Project Request System Updates

We are in the process of adding additional enhancements to the Project Request System. Some of these updates have already been deployed into production, and the others will be soon. Information on the following updates is provided below:

**Project Prioritization**

**Prioritize Projects**

**Prioritized Projects**

**Adding Criterion**

**Assigning a Delegate**

**Search**

**Spreadsheet Exports**

- Export to Cabinet Spreadsheet
- Export to Spreadsheet

**Project Prioritization**

*Prioritize Projects*

You now have the ability to place projects in a prioritized order. When you select the new *Prioritize Projects* tab your projects will be displayed. Until you begin prioritizing projects, they should all appear in the column on the right under “Unprioritized”. You can prioritize these projects, by dragging unprioritized projects into the prioritized projects list on the left. You can change a project’s priority by dragging it up and down in the prioritized projects list.

![Project Request System](image)

**Prioritized Projects**

The *Prioritized Projects* tab is available to any user that logs into the system. It presents a view that looks very similar to the page you used to prioritize the projects, except the user is unable
to move the projects on this page. An option to filter the projects by project sponsor is displayed at the top of the page. To filter the projects, select the preferred sponsor’s name in the drop down box and then click the filter button.

Adding Criterion

The project approval page has been updated to allow you to specify criterion for FTE generation, maximum benefits to students, efficiencies, and legal mandates. The metric used for specifying criterion is 1 (low) to 3 (high) or 0 (none). Use the drop down box to select the appropriate criterion.
Updating VE Replacement Construction

As Sponsor or as a Sponsor's Delegate for this project, you can approve this project for scheduling by ITS, or cancel it to prioritize other projects.

Content
The update message associated with your change.

Approve the project?
- ☐ Approve
- ☐ Decline

Set a priority
Low

FTE generation criterion

Maximum benefits to students criterion

Efficiencies criterion

Legal mandates criterion

Submit Update

Assigning a Delegate

You will notice that the text at the top of the approval page now reads “As Sponsor or as a Sponsor's Delegate for this project, you can approve this project for scheduling by ITS, or cancel it to prioritize other projects.” You can submit a request via the CPCC help desk to request someone be assigned as your delegate. Your delegate(s) will have the same ability to edit or approve projects that you have. They will not be able to prioritize projects.

Search

A search tab has been added to the right navigation. The system will search project titles, problem, current process and assigned team member names for the text entered in the search box. When entering a name, you will get the best results by specifying the first and last name. Please note that search and filters are separate features. Any filters you had previously applied will not affect the results returned by the search. Search text will also not affect the results displayed when the filter tab is selected.
Spreadsheet Exports

*Export to Cabinet Spreadsheet*
This is a new option that exports a summarized detail of the currently displayed projects. The button to select this has been added to the “My Projects” and “All Projects” listing pages.

*Export to Spreadsheet*
This spreadsheet export has been enhanced to provide improved formatting.