

Overview

This Job Aid defines the steps to follow when requesting work resources to be allocated to projects in Sensei IQ.

Work resources have defined availability and may have their time scheduled by a line manager. At this point in the project planning process, the project manager submits a request for resources to support the approved project. The request is then routed to the appropriate line managers for review and approval. Depending on your organizational rules, project managers are typically required to have resource commitments in their projects approved by the line managers before the execution of work.

This process allows your organization's line managers and project managers to negotiate and record an "agreement" to make sure that work resources are being utilized appropriately and effectively.

There are two (2) ways to request resources for an approved project in Sensei IQ:

- 1. **Submit a request for generic resources** (when the resource roles and the demand for their time for a specific duration of the project is known).
- 2. **Submit a request for named resources** (when it is known which named resources are required to support the project and the demand for their time for a specific duration is known)

Submit a request for generic resources

Project Manager

⁹ Project Leadership> Projects > Resources > Resource Plan

1. SET THE RESOURCE DEMAND HORIZON

- a. Ensure you are in the **Project** area and click **Projects** in the **Leadership** section.
- b. Open the project record then expand the **Resource** segment and navigate to the **Resource Plan** tab.

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c. Change the selected **date** for the first period that you require the generic resources from.

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d. Set the number of **periods** you want to be visible on the page.

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Important: Proposed hours recorded in all visible periods displayed on the page are submitted by default. Ensure that you apply the appropriate fixed value for the number of **periods** that you want to remain visible on the page before you click the **Submit** or **Submit and Save** button later. Otherwise, you have the option to **Submit all periods and Save** to include the proposed hours that are <u>not</u> in the visible periods.

e. Set the **timescale** of the requested period using the **Zoom** feature.

Creating and Submitting Project Resource Requests

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f. Select the Show Proposed, Show Availability, Show Overall Row Totals and Show Full Column Heading options from the View Options menu.

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g. Enable the **Toggle Full Screen Mode** option to switch the **Resource Plan** screen to focus mode.

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2. CREATE AND SUBMIT A REQUEST FOR GENERIC RESOURCES

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a. Click the **Add Resource to Plan** button to search and select the generic resource roles to add to your project individually.

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Pro Tip: If you need to request <u>two or more resources of the same generic resource role</u> for your project, repeat this step until you have created multiple generic rows under the same primary role row. You should use this method so that the line manager can replace each request for the same generic resource with a named resource individually.

Search ,	P Select a resource to add A	• Octol	ber 2021 🛗 📖 5	~ Þ	Zoom 🗔 🛅 🖻	🖬 ov 🗗	
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··· ^ Consultant		80.0	30.0	20.0	0.0	20.0	10.0
·· Generic		80.0	30	20	0	20	10
^ DBA		100.0	50.0	30.0	10.0	0.0	10.0
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··		350.0	140.0	140.0	20.0	30.0	20.0
Generic	/50	150.0	40	40	20	30	20
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- b. Once you have added all the generic resource roles required in your project, enter the required effort in hours in the **Proposed** columns across the visible periods.
- c. Click the **Save** button to save your changes if you want to modify and submit your resource requests later.

Search P Select a resource	urce to add R*	< 0	ctober 2021	🛗 🗰 5 🗸	Þ		Zoom 🗔] ov	• • 1	*~ 0 2
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Totals	420.0	150.0	0.0	120.0	0.0	60.0	0.0	90.0	0.0		0.0
···	120.0 B	40.0	0.0	30.0	0.0	20.0	0.0	30.0	0.0		0.0
Generic	120.0	40		30		20		30			
··· 🛆 Consultant	140.0	50.0	0.0	40.0	0.0	20.0	0.0	30.0	0.0		0.0
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^ DBA	160.0	60.0	0.0	50.0	0.0	20.0	0.0	Proposed Hours	0.0		0.0
Generic	2 ■ 160.0	60		50		20		= 30.0 hours Period Status: Draft			
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Important: At this point of the resource request process, the status of your proposed hours is displayed as Draft.

 ∧ Consultant	190.0	50.0	
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d. Attach comments to each resource request for the line managers processing your requests (recommended).

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Requests by Primary Role	Proposed	Proposed	Availability	Proposed	Availability	Proposed	Availability	Proposed	Availability	Proposed	Availability
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△ DBA	omments for Consultant		×	50.0	0.0	20.0	0.0	30.0	0.0	60.0	0.0
Generic 🖉 🗖	FD Francis Luzuriaga I would like to request Brice	Center if he is	now available	50		20		30		60	
△ Business Analyst	for part or whole of the requirements of the sequence of the s	uested duratio a.	n given	30.0	0.0	20.0	0.0	30.0	0.0	40.0	0.0
Generic 🖉 🗖				30		20		30		40	
△ Consultant	1		- 1	40.0	0.0	20.0	0.0	30.0	0.0	50.0	0.0
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Tip: You can click the **Row Menu** button (...) in front of the generic resource role row to view more options including **Submit** that allows you to submit each resource request for the visible periods or **Remove Resource** to delete the resource request from the list individually.

		Overall Total ←	Octobe	er 2021	Novem	per 2021	Decemb	per 2021	Januar	y 2022	Februa	ry 2022
Requests by Primary Role		Proposed	Proposed	Availability								
Totals		570.0	150.0	0.0	120.0	0.0	60.0	0.0	90.0	0.0	150.0	0.0
^ DBA		220.0	60.0	0.0	50.0	0.0	20.0	0.0	30.0	0.0	60.0	0.0
Generic	/ 🖓 🖻	220.0	60		50		20		30		60	
··· ^ Business Analyst		160.0	40.0	0.0	30.0	0.0	20.0	0.0	30.0	0.0	40.0	0.0
Generic		160.0	40		30		20		30		40	
·· ^ Consultant		190.0	50.0	0.0	40.0	0.0	20.0	0.0	30.0	0.0	50.0	0.0
•• Generic	000	190.0	50		40		20		30		50	

Tip: You can click the **Primary Role Menu** button (...) in front of the primary resource role name to remove the primary role and its associated resource requests from the list.

	n	Overall Total	- Octob	er 2021	Novemb	ber 2021	Decemb	er 2021	Januar	ry 2022	Februa	ry 2022
	Requests by Primary Role	Proposed	Proposed	Availability								
	Totals	570.0	150.0	0.0	120.0	0.0	60.0	0.0	90.0	0.0	150.0	0.0
	△ DBA	220.0	60.0	0.0	50.0	0.0	20.0	0.0	30.0	0.0	60.0	0.0
•	Generic 🖉 🖓 🖓	220.0	60		50		20		30		60	
•	△ Business Analyst	160.0	40.0	0.0	30.0	0.0	20.0	0.0	30.0	0.0	40.0	0.0
	Generic 🖉 🖓 📮	160.0	40		30		20		30		40	
	↑ Consultant	190.0	50.0	0.0	40.0	0.0	20.0	0.0	30.0	0.0	50.0	0.0
2×	Remove Role	190.0	50		40		20		30		50	

e. Once you have created the request for generic resource roles for the project, click the **Submit and Save** button to formally submit all your resource requests for the visible periods.



Tip: At this point of the resource request process, the status of your proposed hours (with attached comments) is displayed as **Submitted** and the cells they are contained in are highlighted in **red** denoting that the hours are not yet committed. The line managers can now review and process your resource requests from the **Resource Demand** dashboard in Sensei IQ.

··· 🛆 Business Analyst		160.0	40.0	0.0	30.0	0.0	20.0	0.0	30.0
··· Generic	,	160.0	40		30		20		30
··· ^ Consultant	\bigcirc	190.0	50.0	0.0	40.0	0.0	20.0	0.0	30.0
··· Generic		190.0	50		40		20 🗘		30
	The	visible period for this reque	est is currently Su	bmitted		Proposed = 20.0 hc Period St	l Hours - Pending , ours ratus: Submitted	Approval	

3. MODIFY A SUBMITTED REQUEST FOR GENERIC RESOURCES

Job Aid

a. From the **Resource Plan** tab, locate the generic resource role row you want to update and modify the proposed hours for the visible period in the **Proposed** column.



Tip: At this point of the resource request process, the status of your proposed hours for the modified resource request reverts to **Draft.**



b. Attach comments to the modified resource request for the line managers processing your requests (recommended).

Search \mathcal{P} Sel	ect a resource to add 🛛 🖧			tober 2021	iii 5 ∨	Þ		Zoom 🗔			∃ ⊡ %	e~ 0 *
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Totals	Sensei IQ Resource	Manageme	ent Implemen	t 🗸	130.0	0.0	60.0	0.0	90.0	0.0	150.0	0.0
^ DBA	Comments for Consu	ant		^	50.0	0.0	20.0	0.0	30.0	0.0	60.0	0.0
Generic	FL Francis Luzuriag	o request Brice	e Center if he is	2h available	50		20		30		60	
···	his expertise	and experience	e.	ingiven.	30.0	0.0	20.0	0.0	30.0	0.0	40.0	0.0
Generic	—				30		20		30		40	
··· 🔿 Consultant				- 1	50.0	0.0	20.0	0.0	30.0	0.0	50.0	0.0
··· Generic	3 (🖾)				50		20		30		50	
	Thave increased the Consultant role for 50 hours due to a cl	requested effc ovember from ange in scope.	ort for a n 40 hours to									

- c. Click the **Row Menu** button (...) in front of the generic resource role row to view more options.
- d. Click **Submit** to send the changes applied to the resource request for the visible periods.

		Overall Total	- Octob	er 2021	Novem	per 2021	Decemb	er 2021	Januar	y 2022	Februa	ry 2022
Requests by Primary Role		Proposed	Proposed	Availability								
Totals		580.0	150.0	0.0	130.0	0.0	60.0	0.0	90.0	0.0	150.0	0.0
^ DBA		220.0	60.0	0.0	50.0	0.0	20.0	0.0	30.0	0.0	60.0	0.0
Generic	, m	220.0	60		50		20		30		60	
- Business Analyst		160.0	40.0	0.0	30.0	0.0	20.0	0.0	30.0	0.0	40.0	0.0
- Generic		160.0	40		30		20		30		40	
Consultant		200.0	50.0	0.0	50.0	0.0	20.0	0.0	30.0	0.0	50.0	0.0
·) < C	000	200.0	50		50		20		30		50	
Change Source Change Source Remove Resource												

Tip: At this point of the resource request process, the status of your proposed hours for the modified resource request changes to **Submitted**.

 △ Consultant	200.0	50.0	0.0	50.0
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e. Finally, click the **Save** button to keep the changes to the resource request.

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	Totals	580.0	150.0	0.0	130.0	0.0	60.0	0.0	90.0	0.0	150.0	0.0
	^ DBA	220.0	60.0	0.0	50.0	0.0	20.0	0.0	30.0	0.0	60.0	0.0
•••	Generic 💭 📾	220.0	60		50		20		30		60	
	↑ Business Analyst	160.0	40.0	0.0	30.0	0.0	20.0	0.0	30.0	0.0	40.0	0.0
•	Generic 💭 🖷	160.0	40		30		20		30		40	
•	△ Consultant	200.0	50.0	0.0	50.0	0.0	20.0	0.0	30.0	0.0	50.0	0.0
•	Generic 🧷 🖾 📼	200.0	50		50		20		30		50	

Submit a request for named resources

👗 🛛 Project Manager

Project> Leadership > Projects> Resources > Resource Plan

1. SET THE RESOURCE DEMAND HORIZON

- a. Ensure you are in the **Project** area and click **Projects** in the **Leadership** section.
- b. Open the project record then expand the **Resource** segment and navigate to the **Resource Plan** tab.

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	Totals 0.0 0.0	0.0 0.0 0.0
Work Tasks Issues Risks Decisions Changes Changes		

c. Follow the same steps described in the **Submit a request for generic resources** section above.

2. CREATE AND SUBMIT A REQUEST FOR NAMED RESOURCES

Job Aid

a. Click the Add Resource to Plan button to search and select the named resources to add to your project individually.

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	Select a resource to add	₽,) < A	4 0	ctober 2021	🛅 🛄 5 🗸			Zoom 🗔			± • *	v o z
	Suggested resources		← Octobe	er 2021	Novemb	per 2021	Decemb	er 2021	Januar	y 2022	Februa	ry 2022 🔺
Requests by Primary Role	Process Engineer	802.5 hrs	Proposed	Availability	Proposed	Availability	Proposed	Availability	Proposed	Availability	Proposed	Availability
Totals	Chris Thomas	903 E	150.0	315.0	130.0	330.0	60.0	345.0	90.0	315.0	150.0	300.0
	Procurement specialist	802.5 hrs a	vailable over 107 da	ys with capacity	in the visible pe	riod						
✓ DBA	Cindy Process Product Tester	802.5 hrs	60.0	0.0	50.0	0.0	20.0	0.0	30.0	0.0	60.0	0.0
^ Project Manager	Connie Campaign Marketing	802.5 hrs		157.5		165.0		172.5		157.5		150.0
Carl Executive	Consultant Generic			157.5		165.0		172.5		157.5		150.0
^ Business Analyst	Craig Counsell Business Analyst	802.5 hrs	40.0	157.5	30.0	165.0	20.0	172.5	30.0	157.5	40.0	150.0
Generic	Dan MacDonald	802.5 brs	40		30		20		30		40	
Albert Connell	and a second sec	•		157.5		165.0		172.5		157.5		150.0
△ Consultant		200.0	50.0	0.0	50.0	0.0	20.0	0.0	30.0	0.0	50.0	0.0
Generic	C an	200.0	50		50		20		30		50	
	Requests by Primary Role Totals Totals DBA Project Manager Carl Executive Carl Executive Generic Albert Connell Consultant Generic Generic	Requests by Primary Role Suggested resources Consultant Consultant Carl Executive Consultant Albert Connell Consultant Consultant Consultant	Suggetted resources Requests by Primary Role Obtain Obtain Obtain Project Manager Carl Executive Carl Executive Business Analyst Generic Albert Connell Consultant Generic Obtain Consultant Carl Executive Carl Executive Consultant Ceneric Dan MacDonald Infrastructure Developer Business Analyst Consultant Carl Executive Carl Executive Carl Executive Carl Executive Carl Executive Carl Executive Carl Exe	Suggested resources Cotobs Project Manager Consultant Carl Executive Consultant Carl Executive Consultant Oban MacDonald 0025 hrs Albert Connell 000 finds Consultant 000 finds Operation 000 finds	Suggested resources October 2021 Proposed Availability Totals C1 Process Engineer C1 Project Manager C2 Product Tester Carl Executive C Consultant Carl Executive C Craig Counsell Oban MacDonald B02.5 hrs Albert Connell Da MacDonald Albert Connell Da MacDonald Consultant 200.0 Source Consultant 50.0 Consultant 200.0 Consultant 200.0 Consultant 200.0	Suggetted resources October 2021 Process Engineer Novembry Proposed Otals On this Thomas Procurement Specialist 80.5 hrs 150.0 315.0 130.0 DBA Of Chris Thomas Procurement Specialist 80.2 hrs 60.0 0.0 50.0 Project Manager CC Comile Campaign Marketing 80.2 hrs 60.0 0.0 50.0 Carl Executive Connie Campaign Business Analyst CC Carlig Coursell Business Analyst 80.2 hrs 157.5 30.0 Generic M Dan MacDonald Infrastructure Developer 80.2 hrs 40.0 157.5 30.0 Albert Connell Dan MacDonald 80.2 hrs 40.0 30 Consultant Ceneric M Dan MacDonald 80.2 hrs 40.0 30 Albert Connell Dan MacDonald 80.2 hrs 50.0 50.0	Suggested resources October 2021 Proposed November 2021 Proposed November 2021 Proposed November 2021 Availability Totals Image: Consultant Specialist Producement Specialist Producement Specialist Image: Consultant Tester 802.5 hrs 150.0 315.0 130.0 330.0 DBA Image: Consultant Specialist Producement Specialist Carl Executive Image: Consultant Tester 802.5 hrs 157.5 165.0 Carl Executive Image: Consultant Tester 802.5 hrs 157.5 165.0 Generic Image: Consultant Tester 802.5 hrs 157.5 165.0 Albert Connell Image: Consultant Tester 802.5 hrs 157.5 165.0 Generic Image: Consultant Tester 802.5 hrs 40.0 157.5 165.0 Albert Connell Image: Consultant Tester 802.5 hrs 157.5 165.0 Generic Image: Consultant Tester 802.5 hrs 40.0 157.5 165.0 Generic Image: Consultant Tester 802.5 hrs 40.0 30.0 165.0 Generic Image: Consultant Tester 802.5 hrs 40.0 30.0 165.0 Generic Image: Consultant Tester 200.0 50.0 0.0 50.0	Suggested resources October 2021 Proposed November 2021 Proposed November 2021 Proposed December Availability Otals Image: Sources Image: Sources	Suggested resources Suggested resources Suggested resources October 2021 November 2021 December 2021 Proposed Availability Totals Image: Control Control Image: ControImage: Control	Suggetted resources Encloses Engineeries Encloses Encloses	Suggested resources Suggested resources End y Divide y	Suggested resources October 2021 Proposed November 2021 Availability December 2021 Proposed December 2021 Proposed January 2022 Availability February Proposed Otals Imagested resources I

Tip: Each named resource is assigned a primary role in Sensei IQ. The **primary role, full name,** and **total available hours** of the named resources with their **capacity in the visible periods** are displayed in the live search results.

b. Once you have added all the named resources required in your project, enter the required effort in hours in the **Proposed** columns across the visible periods.

Search \mathcal{S} Select a n	esource to add	*	4	October 2021	🛄 🗰 5 🗸			Zoom 🗔			E E %	er O i
		Overall Total	← Octo	ber 2021	Novemb	er 2021	Decemb	er 2021	Januar	y 2022	Februa	ry 2022
Requests by Primary Role		Proposed	Proposed	Availability	Proposed	Availability	Proposed	Availability	Proposed	Availability	Proposed	Availability
Totals		1,160.0	310.0	472.5	250.0	495.0	100.0	517.5	250.0	472.5	250.0	450.0
. 🗠 dba		220.0	60.0	0.0	50.0	0.0	20.0	0.0	30.0	0.0	60.0	0.0
- ^ Project Manager		170.0	60.0	157.5	60.0	165.0	10.0	172.5	20.0	157.5	20.0	150.0
Carl Executive	00	170,0	60	157.5	60	165.0	10	172.5	20	157.5	20	150.0
Procurement Specialist		260.0	50.0	157.5	40.0	165.0	20.0	172.5	110.0	157.5	40.0	150.0
- Chris Thomas	/ B	260.0	50	в	40 🗘	165.0	20	172.5	110	157.5	40	150.0
- ^ Business Analyst		310.0	90.0	Proposed	Hours	.0	30.0	172.5	60.0	157.5	80.0	150.0
· Generic		160.0	40	The Break	down		20		30		40	
- Albert Connell	00	150.0	50	Capacity Committee	16 ed (elsewhere) -	5.0 hours 0.0 hours	10	172.5	30	157.5	40	150.0
·		200.0	50.0	Net prop	osed (here)	0.0 hours 1.0	20.0	0.0	30.0	0.0	50.0	0.0
- Generic	, ⊡ •≡	200.0	50	Proposed	availability = 12	5.0 hours	20		30		50	
				Days with Percentag Period St.	i capacity: ge available: atus:	22 days 76% Draft						

Tip: At this point of the resource request process, the page will display **Requests by Primary Role**, total capacity for each visible period in the **Availability** column, and **The Breakdown** of their capacity, committed hours (in the same project and other projects, if any), net proposed hours being requested in the project including the amount of days with capacity and percentage available for the visible period as a **tooltip text** when you hover the mouse over the **Proposed** column or **Availability** column.

		Overall Total ←	Octobe	er 2021	Novemb	per 2021	Decemb	er 2021	Januar	y 2022	Februar	y 2022
Requests by Primary Role		Proposed	Proposed	Availability	Proposed	Availability	Proposed	Availability	Proposed	Availability	Proposed	Availability
Totals		1,160.0	310.0	472.5	250.0	495.0	100.0	517.5	250.0	472.5	250.0	450.0
. \vee dba		220.0	60.0	0.0	50.0	0.0	20.0	0.0	30.0	0.0	60.0	0.0
· ^ Project Manager		170.0	60.0	157.5	60.0	165.0	10.0	172.5	20.0	157.5	20.0	150.
Carl Executive	/8	170.0	60	157.5	60	165.0	10	172.5	20	157.5	20	150.0
Procurement Specialist		260.0	50.0	157.5	40.0	165.0	20.0	172.5	110.0	157.5	40.0	150.
- Chris Thomas	/ 🖻	260.0	50	157.5	40	165.0	20	172.5	110	157.5	40 \$	150.
- 🔿 Business Analyst		310.0	90.0	1. 1. = 165	ability (Capacity mi 5.0 hours	nus all Committed	hours on all proje	^{ccts)} 172.5	60.0	157.5	80.0	150.
Generic		160.0	40	The	Breakdown	100 0			30		40	
- Albert Connell	0	150.0	50	1 Com Com	icity mitted (elsewhere) mitted (here)	- 0.0 hours - 0.0 hours		172.5	30	157.5	40	150.
- Consultant		200.0	50.0	Avail	ability	= 165.0 hours		0.0	30.0	0.0	50.0	0.
Generic	1 -1	200.0	50	Days Perce Perio	with capacity: entage available: ed Status:	22 days 100% Draft			30		50	

c. Click the **Save** button to save your changes if you want to modify and submit your resource requests later.

Job Aid

Re	quests by Primary Role	Overall local	Octobe	er 2021	Novemb	er 2021	Decemb	er 2021	Januar	y 2022	Februa	ry 2022
To		Proposed	Proposed	Availability								
	tals	1,160.0	310.0	472.5	250.0	495.0	100.0	517.5	250.0	472.5	250.0	450.0
~	DBA	220.0	60.0	0.0	50.0	0.0	20.0	0.0	30.0	0.0	60.0	0.0
~	Project Manager	170.0	60.0	157.5	60.0	165.0	10.0	172.5	20.0	157.5	20.0	150.0
	Carl Executive	170.0	60	157.5	60	165.0	10	172.5	20	157.5	20	150.0
^	Procurement Specialist	260.0	50.0	157.5	40.0	165.0	20.0	172.5	110.0	157.5	40.0	150.0
	Chris Thomas 🖉 🗎	260.0	50	157.5	40	165.0	20	172.5	110	157.5	40	150.0
^	Business Analyst	310.0	90.0	157.5	50.0	165.0	30.0	172.5	60.0	157.5	80.0	150.0
	Generic 💭 🖷	160.0	40		30		20		30		40	
	Albert Connell	150.0	50	157.5	20	165.0	10	172.5	30	157.5	40	150.0
^	Consultant	200.0	50.0	0.0	50.0	0.0	20.0	0.0	30.0	0.0	50.0	0.1
	Generic 🛄 📾	200.0	50		50		20		30		50	

Important: At this point of the resource request process, the status of your proposed hours is displayed as Draft.

Procurement Specialist	200.0	50.0	157.5	40.0	165.0
 Chris Thomas	260.0	50	157.5	40	165.0
		Availability (Capacity mini = 157.5 hours	is all Committed ho	ours on all projects)	165.0
		The Breakdown			
		Capacity Committed (elsewhere)	157.5 hours - 0.0 hours		165.0
		Committed (here)	- 0.0 hours		
		Availability	157.5 hours		0.0
		Days with capacity: Percentage available:	21 days 100%		
		Period Status:	Draft		
		C click the value to copy	to Proposed.		

d. Attach comments to each resource request for the line managers processing your requests (recommended).

Search \mathcal{P} Se	lect a resource to a	id 🗛	4 00	tober 2021	🛅 000 5 ~	⊳		Zoom 🗔			⊕ ⊟ °	€~ () v
Requests by Primary Role		Overall Total Proposed	- Octobe Proposed	r 2021 Availability	Novemb Proposed	ber 2021 Availability	Decemb Proposed	er 2021 Availability	Januar Proposed	ry 2022 Availability	Februa Proposed	ry 2022 Availability
Totals		1,160.0	310.0	472.5	250.0	495.0	100.0	517.5	250.0	472.5	250.0	450.0
. \vee dba		220.0	60.0	0.0	50.0	0.0	20.0	0.0	30.0	0.0	60.0	0.0
- ^ Business Analyst		310.0	90.0	157.5	50.0	165.0	30.0	172.5	60.0	157.5	80.0	150.0
Generic	_ -	160.0	40		30		20		30		40	
Albert Connell	Sens	ei IQ Resource Managen	so nent Implemen	157 5 t ×	20	165.0	10	172.5	30	157.5	40	150.0
- 🔿 Consultant	Com	nents for Chris Thomas			50.0	0.0	20.0	0.0	30.0	0.0	50.0	0.0
Generic	P.	Francis Luzuriaga I would like to request Ch already familiar with the	iris Thomas pleas	now e as he is	50		20		30		50	
- 🗠 Project Manager		capacity to work on this p	project scope and	i ne nas	60.0	165.0	10.0	172.5	20.0	157.5	20.0	150.0
- Carl Executive	P				60	165.0	10	172.5	20	157.5	20	150.0
Procurement Specialist					40.0	165.0	20.0	172.5	110.0	157.5	40.0	150.0
Chris Thomas	D (🖾)				40	165.0	20	172.5	110	157.5	40	150.0
				A								

Tip: You can click the **Row Menu** button (...) in front of the named resource role row to view more options such as Change Resource that allows you to replace the named resource in the request for the visible periods; **Open Resource** that allows you to view more information about the named resource; or **Remove Resource** to delete the resource request from the list individually.

Search D Sele	ct a resource to add	8	0	ctober 2021	🛅 🛄 5 🗸	Þ		Zoom 🗔			• • ×	e v O
Requests by Primary Role		Overall Total ← Proposed	Octobe Proposed	er 2021 Availability	Novema Proposed	ber 2021 Availability	Decembe Proposed	er 2021 Availability	Januar Proposed	y 2022 Availability	Februar Proposed	ry 2022 Availability
Totals		1,160.0	310.0	472.5	250.0	495.0	100.0	517.5	250.0	472.5	250.0	450.
\sim dba		220.0	60.0	0.0	50.0	0.0	20.0	0.0	30.0	0.0	60.0	0.0
 Business Analyst 		310.0	90.0	157.5	50.0	165.0	30.0	172.5	60.0	157.5	80.0	150.
Generic	, ⊂ ∞	160.0	40		30		20		30		40	
Albert Connell	Ţ₿	150.0	50	157.5	20	165.0	10	172.5	30	157.5	40	150.
△ Consultant		200.0	50.0	0.0	50.0	0.0	20.0	0.0	30.0	0.0	50.0	0.
Generic	1	200.0	50		50		20		30		50	
^ Project Manager		170.0	60.0	157.5	60.0	165.0	10.0	172.5	20.0	157.5	20.0	150
Carl Executive		170.0	60	157.5	60	165.0	10	172.5	20	157.5	20	150
^ Procurement Specialist		260.0	50.0	157.5	40.0	165.0	20.0	172.5	110.0	157.5	40.0	150
Chris Thomas	1	260.0	50	157.5	40	165.0	20	172.5	110	157.5	40	150
Open Resource												

Tip: You can click the **Primary Role Menu** button (...) in front of the primary resource role name to remove the primary role and its associated resource requests from the list.

Job Aid

Search D Sel	ect a resource to add	8.	4 0	ctober 2021	🛅 💷 5 🗸	\triangleright		Zoom 🛱		™	🕀 🖸 🛠	v v
Requests by Primary Role		Overall Total • Proposed	- Octobe Proposed	er 2021 Availability	Novemb Proposed	per 2021 Availability	Decemb Proposed	er 2021 Availability	Januar Proposed	y 2022 Availability	Februar Proposed	y 2022 Availability
Totals		1,160.0	310.0	472.5	250.0	495.0	100.0	517.5	250.0	472.5	250.0	450.0
\vee dba		220.0	60.0	0.0	50.0	0.0	20.0	0.0	30.0	0.0	60.0	0.0
···		310.0	90.0	157.5	50.0	165.0	30.0	172.5	60.0	157.5	80.0	150.0
Generic	⊂ - œ	160.0	40		30		20		30		40	
Albert Connell		150.0	50	157.5	20	165.0	10	172.5	30	157.5	40	150.0
- ^ Consultant		200.0	50.0	0.0	50.0	0.0	20.0	0.0	30.0	0.0	50.0	0.0
• Generic	2 -a	200.0	50		50		20		30		50	
- ^ Project Manager		170.0	60.0	157.5	60.0	165.0	10.0	172.5	20.0	157.5	20.0	150.0
Carl Executive		170.0	60	157.5	60	165.0	10	172.5	20	157.5	20	150.0
Procurement Specialist		260.0	50.0	157.5	40.0	165.0	20.0	172.5	110.0	157.5	40.0	150.0
Remove Role	Ci A	260.0	50	157.5	40	165.0	20	172.5	110	157.5	40	150.0

Important: Proposed hours recorded in all visible periods displayed on the page are submitted by default. If you want to control the period to be included in your resource requests (e.g., from *5 months* to only *3 months*), apply the appropriate fixed value for the number of **periods** you want to remain visible on the page before you click **Submit** and **Save**.

Search D Select a resource to add	×-	October 2021			Zoom 🗔			An ~ Ŭ
Desugate by Delman, Dela		Overall Total	← ✓ 3		Novembe	r 2021	Decembe	r 2021
Requests by Primary Role		Proposed	5	y	Proposed	Availability	Proposed	Availability
Totals		1,160.0	7	72.5	250.0	495.0	100.0	517.
\sim dba		220.0	10	0.0	50.0	0.0	20.0	0.
^ Business Analyst		310.0	12	57.5	50.0	165.0	30.0	172.
Generic		160.0	15		30		20	
Albert Connell	Pe	150.0	20	57.5	20	165.0	10	172.
△ Consultant		200.0	25	0.0	50.0	0.0	20.0	0
Generic	mt-m	200.0	31		50		20	

e. Once you have created the request for named resources for the project, click the **Submit and Save** button to formally submit all resource requests for the visible periods.

Requests by Primary Role Overall Total Proposed October Proposed Totals 1,160.0 310.0 > DBA 220.0 60.0 > Project Manager 170.0 60.0 > Carl Executive > 170.0 60.0 > Orcorement Specialist 260.0 50.0 > Rusiness Analyst 310.0 90.0 > Generic 160.0 40	2021 Availability 472.5 0.0 157.5 157.5 157.5	Novemb Proposed 250.0 60.0 60.0 60.0 40.0 40.0	Availability 495.0 0.0 165.0 165.0	Decembe Proposed 100.0 20.0 10.0 10 20.0	er 2021 Availability 517.5 0.0 172.5 172.5	Proposed 250.0 30.0 20.0 20	2022 Availability 472.5 0.0 157.5	Februar Proposed 250.0 60.0 20.0 20	y 2022 Availability 450.0 0.0 150.0	
Regulates by Finally Kole Re	472.5 0.0 157.5 157.5 157.5 157.5	250.0 50.0 60.0 60 40.0 40	495.0 0.0 165.0 165.0	100.0 20.0 10.0 10 20.0	517.5 0.0 172.5 172.5	250.0 30.0 20.0 20	472.5 0.0 157.5	250.0 60.0 20.0	450.0 0.0 150.0	
Totals 1,160.0 310.0 ··· PDA 220.0 60.0 ··· Project Manager 170.0 60.0 ··· Project Manager 170.0 60.0 ··· Project Manager 20.0 50.0 ··· Procurement Specialist 260.0 50.0 ··· Business Analyst 310.0 90.0 ··· Generic 160.0 40	472.5 0.0 157.5 157.5 157.5 157.5	250.0 50.0 60.0 60 40.0 40.0	495.0 0.0 165.0 165.0	100.0 20.0 10.0 10 20.0	517.5 0.0 172.5 172.5	250.0 30.0 20.0 20	472.5 0.0 157.5 157.5	250.0 60.0 20.0 20	450.0 0.0 150.0	
··· > DBA 2200 60.0 ··· > Project Manager 170.0 60.0 ··· Carl Executive 2 170.0 60.0 ··· Procurement Specialist 260.0 50.0 50.0 ··· Chris Thomas 2 50.0 <td< td=""><td>0.0 157.5 157.5 157.5 157.5</td><td>50.0 60.0 60 40.0 40</td><td>0.0 165.0 165.0 165.0</td><td>20.0 10.0 10 20.0</td><td>0.0 172.5 172.5</td><td>30.0 20.0 20</td><td>0.0 157.5 157.5</td><td>60.0 20.0 20</td><td>0.0</td></td<>	0.0 157.5 157.5 157.5 157.5	50.0 60.0 60 40.0 40	0.0 165.0 165.0 165.0	20.0 10.0 10 20.0	0.0 172.5 172.5	30.0 20.0 20	0.0 157.5 157.5	60.0 20.0 20	0.0	
··· ··· <th td="" th<="" ···<=""><td>157.5 157.5 157.5 157.5</td><td>60.0 60 40.0 40</td><td>165.0 165.0 165.0</td><td>10.0 10 20.0</td><td>172.5 172.5</td><td>20.0 20</td><td>157.5 157.5</td><td>20.0 20</td><td>150.0</td></th>	<td>157.5 157.5 157.5 157.5</td> <td>60.0 60 40.0 40</td> <td>165.0 165.0 165.0</td> <td>10.0 10 20.0</td> <td>172.5 172.5</td> <td>20.0 20</td> <td>157.5 157.5</td> <td>20.0 20</td> <td>150.0</td>	157.5 157.5 157.5 157.5	60.0 60 40.0 40	165.0 165.0 165.0	10.0 10 20.0	172.5 172.5	20.0 20	157.5 157.5	20.0 20	150.0
Carl Executive Carl Ex	157.5 157.5 157.5	60 40.0 40	165.0 165.0	10 20.0	172.5	20	157.5	20		
^ Procurement Specialist 260.0 50.0	157.5 157.5	40.0 40	165.0	20.0					150.0	
Chris Thomas Image: Chris Thomas Image: Second Sec	157.5	40			172.5	110.0	157.5	40.0	150.0	
小 Business Analyst 310.0 90.0 ···· Generic □ 40			165.0	20	172.5	110	157.5	40	150.0	
Generic 🖵 🖷 160.0 40	157.5	50.0	165.0	30.0	172.5	60.0	157.5	80.0	150.0	
		30		20		30		40		
Albert Connell 🖉 150.0 50	157.5	20	165.0	10	172.5	30	157.5	40	150.0	
·· Consultant 200.0 50.0	0.0	50.0	0.0	20.0	0.0	30.0	0.0	50.0	0.0	
··· Generic 📴 200.0 50		50		20		30		50		

Tip: At this point of the resource request process, the status of your proposed hours (with attached comments) is displayed as **Submitted** and the cells they are contained in are highlighted in **red** denoting that the hours are not yet committed. The line managers can now review and process your resource requests from the **Resource Demand** dashboard in Sensei IQ.

/	Procurement Specialist		260.0	50.0	157.5	40.0
	Chris Thomas	2 (3 ==)	260.0	50	157.5	4(
		The v	isible period for this requ	est is currently Submitte	ed	



- 3. MODIFY A SUBMITTED REQUEST FOR NAMED RESOURCES
- a. From the **Resource Plan** tab, locate the named resource row you want to update using the **Search** field.
- b. Modify the proposed hours for the visible period in the **Proposed** column.

	- ~	 ✓ October 2021 Overall Total 	October	2021	Zoom 🛄 🛄 November 2	021	● ✓ 🕀 🖃	²☆² ✓ 🕐
Requests by Primary Role		Proposed	Proposed	Availability	Proposed	Availability	Proposed	Availability
Totals		1,170.0	310.0	472.5	260.0	495.0	100.0	517.5
^ Procurement Specialist		270.0	50.0	157.5	50.0	165.0	20.0	172.5
Chris Thomas	/ 🕫 🖻	270.0	50	157.5	50 🗘 <	B 165.0	20	172.5
				Committe Committe Net prop Proposed Days with	kdown 165.0 hou ed (elsewhere) - 0.0 hou ed (here) - 0.0 hou osed (here) - 50.0 hou 4 availability = 115.0 hou n capacity: 22 da	rs rs rs rs rs		
				Percentag	ge available: 70	%		

Tip: At this point of the resource request process, the status of your proposed hours for the modified resource request reverts to **Draft.**

c. Attach comments to the modified resource request for the line managers processing your requests (recommended).

Chris Select a resource to add A Image: Ima	Chris Chris Cont Con		Sensei IQ Resource Management Implement × Comments for Chris Thomas						
Image: Product list for legists of Primary Role Primary Role <th>Requests by Primary Role Induction the foregrad family and the project scope and he has a proper 2021 November 2021 December 2021 India India<th>Chris P Select a resource to add R_{\downarrow}</th><th>FL Francis Luzuriaga 18h</th><th>Þ</th><th></th><th>Zoom 🗔</th><th></th><th>⊙∨ ⊞ ⊡</th><th>m² ~ ♡</th></th>	Requests by Primary Role Induction the foregrad family and the project scope and he has a proper 2021 November 2021 December 2021 India India <th>Chris P Select a resource to add R_{\downarrow}</th> <th>FL Francis Luzuriaga 18h</th> <th>Þ</th> <th></th> <th>Zoom 🗔</th> <th></th> <th>⊙∨ ⊞ ⊡</th> <th>m² ~ ♡</th>	Chris P Select a resource to add R_{\downarrow}	FL Francis Luzuriaga 18h	Þ		Zoom 🗔		⊙∨ ⊞ ⊡	m² ~ ♡
Totals 472.5 260.0 495.0 100.0 51 ··· ^ Procurement Specialist ··· · · · · · · · · · · · · · · · · ·	Totals 472.5 260.0 495.0 100.0 517.5 ^ Procurement Specialist / 157.5 50.0 165.0 20.0 172.5 Chris Thomas Chris Thomas 157.5 50 165.0 20 172.5	Requests by Primary Role	already familiar with the project scope and he has capacity to work on this project.	ober 2021 A	vailability	Novembe Proposed	er 2021 Availability	Decembe Proposed	r 2021 Availability
Procurement Specialist 157.5 50.0 165.0 20.0 177. Chris Thomas 157.5 50 165.0 200 177.	Procurement Specialist 157.5 50.0 165.0 20.0 172.5 Chris Thomas C <	Totals		2	472.5	260.0	495.0	100.0	517.5
Chris Thomas 🔽 🖉) 157.5 50 165.0 20 17.	Chris Thomas C 20 172.5 50 165.0 20 172.5	Procurement Specialist		3	157.5	50.0	165.0	20.0	172.5
		Chris Thomas		2	157.5	50	165.0	20	172.5

- d. Click the **Row Menu** button (...) in front of the named resource row to view more options.
- e. Click **Submit** to send the changes applied to the resource request for the visible periods.

		Overall Total	← October	2021	Novembe	er 2021	Decemb	er 2021
Requests by Primary Role		Proposed	Proposed	Availability	Proposed	Availability	Proposed	Availability
Totals		1,170.0	310.0	472.5	260.0	495.0	100.0	517.5
curement Specialist		270.0	50.0	157.5	50.0	165.0	20.0	172.5
Chris Thomas	/ 🖼 🖻	270.0	50	157.5	50	165.0	20	172.5
Open Resource Submit								

Tip: At this point of the resource request process, the status of your proposed hours for the modified resource request changes to **Submitted**.

 △ Procurement Specialist		270.0	50.0	157.5	50.0
 Chris Thomas	<i>2</i> 🚺 🕬	270.0	50	157.5	50
		The visible period for this request is current	y Submitted		

f. Finally, click the **Save** button to keep the changes to the resource request.

Job Aid

P Select a resource to add A₅		 October 202 	1 🛅 🛄 3 🗸 ▷		Zoom 🗔			* ~ O
quests by Primary Role		Overall Total Proposed	← October a Proposed	2021 Availability	Novembe Proposed	er 2021 Availability	Decemb Proposed	er 2021 Availability
als		1,170.0	310.0	472.5	260.0	495.0	100.0	517.5
Procurement Specialist		270.0	50.0	157.5	50.0	165.0	20.0	172.
Chris Thomas	0 🖾 🖷	270.0	50	157.5	50	165.0	20	172.

MODIFY AN EXISTING COMMITTED WORK FOR NAMED RESOURCES

Expand the Resources segment then click the Resource Plan tab and add Show Committed from the View a. **Options** menu.

	Power Apps	Sens	ei IQ													م	Ø	+	7	8 (? (FL)
=			←	🔛 Save 📲 Save & Close 🕂 Net	w 📋 De	lete 💍 R	efresh (👌 Check Ac	cess 🖄	Share 🕞	Email a Link	S Flov	v v đ	Word Tem	plates 🗸	💷 Run	Report	~				1
ŵ	Home		Se	ensei IQ Resource Manageme	nt Imple	mentatio	on								Fra Pro	ancis Luzuri ject Manager	iaga	Active Status	 Portfolio	Program	, ~	
\$	Pinned	~	Ma	ior Project		Planning	(13 D)				Đ	-O-	1					-O				>
Lea	dership		D	etails Key Dates Tasks Financia	Is 📑	A	Resource	s <mark>Stre</mark>	tegy →	Resource	Plan Overri	ide Sell	Rates	Informat	tion 📑	Tracking	⊡ ∙St	rategy				
2011 2011	Projects		s	earch $ ho$ Select a	resource to	padd P	÷	- <	Octobe	er 2021	1 IIII 5 ~	⊳		Zoom	□ □	Ē	1		Ð 🗆	°\$\$° ∨	0 2	
t R	Key Dates			Requests by Primary Role	Overa Proposed	Il Total ← Committed	Proposed	October 202 Committed	1 Availability	N Proposed	Committed Ava	ailability	De Proposed	ecember 202 Committed	1 Availability	Proposed	lanuar Com	✓ Show	Proposed		ary 20	•
Wo	-k			Totals	1,170.0	0.0	310.0		472.5	260.0	4	495.0	100.0		517.5	250.0	-	✓ Show ✓ Show	Committe Availabilit	d /		
	Tasks			↑ DBA	220.0	0.0	60.0		0.0	50.0		0.0	20.0		0.0	30.0		✓ Show	Overall Ro	w Totals		
8	Issues			Generic 🖵 🖷	220.0		60		457.5	50		405.0	20		470.5	30		Hide '	fotal Colur Full Colun	nns In Headin	a	
0	Risks			 Business Analyst 	310.0	0.0	90.0		157.5	50.0	1	165.0	30.0		172.5	60.0		- 511044	- all colum		2	

Tip: The approved resource allocation (with attached comments) is displayed in the Committed column as read-only and the cells they are contained in are highlighted in green denoting the committed hours fulfilled by the line manager is equal to the proposed hours for the period requested. Otherwise, the cells they are contained in would be highlighted red denoting that the committed hours fulfilled by the line manager is either less or more than the proposed hours for the period requested.

	Sensei IQ Resource Management Implement Comments for Albert Connell	\times			
Albert O Se	FL Francis Luzuriaga Approved 40 hours for October and November.	3h	tober 2021 Nov Proposed	vember 20 Committed	0 5 ∨ 21 Availability
Totals			290.0	50.0	445.0
·· ^ Business Analyst			80.0	50.0	115.0
·· Albert Connell			50	50.0	115.0
			Committed Ho = 50.0 hours	urs	
			The Breakdown Capacity Committed (els Committed (he Availability	sewhere) rre)	165.0 hours - 0.0 hours 50.0 hours 115.0 hours
		⊳	Days with capa Percentage ava Period Status:	icity: iilable:	22 days 70% Submitted

- Locate the named resource row with committed work that you want to update using the **Search** field. b.
- Modify the proposed hours for the visible periods using the **Proposed** column. C.

Albert	resource t	o add 🛛 🕫	÷.		⊲ (October 202	:1 🛅 🛛	011 5 🗸	⊳		Zoom	□	ŧ t		× 🕀 (] ☆~	0.	×
	Overa	II Total ←	(October 202	1	N	ovember 20	21	D	ecember 202	21		January 202	2	F	ebruary 202	2	*
Requests by Primary Role	Proposed	Committed	Proposed	Committed	Availability	Proposed	Committed	Availability	Proposed	Committed	Availability	Proposed	Committed	Availability	Proposed	Committed	Availabilit	1
Totals	1,170.0	100.0	310.0	50.0	422.5	260.0	50.0	445.0	100.0		517.5	250.0		472.5	250.0		450.0	
 △ Business Analyst	310.0	100.0	90.0	50.0	107.5	50.0	50.0	115.0	30.0		172.5	60.0		157.5	80.0		150.0	
 Albert Connell 🖉 🚰 🗎	150.0	100.0	50	50.0	107.5	20	50.0	115.0	10		172.5	30		157.5	40		150.0	
												_						
 △ Business Analyst	320.0	100.0	100.0	50.0	107.5	50.0	50.0	115.0	30.0		172.5							
 Albert Connell 🖉 💭	160.0	C	6d \$	50.0	107.5	20	50.0	115.0	10		172.5							

Tip: At this point of the resource request process, the status of your modified proposed hours in the visible period for the previously approved resource request reverts to **Draft**.

		Overa	all Total ←		October 202	1	N	ovember 20	21
Requests by Primary Role		Proposed	Committed	Proposed	Committed	Availability	Proposed	Committed	Availability
Totals		1,180.0	100.0	320.0	50.0	422.5	260.0	50.0	445.0
 A Business Analyst		320.0	100.0	100.0	50.0	107.5	50.0	50.0	115.0
 Albert Connell	000	160.0	100.0	60	50.0	107.5	20	50.0	115.0
				Committed I = 50.0 hours The Breakdo Capacity Committed Committed Availability Days with ca Period Statu	Hours wm (elsewhere) (here) appacity: available: IS:	157.5 hours - 0.0 hours 50.0 hours 107.5 hours 21 days 68% Draft			

d. Attach comments to the modified resource request for the line managers processing your requests (recommended).

Albert Set Image: Set of the set of th		Sensei IQ Resource Management Implement Comments for Albert Connell	×												
Requests by Primary Role Proposed Committed Availability Proposed Committed A	Albert O Se	e Ft Francis Luzuriaga Approved 40 hours for October and November.	43m	tober 2021	vember 20	00 5 ∨ 21		December 202	Zoom		January 202	0	E (🗐 🐄 🗸 🕐	> 2
Totals 260.0 50.0 445.0 100.0 517.5 250.0 472.5 250.0 ··· ^ Business Analyst 50.0 50.0 115.0 30.0 172.5 60.0 157.5 80.0	Requests by Primary Role			Proposed	Committed	Availability	Proposed	Committed	Availability	Proposed	Committed	Availability	Proposed	Committed Ava	ailability
^ Business Analyst 50.0 50.0 115.0 30.0 172.5 60.0 157.5 80.0	Totals			260.0	50.0	445.0	100.0		517.5	250.0		472.5	250.0		450.0
	- ^ Business Analyst			50.0	50.0	115.0	30.0		172.5	60.0		157.5	80.0		150.0
Albert Connell D (2) 20 50.0 115.0 10 172.5 30 157.5 40	Albert Connell	·)		20	50.0	115.0	10		172.5	30		157.5	40		150.0
		Requesting an increase in the committed work of Albert from 40 to 60 hours due to the increase in scope.	⊳												
Requesting an increase in the committed work of Albert from 40 to 60 hours due to the increase in scope.															

e. Click the **Row Menu** button (...) in front of the named resource role row that you updated to view more options.



f. Click **Submit** to send the changes applied to the resource request for the visible periods.

	Overa	all Total 6	<u>.</u>	October 202	⊲ (1	October 202	1 🛄 🛙	00 5 ∨ 21	D	ecember 20	Zoom		E 0		· 🕀 (E 🛠 🗸	0
Requests by Primary Role	Proposed	Committed	Proposed	Committed	Availability	Proposed	Committed	Availability	Proposed	Committed	Availability	Proposed	Committed	Availability	Proposed	Committed	Availabili
Totals	1,210.0	100.0	320.0	50.0	422.5	290.0	50.0	445.0	100.0		517.5	250.0		472.5	250.0		450.0
^ Business Analyst	350.0	100.0	100.0	50.0	107.5	80.0	50.0	115.0	30.0		172.5	60.0		157.5	80.0		150.
E Connell	190.0	100.0	60	50.0	107.5	50	50.0	115.0	10		172.5	30		157.5	40		150.

Tip: At this point of the resource request process, the status of the proposed hours for the modified resource request changes to **Submitted**.

 △ Business Analyst	350.0	100.0 100.0	50.0
 Albert Connell	190.0	100.0 60	\$ 50.0
	\smile	Proposed Hours - Pend	ding Approval
		= 60.0 hours	
		The Breakdown	
		Capacity	157.5 hours
		Committed (elsewhere	e) - 0.0 hours
		Committed (here)	- 50.0 hours
		Net proposed (here)	- 10.0 hours
		Proposed availability	= 97.5 hours
		Days with capacity:	21 days
		Percentage available:	62%
		Period Status:	Submittee

g. Finally, click the **Save** button to keep the changes to the resource request.

February 2022 Committed Availabi
Committed Availabi
450.
150.
150.
40



Important: There are four (4) methods to submit your requests for generic and/or named resources depending on the set fixed number of **periods** visible on the page.

#1

Job Aid

Click the **Row Menu** button (...) in front of the resource row to view the **Submit** option to submit proposed hours for each resource request across all **visible periods** displayed on the page individually.

Requests by Primary Role
Totals
··· ^ Procurement Specialist
Chris Thomas
🔁 Open Resource
🕫 Submit 🛛 🖂
℅ Change Submit visible periods
A Remove Resource

#3

Click the **Submit and Save** button at the bottom of the form to submit proposed hours for resource requests across all **visible periods** displayed on the page in bulk.



#2

Click the **chevron arrow** next to the **Submit** button to view the **Submit all periods** option to submit proposed hours for each resource request across **all periods** that contain proposed hours for that single row whether **visible** or **not displayed** on the page individually.

🖸 Open Resource	
🗉 Submit 🚺 🔿	Submit all periods
℅ Change Resource	
R_{\star} Remove Resource	1992 (1992)

#4

Click the **chevron arrow** next to the **Submit and Save** button and select **Submit all periods and Save** at the bottom of the form to submit proposed hours for resource requests across **all periods** that contain proposed hours whether **visible** or **not displayed** on the page in bulk.



Note: If Resource Approval Notifications Flows are enabled in your organization's Sensei IQ solution, both the line manager and project manager are notified when resource requests are created, fulfilled and/or modified later.