

HP Project and Portfolio Management Center

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HP Portfolio Management Configuration Guide

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This manual's title page contains the following identifying information:

- Software version number, which indicates the software version
- Document release date, which changes each time the document is updated
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PPM Center is an integrated part of the HP BTO Operations version 9 portfolio. Using this version number aligns PPM Center with other products that are releasing in the same time frame. PPM Center 9.10 builds on PPM Center 8.0x and is an extension of that product version family. Product releases within the HP BTO Operations version 9 portfolio will feature shared technology, common platforms, integrations, solutions, upgrade tools, and professional services offerings.

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1 Getting Started with HP Portfolio Management Configuration

Introduction to HP Portfolio Management

HP Portfolio Management is an HP Project and Portfolio Management Center (PPM Center) application that provides a real-time view of your IT investments and supports your strategic, financial, functional, and technical governance requirements. HP Portfolio Management helps you align your IT proposals, current projects, and established assets with your business strategy and thereby maximize the value of both new initiatives to expand and transform your business and existing applications that run your business.

HP Portfolio Management allows business and IT stakeholders to collaboratively govern your IT investments with appropriate levels of review and approval. HP Portfolio Management monitors the lifecycles of entities—proposal justification and review, project initiation, execution, deployment, and benefits realization. HP Portfolio Management enables stakeholders to make better portfolio decisions by analyzing what-if scenarios using easy-to-build scenario comparisons, including running automated scenario optimizations according to objectives you specify.

You can configure various portfolios as sets of proposals, projects, assets, programs, and subportfolios you select.

In this document, the term “lifecycle entity” is used to mean a proposal, a project, or an asset, and “lifecycle entities” are any combination of proposals, projects, and assets.



Each of these types of lifecycle entities can be created from scratch, but typically a proposal automatically becomes a project upon approval of the proposal and the project automatically becomes an asset upon completion of the project, depending on the configuration of the request types.

Chapter 1, *Getting Started with HP Portfolio Management Configuration*, on page 9 (this chapter) provides an introduction to configuring HP Portfolio Management and a list of other information related to HP Portfolio Management.

Overview of Configuring HP Portfolio Management

HP Portfolio Management can be configured in the following ways:

- You can configure preferences that apply to scenario comparisons for the tracking of categorization by project class and asset class and for the tracking of financial metrics—nominal return, net present value (NPV), and a custom value, as described in [Chapter 2, *Configuring Global Portfolio Management Settings*, on page 13](#). (You define the custom value as described in [Chapter 5, *Configuring a Custom Financial Metric*, on page 53](#).)
- You can configure which of the PFM request fields users can display as columns on the **Proposals/Projects/Assets** tab in portfolios, as described in [Chapter 2, *Configuring Global Portfolio Management Settings*, on page 13](#).
- You can customize the provided lifecycle entities, and you can create new custom lifecycle entities, as described in [Chapter 3, *Customizing Lifecycle Entities*, on page 19](#).
- You can use the lifecycle entity processes (workflows) provided by PPM Center, and you can customize them to suit your business needs, as described in [Chapter 4, *Customizing Lifecycle Entity Processes*, on page 39](#).
- You can define a custom financial metric of your choosing to measure the success of your portfolios, as described in [Chapter 5, *Configuring a Custom Financial Metric*, on page 53](#).
- You can use the qualitative scoring key provided with HP Portfolio Management to rate lifecycle entities, and you can customize the scoring key to suit your business needs, as described in [Chapter 6, *Adjusting the Scoring Key*, on page 57](#).

- You can use licenses, security groups, and access grants to control the HP Portfolio Management capabilities provided to users, as described in [Chapter 7, *Configuring Licenses, Security Groups, and Access Grants*, on page 73](#).
- As described in [Chapter 2, *Configuring Global Portfolio Management Settings*, on page 13](#), you can specify the options to display nominal return and net present value (NPV) in various contexts. [Appendix A, *Financial Metrics*, on page 83](#), provides details about how PPM Center calculates nominal return and NPV.
- You must run a script to establish an appropriate set of periods that cover a range of fiscal years.

You can accommodate use of a fiscal year that differs from the calendar year or that uses retail calendars. Timelines in financial summaries and scenario comparisons in HP Portfolio Management and calendars elsewhere in PPM Center are adjusted accordingly. See the *Generating Fiscal Periods* document.



If PPM Center was upgraded from version 8.00, previously generated periods are preserved. The script can generate fiscal periods for multiple languages at the same time.

Related Information

The following documents also include information related to configuring HP Portfolio Management:

- *HP Portfolio Management User's Guide*
- *Upgrade Guide*
- *Generating Fiscal Periods*
- *HP Demand Management Configuration Guide*
- *HP Project Management Configuration Guide*
- *Installation and Administration Guide*

- *Security Model Guide and Reference*
- *HP-Supplied Entities Guide* (includes descriptions of all portlets, request types, workflows, and reports)

Other more general information of interest is available in the *Getting Started* guide.

2 Configuring Global Portfolio Management Settings

Overview of Configuring Global Portfolio Management Settings

This chapter discusses general settings that must be configured before using HP Portfolio Management. To use scenario comparisons in the ways that are meaningful to your organization, you can configure your desired scenario comparison tracking preferences and categorization preferences. To track lifecycle entities in portfolios as desired, you can configure which PFM request columns users can display in the table on the **Proposals/Projects/Assets** tab of portfolios.

Setting Financial Metric Tracking Preferences for Scenario Comparisons

Select the financial information you would like HP Portfolio Management to track in scenario comparisons. You can track any combination of the following metrics related to your proposals, projects, and assets:

- **Nominal Return.** For a definition, see *Total Nominal Return* on page 83.
- **NPV (Net Present Value).** For a definition, see *Net Present Value (NPV)* on page 84.
- **Custom value.** A custom value is a metric you define for use in scenario comparisons. For more information on configuring the custom value, see *Configuring a Custom Financial Metric* on page 53.

The selected metrics are tracked and used for analyses in scenario comparisons. Only fields and graphics related to the selected metrics are displayed.

To specify the financial metrics to track in HP Portfolio Management:

1. Log on to PPM Center.
2. From the menu bar, select **Open > Administration > Portfolio Management > Configure Portfolio Management**.

The Configure Portfolio Management page opens.

Configure Portfolio Management

Scenario Comparison Tracking Preferences

Track the following financial metrics:

☒ Nominal return

☐ Net Present Value

☐ Custom Field Value

Scenario Comparison Categorization Preferences

Proposals, Projects and Assets are categorized by:

☒ Project Class

☒ Asset Class

Configure Columns for Portfolio Proposals/Projects/Assets Tab

Available Columns	Selected Columns
Actual Complete Date	Name *
Actual Start Date	
Annual Maintenance Cost	
Approved Proposal Snapshot	
Architecture Risk	
Asset Class	
Asset Dependencies	
Benefits Manager	
Business Case Doc	

Note: Columns followed by an asterisk (*) cannot be removed from the display.

Done Cancel

3. Use the check boxes in the **Scenario Comparison Tracking Preferences** section to select the desired financial metrics.
4. Click **Done**.

Setting Categorization Preferences for Scenario Comparisons

You can arrange proposals, projects, and assets in scenario comparisons according to the following categories:

- Project Class
- Asset Class

Only the filter fields and graphs related to the selected categories are displayed in scenario comparisons.

To specify the categories to track in scenario comparisons:

1. Log on to PPM Center.
2. From the menu bar, select **Open > Administration > Portfolio Management > Configure Portfolio Management**.

The Configure Portfolio Management page opens.

The screenshot displays the 'Configure Portfolio Management' interface. It is divided into three main sections:

- Scenario Comparison Tracking Preferences:** This section asks to 'Track the following financial metrics:' and includes three checkboxes: 'Nominal return' (checked), 'Net Present Value' (unchecked), and 'Custom Field Value' (unchecked).
- Scenario Comparison Categorization Preferences:** This section asks 'Proposals, Projects and Assets are categorized by:' and includes two checkboxes: 'Project Class' (checked) and 'Asset Class' (checked).
- Configure Columns for Portfolio Proposals/Projects/Assets Tab:** This section contains two lists of columns. The 'Available Columns' list includes: Actual Complete Date, Actual Start Date, Annual Maintenance Cost, Approved Proposal Snapshot, Architecture Risk, Asset Class, Asset Dependencies, Benefits Manager, and Business Case Doc. The 'Selected Columns' list currently contains only 'Name *'. A note states: 'Note: Columns followed by an asterisk (*) cannot be removed from the display.' At the bottom right of this section are 'Done' and 'Cancel' buttons.

3. Use the check boxes in the **Scenario Comparison Categorization Preferences** section to select the desired categories.
4. Click **Done**.

Configuring Columns for Proposals/Projects/Assets Tab in Portfolios

You can configure which PFM request fields users can display as columns on the **Proposals/Projects/Assets** tab in portfolios. The full set of fields that you can allow users to display is the combination of all the request fields in the PFM - Proposal, PFM - Project, and PFM - Asset request types. From this set, you configure (select) a subset of columns. From that subset, each user can choose to show or hide particular columns in particular portfolios, and those user choices persist across login sessions until the user changes them again.

In at least one of the PFM request types, fields that you want to make available for display must be configured (in the PPM Workbench) with both the **Display on Search and Filter** option and the **Display** option set to **Yes**.

To configure which columns are available for display in the table on the **Proposals/Projects/Assets** tab:

- 1. Log on to PPM Center.
- 2. From the menu bar, select **Open > Administration > Portfolio Management > Configure Portfolio Management**.

The Configure Portfolio Management page opens.

Configure Portfolio Management

Scenario Comparison Tracking Preferences

Track the following financial metrics:

☒ Nominal return

☐ Net Present Value

☐ Custom Field Value

Scenario Comparison Categorization Preferences

Proposals, Projects and Assets are categorized by:

☒ Project Class

☒ Asset Class

Configure Columns for Portfolio Proposals/Projects/Assets Tab

Available Columns

Actual Complete Date

Actual Start Date

Annual Maintenance Cost

Approved Proposal Snapshot

Architecture Risk

Asset Class

Asset Dependencies

Benefits Manager

Business Case Doc

Selected Columns

Name *

Note: Columns followed by an asterisk (*) cannot be removed from the display.

Done

Cancel

3. In the **Configure Columns for Proposals/Projects/Assets Tab** section, in the **Available Columns** list on the left, use the arrow buttons to select the columns you want users to be able to display.

By default, only the **Name** column is initially selected, and it cannot be removed. HP recommends that you also select at least **Project Health**, **Project Manager**, and **Project Status** as columns to be available for users to display.

The fields you select are the only request fields that users can display for the proposals, projects, and assets in any portfolio. Users who have edit access to a portfolio can show or hide those fields in the **Proposals/Projects/Assets** tab of that portfolio. If a user does not have field-level security access to particular fields for particular lifecycle entities (proposals, projects, and assets), those fields (columns) will be blank for those lifecycle entities (rows).



Regardless of which columns or how many columns you allow users to display, each user can display a total of no more than 20 columns in the table of proposals, projects, and assets on the **Proposals/Projects/Assets** tab, including the other columns that are always available to the user. For more information, see the *HP Portfolio Management User's Guide*.

4. Click **Done**.

3 Customizing Lifecycle Entities

Overview of Customizing Lifecycle Entities

This chapter describes the default lifecycle entities—proposals, projects, and assets—used by HP Portfolio Management. This chapter also provides instructions for customizing these lifecycle entities for use by your company or business unit.

In this document, the term “lifecycle entity” is used to mean a proposal, a project, or an asset, and “lifecycle entities” are any combination of proposals, projects, and assets.



Each of these types of lifecycle entities can be created from scratch, but typically a proposal automatically becomes a project upon approval of the proposal and the project automatically becomes an asset upon completion of the project, depending on the configuration of the request types.

Customizing Lifecycle Entities

PPM Center supplies preconfigured lifecycle entities for use in creating and maintaining portfolios. These lifecycle entities integrate with preconfigured lifecycle processes—workflows—that are also supplied with PPM Center, as described in *Lifecycle Entity Processes on page 39*. The supplied lifecycle entities and workflows can be considered “best practice” and are ready to use, but you can configure them as needed using the Request Type Workbench.

In particular, you can add fields for financial data tables to allow your company to track important data that should be separate from lifecycle entity financial summaries. PPM Center request types are not provided with fields for financial data tables by default.

To allow users to create financial data tables, use the PPM Workbench to add a field to the request type. When you configure the field, give it any appropriate name such as Indirect Costs, set its **Validation** to **CST - Financial Data Table**, and set its **Search Validation** to **CST - Search Financial Data** on the **Attributes** tab. You can configure such financial data table fields wherever they are needed in the request, for example in the **Summary** section or in the **Details** section. For details on configuring request types, see the *HP Demand Management Configuration Guide*.



When a financial data table has been established in a request, the financial data table field cannot be removed from its request type.

For details about financial data tables and financial summaries, see the *HP Financial Management User's Guide*.

Proposal

A proposal collects information needed to propose a project. The proposal is processed as described in [PFM - Proposal Workflow on page 40](#).

When the proposal is approved, by default a corresponding project is automatically created and the project becomes part of the portfolio. The existing financial summary is retained for ongoing use by the project, and a snapshot of the financial summary is taken and marked as the Plan of Record. If a staffing profile is attached to the proposal, a copy of the staffing profile is attached to the project. See [Project on page 25](#) for more details on the project.

For information about creating a proposal, see the *HP Portfolio Management User's Guide*.

[Table 3-1](#) lists some of the default fields that are displayed for a proposal. You can use the Request Header Type Workbench to display other fields as needed by your company. For example, by default the PFM - Proposal request header type specifies that the **Net Present Value**, **Custom Field Value**, and **Discount Rate** fields are not displayed. (For definitions of these fields, see [Net Present Value \(NPV\) on page 84](#); [Chapter 5, Configuring a Custom Financial Metric, on page 53](#); and [Configuring a Custom Financial Metric on page 53](#).)

Table 3-1. Selected default proposal fields (page 1 of 2)

Field Name (*Required)	Description
Summary section	
Business Unit	Business unit from which the proposal originated.
Details section, Proposal Details subsection	
*Proposal Name	Name of the proposal.
Project Class	Class of project to which the proposal belongs (example: Innovation).
Asset Class	Class of asset to which the proposal belongs (example: Infrastructure).
Business Objective	Business objective with which the proposal is aligned.
Details section, Business Case Details subsection	
Staffing Profile	Resource demand of the proposal.
Nominal Return	(Read-only) Nominal return for the proposal. For a definition, see Total Nominal Return on page 83 .
Value Rating	(Read-only) Total qualitative Value calculated for the proposal. See Chapter 6, Adjusting the Scoring Key, on page 57 .
Risk Rating	(Read-only) Total qualitative Risk calculated for the proposal. See Chapter 6, Adjusting the Scoring Key, on page 57 .
Score Adjustment	Amount to adjust the calculated Value Rating – Risk Rating to obtain the Total Score . For more information, see Scoring Key Formulas (Rules) on page 61 .
Total Score	(Read-only) Total score (Value Rating – Risk Rating + Score Adjustment) calculated for the proposal.
Financial Summary	(Read-only) Name of the financial summary for the proposal, linked to the financial summary.

Table 3-1. Selected default proposal fields (page 2 of 2)

Field Name (*Required)	Description
Associated Programs	(Read-only) Programs that include the proposal. Only programs for which you have view or edit access are listed. For more information about associated programs, see the <i>HP Program Management User's Guide</i> .
Portfolio	Name of the portfolio, if any, that includes this proposal. If the user has view or edit access to the portfolio, its name is a link to open the portfolio.
Details section, Value Ratings subsection	
See Value and Risk Ratings on page 24 .	
Details section, Risk Ratings subsection	
See Value and Risk Ratings on page 24 .	



You can adjust certain properties of proposal fields using the Request Types Workbench. Other properties (such as their tokens) are essential to the functioning of HP Portfolio Management and cannot be revised.

You can modify the fields in the proposal lifecycle entity to suit your business needs. See [Customization Considerations on page 22](#) and [Creating Your Own Lifecycle Entities on page 31](#) for more information on customizing lifecycle entities.

Customization Considerations

The following sections contain recommendations on changing the fields of the default proposal. For general recommendations on changing lifecycle entities, see [General Customization Considerations on page 31](#).

For more detailed information on creating and modifying request type fields, see the *HP Demand Management Configuration Guide*.

Proposal Details

The **Proposal Details** subsection of the proposal provides summary information for the proposed project. Users should complete much of this subsection when the proposal is created. The subsection includes the sponsors of the project and the reasons the project should be done (the business objective, who will benefit, and so forth).



If your PPM Center instance supports multiple languages, any business objective a user creates is defined in the language selected at logon (the session language). After the business objective is created, it can be modified only in its definition language. For more information, see the *Multilingual User Interface Guide*.

Consider the following:

- Your company might have additional general information to be tracked about a proposed project. You can create fields for this information and add them to the **Proposal Details** subsection, although you should add no more than five to ten new fields. If you want the proposal process to be up and running very quickly, these new fields should be for information only and should not be used to drive a process, because process-oriented modifications involve changing the associated workflow and can take significant time to implement and test.
- Some of the default fields might not be relevant to the organization. For example, you might not need to know the vendors involved for a project. In such cases, the fields should be disabled, not deleted.
- The values for some of the fields (such as **Project Class**) might be changed to match the organization's current information by revising the field validations. Note that changes to these validations can propagate to other entities in PPM Center, such as the portlets.
- You can make additional fields required at any point throughout the process (the default request type keeps required fields to a minimum).

Business Case Details

As the proposal goes through the proposal process, the detailed business case must be fleshed out in the **Business Case Details** section. Details on the financial summary and the staffing profile must be specified. Certain requirements and justification documents can also be attached. This section contains the calculated totals of **Risk Rating** and **Value Rating**, as well as a field to adjust the automatically calculated score. Associated programs (programs that include the proposal) and the portfolio (if any) that includes the proposal are shown.

Consider the following:

- The **Business Case Details** section could have significant changes. The simplest of these changes would be to add or remove attachment fields if new or different documents are required for proposals.
- You can disable the business case fields if necessary, but HP recommends that you keep them enabled. Do not delete them. Even if not required, business case fields are important pieces of information that a business unit should start gathering to fully understand a proposal and its expectations before approving the proposal. Additionally, certain portlets use the information in these fields and cannot be used if the information is not completed.
- You can add fields to further describe the business case, although such fields are for information only. You can create fields that contribute to automatic **Risk Rating** or **Value Rating** calculations. See [Adjusting the Scoring Key on page 57](#) for more detailed information.

Value and Risk Ratings

The **Value and Risk Ratings** section lets an organization (usually an IT/Business Ops Council) rate the proposed project on a set of business criteria. Questions here are focused on the expected results of the proposed project as well as its alignment to company goals.

While the default criteria represent best-practice categories in valuing a project, you might want to add other criteria, remove criteria, or change the set of available values of the current fields. You might also want to change the weighting factors of the criteria. See [Adjusting the Scoring Key on page 57](#) for more detailed information.

Project

A project lifecycle entity tracks information and progress on a project as the project is executed. The project is processed as described in *PFM - Project Workflow* on page 43.

When the project is completed, by default a corresponding asset is automatically created. The existing financial summary is retained for ongoing use by the asset. If a staffing profile is attached to the project, the staffing profile is *not* copied to or shared with the asset. See *Asset* on page 27 for more details on assets.

For information about creating a project, see the *HP Portfolio Management User's Guide* or the *HP Project Management User's Guide*.

Table 3-2 lists some of the default fields that are displayed on the Project Details tab for a project that uses the PFM - Project request type. You can use the Request Header Type Workbench to display other fields as needed by your company. For example, by default the PFM - Project request header type specifies that the **Net Present Value**, **Custom Field Value**, and **Discount Rate** fields are not displayed. (For definitions of these fields, see *Net Present Value (NPV)* on page 84; Chapter 5, *Configuring a Custom Financial Metric*, on page 53; and *Configuring a Custom Financial Metric* on page 53.)

Table 3-2. Selected default project fields (page 1 of 2)

Field Name (*Required)	Description
Summary section	
Business Unit	Business unit that sponsors the project.
Details section, Project Details subsection	
*Project Name	Name of the project.
Project Class	Class of project to which the project belongs (for example, Innovation).
Asset Class	Class of asset to which the project belongs (for example, Infrastructure).
Project Health	(Read-only) Health of the project.

Table 3-2. Selected default project fields (page 2 of 2)

Field Name (*Required)	Description
Business Objective	Business objective with which the project is aligned.
Project Sponsor	User sponsoring the project.
Benefits Manager	Manager of benefits on the project's financial summary.
Details section, Business Case Details subsection	
Staffing Profile	(Read-only) Resource demand of the project.
Nominal Return	(Read only) Nominal return for the project. For a definition, see Total Nominal Return on page 83 .
Value Rating	(Read-only) Total qualitative Value calculated for the project. See Chapter 6, Adjusting the Scoring Key, on page 57 .
Risk Rating	(Read-only) Total qualitative Risk calculated for the project. See Chapter 6, Adjusting the Scoring Key, on page 57 .
Score Adjustment	Amount to adjust the calculated Value Rating – Risk Rating to obtain the Total Score . For more information, see Scoring Key Formulas (Rules) on page 61 .
Total Score	(Read-only) Total score (Value Rating – Risk Rating + Score Adjustment) calculated for the project.
Financial Summary	(Read-only) Name of the financial summary for the project, linked to the financial summary. This field cannot be removed from PFM - Project requests.
Associated Programs	(Read-only) Programs that include the project. Only programs for which you have view or edit access are listed. For more information about associated programs, see the <i>HP Program Management User's Guide</i> .
Portfolio	Name of the portfolio, if any, that includes this project. If the user has view or edit access to the portfolio, its name is a link to open the portfolio.



You can adjust certain properties of project fields using the Request Types Workbench. Other properties (such as their tokens) are essential to the functioning of HP Portfolio Management and cannot be revised.

You can modify the fields in the project lifecycle entity to suit your business needs. See [Customization Considerations on page 27](#) and [Creating Your Own Lifecycle Entities on page 31](#) for more information on customizing lifecycle entities.

Customization Considerations

If you want to add other project milestone and planning information to the project, HP recommends that you create a new section in the PFM - Project request type and add the new fields there.

For general recommendations on changing lifecycle entities, see [General Customization Considerations on page 31](#).

For more detailed information on creating and modifying request type fields, see the *HP Demand Management Configuration Guide*.

Asset

An asset lifecycle entity tracks information on an asset, which is typically a maintenance activity rather than a straightforward project execution. The asset is tracked as described in [PFM - Asset Workflow on page 46](#).

For information about creating an asset, see the *HP Portfolio Management User's Guide*.

[Table 3-3](#) lists some of the default fields that are displayed for an asset. You can use the Request Header Type Workbench to display other fields as needed by your company. For example, by default the PFM - Asset request header type specifies that the **Net Present Value**, **Custom Field Value**, and **Discount Rate** fields are not displayed. (For definitions of these fields, see [Net Present Value \(NPV\) on page 84](#); [Chapter 5, Configuring a Custom Financial Metric, on page 53](#); and [Configuring a Custom Financial Metric on page 53](#).)

Table 3-3. Selected default asset fields (page 1 of 2)

Field Name (*Required)	Description
Summary section	
Business Unit	Business unit that is the predominant user of the asset.
Details section, Asset Details subsection	
*Asset Name	Name of the asset.
Asset Health	Status of the asset.
Project Class	Class of project to which the asset belongs (for example, Innovation).
Asset Class	Class of asset to which the asset belongs (for example, Infrastructure).
Business Objective	Business objective with which the asset is aligned.
Project	Project that became the asset.
Details section, Business Case Details subsection	
Staffing Profile	Resource demand of the asset.
Nominal Return	(Read-only) Nominal return for the asset. For a definition, see Total Nominal Return on page 83 .
Value Rating	(Read-only) Total qualitative Value calculated for the asset. See Chapter 6, Adjusting the Scoring Key, on page 57 .
Risk Rating	(Read-only) Total qualitative Risk calculated for the asset. See Chapter 6, Adjusting the Scoring Key, on page 57 .
Score Adjustment	Amount to adjust the calculated Value Rating – Risk Rating to obtain the Total Score . For more information, see Scoring Key Formulas (Rules) on page 61 .
Total Score	(Read-only) Total score (Value Rating – Risk Rating + Score Adjustment) calculated for the project.
*Discount Rate	Discount rate being applied for the asset, if any. For a definition, see Net Present Value (NPV) on page 84 .

Table 3-3. Selected default asset fields (page 2 of 2)

Field Name (*Required)	Description
Financial Summary	(Read-only) Name of the financial summary for the asset, linked to the financial summary.
Associated Programs	(Read-only) Programs that include the asset. Only programs for which you have view or edit access are listed. For more information about associated programs, see the <i>HP Program Management User's Guide</i> .
Portfolio	Name of the portfolio, if any, that includes this asset. If you have view or edit access to the portfolio, its name is a link to open the portfolio.

You can adjust certain properties of asset fields using the Request Types Workbench. Other properties (such as their tokens) are essential to the functioning of HP Portfolio Management and cannot be revised.



You can modify the fields in the asset lifecycle entity to suit your business needs. See [Customization Considerations](#) and [Creating Your Own Lifecycle Entities](#) for more information on customizing lifecycle entities.

Customization Considerations

If you want to add other information to the asset, HP recommends that you create a new section in the PFM - Asset request type and add the new fields there.

For general recommendations on changing lifecycle entities, see [General Customization Considerations on page 31](#).

For more detailed information on creating and modifying request type fields, see the *HP Demand Management Configuration Guide*.

Financial Summaries

All lifecycle entities and programs have financial summaries that can include forecast and actual costs and benefits in the **Forecast and Actual Details** or **Benefit Details** sections. All lifecycle entities, programs, and organization units have financial summaries that can include approved budgets in the **Approved Budget** section. For more information, see the *HP Financial Management User's Guide*. The following sections describe configuration considerations for financial summaries.

Configuring User Data

In the User Data Workbench, you can add up to twenty entries of Forecast Line User Data for cost forecasts or up to twenty entries of Benefit Line User Data for financial benefits. Then, users can (or must) specify this user data to characterize the lines in more detail than the default line fields described in the *HP Financial Management User's Guide*. Only the five user data lines with the lowest numbers you define *and enable* among `USER_DATA1` through `USER_DATA20` can appear as columns in the **Forecast and Actual Details** or **Benefit Details** section of financial summaries. For example, if only `USER_DATA1` and `USER_DATA4` are disabled, then `USER_DATA2`, `USER_DATA3`, `USER_DATA5`, `USER_DATA6`, and `USER_DATA7` appear, if defined.

You can also add entries in the User Data Workbench for Forecast User Data and Financial Benefit User Data, at the level of costs and benefits as a whole, not at the line level.



If your PPM Center instance supports multiple languages, any user data you create is defined in the language you selected at logon (your session language). After the user data is created, it can be modified only in its definition language. For more information, see the *Multilingual User Interface Guide*.

Configuring Capitalized Costs

Capitalized costs can be tracked and distinguished from operating costs in financial summaries for particular proposals, projects, and assets, and for program roll-up financial summaries and program editable financial summaries, as described in the *HP Financial Management User's Guide*. In all cases, the `COST_CAPITALIZATION_ENABLED` parameter in the `server.conf` configuration file must be set to `true` to track capitalized costs.

Creating Your Own Lifecycle Entities

Although PPM Center provides preconfigured proposals, projects, and assets, and lifecycle processes that drive their resolution, you might want to create your own types of proposals, projects, or assets.

General Customization Considerations

Consider the following when making changes to any lifecycle entities:

- Any changes made to the fields in one lifecycle entity (such as the PFM - Proposal request type) should be made to the field in the other lifecycle entities (the PFM - Project and PFM - Asset request types).
- You might choose to remove or add request statuses. If so, the changes must be made in the request type and in the workflow. HP recommends that you keep things simple, keep high-level statuses in mind, and not have a unique status for every workflow step.
- Request type rules are used for the automatic calculation of qualitative scores, but not to provide defaults for any other information. If request type rules are used for such purposes as providing defaults, the rules should be used sparingly to limit the complexity and effort of configuration. Default rules for qualitative scoring calculation should not be modified except as described in [Adjusting the Scoring Key on page 57](#).
- You can configure fields to contain financial data tables for lifecycle entities. Financial data tables are described in detail in the *HP Financial Management User's Guide*.

If you configure the proposal request type and the project request type to have matching tokens for their financial data table fields, then when the proposal becomes a project, the following occur:

- By default any financial data table in the proposal, including forecasts and actuals, is copied to the project.
- Each project financial data table is editable and each proposal financial data table becomes non-editable.

Analogously, if you configure the project request type and the asset request type to have matching tokens for their financial data table fields, then when the project becomes an asset, the following occur:

- By default any financial data table in the project, including forecasts and actuals, is copied to the asset.
- Each asset financial data table is editable and each project financial data table becomes non-editable.

Copying and Revising Lifecycle Entities

PPM Center delivers preconfigured lifecycle entities—proposals, projects, and assets—that come ready to use. You can copy these lifecycle entities using the Request Type Workbench. You can then customize the copies, keeping in mind the limitations on changing certain fields as described (for proposals) in [Customization Considerations on page 22](#).

For more detailed information on copying a request type and modifying the copy, see the *HP Demand Management Configuration Guide*.

In general, copy and modify a request type to create your own lifecycle entities, as follows:

1. Log on to PPM Center.
2. From the menu bar, select **Open > Administration > Open Workbench**.
The PPM Workbench opens.
3. From the shortcut bar, select **Demand Mgmt > Request Types**.
4. In the Request Type Workbench, copy the desired lifecycle entity request type. The names of the lifecycle entity request types begin with PFM.
5. Make the desired modifications to the copy.
6. In the copy's **Workflows** tab, make sure the appropriate workflow is enabled for use with the request type. Select a workflow with a name that begins with PFM.

7. Open the associated workflow using **Configuration > Workflows** in the PPM Workbench.
8. On the **Request Types** tab, make sure the copied request type is enabled for use in the workflow.
9. If you are customizing a copy of a project type, use the menu bar in the standard interface to create a project type as follows:
 - a. From the menu bar, select **Open > Administration > Project Types & Templates > Create Project Type**.
 - b. In the **Request Types** policy, specify the project process request type to use for the project type.

See the *HP Project Management Configuration Guide* for more information about configuring the project.

When these steps are completed, PPM Center should function with your new request type.

Using Field Groups for Lifecycle Entities

Your company might have developed its own processes for portfolio-related business matters, and these processes might have been implemented as workflows with associated request types in PPM Center. You can modify these request types by adding field groups. PFM field groups are listed in *Table 3-4*.

Table 3-4. Field groups for lifecycle entity request types

PFM Request Type	Field Group
PFM - Proposal	PFM Proposal
PFM - Project	PFM Project
PFM - Asset	PFM Asset



The **Financial Summary** field and the **Associated Programs** field can be added to a request type *only* as part of one of the field groups listed in *Table 3-4*.

Multiple request types can be used with a single workflow. Multiple workflows can also be used with a single request type.

For more detailed information on copying and modifying request types, see the *HP Demand Management Configuration Guide*.

In general, to modify an existing request type:

1. Log on to PPM Center.
2. From the menu bar, select **Open > Administration > Open Workbench**.

The PPM Workbench opens.

3. From the shortcut bar, select **Demand Mgmt > Request Types**.
4. In the Request Type Workbench, open the existing request type that you want to modify for use with HP Portfolio Management.
5. In the open request type, examine the associated request header type.

Field groups are associated with request types through the request header type.



If the request header type is also associated with other request types, this procedure will enable all of those request types for use in HP Portfolio Management as well.

6. Determine the type of lifecycle entity (proposal, project, or asset) that the existing request type will represent.
7. Link the appropriate lifecycle entity field group to the request header type used by the existing request type.

See *Adding Field Groups to a Request Type* for more detailed information.

8. In the existing request type's **Workflows** tab, make sure the workflow associated with the lifecycle entity you selected in [step 6](#) is enabled for use with the existing request type.
9. Open the workflow associated with the lifecycle entity you selected in [step 6](#) and, in the **Request Types** tab, make sure the existing request type is enabled for use with the workflow.

When these steps are completed, PPM Center should function with your request type in place of or alongside the preconfigured PPM Center request type.



The **Resources** tab on the PFM - Asset request type in the Request Type Workbench includes a check box to allow only resources in the staffing profile to log time on time sheets. This check box is enabled only if the **Use Time Management to track actuals** check box on the **Resources** tab is selected.



When field groups get associated with existing request types (through the request header type definition), tables in the PPM Center database are updated to handle the new configuration. Because of the scope of database changes, you should rerun the database statistics on your PPM Center database. See the *Installation and Administration Guide*, and contact your system administrator for help with this procedure.

Adding Field Groups to a Request Type

To serve as a lifecycle entity, a request type must have one of the PFM field groups enabled.

For more detailed information on modifying request types and request header types, see the *HP Demand Management Configuration Guide*.

To associate a PFM field group with an existing request type:

1. Log on to PPM Center.
2. From the menu bar, select **Open > Administration > Open Workbench**.

The PPM Workbench opens.

3. From the shortcut bar, select **Demand Mgmt > Request Types**.
4. In the Request Type Workbench, select or create a request type.
5. Open the request type.

6. In the Request Type window, under the **Request Header Type** field, click **Open**.

The specified Request Header Type window opens.

Request Header Type : Default

Request Header Type Name: Default

Reference Code: DEFAULT

Description: Default Request Header Type

Extension: Enabled: ☒ Yes ☐ No

Fields | Layout | Filter | Ownership | User Data | References

Prompt	Display	Display Only	Transaction Hist.	Notes Hist.	On Search/Filter Page
Summary					
Request No.	Y	Y	N	N	N
Request Type	Y	N	N	N	Y
Created By	Y	Y	N	N	Y
Department	Y	N	N	N	Y
Sub-Type	Y	N	N	N	Y
Created On	Y	Y	N	N	Y
Workflow	Y	N	N	N	Y
Request Status	Y	Y	N	N	Y

+ All - All New Edit Remove Field Groups

OK Save Cancel

Ready

7. Click **Field Groups**.

The Field Groups window opens.

8. Scroll down or expand the window as needed to view the PFM field groups.

Field Groups

Please enable the Field Groups necessary for the desired functionality of this Request Header Type.

Enabled	Description
<input type="checkbox"/>	CMQC Application Project: CMQC Application Project (Also include PFM Project and CMQC QC)
<input type="checkbox"/>	CMQC Project Status: CMQC Project Status field group
<input type="checkbox"/>	CMQC QC Administration: CMQC QC Administration field group
<input type="checkbox"/>	CMQC QC Instance: CMQC QC Instance field group
<input type="checkbox"/>	CMQC Test Status: CMQC Test Status field group
<input type="checkbox"/>	CMQC Testing Project: CMQC Testing Project (Also include PFM Project and CMQC QC)
<input type="checkbox"/>	Demand Management SLA Fields: This Field Group contains the fields necessary to manage SLA
<input type="checkbox"/>	Demand Management Scheduling Fields: This Field Group allows a request to be scheduled
<input type="checkbox"/>	PFM Asset: Allows Requests to be considered as Assets in a Portfolio.
<input checked="" type="checkbox"/>	PFM Project: Required for any request type that will represent a project lifecycle (regardless of whether the request is a project or not)
<input type="checkbox"/>	PFM Proposal: Allows Requests to be considered as Proposals in the Portfolio Management
<input type="checkbox"/>	Program Issue: Allows Requests to be considered as Issues in a Program

OK Cancel

Ready

9. Select one of the following field groups to attach to your request header type:

- **PFM Asset**
- **PFM Project**
- **PFM Proposal**



Add only one PFM field group to the request header type. If you add multiple field groups, you cannot save the request header type and you will have to cancel out of the Request Header Type window, losing any modifications you made up to that point.

10. Click **OK**.

The selected field group appears on the request header type.

11. Save the request header type and the request type.



When field groups get associated with existing request types (through the request header type definition), tables in the PPM Center database are updated to handle the new configuration. Because of the scope of database changes, you should rerun the database statistics on your PPM Center database. See the *Installation and Administration Guide*, and contact your system administrator for help with this procedure.

4 Customizing Lifecycle Entity Processes

Overview of Customizing Lifecycle Entity Processes

This chapter discusses the preconfigured resolution processes delivered with PPM Center and provides technical considerations for customizing them. These processes are integrated with the preconfigured lifecycle entities (proposals, projects, and assets). Although these processes can be considered “best practice” and are ready to use, you can also modify or copy them to suit your business needs.

Lifecycle Entity Processes

PPM Center provides preconfigured resolution processes—workflows—designed to integrate with the lifecycle entities, as described in [Customizing Lifecycle Entities on page 19](#). You can view and configure these workflows using the Workflow Workbench.

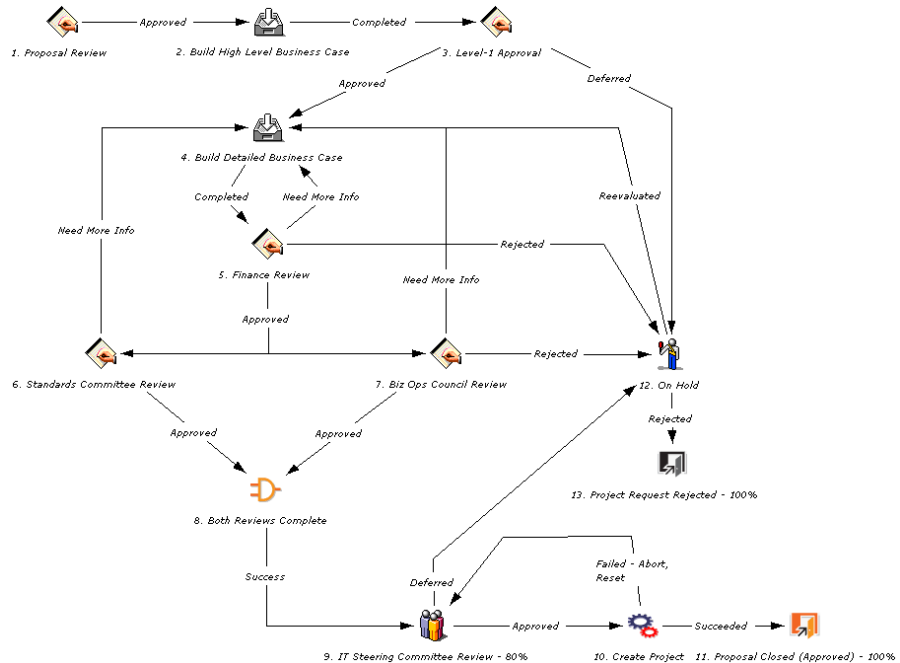
For more detailed information on modifying workflows, see the *HP Deployment Management Configuration Guide*.

PFM - Proposal Workflow

The PFM - Proposal workflow defines the lifecycle of a proposal as the proposal's business case is built out and the proposal is rated and evaluated.

Figure 4-1 shows the workflow.

Figure 4-1. PFM - Proposal workflow



The default workflow steps are described as follows:

1. Proposal Review. This step is a quick review of the initial request to determine if the proposal even warrants going through the proposal process.

2. Build High-Level Business Case. The high-level business case for the proposal is built here in preparation for the next step.

3. Level-1 Approval. The high-level business case is reviewed before effort is spent building the proposal's detailed business case.

4. Build Detailed Business Case. Here the designated owner of the proposal (usually an assigned business analyst) enters details for the project, including the high level forecasted costs, forecasted benefits, and resource requirements (staffing profile) for the project.

5. Finance Review. After the business case has been built, either the formal finance group or the finance part of IT reviews the business case for overall validity and a sanity check in terms of nominal return.

6. Standards Committee Review and 7. Biz Ops Council Review. Once the proposal passes the finance review, the proposal goes for a business review and a technical review by the appropriate committees. Both of these committees review the proposal and complete appropriate value and risk criteria.

9. IT Steering Committee Review. After passing business and technical reviews, the proposal goes to the IT Steering Committee. The committee looks at the proposal in the context of work already being performed and other proposals under consideration. The committee also looks at relative ratings and rankings. The committee might also use HP Portfolio Management scenario comparisons, including optimizations, to do what-if analyses of different combinations of proposals.

10. Create Project. If the proposal is approved by the steering committee, a project is automatically created, meaning that the project has been approved and is ready for planning and execution. The project begins moving along the project workflow as the proposal is closed. The proposal's financial summary is carried forward to the project, not copied to the project.

By default, this workflow step uses the `ksc_take_snapshot` special command to create a snapshot of the approved proposal's financial summary and to make that snapshot the Plan of Record snapshot. A field named **Approved Proposal Snapshot** is added to the **Business Case Details** section of the proposal, and the field's value links to the snapshot. You can modify the workflow to change this behavior as may be needed for your business processes.

Customization Considerations

Consider the following when making changes to the PFM - Proposal workflow:

- The default process has many different committee reviews and approvals, which can be removed if your company's review and approval process is simpler or more consolidated. Note that the request status changes in the default steps, and ensure that the reconfigured process goes through the desired request statuses. See [Request Statuses and Workflow Steps on page 48](#) for more detailed discussion of request statuses and workflows.
- You can also add steps, change step names, and modify notifications, although HP recommends that the proposal process be tracked at a high level, such as under fifteen steps. The Create Project step and the Proposal Closed (Approved) - 100% step should be retained in the final workflow to automatically generate a project when the proposal is approved. See [Automatically Creating a Project from a Proposal on page 51](#) for more details.
- To reflect your business processes, you can use the `ksc_take_snapshot` special command at any appropriate step in the workflow to automatically take a snapshot of the financial summary and to optionally make that snapshot the Plan of Record.



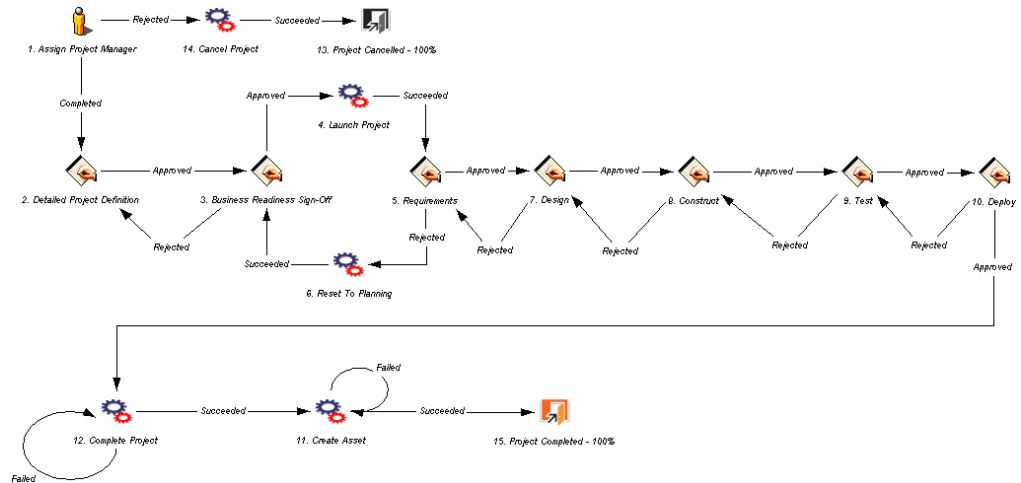
Double quotes (") and brackets ([and]) are used to parse the special command for execution and must not be used in the default name assigned to the snapshot.

- Each step in the workflow is associated with a security group or groups. Users who are not part of the security group for a workflow step cannot act on that step. For more information on populating security groups, see [Associating Security Groups with Workflow Steps on page 75](#).

PFM - Project Workflow

The PFM - Project workflow presents the very high level stages of a project being implemented. Steps are updated manually, either by the project manager to signal the completion of a stage, or by approvers who verify that the stage is complete. *Figure 4-2* shows the workflow.

Figure 4-2. PFM - Project workflow



The default workflow steps are described as follows:

- 1. Assign Project Manager.** At this step, a project manager should be assigned to the project to manage and coordinate the remaining tasks and deliverables.
- 2. Detailed Project Definition.** During this step, the project manager works with the appropriate team members and stakeholders to build the detailed definition of the project, which might include revisions to the staffing profile and the forecasted costs and financial benefits for the project. A detailed work plan should be created at this step as well.
- 3. Business Readiness Sign-Off.** At this step, the appropriate stakeholders and IT management are required to sign off on the detailed project definition created in the previous step.
- 4. Launch Project.** If approved, the project is made active at this step.

5. Requirements. At this step, members of the project team define what must be designed and built.

6. Reset to Planning. If the project requirements were rejected, at this step the project and its associated staffing profile are reset to In Planning status.

7. Design. Once the project is approved, members of the project team design the final output. This step is complete when the project team is ready to begin implementing the end solution of the project.

8. Construct. This step indicates that the project is in implementation phase. This step is complete when the solution is ready for testing.

9. Test. This step is the final system and integration testing phase. Rework is done here unless major changes must be made, in which case the process returns to implementation. Otherwise, when testing is done, the step is marked as completed (or approved).

10. Deploy. During this step, the project outputs are released to production.

12. Complete Project. This step marks the project and its associated staffing profile as Complete and takes a snapshot of the financial summary.

11. Create Asset. Following completion of the project, an asset is automatically generated and begins moving along the asset workflow. The asset is responsible for tracking ongoing maintenance and other activities against the end result of the project. The project's financial summary is carried forward to the asset, not copied to the asset.

Customization Considerations

Consider the following when making changes to the PFM - Project workflow:

- You might want to significantly change the PFM - Project workflow to represent the major project phases at your company. You must make sure the request statuses are updated to be consistent with any project workflow changes. See [Request Statuses and Workflow Steps on page 48](#) for more detailed discussion of request statuses and workflows.
- You can also add steps, change step names, and modify notifications, although HP recommends that the project stages be tracked at a high level, such as under fifteen steps. The steps are not meant to emulate a detailed work plan. The Create Asset step should be retained in the final workflow to automatically generate an asset at the end of the project. See [Automatically Creating an Asset from a Project on page 52](#) for more details.
- To reflect your business processes, you can use the `ksc_take_snapshot` special command at any appropriate step in the workflow to automatically take a snapshot of the financial summary and to optionally make that snapshot the Plan of Record.



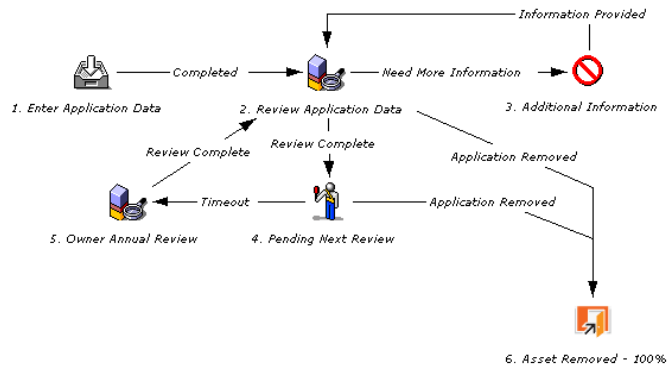
Double quotes (") and brackets ([and]) are used to parse the special command for execution and must not be used in the default name assigned to the snapshot.

- Each step in the workflow is associated with a security group or groups. Users who are not part of the security group for a workflow step cannot act on that step. For more information on populating security groups, see [Associating Security Groups with Workflow Steps on page 75](#).

PFM - Asset Workflow

The PFM - Asset workflow represents the annual entry and review cycle of an application asset. Your business can cycle through the workflow steps periodically until the application reaches the end of its life and is removed from production. Assets should be tracked at an aggregate level rather than for every single application (for example, ERP should be a single asset rather than tracking operations work at each individual module). You should have perhaps dozens of assets, but not hundreds. *Figure 4-3* shows the workflow.

Figure 4-3. PFM - Asset workflow



The default workflow steps are described as follows:

- 1. Enter Application Data.** Initial asset information is entered, including forecasted costs, resource, and benefit information.
- 2. Review Application Data.** The asset information is validated, resulting in a request for more information or sign off (Review Complete).
- 3. Additional Information.** In this step, any additional information that is required for the asset is gathered.
- 4. Pending Next Review.** An asset at this step has passed its last review and is simply waiting until the next review. The asset automatically moves to the next step at the configured time interval.

5. Owner Annual Review. An annual review encourages the owner of an asset to think about whether the asset continues to require maintenance. Even though the business unit might not be changing anything or running any projects against the asset, the asset should be evaluated on at least an annual basis, and perhaps updated in regard to its forecasted costs and financial benefits, approved budget, and staffing profile.

Customization Considerations

Consider the following when making changes to the PFM - Asset workflow:

- This process is very basic and might not require much change, but you might want to change time intervals between reviews.
- You can also add steps, change step names, and modify notifications, although you must make sure the request statuses are updated to be consistent with any asset workflow changes. See *Request Statuses and Workflow Steps* on page 48 for more detailed discussion of request statuses and workflows.
- To reflect your business processes, you can use the `ksc_take_snapshot` special command at any appropriate step in the workflow to automatically take a snapshot of the financial summary and to optionally make that snapshot the Plan of Record.



Double quotes (") and brackets ([and]) are used to parse the special command for execution and must not be used in the default name assigned to the snapshot.

- Each step in the workflow is associated with a security group or groups. Users who are not part of the security group for a workflow step cannot act on that step. For more information on populating security groups, see *Associating Security Groups with Workflow Steps* on page 75.

Workflow Customization Considerations

You can customize the workflow to suit any business procedure, using the Workflow Workbench. Before making any customizations, review the following sections:

- [*Request Statuses and Workflow Steps*](#)
- [*Automatically Creating a Project from a Proposal on page 51*](#)
- [*Automatically Creating an Asset from a Project on page 52*](#)

Request Statuses and Workflow Steps

The preconfigured workflows integrate with the lifecycle entities that are provided. No special configuration is required to make the processes work together.

Each lifecycle entity's request type contains statuses that are linked to steps in the request type's associated workflow. For example, the PFM - Proposal request type contains statuses such as Biz Ops Review, Detailed Business Case, Finance Review, and Standards Review, which correspond to individual steps in the PFM - Proposal workflow.

You can create your own proposals, projects, or assets, using the Request Type Workbench. For more detailed information on creating your own lifecycle entities, see [*Creating Your Own Lifecycle Entities on page 31*](#).

If you are going to use a custom request type for a particular workflow, make sure the request type contains the statuses necessary for each workflow step on the **Request Status** tab in the Request Type Workbench. *Figure 4-4* shows the **Request Status** tab.

Figure 4-4. Request Type window - Request Status tab

The screenshot displays the 'Request Type : PFM - Proposal' window. The 'Request Status' tab is selected, showing two lists: 'Available Request Statuses' and 'Linked Request Statuses'. The 'Initial Request Status' is set to 'Not Submitted'. The window includes various configuration fields and tabs for customizing the request type.

Available Request Statuses:	Linked Request Statuses:
1-Requirements Setup Completed	1st Level Review
2-Test Plan Setup Completed	Biz Ops Review
4-Running Tests in Quality Center	Cancelled
Accepted	Closed
Accepting RFCs	Closed (Approved)
Active	Closed (Not Approved)
Allocate Priority	Complete
Approved	Deferred Business Case

Alternatively, you could make the workflow steps link to the statuses already in the target request type, using the **Properties** tab of the Workflow Step window in the Workflow Workbench. *Figure 4-5* shows the **Properties** tab with the **Request Status** field value of **Biz Ops Review**, associated with PFM - Proposal workflow step 7, Biz Ops Council Review (see *Figure 4-1* on page 40).

Figure 4-5. Workflow Step window - Properties tab

The screenshot shows the 'Workflow Step' window with the 'Properties' tab selected. The window has a title bar with 'Workflow Step' and a close button. Below the title bar are several tabs: 'Timeout', 'User Data', 'Results', 'Display Settings...', 'Properties', 'Security', 'Segregation of Duties', and 'Notifications'. The 'Properties' tab is active, showing the following fields and controls:

- Step Number:** 7
- Step Name:** Biz Ops Council Review
- Action Summary:** (empty text field)
- Description:** (empty text field)
- Source Type:** Decision
- Source Name:** PFM - Review Step
- Enabled:** ☒ Yes ☐ No
- Display:** Always (dropdown menu)
- Workflow Parameter:** NONE (dropdown menu)
- Avg Lead Time:** (empty text field)
- Request Status:** Biz Ops Review (dropdown menu)
- Current % Complete:** (empty text field)
- Parent Assigned To User:** (empty text field) with **Edit** and **Clear** buttons
- Parent Assigned To Group:** (empty text field) with **Edit** and **Clear** buttons
- Workflow Step Information:** (empty text field) with a **U** button
- Authentication Required:** None (dropdown menu)

At the bottom right are **OK**, **Apply**, and **Cancel** buttons. At the bottom left is a **Ready** status indicator.

For more information on workflow steps and request statuses, see the *HP Demand Management Configuration Guide*.

Automatically Creating a Project from a Proposal

In the preconfigured PFM - Proposal workflow (see [PFM - Proposal Workflow on page 40](#)), the Create Project step creates a project. The execution step for creating a project from a proposal uses an **Execution Type** of **Workflow Step Commands** and the special command `ksc_create_project`.

If the proposal specifies a work plan template, the special command automatically creates a work plan for the new project, based on that template.

The existing financial summary is retained for the project and a snapshot of that financial summary is taken and marked as the Plan of Record. If a staffing profile is attached to the proposal, the staffing profile is copied and attached to the project.

Removing the `ksc_create_project` special command from the PFM - Proposal workflow prevents users from taking advantage of the automated capability the special command provides, but removing the special command has no other adverse effect.

If you reinstate the `ksc_create_project` special command in the PFM - Proposal workflow, no additional configuration is required for the command to work correctly.

If you are creating a new workflow from scratch and you want to incorporate a `ksc_create_project` special command that will create a new project, no additional configuration is necessary beyond specifying the correct request types to choose from. When in use, the `ksc_create_project` special command automatically copies the appropriate staffing profile and carries over the appropriate field data.

When a proposal is approved, the PFM - Proposal workflow uses the `ksc_take_snapshot` special command to automatically take a snapshot of the proposal's financial summary and to make that snapshot the Plan of Record. You can use the special command to take a snapshot and to optionally make that snapshot the Plan of Record at any step in a proposal, project, or asset workflow that is appropriate for your business process.

The existing financial summary is retained for the project.

Automatically Creating an Asset from a Project

In the preconfigured PFM - Project workflow (see [PFM - Project Workflow on page 43](#)), the Create Asset step creates an asset. The execution step for creating an asset from a project uses an **Execution Type** of **Built-In Workflow Event** and a **Workflow Event** of **create_request**.

The existing financial summary is retained for the asset.

If multiple request types have been configured as assets, make sure the request types are listed as choices in the **create_request** step.

For example, if your company has configured two additional request types to represent asset requests, enable these request types in the PFM - Project workflow's Create Asset step.

Removing the **create_request** step from the PFM - Project workflow prevents users from taking advantage of the automated capability the step provides, but removing the step has no other adverse effect.

If you reinstate the **create_request** step in the PFM - Project workflow, no additional configuration is required for the step to work correctly.

If you are creating a new workflow from scratch and you want to incorporate a **create_request** step that will create a new asset, no additional configuration is necessary beyond specifying the correct request types to choose from. When in use, the **create_request** step retains the financial summary for the asset.

5 Configuring a Custom Financial Metric

Overview of Configuring a Custom Financial Metric

This chapter discusses how to configure the **Custom Field Value** for use in HP Portfolio Management.

HP Portfolio Management provides preconfigured fields that show the following industry-standard measurements of project success:

- **Nominal return.** For a definition, see *Total Nominal Return* on page 83.
- **Net Present Value (NPV).** For a definition, see *Net Present Value (NPV)* on page 84.

HP Portfolio Management also provides a blank **Custom Field Value** that can be used to measure proposal, project, and asset performance instead of or in addition to nominal return and NPV. The custom field also appears in HP Portfolio Management visualizations.

Configuring a Custom Financial Metric



HP recommends that the **Custom Field Value** be a numeric text field. Fields of other types might not appear in HP Portfolio Management visualizations.

To enable the **Custom Field Value** for use in HP Portfolio Management:

1. Activate the **Custom Field Value** using the Configure Portfolio Management page:
 - a. Log on to PPM Center.
 - b. From the menu bar, select **Open > Administration > Portfolio Management > Configure Portfolio Management**.

The Configure Portfolio Management page opens.

The screenshot shows the 'Configure Portfolio Management' page. It has three main sections:

- Scenario Comparison Tracking Preferences:** Under 'Track the following financial metrics:', there are three checkboxes: 'Nominal return' (checked), 'Net Present Value' (unchecked), and 'Custom Field Value' (unchecked).
- Scenario Comparison Categorization Preferences:** Under 'Proposals, Projects and Assets are categorized by:', there are two checkboxes: 'Project Class' (checked) and 'Asset Class' (checked).
- Configure Columns for Portfolio Proposals/Projects/Assets Tab:** This section contains two lists: 'Available Columns' and 'Selected Columns'.
 - Available Columns:** A list box containing 'Actual Complete Date', 'Actual Start Date', 'Annual Maintenance Cost', 'Approved Proposal Snapshot', 'Architecture Risk', 'Asset Class', 'Asset Dependencies', 'Benefits Manager', and 'Business Case Doc'.
 - Selected Columns:** A list box containing 'Name *'.
 - Note:** Columns followed by an asterisk (*) cannot be removed from the display.
 - Buttons:** 'Done' and 'Cancel' buttons are at the bottom right.

- c. Select the **Custom Field Value** check box.
 - d. Click **Done**.
2. Enable the **Custom Field Value** for display as follows:
 - a. From the menu bar, select **Open > Administration > Open Workbench**.

The PPM Workbench opens.
 - b. From the shortcut bar, select **Demand Mgmt > Request Types**.
 - c. Click **List**.

The **Results** tab lists the available request types.

- d. Open one of the request types (**PFM - Asset**, **PFM - Project**, or **PFM - Proposal**) that will use the **Custom Field Value**.
- e. Click **Open** under the **Request Header Type** field.

The specified Request Header Type window opens.

- f. In the **Fields** tab, under **Business Case Details**, select the **Custom Field Value** field and click **Edit**.

The Field window opens.

- g. In the **Attributes** tab, set the **Display** field to **Yes**.
 - h. In the top section of the window, change the **Field Prompt** to the desired field name.
 - i. Click **OK**.
3. Configure a request type rule that will populate a value into the **Custom Field Value** field as follows:
 - a. Open the PFM request type that will use the **Custom Field Value**.
 - b. Click the **Rules** tab.

- c. Click **New** to define a request type rule for the **Custom Field Value** field.

See *Example Custom Financial Metrics* for examples of metrics used to govern the calculation of the **Custom Field Value**.

For more detailed information on creating request type rules, see the *HP Demand Management Configuration Guide*.

- d. Save the request type.

4. Repeat [step 3 on page 55](#) for any other PFM request types that will use the **Custom Field Value**.

The **Custom Field Value** is ready to use and appears in the appropriate visualizations and analyses.

Example Custom Financial Metrics

Some examples of **Custom Field Value** metrics that can be used with or instead of nominal return and NPV include the following:

- **Payback Period.** This metric calculates how long it takes for a proposal, project, or asset to start having positive cost/benefit values, based on its forecasted and actual costs and benefits.
- **Productivity Index.** This metric is a financial ranking approach that takes into account expected commercial value, technical risk, and research and development expenditures.
- **Expected Commercial Value.** This metric leverages probabilities and resource constraints to arrive at its answer.

Depending on the business unit deploying them, these example metrics might employ one of several different formulas in their calculation. Consult the appropriate business lead or team for the metric and formula you want to implement.



Additionally, configuring a custom metric might require knowledge of SQL or the creation of additional custom fields for each lifecycle entity so that the metric value can be calculated effectively.

6 Adjusting the Scoring Key

Overview of Adjusting the Scoring Key

This chapter discusses the structure of the HP Portfolio Management qualitative scoring key and provides procedures to modify it.

Lifecycle entities (proposals, projects, and assets) can be evaluated and ranked according to qualitative criteria that are not tracked by purely numerical values of cost, resource requirement, and benefit. These qualitative rankings are tracked using fields provided with the lifecycle entities. Each field is associated with a weighted value, and the total of all the weighted values yields a qualitative score for the given lifecycle entity.

The underlying scoring mechanism is set up using the scoring key and validations. A user who has the Configure Portfolio Management access grant can modify scoring criteria or add custom criteria based on specific requirements, by revising the scoring key and using the correct validation for a field.

Scoring Key Structure

Scoring criteria can include such considerations as how much technical risk exists, what the strategic match for a given project is, and how much competitive advantage would be gained. *Figure 6-1* shows the View Scoring Criteria page with the default scoring key, which includes scoring criteria such as **Technical Risk** in the **Risk Domain** and **Internal Rate of Return** in the **Value Domain**.

To access the View Scoring Criteria page:

1. Log on to PPM Center.
2. From the menu bar, select **Open > Administration > Portfolio Management > View Scoring Criteria**.

For each **Criterion**, users view a drop-down list containing the set of text values shown in *Figure 6-1* as the **Selection** for that **Criterion**. Each **Criterion** has a **Weight** and each **Selection** for the criterion has a **Value**. The weighted values are used to automatically calculate the **Total Score** for a lifecycle entity. For more information, see *Scoring Key Formulas (Rules)* on page 61. Users do not view or control any **Weight** associated with a **Criterion** or any **Value** associated with a **Selection**.

Figure 6-1. View Scoring Criteria page (qualitative scoring key)

View Scoring Criteria

Done

Scoring Key					
Risk Domain					
Weight	Criterion	Value	Selection		
3	Technical Risk	0	No uncertainty.		
		1	Very low uncertainty.		
		2	Low uncertainty.		
		3	Medium uncertainty.		
		4	High uncertainty.		
2	Architecture Risk	5	Unknown.		
		0	Utilizes standard architecture.		
		1	Minor change to standard architecture.		
		2	Medium change to standard architecture.		
		3	Major change to standard architecture.		
2	Definition Risk	5	No leverage of standard architecture.		
		0	Requirements are firm. No changes.		
		1	Requirements are moderately firm. Low probability of changes.		
		2	Requirements are moderately firm. Medium probability of changes.		
		3	Requirements are moderately firm. High probability of changes.		
1	Infrastructure Risk	4	Requirements are not firm.		
		0	Uses existing systems and services.		
		1	Small changes to existing infrastructure.		
		2	Small changes and additions are expected.		
		3	Moderate changes are expected.		
1	Organization Risk	4	Moderate changes to multiple systems are expected.		
		5	Substantial changes to infrastructure are expected.		
		0	No risk.		
		1	Low risk.		
		2	Medium low risk.		
		3	Medium risk.		
		4	High risk.		
		5	Extreme risk.		
		Value Domain			
		Weight	Criterion	Value	Selection
10	Internal Rate of Return	0	Zero or less.		
		1	1 - 5.99%.		
		2	6 - 9.99%.		
		3	10 - 14.99%.		
		4	15% and above.		
5	Competitive Advantage	0	No client or market impact.		
		1	Improves operating efficiencies that affect competitive position.		
		2	Improves operating efficiencies in strategic area.		
		3	Provides some degree of outside access.		
		4	Provides moderate degree of outside access.		
5	Strategic Match	5	Provides high level of outside access.		
		0	No impacted business goals.		
		1	No impacted goal. Increases operational efficiency.		
		2	No direct impact of goal, but prerequisite.		
		3	Direct impact on a portion of a goal.		
2	Competitive Response	4	Direct achievement of a goal.		
		5	Direct achievement of multiple goals.		
		0	Can be postponed for 12 months with no effect on competitive positioning.		
		1	Can be postponed for 12 months with minimal effect to competitive positioning.		
		2	Can be postponed for 12 months with significant effect to competitive positioning.		
2	Productivity	3	Postponement will result in loss of competitive positioning.		
		5	Postponement will result in complete loss of competitive positioning.		
		0	Decreased productivity.		
		1	Less than 10% increase.		
		2	11 - 30% increase.		
		3	30 - 50% increase.		
		5	51% or more increase.		

Done

Scoring Key Validations

For each criterion in the scoring key, there is a validation named PFM Score - <Criterion Name> (for example, PFM Score - Architecture Risk).

To add a new criterion, you must create a new validation, but you specify the criterion's values, selections, and weight in the scoring key itself. For more information, see [Adding a New Criterion on page 65](#).



The PFM Score - <Criterion Name> validation can be a drop-down list or a single-select autocomplete list, and it must be validated by SQL.

For details on the relationship between request type fields and validations, see the *HP Demand Management Configuration Guide*.

Scoring key validations, including sample values, are provided with HP Portfolio Management. You can revise each validation to suit your company's needs. [Figure 6-2](#) shows the Architecture Risk criterion's values as accessed from the editable version of the scoring key. Procedures are described in [Adjusting the Scoring Key on page 62](#).

Figure 6-2. Scoring key criterion ready for modification

Edit Criterion: Architecture Risk

*Weight: *Criterion Name:

*Domain:

Modify Selection Information

Value	Selection
<input checked="" type="checkbox"/> <input type="text" value="0"/>	<input type="text" value="Utilizes standard architecture."/>
<input checked="" type="checkbox"/> <input type="text" value="1"/>	<input type="text" value="Minor change to standard architecture."/>
<input checked="" type="checkbox"/> <input type="text" value="2"/>	<input type="text" value="Medium change to standard architecture."/>
<input checked="" type="checkbox"/> <input type="text" value="3"/>	<input type="text" value="Major change to standard architecture."/>
<input checked="" type="checkbox"/> <input type="text" value="4"/>	<input type="text" value="No leverage of standard architecture."/>

Add New Selection:

Value	Selection
<input type="text"/>	<input type="text"/>



Depending on the level of revision involved, the request type rule that governs the calculation of the **Total Score** might need to be revised.

Scoring Key Formulas (Rules)

The weights and values associated with criteria are used to calculate the total qualitative score for a lifecycle entity. Criteria are in either of the following two domains:

- **Risk Domain.** Criteria used to measure a lifecycle entity's potential risk.

All lifecycle entities have a read-only field called **Risk Rating**. Its value is calculated automatically using the formula:

$$\text{Risk Rating} = \text{Sum (Weight * Value for each Risk Domain criterion)}$$

where **Value** is the number associated with the user's choice of **Selection** from a drop-down list.

- **Value Domain.** Criteria used to measure a lifecycle entity's potential value.

All lifecycle entities have a read-only field called **Value Rating**. Its value is calculated automatically using the formula:

$$\text{Value Rating} = \text{Sum (Weight * Value for each Value Domain criterion)}$$

where **Value** is the number associated with the user's choice of **Selection** from a drop-down list.



The visualization seen when you analyze a portfolio can be filtered by **Risk Rating** or **Value Rating**. See the *HP Portfolio Management User's Guide* for more detailed information.

The total qualitative score for a lifecycle entity is calculated as:

$$\text{Total Score} = \text{Value Rating} - \text{Risk Rating} + \text{Score Adjustment}$$

where **Score Adjustment** is a field provided with each lifecycle entity to allow automatic adjustment of the qualitative score. For example, a confident project sponsor might enter 10 in the **Score Adjustment** field, raising the **Total Score** by 10 points. Someone who thinks the project is somewhat riskier than the calculations indicate might enter -5, lowering the **Total Score** by 5 points.

For information about changing or adding criteria for the scoring key, see *Adjusting the Scoring Key*.

Adjusting the Scoring Key

You can adjust the scoring key (scoring criteria) from the Configure Scoring Criteria page. To add a new criterion, you first create a new validation in the PPM Workbench. Then you can modify the criterion values from the Configure Scoring Criteria page.

The formulas that calculate the **Value Rating**, **Risk Rating**, and **Total Score** are provided with the lifecycle entities in the form of request type rules. Consider the following when changing scoring criteria:

- When you change existing criteria provided with HP Portfolio Management, no changes to the rules are necessary.
- If a criterion name is changed *and* the associated field's token is changed, the SQL for the appropriate rules must be modified to include the new token for the changed criterion's field.
- If a new criterion is created, the SQL for the appropriate rules must be modified to include the token for the new criterion's field.

Changing Existing Criteria

Starting from the Configure Scoring Criteria page, you can change the properties of existing criteria in the scoring key and you can add new values and selections.



If your PPM Center instance supports multiple languages, all scoring criteria must be defined in the same language. To change existing criteria, your session must be in that language. For more information, see the *Multilingual User Interface Guide*.

To change the properties of an existing criterion in the scoring key:

1. Log on to PPM Center.

- From the menu bar, select **Open > Administration > Portfolio Management > Configure Scoring Criteria.**

The Configure Scoring Criteria page opens.

Configure Scoring Criteria

Save

Cancel

Scoring Key			
Risk Domain			
Weight	Criterion	Value	Selection
3	Technical Risk	0	No uncertainty.
	<div>Edit</div>	1	Very low uncertainty.
		2	Low uncertainty.
		3	Medium uncertainty.
		4	High uncertainty.
		5	Unknown.
2	Architecture Risk	0	Utilizes standard architecture.
	<div>Edit</div>	1	Minor change to standard architecture.
		2	Medium change to standard architecture.
		3	Major change to standard architecture.
		5	No leverage of standard architecture.
2	Definition Risk	0	Requirements are firm. No changes.
	<div>Edit</div>	1	Requirements are moderately firm. Low probability of changes.
		2	Requirements are moderately firm. Medium probability of changes.
		3	Requirements are moderately firm. High probability of changes.
		4	Requirements are not firm.
1	Infrastructure Risk	0	Uses existing systems and services.
	<div>Edit</div>	1	Small changes to existing infrastructure.
		2	Small changes and additions are expected.
		3	Moderate changes are expected.
		4	Moderate changes to multiple systems are expected.
		5	Substantial changes to infrastructure are expected.
1	Organization Risk	0	No risk.
	<div>Edit</div>	1	Low risk.
		2	Medium low risk.
		3	Medium risk.
		4	High risk.
		5	Extreme risk.

Value Domain			
Weight	Criterion	Value	Selection
10	Internal Rate of Return	0	Zero or less.
	<div>Edit</div>	1	1 - 5.99%.
		2	6 - 9.99%.
		3	10 - 14.99%.
		4	15% and above.
5	Competitive Advantage	0	No client or market impact.
	<div>Edit</div>	1	Improves operating efficiencies that affect competitive position.
		2	Improves operating efficiencies in strategic area.
		3	Provides some degree of outside access.
		4	Provides moderate degree of outside access.
		5	Provides high level of outside access.
5	Strategic Match	0	No impacted business goals.
	<div>Edit</div>	1	No impacted goal. Increases operational efficiency.
		2	No direct impact of goal, but prerequisite.
		3	Direct impact on a portion of a goal.
		4	Direct achievement of a goal.
		5	Direct achievement of multiple goals.
2	Competitive Response	0	Can be postponed for 12 months with no effect on competitive positioning.
	<div>Edit</div>	1	Can be postponed for 12 months with minimal effect to competitive positioning.
		2	Can be postponed for 12 months with significant effect to competitive positioning.
		3	Postponement will result in loss of competitive positioning.
		5	Postponement will result in complete loss of competitive positioning.
2	Productivity	0	Decreased productivity.
	<div>Edit</div>	1	Less than 10% increase.
		2	11 - 30% increase.
		3	30 - 50% increase.
		5	51% or more increase.

Save

Cancel

3. Locate the criterion whose value you want to change and click the **Edit** button below its name.

The Edit Criterion page opens.

Suppose, for example, that you want to edit the Architecture Risk criterion.

Edit Criterion: Architecture Risk

*Weight: *Criterion Name:

*Domain:

Modify Selection Information

Value	Selection
<input checked="" type="checkbox"/> <input type="text" value="0"/>	<input type="text" value="Utilizes standard architecture."/>
<input checked="" type="checkbox"/> <input type="text" value="1"/>	<input type="text" value="Minor change to standard architecture."/>
<input checked="" type="checkbox"/> <input type="text" value="2"/>	<input type="text" value="Medium change to standard architecture."/>
<input checked="" type="checkbox"/> <input type="text" value="3"/>	<input type="text" value="Major change to standard architecture."/>
<input checked="" type="checkbox"/> <input type="text" value="5"/>	<input type="text" value="No leverage of standard architecture."/>

Add New Selection:

Value	Selection
<input type="text"/>	<input type="text"/>

4. Make the desired changes to the criterion. You can change any of the following fields:

- **Weight**
- **Domain**
- **Criterion Name**
- Any **Value**
- Any **Selection**

You can also add values and selections to the criterion.

Suppose in this example that you want to add a value of 7 that represents “Negative impact to standard architecture.” Type these entries in the **Value** and **Selection** fields under the **Add New Selection** heading, and click **Add**.

The new **Value** and **Selection** are added to the list.

Edit Criterion: Architecture Risk

*Weight: *Criterion Name:

*Domain:

Modify Selection Information

Value	Selection
<input type="text" value="0"/>	<input type="text" value="Utilizes standard architecture."/>
<input type="text" value="1"/>	<input type="text" value="Minor change to standard architecture."/>
<input type="text" value="2"/>	<input type="text" value="Medium change to standard architecture."/>
<input type="text" value="3"/>	<input type="text" value="Major change to standard architecture."/>
<input type="text" value="5"/>	<input type="text" value="No leverage of standard architecture."/>
<input type="text" value="7"/>	<input type="text" value="Negative impact to standard architecture."/>

Add New Selection:

Value	Selection
<input type="text"/>	<input type="text"/>

5. Click **Done**.

6. Click **Save** to save the changes made to the scoring key.

Adding a New Criterion

Adding a new criterion to the scoring key involves the following major steps:

- Creating a new validation. For detailed information on creating validations, see the *Commands, Tokens, and Validations Guide and Reference*.
- Adding to each affected lifecycle entity a new field with the new validation and an associated token.
- Adjusting the request type rules for the lifecycle entities that will use the new criterion.
- Defining the criterion's values in the Configure Scoring Criteria page.



If your PPM Center instance supports multiple languages, all scoring criteria must be defined in the same language. To add new criteria, your session must be in that language. For more information, see the *Multilingual User Interface Guide*.



Making adjustments to the scoring key requires knowledge of SQL, which is used in the request type rules that govern the calculation of the **Value Rating**, **Risk Rating**, and **Total Score** fields.

Using an example, this section illustrates the procedure to add a new criterion. A new criterion named “PR Impact” has been requested for the Value Domain. The new criterion should have the following entries for the **Value** and **Selection** fields:

- 0 - No impact
- 1 - Slight benefit to existing customer base
- 2 - Large benefit to existing customer base
- 3 - Positive mindshare gain within industry
- 4 - Positive mindshare gain across industry

The new PR Impact criterion should have a weight of 4, as it is thought to be almost as important as Competitive Advantage or Strategic Match, each of which has a weight of 5 (see *Figure 6-1 on page 59*).

To add a criterion to the scoring key:

1. Log on to PPM Center.
2. From the menu bar, select **Open > Administration > Open Workbench**.

The PPM Workbench opens.

3. To create a new validation for the values for the new criterion:
 - a. From the shortcut bar, select **Configuration > Validations**.



The validation can be a drop-down list or a single-select autocomplete list, and it must be validated by SQL.

- b. Click **New Validation** to create a new drop-down list validation.
- c. To specify the validation fields for the example:
 - i. In the **Name** field, type the new validation name **PR Impact**.

- ii. Click out of the validation's **Name** field.

Notice that the **Reference Code** field automatically defaults to a value (**PR_IMPACT** in the example) that is related to the validation name. Compared to the **Name** field, all letters in the **Reference Code** field are capitalized and all spaces and hyphens (-) are converted to underscore characters (_).



All reference codes for validations used for scoring criteria must begin with **PFM_SCORE_**.

- iii. To enable the validation as a scoring criterion, add **PFM_SCORE_** to the beginning of the reference code. In the example, the value of the **Reference Code** field becomes **PFM_SCORE_PR_IMPACT**.
- iv. For the **Component Type** field, select **Drop Down List**.
- v. For the **Validated By** field, select **SQL**.
- vi. Specify the following SQL:

```
SELECT score_selection_id, score_selection_name
FROM kpfm_scoring_keys_v
WHERE validation_reference_code='PFM_SCORE_PR_IMPACT'
```

- d. Click **OK** to save the validation.

4. For a lifecycle entity you want to be affected by the new criterion, use the Request Type Workbench to create a new field that uses the new validation. For detailed information about configuring request type fields, see the *HP Demand Management Configuration Guide*.

To specify the new request type field for the example:

- a. From the shortcut bar, select **Demand Mgmt > Request Types**.
- b. Click **List** and select and open a request type, such as PFM - Proposal, that is affected by the new criterion.
- c. On the **Fields** tab, click **New**.

The Field: New page opens.

- d. In the **Field Prompt** field, type **PR Impact**.
- e. Select **PR Impact** for the **Validation** field.
- f. Type **PFM_SCORE_PR_IMPACT** in the **Token** field.

The screenshot shows the 'Field: New' dialog box. The 'Field Prompt' is 'PR Impact' and the 'Token' is 'PFM_SCORE_PR_IMPACT'. The 'Validation' field also contains 'PR Impact'. The 'Component Type' is 'Drop Down List'. The 'Multi-Select Enabled' option is set to 'No'. Under the 'Default' tab, 'Section Name' is 'Request Type Fields', 'Display Only' is 'No', 'Transaction History' is 'No', 'Notes History' is 'No', 'Display on Search and Filter' is 'Yes', and 'Display' is 'Yes'. There is a 'Search Validation' field at the bottom. Buttons for 'Copy From...', 'OK', 'Add', and 'Cancel' are at the bottom right. The status bar at the bottom left says 'Ready'.

- g. Click **OK** on the Field: New page.
- h. Click **Save** on the Request Type page.

5. For the lifecycle entity to be affected by the new criterion, use the Request Type Workbench to edit the request type rules.

- a. Click the **Rules** tab on the request type.
- b. Edit either the Calculate Value Rating rule or the Calculate Risk Rating rule, depending on the domain of the new criterion, by adding the new token to the SQL.

In the example, to add the `PFM_SCORE_PR_IMPACT` token to the Calculate Value Rating rule:

- i. Edit the Calculate Value Rating rule. Expand the Rules window as necessary to see the fields in the **Dependencies** section of the rule. In the **Dependencies** section, click **New**, select **PR Impact** as the **Field**, select **contains any value** as the **Condition**, and click **OK**.
- ii. Add the following SQL immediately before the last close parenthesis in the existing SQL:

```
, NVL ( ' [REQD.P.PFM_SCORE_PR_IMPACT] ' , 0)
```

Rules Window

Rule Name: Calculate Value Rating

Description:

Enabled? ☒ Yes ☐ No

Rule Event: Apply on field change

Process subsequent rules? ☒ Yes ☐ No

Rule Type: Advanced

(If an event triggers multiple rules, they are processed in sequential order. Check 'No' above if you do not want subsequent rules to be processed after this rule completes.)

Field Name	Condition
Competitive Response:	contains any value
Competitive Advantage:	contains any value
Strategic Match:	contains any value
Internal Rate of Return:	contains any value
PR Impact	contains any value

New Edit Remove

Results

Field Name	Column	Token
Value Rating:	1	REQ.P.KNTA_VALUE_RATING
	2	REQ.VP.KNTA_VALUE_RATING

Logic: SQL Default ?

```
select sum(weighted_score),sum(weighted_score)
from kpfm_scoring_keys_v
where score_selection_id in
(NVL((REQ.P.PFM_SCORE_IRR);0),NVL((REQ.P.PFM_SCORE_STRATEGIC_MATCH);0),NVL(
REQ.P.PFM_SCORE_COMPETITIVE_ADV);0),
NVL((REQ.P.PFM_SCORE_COMPETITIVE_RESP);0),NVL((REQ.P.PFM_SCORE_PRODUCTIV
TY);0),NVL((REQ.P.PFM_SCORE_IRR);0),NVL((REQ.P.PFM_SCORE_STRATEGIC_MATCH);0),
NVL((REQ.P.PFM_SCORE_COMPETITIVE_ADV);0),NVL((REQ.P.PFM_SCORE_COMPETITIVE_
RESP);0),NVL((REQ.P.PFM_SCORE_PRODUCTIVITY);0),NVL((REQD.P.PFM_SCORE_PR_IMP
ACT);0))
```

New Remove

OK Apply Cancel

Ready

- iii. Click **OK**.

- c. From the **Rules** tab, similarly edit the Calculate Total Score rule by adding the new token to the SQL.

In the example, to add the `PFM_SCORE_PR_IMPACT` token to the Calculate Total Score rule:

- i. Edit the Calculate Total Score rule. Expand the Rules window as necessary to see the fields in the **Dependencies** section of the rule. In the **Dependencies** section, click **New**, select **PR Impact** as the **Field**, select **contains any value** as the **Condition**, and click **OK**.
- ii. Add the following SQL just before the last `))`s in the existing SQL:

```
, NVL ( ' [REQD.P.PFM_SCORE_PR_IMPACT] ' , 0)
```

Rules Window

Rule Name: Calculate Total Score

Description:

Enabled? ☒ Yes ☐ No

Rule Event: Apply on field change

Rule Type: Advanced

Process subsequent rules? ☒ Yes ☐ No

(If an event triggers multiple rules, they are processed in sequential order. Check 'No' above if you do not want subsequent rules to be processed after this rule completes.)

Dependencies

Field Name	Condition
Definition Risk	contains any value
Competitive Advantage	contains any value

New Edit Remove

Results

Result Fields:

Field Name	Column	Token
Total Score:	1	REQ.P.KNTA_TOTAL_SCORE
	2	REQ.VP.KNTA_TOTAL_SCORE

New Remove

Logic: SQL Default

```
SELECT SUM (s.score), SUM (s.score)
FROM (SELECT TO_NUMBER(NVL ( (REQ.P.P_SCORE_ADJUSTMENT); 0)) score
FROM DUAL
UNION ALL
SELECT weighted_score score
FROM kpfm_scoring_keys_v
WHERE score_selection_id IN (
NVL ( (REQ.P.PFM_SCORE_IRR); 0),
NVL ( (REQ.P.PFM_SCORE_STRATEGIC_MATCH); 0),
NVL ( (REQ.P.PFM_SCORE_COMPETITIVE_ADV); 0),
NVL ( (REQ.P.PFM_SCORE_COMPETITIVE_RESP); 0),
NVL ( (REQ.P.PFM_SCORE_PRODUCTIVITY); 0),
NVL ( (REQ.P.PFM_SCORE_ORG_RISK); 0),
NVL ( (REQ.P.PFM_SCORE_TECH_RISK); 0),
NVL ( (REQ.P.PFM_SCORE_ARCH_RISK); 0),
NVL ( (REQ.P.PFM_SCORE_DEF_RISK); 0),
NVL ( (REQ.P.PFM_SCORE_INFRA_RISK); 0),
NVL ( (REQD.P.PFM_SCORE_PR_IMPACT); 0))) s
```

OK Apply Cancel

Ready

- iii. Click **OK**.
 - d. Click **OK** on the Request Type page.
6. Repeat [step 4 on page 68](#) and [step 5 on page 69](#) for each lifecycle entity that will use the new criterion.

7. To define the criterion's values in the Configure Scoring Criteria page:

- a. In the menu bar of the standard interface, select **Open > Administration > Portfolio Management > Configure Scoring Criteria**.

In the example, the new criterion, **PR Impact**, appears at the top of the Configure Scoring Criteria page.

Configure Scoring Criteria

Save Cancel

Scoring Key

New Criteria

Weight	Criterion	Value	Selection
	PR Impact	Please define domain, weight, and selections for this criterion.	

Edit

Risk Domain

Weight	Criterion	Value	Selection
--------	-----------	-------	-----------

- b. Click the **Edit** button below the new criterion.

The Edit Criterion page opens.

- c. To specify the previously described criterion for the example:

- i. Verify that the **Criterion Name** is **PR Impact**.

You can edit the **Criterion Name** field as needed.

- ii. In the **Weight** field, enter **4**.

- iii. Set the **Domain** to **Value Domain**.

- iv. Under the **Add New Selection** heading, enter one of the five pairs of requested **Value** and **Selection** fields and click **Add**.

Repeat this step for each of the pairs of **Value** and **Selection** fields.

Edit Criterion: PR Impact

*Weight: 4

*Criterion Name: PR Impact

*Domain: Value Domain

Modify Selection Information

	Value	Selection
<input checked="" type="checkbox"/>	0	No impact
<input checked="" type="checkbox"/>	1	Slight benefit to existing customer base
<input checked="" type="checkbox"/>	2	Large benefit to existing customer base
<input checked="" type="checkbox"/>	3	Positive mindshare gain within industry
<input checked="" type="checkbox"/>	4	Positive mindshare gain across industry

Add New Selection:

Value	Selection
<input type="text"/>	<input type="text"/>

Add

Done

Cancel

- d. Click **Done**.

The new criterion is added to the scoring key.

- e. Click **Save** to save the revised scoring key.

7 Configuring Licenses, Security Groups, and Access Grants

Overview of License, Security Groups, and Access Grants

This chapter describes how to configure the HP Portfolio Management licenses, security groups, and access grants so that the intended users can set HP Portfolio Management options and use scenario comparisons, portfolio optimizations, and hierarchical portfolios. This chapter also describes how to restrict access to proposals and assets to particular security groups and how to restrict access to view projects on the basis of project type.

➤ Licenses, security groups, and user accounts with access grants are assigned by the PPM Center administrator. Contact your application administrator for matters relating to licenses, security groups, and access grants.

A license is authorization granted to users of PPM Center to use one or more individual products. See [Licenses on page 74](#).

➤ To have an HP Portfolio Management license, a user must also have an HP Demand Management license.

Security groups are constructed to provide a set of users with specific access to screens and functions within PPM Center. Each security group is configured with a set of access grants that enable specific access. Users are then associated with one or more security groups.

A user's security group memberships determine which lifecycle entities the user can view or edit, which workflows the user can use, and which workflow steps the user has authority to act on. Each user can be a member of multiple security groups. The collection of security groups to which a user belongs defines that user's role and access. See [Security Groups on page 75](#).

At a more granular level, a PPM Center administrator uses access grants to provide individuals or groups of users with partial or total access to HP Portfolio Management features. Users are linked to access grants through the security groups to which they belong. See [Access Grants on page 78](#).

In addition, individual users who create scenario comparisons or hierarchical portfolios can provide other users with access *rights* to view and edit those scenario comparisons or hierarchical portfolios, as described in the *HP Portfolio Management User's Guide*.

Licenses

As described in the following sections, the following licenses are associated with HP Portfolio Management:

- Portfolio Management license
- Portfolio Optimization license

Portfolio Management License

The Portfolio Management license provides access to general HP Portfolio Management functionality and to configuration of general HP Portfolio Management settings. All HP Portfolio Management users must have a Portfolio Management license (and a Demand Management license).

Portfolio Optimization License

The Portfolio Optimization site license allows all users who have Portfolio Management licenses to configure and run scenario optimizations and to generate the efficient frontier graph. For more information, see the *HP Portfolio Management User's Guide*. Users must have a Portfolio Management license to use portfolio optimization.

For each user, access to portfolio optimization functionality is consistent with access to other Portfolio Management functionality.

Security Groups

Using security groups involves associating them with workflow steps and potentially restricting user access to the lifecycle entities—proposals, projects, and assets.

Associating Security Groups with Workflow Steps

PPM Center provides the following empty security groups that are preconfigured to work with the delivered workflows described in *Customizing Lifecycle Entity Processes* on page 39:

- PFM - Finance Review Board
- PFM - IT Steering Committee
- PFM - Standards Committee

These security groups must be populated with the correct users before the workflows can be used. For more information on adding users to security groups, see the *Security Model Guide and Reference*.

Using the Workflow Workbench, you can revise the mapping of security groups to workflow steps to suit your business needs. For more information on configuring workflow steps, including setting security, see the *HP Demand Management Configuration Guide*.

Configuring Security for Lifecycle Entities

Setting security for proposals and assets differs from setting security for projects, as described in the following sections.

Configuring Security for Proposals and Assets

By default, all users can create, view, and edit proposals and assets. You can restrict access to proposals and assets to particular security groups. For example, to restrict creation of proposals or assets to users in a particular security group:

1. Log on to PPM Center.
2. From the menu bar, select **Open > Administration > Open Workbench**.

The PPM Workbench opens.

3. From the shortcut bar, select **Demand Mgmt > Request Types**.
4. Click **List**.

The **Results** tab lists the available request types.

5. Open the **PFM - Proposal** or **PFM - Asset** request type.

The Request Type window opens.

6. Click the **User Access** tab.
7. Deselect the **Create** check box for **All Users**.
8. Click **New**.

The Participant Security window opens.

9. Select users at the security group level.
10. Click **OK** in the Participant Security window.
11. Click **OK** in the Request Type window.

For more information on setting request type security, see the *HP Demand Management Configuration Guide*.

Configuring Security for Projects

You can control access to projects if you have the following access grants:

- Project Mgmt: View Projects
- Project Mgmt: Edit Projects
- Project Mgmt: Edit All Projects

For more information, see the *Security Model Guide and Reference*.

If you have the Edit Projects or the Edit All Projects access grant, you can control who can view all projects that use a particular project type. To do so:

1. Log on to PPM Center.
2. From the menu bar, select **Open > Administration > Project Types & Templates > Manage Project Types**.

The Manage Project Types page appears, listing the project types.

3. Click the project type of interest.

The Modify Project Type page appears.

4. Under the **Select a policy to configure** heading, select the **Project Security** policy.
5. To control who can view the projects of this project type and their project tasks, complete the fields as desired and click **Save**.

Access Grants

To use HP Portfolio Management, users need appropriate access grants in the Portfolio Mgmt category.

The Configure Portfolio Management access grant in the Portfolio Mgmt category is described in *Table 7-1*. This access grant affects user capabilities in both hierarchical portfolios and scenario comparisons.

Table 7-1. Configure Portfolio Management access grant

Access Grant	Description
Configure Portfolio Management	<p>Allows the user to do the following:</p> <ul style="list-style-type: none">• On the Configure Portfolio Management page, set tracking preferences for scenario comparisons. See <i>Setting Financial Metric Tracking Preferences for Scenario Comparisons</i> on page 13.• On the Configure Portfolio Management page, set categorization preferences for scenario comparisons. See <i>Setting Categorization Preferences for Scenario Comparisons</i> on page 15.• On the Configure Portfolio Management page, select which PFM request fields are made available for users to view in the Proposals/Projects/Assets tab of hierarchical portfolios. See <i>Configuring Columns for Proposals/Projects/Assets Tab in Portfolios</i> on page 16.• Configure the scoring key. See <i>Chapter 6, Adjusting the Scoring Key</i>, on page 57.

The access grants in the Portfolio Mgmt category related to hierarchical portfolios are listed in [Table 7-2](#).

Table 7-2. Portfolio Mgmt hierarchical portfolio access grants (page 1 of 2)

Access Grant	Description
Edit All Portfolios	<div>Allows the user to do the following:</div> <ul style="list-style-type: none">• View the portfolio hierarchy• View all portfolios in the system• Create new portfolios• Delete empty portfolios• Edit all portfolios in the system, including changing portfolio names, adding and removing portfolio managers, and editing portfolio access rights on the Configure Access page• View and edit the Analyze Current Portfolio page and the following portlets:<div>Capitalized Project Breakdown</div><div>Capitalized Project Timelines</div><div>Current Portfolio Map</div><div>Impairment Risks</div><div>Portfolio by Category</div><div>Total Exposure</div>• Create and edit business objectives

Table 7-2. Portfolio Mgmt hierarchical portfolio access grants (page 2 of 2)

Access Grant	Description
Edit Portfolio	<p>Allows the user to do the following:</p> <ul style="list-style-type: none"> • View the portfolio hierarchy. • View the portfolios for which the user also has the View Portfolio or Edit Portfolio access right on the Configure Access page. • Edit the portfolios for which the user also has the Edit Portfolio access right on the Configure Access page. However, having the Edit Portfolio access grant and the Edit Portfolio access right is not sufficient to allow the user to edit a portfolio's access rights or portfolio managers. • Be available for selection in the Portfolio Manager autocomplete field in all portfolios. Then, if selected as a portfolio manager for a portfolio, the user can edit that portfolio and specify other portfolio managers for that portfolio. • Be available for addition to the Configure Access page to be given the View Portfolio and Edit Portfolio access rights.
View All Portfolios	<p>Allows the user to do the following:</p> <ul style="list-style-type: none"> • View the portfolio hierarchy • View all portfolios in the system • View and edit the Analyze Current Portfolio page and the following portlets: <ul style="list-style-type: none"> Capitalized Project Breakdown Capitalized Project Timelines Current Portfolio Map Impairment Risks Portfolio by Category Total Exposure

For information about specifying access *rights* on a portfolio's Configure Access page and specifying portfolio managers as mentioned in [Table 7-2](#), see the *HP Portfolio Management User's Guide*.

To edit a particular portfolio, a user must be configured to have at least one of the following:

- Edit All Portfolios access grant
- Edit Portfolio access grant, *and* Edit Portfolio access right on that portfolio's Configure Access page
- Edit Portfolio access grant, *and* configuration as one of that portfolio's portfolio managers

To view a particular portfolio, a user must be configured to have at least one of the following:

- Edit All Portfolios access grant
- View All Portfolios access grant
- Edit Portfolio access grant, *and* View Portfolio access right on that portfolio's Configure Access page

The access grants in the Portfolio Mgmt category related to scenario comparisons are listed in [Table 7-3](#). If a user does not have the required access *grant* as described, the user cannot view or edit a scenario comparison (or a portfolio optimization), even if the user is authorized to do so in an access *right* on the scenario comparison's Configure Access page. For information about specifying access *rights* on a scenario comparison's Configure Access page as mentioned in [Table 7-3](#), see the *HP Portfolio Management User's Guide*.

Table 7-3. Portfolio Mgmt scenario comparison access grants

Access Grant	Description
Edit All Scenario Comparisons	<p>Allows the user to do the following:</p> <ul style="list-style-type: none"> • View, edit, and delete all scenario comparisons in the system • Create new scenario comparisons
Edit Scenario Comparison	<p>Allows the user to do the following:</p> <ul style="list-style-type: none"> • View, edit, and delete any scenario comparison that also grants that user access on its Configure Access page (Additional Editing Access fields) • Create new scenario comparisons
View Scenario Comparison	<p>Allows the user to view any scenario comparison that also grants that user access on its Configure Access page (View Access field or Additional Editing Access fields)</p>

A Financial Metrics

Total Nominal Return

Monthly planned and actual nominal return are based on monthly planned and actual costs and benefits. The nominal return for any particular month is the difference between the benefit total for that month and the cost total for that month:

$$\text{Nominal Return} = \text{Benefit} - \text{Cost}$$

The **Nominal Return** and **Total Nominal Return** fields used in financial summaries and scenario comparisons are calculated from planned and actual costs and benefits over all the months that have any data. To determine *total* costs and *total* benefits over the entire time range, monthly contributions are based on values for each individual month, as follows:

- **For each previous month**, actual cost is used wherever it has been reported, that is, wherever the value is not blank or zero, otherwise forecast cost is used. Similarly, actual benefit is used wherever it has been reported, otherwise forecast benefit is used.
- **For the current month**, the *higher* of forecast and actual costs is used. Similarly, the *higher* of forecast and actual benefits is used.
- **For each future month**, forecast costs and forecast benefits are used.

These monthly amounts are summed to determine total benefits and total costs, and total nominal return is the difference:

$$\text{Total Nominal Return} = \text{Total Benefits} - \text{Total Costs}$$

Net Present Value (NPV)

Net present value (NPV) is total nominal return, discounted to its current value, based on a specified discount rate and the time allowed for the nominal return to be realized.

NPV is based on the financial summary. NPV is calculated using actual and forecast costs and benefits from all the months of the financial summary as described in *Total Nominal Return*.

For any *particular future* month:

$$\text{NPV} = (\text{Nominal Return}) / (1 + i/12)^n$$

where

n represents the number of periods (months) from the current month.

Nominal Return is calculated for month n as described in *Total Nominal Return*.

i represents the annual discount rate. For example, if the **Discount Rate** field (which by default is disabled) is specified as 6 to represent a 6% annual rate, the formula uses 0.06 for the value of i, then divides that by 12 to reflect the 12 months in a year.

PPM Center computes and reports *total* NPV, which is the sum of these values for all months—previous, current, and future—using each month’s particular Nominal Return.

NPV for past and current months is meaningful for projects that are underway.

Only future months are discounted. Previous and current months use their Nominal Return values in calculating the sum.

Example of a Future Project

For example, consider a four-month future project that has forecast benefits and costs as shown in *Table A-1* and an annual discount rate of 6%, equivalent to a monthly rate of 0.5% or .005.

Table A-1. Example for NPV calculation

Month	Forecast Benefit	Forecast Cost	Forecast Benefit – Forecast Cost (Forecast Nominal Return)
May 2010	\$100,000	\$90,000	\$10,000
June 2010	\$120,000	\$90,000	\$30,000
July 2010	\$140,000	\$40,000	\$100,000
August 2010	\$140,000	\$5,000	\$135,000

As of March 2010, two months before the project starts, the total NPV is the sum of the following amounts (rounding off to the nearest dollar):

- $\$10,000 / (1.005)^2 = \$9,901$ for May
- $\$30,000 / (1.005)^3 = \$29,554$ for June
- $\$100,000 / (1.005)^4 = \$98,025$ for July
- $\$135,000 / (1.005)^5 = \$131,675$ for August

For this example, the total NPV is \$269,155.

The total forecast nominal return for the four project months is \$275,000.

Example of a Project That Is Underway

Now consider the same example when the current month (month 0) is June and the project is underway. Assume that the actual value for Benefit – Cost was as forecast for May and that, thus far in June, actual costs and actual benefits are lower than forecast costs and forecast benefits, so that the forecast data is used for June. Then, as of June, the total NPV is the sum of the following amounts (rounding off to the nearest dollar):

- \$10,000 for May
- \$30,000 for June
- $\$100,000 / (1.005)^1 = \$99,502$ for July
- $\$135,000 / (1.005)^2 = \$133,660$ for August

For this example, the total NPV is \$273,162.

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