



Clarity Values

Objective

Values – Documents, in Clarity, the measurable quantitative outcomes and benefits expected as a result of the project.

Future: It will also be used to capture and report on the results.

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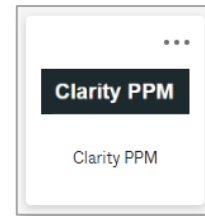
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Clarity Access

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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

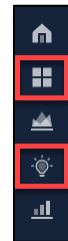
Values Management

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The Values module is available in Projects and Ideas.

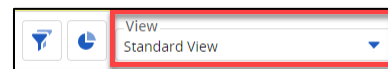
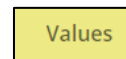
Its purpose is to document and, eventually, track the measurable quantitative outcomes and benefits of the project.

Initial Values are expected 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) is expected to drive the review of and, as appropriate, add / modify any Values as the project progresses, at least prior to each Stage Gate.

- 1) Enter the Values module
- 2) Utilize the Standard View
- 3) Select the Add Row blue + icon to create an entry
- 4) Add one row per measurable quantitative outcome / benefits of the project



Note: This information is expected to be in the Charter and can be entered based upon that

5) Include all the Values for the project as shown on the screen shot below

Field Name	Description	Valid Values
Benefit Type	What kind of benefit is this?	CSI, Manage Expenses, Happy Customers, Happy Employees, Safety (Risk Avoidance), Sell More-Sell Better, 3 Core Fundamentals
Benefit Description	What is the expected value addition?	e.g.: Reduce the number of special orders that incur freight
Measurable?	Can this benefit be measured?	Y/N
Benefit Owner	Who is responsible for owning/tracking the benefit after go-live/project close?	ONE person's name
Frequency	How often will the benefit be measured?	Monthly, Quarterly, Bi-Annually, Annually
Duration	How long after go-live will the benefit be measured?	1 month, 3 months, 6 months, 12 months, 18 months, 2 years, 3 years
Measurement Plan	How do you intend to measure this benefit?	Free form
Measurement Type	What metric type is being used?	Hours, Count, Dollars, Percentage
Initial Baseline	The current value of that metric	Numeric value
Initial Target	The target value of that metric	Numeric value

Benefit Type	Benefit Description	Measurable?	Benefit Owner	Frequency	Duration	Measurement Plan	Measurement Type	Initial Baseline	Initial Target
Manage Expenses	Benefit Description #1	Yes	McPherson, John	Annually	12 Months	How do you intend to measure this benefit?	Dollars	50	45

- Monitor and maintain all the other pertinent details and status of the value items throughout the term of the project, at least prior to each Stage Gate
- Monitor and update any time there is a change to Cost, Schedule, Performance (CSP) to confirm if the expected value will be impacted and adjust accordingly. If Values will be impacted, the impact is to be included on the Project Change Request form.

Note: Project Managers (PMs) will not be responsible for tracking the benefits realized after go-live. There will be actual tracking and reporting added to Clarity for use by resources outside the PMO.