

Capital Project Team Definition

The **Capital Project Team** is a list of responsible parties managing the Capital Project. This list can be defaulted when set up on the Capital Project Type Setup Screen or added manually. The list can also be defined to represent only those Capital Project Team members that are applicable to the specific Capital Project by removing them from the list that is populated by default when the Capital project Type is selected for the Capital Project

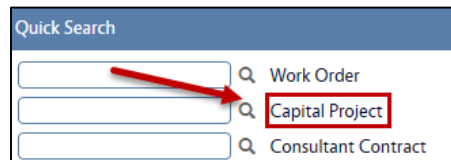
Employees can be associated to the responsibility code via their Shop_Person value. Typically this relationship value association is established in the Responsibility Definition table that is contained in the System Administration Module where you have the ability to associate a Responsibility Definition to a Shop_Person value. The values that are associated within the System Administration Module Responsibility Definition are automatically populated upon selection of the Capital Project Type. Please note that he values can be overridden and/or edited at the Capital Project level.

External contact information (*i.e., non-employee*) can also be added to the responsibility code setup. The project team setup is used in workflows to automate the routing of information. Project team members, contractors/consultants, and other contacts are captured in this view. Workflows only work if the person is in the project team. It is Critical to our SOP that the project team is populated at the start of the project. Workflows will stall and fail if the project team is not populated.

Responsibility: ADMINISTRATIVE ASSISTANT / PROJECT MANAGER

The administrative assistant to the respective department and/or the Project Manager will perform the following procedures in AiM for defining the Capital Project Team.

AiM Project Team:

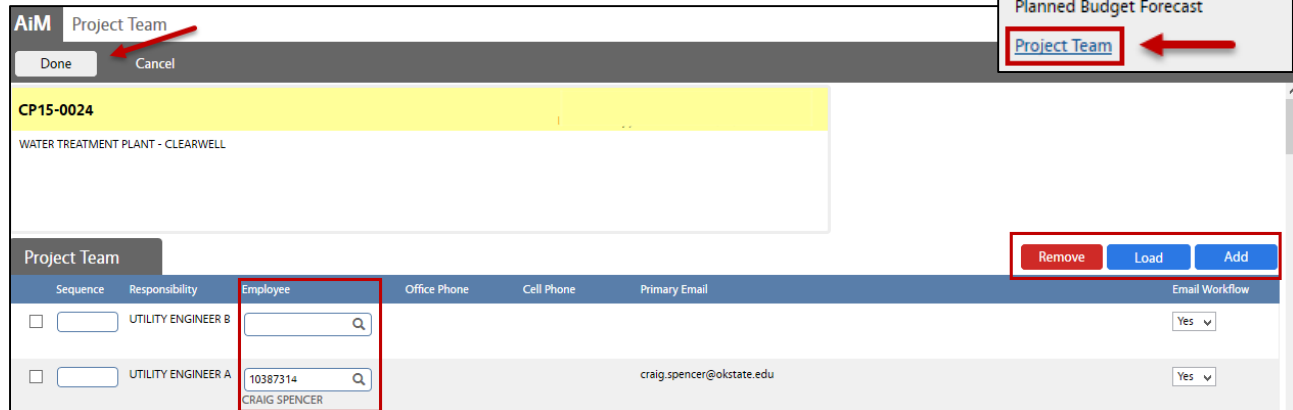
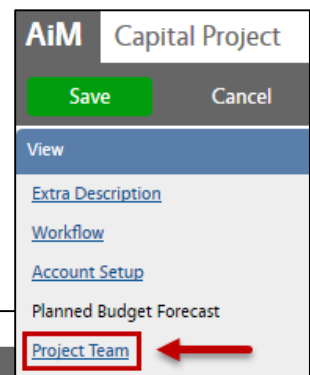


1. From Quick Search, click: **Capital Project**
(Capital Projects Module > Capital Project)
2. Search for the Capital Project and select

3. Click: **Edit**

4. Select **Project Team** (left side bar)

5. A default Project Team is created. You have the option to add an employee to the respective responsibility. If Responsibility is unavailable, click: **Add** or **Load Responsibility**. *Note: If you load a responsibility, it will only be for that specific project, and not for future projects.*



6. Click: **Done**

7. From the Capital Project screen, click: **Save**