State of Wisconsin

Department of Administration

Project Checklists

Job Aid

Version 1.0

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PURPOSE AND DESCRIPTION

Purpose

This document explains the key activities involved in the Project Checklists. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

Description

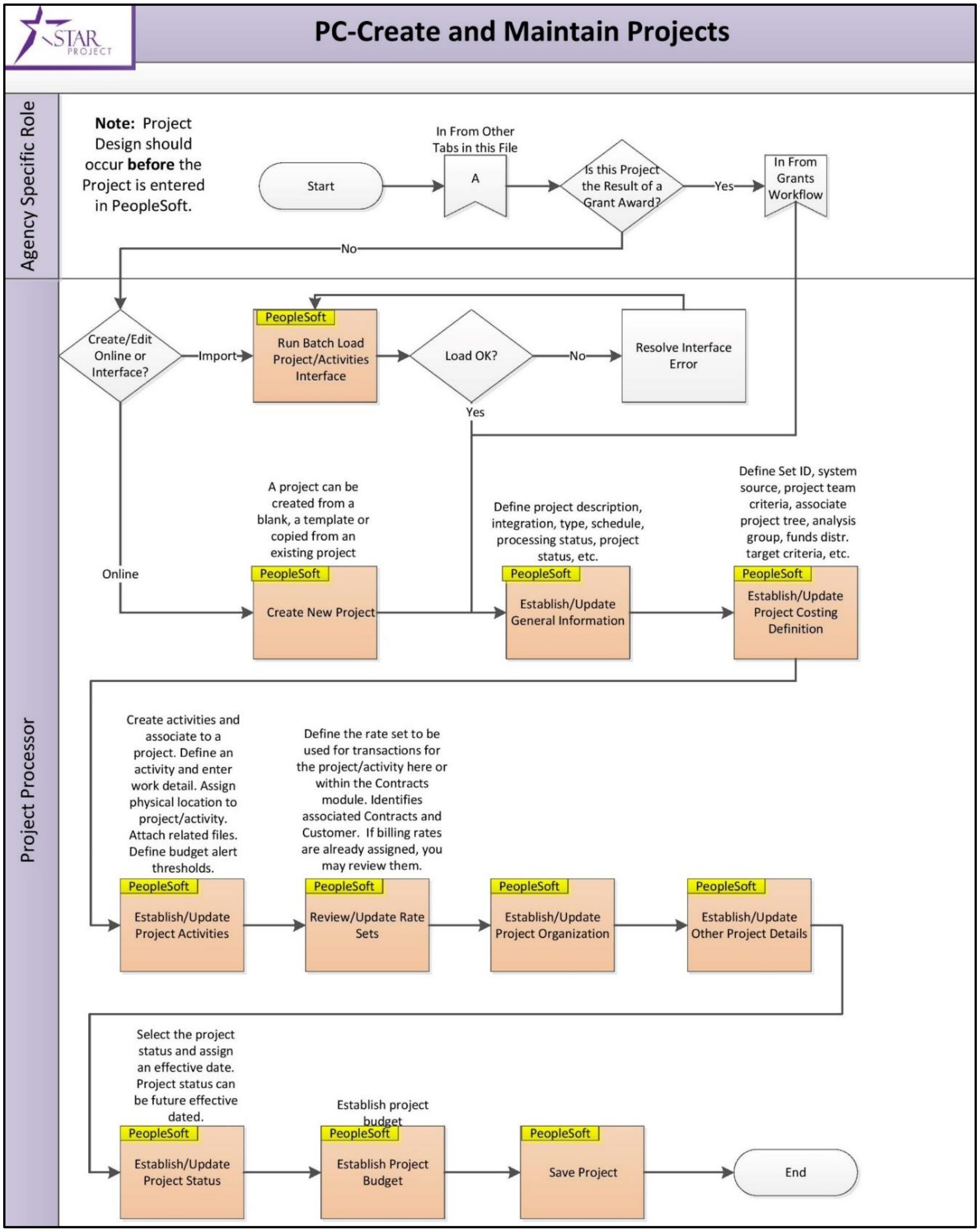
The key activities involved in the Project Checklists are:

- Activity 1: Project Set-up
- Activity 2: Project Close-out

ACTIVITY 1: PROJECT SET-UP

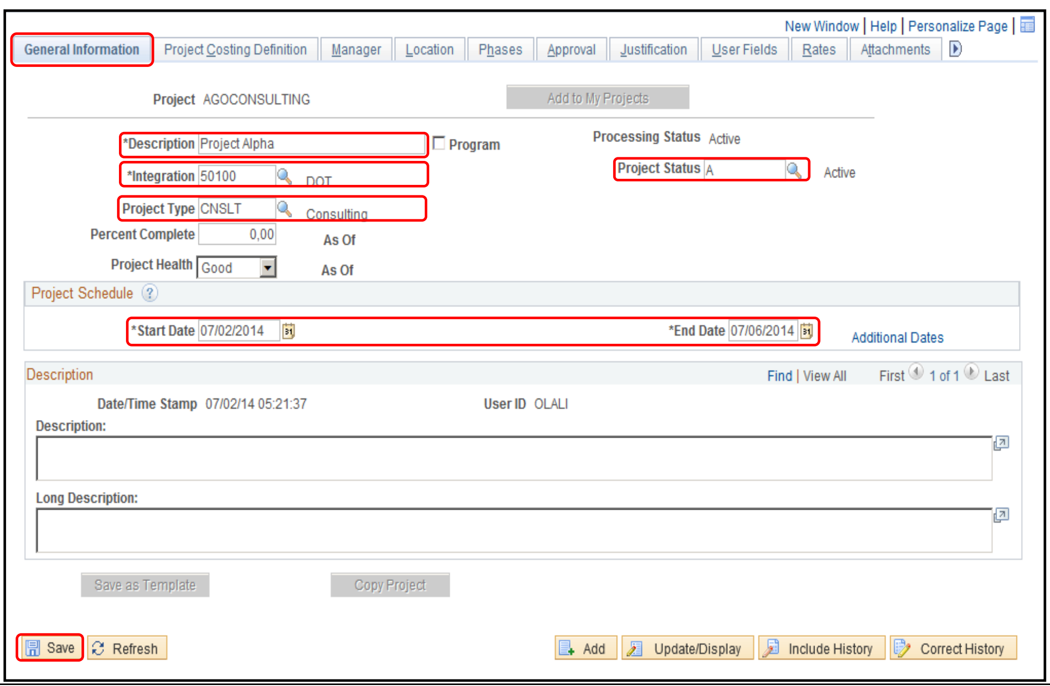
Process Flow

Given below is the Project Set-Up business process flow. This process flow will help you understand the system-generated actions as well as the tasks that are performed manually.

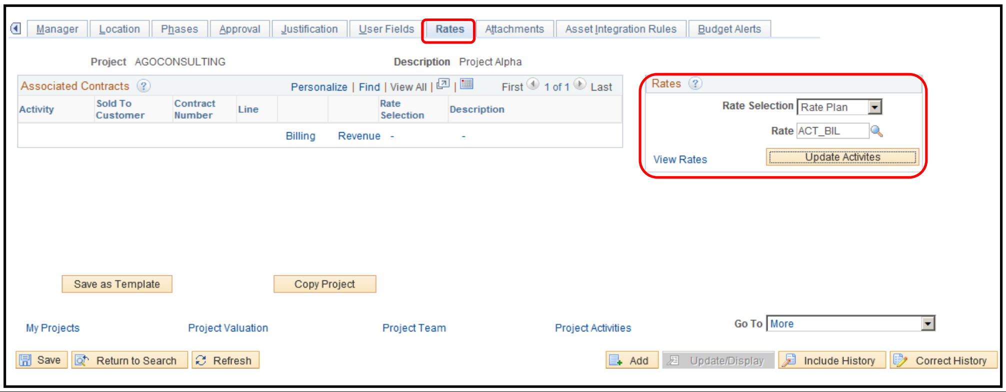


Project Set-up Procedure Steps

Scenario: The steps below detail the actions that must be taken in order to set-up a new project. Follow the steps explained below.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Project Page: Main Menu > Project Costing > Project Definitions > General Information > Add a New Value</td></tr>
<tr><td>2.</td><td>Complete the following fields:
Business Unit
Project
Create</td></tr>
<tr><td>3.</td><td>Click Add</td></tr>
<tr><td>4.</td><td>The General Information tab will be displayed. In the top section complete the following fields:
Description
Integration
Project Type
Start/End Date
Calculate

</td></tr>
<tr><td>5.</td><td>Click Save. At this point the Project ID will be saved and cannot be changed.</td></tr>
<tr><td>6.</td><td>Select the Location tab and complete the following fields:
Effective Date
Location Code</td></tr>
</table>

<table>
<tr><td>7.</td><td>Select the Rates tab. In the right section complete the following fields:
Rate Selection
Rate

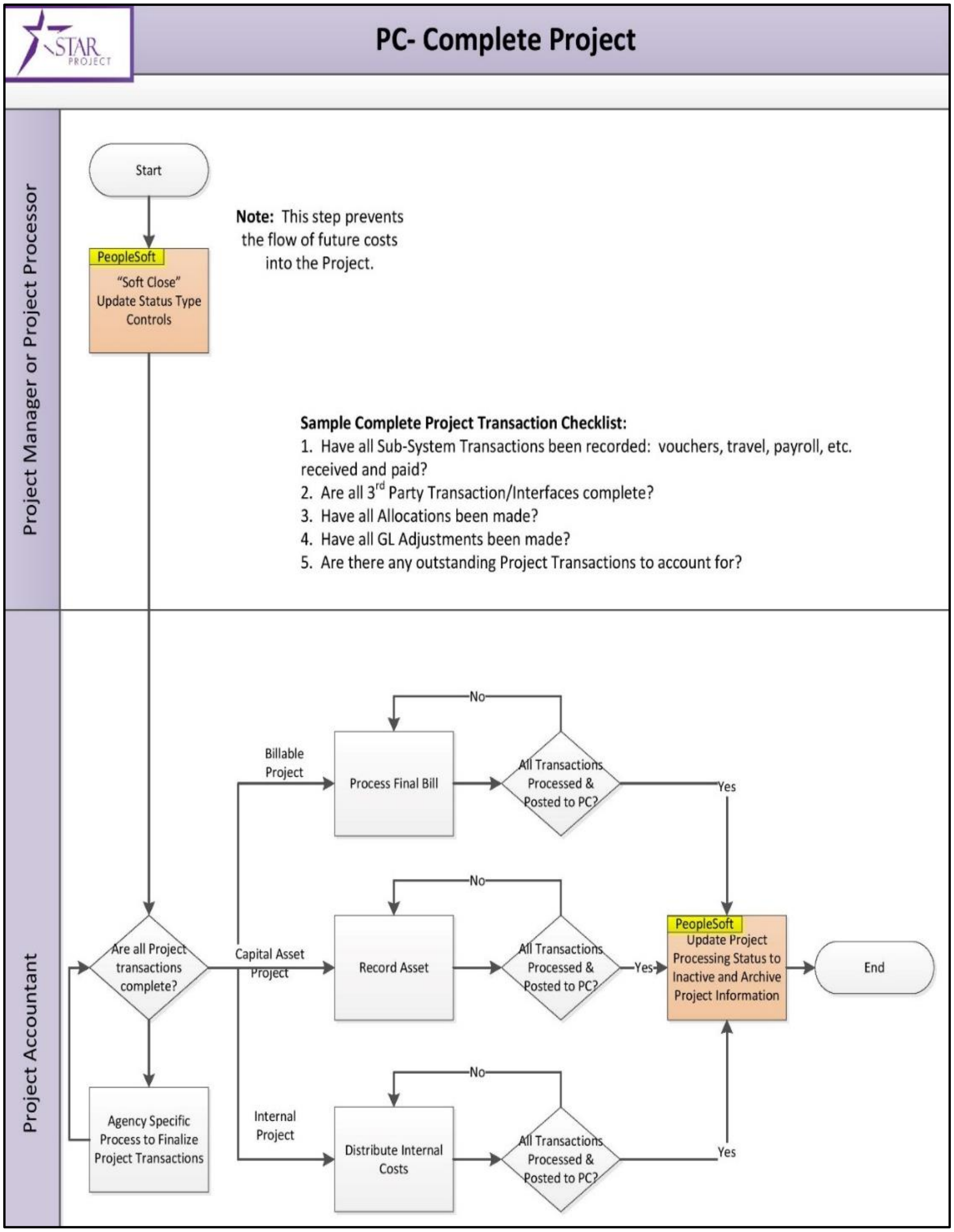


</td></tr>
<tr><td>8.</td><td>Click Update Activities to copy the rates from the project to the activity for existing activities.</td></tr>
<tr><td>9.</td><td>Select the Attachments tab. Supporting documents can be added to the project by clicking the Attachment link.</td></tr>
<tr><td>10.</td><td>Select the Budget Alerts tab and complete the following fields:
Calculation Type
Alert Type
Percentage
Copy to Activities</td></tr>
<tr><td>11.</td><td>Click Save to save all of the changes to the Project.</td></tr>
<tr><td>12.</td><td>Click the Resources link</td></tr>
<tr><td>13.</td><td>Complete the following fields:
Resource Class
ID Number
Start Date
End Date
Project Role</td></tr>
<tr><td>14.</td><td>Click Add</td></tr>
<tr><td>15.</td><td>Click Save</td></tr>
</table>

ACTIVITY 2: PROJECT CLOSE-OUT

Process Flow

Given below is the Project Close-out business process flow. This process flow will help you understand the system-generated actions as well as the tasks that are performed manually



Project Close-out Procedure Steps

Scenario: The steps below detail the actions that must be taken in order to close-out a new project. The steps may vary depending upon the type of project. Follow the steps explained below. Follow the steps explained below.

Step	Action
1.	Before starting the close-out process ensure that the following criteria are met: • All Sub-System Transactions have been recorded vouchers, travel, payroll, etc. have been received and paid • All 3rd Party Transaction/Interfaces have been completed • All Allocations have been made • All GL Adjustments have been made • There are no outstanding Project Transactions to account for
2.	If the project is a Billable Project complete the following tasks: • Process the Final Bill If all transactions have been processed and posted to PC the project's processing status can be updated to Inactive and the project's information can be archived.
3.	If the project is a Capital Asset Project complete the following tasks: • Record the Asset If all transactions have been processed and posted to PC the project's processing status can be updated to Inactive and the project's information can be archived
4.	If the project is an Internal Project complete the following tasks: • Distribute the Internal Costs If all transactions have been processed and posted to PC the project's processing status can be updated to Inactive and the project's information can be archived