



**Georgia
Tech**

CREATING THE NEXT

Rejecting & Deleting Resource Plans

Quick Reference Guide

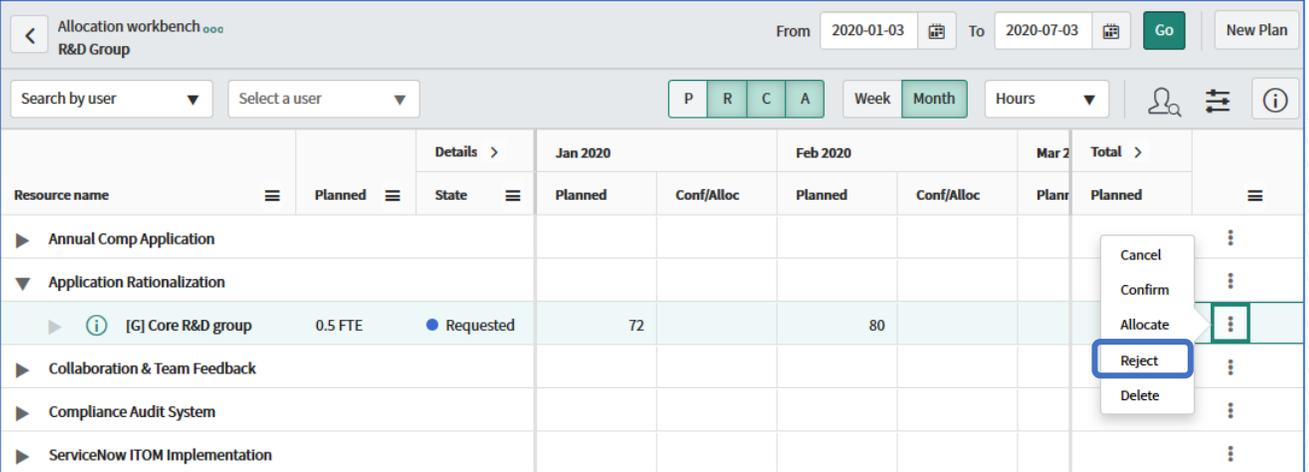
Rejecting a Resource Plan

Resource Managers can Reject Resource Plans in the **Requested** state if they feel the requestor (demand manager or project manager) needs to revise the request and re-submit.

To reject a resource plan, in the Allocation Workbench simply click **Reject** on the row of the resource plan.

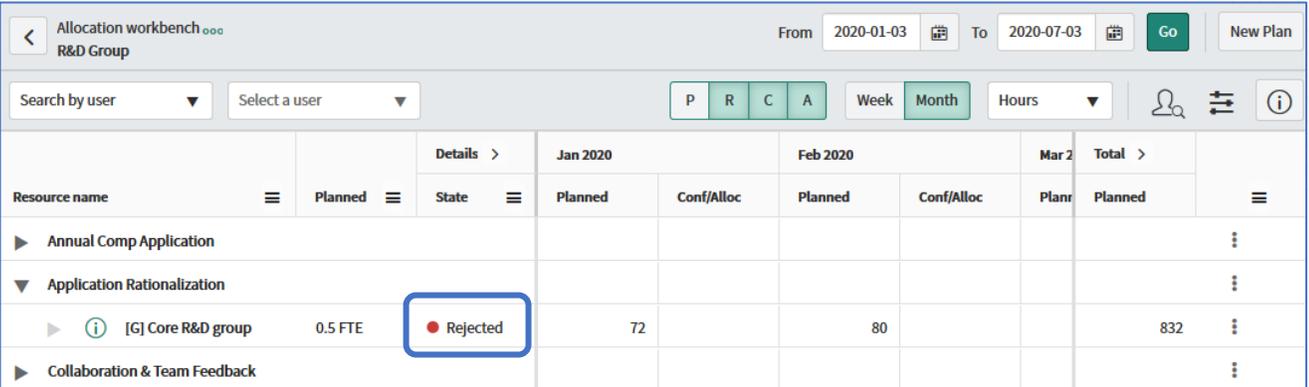
This will put the resource plan in **Rejected**

state, and the Demand/ Project Manager will regain edit rights to the resource plan so they can modify the request and re-submit.



The screenshot shows the Allocation Workbench interface for the R&D Group. The resource plan '[G] Core R&D group' is in the 'Requested' state. A context menu is open over the row, with the 'Reject' option highlighted.

Resource name	Planned	State	Jan 2020		Feb 2020		Mar 2020	Total
			Planned	Conf/Alloc	Planned	Conf/Alloc		
Annual Comp Application								
Application Rationalization								
[G] Core R&D group	0.5 FTE	Requested	72		80			
Collaboration & Team Feedback								
Compliance Audit System								
ServiceNow ITOM Implementation								



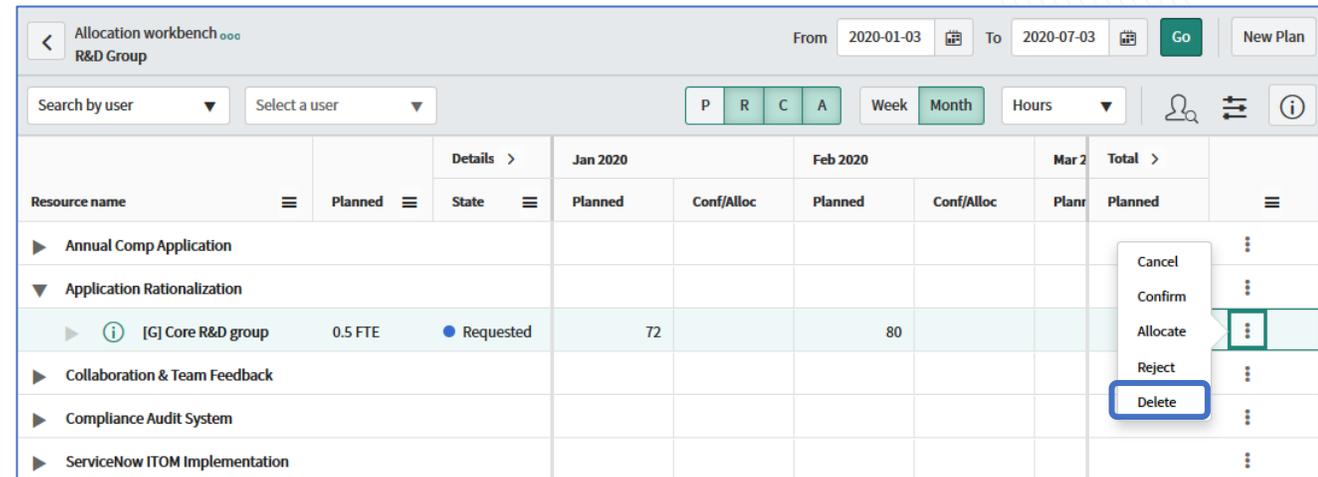
The screenshot shows the Allocation Workbench interface after the resource plan has been rejected. The state is now 'Rejected'.

Resource name	Planned	State	Jan 2020		Feb 2020		Mar 2020	Total
			Planned	Conf/Alloc	Planned	Conf/Alloc		
Annual Comp Application								
Application Rationalization								
[G] Core R&D group	0.5 FTE	Rejected	72		80		832	
Collaboration & Team Feedback								

Deleting a Resource Plan

Deleting a Resource Plan will completely remove it and all allocation records on the plan from ServiceNow. The Delete function is only available when the resource plan is in the **Planning** or **Requested** states.

To delete a resource plan, in the Allocation Workbench, click **Delete**.



The screenshot shows the Allocation Workbench interface for an R&D Group. The table displays resource plans with columns for Resource name, Planned, State, and monthly allocation (Jan 2020, Feb 2020, Mar 2020, Total). A context menu is open over the row for '[G] Core R&D group', which is in a 'Requested' state. The 'Delete' option is highlighted in the menu.

Resource name	Planned	State	Jan 2020		Feb 2020		Mar 2020	Total
			Planned	Conf/Alloc	Planned	Conf/Alloc	Planned	Planned
▶ Annual Comp Application								
▼ Application Rationalization								
▶ ⓘ [G] Core R&D group	0.5 FTE	● Requested	72		80			
▶ Collaboration & Team Feedback								
▶ Compliance Audit System								
▶ ServiceNow ITOM Implementation								