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Revised By:	Katie Williamson	Review Cycle/Date:	Annual
Reviewed By:	Katie Williamson	Reviewing Unit:	ISD/PMO
Title:	Creating a Report of Users by Agency in the PPM Tool SOP		
Description:	This standard outlines the procedure of creating a report listing users who are assigned to a specific agency and their licensing status.		

Creating a Report of Users by Agency in the PPM Tool

Standard Operating Procedure

1. General Statement of Purpose
 - 1.1. The purpose of this standard is to give each state agency currently in the PPM Tool a list of all users assigned to that specific agency and all of their users' licensing status.
2. Scope
 - 2.1. This standard is for all PPM Tool users.
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.
5. Instructions
 - 5.1. Use the PPM Tool to search resources by Business Segment and Business Unit (Agency).
 - 5.2. Export the list to an Excel document. This process will export all columns of the user information, even those columns not showing on the search screen.
6. Roles and Responsibilities
 - 6.1. PPM Tool user – To create a report of PPM Tool users by agency, as needed.
7. Limitation or Implementation Notes
 - 7.1. This procedure will require the user to have access to the PPM Tool.
8. Attachments
 - 8.1. Creating a Report of Users by Agency in the PPM Tool User Guide