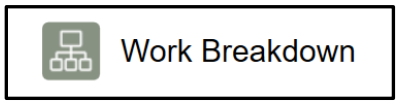
Work Breakdown Quick Reference Guide

July 2018	MAYO CLINIC	Prepared for the Mayo Clinic Enterprise Kahua Deployment

WORK BREAKDOWN OVERVIEW

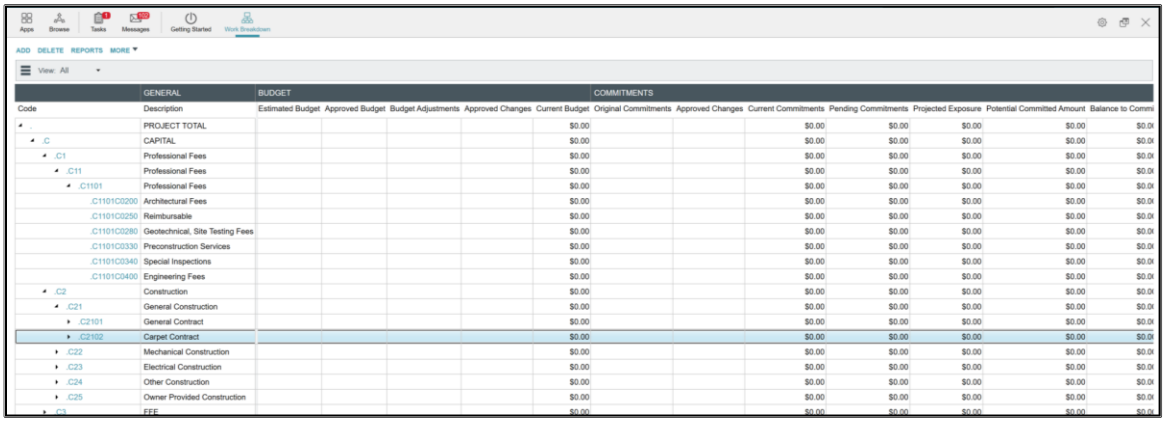


The Work Breakdown application provides a snapshot of project cost.

The Work Breakdown app is where the hierarchical account category structure for Mayo Clinic has been set up in each Template project. These are the standard account category codes that Mayo Clinic will be coding costs and expenses against in other applications. As a transaction is made against a code, the Work Breakdown app displays a cost summary at both a project summary level and granular account category.

As users enter cost transactions such as Budget, Budget Changes, Commitments or Actuals against codes, status of the record will drive where this transaction will appear on the Work Breakdown.

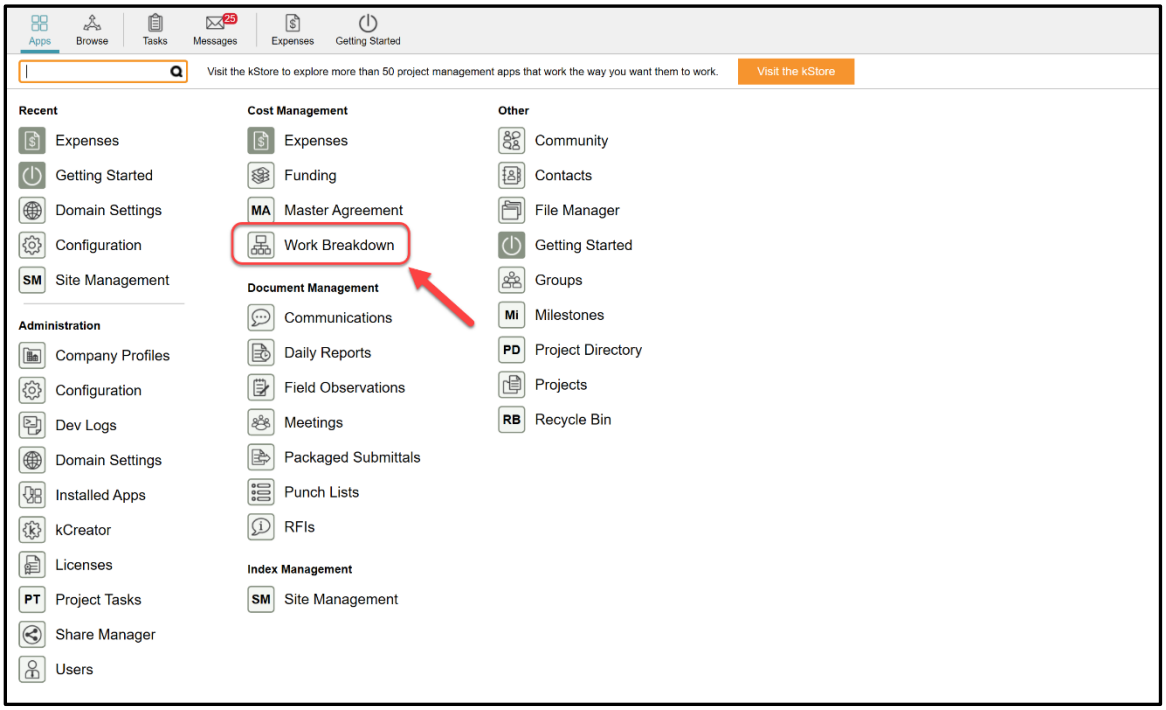
Users can drill down into cost records directly from Work Breakdown.



VIEWING THE WORK BREAKDOWN COMPONENTS

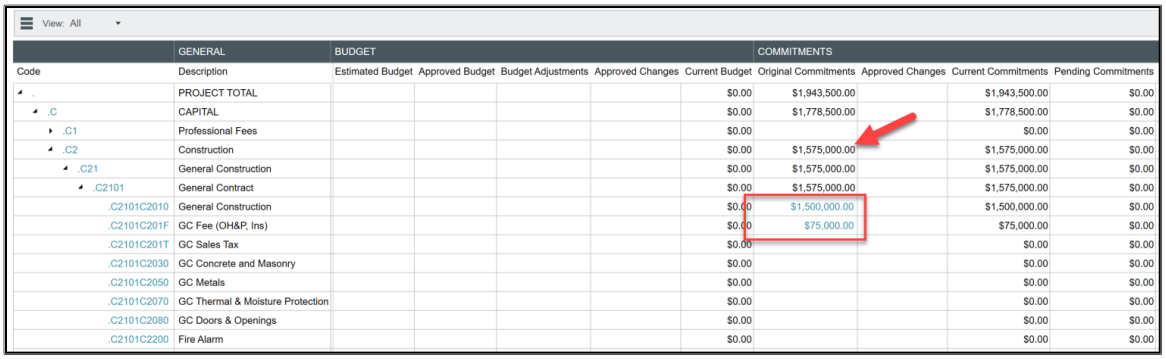
To navigate to, and view, the Work Breakdown account categories, follow the below steps:

1. Navigate to the location of the relevant project
2. Open the Work Breakdown application



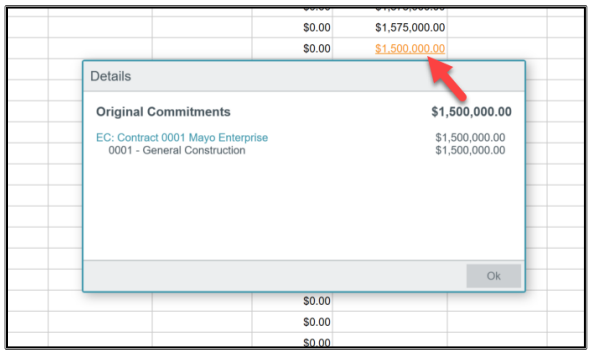
3. The Work Breakdown view will display with all hierarchical codes rolled up under 'PROJECT' total
4. Click on the triangle to the left of the Total to drill down into the respective Work Breakdown codes

Notice that as the hierarchy unfolds, the summary line items above each section will display a roll up total of the lines underneath it



	GENERAL	BUDGET					COMMITMENTS			
Code	Description	Estimated Budget	Approved Budget	Budget Adjustments	Approved Changes	Current Budget	Original Commitments	Approved Changes	Current Commitments	Pending Commitments
.	PROJECT TOTAL					$0.00	$1,943,500.00		$1,943,500.00	$0.00
.C	CAPITAL					$0.00	$1,778,500.00		$1,778,500.00	$0.00
.C1	Professional Fees					$0.00			$0.00	$0.00
.C2	Construction					$0.00	$1,575,000.00		$1,575,000.00	$0.00
.C21	General Construction					$0.00	$1,575,000.00		$1,575,000.00	$0.00
.C2101	General Contract					$0.00	$1,575,000.00		$1,575,000.00	$0.00
.C2101C2010	General Construction					$0.00	$1,500,000.00		$1,500,000.00	$0.00
.C2101C201F	GC Fee (OH&P, Ins)					$0.00	$75,000.00		$75,000.00	$0.00
.C2101C201T	GC Sales Tax					$0.00			$0.00	$0.00
.C2101C2030	GC Concrete and Masonry					$0.00			$0.00	$0.00
.C2101C2050	GC Metals					$0.00			$0.00	$0.00
.C2101C2070	GC Thermal & Moisture Protection					$0.00			$0.00	$0.00
.C2101C2080	GC Doors & Openings					$0.00			$0.00	$0.00
.C2101C2200	Fire Alarm					$0.00			$0.00	$0.00

5. Line items in certain columns will have blue hyperlinks on the dollar amounts (see above). These links will show only where transactions were made at the lowest level (deepest) account category in the hierarchy. All other levels are Summary line items and will not have hyperlinks



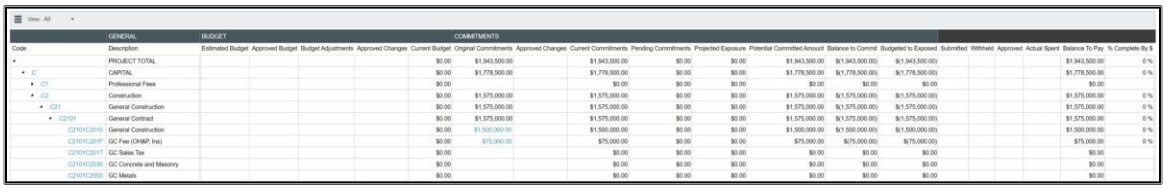
Links can be clicked to display the line item transactions that make up the total value of the dollars in that column. The values are derived from Cost Management applications. Users will **not** enter information into Work Breakdown; these numbers are being pulled based upon status and value of specific cost records in other applications.

When the display appears detailing which records constitute the total value of the hyperlink, you may click on the blue hyperlink in the display window to navigate directly to that cost record. In the screen shot above, clicking 'EC: Contract 0001 Mayo Enterprise' will navigate directly into the Expense Contracts application and open record 0001.

UNDERSTANDING THE CALCULATION OF WORK BREAKDOWN COLUMNS

The Work Breakdown application columns are populated with information from a variety of Funding and Expense applications. Please see below the application records and respective status of documents that are pulled to populate the Work Breakdown Application.

Typical Screen Shot:



Budget Section:

Column Header	**Application Referenced or Calculation**	**Status of line item in original Cost Management Application**
Estimated Budget	Budget	Estimated
Approved Budget	Budget	Approved
Budget Adjustments	Budget Adjustment	Approved
Approved Changes	Budget Change	Approved
Current Budget	Approved Budget + Budget Adjustments + Approved Changes	

Commitments Section:

Column Header	**Application Referenced or Calculation**	**Status of line item in original Cost Management Application**
Original Commitments	Contracts, Purchase Orders	Approved
Approved Changes	Change Orders	Approved
Current Commitments	Original Commitments + Approved Changes	
Pending Commitments	Contracts, Change Requests,	Contracts – Submitted (for

	Change Orders, Change Events	review) Change Requests – Submitted, Approved (not yet processed) Change Orders – Submitted (for review) Change Events - Incorporated
Projected Exposure	Contracts, Change Requests, Change Orders, Change Events	Contracts – Projected Change Requests – Projected Change Orders – Projected Change Events – Initiated, Distributed, Partial Response, Complete Response, Evaluating
Potential Committed Amount	Current Commitments + Pending Commitments + Projected Exposure	
Balance to Commit	Current Budget – (Current Commitments + Pending Commitments)	
Budgeted to Exposed	Current Budget – Potential Committed Amount	

Payable Section:

Column Header	**Document Type or Calculation**	**Status**
Submitted	Pay Request	Submitted (by Contractor/Vendor for Mayo review)
Withheld	Pay Request	*This is the retainage from Pay requests*
Approved	Pay Requests	Billed (approved in Kahua and sent to Lawson)

Actual Spent	Invoices	Paid (received from Lawson)
Balance to Pay	Current Commitments – Approved Payables	

Trending Section:

Column Header	**Document Type or Calculation**	**Status**
% Complete by $	(Approved Payables + Withheld Payables) / Current Commitments	