MW-1

SBCTC
Minor Works Project Change Tool

Select primary college

User can propose multiple changes in the same request

To move funds between colleges, select up to two more colleges

HOME

Select College

(blank)

Select additional colleges

Restart

PREPARE

Review List of All Minor Works Projects

SBCTC Help

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MAKE CHANGES

MOVE Funds Between Projects

ADD New Project

Update Project Schedules

FINISH

Submit Request

Exit

Review minor works project data at any time

Update project schedules while making other changes or independent of any changes

Review currently funded projects

Select project ID to see
related data

Review List

Review currently funded minor works projects to plan for changes

Select
Project ID

Current Allocation   Orig Funding Bien

Appropriation

Project Description

Done

Move funds between existing projects

MW-3

Select project ID of project with funding shortfall

Enter additional funding amount required to complete project

Existing Project Need

Identify an existing project that needs additional funding

| | Select Project ID

Why is my project missing from this list?

Current Allocation

Additional Need

Revised Total

Project Description

Select Reason for Need

Back   Identify funding sources

Select why funds are needed

MW-4

Add a new project

Select appropriation where funds will come from. If not sure, click "Help"

Select campus and building location of new project

Enter project description. Click "See Example" for help.

Add New Project

Identify New Project

Proposed Funding Source   Help   Campus   Building(s) or Site

Brief Project Description

See Example

Clear

Full Description

NEW

Available allocations   Project Cost Estimate   Select Reason for Need   Back   Continue

Enter total expected project cost

Select why project is required

MW-5

Identify resources

Select project with excess funds. Multiple projects can be selected one at a time.

Enter how much funding from the currently selected project that will be re-purposed.

Select why funds are available

Resources

Identify one or more projects with excess funds

Select Project ID

Why are projects missing from this list?

Available Allocation

Re-Purpose Amount

Revised Allocation

Reason funds are available

Project Description

Amount Needed for under-funded project	$25,000
Total Amount Identified	$0
Difference	$25,000

Start Over

Continue

As funds are identified above (from one or more projects), the "total amount identified" is updated. When the amount identified equals the amount needed, the difference will be zero and the gauge to the right will read "full".

After fields are populated, a button will appear here to add the amount to the total re-purposed amount.

MW-6

Use these buttons to cycle through all of the project changes to verify accuracy before submitting the request.

Review Request

Review Request

M125
SBCTC Proj #

$109,000
Current Allocation

+

-$25,000
Revision

=

$84,000
Revised Allocation

Previous   **Next**

Replace existing mobile partition wall with new at Bates Technical College Downtown Campus Main Building-East Wing. (FCS F05)

Project Description

Start Over   Process Request
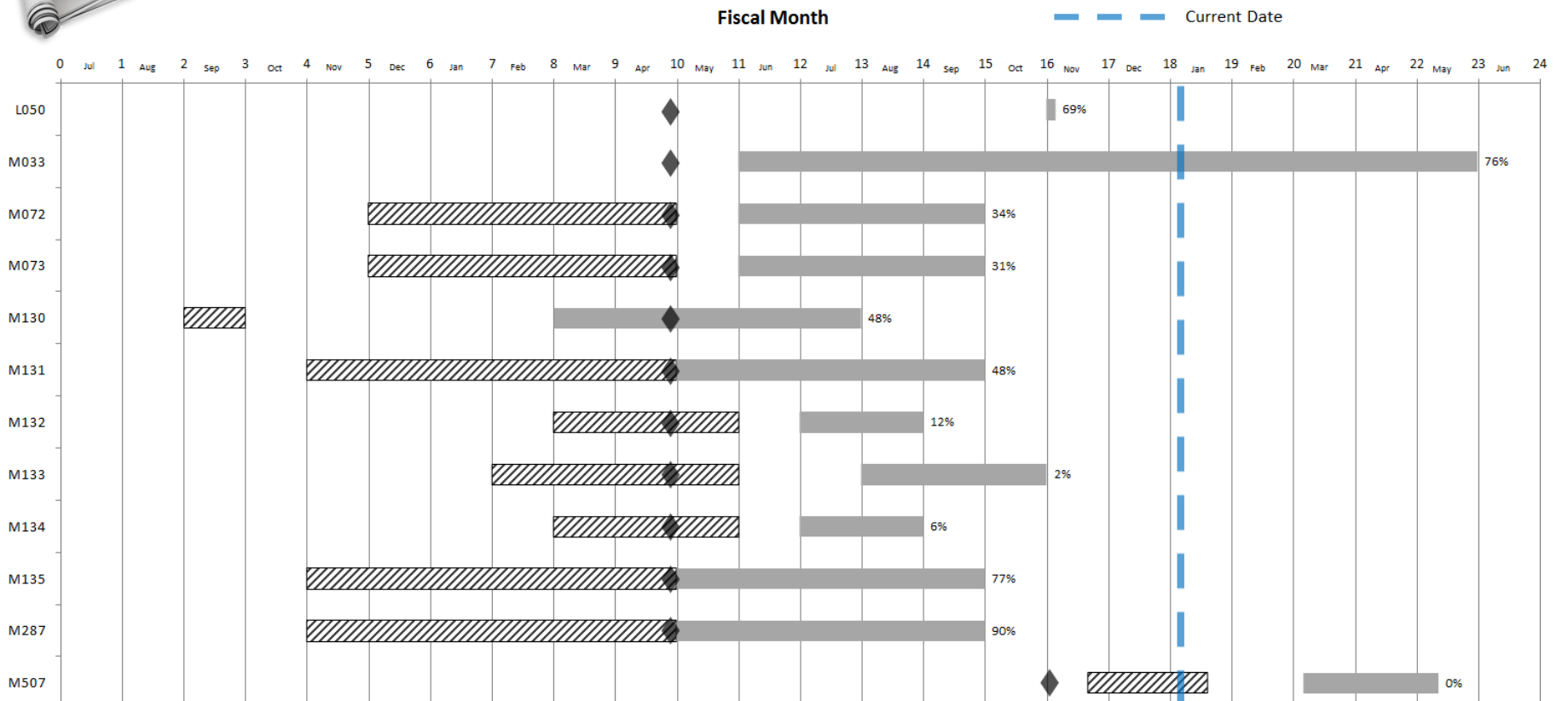
MW-7

Review schedule milestones

Click to view expenditures and possible project delays

Edit project schedules

Reset all changes to schedule

Microsoft Excel - minor-works-project-change-tool (4).xlsm

View Expenditures Edit Schedule **Bellingham Technical College** Reset Done

Fiscal Month   — — — Current Date

| 0 Jul | 1 Aug | 2 Sep | 3 Oct | 4 Nov | 5 Dec | 6 Jan | 7 Feb | 8 Mar | 9 Apr | 10 May | 11 Jun | 12 Jul | 13 Aug | 14 Sep | 15 Oct | 16 Nov | 17 Dec | 18 Jan | 19 Feb | 20 Mar | 21 Apr | 22 May | 23 Jun | 24 |

L050 — 69%

M033 — 76%

M072 — 34%

M073 — 31%

M130 — 48%

M131 — 48%

M132 — 12%

M133 — 2%

M134 — 6%

M135 — 77%

M287 — 90%

M507 — 0%

Expenditures shown here if no schedule data available or if expenditures are negative

🗹 Design ■ Construction % Spent (shown on right)

Partial bar indicates that project is complete

♦ Last date college reported project as on schedule (shows at left of chart if no data provided)

MW-8

Change Minor Works Project Schedule ✕

Select project here.
Only one project can
be updated at a time
(by clicking "Update
Project Schedule"
below).

M072 ▼ $58,000

State Board ID   Allocation

Description

Repair of Bellingham Technical College Building T (Diesel)
roof. (FCS R02)

Schedule Milestones

	Date	Revise
Design Start	12/01/2015	☐
Design Finish	05/01/2016	☐
Construction Start	06/01/2016	☐
Construction Finish	10/01/2016	☐

Edit schedule milestones by
clicking "Revise" checkbox.
This will open a date-picker.

Is project on schedule ?

Last date confirmed on schedule   04/27/2016

☐ Currently on schedule

Click checkbox if project is on
schedule. Current date will be
automatically entered.

Update Project Schedule   Exit

Save changes and exit
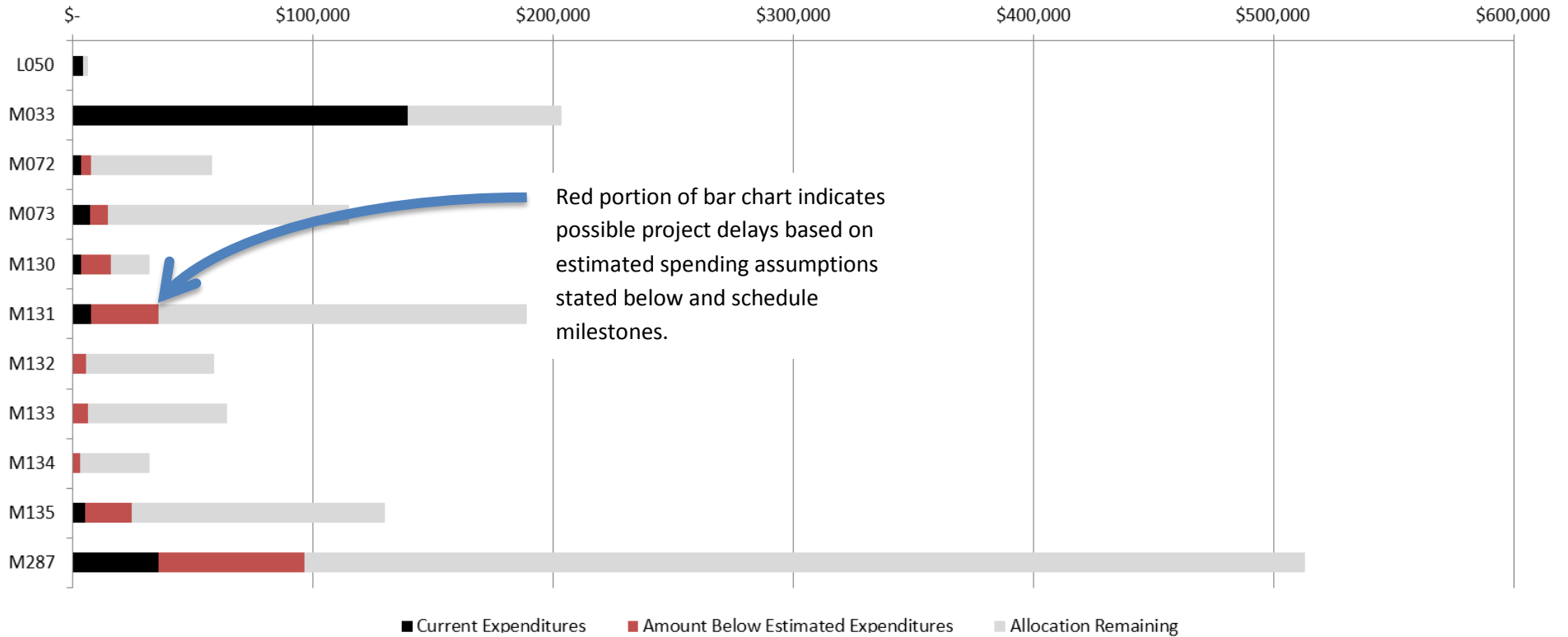
Exit without saving changes

Review expenditures and estimated progress

Navigate back to project schedule screen.

Bellingham Technical College

Minor Works Projects Expenditures

	$-	$100,000	$200,000	$300,000	$400,000	$500,000	$600,000
L050							
M033							
M072							
M073							
M130							
M131							
M132							
M133							
M134							
M135							
M287							

Red portion of bar chart indicates possible project delays based on estimated spending assumptions stated below and schedule milestones.

■ Current Expenditures   ■ Amount Below Estimated Expenditures   ■ Allocation Remaining

Notes:
1. Expenditure data is from previous month close and could be up to 30 days behind actual.
2. Assumed expenditure pattern: 12% total spent at end of design, 14% at bid and 100% at end of construction.
3. Based on schedules provided by college.

Additional Tips

Problem 1: **Excess minor works repair funds cannot be used for a program project that is short on funds or vice versa (Capital budget bill won't allow).**

College wants to increase the scope of work for an improvement project (program).

One or more repair projects have been completed and have excess fund**s.**

The repair funds cannot be moved to the program project because they are funded by different appropriations.

Solution: **Use excess repair funds for repairs identified in the program project scope of work.**

Identify portions of the program project that are repair in nature (upgrades do not qualify).

Add new project(s) to the "repair" appropriations for each component identified in the program project that can be considered repair work.

OR

Create new program projects that include repair scope of work if excess funds are in a program project.

Problem 2: **College cannot use excess project funds for a new project since the amount is less than $25,000 (new project minimum is $25,000).**

Solution: **Combine projects with excess funds to create new project.**

If there are multiple projects within an appropriation that each have less than $25,000 in excess funds and they total more than $25,000 when combined, then the funds can be combined and re-purposed.