Standard Operating Procedure (SOP)			
Budget and Scheduling Tracking Using PAL			
SOP No.	DC 1800	**Revision:**	0
Department:	Design & Construction	**Date:**	10/5/2009
Dept. Head Approval:			
Director Approval:		10/6/09	

Purpose

The purpose of this SOP is to provide instruction for the use of WebPAL, which is a web based computer system FM Construction Services has developed to track the budgets, schedules, and other information related to Capital Construction projects at WVU. All projects undertaken by FM Construction Services should be tracked using webPAL. Monthly reports to Senior Administration are generated by WebPAL, so it is critical that the data in this system is accurate and entered in a consistent manner.

Scope

This SOP identifies the process required for setting up a project in web PAL, maintaining the information, and monthly updates to the project.

Responsibility

1. The following people are responsible for following this SOP.

    1.A.   Project Managers

Definitions

1. Web PAL: WVU Design and Construction's Capital Project Tracking Program.

2. TMA: Facilities Management's computer maintenance management system/work order system.

3. UPC: University Planning Committee.

4. MAP: stands for Mountaineer Administrative Processes. MAP will help perform administrative functions such as:

    4.A.   recording budgets, expenditures, and receipts;

    4.B.   creating new employee positions, adding new employees, and submitting payroll;

    4.C.   purchasing goods and services; and

    4.D.   maintaining asset records

Procedure

1. Setting up a project
    1.A.   The Project Manager should e-mail a request for a project to be created in webPAL to FM Administrative Support Assistant Director after a TMA project has been requested/created.
    1.B.   Have the following required information available:
        1.B.1.   Project name
        1.B.2.   TMA project number
        1.B.3.   MAP project number (provided by FM Administration Support after funding has been established)
        1.B.4.   Project Manager name
   1.B.5.   Current Phase

2. Populate Project Initial Information
    2.A.   Log into webPAL, go to Projects, and click on the desired project.

2.B.   Under "Identity" tab there are four different tabs: Edit Details, Budget Setup, Schedule, and Project Issues.
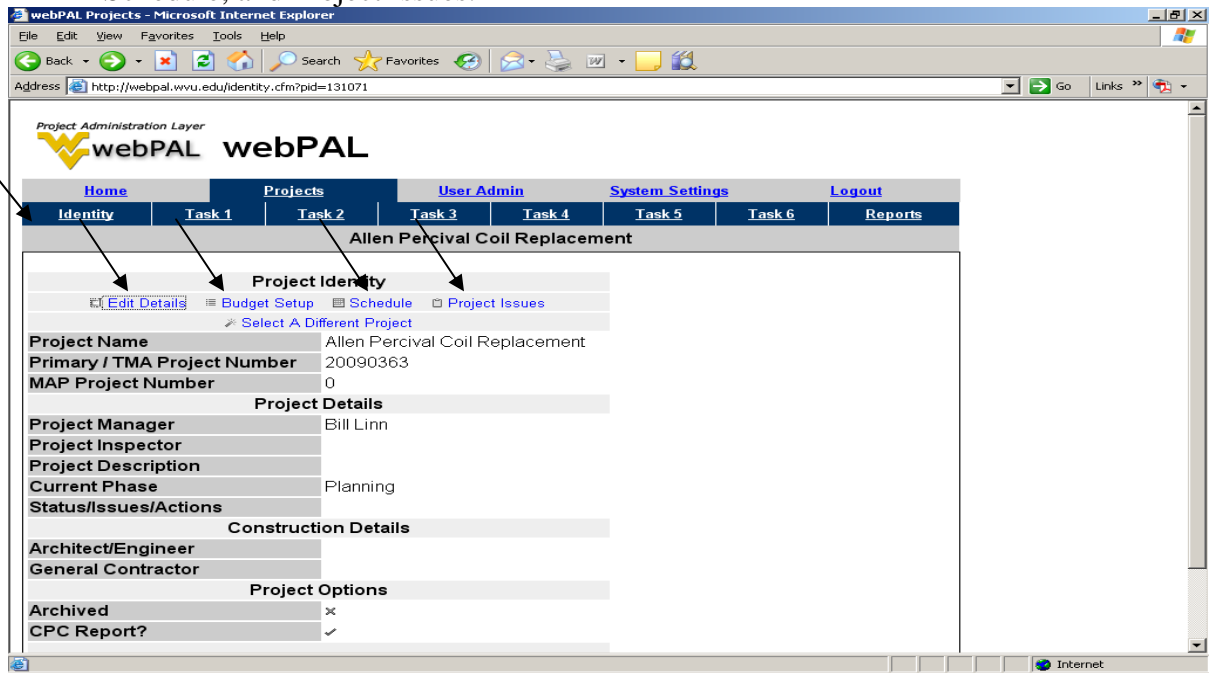
2.C.   Complete all applicable information under the "Edit Details" tab
2.D.   Under "Project Description", insert a paragraph describing the project including the following information: Renovation or New Construction, and "Square Footage". The description used in the UPC agenda item may be used here.
2.E.   Make sure to check **"Yes"** under "Include in CPC Report?."
2.F.   Click "Save"
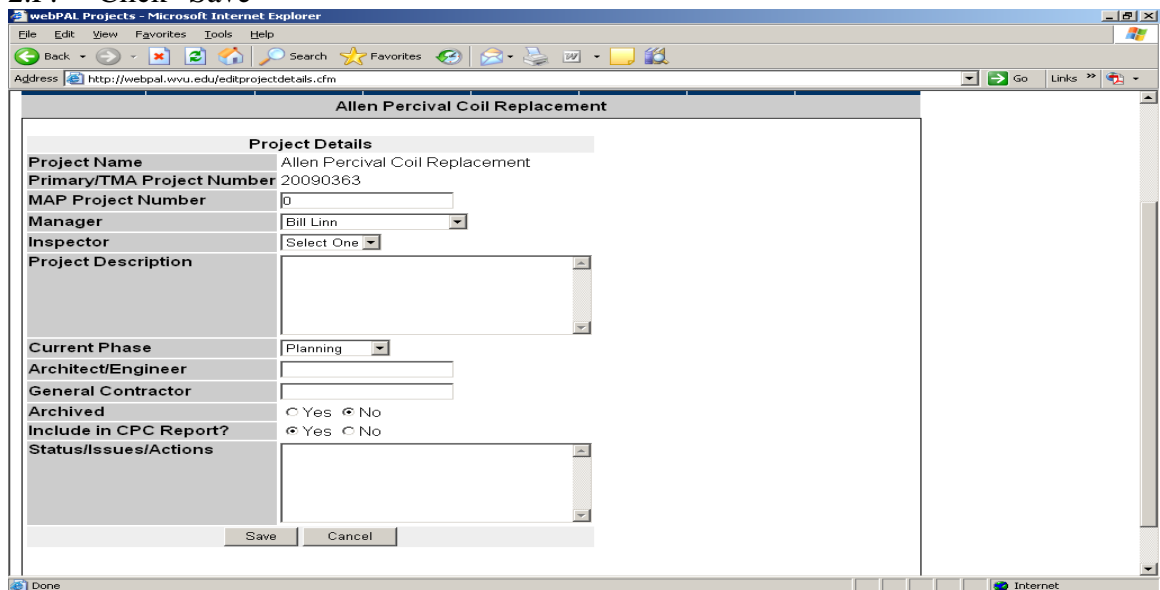
2.G. Click "Identity" tab
2.H. Under "Budget Setup" tab, fill in Original Budget (set up according to Task Budget Development Form or Estimates).
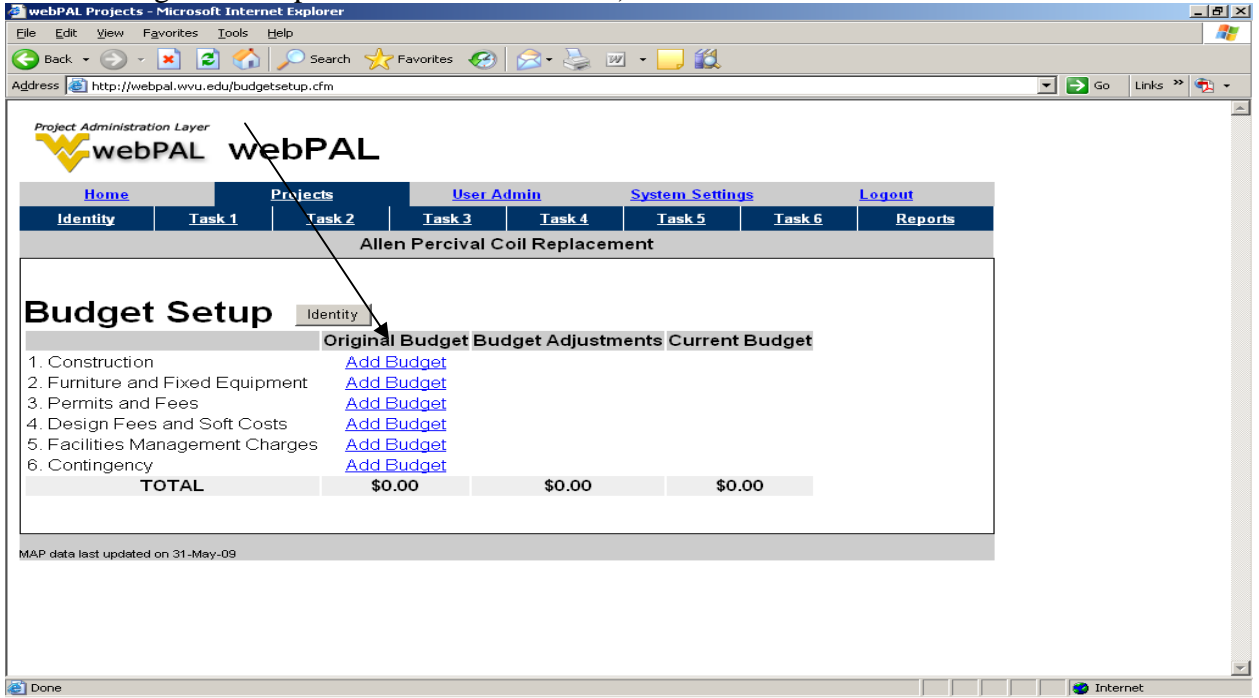
2.I. Click on "Add Budget" tab
2.J. You **Must** add "Historical Comment" when entering Original Budget
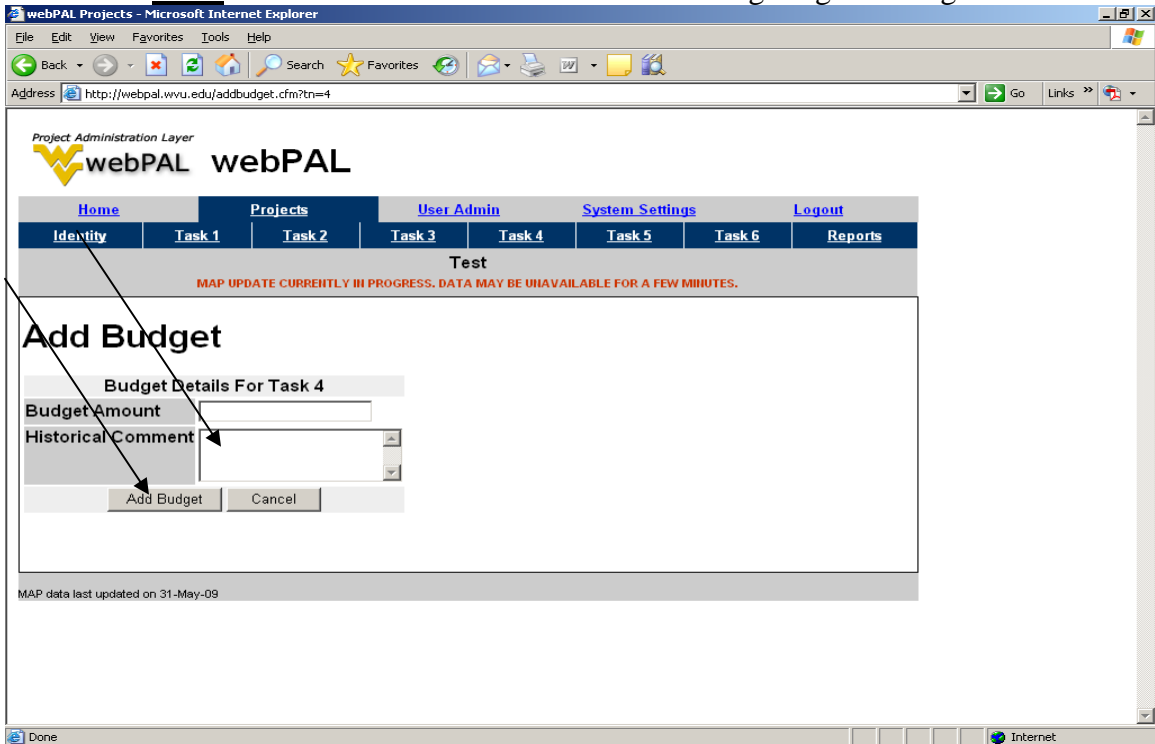
2.K.   Click on "Identity" tab

2.L.   Complete "Schedule" section (this section is based on preliminary schedule &/or project constraints). The dates under "Scheduled Finish" column represents the baseline schedule which remains the same throughout the project. The dates under the "Projected/Actual Finish" column are subject to change and should be adjusted based on actual progress.

2.M.   Click "Save Changes"
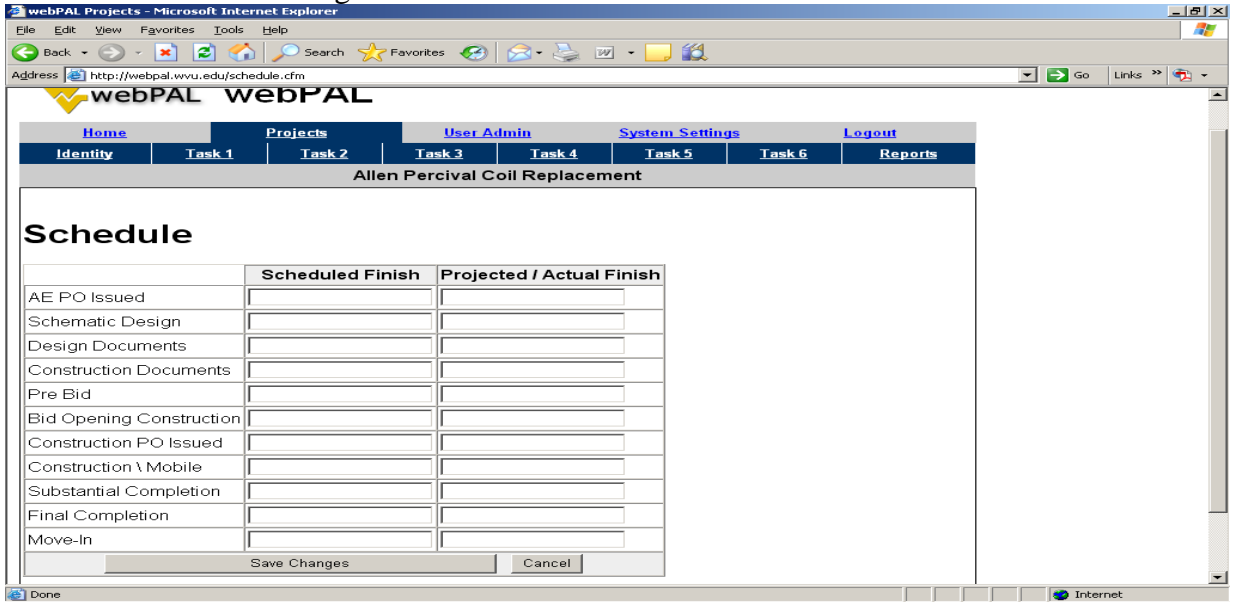
2.N.   Go back to "Identity"

2.O.   "Project Issues" tab is currently optional.

3. Entering Original Cost Projections

***Under the Project Tab there are six Tasks (Task 1-Task 6).

3.A.   Under each "Task," Project Manager should enter projected cost estimates from Task Budget Development form or Estimates under "Description" by clicking on "Projected Cost Rollup".
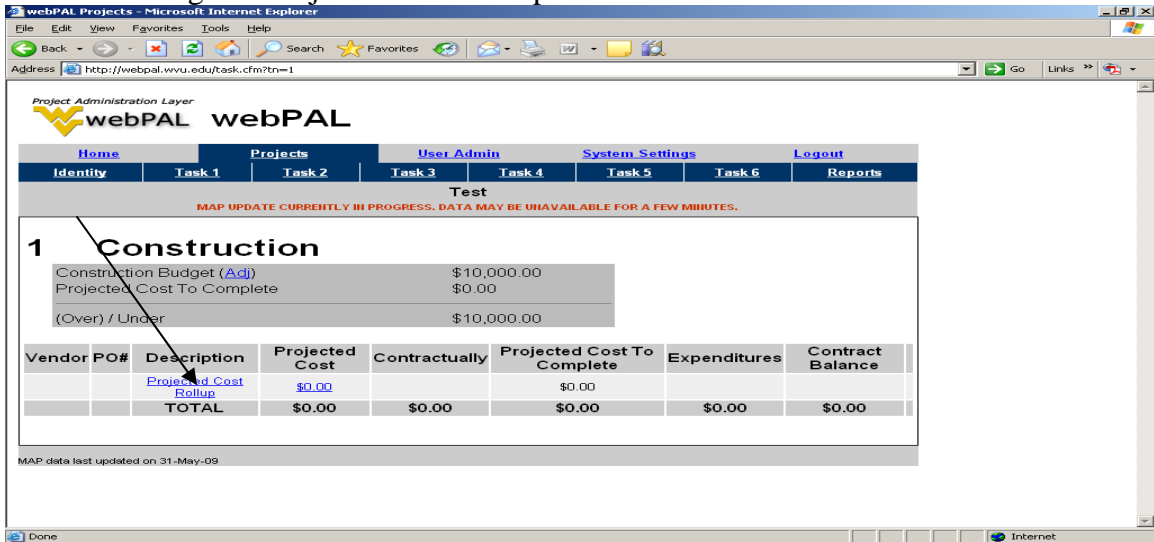
3.B.   Task 5 is reserved for FM charges.
3.C.   Task 5:
3.D.   Enter projection for PM Time and FM Work Orders (WOs).
3.E.   Projections are automatically "approved" when WOs are completed for Task 5.
3.F.   Charges for FM WOs are listed as West Virginia University IU (Inter
            University) Transfer when "Contractually Committed."

4. Monthly Updates
***The following information should be updated in preparation for monthly reporting at
    the end of each month.
        4.A.   Under Project ➨ Identity ➨ Edit Details tab, update "Current Phase and
                    Status/Issues/Actions (include ongoing activities, progress toward milestones,
                    issues to communicate up the chain, and actions/decisions required). This
                    information is included in the monthly Report to the Executive Committee.
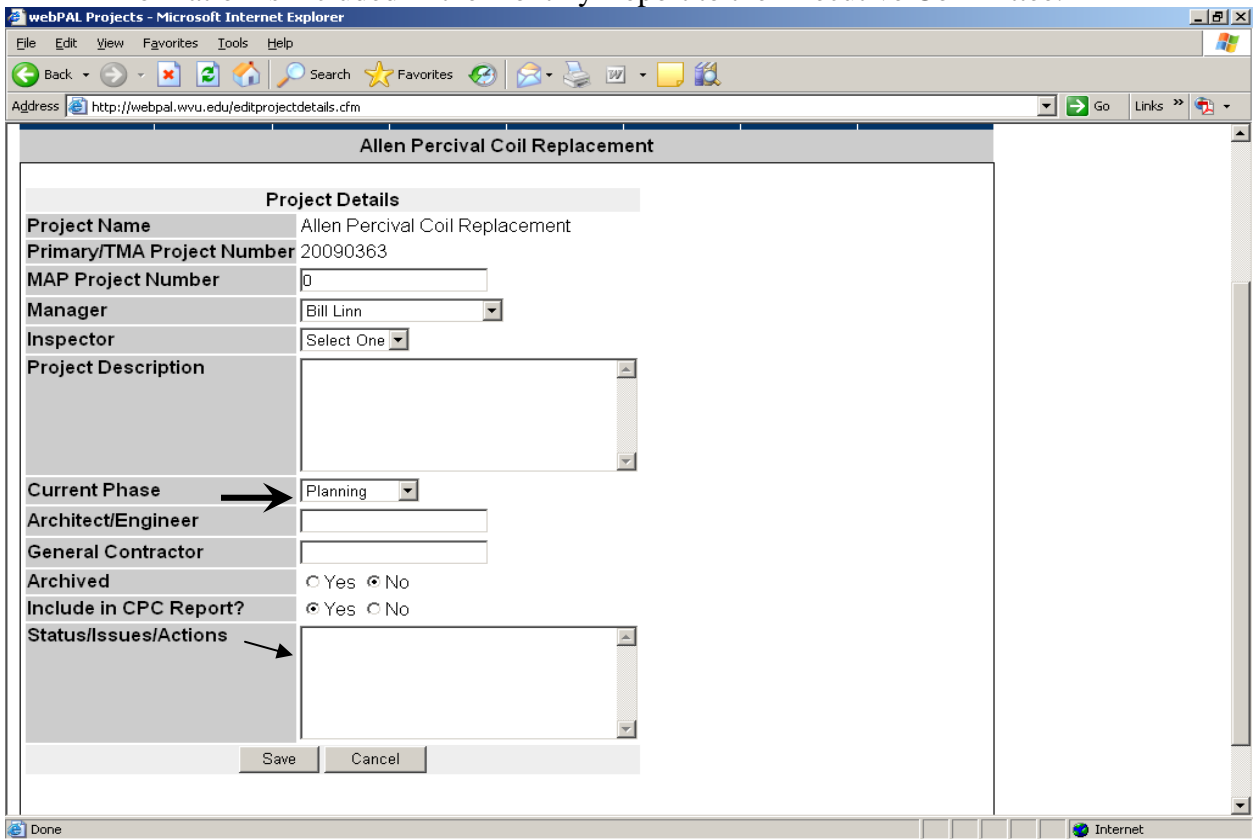
        4.B.   If the project budget has changed, make budget adjustments approved during
                    that month by clicking the "Budget Setup" tab under Project, Identity tab.
        4.C.   Under the "Schedule" tab, update/adjust dates under "Projected/Actual Finish"
                    column.
        4.D.   Project Manager needs to update Cost Projections by adding new Cost
                    Projections, revising existing Cost Projections, and approving Cost Projection
                    that have become Contractually Commitment under each Task except Task 6.
                    Task 6 is for contingency and does not require monthly updates. Any item
                    under Projected Cost that is not marked "Approved", but has become

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Contractually Committed is double counted which leads to incorrect cost reports. When bids are accepted and become Purchase Orders, they are listed as "Contractually Committed." Go under each task and click on "Projected Cost Rollup", click edit, and check the "Approved" box. To add a new projection, click on the plus sign.

4.E.   All Change Orders should be entered as individual cost projection by COR number.

Task 5 Projections
The cost projections to cover PM charges and FM WOs should be reversed downward each month as these WOs are approved and becomes contractually committed as WVU-IU's.

*Note: there is often a time log between FM WOs being approved and becoming contractually committed as WVU-IU's