

## PROCEDURE

### Capital Project Workbench Form

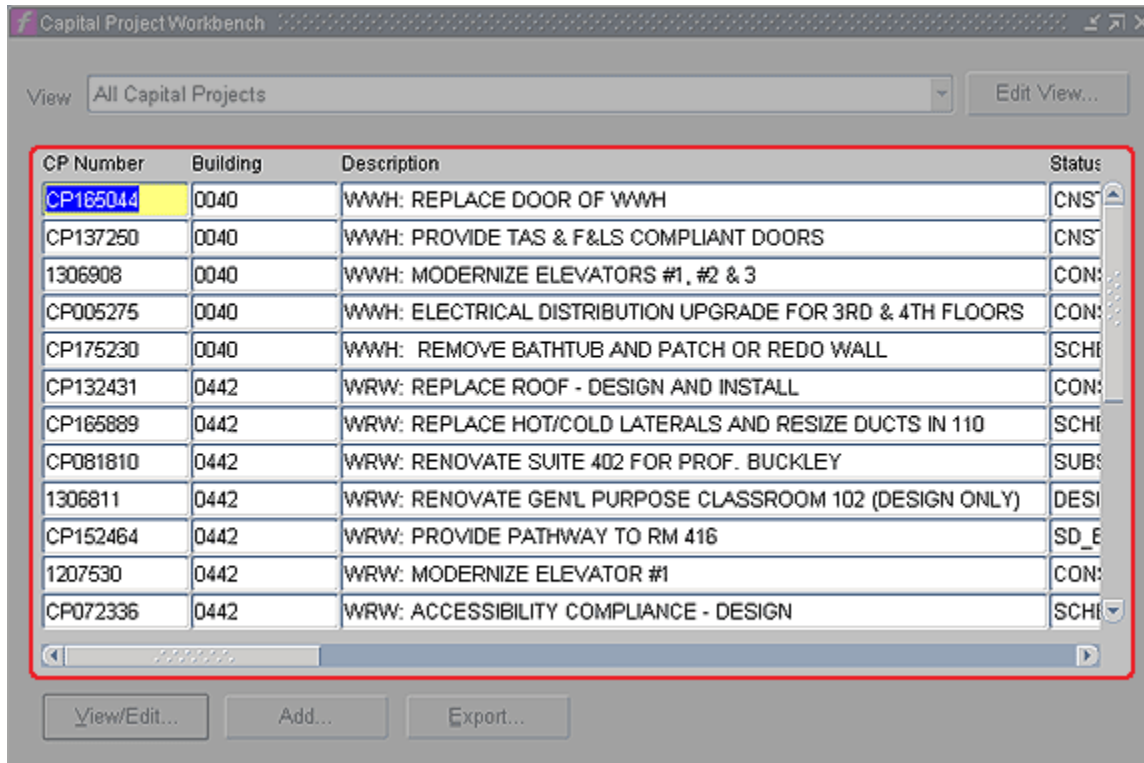
The screenshot shows the 'Capital Project Workbench' application window. At the top, there is a 'View' dropdown menu set to 'All Capital Projects' and an 'Edit View...' button. Below this is a table with columns for 'CP Number', 'Building', 'Description', and 'Status'. The table contains 13 rows of project data. At the bottom of the window, there are three buttons: 'View/Edit...', 'Add...', and 'Export...'.

CP Number	Building	Description	Status
CP165044	0040	WWH: REPLACE DOOR OF WWH	CNS
CP137250	0040	WWH: PROVIDE TAS & F&LS COMPLIANT DOORS	CNS
1306908	0040	WWH: MODERNIZE ELEVATORS #1, #2 & 3	CON
CP005275	0040	WWH: ELECTRICAL DISTRIBUTION UPGRADE FOR 3RD & 4TH FLOORS	CON
CP175230	0040	WWH: REMOVE BATHTUB AND PATCH OR REDO WALL	SCH
CP132431	0442	WRW: REPLACE ROOF - DESIGN AND INSTALL	CON
CP165889	0442	WRW: REPLACE HOT/COLD LATERALS AND RESIZE DUCTS IN 110	SCH
CP081810	0442	WRW: RENOVATE SUITE 402 FOR PROF. BUCKLEY	SUB
1306811	0442	WRW: RENOVATE GEN'L PURPOSE CLASSROOM 102 (DESIGN ONLY)	DES
CP152464	0442	WRW: PROVIDE PATHWAY TO RM 416	SD_E
1207530	0442	WRW: MODERNIZE ELEVATOR #1	CON
CP072336	0442	WRW: ACCESSIBILITY COMPLIANCE - DESIGN	SCH

1. Open the Capital Project Workbench form.
2. Click on the View arrow and choose 'All Project Assigned to Me' (if not already set as your default view).

# Managing Capital Projects

## Capital Project Workbench Form Details



The screenshot shows a software window titled "Capital Project Workbench". At the top, there is a "View" dropdown menu set to "All Capital Projects" and an "Edit View..." button. Below this is a table with four columns: "CP Number", "Building", "Description", and "Status". The table contains 12 rows of project data. The first row, with CP Number "CP165044", is highlighted in yellow. Below the table is a horizontal scrollbar and three buttons: "View/Edit...", "Add...", and "Export...".

CP Number	Building	Description	Status
CP165044	0040	WWH: REPLACE DOOR OF WWH	CNS
CP137250	0040	WWH: PROVIDE TAS & F&LS COMPLIANT DOORS	CNS
1306908	0040	WWH: MODERNIZE ELEVATORS #1, #2 & 3	CON
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1207530	0442	WRW: MODERNIZE ELEVATOR #1	CON
CP072336	0442	WRW: ACCESSIBILITY COMPLIANCE - DESIGN	SCH

3. **CP Number** – Select the appropriate CP and click on View/Edit, or double click on the CP Number.

# Managing Capital Projects

## Capital Project Form – General Tab

Capital Project

CP Number **CP130052** SER: INSTALLATION OF LARGE WAREHOUSE CEILING FAN IN SER 222

Parent CP

General Details Versions Approvals Schedule Accounts Budget Work Orders POs Locations

**General Information**

Status **CANCELED** Assigned To **11301** Fees...

Type **FS\_PMCS\_RENO** Project Manager **00382** Audit Trail...

Open Date **TUE JUL 12, 2005** Funding Amount Leases...

**Location**

Site **UTM** Requestor Information

Building **0561** Requestor **MUHLSTEIN\_DENNIS** Dates...

Floor Telephone

Room

**Description**

PLEASE DO A CONSTRUCTABILITY REVIEW FOR INSTALLATION OF THE LARGE WAREHOUSE CEILING FAN. THESE ARE THE REQUIREMENTS:

THE FAN IS A CEILING MOUNTED FAN FOR AIR MOVEMENT FROM MACROAIR TECHNOLOGIES AND HAS A 10' BLADE. THE ENTIRE UNIT WEIGHS 195 LBS. POWER REQUIREMENTS ARE 230 VOLTS SINGLE PHASE OR THREE PHASE USING

4. **CP Number** – CP Number of the Capital Project
5. **CP Description** – Description of the Capital Project

# Managing Capital Projects

## Capital Project Form – General Tab – Location Information Section

Capital Project Form - General Tab - Location Information Section

CP Number: CP130052 SER: INSTALLATION OF LARGE WAREHOUSE CEILING FAN IN SER 222  
Parent CP: ..

General Information

Status: CANCELED Assigned To: 11301  
Type: FS\_PMCS\_RENO Project Manager: 00382  
Open Date: TUE JUL 12, 2005 Funding Amount: ..

Location

Site: UTM  
Building: 0561  
Floor: ..  
Room: ..

Requestor Information

Requestor: MUHLSTEIN\_DENNIS  
Telephone: ..

Description

PLEASE DO A CONSTRUCTABILITY REVIEW FOR INSTALLATION OF THE LARGE WAREHOUSE CEILING FAN. THESE ARE THE REQUIREMENTS:  
THE FAN IS A CEILING MOUNTED FAN FOR AIR MOVEMENT FROM MACROAIR TECHNOLOGIES AND HAS A 10' BLADE. THE ENTIRE UNIT WEIGHS 195 LBS. POWER REQUIREMENTS ARE 230 VOLTS SINGLE PHASE OR THREE PHASE USING

6. **Site** - If not already entered, click on the LOV buttons to enter.
7. **Building** - If not already entered, click on the LOV buttons to enter.
8. **Floor** - If not already entered, click on the LOV buttons to enter.
9. **Room** - If not already entered, click on the LOV buttons to enter.

# Managing Capital Projects

## Capital Project Form – General Tab – Requestor Information Section

Capital Project

CP Number: CP130052 SER: INSTALLATION OF LARGE WAREHOUSE CEILING FAN IN SER 222

Parent CP: ..

General | Details | Versions | Approvals | Schedule | Accounts | Budget | Work Orders | POs | Locations

**General Information**

Status: CANCELED Assigned To: 11301 Fees...  
Type: FS\_PMCS\_RENO Project Manager: 00382 Audit Trail...  
Open Date: TUE JUL 12, 2005 Funding Amount: Leases...  
Dates...

**Location**

Site: UTM ..  
Building: 0561 ..  
Floor: ..  
Room: ..

**Requestor Information**

Requestor: MUHLSTEIN\_DENNIS ..  
Telephone: ..

**Description**

PLEASE DO A CONSTRUCTABILITY REVIEW FOR INSTALLATION OF THE LARGE WAREHOUSE CEILING FAN. THESE ARE THE REQUIREMENTS:  
THE FAN IS A CEILING MOUNTED FAN FOR AIR MOVEMENT FROM MACROAIR TECHNOLOGIES AND HAS A 10' BLADE. THE ENTIRE UNIT WEIGHS 195 LBS. POWER REQUIREMENTS ARE 230 VOLTS SINGLE PHASE OR THREE PHASE USING

10. **Requestor Information** – If not already filled in, click on the LOV buttons to enter Requestor (name) and Telephone (number).

11. Click on the Details Tab.

## Capitol Project Form – Details Tab

Capital Project

CP Number: CP154785    MAI: 4TH FLOOR MAIN BUILDING HVAC REPLACEMENT, ELEC PANEL, ELEV MA  
 Parent CP: .

General    **Details**    Versions    Approvals    Schedule    Accounts    Budget    Work Orders    POs    Locations

COLLEGE_DEPT	OFFICE OF PRESIDENT ..	CLIENT REQ SEAS	FAL06 ..
VICE PRESIDENT	PRES ..	CLIENT PRIORITY	..
CONTACT NAME	CHARLES ROECKLE	REVIEW CODE	50 ..
CONTACT PHONE	475-7722	FS_PMCS PRIOR	1 ..
PROJ ACCOUNTANT	..	DESIGN METHOD	..
ARCHITECTURAL	..	CONST METHOD	CM AT RISK ..
INT DESIGN	..	GEN CONTRACTOR	..
ELECTRICAL	BICKFORD_SHARON_S ..	SPECIAL SCHED	..
MECHANICAL	PLATIS_MICHAEL_S ..	REGULATORY	SWMP ..
STRUCTURAL	DURHAM_THOMAS_R ..	TELE	Y ..
CADD	..	PROJECT TYPE	..
CONST COORD	..	SQUARE FOOTAGE	..
CONST PLANNER	..		
PROF SERV PROV	..		
OTHER PROVIDER	..		

- a. Fill in appropriate fields using either the LOV buttons.
- b. Update as necessary.

12. Click on the Versions Tab.



# Managing Capital Projects

## Capitol Project Form – Schedule Tab

	Dur	Planned Dates		Forecasted Dates	
		Begin	End	Begin	End
FEASIBILITY	0				
PROGRAMMING	0				
SCHEMATIC DESIGN	30	7/12/2005	8/11/2005	7/12/2005	8/11/2005
FUNDING PENDING	0				
DESIGN DEVELOPMENT	0				
CONSTRUCTION DOCS	0				
BID	0				
MASTER SCHED	0				
CONSTRUCTION	0				
SUBSTANTIAL COMP	0				
ONSTRUCTION WARRANTY	0				

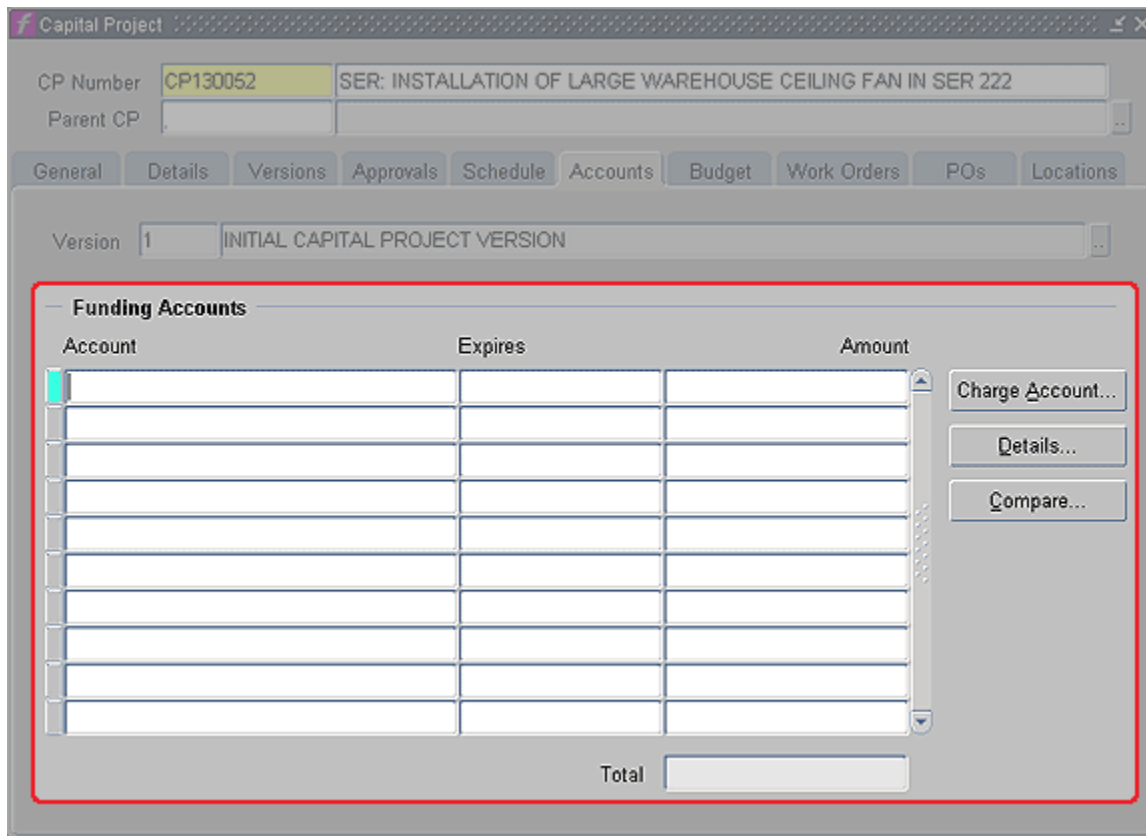
- a) **Dur** – Enter a Duration (number of days) and hit your Tab key on your keyboard.
- b) **Dates** – Fill in Planned and Actual Begin and End dates as appropriate.
  - i) Update as necessary.

16. Click on the Accounts Tab. (This is where a PM can check to see if the project has been funded.)



# Managing Capital Projects

## Capitol Project Form – Accounts Tab



The screenshot shows a software interface for a Capital Project. At the top, there are fields for 'CP Number' (CP130052) and 'SER: INSTALLATION OF LARGE WAREHOUSE CEILING FAN IN SER 222'. Below these are tabs for 'General', 'Details', 'Versions', 'Approvals', 'Schedule', 'Accounts', 'Budget', 'Work Orders', 'POs', and 'Locations'. The 'Accounts' tab is active, showing a 'Version' field with '1' and 'INITIAL CAPITAL PROJECT VERSION'. A red box highlights the 'Funding Accounts' section, which contains a table with columns for 'Account', 'Expires', and 'Amount'. To the right of the table are buttons for 'Charge Account...', 'Details...', and 'Compare...'. A 'Total' field is located at the bottom of the table.

Account	Expires	Amount

- 17. **Account** – Account type can be found here. Ex. ACAD, RR, etc. *(read only)*
- 18. **Expires** – Not used. *(read only)*
- 19. **Amount** – Project account amount. *(read only)*
- 20. Click on the Budget Tab.

## Capitol Project Form – Budget Tab

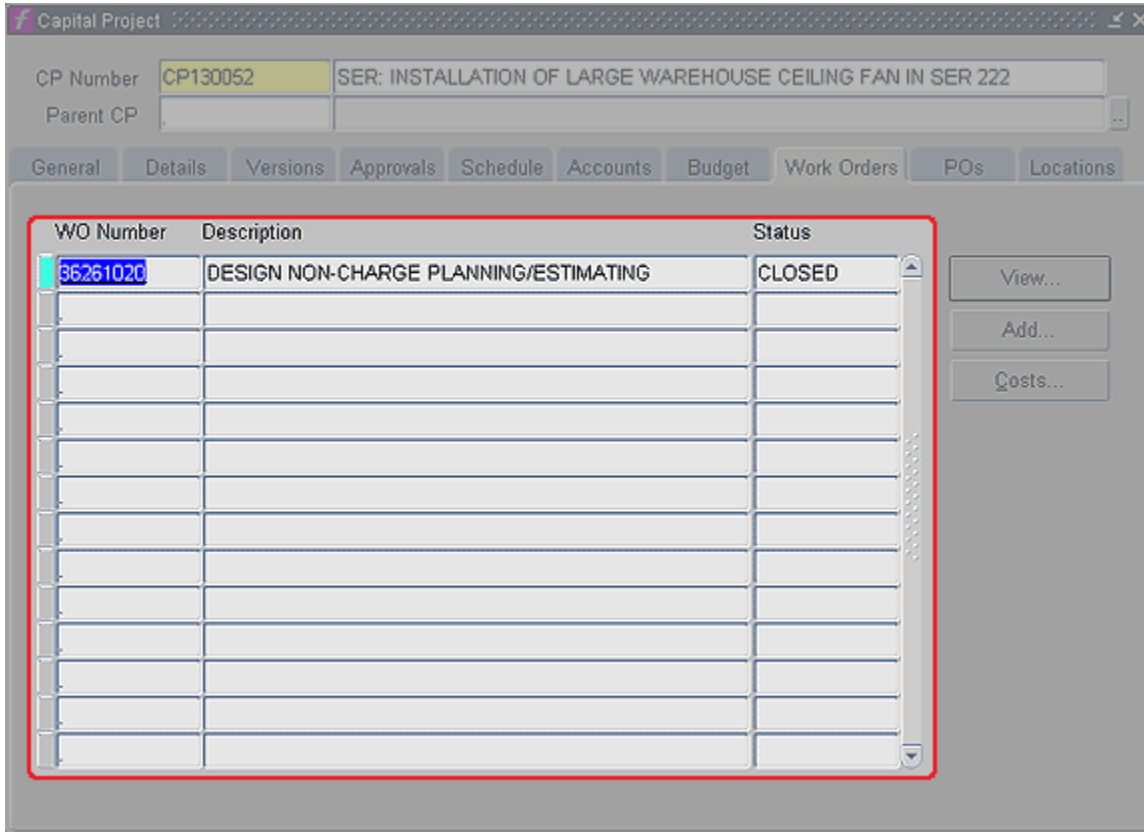
Code	Description	Planned Amt	Forecasted Amt

Unallocated Funds:

- a) **Planned Amt** – Click in the appropriate fields and fill in the appropriate Budget line item amounts in the ‘Planned Amt’ column.
  - i) They will total at the bottom and subtract from your Unallocated Funds amount.

## 21. Work Order Tab

## Capital Project Form – Work Order Tab



WO Number	Description	Status
86261020	DESIGN NON-CHARGE PLANNING/ESTIMATING	CLOSED

- a) Verify the appropriate Capital Project Work Orders have been created.
- b) Create additional work orders, as required, per the CP Work Order SOP.

## 22. Attachments

- a) Click on the Attachments Icon.

## Attachments Form

The screenshot shows a software window titled "Work Order Attachments - 36334998". It contains four tabs: "Options", "Notes", "Documents", and "Mail". The "Notes" tab is selected. Under the "Title" header, there is a list of seven empty text input fields. The first field is highlighted with a cyan background. Below the list is a larger "Text" input field. At the bottom of the window are two buttons: "New..." and "Edit...".

- i) Select the appropriate note from the list given (i.e., Design Manager Comments) and click on the Edit button.
- ii) **Text** – (*required*) Enter text as determined by business rules for the record type and note type.
  - (1) Make sure you click twice in the **Text** field to deselect the content.

b) Close the Attachments form.

**23. POs and Change Orders** - Click on the POs tab.

# Managing Capital Projects

## Capitol Project Form – POs Tab

Capital Project

CP Number: CP122112 WEL: LAB/OFFICE RENOVATION BRAD HOLLIDAY

Parent CP:

General | Details | Versions | Approvals | Schedule | Accounts | Budget | Work Orders | **POs** | Locations

Release

PO Number	No.	Budget Code	Vendor/Contractor	Description	Status	Amount
<a href="#">2007B00333</a>		3.1	OP CORP. FURNIS	S0PB3998611	PLACED	63.00
<a href="#">2006C00991</a>		3.1	OP CORP. FURNIS	S0PB4999783	COMPLETE	15,159.16
<a href="#">2006B01230</a>		3.1	OP CORP. FURNIS	S0PB3999052	PLACED	492.50
<a href="#">2006A47883</a>		3.1	LONGHORN BLIND	S0PB0967593	COMPLETE	174.98
<a href="#">06PSA0015</a>		2.5	EVN SERVICES TI	ENV SERVICES;WEL-FU	COMPLETE	12,475.00
<span style="background-color: blue; color: white;">05PSA3326</span>		<MULTIPLE>	COFFE CRIER & S	COFFEE CRIER: WEL - D	PLACED	47,985.00
<a href="#">05JOC735</a>		2.2	THOS. S. BYRNE,	THOS S BYRNE;WEL-HOI	PLACED	20,355.00
<a href="#">05JOC652</a>		2.2	SPAWGLASS COI	SPAWGLASS;WEL-HOLL	PLACED	414,383.48
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.						
.						
.						
.						
.						

View... Add... View Lines... Total Amount: 511,088.12

- (a) **PO Number** - Select the construction contract number (You can select by double clicking the contract number or highlighting and clicking on the view button at the bottom of the page.)

## Purchase Order Form – General Tab

**PO Information**

Purchase Type	SERVICE	Buyer	10565
Status	COMPLETE	Drop Ship	
Freight Terms		Ship Via	
Vendor Terms	NET30	Req No	
		Requester	10480

Credited to Date	.00
Invoiced To Date	53.00
Original PO Amount	1,445.14
Current PO Amount	53.00
Remaining PO Amount	.00

Vendor Confirmed  
 Batch Print  
 Print Notes on Same Page

Buttons: Deliver To..., Dates..., Audit..., Print..., Chg Orders..., Invoices..., RTVs..., Receipts...

ii) **Change Orders button** – Click here to see what change orders have been completely processed.

## Capitol Project Form – General Tab – PO changes

PO Number	Rel. Line Number	Change Order Number	Change Line Status	Reason	Approved Date	AmountChg New	<input type="checkbox"/>	<input type="checkbox"/>
00PSA0218	2	00PSA0218-1	1	COMPLETE	WED DEC 15, 200	-1,325.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
00PSA0218	3	00PSA0218-1	2	COMPLETE	WED DEC 15, 200	-67.14	<input checked="" type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>

Buttons: View, Print CO, View Approvals, Total Active CO \$ -1,392.14

- (1) Here you can see if all the previous change orders have been processed. \*\* Please keep in mind that there could be outstanding change orders that have not made it up to accounting yet.
- (2) Close the PO Changes form.
  - (a) Click on the PO form Lines tab.

# Managing Capital Projects

## Purchase Order Form – Lines Tab

Purchase Order Form - Lines Tab

PO Number: 00PSA0218  
 PA Number:   
 Vendor: 18706943760  
 Vendor Site:   
 COFFE CRIER & SCHENCK

Line	Part Number	Description	Status	Qty	UOP	Amount
1		WEL/LAB RENOVATIONS/CONTRACT	COMPLETE	1.00	LOT	53.00
2		WEL/LAB RENOVATIONS/CONTINGENCY	COMPLETE	1.00		.00
3		WEL/LAB RENOVATIONS/REIMBURSABLE	COMPLETE	1.00		.00
						Total
						53.00

Buttons: Add Line..., View..., Complete, Audit...

iii) **Amount** - This is how much contingency you have left. If there are any outstanding change orders then they WILL NOT be reflected here.

b) Close the Purchase Order Form.

24. Close the CP Form.