

# EAM (Lucity) Project Management – Creating New Project Instructions

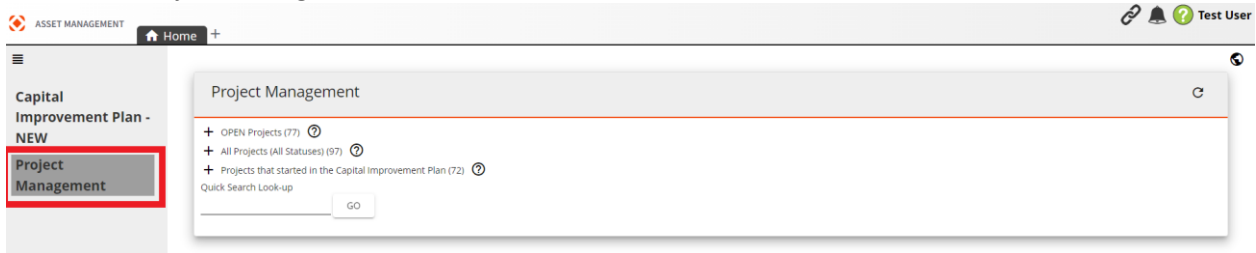
## Getting Started:

**This is ONLY to be used if you have a brand new project that DID NOT start as a CIP Project.**

1. Lucity internal web address (You MUST use Chrome to access)  
<http://tcappserver1/LUCITYWEB/public/login.aspx>  
 Create a shortcut on your computer desktop or add to your favorites.
2. Enter your username/password and login. (if you have forgotten either/both of these contact Chrissy Black @ 922-4900 ext 131)
3. Find your Project using the “Project Management” Dashboard in one of the following ways.

Once Logged in:

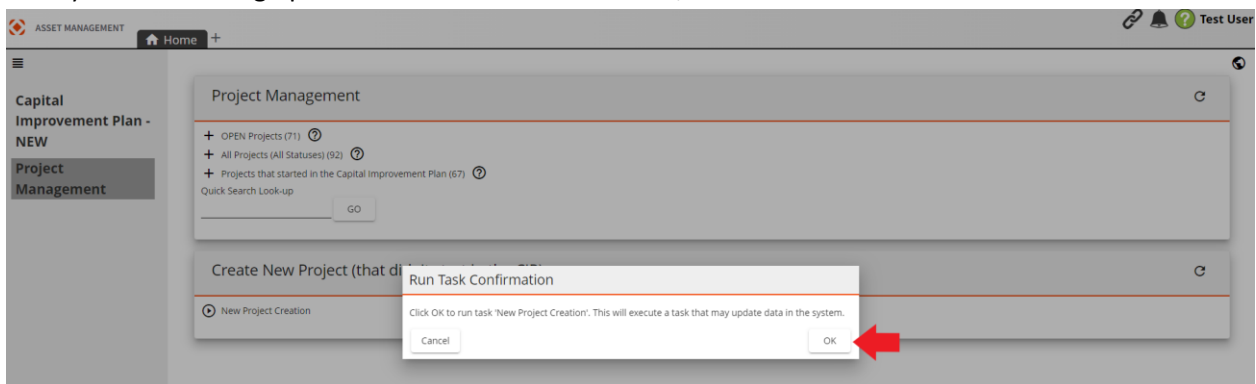
From the “Project Management” dashboard



- 1) Click the “New Project Creation” link.

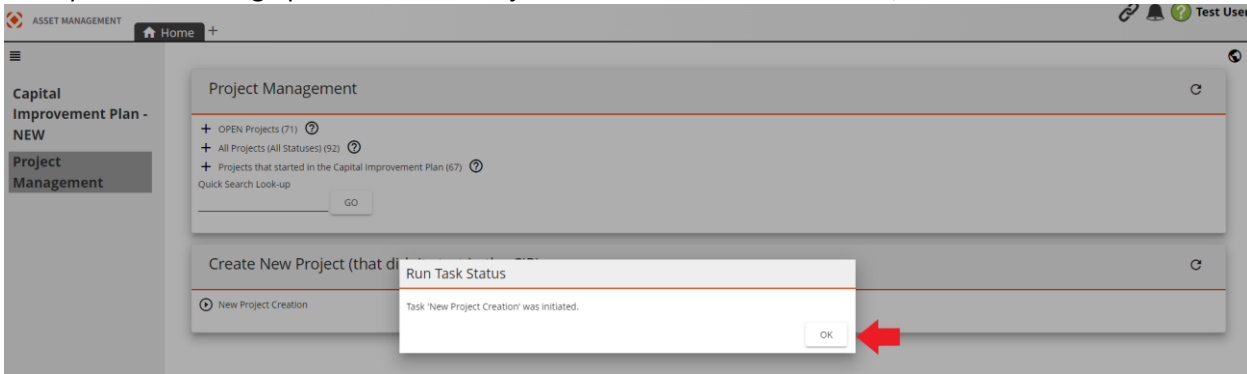


- 2) This will bring up a “Run Task Confirmation” box, Click “OK”.



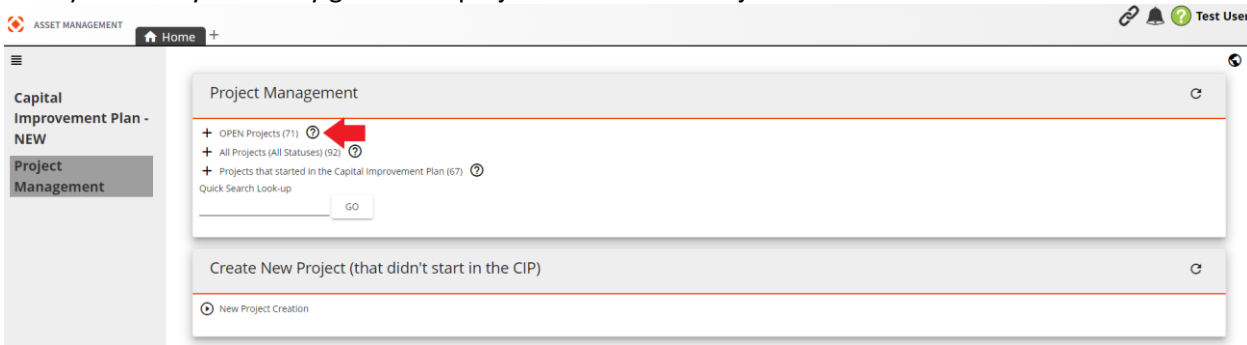
## EAM (Lucity) Project Management – Creating New Project Instructions

3) This will bring up a “Task ‘New Project Creation’ was initiated” box, Click “OK”.

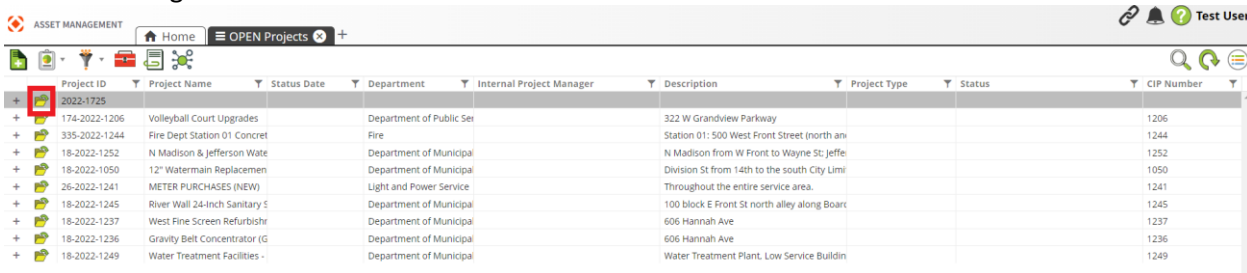


4) Wait 5 minutes for the new project to be generated.

5) To find your newly generated project Click “OPEN Projects”.



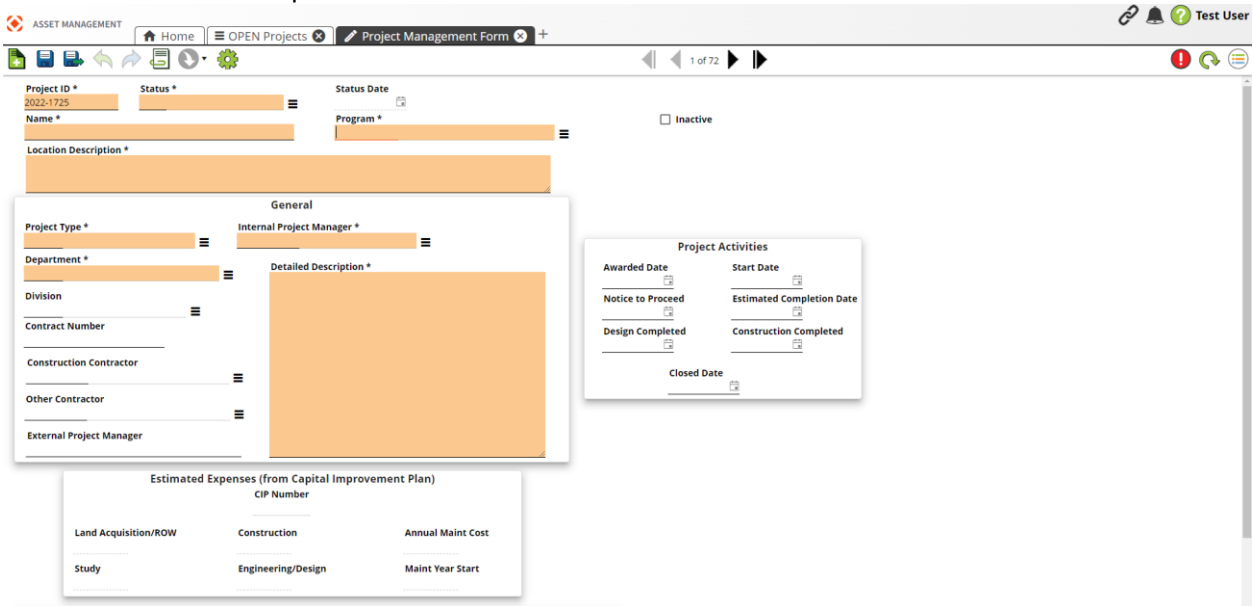
6) Your project will be the first one listed. Click on the folder icon  to open the Project Management Form.



Project ID	Project Name	Status Date	Department	Internal Project Manager	Description	Project Type	Status	CIP Number
2022-1725								
174-2022-1206	Volleyball Court Upgrades		Department of Public Ser		322 W Grandview Parkway			1206
335-2022-1244	Fire Dept Station 01 Concret		Fire		Station 01: 500 West Front Street (north an			1244
18-2022-1252	N Madison & Jefferson Wate		Department of Municipal		N Madison from W Front to Wayne St; Jefe			1252
18-2022-1050	12" Watermain Replacemen		Department of Municipal		Division St from 14th to the south City Limi			1050
26-2022-1241	METER PURCHASES (NEW)		Light and Power Service		Throughout the entire service area.			1241
18-2022-1245	River Wall 24-Inch Sanitary S		Department of Municipal		100 block E Front St north alley along Boar			1245
18-2022-1237	West Fine Screen Refurbishr		Department of Municipal		606 Hannah Ave			1237
18-2022-1236	Gravity Belt Concentrator (G		Department of Municipal		606 Hannah Ave			1236
18-2022-1249	Water Treatment Facilities -		Department of Municipal		Water Treatment Plant. Low Service Buildin			1249

## EAM (Lucy) Project Management – Creating New Project Instructions

- 7) Look over and edit this information as needed. Please note that all **ORANGE** fields are required, but fill them all in if possible.



ASSET MANAGEMENT | Home | OPEN Projects | Project Management Form | Test User

Project ID \* 2022-1725 | Status \* | Status Date | Inactive

Name \* | Program \* | Location Description \*

**General**

Project Type \* | Internal Project Manager \* | Detailed Description \*


Department \* | Division | Contract Number | Construction Contractor | Other Contractor | External Project Manager

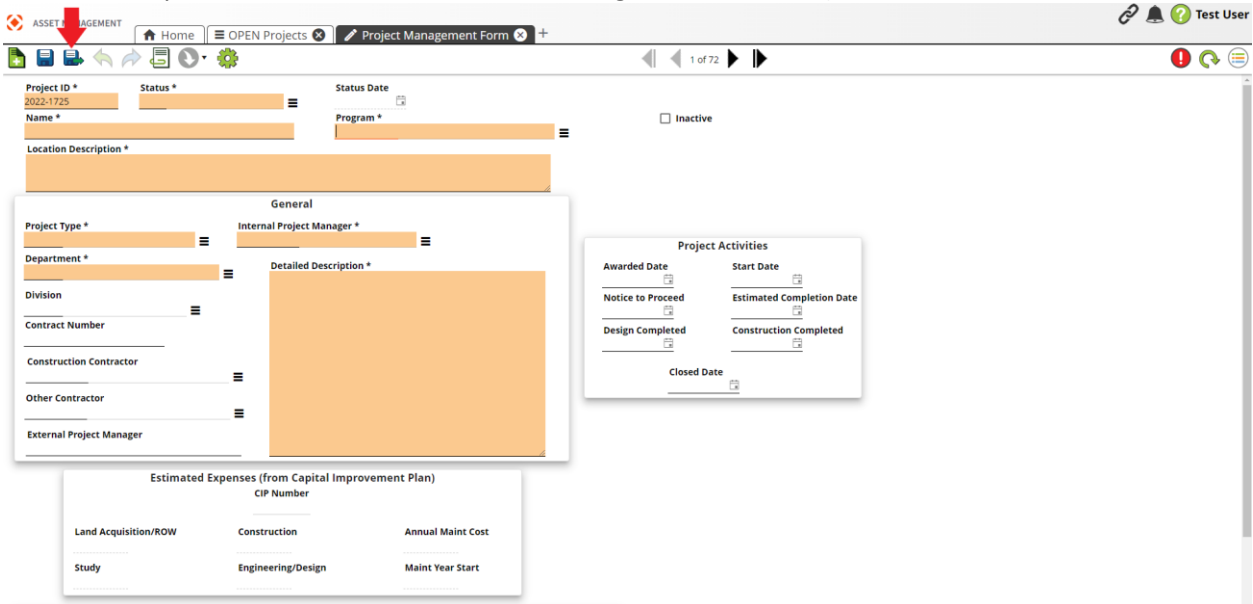
**Project Activities**

Awarded Date | Start Date | Notice to Proceed | Estimated Completion Date | Design Completed | Construction Completed | Closed Date

**Estimated Expenses (from Capital Improvement Plan)**

CIP Number		
Land Acquisition/ROW	Construction	Annual Maint Cost
Study	Engineering/Design	Maint Year Start

- 8) Once you have completed your edits to this form click  "Save and Close". (If this is greyed out then you don't have all the REQUIRED orange fields filled out)



ASSET MANAGEMENT | Home | OPEN Projects | Project Management Form | Test User

Project ID \* 2022-1725 | Status \* | Status Date | Inactive

Name \* | Program \* | Location Description \*

**General**

Project Type \* | Internal Project Manager \* | Detailed Description \*

Department \* | Division | Contract Number | Construction Contractor | Other Contractor | External Project Manager

**Project Activities**

Awarded Date | Start Date | Notice to Proceed | Estimated Completion Date | Design Completed | Construction Completed | Closed Date

**Estimated Expenses (from Capital Improvement Plan)**

CIP Number		
Land Acquisition/ROW	Construction	Annual Maint Cost
Study	Engineering/Design	Maint Year Start