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.

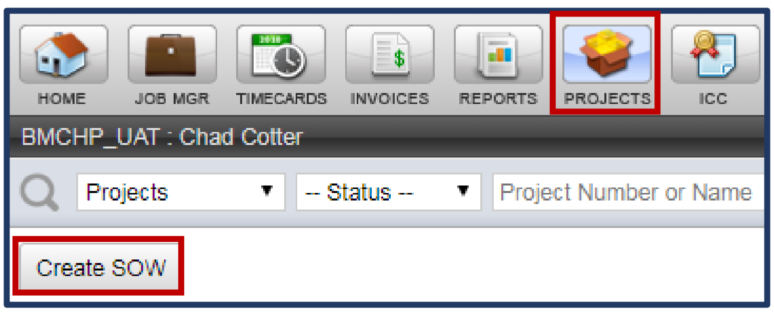
Hiring Manager – Create New Project

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.)

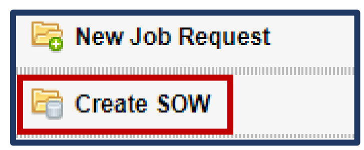
1. Once you are logged into the system, click on the **Projects** module and click **"Create SOW."**

<u>OR</u>

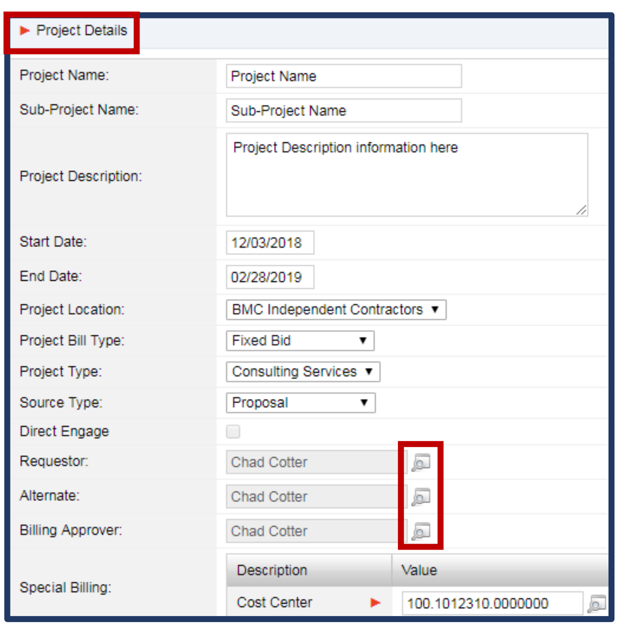
Click the **"Create SOW"** button under the *My To Do List*



<u>OR</u>



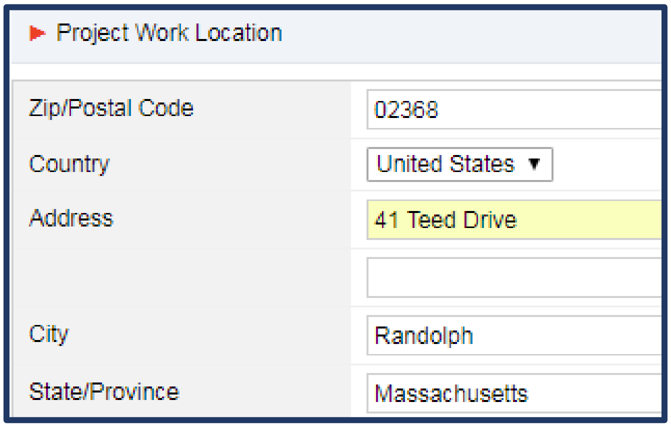
2. Enter the **Project Details**.



- 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

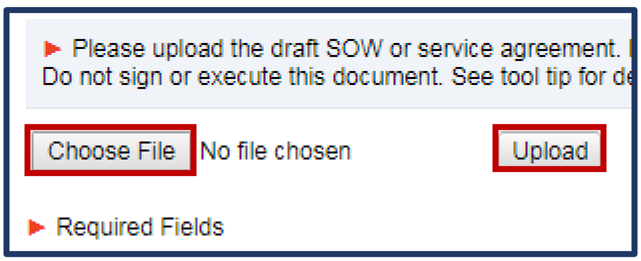
NOTE: *Some items will default in the drop-down. To make changes, select the appropriate choice from the drop-down. If the Requestor/Alternate/Billing Approver are someone other than the current user, utilize the search feature to find the other person's name.*

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

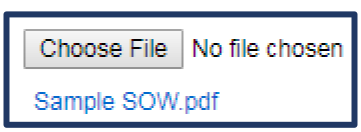


4. Upload the draft SOW or Service Agreement by clicking **"Choose File"** and then **"Upload."**

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.*

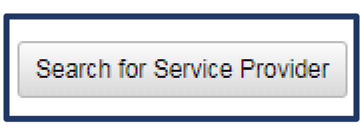


5. Once successfully uploaded, the attachment will appear as a blue hyperlink below the "Choose File" button.

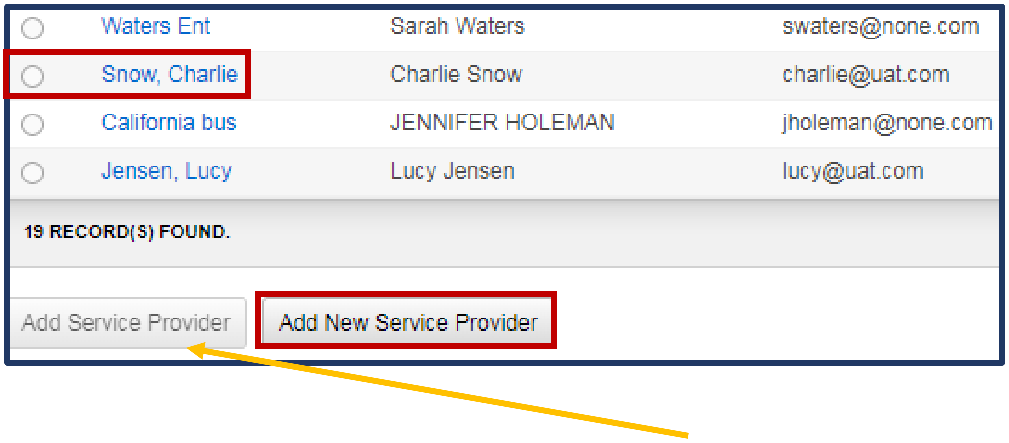


6. Click **"Next."**

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



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



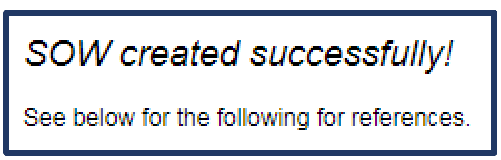
8. Once the Service Provider has been identified, click **"Add Service Provider"** once the button is highlighted.

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."**

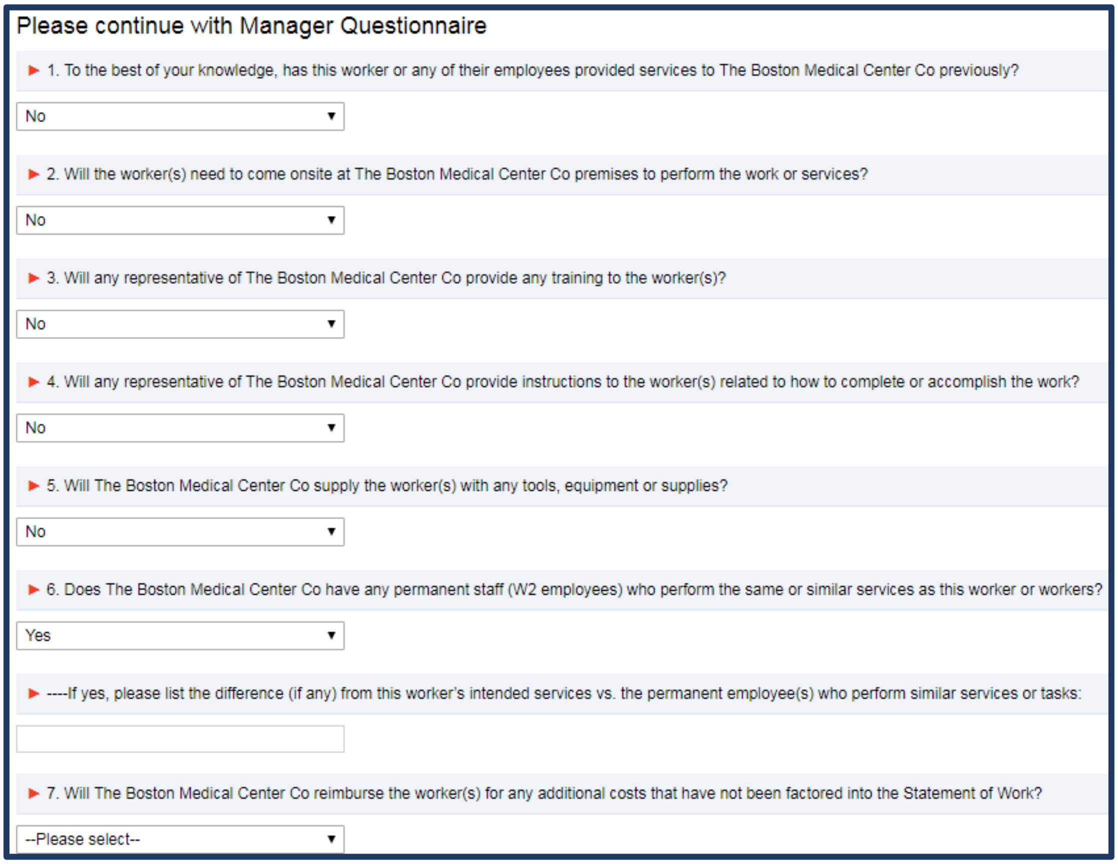
12. Confirmation that the project/SOW was created successfully will appear at the top of the screen and you will then be prompted to create the *Manager Questionnaire*.



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 consultantcy.

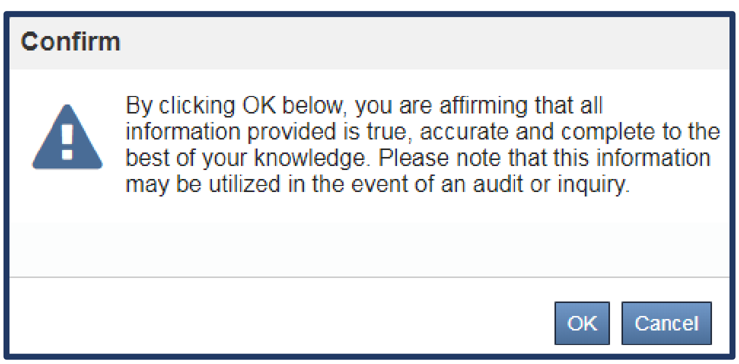
2. Please read and answer each question as it pertains to your SOW and the request to onboard an Independent Consultant.

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.



4. Click **"Submit"** when all questions have been answered.

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



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