

NEW JERSEY DEPARTMENT OF EDUCATION

LRFP and Project Application Tracking System

Volume 1: LRFP Tutorial



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Use of the LRFP Tutorial

This tutorial is intended to supplement hands-on training for district-level users of the New Jersey Department of Education Long Range Facilities Plan and Project Application Tracking System (LRFP and PATS System). Volume I addresses all aspects relating to completing, submitting, and amending a LRFP. Contents include instruction on how to review and update existing inventory, troubleshoot data migration problems, define potential inventory and system needs, identify enrollments, and create, submit, and amend a LRFP.

The tutorial is intended to serve as a companion document to the following:

- The ***LRFP Website User Manual***, which provides in-depth instruction concerning the use of the LRFP and PATS System.
- The ***2005 Long Range Facilities Plan Preliminary Guidelines***, which describe reporting requirements, planning tasks, and data collection process in preparation of website use.

Although the new web-based system does not require a rigid planning process, the tutorial presents the LRFP reporting tasks in a linear approach so that new users can easily follow along, and more experienced users can navigate to the particular topics of interest.

A tutorial for the Project Application Tracking System is presented in a separate volume.

