

Capital Project Processing

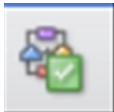
Step 1 – Request for a Capital Project or Purchase (project): Anyone may request a capital project by using the CP option on the Service Request screen in Maximo. The only information required is a description of what is requested and Location of the project. An estimated value may be entered but, is not required.

Step 2 – All requests for a Capital Project are routed to the three Assistant Superintendents of Technical Services (ASUP). Any of the three may act on the initial request by entering the name of any “Planner” and then by assigning someone to evaluate the project. The assignment is made by using the “Select Owner” Icon at the top of the screen with the Work Order open.



“Select Owner” icon

Once the person responsible to evaluate the project has been assigned. The ASUP will route the work order to the assigned owner by using the “Workflow” icon.



“Workflow” icon

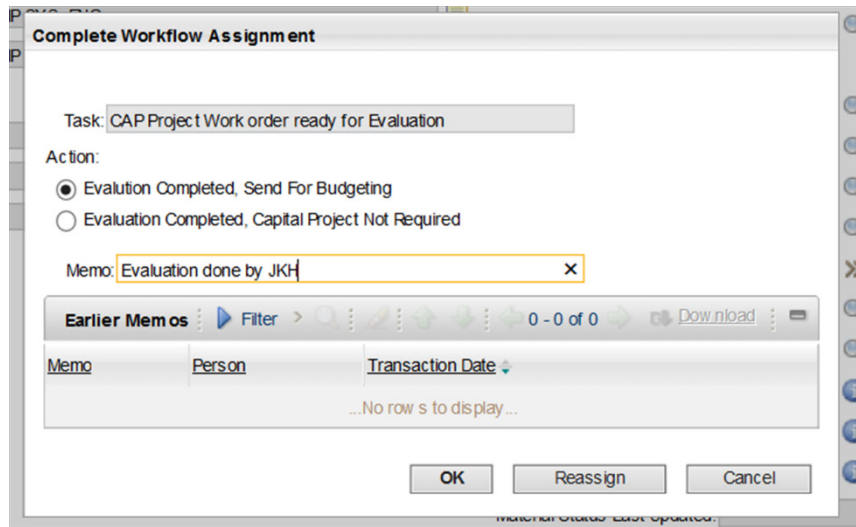
Step 3 – The person assigned shall evaluate the projects merits and determine if it meets the requirements for budgeting. They shall be responsible to do the following at this point of the project:

1. Prepare a written justification for the project using IPSC standard forms. Attach the justification to the work order in PDF format. Retain the original copy in native format in S:Engineer/Capital.
2. Review the description of the project on the Work Order and modify as needed to make sure it adequately reflects the work that will be accomplished. Use the Long Description fields and/or attach documents as needed.
3. Update the “Estimated Cap Project” field to accurately reflect the most recent cost estimate.
4. Review the project “location” to make sure it accurately reflects the correct location.
5. Add some notes into the Engineer Notes field with your recommendation for the project. It is the addition of these notes that Maximo will look for when you route the workflow to make sure the evaluation step has been completed and that it is ready for budgeting.

Engineer Notes:	I have reviewed this project and recommend that it be considered for addition to the capital budget. J. Hintze
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Sample of Engineering Notes on W.O.

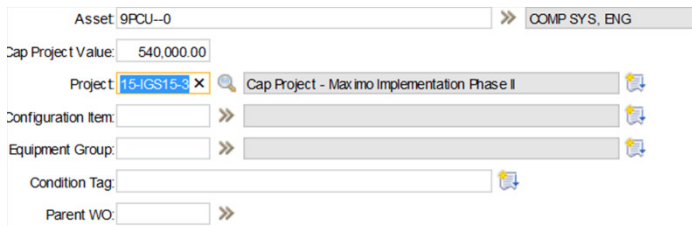
- Route the WO back to the ASUP for budgeting using the “Workflow” icon. The following dialog box will appear:



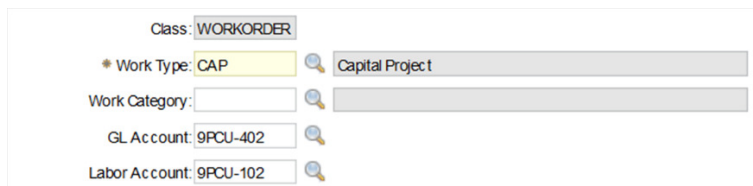
Select the “Evaluation Completed, Capital Project Not Required” if the project is not justified and should be cancelled. An email will go the originator notifying them that the W.O. has been cancelled.

Step 4 – During this step the ASUP will determine the budgeting source for the project. If the project is to be completed in the current budget year, the ASUP shall complete the following:

- The ASUP shall determine the correct budget location from which the project will be funded. If no budget location exists for the project, a new location must be added in “Cost Management”. Enter the number into the “Project” field on the W.O.



- Change the “Work Type” to “Cap” and change the GL Accounts to 402 and 102.



Note: if the Labor Account field will not stay if you hit the save button, you need to go into the Locations Application, find the application and insert the appropriate cost account into the Capital GL Labor Account Field.

A screenshot of a software form with the following fields and values:

- Priority: 3
- Operational Equip: [unselected]
- Priority: [unselected]
- GL Account: 9PCU-401
- Internal Labor Account: 9PCU-101
- Capital GL Labor Account: 9PCU-402
- Is a Repair Facility?

3. Verify that the project justification is attached and is the latest version. Replace if necessary. Verify the accuracy of all description fields and locations. Attach other documents or modify the WO text as needed to supply the necessary information for project approval.
4. Route the project for approval using the Workflow Icon. The following dialog box will appear. Add memo notes as needed.

A screenshot of the 'Complete Workflow Assignment' dialog box. It contains the following information:

- Task: Assistant Superintendent of Tech Services
- Action: Budgeting Complete Send for Approval
- Memo: Review ed justification, ready for approval
- Earlier Memos: 1 - 1 of 1
- Memo Table:

Memo	Person	Transaction Date
Evaluation done by JKH	D98624	7/3/15 1:26 PM
- Buttons: OK, Reassign, Cancel

After you push "OK", the following system message will appear:

A screenshot of a 'System Message' dialog box with the following content:

- Icon: Information (i)
- Message: BMXZZ0010I - The system will automatically determine if the Capital Project is for Current or Future Year based on if the Capital Project has a Project ID
- Button: OK
- Footer: Storeroom Material Status:

5. If the project is to be done in a future year, just leave the Project line blank and do not change the cost codes. When you okay this field, the project status will change to "Hold for Budgeting". Maximo keys off of the "Project" field which contains the budget location to determine if the project is ready for approval or should be placed on hold for budgeting.