

# FullCost “Train While Doing” Agenda

## train your project team using real data for examples

### 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

- Catalogs, Units

**HOMEWORK**

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

**Day 5-7**

- Finalize Catalog
- Deliverables Q1-10, 11, 12

**Day 8**

- Primes-sub sync (Deliverables Verify)

**HOMEWORK**

- Finish Deliverables
- Finish resolving errors on Primes-sub sync (Deliverables Verify)
- Gather list of employees, with compensation
- Gather prior (or future) year's budget with detailed line items

**Day 9**

- People
- Staffing Plan
- Billable Hours
- Max Growth Caps, Headroom report

**Day 10**

- Enter budget line items (external costs)
- Cost pools, reimbursables

**Day 11**

- Internal sales, cost pools, reimbursables
- Internal circularity

**Day 12**

- Overhead sales
- Revenues

**HOMEWORK**

- Finish External costs
- Resolve Internal circularity
- Finish Revenues

## Day 13

- Data cleanup

## Day 14

### AM

- Data cleanup
- Tuning

### PM

- Training: Reports

## Day 15

- Training: Commands
- To-do list

## Day 16

- Presentation of results (entire leadership team)
- “Flip” process for next fiscal year

## HOMEWORK

- Finish all data and tuning
- Final reporting