
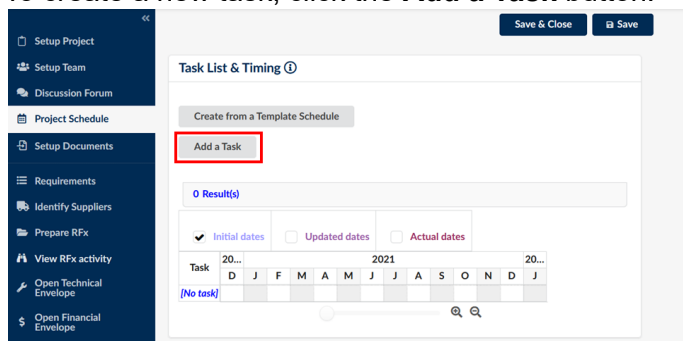


Project Schedule

This document is a quick reference guide for procurement officers who need to set up a project schedule within 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 and then click the **Pencil**  icon to open it.
3. Navigate to the Project Schedule tab on the left hand side.
 - a. To create a new task, click the **Add a Task** button.



4. Complete the fields as follows:

The screenshot shows the task configuration form with the following fields labeled with letters:

- Information**
 - Sourcing Steps: **a**
 - Code: **b**
 - Step: **c**
 - Type: **d**
 - Status: **e**
 - Manager: **f**
 - Assigned to: **g**
 - Description: **h**
 - Parent Task: **i**
 - Initial Workload: [text input]
 - Previous Task: **j**
 - Real updated load: [text input]
 - Progress: [text input] %
- Task dates**
 - Initial: Begin date (Initial Start Date **k**), End date (Initial end **k**), Duration (days) (Duration)
 - Updated: Revisited Start Date (**l**), Updated end date, Revisited Duration
 - Actual: Actual Start Date (**m**), Actual End Date, Duration
- Comments**
 - Comment: [text input]
 - Click or Drag to add files [button]
 - Save [button]

- 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 that 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
- 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

5. Click **Add a Task** for each task of the process. The summary screen appears as follows.
 - a. The tasks are listed under the Label column on the right side of the screen, and within the Tasks column on the calendar graph.
 - b. To edit any information regarding a task, click on the pencil icon.
 - c. For calendar visual, select the checkboxes of the desired timelines to appear concurrently as overlapping graphs.

Task List & Timing ⓘ

Add a Task

Type	Description	Manager	Assigned to	Initial Start Date	Initial End Date	Initial Workload	Progress	Previous Task	Delay	Order	Status	Label
	Action	Ana SOSTARIC (P)	Ana SOSTARIC (P)	1/4/2021	1/5/2021	Days	%			1	Initialized	Setup Team
	Action	Ana SOSTARIC (P)		1/7/2021	1/8/2021	Days	%			2	Scheduled	Select supplier codes
	Action	Ana SOSTARIC (P)		1/7/2021	1/8/2021	Days	%			3	Scheduled	Complete solicitation requirements

3 Result(s)

Initial dates
 Updated dates
 Actual dates

Task

2021
JANUARY

Task	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Setup Team	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
Select supplier codes																																
Complete solicitation requirements																																