

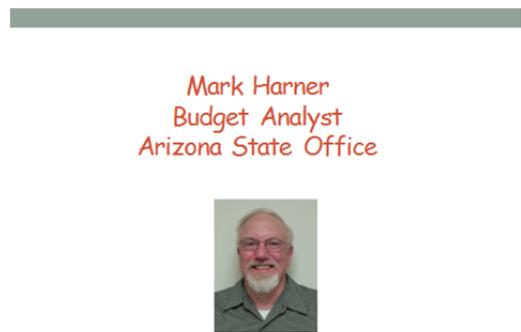
AZ Budget Database Training

Performance Measure Data System (PMDS) Integration – Module 5

Slide: Welcome Screen (1)



Slide: Instructor slide (2) - Mark



My name is Mark Harner. I am currently a budget analyst at the Arizona State Office. As part of my duties, I deal with all aspects of the budget planning and execution process. Also, I assist database users on a daily basis fielding questions and providing assistance. Additionally I provide budget-related training on a quarterly basis via Online Webex Sessions.

Angie - would you please introduce yourself and tell us why this training is so important?

Slide: Instructor slide (3) - Angie

*Angie Meece
Budget Analyst
Arizona State Office*



My name is Angie Meece. I am currently a Budget Analyst at the Arizona State Office. A majority of my workload consists of being the State lead for all actions involving Cost Recovery, Trust Accounts and Reimbursable Project funds. I manage each account from the beginning stages to completion and close out processes, ensuring that all active accounts are kept in good standing and spending is monitored closely. I also deal with all aspects of the budget planning and execution process. I am the lead budget contact for the Business and Support Services Division and am involved in planning their current and out-year Budget. I assist folks on a daily basis with questions and provide assistance in multiple different aspects of the budget.

Slide: Instructor slide (4) – Angie

WHY IS THIS TRAINING IMPORTANT?

- NEW functionality in the AZ Budget Tool



- This training video will provide users with in-depth knowledge and the ability to utilize this new upgrade to it's fullest extent.



So, why is this training so important? Well, the answer is very simple – There have been some awesome new functionality added to the Budget Tool and this training session will provide all users with background information, insights into the Budget Tool and the ability to fully utilize all aspects of this recent upgrade.

Bianca, could you please introduce yourself and then present the Lesson Objectives?

Slide: Instructor slide (5) - Bianca

*Bianca Spilde
Management & Program Analyst
Arizona State Office*



My name is Bianca Spilde. I am a Management & Program Analyst at the Arizona State Office, currently detailed into the Budget Shop. In this capacity, I support the State Office Budget Officer and Budget Analysts by providing knowledge in financial and business management practices, as well as developing corrective action plans to enhance program efficiency.

Slide: Lesson Objectives (6) - Bianca

LESSON OBJECTIVES

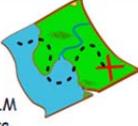


- By the completion of this lesson and with the use of a computer, employees will be able to demonstrate the ability to:
 - Discuss Performance Data and how it is Measured
 - Explain where this data originates and how it can be compared to current Budget data within the Tool
 - Determine the best Parameters to be used to Generate the new Performance-Related Reports
 - Export reports to MS-Excel for further analysis

Let's take a quick look at the Lesson Objectives. By the end of this lesson and with the use of a computer, employees will be able to demonstrate the following. They will be able to explain the concept of Performance Measures used by BLM to determine workload accomplished; explain where Performance data originates and how it is combined with Budget data within the Budget Tool; determine the best reports and report parameters to be used and then actually generate Performance-related reports from the Tool; and finally, be able to export these reports to Microsoft Excel (if desired) for further analysis.

Slide: Course Map (7) - Mark

COURSE MAP



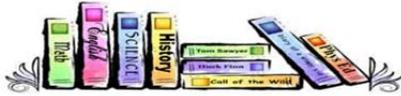
- **Powerpoint Presentation**
 - Provide Background Information about BLM Performance Data and the PMDS Database
 - Discuss PMDS data elements uploaded to the Tool
- **Live Demo!**
 - Demonstrate process for selecting Report Criteria
 - Demonstrate how to Execute Reports
 - Discuss the Review Process for these reports
 - Demonstrate exporting Reports to MS-Excel

Now that we have introduced ourselves, gone over why this training is important and reviewed the objectives for this lesson, we will take quick look at the Course Map.

First, we will begin by briefly providing some general background information regarding the procedures used in BLM to report performance through the use of the PMDS database. Next we will introduce you to the PMDS data elements contained in the BLM database and identify those that will be uploaded to the AZ Budget Tool and how they will relate to various tables in the Tool. All of this will be provided through the use of a short powerpoint session. Then we will go to a Live Demo of the Budget Tool in order to demonstrate the process involved in choosing specific reports and the parameters or criteria to be supplied to fine tune and properly execute your selected reports. We will discuss some key elements to review on these reports and demonstrate how to pull the data out to Microsoft Excel for additional review.

Slide: **Main Point #1** - General BLM Performance General Knowledge (8) - **Mark**

BLM PERFORMANCE MEASURES
GENERAL KNOWLEDGE



Now that we have all of that information loaded, let's fire into the first main discussion of this training session – the General Knowledge of BLM Performance Reporting.

Slide: (9) Performance Measures / Workload Measures - Mark

PERFORMANCE MEASURES WORKLOAD MEASURES

- A segment of work within a strategic goal that provides measurable progress toward goal achievement.
- Provide a picture of the progress being made to reach specific goals, and they also point out areas where more effort may be needed
- The individual Performance Measures focus on Mission Area, Goals & Strategies and answer some basic performance questions about the overall work.

This slide shows some general components or characteristics of Performance and Workload Measures. The difference between these two is fairly subtle and often the terms are used interchangeably. For the record, Performance Measures are generally a Washington Office determination while Workload Measures are accomplished at the field level.

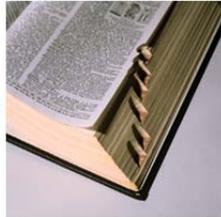
Please read through these three bullets and feel free to stop the video if you require more time. Basically, we are looking at measurable work which displays progress towards a strategic goal. It also provides a quantifiable illustration of whether adequate progress is being made or not.

These are just the most general descriptions but rest assured that we will go into more detail shortly. Towards that end, Bianca – Could you discuss some of the workload related terminology?

Slide: (10) Workload Terminology - Bianca

WORKLOAD TERMINOLOGY

- Functional Area / Subactivity
- Program Elements (PE)
- BLM Strategic Plan Matrix
- Mission Area / Goal / Strategy
- Target vs Actual
- Mid-Year "Adjustments"
- Third Quarter "Adjustments"



Certainly, Mark. Since we will be looking at each of these independently, I will just give a brief representation of each for now.

First, we will look at some terms that you have certainly seen before in this video series. Every budget transaction contains a Functional Area which consists of both the Subactivity and Program Element. Similarly, each individual workload measure is also tied to a functional area.

Then, we will take a look at the BLM Strategic Matrix which by PE, ties together all of the BLM Mission Areas, Goals and Strategies through Primary Work Processes.

Workload is planned or targeted down to each of these Program Elements for the entire Fiscal Year and based on the funding received at each level the workload is then actually accomplished throughout the Fiscal Year. This is where the terms Target and Actual come into play.

Finally, we will look at the opportunities to adjust each of these projections at Mid-Year and 3rd Quarter. While these adjustments do not change the Target per se, it does provide each level of command insight into the reason why more or less of these widgets will be accomplished.

Angie, could you give us a quick review of the components of accounting codes in relation to the PMDS data that we will be using in the Budget Tool?

Slide: (11) Accounting Code Components - Angie

ACCOUNTING CODE COMPONENTS

- Subactivity (SA) - A category defining a work process
 - L1020 = Rangeland Management
- Program Element (PE) – Record cost of work activities & outputs (Cost in FBMS & Outputs in PMDS)
 - BP = Access Watersheds
- Functional Area – Combination of components used to track obligations & expenditures within the accounting system – Multiple *0000*s added ...
- Example Functional Area - L10200000.BP0000

Sure, Bianca – Basically, we use the same components in the Performance or Workload part of the world as we do in FBMS and the Budget tool in relation to financial plans and costs. From this, it should become clear that the workload plan actually does drive the budget plan and ultimately the funding levels.

The Subactivity is the first part of the Functional Area and is simply a category defining a specific work process. In the example we cite L1020 or Rangeland Management. There are many more subactivities that we use in the BLM. If you'd like to see a comprehensive listing, feel free to go to the website listed the slide.

A similar listing is also available for the next component – the Program Element or PE. PEs are used to track both the cost of work activities and the outputs or PMDS accomplishments. Again, we have provided a single example on this slide – **BP** – which represents Access Watersheds. The means (or unit) of measuring the progress towards completing this particular goal, is **Acres**.

Finally, these two components, Subactivity and PE, are combined to form the Functional Area as shown at the bottom of this slide.

So now we will ask Mark to discuss the BLM Strategic Matrix.

Slide: (12) BLM Strategic Matrix - Mark

The table is titled "Bureau of Land Management Strategic Plan Matrix". It is a complex grid with multiple columns and rows. The columns are organized into four main sections: 801, 802, 803, and 804. Each section contains several sub-columns representing different work processes and metrics. The rows represent various work processes, each identified by a letter code (A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z) and a number. The table includes a small logo in the top left corner and a footer with a long alphanumeric string.

All PEs that we use in BLM are represented here on the single matrix, broken down by Mission Areas, Goals, Strategies and Work Processes. That certainly is a mouthful, but we will discuss all that further on the next slide. But first, let’s have a quick quiz. How many of you out there know that first letter of the PE tells you the Work Process involved? C’mon, lets have a show of hands (and yes, we can see you).

As you can see on the Matrix, that is a fact. All PEs that start with an “A” denote that the work involved has to do with Providing Outreach. “B” and “C” have to do with Assessing or Inventory of Condition and/or Status; while PEs starting with a “D” have to do with Performing a Planning function.

Further down the list you see what is commonly referred to as P and X codes. PEs beginning with “P” refer to Managing Work or Providing Program Support, while “X” codes generally deal with Administrative Support. Several IT-related X codes were recently converted to Y codes, but are still considered to be in the same category. P, X and Y codes do not have related Workload Measures and fall under the category of Administrative Overhead.

Bianca, could you zoom in on some examples of how to read this matrix.

Slide: (13) Workload Measure Examples - Bianca

PERFORMANCE MEASURES (EXAMPLES)

Mission Area	M1 - Celebrating and Enhancing America's Great Outdoors				
Goals	G1 - Protect America's Landscapes			G2 - Assess America's Cultural and Heritage Resources	G3 - Provide Recreation and Visitor Experiences
Strategies	S1 - Increase Land and Water Health	S2 - Restore, Protect and Nurture Historic and Natural Resources	S3 - Enhance and Restore Public Lands	S4 - Increase Visitor Experiences	S5 - Protect and Enhance America's Cultural and Heritage Resources
Work Process	AM - Provide Rural Fire Community Assistance	AE - Heritage Resources Education and Outreach	AJ - Conduct Native American Consultation	AL - Provide Outreach Through Interpretation and Environmental Education	AP - BLM Indian Lands Surveyors Consulting Services
A - Provide Outreach					

PE	Description	Unit of Measure
AM	Provide Rural Fire Community Assistance	Departments
AE	Heritage Resources Education and Outreach	Programs/Events Delivered
AJ	Conduct Native American Consultation	Consultations
AL	Provide Outreach Through Interpretation and Environmental Education	Programs/Events Delivered
AP	BLM Indian Lands Surveyors Consulting Services	Consultations
AD	Boundary Standard Documents Produced	Certificates

Sure, Mark – As you can see, we have focused in on the first work process – Provide Outreach. This includes PEs that begin with an A and they all fall under Mission Area 1 – Celebrating and Enhancing America’s Great Outdoors. In the case of these 4 PEs, 3 specific goals within that Mission Area are addressed.

If we focus directly in on the AE and AJ PEs, we can see the Goal to Protect America’s Cultural and Heritage Resources and specific strategy of Protect and Maintain Heritage Areas.

Finally, we see that AE is defined as Heritage Resources Education and Outreach and workload is measured by the number of Programs or Events Delivered. AJ is defined as Conduct Native American Consultation and measured by the number of Consultations completed. Each Office will determine how many “widgets” should be completed in each PE, and based on funding and negotiations with State Office Program Leads, how many will be targeted or funded.

This conversation leads directly into the timeframes for the process ... Angie ...

Slide: (14) FY16 PMDS Time Frames – Angie

FY16 PMDS TIMEFRAMES

- **Summer 2015** - Create Workload Targets in conjunction with the Planning Target Allocation (PTA)
 - District/Field Offices work with State Office/Program Leads to agree on Targets based on funding in PTA.
- **Jan-Mar 2016** - Mid-Year Update component of PMDS Module open to enter accomplishments
 - Targets cannot be modified, but ..
 - Updated accomplishment projection & provide justification in the comments section
 - Last Day to enter data under Mid-Year component **Mar 31, 2016**
 - **Written Explanations** for any targets with projected accomplishment of <90% or >110%

As Bianca mentioned, the PTA process is not just about funding. The measurable workload is irrefutably and directly tied to that funding. During the summer before the new fiscal year, workload requirements are determined and, based on anticipated funding, targets are established.

Generally, in the January to March timeframe updated funding levels are received – This is known as Annual Work Plan or AWP. Of course, changes in funding are usually reflected in changes in anticipated work accomplishment. Since Targets cannot be modified, there is an additional option known as the Mid-Year Projected Accomplishment or Mid-Year Target.

Slide: (15) FY16 PMDS Time Frames – Angie

TIMEFRAMES (CONT)

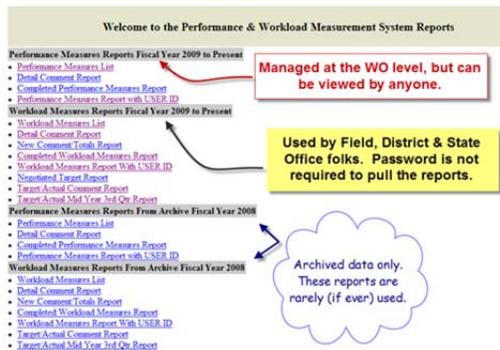
- **Apr-Jun 2016** - 3rd Qtr Update component of PMDS Module open to enter accomplishments
 - Same data can be adjusted as in Mid-Year component
 - Last Day to enter data under 3rd Qtr component **June 30, 2016**
 - **Written Explanations** - Projected accomplishment <90% or >110%
- **Sept 25, 2016** - Last day for Field/District Offices to enter accomplishments
- **Sept 30, 2016** - Last day for State Office to enter accomplishments

As the fiscal year progresses through the April to June timeframe, similar funding changes can occur which may or may not affect the projected workload accomplishments. It could be Washington Office funding BPS projects, Unfunded Requirements or possibly Sequestration or other reductions. Again, Targets cannot be adjusted in PMDS, but the 3rd Quarter Projected Accomplishment field can be updated to account for the projected changes.

All through the fiscal year, actual accomplishments should be entered into PMDS. In fact, the specific requirement is to enter these “as they occur – or monthly at a minimum”. As you can see, they can be entered right up until the end of the fiscal year.

Now that we’ve had a look at the basic timeline, Bianca will take a brief look at PMDS reports.

Slide: (16) PMDS Reports - Bianca



Thanks, Angie – We will not spend too much time on this subject since this new module in the Arizona Budget Tool could eliminate the need for most users to generate these reports.

For anyone who has attempted to pull these reports, you already know that the system is a bit antiquated and it is very difficult to retrieve all the information required to conduct adequate analysis of the data. Add this to the fact that none of the PMDS data shows any Cost data. All that has now been rectified within our Budget Tool.

We will discuss what data is uploaded to the Tool from PMDS shortly, but the reports pulled include those four highlighted in yellow. Mark, please tell us what goes into State Office Review?

Slide: (17) State Office Review - Mark

EXAMPLES OF STATE OFFICE REVIEW



- The State Office uses all of the field data entered into PMDS to roll up into State performance accomplishment
 - Target, Mid-Year, 3rd Quarter, Actuals and Comments

- Comments are extremely important as they are used to explain

- Shortfalls (<90%) or Overages (>110%)



At the local/District level and on the State report to WO

All data in PMDS is reviewed at the Field level, rolled up to the District level and then finally into State-wide review of performance accomplishment. Comments are used to tell the story of why an office might fall short of expectations or overachieve. They can also be used to show where the Office expects to end the fiscal year.

Slide: (19) PMDS Data Uploaded to the Tool - Angie

PMDS DATA UPLOADED TO THE TOOL

- All uploaded data is keyed on the following fields to ensure relational integrity throughout the Tool
 - Cost Center (i.e. LLAZA00000)
 - FA Budget Activity (i.e. L1050 - 0000 removed by code)
 - Program Element - PE (i.e. AE - 0000 removed by code)
- Therefore, LLAZA00000-L1050-AE widgets can be directly linked to LLAZA00000-L1050-AE funding, expenditures and all other aspects within the Tool.

Please feel free to review the relational database discussion in video #2 of this series, if desired

As you can see, we use the Cost Center, Subactivity and PE to tie the new PMDS data to Planning data, Execution data plus all of the BLM Strategic Matrix, Arizona Themes and Strategies and so much more.

We discussed this in detail back in video #2 and you can feel free to review it at any time. We are just adding on now with this new data. In the next upgrade to the Tool, we will be adding in the Planning (or RMP, Travel Plan etc) data to make even further analysis available to all users.

Slide: (20) PMDS Data Uploaded (Cont) - Angie

PMDS DATA UPLOADED (cont)

- There are 4 tables uploaded with a single Excel file
 - Actual Accomplishments (including date of current data)
 - Comments
 - Target, Mid-Year Target & 3rd Qtr Target
 - PMDS UserID and most recent Status Date
- Once the data is uploaded, the upload date will be shown on the Reports Screen



Select report type:

Select Main Category: PMDS data date: Thu May 7 2015

The data that we upload comes directly from those four PMDS reports we discussed earlier. The process is exactly the same as with the recently implemented Budget Cruncher module and is fully transparent to the user.

The State Office Budget shop will upload the data, generally on a daily basis. Users will know when the current recent upload was completed right on the Reports screen – again, exactly like in the Budget Cruncher.

Now let's have some fun with the Live Demo of this new module!

Live Demo: **Main Point #2** – Review PMDS Reports in the Tool (21) – **Mark**

LIVE DEMONSTRATION



As discussed in previous videos, we will be using the Test database for this Live Demo. The reasons have all been provided in great detail, but we will remind you again that this is not actual data and should not be construed that way. All functionality will remain the same, but please do not read anything else into the data. Thank you.

2a Login Procedures (22) – **Angie**

LOGIN PROCEDURES



We have previously covered where to find the database – either enter the website into you Internet Explorer, or you can take the route through the BLM AZ homepage, to the link on the Budget homepage for the AZ Budget Planning Database.

We have also discussed the specific login procedures as well.

If anyone would like to review any of this information, it can be found in Training Videos 2 & 3.

2b User Report Options - Bianca

Mark, could you go ahead and login as Test Dude? Since all of the new PMDS functionality in the Tool is contained within the Reports menu, let's go ahead and have Test Dude click on the Reports tab. From there we can see that the layout is exactly the same as in all the reports that we have reviewed in previous videos.

We still have the option of selecting either a single or multiple fiscal years and we have the simplified menu system for locating the report that we are trying to find.

Before we start in on the new PMDS Reports, we thought it would be nice to cover some functionality that folks may not remember, but was discussed previously. We now have the ability to request certain reports to be saved to our personal queue for easier access.

This can be accomplished through an email to the Budget shop with specification of how the user wants their report menu to look. For example, by selecting User as the Report Type, Test Dude now has the Main Category options available – Angie's reports, Mark's reports or Test Dude's. Of course, he selects his own report listing and now the sub category is populated with all of his subcategories, but as you can see, he only has one – TDude Vehicles. Selecting that option will provide whatever reports Test Dude specified to be loaded.

Going back we will look at how Angie chose for her layout to appear. By clicking on Sub Category, we can see that Angie chose to go with Budget Planning and Budget Cruncher. Clicking on either of those options would cause specifically selected reports to be reflected on her listing.

Similar to the User-specified reports, we also have the possibility of setting up Position-specified reports. With this option, it would be possible to create report lists which could be tied to certain positions within BLM Arizona. Selecting your position (in this case Program Lead) would provide a listing of reports tailored to Program Leads. These report listings have not yet been populated, but if anyone would like to provide report options for their particular position, please feel free to send them in.

Of course, all users would still retain access to ALL reports simply by clicking the Report Type and selecting Module.

Ok, Angie – I think we are ready to delve into the PMDS reports that are available.

2c PMDS-Related Reports in the Budget Tool - Angie

Thanks for all that good information, Bianca! It only gets better now that we have these PMDS reports added to our tool belt.

Again, let's note the result of Test Dude selecting the PMDS category of reports. We now know that the most recent PMDS upload took place on May 7th. Since these uploads generally take place first thing in the morning, data entered into PMDS on the 7th, probably will not be included (unless you entered it before 8am, then maybe).

Also, since there are now PMDS reports that contain FBMS data, you may want to go back and check when the most recent FBMS upload was completed prior to running these reports. In this case, you can see that the last upload was completed on May 5th – But these dates will almost always be the same.

Ok, so back to the PMDS category, we see that there are currently two options – PMDS Only and PMDS with Budget Data. Those titles seem pretty self-explanatory, but we will now look at the new reports contained in each category.

2d PMDS Only Reports - Angie

First, we will look at the PMDS Only reports. This group of reports displays PMDS data with very little alteration or analysis. It is fairly close to pulling the data directly from PMDS, but successfully combines all of the data into easily reviewable formats.

1 – General PMDS Report- Angie

The first report of these reports is the General PMDS Report. Users who have pulled reports from the tool will recognize the familiar method for selecting report criteria. This report has a new option for narrowing the search by PMDS UserID, if desired. But the procedures for creating the desired report are exactly the same.

For this first example, Test Dude will select All Funds Centers, SubActivities PEs, and Users. Of course, users can select single or multiple PMDS User IDs as with any other field in any report.

The data displayed is fairly self-explanatory as it contains all of the fields that we discussed earlier in this training sessions. The field, Actuals date simply shows the date that this data was retrieved from PMDS. The Status Date reflects the most recent date that modifications were made to the PMDS record, by the individual listed in the User ID column.

Finally, if there are multiple comments for a given Workload Measure, the tool will report them as Comment 1, Comment 2 etc. You can see an example of this with LLAZ931, L1330 OB and another with LLAZ952, L1440, BX.

Ok, now say we need to pull a report for CRD only the BP Program Element. As with all other reports in the Tool, the selection criteria can be manipulated in this manner to generate the exact report that is desired.

2 – PMDS Data Report with Percentages - Bianca

The next report we will look at is the PMDS Data Report with Percentages. Again, we will have the same options for selecting criteria and the procedures for creating the desired report are exactly the same.

For this example, Test Dude will again select CRD Funds Centers and all of the remaining options. The difference with this report is the fact that the Tool adds percentages for Target, Mid-Year and 3rd Quarter. These percentages are based on dividing the Actuals by the Target, Mid-Year Target and 3rd Quarter Target.

The difference between these percentages becomes evident for AZC00, LF310 JW where the 1,285 actual accomplishment divided by the Target of 1,600 shows 80.31% accomplished – while the same actual divided by the Mid-Year target of 1,295 reflects a 99.23% completion rate. Please note that the adjustment is fully supported by the comment as required.

Another good example of what should be done is available just a few down from there with Kingman's AZC01, L1010, BP. They realized that since they have already exceed the original Target of 375,000 at over 101%, it would make sense to update their Mid-year and 3rd quarter estimates accordingly and since they do not expect any more to be accomplished this FY, they updated those estimates with 380,006 or 100%.

Another example is just below with L1020, BS. Way to go Kingman!! Woo hoo!

If the mid-year opportunity has already passed, each office should take advantage of the 3rd quarter chance to update their projected accomplishment level by June 30th.

3 – PMDS Report by PE and FA Budget Activity - Angie

The final report we will look at in this category is the PMDS Report by PE and FA Budget Activity. Once again, we will have the same options for selecting criteria and the procedures for creating the desired report are exactly the same.

For this example, Test Dude will again select ALL for each option. This report steps it up one more notch by providing the ability to sort by PE and then Subactivity while also providing totals for PE and Subactivity within each PE. All of the other data is the same as the previous report including percentages for Target, Mid-Year and 3rd Quarter and the Comments.

A really nice feature of this report and all of three reports that Bianca will discuss shortly is located within the headings. Not only is the PE provided, but also the PE Description and Unit of Measure – All very important when talking Workload Measures. Of less importance, but still nice, is that both the FA Budget Activity number and name are provided. So there is never a need to look them up to find out what is being displayed.

This particular report can definitely be extremely useful in tracking the Workload progress from a variety of aspects. While the current criteria selection of ALL makes the report quite large and cumbersome, it also provides the perfect venue for the State Office to review all of the current workload measures across the State.

However, the strength of this and all of the reports is that the user can focus in on specific data. For example, a Field Manager (or AFM) might want to focus in on his or her Field Office only. Test Dude has selected AZP01 or the Hassayampa Field Office. As you can see, this generates a nice clean report for each workload measure assigned to that Office. Percentages, Comments, Units – Everything is provided and at a glance he or she can ascertain whether targets or widgets might need to be addressed. Or maybe which measure require more attention to accomplish the target – Perhaps, even which comments need to be updated in order to inform the chain of command of reasons for possible shortages or overages. We are not saying that the FM or AFM would necessarily be going into PMDS to update this data – but maybe providing feedback to the Resource Specialist, Wildlife Biologist or whoever may be charged with PMDS update.

The exact same game plan could come into play at the District Level as Test Dude is selecting a similar report for the Phoenix District. Since everything rolls up from the Field Offices to the District, this report might show that the District is down in certain measures and the user could pinpoint which office or offices might be the cause of that issue. If we scroll down to AJ, we can see that the District is currently at about 17% while we are approximately 65% through the Fiscal Year. On the surface, that might seem bad but as we look closer, AZP01 (Hassayampa) is currently 0 for 10 but when you read the comment, they do plan to accomplish all 10 by the

end of the FY. Same goes for the other offices in this example. While the extremely low percentage might throw up a red flag and call for additional follow-up, in the end we are probably ok.

The final example for this report (although there are many more options) would be for Test Dude to be the Cultural Resources (L1050) Program Lead at the State Office. So this report, filtered to show only L1050 measures, can provide Statewide insight into the progress of each PEs workload measures within this particular Subactivity.

Of course this same filter could be applied at the District or even Field Office level as well. However, one thing to keep in mind when separating out workload measures in this way, is that the overall health of a particular PE may be skewed by only looking at a single Subactivity. For example, in this report we would figure that AE is right on track ... but you have to keep in mind that L1711 and L1770 also cite AE widgets as well. Just something to keep in mind.

2e PMDS With Budget Data Reports – Bianca

Now, we will look at the PMDS Reports with Budget Data. This group of reports displays PMDS data and compares it to the financial data already entered and stored in the database. There are only three new reports in this category, but more will be added as reporting requirements are determined.

1 – PMDS Workload vs Actual Cost by PE and FA Budget Activity Report - Bianca

All three of these reports have the exact same layout with the only difference being whether the user wants to focus on the original Target or the Mid-Year or 3rd Quarter Targets in their report.

First, we will look at the report that focuses on the Original Target. This report (and all three for that matter) will be extremely versatile since a variety of reports can be created depending on the criteria selected. We will pull this report several ways to demonstrate this versatility.

First, a District (let's say Gila in this case) has a meeting and wants to show how they are doing in this area. Test Dude has selected the Gila Offices and pulls up a very informative report. The data is listed by PE, then SubActivity and then by Office. The data provided includes the Targets, Actuals, Total FBMS spent and Comments. Plus it calculates the cost of each Target and Actual Accomplishment based on the FBMS amount.

If you take a look at L1711 AE, the question might come up as to why the 13 widgets at Las Cienegas (G021) cost \$832 each while the 9 completed next door at San Pedro (G022) only cost \$49.91. **Many** factors that go into that discussion which make it impossible for us to cover during this training session. But this report will make those discussions possible.

Keeping in mind that this is all **Test Data**, the exact same discussions could come into play at the State level using the exact same report. On this State-wide report, we can scroll back down to L1711-AE and see that the differences can be even more widespread across the State. If we look at the AZP03 and P04 records, you will note that if the Actual is still zero, the full amount spent is attributed to a single accomplishment. So, for Sonoran Desert (P04), the Target of 4 costing \$10,155 would cost approx. \$2500 each – But since there have been zero Actuals to date the cost is set at the full \$10,155.

Another use for this report might be for a State Office Program Lead looking at an individual Subactivity. As you can see, this version of the report provides the same information but it is focused on the specific data that the user is researching. It can uncover and possibly correct errors in coding, spending or even procedures for counting widgets. Effective procedures can

be shared State-wide in order to make the entire State more effective. The same can be said for less-effective procedures which could be avoided statewide.

The final option we will look at is to key in on a PMDS UserID. In this case, Test Dude has selected User – MHARNER and it is easy to see that all Workload Measures associated with that PMDS user are reflected on this report.

2 – PMDS MY vs Actual Cost by PE and FA Budget Activity Report - Bianca

As discussed earlier, both the format and most of the content is exactly the same as in the previous report. As we pull up all of the State Office measures, the only difference is that instead of using the Original Target, the report reflects the Mid-Year Target and the unit cost is calculated based on that number. All of the data is displayed in the same format and provides similar information.

3 – PMDS QTR3 vs Actual Cost by PE and FA Budget Activity Report - Bianca

Finally, we come to the report based on 3rd Quarter Targets. And again, both the format and most of the content is exactly the same as in the previous reports. Also as before, the Original Target is replaced, this time with the 3rd Quarter Target with the unit cost is calculated based on that number. All of the data is displayed in the same format and provides similar information.

Which report the user will choose is determined by the time of year and what information is desired. There would not be much need to pull mid-year or 3rd Quarter reports between October and February, but you definitely will want to start looking at mid-year prior to the March 31 deadline for making changes. Same thing goes for the June 30 deadline for making changes to the 3rd quarter Targets.

Next we will go back to Mark to discuss some various and miscellaneous upgrades to the Tool.

Live Demo: Main Point #3 – Miscellaneous Database Upgrades (23) – Mark

MISCELLANEOUS UPGRADES



Our final area of interest in this video will look at some miscellaneous database upgrades that were accomplished since the last update in March. Several of these were initiated to enhance the ability of the State Office Budget shop to update new employees, and other database support tables. We will not go into detail on these at this time.

However, there have two additional upgrades which will have a profound impact on how employees make use of the Budget Tool. They involve (1) the use and maintenance of the Project tab for creating and modifying tasks and (2) is a new and innovative way to account for Non-Funded requirements within the Task process.

First, Angie will discuss the housekeeping changes made to the Project Tab and then Angie will cover the additional of related reports.

3a Project Tab Housekeeping – Angie

For any of you who have used the Projects tab to create, select or simply try to find Projects for use in Tasks, this upgrade will be very much welcomed. The first thing you will notice is that they are now in alphabetical order. May seem like a small fix, but it is a huge timesaver.

Also, there is now an option to select whether the Project is Active or Inactive. Inactive Projects will stand out with italicized, orange text. Again, a small update, but the inactive option will give us the chance to weed out duplicate or obsolete Projects in order to get the listing down to a manageable number.

Next, as we click the Task tab and start to Add a Task you will see that the pull-down list is formatted in a manner that will make it much easier to locate the correct Project. Also, Inactive Projects will be grayed out and not selectable.

Finally, there have been three new reports added to the Project Data Sub Category under Budget Planning Module.

3b Project Housekeeping Reports – Angie

All three of these reports are very simple, but also quite powerful to assist with the cleanup. Also, some of the recently added features are a direct result of the recent Budget Summit. Bianca, could you give us a quick look at these?

1 – Project Listing Report - Bianca

Sure will, Angie! For the Project Listing Report, there are only two selection criteria – The Funds Center and whether you wish to retrieve Active or Inactive records (or both). So, Test Dude selected All Funds Centers and Both. The report provides pretty straight-forward data about the Projects and though it may not look like much, it does provide information that was never readily available to database users.

Each office could use this report to narrow down the number of active projects that they have in the Tool which would make it's use much simpler.

2 – Project and Task Relationships Report - Bianca

The Project and Task Relationship Report, provides the same two selection criteria and Test Dude has again selected All Funds Centers and Both. The first thing you will note is that the vast majority of Tasks in the Tool, currently cite “All Offices Unassigned” as the project.

Once we are past those Tasks, we see that the report basically shows us which Tasks are tied to which Projects. To get a better look at this, lets go back to a single office, AZ955.

Turns out this was a great office to select as the 17 Tasks are divided quite neatly into the four Projects. Once Task Owner and Status are updated in the Tool, this report will be even more useful.

3 – Project and Task Planning Summary Report - Bianca

This report is similar to the previous one, but with two ginormous additions. The first and most obvious difference is the fact that you can select a single or multiple Task. However, for this example, Test Dude will continue by select all projects for AZ955.

Now you can see the second and by far the most useful addition to the report. We can no see Task and Project Totals within each relationship. It is recommended that the Allocation and Balance columns be ignored as they are obviously duplicated.

It should be very evident that this report will have many uses throughout the State.

Now that we have demonstrated these reports, we will transition to some new terminology of Funded vs Non-Funded requirements.

Slide: Funded vs Non-Funded Requirements (24) Mark

FUNDED VS. NON-FUNDED
REQUIREMENTS



Slide: Funded vs Non-Funded Requirements in Tasks (25) Mark

FUNDED VS NON-FUNDED
REQUIREMENTS / TASKS

Additional Needs ??

Nice to Have

Must Have

UFRs

Make it STOP! ... My Brain Hurts!!

A collection of icons and text related to requirements and tasks. It includes a yellow thinking face emoji, a white car icon, a group of people icon, a red umbrella icon, and various text labels like 'Additional Needs', 'Nice to Have', 'Must Have', 'UFRs', and 'Make it STOP! ... My Brain Hurts!!'.

We have each probably heard all of these terms before and perhaps each could come up with different descriptions of what they mean to us. We have also spent some considerable time either scratching our heads (or banging them against our cubicle walls).

So, Angie will discuss the innovative new way for Users to easily distribute Tasks between Funded Items or Non-Funded Items (the latter to include Unfunded Requirements and Additional Opportunities). It is NO Longer all about the Base ... or One-Time for that matter!

Finally, Bianca will conclude with a demo of the additional related reports, which will at a glance show funded levels along with requirements in both of those Non-Funded categories.

"NON-FUNDED" DEFINITIONS



- Unfunded Requirements

Anticipated Costs that are not funded but are necessary for mission accomplishment.

- Additional Opportunities

Anticipated Costs that are also not funded but cover opportunities to complete additional mission-related work that is not necessarily mission-essential work.

Both of these apply to Labor and Ops Costs

But first, let's define these terms. Unfunded Requirements refer to Ops or Labor costs which are not funded, but necessary to accomplish the mission. Additional Opportunities are also non-funded Ops or Labor costs, but as the title indicates, they are opportunities to complete additional work rather than mission-essential work. Angie ...

3c Funded vs Non-Funded Requirements / Opportunities – Angie

During recent State-wide budget discussions, some obvious confusion arose over the meaning of Unfunded Requirements as the related to the Budget Tool term - Additional Needs. The main reason for this disconnect was the fact that the Tool did not provide an easy method to distinguish between Unfunded **Requirements** and Additional Opportunities in Tasks or Reports.

Now, each funding line of the Task Sheet can be set to one of these four options; Funded, which includes Base and One-Time (as in the past) and instead of Additional Needs, Users will be able to choose either Unfunded Requirements or Additional Opportunities (within the Non-Funded section). Rather than just talking about it, let's take a look at the demo.

Test Dude has brought us to the Labor Tab of a Hassyampa task for Monitoring Grazing Allotments (L1020 ML). First, there are now two clear sections for Funded and Non-Funded. As discussed, the funded section includes Base and One-Time, while the Non-funded section has been expanded to include a pull-down for Type of non-funded item.

As you can see on the screen, both Abe Lincoln and George Washington have hours which are planned in Base (funded). While the unnamed Temp GS7 and Vacant Budget GS5 are not currently funded. As we move to the Non-Funded section we see that the type is set as Additional Opportunities. This is the default setting for Non-Funded items which were in the database at the time of this upgrade.

All of the other tabs have similar format modifications, including the Needed Skills, Employee Operations and Operations. As you can see on the line for Minor Category of “Supplies”, it is possible to Base or One-time AND a non-funded requirement as well, although you may prefer to use two separate Supplies entries in order to have multiple comments. However, if the unlikely occasion arises where a task has both Additional Opportunities and Unfunded Requirements, two lines would be required (see the Travel lines on this task).

The Vehicle tabs will be a little different, since the form is laid out differently. For GSA vehicles the user selects both USE (mileage) and FOR (monthly charge). In this example, there is base funding available for 10,000 miles and all 12 months. However, the unfunded portion (along with associated labor & ops already discussed) requires an additional 1000 miles for \$180.

For the Interior vehicles, the process is just a little different because both the USE and FOR are both based on Mileages. So you only need to enter the mileage once and it applies to both. If Vehicle# I427878 also requires 1000 miles to go towards this Unfunded Requirement, you will see that there is \$510 now planned to USE and \$370 to FOR totaling \$880 added to that unfunded requirement.

All tasks can now be edited in this manner and the obvious benefit delivered when pulling reports to determine an Office or District’s actual Unfunded Requirements and/or Additional Opportunities. All of this detail and summaries will be rolled up from Field Office to District and eventually to the State requirements. It’s almost like somebody invented an EASY button!!

Next, Bianca will discuss the reports that are available for all users to review.

3d Funded vs Non-Funded Reporting – Bianca

Thanks, Angie - There are many reports that have been modified to conform with this new naming convention. We will look at a few of those later, but just as examples of what is available to the user. These next 5 reports are new to the Tool and we will discuss those in a little more detail.

1 – Allocation Summary by District/Division and FA Budget Activity - Bianca

As you can see all five of these reports were based on reports already in the system – Just named as summary. If we select the first original report, we will see that it was not changed, except that additional options are available to include the non-funded options. In all five cases to pull reports if you would like to see ONLY ONE of these options. As Test Dude pulls a report for PDO, L1020 and Unfunded Requirements, we see those items that we added during the previous section. Again, the report has not changed – but it now enables the user to focus in on a single funding type. Please note that there will obviously not be an Allocation associated with these new funding types.

Now we can look at the corresponding NEW report. It contains the same selection criteria, except there are no options for Funding Type. Test Dude will again select PDO and L1020, and you will see a similar but slightly different report layout. There is the Allocation and Total Funded (including Labor and Ops) with the difference resulting in the Balance. However, there is now a Non-Funded Total which includes both the Unfunded Requirements plus the Additional Opportunities. Sweet!!

2 – Allocation Summary by Office and FA Budget Activity - Bianca

Next, we will look at the same report, but by Office vice District or Division. Test Dude will again select PDO and L1020 and you will see the exact same report layout, but it is now broken down by Field Office. Now we can see which offices have entered those Unfunded Requirements and/or Additional Opportunities.

You will note that if the District does not distribute the allocation to each office, it does complicate the balances. However, if the report is run for the entire District, it will all work itself out in the Grand Total.

3 – Allocation Summary by FA Budget Activity and District/Division - Bianca

Just to continue the routine, we will again select PDO and L1020, and you will see the same report layout, but now it is sorted by Subactivity and then District/Division . It will probably just be a matter of user preference as to which method of sorting is used, but as you can see the data is exactly the same.

Just to provide another perspective of this same report, Test Dude has selected All Funds Centers and added L1010 to L1020. Still contains the same basic data, but it also becomes obvious how easy it will be to pull State-wide reports for single or multiple SubActivities if funds become available. It also underscores the need for Office to update Task Sheets from non-funded to funded as additional funding is received .

4 – Allocation Summary by FA Budget Activity and Office - Bianca

Once again, Test Dude selects PDO and L1020, and we see the adjustment to the report layout including the offices within the selection criteria.

Of course when we add all of the Funds Centers again, the additional detail discussed earlier can be seen at the State Level. Now we know where each of the Non-Funded anticipated costs are located. Again, we would probably want to basically ignore the Allocation and Balance amounts except in the Totals.

5 – Allocation Summary by WBS, Funds Center and FA Budget Activity - Bianca

The final report will probably not come into play much until we fully incorporate the WBS field into our Tasks, but let's take a look. Test Dude selects LXSS088A0000 with all Funds Centers and SubActivities. What is currently shown on this report is all bogus test data, but at least it gives you a chance to see the layout.

6 – Other Report Updates for Funded/Non-Funded Update - Angie

I'll go ahead and give Bianca a break while we take a quick look at this last group of reports. All of these reports will follow the same basic theme – They already existed before this upgrade and all that has been added was the additional selection for drilling to a specific Funding Type.

So, let's say we are at the Arizona Strip and there was a call for available funds in L1110. Our first step would probably be to see if we have any non-funded items in that Subactivity and we might pull the Allocation Summary Report. And there we see that we have some Unfunded Requirements in two of our Field Office totaling \$50,000.

So next we would look at a different report to see the specifics of these requirements. This is where the new options come into play. As you can see, we can now specify which Funding Type we want to see on the report. Test Dude has selected the other criteria and since we already know that they are all Unfunded Requirements, we will select Both Non-Funded Items.

Now we have some very specific information which can be provided as backup for any potential additional funding request. Of course, the better the information entered into the tool means a better report that can be provided directly from the tool. The first two records include considerable information to decision-making management and the second two provide less info, but are still fairly clear on what exactly is being requested.

Again, most reports are now configured to provide this additional option. Let's take a quick look at just one more. Test Dude has selected a Labor Report and once again we have the option to select a particular Funding type – and he has selected Both non-funded items.

Now, we can see what is Planned but Not Funded in these subactivities. It provides all of the pertinent information broken down by Subactivity, Office and PE. It also shows the Employee or Vacant Position plus the Job Title with hours and dollars planned.

If necessary, we could go back and review the individual Task or Tasks if we required more supporting documentation.

Hopefully this small taste of these new options will drive you to review the many additional report on your own so you can determine which will work best for you.

Slide: (27) Conclusion – Mark

CONCLUSION



In conclusion, employees who have completed this training should now have a number of new tools available to them with PMDS and Project reports.

Slide: (28) Lesson Objectives Revisited- Mark

LESSON OBJECTIVES



- By the completion of this lesson and with the use of a computer, employees will be able to demonstrate the ability to:
 - Discuss Performance Data and how it is Measured
 - Explain where this data originates and how it can be compared to current Budget data within the Tool
 - Determine the best Parameters to be used to Generate the new Performance-Related Reports
 - Export reports to MS-Excel for further analysis

Now that this lesson is complete, employees should be able to demonstrate the ability to discuss performance data and how it is measured, explain where this data originates and how it is compared to current budget data within the tool, determine the best parameters to be used to generate the new performance-related reports and export reports to Microsoft Excel for further analysis.

Hopefully you have all enjoyed this training session and feel secure in your ability to use this new knowledge and abilities. The next upgrade and concurrent training session is being planned for late in the Summer.

Thank you for your time.