The Capital Plan Application was PSU's internal tracking of resource allocation for various capital improvements throughout the University. This User's Guide covered Adding and Editing a new project, which I coded and wrote the documentation for.

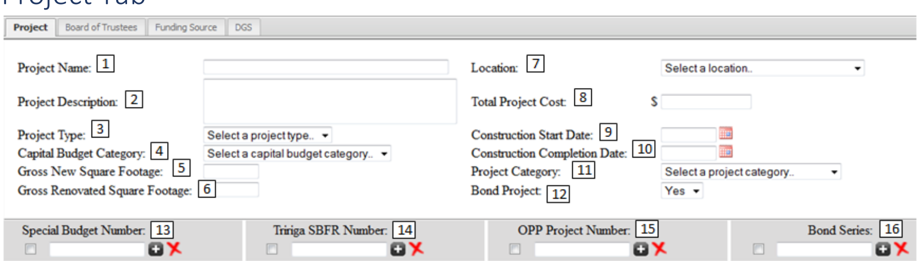
Capital Plan Application

This User's Guide is for creating new Projects and allocating time and financial data. It is broken into three sections:

Adding a Project

From the Main Menu, select the **New Project** link. Selecting the link will open the "New Project" and display the "Project" tab. The four tabs will be covered in order from left to right.

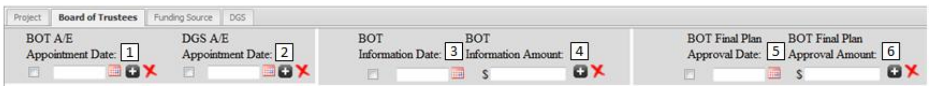
Project Tab



1. Name of the project with the building name listed first. The Project Name field is the only required field
2. Description of the Project.
3. Type of Project.
4. Category for the Capital Budget Report.
5. Gross New Square Footage of the project.
6. Gross Renovated Square Footage of the project.
7. Campus location of the project.
8. Total Cost of the project including design, construction, FF&E, and contingency amounts.

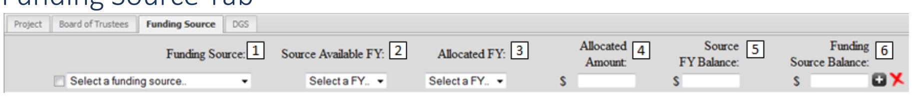
9. Starting Date identified on the Notice to Proceed form (projected or substantial date, if known).
10. Construction Completion Date (projected or substantial date, if known).
11. Capital Plan Category.
12. Indicator of a Bond Project.
13. Budget and fund number for the project. For 13-16, start typing the in the budget to narrow down the selection of available accounts in the textbox.
14. SBFR number from the OPP Tririga application.
15. OPP project number.
16. Bond series for the project.

Board of Trustees Tab



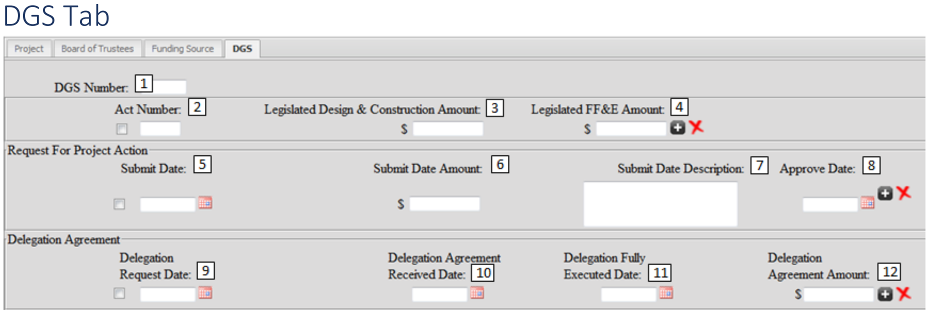
1. Date of the Board of Trustees (BOT) Architectural/Engineer appointment.
2. Date of the DGS Architectural/Engineer appointment.
3. Date the project is presented to the BOT.
4. Amount of the project presented to the BOT.
5. Date of the BOT authorization to award the project contract.
6. BOT project approved amount.

Funding Source Tab



1. Available funding sources.
2. Fiscal year the funding source is available in the capital plan.
3. Fiscal year the funds are planned to be allocated to the project.
4. Amount of the source allocated to the project.
5. Calculated field for the balance of the fiscal year source after applying the amount to this project.
6. Calculated field for the balance of the funding source for all fiscal years.

DGS Tab



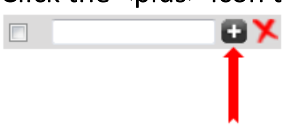
1. Number assigned by DGS to the project.
2. Act number with the associated session year of the enacted legislation.
3. Design and construction amount contained within the act.
4. FF&E amount contained within the act.
5. Date of request for project action submittal.
6. Total amount being requested for state release.
7. Description for identifying why the request is being made and noting the breakdown between design vs. construction.
8. Date shown on the returned Project Action Request Form as signed by DGS officials.
9. Date letter sent from PSU to DGS requesting delegation of the project.
10. Date delegation agreement received by PSU from DGS.
11. Date of delegation agreement DGS signature.
12. Original amount released by the delegation agreement.

Functionality

The following interactions hold for all inputs throughout the Capital Plan Application.

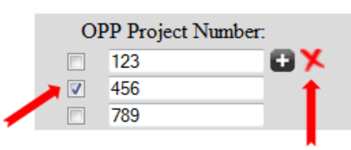
Add record line:

Click the <plus> icon to add an additional record line.



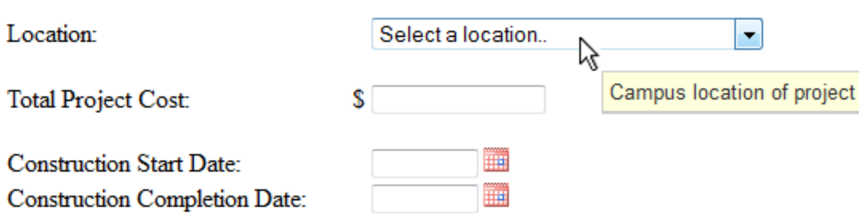
Delete entry:

Click the checkbox to the left and then the red x icon to the right of the boxes to delete one of the entries.



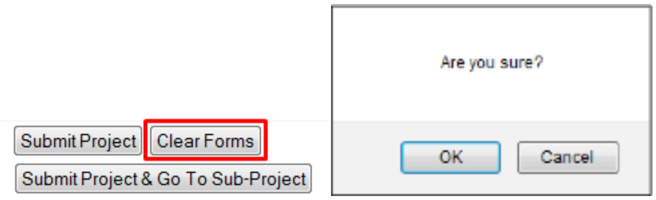
Data description:

Hover over a field with the mouse to get a data description. In this instance, select the appropriate campus.



Clear form:

Selecting <Clear Forms> from the action buttons will clear all fields on the page's four tabs. Confirm the choice by selecting <OK> in the pop-up box.



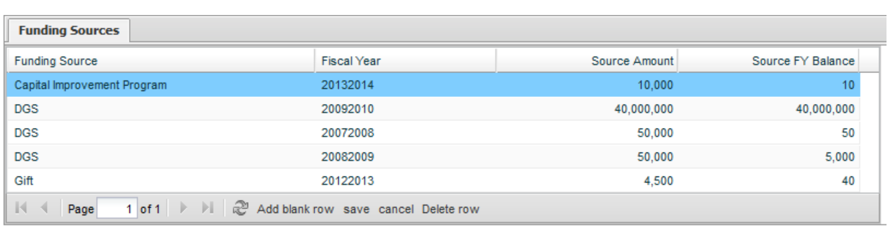
Submit project:

Select <Submit Project> to save the project data to the database.

Maintaining Funding Sources

From the main menu select the Create/View/Edit Funding Sources.

The funding sources page will open.



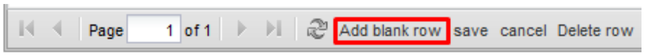
Funding Sources

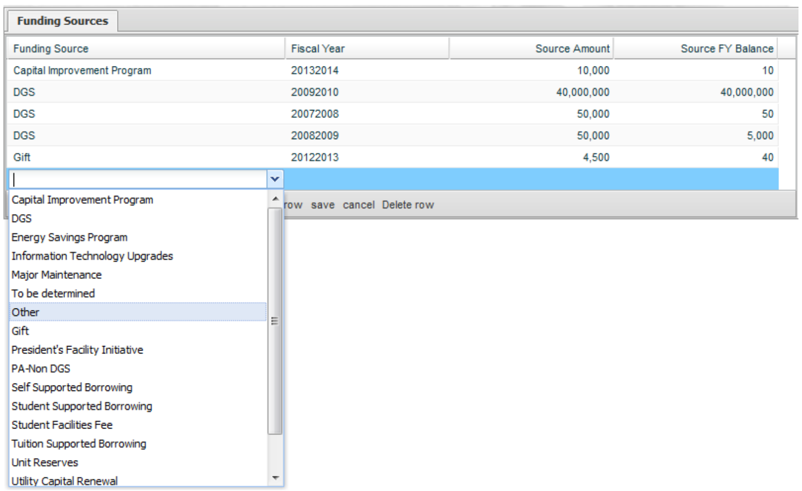
Funding Source	Fiscal Year	Source Amount	Source FY Balance
Capital Improvement Program	20132014	10,000	10
DGS	20092010	40,000,000	40,000,000
DGS	20072008	50,000	50
DGS	20082009	50,000	5,000
Gift	20122013	4,500	40

Page 1 of 1 Add blank row save cancel Delete row

Add Funding Source:

To add a funding source, select <Add blank row>.

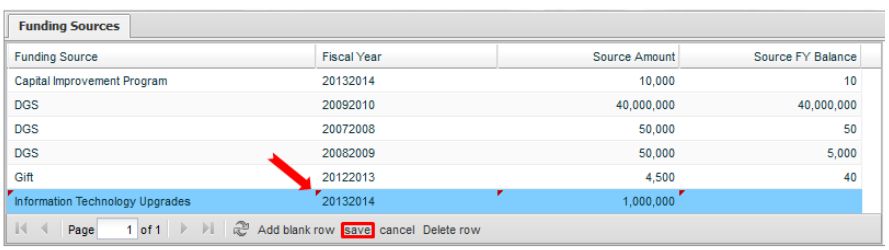




Select the Funding Source and Fiscal Year and enter the Source Amount. The Source FY Balance is a calculated amount representing the remaining balance of that Funding Source based on what has currently been allotted to projects.

Save Changes:

The red corner triangles show changes that have been made but not saved. Select <save> from the row of buttons to save the newly added row.



Delete Funding Source:

To delete a funding source, select the row which will be highlighted and select Delete row from the function keys. The row will be deleted.