

# FullCost “Blitz” Agenda

## train your project team while setting up the model

### Prior to First Workshop

#### **HOMEWORK: Procurement and preparation**

- Finalize procurement
- Finalize license
- Appoint project team members
- Order materials from NDMA
- Create folder on a shared drive, limit access to project team and leadership team

#### **HOMEWORK: Data gathering**

- Organization chart, your organization (through tier two, with cost centers if relevant)
- Organization chart, Institution (through level at which you do budget reviews)
- Types of staff (up to 7) and benefits burdens for each
- List of general-ledger expense summary codes (up to 24)
- Typical vacation and personal-leave entitlements
- Work to date on service portfolio and catalog

### Day 1

#### **AM**

- Orientation (with entire leadership team)

#### **PM**

- Masterfile configuration: Create module, Priorities, Overview tab
- Diagnose organization chart and list Budget Units (Budget Units tab), Cost Centers, Attributes

### Day 2

#### **AM**

- Masterfile configuration: Staffing Categories
- Masterfile configuration: Clients, Consortia
- Masterfile configuration: Checkbooks

#### **PM**

- Masterfile configuration: Contract Bundles, Initiatives, Sales Types, Product Sets, Service Portfolios, Drivers, Towers, Currencies
- Masterfile configuration: Expense Code columns
- Typical Staffing Plan columns
- Create Budget Units
- Propagate configuration data

### Day 3-4

- Study existing catalog
- Begin Catalogs, Units

## **HOMEWORK**

- Finish configuration and propagate
- Enter all Catalogs, Units
- List of major infrastructure assets (1-2 pages) with asset-owners for each
- List of major applications suites (1-2 pages) with asset-owners for each

### **Day 5-7**

- Finalize Catalog

### **Day 8**

- Begin Deliverables Q1-10
- Review deliverables entry strategy

## **HOMEWORK**

- Enter all Deliverables

### **Day 9-12**

- Deliverables Q1-10
- Resolve errors on primes-sub sync (Deliverables Verify)
- Begin Deliverables Q11, 12 (priorities, forecasted units)

## **HOMEWORK**

- Finish any open action items on Deliverables Q1-10, primes-sub sync
- Enter Deliverables Q11, 12 (priorities, forecasted units)
- Gather list of employees, with compensation

### **Day 13-14**

- Finalize Deliverables Q1-12

### **Day 15-16**

- Begin People
- Begin Staffing Plan

## **HOMEWORK**

- Finish any open action items on Deliverables
- Enter all People
- Enter all Staffing Plans

## Day 17-18

- Finalize People
- Finalize Staffing Plans

## Day 19-20

- Begin Billable Hours
- Begin Max Growth Caps, Headroom report

## HOMEWORK

- Finish any open action items on People, Staffing Plans
- Enter all Billable Hours
- Gather prior (or future) year's budget with detailed line items

## Day 21-22

- Finalize Billable Hours, Max Growth Caps

## Day 23-24

- Begin entering budget line items (external costs)
- Begin entering External cost pools, reimbursables

## HOMEWORK

- Enter all external costs, cost pools, reimbursables

## Day 25

- Finalize external costs
- Resolve all rate errors

## Day 26

- Internal sales

## Day 27-28

- Internal cost pools, reimbursables
- Internal circularity

## HOMEWORK

- Finish Internal cost pools, reimbursables
- Resolve Internal circularity

## Day 29

- Finalize Internal sales, circularity

## Day 30

- Overhead sales

## Day 31-32

- Begin entering Revenues

## HOMEWORK

- Finish Revenues

## Day 33-36

- Data cleanup

## HOMEWORK

- Finish Data cleanup action items

## Day 37

- Final Data cleanup

## Day 38

- Tuning
- To-do list

## Day 39

- Training: Reports
- Training: Commands

## Day 40

- AM: Presentation of results (entire leadership team)
- PM: "Flip" process for next fiscal year

## HOMEWORK

- Finish all data and tuning
- Final reporting