


Changes Required

After the CPIP has been finalized  and reviewed by the Executive Budget Office if changes are required the CPIP will be returned back to the Construction stage through OnBase workflow and reappear in the Construction folder. The OnBase system will send an email to the email address associated with the username with the notification that changes are required.

To review the CPIP that has been returned to the Construction stage, login to OnBase

Click the CBO Project Planning  tab



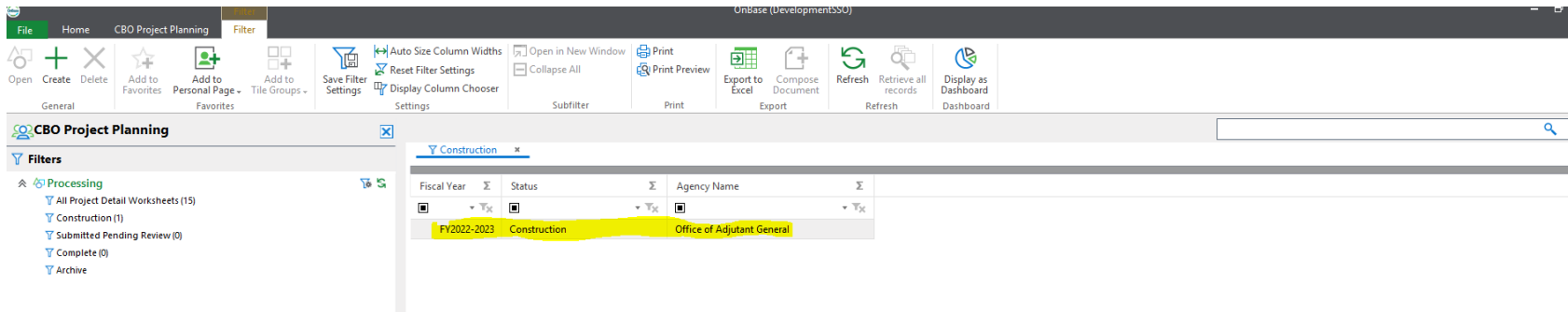
Click Filters



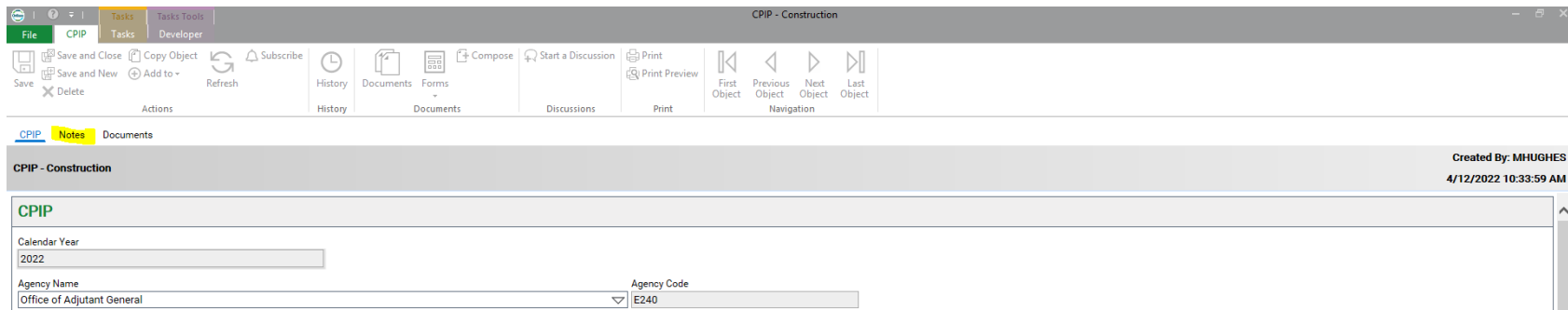
Under Processing Processing click Construction Construction (1)



Double click the CPIP to open



Click the Notes Notes tab



In the Notes **Notes** tab there will be one or more line items reflected to guide you to what needs to be reviewed and revised in your agency's CPIP

The screenshot shows the 'CPIP - Construction' application interface. The top navigation bar includes 'File', 'CPIP', 'Tasks', and 'Developer'. Below this is a toolbar with various icons for actions like 'Save and Close', 'Copy Object', 'Refresh', 'Subscribe', 'History', 'Documents', 'Forms', 'Compose', 'Start a Discussion', 'Print', 'Print Preview', and 'Navigation'. The main content area is titled 'CPIP - Construction' and 'Created By: MHUGHES 4/12/2022 10:33:59 AM'. The 'Notes' tab is active, displaying a table with the following data:

Description	Project Name	Priority	Plan Year	Created By	Created On
Estimated Project Costs	Brand New Project	1	2022	JLLOPRESTI	4/12/2022 11:56:41 AM
Project Description	Brand New Project	1	2022	JLLOPRESTI	4/12/2022 11:55:30 AM

At the bottom of the table, it indicates '1 - 2 of 2 records' and a 'Show 100 records' dropdown menu.

The notes have been created at the Project Detail Worksheet level

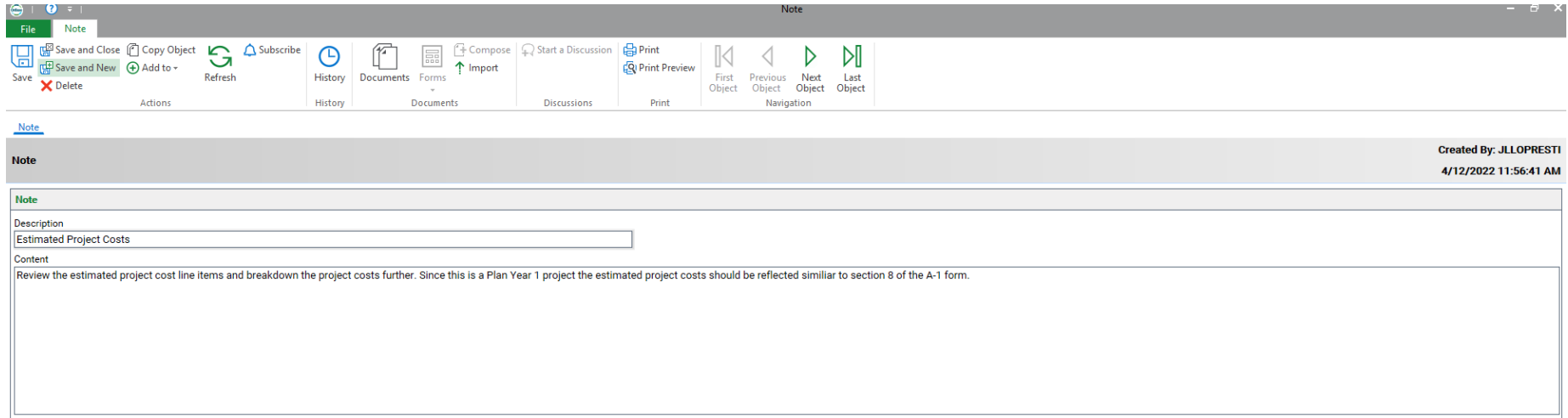
This screenshot is identical to the one above, showing the 'CPIP - Construction' application interface with the 'Notes' tab active. The table contains the same two records:

Description	Project Name	Priority	Plan Year	Created By	Created On
Estimated Project Costs	Brand New Project	1	2022	JLLOPRESTI	4/12/2022 11:56:41 AM
Project Description	Brand New Project	1	2022	JLLOPRESTI	4/12/2022 11:55:30 AM

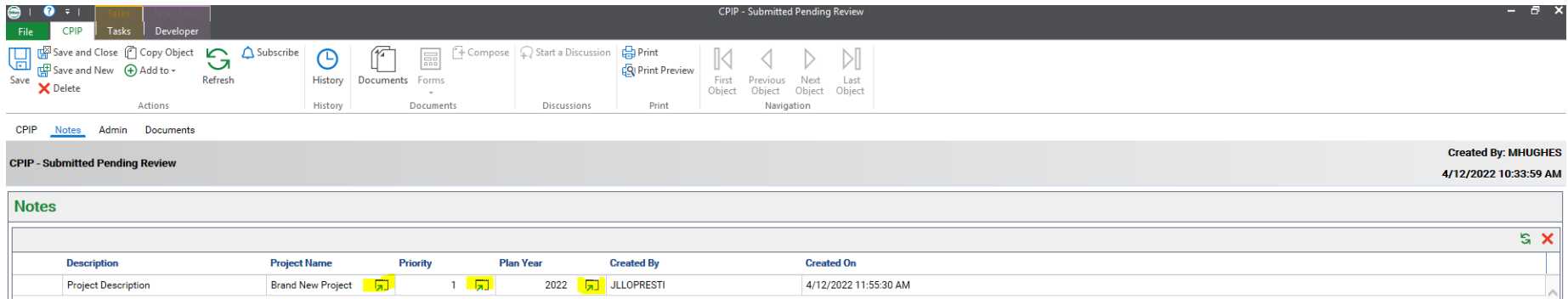
The interface elements, including the toolbar and navigation bar, are consistent with the previous screenshot.

Review each note by double clicking on the note


Each note will include a Description and Content to explain where the review is needed, and the changes required



The Project Name  Priority  or Plan Year  button can be double clicked, and the system will take you to the specific Project Detail Worksheet



The CPIP in Construction can also be accessed by:

To Exit out of the individual Note, click Exit  at the top right

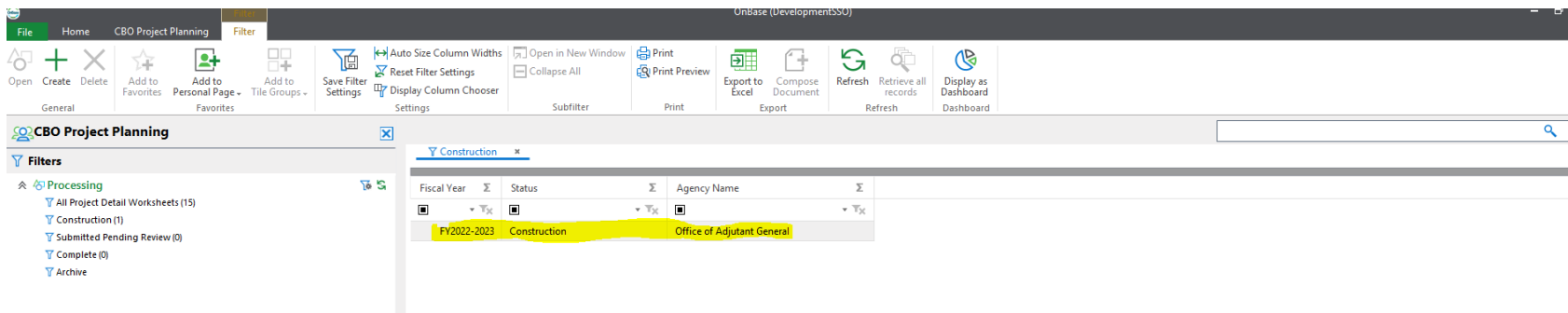
To Exit out of the Notes **Notes** screen, click Exit  at the top right

The CBO Project Planning screen will be prompted

Under Processing  Processing click Construction  Construction (1)



Double click the CPIP to open

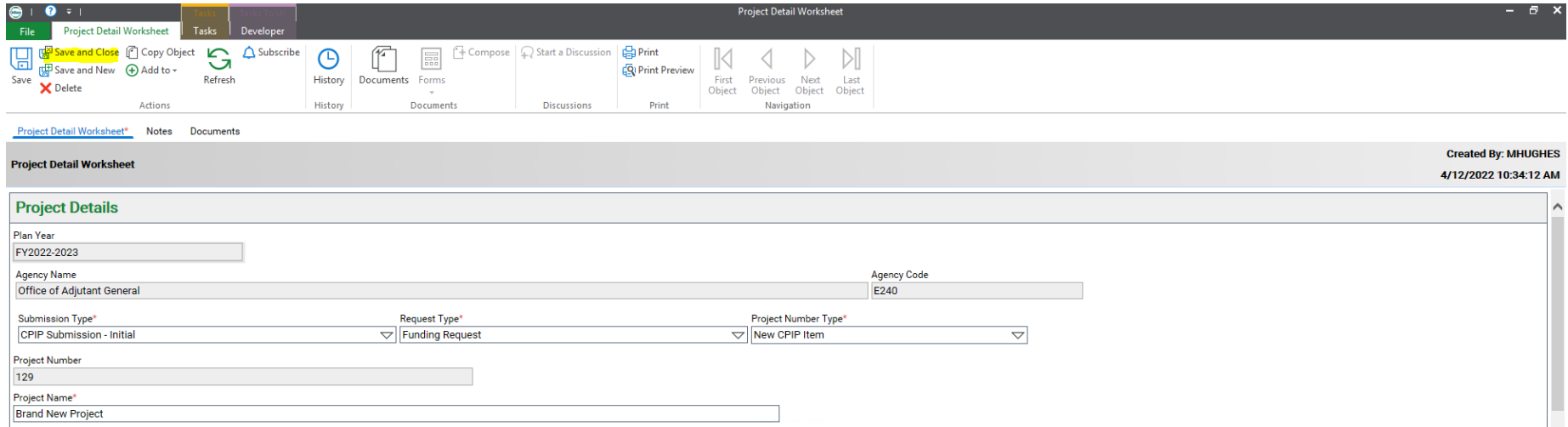


Double click in the project that needs to be reviewed

Review each Project Detail Worksheet applicable to each Note and revise the Project Details as needed

Refer to the Project Detail Worksheet Creation instructions on how to enter project data

Once finished, click **Save and Close**  **Save and Close** at the top



The screenshot shows a web browser window titled "Project Detail Worksheet". The browser's address bar shows "Project Detail Worksheet". The browser's menu bar includes "File", "Project Detail Worksheet", "Tasks", and "Developer". The browser's toolbar includes "Save", "Save and Close", "Copy Object", "Add to -", "Delete", "Refresh", "History", "Documents", "Forms", "Compose", "Start a Discussion", "Print", "Print Preview", "First Object", "Previous Object", "Next Object", and "Last Object". The browser's tabs show "Project Detail Worksheet*", "Notes", and "Documents". The browser's status bar shows "Created By: MHUGHES" and "4/12/2022 10:34:12 AM".

The form is titled "Project Details" and contains the following fields:

- Plan Year: FY2022-2023
- Agency Name: Office of Adjutant General
- Agency Code: E240
- Submission Type*: CPIP Submission - Initial
- Request Type*: Funding Request
- Project Number Type*: New CPIP Item
- Project Number: 129
- Project Name*: Brand New Project

After revising all Project Detail Worksheets as required, proceed to Finalize



The CPIP will be forwarded on to the Submitted Pending Review stage, where the updates will be reviewed by the Executive Budget Office.