



Interscope+ Entering Information Creating a Project



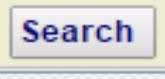
Prepared by LeaAnne Hahnel
Interscope BSA
Referenced from the User Manual

Creating a Project

NOTE: The Project must be created under the Program that will provide the funding for it.

Projects will be created by the Agency, Community College or University “Owner.”
At the top of your home page, select Programs>Program to bring up the Program Search Screen.

The screenshot shows the InterSCOPE TRAINING SYSTEM interface. The top navigation bar includes Home, New, FCAP, Design Review, Authorizations, Programs (highlighted), Funds Change Request, My Account, and Help. A dropdown menu is open under Programs, with 'Program' circled in red. Other options in the dropdown include Cost Estimate, _Project, _Project (legacy funding only), __Design Contract, __Package, __Construction Contract, and __Change Order. The main content area shows a search result for '0 found' and a 'Report a Problem' button.

Enter the appropriate information and  .

Creating a Project



Program Search

| | | | | |
|------------------------|------|---|------------------|---|
| Department: | = | ▼ | Administration | ▼ |
| Institution/Agency: | = | ▼ | St. Construction | ▼ |
| Fiscal Year: | = | ▼ | 2015 - 2016 | ▼ |
| Program ID: | Like | ▼ | | |
| Program Name: | Like | ▼ | | |
| Available to Transfer: | = | ▼ | | |

| | | | | |
|-----------------|------|---|--------|---|
| Alternate Name: | Like | ▼ | | |
| Budget Code: | Like | ▼ | | |
| Budget Item: | Like | ▼ | | |
| NCAS Center: | Like | ▼ | | |
| Status: | = | ▼ | Active | ▼ |

Search Done Reset Add a New Program

The search results will show all Programs that meet your criteria. 'Select' the Program you want.

Creating a Project



Program Search

Department: = Administration
Institution/Agency: = St. Construction
Fiscal Year: = 2015 - 2016
Program ID: Like
Program Name: Like
Available to Transfer: =

Alternate Name: Like
Budget Code: Like
Budget Item: Like
NCAS Center: Like
Status: = Active

[Search](#) [Done](#) [Reset](#) [Add a New Program](#)

| SL No. | | Institution / Agency | Program ID | Program Name | Alternate Name | Status |
|--------|------------------------|----------------------|-----------------------|---------------------------|---------------------------|--------|
| 1 | SELECT | St. Construction | 10676 | Museum of Natural Science | Museum of Natural Science | ACTIVE |
| 2 | SELECT | St. Construction | 12153 | Minor Renovations | | ACTIVE |

You will now be in the Program. Select the 'Projects' tab, then the 'Add Project' button.



Creating a Project

Program #: 12153 - St. Construction - Minor Renovations

Program | Program Funding | **Projects** | Assign Amounts to Projects | Program Closeout

 Close

| SL No. | Project ID | Agency Project Code | Project Title | Status | Estimated Cost | Estimated |
|--------|------------|---------------------|---------------|--------|----------------|-----------|
| Total | | | | | \$0.00 | |

0 Projects found 

Now you are on the New Capital Project screen.

Creating a Project

Enter the Project Information – Basic, and Advanced as appropriate. Required fields are marked with asterisks and have a red border. The *Agency Project Code* is optional.

Program #: 12244 - State Construction Office - LeaAnne's Test Program

Project #: 0 --

Project

Action Close

Project Information - Basic

* Program: 12244 - LeaAnne's Test Program

* Department: Administration

* Agency: State Construction Office

Project ID: (Auto)

* Title: LeaAnne's First Test Project

Description:

Agency Project Code:

Status: (Auto)

Project Information - Advanced

Project Type:

Standard Project

Performance Contract

Foundation Project

Non-Code-Item Project

* Special Project Designation:

Fiscal Year Funded: 2018 - 2019

Financial Controls: On

Bypass Financial Controls?

Estimated Cost

Estimated Project Cost: (Auto)

- Total Amount Assigned: (Auto)

= Estimated Need: (Auto)

0/4/2016 8:29:25 AM InterscopePlus 2.1_20160824 Copyright © 2016 - State of North Carolina : Department of Administration : State Construction Office Report a Problem



Determining the Special Project Designation

NOTE: Once you have selected the project designation and saved, it cannot be changed. If it is the wrong designation, it will have to be deleted and re-entered with the proper designation.



Creating a Project

Determining the Special Project Designation



In the Advanced block, select the appropriate type of project under *Special Project Description*.

- Standard Project: The default type that will apply to most Capital projects.
- Performance Contract: This applies to Guaranteed Energy Savings Performance Contracts
- Foundation Projects: This applies primarily to UNC System projects that are designed/constructed by a foundation but must be reviewed by SCO
- Non-Code-Item Projects: This is for projects that do not go through the normal State authorization process, such as county funded projects at Community Colleges, or projects completed with operating funds. This will also be used for reporting small project HUB information. An *Estimated Project Completion* date, *Funding Source*, *Estimated Cost* and *Fiscal Year Funded* must be entered. These fields appear for entry only when the Non-Code-Item type is selected.

Disregarding Performance Contracts and Foundation Projects, the proper sequence for determining what the project designation should be is:

Does it have a capital code-item funding source? If so, it will be a standard project, regardless of cost estimate.



Creating a Project

Determining the Special Project Designation

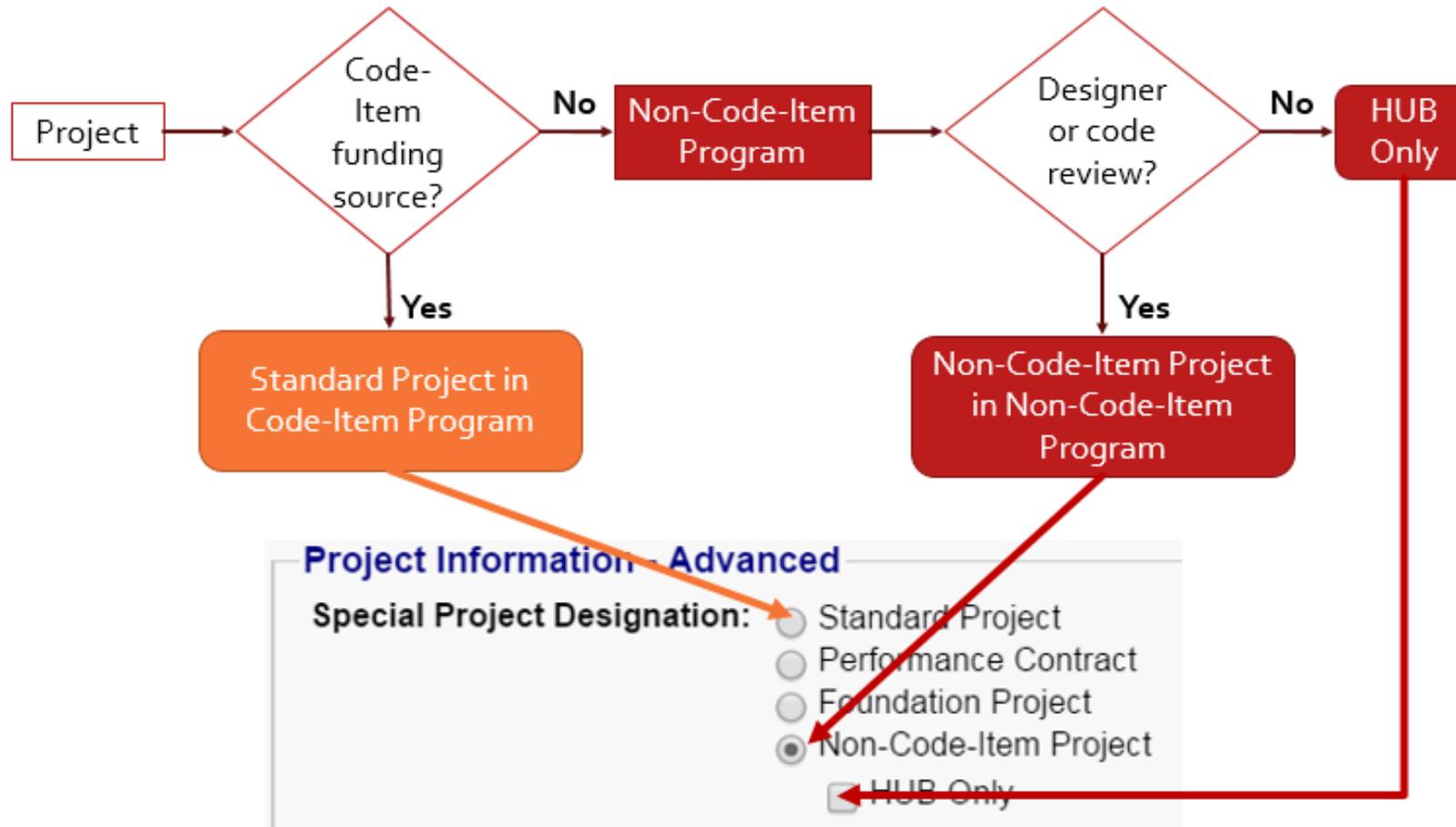
Disregarding Performance Contracts and Foundation Projects, the proper sequence for determining what the project designation should be is:

- Does it have a capital code-item funding source? If so, it will be a standard project, regardless of cost estimate.
- If it doesn't have a capital code-item funding source, then it belongs in a Non-Code-Item Program.
- If it will have a design contract or require any review by SCO (including code only), regardless of cost estimate, it will be a Non-Code-Item project.
- If there will be no SCO review and no design contract, and it is being entered only to meet the requirements for reporting HUB data, it is a HUB only project.



Creating a Project

Determining the Special Project Designation



Standard Projects have financial controls, which require funds be assigned to the project and commitments cannot exceed funds assigned. Non-Code-Item Projects do not have financial controls and funds cannot be assigned to them.



Creating a Project

Determining the Special Project Designation



Project added successfully.

Program #: 12244 - State Construction Office - LeaAnne's Test Program
Project #: 12596 - State Construction Office - LeaAnne's First Test Project

Project | Cost Estimate | Project Type | Funds Assigned | Financial Worksheet | Contracts | P6 Link | Primavera Link | Milestones | Closeout Project | Evaluations | Evaluations

Action Close

Project Information - Basic

* Program: 12244 - LeaAnne's Test Program
[Move to Another Program...](#)

* Department: Administration

* Agency: State Construction Office

Project ID: 12596

* Title:

Description:

Agency Project Code:

Status: Active

Project Information - Advanced

Project Type: -
 Standard Project
 Performance Contract
 Foundation Project
 Non-Code-Item Project

* Special Project Designation:

Fiscal Year Funded: 2018 - 2019

Financial Controls: On

Bypass Financial Controls? Off

Estimated Cost

| | |
|--------------------------|--------|
| Estimated Project Cost: | \$0.00 |
| - Total Amount Assigned: | \$0.00 |
| = Estimated Need: | \$0.00 |

Uploads | Comments | Project Managers

| Delete? | DATE | TYPE | FILE NAME | DESCRIPTION | UPLOADED BY |
|---------|------|------|-----------|-------------|-------------|
|---------|------|------|-----------|-------------|-------------|

ound Upload Files

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After saving, the system assigns a project number and displays all of the respective Project tabs.



For More Training Presentations

Please visit our website at <https://ncadmin.nc.gov/businesses/construction/interscope>
And search under “Training Materials”





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