



## PORTFOLIO AND PROJECT MANAGEMENT (PPM)



Enabling Change. Expanding Possibilities.

### **UN-Habitat PPM Job-Aid**

**October 2018**

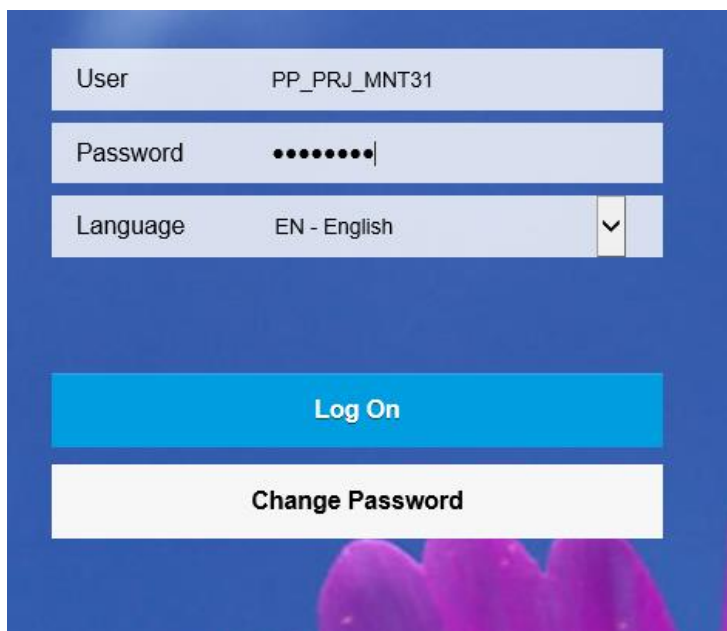
## A. Create a Project (or Programme) log frame in SMA

### 1. Login to SMA

- ❖ Use the link below to log-in (note that after go-live, you will log-in through the regular Umoja interface)

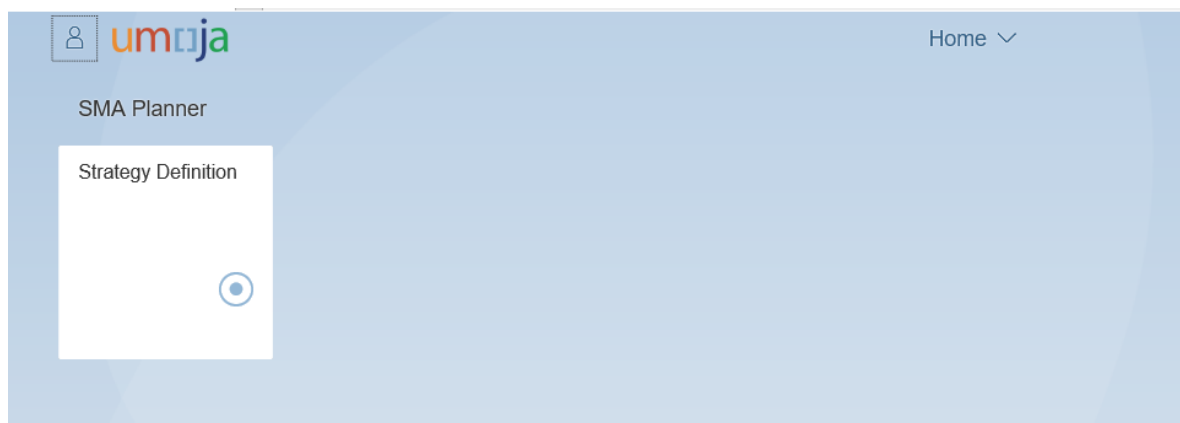
[https://gwr.umoja.un.org/sap/bc/ui5\\_ui2/ushell/shells/abap/FioriLaunchpad.html](https://gwr.umoja.un.org/sap/bc/ui5_ui2/ushell/shells/abap/FioriLaunchpad.html)

- ❖ Enter user name and password that you've been assigned (see 'Login IDs' file) (note that after go-live, this will be your usual Umoja login ID)

A login form with a blue background. It contains three input fields: 'User' with the text 'PP\_PRJ\_MNT31', 'Password' with masked characters '.....', and 'Language' with a dropdown menu showing 'EN - English'. Below the fields are two buttons: a blue 'Log On' button and a white 'Change Password' button with a black border.

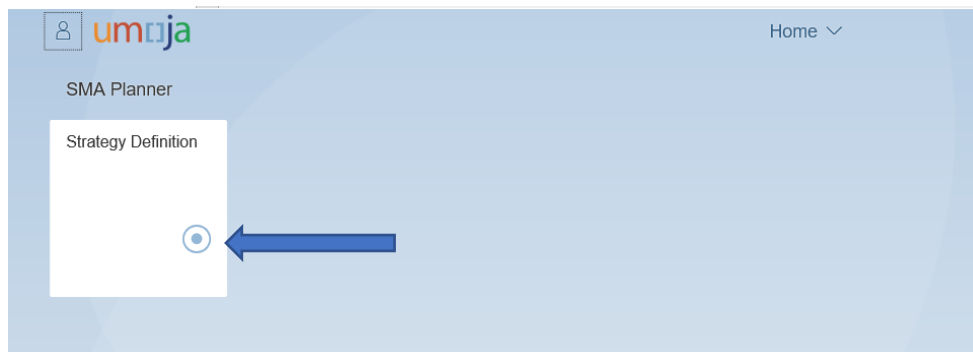
- ❖ Click on the "**Log on**" button.

The below landing page comes up:

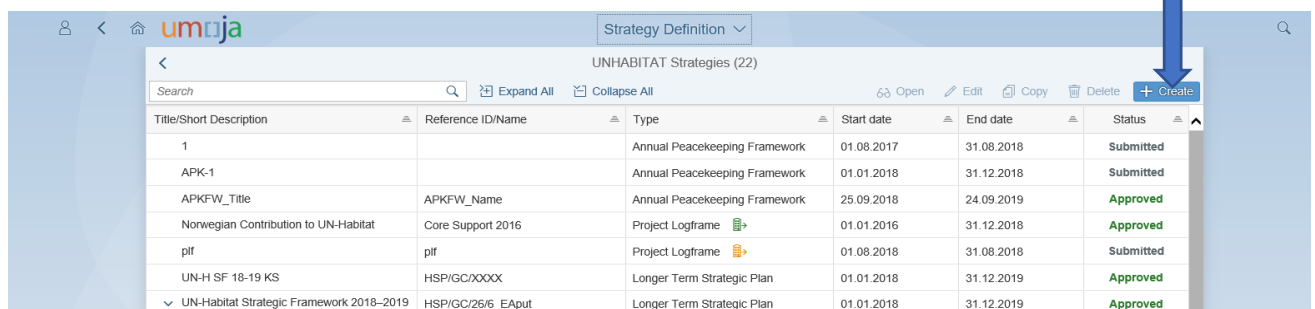


## 2. Create a Project/Programme Strategy in SMA

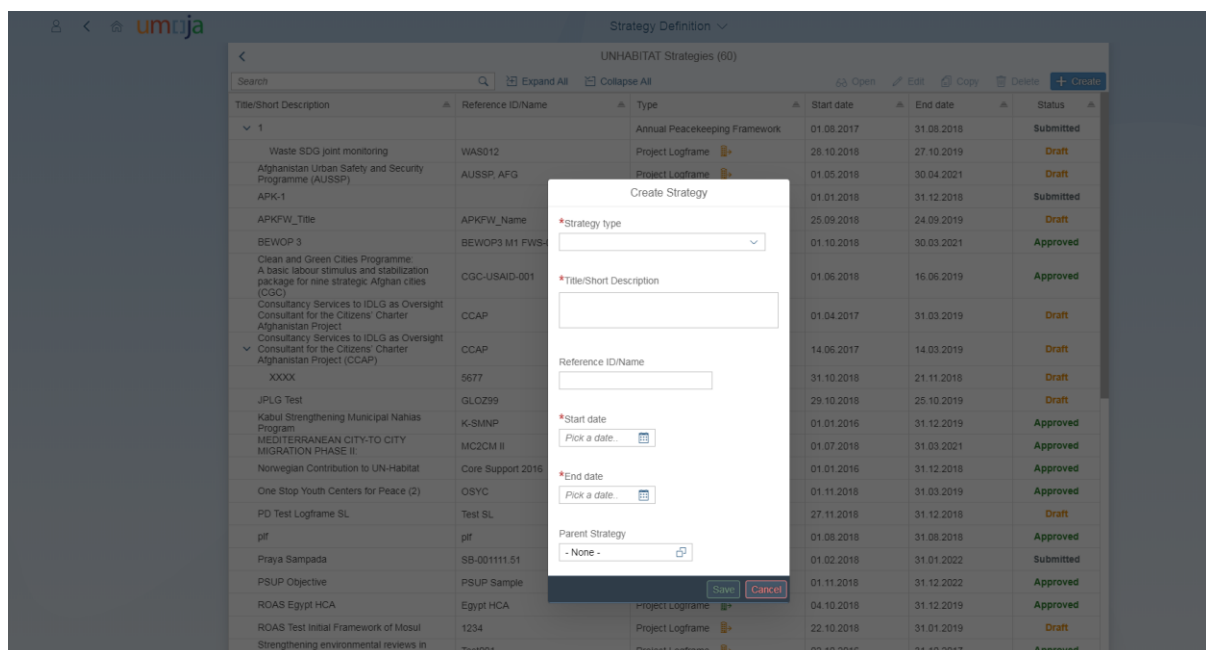
### ❖ Select the 'Strategy Definition' App



### ❖ Click on the '+ Create' link on the top right of the screen



The below page comes up:

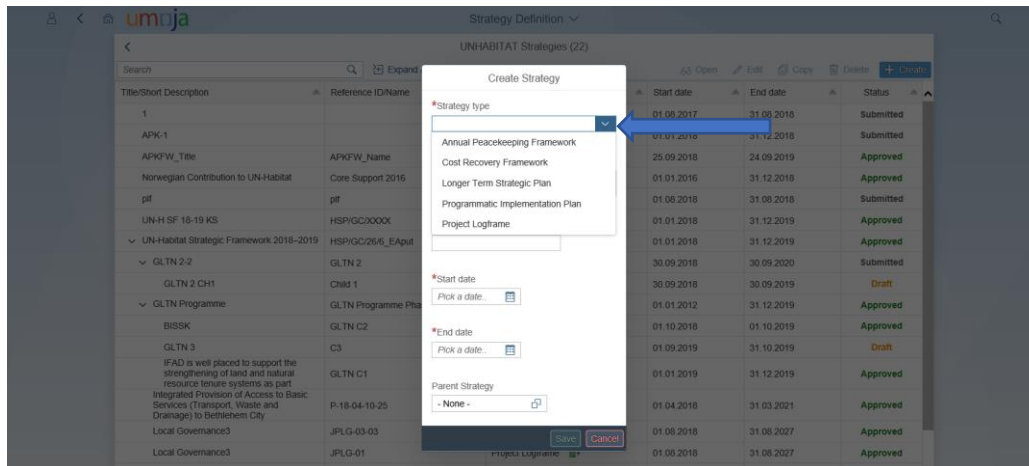


- ❖ Select **'Strategy Type'** from the drop-down list

Annual Peacekeeping Framework, Cost Recovery Framework and Programmatic Implementation Plan – These are not relevant to UN-Habitat

Longer Term Strategic Plan – Select this to enter the Logframe of a Programme where the Programme will be implemented by multiple projects.

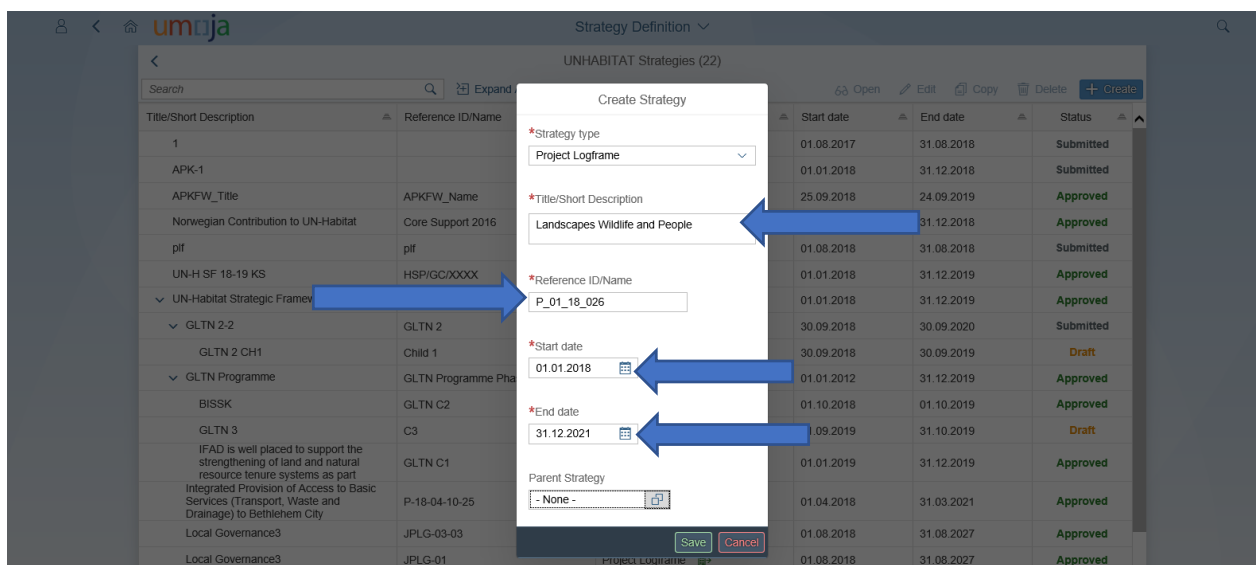
Project Logframe – Select this to enter the logframe of stand-alone Projects.



- ❖ Enter the name of the Project in the **'Title/Short Description'** box. For example, **"Landscape Wildlife and People"**.

- ❖ Enter the **'Reference ID/Name'**  
The Reference ID is the 'PAAS Code' for the Project, for example: P-17-01-12-49

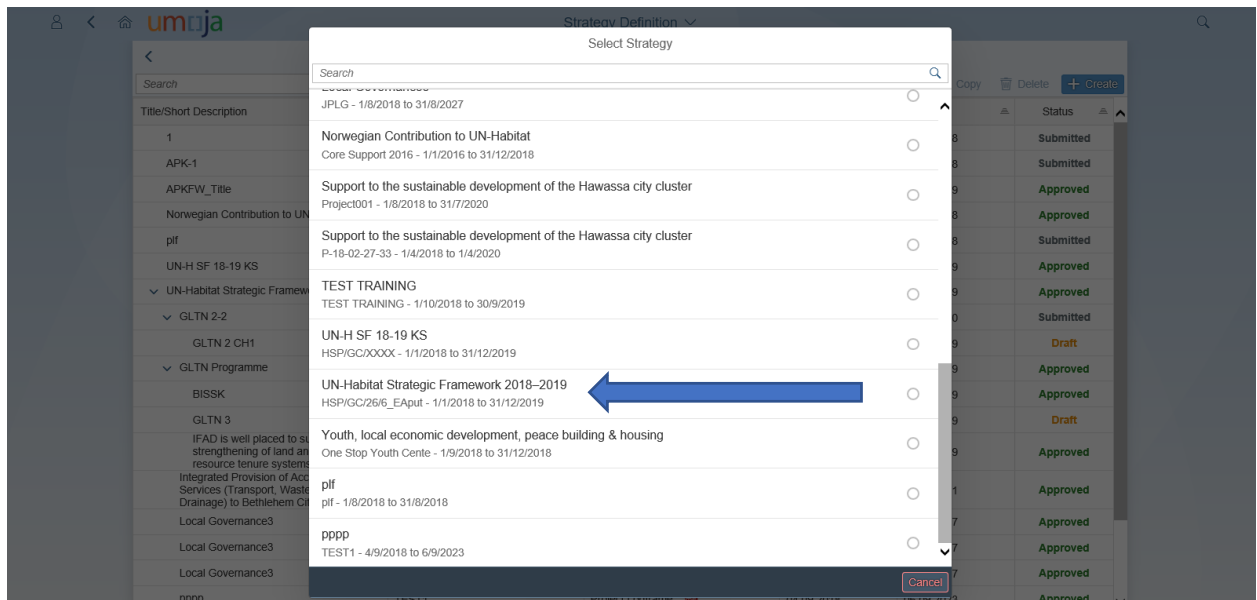
- ❖ Select the project **Start date** and **End date**.



- ❖ On the "Parent Strategy" click and select **UN Habitat Strategic Framework 2018-2019**.

**NOTE:**

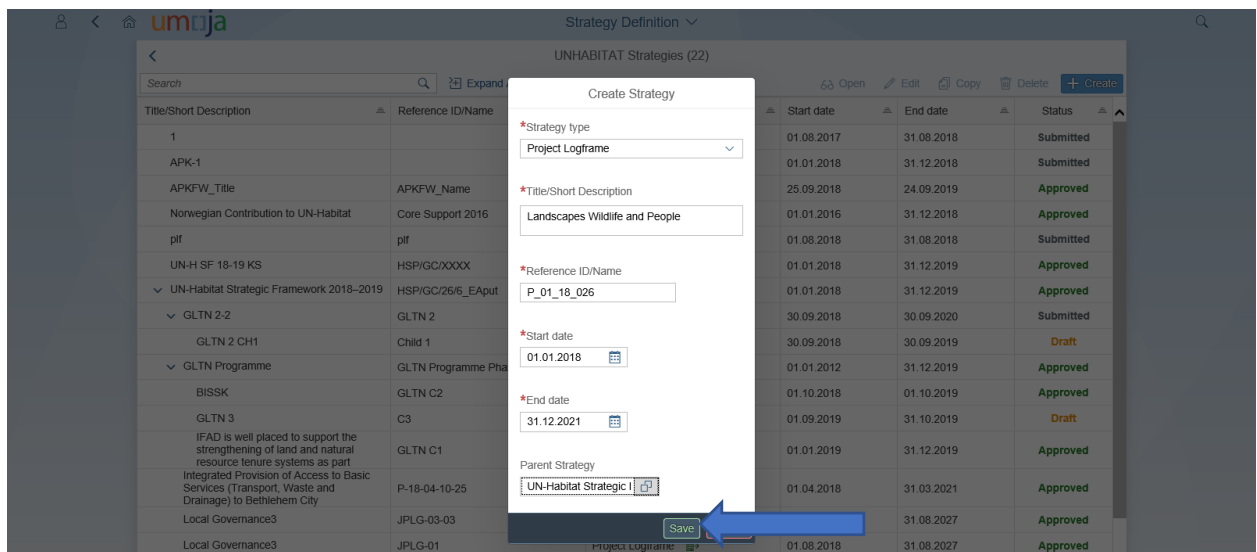
- If creating the logframe of a Programme or logframe of a stand-alone Project; you should select the UN-Habitat Strategic Framework



- If creating the logframe of a 'child project', that is, a project that is supporting the implementation of an existing Programme created as 'Long Term Strategic Plan'; you should select the Programme from the drop-down. This allows the Expected Accomplishment of the Programme to be available to the Project for tagging later on in the process



- ❖ Click on the **Save** button.

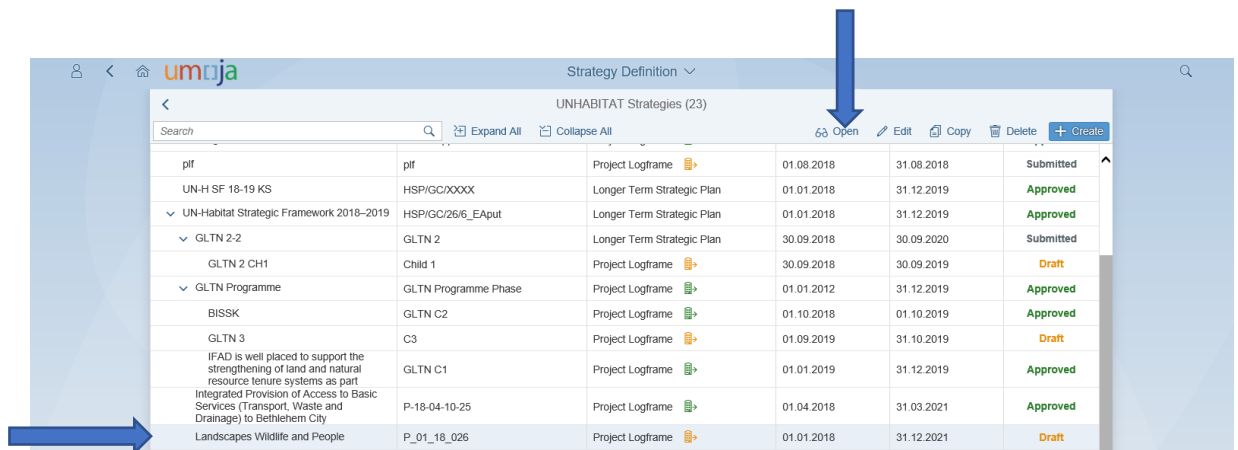


The below page comes back up

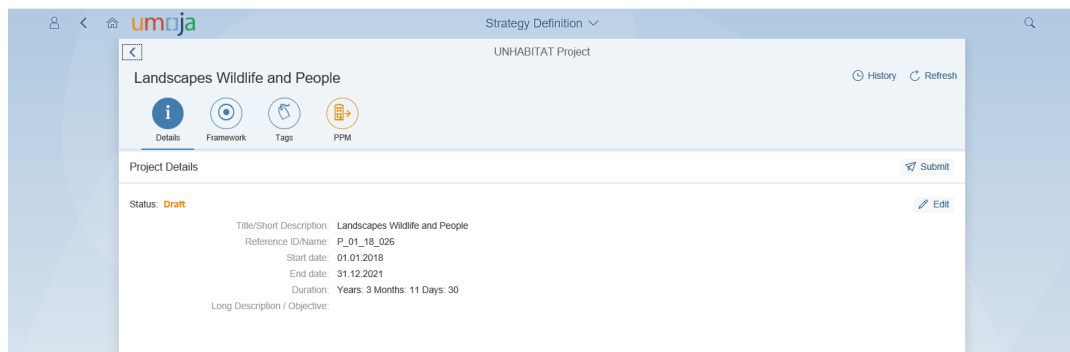
The screenshot shows the 'UNHABITAT Strategies (23)' table in the Umoja Strategy Definition interface. The table has the following columns: Title/Short Description, Reference ID/Name, Strategy type, Start date, End date, and Status. The data is as follows:

Title/Short Description	Reference ID/Name	Strategy type	Start date	End date	Status
plf	plf	Project Logframe	01.08.2018	31.08.2018	Submitted
UN-H SF 18-19 KS	HSP/GC/XXXX	Longer Term Strategic Plan	01.01.2018	31.12.2019	Approved
UN-Habitat Strategic Framework 2018-2019	HSP/GC/26/6_EAput	Longer Term Strategic Plan	01.01.2018	31.12.2019	Approved
GLTN 2-2	GLTN 2	Longer Term Strategic Plan	30.09.2018	30.09.2020	Submitted
GLTN 2 CH1	Child 1	Project Logframe	30.09.2018	30.09.2019	Draft
GLTN Programme	GLTN Programme Phase	Project Logframe	01.01.2012	31.12.2019	Approved
BISSK	GLTN C2	Project Logframe	01.10.2018	01.10.2019	Approved
GLTN 3	C3	Project Logframe	01.09.2019	31.10.2019	Draft
IFAD is well placed to support the strengthening of land and natural resource tenure systems as part of Integrated Provision of Access to Basic Services (Transport, Waste and Drainage) to Bethlehem City	GLTN C1	Project Logframe	01.01.2019	31.12.2019	Approved
Local Governance3	P-18-04-10-25	Project Logframe	01.04.2018	31.03.2021	Approved
Landscapes Wildlife and People	P_01_18_026	Project Logframe	01.01.2018	31.12.2021	Draft

- ❖ Select the **project or programme** just created.
- ❖ Open the Strategy by clicking the '**Open**' button from the menu on the top (the glasses icon).



The below page comes up



❖ On the "Details" tab, click on the 'edit pencil' to enter the Long Description / Objective



Enter the Long Description of the Project.

This screenshot shows the 'Landscapes Wildlife and People' project details page with the 'Long Description / Objective' field highlighted by a blue arrow. The form includes fields for Title/Short Description, Reference ID/Name, Start/End Date, and a large text area for the Long Description / Objective.

UNHABITAT Project

Landscapes Wildlife and People

Details Framework Tags PPM

Project Details

Status: Draft

Title/Short Description: Landscapes Wildlife and People

Reference ID/Name: P\_01\_18\_026

Start date: 01.01.2018

End date: 31.12.2021

Duration: Years: 3 Months: 11 Days: 30

Long Description / Objective:

- ❖ Click on the **Save** button (at the bottom right corner of the screen).

UNHABITAT Project

Landscapes Wildlife and People

History Refresh

Details Framework Tags PPM

Project Details

\*Title/Short Description: Landscapes Wildlife and People

\*Reference ID/Name: P\_01\_18\_026

\*Start/End Date: 01.01.2018 31.12.2021

Long Description / Objective:

Save

### 3. Add the Project/Programme Logframe details to the Strategy

- ❖ Click on the **"Framework"** icon.

umaja

Strategy Definition

UNHABITAT Project

Landscapes Wildlife and People

History Refresh

Details Framework Tags PPM

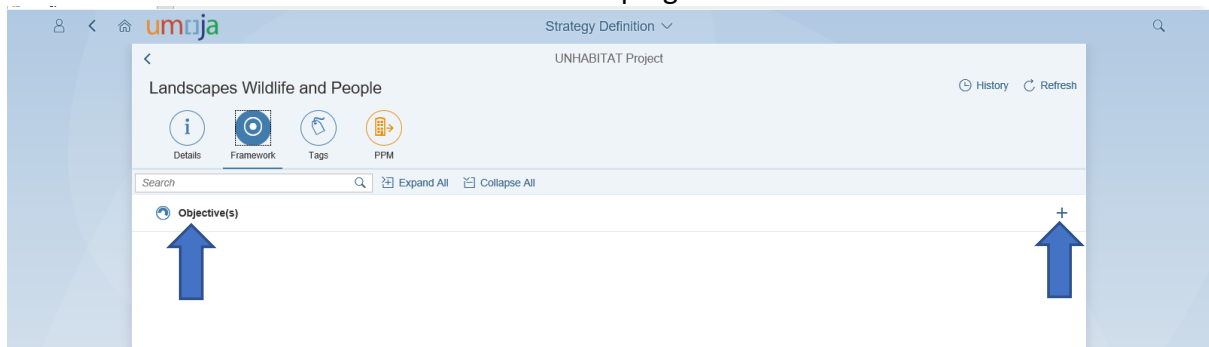
Search Expand All Collapse All

Objective(s) +

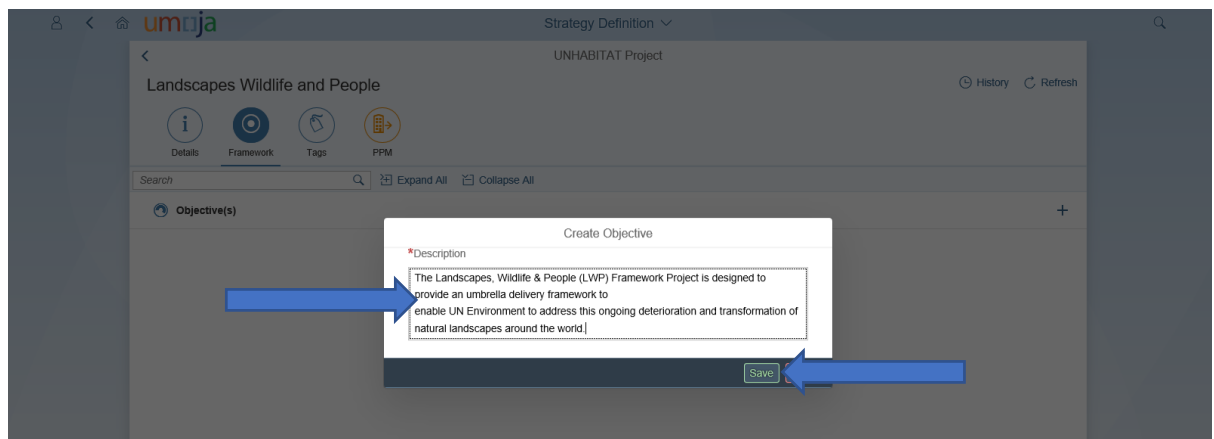


## Add Project Objective

- ❖ Click on the **Create** button "+" on the top right corner.

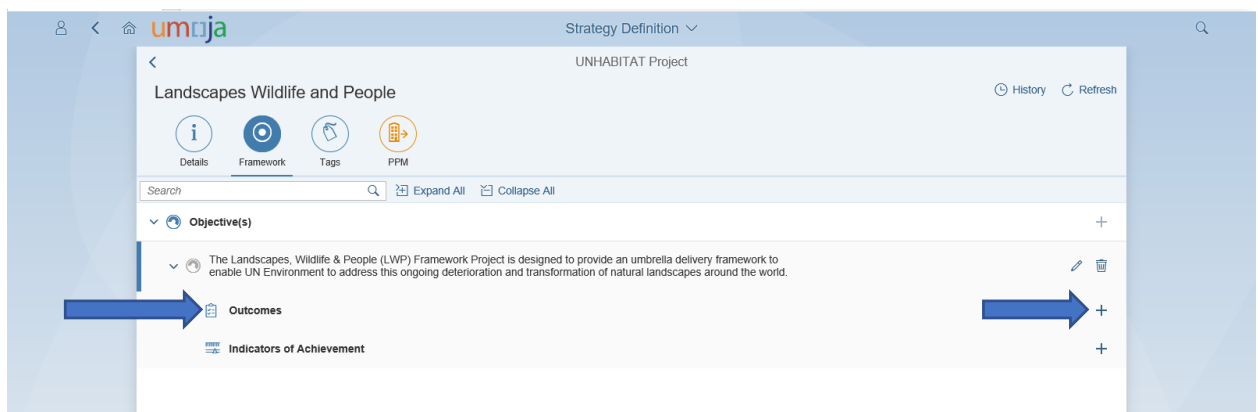


- ❖ Enter the **description** for Objective.
- ❖ Click on the **Save** button.



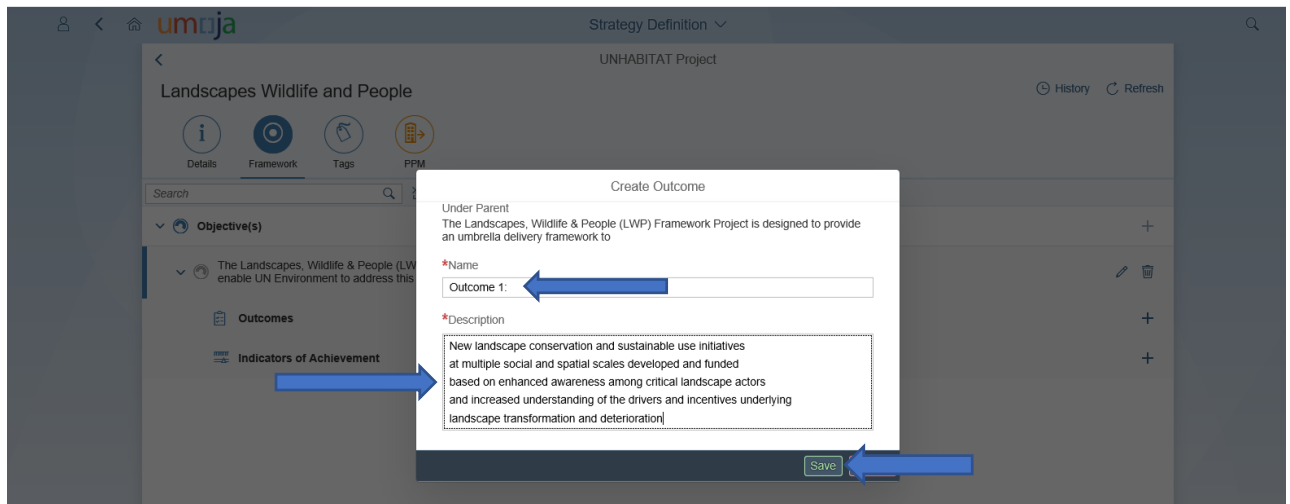
## Add Project Outcomes

- ❖ Click on the "+" sign next to the **Outcomes** menu.



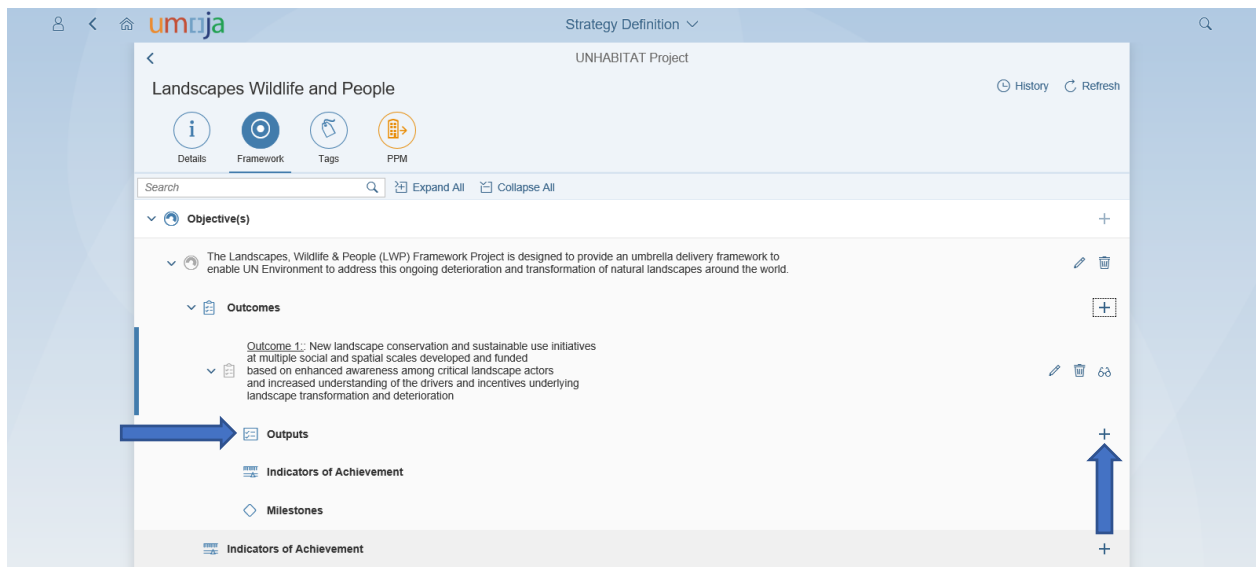
❖ Enter the **Name** and **description**.

❖ Click on the **Save** button.

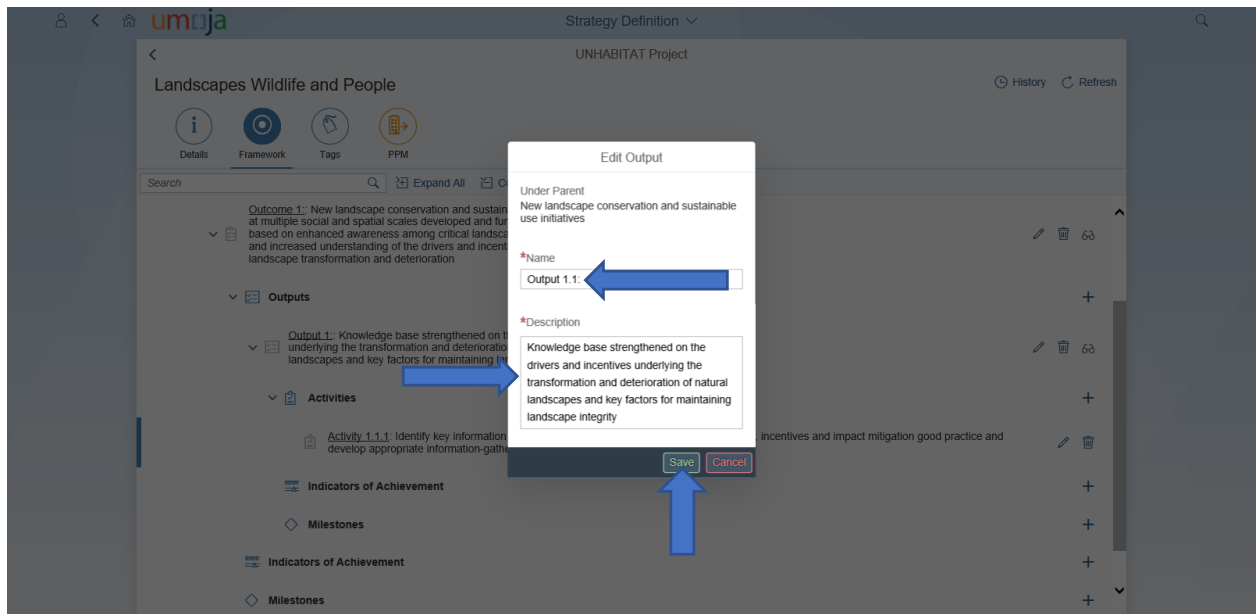


## Add Project Outputs

❖ Click on the "+" sign next to the **Outputs**.

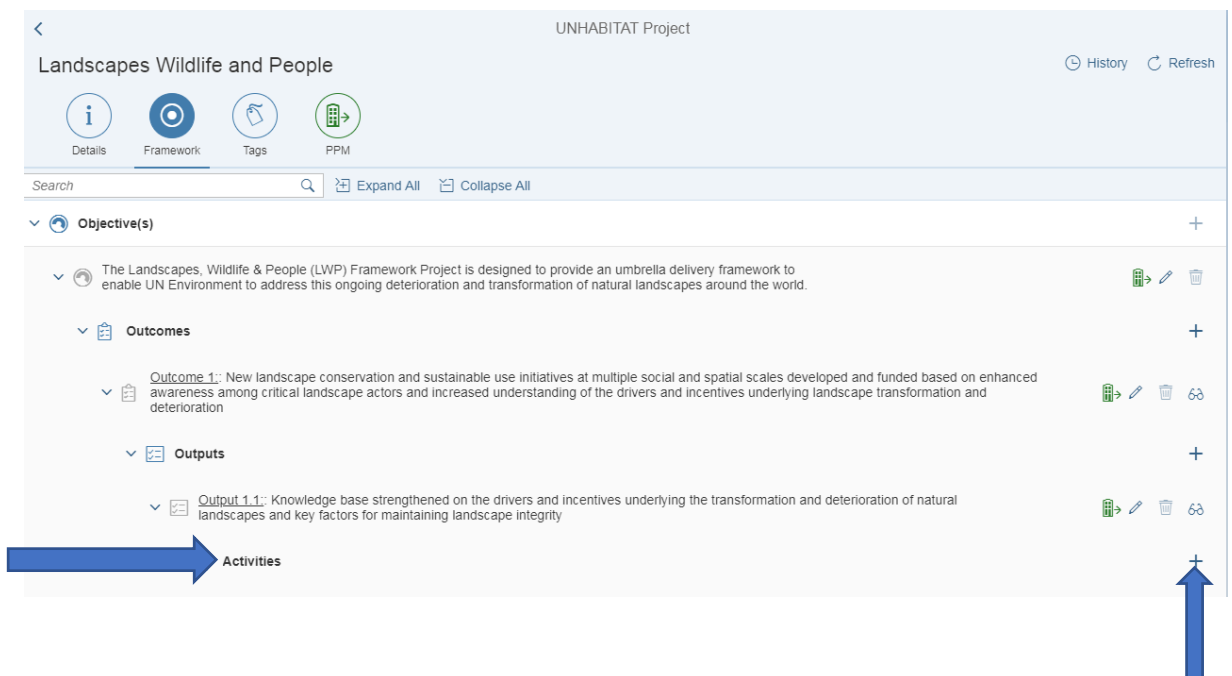


- ❖ Add **Name** and **Description**.
- ❖ Click on the **Save** button.

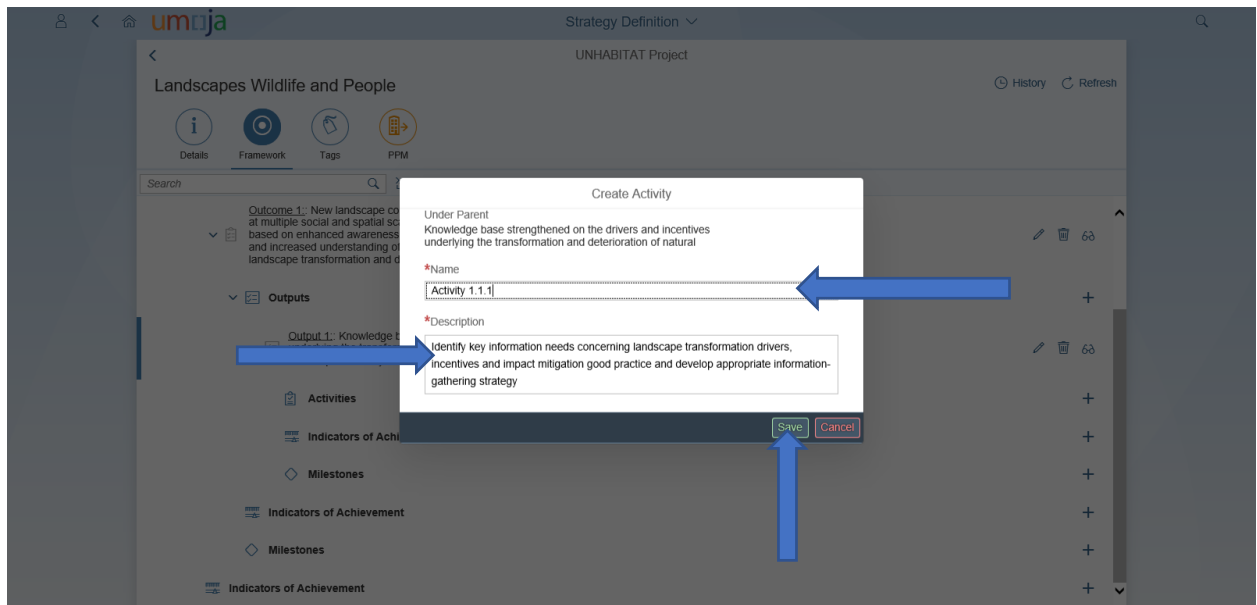


## Add Project Activities

- ❖ Click on the "+" sign next to the **Activities**.

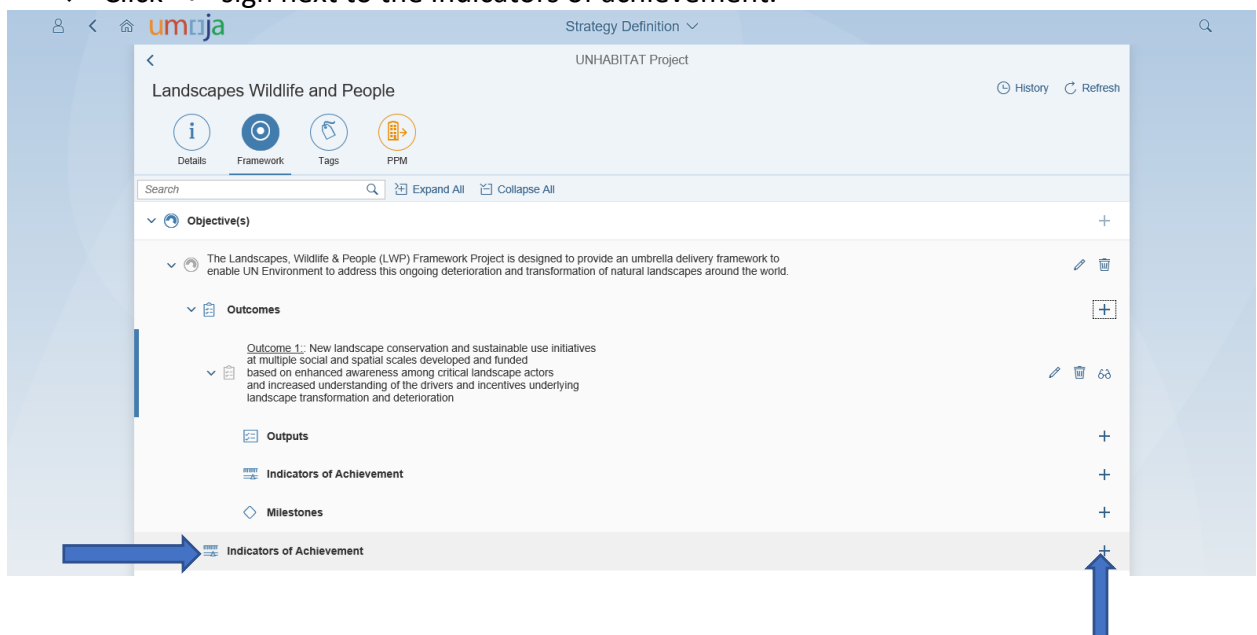


- ❖ Add **Name** and **Description**.
- ❖ Click on the **Save** button.

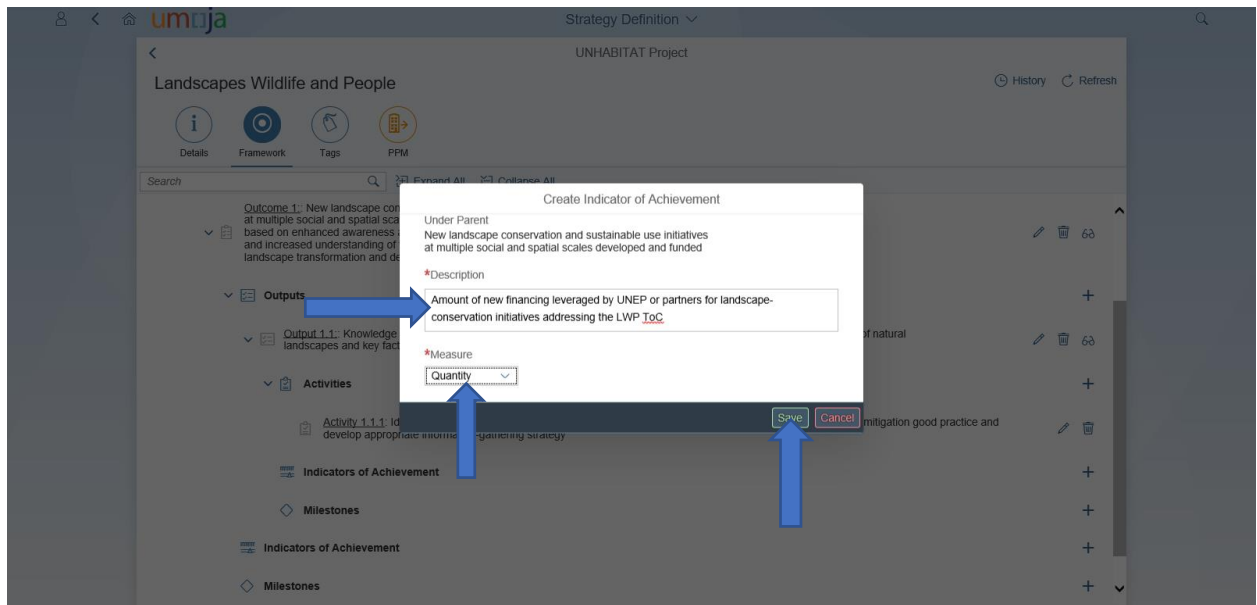


## Add project indicator of achievement

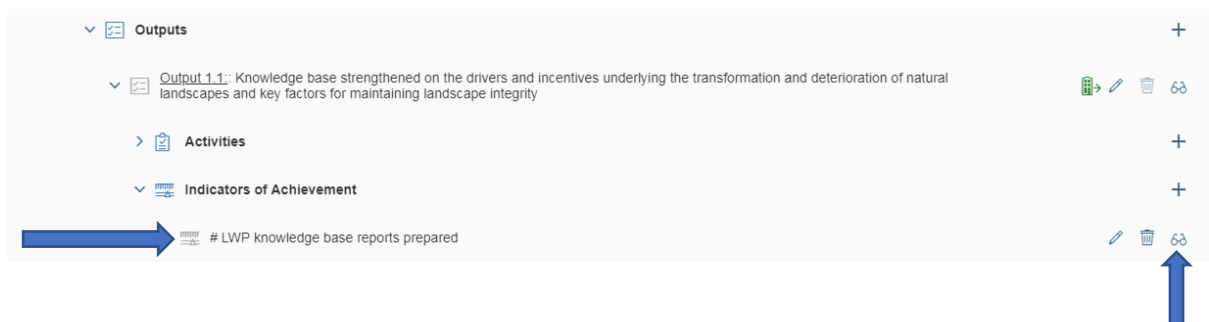
- ❖ Click "+" sign next to the Indicators of achievement.



- ❖ Enter the **Description** and **Measure**.
- ❖ Click on the **Save** button.



Click on the '**Indicator of Achievement**' and click on the '**open icon**' (glasses icon)



The below page comes up:

Click the '**edit pencil**' to add **Means of Verification**



Enter the means of verification and Click **'Save'**

Click the **'Performance Icon'** to enter the Performance measure

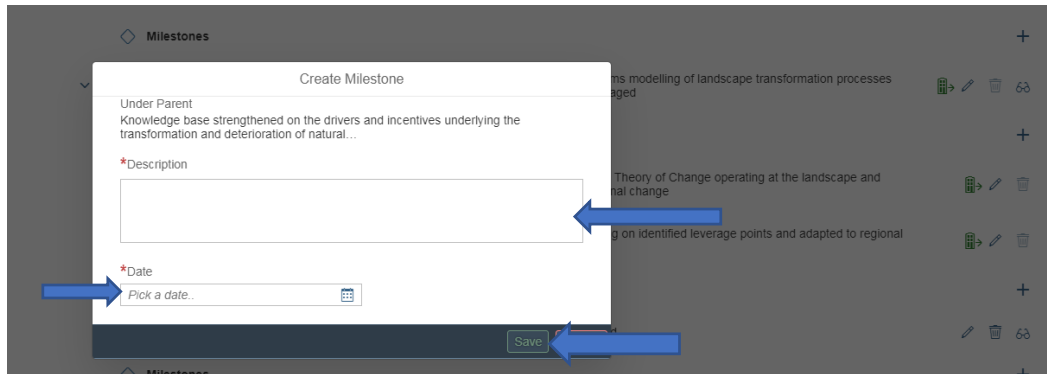
Click **Save**

Type	Date	Value
Prior Period Actual	31.12.2019	0
Target	31.12.2021	22000000

The above is what you get after saving.

## Add Project Milestones

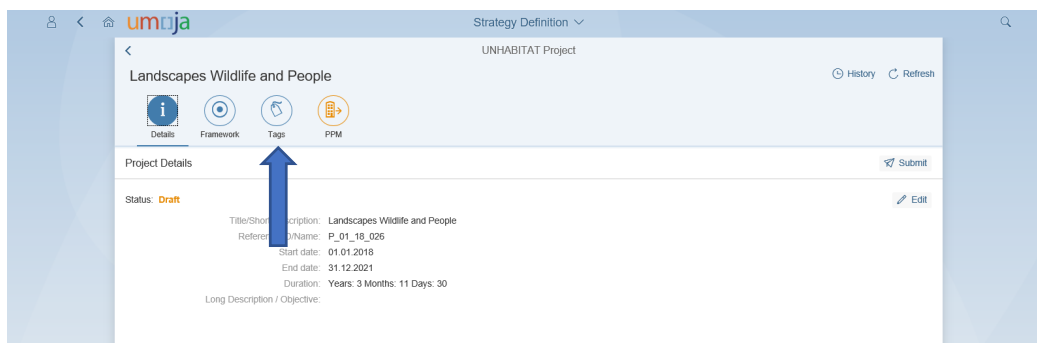
- ❖ Click "+" sign next to the Milestones
- ❖ Enter the **Description** and **pick a date**.
- ❖ Click on the **Save** button.



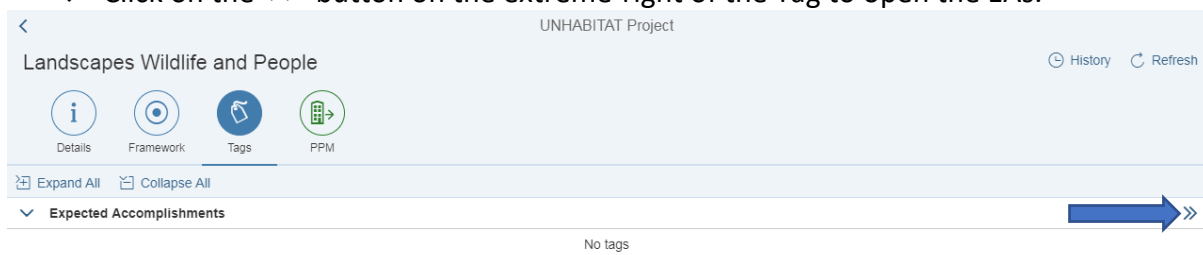
## Tag the Project

For the current PPM release, only Expected Accomplishments (EAs) will be available as Tags. In future release, there will be opportunity to create other Tags such as NUA, SDG, Gender markers etc.

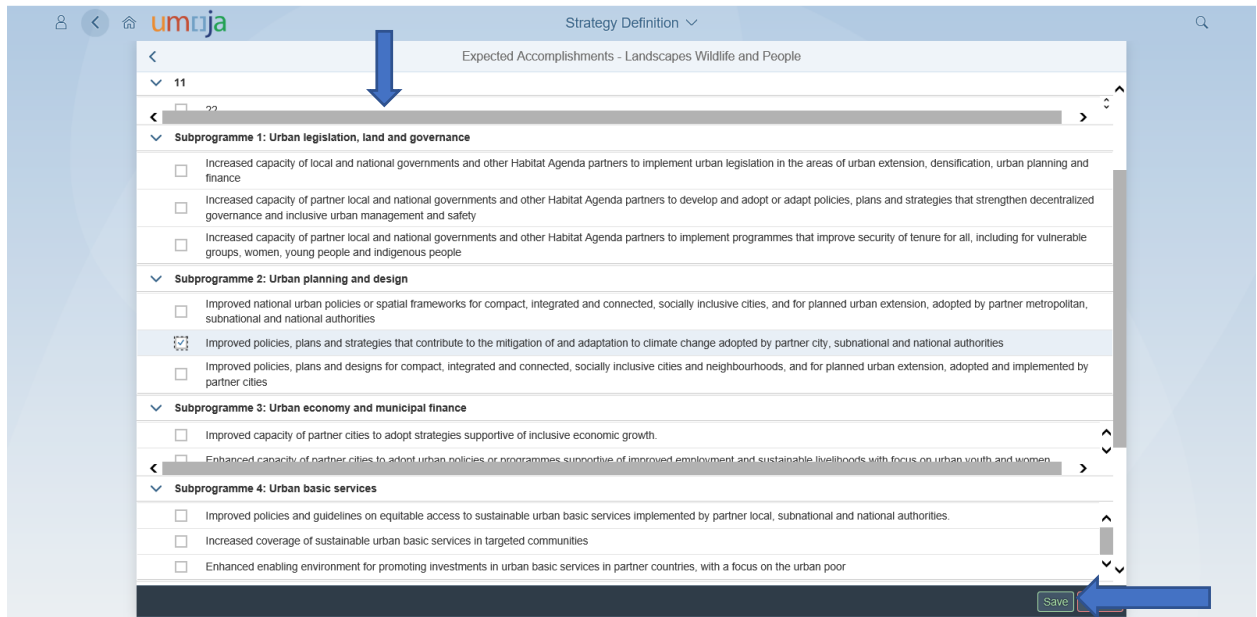
- ❖ Still under Strategy Definition, after completing the logframe entries, select the "Tag" icon (next to the 'Framework' icon)



- ❖ Click on the '>>' button on the extreme-right of the Tag to open the EAs.

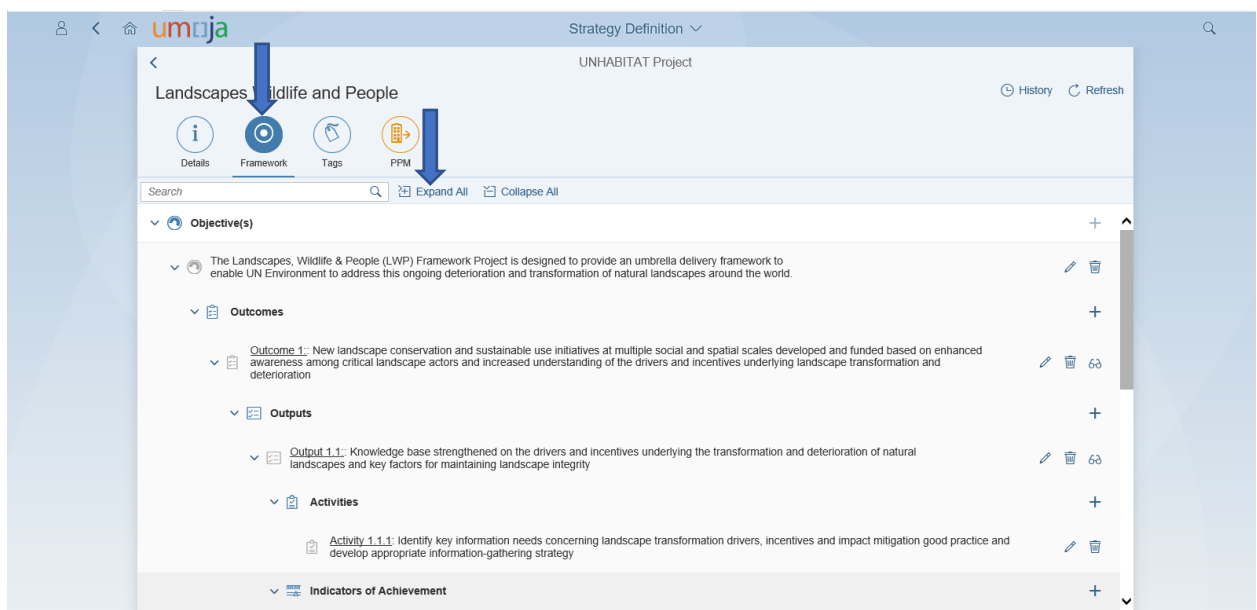


- ❖ Select the **EA** related to the project.
- ❖ Save the selected Tag by clicking on the **Save** button at the bottom-right of the page.



## Review Project logframe

- ❖ Click on the **Frameworks** Icon.
- ❖ Click on the **"+ Expand All"** to view Outcomes, Outputs, Activities, Indicators of achievement. Check for accuracy and completeness

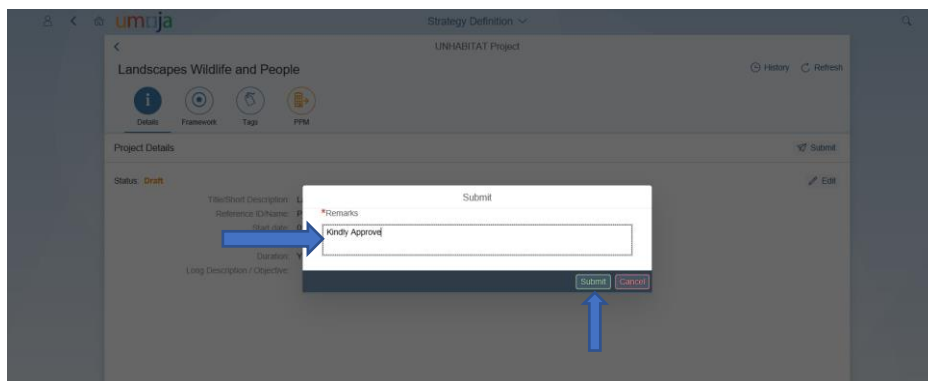
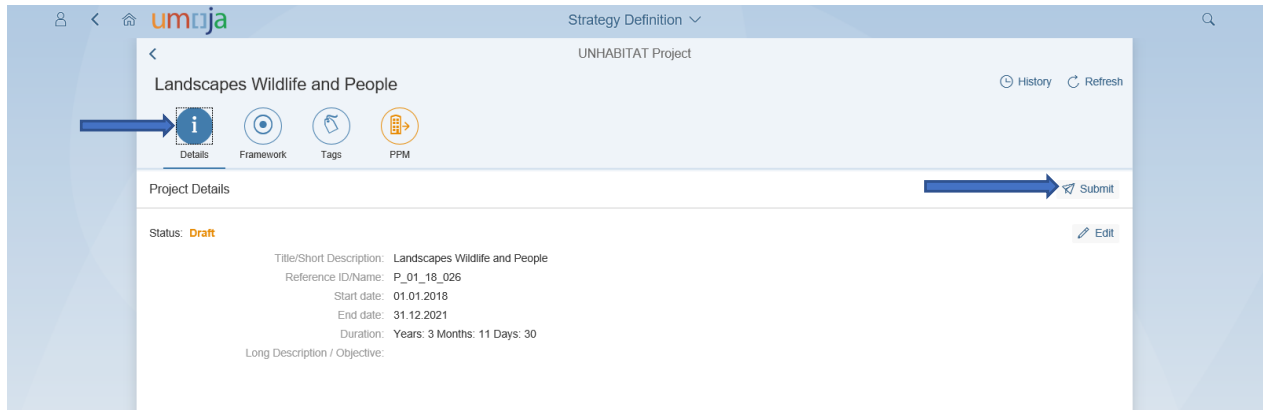




## 4. Submit and Approve Project Logframe in SMA

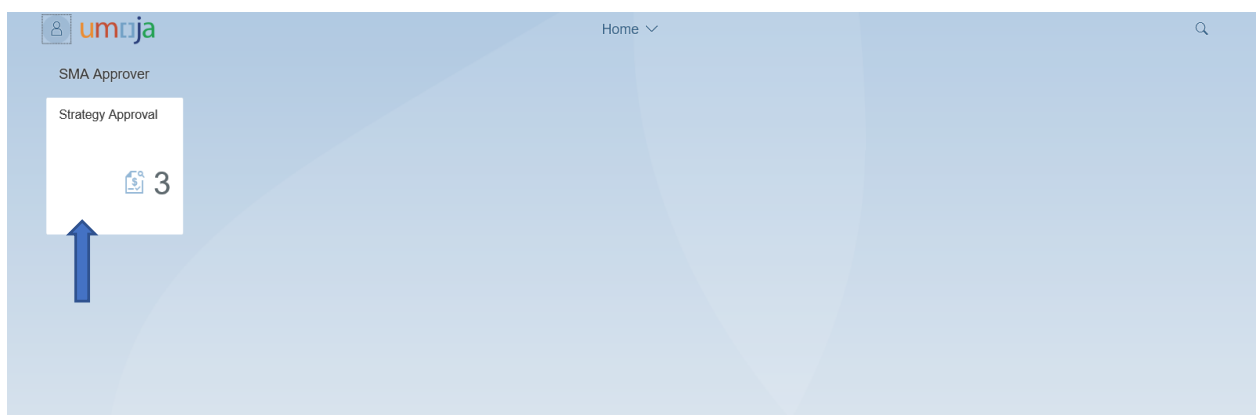
### Submit a Project logframe for approval

- ❖ Click on the **"Details"** tab.
- ❖ Click on the **Submit** button.
- ❖ Type in **'Remarks'**

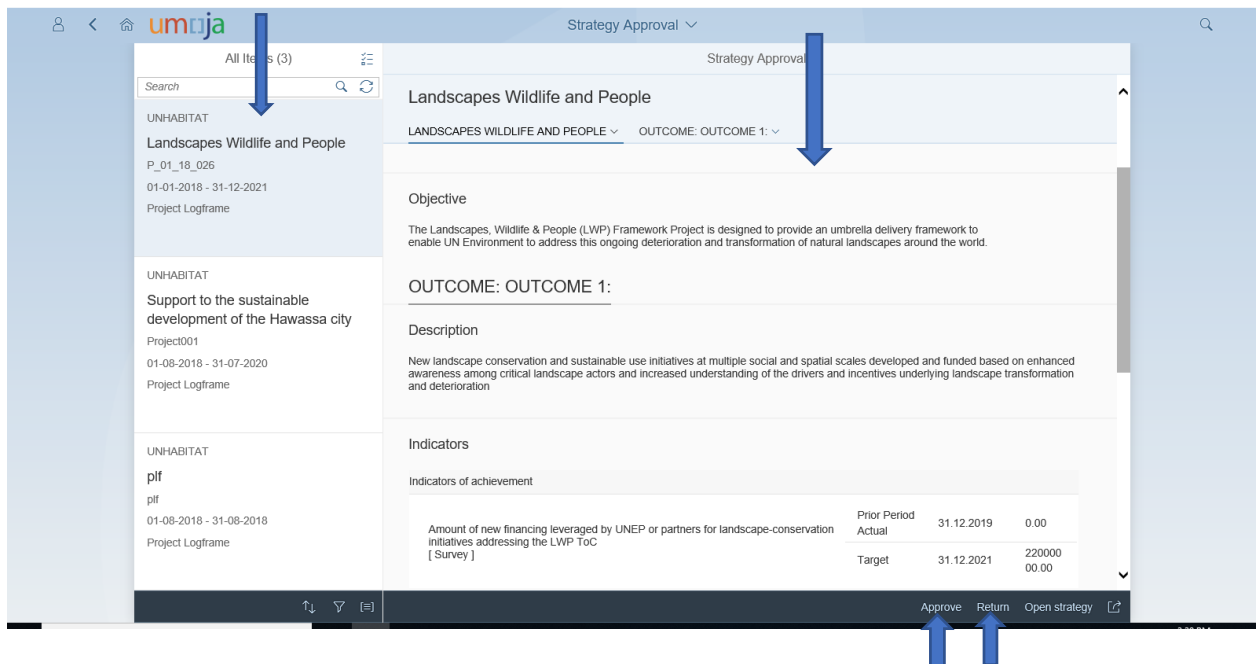


### Approve a Project logframe

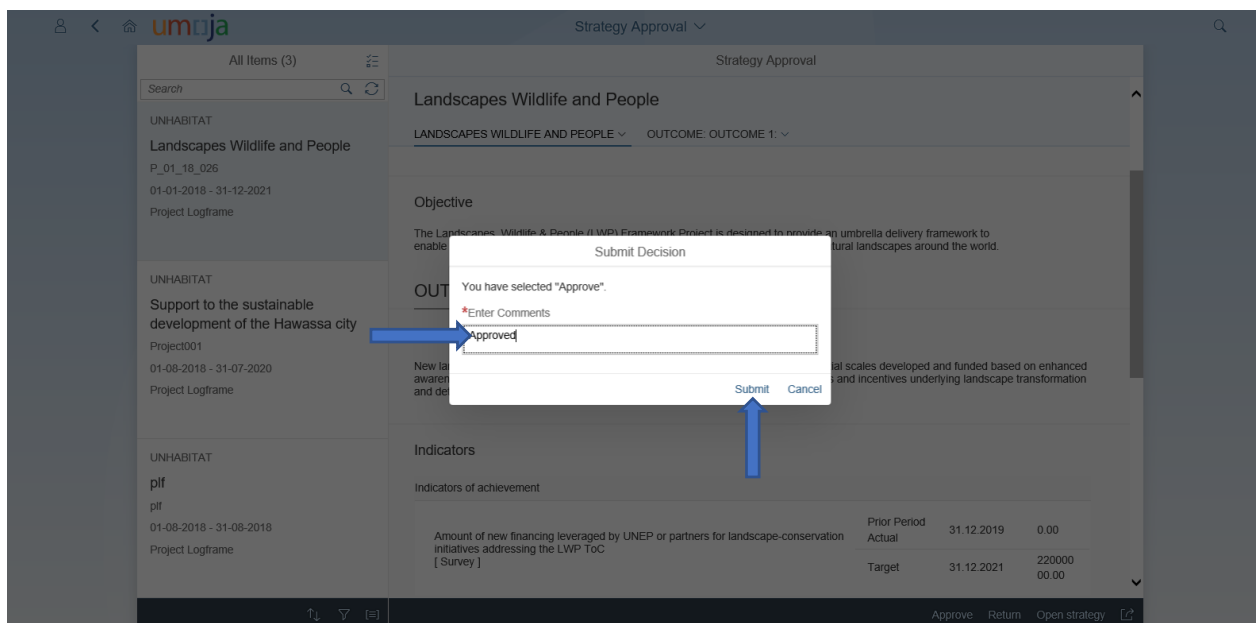
- ❖ Log in with SMA approval role.
- ❖ Click on **"Strategy Approval"** app.



- ❖ **Select** the Project logframe that you want to approve.
- ❖ **Review** the Project logframe and confirm Project Advisory Group approval.
- ❖ Click **“Approve”** if satisfied. Or Click **‘Return’** if you require changes to be made.

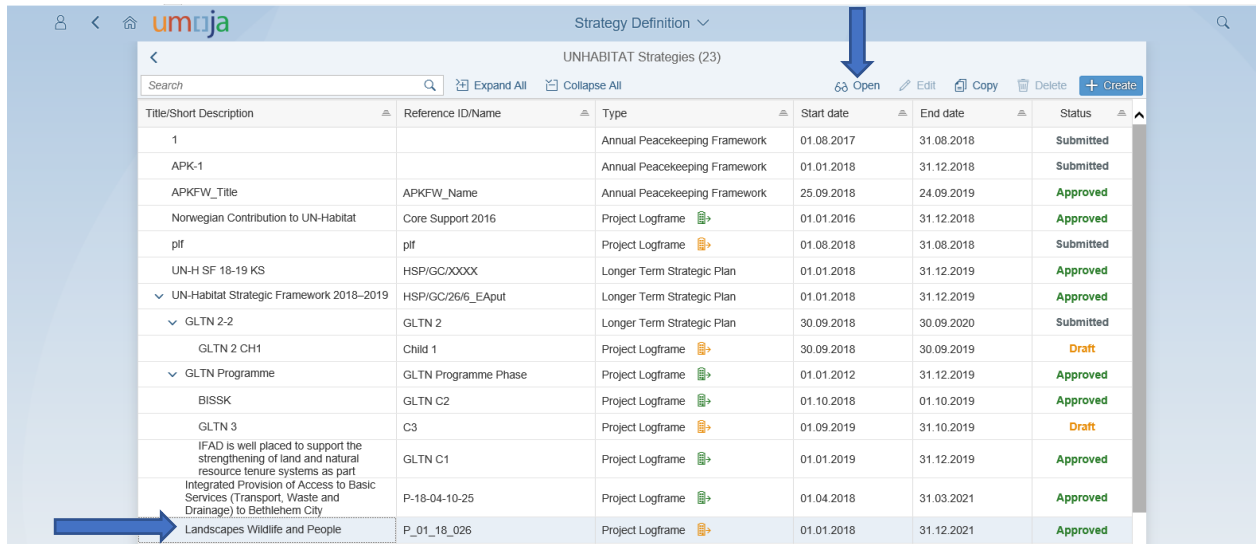


- ❖ Enter Comment then click **"Submit"**.



## B. Push Project/Programme Logframe from SMA to PPM

- ❖ Login back into SMA, **highlight** the Project/Logframe to be Pushed, and click on the 'open' button to open the approve project logframe.



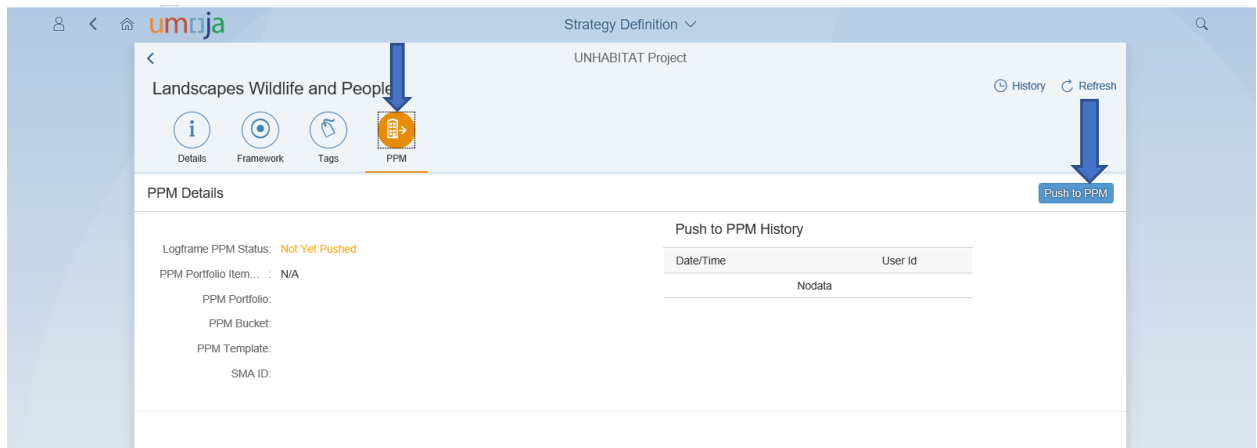
Strategy Definition

UNHABITAT Strategies (23)

Search Expand All Collapse All Open Edit Copy Delete Create

Title/Short Description	Reference ID/Name	Type	Start date	End date	Status
1		Annual Peacekeeping Framework	01.08.2017	31.08.2018	Submitted
APK-1		Annual Peacekeeping Framework	01.01.2018	31.12.2018	Submitted
APKFW_Title	APKFW_Name	Annual Peacekeeping Framework	25.09.2018	24.09.2019	Approved
Norwegian Contribution to UN-Habitat	Core Support 2016	Project Logframe	01.01.2016	31.12.2018	Approved
plf	plf	Project Logframe	01.08.2018	31.08.2018	Submitted
UN-H SF 18-19 KS	HSP/GC/XXXX	Longer Term Strategic Plan	01.01.2018	31.12.2019	Approved
UN-Habitat Strategic Framework 2018-2019	HSP/GC/26/6_EAput	Longer Term Strategic Plan	01.01.2018	31.12.2019	Approved
GLTN 2-2	GLTN 2	Longer Term Strategic Plan	30.09.2018	30.09.2020	Submitted
GLTN 2 CH1	Child 1	Project Logframe	30.09.2018	30.09.2019	Draft
GLTN Programme	GLTN Programme Phase	Project Logframe	01.01.2012	31.12.2019	Approved
BISSK	GLTN C2	Project Logframe	01.10.2018	01.10.2019	Approved
GLTN 3	C3	Project Logframe	01.09.2019	31.10.2019	Draft
IFAD is well placed to support the strengthening of land and natural resource tenure systems as part of Integrated Provision of Access to Basic Services (Transport, Waste and Drainage) to Bethlehem City	GLTN C1	Project Logframe	01.01.2019	31.12.2019	Approved
	P-18-04-10-25	Project Logframe	01.04.2018	31.03.2021	Approved
Landscapes Wildlife and People	P_01_18_026	Project Logframe	01.01.2018	31.12.2021	Approved

- ❖ When project/programme is opened, Click on the **PPM** icon.
- ❖ Click on "**Push to PPM**" on the top right.



Strategy Definition

UNHABITAT Project

Landscapes Wildlife and People

History Refresh

Details Framework Tags PPM

PPM Details

Logframe PPM Status: Not Yet Pushed

PPM Portfolio Item: N/A

PPM Portfolio:

PPM Bucket:

PPM Template:

SMA ID:

Push to PPM History

Date/Time	User Id
Nodata	

Push to PPM

The below window comes up

PPM Wizard (1 of 2) - Select Options

\*Portfolio  
Portfolio 005

\*Bucket  
UN-HABITAT

\*1. What type of project is this?  
Non-Capital Capital

\*2. What should be pushed from SMA to PPM?  
Entire Log Frame Project Definition Only

\*3. What should be pushed from PPM to PS?  
Entire Log Frame\* Project Definition Only

\*Excluding activities

Continue... Cancel

- ❖ Select the **Portfolio** and **Bucket** (Portfolio 005 and UN-Habitat as Bucket)

PPM Wizard (2 of 2) - Select Options

\*Portfolio  
Portfolio 005

\*Bucket  
UN-HABITAT

\*1. What type of project is this?  
Non-Capital Capital

\*2. What should be pushed from SMA to PPM?  
Entire Log Frame Project Definition Only

\*3. What should be pushed from PPM to PS?  
Entire Log Frame\* Project Definition Only

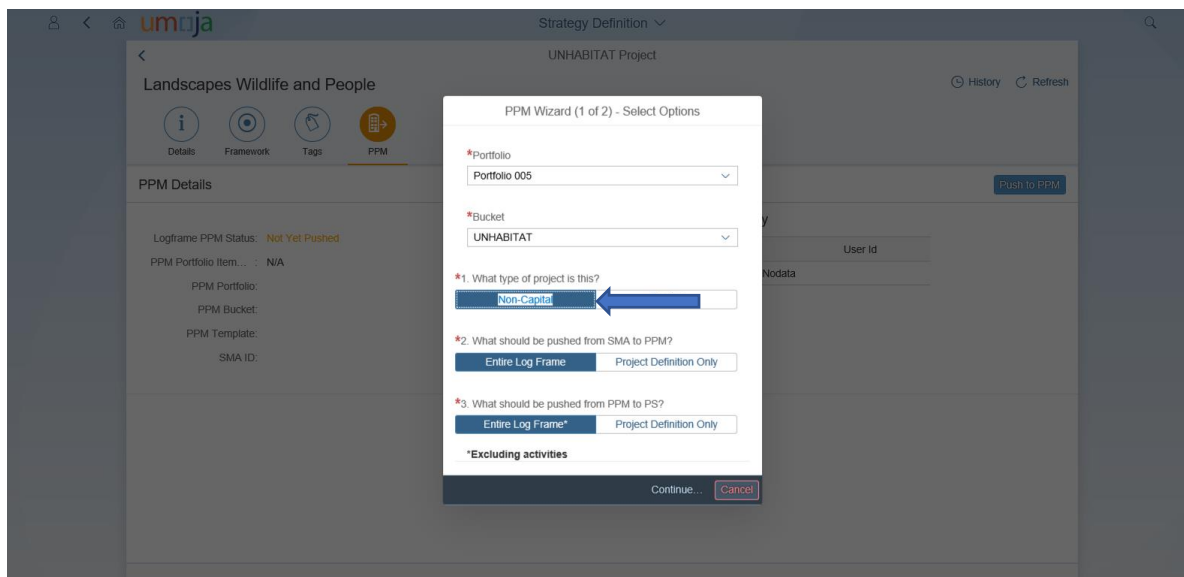
\*Excluding activities

Continue... Cancel

- ❖ Select the applicable options in the questions for Project type

***UN-Habitat Project Type is 'Non-Capital'***

***Capital projects/programmes are projects/programmes that are capitalized as asset in the books of an organization. For example, a project to build an office building that will be owned by UN-Habitat (which we do not do). UN-Habitat usually hand-over assets acquired through projects/programmes to beneficiaries, donors or host government.***

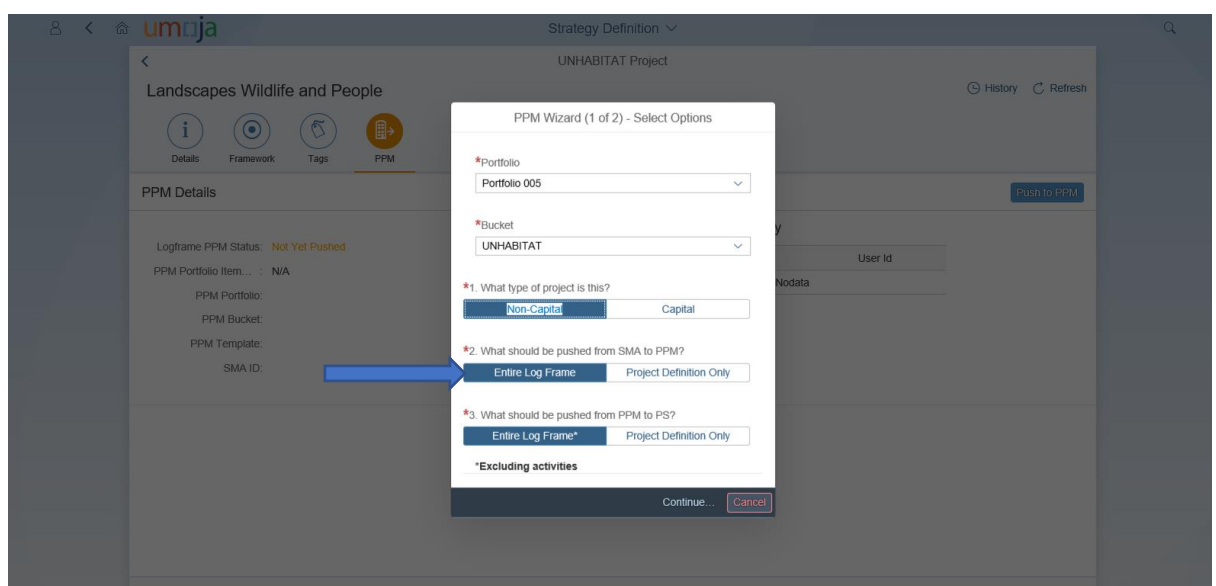


- ❖ **Select** the applicable options in the questions ‘what should be pushed from SMA to PPM

***The option on what to Push from SMA to PPM is the decision of the Project Manager. It should be informed by how the Project Manager wants to breakdown the project to support the implementation, the donor reporting requirements, the nature of the project, the project budget.***

***Note that the levels pushed to PPM is the levels that will be available in PPM to be pushed to PS (for example, if ‘Project Definition Only’ is pushed; only one level will be available to be pushed to PS from PPM.***

***For simple projects, it is recommended to push entire logframe to PPM.***

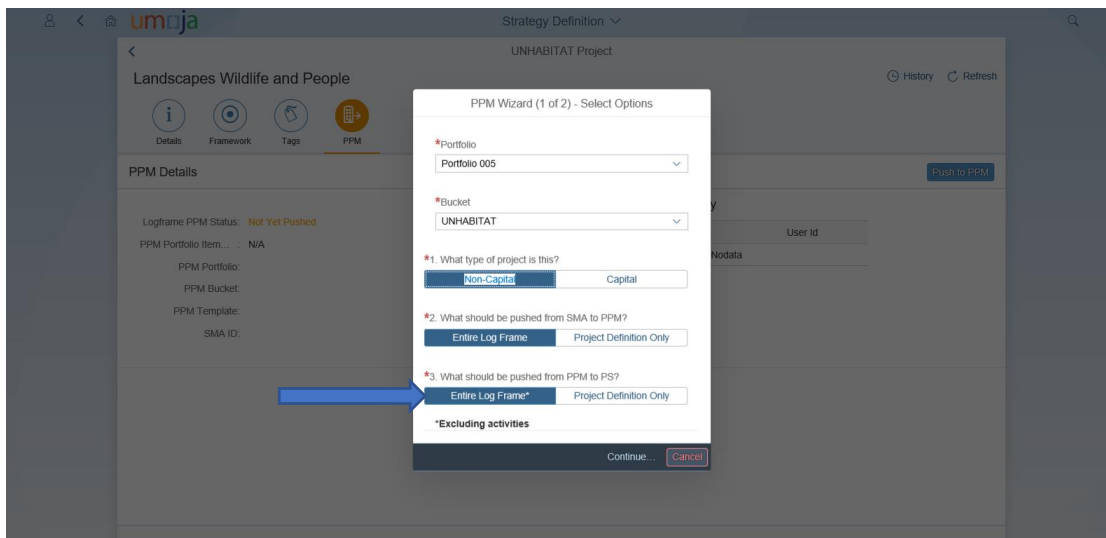


- ❖ **Select the applicable options in the questions ‘what should be pushed from PPM to PS**  
**The option on what to Push from PPM to PS is the decision of the Project Manager.**  
**It should be informed by how the Project Manager wants to breakdown the project to support the implementation, the donor reporting requirements, the nature of the project, the project budget.**

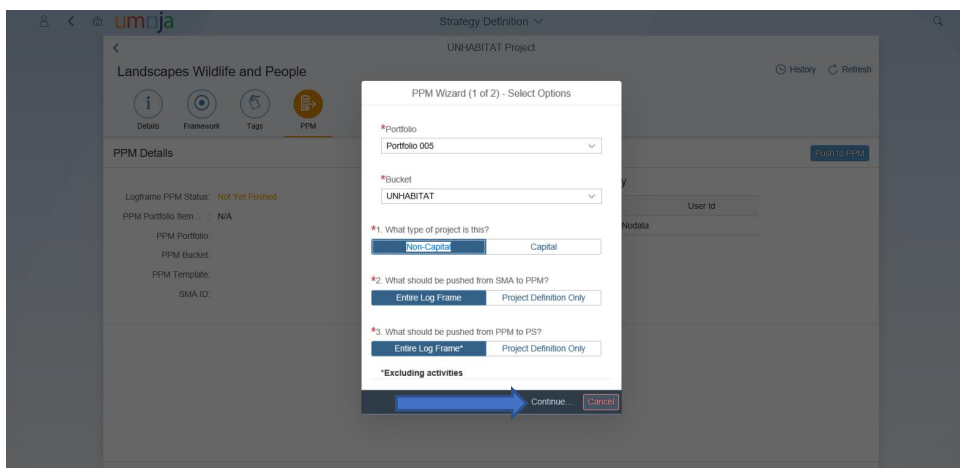
**The levels available to be pushed from PPM to PS is dependent on the levels pushed from SMA to PPM**

**However, please note that the 4<sup>th</sup> level of the logframe will be excluded and not pushed to PS from PPM and will need to be recreated in PS.**

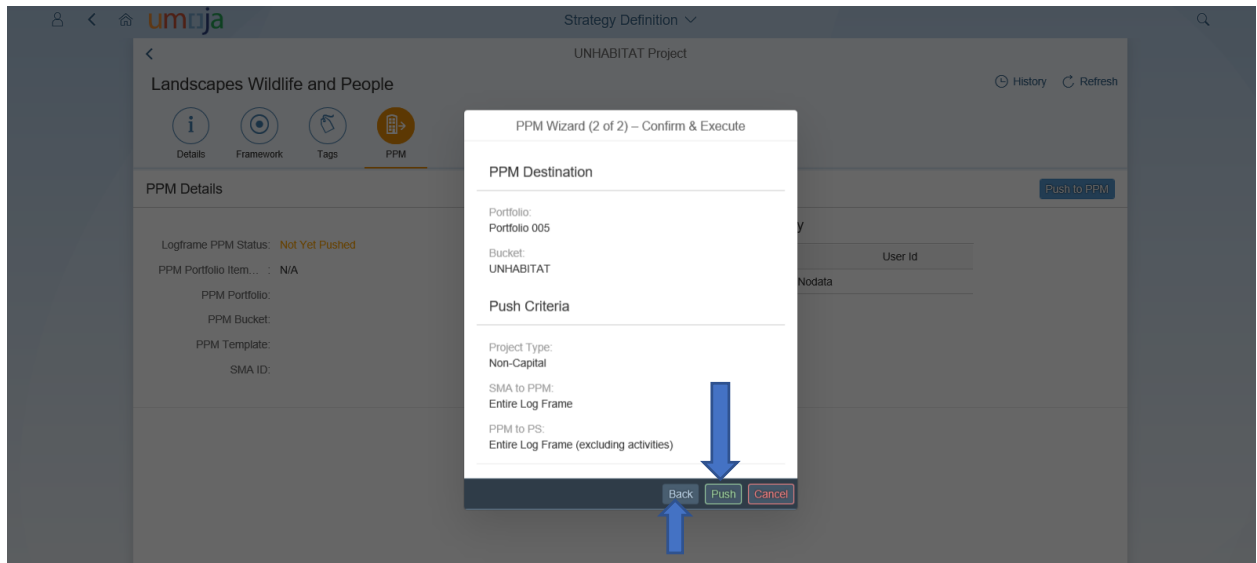
**The 4<sup>th</sup> level can be used by the Project Manager as deemed necessary to support financial reporting.**



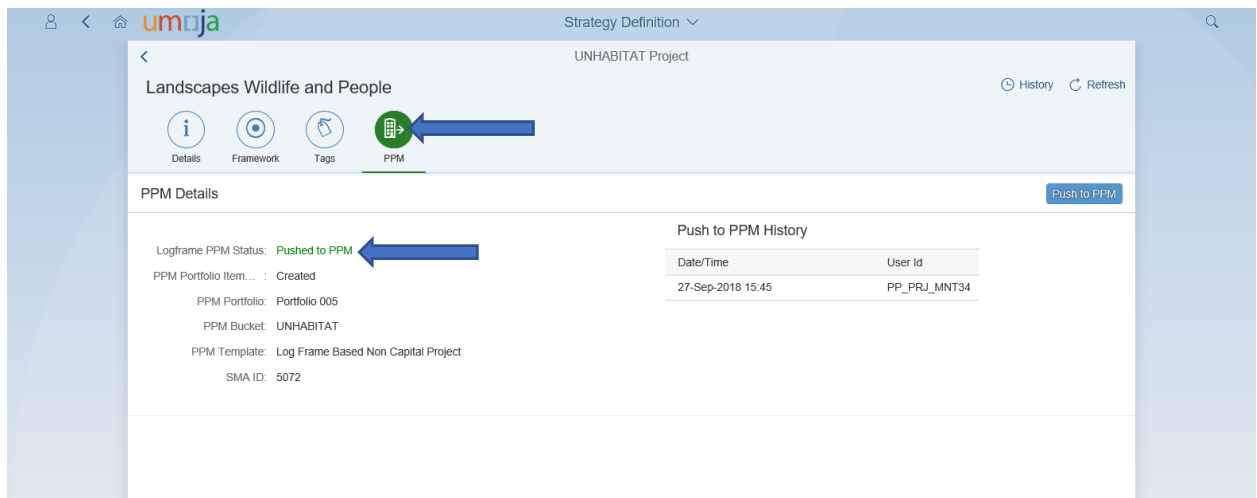
- ❖ **Click on the "Continue" button.**



- ❖ Click **"Push"** to push to PPM. If you want to amend anything, choose **"Back"** button.



- ❖ Confirm Project/Programme Logframe has been pushed to PPM  
The Orange PPM icon changes to Green and the Status indicates 'Pushed to PPM'



## C. Portfolio Project Management (PPM)

### 1. Login in to PPM

- ❖ Login to PPM using the Instruction and ID that was distributed to you. Login first to regular Umoja with your personal user name and ID, and select Non-Production Portal, and change the URL to:

<http://unsapr5japp1.umoja.un.org:50000/irj/portal>

### 2. Enrich PPM with the minimum requirements

- ❖ In the main screen after login, click "**Portfolio Management**" tab. And Select "**Portfolio Items**" in the menu on the left side of the screen. Portfolio Items refers to Projects.

The screenshot shows the Umoja web application interface. The top navigation bar includes 'Portfolio Management', 'My Portfolio Objects', 'Project Management', and 'Resource Management'. The left sidebar has 'Portfolio Items' selected. The main content area displays a table with the following data:

Name	ID	Changed By	Financial Period Breakdown	Capacity Unit	Capacity Period Breakdown	Status	Reviews
Portfolio Bucket 005	005	PP_PITFL_MINT1	Monthly	Consulting Days	Monthly	Active	0
UNHABITAT	UNHABITAT	NEHAGAT	Monthly	Consulting Days	Monthly	Active	0

- ❖ Click on the Item with the 'Reference ID/Name' that you had entered in SMA when creating the project/programme Strategy. The Reference ID is the 'PAAS Code' for the Project, for example: P-17-01-12-49

The screenshot shows the Umoja web application interface. The top navigation bar includes 'Portfolio Management', 'My Portfolio Objects', 'Project Management', and 'Resource Management'. The left sidebar has 'Portfolio Items' selected. The main content area displays a table with the following data:

Name	ID	Type	Planned Start	Planned Finish	Status	Changed By	Bucket Name
P-01-18-026	5072	Log Frame Based Non Capital ...	01.01.2018	31.12.2021	Created	PP_PRJ_MNT34	UNHABITAT
TEST TRAINING	4885	Log Frame Based Non Capital ...	01.10.2018	30.09.2019	Flag For Transfer	PP_PRJ_MNT34	UNHABITAT
Core Support 2016	3450	Log Frame Based Non Capital ...	01.01.2016	31.12.2018	Released	PP_PRJ_MNT34	UNHABITAT
One Stop Youth Centre	3367	Log Frame Based Non Capital ...	01.09.2018	31.12.2018	Released	PP_PRJ_MNT34	UNHABITAT
Project001	3589	Log Frame Based Non Capital ...	01.08.2018	31.07.2020	Flag For Transfer	PP_PRJ_MNT31	UNHABITAT
GLTN C2	3409	Log Frame Based Non Capital ...	01.10.2018	01.10.2019	Flag For Transfer	PP_PRJ_MNT34	UNHABITAT
GLTN C1	3402	Log Frame Based Non Capital ...	01.01.2019	31.12.2019	Created	PP_PRJ_MNT31	UNHABITAT
TEST1	3421	Log Frame Based Non Capital ...	04.09.2018	06.09.2023	Created	PP_PRJ_MNT31	UNHABITAT
GLTN Programme Phase	3353	Log Frame Based Non Capital ...	01.01.2012	31.12.2019	Created	PP_PRJ_MNT31	UNHABITAT
JPLG-03-03	3284	Log Frame Based Non Capital ...	01.08.2018	31.08.2027	Released	PP_PRJ_MNT31	UNHABITAT



- ❖ When the Item is open, click "**Project**", and select "**Task**" from the drop-down.

Item: **P\_01\_18\_026** [Help](#)

Portfolio 005 > Portfolio\_Bucket 005 > UNHABITAT > P\_01\_18\_026

5072 Called From Portfolio Portfolio 005 Name P\_01\_18\_026 ID 5072 PS Project ID

[✓ Concept](#) [1/2 Draft](#) [Review](#) [Implementation](#) [Closing](#)

No Messages - [Display Message Log](#)

[Save](#) [Close](#) [Read Only](#) [Refresh](#) [Reporting Cockpit](#) [Financial and Capacity Planning](#) [Print Fact Sheet](#) [Project](#) [Timeline Monitor](#) You can also

**Overview** Phases and Decisions Relationships Miscellaneous

General Information Classification Capacity Information

**Key Information**

Name: P\_01\_18\_026 ID: 5072

Status: Created Type: Log Frame Based Non Capital Project

Priority:

Description: Landscapes Wildlife and People  
The Landscapes, Wildlife & People (LWP) Framework Project is designed to provide an umbrella delivery framework to enable UN Environment to address this ongoing deterioration and transformation of natural landscapes around the world. [Upload Image](#)

**Dates**

Planned Start/Finish: 01.01.2018 / 31.12.2021

Actual Start/Finish:  /

Days Left Until Finish: 1,191 Days Left Until Next Decision: 0

PS Project ID

PS Project ID:

[Save](#) [Close](#) [Read Only](#) [Refresh](#) [Reporting Cockpit](#) [Financial and Capacity Planning](#) [Print Fact Sheet](#) [Project](#) [Timeline Monitor](#) You can also

Project: **P\_01\_18\_026** [Additional Information on Resources](#) [Help](#)

5072 Level of Severity  No Value Set Status Created Responsible

No Messages - [Display Message Log](#)

[Save](#) [Close](#) [Edit Item](#) [Create Version](#) [User Settings](#)

**Structure** Resources Accounting Project Versions Search

Detail Table Graphic

P\_01\_18\_026

[Checklist](#) [Create](#) [Include](#) [Delete](#) [Schedule](#) [Add to Favorites](#) [Copy to Forecasted](#) Language:

**Basic Data** Dates and Work Additional Data PS Assignments Portfolio Data Notes Documents Object Links Authorizations

**General**

Name: P\_01\_18\_026 Number: 5072

Project Type: Log Frame Based Non Capital Project Reason:

Responsible Role: Project Manager Responsible Resource:

Responsible:

Substitute:  [Show Substitute Details](#)

Description: Landscapes Wildlife and People  
The Landscapes, Wildlife & People (LWP) Framework Project is designed to provide an umbrella delivery framework to enable UN Environment to address this ongoing deterioration and transformation of natural landscapes around the world.

**Dates**

Start: 01.01.2018 Finish: 31.12.2021

Status: Created

Change Status: [Status Management](#)

PS Project ID:

[Save](#) [Close](#) [Edit Item](#) [Create Version](#) [User Settings](#)

The above window opens when you select 'Task'

- ❖ Click on the **Project definition** (the top node) to make available the 'PS Assignment' Tab
- ❖ Click on **"PS assignment tab"** and input the minimum requirements: '**Leading Functional Area**', '**Cost Center**' and '**Applicant ID**'.
- ❖ Click **"Save"** button.

**Project: P\_01\_18\_026**

5072 Level of Severity: No Value Set Status: Created Responsible

No Messages - [Display Message Log](#)

[Save](#) [Close](#) [Read Only](#) [Item](#) [Create Version](#) [User Settings](#)

Structure Resources Accounting Project Versions Search

Detail Table Graphic

P\_01\_18\_026

Project Element: P\_01\_18\_026

Project Structure

- Implementation
  - Project Structure
    - Output 1.1
      - Activity 1.1.1
    - Output 1.2
      - Activity 1.2.1
      - Activity 1.2.2

Basic Data Dates and Work Additional Data **PS Assignments** Portfolio Data Notes Documents Object Links Authorizations

Enter Custom Data

Leading Functional Area: 45AC0002

Responsible Cost Center: 11317

Applicant ID: 21000000

[Save](#) [Close](#) [Read Only](#) [Item](#) [Create Version](#) [User Settings](#)

### 3. Push Project/Programme structure from PPM to PS

- ❖ Click on '**Basic Data**' tab,

**Project: P\_01\_18\_026**

5072 Level of Severity: No Value Set Status: Created Responsible

No Messages - [Display Message Log](#)

[Save](#) [Close](#) [Read Only](#) [Item](#) [Create Version](#) [User Settings](#)

Structure Resources Accounting Project Versions Search

Detail Table Graphic

P\_01\_18\_026

Project Element: P\_01\_18\_026

Project Structure

- Implementation
  - Project Structure
    - Output 1.1
      - Activity 1.1.1
    - Output 1.2
      - Activity 1.2.1
      - Activity 1.2.2

Basic Data Dates and Work Additional Data **PS Assignments** Portfolio Data Notes Documents Object Links Authorizations

Enter Custom Data

Leading Functional Area: 45AC0002

Responsible Cost Center: 11317

Applicant ID: 21000000

[Save](#) [Close](#) [Read Only](#) [Item](#) [Create Version](#) [User Settings](#)

- ❖ Click the **"Change status"** drop down and select **"Flag for transfer"**.
- ❖ Click on the **"Save"** button.

**Project: P\_01\_18\_026**

5072 Level of Severity No Value Set Status Created - Flagged for Transfer Responsible

No Messages - [Display Message Log](#)

[Save](#) [Close](#) [Read Only](#) [Item](#) [Create Version](#) [User Settings](#)

Structure Resources Accounting Project Versions Search

Detail Table Graphic

P\_01\_18\_026

Checklist [Create](#) [Include](#) [Delete](#) [Schedule](#) [Add to Favorites](#) [Copy to Forecasted](#) Language: English

**Basic Data** Dates and Work Additional Data PS Assignments Portfolio Data Notes Documents Object Links Authorizations

**General**

Name: P\_01\_18\_026 Number: 5072

Project Type: Log Frame Based Non Capital Project Reason: Implemented by UN

Responsible Role: Project Manager Responsible Resource:

Responsible:

Substitute: [Show Substitute Details](#)

Description: Landscapes Wildlife and People  
The Landscapes, Wildlife & People (LWPP) Framework Project is designed to provide an umbrella delivery framework to enable UN Environment to address this ongoing deterioration and transformation of natural landscapes around the world.

**Dates**

Start: 01.01.2018 Finish: 31.12.2021

Status: Created - Flagged for Transfer

Change Status: [Status Management](#)

PS Project ID:

[Save](#) [Close](#) [Read Only](#) [Item](#) [Create Version](#) [User Settings](#)

- ❖ Click on **"Accounting tab"**

**Project: P\_01\_18\_026**

5072 Level of Severity No Value Set Status Created - Flagged for Transfer Responsible

No Messages - [Display Message Log](#)

[Save](#) [Close](#) [Read Only](#) [Item](#) [Create Version](#) [User Settings](#)

Structure Resources Accounting Project Versions Search

Detail Table Graphic

P\_01\_18\_026

Checklist [Create](#) [Include](#) [Delete](#) [Schedule](#) [Add to Favorites](#) [Copy to Forecasted](#) Language: English

**Basic Data** Dates and Work Additional Data PS Assignments Portfolio Data Notes Documents Object Links Authorizations

**General**

Name: P\_01\_18\_026 Number: 5072

Project Type: Log Frame Based Non Capital Project Reason: Implemented by UN

Responsible Role: Project Manager Responsible Resource:

Responsible:

Substitute: [Show Substitute Details](#)

Description: Landscapes Wildlife and People  
The Landscapes, Wildlife & People (LWPP) Framework Project is designed to provide an umbrella delivery framework to enable UN Environment to address this ongoing deterioration and transformation of natural landscapes around the world.

**Dates**

Start: 01.01.2018 Finish: 31.12.2021

Status: Created - Flagged for Transfer

Change Status: [Status Management](#)

PS Project ID:

[Save](#) [Close](#) [Read Only](#) [Item](#) [Create Version](#) [User Settings](#)

- ❖ Click on **"Assign WBS Elements"**

**Project: P\_01\_18\_026**

5072 Level of Severity No Value Set Status Created - Flagged for Transfer Responsible

No Messages - [Display Message Log](#)

[Save](#) [Close](#) [Read Only](#) [Item](#) [Create Version](#) [User Settings](#)

Structure Resources Accounting Project Versions Search

Detail Table Graphic

P\_01\_18\_026

**Assign WBS Elements**

PS Project:

[Create Assignment](#) [Switch to Manual Assignment](#)

[Save](#) [Close](#) [Read Only](#) [Item](#) [Create Version](#) [User Settings](#)

The below screen comes up

## D. Enrich WBS and WBSE in PS

This is the point where you enrich/enhance the WBS by creating the 4<sup>th</sup> level and enhance the WBSEs by tagging or linking to grants, geography, cost centre etc. through the 'UN Assignment' and 'Basic Data' tabs to support financial reporting

The Programme Management Officers and Programme Management Assistants are conversant with this environment and will support the Project Manager to perform these tasks as usual or train the Project Manager that wish to perform the tasks him/herself.

- ❖ Click the first WBSE under the second window 'PS Project' to enhance each level of the WBS as required, starting from the Objective level.

The below screen comes up

❖ Click **"Project Builder: Change WBS Element"**

The screenshot shows the SAP Project Builder interface for Project P\_01\_18\_026. The top navigation bar includes tabs for Structure, Resources, Accounting, Project Versions, and Search. The Accounting tab is active, displaying a list of services for WBS Element SB-009746. A blue arrow points to the 'Project Builder: Change WBS Element' link in the list. The interface also includes a 'No Messages' section and a 'Display Message Log' link.

The below screen comes up

The screenshot shows the 'Project Builder: Subproject SB-009746' form. The form is divided into several sections: Identification and view selection, Basic data, Dates, Assignments, Control, User Fields, Status, Responsibilities, and Operative indicators. The 'Basic data' section includes fields for Proj type, Priority, System Status, and User status. The 'Status' section includes fields for System Status and User status. The 'Responsibilities' section includes fields for Pers Resp No, Applicant no, Resp. cost ctr, Req. cost center, and Req. co. code. The 'Operative indicators' section includes checkboxes for Planning element, Acct. elem, Billing element, and Grouping WBS element. The form also includes a 'Worklist' and 'Templates' section at the bottom.

The arrows in the below graph indicates areas that may be required to enrich the WBS/WBSE

**Project Builder: Subproject SB-009746**

Menu | Save | Back | Exit | Cancel | System | Display <-> change | Back | Forwards | Project planning board | Hierarchy graphic | Network graphic | Mass change | Easy Cost Planning | Sales pricing | Intermediate Save

Project Structure: Description | Ide | WBS Elem | SB-009746 | P\_01\_18\_026 | Detat: | Overview

Basic data | Dates | Assignments | Control | User Fields

Proj type: | Short ID: SB-009746 | Priority: | Prog. summarization: ☐

Status

System Status: CRTD MDLK | User status: IPP

Responsibilities

Pers Resp No: 0 | Applicant no: 21000000 UN Habitat | Resp. cost cntr: 1000 11317 UNHABITAT Urban Ping | Req. cost center: | Req. co. code:

Operative indicators

☐ Planning element | ☒ Accd. asst. elem. | ☐ Billing element | ☐ Grouping WBS element

Worklist | Templates

Templates: Name | Prc

SAP | RSE (100) | unsaprsapp1 | 100%

The Project is subsequently available for implementation after the budget release.

Please note that all current processes in PS remains the same and will need to be followed.