



NCDIT Enterprise Project Management Office Phoenix Project Management System

Document Type	Phoenix Screen Aid
Title	Project Dates
Revision	1.0
Effective Date	10/19/26

1.0 SCOPE

This document assists with entering field-level information into the Project Dates screen in the EPMO Phoenix Project Management System. The purpose of entering this information is to elaborate upon the project timeline while creating the value proposition ultimately captured in a Business Case.

This information is required for the project's Business Case and is to be maintained as a function of ongoing applied project management.

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 Project Dates 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 PROJECT DATES DATA ENTRY

The phase date structure for the project encapsulates the major schedule blocks for effort and activity. Its purpose is to communicate a high-level timeline for the project, to include an original reference date and the latest change dates. The following definitions apply to all workflow stage phases: Business Concept, Initiation, Plan & Procure, Build & Implement, and Closeout. Original dates apply to the project's Business Case approval date and are inherited into the Approved date fields. The Original dates will not change during the life of the project; however, Approved dates will be updated with any subsequent Change Request and will only reflect the latest one.

Original Start Date

The beginning date associated with the phase start that is approved in the Business Case. This date will not change once the Business Case is approved, and project phase variance will be determined from it.

The Original Start Dates will be locked once the Business Case is submitted.



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Original End Date	The finish date associated with the phase end that is approved in the Business Case. This date will not change once the Business Case is approved, and project phase variance will be determined from it. The Original End Dates will be locked once the Business Case is submitted.
Approved Start Date	This field inherits the Original Start Dates once the Business Case is approved. Changes to this field are a function of any subsequent Change Request and will only reflect the latest change. Prior change dates will be available in a Change Request report that will outline all project changes. The Approved Start Dates are not editable.
Approved End Date	This field inherits the Original End Dates once the Business Case is approved. Changes to this field are a function of any subsequent Change Request and will only reflect the latest change. Prior change dates will be available in a Change Request report that will outline all project changes. The Approved End Dates are not editable.

4.0 CONTACT EPMO

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