



TRACS News

July 2016



Hello TRACS Community!

This month, we have some new updates to the TRACS User Guide, including new subchapters on [Copying the Project Shape as the Action Shape](#) and [Filters for Workflow Manager](#), which includes descriptions of the available workflow filters. Also check out the chapter on [Generating an Interim Report](#).

Please join us on **Thursday July 28th from 9am-10am** Mountain Time for a [Webinar on Workflow Manager Filters and Interim Reports](#), followed by the regular online Mentoring Session (offered every Thursday 8am – 12pm Mountain Time).

Keep in mind that we have **training videos** for the TRACS Basic, Advanced and Legacy Courses are great for self-paced learners and refresher training. The videos are available on the [KMS](#) and on the [TRACS Training YouTube Channel](#).

The next live class will be held August 16-18 in Denver, Colorado. The registration deadline is August 2 and may be cancelled if we do not meet the minimum number of attendees.

TRACS training is available in a variety of formats including traditional live classroom training, weekly virtual classes and self-paced online courses for both Basic and Advanced users. Customized training is also available by request (contact us at tracs-training@fws.gov).

Starting this month, we will switch to a bi-monthly distribution schedule for the TRACS News. We expect fewer system changes during development of the TRACS 2017 Enhancement and we do not want to needlessly clutter your email inbox. We will continue to keep you informed of important system updates and training opportunities every other month.

UPCOMING EVENTS

2016 Live Classes

August 16-18, Denver, CO

September 13-15, Denver, CO

November 15-17, Denver, CO

[Click Here for Info](#)

Weekly Virtual Classes

[TRACS Basic Virtual Class](#)

Tuesdays 8am-4pm

[TRACS Advanced Virtual Class](#)

Wednesdays 8am-4pm

[Drop-In Online Mentoring](#)

Thursdays 8am-12pm

Meetings and Events

July 28th 9am – 10am

[Workflow Manager Filters & Interim Reports Webinar](#)
followed by regular mentoring session.

All classes, meetings and events on Mountain Time unless otherwise specified

TRACS TIP

Project Tips



- Design the project with reporting needs in mind
- Fields for public display should be written in common language free of scientific jargon and acronyms (fields will display eye icon 👁)
- TRACS project information is not meant to have the level of detail required in a thesis or scientific paper, so remember to summarize and shorten lengthy narratives whenever possible
- Write or outline the project proposal and save in an electronic copy (i.e. Word or PDF) then copy and paste into the appropriate TRACS fields
- Well written and organized projects can be copied in the future for similar/ongoing projects (such as Operations and Maintenance) using “Copy Project”
- Think “backwards” in terms of objectives and actions to determine approach (Use the [TRACS Action Level Spreadsheet](#) to “reverse engineer” the project based on the desired outputs)
- Make the objectives “SMART” instead of narrative
- To simplify the project design and reduce workload, be a "lumper" instead of a "splitter" by creating one project with one project statement for one grant award whenever possible. Add detail to the approach and use the objectives, indicators and actions to differentiate and report on the types of work being done.

For more information, visit the [Project Structure and Tips](#) chapter.

If you have any questions, please feel free to contact us at tracs-training@fws.gov.

On behalf of the TRACS Team, thank you for your support!

TRACS LINKS



[TRACS KMS Website](#)



[TRACS Public Viewer](#)



[TRACS YouTube Channel](#)



[TRACS Facebook Page](#)



[TRACS Twitter Feed](#)



[TRACS LinkedIn Group](#)

SUBSCRIBE

Register for the TRACS KMS to be auto-subscribed to receive TRACS news and updates. To create an account, visit the [TRACS KMS Login Page](#).

Alternate option: Sign up for the [TRACS LisServ email list](#).

CONTACT US

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TRACS Training Team

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