

# Maintenance Reserve Prioritization

## Overview

The purpose of the Maintenance Reserve Prioritization module is to allow agency analysts and agency reviewers to update the agency's annual maintenance reserve plan by reranking their agency's active maintenance reserve subprojects. It is completed after the MR Plan tab has been completed.

## Quick Guide

### AGENCY ANALYST

1. Mouse over the **Capital Budget** menu item and then mouse over **Maintenance Reserve** in the resulting dropdown menu. An additional menu will appear. Select **MR Request Prioritization**.

Capital Budget	Budget Execution	Six Year Plans	Narrative	Reporting	Administrat
Capital Budget Requests					
Maintenance Reserve		Maintenance Reserve Request			
Capital Project Review		MR Request Prioritization			

2. The Maintenance Reserve Prioritization module will appear. Follow the Maintenance Reserve Prioritization instructions.

### AGENCY REVIEWER

1. Mouse over the **Capital Budget** menu item and then mouse over **Maintenance Reserve** in the resulting dropdown menu. An additional menu will appear. Select **Maintenance Reserve Prioritization**.

Capital Budget	Budget Execution	Six Year Plans	Narrative	Reporting	Administrat
Capital Budget Requests					
Maintenance Reserve		Maintenance Reserve Request			
Capital Project Review		MR Request Prioritization			

2. The Maintenance Reserve Prioritization module will appear. Follow the Maintenance Reserve Prioritization instructions.

# Maintenance Reserve Prioritization


## Overview

This module allows agency analysts and agency reviewers to reprioritize their agency's maintenance reserve subprojects as part of the update of the agency annual maintenance reserve plan. The rank and total project cost is displayed for each maintenance reserve subproject. An agency analyst or an agency reviewer may drag and drop maintenance reserve subprojects to create a new maintenance reserve subproject ranking for an agency. If elements of the maintenance reserve subprojects (title, project cost amount, etc.,) need to be updated, the user will have to go to the actual work item to make the changes.

The Appropriation Act requires agencies to give first priority to the repair or replacement of roofs on buildings under the control of the agency. Do not prioritize general fund and nongeneral fund subprojects separately. No two subprojects can have the same priority number.

## Instructions

1. Click on **Agency** and select an agency to rank its maintenance reserve subprojects.

Agency  

2. To change the ranking of an existing maintenance reserve subproject in the Maintenance Reserve Prioritization grid, click on a maintenance reserve subproject that should have a different rank and drag it up or down to move it to a higher or lower ranking. Re-rank as many maintenance reserve subprojects as necessary until the desired ranking is achieved. You will also need to rank any newly validated maintenance reserve subprojects.

Maintenance Reserve Request Prioritization			
	MR Subproject Title	Total Project Cost	Agency Ranking
1			1

3. While working, if you need to revert to the rankings as they appeared upon the last save, click the **Reload Priorities** button.

4. Once the desired ranking is achieved, click the **Save Priorities** button to save the maintenance reserve ranking for an agency.

## Field Definitions

Field Name	Description
<b>Agency</b>	A popup field that allows for the selection of an agency and displays its maintenance reserve subproject.
<b>Biennium</b>	A read-only field that displays the biennium for the maintenance reserve subproject.
<b>Maintenance Reserve Prioritization</b>	A grid field that allows a user to drag and drop a maintenance reserve subproject to create a new ranking and displays the Total Project Cost and the Agency Ranking.
<b>Reload Priorities</b>	A button that allows a user to revert to the rankings as they appeared upon the last save.
<b>Save Priorities</b>	A button that allows a user to save the maintenance reserve subproject ranking.