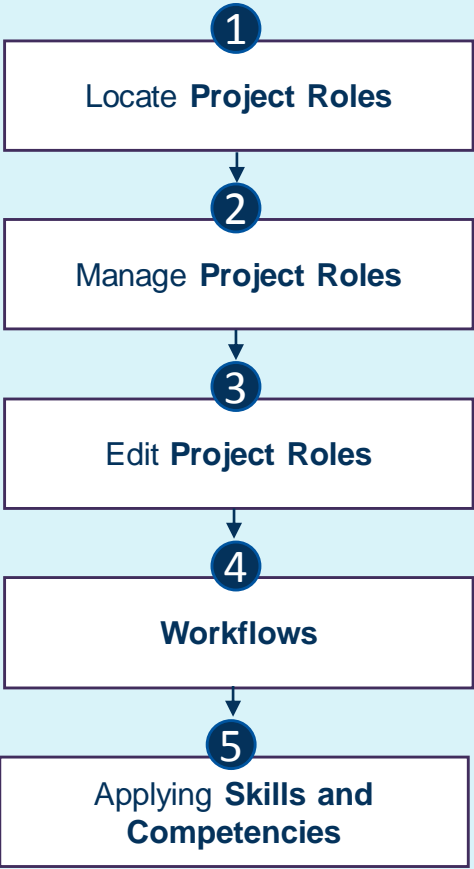


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Project Team KC - Scooby Gang Project

In this click-thru, you will be shown new DTM features, including Project Roles, applying Skills and Competencies to those Roles, and creating Dynamic Project Appraisal Workflows.

Click or tap each step on the screen to advance.

Begin

View All

Add Project Team Members

Showing 1 - 9 of 9102550100 per page

LOCATION

ACTIONS

KC - Sherlock Office

KC - Sherlock Office

Alexander "Xander" Harris

Steering Committee Member

Rupert Giles

KC - Research Analyst

Research & Historical Library

KC - Sherlock Office

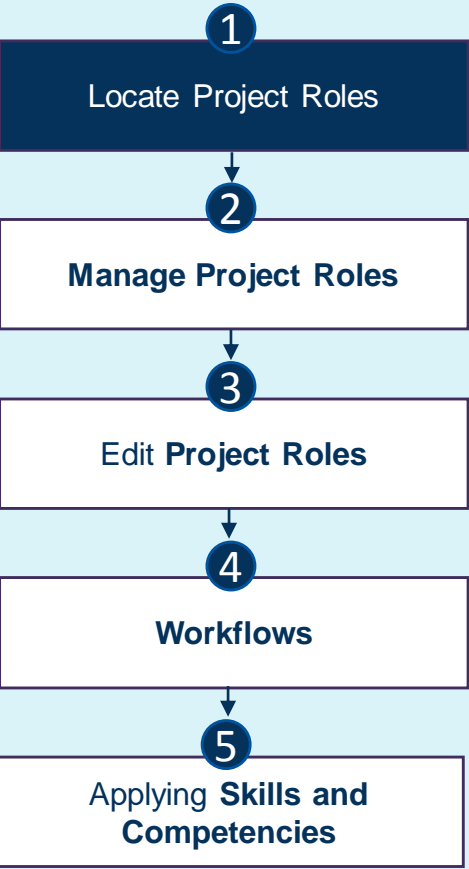
Admin HRsmart

Project Champion

Admin HRsmart

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Note: New to DTM are Project Roles.

In this example, we have navigated to: My Employees > Project Teams > Members

You will notice the addition of a Role field.

Click the pencil icon to open the drop-down list.

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SUMMARY

MEMBERS

MILESTONES

MESSAGES

<<

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>>

MEMBERS

ROLE

MANAGER

Angel Angelus

Contract Officer

Rupert Giles

KC - Director of Security

Security

KC - Sherlock Office

Rupert Giles

Functional Lead

Kem Executive

KC - Director of Investigations

Creative Detective Division

KC - Sherlock Office

Alexander "Xander" Harris

Steering Committee Member

Rupert Giles

KC - Research Analyst

Research & Historical Library

KC - Sherlock Office

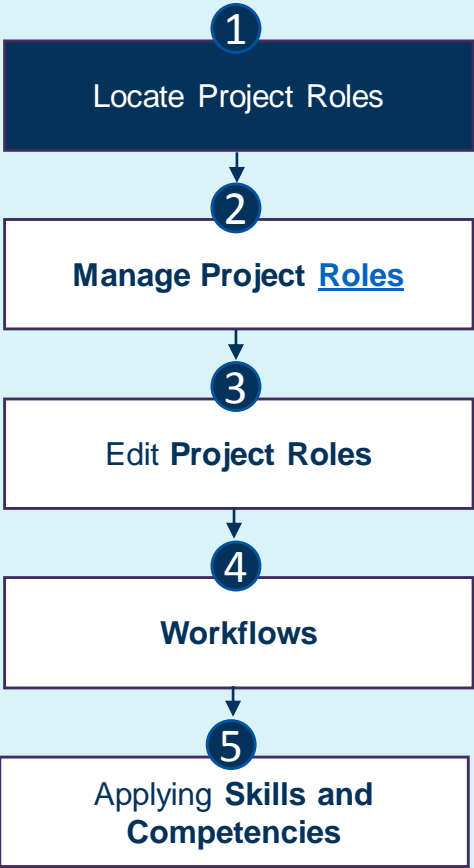
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Project Champion

Admin HRsmart

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Project Team KC - Scooby Gang Project

View All

SUMMARY

MEMBERS

MILESTONES

MESSAGES

PERFORMANCE

+ Add Project Team Members

<< < 1 > >>

Displaying 1 - 9 of 9

10 25 50 100

per page

MEMBERS	ROLE	MANA	ACTIONS
Angel Angelus	Contract Officer	of Security	KC - Sherlock Office
Rupert Giles	Functional Lead	of	KC - Sherlock Office
Alexander "Xander" Harris	Steering Comm Member	ch Analyst	KC - Sherlock Office
Admin HRsmart	Project Champi	Application Development Testing Company	

-- Select --

Advisory Committee Member

Business Analyst

Contract Officer

Executive Sponsor

Functional Lead

Project Champion

Project Manager

Project Sponsor

Steering Committee Member

Subject Matter Expert

Team Leader

Team Member

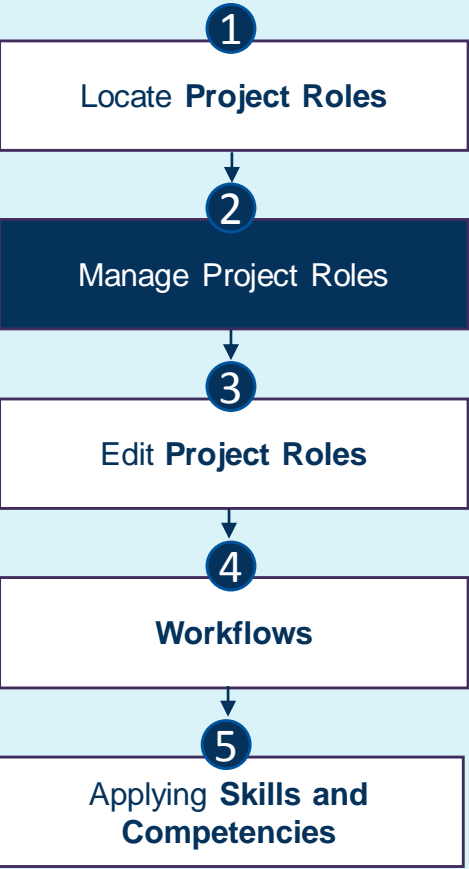
Technical Lead

1

Project Roles come preloaded. You can select from the default Project Roles, or edit Roles.

Continue

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Project Team KC - Scooby Gang Project

SUMMARYMEMBERSMILESTONESMESSAGESPERFORMANCE

+ Add Project Team Members

« < 1 > »

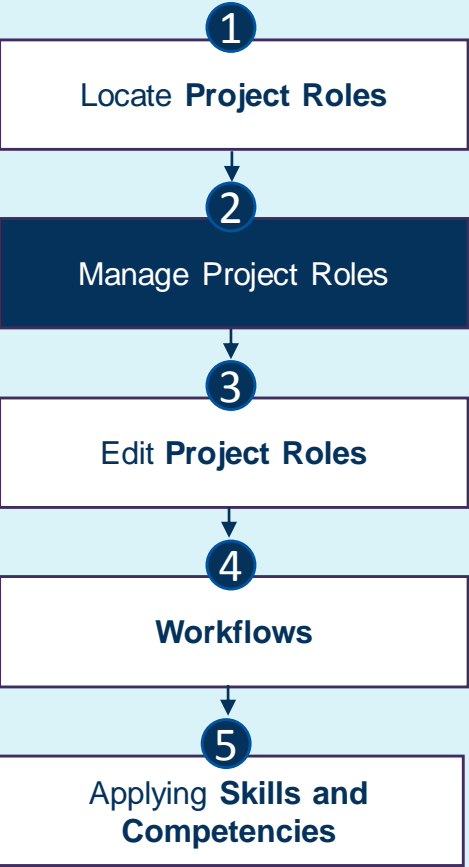
Displaying 1 - 9 of 9102550100 per page

MEMBERS	ROLE	MANAGER	JOB TITLE	COMPANY/DIVISION	LOCATION	ACTIONS
Angel Angelus	Contract Officer	Rupert Giles	KC - Director of Security	Security	KC - Sherlock Office	
Rupert Giles+	Functional Lead	Kem Executive	KC - Director of Investigations	Creative Detective Division	KC - Sherlock Office	
Alexander "Xander" Harris	Steering Committee Member	Rupert Giles	KC - Research Analyst	Research & Historical Library	KC - Sherlock Office	
Admin HRsmart	Project Champion	Admin HRsmart		Application Development Testing Company		

2

To manage Project Roles, click the Gear icon to bring up the **Administration** page from anywhere in DTM..

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ADMINISTRATION

Administration

Recruiting

Configuration

Vendors

Employee Referral Program

Résumés

Benefits

Cross-Posting

Onboarding

Global Settings

System Administration

Your Organization

Performance

Dashboard

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Locate the link for **Drop down and Multi-Select Lists**.

Potential Rating Tips

Succession Planning

Manage Succession Plans

Configure 9 Box

Custom Menus

Drop-down and Multi-Select Lists

FAQs

Features

Groups

Languages

Notification Events

Page Options

System Settings

Approval Chains

Competencies

Documents

Job Families

Job Profiles

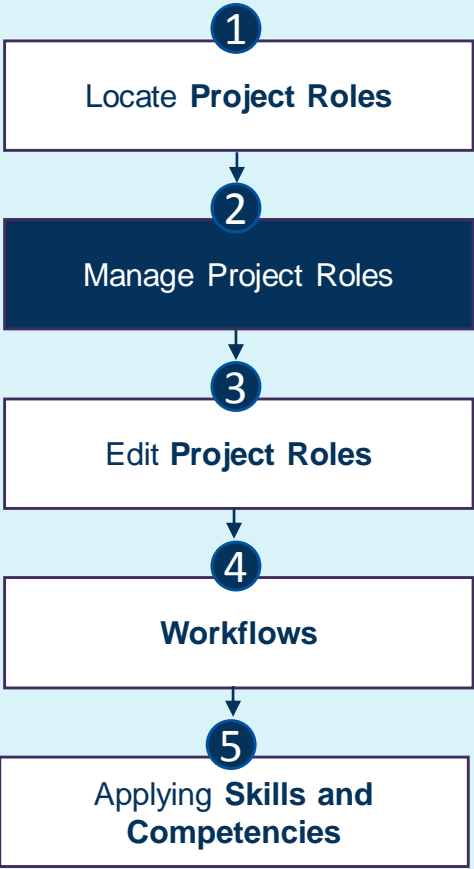
Location Groups

Locations

Organizational Structure

Scales

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Search...

Administration / Global Settings / System Administration / Drop-down and Multi-Select Lists

Select Lists Management

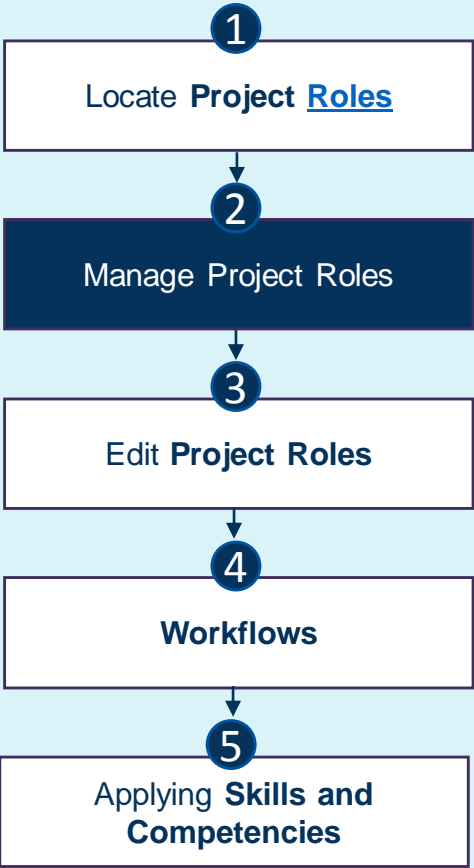
SELECT LISTING

-- Select --

Click the drop-down.

v15.1-rc.4

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Administration / Global Settings / System Administration / Drop-down and Multi-Select Lists

Select Lists Management

SELECT LISTING

-- Select --

2

Select Project Role

External Training Degree Types

External Training Types

Job Categories

Job Classifications

Job Grades

Job Purposes

Job Roles

Job Seeker Reference Type

Job Types

Material Types

Meeting Reason

Next Actions

Phone Types

Progress

Project Role

Re-Hire Eligibility

Readiness for Position

Reason(s) for Leaving

Reason(s) for Termination

Referral Sources

Relocation Availability

Requisition Statuses

Risk of Loss

Salary Grade

Shift Schedule (Hourly)

Shift Type

Skill Last Used

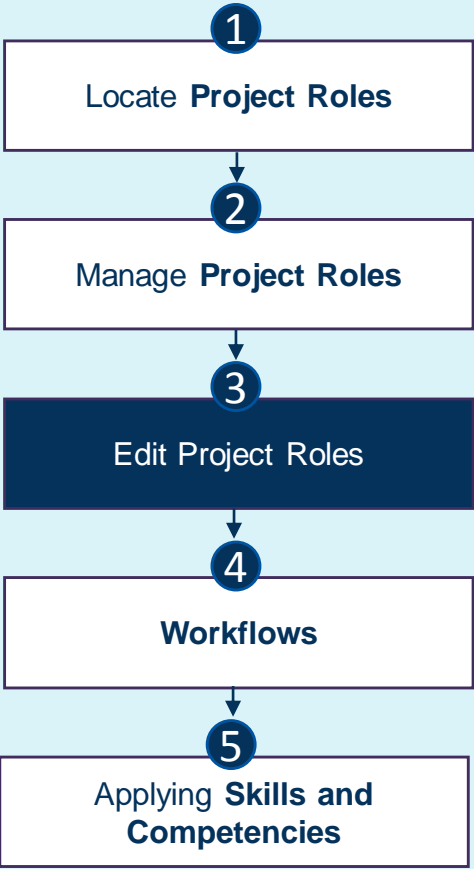
Skill Level

Skill Usage

Social Networking Sites

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⌵ Alphabetical Order

3

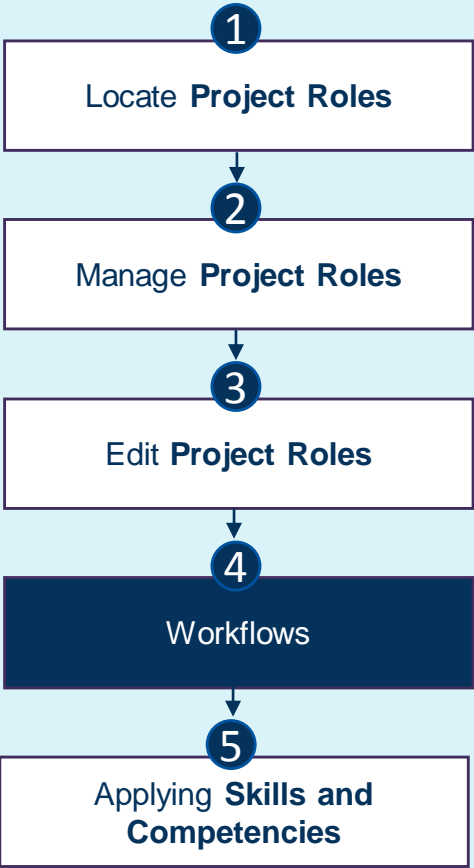
For any **Project Role**, you can edit, deactivate, make default, or delete it.

Advisory Committee Member	
Business Analyst	<div><div></div><div></div><div></div><div></div></div>
Contract Officer	<div><div></div><div></div><div></div><div></div></div>
Executive Sponsor	<div><div></div><div></div><div></div><div></div></div>
Functional Lead	<div><div></div><div></div><div></div><div></div></div>
Project Champion	<div><div></div><div></div><div></div><div></div></div>
Project Manager	<div><div></div><div></div><div></div><div></div></div>
Project Sponsor	<div><div></div><div></div><div></div><div></div></div>
Steering Committee Member	<div><div></div><div></div><div></div><div></div></div>
Subject Matter Expert	<div><div></div><div></div><div></div><div></div></div>
Team Leader	<div><div></div><div></div><div></div><div></div></div>
Team Member	<div><div></div><div></div><div></div><div></div></div>

Note: Any change you make to **Project Roles** are global, and will apply to **Project Roles** for all projects.

Continue

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Administration / Performance / Appraisals / Workflows

Workflow OM Performance Workflow

Step 1 Identification Step 2 Categories Step 3 Content Step 4 Scale Step 5 Phases

Available Items

AB - Healthcare Competencies and Others (Competency)

Active & Passive Communication (DEV) (Competency)

ALG Comptencies (Competency)

AS - Magical (Competency)

Athletic Category (DEV) (Competency)

Main Skill Category (Skill)

CL - Leadership and Management Competencies (Competency)

Selected Items

Achievements (Global Achievement)

Total Weight 0.00

Continue

Equalize Weights Normalize Weights to 100

4

Note: In Step 2 of Workflow, there is now a **Project Competencies** category. When running this workflow, it will dynamically pull any competencies and/or skills associated with this project.

Note: When you scroll down, you will see other **Categories** besides **Competency**, such as **Main Skill** which can also be selected.

DTM: Project Metrics

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Locate **Project Roles**

2

Manage **Project Roles**

3

Edit **Project Roles**

4

Workflows

5

Applying **Skills and Competencies**

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Workflow OM Performance Workflow

Step 1

Identification

Step 2

Categories

Step 3

Content

Step 4

Scale

Step 5

Phases

Step 6

Configuration

Step 7

Appraisers

Step 8

Approvals

Step 9

Approval Order

Step 10

Scheduling

Step 11

Review

Available Items

AB - Healthcare Competencies and Others (Competency)



Active & Passive Communication (DEV) (Competency)



ALG Competencies (Competency)



AS - Magical (Competency)



Athletic Category (DEV) (Competency)



Main Skill Category (Skill)



CL - Leadership and Management Competencies (Competency)



Selected Items

Achievements (Global Achievement)



Total Weight

0.00

Equalize Weights

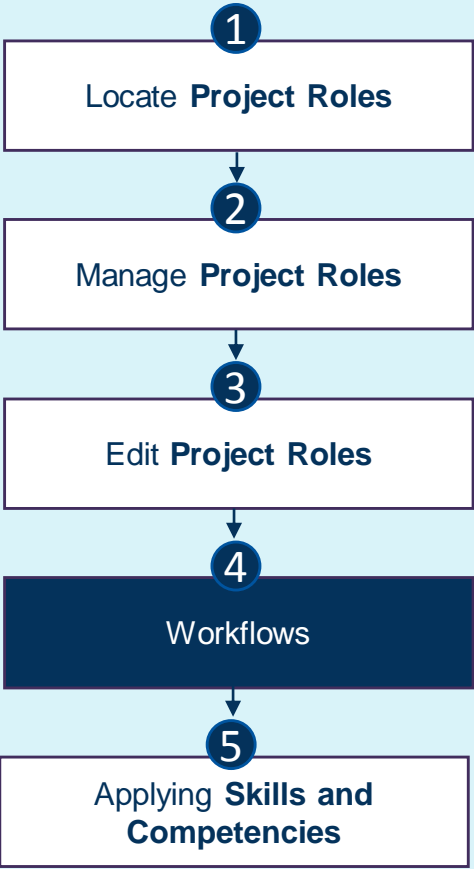
Normalize Weights to 100

4

To select **Competencies** for your workflow, simply click the + icon and it will bring the selected items to the right side.

Click the + icon.

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Workflow

OM Performance Workflows

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

Step 11

Identification

Categories

Content

Scale

Approval Order

Scheduling

Review

Continue

Available Items

AB - Healthcare Competencies and Others (Competency)

Active & Passive Communication (DEV) (Competency)

ALG Comptencies (Competency)

Athletic Category (DEV) (Competency)

Main Skill Category (Skill)

CL - Leadership and Management Competencies (Competency)

CL - Technical Competencies (Competency)

Selected Items

Achievements (Global Achievement)

AS - Magical (Competency)

Weight

100.00

%

Total Weight

100.00

Equalize Weights

Normalize Weights to 100

4

The Competency you clicked on is now selected. You will also notice that you can edit the weighted values for each selected item.

```
graph TD; 1((1)) --> 2((2)) --> 3((3)) --> 4((4)) --> 5((5))
```

- 1
Locate **Project Roles**
- 2
Manage **Project Roles**
- 3
Edit **Project Roles**
- 4
Workflows
- 5
Applying **Skills and Competencies**

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Search...*(search icon)*

Career Center / Career Development / Project Teams

Project Team Skills and Competencies

The End

☐ Check All

☒ Analytical and Logical Reasoning

☒ Knowledge of Substantive Law and Legal Procedure

☒ Equipment Selection

☒ ▶ Project Role

☒

☒

☒

☒ Functional Lead

☒

☒

☒

☒ Project Champion

☒

☒

☒

☒ Steering Committee Member

☒

☒

☒

☒ Subject Matter Expert

☒

☒

☒

☒ ▶ Members

☒

☒

☒

☒ Tara Maclay

☒

☒

☒

☒ Daniel "Oz" Osbourne

☒

☒

☒

5

When you end your Project the **Skills and Competencies** page displays (as shown). Now you have the opportunity to determine which skills and which competencies should be applied for each Role.