

IMM Quick Reference Guide

1. Create/Maintain a Project Heading

***Menu Path:* Projects/Project Headings**

Create a New Project Heading

1. Enter the new Heading or Sub-Heading title in the top box.
2. If you are entering a Sub-Heading, select the Heading that you wish to attach the Sub-Heading to from the drop down list in the second box. If you are entering a Heading, leave the default setting in the second box.
3. Click the 'Add Heading' button.

Update an Existing Project Heading

1. Click on the 'Edit Heading' tab.
2. Select the Heading or Sub-Heading to edit from the drop down list in the top box.
3. Make the required changes in the second box.
4. Click the 'Update Heading' button.

Delete a Project Heading

1. Click on the 'Delete Heading' tab.
2. Select the Heading or Sub-Heading to delete from the drop down list.
3. Click the 'Delete Heading' button.

Please note you are not able to delete a Heading or Sub-Heading if there are projects currently attached to it.

2. Create a New Project

***Menu Path:* Projects/Add Project/Project Details**

Enter Project Details

1. Select a Project Heading from the drop down list if required. If the Project Heading is not listed or is incorrect, refer to the section 'Create/Maintain a Project Heading'.
2. Enter a Project Title. This is a free format text box but is required before you can save the project.
3. Enter an Agency Ranking as a numeric value. Duplicates are allowed but please avoid using them.
4. Select the 1st CWP Year from the drop down list. This is the financial year in which the project will commence.
5. Select a Project Type from the drop down list.
6. Enter the longitude and latitude in decimal form for the location of the project. Use the link on the screen to help obtain the correct values from the interactive map. This is a mandatory field, however, when it is not possible to include co-ordinates, tick the 'Coordinates Not Required' box and enter a comment in the 'Reason Not Required' box. Latitude values must be between -10 and -40 and longitude values must be between 105 and 135.
7. Enter Project Description.

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8. Enter Agency Comments if required.
9. Enter the Agency Reference if required.
10. Tick the 'Include Project in Concept Approval Plan (CAP) Report?' box if you want the project to be included in the Concept Approval Plan report that will be produced for Ministerial approval. These projects will be marked 'M' in the Project Map.
11. Click the 'Save Changes' button. Please note when you switch to another menu option or close your session, you will not be reminded to save your work.

After successfully saving your work the first time, the project will be allocated a project ID number and will be in Draft status.

Enter Key Services Details

1. Click on the 'Justification' tab.
2. Enter your agency's Key Services that relate to this project.
3. Click the 'Save Changes' button.

Enter Importance Details

1. Click on the 'Importance' tab.
2. Select the Importance ranking from the drop down list.
3. Enter the Importance Justification details.
4. Click the 'Save Changes' button.

Enter Benefits Details

1. Click on the 'Benefits' tab.
2. Select the Benefits ranking from the drop down list.
3. Enter the Benefits Justification details.
4. Click the 'Save Changes' button.

Enter Achievability Details

1. Click on the 'Achievability' tab.
2. Select the Achievability ranking from the drop down list.
3. Enter the Achievability Justification details.
4. Click the 'Save Changes' button.

Enter the Funding Source Details

1. Click the 'Funding Source' tab.
2. Click the boxes next to the Funding Sources to indicate how the project will be funded.
3. Click the 'Save Changes' button.

Enter Supporting Document Details

1. Click the 'Supporting Doco' tab.
2. Click the boxes next to the Supporting Documentation categories to indicate what supporting documentation is available. Please note it is not a requirement to submit documentation as an attachment in the IMM.

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3. If other documentation not listed in the top box is available, enter a description in the 'Other Documentation Description' box
4. Enter details in the 'Supporting Documentation Comments' box.
5. Click the 'Save Changes' button.

Enter Financial Details

1. Click the 'Financials' tab.
2. Enter the yearly capital costs of the project in the 'Capital Cost' row. You must enter at least one value in a year and it must be beyond the current budget year and not prior to the 1st CWP Year. Values cannot be negative.
3. Enter the amount that will not be funded through appropriations in the 'Less: Other Funding' row. Your Consolidated Account Requirement will then automatically be calculated.
4. Enter any recurrent expenses associated with the project. These are additional on-going future costs that will arise if the project is approved.
5. Enter any existing funding or revenue that will contribute towards the recurrent costs. The Net Recurrent Impact will then be automatically calculated.
6. Click the 'Save Changes' button.

A summary of the total project cashflows will appear on the 'Project Details' screen after you have completed this step.

Enter Events/Actions

1. Click the 'Events/Actions' tab.
2. Record dates of completed events/actions by clicking on the date picker icon (next to the blank Date field) and selecting the date required.
3. Enter comments if required.
4. Click on the 'Save Changes' button.

3. Update Funding for Concept Approval Plan Projects table (for CAP projects only)

Menu Path: Funding/Funding for CAP Projects

1. Enter the total amount (on a cash basis) for each funding source and year for all projects to be included in the Concept Approval Plan report for Ministerial signoff.
2. Click on the 'Save' button.
3. Check there are no variances (funding minus project cashflows should equal zero). Variances will be highlighted in red on the last row of the table. If variances exist, repeat steps 1 and 2.

Only the 'Draft' projects that have been marked 'Include Project in Concept Approval Plan (CAP) Report' in the Project Details screen will be included in the 'Total CAP Project Cashflows' row on this screen.

Once all variances are zero, you are now ready to run the Concept Approval Plan report for Ministerial signoff (Reports/Agency Concept Approval Plan Report).

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4. Update an Existing Project

Menu Path: Projects/Update Project OR Projects/Project Map

1. Select 'Draft' in the Project Status drop down list. Only projects in Draft can be updated.
2. Click on the 'Expand/Collapse Sub-Projects' option to display all Draft projects. Note that projects marked 'M' are those to be included in the Concept Approval Plan report.
3. Click on the project to be updated.
4. Make the changes required in the relevant screens.
5. Click on the 'Save Changes' button.

5. Submit a Project

Menu Path: Projects/Update Project OR Projects/Project Map

1. Select 'Draft' in the Project Status drop down list. Only projects in Draft can be submitted.
2. Click on the 'Expand/Collapse Sub-Projects' option to display all Draft projects.
3. Click on the project to be submitted.
4. Click on the 'Sought' button.

Certain fields must contain valid values before the status can be changed to Sought. An error message will appear on screen if the values are missing or invalid. You must complete or correct the data before you can proceed further.

The status of the project will change to Sought when validations have passed and the project details cannot be changed by the agency. If you wish to make changes, you must contact your Treasury analyst to move the project back to Draft.

6. View a Project

Menu Path: Projects/Project Map

1. If known, click on the status of the project from the drop down list. Otherwise click on 'All Projects' from the drop down list.
2. Click on the 'Expand/Collapse Sub-Projects' option to display all projects.
3. Click on the project to be viewed.

Treasury rankings can be viewed when the project has been recommended or approved. When a project has been approved, it will be allocated a sub-category of New Works, Completed Works or Works in Progress, depending on project cashflows. Treasury analysts are only able to make certain changes to projects in the Approved status. Changes to approved project cashflows can only be made via the Cashflow Adjustment screen.

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7. Link a Group of Projects

***Menu Path:* Projects/Project Link Titles**

1. If the Project Link Title does not appear on screen, enter a new title in the top box and click on the 'Add' button.
2. Click on the Project Link Title to edit from the list on the screen.
3. Select the projects to group together from the list of projects available for linking by clicking on 'Link' on the right hand side of the screen.
4. Select any projects to remove from the list of projects currently linked to the group by clicking on 'Unlink' on the right hand side of the screen.
5. Go back to Projects/Project Link Titles and click on 'Report' to view the estimated total cost of the linked projects.

Agencies are also able to edit or delete Project Link Titles by clicking on 'Edit' or 'Delete' on the right hand side of the title on the 'Project Link Titles' screen. A project can only be linked to one group at a point in time.

8. Create a Cashflow Adjustment

***Menu Path:* Projects/Cashflow Adjustments**

1. Click on the 'Available Projects' button.
2. Select the project to adjust from the drop down list. To select more than one project, hold the Ctrl key and click on the additional projects.
3. Click on the 'Add Projects' button. Each project selected will appear in a separate box on the screen.
4. Enter either the amount of the adjustment in the 'Adjs' row **OR** the new cashflow amount for the year in the 'New Cfws' row. The system will generate the value for the row not entered. You cannot enter a value in the 'Adjs' row that will cause the new cashflow to be negative. Similarly, you cannot enter a negative value in the 'New Cfws' row. You are also not able to adjust a cashflow in a year prior to the 1st CWP year of the project.
5. Enter a reason for the adjustment in the 'Note' box.
6. Repeat steps 4 and 5 for all projects to be adjusted.
7. Click on the 'Save Changes' button.

Certain fields must contain valid values before the changes be saved. An error message will appear on screen if the values are missing or invalid. You must complete or correct the data before you can proceed further.

9. Submit a Cashflow Adjustment

***Menu Path:* Projects/Cashflow Adjustments or Home/'Active Adjustments exist for this Agency' link**

1. Check that all details are correct.
2. Click on the 'S' (Sought) radio button on the right hand side of the screen for each adjustment to be submitted.

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3. Click on the 'Save Changes' button.
4. Click on the 'View Report' button if you wish to verify the results of the adjustment before submission.
5. Click on the 'Migrate Adjustment' button.
6. Select 'OK' to the pop up message if you wish to proceed, otherwise select 'Cancel'.

Certain fields must contain valid values before the status can be changed to Sought. An error message will appear on screen if the values are missing or invalid. You must complete or correct the data before you can proceed further.

The status of the adjustment will change to Sought when validations have passed and the adjustment details cannot be changed by the agency. If you wish to make changes, you must contact your Treasury analyst to move the adjustment back to Draft.

When adjustments have been approved by Treasury, they will no longer appear on this screen and the Project Details/Financials screen will be updated with the new values. To view approved adjustments, run the Approved Cashflow Adjustment report.

For further assistance with the IMM, please refer to the on-line help