



Document Type	Phoenix Screen Aid
Title	Dependency
Revision	1.0
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1.0 SCOPE

This document assists with entering field-level information into the Dependency screen in the EPMO Phoenix Project Management System. The purpose of entering this information is to elaborate upon the nature of conditional relationships that may assist or constrain the project. Dependencies may exist across any number of relationships between projects, business functions, or environmental constraints, but when present, they are an internal or external force on the project that must be recognized and managed.

A project is not required to have dependencies.

2.0 COMMON

- The Project Manager (PM) is responsible for all data entry and ensuring the project is completely represented in Phoenix and kept current.
- When unsure, consult with your Project Management Advisor (PMA) for any project related questions or data entry selections. Your PMA will periodically review this information and may recommend changes.
- The contents of this document cover the fields in the Dependency screen. Other fields may contain information already populated from elsewhere within Phoenix and inherited here.
- Open your project at [NCDIT EPMO Project Governance & Oversight](#).
- Fields icons:

*	Required – no saving or advancing until data entry is satisfied.
🔒	Locked – no data entry is allowed.
▼	Dropdown – click on icon to select from list.
🔍	Search – click on icon to engage search function.
📅	Date – click on icon to engage calendar selection.
🔗	Go to Record – click icon to edit record.

- All other fields are text entry and have edit and length limitations based on purpose or a project's workflow phase.
- ALWAYS Save!

3.0 DEPENDENCY DATA ENTRY

An IT project dependency is a relationship between tasks, teams, systems, or external factors in which the start or completion of one activity relies on another. Dependencies describe the sequencing, coordination, and conditions required for project work to progress. By recognizing and managing dependencies, it helps to ensure the project timeline, resources, and outcomes remain aligned and predictable.

It is important to identify a dependency to assist the project team and stakeholders to better understand sequencing, bottlenecks, expectation management, schedule constraints, and risk mitigation.

Multiple dependencies may be created, and each may be edited or deleted if no longer applicable due to project change.

3.1 Project Dependencies

Dependency ID	The system generated identifier for unique identification and tracking.
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Dependency Name	A short title given to an individual dependency to easily identify it amongst a list. The name should be representative of the dependency, while leaving details to the Description. The Dependency Name is editable and is limited to 60 characters.
Description	A detailed explanation of an identified relationship between tasks, teams, systems, or external factors in which the start or completion of one area relies on another. This is not the same as a Risk, where the explanation of negative impacts is raised; rather, this is an explanation of the reliance between a project element and another item. The Description is editable and is limited to 4000 characters.
Type	Select the type from the provided list: • Resource— This occurs when project activities are constrained by the availability of specific people, equipment, or environments. Example: A testing phase cannot start until a QA team is available, or deployment may not occur until the Training environment is accessible. • Funding – A continuation of accessible capital, appropriated, grant, or otherwise, without disruption to ensure project delivery. • Sequential – A type of conditional relationship where a body of effort must occur before another can begin. Example: A non-project team must update an unrelated database that feeds a workflow that the project requires, or a separate project being completed prior to another being started. • Technical – The relational constraint from system architecture, integrations, platforms, or technology designs or policies. Example: API integration depends on a vendor delivering a compatible endpoint, or a design shift to comply with the Statewide Information Security Manual. • External – A reliance on actions or decisions by non-organizational entities. Example: Waiting for regulatory approval, vendor deliverables, or third-party data. • Organizational – Work that requires collaboration between different functional groups or departments. Example: An Executive Steering Committee review must be completed prior to advancing to the next phase.
Importance	An evaluation of the level of significance a dependency has to the project. • Low – The relationship is negligibly dependent on tasks, teams, systems, or external factors in which the start or completion of one area relies on another. • Medium Low – The relationship has a noticeable dependency on tasks, teams, systems, or external factors in which the start or completion of one area relies on another. • Medium – The relationship has a manageable dependency on tasks, teams, systems, or external factors in which the start or completion of one area relies on another. • Medium High – The relationship has a significantly dependent link between tasks, teams, systems, or external factors in which the start or completion of one area relies on another. • High – The relationship is severely dependent on tasks, teams, systems, or external factors in which the start or completion of one area relies on another.



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4.0 CONTACT EPMO

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- [Feedback](#)
- [NCDIT EPMO Project Governance & Oversight](#)