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<b>Latest Version:</b>	1.0	<b>Revision Date:</b>	04/29/2015
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<b>Revised By:</b>	Joshua Graves	<b>Review Cycle/Date:</b>	Annual
<b>Reviewed By:</b>	Fonda Logston	<b>Reviewing Unit:</b>	PMO
<b>Title:</b>	Editing Dropdown Menus in the PPM Tool		
<b>Description:</b>	This document is the operating standard for editing dropdown menus in the PPM Tool.		

## Editing Dropdown Menus in the PPM Tool

### Standard Operating Procedure

1. General Statement of Purpose
  - 1.1. The purpose of this document is to outline the process of editing dropdown menus in the PPM Tool.
2. Scope
  - 2.1. Changes in the PPM Tool are made by the PMO, but may be requested by any customer with access to the PPM Tool.
3. Discipline
  - 3.1. Project Management Standards
4. Terms and Definitions
  - 4.1. Software Enhancement - A record of a change to an application or software for tracking purposes.
5. Instructions
  - 5.1. Customers request changes to dropdown menus in the PPM Tool, as needed, by creating a CRM Case.
  - 5.2. The PMO then analyzes the request to determine if the change should be made.
  - 5.3. If it is determined that the change should be made, the PMO creates a Software Enhancement in the PPM Tool.
  - 5.4. The PMO makes the change in the Development environment and migrates the change to the Test environment.
  - 5.5. The PMO verifies the change in the Test environment by selecting the changed field and verifying that the change is correct.
  - 5.6. The PMO then fills out a Change Request form and submits the form to HP by creating a case in HP MyAccount. HP migrates the change to Production. HP typically needs 3-5 days' notice to migrate changes. The PMO also completes the Change Ticket in the OMES-IS Change Management system with the exact date the change will occur.
  - 5.7. Finally, the PMO confirms the migration to Production was successful by selecting the changed field and verifying that the change is correct.
    - 5.7.1. If the change is correct, the PMO approves the change in HP MyAccount.
    - 5.7.2. If the change is not correct, the PMO rejects the change and documents the issue in the case. HP will then email the PMO when the change has been corrected.

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## 6. Roles and Responsibilities

### 6.1. PMO

- 6.1.1. Analyzes request for change to a dropdown menu.
- 6.1.2. Creates a Software Enhancement.
- 6.1.3. Makes the change in the Development and Test environments.
- 6.1.4. Submits the change to HP for migration to Production by creating a case in HP MyAccount.
- 6.1.5. Confirms the migration to Production was successful.
- 6.1.6. Completes the Change Ticket in the OMES-IS Change Management system.

## 7. Limitation or Implementation Notes

- 7.1. Access to the PPM Tool Workbench is required to edit the dropdown menus.
- 7.2. To have HP migrate changes from the Test environment to Production, the user must have an HP MyAccount.