

CAPITAL PROJECT SCHEDULE GUIDE

This guide outlines how to create and maintain capital project schedules during a biennium. Accurate scheduling supports system-wide data analysis and tracking.

Accessing CapTrack (Allocation Schedule)

Capital project schedules are maintained in CapTrack and can be updated as frequently as needed by each college.

Navigating to the Project Schedule

1. In the **Capital Budget Tracking** ribbon, select **Project Schedule**.
2. Depending on your screen size:
 - The menu may display horizontally, or
 - On smaller screens, expand the menu using the accordion.



3. You will be prompted to log in using:
 - **User Name:** Your college's 3-digit code.
 - **Password:** Same as above.

Viewing the Project Schedule

- The **Project Schedule** page displays all projects your college is authorized to manage in the current biennium.
- **Note:** Project schedules from prior biennia will not appear in the menu.

Editing the Project Schedule

1. Click the **light blue project number-description** to open the project details.
2. A new window will appear with the following date fields:
 - Design Start Date
 - Design Finish Date
 - Construction Start Date
 - Construction Finish Date

Each date has a radio button to mark it as either:

- **Estimate**
- **Actual**

Choose based on your knowledge of the project.

Entering Project Dates

First-Time Entry

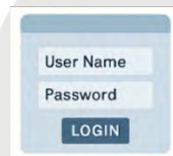
1. Enter the dates and select **Estimate** or **Actual**.
2. Check the box to set the date as **today's date**.
3. Click **Submit** at the bottom of the window.

Updating Existing Dates

1. Enter the new dates and select **Estimate** or **Actual**.
2. **Uncheck** the box for today's date.
3. Click **Submit**.
4. Once the screen refreshes, **re-check** the box for today's date.
5. Click **Submit** again.

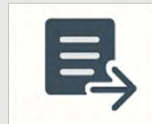
Continuing Edits or Finishing

- To update another project, click **Project Schedule** in the ribbon to return to the full list.
- When finished, simply close the browser tab to end your session.



LOGIN

Use your college's 3-digit code for both user name and password.



ACCESS PROJECT SCHEDULE

Go to "Capital Budget Tracking" > "Project Schedule."



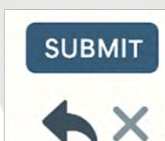
EDIT A PROJECT

Click the light blue project number-description.



ENTER OR UPDATE DATES

Input dates and select "Estimate" or "Actual."



SUBMIT CHANGES

Check or uncheck "Today's Date" box as needed, then click Submit.