

Improved Work Element Budget Training for Pisces

March 2006

This document provides an overview of the Improved Work Element Budget functionality available in Pisces version 1.66, released March 21, 2006. It also provides some step-by-step instructions on how to use this new feature.

Keeping Work Element budget information accurate.

Recently, BPA eliminated the requirement to submit spending plans with a Statement of Work (SOW), in part because of this new functionality. Utilizing Work Element durations (based on milestones) and Work Element budgets, BPA is able to estimate a spending plan for the program at any point in time. By allowing updates to the Work Element budget (and requiring it upon the completion of a work element), BPA can keep the spending plan as accurate as possible. If a work element is not completed by the end of the contract, an updated WE budget will be required before the final status report can be submitted. This includes work elements that do not have a deliverable.

Planned versus Updated Budgets

Currently, contractors only estimate their work elements once; prior to issuing contracts. The cost of work can change considerably from the time a contract is issued to the time the work is completed. An updated work element estimate will allow us to get a more current and more accurate estimate of the cost of accomplishing the work and to generate more accurate program level spending plans. As is the case with Planned WE Budgets, Updated WE Budgets are still only an estimate. It is anticipated that as work progresses, contractors will have a better sense of the final costs of completing work. Given that work element budgets are the key source of data for charting work distribution, cost per metric reports, the development of spending plans, and any other cost based analysis in Pisces, having updated work element estimates will be vital.

Work Element Budgets and Status reporting

Work Element Budgets that are entered during SOW preparation are called Planned, and are entered on a new area of the application (see [Figure 1](#) below). As work progresses, it may become necessary to modify the Work Element budget to be consistent with actual events. This new value is called the Updated Work Element Budget. As a minimum, Pisces will prompt the user to update the Work Element Budget when a Work Element is marked complete. To facilitate entering of updated Work Element budgets as well as the other data required by Pisces, a "Completion Guide" has been created. For more information on the "Guide" click [here](#), or go to <http://www.efw.bpa.gov/contractors/CompletionGuide.pdf>.

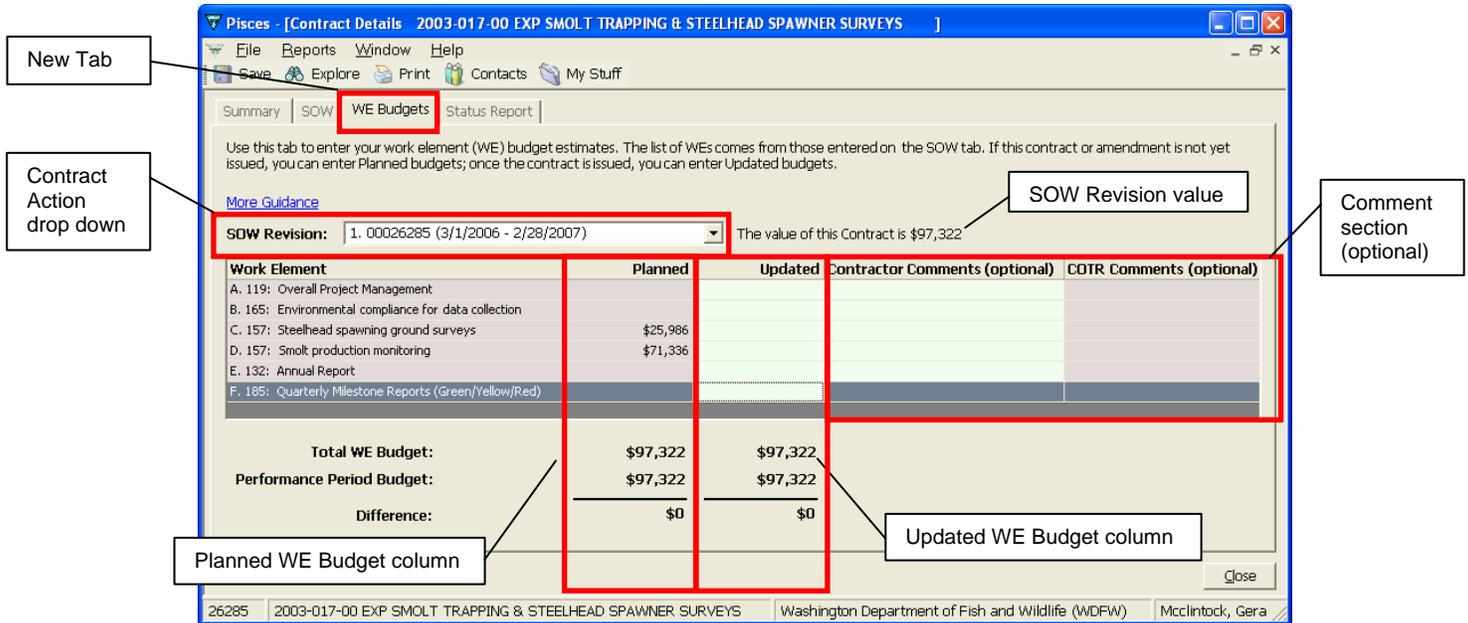
Entering Planned and Updated Work Element Budgets

Work Element budgets have been removed from the contract details screen and moved to a separate tab titled WE Budgets at the same level as the SOW (see [Figure 1](#) below). For contract actions in Pending status, the Planned column is active (i.e., light green). Once the contract/amendment is issued, the Planned WE Budget values are locked, and the Updated WE Budget column becomes active. These values can only be modified by the COTR of record or contact who has been assigned to the contract and given write-access.

For current contracts (i.e., issued and active), WE Budgets entered during SOW preparation will now be in the new Planned column.

Updated Work Element budgets may be entered at any time after the contract is issued. Updating one Work Element does not require updating the remaining Work Element(s), however the amount of the Updated Work Element budget must be equal to or less than the Performance Period Budget. Because of this, you may find it necessary to adjust more than one WE budget

Figure 1



Detailed Definitions

SOW Revision (dropdown): Displays the original contract or amendment(s) to the contract. The corresponding value will change to reflect the amount of that particular action. If a particular SOW revision doesn't involve a change in value (e.g., No Cost Time Extension), a \$0 value will be displayed.

Planned: WE Budget estimates entered at the time of SOW preparation and/or CCR preparation. The total of WE Budgets must equal the Performance Period Budget at the beginning of the contract (i.e., Contract Requisition). There may be some instances where the Performance Period Budget is not correctly displayed due to multiple renewals.

Updates: New values entered at any time after the contract/amendment is issued. The total Updated WE Budget must be less than or equal to the Performance Period Budget.

Contractor Comments: These are optional, but may be used to explain differences in Planned versus Updated WE Budgets.

COTR Comments: These are optional, but may be used to acknowledge differences in Planned versus Updated WE Budgets.

Accessing Guidance on Work Element Budgets

To learn more about Work Element budgets use the link "More Guidance" directly from the WE Budgets tab (see [Figure 2](#)), or at <http://www.efw.bpa.gov/contractors/workelementbudgets.aspx>

Figure 2

