

Welcome

Welcome to the Statlog® Capital Project Allocation System (CPAS).

We have been developing this software as a service module (a part of the Statlog® family) since mid-January 2020 and still have some way to go to make this perfect. You are using the latest BETA version which provides basic functionality but will be refined and improved over the coming months.

The following is a summary of the key features of CPAS for Schools; full and comprehensive guidance is available within Statlog® (click on 'guidance in left hand margin menu).

What if it all goes wrong?

Don't panic! Every action on Statlog® is recorded and can usually be reversed, so if something does go wrong or you need to do something but cannot see an obvious way of doing it, contact us:-

T: 03331 123133, m: helpdesk@statlog.co.uk or click on the 'contact us' button within Statlog®.

Can I share my log-in details with other staff?

No, it is important that you do not share log in details with others as the Statlog® software records completed tests against each user. Each new user needs their own log-in details. Simply contact the Statlog® helpdesk with the new user's name, position and email address and we will set up a user account for them.

I think my log-in details have been compromised

Contact the Statlog® team as quickly as possible and they will disable your old log in and set up new details for you.

How do I change my password?

The first time you log in, you are given the option to select a new password memorable to you. If you want to change your password after that, you can click on your name in the left-hand menu (on desk top version) or at the bottom of the drop-down menu (mobile site) and follow the instructions.

What is my dashboard view?

The dashboard shows key data relating to the modules you are using for your site or portfolio. The view you see depends on the modules purchased and your individual user rights. Typically, the dashboard will show information relating to site(s) statutory compliance, capital funding need, projects ongoing etc.

CPAS Basic principles

What is CPAS; what does it do?

CPAS is a part of the Statlog® family, a web-based software-as-a-service application designed specifically to help you manage all aspects of your built estate. CPAS has been designed to allow quick and consistent allocation, monitoring and reporting of capital projects to help you ensure appropriate governance. The steps within the module will help you to demonstrate that funding is allocated to the greatest priority capital projects, that progress, compliance and financial propriety is being achieved at key stages, and that all this can be quickly and easily reported to the DfE and other stakeholders.

How is CPAS integrated with Statlog®?

The CPAS module can run independently of the remaining Statlog® modules. However, in order to reduce data entry time and eliminate repetition, the CPAS module does integrate with the basic Statlog® modules (site set up, personnel details etc) as standard, and can (optionally) fully integrate with all the other Statlog® modules to provide seamless sharing of information, when you subscribe to other Statlog® modules.

CPAS navigation

Statlog® and CPAS been designed to be clear, logical, relevant and intuitive; they share a common look, feel and functionality. Navigation throughout Statlog® and CPAS utilises common web conventions, so should appear familiar and comfortable to most users.

Statlog® and CPAS use a static administration menu to the left (swipe down on a phone) which gives you access to account information, help and guidance. Clicking the Statlog® icon at the top left of the screen always takes you back to your personal dashboard view.

Throughout the system information icons lead you to relevant help, whilst hover-over pop up information is also provided for quick reference. Full guidance is also always available in the 'guides' section accessible via the static main menu on the left had side (a swipe down menu on phones).

Warning triangles, indicator badges and email notifications alert you to action required

A global search tool is provided at the top of most pages, so you can quickly search anything from anywhere.

The CPAS module and main landing page can be accessed via the large buttons at the bottom of the Statlog® dashboard page or the smaller buttons at the top of other pages. As you move deeper into the module, a breadcrumb display is shown just below the module menu buttons at the top of the page; this shows you exactly where you are within the CPAS module.

Within CPAS, top sub-menus, standard click buttons, collapsible menus, hamburger menus and drop-down menus help you navigate through each task. In general tasks proceed through the module in a logical order via top sub-menus working from left to right. Where possible (ie when one task is not necessarily reliant on a predecessor) Statlog® will allow you to move between top sub-menus freely.

You can customise lists in some views by utilising the menu at the top of the list. Remove list columns by clicking on the crosses and add them back via the drop-down menu to the right.

Once a task (or a part of a task) is completed, Statlog® presents conventional 'save' 'continue' 'confirm' etc buttons to confirm that a task is complete.

Who is expected to use CPAS?

The module has been designed to be used with different levels of access by the trusts, diocese, educational establishments, their Lead Building Consultants and contractors. For full functionality and reporting, and to avoid unnecessary duplication, all main parties involved with a project should have controlled CPAS access and be able to view information where specifically relevant and input information when requested of them.

CPAS user roles and permissions: -

CPAS uses the following general permissions. In general, each user can only see information pertaining to their site(s) and their project(s). Every organisation has read-write access to their profile page.

- CPAS Central Funding Manager – Usually a single person within a central fundholder organisation who is responsible for the allocation of central funding, allocation of local funding and project gateway approvals, together with general system administration for the organisation (including permissions). The CPAS default role holder for a Diocese is the Diocese Buildings Officer (or equivalent) and for a MAT the CEO.
- CPAS Central User – Everyone else within a central fundholder organisation who has access to CPAS and has read-only access to everything a CPAS Central Funding Manager has, except the 'projects awaiting funding' tab, which is just visible to the Central Funding Manager (and CPAS Local Funding Manager when a project has a possibility of being supported).
- CPAS Central (or Local) Finance – A single person or team who administer project finance once funding has been allocated (the project bill payers) dependent on who has been selected to act as 'bank' for a given project. They have read-only access to the project information as CPAS local users and access to approve and confirm invoice payment.

- CPAS Local Funding Manager - Usually a single person at a site who is responsible for the allocation of any local funding element, and local project coordination activities, together with general system administration for the site. The CPAS default role holder is the School Business Manager (or equivalent) and they have full access to the site and local funding management sections for their site.
- CPAS Local User – Everyone else within a site organisation who has access to CPAS and has read-only access to everything a CPAS Local Funding Manager has for the projects at their site. Usually the Senior Management Team, Site Manager and Chair of Governors / Chair of Premises are given CPAS access, however, this can be modified to suit each site.
- CPAS Lead Building Consultant – A single person within the professional organisation leading a project has read-only access to all project related information, including funding allocations. In addition, they have read-write access at relevant gateway approval stages and to the finance tab (submission).

What are the main CPAS workflow stages?

CPAS includes the following main workflow stages which guide you through a project (see later for full functionality). At each stage project participants are requested to input data, dependent on the fund holders individual reporting and administrative requirements, for each project.

- *Manage funding* (central and local) - virtual funding accounts are set up for each type and year of funding for each fund holder. This funding is then used to finance projects through the CPAS system.
- *Allocate funding to projects* - during this phase central and local funding pots can be allocated (initially provisionally) to projects so that an agreed programme of work based on need criteria can be established and approved.
- *Initial project set up* - once a project has funding, a set up phase communicates basic information to all participants and a project is established.
- *Feasibility sign off gateway* (if required) - the Central Funding Manager can request approval at feasibility stage at which point the site and their Lead Building Consultant provide information to determine project feasibility and firmer cost and programme information.
- *Planning stage sign off gateway* (if required) - an optional gateway to include a pause at Statutory Planning stage in order to determine viability from a Planning point of view.
- *Tender stage sign off gateway* - an essential sign off point for all projects at which final funding allocations and agreed programmes are confirmed and agreed.
- *Manage project finance* - the module records and authorises all payments (contractor, consultants, other) for the entire project budget and reports on possible issues and problems.
- *Project completion* - financial completion of the project and final funding reconciliation stage.

How will I know when I need to do something?

Once a project has been proposed, CPAS uses warning triangles, indicator badges and email notifications alert you to any action required.

An overview of CPAS allocate funding to projects (local fundholder)

CPAS manages funding using virtual accounts for each fundholder for each funding type and time period (where relevant). You can tell at a glance what funding (of each type / time period) you have, what is allocated, what is committed and what is spent.

This section of CPAS allows local fundholders to contribute local funding to centrally promoted projects when asked. Central fundholders can request a local contribution to a project at key stages throughout the project as follows:-

- *At provisional allocation stage*, before the project has been granted any funding but when the central fundholder is exploring the possibility of promoting a project they may ask you to confirm your willingness to fund a part of that project in principle.

- *At final project allocation stage*, at the point at which the project is being allocated central funding in order to proceed, you will be asked to confirm your agreement to fund a part of that project.
- *At feasibility, planning, tender or site / completion stages*, where project funding requirements change due to e.g. design changes, scope changes, unforeseen work required, unexpected tender results etc. You may be asked to confirm your agreement to a change in the amount you fund a part of that project.

How will I know when local funding is being requested?

You will receive an email notification with a link back to the relevant part of CPAS. Just follow the link and then the prompts to confirm the funding or talk to your Central Funding Manager if you are unable to fund this or have any questions.

Does CPAS hold or handle real money?

No. CPAS does not process real money or payments; current accounting and banking requirements remain unchanged. What CPAS does do is to provide a tool that collects, collates, monitors and reports on both capital funding and individual project funding and spends. All project payments are pre-authorised through CPAS (via the Lead Building Consultant) and then automatically passed to the fund holders finance teams (central or local, depending on who is acting as 'bank' for the project) who process invoices and certificates etc from CPAS.

Who can see or amend funding?

Only authorised Local and Central Fundholding Managers (specific people authorised at set up) can view or edit local funding streams.

How do I add a local funding stream?

If the funding stream you need does not appear in the list displayed in 'manage local funding' window, click the + or +add stream buttons and follow the onscreen menu prompt as follows: -

- If the funding stream already exists (globally), simply select this, the relevant year and confirm. The funding stream should now appear in the main list (with no funding allocated to it).
- If the funding stream does not already exist, click on 'request a new one' and you will be prompted to enter a name, lifespan and whether this is global (national) or local (specific to your organisation) and whether this is grant aid funding. Once submitted the funding stream should now appear in the main list (with no funding allocated to it).

NB: when a new global funding stream is created, this is checked by Statlog® staff to ensure standard naming before being released nationwide.

How do I add funding to a local funding stream?

In the 'manage local funding' window click on the hamburger menu (right hand side of the funding stream you want to add to in the list), click 'add funding' and follow the prompts. You can add your own reference and then the amount, click save and you are done.

How do I remove or reduce funding from a local funding stream?

In the 'manage local funding' window click on the hamburger menu (right hand side of the funding stream you want to deduct from in the list), click 'add funding' and follow the prompts. You can add your own reference and then the amount, then tick 'deduction', click save and you are done.

NB; you can only remove funding when this has not already been allocated. If you need to remove allocated funding, you need to remove or reallocate alternative funding to the projects concerned first.

How do I keep a track of local funding stream transactions?

In the 'manage local funding' window click on the hamburger menu (right hand side of the funding stream you want to view in the list), click 'view' and a full transaction record will be displayed. This can be exported or printed via the print button.

What happens when a central fundholder asks for a local funding contribution towards a potential project?

The site will be altered via CPAS and asked to either approve in principle the local funding contribution and local funding streams (if suggested) or confirm where the funding will come from.

What happens if a site does not have sufficient local funding to agree centrally suggested contribution?

If at this stage you cannot confirm sufficient local funds for a project, you are given an option to notify the Central Funding Manager through CPAS. The Central Funding Manager will then be notified and can contact you to discuss options.

Can I use CPAS to promote a local project?

The CPAS tool is specifically designed for use with centrally promoted projects only. However, the Statlog® project management module is currently being developed and will enable you to safely manage a range of local projects. Please keep a look out for further information during Autumn 2020.

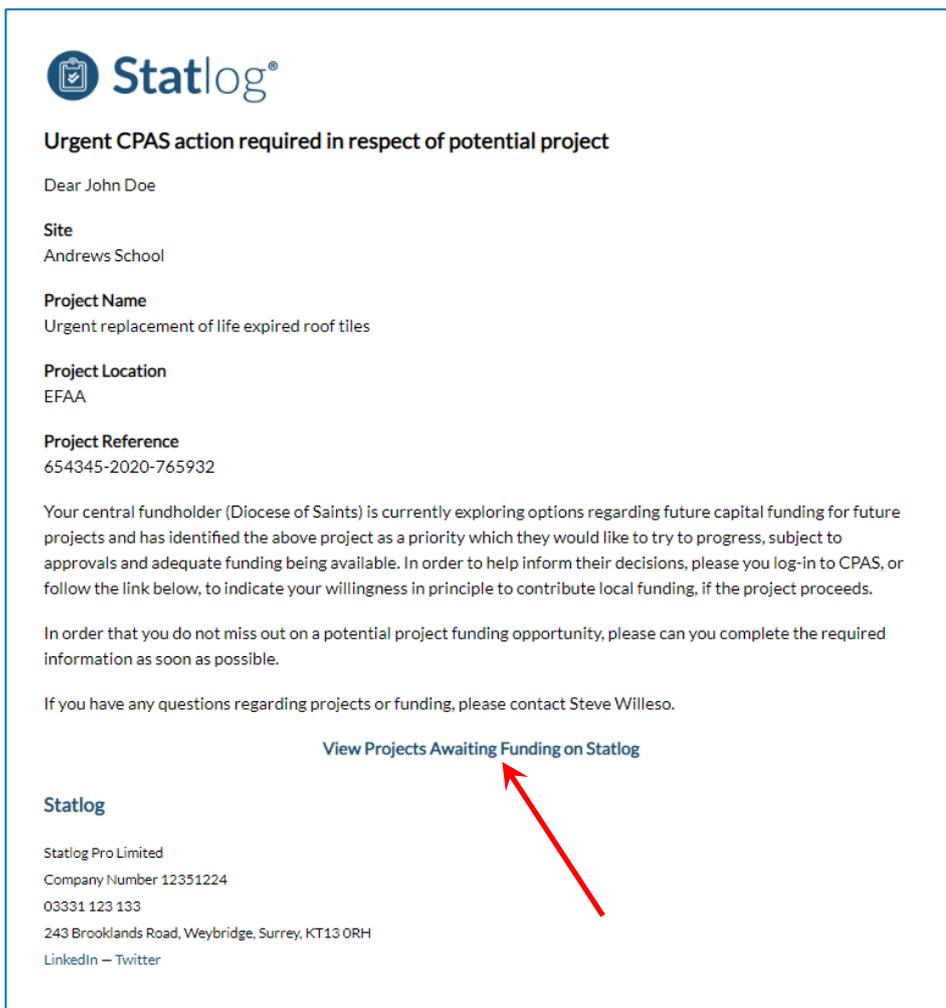
What will I have to do (school user)?

Throughout the funding allocation and project process, Statlog® CPAS generates requests via email at certain stages to guide the CPAS Local Funding Manager and prompt action required:-

At projects awaiting funding stage: -

At the point at which the Central Funding Manager confirms funding in principle, an email is sent to the Local Funding Manager informing you that the central fundholder is considering supporting the project and asking you to log-in to CPAS and confirm (in principle and pending sufficient central funding) any local funding commitment.

An example email is shown below. You would need to follow the link at the bottom, which takes you to the 'projects awaiting funding page'



 Statlog®

Urgent CPAS action required in respect of potential project

Dear John Doe

Site
Andrews School

Project Name
Urgent replacement of life expired roof tiles

Project Location
EFAA

Project Reference
654345-2020-765932

Your central fundholder (Diocese of Saints) is currently exploring options regarding future capital funding for future projects and has identified the above project as a priority which they would like to try to progress, subject to approvals and adequate funding being available. In order to help inform their decisions, please you log-in to CPAS, or follow the link below, to indicate your willingness in principle to contribute local funding, if the project proceeds.

In order that you do not miss out on a potential project funding opportunity, please can you complete the required information as soon as possible.

If you have any questions regarding projects or funding, please contact Steve Willeso.

[View Projects Awaiting Funding on Statlog](#)

Statlog

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.....and then click on the hamburger menu on the right-hand side of the relevant project. See also written guidance in paragraphs above under title 'An overview of CPAS allocate funding to projects (local fundholder)':-

Statlog > CPAS > Allocate Funding to Projects

Allocate Funding to Projects

Search everything

Issues **Projects Awaiting Funding** Projects Ready to Action

The 'projects awaiting funding' menu tab shows issues that are being considered for funding allocation. This is the area where you can prepare your draft works programmes, amend priorities, seek approvals in principle (locally and centrally) and experiment until you have the project selection that you are currently planning to promote. You can then allocate funding in principle to create a bespoke, prioritised works programme. Use the hamburger menu to the right of each possible project to allocate and view funding for each proposed project.

Select Active Columns

URN X LA X Need Score X Provisional Allocation X Confirmed Allocation X Status X Project Title X Sponsor X Budget OT Cost X Consultant X

Status Key

- Not funded
- Partially funded
- Awaiting central confirmation
- Site not notified
- Awaiting site approval

URN	LA	Consultant	Project Title	Sponsor	Need Score	Budget OT Cost	Provisional Allocation	Confirmed Allocation	Status	
675067	Borough of Boroughs		Roof replacement	Central Fundholder	0	£80,000.00	£0.00	£80,000.00	<i>i</i>	

« < 1 > »

...click allocate funding, if you need to add or change any local funding, save, and then confirm funding when you are happy:-

- Confirm Funding
- Allocate Funding**
- Show Funding
- Show Project

Allocate Funding

Roof Replacement at Andrews School

Project Title: Roof Replacement

Estimated Cost: £80,000.00

Allocated: £80,000.00

Category	Amount
Anticipated Total Project Cost	£80,000.00
Central Funding Allocated	
VASCA (90% grant in 100% terms) 2020/2021	£80,000.00
Local Funding Allocated	
VADFC (in 100% terms) 2020/2021	£0.00
Sub Total	£80,000.00
Governors 10% Statutory CASH Contribution	£8,000.00

Funding Stream: VADFC (in 100% terms)

Available to Allocate: £7,632.30

Reference: [input field]

Amount: £ [input field]

£0.00 remaining

Close Save

...then, a final confirmation and you are done:-

Confirm Funding for Roof Replacement

Anticipated Total Project Cost	£80,000.00
Central Funding Allocated	
VASCA (90% grant in 100% terms) 2020/2021	£80,000.00
Local Funding Allocated	
Sub Total	£80,000.00
Governors 10% Statutory CASH Contribution	
Governors 10% Statutory CASH Contribution	£8,000.00

Are you sure you want to confirm funding?

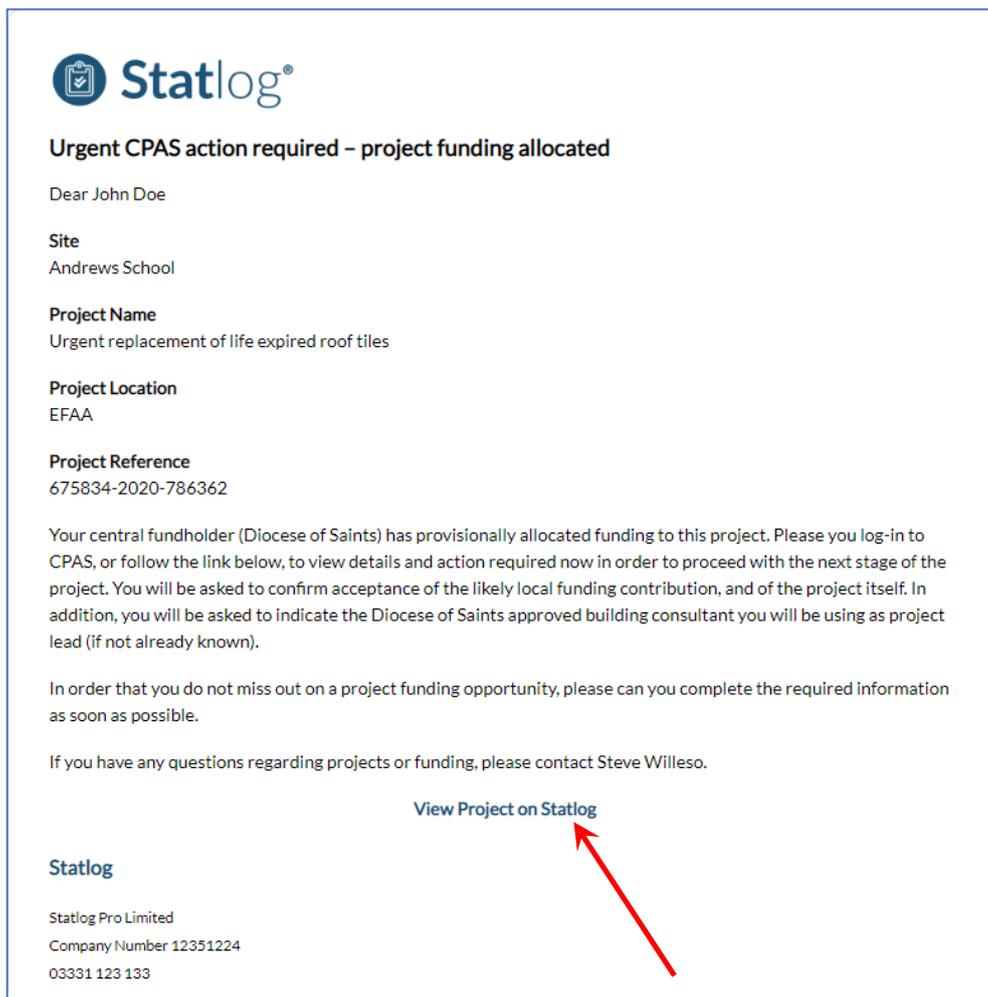
This will notify the diocese that you're happy with the figures provided, including any applicable governors body CASH contribution, and happy to go ahead with this project.

✕ Close
✔ Confirm Funding

At projects ready to action stage: -

At the point at which the Central Funding Manager confirms the project, an email is sent to the Local Funding Manager informing you that the project is being supported, asking you to log-in to CPAS and confirm acceptance of the likely local funding contribution, and of the project itself. In addition, you are asked to confirm who the Lead Building Consultant for the project is, if this has not already been selected by the Central Funding Manager.

An example email is shown below. You would need to follow the link,



.....which takes you to the relevant project page and then answer the questions and confirm.

Provisional Funding Allocation

Urgent life expired roof tiles replacement at Andrews School

Action Required

We understand that you are the consultant who will be responsible for delivering this project, for which funding has now been provisionally allocated. Please review the information already on CPAS (relating to need, scope and funding), make contact with the school as a matter of urgency to progress the project to achieve funding spend requirements. Please see initial details and action required from you below:

The agreed provisional funding breakdown is as follows:

Anticipated Total Project Cost	£1,140,000.00
Central Funding Allocated	
VASCA (90% grant in 100% terms) 2020/2021	£700,000.00
Local Funding Allocated	
Sub Total	£700,000.00

In addition, the Governors must find (from Governors funds or school delegated budget) 10% of the cost of any grant-aided works as follows:

Governors 10% Statutory CASH Contribution	£70,000.00
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The following CPAS Diocese approval stages are required for this project; please ensure that your consultant is aware of this and has access to the CPAS website:

- Tender Return
- Project Completion
- Practical Completion

Please note the following

- The project funding is to be processed and administered by Diocesan Finance.
- All funding from local sources must be transferred to the designated Diocese bank account before tender approval will be given.
- The award offer is conditional and can be adjusted or withdrawn without notice.
- The award is not secure until tender returns have been approved.
- The funding must be spent within the financial year(s) it is allocated.
- The offer does not infer ownership of the award amount. If some or all of the assigned funding is not required for this project, it can be reallocated to another school / priority at the discretion of the Diocese.
- The recipient school may request a change of project. However, Governors cannot assume that the funding will remain allocated to their school. The Diocese will review the new proposal and those projects that were unsuccessful in this application round, before confirming the retention or reassignment of the grant.

Stage Complete	Date	Status
Funding provisionally allocated	13/05/2020	✓
GB funding allocation acceptance		⚠
Tender stage gateway approval		!
Contractor appointment		!
Start on site		!
Finish on site (Practical Completion)		!
Project financial completion		!

Action urgently required from you

✓ Confirm Acceptance of Provisional Funding

⏪ Back

📁 Show Project

.....and then to final confirmation:-

Confirm Acceptance of Provisional Funding

Please complete the following declaration

We confirm that:

- The work identified within the project is necessary
- I have reviewed the project and the funding information on CPAS
- The School accepts the provisional funding allocation and understands the conditions on which it has been allocated
- The Schools understands that the local funding contributions indicated must be made
- The School has appointed (or will appoint) a Diocese approved building consultant to fully assist with complete project delivery

Once a project is 'live': -

From this point onwards, your Lead Building Consultant will take the lead in terms of providing and updating project information and seeking central fundholder approval at key stages through CPAS. Depending on your central fundholder requirements for each project the following approval stages may apply:-

- Feasibility gateway approval stage (where applicable)
- Planning gateway approval stage (where applicable)
- Tender return gateway approval stage
- Project completion stage

Throughout all project stages, you can monitor progress via CPAS by selecting the relevant project from 'view and manage projects'. This takes you to the project summary page for that project and you can then draw down on progress and detail using the tabs for each stage.

At feasibility, planning, tender or site / completion stages

Where project funding requirements change due to e.g. design changes, scope changes, unforeseen work required, unexpected tender results etc, you may be asked to confirm your agreement to a change in the amount you fund (action similar to example 1 above)

If you are acting as bank for the project (from late June 2020)

In addition, and ONLY if you are acting as bank for the project (ie physically paying the bills as a CPAS Local Funding Manager), you will be prompted by CPAS every time the Lead Building Consultant uploads an invoice (and Certificate for payment where relevant) for any expenditure on the project, asking you to log-in to CPAS, review, approve and make payment (via your usual local payment systems).

Find out what else Statlog® can do to help you?

CPAS is a part of the Statlog® family, a web-based software-as-a-service application designed specifically to help you manage all aspects of your built estate. Statlog® brings together everything you need to safely and simply manage your premises, helping to manage risk, health, safety and compliance. The cloud-based platform provides a suite of integrated modules to manage buildings, sites or whole portfolios. Statlog® helps schools establish a robust and effective compliance framework; saving you valuable time, reducing operating costs and ensuring you remain in control of your building and maintenance requirements. If you would like to know more about Statlog® please call us on 03331 123133, email helpdesk@statlog.co.uk for an informal chat or to arrange an online demonstration, or talk to your diocese or retained building consultant. .