



Document Type	Phoenix Screen Aid
Title	Non-Compliance
Revision	1.0
Effective Date	10/19/26

1.0 SCOPE

This instructional aid assists with understanding the entered field-level information in the Non-Compliance screen in the EPMO Phoenix Project Management System. The purpose of EPMO entering information is to capture instances of nonperformance or observations of inattention regarding management of a project.

This information is only required upon an observed deficiency by your assigned Project Management Advisor (PMA). A recordable instance of non-compliance may occur at any point during a project's lifecycle.

2.0 COMMON

- The contents of this document cover the fields in the Non-Compliance 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.

3.0 DATA ENTRY ASSIST

There is no Project Manager data entry on this screen; all notifications are read-only.

3.1 Non-Compliance Notifications

The purpose of Non-Compliance is to record categorical deviations from established standards or procedures. This helps to identify issues, implement corrective actions, and ensure a satisfactory position within applied EPMO governance and oversight. This is essential for maintaining quality management and preventing future occurrences of similar problems.

This entry is limited to EPMO. Project Managers will be able to view the list and read entries but will not have input or edit privilege to this function.

Created On	The system date associated with the creation of the non-compliance notification event. This field is locked from edit.
(Time – not labeled)	The system time associated with the creation of the non-compliance notification event. This field is locked from edit.
Category	Your PMA will select the type from the provided list: • Business Case not approved – This is selected when your PMA notices project activity beyond a Business Concept or Initiation phase that requires State CIO or EPMO approval, e.g., execution of a contract, any procurement activity, or the completion of latter phase schedule tasks.



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- Vendor working without an approved contract – This is selected when indications exist that effort or deliverable has been satisfied that is predicated on a vendor agreement being in place.
- CR for additional budget not approved – This is used when action is needed to support the approval of increased funds required to continue project effort where none has been satisfied.
- CR to increase the schedule not approved – This is used when action is needed to support the approval of increased schedule time required to continue project effort where none has been satisfied.
- Project is not being maintained in Phoenix – When a project in the Phoenix system is neglected over time and either not kept current or no longer represents the intent of the agency investment, this selection is made and will be supported with additional explanations about (corrective) action needed to remedy the non-compliance.
- Other – A type of catch-all used for any non-compliant observation that is not easily categorized within the prior options. This selection will require additional information be supplied by the PMA to adequately describe the deficiency.

Notification

This field is exclusive to PMA entry and edit and is a cautionary statement indicating the reasoning behind the Category selection. Its purpose is not that of an official warning, but it is meant to advise the Project Manager of observable anomalies with the project as presented in Phoenix. Generally, anomalies of a non-compliance type need correction.

This field is editable by your PMA and is limited to 4000 characters.

Action Needed

This field is exclusive to PMA entry and edit and is meant to provide additional details regarding the type or nature of recommended activity to restore an observed non-compliance back to a compliant state. If specific information or explanations are needed beyond what the text box allows, a document may be drafted by your PMA to outline this. This document, if created, and any other notification, e.g., a memo to agency leadership, will be uploaded to the project's Document area.

This field is editable by your PMA and is limited to 4000 characters.

Document URL

The URL to the location of any PMA drafted document created to support the non-compliance notification, e.g., explanatory writeup, memo to agency leadership, etc. Documents are not required, but if created by your PMA, they will be uploaded to your project's Documents screen.

This field is editable and limited to a 1000-character URL.

4.0 CONTACT EPMO

- EPMO@nc.gov
- [Feedback](#)
- [NCDIT EPMO Project Governance & Oversight](#)