AZ Budget Database Training

RMP/Breakpoints Upgrade – Module 7

Slide: Welcome Screen (1)

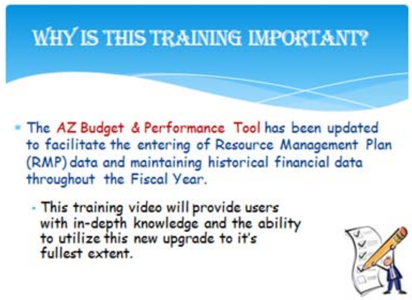
Slide: Instructor slide (2) - All

Hello, my name is Mark Harner, Budget Analyst at the Arizona State Office.

Hi, my name is Bianca Spilde, Management & Program Specialist at the Arizona State Office.

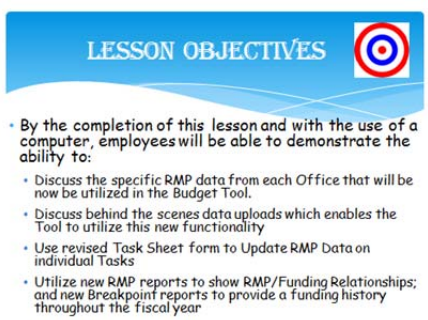
(Mark) We are here today to provide some training regarding a recent upgrade to the Arizona Budget Tool. Bianca, can you tell us why this training session is so important and then take a look at the lesson objectives?

Slide: Training Importance (3) – Bianca



I sure can Mark - So, why is this training so important? Well, the answer is simple – Two very important upgrades have been added and even the name of the Tool has changed. Now, we will be able to include RMP-related data on individual task sheets and provide some very creative reports with this new data. Also, reports will now have the added benefit of historical snapshots throughout the fiscal year. This training session will provide all users with some background information and the ability to fully utilize all aspects of these recent upgrades.

Slide: Lesson Objectives (4) - Bianca



The objectives of this lesson are to ensure that all employees will be able to demonstrate the ability to discuss the specific RMP data from each Office now being utilized within the Tool, discuss behind the scenes data uploads, use the updated Task form to incorporate RMP data on individual Tasks, and utilize new reports to show RMP & Funding relationships, along with historical snapshots of funding history throughout the fiscal year.

Mark, could you outline a course map on how we will achieve these objectives?

Slide: Course Map (5) - Mark

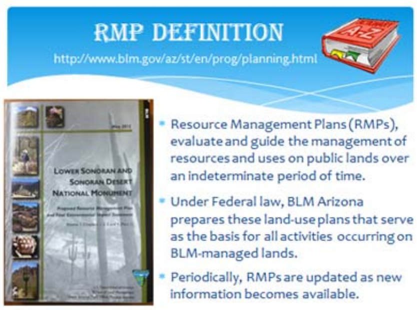
First, we will begin by providing some general background information regarding Resource Management Plans. This background will also touch on the RMP data elements which have been converted for use within the Tool. Next we will give a general description and brief discussion regarding Funding Breakpoints as they pertain to the Tool.

Finally, we will go to a Live Demo of the Budget Tool in order to demonstrate the process involved in the behind the scenes data upload of RMP data to the Tool; demonstrate how to select RMP data for tasks along with copying individual tasks in order to duplicate for RMP application, and finally demonstrate new RMP and Funds Status Report options as they pertain to this recent upgrade.

Slide: Main Point #1 - General RMP Background Information (6) - Bianca

Now that we have the training session planned out, Mark, let's jump into the background information required to fully understand this upgrade.

Slide: (7) RMP Definition - Mark



There are many aspects to Resource Management Plans which we will only be able to address in a very brief manner during this training, but you can access more information at the website on the screen or on the KRC under Planning.

Basically, RMPs are used to evaluate and guide the management of resources and uses on public lands over a given period of time (sometimes as much as 15 to 20 years). These land-use plans, which serve as a basis for all activities occurring on BLM-managed lands, are prepared and periodically updated by BLM Arizona.

Slide: (8) RMP Components - Mark

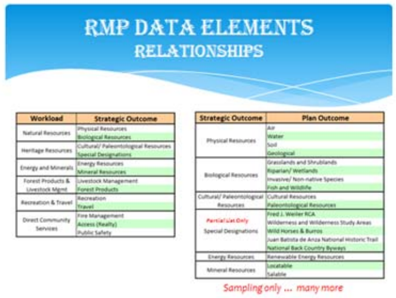
On this screen, you can see all of the major components of a Resource Management Plan, along with some of the items that make up each component. Without going into a lot of detail here, you can certainly see that these plans are very extensive and many months of planning, public involvement, consultation and coordination goes into each Plan.

From a management standpoint, it just makes good sense that since so much time and effort is put into these plans, there needs to be an opportunity to assess how well the plans are being met from both aspects of financial management and workload measure accomplishment. The implementation of this upgrade will make all this possible without a significant workload impact on Tool users.

Slide: (9) RMP Data Elements - Mark

A small group of Budget and Planning folks from both the State Office and the Field used the current BLM approved RMP data sheets to derive key data elements for use in the Tool. As you can see, there are currently six "Workloads" or main categories. These main categories can be divided down into about a dozen Strategic Outcomes, which are distributed down to MANY Plan Outcomes. All of this follows right along with BLM policy for RMP creation and update.

Slide: (10) RMP Data Element Relationships - Mark



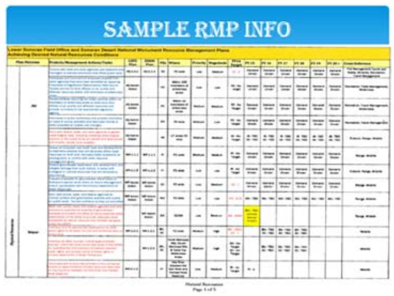
Next, as we have discussed many times in these training sessions, the Tool uses a Relational Database to maintain huge amounts of information without the need to enter data multiple times. Here we can see some of these relationships between the data elements.

Now you can see how the six "Workloads" directly relate to the 13 Strategic Outcomes; for example there are two types of Natural Resources (for our purposes) – Physical and Biological. Similarly, each Strategic Outcome has a number of Plan Outcomes. Physical Resources has four – Air, Water, Soil and Geological. So, one step further, Riparian/Wetlands will always go to Biological Resources – which will always belong to Natural Resources.

An interesting side note to this is the Strategic Outcome of "Special Designations". While some of these might apply to most Offices (i.e. Wild Horses & Burros or Wilderness & WSAs), others may be tied to a single or very few Offices (i.e. Juan Bautista de Anza National Historic Trail).

Bianca, could you give us a brief look at a Sample RMP data sheet?

Slide: (11) Sample RMP Info - Bianca

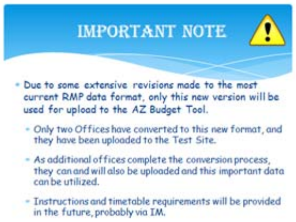


Sure, Mark – As you can see, this example is just page 1 of 5 and only for the first “Workload” of Natural Resources. Also, it covers both Lower Sonoran Field Office (AZP02) and Sonoran Desert National Monument (AZP04), with the differences distinguished by the LSFO Plan and SDNM Plan columns. These data fields reflect the specific paragraph or paragraphs of the actual RMP plan where these actions are addressed.

Additionally, all of the data elements that we just discussed are shown on this form, plus much more information. The narrative column contains all Projects, Management Actions and Tasks involved in each item, plus the related PEs, Location, Priority and Magnitude of each. All of this data is part of the upload to the AZ Tool for use in Task Sheets.

As discussed, this is the new BLM-approved data format for this RMP info and next we will take a look at an important note in this regard.

Slide: (12) Important Note – Bianca



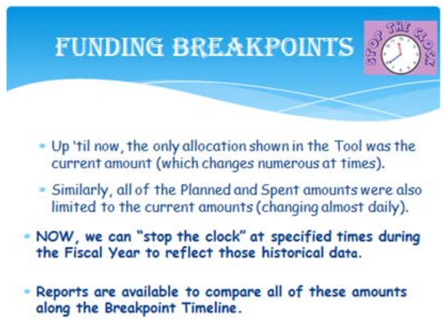
Since there is a big difference between the format of the previous version to this current version, only the new version will be used for upload into the Tool. The reason for this requirement is in order to maintain data integrity throughout the tool.

The two Offices who have completed this conversion to the new format have been uploaded to the Test site and eventually to the Production site by the time this upgrade is released. As additional offices convert to the new format, they will also be updated in the tool and users will be able to access this new wealth of information.

Instructions and a timetable for this conversion process will be included in an IM which is currently in the draft phase at the time of this recording, but will definitely be release prior to the go-live date of the Tool upgrades.

Mark, could you provide with some background information about the new capability to use Funding Breakpoints in reports?

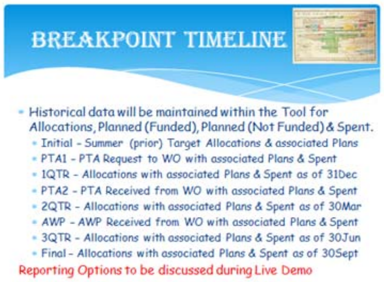
Slide: (13) Main Point #2 - General Breakpoint Background Information – Mark



In the past, all Allocation, Planned and Spent amounts shown in the Tool were limited to ONLY the current amounts, which changed on a near daily basis. There was no historical information to distinguish or display the progress of these components throughout the annual Budget Process.

Now we have the ability to "stop the clock" in order to show and compare this historical data in a variety of reports.

Slide: (14) Breakpoint Timeline – Mark



There has been much discussion about the Tool's inability to reflect historical snapshots at various times throughout the Fiscal Year – But that shortcoming has been corrected with this upgrade. The tool will now maintain historical data in four categories: Allocations, Planned – both Funded and Not-Funded, and Spent amounts.

These totals will be frozen at specific points of the fiscal year and used for reports to compare the various stages of the fiscal year from a historical standpoint. All of this will be done completely behind the scenes and the only impact on users will be the ability to view the data on reports.

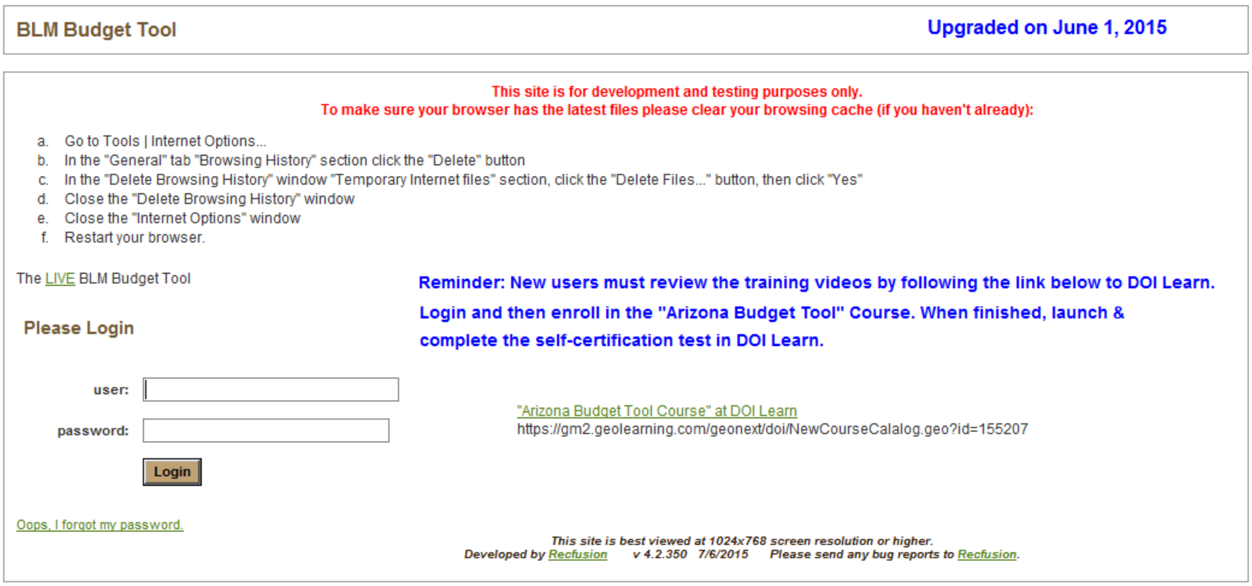
This also solves the problem of using a single hourly labor rate for the entire fiscal year. Now, this rate can be updated at any or all of these points without skewing the planning data.

Please feel free to stop the video if you wish in order to fully absorb the information currently listed on the screen. Of course, the order of these data points could change if, for example, AWP is received prior to the end of the 2nd quarter or other shifting from the norm.

Live Demo: Main Point #3 – (15) – Mark

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.

3a Login Procedures – Bianca



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 & Performance Tool.

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.

So, now we have logged in and selected FY 2016, let's take a look at this new functionality.

3b RMP Data Upload - Bianca

The first key point we would like to demonstrate, is the RMP data upload to the Tool. While a vast majority of users will not be completing this function, we wanted to give a brief demonstration of exactly what goes into this upload.

As in previous videos, we are using Mark's administrator account which contains many more tab options than standard users. <Click Support Tables > Clicking the Support Tables tab reveals additional tabs, many of which we have previously discussed. <Click RMP> Then, clicking the RMP tab reveals those Main Categories that we discussed earlier in this session.

From this screen, an administrator has the ability to Show or Add New elements or relationships to each category. <Click Show All Workloads> For example, by clicking the Show All button next to Workloads, we can see the six original Workloads plus the additional entry of Non-RMP. <Click NR Edit Button> From there, the Workload title could be modified or made inactive, <Click Save> or the relationships could be edited <Click NR Edit Button> <Click BR Edit Button> <Click Show All, Relationships & Add New> or added <Show Pull-downs/Cancel>.

Both the Strategic Outcomes and Plan Outcomes tabs work in exactly the same manner, <Click Show All SOs> <Click Show All POs> so let's drop down to the Accomplish Outcomes <Click Show All AOs>. As you can see, this is where the database stores all of the remaining RMP data made unique by a computer-generated Accomplish Outcome Key and filtered by individual PE. <Click DA> Please feel free to pause the video at this time if you'd like to review these data elements. Each of these fields can be edited <Click Edit Button> in order to make changes or corrections. <Click Cancel>

As Mark mentioned earlier, there are currently only two Offices loaded into the test site (P02 & P04) <Slide Cursor>. For demonstration purposes, we have added a new Office – Final Frontier Field Office (P05) – and next, we will upload their RMP data. <Click Upload New>

Clicking the Upload New button offers important information about the upload process and even provides an example file <Click Example file, Open>. This example is winnowed down from the RMP data sheets that we looked at earlier with the Accomplish Outcome column left blank so the database can assign a unique identifier. Again, feel free to pause the video to review this file further. <Close Excel>

<Click Browse> Simply Browse to the file and click Open <Click Open> and then click Upload File <Click Upload File>, <Click OK on Popup>. Once uploaded, you will receive a report regarding how many records were uploaded and whether there were any errors <Scroll>. *<pause while scrolling>*, Clicking the Accomplish Outcomes Show All button <Click AO Show All> now reflects the AZP05 records in the database. From there any of the actions that we outlined above can be accomplished. Next, we will jump to the User Interface, Task Sheet form <Click Budget>.

3c RMP Data on Task Sheets - Bianca

Example 1 – Select RMP ID and Correct

When initially opening the Task form, the default brings you to the "Add New" Task screen. <Scroll down> We mention this to emphasize the fact, that you cannot select RMP data until you have already chosen the Funds Center and SubActivity/PE combination <Click dropdown>.

So, we will go ahead and select a task for Lower Sonoran Field Office (AZP02) that we know has RMP data, <P02, L1050.AE, Anza NHT Outreach> L1050 AE – Anza NHT Outreach. <Scroll Down> Now the drop down list title has changed to "Select RMP ID" and the list contains possible option for this Funds Center / PE combination <Open Pull-down>. Now it would be up to the User to determine which of those RMP records fit for this Task. In this case, the location field provides a pretty good breakdown in order to determine the correct selection.

Maybe the User thinks that this Task takes place at Painted Rock so they select #008 <Select 008>. Now a really awesome thing happens – All of the related data is populated right into the Task Sheet for us and if we save the Task, will be associated with all of the information contained in the task including Funding plans (such as Labor, Ops etc), planned Workload Measures and all the rest.

Unfortunately, the User realizes that this is not correct, and remembers that the Task takes place along the designated historic corridor so they change the selection to #010 <Select 010>. Now we are very confident that we have the correct RMP record as the Task Name nearly matches the Plan Outcome word for word. Perfect! So we click "Save Task" are done.

Of course, since we are in the Task we probably should go ahead and update the Task Owner <Pause Reading while Clicking>, Task Status <Pause>, add a WBS if applicable <Pause> or go into the tabs and update any of the anticipated costs associated with this task <Pause>. But for training purposes, we will just move on to the next example.

Example 2 –Duplicate Task Sheet to Select Multiple RMP IDs

On some occasions it might be possible that multiple RMP IDs apply to a given task. In other words, a task sheet that could stand on its own in the past, now needs to be duplicated and split to accommodate more than one RMP ID. Another possibility is that we have a Task that we relate to an RMP ID, and then realize that we need to have another very similar Task. For either type of example (plus many more), we could use the Copy Task function that we learned a few videos back.

So we will go ahead pull up another Task Sheet, <P02, L1220.DF, Buckeye Hills East> L1220 DF – Buckeye Hills East Recreation and Travel Management Plan. <Open Pull-down>. As we look at the variety of options available, we note that there are two options that include Buckeye Hills - the first one is Buckeye Hills East (just like the Task Name) while the other one is Buckeye Hills West. So naturally, we would select #003 <Select 003>, but we get to thinking that we should probably also have a L1220-DF Task for Buckeye Hills West.

Taking first things first, we need to update the first Task. If everything is correct, we go ahead and click the "Save Task" button <Click Save Task>. We confirm that the RMP ID and corresponding data is correct and feel free to move on to the next step. Of course, this particular example may not make perfect sense in real life (or maybe it does), but it is for training purposes to show a possible method to lighten some of the workload for users.

Anyway, we have decided that it would be a good idea to duplicate this task for Buckeye Hills West. So we simply click the "Copy Task" button <Click Copy Task>, click Cancel for FY16 <Click Cancel> and click OK <Click OK>. Now we have a 2nd task which was very similar to the first. We could change the Task name to Buckeye Hills West Recreation and Travel Management Plan <Del Copy of & Chg East to West>, modify the Task Description as appropriate to reflect the changes < Chg East to West > and select the correct RMP ID <Select 004> #004 Buckeye Hills West. Then we will save the task <Click Save Task> and continue with further modifications.

We would also need to change any workload measures as necessary <Show WMs>, and go into the appropriate funding tabs to make those required changes <Click Labor Tab>. If we were needing to split the workload measures or funding between the two tasks, we might want to print both tasks out in order to determine the correct breakdown. <Close>

We will do one more quick example and then move on.

Example 3 – Select RMP ID and Update Task

Our final example will be simply selecting an RMP ID and then updating the rest of the Task.

So we pull up another Task Sheet, <P02, L1220.EA, Process SRPs - LSFO> L1220 EA – Process SRPs for Commercial Users and Groups - LSFO. As we through the Task Description, it becomes apparent that this task is a general SRP task for the Field Office. <Open Pull-down>. As we look at the options available, most go to a very specific location while one is FO wide or Field Office-wide. We determine that is the best option and select #003 <Select 003>. Then we update the Task Owner <Select Mark Harner>, Task Status <Select Active> and save the task <Click Save Task>.

We have demonstrated how simple the linking of RMP data to individual Tasks will now be within the Tool. The user interface is minimal while the database itself does most of the work. Next, we will take a look at some of the various reports that can be generated from this data <Click Run Reports>. But first, Mark could you provide some information on why there are currently only a few RMP Reports available to users?

3d RMP-Based Reporting Availability Note - Mark

Sure, Bianca - A clear benefit of entering RMP data into the Tool, is the ability to pull that data out through Reports. However, it must be noted that due to time constraints, only a minimal number of reports will be available initially, but plans are in place for many more RMP reports to be added after the beginning of the new fiscal year.

If any employees have ideas for some additional reports, please feel free to submit through normal channels. So, rest assured that there will be at least a dozen or more new reports available by the time that the majority of Arizona Offices have RMP data available in the Tool.

Bianca – Let’s demonstrate the RMP reports that are now available.

3e RMP-Based Reports - Bianca

Thanks, Mark - As we can see, the layout is exactly the same as it was for 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 the simplified menu system for locating reports is still accessible.

For Report Type, we will select Module <Select Module>, and the new Main Category of RMP <Select RMP>. When we open the Sub Category <Click SubCat>, we see that there are currently two options, General RMP Reports and RMP Financial Reports. In the future, a number of the new reports will probably fall into these categories. But we can also foresee some new categories such as RMP/ PMDS Reports or RMP/BLM Strategy Reports among others.

Example 1 – General Office RMP Report

For our first example, we will select General RMP Reports <Select Module> and the only option currently available <Select General Office RMP Report>, the General Office RMP Report. The same selection criteria format is available as with other reports – except only one Funds Center (or Office) can be selected.

This report basically provides the Office with a means of verifying that the RMP data that was uploaded to the Tool. Since there is a bit of a conversion process in order to format the data for upload, it is possible that the data could require some minor corrections. This report simplifies the review process for the Office.

For the purposes of this training, we will select LLAZP02000 <Select P02>, plus ALL for each of the other criteria <Select All, All, All, Preview>. The report shows the Office in the heading and then provides all of the Accomplish Outcome data, grouped by Workload, Strategic Outcome and Plan Outcome. If we scroll down to Natural Resources <Scroll to Natural Resources>, we see the familiar Biological Resources with it's Plan Outcomes; but if we scroll to Physical Resources <Scroll to Physical Resources>, we see the very familiar Air, Geological, Soil and Water – each with their own RMP data listed. Awesome!

If this format does not work for you, the user can pull the Excel version <Scroll to Excel Link & Open file>. Now the data is displayed in spreadsheet format which can be Sorted <Sort by PE>, Filtered <Filter for Natural Resources>, or any other Excel function that would help with the verification process.

It would also be a good idea for users to print a cheat sheet of this data to assist in the Task process of selecting RMP IDs which we discussed earlier. In this case, all of the RMP-related options for Physical Resources could probably be printed on 1 or 2 sheets of paper.
<Close Excel and Close Report>

Of course this same information could be generated directly from the Tool using different selection criteria <Select Module, RMP, General, General>. Again, we will select AZP02, <Select AZP02>, Natural Resources <Select>, Physical Resources <Select> and ALL <Select>. Now the report shows exactly the same information that was contained in the filtered Excel Report.

This report could be printed for future reference or saved as a PDF file to be opened when entering Tasks with RMP information required. Of course, this example was specific to Physical Resources – but, any of this data could be similarly narrowed down to suit each user's needs.

(Mark) With an eye towards the future – Some reports that might be added to this particular category might be to create the ability for a User to retrieve specific data for an entire District or State. Those reports may be used by a District to compare specific RMP objectives between Field Offices or by a State Program Lead to compare objectives for their Program, across the State. Again, this would only be related to the RMP data and not yet any financial, PMDS or other data within the Tool – BUT, it sure is a nice consolidated repository for the RMP data.

Example 2 –RMP Financial Report (Office)

Next, we will take a look at some RMP Financial Reports <Select RMP Financial Reports> & <Open Select Report>. This category currently contains two reports – The RMP Budget Planning Report for an Office or for an Office Group (which is District or Division). First, we will start with the report for an individual Office <Select Office>.

As you can see, there are not many selection criteria available – Basically, the user would choose the Office <Select AZP02> and the type of funding desired. Of course this is generally Base and One-Time, but like other reports, additional options are available <Click Preview>.

This report has the exact same format, except that now there is budget planning data included for each RMP category. Again, it displays the Office within the report header along with the fiscal year and it groups and totals the data by Workload, Strategic Outcome and Plan Outcome.

The data within those groups is Labor, Ops and Total planned dollars listed by PE and SubActivity. If we scroll down to the Heritage Resources <Scroll to Heritage Resources>, we can see how the planned funding for the Cultural and Special Designations displayed and totaled. Finally, there is a grand total for all of the Heritage Resources Planned.

Of course, if this format does not suit the user's needs <Scroll to Excel Link & Click>, the report can again be exported to Excel for Sorting, Filtering or any other Excel Functions. <Pause recording and create pivot table of the data> <Row:SubAct/PE, Col:Wkload, Total Planned>

Through the miracle of video editing, we have created a pivot table to demonstrate an option available to the user in Excel. Now we can see the breakdown of planned dollars by Workload (across the top) within each SubActivity and PE. For example, you can see that of the $173K planned in L1020; about $56,845 is planned in Forest & Livestock, $69,813 in Natural Resources and $46,699 in Recreation & Travel. Right below that you can see those amounts broken down by PE. We hope to have this report directly available in the Tool shortly – One of those upcoming additions that we talked about earlier. <Close Excel & Report>

Example 3 –RMP Financial Report (Office Group)

Next we will give just a quick look at the final RMP report <Module, RMP, RMP FinRpts, Office Group> - RMP Budget Planning Report for Office Group. The selection criteria are the same as the previous report except the User selects a District or Division rather than an individual Office <Select PDO & Preview>.

Again, the format is exactly the same as the previous report except as you can see in the report heading, the entire Phoenix District is displayed for FY16. Of course, the report will only include data for those Offices which have had the RMP data uploaded to the Tool and attached it to specific tasks. In this case, that includes AZP02, AZP04 and the mythical Final Frontier of AZP05.

As with the previous report, this data can be exported to Excel for additional manipulation.

(Mark) Before moving on, we would again like to address some of the directions this category of reports will be headed in the near future. There will be reports that will include Labor Planned and breakdown the Ops Planned into Minor Categories (i.e. travel, equipment etc). Other reports will pull in FBMS data to show Spent data broken down by these RMP elements. As you can probably see, the possibilities are endless and the really great aspect is that all these reporting options will be available based upon data entered only once.

Hey Bianca – How about we jump into the breakpoint data uploads and the new reports containing breakpoint history?

3f Breakpoint Data Uploads - Bianca

Sure, Mark – We are only planning a very brief look the data uploads, since like so much, will be accomplished behind the scenes at the State Office budget shop. Also, please keep in mind that it is very difficult to show history in the test site when there is no history to be shown.

<Click Support Tables & Breakpoints> As discussed earlier in this video, there are 8 breakpoints that will occur through the fiscal year. At each of these times, the budget shop will simply select which data should be used (almost always will be all four checked) – Allocations <Click/Unclick>, Planned and Funded <Click/Unclick>, Planned and not Funded <Click/Unclick> and the Spent amount <Click/Unclick>.

Then, we will select the corresponding breakpoint from the pull-down <Select 1Qtr> and click the <Create Data Breakpoints>. The program summarizes all of the data currently residing within the database and saves it posterity. Throughout the fiscal year, these amounts (and dates) will remain constant and can be used in reports as historical data for tracking changes in allocations, planned and spent amounts.

So, let's go ahead and take a look at these reports!

3g Financial Breakpoint Reports – Bianca

The Financial Breakpoint reports will basically be based on pre-existing report formats, but containing the additional breakpoint data woven in the report. Unfortunately, there is currently only a single report already created due to time constraints – but many more are in the works and will be available shortly.

Example 1 – Allocation by Office and FA Budget Activity with History Report

The first report that we will look at is the Allocation by Office and FA Budget Activity with History report <Module, Budget Planning, Allocations, History Report>. We will pull up a report for AZ9801 <Select AZ9801 & All> and all Subactivities.

This particular report first displays the four major breakpoints as part of the Allocation History section, while the Current section is laid out the same as the original report. Any balances listed on these reports are always based on current data, while the historical amounts are there for informational purposes only. For this video, it may seem like superfluous information, but once there is actual data in the production database, the benefits will become quite apparent.

(Mark) As indicated, there are many additional reports planned for this group. Each will use a different combination of data elements in order to draw historical comparisons to current spending plans and expenses. Again, the possibilities are endless and there is not a great deal of urgency as the reports will not reflect much history early on anyway.

The key will be to establish the breakpoints during the early stages of the fiscal year in order to create the historical milestones which will be included in mid to late fiscal year reports.

(Bianca) Now for your viewing pleasure, Mark will take us for a wild ride down the bonus upgrade mystery trail. What will it be?

Slide: (18) Bonus Upgrade – Mark

Before we conclude this training video, we have a bonus upgrade that we expect will be available for production when this update and video are released. Everyone has heard “Truth in Coding” lingo when it comes to employee timesheets. For the most part, this applies to field personnel coding their time according to the specific work being accomplished. This relates directly to funding provided to accomplish certain Performance and Workload Measures – Widgets using the vernacular.

On the other hand, you have Administrative Overhead which does not directly impact this workload accomplishment. Funds are spread from across all Programs or SubActivities and generally are expended using PE codes P for Provide Support and X for Provide Admin Services.

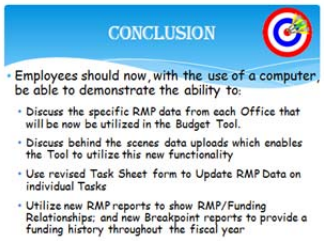
There have been many discussions regarding the labor spread for many administrative employees at the State Office and to a somewhat lesser extent, at the District Offices. Currently, this labor spread may cross anywhere between 3 to 4, or up to 10 Task Sheets for some individuals. Then reports need to be pulled to verify that the spread did add up to the anticipated 1740 hours for each employee.

Hopefully this process will be simplified through the use of this new form currently on the screen. Please note that this form is our submission to the Tool’s programmer for action and the appearance and perhaps some of the functionality might change slightly, but he is onboard with the request and the final result should be very similar.

Basically, there will be an additional Task tab for use in planning these Administrative Overhead labor hours and funds. As you can see, this task sheet looks at a single employee selected by the user and is labor-only. There is no need for much of the data selected and displayed on the Standard task sheet and this form will be much more streamlined for the process.

A nice feature to this form is that it will pull in any Standard Task Sheet hours for the employee and include them in the employee total to assist users in reaching that magical 1740 hours. Everything else on the form should be pretty self-explanatory and specific guidance will be provided with the finished product.

Slide: (19) Conclusion – Mark



In conclusion, employees who have completed this training should now have a number of new tools available to them. They should be able to demonstrate a background understanding of the RMP data now being utilized in the Arizona Budget Planning and Performance Tool.

They will be able to demonstrate a general understanding of the data uploads which creates this new functionality in the Tool and the ability to utilize the revised task sheet form to update their RMP data. Finally, they will be able to demonstrate the ability to utilize the new RMP and Breakpoint reports as outlined in this video.

Hopefully you have all enjoyed this training session and feel secure in your ability to use this new knowledge and abilities. This is obviously the final planned video for this fiscal year, but as additional reports are added in the early months of FY16, there will likely be additional sessions made available to all users.

Thank you for your time.