

How to Categorize Your PPM Time

When you input PPM time sheets, you need to know how to categorize your PPM. There are two main project types in PPM time sheets.

1) UF – Project

2) UF – Enterprise Project

- a. **Discovery and Innovation:** Pre-project efforts, Assessment, High Level Business Case
- b. **Overhead**
 - i. Admin: General Training, Unit Meetings, Water Breaks, Emails etc.
 - ii. Leave: Vacation, Holiday, Sick Leave etc.
 - iii. Professional Development/Training: Related to specific purpose, position.
- c. **Run:** Effort towards Service Requests or Incidents, “Keeping the lights on”.
- d. **Managed Work:** Enhancement Requests, Effort towards improving existing services.

<input type="checkbox"/>	Item	
<input type="checkbox"/>	Chosen Name Implementation Project: 93928	1
<input type="checkbox"/>	Task: 93928 - Chosen Name Implementati... (Chosen Name Implementation)	
<input type="checkbox"/>	Enterprise Systems Discovery and Inn... Project: 92491	2.a
<input type="checkbox"/>	Task: Discovery and Innovation (Enterprise Systems ... Innovation FY2021)	
<input type="checkbox"/>	Enterprise Systems Managed Work FY... Project: 92492	2.d
<input type="checkbox"/>	Task: Project Management (Enterprise Systems ...Project Management)	
<input type="checkbox"/>	Enterprise Systems Overhead FY2021 Project: 92523	
<input type="checkbox"/>	Task: Admin (Enterprise Systems Overhead FY2021)	2.b.i
<input type="checkbox"/>	Task: Leave (Enterprise Systems Overhead FY2021)	2.b.ii.
<input type="checkbox"/>	Task: Professional Development (Enterprise Systems Overhead FY2021)	2.b.iii.
<input type="checkbox"/>	Enterprise Systems Run FY2021 Project: 92524	2.c
<input type="checkbox"/>	Task: Project Management (Enterprise Systems ...Project Management)	