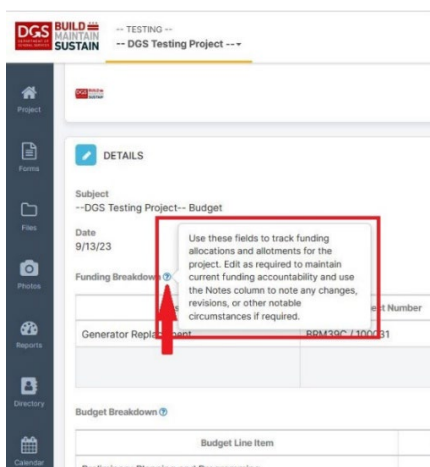# Project Budget Tracking Form – General Use

Project budget, funding, obligations, contingency, and other financial information is tracked in ProjectTeam using the Project Budget Tracking form. This form consists of multiple sections with varying data.

There is no set cadence for updating or maintaining the Project Budget Tracking form as much of the information required is triggered by specific events and the data should be entered/updated in real time as those events happen. See each section of this QRG for information regarding the event triggers for that section and maintain the data accordingly to ensure that the data in the form is both contemporaneous and correct.

Use the Tool Tips for each section on the form by clicking on the blue circled "**?**" next to the field name to view a synopsis of what that section is used for, what data should be in the section, and occasional notes regarding use.


Please reach out to your EPM or DGS ProjectTeam Support with any questions on using the form or the data that should be entered.
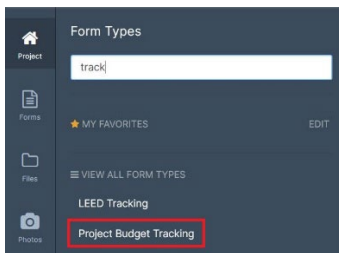
THE PROJECT BUDGET TRACKING FORM IS A CONTROLLED ACCESS RECORD WITH SENSITIVE INFORMATION. DO NOT SHARE THIS FORM WITH VENDORS OR OUTSIDE OF DGS AND THE CLIENT AGENCY.

Updating and Maintaining a Project Budget Tracking Form

1. Open the project that you wish to update a **Project Budget Tracking** form on in ProjectTeam and navigate to the **Project Budget Tracking log** by clicking on the **Forms** icon on the navigation menu.

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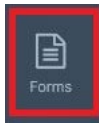
2. In the search field under **Forms**, begin typing **Tracking** and the form will appear in the forms list. Click **Project Budget Tracking** to open the log.


3. From the **Project Budget Tracking log**, open the form in Edit Mode by clicking on the Edit button for the record.

   NOTE: Only one (1) Project Budget Tracking Form should exist on each project. Do not create multiple forms. Do not delete or obsolete the existing form. Reach out to your EPM if no Project Budget Tracking form exists on the project.

4. The **Subject** field should already be populated with the name of the project in ProjectTeam followed by the word "Budget". Correct the **Subject** to comply with the DGS nomenclature requirement if necessary.

5. Select today's date from the calendar in the **Date** field to note when the information was last updated. The date should be updated to the current date every time the form is updated.
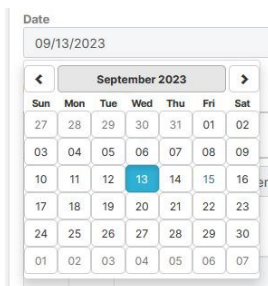
6. **Funding Breakdown**

   This section of the form is initially populated during the creation of the project by DGS ProjectTeam Support using the funding data from the Project Request. This data is managed for the life of the project by the EPM.

The **Funding Breakdown** section represents the different funding allotments and allocations for a project. Each funding source, allocation, and/or allotment is entered as its own line in the funding breakdown. Operating funds are separated from capital funds. The Total Amount in the Funding Breakdown represents the total allotted budget for the project.

Description	Project Number	Fiscal Year	Phase	Funding Type	Amount	Notes	Related
Generator Replacement	BRM39C / 100031	2023	04 - Construction	Capital	$94,000.00	Enter notes for funding or change here	0 0
					Total $94,000.00		

7. Budget Breakdown

This section of the form is also initially populated during the creation of the project by DGS ProjectTeam Support using the funding data from the Project Request. This data should be maintained for the life of the project (access is limited to EPM, SPM, PM, and APM).

The **Budget Breakdown** section consists of DGS-standard breakdown of the total project budget showing budgeted amounts for each required portion of the project.

The **Budget Breakdown** section captures the budget breakdown at Planning (start of project), Design (start of Design), and Construction (start of D/B, CMAR, or GC procurement). Changes to the budget that happen between these phases are captured within the breakdown amount for the applicable phase.

Budget Line Item	Planning Budget	Design Budget	Construction/GMP Budget	Current Budget	Notes	Related
Preliminary Planning and Programming	$0.00	$5,000.00	$4,500.00	$4,500.00	Structural assessment for roof needed for design scoping. Planning study contract under budget. Remaining $500 added to Construction line at Construction phase.	0 0
Land Acquisition	$0.00	$0.00	$0.00	$0.00		0 0
Construction	$94,000.00	$64,000.00	$64,500.00	$64,500.00	Initial $94K budget reduced at Design phase to cover un-budgeted items. $500 remaining from reduced cost of planning scope added at Construction phase.	0 0
Design	$0.00	$8,500.00	$8,500.00	$8,500.00	Roof not structurally sound - design needed to relocate generator to basement and repair roof. Moved from Construction budget at Design phase.	0 0
Third Party Consultants	$0.00	$5,500.00	$5,500.00	$5,500.00	Commissioning required - $5500 moved from Construction line at Design phase to cover cost.	0 0
Builders Risk	$0.00	$2,500.00	$2,500.00	$2,500.00	Builder's Risk required - $2500 moved from Construction line at Design phase to cover cost.	0 0
Security, Access Control and CCTV	$0.00	$0.00	$0.00	$0.00		0 0
Furniture, Fixtures & Equipment	$0.00	$0.00	$0.00	$0.00		0 0
OCTO, IT	$0.00	$0.00	$0.00	$0.00		0 0
Public Art	$0.00	$0.00	$0.00	$0.00		0 0
Project Management	$0.00	$4,000.00	$4,000.00	$4,000.00	DGS PM services required to manage project - $4000 moved from Construction line at Design phase to cover staffing cost.	0 0
Construction Management	$0.00	$0.00	$0.00	$0.00		0 0
Moving or Relocation	$0.00	$0.00	$0.00	$0.00		0 0
Project Contingency	$0.00	$4,500.00	$4,500.00	$4,500.00	Project contingency required - $4500 moved from Construction line at Design phase to cover contingency.	0 0
	Total $94,000.00	Total $94,000.00	Total $94,000.00	Total $94,000.00		

8. Reprogrammings and MOUs

Use this section to capture MOU and Reprogrammings as they occur for the project. Create a separate row for each MOU or Reprogramming.

	Fiscal Year	Type	Description	Reprogramming or MOU Amount	Notes
				Total $0.00	

- Enter the information for any applicable Reprogrammings or MOUs on the project using the **Create New** button.

- Enter the **Fiscal Year** in which the funding transfer will occur in 4-digit (YYYY) format.

- Select the **Type** of record from the list.

- Enter a brief **Description** for the transfer. This should be descriptive enough to show what the transfer is for.

- Enter the **Reprogramming or MOU Amount**. Use negative (-) symbol to show transfers off the project.

- Enter any **Notes** regarding the transfer. Notes would be any specific details that are pertinent to the record.

- Click on the blue **Add & New** link to add the new line and create a new row for an additional record or the green **Add** button when complete.

9. **Pending Requisitions**

   This section is used to track pending (unawarded) requisition requests to show the amount(s) pending award. Add pending **Requisition Requests** records already in ProjectTeam to this section when they are created and remove those records from the list once the request is completed (PO is issued).

- Add pending **Requisition Request** records to the form using the "**Add Existing**" button.

- Select the appropriate **Requisition Request(s)** from the list of records using the check box(es) next to the record(s) that you wish to include.

- Click on the green **Add** button when complete.

- Remove completed Requisition Requests from this section when they are converted to purchase orders by clicking on the "Edit Row" ([ ]) button on the left side of the row to be removed and selecting "**Remove**" when prompted.

   NOTE: The Requisition Request record must exist in ProjectTeam prior to adding it to the form. Please see the Requisition Requests QRG to create a Requisition Request record in ProjectTeam. DO NOT USE THE "CREATE NEW" BUTTON AS IT WILL GENERATE A NEW INCOMPLETE REQUISISTION REQUEST RECORD IN THE PROJECT.

10. **Obligations/Commitments**

    This section is used to track all awarded amounts using the existing Contract records in ProjectTeam. The Contract records also include the associated Change Order amounts for that contract.

- Add all awarded **Contracts** to this section using the **Add Existing** button as they are awarded.

- Select the appropriate **Contracts** from the list of records using the check box(es) next to the record(s) that you wish to include. The system will pull the relevant information from the Contract record to populate the fields.

- Click on the green **Add** button when complete.

  NOTE: Blank fields in the row after a record is added are the result of incomplete Contract records with missing information. Edit the Contract record to fill in the missing information.

NOTE: The Contract and Change Order records must exist in ProjectTeam prior to adding them to the form. Please see the Contracts QRG to create a contract record in ProjectTeam. See the Creating a Change Order QRG to create a change order record in ProjectTeam.

11. **Financial Risk**

This section is used to track Potential Change Orders (PCOs) that have not yet been awarded as change orders using the existing PCO records entered by the vendors in ProjectTeam. All PCOs that are likely to result in a financial change to the contract(s) or project obligations should be included in this section. PCO records should be removed from this section once they are resolved and awarded.

- Add all appropriate **PCO** records to this section using the **Add Existing** button as they are submitted.

- Select the appropriate **PCO(s)** from the list of records using the check box(es) next to the record(s) that you wish to include. The system will pull the relevant information from the PCO record in ProjectTeam to populate the fields.

- Click on the green **Add** button when complete.

  NOTE: Blank fields in the row after a record is added are the result of incomplete PCO records with missing information. Reach out to the submitting vendor to complete their submission and provide the missing information.

NOTE: The PCO records must exist in ProjectTeam prior to adding them to the form. Vendors are required to submit PCOs as the first step in the change order process and prior to the award of a change order. Please see the Potential Change Order Review and Approval QRG for DGS PM responsibilities for PCOs. See the Potential Change Order - Creating and Submitting QRG for details regarding vendor responsibilities for PCOs in ProjectTeam.

12. **Capital to Operating Funding Swaps**

Record each funding swap from Capital to Operating, or Operating to Capital, using the fields provided. Each swap should be entered as a new line when the swap occurs.

- Enter the information for any applicable **Capital to Operating Swaps** on the project using the **Create New** button.

- Enter a brief **Description** for the swap. This should be simple but descriptive enough to show what the swap is for. An example of a description would be "Swap capital to operating for ineligible security camera costs" or similar.

- Select the **Date** of record using the pop-up calendar.

- Enter the amount of the swap.

- Enter any **Notes** regarding the swap. Notes would be any specific details that are pertinent to the record.

- Click on the blue **Add & New** link to add the new line and create a new row for an additional record or the green **Add** button when complete.

13. **In-Contract Allowance Tracking**

This section tracks allowances <u>awarded as part of contracts</u> on the project. Contingencies awarded to the vendor as part of a contract/change order, including owner contingency, are considered allowances, and should also be tracked in this section. Contingencies held outside of contracts are tracked in the Owner Contingency Expenditures section below.

Allowance amounts within each contract should be entered into this section when the contracts/change orders are awarded, and use of those allowances should be recorded within the appropriate line as they occur.

Each allowance should be entered as its own row in the collection and will be edited for the life of the contract to capture use of that allowance as it is approved.

	Allowance Name/Purpose	Original Allowance Amount	Allowance Used	Remaining Allowance Balance	Notes
		Total $0.00	Total $0.00	Total $0.00	

- Enter the information for any applicable **In-Contract Allowance Tracking** on the project using the **Create New** button.

- Enter the **Allowance Name/Purpose**. This should be simple and descriptive enough to show what the allowance is for. An example of a description would be "Owner Allowance" or "Permit Allowance".

- Enter the awarded amount for each allowance in the **Original Allowance Amount** field.

- Enter the total of the **Allowance Used**. This is $0.00 at award and the amount will increase by the approved use amount every time the funds are approved for use from the allowance. Allowance use can be through expenditure for work/materials, or through transfer to another allowance or cost line in the contract.

- Enter the **Remaining Allowance Balance** to match the Original Allowance Amount when the allowance line is created and reduce the amount appropriately each time the allowance is used.

- Enter any **Notes** regarding the allowance or use of the allowance. Notes would be any specific details that are pertinent to the record.

- Click on the blue **Add & New** link to add the new line and create a new row for an additional record or the green **Add** button when complete.

NOTE: Use of allowance funds is requested by the vendor and approved by the DGS PM using the **Contingency Draw Request** form in ProjectTeam. This section manually captures the totals awarded and spent for each allowance in a simplified manner. See the Contingency Draw Request QRG for vendor responsibilities and the Contingency Draw Request – Review and Approval QRG for more information regarding use of the Contingency Draw Request form and process.

14. **Owner Contingency Expenditures**

This section tracks the use of the contingency funds held by DGS <u>outside of contracts</u> on the project. Contingencies awarded to the vendor as part of a contract/change order, including owner contingency, are considered allowances, and should also be tracked in the In-Contract Allowance Tracking section above. Contingency amounts held for a project are set as part of the project budget and shown in the Project Contingency line of the Budget Breakdown section of the form.

Each contingency fund use should be entered as it is approved using a new row in the collection.

	Expenditure Date	Expenditure Type	Description	Vendor Name	Amount	Notes
					Total $0.00	

- Enter the details for each **Owner Contingency Expenditure** on the project using the **Create New** button.

- Enter the **Expenditure Date.** This is the date on which the expenditure was approved and/or awarded.

- Select the appropriate **Expenditure Type** from the list. The expenditure type denotes the method in which the contingency funds were/will be awarded or transferred on the project.

- Enter a **Description** for the expenditure. This should be a brief and descriptive of what the expenditure is for. An example of a description would be "Additional design services for added resiliency scope at the addition".

- Enter the **Vendor Name** to show the recipient of the expended funds. Enter the agency or DGS division name if the funds are to be transferred via MOU, reprogrammed, or other method not involving a vendor.

- Enter the **Amount** of the expenditure.

- Enter any **Notes** regarding the expenditure. Notes would be any specific details that are pertinent to the record.

- Click on the blue **Add & New** link to add the new line and create a new row for an additional record or the green **Add** button when complete.

15. Once you have completed the record entry, click the **Save & Share** button at the top-right of the form, select the "Project Manager" share group using the check box, and click **Share**. Other DGS share groups that need to view the record, and the Client Agency, will have it automatically shared with them via autoshare rules.

    NOTE: Select only the Project Manager share group when sharing. DO NOT SHARE PROJECT BUDGET BREAKDOWN FORMS OUTSIDE OF DGS OR WITH NON-DGS SHARE GROUPS.

16. Add any relevant supporting documentation or files (such as a copy of the Project Statement) as Attachments to the form or use the links in the **Related** column of each applicable row for each section. The required links are detailed below.

- Attach copies of requests or approval record files to the applicable **Capital to Operating Funding Swap** row using the icon (Attachment) link.

- Link the appropriate approved **Contingency Draw Request** record(s) in ProjectTeam to the associated row in the **In-Contract Allowance Tracking** section using the icon (Reference Link). Attach copies of applicable executed **MOUs** or record files using the icon (Attachment) link.

- Link the appropriate **Contract** or **Change Order** record(s) in ProjectTeam to the associated row in the **Owner Contingency Expenditures** section using the icon (Reference Link). Attach copies of executed **MOUs**, **MOAs**, or **Other** record files using the icon (Attachment) link.

17. Add comments in the **Comments** section if necessary.