How to Create a Program

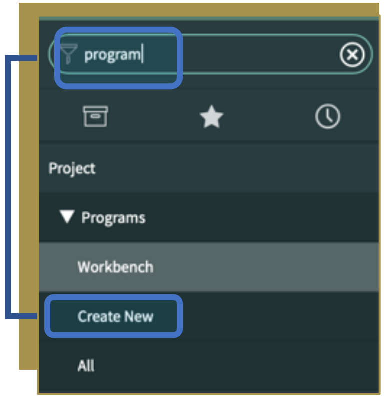
Quick Reference Guide

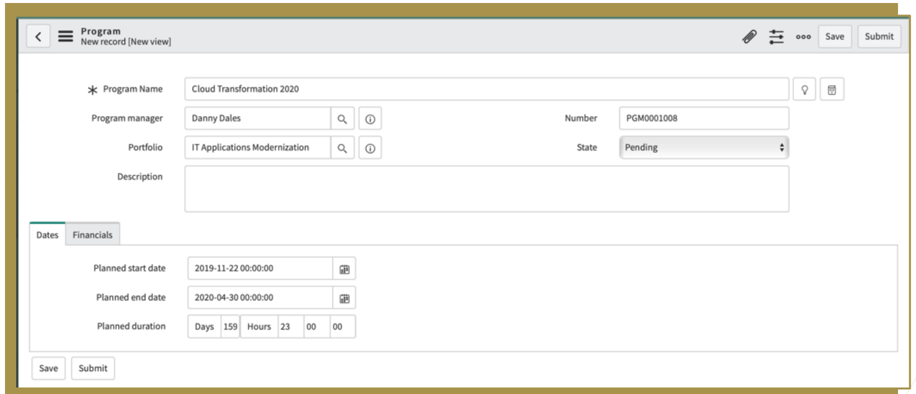
Creating a New Program

Project Managers can create Programs by selecting Programs > **Create New** or by clicking the **New** button on the Program list view page.

Program Details:

1. Enter the basic Program details (Name, Manager, Portfolio Description and Planned Start and End Dates)





2. On the Financial tab, enter Planned Capital, Planned Operating and Planned Benefit. However, once, you add Demands and Projects to the Program, the planned costs and benefits from those investments will populate the Financials tab.