

FEDERAL ACQUISITION INSTITUTE



FAITAS

FEDERAL ACQUISITION INSTITUTE
TRAINING APPLICATION SYSTEM

AHCP AGENCY DASHBOARDS QUICK START GUIDE

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PREPARING TODAY'S WORKFORCE FOR TOMORROW'S CHALLENGES

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The FAITAS Acquisition Human Capital Plan (AHCP) provides for the strategic management of the Acquisition Workforce. Dashboards provide FAI and other agencies with a way to visualize the data obtained from the AHCP questionnaire to facilitate both trending and future predictions. This Quick Start Guide contains information about the AHCP Dashboards. For more information, to provide feedback, or to submit a ticket, visit the Help Desk online at <http://www.fai.gov/help-desk>, or use the **Contact Us** option in the FAITAS **Help** menu.

QUICK START INSTRUCTIONS: Click the task name to access Quick Start Description and Steps. Your FAITAS role determines which Dashboards will be visible and may determine available functionality.

AHCP DASHBOARD FUNCTIONALITY

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| 2. Export Data as Image | 6. Revert to Original Dashboard Data | 10. Select Multiple Data Points |
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AHCP DASHBOARDS

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ACCESS AHCP DATA ANALYTICS

To begin,

1. Navigate to **Manage Workforce | Data Analytics | AHCP Dashboards**.
2. The **AHCP Dashboard** screen displays.
3. Select one of the displayed Categories: Acquisition Profile View, Acquisition Workforce View, or HC Program/Initiatives View
4. Dashboards available in the selected Category display.
5. Click a title to view the Dashboard.
6. Click the **<<Return to Main Menu>>** link to return to the Category screen.

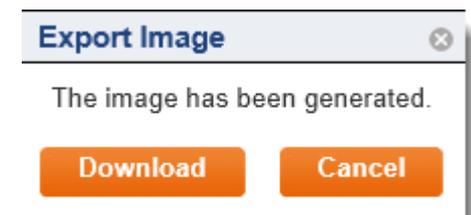
NAVIGATION ICON: Export Data as Image

Located at the bottom of each Dashboard is the Navigation Toolbar. The **Export Data** icon is the first in the toolbar. Information in a Dashboard may be exported as an **Image**, **Data**, **Crosstab** Report, or **PDF**.



To export as an image

1. Select a Dashboard or view to be exported.
2. Hover over **Export** icon.
3. Select the **Image** option from the drop-down list that displays.
4. The **Export Image** pop-up window opens.
5. Select **Download** to continue or **Cancel** to return to the Dashboard without viewing the exported image.
6. In the Export Image pop-up windows, select **Download** to continue or **Cancel** to return to the Dashboard.
7. When the **Download** link is selected, a file download window opens.
 - a. Select **Open** to view the .png image file immediately.
 - b. Select **Save As** from the **Save** menu to store the image.
 - c. Select **Cancel** to close the file download window and return to the Dashboard.



NAVIGATION ICON: Export Data as Data

Located at the bottom of each Dashboard is the Navigation Toolbar. The **Export Data** icon is the first in the toolbar. Information in a Dashboard may be exported as an **Image**, **Data**, **Crosstab** Report, or **PDF**.

To export as Data (.csv file),

1. Select a data section from the Dashboard. To select a section, click within the section parameters. A light-colored box will display around the data to be exported. **NOTE: The Data option will only be available if there is selected data.**
2. After selecting a data section, hover over the **Export** icon.
3. Select the **Data** option from the drop-down list that opens.
4. A pop-up window display with two tabs: **Summary** and **Underlying**. By default, the **Summary** tab displays.
5. To download the data as a text file, click a download link: **Download all rows as a text file**.
6. When the **Underlying** tab is selected, the entire list of data associated with the selected view displays.
7. By default, not all columns display. To show all columns, click the checkbox. Close the window to return to the Dashboard.

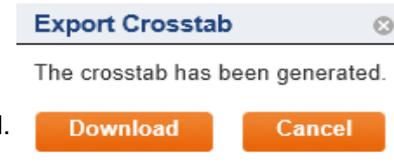


NAVIGATION ICON: Export Data as Crosstab

Located at the bottom of each Dashboard is the Navigation Toolbar. The **Export Data** icon is the first in the toolbar. Information in a Dashboard may be exported as an **Image**, **Data**, **Crosstab** Report, or **PDF**.

To export as Crosstab (.csv file),

1. Select a data section from the Dashboard. To select a section, click within the section parameters. A light-colored box will display around the data to be exported. **NOTE: The Data option will only be available if there is selected data.**
2. After selecting a data section, hover over the **Export** icon.
3. Select the **Crosstab** option from the drop-down list that opens.
4. The **Export Crosstab** pop-up window displays. Select **Download** to continue or **Cancel** to return to the Dashboard.
5. When the **Download** link is selected, a file download window opens.
 - a. Select **Open** to view the .csv file immediately and manipulate the data in Excel.
 - b. Select **Save As** from the **Save** menu to store the image.
 - c. Select **Cancel** to close the file download window and return to the Dashboard.



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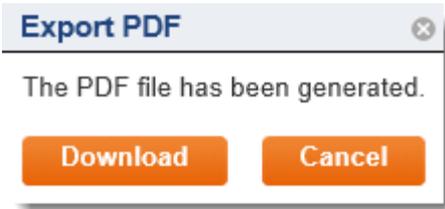
NAVIGATION ICON: Export Data as PDF

Located at the bottom of each Dashboard is the Navigation Toolbar. The **Export Data** icon is the first in the toolbar. Information in a Dashboard may be exported as an **Image**, **Data**, **Crosstab** Report, or **PDF**.

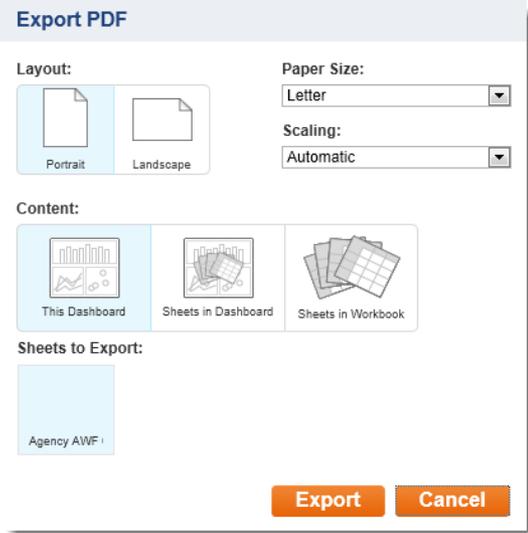


To export as PDF,

1. Select a data section from the Dashboard. To select a section, click within the section parameters. A light-colored box will display around the data to be exported.
2. **NOTE:** To download a PDF of the default dashboard (without any currently selected options), use the Revert All option before selecting PDF.
3. After selecting a data section, hover over the **Export** icon.
4. Select the **PDF** option from the drop-down list that opens.
5. The **Export PDF** pop-up window opens.
6. Select the print options and click the **Export** button to continue or **Cancel** to return to the Dashboard.
7. After clicking the **Export** button, the **Export PDF** pop-up window displays.



8. Select **Download** to continue or **Cancel** to return to the Dashboard.
9. When the **Download** button is clicked, a PDF of the data displays.
10. Use the **Save** or **Print** options associated with your PDF reader as necessary.
11. Close the PDF to return to the Dashboard.



NAVIGATION ICON: Revert to Original Dashboard Data

Located at the bottom of each Dashboard is the Navigation Toolbar. The **Revert All** icon is the second in the toolbar.



1. Click the **Revert All** icon to discard all sorting, filters, and data point selections.

NOTE: *It is not possible to revert only part of your selections. Selecting the **Revert All** icon discards all unsaved changes. When the **Revert All** icon is selected, the entire Dashboard refreshes and displays its default formatting.*

NAVIGATION ICON: Pause Automatic Updates

Located at the bottom of each Dashboard is the Navigation Toolbar. The **Pause Automatic Updates** icon is the third in the toolbar. AHCP Data Analytics is designed to automatically display the most current information in each of the available Dashboard views. The display of current information relies on the ability to automatically update whenever a change is made that affects any of the Dashboard views.



1. Click the **Pause Automatic Updates** icon to stop and/or temporarily halt the automatic data update process.
2. If there are automatic updates in process, the icon converts from a **Power On** () image to a **Do Not Proceed** () image. When ready to resume the automatic update process, select the **Resume Automatic Updates** icon again.

NOTE: *FAITAS does not currently have automatic data updates. Data are uploaded once a day, beginning at about 0600. In most cases, it will not be necessary for an AHCP Data Analytic user to select the **Pause Automatic Updates** icon.*

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NAVIGATION ICON: Refresh View

Located at the bottom of each Dashboard is the Navigation Toolbar. The **Refresh** icon is the fourth in the toolbar.



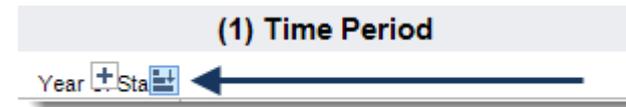
1. Click the **Refresh** icon to manually retrieve the most recent data.
2. If there is a data refresh available, a loading circle () may display while AHCP Data Analytics pulls the most current data from the system's databases. Be aware that when there is a significant amount of new information to load, the refresh process may take up to a few minutes to complete.

NOTE: Currently, FAITAS data are uploaded once a day, beginning at about 0600. In most cases, it will not be necessary for an AHCP Data Analytic user to select the **Refresh** option as there will not be new underlying data to refresh.

SORT

If available, the Sort () option allows information in the selected view to be reorganized in Ascending or Descending order.

1. To sort, hover over the heading titles until the Sort () icon displays.
2. If the data are already displayed in descending order, the icon will display as ascending; if the data are displayed in ascending order, the icon will display as descending.
3. To return the Dashboard view to its default order, use the **Revert All** () option.



SELECT MULTIPLE DATA POINTS

1. To select multiple data points, hold the CTRL key as you click various selections.
2. To remove the selected data points from the view, select the Revert All () option to refresh the view and display the original Dashboard view.



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ACQUISITION PROFILE VIEW: AGENCY DOLLAR OBLIGATION

Overview: The Agency Dollar Obligation Dashboard includes several data filters:

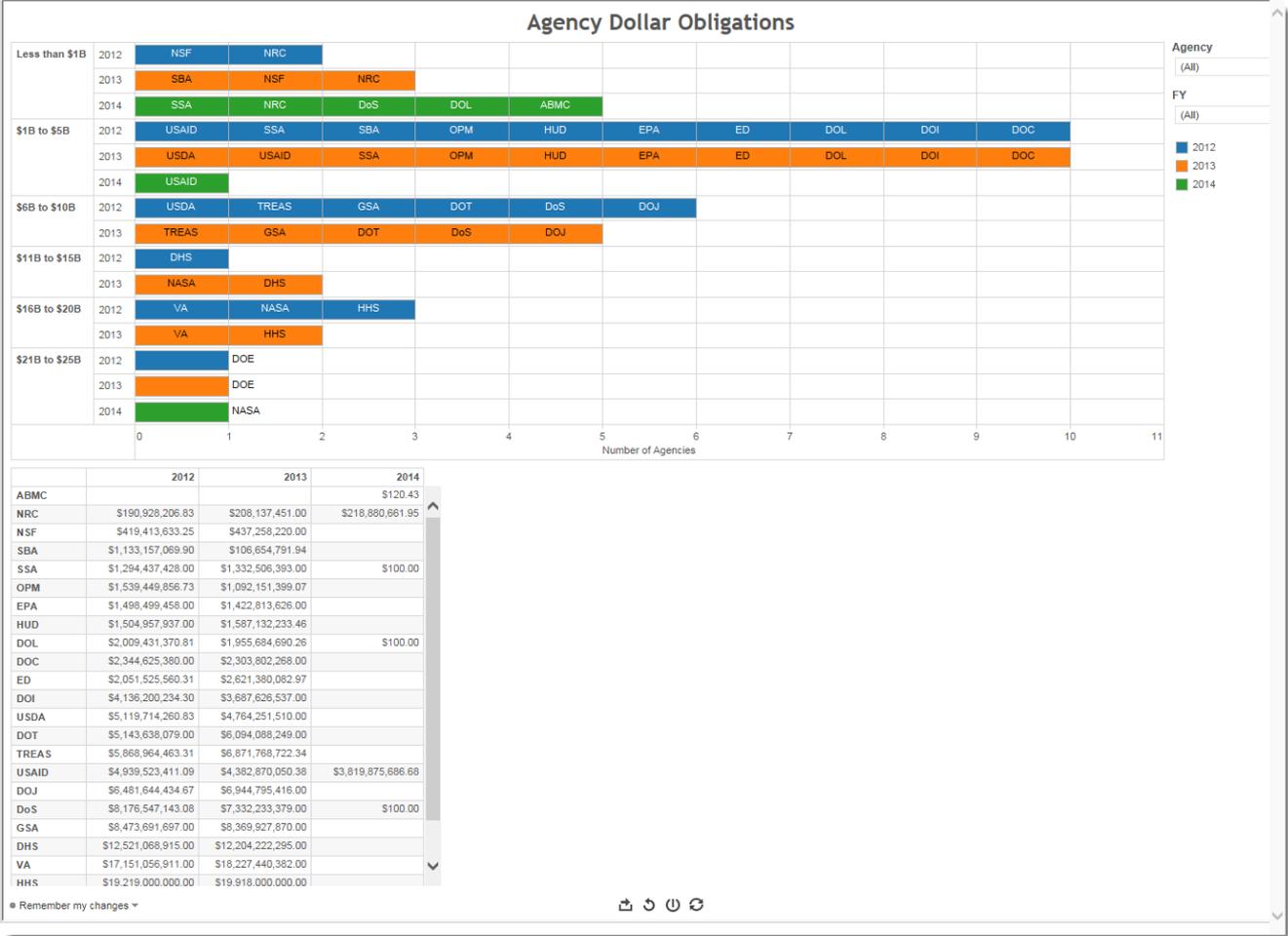
- Agency
- FY

Purpose: The Agency Dollars Obligations Dashboard provides historical data regarding Agency spending.

Data can be filtered by **Agency** and **Fiscal Years**. To find the total spending amount for a given year for selected agencies, hover over/click the year heading in the table. A total value of the amounts for all selected agencies can be seen along with the formula.

Data can be sorted in ascending order or descending order by hovering over a label cell, e.g., one that contains a year or an Agency acronym, etc.

Exporting the data allows underlying data to be viewed. For example, the chart groups dollar obligations but the underlying data provides the actual amount that can be downloaded.



Note: Data shown in Dashboard above are for illustrative purposes and not representative of actual data.



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ACQUISITION PROFILE VIEW: AGENCY OBLIGATIONS COMPARISON

Overview: The Agency Obligations Comparison Dashboard includes several data filters:

- Agency
- FY

Purpose: The Agency Obligations Comparison Dashboard provides historical spending data across Agencies.

Data can be filtered by **Agency** and **Fiscal Years**. To find the total spending amount for a given year for selected agencies, hover over/click the year heading in the table. A total value of the amounts for all selected agencies can be seen along with the formula.

Data can be sorted in ascending order or descending order by hovering over a label cell, e.g., one that contains a year or an Agency acronym, etc.

Click the year heading in the table to view the graphical representation for the selected data.



Note: Data shown in Dashboard above are for illustrative purposes and not representative of actual data.



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ACQUISITION PROFILE VIEW: AGENCY OBLIGATIONS IN SUPPLIES/SERVICES

Overview: The Agency Obligations in Supplies/Services Dashboard includes several data filters:

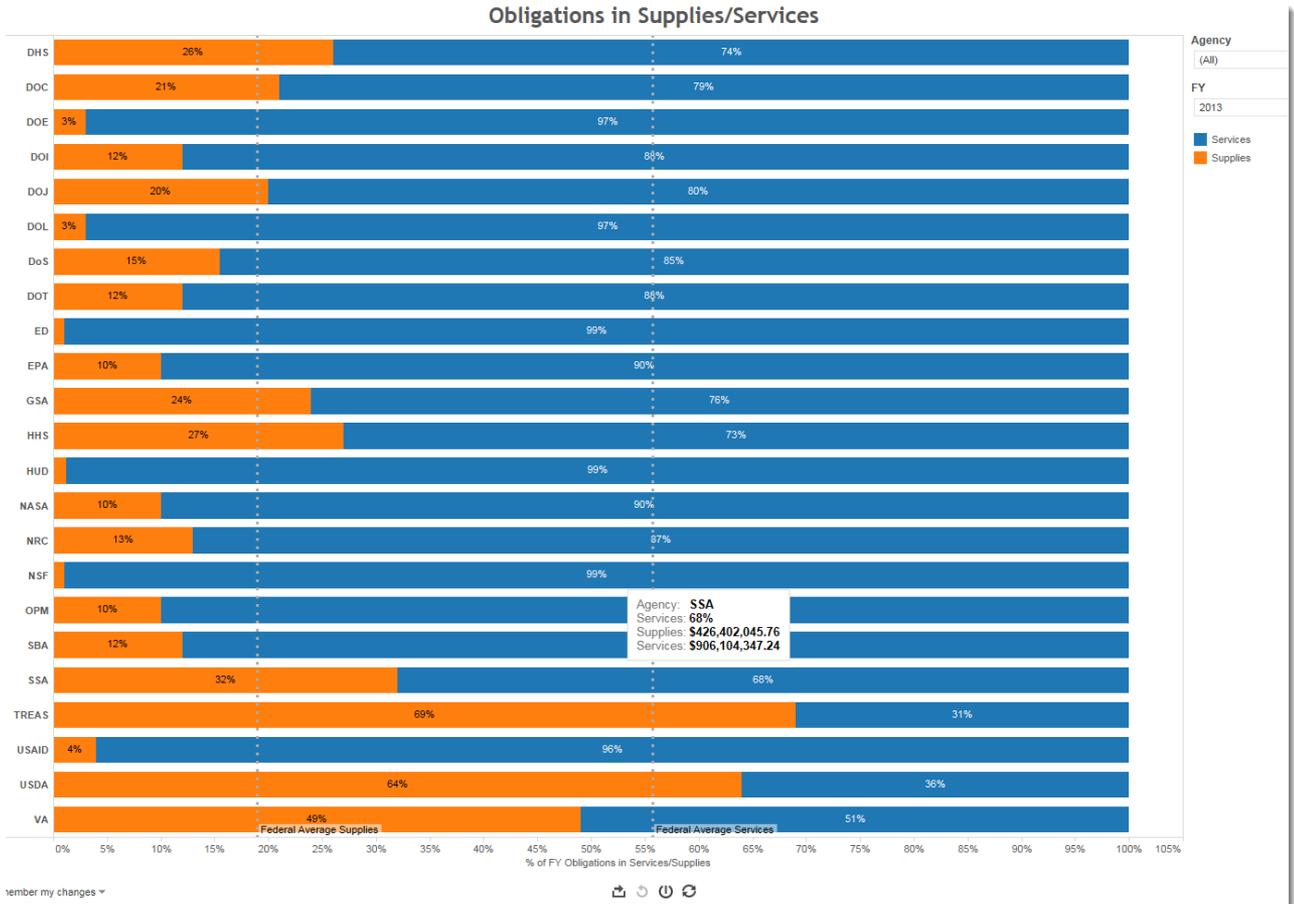
- Agency
- FY

Purpose: The Agency Obligations in Supplies/Services Dashboard provides historical supplies and services spending across Agencies.

Data can be filtered by **Agency** and **Fiscal Years**. Hover over percentages to view the actual numbers as shown in the chart to the right.

The vertical dotted line closest to the left side of the chart represents the federal average for supplies and the dotted line closer to the right of the chart represents the federal averages for services.

Hover the mouse over **Services** in the legend to display the highlight icon () that can be used to display a thicker border around the selected data.



Note: Data shown in Dashboard above are for illustrative purposes and not representative of actual data.



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ACQUISITION PROFILE VIEW: AGENCY CONTRACT ACTIONS

Overview: The Agency Contract Actions Dashboard includes several data filters:

- Agency
- FY

Purpose: The Agency Contract Actions Dashboard provides historical contract actions across Agencies.

Data can be filtered by **Agency** and **Fiscal Years**. To find the total spending amount for a given year for selected agencies, hover over/click the year heading in the table. A total value of the amounts for all selected agencies can be seen along with the formula.

Data can be sorted in ascending order or descending order by hovering over a label cell, e.g., one that contains a year or an Agency acronym, etc.

Click a line from the **Contract Actions** chart to display just the **Dollar Action** for that selected Agency in the table below.



Note: Data shown in Dashboard above are for illustrative purposes and not representative of actual data.



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ACQUISITION PROFILE VIEW: AGENCY OPEN ACTIONS

Overview: The Agency Open Actions Dashboard includes several data filters:

- Agency
- FY

Purpose: The Agency Open Actions Dashboard provides historical open actions (contracts) across Agencies.

Data can be filtered by **Agency** and **Fiscal Years**. To find the total number of open contracts for a given year for selected agencies, hover over/click the year heading in the table. A total number of open contracts for all selected agencies can be seen along with the formula.

Data can be sorted in ascending order or descending order by hovering over a label cell, e.g., one that contains a year or an Agency acronym, etc.

In the chart, hover over a number to see the Agency and click the number to display the number of contracts in the table below. In cases where the Agency has multi-year data, click within the appropriate year in the chart to display the table data.



Note: Data shown in Dashboard above are for illustrative purposes and not representative of actual data.

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ACQUISITION PROFILE VIEW: AGENCY ACQUISITION WORKFORCE RATIOS

Overview: The Agency Acquisition Workforce Ratios Dashboard includes a FY data filter.

Purpose: The Agency Acquisition Workforce Ratios Dashboard provides historical data about the contract and dollar obligations down to the individual level for your Agency.

Data can be sorted in ascending order or descending order by hovering over a label cell, e.g., one that contains a number, etc.

In a horizontal chart, hover over a number to see the Agency displayed and click the number to display the number of contracts in the table below.

Orange colored data represents your Agency; blue colored data represents other agencies. With this color-coding, Agency ratios can be compared across the Federal Acquisition Workforce.

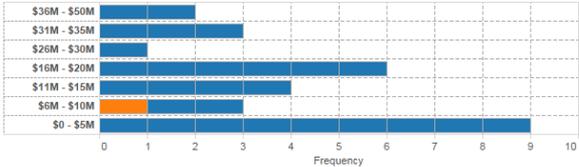
NOTE: The *Export* option is not available for the Agency-view Dashboard.

Acquisition Workforce Ratios

FY All Dollar Obligations per 1102 Employee

DHS	\$6M - \$10M	\$8,618,801.06
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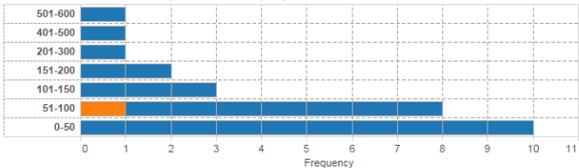
FY All Dollar Obligations per 1102 Employee



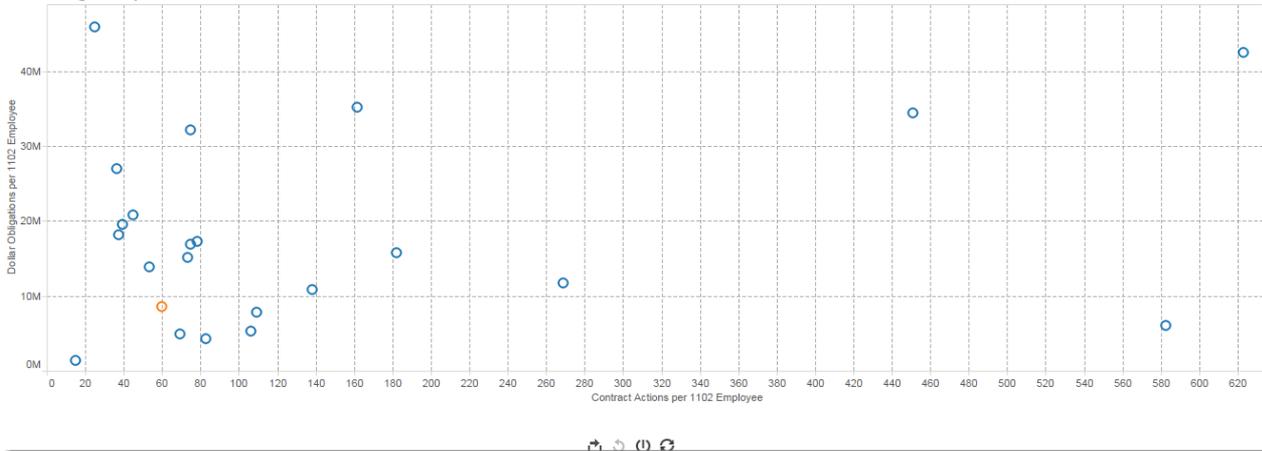
FY All Contract Actions per 1102 Employee

DHS	51-100	59
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FY All Contract Actions per 1102 Employee



Dollar Obligations per Contract Action



Note: Data shown in Dashboard above are for illustrative purposes and not representative of actual data.



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ACQUISITION WORKFORCE VIEW: CERTIFICATION RATE SUMMARY

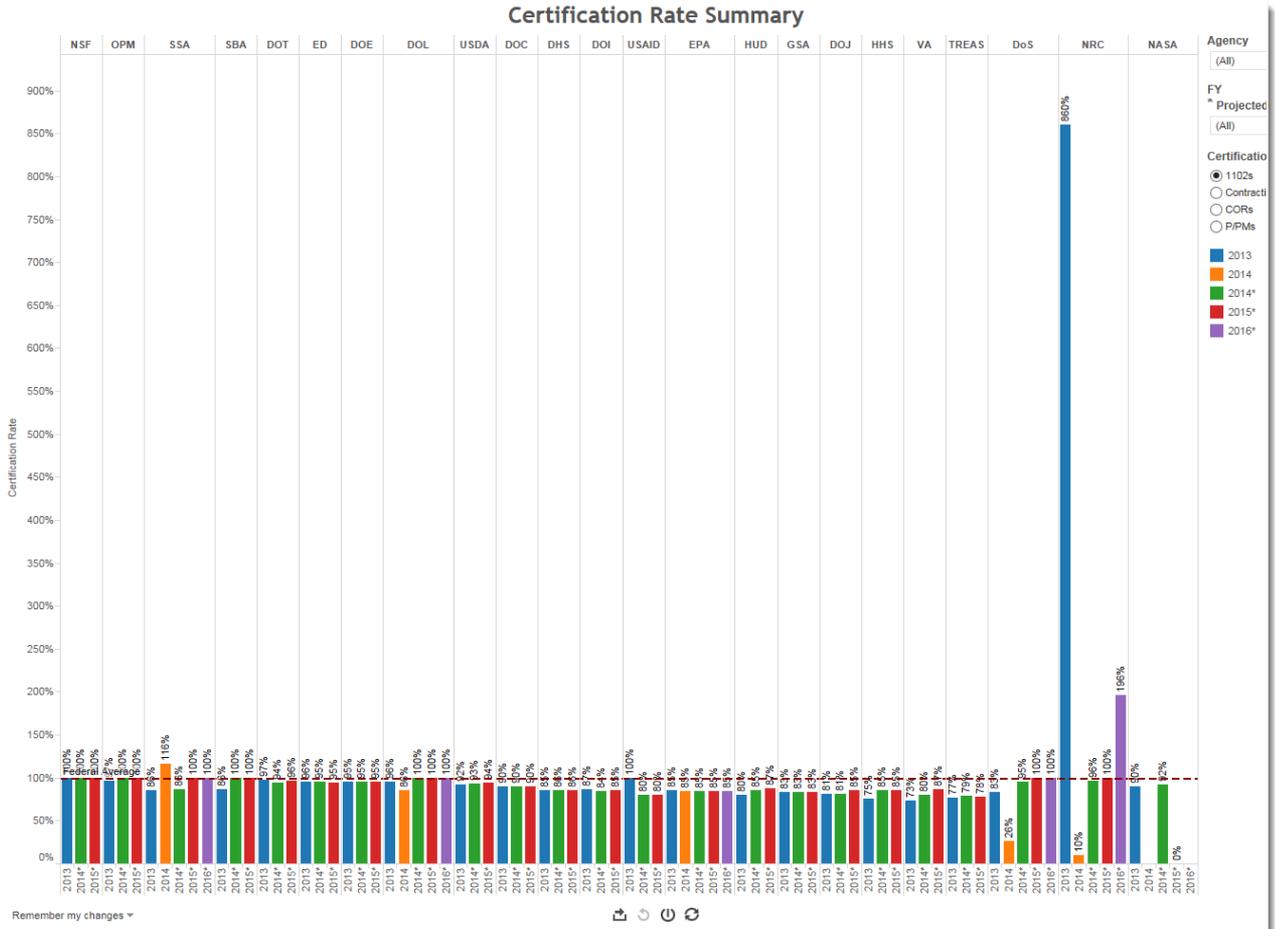
Overview: The Certification Rate Summary Dashboard includes several data filters:

- Agency
- FY
- Certification

Purpose: The Certification Rate Summary Dashboard provides historical data about the certification rates for 1102s, Contracting Officers, CORs, and P/PMs. These results can then be compared across agencies.

Fiscal Year information includes actual results for 2013 and 2014 and projected data for 2014, 2015, and 2016. Filtering on actual and projected data can provide visual trends to facilitate accurate future projections.

Exported summary data includes the AGG (# Certified Employees). Average Federal Certification Rate is illustrated by the horizontal dotted line seen in the chart on the right at the 100% level.



Note: Data shown in Dashboard above are for illustrative purposes and not representative of actual data.



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ACQUISITION WORKFORCE VIEW: OTHER CERTIFICATION AREAS

Overview: The Other Certification Areas Dashboard includes several data filters:

- Agency
- FY
- Other Certifications

Purpose: The Other Certifications Area Dashboard provides historical data about the number of Employees with Business, Cost-Estimating and Financial Management and Life Cycle Logistics certifications. These results can then be compared across agencies.

Data can be sorted in ascending order or descending order by hovering over a label cell, e.g., one that contains a year, an Agency acronym, etc.

Hovering over a number displays the FY, Certification Area and Number of Employees as shown in the chart on the right.

Comparisons can be drilled down to the Agency and FY, including projected data for 2015 and 2016.

Number of Employees by Other Certification Areas

By Agency			
	Business, Cost-Estimating and Financial Management	Life Cycle Logistics	Total Number of Employees
DOL		105	105
DoS		105	105
NRC	280		280
SSA		105	105
Grand Total	280	315	595

By FY			
	Business, Cost-Estimating and Financial Management	Life Cycle Logistics	Total Number of Employees
2014	234		309
2015*	23	105	128
2016*	23	135	158
Grand Total	280	315	595

Remember my changes ▾ 🔍 ↺ ⌂ 🔄

Agency
(All)

FY
* Projected Data
(All)

Other Certification
(All)

FY: 2015*
Certification Area: Life Cycle Logistics
Number of Employees: 105

Note: Data shown in Dashboard above are for illustrative purposes and not representative of actual data.



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ACQUISITION WORKFORCE VIEW: ACQUISITION WORKFORCE SIZE

Overview: The Acquisition Workforce Size Dashboard includes several data filters:

- Agency
- Certifications
- FY

Purpose: The Acquisition Workforce Size Dashboard provides historical data about the certification numbers for 1102s, CORs, and P/PMs. These results can then be compared across agencies.

Fiscal Year information includes actual results for 2013 and 2014 and projected data for 2014, 2015, and 2016. Filtering on actual and projected data can provide visual trends to facilitate accurate future projections.

Data can be sorted in ascending order or descending order by hovering over a label cell, e.g., one that contains a year, a Certification heading, etc.

Hover over a number in the chart to display the actual numeric value, the Agency, and the Certification. To view one year's information in the chart, select the year heading from the table below. Clicking a heading or sub-heading in the table displays a sum formula and result.



Note: Data shown in Dashboard above are for illustrative purposes and not representative of actual data.



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ACQUISITION WORKFORCE VIEW: AGENCY CERTIFICATION RATE SUMMARY

Overview: The Agency Certification Rate Summary Dashboard includes several data filters:

- FY
- Certifications

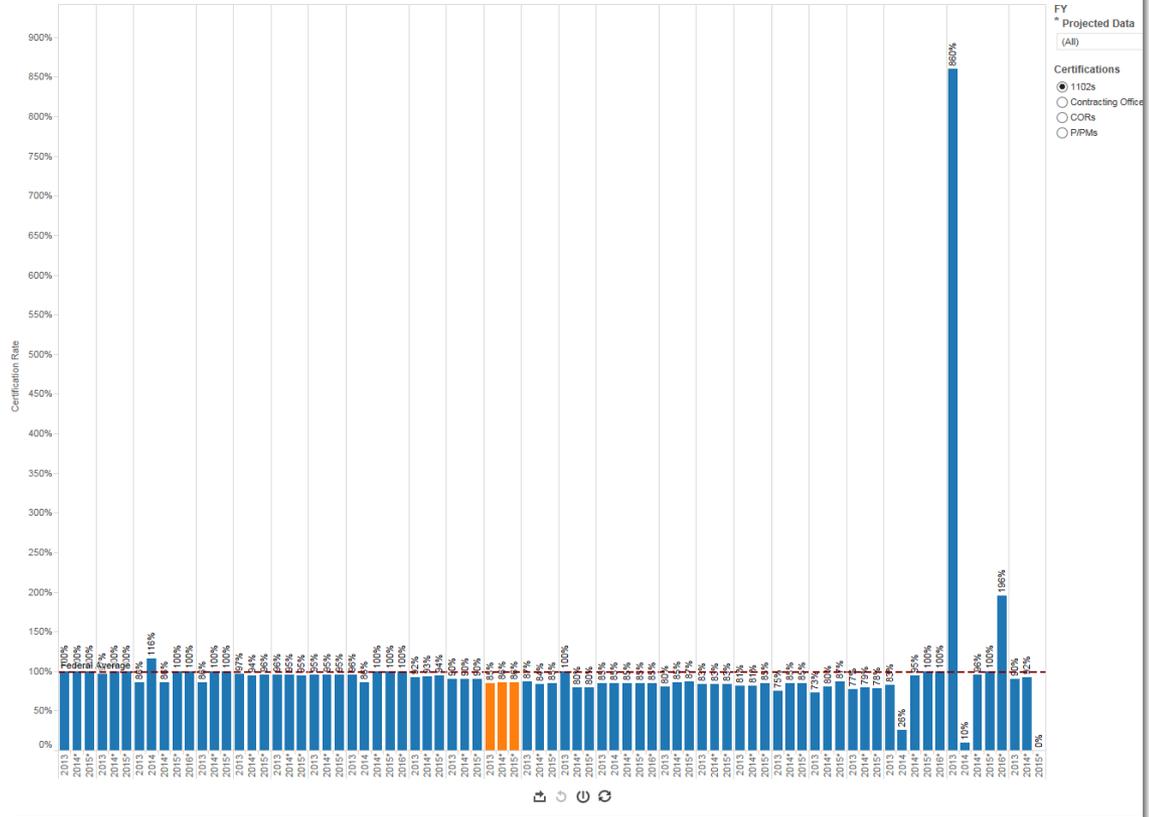
Purpose: The Agency Certification Rate Summary Dashboard provides historical data for certification rates for 1102s, Contracting Officers Outside the 1102 series, CORs, and P/PMs. These results can then be compared across agencies.

Fiscal Year information includes actual results for 2013 and 2014 and projected data for 2014, 2015, and 2016. Filtering on actual and projected data can provide visual trends to facilitate accurate future projections.

Orange colored data represents your Agency; blue colored data represents other agencies. With this color-coding, Agency certification rates can be compared across the Federal Acquisition Workforce.

NOTE: The **Export** option is not available for the Agency-view Dashboard.

DHS Certification Rate Summary



Note: Data shown in Dashboard above are for illustrative purposes and not representative of actual data.



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ACQUISITION WORKFORCE VIEW: ACQUISITION WORKFORCE 1102 RETIREMENT ELIGIBLE

Overview: The Acquisition Workforce 1102 Retirement Eligible Dashboard includes several data filters:

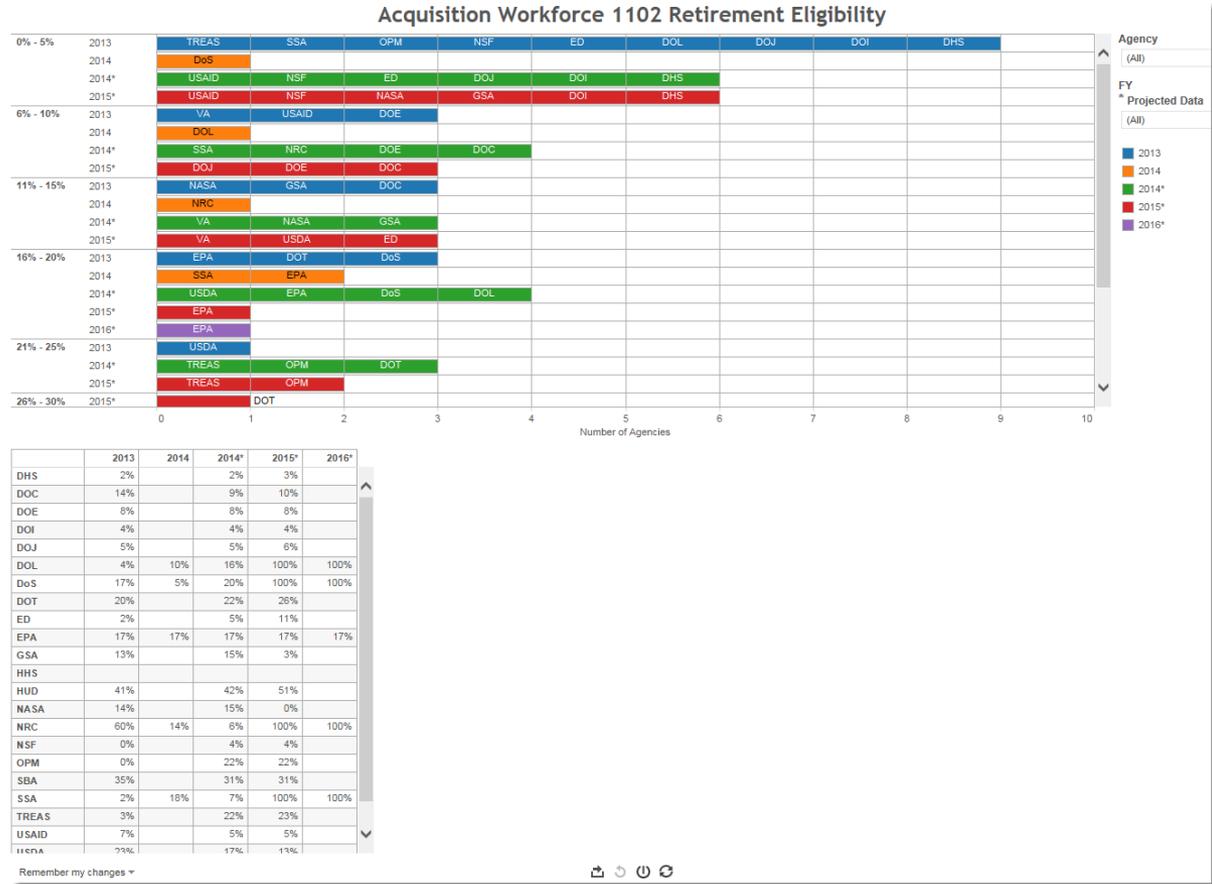
- Agency
- FY

Purpose: The Acquisition Workforce Certification Rate Dashboard provides historical data for actual and projected numbers of 1102 Employees eligible for retirement. These results can then be compared across agencies.

Fiscal Year information includes actual results for 2013 and 2014 and projected data for 2014, 2015, and 2016. Filtering on actual and projected data can provide visual trends to facilitate accurate future projections.

Data can be sorted in ascending order or descending order by hovering over a label cell, e.g., one that contains an Agency acronym, etc. Hover over a Agency in the chart to display the Agency, FY, Retirement Group, and actual retirement eligibility percentage.

To view one year's information in the chart, select the year heading from the table below.



Note: Data shown in Dashboard above are for illustrative purposes and not representative of actual data.



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ACQUISITION WORKFORCE VIEW: 1102s ACQUISITION WORKFORCE ATTRITION

Overview: The 1102s Acquisition Workforce Attrition Dashboard includes several data filters:

- Agency
- FY

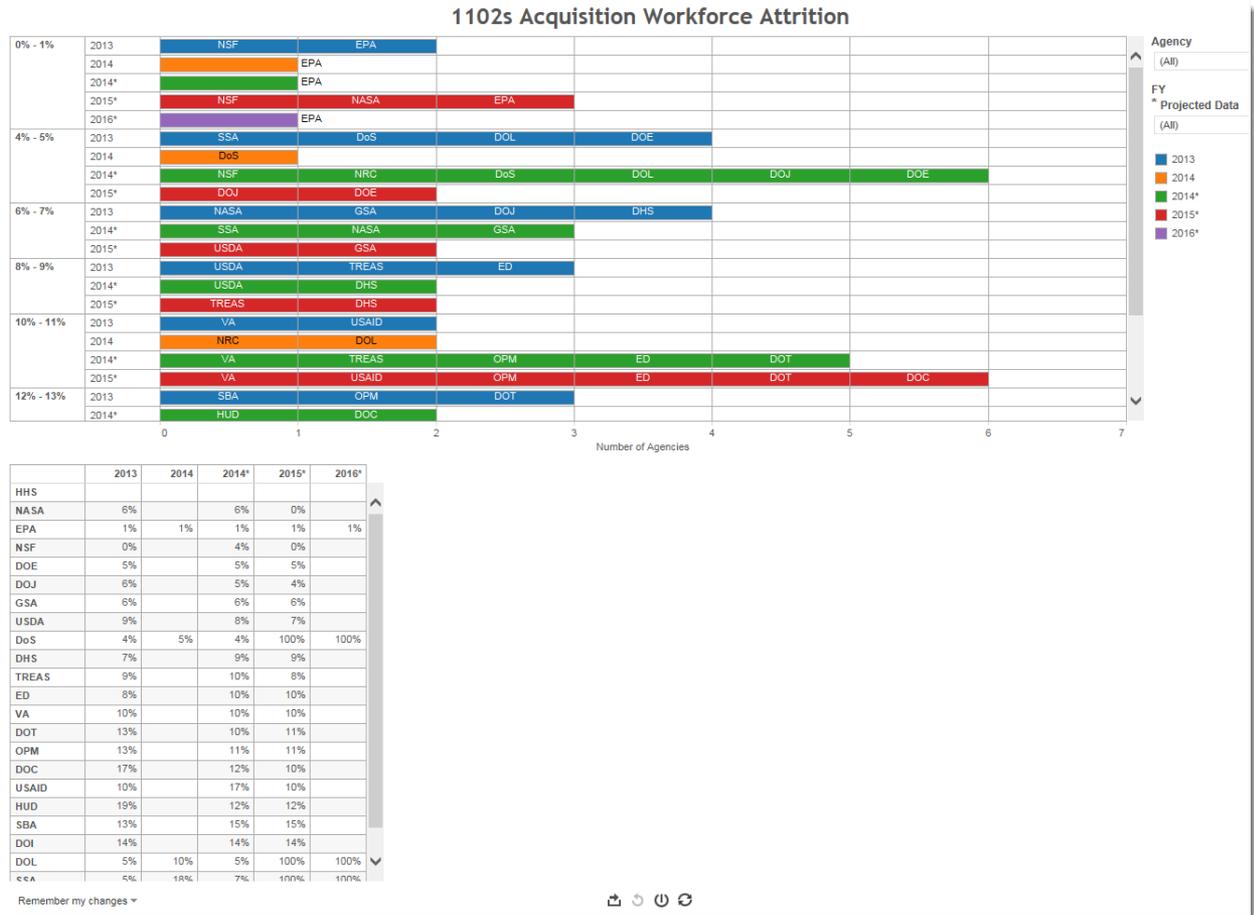
Purpose: The 1102s Acquisition Workforce Attrition Dashboard provides historical data for actual and projected numbers of 1102s who may leave the Agency. These results can then be compared across agencies.

Fiscal Year information includes actual results for 2013 and 2014 and projected data for 2014, 2015, and 2016. Filtering on actual and projected data can provide visual trends to facilitate accurate future projections.

Data can be sorted in ascending order or descending order by hovering over a label cell, e.g., one that contains an Agency acronym, FY heading, etc.

Hover over a Agency in the chart to display the Agency, FY, Attrition Ratio Group, and actual attrition percentage.

To view one year's information in the chart, select the year heading from the table below.



Note: Data shown in Dashboard above are for illustrative purposes and not representative of actual data.



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ACQUISITION WORKFORCE VIEW: ACQUISITION INTERN PROGRAM PARTICIPANTS

Overview: The Acquisition Intern Program Participants Dashboard includes several data filters:

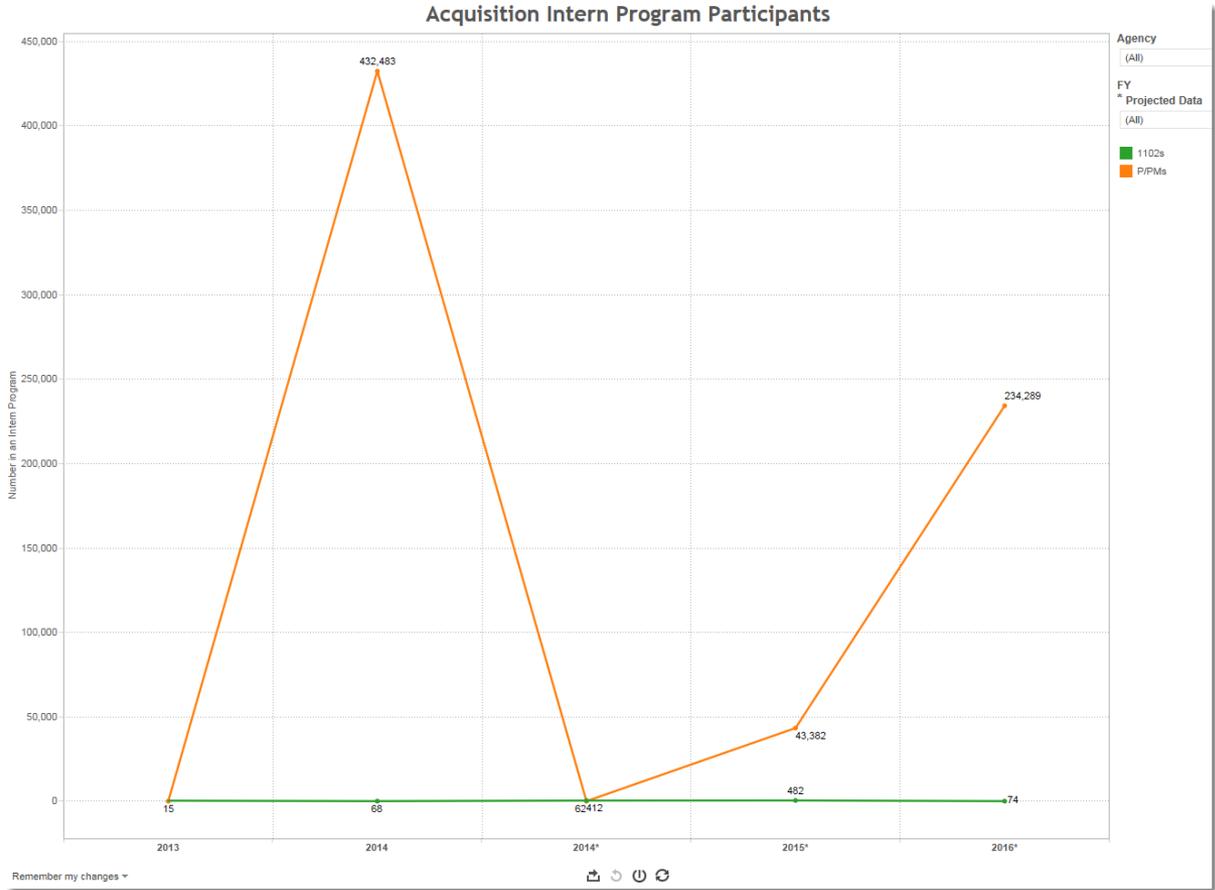
- Agency
- FY

Purpose: The Acquisition Intern Program Participants Dashboard provides historical data for actual and projected numbers of 1102 and P/PM intern program participants. These results can then be broken out by Agency.

Fiscal Year information includes actual results for 2013 and 2014 and projected data for 2014, 2015, and 2016.

Filtering on actual and projected data can provide visual trends to facilitate accurate future projections.

Including All agencies in the filter provides the sum total of all intern program participants. Exporting the data displays the underlying values for all agencies.



Note: Data shown in Dashboard above are for illustrative purposes and not representative of actual data.



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ACQUISITION WORKFORCE VIEW: 1102 RETIREMENT ELIGIBILITY BY FISCAL YEAR

Overview: The 1102 Retirement Eligibility by Fiscal Year Dashboard includes several data filters:

- Agency
- FY

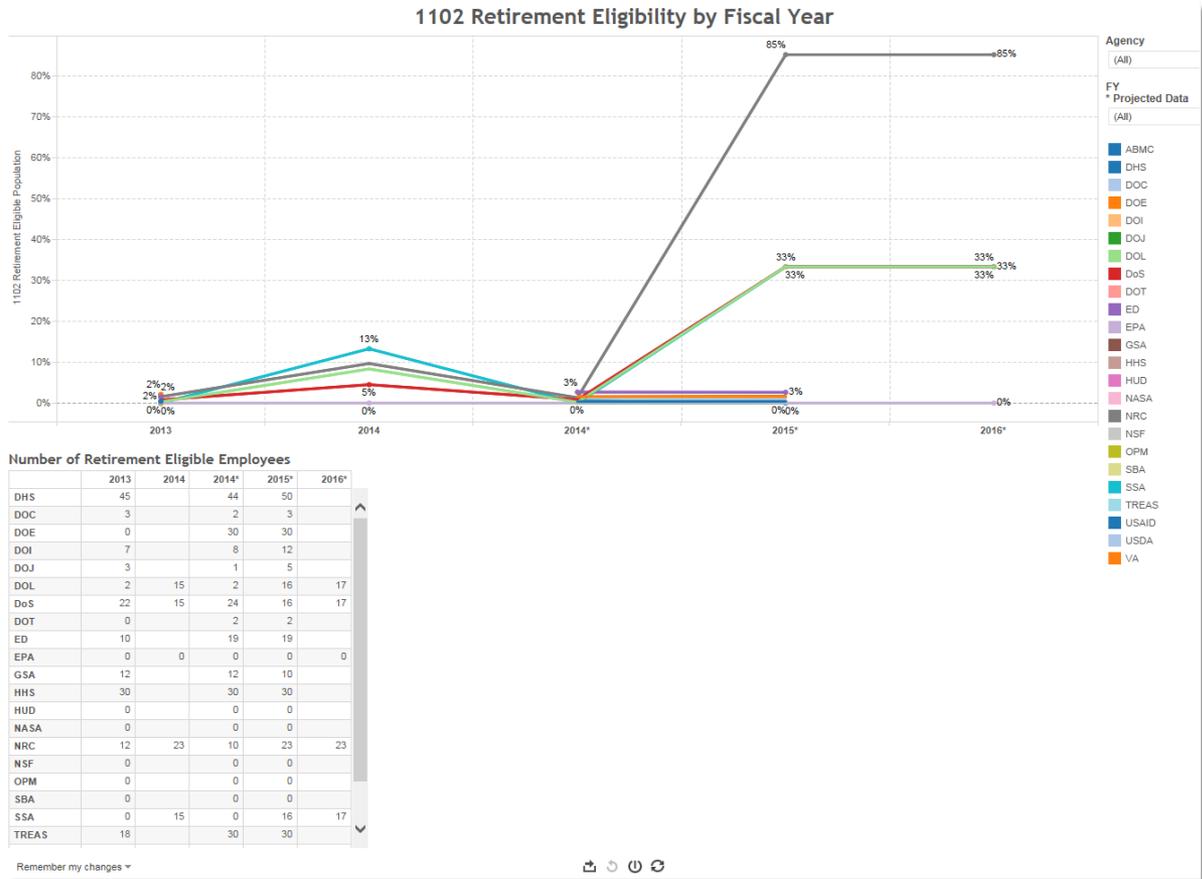
Purpose: The 1102 Retirement Eligibility by Fiscal Year Dashboard provides historical data for actual and projected numbers of 1102 Employees eligible for retirement. These results can then be compared across agencies.

Fiscal Year information includes actual results for 2013 and 2014 and projected data for 2014, 2015, and 2016. Filtering on actual and projected data can provide visual trends to facilitate accurate future projections.

Data can be sorted in ascending order or descending order by hovering over a label cell, e.g., one that contains an Agency acronym, etc.

Hover over a Agency in the chart to display the Agency, FY, Retirement Group, and actual retirement eligibility percentage.

Click the FY heading to display the total number of 1102 retirement eligible Employees for that year.



Note: Data shown in Dashboard above are for illustrative purposes and not representative of actual data.



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ACQUISITION WORKFORCE VIEW: WORKFORCE RATE OF CHANGE

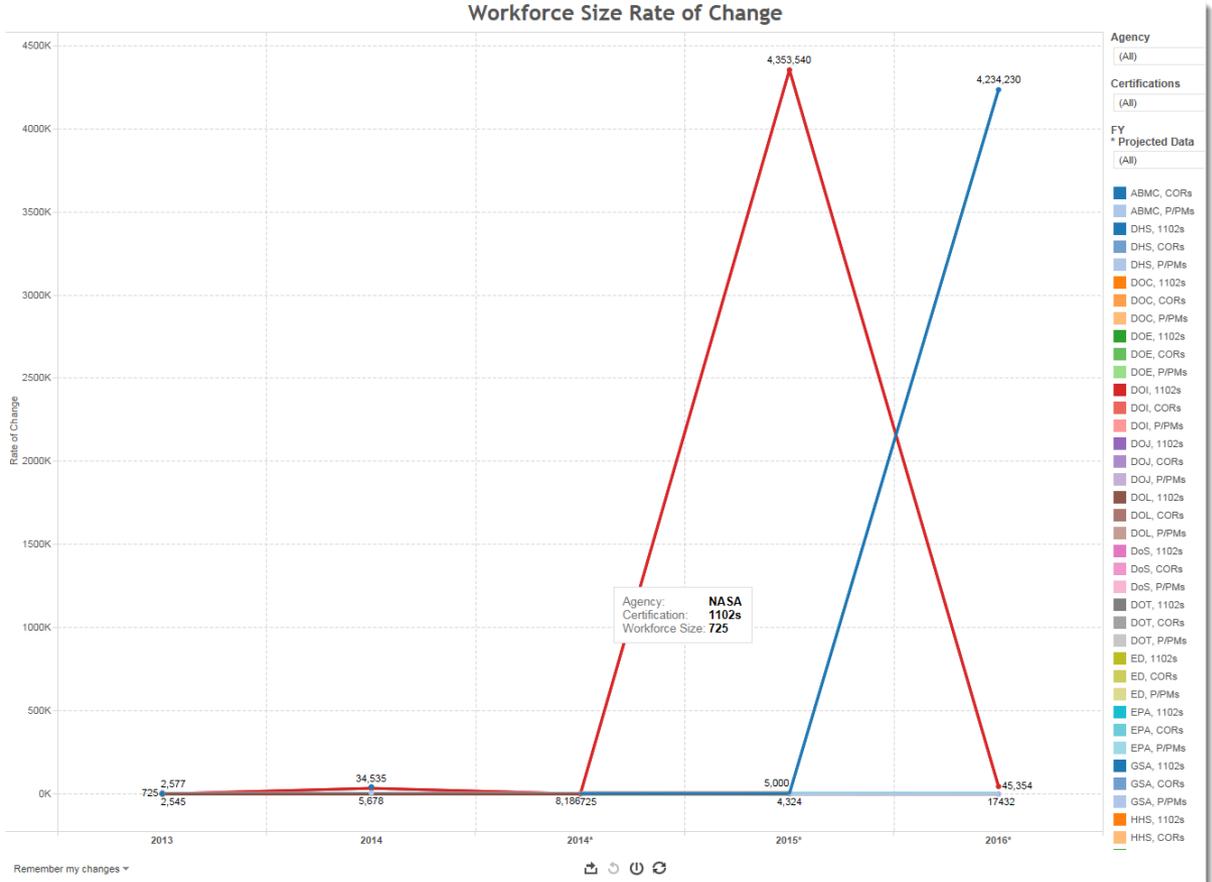
Overview: The Workforce Size Rate of Change Dashboard includes several data filters:

- Agency
- Certifications
- FY

Purpose: The Workforce Size Rate of Change Dashboard provides historical data for actual and projected rates of changes for 1102s, CORs, and P/PMs. These results can then be compared across agencies.

Fiscal Year information includes actual results for 2013 and 2014 and projected data for 2014, 2015, and 2016. Filtering on actual and projected data can provide visual trends to facilitate accurate future projections.

Including All agencies in the filter provides the sum total of all intern program participants. Exporting the data displays the underlying values for all agencies.



Note: Data shown in Dashboard above are for illustrative purposes and not representative of actual data.



AHCP AGENCY DASHBOARDS QUICK START GUIDE

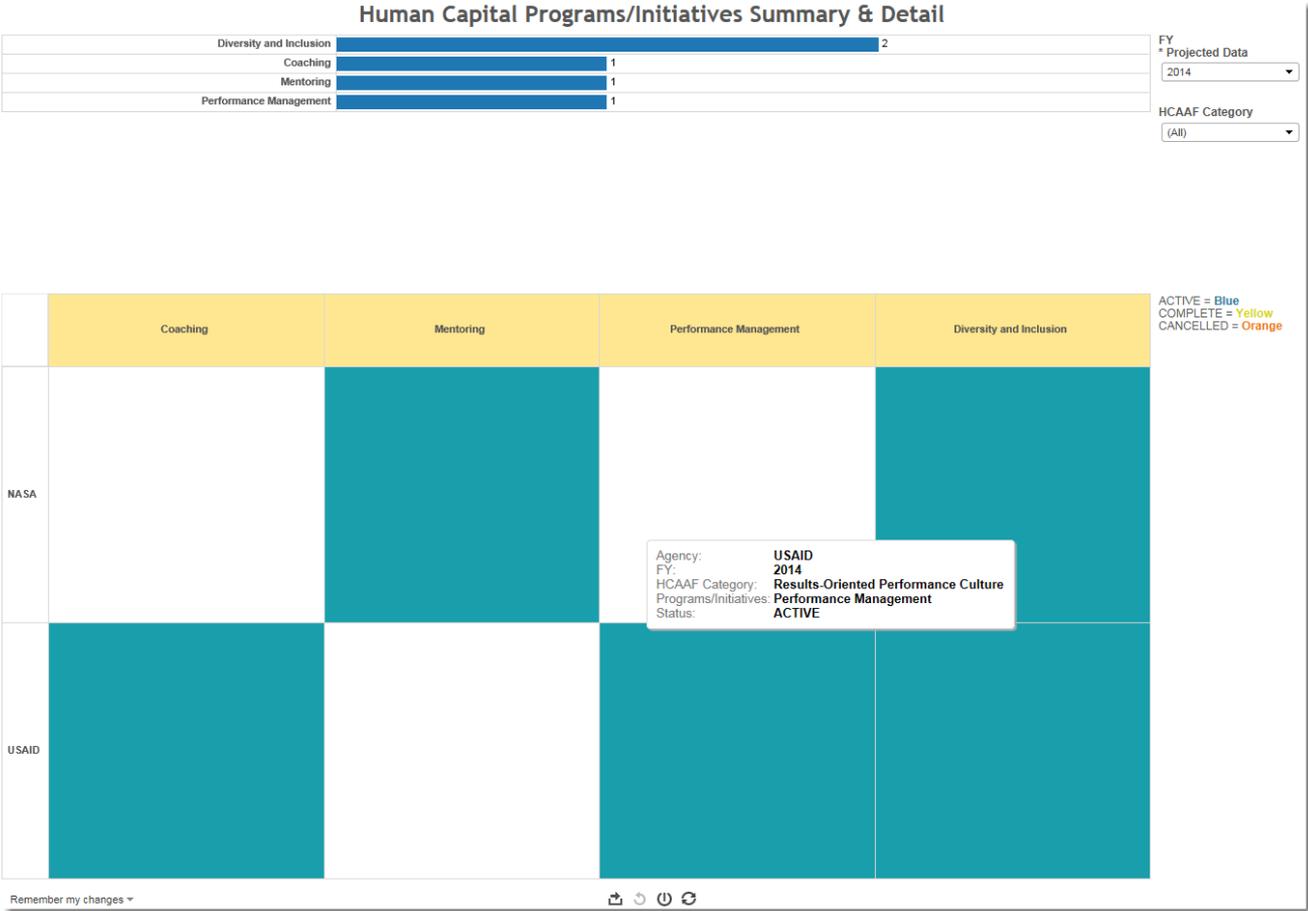
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HUMAN CAPITAL (HC) PROGRAM INITIATIVES VIEW: Human Capital Programs/Initiatives Summary & Detail

Overview: The Human Capital Programs/Initiatives Summary & Detail Dashboard includes several data filters:

- Agency
- HCAAF Category

Purpose: The Human Capital Programs/Initiatives Summary & Detail Dashboard provides status data (Active, Completed, Cancelled) for Leadership and Knowledge Management and Results-Oriented Performance Culture Categories. Fiscal Year information includes actual results for 2013 and 2014 and projected data for 2014, 2015, and 2016. Filtering on actual and projected data can provide visual trends to facilitate accurate future projections. To display the details about a specific program/initiative, click the heading title in the table to view a brief description, implementation steps, and POC.



Note: Data shown in Dashboard above are for illustrative purposes and not representative of actual data.

