

# Create an Initiative / Release

→ To create an Initiative, the permission PORTFOLIO\_ENTRY\_SUBMISSION\_PERMISSION is required.

→ To create a Release, the permission RELEASE\_SUBMISSION\_PERMISSION is required.

## Attributes

Field	Description
Confidential	A confidential Initiative or Release is not public and could be seen only by authorized users.
Name	The name of the Initiative or Release.
Description	The description of the Initiative or Release.
Portfolio	The Portfolio to which the Initiative or Release belongs.
Type	A type is used to categorize the Initiative or Release. The Initiative types and the Release types could be managed <a href="#">here</a> .
Life cycle process	The proposed <a href="#">Life Cycle Process</a> for the Initiative or Release.
Manager	The proposed manager for the Initiative or Release. By default the current user is selected.
Document	A document that describes the scope of the Initiative or Release. It could be either an uploaded file or a link.

## Process

All the data can be changed after the creation of the Initiative or Release. BizDock comes with a set of pre-configured reference data (like Initiative types, Release types or Life Cycle Processes) that can be personalized.

Submit a new initiative

**Confidential**  
If confidential then not visible by users which don't participate to it.

**Name \***

**Description \***

**Portfolio**

**Type \***  
Enhancement (Enhancement of an existing IT platform)

**Life cycle process \***  
Default (Default life cycle process when you do not know what to choose)

**Manager \***  
All Steven

**Document**

Name

Type  
 Upload  URL

File  
Browse... No file selected.  
The file size is limited to 10 MB

**Is important**  
Boolean if an initiative is important

**Wished start date**  
Enter a date  
The wished start date of the initiative

**Complexity**  
The level of complexity of the initiative

**ROI**  
Foreseen ROI

**Comment**  
Comment

Submit

The page is composed by 2 areas:

1. On the left: the standard attributes listed above
2. On the right: the configured [Initiative/Release custom attributes](#)

After clicking of the "Submit" button, the following operations are automatically done:

- The Initiative/Release is in [Concept](#) state,
- A Governance ID is automatically given (it represents an incremental ID),
- And if a Portfolio has been selected, the Portfolio Manager gets a Notification that a new entry has been added to his Portfolio

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