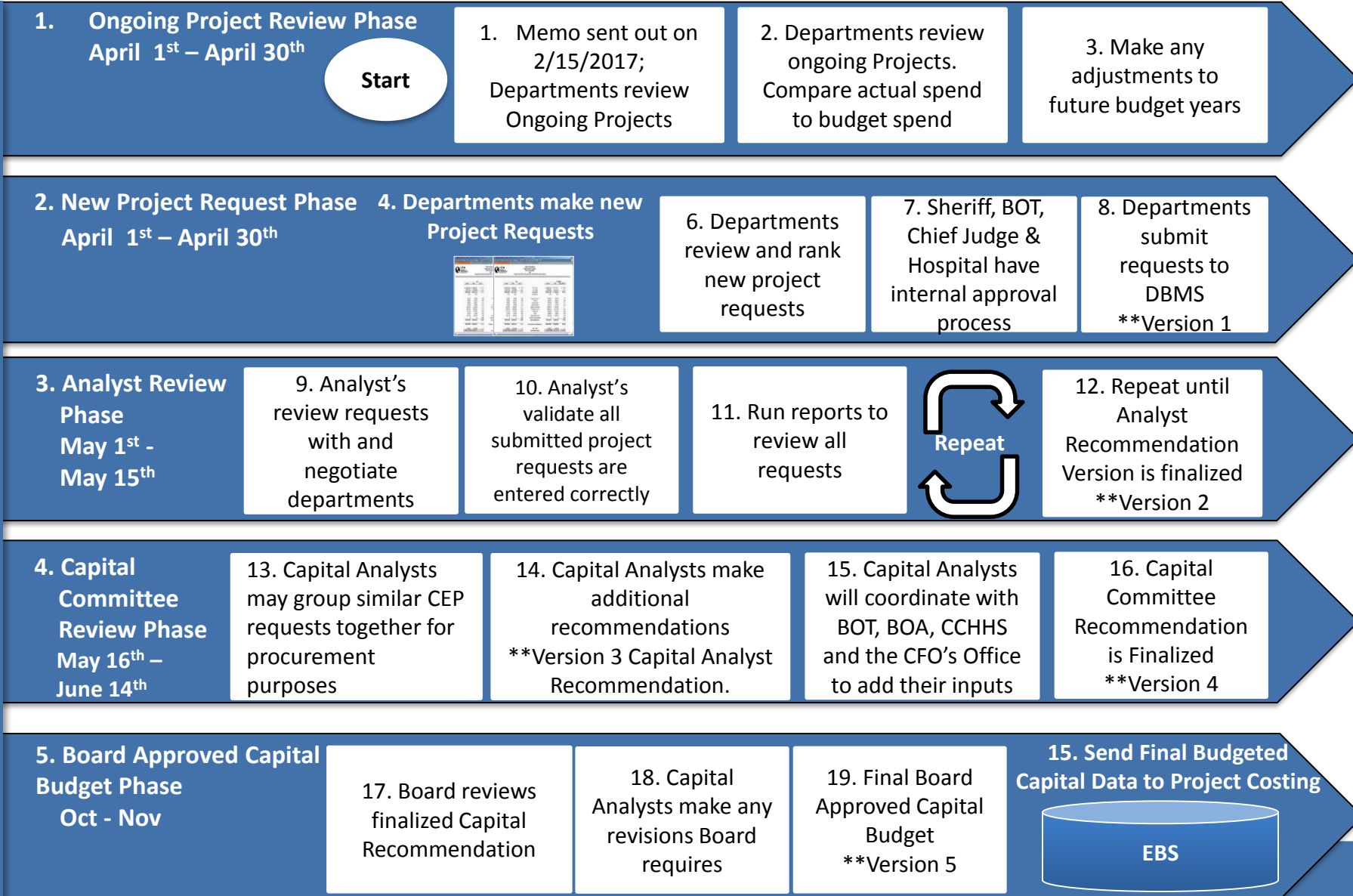


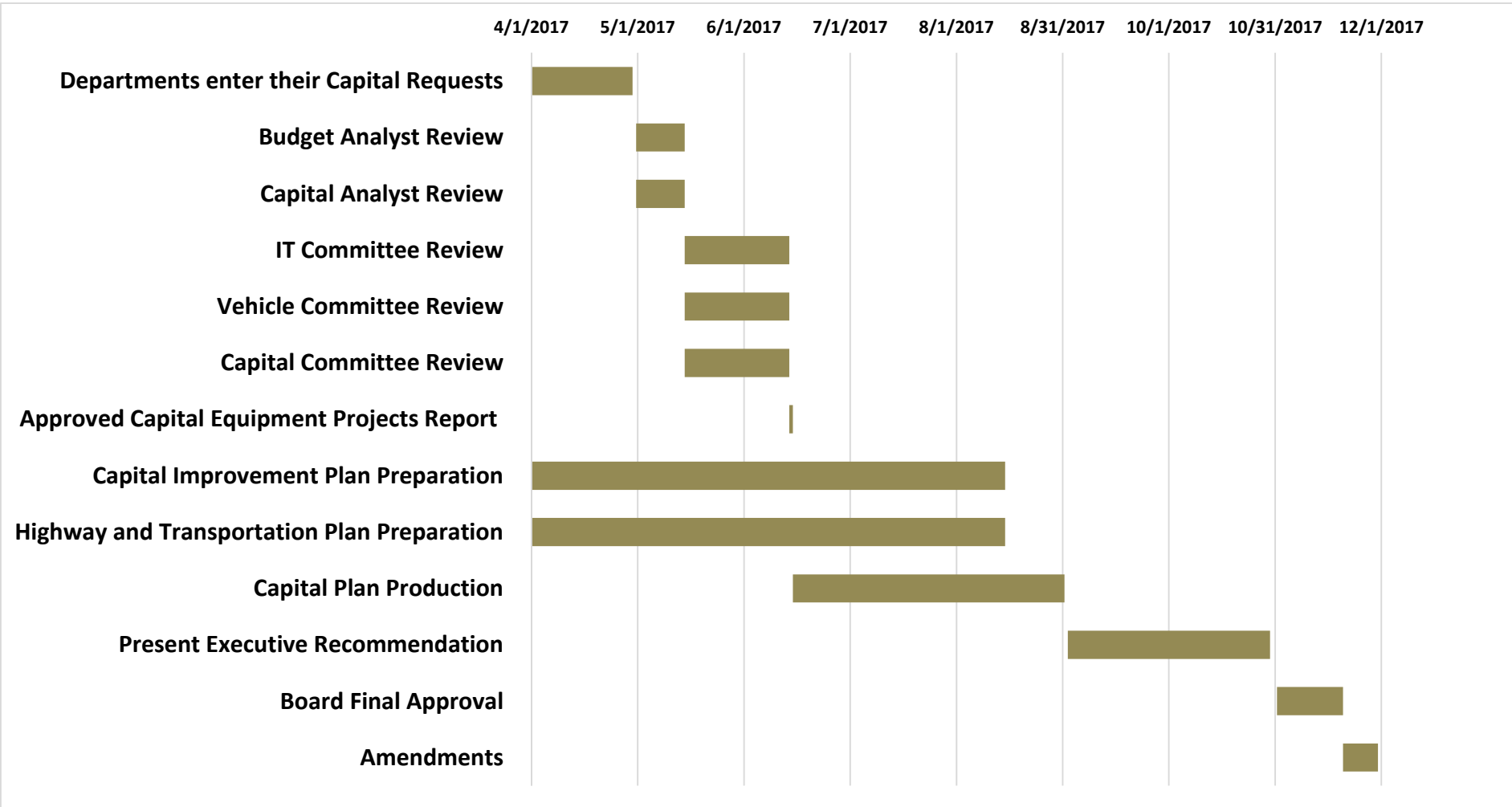


Capital Improvements (CIP) W2 Capital Budgeting Process Change Impact Analysis

March 7, 2017







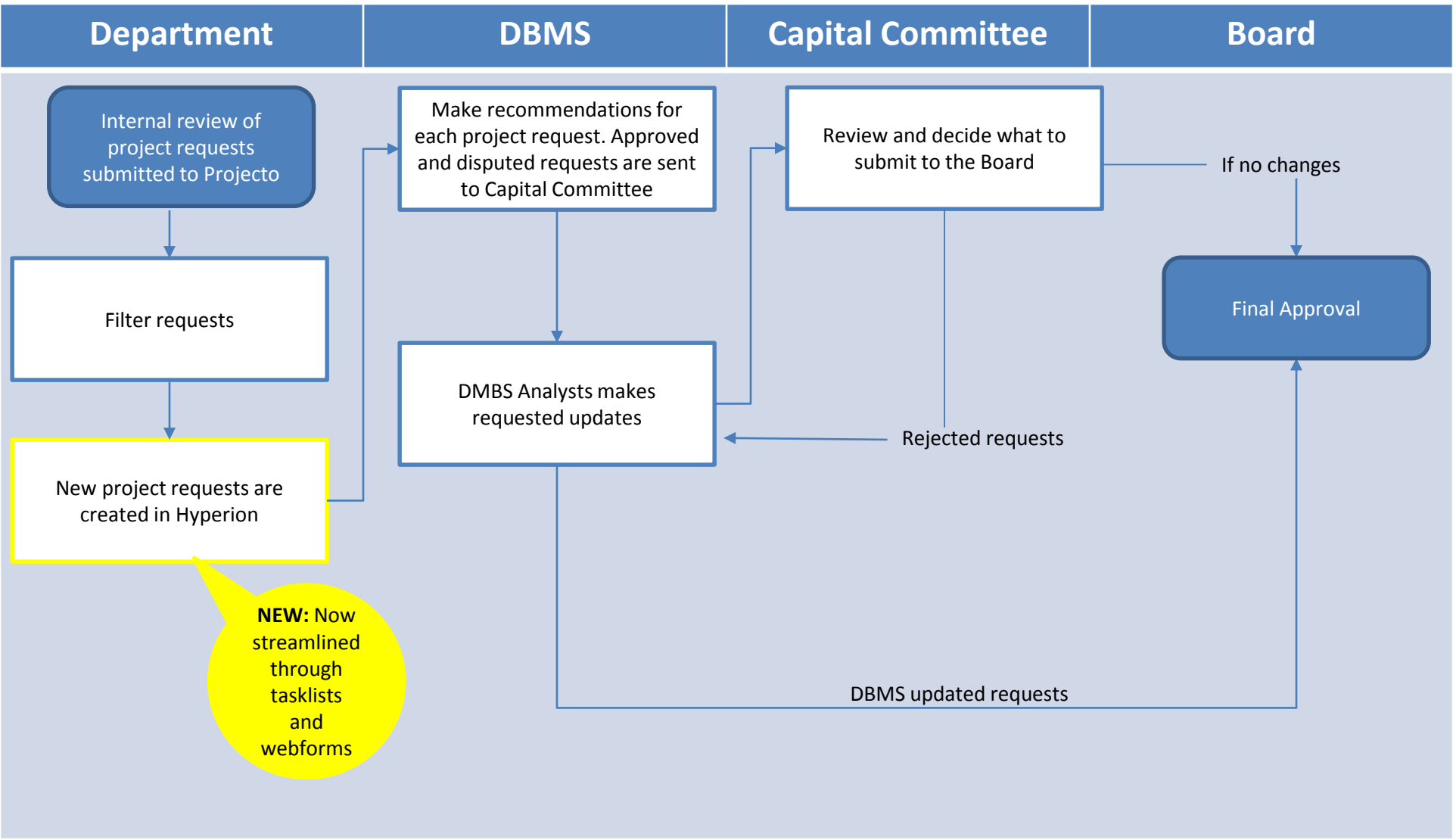
Capital Budgeting Process

What will be different?

1. **Hyperion will replace the Budget Request (BR) System** for capital requests
2. **Unique workflows** will exist for Capital Equipment (CEP), Capital Improvement (CIP) and Department of Transportation (DOT)
3. CIP and DOT project types will now go through the **same approval process** as CEP projects.
4. **DOT project requests** will now also go through a review with the Department of Business and Management Services (**DBMS oversight**).
5. **DOT** will continue to use **an Excel spreadsheet** (as a supplement to the new Hyperion process) **for project tracking**.
6. Initial **comprehensive CIP project details** extracted from Projecto will be entered into Hyperion instead of BRS.

What does this mean to my organization?

1. Budget Analysts review and recommend Capital Equipment Projects to Capital/IT/Vehicle Committee
2. Negotiations will be performed on Budget Analysts & Department level
3. DCP/CC/ DOT will load only recommended Capital Improvement projects in Hyperion
4. Budget Book will be generated by Hyperion, only narrative section will be edited by respective Analyst
5. Maintenance and/or additions of the projects will be performed in EBS/Oracle and interfaced back to Hyperion during Budget season



| Impacted Role | How The Role Will Change | |
|---------------------------------|--------------------------|---|
| Budget Planner (Departments) | Start | <ul style="list-style-type: none"> • CCH will enter their own CIP projects in Hyperion |
| | Stop | <ul style="list-style-type: none"> • N/A |
| | Continue | <ul style="list-style-type: none"> • All departments will continue working with DCPD to create CIP Projects in the 3rd party system • All CIP Requests require a corresponding business case to be completed • There is an area designated in the online system for supporting documentation that must be listed and attached to the respective department submission • Project requests that are not filled out completely, will not be taken into consideration • Having assigned “CIP Representative” from each department has to ensure clarity and accuracy is communicated effectively regarding the CIP Requests, concerns and questions |



CIP Budget Approver Start/Stop/Continue Guide



| Impacted Role | How The Role Will Change | |
|---------------------------|--------------------------|---|
| Budget Approver (DCCP) | Start | <ul style="list-style-type: none">• Moving <u>only</u> recommended projects to Hyperion under Org.1031• Reviewing and approving/rejecting CCH Capital Improvement Projects in Hyperion |
| | Stop | <ul style="list-style-type: none">• N/A |
| | Continue | <ul style="list-style-type: none">• Working with departments on CIP requests• Reviewing all CIP projects in the 3rd party system |