

The background of the slide is a photograph of a tunnel interior, possibly a subway or transit station, with a large circular light fixture and a 'GT' logo visible. The image is overlaid with a semi-transparent olive green filter. On the left side, there is a white arrow pointing right, which contains the Georgia Tech logo and the text 'CREATING THE NEXT'.

**Georgia
Tech**



CREATING THE NEXT

Creating a Cost Plan on a Project

Quick Reference Guide

Creating a Business Case

Project cost plans capture the costs of projects. Create a cost plan to specify the unit cost of a cost type for a fiscal period. Cost plans roll up to the Planned capital and Planned operating fields on the project and associated program and portfolio. These amounts will also roll up to the Investment Portal and various reports throughout the system.

1. Access the **Project Workspace** and select the tile for the appropriate project. Next, select the **Financials** tab. Ensure the **Cost Plans** tab is chosen and click the **New** button to create a new cost plan.

Group	Details >	Cost Type	Cost >	FY19: M11-Nov >	FY19: M12-Dec >	FY20: M01-Jan >	FY20: M02-Feb >	FY20: M03-Mar >
	Name	Cost type	Total planned...	Entered cost				
▼ Capex (4)			656,800.00	3,000.00	0	36,800.00	32,000.00	35,200.00
▼ Labor Capex (4)			656,800.00	3,000.00	0	36,800.00	32,000.00	35,200.00
	① RPLN0001001 - Database	Labor Capex	1,000.00					
	① RPLN0001002 - Analysts	Labor Capex	417,600.00			36,800.00	32,000.00	35,200.00
	① RPLN0001026 - Financial Aud	Labor Capex	235,200.00					
	① RPLN0001002 - Big Data	Labor Capex	3,000.00	3,000.00				

Creating a Cost Plan on a Project

2. Complete the form. **Name**, **Entered currency**, **Start fiscal period**, **End fiscal period**, and **Cost type** are required fields. Click the **Submit** button when completed.

Cost Plan
New record [Grid view]

* Name: Server Costs

Project/Demand: PRJ0010002

* Entered currency: USD

Unit cost: 3,000

Quantity: 4

* Start fiscal period: FY20: M01-Jan

* End fiscal period: FY20: M04-Apr

Total planned cost: 0

Recurring:

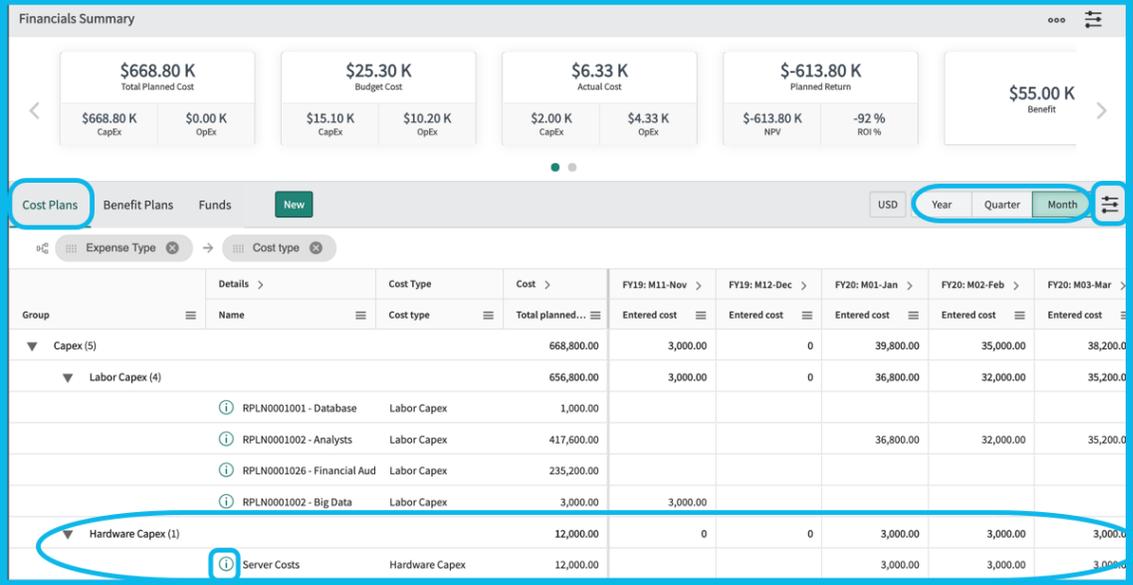
* Cost type: Hardware Capex

Product model:

Save Submit

Creating a Cost Plan on a Project

- The new cost plan will be added to the financials grid in the Financial Summary.
 - The cost plan is divided and distributed amongst the identified fiscal periods.
 - The cost plan can be modified by clicking on the  icon and updating necessary fields.
 - Dollar figures can be updated directly in the grid.
 - Fiscal periods can be viewed by year, quarter or month.
 - The grid can be configured with the appropriate fields by clicking the  icon.
 - Set row groups by dragging the column headings to the sorting row.



Financials Summary

Total Planned Cost: \$668.80 K
Budget Cost: \$25.30 K
Actual Cost: \$6.33 K
Planned Return: \$-613.80 K
Benefit: \$55.00 K

Cost Plans | Benefit Plans | Funds | **New** | USD | Year | Quarter | Month

Group	Details >	Cost Type	Cost >	FY19: M11-Nov >	FY19: M12-Dec >	FY20: M01-Jan >	FY20: M02-Feb >	FY20: M03-Mar >
Name	Cost type	Total planned...	Entered cost	Entered cost	Entered cost	Entered cost	Entered cost	
Capex (5)		668,800.00	3,000.00	0	39,800.00	35,000.00	38,200.00	
Labor Capex (4)		656,800.00	3,000.00	0	36,800.00	32,000.00	35,200.00	
RPLN0001001 - Database	Labor Capex	1,000.00						
RPLN0001002 - Analysts	Labor Capex	417,600.00			36,800.00	32,000.00	35,200.00	
RPLN0001026 - Financial Aud	Labor Capex	235,200.00						
RPLN0001002 - Big Data	Labor Capex	3,000.00	3,000.00					
Hardware Capex (1)		12,000.00	0	0	3,000.00	3,000.00	3,000.00	
Server Costs	Hardware Capex	12,000.00			3,000.00	3,000.00	3,000.00	