

Jalapeno How To - Create a program

Where do I find programs in Jalapeno?

Programs can be found within the Delivery module of Jalapeno.
To view the list of programs, select the 'Tree View' or 'Grid View' tab.

How do I add programs to the program tree?

Programs may be added individually via the treemap or via bulk import.

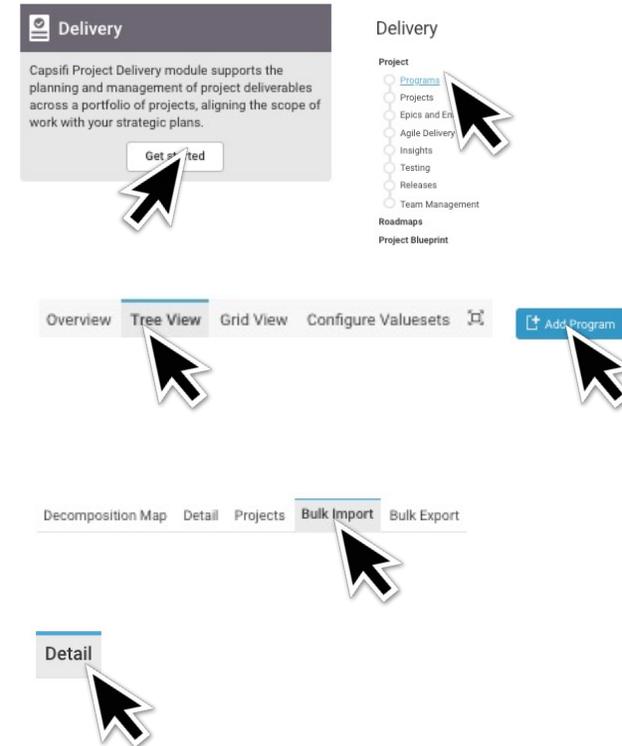
Via treemap: Navigate to the 'Tree View' tab, select a root (Eg: Programs and click on the Add program button.

Note: Individual programs can only be added from the 'Tree View' tab.
To better understand how to use and manage trees within Jalapeno, view this [guide](#).
To learn how to add and edit items within Jalapeno trees, view this [guide](#).

Via bulk import: Navigate to the 'Bulk Import' sub-tab to add programs in bulk.
To learn more about bulk imports, view this [guide](#).

How do I add additional information to each program?

When you click on a selected program within the tree, navigate to the 'Detail' sub-tab.
Here you will find a variety of properties that can be associated with the program. You can align the program to other areas of Jalapeno that have already been modelled.
To better understand how to use this input page, view this [guide](#).
To better understand how to relate existing items within Jalapeno, view this [guide](#).



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How do I view my programs?

Programs and its associated project information can be viewed from the 'Overview', 'Tree View' or 'Grid View' tabs.

Via the Overview tab: Navigate to the 'Overview' tab. Select the desired program from the dropdown list. All programs option will be selected by default if no selection is made. Select the 'Program Board' sub-tab to view programs and associated project information in a Kanban board.

To learn more about projects, view this [guide](#).

Via the Tree View tab: Navigate to the 'Tree View' tab. Select the program parent and click on the 'Decomposition Map' sub-tab to view programs in a map view.

To learn more about treemaps in Jalapeno, view this [guide](#).

Via the Grid View tab: Navigate to the 'Grid View' tab to a grid with the list of programs.

To learn more about grids in Jalapeno, view this [guide](#).

What are the essential parts of the program that need to be modelled?

There is very little in Jalapeno that is mandatory. You may model as little or as much as is needed. However, in order for your program to appear within the relevant Transformation Console, team members must be assigned to the program in the relevant capacities. Navigate to the 'Team Members' sub-tab and add the Team Position, the Position Holder (the employee), their role within the program and their Responsibility Assignment.

All employees associated with a program will have access to the program and its projects in their Transformation Console.

