

# Electronic Capital Planning and Investment Control (eCPIC) Training



Transformation  
through Partnerships

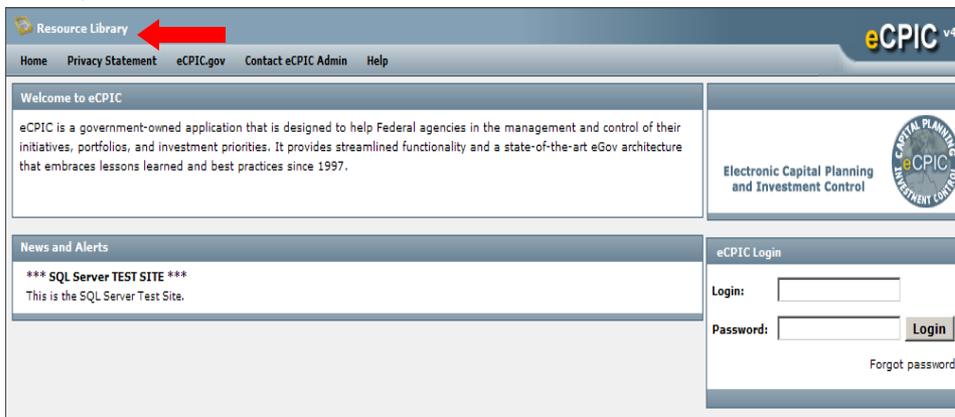
LaShayla Hopkins and Mike Pupjak

April 16, 2012

- Login
- Creating an Investment
- Navigation
- Toolbar Functionality
- Portfolio Management
- Customized Reporting
- OMB's IT Dashboard

## Electronic Capital Planning and Investment Control (eCPIC) Website: <https://ecpic.doe.gov>

- Resource Library contains public documents
- Email the System Administrator directly from the application



Resource Library

Home Privacy Statement eCPIC.gov Contact eCPIC Admin Help

Welcome to eCPIC

eCPIC is a government-owned application that is designed to help Federal agencies in the management and control of their initiatives, portfolios, and investment priorities. It provides streamlined functionality and a state-of-the-art eGov architecture that embraces lessons learned and best practices since 1997.

Electronic Capital Planning and Investment Control

News and Alerts

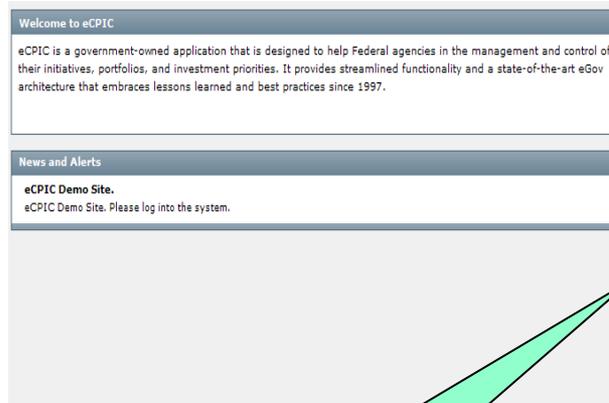
\*\*\* SQL Server TEST SITE \*\*\*  
This is the SQL Server Test Site.

eCPIC Login

Login:

Password:  Login

Forgot password?



Welcome to eCPIC

eCPIC is a government-owned application that is designed to help Federal agencies in the management and control of their initiatives, portfolios, and investment priorities. It provides streamlined functionality and a state-of-the-art eGov architecture that embraces lessons learned and best practices since 1997.

News and Alerts

eCPIC Demo Site.  
eCPIC Demo Site. Please log into the system.



Electronic Capital Planning and Investment Control

eCPIC Login

Please Change your password

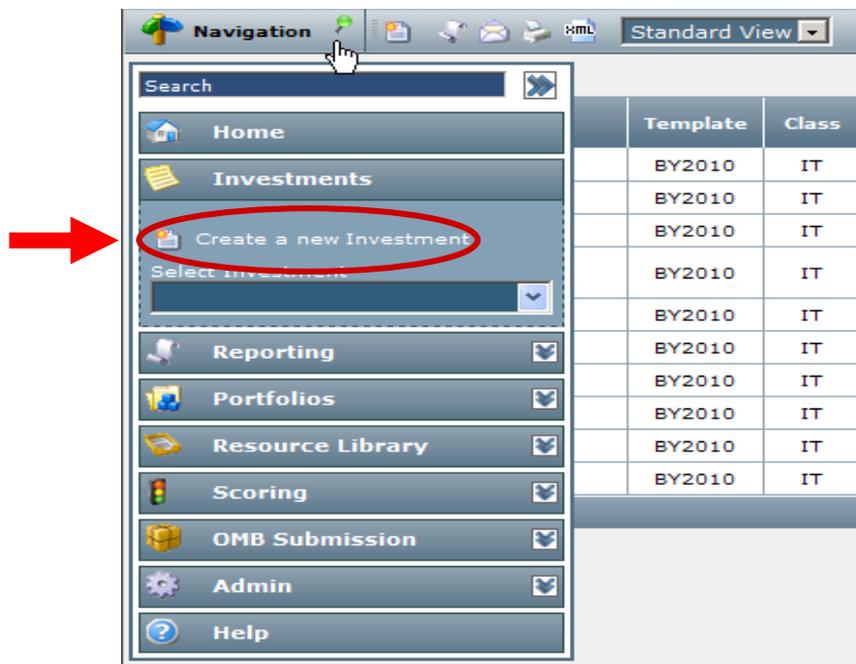
Login:

Password:  Login

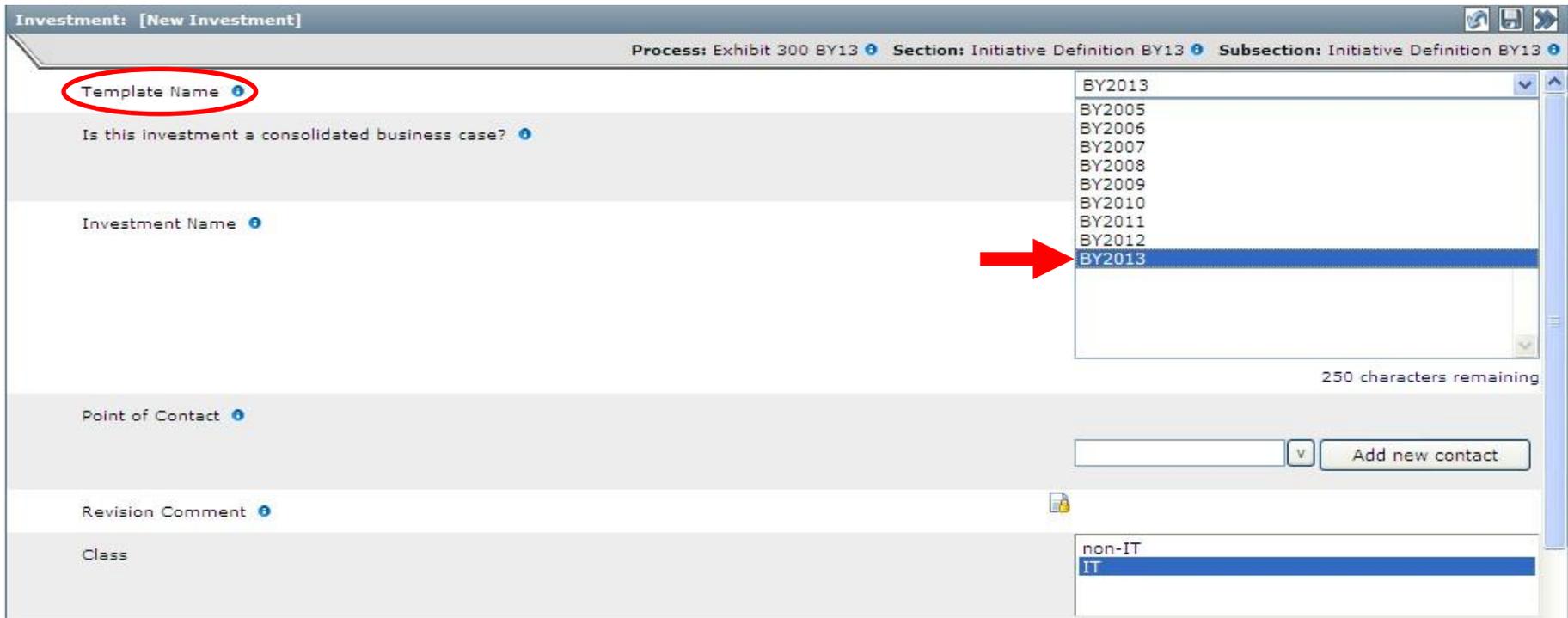
New Password:

Confirm Password:

- Password Restrictions:
- 8 characters
  - 1 capital letter
  - 1 number
  - 1 special character



- If given access rights, a user can click on the **New Investment** icon located in the toolbar menu or click on the **Create a new Investment** button, located in the Investments module.



Investment: [New Investment]

Process: Exhibit 300 BY13 Section: Initiative Definition BY13 Subsection: Initiative Definition BY13

**Template Name** (circled in red)

Is this investment a consolidated business case?

Investment Name

Point of Contact

Revision Comment

Class

BY2013 (selected in dropdown)

BY2005

BY2006

BY2007

BY2008

BY2009

BY2010

BY2011

BY2012

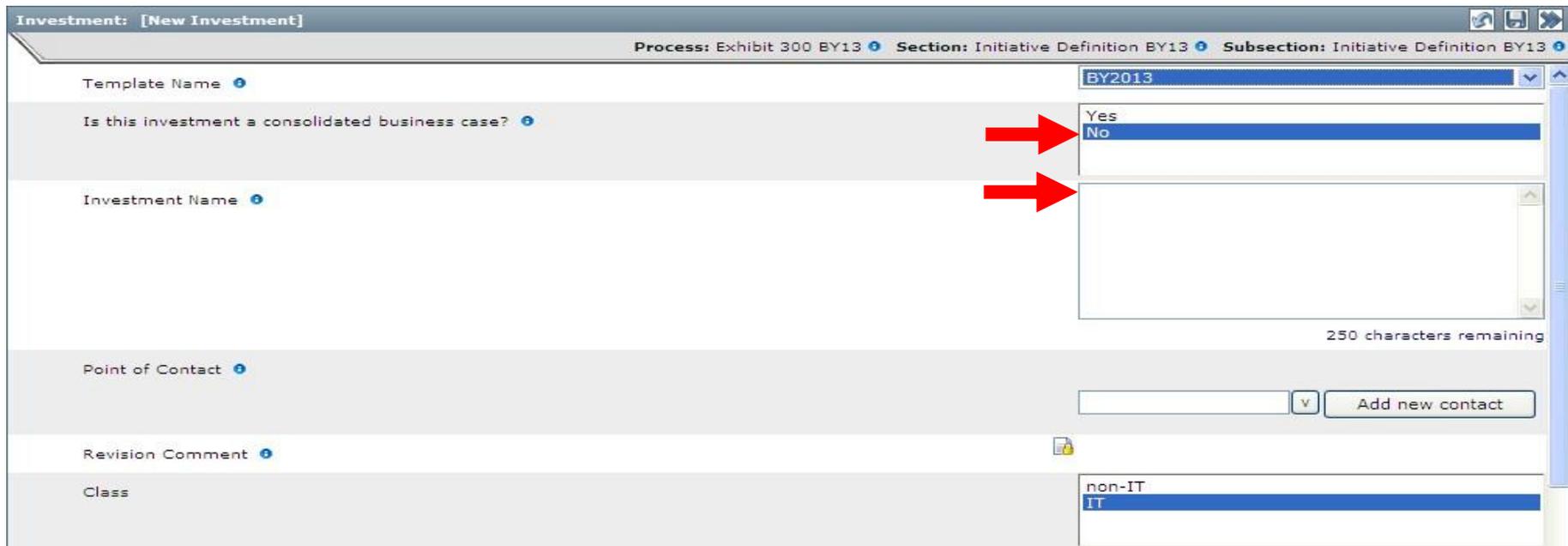
BY2013

250 characters remaining

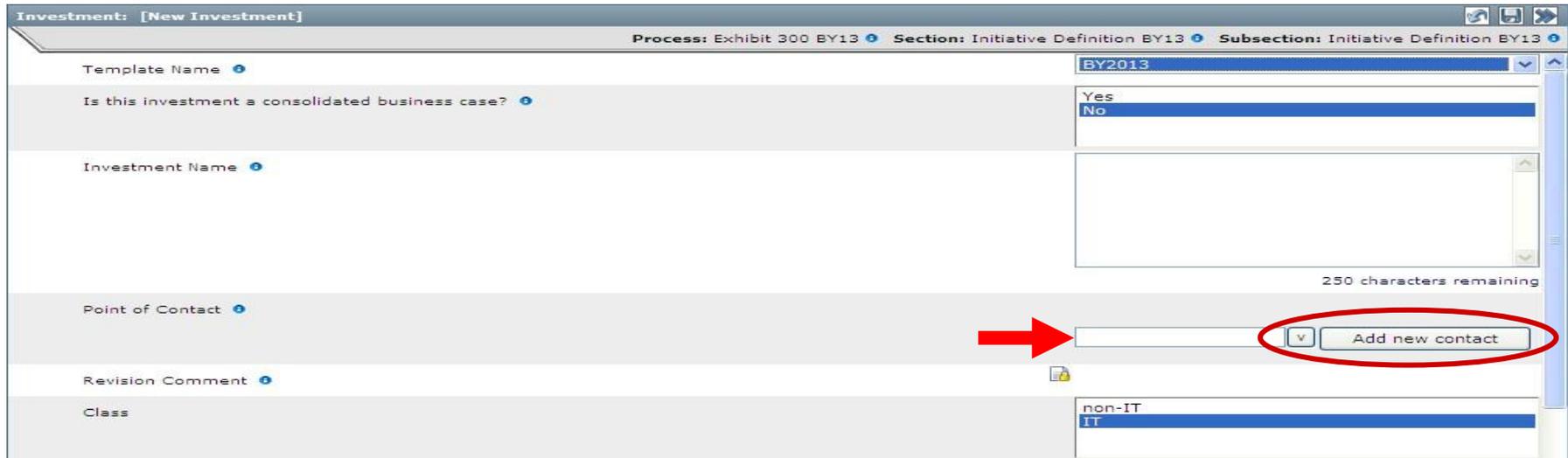
non-IT

IT

- When creating a new investment, users have the option of associating the investment with any of the templates that are available. Select the most current **Template Name** the new investment will be associated with.
- The most current BY template will be available once OMB finalizes their Circular A-11 guidance, and releases the final XML schema to the eCPIC developers to incorporate into the application. This activity typically occurs in August.



- ❑ Select whether the new investment will be a **consolidated business case** or a standard business case. If 'Yes' is selected, users will have the ability to create sub-investments (children) for the new investment.
- ❑ Enter the name of the investment.
- ❑ ***Note: Once 'Yes' or 'No' has been selected for the consolidated business case question, users will not be allowed to change it. Only System Administrators have the capability to switch investments from consolidated to unconsolidated.***



Investment: [New Investment]

Process: Exhibit 300 BY13 Section: Initiative Definition BY13 Subsection: Initiative Definition BY13

Template Name BY2013

Is this investment a consolidated business case? Yes No

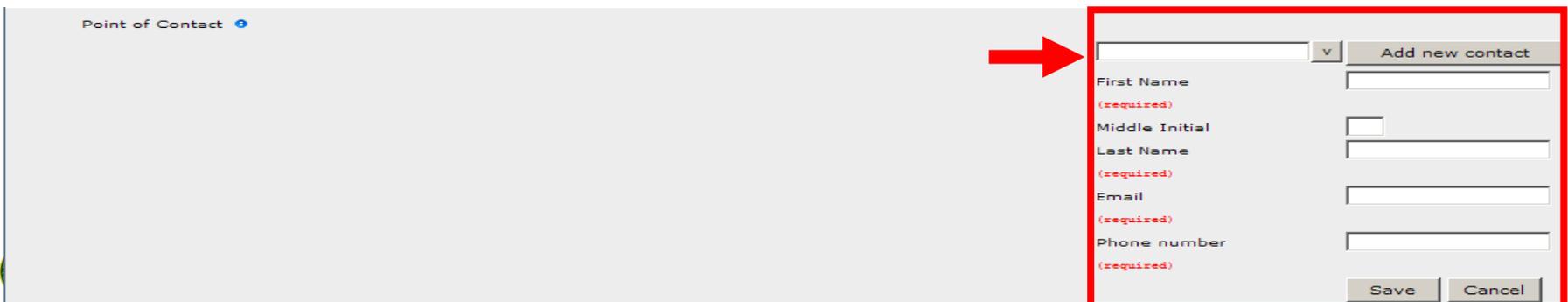
Investment Name 250 characters remaining

Point of Contact

Revision Comment

Class non-IT IT

- Enter the **Point of Contact (POC)** and **Class** of the investment. Clicking on the drop-down arrow will show a list of selections. If no names appear or if the POC is not listed, then click on the **Add new contact** button and fill in the required information. If no contact is selected, the creator of the investment will populate the field.



Point of Contact

First Name  (required)

Middle Initial

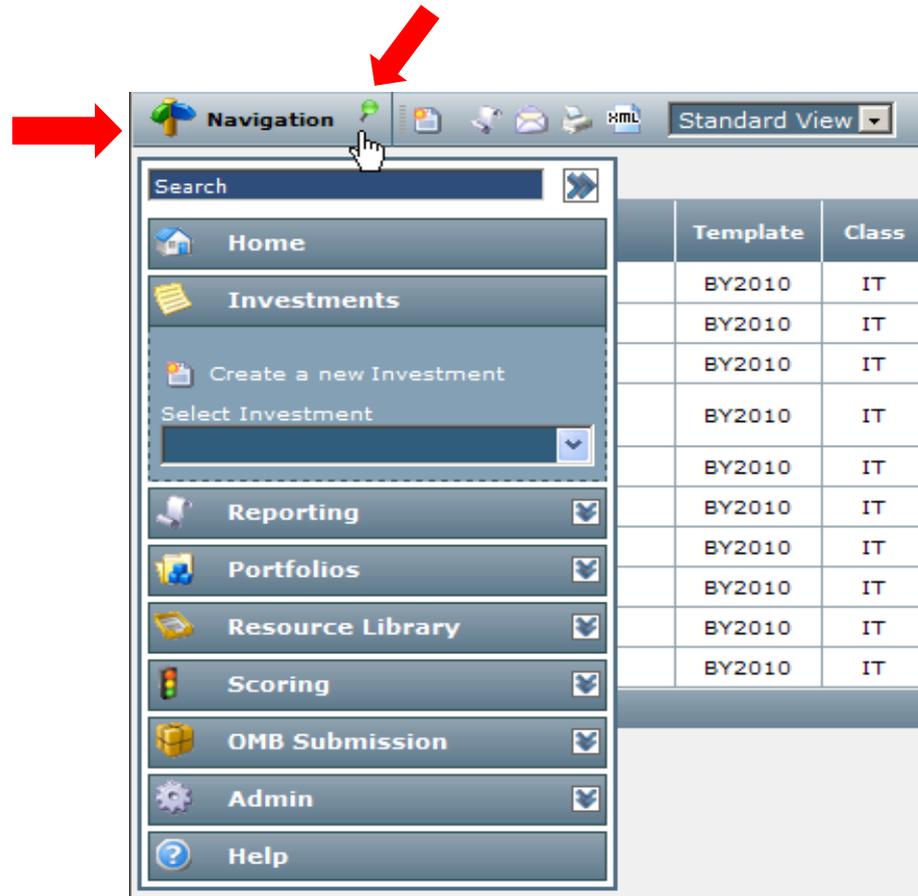
Last Name  (required)

Email  (required)

Phone number  (required)

To open the **Navigation panel**, mouse over the navigation icon located on the eCPIC toolbar.

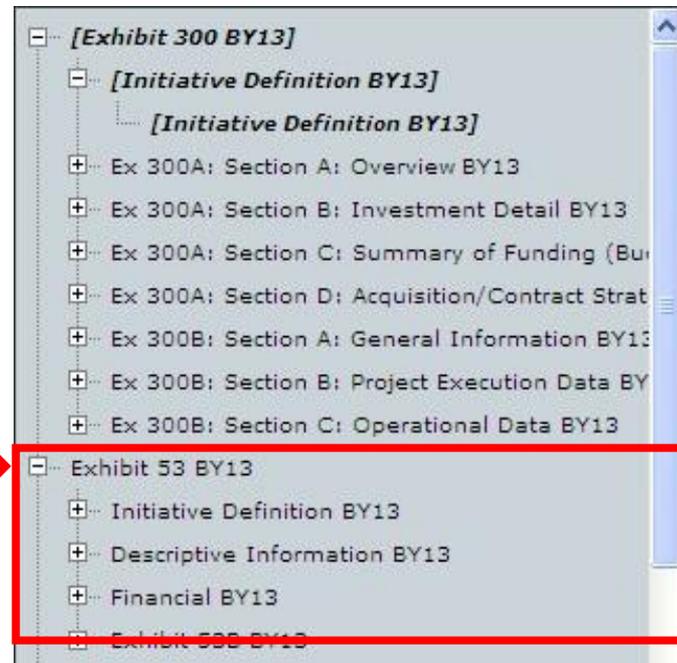
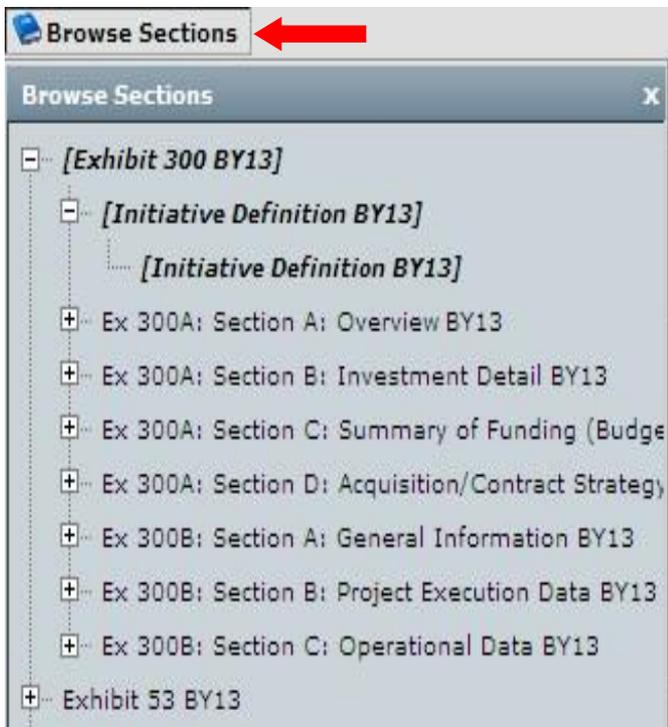
To pin/unpin the Navigation panel, click on the Pin icon within the Navigation drop down list.



The screenshot shows the eCPIC interface with the Navigation panel open. The toolbar at the top contains several icons, including a navigation icon (a green speech bubble) which is highlighted by a red arrow. The Navigation panel is a vertical sidebar on the left side of the screen, containing a search bar and a list of menu items. The menu items are: Home, Investments, Reporting, Portfolios, Resource Library, Scoring, OMB Submission, Admin, and Help. The Investments menu item is expanded, showing a sub-menu with options to 'Create a new Investment' and 'Select Investment'. A second red arrow points to the top of the Navigation panel. To the right of the Navigation panel, a table is visible with columns for 'Template' and 'Class', containing data for various investment types.

	Template	Class
	BY2010	IT

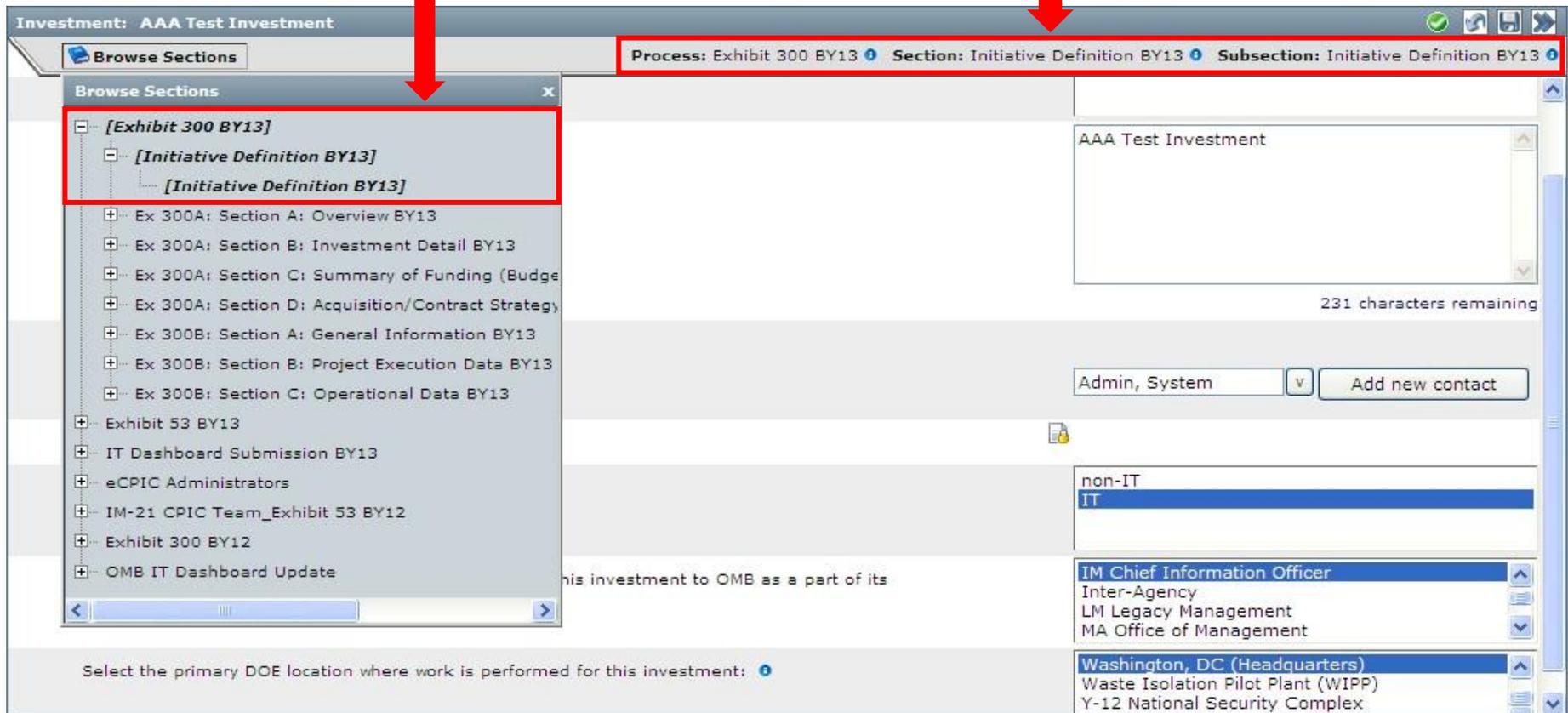
Click on the browse sections  **Browse Sections** icon to open the process browser. The list of available processes will be displayed below in a tree format.



Click on the ( + ) icon to expand a process and view the sections under that process. Likewise, clicking on the ( + ) for each section will display the subsections under that section.

When the process browser panel window is open, the currently displayed section and sub-section will also be highlighted.

When navigating through an investment, the current process, section and sub-section will be displayed at the top of the investment. This will ensure the user can easily identify which process, section and sub-section they are currently viewing.



The screenshot shows a web application interface for managing investments. At the top, a breadcrumb trail reads: **Process: Exhibit 300 BY13** | **Section: Initiative Definition BY13** | **Subsection: Initiative Definition BY13**. Below this, a 'Browse Sections' panel is open on the left, listing various sections. The path **[Exhibit 300 BY13] > [Initiative Definition BY13] > [Initiative Definition BY13]** is highlighted with a red box. A red arrow points from the text box above to this highlighted path. The main content area shows details for the 'AAA Test Investment', including a character count (231 characters remaining) and a list of contacts. A red arrow points from the text box above to the breadcrumb trail. At the bottom, there is a field to select the primary DOE location.

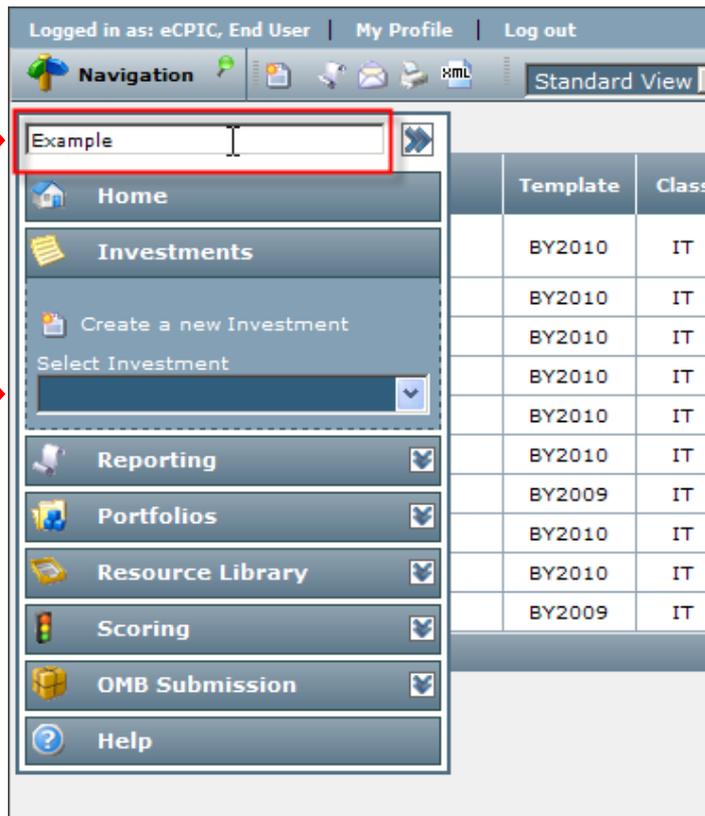


□ To Report Exhibit 53B Funding:

1. Access the BY 2013 “mission” portfolio for the program office (i.e. BY 2013 CF Chief Financial Officer Portfolio)
2. On the portfolio’s toolbar, select the Edit Security Spending icon (  ). This will load the Edit IT Security Costs page.
3. Enter the appropriate values into the table for each spending category (Note that agency code is auto-populated based on the agency setting in the Admin module).
4. Click on the Save icon (  ) to save all changes.

Note: The Exhibit 53B data should be reported at the portfolio level. There will be one Exhibit 53B submission per Program and Staff Office, unless the office relies on DOECO for security services. In that case, the security dollars will be reported by IM-60.

From the Navigation panel, users can use the **Search** function from anywhere within eCPIC to find Investments, Portfolios, Resources, and OMB Submissions that contain a specific keyword in their respective names and/or descriptions.

Logged in as: eCPIC, End User | My Profile | Log out

Navigation

Standard View

Example

- Home
- Investments
  - Create a new Investment
  - Select Investment
- Reporting
- Portfolios
- Resource Library
- Scoring
- OMB Submission
- Help

	Template	Class
	BY2010	IT
	BY2009	IT
	BY2010	IT
	BY2010	IT
	BY2009	IT

To aid in users with aligning eCPIC processes to OMB Exhibit 300 guidance when filling out a business case, eCPIC displays field numbers in the system user interface along with the field name.



Investment: AAA Test Investment

**Browse Sections** Process: Exhibit 300 BY13 Section: Ex 300A: Section A: Overview BY13 Subsection: Descriptive Information BY13

Agency Department of Energy

Bureau Departmental Administration  
Energy Programs  
Environmental And Other Defense Activities  
Inter-Agency Projects

Change in Investment Status Identifier None  
Downgraded to non-major because it does not f  
In budget year, this consolidated investment is r  
In budget year, this investment is no longer a m

Agency description of change in investment status 255 characters remaining

1. Name of this Investment AAA Test Investment  
231 characters remaining

2. Unique Investment Identifier 9 Digit Code 000000000

Full UPI/UII Code 019-000000000 00-60-01-01-01-00

IT Dashboard Investment Identifier

eCPIC has a default investment view that is seen each time the Investments module is selected. It is called the **Standard View**.



The screenshot shows the eCPIC interface. At the top, there is a 'Navigation' menu with a dropdown menu set to 'Standard View'. Below this, there is a filter field with the text '- Hide Field Filter - Enter filter criteria in the fields.' and a red arrow pointing to it. The main content area displays a table of investment data.

Investment Name	Template	Class	OMB Investment Type	Consolidated Business Case	Rev	Point of Contact	Last Updated
A Test Investment	BY2013	IT	02 - Non-Major Investment		0	System, Admin	8/9/2011 10:57:31 AM
AA Test Invest	BY2013	IT	02 - Non-Major Investment		5	Admin, System	3/6/2012 2:14:32 PM
AAA Test Investment	BY2013	IT	01 - Major Investment		2	Admin, System	3/6/2012 2:33:45 PM

On the top of many tables throughout the system, eCPIC offers filters to alleviate the need to scroll through long lists and decrease time spent searching for investments, users, processes, etc.

**Full Time Equivalents**

Use the following table to provide the number of Government Full Time Equivalents (FTE) represented by the Government FTE Costs in the Summary of Spending Table. Numbers should be entered in decimal format for each of the categories listed.

FTE Table

- Toggle Excel Import -

	PY - 6 2001	PY - 5 2002	PY - 4 2003	PY - 3 2004	PY - 2 2005	PY - 1 2006	PY 2007	CY 2008	BY 2009	BY + 1 2010	BY + 2 2011	BY + 3 2012	BY + 4 2013	BY + 5 2014	BY + 6 2015	BY + 7 2016	BY + 8 2017	Total
Security	<input type="text" value="0"/>																	
IT	<input type="text" value="0"/>																	
Financial Management	<input type="text" value="0"/>																	
Program Management	<input type="text" value="0"/>																	
Other	<input type="text" value="0"/>																	
Total*	<input type="text" value="0"/>																	

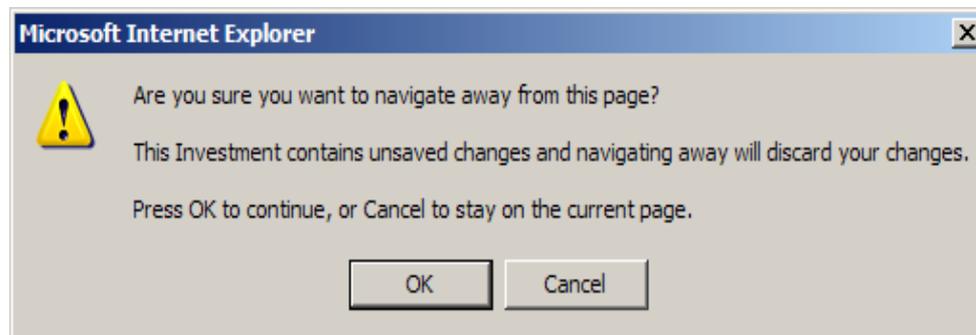
\*Note - This row (Total) represents the 'Number of FTE represented by cost' from the Summary of Spending table and will be sent to OMB

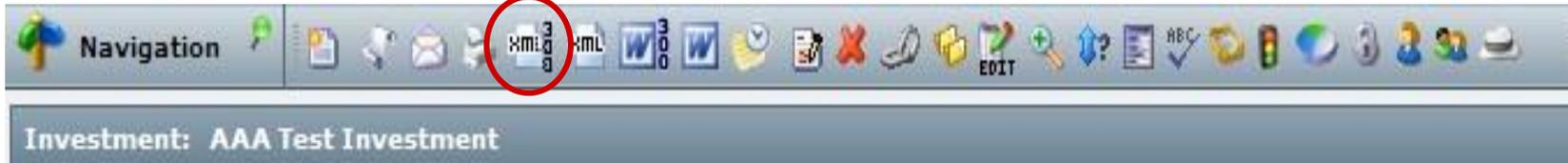
Update Datagrid Values

When in the Investments module, there is an **Undo** icon, **Save Back** and **Next** arrow icons, and a **Save** icon to assist the user in moving through pages.

### □ Reminder to Save

- When data has been entered into an investment and the page has not been saved, an alert (⚠) icon will display next to the save icons within the investment.
- Once the user saves the page, a saved icon (✅) will be displayed, notifying the user that the page is up to date and no changes have been made since the last save.
- After modifying data within an investment, if a user attempts to navigate away from the current page without saving that data, a pop-up message will appear warning users that the investment contains unsaved changes.





Count	Type	XML Errors	Location(s) in the Workflow (Section - Subsection)
1	Error	<p>The 'What costs are included in the reported Cost/Schedule Performance information (Government Only/Contractor Only/Both)?' element has an invalid value according to its data type.</p> <p>This field cannot be blank</p>	<p>II.C: Cost and Schedule Performance BY08 - Earned Value BY08</p> <p>III.B: Cost and Schedule Performance BY08 - Performance Baseline BY08</p> <p>IV.C: Cost and Schedule Performance BY08 - Earned Value BY08</p>
2	Warning	<p>There are 3 systems defined in the Planning &amp; Operational Systems - Privacy Table, but 2 systems total between the Systems in Planning - Security and Operational Systems - Security Tables. The number of systems in the privacy table should be equal to the number of systems in the two Security tables.</p>	<p>I.E: Security and Privacy BY08 - Privacy: Planning &amp; Operational Systems BY08</p>

- Schema Validation:** This problem is classified as an **'Error'**. *Errors* will keep users from generating the XML. They will have to go to the location of the Error and modify the data.
- Business Logic Validation:** This problem is classified as a **'Warning'**. *Warnings* will allow users to generate the XML. However, the warning will assist in reviewing the business case for issues that may need to be reviewed.



- ❑ The '**Export to Word 300**' option exports the investment into a Word document formatted according to the OMB A-11 Guidance. The order of the fields and questions mirrors that of the template in Circular A-11. *It will only export OMB required fields.*
- ❑ The '**Export to Word**' option exports all investment fields as they are seen in eCPIC. *It will export ALL data, including DOE required fields.*



Portfolio Name	Description	Template	Scope	Phase	Point of Contact
Agency Consolidated Investments Portfolio BY 2005	This is the official consolidated agency investments portfolio used for OMB submission.	BY2005	Agency	Draft	Admin, System
Agency Consolidated Investments Portfolio BY 2006	This is the official consolidated agency investments portfolio used for OMB submission.	BY2006	Agency	Draft	Admin, System
Agency DOE Portfolio BY 2005	Contains all reporting BY 2005 Portfolios for DOE.	BY2005	Agency	Draft	Admin, System
Agency DOE Portfolio BY 2006	Contains all DOE BY 2006 Reporting Portfolios.	BY2006	Agency	Draft	Admin, System
Agency Package BY2007		BY2007	Mission Area	Alternate	Admin, System
Agency Portfolio BY 2008		BY2008	Mission Area	Alternate	Admin4, eCPIC
Agency: BY 2009 DOE OMB Reporting Portfolio	Agency: DOE OMB Reporting Portfolio BY 2009 This portfolio contains the program office portfolios that will be submitted for BY2009	BY2009	Agency	Final	Admin1, eCPIC
application and data hosting/housing	application and data hosting/housing	BY2007	Mission Area	Alternate	Admin, System
BJC CBA Systems Consolidated Investments Portfolio	The BJC Contractor Business Administrative (CBA) Systems Consolidated Investments Portfolio contain the subinvestments that roll up into the BJC CBA investment.	BY2005	Staff Office	Draft	Admin, System
BJC Mission Systems Consolidated Investments Portfolio		BY2005	Staff Office	Draft	Admin, System

- ❑ The **Portfolio** module allows users to group investments into one or more portfolio categories. A user will be able to perform aggregate reporting across multiple investments and reporting.
- ❑ A user will only be able to view the portfolios they have access to.

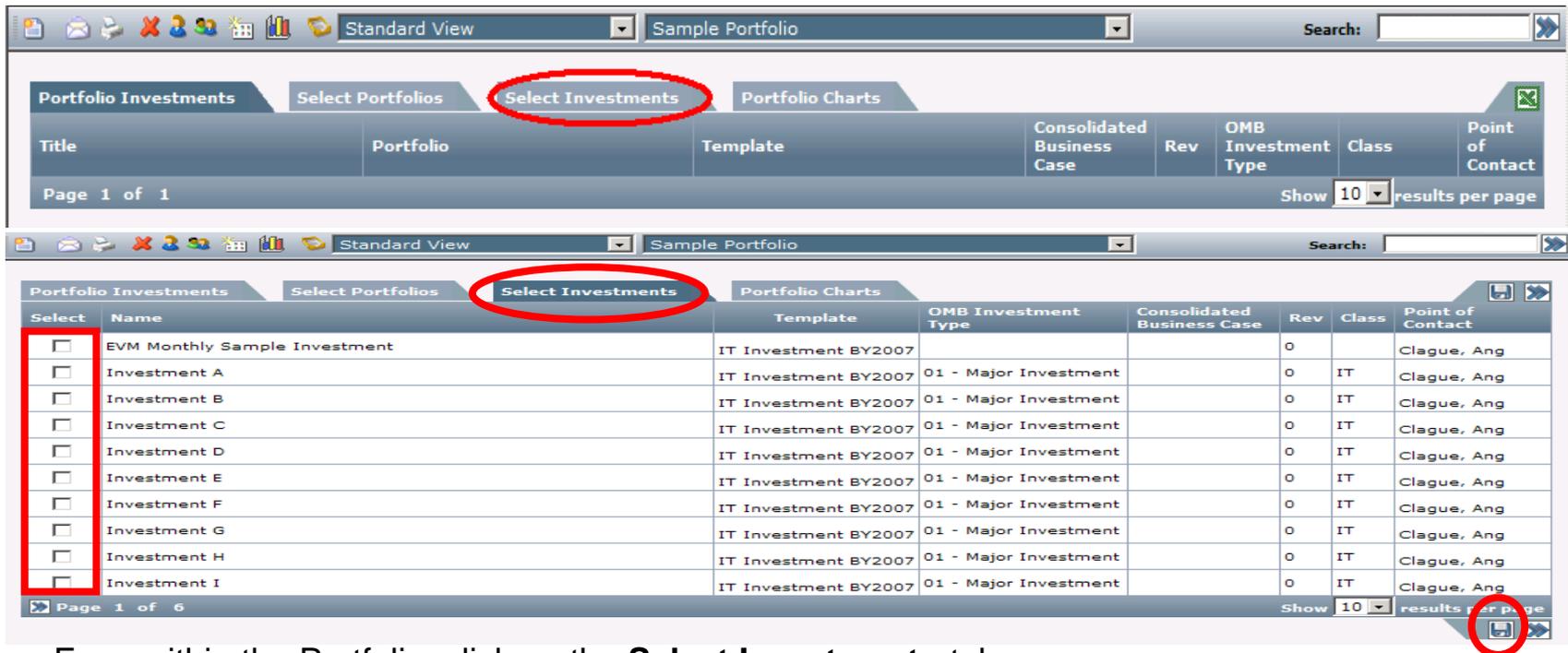


- Hide Filter - Filter - Enter filter criteria in the fields.

2013

Portfolio Name	Description	Template	Scope	Phase	Point of Contact
BY 2013 CF Chief Financial Officer Portfolio	BY 2013 CF Chief Financial Officer Portfolio	BY2013	Mission Area	Draft	
BY 2013 CF Chief Financial Officer Portfolio_Consolidated IOAT	BY 2013 CF Chief Financial Officer Portfolio_Consolidated IOAT	BY2013	Departmental	Draft	
BY 2013 CI Congressional & Intergovernmental Affairs Portfolio	BY 2013 CI Congressional & Intergovernmental Affairs Portfolio	BY2013	Mission Area	Draft	
BY 2013 CI Congressional & Intergovernmental Affairs Portfolio_Consolidated IOAT	BY 2013 CI Congressional & Intergovernmental Affairs Portfolio_Consolidated IOAT	BY2013	Departmental	Draft	

- Utilizing the field filters will allow the user to search for specific portfolios more efficiently.



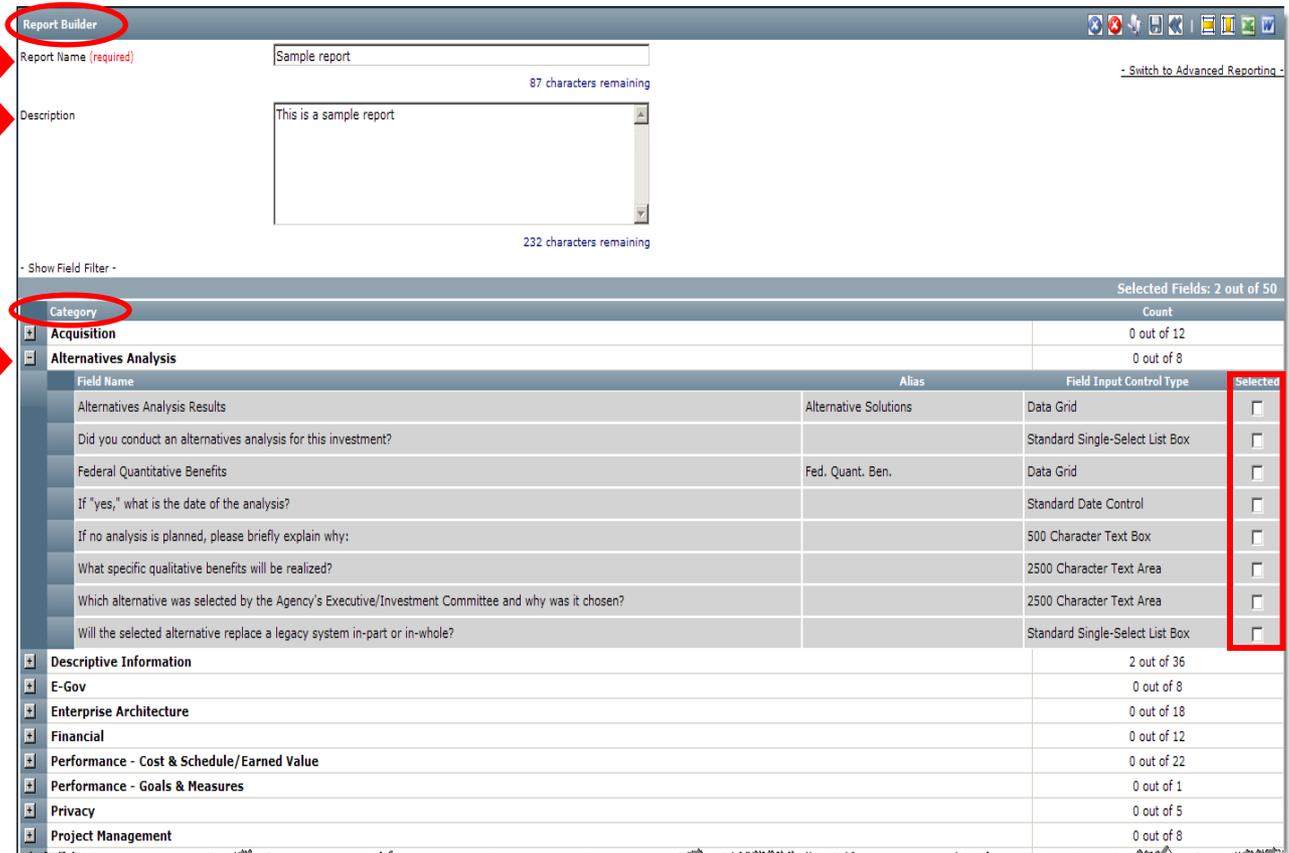
The screenshot shows the 'Select Investments' tab in the Portfolio Management software. The interface includes a search bar, a 'Standard View' dropdown, and a 'Sample Portfolio' dropdown. The 'Select Investments' tab is highlighted with a red circle. Below the tabs is a table with the following columns: Title, Portfolio, Template, Consolidated Business Case, Rev, OMB Investment Type, Class, and Point of Contact. The table lists several investments, including 'EVM Monthly Sample Investment' and 'Investment A' through 'Investment I'. The 'Select' column contains checkboxes, and the 'Point of Contact' column lists 'Clague, Ang'. The 'Show 10 results per page' dropdown is also highlighted with a red circle.

Select	Name	Template	OMB Investment Type	Consolidated Business Case	Rev	Class	Point of Contact
<input type="checkbox"/>	EVM Monthly Sample Investment	IT Investment BY2007			0		Clague, Ang
<input type="checkbox"/>	Investment A	IT Investment BY2007	01 - Major Investment		0	IT	Clague, Ang
<input type="checkbox"/>	Investment B	IT Investment BY2007	01 - Major Investment		0	IT	Clague, Ang
<input type="checkbox"/>	Investment C	IT Investment BY2007	01 - Major Investment		0	IT	Clague, Ang
<input type="checkbox"/>	Investment D	IT Investment BY2007	01 - Major Investment		0	IT	Clague, Ang
<input type="checkbox"/>	Investment E	IT Investment BY2007	01 - Major Investment		0	IT	Clague, Ang
<input type="checkbox"/>	Investment F	IT Investment BY2007	01 - Major Investment		0	IT	Clague, Ang
<input type="checkbox"/>	Investment G	IT Investment BY2007	01 - Major Investment		0	IT	Clague, Ang
<input type="checkbox"/>	Investment H	IT Investment BY2007	01 - Major Investment		0	IT	Clague, Ang
<input type="checkbox"/>	Investment I	IT Investment BY2007	01 - Major Investment		0	IT	Clague, Ang

- From within the Portfolio, click on the **Select Investments** tab.
- The Select Investments screen will appear with a listing of all investments for which a user has access to.
- Check or uncheck the boxes for the investments that should be added or removed from the Portfolio and click **Save**.

**Note: ONLY select a Consolidated Business Case (parent investment) into a portfolio. If the children investments are also selected into the portfolio, the funding will be double counted.**

Once in the Reporting module, to add/build a custom report, click on the Add Report icon (🌱). The Report Builder form will appear. Complete the required fields and select the desired field categories for the report.



**Report Builder**

Report Name (required)  87 characters remaining [- Switch to Advanced Reporting -](#)

Description  232 characters remaining

- Show Field Filter - Selected Fields: 2 out of 50

Category	Count
Acquisition	0 out of 12
Alternatives Analysis	0 out of 8

Field Name	Alias	Field Input Control Type	Selected
Alternatives Analysis Results	Alternative Solutions	Data Grid	<input type="checkbox"/>
Did you conduct an alternatives analysis for this investment?		Standard Single-Select List Box	<input type="checkbox"/>
Federal Quantitative Benefits	Fed. Quant. Ben.	Data Grid	<input type="checkbox"/>
If "yes," what is the date of the analysis?		Standard Date Control	<input type="checkbox"/>
If no analysis is planned, please briefly explain why:		500 Character Text Box	<input type="checkbox"/>
What specific qualitative benefits will be realized?		2500 Character Text Area	<input type="checkbox"/>
Which alternative was selected by the Agency's Executive/Investment Committee and why was it chosen?		2500 Character Text Area	<input type="checkbox"/>
Will the selected alternative replace a legacy system in-part or in-whole?		Standard Single-Select List Box	<input type="checkbox"/>

Descriptive Information	2 out of 36
E-Gov	0 out of 8
Enterprise Architecture	0 out of 18
Financial	0 out of 12
Performance - Cost & Schedule/Earned Value	0 out of 22
Performance - Goals & Measures	0 out of 1
Privacy	0 out of 5
Project Management	0 out of 8

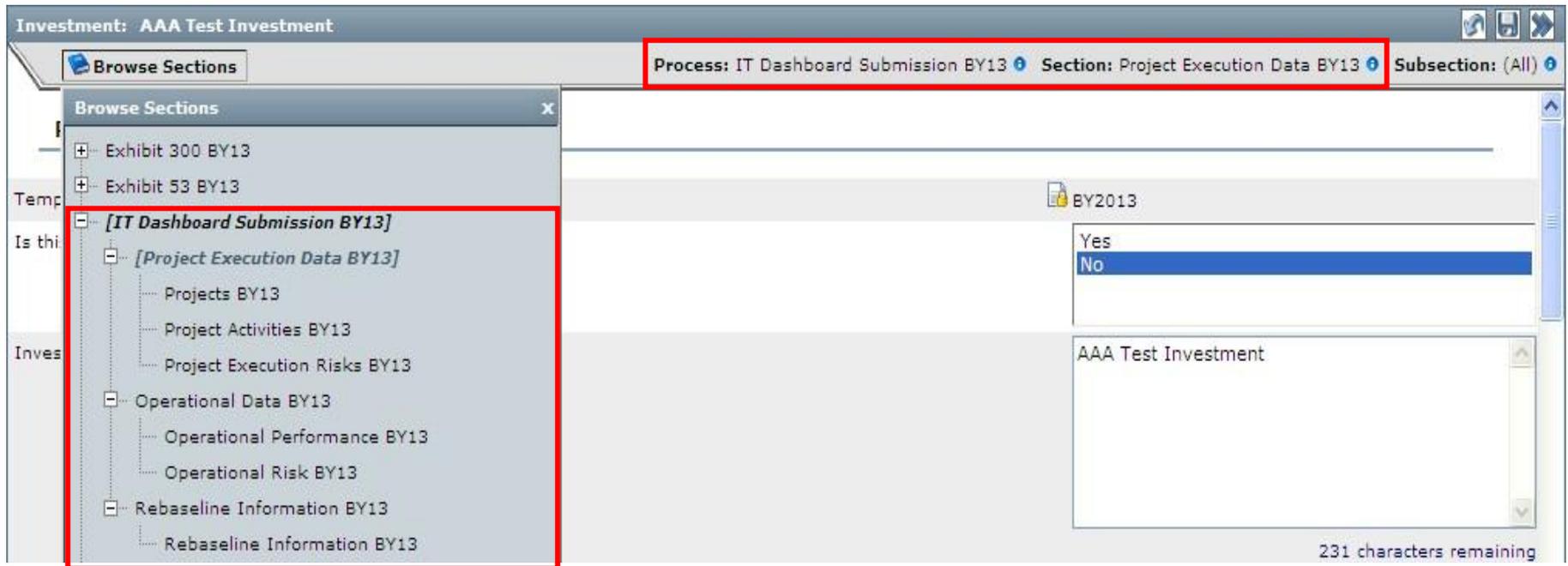
- Once a user has created the report with the criteria needed, they can save, run and export it to MS Word or MS Excel formats.

Edit Report		Report Name	Report Description	Owner	Public	Created Date	Vertical Report	Horizontal Report
<a href="#">Basic</a>	<a href="#">Adv</a>	Consolidated Infrastructure Report	Displays Financial information for all infrastructure investments that are in the Consolidated Infrastructure	Lapato, Brian	No	11/30/2007 06:40 PM	Run	Run
<a href="#">Basic</a>	<a href="#">Adv</a>	E-Gov Report	Reports on Investments that have submitted E-Gov data	Lapato, Brian	No	11/30/2007 06:37 PM	Run	Run
<a href="#">Basic</a>	<a href="#">Adv</a>	EA Report	Displays the EA (SRM, TRM and PRM) mappings for each investment	Lapato, Brian	No	11/30/2007 06:36 PM	Run	Run
<a href="#">Basic</a>	<a href="#">Adv</a>	Financial Balance Report	Report consisting of all investments that are more than \$5K out of balance between SOS and Funding Source tables	Lapato, Brian	No	11/30/2007 06:38 PM	Run	Run
<a href="#">Basic</a>	<a href="#">Adv</a>	Financial Report	Displays the Spending and Funding information for the Budget Year.	Lapato, Brian	No	11/30/2007 06:35 PM	Run	Run

Page 1 of 2      Show 5 results per page

Investment Name	Rev	Template Name	FEA BRM					
Demo Investment 1	1	BY2008						
Demo Investment 2	1	BY2008						
A Monthly EVMS Example Investment	4	BY2009	<b>BRM FEA Code</b>	<b>Line Of Business</b>	<b>BRM FEA Code</b>	<b>Sub Function</b>	<b>Primary Mapping to BRM</b>	<b>Send To OMB</b>
			202	Knowledge Creation and Management	202071	Advising and Consulting	False	true
			105	Economic Development	105012	Intellectual Property Protection	False	true
			310	Legislative Relations (Cross-Agency)	310156	Congressional Liaison Operations (Cross-Agency)	False	true
			106	Education	106999	None	False	true
			303	Legislative Relations	303097	Legislation Tracking	False	true
			406	Administrative Management (Cross-Agency)	406999	None	True	true
BY2009 Investment	3	BY2009						
CBC Investment A	2	BY2009	<b>BRM FEA Code</b>	<b>Line Of Business</b>	<b>BRM FEA Code</b>	<b>Sub Function</b>	<b>Primary Mapping to BRM</b>	<b>Send To OMB</b>
			401	Administrative Management	401122	Travel	True	False
			402	Financial Management	402126	Payments	False	True
			404	Information and Technology Management	404142	Information Management	False	True
			402	Financial Management	402129	Reporting and Information	False	True

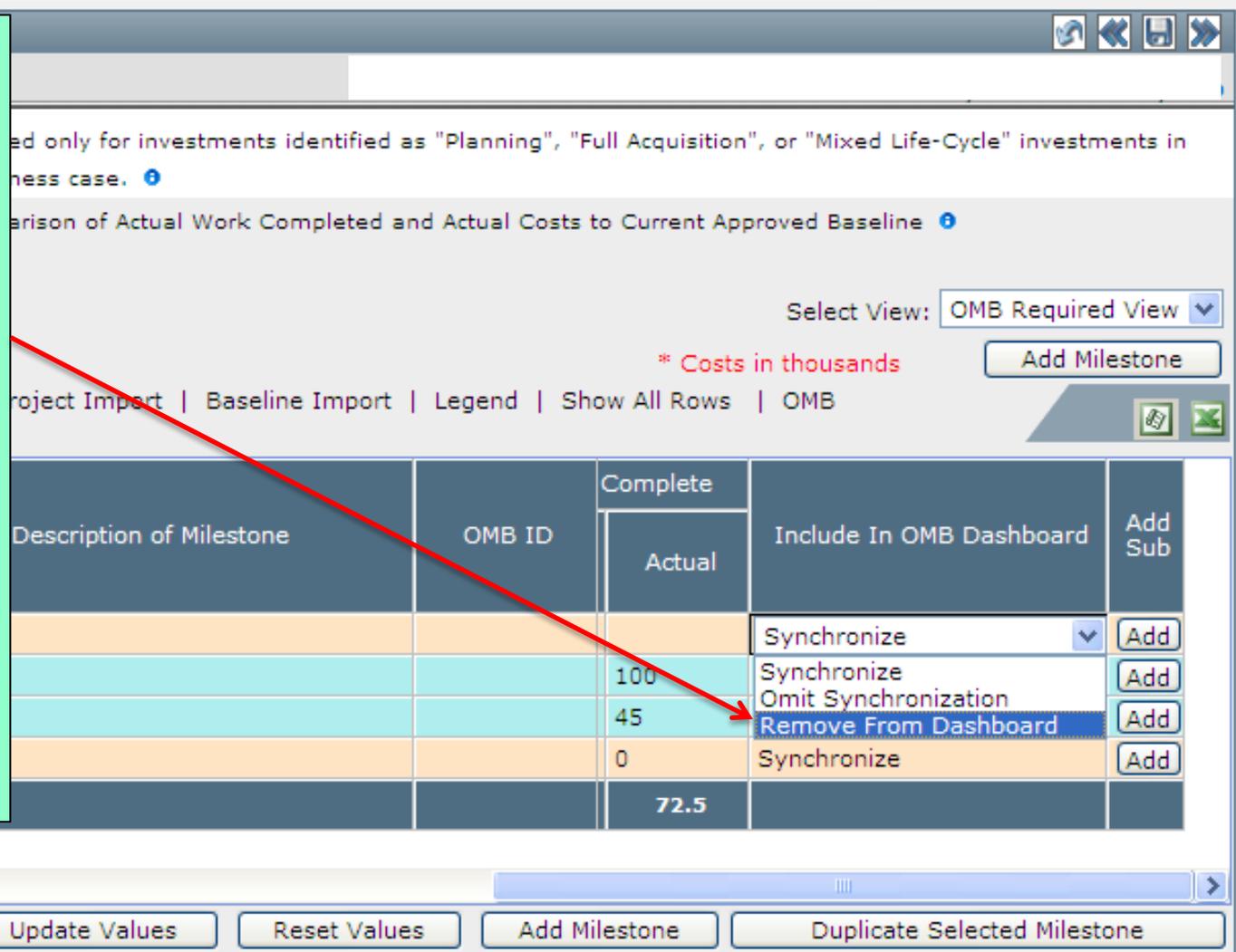
Page 1 of 6      Show 5 results per page



The screenshot displays the eCPIC interface for an investment titled "AAA Test Investment". The breadcrumb path at the top right is "Process: IT Dashboard Submission BY13", "Section: Project Execution Data BY13", and "Subsection: (All)". A "Browse Sections" window is open on the left, listing various sections. The section "[IT Dashboard Submission BY13]" is highlighted with a red box, and its sub-section "[Project Execution Data BY13]" is also highlighted. The main content area shows a form with a "BY2013" label, a "Yes/No" radio button selection, and a text area containing "AAA Test Investment". The text area has a character count of "231 characters remaining".

- ❑ To make updates to the IT Dashboard information from within eCPIC, users can access the IT Dashboard Submission from under “Browse Sections.” These Exhibit 300 data fields are linked directly to the OMB’s IT Dashboard.
- ❑ All users that have access to the Exhibit 300 form will also have access to the IT Dashboard Submission form.

To remove milestones, performance goals, or contracts from the IT Dashboard (ITDB), select the “remove from Dashboard” function. Then click “update values”. Once the data is transmitted to the ITDB, the items will be noted as removed on the ITDB. Please delete the items in eCPIC after the monthly submission, so the items are no longer reported.

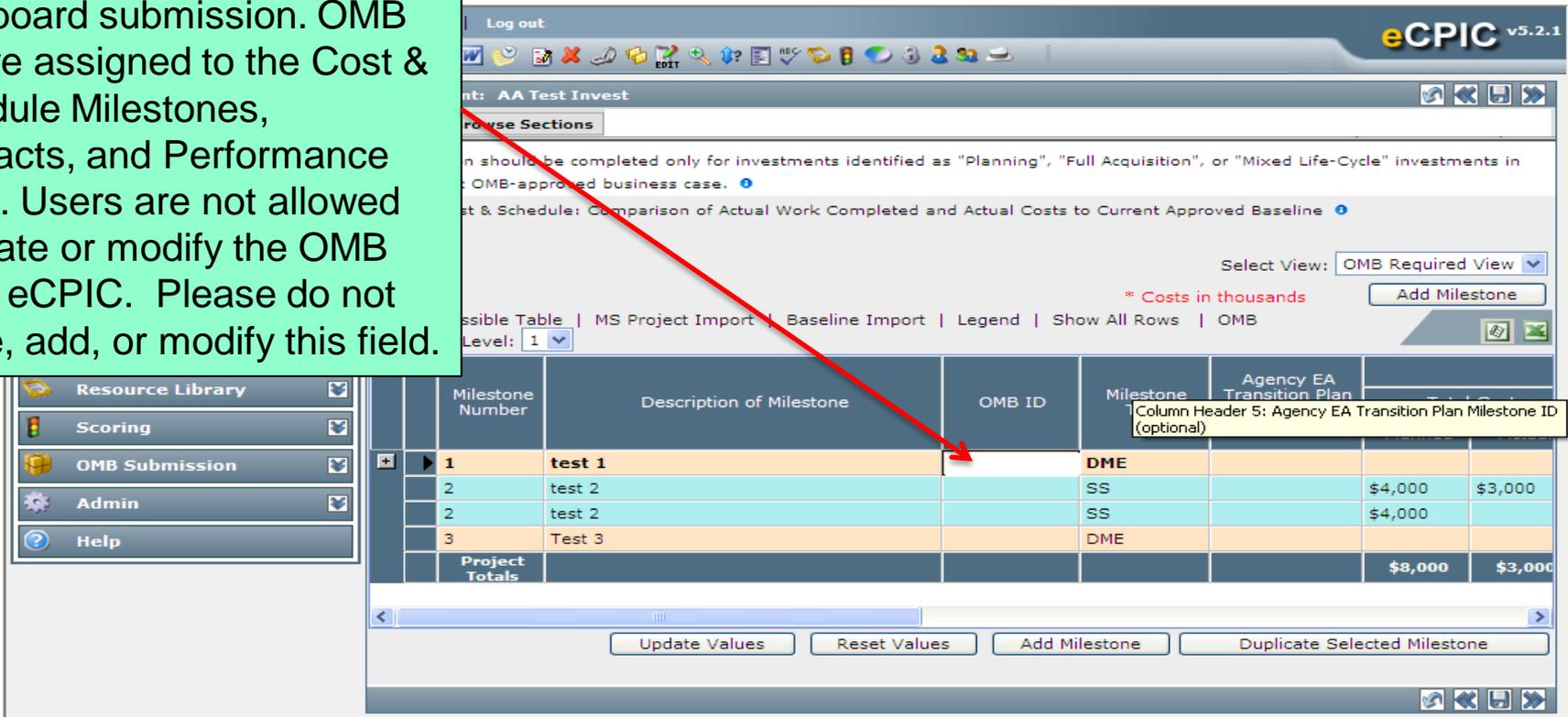


The screenshot shows a web application interface for managing milestones. At the top, there are navigation icons and a search bar. Below that, there's a section for "Comparison of Actual Work Completed and Actual Costs to Current Approved Baseline". A "Select View:" dropdown is set to "OMB Required View". A red asterisk indicates "\* Costs in thousands". There are buttons for "Add Milestone" and "Update Values".

Description of Milestone	OMB ID	Complete		Include In OMB Dashboard	Add Sub
		Actual	Costs		
				Synchronize	Add
		100		Synchronize	Add
		45		Remove From Dashboard	Add
		0		Synchronize	Add
		72.5			

At the bottom of the interface, there are buttons for "Update Values", "Reset Values", "Add Milestone", and "Duplicate Selected Milestone".

OMB IDs are assigned by OMB during the monthly system to system IT Dashboard submission. OMB IDs are assigned to the Cost & Schedule Milestones, Contracts, and Performance Goals. Users are not allowed to create or modify the OMB IDs in eCPIC. Please do not delete, add, or modify this field.



The screenshot shows the eCPIC v5.2.1 interface. A red arrow points to the OMB ID column in the table below. A tooltip for the column header reads: "Column Header 5: Agency EA Transition Plan Milestone ID (optional)".

Milestone Number	Description of Milestone	OMB ID	Milestone	Agency EA Transition Plan		
1	test 1		DME			
2	test 2		SS		\$4,000	\$3,000
2	test 2		SS		\$4,000	
3	Test 3		DME			
<b>Project Totals</b>					<b>\$8,000</b>	<b>\$3,000</b>



If you have any questions, feel free to contact us at [ecpic@hq.doe.gov](mailto:ecpic@hq.doe.gov) or at the help desk at (202) 586-5437.