

Are you maintaining full accountability for your capital project?

Project Records	Owner's Responsibility	Architect's Responsibility	Construction Manager's Responsibility	Capital Projects Planning & Reporting Tool (CPPRT)	Advantage of CPPRT
SED Filings	Completing & Submitting LOI through Final SED Report	Providing information & assisting in the completion of all forms	NA	Provides a central repository for all data; Generates SED Forms to be submitted & logged	Data is recorded one time, one place with no need to replicate
Financial Revisions	Notifying SED of changes to budget (FP-FI)	NA	NA	Records vendor, contractor, & consultant data; updates project financial data	Updated Financial Revision Form (FP-FI) prepared in a timely manner
Project Expenses	Tracking project expenses annually	NA	Maintaining construction costs only	Tracks multi-year history of project, including contract and Incidental costs; reports are updated continuously	Complete multi-year audit trail
Vendor & Contractor Payments	Tracking payment process	Approving & certifying AIA payment requests	Reviewing & approving payment requests	Records all requests for payment; flags unauthorized payables; records contract payments	Complete multi-year vendor & contractor histories, both of construction and district expenses
Change Orders	Recording & submitting Change Order Certification to SED	Preparing Change Orders & generating AIA & SED forms	Reviewing Change Orders	Records information for AIA & SED forms; tracks approvals & Contract Reserve	Generates Change Order Certification, History & Status Forms (a major financial control)
Contract Reserve	Tabulating Contract Reserve balance	NA	Monitoring Contract Reserve	Applies all Change Orders, Purchase Orders, & vendor payments against Contract Reserve	Up-to-date balance summary of contract reserve
Incidental Costs	Maintaining all contracts & payments for professional services, and district project expenses	NA	NA	Records all consultants' payments & district project expenses	Complete Architect & Construction Manager's histories
Incidental Reserve	Tabulating Incidental Reserve balance	NA	NA	Applies all payments for professional services & project related district expenses against Incidental Reserve	All data is applied to Final Cost Reports & Project History from budget to project completion.
Purchase Orders	Preparing & authorizing Purchase Orders	NA	NA	Logs all Purchase Orders & compares to district procurement policy	Generates Purchase Order History reports; applies Purchase Orders to Final State Reports & Final Project History
Risk Management	Receiving & filing all Certificates of Insurance	NA	May monitor certificates	Allows for entry of Risk Manager's insurance requirements; compares Risk Manager's requirements with vendor submissions; monitors expiration dates; compares carrier ratings & NYS ratings to requirements	Payment restrictions imposed if failure to meet Risk Manager's requirements