Program creation and update process

Version 1.0

Document Version History

Description	Release Date	Release Version
Program creation and update process	January 04, 2023	V 1.0

About this Document

This document provides details of Program Creation and Update process on DIKSHA

Document Structure

Readers of this document can find specific information for steps to

1. create a Program on DIKSHA
2. update to an existing Program on DIKSHA
    - 2.1. add resources to the live program
    - 2.2. change the end date for the live program
    - 2.3. add/modify Program Managers for the live program
    - 2.4. add targeted geography or sub-role to the live program
    - 2.5. other fields that can be edited for a live program

Steps

1. Create a Program on DIKSHA

Step No.	Create a Program on DIKSHA - Program Template
1	Ensure that the user raising the ticket has the authority to create the ticket, is a state whitelisted user and have Program designer access in the particular state
2	Programs are created by the Program designer through a template. Once the filled template is sent via email (raising a ticket) to the **projectsupport@teamdiksha.org** The Implementation team will further process the request
3	User should ensure the subject of the request email is clear, provides clear information about the request with the program template link in the description
4	As per the process, the Program will be promoted to Production after they are implemented and verified in the pre-production environment
5	User shall follow the same ticket email thread for any conversations regarding the request

2. Update to an existing Program on DIKSHA

Step No.	Add resources to the live program – **Program template**
1	The program designer updates the program using the same template that the user provided when uploading the program
2	Program designer of the program can add the new resources in the "**Resource Details**" tab/worksheet with "**Resource Status**" column as "**New Upload**" for new resources and "**Resource Status**" column as "**Existing**" for old resources which were already existing in the program
3	Once the new resources have been added to the template with all mandatory fields, write an email from the authorized email to **projectsupport@teamdiksha.org**
4	Ensure subject of the request email is clear, provide clear information about the request with the program template link in the description
5	As per the process the Program and new resources will be promoted to Production after they are implemented and verified in the pre-production environment
6	User shall follow the same ticket email thread for any conversations regarding the request

2.1 Change the end date for the live Program

Step No.	Change the end date for the live Program
1	The program designer updates the program using the same template that the user provided when uploading the program
2	The end date in the same program template can be changed by the program designer **NOTE**: Edited cells need to be highlighted in Yellow colour in the template

3	Once the modified template is ready and finalized, send an email from the authorized email to **projectsupport@teamdiksha.org**
4	Ensure subject of the request email is clear, include detailed information about the modified request along with a link to the program template in the description
5	As per the process the Program and new resources will be promoted to Production after they are implemented and verified in the pre-production environment
6	User shall follow the same ticket email thread for any conversations regarding the request

2.2 Add/modify Program Managers for the live Program

Step No.	Add/modify Program Managers for the live Program
1	Program managers can be added or modified by the Program designer through the same template that the user provided when uploading the program.
2	Program managers can be added or modified in the **Program Manager Details** tab/worksheet **NOTE**: Edited cells need to be highlighted in Yellow colour in the template
3	Once the program managers have been added or modified, send an email from the authorized email to **projectsupport@teamdiksha.org**
4	Ensure Subject of the request email is clear, provide clear information about the modified request with the program template link in the description
5	As per the process the Program and new resources will be promoted to Production after they are implemented and verified in the pre-production environment

6	User shall follow the same ticket email thread for any conversations regarding the request

2.3 Add targeted geography or sub-role to the live Program

Step No.	Add targeted geography or sub-role to the live Program
1	Targeted geography can be added in the "**Targeted state at program level**" column and "**Targeted district at program level**" column by the Program designer through the same template that the user provided when uploading the program
2	"**Targeted subrole at resource level**" and "**Targeted subrole at program level**" columns can be added by the Program designer through the same template that the user provided when uploading the program
3	Targeted geography (State or District) or sub-roles at Program level can be added in the program details tab **NOTE**: Edited/Modified cells need to be highlighted in Yellow colour in the template.
4	Once the modified template is ready and finalized, send an email from the authorized email to **projectsupport@teamdiksha.org**
5	Make sure the targeted State(or District) or sub-roles are already existing in DIKSHA
6	Ensure subject of the request email is clear, provide clear information about the modified request with the program template link in the description
7	As per the process the targeted State(or District) and sub-roles will be promoted to Production after they are implemented and verified in the pre-production environment
8	User shall follow the same ticket email thread for any conversations regarding the request

2.4 Other field that can be edited for a live Program

Step No.	Other field that can be edited for a live Program
1	In the **program details tab/worksheet**, edit ● Title of the Program ● Description of the Program ● Keywords ● Targeted role at program level **NOTE**: Edited cells need to be highlighted in Yellow colour in the template
2	In the **resource Details tab/worksheet**, edit ● Name of resources in program ● Target role at the resource level ● are the other fields which can be edited. **NOTE**: Edited cells need to be highlighted in Yellow colour in the template
3	Once the modified template is ready and finalized, send an email from the authorized email to **projectsupport@teamdiksha.org**
4	Ensure subject of the request email is clear, provide clear information about the modified request with the program template link in the description
7	As per the process any field which are updated will be promoted to Production after they are implemented and verified in the pre-production environment
8	User shall follow the same ticket email thread for any conversations regarding the request