



How to Create a Program

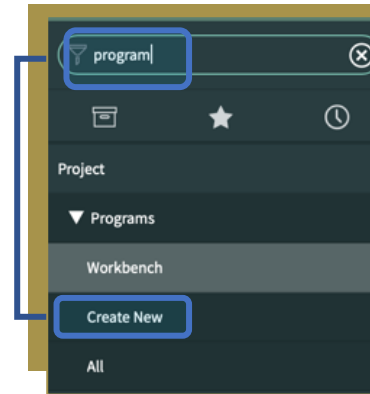
Quick Reference Guide

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.

A screenshot of a web application interface for creating a new program record. The form is titled 'Program New record [New view]'. It contains several input fields for program details. The 'Dates' tab is currently selected, showing fields for 'Planned start date' (2019-11-22 00:00:00), 'Planned end date' (2020-04-30 00:00:00), and 'Planned duration' (Days: 159, Hours: 23, Minutes: 00). The 'Financials' tab is also visible, showing fields for 'Planned capital' (\$0.00), 'Planned operating' (\$0.00), 'Total planned cost' (\$0.00), 'Budget cost' (\$0.00), and 'Planned benefit' (\$0.00). There is also a 'Planned ROI %' field set to 0. The form includes 'Save' and 'Submit' buttons at the bottom.