

Capital Planning

School Capital Reporting New Schools and Modernizations School Authority User Guide

June 20, 2018

Revision History

| Revision | Date | Author | Description of change |
|----------|------------------|---------------|--|
| 1 | December 4, 2015 | Todd Paskall | First Draft |
| 2 | December 7, 2015 | Todd Paskall | Inclusion of Pat Brideaux and Leo De Amaral revisions |
| 3 | December 9, 2015 | Todd Paskall | Additional review, edits for clarity |
| 4 | January 04, 2016 | Amit Anand | Added instructions on requesting access to the School Capital Tracking application |
| 5 | March 26, 2018 | Amit Anand | Added Instructions on adding 12 month cash-flow projections |
| 6 | May 11, 2018 | Amit Anand | Added instructions for added columns in the projections screen |
| 7 | June 13, 2018 | Amit Anand | Added new instructions for accessing Education Extranet |
| 8 | June 20, 2018 | Judith Wright | Updated general formatting, Data Field definitions, links to Extranet site and forms |

Document Purpose

This document is provided to assist School Authority and Alberta Infrastructure users of the School Capital Reporting System with using the online system for entering expenditure and projection information for their respective New Schools and Modernization Projects.

Audience

The primary audience for this user guide is:

- Alberta School Jurisdictions who are overseeing Grant Funded New Schools and Modernization Projects.
- Alberta Infrastructure overseeing Board Managed New Schools and Modernizations Projects.

Help

For assistance accessing the Alberta Education Extranet contact:

Alberta Education Client Services Help Desk

Email: cshelpdesk@gov.ab.ca

Phone: 780 427 5318 (for toll free access outside of the Edmonton area use 310-3000)

For assistance or questions about using the School Capital Reporting System for reporting on New Schools and Modernizations projects contact:

Judith Wright, Director, Learning Facilities Branch, Alberta Infrastructure

Email: Judith.Wright@gov.ab.ca

Phone: 780 422-7442

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1 Introduction

The online School Capital Reporting system replaces the Project Reporting Form for Grant Funded Projects that the School Authorities have been completing and emailing to Judith Wright at Alberta Infrastructure. Effective May 11, 2018 School Authorities and Alberta Infrastructure will have access to this new online system for monthly project reporting.

The online system includes previous reporting received from School Authorities covering the April 1, 2018 to future years reporting periods. School Authorities and Alberta Infrastructure will use this new system to report the May 2018 reporting period and onward.

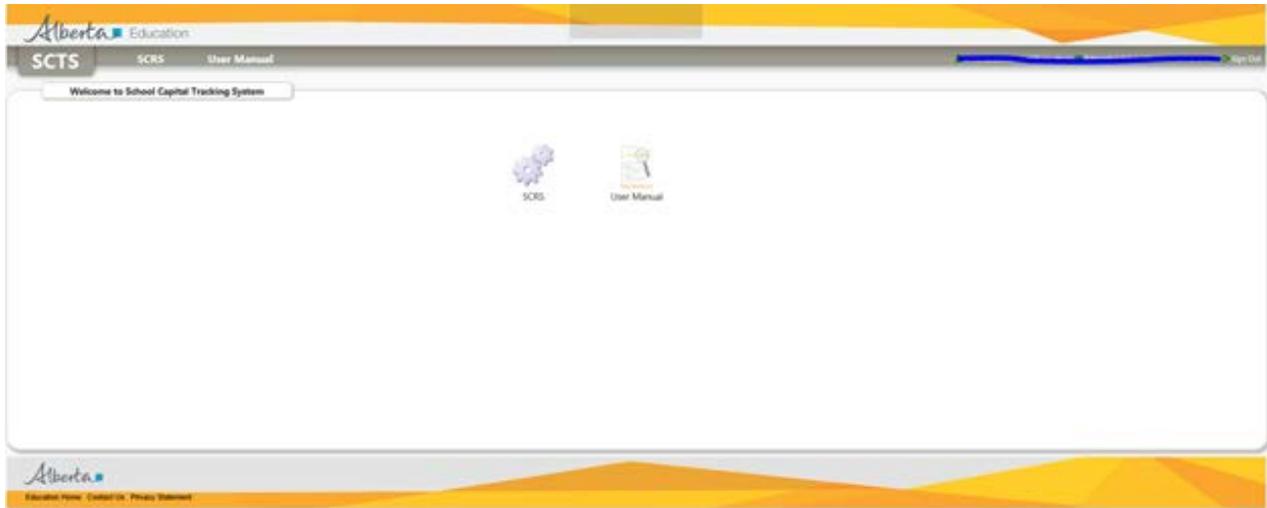
2 How to Access the System

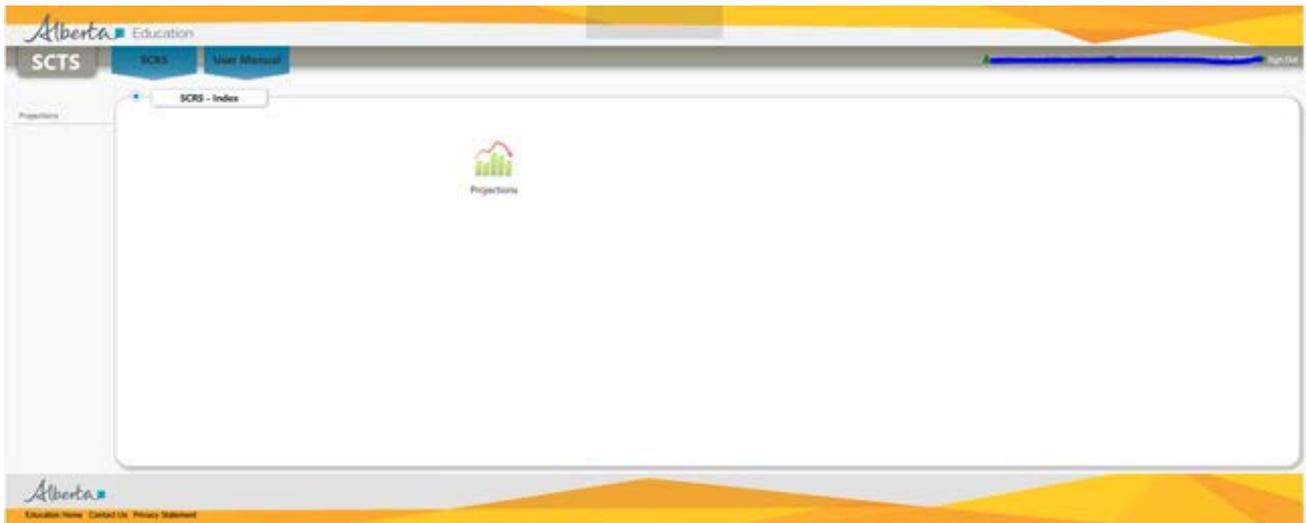
2.1 *Provincial Education Directory*

Please click on the [Illustrated Reference Guide](#), which provides authorities and/or schools with assistance in completing and maintaining their information via the School Information application.

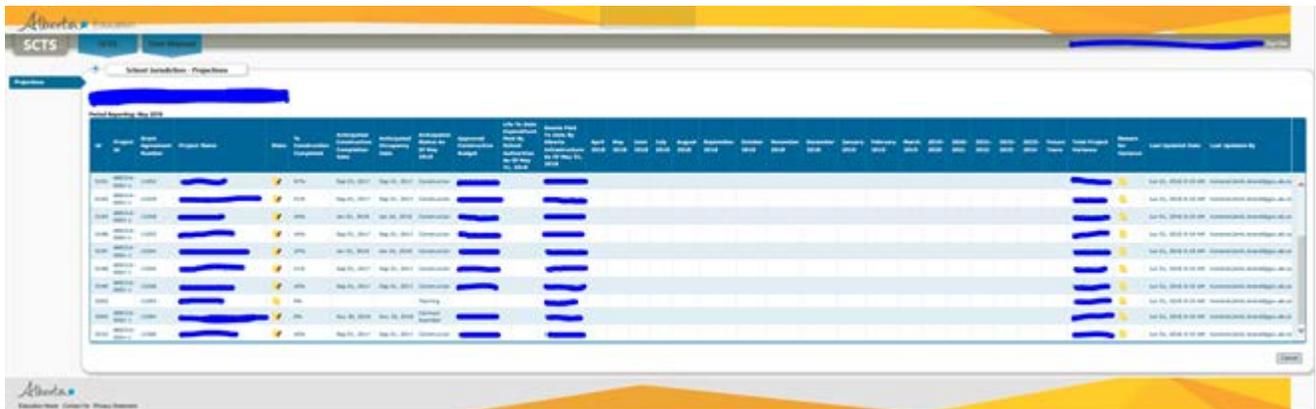
The guide outlines how to create an education extranet account and request access for School Capital Reporting System.

3 School Capital Reporting





Then, click on the “Projections” icon and you will see the New Schools and Modernization Projects update screen. This is where School Authorities will enter their expenditure and projection updates. School Authorities will only see and update projects within their respective jurisdictions, this is controlled via each School Authority user’s Alberta Education Extranet Account settings. The following pages will describe how to use the New Schools and Modernizations Project update screen.



3.1 New Schools and Modernization Projects Update Screen

The screenshot displays a web application interface for updating project data. At the top, there are navigation tabs for 'Home' and 'Data Manager'. Below this, a breadcrumb trail shows 'School Jurisdiction' and 'Projects'. A blue bar highlights the 'School Jurisdiction' dropdown menu. The main content area is a table titled 'New Schools Reporting May 2018'. The table has columns for 'Project Name', 'Status', 'Approved Budget', 'Approved Budget as of May 2018', 'Approved Budget Request', '2014 To 2018 Reporting Period', '2014 To 2018 Reporting Period', '2014 To 2018 Reporting Period', and monthly columns from 'April 2014' to 'April 2018'. Each row represents a project, with blue bars indicating the reporting status for each month. The table also includes columns for 'Total Budget Requested', 'Last Updated Date', and 'Last Update'.

Overview

Upon entering this screen the user will see their School Jurisdiction name, along with their respective New Schools and Modernization Projects. This is where you will enter your respective project updates, field definitions and rules for entry are listed in the Data Fields table on the following page.

Note:

The Reporting Period consists of Project Status Updates and Financial Cash flows.

Project Status Update is always the month preceding the current calendar month, for example, in December you are entering your project updates for the month of November.

Financial Cash Flows is always for the current month and future periods, for example, in December the jurisdiction will report when the anticipated payment request will be submitted to Infrastructure for payment during the term of the project.

Browser Setting Recommendation

Since this is a web-based system accessed via a web-browser, individual users will have different browser settings including Zoom-In/Out to set the screen and font size. For optimal use of this screen, it is recommended to have the Zoom set at 75% to show the full screen and minimize the need to scroll right/left.

Navigation

Upon entering this screen, the cursor will be located on the “Risks” field of the first project listed. Moving from field to field can be done using the “TAB” key or your mouse. **NOTE:** the “ENTER” key does not work for moving from field to field, so make sure to use the “TAB” key or your mouse to move from field to field.

Scrolling up or down the list of projects can be done using your mouse to click on the up/down arrows on the right side of the screen, or by clicking and holding the scroll bar.

Data Fields

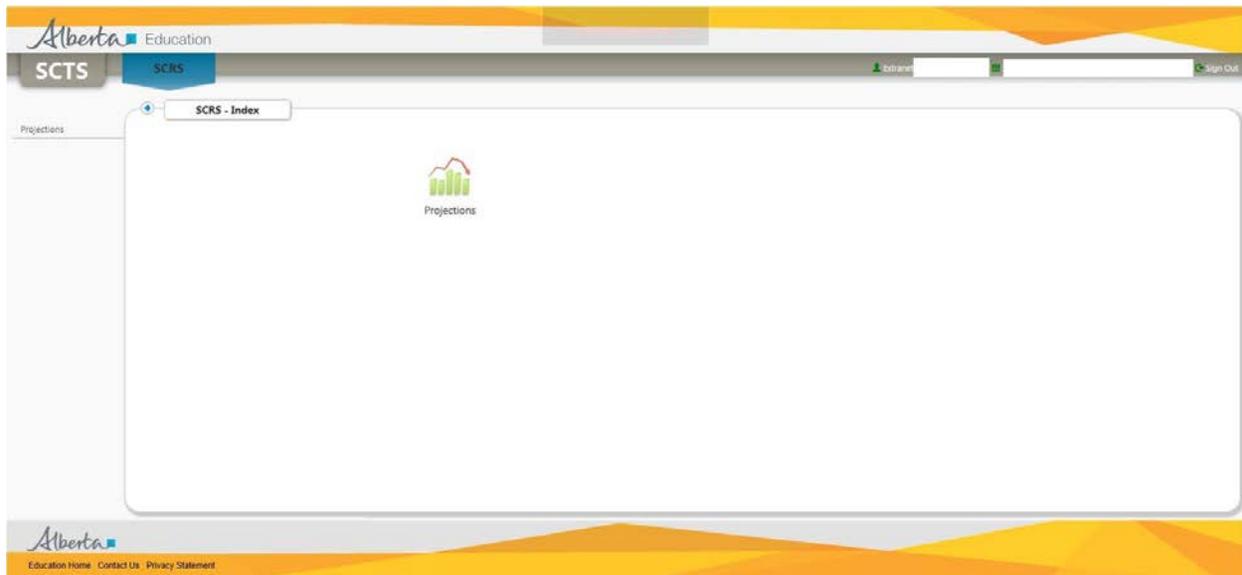
| Field | Description |
|--|--|
| ID | This is a sequential identifier from Alberta Infrastructure and is displayed only on this screen. |
| Project ID | This is a unique identifier assigned by the Ministry of Alberta Infrastructure. |
| Grant Agreement Number | The Grant Agreement Number is the 5- digit number assigned by Alberta Infrastructure. |
| Project Name | Name of each individual project. |
| Risks | Project risks as identified by School Authorities. Field allows up to max of 1000 characters. This field is to capture any issues with the budget or delays in schedule. |
| % Construction Complete | This is an estimate of project completion. School Authorities are required to provide the information. Valid entries are 0 (blank) up to 100. |
| Anticipated Construction Completion Date | This is a date field. Using the drop down calendar that appears and then scrolling to select a date, or the user can key in the date in the following format: mm/dd/yyyy. This field is to capture what the revised schedule indicates as the date when the contractor will be substantially complete. Note: if the date is unknown then leave the field blank, it will not accept TBD. |
| Anticipated Occupancy Date | This is a date field. Using drop down calendar that appears, the user will scroll through to select a date, or key in the date in the following format: mm/dd/yyyy. This field is to capture what the revised schedule and plans are, and indicates the date when the school will be open to students. Note: if the date is unknown then leave the field blank, it will not accept TBD. |
| Anticipated Status as of mm/yyyy | This is the status for the current reporting period. A drop down list is available to choose one of the following: <ul style="list-style-type: none"> • Blank • Planning • Design • Tendered • Contract Awarded • Construction • Complete |
| Approved Construction Budget | Approved Construction Budget as per agreement. |
| Life To Date Expenditure Paid By School Authorities As of mm, dd, yyyy | This is the actual total cost incurred by the School Authority based on the reporting period. The amount is to capture all of the expenditures incurred since the project started. Furniture and Equipment (F&E), CTS and SuperNet are not included within the Grant Agreement, so these components are not included in the life to date expenditures. |

| Field | Description |
|---|--|
| Grants Paid To Date By Alberta Infrastructure As mm, dd, yyyy | Total grants paid by Alberta Infrastructure to the School Authority as of the reporting period. This is a read-only field. **Excludes Furniture and Equipment (F&E), CTS and SuperNet. |
| Monthly Projections – the next twelve fields | The next twelve fields are the monthly cashflow projections to report in the current fiscal year. The following business rules will apply on these twelve month projection fields: <ul style="list-style-type: none"> - Monthly projections fields: based on the government fiscal year from April 2018 to March 2019. - Every 1st of the month, previous month(s) cash-flow projections column will be disabled/greyed out - Users are able to enter data from the 5th day to the 15th day of every month. Outside of these days the system is locked, allowing read only access. The projections screen will be in view only mode - Every year on April 1st, an Application will open a new twelve months column for the new fiscal year <p>The Monthly Projections are anticipated payments that will be requested from Alberta Infrastructure in the month/year reported. **Do not include Furniture and Equipment (F&E), CTS and SuperNet allocations in the projections.</p> |
| Five Years Projections | The next five fields are cash flow projections by fiscal year. The Five Year Projections are anticipated payments that will be requested from Alberta Infrastructure in the month/year reported. **Do not include Furniture and Equipment (F&E), CTS and SuperNet allocations in the projections. |
| Future Years | This field will capture cash flow projections beyond five years. **Do not include Furniture and Equipment (F&E), CTS and SuperNet allocations in the projections. |
| Total Project Variance | This calculated field displays the variance. Approved Construction Budget – (Grants Paid to Date (by INFRA) + Current fiscal year cash flow + future years cash flow projections) = Variance Note: the past month(s) disabled/greyed out cash flow projections is not accounted for variance calculation. |
| Reason for Variance | This field is to capture the reason for significant variance. |
| Last Update Date | This field will show the date and time when the user last updated the project information. |
| Last Updated By | This field will show which user last updated the project information. |

3.2 Saving and Sign Out

Once you have completed your data entry/updates click on the “Save” icon on the bottom right corner of the screen and your updates will be saved, a brief message will appear indicating that your updates have been saved, and you will be returned to the following screen.

If you do not wish to keep your entries/updates then click on the “Cancel” icon also located on the bottom right corner of the screen. Your updates will not be saved and you will be returned to the following screen.



At this point you can click on the “Sign Out” icon in the top right hand corner of the screen to exit the system, or click on the “Projections” icon to return to the New Schools and Modernization Projects update screen (you may do this to ensure your entries are saved).

Please note that, if you have multiple projects, you are not required to update all of the projects in a single session. You can save your data and return later to update additional projects or to correct a project if required.