

# **Commonwealth of Virginia**

## **Advanced Capabilities Training of Primavera Portfolios'**

**Version 1, Primavera Portfolios 7.5 SP2**

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## **Introduction**

This document will provide the user with insights into Primavera Portfolios Alert capabilities, specifically regarding the Project Management Division (PMD) Commonwealth Technology Portfolio (CTP) configuration and its user environment. CTP represents the commonwealth's awarding winning efforts concerning the automation of high volume Portfolio Management activities. Within CTP there are a multitude of user options and capabilities. These same capabilities allow PMD to capture the desired IT projects for the commonwealth, align them with the Governors Goals, Commonwealths Missions, and Management Goals. Then finally to prioritize them to determine which efforts will receive funding. This information is then appropriately summarized and presented to the CIO Council on a periodic bases.

The focus of this document will be on the advanced capabilities offered by CTP. Those capabilities will be presented to you and described in such a manor as to allow you, the user, to make use of the capability in your daily business operations.

## Alert Messages

CTP Primavera Portfolios can monitor several basic system events, which when triggered, will automatically dispatch an Email Alert through the Commonwealth of Virginia (COV) email service to selected authorized Primavera Portfolios users. Each event is defined within the scope of a specific item or portfolio or group of items or portfolios. The following Email Alerts are designed to alert users of an impending approval action for an item -- project or procurement. The Alerts are tied to the processes outlined within the “My Primavera Portfolios” role-based workflow.

Each Email Alert is designed to provide users with the following information:

- (1) Alert the user(s) that have approval responsibility of the approval action required.
- (2) Provide a direct link into CTP Primavera Portfolios to the form and Item required for approval action.
- (3) Provide a direct link to the My Primavera Portfolios workflow process to accomplish the required approval.
- (4) Provide a link to the Project Management Division (PMD) web page for contact information.
- (5) Provide “courtesy copy” information to all other users with interest in the item.

The Alerts use the COV electronic mail service to send messages, but relies on the Primavera Portfolios user contact email information provided in “User Settings”. The contacts must be authorized users belonging to a specific user group within Primavera Portfolios to use the provided Primavera Portfolios links.

Alerts are generated by agency and user group (agency) security permissions apply; i.e. all Alerts are built and generated by agency, and once emails are received, actions taken by agency users are limited to their user role and agency permissions.

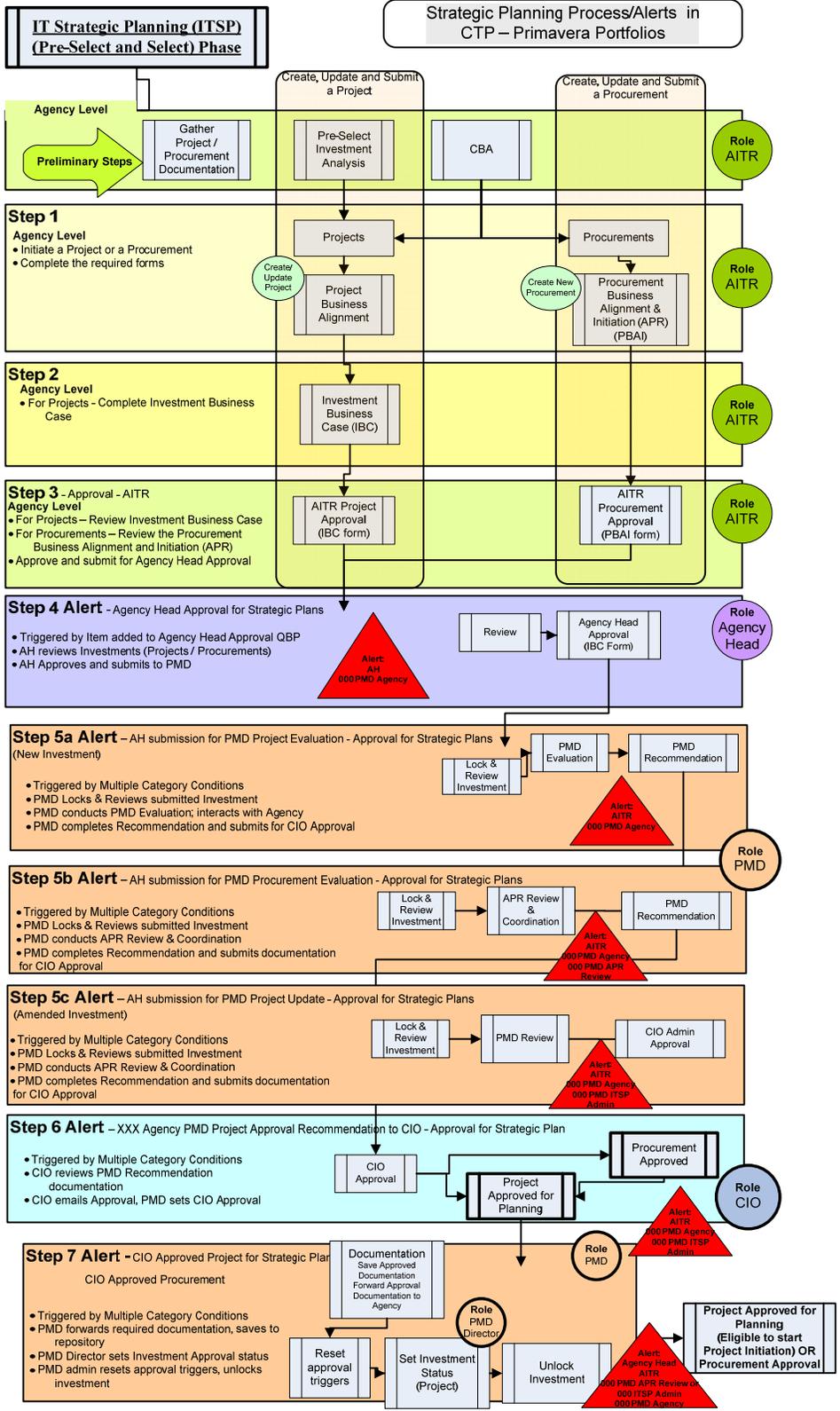
To assist PMD and agencies, a PMD user group for each corresponding agency has been created. These agency-specific PMD user groups allow emails to be sent to specific PMD analysts rather than flooding the universal PMD user group with all Alerts.

Each Alert has default recipients. Additional recipients can be added by the administrator by role, user group or by name.

Except for the Alert generated by initial submission of an item for approval, all Alerts are generated by periodic updates of the data base at mid-day and midnight maintenance runs.

Note: These Alerts are all auto –generated. The agency user doesn’t have to do anything; just react to the email when it arrives! The training provided provides detailed information on the processes, how the messages are setup, and the default recipient lists for each email.

***Commonwealth Technology Portfolio IT Strategic Planning  
Processes Chart:***



## Submission of a New Investment (Project)

### 1. Agency IT Resource (AITR) submission of a new project to Agency Head (AH) for review and approval for IT Strategic Plan

Once a business need has been identified and an Investment Business Case and Project Business Alignment/Funding forms have been completed for the new item (project), the AITR submits the new project to their Agency Head for approval.

On the Project Approval tab of the Investment Business Case the AITR fills out the Approval Trigger and Agency IT Resource Approval fields. The AITR must ensure the field on the Project Business Alignment form “*Is this a Change/Update to an existing Project in Primavera Portfolios?*” is set to “*No Value*” or “*No*”.

The screenshot shows a web application interface for 'Investment Business Case'. The top navigation bar includes 'Form', 'Item', 'Clipboard', 'Collaborate', 'View', 'User', 'Setup', and 'Help'. Below this, there are tabs for 'QUESTIONS 1 - 4', 'QUESTIONS 5 - 8', 'QUESTION 9', 'QUESTIONS 10 - 12', 'QUESTIONS 13 - 16', and 'QUESTIONS 17 - 18'. The main content area is divided into three sections:

- Approval Trigger:** Contains a 'Submit for approvals?' dropdown menu and a checkbox. Below it is explanatory text: 'This tab is also used for approvals of Procurement Business Alignment and Procurement initiation APR actions. Approvals can be accomplished simultaneously for both actions, or as separate approval actions at different times.'
- Agency IT Resource Approval:** Contains an 'Indicate approval for new project or change to existing project.' dropdown menu and checkbox, a 'Date and Time Stamp of Entry:' text box, and a 'Comments (if any):' text area.
- Agency Head Approval:** Contains an 'Indicate approval for new project or change to existing project.' dropdown menu and checkbox, a 'Date and Time Stamp of Entry:' text box, and a 'Comments (if any):' text area.

Fig 1 Investment Business Case; Project Approvals Tab: AITR Approval

After the “Submit” button is clicked, the Alert process for new project approvals is initiated. The following Alert is generated:

### 2. Agency Head Approval for Strategic Plans

**Alert** – “Agency Head Approval for Strategic Plans Alert”

**Scope:** XXX Agency Head Approval for Strategic Plans Portfolio  
(Scope is the portfolio queried to generated the Alert)

**Event:** Multiple Category Conditions Met:

Category	Transition	Value	And/Or
Project – Proponent Agency	Is	XXX Agency Name	AND
Item Type Update/Change to the	Is Is not	Project Yes	AND AND

Strategic Plan				
Submit for Plan	Is	Yes	AND	
Approvals -YesNo				
Approval Entry – AITR	Is	Yes	AND	
- YesNo				
Approval Entry – AH -	Is	Yes	AND	
YesNo				
Eval Recommendation	Has no value			

MESSAGE FORMAT: (Non-functioning Primavera Portfolios links for example only)

---

For Agency Head (Primavera Portfolios role) action; All other addressees are for information only.

The following item requires review and approval by the Agency Head:

Business Alignment, General Information tab And Item

Click the link below to open Primavera Portfolios. The '1.2 Agency Head Approval' Process will be displayed in the 'My Primavera Portfolios' bar.

Link to My ProSight AH role base process: The '1.2 Agency Head Approval' process

Complete the actions for Agency Head Approval process. Agency Head Approval will then generate an Alert to the Commonwealth Project Management Division to complete review, evaluation and approval recommendation of the item.

For inquiries contact your Commonwealth Project Management Division point of contact. Contact info is at:

Link to VITA web page, Project Management Division Points of Contact.

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**Default recipients:** To:>XXX Agency AITR; 000 PMD XXX Agency;

The Agency Head reviews and approves the project on the Project Approvals tab of the Investment Business Case form.

The screenshot shows a web-based form titled "Investment Business Case" with a menu bar (Form, Item, etc.) and a navigation pane with tabs for "QUESTIONS 1 - 4" through "PROJE". The main content area is divided into three sections:

- Approval Trigger:** Contains a "Submit for approvals?" dropdown and checkbox, followed by explanatory text: "This tab is also used for approvals of Procurement Business Alignment and Procurement Initiation APR actions. Approvals can be accomplished simultaneously for both actions, or as separate approval actions at different times."
- Agency IT Resource Approval:** Contains an "Indicate approval for new project or change to existing project." dropdown and checkbox, a "Date and Time Stamp of Entry:" text box, and a "Comments (if any):" text area.
- Agency Head Approval:** This section is highlighted in yellow and contains the same fields as the Agency IT Resource Approval section: "Indicate approval for new project or change to existing project." dropdown and checkbox, "Date and Time Stamp of Entry:" text box, and "Comments (if any):" text area.

Fig 2 Investment Business Case; Project Approvals Tab: AH Approval

Once the Agency Head approval is updated within the Primavera Portfolios data base, the following Alert is generated:

### 3. AH submission for PMD Project Evaluation - Approval for IT Strategic Plan

**Alert** – AH submission for PMD Project Evaluation - Approval for Strategic Plans Alert (See step 5a of the “Strategic Planning Process/Alerts in CTP – Primavera Portfolios” chart)

The following is the format for the Alert message:

**Scope:** All Projects All Procurements All Agencies  
(Scope is the portfolio queried to generated the Alert)

**Event:** Multiple Category Conditions Met:

Category	Transition	Value	And/Or
Project – Proponent Agency	Is	XXX	AND
Agency Name		Agency Name	
Item Type	Is	Project	AND
Update/Change to the Strategic Plan	Is not	Yes	AND
Submit for Plan Approvals -YesNo	Is	Yes	AND
Approval Entry – AITR - YesNo	Is	Yes	AND
Approval Entry – AH - YesNo	Is	Yes	AND
Eval Recommendation	Has no value		

MESSAGE FORMAT (Non-functioning Primavera Portfolios links for example only)

---

The following email is for PMD action. All other addressees are for information only.

136 VITA AH submission for PMD Project Evaluation - Approval for Strategic Plans Alert has been triggered for;

Link to PMD Recommendation and Approval – Strategic Planning, General Information tab and Item. This link will only open for PMD.

-- (This is a new project submission) --  
(PMD Action) Click the link below to open within Primavera Portfolios the PMD role-based process for Project Planning Approval. '1.1 Approve Projects for Planning' will be displayed in the 'My Primavera Portfolios' bar.

Link to My ProSight PMD role-based process for Project Planning Approval. '1.1 Approve Projects for Planning-

(PMD Action) Complete the PMD role-based process for Project Planning Approval. Completion of the PMD evaluation and recommendation will generate a CIO Approval alert for the ITSP administration approval group.

For inquiries contact your Commonwealth Project Management Division point of contact. For inquiries contact your Commonwealth Project Management Division point of contact. Contact info is at:

Link to VITA web page, Project Management Division Points of Contact.

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**Default Recipients:** To:>XXX Agency AITR; 000 PMD XXX Agency;  
Cc:> XXX Agency AH; 000 PMD Admin Approval; XXX Agency AH

PMD reviews and approves the project on the Recommendation and Approval tab of the PMD Recommendation and Approval – Strategic Planning form.

The screenshot displays a web application interface for 'PMD Recommendation and Approval - Strategic Planning'. The top navigation bar includes tabs for INVESTOR, SCORECARD, WORKBOOK, FORMS, DASHBOARDS, and TO-DO, along with 'Setup' and 'Admin' links. The form title is 'PMD Recommendation and Approval - Strategic Planning' and the item is 'Alert Test\_Jun10\_2009'. Below the title bar, there are menu options: Form, Item, Clipboard, Collaborate, View, User, Setup, and Help. The main content area is divided into two sections: 'GENERAL INFORMATION' and 'RECOMMENDATION'. The 'RECOMMENDATION' section is highlighted in yellow and contains the following fields: 'Recommendation:' (dropdown menu), 'Indicate approval for new investment or change to an existing investment.' (checkbox), 'Associated APR:' (dropdown menu with a star icon), 'Investment Status:' (dropdown menu), 'Date and Time Stamp of Latest Approval Entry:' (text input), 'Comments (if any):' (text area), and 'CIO Portfolio Approval Queue:' (dropdown menu). The 'GENERAL INFORMATION' section contains the 'CIO Approval' fields: 'Indicate approval for new investment or change to an existing investment.' (checkbox), 'Date and Time Stamp of Latest Approval Entry:' (text input), 'Comments (if any):' (text area), and 'Planned Start Date (Planning):' (calendar icon).

Fig 3 PMD Recommendation and Approval – Strategic Planning; Recommendation and Approval Tab: PMD Approval

Once PMD approval is updated within the Primavera Portfolios data base, the following Alert is generated:

#### **4. PMD Project Approval Recommendation to CIO - Approval for IT Strategic Plan**

**Alert** – XXX Agency PMD Project Approval Recommendation to CIO - Approval for Strategic Plan Alert

(See step 6 of the “Strategic Planning Process/Alerts in CTP – Primavera Portfolios” chart)

**Event:** Multiple Category Conditions Met:

Category	Transition	Value	And/Or
Project – Proponent Agency	Is	XXX Agency Name	AND
Item Type	Is	Project	AND
Submit for Plan Approvals - YesNo	Is	Yes	AND
Approval Entry – AITR - YesNo	Is	Yes	AND
Approval Entry – AH - YesNo	Is	Yes	AND
Eval Recommendation	Is	Recommended	AND
Approval Entry – PMD - YesNo	Is	Yes	

**Scope:** All Projects All Procurements All Agencies  
 (Scope is the portfolio queried to generated the Alert)

MESSAGE FORMAT: (Non-functioning Primavera Portfolios links for example only)  
 The following email is for PMD/CIO action. All other addressees are for information only.

---

XXX Agency PMD Project Approval Recommendation to CIO - Approval for Strategic Plans Alert has been triggered for:

Link to the PMD Recommendation and Approval, Strategic Planning, General Information tab and Item. This link will only open for PMD.

(Agency info link)

Link to the Project Business Alignment – General Information Tab and Item (Project).

PMD has completed evaluation review of the project and has requested CIO approval. An alert will be generated when CIO approval is granted.

For inquiries contact your Commonwealth Project Management Division point of contact. For inquiries contact your Commonwealth Project Management Division point of contact. Contact info is at:

Link to the PMD web page “Project Management Division Points of Contact”.

**Default Recipients: To:**>000 PMD XXX Agency Name;  
**Cc:**> 000 PMD ITSP Admin Approvals; XXX Agency Name AITR

CIO reviews and PMD records the approval of the project on the Recommendation and Approval tab of the PMD Recommendation and Approval – Strategic Planning form.

The screenshot displays a web-based form titled "PMD Recommendation and Approval - Strategic Planning". The form is divided into two main sections: "GENERAL INFORMATION" and "RECOMMENDATION AND APPROVAL". The "RECOMMENDATION AND APPROVAL" section is further divided into "Recommendation / Approval" and "CIO Approval".

The "Recommendation / Approval" section includes the following fields:

- Recommendation: A dropdown menu with a selected value and a checkbox.
- Date approval for new investment or change to an existing investment: A dropdown menu and a checkbox.
- Allocated APR: A dropdown menu with "Yes" selected and a star icon.
- Investment Status: A dropdown menu with "Approved for Planning" selected.
- Date and Time Stamp of Latest Approval Entry: A text input field.
- Comments (if any): A large text area.

The "CIO Approval" section, which has a yellow background, includes the following fields:

- Indicate approval for new investment or change to an existing investment: A dropdown menu and a checkbox.
- Date and Time Stamp of Latest Approval Entry: A text input field.
- Comments (if any): A large text area.
- Planned Start Date (Planning): A date input field.

Fig 4 PMD Recommendation and Approval – Strategic Planning; Recommendation and Approval Tab: CIO Approval

Once CIO approval is updated within the data base, the following Alert is generated:

## 5. CIO Approved Project for Strategic Plans

### **Alert - CIO Approved Project for Strategic Plans Alert**

(See step 7 of the “Strategic Planning Process/Alerts in CTP – Primavera Portfolios” chart)

**Event:** Multiple Category Conditions Met:

Category	Transition	Value	And/Or
Project – Proponent Agency	Is	XXX Agency Name	AND
Item Type	Is	Project	

**Scope:** CIO Approved for Strategic Plan

(Scope is the portfolio queried to generated the Alert)

MESSAGE FORMAT: (Non-functioning Primavera Portfolios links for example only)

---

The following email is for PMD action. All other addressees are for information only. The following item has received CIO approval:

Link to the Project Business Alignment – General Information Tab and Item (Project).

For new projects, approval documentation will be provided in a separate email.

(PMD Action): If required, change home portfolio from PMD Locked Portfolios back to agency projects portfolio.

(PMD Action): PMD will ensure all required documentation is stored to the document repository.

(PMD Action): If required, the Investment Approval status value will be updated.

For inquiries contact your Commonwealth Project Management Division point of contact. Contact info is at:

Link to the PMD web page “Project Management Division Points of Contact”.

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**Default Recipients: To>** XXX Agency Name AH; XXX Agency Name AITR;

**Cc:>** 000 PMD XXX Agency Name; 000 PMD ITSP Admin Approvals

## Submission of a New Investment (Project)

### 1. Agency IT Resource (AITR) submission of an update to a Investment (Project)

When an update of the strategic planning information for a project is required, and the Investment Business Case and Project Business Alignment/Funding forms have been completed, the AITR submits the updated project to their Agency Head for approval. The AITR must ensure the field on the Project Business Alignment form “*Is this a Change/Update to an existing Project in Primavera Portfolios?*” is set to “Yes”.

The screenshot shows the 'Project Business Alignment' form in a web browser. The 'GENERAL INFORMATION' tab is selected. The form contains the following fields:

- \*Title: [Text Input]
- \*Home Portfolio: [Dropdown Menu]
- Description: [Text Area]
- Project Status Form Description (for active projects): [Text Area]
- Is this a Change/Update to an existing Project in ProSight?: [Dropdown Menu set to 'Yes']

A note at the bottom right of the form states: "Answer 'Yes' if you are updating an existing project in ProSight; Answer 'No' if this is a new project."

Fig 5 Project Business Alignment Form; General Information Tab – Update Trigger

On the Project Approval tab of the Investment Business Case the AITR fills out the Approval Trigger and Agency IT Resource Approval fields.

The screenshot shows the 'Investment Business Case' form in a web browser, specifically the 'Project Approval' tab. The form is divided into several sections:

- Approval Trigger:** Includes a dropdown menu for 'Submit for approvals?' and a checkbox. Below this is explanatory text: "This tab is also used for approvals of Procurement Business Alignment and Procurement initiation APR actions. Approvals can be accomplished simultaneously for both actions, or as separate approval actions at different times."
- Agency IT Resource Approval:** Includes a dropdown menu for 'Indicate approval for new project or change to existing project', a 'Date and Time Stamp of Entry' field, and a 'Comments (if any):' text area.
- Agency Head Approval:** Includes a dropdown menu for 'Indicate approval for new project or change to existing project', a 'Date and Time Stamp of Entry' field, and a 'Comments (if any):' text area.

Fig 6 Investment Business Case; Project Approvals Tab: AITR Approval

After the “Submit” button is clicked, the Alert process for updated project approvals is initiated. The following Alert is generated:

## 2. Agency Head Approval for Strategic Plans (updated Project)

**Alert** – “Agency Head Approval for Strategic Plans Alert”

(See step 4 of the “Strategic Planning Process/Alerts in CTP – Primavera Portfolios” chart)

The following is the format for the Alert message: The format follows the Alert setup wizard display.

**Event:** Multiple Category Conditions Met:

Category	Transition	Value	And/Or
Submit for Plans Approval - YesNo	Is	Yes	AND
Approval Entry – AITR - YesNo	Is	Yes	AND
Item Type	Is	Project	

**Scope:** XXX Agency Name Agency Head for Strategic Plans  
(Scope is the portfolio queried to generated the Alert)

MESSAGE FORMAT (Non-functioning Primavera Portfolios links for example only)

---

For Agency Head (Primavera Portfolios role) action; all other addressees are for information only.

The following item requires review and approval by the Agency Head:

Link to Project Business Alignment for, General Information tab and Item.

Click the link below to open Primavera Portfolios. The '1.2 Agency Head Approval' Process will be displayed in the 'My Primavera Portfolios' bar.

Link to the My ProSight '1.2 Agency Head Approval' process.

Complete the actions for Agency Head Approval process. Agency Head Approval will then generate an Alert to the Commonwealth Project Management Division to complete review, evaluation, and approval recommendation of the item.

For inquiries contact your Commonwealth Project Management Division point of contact. Contact info is at:

Link to the PMD web page “Project Management Division Points of Contact”.

**Default Recipients: To:>**XXX Agency Name AH; 000 PMD XXX Agency Name  
**Cc:>** XXX Agency AITR

The Agency Head reviews and approves the project on the Project Approvals tab of the Investment Business Case form.

The screenshot shows a web-based form titled 'Investment Business Case'. At the top, there are navigation tabs for 'QUESTIONS 1 - 4', 'QUESTIONS 5 - 8', 'QUESTION 9', 'QUESTIONS 10 - 12', 'QUESTIONS 13 - 16', 'QUESTIONS 17 - 18', 'QUESTION 19', and 'PROJECT'. Below these is the 'Approval Trigger' section with a dropdown menu and a checkbox. The main body of the form is divided into two columns. The left column is for 'Agency IT Resource Approval' and the right column is for 'Agency Head Approval'. Both columns have a dropdown menu, a checkbox, a 'Date and Time Stamp of Entry' field, and a 'Comments (if any):' text area. The right column is highlighted in yellow.

Fig 7 Investment Business Case; Project Approvals Tab: AH Approval

Once the Agency Head approval is updated within the data base, the following Alert is generated:

### 3. AH submission for PMD Project Update - Approval for Strategic Plans

**Alert** – AH submission for PMD Project Update - Approval for Strategic Plans

(See step 5c of the “Strategic Planning Process/Alerts in CTP – Primavera Portfolios” chart)

The following is the format for the Alert message:

**Event:** Multiple Category Conditions Met:

Category	Transition	Value	And/Or
Project – Proponent Agency	Is	XXX Agency Name	AND
Item Type	Is	Project	AND
Update/Change to the Strategic Plan	Is	Yes	AND
Submit for Plan Approvals -YesNo	Is	Yes	AND
Approval Entry – AITR - YesNo	Is	Yes	AND
Approval Entry – AH - YesNo	Is	Yes	AND
Eval Recommendation	Has no value		

**Scope:** All Projects All Procurements All Agencies  
(Scope is the portfolio queried to generated the Alert)

MESSAGE FORMAT (Non-functioning Primavera Portfolios links for example only)

---

The following email is for PMD action. All other addressees are for information only

XXX Agency AH submission for PMD Project Update - Approval for Strategic Plans  
Alert has been triggered for

Link to the Project Business Alignment – General Information Tab and Item (Project) requiring approval.

-- (This is an update/change to an existing project ) –

PMD will review the project update. If further information is required the AITR will be contacted. If the update is approved, PMD and administrative CIO approval will be granted and an Alert generated.

(PMD Action) Approvals are generated at:

Link to the PMD Recommendation and Approval – Strategic Planning, Recommendation and Approval Tab and Item (Project). This link will only open for PMD role users.

For inquiries contact your Commonwealth Project Management Division point of contact. Contact info is at:

Link to the PMD web page “Project Management Division Points of Contact”.

---

**Default recipients:** To> 000 PMD ITSP Admin Approvals  
Cc>, 000 PMD XXX Agency Name; XXX Agency Name AITR; XXX Agency Name  
AH

PMD reviews and approves the project update on the Recommendation and Approval tab of the PMD Recommendation and Approval – Strategic Planning form.

Fig 8 PMD Recommendation and Approval – Strategic Planning; Recommendation and Approval Tab: PMD Approval

Once PMD approval is updated within the data base, the following Alert is generated:

#### 4. PMD Project Approval Recommendation to CIO - Approval for Strategic Plan

**Alert** – XXX Agency PMD Project Approval Recommendation to CIO - Approval for Strategic Plan Alert

(See step 6 of the “Strategic Planning Process/Alerts in CTP – Primavera Portfolios” chart)

**Event:** Multiple Category Conditions Met:

Category	Transition	Value	And/Or
Project – Proponent Agency	Is	XXX Agency Name	AND
Item Type	Is	Project	AND
Submit for Plan Approvals - YesNo	Is	Yes	AND
Approval Entry – AITR - YesNo	Is	Yes	AND
Approval Entry – AH - YesNo	Is	Yes	AND
Eval Recommendation	Is	Recommended	AND
Approval Entry – PMD - YesNo	Is	Yes	

**Scope:** All Projects All Procurements All Agencies  
(Scope is the portfolio queried to generated the Alert)

**MESSAGE FORMAT (Non-functioning Primavera Portfolios links for example only)**

---

The following email is for PMD/CIO action. All other addressees are for information only.

XXX Agency PMD Project Approval Recommendation to CIO - Approval for Strategic Plans Alert has been triggered for:

Link to the Project Business Alignment – General Information Tab and Item (Project).

(PMD Action):

Link to the PMD Recommendation and Approval – Strategic Planning, Recommendation and Approval Tab and the Item (Project) requiring approval. This link will only open for PMD and CIO role users.

PMD has completed evaluation review of the project and has requested CIO approval. An alert will be generated when CIO approval is granted.

For inquiries contact your Commonwealth Project Management Division point of contact. For inquiries contact your Commonwealth Project Management Division point of contact. Contact info is at:

Link to the PMD web page “Project Management Division Points of Contact”.

---

**Default Recipients:** To:>000 PMD XXX Agency Name;  
Cc:> 000 PMD ITSP Admin Approvals; XXX Agency Name AITR

CIO admin reviews and records the CIO approval of the project update on the Recommendation and Approval tab of the PMD Recommendation and Approval – Strategic Planning form.

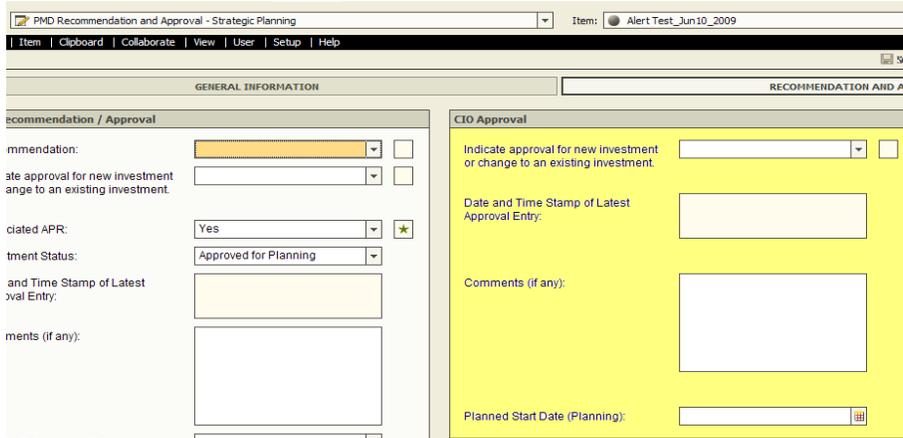


Fig 9 PMD Recommendation and Approval – Strategic Planning; Recommendation and Approval Tab: CIO Approval

Once CIO admin approval is updated within the data base, the following Alert is generated:

## 5. CIO Approved Project for Strategic Plans

### Alert - CIO Approved Project for Strategic Plans Alert

(See step 7 of the “Strategic Planning Process/Alerts in CTP – Primavera Portfolios” chart)

#### Event:

Category	Transition	Value	And/Or
Project – Proponent Agency	Is	XXX Agency Name	AND
Item Type	Is	Project	

#### Scope: CIO Approved for Strategic Plan

(Scope is the portfolio queried to generated the Alert)

MESSAGE FORMAT: (Non-functioning Primavera Portfolios links for example only)

The following email is for PMD action. All other addressees are for information only. The following item has received CIO approval:

Link to the Project Business Alignment – General Information Tab and Item (Project).

For new projects, approval documentation will be provided in a separate email.

(PMD Action): If required, change home portfolio from PMD Locked Portfolios back to agency projects portfolio.

(PMD Action): PMD will ensure all required documentation is stored to the document repository.

(PMD Action): If required, the Investment Approval status value will be updated.

For inquiries contact your Commonwealth Project Management Division point of contact. Contact info is at:

Link to the PMD web page "Project Management Division Points of Contact".

---

**Recipients:** To> XXX Agency Name AH; XXX Agency Name AITR;

**Cc:**> 000 PMD XXX Agency Name; 000 PMD ITSP Admin Approvals

## **Submission of an Investment (Procurement) for Strategic Planning and/or Agency Procurement Request (APR)**

### **1. Agency IT Resource (AITR) submission of a Procurement**

The AITR must complete the Procurement Business Alignment and Initiation (APR) form for each new procurement over \$50,000 for Strategic Planning approval. Additionally, to obtain the approval of the Commonwealth Chief Information Officer (CIO) to purchase information technology and telecommunications products and new or expanded services in amounts exceeding \$100,000, the Agency Procurement Request (APR) tabs within the Project Business Alignment form also **MUST** be filled out and submitted to PMD for approval. The combination of procurement business alignment data and APR data ensures that the Agency IT Strategic Plan is accurate.

On the Approvals Business Alignment & Initiation (APR) tab of the Procurement Business Alignment and Initiation (APR) form the AITR fills out the Approval Trigger and Agency IT Resource Approval fields.

Note: A PMD-only editable category, "CIO Approval of APR" has been added to the General Description and Approvals tabs. This change to the ITSP process means that all procurements whether or not they have an APR attached or not will be approved using the approval tab. The APR portion of the procurement is not approved until this category flag is set to "Yes". A separate email is sent to the Agency with the attached APR approval documentation.

Fig 10: Procurement Business Alignment and Initiation (APR) form; Approvals Business Alignment & Initiation (APR) tab, AITR approval

After the “Submit” button is clicked, the Alert process for new project approvals is initiated. The following Alert is generated:

## 2. Agency Head Approval for Procurement

**Alert** – XXX Agency - Agency Head Approval for Procurement Alert

This alert is generated when the agency AITR submits a procurement item in the Procurement Business Alignment and APR to the agency's Agency Head.

**Event:** Multiple Category Conditions Met:

Category	Transition	Value	And/Or
Submit for Plan Approvals - YesNo	Is	Yes	AND
Approval Entry – AITR - YesNo	Is	Yes	AND
Item Type	Is	Procurement	

**Scope:** XXX Agency Head for Strategic Plans

(Scope is the portfolio queried to generated the Alert)

MESSAGE FORMAT (Non-functioning Primavera Portfolios links for example only)

For Agency Head (Primavera Portfolios role) action; all other addressees are for information only.

The following item requires review and approval by the Agency Head:  
Link to the Procurement Business Alignment and initiation (APR) form and Item

Click the link below to open Primavera Portfolios. The '1.2 Agency Head Approval' Process will be displayed in the 'My Primavera Portfolios' bar. Go to step 4 "Procurement Approvals".  
Link to the My ProSight process.

Complete the actions for Agency Head Approval process. Agency Head Approval will then generate an Alert to the Commonwealth Project Management Division to complete review, evaluation and approval recommendation of the item.

For inquiries contact your Commonwealth Project Management Division point of contact. Contact info is at:  
Link to the PMD web page "Project Management Division Points of Contact"

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**Default Recipients:** To :> XXX Agency Name AH;  
Cc:> XXX Agency AITR, 000 PMD XXX Agency Name; 000 PMD Admin approvals, 000 PMD APR review

The Agency Head reviews and approves the procurement on the Approvals Business Alignment & Initiation (APR) tab of the Procurement Business Alignment and Initiation (APR) form the AH fills out the AH Approval fields.

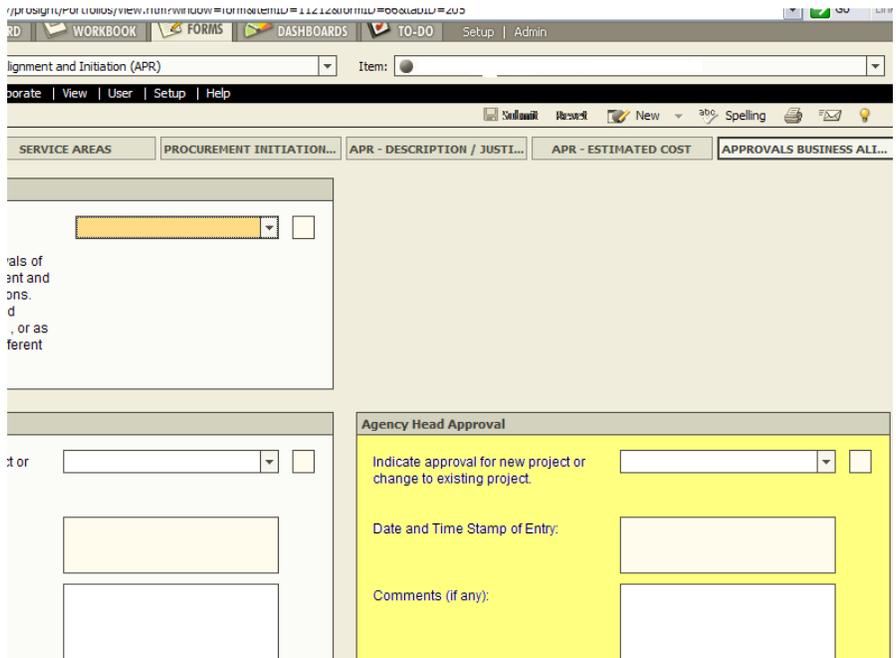


Fig 11: Procurement Business Alignment and Initiation (APR) form; Approvals Business Alignment & Initiation (APR) tab, AH approval

After the “Submit” button is clicked, the Alert process for new procurement approvals is initiated. The following Alert is generated:

### 3. Agency Head submission for PMD Procurement Evaluation - Approval for Strategic Plans

**Alert** – AH submission for PMD Procurement Evaluation - Approval for Strategic Plans (See step 5b of the “Strategic Planning Process/Alerts in CTP – Primavera Portfolios” chart)

**Event:** Multiple Category Conditions Met:

Category	Transition	Value	And/Or
Project – Proponent Agency	Is	XXX Agency Name	AND
Item Type	Is	Procurement	AND
Submit for Plan Approvals -YesNo	Is	Yes	AND
Approval Entry – AITR - YesNo	Is	Yes	AND
Approval Entry – AH - YesNo	Is	Yes	AND
Eval Recommendation	Has no value		

**Scope:** All Projects All Procurements All Agencies  
(Scope is the portfolio queried to generated the Alert)

MESSAGE FORMAT: (Non-functioning Primavera Portfolios links for example only)

The following email is for PMD action. All other addressees are for information only  
XXX Agency AH submission for PMD Procurement Evaluation - Approval for Strategic Plans Alert has been triggered for a CIO approval of the procurement;

Link to the Procurement Business Alignment and initiation (APR) form and Item.

The procurement will be reviewed and evaluated and a recommendation to the CIO for procurement approval will be completed by PMD.

(PMD Action) The PMD Procurement Recommendation and Approval can be set at:

Link to the PMD Recommendation and Approval Strategic Planning form and Item. This link will only open for PMD role users.

Once CIO approval of the procurement is complete, an Alert will be generated to the Agency signifying CIO approval of the procurement for the Agency Strategic Plan.

If the procurement includes an APR; PMD Management Support Office (MSO) in conjunction with the appropriate PM Analyst will review the APR to determine distribution requirements and will e-mail a review notice to each applicable office.

PMD/ MSO will prepare the APR Decision Brief package containing the summary of the reviews, a recommendation, and a CIO Approval Letter.

(PMD Action) MSO will forward the APR Decision Brief and draft CIO Approval Letter to the CIO and his support staff electronically from the PIR mailbox.

APR approval will be provided by CIO Approval Letter to the Agency.

(PMD Action) PMD will set the CIO Approval of APR flag to "Yes" on the Approvals Business Alignment Tab of the Procurement Business Alignment and Initiation (APR)form.

For inquiries contact your Commonwealth Project Management Division point of contact. For inquiries contact your Commonwealth Project Management Division point of contact. Contact info is at:

Link to the PMD web page "Project Management Division Points of Contact"

---

**Default recipients; To>:** 000PMD APR Review, 000 PMD XXX Agency Name, 000 PMD Admin Approvals

**Cc>:** XXX Agency Name AITR, XXX Agency Name AH

After CIO has approved the procurement, PMD will set the CIO approval. The following alert is then generated:

#### 4. CIO Approved Procurement for Strategic Plans

**Alert - CIO Approved Procurement for Strategic Plans**

(See step 7 of the "Strategic Planning Process/Alerts in CTP – Primavera Portfolios" chart)

**Event:**

Category	Transition	Value	And/Or
Project – Proponent Agency	Is	XXX Agency Name	AND
Item Type	Is	Procurement	

**Scope:** CIO Approved for Strategic Plan

(Scope is the portfolio queried to generated the Alert)

MESSAGE FORMAT: (Non-functioning Primavera Portfolios links for example only)

---

The following email is for PMD action. All other addressees are for information only.

XXX Agency- CIO Approved Procurement Alert has been triggered for a CIO approval of the procurement:

Link to the Procurement Business Alignment form, Approvals Business Alignment tab and Item.

CIO approval documentation of an APR (if applicable) will be sent in a separate email.

(PMD Action) If required, change home portfolio from PMD Locked Portfolios back to agency procurements portfolio.

(PMD Action) PMD will ensure all required documentation is stored to the document repository.

(PMD Action) If required, the Investment Approval status value will be updated.

(PMD Action) If required, once a CIO approval Letter for an APR has been submitted to the Agency, PMD will set the CIO Approval of APR flag to "Yes" on the Approvals Business Alignment Tab of the Procurement Business Alignment and Initiation (APR) form.

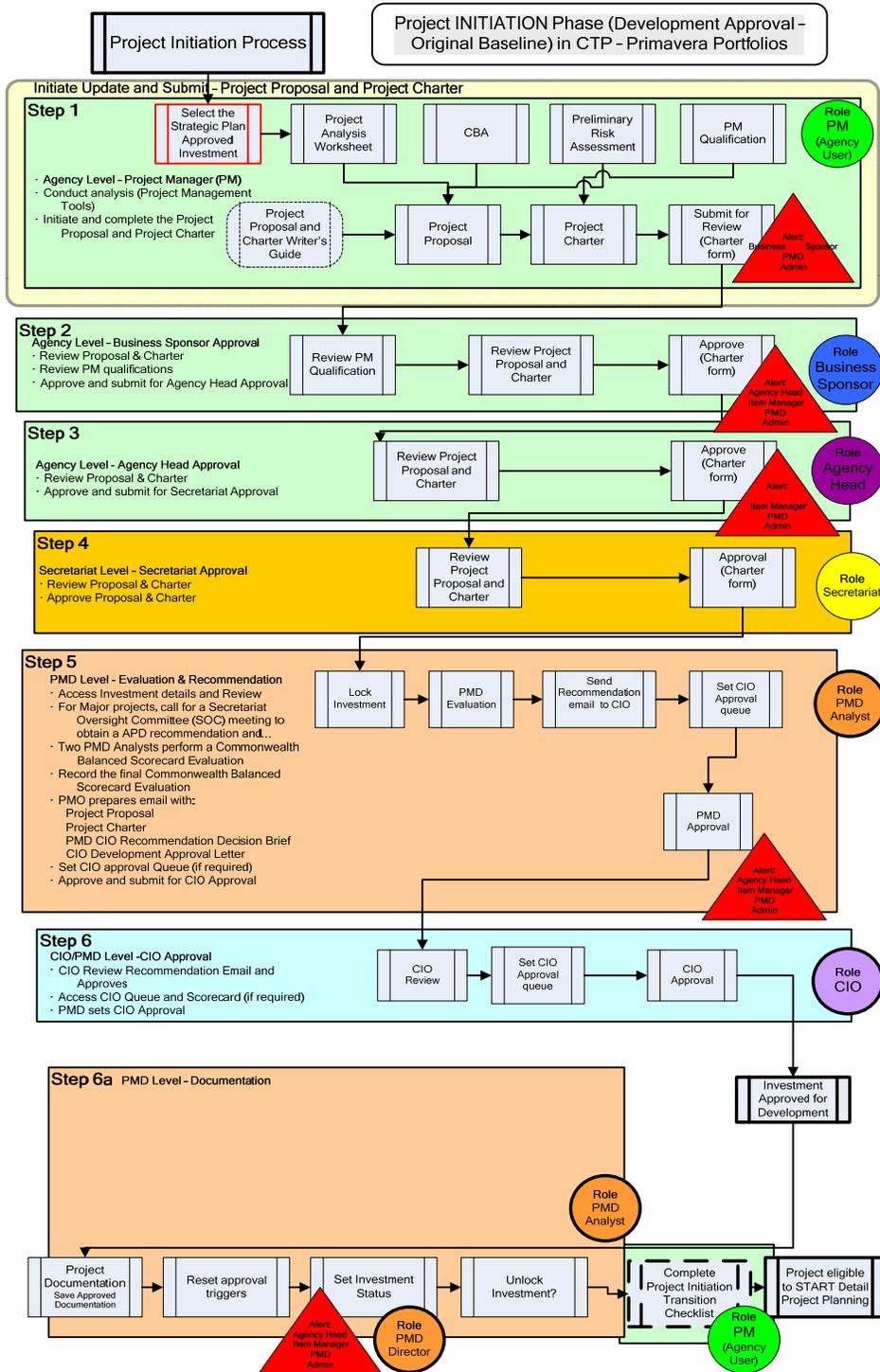
For inquiries contact your Commonwealth Project Management Division point of contact. Contact info is at:

Link to the PMD web page "Project Management Division Points of Contact"

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**Default recipients: To>** XXX Agency Name AH; XXX Agency Name AITR;  
**Cc>** 000 PMD XXX Agency Name; 000 PMD APR Review; 000 PMD ITSP Admin Approvals

# Commonwealth Technology Portfolio Project Initiation (Original Baseline) Processes Chart



## Submission of Original Baseline

### 1. Project Manager submission of a Charter/Proposal for Business Sponsor Review

(See Step 1, Commonwealth Technology Portfolio Project Initiation (Original Baseline) Processes Chart).

During Initiation, IT projects identified in an agency approved IT Strategic Plan are transitioned from an idea to a viable project proposal for consideration and approval by agency executive management. A project charter is issued by the project initiator or sponsor that formally authorizes the existence of a project, and provides the project manager with the authority to apply organizational resources to project activities.

To assist the project manager, a “Project Proposal and Charter Writer’s Guide is available at:

<http://www.vita.virginia.gov/uploadedFiles/Oversight/Projects/BalancedScorecardWritersGuide.doc>

The Agency project manager (PM) works with PMD on completing the Project Proposal, PM Qualification, and Project Charter. PMD reviews the Proposal, PM Qualification, and the Charter and assists the Agency in resolving issues with the documents. The approved Proposal and Charter set the initial baseline for the project. The approval submittal for the Proposal, PM Qualification, and Charter is on the Charter Approval tab.

The screenshot displays the 'Approvals' tab in the Primavera ProSight software. The form is titled 'Project Charter' and includes several sections for approval:

- User:** A dropdown menu labeled 'Submit to Review Body for Approval:' is highlighted in yellow.
- Business Sponsor:** A section with a dropdown menu for 'Indicate approval for new project or change to existing project', a date/time stamp field, and a comments box.
- Agency Head Approval:** A section with a dropdown menu for 'Indicate approval for new project or change to existing project', a date/time stamp field, and a comments box.

Figure 12: PM submission, Project Charter, Approvals Tab

After the PM sets the “Submit to Review Body for Approval: trigger to “Yes”, the following alert is then generated:

## 2. Agency Request for Business Sponsor Approval (Original Baseline)

**Alert:** XXX Agency Request for Business Sponsor Approval (Original) Alert

This alert is generated when the Agency Project Manager (PM) submits the Charter/Proposal for Business Sponsor Review/Approval (See Step 2, Commonwealth Technology Portfolio Project Initiation (Original Baseline) Processes Chart).

**Event:** Multiple Category Conditions Met

Category	Transition	Value	And/Or
Project Proponent	Is	XXX	AND
Agency Submit for Baseline Approvals - YesNo	Is	Agency Yes	AND
CIO Approval Count - CP	Has no value		AND
Approval Entry – BS - YesNo	Has no value		

**Scope:** All Projects All Procurements All Agencies  
(Scope is the portfolio queried to generated the Alert)

MESSAGE FORMAT: (Non-functioning Primavera Portfolios links for example only)

---

XXX Agency Request for Business Sponsor Approval has been has been triggered for Charter /Proposal review and approval:

Link to the Project Charter Approvals Tab and Item.

(Agency Action): Click the link below to open within Primavera Portfolios. The '2.1.1 Business Sponsor Original Approval' Process will be displayed in the 'My Primavera Portfolios' bar.

Link to the My ProSight process 2.1.1 Business Sponsor Original Approval'.

For inquiries contact your Commonwealth Project Management Division point of contact. Contact info is at:

Link to the My ProSight process 2.1.1 Business Sponsor Original Approval'.

Link to the PMD web page “Project Management Division Points of Contact”

---

**Default recipients: To>:** XXX Agency Name AH; 000 PMD XXX Agency Name  
(Note: if user is BS role only, email assigned by individual user)

The Business Sponsor completes documentation review and submits an approval on the Project Charter, Approvals tab.

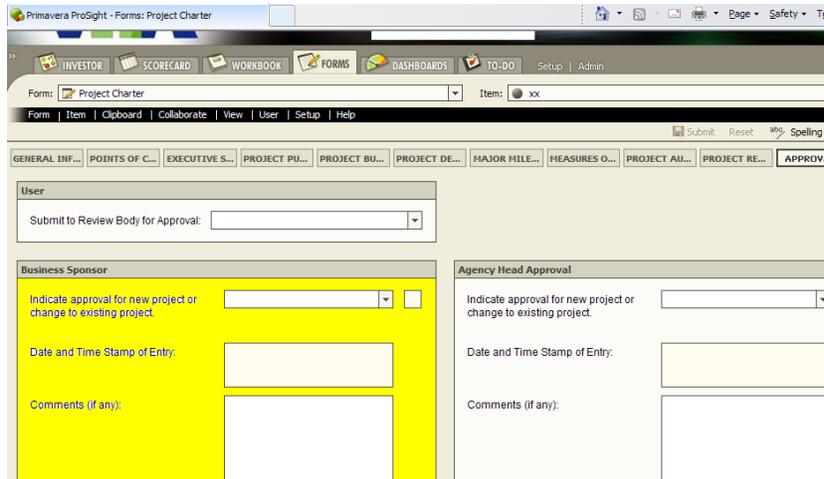


Figure 13 Business Sponsor Approval, Project Charter, Approvals Tab

Once the Business Sponsor approval submission is updated in the database, the following Alert is generated:

### 3. Agency Request for Agency Head Development Approval

**Alert:** XXX Agency Name Request for Agency Head Development Approval

This Alert is generated when the project is submitted to the Agency Head for Review/Approval of the Charter/Proposal.

(See Step 3, Commonwealth Technology Portfolio Project Initiation (Original Baseline) Processes Chart).

**Event:** Item/Portfolio Added to Portfolio  
(Any Added Item)

**Scope:** XXX Agency Head Development Approval – Original Baseline  
(Scope is the portfolio queried to generated the Alert)

MESSAGE FORMAT: (Non-functioning Primavera Portfolios links for example only)

The following email is for Agency Head (role) action. All other addressees are for information only.

XXX Agency Request for Agency Head Development Approval - Original Baseline Alert requires review and approval. The Project Charter, Project Proposal and other documentation requires review and approval. Click on:

Link to the Project Charter Approvals Tab and Item.

(Agency Action): Click the link below to open within Primavera Portfolios. The '2.1.2 Agency Head Original Approval' Process will be displayed in the 'My Primavera Portfolios' bar.

Link to the My ProSight process The '2.1.2 Agency Head Original Approval'.

For inquiries contact your Commonwealth Project Management Division point of contact. Contact info is at:

Link to the PMD web page “Project Management Division Points of Contact”.

**Default recipients: To>:** XXX Agency Name AH; 000 PMD XXX Agency Name

The Agency Head Sponsor completes documentation review and submits an approval on the Project Charter, Approvals tab.

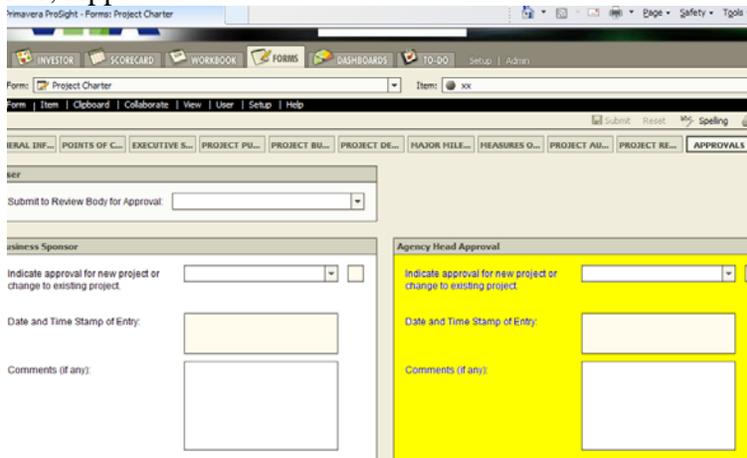


Figure 14 Agency Head Approval, Project Charter, Approvals Tab

Once the Agency Head approval submission is updated in the database, the following Alert is generated:

#### 4. Agency Head Submission for PMD Approval for Development

**Alert:** XXX Agency Name Submission for PMD Approval for Development

This Alert is generated when the Agency Head submits the project Charter/Proposal to PMD for Review/Approval.

(See Step 5, Commonwealth Technology Portfolio Project Initiation (Original Baseline) Processes Chart).

**Event:**

Category	Transition	Value	And/Or
Project Agency Approval Entry – AH - YesNo	Is	XXX Agency Yes	AND

**Scope:** ‘PMD Approval for Baseline – Original’  
(Scope is the portfolio queried to generated the Alert)

MESSAGE FORMAT: (Non-functioning Primavera Portfolios links for example only)

---

The following email is for PMD action. All other addressees are for information only.

XXX Agency Submission for PMD Approval for Development Alert requires review and approval. Click on:

Link to the Project Charter, PMD Related Approval Activity tab and Item. Only PMD can open this link.

(Agency info link)

Link to the Project Charter, General Information tab and Item.

(PMD Action): If the project is a Major IT Project, the PMD Analyst must call for a Secretariat Oversight Committee (SOC) meeting to obtain a Development Approval recommendation. The SOC development approval recommendation decision/comments are entered in the Secretariat Approval group box within the Charter.

(PMD Action): Click the link below to open within Primavera Portfolios the PMD role-based process for Original Baseline and Development Approval. '2.1.4 PMD Original Approval' will be displayed in the 'My Primavera Portfolios' bar

Link to the My ProSight process '2.1.4 PMD Original Approval'.

(PMD Action): Complete the PMD role-based process for Development Approval - Original Baseline. Completion of the PMD approval and recommendation will generate a Submission for CIO Approval Alert

For inquiries contact your Commonwealth Project Management Division point of contact. Contact info is at:

Link to the PMD web page "Project Management Division Points of Contact".

---

**Default recipients: To>:** 000 PMD XXX Agency Name, MANAGER (by role or name)

PMD prepares a Balanced Scorecard Assessment and a Decision Brief (for the Secretariat Oversight Committee (SOC)). The SOC reviews and makes approval recommendations to the CIO. The Balanced Scorecard and Decision Brief are forwarded to the CIO.

When PMD has completed all necessary actions, the PMD completes the PMD Recommendation and Approval on the Project Charter, PMD Related Approval Activity tab.



Figure 15 PMD Recommendation and Approval, Project Charter, PMD Related Approval Activity tab

Once the PMD Recommendation and Approval submission is updated in the database, the following Alert is generated:

## 5. PMD Approval for Development Recommendation to CIO

**Alert:** XXX Agency Name PMD Approval for Development Recommendation to CIO - This alert is generated when PMD submits a project Approval for Development (APD) recommendation to the CIO. (See Step 6, Commonwealth Technology Portfolio Project Initiation (Original Baseline) Processes Chart).

**Event:** Multiple Category Conditions Met

Category	Transition	Value	And/Or
Project Proponent Agency	Is	XXX	AND
Agency			
Item Type	Is	Project	AND
Submit for Baseline Approvals - YesNo	Is	Yes	AND
Approval Entry – BS - YesNo	Is	Yes	AND
Approval Entry – AH - YesNo	Is	Yes	AND
Eval Recommendation	Is	Yes	AND
Approval Entry – PMD - YesNo	Is	Yes	AND
Approval Entry – CIO - YesNo	has no value		AND
CIO Approval Count - CP	has no value		

**Scope:** All Projects All Procurements All Agencies  
(Scope is the portfolio queried to generated the Alert)

**MESSAGE FORMAT:** (Non-functioning Primavera Portfolios links for example only)

The following email is for PMD action. All other addressees are for information only.

XXX Agency PMD Approval for Development Recommendation to CIO - Alert required review and approval.

(PMD Action) Click on:

Link to Project Charter, PMD Related Approval Activity tab and Item.

(Agency info link)

Link to the Project Charter, General Information tab and Item.

PMD has completed evaluation and review of the project and will forward a recommendation to the CIO. An alert will be generated when CIO approval is granted.

(PMD) The prepared CIO Recommendation Decision Brief, documentation and draft Development Approval Letter will be forwarded to the CIO in a separate email.

For inquiries contact your Commonwealth Project Management Division point of contact. For inquiries contact your Commonwealth Project Management Division point of contact. Contact info is at:

Link to the PMD web page “Project Management Division Points of Contact”.

---

**Default recipients:** To> 000 PMD XXX Agency Name; MANAGER (role or individual); Cc> 000 PMD Admin Approvals

Once CIO approval is granted, PMD completes the CIO approval on the Project Charter, PMD Related Approval Activity tab.

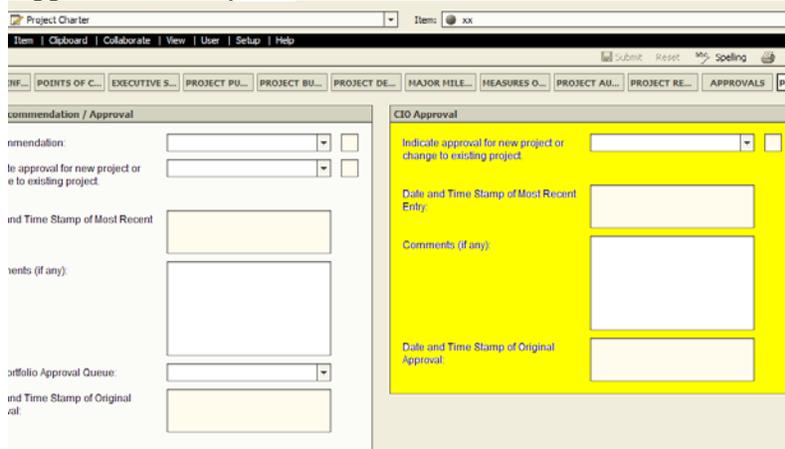
The image shows a screenshot of a web application interface for 'Project Charter'. The browser address bar shows 'Items: xx'. The application has a menu bar with 'Item', 'Clipboard', 'Collaborate', 'View', 'User', 'Setup', and 'Help'. Below the menu is a navigation bar with tabs: 'INFO...', 'POINTS OF C...', 'EXECUTIVE S...', 'PROJECT PU...', 'PROJECT BU...', 'PROJECT DE...', 'MAJOR HILE...', 'MEASURES O...', 'PROJECT AU...', 'PROJECT RE...', 'APPROVALS', and 'PMD'. The main content area is divided into two panels. The left panel is titled 'Recommendation / Approval' and contains several form fields: 'Recommendation' (a dropdown menu), 'Indicate approval for new project or change to existing project' (a dropdown menu), 'Date and Time Stamp of Most Recent Entry' (a text input field), 'Comments (if any):' (a large text area), 'Portfolio Approval Queue:' (a dropdown menu), and 'Date and Time Stamp of Original Approval' (a text input field). The right panel is titled 'CIO Approval' and is highlighted in yellow. It contains: 'Indicate approval for new project or change to existing project' (a dropdown menu), 'Date and Time Stamp of Most Recent Entry' (a text input field), 'Comments (if any):' (a large text area), and 'Date and Time Stamp of Original Approval' (a text input field).

Figure 16 CIO Approval, Project Charter, PMD Related Approval Activity tab

Once the CIO Approval submission is updated in the database, the following Alert is generated:

## 6./6a. CIO Approval for Development/PMD Documentation

**Alert:** XXX Agency Name - CIO Recommended for Approval for Development

This alert is generated for Major projects for CIO approval for Planning Development (APD) (original baseline) and for Non-Major Projects when CIO approval is granted for Approval for Planning Development (APD) (original baseline). (See Step 6/6a, Commonwealth Technology Portfolio Project Initiation (Original Baseline) Processes Chart).

**Event:** Multiple Category Conditions Met

Category	Transition	Value	And/Or
Project	Proponent	Is	XXX
Agency			Agency

**Scope:** CIO Approved for Baseline - Original

(Scope is the portfolio queried to generated the Alert)

MESSAGE FORMAT: (Non-functioning Primavera Portfolios links for example only)

---

XXX Agency - CIO Approval for Development Alert has been granted. Click on:

[Link to Project Charter, PMD Related Approval Activity tab and Item.](#)

(Agency info link)

[Link to the Project Charter, General Information tab and Item.](#)

The CIO will issue a letter formally approving the project for development and send the letter to PMD.

PMD will provide the proponent agency with the Development Approval documentation in a separate email

For inquiries contact your Commonwealth Project Management Division point of contact. Contact info is at:

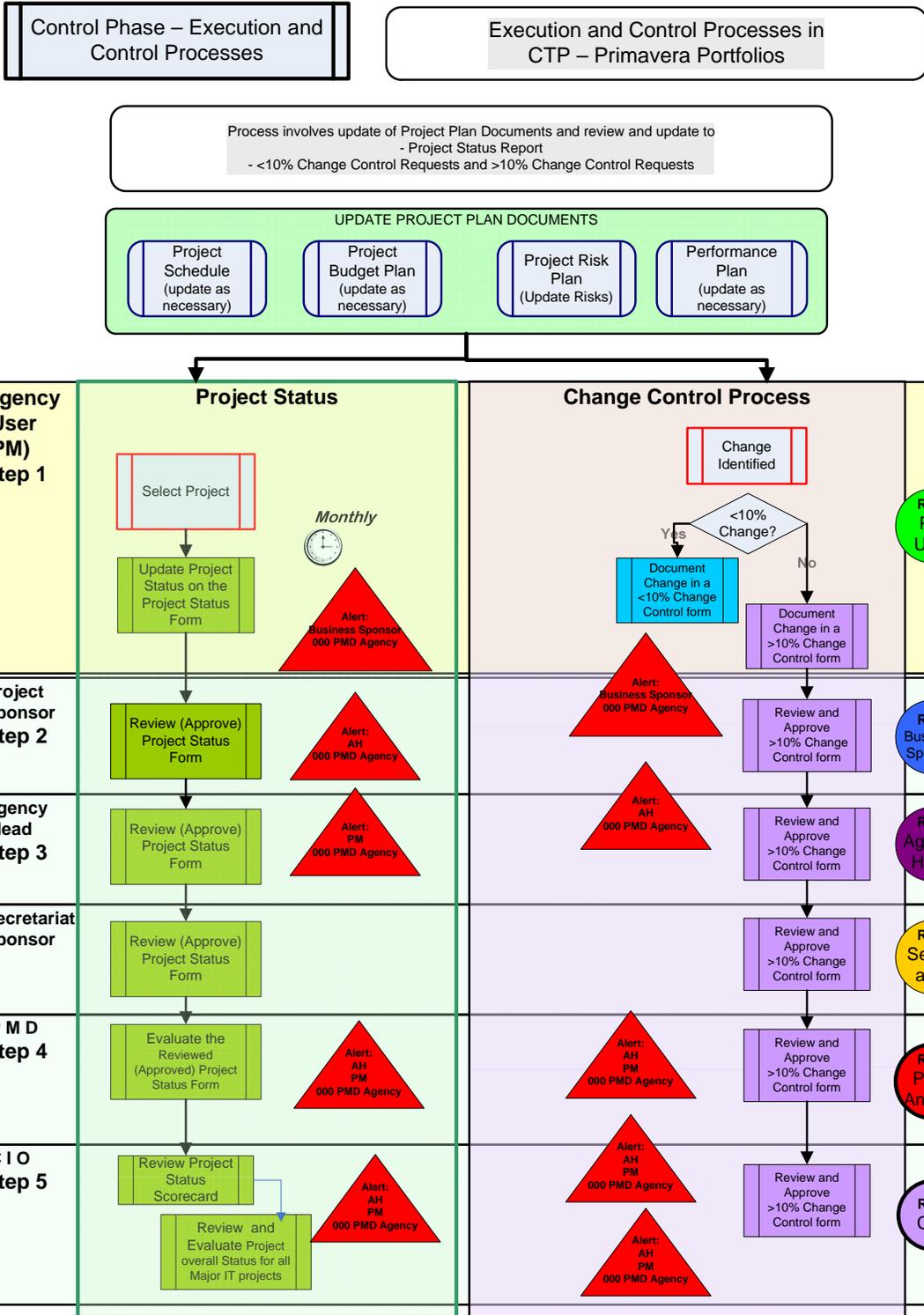
[Link to the PMD web page "Project Management Division Points of Contact"](#).

---

**Recipients:** To> 000 PMD XXX Agency Name; XXX Agency Name AH; MANAGER (role or by individual)

Cc> 000 PMD Admin Approvals

# Commonwealth Technology Portfolio Project Status & Baseline Change Processes and Alerts Chart



## Commonwealth Technology Portfolio Project Baseline Change Requests (>10%)

### 1. PM Submission of a Baseline Change (>10%) for Business Sponsor Approval

After the Project Manager completes changes as required to the Budget and Schedule forms, and completes all change information required in the Change Control Request > 10% form, the Project Manager completes the submission trigger by setting the “Submit to Review Body for Approval” to “Yes” on the Change Control Request > 10% form, Approval Tab.

Figure 18 Change Control Request > 10 %, Approval Tab, PM Submission

Once the PM submission is updated in the database, the following Alert is generated:

### 2. Request for Business Sponsor Approval (Baseline Change)

**Alert:** XXX Agency Request for Business Sponsor Baseline Change Approval

This alert is generated when the Agency Project Manager (PM) submits a Change Control Request >10% for a project for Business Sponsor Review/Approval (See Step 2, Commonwealth Technology Portfolio Project Status & Baseline Change Processes and Alerts Chart).

**Event:** Multiple Category Conditions Met

Category	Transition	Value	And/Or
Project Proponent	Is	XXX	AND
Agency		Agency	
CIO Approval Count - CP	Is at least	1	AND
Submit for Baseline Approvals - YesNo	Is	Yes	AND
Approval Entry – BS - YesNo	Has no value		

**Scope:** “All Projects All Procurements All Agencies “  
(Scope is the portfolio queried to generated the Alert)

**MESSAGE FORMAT:** (Non-functioning Primavera Portfolios links for example only)

---

XXX Agency Request for Business Sponsor Baseline Change Approval has been triggered for an approval in the Change Control Request >10% form. Click on:

Link to the Change Control Request > 10 %, form, Approval Tab and Item.

(Agency Action): Click the link below to open Primavera Portfolios. The '2.2.1 Business Sponsor Change Approval' Process will be displayed in the 'My Primavera Portfolios' bar.

Link to My ProSight '2.2.1 Business Sponsor Change Approval' Process.

For inquiries contact your Commonwealth Project Management Division point of contact. Contact info is at:

Link to the PMD web page “Project Management Division Points of Contact.

---

**Default recipients: To:>** XXX Agency AH; 000 PMD XXX Agency  
(Note: if user is BS role only, assign email by individual user)

After the Business Sponsor completes review of the changes as required to the Budget and Schedule, and Change Control Request > 10% forms, the Business Sponsor completes the approval submission by setting the “Indicate approval to new project or change to existing project” to “Yes” on the Change Control Request > 10% form, Approval Tab.

The screenshot displays the Primavera Forms application interface. The top navigation bar includes tabs for INVESTOR, SCORECARD, WORKBOOK, FORMS, DASHBOARDS, and TO-DO. The current form is titled 'Change Control Request > 10%' and is in the 'Approval Tab'. The form is divided into several sections: 'GENERAL INFORMATION', 'REQUEST INFORMATION', 'INITIAL REVIEW', 'COST', 'MEASURES OF SUCCESS', 'SCOPE', and 'MAJOR MILESTONES'. The 'Business Sponsor' section is highlighted in yellow and contains a dropdown menu for 'Indicate approval for new project or change to existing project', a 'Date and Time Stamp of Entry' field, and a 'Comments (if any):' text area. The 'Agency Head Approval' section also contains a dropdown menu for 'Indicate approval for new project or change to existing project', a 'Date and Time Stamp of Entry' field, and a 'Comments (if any):' text area. A 'Secretariat Approval' section is visible at the bottom.

Figure 19 Change Control Request > 10 %, Approval Tab, Business Sponsor Approval  
Once the Business Sponsor Approval is updated in the database, the following Alert is generated:

### **3. Request for Agency Head Baseline Change Approval**

**Alert:** XXX Agency AH Request for PMD Approval for Baseline Change

This Alert is generated when review/approval of a Change Control Request >10% for a project is submitted to the Agency Head. (See Step 3, Commonwealth Technology Portfolio Project Status & Baseline Change Processes and Alerts Chart).

**Event:** Item/Portfolio Added to Portfolio

(Any Added item)

**Scope:** XXX Agency Head Baseline Approval – Change

(Scope is the portfolio queried to generated the Alert)

---

MESSAGE FORMAT: (Non-functioning Primavera Portfolios links for example only)

The following email is for Agency Head (role) action. All other addressees are for information only.

[Added Item Name] requires review and approval. Click on:

Link to the Change Control Request > 10 %, form, Approval Tab and Item.

(Agency Action): Click the link below to open Primavera Portfolios. The '2.2.2 Agency Head Change Approval' Process will be displayed in the 'My Primavera Portfolios' bar.

Link to the My ProSight 2.2.2 Agency Head Change Approval' Process.

For inquiries contact your Commonwealth Project Management Division point of contact. Contact info is at:

Link to the PMD web page "Project Management Division Points of Contact.

---

**Default recipients: To>:** XXX Agency AH; 000 PMD XXX Agency

After the Agency Head completes review of the changes as required to the Budget and Schedule, and Change Control Request > 10% forms, the Agency Head completes the approval submission by setting the "Indicate approval to new project or change to existing project" to "Yes" on the Change Control Request > 10% form, Approval Tab.

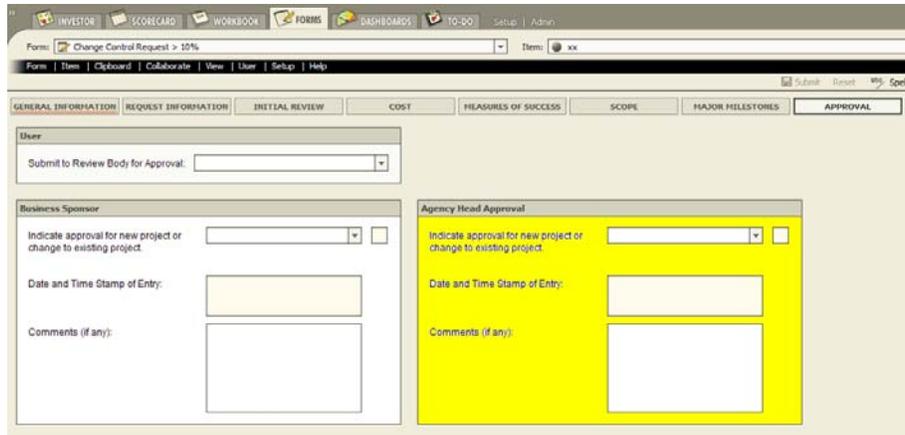


Figure 20 Change Control Request > 10 %, Approval Tab, Agency Head Approval  
 Once the Agency Head Approval is updated in the database, the following Alert is generated:

#### 4. Name AH Request for PMD Approval for Baseline Change

**Alert:** XXX Agency AH Request for PMD Approval for Baseline Change

This Alert is generated when the Agency Head submits the project Change Control Request >10% to PMD for Review/Approval. (See Step 4, Commonwealth Technology Portfolio Project Status & Baseline Change Processes and Alerts Chart).

**Event:** Multiple Category Conditions Met

Category	Transition	Value	And/Or
Project	Proponent	Is	AND
Agency		Agency	

**Scope:** PMD Approval for Baseline - Change

(Scope is the portfolio queried to generated the Alert)

**MESSAGE FORMAT:** (Non-functioning Primavera Portfolios links for example only)

The following email is for PMD action. All other addressees are for information only.

XXX Agency AH Request for PMD Approval for Baseline Change Alert has been triggered for review and approval within the Change Control Request > 10 % form. Click on:

Link to the Change Control Request > 10 %, form, General Information Tab and Item.

(Agency info link)

Link to the Change Control Request > 10 %, form, General Information Tab and Item.

(PMD Action): If the project is a Major IT Project, the PMD Analyst must call for a Secretariat Oversight Committee (SOC) meeting to obtain an Approval recommendation for the >10% Baseline Change. The SOC approval recommendation decision/comments

are entered in the Secretariat Approval group box within the Change Control Request >10%.

(PMD Action) Click the link below to open Primavera Portfolios. The '2.2.4 PMD Change Approval' Process will be displayed in the 'My Primavera Portfolios' bar.  
Link to the My ProSight '2.2.4 PMD Change Approval' Process.

(PMD Action) Complete the PMD role-based process for Change Control Request. Completion of the PMD approval and recommendation will generate a Submission for CIO Approval Alert.

For inquiries contact your Commonwealth Project Management Division point of contact. Contact info is at:  
Link to the PMD web page “Project Management Division Points of Contact.

---

**Default recipients:** To:> 000 PMD XXX Agency Name, MANAGER (role) or individual assigned  
Cc:> PMD Admin Approvals

PMD completes the PMD role-based process for Change Control Requests, then sets the Recommendation to “Recommended”, and the “Indicate approval to new project or change to existing project” to “Yes” on the Change Control Request > 10% form, PMD Related Approval Activity Tab

The screenshot shows a web application interface for 'Change Control Request > 10%'. The top navigation bar includes 'INVESTOR', 'SCORECARD', 'WORKBOOK', 'FORMS', and 'DASHBOARDS'. Below the navigation is a menu with 'Form', 'Item', 'Clipboard', 'Collaborate', 'View', 'User', 'Setup', and 'Help'. The main content area has tabs for 'GENERAL INFORMATION', 'REQUEST INFORMATION', 'INITIAL REVIEW', and 'COST'. The 'PMD Recommendation / Approval' section is highlighted in yellow and contains the following fields:

- Recommendation: [Dropdown menu] [Yes/No checkboxes]
- Indicate approval for new project or change to existing project: [Dropdown menu] [Yes/No checkboxes]
- Date and Time Stamp of Most Recent Entry: [Text input field]
- Comments (if any): [Large text area]
- CIO Portfolio Approval Queue: [Dropdown menu]
- Date and Time Stamp of Original Approval: [Text input field]

Figure 21 Change Control Request > 10% form, PMD Related Approval Activity Tab, PMD Recommendation & Approval

Once the PMD approval and recommendation is updated in the database, the following Alert is generated:

### 5. PMD Baseline Change Approval Recommendation to CIO

**Alert:** XXX Agency PMD Baseline Change Approval Recommendation to CIO

This alert is generated when PMD submits a project Baseline Change Approval (>10%) recommendation to the CIO. (See Step 5, Commonwealth Technology Portfolio Project Status & Baseline Change Processes and Alerts Chart).

**Event:** Multiple Category Conditions Met

Category	Transition	Value	And/Or
Project Proponent	Is	XXX	AND
Agency Item Type	Is	Agency Project	

**Scope:** CIO Approval for Change Requests – Change (Scope is the portfolio queried to generated the Alert)

MESSAGE FORMAT: (Non-functioning Primavera Portfolios links for example only)

The following email is for PMD action. All other addressees are for information only. XXX Agency PMD Baseline Change Approval Recommendation to CIO - Alert has been triggered for review and approval. Click on:

Link to the Change Control Request > 10 %, form, PMD Related Approval Activity Tab and Item.

(Agency info link)

Link to the Change Control Request > 10 %, form, General Information Tab and Item.

PMD has completed evaluation and review of the project baseline change and will forward a recommendation to the CIO. An alert will be generated when CIO approval is granted.

(PMD Action): The prepared CIO Recommendation Decision Brief, documentation, and draft Change Request Approval Letter will be forwarded to the CIO in a separate email.

(PMD Action): Once CIO approval is granted, follow the process for CIO approval. Click the link below to open Primavera Portfolios. The '2.2.5 CIO Change Approval' Process will be displayed in the 'My Primavera Portfolios' bar.

Link to the My ProSight '2.2.5 CIO Change Approval' Process.

For inquiries contact your Commonwealth Project Management Division point of contact. For inquiries contact your Commonwealth Project Management Division point of contact. Contact info is at:

Link to the PMD web page “Project Management Division Points of Contact.

**Default recipients:** To> 000 PMD XXX Agency Name; MANAGER; (role) or individual assigned

**Cc>** 000 PMD Admin Approvals

Once PMD has completed evaluation and review of the project baseline change, forwarded a recommendation to the CIO, and received CIO approval, the CIO Approval, PMD by setting CIO Approval “Indicate approval to new project or change to existing project” to “Yes” on the Change Control Request > 10% form, PMD Related Approval Activity Tab.

Figure 22 Change Control Request > 10% form, PMD Related Approval Activity Tab, CIO Approval

Once the CIO approval is updated in the database, the following Alert is generated:

## 6. XXX Agency - CIO Approval – Baseline Change Approval Notification

**Alert:** XXX Agency - CIO Approval – Baseline Change

This alert is generated when CIO approval of a baseline change is generated.

(See Step 5, Commonwealth Technology Portfolio Project Status & Baseline Change Processes and Alerts Chart).

**Event:** Multiple Category Conditions Met

Category	Transition	Value	And/Or
Project	Proponent	Is	XXX
Agency			Agency
Item Type	Is		Project

**Scope:** CIO Approved for Baseline - Change

(Scope is the portfolio queried to generated the Alert)

MESSAGE FORMAT: (Non-functioning Primavera Portfolios links for example only)

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XXX Agency - CIO Approval – Baseline Change Alert has been triggered for CIO approval of a Change Control Request >10%. Click on:

Link to the Change Control Request > 10 %, form, General Information Tab and Item.

PMD will provide the proponent agency with the Baseline Change Request Approval documentation in a separate email

For inquiries contact your Commonwealth Project Management Division point of contact. For inquiries contact your Commonwealth Project Management Division point of contact. Contact info is at:

Link to the PMD web page “Project Management Division Points of Contact.

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**Default recipients:** To> 000 PMD XXX Agency Name; XXX Agency Name AH; MANAGER; (role) or individual assigned

Cc> 000 PMD Admin Approvals

# Commonwealth Technology Portfolio Project Status Approvals

## 1. Request for Project Manager Project Status Approval

**Alert:** XXX Agency Request for Project Manager Project Status Approval

This alert is auto generated on the 5th day of each month for active major projects if the PM has not already completed submission. (See Step 1, Commonwealth Technology Portfolio Project Status & Baseline Change Processes and Alerts Chart).

**Event:** Multiple Category Conditions Met

Category	Transition	Value	And/Or
Project Proponent Agency	Is	XXX	AND
Current day of the month if project is APD or Suspended	Equals	5	AND
Approval Entry – Agency Sponsor	Has no value		AND
Project Status Approval Entry – Secretariat YesNo	Has no value		AND
Project Status Approval Entry – PMD YesNo	Has no value		AND
Project Status Approval Entry – CIO YesNo	Has no value		AND

**Scope:** All Major Projects - Project Status PM Submittal is Blank or No - supports Project Status Alerts

(Scope is the portfolio queried to generated the Alert)

MESSAGE FORMAT: (Non-functioning Primavera Portfolios links for example only)

The following email is a reminder for Project Manager to bring up to date the project plan information and complete the monthly Project Status update. All other addressees are for information only.

XXX Agency Request for Project Manager Project Status Approval required review and approval. Click on:

Link to Project Status form, Review/Approve Tab and Item.

(Agency Action): Click the link below to open within Primavera Portfolios. The '3.1. Review - Project Status Report and Scorecard' Folder from Primavera Portfolios' bar.

Link to My ProSight The '3.1. Review - Project Status Report and Scorecard' Folder from Primavera Portfolios.

For inquiries contact your Commonwealth Project Management Division point of contact. Contact info is at:

Link to the PMD web page “Project Management Division Points of Contact.

**Default recipients:** To> MANAGER; (role) or individual assigned

After the Project Manager update the project plan information and completes the monthly Project Status form updates, PM approval of the report is set on the Project Status form, Review/Approval Tab by setting the Trigger for Review/Approval process: Is the Project Status Report ready for review/approval? To “Yes” and “Indicate PM is ready to submit Status Report to Agency Sponsor for approval” to “Yes”.

The screenshot shows a web form titled 'Project Manager' with several sections:

- Review/Approval Trigger:** A dropdown menu with the text 'Trigger for Review/Approval process: Is the Project Status Report ready for review/approval?'.
- Contact Information:** Fields for Name, Phone, and E-mail.
- Project Status Report Date:** A date field with the instruction 'Enter the month and year for the report (Always choose the last day of the month)'.
- Key Status Indicators (KSIs):** A list of five questions, each with a dropdown menu and a checkbox:
  - Is the project on track to meet planned business goals and the associated measures of success?
  - Are the costs within planned budget?
  - Is the project on schedule?
  - Does the project remain within the approved scope?
  - Is the project being managed to minimize or mitigate the identified risks?
- PPI Submission of Project Status Report:** A dropdown menu with the text 'Indicate PM is ready to submit Status Report to agency Sponsor for approval:' and a checkbox. Below it is a 'Date and Time Stamp of Entry:' field.

Figure 23 Project Status form, Approval/Review Tab, PM actions

Once the PM submission and approval is updated in the database, the following Alert is generated:

## 2. Request for Agency Sponsor Project Status Approval

**Alert:** XXX Agency Request for Agency Sponsor Project Status Approval

.This alert is generated when the PM submits the Project Status report for Agency Sponsor approval. (See Step 2, Commonwealth Technology Portfolio Project Status & Baseline Change Processes and Alerts Chart).

**Event:** Multiple Category Conditions Met

Category	Transition	Value	And/Or
Project	Is	XXX	AND
Agency		Agency	

Submit for Project Status Approval - YesNo	Is	Yes	AND
Submission Entry – PM YesNo	Is	Yes	AND
Approval Entry – Agency Sponsor	Has no value		AND
Project Status Approval Entry – Secretariat YesNo	Has no value		AND
Project Status Approval Entry – PMD YesNo	Has no value		AND
Project Status Approval Entry – CIO YesNo	Has no value		

**Scope:** All Major Projects APD (Active) & Suspended  
(Scope is the portfolio queried to generated the Alert)

MESSAGE FORMAT: (Non-functioning Primavera Portfolios links for example only)

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The following email is for Agency Sponsor action. All other addressees are for information only.

XXX Agency Request for Agency Sponsor Project Status Approval required review and approval. Click on:

Link to Project Status form, Review/Approve Tab and Item.

(Agency Action): Click the link below to open within Primavera Portfolios the '3.3 Project Execution and Control' process folder from Primavera Portfolios 'My Portfolios' bar.

Link to My ProSight '3.3 Project Execution and Control' process.

For inquiries contact your Commonwealth Project Management Division point of contact. Contact info is at:

Link to the PMD web page "Project Management Division Points of Contact."

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**Default recipients:** To> Agency Sponsor, (role) or individual assigned MANAGER; (role) or individual assigned

Cc:> 000 PMD XXX Agency

The Agency Sponsor completes review and approval of the project in the Project Status form, Review/Approve tab.



Fig 24 Project Status form, Review/Approve tab, Agency Sponsor actions

Once the Agency Sponsor submission and approval is updated in the database, the following Alert is generated:

### 3. Request for PMD/Secretariat Review/CIO Project Status Approval.

**Alert:** XXX Agency Request for PMD/Secretariat Review/CIO Project Status Approval  
 This alert is generated when the Agency Sponsor requests PMD/Secretariat Review/CIO Project Status Approval. (See Step 3, Commonwealth Technology Portfolio Project Status & Baseline Change Processes and Alerts Chart).

**Event:** Multiple Category Conditions Met

Category	Transition	Value	And/Or
Project Proponent Agency	Is	XXX Agency	AND
Submit for Project Status Approval - YesNo	Is	Yes	AND
Submission Entry – PM YesNo	Is	Yes	AND
Approval Entry – Agency Sponsor	Is	Yes	AND
Project Status Approval Entry – Secretariat YesNo	Has no value		AND
Project Status Approval Entry – PMD YesNo	Has no value		AND
Project Status Approval Entry – CIO YesNo	Has no value		

**Scope:** All Major Projects APD (Active) & Suspended  
 (Scope is the portfolio queried to generated the Alert)

MESSAGE FORMAT: (Non-functioning Primavera Portfolios links for example only)

The following email is for PMD review and CIO action. All other addressees are for information only.

(PMD Action): Click the link below to open within Primavera Portfolios. Click on:

Link to Project Status form, Review/Approve Tab and Item.

PMD Action): Click the link below to open Primavera Portfolios the Project Management Analyst role based process: The '2.3 Execution and Control' Process will be displayed in the 'My Primavera Portfolios' bar.

Link to My ProSight Project Management Analyst role based process: '2.3 Execution and Control'.

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**Default recipients:** To> 000 PMD XXX Agency, XXX Agency AH, MANAGER; (role) or individual assigned

PMD completes coordination, review and approval of the project in the Project Status form, Review/Approve tab for Secretariat PMD and CIO.

The screenshot displays a web form interface for project status review and approval. It is organized into several sections:

- Secretariat Representative:** A header section with a text input field.
- Contact Information:** A section containing three input fields for Name, Phone, and Email.
- Secretariat Representative Concurrence:** A section with a checkbox for 'Concur with the Agency Project Status Reason', a date and time stamp input field, and a status dropdown menu.
- Comments:** A large text area for providing comments, with a label 'Comments (if any):'.
- Project Management Division (PMD):** A header section with a text input field.
- Contact Information:** A section containing three input fields for Name, Phone, and Email.
- PMD Review:** A section with a checkbox for 'Has the Review been complete for the Project Status Reason', a date and time stamp input field, and a status dropdown menu with 'On Track' selected.
- Comments:** A large text area for providing comments, with a label 'Comments (if any):'.
- CIO:** A header section with a text input field.
- Contact Information:** A section containing three input fields for Name, Phone, and Email.

Fig 25 Project Status form, Review/Approve tab, PMD actions

Once the PMD, Secretariat and CIO submission and approval is updated in the database, the following Alert is generated:

#### 4. CIO Project Status Approval.

**Alert:** XXX Agency CIO Approval of Project Status Report

This alert is generated when CIO assessment and approval of the project status is completed. (See Step 4, Commonwealth Technology Portfolio Project Status & Baseline Change Processes and Alerts Chart).

**Event:** Multiple Category Conditions Met

Category	Transition	Value	And/Or
Project Proponent Agency	Is	XXX Agency	AND
Submit for Project Status Approval - YesNo	Is	Yes	AND
Submission Entry – PM YesNo	Is	Yes	AND
Approval Entry – Agency Sponsor	Is	Yes	AND
Project Status Approval Entry – Secretariat YesNo	Is	Yes	AND
Project Status Approval Entry – PMD YesNo	Is	Yes	AND
Project Status Approval Entry – CIO YesNo	Is	Yes	

**Scope:** All Major Projects APD (Active) & Suspended  
(Scope is the portfolio queried to generated the Alert)

MESSAGE FORMAT: (Non-functioning Primavera Portfolios links for example only)

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The XXX Agency CIO Approval of Project Status Report alert verifies CIO approval. The CIO approval of the monthly project status report can be viewed at:

Link to Project Status form, Review/Approve Tab and Item.

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