Improved Status Report Guide

June 2006

This document provides instruction for the use of the Improved Status Report Guide available with the June 2006 Pisces release.

Facilitating Collection of Work Element Data

The Status Report Guide was developed initially to assist contractors with the entering of required metric, location, focal species, and updated work element budget data. By tying the status report submission to a check for the existence of required data, BPA ensured critical programmatic information was being captured. This latest version is in keeping with the original objective, but adds an additional component – namely the validation of the status report. Previously, when a contractor submitted a status report, Pisces would check the contents of the status report against a list of rules. If any were not satisfied, the user would be presented with a screen listing the incomplete work element or milestone, and the particular rule that applied. The format of the alert was difficult to use; there was no print function and the user had to repeatedly submit their status report to determine if all rules had been met.

Milestones versus Work Elements

When a contractor enters information into the Status Report and clicks the submit button, prior to actually sending the report to the COTR Pisces checks the following:

1. Completeness of the Status Report. (Click Here to review the Status Report Validation Rules)
2. If any work element has been marked complete, have its metrics, location, focal species, and/or updated work element budget been entered?

If either of the above checks fail, the user will be alerted, and Pisces opens the Status Report Guide. The Guide is divided into two areas: Milestones and Work Elements. An arrow at the top of the Guide will indicate which section you’re in.

Click the hyperlink (and Pisces will highlight the area in question – whether in the Status Report or one of the Work Element details tabs). Using the information below the hyperlink, add missing data or fix existing data. Clicking on the Refresh button will update the list and remove each corrected milestone until all issues are resolved. For work elements, as the required data fields are completed, a green checkmark will display indicating you are done with that requirement. It is not required to complete all milestones before proceeding to the work elements, however once all milestone and work element issues are resolved, you must click the SUBMIT button to transmit the Status Report to your COTR.