when creating program budget details for the budget plan. The value appears by default from the Installation Options - Project Costing page. You can overwrite the value any time before you create budget details. The calendar that you enter must have enough future periods defined to cover the periods that you specify in the Periods field.
Start Date	Enter the budget start date. This value appears by default from the program start date.
Periods	Enter the number of periods for which you will create budget details.
Baseline Date	Displays the date on which the budget plan was designated as baseline.
Baseline	Click the Baseline button to mark the plan as the baseline plan. This button is available only for active budget plans.
	<p>Click to display a secondary page where you can add comments about the budget plan.</p> <p>For example, users may add comments to explain why a new version of the budget is needed or to explain major changes to the budget.</p>

Attachments Page

Use the Attachments page (PGM_BUD_ATTACH) to attach reference documents associated with a program budget.

Navigation:

Program Management > Program Budgeting > Program Budget Plan > Attachments

Click the **Add Attachment** button to browse for and select a file.

Note: You must have the **File Attachment** option set on the Installation Options - Project Costing page for attachments to work.

See *PeopleSoft Asset Lifecycle Management, Enterprise Service Automation, Financial Management, Staffing Front Office, and Supply Chain Management Product-Specific Installation Instructions* located on Oracle's PeopleSoft My Oracle Support website.

Creating Program Budget Details

Pages Used to Create Program Budget Details

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Program Budget Detail Page	PGM_BUD_DETAIL	View and define budget details and distribute budget estimates across periods.
Program Budget Detail - Distribute Budget Items Page	PGM_BUD_ITEM_SEC	Enter budget items and budget estimate amounts.
Load From Excel Page	PGM_BUD_EXCEL	Select a Microsoft Excel spreadsheet to import budget details, and load the details into a budget plan.

Program Budget Detail Page

Use the Program Budget Detail page (PGM_BUD_DETAIL) to view and define budget details and distribute budget estimates across periods.

Navigation:

Program Management > Program Budgeting > Program Budget Detail

This example illustrates the fields and controls on the Program Budget Detail page. You can find definitions for the fields and controls later on this page.

Program BCP

Plan ID 2

Total Budget 0.00

Description Business Continuity Plan

Description Cost Budget v2

Currency Code USD

Budget Status Inactive

*Create Budget From Distribute Budget Items GO Copy From Plan

Project Totals

Project Name	Processing Status	Total Budget	Last Finalized
XY Customer ERP Implementation	Active	100,000.00	
Cloud Computing	Active		
BCP - Branch offices	Active	400,000.00	05/16/2005 2:21PM
BCP - Headquarter	Active	600,000.00	05/13/2005 11:56AM
PS Upgrade	Active		
Reporting Solutions	Active		
CADSYSTEMS	Active	600,000.00	03/11/2008 1:40AM
CHEMTECH	Active	499,999.92	03/11/2008 1:45AM
CRM	Active	300,000.00	03/11/2008 1:48AM
FMS	Active	120,000.00	03/11/2008 1:52AM
SCM	Active	300,000.00	03/11/2008 2:23AM
SOFTWARE_UPG	Active	208,225.00	06/13/2005 5:56PM
Upgrade system to new release	Active		

The system determines the number of periods to display in the Budget Details section based on the calendar periods per year. If the number of periods per year is less than or equal to 26 then the system displays the number of periods in the calendar year. If the number of periods per year is 52, then the system displays 26 periods. For any other number of periods per year, the system displays 15 periods.

Field or Control	Description
Total Budget	Displays the total budget amount for all budget periods for all of the budget items. The total appears after you spread the budgets across the periods.
Create Budget From	Select a method to create program budget details. Options are: <i>Distribute Budget Items:</i> Select to enter a high-level estimate and distribute it to budget items and periods. <i>Load From Excel:</i> Select to import program budget details from a Microsoft Excel comma delimited file. <i>Project Rollup:</i> Select to create program budget details from child program or project budgets based on the enterprise program tree.
GO	Click to create budget details using the method that you selected in the Create Budget From field.
Copy From Plan	Enter a plan ID. After you enter a plan ID, the GO button appears to the right of the Copy From Plan field. Click this GO button to create budget details from another budget plan version from the same program.

Project Totals

This grid displays the totals that the system will roll up to the budget detail if you select to create budget details using the *Project Rollup* option.

Field or Control	Description
Project Name	Lists all projects or programs on the enterprise program tree that are subordinate to the program for which you are creating the budget. Click a <i><program name></i> to transfer to the Program Budget Detail page if a budget plan exists. If a budget plan does not exist, the system transfers you to the Program Budget page. Click a <i><project name></i> to access the project Budget Details page (PC_BUD_DETAIL) for that project if a budget plan exists. If a budget plan does not exist, the system transfers you to the project Budget Plan page (PC_BUD_GENERAL). See “Creating and Defining Budget Plans” (PeopleSoft Project Costing).
Processing Status	Displays the processing status of the project or program budget.
Total Budget	Displays the total budget amount for the program or project if a budget was defined for the program or project.
Last Finalized	Displays the last finalized date if the project budget was finalized.

Creating Budget Details by Copying Another Budget Plan

Use the Copy From Plan feature when you want to create another version of an existing budget plan for the same program.

Field or Control	Description
Copy From Plan	Enter the plan ID of another plan with budget details defined for the same program.
GO	Click to copy the selected plan into the current plan. This button appears only when you enter a value in the Copy From Plan field.

Creating Budget Details by Rolling Up Child Program or Project Budgets

When a program has child projects or child programs, and those projects or programs have budgets, you can roll up all of the child budgets, including period detail, to create the overall program budget. To do this, select *Project Rollup* in the **Create Budget From** field, and click the **GO** button.

Note: Summarization is performed by budget item and period. You can create a program budget from a rollup of child project budgets only if all of the active child project budgets are created with the same budget calendar as defined for the program Budget. The system cannot sum period data if each project has a different definition of a period. In addition, the system will not sum the quantities from the child project budgets.

Program Budget Detail - Distribute Budget Items Page

Use the Program Budget Detail - Distribute Budget Items page (PGM_BUD_ITEM_SEC) to enter budget items and budget estimate amounts.

Navigation:

- Select the *Distribute Budget Items* option in the **Create Budget From** field and click **GO**.
- Click the **Distribute Budget Items** link that appears before the **Budget Details** grid on the Program Budget Detail page. This link appears only when there is at least one budget detail row.

This example illustrates the fields and controls on the Program Budget Detail - Distribute Budget Items page. You can find definitions for the fields and controls later on this page.

Distribute Budget Items

Program BCP

Plan ID 2

Estimate 150,000.000

*Distribute Even Spread

Distribute

Description Business Continuity Plan

Description Cost Budget v2

Currency Code USD

Budget Items

Personalize | Find | First 1-3 of 3 Last

Budget Items

Projects Details

General Ledger Details

Sel	*Budget Item	Description	Seq Nbr	Amount
<input checked="" type="checkbox"/>	MATER	Materials	1	50,000.00
<input checked="" type="checkbox"/>	LABOR	Labor - All	1	50,000.00
<input checked="" type="checkbox"/>	EQUIP	Equipment	1	50,000.00

The appearance of this page is specific to the distribution method that you select in the **Distribute** field.

Field or Control	Description
Estimate	Enter the total estimated budget amount for the budget items in the Budget Items grid.

Field or Control	Description
Distribute	<p>Select the method you want to use to distribute the estimated budget amount to the budget items defined in the Budget Items grid. Options are:</p> <p><i>Even Spread:</i> Select to automatically divide the estimated amount evenly across all selected budget items defined in the Budget Items grid.</p> <p><i>Manual Entry:</i> Select to open up the Amount field for each budget item in the Budget Items grid. Then, manually enter individual budget amounts for each budget item.</p> <p><i>Percentage Spread:</i> Select to display a percentage column in the Budget Items grid. Enter the percentage of the estimated amount you want to allocate to each selected budget item. The total percentage amount must equal 100.</p> <p><i>Repeat:</i> Select to apply the full estimated amount to each selected budget item defined in the Budget Items grid.</p>
Update Method	<p>Select the method by which to update the estimate distribution. Options are:</p> <p><i>Add To/Subtract From:</i> Select to increment or decrement the existing budget with the estimate being distributed. Positive amounts increment the budget, and negative amounts decrement the budget.</p> <p><i>Replace:</i> Select to replace the existing budget with the estimate being distributed.</p> <p>This field appears only if budget details exist.</p>
Distribute	<p>Click the Distribute button to distribute the estimated budget amount to the budget items selected in the Budget Items grid according to the distribution method you chose.</p>

Budget Items - Budget Items

Use the **Budget Items** grid to list all of the budget items to which you want to allocate budget amounts for the budget plan ID selected.

Field or Control	Description
Sel (select)	<p>Select the budget items that you want to include in the calculations when you click the Distribute button. You can enter a new amount in the Estimate field, select different budget items, and click the Distribute button to repeat the process of allocating estimated budget amounts.</p>

Field or Control	Description
Budget Item	Select the budget items that define the budget details for the selected budget plan ID. The budget item definition includes the ChartField values. These values appear by default on the Project Details tab and General Ledger Details tab when you select a budget item.
Seq Nbr (sequence number)	Displays the sequence number which identifies the number of occurrences of a specific budget item entered in the Budget Items grid. You can add the same budget item multiple times.
Amount	Displays the total budget amount for the budget item. You can distribute this amount across the periods of the project by returning to the Budget Details page. This field appears only when you select <i>Manual Entry</i> in the Distribute field. When any other distribution method is chosen, the value is calculated by the system and the field is protected.
Percentage	Enter the percent value for each budget item. The total percentage for all of the budget items must equal 100. This column appears only when you select <i>Percentage Spread</i> in the Distribute field.

Budget Items - Project Details and General Ledger Details

The Project Details tab and General Ledger Details tab display project-related and general ledger ChartFields. The values appear by default from the budget item definition, and can be overridden on this page.

Load From Excel Page

Use the Load From Excel page (PGM_BUD_EXCEL) to select a Microsoft Excel spreadsheet to import budget details, and load the details into a budget plan.

Navigation:

Select the *Load from Excel* option in the **Create Budget From** field and click **GO**.

This example illustrates the fields and controls on the Load From Excel page. You can find definitions for the fields and controls later on this page.

Load From Excel

Program BCP

Plan ID 2

Description Business Continuity Plan

Description Cost Budget v2

Program Budget detail may be loaded from a Microsoft Excel comma delimited (CSV) file.

Input File Name CR002Load.csv

Select File

Log File Name

Load

Field or Control	Description
Input File Name	Displays the name of the file that is to be loaded. The file must be a Microsoft Excel, comma delimited file (CSV). Each row should contain budget item, period 1 amount, period 2 amount, and so on, depending on the number of periods defined for the budget plan. The filename appears after you click the Select File button.
Select File	Click the Select File button to search for and select the Microsoft Excel CSV input file.
Log File Name	Displays the name of the output text file that contains the results of the load process, including errors, warnings, and total number of rows processed. The system generates this file when you click the Load button, even if there are no errors. The file appears as a link and, when clicked, the system opens the file for viewing in a new window.
Load	Click to launch the Load Budget from Excel (PGM_BUD_EXL) application engine online process. This process edits the file for errors and creates budget detail rows.

Note: You must have the **File Attachment** option set on the Installation Options - Project Costing page for the Load from Excel process to work.

See *PeopleSoft Asset Lifecycle Management, Enterprise Service Automation, Financial Management, Staffing Front Office, and Supply Chain Management Product-Specific Installation Instructions* located on Oracle's PeopleSoft My Oracle Support website.

Spreading Budget Detail Amounts Across Periods

Pages Used to Spread Budget Detail Amounts Across Periods

Page Name	Definition Name	Usage
Program Budget Detail Page	PGM_BUD_DETAIL	View and define budget details, and distribute budget estimates across periods.
Program Budget Detail - Calculate Period Amounts Page	PGM_BUD_PER_SEC	Calculate period budget amounts for budget items with a labor resource class.

Program Budget Detail Page

Use the Program Budget Detail page (PGM_BUD_DETAIL) to view and define budget details, and distribute budget estimates across periods.

Navigation:

Program Management > Program Budgeting > Program Budget Detail

Enter budget estimate amounts and distribute the budget amounts across the periods of the program.

This example illustrates the fields and controls on the Program Budget Detail page. You can find definitions for the fields and controls later on this page.

Program Budget Detail

Program 0000000157
Plan ID 1
Total Budget 3,500,000.00

Description Build Office Campus
Description Baseline Cost
Currency Code USD

Budget Status Active

Distribute Budget Items

Budget Details

Personalize | Find | | First 1-3 of 3 Last

Periods | Projects Details | General Ledger Details

Budget Item	Seq Nbr	Budget Estimate	Spread	Calculate	Periods Total	2003M09	2003M10	2003M11	2003M12
EQUIP	1	700,000.00	Spread	Calculate	700,000.00	300,000.00	100,000.00	100,000.00	100,000.00
LABOR	1	2,100,000.00	Spread	Calculate	2,100,000.00	87,500.00	87,500.00	87,500.00	87,500.00
MATER	1	700,000.00	Spread	Calculate	700,000.00		250,000.00	250,000.00	

Refresh Totals

Project Totals

Personalize | Find | | First 1-3 of 3 Last

Project Name	Processing Status	Total Budget	Last Finalized
Building A	Active		
Building B	Active		
Building C	Active		

Field or Control	Description
Distribute Budget Items	Click to access the Program Budget Detail - Distribute Budget Items page, where you can add budget items and change the distribution method.

Budget Details

This grid appears after you distribute budget estimates to budget items, load the budget from Microsoft Excel, roll up the budget from child program or project budgets, or copy from an existing budget plan.

Field or Control	Description
Budget Item	Displays the budget items that you entered on the Distribute Budget Items page brought in from Excel or project rollup, or copied from another plan.
Seq Nbr (sequence number)	Displays the sequence number which identifies the number of occurrences of a specific budget item. You can add the same budget item multiple times.
Budget Estimate	Enter a budget estimate for each budget item. The system populates this field when you use the Distribute Budget Items process. It is left blank when you use the Load from Excel, Project Rollup, and Copy From Plan options.
Spread	Click to automatically spread the budget estimate evenly across all program periods.
Calculate	Click to access the Calculate Period Amounts page. This link appears only for budget items with a labor resource class or no resource class.
Periods Total	<p>Displays the total budget amount for all budget periods for each budget item.</p> <hr/> <p>Important! The periods total may not equal the value in the Budget Estimate field. The budget estimate amount is used only as a starting point.</p> <hr/>
<Budget Period>	Enter a budget amount for the budget period, or automatically populate the field using by using the Spread button or Calculate link. A column appears for each budget period in the program.

Program Budget Detail - Calculate Period Amounts Page

Use the Program Budget Detail - Calculate Period Amounts page (PGM_BUD_PER_SEC) to calculate period budget amounts for budget items with a labor resource class.

Navigation:

Click the **Calculate** link on the Budget Detail page.

This example illustrates the fields and controls on the Program Budget Detail - Calculate Period Amounts page. You can find definitions for the fields and controls later on this page.

Program

0000000157

Description

Build Office Campus

Plan ID

1

Description

Baseline Cost

Budget Item

EQUIP

Seq Nbr

1

Currency Code

USD

*Distribute

Even Spread

Distribute Amount

Period Distribution

Personalize | Find |  

First 1-25 of 25 Last

Budget Period	Budget Quantity	UOM	Rate Type	Rate	Amount
All Periods	50000.00	MH 	Custom	150.00	7,500,000.00
2005M08					312,500.00
2003M09					312,500.00
2003M10					312,500.00
2003M11					312,500.00
2003M12					312,500.00
2004M01					312,500.00
2004M02					312,500.00
2004M03					312,500.00
2004M04					312,500.00
2004M05					312,500.00

When you first access this page, you can enter information only in the All Periods row. Use this row to calculate a budget amount for all periods. Then, use a distribution method to distribute the amount across periods.

Field or Control	Description
Distribute	<p>Select the method you want to use to distribute the calculated amount to the budget periods. Options are:</p> <p><i>Even Spread:</i> Select to automatically divide the amount in the All Periods row evenly across all budget periods.</p> <p><i>Repeat Amount:</i> Select to apply the full amount in the All Periods row to each budget period.</p> <p><i>Percentage Spread:</i> Select to display the Percentage column in the Period Distribution grid. Enter the percentage of the amount in the All Periods row you want to allocate to each budget period. The total percentage amount must equal 100.</p> <p><i>Manual Entry:</i> Select to open up the Quantity, Rate, and Amount fields for each budget period in the Period Distribution grid. You can then enter individual budget amounts manually for each budget period or perform quantity times rate calculations for individual periods. The All Periods row is hidden when this option is selected.</p>
Distribute Amount	Click to populate the amount column based on the distribution method chosen.

Period Distribution

Use this grid to define the amounts to distribute by using the **Distribute Amount** button or to manually calculate budget amounts for each period.

Field or Control	Description
Budget Period	Displays the budget periods. The system automatically calculates all budget periods for the program and displays them here.
Budget Quantity	Displays the number of hours or days budgeted. This number is not stored in the budget rows. It is used only to calculate the period amount.
UOM (unit of measure)	<p>Select a unit of measure:</p> <p><i>MDY</i> (Person Day)</p> <p><i>MHR</i> (Work Hour)</p> <p>Available unit of measure values are specified on the Project Costing Options page.</p>

Field or Control	Description
Rate Type	<p>Select a rate type from these options:</p> <p><i>Custom</i>: Select to manually enter the rate.</p> <p><i>Project Role</i>: Select to use the rate associated with a project role.</p> <p><i>Job Code</i>: Select to use the rate associated with a job code.</p>
Rate	<p>Enter or select a rate. Available values are based on the rate type:</p> <p>For a <i>Custom</i> rate type, enter a free form rate.</p> <p>For a <i>Project Role</i> rate type, select from the prompt that shows all rates by project role.</p> <p>For a <i>Job Code</i> rate type, select from the prompt that shows all rates by job code.</p>

Approving Program Budgets

Pages Used to Approve Program Budgets

Page Name	Definition Name	Usage
Worklist for <User ID>; <Resource>	WORKLIST	Access the Budget Approval work item.
<u>Program Budget Approval Page</u>	PGM_BUD_APPROVE	Approve or return a submitted program budget plan.

Program Budget Approval Page

Use the Program Budget Approval page (PGM_BUD_APPROVE) to approve or return a submitted program budget plan.

Navigation:

- **Worklist > Worklist > Worklist for <User ID>; <Resource>**
- Click Worklist from the PeopleSoft universal navigation header.

Click the link that is associated with the Budget Approval work item from the Worklist for <User ID>; <Resource> page. The link is a concatenation of the business unit, program ID, and budget plan ID.

This example illustrates the fields and controls on the Program Budget Approval page. You can find definitions for the fields and controls later on this page.

Program Budget Approval

Project BCP

Budget Plan ID 1

Budget Type Cost Budget

Start Date 04/02/2005

Description Business Continuity Plan

Description Cost Budget v1

Calendar ID MN

Number of Periods 12

Requestor Kenneth Schumacher

Total Budget 1,200,000.00

Budget Status Submitted

Comments

Approver Kenneth Schumacher

Currency Code USD

Date/Time Stamp 02/19/2013 10:49:10AM

Approve

Return

Click **Approve** to approve the budget plan. Click **Return** to return the plan to the requester without approving it. You can enter comments to explain the approver's action. You can view the comments on the Program Budget Status History page.

Approving Program Budgets Using PeopleSoft Fluid User Interface

This section discusses approving program budgets using PeopleSoft Fluid User Interface.

You can use the Delegation Framework to delegate program budgets approval authority to other users, who can then act on specific transactions on your behalf.

For more information on setting up and using Delegation Framework, see:

- “Understanding Delegation” (Enterprise Components)
- “Configuring Delegation Transactions” (Enterprise Components)
- “Working with Self-Service Delegation” (Enterprise Components)

Pages Used to Approve Program Budgets using PeopleSoft Fluid User Interface

Page Name	Definition Name	Usage
Approvals Tile		Review pending and historical approvals that are associated with the user.

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Pending Approvals Page</u>	EOAWMA_MAIN_FL	View the program budgets routed for approval. Access summary details for a specific program budget to review and approve or return the request. For general information, see the “Approving Pending Transactions in Fluid” (Application Fundamentals).
<u>Program Budget Approval Page</u>	EOAWMA_TXNHDTL_FL	Review and approve or return a program budget plan.

General information about Mobile Approvals is available in FSCM Application Fundamentals documentation. See

- “Understanding Fluid Approvals in FSCM” (Application Fundamentals).
- “Configuring Fluid Approvals” (Application Fundamentals).
- “Approving Pending Transactions in Fluid” (Application Fundamentals).

Oracle PeopleSoft delivers Notification Composer Framework to manage the setup and administration of notifications in one central location. Once you have adopted the Notification Composer feature, you must use it to create new notifications and manage your existing notifications.

For more information about Notification Composer Framework, see “Understanding Notification Composer” (Enterprise Components)

Related Links

“Setting Up and Using Fluid Approvals” (Enterprise Components)

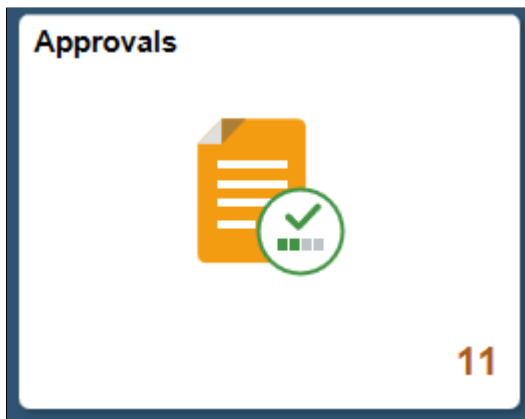
Approvals Tile

Use the Approvals tile to access the Pending Approvals page.

Navigation:

This tile can be placed on any PeopleSoft Fluid Home page.

This example illustrates the fields and controls on the Approvals Tile. You can find definitions for the fields and controls later on this page.



For information about how to add a tile to a PeopleSoft Fluid Home page, see “Adding Homepages and Tiles” (Application Fundamentals).

The tile can show the total number of pending approvals. If no pending approvals are available, the tile does not display a number count.

Pending Approvals Page

Use the Pending Approvals page (EOAWMA_MAIN_FL) to view the program budgets routed for approval. Access summary details for a specific program budget to review and approve or return the request.

Navigation:

Select the Approvals tile and then select Program Budget Approval.

This example illustrates the fields and controls on the Pending Approvals Page. You can find definitions for the fields and controls later on this page.

Employee Self Service

Pending Approvals

View By
Type

All
13

Expense Report
3

Journal Entry
3

Program Budget
2

Project Request
1

Supplier
4

Program Budget
2 rows

Program Budget	US004 / PBUDGET_TEST / Test Budget Cost/1	Routed 09/26/2017	>
Program Budget	US004 / PBUDGET_TEST1 / Budget Cost Test/1	Routed 09/26/2017	>

Review header information for the program budgets currently routed for approval. To access and approve or return the budget details, select the row. You can also use the filter to narrow results on the page. For more information about using the filter, see “Filters Page” (Application Fundamentals).

Program Budget Approval Page

Use the Program Budget Approval page (EOAWMA_TXNHDTL_FL) to review and approve or return a program budget plan.

Navigation:

Select a program budget entry in the list on the Pending Approvals page.

This example illustrates the fields and controls on the Program Budget Approval Page. You can find definitions for the fields and controls later on this page.

< Pending ApprovalsProgram Budget🏠🔍🚩 3⋮🔄

ApproveReturn

Program Budget Approval

Project PBUDGET_TEST

Description Program Budget Test

Budget Plan ID 1

Description Test Budget Cost

Budget Type Cost Budget

Calendar ID MN

Start Date 09/26/17

Number of Periods 12

Program Budget Details

Requester Kenneth Schumacher

Approver Davis, AI

Total Budget 1,000.00

Currency Code USD

Budget Status Submitted

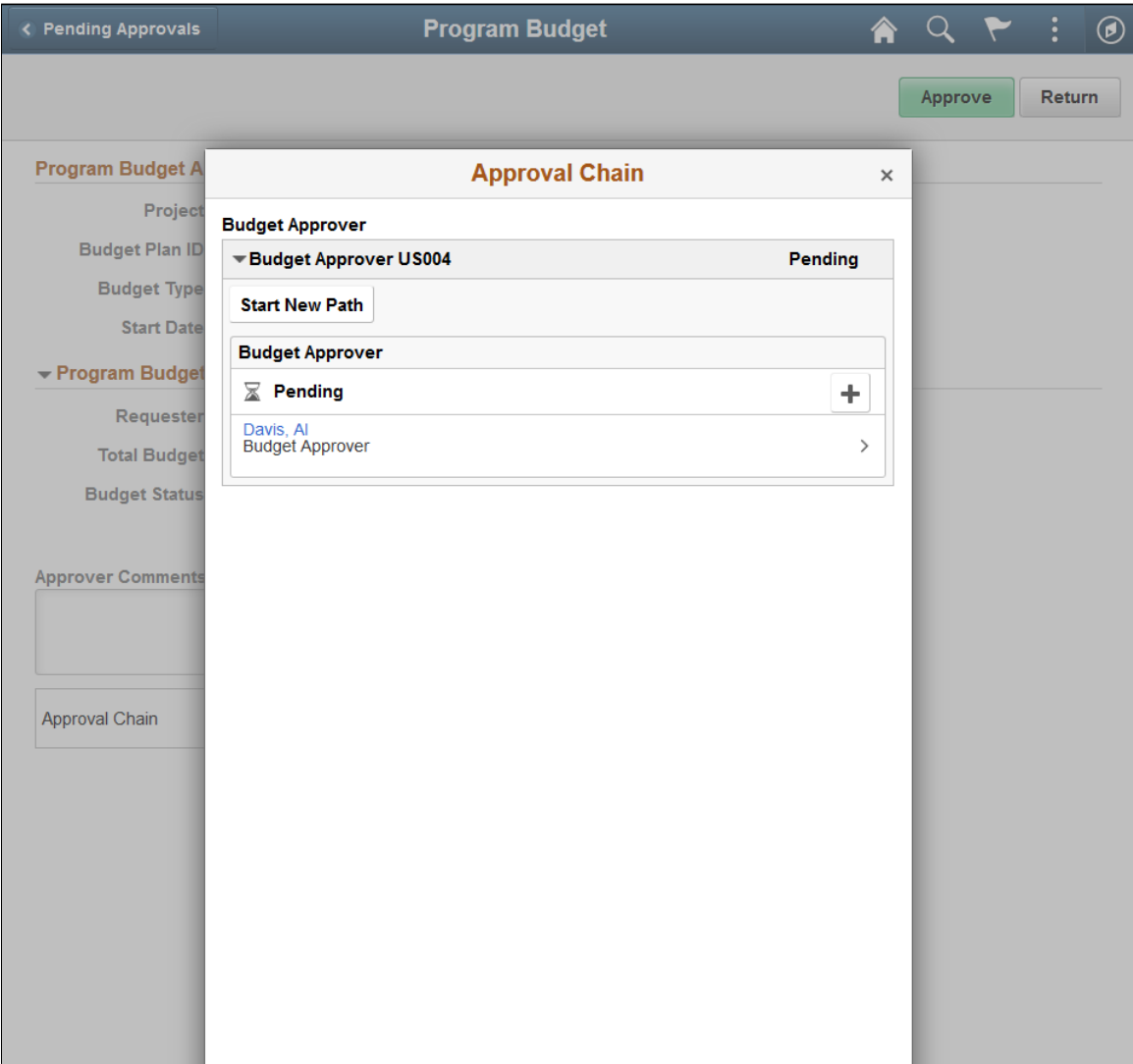
Date/Time Stamp 09/26/17 - 3:43 AM

[Program Budget Plan](#)

Approver Comments

Approval Chain >

This example illustrates the fields and controls on the Program Budget Approval Chain. You can find definitions for the fields and controls later on this page.



The approval chain reflects approval status generated by the Approval Framework. For more information, see the product documentation for the *PeopleSoft Approval Framework*. See also “Understanding Transaction Approval Flows” (Approval Framework).

Field or Control	Description
Approve	<p>Perform an action on this approval by selecting the Approve action button.</p> <p>Upon selecting the Approve button, you have the option to select <i>Submit</i> to continue the action, or <i>Cancel</i> to back out of the action. Upon submitting the action, the system generates a message that the action is successful and sets the program budget plan status to <i>Active</i>.</p>

<i>Field or Control</i>	<i>Description</i>
Return	Click to return a program budget approval request back to the requester without approving it.
Program Budget Plan	Click to view the program budget plan details.
Approver Comments	Enter comments in the text entry field.
Approval Chain	Click to review approval chain information. You can expand or collapse the approver information for each line. You can also select the approver name to view approver details.

Related Links

“Understanding Page Composer” (Enterprise Components)

Viewing Program Budget Status History

Page Used to View Program Budget Status History

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Program Budget Status History Page</u>	PGM_BUD_AUD_SEC	Review the approval history of the program budget plan and view or add comments.

Program Budget Status History Page

Use the Program Budget Status History page (PGM_BUD_AUD_SEC) to review the approval history of the program budget plan and view or add comments.

Navigation:

Select the **History** link on the Program Budget Plan page.

This example illustrates the fields and controls on the Program Budget Status History page. You can find definitions for the fields and controls later on this page.

Budget Status History

Program BCP

Description Business Continuity Plan

Start Date 04/02/2005

End Date 08/31/2010

Budget Approver Kenneth Schumacher

History

Find | View All

First 1-2 of 2 Last

User ID VP1

Status Submitted

Date/Time 02/19/2013 10:49:10AM

Total Budget 1,200,000.00

USD

Kenneth Schumacher

Comments Submitting for approval.

User ID VP1

Status Active

Date/Time 02/19/2013 10:50:35AM

Total Budget 1,200,000.00

USD

Kenneth Schumacher

Comments Budget approved.

Analyzing Program Budgets

Pages Used to Analyze Program Budgets

Page Name	Definition Name	Usage
Program Budget Analysis Page	PGM_BUD_ANALYSIS	Analyze program cost budget versus actual amounts, estimate to complete, and the baseline budget.
Project Request Analysis Page	PGM_PRJRQ_ANALYSIS	Compare the project request estimate to the associated program or project budget.

Understanding Program Budget Analytics

Use program budget analytics to compare the program budget with program actual, program estimate to complete, and program baseline budget amounts.

Note: Program budgeting analytics report against only cost budgets.

Program budget analysis inquiry is built using PeopleSoft Analytic Calculation Engine (ACE). PeopleSoft ACE is a tool for developing and administering analytic models, which calculate and send data to PeopleSoft applications for the purposes of multidimensional reporting, analysis, and data entry.

See "Configuring and Starting Analytic Servers" in *PeopleTools: System and Server Administration*.

Program Budget Analysis Page

Use the Program Budget Analysis page (PGM_BUD_ANALYSIS) to analyze program cost budget versus actual amounts, estimate to complete, and the baseline budget.

Navigation:

- **Program Management > Program Budgeting > Program Budget Analysis > Program Budget Analysis**
- **Program Management > Program Tools > Review Program > Review Program.** Click the **Program Budget Analysis** link.

This example illustrates the fields and controls on the Program Budget Analysis page. You can find definitions for the fields and controls later on this page.

Program Budget Analysis

Business Unit US004

US004 ILLINOIS OPERATIONS

Project BCP

Business Continuity Plan

Currency USD

Budget Analytics

Preferences | View All

First 1-4 of 4 Last

Project Budget Item LABOR

Account

Department

2005M042005M052005M062005M072005M082005M092005M102005M112005M122006M

BCP

Total Budget Amount

Total Actuals Amount

ETC Amount

Baseline Amount

		30,000.00	12,500.00							
		666,880.00								

Selection Criteria

Select values for the fields on the slicer bar to filter the information that appears on the analysis page.

Field or Control	Description
Department	Select a value to limit the report to a specific department.
Project Budget Item	Select a value to limit the report to a specific budget item.
Account	Select a value to limit the report to a specific account.

Data Grid

The analysis grid displays data for the program and each child program or project that is associated with the program. The budget periods are based on the program budget calendar.

Field or Control	Description
Total Budget Amount	Displays the budget amounts for the active program budget. If the selected program does not have an active budget, the child projects and programs under the selected program appear individually. The total budget values for the child projects and programs are also rolled up to display a program total.
Total Actuals Amount	Displays the actuals amounts from the projects that comprise the program. The individual project amounts are rolled up to display a program total amount. The accounting date on the project transactions is used to determine the budget period in which the amount is displayed. The Actual Cost analysis group defined at the project level is used to determine the transactions used to derive this total.
ETC Amount (estimate to complete amount)	Displays the estimate to complete amounts for the projects that comprise the program. The individual project amounts are rolled up to display a program total amount. The accounting date on the estimate to complete transactions is used to determine the budget period in which the amount is displayed. The system uses the Cost Estimate to Complete analysis group defined on the Installation Options - Project Costing Integration page to determine the transactions to use to derive this total.
Baseline Amount	Displays the baseline budget for the program if one is defined.

Project Request Analysis Page

Use the Project Request Analysis page (PGM_PRJRQ_ANALYSIS) to compare the project request estimate to the associated program or project budget.

Navigation:

Program Management > Program Budgeting > Project Request Analysis > Project Request Analysis

This example illustrates the fields and controls on the Project Request Analysis page. You can find definitions for the fields and controls later on this page.

Project Request Analysis

Business Unit US004
US004 ILLINOIS OPERATIONS

Project Request ID 0000000005
XY Customer ERP Implementation
Request Status Costing
Version Of 0000000005

Related Project ID 000000000000172
XY Customer ERP Implementation
Project Status Approved
☐ Program

View Currency USD
Convert Currency

Budget Variance

Project Request Estimate 8,000.00
Total Budget 100,000.00
Variance -92,000.00

Project Budgets
Personalize | Find | View All | First 1 of 1 Last

Project	Description	Start Date	End Date	Cost Budget	Cost Actuals	Amount Variance
000000000000172	XY Customer ERP Implementation	01/01/2010	12/31/2010	100,000.00		100,000.00

<i>Field or Control</i>	<i>Description</i>
Project Request ID	Displays the project request ID of the project whose business case estimate is compared to the program or project budget.
Request Status	Displays the current status of the project request.
Version Of	Displays the version of the project request.
Related Project ID	Displays the project identifier for the corresponding project request.
Program	Indicates whether the project is a program. If the box is selected, the project is a program.
View Currency	Enter the currency in which to view the budget variance, cost budget, and cost actuals. You must click the Convert Currency button to change the amounts. The default value is the project business unit currency.
Convert Currency	Click to restate all of the budget amounts in the currency that you specified in the View Currency field.

Budget Variance

<i>Field or Control</i>	<i>Description</i>
Project Request Estimate	Displays the total estimated cost from the Project Request page

<i>Field or Control</i>	<i>Description</i>
Total Budget	Displays the total active program or project budget. If a program has an active budget and the child projects under it have active budgets, then the program budget is the total budget. If the program does not have an active budget, and the child projects under it have active budgets, then the total budget is the roll up of the active child project budgets under the program.
Variance	Displays the difference between the project request estimate and total budget.

Program Budgets

<i>Field or Control</i>	<i>Description</i>
Project Name	Displays the child program or project descriptions.
Cost Budget	Displays the active program or project budget.
Cost Actuals	Displays the actual costs for the projects under the program.
Amount Variance	Displays the difference between the cost budget and cost actuals amounts.

Chapter 13

Managing Program and Project Issues

Understanding Issues

This topic provides an overview of program and project issues and discusses:

- Prerequisites
- Issue management workflow

During project delivery, a critical factor in determining success is the reporting, escalation, management, and resolution of issues. To ensure a high probability for customer satisfaction and a successful project, issues must be documented, communicated, and prioritized.

Prerequisites

You must define issue priorities, statuses, and types before you can create a program or project issue.

See [Setting Up General Control Data](#).

Issue Management Workflow

Project managers, resources, and other users become involved entering, assigning, updating, and resolving issues. You can enable workflow to keep all parties notified throughout the life cycle of an issue. You specify issue management workflow options on the Installation Options - Program Management page during implementation. The three types of issue management workflow are:

- Create Issue Notification workflow
- Assign Issue Notification workflow
- Update Issue Notification workflow

Create Issue Notification Workflow

If a user submits an issue, the system creates a worklist item and sends an email notification to the issue owner indicating that an issue has been raised. Typically, the issue owner is responsible for assigning the issue to a resource.

Note: If there is no issue owner, the system cannot trigger workflow and a warning message appears.

Assign Issue Notification Workflow

When you assign an issue to a resource, a message box gives you an option to trigger Assign Issue Notification workflow. If you select *Yes*, the system creates a worklist item and sends an email notification to the assigned resource. You can trigger Assign Issue Notification workflow every time you

change the assigned resource. The system creates worklist entries and sends email notifications to both the previous and newly assigned resources.

Update Issue Notification Workflow

During installation, you can select the fields on an issue that, if changed, trigger a notification workflow to all interested parties. For example, you can activate Update Issue Notification workflow for issue status, but not for issue priority. The interested parties are notified if the status of an issue changes for any reason; however, they are not notified if the issue priority changes.

You can select any of these fields to trigger Update Issue Notification workflow to interested parties:

- Issue Summary
- Issue Description
- Issue Priority
- Issue Status
- Resolution Description
- Actual Resolution Date
- Issue Notes
- Issue Attachments

See “Installation Options - Program Management Page” (Application Fundamentals).

Entering Issues

Pages Used to Enter Issues

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Issue Page</u>	PC_IM_ISSUE	Create, review, or edit issue information.
<u>Issue - Notes and Attachments Page</u>	PC_IM_NOTES	View and edit file attachments or comments that are relevant to an issue.
<u>Issue - Interested Parties Page</u>	PC_IM_INT_PRTY	Add or delete the names of people who want to be informed about changes to a particular issue.
<u>Issue - History Page</u>	PC_IM_HISTORY	View the record of updates that are made to a particular issue.

Issue Page

Use the Issue page (PC_IM_ISSUE) to create, review, or edit issue information.

Navigation:

Program Management > Project Management > Add/Update Issues > Issue

This example illustrates the fields and controls on the Issue page. You can find definitions for the fields and controls later on this page.

Issue

Notes and Attachments

Interested Parties

History

Project 1000

Description Building A

Release

Issue Information

Issue ID 000000000000001

Date Entered 11/11/2003

Entered By SAMPLE Theresa Monroe

Issue Owner VP3 Susan Young

Activity 100 *Priority HIGH

*Type TECH *Status OPEN

Assigned To

Email Address

*Issue Summary CAD Drawing Server down

*Issue Description CAD server overload through processor memory failure

Resolution Information

Target Resolution Date 09/10/2003

Actual Resolution Date

Resolution Description Server technician to upgrade with additional memory

Additional Fields

Send Email

You define values for issue priority, type, and status during implementation.

See [Setting Up General Control Data](#).

Field or Control	Description
Issue Owner	Displays the issue owner. The default value is the activity owner, project manager, or program manager. If the issue is for an activity and there is no activity owner, the issue owner is the project manager. If there is no project manager for that project, the issue owner is the program manager. If there is no activity owner, project manager, or program manager, the issue owner is blank.

Field or Control	Description
Activity	<p>Enter the project activity for which you are entering the issue.</p> <hr/> <p>Note: This field does not appear if you are entering an issue for a program.</p> <hr/>
Assigned To	Select an employee ID or enter a name. For project issues, you can assign the issue only to employees who are members of the project team. For program issues, you can assign the issue only to employees who are team members of the projects under the program.
Email Address	Displays the email address for the assigned resource. The system obtains the email address from the Resource Detail page for that employee. If there is no email address for the employee on the Resource Detail page, the email address of the user ID that is associated with the employee appears in the field. If there is no email address available, you must enter an email address before you can save the issue.
Target Resolution Date	Enter the target date for resolving the issue.
Actual Resolution Date	Enter the date that the issue is resolved.
Additional Fields	Click to access the Issue Additional Fields page and enter additional information. The fields on the Issue Additional Fields page are user-defined fields for informational purposes only.
Send Email	Click to access the Issue Management - Send Email page, where you can compose and send email notifications that pertain to this specific issue.
Save	<p>Click to save the issue and add the issue originator and assigned resource to the Interested Parties page.</p> <p>If you assigned a resource to the issue, and Enable Issue Management Workflow option is activated on the Installation Options - Program Management page, a message box appears to verify that you want to trigger workflow to notify the assigned resource. Click <i>Yes</i> to trigger workflow and return to the Issue page.</p>

Field or Control	Description
Submit	<p>Click to add the issue owner to the Interested Parties page, and trigger the system to create a worklist item and send an email to the issue owner. The system uses the email address of the owner's user ID from the Operator Definition table (PSOPRDEFN).</p> <p>The Submit button appears when you save the issue if the Enable Issue Management Workflow option is activated on the Installation Options - Program Management page. The button disappears after you submit the issue and trigger workflow.</p> <p>If the issue owner creates the issue, the Submit button does not appear.</p>

Related Links

[Setting Up General Control Data](#)

Issue - Notes and Attachments Page

Use the Issue - Notes and Attachments page (PC_IM_NOTES) to view and edit file attachments or comments that are relevant to an issue.

Navigation:

Program Management > Project Management > Add/Update Issues > Notes and Attachments

This example illustrates the fields and controls on the Issue - Notes and Attachments page. You can find definitions for the fields and controls later on this page.

Issue Notes and Attachments Interested Parties History					
Project 1000		Description Building A		Release	
Issue ID 000000000000001		Summary CAD Drawing Server down			
Priority HIGH		Type TECH		Status OPEN	
Notes Find View All First 1 of 1 Last					
Added By VP1		Kenneth Schumacher		02/19/13 11:16:57AM	
*Description Unable to bring server up.					
Notes Need system password to bring server up					
Attachments Personalize Find View All First 1 of 1 Last					
File Name	Description	Added By	Name	Date/Time Stamp	
File Name					Delete
Add Attachment					
Send Email					

Field or Control	Description
Description and Notes	Enter the description and notes for the issue.
Add Attachment	<p>Click the button beneath the Attachments grid to add an attachment.</p> <hr/> <p>Note: You must have the File Attachment option set on the Installation Options - Project Costing page for attachments to work.</p> <hr/> <p>See <i>PeopleSoft Asset Lifecycle Management, Enterprise Service Automation, Financial Management, Staffing Front Office, and Supply Chain Management Product-Specific Installation Instructions</i> located on Oracle's PeopleSoft My Oracle Support website.</p>
File Name	Displays the name of the file that you upload.
Added By, Name, and Date/Time Stamp	Displays information about the user who adds the attachment, and the date and time that the upload occurred.

Issue - Interested Parties Page

Use the Issue - Interested Parties page (PC_IM_INT_PRTY) to add or delete the names of people who want to be informed about changes to a particular issue.

Navigation:

Program Management > Project Management > Add/Update Issues > Interested Parties

This example illustrates the fields and controls on the Issue - Interested Parties page. You can find definitions for the fields and controls later on this page.

Issue | Notes and Attachments | **Interested Parties** | History

Project 1000 Description Building A Release

Issue ID 000000000000001 Summary CAD Drawing Server down

Priority HIGH Type TECH Status OPEN

Interested Parties Personalize | Find | View All | First 1-2 of 2 Last

*Interested Party	*Email Address ▲	Added By	Name	Date/Time Stamp		
Harris Jhones	jharris@oracle.com	VP1	Kenneth Schumacher	02/19/13 11:16:57AM	+	-
Sandy Joseph	jsandy@oracle.com	VP1	Kenneth Schumacher	02/19/13 11:19:19AM	+	-

Send Email

The system populates the **Interested Parties** grid with the email addresses for the employee that opened the issue and the employee to which the issue is assigned.

Field or Control	Description
Interested Party	Select an employee ID from the list of employees.
Email Address	<p>Displays the email address from the for the employee ID that is specified as the interested party. When you select an interested party from the employee list, the system automatically populates this field with the email address from the Resource Detail page. If no email address is defined on the Resource Detail page, the system uses the email address from the Operator Definition table (PSOPRDEFN) of the user ID that is associated with the employee. If an email address is not available, you must enter an email address before you can save the issue.</p> <p>If the assigned resource's employee ID is associated with more than one user ID in PeopleTools Security, the system populates the Interested Parties Email Address field with the first user ID in alphabetic order. This is relevant only if you define more than one user ID to employee ID.</p>

Note: The system automatically populates the issue originator and assigned resource as interested parties. If workflow is enabled, the system automatically populates the issue owner as an interested party when the issue is submitted.

Related Links

[Sending Email Notifications](#)

Issue - History Page

Use the Issue - History page (PC_IM_HISTORY) to view the record of updates that are made to a particular issue.

Navigation:

Program Management > Project Management > Add/Update Issues > History

This example illustrates the fields and controls on the Issue - History page. You can find definitions for the fields and controls later on this page.

Issue

Notes and Attachments

Interested Parties

History

Project 1000

Description Building A

Release

Issue ID 0000000000000001

Summary CAD Drawing Server down

Priority HIGH

Type TECH

Status OPEN

History

Personalize | Find | View All |

First 1-2 of 2 Last

Date/Time Stamp▲	Action Taken	Changed By	Name	Detail
11/11/2003 4:08:52PM	Issue Created	SAMPLE	Theresa Monroe	
02/19/2013 11:18:50AM	Note(s) Added	VP1	Kenneth Schumacher	

Send Email

Use this page to review actions that are performed on the issue and the user ID that performs the update. The most recent action appears at the top of the **History** grid. These actions appear:

- Issue created
- Priority changed
- Status changed
- Type changed
- Activity changed
- Assignment changed
- Notes added
- Attachments added

Field or Control	Description
	Click the Detail icon to access the page where the action occurred.

Reviewing, Updating, and Resolving Issues

Pages Used to Review, Update, and Resolve Issues

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Review Issues Page	PGM_ISSUES_LIST	Search for project issues by using a configurable search page.
Issue Page	PC_IM_ISSUE	Review and update issue information.
Notes and Attachments Page	PC_IM_NOTES	View and edit file attachments or comments that are relevant to an issue.
Interested Parties Page	PC_IM_INT_PRTY	Add or delete the names of people who want to be informed and updated about a particular issue.

Review Issues Page

Use the Review Issues page (PGM_ISSUES_LIST) to search for project issues by using a configurable search page.

Navigation:

Program Management > Project Management > Review Issues

This example illustrates the fields and controls on the Review Issues page. You can find definitions for the fields and controls later on this page.

Review Issues

Selection Parameters

*Business Unit

Release

Project

Activity

Entered By

Date Entered

Issue ID

Issue Priority

Issue Priority Level

Issue Status

Issue Type

Assigned To

Search

Reset

Issue Incidents List

Personalize | Find | View All | 1-6 of 8 | First | Last

Release	Project	Issue ID	Activity	Entered By	Date Entered	Issue Priority	Priority Level	Issue Status	Issue Type	Assigned To	Issue Summary
FSCM891	1000	0000000000000001	100	SAMPLE	11/11/2003	HIGH	High	OPEN	TECH		CAD Drawing Server down
CRM89	BCPBR	0000000000000001		SAMPLE	05/13/2005	HIGH	High	OPEN	TECH		India Branch office manager resigned
CRM89	BCPHQ	0000000000000001		SAMPLE	05/13/2005	HIGH	High	OPEN	FUNC		Need a secondary data center
CRM89	BCPHQ	0000000000000003	0000000000000003	SAMPLE	05/13/2005	MEDIUM	Medium	OPEN	MISC		No suitable internal candidate for IT Specialist role
CRM89	BCPHQ	0000000000000004	0000000000000006	SAMPLE	05/13/2005	MEDIUM	Medium	OPEN	FUNC		Should Canadian sales office be in scope for this BCP?

In the Selection Parameters group box, specify the search options to filter your search results to the issues that you want to view.

Field or Control	Description
Business Unit	Enter a business unit. The business unit default value is based on user preferences.
Search	Click to display all projects issues that satisfy the search criteria in the Issue Incidents List group box. To iteratively narrow your search results, enter additional search criteria and click the Search button again.
Reset	Click to deselect all optional fields in the Selection Parameters group box, and to clear the search results in the Issue Incidents List group box.
Issue ID	Click the Issue ID link to access the Issue page, on which you can view and edit data for the selected issue.
Add Issue Incidents	Click to access the Add/Update Issues search dialog page to view an existing issue or create a new issue.

Issue Page

Use the Issue page (PC_IM_ISSUE) to review and update issue information.

Navigation:

Program Management > Project Management > Add/Update Issues > Issue

Select the resolution status to indicate that this issue is closed. In the **Resolution Information** scroll area, enter the actual resolution date and a resolution description.

Note: Regardless of the issue's status, an issue is considered open until a value is entered in the **Actual Resolution Date** field. For example, if the issue status is closed, the issue is still considered *open* in management reports if there is no actual resolution date. Open issues appear in management reports as project indicators, so it is important to enter a resolution date when an issue is resolved.

Related Links

[Entering Issues](#)

Sending Email Notifications

Page Used to Send Email Notifications

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Send Email Page</u>	PC_IM_EMAIL	Send an email that is prepopulated with data about a specific issue.

Send Email Page

Use the Send Email page (PC_IM_EMAIL) to send an email that is prepopulated with data about a specific issue.

Navigation:

Click the **Send Email** button on the Issue Management component pages.

This example illustrates the fields and controls on the Send Email page. You can find definitions for the fields and controls later on this page.

Send Email

To

kschumacher@oracle.com

☐ Interested Parties
☐ Assigned

cc

☐ Interested Parties
☐ Assigned

Subject

Issue ID 0000000000000001 - India Branch office manager resigned

Email Text

Business Unit: US004
Project: BCPBR
Issue ID: 0000000000000001
Summary: India Branch office manager resigned

☐ Attach Notes

☐ Attach URL

http://rtcd78293qaemt.us.oracle.com/psc/pr920dVnt/EMPLOYEE/ERP/c/PC_ISSU

Send

Refresh

Field or Control	Description
To and CC	Enter one or more email addresses. Separate multiple addresses by using semicolons.
Interested Parties	<p>Select to populate the To or CC fields with email addresses from the Interested Parties page. Click the Refresh button to display the email addresses.</p> <p>deselect the check box and click Refresh to remove interested party addresses from the To or CC fields.</p>
Assigned	Select to populate the To or CC fields with the email address of the assigned resource from the Issue page. This check box functions in the same way as the Interested Parties check box.
Subject	Displays the issue ID and summary. The system populates this field automatically, but you can override it.
Email Text	<p>The system populates this field with the following data:</p> <ul style="list-style-type: none"> • Project business unit • Project ID • Issue ID • Issue summary • Issue description • Entered by • Date entered • Activity ID • Issue priority • Issue type • Issue status • Assigned resource • Assignee's email address • Target resolution date • Actual resolution date • Resolution description
Attach Notes	Select to include notes in the email if there are notes for the issue. The system populates this field with the note text.

<i>Field or Control</i>	<i>Description</i>
Attach URL	Select to include a uniform resource locator (URL) to the issue in the email. The system populates this field with the URL that links to the issue.

Managing Program, Project, and Activity Risks

Understanding Program, Project, and Activity Risks

A risk is anything that could jeopardize the successful delivery of a project. PeopleSoft Program Management enables you to enter program, project, or activity risks, risk triggers, and associated action plans. You can classify the risks by type, status, and priority. Risk triggers can be anything that might cause a program, project, or activity risk to occur. You can enter multiple triggers associated with one risk.

Creating action plans for every risk is a key step in managing program, project, and activity risks. Set up action plans as a method of responding to the risk. You can document procedures and techniques to respond to a program, project, or activity risk in the action plan that provide the program or project manager important information if a known risk affects a program, project, or activity.

PeopleSoft Program Management provides many features to monitor risks. This table displays the pages that you use to monitor risks:

<i>Page</i>	<i>Monitor Method</i>
Manager Workbench	<ul style="list-style-type: none">• Colored risk health indicator for project and activity health.• Project Risk scorecards for the program or project and activity.• Top five risks group box for project and activity.
Review Risks	Configure search criteria to filter the search results to the risks that you want to view.
Review Programs	Colored risk health indicator for each project in the selected program.
My Projects	Colored risk health indicator for each project.
Project - General Information	Colored risk health indicator for project health.
Top 5 Risks ESA Portal Pack (pagelet)	List of the five highest priority risks.

Note: The Top 5 Risks pagelet is available only if you have the PeopleSoft ESA Portal Pack.

Related Links

[Project Risk Types Page](#)

“Viewing Top Five Risks” (PeopleSoft Financials, ESA, ALM, and SCM Portal Packs)

Creating Risks and Action Plans

Pages Used to Create Risks and Action Plans

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Project Risk Page	PGM_PROJECT_RISK	Enter project risk details and triggers.
Action Plan Page	PGM_ACTION_PLAN	Establish actions plans in response to risks.
Notes and Attachments Page	PGM_RISK_NOTES	View and edit comments or file attachments that are relevant to a risk.

Project Risk Page

Use the Project Risk page (PGM_PROJECT_RISK) to enter project risk details and triggers.

Navigation:

Program Management > Project Management > Add/Update Risks > Project Risk

This example illustrates the fields and controls on the Project Risk page. You can find definitions for the fields and controls later on this page.

Project Risk

Action Plan

Notes and Attachments

Project BCP

Business Continuity Plan

Project Status Open

Project Type

Project Risk

Risk ID 0000000001

*Risk Priority Medium

*Risk Type PROJMGTPROJECT MANAGEMENT

Risk Owner

*Risk Summary Complexity in Program Mgt

Risk Description Program involves multiple complex projects and international locations

Risk Impact

Risk Consequence

Priority Number 1

*Risk Status Potential

Assigned To

Risk Probability (%)

Risk Triggers

Find | View All

First 1 of 1 Last

Trigger Status Inactive

Created By

Created On

Summary

Description

Created By Theresa Monroe

Created On 05/13/2005 6:51:07PM

Last Updated By Theresa Monroe

Last Updated On 05/13/2005 6:51:07PM

The project, project status, release, and project type fields all come from the program or project for which you are entering the risk.

Field or Control	Description
Risk ID	Displays the automatically generated number unique to each project ID. The system displays <i>Next</i> until you save the project risk.
Activity	Enter the activity to associate with the risk. Leave this field blank if this is a project risk. This field does not appear if this is a program risk.
Risk Priority	Select the priority of the risk from these options: <i>High</i> , <i>Medium</i> , or <i>Low</i> . Risks in the Top 5 Risks group box on the Manager Workbench page and the Top 5 Risks pagelet are sorted in conjunction with the Priority Number . Risks are sorted first by risk priority, then by priority number.
Priority Number	Enter the ranking, between <i>1</i> and <i>999</i> , of the risk. The priority number is relative to other risks that have the same risk priority. Enter the same priority number for two risks to indicate that the risks have equal priority.
Risk Type	Enter the type of risk to categorize this risk into a group. You define risk types on the Risk Type page. See Project Risk Types Page .

Field or Control	Description
Risk Status	Select the current status of this risk from these options: <i>Active</i> , <i>Inactive</i> , or <i>Potential</i> . The system displays risks with <i>Active</i> and <i>Potential</i> statuses on the Top 5 Risks group box on the Manager Workbench page and the Top 5 Risks pagelet.
Risk Owner	Enter the employee ID of the risk owner. This is for informational purposes only. The system does not use risk owner for any processing.
Assigned To	Enter the employee ID for the individual responsible for monitoring this risk. You can search all risks assigned to an individual on the Review Risks page.
Risk Summary	Enter a short summary of the risk. The Risk Summary appears as a link that allows you to access more information about the risk in the Top 5 Risks group box on the Manager Workbench page and the Top 5 Risks pagelet.
Risk Impact	Select the effect that this risk might have on the program, project, or activity. Options are: <i>High</i> , <i>Medium</i> , or <i>Low</i> .
Risk Probability	Enter the probability, between 0 and 100, that this risk will occur. The system treats the value as a percentage (for example 50 means 50 percent).
Risk Consequence	Enter the description of the consequence if this risk were to occur.
Additional Fields	Click to transfer to a secondary page with ten additional user fields. The system does not use these fields for any processing or reporting, but you can enter any additional information for this risk.

Risk Triggers

Field or Control	Description
Trigger Status	Select the trigger status from these options: <i>Active</i> , <i>Ignore</i> , and <i>Inactive</i> . This field is used for informational purposes only.
Created By	Displays the originator's name. The system populates this field when you save the risk.

Field or Control	Description
Created On	Displays the date and time. The system populates these values when you save the risk.

Action Plan Page

Use the Action Plan page (PGM_ACTION_PLAN) to establish actions plans in response to risks.

Navigation:

Program Management > Project Management > Add/Update Risks > Action Plan

This example illustrates the fields and controls on the Action Plan page. You can find definitions for the fields and controls later on this page.

Project Risk	Action Plan	Notes and Attachments
Project BCP	Business Continuity Plan	Risk Status Potential
Risk ID 000000001	Complexity in Program Mgt	Risk Priority Medium
		Risk Type PROJMG
		Project Management
Action Plan Find View All First 1 of 1 Last		
*Plan Type Mitigation <input checked="" type="checkbox"/> Primary		
*Plan Summary Corporate involvement		
Plan Description Raise issue to corporate level to get their involvement.		
Business Impact		
Financial Impact Currency Code USD		
Business Impact Description		
Schedule Impact		
Date Impacted 02/19/2013 Days Impacted		
Schedule Impact Description On hold until corporate approval.		
Resource Impact		
Resource Impact 120.00 Unit of Measure EA		
Resource Impact Description 120 resources on hold.		
Created By Kenneth Schumacher Created On 02/19/2013 12:00:26PM		
Last Updated By Kenneth Schumacher Last Updated On 02/19/2013 12:00:26PM		

Field or Control	Description
Plan Type	<p>Select the type of action plan from these options:</p> <p><i>Acceptance:</i> Select to indicate that you are not changing the project plan to deal with the risk, or that no suitable response strategy exists.</p> <p><i>Avoidance:</i> Select to indicate that you are changing the project plan to eliminate the risk or condition, protecting the project objectives from the risk's impact, or modifying the project objective to accommodate the risk.</p> <p><i>Mitigation:</i> Select to indicate that you are reducing the probability or consequences of a risk to an acceptable level.</p> <p><i>Transference:</i> Select to indicate that you are shifting the consequences of the risk, and ownership of the response, to a third party. Transferring the risk does not eliminate the risk, but rather makes another party responsible for its management.</p>
Primary	<p>Select to indicate that this action plan is the primary action plan. For a new project risk, the system assigns the first action plan as the primary action plan. You can select only one primary action plan for each risk. The system issues an error message when you save if you select the Primary check box for more than one action plan.</p>

Business Impact

Use this section to identify the effect to a program or project's budget, cost, or revenue.

Field or Control	Description
Financial Impact and Currency Code	Enter the monetary amount and corresponding currency code for the business effect of this action plan.

Schedule Impact

Use this section to record the effect to the project schedule, either a specific date or number of days that would be impacted if this risk occurs.

Resource Impact

Use this section to indicate the effect to resources if this risk occurs.

Field or Control	Description
Resource Impact and Unit of Measure	Enter a number and the associated unit of measure, such as <i>MDY</i> (Person Day) or <i>MHR</i> (Work Hour), to indicate the effect to the resources.

Notes and Attachments Page

Use the Notes and Attachments page (PGM_RISK_NOTES) to view and edit comments or file attachments that are relevant to a risk.

Navigation:

Program Management > Project Management > Add/Update Risks > Notes and Attachments

This example illustrates the fields and controls on the Notes and Attachments page. You can find definitions for the fields and controls later on this page.

Project Risk		Action Plan		Notes and Attachments													
Project	BCP	Business Continuity Plan	Risk Status	Potential	Risk Priority												
Risk ID	0000000001	Complexity in Program Mgt	Risk Type	PROJMG	Project Management												
<div>Notes</div> <div>Find View All</div> <div>First 1 of 1 Last</div> <div> <div>Created By</div> <div>Kenneth Schumacher</div> <div>Created On</div> <div>02/19/2013 12:01:20PM</div> </div> <div> <div>*Description</div> <div>Status meetings</div> </div> <div> <div>Notes</div> <div>Begin weekly status meeting asap</div> </div>																	
<div>Attachments</div> <div>Personalize Find View All</div> <div>First 1 of 1 Last</div> <table border="1"> <thead> <tr> <th>File Name</th> <th>Description</th> <th>Created By</th> <th>Name</th> <th>Date/Time Stamp</th> <th></th> </tr> </thead> <tbody> <tr> <td>File Name</td> <td></td> <td></td> <td></td> <td>02/19/2013 11:58:17AM</td> <td>Delete</td> </tr> </tbody> </table> <div>Add Attachment</div>						File Name	Description	Created By	Name	Date/Time Stamp		File Name				02/19/2013 11:58:17AM	Delete
File Name	Description	Created By	Name	Date/Time Stamp													
File Name				02/19/2013 11:58:17AM	Delete												

Notes

Enter the description and notes that pertain to this risk.

Attachments

Attach any type of file to this risk.

Field or Control	Description
Add Attachment	<p>Click to add an attachment.</p> <hr/> <p>Note: You must have the File Attachment option set on the Installation Options - Project Costing page for attachments to work.</p> <hr/> <p>See <i>PeopleSoft Asset Lifecycle Management, Enterprise Service Automation, Financial Management, Staffing Front Office, and Supply Chain Management Product-Specific Installation Instructions</i> located on Oracle's PeopleSoft My Oracle Support website.</p>
File Name	Displays the name of the file that you upload as a link. Click on the filename to view the attachment.
Added By, Name, and Date/Time Stamp	Displays information about the user who adds the attachment, and the date and time that the upload occurred.

Reviewing Program, Project, and Activity Risks

Page Used to Review Program, Project, and Activity Risks

Page Name	Definition Name	Usage
<u>Review Risks Page</u>	PGM_RISKS_LIST	Search for project risks by using a configurable search page.

Review Risks Page

Use the Review Risks page (PGM_RISKS_LIST) to view for project and activity risks .

Navigation:

Program Management > Project Management > Review Risks > Review Risks

This example illustrates the fields and controls on the Review Risks page. You can find definitions for the fields and controls later on this page.

Review Risks

Selection Parameters

*Business Unit

US004

Entered by

Release

Date Entered

Project

Risk Priority

Risk ID

Risk Status

Activity

Risk Type

Assigned To

Search

Reset

Project Risks List

Personalize | Find | View All | First 1-4 of 4 Last

Release	Project	Risk Summary	Activity	Entered by	Date Entered	Priority	Status	Risk Type	Assigned To
CRM89	BCPBR	Offshore project mgt issues		KU0009	05/13/2005	Medium	Potential	PROJMGT	
CRM89	BCPHQ	Resource Turnover		KU0009	05/13/2005	Medium	Potential	ORG	
	BCP	Complexity in Program Mgt		KU0009	05/13/2005	Medium	Potential	PROJMGT	
CRM89	BCPHQ	Satellite phone supply issue	0000000000000009	KU0009	05/13/2005	High	Active	TECH	KU0050

Go To: [Add Project Risks](#)

In the Selection Parameters group box, specify the search options to filter your search results to the risks that you want to view.

Field or Control	Description
Business Unit	Enter a business unit. The business unit default value is based on user preferences.
Search	Click to display all projects risks that satisfy the search criteria in the Project Risks List group box. To iteratively narrow your search results, enter additional search criteria and click the Search button again.
Reset	Click to clear all optional fields in the Selection Parameters group box, and to clear the search results in the Project Risks List group box.
Risk Summary	Click the Risk Summary link to access the Project Risk page, on which you can view and edit data for the selected risk.
Add Project Risks	Click to access the Project Risk page to create a new program, project, or activity risk.

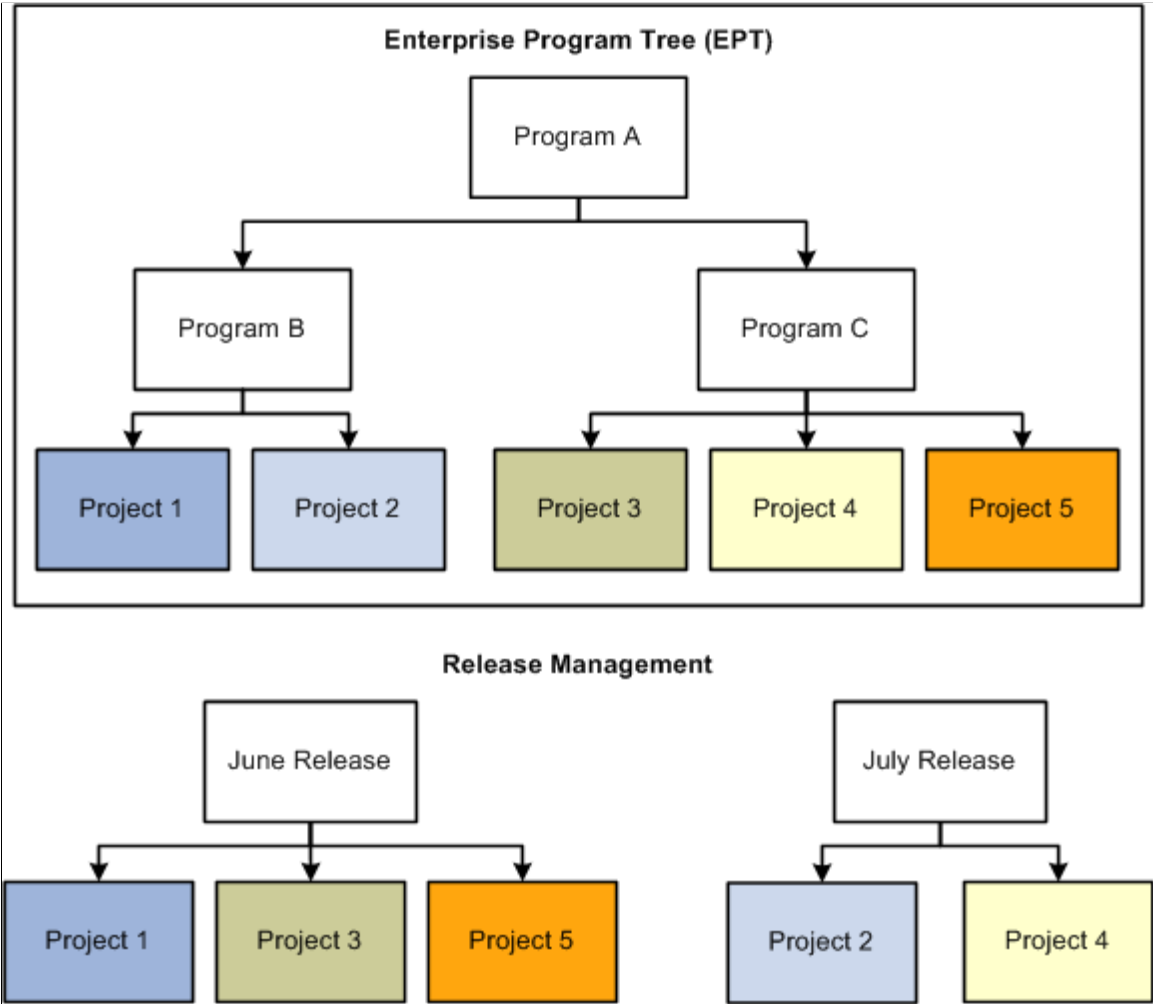
Managing Project Releases

Understanding Releases

A release is a common scheduling mechanism that organizations use to package projects or work requests to make them available to customers. In PeopleSoft Program Management, release or program managers can define releases and release types, associate projects, issues, change requests, and risks to releases, and view a list of projects by release.

Organizations have programs, projects, and releases. Programs are large initiatives that might contain multiple projects and span multiple releases. Projects or work requests can be components of programs and are made available to customers through releases. This diagram illustrates the relationship between programs, projects, and releases:

Program B includes projects one and two. Program C includes projects three, four, and five. Within release management, projects one, three, and five are part of the June release, and projects two and four are part of the July release.



You must define a release before you associate it with a project. Releases are defined using the Release Management component.

See [Release Page](#).

Reviewing Release Status

Page Used to Review Release Status

Page Name	Definition Name	Usage
Review Release page Review Release	PGM_RELEASE_REVIEW	Review a list of programs and projects, as well as program and project data for a release.

Review Release page

Use the Review Release page (PGM_RELEASE_REVIEW) to review a list of programs and projects, as well as program and project data for a release.

Navigation:

Program Management > Release Management > Review Release > Review Release

This example illustrates the fields and controls on the Review Release page. You can find definitions for the fields and controls later on this page.

Review Release

Business Unit US004 US004 ILLINOIS OPERATIONS Currency Code USD

Release FSCM891 Financial/Supply Chain 8.91 Release Date 01/01/2010

Release Manager Kenneth Schumacher





Project List Personalize | Find | View All | First 1-5 of 5 Last

Project Name	Project	Project Manager	Project Status	Processing Status	Overall Health	Schedule Health	Budget Health	Resource Health	Issue Health	Risk Health	
XY Customer ERP Implementation	000000000000172	Kenneth Schumacher	Approved	Active	●	●	●	●	●	●	
Cloud Computing	000000000000173		Open	Active	●	●	●	●	●	▼	
MAINTENANCE	0000000132	William Scott	In Service	Inactive	▼	▼	●	●	●	■	
Building A	1000		Approved	Active	▼	●	▼	■	▼	▼	
Financial Systems Upgrade	FMS-UPGRADE	Michael Buhler	In Service	Active	▼	■	●	●	■	●	

Field or Control	Description
Release Manager	Displays the name of the individual that is designated as the release manager on the Release page.
Currency Code	Displays the business unit base currency code.
Release Date	Displays the current target release date that you enter on the Release page.

Project List - General

Field or Control	Description
Project Name	Displays the project description. Click to access the Project - General Information page, on which you can view or update details of the program or project.
Project Manager	Displays the current program or project manager for each project in the list. The field is blank if no current program or project manager exists.

Field or Control	Description
Project Status	Displays the current program or project status for each project in the list.
Processing Status	Displays the current processing status for each program or project in the list.
	Indicates that the program or project is in good health for the corresponding project health criteria.
	Indicates that the program or project is in fair health for the corresponding project health criteria.
	Indicates that the program or project is in poor health for the corresponding project health criteria.
	<p>Click the Link to Project Request icon to access the Project Request component, from which you can view the project request. This option is valid only if the project or program is linked to a project request.</p> <hr/> <p>Note: If you click the Link to Project Request icon for a project that was not directly generated from a project request, the system checks whether the project has a parent program with an associated project request. If a project request is found for the parent program, the system transfers you to that project request.</p> <hr/>

Project List - Detail

Field or Control	Description
Percent Complete	<p>Displays the current percent complete for the project.</p> <p>See “Calculate Percent Complete Page” (PeopleSoft Project Costing).</p>

Field or Control	Description
Planned Cost Budget	<p>Displays the cost budget for projects in <i>Pending</i> processing status. The system selects this budget data from the Budget Summary table (). The budget data that appears is data that has not yet been finalized. The system does not summarize the data in this column at the program level.</p> <p>Click an amount to access the Budget Detail page, on which you can review the details for the budget amount.</p>
Cost Budget	<p>Displays the finalized cost budget for projects in <i>Active</i> or <i>Inactive</i> processing status. The system selects this budget data from the Activity Summary table (). This system summarizes the data in this column at the program level.</p> <p>Click an amount to access the Budget Detail page, on which you can review the details for the budget amount.</p>
Cost Actual	<p>Displays the project's actual cost. This system selects this data from the Activity Summary table. The system summarizes the data in this column at the program level.</p>
Cost Variance	<p>Displays the difference in the budget and actual amounts calculated as <i>Budget Amount – Actual Amount</i>.</p>

Project List - Statistics

Field or Control	Description
Total Issues	<p>Displays the total number of unresolved issues that exist for the project. (Unresolved issues are issues for which the resolution date is blank.)</p> <p>Click the number to transfer to the Issue Management search page, on which you can review project issues.</p>
Critical Issues	<p>Displays how many critical unresolved issues exist for the project.</p>
Percent Critical	<p>Displays the percent of issues that are critical, calculated as <i>(Number of critical unresolved issues ÷ Total number of unresolved issues) × 100</i>.</p>

Field or Control	Description
Total Deliverable	Displays the total number of deliverable that have been entered for each project in the list. Click the number to access the Deliverable search page, on which you can review project deliverables.
Percent Overdue	Displays the percent of total deliverables that are overdue, calculated as $(\text{Number of overdue deliverables} \div \text{Total number of deliverables}) \times 100$.
Total Risks	Displays the total number of risks for each project in the list. Select to access the Risks search page to look up risks.
Percent No Action	Displays the percent of risks that have no action plan, calculated as $(\text{Number of risks with no action plan} \div \text{Total number of risks}) \times 100$.

Chapter 16

Controlling Project Changes

Understanding Change Control Management

This topic discusses:

- Change control management.
- Project and budget changes.
- ETC changes.

Change Control Management

In PeopleSoft Program Management, you can enable change control for project, budget, and ETC changes. You can determine the depth of change control using one of these levels:

- Require users to enter a reason for changing data.
- Log the user name, change made, and date for data changes.
- Disable change control completely.

A change control template stores the level of control for attributes that are to be monitored. You assign a default template at the business unit level. When you enable change control on a project, this system populates the template that you assigned at the business unit level as the default, but you can override it by selecting a new template.

This table lists the attributes for which you can enable change control and the level of control available for each attribute:

<i>Attribute</i>	<i>User Input</i>	<i>On</i>	<i>Off</i>
Project Level - Updating Project Dates	Yes	Yes	Yes
Project Level - Updating Project Status	Yes	Yes	Yes
Project Resource Level - Add and Delete Resource	Yes	Yes	Yes
Project Resource Level - Updating Resource Dates	Yes	Yes	Yes

Attribute	User Input	On	Off
Activity Level - Add and Delete Activities	Yes	Yes	Yes
Activity Level - Updating Activity Dates	Yes	Yes	Yes
Activity Level - Updating Activity Status	Yes	Yes	Yes
Activity Level - Change Milestones	Yes	Yes	Yes
Activity Resource Level - Add and Delete Resources	Yes	Yes	Yes
Activity Resource Level - Updating Resource Units	Yes	Yes	Yes
Transaction Level - Add and Delete Transactions	No	Yes	Yes
Estimate to Complete Level - Updating Estimate to Complete	No	Yes	Yes
Budget Plan Level - Finalize Budget Plan	Yes	Yes	Yes

When change control is enabled and you designate specific attributes in the template to have change control, the system stores a record of all the data changes to these attributes on the Change Control Information table (PC_CHC_INFO). If specified, the system requires the user who initiates the change to enter the reason for making a change before the changes take place. After changes take place, you can view a summarized list of the changes and the details of each change.

These steps describe how to implement the change control management functionality:

1. Use the Change Control Template page to create a change control template that defines the attributes to monitor, such as whether the changes require a reason from the user who initiates the change.

Once created, specify the default change control template for a projects business unit on the Program Management Options page.

2. Enable change control and select a template at the project level by using the Program Management page.

If the change control template you select specifies change control for attributes at the activity level, you can disable it for individual activities on the Activity - Definition page for the **User Input** and **On** levels.

3. Make changes to the project, budget or ETC as necessary.

As changes are made, the system records the name of the user who is making the change, the change that is made, and the date for data changes in the PC_CHC_INFO table. You can view the changes on the Change Control Monitor page and Change Control Details page.

Related Links

[Change Control Template Page](#)

Tracking Project Changes

Pages Used to Track Project Changes

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Change Control User Input Page	PC_CHC_INPUT	Enter the required reason for change.

Change Control User Input Page

Use the Change Control User Input page (PC_CHC_INPUT) to enter the required reason for change.

Navigation:

- **Program Management > Project Definitions > Define Project General Info > General Information.** Save changes to a field that is specified on the change control template as *User Input*.
- **Program Management > Project Definitions > Project Definition Resources > Resources.** Save changes to a field that is specified on the change control template as *User Input*.
- **Program Management > Project Definitions > Project Definition Resources > Resources by Activity.** Save changes to a field that is specified on the change control template as *User Input*.

This example illustrates the fields and controls on the Change Control User Input page. You can find definitions for the fields and controls later on this page.

Change Control User Input

Unit US004Project 000000000000165Description Analysts

User Input

Find | View AllFirst1 of 3Last

User ID VP1

DateTime Stamp 09/09/2009 3:01AM

Description of Change Project Start Date

Old Value 2006-06-13

New Value 2006-06-14

Type Of ChangeSchedule

Justification for ChangeAdditional day needed for approvals.

This page appears whenever changes are made to an attribute that requires user input. User input is an option that is available for most attributes that are on the [Change Control Template Page](#).

Field or Control	Description
Type of Change	Enter the type of change. The value that corresponds to the initiated change appears by default in this field. Users can overwrite the value in this field.
Justification for Change	Enter the reason for the change. This is a required field.

If multiple changes are made on the same page and require user input, the Change Control User Input page appears with a scroll area to accommodate entering data for each change.

Viewing and Analyzing Changes

Pages Used to Enter and Analyze Changes

Page Name	Definition Name	Usage
Change Control Monitor Page	PC_CHC_MONITOR	View a list of changes that occur for projects, budgets, and estimates to complete for which change control is enabled.

Page Name	Definition Name	Usage
Change Control Details Page	PC_CHC_INFO	View details of a change, including comments that are entered on the Change Control User Input page. You can also add additional comments regarding the change.
Change Control Analysis Page	PC_EA_CHG_CONTROL	Use search criteria to display a list of changes in the scope of a project.

Change Control Monitor Page

Use the Change Control Monitor page (PC_CHC_MONITOR) to view a list of changes that occur for projects, budgets, and estimates to complete for which change control is enabled.

Navigation:

Program Management > Project Management > Change Control Monitor > Monitor

This example illustrates the fields and controls on the Change Control Monitor page. You can find definitions for the fields and controls later on this page.

Monitor

Details

Change Control Monitor

Project 0000000132

Description

Changes made to Project

Personalize

Find

View All

First

1-6 of 6

Last

Change Request ID	Activity	Employee ID	User ID	Date/Time Stamp	Description of Change	Old Value	New Value	
			SAMPLE	05/13/2005 5:42PM	Project End Date	2005-07-20	2005-07-31	
			SAMPLE	05/13/2005 5:43PM	Project Status	I	C	
		Administrat	SAMPLE	05/13/2005 5:48PM	Resource Add		Administrator	
		KU0006	SAMPLE	05/13/2005 5:57PM	Resource Add		KU0006	
		KU0050	SAMPLE	05/13/2005 6:06PM	Resource Delete	KU0050		
			SAMPLE	05/16/2005 2:32PM	Project Status	C	I	

This page lists a summary of changes to the specified change control attributes for a project.

Click the corresponding **Change Control Details** icon to view the details of that change.

Note: The change control option to monitor changes to resource dates does not show the net change to a resource's schedule if the resource has multiple schedules and only one schedule line was modified. This page displays a change in start date or end date on one schedule line at a time. The system also only checks for date changes; it does not track changes when you delete a schedule line.

Change Control Details Page

Use the Change Control Details page (PC_CHC_INFO) to view details of a change, including comments that are entered on the Change Control User Input page.

You can also add additional comments regarding the change.

Navigation:

- **Program Management > Project Management > Change Control Monitor > Details.**
- **Program Management > Project Management > Change Control Monitor > Monitor.** Click the **Change Control Details** icon.

This example illustrates the fields and controls on the Change Control Details page. You can find definitions for the fields and controls later on this page.

This page displays the details of a change and includes user input if it was required. The **Justification for Change** and **Comment History** fields cannot be edited, but users can enter additional information in the **Comments** field. Click the **Add Comments** button to move text from the **Comments** field to the **Comment History** field, where the text appears with the date of input and the user ID who enters the comment.

Change Control Analysis Page

Use the Change Control Analysis page (PC_EA_CHG_CONTROL) to use search criteria to display a list of changes in the scope of a project.

Navigation:

Program Management > Interactive Reports > Change Control Report

This example illustrates the fields and controls on the Change Control Analysis page. You can find definitions for the fields and controls later on this page.

Change Control Analysis

Selection Parameters

*Business Unit

US004

My Projects

Project Manager

Project Type

Project Status

Project

Change Control Date

From Date

To Date

Search

Reset

Change Control Metrics

Personalize | Find | View All | | First 1-4 of 4 Last

Project	Number of Changes	Number Scope Changes	Days Added / Reduced	Team Members Added	Team Members Reduced
000000000000165	3		87		
0000000132	6		11	2	1
FORECAST	1		366		
SOFTWARE_UPG	1				

Enter the necessary search criteria to filter the results to display the projects that have change control data. Click the **Search** button to retrieve and display a list of projects that meet the specified parameters. Click the **Reset** button to reinstate the default search settings.

Change Control Metrics

Field or Control	Description
Project	Click a project name link to access the project's Change Control Monitor page.
Number of Changes	Displays the total number of changes that are recorded for the project.
Number Scope Changes	Displays the number of change control rows for the project for which the type of change is <i>Scope</i> .
Days Added/Reduced	Displays the total number of days by which the project is increased or decreased, based on change control rows for project date changes.
Team Members Added	Displays the number of team members who are added to the project.
Team Members Reduced	Displays the number of team members who are removed from the project.

Reporting Project Status

Understanding Status Reports

Status reporting is critical for communication within the project team and to the project's customer. Status reports provide visibility into the state of the project and give managers the necessary tools to gain insight and take action to ensure successful project completion.

After you create a project, project managers can designate how often to generate status reports. By setting up reporting periods, project managers determine when status reports begin and end and whether reports are required at the project or activity levels. Project team members then create status reports for each period that the project manager defined.

You can send email notifications to remind project team members that status reports are due, to notify individuals that status reports are overdue, and to customers with a consolidated report.

Defining Status Reports

Pages Used to Define Status Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Status Report Frequency Page</u>	PC_SR_FRQS	Define how often a status report is required.
<u>User Defined Dates Page</u>	PC_SR_UD_FRQS	Enter status report due dates for frequencies that are not standard and are instead defined by the user.
<u>Status Report Dates Page</u>	PC_SR_DATES	Review due dates for status reports.

Status Report Frequency Page

Use the Status Report Frequency page (PC_SR_FRQS) to define how often a status report is required.

Navigation:

Set Up Financials/Supply Chain > Product Related > Program Management > Project Options > Setup PGM Status Rpt Frequency

Note: A status report frequency must be defined before any status reports can be created for the project.

This example illustrates the fields and controls on the Status Report Frequency page. You can find definitions for the fields and controls later on this page.

Status Report Frequency

Project IMPLEMENT

Description Implementation

Project Frequency

Find | View All

First 1 of 1 Last

*Start Date05/14/2002

*End Date06/11/2006

*Report ByProject

Frequency Type

☒ Weekly

☐ Bi-weekly

☐ Semi-monthly

☐ Monthly

☐ Quarterly

Week End DayFriday

☐ User Defined

☒ Send Reminders

2

day(s) ahead of time

[Status Report Dates](#)

Project Frequency

Field or Control	Description
Start Date and End Date	<div>Enter beginning and ending dates that determine the time period of status reports for this project.</div> <div>Note: These dates must fall within the project's start and end dates.</div>
Report By	<div>Select <i>Project</i> to record status reports at the project level.</div> <div>Select <i>Activity</i> to record status reports at the activity level.</div>

Frequency Type

Select a time period to set up the frequency for status reports for this project. If you select **Weekly** or **Bi-weekly**, select a value in the **Week End Day** field to indicate which day is the final day of the reporting week. You can also designate the frequency type as semimonthly, monthly, quarterly, or user-defined.

Field or Control	Description
User Defined	<div>Select this option when you require a nonstandard frequency for status reports. When you select this frequency type, the User Defined Dates link appears.</div>

Field or Control	Description
User Defined Dates	Click to access the User Defined Dates page to specify report due dates. This link is available only if the User Defined frequency type is selected. User-defined due dates provide an alternative when standard reporting frequency parameters do not meet the needs of the project. For example, a project might use due dates that occur every 10 days instead of a more standard time period, such as a week.
Send Reminders [x] day(s) ahead of time	Select to send an email to project team members to remind them that a status report is due. Send the reminder either 1, 2, or 3 days prior to the status report deadline. The system automatically initiates the Status Report Reminder Application Engine process (PC_SR_REMIND) to send the email notifications.
Status Report Dates	Click this link to access the Status Report Dates page, which calculates start, end, and due dates for status reports. This link does not appear if you select a user-defined frequency type.

User Defined Dates Page

Use the User Defined Dates page (PC_SR_UD_FRQS) to enter status report due dates for frequencies that are not standard and are instead defined by the user.

Navigation:

Click the **User Defined Dates** link on the Status Report Frequency page.

This example illustrates the fields and controls on the User Defined Dates page. You can find definitions for the fields and controls later on this page.

User Defined Dates

Project

IMPLEMENT

Description

Implementation



Start Date



05/14/2002

End Date
















06/11/2006

User Defined Dates

Personalize | Find | View All |  

First  1-5 of 5  Last

Report Due Date ▲

01/01/2003			
01/01/2004			
01/01/2005			
01/01/2006			
06/11/2006			

Enter a *<Report Due Date>* for each date that you want users to submit a status report.

Status Report Dates Page

Use the Status Report Dates page (PC_SR_DATES) to review due dates for status reports.

Navigation:

Click the **Status Report Dates** link on the Status Report Frequency page.

This example illustrates the fields and controls on the Status Report Dates page. You can find definitions for the fields and controls later on this page.

Status Report Dates

Project IMPLEMENT

Description Implementation

Start Date 05/14/2002

End Date 06/11/2006

Period Dates

Personalize | Find | View 100 |

First 1-10 of 214 Last

Start Date	End Date	Report Due Date	
05/14/2002	05/17/2002	05/17/2002	
05/18/2002	05/24/2002	05/24/2002	
05/25/2002	05/31/2002	05/31/2002	
06/01/2002	06/07/2002	06/07/2002	
06/08/2002	06/14/2002	06/14/2002	
06/15/2002	06/21/2002	06/21/2002	
06/22/2002	06/28/2002	06/28/2002	
06/29/2002	07/05/2002	07/05/2002	
07/06/2002	07/12/2002	07/12/2002	
07/13/2002	07/19/2002	07/19/2002	

The system calculates the start, end, and due dates for each status report in the project, based on parameters from the Status Report Frequency page. For example, the page above displays calculated dates for weekly reports in which the week ends on Friday.

You can change the values in the **Report Due Date** column as long as a user has not completed a status report for that period. When a user has completed a status report for a particular period, the **Report Due Date** field for that period is display-only.

Entering Status Reports

Pages Used to Enter Status Reports

Page Name	Definition Name	Usage
Status Report Summary page	PC_SR_SUM	Enter status reports.
Status Report Detail Page	PC_SR_SUM_DTL	Enter status report details such as comments, and file attachments.

Status Report Summary page

Use the Status Report Summary page (PC_SR_SUM) to enter status reports.

Navigation:

Program Management > Project Management > Add/Update Status Report > Status Report Summary

This example illustrates the fields and controls on the Status Report Summary page. You can find definitions for the fields and controls later on this page.



Status Report SummaryStatus Report Detail


Empl ID KU0042Name Schumacher,Kenneth

Status Report Items

PersonalizeFindView All

First1-2 of 2Last

Complete	*Project	*Start Date	End Date	Activity	Description	Details
<input checked="" type="checkbox"/>	FORECAST	01/01/2002	01/06/2002		Status report 1/1/2002	 <input type="button" value="+"/> <input type="button" value="-"/>
<input type="checkbox"/>	FORECAST	01/07/2002	01/13/2002		Status report 1/7/2002	 <input type="button" value="+"/> <input type="button" value="-"/>

Field or Control	Description
Complete	Select to notify the project manager that you finished the status report for the reporting period. The project manager can only review reports that you mark complete.
Start Date and End Date	Select a value in the Start Date column, which automatically populates the End Date column based on the end date values that are defined on the Status Report Frequency page.
Activity	Select the activity appropriate for this status report. You can only enter an activity when status reports are required at the activity level on the Status Report Frequency page.
	Click the Details icon to access the Status Report Detail page, where you can add more information for the reporting period to the status report.

Status Report Detail Page

Use the Status Report Detail page (PC_SR_SUM_DTL) to enter status report details such as comments, and file attachments.

Navigation:

- **Program Management > Project Management > Add/Update Status Report > Status Report Detail.**
- Click the **Details** icon on the Status Report Summary page.

This example illustrates the fields and controls on the Status Report Detail page. You can find definitions for the fields and controls later on this page.

Status Report SummaryStatus Report Detail

Empl ID KU0042Name Schumacher,Kenneth

Details

Find | View AllFirst1 of 2Last

*ProjectFORECAST

*Start Date01/01/2002

End Date01/06/2002

Activity

Project Role

DescriptionStatus report 1/1/2002

CommentsSee \\projects01\projects\status\KS_status_20020101.doc

Document AttachmentsPersonalize | Find1 of 1Last

File Name	Description	Date/Time Stamp	
1 fpgm_bud_chg_req_1of2.png	budget changes	02/19/2013 12:58:06PM	Delete

Add Attachment

Issues

Field or Control	Description
Start Date and End Date	Enter the start date for this status report. The system automatically populates the End Date value based on the end dates that are defined on the Status Report Frequency page. If you enter a start date on the Status Report Summary page, the start date and end date appear by default on the Status Report Detail page.
Activity	Select the activity appropriate for this status report. You can only enter an activity when status reports are required at the activity level on the Status Report Frequency page.
Add Attachment	<div>Click the Add Attachment button to attach a file pertaining to the status report. When you upload the file, the file name appears in the File Name column and the Date/Time Stamp column is automatically updated.</div> <div>Note: You must have the File Attachment option set on the Installation Options - Project Costing page for attachments to work.</div> <div>See <i>PeopleSoft Asset Lifecycle Management, Enterprise Service Automation, Financial Management, Staffing Front Office, and Supply Chain Management Product-Specific Installation Instructions</i> located on Oracle's PeopleSoft My Oracle Support website.</div>
Issues	Click to access the Issue Management component to view, update, or add issues that are related to the status report.

Reviewing Status Reports

Pages Used to Review Status Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Completed Status Reports Page</u>	PC_SR_COMPLETE	View a list of completed status reports by employee.
<u>Status Report Details Page</u>	PC_SR_VIEW_DTL	View the details of completed status reports.
<u>Consolidate for Customer Page</u>	PC_SR_CONS_CUST	Send an email notification that contains a consolidated report of all the status reports that pertain to a project and start date to customers.
<u>Incomplete Status Reports Page</u>	PC_SR_INCOMPLETE	View a list of project team member and send email reminders to individuals who have not completed their status reports by the due date.
<u>Status Report Reminder Page</u>	PC_SR_NOTIFY	Send email reminders to project team members with incomplete status reports.
<u>Status Report Reminder (run control) Page</u>	PC_SR_REMINDER	Specify run control parameters to run the Status Report Reminder Application Engine process, which sends email notifications to project team members to remind them about their status report due dates.

Completed Status Reports Page

Use the Completed Status Reports page (PC_SR_COMPLETE) to view a list of completed status reports by employee.

Navigation:

Program Management > Project Management > Review Status Reports > Completed Status Reports

This example illustrates the fields and controls on the Completed Status Reports page. You can find definitions for the fields and controls later on this page.

Completed Status Reports

Incomplete Status Reports

Project FORECAST

Description Forecasting Project

Start Date 01/01/2002

End Date 01/06/2002

Completed Status Report Items

Personalize | Find | View All |

First 1 of 1 Last

Empl ID	Name	Activity	Project Role	Description	Details
KU0042	Schumacher, Kenneth			Status report 1/1/2002	

Consolidate for Customer

This page displays a list of status reports for the selected project and start date that have the **Complete** option selected on the Status Report Summary page.

Field or Control	Description
	Click the Details icon to access the Status Report Details page and view additional information that pertains to the status report.
Consolidate for Customer	Click to access the Consolidate for Customer page, where the system compiles all completed status reports for the selected project and start date.

Status Report Details Page

Use the Status Report Details page (PC_SR_VIEW_DTL) to view the details of completed status reports.

Navigation:

Click the **Details** icon on the Completed Status Reports page.

This example illustrates the fields and controls on the Status Report Details page. You can find definitions for the fields and controls later on this page.

Status Report Details

Empl ID KU0042

Name Schumacher,Kenneth

Details

Find | View All

First 1 of 1 Last

Project FORECAST

Start Date 01/01/2002

End Date 01/06/2002

Activity

Project Role

Description Status report 1/1/2002

Comments See \\projects01\projects\status\KS_status_20020101.doc

Document Attachments

Personalize | Find | View All

First 1 of 1 Last

File Name	Description	Date/Time Stamp	
1 fpgm_bud_chg_req_1of2.png	budget changes	02/19/2013 12:58:06PM	Delete

Return to Status Reports

Issues

You can view and delete file attachments, but all other data is display-only. This page is typically used by project managers.

Field or Control	Description
Document Attachments	Displays a list of file attachments pertaining to the status report. To open the attachment, click the filename, which is a link to the document.
Issues	Click to access the Issue Management component to view or update issues that are related to the status report.

Consolidate for Customer Page

Use the Consolidate for Customer page (PC_SR_CONS_CUST) to send an email notification that contains a consolidated report of all the status reports that pertain to a project and start date to customers.

Navigation:

Click the **Consolidate for Customer** button on the Completed Status Reports page.

This example illustrates the fields and controls on the Consolidate for Customer page. You can find definitions for the fields and controls later on this page.

Consolidate for Customer

Project FORECAST

Description Forecasting Project

Start Date 01/01/2002

End Date 01/06/2002

E-mail

*To jkrowling@oracle.com

CC

BCC

*From kschumacher@oracle.com

Subject Status Report

Text

Status Report
Project: FORECAST Description:
From:2002-01-01 To:2002-01-06

Send Email

☒ Include selected attachments

Document Attachments

Personalize | Find | View All |

First 1 of 1 Last

File Name	Description	Date/Time Stamp
<input type="checkbox"/> fpgm_bud_chg_req_1of2.png	<input type="text" value="budget changes"/>	02/19/2013 12:58:06PM

☒ Select All

☐ Clear All

Add Attachment

Enter the email addresses for the customers to whom you want to send this status report.

Field or Control	Description
Subject	The system automatically populates this field with the text <i>Status Report</i> , which can be edited.
Text	Contains details from all of the completed team member status reports for the selected project and start date. You can edit the text before sending the consolidated report to customers, but the edits do not modify the original employee status reports.
Send Email	Click to send the status report to the recipients you specify in the To , CC , and BCC fields.
Include selected attachments	Select to attach the selected files from the Document Attachments grid to the email.

Document Attachments

The **Document Attachments** grid lists all the files that have been attached to the status reports.

Field or Control	Description
Select All and Clear All	Selects or deselects all file attachments to be included or excluded from the consolidated report.
Add Attachment	<p>Click to append a file that pertains to the consolidated status report. When the file is uploaded, the file name appears in the Document Attachments grid.</p> <hr/> <p>Note: Attachments are sent by using the file attachment option method that is specified by using the Installation Options - Project Costing page (INSTALLATION_PC). To ensure that attachments are sent, you should verify that this option is set up correctly.</p> <hr/> <p>See <i>PeopleSoft Asset Lifecycle Management, Enterprise Service Automation, Financial Management, Staffing Front Office, and Supply Chain Management Product-Specific Installation Instructions</i> located on Oracle's PeopleSoft My Oracle Support website.</p>

Incomplete Status Reports Page

Use the Incomplete Status Reports page (PC_SR_INCOMPLETE) to view a list of project team member and send email reminders to individuals who have not completed their status reports by the due date.

Navigation:

Program Management > Project Management > Review Status Reports > Incomplete Status Reports

This example illustrates the fields and controls on the Incomplete Status Reports page. You can find definitions for the fields and controls later on this page.

Completed Status Reports | **Incomplete Status Reports**

Project TELECOMM Description Telecommunications

Start Date 02/08/2013 End Date 02/08/2013

Incomplete Status Reports Personalize | Find | View All | First 1 of 1 Last

Send Reminders	Empl ID	Name	Email Address
<input type="checkbox"/>	EMP10	Watson, Thomas	twatson@oracle.com

☒ Select All ☐ Clear All

Send Reminder

Select the individuals you would like to send an email notification to in the **Send Reminders** column. Click the **Send Reminder** button to set up the email on the Status Report Reminder page.

Status Report Reminder Page

Use the Status Report Reminder page (PC_SR_NOTIFY) to send email reminders to project team members with incomplete status reports.

Navigation:

Click the **Send Reminder** button on the Incomplete Status Reports page.

This example illustrates the fields and controls on the Status Report Reminder page. You can find definitions for the fields and controls later on this page.

Status Report Reminder

Project TELECOMM

Description Telecommunications

E-mail

*To twatson@oracle.com

CC

BCC

*From kschumacher@oracle.com

Subject Status Report Reminder!

Text You are currently assigned to Project TELECOMM which requires a Status Report. Please enter your Status Report for period (2013-02-08 - 2013-02-08) by 2013-02-08

Send Email

Field or Control	Description
Subject	This field is automatically populated with the text: <i>Status Report Reminder!</i> , which you can edit.
Text	Displays text that the system automatically populates with information from the status report for which the employee is being reminded. You can edit the text before sending the email. This is typically done by project managers.
Send Email	Click to send the email to the specified employees.

Status Report Reminder (run control) Page

Use the Status Report Reminder (run control) page (PC_SR_REMINDER) to specify run control parameters to run the Status Report Reminder Application Engine process, which sends email notifications to project team members to remind them about their status report due dates.

Navigation:

Set Up Financials/Supply Chain > Product Related > Program Management > Project Options > Setup PGM Status Rpt Reminder

This example illustrates the fields and controls on the Status Report Reminder page. You can find definitions for the fields and controls later on this page.

Status Report Reminder

User ID VP1

Run Control ID weekly_reminder

Process Monitor

Run

Program Name PC_SR_REMIND

Process Frequency Always

Run Control Options

Find | View All

First 1 of 1 Last

*Option Business Unit/Project

Request Number 1

Business Unit US004

Project TELECOMM

Field or Control	Description
Option	<p>Select from one of these options:</p> <p><i>All:</i> Sends email notifications to all project teams members across all business units.</p> <p><i>Business Unit:</i> Sends email notifications to all project team members within the business unit that you specify in the Business Unit field.</p> <p><i>Business Unit/Project:</i> Sends email notifications to all project teams members within the business unit and project combination that you enter in the Business Unit and Project fields.</p> <p><i>Business Unit/Project/Activity:</i> Sends email notifications to all project team members that are on the business unit, project, and activity combination that you enter in the Business Unit, Project, and Activity fields.</p>

Related Links

[Status Report Frequency Page](#)

Tracking Deliverables

Understanding Deliverables

You should to be able to determine the progress of a project at different levels of the project cycle. In addition to the tools that track programs and projects, PeopleSoft Program Management enables you to define and monitor deliverables at the activity level. Deliverables data is displayed on the following pages:

- Manager Workbench page (PC_MGR_WORKBENCH)
- Resource Workbench page (PC_RSRC_WKBNCH)
- Review Program page (PGM_REVIEW_PROG)

After project managers complete project planning and define the deliverables, resources need to be notified of assigned deliverables. You can enable deliverables workflow on the Installation Options - Program Management page to trigger notification to the resources of all deliverable assignments.

See “Installation Options - Program Management Page” (Application Fundamentals).

Defining and Reviewing Deliverables

Pages Used to Define and Review Deliverables

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Deliverables Summary Page</u>	PROJ_ACT_DELV_01	Define and view a list of deliverables that are associated with a particular activity.
<u>Deliverable Detail Page</u>	PROJ_ACT_DELV_02	Define and view the various elements of a deliverable.

Deliverables Summary Page

Use the Deliverables Summary page (PROJ_ACT_DELV_01) to define and view a list of deliverables that are associated with a particular activity.

Navigation:

Program Management > Project Management > Review Deliverables

This example illustrates the fields and controls on the Deliverables Summary page. You can find definitions for the fields and controls later on this page.

Deliverables Summary

Project FORECAST

Description Forecasting Project

Activity REVENUE

Description Forecast Revenue

Activity Deliverables
Personalize | Find | View All | |
First 1-3 of 3 Last

* ID▲	*Description	Assigned To	Name Display	*Status	*Due Date	Days Until Due	Days Overdue		
BUILD	<input type="text" value="Build"/>	<input type="text" value="KU0042"/>	Kenneth Schumacher	In Progress ▼	<input type="text" value="01/01/2003"/>		3702		
PLAN	<input type="text" value="Plan"/>	<input type="text" value="KU0042"/>	Kenneth Schumacher	Completed ▼	<input type="text" value="01/01/2003"/>				
SELL	<input type="text" value="Sell"/>	<input type="text" value="KU0042"/>	Kenneth Schumacher	Not Started ▼	<input type="text" value="06/01/2003"/>		3551		

Field or Control	Description
ID	Enter or review the unique identifier for the deliverable.
Description	Enter a short description of the deliverable.
Assigned To and Name Display	<p>Select the employee ID of the person who is assigned to complete the deliverable. When you select the employee ID, the employee's name appears in the Name Display column.</p> <p>If you have enabled deliverables workflow, each time you assign or change a resource for a deliverable and save, the system prompts you to trigger the Approval Workflow Engine (AWE). The system creates a worklist notification and sends an email to the assigned resource using the resource's email address from the Resource Detail page. If the employee does not have an email address entered on the Resource Detail page, the system uses the email address of the user ID that is associated with the employee. If no email address is available, the system will send only the worklist notification.</p>
Status	Select from these values: <i>Completed</i> , <i>In Progress</i> , or <i>Not Started</i> .
Due Date	Enter the date on which the deliverable is expected to be completed.
Days Until Due	Displays the system-calculated number of days remaining between the current date and the due date.
Days Overdue	Displays the system-calculated number of days that the current date is beyond the due date.
	Click to access the Deliverable Detail page, where you can view and edit the elements of the deliverable.

Deliverable Detail Page

Use the Deliverable Detail page (PROJ_ACT_DELV_02) to define and view the various elements of a deliverable.

Navigation:

- **Program Management > Project Management > View/Update Deliverables**
- Click the **Deliverable Detail** button on the Deliverables Summary page.

This example illustrates the fields and controls on the Deliverable Detail page. You can find definitions for the fields and controls later on this page.

Deliverable Detail

Project FORECAST

Description Forecasting Project

Processing Status Active

Activity REVENUE

Description Forecast Revenue

Deliverable ID BUILD

Deliverables Detail

*Deliverable Status In Progress

*Description Build

Assigned To KU0042 Kenneth Schumacher

Last Updated 05/18/2005 11:03:42AM

*Due Date 01/01/2003

Days Until Due

Days Overdue 3702

Comments

E-Mail To change_me@oracle.com

Email ID for Project Manager or Assignee not found on Project Team. To send a Notification, you may manually enter Email IDs after clicking the Notify button.

Add Attachment

Document Attachments

Personalize | Find | View All | First 1 of 1 Last

File Name	Description	Date/Time Stamp	
1 File Name			Delete

Add Attachment

Deliverables Detail

Field or Control	Description
Assigned To	<p>Select the employee ID of the person who is assigned to complete the deliverable.</p> <p>If you have enabled deliverables workflow, each time you assign or change a resource for a deliverable and save, the system prompts you to trigger the Approval Workflow Engine (AWE). The system creates a worklist notification and sends an email to the assigned resource using the resource's email address from the Resource Detail page. If the employee does not have an email address entered on the Resource Detail page, the system uses the email address of the user ID that is associated with the employee. If no email address is available, the system will send only the worklist notification.</p>

Field or Control	Description
E-mail To	Displays the assigned resource's email address from the Resource Detail page. If the Assigned To resource does not have an email address entered on the Resource Detail page, the system displays the email address of the User ID that is associated to this resource. If the project manager has an email ID specified on the Resource Detail page, the system includes that email in the Email To field. If the project manager does not have an email ID on the Resource Detail page, the system does not include it.
Comments	Enter any text to explain or clarify the deliverable.

Document Attachments

Field or Control	Description
Add Attachment	<p>Click to browse for the file to attach to this deliverable.</p> <hr/> <p>Note: You must have the File Attachment option set on the Installation Options - Project Costing page for attachments to work.</p> <hr/> <p>See <i>PeopleSoft Asset Lifecycle Management, Enterprise Service Automation, Financial Management, Staffing Front Office, and Supply Chain Management Product-Specific Installation Instructions</i> located on Oracle's PeopleSoft My Oracle Support website.</p>
File Name	Displays the name of the attached file. Click to access the file.

Analyzing Project Data


Reviewing Programs and Projects



Pages Used to Review Programs and Projects

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Review Program Page	PGM_REVIEW_PROG	Displays detailed information about projects and programs on the enterprise program tree and enables drilling down to each program and project.
Review Program Report Page	RUN_PGM1000	Specify run control parameters to create report the Review Program report (PGM1000).
View Enterprise Program Tree Page	PGM_VIEW_EPT	View a display-only version of the enterprise program tree for reference purposes.
Manager Workbench Page	PC_MGR_WORKBENCH	View a project summary and health data.
Manager Workbench - Activity Page	PGM_MGRWBENCH_ACT	View activity summary and health data.

Understanding the Manager Workbench

The Manager Workbench is organized into two pages. Managers can view information about a project on the Manager Workbench page and click the Activity tab to view workbench information about the project's activities. The project Manager Workbench page contains information about the project manager, project status and project processing status. Additionally, the Manager Workbench displays health indicators for overall project and activity health and for each scorecard component. You can define an option at the business unit-level to manually enter or automatically calculate project health indicators for project overall, schedule, budget, resources, issues, and risks. You can override this option at the project level. The system displays these colored indicators based on the project or activity health:

<i>Term</i>	<i>Definition</i>
	Indicates good health for the project or activity health attributes.

Term	Definition
	Indicates fair health for the project or activity health attributes.
	Indicates poor health for the project or activity health attributes.

The Manager Workbench also contains these collapsible group boxes:

- Scorecard: Information about the schedule, budget, resources, issues, and risks.
- Milestones: List of the project milestone activities
- Top 5 Issues: List of the top five unresolved issues.
- Top 5 Risks: List of the top five risks based on risk status and priority.
- Project Exceptions: Information on late activities, unassigned activities, upcoming activities, overloaded resources, activity and assignment conflicts, and late deliverables.

You can expand and collapse the group boxes, all at once or individually, to review detailed information about the health of the project.

On the activity tab of the Manager Workbench, you can select the project activity that you want to review. The workbench contains information about the activity owner, activity status, and activity processing status. It includes activity health indicators that the system calculates each time that you access the page by using the most recent data on the activity schedule, budget, resources, issues, risks, and deliverables. It also lists the top five issues and risks for the activity.

From both of the Manager Workbench pages you can navigate to other components in PeopleSoft Program Management and PeopleSoft Project Costing to view or modify information about the project or activity.

Review Program Page

Use the Review Program page (PGM_REVIEW_PROG) to displays detailed information about projects and programs on the enterprise program tree and enables drilling down to each program and project.

Navigation:

Program Management > Program Tools > Review Program


This example illustrates the fields and controls on the Review Program page. You can find definitions for the fields and controls later on this page.

Project Name	Project	Program	Project Status	Processing Status	Overall Health	Schedule Health	Budget Health	Resource Health	Issue Health	Risk Health
Business Continuity Plan	BCP	<input checked="" type="checkbox"/>	Open	Active	▼	●	●	●	■	▼
XY Customer ERP Implementation	000000000000172	<input type="checkbox"/>	Approved	Active	●	●	●	●	●	●
Cloud Computing	000000000000173	<input type="checkbox"/>	Open	Active	●	●	●	●	●	▼
BCP - Branch offices	BCPBR	<input type="checkbox"/>	Open	Active	▼	●	●	●	■	■

Field or Control	Description
Max Level to Display	Indicate the maximum number of program levels to display for review. Options are 01, 02, or 03 levels down from the selected program.
Search	Click to display a list of programs and projects. The size of the list depends on the number of levels that you specify in the Max Level to Display field.

Project List - General

Field or Control	Description
Project Name	Displays all of the programs and projects that are part of this program in a hierarchical format.
Project	Display the project ID of the program or project as a link. Click a project ID to access the project General Information page of the Project General (PROJECT_GENERAL) component, where you can view or update details of the program or project.
Program	Indicates whether the project is a program. If the check box is selected, the project is a program. If the check box is deselected, the project is not a program.
Project Status	Displays the current project status.
Processing Status	Displays the current processing status. See “Project and Processing Statuses” (PeopleSoft Project Costing).

Field or Control	Description
Overall Health, Schedule Health, Budget Health, Resource Health, Issue Health, and Risk Health	Displays a visual indicator to determine the health rating for the project. You can hover your mouse over the icon to display the date that the health was last updated.
	<p>Click the Link to Project Request icon to access the Project Request component. This option is valid only if the project or program is linked to a project request.</p> <hr/> <p>Note: If you click the Link to Project Request icon for a project that was not directly generated from a project request, the system checks whether the project has a parent program with an associated project request. If a project request is found for the parent program, the system transfers you to that project request.</p> <hr/>

Project List - Details

This view displays fields that pertain to various elements of the program or project—percent complete, start and end dates, category, application, application area and actual and budget cost data.

Field or Control	Description
Percent Complete	Lists the project percent complete.
Start Date and End Date	Lists the start and end dates for the program or project.
Category	Lists the category for the program or project.
Application Area	Lists the application area for the program or project.
Application	Lists the application for the program or project.
Planned Cost Budget	<p>Lists the cost budget for projects in pending processing status. The system selects the budget data from the Budget Summary table (PC_BUD_SUMMARY). The budget data that appears is data that is not yet finalized. This column is not summarized at the program level.</p> <p>Click an amount to access the Budget Detail page, where you can review the details for the budget amount.</p>

Field or Control	Description
Cost Budget	<p>Lists the finalized cost budget for projects with active or inactive processing status. The system select the budget data from the Activity Summary table (PC_ACTIVITY_SUM). This column is summarized at the program level.</p> <p>Click an amount to access the Budget Detail page, where you can review the details for the budget amount.</p>
Cost Actuals	<p>Lists the project's actual cost. This data is selected from the PC_ACTIVITY_SUM table. This column is summarized at the program level.</p>
Cost Variance	<p>Displays the difference between the cost budget and cost actuals, which is calculated as <i>(Budget Cost) – (Actual Cost)</i>.</p>

Project List - Statistics

Field or Control	Description
Total Issues	<p>Lists how many unresolved issues there are for the project. (Unresolved issues are issues where the resolution date is blank.)</p> <p>Click the amount to access the Issues search dialog page, where you can review project issues.</p>
Critical Issues	<p>Lists how many critical unresolved issues exist for the project.</p>
Percent Critical	<p>Lists the percentage of project issues that are critical.</p>
Total Deliverables	<p>Lists the total number of deliverables there are for the project.</p>
Overdue Deliverables	<p>Lists the number of project deliverables that are late.</p>
Percent Overdue	<p>Lists the percentage of deliverables that are late.</p>
Total Risks	<p>Lists the total number of risks that exist for the project.</p>
No Action Plan Risk	<p>Lists the number of project risks with no action plan.</p>
Percent No Action	<p>Lists the percentage of risks that have no action plan.</p>

Field or Control	Description
Project Manager	Displays the current program or project manager.

Go To

Field or Control	Description
Run Review Program Report	Click to transfer to the Review Program Report page, where you can enter parameters to run the Review Program Details Application Engine process (PGM_REVW_AE).
Program Budget Analysis	<p>Click to transfer to the Program Budget Analysis page, where you can view the program budget compared with the rolled-up project budgets.</p> <hr/> <p>Note: You must enable the PeopleSoft Analytic Calculation Engine to view the Program Budget Analysis page.</p> <hr/> <p>See <i>PeopleTools: Analytic Calculation Engine</i>, “Managing Analytic Servers”, Configuring and Starting Analytic Servers.</p>

Related Links

“Setting Up Budgets in PeopleSoft Project Costing” (PeopleSoft Project Costing)

Review Program Report Page

Use the Review Program Report page (RUN_PGM1000) to specify run control parameters to create report the Review Program report (PGM1000).

Navigation:

Program Management > Program Tools > Review Program. Click the **Run Review Program Report** link on the Review Program page.

Specify the report parameters and click **Run** to generate the report.

This report assists you in processing inquiries that result in more than 50 programs or projects that meet the search criteria on the Review Program page. Because of the amount of processing time that could be required to return calculated information for more than 50 programs or projects, PeopleSoft Program Management delivers the Review Program Report. This report provides the same information as the Review Program page; however, it does so by using the PeopleSoft Process Scheduler to launch the Review Program Details Application Engine process (PGM_REVW_AE) and the Review Program report (PGM1000).

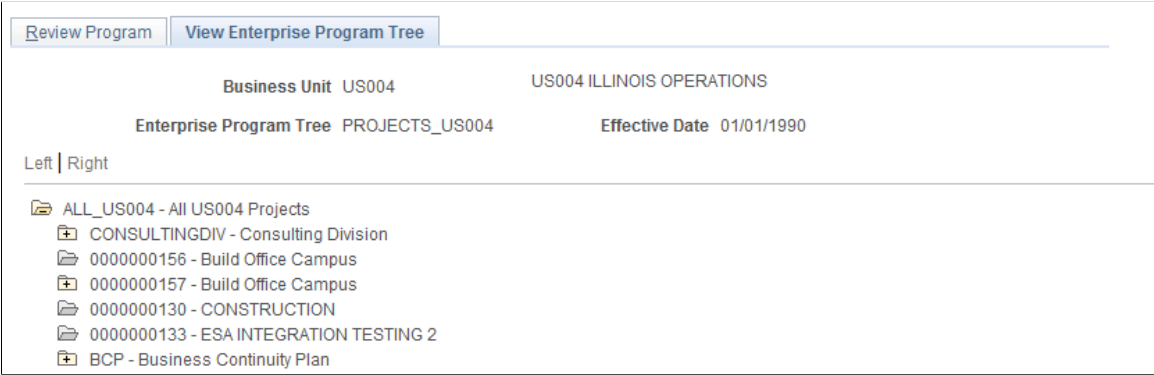
View Enterprise Program Tree Page

Use the View Enterprise Program Tree page (PGM_VIEW_EPT) to view a display-only version of the enterprise program tree for reference purposes.



Navigation:

Program Management > Program Tools > Review Program > View Enterprise Program Tree

This example illustrates the fields and controls on the View Enterprise Program Tree page. You can find definitions for the fields and controls later on this page.



This page is a display-only view of the enterprise program tree that is for the selected program.

Field or Control	Description
	Click to expand a folder and view its subordinate programs or projects.
	Click to collapse a folder and all of its subordinate programs or projects.
Tree Manager	Click to access the Tree Manager page on which you can edit the tree.

Manager Workbench Page

Use the Manager Workbench page (PC_MGR_WORKBENCH) to view a project summary and health data.

Navigation:

Program Management > Project Management > Manager Workbench

This example illustrates the fields and controls on the Manager Workbench page (1 of 5). You can find definitions for the fields and controls later on this page.

Manager Workbench
Activity

Project BCPBR
Description BCP - Branch offices

Project Status Open
Processing Status Active

Project Manager Nicola Hill

Project Health ?

Health	Project Overall	Schedule	Budget	Resources	Issues	Risks	User-Defined
	As of Date 05/16/2005	05/16/2005	05/16/2005	05/16/2005	05/16/2005	05/16/2005	

Expand All
Collapse All

Scorecard

Schedule

Health ● Good
Activity Overdue(%) 0.00
Start Date 09/01/2005
End Date 08/31/2006
Duration (Days) 261.00
Percent Complete 0.00

Budget

Health ● Good
Cost Variance 398,300.00 USD
Variance Percent 99.58
Budget Amount 400,000.00 USD
Cost Amount 1,700.00 USD

This example illustrates the fields and controls on the Manager Workbench page (2 of 5). You can find definitions for the fields and controls later on this page.

Resources

Health ● Good
Overloaded(%) 0.00
Total 12
Total Overloaded 0

Issues

Health ■ Poor
High Issues(%) 100.00
High 1
Medium 0
Low 0

Risks

Health ■ Poor
Risks without Action Plan(%) 100.00
Risks without Action Plan 1
Risks with Action Plan 0
Total Risks 1

Milestones

Milestones
Personalize | Find |
First 1-3 of 3 Last

Activity	Description	Start Date	End Date	% Complete	Activity Status	Contract Impact
0000000000000004	Planning Complete	09/22/2005	09/22/2005			No
0000000000000011	Construction Complete	07/21/2006	07/21/2006			No
0000000000000015	Rollout Complete	08/19/2006	08/19/2006			No

This example illustrates the fields and controls on the Manager Workbench page (3 of 5). You can find definitions for the fields and controls later on this page.

Top 5 Issues

Top 5 Issues

Issue ID	Issue Summary	Activity	Issue Date	Issue Status	Issue Priority
000000000000001	India Branch office manager re		05/13/2005	OPEN	■

Top 5 Risks

Top 5 Risks

Risk Summary	Activity	Risk Status	Risk Priority	Priority Number	Date Added
Offshore project mgt issues		Potential	▼	1	05/13/2005

Change Requests

5 Most Recently Approved

Change Request ID	Description	Change Request Type	Approval Date	Approver
Change Request ID				

5 Oldest Unapproved

Change Request ID	Description	Change Request Type	Date Submitted	Requested By
Change Request ID				

Change Request Statistics

Change Request Type	Submitted	Approved

This example illustrates the fields and controls on the Manager Workbench page (4 of 5). You can find definitions for the fields and controls later on this page.

Project Exceptions

Late Activities

Personalize | Find | View All |

First 1-3 of 12 Last

Activity	Description	Start Date	End Date	% Complete
000000000000002	Budget	09/01/2005	09/21/2005	
000000000000003	Resource	09/01/2005	09/21/2005	
000000000000004	Planning Complete	09/22/2005	09/22/2005	

Unassigned Activities

Personalize | Find | View All |

First 1-2 of 2 Last

Activity	Description	Start Date	End Date	% Complete
000000000000011	Construction Complete	07/21/2006	07/21/2006	
000000000000015	Rollout Complete	08/19/2006	08/19/2006	

Upcoming Activities

Personalize | Find | View All |

First 1 of 1 Last

Activity	Description	Start Date	End Date	% Complete
Activity				

Overloaded Resources

Personalize | Find | View All |

First 1 of 1 Last

Employee ID	Name	Activity	Project Role	Start Date	End Date	Assigned Work
		Activity				





Activity/Assignment Conflicts

Personalize | Find | View All |

First 1 of 1 Last

Employee ID	Name	Activity	Activity Start Date	Activity End Date	Assignment Details
		Activity			



This example illustrates the fields and controls on the Manager Workbench page (5 of 5). You can find definitions for the fields and controls later on this page.

Late Deliverables				Personalize Find View All  				First  1-3 of 6  Last
Deliverable ID	Description	Activity	Assigned To	Name	Status	Due Date	Days Overdue	
001	Task List and Estimates	0000000000000006			Not Started	10/12/2005	2687	
001	BCP Proposal	0000000000000007			Not Started	11/25/2005	2643	
001	Disaster Recovery Plan	0000000000000008			Not Started	12/05/2005	2633	

Go To

This page provides a summary of project data from various components in PeopleSoft Program Management and PeopleSoft Project Costing. The Manager Workbench provides project managers with an overview of their projects and enables them to navigate quickly to view details in either application.

Project Health

Field or Control	Description
Project Overall	Displays the visual indicator to identify the overall project health that is either manually entered on the project definition or calculated by the system as the weighted average of the health indicators of scorecard components.
Schedule, Budget, Resources, Issues, and Risks	Displays the visual indicator to identify the project attribute health that is either manually entered on the project definition or calculated by the system based on the health criteria that is established on the Program Management Options page. If no health criteria are established for the business unit in which this project resides, the health fields do not appear. See Program Management Options Page .
User Defined	Displays the visual indicator to determine good, fair, or poor health that you specify on the project definition.
As of Date	Displays the date that the project attribute health was last updated.
	Click to expand all of the sections on the page.
	Click to collapse all of the sections on the page.

Scorecard - Schedule

This scorecard displays detailed information regarding project schedule health. The system calculates these values using the Program Refresh Application Engine process (PGM_PROGRFSH) and stores the data in the Project Health table (PC_PROJHEALTH).

Field or Control	Description
Activity Overdue(%) (Activity Overdue Percent) activities overdue	Displays the percentage of overdue activities, which is calculated as $((\text{Number of Overdue Activities}) \div (\text{Total Activities})) \times 100$.
Duration	The project duration, in days.
Percent Complete	The percentage of the project that is complete.

Scorecard - Budget

This scorecard displays detailed information regarding the budget for this project. The system calculates these values using the Program Refresh Application Engine process (PGM_PROGRFSH) and stores the data in the Project Health table (PC_PROJHEALTH). The system calculates budget health based on the budget alert criteria entered on the Budget Alerts page.

See “Project Costing Options - Budget Alerts (business unit) Page” (PeopleSoft Project Costing).

Field or Control	Description
Cost Variance	Displays the difference between the budget amount and cost amount, which is calculated as $(\text{Budget Cost}) - (\text{Actual Cost})$.
Variance Percent	Displays the variance percentage for the project calculated, which is calculated as $((\text{Budget Cost}) - (\text{Actual Cost})) \div (\text{Budget Cost}) \times 100$.
Budget Amount	Displays the budget amount, which is calculated as the sum of all project transactions for the selected project, where the analysis type is in the project's budget analysis group (AN_GRP_ACTV_BUD).
Cost Amount	Displays the cost amount, which is calculated as the sum of all project transactions for the selected project, where the analysis type is in the project's cost analysis group (AN_GRP_TOT_COSTS).

Scorecard - Resources

This scorecard displays detailed information regarding project resources. The system calculates these values using the Program Refresh Application Engine process (PGM_PROGRFSH) and stores the data in the Project Health table (PC_PROJHEALTH).

Field or Control	Description
Overloaded(%) (overloaded percentage)	Displays the percentage of resources that have overbooked schedules, which is calculated as $((\text{Number of Overloaded Resources}) \div (\text{Total Resources}) \times 100$.
Total	Displays the number of resources that have been assigned to this project.
Total Overloaded	Displays the number of resources that are assigned to this project and are overbooked.

Scorecard - Issues

This scorecard displays detailed information regarding project issues. The system calculates these values using the Program Refresh Application Engine process (PGM_PROGRFSH) and stores the data in the Project Health table (PC_PROJHEALTH).

Field or Control	Description
High Issues(%) (high issues percentage)	Displays the percentage of issues that are high priority, which is calculated as $((\text{Number of High Priority Issues}) \div (\text{Total Number of Issues}) \times 100$.

Scorecard - Risks

This scorecard displays detailed information regarding project risks. The system calculates these values using the Program Refresh Application Engine process (PGM_PROGRFSH) and stores the data in the Project Health table (PC_PROJHEALTH).

Field or Control	Description
Risks without Action Plan(%) (risks without action plan percentage)	Displays the percent of risks that do not have an associated action plan, which is calculated as $((\text{Number of Risks without an Action Plan}) \div (\text{Total Number of Risks}) \times 100$.




Milestones

Project milestones are key events in a project that have special significance. A milestone can be the completion of a major deliverable or the realization of an important approval. You define milestones in the Project Activity - Definition page. Use this section to view summary information for the activities that have been defined as milestones for this project.

Field or Control	Description
Activity	Displays the activity ID of the milestone activity as a link to the activity definition. Click the activity ID link to transfer to the Project Activity component, where you can view and update the activity definition.
Contract Impact	Indicates whether this milestone is associated with any contract lines. Values include: <i>Yes</i> or <i>No</i> . When the project milestone is referenced in any PeopleSoft Contract billing plan, revenue plan, or contract milestone, <i>Yes</i> appears in this field. Click the <i>Yes</i> link to access the Impacted Contract Details page in PeopleSoft Contracts.




Top 5 Issues

Use this section to view the top five unresolved issues sorted by priority—highest to lowest, and age—oldest to newest.

Field or Control	Description
Issue ID	Displays the issue ID as a link to the Issue page, where you can view or update issue data.
Issue Priority	Displays a color visual indicator to indicate the issue priority.
	Displays this symbol to indicate that this is a <i>high</i> priority issue.
	Displays this symbol to indicate that this is a <i>medium</i> priority issue.
	The system displays this symbol to indicate that this is a <i>low</i> priority issue.

Top 5 Risks

Use this section to view the top five risks sorted first by risk status, risk priority—highest to lowest, then priority number—lowest to highest. This data is specified on the Project Risk page.

Field or Control	Description
Risk Summary	Displays the risk summary as a link to the Project Risk page, where you can view or update risk information.
Activity	Displays the activity ID of the activity for which this risk is defined. The system displays the activity ID only if this is an activity risk.
Risk Status	Displays the status of the risk. The system only displays <i>Active</i> and <i>Potential</i> risks.
Risk Priority	Displays a color visual indicator to indicate the risk priority.
	Displays this symbol to indicate that this is a <i>high</i> priority risk.
	Displays this symbol to indicate that this is a <i>medium</i> priority risk.
	Displays this symbol to indicate that this is a <i>low</i> priority risk.
Priority Number	Displays the priority number that is defined on the Project Risk page.

Change Requests - 5 Most Recently Approved

Use this section to view a list of the five most recently approved project change requests. Click the *Change Request ID* link to transfer to the Change Request page.

Change Requests - 5 Oldest Unapproved

Use this section to view a list of the five oldest unapproved project change requests. Click on the *Change Request ID* link to transfer to the Change Request page.

Change Requests - Change Request Statistics

Use this section to view the number of approved and submitted change requests that have been entered for this project. The change requests are sorted by change request type.

Project Exceptions - Late Activities

Use this section to view a list of detail activities that are incomplete after the activity end date. Click the *Activity ID* link to transfer to the Activity Definitions - General Information page, where you can view and modify the activity schedule.

Project Exceptions - Unassigned Activities

Use this section to view a list of detail activities for which there are no assigned resources. Click the *Activity ID* link to transfer to the Project - Resources page, where you can view and edit the activity definition.

Project Exceptions - Upcoming Activities

Use this section to view a list of detail activities that are scheduled to begin within the next week. Click the *Activity ID* link to transfer to the Activity Definitions - General Information page, where you can view and edit the activity definition.

Project Exceptions - Overloaded Resources

Use this section to view a list of overloaded resources, as determined by the Calculate Warning Indicator Application Engine (PGM_SCH_EDIT). Click the *Activity ID* link to transfer to the Resources by Activity page, where you can view and edit resources that are assigned to an activity.

Project Exceptions - Activity/Assignment Conflicts

Use this section to view a list of resources that have activity assignments beyond their assignment schedule in PeopleSoft Resource Management.

Click the *Activity ID* link to transfer to the Activity Definitions - General Information page, where you can view and edit the activity definition.

Click the Assignment Details icon to transfer to the Resource Detail page (PC_PRL_SCHED), where you can review the assignment details. This section appears only if PeopleSoft Resource Management is installed.

Project Exceptions - Late Deliverables

Use this section to view a list of incomplete deliverables that are past their due date. Click the *Deliverable ID* link to transfer to the Deliverable Detail page, where you can view and update deliverable data.

Go To

The **Go To** selections access other program management functions. Options are:

Field or Control	Description
<i>Change Control Analysis</i>	Select to access the Change Control Analysis page to view a history of modifications for this project.
<i>Deliverables</i>	Select to access the Deliverables Summary component to view or update any of the project's activity's deliverables.
<i>Earned Value Projection</i>	Select to access the Earned Value Projection page where you can view earned value history and future projection for the project in an S-Curve chart.

Field or Control	Description
<i>Issue Management</i>	Select to access the Issue Management component to add, view, and update project issues.
<i>Maintain Activity</i>	Select to access the Activity Definitions component to view or update any of the project's activities.
<i>Project Activities</i>	Select to access the Project Activities component to view a Gantt Chart of the project schedule.
<i>Project Budgeting</i>	Select to access the Budget Plan page, where you can view, update, and create a budget plan for the project.
<i>Project General</i>	Select to access the project General Information component (PROJECT_GENERAL) where you can view and update the elements of the project.
<i>Project Request</i>	Select to access the Project Request component to view the project request that is associated with this project.
<i>Project Transactions</i>	Select to access the Transaction List page for the project's activities.
<i>Project Valuation</i>	Select to access the Project Valuation page for the project.
<i>Status Reports</i>	Select to access the Review Status Reports page, where you can review project team members' status reports and mark them <i>Complete</i> .

Manager Workbench - Activity Page

Use the Manager Workbench - Activity page (PGM_MGRWBENCH_ACT) to view activity summary and health data.

Navigation:

Program Management > Project Management > Manager Workbench. Select the Activity tab.

This example illustrates the fields and controls on the Manager Workbench - Activity page (1 of 2). You can find definitions for the fields and controls later on this page.

Manager Workbench

Activity

Project BCPBR

Activity 0000000000000001

Description BCP - Branch offices

Description Planning

Activity Status

Processing Status Active

Activity Owner Nicola Hill

Activity Health

	Overall	Schedule	Budget	Resources	Issues	Risks	Deliverables
Health	▼	■	●	●	●	●	●

Expand All

Collapse All

Scorecard

Schedule

Health ■ Poor

Activity Overdue(%) 100.00

Start Date 09/01/2005

End Date 09/22/2005

Duration (Days) 16.00

Percent Complete 0.00

Budget

Health ● Good

Cost Variance 78,300.00 USD

Variance Percent 97.88

Budget Amount 80,000.00 USD

Cost Amount 1,700.00 USD

This example illustrates the fields and controls on the Manager Workbench - Activity page (2 of 2). You can find definitions for the fields and controls later on this page.

Resources

Health ● Good

Overloaded(%) 0.00

Total 1

Total Overloaded 0

Issues

Health ● Good

High Issues(%) 0.00

High 0

Medium 0

Low 0

Risks

Health ● Good

Risks without Action Plan(%) 0.00

Risks without Action Plan 0

Risks with Action Plan 0

Total Risks 0

Deliverables

Health ● Good

Overdue(%) 0.00

Overdue 0

Not Started 0

In Progress 0

Completed 2

Top 5 Issues

Issue ID	Issue Summary	Activity	Issue Date	Issue Status	Issue Priority
Issue ID					

Top 5 Risks



Risk Summary	Activity	Risk Status	Risk Priority	Priority Number	Date Added
Risk Summary					

Go To

This page provides a summary of activity data from various components in PeopleSoft Program Management and PeopleSoft Project Costing. Use the **Activity** field to specify the activity for the data you want to display. You can specify a summary or detail activity. For a summary activity, the system sums or averages its detail activities for all calculations. For example, the budget cost of a summary activity is the sum of the budget costs of all child activities and the summary activity schedule health is an average of the activity schedule health values.

Field or Control	Description
Activity	Select the activity ID for which to display the workbench information. You can select from any summary or detail activity within the project.
Activity Status	Displays the current activity status that is defined on the Status page for activities.
Processing Status	Displays the current processing status that is defined on the Activity Definitions - General Information page.
Activity Owner	Displays the current activity owner that is defined on the Activity Definitions - General Information page.

Activity Health

Field or Control	Description
Overall	Displays the visual indicator to identify the overall activity health that the system calculates using the weighted average of the health indicators of scorecard components. The weight percent values are specified on the Program Management Options page See Program Management Options Page .
Schedule, Budget, Resources, Issues, Risks, and Deliverables	Displays a colored visual indicator to identify the activity attribute health that is calculated by the system.
	Click to expand all of the sections on the page.
	Click to collapse all of the sections on the page.

Scorecard - Schedule

This scorecard displays detailed information regarding the schedule for this activity. The system calculates these values in real time each time you access this page.

Field or Control	Description
Health	Displays a color visual indicator to identify the activity schedule health based on the alert and warning percentages that are specified on the Program Management Options page.
Activity Overdue(%) (activity overdue percentage)	Displays the percentage of overdue activities, which is calculated as $((\text{Number of Overdue Activities}) \div (\text{Total Activities})) \times 100$.
Duration	The activity duration, in days. For summary activities, the system displays 0.
Percent Complete	The percentage of the activity that is complete.

Scorecard - Budget

This scorecard displays detailed information regarding the budget for this activity. The system calculates these values in real time each time you access this page.

Field or Control	Description
Health	Displays a color visual indicator to identify the activity budget health based on the budget alert criteria on the activity Budget Alert page. If there is no budget alert set up for this activity or this is not a cost activity, the system displays good health.
Cost Variance	Displays the difference between the budget amount and cost amount, which is calculated as $(\text{Budget Cost}) - (\text{Actual Cost})$. If this is not a cost activity, then the systems displays 0.
Variance Percent	Displays the variance percentage, which is calculated as $((\text{Budget Amount}) - (\text{Cost Amount})) \div (\text{Budget Amount}) \times 100$. If this is not a cost activity, then the systems displays 0.
Budget Amount	Displays the budget amount, which is calculated as the sum of all transactions for the selected activity. If this is not a cost activity, then the systems displays 0.
Cost Amount	Displays the cost amount, which is calculated as the sum of all transactions for the selected activity. If this is not a cost activity, then the systems displays 0.

Scorecard - Resources

This scorecard displays detailed information regarding activity resource health. The system calculates these values in real time each time you access this page.

Field or Control	Description
Overloaded(%) (overloaded percentage)	Displays the percentage of resources that have overbooked schedules on this activity, which is calculated as $((\text{Number of Overloaded Resources}) \div (\text{Total Resources}) \times 100$.
Total	Displays the number of resources that have been assigned to this activity.
Total Overloaded	Displays the number of resources that have been assigned to this activity and are overbooked.

Scorecard - Issues

This scorecard displays detailed information regarding issues for this activity. The system calculates these values in real time each time you access this page.

Field or Control	Description
High Issues(%) (high issues percentage)	Displays the percent of issues for this activity that are high priority calculated as $((\text{Number of High Priority Issues}) \div (\text{Total Number of Issues}) \times 100$.

Scorecard - Risks

This scorecard displays detailed information regarding activity risks. The system calculates these values in real time each time you access this page.

Field or Control	Description
Risks without Action Plan(%) (risks without action plan percentage)	Displays the percent of risks for this activity that do not have an associated action plan, which is calculated as $((\text{Number of Risks without an Action Plan}) \div (\text{Total Number of Risks}) \times 100$.

Scorecard - Deliverables

This scorecard displays detailed information regarding deliverables for this activity. The system calculates these values in real time each time you access this page.

Field or Control	Description
Overdue(%) (overdue percentage)	Displays the percentage of deliverables for this activity that are overdue, which is calculated as $((\text{Number of Overdue Deliverables}) \div (\text{Total Number of Deliverables}) \times 100$.

Top 5 Issues

Use this section to view the top five unresolved issues sorted by priority—highest to lowest, and age—oldest to newest, for this activity.

Top 5 Risks

Use this section to view the top five risks sorted first by risk status, risk priority—highest to lowest, then priority number—lowest to highest, for this activity. This data is specified on the Project Risk page.

Related Links

[Analyzing Resource Lists](#)

[Change Control Analysis Page](#)

[Defining Resource Utilization Parameters](#)

“Summarizing Transactions for Project Manager Review” (PeopleSoft Project Costing)

“Performing Flexible Analysis” (PeopleSoft Project Costing)

Viewing Earned Value

Pages Used to View Earned Value

Page Name	Definition Name	Usage
Earned Value Page	PC_EA_EARNED_VALUE	View earned value and other data that is related to time factors, budget, and actual cost of a project and its activities.
Earned Value Projection Page	PC_EARNED_VAL_PRJN	View earned value history and future projection for projects or activities in an S-Curve chart.
Percent Complete History Page	PC_PRCNT_COMP_HIST	View a chart of the percent complete progression over time for projects and activities.
Actual and Forecast Chart Page	PC_ACT_FCAST_CHART	View a bar chart of the actual cost of work performed values and the forecast values for projects and activities.

Understanding Earned Value

Earned value is a way to monitor the activity budget by comparing the amount of work that is performed against the amount that is budgeted for that quantity of work. For example, if half of the work that is required by an activity is completed, only half of the activity's budget should be used.

Earned Value Page

Use the Earned Value page (PC_EA_EARNED_VALUE) to view earned value and other data that is related to time factors, budget, and actual cost of a project and its activities.

Navigation:

Program Management > Interactive Reports > Earned Value Rpt

This example illustrates the fields and controls on the Earned Value page. You can find definitions for the fields and controls later on this page.

Earned Value

Selection Parameters

*Business Unit

Currency Code

Activity

*Project

☐ Program

Search

Reset

Earned Value by Project

Project	Active	Percent Complete	Duration (Days)	BCWS	BCWP	ACWP	Schedule Variance	Cost Variance	SPI	CPI
CADSYSTEMS	<input checked="" type="checkbox"/>		523	600,000.00		265,000.00	-600,000.00	-265,000.00		

Earned Value by Activity

Activity	Percent Complete	Duration (Days)	BCWS	BCWP	ACWP	Schedule Variance	Cost Variance	SPI	CPI
PROMOTE		523	600,000.00		265,000.00	-600,000.00	-265,000.00		

BCWS = Budgeted Cost of Work Scheduled

BCWP = Budgeted Cost of Work Performed (Earned Value)

ACWP = Actual Cost of Work Performed

SPI = Schedule Performance Index


CPI = Cost Performance Index

Enter the necessary search criteria to filter the projects or activities that require earned value analysis. Click the **Search** button to retrieve and display a list of projects and activities that meet the specified parameters. Click the **Reset** button to reinstate the default search settings.

If a detail project is entered in the **Project** field, the page displays earned value data for the entire project and for each activity that is within the project.

If a program is entered in the **Project** field, the page displays earned value data for all projects that are under the specified program. The **Max Level** field limits the selection of child projects to the first, second, or third level under the program as it is defined on the enterprise program tree.

Field or Control	Description
Percent Complete	Displays the percentage complete value that the system calculates based on the method that is selected on the Project Costing Definition page.

Field or Control	Description
Duration (Days)	Displays the number of days that are allotted for the completion of the project or activity.
BCWS (budgeted cost of work scheduled)	Displays the budget amount that is allocated for the time period starting from the beginning of the project or activity to the current date.
BCWP (budgeted cost of the work performed)	Displays the budgeted cost based on the percentage of the project or activity that is completed and the corresponding duration date. For example, if the project is 50 percent complete, this field summarizes and displays all budget rows in the Project Transactions summary table (PC_SUMMARY_TBL) that have an accounting date that occurs on or before the halfway date of the project's duration. This is also known as the earned value.
ACWP (actual cost of work performed)	Displays the actual cost of the project or activity as of the current date.
Schedule Variance	Displays the cost difference between the baseline plan and the current progress of the activity at the current date. Calculated as: <i>(Budgeted Cost of Work Performed) – (Budgeted Cost of Work Scheduled)</i> .
Cost Variance	Displays the difference between how much it should cost to achieve the current level of completion for the activity and how much it actually costs to achieve the level of completion as of the current date. Cost variance is calculated as <i>(Budgeted Cost of Work Performed) – (Actual Cost of Work Performed)</i> .
SPI (schedule performance index)	Displays the ratio of the work that is performed to the work that is scheduled, which is calculated as <i>(Budgeted Cost of Work Performed) ÷ (Budgeted Cost of Work Scheduled)</i> .
CPI (cost performance index)	Displays the ratio of the budgeted cost of work that is performed to actual cost, which is calculated as <i>(Budgeted Cost of Work Performed) ÷ (Actual Cost of Work Performed)</i> .
	Click to access the Earned Value Projection page where you can view earned value history and future projection. If you click the icon on an activity row, the system draws the chart for that activity. If you click the icon on a project row, the system draws the chart for that project.

Earned Value Projection Page

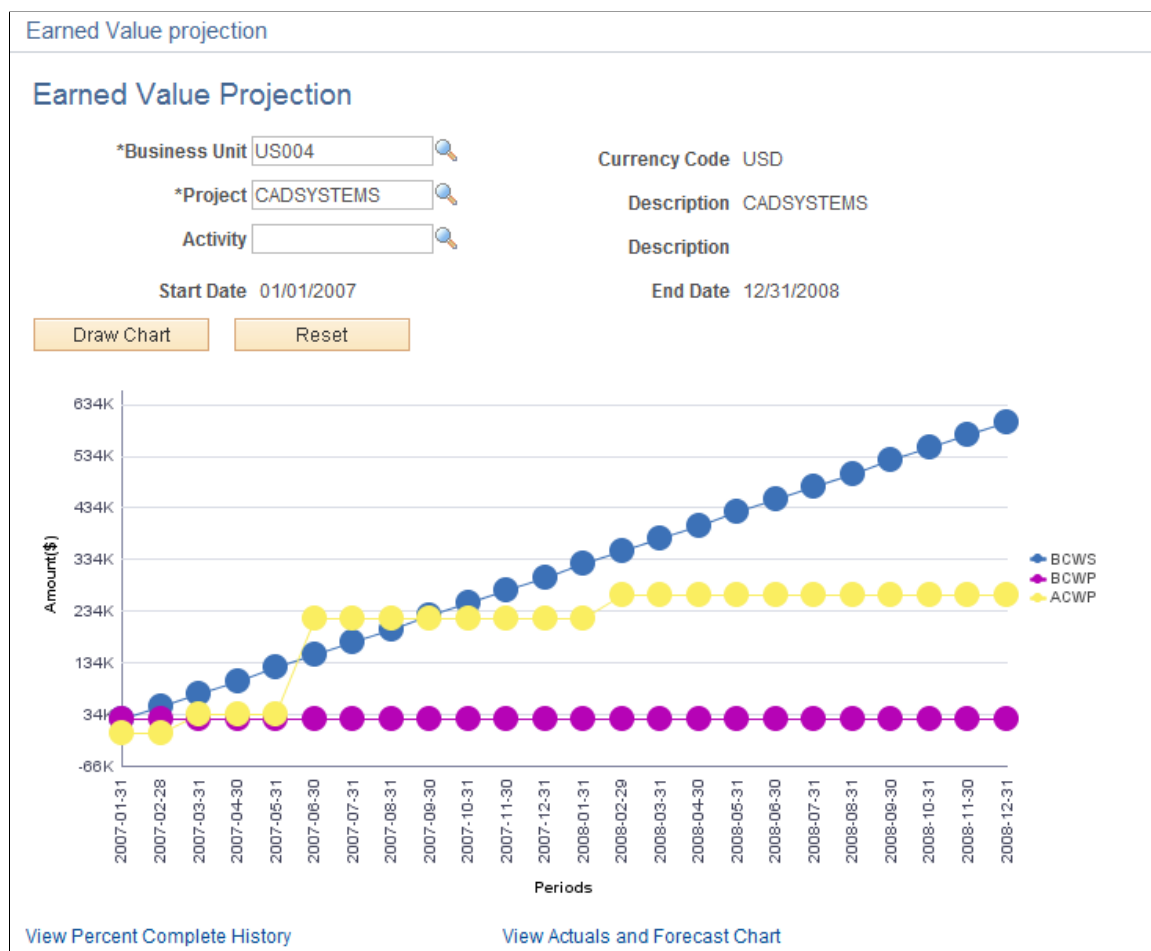
Use the Earned Value Projection page (PC_EARNED_VAL_PRJN) to view earned value history and future projection for projects or activities in an S-Curve chart.

Navigation:

- **Program Management > Interactive Reports > Earned Value Projection > Earned Value Projection.**
- **Program Management > Interactive Reports > Earned Value Rpt.** Click the **View Earned Value Projection** icon.
- **Program Management > Project Management > Manager Workbench.** Select **Go To: Earned Value Projection**.
- **Program Management > Project Management > Manager Workbench > Activity.** Select **Go To: Earned Value Projection**.
- **Program Management > My Projects.** Click the **View Earned Value Projection** icon.

Note: Because earned value reporting is a comparison of the performance of a project against its budget, if a project does not have an active budget, earned value cannot be determined. The system can draw the earned value projection chart only for projects with active budgets.

This example illustrates the fields and controls on the Earned Value Projection page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Business Unit	Enter the business unit that contains the project or activity for which you want to draw the chart.
Project	Enter the project ID for which you want to draw a chart. If you want to draw a chart for a project, you should leave the Activity field blank.
Activity	Enter the activity for which you want to draw a chart. If you leave this field blank, the system draws a chart at the project level.
Currency Code	Displays the currency code in which the amounts are displayed. This is the project business unit currency code.
Start Date and End Date	Displays the start date and end date of either the project or the activity depending on whether the chart is being drawn for a project or for an activity.
Draw Chart	Click to render the chart based on the parameters that you entered for Business Unit , Project , and Activity .
Reset	Click to reset the chart to the original chart from when you entered this page.
Periods	Displays the periods that are based on the active project cost budget calendar. Each plot point represents the ending date of each budget period. The last plot point is based on the budget period end date of the greatest accounting date of actuals, cost estimates to complete, and budget for the project. If the project does not have an active budget, then the system cannot determine earned value and an error message appears.
BCWS (budgeted cost of work scheduled)	Represents the budgeted cost of work scheduled. This is the finalized budget. The system uses the Cost Budget analysis group defined for the project and sums all amounts with accounting dates less than or equal to each plot point date.

Field or Control	Description
BCWP (budgeted cost of work performed)	<p>Represents the budget cost of work performed. The system charts the BCWP values based on these rules:</p> <ul style="list-style-type: none"> • BCWP is zero until the project or activity starts. If the percent complete is zero, then BCWP is zero. • For plot points less than or equal to current date: For each plot point the system determines the effective percent complete for the project or activity and calculates the budget date for the plot point based on the schedule percent complete. It uses the Cost Budget analysis group defined for the project and sums all amounts with an accounting date less than or equal to the calculated budget date. • For plot points in the future: Since percent complete is not available for the future, the system uses the schedule performance index (SPI) to project BCWP amounts in the future. For each plot point, the system multiplies the BCWS by the current SPI.
ACWP (actual cost of work performed)	<p>Represents the actual cost of work performed. The system charts the ACWP values based on these rules:</p> <ul style="list-style-type: none"> • For plot points prior to the current date: The system uses the Actual Cost analysis group defined for the project and sums all of the amounts with the accounting date that is less than or equal to each plot point date. • For plot points that occur after the current date: The system uses the Forecast analysis group that is defined for the project and sums all of the amounts with accounting dates less than or equal to each plot point date.
View Percent Complete History	Click to access the Percent Complete History page where you can view the percent complete progression for this project or activity.
View Actuals and Forecast Chart	Click to access the Actual and Forecast Chart page where you can view actuals and forecast over time for this project or activity.

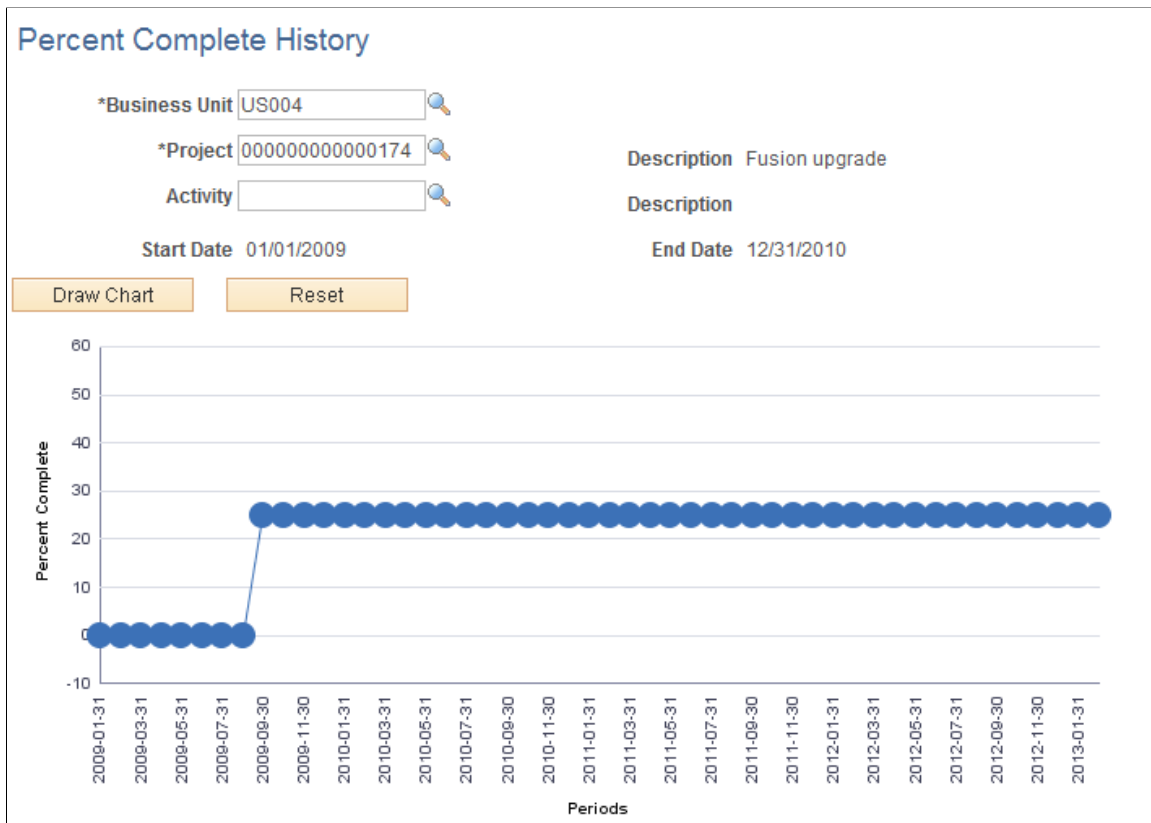
Percent Complete History Page

Use the Percent Complete History page (PC_PRCNT_COMP_HIST) to view a chart of the percent complete progression over time for projects and activities.

Navigation:

- **Program Management > Interactive Reports > Percent Complete History Rpt.**
- **Program Management > Interactive Reports > Earned Value Projection Rpt.** Click the **View Percent Complete History** link.

This example illustrates the fields and controls on the Percent Complete History page. You can find definitions for the fields and controls later on this page.



If you access this page by clicking on the **View Percent Complete History** link from the Earned Value Projection page, the system opens this page in a new window and displays the chart with the criteria that you entered on the Earned Value Projection page. If you access this page from menu navigation, you can enter the search criteria and click the **Draw Chart** button to generate the chart.

The system draws the chart from the project or activity start date to the current date. The x-axis is based on the project's active budget calendar. If the project has no active budget, then the installation level default budget calendar will be used. The plot points are the budget period end dates. The y-axis is the percent complete.

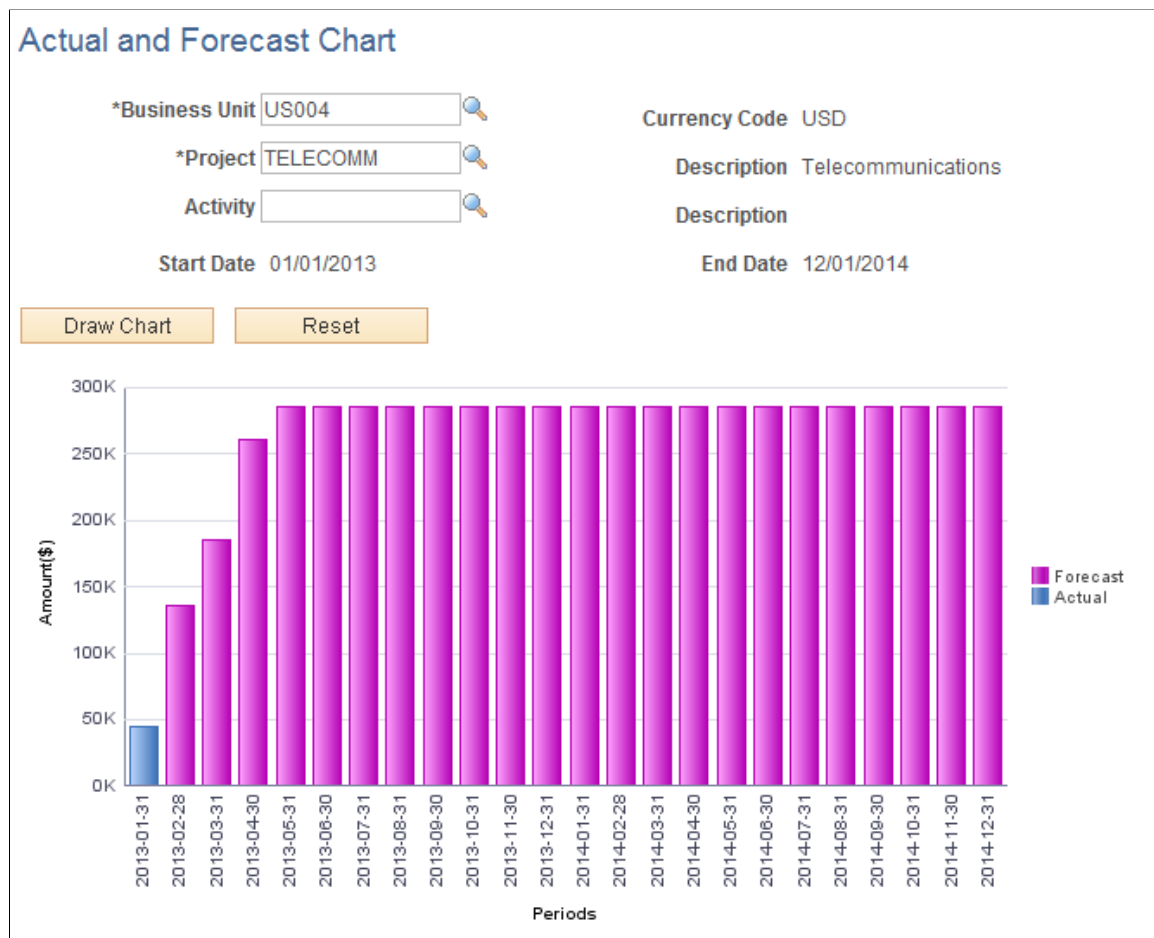
Actual and Forecast Chart Page

Use the Actual and Forecast Chart page (PC_ACT_FCAST_CHART) to view a bar chart of the actual cost of work performed values and the forecast values for projects and activities.

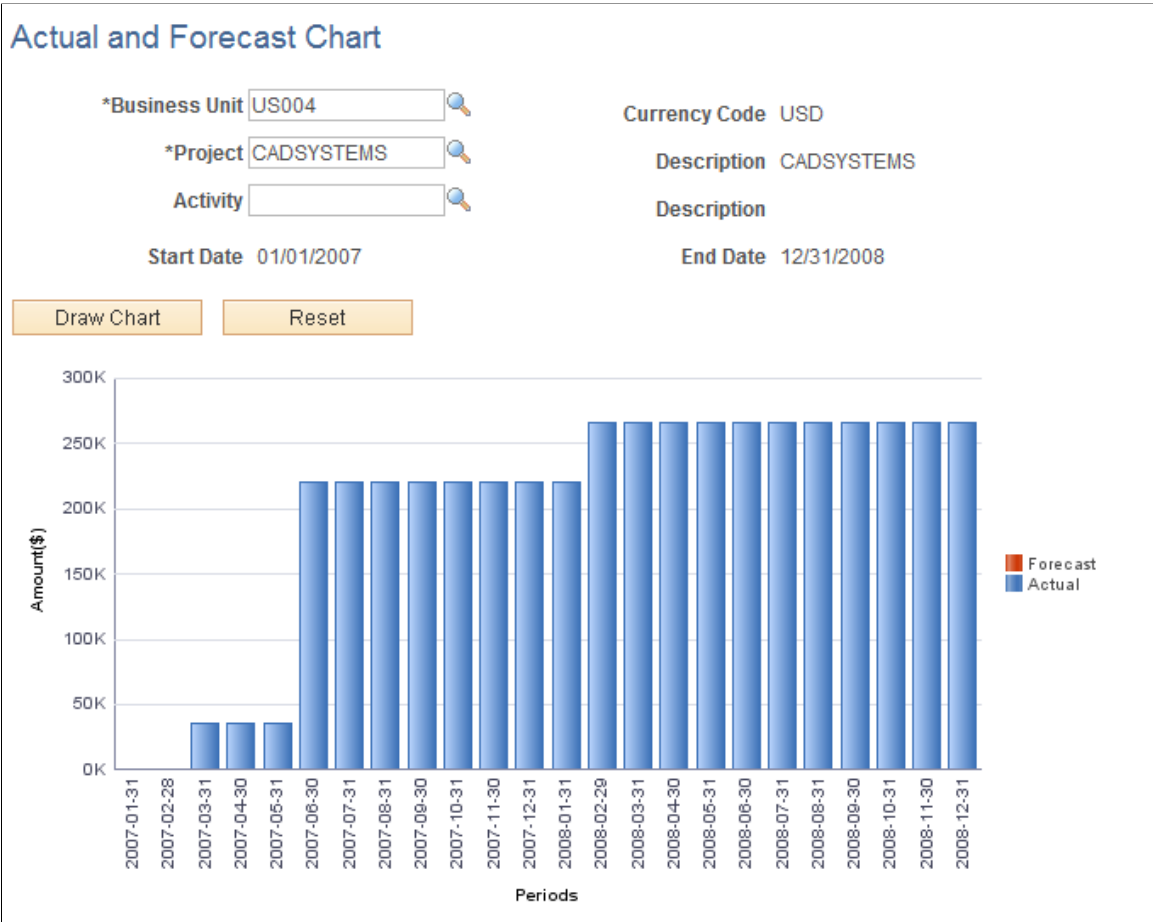
Navigation:

- **Program Management > Interactive Reports > Actuals and Forecast Rpt.**
- **Program Management > Interactive Reports > Earned Value Projection Rpt.** Click the **View Actuals and Forecast Chart** link.

This example illustrates the fields and controls on the Actual and Forecast Chart page. You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Actual and Forecast Chart page. You can find definitions for the fields and controls later on this page.



Page Name	Definition Name	Usage
<u>Load Estimate to Complete Page</u>	RUN_PGM_ETC_LOAD	Run the Load Estimate to Complete application engine to load the estimate to complete transactions into the Project Transactions table.
<u>Project Valuation Page</u>	PC_PRJ_ANALYTICS	View the estimate to complete transactions at the project and activity level using the valuation template of your choice.

Understanding the Load Estimate to Complete Application Engine

The Load Estimate to Complete Application Engine process (PGM_ETC_LOAD) creates estimate to complete rows in the Project Transaction table (PROJ_RESOURCE). The system uses the estimate to complete data for earned value reporting and project valuation reporting.

To calculate the estimate to complete values, the Load Estimate to Complete process multiplies the remaining work by the cost rate and then spreads it evenly across the remaining periods of the activity. The process uses the calendar that is associated with the active cost budget plan for the project. If no active cost budget plan exists, the process uses the default budget calendar from the Project Costing Installation Options page. The date range that the process uses is from the current date to the end date of the activity. If the end date of the activity has passed and work still remains for that activity, the process loads the entire estimate to complete amount into the current period and performs no spreading.

An activity can have multiple estimate to complete rows if more than one currency code is used on the activity resource list. The process summarizes the rows by activity and currency code and then calls the Transaction Loader Application Engine process (PC_INTFEDIT) to load the rows into the Project Transaction table.

You must manually initiate or schedule the Load Estimate To Complete process as often as you require time reports to be submitted. For example, if you require weekly time reports, you should approve time reports weekly, and run the process after you approve the time reports. This process cannot be initiated automatically because users may adjust the remaining work amount after the Expenses to Project Costing Application Engine process (PC_EX_TO_PC) loads time data from PeopleSoft Expenses. After you run the Load Estimate To Complete process for a business unit, and optionally for a project, the estimate to complete rows remain in the Project Transaction table until you run the Load Estimate To Complete process again for that business unit and project.

Related Links

“Load Transactions Page” (PeopleSoft Project Costing)

“Understanding the Pricing Process” (PeopleSoft Project Costing)

Installation Options - Project Costing Integration Page (Set up Program Management Estimate to Complete)

Use the Installation Options - Project Costing Integration page (INSTALLATION_PCINT) to select the analysis types for transactions.

Navigation:

Setup Financials/Supply Chain > Install > Installation Options > Project Costing Integration

Use this page to define the **Cost Estimate to Complete** and **Bill Estimate to Complete** analysis types. Users enter the analysis types that the system assigns to rows that are created when activity remaining work is multiplied by the activity cost rate and activity bill rate. PeopleSoft Program Management delivers these analysis types for this purpose:

- *ETC*: Cost estimate to complete.
- *ETB*: Bill estimate to complete.

These analysis types are default values and can be changed by users.

See “Understanding Transaction-Related Control Data” (PeopleSoft Project Costing).

Load Estimate to Complete Page

Use the Load Estimate to Complete page (RUN_PGM_ETC_LOAD) to run the Load Estimate to Complete application engine to load the estimate to complete transactions into the Project Transactions table.

Navigation:

Program Management > Program Tools > Load Estimate To Complete > Load Estimate to Complete

This example illustrates the fields and controls on the Load Estimate to Complete page. You can find definitions for the fields and controls later on this page.

Load Estimate to Complete

User ID VP1

Run Control ID new_load

Process Monitor

Run

Program Name PGM_ETC_LOAD

Process Frequency Always

Selection Options

*Business Unit US004

Project 1000

Load Options

☒ Cost Estimate to Complete

☒ Bill Estimate to Complete

Field or Control	Description
Business Unit	Enter the business unit for which to calculate the estimated remaining cost or billing amounts.
Project	Enter the project ID to run this process for only one project. You can only choose from active projects.

Field or Control	Description
Cost Estimate to Complete	Select to enable the process to reload the rows with the analysis type of <i>ETC</i> in the Project Transaction table.
Bill Estimate to Complete	Select to enable the process to reload the rows with the analysis type of <i>ETB</i> in the Project Transaction table.

Project Valuation Page

Use the Project Valuation page (PC_PRJ_ANALYTICS) to view the estimate to complete transactions at the project and activity level using the valuation template of your choice.

Navigation:

Project Costing > Interactive Reports > Project Valuation Report

After estimate to complete transactions are loaded into the Project Transaction table, you can view them on the Project Valuation page using the appropriate valuation template that has been set up by the system administrator. The cost estimate to complete transactions appear as transactions with the analysis type that is specified on the Installation Options - Project Costing Integration. The default analysis type setting for cost estimate to complete is ETC and the default for bill estimate to complete is ETB.

See “Setting Up and Using Project Valuation” (PeopleSoft Project Costing).

Viewing Forecast to Complete Variance

Note: The forecasts mentioned on this page refer to only Services Forecasting forecasts, not to the Estimate at Completion forecasts.

Pages Used to View Forecast to Complete Variance

Page Name	Definition Name	Usage
“Project Costing Definition Page” (PeopleSoft Project Costing)	BUS_UNIT_TBL_PC	To use this analytic function, select a value for the Hours Unit of Measure field. This value converts the quantity of the selected unit of measure to hours.
<u>Forecast to Complete Variance Page</u>	PC_EA_ETC_ANL1	Provides project search criteria to display a list of project transactions with time and date variance data.

Page Name	Definition Name	Usage
Forecast to Complete Variance Page (Graphical View)	PC_EA_ETC_ANL2	Uses search criteria from Forecast to Complete Variance page to display graphical view of project time and date variance data.

Forecast to Complete Variance Page

Use the Forecast to Complete Variance page (PC_EA_ETC_ANL1) to provides project search criteria to display a list of project transactions with time and date variance data.

Navigation:

Program Management > Interactive Reports > Forecast to Complete Rpt

Note: This page reports only projects for which the forecasting level is set to *Project/Activity* on the Program Management page.

This example illustrates the fields and controls on the Forecast to Complete Variance page. You can find definitions for the fields and controls later on this page.

Forecast To Complete Variance

Selection Parameters

*Business UnitUS004

Project

Project Manager

My Projects

Program

Project Type

*Max Level to Display01

Project Status

Activity Selection

Activity

Percent Complete From

Percent Complete Through

Display Options

Show OnlyAll

Variance Value

Summarize By

Project

Activity

Search

Reset

Graphical View

Results

PersonalizeFindView All

First1-4 of 4Last

Time VarianceDate Variance

Project	Actual Hours	Forecast to Complete Hours	Forecast Total Hours	Budget Hours	Variance Percentage
BCPHQ	250.00		250.00		
FORECAST	300.00		300.00		
IMPLEMENT	248.00		248.00		
TELECOMM	2,200.00		2,200.00		

Enter the necessary search criteria to filter the projects that require forecast to complete variance analysis. Click the **Search** button to retrieve and display a list of projects that meet the specified parameters. Click the **Reset** button to reinstate the default search settings.

The page displays time and date variance data for each project that is in the filtered list.

Click the **Graphical View** link to create a chart view of the variance data. This link is only available if the selected **Summarize By** option is *Project*.

Activity Selection

<i>Field or Control</i>	<i>Description</i>
Activity, Percent Complete From, and Percent Complete Through	Select an activity ID for which the completion percentage ranges from the value in the Percent Complete From field through the value in the Percent Complete Through field to provide further search criteria.

Display Options

These options customize how variance data appears.

<i>Field or Control</i>	<i>Description</i>
Show Only	Select a value other than the default <i>All</i> to limit the displayed variances by using a comparison variance value. Options are: <ul style="list-style-type: none"> • <i>All</i>. • <i>Variance Days Over</i>. • <i>Variance Days Under</i>. • <i>Variance Hours Percent Over</i>. • <i>Variance Hours Percent Under</i>.
Variance Value	Specify the variance value to use for comparison purposes.
Summarize By	Select whether variance data displays by <i>Project</i> or by <i>Activity</i> .

Time Variance and Date Variance

<i>Field or Control</i>	<i>Description</i>
Activity	Displays the activity ID. This column is displayed only if <i>Activity</i> is selected in the Summarize By section.
Actual Hours	Displays the number of hours that are recorded for the project or activity.

Field or Control	Description
Forecast to Complete Hours	Displays the number of forecasted hours to complete the project or activity from the forecasting tables FC_TIME_HDR and FC_TIME_DTL for the forecast horizon that was most recently completed.
Forecast Total Hours	Displays the sum of Actual Hours and Forecast to Complete Hours .
Budget Hours	Displays the total number of hours that are budgeted for the project or activity.
Variance Percentage	Displays the variance percentage, which is calculated as $((Forecast\ Total\ Hours) - (Budget\ Hours)) \div (Budget\ Hours) \times 100$
End Date	Displays the activity or project end date. If the list is summarized by activity, this is the activity's end date. If the list is summarized by project, this is the project's end date.
Forecast to Complete Date	Displays the completion date estimate from the forecasting table FC_TIME_DTL for the forecast horizon that was most recently completed.
Variance (Days)	Displays the difference (in days) between the end date and estimate to complete date. Negative values indicate that completion is ahead of schedule and positive values indicate the number of days that the project is behind schedule.

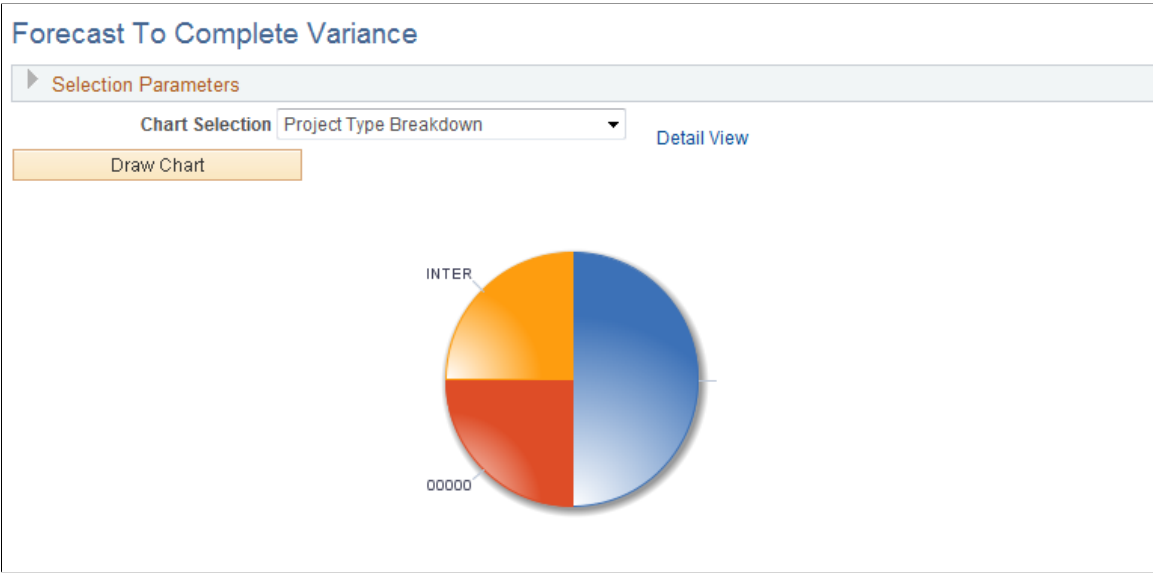
Forecast to Complete Variance Page (Graphical View)

Use the Forecast to Complete Variance - Graphical View page (PC_EA_ETC_ANL2) to uses search criteria from Forecast to Complete Variance page to display graphical view of project time and date variance data.

Navigation:

Click the **Graphical View** link on the Forecast to Complete Variance page.

This example illustrates the fields and controls on the Forecast To Complete Variance - Graphical View page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Chart Selection	<p>Select one of the following chart options and click the Draw Chart button to display the chart.</p> <p><i>% Variance Hours by Project:</i> Displays a bar chart of budget versus forecast hours percent variance.</p> <p><i>Project Status Breakdown:</i> Displays a pie chart of projects classified by status.</p> <p><i>Project Type Breakdown:</i> Displays a pie chart of projects classified by type.</p> <p><i>Variance Days by Project:</i> Displays a bar chart of estimate to complete date variance.</p>
Detail View	<p>Click this link to access the Forecast To Complete Variance page, which displays the list of projects and corresponding variance data that are charted.</p>

Collecting Resource Forecasts

Understanding Forecast Time Collection, Distribution, and Review

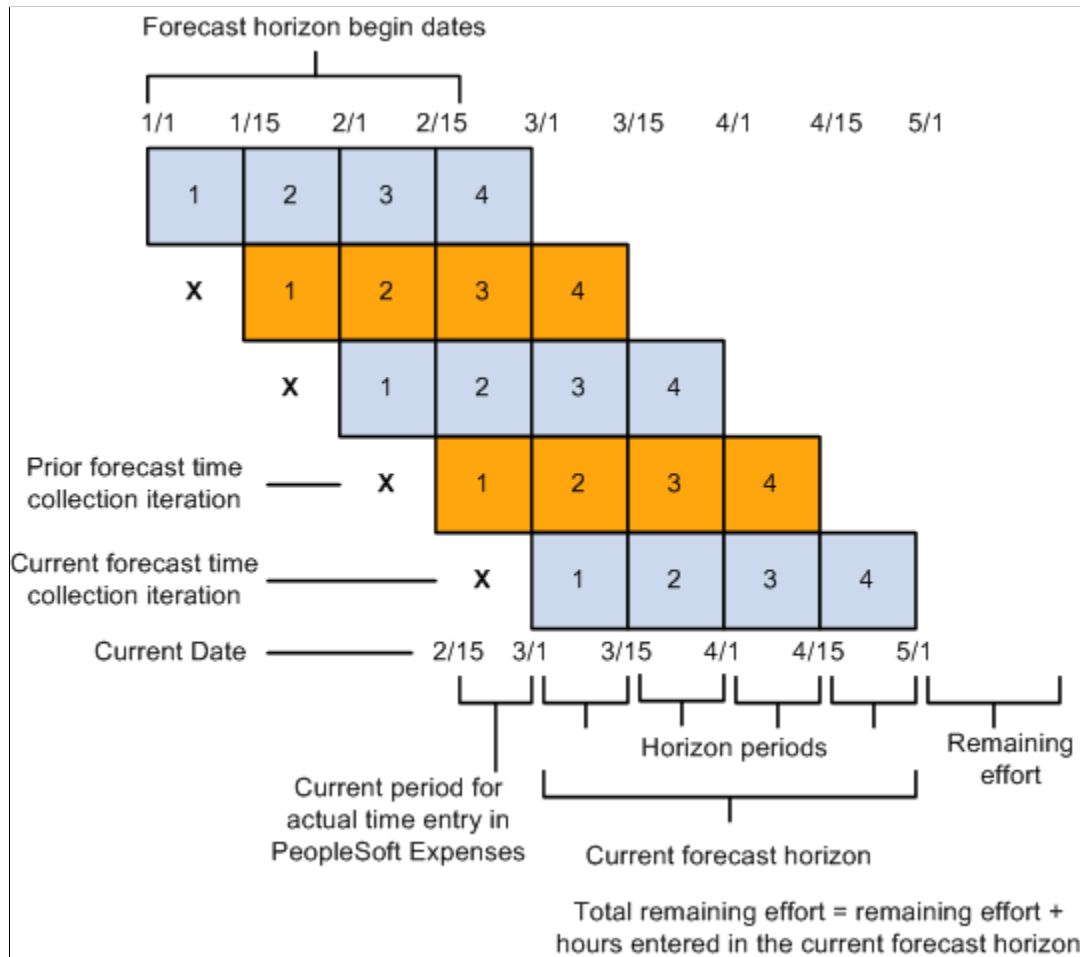
This topic provides overviews of:

- Forecast time collection.
- Forecast distribution rules and behavior.
- Forecast protection and submission.
- Supervisor and project manager forecast reviews.

Forecast Time Collection

This diagram shows forecast accumulation over time for a resource. In this example, the frequency is semimonthly with four horizon periods in the forecast horizon.

When a forecast has four horizon periods in the forecast horizon, and the forecast frequency is semimonthly, then the total remaining effort is equal to the remaining effort plus the hours entered in the current forecast horizon.



Forecast Time Collection Pages

Resources use the forecast time collection pages to enter forecasted work hours. The pages initially display the current forecast, but you can also access prior forecasts. The four main time collection pages are:

- Forecast Time - Summary page.

On this page you can:

- Add or modify projects and activities if schedules are not up-to-date or no prepopulation mechanism is available.
- Add new projects or activities based on the type of security that is implemented.
- View projects for which you are a team member (if project team security is active in PeopleSoft Project Costing) and view the associated activities (if activity team security is active in PeopleSoft Project Costing).

- Enter the total number of forecasted project hours that fall within the forecast horizon and the forecasted project hours that you expect to work during the forecast horizon on projects or activities that are in the project charging level.
- Access the Forecast Activity Distribution page to distribute prepopulated project hours from PeopleSoft Resource Management across activities that are in the project charging level, if forecasting is required at the activity level.
- Access the Forecast Horizon by Day page to adjust project or personal hours more precisely for specific days within the forecast horizon.
- Access the Monthly Schedule page if PeopleSoft Resource Management is installed; on that page, resource managers can update their resources' schedules.
- If you use PeopleSoft Expenses, access the Time Report - Time Report Summary page in PeopleSoft Expenses for resources to enter project and personal time.
- Access the Status Report Entry component (PC_SR_ENTRY) and Issue Management Issue Detail component (PC_IM_ISSUE) in PeopleSoft Program Management to report project status and manage project issues.
- Forecast Time - Forecast by Period page.

This page controls the distribution of hours across periods in the forecast horizon. On this page you can:

- Enter the forecast for project and personal hours for each horizon period.
- Access the Forecast Horizon by Day pages to adjust project or personal hours more precisely for specific days within the forecast horizon.
- Forecast Activity Distribution page.
Activities that are in the project charging level and are associated with the project appear on this page.
Use this page when the prepopulation engine loads hours to your forecast at the project level from PeopleSoft Resource Management, but the project requires forecasting at the activity level. You can select the activities that you will work on and indicate how to distribute the project hours across activities. Alternatively, if you already know the specific activity, you can enter the information on the Forecast Time - Summary page or the Forecast Time - Forecast by Period page.
- Forecast Horizon by Day (project-based work) page and Forecast Horizon by Day (policy time) page.
Use these pages to adjust the project or personal hours for each day within the forecast horizon and recalculate total forecast hours.

Related Links

[Understanding Project Charging Levels](#)

Forecast Distribution Rules and Behavior

Forecast updates may require the system to distribute hours across multiple days. Forecasting distributes the hours based on some basic configuration assumptions and default rules:

- When you enter forecast hours on the Forecast Time - Summary page, the application populates the forecast by period and daily detail forecast by spreading the horizon hours evenly over the standard workdays within the entire time horizon for the resource.

Entering forecast hours into horizon periods on the Forecast Time - Forecast by Period page also results in the population of the daily detail forecast. In this case, however, the hours entered in each period distribute to the days within that period so that the distribution of hours can vary from one period to another.

- If an odd number of hours must be spread over a resource's standard work days in a week, the extra hour is placed in the resource's last work day of the date range.

If dividing a number of forecast hours results in the allocation of less than one hour per day to one or more days in a series, the distribution process rounds up to one hour per day and does not distribute evenly over all days. For example, if there are 8.6 hours to spread over 10 days, the system distributes 1.0 hour to each of the first seven days, and 1.6 hours on the eighth day, leaving the ninth and tenth days empty.

Note: All hours are stored and appear with two decimal places.

- When distributing project time for a resource's forecast, the application does not double-book the resource on company holidays that are already loaded onto the Personal Time grid.

Instead, it distributes the hours that are allocated to that period evenly among the remaining days in the calendar week.

- To enter a specific number of hours on the Forecast Activity Distribution page, the algorithm enters the specified number of hours for each workday, skipping company holidays.

For example, if personal time for company holidays is encountered for the first 3.25 days of a 10-day distribution of seven hours a day, the distribution is 0 hours for the first through fourth day, and seven hours per day for the fifth through tenth days. To double-book the company holiday time, update those specific days by using the Forecast Horizon by Day pages.

- The system automatically double-books all days where personal time (other than a company holiday) is on the Personal Time grid.

The resource or other authorized individual can correct the forecast as required.

Forecasting distributes the hours to the individual activities based on the following assumptions:

- For distributing hours, the forecast time collection tool needs to determine how many hours per unit of time a resource is normally expected to work.

Forecast time collection is based on the assumption that you populate the Standard Hours field (STD_HRS) and Standard Work Period field (STD_HRS_FREQUENCY) on the Job record. The system populates these fields automatically when you use PeopleSoft Human Capital Management (HCM). If you do not use PeopleSoft HCM, in addition to entering the required fields on the Personal Data record (PERSONAL_DATA), General Employment Data record (EMPLOYMENT), and

Job record, you must also load the Standard Hours field, the Standard Work Period field, and the Frequency Table record (FREQUENCY_TBL). That data is used to determine standard hours. Forecast time collection and utilization interactive reports require these fields and records to convert each resource's standard hours per unit of time to standard hours per week.

- If you are using PeopleSoft Resource Management, the distribution of hours takes into account the resource's standard work days that are defined in the resource profile.
- If you are not using PeopleSoft Resource Management, standard work days are derived from the standard work days that are associated with the resource's GL business unit, and standard hours are derived from the Job record.
- The Forecast Activity Distribution page displays the activities that are in the project charging level for which you are a team member.

If activity team security is used, you can see only the activities to which you have security access. If activity team security is not used, all that are in the project charging level activities appear.

See “Project Definitions - Project Costing Definition Page” (PeopleSoft Project Costing).

Forecast Protection and Submission

A forecast status is either *Pending* or *Submitted*. A forecast is first created in *Pending* status. Any user with permission to add or update a forecast can protect the forecast in this status and continue to make modifications. A protected forecast is not automatically overwritten by the forecast prepopulation process.

When you submit a forecast, the status changes to *Submitted*. Only the project manager and administrator can approve forecasts and modify forecasts that are in a *Submitted* status. The supervisor and administrator can unsubmit a forecast and modify it until the next forecast collection period begins.

Supervisor and Project Manager Forecast Reviews

After the forecast is submitted, it can be reviewed by the resource, project manager, supervisor, or administrator. The project manager can analyze project information to anticipate projected costs and revenues. Supervisors can analyze utilization to anticipate supply and demand of resources versus new business and projects.

Supervisor Review

The Review Forecasted Time (supervisor review) page is used primarily to ensure that resources are complying with the requirement that they update their forecasts each horizon period. On this page, the supervisor can:

- View forecasts for resources that are direct reports.
- Unsubmit and modify forecasts until the next forecast collection period begins.
- Modify forecast status.
- Trigger an email reminder indicating to each resource that a forecast is due.

The supervisor is the value in the Supervisor ID field (SUPERVISOR_ID) for the resource in the Job record (JOB) in the HCM database.

Project Manager Review and Approval

The Review Forecast by Project (project manager review) page is used to ensure that forecasts are accurate before they are used by PeopleSoft Program Management for cost and revenue analysis. On this page, the manager can:

- View forecasts by project.
- View a list of resources who have submitted time toward the project.
- View billing rates, cost rates, and total project costs.
- Approve resource forecasts for the project.

A project team is optional. All forecasts in a *Pending* status are view-only. The project manager cannot edit them until they are submitted by a resource, supervisor, or administrator. After a forecast is submitted, the project manager can edit and approve the forecast.

The project manager is the value in the Project Manager field (PROJECT_MANAGER) for the project in the Project Manager record (PROJECT_MGR) in the Financials database.

Creating and Modifying Forecasts

To create and modify forecasts, use the Forecast Time Capture component (FC_TIME_CAPTURE).

After you prepopulate the forecast and upload forecast time or remaining work from a third-party application, you can view, modify, and finalize the forecast.

Pages Used to Create and Modify Forecasts

Page Name	Definition Name	Usage
<u>Forecast Time - Summary Page</u>	FC_TIME_SUMMARY	Enter forecast summary information. Add or modify projects, activities, and summary level hours to a resource's forecast.
<u>Forecast Time - Forecast by Period Page</u>	FC_TIME_PERIODS	Distribute the forecast project and personal hours across the horizon periods.
<u>Forecast Activity Distribution Page</u>	FC_TIME_DTL_DIST	Distribute the hours among the activities that are associated with the project.
<u>Forecast Horizon by Day (project time) Page</u>	FC_TIME_DTL_DLY	Adjust the forecasted project hours for each day within the forecast horizon and recalculate the total forecast hours.

Page Name	Definition Name	Usage
Forecast Horizon by Day (personal time) Page	FC_TIME_POL_DLY	Adjust the forecasted personal hours for each day within the forecast horizon and recalculate the total forecast hours.

Forecast Time - Summary Page

Use the Forecast Time - Summary page (FC_TIME_SUMMARY) to enter forecast summary information. Add or modify projects, activities, and summary level hours to a resource's forecast.

Navigation:

Employee Self-Service > Employee Project Center > Time > Forecast Time > Forecast Time - Summary

This example illustrates the fields and controls on the Forecast Time - Summary page with Current Forecast tab selected in the Project Time group box (1 of 4). You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Forecast Time' page for 'Young Susan'. It has two tabs: 'Summary' and 'Forecast by Period'. The 'Summary' tab is active. Below the title, there is a 'General Information' section with fields for 'Horizon Begin Date' (02/23/2013), 'Horizon End Date' (03/22/2013), 'Forecast Status' (Pending), and a 'Protect Forecast' checkbox. Below this is the 'Project Time' section with sub-tabs: 'Current Forecast', 'Additional Information', 'Status and Issues', and a 'Forecast' icon. The 'Current Forecast' sub-tab is active. It contains a table with columns: *PC Bus Unit, *Project, *Activity, *Billing Action, Details, Horizon Hours, Remaining Hours, and Total Forecast Hours. There are two rows of data: one for 'INTRANET' with 80.00 horizon hours and 200.00 remaining hours, and another for 'NETWORK' with 80.00 horizon hours and 1100.00 remaining hours. Each row has a 'Details' link and '+'/'-' buttons for the total forecast hours.

This example illustrates the fields and controls on the Forecast Time - Summary page with Additional Information tab selected in the Project Time group box (2 of 4). You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Forecast Time' page for 'Young Susan' with the 'Additional Information' sub-tab selected under the 'Project Time' group box. The table has columns: *PC Bus Unit, *Project, *Activity, *Billing Action, Prior Period Actual Hours, Period Ending 19 February 2013, and *Completion Date. There are two rows of data: one for 'INTRANET' with 0.00 prior period actual hours, 0.00 period ending hours, and a completion date of 03/22/2013, and another for 'NETWORK' with 0.00 prior period actual hours, 0.00 period ending hours, and a completion date of 03/22/2013. Each row has a '+'/'-' button for the completion date.

This example illustrates the fields and controls on the Forecast Time - Summary page with Status and Issues tab selected in the Project Time group box (3 of 4). You can find definitions for the fields and controls later on this page.

*PC Bus Unit	*Project	*Activity	*Billing Action	Status	Issues
US005	INTRANET	Distribute	Billable		
US005	NETWORK	CABLE	Distribute	Billable	

This example illustrates the fields and controls on the Personal Time group box and Grand Total group box on the Forecast Time - Summary page (4 of 4). You can find definitions for the fields and controls later on this page.

Description	Details	Period Ending 19 February 2013	Horizon Hours
Floating Holiday	Details	0.00	0.00
Contract holiday	Details	0.00	0.00
Illness - Paid	Details	0.00	0.00
Jury Duty	Details	0.00	0.00
Personal - Paid	Details	0.00	0.00
Vacation	Details	0.00	8.00

Grand Total			
Horizon Project Hours	160.00	+	Remaining Hours
			1300.00
		=	Grand Total
			1460.00
			Horizon Personal Hours
			8.00

Save Save and Protect Submit For Approval

Time Report
My Monthly Schedule

The projects and activities for which you can enter forecast data is based on project team security, and the project charging level. If project team security is used, you can enter forecasts only for the projects to which you have security access. You can enter forecast data only for activities that are in the project charging level.

Data may appear in the forecast from any of these sources:

- The prior forecast.
- PeopleSoft Resource Management resource schedules.
- Third-party project management tools.

If PeopleSoft Expenses is installed, this page contains a link to the resource's time report so that the resource can review and adjust hours and enter the actual time for the current period.

If PeopleSoft Resource Management is installed and the resource exists in PeopleSoft Resource Management, this page contains a link to the Monthly Schedule page, where the resource or resource manager can view and update the resource schedule.

The system automatically spreads the hours evenly across the resource's standard business days, excluding company holidays.

General Information

The **Horizon Begin Date**, **Horizon End Date**, (using criteria from the Forecast Configuration page), and **Forecast Status** fields appear.

<i>Field or Control</i>	<i>Description</i>
Protect Forecast	Select to prevent the Populate Time process from overwriting the current forecast. You can deselect the check box (unprotect the forecast) when the forecast status is <i>Pending</i> , but you cannot unprotect a forecast if the status is <i>Submitted</i> because a submitted forecast is by definition already protected.

Forecast Summary Project Time

The system displays a row for each project or activity combination for which the employee has forecasted time. Add or delete rows as needed.

<i>Field or Control</i>	<i>Description</i>
PC BU (project business unit)	Select the project business unit.
Project	Select the project ID.
Activity ID	Select the activity within the specified project. This field is active if forecasts are required at the activity level.
Distribute	Click to access the Forecast Activity Distribution page, where you can distribute the hours for a project by activity. This link is active if forecasts are required at the activity level.
Billing Action	Select <i>Billable</i> , <i>Internal</i> , or <i>Nonbill</i> (nonbillable) to differentiate these actions in the utilization analysis.
Details	Click to access the Forecast Horizon by Day page, where you can adjust daily forecast hours for project time.
Horizon Hours	<p>Enter the total hours that you expect to work on the project or activity during the forecast horizon. This number is the total of the detailed hours by day. If you update this number, the detailed hours are evenly distributed.</p> <p>You must enter a value in this field. If you do not want to forecast any time for this project or activity, delete the row.</p>

Field or Control	Description
Remaining Hours	Enter the total hours that you expect to work on the project or activity beyond the forecast horizon.
Total Forecast Hours	Displays the sum of the horizon hours and remaining hours.

Select the Additional Information tab to view these additional fields:

Field or Control	Description
Prior Period Actual Hours	Displays the total hours that were worked on the project or activity in the prior period. Prior-period actual hours are captured in PeopleSoft Expenses. This field is available only if PeopleSoft Expenses is installed.
Period Ending <date>	Displays the actual project or activity hours that were reported in PeopleSoft Expenses in the most recent time report that corresponds to the period ending date shown. This field is available only if PeopleSoft Expenses is installed.
Completion Date	Displays the date on which this project or activity is expected to be complete. This date is for reference only; it is not used to spread total hours across horizon periods. If the user enters daily detail records beyond the completion date, the system issues a warning at save and submit time.

Select the Status and Issues tab to access links to the Status Report Entry component (PC_SR_ENTRY) and Issue Management Issue Detail component (PC_IM_ISSUE) in PeopleSoft Program Management. You can use PeopleSoft Program Management to report project or activity status and manage project issues.

Forecast Summary Personal Time

The **Personal Time** grid displays a row for each time reporting code (TRC). If PeopleSoft Resource Management is installed and task categories are mapped to TRCs, the Populate Time process prepopulates the periods based on tasks in the resource schedules. If PeopleSoft Resource Management is not installed, or if the resource is not an active resource in PeopleSoft Resource Management, you must manually enter personal time hours.

Field or Control	Description
Description	Displays the personal time reporting categories that were predefined on the Time Reporting Code page in PeopleSoft Expenses.

Field or Control	Description
Details	Click to access the Forecast Horizon by Day page, where you can adjust daily forecast hours for personal time.
<Horizon period date range>	Displays the actual personal time hours that were entered in PeopleSoft Expenses for the date range that is specified in the grid column header.
Horizon Hours	Displays the number of personal hours that occur during the current horizon period. This field is not editable because, unlike project hours, total personal hours should not be evenly distributed over the horizon.

Forecast Time - Forecast by Period Page

Use the Forecast Time - Forecast by Period page (FC_TIME_PERIODS) to distribute the forecast project and personal hours across the horizon periods.

Navigation:

Select the Forecast by Period tab on the Forecast Time - Summary page.

This example illustrates the fields and controls on the Forecast Time - Forecast by Period page (1 of 2). You can find definitions for the fields and controls later on this page.

[Summary](#)
[Forecast by Period](#)

Forecast Time

Young Susan

General Information

Horizon Begin Date 02/23/2013 Horizon End Date 03/22/2013
Forecast Status Pending ☐ Protect Forecast

Project Time
[Personalize](#) | [Find](#) | | First 1-2 of 2 Last

Period 1 - 4

*PC Business Unit	*Project	*Activity	*Billing Action		23 February 2013 01 March 2013	02 March 2013 08 March 2013	09 March 2013 15 March 2013	16 March 2013 22 March 2013		
US005	INTRANET		Billable	Details	20.00	20.00	20.00	20.00		
US005	NETWORK	CABLE	Billable	Details	20.00	20.00	20.00	20.00		

This example illustrates the fields and controls on the Forecast Time - Forecast by Period page (2 of 2). You can find definitions for the fields and controls later on this page.

Personal Time		23 February 2013	02 March 2013	09 March 2013	16 March 2013
		01 March 2013	08 March 2013	15 March 2013	22 March 2013
Floating Holiday	Details				
Contract holiday	Details				
Illness - Paid	Details				
Jury Duty	Details				
Personal - Paid	Details				
Vacation	Details	8.00			

Grand Total			
Horizon Project Hours	160.00	+	Remaining Hours
			1300.00
		=	Grand Total
			1460.00
			Horizon Personal Hours
			8.00

[Save](#)
[Save and Protect](#)
[Submit For Approval](#)

[Time Report](#)
[My Monthly Schedule](#)

Use this page to simplify the distribution of hours across periods in the forecast horizon. You can enter the total hours for each horizon period and submit the forecast, or you can click the **Details** link to adjust hours for specific days on the Forecast Horizon by Day page.

A row appears in the **Project Time** grid for each project or activity that is in the project charging level. You can enter the project business unit, project, activity, billing action—*Billable*, *Nonbill*, or *Internal*—and the hours for each forecast horizon period.

A row for each predefined TRC appears in the Personal Time grid. You can enter the personal hours for each horizon period in the forecast horizon.

Note: The format of the horizon period date range that appears in these column headers is controlled by a message catalog entry. To change these date formats, update Message Set *138*, Message *1*. This message may be used by other PeopleSoft applications.

Forecast Activity Distribution Page

Use the Forecast Activity Distribution page (FC_TIME_DTL_DIST) to distribute the hours among the activities that are associated with the project.

Navigation:

Select **Distribute** in the **Project Time** grid on the Forecast Time - Summary page.

This example illustrates the fields and controls on the Forecast Activity Distribution page (1 of 2). You can find definitions for the fields and controls later on this page.

Forecast Activity Distribution

Project-Based Work

Horizon Begin Date

02/23/2013

Horizon End Date

03/22/2013

PC Business Unit

US005

Project

INTRANET

Completion Date

03/22/2013

Billing Action

Billable

Prior Period Actual Hours

0.00

Current Period Actual Hours

0.00

Total Forecast Hours

Horizon Hours

Scheduled Forecast Hours

80.00

Distributed Forecast Hours

0.00

Remaining Hours

200.00

Total Remaining Hours

280.00

Instructions for Distribution

For this Project, determine the Activities to which you want to distribute forecast hours.

Second, for each Activity either (a) leave the Distribution Method as Auto-Fill and enter the From Date, Through Date and Hours Per Day to distribute or (b) change the Distribution Method to Scheduled to have the existing Project hours allocated proportionally.

Third, click the 'Distribute' pushbutton, and the Project hours will distribute to the Activities.

Fourth, adjust hours or dates if necessary, and push the Distribute pushbutton again.

Finally, if you need to adjust hours for a particular day because of a varying schedule, click OK, and then on the Forecast Summary page click the Details hyperlink for the desired Project/Activity, and you will be able to modify the forecast hours for each day.

This example illustrates the fields and controls on the Forecast Activity Distribution page (2 of 2). You can find definitions for the fields and controls later on this page.

Distribute Hours to Activities

Personalize | Find | View All | First | 1-3 of 3 | Last

Activity	Description	Distribution Method	From Date	Through Date	Hours Per Day	Horizon Hours	Remaining Hours	Total Forecast Hours
LOGO CONTEST	Logo Contest	Scheduled				40.00	100.00	140.00
HR LINKS	HR Links	Auto-Fill						
COMPANY NEWS	Company News	Scheduled				40.00	100.00	140.00

Distribute

OK

Cancel

On this page, you can distribute the project hours to activities that are in the project charging level. You can view the forecasted horizon hours, remaining hours, and total forecast hours for the project.

Field or Control	Description
Activity and Description	Displays the name and description of the activity that is associated with the project. If activity team security is used, you can see only the activities to which you have security access. If activity team security is not used, all activities appear.

Field or Control	Description
Distribution Method	<p>Available values are:</p> <p><i>Auto-Fill</i>: Select to enter the from date, the through date, and the hours per day, to populate the hours by spreading them evenly across the specified days.</p> <p><i>Scheduled</i>: Select to enable the system to exclude the from date and through date and to distribute the hours that are already scheduled for specific days proportionally across the activities that you specify.</p>
From Date and Through Date	Enter the start and end dates for the activity. The system distributes hours evenly across these days if you select <i>Auto-Fill</i> as the distribution method.
Hours Per Day	<p>Specify the hours per day to distribute to a particular activity if you select <i>Auto-Fill</i> as the distribution method.</p> <hr/> <p>Note: If you enter start and end dates for an activity, but you do not enter a value in the Hours Per Day field, the rows in the grid for the given date range will clear when you click Distribute. This shortcut can be used to clear multiple rows without using the Delete row <n> icon button for each row.</p> <hr/>
Horizon Hours	Displays the number of distributed forecast hours that fall within the project period.
Remaining Hours	Enter the number of hours to distribute to the activity beyond the horizon period.
Total Forecast Hours	Displays the sum of the forecast horizon hours and remaining hours for an activity.
Distribute	<p>Click to calculate the total hours to allocate to each activity for the forecast horizon after you specify the distribution details for each activity.</p> <p>The system updates the remaining hours if you enter more hours at the activity level than appeared on the Forecast Time - Summary page for total forecast hours.</p> <p>You can adjust the hours or dates and click Distribute as many times as needed.</p>
OK	Click to calculate the total hours to allocate to each activity for the forecast horizon and return to the Forecast Time - Summary page. A row appears on the Forecast Time - Summary page for each project or activity combination that you selected on the Forecast Activity Distribution page.

Note: To further adjust the activity hours for a specific day, click **OK** to access the Forecast Time - Summary page, and select **Details** for the specific activity to access the Forecast Horizon by Day page.

Forecast Horizon by Day (project time) Page

Use the Forecast Horizon by Day (project time) page (FC_TIME_DTL_DLY) to adjust the forecasted project hours for each day within the forecast horizon and recalculate the total forecast hours.

Navigation:

- Select **Details** in the **Project Time** grid on the Forecast Time - Summary page.
- Select **Details** in the Project Time grid on the Forecast Time - Forecast by Period page.

This example illustrates the fields and controls on the Forecast Horizon by Day (project-based work) page (1 of 2). You can find definitions for the fields and controls later on this page.

FC Time Daily
Forecast Horizon by Day

Young Susan

Project-Based Work

Horizon Begin Date 02/23/2013
Horizon End Date 03/22/2013

PC Business Unit US005
Project INTRANET

Completion Date 03/22/2013
Billing Action Billable

Auto-Fill

From Date
Through Date

Hours Per Day
Distribute

Hours by Day
Personalize | Find |
First 1-20 of 20 Last

Day of Week	*Date	Hours	Period		
Monday	02/25/2013	2.00	1	+	-
Tuesday	02/26/2013	2.00	1	+	-
Wednesday	02/27/2013	2.00	1	+	-
Thursday	02/28/2013	2.00	1	+	-
Friday	03/01/2013	2.00	1	+	-

This example illustrates the fields and controls on the Forecast Horizon by Day (project-based work) page (2 of 2). You can find definitions for the fields and controls later on this page.

Calculate Total

Horizon Hours 40.00
Calculate

OK Cancel

On this page, you can adjust the hours for each day and recalculate the total horizon hours for the project. If there is no daily data for the forecast horizon, when you submit the forecast, the system automatically

distributes the total forecast hours from the Forecast Time - Summary page equally across the days in the forecast horizon, excluding business holidays.

Field or Control	Description
Auto-Fill	Enter the date range and hours per day for distributing project hours.
Distribute	Click to display the daily hours in the grid.
Calculate	Click to calculate the total project hours during the horizon. You can adjust the daily hours and click Calculate as many times as required to recalculate the total project hours.
OK	Click to return to the previous page, where the updated hours appear.

Note: In the Project Manager Review component (FC_REVIEW_PROJ_MGR), the Auto-Fill feature double-books a resource's time for company holidays when this page is used by the project manager. It does *not* double-book for company holidays when the page is used by the resource, supervisor, or administrator acting on behalf of a supervisor.

Forecast Horizon by Day (personal time) Page

Use the Forecast Horizon by Day (personal time) page (FC_TIME_POL_DLY) to adjust the forecasted personal hours for each day within the forecast horizon and recalculate the total forecast hours.

Navigation:

- Select **Details** in the **Personal Time** grid on the Forecast Time - Summary page.
- Select **Details** in the Personal Time grid on the Forecast Time - Forecast by Period page.

This example illustrates the fields and controls on the Forecast Horizon by Day (policy time) page. You can find definitions for the fields and controls later on this page.

FC Policy Daily

Forecast Horizon by Day

Young Susan

Policy Time

Horizon Begin Date 02/23/2013

Horizon End Date 03/22/2013

Description Floating Holiday

Auto-Fill


From Date

Through Date



Hours Per Day

Distribute

Hours by Day

Personalize | Find | 

First 1-2 of 2 Last

Day of Week	*Date	Hours	Period		
Monday	02/25/2013 	8.00		1	+ -
Tuesday	02/26/2013 	8.00		1	+ -

Calculate Total

Horizon Hours 16.00

Calculate

OK

Cancel

On this page, you can adjust the personal hours for all days (where applicable) and recalculate the total personal time during the forecast horizon in the same manner as on the Forecast Horizon by Day page for project-based work.

Protecting and Submitting Forecasts

After you complete the forecast updates, you can save, protect, and submit a forecast for review and approval.

Pages Used to Protect and Submit Forecasts

Page Name	Definition Name	Usage
Forecast Time - Summary Page	FC_TIME_SUMMARY	Save and protect the forecast and submit it for approval. See also, Forecast Time - Summary Page .
Forecast Time - Forecast by Period Page	FC_TIME_PERIODS	Save and protect the forecast and submit it for approval.
Submit Confirmation Page	FC_SUBMIT_CONFIRM	Confirm the action to submit a forecast for approval.

Forecast Time - Summary Page

Use the Forecast Time - Summary page (FC_TIME_SUMMARY) to save and protect the forecast and submit it for approval.

Navigation:

Employee Self-Service > Employee Project Center > Time > Forecast Time > Forecast Time - Summary

Select the **Protect Forecast** check box and click **Save**, or click **Save and Protect** at the bottom of the page at any time to ensure that the Populate Time process does not overwrite your work.

When you submit the forecast, you automatically protect it. The system selects the **Protect Forecast** field, and you cannot clear it unless a supervisor first unsubmits the forecast.

Submitting Forecasts

Click **Submit for Approval** and the Submit Confirmation page appears. Click **OK** to confirm the submission to change the forecast status from *Pending* to *Submitted*.

Only project managers and administrators can modify forecasts that are in a *Submitted* status. Supervisors and administrators can unsubmit a forecast and modify it until the next forecast collection period begins, if they need to modify a forecast's data.

If the automatic forecast approval option is enabled on the Program Management Options page or specified for the project on the Program Management page, forecast approval by the project manager is not required to make the forecast accessible to PeopleSoft Program Management for cost and revenue analysis. If you did not select the automatic forecast approval option, approval is required on the Review Forecast by Project page before the forecasts can be used for cost and revenue analysis.

Note: Forecast data is available for utilization calculations, with or without approval.

Reviewing and Approving Forecasts

To review and approve forecasts, use the Supervisor Review component (FC_REVIEW_SUPERVSR) and the Project Manager Review component (FC_REVIEW_PROJ_MGR).

After a resource submits a forecast, the project manager can review, edit, and approve the forecast for use in PeopleSoft Program Management when analyzing cost and revenue.

This topic discusses [Performing Administrative Functions](#):

Pages Used to Review and Approve Forecasts

Page Name	Definition Name	Usage
Review Forecasted Time Page	FC_REVIEW_SUPERVSR	View, modify, and submit the forecast. Send email reminders of forecasts that are due.

Page Name	Definition Name	Usage
<u>Review Forecast by Project Page</u>	FC_REVIEW_PROJ_MGR	View all forecasts that are pending or submitted. Edit and approve submitted forecasts.

Review Forecasted Time Page

Use the Review Forecasted Time page (FC_REVIEW_SUPERVSR) to view, modify, and submit the forecast.

Send email reminders of forecasts that are due.

Navigation:

Manager Self-Service > Review Forecasted Time > Review Forecasted Time

This example illustrates the fields and controls on the Review Forecasted Time page. You can find definitions for the fields and controls later on this page.

Review Forecasted Time
Kenneth Schumacher

General Information

Horizon Begin Date 02/23/2013 Horizon End Date 03/22/2013 GL Business Unit US005

Forecasted Details [Personalize](#) | [Find](#) | [View All](#) | | First 1-3 of 12 Last





*Forecast Status▼	Name		Current Hours	Horizon Hours	Remaining Hours	Total Forecast Hours	Total Policy	Creation Date	
Submitted▼	Young,Susan		0.00	160.00	1300.00	1460.00	24.00	02/19/2013	Forecast Time
	Jones,Catherine		0.00	0.00	0.00	0.00	0.00		Forecast Time
	Deindorfer,James		0.00	0.00	0.00	0.00	0.00		Forecast Time

[Send E-mail to All Employees](#)

The resources that appear on this page report directly to the human resource supervisor who is identified in the Supervisor ID field (SUPERVISOR_ID) on the resource's current row in the Job record (JOB). The supervisor can create, update, protect, submit, and unsubmit a forecast on behalf of a resource.

The grid displays a row for each resource reporting to the supervisor and lists the hours across all projects where the employee is charging time for the period, including current hours, horizon hours, remaining hours, total forecast hours, total policy (forecasted personal time), and creation date (date that the forecast was submitted). The forecast status visual indicator enables you to monitor compliance with the submission process.

Field or Control	Description
Protect Forecast	Select the check box in a specific project or activity row to protect the corresponding resource forecast, and save the page.

Field or Control	Description
Forecast Status	<p>Select the forecast status. Available values are:</p> <p><i>Pending</i>: Select to unsubmit a forecast that currently has a <i>Submitted</i> status.</p> <p><i>Submitted</i>: Select to submit a forecast.</p>
	Indicates that a current forecast has not been created by the resource or by the Populate Time process (FC_HRS_LOAD).
	Indicates that a forecast is pending.
	Indicates that the forecast is submitted.
	Click Send E-mail to send a specific resource a reminder, using the default email application, to submit the forecast.
Forecast Time	<p>Select to access the Forecast Time Capture component (FC_TIME_CAPTURE) in a new browser window to add a forecast for a resource or modify a forecast that has <i>Pending</i> status, or the Forecast Time Inquiry component (FC_TIME_INQUIRY) to view details about a submitted forecast.</p> <hr/> <p>Note: Save the Review Forecasted Time page before you click Forecast Time to ensure that status changes are reflected in the database.</p> <p>You must be an authorized user to view data for a resource in the Forecast Capture and Forecast Time Inquiry components.</p> <hr/> <p>See “Setting Up Authorized Users” (PeopleSoft Expenses).</p>
Protect All Pending	Click to protect all pending forecasts for the resources that appear in the grid.
Submit All Pending	Click to submit all pending forecasts for the resources that appear in the grid.
Unsubmit All Submitted	Click to change the forecast status to <i>Pending</i> for all forecasts that have <i>Submitted</i> status in the grid. This enables you to modify the forecasts and submit them again. You can unsubmit a forecast only until the next forecast iteration starts.
Send E-mail to All Employees	Select to open the default email application to compose and send email to all resources that appear in the grid.

Review Forecast by Project Page

Use the Review Forecast by Project page (FC_REVIEW_PROJ_MGR) to view all forecasts that are pending or submitted by project.

Edit and approve submitted forecasts.

Navigation:

Program Management > Forecasting > Review Forecast by Project > Review Forecast by Project

This example illustrates the fields and controls on the Review Forecast by Project page. You can find definitions for the fields and controls later on this page.

Review Forecast by Project

Schumacher, Kenneth

Project Information

PC Business Unit US005

Project INTRANET

Description Intranet

Currency Code US Dollar

Standard Rate By Job Code

As Of

Search

Project Forecast Details

Personalize | Find | | First 1-2 of 2 Last

Current Forecast

Cost & Bill Rates

PDF

Approve	Forecast Status	Name	Activity	Billing Action	Horizon Begin Date	Horizon End Date	Prior Period Actual Hours	Current Period Actual Hours	Horizon Hours	Remaining Hours	
<input type="checkbox"/>	Submitted	Young, Susan	LOGO CONTEST	Billable	02/23/2013	03/22/2013	Details	0.00	0.00	40.00	<input type="text" value="100.00"/>
<input type="checkbox"/>	Submitted	Young, Susan	COMPANY NEWS	Billable	02/23/2013	03/22/2013	Details	0.00	0.00	40.00	<input type="text" value="100.00"/>

Approve All

Projects appear on this page if the user ID of the person who is logged into the system is identified as the project manager.

On this page, the project manager can view project forecasts in any status, and update or approve forecasts that are in *Submitted* status.

Project Information

General project information is at the top of the page, including the project business unit, project name, currency code, and the standard rate source that is configured for the project business unit on the Program Management Options page or specified for this project on the Defaults tab of the Project General page in PeopleSoft Program Management.

Field or Control	Description
As Of and Search	<p>Enter a date occurring in a prior forecast submission period to examine past forecast submissions. Click Search to see details of past forecasts that were made against the project.</p> <p>Leave the date blank and click <i>Search</i> to return the most current forecast submissions.</p>

Current Forecast

The grid displays a row for each resource on the corresponding project team and lists the hours for each project or activity where the resource is charging time for the period.

Field or Control	Description
Approve	Select the check box in a specific project or activity row to approve the corresponding resource forecast when you save the page. The column appears if forecast approval is required by the project manager. The check box appears for submitted projects.
Activity ID	Enter an ID, if needed, to change activities on submitted forecasts.
Billing Action	Select to change the billing action, if needed. Available values are <i>Billable</i> , <i>Internal</i> , and <i>Nonbill</i> (nonbillable). This information is used to determine whether time is treated as utilized for the purposes of utilization analysis.
Details	Click to access the Forecast Horizon by Day page and edit a specific resource forecast for a project or activity row. On the Forecast Horizon by Day page, you can modify hours that the resource entered for any day in the forecast horizon. This link is active for submitted forecasts.
Remaining Hours	Enter a value, if necessary, to change the hours that the resource is expected to work on the project or activity beyond the forecast horizon for submitted forecasts.
Approve All	Click to approve all of the project or activity forecasts that appear in the grid. This column appears if forecast approval is required by the project manager.

The changes that you make to activity, billing action, detail, and remaining hours are reflected in the resource's forecast when it is viewed in the Forecast Time Inquiry component.

Cost & Bill Rates

The Cost & Bill Rates tab displays estimates of cost and revenue for each resource and project or activity row.

Field or Control	Description
Total Forecast Hours	Displays the sum of horizon hours and remaining hours.
Cost Rate and Billing Rate	<p>Displays the resource's hourly cost and hourly billing rate for the time spent on this activity.</p> <p>The cost and billing rates are converted to hourly rates if the standard rate is quoted in any unit of measure other than hours, such as days or weeks. The system converts the rates to the project currency that appears in the header of the page.</p> <p>The source of the standard rates for each resource on the project is defined on the Defaults tab of the Project General page in PeopleSoft Program Management. If no standard rate source is specified for the project, the system uses the default standard rate source that is defined on the Program Management Options page.</p>
Total Cost	Displays the product of total forecast hours multiplied by the cost rate.
Bill Total	Displays the product of total forecast hours multiplied by the billing rate.

Performing Administrative Functions

As administrator, you can use the same pages discussed in the previous section to approve, change the status of, and submit all forecasts that you can access. You can also unsubmit a forecast, modify it, and resubmit it until the next forecast collection period starts. You must first be granted security access to these pages through the Authorize Users page in PeopleSoft Expenses.

On the Review Forecasted Time page, you can view each resource's forecasted hours across all projects. On the Review Forecast by Project page, you can view the project hours and update the forecast for each resource on the project team who is charging time for the period.

Related Links

[Granting Security Access to Forecasts](#)

Analyzing Resource Utilization

Understanding Resource Utilization Interactive Reports

This topic lists prerequisites and discusses:

- Utilization interactive reports from PeopleSoft Analytic Calculation Engine.
- Resource utilization calculations.
- Security and access.

Prerequisites

Before you can generate a resource utilization interactive report with meaningful results, resources or their supervisors must:

- Ensure that resources have values for the Department (DEPTID), Job Code (JOB CODE), Location (LOCATION), Standard Hours (STD_HRS) and Standard Work Period (STD_HRS_FREQUENCY) fields in the Job record (JOB).
- Submit forecasts using the Forecast Time - Summary page or the Review Forecasted Time page in the Employee Self-Service folder and Manager Self-Service folder.
- Submit actual hours worked using the PeopleSoft Expenses self-service pages for time reports.

Note: You must use PeopleSoft Expenses to capture actual time for the Actual to Forecast Utilization interactive report. However, you can capture forecasts for the Forecast Utilization interactive report using PeopleSoft Program Management.

Before you can compare forecast utilization with capacity and actual utilization, administrators must:

- Configure a PeopleSoft Analytic Calculation Engine server.

See *PeopleTools: Analytic Calculation Engine*, “Managing Analytic Servers”, Configuring and Starting Analytic Servers.

- Run the utilization and capacity engines for the period of time covering the actual time and forecasted time submissions so that utilized hours and capacity hours are calculated and available for use by PeopleSoft Analytic Calculation Engine.

Utilization Interactive Reports from PeopleSoft Analytic Calculation Engine

With the Forecasting feature, you can analyze forecast utilization and actual utilization at a summary business unit or organizational level and drill down to detailed information for individual resources.

PeopleSoft Analytic Calculation Engine provides the utilization interactive reports. You do not need a separate database to store data.

PeopleSoft Analytic Calculation Engine reports are dynamic and interactive. You can move data elements on a report and view them using different dimensions. Viewing information from different angles provides in-depth information about the organization, such as how much capacity is available for additional workloads and how well the organization was utilized in the past. You can also evaluate the accuracy of forecasted information by comparing forecasted utilization to actual utilization.

PeopleSoft Analytic Calculation Engine output can be exported to Microsoft Excel or printed. The communication between a PeopleSoft Analytic Calculation Engine interactive report and the database is one-way. The changes that you make on the interactive report do not affect the data in the database.

When you initiate a process request to launch the Forecast Utilization interactive report or the Actual to Forecast Utilization interactive report, the system:

1. Determines the scope of resources.
2. Determines capacity and forecasted utilized project and personal (policy) hours of the resources.
3. For the Actual to Forecast Utilization report, determines actual utilized project and personal hours of the resources, taking into account adjustments to actual time.
4. Obtains descriptions and SetID mappings.

Resource Utilization Calculations

Utilization is defined as the number of utilized hours in a period divided by the number of capacity hours in the same period. *Utilized time* is the total number of hours during a specified period of time that an employee plans to work (or has worked) on an activity that the organization includes in its utilization analysis. You can configure the type of project time—such as billable, nonbillable, and internal—and the type of personal (policy) time—such as training, vacation, and administration—and include this information in the definition of utilized time. You can also configure the system to use pending forecasts, include external resources, and include specific job codes when performing the calculations.

Control over the definition of utilized hours enables you to adapt to changing business requirements.

The capacity of a resource is defined as the employee's standard work hours minus company holiday hours. The Services Forecasting feature determines capacity at a calendar-week level, where a week is defined as Sunday through Saturday. For example, the calculation for a resource's capacity for a given week is:

$$(8 \text{ hours [length of resource's standard work day]} \times 4 \text{ days [resource's standard work days in a week]}) - (8 \text{ hours [length of resource's standard work day]} \times 0 \text{ holidays [standard company holidays for the week]}) = 32 \text{ hours (capacity for a one week period)}$$

Capacity is calculated for resources who are active during the reporting period.

Security and Access

You can use these security layers to restrict the amount of data that each user can analyze:

- Standard row-level security.

Use row-level security to give users access to a specific list of business units from which to select when performing the analysis. At run time, the system requires users to select at least one human resources (HR) business unit on the Utilization Parameters - Business Units page or the Utilization Parameters - Organization Units page. The Business Unit field is a prompt-with-edit field that has a row-level security view that controls the business units from which the user can select, if row-level security is active.

- Tree security based on business unit security.

Use tree security for users to analyze departments or locations by selecting from department or location trees that are associated with an HR business unit. On the Utilization Parameters - Organization Units page, users can only select from HR business units that are accessible to them through row-level security. The available department or location trees depend on the business units that a user can access.

See the product documentation for *PeopleTools: Security Administration*

Defining Resource Utilization Parameters

To define resource utilization parameters, use the Utilization Definition component (RS_AGG_DEF).

Page Used to Define Resource Utilization Parameters

Page Name	Definition Name	Usage
<u>Utilization Definition Page</u>	RS_AGG_DEF	Define the parameters for calculating actual, capacity, and forecast utilization for each HR business unit.

Utilization Definition Page

Use the Utilization Definition page (RS_AGG_DEF) to define the parameters for calculating actual, capacity, and forecast utilization for each HR business unit.

Navigation:

Set Up Financials/Supply Chain > Business Unit Related > Program Management > Forecasting > PGM Forecast Utilization Opt

This example illustrates the fields and controls on the Utilization Definition page. You can find definitions for the fields and controls later on this page.

Utilization Definition

Business Unit US004 GBI BU for US004

Utilization Billing Action
[Personalize](#) | [Find](#) | [View All](#) | |
First 1-2 of 2 Last

Billing Action		
Billable		
Internal		

Utilization Time Reporting Code
[Personalize](#) | [Find](#) | [View All](#) | |
First 1 of 1 Last

Time Reporting Code	Description	
<input type="text"/>		

Utilization Job Code
[Personalize](#) | [Find](#) | [View All](#) | |
First 1-3 of 11 Last

Job Code	Description	
IXHE01	Senior VP	
KU001	General Manager	
KU025	Office Manager	

☒ Include External Resources
☒ Include Pending Forecasts
☒ Display Organization Tree

Use this page to define the rules for calculating capacity and actual and forecast utilization for each HR business unit.

Field or Control	Description
Billing Action	<p>Select all of the billing actions that constitute utilized project time. You can select one or more billing actions, or none at all. Options are <i>Billable</i>, <i>Internal</i>, and <i>Nonbill</i> (nonbillable).</p> <p>The resource must enter a billing action for every entry of project hours in PeopleSoft Expenses or the Services Forecasting feature. When you identify which billing action field values are utilized time, you enable the Utilization and Capacity Application Engine process (RS_AGG_ENG) and the utilization analysis tools to treat actual and forecasted time consistently when determining the type of project time that counts as utilized time.</p>

Field or Control	Description
Time Reporting Code	<p>Specify which time reporting codes (TRCs) count as utilized personal time. The TRCs are SetID-driven and defined on the Time Reporting Code page.</p> <p>TRCs appear on the Forecast Time - Summary page, the Forecast Time - Forecast by Period page, and the PeopleSoft Expenses Time Report Summary page for resources to enter personal time. When you identify which TRC field values are considered as utilized time, you enable the Utilization and Capacity process (and the utilization analysis tools) to treat actual and forecast time consistently when determining which nonproject time counts as utilized time.</p>
Job Code	<p>Select the job code values to indicate which resources within the organization are analyzed by the Utilization and Capacity process and included in utilization calculations. This setting controls which resources are analyzed across the business unit. For example, if you measure utilization only for the information services support team, enter only the job codes that are associated with support team resources.</p> <p>Available job codes are based on the HR business unit.</p> <hr/> <p>Note: If you do not enter a job code, or if no resources match the job codes that you select for the business unit, the system does not perform any capacity or utilization calculations.</p>
Include External Resources	<p>Select to include external resources (such as contractors) in the utilization calculations. Deselect to exclude resources with a non-employee status from the utilization calculations and analysis.</p> <hr/> <p>Note: Resources are treated as non-employees if the Personnel Status field (PER_STATUS) value is <i>N</i> (non-employee) for the employee ID (EMPLID).</p>
Include Pending Forecasts	<p>Select to have the analysis include forecasts that are pending (not yet submitted). To determine the appropriate setting, decide whether you want to analyze forecast utilization based on forecasted hours that are prepopulated by the Populate Time process or wait until resources have submitted their forecasts before analyzing the utilization data.</p> <hr/> <p>Note: Forecast status values of <i>Pending</i> and <i>Submitted</i> are different from the time report status values that contain actual hours entered into PeopleSoft Expenses.</p>
Display Organization Tree	<p>Select to display the Organizational Unit tree on the Utilization Parameters - Organization Units page. This option simplifies the process of selecting organizational units (such as departments, locations, and child departments and locations) for analysis.</p>

Updating Resource Utilization Data

To update resource utilization data for reporting, use the Utilization and Capacity Engines component (RS_AGG_AEP).

Page Used to Update Resource Utilization Data

Page Name	Definition Name	Usage
<u>Utilization and Capacity Engines Page</u>	RS_AGG_AEP	Update Utilization and Capacity data. Note: The Utilization Interactive Reports are only as current as the most recent time you refreshed the Utilization and Capacity data.

Utilization and Capacity Engines Page

Use the Utilization and Capacity Engines page (RS_AGG_AEP) to run the Utilization and Capacity process.

Navigation:

Program Management > Forecasting > Refresh Capacity/Utilization > Utilization and Capacity Engines

This example illustrates the fields and controls on the Utilization and Capacity Engines page. You can find definitions for the fields and controls later on this page.

Utilization and Capacity Engines

Run Control ID util_refresh
Report Manager
Process Monitor
Run

☐ All HR Business Units
☒ Specify

Specify Business Units
Personalize | Find | View All | [Icon] | [Icon]
First 1 of 1 Last

	Business Unit	Description		
1	US004	GBI BU for US004	[+]	[-]

Number of Past Months 4

Number of Future Months 4

☒ Calculate Capacity
☒ Calculate Utilization

Use this page to run the Utilization and Capacity process by HR business unit. You can schedule the processes for any HR business units for which a utilization definition exists. For example, you can group the units by time zone so that the processes refresh utilization and capacity data at a time of day that is convenient for the majority of users in the region, or you can run the processes for all HR business units at once.

You can analyze forecasted utilization, actual utilization, and capacity data with the data generated by the Utilization and Capacity engine.

Field or Control	Description
All HR Business Units	Select this option to run the Utilization and Capacity process for all HR business units that have a utilization definition.
Specify	Select to run the process for a subset of HR business units.
Business Unit	Enter the HR business units to include in this run control of the Utilization and Capacity process.
Number of Past Months	<p>Enter the number of months prior to the current date for which the Capacity or Utilization process calculates weekly capacity and utilized hours statistics. The process counts back from the current date by the number of months that are entered in this field, and it calculates capacity or utilized hours for all of the calendar weeks that fall within that range.</p> <p>When past weeks are recalculated by a subsequent Capacity or Utilization process, weekly data in the Utilization and Capacity Cache record (RS_AGG_CACHE) is updated if the week's data already exists for a resource. If a week's data does not exist for a resource, the data is added to the record. The process does not delete historical data.</p> <hr/> <p>Note: A week is defined as Sunday through Saturday.</p> <hr/>
Number of Future Months	<p>Enter the number of months following the current date for which the capacity or utilization process calculates weekly capacity and utilized hours statistics. The process counts forward from the current date by the number of months that are entered in this field and calculates capacity or utilized hours for all of the calendar weeks that fall within that range.</p> <p>When future weeks are recalculated by a subsequent Capacity or Utilization process, weekly data in the Utilization and Capacity Cache record (RS_AGG_CACHE) is updated if the week's data already exists for a resource. If a week's data does not exist for a resource, the data is added to the record. The process does not delete historical data.</p>

Field or Control	Description
Calculate Capacity	<p>Select to refresh capacity data.</p> <p>The capacity calculations in this Application Engine process determine each resource's weekly capacity by calendar week, based on the rules that you specify on the Utilization Definition page. Capacity is defined as a resource's standard hours per calendar week minus company holidays. For the purposes of the Utilization and Capacity process and utilization interactive reports, calendar weeks begin on Sunday and end on Saturday.</p> <p>You can calculate capacity without calculating utilization, and vice versa.</p>
Calculate Utilization	<p>Select to refresh utilization data.</p> <p>The utilization calculations in this process use the rules that you specify on the Utilization Definition page to calculate each resource's actual and forecasted utilized time by calendar week. It calculates actual utilized project hours, actual utilized personal hours, forecasted utilized project hours, and forecasted utilized personal hours.</p>
Run	<p>Click to initiate the process. The results are written to the Utilization and Capacity Cache record and used by PeopleSoft Analytic Calculation Engine to generate the utilization interactive reports.</p> <hr/> <p>Note: The Utilization and Capacity Cache record grows over time because the Utilization and Capacity process does not delete rows. Monitor the record and delete unnecessary rows based on the amount of history that you want to maintain.</p> <hr/>

Launching Resource Utilization Interactive Reports

To launch resource utilization interactive reports, use the Utilization Parameters component (RS_AGG_RUN).

Pages Used to Launch Resource Utilization Interactive Reports

Page Name	Definition Name	Usage
<u>Utilization Parameters - Business Units Page</u>	RS_AGG_RUN	Enter the parameters for the Forecast Utilization interactive report or the Actual to Forecast Utilization interactive report for multiple HR business units.

Page Name	Definition Name	Usage
Utilization Parameters - Organization Units Page	RS_AGG_RUN2	Enter the parameters for the Forecast Utilization interactive report or the Actual to Forecast Utilization interactive report for organization units belonging to a single HR business unit.

Utilization Parameters - Business Units Page

Use the Utilization Parameters - Business Units page (RS_AGG_RUN) to enter the parameters for the Forecast Utilization interactive report or the Actual to Forecast Utilization interactive report for multiple HR business units.

Navigation:

Program Management > Interactive Reports > Resource Utilization Report > Business Units

This example illustrates the fields and controls on the Utilization Parameters - Business Units page. You can find definitions for the fields and controls later on this page.

Business Units

Organization

Utilization Parameters

Feb2013

Reporting Options

Utilization analysis always covers entire calendar weeks beginning on a Sunday and ending on a Saturday. Enter a date occurring on a Sunday in the Start Date field and a date occurring on a Saturday in the End Date field.

*Start Date

*End Date

☐ Forecast Utilization
 ☒ Actual to Forecast Utilization

Launch Interactive Reports

You can control the scope of your Utilization Analysis by selecting one or more HR Business Units below.

Utilization Parameters

Find | View All

First 1 of 1 Last

*Business Unit

To further control the scope of your Utilization Analysis, you can select specific departments and locations within each HR Business Unit. If you do not select any departments or locations, the system returns all departments and locations, and it may take longer to generate results.

Department

Personalize | Find | View All

First 1 of 9 Last

Department	Description
1 13000	Finance

Location

Personalize | Find | View All

First 1 of 1 Last

Location Code	Description
1 CAN01	Canada - Quebec

Field or Control	Description
Start Date	<p>Select the first date from which the system extracts data for the analysis.</p> <hr/> <p>Note: Although you can enter a start date of any day of the week, the interactive report always begins analyzing data starting on Sunday in the calendar week in which the selected date occurs.</p> <hr/>
End Date	<p>Select the last date from which the system extracts data for the analysis. You can enter an end date of any day of the week; however, the interactive report always covers data through Saturday in the calendar week in which the selected date falls.</p> <p>For the Forecast Utilization interactive report, the end date must be less than or equal to the end date of the last forecast horizon period of the latest forecast time collection iteration for the general ledger (GL) business unit that is associated with the requested HR business unit. In addition, if you run a report with multiple HR business units that are associated with multiple GL business units, the end date is limited by the forecast horizon period end date of the GL business unit with the shortest forecast horizon period.</p> <p>For example, suppose that you request a Forecast Utilization interactive report for two HR business units that map to different GL business units. Both GL business units specify weekly forecasting, but one specifies forecasts five weeks into the future and the other specifies forecasts ten weeks into the future. You must enter an end date that is less than or equal to the end date of the fifth week in the future.</p> <p>For the Actual to Forecast Utilization interactive report, the end date must occur before or on the end date of the last PeopleSoft Expenses time entry reporting period for the GL business unit that is associated with the requested HR business unit. In addition, if you run a report with multiple HR business units that are associated with multiple GL business units, the end date is limited by the end date with the shortest time entry period.</p> <p>For example, suppose that you request an Actual to Forecast Utilization interactive report for two HR business units that map to different GL business units. The first GL business unit requires semimonthly time report submissions, and the second GL business unit requires weekly time report submissions. The first GL business unit's current time entry period ends in nine days, and the second GL business unit's current time entry period ends in four days. You must enter an end date that occurs before or on the four days in the future.</p>
Forecast Utilization	<p>Select to analyze how the forecasted resource utilization compares to the organization's capacity to handle additional workloads.</p>

Field or Control	Description
Actual to Forecast Utilization	Select to analyze how the forecasted resource utilization compares to the actual resource utilization. Typically, you select this analysis if you enter a start date and end date that are earlier than the current date.
Launch Interactive Reports	After you select all the parameters that the system uses to extract information from the database, click Launch Interactive Reports to launch the interactive report.
Business Unit	Select an HR business unit for which you want to analyze data. To add business units to the analysis, add a new row and select another HR business unit.
Department	Select to filter the analysis for specific departments. To add departments to the filter, add a new row and select another department. If you don't select any departments, the system returns all departments for the HR business units.
Location Code	Select to filter the analysis for specific locations. To add locations to the filter, click the button to add a new row and select another location. If you don't select any location codes, the system returns all locations for the HR business units.

Utilization Parameters - Organization Units Page

Use the Utilization Parameters - Organization Units page (RS_AGG_RUN2) to enter the parameters for the Forecast Utilization interactive report or the Actual to Forecast Utilization interactive report for organization units belonging to a single HR business unit.

Navigation:

Select the **Organization** tab on the Utilization Parameters - Business Units page.

This example illustrates the fields and controls on the Utilization Parameters - Organization Units page. You can find definitions for the fields and controls later on this page.

Business Units

Organization

Utilization Parameters

Feb2013

Reporting Options

Utilization analysis always covers entire calendar weeks beginning on a Sunday and ending on a Saturday. Enter a date occurring on a Sunday in the Start Date field and a date occurring on a Saturday in the End Date field.

*Start Date

*End Date

☐ Forecast Utilization
 ☒ Actual to Forecast Utilization
 Launch Interactive Reports

You can control the scope of your Utilization Analysis by selecting a single business unit and choosing an organization unit from a tree.

Select Business Unit

*Business Unit

Organization Structure

Tree Name

Select an Organization

Left | Right

- CONSULTING CORP - Consulting Corp
 - HUMAN RESOURCES - Human Resources
 - INFORMATION SERVICES - Information Services
 - PUBLIC RELATIONS - Public Relations
 - AUDITING - Auditing
 - ADMINISTRATION - Administration
 - BUSINESS SERVICES - Business Services
 - SALES AND SERVICES - Sales and Services
 - SERVICES - INDUSTRY - Services - Industry
 - NO-DEPTID - No Department

Node

Description

The reporting options are identical to the Utilization Parameters - Business Units page. However, the selection of the utilization parameters (business unit and organizational units) is different on this page.

Field or Control	Description
Business Unit	Select the HR business unit from which you want to extract data.
Tree Name	Select a department or location tree that includes the department or location to analyze. If the administrator enables the Display Organization Tree option on the Utilization Definition page and PeopleSoft Resource Management is installed, the PeopleSoft Resource Management organizational unit tree appears. Otherwise, the list of trees contains only the trees that are associated with the specified HR business unit.

<i>Field or Control</i>	<i>Description</i>
Select an Organization	Select a department or location from which the system extracts data. You can select a node or detail value from the tree. If you select a node, all of the node child departments or locations are included in the report.
Node	Displays the department or location node that you select on the tree. To use a different node, either select a different node on the tree or click Look up Node to select a node from a list.
Description	Displays the department or location description if you selected a detail value from the tree.

Analyzing Resource Utilization Interactive Reports

You can analyze data by the following dimensions: HR business unit, department, location, job code, and employee.

To create a different view and have PeopleSoft Analytic Calculation Engine recalculate the data, simply drag and drop dimensions onto different parts of the page. You can expand, collapse, and filter the data elements.

Note: Utilization interactive reports always calculate utilized hours, capacity, and utilization percentages for full calendar weeks. For example, if you request a start date on Wednesday and an end date of the following Wednesday, the interactive report includes the capacity and utilized hours for the two full calendar weeks in which the start and end dates appear.

Pages Used to Analyze Resource Utilization Interactive Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Forecast Analysis Page	PGM_FCAST_UTIL	Analyze actual to forecast utilization. See Analyzing Actual to Forecast Utilization Example and Analyzing Forecast Utilization Example .

Analyzing Actual to Forecast Utilization Example

Use the Forecast Analysis page to analyze actual to forecast utilization

Navigation:

Program Management > Interactive Reports > Utilization > Utilization Parameters - Business Units

Select the **Organization** tab on the Utilization Parameters - Business Units page.

Select Actual to Forecast Utilization on the Utilization Parameters - Organization page.

These are two examples of report views:

This example illustrates the fields and controls on the Example of Actual to Forecast Utilization interactive report by business unit, department, and employee. You can find definitions for the fields and controls later on this page.

Business Units | Organization | Forecast Analysis

Period Start Date 02/24/2013Period End Date 03/09/2013

Actual to Forecast Utilization 1Preferences | View All | First1-10 of 10Last?

Location Code ALL_LOCATIONSJob Code ALL_JOBCODES

	Forecast Utilization (%)	Actual Utilization (%)	Total Forecast Hours	Total Actual Hours	Forecast Less Actual Hours	Capacity Hours	Forecast Project Hours	Actual Project Hours	Forecast Policy Hours	Actual Policy Hours
ALL_UNITS										
ALL_DEPARTMENTS										
ALL_EMPLOYEES										
11000	104.35	74.78	1,920.00	1,376.00	544.00	1,840.00	1,360.00	992.00	560.00	384.00
ALL_EMPLOYEES										
Cornelia Ling	100.00	80.00	160.00	128.00	32.00	160.00	128.00	96.00	32.00	32.00
Randy Unger	100.00	80.00	80.00	64.00	16.00	80.00	64.00	48.00	16.00	16.00
13000	100.00	80.00	80.00	64.00	16.00	80.00	64.00	48.00	16.00	16.00
ALL_EMPLOYEES										
20000	100.00	80.00	320.00	256.00	64.00	320.00	256.00	192.00	64.00	64.00
ALL_EMPLOYEES										
22000	80.00	40.00	64.00	32.00	32.00	80.00	48.00	32.00	16.00	
ALL_EMPLOYEES										
41000	80.00	40.00	256.00	128.00	128.00	320.00	192.00	128.00	64.00	
ALL_EMPLOYEES										
42000	120.00	100.00	384.00	320.00	64.00	320.00	320.00	256.00	64.00	64.00

This example illustrates the fields and controls on the Example of Actual to Forecast Utilization interactive report by department and job code showing list of job code options. You can find definitions for the fields and controls later on this page.

Business Units | Organization | Forecast Analysis

Period Start Date 02/24/2013Period End Date 03/09/2013

Actual to Forecast Utilization 1-10 of 10 Preferences | View All | First Last

Location Code ALL_LOCATIONSJob Code ALL_JOBCODES

Business Unit ALL_UNITS

	Forecast Utilization (%)	Actual Utilization (%)	Total Forecast Hours	Total Actual Hours	Forecast Less Actual Hours	Capacity Hours	Forecast Project Hours	Actual Project Hours	Forecast Policy Hours	Actual Policy Hours
ALL_DEPARTMENTS										
ALL_EMPLOYEES										
11000	104.35	74.78	1,920.00	1,376.00	544.00			992.00	560.00	384.00
ALL_EMPLOYEES										
Cornelia Ling	100.00	80.00	160.00	128.00	32.00	160.00	128.00	96.00	32.00	32.00
Randy Unger	100.00	80.00	80.00	64.00	16.00	80.00	64.00	48.00	16.00	16.00
13000	100.00	80.00	80.00	64.00	16.00	80.00	64.00	48.00	16.00	16.00
ALL_EMPLOYEES										
20000	100.00	80.00	320.00	256.00	64.00	320.00	256.00	192.00	64.00	64.00
ALL_EMPLOYEES										
22000	80.00	40.00	64.00	32.00	32.00	80.00	48.00	32.00	16.00	
ALL_EMPLOYEES										
41000	80.00	40.00	256.00	128.00	128.00	320.00	192.00	128.00	64.00	
ALL_EMPLOYEES										
42000	120.00	100.00	384.00	320.00	64.00	320.00	320.00	256.00	64.00	64.00

Field or Control	Description
Forecast Utilization (%) Forecast Utilization Percentage	The percentage of the capacity hours that are forecasted as utilized for the given time period and specified parameters. The value is the result of dividing the total forecast utilized hours by the capacity hours.
Actual Utilization (%) Actual Utilization Percentage	The percentage of actual resource hours that were used compared to resource capacity for the given time period and specified parameters. The value is based on dividing the total actual utilized hours by the capacity hours.
Total Forecast Hours	The total number of forecasted utilized hours for the given time period and specified parameters. The value is the sum of the forecasted utilized project hours and the forecasted utilized personal hours.
Total Actual Hours	The total number of hours that were actually used for the given time period and specified parameters. The value is the sum of the actual utilized project hours and the actual utilized personal hours.
Forecast Less Actual Hours	The difference between the forecasted utilized hours and the hours that were actually utilized for the given time period and specified parameters. The value is based on subtracting the total actual utilized hours from the total forecast utilized hours.
Capacity Hours	The total number of standard resource hours available to engage in an activity that is considered utilized for the given time period and specified parameters.
Forecast Project Hours	The total number of forecasted project hours to be worked and considered as utilized for the given time period and specified parameters.
Actual Project Hours	The total number of project hours actually worked and treated as utilized for the given time period and specified parameters.
Forecast Policy Hours	The total number of forecasted personal hours that are considered utilized for the given time period and specified parameters.
Actual Policy Hours	The total number of personal hours actually worked and treated as utilized for the given time period and specified parameters.

Analyzing Forecast Utilization Example

Use the Forecast Analysis page to analyze actual to forecast utilization

Navigation:

Program Management > Interactive Reports > Utilization > Utilization Parameters - Business Units

Select the **Organization Units** tab on the Utilization Parameters - Business Units page.




Select Actual to Forecast Utilization on the Utilization Parameters - Organization Units page.

These are two examples of report views:

This example illustrates the fields and controls on the Example of Forecast Utilization interactive report by location and department. You can find definitions for the fields and controls later on this page.


























Business Units | Organization | Forecast Analysis

Period Start Date 02/24/2013Period End Date 03/09/2013

Actual to Forecast Utilization  Preferences | View All |  First 1-20 of 20 Last  ?

Job Code ALL_JOBCODES Business Unit ALL_UNITS

Name ALL_EMPLOYEES

	 Forecast Utilization (%)	 Actual Utilization (%)	 Total Forecast Hours	 Total Actual Hours	 Forecast Less Actual Hours	 Capacity Hours	 Forecast Project Hours	 Actual Project Hours	 Forecast Policy Hours	 Actual Policy Hours
 ALL_LOCATIONS										
 ALL_DEPARTMENTS										
 11000	104.35	74.78	1,920.00	1,376.00	544.00	1,840.00	1,360.00	992.00	560.00	384.00
 13000	100.00	80.00	160.00	128.00	32.00	160.00	128.00	96.00	32.00	32.00
 20000	100.00	80.00	320.00	256.00	64.00	320.00	256.00	192.00	64.00	64.00
 22000	80.00	40.00	64.00	32.00	32.00	80.00	48.00	32.00	16.00	
 41000	80.00	40.00	256.00	128.00	128.00	320.00	192.00	128.00	64.00	
 42000	120.00	100.00	384.00	320.00	64.00	320.00	320.00	256.00	64.00	64.00
 43000	120.00	80.00	576.00	384.00	192.00	480.00	288.00	192.00	288.00	192.00
 ICA1	100.00	80.00	160.00	128.00	32.00	160.00	128.00	96.00	32.00	32.00
 ALL_DEPARTMENTS										
 11000	100.00	73.33	1,440.00	1,056.00	384.00	1,440.00	1,120.00	832.00	320.00	224.00
 13000	100.00	80.00	160.00	128.00	32.00	160.00	128.00	96.00	32.00	32.00
 20000	100.00	80.00	320.00	256.00	64.00	320.00	256.00	192.00	64.00	64.00
 22000	80.00	40.00	64.00	32.00	32.00	80.00	48.00	32.00	16.00	

This example illustrates the fields and controls on the Example of Forecast Utilization interactive report by location and job code, showing list of employees. You can find definitions for the fields and controls later on this page.

Business Units | Organization | Forecast Analysis

Period Start Date 02/24/2013

Period End Date 03/09/2013

Actual to Forecast Utilization

Preferences | View All

First

1-20 of 20

Last

Business Unit ALL_UNITS

Name ALL_EMPLOYEES

ALL_EMPLOYEES

Alphonsine Oil

Anne Strasmann

Cheri Smith

Cornelia Ling

Cornelia Turner

Danny White

Forecast Utilization (%)

Actual Utilization (%)

Total Forecast Hours

Total Actual Hours

Forecast Less Actual Hours

Actual Project Hours

Forecast Policy Hours

Actual Policy Hours

ALL_JOBCODES

ALL_LOCATIONS

ALL_DEPARTMENTS

11000

13000

20000

22000

41000

42000

43000

ICA1

ALL_DEPARTMENTS

11000

13000

20000

22000

41000

104.35	74.78	1,920.00	1,376.00	544.00				992.00	560.00	384.00
100.00	80.00	160.00	128.00	32.00				96.00	32.00	32.00
100.00	80.00	320.00	256.00	64.00	320.00	256.00	192.00	64.00	64.00	
80.00	40.00	64.00	32.00	32.00	80.00	48.00	32.00	16.00		
80.00	40.00	256.00	128.00	128.00	320.00	192.00	128.00	64.00		
120.00	100.00	384.00	320.00	64.00	320.00	320.00	256.00	64.00	64.00	
120.00	80.00	576.00	384.00	192.00	480.00	288.00	192.00	288.00	192.00	
100.00	80.00	160.00	128.00	32.00	160.00	128.00	96.00	32.00	32.00	
100.00	73.33	1,440.00	1,056.00	384.00	1,440.00	1,120.00	832.00	320.00	224.00	
100.00	80.00	160.00	128.00	32.00	160.00	128.00	96.00	32.00	32.00	
100.00	80.00	320.00	256.00	64.00	320.00	256.00	192.00	64.00	64.00	
80.00	40.00	64.00	32.00	32.00	80.00	48.00	32.00	16.00		
80.00	40.00	256.00	128.00	128.00	320.00	192.00	128.00	64.00		

Configuring Batch and Online Processes

Configuring Temporary Tables for Batch and Online Processing

When you run Application Engine processes in parallel, you risk data contention and deadlocks on temporary tables. To avoid this, PeopleTools enables you to dedicate specific instances of temporary tables for each process. When PeopleSoft Application Engine manages a dedicated temporary table instance, it controls the locking of the table before use and the unlocking of the table after use.

When you decide how many temporary table instances to dedicate for a process, consider the number of temporary tables that the process uses. More instances result in more copies of the temporary tables on the system. For example, if a process uses 25 temporary tables and you have 10 instances for a process, you will have 250 temporary tables on the system.

If you run processes in parallel and all of the dedicated temporary table instances are in use, the performance of the process decreases. You need to find a balance that works for your organization.

Note: When you specify the number of instances, PeopleSoft Application Designer displays a list of the temporary tables for the process. Use the list to determine how many temporary tables that each process uses.

Specify how many temporary table instances to dedicate for each of the following Application Engine processes in PeopleSoft Program Management:

- Forecast Cache Administration (FC_CACHE_AD)
- Forecast Establish Control (FC_CTRL_LOAD)
- Forecast Populate Time (FC_HRS_LOAD)
- Forecast Variance Calculation (PC_FC_CALC)
- Projects to Forecasting (PC_PC_TO_FC)
- Load Budget from Excel (PGM_BUD_EXL)
- Send Estimate to Project Request (PGM_ES_TO_PR)
- Retrieve Estimate To Complete (PGM_ETC_GET)
- AE to load the fact table (PGM_FACT_AE)
- Enforce Team Pool Refresh (PGM_POOL_RFS)
- Project Request Analysis (PGM_PRJRQ_AE)
- Program Refresh (PGM_PROGRFSH)

- Review Program (PGM_REVW_AE)
- Calculate Warning Indicator (PGM_SCH_EDIT)
- Show Estimate Summary (PGM_SHOW_EST)
- Distribute Costs to Budgets (PGM_SPREAD)
- Calculate Daily Workload (PGM_WLOAD_AE)

The PeopleTools documentation discusses the usage of temporary tables in detail and describes how to specify the number of instances.

If you run any of the PeopleSoft General Ledger COBOL processes, also configure the temporary tables for those processes. The *PeopleSoft General Ledger* subject discusses how to do this in detail.

See the product documentation for *PeopleTools: Application Engine*

Related Links

“Understanding Optimal General Ledger Performance” (PeopleSoft General Ledger)

Delivered Workflows for PeopleSoft Program Management

Delivered Workflows for Project Request Approval

This topic discusses the delivered Project Request Approval workflows. The workflows are listed alphabetically by workflow name.

Related Links

[Project Request Approval Workflow](#)

Approval Process for Funding Department Managers

This topic discusses the approval process for Funding Department Managers workflow, which includes these events:

- Preapproved.
- Return to requester.

This workflow is active only if funding manager approval is required, which is established on the Installation Options - Program Management page (INSTALLATION_PGM).

Preapproved Description

<i>Information Type</i>	<i>Description</i>
Event Description	This event is triggered when a project request approver approves a project request and submits it for approval to the funding department managers.
Action Description	The system sends a worklist item to all funding department managers of the departments that are listed in the cost departments on the Summary Cost/Benefits page (BC_EST_COST_BENFT), and changes the project request status to <i>Operationally Approved</i> .
Notification Method	Worklist

Preapproved Workflow Objects

<i>Information Type</i>	<i>Description</i>
Event	PRE_PROCESS (PRE APPROVED)
Approval Rule Set	PPK_FUNDMGT_APPROVAL
Business Process	PPK_PROJ_APPR_BP
Activity	PPK_PJ_FUNMGT_APPROVAL
Role	MANAGER, DIRECTOR_FUNDING, VICE_PRESIDENT

Return to Requester Description

<i>Information Type</i>	<i>Description</i>
Event Description	This event is triggered when a Funding Department manager clicks the Returned button on the Funding Department Approval page (PPK_FUND_APPROVAL).
Action Description	The system sends a worklist item to the person in the Approver field on the Project Request page (BC_PROJ_REQUEST1) and changes the project request status to <i>Returned</i> .
Notification Method	Worklist

Return to Requester Workflow Objects

<i>Information Type</i>	<i>Description</i>
Event	RETURN_REQ (Return to Requester)
Approval Rule Set	PPK_FUNDMGT_APPROVAL
Business Process	PPK_PROJ_APPR_BP
Activity	PPK_PJ_FUNMGT_APPROVAL

<i>Information Type</i>	<i>Description</i>
Role	MANAGER, DIRECTOR_FUNDING, VICE_PRESIDENT

Approval Process for Project Approver

This topic discusses the approval process for Project Approver workflow, which includes these events:

- Approval process event.
- Return event.

Approval Process Description

<i>Information Type</i>	<i>Description</i>
Event Description	This event is triggered when a user clicks the Submit button on the Project Request page (BC_PROJ_REQUEST1).
Action Description	The system sends a worklist item to the individual who is identified in the Approver field on the Project Request page (BC_PROJ_REQUEST1) and changes the project request status to <i>Submitted</i> .
Notification Method	Worklist

Approval Process Workflow Objects

<i>Information Type</i>	<i>Description</i>
Event	APPROVAL_PROCESS
Approval Rule Set	PPK_PROJ_APPROVAL
Business Process	PPK_PROJ_APPR_BP
Activity	PPK_PRJ_APPROVE_ACTIVITY
Role	SUPERVISOR, MANAGER, VICE_PRESIDENT

Return Description

<i>Information Type</i>	<i>Description</i>
Event Description	This event is triggered when a the approver clicks the Return button on the Project Request Approval page (BC_PROJ_REQUEST1).
Action Description	The system sends a worklist item to the individual who is identified in the Requester field on the Project Request page (BC_PROJ_REQUEST1) and changes the project request status to <i>Returned</i> .
Notification Method	Worklist

Return Workflow Objects

<i>Information Type</i>	<i>Description</i>
Event	RETURN_EVEN
Approval Rule Set	PPK_PROJ_APPROVAL
Business Process	PPK_PROJ_APPR_BP
Activity	PPK_PRJ_APPROVE_ACTIVITY
Role	SUPERVISOR, MANAGER, VICE_PRESIDENT

Notification for Approved or Denied Request

This topic discusses the Notification for Approved or Denied Request workflow, which includes these events:

- Approver send email.
- Notify sponsor.
- Notify project manager.

Note: This activity is active only if funding manager approval is *not* required, which is established at the installation level by using the Program Management page (INSTALLATION_PGM) in the Installation Options component (INSTALLATION).

Approver Send Email Description

<i>Information Type</i>	<i>Description</i>
Event Description	This event is triggered when a project request is approved or denied by the project request approver.
Action Description	The system sends an email to the individual who is identified in the Requester field on the Project Request page (BC_PROJ_REQUEST1).
Notification Method	Email

Approver Send Email Workflow Objects

<i>Information Type</i>	<i>Description</i>
Event	Approver Send Email
Approval Rule Set	None
Business Process	PPK_PROJ_APPR_BP
Activity	PPK_APR_DENY_OWNER
Role	None

Notify Sponsor Description

<i>Information Type</i>	<i>Description</i>
Event Description	This event is triggered when a project request is approved or denied by the project request approver.
Action Description	The system sends an email to the individual who is identified in the Sponsor field on the Project Request page (BC_PROJ_REQUEST1), and changes the project request status to <i>Approved</i> or <i>Denied</i> as appropriate.
Notification Method	Email

Notify Sponsor Workflow Objects

<i>Information Type</i>	<i>Description</i>
Event	TO_SPONSOR
Approval Rule Set	None
Business Process	PPK_PROJ_APPR_BP
Activity	PPK_APR_DENY_OWNER
Role	None

Notify Project Manager Description

<i>Information Type</i>	<i>Description</i>
Event Description	This event is triggered when a project request is approved or denied by the project request approver.
Action Description	The system sends an email to the individual who is identified in the Project Manager field on the Project Request page (BC_PROJ_REQUEST1), and changes the project request status to <i>Approved</i> or <i>Denied</i> as appropriate.
Notification Method	Email

Notify Project Manager Workflow Objects

<i>Information Type</i>	<i>Description</i>
Event	PRJ_MGT
Approval Rule Set	None
Business Process	PPK_PROJ_APPR_BP
Activity	PPK_APR_DENY_OWNER
Role	None

Notification for Funding Department Manager Approved or Denied Request

This topic discusses the Notification for Funding Department Manager Approved or Denied Request workflow, which includes these events:

- Approver send email.
- Notify sponsor.
- Notify project manager.

This workflow is active only if funding manager approval is required, which is established at the installation level by using the Program Management page (INSTALLATION_PGM) in the Installation Options component (INSTALLATION).

Approver Send Email Description

<i>Information Type</i>	<i>Description</i>
Event Description	This event is triggered when a project request is approved by all funding department managers or denied by any funding department manager.
Action Description	The system sends email notifications to the individuals who are identified in the Requester and Approver fields on the Project Request page (BC_PROJ_REQUEST1).
Notification Method	Email

Approver Send Email Workflow Objects

<i>Information Type</i>	<i>Description</i>
Event	Approver Send Email
Approval Rule Set	None
Business Process	PPK_PROJ_APPR_BP
Activity	PPK_APR_DNY_FUND
Role	None

Notify Sponsor Description

Information Type	Description
Event Description	This event is triggered when a project request is approved by all funding department managers or denied by any funding department manager.
Action Description	The system sends an email to the individual who is identified in the Sponsor field on the Project Request page (BC_PROJ_REQUEST1), and changes the project request status to <i>Approved</i> or <i>Denied</i> as appropriate.
Notification Method	Email

Notify Sponsor Workflow Objects

Information Type	Description
Event	TO_SPONSOR
Approval Rule Set	None
Business Process	PPK_PROJ_APPR_BP
Activity	PPK_APR_DNY_FUND
Role	None

Notify Project Manager Description

Information Type	Description
Event Description	This event is triggered when a project request is approved by all funding department managers or denied by the project request approver.
Action Description	The system sends an email to the individual who is identified in the Project Manager field on the Project Request page (BC_PROJ_REQUEST1), and changes the project request status to <i>Approved</i> or <i>Denied</i> as appropriate.

<i>Information Type</i>	<i>Description</i>
Notification Method	Email

Notify Project Manager Workflow Objects

<i>Information Type</i>	<i>Description</i>
Event	PRJ_MGT
Approval Rule Set	None
Business Process	PPK_PROJ_APPR_BP
Activity	PPK_APR_DNY_FUND
Role	None

Notification to Funding Manager

This topic discusses the Notification to Funding Manager workflow.

Description

<i>Information Type</i>	<i>Description</i>
Event Description	This event is triggered when the individual who is specified in the Approver field on the Project Request Page (BC_PROJ_REQUEST1) submits, approves, or declines a project request.
Action Description	The system sends an email notification to the individual who is identified in the Sponsor field on the Project Request page (BC_PROJ_REQUEST1), and changes the project request status to <i>Submitted</i> .
Notification Method	Email

Workflow Objects

<i>Information Type</i>	<i>Description</i>
Event	Send Email mgts
Approval Rule Set	None
Business Process	PPK_PROJ_APPR_BP
Activity	PPK_EMAIL_ACTIVITY2
Role	None

Notification to Project Sponsor

This topic discusses the Notification to Project Sponsor workflow.

Description

<i>Information Type</i>	<i>Description</i>
Event Description	This event is triggered when a project request is submitted for approval.
Action Description	The system sends an email notification to the individual who is identified in the Sponsor field on the Project Request page (BC_PROJ_REQUEST1), and changes the project request status to <i>Submitted</i> .
Notification Method	Email

Workflow Objects

<i>Information Type</i>	<i>Description</i>
Event	BC Send Email
Approval Rule Set	None
Business Process	PPK_PROJ_APPR_BP

<i>Information Type</i>	<i>Description</i>
Activity	PPK_SUBMIT_ACTIVITY
Role	None

Request for Detail Project Plan

This topic discusses the Request for Detail Project Plan workflow.

Description

<i>Information Type</i>	<i>Description</i>
Event Description	This event is triggered when an approver clicks the Costing button on Project Request Approval page (BC_PRJ_APPROVAL).
Action Description	The system sends a worklist item to the individual who is identified in the Project Manager field on the Project Request page (BC_PROJ_REQUEST1), and changes the project request status to <i>Costing</i> .
Notification Method	Worklist

Workflow Objects

<i>Information Type</i>	<i>Description</i>
Event	COSTING_PLAN
Approval Rule Set	None
Business Process	PPK_PROJ_APPR_BP
Activity	PPK_PJ_COST
Role	None

Delivered Workflows for Issue Management

This topic discusses the delivered Issue Management workflows, which includes these events:

- Create Issue Notification
- Assign Issue Notification
- Update Issue Notification

These workflows are active only if Issue Management workflow has been enabled on the Installation Options - Program Management page (INSTALLATION_PGM).

Create Issue Notification Description

<i>Information Type</i>	<i>Description</i>
Event Description	Click the Submit button on the Issue page (PC_IM_ISSUE) after you save the issue.
Action Description	The system sends a worklist item and email to the issue owner.
Notification Method	Worklist and email <hr/> Note: Email notification is defined in the PGM_ISSUE_OWNER PeopleTools generic notification template.

Create Issue Notification Workflow Objects

<i>Information Type</i>	<i>Description</i>
Event	SUBMIT
Approval Rule Set	None
Business Process	PGM_ISS_MGMT
Activity	NOTIFY_OWNER
Role	None

Assign Issue Notification Description

<i>Information Type</i>	<i>Description</i>
Event Description	<p>The following events trigger this event:</p> <p>Assign a resource to an issue.</p> <p>Change a resource assignment for an issue.</p>
Action Description	<p>The system sends a worklist item and email to the assigned resource. If you change the resource that is assigned to an issue, a worklist item and email are sent to both the previously and newly assigned resources.</p>
Notification Method	<p>Worklist and email</p> <hr/> <p>Note: The email notifications are defined in the PGM_ASSIGN_TO and PGM_REASSIGN PeopleTools generic notification templates.</p> <hr/>

Assign Issue Notification Workflow Objects

<i>Information Type</i>	<i>Description</i>
Event	SAVE
Approval Rule Set	None
Business Process	PGM_ISS_MGMT
Activity	NOTIFY_ASSIGN_TO
Role	None

Update Issue Notification Description

<i>Information Type</i>	<i>Description</i>
Event Description	Modify the Issue Summary, Issue Description, Issue Priority, Issue Status, Resolution Description, Actual Resolution Date, Issue Notes, or Issue Attachments field in the Issue Management component (PC_IM_ISSUE) to trigger this event.
Action Description	The system sends an email to the employees who are listed on the Issue - Interested Parties page (PC_IM_INT_PRTY).
Notification Method	Email <hr/> Note: Email notification is defined in the PGM_NOTIFY_INT_PARTIES PeopleTools generic notification template.

Related Links

[Issue Management Workflow](#)

Delivered Workflow for Activity Resource Notification

This topic discusses the delivered Activity Resources workflow. This workflow is active only if Activity Resource workflow has been enabled on the Installation Options - Program Management page (INSTALLATION_PGM).

Description

<i>Information Type</i>	<i>Description</i>
Event Description	Click the Notify Activity Resources button on the Resources page (PC_PRL) to trigger this workflow.
Action Description	The system sends a worklist item and email to each resource on the project team that is assigned to an activity. If the resource is on more than one activity, the resource will receive one email listing all the assigned activities.
Notification Method	Worklist and email <hr/> Note: Email notification is defined in the PGM_ACTIVITY_ASSGN PeopleTools generic notification template.

Workflow Objects

<i>Information Type</i>	<i>Description</i>
Event	Notify Activity Resources
Approval Rule Set	None
Business Process	PGM_ACT_ASSIGN
Activity	RES_ASSIGN
Role	None

Related Links

[Understanding Resource Tools](#)

Delivered Workflow for Deliverables

This topic discusses the delivered the Deliverables workflow. This workflow is active only if Deliverables workflow has been enabled on the Installation Options - Program Management page (INSTALLATION_PGM).

Description

<i>Information Type</i>	<i>Description</i>
Event Description	<p>These events trigger this workflow:</p> <ul style="list-style-type: none"> Assign a resource to a deliverable. Change the resource assigned to the deliverable.
Action Description	<p>The system sends a worklist item and email to the assigned resource when you define a deliverable or you change the assigned resource on a deliverable.</p>
Notification Method	<p>Worklist and email</p> <hr/> <p>Note: Email notification is defined in the PGM_DELIVERABLE_ASSGN PeopleTools generic notification template.</p> <hr/>

Workflow Objects

<i>Information Type</i>	<i>Description</i>
Event	SAVE
Approval Rule Set	None
Business Process	PGM_DELIV_ASSGN
Activity	NOTIFY_DELIV_ASSIGN
Role	None

Related Links

[Understanding Deliverables](#)

Delivered Workflows for Program Budgeting

This topic discusses the delivered Program Budgeting workflows. These workflows are active only if Program Budgeting workflow is enabled on the Installation Options - Program Management page (INSTALLATION_PGM).

Program Budgeting Approval Workflow Description

<i>Information Type</i>	<i>Description</i>
Event Description	A user enters a program budget plan.
Action Description	The system sends a worklist item and email to the budget approver.
Notification Method	<p>Worklist and email</p> <hr/> <p>Note: Email notification is defined in the PGM_BUD_SUBMIT PeopleTools generic notification template.</p> <hr/>

Program Budgeting Approval Workflow Objects

<i>Information Type</i>	<i>Description</i>
Event	Submit for Approval
Approval Rule Set	None
Business Process	PGM_BUD_APPROVE_BP
Activity	PGM_BUD_SUBMIT
Role	None

Program Budgeting Approved Return Workflow Description

<i>Information Type</i>	<i>Description</i>
Event Description	The budget approver approves the program budget plan.
Action Description	The system sends an email to the user who entered the program budget plan indicating that the budget approver either approved or returned the program budget plan.
Notification Method	<p>Email</p> <hr/> <p>Note: Email notifications are defined in the PGM_BUD_APPROVE and PGM_BUD_RETURN PeopleTools generic notification templates.</p> <hr/>

Related Links

[Program Budget Workflow](#)

PeopleSoft Program Management Reports

PeopleSoft Program Management Reports: A to Z

This table lists the PeopleSoft Program Management reports, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation	Run Control Page
PGX1044- Forecast Labor Cost Variance	Compare forecasted labor costs to the budgeted labor costs for one or more projects that are forecasted at the project and activity level.	Program Management > Reports > Forecasting > Forecast Labor Cost Rpt	RUN_PCY1044
PGX1046- Forecast Labor Revenue Variance	Compare forecasted labor revenue to budgeted labor revenue for projects that are forecasted at the project and activity level.	Program Management > Forecasting > Forecast Labor Revenue Rpt	RUN_PCY1046
PGX1000- Review Program	Lists program details	Access Program Management > Program Tools > Review Program and click the Run Review Program Report link.	RUN_PGM1000

Related Links

[RUN_PGX1044 and RUN_PGX1046 - Forecast Labor Variance Reports](#)

PeopleSoft Program Management Reports: Selected Reports

This topic contains detailed information that pertain to these reports:

- RUN_PGX1044
- RUN_PGX1046

RUN_PGX1044 and RUN_PGX1046 - Forecast Labor Variance Reports

The Forecast Variance Calculation Application Engine process (PC_FC_CALC) calculates projected variances for labor costs and revenue for projects that are forecasted at the activity level. The process converts all amounts to the project business unit currency and presents the data in two reports, one for

labor cost variance (RUN_PGX1044) and one for labor revenue variance (RUN_PGX1046). You can analyze variances by activity and project.

The reports use information from these tables:

- Forecasted hours are from the Forecast Header record (FC_TIME_HDR) and Forecast Time Detail record (FC_TIME_DTL) for the most recent prior forecast horizon.
- Cost rates and bill rates are based on the **Standard Rate** option on the Program Management Options page for the business unit, or the Program Management Defaults page for the project. Rates are derived from the:
 - Rates by Employee record (PC_RATE_EMPL) if standard rates are based on employees.
 - Rates by Job Code record (PC_RATE_JOB) if standard rates are based on job codes.
 - Rates by Role record (PC_RATE_ROLE) if standard rates are based on project roles.
- Actual costs are from the Project Summary record (PC_SUMMARY_TBL) for analysis types that belong in the cost analysis group.
- Budgeted costs are from the Project Summary record for analysis types that belong in the budget analysis group.
- Revenue amounts are from the Project Summary record for analysis types that belong in the revenue analysis group.
- All calculated amounts are stored in the Forecast Variance Report temporary table (PC_FORECAST_TAO) that is used to format the reports.