
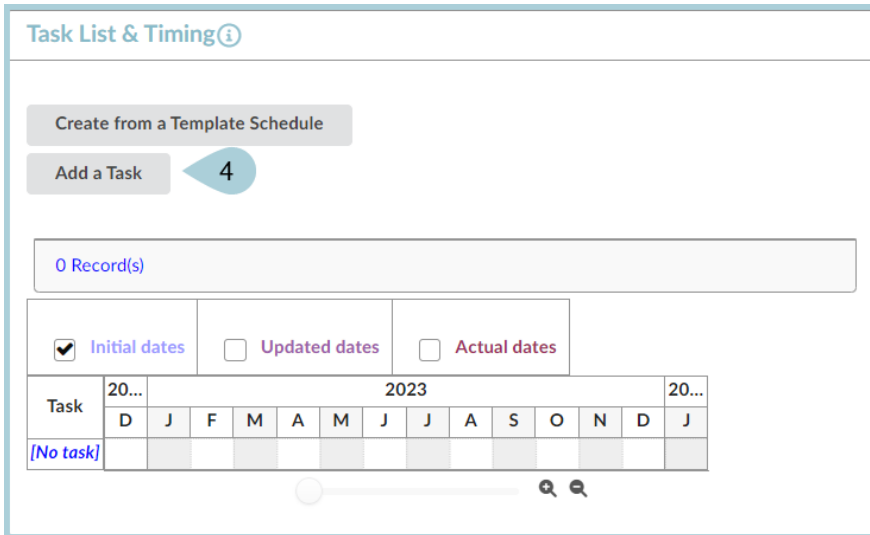


Project Schedule

This document is a quick reference guide for Procurement Officers who wish to set up a project schedule in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

APP Project Schedule

1. From any page in APP, select **Sourcing Projects** from the Sourcing drop-down menu.
2. Search for the solicitation you wish to edit, then click the **Pencil**  icon to open it.
3. Click the **Project Schedule** left side tab.
4. Click the **Add a Task** button in the Task List & Timing section to create a new task.



5. Complete the fields on the **Edit task** pop-up as follows:
 - a. Sourcing Steps (optional): Select from the drop-down menu the task that's being added to the Project Schedule
 - b. Code (mandatory field) is assigned by default
 - c. Step (mandatory): Title of the task
 - d. Type (mandatory): Select from the drop-down menu the type of action
 - e. Status (optional): Select from the drop-down menu the status of the task
 - f. Manager (mandatory): Select from the drop-down menu the Project Team member who is managing the task
 - g. Assigned to (optional): Select from the drop-down menu the Project Team member that is being assigned/delegated to the task
 - h. Description (optional): Additional information
 - i. Parent Task (optional): Allows for tasks to be linked
 - j. Previous Task (optional): Allows for tasks to be linked

Information

Sourcing Steps

Code* Step*

Type* Status

Manager* Assigned to Internal only

Description en

Parent Task Initial Workload

Previous Task Real updated load Progress %

- k. Initial Start / End Date (mandatory): Select the initial planned dates
- l. Revised Start / End Date (optional): Select the revised planned dates
- m. Actual Start / End Date (optional): Select the actual dates when the task was completed

Task dates

	Begin date	End date	Duration (days)
Initial	Initial Start Date* <input type="text"/>	Initial end* <input type="text"/>	Duration ⓘ <input type="text"/>
Updated	Revisited Start Date <input type="text"/>	Updated end date <input type="text"/>	Revisited Duration ⓘ <input type="text"/>
Actual	Actual Start Date <input type="text"/>	Actual End Date <input type="text"/>	Duration ⓘ <input type="text"/>

- n. Once completed, click **Save & Close**

6. Once back on the Task List & Timing section, click **Add a Task** for each task of the process. The summary screen appears as follows:
 - a. To edit any information regarding a task, click on the pencil icon, or the task timeline link.
 - b. For calendar visual, click the + or - magnifier at the bottom of the calendar.

The screenshot displays the 'Task List & Timing' interface. At the top right, there are 'Save & Close' and 'Save' buttons. Below the header, there is an 'Add a Task' button. The main area contains a table with columns: Type, Step, Description, Manager, Assigned to, Initial Start Date, Initial End Date, and Initial Workload. Three tasks are listed: 'Review Sourcing Information', 'Setup Teams', and 'Complete Solicitation Requirements'. Each task is assigned to 'Sullynna MVULA' and has specific start and end dates. Below the table, there is a summary '3 Record(s)'. At the bottom, there are radio buttons for 'Initial dates', 'Updated dates', and 'Actual dates'. A calendar view for 2023 is shown with columns for 'J', 'J', and 'A'. A magnifier icon is visible in the calendar area.

7. Click **Save** before moving on to the next tab.

Resources

Click the link below for more information on the Sourcing Project creation processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/source-contract-qrgs-176>