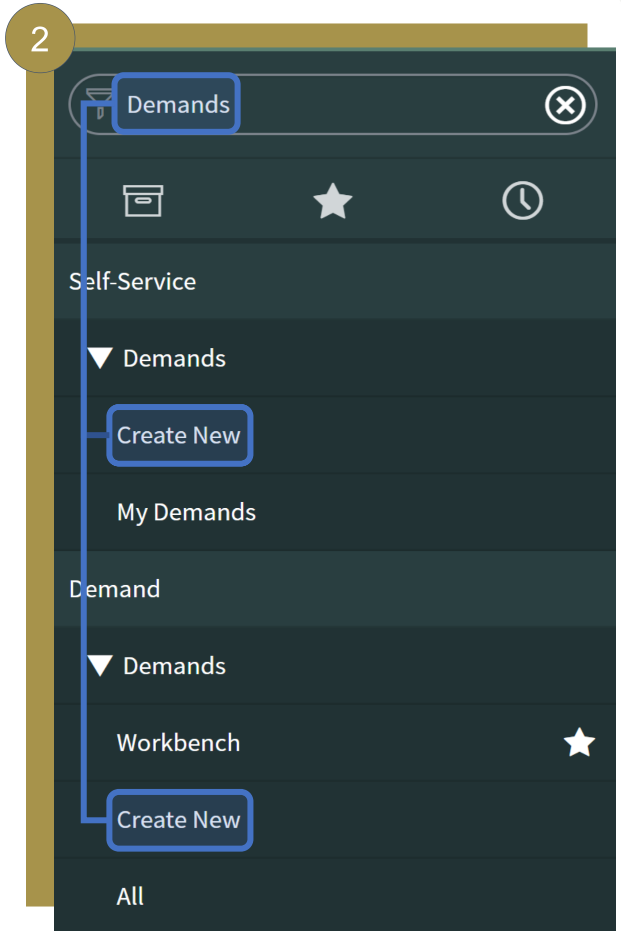
Creating a New Demand

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.



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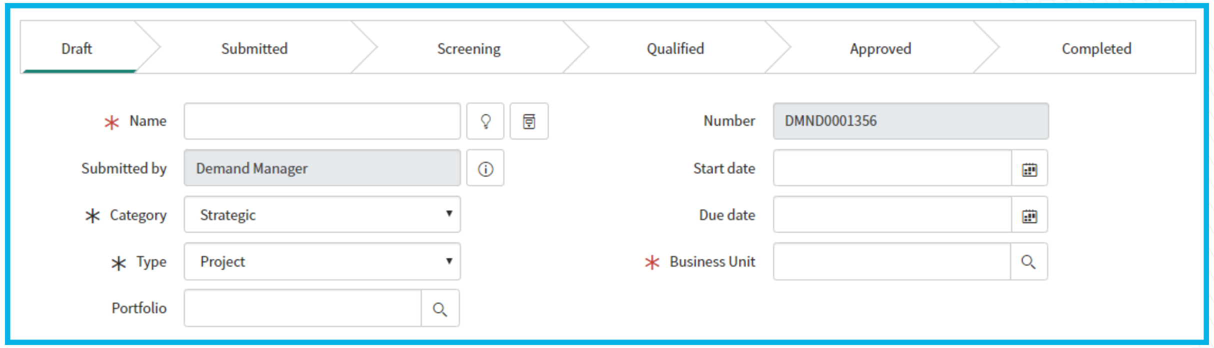
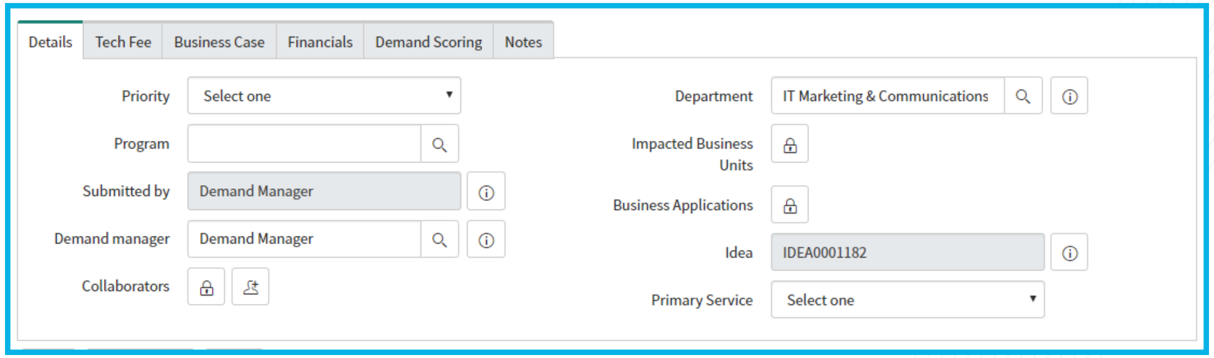
Demand Header Fields:

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.



Details Tab:

1. Portfolio – Portfolio that this Demand falls under. Will populate Stakeholders with the stakeholders form 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.



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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.