Manual



Module Project

Project creation and management

Parm AG · Bahnhofstrasse 31 · CH-8280 Kreuzlingen
Phone: +41 71 243 10 00 · info@parm.com · parm.com

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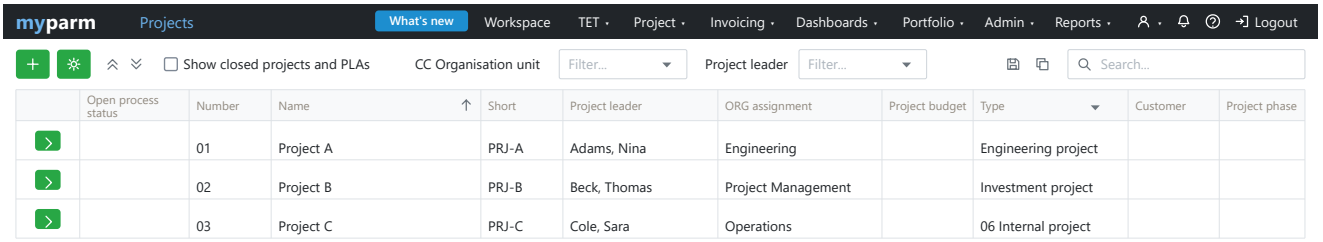
Project

This manual covers creating a project and building its structure: the project attributes, the team, the work breakdown structure, dependencies, milestones, and the ways an existing project or template can be reused. Task management (Actions, Risk, Quality, Collaboration), Budgeting, Project control, Risk Management, MIS, Reports and TET (Timesheet, Expenses & Travel) are covered in separate manuals.

1. Create new project

Opening the module (**Home** → **Project** → **Project**) opens the project portal, listing the projects you have access to.



At the top level of the module are project containers; projects live inside a container. The green + button adds a new container. Adding, editing or deleting a container is itself gated by a separate permission — without it, those actions are hidden from the toolbar entirely, though every user can still see every container and add projects into any of them. The gear-wheel button beside it opens pending processes, covered in section 10.

The two chevron icons expand or collapse every row of the list at once. The two dropdowns filter the list, by PLA leader and by organisation unit; the leader filter is only shown to users with the **All Projects** access right, letting them view the portal as any project leader would see it.

Select the container the new project should be created in, press the green arrow on the far left of that row, and choose **Initiate project**.

1.1 Standard information

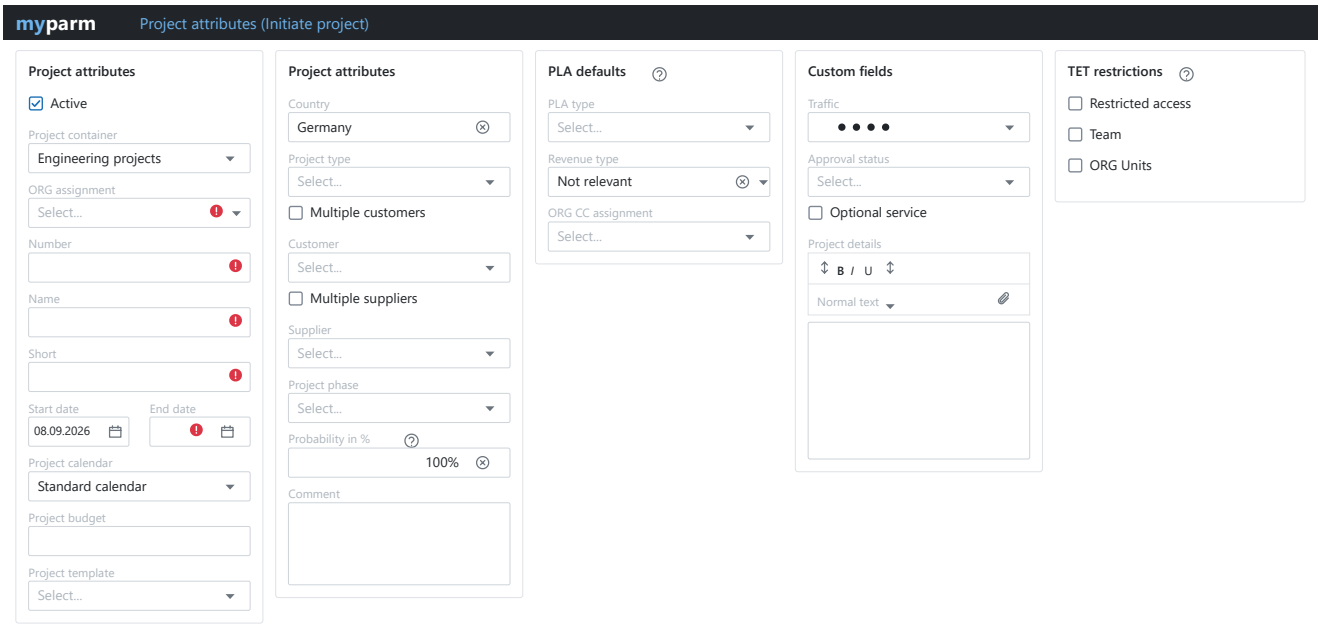
A form opens. At minimum, every field marked in red must be filled in.

Project attributes

Field	Description
Active	Ticked by default.
Project container	Shows the container that was selected; the new project is created inside it.

Field	Description
ORG assignment (required)	The organization the new project belongs to.
Project number (required)	If the organization is selected and numbering is configured, the next free number and project abbreviation appear automatically. Otherwise, any unused number can be entered manually. On some instances numbering is generated per project container instead: the number appears as soon as project creation starts, and changing the organization afterwards does not affect it.
Project name (required)	Name of the project.
Project short (required)	Generated automatically if configured in settings, otherwise entered manually. Must not already be used by another project.
Start date	Defaults to today; can be overwritten.
End date (required)	Planned end date of the project.
Project calendar (required)	The project calendar to use; needed so the project displays correctly in the Gantt.
Project template	One or more templates can be selected; the combined structure is used to seed the new project.
Portfolio	Optional portfolio assignment. Can be made mandatory, or auto-filled from the selected project class, depending on configuration.
Country	Country the project is processed in.
Project type	E.g. customer project, internal project. One type can be marked as the default and is then pre-filled automatically. A separate, higher-level Project class field may appear above it depending on configuration, and can drive that automatic portfolio assignment.
Several customers	Tick if the project has more than one customer.
Customer	Single customer selection (used when Several customers is not ticked).
Project phase	E.g. idea, concept, offer.
Probability in %	Estimated probability that the project will be carried out.
Comment	Free text.

Before the organization is assigned, several fields are still marked as required:



Not every panel shown here is present on every instance: **PLA defaults**, **Custom fields** and **TET restrictions** only appear when configured for the instance, and each one can carry a different set of fields depending on that configuration. **Custom fields** specifically are defined by the customer at project level (see Custom fields).

Once the organisation has been selected, the other fields can be completed. This feature can be configured by an administrator in the organisational structure (Generators).

> Note: Project calendar is hidden entirely when the "SaaS Standard" configuration setting is enabled for the instance.

Depending on configuration, the form may also show additional fields not covered here, for example: additional organisation assignment, an organisation cost object assignment field (specific to one client), a supplier / multiple suppliers pair mirroring the customer fields, project class, inter-company partner and "create one-time project copy in", and a Teams integration panel for messaging-channel linking. Cost object is likewise configuration-gated inside the PLA defaults panel.

Custom fields

Custom fields defined by the customer at project level are displayed and filled in on this panel of the Project attributes form. They are Project-type custom fields — a separate set from the Activity-type custom fields used elsewhere on the project structure (see 2.1 General explanation of symbols); the two are never mixed, and the root project activity only ever holds Project-type fields.

Which of these fields appear, and what default value each one starts with, depends on the current workflow step and, where the instance uses workflow variants, on the active variant. Only the fields assigned to that step — and, if a variant is active, available in it — are shown and defaulted here; fields belonging to other steps or variants stay hidden and unset.

The panel shows one column while the field count stays at or below a configurable limit, and switches to two once it's exceeded. That limit is a per-instance setting (`General.CustomFields.SingleColumnMaxCount`, defaulting to 11) and can also be set to 0, which keeps the panel single-column no matter how many fields are configured — some instances are set up this way. A second per-instance setting (`ProjectAttributes.CustomFields.DoubleWidth`, off by default) can make the single-column panel double width, giving the fields more room. When the fields are split into two columns, each column keeps its standard width, so the panel is double width either way.

Fields can also be organized into named groups — an administrator sets these up under Admin → Configuration → Custom field groups and assigns each field to at most one group. As soon as any field on the project has a group, this panel switches from a flat list to an accordion: one collapsible section per group, in the configured order, plus an "Ungrouped" section for any fields left without one. Only one section is open at a time, and a section whose fields include an invalid value shows an error icon on its header. Where no fields are grouped, the panel keeps the plain flat layout described above.

Copying an activity carries over only the custom field values visible at the current workflow step (and active variant, if any); values that belong to other steps or variants are left out of the copy rather than causing an error. On the read-only project details view, a **Show all** custom fields toggle appears whenever a process variant is active; turning it on adds the remaining workflow-assigned fields — the ones not part of the active variant — at the bottom of the list.

TET restrictions

Defines whether reporting hours and expenses on this project should be restricted to specific employees. By default, no restrictions are defined.

If certain areas or companies within the same instance must not record hours on this project, they can be excluded here:

- **Restricted access** — enables the restriction.
- **Team** — restrict to the project team.
- **ORG Units** — restrict to a chosen set of organizational units, selected from a tree (e.g. only employees under a specific profit centre may report hours/expenses on projects assigned to it).

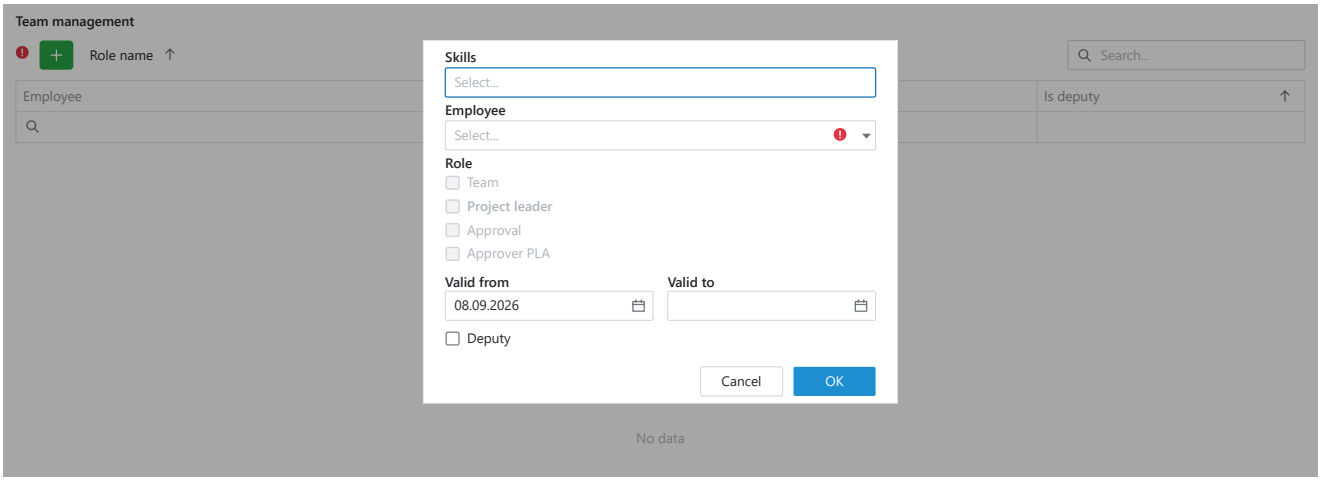
Team management

Scrolling down on the project attributes form shows Team management.

Every project needs a valid project leader and, depending on configuration, other mandatory roles. Whether a role is mandatory is set by an administrator when the role itself is defined, not per project. A project leader is only "valid" if their employment start date falls on or before the project's start date.

Assigning the team:

1. Press the green plus. A dialog opens. If at least one skill is defined in the system, a **Skills** field is shown at the top: pick one or more skills there to narrow the **Employee** list below to employees who carry them. Skills themselves are assigned to employees on the HR view.
2. Search for the employee by typing their name, or pick them from the list. The role checkboxes stay disabled — and **Employee** carries a red required marker — until an employee is picked.
3. Tick the role(s) to assign; mandatory roles are shown in bold. If the person is a deputy for that role, tick **Deputy**.



4. **Valid from** defaults to the project's start date. If the project starts in the future, change **Valid from** to today — otherwise the project leader will not see the project until that date is reached.
5. Confirm with **OK**.

While a mandatory role is unassigned, a red exclamation mark is shown next to the green plus; it disappears once every mandatory role has an entry.

Assigned employees are listed by role and can be filtered by role or searched across all columns. Existing entries can be edited (pencil icon) or removed (trash icon).

Three green circular buttons float at the bottom right of the form: save, save&next (thumbs-up) and close (✕).

Once all required fields are filled in, press the thumbs-up icon to confirm. The project is created and Create project structure opens automatically.

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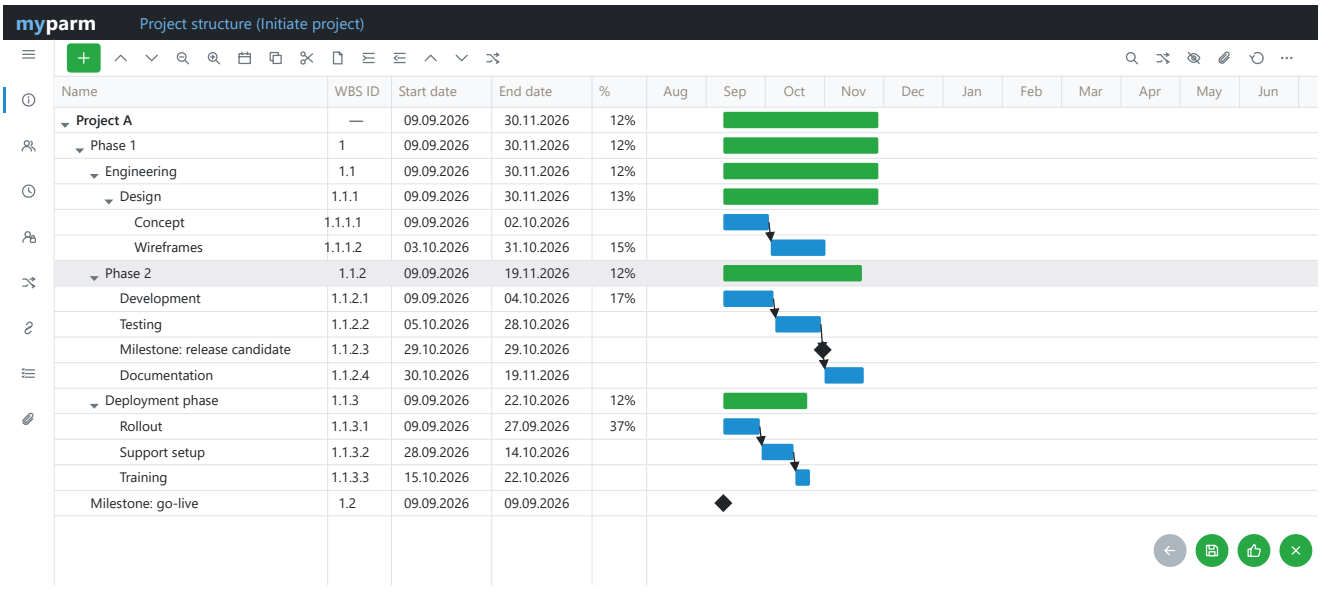
2. Create project structure

The project structure is edited directly in a Gantt view, with tabs on the left for the related settings.

If a project template was selected during project creation, its structure is already in place and can be extended, changed, or trimmed. Otherwise, the structure is built from scratch.

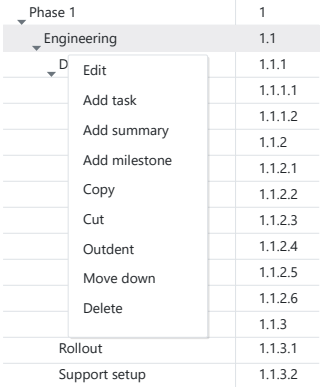
How a project should be structured depends on the organization: how the project leader wants to control costs, customer-specific requirements, invoicing setup, whether individual elements should be closeable independently, and so on. Profit & Loss is always booked on the PLA; this can be configured to post automatically every month or only when a PLA is closed.



If no template is used, the structure is built directly in the Gantt panel. On the left is the navigation menu; the blue vertical bar next to an icon marks which tab is currently open. Some tabs are shown only when enabled for the instance — Estimated effort, TET settings, and Cross-project dependencies are all configuration-gated and may not appear on every system.

Percentage of completion (%) is shown per task. When maintained manually, the subtotal at subproject level and the total at project level are calculated automatically from the task-level values (time-weighted).

Right-clicking a structure element opens a context menu:

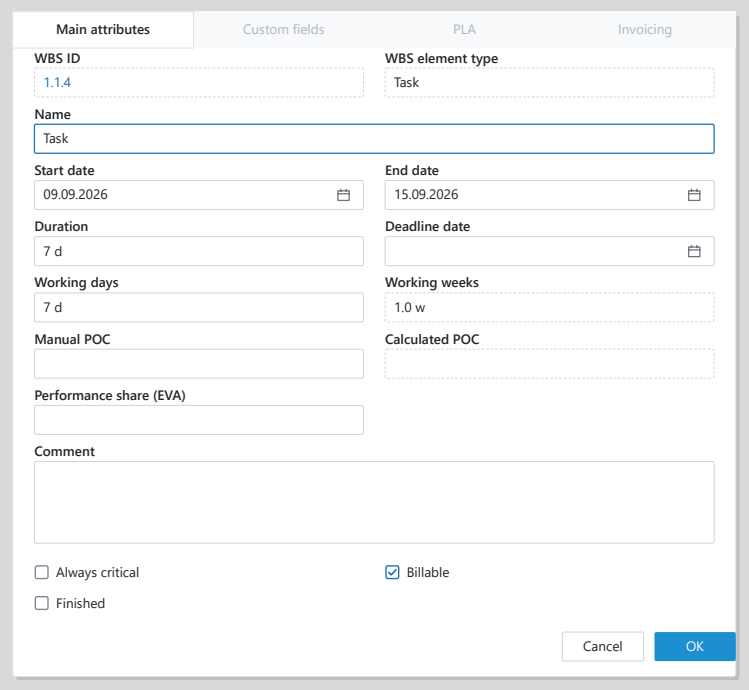


2.1 General explanation of symbols

Selecting the top icon of the navigation menu shows the Gantt view of the project.

The green + button offers the structure items that can be inserted: **Add task**, **Add summary**, **Add milestone**, **Add PLA task**, **Add PLA summary**.

Adding or editing an element opens a popup matching the selected structure type, with tabs such as **Main attributes** (WBS ID, WBS element type, Name, Short name, Number, Start/End date, Duration, Deadline date, Working days, Working weeks, Manual POC, Calculated POC, Performance share (EVA), Comment, Always critical, Billable, Finished), **Custom fields**, **PLA**, and **Invoicing** (see 2.2 Information). Short name and Number apply to some element types and not others — a plain task, for instance, does not show them. A configuration-gated **Contract data** tab may also appear on this popup.



Toolbar icons:

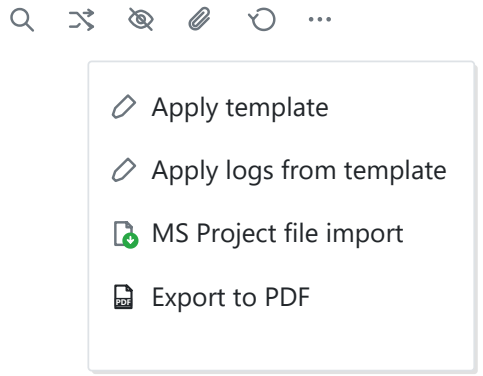
Icon group	Icon	Function
Expand-all / collapse-all		Expand or collapse the whole structure.
Zoom out / zoom in		Zoom the Gantt timeline.
Copy / Cut / Paste		Copy, cut or paste a selected structure element.
Move up / Move down		Promote or demote a selected element by one level.
Dependency picker (shuffle icon)		Opens the **Create dependency** dialog for the selected element — see 2.6 Dependencies.

The full toolbar, for reference:



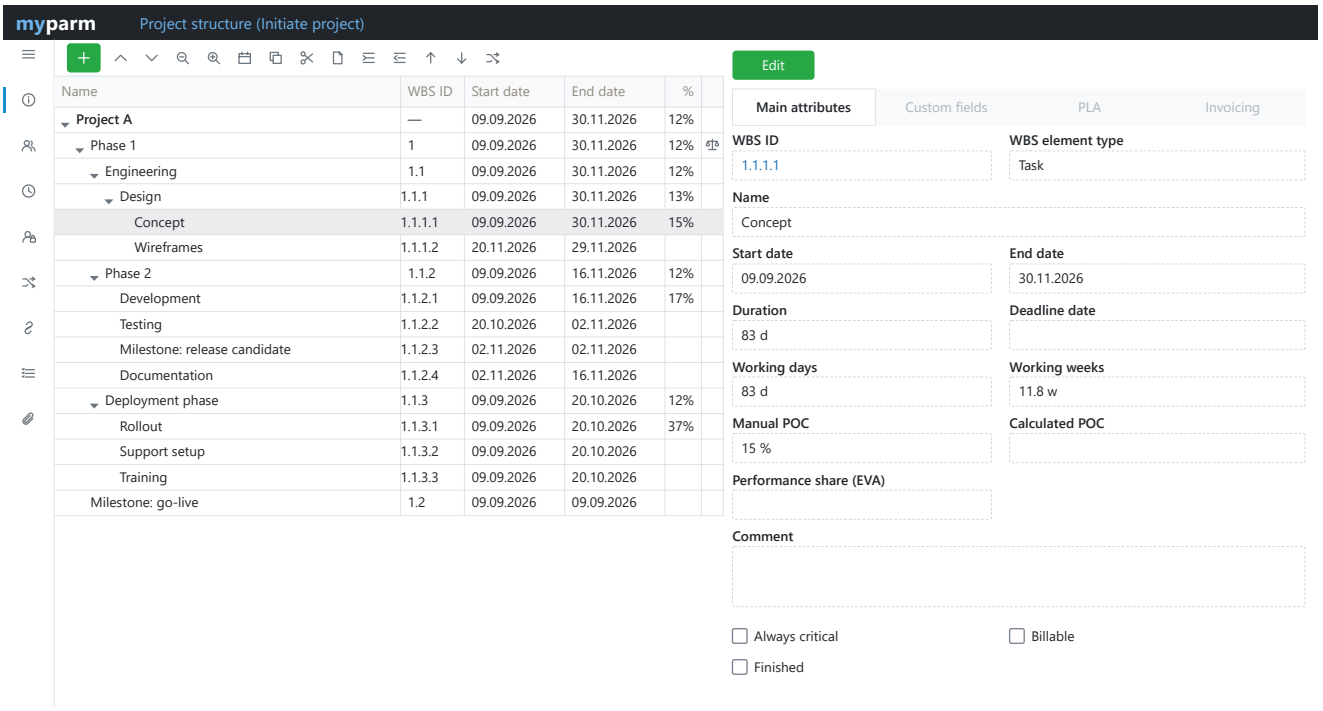
On the right side of the toolbar:

Icon group	Icon	Function
Search		Searches the structure.
—		Note for review: this icon's function could not be confirmed from the frontend code alone — please check against a running instance before publishing.
Show/hide closed		Shows or hides closed structure elements.
Documents		Uploads a document to the structure.
Version history		Shows existing files as versioned.
More		In editable mode: **Apply template**, **Apply logs from template**, **MS Project file import**, **Export to PDF**. In read-only mode (opened via the magnifying-glass icon): **Save selection as template** and **Export to PDF** — see section 8.



2.2 Information

All information about the selected structure element (project, sub-project, phase, work package or activity) is shown here and can be edited by clicking the green Edit button or by double-clicking the selected activity. The library/scale icon indicates a PLA.

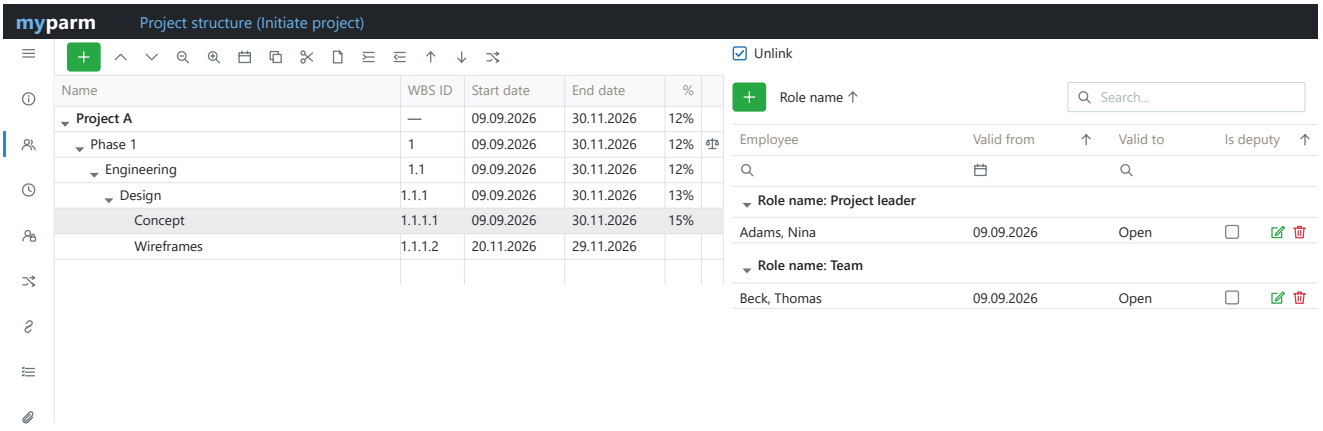


> A configuration-gated Cost object field may also appear on the PLA tab.

Editing opens a popup with tabs **Main attributes**, **Custom fields**, **PLA**, **Invoicing**; each tab is edited in turn and confirmed with **OK**.

2.3 Team management

The team members inherited from the level above (e.g. the project) are shown here. To give this element its own, different team, use **Unlink** to break the inheritance, then add members with the green plus, assigning role(s), deputy flag, and a valid-from date — the same way as in 1.1 Standard information.

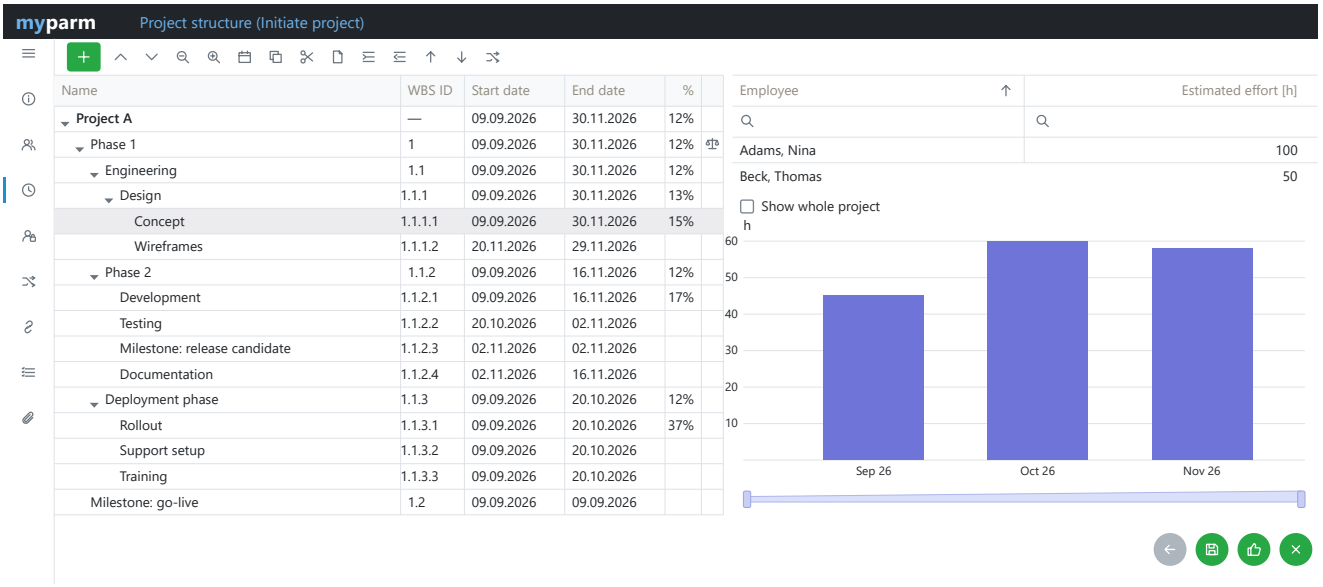


Especially in larger structures, consider whether a new team member should instead be added at project level so the assignment is inherited by every sub-element.

2.4 Estimated effort

The team members are listed on the right, and an effort estimate in hours can be added per member and per structure element. Below the table, a resource chart shows the aggregated hours for the selected structure element (or, with **Show whole project** ticked, for the entire

project), broken down by month, with a range slider underneath to scroll through the timeline.



2.5 Settings for PLA, task and TET restrictions

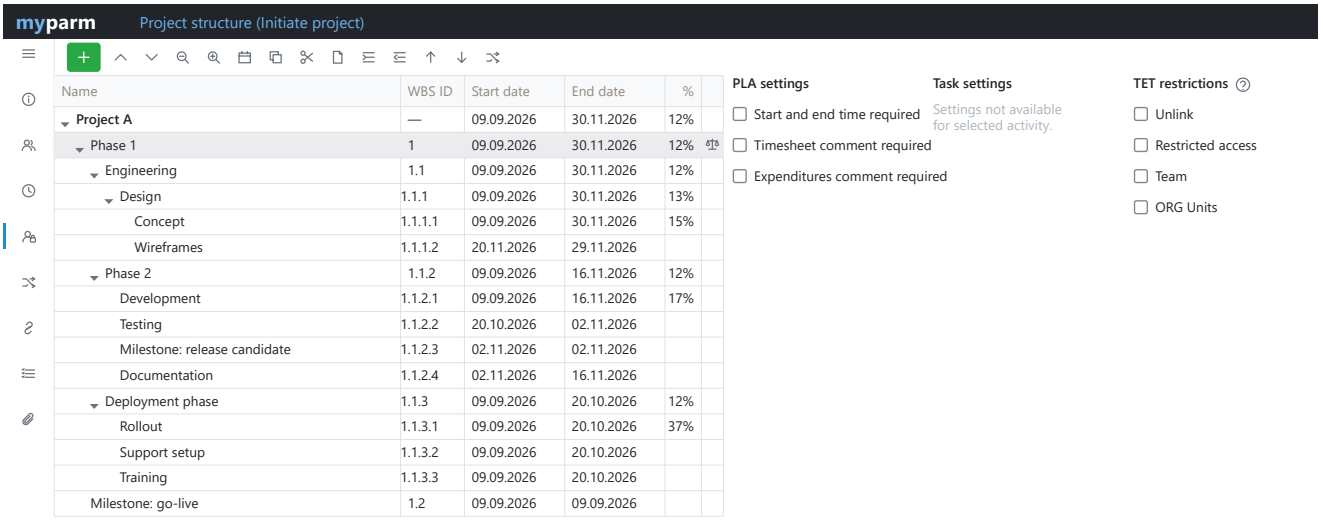
Selecting a PLA / accounting level / phase shows PLA settings:

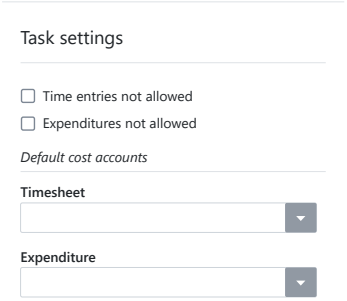
- Start and end time required
- Timesheet comment required
- Expenditures comment required

Selecting a task shows Task settings — whether hours and expense entries are allowed, and the default cost accounts for this task:

- Time entries not allowed
- Expenditures not allowed
- Default cost accounts: **Timesheet**, **Expenditure**

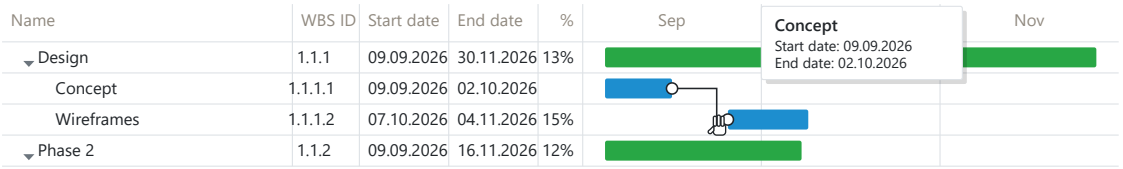
TET restrictions can also be set at this level (Unlink / Restricted access / Team / ORG Units — see 1.1 Standard information), limiting who may record hours and expenses on this specific task.





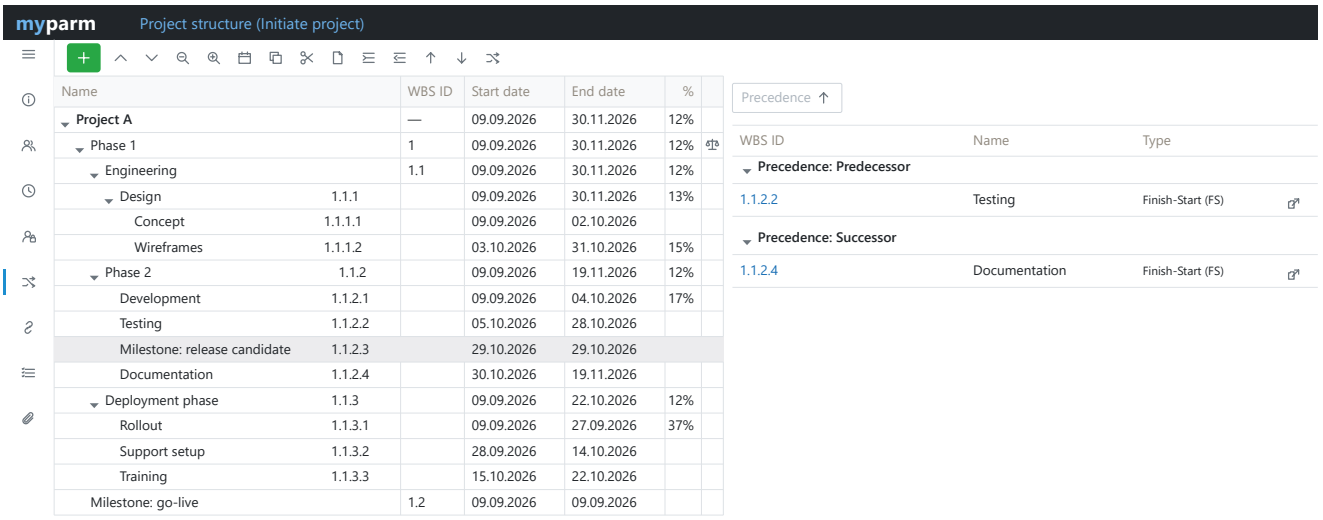
2.6 Dependencies

A dependency between, e.g., Concept and Wireframes is created by hovering over Concept in the Gantt until a circle/hand appears on its right edge, dragging to the left edge of Wireframes until a circle appears there, and releasing the mouse.

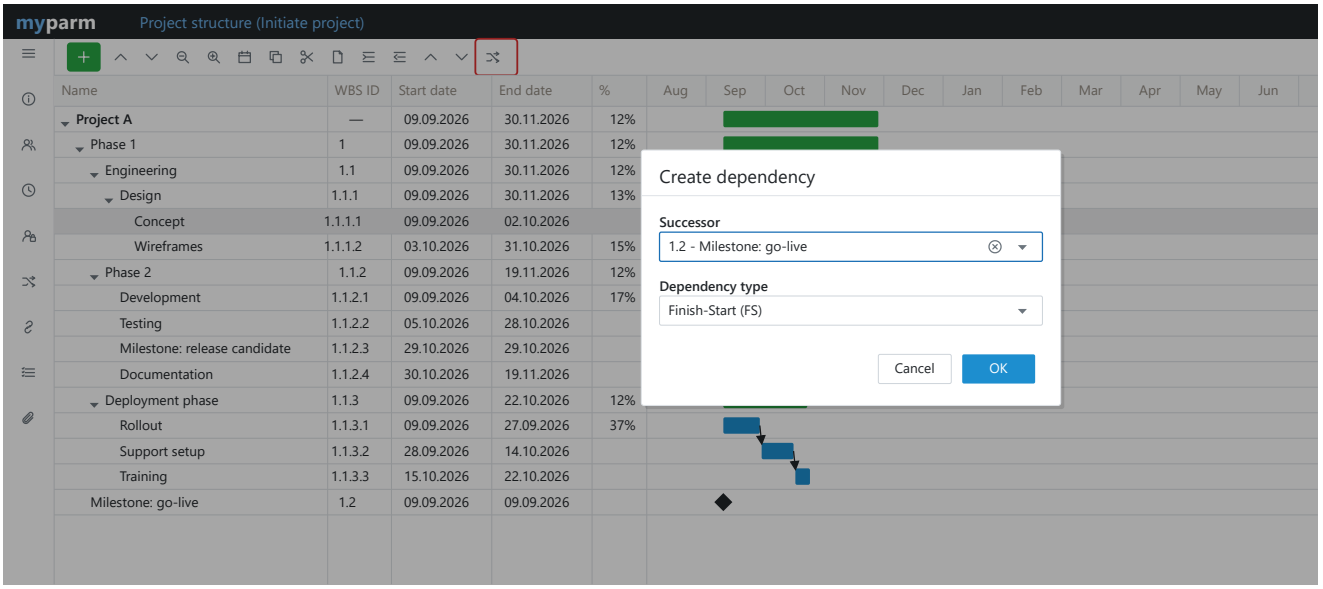


Adding and repositioning a milestone. Select the parent element, press the green plus, choose **Add milestone**, fill in the required fields (Short name, Number are required; Date, Deadline date, Comment, Finished are optional) and confirm with **OK**. The new milestone is inserted at the bottom of its parent. To reposition it, select it and use the **Move up** arrow, or drag it in the Gantt (grabbing the double line/arrows that appear) to the desired date — the date can also be set directly in the wizard's **Date** field.

Once positioned, drag from the circle/hand on the left of the milestone to the predecessor, and from the circle/hand on the right to the successor, to create the two dependencies. All dependencies in the project are visible in the Gantt and are also listed in the Dependencies view for the selected element: a **Precedence** filter above a grid grouped into **Precedence: Predecessor** and **Precedence: Successor**, each row showing the WBS ID, name and dependency type (e.g. Finish-Start) with a link to open that element. If the selected element has no dependencies, the corresponding group is empty.



Dependencies can also be created via an input mask instead of drag-and-drop in the Gantt — useful if drag-and-drop is blocked, or the target is outside the current viewport. Select the level where the dependency should originate and use the dependency-picker icon in the toolbar (see 2.1 General explanation of symbols). A **Create dependency** dialog opens with two fields — **Successor**, the target element, and **Dependency type** (e.g. Finish-Start) — confirmed with **OK**.

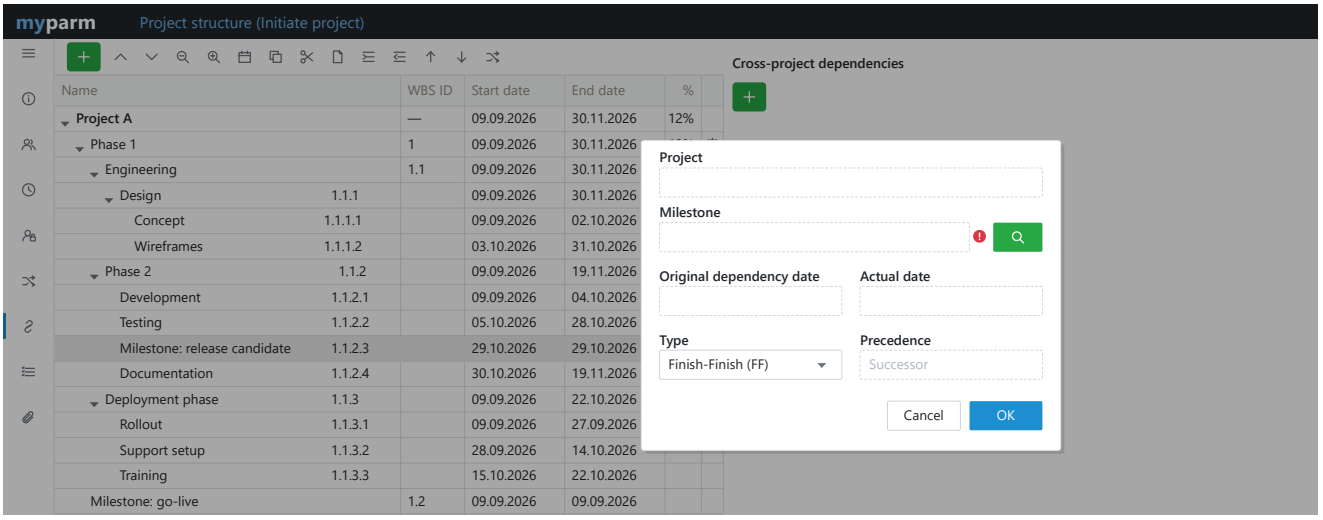


2.7 Cross-project dependencies

This feature is only available when enabled for the project by a project-level setting. Selecting a milestone activity shows the **Cross-project dependencies** grid on the right, with columns **Project**, **Milestone**, **Original dependency date**, **Actual date**, **Type** and **Precedence** (Predecessor/Successor). Selecting a non-milestone activity, or nothing at all, shows a prompt to select a milestone instead. Existing rows can be edited or deleted directly from the grid.

To add a dependency, press the green plus. In the dialog, the search button beside **Milestone** is the only way to fill it in: it opens a popup to pick the dependent milestone from another project. Once picked, **Project**, **Milestone**, **Original dependency date**, **Actual date** and **Precedence** are all read-only, filled in from that choice. **Type** is the only field set directly,

from a dropdown — **Finish-Start**, **Start-Start**, **Finish-Finish** or **Start-Finish** (the default). Confirm with **OK**.



Linked milestones are validated automatically: a row is flagged if its source milestone is deleted, or if the source milestone's date changes — both the original and the current date are shown so the discrepancy is visible. A flagged row must be resolved (deleted or cleared) before the project can be saved. If the target milestone's type changes away from **Gate** (see 2.8 Milestones), the row is flagged with a prompt to delete it.

Cross-project dependencies are not available during the approval step or within project templates.

2.8 Milestones

myPARM supports three milestone types:

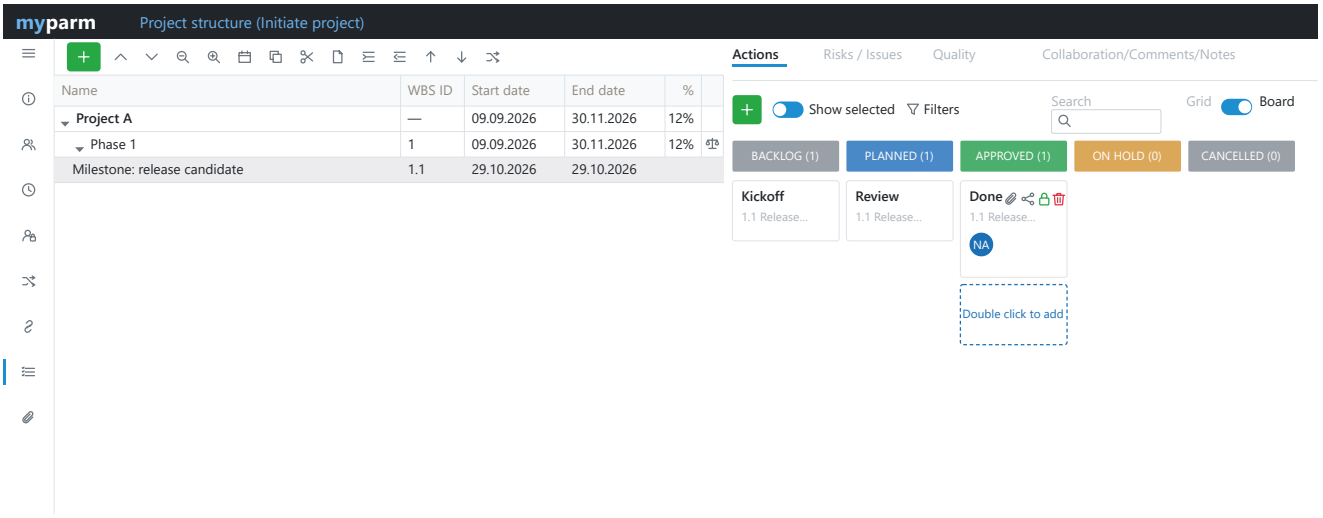
- **Standard milestones** — plain milestones without additional behaviour.
- **Gate milestones** — create a dependency to a milestone in another project. If the dependency exists and either side is rescheduled, both projects' project leaders are notified the next time their project is rescheduled.
- **Master milestones** — special milestones that may also be shown separately on the project status report. Typically used in project templates and often configured so they cannot be deleted.

2.9 Logs, Kanban board / task management

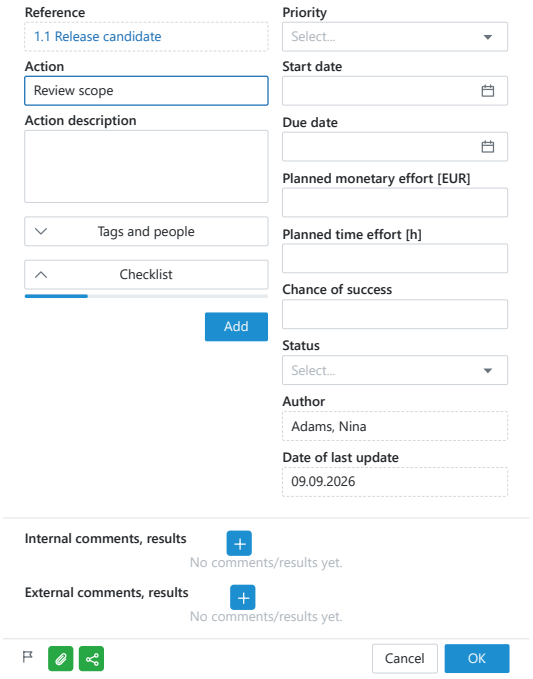
A task can be created for any project structure element from this tab, which is organized into sub-tabs: **Actions**, **Risks / Issues**, **Quality**, and **Collaboration/Comments/Notes**. Press the green plus to open the corresponding entry form.

Alongside the green plus, the toolbar offers a **Show selected** toggle, a **Filters** button, a **Search** box, and — at the far right — the **Grid** / **Board** switch that changes the whole sub-tab between a list and a Kanban board. On the board, each status is its own column with its item count in the header; a card can be expanded to show its attachment, share, lock and delete

icons and the assignee's initials, and an empty, dashed "Double click to add" card sits at the end of each column. This is the same task/risk/quality board used elsewhere in myPARM — see the Task Management manual for the full description of statuses, tags, and each sub-tab's fields.



For Actions, **Action** and **Action description** are entered directly, the collapsible **Tags and people** and **Checklist** sections expand into their own fields, and **Priority**, **Start date**, **Due date**, **Planned monetary effort , Planned time effort**, **Chance of success** and **Status** are all set on the form. **Reference** (the structure element the action was created on), **Author** and **Date of last update** are filled in automatically and shown read-only.

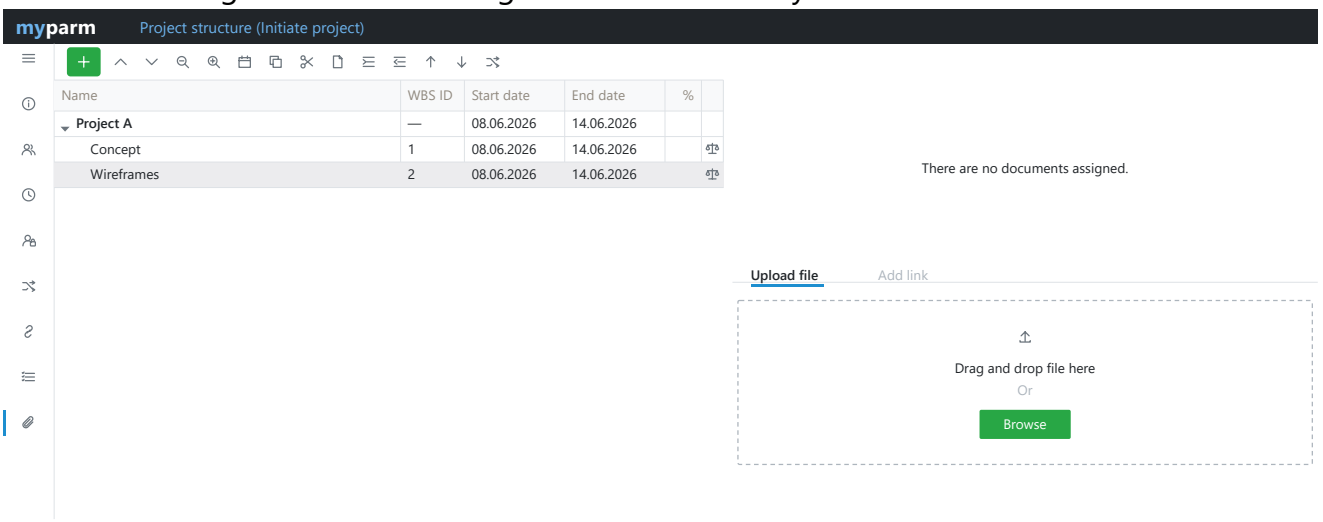


Below the form, **Internal comments, results** and **External comments, results** each have their own + button to add one.

2.10 Documents

Documents and links can be attached to any project structure element, and both appear together in the same list, mixed and sorted alphabetically, each showing its upload date and

time; a document that's re-uploaded under the same name keeps its earlier versions in a dropdown, and every item has its own delete icon. The panel shows "There are no documents assigned." when nothing has been attached yet.



Two tabs control what's added: **Upload file** — drag the file into the marked area, or use **Browse** to pick it from Explorer, up to 10 MB — and **Add link**, where a URL (required) and an optional title (unique per element) are entered instead of a file.

2.11 Version history

Opening a project in read-only mode (the magnifying-glass icon — see section 8) shows its version history: every historical and active version of the project, each carrying an **Approval date** — the date and time that version was approved. A new version is added here whenever one of the project's processes completes, for example after a reschedule (see section 4).

Once the project and its structure exist, both can still be revisited: at project level, press the green arrow and choose **Edit project attributes** (to change the information from section 1) or **Edit project structure** (to change the structure from section 2). The commands will only appear in green once the project has been fully created and is not being blocked by other processes or users.

3. Approval process

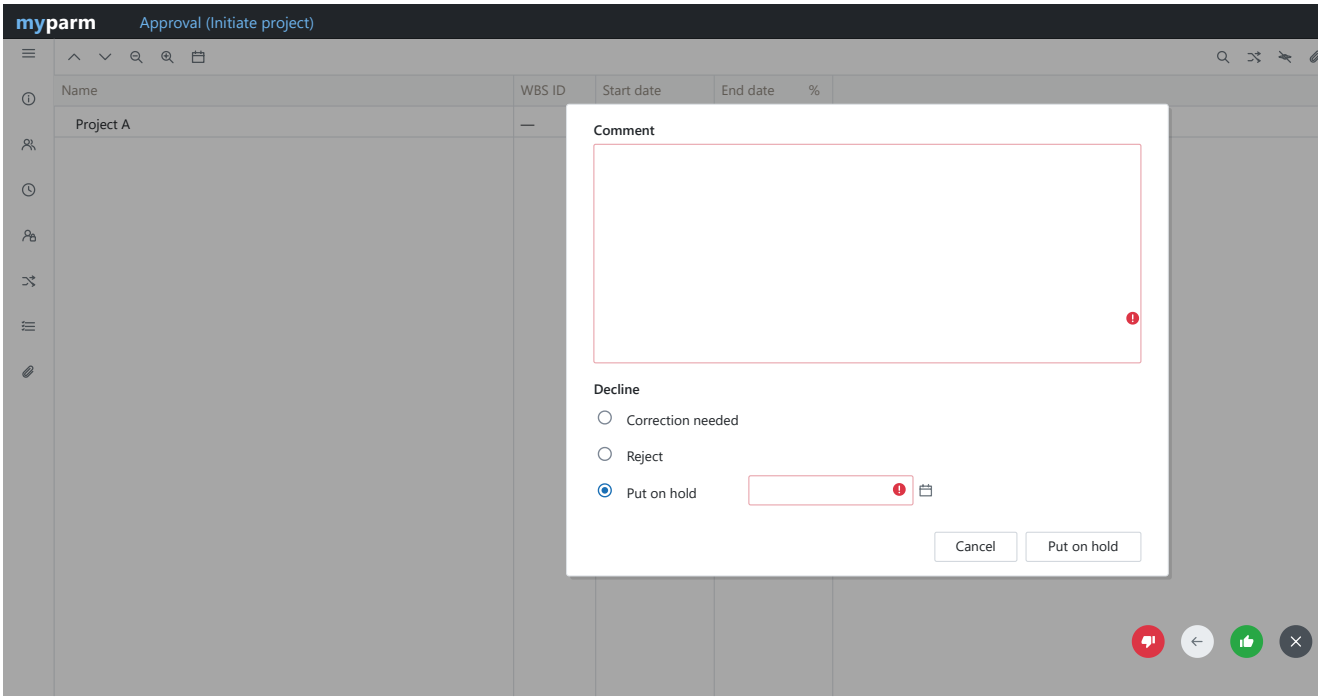
If your company has an approval process configured for creating ideas, projects, or other configured processes, it works as follows in the myPARM standard solution.

If a user with the **Approval** role is added in team management, the applicant sees the process listed under **Projects waiting for approval** on the Home view.

Users with the **Approval** role see these processes and continue them (e.g. **Edit project structure (Approval)**) directly from the project portal — see section 10.

3.1 Approval

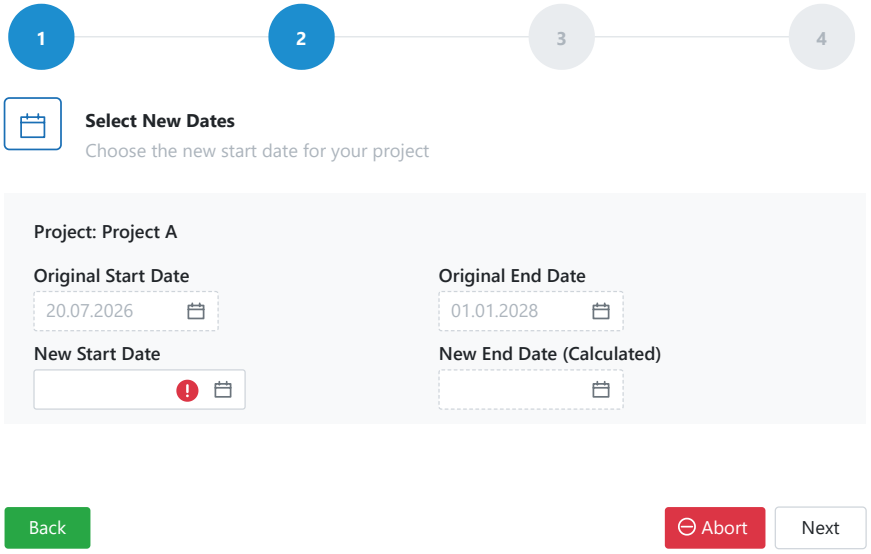
Opening the process shows the read-only project structure, with the approval decision made using the four buttons in the bottom-right corner: a green thumbs-up **approves** the process, a back arrow returns to the previous view, and a grey **X** closes the dialog without deciding. A red thumbs-down **declines** it, which opens a dialog for one of three decline reasons — **Correction needed**, **Reject**, or **Put on hold** (which also requires a date) — and the confirmation button takes the name of the selected reason. A comment is required for all three reasons.



4. Reschedule project

A button in the project portal opens a 4-step wizard to shift a project's entire timeline to a new start date, run through the **Reschedule project** process (Project Leader role; exclusive — no other project process may be running at the same time). **Abort** is available throughout the wizard.

1. **Check** — the wizard first checks whether any of the project's PLAs are temporarily or permanently closed; if so, rescheduling is blocked until they are reopened.
2. **Select New Dates** — the project's read-only original start/end dates are shown alongside a required **New Start Date**; the **New End Date** is calculated automatically to keep the original duration. The system also validates that no timesheet or expense entry would fall outside its activity after the move, and that the new dates fall within an open accounting period.
3. **Confirm** — review the new dates and confirm.
4. **Result** — success or error, with the new timeline shown on success.



Activities, team assignments, log dates and PLA organisation-unit assignments are shifted together with the project. Budgets and resource plans are not: resource plans and cash flows that fall outside the new PLA period after the shift are deleted automatically, with no separate notification. A successful reschedule adds a new entry to the project's version history.

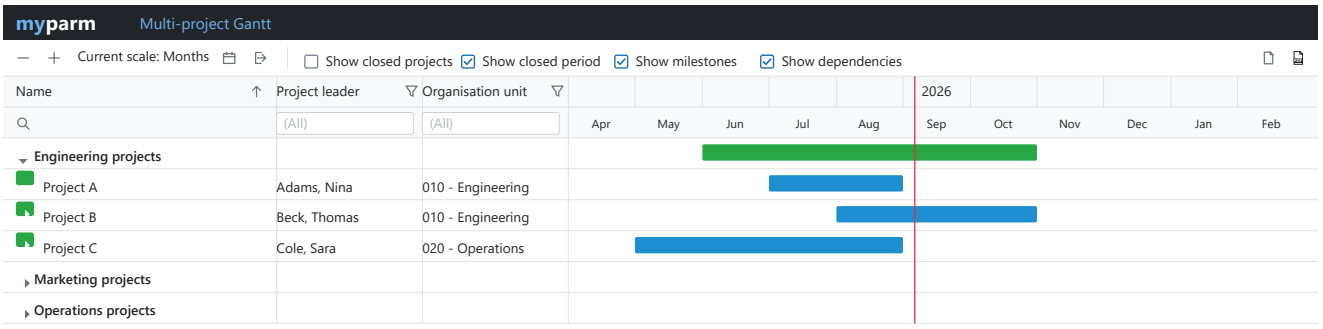
5. Multi-project Gantt

The multi-project Gantt shows every project the current user may see, including milestones and cross-project dependencies between them.

Filters: **Show closed projects**, **Show closed period**, **Show milestones**, **Show dependencies** (only selectable once "Show milestones" is on).

The time scale can be changed with the +/– controls next to the **Current scale** label, which names the active period (e.g. Quarters, Years). The initial scale is not fixed — it comes from an admin-configured default and is then remembered per user, so it will not always show "Years" on first use.

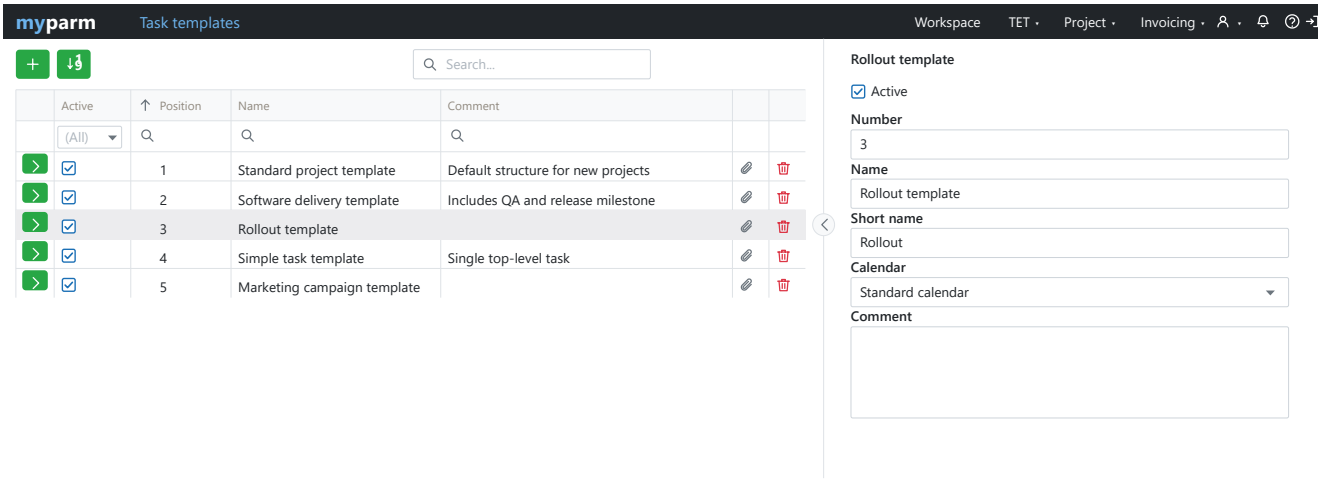
Also available: **Export to PDF**, **Go to today / Go to selected**, a report viewer button, and a right-click context menu option to jump to a project's structure (**Show project structure**).



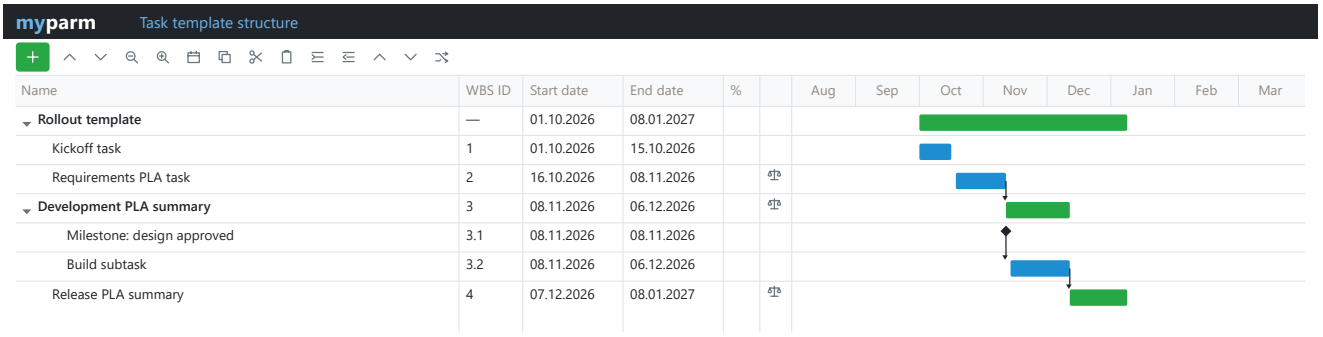
6. Task templates

Reusable project templates are managed in the **Task templates** module (**Project → Task templates**), which lists templates with their structure. Access to this module is controlled by a dedicated access right rather than full Administrator rights; if it isn't visible, ask an administrator to grant it — for example through the **Task Template Administrator** role.

A new template is created with the green plus: give it a **Number**, **Name**, **Short name**, an optional **Comment**, and select a **Calendar**. The list also carries an **Active** flag and a **Position** field controlling display order, next to it a documents button and a delete icon per template.



Once saved, the template appears in the left-hand list. Press its green arrow and choose **Edit task template structure** to open the same structure editor used for projects (confirmed to reuse the project Gantt component — see section 2), where elements are added with the green plus to build the reusable structure. Existing templates are edited the same way. Since a template has no team, attributes or TET settings to switch between, this view has no left-hand navigation sidebar.



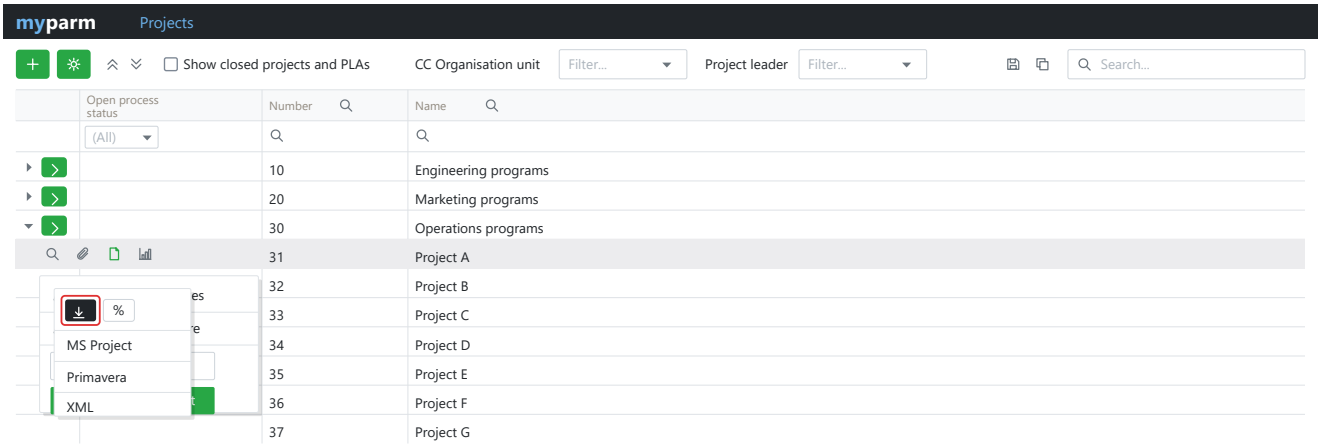
A PLA can also be defined directly on a template's activities: opening an eligible activity (not a milestone, and not already under a PLA higher in the tree) shows a **Create PLA** button, where a **Revenue type** and **PLA type** can be set; a PLA cannot be created under another PLA. Once created, the scale icon shown in the tree above marks that activity, and a **Remove PLA** button becomes available. Applying the template to a project creates the same PLA on the corresponding activities, using the template's values and falling back to the project's PLA defaults for anything left empty.

7. Copying an existing project via MS Project

An existing project can be exported and re-imported as a new project via an MS Project (XML) file.

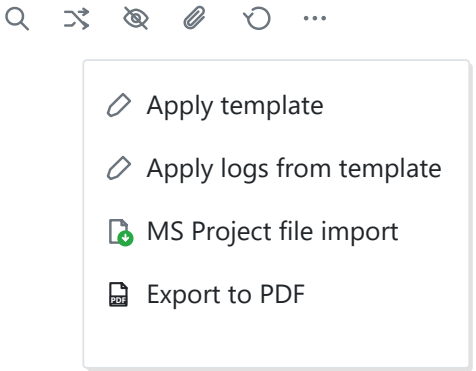
7.1 Export

In the project portal, use the black icon on the project's row and choose **MS Project** (also available: **Primavera**, **XML**). In the browser prompt, choose **Save as** — not **Open**, since the browser cannot display the file's content directly. The % button next to it opens the rating for that idea or project.



7.2 Import

Create a new project as described in section 1. Then, go to the three dots on the right and open the menu.

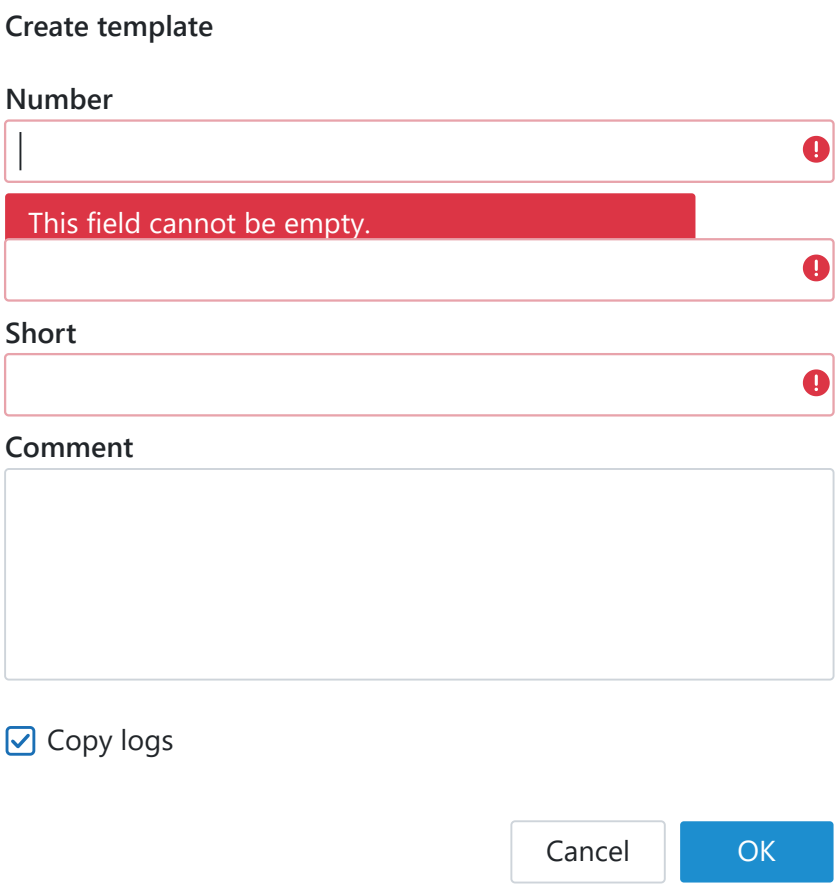


> Note: the import is rejected if the earliest activity date in the imported file falls before the target project's (or PLA's) start date. The start dates do not need to match exactly, but the new project must start on or before the earliest date used in the file being imported.

8. Copying a project with a template

We recommend creating a template from the project to be copied, then applying that template to the new project's structure.

1. Open the source project in read only mode (magnifying glass icon).
2. Select the level to copy (e.g. the whole project or just one branch).
3. Open the ⋮ menu and choose **Save selection as template**.
4. In the **Create template** dialog, fill in **Number**, **Name**, and **Short** (required), an optional **Comment**, and tick **Copy logs** if the tasks, risks, quality entries and comments recorded on the source structure should be copied into the template too. Confirm with **OK**. myPARM confirms with "Template has been created."



A new project can now pick this template in its project attributes (section 1); the structure is adopted automatically in the next step and can then be adjusted, extended, or trimmed.

If the template was not selected at project-creation time, it can still be applied afterwards: open **Edit project structure**, open the ⋮ menu, and choose **Apply template**. A searchable list of available templates is shown; pick the one needed.

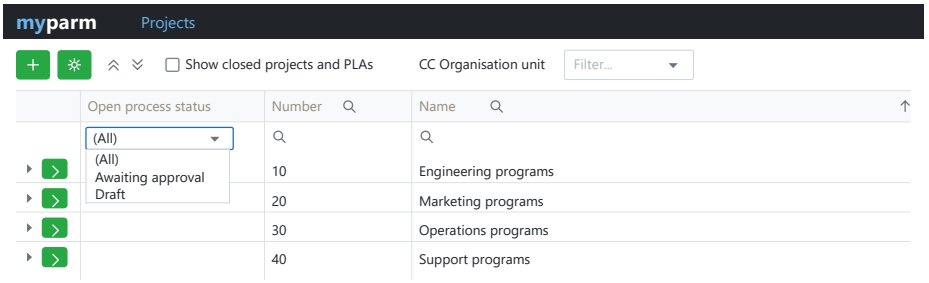
Templates can be deleted at any time from the Task Templates module in the project portal (see section 6).

9. Project import from CSV

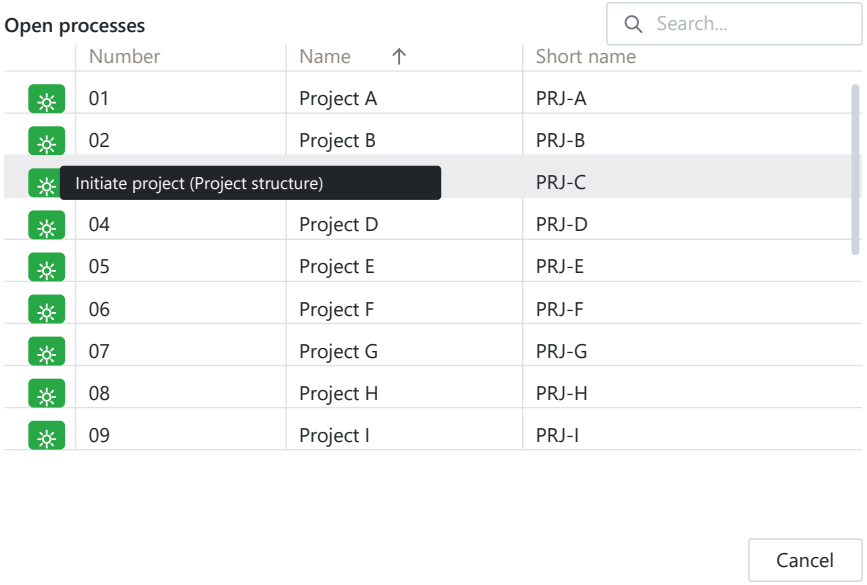
Project data can be imported in bulk from a CSV file, under **Admin → Imports → Projects**. This requires Admin privileges with access to universal CSV imports; the system processes the uploaded file and imports every valid project row.

10. Ongoing processes

The project portal shows an **Open processes** column directly next to each project. A row with a pending process shows an action button; clicking it opens a popover listing the process step(s) that can be continued (e.g. **Edit project structure (Approval)**) as clickable actions. This **status** column shows the current workflow state: no badge while no workflow is running, **Draft** while a workflow is in progress but hasn't yet reached the approval step, **Awaiting approval** once it has, **Put on hold** when an approver declines with that option, or **Correction needed** when an approver declines requesting changes — hovering over **Correction needed** shows the decline comment as a tooltip. A project or idea declined with **Reject** is removed from the list entirely rather than showing a status.

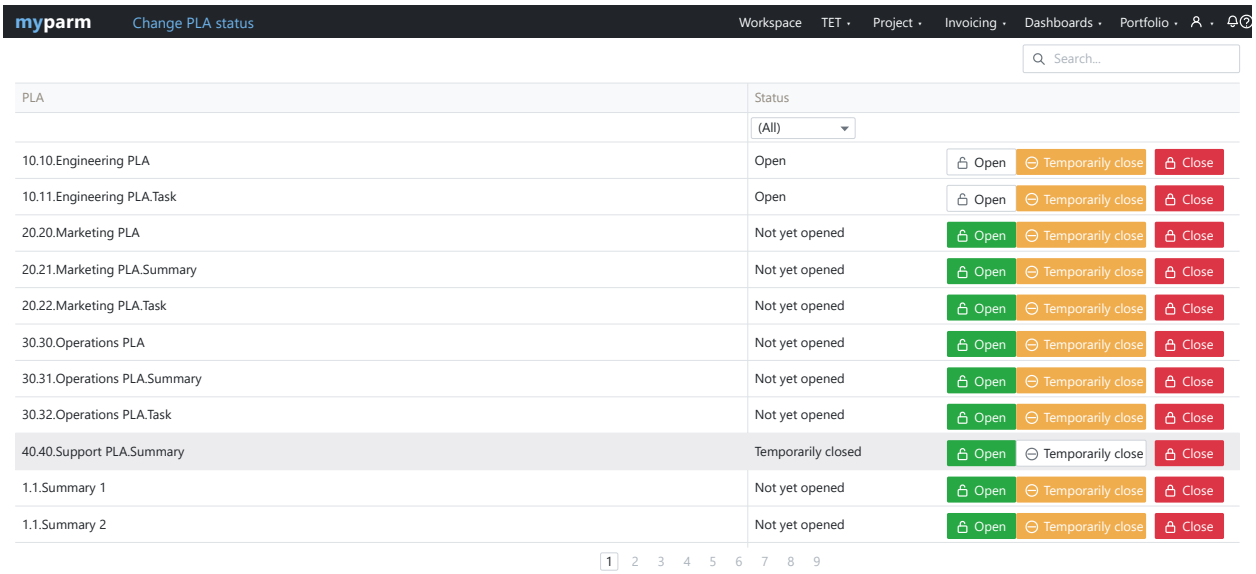


Near the + button, a green gear icon opens an **Open processes** popup: a searchable grid listing every pending process across the system, with **Number**, **Name**, and **Short name** columns. Each row carries its own gear icon; clicking it reveals the specific action to continue (e.g. **Initiate project (Project structure)**).



11. Change PLA status

Under **Project → Change PLA status**, a searchable list shows every PLA that has not yet been permanently closed — including those still "Not yet opened" — with a **Status** filter (**(All)**, or a specific status) above it. Each row has three buttons — **Open**, **Temporarily close**, and **Close** — and the button matching the PLA's current status is greyed out, since a PLA cannot be moved to the status it's already in.



Statuses:

- **Not yet opened** - PLA can be deleted from the project portal; hours and expenses cannot be recorded but the budgets can be created.
- **Open** — hours can be recorded, invoices can be stored, etc. An open PLA cannot be changed directly back to not yet opened status.
- **Temporarily closed** — can be reopened at any time. Only administrators can make adjustments to a temporarily closed PLA.
- **Close** — permanently closes an open PLA (once closed, it is removed from this list). The PLA's end date must fall within an open accounting period, otherwise the remaining profit/loss cannot be posted, the final budget cannot be created, and the PLA cannot be closed.

Closing a PLA opens a wizard showing the PLA's **Status** (read-only), **Currency**, and **Revenue type**, followed by a list of everything that needs to be resolved first, grouped by severity:

- Red entries block closing and must be resolved first (e.g. "There are invoices in Draft or Created status, please complete the invoicing processes.", "The remaining WIP is 500.00 EUR, please adjust the value.").
- Orange entries are warnings that let closing continue (e.g. "There are declined TET entries or entries without approval, if you continue the users will not be able to correct them.", "There are planned activities in the future.", "Future budget versions will be deleted.").
- Green entries are informational only, confirming there is nothing to resolve (e.g. "All TET entries are in the past - OK.", "Invoices in status Draft or Created - none.", "Unpaid invoices - none.", "Overpaid invoices - none.", "Remaining P&L - none.").

The PLA can only be closed for good once every red entry has been resolved.

Engineering PLA

Status	Open
Currency	EUR
Revenue type	Not relevant

The remaining WIP is 500.00 EUR, please adjust the value.

There are declined TET entries or entries without approval, if you continue the users will not be able to correct them.

There are planned activities in the future.

Future budget versions will be deleted.

All TET entries are in the past - OK.

Invoices in status Draft or Created - none.

Unpaid invoices - none.

Overpaid invoices - none.

Remaining P&L - none.

Cancel Close