Where do I find projects in Jalapeno?
Projects can be found within the Project Delivery module of Jalapeno.
After selecting the "Projects" menu item make sure that you are in the 'Model' tab of the Project model.
Projects may also be added via the 'Programs' menu item of the Project Delivery module. From the 'Model' tab, select the 'Projects' sub-tab.

How do I add projects to the project tree?
Projects may be added individually or in bulk. Projects are added as children of Programs.
To add individually, from the the "Projects" menu item, within the "Model" tab add projects individually to the program tree under the relevant program. 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.
To upload projects in bulk, from the 'Programs' menu item within the "Model" tab and the "Projects" sub-tab, use the project grid to upload multiple projects. To learn how to import items into Jalapeno grids and manage them in bulk, view this guide.

How do I add additional information to each project?
When you click on a selected project within the tree, navigate to the 'Detail' sub-tab.
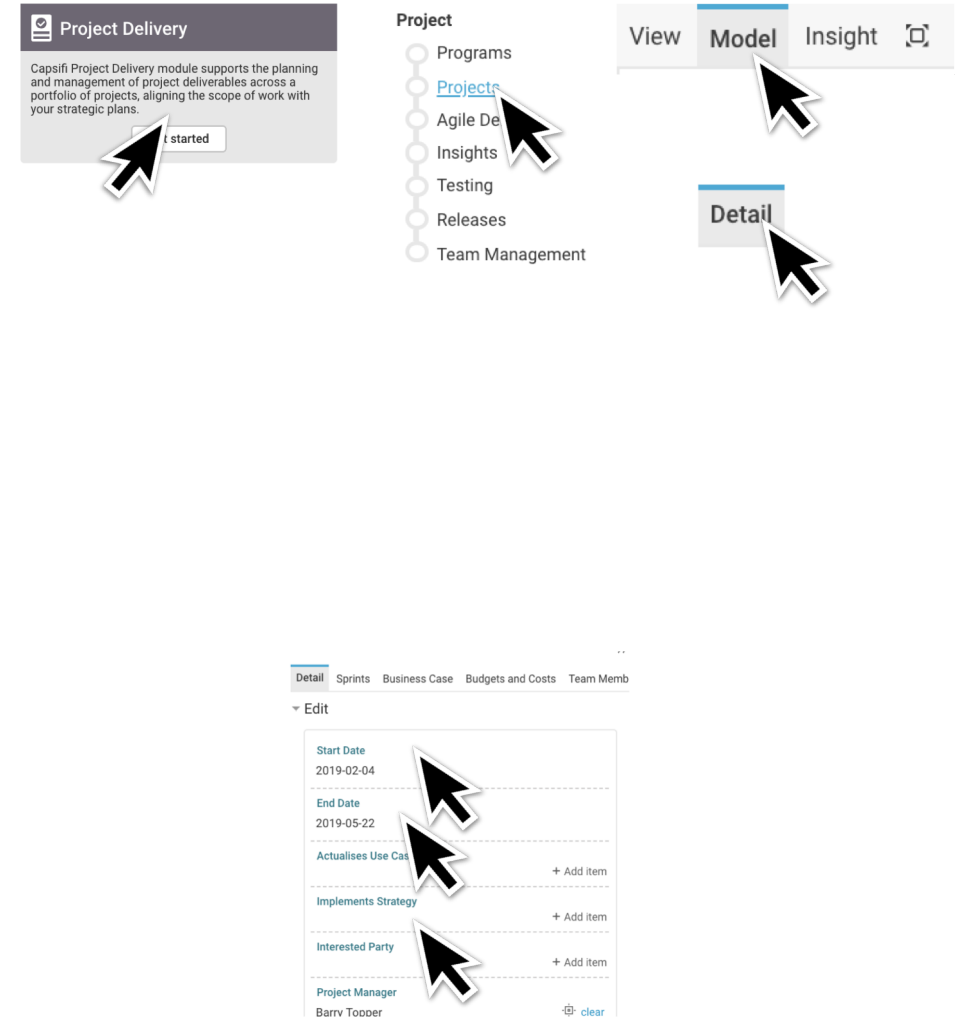Here you will find a variety of properties that can be associated with the program. You can align the program to other areas of Jalapeno that have already been modelled.
To better understand how to use this input page, view this guide.
To better understand how to relate existing items within Jalapeno, view this guide.

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, projects must have start and end dates, for them to show up in roadmaps. If your project needs to show in the Strategy on a Page roadmap, then the project needs to be aligned to a strategy.
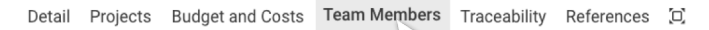
In order for your project to appear within the relevant Transformation Console, team members must be assigned to the program in the relevant capacities.
Navigate to the 'Team Members' sub-tab and add the Team Position, the Position Holder (the employee), their role within the program and their Responsibility Assignment.

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

Detail   Projects   Budget and Costs   Team Members   Traceability   References