

Finance Simplification Training

Exercises: Session B

Roles: All Accountable Roles

Workshop Exercises v1.0

June 22, 2012

Table of Contents

INTRODUCTION 3

EXERCISE 1: STRUCTURING A PROJECT, SUBPROJECT, OR SERVICE 4

Exercise Data 4

Steps 4

Creating a Subproject and Associating it to a Project..... 4

Entering Subproject Details..... 9

EXERCISE 2: SUPROJECT FORECASTING 13

Steps 13

Populating a Subproject Initial Forecast from the Project Header..... 13

Copying a Subproject Forecast..... 19

Exercise Data 19

Steps 19

Entering or Updating a Subproject Forecast..... 23

Exercise Data 23

Steps 23

Associating Roles and Named Resources to a Subproject within a Subproject Forecast..... 29

Updating (Removing) Resources from a Subproject 33

Exercise Data 33

Steps 33

Removing a Resource from a Subproject 34

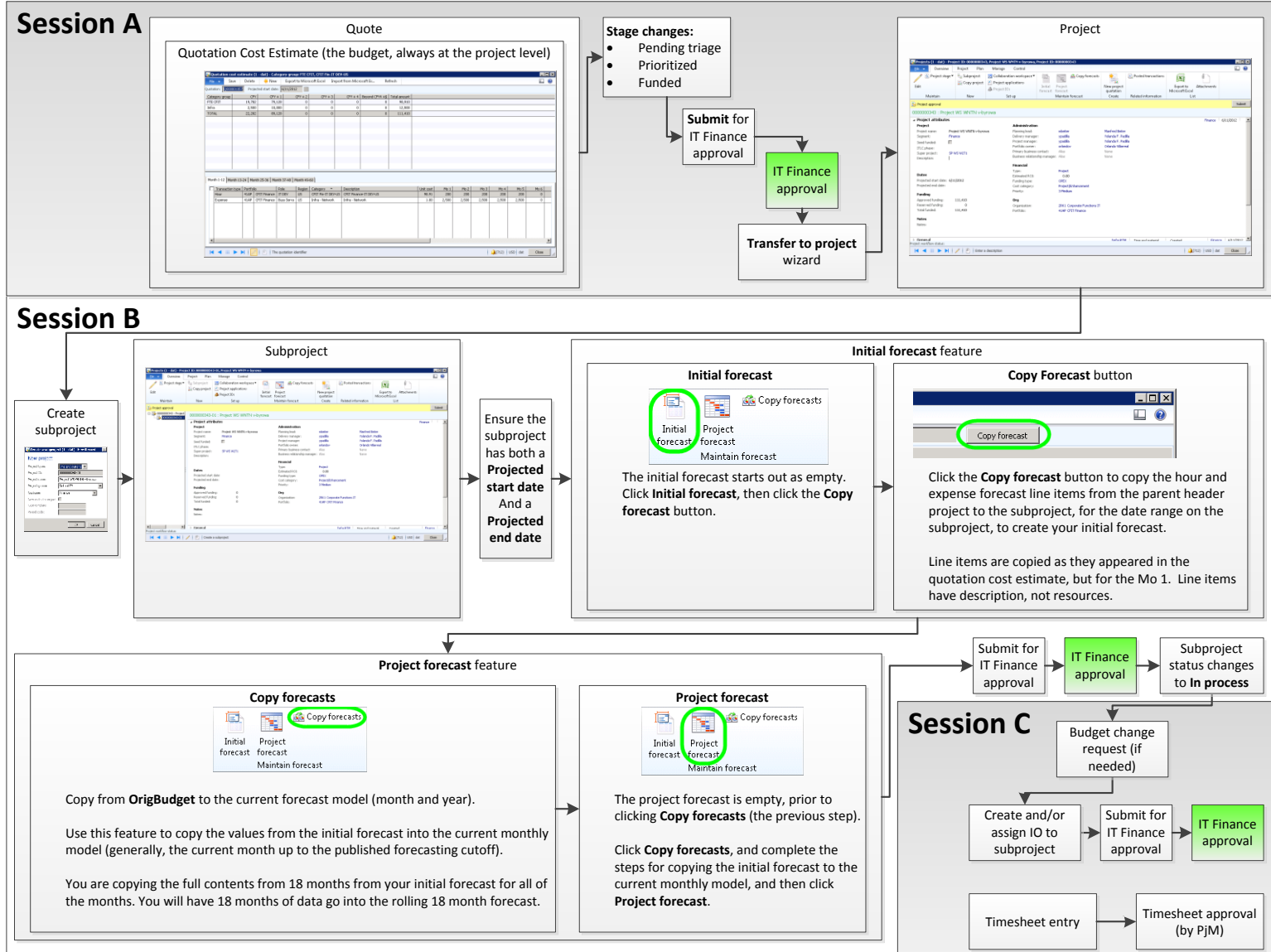
Assigning, Updating, and Notifying Status for a Subproject..... 37

EXERCISE 3: REVIEWING AND APPROVING SUBPROJECTS 44

Reviewing Subproject Information..... 44

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"

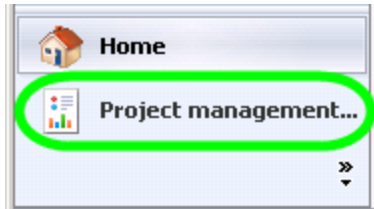
Example: **Subproject WS W3T1 liholman**

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.

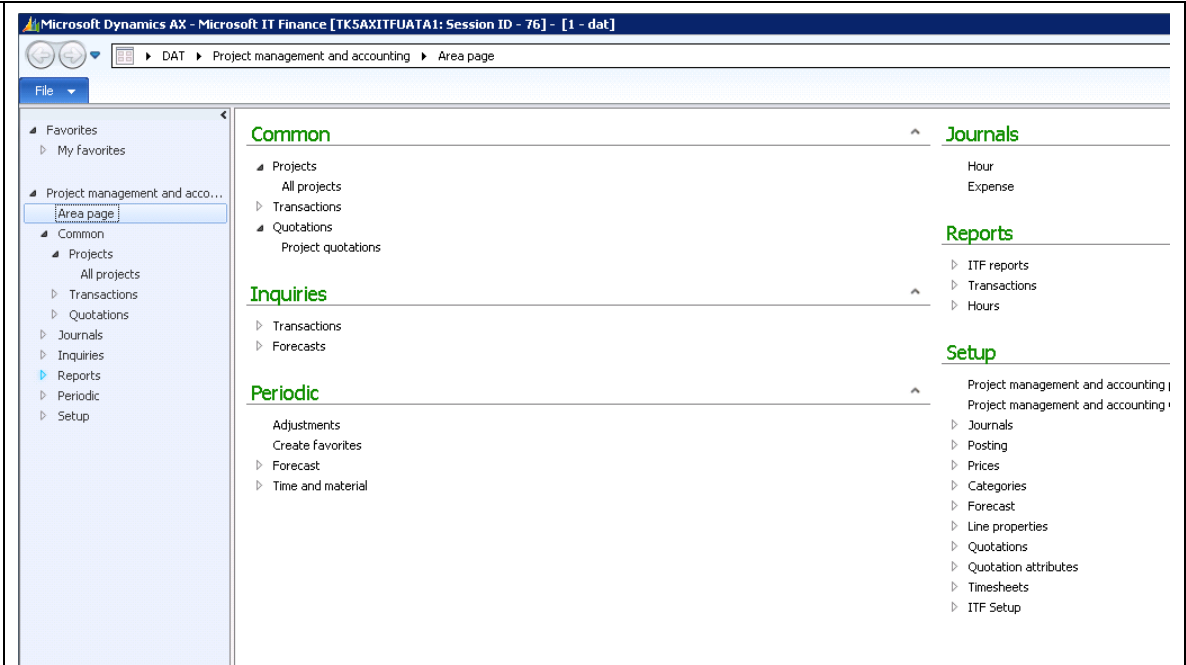
Steps

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.

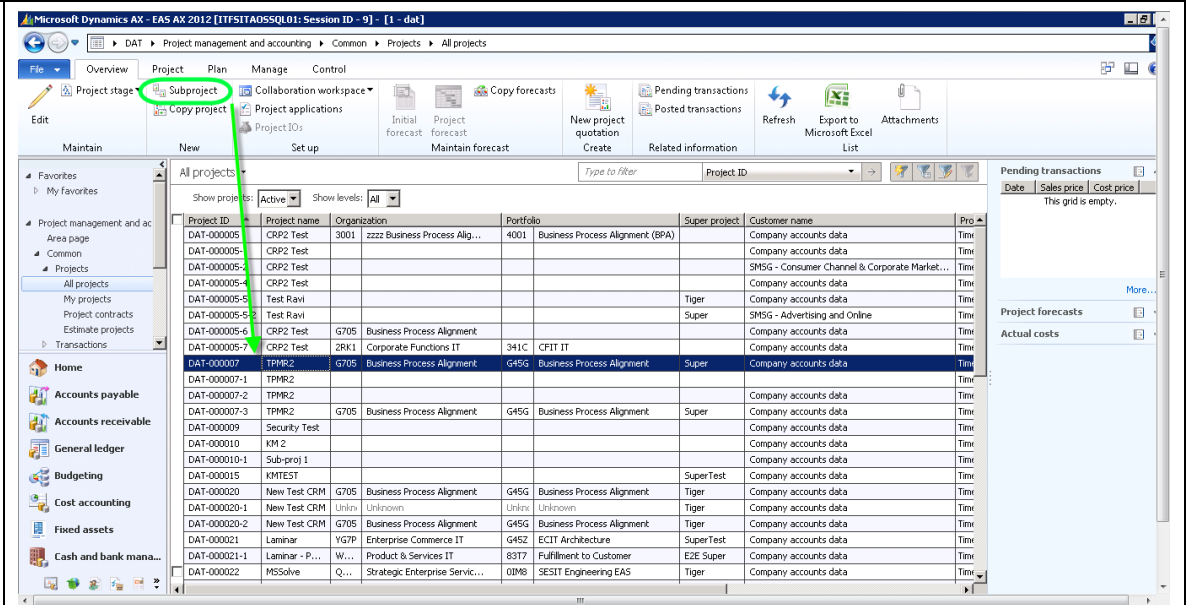
1. Launch the Microsoft Dynamics AX 2012 client application.	
2. Click Project management and accounting to navigate to the Project management and accounting area of the application.	

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.

Create a subproject (1 - dat) - New Record

New project

Project type: Time and material

Project ID: 0000000080-01

Project name: Project B WS W2T3

Project group: DefaultTM

Customer: Finance

New estimate project: ☐

Cost template:

Period code:

OK Cancel

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.

The screenshot displays the 'New CRP31' form in Microsoft Dynamics CRM. The form is divided into several sections: Project attributes, Administration, Funding, General, Responsible, and Dates. The 'Project attributes' section includes fields for Project name, Account, Seed funded, ITLC phase, Cost type, Super project, Projected start date, and Projected end date. The 'Administration' section includes fields for Planning lead, Project controller, Sales manager, Project manager, Business Architect, Engineering contact, Operational contact, User Experience contact, and Enterprise Services contact. The 'Funding' section includes fields for Approved funding, Reserved funding, Investment type, Estimated ROI, Funding type, Funding source, and Cost category. The 'General' section includes fields for Project ID, Project name, Project group, Project type, Project stage, Project workflow status, Customer, and E-mail. The 'Responsible' section includes fields for Sales manager, Project manager, and Project controller. The 'Dates' section includes fields for Date of creation, Projected start date, Actual start date, Projected end date, Extension date, and Actual end date. The form also includes a 'Project workflow status' section at the bottom left and a 'Project transactions' section on the right side.

Project attributes	
Project name:	New CRP31
Account:	DAT-000001
Seed funded:	☐
ITLC phase:	
Cost type:	
Super project:	
Projected start date:	
Projected end date:	

Administration	
Planning lead:	Brett Haakenson
Project controller:	Brett Lawrence
Sales manager:	Brett Haakenson
Project manager:	Peter Danielson
Business Architect:	
Engineering contact:	
Operational contact:	
User Experience contact:	
Enterprise Services contact:	

Funding	
Approved funding:	0.00
Reserved funding:	0.00
Investment type:	Project
Estimated ROI:	0.00
Funding type:	OEMCOGS
Funding source:	Medium
Cost category:	Management

General	
Project ID:	DAT-000033-1
Project name:	New CRP31
Project group:	DefaultTM
Project type:	Time and material
Project stage:	Created
Project workflow status:	
Customer:	
Account:	DAT-000001
E-mail:	

Responsible	
Sales manager:	Brett Haakenson
Project manager:	Peter Danielson
Project controller:	Brett Lawrence

Dates	
Date of creation:	4/3/2012
Projected start date:	
Actual start date:	4/3/2012
Projected end date:	
Extension date:	
Actual end date:	

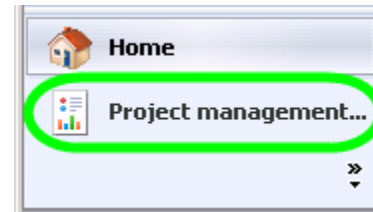
Project transactions	
Posted project transactions (0)	
Pending project transactions (0)	
Item tasks	
Invoice	
Actual costs	
Hour costs:	0.00
Expense costs:	0.00
Item costs:	0.00
Total costs:	0.00
Actual cash flow	
Cash inflow:	0.00
Cash outflow:	0.00
Net cash flow:	0.00

Entering Subproject Details

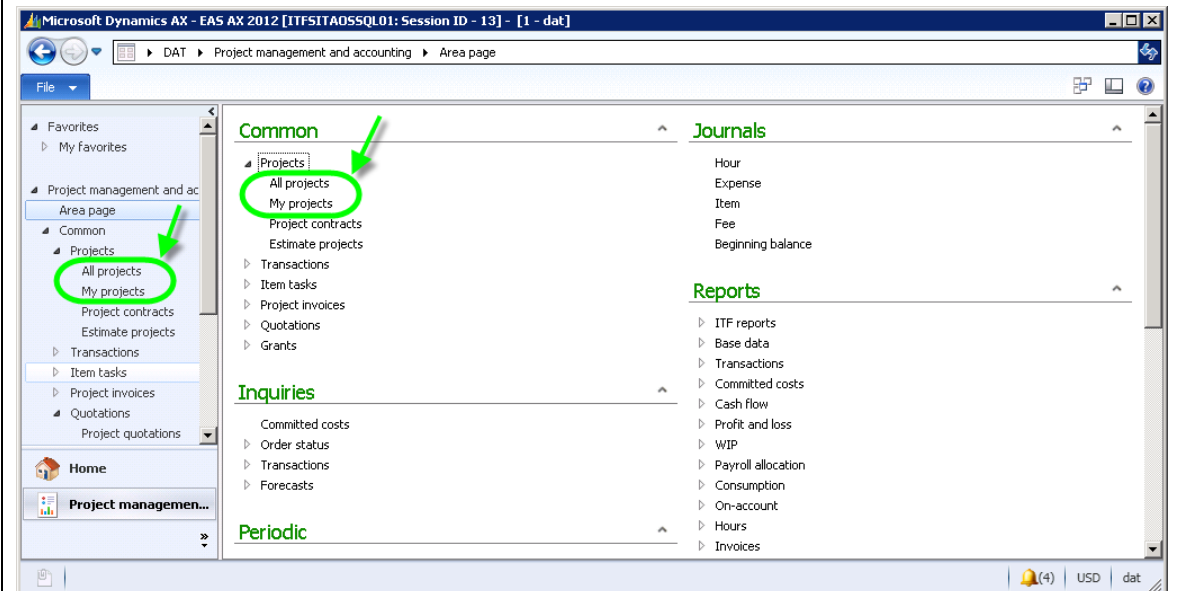
As additional subproject information is available, or if you need to revise the original subproject information, you can enter subproject details or revise existing details, using this process.

1. Launch the Microsoft Dynamics AX 2012 client application.

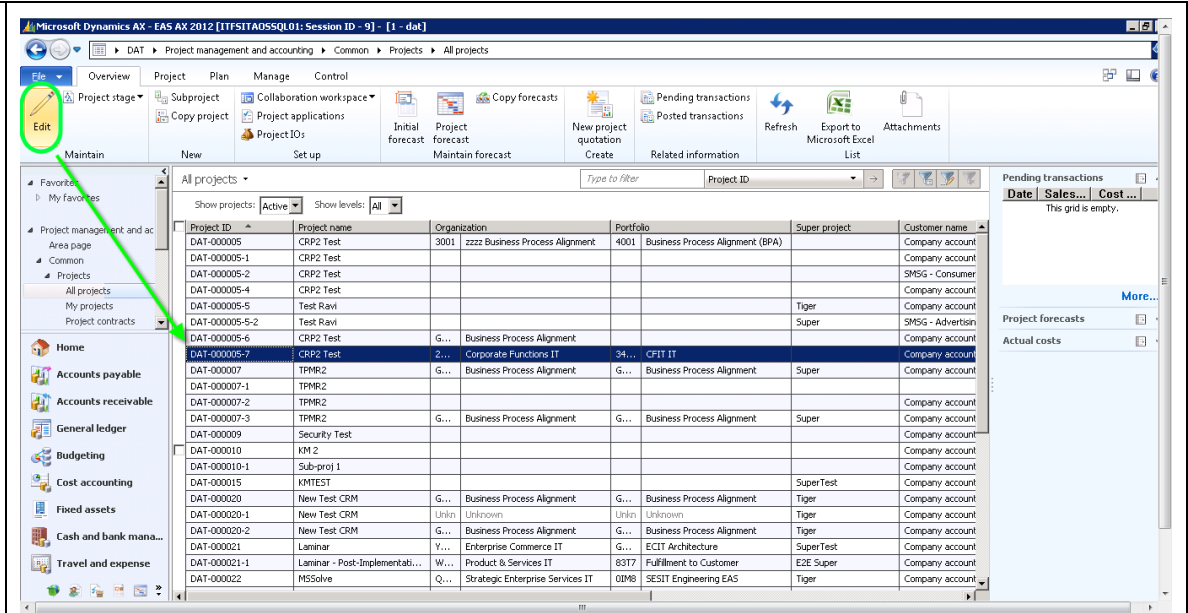
2. Click **Project management and accounting** to navigate to the Project management and accounting area of the application.



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

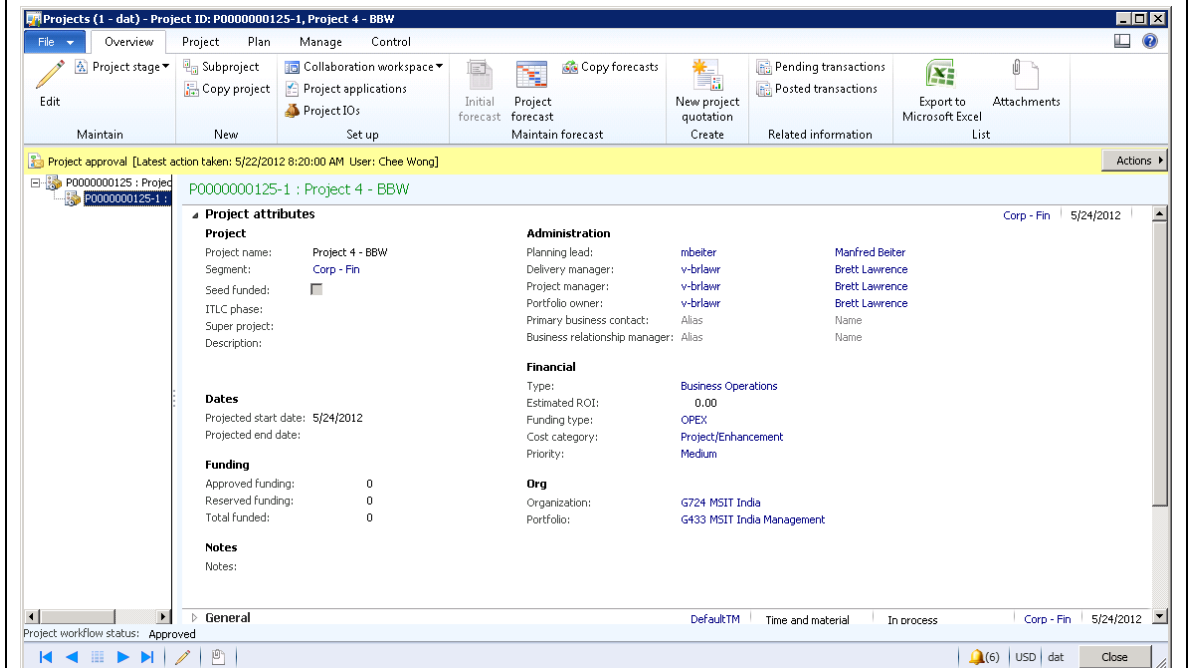


- Select the subproject you wish to add or revise information on, and then click **Edit**.



Project ID	Project name	Organization	Portfolio	Super project	Customer name
DAT-000005	CRP2 Test	3001	zzzz Business Process Alignment	4001	Business Process Alignment (BPA)
DAT-000005-1	CRP2 Test				Company account
DAT-000005-2	CRP2 Test				SMMSG - Consumer
DAT-000005-4	CRP2 Test				Company account
DAT-000005-5	Test Ravi				Tiger
DAT-000005-5-2	Test Ravi				SMMSG - Advertisin
DAT-000005-6	CRP2 Test	G...	Business Process Alignment		Company account
DAT-000005-7	CRP2 Test	Z...	Corporate Functions IT	34...	CFIT IT
DAT-000007	TPMR2	G...	Business Process Alignment		Company account
DAT-000007-1	TPMR2				Company account
DAT-000007-2	TPMR2				Company account
DAT-000007-3	TPMR2	G...	Business Process Alignment	G...	Business Process Alignment
DAT-000009	Security Test				Company account
DAT-000010	KM 2				Company account
DAT-000010-1	Sub-proj 1				Company account
DAT-000015	KMTEST				Company account
DAT-000020	New Test CRM	G...	Business Process Alignment	G...	Business Process Alignment
DAT-000020-1	New Test CRM	Unkn	Unknown	Unkn	Unknown
DAT-000020-2	New Test CRM	G...	Business Process Alignment	G...	Business Process Alignment
DAT-000021	Laminar	Y...	Enterprise Commerce IT	G...	ECIT Architecture
DAT-000021-1	Laminar - Post-Implementati...	W...	Product & Services IT	83T7	Fulfillment to Customer
DAT-000022	MSSolve	Q...	Strategic Enterprise Services IT	0DM8	SESI Engineering EAS

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



Project 4 - BBW

Project name: Project 4 - BBW
Segment: Corp - Fin
Seed funded: ☐
ITLC phase:
Super project:
Description:

Administration
Planning lead: mbeiter
Delivery manager: v-brlaw
Project manager: v-brlaw
Portfolio owner: v-brlaw
Primary business contact: Alias
Business relationship manager: Alias

Financial
Type: Business Operations
Estimated ROI: 0.00
Funding type: OPEX
Cost category: Project/Enhancement
Priority: Medium

Dates
Projected start date: 5/24/2012
Projected end date:

Funding
Approved funding: 0
Reserved funding: 0
Total funded: 0

Org
Organization: G724 MSIT India
Portfolio: G433 MSIT India Management

Notes
Notes:

Project workflow status: Approved

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**.

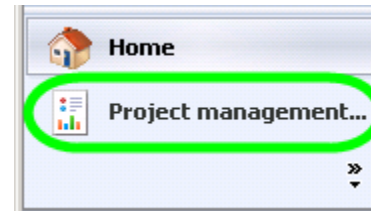
Exercise 2: Suproject Forecasting

Steps

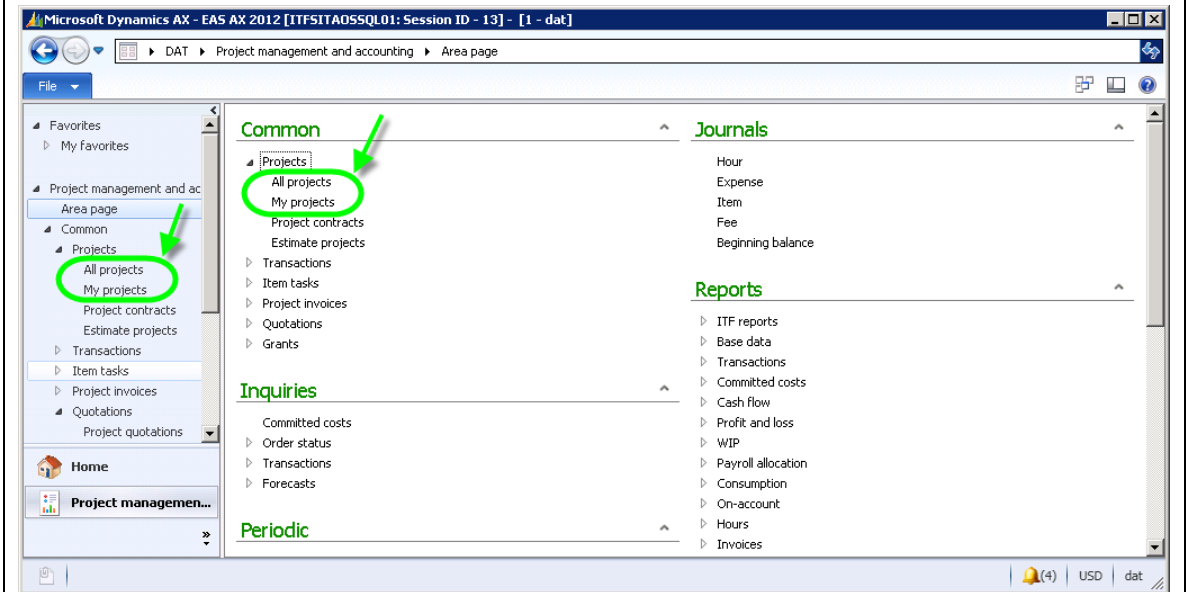
Populating a Subproject Initial Forecast from the Project Header

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).

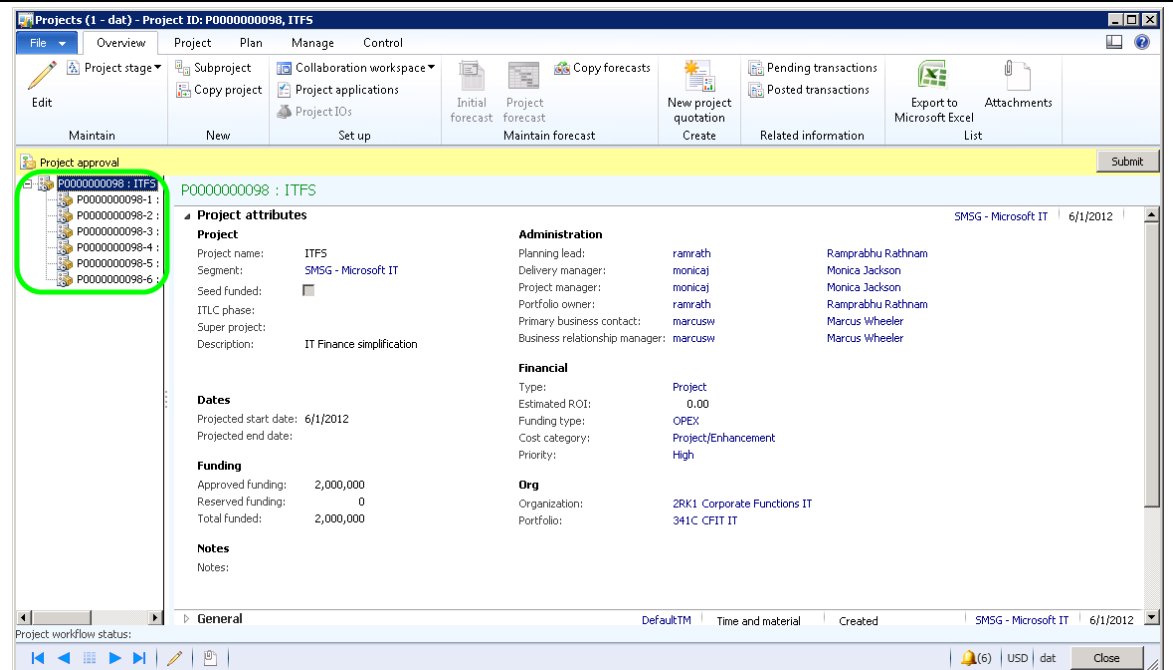


4. You will see a view similar to this:

Project ID	Project name	Organization	Portfolio	Super project	Customer name
DAT-000005	CRP2 Test	3001	zzzz Business Process Alignment	4001	Business Process Alignment (BPA)
DAT-000005-1	CRP2 Test	G705	Business Process Alignment	G45G	Business Process Alignment
DAT-000005-1-1	CRP2 Test	G705	Business Process Alignment	G45G	Business Process Alignment
DAT-000005-2	CRP2 Test				SM5G - Consumer Channel & Corporate
DAT-000005-4	CRP2 Test				Company accounts data
DAT-000005-5	Test Ravi				Tiger
DAT-000005-5-2	Test Ravi				Super
DAT-000005-6	CRP2 Test	G705	Business Process Alignment		Company accounts data
DAT-000005-7	CRP2 Test	2RK1	Corporate Functions IT	341C	CFIT IT
DAT-000005-8	CRP2 Test	3001	zzzz Business Process Alignment	4001	Business Process Alignment (BPA)
DAT-000007	TPMR2	G705	Business Process Alignment	G45G	Business Process Alignment
DAT-000007-1	TPMR2				Super
DAT-000007-2	TPMR2				Company accounts data
DAT-000007-3	TPMR2	G705	Business Process Alignment	G45G	Business Process Alignment
DAT-000009	Security Test				Company accounts data

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

6. The project and its associated subprojects are displayed.



Projects (1 - dat) - Project ID: P0000000098, ITFS

File Overview Project Plan Manage Control

Project stage Subproject Collaboration workspace
Edit Copy project Project applications
Maintain New Set up Initial forecast Project forecast Copy forecasts
New project quotation Create Pending transactions Posted transactions Related information
Export to Microsoft Excel Attachments List

Project approval Submit

P0000000098 : ITFS
P0000000098-1
P0000000098-2
P0000000098-3
P0000000098-4
P0000000098-5
P0000000098-6

P0000000098 : ITFS

Project attributes

Project
Project name: ITFS
Segment: MSG - Microsoft IT
Seed funded: ☐
ITLC phase:
Super project:
Description: IT Finance simplification

Administration
Planning lead: ramrath
Delivery manager: monica
Project manager: monica
Portfolio owner: ramrath
Primary business contact: marcusw
Business relationship manager: marcusw

Financial
Type: Project
Estimated ROI: 0.00
Funding type: OPEX
Cost category: Project/Enhancement
Priority: High

Org
Organization: 2RK1 Corporate Functions IT
Portfolio: 341C CFIT IT

Dates
Projected start date: 6/1/2012
Projected end date:

Funding
Approved funding: 2,000,000
Reserved funding: 0
Total funded: 2,000,000

Notes
Notes:

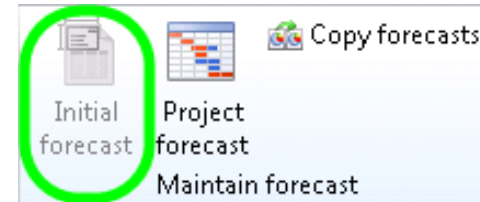
General DefaultTM Time and material Created MSG - Microsoft IT 6/1/2012

Project workflow status: (6) USD dat Close

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



Copy forecasts

Initial forecast
Project forecast
Maintain forecast

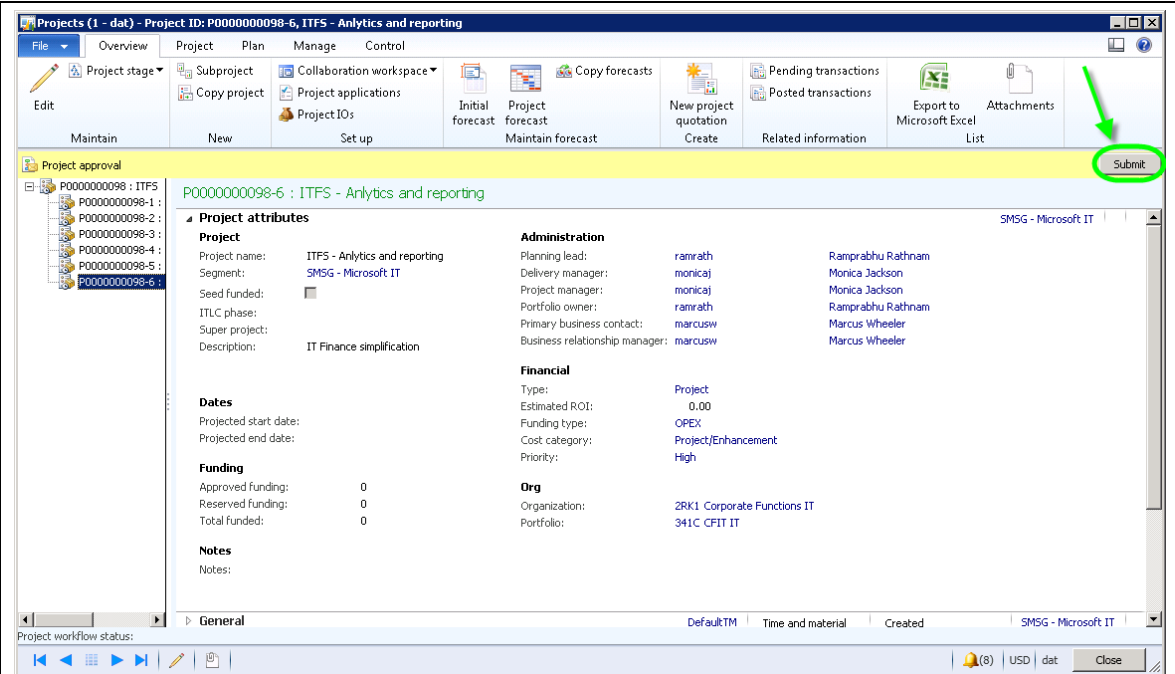
8. The **Sub-Project Initial Forecast** window is displayed.

9. Click **Copy forecast**.

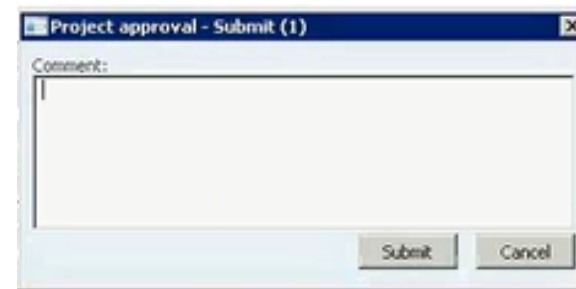
Parent project: P0000000134 **Copy forecast**

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

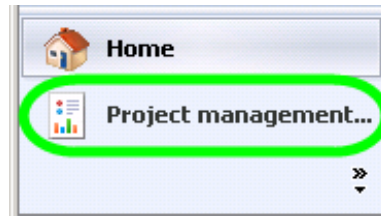
Exercise Data

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

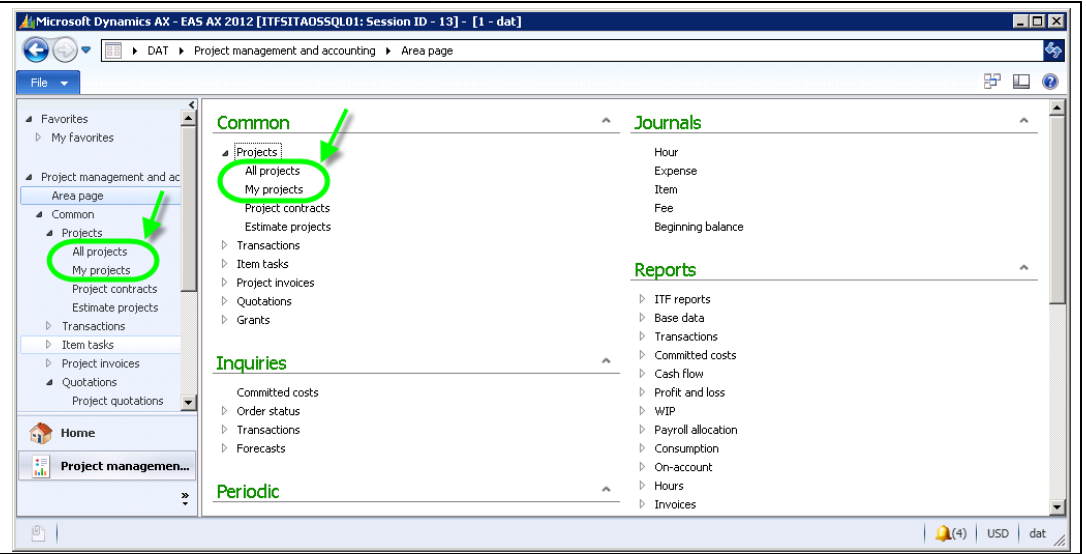
Important: Before performing this exercise, you must have a subproject, and have performed a **Copy forecast** within the Initial forecast feature.

Steps

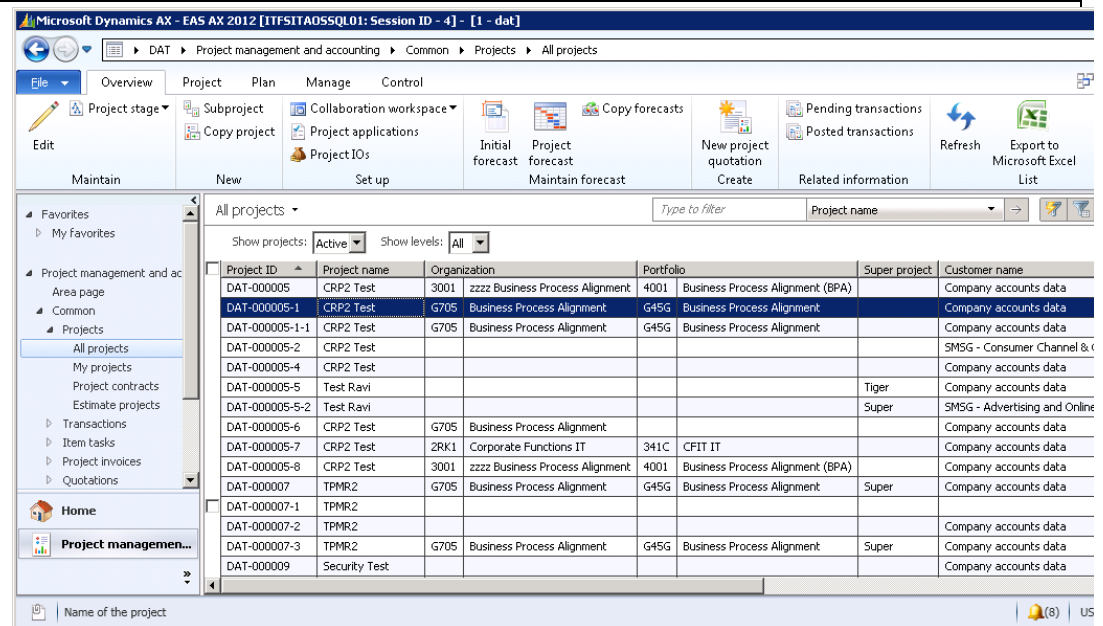
To copy a subproject forecast (for transferring the initial forecast to the first current month forecast), perform the following process.

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.

Projects (1 - dat) - Project ID: P0000000098, ITFS

Project attributes

Project

Project name: ITFS
 Segment: SMSG - Microsoft IT
 Seed funded: ☐
 ITLC phase:
 Super project:
 Description: IT Finance simplification

Administration

Planning lead: ramrath Ramprabhu Rathnam
 Delivery manager: monica Monica Jackson
 Project manager: monica Monica Jackson
 Portfolio owner: ramrath Ramprabhu Rathnam
 Primary business contact: marcusw Marcus Wheeler
 Business relationship manager: marcusw Marcus Wheeler

Financial

Type: Project
 Estimated ROI: 0.00
 Funding type: OPEX
 Cost category: Project/Enhancement
 Priority: High

Dates

Projected start date: 6/1/2012
 Projected end date:

Funding

Approved funding: 2,000,000
 Reserved funding: 0
 Total funded: 2,000,000

Notes

Notes:

Org

Organization: 2RK1 Corporate Functions IT
 Portfolio: 341C CFIT IT

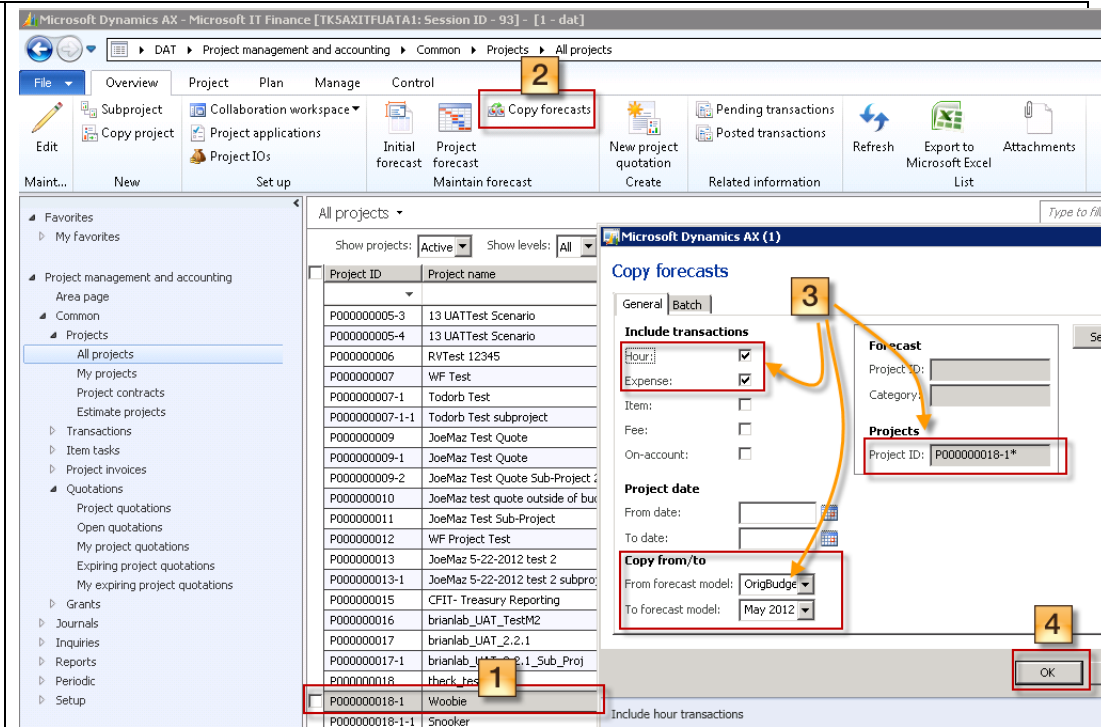
General | DefaultTM | Time and material | Created | SMSG - Microsoft IT | 6/1/2012

Project workflow status:

USD | dat | Close

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**.



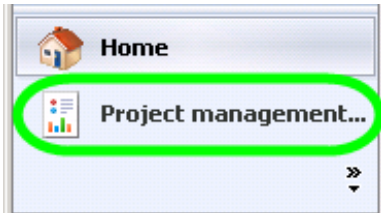
Entering or Updating a Subproject Forecast

Exercise Data

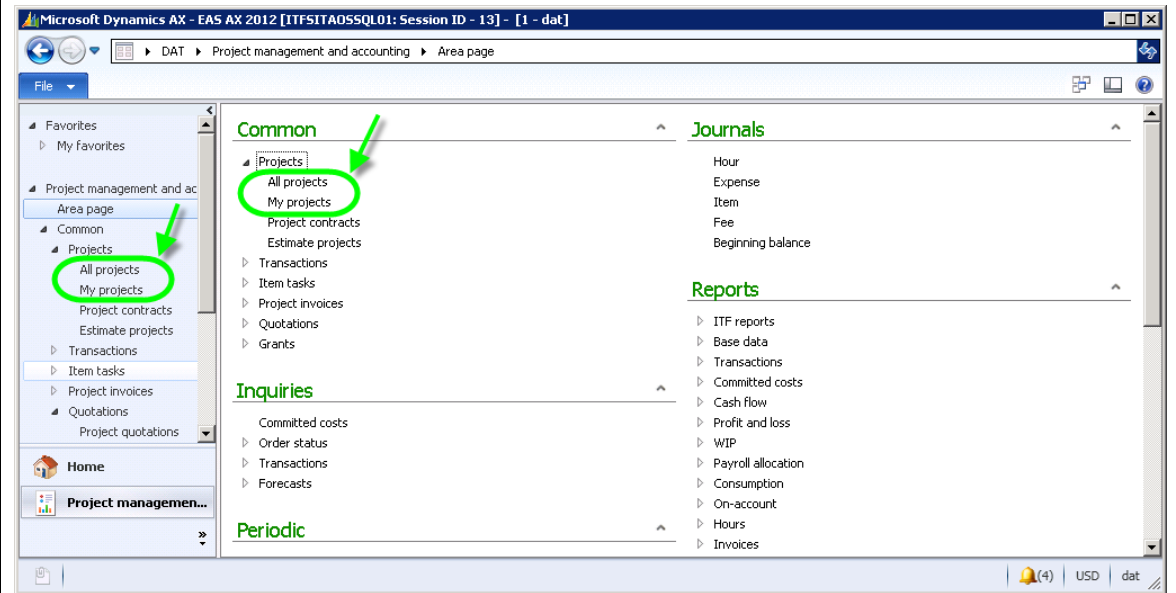
To perform this exercise, use the subproject record you already created.

Steps

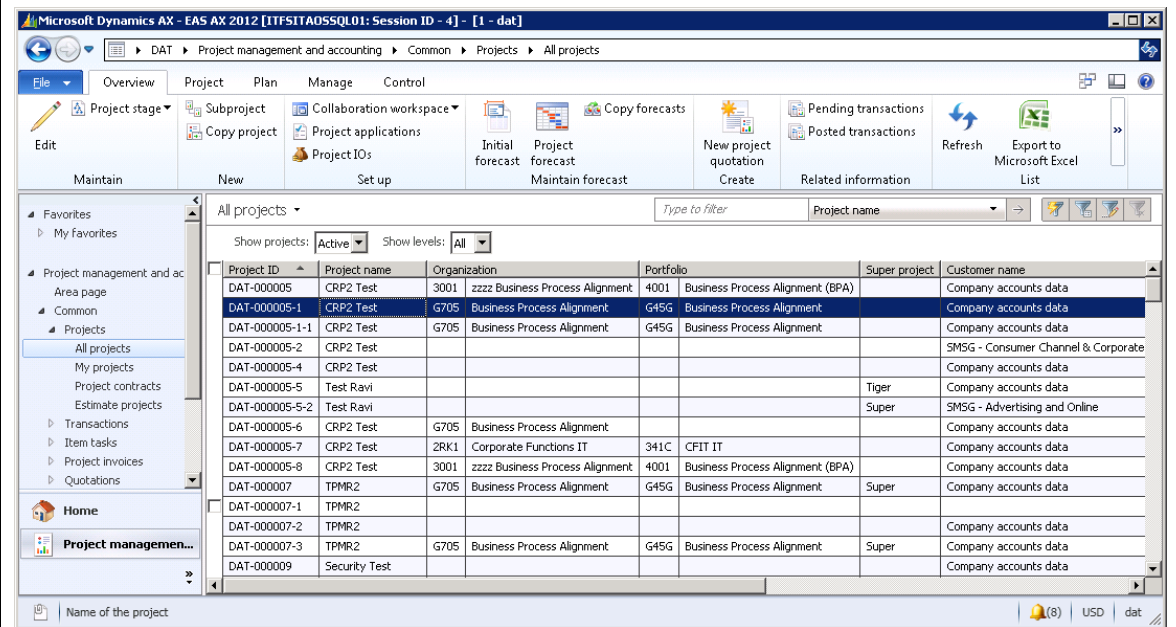
To enter a subproject forecast, perform the following process.

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).



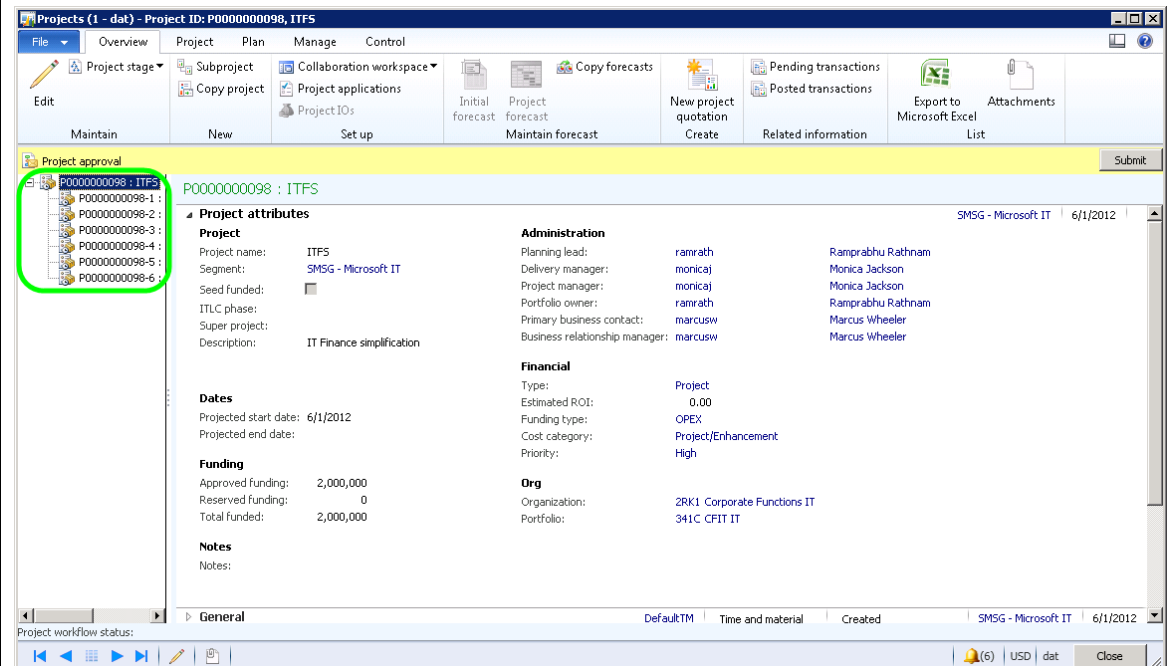
4. You will see a view similar to this:



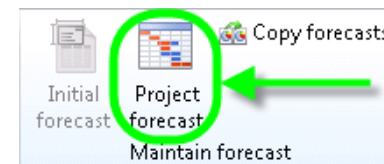
5. Double-click your project that has the subproject associated with it

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.



[illegible]

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.

Category group	Nov-2011	Dec-2011	Jan-2012	Feb-2012	Mar-2012	Apr-2012	Trend
FTE SMIT	0	0	0	0	0	0	↑
Vendor	0	0	0	0	0	0	↓

Type	Portfolio	Role	Region	Category	Description	Resource name	May-2012	Jun-2012	Jul-2012	Aug-2012	Sep-2012
Hour	G400	SMIT A2L	IT SM	US	SMIT A2L-IT SM-US	Jennifer K Sigl	0	0	2,080	0	2,0
Expense	41AP	CFIT Finance	IT DEV	US	Vendor	Abhishek Thakur	0	0	4,000,000	0	
Expense	G400	SMIT A2L	IT PM	US	Vendor		0	0	0	300,000	
Hour	G400	SMIT A2L	IT SM	US	SMIT A2L-IT SM-US	Joy E. Cooper	0	0	0	1,500	

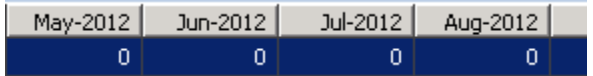
9. To add a new forecast line item, click **New**, or click **Edit** and then press the Down-Arrow key.

Category group	Nov-2011	Dec-2011	Jan-2012	Feb-2012	Mar-2012	Apr-2012	Trend
FTE BPA	0	0	0	0	0	0	↑

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.

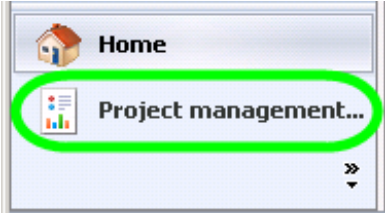
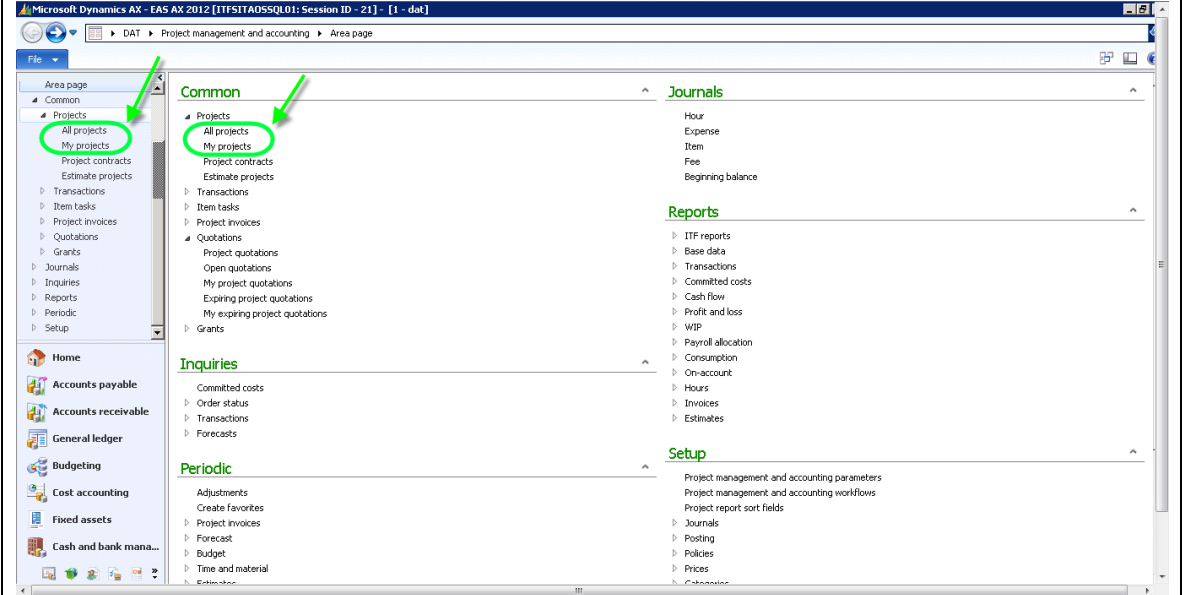
Category group	Nov-2011	Dec-2011	Jan-2012	Feb-2012	Mar-2012	Apr-2012	Trend
FTE BPA	0	0	0	0	0	0	↑

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.

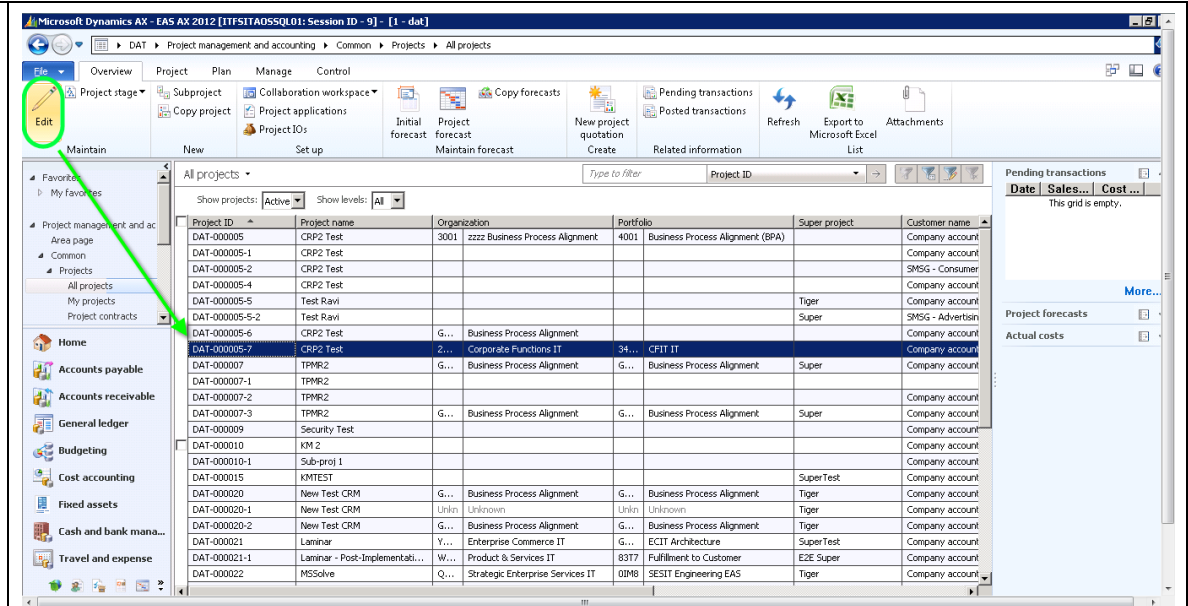
Field	Required (R) or Not Required (NR)	Description
Type	R	Hour or expense. The default type is expense.
Portfolio	NR	A portfolio, from drilling down through a hierarchical tree structure.
Role	NR	Role for the expense or hour entry.
Region	R	Region for the expense or hour entry.
Category	R	There is a 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.  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. 

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.

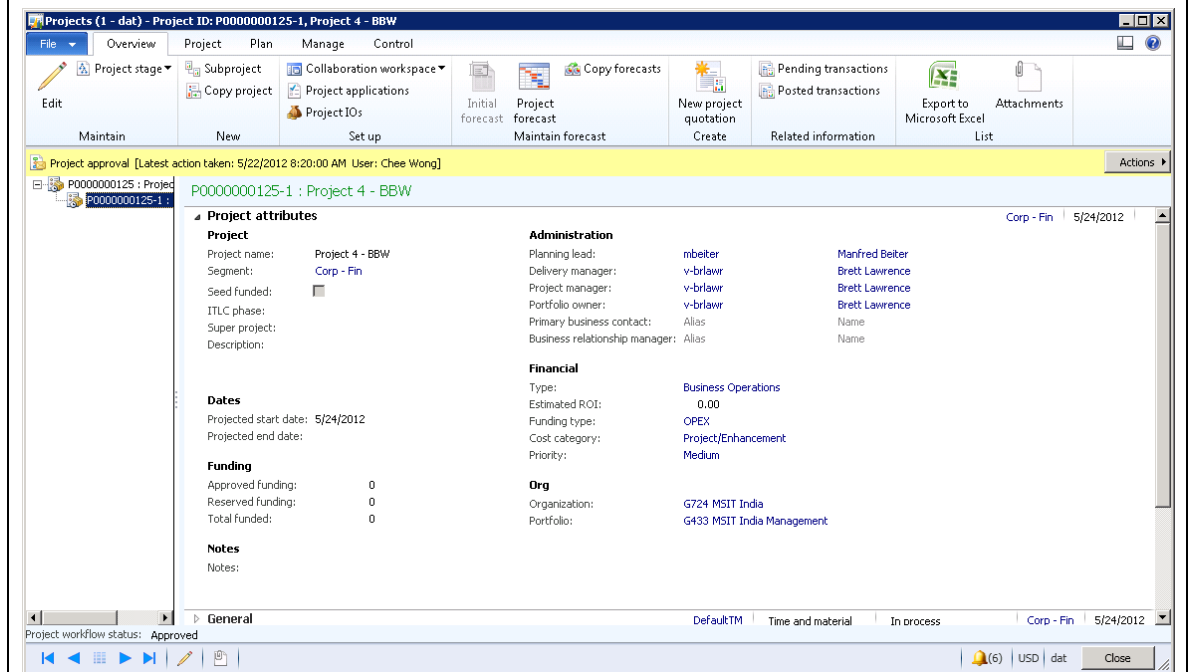
1. Launch the Microsoft Dynamics AX 2012 client application.	
2. Click Project management and accounting to navigate to the Project management and accounting area of the application.	
3. In the details pane, in the Common section, expand Projects, and then click All Projects (to see your and all other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

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



The screenshot shows the Microsoft Dynamics AX - EAS AX 2012 interface. The top ribbon has tabs for File, Overview, Project, Plan, Manage, and Control. The 'Edit' button in the 'Project' tab is highlighted with a green circle and an arrow. Below the ribbon, the 'All projects' table is displayed with columns: Project ID, Project name, Organization, Portfolio, Super project, and Customer name. The table contains several rows of project data.

5. The subproject record is displayed for editing.



The screenshot shows the 'Project 4 - BBW' record in Microsoft Dynamics AX - EAS AX 2012. The record is displayed for editing, showing various attributes such as Project name, Segment, Seed funded, ITLC phase, Super project, Description, Dates, Funding, and Notes. The 'Project attributes' section is expanded, showing details for Project, Administration, Financial, and Notes.

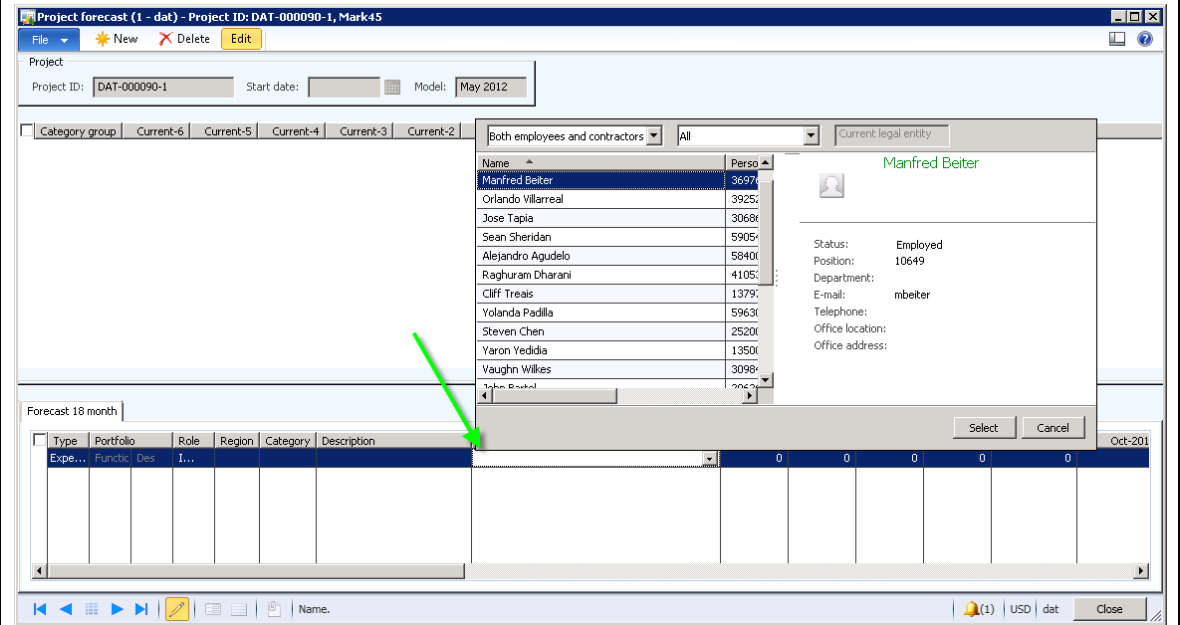
6. On the **Overview** tab, in the **Maintain forecast** group, click **Project forecast**. The **Project forecast** window opens.

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.

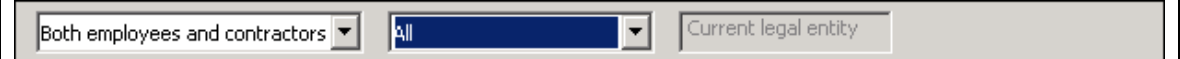
Note: **Portfolio**, **Role**, and **Region** are required fields.

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.

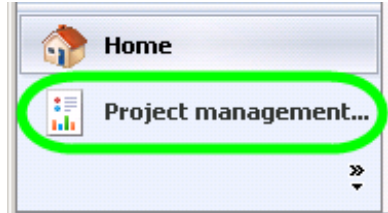
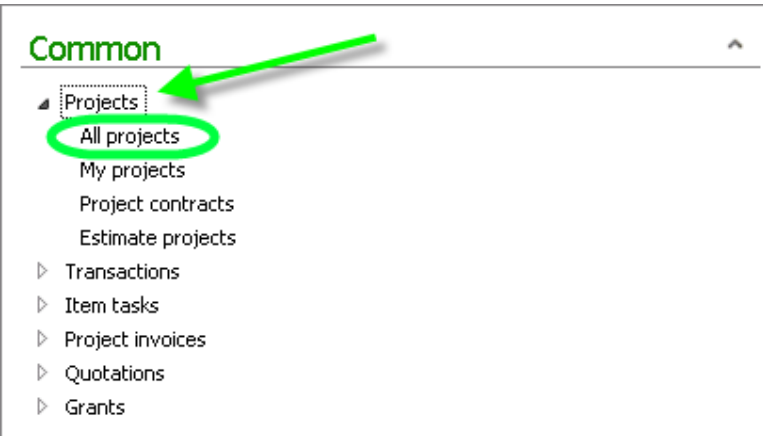
Steps

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

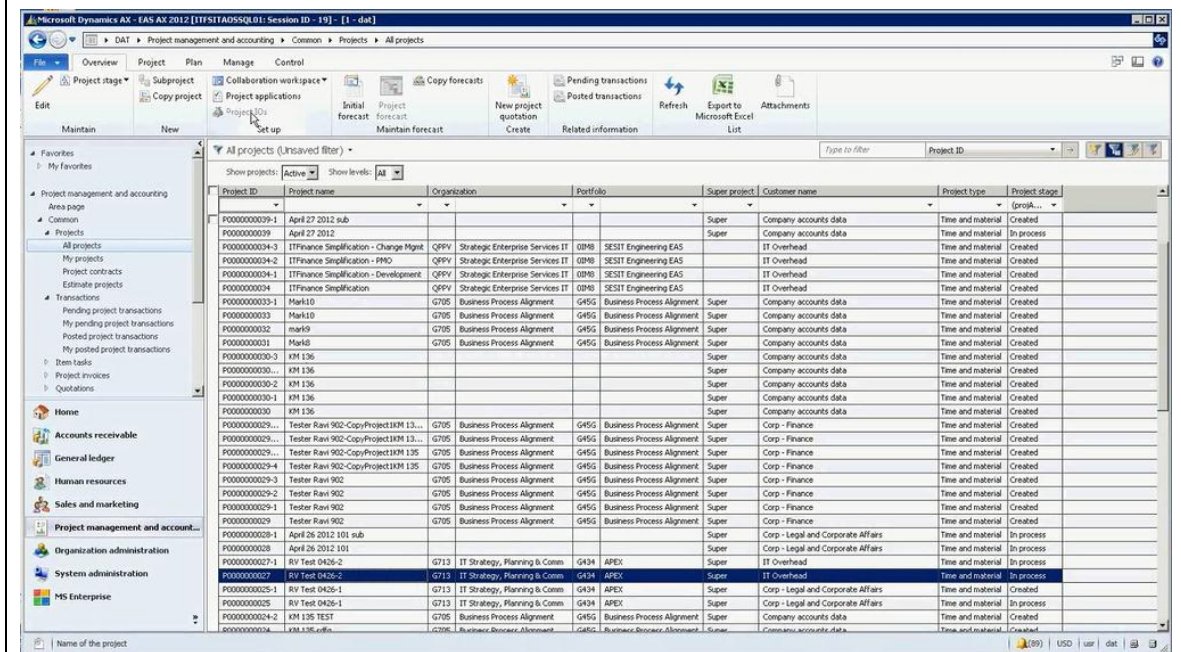
1. Notification of personnel rolling off of a subproject or service
2. Removing future hours from a resource from a subproject or subservice, which results in that resource no longer being on that project

Removing a Resource from a Subproject

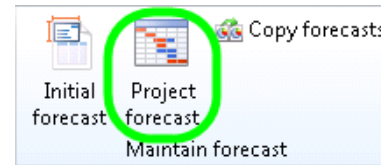
To remove a resource from a subproject in Dynamics AX, perform the following process:

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**.

Forecast 18 month									
Time	Duration	Rel	Region	Category	Description	Resource name	May-2012	Jun-2012	Jul-2012
Hour	041H	Archived Profit Centers	IT DEV	US	BPA-Buss Servs-CHI	Business Process Alignment...	Brett Lawrence	0	160
								160	160

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

Resource name					May-2012	Jun-2012	Jul-2012	Aug-2012
... Brett Lawrence					0	160	160	160

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:

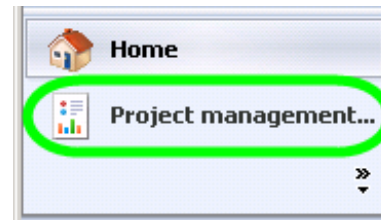
Role	Action	Expectation	Notes
Delivery Manager	Click Submit	Submits subproject to IT Finance. They review the subproject to verify: • Data entered is good • The baseline forecast is good • Any other further IT Finance validation criteria is met	Before this action the subproject status was In process . 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:

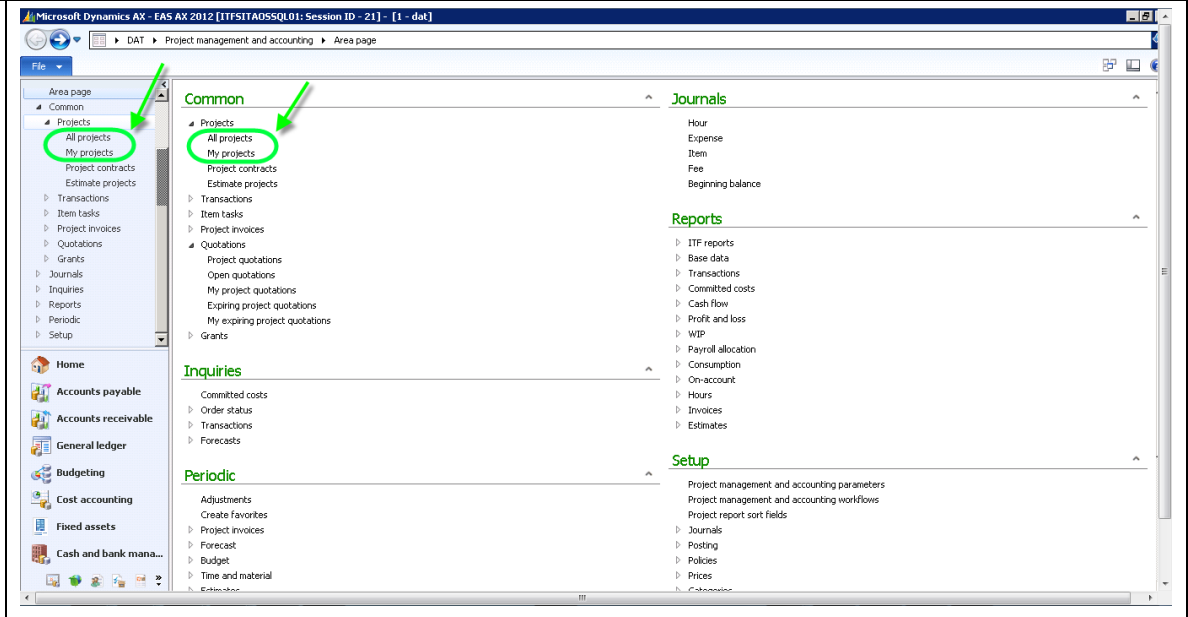
1. Launch the Microsoft Dynamics AX 2012 client application.	
--	--

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

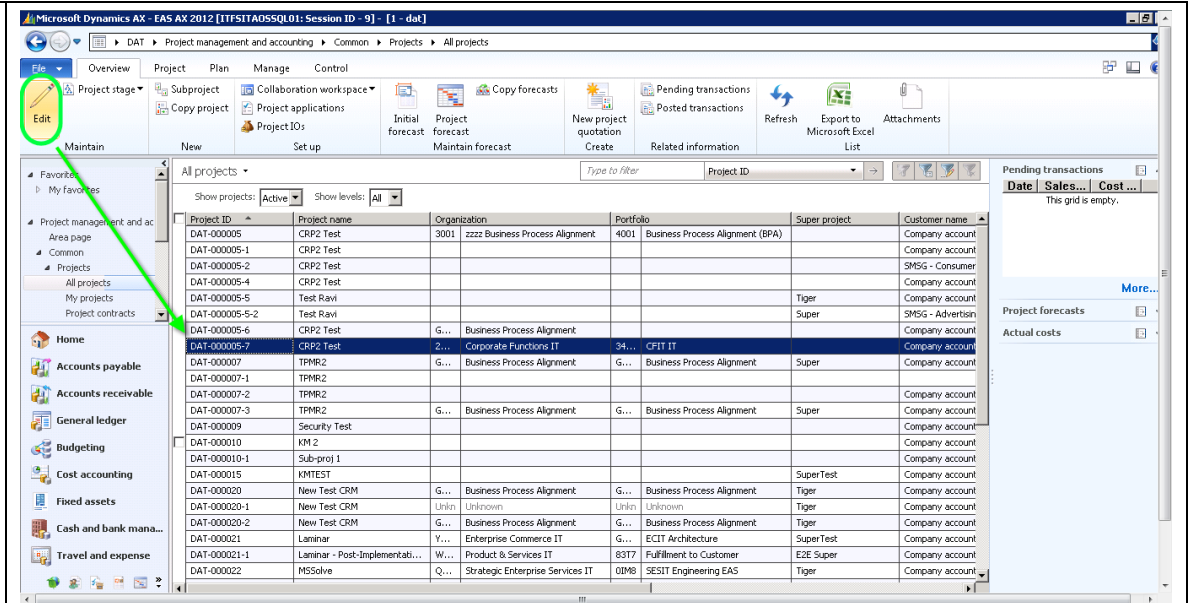


3. In the details pane, in the Common section, expand **Projects**, and then click **All Projects** (to see your and all other projects).

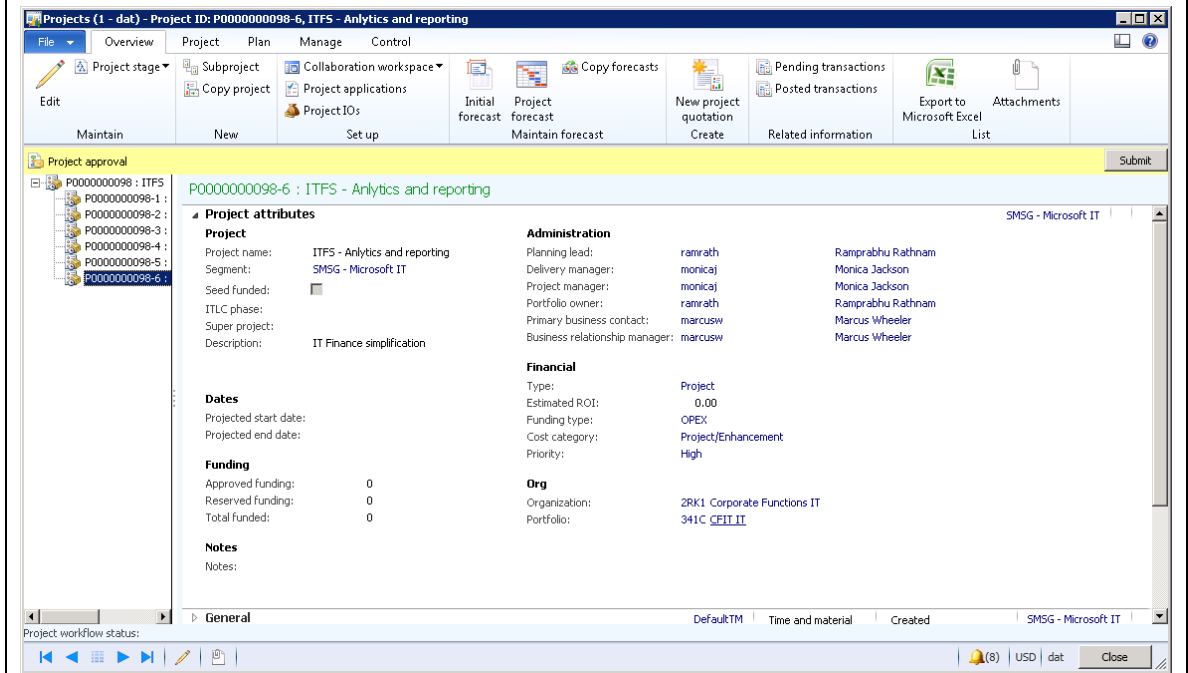
Note: **My projects**, shown in the pre-release screen capture on the right, will not be available in the released version of the application.

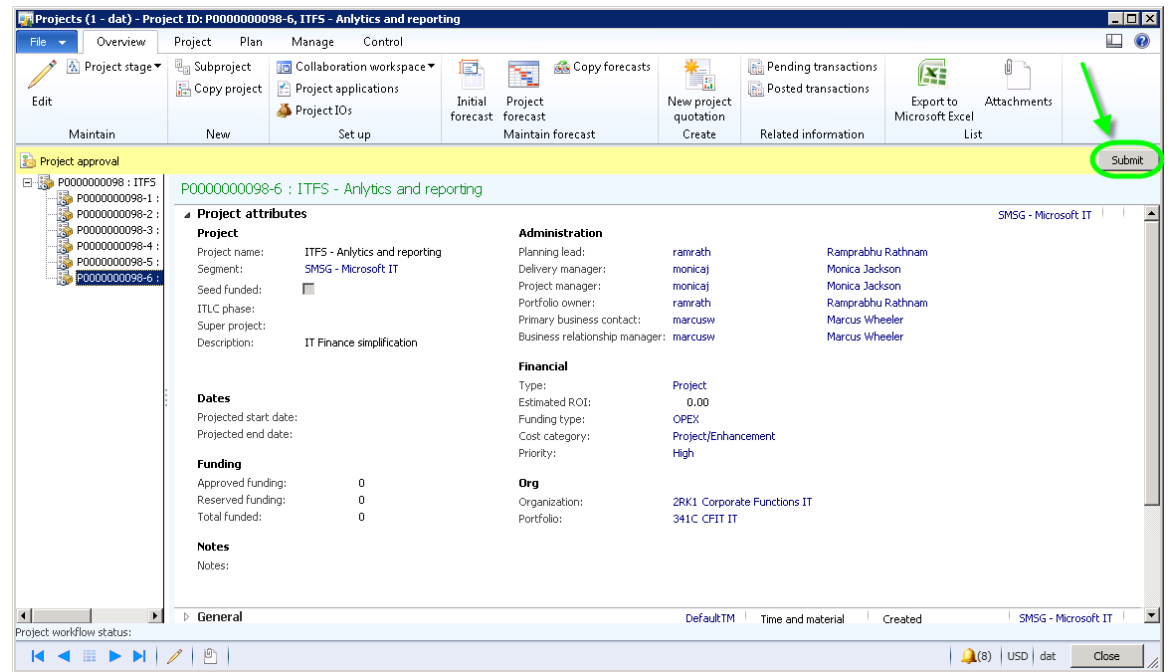
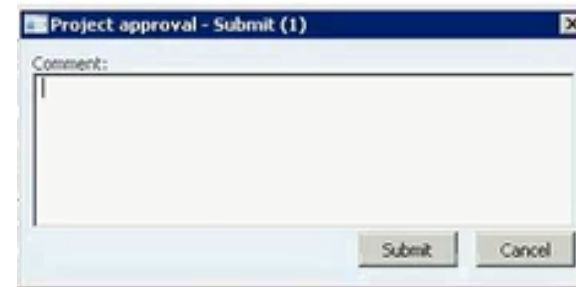


4. Select the subproject you wish to add or revise information on, and then click **Edit**.



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**.

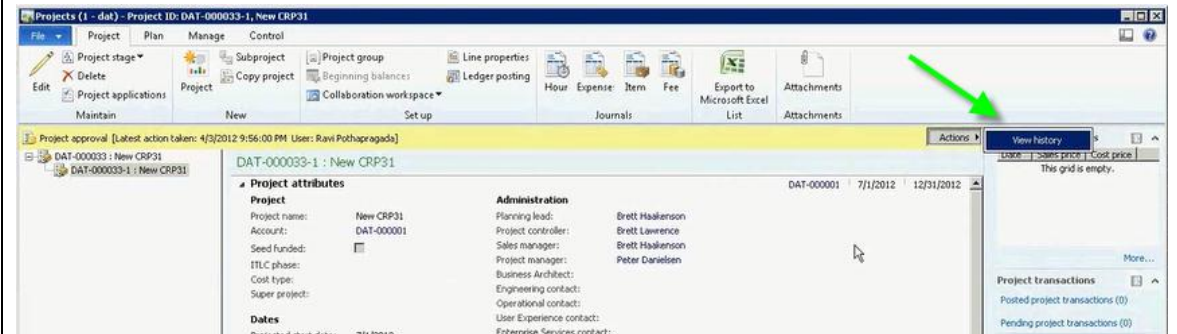
Important: After you click **Submit**, someone with IT Finance approval capability will need to approve the subproject before it can progress any further in the workflow. If you are performing this exercise in a workshop, tell a facilitator that you have reached this stopping point, and need someone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



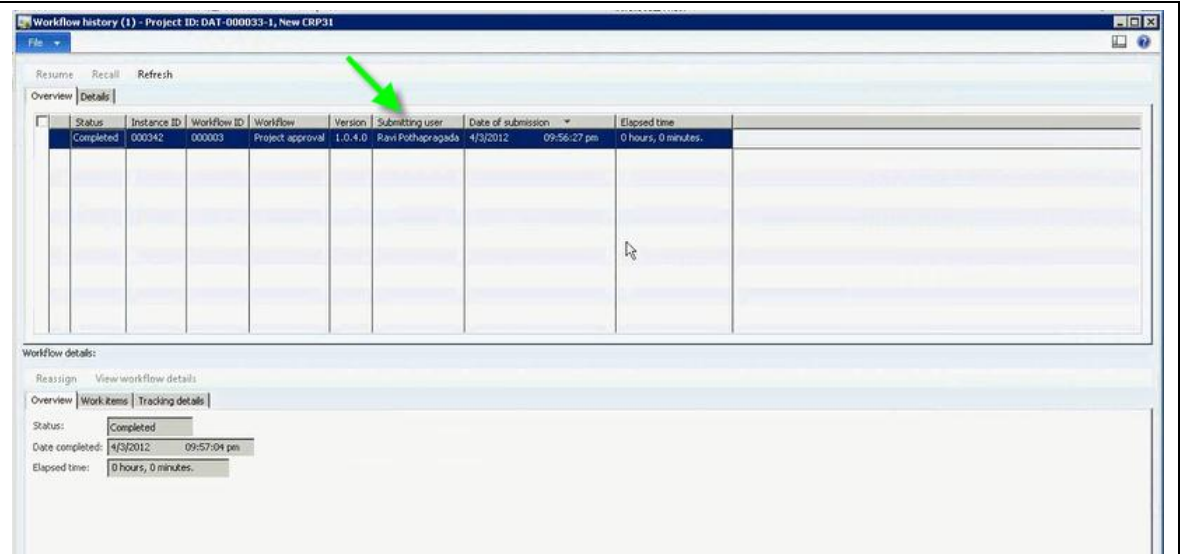
After the subproject is approved by IT Finance:

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**.



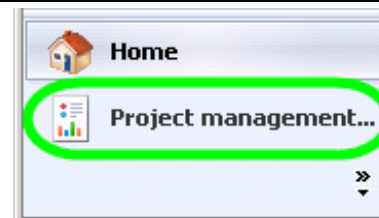
3. The **Workflow history** window for that subproject opens, and the IT Finance user who approved the subproject is displayed.



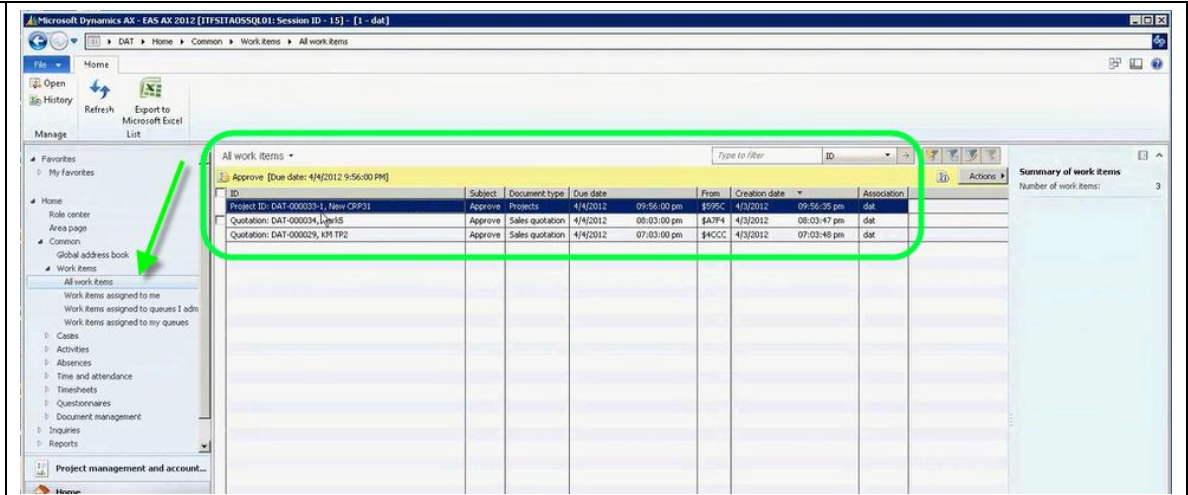
4. Close the **Workflow history** window.

IT Finance Only (elevated permissions needed):

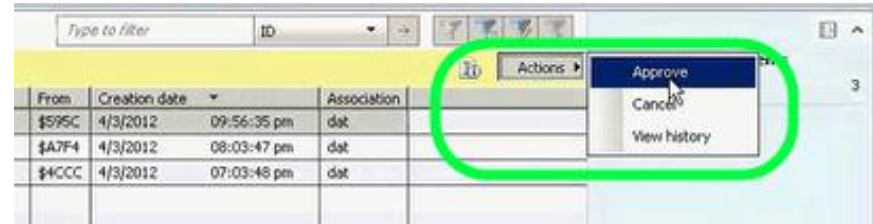
1. Launch the Microsoft Dynamics AX 2012 client application.
2. Click **Project management and accounting** to navigate to the Project management and accounting area of the application.



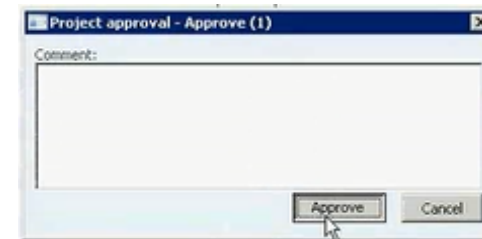
3. In the navigation pane, click **Home**, expand **Common**, and then expand **Work items**. Select **All work items**. The work items in your queue are displayed.



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

