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Latest Version:	1.0	Revision Date:	05/02/2014
Effective Date:	9/15/2014	Replaces:	NEW
Revised By:	Joshua Graves	Review Cycle/Date:	Annual
Reviewed By:	Fonda Logston	Reviewing Unit:	ISD/PMO
Title:	Reconciling Licenses in the PPM Tool SOP		
Description:	This document outlines the monthly process to assure all agencies are utilizing the PPM Tool licenses they have purchased.		

Reconciling User Licenses in the PPM Tool

Standard Operating Procedure

1. General Statement of Purpose
 - 1.1. To assure all agencies are utilizing the PPM licenses they have purchased.
2. Scope
 - 2.1. This standard applies to PPM Tool administrators within the PMO.
3. Discipline
 - 3.1. Program Management
4. Terms and Definitions
 - 4.1. PPM – Project and Portfolio Management
 - 4.2. PPM License Tracker – A spreadsheet located on the J: Drive that displays the number of licenses purchased by each agency.
5. Discussion/Instructions
 - 5.1. Using the PPM Tool Workbench, record the number of Time Management Licenses and Project Management Licenses currently being used.
 - 5.2. Within the PPM Tool, search users by View and Full licenses, and record the number of results that come up.
 - 5.3. If the numbers from the Workbench are not one greater than the numbers in the PPM Tool, go into each system and search for all “View” users, and all “Full” users, separately.
 - 5.4. Compare the lists and find the errors.
 - 5.5. Make sure that the numbers from the Full and View licenses in the Workbench are one greater than in the PPM Tool.
 - 5.6. After reconciling the licenses from the Workbench to the PPM Tool, reconcile the number of licenses each agency is using with the number they have paid for.
 - 5.7. If the number of licenses being used is greater than the number paid for, the agency’s point of contact will need to be contacted and given the option to either purchase additional licenses or to remove access from the additional users.

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6. Roles and Responsibilities

- 6.1. PPM Tool Administrator – responsible for performing this procedure on a monthly basis.

7. Limitation or Implementation Notes

- 7.1. This procedure will require access to the PPM Tool and Workbench.
- 7.2. This procedure will require the user to have administrator access to the PPM Tool.
- 7.3. This procedure will require access to the PPM License Tracker, located at on the J: Drive.

8. Attachments

- 8.1. Reconciliation of Licenses in the PPM Tool User Guide

9. References

- 9.1. PPM License Tracker – located at **J: Drive < Function < PMO < PMO Admin < PPM Tool Administration < Licenses**