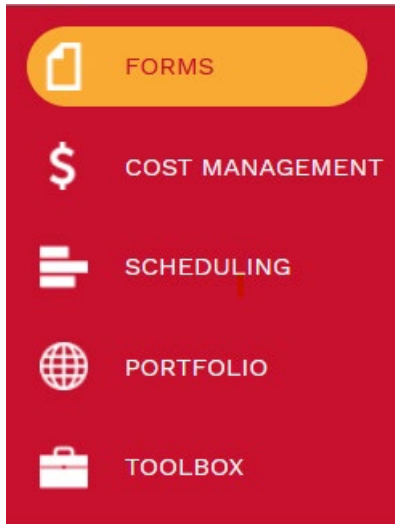




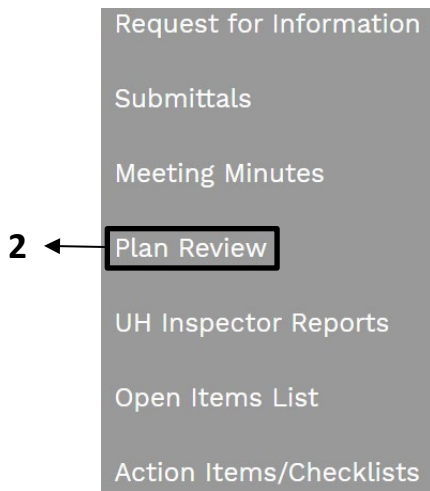
PM Web Quick Reference


Adding a Program Addendum that Results from the Project Program Validation process

1- Click on **Forms**.



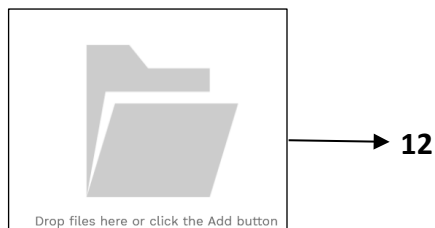
2- Select **Plan Review**.



- 3- Click on the  in the top menu.
- 4- **Project field** - Select your project from the drop-down menu. (You can also start typing the name of your project in the field and it will come up).
- 5- **Set # field** – Defaults to the next sequential number. Optional to edit.
- 6- **Description field** – Provide a brief description as this acts as the primary label for the record.
- 7- **Status field** – Reflects current status.
- 8- **Distribution List field** – Select **Capital Project**.
- 9- **Deliverable field** – Select **1.0 – Program Addendum**.
- 10- Click on the **Save** icon in the header.

Project*	4	<input type="text" value="Nick Merry Test - Nick Merry Test"/>
Set #*	5	<input type="text" value="008"/>
Description	6	<input type="text" value="Program Addendum from Validation"/>
Status / Revision	7	<input type="text" value="Draft"/> <input type="text" value="0"/>
Distribution List	8	<input type="text" value="Capital Project"/>
Deliverable*	9	<input type="text" value="1.0 - Program Addendum"/>

- 11- Click on the **Attachments tab** in the top navigation bar.
- 12- Drag files to the 'Drop files here...'



17- Click on the **Save**  icon.

- 13- Click on the **workflow tab** in the top navigation bar.
- 14- Click on **SUBMIT**.
- 15- Click on **SAVE**.
- 16- Process Complete.

