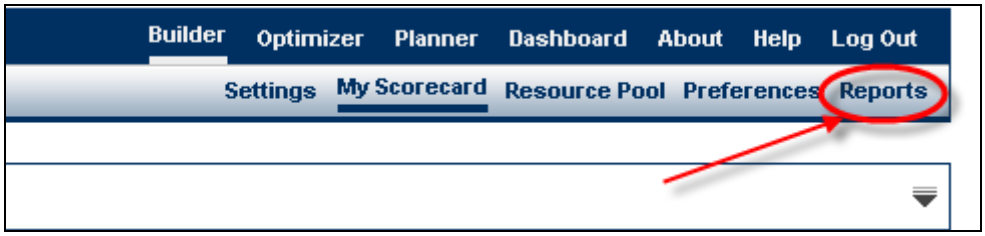
Instructions for creating a basic portfolio report in the PPM Tool

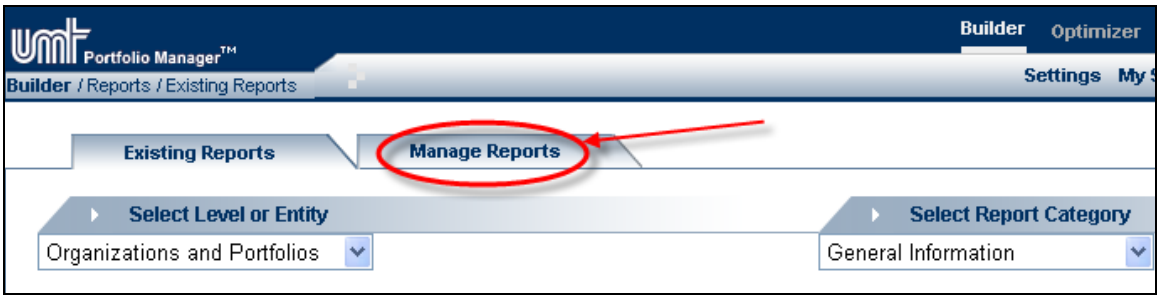
These instructions will assist the user to create a “portfolio” report in the PPM Tool. Portfolio reports are useful when you want a report on multiple fields (attributes) of multiple projects at one time.

NOTE: The user must have access to “portfolio reports” in order to use these reports (Contributors do NOT have access to these types of reports).

1) Log into the PPM Tool
2) Click on “Reports” in the upper right hand corner



3) Click on “Manage Reports”



NOTE: Once you have saved some reports, you will see them under “Existing Reports” and you can re-run them at any time.

4) Click on the “Define New” to the right of “Project List/Grouping”

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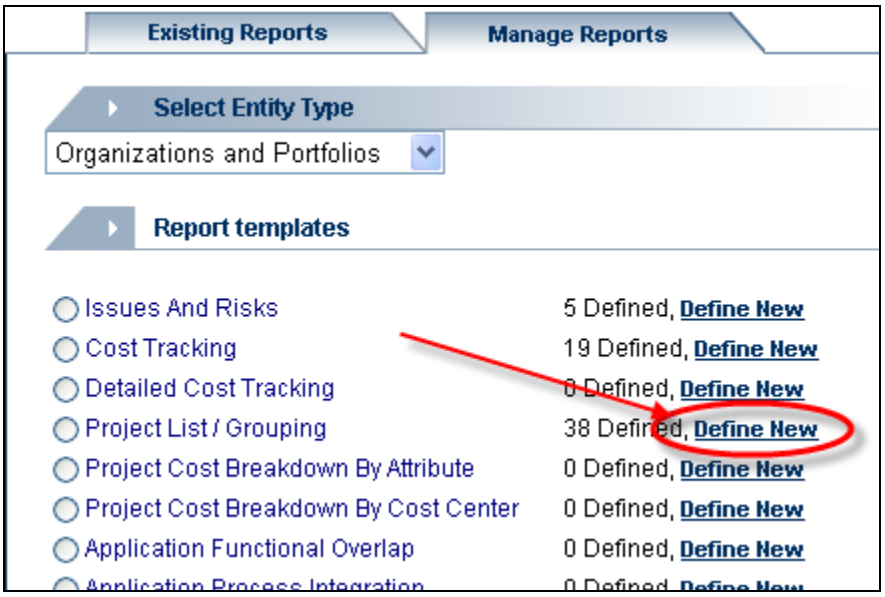
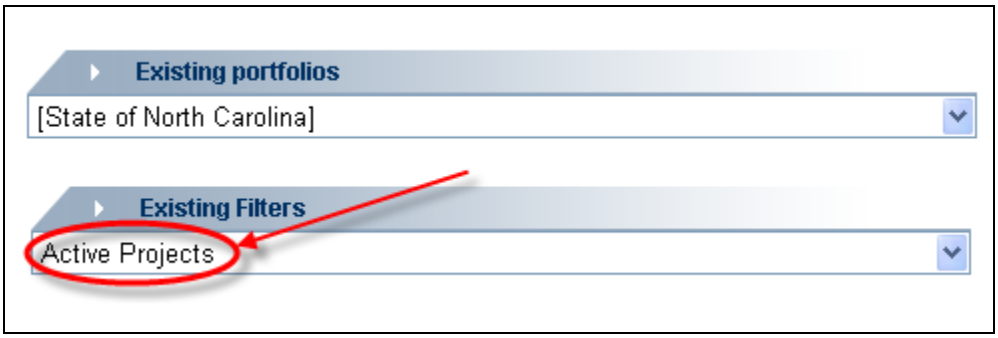


NOTE: This is the report format predominately used for project info, though more detailed information on costs can be obtained from the "Cost Tracking" report format.

5) For a report that includes projects from the entire state, make sure "Organization Hierarchy" is set to "State of North Carolina" (Once this is done, the "Existing portfolios" will automatically change to "State of North Carolina").

NOTE: If you are only running a report on one agency, chose that agency instead (report will generate faster).

6) If you want to limit the projects included in the report, you can choose a filter. The filter will need to be created before creating the report, so that it will be in the dropdown list.



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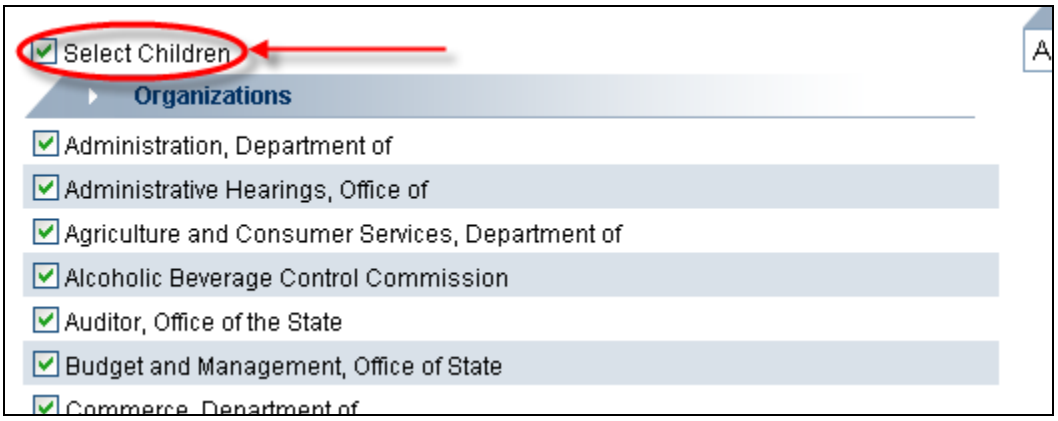
NOTE: Filter creation is explained on page 136 of "PPM Basic Training manual" and in the article "How to use filters in the PPM Tool".

7) If running a report for the State of NC, it is useful to click on the "Select Children" button. This is another way to limit the number of projects included in the report (once selected, you can include or exclude various agencies). Just as important, this will allow you to use "Parent Organization" as an attribute to return the agency that a project is in.



8) Add the attributes you are interested in including in the report. Type a few letters of the attribute in the "Quick Filter" and move it over to the "Selected attributes" window.

Attributes typically included:

a. Project Name
b. Parent Organization (more accurate than "Department or Agency")
c. Project Class (AKA "Project Range")
d. Workflow Status

Then add whatever specific attributes you are interested in, such as:

e. Assigned PMA
f. Project Revised Budget Total Investment Costs
g. Total Benefits
h. Project Manager

NOTE: You cannot get to all project attributes in these reports. Specifically, you cannot get to the status tab attributes or user attributes such as "contributor".

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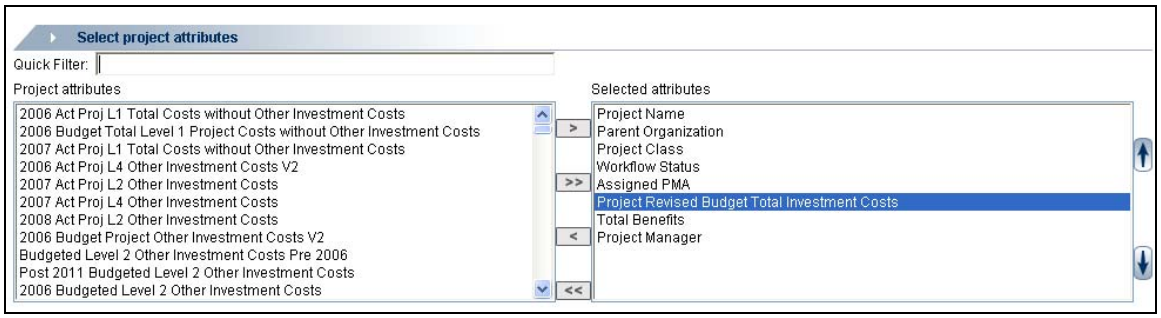
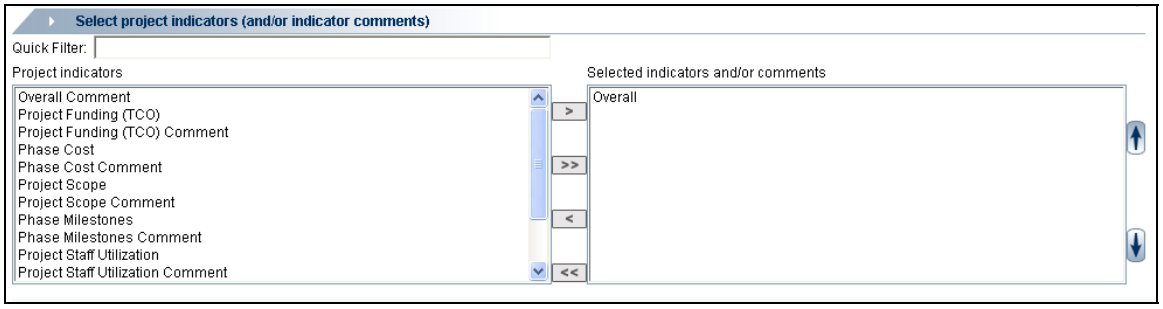


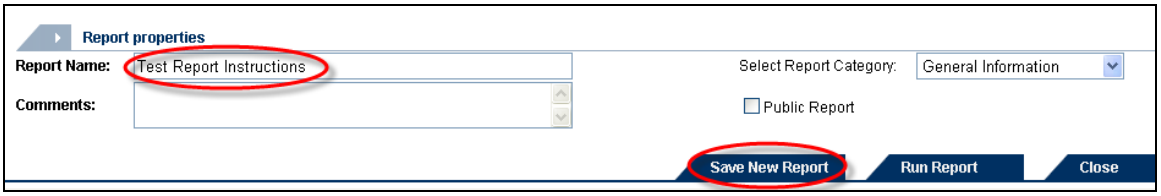
NOTE: You can change the order of the attributes in the "Selected attributes" window (and hence the order that they will appear in the report) by clicking on one and using the up and down arrows to the right of the window.

NOTE: You can use the "option" button under this section to change the label names, aggregation options (such as summing a column) and sorting order, but this is usually easier to do in Excel instead (more flexibility). You can also group the projects using the "Group" button, but again, this is usually easier to leave off and do in Excel.

9) You can also return the indicators (jelly beans) and indicator comment fields in the next section



10) Finally, add a name for the report and click on "Save New Report".

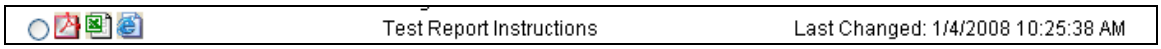


NOTE: The reports default to "Private". You can make the public, but then everyone who can run reports will see them and can run them (even if they don't usually have access to those projects), so it is highly recommend not making them public.

11) Once saved, you will be sent back to the top of this window. Scroll back to the bottom and click “Close”

12) This will bring you back to the “Manage Reports”. Click on the “Existing Reports” tab

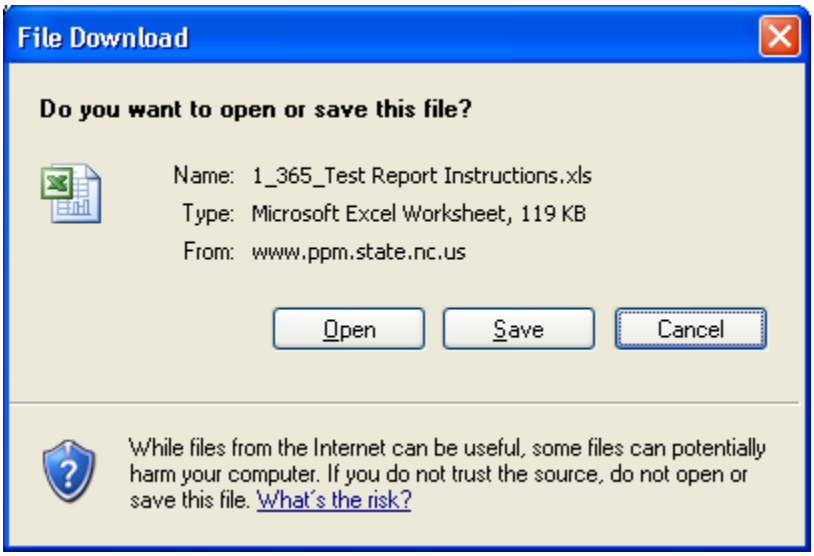
13) Find your project in the list of “My Reports” (it may be your only one)



14) Click on the “Excel” icon to run the report.

NOTE: You can also click on the PDF or HTML icons, but the Excel version usually the most useful.

15) After a period of time (usually 30 to 90 seconds), a window will appear. Click “open” to view the Excel report



16) Once in Excel, there are several steps to improve the view of the report (personal preferences may vary):

a. Delete rows 1 through 6 (header info that takes up useful space on the screen)
b. Widen column b to be as wide as “b” and “c” together are, then delete column “c” (empty column that causes problems)
c. If you have enough columns, either “i” or “j” will also be empty – widen the column before it and delete that column (more problems avoided)
d. Delete the two columns at the end of the report (sometimes the first one is barely wide enough to see) (more problems avoided)
e. On the toolbar, click on “Window” then “Remove Split”
f. Click on cell C2, then on the toolbar, click on “Window” then “Freeze”. This will keep the column headers on the screen and the first two columns (Project Name and Agency) on the screen as you move around the spreadsheet
g. Click on row 1 (right on the number “1”) to highlight that row. Then click on the toolbar “Data”, “Filter”, “Autofilter”. This will create dropdown bars for each column
h. Go to the last column, and if there are dropdown bars for columns after that one, delete those columns
i. Change the width of the various columns to suit the attribute values (I usually make the “Project Name” column a bit wider, etc.) If you intend to print the report, you may want to adjust the columns so it will print on one page wide.
j. Date, dollars and other number columns present a special challenge – they are treated as text rather than numbers, and hence you can’t use them in Excel as a number until they are altered.
    i. For dollars (or any number column):
        - Highlight the entire column (or multiple numerical columns if they are next to each other) excluding the header and then click on the exclamation point next to the highlighted area, and choose “Convert to Number”. You will then be able to use these numbers in other formulas.
    ii. For dates:
        - Add another column next to the date column, and use “=Value()” function on the date in the column next to it. Copy this formula to the rest of the new column. You will now be able to use this date in other formulas
k. Now you can sort on any column, or filter on any value in any column (Sometimes, when you click on the dropdown arrow for a column, you have to scroll up to see the sort ascending and descending options). If you want to look at two values in a column at once, or exclude a value or two, use the “Custom” option in the dropdown.

- You can sort by project name, agency, PMA, etc
- You can filter on just one or two PMAs, just projects in a certain workflow status, projects with red overall jellybeans, etc.

You can also create Excel Pivot Tables to summarize the information in the report (or just add a row above the header row and summarize a column there)

l. Save the Excel file if you will be reusing it.

17) If you find you need an extra attribute, or want to remove one, go back to the tool, click on the radio button next to your report, click edit at the bottom, add or delete the attributes, then “Save Report” at the bottom (or save a new one if you want both versions), then “close” and run the report again.