

MS Project

Costing and Time

Current

- Take hours out of Project for costing
- (Clean up in Excel to calculate)
- Adjust hours and cost outside of Project
- Have disconnect between schedule and budget
- Have to redo the process if you need to re-work the schedule

Better

- Use built in Project functionality
- Utilize the Resource Sheet for rates
- Dink with hours/resources in the schedule to keep dates and costs in alignment
- Put all project costs in the schedule (e.g., PM, other oversight)
- (Link your tasks!!)

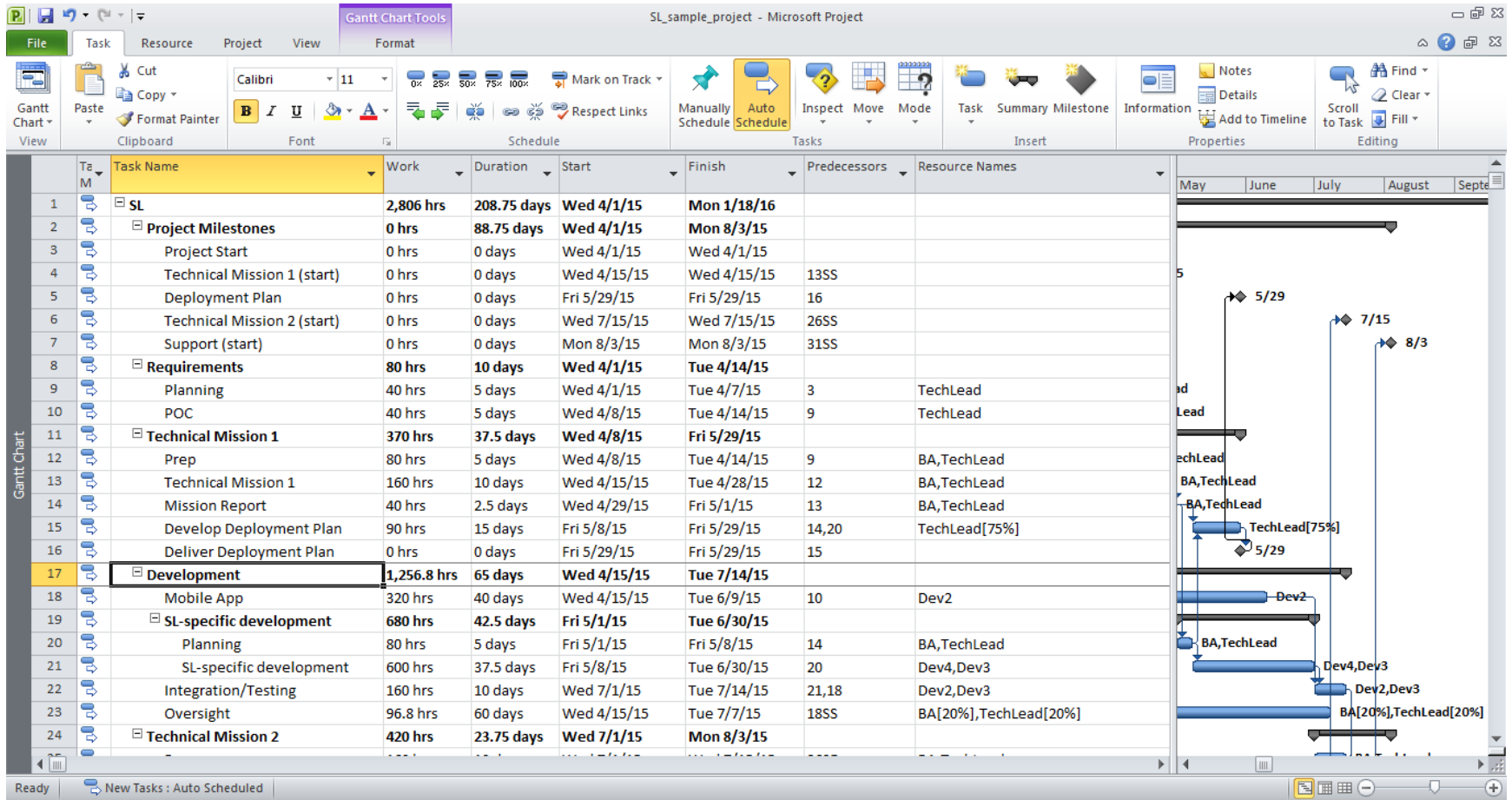
Advantages

- Costs automatically available by task and resource for proposals
- Less risk for misrepresenting cost vs effort
- We have real insight at project start into what adjustments we made to meet a deadline and can plan resources/expectations appropriately
- Project is re-usable at project start

Screenshots

From online demo

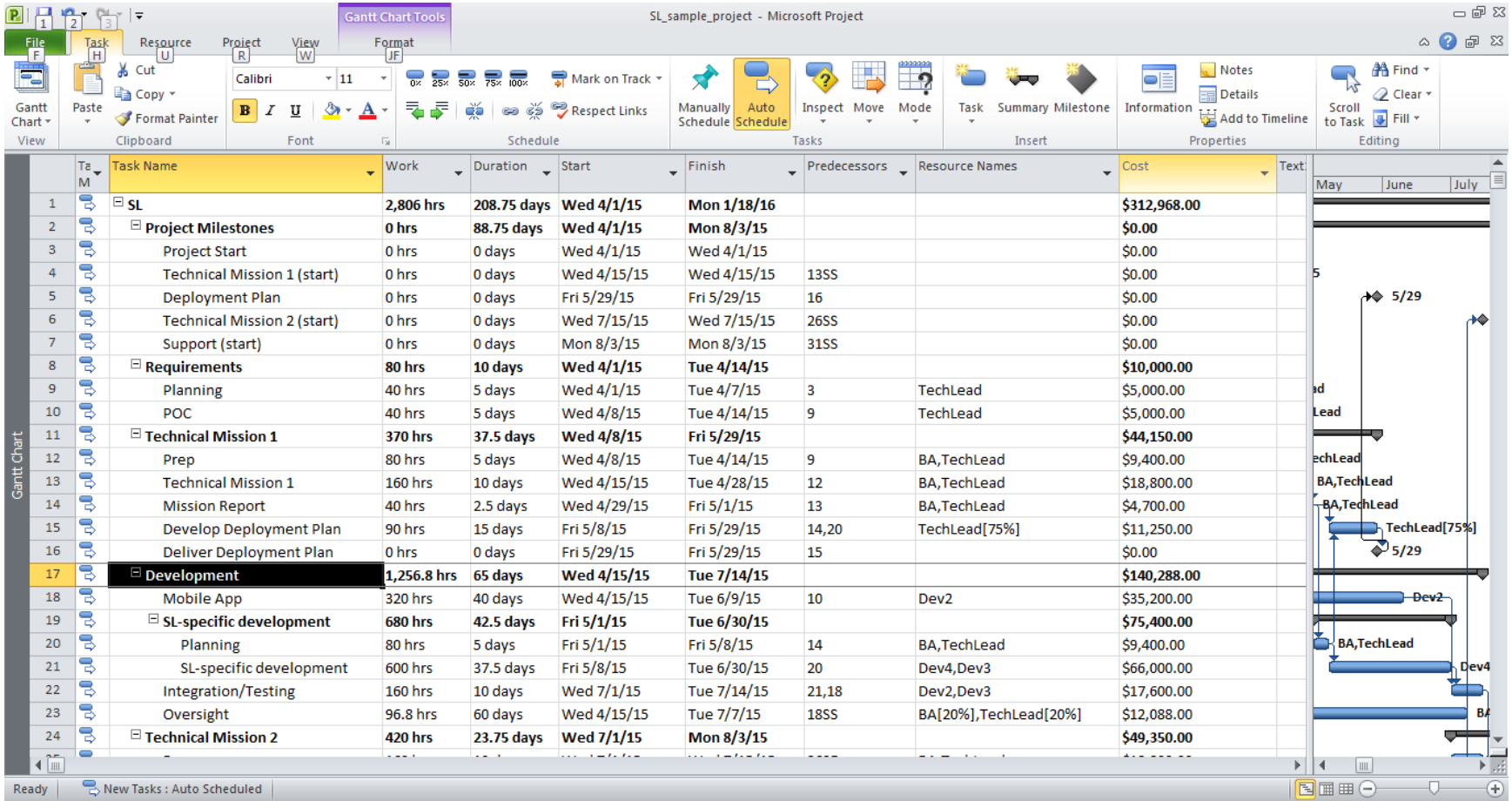
Sample Project



Sample Excel

Task Name	Work	Duration	Start	Finish	Predecessors	Resource Names	Cost (B * \$125)
SL	2,806	208.75 days	Wed 4/1/15	Mon 1/18/16			
Project Milestones	0	88.75 days	Wed 4/1/15	Mon 8/3/15			
Project Start	0	0 days	Wed 4/1/15	Wed 4/1/15			
Technical Mission 1 (start)	0	0 days	Wed 4/15/15	Wed 4/15/15	13SS		
Deployment Plan	0	0 days	Fri 5/29/15	Fri 5/29/15		16	
Technical Mission 2 (start)	0	0 days	Wed 7/15/15	Wed 7/15/15	26SS		
Support (start)	0	0 days	Mon 8/3/15	Mon 8/3/15	31SS		
Requirements	80	10 days	Wed 4/1/15	Tue 4/14/15			
Planning	40	5 days	Wed 4/1/15	Tue 4/7/15		3 TechLead	\$ 5,000.00
POC	40	5 days	Wed 4/8/15	Tue 4/14/15		9 TechLead	
Technical Mission 1	370	37.5 days	Wed 4/8/15	Fri 5/29/15			
Prep	80	5 days	Wed 4/8/15	Tue 4/14/15		9 BA,TechLead	
Technical Mission 1	160	10 days	Wed 4/15/15	Tue 4/28/15		12 BA,TechLead	
Mission Report	40	2.5 days	Wed 4/29/15	Fri 5/1/15		13 BA,TechLead	

Sample Project - Cost



Resource Sheet

SL_sample_project - Microsoft Project

Resource Sheet Tools

	Resource Name	Type	Material	Initials	Group	Max.	Std. Rate	Ovt. Rate	Cost/Use	Accrue At	Base Calendar	Code	Add New Column
1	BA	Work		B		100%	\$110.00/hr	\$0.00/hr	\$0.00	Prorated	Standard		
2	TechLead	Work		T		100%	\$125.00/hr	\$0.00/hr	\$0.00	Prorated	Standard		
3	Dev2	Work		D		100%	\$110.00/hr	\$0.00/hr	\$0.00	Prorated	Standard		
4	Dev3	Work		D		100%	\$110.00/hr	\$0.00/hr	\$0.00	Prorated	Standard		
5	Dev4	Work		D		100%	\$110.00/hr	\$0.00/hr	\$0.00	Prorated	Standard		
6	Dev5	Work		D		100%	\$110.00/hr	\$0.00/hr	\$0.00	Prorated	Standard		
7	SupportDev	Work		S		100%	\$80.00/hr	\$0.00/hr	\$0.00	Prorated	Standard		
8	SupportDev2	Work		S		100%	\$110.00/hr	\$0.00/hr	\$0.00	Prorated	Standard		
9	PM	Work		P		100%	\$125.00/hr	\$0.00/hr	\$0.00	Prorated	Standard		

Ready | New Tasks : Auto Scheduled

Resource Usage

SL_sample_project - Microsoft Project

Resource Usage Tools

File Task Resource Project View Format

Clipboard Copy Paste Format Painter

Font Calibri 11

0% 25% 50% 75% 100%

Mark on Track

Manually Schedule Auto Schedule

Inspect Move Mode

Task Summary Milestone

Information Notes Details Add to Timeline

Find Clear Scroll to Task Fill

Editing

	Resource Name	Work	Cost	Add New Column	Jul 5, '15											
					T	W	T	F	S	S	M	T	W	T		
1	BA	430.8 hrs	\$47,388.00				8h	8h	8h				9h	12h	12h	12
	Prep	40 hrs	\$4,400.00													
	Technical Mission 1	80 hrs	\$8,800.00													
	Mission Report	20 hrs	\$2,200.00													
	Planning	40 hrs	\$4,400.00													
	Oversight	0.8 hrs	\$88.00													
	Prep	80 hrs	\$8,800.00													
	Technical Mission 2	80 hrs	\$8,800.00				8h	8h	8h			8h	8h	8h	8	
	Training	30 hrs	\$3,300.00													
	Mission Report	20 hrs	\$2,200.00													
	Setup	40 hrs	\$4,400.00										1h	4h	4h	4
2	TechLead	656 hrs	\$82,000.00		1.6h	9.6h	9.6h	9.6h				9.6h	9.6h	8h	8	
	Planning	40 hrs	\$5,000.00													
	POC	40 hrs	\$5,000.00													
	Prep	40 hrs	\$5,000.00													
	Technical Mission 1	80 hrs	\$10,000.00													
	Mission Report	20 hrs	\$2,500.00													
	Develop Deployment Plan	90 hrs	\$11,250.00													
	Planning	40 hrs	\$5,000.00													
	Oversight	96 hrs	\$12,000.00		1.6h	1.6h	1.6h	1.6h				1.6h	1.6h			
	Prep	80 hrs	\$10,000.00			8h	8h	8h				8h	8h	8h	8	
	Technical Mission 2	80 hrs	\$10,000.00													
	Training	30 hrs	\$3,750.00													
	Mission Report	20 hrs	\$2,500.00													
	Doc	400 hrs	\$44,000.00													

Ready | New Tasks : Auto Scheduled