1. Create the Action Program field in the CA PPM tool on the Project registration screen (project summary screen, as shown in the following image) :
	1. The field can be a checkbox or a list with the values ​​Yes / No.
	2. The field can only be modified by members of the Project Office.
	3. Once the project is marked with the Action Program attribute, your deliveries must also have this attribute.
	4. If a new delivery is created during the project cycle, it must also be marked with this attribute, if the project is classified as part of the action program.
	5. Once the action program attribute is removed from the project, project deliverables should also no longer have this attribute.

1. Include the ATTACHED field (or Ddocument) on the delivery screen ( **Accepted**tab of the Delivery screen, as shown in the image below) to allow the inclusion of files related to them.
	1. Whenever a delivery is being closed, the tool must validate that it has an attachment, the closure can only be carried out if the delivery has at least 1 file attached. Otherwise, the system must identify for the user the need to attach a file.

1. Include delivery chart on the delivery screen:

**Table 01 - Criteria for Qualitative Evaluation of Project Deliveries**

|  |
| --- |
| Punctuation |
| Qualitative Criteria | Small (1 point) | Average (2 points) | Large (3 points) |
| 1.Executive effort | 1 - over 6 months | 2 - from 3 to 6 months | 3 - up to 3 months |
| 2. degree of innovation | 1 - correction of defects or minor product / service improvement | 2 - Alteration of functions or characteristics in the product / service to improve or comply with legal recommendations | 3 - Creating a new product or service |
| 3.financial impact | 1 - Financial gain or cost reduction in the order of tens of thousands | 2 - Financial gain or cost reduction of hundreds of thousands | 3 - Financial gain or cost reduction in the order of millions |
| 4. breadth of beneficiaries | 1 - Up to 5 Bank units | 2 - from 6 to 10 Bank units | 3 - More than 10 Bank units |
| Sum: | 4 | 8 | 12 |

**Table 02 - Project Delivery Assessment Scale**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SCALE OF POINTS | 4 | 5 | 6th | 7th | 8 | 9 | 10 | 11 | 12 |
| QUALIFIED DELIVERY | 1 | 2 | 3 |

The delivery value must vary from 1 to 3 and will be registered in the S696 system.

The fieldsevaluation criteria must be all on the flap "Accept"

The evaluation criteria must be included in all deliveries, but their fulfillment is mandatory only for project deliveries with the action program field marked and must occur at the time the delivery is being registered. Note: for entry of each field, use list in values : 1, 2 or 3