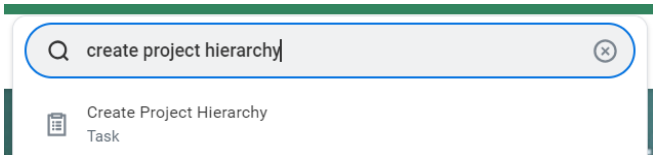


Audience / Role	Project Administrator Project Hierarchy Manager
Description	This job aid provides instructions to create another create a new node on the existing project hierarchy structure
Before You Start	Determine where this hierarchy fits within the existing hierarchy structure noting the parent hierarchy value this will roll up to. Also identify if there are existing projects that need to be moved under the new project hierarchy.

Create Project Hierarchy

1	In the Search bar, enter Create Project Hierarchy. In the search results, select the Create Project Hierarchy task. 
2	Under Create Project Hierarchy, enter the following into the fields: • Project Hierarchy Name – enter a unique name for the new node. • ID – enter the Project Hierarchy Name in ALL CAPS and utilize underscores instead of spaces. • Include Project ID in Name – leave this checkbox unchecked. • Enable as Optional Hierarchy – leave this checkbox unchecked. • Description – If there is a need to further describe the roll-up of projects, you can elaborate in this field. • Subtype – select Project. • Parent – select the appropriate parent hierarchy; this determines where within the organization this new hierarchy node will attach. • Reporting Currency – defaults to USD. • Projects to Include – select any project that already exists under a different hierarchy that needs to be moved to the new hierarchy.
3	Select Submit to route for approval .

What Happens Next?

- The new project hierarchy is visible.
- Projects can be created using the new hierarchy

Related Reports

- View Project Hierarchy