



Work Breakdown Training Guide

Date Created: 7/22/2021

Date Updated: 9/23/2021

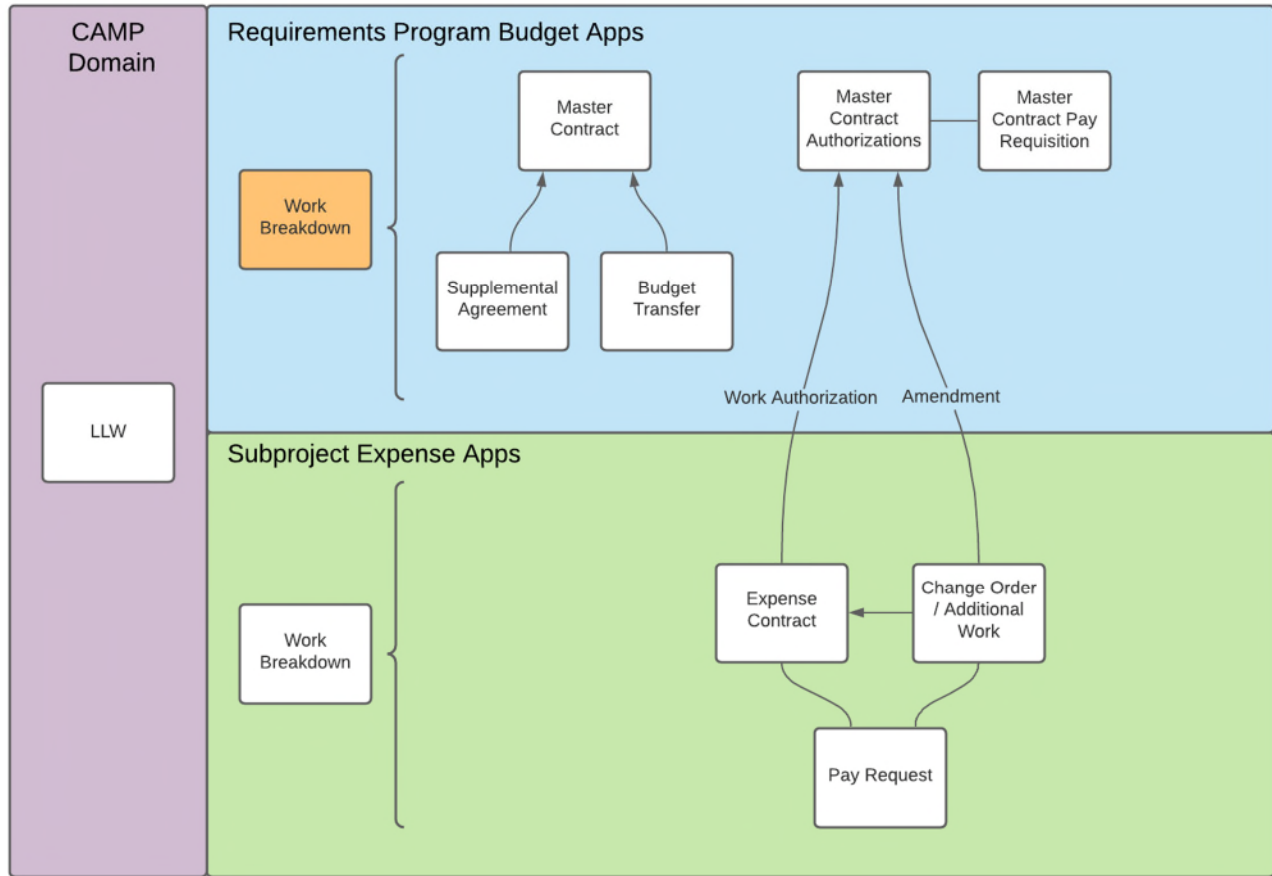
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About

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 the Funding applications. The Work Breakdown provides a dashboard that displays Program Partition cost information using the cost code structure.

Workflow Diagram



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 to have a set of codes in your subproject to utilize.

These activity codes are used throughout all Cost Management applications to tie budget, expenses (Commitments, Pay apps, etc.) to these 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 subproject end to end.

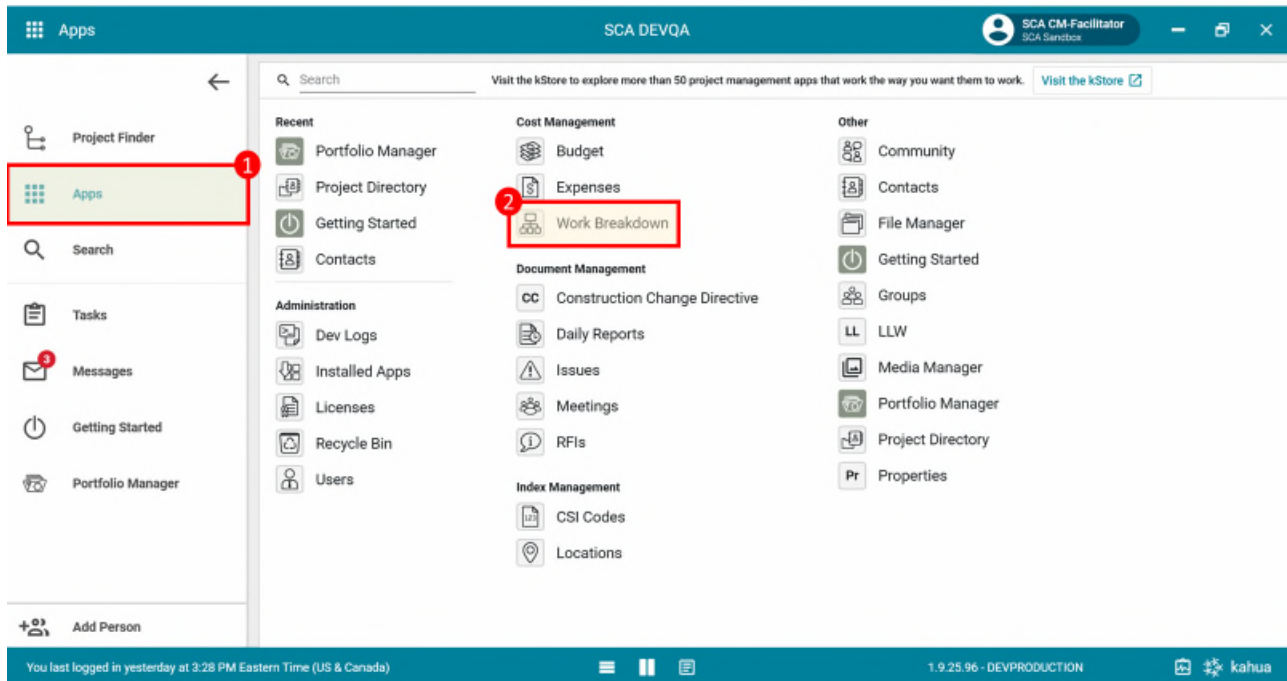
The codes are hierarchical, meaning you may expand or collapse them to provide your team with a summary view of the project, or detail at a line item level. The values in each column will be dependent on the type of record and the status of that record. Users do not populate the Work Breakdown – instead,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

Step-by-Step Instructions

Create Work Breakdown		
Role	Preceding Steps	Outcome
CM Firm	→ A Program has been created by a CAMP admin. →	Adds Level 1 Work Breakdown for Total. Adds Level 2/3 Work Breakdown for Construction.

Steps

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



2. Select 'Add' > Select "." from the project dropdown > Add Description "Total" > Click 'Save'

Work Breakdown CD00085849 - CMP Mentor Delta 85849

ADD DELETE REPORTS MORE

View: All

Only Show Rows With Values

GENERAL		BUDGET		
Code	Description	Master Contrac...	Budget Transfer...	Supplemental A
>	Total	\$22,800,000.00	\$0.00	

Add Item

CODE

Project

Work Type

LLW

BUDGET

	QUANTITY	UOM	UNIT PRICE
Budget Estimated			\$
Budget Approved			\$

GENERAL

Description

BUDGET

Master Contract Approved Amount

Budget Transfer Approved Amount

Supplemental Agreement Approved Amount

Save

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A "Total" line has been created to sum all subsequent work breakdowns, this is the highest level of the WBS

Work Breakdown CD00085849 - CMP Mentor Delta 85849

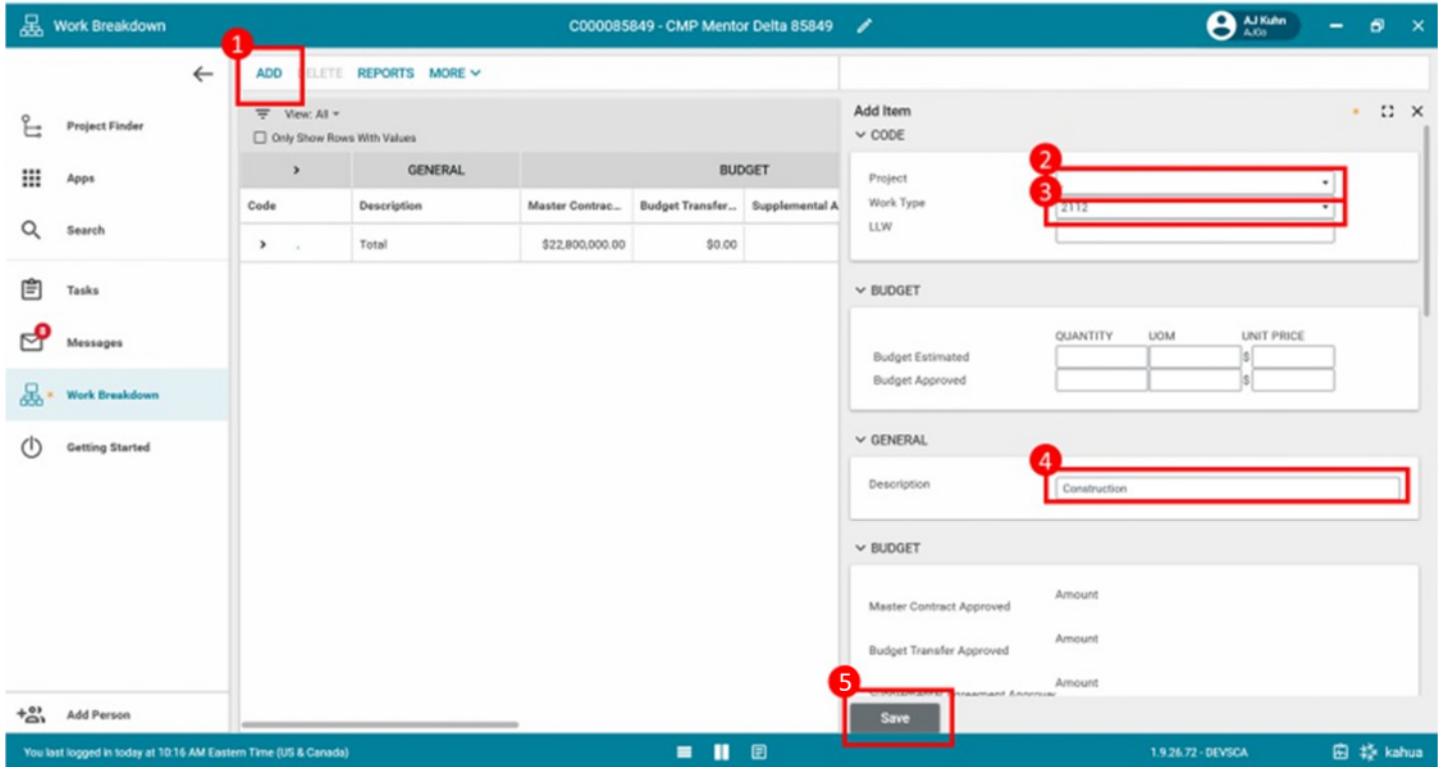
ADD DELETE REPORTS MORE

View: All

Only Show Rows With Values

GENERAL		BUDGET			MASTER CONTRACT			EXPENSES	
Code	Description	Master Contrac...	Budget Transfer...	Supplemental A...	Master Contrac...	Master Contrac...	Payment Requi...	Contract Appro...	Change Order A...
>	Total								

3. Select 'Add' > Select "." from the project dropdown > Select work type from work type dropdown > Add Description > Click 'Save'



Work type lines have been created; this is the second level of the WBS shown below

Code	Description	Master Contract...	Budget Transfer...	Supplemental A...	Master Contract...	Master Contract...	Payment Req...	Contract Appro...	Change Order A...	P
>	Total									
>	2112 Construction									
>	2120 Construction Management									
>	2125 General Conditions									
>	2320 Other Construction									

4. Select 'Add' > Select "." from the project dropdown > Select work type from work type dropdown > Select specific LLW from LLW dropdown > Enter Description in the General Section > Click 'Save'

Work Breakdown C000085849 - CMP Mentor Delta 85849 AJ Kuhn

ADD DELETE REPORTS MORE

View: All

Only Show Rows With Values

GENERAL		BUDGET		
Code	Description	Master Contrac...	Budget Transfer...	Supplemental A
>	Total	\$22,800,000.00	\$0.00	

Add Item

CODE

Project

Work Type

LLW

BUDGET

Budget Estimated

Budget Approved

QUANTITY UOM UNIT PRICE

GENERAL

Description

BUDGET

Master Contract Approved Amount

Budget Transfer Approved Amount

Save

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LLW lines have been created, this is the lowest level of the WBS shown below

Work Breakdown C000085849 - CMP Mentor Delta 85849 AJ Kuhn

ADD DELETE REPORTS MORE

View: All

Only Show Rows With Values

GENERAL		BUDGET			MASTER CONTRACT		EXPENSES			
Code	Description	Master Contrac...	Budget Transfer...	Supplemental A...	Master Contrac...	Master Contrac...	Payment Requi...	Contract Appro...	Change Order A...	P
↓	Total	\$22,800,000.00	\$0.00		\$22,800,000.00					
↓	2112 Construction	\$20,000,000.00	\$50,000.00		\$20,050,000.00					
	2. X851 ROOF REPLACEMENT				\$0.00					
	2. X851 CONCRETE ...				\$0.00					
	2. X848 ROOFS				\$0.00					

Example Work Breakdown Structure

Work Breakdown Structure at the program level:

Work Breakdown C000015847 - STV Mentor Delta 15847

View: All
 Only Show Rows With Values

	GENERAL	BUDGET			MASTER CONTRACT			EXPENSES		
Code	Description	Master Contrac...	Budget Transfer...	Supplemental A...	Master Contrac...	Master Contrac...	Payment Requi...	Contract Appro...	Change Order A...	Pay Reque
Total		\$29,775,000.00	\$0.00	\$(5,800,000.00)	\$23,975,000.00	\$543,381.29	\$100,501.33			
2112	Construction	\$25,000,000.00	\$(500,000.00)	\$(6,000,000.00)	\$18,500,000.00	\$482,000.00	\$82,500.00			
2.	X097 CTF ROOM...				\$0.00	\$229,550.00	\$28,072.50			
2.	X097 TCU...				\$0.00	\$146,450.00	\$31,627.50			
2.	X103 PARAPET				\$0.00	\$106,000.00	\$22,800.00			
2120	Construction...	\$2,650,000.00	\$500,000.00		\$3,150,000.00	\$51,092.00	\$8,200.00			
2.	X097 CTF ROOM...				\$0.00	\$24,332.30	\$4,650.00			
2.	X097 TCU...				\$0.00	\$15,523.70	\$2,950.00			
2.	X103 PARAPET				\$0.00	\$11,236.00	\$600.00			
2125	General...	\$125,000.00		\$200,000.00	\$325,000.00	\$530.00	\$530.00			
2.	X103 PARAPET				\$0.00	\$530.00	\$530.00			
2320	Other...	\$2,000,000.00			\$2,000,000.00	\$9,759.29	\$9,271.33			
2.	Q015 LSP...				\$0.00	\$9,759.29	\$9,271.33			

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Work Breakdown Structure at the subproject level (within the program level WBS shown above):

Work Breakdown C000015847-MC00002 - Scenario 1.1

View: All
 Only Show Rows With Values

	GENERAL	BUDGET			MASTER CONTRACT			EXPENSES		
Code	Description	Master Contrac...	Budget Transfer...	Supplemental A...	Master Contrac...	Master Contrac...	Payment Requi...	Contract Appro...	Change Order A...	P
Total					\$0.00			\$376,000.00		
2112	Construction				\$0.00			\$376,000.00		
2.	X097 CTF ROOM...				\$0.00			\$229,550.00		
2.	X097 TCU REMOVAL				\$0.00			\$146,450.00		
2120	Construction Management...				\$0.00					
2.	X097 CTF ROOM...				\$0.00					

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