Office of Information Technology

Project Portfolio Management Tool

Flow of Money in PPM

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1 Document History

Revision #	Revision Date	Description of Change	Author
1.0	2/24/2006	Initial Document	J. Tulenko
1.1	01/09/2008	Updated section 2.1 to reflect label changes in the tool.	B. Swartz

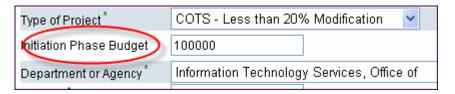# 2 Places Where Costs Are Updated in the PPM Tool:

2.1 During Initiation

- **Project Info Tab**
  - o "Project Range" set to the estimated range of the total project investment costs (**including** Operations and Maintenance for 5 years). This determines which workflow the project will follow

ProjectID	ITS0502
Project Range	$500,000 - $3,000,000
Type of Project	COTS - Less than 20% Modification

  - o "Initiation Phase Budget" entered (will need to be manually copied to Budget Cost tab when going to level 3 (during Planning and Design phase))

Type of Project *	COTS - Less than 20% Modification
Initiation Phase Budget	100000
Department or Agency *	Information Technology Services, Office of

  - o "Planning and Design Phase Budget" entered in the Project Info tab (will need to be manually copied to Budget Cost tab when going to level 3 (during Planning and Design phase))

Budget Code	
Planning and Design Phase Budget	500000

- **Budget Cost Tab**
  - o Updated at level 1 (minimally) (at annual (Fiscal Year) granularity)
    Note: If available, enter the lower level details

| Project Info | Budget Cost | Budget Resource | Benefit Estimates | Strategic Impact | |

Show/Hide cost centers

Levels	2006	2007	2008	2009	2010	2011	2(
☐ Total Investment Cost	$ 1,000,000	$ 500,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	

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RIPPLE EFFECT

- When project goes through Gate 1 approval:
  - The budget cost tab is prorated across the months of the project (first and/or last years may not be divided by 12 if project start date or end date is mid (fiscal)year) at the same level as input during Initiation

  - The prorated monthly amounts are also copied to the Cost Forecast section of the Cost Tracking tab

    NOTE: The Cost Tracking tab is not available until after Gate 1 Approval

2.2 During Planning and Design (P&D)
- *Budget Cost Tab*
  - Updated at level 4 (and at monthly granularity)

    Note: After Initiation, all costs should be input at level 4 so that State Controller reporting on IT Expenditures will be correct at year end

    - This should match (at level 3) the amounts for Initiation and Planning & Design from the Project Info tab (entered during Initiation)

⊟ Operations & Maintenance	$ 144,500
⊡ Internal Personnel	$ 120,000
⊡ External Personnel	$ 0
⊡ Other External Costs	$ 0
⊟ Infrastructure-Hardware	$ 0
⊟ Infrastructure-Software	$ 24,500
⊡ Other (Describe)	$ 0

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- If changes required to the Planning & Design Budget while in Planning & Design, do not update the Budget Cost tab with this amount, but rather create a Change Request for the change to get approval.

2.3 The First Status Report of Every New Phase
(Planning & Design, Execution & Build, Implementation)

- **Status Tab**
  - o "Total Approved Phase Budget Dollars" for this phase updated manually to reflect what was approved (I.E., the amount for this phase in the Revised Budget Cost at the time of approval)

Total Approved Phase Budget Dollars   561,161.00

2.4 Every Month's Status Report
(Starting with Planning & Design)

- *Cost Tracking Tab Information:*

Current Month	FISCAL Year to Date	Project Costs to Date / Original Budget	Total for entire FISCAL Year	Total for Entire Project
Jan-2006	YTD	To Date	2006	TC

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		Change Request		
Jan-2006	YTD	To Date	2006	TC

(ONLY for APPROVED Change Requests)

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		Revised Budget		
Jan-2006	YTD	To Date	2006	TC

	Actual Cost		Actual Variance	
Jan-2006	YTD	TC	YTD	TC
			Revised Budget - Actual Cost	

		Forecast Cost			Forecast Variance		
Jan-2006	YTD	To Date	2006	TC	YTD	To Date	TC
					Revised Budget - Forecast Cost		

- o Cost Tracking view
  - Enter Actual Cost for current month (at level 4)
    Note: if no actual costs for month, still enter $0 in any row to update cost forecast

Cost Tracking

☐ Show/Hide cost centers

Levels	Revised Budget				Actual Cost		
	YTD	To Date	2006	TC	Oct-2005	YTD	TC
⊟ **Total Investment Cost**	$ 487,695	$ 978,672	$ 616,409	$ 1,841,886	$ 39,239	$ 186,726	$ 734,112
⊟ Project Costs	$ 343,195	$ 834,172	$ 432,909	$ 923,886	$ 39,239	$ 186,726	$ 734,112
⊞ Initiation	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
⊞ Planning & Design	$ 0	$ 12,500	$ 0	$ 12,500	$ 0	$ 0	$ 12,500
⊞ Execution & Build	$ 197,845	$ 561,161	$ 197,845	$ 561,161	$ 0	$ 28,580	$ 563,466
⊟ Implementation	$ 145,350	$ 260,511	$ 235,064	$ 350,225	$ 39,239	$ 158,146	$ 158,146
▫ Internal Personnel	$ 25,075	$ 25,075	$ 32,389	$ 32,389	$ 7,366	$ 22,516	$ 22,516
▫ External Personnel	$ 0	$ 0	$ 20,000	$ 20,000	$ 0	$ 0	$ 0
▫ Other External Costs	$ 120,275	$ 120,275	$ 182,675	$ 182,675	$ 31,873	$ 121,948	$ 121,948
▫ Infrastructure-Hardware	$ 0	$ 12,800	$ 0	$ 12,800	$ 0	$ 13,682	$ 13,682
▫ Infrastructure-Software	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
▫ Other (Describe)	$ 0	$ 102,361	$ 0	$ 102,361	$ 0	$ 0	$ 0
⊞ Project Closeout	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
⊞ Other Investment Costs	$ 144,500	$ 144,500	$ 183,500	$ 918,000	$ 0	$ 0	$ 0

▶ Drill Down

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- ▪ **RIPPLE EFFECT**
  - • Actual Cost is copied over to the Cost Forecast section for this month

Cost Forecast

☐ Show/Hide cost centers

Levels	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05
⊟ **Total Investment Cost**	$ 20,802	$ 29,192	$ 97,493	$ 39,239	$ 38,514	$ 31,200
⊟ Project Costs	$ 20,802	$ 29,192	$ 97,493	$ 39,239	$ 38,514	$ 31,200
⊞ Initiation	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
⊞ Planning & Design	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
⊞ Execution & Build	$ 20,802	$ 7,778	$ 0	$ 0	$ 0	$ 0
⊟ Implementation	$ 0	$ 21,414	$ 97,493	$ 39,239	$ 38,514	$ 31,200
▫ Internal Personnel	$ 0	$ 7,732	$ 7,418	$ 7,366	$ 7,314	$ 0
▫ External Personnel	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
▫ Other External Costs	$ 0	$ 0	$ 90,075	$ 31,873	$ 31,200	$ 31,200
▫ Infrastructure-Hardware	$ 0	$ 13,682	$ 0	$ 0	$ 0	$ 0
▫ Infrastructure-Software	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
▫ Other (Describe)	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
⊞ Project Closeout	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
⊞ Other Investment Costs	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0

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- o Cost Forecast view

- Cost Forecast (only for FUTURE months) should be updated to reflect latest estimated costs

Cost Forecast

Show/Hide cost centers

Levels	ep-05	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06
⊟ Total Investment Cost	$ 97,493	$ 39,239	$ 0	$ 31,200	$ 0	$ 39,000
⊟ Project Costs	$ 97,493	$ 39,239	$ 0	$ 31,200	$ 0	$ 0
⊞ Initiation	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
⊞ Planning & Design	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
⊞ Execution & Build	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
⊟ Implementation	$ 97,493	$ 39,239	$ 0	$ 31,200	$ 0	$ 0
⊡ Internal Personnel	$ 7,418	$ 7,366	$ 0	$ 0	$ 0	$ 0
⊡ External Personnel	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
⊡ Other External Costs	$ 90,075	$ 31,873	$ 0	$ 31,200	$ 0	$ 0
⊡ Infrastructure-Hardware	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
⊡ Infrastructure-Software	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
⊡ Other (Describe)	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
⊞ Project Closeout	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
⊞ Other Investment Costs	$ 0	$ 0	$ 0	$ 0	$ 0	$ 39,000

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- **RIPPLE EFFECT**
  Status Tab
  o "Estimate to Complete Phase Dollars" in the Status tab for this phase is updated to reflect change
  o "Phase Variance Percentage Dollars" in the Status tab for this phase is updated to reflect change

Dollars

Estimate to Complete Phase Dollars   357,150.00
Phase Variance Percentage Dollars   -17.51%

- *Status Tab:*
  o Verify that the "Total Approved Phase Budget Dollars" for this phase still matches the Revised Budget amount for this phase
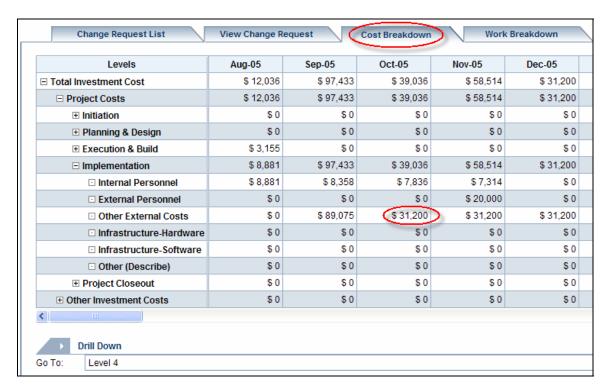

Total Approved Phase Budget Dollars   561,161.00

Levels	Revised Budget				
	Feb-2006	YTD	To Date	2006	TC
⊟ Total Investment Cost	$ 77,970	$ 772,619	$ 1,263,596	$ 1,056,009	$ 2,761,486
⊟ Project Costs	$ 38,970	$ 517,119	$ 1,008,096	$ 800,509	$ 1,291,486
⊡ Initiation	$ 0	$ 0	$ 0	$ 0	$ 0
⊡ Planning & Design	$ 0	$ 0	$ 12,500	$ 0	$ 12,500
⊡ Execution & Build	$ 0	$ 197,845	$ 561,161	$ 197,845	$ 561,161
⊡ Implementation	$ 38,970	$ 319,274	$ 434,435	$ 598,484	$ 713,645
⊡ Project Closeout	$ 0	$ 0	$ 0	$ 4,180	$ 4,180
⊟ Other Investment Costs	$ 39,000	$ 255,500	$ 255,500	$ 255,500	$ 1,470,000
⊡ Operations & Maintenance	$ 39,000	$ 255,500	$ 255,500	$ 255,500	$ 1,470,000

2.5 Change Requests
(Entered as Required)

- *Cost Breakdown Tab*
  - Budget amounts entered in the "Cost Breakdown" tab (from current month till end of project) at level 4

	Change Request List	View Change Request	Cost Breakdown	Work Breakdown	

Levels	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05
⊟ Total Investment Cost	$ 12,036	$ 97,433	$ 39,036	$ 58,514	$ 31,200
⊟ Project Costs	$ 12,036	$ 97,433	$ 39,036	$ 58,514	$ 31,200
⊞ Initiation	$ 0	$ 0	$ 0	$ 0	$ 0
⊞ Planning & Design	$ 0	$ 0	$ 0	$ 0	$ 0
⊞ Execution & Build	$ 3,155	$ 0	$ 0	$ 0	$ 0
⊟ Implementation	$ 8,881	$ 97,433	$ 39,036	$ 58,514	$ 31,200
⊡ Internal Personnel	$ 8,881	$ 8,358	$ 7,836	$ 7,314	$ 0
⊡ External Personnel	$ 0	$ 0	$ 0	$ 20,000	$ 0
⊡ Other External Costs	$ 0	$ 89,075	$ 31,200	$ 31,200	$ 31,200
⊡ Infrastructure-Hardware	$ 0	$ 0	$ 0	$ 0	$ 0
⊡ Infrastructure-Software	$ 0	$ 0	$ 0	$ 0	$ 0
⊡ Other (Describe)	$ 0	$ 0	$ 0	$ 0	$ 0
⊞ Project Closeout	$ 0	$ 0	$ 0	$ 0	$ 0
⊞ Other Investment Costs	$ 0	$ 0	$ 0	$ 0	$ 0

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- **RIPPLE EFFECT**
  - **ONCE APPROVED:**
    - This amount will be added to the "Change Request" section of the Cost Tracking tab and will be reflected in the Revised Budget section of the Cost Tracking tab

Cost Tracking

☐ Show/Hide cost centers

Levels	Change Request				
	Nov-2005	YTD	To Date	2006	TC
⊟ Total Investment Cost	$ 58,514	$ 207,019	$ 207,019	$ 277,219	$ 277,219
⊟ Project Costs	$ 58,514	$ 207,019	$ 207,019	$ 238,219	$ 238,219
⊞ Initiation	$ 0	$ 0	$ 0	$ 0	$ 0
⊞ Planning & Design	$ 0	$ 0	$ 0	$ 0	$ 0
⊞ Execution & Build	$ 0	$ 3,155	$ 3,155	$ 3,155	$ 3,155
⊟ Implementation	$ 58,514	$ 203,864	$ 203,864	$ 235,064	$ 235,064
⊡ Internal Personnel	$ 7,314	$ 32,389	$ 32,389	$ 32,389	$ 32,389
⊡ External Personnel	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000
⊡ Other External Costs	$ 31,200	$ 151,475	$ 151,475	$ 182,675	$ 182,675
⊡ Infrastructure-Hardware	$ 0	$ 0	$ 0	$ 0	$ 0
⊡ Infrastructure-Software	$ 0	$ 0	$ 0	$ 0	$ 0
⊡ Other (Describe)	$ 0	$ 0	$ 0	$ 0	$ 0
⊞ Project Closeout	$ 0	$ 0	$ 0	$ 0	$ 0
⊞ Other Investment Costs	$ 0	$ 0	$ 0	$ 39,000	$ 39,000

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Cost Tracking

☐ Show/Hide cost centers

Levels	Revised Budget				
	Nov-2005	YTD	To Date	2006	TC
⊟ Total Investment Cost	$ 58,514	$ 546,209	$ 1,037,186	$ 616,409	$ 1,841,886
⊟ Project Costs	$ 58,514	$ 401,709	$ 892,686	$ 432,909	$ 923,886
⊞ Initiation	$ 0	$ 0	$ 0	$ 0	$ 0
⊞ Planning & Design	$ 0	$ 0	$ 12,500	$ 0	$ 12,500
⊞ Execution & Build	$ 0	$ 197,845	$ 561,161	$ 197,845	$ 561,161
⊟ Implementation	$ 58,514	$ 203,864	$ 319,025	$ 235,064	$ 350,225
⊡ Internal Personnel	$ 7,314	$ 32,389	$ 32,389	$ 32,389	$ 32,389
⊡ External Personnel	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000
⊡ Other External Costs	$ 31,200	$ 151,475	$ 151,475	$ 182,675	$ 182,675
⊡ Infrastructure-Hardware	$ 0	$ 0	$ 12,800	$ 0	$ 12,800
⊡ Infrastructure-Software	$ 0	$ 0	$ 0	$ 0	$ 0
⊡ Other (Describe)	$ 0	$ 0	$ 102,361	$ 0	$ 102,361
⊞ Project Closeout	$ 0	$ 0	$ 0	$ 0	$ 0
⊞ Other Investment Costs	$ 0	$ 144,500	$ 144,500	$ 183,500	$ 918,000

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- **RIPPLE EFFECT (continued)**
    - o This amount will also be added to the Cost Forecast section of the Cost Tracking tab
    - o This amount is **NOT** reflected in the Budget Cost tab (Budget Cost tab only contains the Original budget from P&D), but can be found in the **Revised** Budget Cost section of the Cost Tracking tab