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](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.

**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.
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

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

To see which projects are at risk, click the Project Health tab. To return to the portal page, click the Interdepartmental Project Portfolio tab.

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.