

# Hiring Manager: Creating Projects for Independent Consultants

## Purpose-

The purpose of this job aid is to assist the Hiring Manager with creating a new project for an Independent Consultant via the AccelerationVMS.

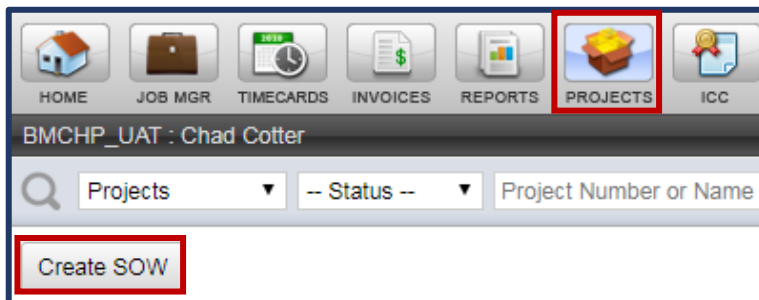
### Hiring Manager – Create New Project

In order to create a new project in AccelerationVMS, you will need to log into the VMS application via Single Sign On. (Please refer to the “Getting Started with AccelerationVMS” job aid on how to login and navigate the system.)

1. Once you are logged into the system, click on the **Projects** module and click **“Create SOW.”**

**OR**

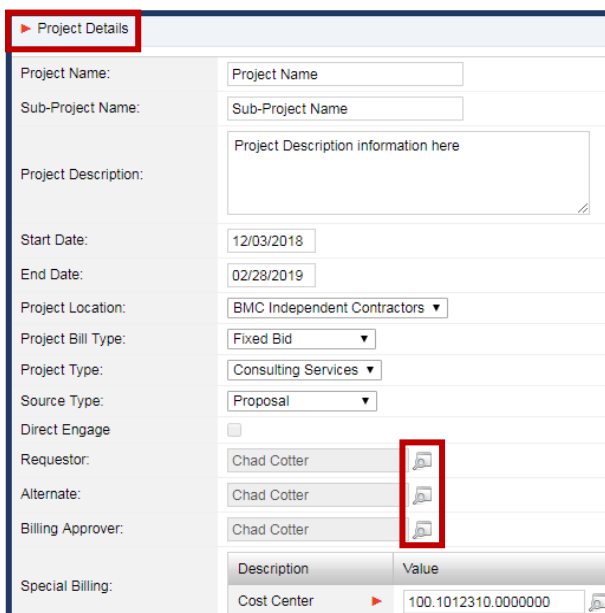
Click the **“Create SOW”** button under the *My To Do List*



**OR**



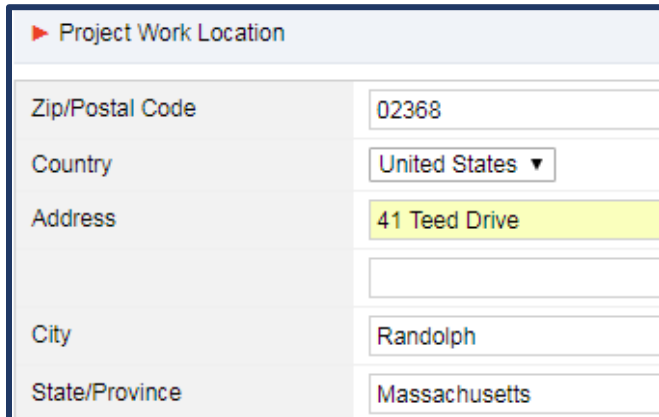
2. Enter the **Project Details.**



- Project Name
- Sub-Project Name
- Project Description
- Start/End Date
- Project Location
- Project Bill Type: Fixed Bid, Time and Materials or Hourly
- Project Type
- Source Type Requestor/Alternate/Billing Approver
- Cost Center

**NOTE:** Some items will default in the drop-down. To make changes, select the appropriate choice from the drop-down. If the Requestor/Alternate/Billing Approver are someone other than the current user, utilize the search feature to find the other person's name.

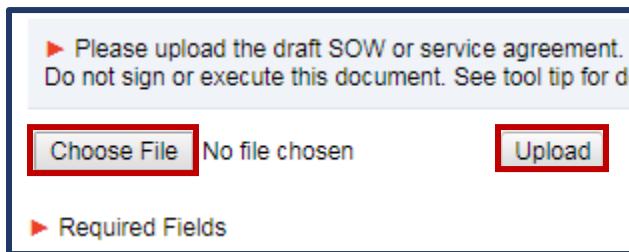
3. Enter the **Project Work Location** information and click **"Next."**



A screenshot of a web form titled "Project Work Location". The form contains several input fields: "Zip/Postal Code" with the value "02368", "Country" with a dropdown menu set to "United States", "Address" with the value "41 Teed Drive", "City" with the value "Randolph", and "State/Province" with the value "Massachusetts".

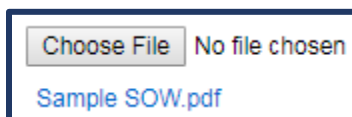
4. Upload the draft SOW or Service Agreement by clicking **"Choose File"** and then **"Upload."**

**NOTE:** If a draft has not been completed, an SOW template can be found under the Documents widget of your Acceleration home page. Do not sign or execute this document.



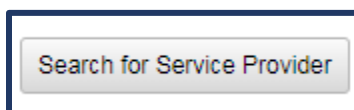
A screenshot of a file upload section. It features a "Choose File" button and an "Upload" button. The text "No file chosen" is displayed between the buttons. Above the buttons, there is a message: "Please upload the draft SOW or service agreement. Do not sign or execute this document. See tool tip for details." Below the buttons, there is a "Required Fields" section.

5. Once successfully uploaded, the attachment will appear as a blue hyperlink below the "Choose File" button.



A screenshot of the file upload section after a file has been uploaded. The "Choose File" button is now disabled, and the text "No file chosen" is replaced by a blue hyperlink labeled "Sample SOW.pdf".

6. Click **"Next."**
7. Click for **"Search for Service Provider."**



A screenshot of a button labeled "Search for Service Provider".

**NOTE:** If a Service Provider isn't found, please add a new one within the listed options.

<input type="radio"/>	Waters Ent	Sarah Waters	swaters@none.com
<input type="radio"/>	<b>Snow, Charlie</b>	Charlie Snow	charlie@uat.com
<input type="radio"/>	California bus	JENNIFER HOLEMAN	jholeman@none.com
<input type="radio"/>	Jensen, Lucy	Lucy Jensen	lucy@uat.com
<b>19 RECORD(S) FOUND.</b>			
<input type="button" value="Add Service Provider"/>		<input type="button" value="Add New Service Provider"/>	

8. Once the Service Provider has been identified, click **“Add Service Provider”** once the button is highlighted.
9. Click **“Next.”**
10. If any approvals are needed, they will be outlined on the next page. If not, click on **“Review”** to move to the next step.
11. Review the information. If any details are incorrect, click the **“Previous”** button to move back through pages. **Do not** use the browser back button. If all looks correct, click **“Finish.”**
12. Confirmation that the project/SOW was created successfully will appear at the top of the screen and you will then be prompted to create the *Manager Questionnaire*.

***SOW created successfully!***  
See below for the following for references.

1. The *Manager Questionnaire* is a short ten question survey that is required in order for the AgileOne ICC Team to validate that the project does in fact qualify for independent consultancy.
2. Please read and answer each question as it pertains to your SOW and the request to onboard an Independent Consultant.
3. If all necessary items qualify, the resource will proceed through as an Independent Consultant. If it is deemed that either the project or the resource does not qualify as an IC, then the resource can be brought in as staff augmentation temporary worker and will be payrolled through AllSource.

**Please continue with Manager Questionnaire**

▶ 1. To the best of your knowledge, has this worker or any of their employees provided services to The Boston Medical Center Co previously?

No

▶ 2. Will the worker(s) need to come onsite at The Boston Medical Center Co premises to perform the work or services?

No

▶ 3. Will any representative of The Boston Medical Center Co provide any training to the worker(s)?

No

▶ 4. Will any representative of The Boston Medical Center Co provide instructions to the worker(s) related to how to complete or accomplish the work?

No

▶ 5. Will The Boston Medical Center Co supply the worker(s) with any tools, equipment or supplies?

No

▶ 6. Does The Boston Medical Center Co have any permanent staff (W2 employees) who perform the same or similar services as this worker or workers?

Yes

▶ ----If yes, please list the difference (if any) from this worker's intended services vs. the permanent employee(s) who perform similar services or tasks:


▶ 7. Will The Boston Medical Center Co reimburse the worker(s) for any additional costs that have not been factored into the Statement of Work?

--Please select--

4. Click **“Submit”** when all questions have been answered.

**NOTE:** Some answers of ‘Yes’ may require further information. Fill out those fields as required.

**Confirm**

 By clicking OK below, you are affirming that all information provided is true, accurate and complete to the best of your knowledge. Please note that this information may be utilized in the event of an audit or inquiry.

OK Cancel

5. Click **“Ok”** to finalize and **“Ok”** once more confirmng that the questionnaire has been saved.