PROJECT MANAGEMENT



Creating Budget Forecast

VERSION 1.0 UPDATED 09/18/2024



PROJECT BUDGET FORECAST RECORDS

Project Budget Forecast records are used to document the anticipated cost of a project. Forecasts can be made periodically during the project as conditions and expectations change.

NOW VIEWING

The Project Budget Forecast records are an estimated amount, which can be above or below the original estimated cost of the project. The forecast is based on analysis of factors that are involved in the project and is used to track changing projections. All forecasts use the same currency that is used for the project that the budget belongs to.

A Project Budget Forecast should be created on a **<u>quarterly</u>** basis to anticipate or prepare for the upcoming quarter. You can also create a new Budget Forecast anytime a substantial change occurs on the project, such as supply chain changes or third-party contractor issues.

You **DO NOT** have to set up a Forecast at the start of a project.



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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 <u>must:</u>
 - a. Be an existing project, already created in Facilities Connect.
 - b. Have its Project Category selected as **Capitalized** and include a capital chartstring.

Home							📑 Open In New Window 📕 My Bookmarks
Reminders - Projects	Project Checklists In Revisio	ı					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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Revise

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Capital Project: 1002000-Morton CREPS Feeder FY24

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

General Scope Schedule Budget Procurement Contacts Notes & Documents		2 Jete	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		
Accounting Cost Center 812-1800100-80066377-01	Project Cost/SqFt (Budget Current / Project Gross Construction Area) \$.00 US Dollars		
Units			
Environmental			
E Directory Content			
Primary Customer Contact			
Client Lookup			
Address			
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

CREATING A BASELINE BUDGET

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To access and view project financial information,

3) Select the **Budget** tab.

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CREATING A BASELINE BUDGET



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Scroll down to the **Project Budget** section. It 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.

- 4) Click on the Add button.
- 5) Select **Project Budget Forecast** from the dropdown.

<<Upon clicking, **Project Budget Forecast** record will open in a new window>>

General	Scope Schedule Dudget	Procurement contacts Notes at	Jocamenta			
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	75130	External-Printing Services	\$.00	\$.00	\$.00	:
	75140	Internal-Univ Relations Svcs	\$.00	\$.00	\$.00	:
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To create a new Project Budget Forecast,

- 6) In the General section, apply a **Name** to the new Budget Forecast
- 7) Next, click on **Pull From Baseline** 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. >>

Project Budget Forecast:							Add To Boo	ıkmarks 📇 Print 🕐 Help
General Notifications Notes	& Documents							Create Draft x
(Required): Create a Project Bud	get Forecast to pro	wide forecast details for your pro	ject budget.					
 General 								
6 ID			Revision	0		Status		
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Forecast to complete Amount		2.00 US DUIIAIS						
Recorded By								
Name Block,Dan								<u>ب</u> ۵
Create Draft x								



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To create a new **Project Budget Forecast** (cont.),

- 8) Fill in the **Anticipated Future Expenses** for each Chartstring.
 - This represents the amount that is <u>left</u> to spend based on the Baseline Budget.
 - Note: this column has been made to default to \$0.00 for all Items when "Pull from Baseline" is used.
- 9) Click the **Create Draft** button to create the Budget Forecast.

IMPORTANT

Baseline Current Current = Anticipated budget Commitment Expenses

Project Budget Forecast:					1 🖓 📈	Help
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* Date 08/30/2024	25 🕄					
* Name August 24 Budget Forecas	t					
Currency US Dollars						
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Related Reports -Select-	Anticipated Expenses - Editable					
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75470	AV Equipment Rental	<u>\$.00</u>	<u>\$.00</u>	\$	\$.00 US Dollars	<u>\$.00</u>
77545	<u>AV Equipment-Capital</u>	<u>\$.00</u>	<u>\$.00</u>	\$	\$.00 US Dollars	<u>\$.00</u>
□ 🛐 <u>75824</u>	Architect & Engineering Fees	\$.00	<u>\$.00</u>	\$	\$.00 US Dollars	<u>\$.00</u>
□ ¹ / ₂ <u>75805</u>	Architect and Engineer Fees & Reimbursable	<u>\$35,000.00</u>	\$35,000.00	<u>\$23,200</u>	\$.00 US Dollars	\$23,200.00
□ № <u>75533</u>	Art Installation Services	<u>\$.00</u>	<u>\$.00</u>	\$	\$.00 US Dollars	<u>\$.00</u>
□ 1 <u>77077</u>	Athletic Equipment - Non Capit	<u>\$.00</u>	<u>\$.00</u>	\$	s on US Dollars	<u>\$.00</u>
□ 1 <u>73310</u>	Av Equipment Supplies	<u>\$.00</u>	<u>\$.00</u>	\$	son US Dollars	<u>\$.00</u>
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Recorded By						
Name Block,Dan						۵ م
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To enable the **Project Budget Forecast**:

10) Click the **Issue** button.

<<Upon clicking, the **Baseline Budget** record will close.>>

Project Bu	dget Forecast: 10	000011 - 0 - August 24 Budget Forecast					Add To Bookmarks 📑 Print 🥑 Help
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* Date	08/30/2024	25 🕄					
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	Account Code	Name	Current Funding	Baseline Budget	g. Current Commitments (e+f)	Anticipated Future Expenses	Forecasted Amount
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- 🔯	<u>77050</u>	AV Equip-Non Capital	<u>\$.00</u>	\$.00	<u>\$.00</u>	\$.00 US Dollars	<u>\$.00</u>
) 🔯	75470	AV Equipment Rental	<u>\$.00</u>	\$.00	<u>\$.00</u>	\$.00 US Dollars	<u>\$.00</u>
- 🔄	<u>77545</u>	AV Equipment-Capital	<u>\$.00</u>	<u>\$.00</u>	<u>\$.00</u>	\$.00 US Dollars	<u>\$.00</u>
- 🔄	75824	Architect & Engineering Fees	\$.00	\$.00	\$.00	\$.00 US Dollars	<u>\$.00</u>
- 🔄	75805	Architect and Engineer Fees & Reimbursable	\$35,000.00	<u>\$35,000.00</u>	\$23,200.00	\$30,000.00 US Dollars	<u>\$53,200.00</u>
	<u>75533</u>	Art Installation Services	<u>\$.00</u>	<u>\$.00</u>	<u>\$.00</u>	\$.00 US Dollars	<u>\$.00</u>
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Forecast	to Complete Amount	t \$511,000.00 US Dollars					
Name	Block,Dan						<u>۵</u>
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ADJUSTING SCHEDULE DATES AS NEEDED

- Add To Bookmarks



Capital Project: 1002000-Morton CREPS Fooder EV24

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Once back on the **Budget** tab,

- 11) Click on the **Save** button to update the record view.
- 12) The Project Budget Forecast will also appear as **Issued** under the **Project Budget** section.

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Unlike the Baseline Budget, multiple Budget Forecasts can exist on the Project Record at one time.

Summary												
Last Update 11/16/20 Updated By)18			۶۱ ۱. ا ۱. ۲	ORECAST i. Allowance for PM Fee (%*f) Uncommitted Budget (c-f-h-1) p. Forecast To Complete q. Forecast Final (h+p)	\$1,160.00 \$425,640.00 \$511,000.00 \$534,200.00	US Dollars US Dollars US Dollars US Dollars					
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### **CREATING A BASELINE BUDGET**



### V PROCESS

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

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

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

General Scor	ope Schedule Budg	et Procurement Contacts	Notes & Documents			13	Activat	e Calculate	e Save Sav	e & Close	More
ntional): Sum	mary of the budget and	d commitments for the project	t.				_				
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					FORECAST i. Allowance for PM Fee (%*f) j. Uncommitted Budget (c-f-h-i)	\$1,160.00 \$425,640.00	US Dollars US Dollars				
Last	t Update 11/16/2018			25 🕃	p. Forecast To Complete	\$511,000.00	US Dollars				
Upd	dated By			ی کر	q. Forecast Final (h+p)	\$534,200.00	US Dollars				
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Project E	Budget				~~~~~~						<u> </u>
Project E	Budget				~~~~~~			Apply Filters	Clear Filter	s G	<u> </u>
Project E	Budget	Туре	Date	Name				Apply Filters	Clear Filter	s Q Status	×
Project E	Budget ID Contains	Type	Date More Than or Ec	Name Contains				Apply Filters Ar	Clear Filter	s C Status Conta	 ⊥ ins
Project E	Budget ID Contains 1000011	Type Contains Project Budget Fore	Date More Than or Ec 08/30/2024	Name Contains August 24 Budget Forecast				Apply Filters Ar	Clear Filter mount \$511,000.00	s C Status Conta Issued	⊥ ins
Project E	Budget D Contains 1000011 1000024	Type Contains Project Budget Fore Baseline Budget	Date More Than or Et 08/30/2024 08/01/2024	Name Contains August 24 Budget Forecast Baseline Budget				Apply Filters Ar	Clear Filter mount \$511,000.00 \$512,000.00	s Q Status Conta Issued	⊥ ins
Project E	Budget	Type Contains Project Budget Fore Baseline Budget Project Original Bud	Date More Than or Ec 08/30/2024 08/01/2024 09/21/2023	Name Contains August 24 Budget Forecast Baseline Budget 812-1800100-80066377-01				Apply Filters Ar	Clear Filter mount \$511,000.00 \$512,000.00 \$450,000.00	s C Status Conta Issued Issued	⊥ ins
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Project E	Budget D Contains 1000011 1000024 1001626 ge: 10 v 1-	Type Contains Project Budget Fore Baseline Budget Project Original Bud	Date More Than or Et 08/30/2024 08/01/2024 09/21/2023	Name Contains August 24 Budget Forecast Baseline Budget 812-1800100-80066377-01				Apply Filters Ar	Clear Filter mount \$511,000.00 \$512,000.00 \$450,000.00 1_of	s C Status Conta Issued Issued Issued	ins 4

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