

The System Information Worksheet

Click on the System Information menu option to open the System Information worksheet, as shown in Figure 4.

	A	B	C	D	E	F	G	H
	CAM-TOOL MENU	?	System Information					
1	SYSTEM		CAM TOOL - Enter Project Name on System Information Worksheet					
2	System Information		SYSTEM INFORMATION		COMMENTS			
3			CAM TOOL - Enter Project Name on System Information Worksheet					
4	Benefiting Programs		Project/System					
5			Project Description					
6	Allocation Structure		Project/System Type (select from list)	New Development				
7			Target Date of Completion (mm/dd/yyyy)	4/10/2016				
8	Functional Modules		Estimated Budget in Dollars (\$)	\$0.00				
9	Sub_Modules		Current Phase (select from list)	Requirements				
10			Project Leads	Program	Role	Title	Phone Number	Email
11			Insert contact information					
12	Details							
13	Weighting System		State Contacts	Program	Role	Title	Phone Number	Email
14			Insert contact information					
15	USAGE AND CAP							
16	All System Usage							
17								
18	Recipient Counts		Regional Contacts	Program	Role	Title	Phone Number	Email
19	Shared Usage LOE		Insert contact information					
20								
21	Cost Allocation Plan							
22	Child Welfare CAP							
23								
24	OPTIONAL		Federal Contacts	Program	Role	Title	Phone Number	Email
25	Program Summary		Insert contact information					
26								
27	Format All System Usage							
28								
29	Format Shared Usage							
30								
31	Help Menu							
32								
33								
34								
35								

Figure 4 System Information Worksheet

Overview: The System Information worksheet documents information about the project/system. This information is for reference, and is not used in any automated calculations. The Project/System Name entered on this worksheet appears in the header of other worksheets.

Before entering data to the CAM-TOOL, please 'save as' and provide a project-specific or scenario-specific filename to the CAM-TOOL instance.

1. **Worksheet Data.** The worksheet provides an area to document key system information and comments, and a separate area to document contact information for state, region, and federal staff.

System Information. The upper area of the worksheet documents entry of the system name, a description of the project/system, the system type (e.g., new development, system upgrade, web front-end, other), the target date of completion, estimated budget in dollars, current phase (e.g., requirements, design, development, etc.), and project leads. Comments may be entered to the right of each System Information entry. Fields and entry areas include:

- Project/System Name -- enter name for the system to be cost allocated. This name will appear in the header area of other worksheets. Comments for reference may be entered in the Comments area.
- Description -- enter brief description of the system or the scenario to be documented. Comments for reference may be entered in the Comments area.

- Project/System Types (select from list) -- select the type of system from the dropdown list shown in Figure 5, Project/System Type. Comments for reference may be entered in the Comments area.

	SYSTEM INFORMATION	COMMENTS
Project/System	CAM TOOL - Enter Project Name on System Information Worksheet	
Project Description		
Project/System Type (select from list)	New Development	
Target Date of Completion (mm/dd/yyyy)	New Development	
Allocation Budget in Dollars (\$)	Upgrade	
Total Project Budget in Dollars (\$)	Web Front-End	
	Other	

Figure 5 Project/System Type Dropdown List

List choices include: New Development, Upgrade, Web Front-End, Other.

If the choice is "Other," provide a description in adjacent Comments space.

- Target Date of Completion -- enter estimated completion date in format "mm/dd/yyyy." Comments for reference may be entered in the Comments area.
- Allocation Budget in Dollars (\$) -- enter estimated allocation budget for the project. This total should include all development costs that are to be allocated to more than one program. This total should not include the portion of the budget that is direct charged to programs at the module or sub_module level. Comments for reference may be entered in the Comments area.
- Total Project Budget in Dollars (\$) -- enter the estimated total budget for the project. This total should include the Allocation Budget and any additional costs for modules or submodules that will be charged directly to one program.
- Current Phase (select from list) -- select from dropdown list, as shown in Figure 6. If "Other," provide a description in adjacent Comments space.

? System Information		
CAM TOOL - Enter Project Name on System Information Worksheet		
	SYSTEM INFORMATION	
Project/System	CAM TOOL - Enter Project Name on System Information Worksheet	
Project Description		
Project/System Type (select from list)	New Development	
Target Date of Completion (mm/dd/yyyy)		1/1/2000
Allocation Budget in Dollars (\$)		\$0.00
Total Project Budget in Dollars (\$)		\$0.00
Current Phase (select from list)	Requirements	
Project Leads	Planning	able
Insert contact information	Requirements	
	Design	
	Development	
	Unit Test	
State Contacts	User Acceptance Test	able
Insert contact information	Other	

Figure 6 Current Phase Dropdown List

- Project Leads - Provide name and contact information for project lead personnel. Comments for reference may be entered in the Comments area.

Project Contact Information. The lower area of the worksheet documents information on the project, state, region, and federal contacts involved with the project. You may enter any necessary contact information that would be helpful in the cost allocation process. This data is used for reference only and can be tailored for your specific needs.

- Project / State / Region / Federal Contacts - provide name and contact information for state / region / federal key staff involved with the project.

- Program -- identify the project / state / region / federal program office associated with the contacts.
- Role -- identify project role for listed project / state / region / federal staff.
- Title -- identify position title for listed project / state / region / federal staff.
- Phone Number -- identify the phone number for listed project / state / region / federal staff.
- Email -- identify the email address for listed project / state / region / federal staff.

2. **Command Buttons.** None.

Required Fields needed for the CAM-TOOL automated calculations.

- Project/System Name -- used in the header of CAM-TOOL worksheets.

3. **Data Copied To This Worksheet.** None.

4. **Data Copied From This Worksheet.**

System/Project Name is used in the header of CAM-TOOL worksheets.

5. **Worksheet Calculations.** None.

6. **Constraints and Notes.** None