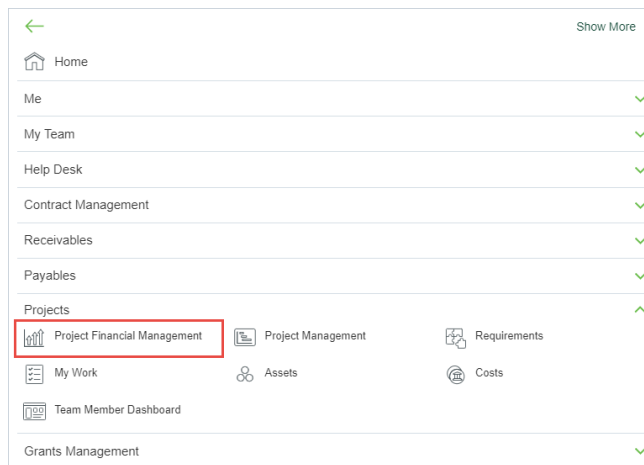


FACULTY FUNDS: Updating End Dates & Changing Project Status

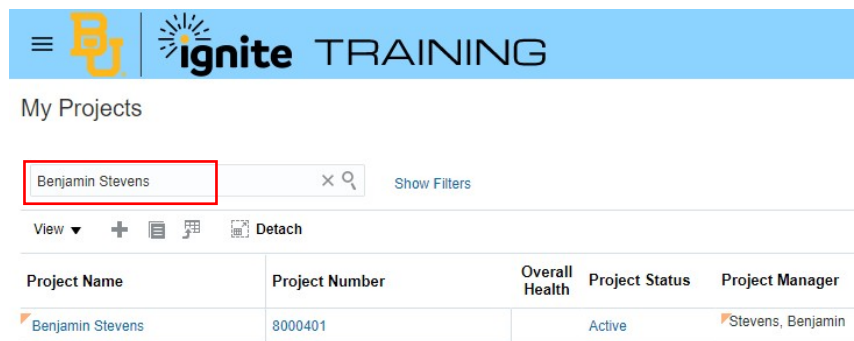
This handout shows the necessary steps to successfully update the Project and Task End Dates for a Faculty Fund Project and shows how to Change the Project status. These steps are intended to be an in system step-by-step reference guide.

Changing the Project or Task End Dates

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**.

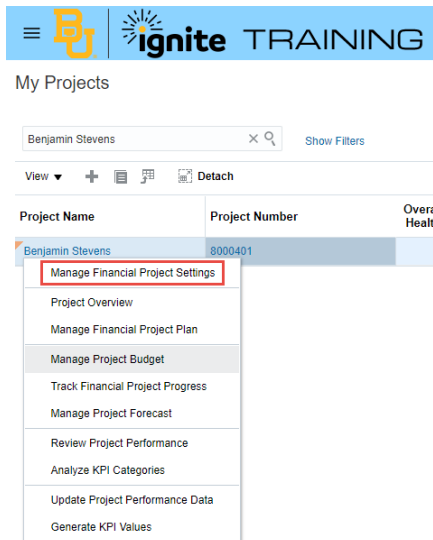


2. In this step, you will search for your project. Search, using the **Project Name or Number**, for the project you created.

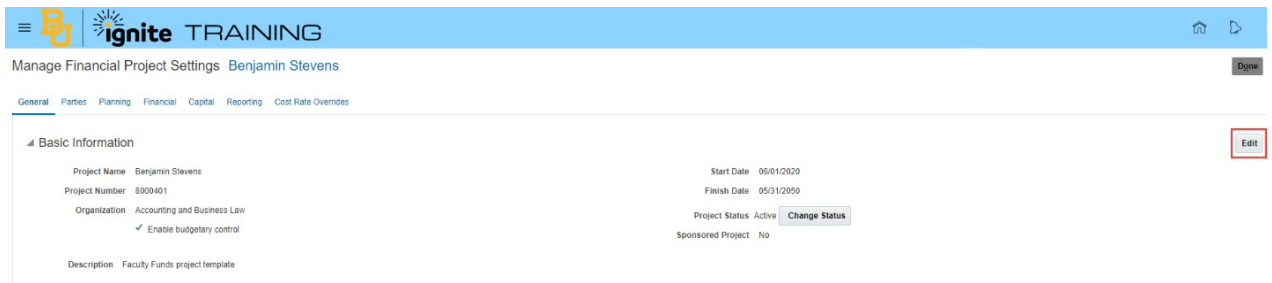


FACULTY FUNDS: Updating End Dates & Changing Project Status

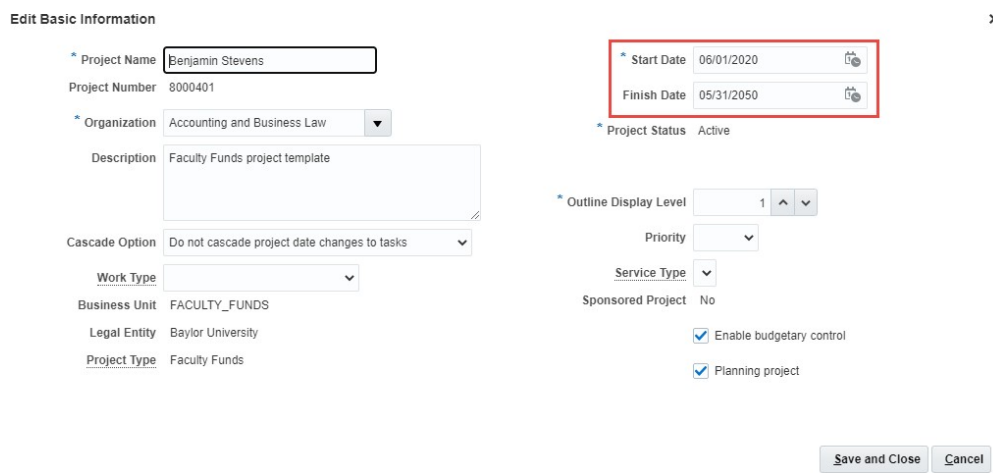
- Highlight the row and click on the **Project Name or Number**, then click on **Manage Financial Project Settings** from the menu.



- In the **Basic Information** section, click **Edit** on the right side of the page.



- Edit the **Start** or **Finish** date of the project as desired.

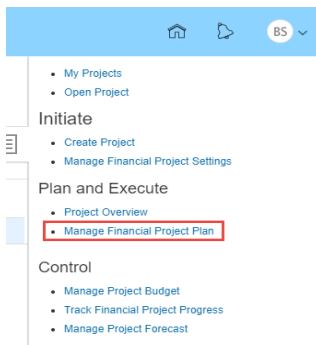


FACULTY FUNDS: Updating End Dates & Changing Project Status

- a. If the changes to the project dates will affect the task dates, use the menu on the **Cascade Option** field to select the appropriate response. Click **Save and Close** when done.

The screenshot shows the 'Edit Basic Information' dialog box for a project. The 'Finish Date' field is highlighted with a red box and contains the date 05/31/2026. The 'Cascade Option' dropdown menu is also highlighted with a red box and shows the selected option 'Cascade project finish date change to affected tasks'. The 'Save and Close' button at the bottom right is also highlighted with a red box.

6. From the **Manage Financial Project Settings** page, use the **task bar** icon on the right-hand side of the page, and select **Manage Financial Project Plan**.



7. Click on the **date** to edit the task dates, as desired. Click **Save and Close** when done.

Manage Financial Project Plan 12345678 21D Testing

Display Hierarchy List

Tasks Progress Gantt Chart

* 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)
8000460	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	

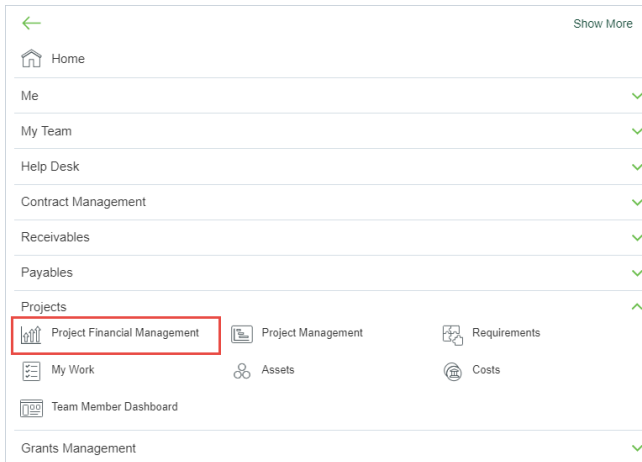
Rows Selected 1 Columns Hidden 30 Columns Frozen 2

FACULTY FUNDS: Updating End Dates & Changing Project Status

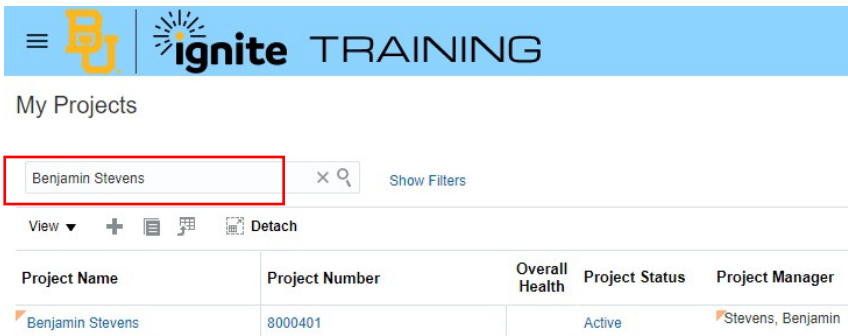
8. Use job aid **Faculty Funds: Adding and Baselineing a Budget** to re-baseline the budget once a new end date is established. This must be done every time an end date changes on a Faculty Fund task.

Changing the Project Status

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.



FACULTY FUNDS: Updating End Dates & Changing Project Status

3. Click into the **hyperlink** in the **Project Status** column.

My Projects

Benjamin Stevens Show Filters

View

Project Name	Project Number	Overall Health	Project Status
Benjamin Stevens	8000401		Active

- a. This opens the **Change Project Status** page. Use the menu in the **To** field to update the status to: Closed, Draft, Pending Draft, or Placed in Service.

Change Project Status

From Active

* To

Comments

Change History

View

From	To	Last Updated Date	Last Updated By	Comments
	Active	06/25/2020	1347050	
Active		06/25/2020	1347050	

4. Once the status is changed, click **Save and Close**.