



## **Infrastructure Planning Database User Guide**

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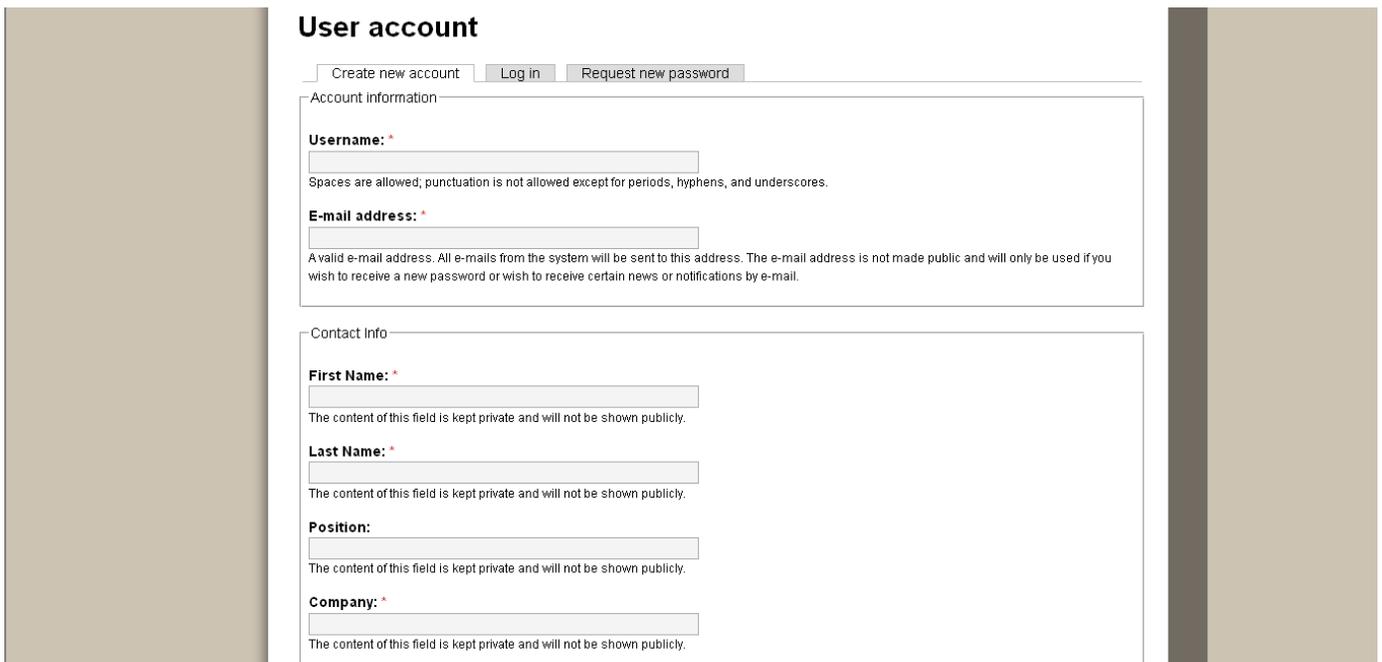
## Introduction

The Infrastructure Planning Database is a tool designed to provide planning and scheduling information on upcoming vertical public infrastructure projects (i.e. not roads, sewers, pipelines etc.) in the province of Alberta. The database will include project which cost over \$2 million, which will be contributed by the Alberta Government and municipalities across the province. The database is located at <http://alberta.labourmarketlink.com>.

## Getting Started

### Create New Account

Before being able to access the site, a user account must be created. Click on “Create new account” on the bottom-right corner of the homepage. You will be required to create a username and fill in some personal information. Fields marked with an asterisk are required.



The screenshot shows a web form titled "User account" with three tabs: "Create new account" (selected), "Log in", and "Request new password". The form is divided into two sections: "Account information" and "Contact Info".

**Account information:**

- Username: \*** (required field): A text input field. Below it, a note states: "Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores."
- E-mail address: \*** (required field): A text input field. Below it, a note states: "A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail."

**Contact Info:**

- First Name: \*** (required field): A text input field. Below it, a note states: "The content of this field is kept private and will not be shown publicly."
- Last Name: \*** (required field): A text input field. Below it, a note states: "The content of this field is kept private and will not be shown publicly."
- Position:** (optional field): A text input field. Below it, a note states: "The content of this field is kept private and will not be shown publicly."
- Company: \*** (required field): A text input field. Below it, a note states: "The content of this field is kept private and will not be shown publicly."

### Passwords

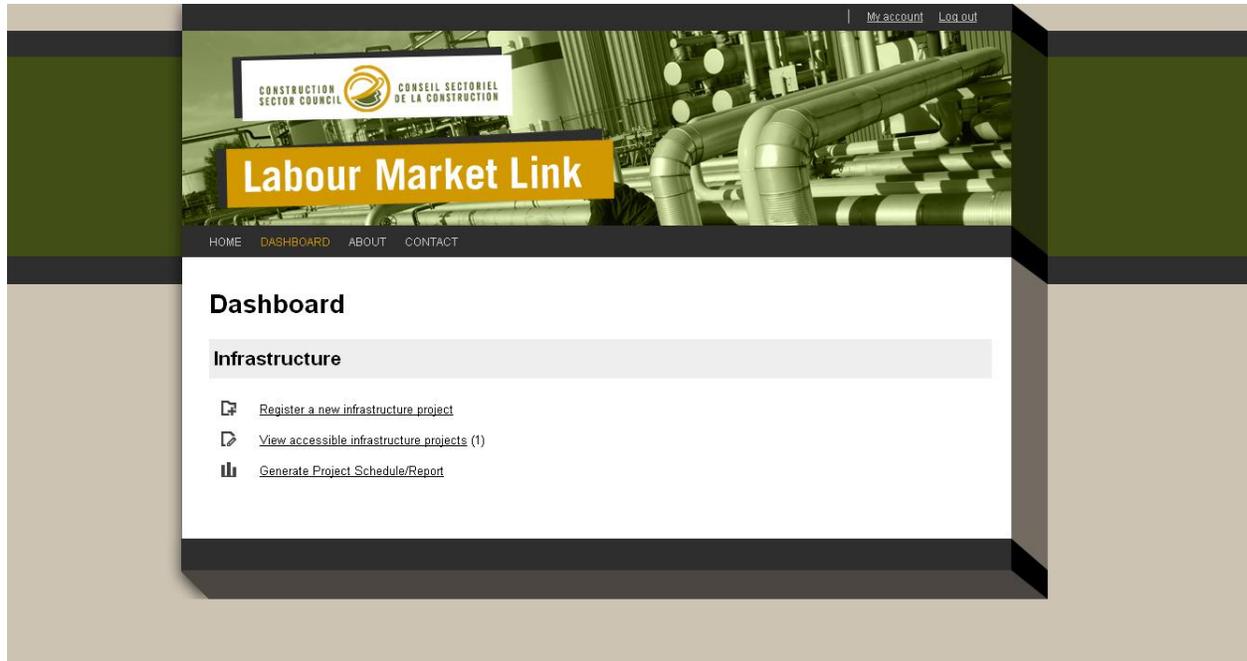
Once created, the site administrator must approve your account. This may take some time (up to 1 week). Once approved you will be informed by email and provided with a single use link to create a password. If you forget your password or delete the email sent to you upon approval, you may request a new password email using the link on the home page located below “Create new account”. The site administrator does not have access to your password.

## Questions/Assistance

If you require assistance you may contact the site administrator using the contact link provided on the Labour Market Link website.

## Dashboard

The Dashboard allows the creation of new projects, the viewing and editing of existing projects, and the generation of project schedule reports.



## Creating New Projects

To create a new project, click on “Register a new infrastructure project” on the dashboard. Fields marked with an asterisk are required. Select the length of planning, design, tender, and construction portions of the timeline by selecting the start and end dates from the appropriate drop down list. Make sure you hit the “Save changes and update projects” button at the bottom of the screen.

## **Funded/Unfunded**

Projects flagged as unfunded have not received budgetary approval and are displayed on a separate report. This feature may be used to display projects that may receive official approval in the future.

## **Hidden**

Hidden projects will not be displayed on the project report. The public will not be able to see this project.

## Project Cost

Individual project cost will not be displayed to the public. Project costs will be displayed on an aggregate level based on project type (i.e. the individual cost of every project in a category will be summed, and this number will be displayed to the public).

## Create Infrastructure Project

**Project Name: \***

**Project Code:**

Your own internal tracking number. Optional.

On Hold

**Project Cost: \***

Enter a dollar amount for the project cost. Use digits only. Individual project cost will not be displayed to the public.

**Region: \***

**Owner: \***

**Project Type: i**

**Project Delivery Type: \***

Hidden

Hidden projects will not be displayed on the project schedule.

Funded

Projects flagged as funded have been given budgetary approval. Unfunded projects will be displayed on a separate project shedule.

### Project Status Timeline

Planning

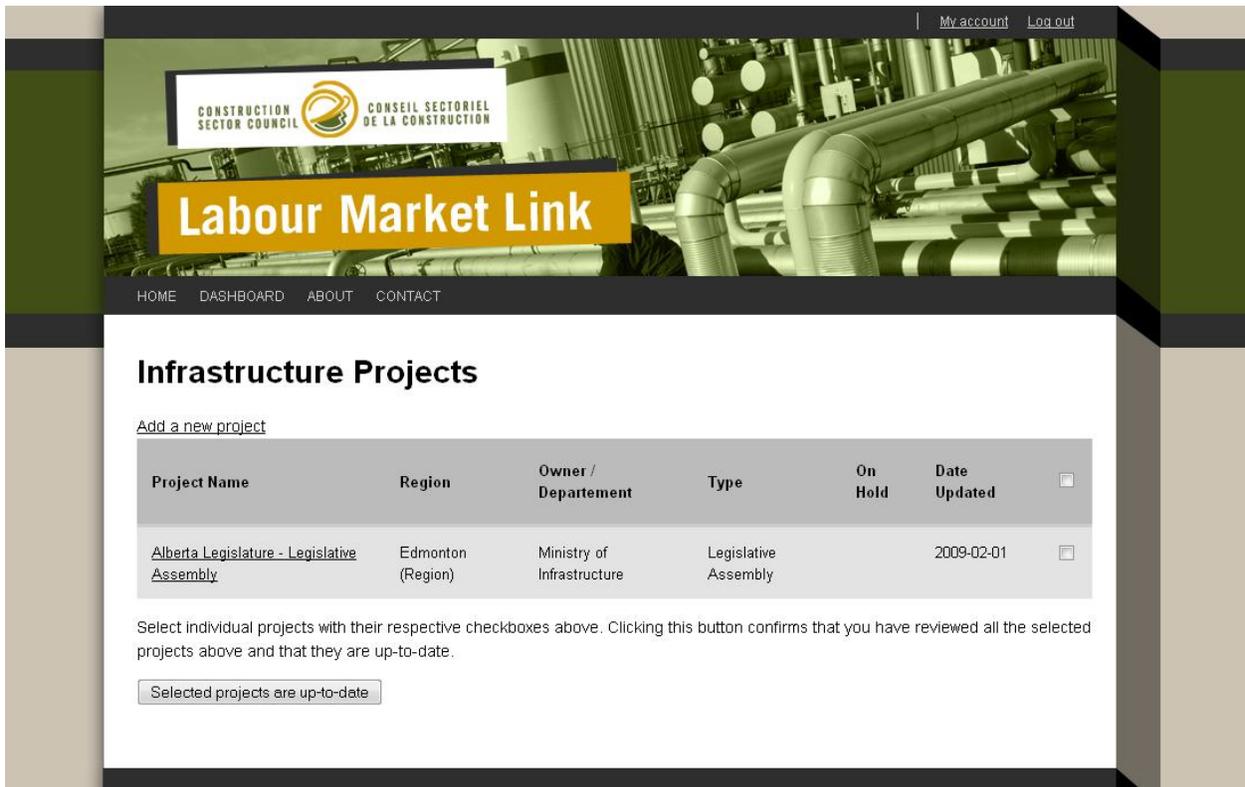
Include this section. (Uncheck to exclude)

**Start Year and Month:**

**End Year and Month:**

## View/Edit Project

After creating a new project or clicking on “view accessible infrastructure projects” on the dashboard, you will be taken to the view/edit screen. This will display all projects you have access to, as well as the last date they were updated. Clicking on an individual project will allow you to view and edit that project. You may indicate that projects are up to date by selecting the checkbox next to the desired projects, and pressing the “Selected projects are up to date” button at the bottom of the screen. This will change the “last updated” field to the current date. This feature is useful if you wish to indicate that there are no changes to the projects without having to open each individually.



The screenshot shows the Labour Market Link website interface. At the top, there is a navigation bar with links for "HOME", "DASHBOARD", "ABOUT", and "CONTACT". The main content area is titled "Infrastructure Projects" and includes a link to "Add a new project". Below this is a table with the following data:

Project Name	Region	Owner / Departement	Type	On Hold	Date Updated	<input type="checkbox"/>
<a href="#">Alberta Legislature - Legislative Assembly</a>	Edmonton (Region)	Ministry of Infrastructure	Legislative Assembly		2009-02-01	<input type="checkbox"/>

Below the table, there is a text instruction: "Select individual projects with their respective checkboxes above. Clicking this button confirms that you have reviewed all the selected projects above and that they are up-to-date." At the bottom of the section, there is a button labeled "Selected projects are up-to-date".

## View/Edit Tabs

Once selected, the project screen is split into two tabs, view and edit. The view tab shows the project details, as well as the project schedule image. The edit tab allows you to change the data entered when the project was created (this screen will appear exactly the same as the create project screen above).

## Alberta Legislature - Legislative Assembly

View Edit

### Infrastructure Project Details

Last Updated	Sun, 01 Feb 09 15:24:10 -0500
Project Delivery Type	
Project Type	Legislative Assembly
Region	Edmonton (Region)
Owner	Ministry of Infrastructure
Project Cost	0
Project Code	None
Funded	No
Hidden	No

### Gantt Report



## **Generate Project Schedule/Report**

Generate Project Schedule/Report allows you to create a customized report displaying project schedules. Simply check the boxes of the criteria you would like to be displayed on the report and click the submit button at the bottom of the page. You may filter the report by region, government ministry/department, project type, delivery type, and project funding.

## **Project Schedule/Report**

You can customize the projects to view by selecting regions, government ministries/departments, delivery types, and project types.

### **Region:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Alberta                      | <input type="checkbox"/> Anzac          | <input type="checkbox"/> Banff             |
| <input type="checkbox"/> Bonnyville                   | <input type="checkbox"/> Calgary (City) | <input type="checkbox"/> Calgary (Region)  |
| <input type="checkbox"/> Camrose                      | <input type="checkbox"/> Canmore        | <input type="checkbox"/> Carstairs         |
| <input type="checkbox"/> Castor                       | <input type="checkbox"/> Chestermere    | <input type="checkbox"/> Cold Lake         |
| <input type="checkbox"/> Drayton Valley               | <input type="checkbox"/> Drumheller     | <input type="checkbox"/> Duchess           |
| <input type="checkbox"/> Edmonton (Region)            | <input type="checkbox"/> Fort McMurray  | <input type="checkbox"/> Fort Saskatchewan |
| <input type="checkbox"/> General (Provincial)         | <input type="checkbox"/> Grande Prairie | <input type="checkbox"/> Hinton            |
| <input type="checkbox"/> Hythe                        | <input type="checkbox"/> Innisfree      | <input type="checkbox"/> Kinuso            |
| <input type="checkbox"/> La Crete                     | <input type="checkbox"/> Lac La Biche   | <input type="checkbox"/> Lacombe           |
| <input type="checkbox"/> Lesser Slave Lake Settlement | <input type="checkbox"/> Lethbridge     | <input type="checkbox"/> Lloydminster      |
| <input type="checkbox"/> Medicine Hat                 | <input type="checkbox"/> Olds/Balzac    | <input type="checkbox"/> Red Deer          |
| <input type="checkbox"/> Vermillion                   |   |  |

### **Government Ministry/Department:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> City of Calgary - Municipal  | <input type="checkbox"/> City of Edmonton - Municipal                  | <input type="checkbox"/> City of Grande Prairie - Municipal |
| <input type="checkbox"/> City of Red Deer - Municipal | <input type="checkbox"/> Ministry of Advanced Education and Technology | <input type="checkbox"/> Ministry of Education              |
|   |  | <input type="checkbox"/> Ministry of Infrastructure         |

## Project Schedule

Once you have submitted your request, a project schedule report will be generated. Unless you have editing access to the projects, the report will show only aggregate costs at the region, government owner, and project type levels. In the example below, only Health Care and Emergency Response projects were selected.

Legend:



Please note the list of projects is subject to change as project approvals and budgets are subject to change.  
(Dollar values reported in thousands)

Calgary (City)  
Agg. Cost: \$745115

City of Calgary - Municipal  
Agg. Cost: \$745115

Health Care and Emergency Response  
Agg. Cost: \$196767

- Douglas Glen Emergency Response Station Project Code: 41-168
- Skyview Ranch Temporary Emergency Response Stations Project Code: 41-161
- Louise Station Emergency Response Station Project Code: 41-122/123
- Royal Oak Emergency Response Station Project Code: 41-121/166
- Seton Multi-Services Station Project Code: 41-169

