Project Overview Report Manual

The Project Overview report is one of our standard reports for Project Managers. The report is accessible via your vision dashboard or from the Reporting Module.

There are several versions of the report that are accessible to all users that report all active projects and that report at the task level. Please refer to **Figure 1** (below) for a list of the different versions of the Standard Project Overview Report.

Number	Function	Report	Purpose	Distribution
1	Production	**Standard - Project Overview - All Active**	Monitors project's overall financial performance and PA enters % complete reported monthly. Includes all active projects	All Staff
2	Production	**Standard - Project Overview - All Active by Task**	Monitors project's overall financial performance and PA enters % complete reported monthly. Includes all active projects and drills down to the task/subtask	All Staff
3	Production	**Standard - PM Project Overview**	Monitors project's overall financial performance and PA enters % complete reported monthly. Overall project level performance	PM
4	Production	**Standard - PM Project Overview by Task**	Monitors project's overall financial performance and PA enters % complete reported monthly. Drilled down to task/subtask level performance	PM

Figure 1: Standard Project Overview Report versions

The Project Overview Report is comprised of 6 main sections: General Contract Info section*, Planned Cost Budget section, PM Reporting section, JTD Actual Costs section, Revenue & Multiplier section, and Billing section, which are all detailed below in **Figure 2.**

For the period 09/25/17 - 10/29/17

	General Info					Planned Cost Budget				PM Reporting	
	Cont Type	Contract Date	Est Completion Date	Act Completion Date	Total Comp	Labor Cost Budget	Expense Cost Budget	Total Cost Budget	% Bud Exp @ Cost	Percent Complete Reported	% Compl
PLDV-2016.0027 TxDOT 50-4IDP5004 WA#17 I-	CPFFU	3/4/2016	7/31/2017	7/31/2017	592,193.63	157,674.39	5,338.90	469,343.09	95.28	85.00	

JTD Actual Costs				Revenue and Multiplier							Billing					
JTD Labor Cost	JTD Exp Cost	JTD OH Cost	Total Cost	Rev Type	JTD Rev	JTD Net Rev	Actual Mult	Target Mult	JTD Spent	JTD Profit	JTD Billed	JTD Unbilled	% Billed	JTD Remain Bill	Backlog	JTD A/R
153,454.96	1,405.84	292,326.61	447,187.41	W2	552,630.60	551,224.76	3.59	3.29	553,075.46	105,443.19	550,102.08	2,528.52	.93	42,091.55	39,563.03	6,607.53

Figure 2: 5 Sections of the Project Overview Report

* Total Comp column is located next to Backlog column and the rest of the General Contract section is not shown on the "Standard Project Overview Report – All Active Projects"

General Contract Info Section:

The General Contract Info section lists the general information for the project including Contract Type, Start and End Dates and Total Compensation. **Figure 3**

			General Info		
	Cont Type	Contract Date	Est Completion Date	Act Completion Date	Total Comp
PLDV-2016.0027 TxDOT 50-4IDP5004 WA#17 I-	CPFFU	3/4/2016	7/31/2017	7/31/2017	592,193.63

Figure 3: A close up shot of the General Contract Info section

Fields within the General Contract Info section:

- Contract Type: Options are:
    - LS for Lump Sum
    - CPFFU for Cost Plus Fixed Fee with Upset limit
    - TMU for Time & Materials with Upset limit

- Contract Date: Effective date of contract

- Est Completion Date: Termination date of contract or estimated completion date of services if no contract end date is available

- Act Completion Date: Same as Est Completion Date and should be updated at the end of the project

- Total Comp: indicates the total compensation of the contract, including labor, profit, expenses and overhead as defined in vision at project set up

Planned Cost Budget Section:

The Planned Cost Budget section of the report details the budget amounts for labor and expenses that were set up in project planning. **Figure 4**
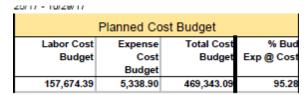
Planned Cost Budget			
Labor Cost Budget	Expense Cost Budget	Total Cost Budget	% Bud Exp @ Cost
157,674.39	5,338.90	469,343.09	95.28

Figure 4: A close up shot of the Planned Cost Budget section

Fields within the Planned Cost Budget section (from project planning):

- Labor Cost Budget: Reflects the budgeted raw labor amount for the project

- OH Budget: Indicates the overhead (at contract rate) associated with the labor budget(not shown on the Standard PM Project Overview reports as shown in Figure 4)

- Expense Cost Budget: Lists the reimbursable expenses for the project (this may also include a sub consultant charge, if applicable)

- Total Cost Budget: Combines the labor, overhead, and expense budgets

- % Bud Exp @ Cost - % of Planned budget expended at Cost

PM Reporting Section:
The PM Entry section of the report is a manual entry intended to reflect the estimated labor, overhead, and expenses completed to date on the project. **Figure 5**
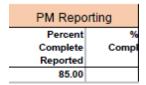
PM Reporting	
Percent Complete Reported	% Compl
85.00	

Figure 5: A close up shot of the PM Entry section

Fields within the PM Entry section:

- Percent Complete Reported: This field is a data entry that is completed by the Project Accountant from Estimate to Complete (ETC) information supplied by the PM monthly.

- % Complete: This field is not currently used

JTD Actual Costs Section:
The JTD Actual Costs section of the report details the amounts for labor and expenses that have posted to the project. **Figure 6**

JTD Actual Costs			
JTD Labor Cost	JTD Exp Cost	JTD OH Cost	Total Cost
153,454.96	1,405.84	292,326.61	447,187.41

Figure 6: A close up shot of the JTD Actual Costs section

Fields within the JTD Actual Costs section:
- JTD Labor Cost: shows the raw labor amount charged to the project. Staff charges are hitting the project at the adjusted job cost rate, meaning the cost of each salary employee's charges (who works more than 40 hours/week), are reduced depending on how many hours north of 40 are worked by each staff member each timesheet period.

- JTD Exp Cost: This reflects the reimbursable expenses charged to date

- JTD OH Cost: Indicates the overhead (at contract rate) associated with the JTD Labor

- Total Cost: Combines the job to date labor, overhead, and expenses charged to date

Revenue and Multiplier Section:

The Revenue and Multiplier section of the report displays the revenue method, revenue earned, and multipliers associated with the project. **Figure 7**

Revenue and Multiplier						
Rev Type	JTD Rev	JTD Net Rev	Actual Mult	Target Mult	JTD Spent	JTD Profit
W2	552,630.60	551,224.76	3.59	3.29	553,075.46	105,443.19

Figure 7: A close up shot of the Revenue & Multiplier Section

Fields within the Revenue & Multiplier section:

- Rev Type: The method at which revenue is recognized on each project; W2 recognizes revenue at billings to date plus work in progress at the billing rates, plus add ons (applicable to CPFFU for OH & Fee)

- JTD Rev*: Reflects the revenue earned on the project to date (JTD Billed plus WIP at billing rates). Billing is updated monthly as invoices are posted in vision; revenue is updated weekly as timesheets are posted

- JTD Net Rev: JTD Revenue less the JTD Expenses

- Actual Multiplier: JTD Net Revenue divided by the JTD Labor

- Target Multiplier: This lists the target multiplier for the project per contract

- JTD Spent*: JTD labor and expenses at billing rates, includes written off labor and expenses if applicable. Updated weekly as timesheets are posted

- JTD Profit: Revenue less JTD Total (cost)

*Important Note: Vision calculates billing rates in the JTD Spent, JTD Revenue, and JTD Unbilled columns

Billing Section:
The Billing section of the report details the various billing and receivable amounts for the project to date. **Figure 8**

Billing					
JTD Billed	JTD Unbilled	% Billed	JTD Remain Bill	Backlog	JTD A/R
550,102.08	2,528.52	.93	42,091.55	39,563.03	6,607.53

Figure 8: A close up shot of the Billing section

Fields within the Billing section:

- <u>JTD Billed:</u> Reflects the amount billed to date, as Invoices are posted in Vision

- <u>JTD Unbilled*:</u> or WIP, lists the amount of labor at billing rates**, plus expenses that have been performed or charged to the project, but not yet billed

- <u>% Billed:</u> JTD Billed / Total Compensation

- <u>JTD Remaining Billing:</u> Total Compensation less the JTD Billed

- <u>Backlog:</u> Total Compensation-JTD Revenue (used as an indicator of the number of months of work coming up)

- <u>JTD A/R:</u> Total of unpaid invoices

*Important Note: Vision calculates billing rates in the JTD Unbilled columns

**<u>Billing Rates by contract type:</u>

- o <u>CPFF/CPFFU</u> – staff pay rates plus contracted overhead plus contracted profit

- o <u>TM/TMU</u> – pre-negotiated billing rates or contracted specified rates

- o <u>LS</u> – Employee cost rate times Target Multiplier (or Overhead and Fixed Fee)