

# Project Portal Tool

## Project Portal Tool

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## Overview

*This documentation provides instructions on how to use [IS&T's internal PPM tool](#). The Tool allows project managers and directors to allocate resources and analyze current and future IS&T projects. The functions and capabilities of the tool are:*

- Create and submit ROMs to WPT
- Create a budget
- Create purchase orders
- Create status reports
- Add resources to projects
- Add project risk
- Add attachments
- Update status and scorecards
- Manage the portfolio with high level diagrams and charts
- Export data to excel
- Allocate resources to operational work

## WorkFlows

1. New Projects: All new projects go through the ROM and WPT process for approval
2. Approved - Minor Work: Data tabs that need to be updated: Summary, Phases
3. Approved - Non PMO: Data tabs that need to be updated: Summary, Phases, Resources, Financials
4. Approved - PMO: Data tabs that need to be updated: Summary, Phases, Resources, Financials, Risks, Status, Scorecards
5. Time Collection: Managers add budgets and resources mapped to budgets in the Project Portfolio Tool; Resources use MIT Time Collection tool to add their project and non-project time.

## User Guides

**ROM** - Create and submit a ROM

**Financials** - How to add budget items

**Resources** - How to add project resources

**Summary** - How to update project landing page

**Phases** - How to update project schedule

**Risks and Escalations** - How to add project risk and escalate issues

**Scorecards** - How to complete a scorecard and update status

**Close** - How to end a project

## URL's

**Project Portfolio Tool** - <https://istprojectportal.mendixcloud.com/index2.html>

**MIT Time Collection Tool** - <https://mittimecollection.mendixcloud.com/index2.html>

