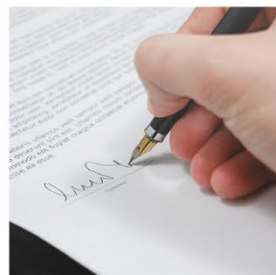
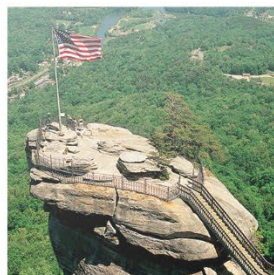
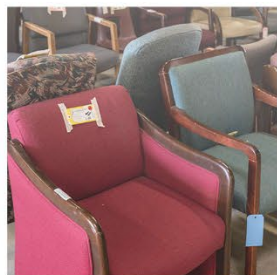
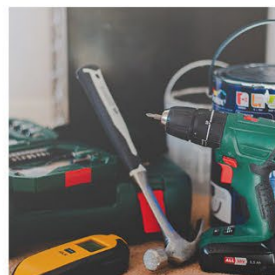
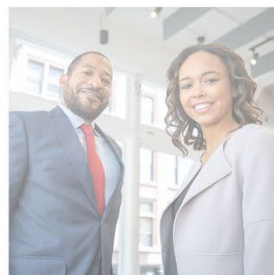
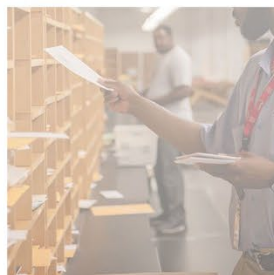


Interscope+ Entering Information Creating a Project

Prepared by LeaAnne Hahnel
Interscope BSA

Referenced from the
Interscope User Manual

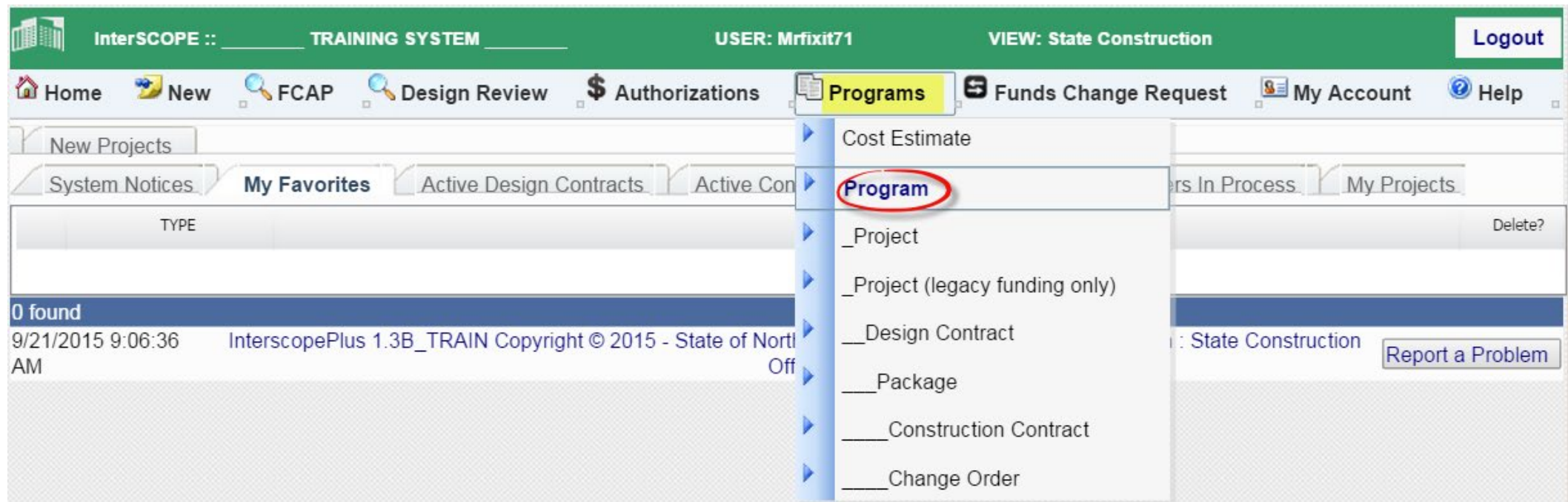


Creating a Project

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.

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



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

Now you are on the New Capital Project screen.

The screenshot displays the 'New Capital Project' screen for Program # 12153 - St. Construction - Minor Renovations. The 'Projects' tab is selected. A table with columns for SL No., Project ID, Agency Project Code, Project Title, Status, Estimated Cost, and Estimated is shown. The table is currently empty, displaying '0 Projects found'. A 'Total' row shows an estimated cost of '\$0.00'. An 'Add Project' button is circled in red in the bottom right corner.

SL No.	Project ID	Agency Project Code	Project Title	Status	Estimated Cost	Estimated
Total					\$0.00	
0 Projects found						

[Add Project](#)

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 #: 16855 - NC State University - 4/7/2022 Training NCSU

NEW CAPITAL PROJECT:

Project

Action Close

Project Information - Basic

* Program: 16855 - 4/7/2022 Training NCSU

* Department: Educational Institutions (Universities)

* Agency: NC State University

Project ID: (Auto)

* Title: training

Description: training

Agency Project Code:

Status: (Auto) **Emergency?**

[Executive Order 143](#)

Connect NC Bond Report Status Update:

(Use this field to enter Connect NC Bond project updates.)

Project Information - Advanced

Project Type:

Standard Project

Performance Contract

* Special Project Designation:

Non-Code-Item Project

Foundation/Other Project

Design-Build Project

Fiscal Year Funded: 2021 - 2022

Financial Controls: On

Bypass Financial Controls?

Estimated Cost

Estimated Project Cost	Total Amount Assigned	Estimated Need
(Auto)	(Auto)	(Auto)

State Property Asset

[Find Building Asset](#)

Complex:

Asset:

County:

Address:

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.**

Determining the Special Project Designation

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

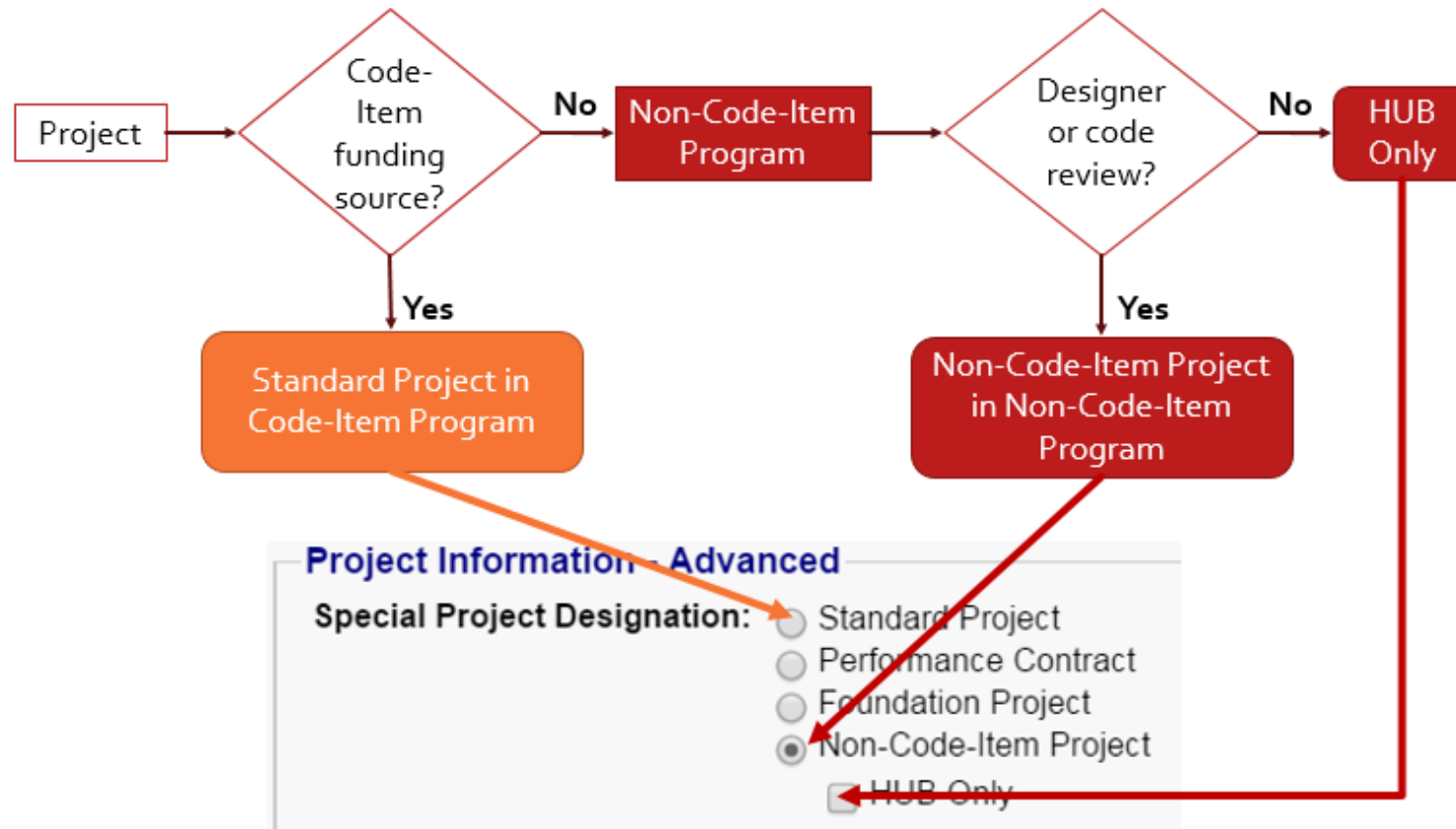
- **Standard Project:** The default type that will apply to most Capital projects.
- **Performance Contract:** This applies to Guaranteed Energy Savings Performance Contracts
- **Non-Code-Item Project:** This is for projects that do not go through the normal State authorization process, such as county 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.
- **Foundation/Other Project:** This applies primarily to UNC System projects that are designed/constructed by a foundation but must be reviewed by SCO
- **Design-Build Project:** This is for projects that do not have separate design and construction contracts, but have a design-build or design-build with bridging contract.

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



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.

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
---------	------	------	-----------	-------------	-------------

Upload Files

Report a Problem

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

Emergency Projects

Emergency Project Status

- “Emergency” projects are designated by a check box on the project detail tab. This feature requires a special permission which is controlled by the Interscope Administrator. The checkbox will not appear if the user does not have this permission.
- Flagging a project as “Emergency” allows for quick entry of design and construction contract information in advance of commitment details. Normal data validation rules are relaxed to allow contracts to be created without complete and approved commitment information. *Change orders may be created against a construction contract that has not been committed but change order approval requires contract completion and approval.*

Program #: 16855 - NC State University - 4/7/2022 Training NCSU

_Project #: 24639 - NC State University - training

- Project
- Cost Estimate
- Project Type
- Funds Assigned
- Financial Worksheet
- Contracts
- Milestones
- Closeout Project
- Evaluations

★ Project Type Override permission detected. You are allowed to override Special Project Designation.

Action

Close

Project Information - Basic

* Program: 16855 - 4/7/2022 Training NCSU

[Move to Another Program..](#)

* Department: Educational Institutions (Universities)

* Agency: NC State University

Project ID: 24639

* Title: training

training

Description:

Agency Project Code:

Status: Active

[Executive Order 143](#)

Emergency?

Connect NC Bond Report Status Update:

(Use this field to enter Connect NC Bond project updates.)

Project Information - Advanced

Project Type: -

- Standard Project
- Performance Contract
- * Special Project Designation: Non-Code-Item Project
- Foundation/Other Project
- Design-Build Project

Fiscal Year Funded: 2021 - 2022

Financial Controls: On

Bypass Financial Controls?

Estimated Cost

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

State Property Asset

[Find Building Asset](#)

Complex:
Asset:
County:
Address:

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.

- This is a fundamental change to the normal Interscope data hierarchy – *Project/Design Contract/Package/Construction Contract*.
 - The new data hierarchy for design-build contracts is - *Project/Design-Build Contract/Package*
- After saving, the system assigns a project number and displays on all the respective Project tabs.

Program #: 12153 - St. Construction - Minor Renovations

NEW CAPITAL PROJECT:

Project

Action Save Delete Close

Project Information - Basic

- * Program: 12153 - Minor Renovations
- * Department: Administration
- * Agency: St. Construction
- Project ID: (Auto)
- * Title: Renovate lobby
- Description: Reconfigure lobby and upgrade finishes
- Agency Project Code:
- Status: (Auto)

Project Information - Advanced

- * Special Project Designation:
 - Standard Project
 - Performance C
 - Foundation Project
 - Non-Code-Item Project
- Fiscal Year Funded: 2015 - 2016
- Bypass Financial Controls?

Estimated Cost

- Estimated Project Cost: (Auto)
- Total Amount Assigned: (Auto)
- = Estimated Need: (Auto)

For More Training Presentations

Please visit our website at <https://ncadmin.nc.gov/businesses/construction/interscope>

And search under “Training Materials”



Interscope+ Entering Information Creating a Project

*Prepared by
LeaAnne Hahnel
Interscope BSA
Referenced from the User
Manual*

