

This guide explains the differences between a Clarity PPM Project, a Clarity PPM Master Project with Sub-Projects and a Clarity PPM Program.

The following chart identifies the differences between the three.

**Clarity PPM Projects, Master Projects with Sub-Projects and Program Descriptions**

	<b>Project</b>	<b>Master Project with Sub Projects</b>	<b>Program</b>
<b>Description</b>	A Project is the most common work plan. A Sub-Project is a Project within a Master Project.	A Master Project is a Project with Sub-Projects added to the Work Breakdown Structure. This allows for multiple projects to be independently managed and then rolled up into the Master (with other Sub Projects)	A Program is a grouping of Projects and Master Projects. Programs can contain other Programs (referred to as nesting)
<b>Conversion</b>	A Project can become a Sub-Project of a Master Project or a Master Project by adding Sub-Projects.	A Master Project is a Project with Sub-Projects. A Master Project can become a Sub-Project in another Master Project.	A Program is created specifically as a Program. A Project or Master Project cannot be converted to a Program.
<b>Microsoft Project Access</b>	A Project can be opened in Microsoft Project Read/Write mode.	A Master Project can be opened in Microsoft Project Read/Write mode.	A Program can only be opened in Microsoft Project Read-Only mode.
<b>Staff</b>	A Project can have its own Staff who charge time to the project.	A Master Project can have its own Staff who charge time to the project, and it will include the staffs from the Sub-Projects.	A Program cannot have its own staff. It only has the staff from the Projects within the Program.
<b>Schedule</b>	A Project can have its own schedule.	A Master Project can have its own schedule and it will include the schedule from the Sub-Projects.	A Program cannot have its own schedule. It only has the schedules from the projects within the Program.
<b>Participants</b>	A Project can have non-staff Participants for collaboration (they cannot charge to the Project)	A Master Project can have non-staff Participants for collaboration (they cannot charge to the Project)	A Program can have Participants for collaboration (they cannot charge to the Program)

	<b>Project</b>	<b>Master Project with Sub Projects</b>	<b>Program</b>
<b>Creation Rights</b>	Anyone with Project Create rights can create a Project.	Anyone with Project Create rights can create a Master Project. This is created exactly like a Project and then Sub-Projects are added.	Programs are usually designed around a high-level business process, only people with Project Create rights and Management Programs and Project Create rights can create Programs.
<b>Baseline</b>	A Project can be Baselined (multiple times)	A Master Project can be Baselined (multiple times)	A Program cannot be Baselined, but the Projects and Master Projects within the Program can be Baselined.
<b>Work Breakdown Structure</b>	Projects can have a WBS with assignments, actuals and estimate to complete data.	A Master project can have a WBS with assignments, actuals and estimate to complete data. This WBS includes the WBS structure of the sub-projects.	Programs do not have a Work Breakdown Structure, Resource Utilization, or Assignment functionality.

Comments and Tips

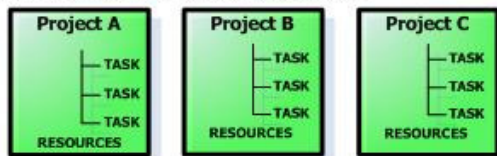
1. A Single Large Project that has distinct parts and distinct Project Managers may be better broken into a Master with Sub projects so that each Project Manager can manage their own Sub-Project (portion of the project) without locking out the others. This gives the entire team visibility to the sub-projects and allows Microsoft Project to schedule across the entire Master/Sub Project.
2. When a number of projects share the same resource group (team), they can be combined into a Master with Sub projects so that they can be scheduled together to minimize resource conflicts.
3. Even without the resource conflict consideration above, a group may want all their projects put into a Master with Sub projects so they can see them as a set in Microsoft Project.

4. Sometimes it is easier to manage a group of projects by grouping them together into a Master with Sub projects so that Microsoft Project views or Clarity Portlets can be used for reporting.
5. Sub-projects can have sub-projects, which is called nesting. Master Projects can also be nested with a Master. Programs can be nested within Programs.
6. The Project Manager of a sub-project can either work in their sub-project or open the Master and work there (as long as they have rights for the Master). Remember that any changes in the sub-project may affect the Master project.
7. Projects and Master Projects include a Hierarchy tab that allows you to create custom roll ups of data. These Hierarchies do not affect the associated projects and can be created and deleted as needed to view the aggregate data.
8. A Project or Master Project can be in two or more Master Projects. Whenever the Master Project is opened in Microsoft Project, it may affect that Master Project's schedule. This can create problems when the Project or Master Project is opened in Microsoft Project as it will be scheduled based on the Master Project.
9. Programs can be created and then rolled up into a higher-level program. This would give you the ability to view part of a program and then view the entire program.
10. Participants (non-staff; not listed in the Team Staff section) cannot charge time to a project.
11. See graphic on next page.

## Projects – Master Projects with Sub-Projects - Programs

### Project

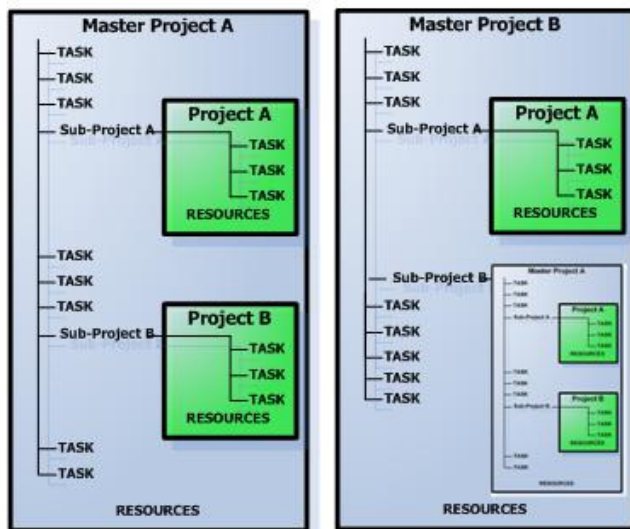
A Project has a work breakdown structure with tasks, team members and assignments (team members assigned to tasks).



- Projects are the basic building block of Project Management
- Projects contain a Work Breakdown Structure that can include Phases, Activities, Tasks, Milestones and Key Tasks
- Projects have Staff (Resources) that can charge to the Project
- Staff is Assigned to Tasks for planning and scheduling purposes
- Projects can have Participants for collaboration
- Projects can be managed in Microsoft Project

### Master Project with Sub-Projects

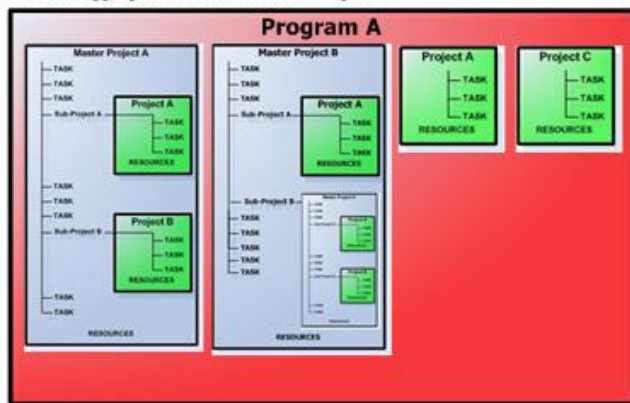
A Master Project has a work breakdown structure with tasks, team members and assignments; it also contains projects which roll-up their tasks, team members and assignments into the Master.



- Master Projects are a Project that has Sub-Projects inserted into the Work Breakdown Structure
- The Sub-Projects can be managed separately or within the Master
- The Master Project can include other Master Projects as Sub-Projects
- The Master Project can have its own Work Breakdown Structure and Staff (Resources) although it will show all the combined Work Breakdown Structures and Staff when opened
- The Master Project will be an aggregate of the entire Work Breakdown Structure and Staff
- Master Projects are often used where multiple Project Managers are managing different sections of a large Project.
- Master Projects cannot display the combined actuals and effort for the individual Projects. The information is displayed as a total at the Master level.
- A Project can be a Sub-Project in one or more Master Projects (see Project A in the display on the left). This may create problems with the Master Project is opened in Microsoft Project as the schedule will be based on the Master Project which is open.

### Program

A Program is a grouping of Projects, Master Projects and other investments that provides an aggregate of data about the Program.



- Programs are combinations of Projects and Master Projects
- Programs have no Work Breakdown Structure or Staff
- Programs cannot be financially enabled but can have a financial plan for the program and view the data in a graphical format
- Programs can display the combined actuals and other totals for all of the Projects in a Program
- The Programs page displays the combined actuals and effort for all of the Projects in the Program; Master Projects cannot do this
- Participants can be added to Projects, Master Projects and Programs
- A Program cannot contain key tasks or task estimates, but can contain milestone tasks
- Budgets and forecast can be created for Programs as well as Projects
- Programs can only be viewed as Read-Only in Microsoft Project