Contents:

Create Project Page

The Create Project page allows any user to request a project to be created in Work Program. These Requests will be reviewed and completed in a manner similar to all other Change Requests in PSEE. To view the Create Project Page, click on the Create Project hyperlink in the main menu in the top right corner of the screen.
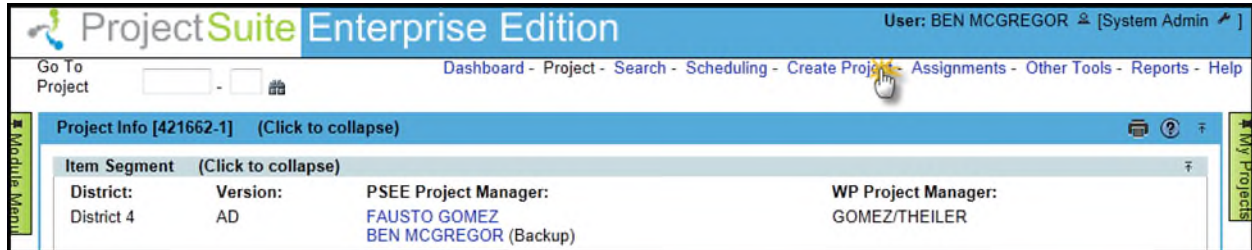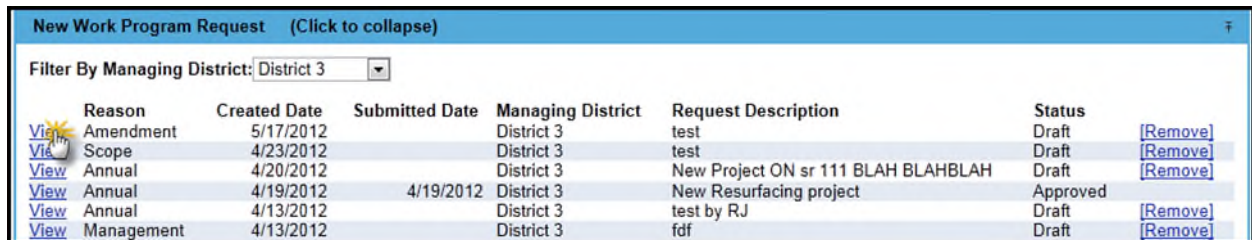

Work Program Request List

The primary display for the Create Project page consists of a list of Requests for the creation of Projects. This list may be filtered by District by selecting a specific district from the provided drop down list. When a new District is selected, the list will automatically repopulate with Request from the specified District.
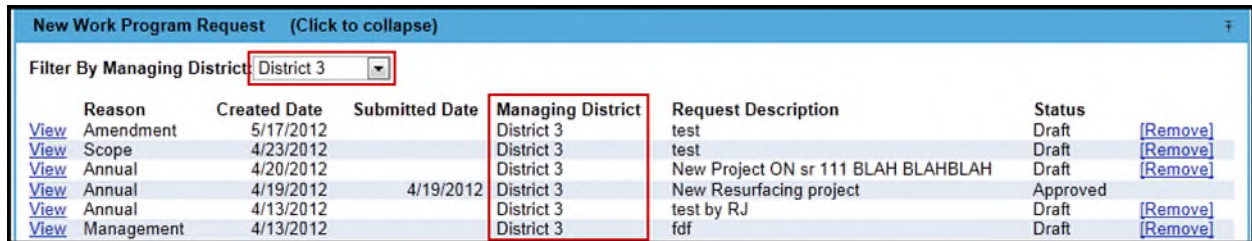
Viewing a New Work Program Request

Any user may view a New Project Request for any District. In order to view a Request, click on the View hyperlink on the left side of an entry for a Request in the Work Program Request List.

When viewing a New Work Program Request from a different District, only the information which has been entered by the Managing District will be visible. If, for example, nothing has been entered in the WP03 section, that section will not appear for districts other than the Managing District.

Creating a New Work Program Request

Any user may create a Request for a new Project to be placed in Work Program. In order to create a new Request, complete the following steps:

1. Click on the Add New Work Program Request hyperlink below the Project Request List. This will open a modal window.

2. Enter the Reason for the Request. This field is required.

3. If a Reason of Other was selected, a field for Other Reason Text will appear. This field is required.

4. Enter a description for the Request. This field is required.
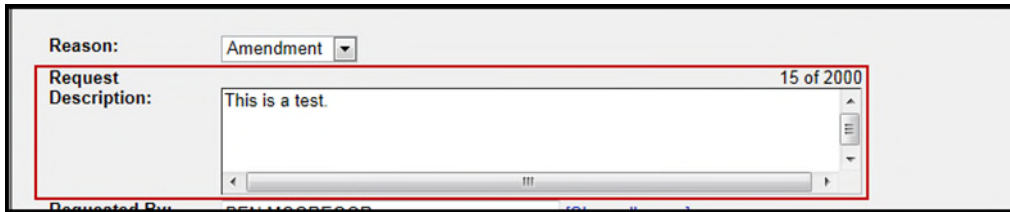

5. Enter the user who requested this new Project. By default, the user creating the Request will be entered. To enter another user, begin typing their name in the text box. When their name is displayed in the drop down box, click on it to enter it into the field. If their name does not appear, click on the **Show all users** hyperlink to the right of the text box to show users from all Districts.

6. If there are Workflows set up for creating Projects for the current user's District, the Change Request Workflow field will appear. If this is the case, select the appropriate Workflow from the drop down list.
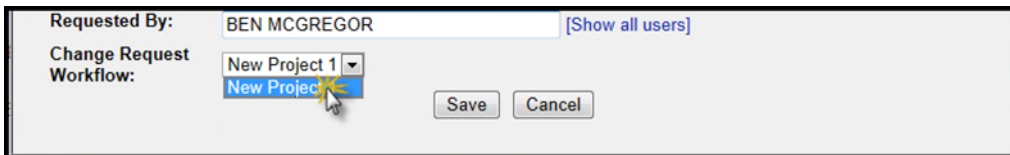
7. When all settings are satisfactorily entered, click on the **Save** button to create the new Request.
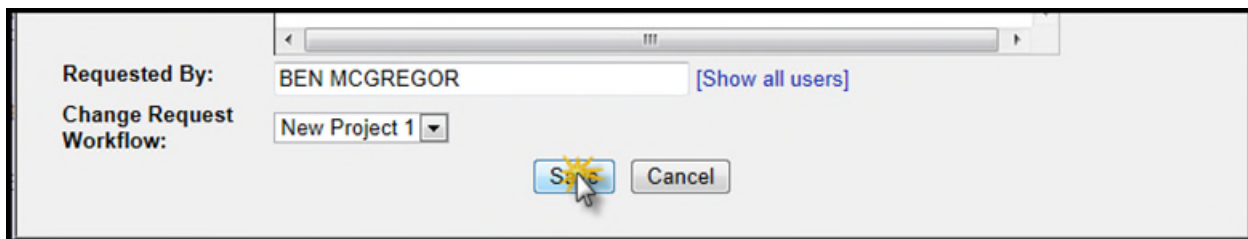
When the Request is created, that Request will be displayed, allowing for modification of the various fields present.

Modifying a New Work Program Request

Users in either the Managing District for a Request may modify the information present in a Request. Of special note: Users in Central Office may modify Requests for any Managing District. The modification process is exactly the same as that for Work Program Change Requests. For more information on

modifying this data, please read the "Creating a WP Change Request" section (and all sub-sections) of the WP (With Phases) Change Request Help Document.

Submitting a New Work Program Request

A New Work Program Request with at least one Reviewer Assignment may be submitted by a User in the same Managing District or Central Office. Submitting a Request enters it into the review process, alerting the first assigned Reviewer via an email, setting the first Reviewer Assignment to In Review and the rest to Pending, setting the Submitted Date for the Request to the current date, and setting the Request's Status to In Review. Before submitting a New Work Program request, a user needs to fill in some required fields (Managing District, Geographical District and County) in the **WP01: Item Segment Definition** section. To submit a New Work Program Request, click the Submit hyperlink in the top right corner of the section.

Withdrawing a New Work Program Request

A User in the Managing District of a New Work Program Request or Central Office may withdraw a Request in any status other than Draft, Approved, and Withdrawn. Withdrawing a Request indicates that it is no longer valid for consideration. In order to withdraw a Request, click the **Withdraw** hyperlink in the top right corner of the section.

The status of the Request will be changed to **Withdrawn** and the status of all Reviewer Assignments will be set to **Closed**.

Revising a New Work Program Request

At times, additional information may be needed for a New Work Program Request after it has been submitted. A User in the Managing District of a New Work Program Request or Central Office may revise a Request with a Status of Withdrawn. In order to set the Request to revision, click the Revise hyperlink in the top right corner of the section.

The Status of the Request will be changed to Revision and all Reviewer Assignments will have their Status set to Pending.

Rejecting a New Work Program Request

Once a Request has been approved, a User with the *Complete Work Program Change Request* Privilege may decide that the Request should not be completed. To do this, click on the **Reject** hyperlink in the top right corner of the section.

The Status of the Request will be set to Rejected.

Completing a New Work Program Request

Once a Request has been approved, a User with the *Complete Work Program Change Request* Privilege may complete the Request. Complete the following steps to accomplish this:

1. Click on the **Complete** hyperlink in the top right corner of the section. This will open a modal window.
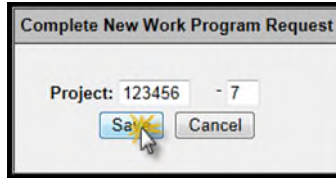

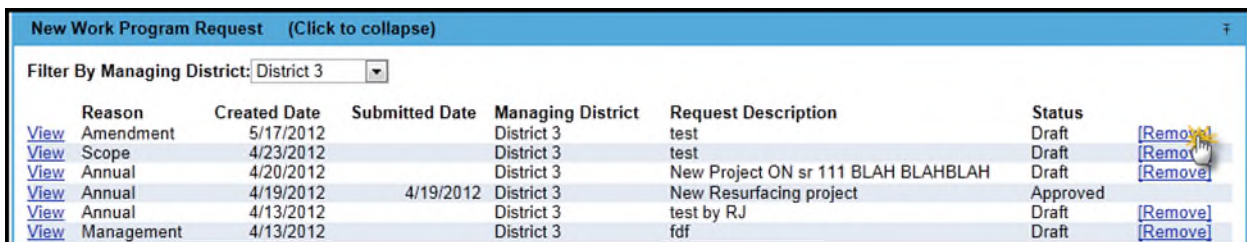2. Enter the Project Number for the new Project into the text boxes. This field is required.

3. Click the Save button to complete the Request.

Removing a New Work Program Request

New Work Program Requests may be removed if, and only if, they are in a Status of Draft. In order to remove a Request:

1. Click on the Remove hyperlink on the right side of the Request's entry in the Project Request List.

2. Click OK on the confirmation message to delete the Request.