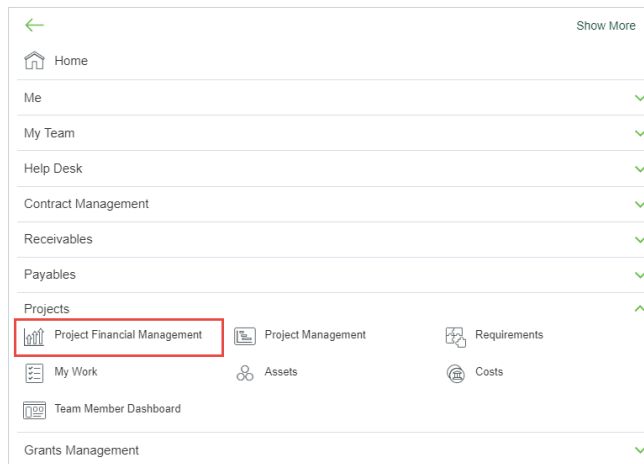


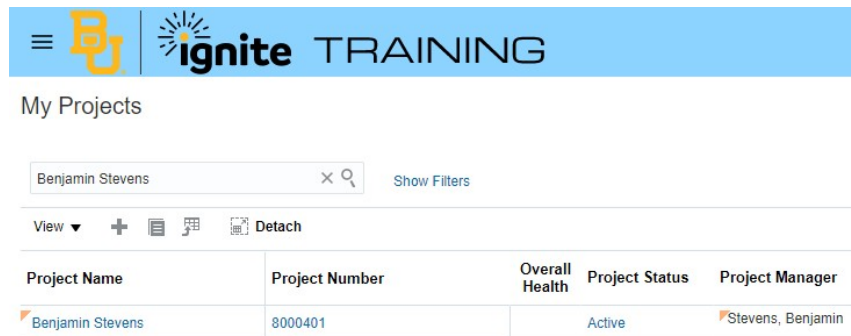
FACULTY FUNDS: Assigning Planned Resources

This handout outlines the steps for adding and baselining a budget for a Faculty Fund project. These steps are intended to be an in system step-by-step reference guide for assigning to planned resources.

1. From the Ignite homepage, use the left-hand Navigation bar, or use the scroll bar above the tiles to navigate to **Projects**, then **Project Financial Management**.



2. In this step, you will search for your project. Search, using the **Project Name or Number**, for the project you created.



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3. Highlight the row, click on the **Project Name or Number**, then click **Manage Financial Project Plan** from the menu.

a. Highlight the task.

Manage Financial Project Plan 12345678 21D Testing

Display Hierarchy List
Tasks Progress Gantt Chart

Actions View + - Detach Go to Task Number Tasks All tasks

* Task Number	* Task Name	Resources	* Planned Start Date	* Planned Finish Date	Effort		Raw Cost	
					Planned	ITD Actual	Planned in Project Currency (USD)	ITD Actual in Project Currency (USD)
8000480	12345678 21D Testing		11/08/2021	05/31/2024			150,000.00	
SU	Startup Funds		11/08/2021	08/31/2022			100,000.00	
FD	Faculty Discretionary Funds		11/08/2021	05/31/2024			50,000.00	

Rows Selected 1 Columns Hidden 30 Columns Frozen 2

Manage Financial Project Plan 12345678 21D Testing

Display Hierarchy List
Tasks Progress Gantt Chart

Actions View + - Detach Go to Task Number Tasks All tasks

- Create Task
- Manage Tasks
- Manage Resource Assignments
 - Assign Planning Resources to Selected Tasks
 - Manage Resources for Selected Task
 - Replace Resource Assignments
 - Update Planned Quantities for Selected Tasks
 - Edit Resource Period Amounts for Selected Task
 - Refresh Rates
 - Refresh Conversion Rates
- Set Baseline
- Export to Excel
- Update Amounts
- Change Current Planning Period
- View Graphical Analysis

Resources	* Planned Start Date	* Planned Finish Date	Effort		Raw Cost	
			Planned	ITD Actual	Planned in Project Currency (USD)	ITD Actual in Project Currency (USD)
	021	05/31/2024			150,000.00	
	2021	08/31/2022			100,000.00	
	021	05/31/2024			50,000.00	

Assign Planning Resources to Selected Tasks

Selected Tasks

Remove

Number	Name
FD	Faculty Discretionary Funds

Available Planning Resources

View **Move to Selected Resources**

Resource Class All Resource Format All

Name	Resource Combination	Unit of Measure
DO NOT USE 1	Equipment	Hours
DO NOT USE 2	Labor	Hours
DO NOT USE 3	Material Items	Currency
Financial Resources	Financial Resources	Currency

Selected Planning Resources

View Detach Remove from Selected Resources

Assign	Name	Task Number	Quantity

OK Cancel

FACULTY FUNDS: Assigning Planned Resources

d. Put the amount on the quantity and ok

This screenshot shows a software dialog box for assigning resources. It is titled 'Assign Planning Resources to Selected Tasks'. The 'Selected Tasks' section contains a table with one entry: 'FD' (Faculty Discretionary Funds). The 'Available Planning Resources' section has a dropdown menu set to 'All' and a table with three entries: 'DO NOT USE 1' (Equipment, Hours), 'DO NOT USE 2' (Labor, Hours), and 'DO NOT USE 3' (Material Items, Currency). The 'Selected Planning Resources' section shows 'Financial Resources' (FD) selected, with a 'Quantity' field set to '50000'. 'OK' and 'Cancel' buttons are at the bottom right.

Number	Name
FD	Faculty Discretionary Funds

Name	Resource Combination	Unit of Measure
DO NOT USE 1	Equipment	Hours
DO NOT USE 2	Labor	Hours
DO NOT USE 3	Material Items	Currency

Assign	Name	Task Number	Quantity
<input checked="" type="checkbox"/>	Financial Resources	FD	50000

e. Review resource assignment

This screenshot shows the 'Manage Financial Project Plan' interface. It includes a toolbar with 'Display' (Hierarchy selected) and 'Tasks' (selected). The main table displays resource assignments for tasks 8000460, SU, and FD. The 'FD' row is selected, and its 'Planned in Project Currency (USD)' value of 50,000.00 is highlighted with a red box.

* Task Number	* Task Name	Resources	* Planned Start Date	* Planned Finish Date	Additional Information	Organization	Effort	Raw Cost		
							Planned	ITD Actual	Planned in Project Currency (USD)	ITD Actual in Project Currency (USD)
8000460	Sue Schweitzer		06/01/2020	05/31/2050		Accounting and Bus			250,000.00	
SU	Startup Funds		06/01/2020	05/31/2050		Accounting and Bus			200,000.00	
FD	Faculty Discretionary Funds		06/01/2020	05/31/2050		Accounting			50,000.00	

4. Select **Save and Close**.