Work Breakdown Training Guide

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Contents

About

Work Breakdown (previously Cost Worksheet in PCM) is used to break down work components and setup cost codes which are used to link costs throughout cost applications. The Work Breakdown provides a dashboard that displays project cost information using the cost code structure.

Process Overview

The Work Breakdown application is intended to serve as the central 'ledger' upon which your project's cost information will be displayed, and the financial health of a project may be interpreted. The Work Breakdown app is where the initial activity code/cost code structure for your project is established so that a set of codes may be used in other applications.

These activity codes are used throughout all Cost Management applications to tie expenses to the activity codes. As you enter details in these other applications, the Work Breakdown application will update, displaying the latest information pulled from each application to give your team a financial picture of your project end to end.

The codes are hierarchical, meaning you may expand or collapse them to provide your team with a summary view of the project, or detail at a line item level. The values in each column will be dependent on the type of record and the status of that record. Users do not populate the Work Breakdown – instead, other applications will automatically fill in the Work Breakdown as documents are approved in CAMP.
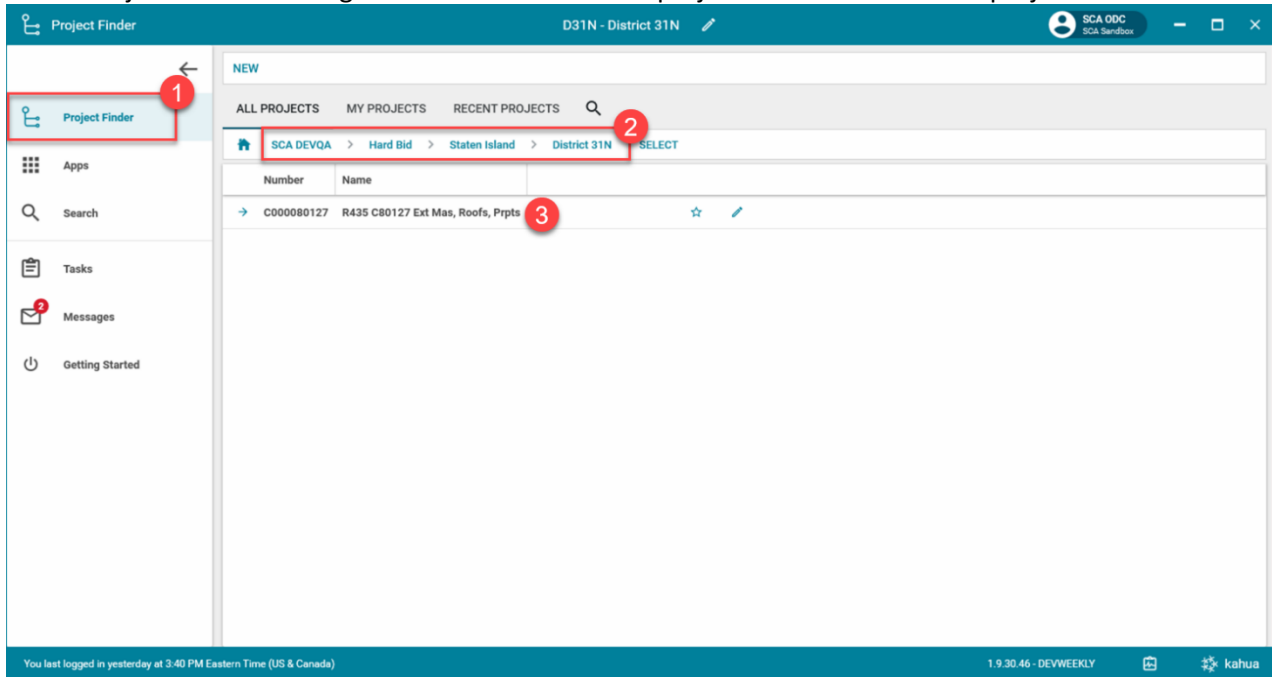
Step-by-Step Instructions
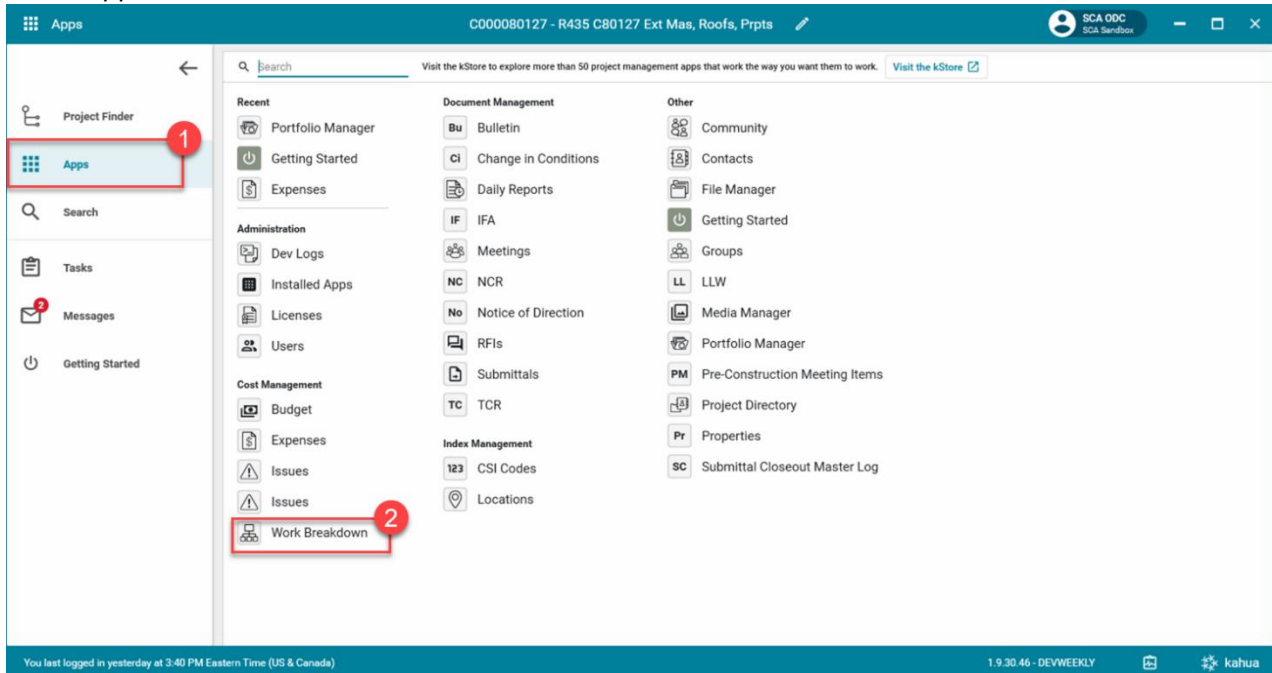
Create Work Breakdown

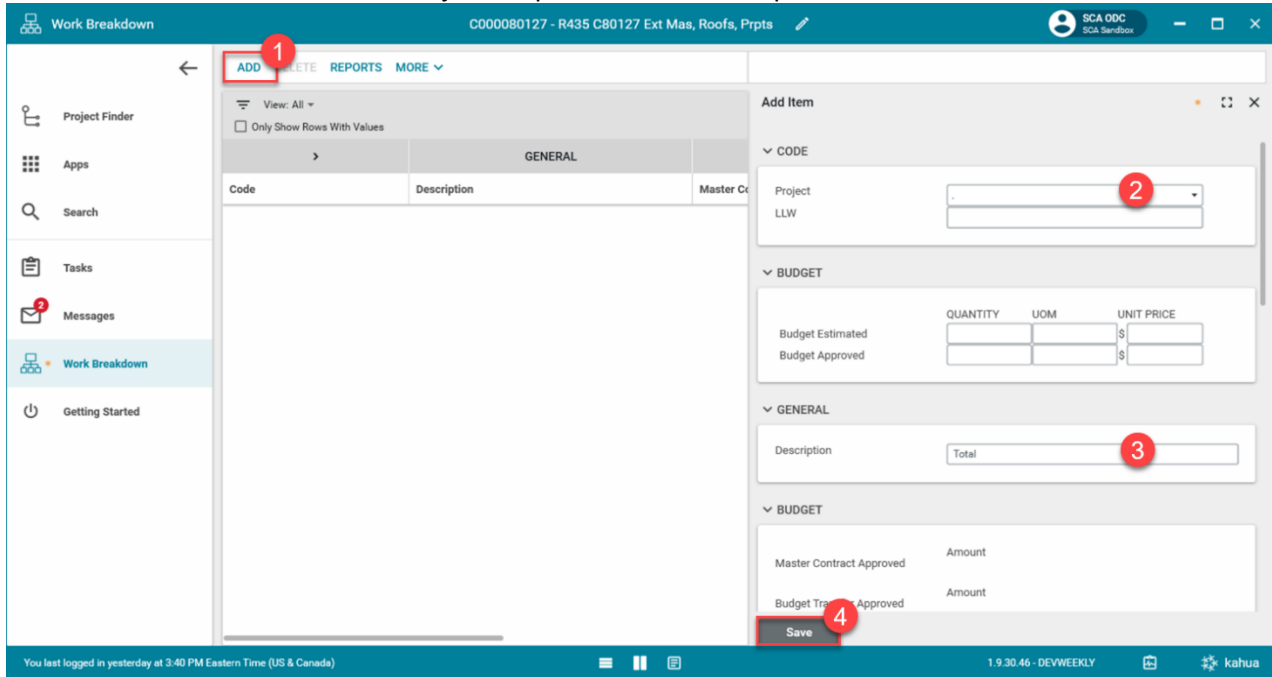| Role		Preceding Steps		Outcome
ODC	→	A project has been created.	→	Work Breakdown Structure initiated.

Steps

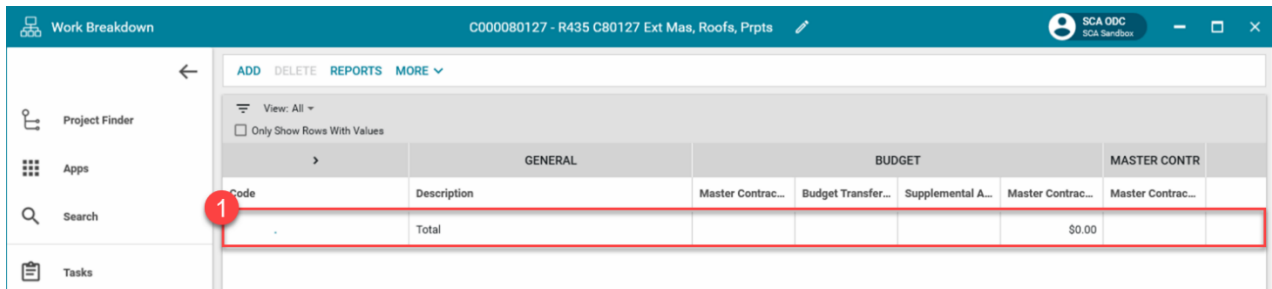1. Go to 'Project Finder' > Navigate to the location of the project > Select the desired project

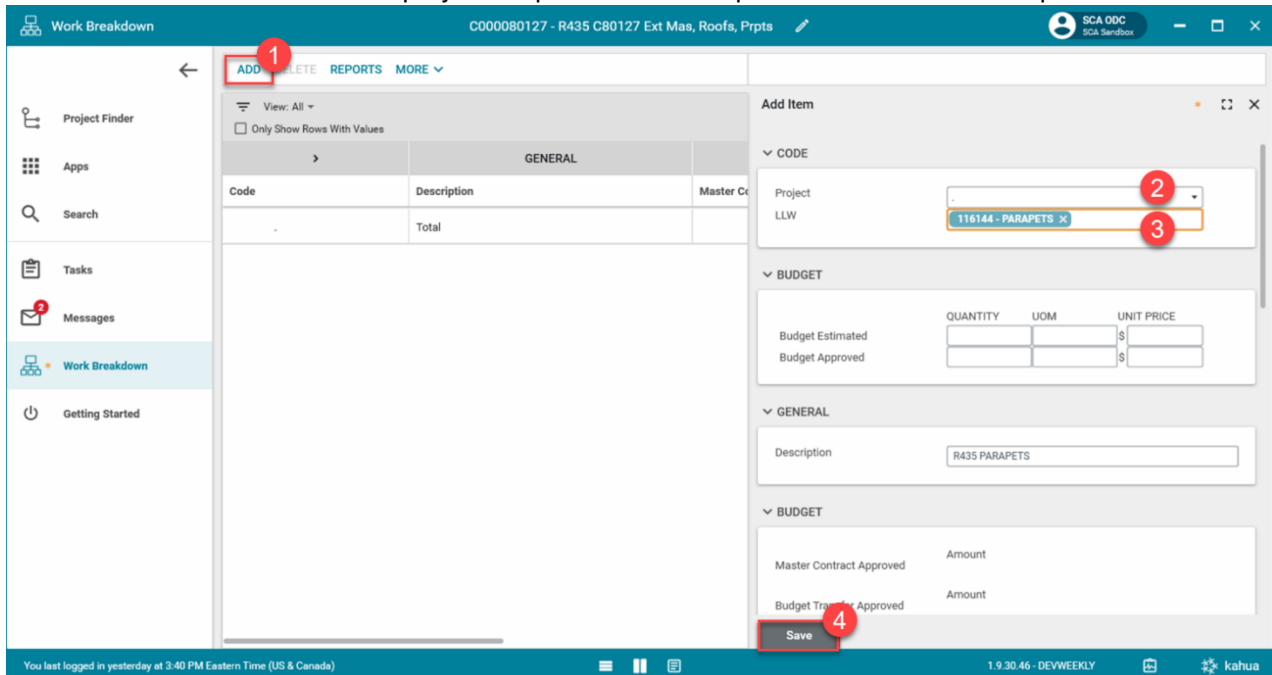2. Go to 'Apps' > Select 'Work Breakdown'

3. Select 'Add' > Select "." from the Project dropdown > Add Description "Total" > Click 'Save'

4. Check if a "Total" line has been created to sum all LLWs

5. Select 'Add' > Select "." from the project dropdown > Select specific LLW from LLW dropdown > Click 'Save'

6. Click the arrow to expand the Work Breakdown > Check if LLW line has been created

7. Repeat for every LLW associated with the project
See previous steps and pictures.

Example Work Breakdown Structure

Work Breakdown Structure with multiple LLWs: