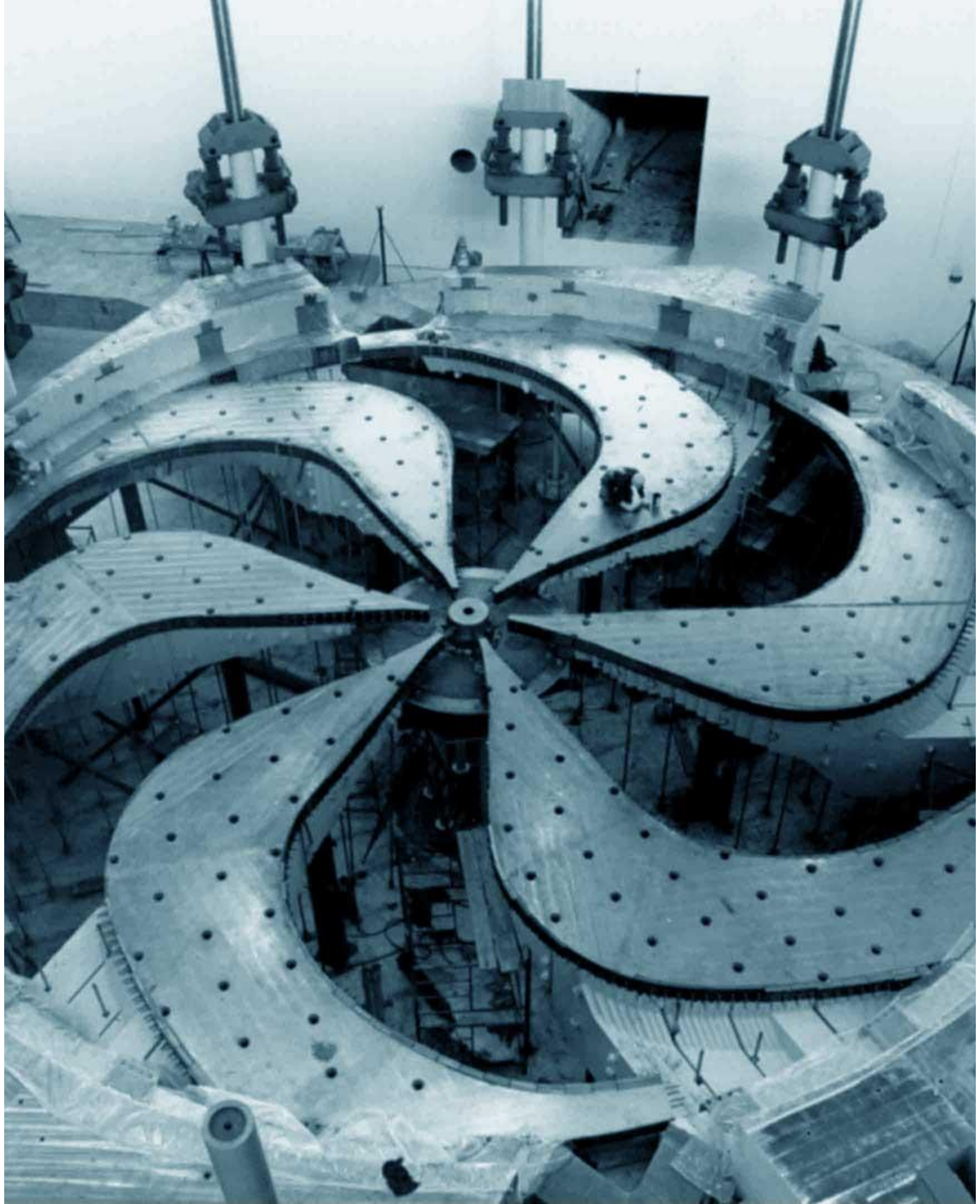
TRIUMF

Adaptive Planning End User Training

Kainos

Adaptive Planning
Project Team

August 10, 2022



Discovery, accelerated

TRIUMF

Agenda

01 Getting Started

02 Key Concepts

03 Sheets Overview

04 Reporting

05 Wrap-Up

Discovery,
accelerated

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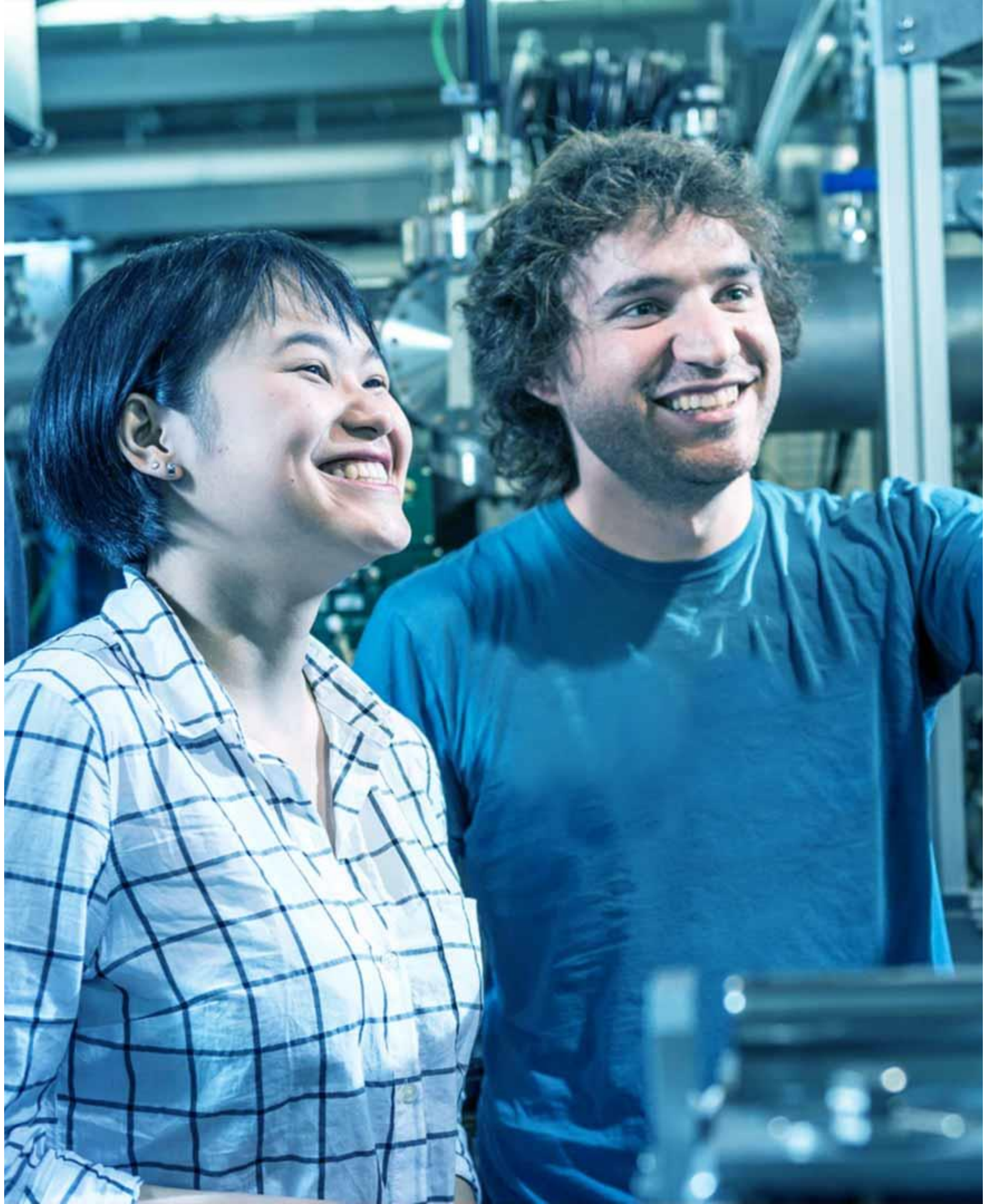
01 Getting Started



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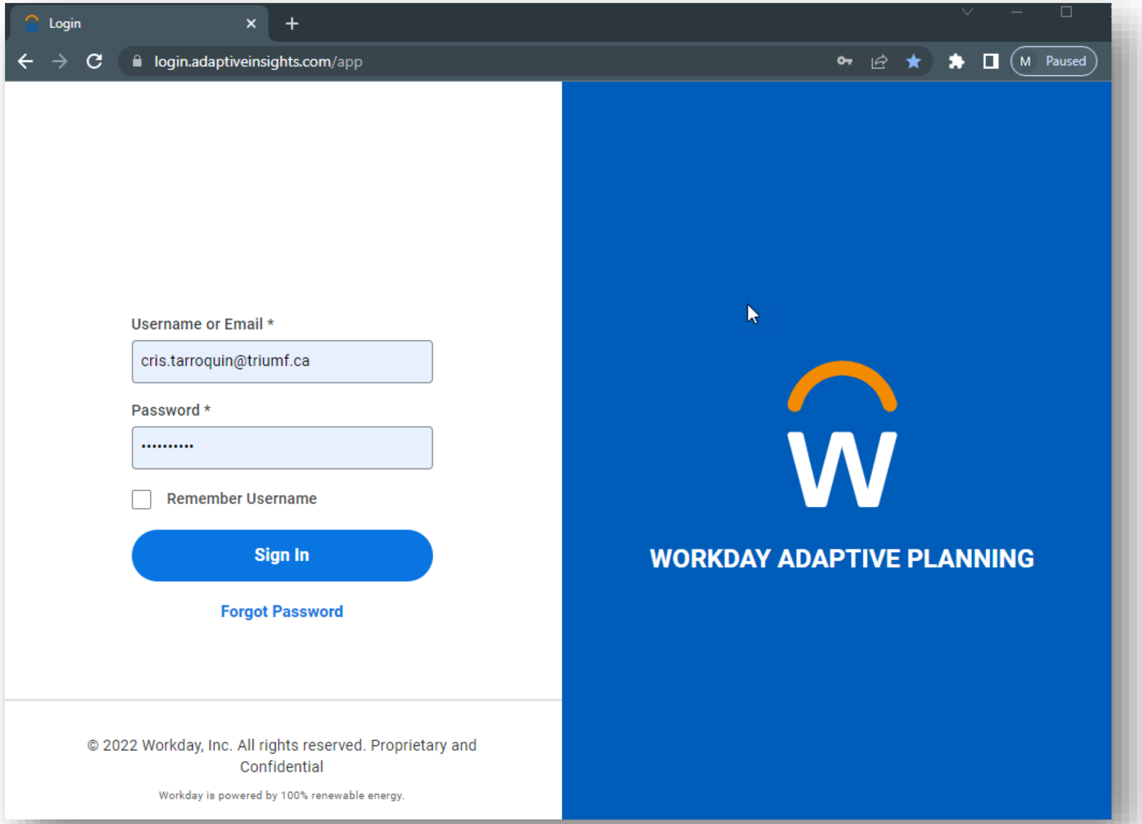
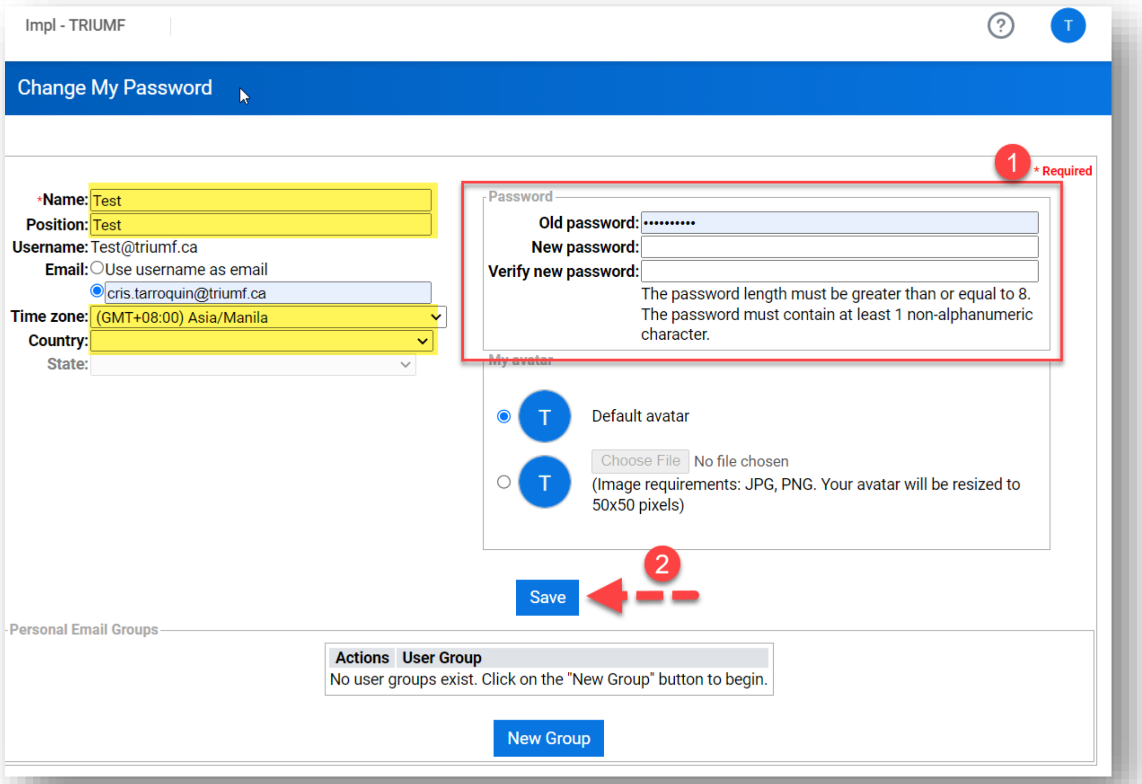
Login

- ❑ Go to https://login.adaptiveinsights.com/app
- ❑ Fill in the username and password as shown.
  - ✓ Login is your email address
  - ✓ A temporary password will be sent to you separately.

- ❑ Access is restricted by:
  - ✓ **Role** *(Edit access or Read-Only Access)*
  - ✓ **Level** *(PPG or Cost Centers or Divisions)*



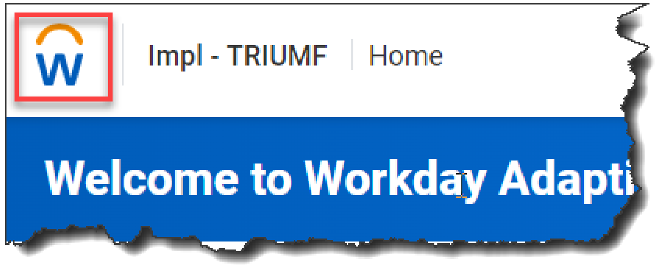
Login



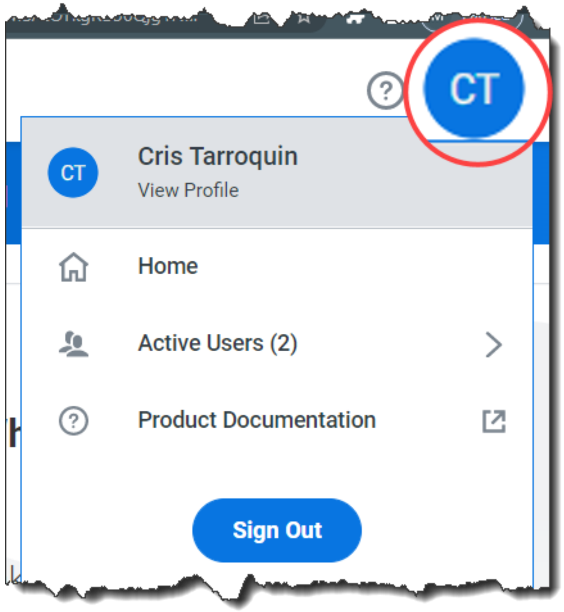
- When you log in for the first time you will be prompted to update your password
- You will also be able to update name, position, email, time zone and add a picture

Home Page : Profile

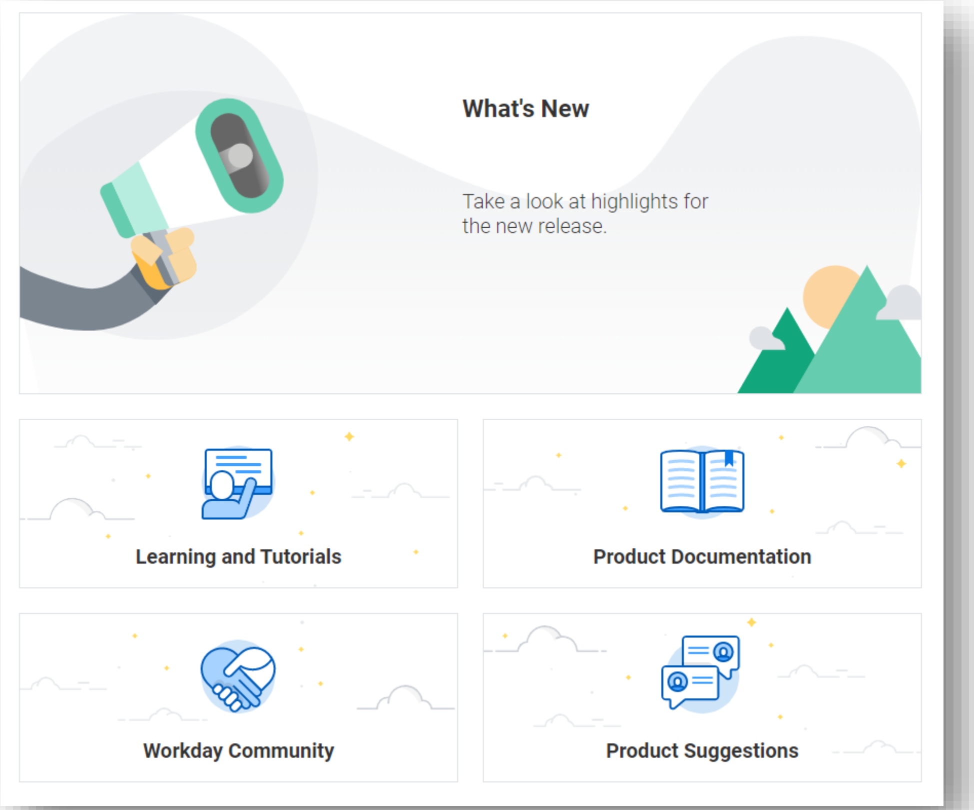
- Once your new password is saved, the navigation icon found on top left corner of the page will be available for you to select and go to different tabs available.



- You can view your profile on the top right corner and from there you can:
  - ✓ Update your user profile (same items from the first time you logged in)
  - ✓ See who is logged in
  - ✓ Product Documentation
  - ✓ Sign Out

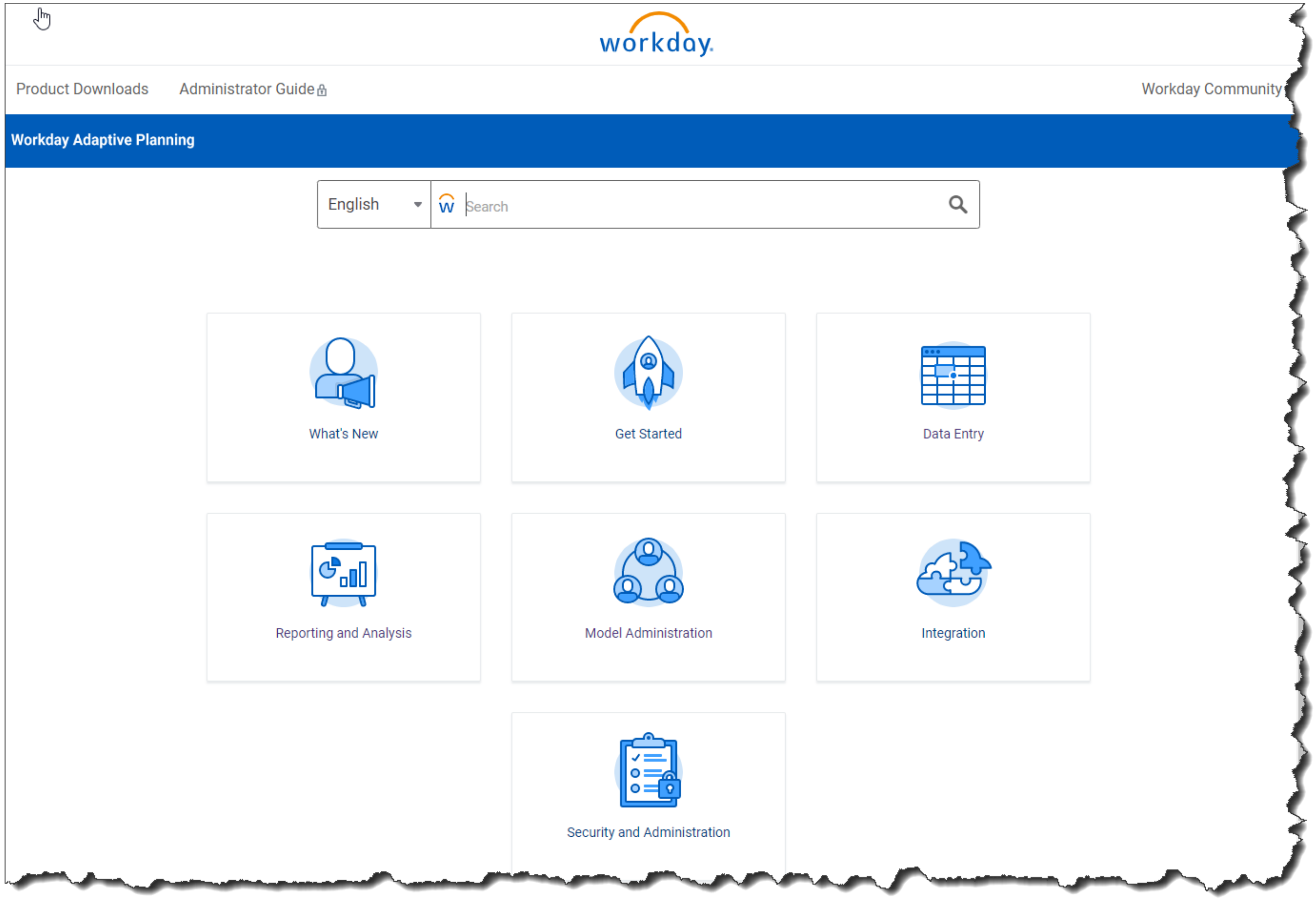


Home Page: Main Page



Home Page: Product Documentation

- On the far right you will find a ?. Simply click it and it will open a new window.



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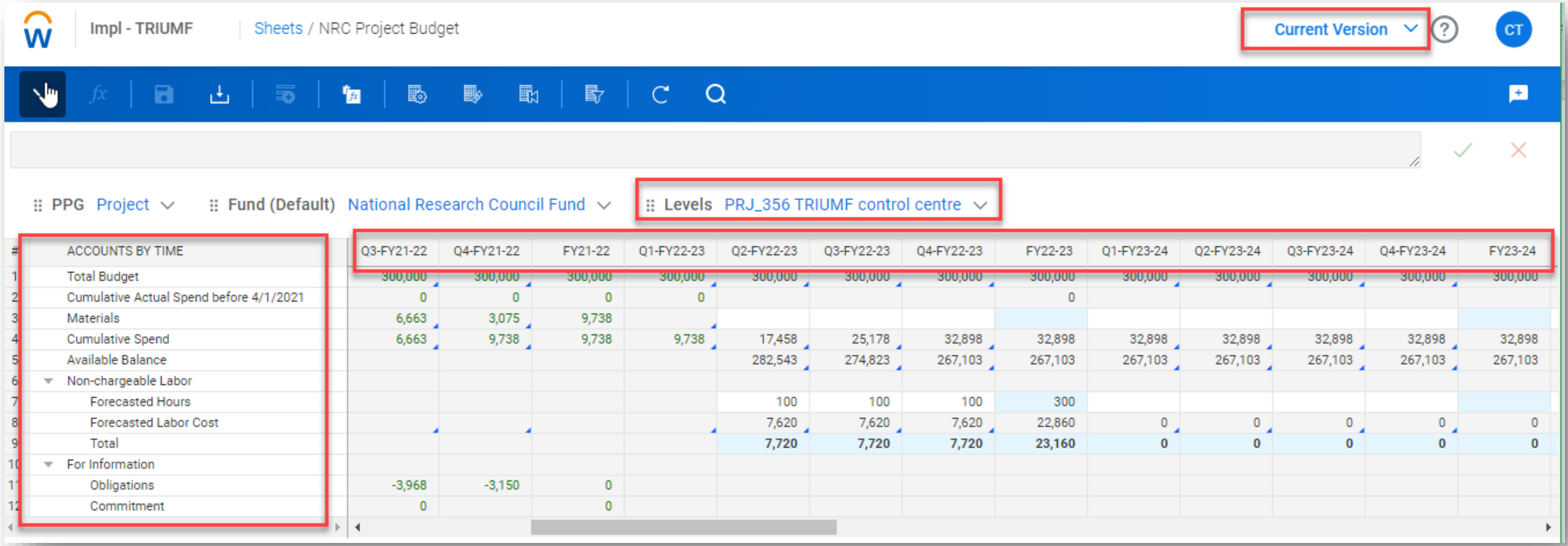
02 Key Concepts

Discovery, accelerated

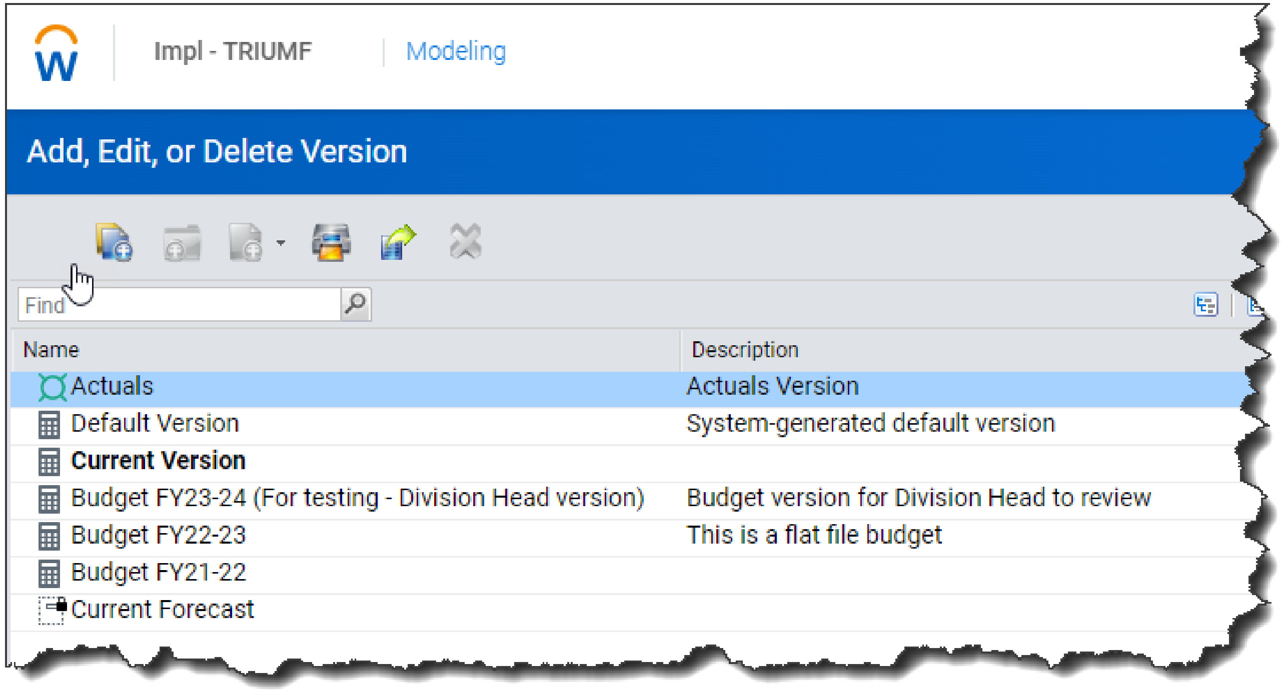
Key Concepts: 4 Pillars

- There are 4 required data fields whenever planning in Adaptive. You will be required to find the lowest intersection in order to enter in a budget or formula
- The required fields are the following and will be given more detail in the next slides:
  - ✓ **Version**
  - ✓ **Levels**
  - ✓ **Account**
  - ✓ **Time**



Key Concepts: Version

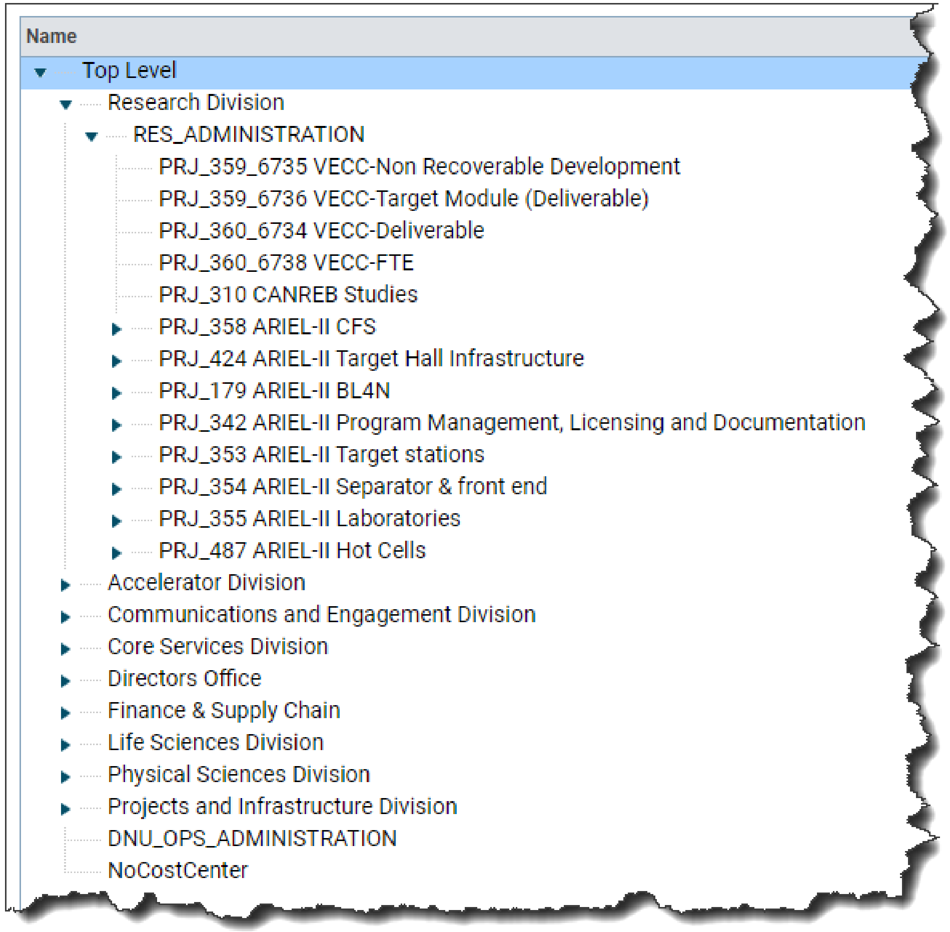
- A **Version** represents a particular planning scenario, for example would use version titled: “Current Version”



- The administrator creates different plan versions and determines which version is the default version
- The “default” version is bold and all other versions
- The administrator can lock or hide all other versions
- Administers can create folders and subfolders to organize versions
- On any sheet, the Version you are budgeting in is indicated in the top right of your screen
- If you have access to multiple Versions, you have the ability to choose a Version from the selector

Key Concepts: Levels

- A **Levels** represent the hierarchy of key organizational units, i.e., Divisions, Cost Centers, PPGs



- On any sheet, the Level you are budgeting to is indicated in the top right of your screen under the Version selector
- Select the Level you would like to budget from the Level selector
- Your Level access will be restricted to only Levels you are responsible for
- If you have access to multiple levels, you have the ability to choose a level from the selector
- Be sure to budget to the correct level

Key Concepts: Accounts

- **Accounts** are containers that group actuals and planning values, such as income, expense or any business metrics.
  - GL Accounts – The hierarchy usually matches your actual Chart of Accounts. *(Sample screenshot on the right)*

- Expenditures
  - Buildings and Improvement
    - 6000:Building & Improvements
      - 6000:Building & Improvements
      - 6000:Building - Landscaping
      - 6000:Building - Renovation , Additions & Permits
      - 6000:Building - Repair & Maintenance
      - 6000:Building - Tax & Levies
  - Computer
    - 6100:Computer and Technology
      - 6100:Computer and Technology
      - 6100:Computer - Desktop
      - 6100:Computer - Hardware
      - 6100:Computer - Laptop
      - 6100:Computer - Monitor
      - 6100:Computer - Networking (incl HW/SW)
      - 6100:Computer - Printers, Cables and Toner
      - 6100:Computer - Repair
      - 6100:Computer - Software
      - 6100:Computer - Warranty
  - Consulting
    - 6300:Consulting
      - 6300:Consulting
      - 6300:Cost recovery - Consulting
      - 6300:Consulting - Audit Service
      - 6300:Consulting - Engineering
      - 6300:Consulting - Fire Protection
      - 6300:Consulting - Graphic Design
      - 6300:Consulting - Information Technology
      - 6300:Consulting - Interior Design & Architecture
      - 6300:Consulting - Legal Service
      - 6300:Consulting - Other 3rd Party
      - 6300:Consulting - Recruit Search
      - 6300:Consulting - Tax
  - Equipment
    - 6500:Furniture & Electrical Equipment
      - 6500:Furniture & Electrical Equipment
      - 6500:Cost recovery - Equipment
      - 6500:Equipment - Electrical
      - 6500:Equipment - Electrical Supplies

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03 Sheets Overview

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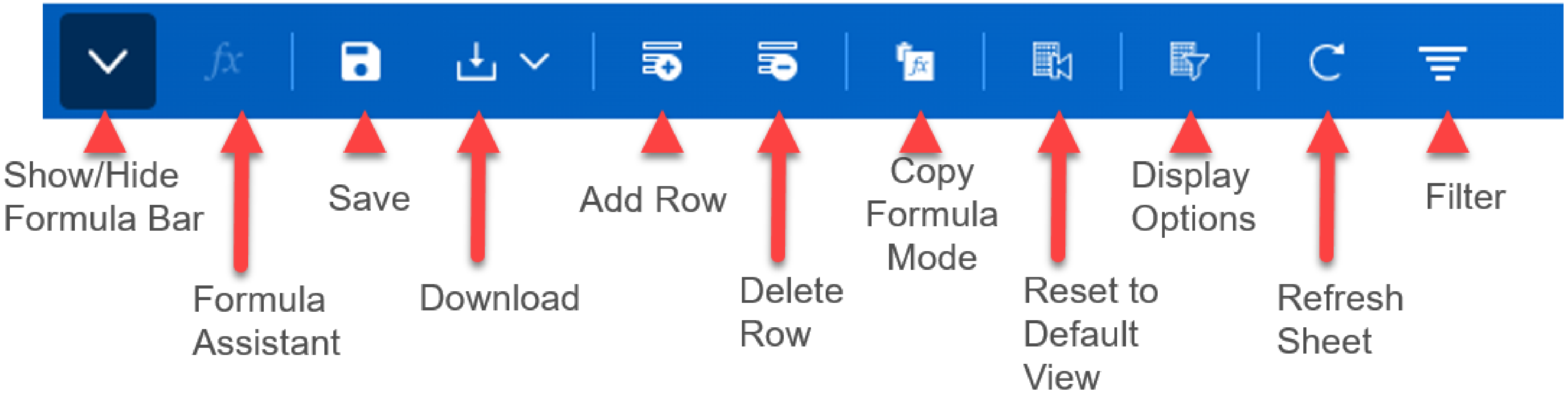
Sheets

Sheets are considered “Models” and is where all user data entry takes place in Adaptive

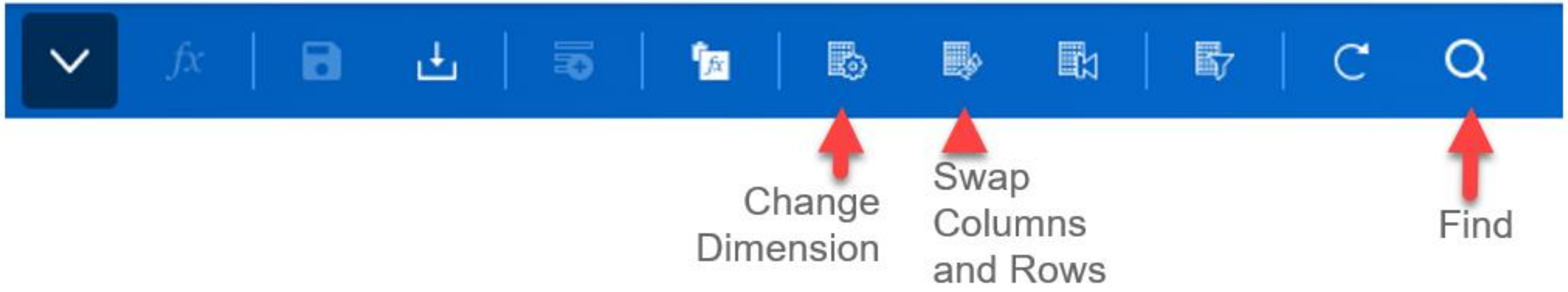
- Sheets can be found from the navigation menu under both the “Sheets” tab and the “Assumptions” tab.
- Planners only see the sheets that an administrator has placed on the levels the planner owns, and only sees data for the owned levels or sheets that have been assigned to them.
- The Sheets Overview page provides links to every sheet that is available to a specific user.

Sheets Toolbar

- **Some sheets display this** toolbar



- **Other sheets display this** toolbar



Using Multiple Sheets

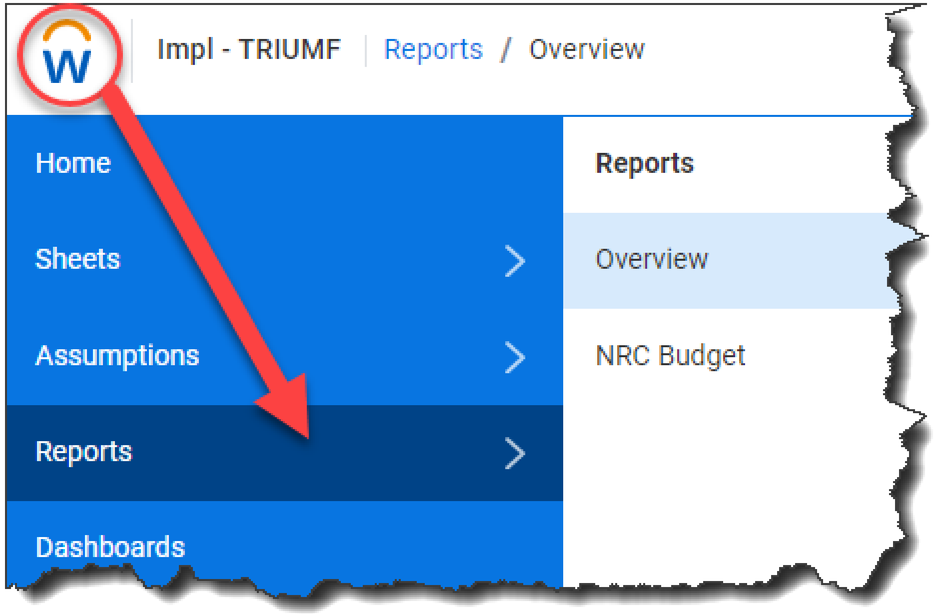
- Users can have several sheets open at the same time. To do this simply hold down “Ctrl” and select any hyperlink within adaptive. For example, using the navigation menu hold down Ctrl and select “sheets”. This will open a new tab.
- You can be in the same sheet and have different views and make edits to each of them and the data from the separate sheet will populate into the other once it is refreshed
- Other users can be in the same sheet as you and they can also make changes and once it is saved the data will populate into yours.
- As data is saved in your sheets the data will immediately be visible in other supporting sheets or reports

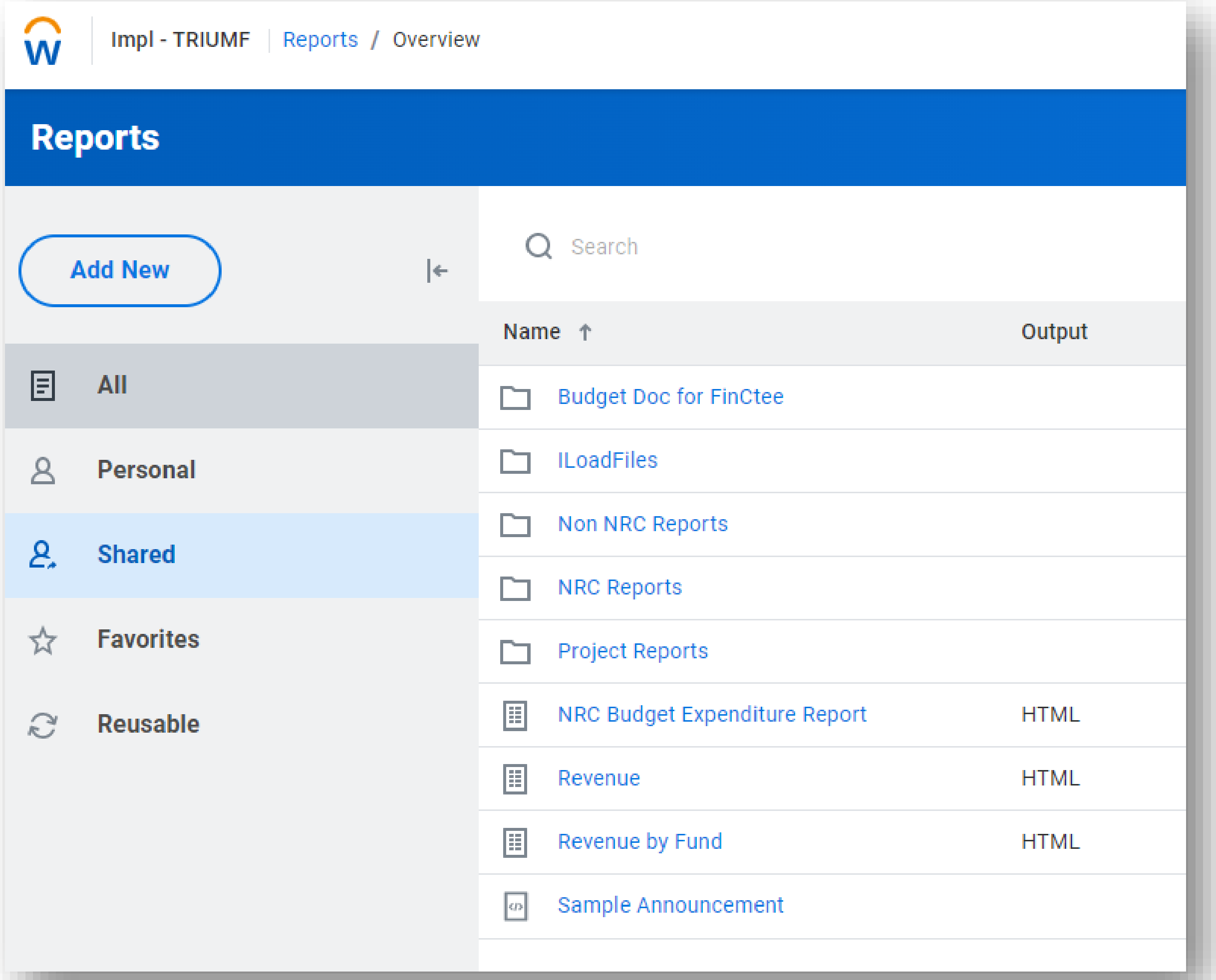
04 Reporting

Discovery, accelerated

Reports

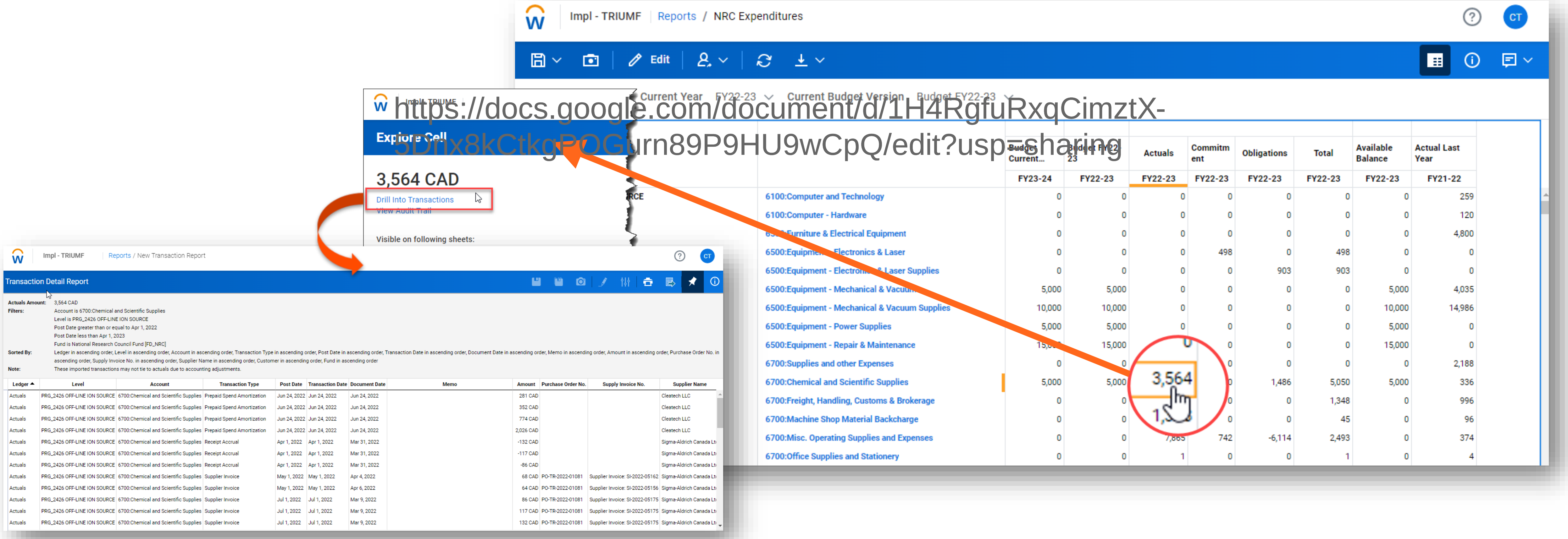
- An [Adaptive Report](#) displays data drawn from your Adaptive model based on the parameters set by the user who created the report.
- Select any report by clicking on the report name.





Reports

- Report respects level access, allow for Report Notes and are Drillable back to the sheets or if from actual plan, drill into transactions.
  1. Select a drillable cell in the report and an explore cell window will show up.
  2. On top right section, one of the option is to Drill into Transaction.



Reports and Budget Inputs

AGENDA

01 Sheets & Reports Overview

02 Enter Budget / Forecast

03 Run reports

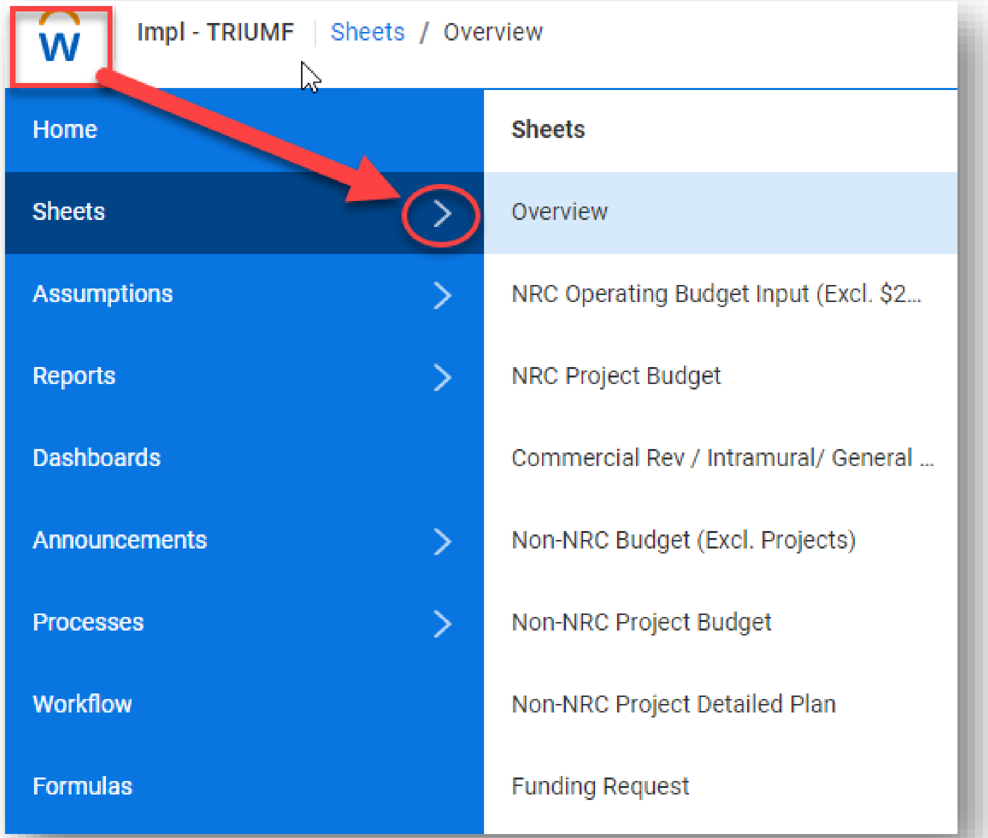
04 Project Dashboard

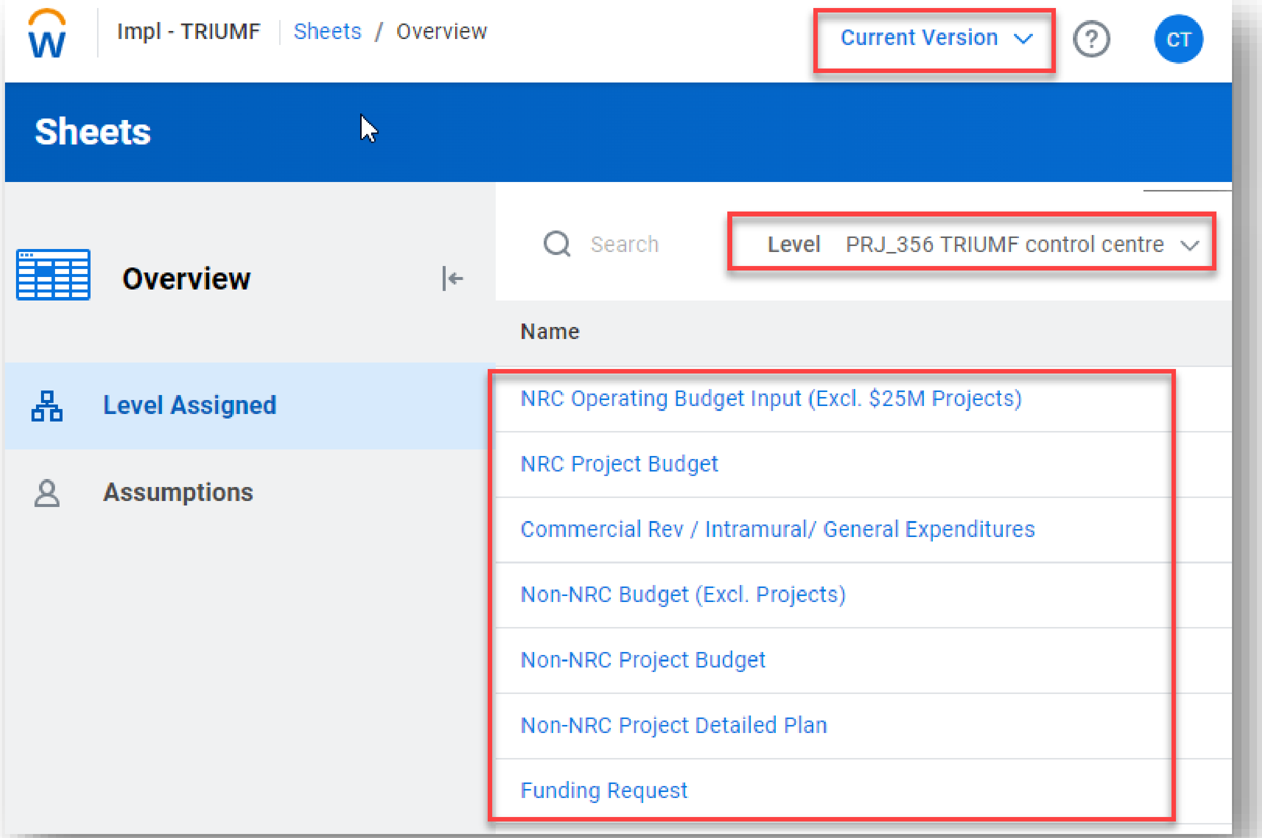
05 Q&A

01 Sheets & Reports Overview

Sheets Overview

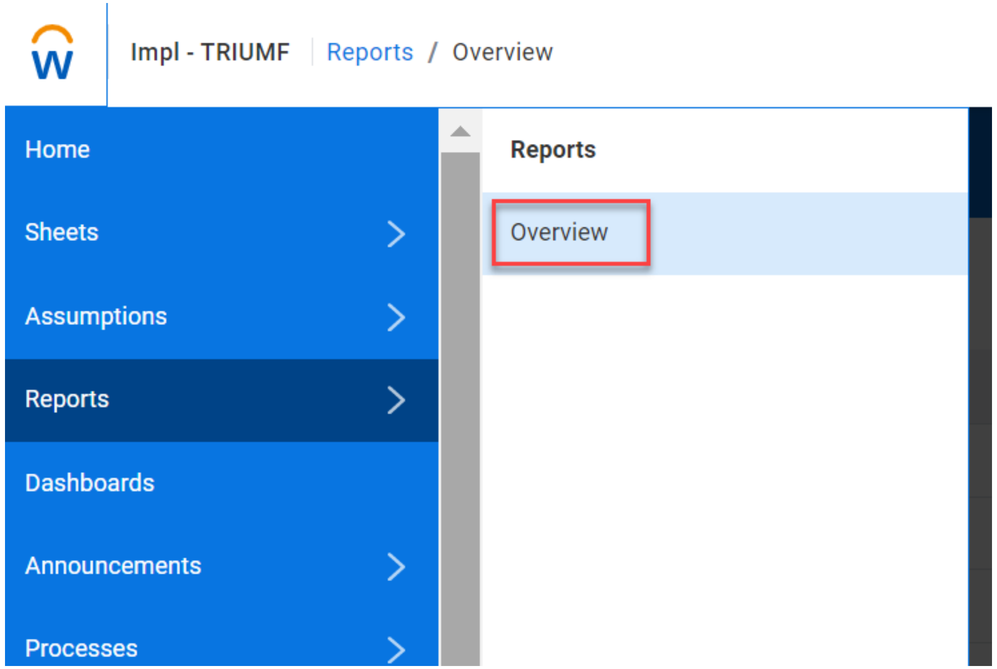
➢ Access the Planning sheets from Navigation Menu > Sheets > Overview

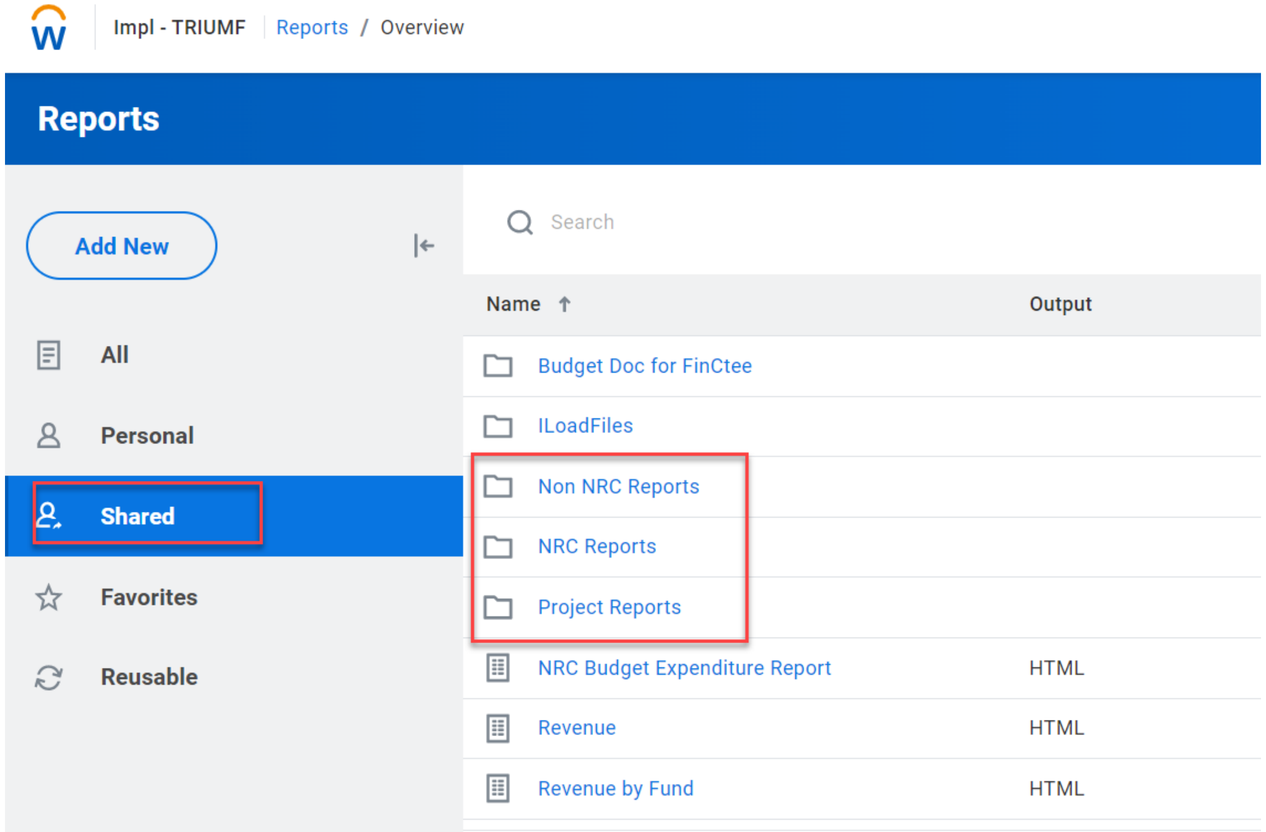




Reports Overview

➢ Access the reports from Navigation Menu > Reports > Overview





02 Enter Budget / Forecast

NRC Operating Budget Input (Excl. $25M Projects)

➢ Navigation Menu > Sheets > NRC Operating Budget Input (Excl. $25M Projects)

Steps

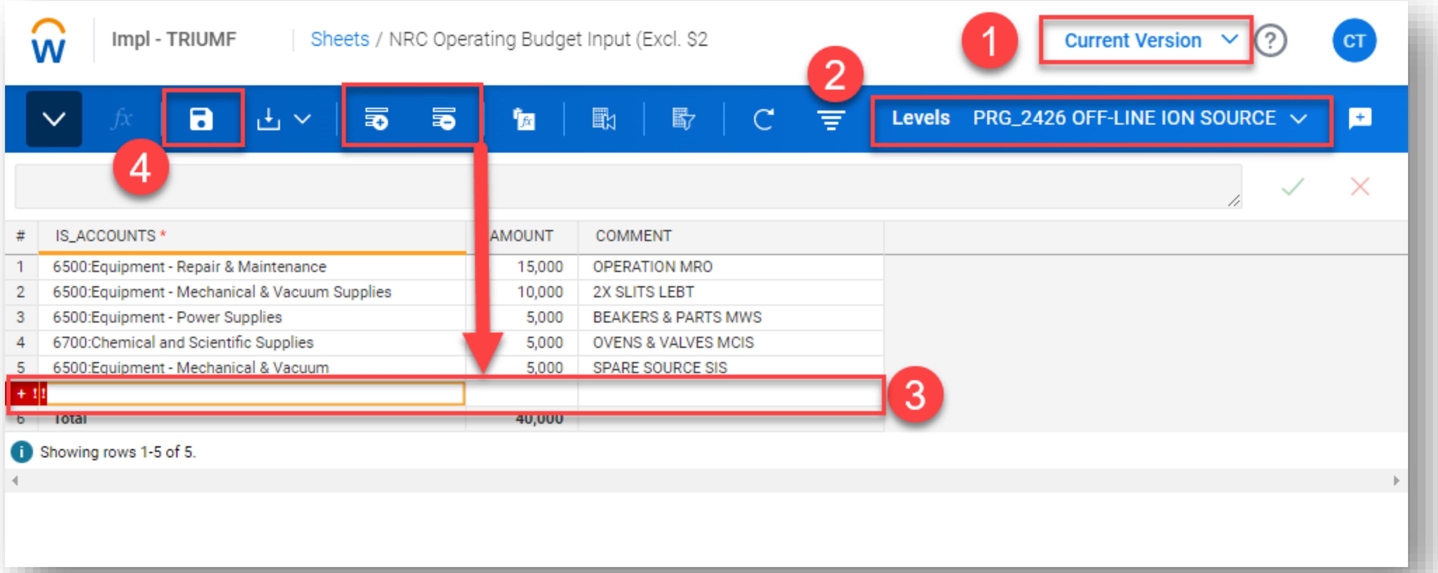
1 – Make sure you are on the desired version

2 – Select desired Level (PPG)

3 – Update the existing rows and/or add new rows to the plan by clicking on the Add Row icon. Delete any row, when necessary, thru the delete row icon.

NOTE: IS_Account is a mandatory column.

4 – Save.



NRC Project Budget

➢ Navigation Menu > Sheets > NRC Project Budget

Steps

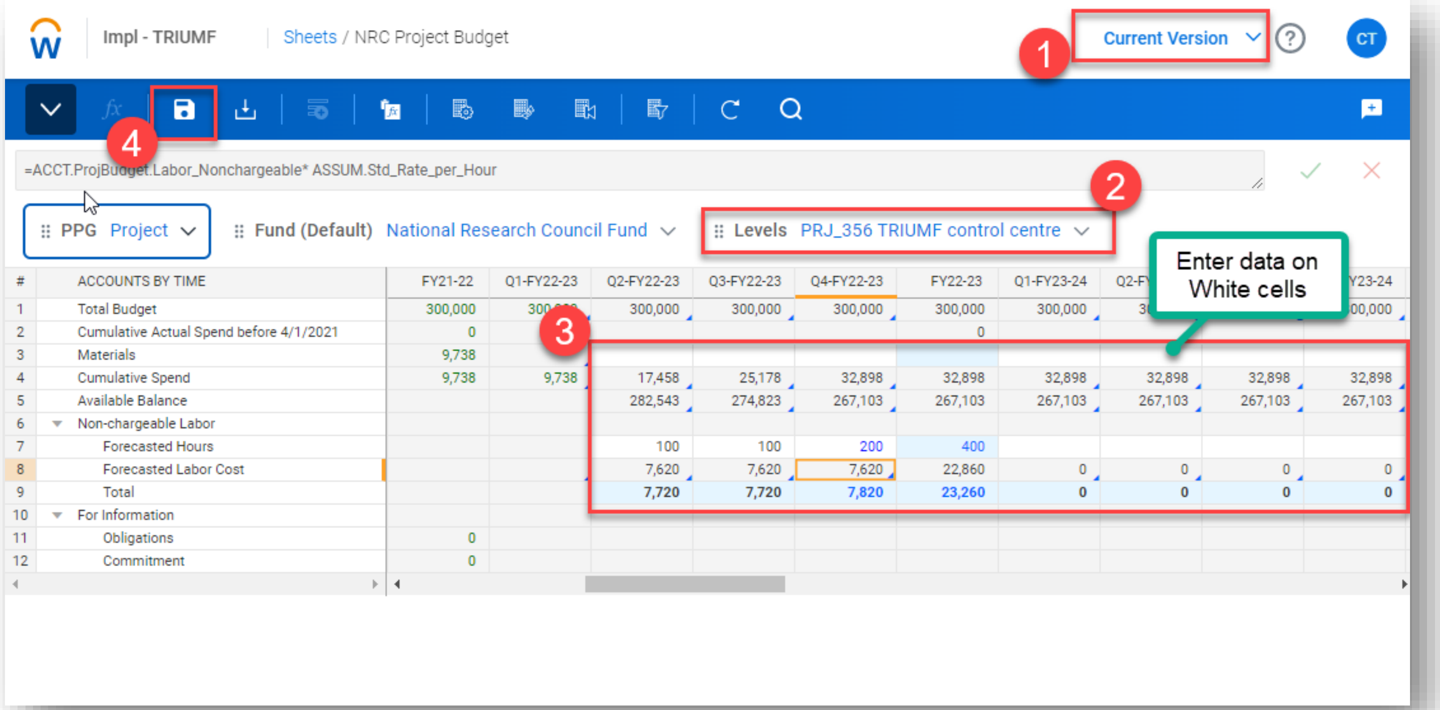
1 – Make sure you are on the desired version

2 – Select desired Level (PPG)

3 – Update or add data on any white cells in the sheet.

4 – Save.

NOTE: Blue font cells are data not saved yet. Black fonts are when data were saved.



Non-NRC Project Detailed Plan

➢ Navigation Menu > Sheets > Non-NRC Project Detailed Plan

Steps

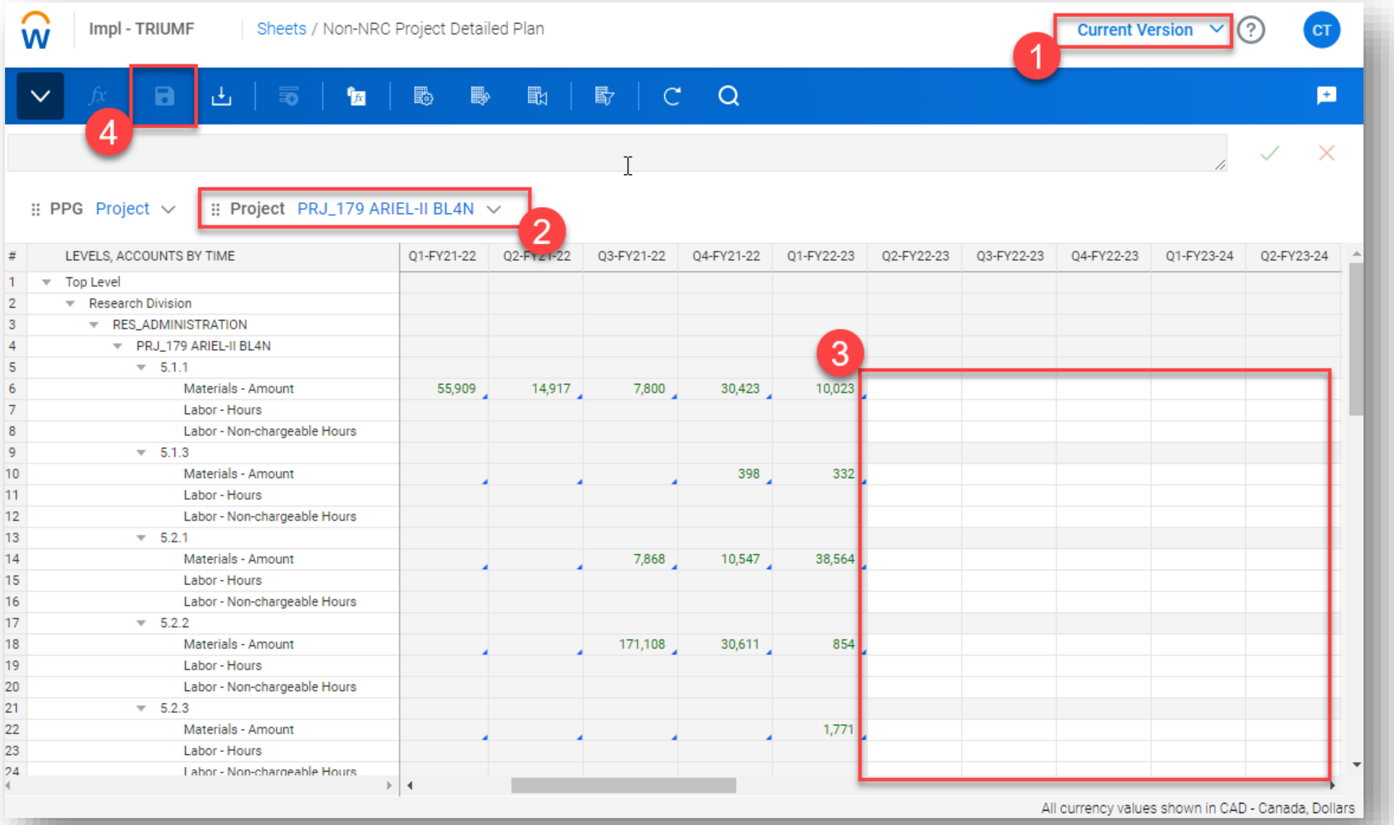
1 – Make sure you are on the desired version

2 – Select desired Project

3 – Update or add data on any white cells in the sheet.

4 – Save.

NOTE: Blue font cells are data not saved yet. Black fonts are when data were saved.



Non-NRC Project Budget

➢ Navigation Menu > Sheets > Non-NRC Project Budget

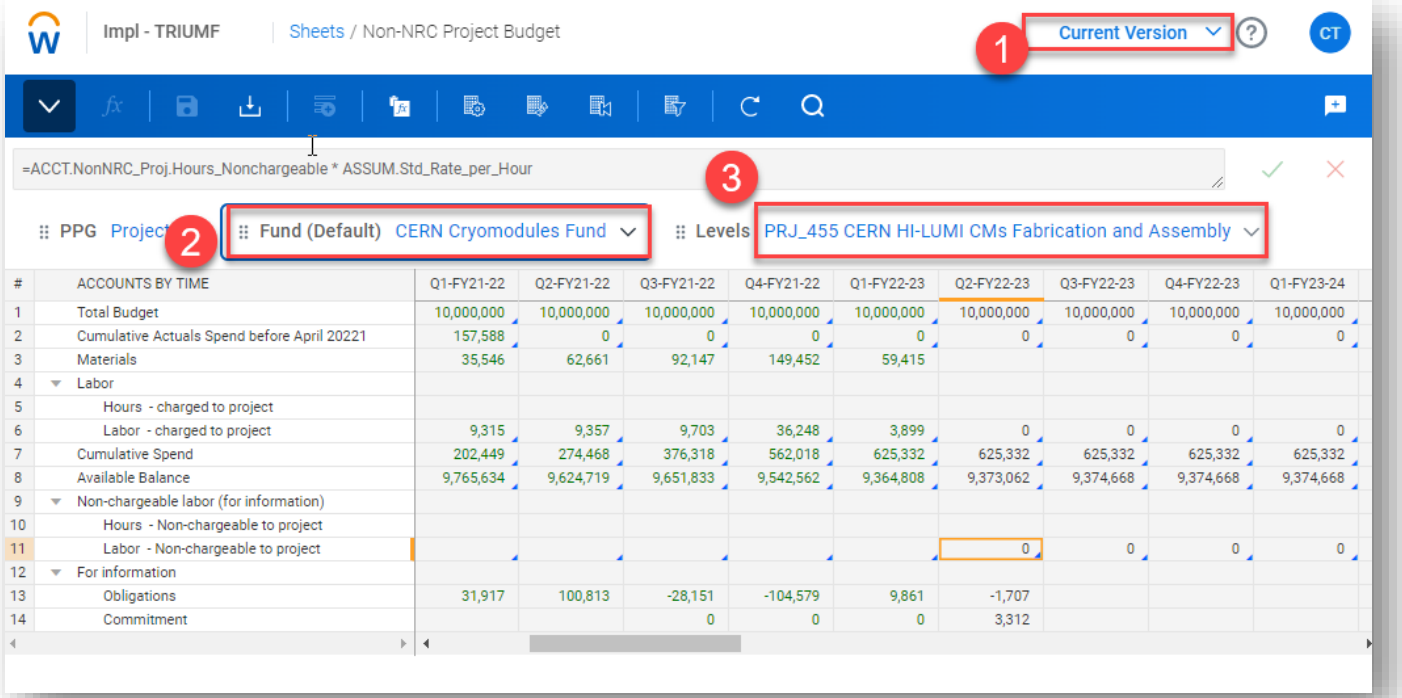
Steps

1 – Make sure you are on the desired version

2 – Select desired Fund (Default)

3 – Select the Level (PPG) under the Fund (Default).

4 – Validate data. Materials are from the Non-NRC Project Detailed Plan directly while Labour is from Non-NRC Project Detailed Plan multiplied by the Standard Rate per Hour.



#	ACCOUNTS BY TIME	Q1-FY21-22	Q2-FY21-22	Q3-FY21-22	Q4-FY21-22	Q1-FY22-23	Q2-FY22-23	Q3-FY22-23	Q4-FY22-23	Q1-FY23-24
1	Total Budget	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000
2	Cumulative Actuals Spend before April 20221	157,588	0	0	0	0	0	0	0	0
3	Materials	35,546	62,661	92,147	149,452	59,415				
4	Labor									
5	Hours - charged to project									
6	Labor - charged to project	9,315	9,357	9,703	36,248	3,899	0	0	0	0
7	Cumulative Spend	202,449	274,468	376,318	562,018	625,332	625,332	625,332	625,332	625,332
8	Available Balance	9,765,634	9,624,719	9,651,833	9,542,562	9,364,808	9,373,062	9,374,668	9,374,668	9,374,668
9	Non-chargeable labor (for information)									
10	Hours - Non-chargeable to project									
11	Labor - Non-chargeable to project						0	0	0	0
12	For information									
13	Obligations	31,917	100,813	-28,151	-104,579	9,861	-1,707			
14	Commitment			0	0	0	3,312			

Funding Request

➢ Navigation Menu > Sheets > Funding Request

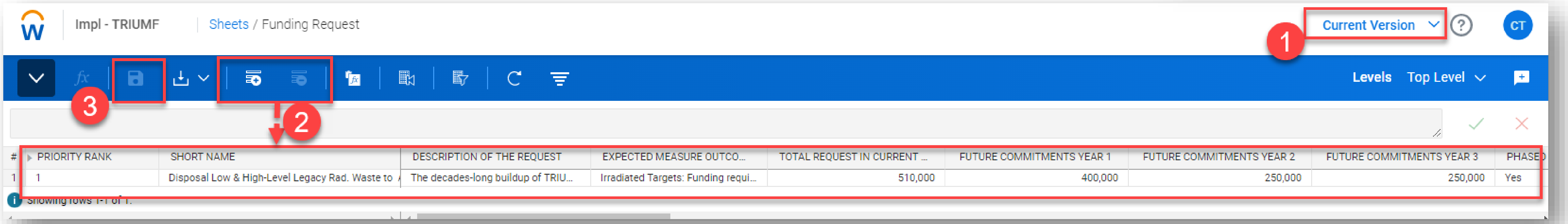
Name	Code	Type
Status		Dimension
Assigned PPG for Approved Request		Text
Priority Rank		Text Selector
Short Name		Text
Description of the Request		Text
Expected Measure Outcome		Text
Total Request in Current Year		Number
Future commitments Year 1		Number
Future commitments Year 2		Number
Future commitments Year 3		Number
Phased implementation (Y/N)		Text Selector
Can request amount be scaled down? (Y/N)		Text Selector
If scalable, minimum required in Current Year		Number
PMOG initiation sheet submitted		Text Selector
Can request be deferred to Future Years (Y/N)		Text Selector
If a deferral is either not possible or not recommended state reason:		Text
Further information >>		Text
Aligned with Strategic Goal (Y/N)		Text Selector
Strategic Goal #		Text
Achieves cost savings for TRIUMF (Y/N)		Text Selector
Generates new revenue for TRIUMF (Y/N)		Text Selector
Mitigates risk (Y/N)		Text Selector
Risk ID (Division Head to insert per Enterprise Risk Registery)		Text
Mandated via a legal requirement		Text Selector
People considerations:		Text
Created By:		Text
User PPG *		Level *

Steps

1 – Make sure you are on the desired version

2 –Update the existing rows and/or add new rows to the plan by clicking on the Add Row icon. Delete any row, when necessary, thru the delete row icon.

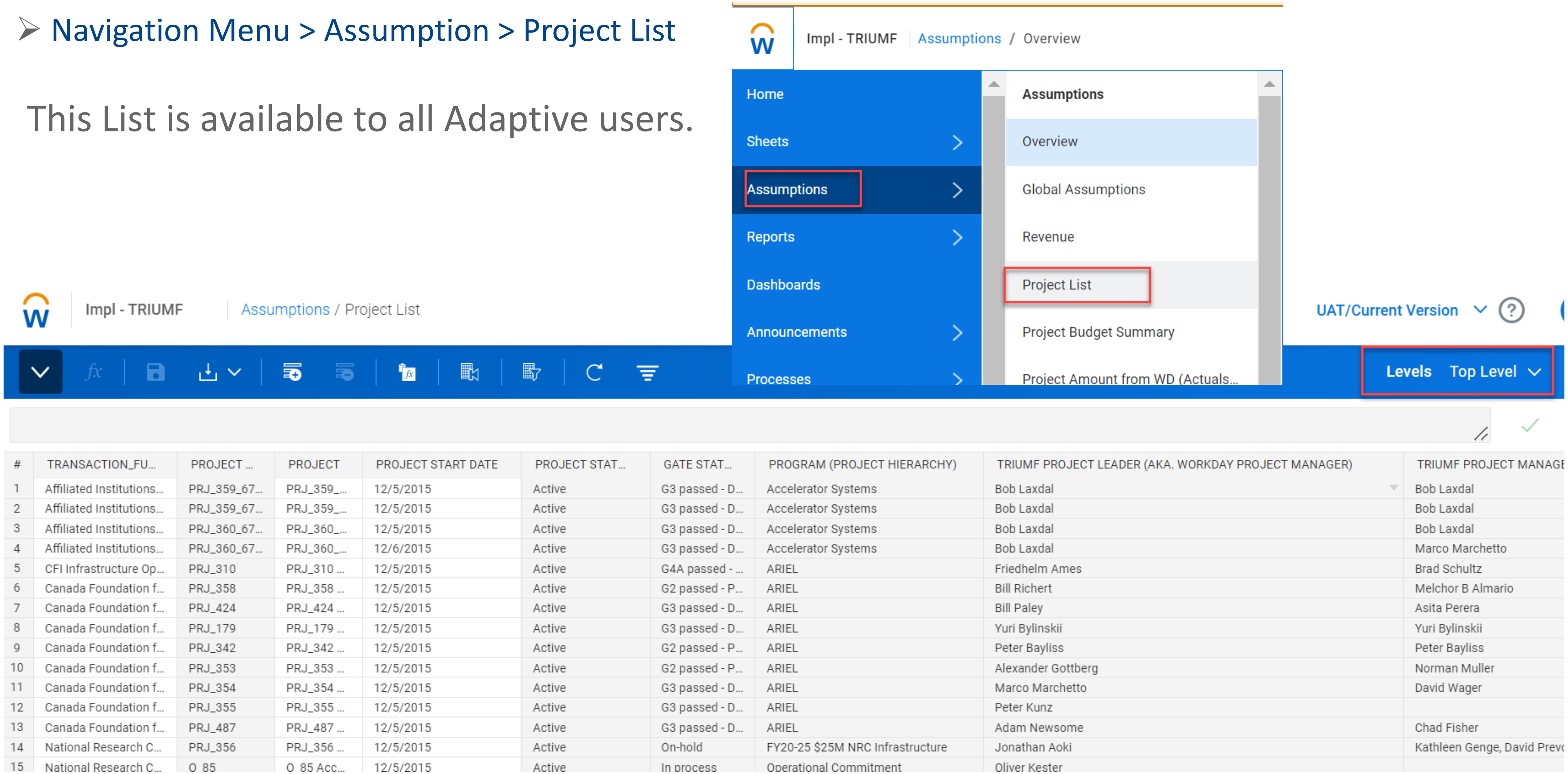
3 – Save.



Project List

- Navigation Menu > Assumption > Project List

This List is available to all Adaptive users.



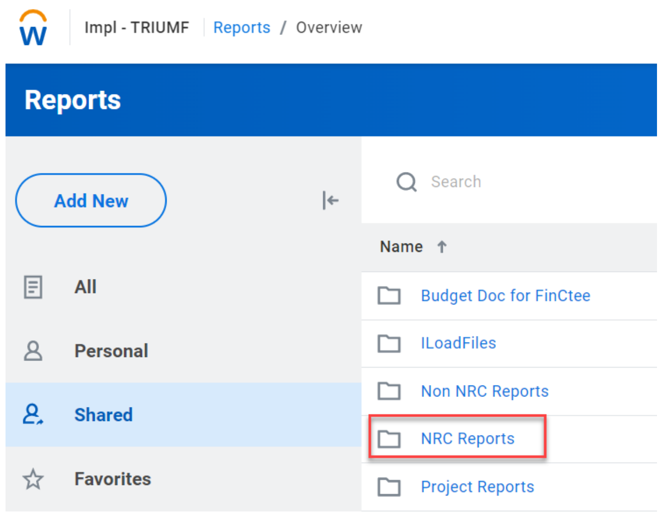
#	TRANSACTION_FU...	PROJECT ...	PROJECT	PROJECT START DATE	PROJECT STAT...	GATE STAT...	PROGRAM (PROJECT HIERARCHY)	TRIUMF PROJECT LEADER (AKA. WORKDAY PROJECT MANAGER)	TRIUMF PROJECT MANAGE
1	Affiliated Institutions...	PRJ_359_67...	PRJ_359_...	12/5/2015	Active	G3 passed - D...	Accelerator Systems	Bob Laxdal	Bob Laxdal
2	Affiliated Institutions...	PRJ_359_67...	PRJ_359_...	12/5/2015	Active	G3 passed - D...	Accelerator Systems	Bob Laxdal	Bob Laxdal
3	Affiliated Institutions...	PRJ_360_67...	PRJ_360_...	12/5/2015	Active	G3 passed - D...	Accelerator Systems	Bob Laxdal	Bob Laxdal
4	Affiliated Institutions...	PRJ_360_67...	PRJ_360_...	12/6/2015	Active	G3 passed - D...	Accelerator Systems	Bob Laxdal	Marco Marchetto
5	CFI Infrastructure Op...	PRJ_310	PRJ_310 ...	12/5/2015	Active	G4A passed - ...	ARIEL	Friedhelm Ames	Brad Schultz
6	Canada Foundation f...	PRJ_358	PRJ_358 ...	12/5/2015	Active	G2 passed - P...	ARIEL	Bill Richert	Melchor B Almario
7	Canada Foundation f...	PRJ_424	PRJ_424 ...	12/5/2015	Active	G3 passed - D...	ARIEL	Bill Paley	Asita Perera
8	Canada Foundation f...	PRJ_179	PRJ_179 ...	12/5/2015	Active	G3 passed - D...	ARIEL	Yuri Bylinskii	Yuri Bylinskii
9	Canada Foundation f...	PRJ_342	PRJ_342 ...	12/5/2015	Active	G2 passed - P...	ARIEL	Peter Bayliss	Peter Bayliss
10	Canada Foundation f...	PRJ_353	PRJ_353 ...	12/5/2015	Active	G2 passed - P...	ARIEL	Alexander Gottberg	Norman Muller
11	Canada Foundation f...	PRJ_354	PRJ_354 ...	12/5/2015	Active	G3 passed - D...	ARIEL	Marco Marchetto	David Wager
12	Canada Foundation f...	PRJ_355	PRJ_355 ...	12/5/2015	Active	G3 passed - D...	ARIEL	Peter Kunz	
13	Canada Foundation f...	PRJ_487	PRJ_487 ...	12/5/2015	Active	G3 passed - D...	ARIEL	Adam Newsome	Chad Fisher
14	National Research C...	PRJ_356	PRJ_356 ...	12/5/2015	Active	On-hold	FY20-25 $25M NRC Infrastructure	Jonathan Aoki	Kathleen Genge, David Prevc
15	National Research C...	O_85	O_85 Acc...	12/5/2015	Active	In process	Operational Commitment	Oliver Kester	

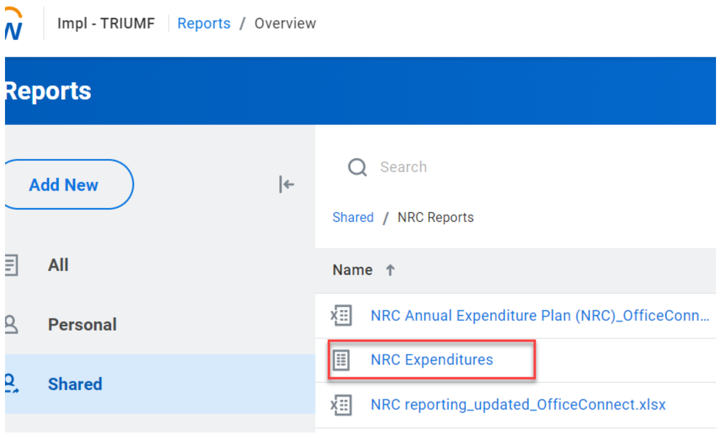
*For UAT, use UAT/Current Version

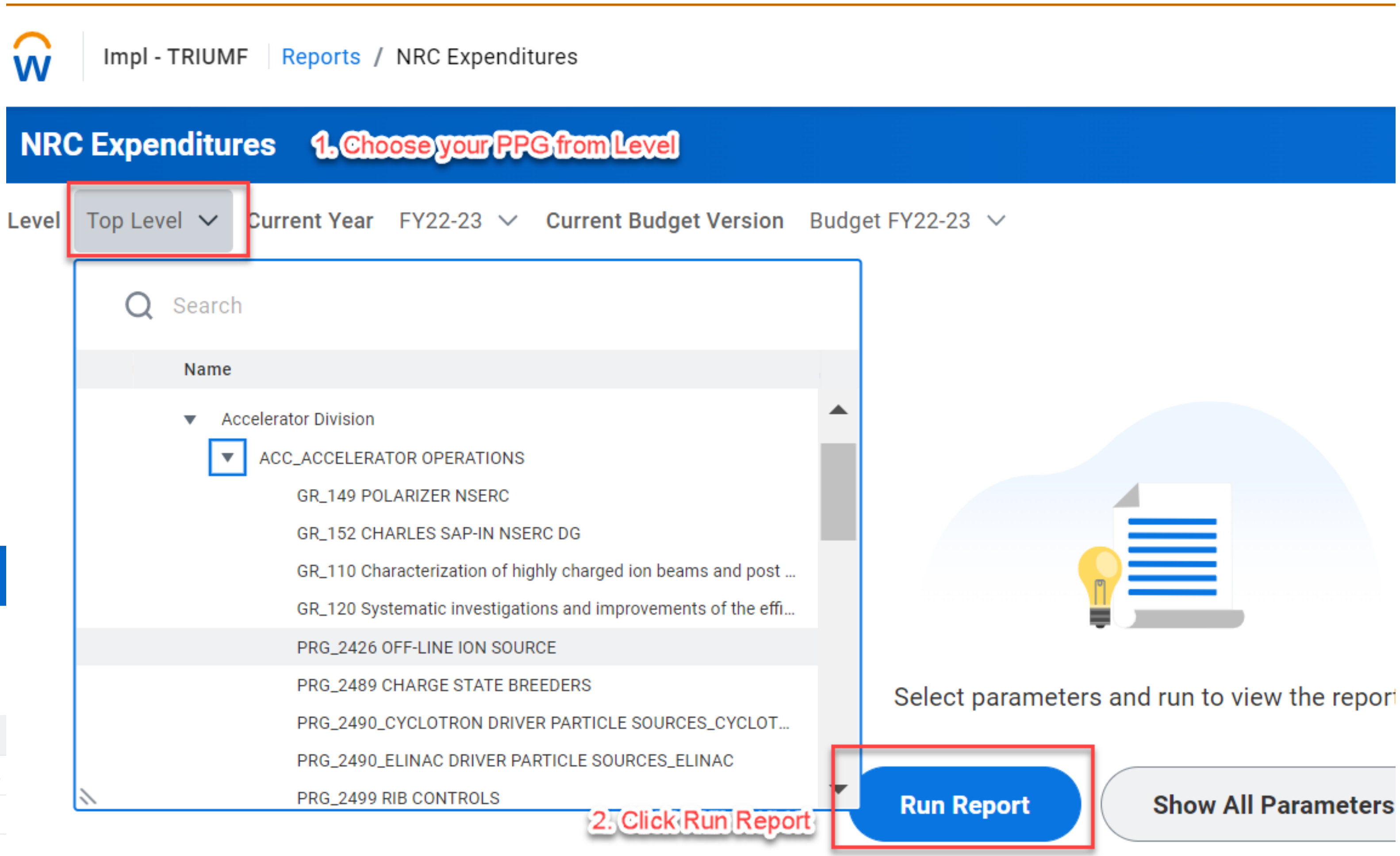
03 Run Reports

NRC Expenditures Report

- Navigation Menu > Reports> Overview>NRC Reports folder>NRC Expenditures



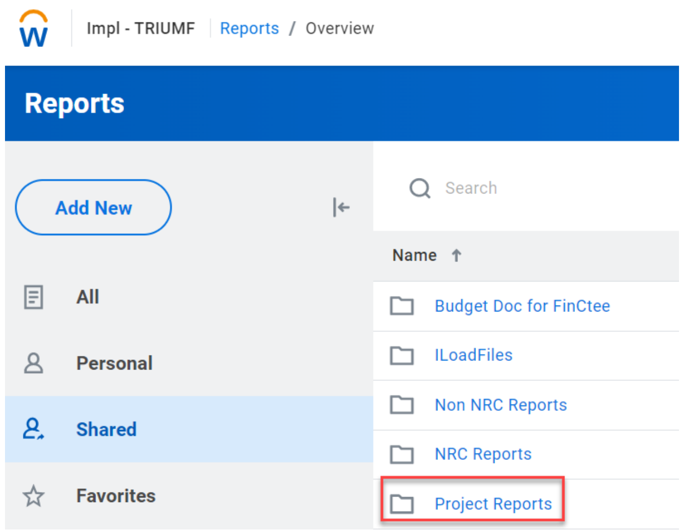


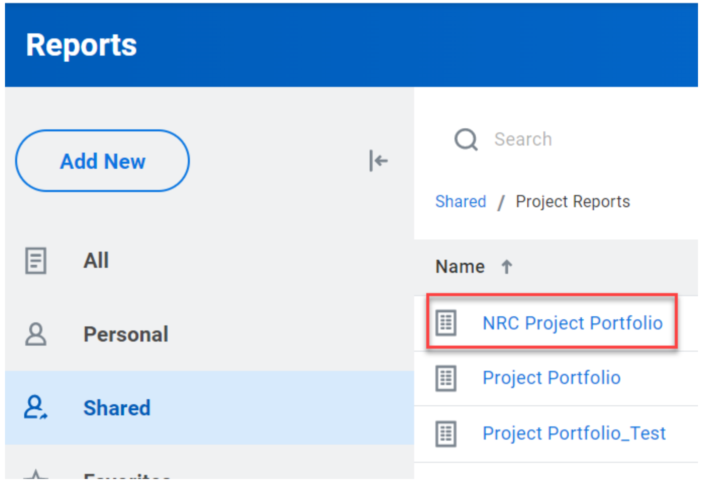


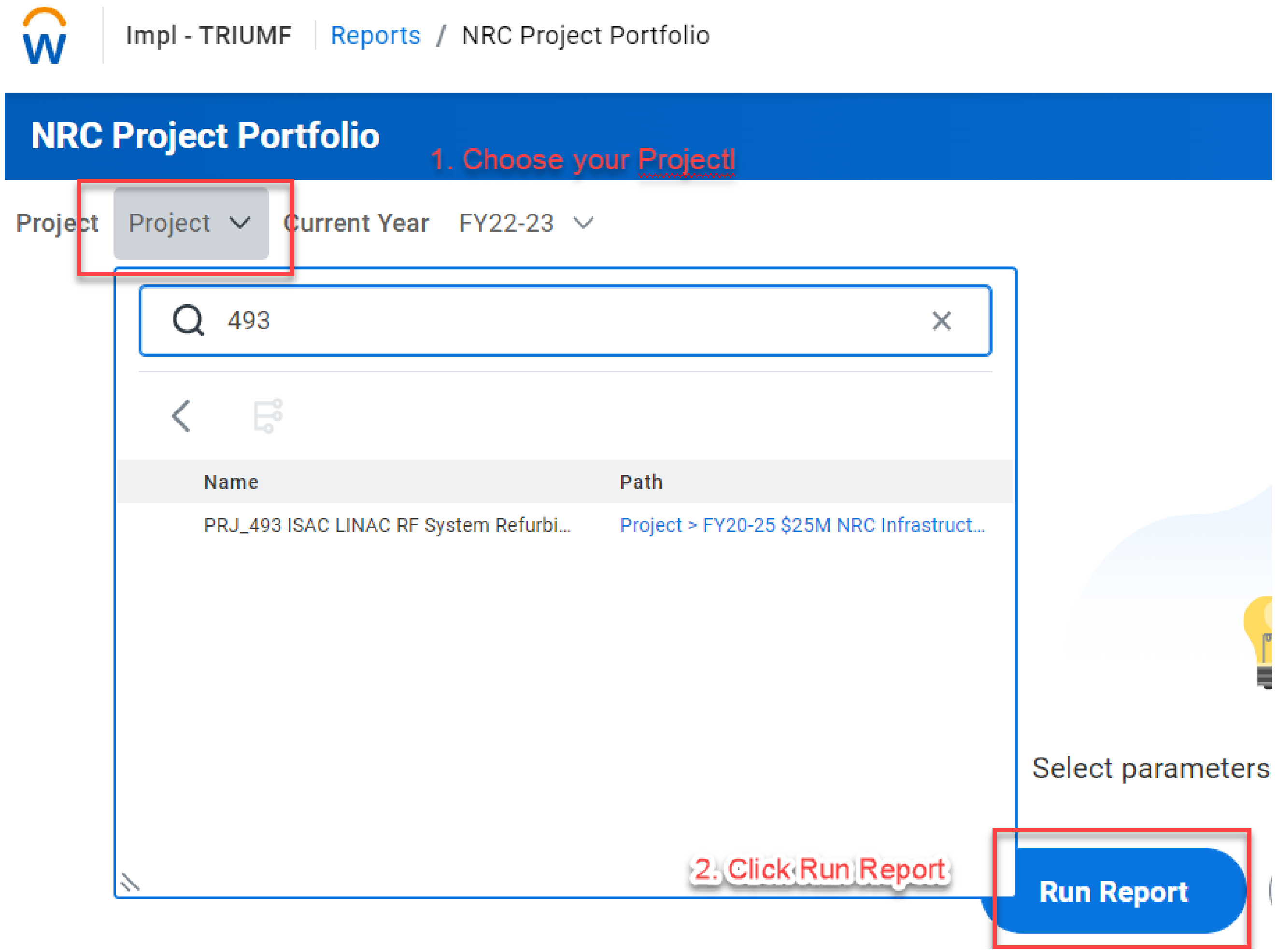
*For UAT, use UAT/Current Version

NRC Project Portfolio Report

➢ Navigation Menu > Reports> Overview>Project Reports folder>NRC Project Portfolio



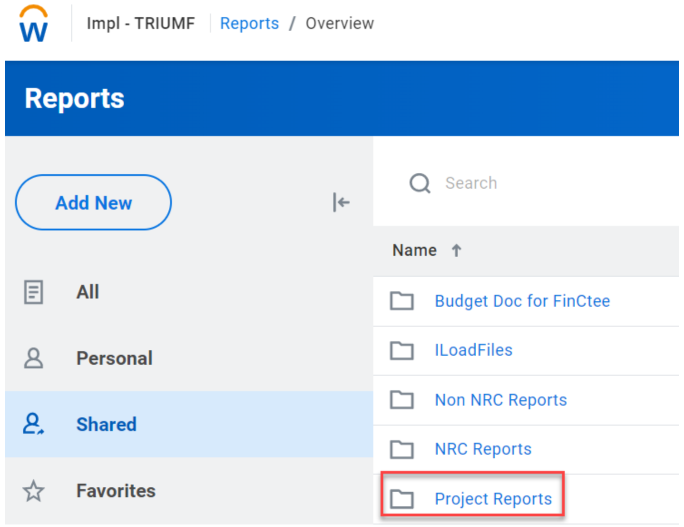


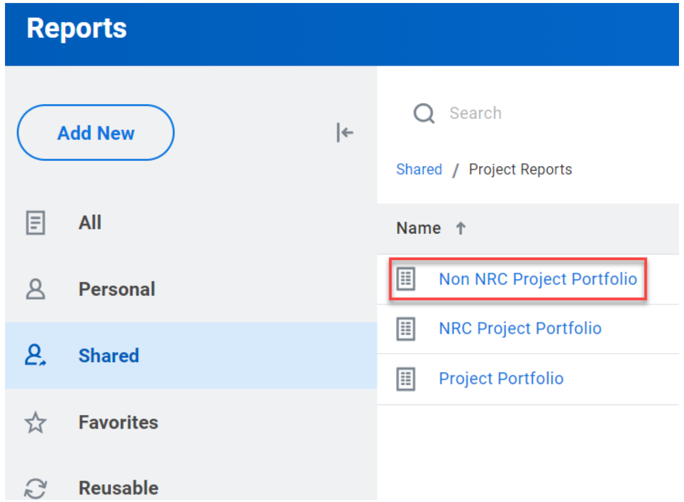


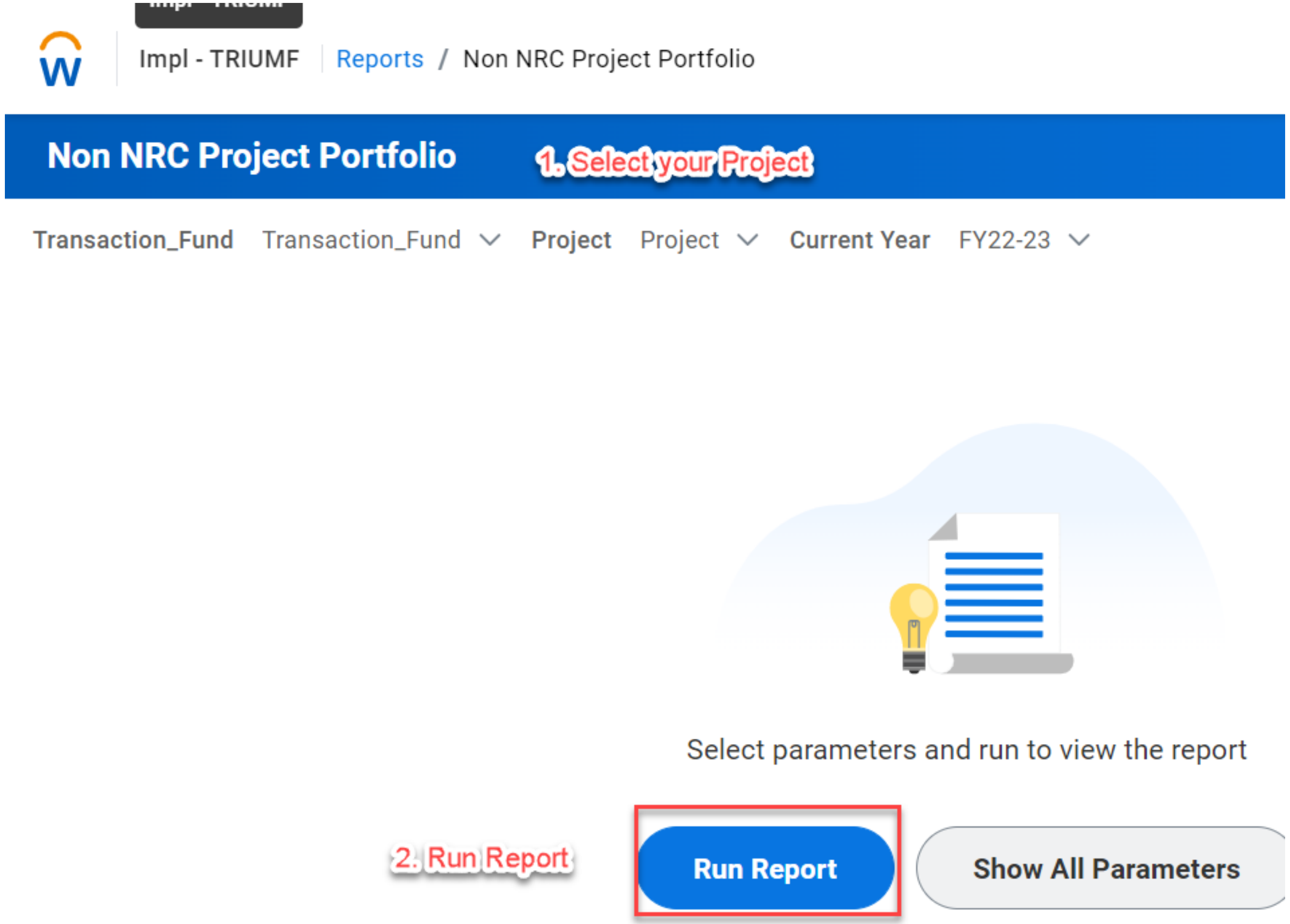
*For UAT, use UAT/Current Version

Non-NRC Project Portfolio Report

➢ Navigation Menu > Reports> Overview>Project Reports folder > Non-NRC Project Portfolio





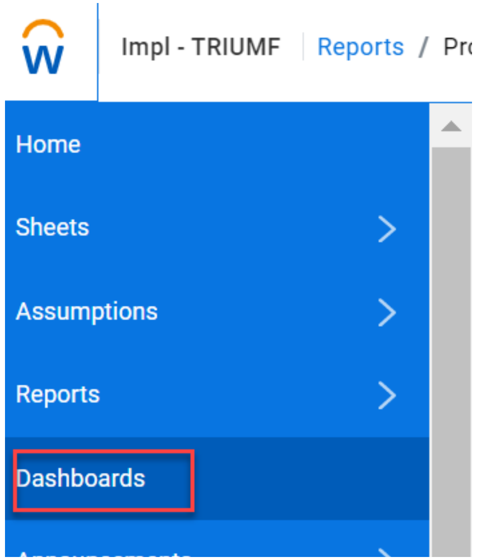


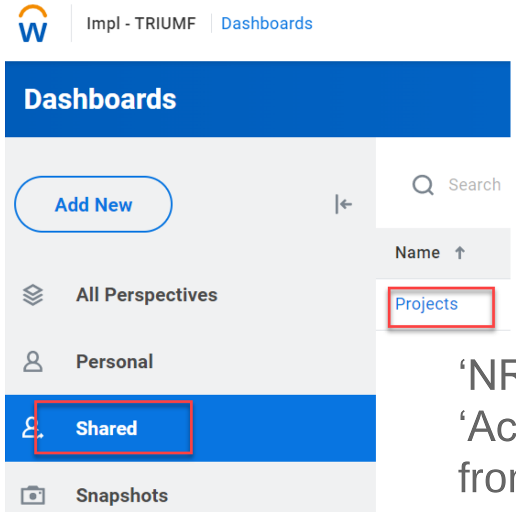
*For UAT, use UAT/Current Version

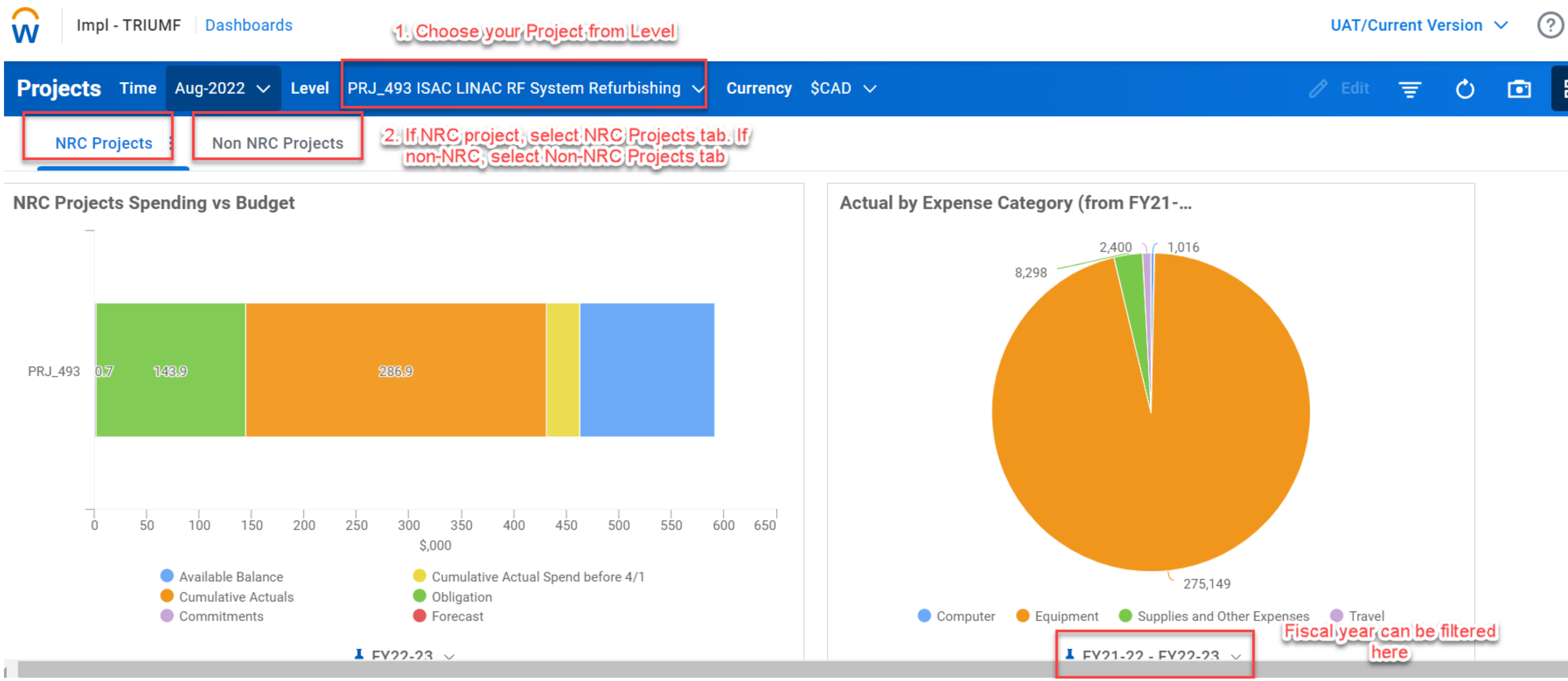
04 Project Dashboard

Project Dashboard

➢ Navigation Menu > Dashboard> Shared Folder> Projects





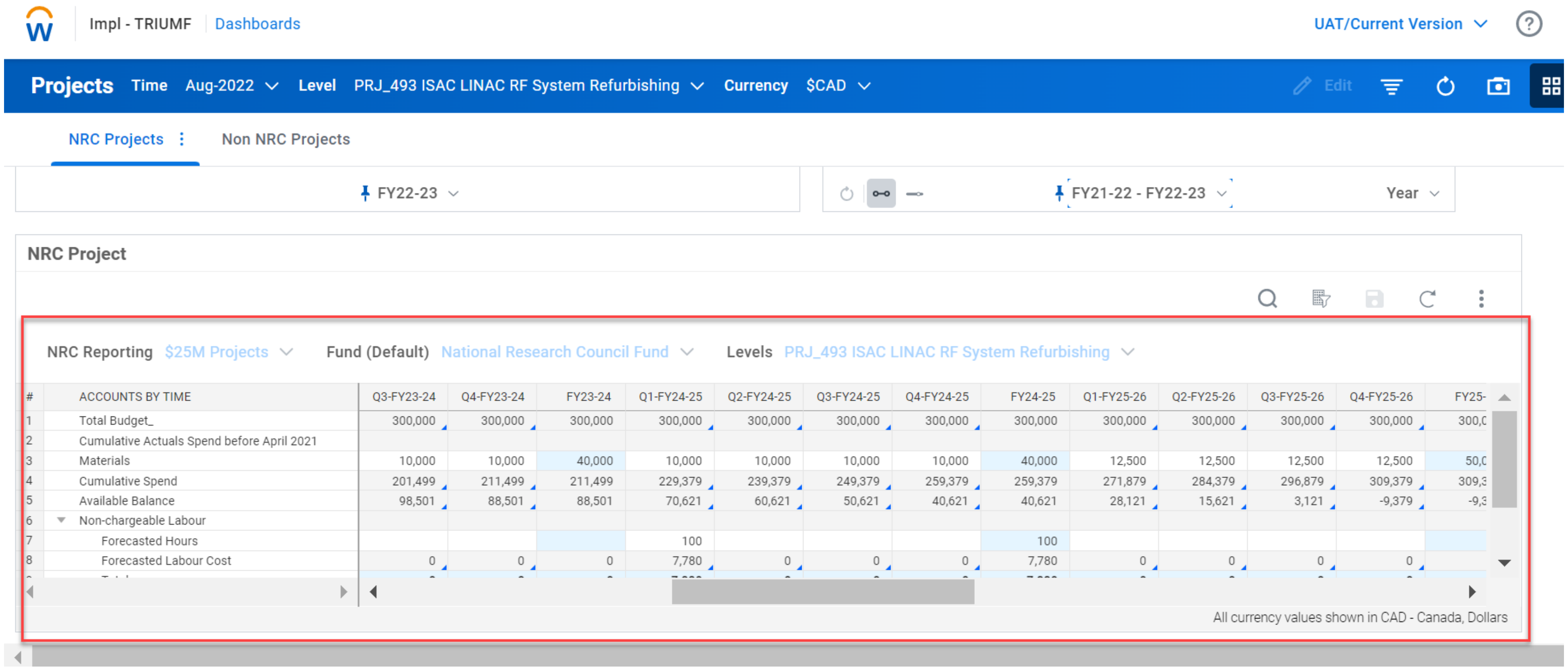


‘NRC Project Spending vs Budget’ includes cumulative spending before Apr 1, 2021. However, ‘Actual by Expense Category’ does not include this cumulative spending. It can only show actuals from FY21-22.

***For UAT, use UAT/Current Version**

Project Dashboard

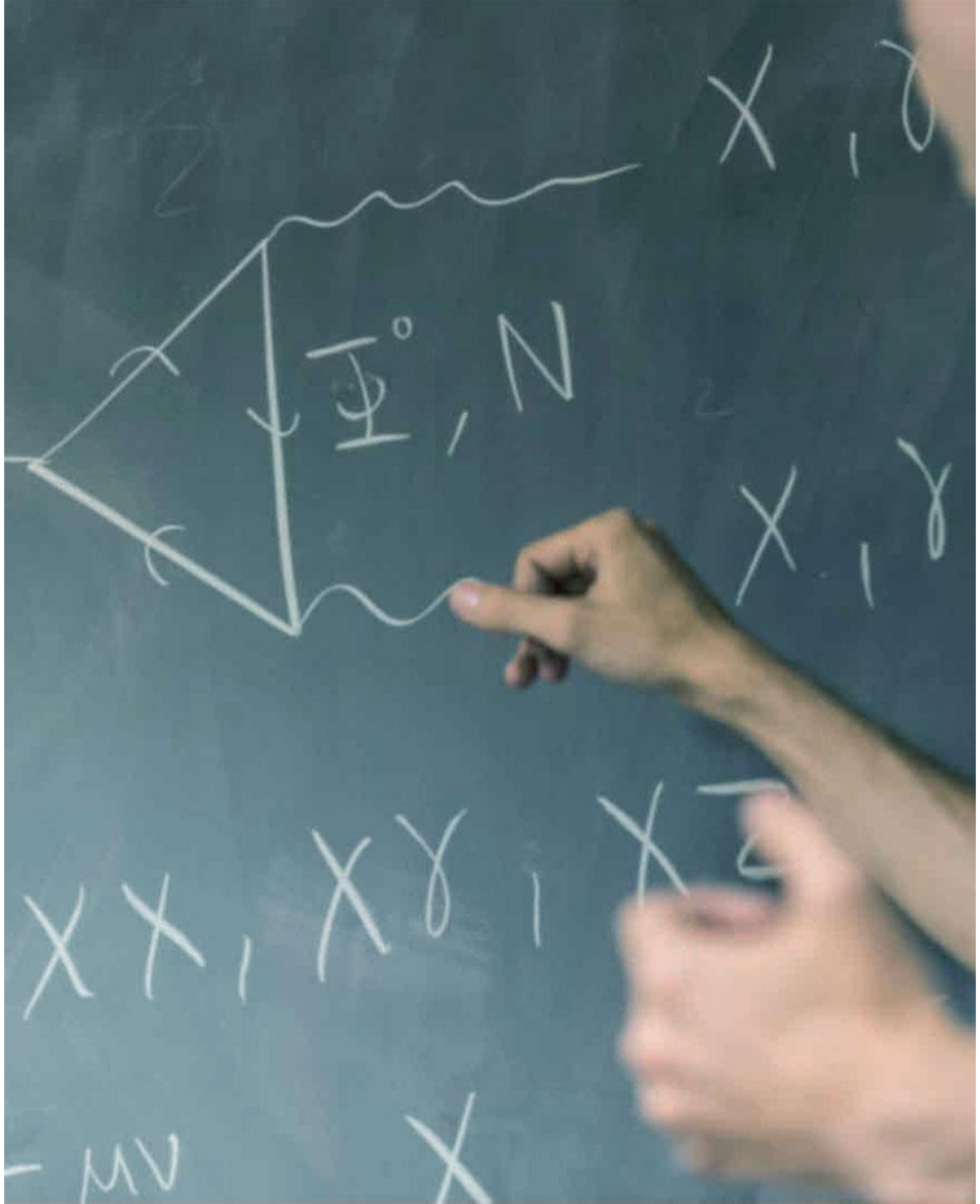
➢ Navigation Menu > Dashboard> Shared Folder> Projects



#	ACCOUNTS BY TIME	Q3-FY23-24	Q4-FY23-24	FY23-24	Q1-FY24-25	Q2-FY24-25	Q3-FY24-25	Q4-FY24-25	FY24-25	Q1-FY25-26	Q2-FY25-26	Q3-FY25-26	Q4-FY25-26	FY25-
1	Total Budget_	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,(
2	Cumulative Actuals Spend before April 2021													
3	Materials	10,000	10,000	40,000	10,000	10,000	10,000	10,000	40,000	12,500	12,500	12,500	12,500	50,(
4	Cumulative Spend	201,499	211,499	211,499	229,379	239,379	249,379	259,379	259,379	271,879	284,379	296,879	309,379	309,3
5	Available Balance	98,501	88,501	88,501	70,621	60,621	50,621	40,621	40,621	28,121	15,621	3,121	-9,379	-9,3
6	Non-chargeable Labour													
7	Forecasted Hours				100				100					
8	Forecasted Labour Cost	0	0	0	7,780	0	0	0	7,780	0	0	0	0	

In the lower part of this Dashboard, Project Budget input sheet is displayed. Project Leaders can also choose to input forecast from here.

*For UAT, use UAT/Current Version



TRIUMF

Thank you
Merci

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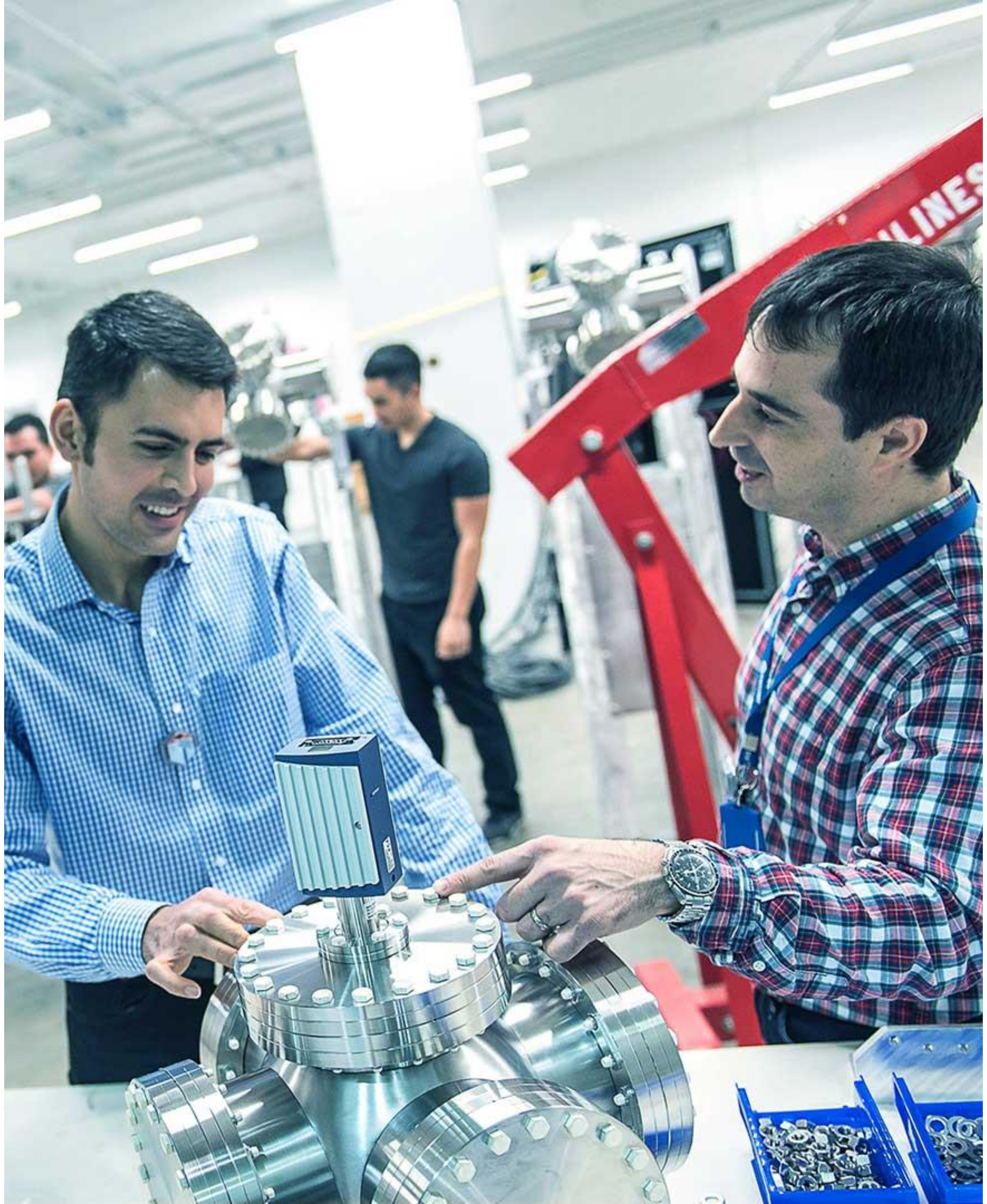

Discovery,
accelerated