

ProjectFirma™ Customization Guide

A guide to the administrative tools and best practices for personalizing your ProjectFirma instance.



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OVERVIEW

ProjectFirma is an online platform for tracking project performance and expenditures to help managers and other stakeholders analyze program results. Clients use it to track high-level project information for a portfolio of projects. ProjectFirma grew out of the Lake Tahoe Info system, www.LakeTahoeInfo.org, that Sitka designed, built, maintains, and hosts for the Tahoe Regional Planning Agency (TRPA). The online platform is available via an open-source license so that TRPA and other member organizations can benefit from and extend the shared platform functionality. The platform is uniquely suited to track, share, plan, and analyze your organization's projects.

This guide is intended to be a helpful resource for launching your own instance of the ProjectFirma open-source platform.

PLATFORM FEATURES

While ProjectFirma can be customized and extended to meet specific program requirements, every instance includes the following baseline features:

- **Program Tracking**
 - Program map that shows all projects mapped by environmental outcomes and/or regulations
 - Project proposal workflow for partners and implementers to propose new projects
 - Project reporting workflow for implementing partners to report expenditures and accomplishments
 - Project fact sheets that are auto-generated and ready to print
 - Project mapping through interactive web-GIS or by uploading an ArcGIS geodatabase
 - Project detail page with rich content editors to specify partners, expenditures by funding source, performance measures, before and after photos, and links to regional objectives
- **Hierarchical Project Classification System**
 - Configurable project classification system to identify projects in a flexible way, such as:
 - Conservation targets
 - Regulatory frameworks
 - Program taxonomies
 - Strategic plan goals and objectives
 - Roll up project accomplishments and expenditures for custom reporting based on project classification
- **Funding Source Management**
 - Overview page for each funding source
 - Ability to associate funding sources with organizations and projects
 - Map and tabular display of all projects associated with each funding source

- **Performance Measure Management**
 - Overview page for each performance measure
 - Quantitative tracking of project performance measure impacts
 - Charts and tables showing annual performance measure results
 - Map and tabular display of all projects associated with each performance measure
- **Organization Management**
 - Overview page for each partner organization
 - Map and tabular display of all projects associated with each organization
- **User Account Management**
 - Account management handled using Sitka's Keystone Identity Manager™
 - Users can request accounts and manage passwords without administrator intervention

PLATFORM CONFIGURATION

With ProjectFirma, there are three ways that projects are categorized and quantified. These are:

1. Taxonomy / Hierarchical
2. Themes / Classifications
3. Performance Measures / Quantitatively

The labels and values for each categorization can be customized. A good place to look when defining these parameters are required annual reports and recent grant submittals. Structuring the project categorizations to align with existing reporting needs can facilitate using your ProjectFirma instance to better support ongoing activities.

Taxonomy

A taxonomy is a hierarchical structure used to slot projects into mutually-exclusive categories for reporting and analysis purposes. This approach is useful when “rolling up” reports for expenditures or metrics, as there is no double-counting of projects across the taxonomy. The number of taxonomy tiers is set in the system by Sitka and an administrator can add, edit, and/or remove elements in the tiers through the Manage menu. Some notes and limitations about the taxonomy:

- Can be a 1, 2, or 3-tiered hierarchy
- Can only have one taxonomy in the system
- Each taxonomy element must have a unique name
- Can assign each of the elements at the top-level hierarchy a color that shows on the hierarchy page and on the project map
- Each project should have a primary association with only one item in the lowest level of the hierarchy
- ProjectFirma can also support secondary taxonomy assignments for each project (A Sitka administrator must turn on this functionality before the ProjectFirma instance will support multiple secondary relationships)

The screenshot shows a web-based project tracker interface. At the top, there's a navigation bar with links for 'About', 'Projects', 'Program Info', 'Log In', and 'Help'. Below the navigation is a search bar labeled 'Project Name or Description' with a magnifying glass icon. A sidebar on the left is titled 'Limiting Factors' and contains a tree view of ecological concerns and limiting factors. The tree starts with 'Ecological Concerns > Limiting Factor > Project'. Under 'Ecological Concerns', categories like 'Altered Hydrology', 'Uplope Land Uses', 'Degraded Channel and Riparian Areas', 'Excessive Fine Sediment', 'Impaired Habitat Quality', 'Impaired Upstream Passage', 'Reduced Downstream Flow', 'Reduced Macroinvertebrate Inputs', 'Toxins', and 'Water Temperature' are listed. Each category has a 'Map' button next to it. On the right side of the main content area, there's a 'Number of Projects' column with values ranging from 0 to 22. A legend at the bottom indicates that green represents 'Altered Hydrology', orange represents 'Uplope Land Uses', and blue represents 'Degraded Channel and Riparian Areas'.

Figure 1: An example of a two-tiered taxonomy of limiting factors and ecological sub-concerns.

The screenshot shows a project tracker for riparian restoration. At the top, there's a navigation bar with tabs for 'PROPOSAL', 'PLANNING/DESIGN', 'IMPLEMENTATION', 'POST-IMPLEMENTATION', and 'COMPLETED'. The current tab is 'PLANNING/DESIGN'. Below the tabs, there's a 'BASICS' section with a map of Thurston County, Washington, highlighting the project area. The map includes labels for 'Thurston County' and 'Thurston County Government'. To the right of the map, there's a 'LOCATION' section with a zoom-in/out button and a location marker. The 'BASICS' section also contains sections for 'Near Term Action Overview', 'Priority Focus Area', 'Regional Priority', 'Secondary Regional Priority Approaches', 'Near Term Action', 'Secondary Regional Priority Approaches', 'Near Term Action Description', 'Near Term Action Details', 'Planning/Design', 'Near Term Action Start Year', 'Implementation Start Year', 'Completion Year', and 'Last Updated'. The 'Near Term Action' section lists three approaches: 'LDC3: Implement integrated strategies and policies to protect and restore ecological integrity and habitat', 'LUC3: Develop and implement outreach, education, and/or incentive programs', and 'RIP3: Implement Riparian Restoration in Thurston County'. The 'Secondary Regional Priority Approaches' section lists 'BBR2: Provide education and incentives for legacy retrofits' and 'LUC3: Implement plans and priorities to restore habitat'. The 'Near Term Action Description' section describes a program of incentives to motivate the voluntary restoration of riparian areas on private land. The 'Near Term Action Details' section provides more details about the pilot program. The 'Planning/Design' section includes start and completion years. The 'Near Term Action Start Year' is 2018, 'Implementation Start Year' is 2019, 'Completion Year' is 2021, and 'Last Updated' is 9/4/2019.

Figure 2: An example of secondary taxonomy assignments.

TWO-TIER TAXONOMY EXAMPLES

- Lake Tahoe Transportation Tracker**

Strategy > Objective > Project

transportation.laketahoeinfo.org/ProgramInfo/TransportationTaxonomy

- Clackamas Partnership Project Tracker**

Ecological Concern > Limiting Factor > Project

www.clackamaspartnership.org/ProgramInfo/Taxonomy

- California RCD Project Tracker**

Resource Area > Program > Project

www.rcdprojects.org/ProgramInfo/Taxonomy

THREE-TIER TAXONOMY EXAMPLES

- Environmental Improvement Program Project Tracker**

Focus Area > Program > Action Priority > Project

eip.laketahoeinfo.org/ProgramInfo/EipTaxonomy

- Action Agenda for Puget Sound**

Priority Focus Area > Regional Priority > Regional Priority Approach > Near Term Action

actionagenda.pugetsoundinfo.wa.gov/ProgramInfo/Taxonomy

KEY DECISIONS

- How many tiers to use?**

Fewer is simpler to define and manage, but it allows for less granular reporting.

- What values to define for each tier?**

Check out the examples above for inspiration.

Themes / Classifications

Themes and classifications provide the ability to capture the multi-benefit nature of projects. A project can be assigned as many classifications as desired. Up to two distinct and independent classification systems can be defined. The number of classification systems and the name of each system is configured by Sitka, and an administrator can add and/or edit each system through the Manage menu. Some notes and limitations about the classification systems:

- Each classification system is a list of project classifications and each element in the classification system must have a unique name
- Each classification system can be assigned a color and an image
- While there can be multiple classification systems, user experience will be degraded if there are more than two
- Each project can be associated with one or more elements in each classification system

Figure 3: Examples of classification systems with and without images.

THEME AND CLASSIFICATION EXAMPLES

- **California RCD Project Tracker**

Project Themes

www.rcdprojects.org/ProgramInfo/ClassificationSystem/2

- **Clackamas Partnership Project Tracker**

Focal Species

www.clackamaspartnership.org/ProgramInfo/ClassificationSystem/1

- **Environmental Improvement Program Project Tracker**

Environmental Threshold Categories

thresholds.laketahoeinfo.org

KEY DECISIONS

- **What name to use for the classification system?**
- **What values to define for the classification system?**
- **What will be the key images, theme colors, and goal statement for each classification?**

Performance Measures

Performance Measures are used to quantify the project benefits. They are entered for both “Expected” values for planned future projects and “Reported Accomplishment” for projects that are underway or complete. Performance Measures can be reported across multiple dimensions via “subcategories.” For example, if the Performance Measure is “Acres of Forest Fuels Reduction” a subcategory could be “Forest Type” and options would be “Deciduous” or “Evergreen.”

PERFORMANCE MEASURE EXAMPLES

- **Environmental Improvement Program Project Tracker**

EIP Performance Measures

eip.laketahoeinfo.org/EIPPerformanceMeasure/Index

- **California RCD Project Tracker**

RCD Performance Measures

www.rcdprojects.org/PerformanceMeasure/Index

- **Clackamas Partnership Project Tracker**

Clackamas Partnership Performance Measures

www.clackamaspartnership.org/PerformanceMeasure/Index

KEY DECISIONS

- What label to use for the Performance Measures? (Some prefer the term “Indicator” or “Metric”)
- What is the appropriate list of Performance Measures?

SITE CONFIGURATION

The following can be customized by the client’s program administrator.

Home Page

ProjectFirma’s home page supports an optional image carousel, custom content, and featured projects. Home page images and featured projects can be added through the Manage menu. Custom page content can be edited using the in-page editor.

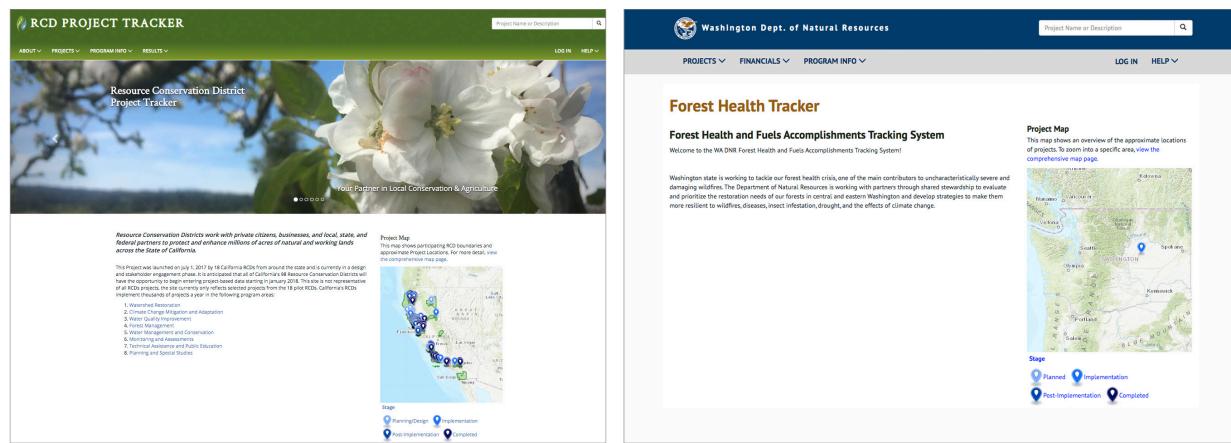


Figure 4: Examples of home pages with and without image carousel and featured projects.

IMAGE CAROUSEL

- Optional
- Optimized for 3-6 images
- Notes on how to select images:
 - Images need to work for a variety of screen resolutions/aspect ratios
 - Preview how the images respond to narrow browser windows; be sure to view on your smartphone and compare portrait and landscape modes
 - If the focal point of interest is in the middle of the image, it tends to work well
 - High resolution images are always better
- Can specify image caption and sort order for all images

CUSTOM CONTENT

- Rich-text editor can be used to layout content that appears to the left of the project map (see the following Custom Page Content for more information)

FEATURED PROJECTS

- Optional
- Optimized for 3-6 projects
- Appears as a carousel if there is more than one featured project

Custom Page Content

Throughout ProjectFirma, there are sections of the pages reserved for optional custom content. When logged in, administrators see a gray box with an “Edit” button in the upper right where custom content can be added. The custom content is usually below the page title at the top of each page. Administrators can add narrative content or rich text (e.g., bulleted lists, links, tables, images) using the in-page editor or access a full list of all pages with optional custom content through the Manage menu.

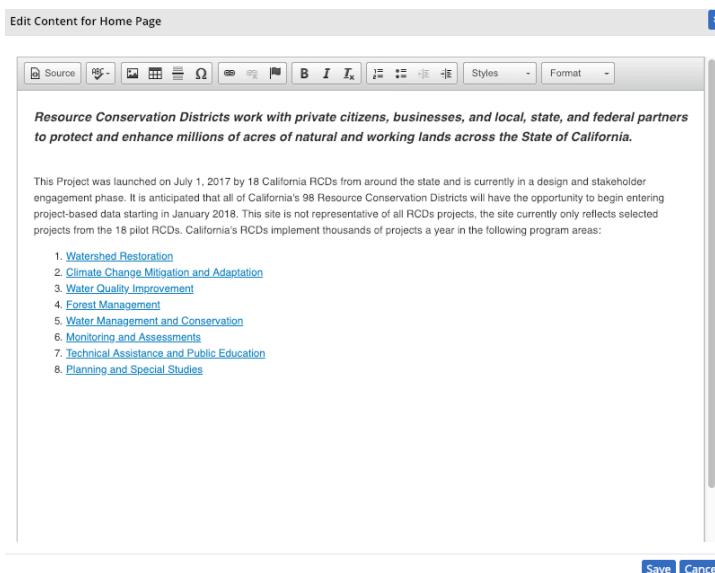


Figure 5: Custom home page content editor.

About Pages

ProjectFirma supports one or more free-form pages accessible via the About menu. An administrator can edit the page title, page content, and page status. The page status controls who can view the page. Protected pages are only visible to logged-in users, and public pages are visible to any site visitor. If a page is disabled, it doesn't appear in the About menu. Custom About pages can be managed through the Manage menu. An administrator can optionally add a document library to any Custom About page.

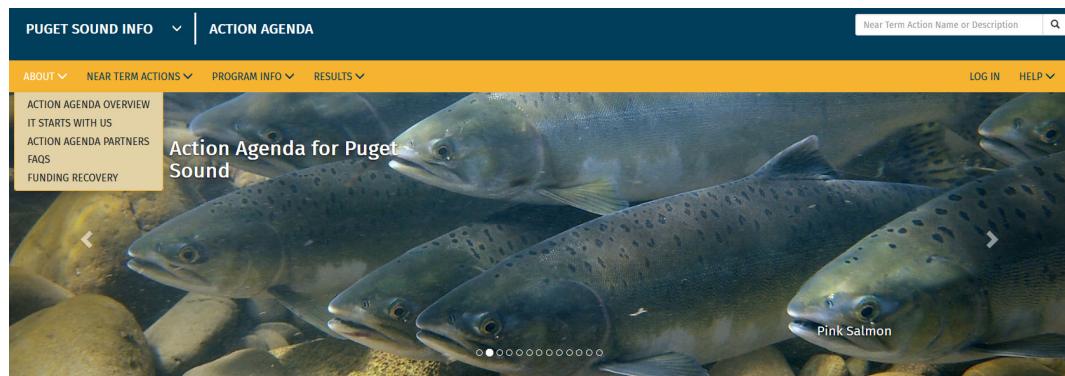


Figure 6: About menu with five public pages.

Document Library

A document library is a collection of documents organized by document category. Document libraries can be managed through the Manage menu. An administrator can edit the document library name, description, selected document categories, and the Custom About page(s) on which the library appears. After creating a document library, an administrator can upload documents to the library on the document library's detail page. Administrators can edit the document title, optional description, and document category. Administrators can also select which user roles can view the document to control visibility (administrators can view all documents). Supported file formats for uploads include pdf, zip, doc, docx, xls, xlsx, ppt, pptx.

Meeting Agenda & Notes

[Back to all Document Libraries](#)

Use this page to edit Document Library details and upload documents to the library.

BASICS

Document Library Name	Meeting Agenda & Notes
Description	This library is a collection of the meeting agendas and meetings notes for the partnership.
Document Categories	Meeting Agendas, Meeting Notes, Other
About Menu Page(s) where this Library appears	Meetings and Documents

DOCUMENTS

Currently viewing 4 of 4 Documents

	Document Title	File Type	Description	Document Category	Document Library	Document Viewable By
	2020_04_16_TAC_MeetingNotes	.docx		Meeting Notes	Meeting Agenda & Note	Anonymous (Public), Unassigned
	2020_04_16TAC_MeetingPacket	.pdf	The meeting agenda and background information for the Clackamas	Meeting Agendas	Meeting Agenda & Note	Unassigned, Normal User, Project Steward
	Recurring Meeting Schedule for Partn	.xlsx	The proposed meeting schedule for the Partnership, pending appro	Other	Meeting Agenda & Note	Normal User, Project Steward
	2020_05_05_MeetingNotes	.docx	May - TRT Project Tours / Review Meeting notes	Meeting Notes	Meeting Agenda & Note	Anonymous (Public), Unassigned

Figure 7: An example of a Document Library called "Meeting Agenda & Notes."

Meetings and Documents

Meeting Agendas ▾

- 2020_04_16TAC_MeetingPacket (PDF, ~3,785 KB)
06/03/2020
The meeting agenda and background information for the Clackamas Partnership & TAC Meeting

Meeting Notes ▾

- 2020_04_16_TAC_MeetingNotes (PDF, ~45 KB)
06/03/2020
- 2020_05_05_MeetingNotes (PDF, ~11 KB)
06/03/2020
May - TRT Project Tours / Review Meeting notes

Other ▾

- Recurring Meeting Schedule for Partnership and TAC Approval (PDF, ~13 KB)
06/03/2020
The proposed meeting schedule for the Partnership, pending approval.

Figure 8: An example of an About page titled “Meetings and Documents” that contains a Document Library called “Meeting Agenda & Notes”.

Field Names and Definitions

The terminology of each ProjectFirma instance can be defined by an administrator by setting field names and definitions for terms used throughout the system. There are over 100 fields that can be defined through the Manage menu. These definitions provide guidance or help to users who are viewing or editing information in the system. Definitions are visible to users when viewing a page or editor that lists these fields (e.g., the summary page for a project).

BASICS

Project Category
Focus Area Test Branch - Conservation Support
Program Test Leaf - District Technical Assistance (ISWCC)
Project Name Spring Creek Road & Lightning Creek Breach 319 (Bonner CD)

Project Stage Implementation
Project Stage Where a project exists in the project life cycle - Planning/Design, Implementation, Complete, Terminated, etc.
Estimated Total Cost
Secured Funding
Unfunded Need
Funding Type One-time
Planning/Design Start Year FY2018
Implementation Start Year FY2019
Completion Year FY2019

Figure 9: Field definitions are used throughout the site to provide users with guidance for unusual or unknown terms. The definitions are available by clicking the “?” icons next to the terms.

Project Custom Attributes

ProjectFirma includes built-in support for tracking many basic project attributes (e.g., project name, description, start/end dates) and the ability to add additional custom attributes that are program specific. An administrator can define many custom attributes by specifying the name and description of the attribute, the type of data to be collected (e.g., integer value, a single selection from a list of options), and whether the attribute is required for all projects. An administrator can also control the visibility and editability of custom attributes and assign them to Custom Attribute groupings. An administrator can control if the attribute is displayed in the project grid using the Customize Project Grids feature. Custom attributes can be added and edited by an administrator through the Manage menu.

The screenshot shows a modal dialog titled 'Create New Project Custom Attribute'. It contains fields for 'Name of Attribute' (text input), 'Custom Attribute Group' (dropdown with placeholder '<Choose one>'), 'Required?' (dropdown with placeholder 'Choose one'), 'Description' (text area with character count 'Characters Remaining: 200'), 'Data Type' (dropdown with placeholder '<Choose one>'), and sections for 'Editable By' (radio buttons for 'Normal User' and 'Project Steward') and 'Viewable By' (radio buttons for 'Unassigned', 'Normal User', and 'Project Steward'). There is also a dropdown for 'Viewable on fact sheets?'. At the bottom, there is a note 'Required Field' and buttons for 'Save' and 'Cancel'.

Figure 10: Example of how to add a custom project attribute. Data types include: decimal value, integer value, string, date/time, pick one from a list of options, pick many from a list of options, long string (text box), and true/false.

Funding Source Custom Attributes

ProjectFirma includes built-in support for tracking project financials by funding source. The funding source has several system-defined attributes (e.g., funding source name, description, organization) and the ability to add custom attributes to capture program-specific metadata. An administrator can define many custom attributes by specifying the name and description of the attribute, the type of data to be collected (e.g., integer value, a single selection from a list of options), and whether the attribute is required for all funding sources. Funding source custom attributes can be added and edited by an administrator through the Manage menu.

Project Categories

ProjectFirma can handle two project categories, “normal” projects and “administrative” projects. Users can capture different information for each category using custom attributes that apply to only one, or both, of the project categories. The following image shows a user choosing whether to categorize a new project as “Normal” or “Administrative,” which will modify which custom attributes and custom attribute groups show up on the subsequent “Custom Attributes” step of the workflow.

The screenshot shows the 'Basics' section of a project creation form. It includes fields for Project Type, Project Name, Project Description (with a character count of 700), and dates for Planning/Design Start Year, Implementation Start Year, and Completion Year. A 'Project Category' dropdown is present, with 'Normal' selected. Below the dropdown, there are two options: 'Normal' and 'Administrative'. At the bottom right are 'Save' and 'Save & Continue' buttons.

Figure 11: A user can categorize a project as “Normal” or “Administrative” via the Project Category dropdown.

A custom attribute group can be defined and then associated to a Normal project category, an Administrative project category, or both categories. This results in a modification to the project create and update workflows that allows capturing different information by project category.

The screenshot shows the 'PROJECT CUSTOM ATTRIBUTES GROUPS' page. It displays a table of attribute groups, with 'Project Management Factors' and 'Simple Project attributes' listed under 'Name' and 'Normal' under 'Project Category'. Below the table is an 'Edit Project Custom Attribute Group' dialog. It contains a text input for 'Name of Group' (set to 'Simple Project attributes'), a 'Project Category' dropdown (set to 'Administrative'), and a note about creating a new group. At the bottom are 'Save' and 'Cancel' buttons. A footer at the bottom left indicates it's a 'Required Field'.

Figure 12: Example of editing a Project Custom Attribute Group.

Project Attachment Types

Project attachments can be organized according to attachment type, which can be defined by program administrators. Attachments are grouped by type on the Project Detail page, and they can be added/viewed/edited/deleted in one place by program administrators in a project attachments grid. Additional controls are available to administrators to set the maximum number of files, maximum file size, and limit the accepted file types for a given attachment type. An administrator can also restrict attachment types by project taxonomy. For ProjectFirma instances who haven't defined custom attachment types, or would prefer not to, all attachments are in a default category called "Documents."

MANAGE PROJECT ATTACHMENTS					
Attachments					
Attachment Name	Attachment Description	Near Term Action Name	Project Attachment Relationship Type	File Type	
7BlackJack_Neighborhoods_1.pdf	BlackJack proposed neighborhood for LIO #2	The Triad Restoration Project for BlackJack Creek	Documents	PDF	
HCRPIC_Phase II Report_Appendix G_PGST PIC	HCRPIC Phase 2 - Final Report: Appendix G	Hood Canal Regional Pollution Identification &	Documents	PDF	
_1 T.A.C.T. Final Report (Reduced Size).pdf	Other - Troubleshooting, Action Planning, Court	Effectiveness Monitoring of regulations regardin	Documents	PDF	
_DNR_DOH_LOS_2018.pdf	Letter of Partner Commitment - Department of	Development of supported materials, guidance	Documents	PDF	
DNR_WSDA_Janousechar_2018.pdf	Letter of Partner Commitment - Department of	Perform upland landuse characterization to ide	Documents	PDF	
01_Regional/TA_Extent_Map.pdf	Map - Map showing extent of TA and selected	Puget Sound Regional Riparian Cover Mapping	Documents	PDF	
0266_CGS-Commitment-Letter.pdf	Letter of Partner Commitment - Coastal Geolog	Development of a residential shoreline loan pr	Documents	PDF	
0266_Northern-Economics-Commitment-Letter	Letter of Partner Commitment - Northern Econ	Development of a residential shoreline loan pr	Documents	PDF	
0346_001.pdf	Letter of Partner Commitment - Letter of partner	A Regional Outreach Model for Privately Manag	Documents	PDF	
0348_001.pdf	Letter of Partner Commitment - Letter of partner	A Regional Outreach Model for Privately Manag	Documents	PDF	
1.HCRPIC_Ph1_HC_WO PIC Status Report_Final	Other - HCRPIC Phase 1 - Hood Canal PIC Status	Hood Canal Regional Pollution Identification &	Documents	PDF	
10_HCRPIC_Ph1_Salmon-Safe Principles.pdf	Other - 2018-0739 Salmon-Safe Principles	Clean Water for Salmon: Accelerating market sh	Documents	PDF	
10_HCRPIC_Ph1_Sustainable Funding_Strategy	Other - HCRPIC Phase 1 - Sustainable Funding	5 Hood Canal Regional Pollution Identification &	Documents	PDF	
1137_001.pdf	Letter of Partner Commitment - Jefferson Count	Data Gap Assessment - Vegetated Land Cover, ii	Documents	PDF	
1137_001_1.pdf	Letter of Support - Jefferson County Letter of C	Data Gap Assessment - Vegetated Land Cover, ii	Documents	PDF	
12 15 2017_Ballard Locks PR#8_Letter to Army Co	Other - Congressional delegation letter to Corp	Improving fish passage at the Ballard Locks to i	Documents	PDF	
16-2051-vicinity.pdf	Map - Project location and vicinity map	North Fork Nooksack River Maple Creek Reach	Documents	PDF	
16-2052-vicinity.pdf	Map - Project location and vicinity map	South Fork Nooksack River Fish Camp (Tseaq) Re	Documents	PDF	
16-2053-vicinity.pdf	Map - Project location and vicinity map	North Fork Nooksack River Farmhouse Reach Ri	Documents	PDF	
16-2055-vicinity.pdf	Map - Vicinity map of North Fork Nooksack Riv	North Fork Nooksack River Boyd Creek Reach Ri	Documents	PDF	
17-121_Vicinity_Map.pdf	Map - Project location and vicinity map	South Fork Nooksack River Homesteadader Reach	Documents	PDF	
1978 Juanita Creek Basin Plan - Intro.pdf	Letter of Partner Commitment - Excerpt from 19	Juanita Creek Instream Pond Evaluation	Documents	PDF	
1978 Juanita Creek Basin Plan - Pond Descriptio	Letter of Partner Commitment - 1978 Basin Plan	Juanita Creek Instream Pond Evaluation	Documents	PDF	
2013 Urban Forest Stewardship Plan_Executive	Other - Executive Summary_Urban Forest Stewar	Riparian Forest Enhancement and Restoration i	Documents	PDF	
2013 Urban Forest Stewardship Plan_UrbanFore	Other - Seattle's Urban Forest Today USFP 2013	Riparian Forest Enhancement and Restoration i	Documents	PDF	
2013Map_Phase 1 Pt Hadlock Wastewater system	Map - Overview of design phase 1	Port Hadlock Urban Growth Area (UGA) Sever 9	Documents	PDF	
2016 ESPP McSorley Creek_Visual Scope of Work	Other - Visual Scope of Work	McSorley Creek Pocket Estuary Restoration Proj	Documents	Word (DOC)	
2017 AR map.jpg	Current Operating Dungeness Aquifer Recharge	Dungeness WRA 1B Aquifer Recharge for Flow R	Documents	JPEG	
2017 Infographic.png	2017 Crab Team info graphic to give a sense of t	Washington Sea Grant Crab Team	Documents	PNG	
2017 LWSC Project Prioritized List OCT2017_1.pdf	Photo - Corps_Locks_prioritized_improvements	Improving fish passage at the Ballard Locks to i	Documents	PDF	
2017 Skagit IMW Annual Report.pdf	Letter of Partner Commitment - Skagit IMW 2017	Status and trends of Skagit Chinook salmon ab	Documents	PDF	
2017 Skagit IMW Annual Report_1.pdf	Other - Skagit IMW 2017 Annual Report	Status and trends of Skagit Chinook salmon ab	Documents	PDF	
2018 03 30 CRIFC Partner commitment Letter F	Letter of Partner Commitment - Columbia River	PCBs in Building Products	Documents	PDF	
2018 0913 EPA_commitment.pdf	Letter of Partner Commitment - EPA committe	Reducing plastic pollution, and associated tox	Documents	PDF	
2018 0752 City_of_Tacoma_commitment_03-30-1	Letter of Partner Commitment - Tacoma commi	Phthalates Research for Source Control(Phase	Documents	PDF	

Figure 13: Attachments types can be added/viewed/edited/deleted in one place by program administrators.

Project Update Schedule and Notifications

Projects in the Planning/Design, Implementation, and Post-Implementation stages should be reviewed and updated annually to ensure a complete and accurate project record. Administrators can configure a schedule for the project tracker to email the project's primary contact(s) with a request to update the project. An administrator can use the Configure Notifications panel on the Manage Project Updates page to enable project update notification emails and customize the email content and schedule.

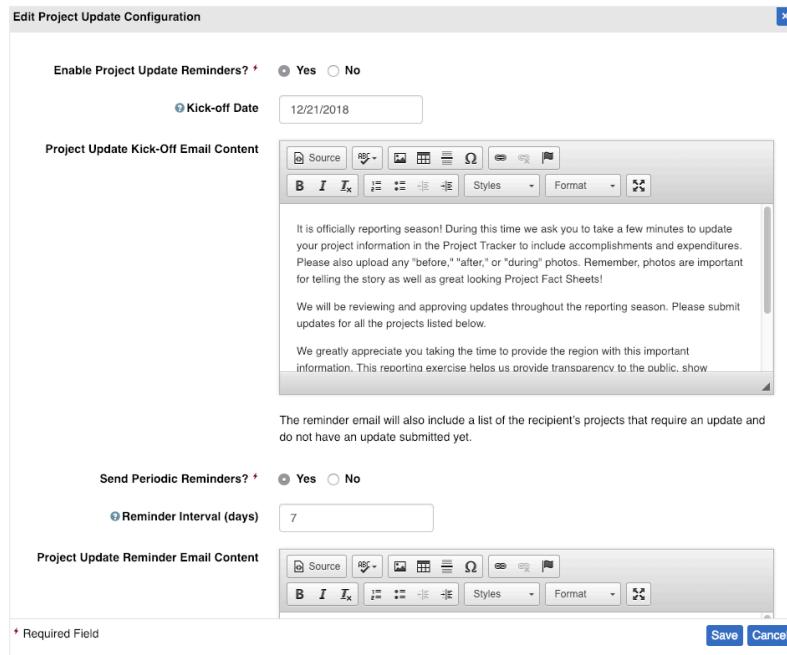


Figure 14: Example of how to enable project update reminders and customize the email content.

Custom Project Grids

A program administrator can customize the columns that appear in project data grids. From the Manage menu, select “Project Custom Grids.” On this page, the administrator can select which columns to show and in what order. There are two configurations currently available, one is for the Full Project Grid and another is for Default grids that appear on many pages throughout the site (e.g., classification, taxonomy).

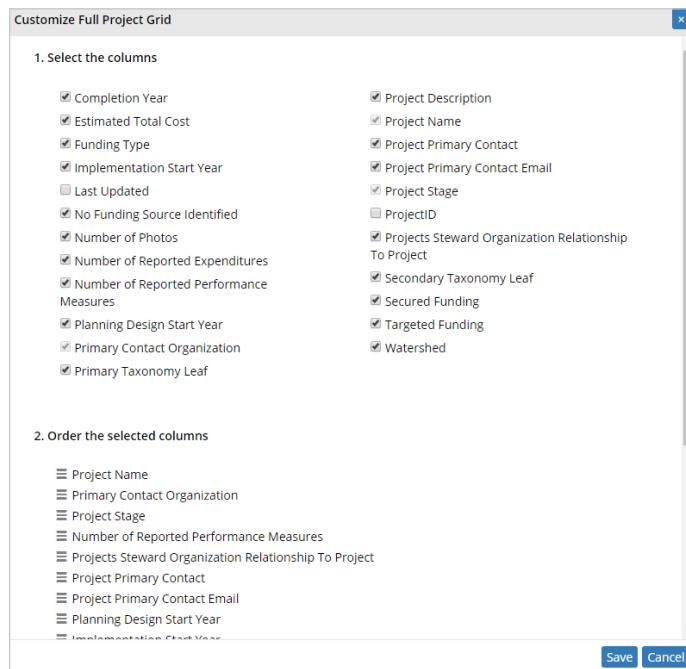


Figure 15: The administrator can select which columns to show and in what order.

Custom Reports

ProjectFirma now supports a report templating system. Within the system, users create Microsoft Word (.docx) templates that can be used to generate reports on Projects within a given ProjectFirma instance. Since each user's goals and reporting needs can be different, the report templating paradigm was chosen because it is flexible and gives users freedom in how and what they report on.

While generating report templates requires some technical expertise, it gives end users more latitude and power to create, modify, and share reports as they choose. The following is an example of a template created in Word, and then used to generate the report immediately below it.

```
<%= Model.ReportTitle %>

<% var projects = Model.ReportModel; %>

Example Report: <%= Model.ReportTitle %>
<% foreach(var project in projects) { %>

<%= project.ProjectName %>
<% var keyPhoto = project.GetProjectKeyPhoto(); %>
<% if(keyPhoto != null) { %>
<% Image(keyPhoto.Image); %>
<% } %>
Description
<%= project.ProjectDescription %>

Contacts
<% var contacts = project.GetProjectContacts(); %>
```

Figure 16: An example of a template created in Word that is used to generate a report.

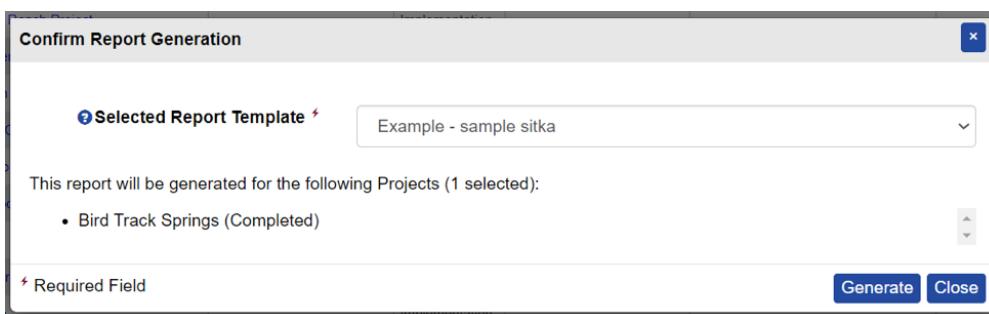


Figure 17: Using the template to generate a report of a single project. A user can select as many projects from the system as they like.

Example

Bird Track Springs (Completed)



Description

The United States Forest Service (USFS) and the Bonneville Power Administration (BPA) are proposing to restore habitat for spring/summer Chinook salmon, Steelhead, and bull trout within a 2-mile reach of the Grande Ronde River (GRR). The Bird Track Springs Fish Enhancement Project (project) would re-establish natural river-floodplain connections and processes. Natural processes within this reach of the GRR include multiple channel networks usually created through forcing mechanisms of large wood, ice, beaver, and rock. These actions are proposed to be implemented on the La Grande Ranger District of the Wallowa-Whitman National Forest (WWNF) and some adjacent private lands.

Contacts

Below are the contacts for this project

Figure 18: An example of a ProjectFirma-generated report. A report can be further modified in Word if necessary.

Project Timeline and Status Updates

Administrators can view a project's update history and status in the form of a timeline to better visualize how a project has changed over time.

Current project status can be viewed and changed from the Full Project List grid, or within an individual project. Additionally, quarters displayed on the timeline can be modified to reflect the ProjectFirma instance's individual calendar or fiscal year cycles.

Currently viewing 631 of 631 Near Term Actions							
	Last Updated	Status	2018 NTA ID	Near Term Action Name	Owner Organization	Primary Contact	
	From: <input type="text"/>	<input type="button" value="▼"/>					
	To: <input type="text"/>						
<input type="checkbox"/>	<input type="button" value="Q"/>	06/11/2020 4:08 PM	<input checked="" type="checkbox"/> Major Issues	2018-0721	Engagement of state and local governments in basin-scale	UW Tacoma	Tessa Francis
<input type="checkbox"/>	<input type="button" value="Q"/>	04/20/2020 4:07 PM	<input checked="" type="checkbox"/> Major Issues	2018-0252	Evergreen Rotary Park Nearshore Restoration Construction	City of Bremerton	Chance Berthiaume
<input type="checkbox"/>	<input type="button" value="Q"/>	04/20/2020 12:55 PM	<input checked="" type="checkbox"/> Major Issues	2018-0856	Marine Drive Sewer System Design and Construction	City of Bremerton	Chance Berthiaume
<input type="checkbox"/>	<input type="button" value="Q"/>	05/22/2020 8:45 AM	<input checked="" type="checkbox"/> Major Issues	2018-0602	Puget Sound Atlantis Ecosystem Modeling	LLTK	Michael Schmidt
<input type="checkbox"/>	<input type="button" value="Q"/>	05/22/2020 8:48 AM	<input checked="" type="checkbox"/> Major Issues	2018-0573	Strategies for Pinniped Predation on Salmon: Managing Pro	LLTK	Michael Schmidt
<input type="checkbox"/>	<input type="button" value="Q"/>	04/17/2020 3:29 PM	<input checked="" type="checkbox"/> Major Issues	2018-0795	Whatcom County Focused - Community Based K-12 Shellfish	Pacific Shellfish Institute	Julie Hirsch
<input type="checkbox"/>	<input type="button" value="Q"/>	03/23/2020 3:30 PM	<input type="checkbox"/> Minor Issues	2018-0465	Chemical Action Plans for Endocrine Disrupting Chemicals (WA ECY	Ken Zarker
<input type="checkbox"/>	<input type="button" value="Q"/>	05/08/2020 3:20 PM	<input type="checkbox"/> Minor Issues	2018-0243	Development of Chemical Indicators to Detect, Track and As	UW Tacoma	Edward Kolodziej
<input type="checkbox"/>	<input type="button" value="Q"/>	05/15/2020 10:53 AM	<input type="checkbox"/> Minor Issues	2018-0456	Implement Model Volunteer Program for Oil Spill Response	WSU Extension	Patricia Townsend
<input type="checkbox"/>	<input type="button" value="Q"/>	05/15/2020 11:10 AM	<input type="checkbox"/> Minor Issues	2018-0454	Latino Stormwater Pollution Awareness and Behavior Chang	WSU Extension	Patricia Townsend

Figure 19: Users with sufficient permissions can quickly view, filter, sort, and update the status of all projects from directly within the Full Project List grid.

When viewing the timeline within a particular project, a more detailed view that shows system changes to a project (such as project updates) on the left of the vertical timeline, and user-provided project status updates on the right side of the timeline is available. This allows users to understand how a project and its risks have changed over its life.

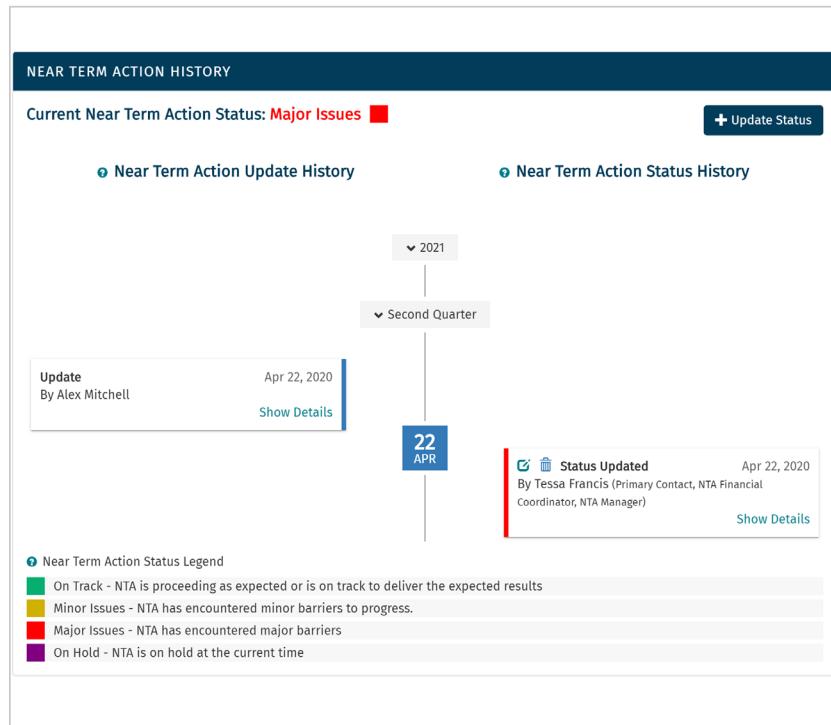


Figure 20: A more detailed view of a project timeline shows system changes to a project on the left and user-provided project status updates on the right.

Showing the details on a status update will display all of the information an instance has configured as relevant for capture as part of project status updates. Colors and descriptions can be modified according to preferences.

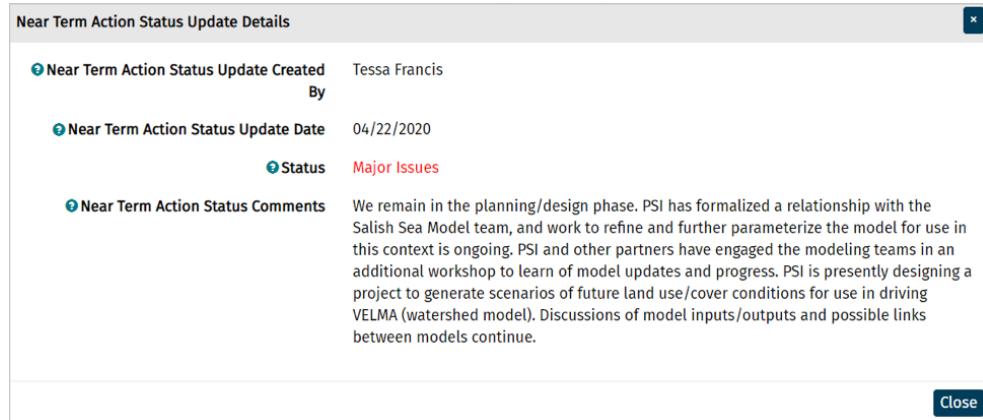


Figure 21: The “Show Details” view on a status update allows users to see comments and rationale for that status.

Sitka-Assisted Customizations

For technical and/or efficiency reasons, there are a number of customizable aspects of ProjectFirma that require Sitka’s assistance to implement. Depending on the level of work, urgency of the request, and number of iterations, the customizations may require additional funding to implement.

PROJECTFIRMA TRACKER NAME AND URL

The system name, logo, browser tab short name, browser tab favicon, and URL are customizable by Sitka. We recommend providing these important elements early to limit the change management involved with switching URLs and re-branding the system.

OVERALL STYLE

The overall style of the site is set by a single stylesheet (CSS file) which can be provided or Sitka can create. If no stylesheet is provided, and if Sitka is not budgeted to create a custom “look and feel,” ProjectFirma uses a default stylesheet. The styles can be previewed on the Style Guide page accessible through the Manage menu.

The screenshot shows a style guide page for the RCD Project Tracker. It includes sections for Navbars, Buttons, and Typography. The Navbars section shows a green header bar with links for 'ABOUT', 'PROJECTS', 'PROGRAM INFO', 'RESULTS', 'MANAGE', 'Project Name or Description' search bar, 'WELCOME KATHLEEN ELMQUIST', and 'HELP'. The Buttons section displays several button variations: Large button, Default button, Small button, Firma button, and Back button. The Typography section contains examples of different heading levels (Heading 1 to Heading 6) and body text styles (body text, bold text, italicized text, and small text).

Figure 22: Style Guide page allows an administrator to preview web component styles.

GEOGRAPHIC AREAS

Up to five geospatial areas, such as watershed, priority area, and legislative district boundaries, can be included in ProjectFirma. Once the areas are imported, the system automatically rolls up associated project accomplishments and expenditures on each geospatial area detail page.

The screenshot displays two detailed pages for geographic areas: 'Island Local Integrating Organization (ILIO)' and 'SOUTH SOUND'.

Island Local Integrating Organization (ILIO) Page:

- Introduction:** A large image of a coastal landscape, followed by a detailed text block about the ILIO's mission to achieve ecosystem recovery and improve resilience for the Island region.
- Accomplishments:** A list of projects with small images and descriptions, including:
 - Atto to advance Shishmaref relocation: Coosueville Offshore Study (Town of Coosueville)
 - Atto to address Shoreline Quality: Working buffers for water quality, wildlife habitat, and agricultural resilience on agricultural lands (Shishmaref Conservation District)
 - Atto to address Shoreline Armoring: Shoreline Armoring
 - Atto to address Steelhead Bed health: Steelhead Beds
- Expenditures:** A map showing the location of Near Term Actions and a chart showing annual expenditures by funding program and organization type for 2017, 2018, and 2019.

SOUTH SOUND Page:

- Introduction:** A large image of a coastal landscape, followed by a detailed text block about the South Sound's mission to address Puget Sound recovery goals.
- Accomplishments:** A list of projects with small images and descriptions, including:
 - Atto to advance Shishmaref relocation: Coosueville Offshore Study (Town of Coosueville)
 - Atto to address Shoreline Quality: Working buffers for water quality, wildlife habitat, and agricultural resilience on agricultural lands (Shishmaref Conservation District)
 - Atto to address Shoreline Armoring: Shoreline Armoring
 - Atto to address Steelhead Bed health: Steelhead Beds
- Expenditures:** A map showing the location of Near Term Actions and a chart showing annual expenditures by funding program and organization type for 2017, 2018, and 2019.
- Near Term Actions:** A table listing 226 Near Term Actions with columns for ID, Name, Owner Organization, Primary Contact, Activity Scope, and Local Areas.

Figure 23: Administrators can customize introduction text and optionally add images at the top of each geospatial area detail page.

ORGANIZATION TYPES

ProjectFirma comes “out-of-the-box” with four organization types: federal, local, private, and state. If the system needs to support more types, they can be added on an as-needed basis by Sitka. We recommend using the system for awhile to determine which additional types are needed. The types of Organization-Project associations (e.g., Partner) can also be customized by Sitka.

CONTACT TYPES

ProjectFirma comes “out-of-the-box” with one contact type, which is the project’s primary contact. If the system needs to support more contact types, they can be added on an as-needed basis by Sitka. The types of Contact-Project associations (e.g., one association or allowing multiple contacts per type) can also be customized by Sitka. A user can be a different contact type on different projects.

BUDGET TYPES

ProjectFirma has two options for budget type configurations: Simple Budget and Annual Budget by Cost Type. The simple budget allows a user to enter a budget by funding source with values for secured and targeted. The annual budget by cost type accommodates more detailed financial reporting. A Sitka administrator must set the configuration and specify the cost type values, and it is recommended to select the appropriate budget type early to limit the need for data migration or change management with partners. If Annual Budget by Cost Type is selected, users will be able to enter expenditures by cost type as well.

PROJECT EDITING AND APPROVAL PERMISSIONS

To ensure data quality, editing projects and approving pending projects, project proposals and updates can only be done by users who are authorized through their role in the system.

Administrators are users who are assigned the role “Administrator” in the system. They can edit all projects, assign other users a role, as well as manage the system (including all customizations mentioned in this document). We recommend limiting the number of system administrators to a few users who understand the tool and need access to add/edit organizations and manage user roles.

Project Stewards are users who are assigned the role “Project Steward” in the system. The field name “Project Steward” can be customized and defined through the Manage menu. (For more information, see the Field Name and Definitions section of this document.) Project Stewards can edit all projects and approve pending projects, project proposals, and updates. An optional customization is to define an attribute of a project that can be used to limit which projects a Project Steward can manage. For example, Washington Department of Natural Resources Forest Health Tracker is the project management tool for all six regions throughout Washington State. Each project is associated with a region and an administrator can assign a region to each Project Steward. The result is that Project Stewards can only manage projects in their assigned region(s).

PUBLIC OR PROTECTED PROPOSALS

The system can be configured to show or hide project proposals from the public. When the public option is set, projects in the pending approval state will be shown on project maps and on the proposal page. When the option is set to protected, no proposals will be visible to anonymous users (i.e., users who are not logged in).

GET STARTED

For organizations interested in improving transparency and accountability of their environmental programs with ProjectFirma, please contact us at **1.800.805.6740** or **sales@sitkatech.com**

For more information, please visit: www.sitkatech.com/ProjectFirma

