



MODULE 3 VIDEO 5 TRANSCRIPT: SETTING UP YOUR COST ANALYSIS: CUSTOMIZATIONS

Hello and welcome to Module 3 Video 5.

As I mentioned in the last video, there are a few more optional setup items that you might find useful for customizing the cost analysis template to fit your particular study before entering your ingredients data.

In this video, we'll review:

- 1) The Notes Boxes in the Setup tab
- 2) A couple of examples of overview tables that you might want to create to serve as a high-level map of resources needed and how they are distributed across sites before you dive into the weeds of row-by-row data entry in the ingredients tabs.
- 3) How to customize the dropdown lists you will encounter in the ingredients tabs.
- And 4) I'll show you where to change or update the inflation indices that CAPCAT uses.

First, the Notes Boxes in the Setup tab.

Over to the right of Table 4 you'll see a couple of empty boxes where you can enter notes about program implementation. This is also optional but I find that a summary of the main ingredients and how they are used can be a really helpful reference as I build my ingredients list.

For complex studies with multiple sites, overview tables can help you map out what resources are used, where, and by whom.

This table of key implementation details by site is from one of the other demo examples posted on the CAP Project templates page, the Beyond the Building (BtB) demo. This is a cost analysis of 5 sites implementing virtual learning.

The analysts created the table in CAPCAT's Study Details tab.

You can see they documented the number of students served during each semester at each of the 5 sites, whether the site offered a hybrid learning option or only remote, and the quantities of key ingredients and staff at each site.

They also created a second table to list the main personnel ingredients:

The total hours for each position in a work year,

What the person did for the program,

And the number of hours they spent on the program.

This is all information the analyst will need in the personnel tab and, because we are in Excel, you can key any of the numbers in the summary tables you create to multiple cells in the ingredients tabs so, for example, you are assured that all guidance counselors are listed as having 1,688 hours in their work year.

The appropriate summary table will differ for each study so, while we offer these as examples, you should build your own summaries to reflect your own study.

The next optional Setup activity is to visit the Lists tab and see if you want to customize any of the dropdown lists that you will encounter in the ingredients tabs. You'll be able to label each ingredient with these categories if you want CAPCAT to show you various cost breakdowns in the Summary tab, which is where you'll find your results later on once you have entered your ingredients data.

So, for example, if your program operates at multiple organizational levels, you may want a breakdown by the type of site. If this list – Classroom, School, District, Region, State - looks appropriate for your situation, leave it alone. It doesn't matter if you don't need all 5 site types listed but, if you want to replace any, you can write simply overwrite a label you don't need.

Whatever is in that list is what appears in the Summary table for costs by site type in the Summary tab. We only had school and district sites so we did not need to change the list.

However, we did need to make some changes to the Component/Activity list. We needed these four components:

Training

Program delivery

Supervision

and Evaluation

The default list already includes Program delivery and Supervision, but we overwrote the Administrator training and Teacher training items with just plain Training and with Evaluation.

So now, if we go into the Personnel tab to start listing ingredients row by row, you can see the dropdown for Component/Activity is populated with our new list.

And, in the Summary tab, the results table “Summary by component/activity” also reflects the changes we made.

Back in the Lists tab, the next list is the set of entities that are responsible for bearing costs and you can see the default list here.

We kept Schools, District, and Parents, and replaced 3 items with the federal government, teachers, and a private funder. We also cleared “University” from the list as we weren’t going to need it, and we shuffled items around so the blank space is at the bottom of the list.

By the way, you can wait to customize these lists after you have collected your ingredients data and know what you are dealing with.

You may also want to change the Source of Funding list.

We kept 5 of the 7 items, blanked out 2, and moved them to the bottom.

Note that if you expand any of these lists, the ingredients you label with the items you add under the current list will be counted in your total costs but the breakdown tables based on these lists won’t show the extra items because we built the tables to accommodate only the number of labels currently in the list. Of course, if you are an Excel expert, you can review the formulas in our tables and figure out how to expand them yourself.

I also said I would show you where to change or update the inflation indices that CAPCAT uses. If you go to the Rates tab, which is the second to last in the worksheet, you will find the inflation indices listed where the red arrow is pointing.

CAPCAT uses the Consumer Price Index for All Urban Consumers. If you want to use a different set of indices, you can just overwrite the numbers in this table.

Alternatively, if you look at the date on which this was last updated - where the top red arrow is pointing now - and feel it's time for another update, use the instructions at the bottom red arrow to make that update yourself.

So now you should be all set to start entering your ingredients data. Before we do that, let me briefly recap what you need to do at the setup stage:

Mandatory items are to complete 3 of the tables in the Setup tab:

Table 1: Program Information

Table 2: Key Parameters

And Table 4: Site Names

Optional items include:

- 1) Entering different interest rates in Table 3 if you want something different from CAPCAT's defaults. You can change these at any time.
- 2) Using the Notes Boxes adjacent to Table 4 to describe the main ingredients and how they are used
- 3) Creating overview tables of resources needed and how they are distributed across sites
- 4) Customizing the dropdown lists you will encounter in the ingredients tabs
- And 5), you can also change or update the inflation indices. Like the interest rates, these can be changed at any time.

Next up, we'll start entering a couple of personnel ingredients so you can make sure you are collecting all the information needed to estimate their costs.