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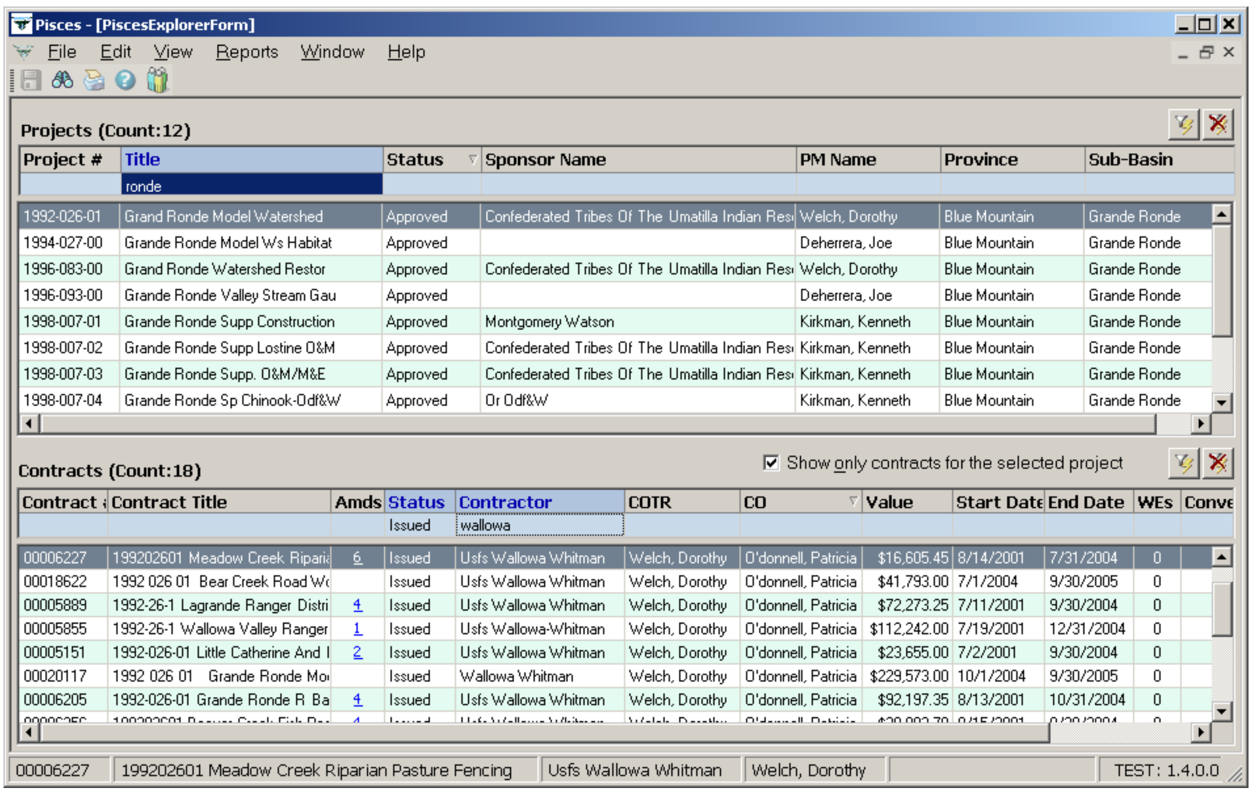
Lab 1 – Pisces Explorer

Background: The Pisces Explorer is the page used to find projects, find contracts, and compile reports of projects or contracts.

Starting Point: The "Explorer" screen within Pisces. You can always access Explorer by clicking the *Explore* button on the toolbar, or by pressing `Ctrl E` on your keyboard.



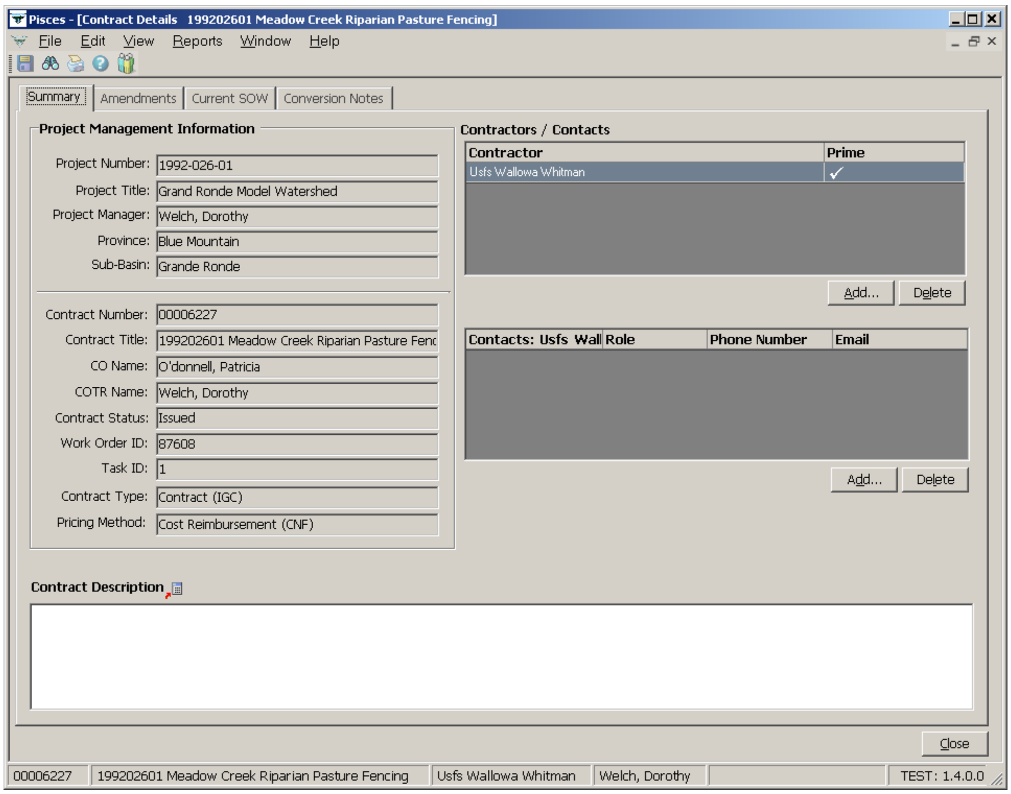
	Skill	Overview	Things To Know
1	Find Projects	Using the project filter to find a project by: • Project number or title • Project status • Sponsor name • BPA Project Manager name • Province or Sub-basin Filter criteria can be combined to increasingly narrow down the results. To apply a filter, click the *Apply Filter* button that is on the upper right, above the data. To clear a filter, click the *Clear Filter* button.	• To distinguish filter rows from data rows, all filters within Pisces are shaded light blue. • If your list has an active filter, one or more of the column headings will be shaded light blue.

2	Find Contracts Within a Project	Using the contract filter to find a contract by: • Contract number or title • Amendment count • Status of contract • Contractor • COTR (BPA Project Manager) • CO (BPA Contracting Officer) • Value of contract (*this is total, not by FY*) • Start/End Dates • Work Element count When the “Show only contracts for the selected project” check box is selected, the system will only search within the bounds of the active project.	• Use the arrow keys to move from one filter to the next. • After entering a filter, press `Enter` to run the filter.
3	Sorting Projects or Contracts	Sorting by any project or contract-related field. Click the column heading once to sort ascending, twice to sort descending.	
4	Find Any Contract	To search through the list of all contracts, clear the “Show only contracts…” check box.	• Since there are thousands of contracts in the system, this may take a few seconds.
5	Reporting on Project List	To print a list of the visible projects or contracts: 1. Click once in the list of projects or contracts. 2. Click the *Print* button  on the toolbar.	• If you’ve applied a filter, the print out will only include the projects visible on the screen. • Pisces’ report format is Acrobat (PDF).

Lab 2 – Viewing more details of a project or contract

Background: The Project Summary tab and Contract Summary tab presents information about the project/contract and its contacts.

Starting Point: The “Explorer” screen within Pisces.

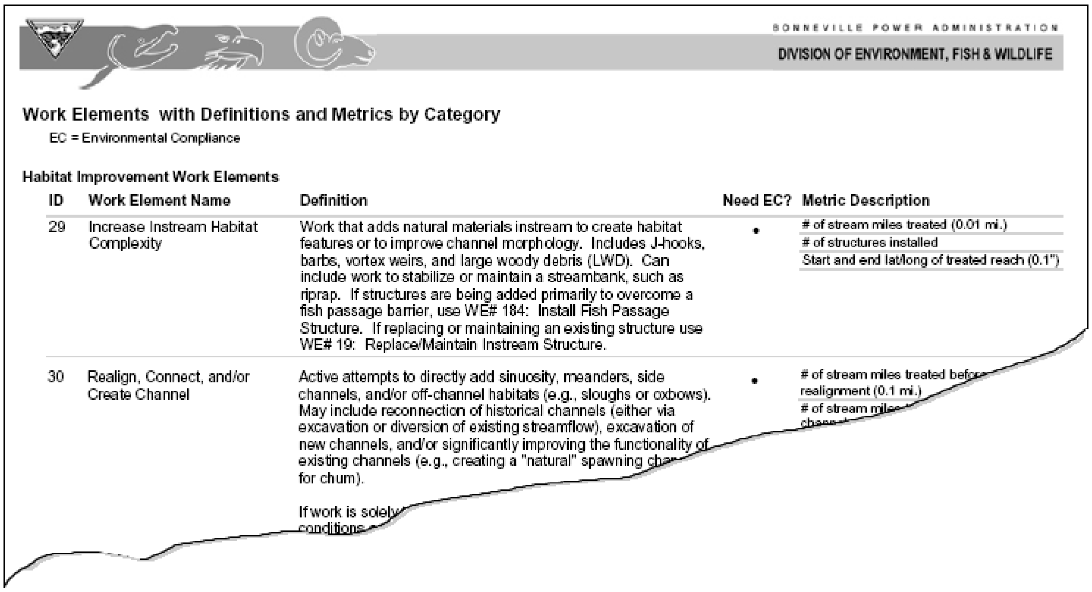


	Skill	Overview	Things To Know
1	Review the information	To view details of a project or contract, double-click on a project or contract in the Pisces Explorer. This displays the Project/Contract Details screen with the Summary tab displayed by default. Get comfortable with the information presented here.	• Much of the information on the Summary tabs is read-only. You may be able to add contacts or embellish the Contract Description, depending on your access permissions. • Currently, you can not add to the list of available sponsors from the Project Details Summary tab.

Lab 3 – Accessing the official list of Work Elements

Background: Statements of Work (SOWs) are built using BPA's standard list of tasks called "Work Elements."

Starting Point: Any screen within Pisces.



BONNEVILLE POWER ADMINISTRATION

DIVISION OF ENVIRONMENT, FISH & WILDLIFE

Work Elements with Definitions and Metrics by Category

EC = Environmental Compliance

Habitat Improvement Work Elements

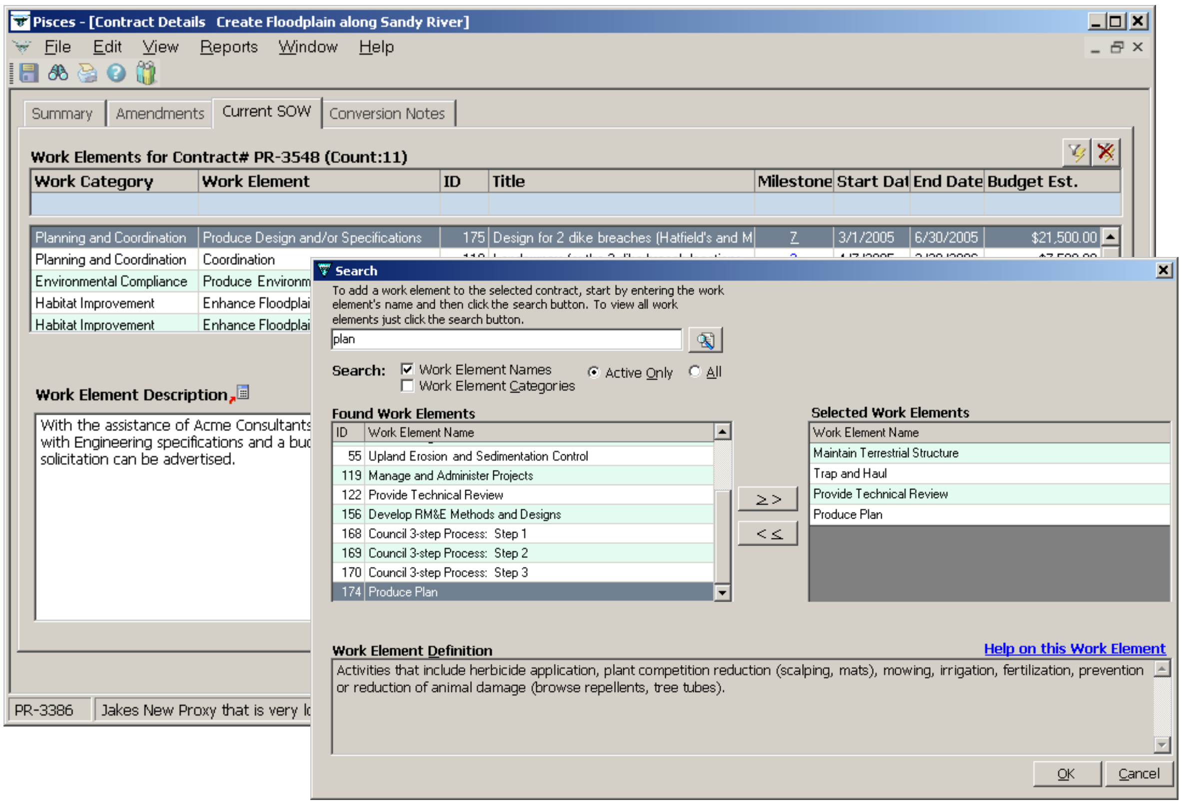
ID	Work Element Name	Definition	Need EC?	Metric Description
29	Increase Instream Habitat Complexity	Work that adds natural materials instream to create habitat features or to improve channel morphology. Includes J-hooks, barbs, vortex weirs, and large woody debris (LWD). Can include work to stabilize or maintain a streambank, such as riprap. If structures are being added primarily to overcome a fish passage barrier, use WE# 184: Install Fish Passage Structure. If replacing or maintaining an existing structure use WE# 19: Replace/Maintain Instream Structure.	•	# of stream miles treated (0.01 mi.) # of structures installed Start and end lat/long of treated reach (0.1")
30	Realign, Connect, and/or Create Channel	Active attempts to directly add sinuosity, meanders, side channels, and/or off-channel habitats (e.g., sloughs or oxbows). May include reconnection of historical channels (either via excavation or diversion of existing streamflow), excavation of new channels, and/or significantly improving the functionality of existing channels (e.g., creating a "natural" spawning cha... for chum). If work is solely... conditions...	•	# of stream miles treated befor... realignment (0.1 mi.) # of stream miles...

	Skill	Overview	Things To Know
1	Access Official List of Work Elements	To view the official list of work elements, on the Pisces Menu: 1. Select "Reports" from the Pisces menu. 2. Select "Work Elements (WE)." 3. Select one of the Work Element reports.	• • You must have Acrobat Reader 6.0 or higher in order for reports to display properly.

Lab 4 – Adding Work Elements

Background: Statements of Work (SOWs) are developed for a single contract at a time. They are based on Work Elements.

Starting Point: The “Current SOW” tab within a contract.



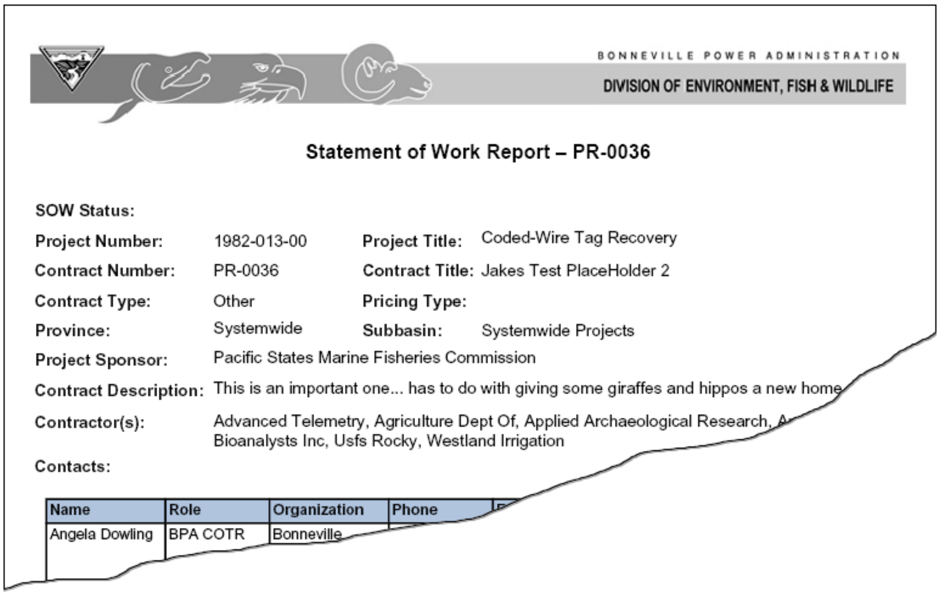
	Skill	Overview	Things To Know
1	Add a Work Element	To add a work element: 1. Click the *Add* button. 2. Search for a work element by entering text that can be found as part of its name, definition, or name of its work category. 3. Select a work element from the “Found Work Elements” list and read the definition that appears below. Make sure you have found the work element that best describes your planned work. 4. For additional info on a work element such as recommended milestones, rules and examples, environmental compliance notes, etc., click “Help on this Work Element,” which takes you directly to the background page on the BPA EF&W website.	• When you search for work elements, Pisces searches both the list of work element names as well as their complete definitions. • You can also search by Work Element ID number – enter only the ID number and click *Search*. • You can have multiple instances of the same work element. • At this point, the work element start and end dates will not be available, because they are based on milestones not yet entered.

		5. Choose as many work elements from the list as desired by clicking the “>>” button. You can also double-click a work element to add it to the “Selected Work Elements” list. 6. Click *OK.* 7. Enter Titles and/or Budget Estimates for each work element. 8. Click the *Save* button .	
2	Change a Work Element	You can change a work element by altering any of the data in the fields. Click the *Save* button .	• <u>Caution</u>: Changing the work category will automatically erase the selected work element name, but not it’s title or budget estimate.
3	Complete Work Element Description	For each work element, type or paste information about the work such as methodology used in the “Work Element Description” box at the bottom of the screen.	• You can paste a very large amount of information into the “Work Element Description.”
4	Complete Deliverable Specification	For each work element, type or paste the quantitative and qualitative details of the deliverable in the “Deliverable Specification” box at the bottom of the screen.	• Deliverable Specifications should be very specific. For example, if installing a fence, state what type, materials used, spacing between posts, etc.
5	Delete a Work Element	To delete a work element: 1. Select the work element by clicking once on any cell within that work element’s row. 2. Click the *Delete* button. (You will notice a line drawn through the work element, marking it for deletion). 3. To reverse the delete, click the *Undo* button (the Delete button toggles to “Undo” if you already flagged an item for deletion). 4. To continue with the delete, click the *Save* button .	• All information associated with the work element, such as its description, deliverables, budget, and milestones will also be deleted.
6	Order your Work Elements	You can order your list of work elements by using the “Move up” or “Move down” buttons.	

Lab 5 – Viewing Your Work Elements / The SOW Report

Background: All of the work elements (and other things, like milestones) are part of the SOW. The SOW reports exists to help you view the work elements more easily, and eventually create an SOW that will be attached to your contract.

Starting Point: The "Current SOW" tab within a contract.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Statement of Work Report – PR-0036

SOW Status:
Project Number: 1982-013-00 Project Title: Coded-Wire Tag Recovery
Contract Number: PR-0036 Contract Title: Jakes Test PlaceHolder 2
Contract Type: Other Pricing Type:
Province: Systemwide Subbasin: Systemwide Projects
Project Sponsor: Pacific States Marine Fisheries Commission
Contract Description: This is an important one... has to do with giving some giraffes and hippos a new home
Contractor(s): Advanced Telemetry, Agriculture Dept Of, Applied Archaeological Research, A
Bioanalysts Inc, Usfs Rocky, Westland Irrigation
Contacts:

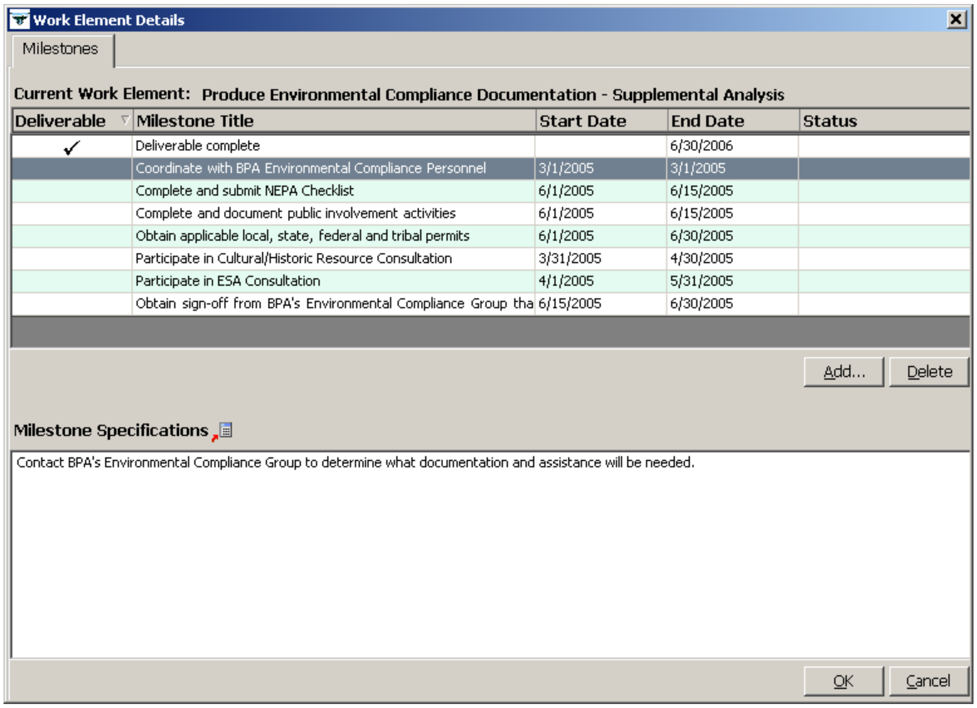
Name	Role	Organization	Phone
Angela Dowling	BPA COTR	Bonneville	

	Skill	Overview	Things To Know
1	Print the SOW Report	To view the SOW report, with all of the work elements defined so far: • Click the *Print* button .	• You can print an SOW report directly from the Pisces Explorer by right-clicking on a contract and selecting "Print SOW Report."

Lab 6 – Adding Milestones

Background: The steps involved in completing a work element are documented using milestones. Milestones and their start and end dates make-up the work schedule.

Starting Point: The "Milestone" window within a contract. To access the milestone window, click the hyperlinked (blue underlined) milestone count in the "Milestones" column in the list of Work Elements on the "Current SOW" tab.



	Skill	Overview	Things To Know
1	Recognize the Deliverable Milestone	Every work element automatically has one milestone that is the completion of its deliverable. The deliverable milestone is identifiable by the checkmark in the "Deliverable" column.	• You can not delete the deliverable milestone.
2	Modifying the Deliverable Milestone	The only way in which you are allowed to modify the deliverable milestone is to change the End Date. Click the end date box to activate the calendar.	• You can not change the deliverable milestone's Title or the Start Date (the Start Date will always be blank).
3	Add a Work Milestone	To add a milestone: 1. Click the *Add* button. 2. Enter the milestone title. 3. Choose the start date and end dates. (The status column is un-editable. It will be used to present status information later.) 4. Click *OK* and all milestone information will be saved.	• The start date and end dates you choose for the milestones will calculate the start and end dates for the overall work element. The work element's dates will use the earliest start date and latest end date of all the milestones. • Milestones can overlap. • Milestones can go beyond the deliverable's end date.

		5. To refresh the list of work elements and see the Start and End Dates of the overall work element and the new count of defined milestones, click the *Save* button .	• Eventually, we will add functionality to ensure the milestone does not exceed the period of the contract.
4	Change a Milestone	You can change a milestone by altering the data in the fields. Click *OK* and all milestone information will be saved.	• To quickly edit a field, move to the field using your keyboard's arrow keys, then press `F2` and start typing or pasting.
5	Complete Milestone Description	For each milestone, you can type or copy a description in the description box at the bottom of the screen.	• You can copy a very large amount of information in to the milestone description.
6	Sort Milestones	You can sort milestones by clicking on any of the column headings.	• Soon, you will be able to order your work elements so they are printed out on your SOW in a specific order.