

Project Progress Report Manual

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

The Project Progress Report is comprised of 3 main sections: the Info Section, the Body, and the Financial Analysis section, which are detailed below in **Figure 1**:

Project Progress

Tuesday, April 07, 2015

10:40:16 AM

Alliance Transportation Group, Inc.

For the period 03/30/15 - 04/26/15

Show Unposted

Budget Amount

JTD Hours

JTD Amount

Balance Amount

Current Hours

Current Amount

% Exp

Contract Type

Project Number: EGDV-2015.0036 TIA Falcon Pointe Update 2015-03

Principal-in-Charge: J. Heath

Division Manager: Clinton Jumper

Client: Newland Communities

Profit Center: AC:AU

Status: Active

Type: Regular

Percent Compl:

Labor Pct Compl:

Expense Pct Compl:

Start Date: 04/01/15

Est Compl Date: 05/31/15

Compensation: 3,241.51

Consultant Fee: 18,008.49

Reimburs Allow: 2,725.00

Info Section

Labor

	6,617.50			6,617.50					
Brown, Benjamin		.50	16.15	(16.15)	.50	16.15			
Gamble, Trey		2.50	120.70	(120.70)	2.50	120.70			
Mendoza, Marissa		.50	14.17	(14.17)	.50	14.17			
Total for Labor	6,617.50	3.50	151.02	6,466.48	3.50	151.02	2.28		
Total for Overhead	11,389.38		259.92	11,129.46		259.92	2.28		
Total for Labor and Overhead	18,006.88	3.50	410.94	17,595.94	3.50	410.94	2.28		

Body

Expenses

Reimbursable Expenses

Data Services & Collection

Total for Data Services & Collection 2,450.00

Misc Reimbursable Expens

Total for Misc Reimbursable Expens 275.00

Total for Reimbursable Expenses 2,725.00

Total for Expenses 2,725.00

Total for EGDV-2015.0036 20,731.88 3.50 410.94 20,320.94 3.50 410.94 1.98 LS

Financial Analysis

Financial Analysis

Fee: 23,975

Cur Rect:

A/R:

Unbilled: 495

Eff Mult: 3.28

Rev Meth: W2

	Fee Billed	Consult. Billed	Reimb Billed	Other Billed	Total Billed	Revenue	Spent	Profit	Profit Pct
Cur						495	411	84	16.96
YTD						495	411	84	16.96
JTD						495	411	84	16.96

Info Section:

The info section lists the general information for the project such as key personnel, client contact, and contract amounts.

Project Progress								Tuesday, April 07, 2015 10:40:16 AM	
Alliance Transportation Group, Inc.			For the period 03/30/15 - 04/26/15						
Show Unposted	Budget Amount	JTD Hours	JTD Amount	Balance Amount	Current Hours	Current Amount	% Exp	Contract Type	
Project Number: EGDV-2015.0036 TIA Falcon Pointe Update 2015-03									
Principal-in-Charge:	J. Heath		Percent Compl:			Compensation:			3,241.51
Division Manager:	Clinton Jumper		Labor Pct Compl:			Consultant Fee:			18,008.49
Client:	Newland Communities		Expense Pct Compl:			Reimburs Allow:			2,725.00
Profit Center:	AC:AU		Start Date:		04/01/15				
Status:	Active		Est Compl Date:		05/31/15				
Type:	Regular								

Figure 2: A close up shot of the Info section

Fields within the info section:

- Principal in Charge: Mike H. for Austin, JD for LA, Dallas, and Houston
- Division Manager: Clint for Engineering, Jim for Planning
- Client: lists our client we are contracted with on the project
- Profit Center: indicates which Alliance office is servicing the project
- Status: the project is either Active, Inactive (services complete, final payment pending), or Dormant (services complete, final payment received)
- Type – an active project will always be Regular, meaning it is a project where we bill our time to a client
- Percent Complete: not typically populated on this report, unless estimate to complete has been entered
- Labor Percent Complete: not populated on this report
- Expense Percent Complete: not populated on this report
- Start Date: this field is for the contract start date, however, if no start date is listed, then this will be entered with the date the contract was executed
- Estimated Completion Date: this date represents the date the contract is set to expire
- Compensation: the compensation field located here refers to the profit built into the contract
- Consultant Fee: this value represents the contracted labor + overhead built for the project
- Reimbursable Allowance: if a reimbursable budget is part of the contract, that value will be entered here; this could include direct expenses or sub-contractor charges.

The Body:

The Body of the report details labor and expenses - at cost - coded to each project on both a "Current" and "Job-to-Date" basis.

Project Progress

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Alliance Transportation Group, Inc.

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Principal-in-Charge:	J. Heath	Percent Compl:		Compensation:		3,241.51			
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Client:	Newland Communities	Expense Pct Compl:		Reimburs Allow:		2,725.00			
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Status:	Active	Est Compl Date:		05/31/15					
Type:	Regular								
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Total for Labor and Overhead	18,006.88	3.50	410.94	17,595.94	3.50	410.94	2.28		
Expenses									
Reimbursable Expenses									
Data Services & Collection									
Total for Data Services & Collection	2,450.00			2,450.00					
Misc Reimbursable Expens									
Total for Misc Reimbursable Expens	275.00			275.00					
Total for Reimbursable Expenses	2,725.00			2,725.00					
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Total for EGDV-2015.0036	20,731.88	3.50	410.94	20,320.94	3.50	410.94	1.98 LS		
Financial Analysis									
	Fee Billed	Consult. Billed	Reimb Billed	Other Billed	Total Billed	Revenue	Spent	Profit	Profit Pct
Cur						495	411	84	16.96
YTD						495	411	84	16.96
JTD						495	411	84	16.96
Fee:									23,975
Cur Rect:									
A/R:									
Unbilled:									495
Eff Mult:									3.28
Rev Meth:									W2

Figure 3: A close up shot of the Body of the report

Fields within the body:

- Budget Amount: indicates the raw labor budget planned for the project; taken either from a DWP or the project's planned/contracted multiplier
- JTD Hours: lists the total hours charged to the project by each staff member
- JTD Amount: shows the raw labor hours and direct expenses charged to the project. Hours 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

- Balance Amount: this shows the balance of the Budget Amount less the JTD Amount
- Current Hours: displays any timesheet entry posted or saved in the current billing month
- Current Amount: shows the raw labor hours and direct expenses charged to the project in the current billing period. Hours 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
- % Expended: JTD Amount/Budget Amount
- Contract Type: indicates whether the project is billed at Lump Sum, Cost Plus Fixed Fee, or Time and Materials. The contract type determines the how revenue is recognized on the project

Financial Analysis:

The Financial Analysis section lists the billed amounts, outstanding payments, cost, and revenue information.

Financial Analysis										Fee:	23,975
	Fee Billed	Consult. Billed	Reimb Billed	Other Billed	Total Billed	Revenue	Spent	Profit	Profit Pct	Cur Rect:	
Cur						495	411	84	16.96	A/R:	
YTD						495	411	84	16.96	Unbilled:	495
JTD						495	411	84	16.96	Eff Mult:	3.28
										Rev Meth:	W2

Figure 4: A close up shot of the Financial Analysis section

Fields within the Financial Analysis section

- Fee Billed: lists the amount of labor, overhead, profit billed to client to date and posted in vision
- Consultant Billed: not populated on this report
- Reimbursable Billed: indicates the value of reimbursable expenses billed to client date
- Other Billed: not populated on this report
- Total Billed: lists the amount billed to client to date and is an accumulation of Fee billed, Consultant Billed, Reimbursable Billed, and Other Billed
- Revenue: indicates the revenue earned on the project (consider contract type)
- Spent: lists the labor, overhead, and expenses at cost rates
- Profit: Revenue less Spent
- Profit %: Profit/Revenue
- Fee: as indicated here, Fee lists the total contract amount for the project

- Cur Rect: refers to the A/R received in the current period
- A/R: indicates the unpaid invoices billed to client
- Unbilled: work in progress: labor at billing rates
- Effective Multiplier: Net Revenue/JTD Labor
- Revenue Method: W2 for all projects: JTD Billed + WIP (labor at billing rates) + Add Ons (OH + Profit for CPFF)