


Portal2Progress User Guide

1. Post an Idea

When you post an idea or a comment about an idea, it can be read by all FESA staff and volunteers.

You should therefore consider that any post or comment is public.

You should keep this in mind when posting or commenting within the Portal2Progress.

1. Select "Post Idea" 
2. Enter the title of the idea & describe your idea briefly
3. Upload any relevant attachments (7mb max)
4. Select category from a drop-down list
5. Add any key words that will help find the idea later
6. Specify who your idea will benefit
7. Acknowledge that any post you add can be read by all FESA staff and volunteers.
8. You can then preview your idea, or save it as a draft to return to it later. You can find the draft on the right hand side of the Home page under 'My Drafts'.
9. Select "Post Idea"

Your idea will appear on the Portal2Progress straight away.

2. View Ideas

There are many ways you can access all the ideas submitted.

A) Ideas Summary

On the home page, below the "Latest Portal Activity" link.

B) Idea Categories

On the home page: click on any of the ideas categories to see all ideas categorised under a particular category.

C) Keyword Cloud

On the home page: click on a word within the keyword cloud and all you see all ideas tagged with that word.

D) Status

On the home page: click on any status to see all ideas with that status.

E) Within your profile

Click on “My Profile” to see all the ideas you’ve submitted.

3. Edit your Profile

You can edit options including:

1. Change your Profile Picture (images should be suitable for a workplace site and copyright rules apply)
2. First/Last name
3. Attributes (Job Title, Address, Phone#)
4. Work History/Skills
5. Timing of email alerts

Note: your login name should be left as your First and Last Name so your peers recognise the ideas you have posted.

4. Change your password

1. Go to the “My Profile” page
2. Click “Edit Your profile”
3. Click “Change Password”
4. Follow the prompts

5. Set your email alerts

Email alerts are sent when a category or idea you subscribed to is updated. You can choose how often your email alerts are sent.

Please note that the P2P is run on an external application, which is designed and managed in America. The standard time is therefore set to New York time, which is 12 hours behind WA.

This means that if you want to receive your notification at, say 10am, you should set your notification time to 10pm.

1. Go to the “My Profile” page
2. Click “Edit Your profile”
3. Scroll down to get to the email alert options
4. Follow the prompts

6. Note your favourite ideas

Click on the star alongside an idea to mark it as a favourite.

You'll then be able to see that idea, along with all your other favourites.

Go to the "Ideas List" tab, and click on "My Favourites".

6. Idea Status Flags

The status of an idea will change as it is assessed, reviewed, and adopted.

Pending. The idea is awaiting initial review.

PMO Review. The Project Management Office (PMO), which is managing the ideas submitted via P2P, is conducting an initial review. Depending on the nature of the idea, the PMO may coordinate an initial review with relevant business areas and forward a Project Proposal to the Corporate Leadership Team (CLT) for consideration of further development via business case.

CLT Review. The idea has been forwarded to the CLT for consideration. This will potentially comprise separate review stages for the idea. These may include endorsing the initial review by the PMO, directing that a Business Case be prepared, approving a Business Case, and initiating a project.

Adopted – Business As Usual (BAU). The idea has been adopted, and assessed as an action that can be undertaken by the appropriate business area, without requiring it to be a project managed by the PMO (ie it does not require further CLT review and approval).

Adopted - Project. The idea has been adopted as a project and will now be managed via the project management process.

Not Adopted. The idea has not been adopted. The PMO will provide feedback to the person who posted the idea as to why it was not adopted.

On Hold. The idea has been adopted as a project, but has been put on hold. The PMO will provide feedback to the person who posted the idea about why the project has been put on hold.

Completed. The project or action arising from the idea has been completed.