**Financial Workbook Update Discussion 3/14/18**

Dial in: 877-885-1087

Code: 5154175525

Background:

During discussions with the Division PMWG and general conversations with the PM team, it is apparent that the current version of the financial workbook needs an overhaul. Potential areas of improvement include streamlining of the format, elimination of unnecessary features, addition of various tools that are being utilized across the team, and reduction of manual data entry.

Agenda:

1. Review Current Workbook Tabs
   1. Home Menu
      1. Evaluate usefulness
      2. Suggestions for workbook navigation
         1. Page Menu / References / Definitions on each tab
   2. Dashboard
      1. Dashboard as central location for all data visualization
      2. Selection of charts to remove / add
   3. Cost Estimate – Baseline
      1. Organization of cost estimate
         1. High Level – Labor, Travel, Material, Division, Services
         2. Medium Level – Estimates for government costs and cost by each contractor
         3. Low Level – Estimates broken out by person, material grouped into categories, all travel broken out by trip, etc.
      2. Formatting
         1. Charts
         2. Grouping
         3. Summary Section
   4. Detailed Spend Plan
      1. Organization
         1. High Level – Labor, Travel, Material, Division, Services
         2. Medium Level – Each contractor task, OFDs, government expenses, etc.
         3. Low Level – types of material, individual trips, labor charges per person, etc.
         4. Rename to ‘Project Cost’
      2. Combination of Spend Plan / Actual Expenditures
         1. Should this tab be the central location for all expenditure tracking in addition to the spend plan, or should they be separated?
      3. Formatting
         1. Charts
            1. High Level Rollup – Labor, Travel, Material, Services, Division
            2. Chart for each service contract and government
            3. Chart for each category – L,T,M,S,D
            4. Plot spend plan data for comparison to actual expenditures?
            5. Time Series / Snapshot graphs
         2. Grouping
         3. Summary Section
   5. Detailed Contract Tasks
      1. Relevance
         1. Should there be a separate tab dedicated to tracking service contracts, or should this be combined into an overall expenditure / spend plan tab?
         2. Format
            1. High Level – Summary of all service contract data
            2. Medium Level – TDLs tracked individually
            3. Low level - ?
            4. NERP Information
         3. Charts
            1. Rollup
            2. Chart for each TDL
   6. Contract Task Modification Log
      1. Relevance
         1. Benefit of tracking task modifications
         2. Potential for merge into another tab
      2. Format
      3. Charts
   7. MIPR Summary
      1. Organization
         1. High Level – Summary of all MIPRs
         2. Medium Level – Each individual MIPR
         3. Low Level – Project Numbers
         4. NERP Information
         5. Grouping
            1. Sponsor
            2. Appropriation
            3. WCD
         6. Rename to ‘Project Funding’
      2. Charts
         1. Rollup
         2. Chart for each MIPR
         3. Chart for each Project Number
   8. MIPR Detailed
      1. Relevance
         1. Potential for merge into Project Funding Tab
   9. Carryover Rates
      1. Relevance
         1. Potential for merge into an ‘Information’ tab
   10. Contracts
       1. Relevance
          1. Potential for merge into an ‘Information’ tab
   11. MIPRs
       1. Relevance
          1. Redundant – Information captured in MIPR summary tab
2. Testing
3. Open Discussion