

QuickStart Guide to *Pisces*

Pisces is a software tool for improving BPA's F&W Program.

Bonneville Power Administration created *Pisces* to help manage fish & wildlife projects throughout the Columbia River Basin. Program partners will be able to access reports on all aspects of the program's activity. *Pisces* is a web-enabled software tool – after installing the *Pisces* application, users must have an internet connection and a *Pisces* account in order to access program information.

Finding Projects & Contracts

After logging into *Pisces*, the Explorer screen displays projects in the top list and contracts for the selected project in the bottom list. While you can scroll to your item of interest, using the list filters will help you find things more quickly.

The screenshot shows the Pisces ExplorerForm interface. The top section displays a list of projects with columns for Project #, Title, Status, Sponsor Name, and Province. The bottom section displays a list of contracts for the selected project, with columns for Contract, Contract Title, Amds, Status, Contractor, and COTR. Annotations include: 'Apply filter' pointing to the filter button in the top right; 'Projects list' pointing to the project list table; and 'Contracts list' pointing to the contract list table.

Tips & Tricks

- **Need a *Pisces* account?**
Soon you will be able to request a *Pisces* account on the web. For now, please send an email to fishsupport@bpa.gov.
- **Are my projects/contracts filtered?**
You can always tell when your project or contract list is filtered by looking at the column headings of the table. If one or more of the column headings are shaded blue (normally they're gray), your list is filtered and you're not seeing all the projects or contracts.

To remove the filter, click the Clear Filter button .

- **View all contracts**
Uncheck the "Show only contracts for the selected project" checkbox and click the Clear Filter button. Since there are thousands of contracts in the system, this action may take a few seconds.
- **Print a subset of projects/contracts**
After applying a filter to get to your subset of projects (for example, all the projects in a particular sub-basin), click the print icon on the *Pisces* toolbar. The printout indicates the filter you used and lists only the visible projects. Contrast this with the "Project Listing" report, which always shows all projects.

- **Where am I?**
After clicking away for a while, it's possible to get a little lost. *Pisces* is designed for flexibility – allowing you to open many different windows at once and toggle between them. To get a complete list of all the open windows, and to see which one you're on, click the "Window" menu. Another trick to help you navigate: the very top portion (the "Title bar") of all *Pisces* windows provides a brief description of which contract or project you are viewing.

To find a project or contract

1. Enter text or numbers into one of the filter fields (fields that are shaded light blue) and click the Apply Filter button .
2. To further reduce the project or contract list, enter text or numbers into another filter field and click the Apply Filter button again.
3. If you reduce the list too much, you can always click the Clear Filter button  and start over.

To see more information about a project or contract

- Double-click a project or contract. You can also right-click for more options. The Summary tab displays detailed information such as the list of contractors and associated contracts. Double-click a contractor or contact to view more details.

To sort the project or contract list

- Click one of the column headings.

Printing Reports

You can run reports from anywhere in the application using the Reports menu. *Pisces* default report format is Adobe Acrobat (PDF). Currently, *Pisces* provides the following pre-defined reports: Project Listing (all projects in the program), Contracts Listing (all contracts in the program), and Work Elements & Definitions. Over time, we will add more reports – you'll see them just appear in the Report menu.

If you want a report of specific projects or contracts (for example, all projects in a sub-basin, use the Explorer's filter function and then click the Print icon on the toolbar .



Division of Fish and Wildlife
Bonneville Power Administration

www.efw.bpa.gov

Viewing a Statement of Work (SOW)

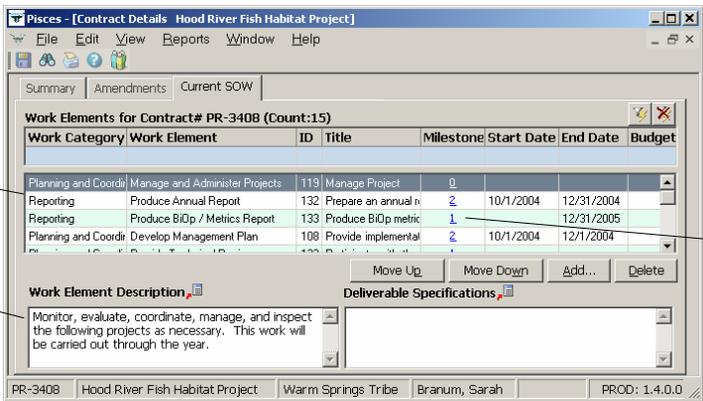
Pisces provides a collaborative environment where contractors and BPA project managers (COTRs) can create and manage statements of work based on work elements.

To view a Statement of Work (on-screen)

1. From the Explorer window, double-click a contract.
2. Click the Print icon on the Pisces toolbar  to display the SOW in Acrobat Reader.

Understanding Work Elements

Work Elements are BPA-defined standard tasks that lie at the core of the Pisces design. The building blocks of SOWs, work elements ensure a common language is used across all projects, enabling tracking/reporting on the actual work planned and performed on the ground.



Work Category	Work Element	ID	Title	Milestone	Start Date	End Date	Budget
Planning and Coordi	Manage and Administer Projects	119	Manage Project	0			
Reporting	Produce Annual Report	132	Prepare an annual r	2	10/1/2004	12/31/2004	
Reporting	Produce BiOp / Metrics Report	133	Produce BiOp metric	1		12/31/2005	
Planning and Coordi	Develop Management Plan	108	Provide implementa	2	10/1/2004	12/1/2004	

Work Element Description: Monitor, evaluate, coordinate, manage, and inspect the following projects as necessary. This work will be carried out through the year.

Deliverable Specifications:

To build a Statement of Work using Work Elements

1. From the Current SOW tab, click the “Add...” button.
2. In the search box, enter word(s) describing the planned work and press Enter. For example, enter “screen” if you plan to install a fish screen.
3. Select a work element from the Found Work Elements list. Read the associated Definition below to make sure you selected the appropriate work element.
4. Click the “>>” button to add the selected work element to your list. Repeat steps 2-4 to add more work elements. Click OK to add the work element(s) to your contract.
5. For each work element, be sure to enter:
 - **Title** – a descriptive title for your work. It is common to have many instances of the same work element, but with different locations or metrics. Titles help distinguish work elements.
 - **Budget** – a *rough \$ estimate* for each work element.
 - **Work Element Description** – background information on the planned work to give people less involved with your project an idea of why you’re doing it.
 - **Deliverable Specifications** – detailed information (ideally quantitative) regarding the work. For example, if you’re installing a fence, specify the fence type, distance between poles, etc.
6. Click the Save icon on the Pisces toolbar .

To add a work schedule (Milestones) to a Work Element

1. From the Work Elements list, click the milestone count hyperlink. Notice that a “Deliverable Complete” milestone has automatically been added.
2. Enter as many milestones as necessary to adequately describe the work schedule.
3. Enter a Start and End Date for each, as well as any Milestone Specifications.
4. Click OK to save your work and return to the Current SOW tab.

Pisces Technical Requirements

- Internet connection with speed of at least 56.6 KBps (dialup). *Recommended:* DSL or Cable modem or faster connection.
- Microsoft Windows® 2000 or higher with Microsoft Internet Explorer 6.0 and Adobe Acrobat Reader 6.0 or higher.
- Microsoft Installer version 2.0 (comes with Windows XP, but may need to be installed for Windows 2000).
- Administrative rights on your computer in order to install Pisces the first time.
- Screen resolution of 800x600, NOT using a large font driver. *Recommended:* Screen resolution of 1024x768 or higher.

Tips & Tricks

(cont'd)

- **Get Back to the Explorer**
No matter where you are in Pisces, the Explorer screen is always a mouse click or key press away. To switch to the Explorer, press **Ctrl + E** on your keyboard, or click the binoculars icon on the toolbar .
- **What’s a Work Element?**
Work Elements are BPA-defined standard tasks used to build a statement of work. For more information on work elements, visit: www.efw.bpa.gov
- **What’s a Milestone?**
Milestones are the steps involved in completing a work element. Milestones and their start and end dates make up the work schedule.
- **What’s the difference between Work Element Description and Deliverable Specification?**
The Work Element Description field provides a place to enter (or paste) background info and methodology notes. Think about it as a way to communicate the purpose of the work element to someone who may not know the details of your project. The Deliverable Specifications field should explain the detailed parameters of the work. The Specifications field should have quantitative info such as dimensions, distances, etc., as well as qualitative info such as the type of material used.
- **Got logged off?**
To maximize security of your data, Pisces automatically logs you off after 30 minutes of inactivity.
- **Can’t logon to Pisces?**
You may be having problems with your internet connection. Make sure you can reach www.bpa.gov.

