## Georgia Tech

**CREATING THE NEXT** 

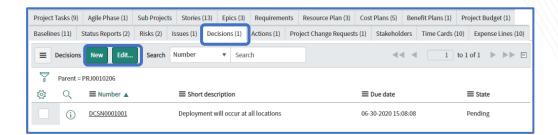
## **Creating a Project Decision**

Quick Reference Guide

## **Creating a Project Decision**

A project decision is reached by project leader, team members, or other stakeholders to determine project strategy, tactics, and acceptable actions. Decisions can be created on a project by using the Decisions related list at the bottom of the form.

- Once you have opened the project scroll to the bottom of the form to view the related lists. Select the Decisions related list and click the New button to add a unique decision, if the decision is shared with other projects select the Edit button and choose from the slush bucket.
- 2. Complete the form fields and **Save** the form. Decisions can either be **Approved** or **Rejected**.
- 3. The Decision can be updated by either clicking on the Number field and opening the form or by double clicking on certain fields for inline editing.



Number	DCSN0001001	State	Approved	\$
Requestor	System Administrator Q	(i) Approval Required	No	\$
Due date	2019-11-15 13:33:31			
Short description	Deployment will occur at all locations			<b>?</b>
Save Submit				
■ Number ▲	■ Short description		≡ Due date	≡ State
DCSN0001001	Deployment will occur	at al 🖉 😣	06-30-2020 15:08:08	Pending

