

# Web Planning Tool: Screen Samples

1. Opening screen at [www.sbccd.org/programreview](https://www.sbccd.org/programreview); click *Log On* at upper right.

The screenshot shows the opening screen of the Program Review tool. The browser window title is "https://www.sbccd.org/ProgramReview/Home.aspx/Listing - Windows Internet Explorer". The page has a blue header with "Program Review" and a "Log On" link in the top right corner. Below the header is a "Home" button. The main content area is white and contains the following text:

**Entities**

If you wish to edit or manage plans, please login using the "Log On" link in the upper right.

**Available Submitted Plans**

You may view submitted plans for these entities. Entities without a link do not have any submitted plans available for viewing.

- District
  - Distributed Education and Technology Services
    - Distributed Education
    - [District Computing Services - Administrative Services](#)
    - District Computing Services - Technical Services
    - EduStream
    - Print Shop
  - Fiscal Services
    - Accounting/Accounts Payable/Audit
  - Human Resources

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2. Logon screen; enter regular user name and password.

The screenshot shows the logon screen of the Program Review tool. The browser window title is "https://www.sbccd.org/ProgramReview/Account.aspx/LogOn - Windows Internet Explorer". The page has a blue header with "Program Review" and a "Log On" link in the top right corner. Below the header is a "Home" button. The main content area is white and contains the following text:

**Log On**

Please enter your username and password.

**Account Information**

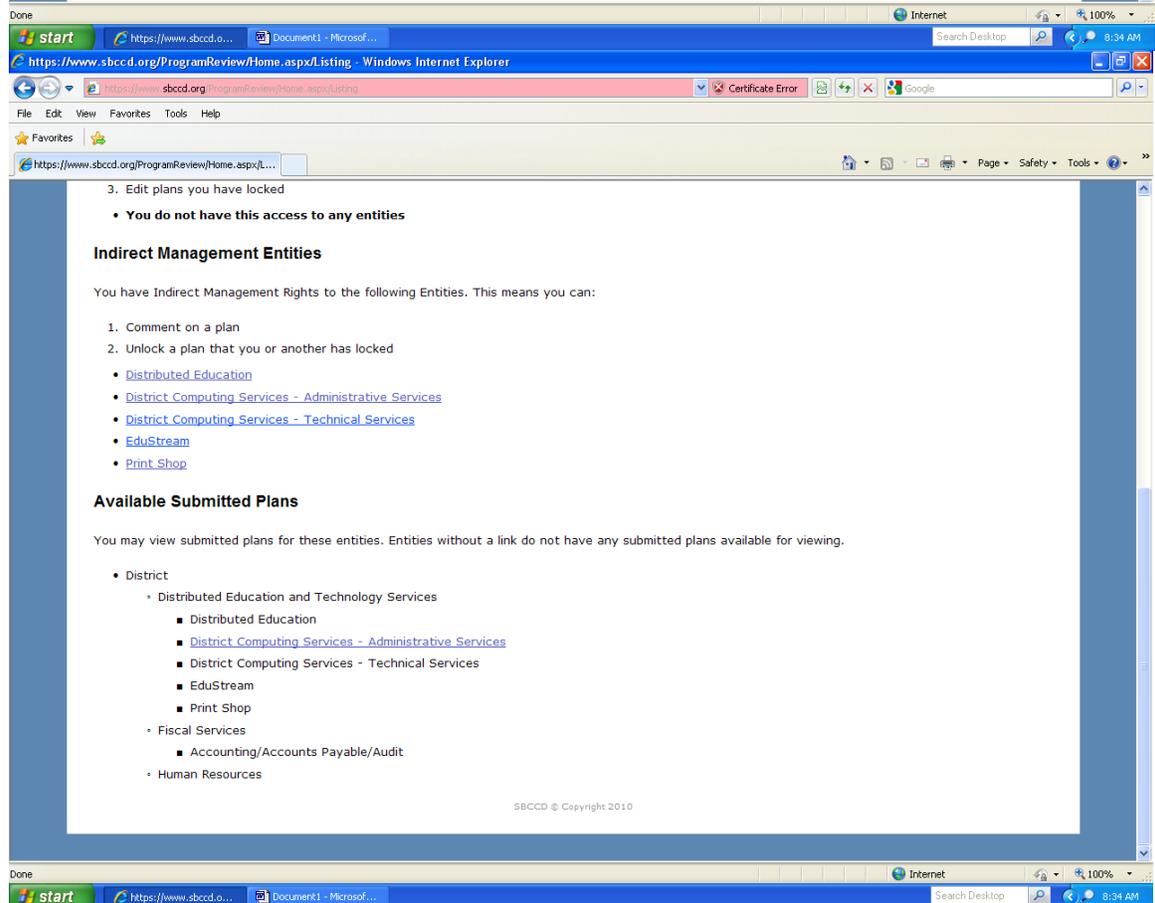
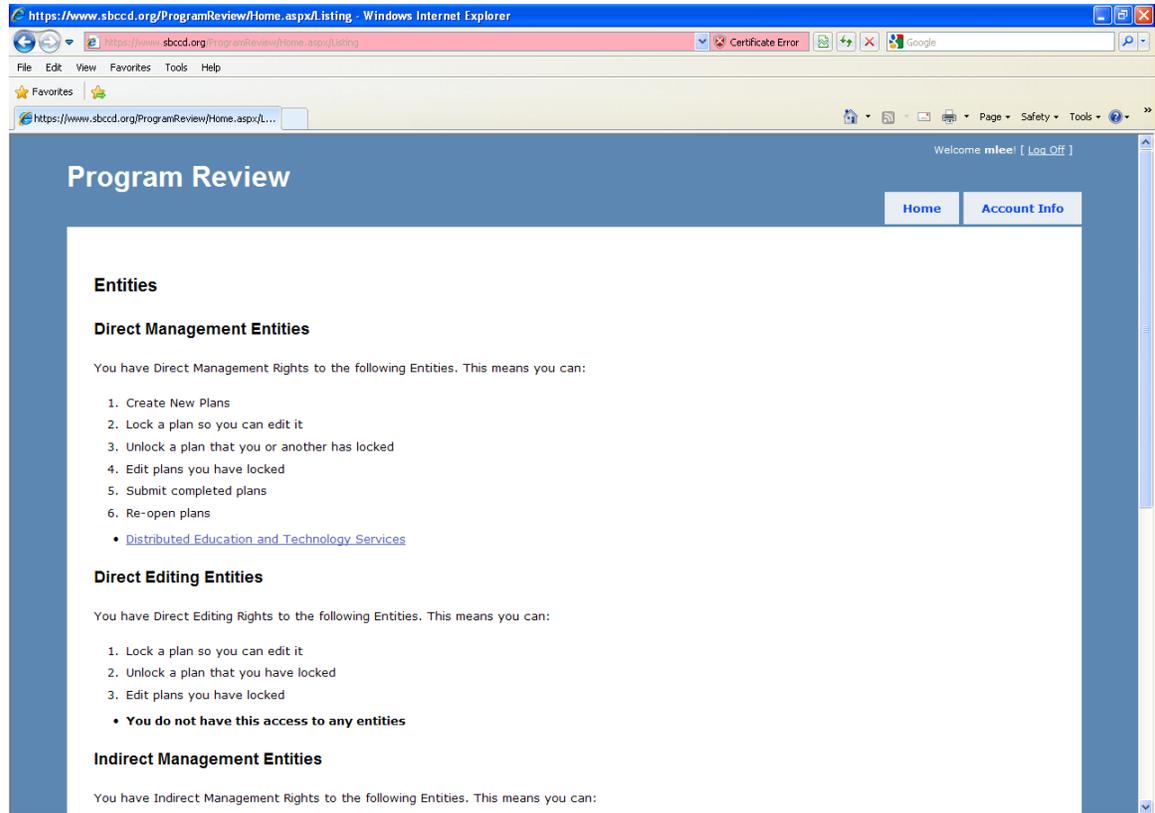
User name :

Password :

Remember me?

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3. Opening screen after logon, parts 1 and 2; shows editing and management rights and available submitted plans. I clicked on *DETS* link in Direct Management section to go to next screen.



#### 4. Opening screen for plan creation or editing; I clicked on *Edit Plan* to go to next screen.

https://www.sbccd.org/ProgramReview/Entity.aspx/Plans/9d99feb5-8794-47ad-9274-2b64ba0f07c - Windows Internet Explorer

Program Review

Welcome mlee! [ Log Off ]

Home Account Info

### Plans for Distributed Education and Technology Services

- [Create Plan](#)
- **Name:** test  
**Last Modified On:** 3/18/2010 8:26:11 AM  
**Last Modified By:** Matthew Lee  
**State:** Locked for Editing  
**State By:** Matthew Lee
  - [Edit Plan](#)
- In order to Submit or Delete this plan, it must be unlocked.

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#### 4A. If the plan is not already locked, click *Lock plan for editing* on this screen

https://www.sbccd.org/ProgramReview/Plan.aspx/Details/09dbaf2b-1b71-4827-b950-0cd423e2f755 - Windows Internet Explorer

Program Review

Welcome mlee! [ Log Off ]

Home Account Info

### Plans for Distributed Education and Technology Services

This page is suitable for printing. Just use the print option in your browser or you can [print this page](#).

- [Lock plan for editing](#)
- [Submit Plan \(Draft\)](#)
- [Submit Plan \(Finalized\)](#)

**Name:** test  
**Principal Preparer:** test

**Last Modified On:** 3/18/2010 2:14:29 PM  
**Last Modified By:** Matthew Lee  
**State:** Open for Editing  
**State By:** Matthew Lee

#### Sub Plans

- District Computing Services - Administrative Services: 2010 Program Review

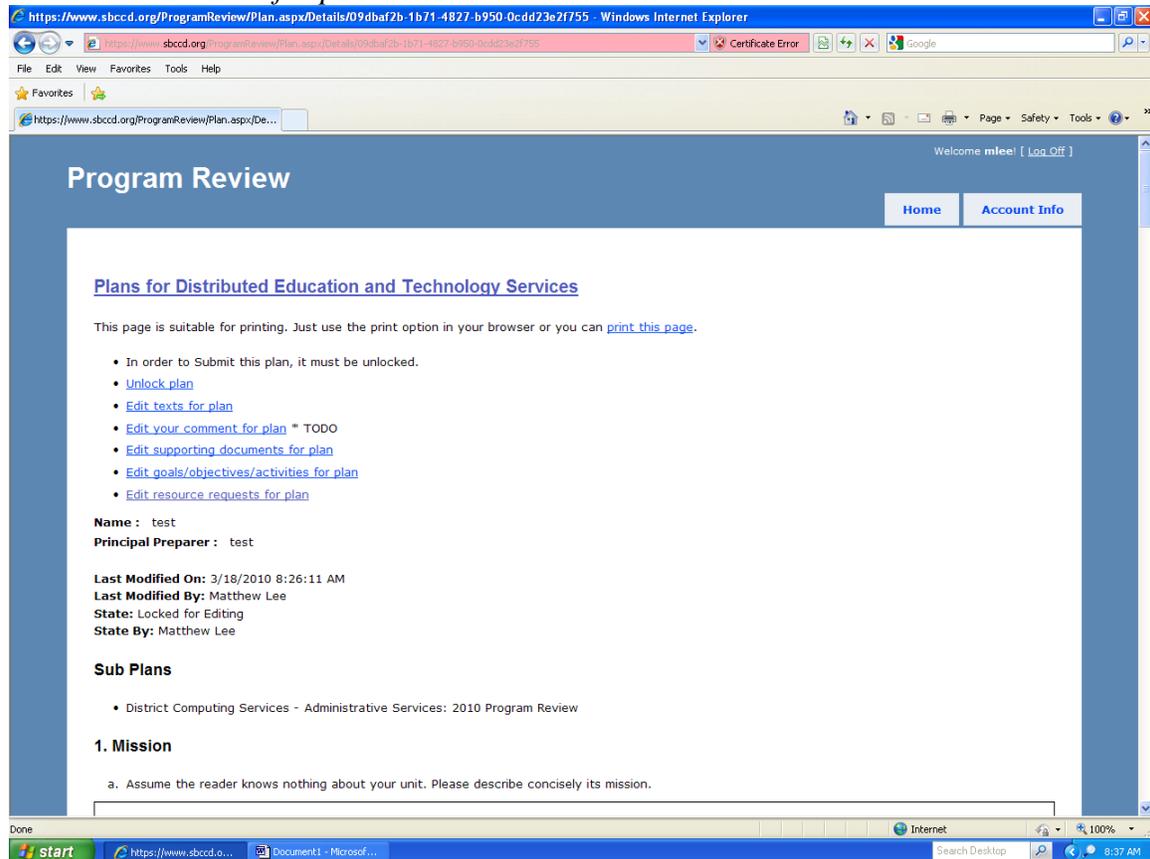
#### 1. Mission

a. Assume the reader knows nothing about your unit. Please describe concisely its mission.

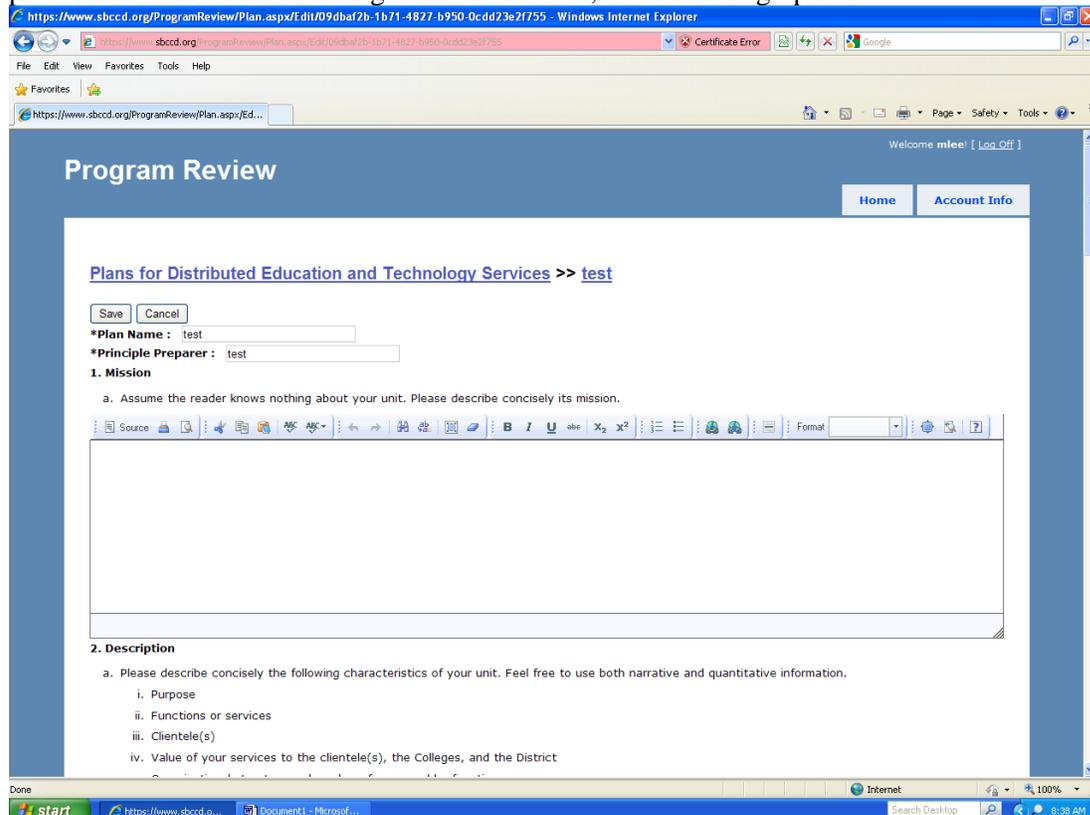
#### 2. Description

a. Please describe concisely the following characteristics of your unit. Feel free to use both narrative and quantitative information.

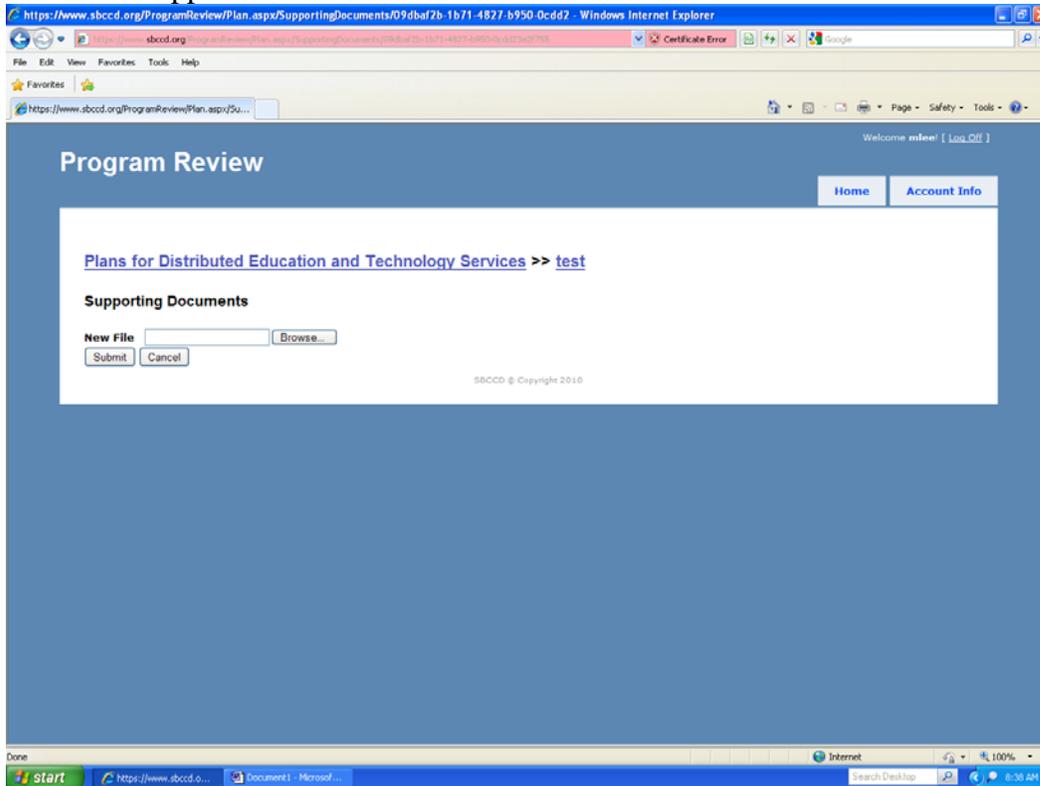
5. Edit Tasks screen; this is your base for all editing and submission functions. I first clicked on *Edit texts for plan*.



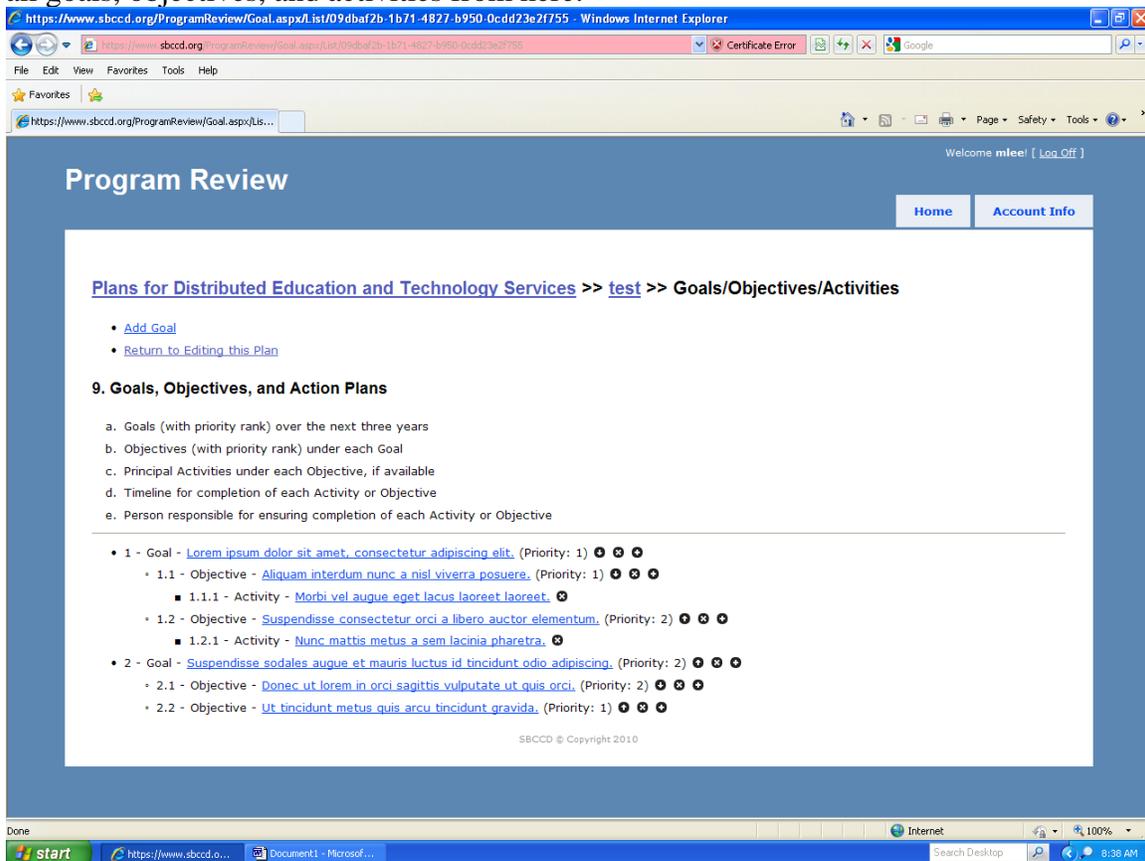
6. Edit texts screen, which mirrors the program review template. This is where you create or edit most sections of the plan, either by cutting and pasting or by direct entry. The rudimentary word processor works best with straight text or outlines, not tables or graphics.



7. Now I have clicked on *Edit supporting documents for plan* on Screen 5. Add docs here that are too complex to cut and paste directly into the section windows, and refer to them in the applicable window.



8. Now I have clicked on *Edit goals/objectives/activities for plan* on Screen 5. Work on all goals, objectives, and activities from here.



## 9. Now I have clicked on *Add Goal* on Screen 8.

The screenshot shows a Windows Internet Explorer browser window displaying the 'Program Review' page. The address bar shows the URL: <https://www.sbccd.org/ProgramReview/Goal.aspx/Create/09dbaf2b-1b71-4827-b950-0cdd23e2f755>. The page header includes 'Welcome mlee! [ Log Off ]' and navigation buttons for 'Home' and 'Account Info'. The main content area shows a breadcrumb trail: 'Plans for Distributed Education and Technology Services >> test >> Goals/Objectives/Activities'. Below this is a section titled 'New Goal' with a form containing fields for 'Name', 'Priority Rank' (set to 1), and 'Description'. The 'Description' field is a rich text editor with a toolbar. At the bottom of the form are 'Save' and 'Cancel' buttons. The footer of the page reads 'SBCCD © Copyright 2010'. The Windows taskbar at the bottom shows the 'start' button, a search bar, and the system clock at 8:40 AM.

## 10. Now I have clicked on a Goal on Screen 8 to edit it.

The screenshot shows a Windows Internet Explorer browser window displaying the 'Program Review' page. The address bar shows the URL: <https://www.sbccd.org/ProgramReview/Goal.aspx/Edit/25590ef8-bbe8-49c3-9470-b644528422d9>. The page header includes 'Welcome mlee! [ Log Off ]' and navigation buttons for 'Home' and 'Account Info'. The main content area shows a breadcrumb trail: 'Plans for Distributed Education and Technology Services >> test >> Goals/Objectives/Activities'. Below this is a section titled 'Editing Goal' with a form containing fields for 'Name' (containing placeholder text 'Lorem ipsum dolor sit amet, conse'), 'Priority Rank' (set to 1), and 'Description'. The 'Description' field is a rich text editor with a toolbar and contains a paragraph of placeholder text. At the bottom of the form are 'Save' and 'Cancel' buttons. The footer of the page reads 'SBCCD © Copyright 2010'. The Windows taskbar at the bottom shows the 'start' button, a search bar, and the system clock at 2:21 PM.

11. Here I have clicked on an objective on Screen 8 to edit it. All the fields shown must be filled in for each objective. Don't worry about precise dates at this point; just pick a month to start, and an end month that represents a reasonable amount of time to reach the objective.

The screenshot shows a web browser window displaying the 'Program Review' application. The page title is 'Program Review' and the user is logged in as 'mlee1'. The breadcrumb navigation is 'Plans for Distributed Education and Technology Services >> test >> Goals/Objectives/Activities'. The main heading is 'Editing Objective'. The form contains the following fields:

- Name:** Aliquam interdum nunc a nisl viverr
- Priority Rank:** 1
- Description:** A rich text editor containing placeholder text: "Suspendisse in eros lectus. Praesent urna justo, dictum non mollis quis, sodales vitae sapien. Etiam vehicula dapibus iaculis. Pellentesque lacinia neque sit amet diam auctor in lacinia nisl pharetra. Maecenas mollis nisl a nisi tincidunt nec volutpat nunc elementum. Curabitur vel lectus forem. Donec vestibulum felis eu augue cursus at auctor turpis commodo. Cras ut eros ante. Vestibulum pulvinar justo convallis augue luctus mattis. Nulla dictum mollis rutrum. Duis massa mauris, tempus sit amet vestibulum a, tincidunt sit amet risus. Curabitur bibendum massa ut diam rutrum non mollis ligula molestie. Nullam at magna sem, eget vestibulum est. In et dapibus nibh. Nam feugiat mollis ligula in rutrum."
- Start Date:** 03/17/2010
- End Date:** 03/17/2010
- Responsible Person:** Jason Brady

Buttons for 'Save' and 'Cancel' are located at the bottom of the form. The footer of the page reads 'SBCCD © Copyright 2010'.

12. And here I have clicked on an activity on Screen 8 to edit it. If you want to list specific activities to help organize the work on the objective, do so here. All fields are optional.

The screenshot shows a web browser window displaying the 'Program Review' application. The page title is 'Program Review' and the user is logged in as 'mlee1'. The breadcrumb navigation is 'Plans for Distributed Education and Technology Services >> test >> Goals/Objectives/Activities'. The main heading is 'Editing Activity'. The form contains the following fields:

- Name:** Morbi vel augue eget lacus laoreet
- Description:** A rich text editor containing placeholder text: "Mauris at urna risus. Ut pellentesque, augue sed semper dignissim, elit ante sagittis libero, bibendum facilisis elit leo sit amet mauris. In hac habitasse platea dictumst. Quisque mauris sapien, suscipit sed porttitor in, accumsan quis quam. Nunc euismod elementum ultricies. Sed ultricies lacus id ante eleifend dignissim iaculis leo tincidunt. Cras fermentum magna vel lectus mollis sodales. Suspendisse pulvinar nibh eget tellus pharetra ut dictum quam rhoncus. Nulla a tincidunt purus. Ut ut nunc lacus. Nunc tellus nisl, vehicula at pretium sit amet, viverra a tellus. Morbi purus justo, facilisis eu convallis et, euismod placerat diam. Quisque a nisl nunc. Aenean consequat quam at mauris iaculis adipiscing. Aenean convallis lorem et diam ultrices sit amet pellentesque dolor porttitor. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Aliquam varius cursus tempus. Maecenas mollis ornare massa sed gravida. In neque nisl, gravida nec pretium non, accumsan eget augue."
- Start Date:** (empty)
- End Date:** (empty)
- Responsible Person:** (empty)

Buttons for 'Save' and 'Cancel' are located at the bottom of the form. The footer of the page reads 'SBCCD © Copyright 2010'.

13. Here I have clicked on *Edit resource requests for plan* on Screen 5. If achievement of an objective requires any additional resources, click the + sign by that objective.

The screenshot shows a Windows Internet Explorer browser window displaying a web application. The address bar shows the URL: <https://www.sbccd.org/ProgramReview/ResourceRequest.aspx?listID9d8af2b-1b71-4927-b950-0cdd23e2f>. The page title is "Program Review" and the user is logged in as "mlee1". The navigation menu includes "Home" and "Account Info". The main content area is titled "Plans for Distributed Education and Technology Services >> test >> Resource Requests". A link "Return to Editing this Plan" is visible. The section "10. Resource Requests" contains instructions for entering resource information. Below the instructions, a list of resource requests is shown, including goals and objectives with associated resource requests and expand/collapse icons (+ and -).

Program Review

Welcome mlee1 [ Log Off ]

Home Account Info

[Plans for Distributed Education and Technology Services](#) >> [test](#) >> Resource Requests

- [Return to Editing this Plan](#)

### 10. Resource Requests

a. Progress on or achievement of a given Goal or Objective does not necessarily require additional resources. For Goals and Objectives that do require resources, enter the following information:

- Resources required to achieve Goals and Objectives over the next three years, with description and rationale for each
- Identification of associated Goals or Objectives
- Type of Resource
  - Expenditure Category
  - One-time/Ongoing
- Estimated annual cost (or savings) for the next three years

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- 1 - Goal - Lorem ipsum dolor sit amet, consectetur adipiscing elit.
  - 1.1 - Objective - Aliquam interdum nunc a nisi viverra posuere. 
    - 1.1.1 - Resource Request - [Sed at massa nibh, non porta risus.](#)
    - 1.1.2 - Resource Request - [Aenean vitae risus massa, sed scelerisque augue.](#)
  - 1.2 - Objective - Suspendisse consectetur orci a libero auctor elementum.
- 2 - Goal - Suspendisse sodales augue et maurs luctus id tincidunt odio adipiscing.
  - 2.1 - Objective - Donec ut lorem in orci sagittis vulputate ut quis orci. 
    - 2.1.1 - Resource Request - [Latin language primer](#)
  - 2.2 - Objective - Ut tincidunt metus quis arcu tincidunt gravida.

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14. I clicked the + sign on screen 13. Enter each resource request separately, including the rationale (based on your objectives), type, category, and estimated cost or savings if available.

Program Review Welcome mlee! [ Log Off ]

[Home](#) [Account Info](#)

[Plans for Distributed Education and Technology Services](#) >> [test](#) >> [Resource Requests](#)

### New Resource Request

**Objective :** 1.1 - Aliquam interdum nunc a nisl viverra posuere.

**Name :**

**Description :**

**Rationale :**

**Resource Type :**

**Expenditure Category :**

**First Year Cost :**

**First Year Savings :**

**Second Year Cost :**

**Second Year Savings :**

**Third Year Cost :**

**Third Year Savings :**

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## 15. Here I clicked on a completed resource request on Screen 13.

https://www.sbccd.org/ProgramReview/ResourceRequest.aspx/Edit/9c9e9dd6-3126-47c5-acb7-d5ea4caf5 - Windows Internet Explorer

Program Review

Welcome mlee1 [ Log Off ]

Home Account Info

[Plans for Distributed Education and Technology Services](#) >> [test](#) >> [Resource Requests](#)

**Sed at massa nibh, non porta risus.**

**Name :** Sed at massa nibh, non porta risus

**Description :**

Source [Source] [Print] [Refresh] [Back] [Forward] [Home] [Stop] [Reload] [Zoom In] [Zoom Out] [Full Screen] [Format]

Format [Format] [Format]

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras elit diam, lobortis quis elementum ut, sagittis sit amet risus. Proin ac sem odio. Proin vestibulum sollicitudin magna at auctor. Quisque lacus ante, dictum a sagittis et, dictum quis ante. Praesent in nisi ut purus dignissim laoreet. Nam auctor, purus id commodo dapibus, nisi ipsum porta metus, et fringilla felis ligula et felis. In diam felis, pharetra eget fringilla eu, dignissim a nisi. Curabitur pellentesque nisi sit amet nulla ultricies et cursus ipsum eleifend. Curabitur sed quam tortor, et sollicitudin enim. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam eu massa nec enim egestas dignissim vel nec mi.

**Rationale :**

Source [Source] [Print] [Refresh] [Back] [Forward] [Home] [Stop] [Reload] [Zoom In] [Zoom Out] [Full Screen] [Format]

Format [Format] [Format]

Cras eget sapien neque. In convallis augue ut ante luctus at molestie tortor fringilla. Vestibulum aliquet odio in nunc ullamcorper pulvinar. Aenean mattis sapien sit amet nulla sagittis vel lacinia nulla feugiat. Donec et est vel nisi tincidunt gravida sed eu est. Morbi eget nulla magna. Quisque sed odio ac turpis imperdiet accumsan. Curabitur semper tempus vestibulum. Sed rhoncus ultrices aliquet. In dignissim turpis a orci fringilla quis fermentum dolor lacinia. Donec dapibus velit ac mi facilisis sed elementum augue laoreet. Fusce et vehicula arcu. In convallis, diam sed consequat rhoncus, justo libero cursus nulla, id consectetur odio sapien vel nisi. In non leo ultrices odio semper egestas. Mauris quis ipsum felis, malesuada rhoncus ipsum.

**Resource Type :** One-time

**Expenditure Category :** Equipment

**First Year Cost(-)/Savings(+):** 100.00

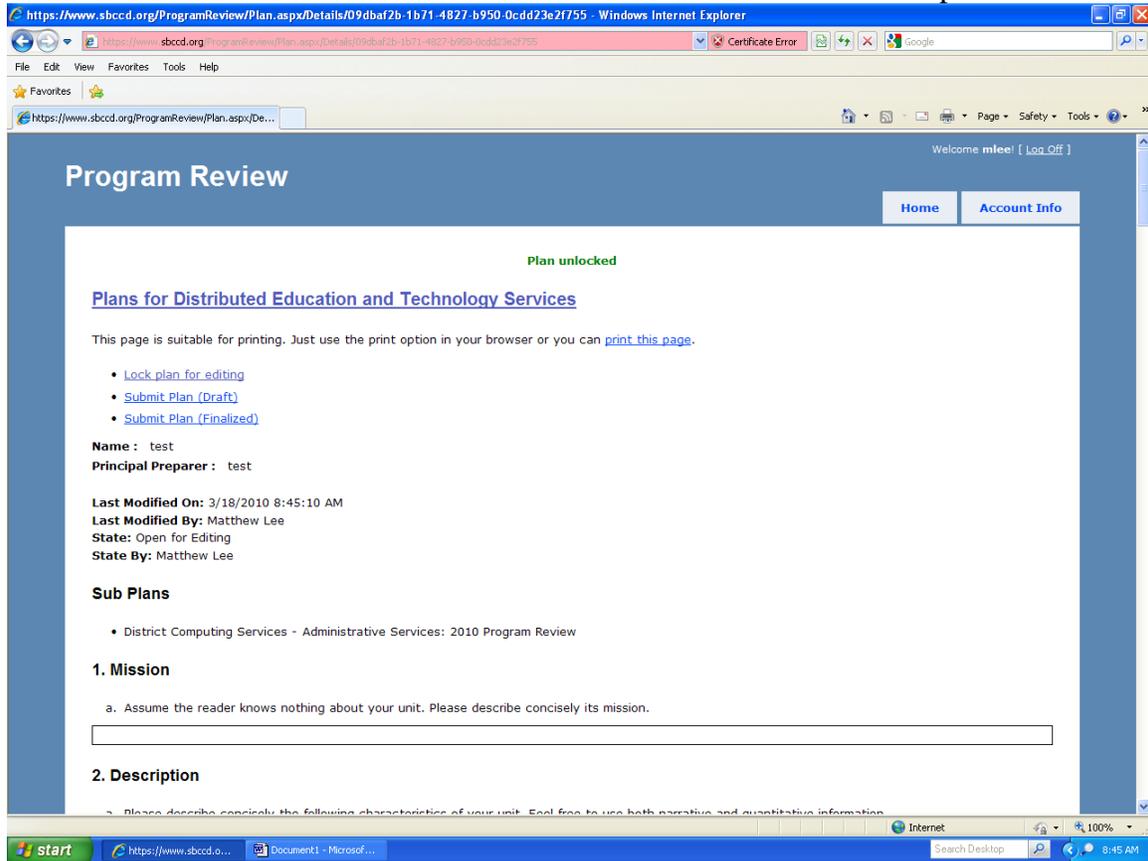
**Second Year Cost(-)/Savings(+):** -100.00

**Third Year Cost(-)/Savings(+):** -1000.00

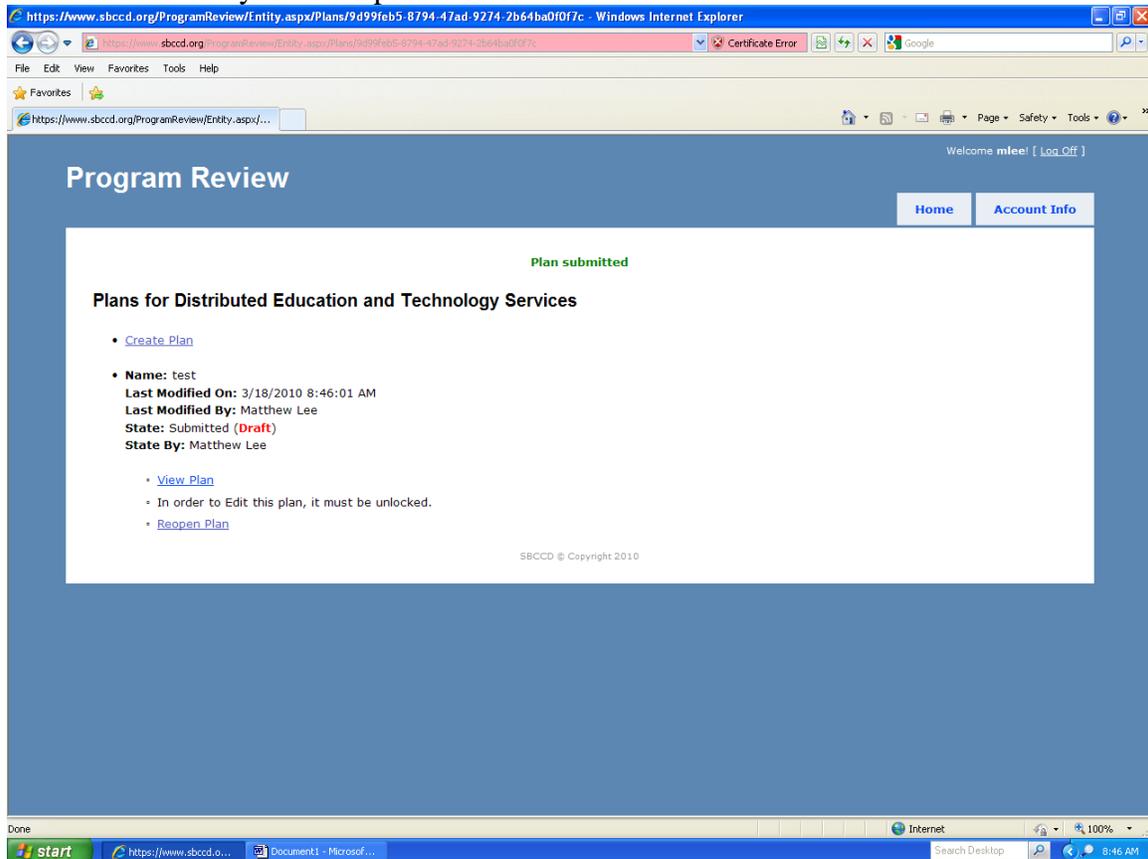
Save Cancel

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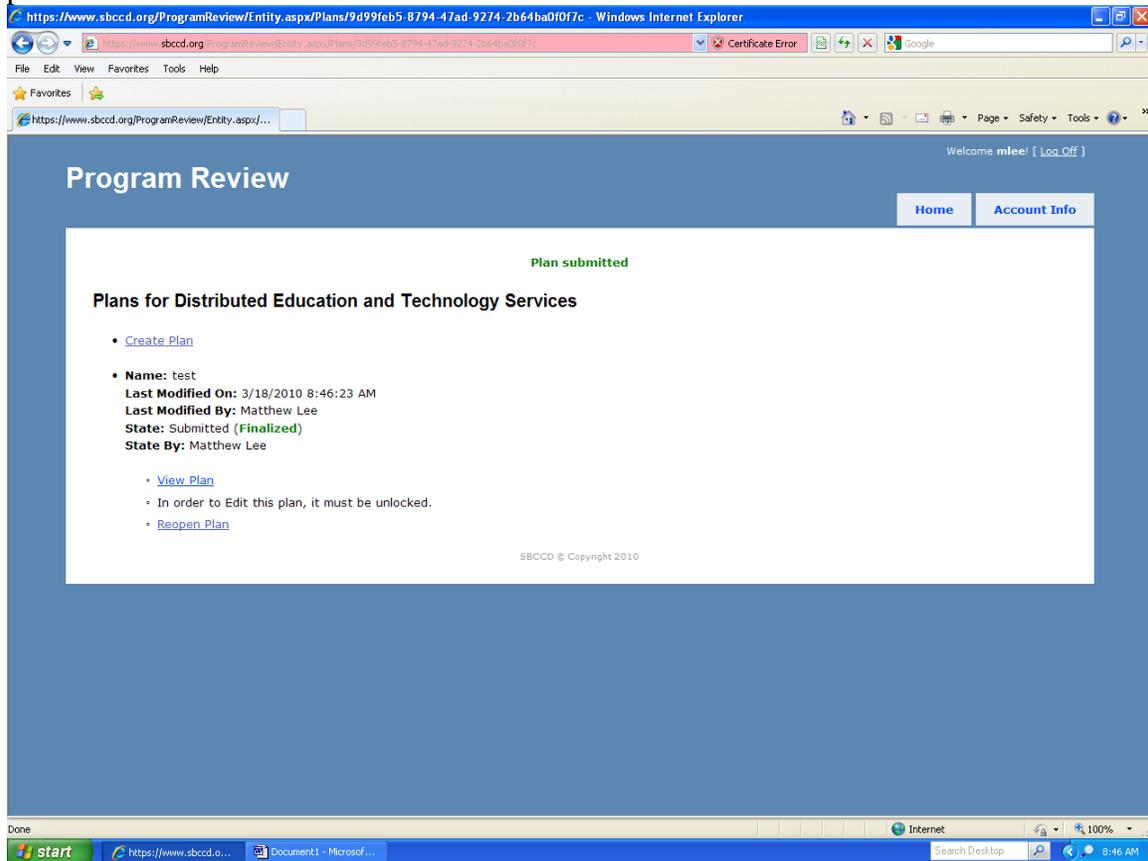
16. Here I clicked on *Unlock Plan* on Screen 5 so that I could submit the plan.



17. Now I have clicked on *Submit Plan (Draft)* on Screen 16, which you would do if you want feedback on your draft plan.



18. Here I have clicked on *Submit Plan (Finalized)* on Screen 16, the final step in the process for each unit.



19. I have now clicked *Create Plan* under DETS on Screen 4.

