



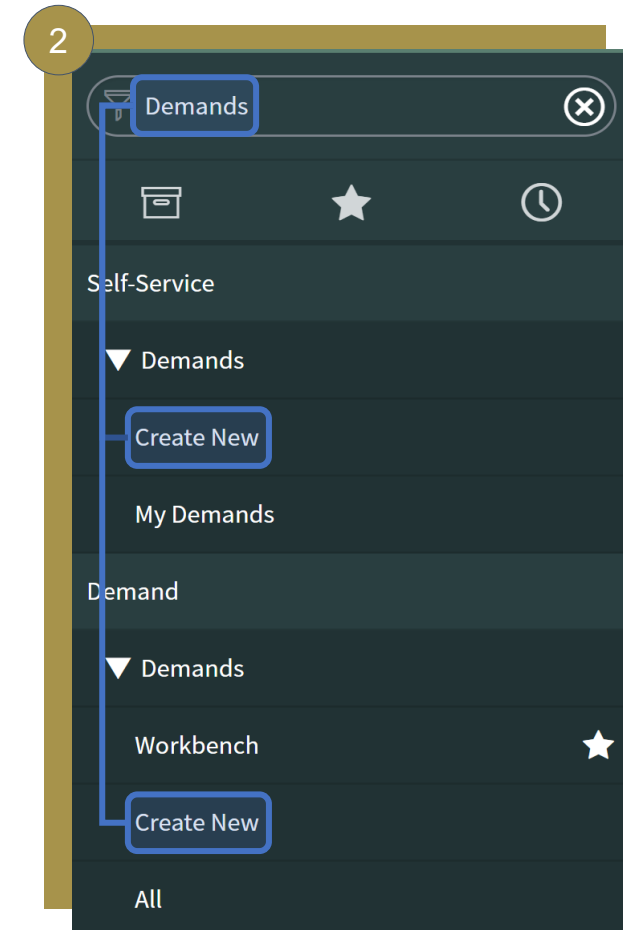
Creating a New Demand

Quick Reference Guide

Creating a New Demand

The Demand Management application consists of tools for capturing, centralizing, and assessing strategic and operational Demands. It also provides a single location for managing all the Demand information.

Demand managers and demand users can create demands using the Demand Management application.



Creating a New Demand

Demand Header Fields:

1. **Name** – Name of the Demand.
2. **Category** – Strategic or Operational drives the selections in the Type field
3. **Type** – The type of record to be created if this Demand is eventually approved, Project, enhancement, etc.
4. **Business Unit** – Business Unit associated with the Demand.

The screenshot shows the 'Demand Header Fields' form. At the top, there is a progress bar with stages: Draft (active), Submitted, Screening, Qualified, Approved, and Completed. Below the progress bar, the form contains several fields: 'Name' (required, with a red asterisk), 'Submitted by' (set to 'Demand Manager'), 'Category' (dropdown, set to 'Strategic'), 'Type' (dropdown, set to 'Project'), 'Portfolio' (with a search icon), 'Number' (set to 'DMND0001356'), 'Start date' (with a calendar icon), 'Due date' (with a calendar icon), and 'Business Unit' (required, with a red asterisk and a search icon).

Details Tab:

1. **Portfolio** – Portfolio that this Demand falls under. Will populate Stakeholders with the stakeholders from the selected Portfolio.
2. **Program** – Program related to this Demand. Used for reporting.
3. **Demand Manager** – Only user in field will be allowed to manage the Demand.
4. **Department** – Values are driven by Business Unit field.

The screenshot shows the 'Details Tab' of the form. It has a tabbed interface with 'Details' (active), 'Tech Fee', 'Business Case', 'Financials', 'Demand Scoring', and 'Notes'. The 'Details' tab contains several fields: 'Priority' (dropdown, set to 'Select one'), 'Program' (with a search icon), 'Submitted by' (set to 'Demand Manager'), 'Demand manager' (with a search icon), 'Collaborators' (with lock and edit icons), 'Department' (set to 'IT Marketing & Communications'), 'Impacted Business Units' (with a lock icon), 'Business Applications' (with a lock icon), 'Idea' (set to 'IDEA0001182'), and 'Primary Service' (dropdown, set to 'Select one').

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Tech Fee Fields:

Complete information in this tab is the Demand is requesting Tech Fee funds.

Business Case Tab:

1. **Business Case** – The Business case field will be populated by the Idea Description. This is a required field.

The screenshot shows a web form with several tabs: Details, Tech Fee, Business Case, Financials, Demand Scoring, and Notes. The 'Tech Fee' tab is active. It contains the following fields:

- Tech Fee Eligible? (Dropdown menu, value: No)
- Status (Dropdown menu, value: Select one)
- Requested Funding (Text input, value: \$ 0.00)
- Funded (Text input, value: \$ 0.00)
- Tech Fee Comments (Text area, value: 1000 characters remaining of 1000 characters)