

Procurement Lifecycle Exercises

Your role is Project Manager (PM); the trainer will perform other roles, such as AITR, Agency Head, etc.

Color Key:

+ New (green): CTP Enterprise One menu item / button / action / column header

General Information (blue): CTP Enterprise One screen / window / form

| = required field

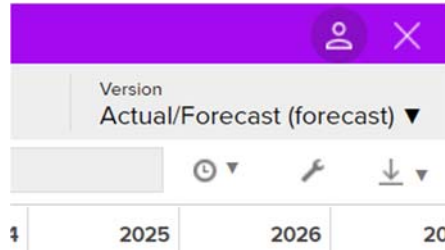
The italicized steps have already been completed to set up your exercise.

1. Procurement Business Alignment (PBA) Exercise

1. AITR: **+ New** > *New Work*
 - a. *Fill out required fields (“Commonwealth Procurement”)*
 - b. *Continue; exit out of window*
2. AITR: *Assign PM (in Lifecycle view) as owner of the next two Lifecycle steps, as well as the “Enter Procurement Governance Request” step.*
3. PM: Look in **My Overview** for next step. Click on **Lifecycle Step**. (**Procurement Business Alignment**)
 - a. Fill out required fields in **Procurement Business Alignment**
 - b. Note that the **“Service Areas”** section requires you to choose from a pre-defined list. Click **“Maintain Selections”** button; use **Data Picker** to select one or more Service Area for your project. Click OK to exit the Data Picker.
 - c. Note for “Agency Recommendations”, the AITR and Agency Head roles, put **“Training Admin”**; this will facilitate the exercise lifecycle.
 - d. **Save & Complete**. This will trigger the next step, which belongs to the AITR.
4. PM: Look in My Overview for next step. Click on Lifecycle Step. (**PBA Funding**)
 - a. Fill out required fields.
 - b. Financial Planning Detail:
 - i. Typically, AITRs take care of this, but some agencies delegate this to the Project Manager.
 - ii. At the bottom of the PBA Funding screen, click on the Financial Planning Detail button, which will open up a separate screen.

Financial Planning Detail

iii. Verify that the Version (upper right of screen) is “Actual/Forecast (forecast)”



iv. Set the Focus Control: This creates logical groupings of the rows. Click and drag the “Account” tile to the left of the “| |” tile; then the FPD rows will be grouped logically. You may now click on “Focus Control” to make the Focus choices disappear; you will not have to adjust this feature again.

v. Clock icon: (Timescale): (upper right of screen) You may choose to display month, quarter or year.

vi. Wrench: (Display Preferences): (upper right of screen) Use the radio button and select a time period (Viewable Range) which fully encompasses the relevant dates for your project.

vii. Fiscal Year Columns: Expand or Collapse columns by hovering over the column header. For Investment Business case, it is recommended that you input values in applicable Fiscal Year (not Quarters or Months).

viii. Type: Funding

1. General Funds

a. Do Not Use GF Current IT Services

b. GF Proposed IT Investments

i. Major Stand Alone IT Procurements (procurements >\$1M)

ii. Non - Major Stand Alone IT Procurements (procurements <\$1M)

iii. Note: Even though the label indicates “Stand Alone” nevertheless use these two rows to capture the funding of the procurement, whether or not it is associated with a corresponding project.

c. Enter GF available/planned for each Fiscal Year

	▼ Description	Measures	Line Notes	2022	2023	Total
⋮	>> GF Proposed IT Investments	USD				
⋮	>>> Major IT Projects	USD				
⋮	>>> Non-Major IT Projects	USD				
⋮	>>> Agency-Level IT Projects	USD				
⋮	>>> Major Stand Alone IT Procureme...	USD		11,111.00	22,222.00	33,333.00
⋮	>>> Non-Major Stand Alone IT Procur...	USD				
⋮	>>> Agency-Level Stand Alone IT Pro...	USD				

2. Non General Funds (Note: This does not include Federal Funds)
 - a. Do Not Use NGF Current IT Services
 - b. NGF Proposed IT Investments
 - i. Major Stand Alone IT Procurements (procurements >\$1M)
 - ii. Non - Major Stand Alone IT Procurements (procurements <\$1M)
 - iii. Note: Even though the label indicates “Stand Alone” nevertheless use these two rows to capture the funding of the procurement, whether or not it is associated with a corresponding project.
 - c. Enter NGF available/planned for each Fiscal Year

	Description	Measures	Line Notes	2022	2023	Total
⋮	>> NGF Proposed IT Investments	USD				
⋮	>>> Major IT Projects	USD				
⋮	>>> Non-Major IT Projects	USD				
⋮	>>> Agency-Level IT Projects	USD				
⋮	>>> Major Stand Alone IT Procurement	USD		33,333.00	44,444.00	77,777.00
⋮	>>> Non-Major Stand Alone IT Procurement	USD				
⋮	>>> Agency-Level Stand Alone IT Procurement	USD				
⋮	>>> Procurement Adjustment for Stand Alone	USD				

3. Federal Funds
 - a. Enter Federal Funds available/planned for each Fiscal Year
4. Other
 - a. Enter Other funds available/planned for each Fiscal Year

ix. Type: Funding Need

1. Do not use; your AITR might use this for identifying funding gaps.
 - c. Note: The values are saved to the system when you click to another row; there is no ‘Save’ button, nor is there an “Undo” button.
 - d. Close the window to return to the previous screen in CTP; your values are saved.
 - e. Save & Complete.
 - f. This is the last step in today’s exercise. The next steps in the Lifecycle belong to the AITR, Agency Head and VITA.
5. AITR: PBA – AITR Approval
 6. Agency Head: PBA - Agency Head Approval
 7. ITIMD and VITA do subsequent steps.
 - a. SCM review and recommendation.
 - b. EA review and recommendation.
 - c. ECOS review and recommendation.
 - d. CSRM review and recommendation.
 8. CIO: PBA Approval.

2. Procurement Governance Request (PGR) Exercise

1. AITR: Assign all possible Lifecycle steps to the PM.
2. PM: Look in My Overview for next step. Click on Lifecycle Step. (Procurement Governance Request)
 - a. Fill out required fields.
 - b. Go to the “Financial Planning Detail” button at the bottom of the form and complete the Financial Planning Detail window as follows.
 - i. Version: Actual/Forecast (forecast)
 - ii. Focus Control: click and drag “Account” to the left of the “| |” bar if needed.
 - iii. Update Financial Planning Detail as follows:
 - iv. Type: Budget Plan - Costs
 1. For each of the 12 budget categories as applicable, [Internal Staff Labor / Services / Software Tools / Hardware / Maintenance / Facilities / Telecommunications / Training / IV&V / Contingency (Risk) / Pre-Project Initiation / Other Costs] as applicable,
 2. Enter budgeted cost for each Fiscal Year

▼ Description	Measures	Line Notes	2022	2023	2024	2025
▼ Type: Budget Plan - Costs	USD		1,234,567	1,234,567	1,234,567	1,234,567
> Internal Staff Labor	USD					
> Services	USD		1,234,567	1,234,567	1,234,567	1,234,567
> Software Tools	USD					
> Hardware	USD					

- v. Type: O&M (Operations and Maintenance) Not needed for procurements.
 - vi. Type: Labor
 1. This is currently not used.
 - vii. Procurement funding available/planned (GF, NGF)
 - c. This should match the procurement figure (i.e., \$1M procurement costs = \$1M from various funding sources); update the procurement funding if needed. (See instructions from the PBA exercise above.)
 - d. Save & Complete.
 - e. This is the last step in today’s exercise. The next steps in the Lifecycle belong to the AITR, Agency Head and VITA.
3. AITR: PGR – AITR Approval
 4. Agency Head: PGR - Agency Head Approval
 5. ITIMD and VITA do subsequent steps.
 - a. SCM review and recommendation.
 - b. EA review and recommendation.
 - c. ECOS review and recommendation.

- d. *CSRM review and recommendation.*
 - e. *CAM review and recommendation.*
- 6. *CIO: PGR Approval.*