PROJECT MANAGEMENT



Creating a Baseline Budget

VERSION 1.0 UPDATED 09/18/2024



PROJECT BASELINE BUDGET RECORDS

Specify the budget amount that is initially earmarked for a project. This value is measured in the currency that the overall capital project cost uses. You can define the overall cost of a project by associating various cost code records.

NOW VIEWING

For instance, a sum of \$1,000,000 is defined as the capital outlay for a project. This amount is broken into various components because of the requirements of the project. For example, \$25,000 might be expended for buying the raw materials and \$50,000 for the labor services that are involved. These expenses can be specified under cost codes that are created for this purpose. With this breakdown, you can manage the stipulated amount that is defined for the project.

This action only needs to be entered once, at the beginning of the project. You can update the Baseline Budget if necessary, throughout the project, but only if the funding amount increases to an amount higher than the initial Baseline Budget.



■ Northwestern | FACILITIES CONNECT

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▼ GETTING STARTED

- To begin, access the Facilities Connect Home Screen
- In order to review Project Financials as outlined in this job guide, the project must:
 - a. Be an existing project, already created in Facilities Connect.
 - b. Have its Project Category selected as **Capitalized** and include a capital chartstring.

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 Reminders - Projects 	Project Checklists In Revision	n					Project Reports
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Locate your desired project, contained within the 'My Projects' Phase portlets (center of Facilities Connect Home Screen)

1) Click on the **Project Name** to open project details.

<< Upon clicking, the **Capital Project Record** will open as a new window displaying project details>>

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Capital Project: 1002000-Morton CREPS Feeder FY24

V PROCESS

2) Click **Revise** to make changes to the Project Record

General Scope Schedule Budget Procurement Contacts Notes & Documents		2	ete Revise
(Required): Create a Project by entering general information about the project.		-	
- General			
ID 1002000	Status Active		
★ Date 09/21/2023			
* Name Morton CREPS Feeder FY24			
* Project Reporting Name Morton CREPS Feeder FY24			
Details			
Project Type Repair/Restoration	Project Classification Systems Replacement		
* Project Status Active	Project Phase 2.0 Design		
Laser Fiche <u>https://fmlaserfiche01.ads.northwestern.edu/laserfiche/Browse.aspx?repo=NUFN</u>	M#?id=110338		
* Project Category Capitalized	* Chartstring 812-1800100-80066377-01	i	
Accounting Cost Center 812-1800100-80066377-01	Project Cost/SqFt (Budget Current / Project Gross Construction Area) \$.0	0 US Dollars	
Units			
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Zip/Postal Code			
City			
State/Province	Country		
Email	Phone		
Department	Job Title		
 Primary Location 			
* Location Path \Locations\Chicago Campus\Morton Medical Research			
Campus Chicago Campus	Floor		
Building Morton Medical Research			

▶ IMPORTANT

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NOW VIEWING

Capital Project: 1002000-Morton CREPS Feeder FY24

V PROCESS

To access and view project financial information,

3) Select the **Budget** tab.

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(Optio	onal): Provid	le general information	concerning the project schedule,	project tasks and assumptions.					
-	Summar	/					Import From MS Project	Export To MS Project	
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PROCESS

4) Funding and Budget Grouping

- Original Funding is the original budgeted amount for the project, established during the creation of the project's capital chartstring.
- Funding Changes represents the net change to project budget (i.e. sum of budget increases and decreases) following the creation of the original project budget.
- **Current Funding** (a+b) is the project's current budget; it represents the sum of the Original Budget and Budget Changes line items.
- **Baseline Budget** represents the amount project leadership thinks the project is going to be, so that performance can be based on that actual thought rather than the initial amount that was funded.
- Baseline Delta (c-Baseline Budget) represents the delta of the Current Funding and Baseline Budget.

5) Incurred Grouping

- Invoices Paid represents the sum of all vendor invoice payments that have been released for the project.
- Journal/Job Cost represents the sum of all NU Facilities internal costs (e.g. shop time, PM Fees, etc.) billed to the project.
- **Total Incurred** (e+g) represents the combined total of internal and external costs that has been spent on the project.

IMPORTANT

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	b. Funding Changes	\$.00 U	S Dollars		5	e. Invo	ices Paid	\$.00 US Dollars					
c. C	Jurrent Funding (a+b)	\$450,000.00 U	S Dollars										
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NOW VIEWING



PROCESS

The **Project Budget** section provides a record of project budget updates; this includes the creation of the original project budget as well as budget changes and Baseline Budget. Each update includes the date entered.

- 6) Click on **Add** to initiate the creation of the Baseline Budget.
- 7) Select **Baseline Budget** from the dropdown.

<<Upon clicking, **Baseline Budget** details will open in a new window>>

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Create Draft x



NOW VIEWING

Spend Plan Notifications Notes & Documents Audit Actions

PROCESS

To create a new Baseline Budget,

8) In the General section, apply a **Name** to the new Baseline Budget.

Baseline Budget:

General

9) Next, click on **Pull From Funding** to see chartstring items for this project.

<<Upon clicking line items will appear in the Items section. This may take 30-60 seconds to load. >>

▼ INFORMATION

Items are pulled from NUFinancial based on the Account Codes associated with the Project Chartstring.

(Required): Create an Baseline Budget facilitate documentation and tracking.	by selecting budget codes and enteri Select the Notifications tab to enter	ng the desired amounts. This pro approval and distribution inform	cess can be done through several Baseline Bud ation for this document.	lget documents to
 General 				
ID	Revision	0	Status	
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* Name Baseline Budget				
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0 total found				
I Account Code	Name	Funded Amount	Budgeted Amount	
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 Recorded By 				
Name Block,Dan				P 🕄
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To create a new **Baseline Budget (cont.)**,

10) Fill in the **Budgeted Amounts** for each chartstring based on the new Baseline Budget numbers.

11) Click the **Create Draft** button.

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Item Cost has been changed to Budgeted Amounts.

Genera	al Spend Plan Notifications Notes & D	Documents Audit Actions					Create Draft ×
(Require approva	ed): Create an Baseline Budget by selectin l and distribution information for this doc eneral	ng budget codes and entering the d rument.	esired amounts. This	process can be done throug	gh several Baseline Budget documents to facilitate doc	umentation and tra	acking. Select the Notifications tab to enter
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	75843	Capital Equipment					
0 🔤	75802	Clearing Site & Relocation					3.00 US Dollars
	75520	Common Carrier					\$.00 US Dollars
0 🔄	73075	Computer Supplies					\$.00 US Dollars
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Recorded By

Total Budget Cost

\$.00 US Dollars

Baseline Budget:

Name Block,Dan	<u>ی</u> م
Create Draft x	



PROCESS

- To enable the **Spend Plan,** or cashflow plan, for this Baseline Budget:
- 12) On the project Baseline Budget record, click on the **Spend Plan** tab.
- 13) Select a Spend Plan **Template** that is appropriate for this project.
 - Upon selecting, the **Percent of duration** and **Growth factor** will populate. However, you can adjust the amounts as needed.

14) Click Calculate

<<Upon clicking, the **Spend Plan Breakdown** and **Spend Plan Cumulative** graphs will populate. >>

laseline Budget: 1000024-0-Baseline Budget	Add To Bookmarks 📇 Print 🔞 Help
Spend Plan Notifications Notes & Documents Audit Actions	Issue Save & Close More 🔍 x
(Optional): To create a spend plan (planned value curve): 1. Select a spend plan template or populate the halfway point and growt	h factor manually, 2. Calculate.
Spend Plan Details	 Spend Plan Template
Percent of duration when half the budget will be spent (0-100) 50	
Growth factor (greater than 0) 1.5	
Calculate	
Spend Plan Breakdown	Spend Plan Cumulative
This chart has no data	This chart has no data
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V PROCESS

- To enable the **Spend Plan** for this Baseline Budget (cont.):
- 15) The **Spend Plan Breakdown** graph shows the percentage of the budget spent by date.
- 16) The **Spend Plan Cumulative** graph shows the amount of the budget spent by date.
- 17) Click the **Issue** button to create the Baseline Budget.
 - <<Upon clicking, the **Baseline Budget** record will close.>>

🕂 Add To Bookmarks 📄 Print 🕐 Help Baseline Budget: 1000024-0-Baseline Budget Issue Save & Close More General Spend Plan Notifications Notes & Documents Audit Actions (Optional): To create a spend plan (planned value curve): 1. Select a spend plan template or populate the halfway point and growth factor manually, 2. Calculate. Spend Plan Template Spend Plan Details -Percent of duration when half the budget will be spent (0-100) 50 Growth factor (greater than 0) 1.5 Calculate 15 Spend Plan Cumulative Spend Plan Breakdown -Planned Value - Period Cumulative Planned Value - Per Period 172,818 512,000 400,000 120,000 200,000 60,000 101002 11002 101002 11002 11000 101004 11004 11004 11004 11004 TUPPE AND TUPE TUPPE AND TUPPE AND TUPPE

NOW VIEWING

IMPORTANT

Only one baseline can be Issued at a time. If a new Baseline Budget is created, the previous record will be automatically retired.

ADJUSTING SCHEDULE DATES AS NEEDED

NOW VIEWING

PROCESS

Once back on the Budget tab,

- 18) Click on the **Save** button to update the record view.
- 19) You will then see the **Baseline Budget** reflected in the **Funding & Budget** section.
- 20) The Baseline Budget will also appear as **Issued** under the **Project Budget** section.

IMPORTANT

Only one baseline can be Issued at a time. If a new Baseline Budget is created, the previous record will be automatically retired.





V PROCESS

Once all updates have been made to the **Project Record**,

1

21) Click on **Activate** to bring the record back to the Active status and incorporate all changes.

<<Upon clicking, the **Project Record** window will close.>>

	ary of the budget and	commitments for the proj	ject.							
 Summary 										
Budget Code Stru	acture 812-1800100-8	0066377-01								
FUNDING & BU	IDGET				COMMITMENTS					
a. Original Fu	inding S	450,000.00 US Dollars			d. Commitments	\$23,200.00	US Dollars			
b. Funding Cha	anges	\$.00 US Dollars			e. Invoices Paid	\$.00	US Dollars			
c. Current Funding	(a+b)	450,000.00 US Dollars			f. Encumbrance Balance (d-e)	\$23,200.00	US Dollars			
Baseline Bl	Dolta	512,000.00 US Dollars								
buuger	Della	5-02,000.00 05 Dollars			e Invoices Paid	\$ 00	US Dollars			
					e. Journals/Job Cost	5.00	US Dollars			
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· · · · · · · · · · · · · · · · · · ·	~~~~	•••••		~~~~~~	h. Total Incurred (e+g)	\$.00			~~~~	
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 Project Bu 	udget	·····	·····		h. Total Incurred (e+g)	5.00	Apply	/ Filters	Clear Filters	ی د ت
Project Bu	udget	Тире	Date	Name	h. Total Incurred (e+g)	5.00	Apply	/ Filters	Clear Filters	G Statu
Project Bu	udget ID	Туре	Date	Name	h. Total Incurred (e+g)	5.00	Apply	/ Filters An	Clear Filters	G Status
Project Bu	udget ID Contains	Type Contains	Date More Than or 1	Name	h. Total Incurred (e+g)	5.00	Apply	/ Filters An	Clear Filters	G Status Co
Project Bu	udget ID Contains 1000023	Type Contains Baseline Budget	Date More Than or I 08/01/2024	Name Contains Baseline Budget	h. Total Incurred (e+g)	5.00	Apply	y Filters	Clear Filters nount \$512,000.00	G Status Co Issue
Project Bu	Udget ID Contains 1000023 1001626	Type Contains Baseline Budget Project Original Bu	Date More Than or 1 08/01/2024 09/21/2023	Name Contains Baseline Budget 812-1800100-80066377-01	h. Total Incurred (e+g)	5.00	Apply	/ Filters An	Clear Filters nount \$512,000.00 \$450,000.00	Co Status Issue
Project Bu !	Udget ID Contains 1000023 1001626	Type Contains Baseline Budget Project Original Bu	Date More Than or I 08/01/2024 09/21/2023	Name Contains Baseline Budget 812-1800100-80066377-01	h. Total Incurred (e+g)	5.00	Apply	/ Filters An	Clear Filters nount \$512,000.00 \$450,000.00	Co Status Issue
Project Bu I I I I I I I I I I I I I I I I I I	ID Contains 1000023 1001626 : 10 ~ 1-	Type Contains Baseline Budget Project Original Bu 2 of 2 items	Date More Than or 1 08/01/2024 09/21/2023	Name Contains Baseline Budget 812-1800100-80066377-01	h. Total Incurred (e+g)	5.00	Apply	/ Filters	Clear Filters nount \$512,000.00 \$450,000.00 1 of 1	Co Statu: Issue Issue

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