TEAM-Web User Guide

Chapter 8
Project Management

By:
QSSI

Version: 2.1
Date: 07/02/2008

Chapter 8 Change History

Version	Date	Description	Change By
1.0	09/26/2007	Initial Online Versions and updates	Travis Klein
1.1	10/18/2005	Formatting Changes and Updates. Updates to the new closeout process	Travis Klein, Sonya Ransome
2.0	04/23/2007	Major Formatting Changes and updates as required	Travis Klein
2.01	06/05/2007	Continued formatting changes and updates	Travis Klein
2.02	06/06/2007	Indexing and referencing	Travis Klein
2.03	02/29/2008	Minor reference and wording modifications	Travis Klein, Patty String
2.1	07/02/2008	Delete Closeout Amendment tool reference	Travis Klein

** Note: previous versions of the online User Guide may have been updated as needed without consistent versioning. Some previous change versions may be omitted or estimated. Versioning shall be consistent henceforth.*

Chapter 8 Table of Contents

Project Management

Overview

This chapter will cover the following project management features in TEAM-Web: Financial Status Report, Milestone/Progress Report, Revise Project Budget, Approve Budget Revision, Project Funds/Status, FPC Transfer, Project Info, and New Closeout.

Financial Status Report

The Financial Status Report (FSR) is one of the two reports (usually quarterly), which are required to be filed by Recipients of FTA funds for active/executed projects. The FSR is generally submitted before the Milestone progress/Report.

1. The FSR page permits multiple updates as invoices come in (when saved as a Work In Progress). The user has 30 days to Submit. Once submitted and past the reporting period, the information can be viewed but not changed. From the navigational menu, click Project Management and query your project (see Figure 1).
2. Click Financial Status Report. The FSR page has a Summary, Financial Status, and Remarks & Comments tab.

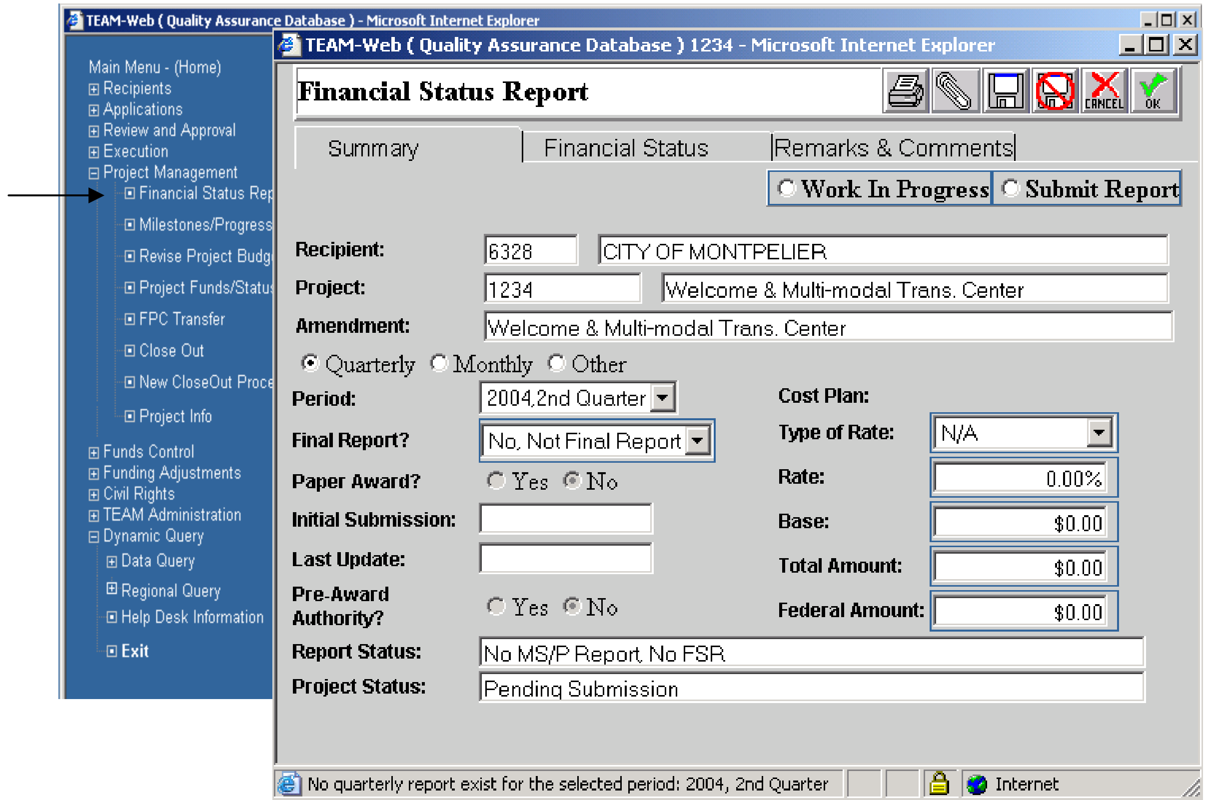


Figure 1

Summary Tab

3. The Summary tab provides basic information (see Figure 1), with entry fields for the Period of the FSR, Initial Submission and Last Update dates, selection for whether or not it is a Final Report, selections for whether it is a Paper Award or requires Pre-Award Authority, and other relevant summary information. This tab is also where you mark whether the report is to be submitted by selecting **Submit Report**, or save as un-submitted by selecting **Work In Progress**.
4. The Summary tab also displays the Recipient Information, Report Status, and Project Status. Fields with a blue border may be edited

Financial Status Tab

5. The Financial Status tab is used to prepare financial status reports (see Figure 2). The financial status report provides a snapshot of funds drawn and/or encumbered through the latest reporting period based on Line H (Total Federal Funds - net project obligations). Again, entry fields appear with a blue border. Total amounts can be entered in the Cumulative column, or current-period amounts in the This Period column (if applicable).
   a. The **Previous** column displays total amounts through the last report submitted.
   b. The **This Period** column displays the current-period totals, which is the cumulative minus the previous amounts.
   c. The **Cumulative** column is the total amounts, adding the previous plus the current period amounts.
6. Enter amounts for any or all of Lines A (Total Outlays), B (Recipient Share of Outlays), D (Total Unliquidated Obligations), and E (Recipient Share of Unliq. Oblig.) in the Cumulative column. TEAM-Web will compute all other lines (C, F – I) based on your entries.
7. Once submitted, the Cumulative amounts in Lines A, B, and C carry forward to the Previous column when the TEAM-Web FSR is opened for the next reporting period

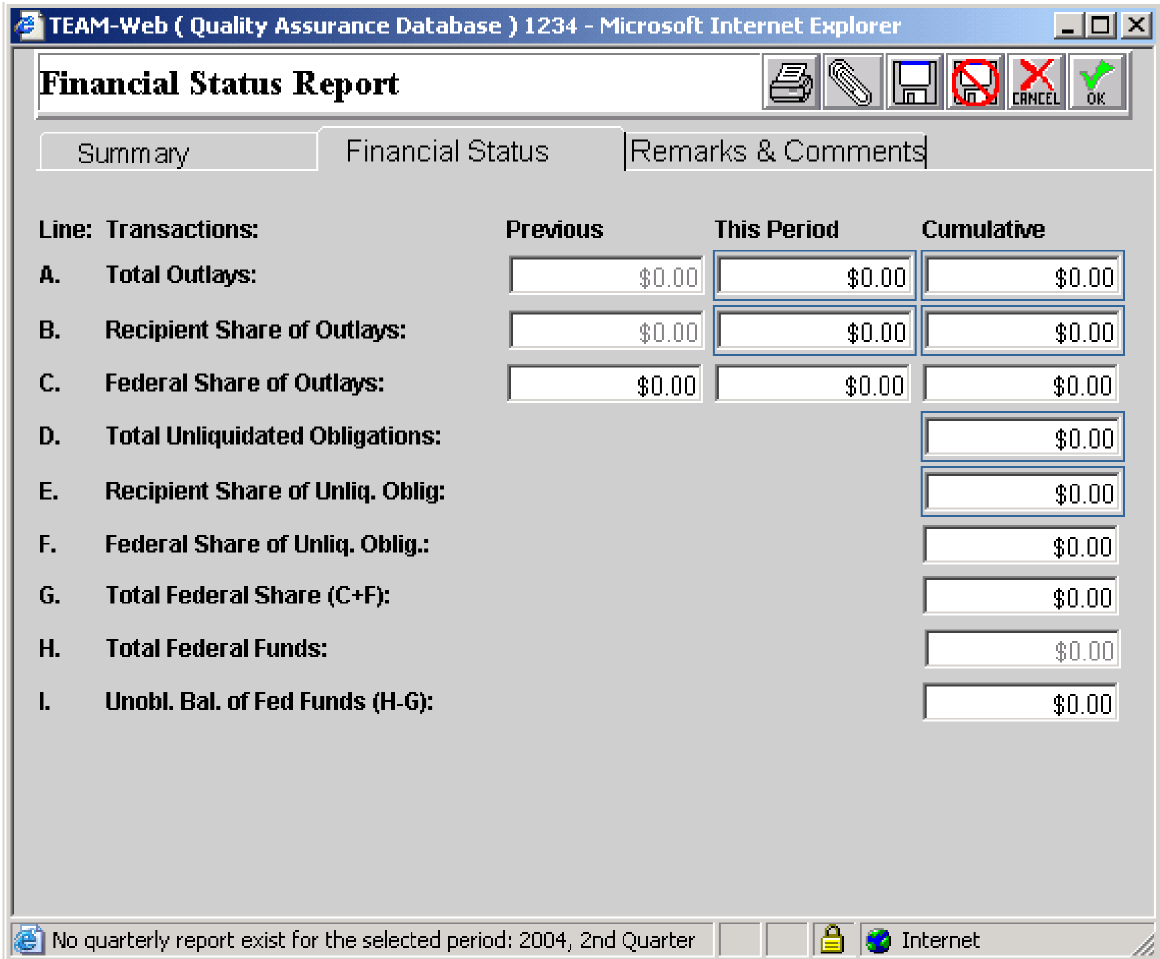


Figure 2

Remarks & Comments Tab

8. The Remarks and Comments tab (see Figure 3) is used to enter additional information pertaining to the FSR. Two boxes are available for entering comments; one is for Recipient comments and one is for FTA comments.

9. Click the paperclip icon to attach additional files (of any type, such as spreadsheets, word processing documents, pictures, etc) to the project.

Note: The option to select Work In Progress or Submit are displayed at the top of the Summary tab (the default is Work In Progress)

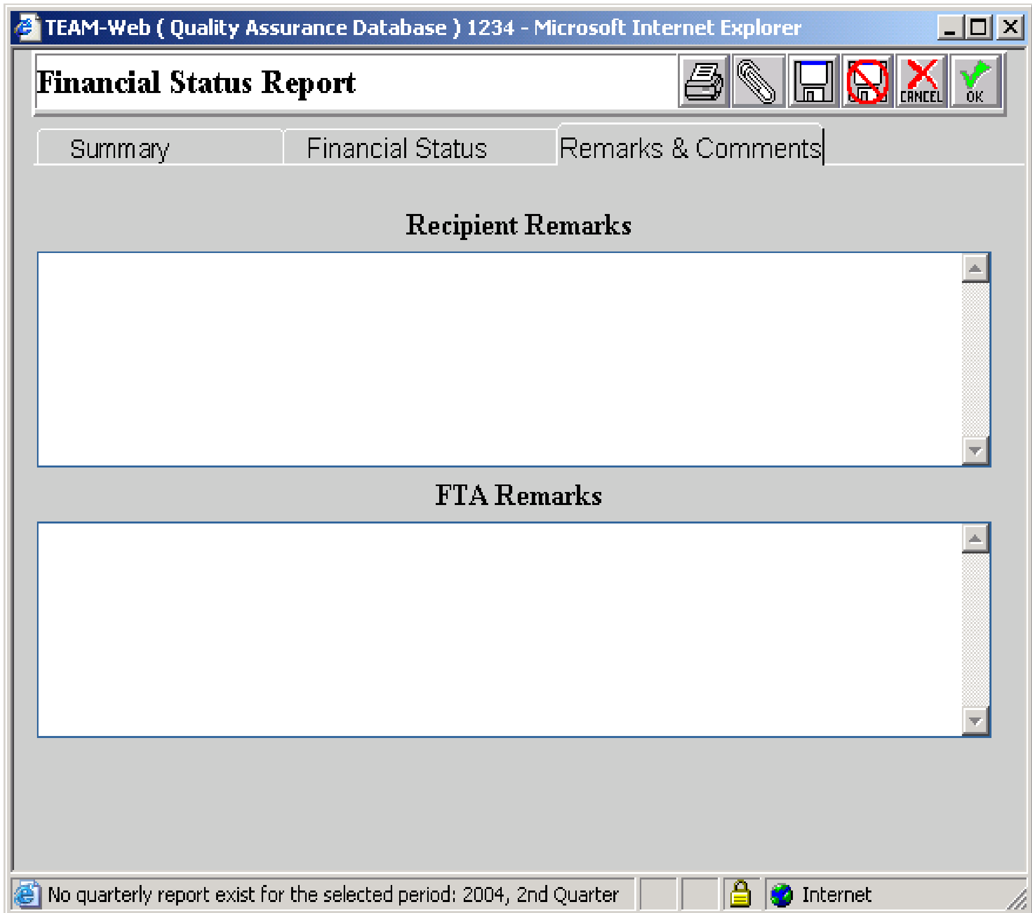


Figure 3

Additional Notes:

- If you have pre-award authority then you must submit an FSR. If you have not incurred costs, you must submit a $0 FSR.
- You must enter information in rows A and B in if you have incurred pre-award costs.

- You must enter information in rows D and E for total and local amounts for contracts awarded but not yet paid (only for the end of the quarter).
- The TEAM-Web system will calculate the federal share of these costs. Click the Save icon to save your information
- Subsequent FSRs can be submitted by putting information into the cumulative column in the FSR financial status screen.
- Prior financial status reports will only open in read-only mode; no changes can be made to previous quarter reports.

Milestone/Progress

The Milestones/Progress Report is the other (usually quarterly) report, aside from the Financial Status Report, that is filed by Recipients of FTA funds for active/executed projects. The Milestone/Progress Report is used to track progress at the budget level. It is initially based on the Milestone schedule completed when the application is first created, submitted, and approved. Milestones are required for rolling stock and other activities at the ALI level. The system also allows for Milestones to be added at the project and Scope levels.

1. Click Project Management in the navigational menu to query for your project (if necessary), and then select Milestone/Progress (see Figure 4). The Milestone/Progress Report page is where most reporting is performed. Previous quarters may be viewed but not changed. There are options to submit a report monthly, quarterly, or other. There are 2 tabs; the Summary tab provides details on the Recipient, and the Milestone Status tab is used to prepare milestone status reports.

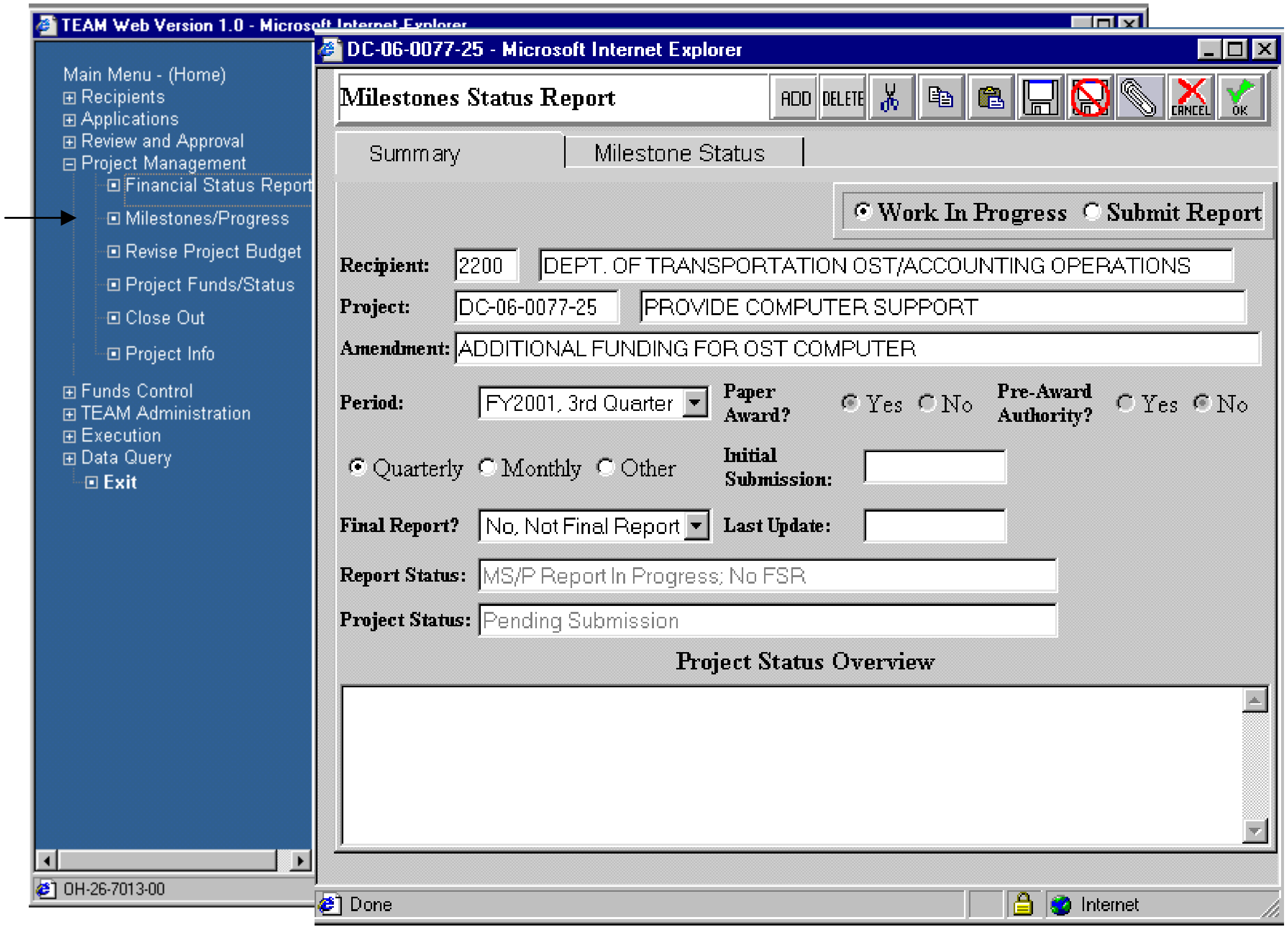


Figure 4

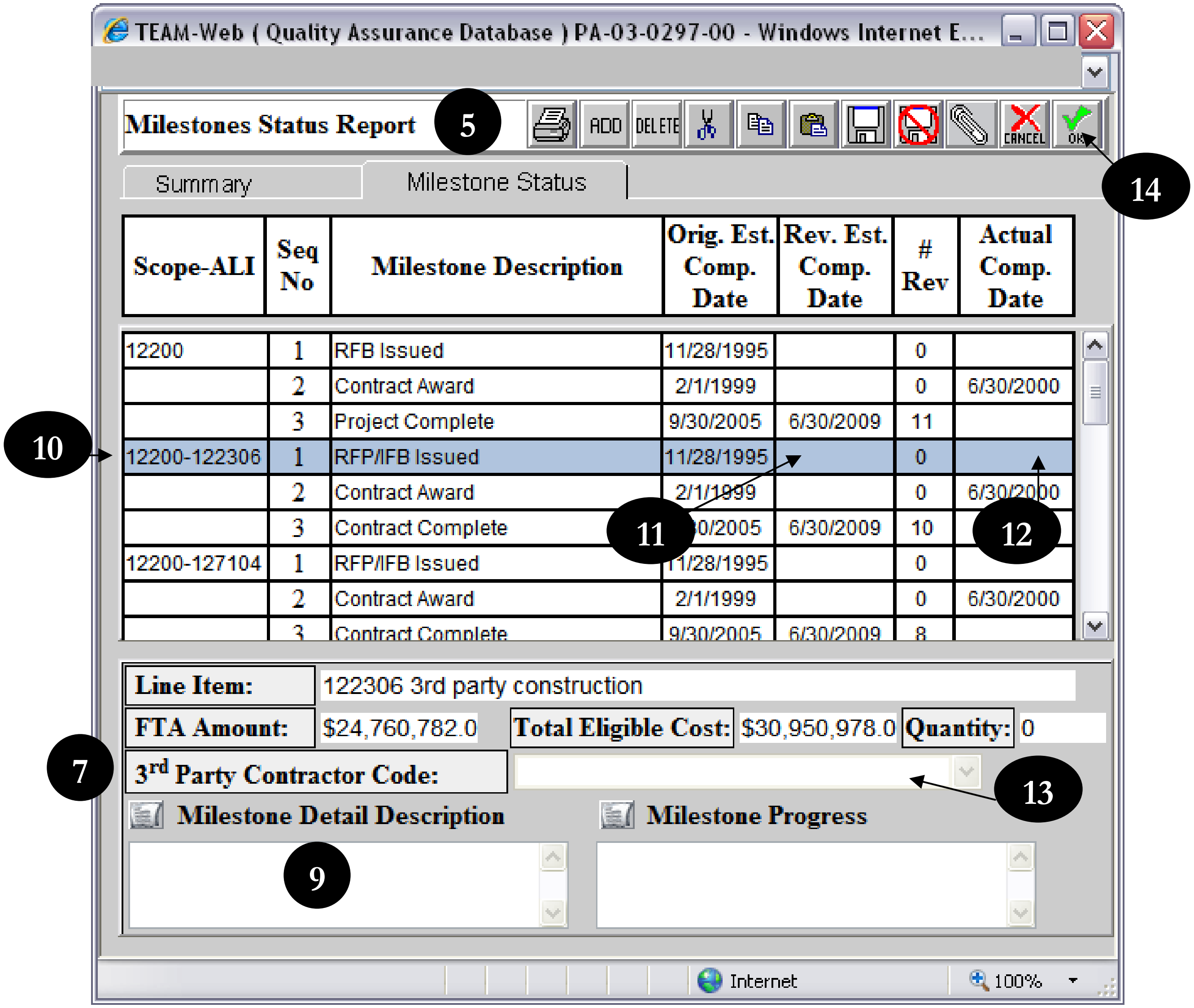
Summary Tab

2. Look at the report status in the **Summary** tab, and then enter information into the Project Status Overview if you have comments about the project (Figure 4).
3. Select the Period and whether or not this is a Final Report. Also add comments as needed to the Project Status Overview field.

4. Select whether the report is to be submitted by choosing either **Submit Report**, or by selecting to save this as a **Work In Progress**.

Milestone Status Tab

5. Click the Milestone Status tab (see Figure 5). This is where you enter a new report or update/add to an existing, current-quarter, “Work In Progress” report.
6. An activity line item summary is displayed at the bottom of this page. Selecting different activity line items will refresh this information to reflect the selected ALI.
7. The 3rd Party Contractor Code dropdown list displays contractors the Recipient may choose for rolling stock purchases.
8. The Navigation and Milestone table lists all current ALIs with Milestones, and is used to select items to view or modify, and to enter estimated, revised, and actual completion dates.
9. The Milestone Detail Description comment field is used for entering additional information about a specific Milestone. The Milestone Progress comment field is used for entering an explanation for the revised date on a specific Milestone.
10. To update the latest report, select an ALI (or a Scope) from the Table.
11. Milestones are tracked by activity and date – Orig. Est. Comp. Date (from original Milestones schedule), Rev. Est. Comp. Date, and Actual Comp. Date. Click the entry field on the selected ALI’s row in the Revised Completion Date column and enter the revised date.
12. Click the entry field on the selected ALI’s row in the Actual Completion Date column, and enter the actual date.
13. If you selected Rolling Stock vehicle purchases, you must enter a contractor code for those Milestones. Click on the Milestone and select a contractor from the 3rd Party Contractor Code dropdown list at the bottom of the page.
14. Click OK to save your Milestone Progress Report


TEAM-Web (Quality Assurance Database) PA-03-0297-00 - Windows Internet E...
Milestones Status Report
ADD
DELETE
CANCEL
OK
Summary
Milestone Status
Scope-ALI
Seq No
Milestone Description
Orig. Est. Comp. Date
Rev. Est. Comp. Date
Rev
Actual Comp. Date
12200 1 RFB Issued 11/28/1995 0
2 Contract Award 2/1/1999 0 6/30/2000
3 Project Complete 9/30/2005 6/30/2009 11
12200-122306 1 RFP/IFB Issued 11/28/1995 0
2 Contract Award 2/1/1999 0 6/30/2000
3 Contract Complete 6/30/2009 10
12200-127104 1 RFP/IFB Issued 0
2 Contract Award 2/1/1999 0 6/30/2000
Line Item:
122306 3rd party construction
FTA Amount:
$24,760,782.0
Total Eligible Cost:
$30,950,978.0
Quantity:
0
3rd Party Contractor Code:
Milestone Detail Description
Milestone Progress
Internet
100%
5
7
9
10
11
12
13
14
Figure 5

Notes: In TEAM-Web, there is a choice for selecting Monthly Report, Quarterly Report, or Other. Previous quarter information may not be modified, but may be viewed. Standard Milestones (rolling stock – buses, rail cars, ferries) cannot be deleted, and when standard Milestone 2 – Contract Awarded has an "Actual Comp. Date" entered, then a 3rd Party Contractor Code must be selected.

Revise Project Budget

Revising the project budget involves shifting funds between Activity Line Items. You are not able to reduce Federal funds in a budget revision. Both increases and reductions in funds will require an amendment, as will changes in Scope. If there is a drastic change when shifting funds between ALIs, this will also require an amendment. FTA regional offices will decide if an amendment needs to be created for budget revisions that involve shifting funds.

1. Query your project under Project Management (see Figure 6)
2. Click Revise Project Budget on the navigational menu

Summary Tab

3. The first tab displayed is the Summary tab (Figure 6). This tab provides information about the budget revision, and basic header information on the project.
4. If there is no current pending revision, the screen opens with the Revision # field defaulting to "Rev. No.: X (Current-New Request)". Begin your revision by providing text in the Reason field.
5. When a revision is performed, the Created field is populated with the name of the user creating the revision and the date of the revision. When it is submitted for FTA review/approval, the Submitted field is populated with the submitting user's name and the date of submission. Once approved by FTA, the Approved field is likewise populated with the FTA official's name and the date of approval.

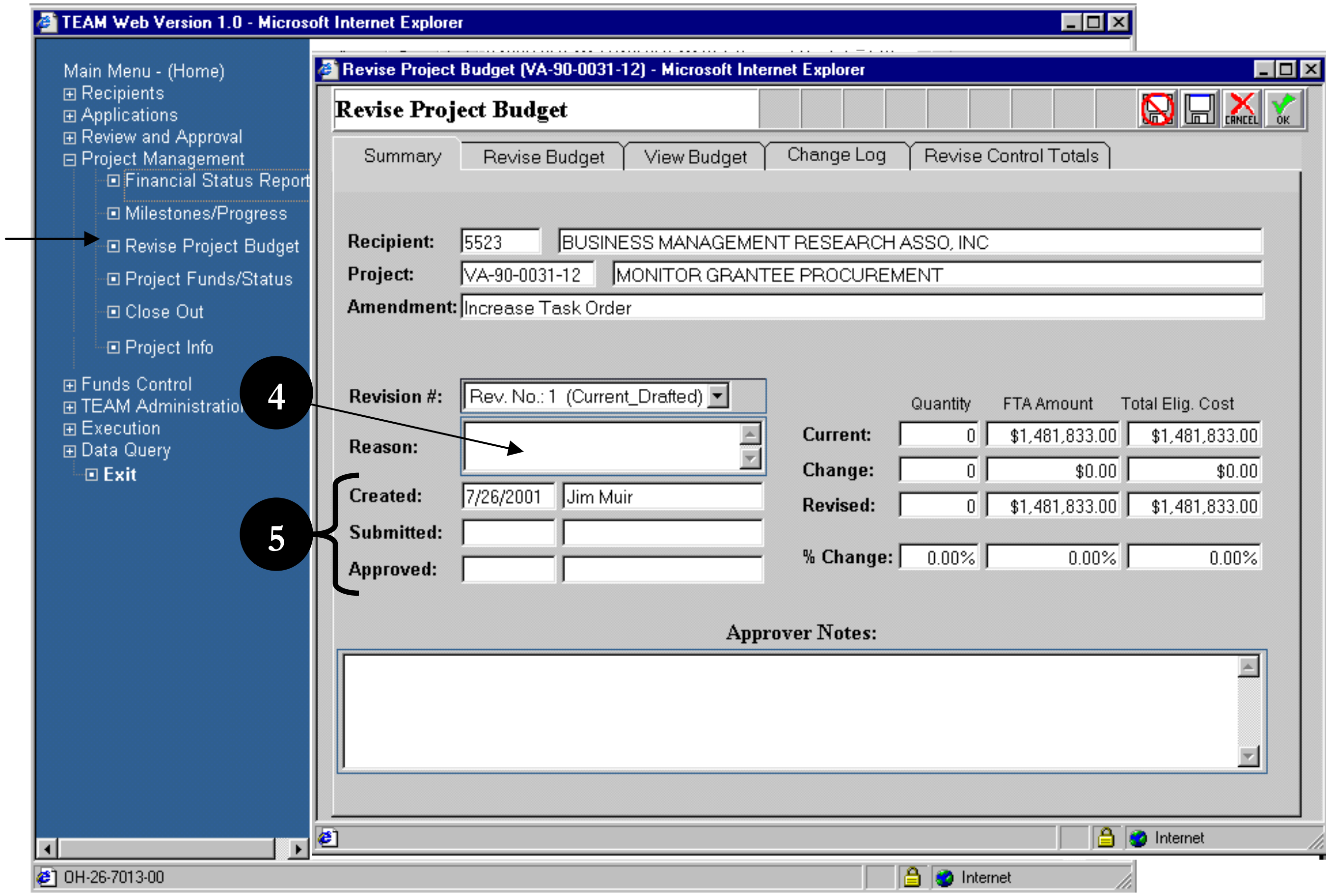


Figure 6

Revise Budget Tab

6. Click the Revise Budget tab (see Figure 7). This tab is where fund amounts may be shifted from one ALI to another ALI.
7. The current budget appears on the left side of the page. The revision table on the right is used to enter budget and quantity revision amounts. Select an existing ALI and make the necessary changes.
8. Enter a justification for the budget revision in the Details entry field.

9. Check the Reviewer Messages field for automatically updated information and results from the Application Reviewer. This review adheres to budget revision request requirements.
10. When shifting funds between ALIs, go to the ALI that you will be adding funds to, and add the shifted amount to the current amount. Then go to the ALI that you will be removing funds from, and subtract the shifted amount from the current amount.
11. For a shifting of funds, reduce the funds in the FTA column only.
12. To add an ALI, click the “Add” button and add the ALI number in the Budget Activity field
13. Tab or click out of the field and the default Activity Line Item Description appears; add appropriate quantity and cost figures (and AFC, if necessary), and provide a Details justification for the added ALI.
14. As with the budget, you can click the Magnifying Glass icon and select an existing Scope in the Budget Details screen. You can select individual ALIs from the folders by selecting an ALI, then clicking on the right arrow. Click OK to return to the Revise Budget page, and enter the necessary data and text for the new ALI(s). (Note: See the Budget section of Chapter 4 for more details)
15. Project Control Totals and Difference amounts appear at the top of the screen showing any changing differences, as existing ALIs are modified or deleted and/or new ones added. The goal is a balanced (no Difference amounts), revised budget.

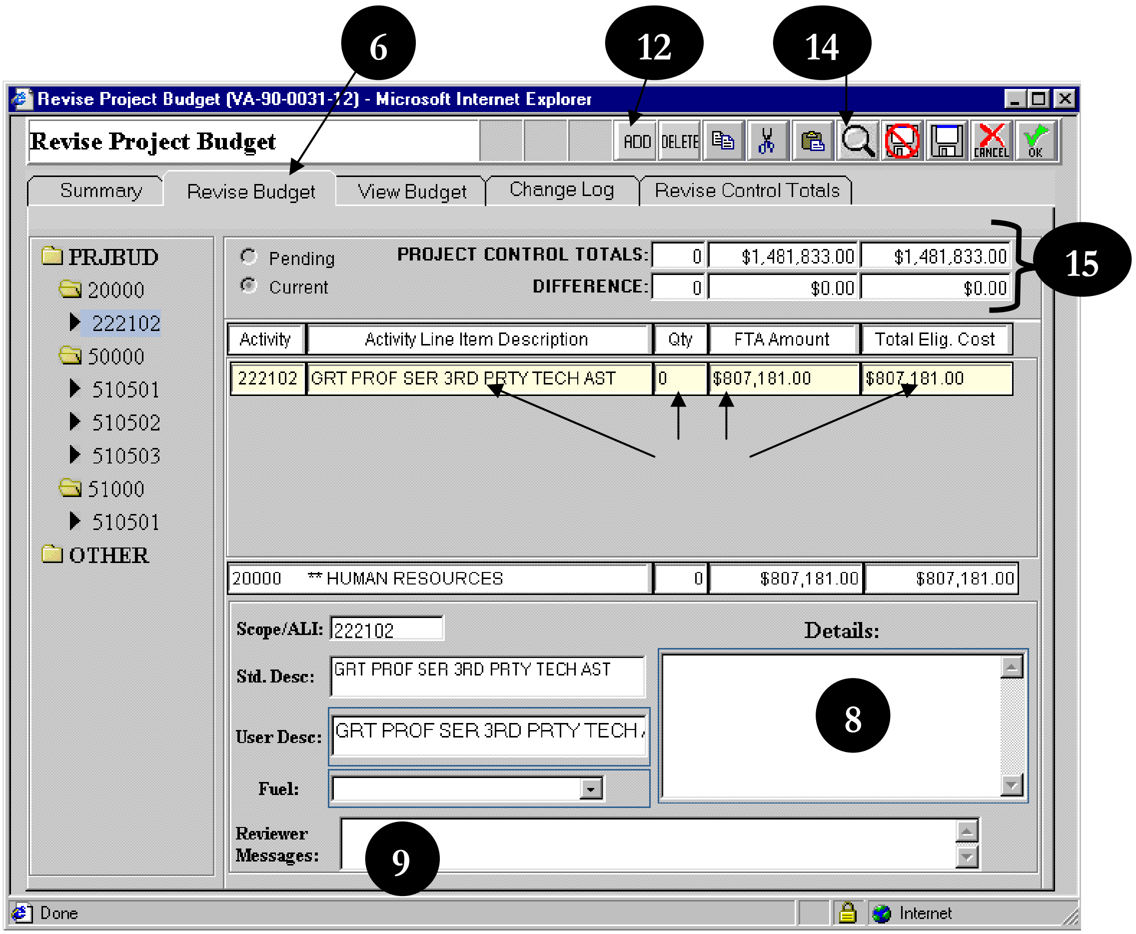
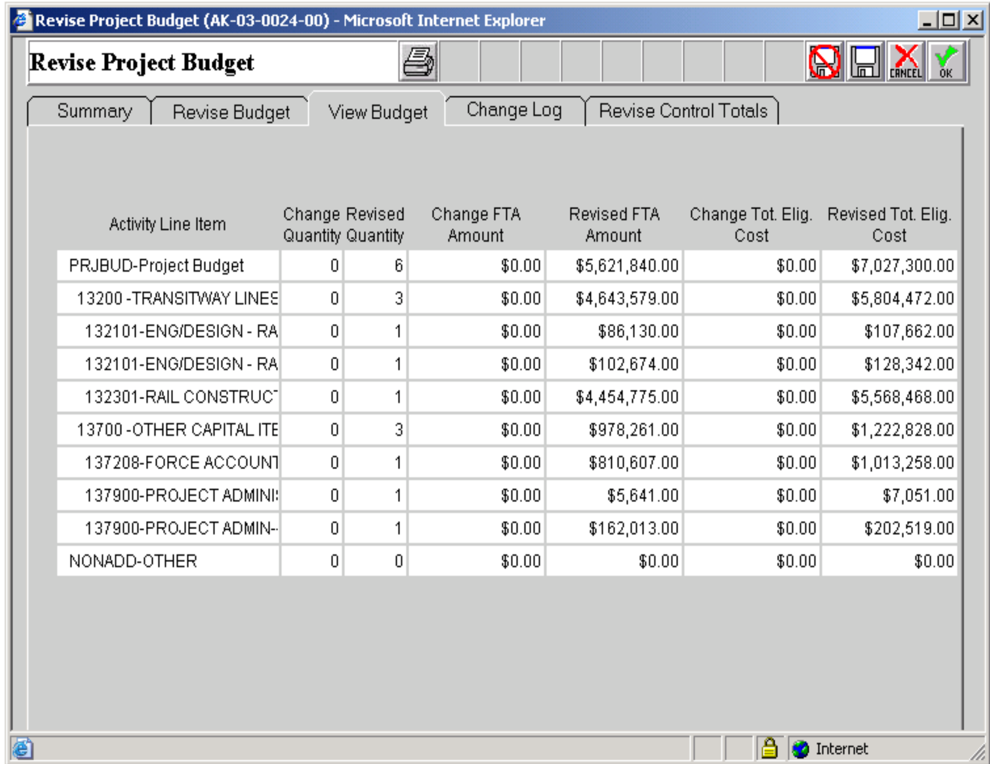


Figure 7

View Budget Tab

16. Click the View Budget tab (see Figure 8). This tab permits viewing the current (proposed) budget in spreadsheet format. Note that no modifications may be made on this tab.



Activity Line Item	Change Quantity	Revised Quantity	Change FTA Amount	Revised FTA Amount	Change Tot. Elig. Cost	Revised Tot. Elig. Cost
PRJBUD-Project Budget	0	6	$0.00	$5,621,840.00	$0.00	$7,027,300.00
13200 -TRANSITWAY LINES	0	3	$0.00	$4,643,579.00	$0.00	$5,804,472.00
132101-ENG/DESIGN - RA	0	1	$0.00	$86,130.00	$0.00	$107,662.00
132101-ENG/DESIGN - RA	0	1	$0.00	$102,674.00	$0.00	$128,342.00
132301-RAIL CONSTRUC	0	1	$0.00	$4,454,775.00	$0.00	$5,568,468.00
13700 -OTHER CAPITAL ITE	0	3	$0.00	$978,261.00	$0.00	$1,222,828.00
137208-FORCE ACCOUNT	0	1	$0.00	$810,607.00	$0.00	$1,013,258.00
137900-PROJECT ADMINI	0	1	$0.00	$5,641.00	$0.00	$7,051.00
137900-PROJECT ADMIN-	0	1	$0.00	$162,013.00	$0.00	$202,519.00
NONADD-OTHER	0	0	$0.00	$0.00	$0.00	$0.00

Figure 8

Change Log Tab

17. Click the Change Log tab (see Figure 9). This tab is also read-only, and allows viewing of the revised line items in the project budget

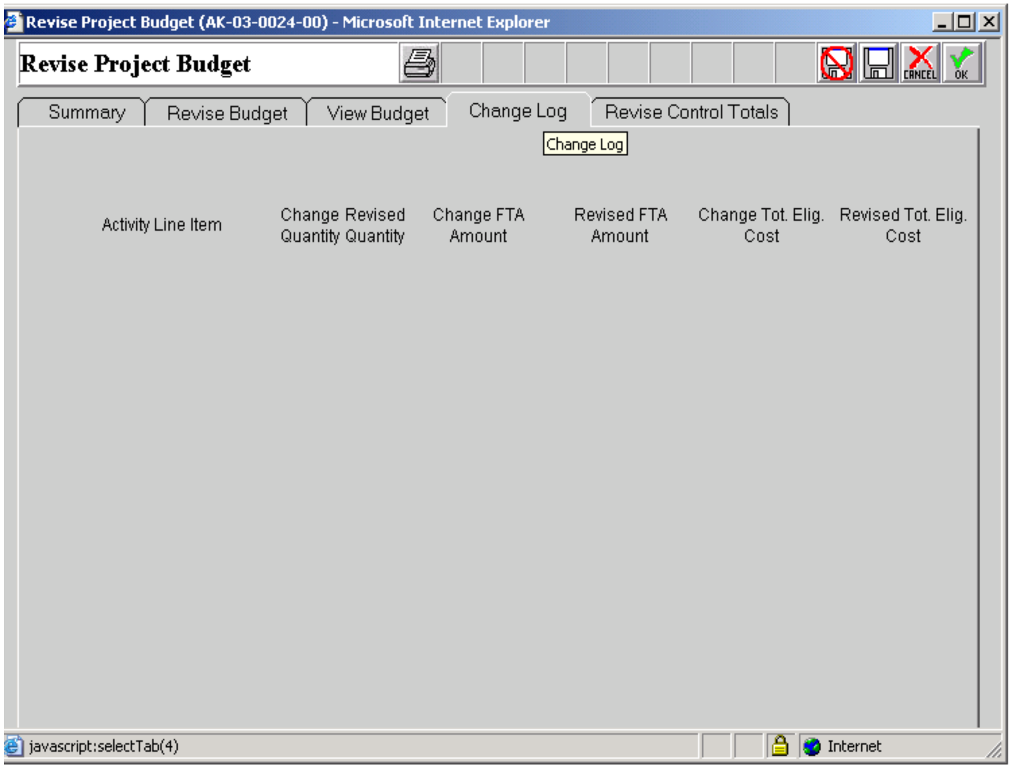


Figure 9

Revise Control Totals Tab

18. The Revise Control Totals tab page presents all the control totals in the Project budget in a spreadsheet format.
19. The view to the left within Figure 10 displays the Change Control Totals. You can change the view by selecting the second radio button to All Control Totals – the view displayed to the right within Figure 10.
20. Please notice that the modifiable fields are "outlined"
21. Click the OK icon to save the new revision or the modified, existing revision. You have the option to save this revision as a Work In Progress, or to submit it
22. After submitting the budget revision, FTA will determine whether or not the revision is approved.

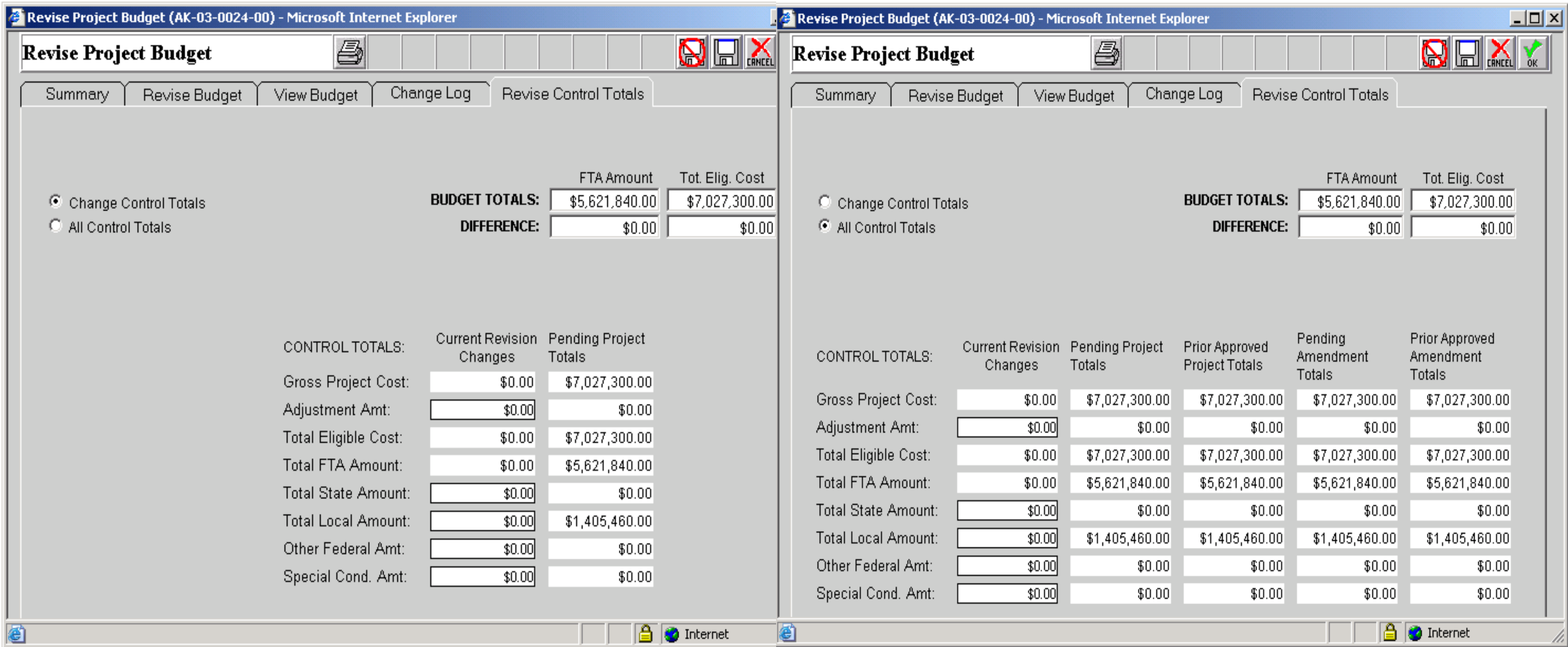


Figure 10

Note: Only non-FTA money may be shifted and/or altered.

Approve Budget Revision

23. For the FTA user to approve the budget revision, they simply have to click on the approve icon identified in Figure 11.
24. Conversely, the FTA can disapprove the revision just as easily with the disapprove icon.
25. After the FTA has approved the budget revision, the screen will update and the approve/disapprove icons will be replaced with an Undo icon. The FTA user can undo their approval action by clicking this.

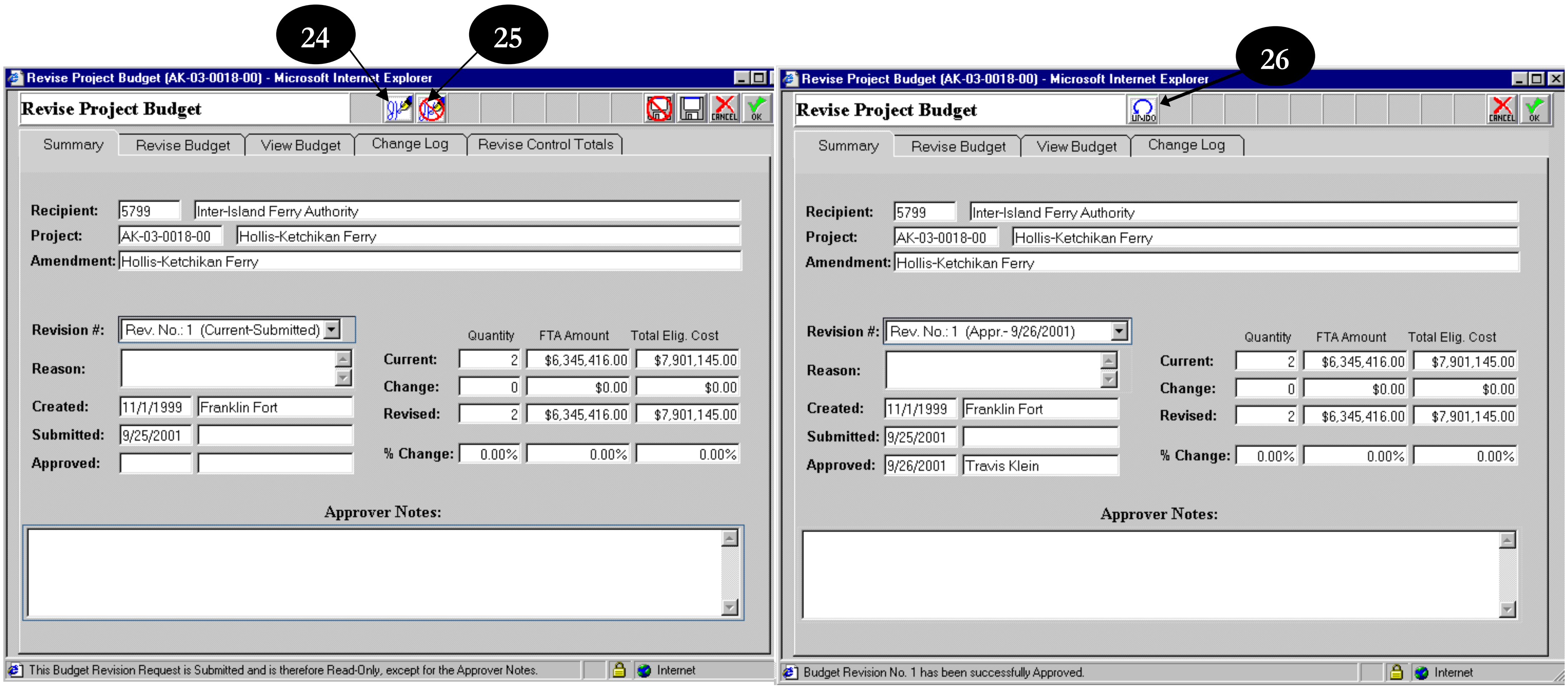


Figure 11

Note: After approving a budget revision that includes a reduction in funds needed, FTA must deobligate funds. See Chapter 6 for deobligation steps.

Project Funds/Status

Summary Tab

1. The Project Funds/Status screen is view only.
2. The Summary tab displays the general information as displayed Figure 12.

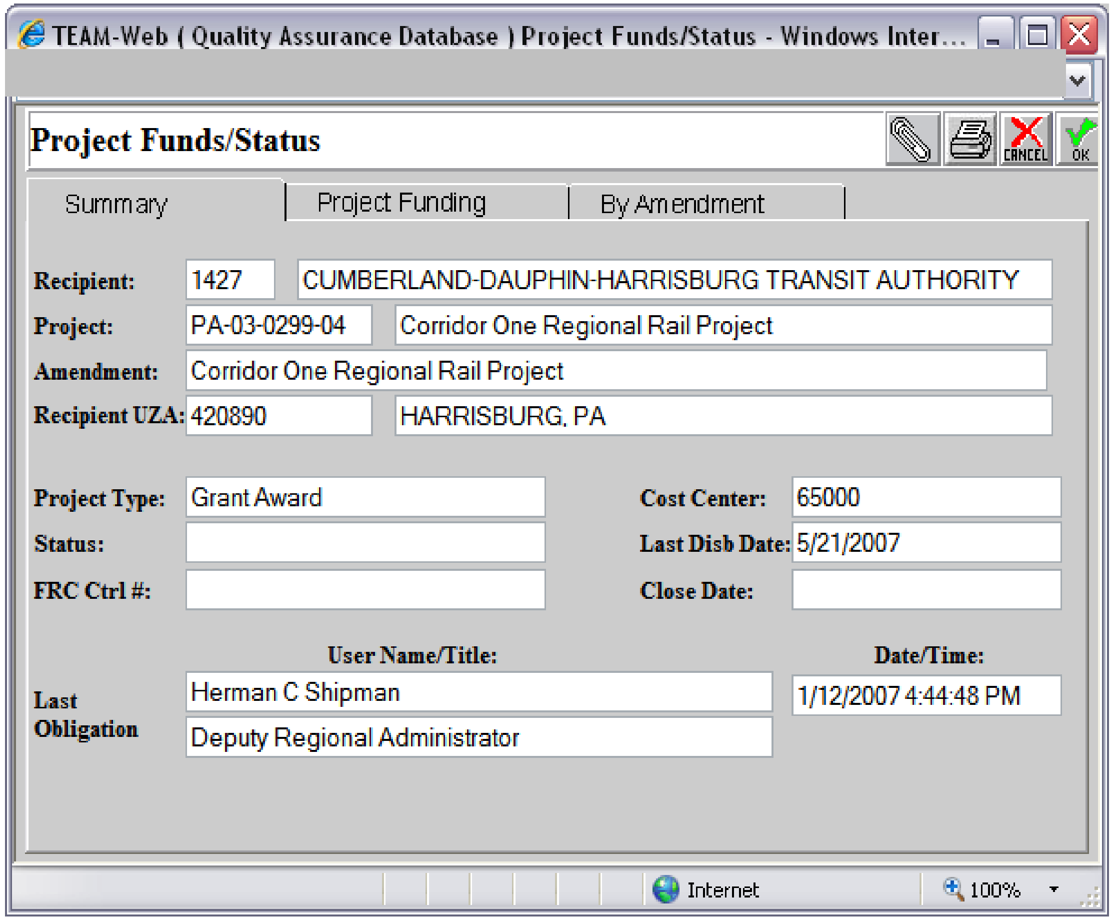


Figure 12

Project Funding Tab

3. The Project Funding tab is also view only (see Figure 13).
4. You can view the data in two different formats: Account Class Code and Financial Purpose Code.
5. Click on the drop down arrow to select the desired view.

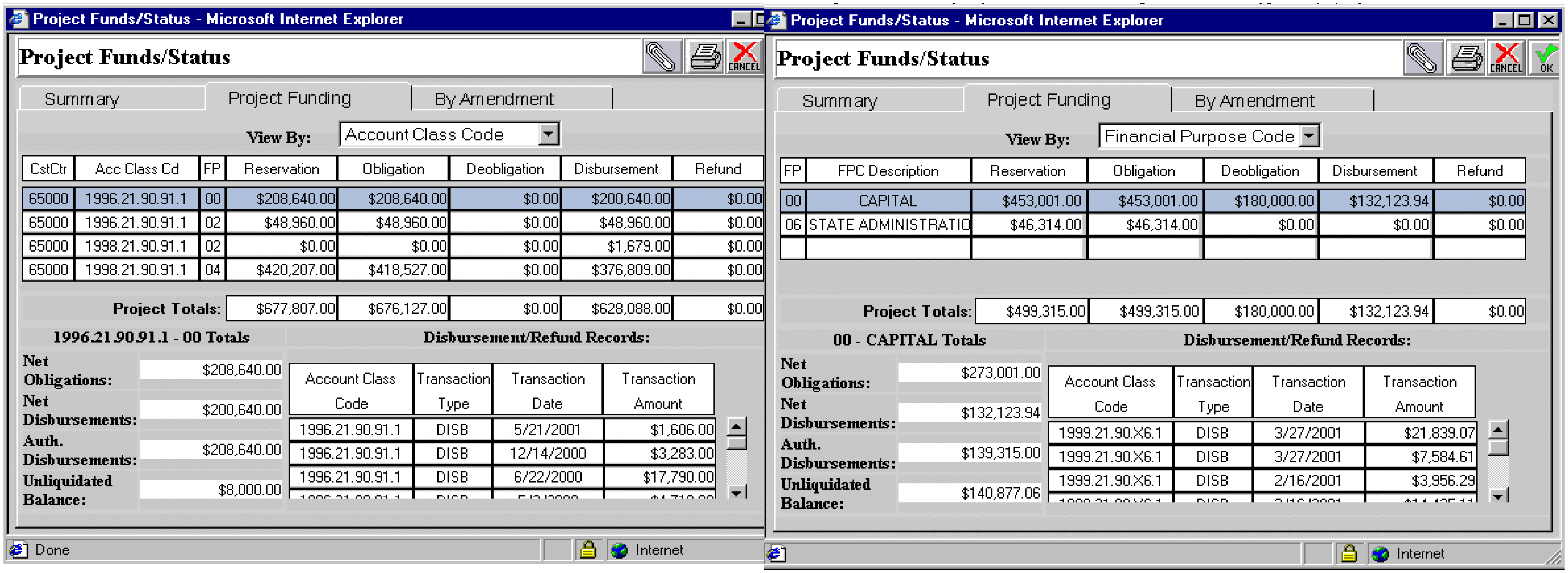


Figure 13

By Amendment Tab

6. The view only By Amendment tab has two drop down options to view data (see Figure 14).
7. Click on the drop down arrow next to Amendment number. Select the last Amendment Number that you would like to view.
8. Click on the drop down arrow next to View. You may choose to view only the selected amendment from the previous drop down screen [Selected Amendment Only], or you may elect to view all of the amendments up to and including the selected amendment [Cumulative to selected Amendment]

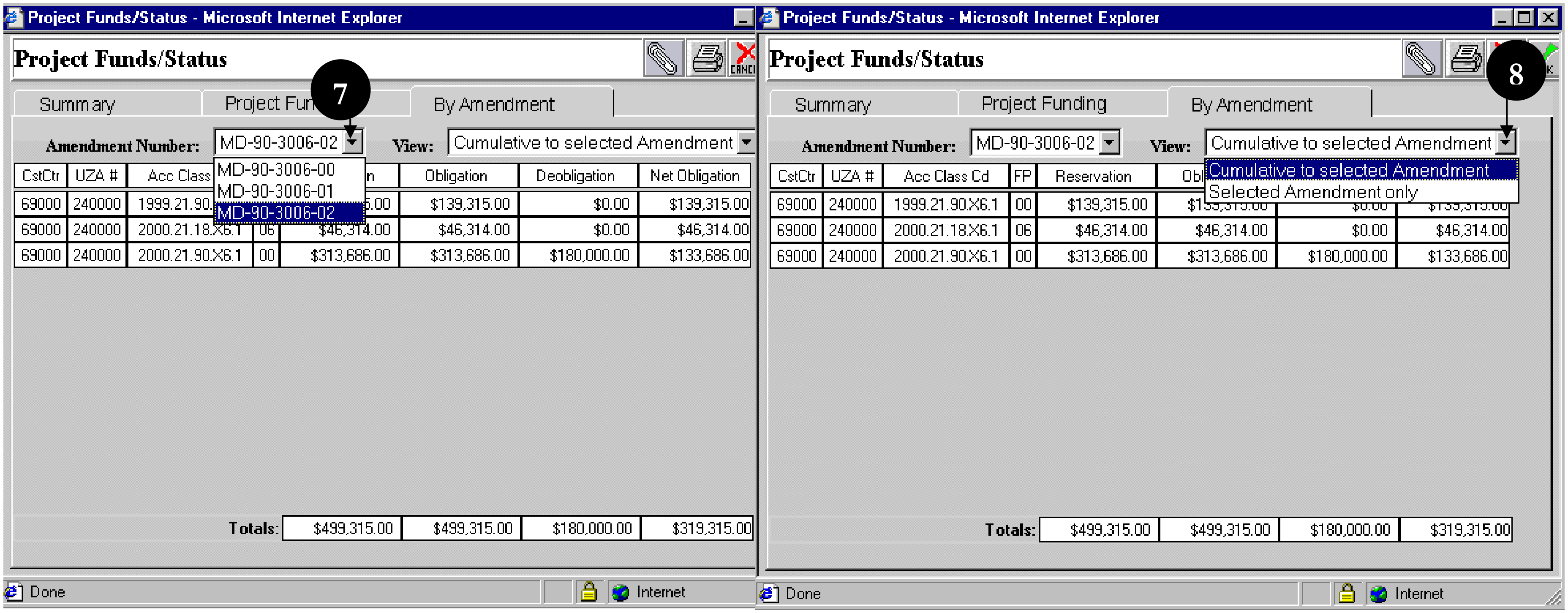


Figure 14

FPC Transfer

FPC Transfer Tab

1. The current funding for a project is shown on this screen (see Figure 15).
2. The highlighted Acct. Class Code from the table to the far left reveals all the instances of where and when the project was funded in the center "Transfer From:" table.
3. The data highlighted in the "Transfer From:" table reveals all of the eligible FPC's the user can transfer from in the "Transfer To:" table to the far right. If an FPC is not listed, then the user cannot legally perform the transfer.
4. The user can type in the transfer amount up to the amount shown in the "Available for Transfer" column. This value represents the total funding minus all disbursements.
5. Remarks pertinent to the transfer may be made in the FPC Transfer Remarks field.

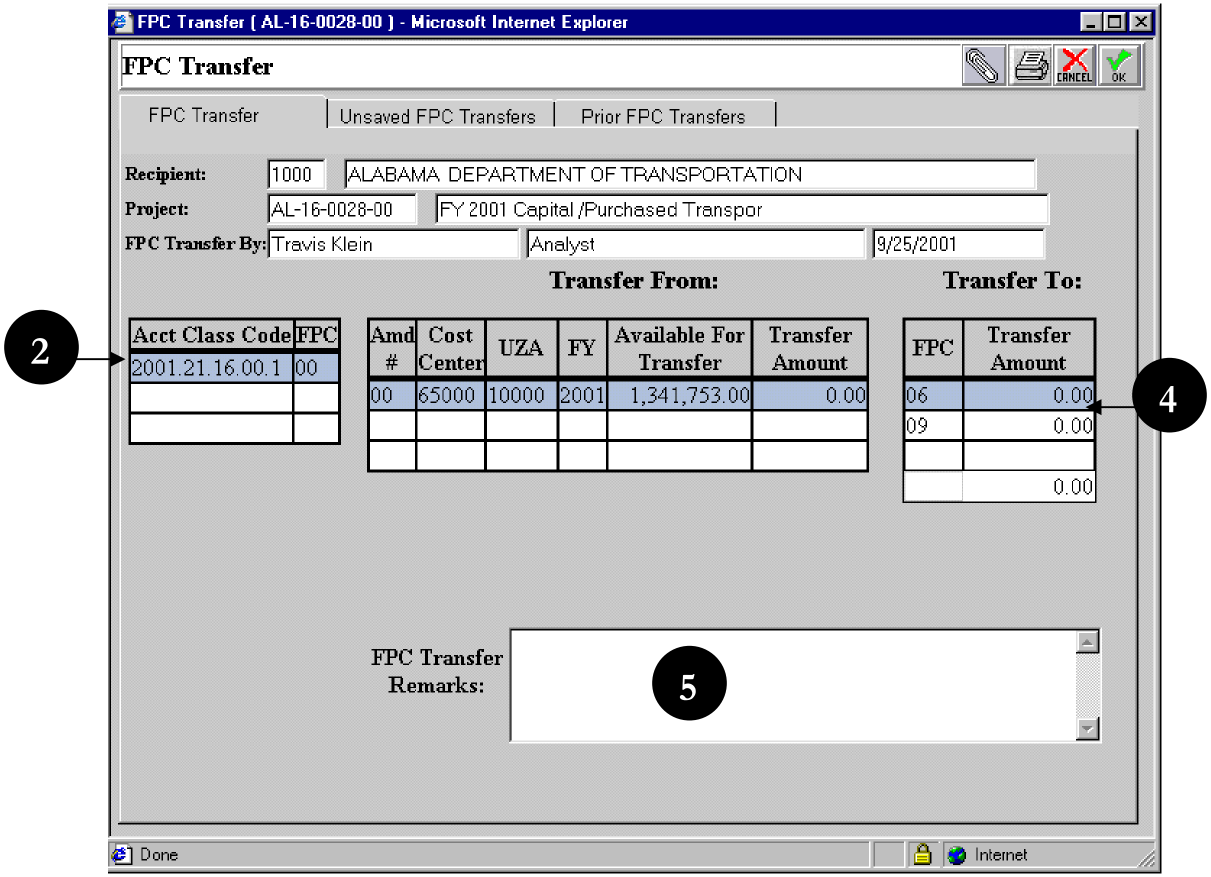


Figure 15

Unsaved FPC Transfers Tab

6. This tab shows all of the changes in a spreadsheet format that the user has currently made regarding the FPC Transfer prior to saving their input (see Figure 16).
7. This screen is read only, and the transfer remarks should correspond to the record that is highlighted.

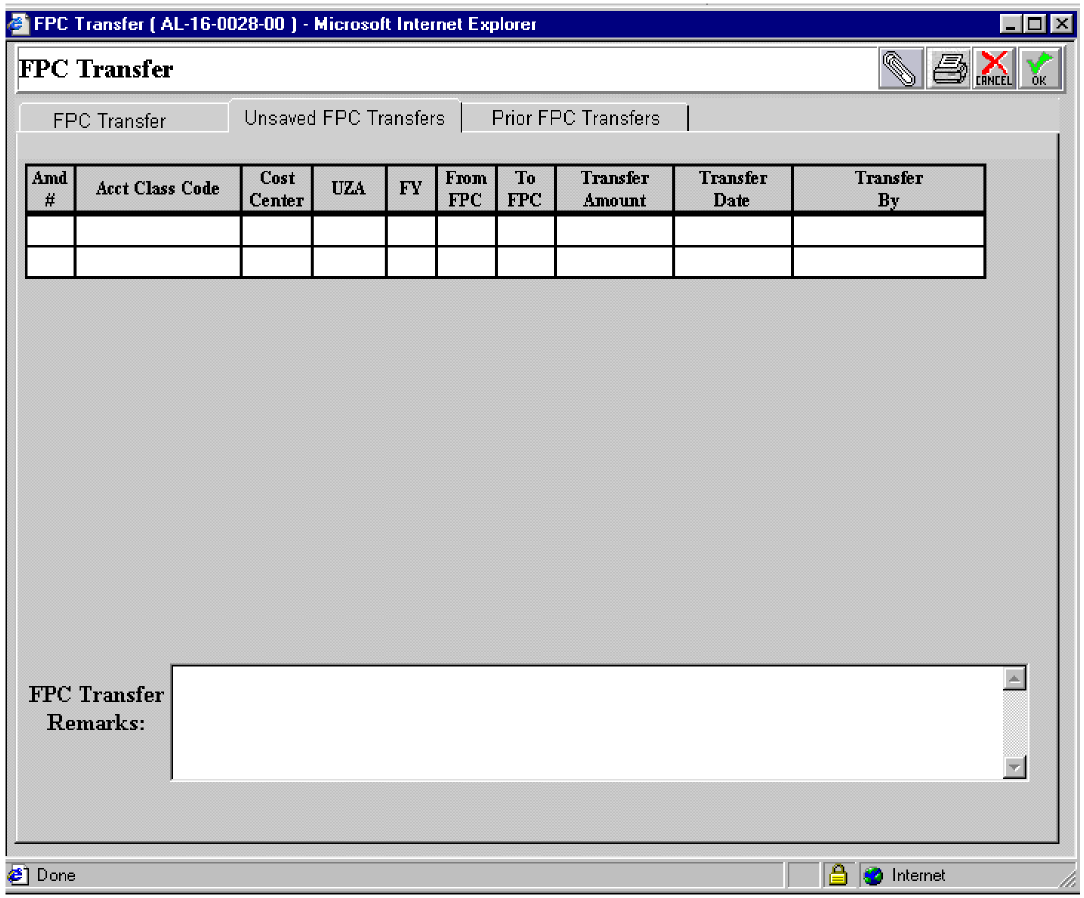


Figure 16

Prior FPC Transfers Tab

8. This tab (see Figure 17) shows all of the previously saved FPC Transfers for the given project. It is essentially a history of all of the transfers in the same spreadsheet format as the Unsaved FPC Transfers tab.

9. This tab/screen is for viewing previous transactions, and is therefore not modifiable.

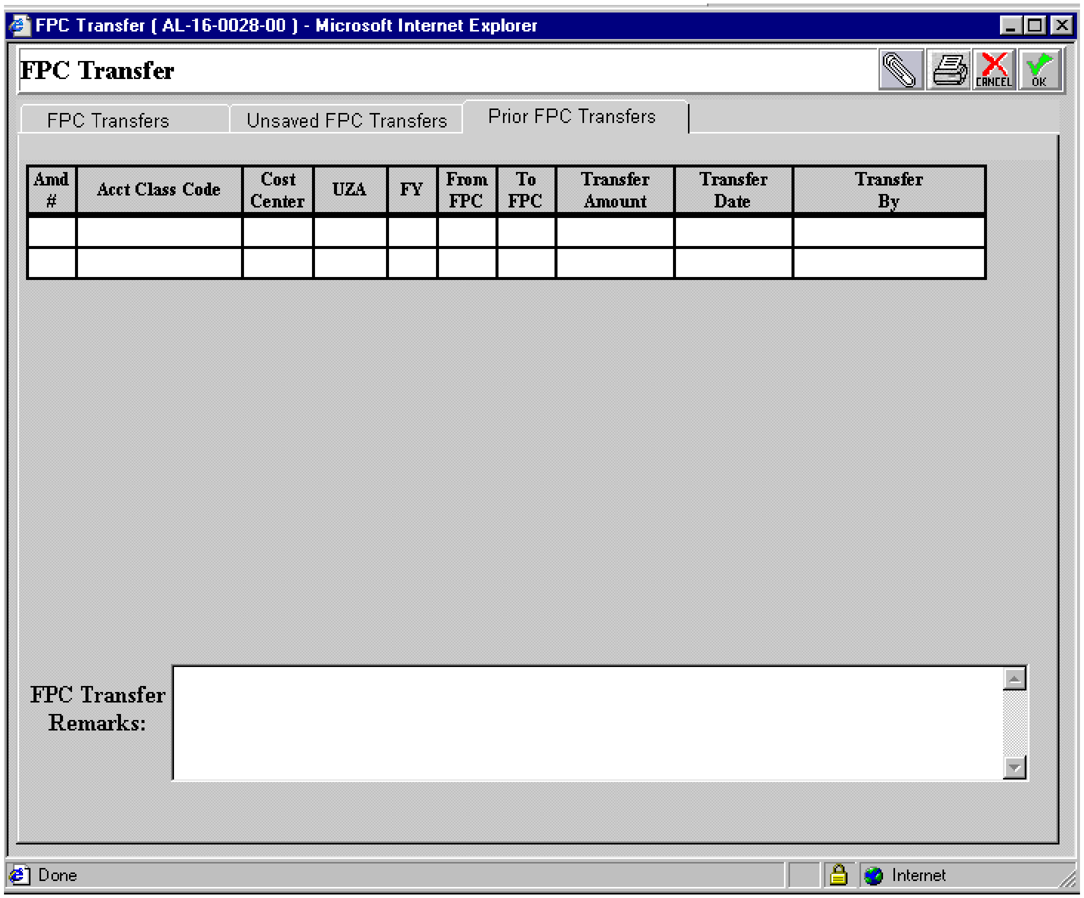


Figure 17

Project Info

1. Click on Project Management and query for a project
2. Highlight the project by clicking on it and then click on Project Info. A new window will open displaying the Recipient Contact and the FTA Project Manager. Note: you may only access this window if the application is Active/Executed.
3. If the project is not Active/Executed, then you will receive a pop up message as displayed in Figure 18.

4. You many make changes to the Project Info screen by clicking on the Update button. The window will change notifying you of your update.

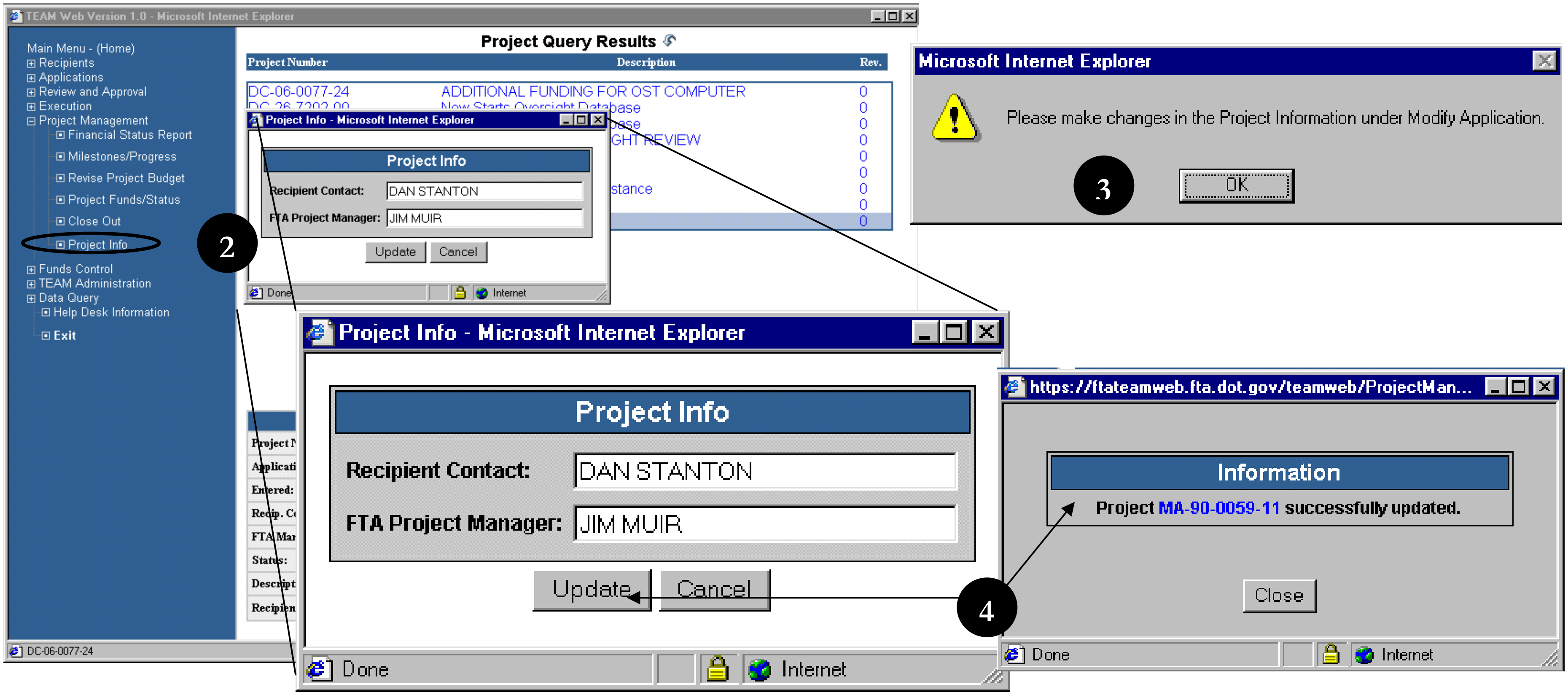


Figure 18

New Closeout

Requirements

Before you start the close out process, you need to verify the project balance. To verify the project balance, click on Project Funds/Status and follow the instructions given previously within this chapter.

Notes:

- An amendment number will automatically be assigned to the project, whether a deobligation is required or not.
- Once a close out has been initiated, you will not be allowed to go into “revise project budget” from the project management menu. The final project budget and any necessary adjustments to the control totals (adjusting total local amount) will be completed from the “close out reviewer,” detailed later in the chapter.
- Verifying the balance in the project can also be viewed from the closeout screen. If you opt to check the project balance from the closeout screen, we suggest you do it before you submit your final budget, final FSR, and final milestone report.
- Final budget and final FSR totals need to match

Accessing the New Closeout Feature

- At the project query screen, query the project you want to close out
- Click on New Closeout Process (see Figure 19)

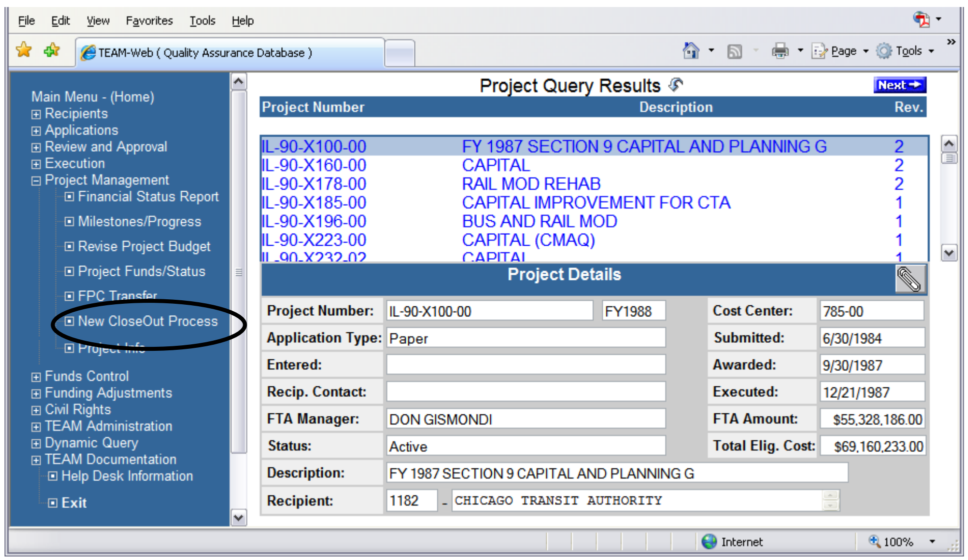


Figure 19

Close Out Reviewer

1. The close out reviewer screen indicates the action items that are complete, and what items still need to be done in order to closeout the grant (see Figure 20).
2. Checkmarks indicate items that are complete and no further action is necessary.
3. No checkmark indicates that an action is required before the grant can be closed.
4. Click on "proceed to close out" or "cancel"
5. Red circle with an "x" indicates an action needs to be completed before proceeding to next step.

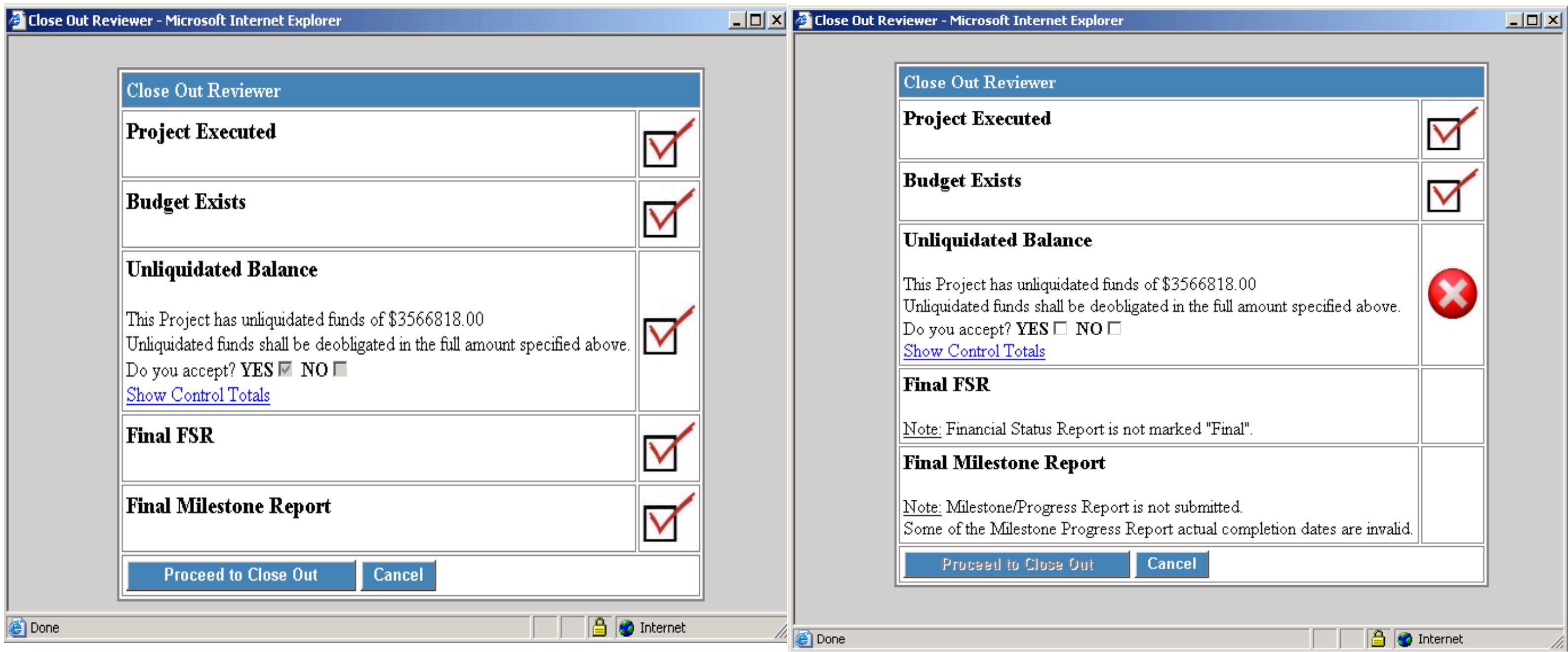


Figure 20

6. Unliquidated balance - to accept the amount that will be deobligated, click in the "yes" box. A checkmark will now appear (see Figure 21).
7. If a deobligation is required, you will need to adjust the control totals. (Click on "Show Control Totals").Make the necessary adjustments to the local share in the close out amendment column (enter a minus sign before the amount if the local share is decreasing), then click ok.

Note: In this example, there are no checkmarks next to final FSR and final milestone report. Read what still needs to be done, then: click on "Proceed to Close Out".

8. If the unliquidated balance is not correct, click in the "no" box, and then click on "cancel". This will return you to the project query screen. At this point, you may need to verify the balance remaining in grant by going into project funds/status under project management, or contact your regional office contact for assistance

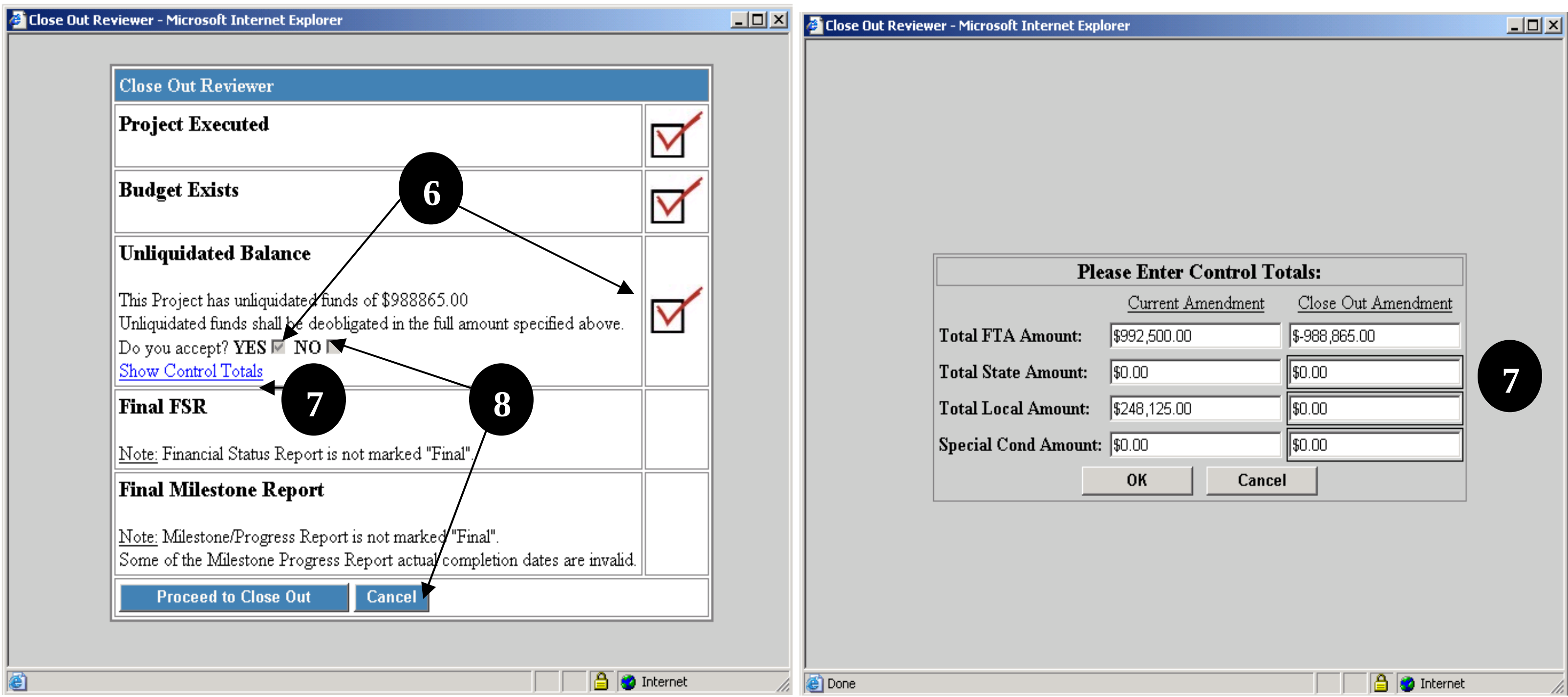


Figure 21

Close Out Tab

Final Project Budget

9. The project closeout screen has 3 tabs (Close Out; Funds Status; Close Out/ Deobligation) – see Figure 22. Grantees can only access the first two tabs.

10. Any item not checked, requires further action before completing the closeout request.
11. To correct or complete an item, click on the picture in the middle column of the table displayed (This will link you immediately to the appropriate screen).
12. Close-out budget screen– revise all line items to reflect actual expenditures.
13. Differences must be zeroed out before clicking on the OK button. (Note: Final budget and FSR totals must match)
14. Continue correcting and completing any items that have a circle with an “x”

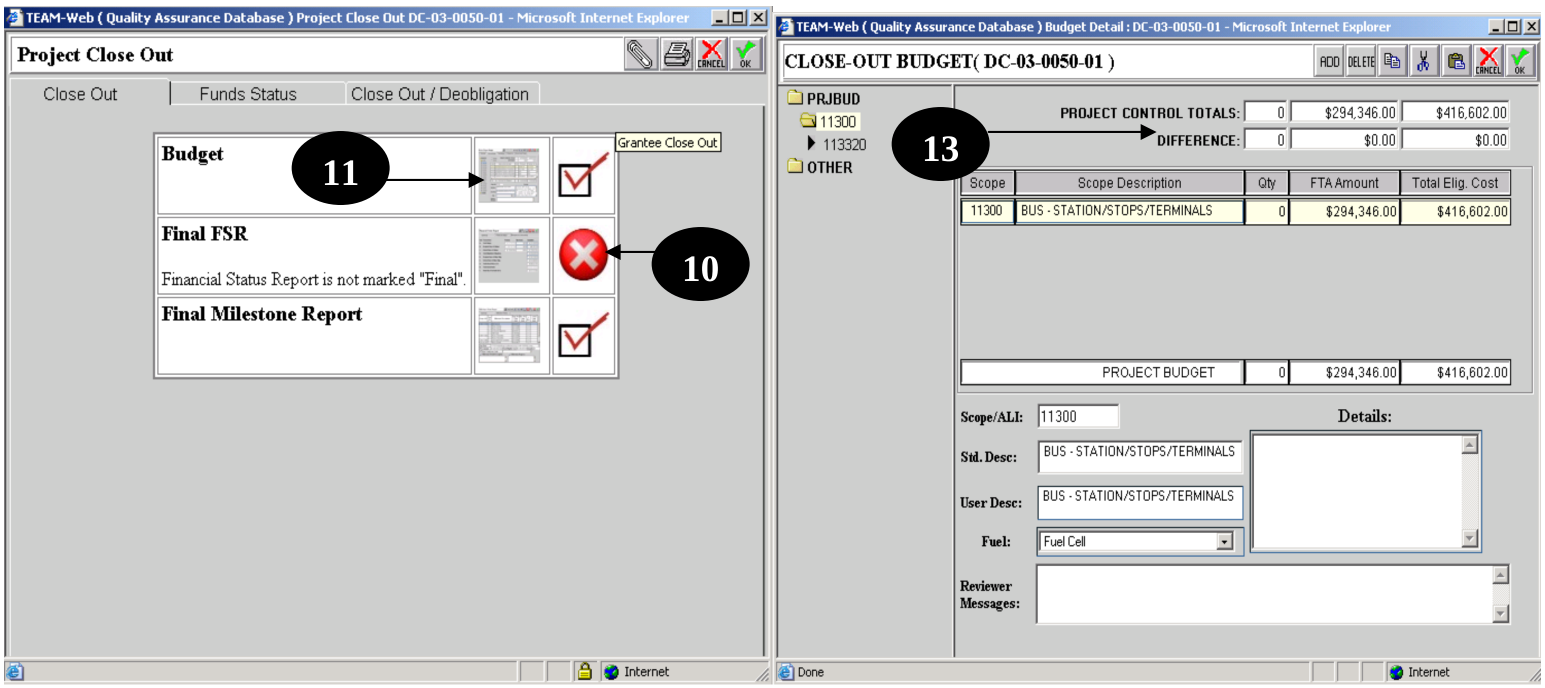


Figure 22

Final Financial Status Report

15. Click on the picture of the FSR screen in the middle column of the table displayed in the Close Out tab of the Project Close Out tool to pull up the Financial Status Report screen
16. First go to the Financial Status tab (see Figure 23)
17. Revise total outlays (lines a and b).

18. In the final report, only zero’s can be shown in the unliquidated obligations (lines d and e).
19. Line “i” must equal the amount being deobligated, or zero.
(REMEMBER: FINAL FSR AND BUDGET TOTALS MUST MATCH)
20. Click on the Summary tab
21. Change final report field to “Yes, Final Report”
22. Click in circle next to “Submit Report” (do not click in “Work in Progress”).
23. Click on the green OK button.
24. Continue making corrections until all items are checked.

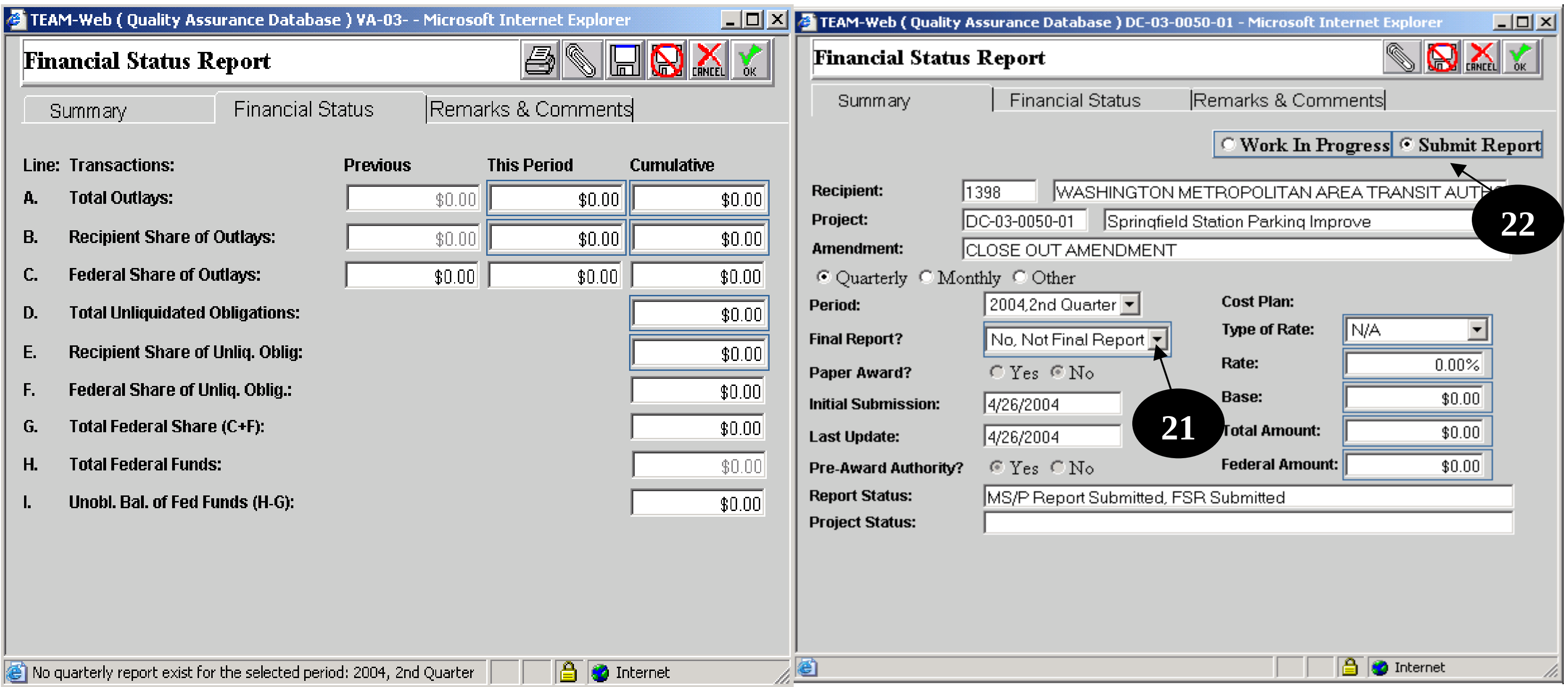


Figure 23

Final Milestone Status Report

25. Click on the picture of the FSR screen in the middle column of the table displayed in the Close Out tab of the Project Close Out tool to pull up the Milestone Status Report
26. First visit the default Summary tab (see Figure 24)
27. Change final report field to "Yes, Final Report"
28. Click in circle next to "Submit Report" (do not click in "Work in Progress")
29. In the project status overview field enter in final narrative report.
30. Click on the Milestone Status tab and enter in actual completion dates for all milestones.
31. Click on the green OK checkmark.

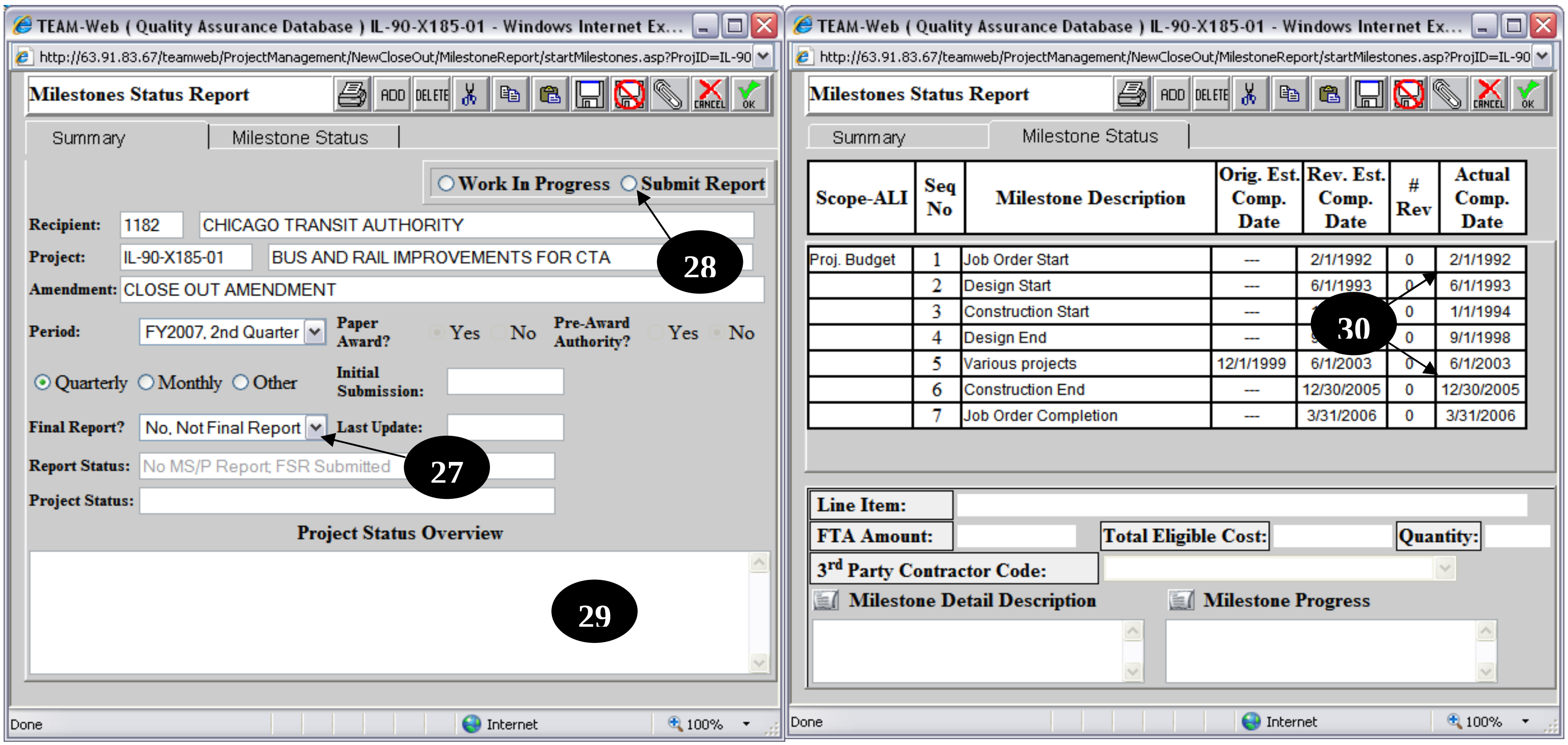


Figure 24

Note: The Close Out tab should now show all checkmarks. When each item displays a checkmark, you will then be able to complete the closeout process.

Funds Status Tab

32. This is a read only view (see Figure 25) that again allows you to verify the project balance, and disbursement amounts.
33. Click on project totals. This will show the total unliquidated balance of the grant, and all disbursements.

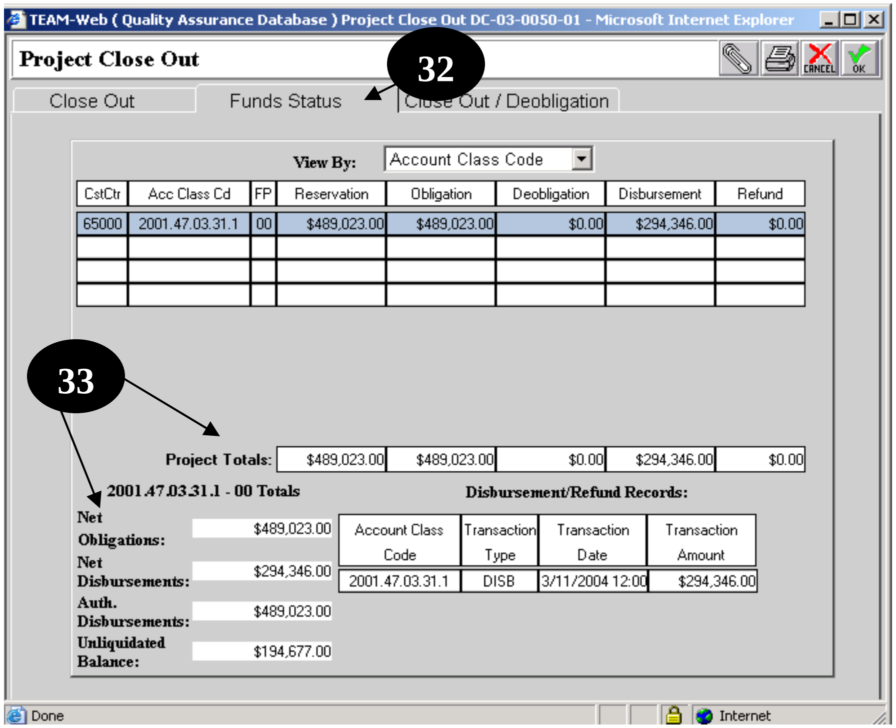


Figure 25

Submit for Close Out

34. On the Project Close Out form, click on the green OK checkmark (see Figure 26)

35. A message box will pop up and ask if you are ready to submit this project for close out
36. Click on OK

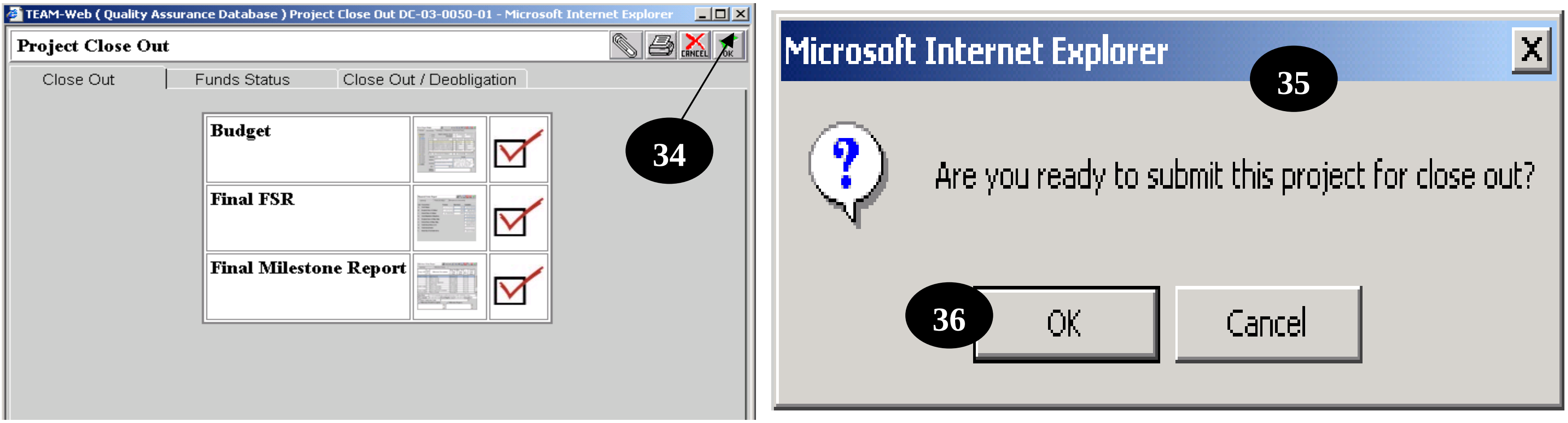


Figure 26

37. Request for project closeout has been completed. You will be returned to the project query screen.
38. Status of project should read, “Active/Close-Out Required”

Note: Closeout amendments with status “Active/ Ready for Close-Out” or status “Active/ Close-Out Required” can be deleted, which will return the previous amendment to an active status. Please see Chapter 10 of this guide for information on the Delete Closeout Amendment feature.

<u>FTA STAFF ONLY FROM THIS POINT ON</u>
FTA must now finish the closeout of the grant.

Close Out/ Deobligation Tab and Final Close Out

39. FTA Personnel with the appropriate access may query for a project in an “Active/Close-Out Required” status and click on the New Closeout Process Link.
40. Current date will populate into “FTA Approves Close-Out” field. If no funds are being deobligated, you may approve the closeout of the grant by clicking on the green OK checkmark (see Figure 27)

41. If funds are being deobligated, it can be done automatically or manually

a. Automatically: simply click on the green OK checkmark and proceed to step 45

b. Manually: click on Open Deobligations

i. Highlight account class code- FPC; designate if funds were earmarked or not; and enter in amount showing as an unliquidated balance. Repeat for each account class code-FPC where an unliquidated balance appears, until entire amount has been deobligated

ii. Click on the green OK checkmark

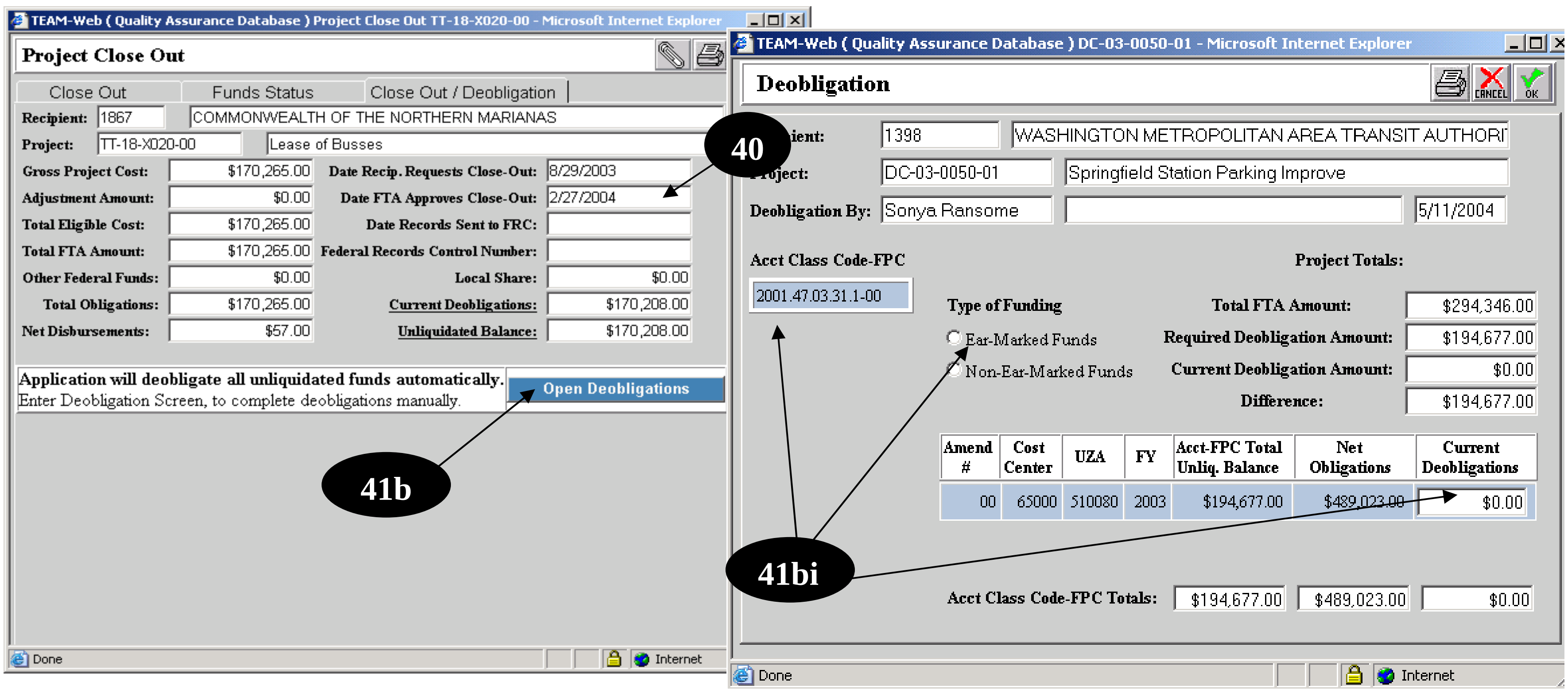


Figure 27

42. Verify that all items have a check mark on the Close Out tab

43. Verify that the date has correctly populated in the Date FTA Approves Close-Out field

44. Click on the green OK checkmark

45. A pop up message will appear and ask if you want to close the project now (see Figure 28).
46. Click on OK
47. Verify that project is closed when returned to project query screen. (you may need to refresh the query)

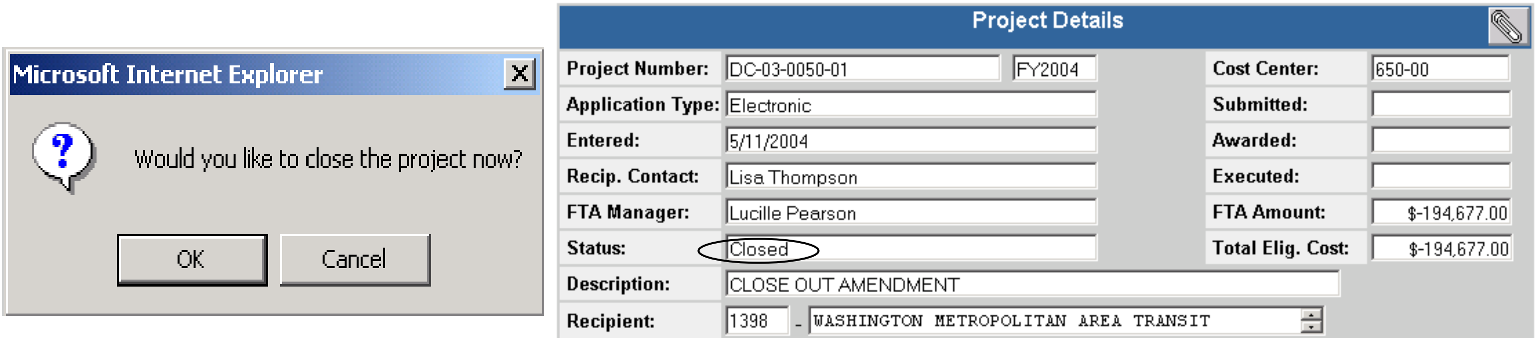


Figure 28

Index