Parsons Brinckerhoff, Inc.

# Section 6 – Track/Forecast/Oracle Reports

## Project Delivery Basic Training

February 2011

# Objectives

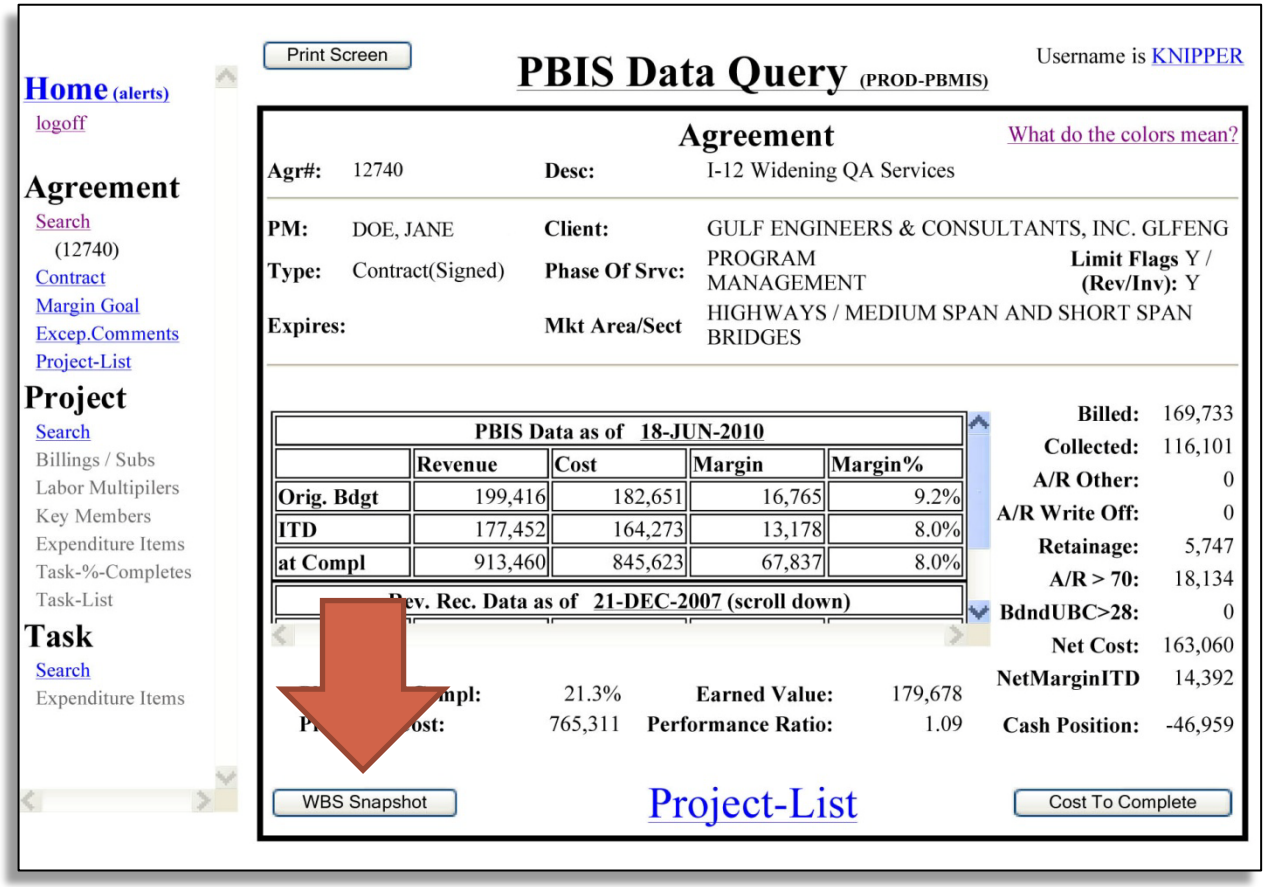
- Identify sources of project financial data from PBIS reports for project tracking
- Calculate PB performance indicators

# PBIS Reports/Information for Project Tracking

- Data Query Tool – Project Information
- WBS Snapshot
- Level 3 (Available from Project Administrator)

# Data Query Tool

- http://ennycapp02.corp.pbwan.net:7778/pbisdq/



# WBS Snapshot Report

PBUS

Run date : 19-May-2010 14:32:05
Page 1 of 1

Agreement/Project WBS Snapshot Report
As of 19-May-2010

Agreement # 123456 Highway 123 STUDY
Agreement Manager JANE M SMITH
Project 123456A : Highway 123 Study
Project Manager JANE M SMITH
Project Type CPM

| Task Number | Task Name | WBS Lvl | Revenue Budget | Cost Part Of Rev Bud | Phy% Compl | Earned Value | Per | Projected Cost | PMs C@C (Budget) | Cost % Actual | PMs HRs@C (Budget) | Hours % Actual | Avg. Labor Cost/Hr |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1.0 | Public Information | 1 | 237,187 | 206,250 | 55 | 113,437 | 1.01 | 203,595 | 218,750 | 111,977 | 1650 | 925 | 121.06 |
| 2.0 | Field Inspection | 1 | 138,594 | 123,125 | 40 | 49,250 | 1.18 | 103,953 | 123,125 | 41,581 | 1289 | 280 | 148.50 |
| 3.0 | Expense | 1 | 11,000 | 11,000 | 30 | 3,300 | 0.53 | 20,677 | 14,000 | 6,203 | 0 | | |
| 4.0 | Study Development | 1 | 118,594 | 103,125 | - | - | - | 103,125 | 103,125 | - | 544 | | |
| Project Total | | | 505,375 | 443,500 | 37 | 165,987 | 1.04 | 431,349 | 459,000 | 159,761 35% | 3483 | 1205 35% | 127.43 |
| Agreement Total | | | 505,375 | 443,500 | 37 | 165,987 | 1.04 | 431,349 | 459,000 | 159,761 35% | 3483 | 1,205 35% | 127.43 |

| Source Info | PM Update | Calc | Field | Definition |
|---|---|---|---|---|
| X | | | Revenue Budget | Contract amount including approved mods to the contract |
| X | | | Cost Part of Rev Bud | Cost reimbursement limitations of the contract |
| | X | | Phy% Compl | the amount of work complete as estimated by PM |
| | | X | Earned Value | Cost Part of the Rev Budget x Phy% Compl |
| | | X | Per | Performance Ratio, Earned Value / Actual Costs |
| | | X | Projected Cost | Actual Cost / Phys % |
| | X | | PMs C@C (Budget) | Cost Budget |
| X | | | Cost Actual | Cost incurred to date on the project |
| | | X | % | Financial % complete at the Project and Agreement level |
| X | | | PMs HRs@C (Budget) | PM's budgeted hours |
| X | | | Hours Actual | Hours charged to date on the project |
| | | X | Avg. Labor Cost/Hr | Average hourly rate charged |

# Level 3 Report Workshop

- Read Level 3 Report; identify areas that may require management attention.
- Case
  - You are six months into your project. You have updated your cost to complete and estimated your physical percent complete. This information is in PBIS.
- Handouts
  - Project Financial Reporting System “Level 3”

# Project Financial Reporting System “Level 3”

07-MAY-2010 Page 1

Project Financial Reporting System

Level 3: Project Manager

As of 07-MAY-10

| Contract Information | Original Rev Bud | Current Period | Inception To-Date | Cost-to Complete | Cost Budget | Revenue Budget | Rev Bud-Cost Bud | Rev Bud-ITD Cost |
|---|---|---|---|---|---|---|---|---|
| Project 123456A : Highway 123 Study | | | Project Manager | JANE M SMITH | | | | |
| Project Type CPM | | Principal-in-Charge | JON L DOE | | | | | |
| Task#1.0 :Public Information | Level: 1 | Phy#Compl | 55% | Earned Value | 113,438 | Perf Ratio | 1.01 | Projected Cost 203,595 |
| Service Type GSO | | | | | | | | |
| Hours | 1650 | 155 | 925 | 725 | 1650 | 1650 | 0 | 725 |
| Labor | 82,500 | 7,465 | 44,791 | 42,709 | 87,500 | 82,500 | -5,000 | 37,709 |
| Contract Overhead @ 150% | 123,750 | 11,198 | 67,186 | 64,064 | 131,250 | 123,750 | -7,500 | 56,564 |
| Subs | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Direct Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Margin | 30,937 | 0 | 0 | 0 | 0 | 30,937 | 30,937 | 30,937 |
| Total Task#1.0 | 237,187 | 18,663 | 111,977 | 106,773 | 218,750 | 237,187 | 18,437 | 125,210 |
| Task#2.0 :Field Inspection | Level: 1 | Phy#Compl | 40% | Earned Value | 49,250 | Perf Ratio | 1.18 | Projected Cost 103,953 |
| Service Type GSO | | | | | | | | |
| Hours | 1289 | 155 | 280 | 1009 | 1289 | 1289 | 0 | 1009 |
| Labor | 41,250 | 2,772 | 16,632 | 24,618 | 41,250 | 41,250 | 0 | 24,618 |
| Contract Overhead @ 150% | 61,875 | 4,158 | 24,949 | 36,926 | 61,875 | 61,875 | 0 | 36,926 |
| Subs | 20,000 | 0 | 0 | 20,000 | 20,000 | 20,000 | 0 | 20,000 |
| Direct Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Margin | 15,469 | 0 | 0 | 0 | | 15,469 | 15,469 | 15,469 |
| Total Task#2.0 | 138,594 | 6,930 | 41,581 | 81,544 | 123,125 | 138,594 | 15,469 | 97,013 |
| Task#3.0 :Expense: | Level: 1 | Phy#Compl | 30% | Earned Value | 3,300 | Perf Ratio | 0.53 | Projected Cost 20,677 |
| Service Type GSO | | | | | | | | |
| Hours | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Labor | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Contract Overhead @ 150% | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Subs | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Direct Expenses | 11,000 | 1,034 | 6,203 | 7,797 | 14,000 | 11,000 | -3,000 | 4,797 |
| Margin | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Task#3.0 | 11,000 | 1,034 | 6,203 | 7,797 | 14,000 | 11,000 | -3,000 | 4,797 |
| Task#4.0 :Study Development | Level: 1 | Phy#Compl | 0% | Earned Value | 0 | Perf Ratio | 0 | Projected Cost 103,125 |
| Service Type GSO | | | | | | | | |
| Hours | 825 | 0 | 0 | 825 | 825 | 825 | 0 | 825 |
| Labor | 41,250 | 0 | 0 | 41,250 | 41,250 | 41,250 | 0 | 41,250 |
| Contract Overhead @ 150% | 61,875 | 0 | 0 | 61,875 | 61,875 | 61,875 | 0 | 61,875 |
| Subs | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Direct Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Margin | 15,469 | 0 | 0 | 0 | 0 | 15,469 | 15,469 | 15,469 |
| Total Task#4.0 | 118,594 | 0 | 0 | 103,125 | 103,125 | 118,594 | 15,469 | 118,594 |

# Project Financial Reporting System "Level 3"

07-MAY-2010 Page 1

Project Financial Reporting System

Level 3: Project Manager

As of 07-MAY-10

| Contract Information | Original Rev Bud | Current Period | Inception To-Date | Cost-to Complete | Cost Budget | Revenue Budget | Rev Bud-Cost Bud | Rev Bud-ITD Cost |
|---|---|---|---|---|---|---|---|---|
| Project Profitability | | | | | | | | |
| Project 123456A | | | | | | | | |
| Hours | 3764 | 310 | 1205 | 2559 | 3764 | 3764 | 0 | 2559 |
| Labor | 165,000 | 10,237 | 61,423 | 108,577 | 170,000 | 165,000 | -5,000 | 103,577 |
| Overhead | 247,500 | 15,356 | 92,135 | 162,865 | 255,000 | 247,500 | -7,500 | 155,365 |
| Subs | 20,000 | 0 | 0 | 20,000 | 20,000 | 20,000 | 0 | 20,000 |
| Direct Expenses | 11,000 | 1,034 | 6,203 | 7,797 | 14,000 | 11,000 | -3,000 | 4,797 |
| Total Contract Cost | 443,500 | 26,627 | 159,761 | 299,239 | 459,000 | 443,500 | -15,500 | 283,739 |
| Contract Margin | 46,375 | | 16,141 | | | 46,375 | | |
| Contract Margin % | 10% | | 10% | | | 10% | | |
| Revenue | 505,375 | | 175,902 | | | 505,375 | | |
| Physical % Complete | 37% | Earned Value | | 165,988 | | | | |
| Projected Cost | 431,349 | Performance Ratio | | 1.04 | | | | |

# Level 3 Report Workshop

- Check to see how Task 2.0 of the project is performing at the task and expenditure category level this period.

# Corrective Actions Based Upon Information

- Follow-up with Subs/Staff on expectations for performance– deliverables, resources, and schedule
- Follow-up with Client to request/finalize contract modifications
- Process invoices on a timely basis
- Follow-up with Client on receivables
- Ask for help

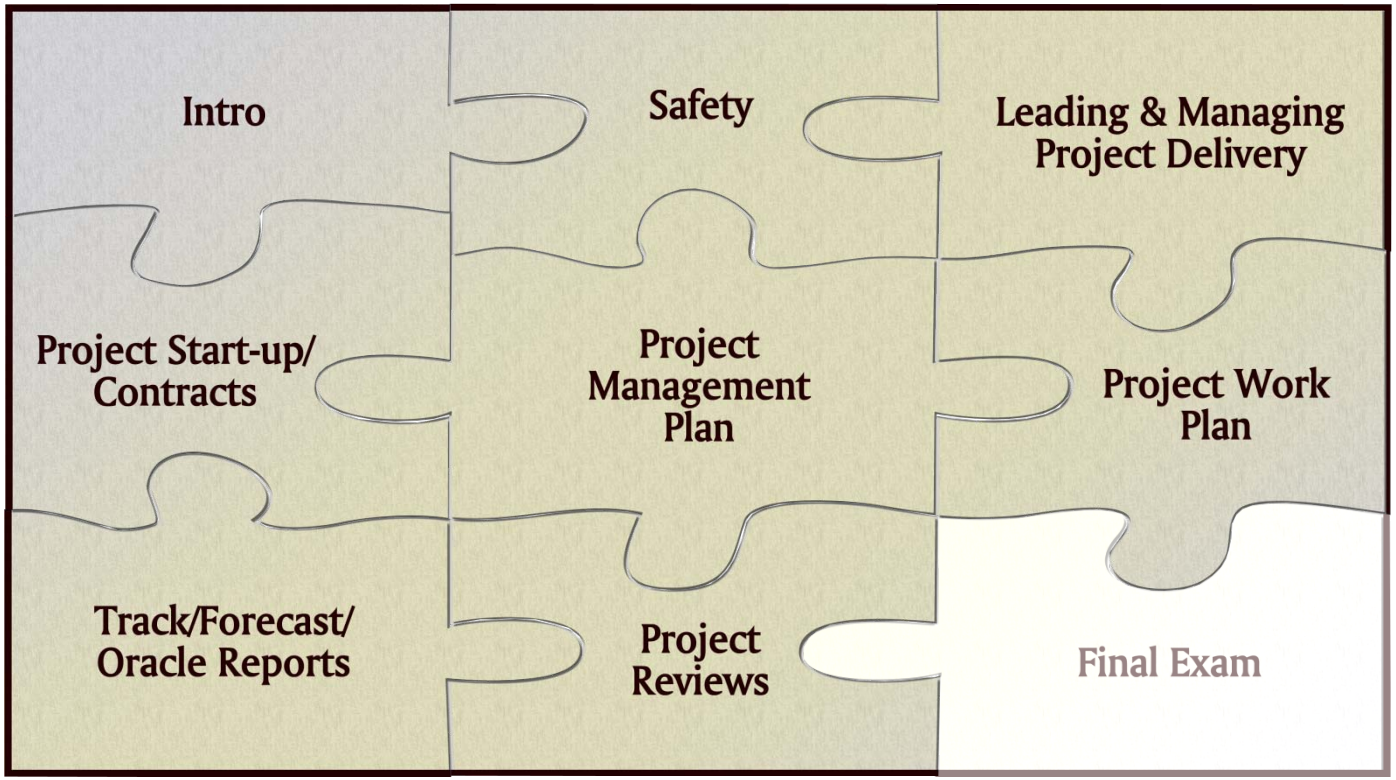
# Summary

- PBIS Information Sources/Reports to track/forecast project performance
  - Data Query Tool
  - WBS Snapshot
    - Task level data and performance indicators
      - Earned Value
      - Performance Ratio
      - Projected Cost
  - Level 3
    - Revenue and Cost budget data by category for each task on the project
    - ITD Cost by Task and expenditure category
    - Task, Project and Agreement level performance indicators

# Reference Documents and Additional Training

- BMS
  - PD 200 – Project Delivery
  - PD 201 – Project Start-up
  - PD 202 – Project Controls
- PB University
  - Estimating and Budgeting Project Costs (proj_09_a01_bs_enus)
  - Controlling Costs (proj_09_a02_bs_enus)
- PB Café
  - PM Tools
  - Budgeting

# Agenda


Intro
Safety
Leading & Managing Project Delivery
Project Start-up/ Contracts
Project Management Plan
Project Work Plan
Track/Forecast/ Oracle Reports
Project Reviews
Final Exam