Creating Schedule in Sourcing Project
## eMMA Quick Reference Guide

OVERVIEW

This Quick Reference Guide (QRG) is designed to show you how to create a schedule in a Sourcing Project in eMMA. Some Sourcing Project types will include pre-populated tasks (e.g., "Planning Meeting", "Specifications Drafting", etc.). You can view the pre-populated schedule and/or add/modify tasks and schedule items. Tasks can also be assigned to Team Members.
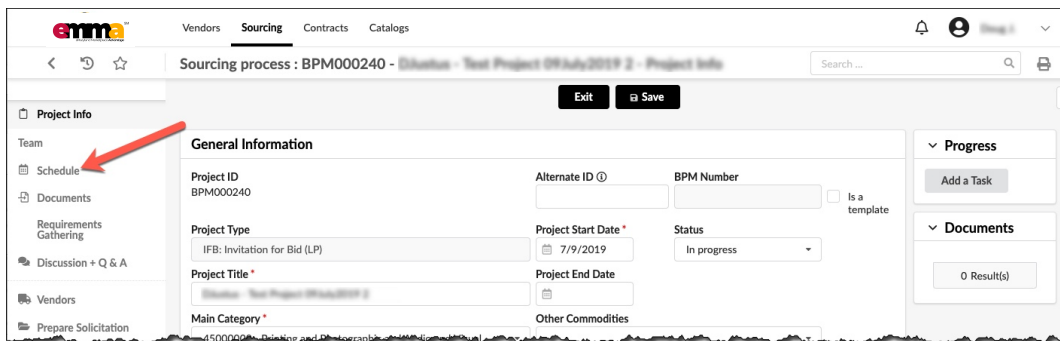
PROCESS – Creating Schedule in Sourcing Project

1. Access eMMA via SecureAuth or your login. IMPORTANT: For best results, access eMMA via Google Chrome.

2. From your Home page, click the "Sourcing" module and select "Browse Sourcing Projects" from the drop-down menu.
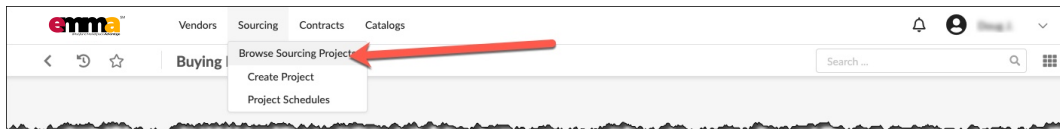
3. Click the "pencil" icon next to the desired Sourcing Project. The Project displays.
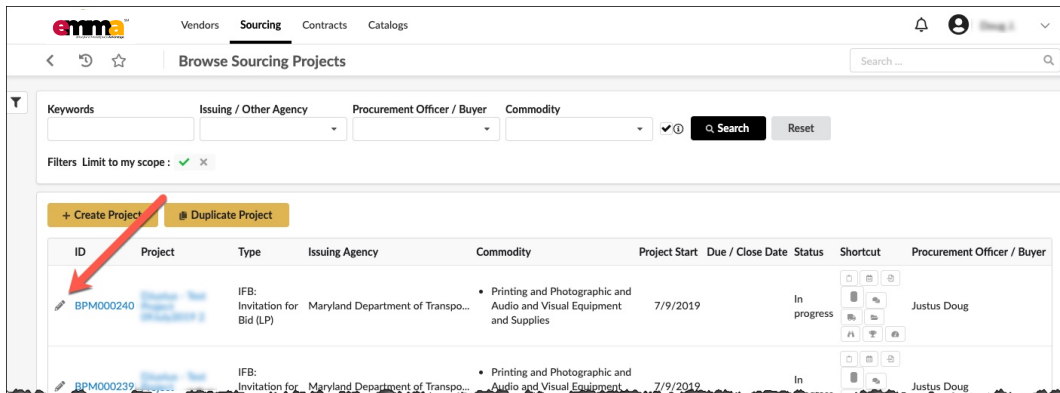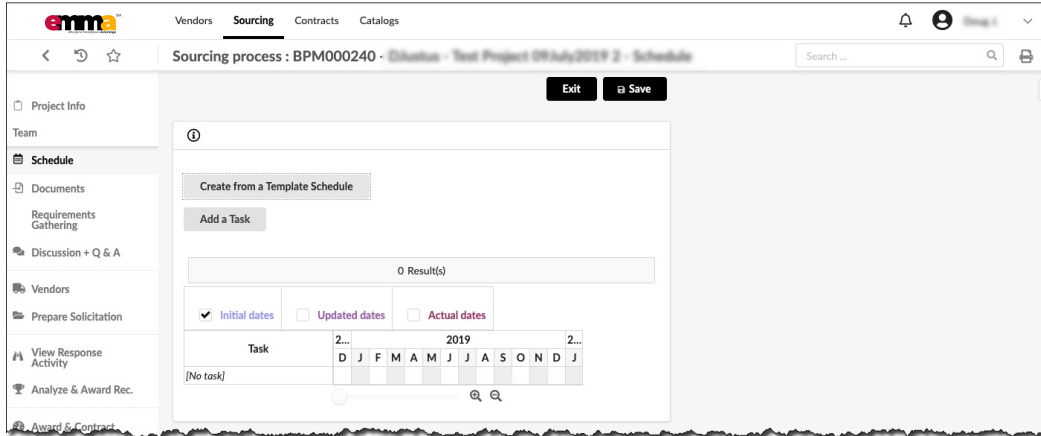

4. Click the "Schedule" tab.

## PROCESS – Creating Schedule in Sourcing Project (continued)

5. The "Schedule" screen displays. NOTE: The screenshot below is for a Project without a pre-filled schedule. If your Project includes a schedule, those tasks/dates would display.

PROCESS – (optional) Create Schedule from Template Schedule

You can create a schedule based on a schedule created for a previous Project.

1. Click "Create from a Template Schedule". The "Browse Sourcing Projects" pop-up displays. Complete the screen as noted.
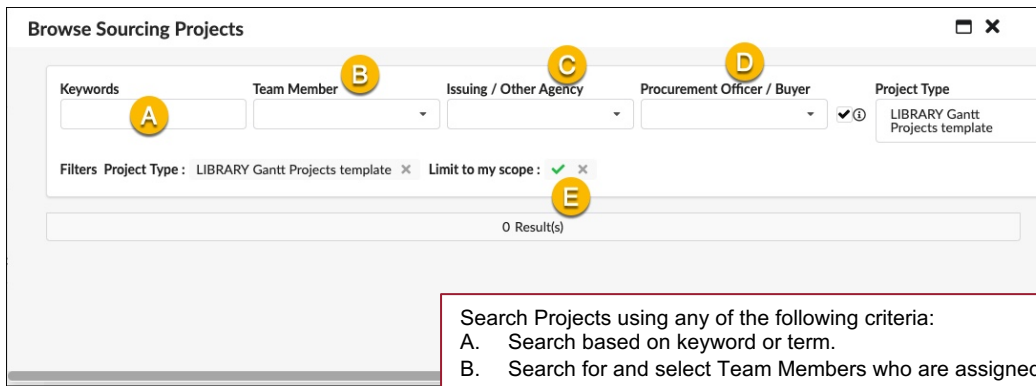
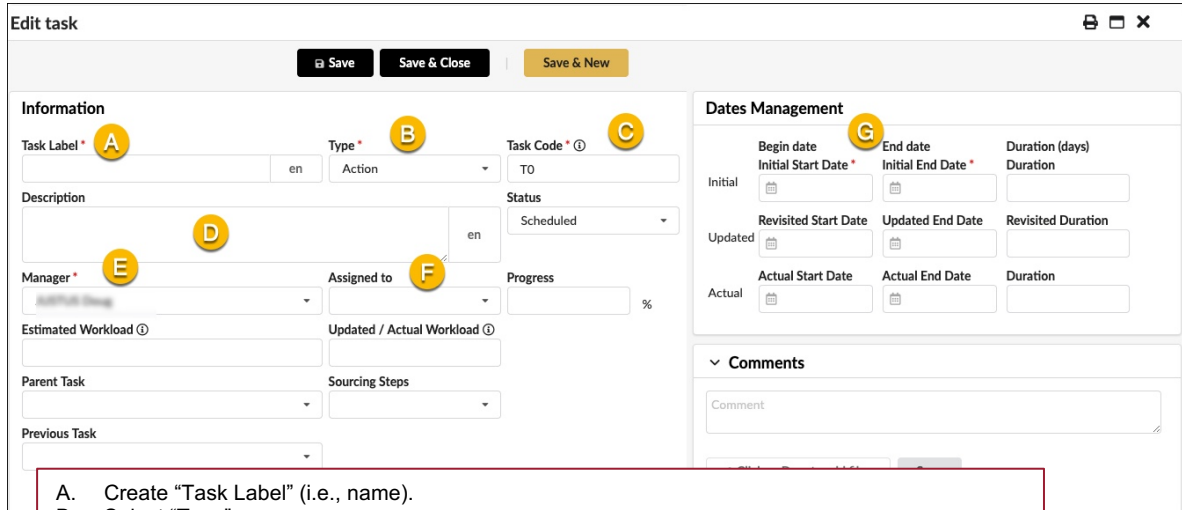Search Projects using any of the following criteria:
A.   Search based on keyword or term.
B.   Search for and select Team Members who are assigned to a Project.
C.   Search based on the Agency.
D.   Search based on Procurement Officer.
E.   Indicate if the search should be limited to Projects only within your scope.

2. Search results display/update as fields are completed.

PROCESS – (optional) Add Tasks Manually

You can build a schedule manually within eMMA by adding and assigning tasks.

1. Click "Add a Task". The "Edit Task" screen displays. Complete the screen as noted. Mandatory fields are denoted by " * ".

Edit task

| Save | Save & Close | Save & New |

Information

Task Label *   (A)   Type *   (B)   Task Code *   (C)
                                en   Action   T0

Description
                                                                  Status
                        (D)   en   Scheduled

Manager *   (E)   Assigned to   (F)   Progress
                                                                              %

Estimated Workload   Updated / Actual Workload

Parent Task   Sourcing Steps

Previous Task

Dates Management

	Begin date (G) End date Duration (days)
	Initial Start Date * Initial End Date * Duration
Initial	
	Revisited Start Date Updated End Date Revisited Duration
Updated	
	Actual Start Date Actual End Date Duration
Actual	

∨ Comments

Comment

A. Create "Task Label" (i.e., name).
B. Select "Type".
C. Each Task will be given a code by eMMA (default).
D. Enter a brief description of the Task.
E. Assign the Manager of the Task (default is "Responsible").
F. Assign the Task to a Team Member, if needed.
G. Enter "Start" and "End" dates for the Task.

2. Click
   - "Save" to save work and remain on this screen
   - "Save & Close" to return to the previous screen
   - "Save & New" to save and create an additional Task.