

How to Create an Effective PMIS Entry

National Park Service 

**Project Management
Information System
(PMIS)**

**How to Create an Effective PMIS
Entry**

October 25, 2006

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Course Objectives

- Understand why you need to write a good PMIS entry.
- Understand how and where to start when scoping out the project.
- Identify and be able to correctly complete PMIS data fields.

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Course Objectives (continued)

- Write a compelling title, project narrative, and develop a comprehensive cost estimate
- Understand the importance of “closing the loop” of a PMIS entry through status and completion reports.
- Understand the importance of incorporating digital images, drawings, reports, etc. that relate to all stages PMIS projects.

How to Create an Effective PMIS Entry

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Agenda

- Why Good PMIS Entries Are Needed?
- How to Scope Out a Project
- Completing PMIS Data Fields
- Titles, Narratives, and Cost Estimates
- Status and Completion Reports
- Incorporating NPS Focus into PMIS Entries
- Closing Remarks and Class Credit

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PMIS TEL Classes in 2006

- PMIS Town Hall Meeting (April 26, 2006)
- Intro to the SCC (August 30, 2006—live and October 17, 2006—taped rebroadcast)
- **How to Create an Effective PMIS Entry (October 25, 2006)**
- PMIS Town Hall Meeting (November 14, 2006)

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Agenda

- **Why Good PMIS Entries Are Needed?**
- How to Scope Out a Project
- Completing PMIS Data Fields
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How to Create an Effective PMIS Entry

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Why Good PMIS Entries Are Needed?

- Purpose and Reason for PMIS
- Development of PMIS
- PMIS eCourse
- PMIS Newsflash
- Servicewide Comprehensive Call (SCC)
- Five Year Planning
- Importance of PMIS Information
- Winning the PMIS Lottery

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Purpose and Reason for PMIS

- PMIS is one of two official program and budget formulation systems of the National Park Service used by all organizations Servicewide.
- The other is OFS (Operations Formulation System).
- The primary purpose of PMIS is to request funding for and to track unfunded non-recurring and recurring project needs.

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Purpose and Reason for PMIS (continued)

- PMIS and OFS were developed to establish credibility of NPS funding requests with the Department of Interior, the OMB and Congress.
- PMIS is used to identify project needs and request non-recurring and some recurring project funding as part of the annual SCC.

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Purpose and Reason for PMIS (continued)

- The primary benefit of writing a good PMIS entry is to compete effectively for funding of your park's needs.
- Deficiencies identified as part of a facilities condition assessment process in FMSS are entered in PMIS as project requests to remedy the deficiencies.
- An OFS funding increase may also be needed to sustain changes brought about by the project.

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Purpose and Reason for PMIS (continued)

PMIS is also used to:

- Review, approve and prioritize project needs at the park, region and WASO levels;
- Track all requested, funded, and completed projects, whether or not they are in any other NPS system; and
- Document and report project and program accomplishments.

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Purpose and Reason for PMIS (continued)

- PMIS data entry, evaluation and approval processes are intended to be consistent Servicewide in all programs.
- Various programs still give contradictory instructions to document PMIS project needs.
- Typically their instructions are based on competing for \$\$ in a specific fund source.
- This inconsistency causes problems for the entire NPS.

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Purpose and Reason for PMIS (continued)

- The best business practice for parks in using PMIS is to develop a compelling project to address a critical, high priority need rather than focusing on a fund source.
- The best business practice for fund source managers in using PMIS is to work together to develop and apply consistent procedures and thereby promote a simpler, more efficient system for all users.

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Purpose and Reason for PMIS (continued)

- Data entry can be performed at any time in PMIS. Users don't have to wait for a budget call to identify and document their needs.
- Users at any level can readily retrieve project information whenever needed. They can see priorities that have been set and the projects that were successfully funded.
- Park, region or WASO management can respond quickly to inquiries and report progress made in meeting performance goals without numerous, separate information requests to field staff.

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Purpose and Reason for PMIS (continued)

- PMIS documents accountability for project funds by providing accurate and timely information on projected performance metrics at the project outset and actual outcomes upon completion.
- Up-to-date PMIS data satisfies DOI, OMB Congressional and other stakeholder expectations regarding the quality and types of data being tracked for accountability.

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Purpose and Reason for PMIS (continued)

- Reason for Interacting with other NPS computer systems
- Current PMIS Interfaces
- Future PMIS Interfaces

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Purpose and Reason for PMIS (continued)

The primary purpose of PMIS is to request funding for and to track unfunded non-recurring and recurring project needs.

- *PMIS is a tool to improve performance*
- *PMIS is a tool to report accomplishment*

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Development of PMIS

Why was PMIS Developed?

The Industrial Age has given way to the information Age

We have gone from paper to computer and send the printout to web-based real-time 24/7

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Development of PMIS (continued)

Communication technology is radically changing the speed, direction and amount of information flow, even as it alters work roles all across organizations.

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Development of PMIS (continued)

The first Servicewide Project Call in 1998 was to support the 2000 Budget:

- 5-year Plan for Repair/Rehabilitation,
- 5-year Plan for Line Item Construction,
- Recreational Fee Demonstration,
- Deferred Maintenance Inventory (FASAB)

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Development of PMIS (continued)

- FASAB,
- 5-Year Plan Repair/Rehabilitation,
- Recreational Fee Demonstration,

"The information supply available to us doubles every 5 years"
Richard Saul Wurman

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Development of PMIS (continued)

The First Servicewide Comprehensive Call for projects was in FY 2002:

- Initiated the annual prioritization of all project needs regardless of fund source by parks,
- All programs were to call for projects following the timeline identified by the SCC, and
- No fund source was to call for projects outside the SCC and/or not use PMIS.

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Development of PMIS (continued)
Legacy Projects

PMIS Development was an evolving process:

- As auditors or program managers identified needed up-grades they were made,
- What data fields are in the PMIS Project datasheet depend on when a project was entered into PMIS and funded,
- We can not change the data in these “Legacy Projects” but we do want to make sure they are closed by completing the accomplishment report.

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PMIS eCourse

- 5 modules
- Teaches basic principles about using the system.
- Highly recommended for all PMIS users.
- Printable PDFs and Job Aids become PMIS Help Resources

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The PMIS Newsflash

- Supports Quarterly Software Releases
- Provides PMIS users and administrators with information on upcoming changes to the software
- Precedes the release of new software versions by two weeks (allows users to learn about changes before they are added to PMIS)

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The Servicewide Comprehensive Call (SCC)

- The SCC is the formal beginning of a new budget cycle. In response to the SCC, parks are responsible to ensure that their current project needs are entered in PMIS.
- The information in PMIS provides the official NPS response to all internal and external inquiries about unfunded project needs and the strategy for addressing those needs.

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**Servicewide Comprehensive Call (SCC)
(continued)**

Park Responsibilities during the SCC:

- Parks should look at all Draft or Park Reviewed projects to determine if they are still valid.
- Update the project contact, congressional districts (if they changed), update the cost estimates

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**Servicewide Comprehensive Call (SCC)
(continued)**

- Regional approval or rejection of park projects is based on PMIS data entry quality and how well the projects meet funding category criteria.
- Success is enhanced by complete, accurate and compelling PMIS data entry, including a good explanation of **what** the project need is, **where** it will be performed, **why** it is needed, and what **tangible measurable results** will ensue.

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**Servicewide Comprehensive Call (SCC)
(continued)**

- Regional committees review the entire project submittal to determine if the project qualifies for funding or not.
- Requests that are incomplete will be rejected by those committees.



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**Servicewide Comprehensive Call (SCC)
(continued)**

- A complete and realistic cost estimate is also critical.
- The DOI and OMB now expect the NPS to document the “total cost of ownership” of projects to ensure that the true life cycle costs of proposals can be accommodated during this era of ever tighter annual budgets.
- Total cost of ownership includes initial cost, component replacement or recurring costs of updates, and operational costs.

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Five-Year Budget Planning

- **Required** as part of the annual Budget Request by:
 - Congress
 - Office of Management and Budget
 - Department of the Interior
- Demonstrates that NPS has a logical, sequential and professional approach to meeting its diverse project needs.

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Importance of PMIS Information

- Complete, convincing servicewide 5-year plans cannot be developed unless the full universe of current and future project needs for each park for that 5-year period is entered into PMIS.
- Every piece of bad data entered into, or correct data missing from, the system decreases the credibility and overall value of the system for users at all levels, including outside interests such as the DOI, OMB and Congress.

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Winning the PMIS Lottery

"Some people dream of success, while others live to crush those dreams."

- Regional, WASO & DOI reviewers help to make your PMIS project as competitive as possible.



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Winning the PMIS Lottery (continued)

- An incomplete and poorly written project does not compete well for funding
- Most projects go forward on lists, so the title must be compelling, accurate and truthful
- How well your project has been scoped out, and the quality of the project and component data you enter in PMIS contribute to getting your project on the lists for final approval
- Delete any “old dogs” and start afresh

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Winning the PMIS Lottery (continued)

“We never bother to fill out any PMIS project requests because we never get any money.”

- Well, Duh! What comes first, the chicken or the egg?
- High priority, legitimate project needs that are presented compellingly and are targeted to an appropriate Eligible Funding Category, will resonate with reviewers and you *will* get the money.

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Winning the PMIS Lottery (continued)

- PMIS data entry is serious business
- Don't give this job to Larry, Moe & Curly!
- Assign responsibility for PMIS data entry to park staff who are fully familiar with your project needs, who use PMIS on a regular basis, and who write well.



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How to Scope Out a Project

- Five stages of a PMIS project
- Park PMIS Data Entry Actions
- Projects vs. Components
- Park PMIS Data Entry Process
- Conceptualizing & Scoping Projects
- Condition Assessments & Scoping

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Five stages of a PMIS project

-  1 Enthusiasm for the goals
-  2 Disillusionment with the progress
-  3 Search for the guilty
-  4 Persecution of the innocent
-  5 Praise for the non-participants

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Park PMIS Data Entry Actions

Over 100 data fields but thanks to the programmers because some are auto-generated:

- PMIS Number,
- Park Alpha,
- Park Name,
- Created date, etc.

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Projects vs. Components

- PMIS Projects are made up of project information
- Each Project has one or more Funding Components (referred to as "components")
- Multiple components are used to articulate multiple phases, funding years, or funding sources
- Components – not projects – are funded

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Projects vs. Components (continued)

What is a Project?

A Project is a stand-alone outcome, made up of a logical group of actions that have a sequence or are functionally related, and it is made up of one or more funding components that fit the same project description and justification. *WHEW!*

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Projects vs. Components (continued)

WARNING
Approach with Caution

WARNING
Approach with Caution

A Funding Component is a distinct action that is part of a project, and is performed in a specific year, phase or portion of a project, and is funded by a discrete funding source.

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Park PMIS Data Entry Process

- Conceptualize and scope out projects
- Complete Project and Funding Component data entry
- Review (approve) & Prioritize Projects
- Select Eligible Funding Categories
- Complete fund source specific criteria
- Submit Funding Components

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Conceptualizing and Scoping Projects

- A careful scoping process clearly defines the need and provides a strong justification for the project.
- Methodical scoping also avoids the all-too-common problem of underestimated project costs caused by leaving out critical work elements.
- With fewer Development Concept Plans being completed, data formerly acquired during planning may be missing and be funded and obtained during the design and construction process.

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Conceptualizing and Scoping Projects (continued)

Scoping Steps

- Describe the work and the desired outcomes to be accomplished by the project.
- Secure park management team agreement that the project is valid and should be entered in PMIS.
- Determine the full scope of the project by consulting with staff from other divisions.
- Gather relevant data to support project data entry.

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Conceptualizing and Scoping Projects (continued)

Assess the need for resource or technical data or processes such as . . .

- T&E species surveys or other unusual compliance
- Hydrology information
- Geo-technical/geo-hazard/seismic surveys
- Archeological investigations, clearance or monitoring (can be expensive)
- Sensitive habitat analysis
- Flood plain mapping
- Topographic surveys
- Detailed soil tests (for bearing loads)
- Soil percolation tests (for septic drain fields)
- Permit requirements (a common concern now by states)
- Coordination with federal, state and local agencies, and with tribes

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Conceptualizing and Scoping Projects (continued)

Assess the need for infrastructure work such as...

- Upgrading or extending road access
- Upgrading or extending trails
- Electrical power grid connection (may include line extension) or solar PV system to offset power consumption
- Water system connection or drilling a new well (may include water storage tank)
- Sewer system connection (may include line extension or new drain field)
- Fuel storage to support heating and/or air conditioning needs
- Fire hydrants
- Special techniques required to respect wilderness concerns

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Conceptualizing and Scoping Projects (continued)

Let's Scope Out a Project

- The purpose of scoping is to make sure that you take care of the total project need as one project, rather than funding several separate pieces over time.
- Your project may be simple – or it may be much more complex than it seems initially.

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- During scoping, consider how this project supports the park mission, its management plans and core operations.
- Identify critical natural and cultural resource compliance issues and mitigation.
- Have any letters of complaint, warnings, compliance orders and/or citations been received and require action?

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Conceptualizing and Scoping Projects (continued)

- It's helpful to talk the project through as a team with staff from other divisions to ensure that all concerns are addressed, and a consensus is reached on the desired project outcomes.
- Identify logistical issues that may impact the project schedule.
- Discuss potential impacts on park operations.
- Use a checklist for scoping and scheduling a project.

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Conceptualizing and Scoping Projects (continued)

Example: Replace a dilapidated trailhead kiosk

- the kiosk serves multiple trailheads
- trail rerouting should be considered
- a trailhead restroom may need rehabilitation or replacement
- safety messages are outdated
- critical interpretive exhibits are missing
- trailhead parking is not ADA-compliant

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Conceptualizing and Scoping Projects (continued)

Example: Replace a flood damaged trail bridge

- the bridge has washed out before
- investigate alternate stream crossings and trail rerouting options
- perhaps the bridge should be raised, which would require new bridge abutments
- assess more durable bridge materials
- the stream is a prime salmon run and thus requires additional compliance
- visitor use patterns may be changing

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How would you request project funds in PMIS to address raccoons in park lodging?



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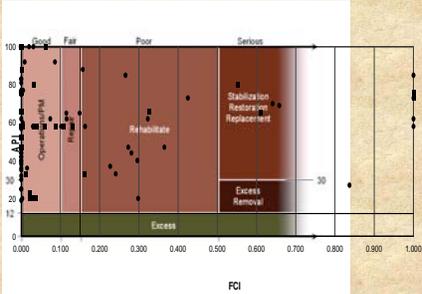
Condition Assessments and Scoping

- Condition Assessments provide a methodical framework,
- Using the Asset Management Reporting System parks can:
 - Determine the relative condition of assets,
 - Identify asset deficiencies already in PMIS,
 - Bundle deficiencies into a logical project

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- Determine the relative condition of assets



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Identify asset deficiencies already in PMIS

Asset #	Description	Occ.	Status	API
70843	LC SS Big Spring Ranger Contact Station 474	NPS	OPERATING	88
70388	LC RS Round Spring Cave Trail	NPS	OPERATING	88

FCI	Zone	WO#	PMIS#	Status
8.201	Stability Restoration Replacement	205975	110443	A COSTED
		288978	8818	A COSTED
		288977	114217	A COSTED
		288978		COSTED
		880088		INPRG
705107		INPRG		
2.444	Stability Restoration Replacement	200982		COSTED
		200983		COSTED
		200984		COSTED
		200985		COSTED
704577		INPRG		

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Agenda

- Why Good PMIS Entries Are Needed?
- How to Scope Out a Project
- **Completing PMIS Data Fields**
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Completing PMIS Data Fields

- Project Identification
- Project Narrative
- Project Type, Assets, Activities, and Emphasis Areas
- Primary Asset and DOI Categories
- Project Banding
- Project Assistance Needs
- Components

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Project Identification

Title

- The title introduces the reviewer to your need.
- It should give the reviewer an clear explanation of the project.
- Always start the title with an active verb.
- Do not use all CAPITAL letters in the title.

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Project Identification (continued)

Project contact name & Phone Number

- This field should be reviewed annually and updated as needed.
- This field is used by reviewers when questions are raised about the project.
- This field is open 24/7

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Project Identification (continued)

Reference Number

- This field is optional
- Can be used by special programs to quickly sort on projects (i.e., "PLC")

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Project Identification (continued)

Congressional District and Project State

- Used to identify the districts and state where the project is located.
- Search on these fields in order to answer questions by WASO and OMB on what projects are being funded in a certain district or state.
- For region-wide projects, use the 3 digit region abbreviation plus "00". (SER00).

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Project Narrative

- The Project Description identifies **what, where, when** and **how** the project will be accomplished.
- The Justification describes **why** the project is needed, the urgency and projected impacts of its delay on park resources, assets or visitor experience.
- Measurable Results quantify tangible benefits or outcomes to **document project metrics**.

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Project Narrative

Why the Project Description is important

- You are educating reviewers totally unfamiliar with the project so they can understand it, relate to it and hopefully approve it.
- You are trying to convey to reviewers that you've thought the project scope out carefully and are writing knowledgeably.

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Project Narrative (continued)

- For the Fee program, it's absolutely essential that you capture the direct visitor connection in your Project Description.
- For large new facility construction or replacement projects, focus on the functions to be served with a general quantitative description of size or capacity to allow for normal refinements during planning & design.

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Project Narrative (continued)

Why the Project Justification is Important

- You are selling your project by building compelling evidence in favor of its funding.
- Describe the difference the project will make by comparing management of the park without the project versus with the project completed. How will the park be changed?
- ***A common mistake is to claim unrealistic impacts, operational benefits to the park and/or project benefits to visitors.**

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Project Narrative (continued)

Why Measurable Results are so Important

- Reviewers expect you to demonstrate a positive value achieved for the project \$\$ invested.
- Measurable Results are performance measures: data must be quantified. All asset projects must document FCI change achieved.
- ***The most common mistake is to use generalities rather than specifics.**

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Project Type, Assets, Activities, and Emphasis Areas (continued)

Why Project Types Matter

Facility or Non-facility a major decision point:

- Facility Projects require DOI Criteria
- Historic vs. non-historic
- FMSS Parent Work order on the component

Know and Use Attachment G definitions of asset management related terms!

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Project Type, Assets, Activities, and Emphasis Areas (continued)

Pass Through Funding

- Track Congressionally directed NPS appropriations to work on assets not owned by the NPS
- Such as non-federal government entities conducting work in non-NPS areas via a grant, cooperative agreement or similar contract.

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Project Type, Assets, Activities, and Emphasis Areas (continued)

Partnership Involvement projects have 3 considerations:

1. Identifies projects that benefit a park or program,
2. Funded or co-funded by an organization or entity other than the NPS,
3. Includes Cooperating Association, Friends Group and other established non-profit support groups and federal, state or local government agencies

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Project Type, Assets, Activities, and Emphasis Areas (continued)

Use the check boxes to:

- Identify the type of work or how an asset will be “touched” (**activity**);
- Identify an **asset or resource** that is being worked on;
- Identify initiatives or areas of concern the project addresses (**emphasis areas**).

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Project Type, Assets, Activities, and Emphasis Areas (continued)

Project assets, activities and emphasis areas:

- Used extensively for searching and reporting to outside stake holders,
- Used by Program Managers to search for projects with characteristics identified by the A,A&E to help formulate their program or track progress,
- Reviewers search for projects to review, formulate and fund meet specific Service or Departmental initiatives,
- Searching by A,A & E is used to show a backlog of need or how many projects have been identified,
- Emphasis Areas forecast new initiatives and many come from Budget Formulation Guidance like Attachment G.

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Project Type, Assets, Activities, and Emphasis Areas (continued)

Project assets, activities & emphasis areas Don'ts:

- **Don't omit critical activities, assets or emphasis areas that are directly accomplished, affected by or being addressed by your project.**
- **Don't check a lengthy list of activities, assets or emphasis areas – many of which have at best an indirect relationship to your project.**
- **Don't an emphasis area that does not apply because you have not read the definition.**

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Primary Asset and DOI Categories

Why Primary Asset Type is Important

- Primary Asset Type was used for FASAB (Federal Accounting Standards Advisory Board) reporting to the Department of the Interior (DOI)
- Primary Asset Type help align data with FMSS asset types

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Primary Asset and DOI Categories (continued)

Why DOI Categories of Facilities Maintenance & Construction Needs are Important

- Projects are ranked on the percentage of work (total project \$) in each of the categories,
- Categories are weighted and the percentage value in each is used to calculate DOI Rank – 1000 is the highest score,
- DOI Rank is used to set priorities for funding projects in the 5-Year program,
- The goal of the 5-Year program is to reduce the percentage of mission critical and mission dependent assets in Unacceptable (Poor) FCI condition.

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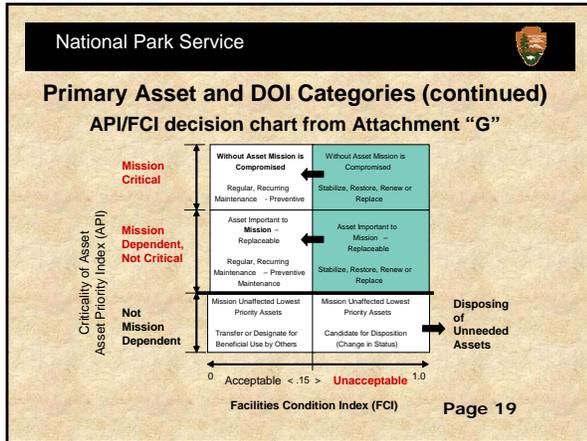
Primary Asset and DOI Categories (continued)

Why DOI Categories of Facilities Maintenance & Construction Needs are Important

- Attachment G includes the DOI Categories and how they will be used to hit the goals of the 5-Year program.
- “G” for FY 2008 shifts the DOI agencies into asset management mode with the goal to reduce the percentage of mission critical and mission dependent assets with an unacceptable Facility Condition Index.

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- Primary Asset and DOI Categories (continued)**
DOI Criteria don'ts:
- ☛ Don't input percentages that do not equal 100%
 - ☛ Don't forget to include all the categories from both Deferred Maintenance and Capital Improvement when both types of work will be accomplished as part of your project,
 - ☛ Don't make claims you didn't back up with facts in the project Description and Justification,
 - ☛ Don't forget to be consistent with project Assets, Activities, and Emphasis Areas support the DOI category percentages of DM and CI work that you select
 - ☛ Don't use DOI categories that are not congruent with your FMSS child work orders sub-work types.
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- Primary Asset and DOI Categories (continued)**
Why DOI Categories are Important
- Very important that DOI categories be congruent with other PMIS fields:
- ❖ Consistency reinforces validity described project need.
 - ❖ Use FMSS child work order sub-work types & PMIS project cost estimate breakdown to correctly allocate DOI category %s of DM & CI work.
 - ❖ Accuracy in use of the DOI category percentages helps to avoid delays in your project approval.
 - ❖ Correct use of DOI definitions and categories is essential for NPS reporting
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Original DOI Emphasis Criteria

Category	Weight
Critical Health and Safety Deferred Maintenance (CHSdm)	10
Critical Health and Safety Capital Improvement (CHSci)	9
Critical Resource Protection Deferred Maintenance (CRPdm)	7
Critical Resource Protection Capital Improvement (CRPci)	6
Critical Mission Deferred Maintenance (CMDM)	4
Compliance and Other Deferred Maintenance (C&ODM)	3
Other Capital Improvements (OCI)	1

Based on these weight factors, projects are to be ranked using the following calculation: $(\%CHSdm \times 10) + (\%CHSci \times 9) + (\%CRPdm \times 7) + (\%CRPci \times 6) + (\%CMDM \times 4) + (\%C\&ODM \times 3) + (\%OCI \times 1) = \text{RANK SCORE}$

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NEW DOI Emphasis Criteria

Category	Weight
Critical Health and Safety Deferred Maintenance (CHSdm)	10
Critical Health and Safety Capital Improvement (CHSci)	9
Critical Resource Protection Deferred Maintenance (CRPdm)	7
Critical Resource Protection Capital Improvement (CRPci)	6
Energy Policy, High Performance, Sustainable Buildings CI (EPHPBSci)	5
Critical Mission Deferred Maintenance (CMDM)	4
Other Deferred Maintenance (ODM)	3
Code Compliance Capital Improvement (CCci)	3
Other Capital Improvements (OCI)	1

Based on these weight factors, projects are to be ranked using the following calculation: $(\%CHSdm \times 10) + (\%CHSci \times 9) + (\%CRPdm \times 7) + (\%CRPci \times 6) + (\%EPHPBSci \times 5) + (\%CMDM \times 4) + (\%ODM \times 3) + (\%CCci \times 3) + (\%OCI \times 1) = \text{TOTAL SCORE}$

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LIC: DOI Emphasis Criteria Bands

- Agreement with DOI requires that projects with scores between 1000-800 points are funded first, then 799-500 point projects, and 499-100 point projects last.
- Project DOI scores are reviewed by a team at the national level for consistent scoring using DOI interpretations and guidance
- Normal NPS CBA-based process is used to rank projects within DOI score bands.
- Only 1 project in the current draft 5-year plan has a DOI score below 500 (it is an accelerated "special" project)

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Situation - Facility type project has at least one unfunded component that is currently unformulated.

Action Needed - Depending on the project's current level of review and their scope, the user must enter the "Edit" or "Needs Edit" area of PMIS. They will see a link which will lead them to the correction of DOI Emphasis Area Percentages.

Consequence of Not Acting - User will be unable to prioritize that project as part of the current SCC. If the project in question is HIGH banded, they will be prohibited from completing prioritization until the percentages have been updated and equal 100%.

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National Park Service 

Situation - Facility type project has at least one unfunded component that is formulated for FY2008 or beyond

Action Needed - Depending on the project's current level of review and their scope, the user must enter the "Edit" or "Needs Edit" area of PMIS. They will see a link which will lead them to the correction of DOI Emphasis Area Percentages.

Consequence of Not Acting - User will be unable to prioritize that project as part of the current SCC. If the project in question is HIGH banded, they will be prohibited from completing prioritization until the percentages have been updated and equal 100%.

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National Park Service 

Situation - Facility type project has at least one unfunded component that is formulated for FY2007, but the current DOI Percentages entered by the user do not equal 100%.

Action Needed - Depending on the project's current level of review and their scope, the user must enter the "Edit" or "Needs Edit" area of PMIS. They will see a link which will lead them to the correction of DOI Emphasis Area Percentages.

Consequence of Not Acting - User will be unable to prioritize that project as part of the current SCC. If the project in question is HIGH banded, they will be prohibited from completing prioritization until the percentages have been updated and equal 100%.

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How to Create an Effective PMIS Entry

National Park Service 

Situation - Facility type project has at least two unfunded components. One component is formulated to FY2007 and the other is either unformulated or is formulated to a year in FY2008 or beyond.

Action Needed - Depending on the project's current level of review and their scope, the user must enter the "Edit" or "Needs Edit" area of PMIS. They will then see two different links to correct DOI Emphasis Area Percentages. They must ensure that the percentages associated with the FY2007 formulated component correctly correspond to the stated component and total 100%. They must enter a separate link for the other component and enter percentages for the new categories which are associated with the second component. Here again, the percentages entered must total 100%.

Consequence of Not Acting - User will be unable to prioritize that project as part of the current SCC. If the project in question is HIGH banded, they will be prohibited from completing prioritization until the percentages have been updated and equal 100%. **Page 20**

National Park Service 

Project Banding

Why Project Banding matters

- As part of the FY2002 OMB Budget pass back, OMB Budget Examiner Craig Crutchfield admonished, "If the NPS doesn't make credible choices, the DOI, OMB or others will do this for you."
- The NPS must truly weigh priority of needs: *not all projects are critical.*
- Banding is on the whole project not a single component.

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National Park Service 

Project Banding (continued)

- Banding defines how your need fits in with other needs Servicewide based on consistent criteria, correlates project needs with respect to NPS, illustrates the urgency of the need, and organizes PMIS projects into 3 bands – HIGH, MEDIUM and LOW – from which a park can begin numerical prioritization.
- Regions and Program Managers use banding as one of the criteria when approving and formulating projects.

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National Park Service 

Project Banding (continued)

- Banding helps identify the relative priority of park needs by establishing the project's link to the mission and goals of the park, the urgency of the project, timing and efficiency, and the degree of stakeholder support.
- Banding defaults to "Not Applicable." If Banding indicates "Not Applicable" in the 7 questions, reviewers may assume the project has nothing to do the NPS mission and ask why should it be funded.

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National Park Service 

Project Banding (continued)

- **Common error in older projects is that park failed to update selections after Banding was added to PMIS**
- **Common mistake is to fail to assign a "Significance of Resource" and/or "Threats to Resource" banding component to Facility projects**
- Built resources – assets – are just as much a park resource as a natural resource.

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National Park Service 

Project Banding (continued)

- Select Banding responses that most closely match project attributes of each of the 7 banding criteria. Select your responses by clicking on radio buttons.
- To avoid raising "red flags" during the review process, your responses to Banding questions must honestly reflect the PMIS project narrative Description and Justification.
- For many projects, the "Not Applicable" choice will be correct for one or more criteria.

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National Park Service 

Project Assistance Needs

- PMIS version 8.0 added a new field – Project Assistance Needs – for all projects.
- All projects with unfunded components will need to be marked during the current SCC before prioritizing those projects.
- If the park fails to complete this action on a HIGH banded project, they will be prohibited from submitting their updated priority listing.

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National Park Service 

Project Assistance Needs (continued)

- If the Project is not Region-reviewed, your park still will have editing rights. Click on the blue **Edit Project** icon at the top left of the PMIS screen and then select the "Edit Project Assistance Needs" option. You will see the screen on the next page:
- If the Project is Region-reviewed, click on the red **Project Needs Edit** icon at the top of the project. You will see the same screen:

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National Park Service 

Project Assistance Needs - 11/7/06

Assistance Needed From No Assistance Needed

Service Center Region

If assistance is needed from Service Center and/or Region, at least one of the following areas must be selected

- Architectural and Engineering Services
- Compliance
- Project Management/Coordination
- On-site Inspections/COTR
- Contracting
- Natural Resource Technical Assistance

Save and Continue Cancel and Exit

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How to Create an Effective PMIS Entry

National Park Service 

Project Assistance Needs (continued)

- First, click either of the two radio buttons at the top of the screen. If you selected "No Assistance Needed" you are done.
- If you selected "Assistance Needed From:" then you must check the "Service Center," "Region," or both options.
- The final step is to check one or more of the six listed assistance types needed.

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National Park Service 

Project Assistance Needs (continued)

Why identifying your Project Assistance Needs is important

- Identifying your Project Assistance Needs for help from non-park staff during PMIS data entry helps park division chiefs & regional program managers plan their workloads for A&E Services, Compliance, Project Management/Coordination, On-site Inspection/COTR services, Contracting and Natural Resources Technical Assistance.

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National Park Service 

Components

Why the correct use of Funding Components is important

- Components – not projects – are funded,
- Key reporting data is based on component accomplishments,
- Allows reporting by fundsource,
- Enables tracking of partnership contributions if the project has a partnership component with a designated fundsource – "Non-NPS Fund Source."

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How to Create an Effective PMIS Entry

National Park Service 

Components (continued)

Correct use of Funding Components is important

New data entry box added to PMIS funding components to record the component labor type:

- Contract Labor
- Non-permanent NPS Staff/Day Labor
- No Labor Costs Requested

This will help project the future workload for contracting offices in large parks, regions and service centers and help generate reports requested by stakeholders.

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National Park Service 

Components (continued)

Why the correct use of Funding Components is important

Fewer components rather than more are preferred.

- Unless it is for a recurring annual need or recurring cycle the fewer the components the better
- Consider first how you can use the lines in the cost estimate to show parts or phases of a project
- Interface with the financial system requires each component must have a unique account number
- Interface with FMSS requires one Parent Work order per component
- Consistency of how projects vs. components are entered and used by all NPS programs.

Bottom line save yourself some work only use components when there is a need to show different funding sources or a recurring action under a single project description that will be funded in separate years

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National Park Service 

Agenda

- Why Good PMIS Entries Are Needed?
- How to Scope Out a Project
- Completing PMIS Data Fields
- **Titles, Narratives, and Cost Estimates**
- Status and Completion Reports
- Incorporating NPS Focus into PMIS Entries
- Closing Remarks and Class Credit

How to Create an Effective PMIS Entry

National Park Service 

Titles, Narratives, and Cost Estimates

- Titles
- Project Narratives
- Project DOI Categories (Facilities Maintenance & Construction)
- Project Funding Component
- Cost Estimates

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Titles

- Review and Update project and component titles as needed,
- Should always start with an action verb.
- Avoid using titles like "Digging History"
- Avoid using the park's ALPHA code in the title. An example of this would go something like this ... "Ghost Tours at SERO"

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National Park Service 

Titles (continued)

How to write an effective Project Title

- The PMIS title provides the first impression of your project. The project title may be your only opportunity to make a compelling impression on the reviewing audience.
- Since reviewers probably are unfamiliar with your park and certainly lack an understanding of the project need, omitting a key word or two or using an illogical sequence of words is guaranteed to confound them!

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How to Create an Effective PMIS Entry

National Park Service 

Titles (continued)

- Start all PMIS project titles with an action verb that is not abbreviated
- Format the title in "Title Case"
- Never end the title with a period
- Use acronyms only when they are readily known throughout the NPS
- Some programs add an abbreviation to end the Project Title to enable quick program sorts using the PMIS Search function

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Do these project titles have errors?

- *Seal and Chip Park Roads - Boulder Beach campground and interior roads – RCM*
- *RCM - Repair Reverse Osmosis Water Plant at Stovepipe Wells*
- *Reconstruct Failing Visitor Launch Facilities for Continued Safe Operation (Phase 1) - SNPLMA*
- *Salt Cedar FY2003 (Furnace Creek) – PLC*
- *Repair Pacific Crest Trail (PLC)*

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Titles (continued)

- The following 3 examples show how a PMIS user might proceed from an initial rough draft for a project title to one that accurately captures the full intent of the project, while at the same time meeting the title business practices and the PMIS title field limit of 100 characters.

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How to Create an Effective PMIS Entry

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Titles (continued)

First Example

- ***Rehabilitation of Three Restrooms.***

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Titles (continued)

- *Rehabilitation of Three Restrooms.*
- ***Rehabilitate Two Restrooms at the Lodgepole Campground***

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National Park Service 

Titles (continued)

- *Rehabilitation of Three Restrooms.*
- *Rehabilitate Two Restrooms at the Lodgepole Campground*
- ***Rehab Two Dilapidated Restrooms and Construct a New Handicapped Accessible Restroom at the Lodgepole Campground***

Pages 25-27

How to Create an Effective PMIS Entry

National Park Service 

- *Rehabilitation of Three Restrooms.*
- *Rehabilitate Two Restrooms at the Lodgepole Campground*
- *Rehab Two Dilapidated Restrooms and Construct a New Handicapped Accessible Restroom at the Lodgepole Campground*
- ***Rehabilitate 2 Vandalized Toilets & Construct a New ADA-Compliant Restroom at Lodgepole Campground***

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National Park Service 

Titles (continued)

Second Example

- ***Yellow Jacket Wasp Abatement In Visitor Use Area***

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National Park Service 

Titles (continued)

Second Example

- *Yellow Jacket Wasp Abatement In Visitor Use Area*
- ***Develop a Wasp Abatement Program to Suppress Yellow Jacket Populations***

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How to Create an Effective PMIS Entry

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Second Example

- *Yellow Jacket Wasp Abatement In Visitor Use Area*
- *Develop a Wasp Abatement Program to Suppress Yellow Jacket Populations*
- ***Suppress Yellow Jacket Populations around the Visitor Center, along Trails, and in Campgrounds & Picnic Areas***

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National Park Service 

Second Example

- *Yellow Jacket Wasp Abatement In Visitor Use Area*
- *Develop a Wasp Abatement Program to Suppress Yellow Jacket Populations*
- *Suppress Yellow Jacket Populations around the Visitor Center, along Trails, and in Campgrounds & Picnic Areas*
- ***Suppress Wasp Populations in Crater Rim High Use Areas to Improve Visitor Experience & Safety***

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Titles (continued)

Third Example

- ***Park cave inventory and mapping***

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How to Create an Effective PMIS Entry

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Titles (continued)

Third Example

- *Park cave inventory and mapping*
- **Conduct Integrated Inventory And Assessment Of Park Caves**

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Third Example

- *Park cave inventory and mapping*
- *Conduct Integrated Inventory And Assessment Of Park Caves*
- **Conduct Inventory & Assessment of Park Caves to Identify Opportunities for Future Public Access & Interpretation**

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National Park Service 

Third Example

- *Park cave inventory and mapping*
- *Conduct Integrated Inventory And Assessment Of Park Caves*
- *Conduct Inventory & Assessment of Park Caves to Identify Opportunities for Future Public Access & Interpretation*
- **Inventory and Assess North Flow Caves to Identify Opportunities for Public Access & Interpretation**

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How to Create an Effective PMIS Entry

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Break & TEL Exercise

- You now have a 10-minute break
- During this break, look at the following poor PMIS project title, and based on the Project Description provided, come up with some suggestions how to improve the project title.

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National Park Service 

Title: cape ann shuttle bus.

- Operate a new shuttle bus system connecting Granite Tor, the Squam Hill and Pigeon Cove campgrounds and the Cape Ann NM visitor center. Purchase 7 30-passenger electric buses to replace polluting leased diesel buses. Construct 4 bus shelters with signs. Improve safety and accessibility of the Granite Tor parking area. Maintain shuttle buses. Interpret Norse ruins and coastal geology on buses.

TEL Exercise

National Park Service 



TEL Exercise

How to Create an Effective PMIS Entry

National Park Service 

Titles (continued)

The sequence of titles might include:

- **#1.** Operate a New Shuttle Bus System Connecting Granite Tor, the Cape Ann NM Campgrounds and the Park Visitor Center
- **#2.** Purchase Replacement Buses, Construct Shelters, Improve Parking and Operate & Maintain Cape Ann Shuttle System

TEL Exercise

National Park Service 

Titles (continued)

- **#3.** Purchase Buses and Operate & Maintain Cape Ann Visitor Shuttle, Construct Shelters & Improve Parking
- **#4.** Operate & Maintain the Cape Ann NM Visitor Shuttle, and Improve Infrastructure
- **#5.** Operate & Maintain the Cape Ann NM Visitor Shuttle, Construct Improvements & Interpret Resources

TEL Exercise

National Park Service 

Project Narratives

Writing A Compelling Project Justification

- Describe clearly, concisely and accurately
 - why the project is needed,
 - the consequences of delay, and
 - the specific changes that have occurred to the resource, asset or visitor experience and/or impacts that are occurring.
- Tailor your effort on PMIS data entry to the size of the project.
- More doesn't mean better; focus on the plants, give the flowers to your mother, and save the manure for mulching your garden.

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How to Create an Effective PMIS Entry

National Park Service 

A good project justification also includes:

- A brief history of the problem to be corrected and its impact on the park
- Supporting evidence applicable to the existing asset or situation, e.g. laws, court orders, citations, lack of code compliance, condition assessment, planning documents, structure LCS listing, etc.
- Alternatives considered and rejected, and the reasons for rejection
- Improvements that will result if funds are provided.
- Benefits to the park and visitors, e.g. increased revenues, operational savings, number of visitors served, enhanced protection of the government's investment in facilities, safety, protection of natural resources, pollution abatement, public health benefits achieved, etc.
- In other words, what is the current situation, and what will the situation be after completing the proposed project? How will the park be changed?
- What might reasonably happen if funds are not provided?

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National Park Service 

**OMB's Three Critical Questions
For Capital Investment Projects**

1. Does the investment in a major capital asset support core/priority mission functions that need to be performed by the Federal Government?
2. Does the investment have to be undertaken because no alternative private sector or government source can more efficiently support the function?
3. Does the investment support work processes that have been simplified or otherwise redesigned to reduce costs, and improve effectiveness?

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National Park Service 

For capital assets, a good justification must:

- **Identify the total cost of ownership of the project.**
 - initial cost of construction or of the project;
 - life cycle costs of maintaining the asset (recurring custodial costs, and component renewal costs, e.g. roof replacement); and
 - operating costs (programs, staffing and materials needed for the services provided).
- **Describe what the impact of this project will be on the park's operating base.**
 - All capital investment and rehabilitation projects have an impact on park base operations.
 - If additional operational resources are required, the PMIS project must have an associated OFS record.
 - Identify the current annual operating costs of the facility, and the projected annual operating costs after completion of the project.
 - Address what the consequence would be of not getting the requested OFS increase, e.g. identify what existing services or programs would be dropped, or if the proposed PMIS project would be dropped.

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Project Narratives (continued)

- In general, describe the difference the project will make by comparing management of the park WITHOUT the project versus WITH the project completed
- To emphasize deferred maintenance, describe the difference the project will make by comparing management of the park with existing inadequate, deficient, and/or poorly maintained facilities (WITHOUT the project) versus managing it with adequate, fully functional, and/or properly maintained facilities (WITH the project completed)

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National Park Service 

Project Narratives (continued)

Measurable Results

- Formerly parks could spend project money and everyone was happy.
- Now parks compete for the dollars, spend the dollars and report on the dollars.
- Measurable results quantify change achieved for the project dollars that were invested.
- Measurable results set the benchmark against which we later judge success.

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National Park Service 

Project Narratives (continued)

- Measurable Results are performance measures – **data must be quantified**
- All asset projects must document Facility Condition Index (FCI) change achieved. Good baseline data provides the benchmark to measure performance.
- All projects must quantify the tangible benefits expected to be achieved by completing the project – specific outputs achieved and the consequence to those who are being served.

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How to Create an Effective PMIS Entry

National Park Service 

Project Narratives (continued)
Examples of quantified measurable results

- 6.35 miles of the Red Eagle Trail are restored from poor to good condition, benefiting an estimated 42,000 trail users annually. FCI Change achieved is 0.102
- A new fully accessible 950 square feet auditorium is constructed adjoining the park visitor center serving an estimated 320,000 visitors each summer. The new AV program is captioned and audio-described.

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National Park Service 

- 430 acres of Scotch Broom are eradicated in the West Cove developed area and 430 acres of native plant communities are re-established, achieving an 87% reduction in total Scotch Broom acreage. 63,000 visitors annually have an enhanced opportunity to view rare bird species in their native habitat.
- 625 historic glass photographic images are stabilized and recorded digitally for use in interpretive programs serving an estimated 47,000 visitors annually.

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National Park Service 

- 24 diesel busses are replaced by electric busses for the Yosemite Valley transit system, achieving an estimated reduction of 6 tons of carbon emissions annually and more efficiently transporting 280,000 visitors annually. Operational maintenance savings are estimated at 3 service intervals each summer per bus @ \$1,250 per service = \$90,000/year.

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How to Create an Effective PMIS Entry

National Park Service 

Project Narratives (continued)

- The key measurable result for asset type projects is the FCI change achieved.
- FCI change comes from costed FMSS child work orders. The FCI change cannot be documented unless the Work type, Sub-work type and CRV (Current Replacement Value) are documented in FMSS along with costed child work orders. The FCI change and API value must be documented for each asset in each project in FMSS.

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National Park Service 

**Line Item Construction Program
Project Evaluation Factors**

1. Provide Safe Visits and Working Conditions
2. Protect Cultural and Natural Resources
3. Provide for Visitor Enjoyment through Improved Educational & Recreational Opportunities
4. Improve Operational Efficiency, Reliability, & Sustainability
5. Provide Cost-Effective, Environmentally Responsible, & Otherwise Beneficial Development for the National Park System

National Park Service 

Tips from the LIC Assessment Team

- Be clear, specific, and succinct
- Use bullets rather than flowery prose
- Relate attributes and advantages to specific elements of the project whenever possible.
- Quantify attributes and advantages whenever possible (# of acres of habitat restored, # of visitors affected, # of FTE saved, \$ saved, etc.).
- Quantify the existing situation to show the magnitude of the attributes and advantages of the proposal (percentage comparisons are meaningless without the numbers that produced them).
- No response gets no score for that factor, but irrelevant responses and tortured logic will get the same treatment

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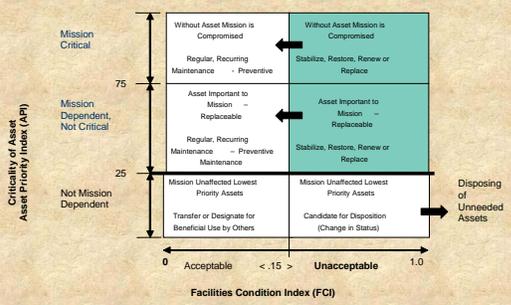
National Park Service 

Future Ranking/Sequencing Changes?

- **API/FCI Eligibility Criteria** – use “scatter graph” approach to determine pool of projects eligible for major construction funding, i.e. projects with high API & high FCI are funded first
- **Use of API/FMSS Data**
 - replace DOI score with scoring based on API and work type data to determine bands, with size/cost banding and advantage/cost ratio priorities within the bands
 - score project’s contribution toward reduced park or asset-type FCI as an advantage under Factor 4
- **Packaging Strategies** – imitate projects that demolish and replace a high-API/high-FCI facility by bundling demolition of low-API/high-FCI assets with construction of a new high-API facility

National Park Service 

Attachment G



Criticality of Asset Priority Index (API)

Facilities Condition Index (FCI)

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Project Funding Component

- Describes a distinct action or work
- Typically consists of several line items needed to complete the work described
- The work described in the component is considered “stand alone”

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National Park Service 

Project Funding Component (continued)
Examples of Bad Component Titles

- Phase 2
- FY 07 Needs
- Cost
- Repair Structures

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National Park Service 

Cost Estimates
Component Cost Estimate by Item

- Developing a complete, credible and accurate cost estimate is mandatory for all PMIS entries.
- At minimum, you should identify relevant project costs in the component cost estimate by
 - labor (personal services)
 - travel
 - contract cost
 - supplies
 - equipment, and
 - other miscellaneous costs

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National Park Service 

The following items should be included for smaller facility construction or rehabilitation projects (generally under \$500,000 in total project cost):

- construction labor
- materials
- equipment rental
- site restoration/revegetation
- travel (e.g. USPHS consultant)
- contracted services
- adjustment factors or “mark-ups,” such as design contingencies, remote location factor, historic preservation factor, etc.

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As appropriate for project size, your estimate should include some or all the following items, plus any resource or technical data, or infrastructure needs previously identified in the scoping section:

- planning (Development Concept Plans, Historic Structure Reports, etc.)
- pre-design (5% of net construction costs) and supplemental services (2% of net) for a maximum of 7%
- design (10% of net construction costs when pre-design is broken out as a separate PMIS Component for projects that require DAB submittal)
- **or**, combine these costs as project planning and design (a maximum of 17% of net construction costs is allowable)
- compliance (3-5% of net construction cost is typical)
- construction management – sometimes called inspection or supervision (8% of net construction costs), and
- construction contingency reserve (10% of net construction costs) – an allowance for modifications during construction, not to be confused with design contingencies described below

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National Park Service 

- The allowable percentages shown previously are maximums per the National Academy of Public Administration (NAPA) guidelines adopted by the Congress for NPS construction, and are based on the project net construction cost. Some leeway is permitted for projects under \$500,000 total cost.
- A good, detailed cost estimate for a complex project will include multiple cost elements and demonstrate that you have systematically researched unit costs.

National Park Service 

Typical errors in initial construction cost estimates have included:

- Leaving out significant items in the project scope (e.g. utility connections for a new building, components necessary to comply with current regulations and codes, hazardous materials abatement and disposal, etc.);
- Inaccurate or outdated lump sum "guesses" for specialized items (e.g. exhibits, mechanical systems, etc.);
- Insufficient adjustments for unknown conditions of existing facilities (e.g. design contingencies to cover dry-rot in historic structures, corrosion in buried piping, etc.);
- Incomplete factors for general conditions (e.g. mobilization, contractor overhead and profit, etc.);
- Inadequate adjustments for project location (e.g. remoteness, bridge load limits, high cost areas, etc.); and/or
- Use of adjustment factors based on private-sector commercial construction rather than for construction work to be done for the Federal Government and the National Park Service.

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- Net Costs = Direct Construction Costs + Mark-ups
- Mark-ups:
 - Industry-standard = design contingencies, location factor, remoteness factor, standard general conditions, contractor overhead and profit and, if necessary, inflation escalation to the current year based on market data
 - Federal/NPS = Federal wage rate factor, government general conditions, contracting method adjustment and historic preservation factor
- Gross Costs (118% of Net) = Net Costs + Construction Management + Contingency Reserve
- Total Project Cost (135% to 140% of Net) = Gross Costs + Planning/Design/Compliance

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National Park Service

Project: Comfort Station - Bear Flats
 Park: The Great National Park
 PMIS: 077698

Estimate By: RAM
 Date: 10/01/03

Reviewed By: BWW
 Date: 10/02/03

Estimate is based on 2003 costs

Item No.	Description	Quantity	/Unit	Cost/Unit	Total
1	Comfort Station, Vault Type	90	SF	\$250.00	\$22,500
2	Sitework	1	LS	\$20,000.00	\$20,000
Subtotal Direct Construction Costs					\$42,500
Published Location Factor (7 Percent)					(\$2,975)
Remoteness Factor (120 miles)					\$5,100
Federal Wage Rate Factor (6 Percent)					\$1,020
Design Contingency (30 Percent)					\$12,750
Total Direct Construction Costs					\$58,395
Standard General Conditions (10 Percent)					\$10,511
Government General Conditions (10 Percent)					\$5,840
Historic Preservation Factor (N/A)					\$0
Subtotal NET Construction Cost					\$74,746
Overhead (15 Percent)					\$11,212
Profit (10 Percent)					\$7,475
Estimated NET Construction Cost					\$93,433
Contracting Method Adjustment (Sole Source)					\$14,015
Inflation Escalation (4 Months)					\$4,360
Total Estimated NET Cost of Construction					\$111,807

National Park Service

- A current-year Class C **net construction** cost estimate should be provided as a separate project component for major facility construction projects (generally over \$500,000 in total project costs).
- Cost estimates are to be expressed by individual item as current-year direct costs and subtotaled in PMIS as current-year net construction cost.
- No adjustment factors, or "mark-ups," should be hidden within the individual items listed in a net cost estimate; they must be shown as individual items.
- The preferred format and level of detail is Uniformat II, Level 2 Group Elements, for example - A10 Foundations.

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Uniformat II Levels 1 - 3

Unif L1	Unif L2	Unif L3	WBS L4	Definition
A	SUBSTRUCTURE			This system includes all work below the lowest floor construction (usually slab-on-grade) and the enclosing horizontal and vertical elements required to form a basement, together with the necessary mass excavation and backfill.
A10	FOUNDATIONS			
A1010	STANDARD FOUNDATIONS			Continuous footings, spread footings, grade beams, foundation walls, pile caps, and column plans.
A1020	SPECIAL FOUNDATIONS			All work associated with special foundations including piles, caissons, and any other special foundation situation.
A1030	SLAB ON GRADE			A slab poured on earth, whether on undisturbed or fill soil.
A20	BASEMENT CONSTRUCTION			
A2010	BASEMENT EXCAVATION			

National Park Service 

A net construction cost estimate does NOT include:

- pre-design, supplemental services, design, engineering or any other planning, design, or study costs! (The costs of these items should be included in a separate project component or components that will likely vary by project size and fund source.)
- annual cost escalation to some future year, construction management costs, construction supervision costs, or a contingency reserve -- a percentage of funding held in the project account for unforeseen events or modifications during construction! (The amounts estimated for these items may also vary by fund source and generally will be added during formulation to a major facility construction funding program through an automated grossing and escalation function tied to the program.)

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Grossing and Escalation of Cost Estimates

- The escalation function in PMIS computes and adds a projected adjustment of 4% of net construction costs per year to account for future construction cost escalation.
- Grossing computes and adds an adjustment factor for construction management or supervision costs and possibly for a contingency reserve to cover contract modifications or other unanticipated changes during construction.
- Grossing and escalation are effective at time of funding component formulation and are shown as individual lines at the bottom of the PMIS component cost estimate.
- When a funding component is reformulated to another FY in the same funding program or to a different program, the component grossing and escalation costs are recalculated automatically.

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How to Create an Effective PMIS Entry

National Park Service 

- After wading through this material, you too are a “Smokin’ PMIS Power-User.”



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Agenda

- Why Good PMIS Entries Are Needed?
- How to Scope Out a Project
- Completing PMIS Data Fields
- Titles, Narratives, and Cost Estimates
- **Status and Completion Reports**
- Incorporating NPS Focus into PMIS Entries
- Closing Remarks and Class Credit

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Status and Completion Reports

- Reason for Reporting Accomplishments
- Business Rules
- Completing a Component Status Report
- Completing a Component Completion Report

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Reason for Reporting Accomplishments

- Modeled after the old 10-174 & 10-174A form
- Required on all funded components
- Reports are used by WASO and Others to validate how the Service spent the taxpayers dollars

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**Reason for Reporting Accomplishments
(continued)**

- Some programs reduced the available funding for certain regions due to the lack of status and/or completion reports
- Some regions will withhold current year account numbers due to the lack of updated status and/or completion reports

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**Reason for Reporting Accomplishments
(continued)**

- PMIS Status and Completion Reports close the book on your project.
- Your Status and Completion Reports document to what extent you accomplished the quantified project outcomes you described in your measurable results.
- Accomplishment reporting enables the NPS to defend and/or justify money spent to date and demonstrates the return on investment from the work completed.

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Reason for Reporting Accomplishments (continued)

- The DOI, OMB and Congress have an insatiable need for information. Data is reported out of PMIS on a weekly basis.
- Up-to-date PMIS accomplishment documentation maintains park and NPS credibility with higher level stakeholders.
- Your component Status Report documents progress made to date, where it is in the execution process and identifies any delays or problems. Your component Completion Report shows stakeholders the final accomplishments achieved.

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Reason for Reporting Accomplishments (continued)

- GAO, OIG and other auditors are requesting computer generated reports from WASO with increasing frequency
- Current and accurate PMIS accomplishment reporting minimizes the need for short turn-around "fire drills" by project managers or parks when reports are requested
- **Increasingly, status and completion reporting is being tied to continued or additional funding from a fund source.**

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Business Rules

- Status Report icon is generated once a component has been marked funded
- Multiple Status Reports can be associated with each component
- Photographs (up to 2 images) can be linked to each Status Report

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Business Rules

- Required to enter within 1 yr from time of funding
- Updated as the status changes or at least quarterly

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Completing a Component Status Report

- The Status Report icon is activated on the Component header of the Project Detail Sheet after a funding component is marked funded and has a valid PWE account number. Click on the icon to start.
- Follow these steps to complete a Funding Component Status Report:

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Completing a Component Status Report – Step 1



STEP 1: Click on the **New** icon to display **this Status Report screen**.

IMPORTANT! Status Reporting is an essential element of performance management. PMIS Status Reports should be completed by the project manager at each critical project milestone.

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Completing a Component Status Report – Step 2

Component Title: Rehabilitating Baker Road from Alexander Avenue and up to the Merry Go Round

Project Title: Repair Historic Fort Baker Road

Component Funded Amount: \$243,260.00

Planned Project Funded Amount: \$243,260.00

Component Start Date: (mm/dd/yyyy) [not editable]

Planned Completion Date (required): (mm/dd/yyyy)

STEP 2: If you have not already done so, enter a **Component Start Date**, even if you are just in initial planning. Backdate this field if necessary.

Also enter the Planned Completion Date in the box below. You can revise this date as needed.

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Completing a Component Status Report – Step 3

The work on the component is considered completed when one or more of the following conditions are met:

- all money is expended, and/or
- work is substantially completed and/or there is beneficial occupancy/use.

Previously, or Subsequently Reported Completion Status:

Planning/Design Underway as of: 03/05/2005

Planning/Design Underway as of: 12/07/2004

Completion Status as of (required): (mm/dd/yyyy) [not editable]

- Component Not Started
- Planning/Design Underway
- Contract Awarded
- On-Site Work Started
- Component Completed

STEP 3: EVERY TIME you do a Status Report, enter the current date & choose the radio button option that best fits the status of the project.

Once the project is over and you are ready to do a Completion Report, choose the **Component Completed** button and enter the **Completion Date**. You will be taken directly to a Completion Report once you save & exit this screen. Leave the date field blank if the project is not completed.

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Completing a Component Status Report – Step 4

Reason for change/delay from project schedule:

- Work Proceeding as Planned
- Delayed Due to Unforeseen Site Conditions, Higher Bids, Higher Labor, etc.
- Schedule Change Due to Unforeseen Site Conditions, Higher Bids, Higher Labor, etc.
- Work Completed with Other Funds
- Emergency Replacement Project - Site Listed But Work Has Not Been Displaced
- Replacement Project for Other than an Emergency
- Work No Longer Needed to be Accomplished and Cancelled after Starting
- Work Cancelled because Funds Allocated for Emergency Work
- Other

STEP 4: If there is a major change to your component Planned Completion Date, choose the corresponding **Reason for the Change/Delay** button & provide an explanation in the **Schedule Change/Delay Explanation** box.

If there is no delay to your project schedule, choose **Work Proceeding as Planned**, and give an update of progress on the project since your last Status Report in the **Comments** box below.

Schedule Change/Delay Explanation (Size Limit: 500 Characters):

Comments (Size Limit: 4000 Characters):

Design is complete. Contract documents are complete. Constructing as underway for all categories of work, including repaving, vegetation management and stream bank management.

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Completing a Component Status Report – Step 5

Comments (Size Limit: 4000 Characters):
Design is complete, contract documents are complete. Contract for all categories of work, including repaving, vegetation, landscape tree management.

Account # 8146-4980-0000

Amount Obligated 26287.14 [eg. 99999.99]

Revised Estimate (optional) 128250 [eg. 99999.99]

STEP 5: IMPORTANT! Enter the amount of funds obligated to date (not the approved Funded Amount); use your most current AFSS Status of Funds report, or call the park Budget or Admin. Officer for the amount. PMIS tracks spending as projects move forward, so entering the current funds obligated amount is important. The Revised Estimate may be left blank. **If used, enter the Funded Amount including any approved changes.**

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Completing a Component Status Report – Step 6

STEP 6: Click on the icon to attach a digital image from **WPS Focus** (maximum of 2 images per Status Report). If the status is **Component Not Started**, attach an original condition digital image.

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Completing a Component Status Report – Step 7

STEP 7: SAVE your changes or they will be lost!

- Updating a Component Status Report typically should take about 10 minutes.
- PMIS Component Status Reports should be updated whenever a significant project milestone is achieved**

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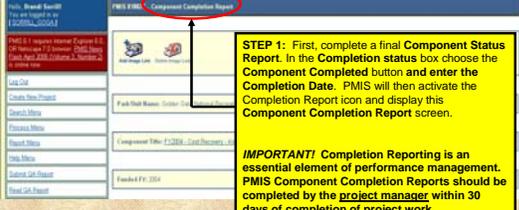
Completing a Component Completion Report

- The Completion Report icon is activated on the PMIS Component header after a Status Report is marked with a completion status of "Component Work Completed on Component Completion Date" and the "Component Completion Date" has been entered and saved. Click on the icon to start.
- Follow these steps to complete a Funding Component Completion Report:

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Completing a Component Completion Report – Step 1



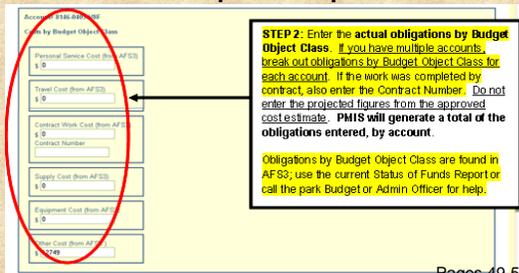
STEP 1: First, complete a final Component Status Report. In the Completion status box choose the Component Completed button and enter the Completion Date. PMIS will then activate the Completion Report icon and display this Component Completion Report screen.

IMPORTANT! Completion Reporting is an essential element of performance management. PMIS Component Completion Reports should be completed by the project manager within 30 days of completion of project work.

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Completing a Component Completion Report – Step 2



STEP 2: Enter the actual obligations by Budget Object Class. If you have multiple accounts, break out obligations by Budget Object Class for each account. If the work was completed by contract, also enter the Contract Number. Do not enter the projected figures from the approved cost estimate. PMIS will generate a total of the obligations entered, by account.

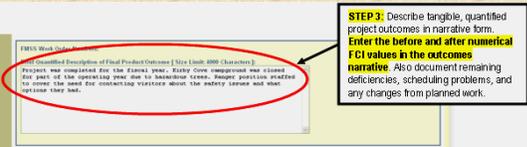
Obligations by Budget Object Class are found in AFS; use the current Status of Funds Report or call the park Budget or Admin Officer for help.

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Completing a Component Completion Report – Step 3



STEP 3: Describe tangible, quantified project outcomes in narrative form. Enter the before and after numerical FCI values in the outcomes narrative. Also document remaining deficiencies, scheduling problems, and any changes from planned work.

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Completing a Component Completion Report – Step 4



STEP 4: Enter information pertinent to As-Built Drawings and/or Reports, if applicable to your project.

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Completing a Component Completion Report – Step 5



STEP 5: IMPORTANT! Select the Original Condition and the Condition at Completion.

- Original condition options are: *Non-Existent, Obsolete, Poor, Fair* or *Good* condition
- Condition at completion options are: *Removed/Demolished, Fair, Good* or *New* condition, or *Replaced with New*

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Completing a Component Completion Report – Step 6

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Completing a Component Completion Report – Step 7

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Completing a Component Completion Report (continued)

- Status and Completion Reports continue the “life-cycle” of managing a project need, establish where the project is in the cycle, report success in the identified measurable results, and may show adjustments needed as the project component was implemented.
- The Completion Report closes the funding cycle.

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Completing a Component Completion Report (continued)

- Status and Completion Reports are used by the WASO Program and Budget offices to create numerous formal reports such as the Waidman Report. 
- The data also is used in "Greenbook" reporting of accomplishment to Congress. 

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Agenda

- **Why Good PMIS Entries Are Needed?**
- How to Scope Out a Project
- Completing PMIS Data Fields
- Titles, Narratives, and Cost Estimates
- Status and Completion Reports
- **Incorporating NPS Focus into PMIS Entries**
- Closing Remarks and Class Credit

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Incorporating NPS Focus into PMIS Entries

- Importance of Adding Images, Drawings, and Reports
- How and Where to Use NPS Focus
- Where to Learn More

How to Create an Effective PMIS Entry

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Importance of Adding Images, Drawings, and Reports

- Document Existing Problems
- Convey and Supports Why Project Needed
- Document Progress and Completed Condition

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How and Where to Use NPS Focus

- Use "Add Image Link" icon
- Add in 5 sections
 - Project Justification (2)
 - Funding Component (1)
 - Additional Criteria (2)
 - Status Report (2 for each report)
 - Completion Report (1)

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Where to Learn More

- Appendix B of Participant Guide
- PMIS Help Module
- PMIS eCourse
- NPS Focus eCourse

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Agenda

- Why Good PMIS Entries Are Needed?
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To Receive Credit for Attending this Course

- Print your name on the attendance roster
- Upon receipt of an email notification, complete an evaluation of this course
