PROJECT SETUP SHEET INSTRUCTIONS

PM (or staff designated by PM) should complete the Project Set Up Sheet as soon as project information is available. PM should provide the completed Project Set Up Sheet and other applicable information described below to Accounting.

Accounting will meet with the PM and project staff as needed/requested to assist in completing the Setup Sheet and discuss project setup. After a Fully Executed Contract and completed Project Set Up Sheet, including a Project Description, has been received, Accounting will set up the project in Vision and provide a project number to the PM. If the Fully Executed Contract has not been received, the project can be set up in Vision, but must be made inactive until the executed copy is received.

Once this Vision setup process is complete, Accounting will send an email to IT with the project number and name to request a project folder be created on the Z drive. Accounting will "cc" the PM, Division Manager, Marketing, Controller, and Planning Coordinator on the email.

PM and project staff will populate the project folder. Items noted below will be moved from the proposal folder to the project folder by the PM. All project related documents should be maintained in this folder. No project documents should be maintained on an individual computer.

Project Setup Sheet Field Name	Vision Module/Tab/Field	Description	Use
Project Name	Project/General/Project (Short, Long) Name	Project Name as desired to be documented in Vision and throughout Alliance's recordkeeping system, but should closely align with the project name designated in the contract . Projects should include the general location followed by the type of work in the title. Additionally, TxDOT contracts should always include the contract number as the initial part of the Project Name.	To provide a brief description of the project via the name for ATG staff. Also, used to sort and find a specific project and/or related projects.
Project Number	Project/General/Project #	Generated by Vision during project setup by accounting. The first four letters designate whether it is an Engineering (EGDV) or Planning (PLDV) project. The next four digits represent the year the project was awarded. The last four digits are a sequential number assigned by Vision.	Used as an identifier to locate project information in Vision, on the Z drive, etc.
Division	Project/General/Project Type	Data or Engineering orPlanning	Used to identify whether the project is primarily Data or Engineering or Planning.
Prime or Sub/DBE Sub	Project/General/Responsibility	Prime indicates ATG holds the contract with the client and direct responsibility for the project. Sub indicates ATG holds a subcontract with another firm or company for the project.	Indicate whether ATG is the Prime or Sub/ DBE Sub on this project. Used for Management and Marketing reports and analysis.
Master Agreement No.	Project/General/Master Agreement No.	If this contract has been issued as part of an on-call contract include the Master Agreement No. here. In Vision, this is added using a drop-down.	Master Agreement No is used to link work authorizations to on-call contracts so that progress and job starts can be linked.
Profit Center	Project/General/Profit Center	Austin, Dallas, Houston, or Lake Charles	The office that the project is assigned to. Used to track revenue by location.
Opportunity No.	Project/General/Opportunity # (OPPO)	Number of the initial opportunity where all pertinent information regarding the pursuit that led to this project are saved.	To link the project to the original opportunity developed and pursued.
Proposal No.	Project/General/Promotional Project # (PROP)	Number of the proposal (PROP) where time charged during the pursuit of this project is saved.	To link the project to the original proposal effort and win.
Practice Line	Project/Sort/Select/Practice Line	Choose ONE Practice Line from list.	Used for Management and Marketing reports and analysis.
Discipline	Project/Sort/Select/Discipline	Choose ONE Discipline	Used for Management and Marketing reports and analysis.
Project Code, Keywords	Project/Background/Project Codes	Insert all codes from the table included with the Fillable Project Setup Sheet that are applicable to this work and each one's approximate percentage of overall contract.	To track type of work Alliance is doing based on our capabilities.

Project Setup Sheet	Vision		
Field Name	**Module/Tab/Field**	**Description**	**Use**
Client Information (from Opportunity and verified to the executed contract)			
Primary Client	Project/General/Primary Client	Primary client is the client that awarded the (executed) contract to ATG. This may be a Prime Contractor or a Project's Owner.	To track clients and teaming partners that Alliance works with.
Contract Owner	Projetct/Clients/Contacts/Contacts group	This should be the Project's Owner. May or may not be the Primary Client. It will default to include the Primary Client as the Owner. This must be changed when the Primary Client is NOT the Owner. Associate a contact under the Clients box at the top of tab. Then indicate their role as Owner.	To track owners and clients that Alliance works with.
Client Address	Project/General/Client Address	Address of Primary Client (see above)	To track owners and clients' locations that Alliance works with and marketing/general correspondence.
Client PM Name	Project/General/Client PM	Name of Project Manager (PM) for the project.	Used by ATG Project Manager and staff to coordinate project work and issues.
Client PM Email	General/Contacts/Email	Email of Project Manager (PM) for the project.	Contacts record for the Client PM
Client PM Phone	General/Contacts/Phone	Phone number of Project Manager (PM) for the project.	Contacts record for the Client PM
Client Billing Contact Name	Project/Accounting/Billing Client	Billing client is the client responsible for receiving and processing ATG invoices for payment. This may be the client that awarded the (executed) contract to ATG or other responsible party.	Used by Accounting to submit invoices and contact client regarding accounts receivable.
Client Billing Contact Email	Contacts/General/Email	Email of Billing Client for the project.	Contact record for the Billing Contact
Client Billing Contact Phone	Contacts/General/Phone	Phone number of Billing Client for the project.	Contact record for the Billing Contact
Client Billing Address	Project/Accounting/Billing Address	Address where Billing and Accounts Receivable will be sent.	Billing address for Client.
Internal Team Information			
Principal-in-Charge	Project/General/Principal-in-Charge	ATG Principal responsible for contract management and oversight.	Used for Management and Marketing reports and analysis.
Division Manager	Project/General/Division Manager	ATG Division Manager responsible for Division Oversight.	Used for Divisional, Management and Marketing reports and analysis.
Project Manager	Project/General/Project Manager	ATG Project Manager responsible for management of work product.	Used for Divisional, Management and Marketing reports and analysis.
Quality Manager	Project/General/Quality Manager	ATG Quality Manager responsible for the QA/QC process for the project.	To track quality control requirements.
Assistant PM	Project/General/Assistant PM	ATG Assistant Project Manager responsible for assisting PM overall and/or complete internal management of project. Can be left blank. Should not be the same as PM.	Used for internal tracking of staff taking on project management responsbilities.
Contract Terms – The following items should be taken from the contract.			
Target Multiplier	Project/Accounting/Target Multiplier	The Multiplier is established by the contract and fee schedule. Target Multiplier is calculated by multiplying OH Rate percentage and Fixed Fee (Profit) percentage. (For example, OH Rate of 180.82 and Fixed Fee of 14% is calculated as 2.8082 x 1.14 = 3.20 multiplier).	Used to track performance of the project.
Overhead Rate (OH)	Project/Budget & Revenue/Budgeted OH Rate	The OH Rate is established by the contract and fee schedule.	Used in project reporting.
Fixed Fee percentage (FF)	Project/Budget & Revenue/Profit/Fee%	The Profit/Fee percentage is established by the contract and fee schedule.	Used in project reporting.
Contract Amount	Project/Budget & Revenue/Total	Total contract or compensation amount authorized under the executed contract, WA, TO, etc.	Used in billing, reporting, etc.
Contract Type, Cost plus Fixed Fee (CPFF), Lump Sum (LS), or Time and Materials (TM)	Project/Accounting/Contract Type	Type of contract compensation per the executed contract, WA, TO, etc. and fee schedule.	Used in billing, reporting, etc.
Retainage, if and how much is being withheld	Project/Billing Terms/Misc Tab	Per the contract, a portion/percentage of the contract price is withheld from each billing invoice until completion of the project.	To track amount withheld during the project and owed by client when complete.

Project Setup Sheet Field Name	Vision Module/Tab/Field	Description	Use
Start Date, contract signature date or contract effective date	Project/Dates & Costs/Contract Execution Date AND Start	Insert contract signature date for both if a separate effective date is not designated in the contract or NTP.	Used in project planning and billing.
End Date, contract expiration date	Project/Dates & Costs/Est completion Date AND Actual	The actual date can be adjusted at the end of the project if it differs, but include Contract End Date at project setup.	Used in project planning and billing.
Special Contract Requirements: List any unusual contract requirements, e.g., invoice deadlines, advance travel authorization, confidentiality agreements, won't pay for local travel (City of Austin), requirements re: hotels or flights, etc.	Project/General/Memo	Special contract requirements should be added as notes in the Memo field and also maintained in the Project Folder on the Z drive.	Used to ensure compliance with contractual requirements and also for billing purposes.
Modifications to Contract: Describe any modifications to the contract, including scope, budget, schedule, rates, personnel, etc.]	Project/General/Memo and/or other various tabs and fields in the Project Module based on type of modifications.	Contract modifications should be added as notes in the Memo field and also maintained in the Project Folder on the Z drive. Depending upon the modification, other tabs and fields may be updated as needed.	Used to ensure compliance with contractual requirements and also for planning and billing purposes.
License Requirements, such as a License to use model (if license or other authorization is required) or a license to use specific data (include name, owner, and link to authorization to use data files).	Project/General/Memo	Notes should be added in the Memo field to provide detailed information regarding any license requirements to use data files.	Used to ensure compliance with licensing.
Existing Material, Indicate complete and available			
Contract\ Work Auth\ Task Order (or NTP)	Project/Contract Management/Contracts	Enter contract information in the provided fields from the executed contract, WA, TO, etc. The executed contracting documents should also be maintained in their entirety in the project folder on the Z drive.	Used to retain executed documents and ensure compliance with contract requirements.
♦ Billing Rate Schedule (TM, CPFF only)	Project/Billing Terms	Fee schedule should be provided to accounting and maintained in the project folder on the Z drive.	Used by accounting to setup billing terms and prepare billing to client. Specific invoicing requirements and templates can be dictated by the client and contract.
♦ Scope of Services	Proposal Folder/Contracts/ *PM copies to Project Folder on th Z drive	Scope of services have been identfied by the client and included in the ATG contract document. The scope of services should be retained in the project folder on the Z drive.	Used for contract compliance, planning, billing, QC, and other technical questions/issues.
♦ Fee Proposal	Proposal Folder/Contracts/ *PM copies to Project Folder on th Z drive	Copy of fee proposal submitted to client should be retained in the project folder on the Z drive. This may be in the form of an Excel spreadsheet.	Used for further reference in addition to the executed contract.
♦ Task Cost Budgets*	Project/Task/Subtask/Budget & Revenue	Task Cost Budgets breakdown the labor, OH, profit/fee, reimbursable expenses and subconsultant expenses as established by the Project Manager and/or contract and invoicing requirements.	Used to setup the tasks and budgets in Vision for the project and project plan. Also used to analyze project performance (budget to actual). The Raw Labor for each Task or Subtask is used to develop the Staff Allocations for the MS Project Plan.
♦ Sub Contracts	Project/General/Memo Contract documents are saved in the Proposal Folder/Contracts/ *PM copies to Project Folder on th Z drive	If ATG is the prime on the project, there may be subconsultants included for portions of the work. Notes should be added in the Memo field and subconsultant documents and agreements should be retained in the project folder on the Z drive.	Used to track subconsultant work in ATG planning, billing and reporting.

Project Setup Sheet Field Name	Vision Module/Tab/Field	Description	Use
Initial Project Description (Mktg. Approved)	Opportunity/General/Opportunity Notes then is imported as the Project/Background/Descriptions	PM should insert description in the Opportunity Notes field in the Opportunity. PM should notify Marketing Manager for approval of the Project Description. Marketing Manager will reply to PM and Accounting once the description is approved. Accounting will import the description into the Project Description category on the Background tab of the PLDV/EGDV record.	Used to market project. Should be updated at closeout.
Sample Client Progress Report (or network location)	Proposal Folder/Project Setup/ *PM copies to Project Folder on th Z drive	Client Progress Report is required as part of the invoice package for some projects. It summarizes the tasks and progress of the project for the billing period. If required, the sample should be saved in the project folder on the Z drive. The Project Manager will be required to complete for each invoicing period and submit to Project Accountant for invoicing.	If required, the Progress Report is included as part of the invoiced package submitted to the client. The client uses the report to review project status and related billing for the period.
Sample Client Invoice (or network location). Invoicing requirements, templates, and progress reports should be obtained from the client prior to setup of the project in Vision and will be reviewed as part of the Project Setup meeting with Accounting.	Proposal Folder/Project Setup/ *PM copies to Project Folder on th Z drive	Any special invoicing requirements, due dates, etc. should be included as a note in the Memo field and also noted in the project folder on the Z drive. *The ATG Project Manager should verify with the client as to any special invoicing requirements or templates prior to beginning the project and provide to Project Accountant.* Special invoicing requirements and templates can impose special project setup of tasks and subtasks.	Used by Project Manager and Project Accountant to invoice client.
Detailed MS Project Plan, including Schedule and Labor Allocations.	Proposal Folder/Project Setup/ *PM copies to Project Folder on th Z drive	In addition to the Project Setup sheet, the Project Plan should also be developed by the PM. See procedures for MS Project Plans and the Project Plan Section of the Project Life Cycle.	Used by Accounting to enter Project Plan in Vision which generates project reports.
⬧ Task Names, Contact Compliant and Invoice Appropriate	Project\General\ replicated in the MS Project Plan AND then imported as Planning/Labor/Task Name for budgeting purposes	Project Tasks should be based on the specific contract and invoice appropriate. They will be used to invoice the client.	The Project Tasks should be replicated in the MS Project Plan and used by the PM to monitor the budget and by Accounting to invoice the project per client requirements.
⬧ Task Budgets	Project\Budget & Revenue\ replicated in the MS Project Plan AND then imported as Planning/Labor/Task Name for budgeting purposes	Task Budgets shall be based on the contract fee schedule. These budgets are adjusted through contract amendment. When changes occur, they should be replicated in the MS Project Plan and updated in the Budget.	Task Budgets are used by the PM to monitor the budget and by Accounting to invoice the project per client requirements. Task budgets are also used to develop the MS Project Plan.
⬧ Staff Allocations	Only completed as part of the MS Project Plan. Then imported as Planning/Labor/Task/Resources	Individual staff or staff categories, who will work on the project, the number of hours they are planned to work, and the dates they will complete their assignments.	Staff are allocated to the MS Project Plan and then imported to Vision, providing an outlook of work forecasted across our staff.