1. **Project Margin and Project status report collating Process:**
2. **Project Status template (PSR):**
3. Take extract of master PSR as per required and prepared margin sheet.
4. Every week on Wed sent margin and PSR sheet to Delivery manager.
5. Take close follow up with manager.
6. If any new project starts in the current week wise update in Master PSR then take effort from the delivery manager.
7. If any details missing in PSR and margin sheet also send mail and take updates on mail.
8. Once all update received every week then update Master PSR & Margin Sheet.
9. **Project Margin template:**
10. In the margin sheet check all formula and week wise heading. (Heading - Efforts left to be planned, Total planned efforts, Total Efforts planned for the current month, Total efforts approved at project level, Efforts left to be consumed, Total consumed efforts, Planned Efforts, Actual Effort Spent)
11. Once all update received every week then update Margin sheet.
12. Enter individual resource planned and actual effort from margin template to margin sheet.

**Make sure QMS codes are entered and locked in the templates**

1. **Project margin sheet:**
   1. Identified project first with name between the margin template & margin sheet.
   2. As par margin template identify new resource name and enter their respective planned and actual effort
   3. If there is a new project then entries total effort at project level taken from margin template.
   4. If there is a new project then entries of project value taken from master PSR. As par margin template their respective planned and actual effort. Now check all formula.
   5. **Planned Cost at project level=** Planned Effort at project level **\*** Cost planned per day at project level
   6. **Revenue planned per day at project level**= Planned Revenue (Project Value) / Planned Effort at project level.
   7. **Margin Planned at project level=** 1- Planned Cost at project level / Planned Revenue (Project Value)
   8. **Cost planned for current month**= Effort planned for current month \* Cost planned per day at project level
   9. **Revenue planned for current month=** Effort planned for current month \* Revenue planned per day at project level
   10. **Margin planned for current month=** 1- Effort planned for current month / Revenue planned for current month
   11. **Effort required to complete the project (ER)=** Planned Effort at project level – (Actual Effort consumed till last month (ES) + Actual effort consumed in current month (EC))
   12. Calculate Actual cost for the current month
   13. **Apportioned Rev / Day for the Month=**(Planned Revenue (Project Value - YTD Revenue) / (Actual effort consumed in current month (EC) + Effort required to complete the project (ER))
   14. **APPORTIONED Revenue for the current month=** Apportioned Rev / Day for the Month \* Actual effort consumed in current month (EC)
   15. **Actual Margin for the current month=** 1- Actual cost for the current month / APPORTIONED Revenue for the current month
   16. **Project Overrun Ratio= (ES+EC+ER/EP)=**( Actual Effort consumed till last month (ES) + Actual effort consumed in current month (EC) + Effort required to complete the project (ER) / Planned Effort at project level)
   17. **Cumulative EFFORT (YTD)=** Actual Effort consumed till last month (ES) + Actual effort consumed in current month (EC)
   18. **Cumulative cost (YTD)=** Actual cost for the current month + YTD Cost
   19. **Cumulative revenue(YTD)=** YTD Revenue + APPORTIONED Revenue for the current month
   20. **Cumulative margin - From Start of project=** 1- Cumulative cost (YTD) / Cumulative revenue(YTD)
   21. OA Dump received from Vaibhav on month end for identify new project.
   22. Filter on the OA dump and select current month and select project category under OA type.
   23. Identified its milestone wise project and regular billing project (T & M).
   24. Check milestone wise project whether it is existing project or its new project, identity through master PSR.
   25. If it’s new project and no other details are in any other project document then ask sales team to who’s lead this project in delivery team.
   26. Once it’s confirm then discuss the project and send PSR and Margin Template to project manager and take proper status and effort of the project then follow above mentioned steps for new project.
2. **Preparation of Project Invoice Tracker:**
3. For preparation of PSR report we require two sheet one is project invoice tracker of previous month & second is OA Dump.
4. Put all basic detail in PSR report through the project invoice tracker & OA Dump.
5. Calculate Milestone payment=Project Value \* Milestone %
6. Milestone status:-the status of milestone is based on the status of the amount invoice till date.
7. Amount invoice till date=Amount collection + Pending amount collection
8. Amount collection:- Amount collection is the date of payment received date
9. Pending amount collection:-If the payment received is not maintain against a milestone then payment has not been received from client.
10. Yet to be raise (YTR):- Yet to be raise means invoice not yet raise for client.
11. All project milestone current status taking by project owner.
12. OA no.=Order Acceptance Number
13. OA Date=Order Acceptance Date
14. Update planned start date & end date status discuss with project Owner
15. Every Thursday send a mail to all project owner for the PSR status & margin Efforts status.
16. Once in a month update project invoice tracker & OA Dump & Project Margin sheet
17. **Updating of OA/Invoice Tracker for projects**
18. Put OA no. in IRS (Vaibhav’s OA Dump) check invoice date & millstone wise details and update in OA Tracker for new and existing project.
19. In current month date will be received from IRS check Invoice no in OA dump / Rahim sales invoice sheet and update in OA Tracker.
20. Previous month invoice date put color amber and current month date put colour green.
21. Check for collection status of invoice from Collection Sheet from Finance.
22. Update Invoiced amount, yet to be collected, pending collection and yet to be raised amount in margin sheet.
23. Finally enter CTC and circulate dashboard of project of current month to senior management.