# District Administrators – Assigning a Project Manager

Project Managers must be assigned for each Project. Making this assignment will give the Project Manager access to work within their Project. It is the responsibility of the District Administrator to assign Project Managers in ProjectSuite. In addition, backup Project Managers can be assigned. Backup Project Managers have the same access to PSEE as the Project Manager. Project Manager assignments can be made on individual projects, or on groups of projects. Backup Project Manager assignments can only be made on individual projects.

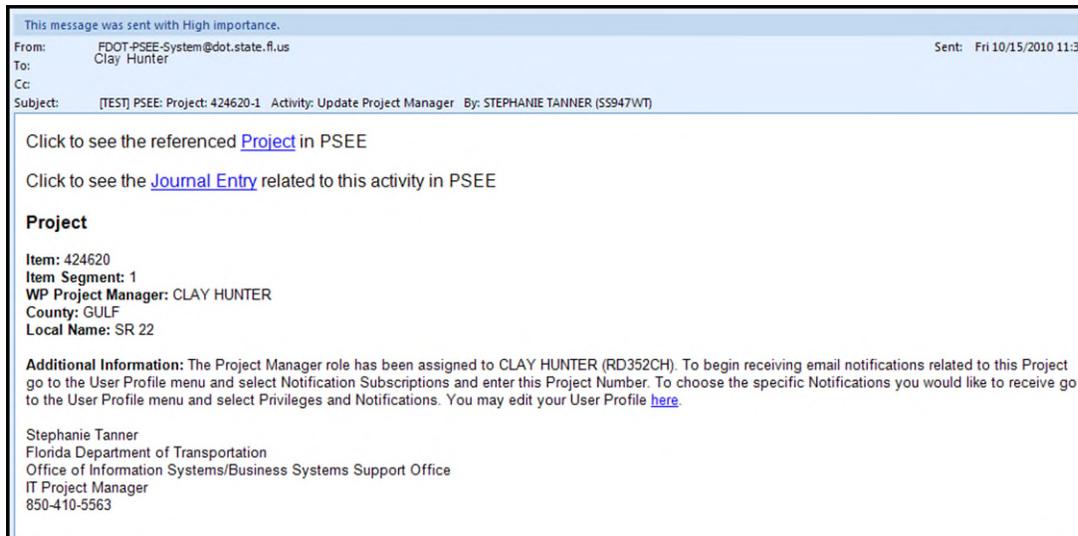## Assigning Project Managers to a Single Project

1. Select the Project which needs a Project Manager or Backup Project Manager assigned. The Project Manager and Backup are displayed in the Project Information Business Module.
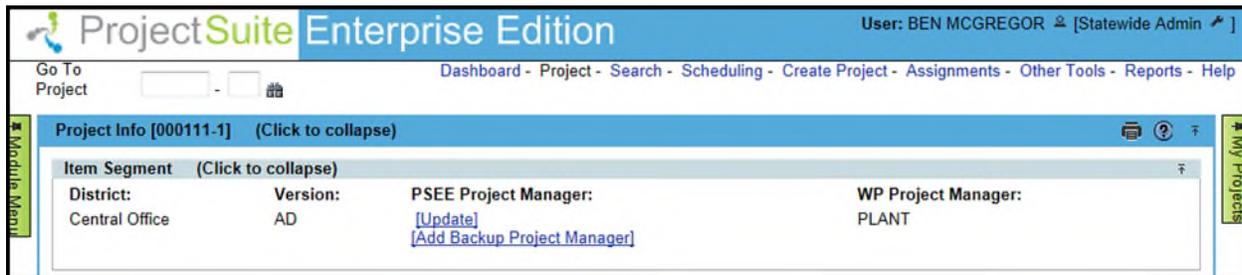
2. Select the **Update** link to add a PSEE Project Manager or **Add Backup Project Manager**.
3. Begin typing the first and/or last name of the Project Manager/Backup. A list will appear with all potential matches. *Note: This list is limited to only staff in your District. To select a Project Manager from all Districts select* [Show all users]. Select the correct person from the drop down and select **Save** to finalize your changes.
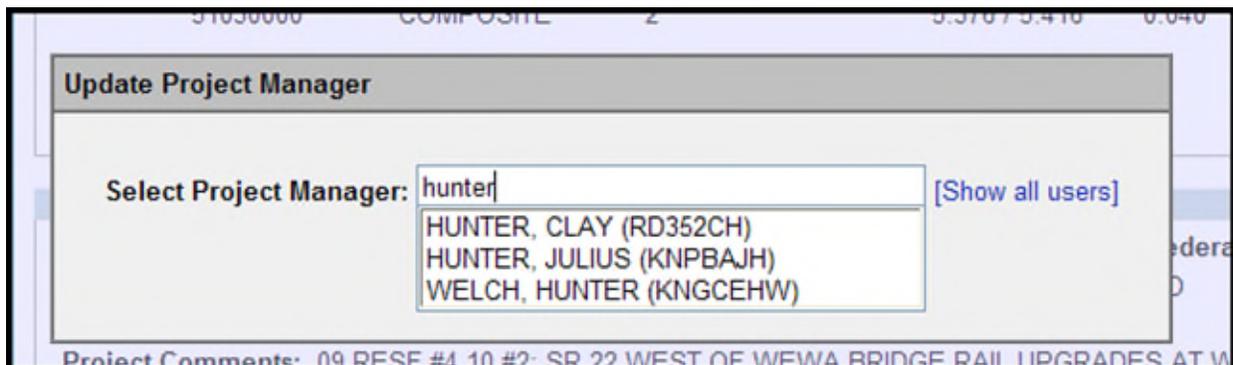
4. The system will send an email to the Project Manager letting them know an assignment has been made.

## Assigning Project Managers to a Group of Projects

You may search ProjectSuite for groups of Projects, and then assign a Project Manager(s) to the list of Projects that was provided. You can search by a wide range of criteria such as Project Status, PSEE Project Manager or Work Program (WP) Project Manager.

1. Click the ⚲ icon to the right of your name above the main menu to go to the Admin page. By default, you are taken to the User Privileges tab. Select the **Project Managers** tab.
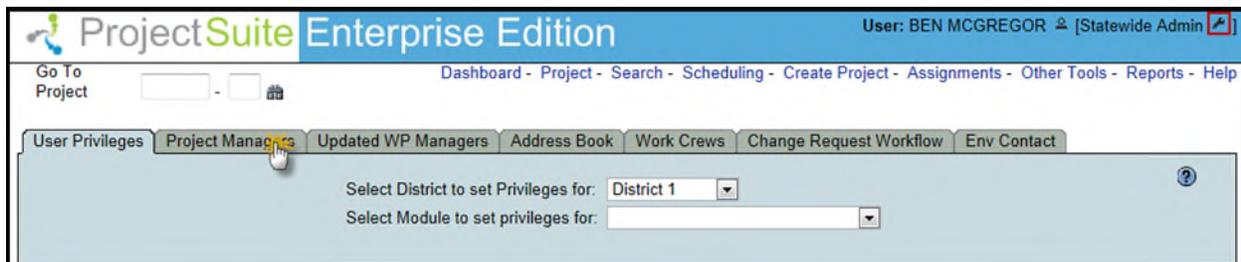

2. Search for Projects in the same way as with the Project Search. For more information on the Project Search, please read the Project Search Help Document. Select **Search** to see the list of matching Projects.

3. A list of all matching Projects is provided. To individually assign a Project Manager, begin typing the first and/or last name of the Project Manager in the PSEE Project Manager field. Select the correct name from the drop down and select **Save** at the bottom of the page to complete the assignment. ***Note****: You may make multiple individual assignments before selecting Save.*
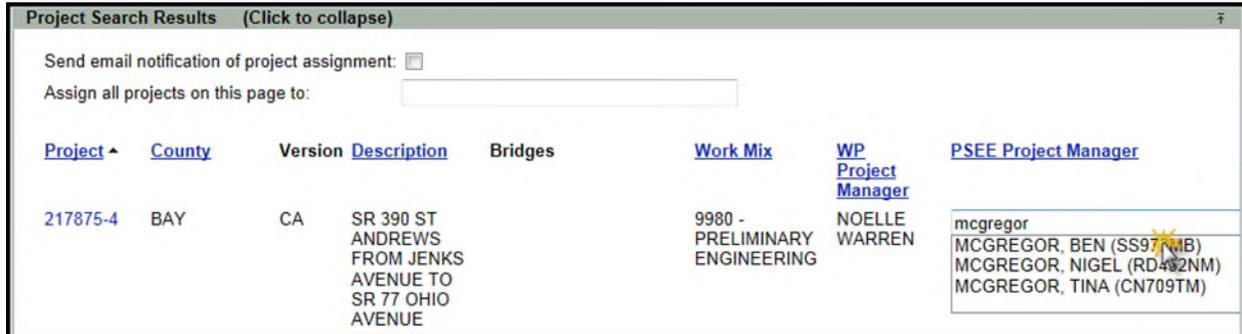

4. Once the change is saved, an email will be generated to the newly assigned PSEE Project Manager. If you do not want an email to be generated, deselect the **Send email notification of project assignment** field before saving.
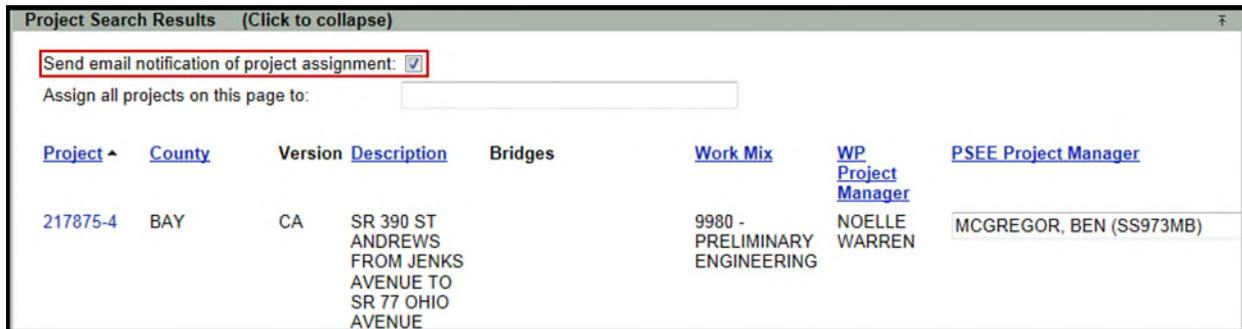
5. To assign ALL projects on the page to a single Project Manager, type the name of the Project Manager in the **Assign all projects on this page to** field. The screen will refresh placing the name you selected into the PSEE Project Manager field of every project on the page.

6. Use Clear to remove any PSEE Project Managers assignments that you do not want. You can also individually replace any that are wrong. Select **Save** to finalize your updates.

7. The system will generate an email to the new PSEE Project Manager.
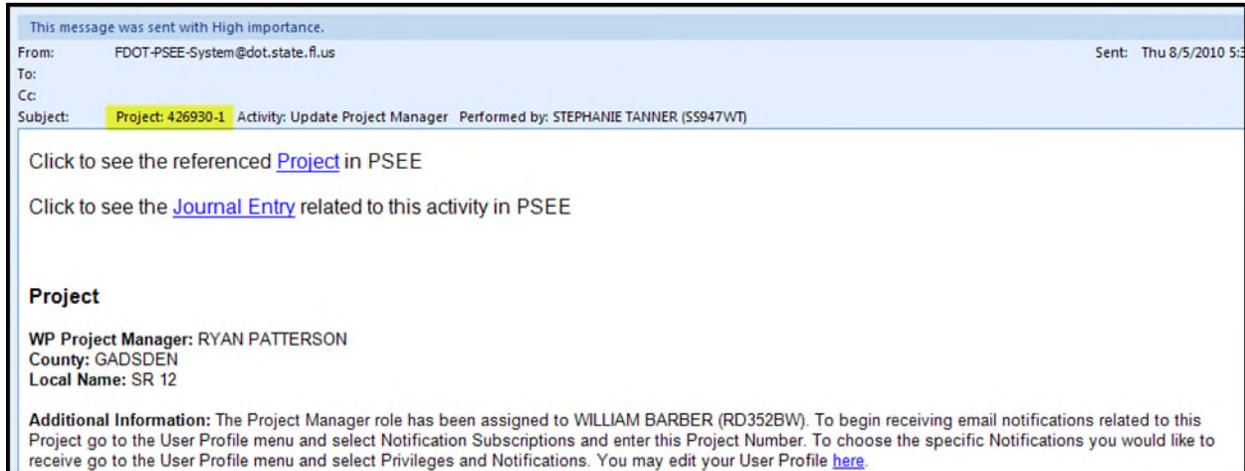
Removing a PSEE Project Manager

You may remove a PSEE Project Manager without assigning a new one.

1. Select the **Clear** hyperlink beside the Project Manager's name.
2. Select **Save** to finalize all updates.

For details on the default access given to Project Managers see the help document Privileges for Project Managers.