Capabilities

Objective

Capabilities – Documents and tracks the qualitative outcomes (expected capabilities) of what the business will be able to do (not how) as a result of the project

Contents

P³MO Delivering Successful Portfolios, Program and Projects

Provided by: PMO

Designed by: PMO – smscott/DSW

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Version 1.0

Published: 11/07/23

Updated: MM/DD/YY

Clarity Access

1. Access Clarity through Okta
   https://discounttire.okta.com/app/UserHome?fromLogin=true
   a. Username: 6-digit Employee number
   b. Password: Windows Active Directory Password
   c. Select Clarity PPM
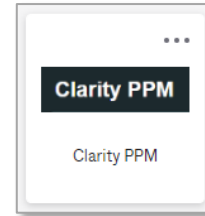
> ***Note:*** *If you don't have credentials, send an email to Support (support@discounttire.com) to create an Incident ticket for the password to be provided, or in Service Now enter in a General Request requesting access*
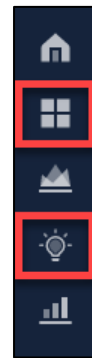
Capabilities Management

The Capabilities module is available in Projects and Ideas

Its purpose is to document and track the qualitative outcomes (expected capabilities) of what the business will be able to do (not how) as a result of the project

These outcomes cannot be measured beyond was it delivered or not.

Each Capability is tied to a go-live date and used to calculate the 'Capabilities Delivered' WIG metric

Initial expected Capabilities are to be identified and entered into Clarity as part of Intake. These will carry forward from the Idea when it is converted to a Project.

The Project Manager (PM) PM is expected to review and, as appropriate, act add / modify any Capabilities as the project progresses, at least prior to each Stage Gate.

1) Enter the Capabilities module

2) Utilize the Standard View

3) Select the Add Row blue + icon to create an entry

4) Document the qualitative outcomes, with the expected capabilities of what the business can do (not how)
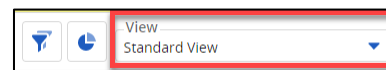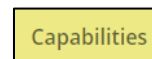
   Note: *This information is expected to be in the Charter and can be entered based upon that*

   ***Note****: "Cannot Do" items in the Charter are to be capture in the Scope Management module*

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5) Include all currently expected capabilities

Field Name	Description	Valid Values
Capability	A short description of the new / enhanced functionality expected (One functionality per entry)	Free form
Go Live	Each capability is to be tied to the Go-Live OTD record with which it is expected to start being consumed/used	The dropdown lists all the OTD Go-Live entries for that project
Delivered	Was the capability delivered at the Go-Live to which it is tied?	Y/N
Comments	Available to provide context as to why that capability was changed or not delivered	Free form

6) Add additional fields to the view by selecting the Columns tab on the right side of the screen
   a) Created By
   b) Created Date
   c) ID *
   d) Last Updated By
   e) Last Update Date
   f) Name *
   g) Starred (favorite)
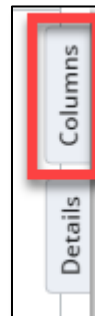
7) Manage and track the Capabilities activities throughout the project lifecycle
   a) Upon each Go Live, answer the Delivered? Question for each Capability tied to that Go-Live. If a Capability was not delivered, add a comment as to why

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