Secure Source to Pay (SS2P)

Sourcing - How to Create and Manage a Project

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Creation of Folders and Projects

All activity within the web3 eSourcing application is contained within a folder structure. The purpose of Folders and Projects, that reflect your category management and procurement team structure, is to facilitate an organized system for your organization's sourcing and procurement activity, which can aid enterprise visibility, efficient document and knowledge management, and promote the ease of use. Folders and Projects can be associated with different entities set up in your business model structure.

Folders

Creating a New Folder

Folders are structured in a way similar to file directories; they provide containers to folders, sub-folders, and projects in such a way that allows easy user access to various documents as well as intuitive navigation.

To create a new folder:

1. Click the **Negotiations** button to see available options.
2. Navigate between the tabs: Folder Contents, Search All Negotiations, All Projects, and Project Archive.
3. Click **Add New Folder**.
4. Type in the **Folder Name** and **Folder Description**.
5. Check or uncheck the box for the Folder to inherit categories or tags, if necessary.
6. Click the **Create** button or **Cancel**.

Editing a Folder

1. Navigate to the **Folder** you want to edit.
2. Click the **Show Details** button.
3. Click the **Edit Details** button.
4. You can edit the Folder Name, Description, and/or Owners fields.
5. If necessary, associate tags with the folder by typing in the **Tags** search box and selecting **Add Tag**.
6. Click the **Tag** button.
7. Check the box to associate the tag or click **Remove Selected**.
8. Click **Save Folder Details**.

To move or Copy a Folder

To move or copy the folder:

1. Click the **Move** button to move the folder or the **Copy** button to copy the folder.
2. Select the destination folder from the popup folder branch display.
3. Click **Move** or **Copy**, or click **Cancel**.

Note: If a Top-Level Folder is copied into another Top-Level Folder it becomes a sub-folder. The newly created folder details will carry through the owner's name from the original Top-Level folder. The same principle applies to folders moved to another location within the system.

Projects
Projects are a convenient way to group negotiations for easy keeping, access, monitoring, and maintenance. Project folders can contain any number of Expressions of Interest, eRFx's, BAFO, Surveys, and eAuctions. You can link these in sequence or as stand-alone negotiations. You can archive **Closed** and **Awarded** negotiations to minimize their interference with activity still ongoing within the folder.

Creating a New Project
To create a new project:
1. Navigate to the **Negotiations** menu.
2. Click the folder name where you want the new project. If a project is created outside of the folder, it will be automatically stored in the Top level folder.
3. Click **Add New Project**.
4. Enter the **Project Name**.
5. Enter the **Description**.
6. Select the **Project Currency** and enter the **Baseline Value**.
7. Select the project reason from the dropdown.
8. The **Owner** and **Date Created** fields are filled automatically. You can modify the Owner name in **Edit Project Summary** once created.
9. If necessary, associate tags by using the search box and clicking **Add Tag**.
10. Click the tag.
11. Check the box to associate the tag or click **Remove Selected**.
12. Click **Save Project Details** to save or **Cancel Modifications** to cancel.

Accessing and Editing a Project
Once you enter the basic set of project details and saved, the **Project View** screen becomes visible. Click the **Project Name** link to open the summary.

The screen shows the following:
- **Navigation bread crumb trail:** Shows where the user is within the folder structure, and allows navigation back through the folders.
- **Move to Archive:** Moves the entire project to the **Archive** folder.
- **Copy to Best Practice Folder:** Copies project to the Best Practice Folder.
- **Edit Project Summary:** Allows you to edit the project summary, except for the creator and creation date.
- **Project Summary**: Shows high level project information entered upon its creation.
- **Activity tabs**: Events, Financial, Sequences, Team, Project Process, Project Plan, Public Notices, and Archive.

Edit Project Summary
1. Click the **Edit Project Summary** button.

2. The following details modifiable: Project Name, Description, Project Currency, Baseline Value, Project Is For, Owner, and Tags fields. Complete any edits.
3. Click **Save Project Details** or **Cancel Modifications**.

Manage Project Activity Tabs

Within the Project Folder there are a number of tabs:

- **Events:** Lists all active events contained within the project.
- **Financial**: Lists all financial information for the Project to indicate how this project performed financially. It may be the base line price or the price you currently pay right through to savings achieved.
- **Sequences:** This tab allows for the creation of automated flows for eRFx or auctions. You can create any number of sequences incorporating any number of events, however you can only include a particular event in a single sequence.
- **Team:** Any web3 eSourcing users available for that entity can be added as team members to the Project Folder. A responsibility can be assigned to Negotiation Deputy or Consultant.
- **Project Process:** These are client-defined and are subject to commercial discussions. The default offering includes OJEU process requirements.
- **Project Plan:** This tab allows for the creation of a project plan of activities and milestones for the Project Folder.
- **Public Notices:** This tab allows editing and publication of public notices linked to procurement process regulations.
- **Archive:** This tab allows for the archiving of Project Folder events. You can recover archived events.

Manage Events

On the Manage Events landing page shows the following information:

- **Event Name:** Click the event name to view and edit the existing negotiation within the folder.
- **Description**
- **Type**: Indicates the sourcing type of the event.
- **Status**: Shown in table below.
- **Created**
- **Replies**: Number of supplier responses received. Click the replies to view the monitoring page of the negotiation.
- **Create New Negotiation** button
- **Activity Options** are dependent on the event status. Please see options in table below.

Status	Action Option	Description
Draft	Preview Send for Review Delete	View questionnaire in PDF Sends negotiation for review Deletes negotiation

Waiting for Review	Preview Publish Delete	View questionnaire in PDF Publishes negotiation to supplies Deletes negotiation
Open for Bidding	Preview	View questionnaire in PDF
Closed for Bidding	Preview Award	View questionnaire in PDF Award negotiation
Awarded	Archive	Archive negotiation
Archived	Un archive	Remove negotiation from archive

Create a New Negotiation

1. Enter **Negotiation Name** and **Description** fields.
2. Select the **Negotiation Type** from the dropdown.
3. Select the **Event Classification** option from the dropdown.
4. Choose the **Time Zone** from the dropdown.
5. Select option from the **Progress From** dropdown to define the start.
6. Select the **Open Date** and **Closing Date** (date and time).
7. Click **Save Negotiation** or **Cancel**.

Edit Financial Information

1. Click the **Financial** button to view all financial information for the project.
2. Select **Edit Financial Information**.
3. Type the values known and relevant to the project.
4. Click the **Save** button or **Cancel** button.

Manage a Sequence

You can create a sequence of negotiation documents, eRFx's or eAuctions at any stage. For a supplier to progress automatically through the sequence, they must exceed the set pass mark percentage set for the eRFx. In the case of eAuctions, the start timings of the auction sequence are linked with a set delay between the end of one and the start of the subsequent auction.

To add a sequence:

1. Click **Sequences** tab.
2. Click **Add Sequence**.
3. Type in the **Sequence Description**.

4. Select **Documents** or **Auction** option from the **Sequence Type** dropdown.
5. Click the **Add** button or the **Cancel** button.

Sequence Tab – Documents

To add a document:

1. Click the **Edit Sequence** button.
2. Select **Modify Sequence Summary**.
3. Click the **Add Document** button.
4. Select **Document** from the dropdown.
5. Enter the pass mark **% Required Document Score** for the document or leave blank.
6. Click **Add to Sequence** or **Cancel**.

Sequences Tab – Auction

To add an auction:

1. Click the **Edit Sequence** button.
2. Select **Modify Sequence Summary**.
3. Click the **Add Auction** button.
4. Select **Auction** from the dropdown.
5. In the **Wait** delay from previous auction finish, type in the delay time in minutes (if applicable).
6. Click **Add to Sequence** or **Cancel**.

Notes:

- Add as many auctions to the sequence as required. You can change the order of the auctions by using the move up or move down buttons.
- Once you create a sequence of auctions, the start/finish times of the auctions in the sequence become linked. Any changes made to the date and time of an auction in the sequence changes the timings of the subsequent auctions. Additional control options are available for auctions that are included as part of a sequence.
- There is a **Calendar** widget on the dashboard showing the start and end dates of published events to Buyers and Suppliers. There is also a dedicated page for calendar items that allows users a larger view of all calendar items.

Team Tab – Auction

To add a team member:

1. Click the **Team** tab.
2. Click **Add Team Member**.
3. Select the **Name** and choose their responsibility from the dropdown.
4. Click the **Add** button or **Cancel** button.
5. Once you add the team member, click the **Edit** button or **Remove** button if necessary.

Project Process Tab

Some companies that do not operate in the public sector choose to hide this tab. Select a regulatory process framework **OJEU** or business rules process flow.

Project Plan Tab

1. Click the **Project Plan** tab.
2. Create a plan from a template by clicking **Template** button or click the **Create Project Plan** button.
3. If necessary, **Import** or **Edit** from the **Template Library**.
4. Select the **Start Date**.
5. Click the **Import** button to import.
6. Edit the import activity by clicking the **Edit** button.
7. Click the **+** button to add a new activity.
8. If necessary, click the down or up button.
9. Click the **Export** button to download to MS Project or MS Excel.
10. Select the project view required: **List View**, **Flow View**, or **Gantt Chart**.

Note: In the Sourcing application, you can only add to and apply from Sourcing Templates.

You can create and store Sourcing Project Plan templates in libraries:

- **Global Library:** available to all users
- **My Library:** only available to the user

Public Notices Tab

The Public Notices functionality allows for the submission of procurement notices to defined electronic publication organizations.

Archive Tab

To archive a project:

1. Click the Archive tab.
2. Click the **Move to Archive** button.

Move or Copy a Project

To move or copy a project:

1. Click the **Move** button or **Copy** button.
2. Select the destination folder from the pop-up folder display.
3. Click the **Move** button, **Copy** button, or **Cancel**.

Project Management

The project management functionality allows the creation of tasks and milestones for the project that you can link to dates, users, and files. It provides the ability to plan and complete project activities using the system that guides the users throughout the set project stages and ensures all project-related activity and documentation is stored in one central location.
You can create sourcing project plans, where sourcing events get automatically populated within the project following their creation and additional project components that happen outside of the system can also be added.

The project management functionality is currently available in a number of areas of the sourcing suite of applications for buyer side users:

- Sourcing - Project Folders
- Contract Management
- Process Specific Dashboards

Sourcing – Project Folder – Project Plan

Creation of a Project Plan

The functionality available to create a Sourcing project folder/ Project Plan is available from their respective tabs, and allows the following activities:

- Creation of a Project Plan – single plan per Project Folder.
- Application of a Project Plan Template.
- Automatic addition of Events listed in the Project Folder Documents tab to the Project Plan.
- Creation of Activities, Milestones, and Groups.
- Ability to change the order of the activities upwards or downwards in the listing.
- You can edit Activities.
- You can view the project as:
    - List of project steps
    - Sequential Flow view
    - Gantt chart
- Expand or Collapse all groups.
- Smart sort allows users to sort activities by date and predecessors.
- Export project activities to MS Project or Excel.

Project Plan Activities

The Project Management functionality allows for the creation of:

- Task
- Milestone
- Group

Project Plan Tasks and Milestones have the following attributes:

- Name: alpha numeric entry
- Description: optional alpha numeric entry
- Timing: optional select timing options
- Task Group: optional select group
- Predecessors: optional select multiple task predecessor
- Completion %: optional numeric entry
- Attachments: optional file attachment
- Resources: optional selection from buy side Sourcing users

Task Groups have the following attributes:

- Name: required alpha numeric entry
- Description: optional alpha numeric entry
- Task Group: optional selection

Project Management Export

You can export the project structure created in a number of formats for import into other tools. The export options are:

- XLM download format for import to MS Project Manager
- Excel 2007 and above export (.xlsx)
- Excel export (.xls)

Export to Excel

You can export the project tasks to Excel, enabling users to further manipulate dates, tasks. or details on the project plan.

Export to MS Project

You can export project tasks to MS Project, so they can further manipulate or merge with other projects already saved within the MS Project.

Project Templates

The project management function allows the creation of project templates that can provide a defined business process to be applied to a Sourcing Project Folder or a Contract Record.

You can create templates from existing project plans via a template functionality or from within the template editor. Users have the option to add to the Project Template Library, copy from the library, or edit the library.

Please see the Project Plan Tab section for information on libraries.

On entering the Project Plan tab and selecting the Template option the following functional options become available:

- Import from Template Library
- Create New Template
- Edit Template from Library

Import from Template Library

The Import Template function allows:

- Setting of the Project Start date
- Selection of Template from:
  - My Library
  - Global Library

The import of the template will overwrite the current project plan.

Create New Template

The new template functionality allows the creation of multiple templates. The available functionality:

- **Name**: Mandatory
- **Description**: optional
- **Library**: Mandatory
- **View after creation**: Optional

By default, the new template uses the project plan contained within the Project Folder. If the **View after creation** option is checked, you can edit the template before saving.

Edit Template from Library

In creating or editing a template, you can add activities for the creation of a standard Project Plan. The significant difference is in creating a Project Template, dates are not set but applied when the start date is applied. The **Timing** options are:

- Not Set
- Off set only: days and time
- Off Set and Duration: days, time and duration options
- Duration Only: duration options

General Features

Users can select predecessor tasks to help order tasks and display a fluid Gantt chart. Each task is allocated a task number and you can insert additional tasks at relevant points. The smart sort function also looks at dates and dependencies, organizing tasks into a *best-fit* sequence.

Grouping of Tasks

You can group tasks together within a project. When a user adds a new activity, the user can select a group or can add an independent to a selected group. These grouped tasks then display in sections on the flow chart and Gantt chart views.

Visual feature

An example of the Gantt chart display:
An example of the Flow View display:

Project Management activities added to Calendar widget

The calendar of activities includes data from **Project Management** and **Contract Management**. This is in addition to existing functionality which displays sourcing event data within the calendar. This allows users to have a wider view of all the activities they are involved in.