

# Tracking Projects in the Interdepartmental Project Portfolio

The Interdepartmental Project Portfolio (IPP) is Princeton's electronic portal for viewing proposed and endorsed projects.


## Accessing the Project Portfolio

1. In your browser window, enter the web address <http://www.princeton.edu/IPP>.
2. On the Interdepartmental Project Portfolio page, you will see a list of all your endorsed projects in the center of the page, and your proposed projects in either of two lists on the upper right—your proposals in progress, and your proposals in OIT Review.
3. Click the project name to open a project or proposal.

**Tip!** To find more information on the fields, see the **Glossary**, under **Help** on the menu.

## Who Sees What?

Projects will be listed in your **Project Slate** list if you are specified as the Executive Sponsor, Sponsor, Project Manager / Customer, or OIT Lead. You can also add projects to your view by adding yourself as a Follower:

1. Click the **All Projects** link in the left menu to display all the projects. Locate the project you want to keep track of, and click the Project Name link
2. Click the Edit Item  button above the Project Code.

3. Scroll to the bottom, and type your netID in the **Followers** field. If other names are already listed, enter a space or semicolon (;) before typing your netID.
4. Click OK to add your name and return to the Project Portfolio page.

To see details on a project, click the project name link. To see contact information for a Project Manager or OIT Lead, click on the person's name.

To return to the **Interdepartmental Project Portfolio** at any time, click **Home** (at the top of the left menu).

## What Else Can You See Here?

You can also display a list of all projects, regardless of whether you are currently associated with the project. Simply click the [All Projects](#) link in the menu on the left.

To filter the list of all projects, click the appropriate [By...](#) link. Clicking one of these links displays the project list with the field you want to filter by:

- ✦ [By Executive Sponsor](#)—select the sponsor whose projects you want to see.
- ✦ [By Offices Required](#)—select the business office whose involvement has been specified, including academic departments.
- ✦ [By OIT Resources](#)—select the OIT unit associated with the project

You can also choose to list all the completed projects by clicking the [Completed](#) link.

When the project list is displayed, locate the column you want to filter the list by, and click the down arrow that appears when you position the mouse over the column header. If necessary, scroll through the list of values, and click the value you want to search for. The list is redisplayed showing only those projects containing the selected value in that field.

You can also click the links under **Reference Tables** in the left menu to find lists of applications and services, OIT units and resources, and business offices/departments. Contacts information is included for OIT units and business offices/departments.

## What You See When You Open the IPP

To see all projects, click the All Projects link.

The other links under All Projects provide a list that can be filtered by the specified field.

For contact information and other reference information, check these links

Links for documentation, additional information, glossary and help.

Click **Home** to return to the Interdepartmental Project Portfolio from any other page.

Click **Project Health** to see projects at risk

During proposal evaluation, proposal drafts for which you are an executive sponsor, sponsor, project manager/customer, or OIT lead will be listed here.

Proposals that have been submitted and are under OIT review can be found here.

Project Slate lists approved projects for which you are an executive sponsor, sponsor, project manager/customer, or OIT lead.



# Viewing Projects at Risk

## What's on the Project Health tab?

Projects that may be at risk for which you are the executive sponsor, sponsor, project manager/customer, or OIT lead are listed on the Project Health page. These include:

Projects that should have started, or should have completed by now\*

Projects that are on hold

Projects that have no start date

Projects that have gone live, but are not yet closed

To see which projects are at risk, click the Project Health tab.

To return to the portal page, click the Interdepartmental Project Portfolio tab.

Office of Information Technology > Interdepartmental Project Portfolio

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### Project Health

**Start Date Passed**

Project Name	Project Manager/Customer	OIT Lead	Target Start Date
Enhanced EII Phase II	John V. Mollica	Robert M. Caivano Jr.	4/2/2012
FERPA Sign-Off	Sally Gonzalez	Janice D. Guarnieri	5/2/2012

**Target Go-Live Passed**

Project Name	Project Manager/Customer	OIT Lead	Target "Go Live" date
Upgrade QAS for Peoplesoft and implement it for Student Self service	Ashutosh Hadap	Ashutosh Hadap	3/15/2012

**Projects on Hold**

Project Name	Project Manager/Customer	OIT Lead	Actual Start
There are no items to show in this view of the "Project Portfolio" list.			

**Projects with No Start Date**

Project Name	Project Manager/Customer	OIT Lead
Travel Database Redesign (Phase 1) Analysis	Amy Campbell	Emily F. Jeng

**Projects in Shakeout (Gone live and not Closed)**

Project Code	Project Name	Owner Department	Project Manager/Customer	OIT Unit	Systems Requested	Target Start Date	Target "Go Live" date	Actual Start	Actual Go-Live	Project Status	Last Modified	Defer Project
There are no items to show in this view of the "Project Portfolio" list.												

\* It is the role of the project manager / customer to keep the project status and dates up to date in this portfolio.

To see project details, click on the project name.

To see contact information on the Project Manager/Customer or OIT Lead, click the person's name

