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Title:	Deactivating Non-Active Users in the PPM Tool SOP		
Description:	This standard outlines the process of deactivating users of the PPM Tool that have not logged in within the last 90 days or who have never logged in.		

Deactivating Non-Active Users in the PPM Tool

Standard Operating Procedure

1. General Statement of Purpose
 - 1.1. To deactivate users within the PPM Tool that have not logged in within the last 60 days or who have never logged in. This procedure should be implemented on a monthly basis. This is done for two reasons:
 - 1.1.1. To decrease the number of unused licenses.
 - 1.1.2. To deactivate terminated employees that were not deactivated at the time of termination.
2. Scope
 - 2.1. This standard is for PMO Administrators.
3. Discipline
 - 3.1. Program Management
4. Terms and Definitions
 - 4.1. Project and Portfolio Management Tool (PPM) – An online tool for tracking IT project information.
 - 4.2. HP Workbench – An administrative tool within the PPM Tool used for managing users.
 - 4.3. Non-Active User – A PPM user who hasn't logged in within the last 60 days.
5. Instructions
 - 5.1. Using the PPM Tool's HP Workbench, generate a list of PPM Tool licensed users.
 - 5.2. Shorten the list to only include PPM Tool users who have not logged in within 60 days or who have never logged in.
 - 5.3. Deactivate non-active users in the HP Workbench.
 - 5.4. Change the licensing status of each non-active user in the PPM Tool.
6. Roles and Responsibilities
 - 6.1. PPM Tool Administrator – Responsible for deactivating non-active PPM users on a monthly basis.
7. Limitation or Implementation Notes
 - 7.1. This procedure requires administrator access to the PPM Tool.
8. Attachments
 - 8.1. Deactivating Non-Active Users in the PPM Tool User Guide