



VIP DASHBOARD QUICK REFERENCE

Before entering a project into the VIP Dashboard, you must acquire an EPS (Enterprise Project Structure) code. This is a unique identification code for each project, which ties the project to the Investment budget.

Steps to acquire an EPS code

1. Submit project idea to the Intake Group for review.
2. If approved, a source of funding is identified.
The Intake Group will align the project under a specific Portfolio Investment.
3. The Project Manager submits this information to the EPS Administrator, requesting an EPS Code.
4. Once the EPS Code is created (unique ID tied to the Portfolio Investment), the Project Manager can enter the Project into the VIP Dashboard.
5. Click on the VIP Dashboard Link <https://vaww.vip.cdw.va.gov>
6. Click on "Start New Project" on the left.

INITIATION PHASE

Core Profile

- Enter the EPS number or click on the search and enter partial or full number.
- Fill in the dates, amounts and choose from drop-down options.

Project Phase Activity

All data will be auto populated.

Project Artifacts Dates

Enter dates as required.

Project Manager Information

Complete contact information (name will be auto populated).

Secondary Contact Information

Complete contact information (name will be auto populated).

Additional Team Contacts

Once "Saved" has been clicked on the bottom, you can add Team Contacts (limit of 3).

At the end of Initiation Phase

- After all required fields and required sections are completed, click on "Send to Project Phase" at bottom.
- If any required fields or sections are not completed, an error will appear.
- Click on "Edit Revise Fields" to change any fields indicated with a "REV."

PROJECT PHASE

Project Phase

Enter Dates as required.

Costs

Costs will be auto populated. Actual can be filled in when amount is known.

Contracting and Onboarding

Answer "yes" or "no."

Contracts

If answered "yes," click on "Add Contract" to enter details of the Contract(s).

Project Phase Activity

Activity ID and Structure ID are auto populated. The Project Phase can be changed if now active and whether the activity is now reportable to OMB.

INDICATORS

* = Required

REV = Field is Revisable
(depending on user's rights)

OMB = Data is reported to OMB

CALENDAR

Click on icon for Calendar

To advance Month

- Click right arrow

To advance Year

- Click on Month/Year at top
- Click right arrow
- Choose year
- Choose month



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PROJECT PHASE, continued

Critical Decision 1

Once meeting notes from the Project are submitted to the VBO, the VBO Portfolio Liaison will update the VIP Dashboard with the CD 1 decision. The Meeting Notes must be submitted to the VBO within 24 hours of the approval.

Note: The Project cannot move to the Product Phase until the CD1 information has populated.

Risk

Click on “Add Risk” to enter at least three Risks. Before moving to the Product Phase, at least one Risk has to be listed as “Open.” Updates can be made to this list in the Product Phase.

Anticipated/Future Builds

- Click on “Add Anticipated/Future Builds” to enter builds as they are planned. This list will be available to update once in Product Phase. Updates can be made to this list in the Product Phase.

Releases

Click on “Add Releases” to enter releases as they are anticipated. Updates can be made to this list in the Product Phase.

At the end of the Project Phase

- After all required fields and required sections are completed, click on “Send to Product Phase” to move to the Product Phase.
- If any required fields or sections are not completed, an error will appear.
- Click on “Edit Revise Fields” to change any fields indicated with a “REV.”
- If a Project needs to be paused, click on “Place Project in Pause Status” and enter information. To un-pause a project, click on “Place Project in Pause Status” and enter the actual end date (date needs to be no more than 2 days in advance of the present date of entry).
- If project has ended, click on “Send to Closeout Phase (Stopped).”

PRODUCT PHASE

Product Phase Dates

- Enter Dates and amounts as required.
- If answered ‘yes’ in Project Phase if there is a Contract, it will appear as “yes” and any contracts entered will appear below. If answered “no” in Project Phase but now have contract(s), you can select ‘yes’ and then enter the contracts below.

Contracts

Any Contracts entered in the Project Phase will appear here. If there are additional Contracts, click on “Add Contract.”

Risks

- Any Risks entered in the Project Phase will appear here. If there are additional Risks, click on “Add Risks.”
- Any edits can be made since the Risks were entered in Project Phase.

Builds

- Any Builds entered in “Anticipated/Future Builds” in the Project Phase will appear here. Any additional Builds can be entered here by clicking on ‘Add Build.’
- Any edits can be made since the Builds were entered in Project Phase.
- Builds can be assigned to Releases.

Releases

- Any Releases entered in the Project Phase will appear here. If there are additional Releases, they can be entered here by clicking on ‘Add Release.’
- Any edits can be made since the Releases were entered in Project Phase.
- Releases can be assigned to Builds.

CD 2

First Releases require CD 2 entry. Once Project meeting notes are submitted, the VBO Portfolio Liaison will update the VIP Dashboard with the CD 2 decision. The Meeting Notes must be submitted to the VBO within 24 hours of the approval.

At the end of the Project Phase

- After all required fields and required sections are completed and the Project is completed, click on “Send to Close Out Phase Complete.” A message will appear “Do you have a Final Build.” Answering “Yes” will take you to the “Close Out Phase.”
- If any required fields or sections are not completed, an error will appear.
- Click on “Edit Revise Fields” to change any fields indicated with a “REV.”
- If a Project is paused, click on “Place Project in Pause Status” and enter information. To un-pause, click on same button and enter the actual end date (no more than 2 days in advance of the present date).
- If project has ended, click on “Send to Closeout Phase (Stopped).”

CLOSE OUT PHASE

Close Out Phase Dates

Enter Dates and amounts as required.

Activity

- Activity ID and Structure ID will be auto-populated.
- Answer “yes/no” questions as required.

At the end of the Close Out Phase

- Choose “Save” to save any edits.
- Click on “Edit Revise Fields” to change any fields indicated with a “REV.”