# Finance Simplification Training

## Exercises: Session B

**Roles: All Accountable Roles**

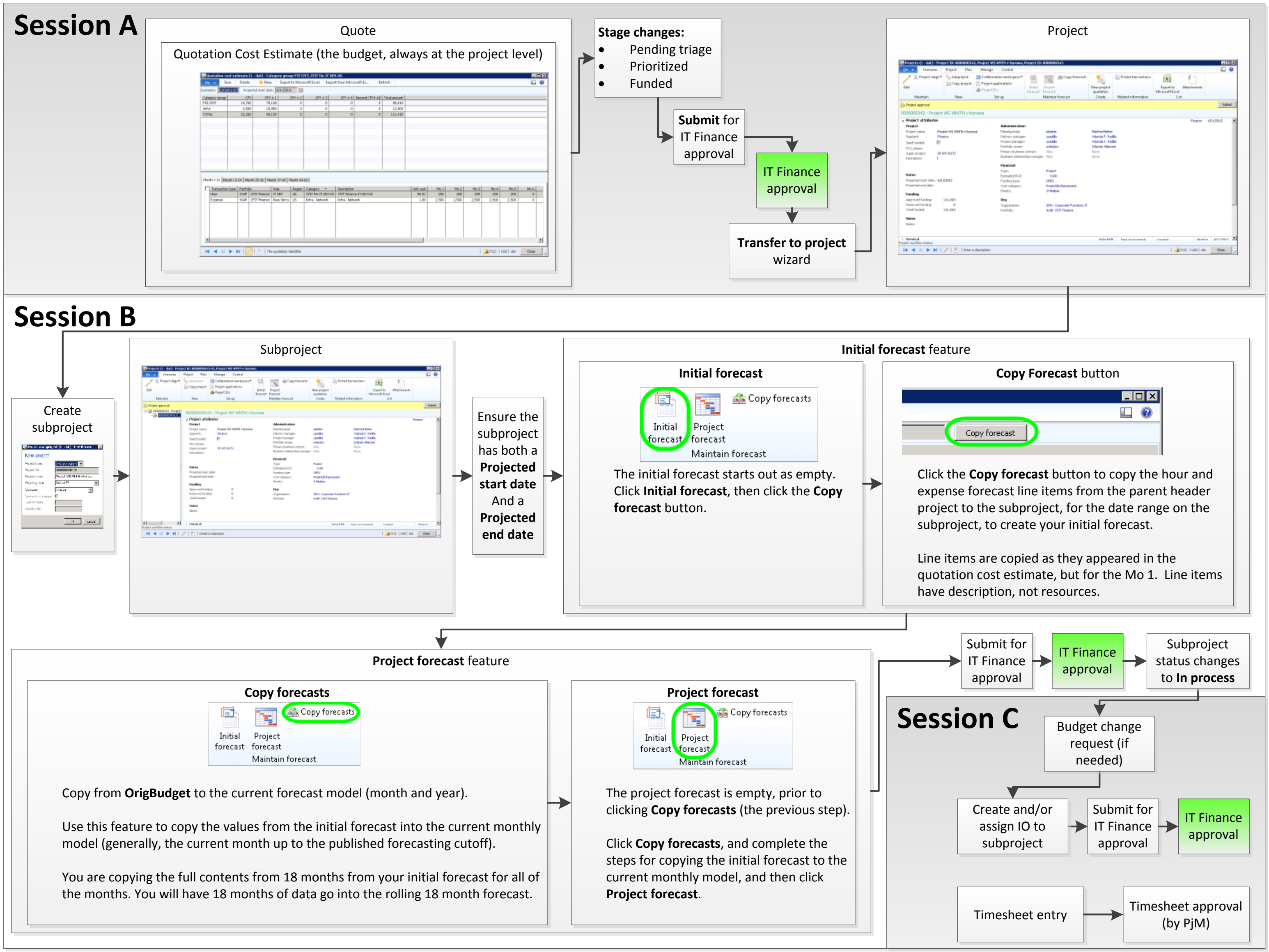
**Workshop Exercises v1.0**

June 22, 2012

# Table of Contents

# Introduction

Use the information in this document to perform Session B exercises. Below is the end-to-end process, with the associated workshop session(s).



# Exercise 1: Structuring a Project, Subproject, or Service

Structuring a project, subproject, or service is an art and a science. As described in the previous section, your structuring approach drives benefits and impacts downstream processes and reporting.

## Exercise Data

For subproject names, when creating a subproject, use the following naming. When you create the subproject, the name will default to the project name. Perform the following actions on the subproject name:

1. Change the word "Project" to "Subproject"

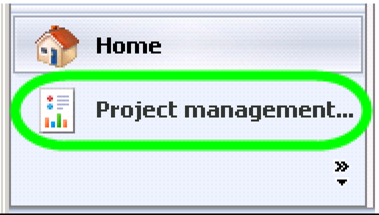
   Example: **Subproject WS W3T1 liholman**

For all exercises, the student must enter information in all of the required fields, but they are free to use whatever data they choose to.

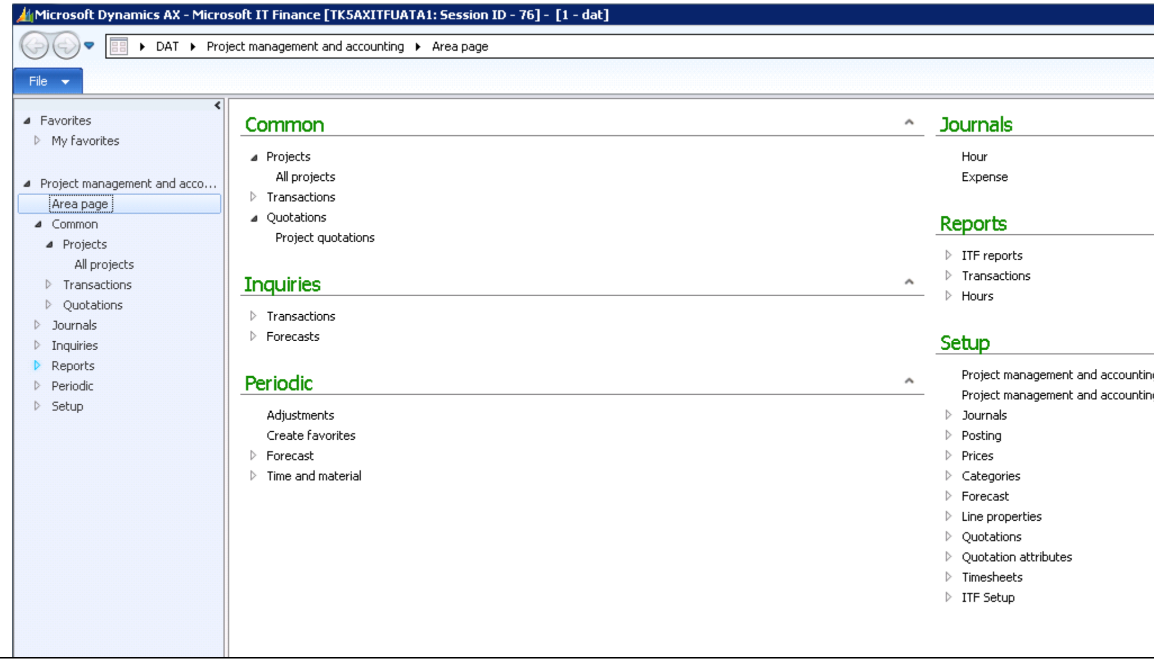
## Steps

### Creating a Subproject and Associating it to a Project

After creating the project, the next step is to create one or more subprojects, using this process.

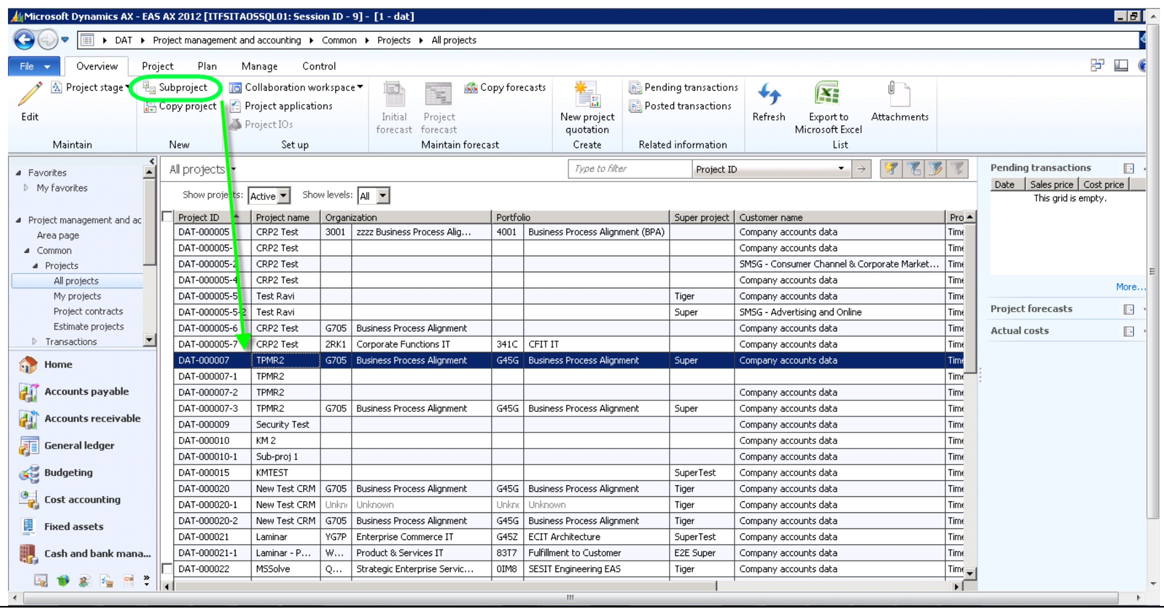
| | |
|---|---|
| **1.** Launch the Microsoft Dynamics AX 2012 client application. | |
| **2.** Click **Project management and accounting** to navigate to the Project management and accounting area of the application. |  |

**3.** In the details pane, in the Common section, expand **Projects**, and then click either **All Projects**.



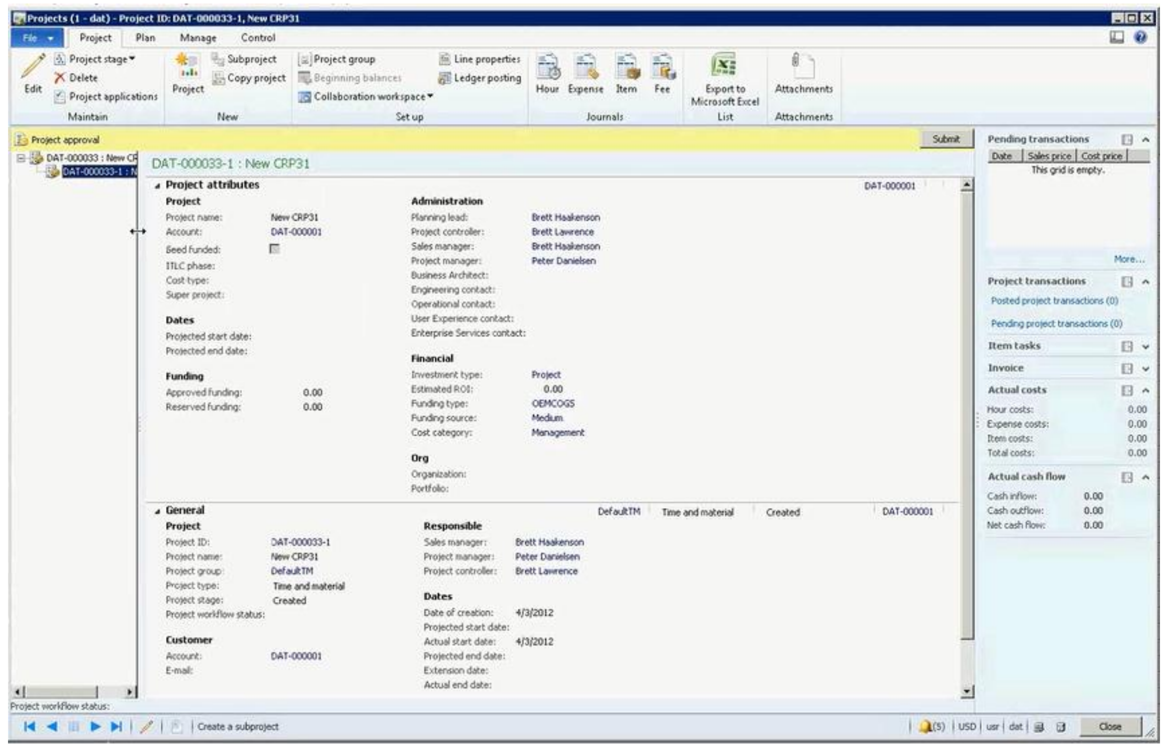

**4.** Select the project for which you are going to add a subproject, change attributes. From the **New** group, click **Subproject**.

**Note:** Create subprojects within projects (also known as header projects). Creating subprojects within subprojects is not supported.



| | |
|---|---|
| **5.** Enter data in the required fields. Required fields have red lines in them. Use the table below for guidance for entering subproject data. |   |

| Field | Required (R) or Not Required (NR) | Description |
|---|---|---|
| Project type | R | The **Project type** from the header project. The value from the header project is automatically displayed and used. The field is greyed out, and not editable. |
| Project ID | R | The **Project ID** from the header project. The value from the header project is automatically displayed and used. The field is greyed out, and not editable. |
| Project name | R | The **Project name** from the header project. The value from the header project is automatically displayed and used. |
| Project group | R | The **Project group** from the header project. The value from the header project is automatically displayed and used. |
| Customer | R | The **Segment** value from the header project. The value from the header project is automatically displayed and used. Do not change this value; leave it as the default value that came from the header project. |
| New estimate project | NR | The field is greyed out, and not editable. |
| Cost template | NR | The field is greyed out, and not editable. |
| Period code | NR | The field is greyed out, and not editable. |

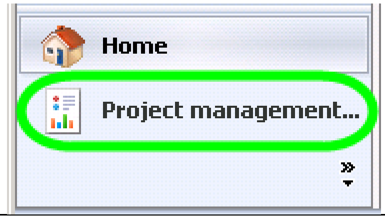
| | |
|---|---|
| **6.** Click **OK**. The subproject you created is displayed. |  |

## Entering Subproject Details

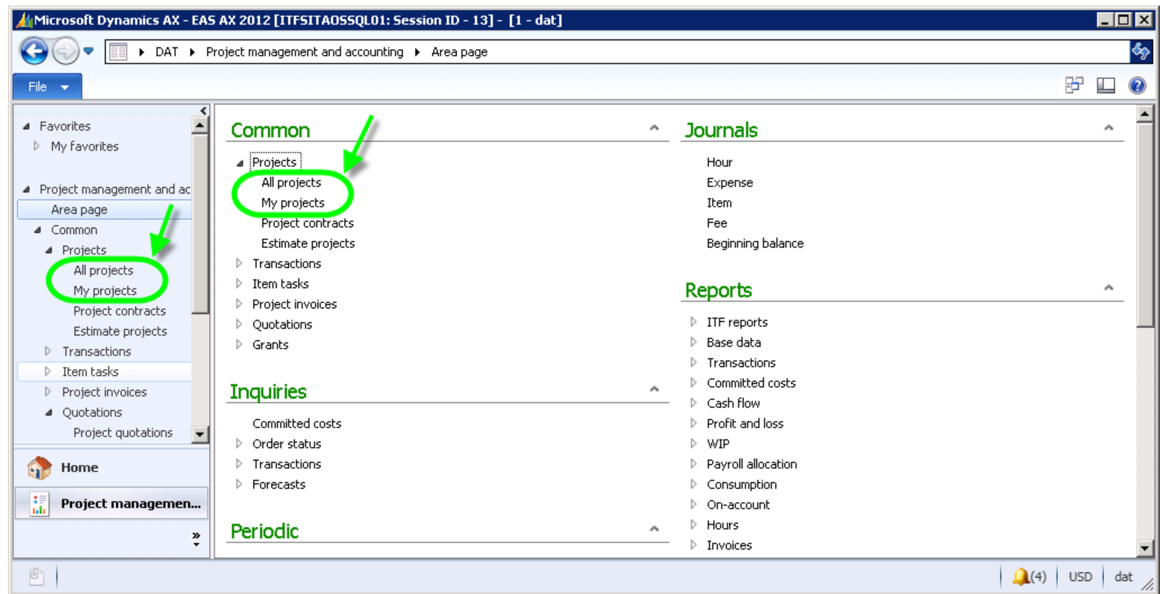
As additional subproject information is available, or if you need to revise the original subproject information, you can enter subproject details or revise existing details, using this process.

**1.** Launch the Microsoft Dynamics AX 2012 client application.

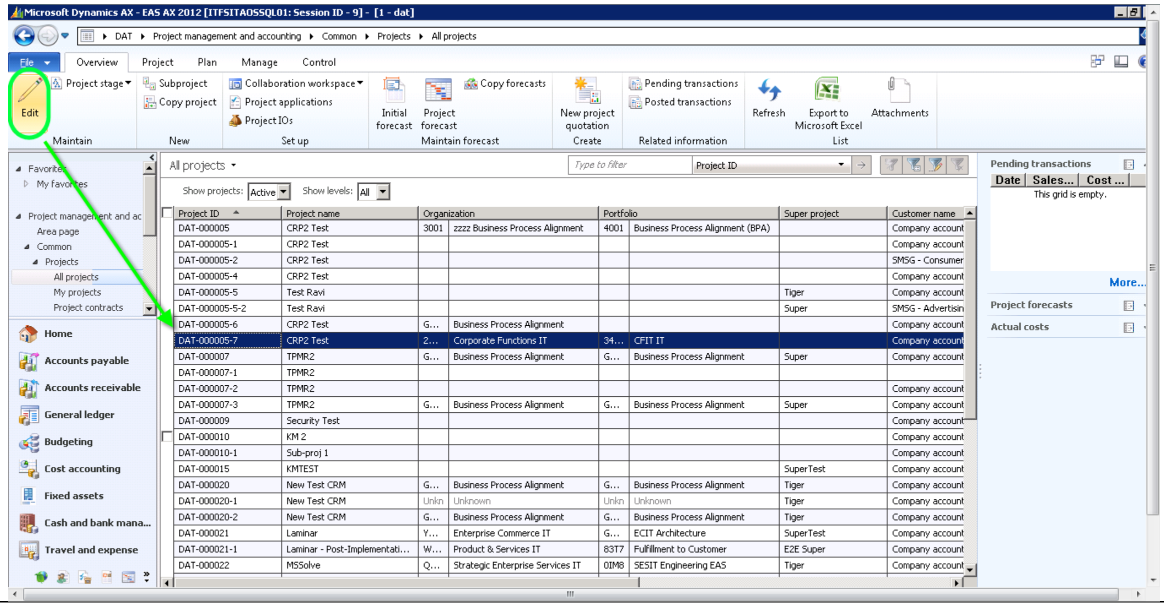
**2.** Click **Project management and accounting** to navigate to the Project management and accounting area of the application.



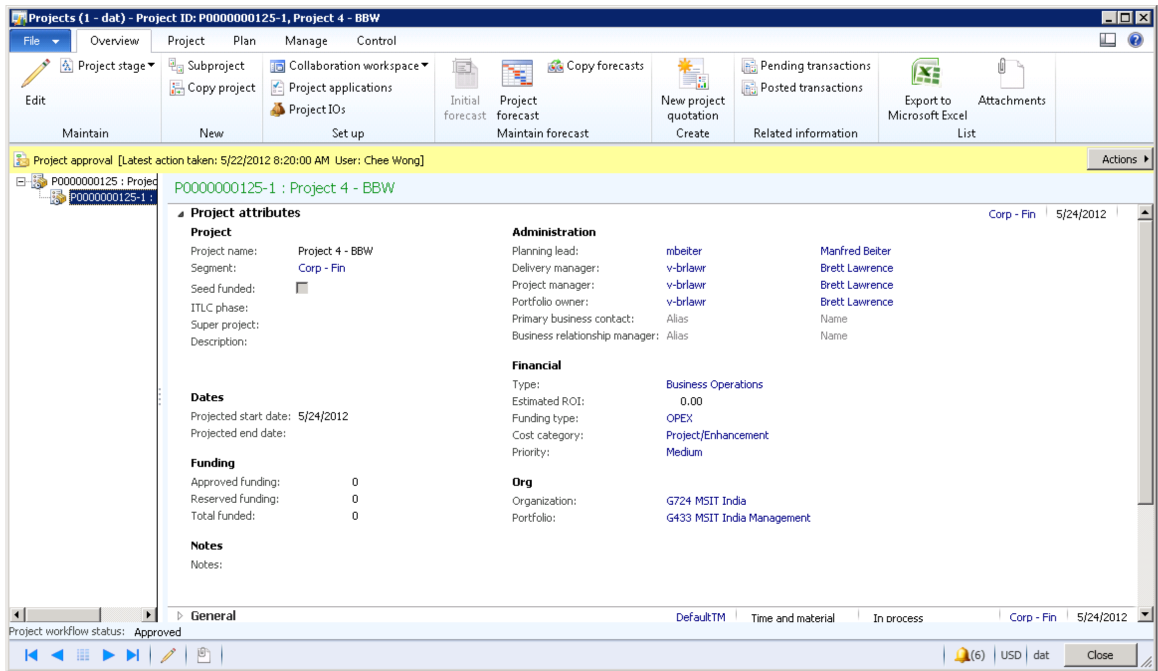

**3.** In the details pane, in the Common section, expand **Projects**, and then click **All Projects**.



**4.** Select the subproject you wish to add or revise information on, and then click **Edit**.




**5.** The subproject record is displayed for editing. Enter data in the required fields. Use the table below for guidance for entering subproject data.



| Field | Required (R) or Not Required (NR) | Description |
| --- | --- | --- |
| **Project** | | |
| Project Name | R | The **Project type** from the header project. The value from the header project is automatically displayed and used. |
| Segment | NR | The project segment from the header project. The value from the header project is automatically displayed and used. You select this from a bounded list of 35-40 segments. |
| Seed funded | NR | Select, if the subproject is seed funded. |
| Super project | NR | The **Super project** from the header project. The value from the header project is automatically displayed and used. Super project, you select from a bounded list of super projects to associate this project with |
| Description | NR | Free form text field for you to enter a description of the subproject. |
| **Administration** | | |
| Planning Lead | R | The value from the header project is automatically displayed and used. Planning lead name, you select from a bounded list. |
| Delivery manager | R | The value from the header project is automatically displayed and used. Delivery manager name, you select from a bounded list. |
| Sales manager | | The value from the header project is automatically displayed and used. Sales manager name, you select from a bounded list. |
| Portfolio owner | R | The value from the header project is automatically displayed and used. Portfolio owner name, you select from a bounded list. |
| Primary business contact | NR | Primary business contact name, you select from a bounded list. |
| Business relationship manager | NR | The value from the header project is automatically displayed and used. Business relationship manager name, you select from a bounded list. |

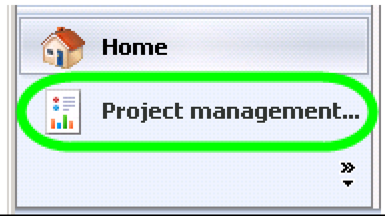
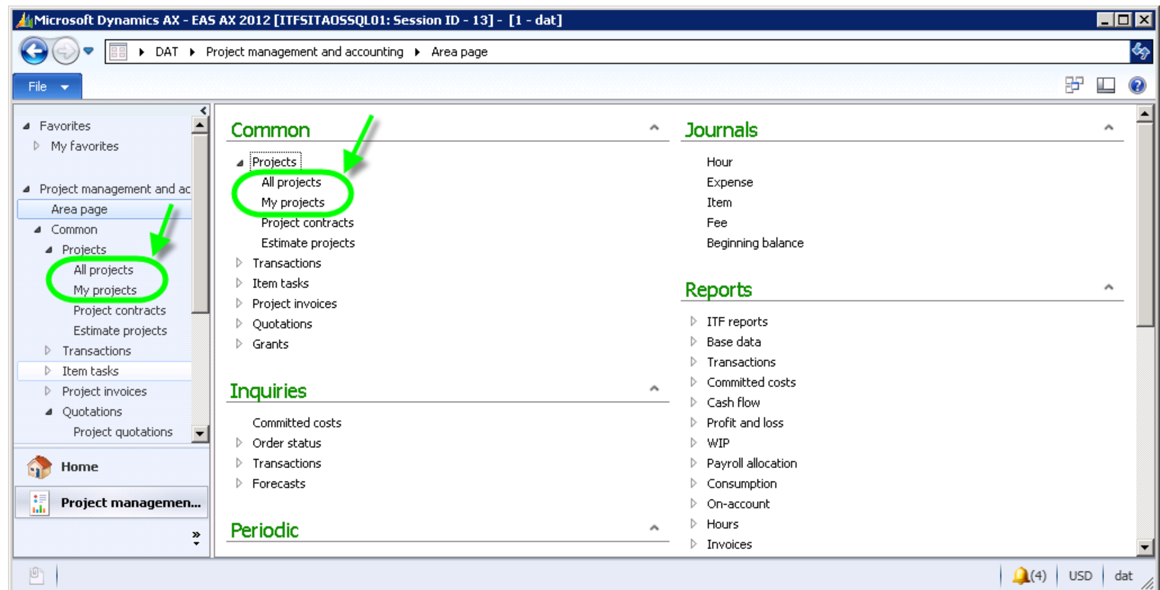
| | | |
|---|---|---|
| **Dates** | | |
| Projected start date | R | Required, to support the alignment of the forecast into the fiscal calendar. |
| Projected end date | NR | |
| **Financial** | | |
| Type | R | The value from the header project is automatically displayed and used. Investment type for the project, which you select from a bounded list. |
| Estimated ROI | NR | The value from the header project is automatically displayed and used. |
| Funding type | R | The value from the header project is automatically displayed and used. A funding type (such as BG COGS, CSSCOGS, OEM COGS, or OPEX), that you select from a bounded list. |
| Cost category | R | The value from the header project is automatically displayed and used. A cost category, from a bounded list, such as **Maintenance**, **Management**, or **Project/Enhancement**. |
| Priority | R | The value from the header project is automatically displayed and used. Assign financial priority, from a bounded list, as either **Very High**, **High**, **Medium**, **Low**, or **Very Low**. |
| **Funding** | | |
| Approved funding | | Not editable. |
| Reserved funding | | Not editable. |
| Total funded | | Not editable. |
| **Org** | | |
| Organization | R | The value from the header project is automatically displayed and used. Automatically entered by the system, and is not editable by the user. |
| Portfolio | R | The value from the header project is automatically displayed and used. A portfolio, from drilling down through a hierarchical tree structure. |

| | |
|---|---|
| **6.** Click **Close**. | |

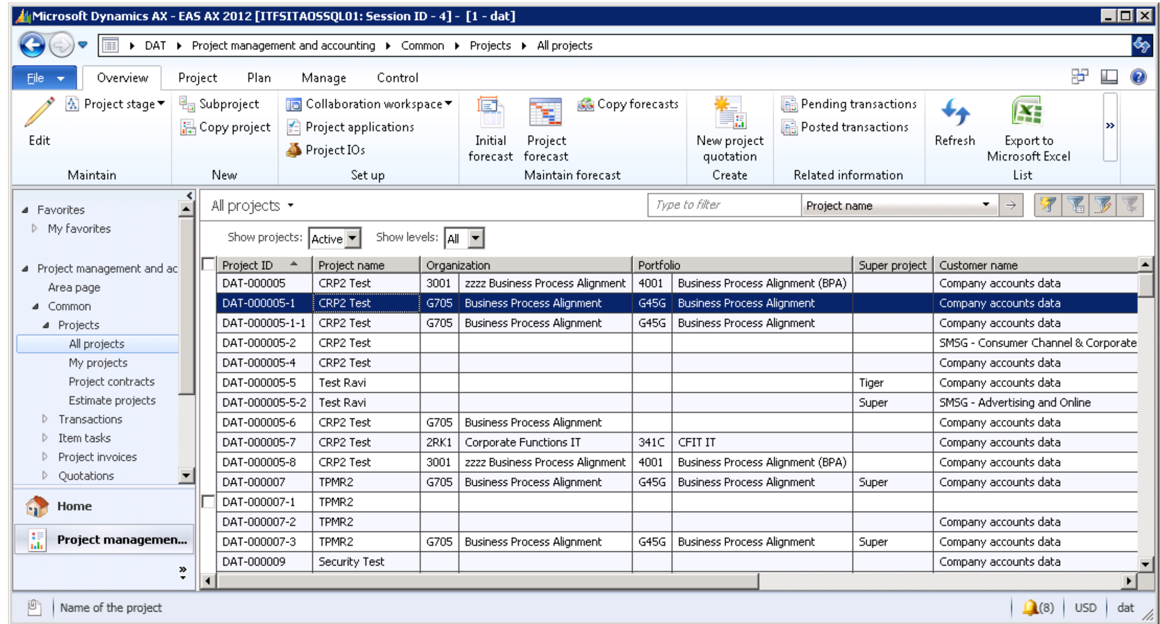
# Exercise 2: Suproject Forecasting

## Steps

### Populating a Subproject Initial Forecast from the Project Header

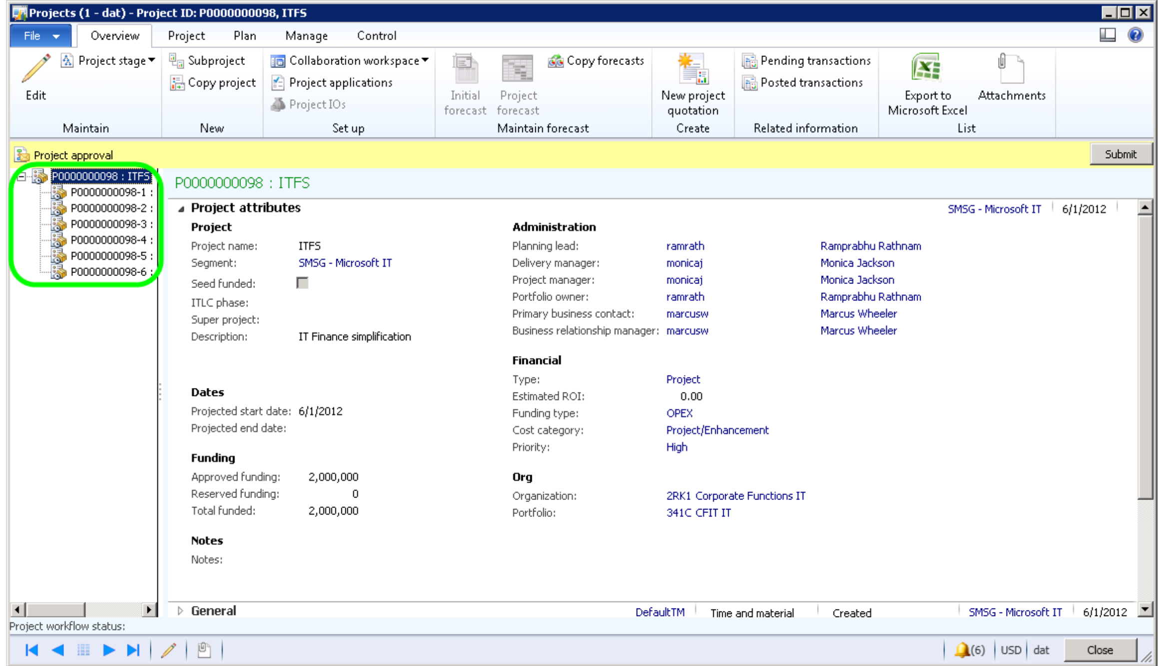
| | |
|---|---|
| **1.** Launch the Microsoft Dynamics AX 2012 client application. | |
| **2.** Click **Project management and accounting** to navigate to the Project management and accounting area of the application. |   |
| **3.** In the details pane, in the Common section, expand **Projects**, and then click **All Projects** (to see your and all other projects). |   |

**4.** You will see a view similar to this:




**5.** Double-click your project that has the subproject associated with it.

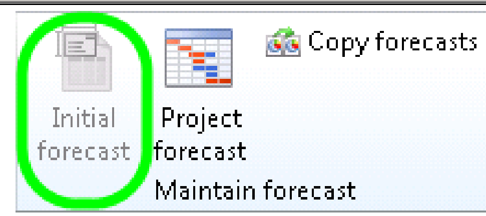
**6.** The project and its associated subprojects are displayed.

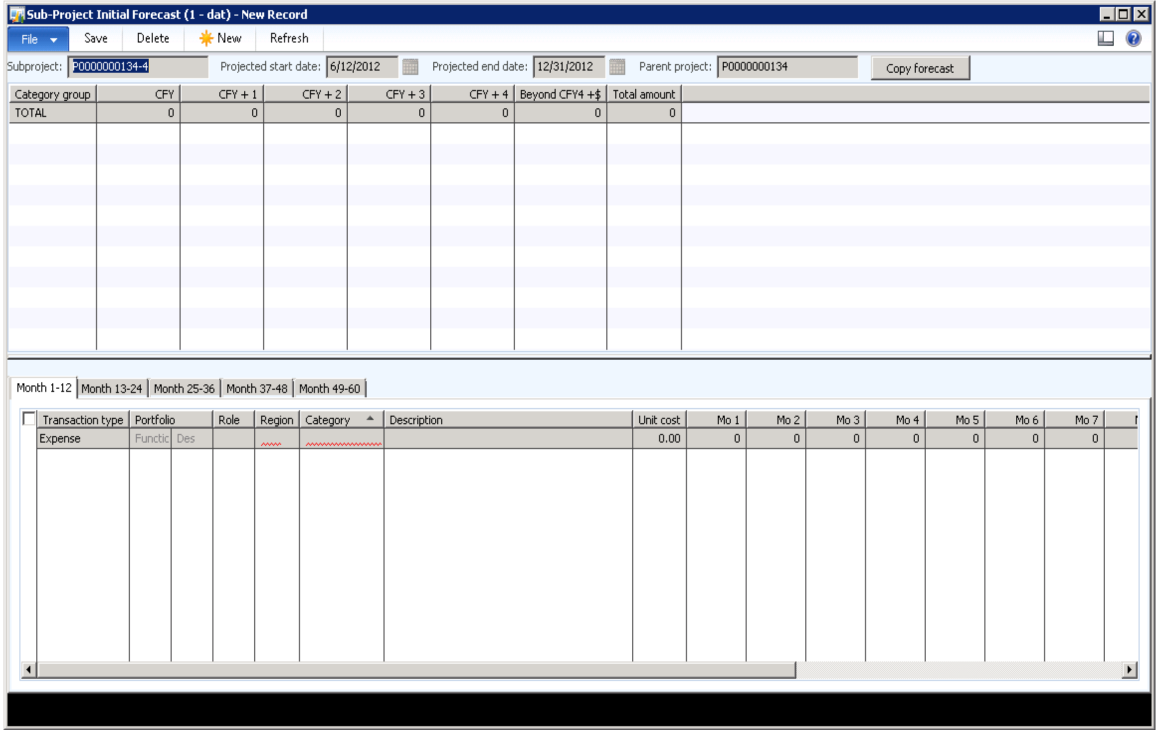



**7.** Double-click the subproject you intend to populate the initial forecast into, to open it. Click Initial Forecast.

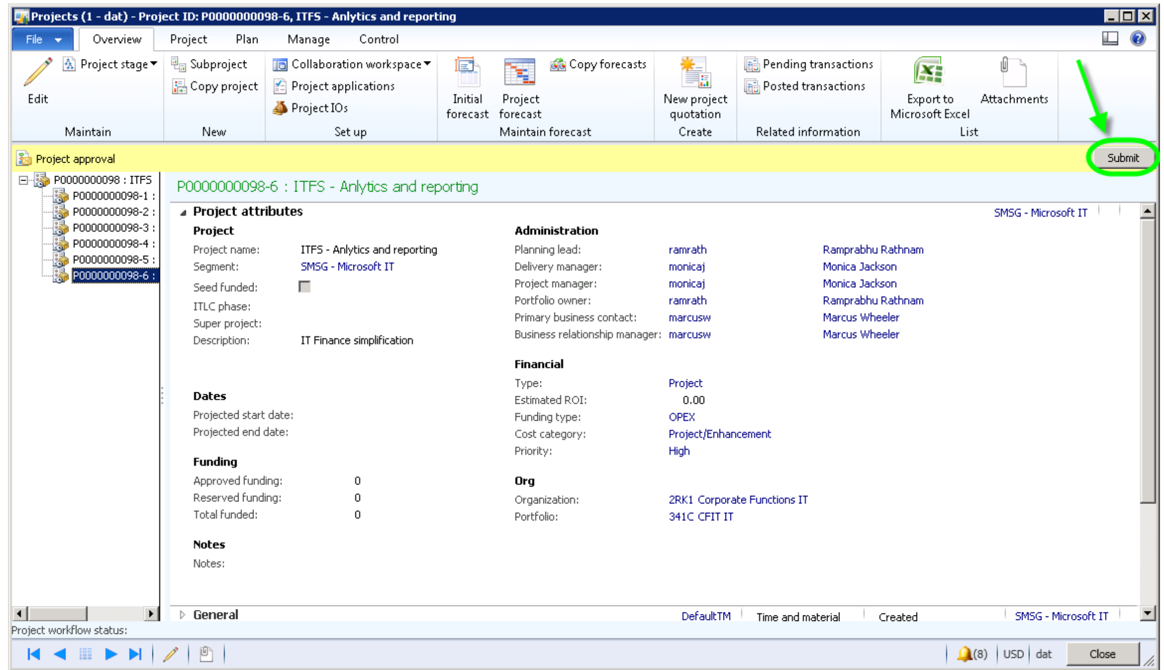
**Important:** To start and complete an initial forecast, the subproject **must** have:

- Projected start date
- Projected end date

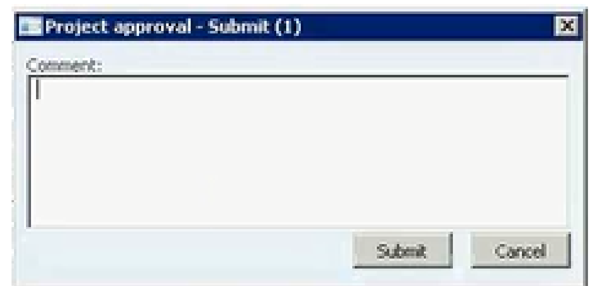


| | |
|---|---|
| **8.** The **Sub-Project Initial Forecast** window is displayed. |  |
| **9.** Click **Copy forecast**. |  |
| **10.** Adjust entries and values as necessary to accurately reflect the subproject initial forecast, and then click save your work. | |

**11.** Click **Submit**.




**12.** The **Project approval** dialog box displays. Enter a comment (optional) and then click **Submit**.




**Note:** The subproject record is sent to IT Finance. After they approve your subproject, it will appear in your list of subprojects with a status of **In process**.

The project is now in motion; work effort has begun for that project.

| | |
|---|---|
| **Important:** After you click **Submit**, someone with IT Finance approval capability will need to approve the subproject before it can progress any further in the workflow. If you are performing this exercise in a workshop, tell a facilitator that you have reached this stopping point, and need someone to approve your subproject. |  |

# Copying a Subproject Forecast

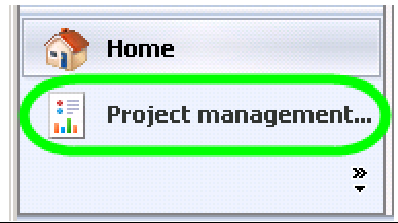
## Exercise Data

To perform this exercise, use the subproject record you already created.

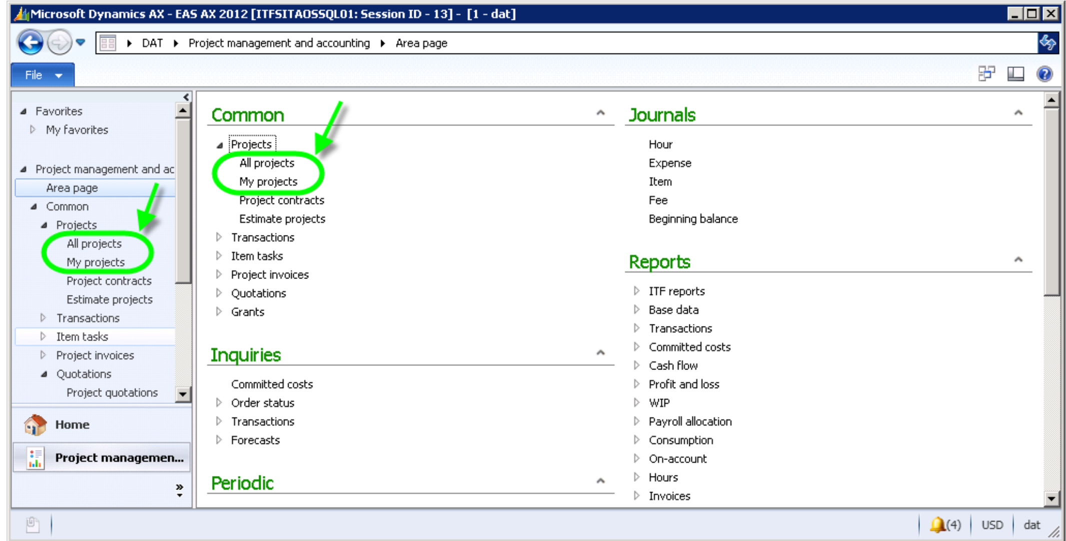
**Important:** Before performing this exercise, you must have a subproject, and have performed a **Copy forecast** within the Initial forecast feature.

## Steps

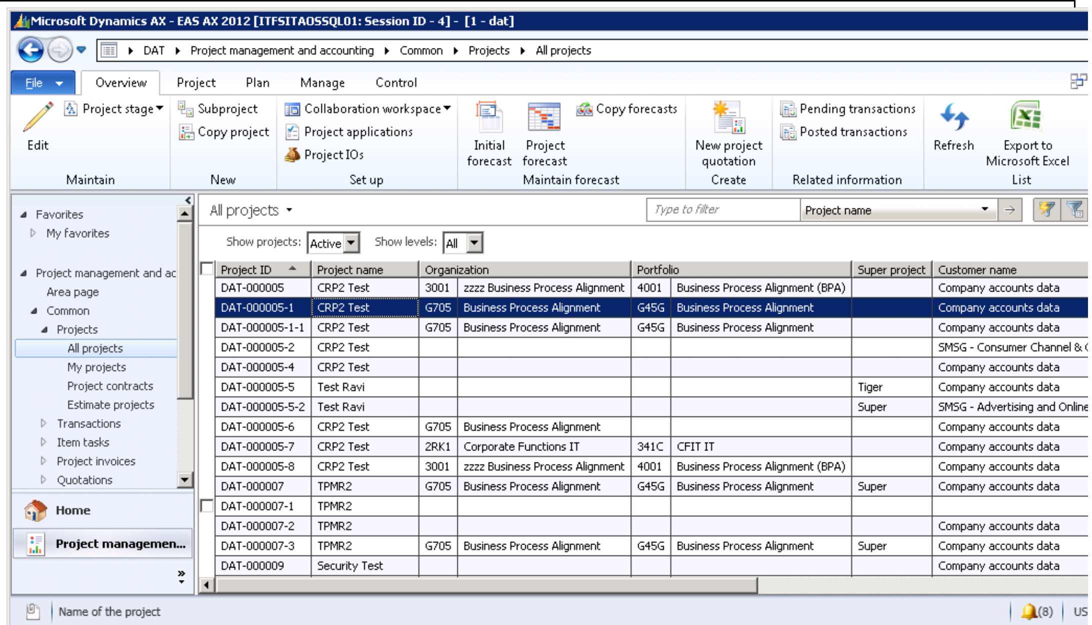
To copy a subproject forecast (for transferring the initial forecast to the first current month forecast), perform the following process.

| | |
|---|---|
| **1.** Launch the Microsoft Dynamics AX 2012 client application. | |
| **2.** Click **Project management and accounting** to navigate to the Project management and accounting area of the application. |  |

**3.** In the details pane, in the Common section, expand **Projects**, and then click **All Projects** (to see your and all other projects).

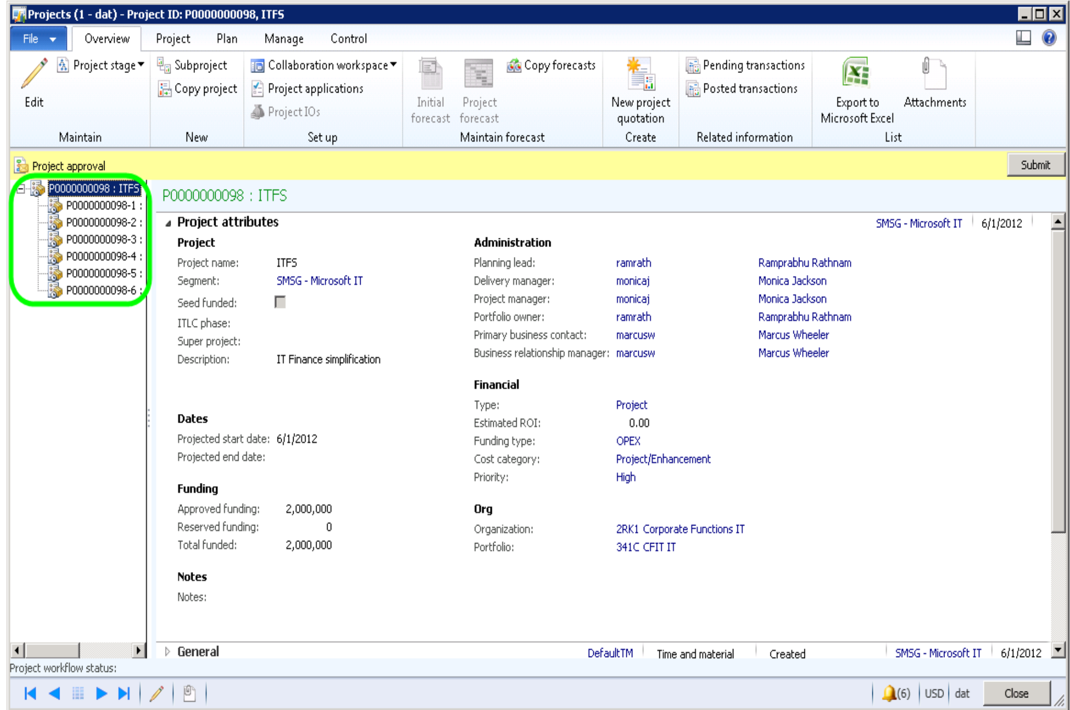



**4.** You will see a view similar to this:




**5.** Double-click your project that has the subproject associated with it.

**6.** The project and its associated subprojects are displayed.



**7.** Begin the core steps in copying a forecast:

**1.** Click the subproject you intend to create a forecast for.

**2.** In the **Maintain forecast** group, click **Copy forecasts**.

**3.** In the **Copy forecasts** dialog box:

a. Select **Hour** and **Expense** transactions

b. Do not enter any information into the **Project date** dates – do not fill in dates.

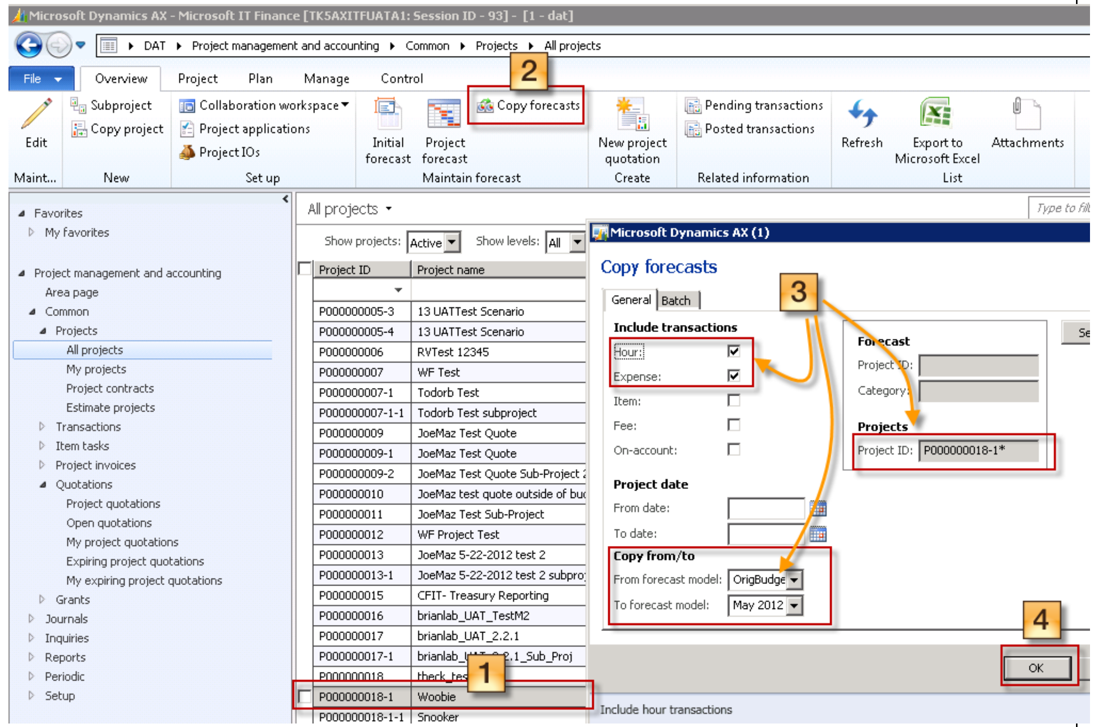
c. In the Copy from/to group:

i. Copy from “OrigBudget”

ii. To “May 2012” – this is the current forecast model.

d. Ensure that in the **Project ID** is the same subproject that you are currently selected (this defaults to selecting the right subproject in step 1)

e. Click **OK**.



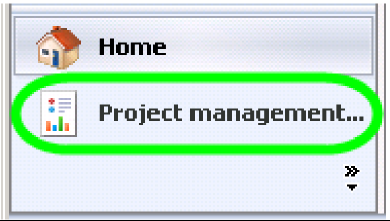
# Entering or Updating a Subproject Forecast

## Exercise Data

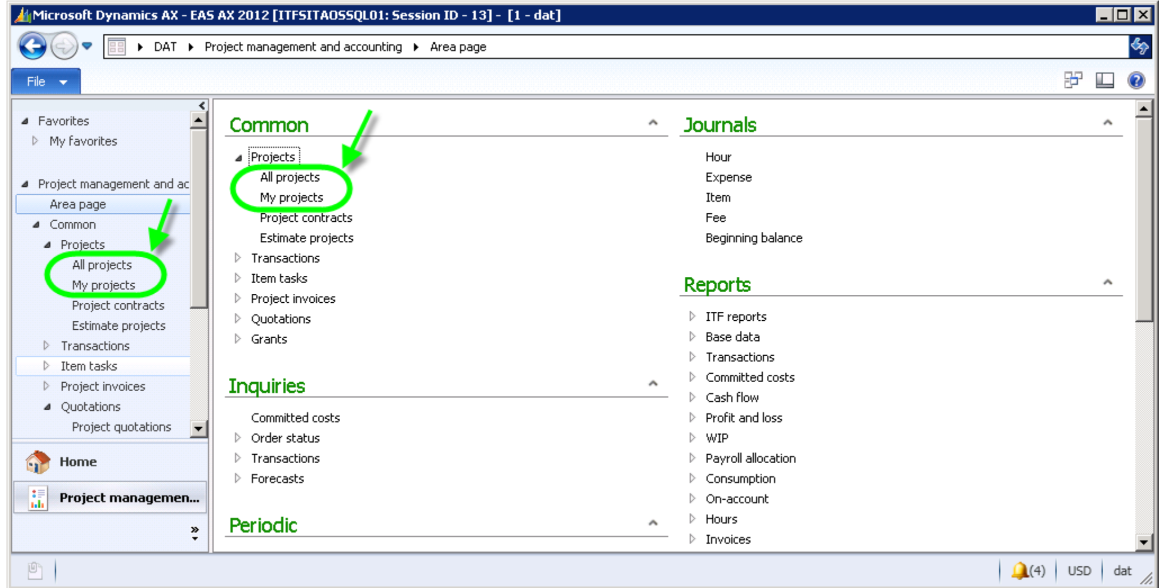
To perform this exercise, use the subproject record you already created.

## Steps

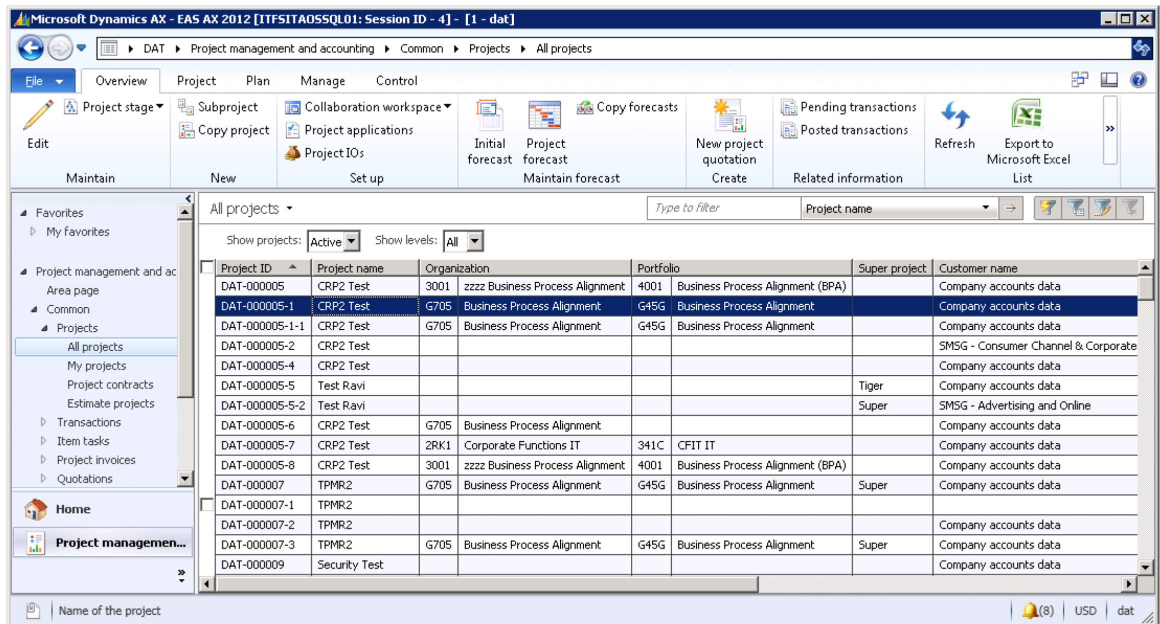
To enter a subproject forecast, perform the following process.

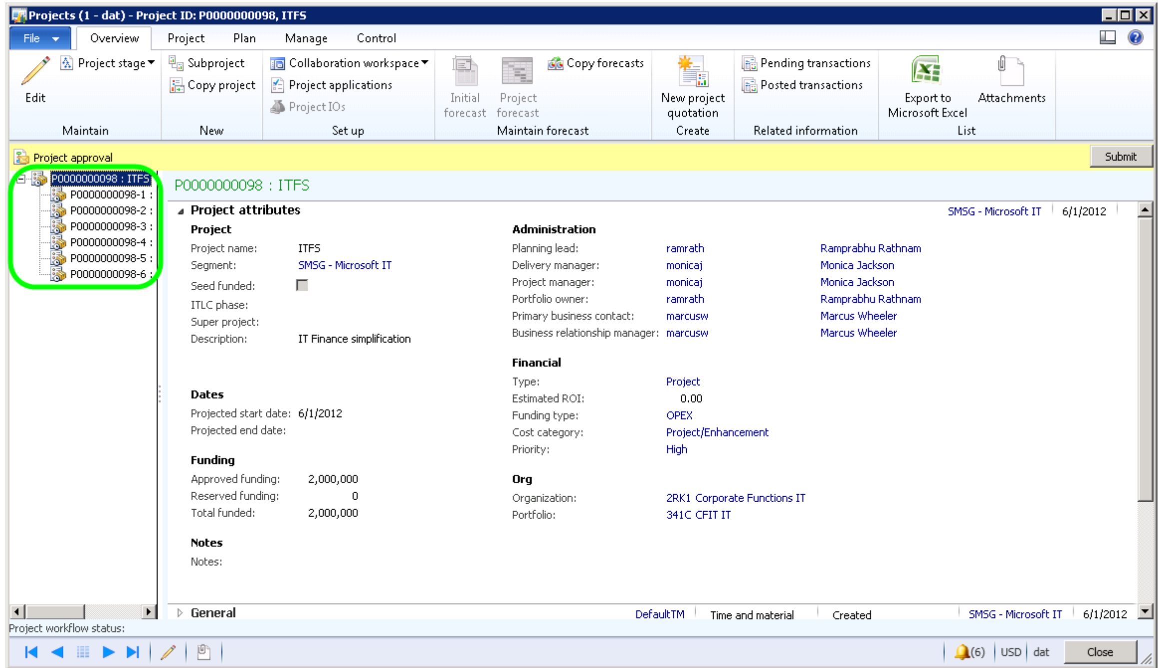
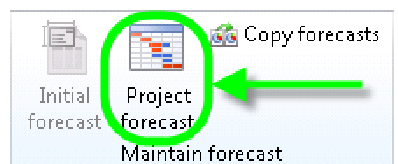
| | |
|---|---|
| **1.** Launch the Microsoft Dynamics AX 2012 client application. | |
| **2.** Click Project **management and accounting** to navigate to the Project management and accounting area of the application. |  |

**3.** In the details pane, in the Common section, expand **Projects**, and then click **All Projects** (to see your and all other projects).

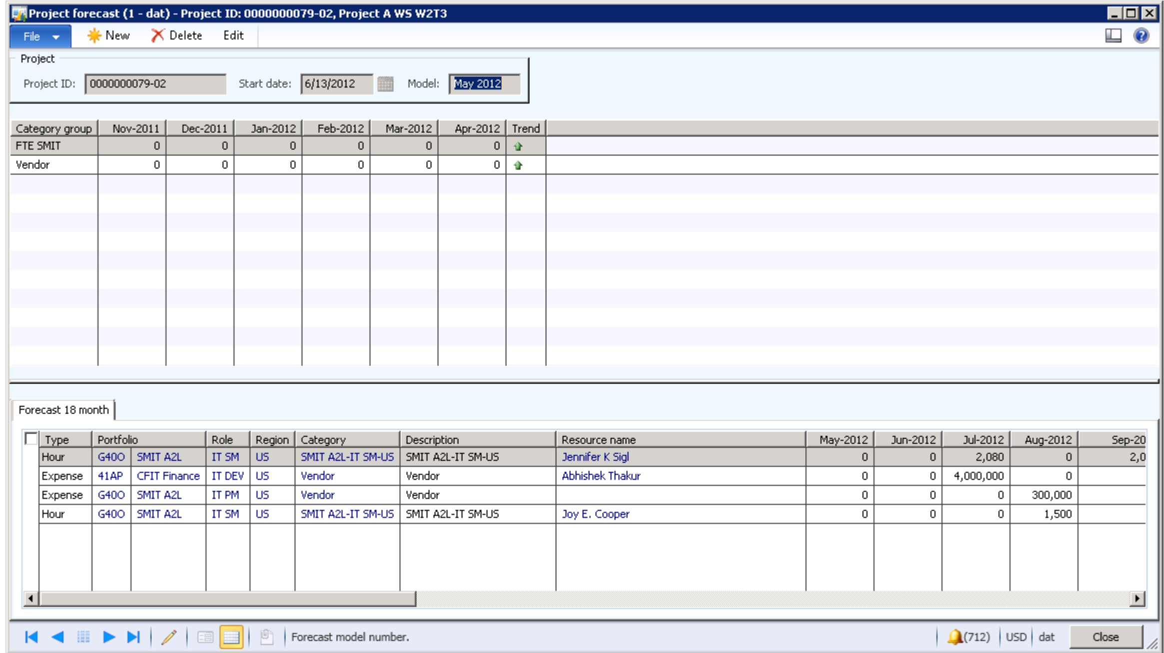



**4.** You will see a view similar to this:



| | |
|---|---|
| **5.** Double-click your project that has the subproject associated with it<br><br>**Note:** A subproject will have a hyphen followed by a digit in its project ID. For example, a project (sometimes called a header project) with a project ID of **DAT-000005** may have sub-projects with project IDs of **DAT-000005-1**, **DAT-000005-2**, and **DAT-000005-3**. | |
| **6.** The project and its associated subprojects are displayed. |  |
| **7.** Click the subproject you intend to create a forecast for. In the **Maintain forecast** group, click **Project forecast** to view the project forecast for that sub-project. |  |

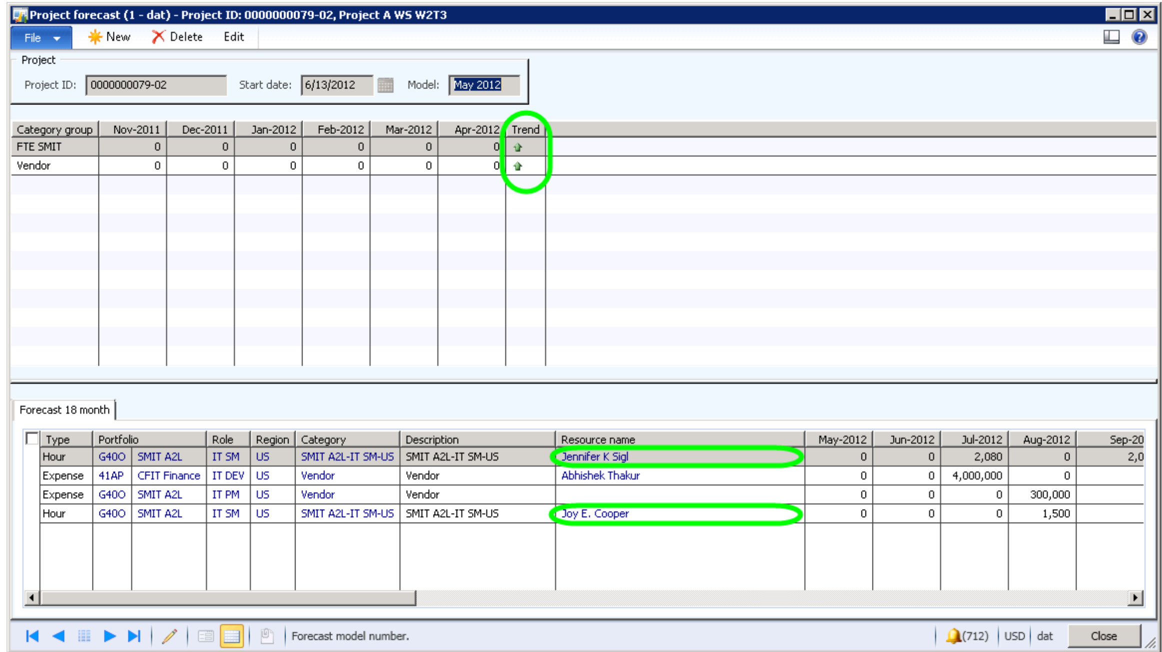
**Note:** Here you will see an 18 month rolling forecast. The model is determined based on the current month.



**8.** View the project forecast screen.

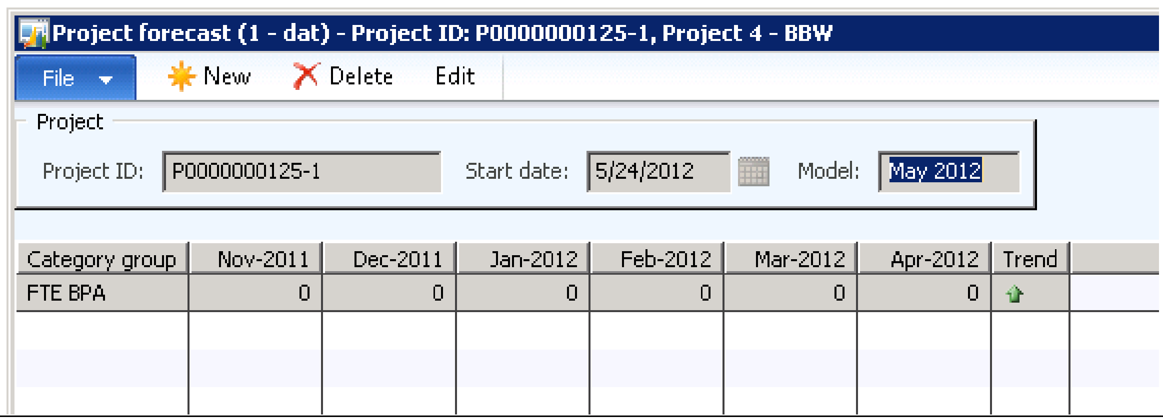
**Note: Expense** and **Hour** lines will be shown. For Hour resources listed, the resource whose name is listed (under **Resource name**) will see this project listed under his or her time sheet. The values can be plotted out across 18 months and trending analysis for actuals from six prior periods. The **Trend** column in the top table will show either an up or down arrow; if the previous month actuals were over forecast, a red down arrow is displayed.

**Note:** You are able to update values and save them as the next month's forecast.

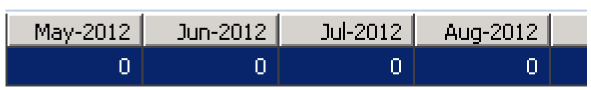



**9.** To add a new forecast line item, click **New**, or click **Edit** and then press the Down-Arrow key.


**10.** The top table summarizes the forecast data. The subproject **Project ID**, **Start date**, and the date of the forecast model are displayed. Totals for each **Category group** are listed. The **Trend** column will display either an up or down arrow; if the previous month actuals were over forecast, a red down arrow is displayed.

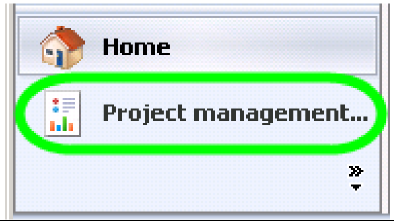
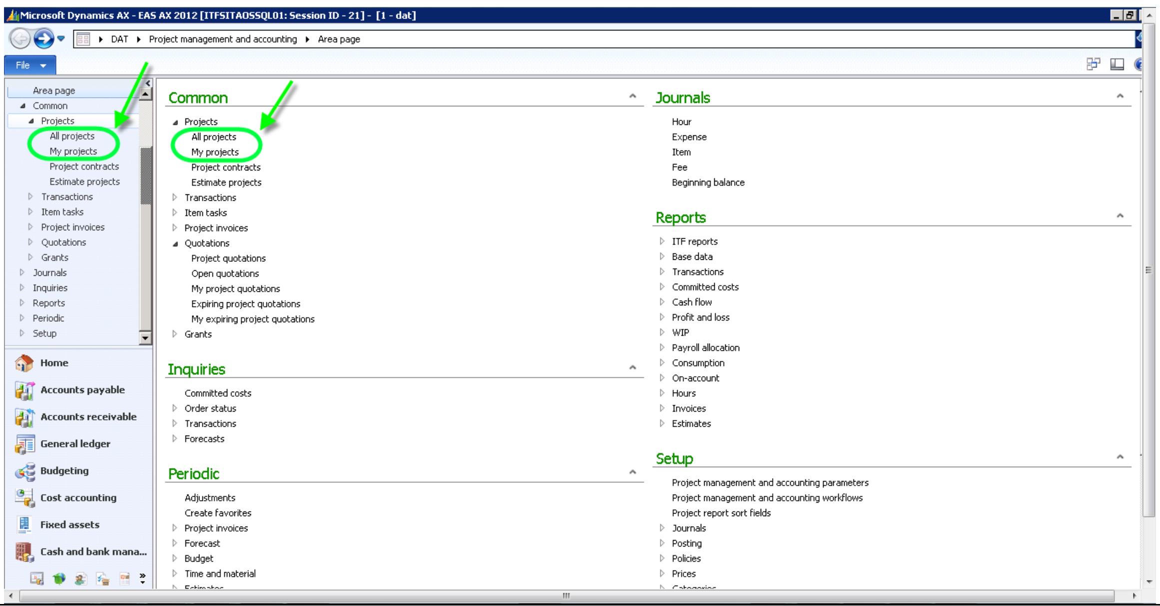


| | |
|---|---|
| **11.** Enter your data in the **Forecast 18 month** tab table. Use the table Use the table below for guidance for entering subproject forecast data. | |

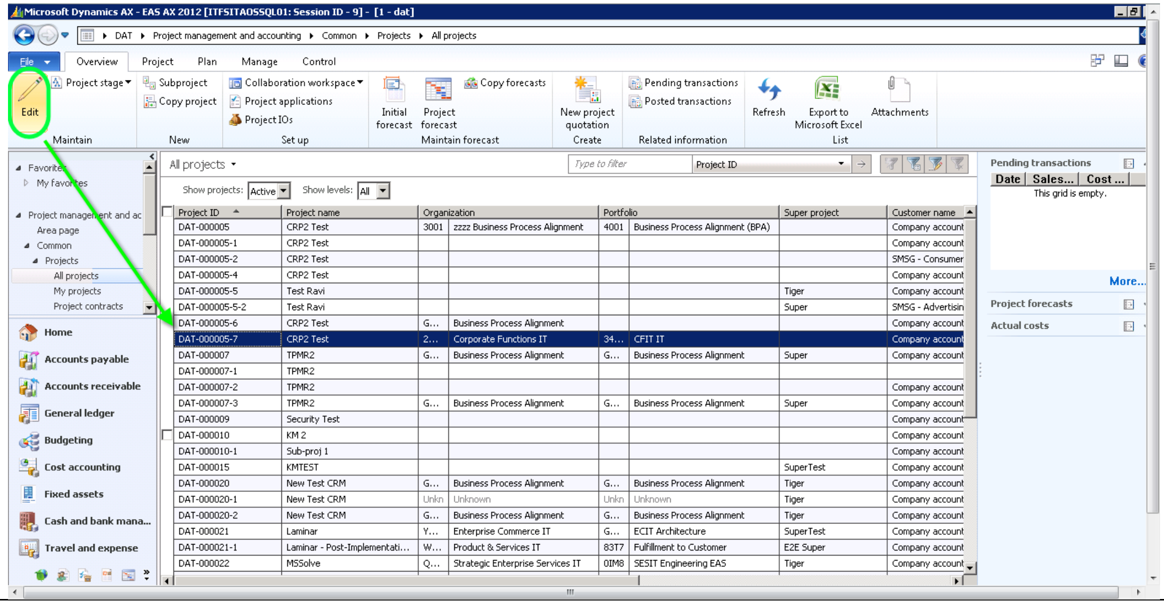
| Field | Required (R) or Not Required (NR) | Description |
|---|---|---|
| Type | R | Hour or expense. The default type is expense. |
| Portfolio | NR | A portfolio, from drilling down through a hierarchical tree structure. |
| Role | NR | Role for the expense or hour entry. |
| Region | R | Region for the expense or hour entry. |
| Category | R | There is a different list of values to choose, from a bounded list, depending on which Cost type you chose. |
| Description | NR | The application will automatically enter the Category text into the Description. But, this is a free-form text field, so you can add a description for the line item, if needed. |
| Resource name | NR | Name of the resource. Use the filters to narrow down the list to find the resource name you intend to enter.<br><br><br>Type the first few characters of the **Resource name** field to find and narrow down the list. |
| Month and year | NR | The first month in the forecast is determined by the subproject start date. Enter the forecasted hour or expense data for the months they align to.<br><br> |

# Associating Roles and Named Resources to a Subproject within a Subproject Forecast

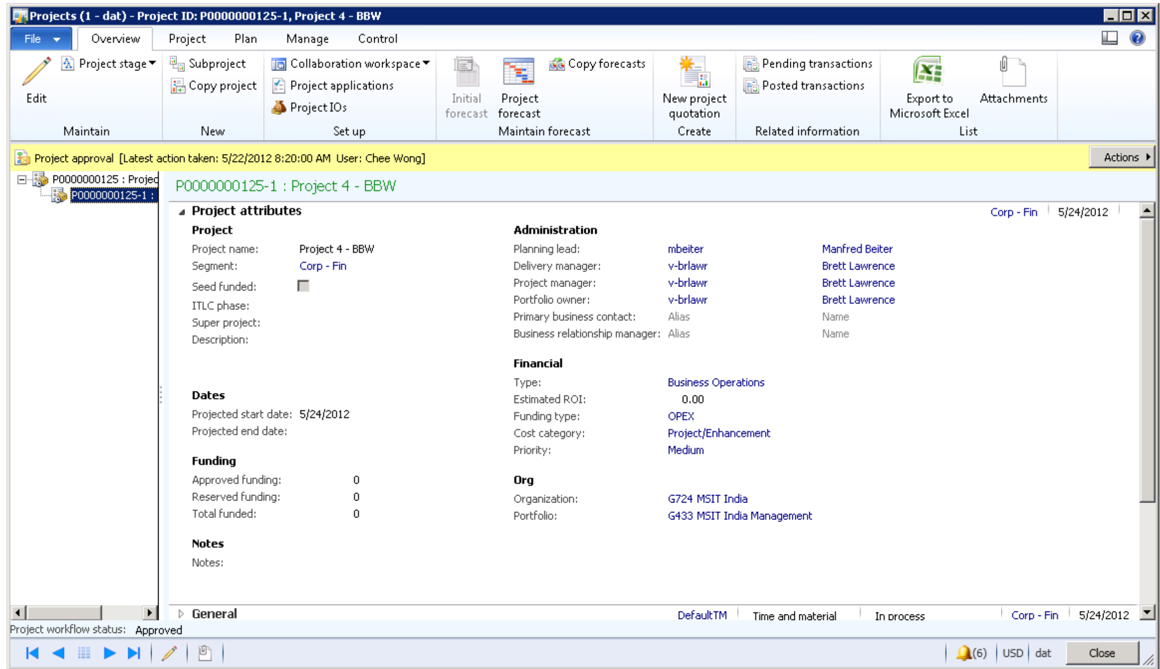
As roles are defined for a subproject, you can add them to the subproject using the process in this section.

| | |
|---|---|
| **1.** Launch the Microsoft Dynamics AX 2012 client application. | |
| **2.** Click **Project management and accounting** to navigate to the Project management and accounting area of the application. |  |
| **3.** In the details pane, in the Common section, expand **Projects**, and then click **All Projects** (to see your and all other projects). |  |

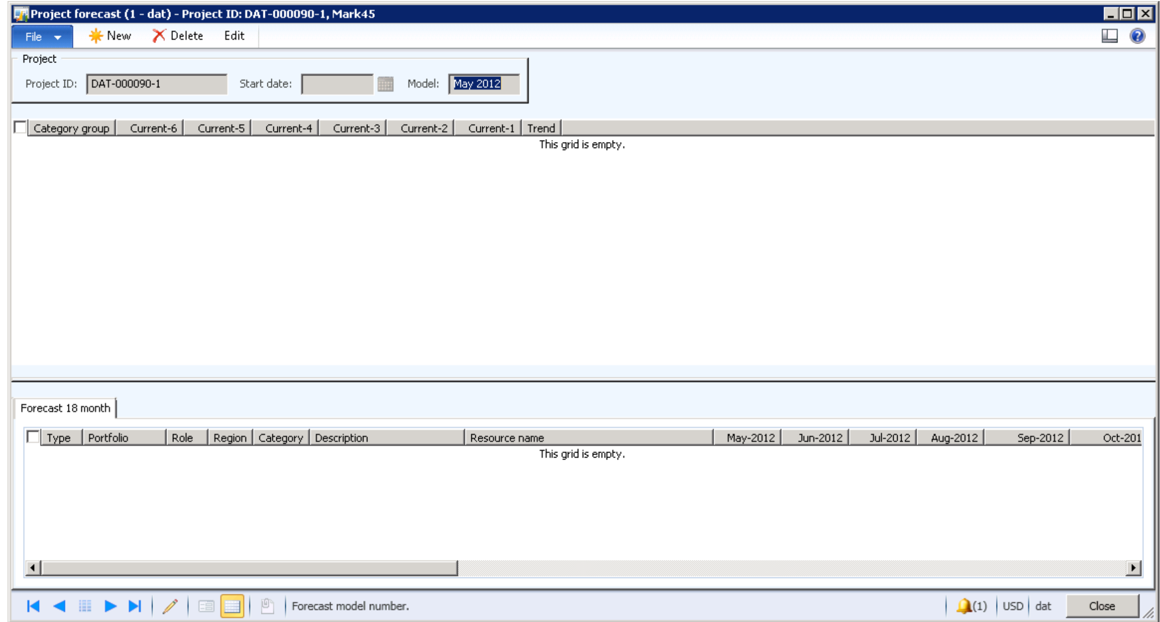
**4.** Select the subproject you wish to add or revise information on, and then click **Edit**.




**5.** The subproject record is displayed for editing.

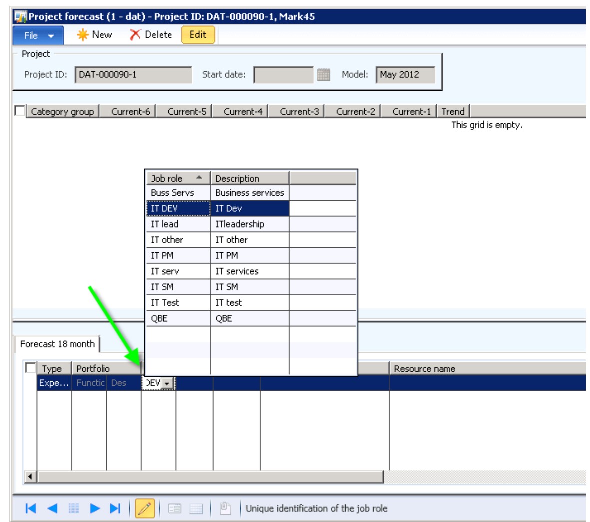


**6.** On the **Overview** tab, in the **Maintain forecast** group, click **Project forecast**. The **Project forecast** window opens.



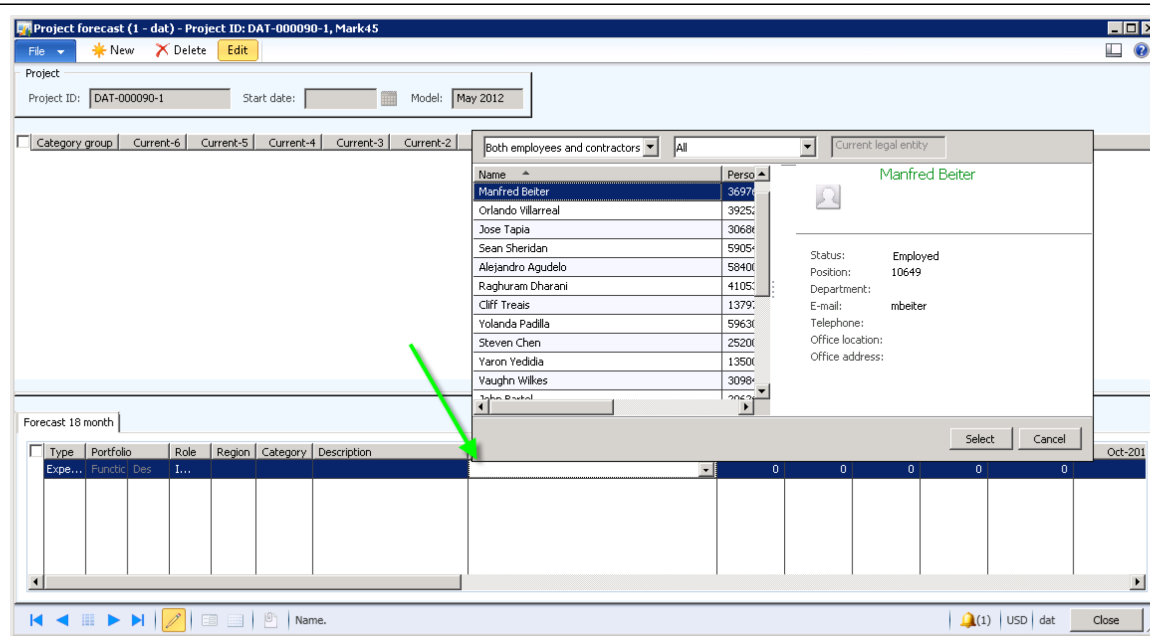

**7.** Click **New**.to create a new forecast line entry, or for existing forecast entries, click **Role** and select the job role from the drop-down list for that forecast item.

**Note: Portfolio**, **Role**, and **Region** are required fields.



**8.** Add an FTE named resource to the **Hour** line item.

If you know the named resource information for the forecast entries, click the field in the **Resource name** column, and select the resource name from the provided list. The list is initially filtered according to the **Portfolio**, **Role** and **Region** selected. If you cannot find the name in that filtered list, you can enter part of the person's name followed by an asterisk, to get a further-narrowed list. FTE resources within MSIT are the resources available to choose from in the **Resource name** field.




**Note:** You can filter the list to make resource name selection more efficient, using the filtering selections provided at the top of the list dialog box.


**9.** Click **Close**.

# Updating (Removing) Resources from a Subproject

**Summary:**

- Step 1 in this process is a business process; communication that a resource is rolling off of a project or service.
- Step 2 is the process within the tool (the steps) for removing a resource from a project or subproject.

**Business or tool process:**

- Step 1 is a business process, but the tool and reports are viewed for data needed for the business process.
- Step 2 is a tool process

## Exercise Data

You will remove hour data information from an existing resource in the subproject record you created in Session B.

**Important:** If the student did not attend session B, the student should contact an in-workshop IT Finance person or a facilitator, to create a subproject.

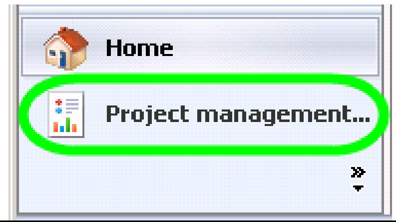
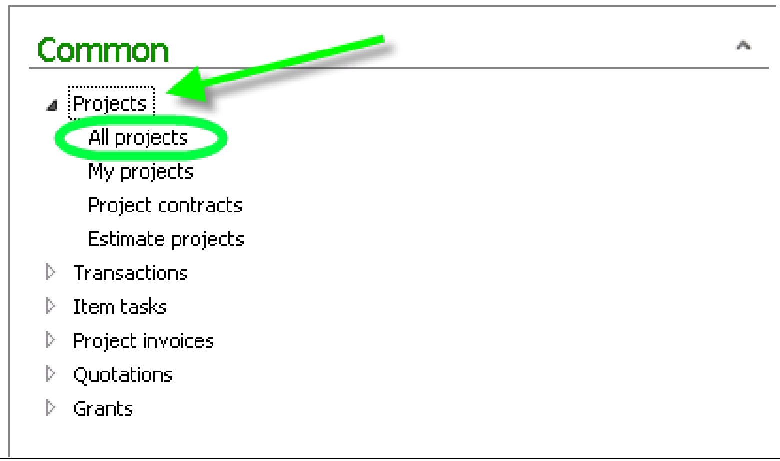
## Steps

These are the main elements of the process for assigning resources to a subproject:

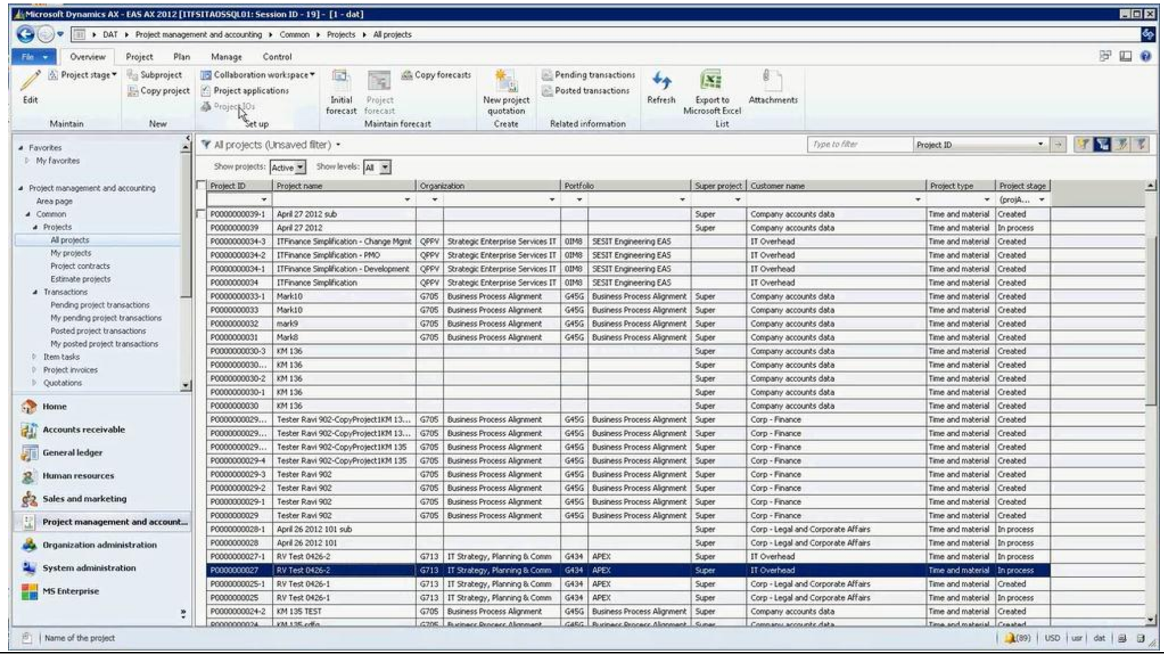
1. Notification of personnel rolling off of a subproject or service
2. Removing future hours from a resource from a subproject or subservice, which results in that resource no longer being on that project

## Removing a Resource from a Subproject

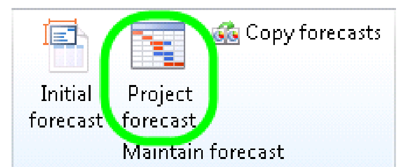
To remove a resource from a subproject in Dynamics AX, perform the following process:

| | |
|---|---|
| **1.** Launch the Microsoft Dynamics AX 2012 client application. | |
| **2.** Click **Project management and accounting** to navigate to the Project management and accounting area of the application. |  |
| **3.** In the details pane, in the Common section, under Quotations, expand **Projects**, and then click **All Projects**. |  |

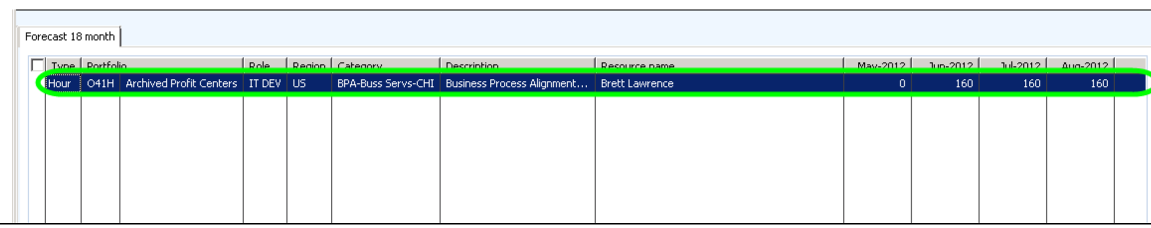
**4.** From the project list, double-click the subproject or subservice you intend to remove a resource from.



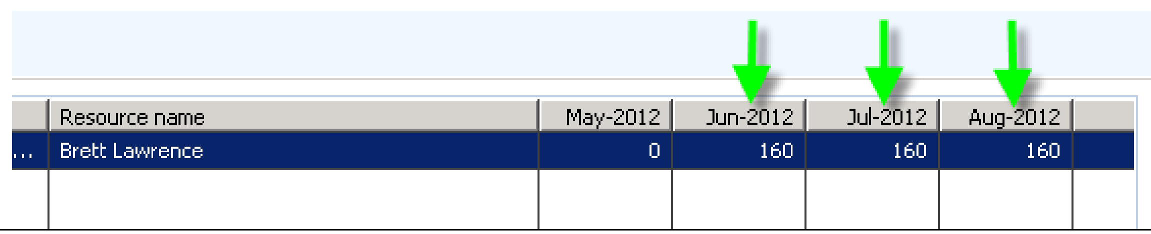
**5.** In the **Maintain forecast** group, click **Project Forecast** to open the forecast.




**6.** Select the row of the resource you intend to remove and then click **Edit**.




**7.** Remove future hours assigned to the resource (hours for next month and future months).



| | |
|---|---|
| **8.** Click **Close** to save and close the record. | |

# Assigning, Updating, and Notifying Status for a Subproject

As you bring a subproject forward, its status goes through multiple phases, and is reviewed and approved by multiple roles. The table below lists role responsibilities at each status change, and the process steps describe how the status is changed.

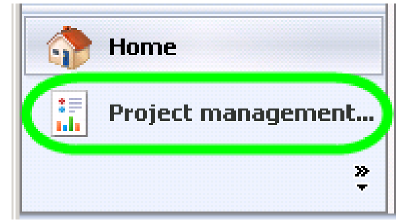
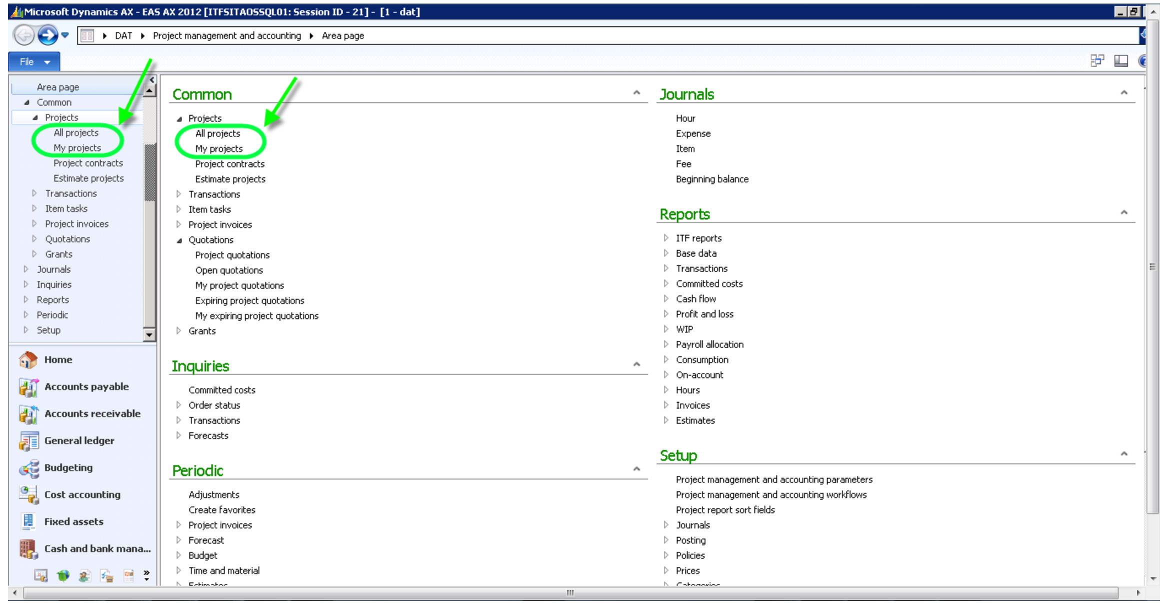
## Roles and actions engaged in each status change:

| Role | Action | Expectation | Notes |
|---|---|---|---|
| Delivery Manager | Click **Submit** | Submits subproject to IT Finance. They review the subproject to verify:<br>• Data entered is good<br>• The baseline forecast is good<br>• Any other further IT Finance validation criteria is met | Before this action the subproject status was **In process**. Clicking Submit submits the subproject to the IT Finance manager. |
| IT Finance | View work queue | Monitoring his or her queue for subproject submitted for approval | IT Finance will receive notification that a subproject has been submitted. An IT Finance user will either approve or reject the subproject. |
| IT Finance | Clicks **Actions**, and then **Approve** | Approves the subproject. The subproject leaves his or her queue. | |
| Delivery Manager | Views subproject workhistory | Views the subproject; to view the approval information is displayed. | |

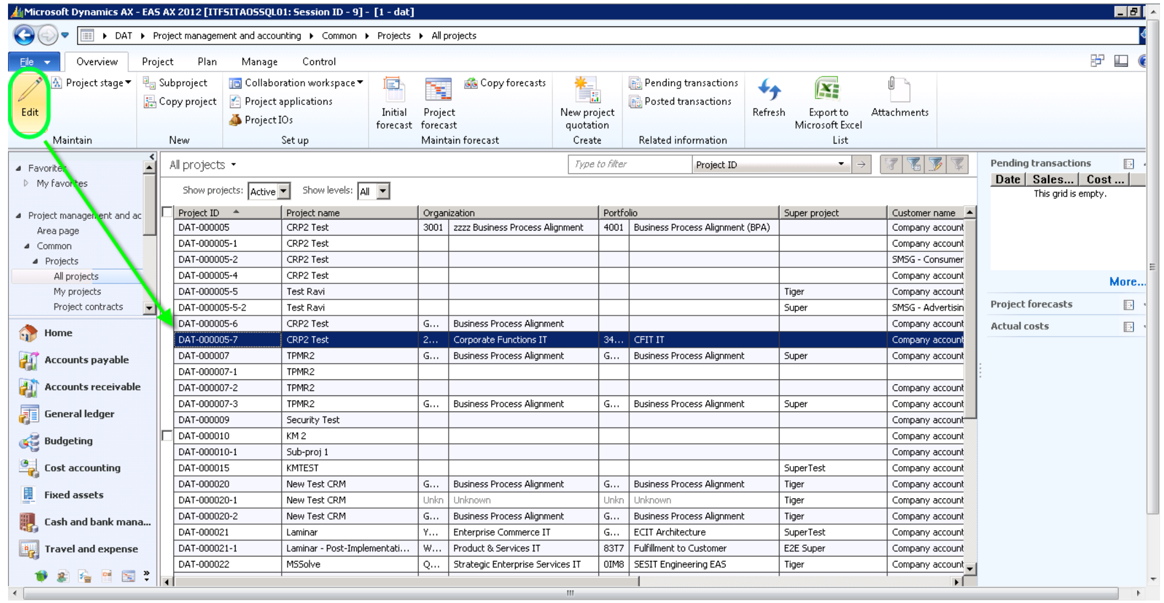
## The process for making status changes:

### Delivery Manager:

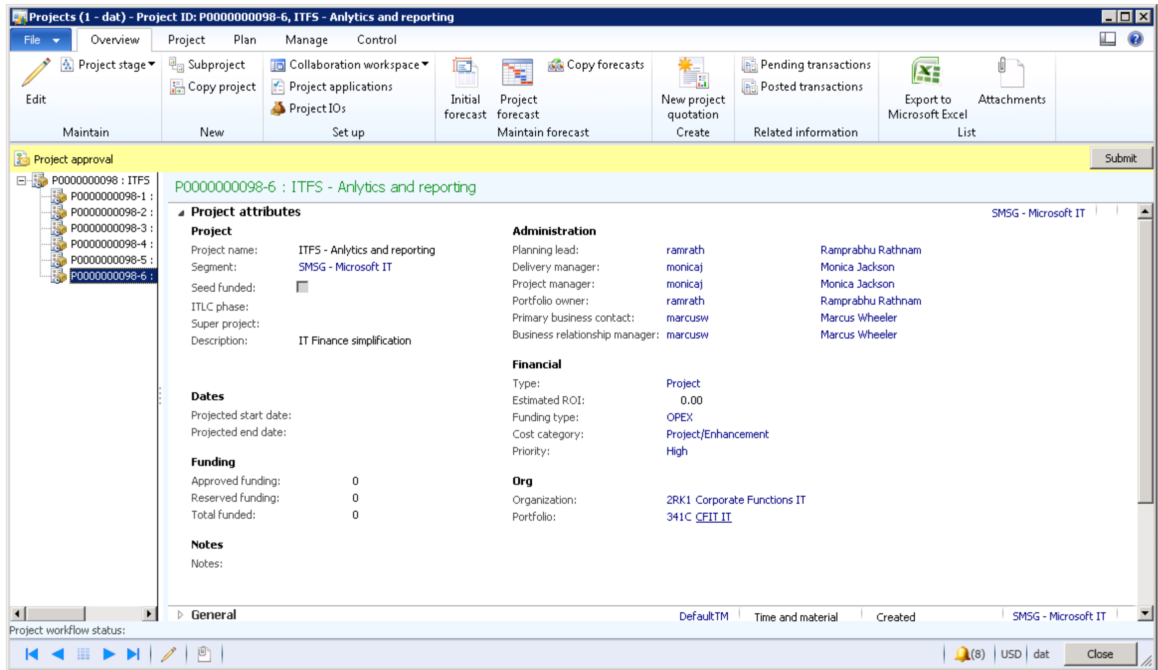
| | |
|---|---|
| **1.** Launch the Microsoft Dynamics AX 2012 client application. | |

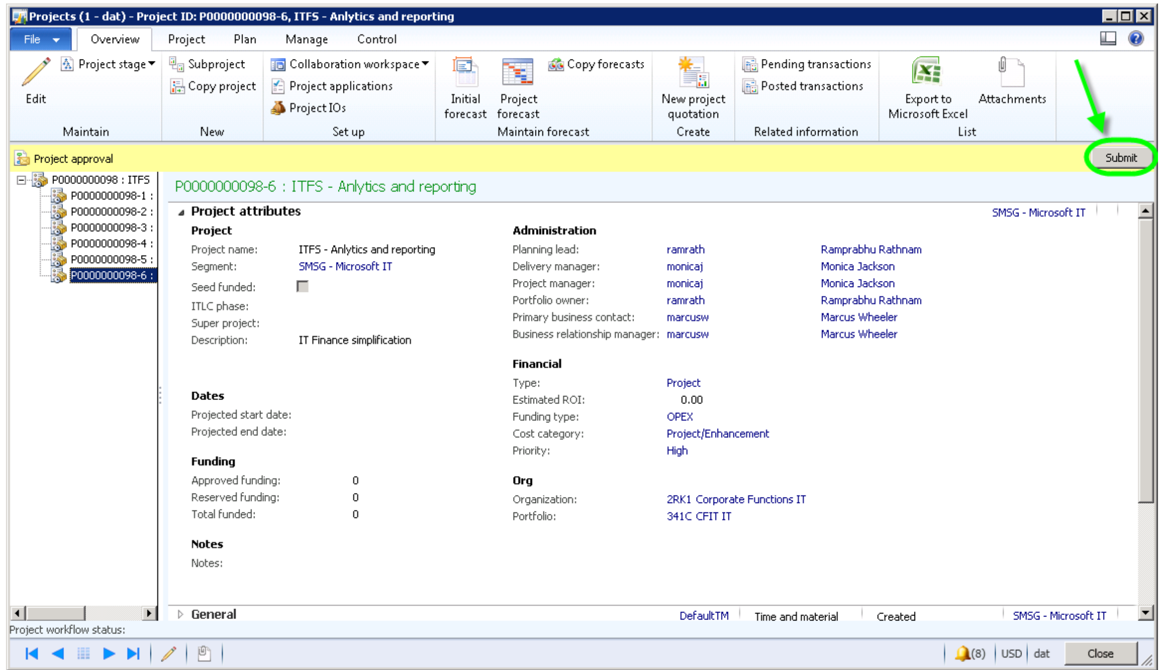
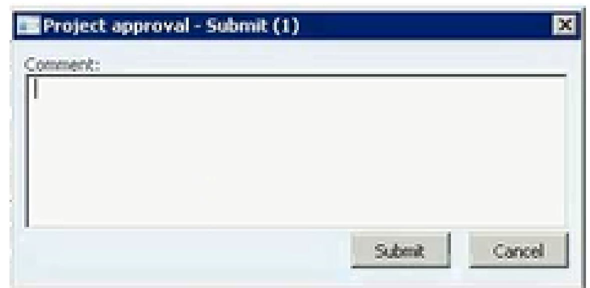
| | |
|---|---|
| **2.** Click **Project management and accounting** to navigate to the Project management and accounting area of the application. |  |
| **3.** In the details pane, in the Common section, expand **Projects**, and then click **All Projects** (to see your and all other projects).<br><br>**Note: My projects,** shown in the pre-release screen capture on the right, will not be available in the released version of the application. |  |

**4.** Select the subproject you wish to add or revise information on, and then click **Edit**.



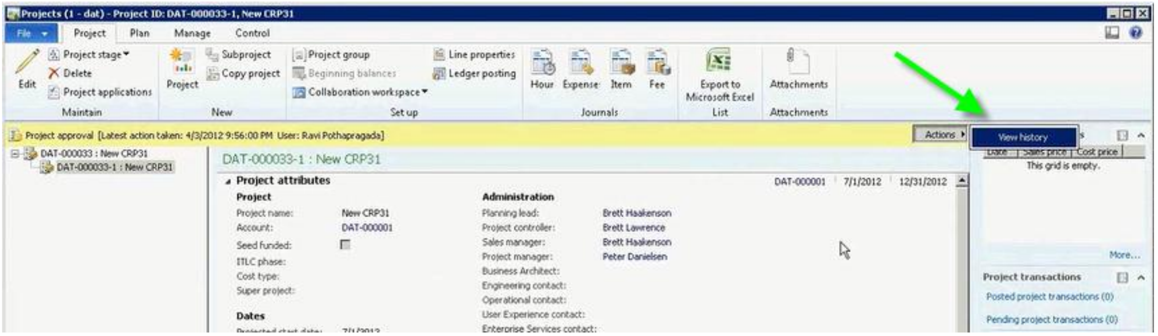

**5.** The subproject record is displayed for editing.

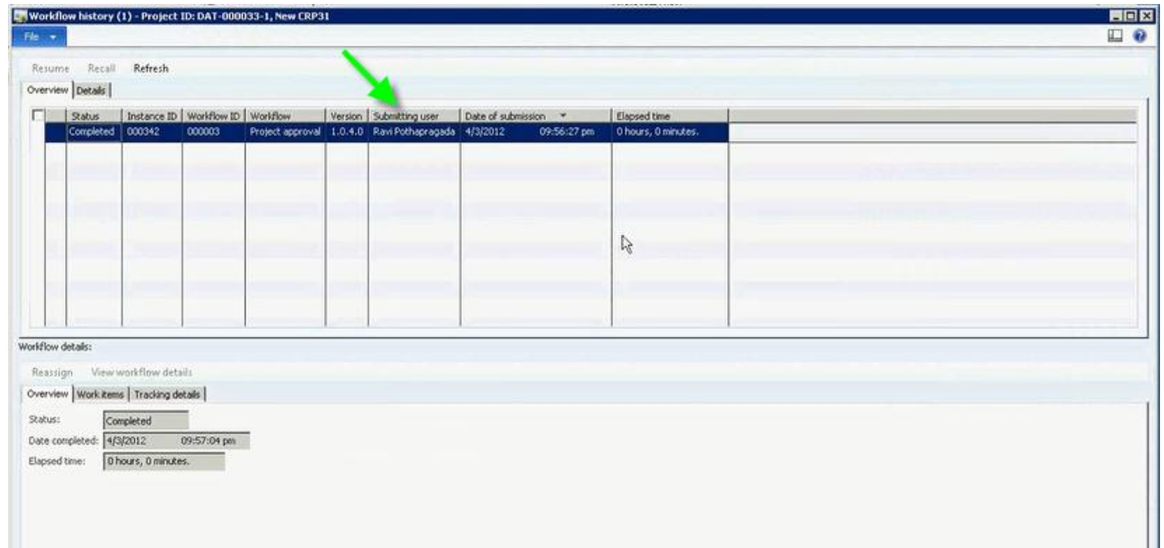


| | |
|---|---|
| **6.** Click **Submit**. |  |
| **7.** The **Project approval** dialog box displays. Enter a comment (optional) and then click **Submit**. |  |
| **Note:** The subproject record is sent to IT Finance. After they approve your subproject, it will appear in your list of subprojects with a status of **In process**. | |

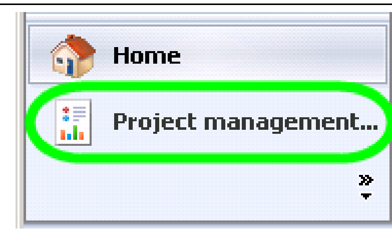
| | |
|---|---|
| **Important:** After you click **Submit**, someone with IT Finance approval capability will need to approve the subproject before it can progress any further in the workflow. If you are performing this exercise in a workshop, tell a facilitator that you have reached this stopping point, and need someone to approve your subproject. |   |

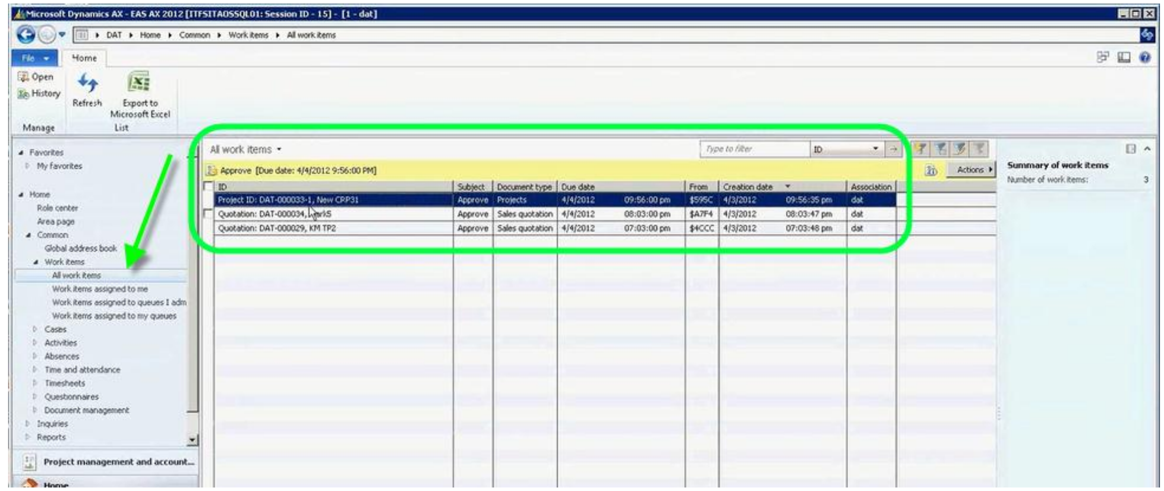
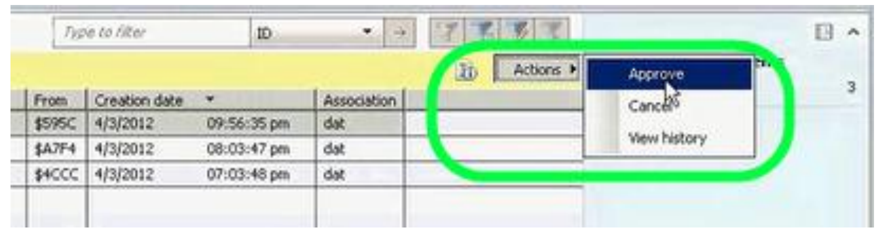
**After the subproject is approved by IT Finance:**

| | |
|---|---|
| **1.** Select your subproject. Open the subproject. You will see it has a status of **In process**. | |
| **2.** Click **Actions**, and then click **View history**. |   |

| | |
|---|---|
| **3.** The **Workflow history** window for that subproject opens, and the IT Finance user who approved the subproject is displayed. |  |
| **4.** Close the **Workflow history** window. | |

# IT Finance Only (elevated permissions needed):

| | |
|---|---|
| **1.** Launch the Microsoft Dynamics AX 2012 client application. | |
| **2.** Click **Project management and accounting** to navigate to the Project management and accounting area of the application. |  |

| | |
|---|---|
| **3.** In the navigation pane, click **Home**, expand **Common**, and then expand **Work items**. Select **All work items**. The work items in your queue are displayed. |  |
| **4.** Click **Actions**, then click **Approve**. |  |
| **5.** The **Project approval** dialog box is displayed. Enter a comment (optional) and then click **Approve**. |  |
| **6.** The subproject leaves (disappears from) your work bench and out of your queue. | |

# Exercise 3: Reviewing and Approving Subprojects

While the project is going through the stages in its life cycle, but before it is submitted to the IT Finance Leadership Team for approval, the delivery manager is accountable for validating the structure of the project.

## Reviewing Subproject Information

In this process, the IT Finance Leadership Team is accountable for checking the record for completeness and accuracy.

IT Finance will be using the following criteria for optimizing the structure of a subproject.

- Data entered is correct
- The baseline forecast is good

In addition, IT Finance will use the following criteria:

- Validating the accuracy of the structure of a subproject
- Validating the completion of the Structure of a subproject
- Check if modifying the structure of a project is needed
- Work with the delivery manager, if re-submitting a project for QA approval is needed