**Task 1.5 - Monthly Burn Profile**

**[goal]**

You work at a UK-based tech start-up called Zen Cycle. Zen Cycle provides an artificial intelligence software programme called ZenAI. Zen Cycle is looking to apply its ZenAI software to enhance the inventory management of bicycle shops in the UK, specifically in the Oxfordshire area. You are a Project manager supporting the delivery of a funded project that is applying ZenAI at a real-life use case, an Oxford-based bicycle shop called Bob's Bikes.

**[context]**

Your company, Zen Cycle, has successfully obtained grant funding from a UK-based organisation that supports the development of Artificial intelligence tools for local businesses. To fulfil the reporting requirements for this funding (which are further outlined in the docx file attachment called 'INITIAL REQUIREMENTS\_Funding competition'), you (as a project manager) are required to provide monthly briefings to the funding authority to show how the funds are being spent.

**[deliverable ask]**

Please create a 'Project spend profile' Excel spreadsheet that outlines the project spend to date. This spreadsheet will be used to provide two important financial baselines for the ZenAI project; ‘project spend to date’ and ‘burn profile’. The ‘project spend to date’ spreadsheet will specifically calculate the ‘actual cost’ of the project that has been incurred up to a specified point in time. So (for example), as we have just finished Month 2 of the full 6-month project, the current version of this spreadsheet will outline the total actual costs incurred in the project to the end of Month 2.

Once the ‘project spend to date’ has been calculated this is then used to determine the ‘burn profile’. To determine the ‘burn profile’ apply a calculation that contrasts the ‘actual costs’ with the ‘budgeted monthly costs’ to assess the variance between the budgeted project spend and the ‘project spend to date’.

The following inputs will aid the population of the 'Project Spend Profile' output spreadsheet by providing the required data to calculate both the ‘project spend to date’ and the ‘burn profile’, as follows:

INPUT 1 - ZenAI POC Bob's Bikes - Total Project Costs - this spreadsheet provides all the necessary data to understand the project budget and its constituent cost data. This data can be used to provide the ‘budgeted monthly costs’ data by using the total project cost figure and dividing it by the number of months the project will last for (6 months)

INPUT 2 - Monthly Manpower and Cost Figures (Month 2) - This spreadsheet is a monthly report sent to the project manager by the internal finance team. The information contained in this spreadsheet contains the data required to calculate the ‘actual costs’ of the project (by getting this information from staff members' timesheets and associated project reporting). Updates for this spreadsheet are provided monthly, allowing project spending to be tracked.

**[Deliverable description]**

The spreadsheet you produce will show how much is being spent as the project progresses on a month by month basis. The data it provides will be used to track the project's progress and to confirm that the necessary resources (such as staff, materials, and travel expenses) are being spent efficiently and on schedule. Provision of the headline figures and the associated background data is helpful for the reader of the spreadsheet, as they will be able to understand the reference data related to the Project Spend profile better.

When creating the spreadsheet, please format it so it has a series of different tabs, named as follows: 0.0 Notes, 1.0 Current spend (Burn Profile), 2.0 Resources (used to date), 3.0 Rate Card and Costs and 4.0 Total Project Costs. Provision of the headline figures and the associated background data is helpful for the reader of the spreadsheet, as they will be able to understand the reference data related to the Project Spend profile better.

To populate tab 0.0, please infer some high level details to describe the project, such as title, date and summary and provide these in a simple overview.

To populate tab 1.0, please provide the data generated to calculate the Project Spend Profile (as specified earlier). For this spreadsheet please use coloured cells to indicate whether the "monthly burn" figure is negative, i.e. when an overspend occurs and the actual spend exceeds the budgeted spend (background fill the relevant cell with a red colour) or positive, i.e. when an underspend occurs and the budgeted spend exceeds the actual spend (background fill the relevant cell with a green colour). All of the data required for these calculations are defined earlier and contained in INPUTS 1 and 2.

In addition, in tab 1.0, please use a specific red cell border marking to provide a visual reference for where the project reporting currently is according to the delivery schedule (i.e. what month the project is currently in). Please use a thick red border colour for all the cells contained in the row related to the current reporting month (i.e. for this spreadsheet this would be all of the data related to the end of month 2).

To populate tab 2.0, please use the information contained in INPUT 2.

To populate tabs 3.0 and 4.0, please use the information contained in INPUT 1.

**[Introduction to the deliverable]**

The attached output' OUTPUT 1 - ZenAI POC Bob's Bikes - Project spend profile (month 2) (1)' provides an Excel spreadsheet that displays the total actual project spend to date (presented by month) and compares this against the total budgeted spend per month. Together, these figures are used to calculate the total monthly project spend to date (‘burn’), which is expressed at the bottom of the document. A red border indicates the current project's progress in terms of time (i.e., Month 2 has just concluded).

The spreadsheet contains 4 worksheets.

0.0 Provides summary notes on the project and the date of the reporting

1.0 Current spend (This contains the current spend/burn profile)

2.0 Resources (used to date) (This provides a summary of the resources used to date (used to calculate the spend/burn profile))

3.0 Rate Card and Costs (This provides the rates and project costs used to calculate the spend/burn profile)

4.0 Total Project Costs (This provides an ongoing summary of the full cost of the project)