Local Assistance Division Project Information Report

User Guide

Landing Page

The **Landing Page** shows the different district and locality filters users can select to navigate to the Locality Overview Page in the dashboard to view and analyze performance data. The first filter depicts Virginia's nine districts, while the dropdown filter depicts the localities. The default view shows all districts and localities being selected for VDOT projects.

> The Landing Page allows users to filter different districts and localities.
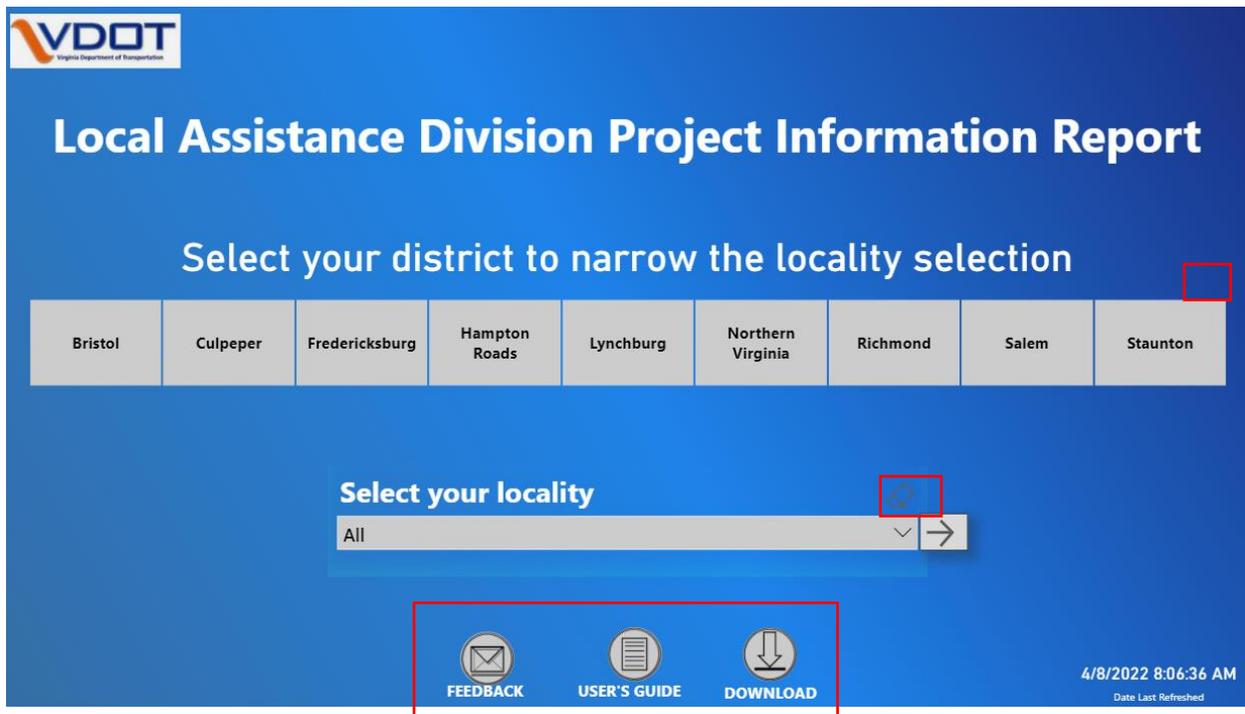
Figure 1: Default Landing Page with Data Download & Feedback Features - all districts and localities selected

Functionality

The two filters are both animated and interactive. Selecting one or more districts will narrow down the locality selection filter to include only localities in specific districts. Multiple districts and only one locality can be selected. Users can clear the filters by clicking the clear selection buttons highlighted in Figure 1. The grey forward-pointing arrow beside the locality selection filter will navigate to the Locality Overview Page where all performance data can be accessed for the selected criteria or if nothing specific was selected, then the Locality Overview Page will depict data from all districts and all localities. Below the locality filter, there are hyperlinks to this User Guide, to download Excel report data, and to provide feedback to the Local Assistance Division team.

> Questions or feedback? Contact VDOT's Local Assistance Division Project team at kelly.waldrop@vdot.virginia.gov

The data files that underlie the Locality Overview and Project Detail pages of the Local Assistance Division Project Information Report can be downloaded directly from the Landing Page's Data "*Download*" Feature.

A user can also pose questions and concerns directly to VDOT's Local Assistance Division Project team. The *"Feedback"* button on the Landing Page opens up an Outlook email template addressed to kelly.waldrop@vdot.virginia.gov. If Outlook is not connected/setup on the user's device, please email any questions or feedback to kelly.waldrop@vdot.virginia.gov.

Navigation
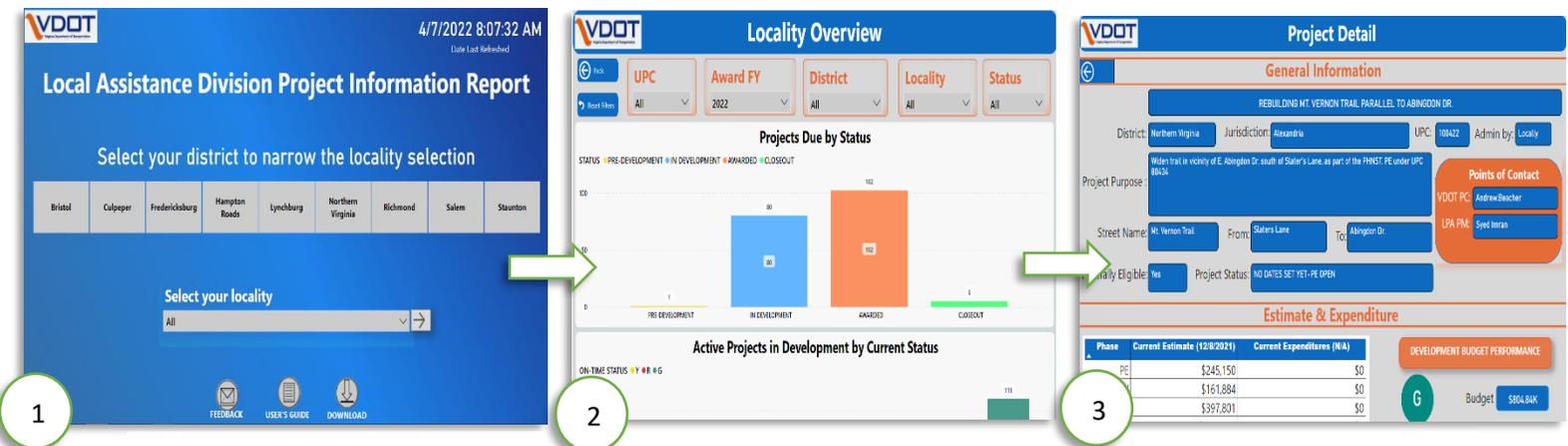
Users can select a specific district to narrow down the locality selection filter to include only localities in that district. Grey arrow beside the locality selection filter will **navigate to the Locality Overview Page.** Default view shows all districts and localities. **User Guide** is provided as a link in this page.

For both the Delivery and Development options, information for each project is shown based on **Project Status, and Active Projects in Development by Current On-Time Status**. Users can view data by **filtering based on UPC, Fiscal Year, Status**... Performance measures are dynamically adjusted to selected criteria and filters. **Drill-through feature** is also enabled for UPCs in table.

To navigate to an individual project's details, right-click on a UPC from the table in the Locality Overview Page and select **Drill-through > Project Detail** to display specific project detail information and performance metrics.

Figure 2: Page Navigation

Locality Overview

This portion of the website is accessed by clicking the grey forward-pointing arrow beside the locality selection filter on the Landing Page. The **Locality Overview Page** takes in the user selected district and locality choices from the Landing Page and allows users to see more detailed breakdowns of the projects. There are filters at the top and bar charts, gauge charts, and a table depicting data filtered on specific criteria. One bar chart displays the exact number of Active projects that are classified as Green, Yellow, and Red according to On-Time Project Status Reason and the other bar chart shows the Projects by their Project Status.

> The Locality Overview allows the user to see On-Time and On-Budget information for both the Development and Delivery Options as well as the list of related projects.

Functionality

The bar charts, gauge charts, and the table are animated and interactive depicting data filtered based on specific criteria. By default, each gauge chart, and bar chart displays active projects.

There are two ways to filter the data displayed.

First, the user can use the drop-down filters at the top to select projects based on certain criteria. Filter options include Fiscal Year, UPC, District, Locality, and Project Status. The bar charts, gauge charts, and the table will recalibrate with each filter choice.
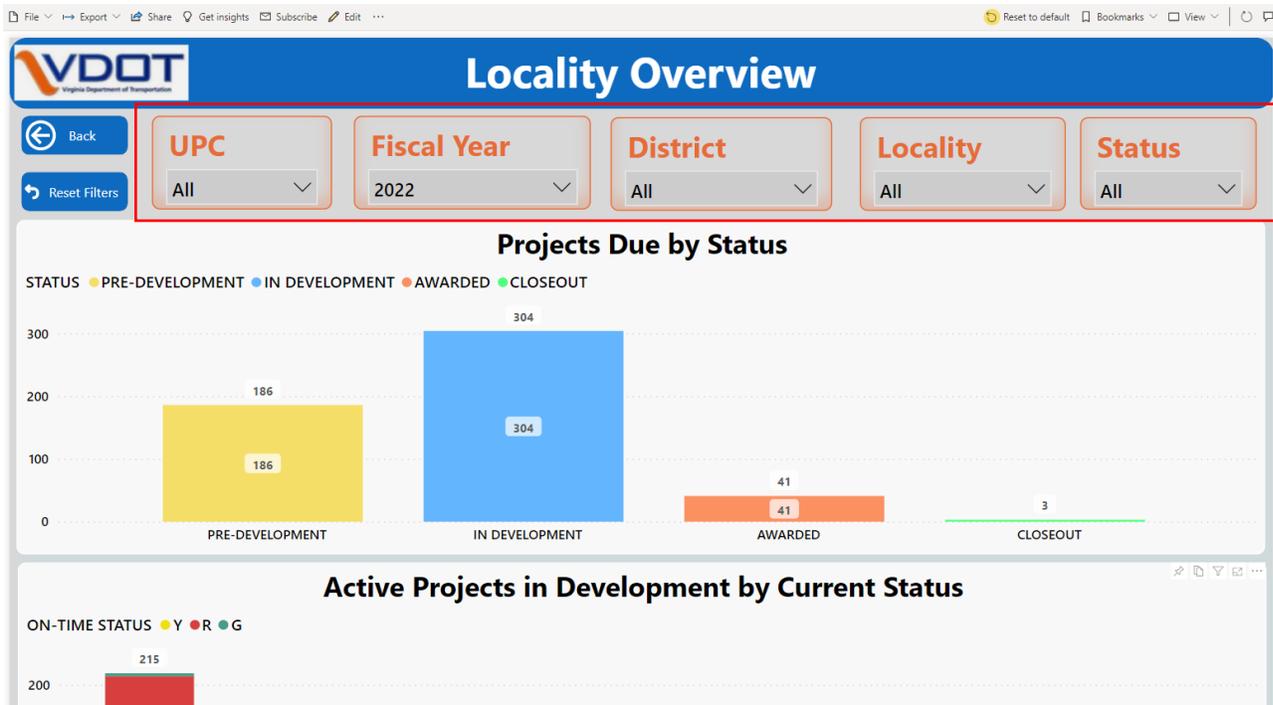
Figure 3: Filtering Using Drop-Down Options

Another method to filter data is to click on the chart headers/data labels to filter projects based on the selected category and recalibrate performance measures, other charts, and tables based on that category.
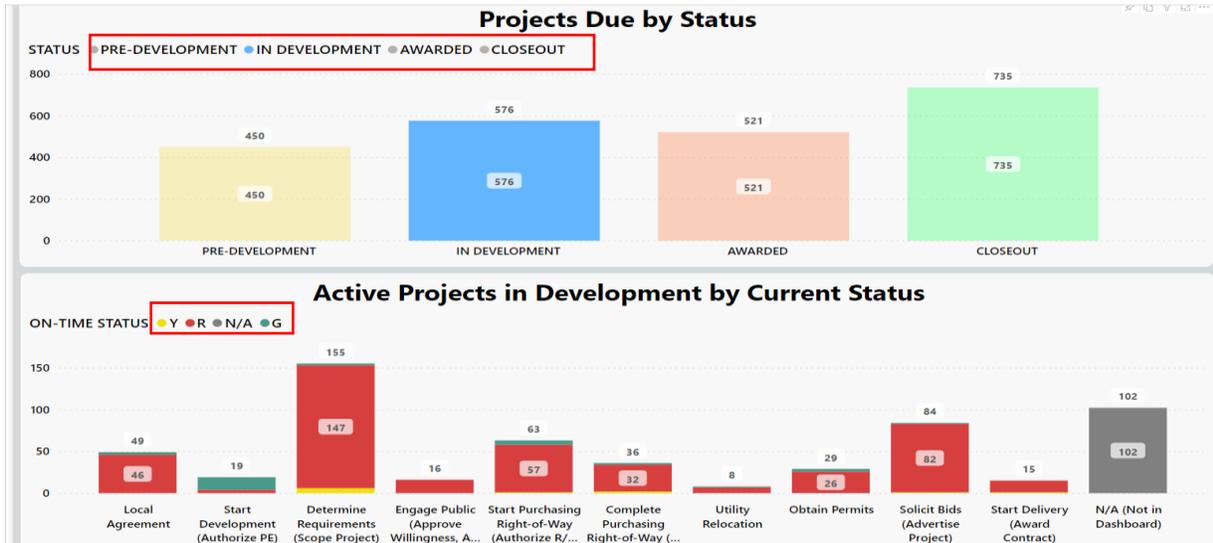
Figure 4: Filtering Using Headers & Data Labels

Hovering over Pre-Development/In Development/Awarded/Closeout in the *Projects Due by Status* shows the UPCs present in that group with their respective Project Statuses.
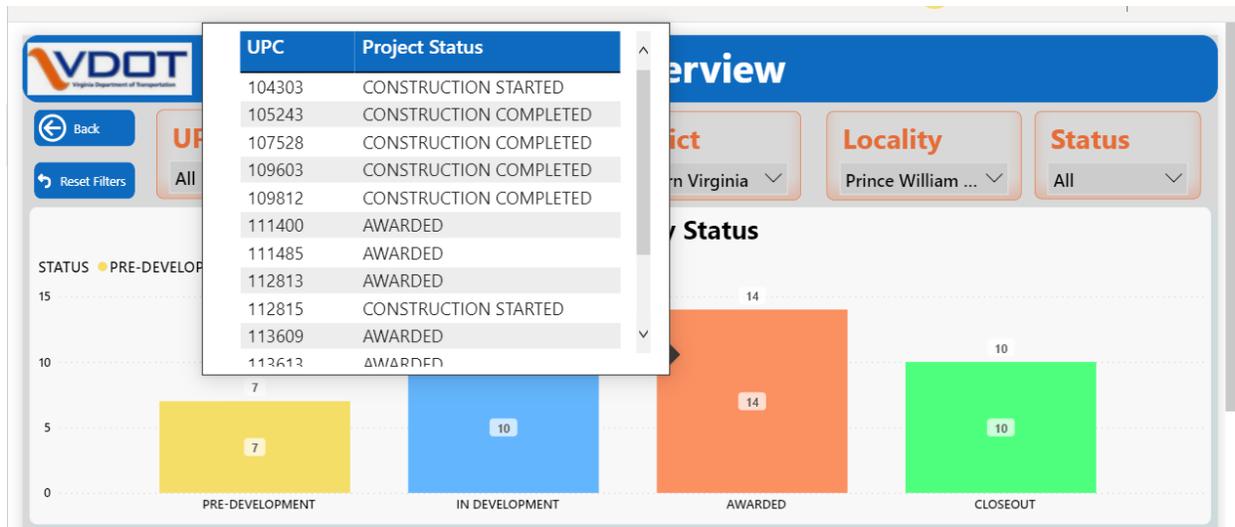
Figure 5: Hovering over Status shows the UPCs & Project Status

The gauge charts change based on filtered criteria. The color-coding of the On-Time and On-Budget statuses for both the Development and Delivery options signifies how the project is performing based on VDOT's performance metrics:

- Green—met, or is meeting, the expectation
- Yellow—missing data or in danger of not meeting expectation
- Red—did not meet, or is not meeting expectation
- N/A- not applicable, and not in dashboard

The table at the bottom lists each project and its federal eligibility, project estimate, PE start date, RW start date, CN start date, and individual statuses for On-Time and On-Budget performance.
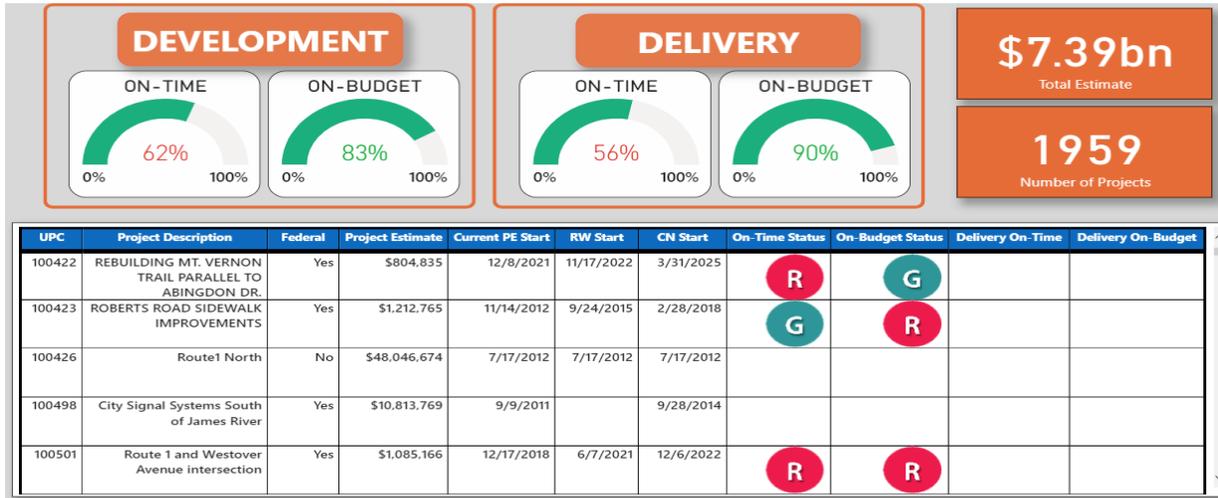
Figure 6: Gauge Chart & Table

Tooltip or pop-up page appears when the user hovers over a certain UPC in the UPC column in the table at the bottom of the page. The pop-up is filtered by the UPC over which the user's mouse is hovering. It shows additional information about the UPC, such as the Project Status, Budget Performance for the Development and Delivery options, Project Description, VDOT point of contact, NON-VDOT point of contact.
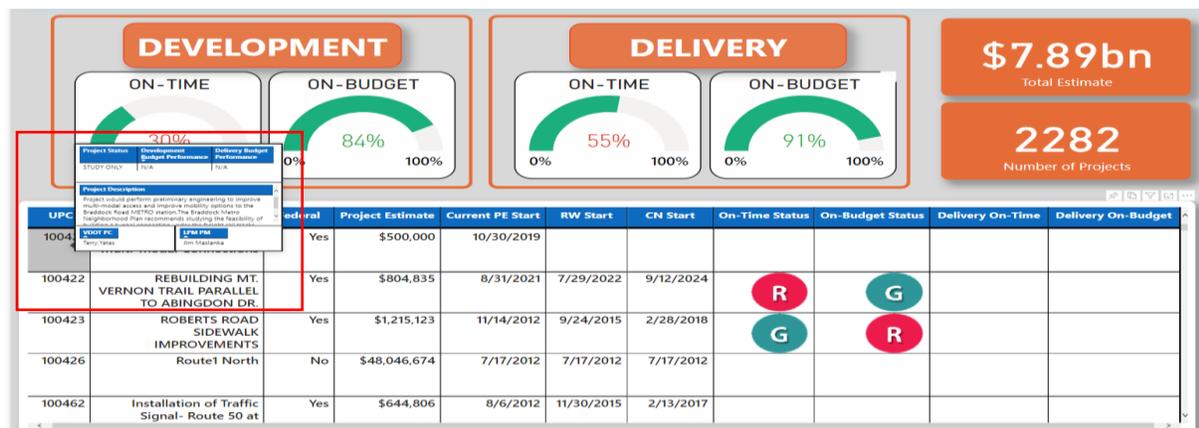
Figure 7: Tooltip/Pop-up & Hover-over Feature

Users are able to right click the UPC to drill-through to the Project Detail Page.

Figure 8: Drill through Feature

Project Detail

The **Project Detail Page** allows users to see more detailed information about the specific project. There are four sections: General Information, Estimate and Expenditure, Allocation, and Schedule. There is one back button to go back to the Locality Overview Page. The General Information lists UPC, project description, project status, geographic information, etc. The Estimate and Expenditure section shows the estimate and expenditure based on Preliminary Engineer, Right of Way, and Construction phases. It also includes development on budget performance and delivery on budget performance.

> Right-click on the UPC of the Locality Overview Page to drill-through to the Project Detail Page.

Figure 9: Project Detail Page- General Information and Estimate & Expenditure

The Allocation section groups the next six years' allocations by allocation description.

Allocation								
FY22 SYIP approved by CTB 01/12/2022								
Allocation Description	Previous Sum	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	Total Allocation
Local Project Contributions	$180,882	$0	$0	$0	$0	$0	$0	$180,882
MAP21 RSTP	$500,000	$0	$0	$0	$0	$0	$0	$500,000
SAFETEA-LU Earmarks	$123,953	$0	$0	$0	$0	$0	$0	$123,953
Total	**$804,835**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$804,835**

Note - Changes since Commonwealth Transportation Board approval will not be reflected. Please refer to your most current Appendix A and discuss any specific allocation questions with your VDOT project coordinator.

Figure 10: Project Detail Page- Allocation

The schedule section includes all tasks for the specific project and corresponding plan start date, plan end date, actual start date, actual end date, current start date, current end date, and dashboard status. It also shows the development on time performance and delivery on time performance.

Schedule							
Activities	Task Schedule	Plan Start Date	Current Start Date	Actual Start Date	Plan End Date	Current End Date	Actual End Date	Dashboard Status
10	Project Agreement/County/ State Agreement	4/1/2013	4/1/2013	4/1/2013	4/1/2013	10/29/2021	10/29/2021	R
12	Authorize Preliminary Engineering	10/20/2019	11/1/2021	11/1/2021	10/31/2019	12/8/2021	12/8/2021	R
17E	Environmental Review Process (ERP)	8/23/2013	8/23/2013	8/23/2013	8/26/2013	8/26/2013	8/26/2013	
22	Scope Project	7/23/2013	12/9/2021		8/24/2013	9/30/2022		R
25	Draft Environmental Document or CE	12/9/2013	12/9/2013	12/9/2013	2/5/2014	2/5/2014	2/5/2014	
52	Authorize R/W &	1/25/2020	10/3/2022		2/4/2020	11/17/2022		R

Note - Tasks highlighted yellow are milestones measured on dashboard.

DEVELOPMENT ON-TIME PERFORMANCE

R

Dashboard Justification
Determine Requirements milestone is 3140 days past the expected completion date

DELIVERY ON-TIME PERFORMANCE

N/A

Award Date	N/A
Construction Started	N/A
Original Completion Date	N/A
Current Completion Date	N/A

Figure 11: Project Detail Page-Schedule