Creating a Baseline Budget

PROJECT BASELINE BUDGET RECORDS

Specify the budget amount that is initially earmarked for a project. This value is measured in the currency that the overall capital project cost uses. You can define the overall cost of a project by associating various cost code records.
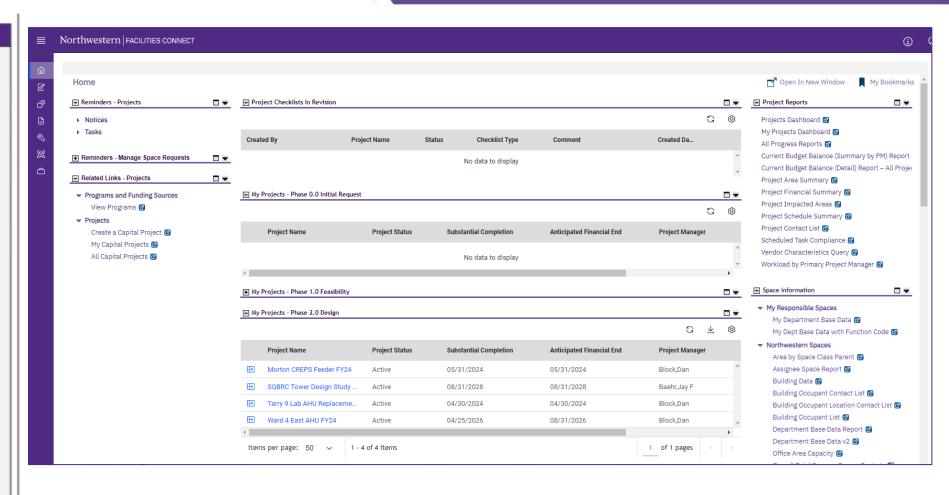
For instance, a sum of $1,000,000 is defined as the capital outlay for a project. This amount is broken into various components because of the requirements of the project. For example, $25,000 might be expended for buying the raw materials and $50,000 for the labor services that are involved. These expenses can be specified under cost codes that are created for this purpose. With this breakdown, you can manage the stipulated amount that is defined for the project.

This action only needs to be entered once, at the beginning of the project. You can update the Baseline Budget if necessary, throughout the project, but only if the funding amount increases to an amount higher than the initial Baseline Budget.

NOW VIEWING

▼ GETTING STARTED

- ❖ To begin, access the **Facilities Connect Home Screen**
- ❖ In order to review **Project Financials** as outlined in this job guide, the project **must:**
  a. Be an existing project, already created in Facilities Connect.
  b. Have its Project Category selected as **Capitalized** and include a capital chartstring.

▶ PROCESS

▶ IMPORTANT

Northwestern | FACILITIES CONNECT

Home

Open In New Window   My Bookmarks

Reminders - Projects
- ▶ Notices
- ▶ Tasks

Project Checklists In Revision

Created By	Project Name	Status	Checklist Type	Comment	Created Da...
			No data to display		

Reminders - Manage Space Requests

Related Links - Projects
- ▼ Programs and Funding Sources
  - View Programs
- ▼ Projects
  - Create a Capital Project
  - My Capital Projects
  - All Capital Projects

My Projects - Phase 0.0 Initial Request

Project Name	Project Status	Substantial Completion	Anticipated Financial End	Project Manager
			No data to display	

My Projects - Phase 1.0 Feasibility

My Projects - Phase 2.0 Design

Project Name	Project Status	Substantial Completion	Anticipated Financial End	Project Manager
Morton CREPS Feeder FY24	Active	05/31/2024	05/31/2024	Block,Dan
SQBRC Tower Design Study ...	Active	08/31/2028	08/31/2028	Baehr,Jay F
Tarry 9 Lab AHU Replaceme...	Active	04/30/2024	04/30/2024	Block,Dan
Ward 4 East AHU FY24	Active	04/25/2026	08/31/2026	Block,Dan

Items per page: 50   1 - 4 of 4 items   1 of 1 pages

Project Reports
- Projects Dashboard
- My Projects Dashboard
- All Progress Reports
- Current Budget Balance (Summary by PM) Report
- Current Budget Balance (Detail) Report – All Proje...
- Project Area Summary
- Project Financial Summary
- Project Impacted Areas
- Project Schedule Summary
- Project Contact List
- Scheduled Task Compliance
- Vendor Characteristics Query
- Workload by Primary Project Manager

Space Information
- ▼ My Responsible Spaces
  - My Department Base Data
  - My Dept Base Data with Function Code
- ▼ Northwestern Spaces
  - Area by Space Class Parent
  - Assignee Space Report
  - Building Data
  - Building Occupant Contact List
  - Building Occupant Location Contact List
  - Building Occupant List
  - Department Base Data Report
  - Department Base Data v2
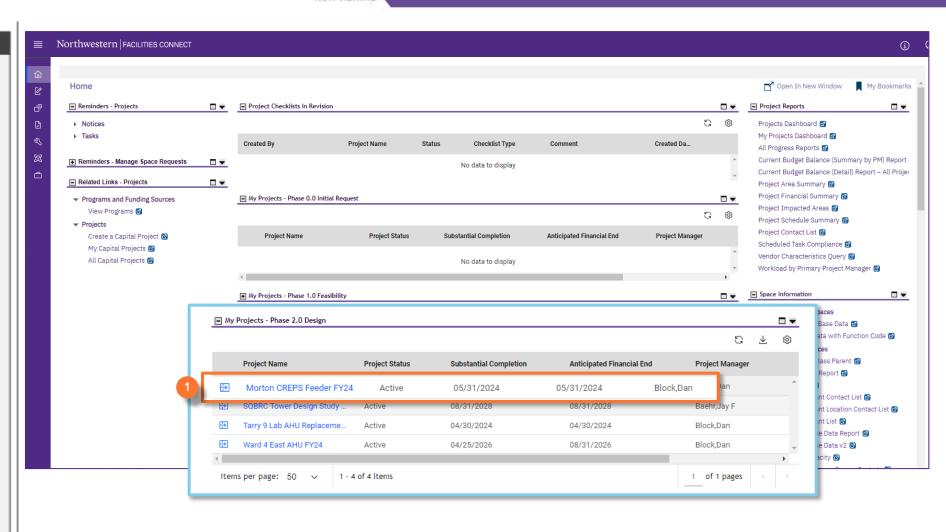 - Office Area Capacity

NOW VIEWING

▼ PROCESS

Locate your desired project, contained within the **'My Projects' Phase** portlets (center of **Facilities Connect Home Screen**)

1) Click on the **Project Name** to open project details.

<<Upon clicking, the **Capital Project Record** will open as a new window displaying project details>>

▶ **IMPORTANT**

Northwestern | FACILITIES CONNECT

Home

Open In New Window   My Bookmarks

⊟ Reminders - Projects

▸ Notices
▸ Tasks

⊟ Reminders - Manage Space Requests

⊟ Related Links - Projects

▾ Programs and Funding Sources
    View Programs
▾ Projects
    Create a Capital Project
    My Capital Projects
    All Capital Projects

⊟ Project Checklists In Revision

Created By	Project Name	Status	Checklist Type	Comment	Created Da...
		No data to display			

⊟ My Projects - Phase 0.0 Initial Request

Project Name	Project Status	Substantial Completion	Anticipated Financial End	Project Manager
		No data to display		

⊟ My Projects - Phase 1.0 Feasibility

⊟ My Projects - Phase 2.0 Design

Project Name	Project Status	Substantial Completion	Anticipated Financial End	Project Manager
① Morton CREPS Feeder FY24	Active	05/31/2024	05/31/2024	Block,Dan
SQBRC Tower Design Study ...	Active	08/31/2028	08/31/2028	Baehr,Jay F
Tarry 9 Lab AHU Replaceme...	Active	04/30/2024	04/30/2024	Block,Dan
Ward 4 East AHU FY24	Active	04/25/2026	08/31/2026	Block,Dan

Items per page: 50   1 - 4 of 4 items   1 of 1 pages

Project Reports

Projects Dashboard
My Projects Dashboard
All Progress Reports
Current Budget Balance (Summary by PM) Report
Current Budget Balance (Detail) Report – All Proje
Project Area Summary
Project Financial Summary
Project Impacted Areas
Project Schedule Summary
Project Contact List
Scheduled Task Compliance
Vendor Characteristics Query
Workload by Primary Project Manager

Space Information

NOW VIEWING

PROCESS

2) Click **Revise** to make changes to the Project Record

IMPORTANT

Capital Project: 1002000-Morton CREPS Feeder FY24

Add To Bookmarks   Print

General Scope Schedule Budget Procurement Contacts Notes & Documents

2 lete Revise

(Required): Create a Project by entering general information about the project.

General

ID 1002000   Status Active
★ Date 09/21/2023
★ Name Morton CREPS Feeder FY24
★ Project Reporting Name Morton CREPS Feeder FY24

Details

Project Type Repair/Restoration   Project Classification Systems Replacement
★ Project Status Active   Project Phase 2.0 Design
Laser Fiche https://fmlaserfiche01.ads.northwestern.edu/laserfiche/Browse.aspx?repo=NUFM#?id=110338
★ Project Category Capitalized   ★ Chartstring 812-1800100-80066377-01
Accounting Cost Center 812-1800100-80066377-01   Project Cost/SqFt (Budget Current / Project Gross Construction Area) $.00 US Dollars

＋ Units

＋ Environmental

Primary Customer Contact

Client Lookup
Address

Zip/Postal Code
City
State/Province   Country
Email   Phone
Department   Job Title

Primary Location

★ Location Path \Locations\Chicago Campus\Morton Medical Research
Campus Chicago Campus   Floor
Building Morton Medical Research

PROCESS

To access and view project financial information,

3) Select the **Budget** tab.

▶ **IMPORTANT**

NOW VIEWING

Capital Project: 1002000-Morton CREPS Feeder FY24

Add To Bookmarks   Print   Help

General   Scope   **③** ..dule   Budget   ..ocurement   Contacts   Notes & Documents

Activate   Save   Save & Close   More ▾   x

(Optional): Provide general information concerning the project schedule, project tasks and assumptions.

─ Summary

Import From MS Project | Export To MS Project

★ Plan Start 09/21/2023   ★ Substantial Completion 05/31/2024

★ Anticipated Financial End 05/31/2024

Actual Start 09/21/2023   Actual End 08/30/2024

Calculated Start 09/21/2023   Calculated End 05/29/2024

★ Time Zone (GMT -6) Central Time (US, Canada) [US/Central]   ★ Calculate Project From Start

⊞ Project Tasks Gantt

| Project Tasks | Critical Path Tasks | Task Hierarchy | Dependencies |

─ Project Tasks

Refresh | Add | Find | Remove | Baseline

Apply Filters   Clear Filters

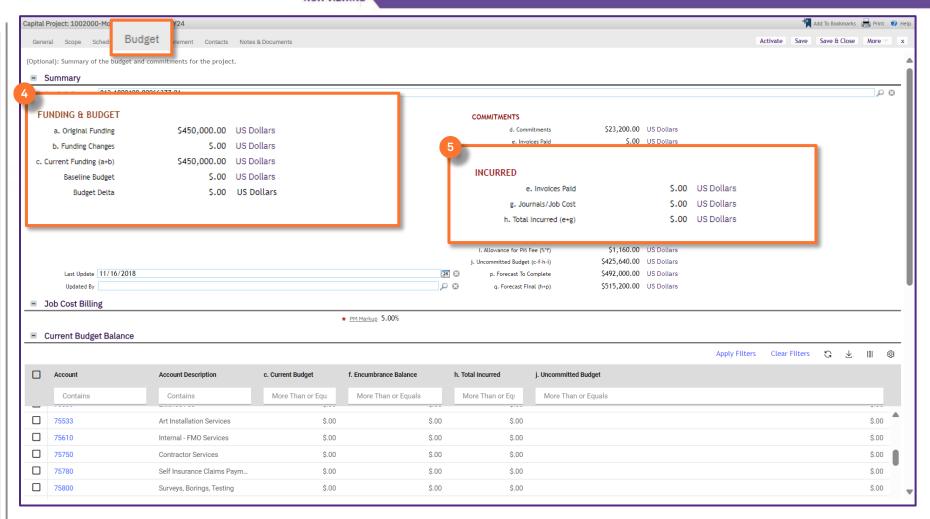| ☐	#	Type	ID	Task Name	Planned Start	Planned End	Percent Complete	Actual Cost	S
		Contains	Contains	Contains	Equals	Equals	More Than or Equa		
☐	0	Schedule Task	118057593	Phase 0.0 Initial Request	09/21/2023 11:42:18	10/09/2023 11:42:18	0 percent	$.00	
☐	0	Schedule Task	118057594	Phase 1.0 Feasibility & Pre-D...	10/09/2023 11:42:18	11/27/2023 11:42:17	0 percent	$.00	
☐	0	Schedule Task	118057595	Phase 1.1 Feasibility	10/09/2023 11:42:18	10/23/2023 11:42:18	0 percent	$.00	
☐	0	Schedule Task	118057597	Phase 1.2 Planning/Pre-Desi...	10/23/2023 11:42:18	11/12/2023 11:42:18	0 percent	$.00	
☐	0	Schedule Task	118057598	Phase 6.2 FM Closeout	04/30/2024 11:42:16	05/15/2024 11:42:16	0 percent	$.00	

NOW VIEWING

PROCESS

4) **Funding and Budget Grouping**
- **Original Funding** is the original budgeted amount for the project, established during the creation of the project's capital chartstring.
- **Funding Changes** represents the net change to project budget (i.e. sum of budget increases and decreases) following the creation of the original project budget.
- **Current Funding** (a+b) is the project's current budget; it represents the sum of the Original Budget and Budget Changes line items.
- **Baseline Budget** represents the amount project leadership thinks the project is going to be, so that performance can be based on that actual thought rather than the initial amount that was funded.
- **Baseline Delta (c-Baseline Budget)** represents the delta of the Current Funding and Baseline Budget.

5) **Incurred Grouping**
- **Invoices Paid** represents the sum of all vendor invoice payments that have been released for the project.
- **Journal/Job Cost** represents the sum of all NU Facilities internal costs (e.g. shop time, PM Fees, etc.) billed to the project.
- **Total Incurred** (e+g) represents the combined total of internal and external costs that has been spent on the project.

▶ IMPORTANT

Capital Project: 1002000-Mo... ...Y24

📑 Add To Bookmarks 🖶 Print ❓ Help

General | Scope | Sched... | **Budget** | ...rement | Contacts | Notes & Documents

Activate | Save | Save & Close | More | x

(Optional): Summary of the budget and commitments for the project.

Summary

4

FUNDING & BUDGET

a. Original Funding	$450,000.00	US Dollars
b. Funding Changes	$.00	US Dollars
c. Current Funding (a+b)	$450,000.00	US Dollars
Baseline Budget	$.00	US Dollars
Budget Delta	$.00	US Dollars

COMMITMENTS

d. Commitments	$23,200.00	US Dollars
e. Invoices Paid	$.00	US Dollars

5

INCURRED

e. Invoices Paid	$.00	US Dollars
g. Journals/Job Cost	$.00	US Dollars
h. Total Incurred (e+g)	$.00	US Dollars

i. Allowance for PM Fee (%*f)	$1,160.00	US Dollars
j. Uncommitted Budget (c-f-h-i)	$425,640.00	US Dollars
p. Forecast To Complete	$492,000.00	US Dollars
q. Forecast Final (h+p)	$515,200.00	US Dollars

Last Update: 11/16/2018
Updated By:

Job Cost Billing

★ PM Markup 5.00%

Current Budget Balance

Apply Filters | Clear Filters

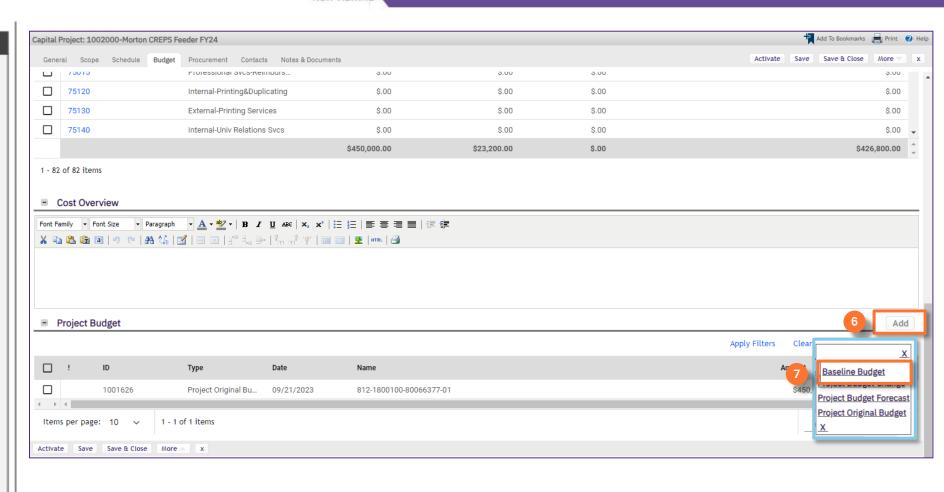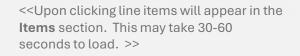|	Account	Account Description	c. Current Budget	f. Encumbrance Balance	h. Total Incurred	j. Uncommitted Budget
	Contains	Contains	More Than or Equ	More Than or Equals	More Than or Equ	More Than or Equals
☐			$.00	$.00	$.00	$.00
☐	75533	Art Installation Services	$.00	$.00	$.00	$.00
☐	75610	Internal - FMO Services	$.00	$.00	$.00	$.00
☐	75750	Contractor Services	$.00	$.00	$.00	$.00
☐	75780	Self Insurance Claims Paym...	$.00	$.00	$.00	$.00
☐	75800	Surveys, Borings, Testing	$.00	$.00	$.00	$.00

NOW VIEWING

PROCESS

The **Project Budget** section provides a record of project budget updates; this includes the creation of the original project budget as well as budget changes and Baseline Budget. Each update includes the date entered.

6) Click on **Add** to initiate the creation of the Baseline Budget.

7) Select **Baseline Budget** from the dropdown.

<<Upon clicking, **Baseline Budget** details will open in a new window>>

► IMPORTANT

Capital Project: 1002000-Morton CREPS Feeder FY24 | Add To Bookmarks | Print | Help

General | Scope | Schedule | **Budget** | Procurement | Contacts | Notes & Documents

Activate | Save | Save & Close | More | x

☐	75015	Professional Svcs-Reimburs...	$.00	$.00	$.00	$.00
☐	75120	Internal-Printing&Duplicating	$.00	$.00	$.00	$.00
☐	75130	External-Printing Services	$.00	$.00	$.00	$.00
☐	75140	Internal-Univ Relations Svcs	$.00	$.00	$.00	$.00
			$450,000.00	$23,200.00	$.00	$426,800.00

1 - 82 of 82 items

⊟ Cost Overview

Font Family | Font Size | Paragraph | A | ab | B I U ABC x₂ x² | lists | alignment

Cut Copy Paste | undo redo | HTML

⊟ Project Budget

6 Add

Apply Filters | Clear

☐	!	ID	Type	Date	Name	Ap...
☐		1001626	Project Original Bu...	09/21/2023	812-1800100-80066377-01	$450,...

Dropdown:
X
Baseline Budget
Project Budget Change
Project Budget Forecast
Project Original Budget
X

Items per page: 10 | 1 - 1 of 1 items

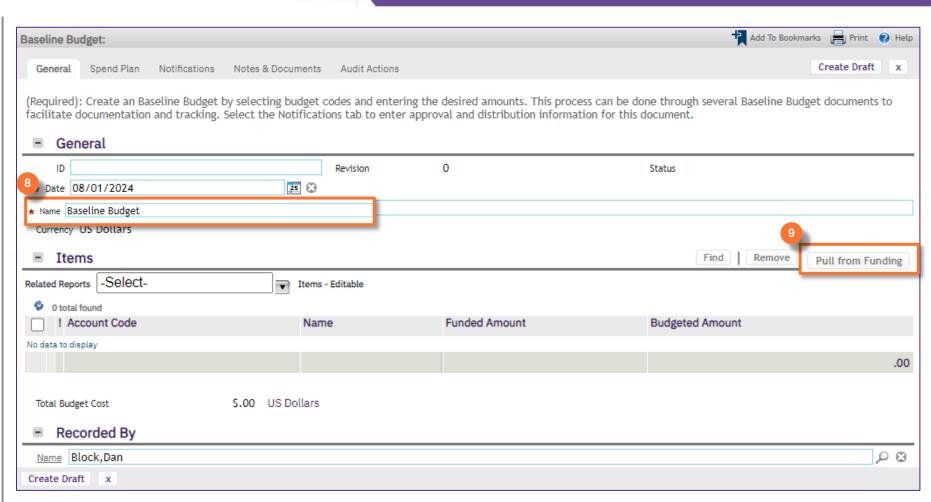Activate | Save | Save & Close | More | x

NOW VIEWING

PROCESS

To create a new **Baseline Budget,**

8) In the General section, apply a **Name** to the new Baseline Budget.

9) Next, click on **Pull From Funding** to see chartstring items for this project.

<<Upon clicking line items will appear in the **Items** section. This may take 30-60 seconds to load. >>

INFORMATION

Items are pulled from NUFinancial based on the Account Codes associated with the Project Chartstring.

Baseline Budget:

Add To Bookmarks   Print   Help

| General | Spend Plan | Notifications | Notes & Documents | Audit Actions |

Create Draft   x

(Required): Create an Baseline Budget by selecting budget codes and entering the desired amounts. This process can be done through several Baseline Budget documents to facilitate documentation and tracking. Select the Notifications tab to enter approval and distribution information for this document.

General

| ID | | Revision | 0 | Status | |

8 Date 08/01/2024 [25] ⊗

* Name Baseline Budget

Currency US Dollars

9

Items

Find | Remove | Pull from Funding

Related Reports -Select- ▼ Items - Editable

0 total found

	! Account Code	Name	Funded Amount	Budgeted Amount
☐				
No data to display				
				.00

Total Budget Cost $.00 US Dollars

Recorded By
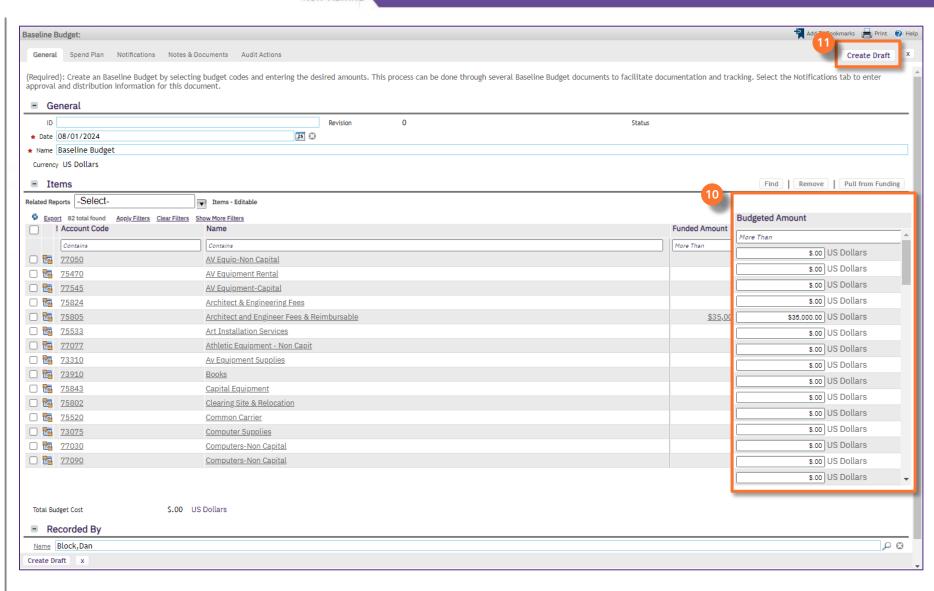
Name Block,Dan

Create Draft   x

NOW VIEWING

PROCESS

To create a new **Baseline Budget (cont.),**

10) Fill in the **Budgeted Amount**s for each chartstring based on the new Baseline Budget numbers.

11) Click the **Create Draft** button.

IMPORTANT

Item Cost has been changed to Budgeted Amounts.

Baseline Budget:

Add to Bookmarks   Print   Help

| General | Spend Plan | Notifications | Notes & Documents | Audit Actions |

11 Create Draft   x

(Required): Create an Baseline Budget by selecting budget codes and entering the desired amounts. This process can be done through several Baseline Budget documents to facilitate documentation and tracking. Select the Notifications tab to enter approval and distribution information for this document.

General

ID		Revision	0	Status	
★ Date	08/01/2024				
★ Name	Baseline Budget				
Currency	US Dollars				

Items

Find | Remove | Pull from Funding

Related Reports -Select- ▼   Items - Editable

10

🔄 Export   82 total found   Apply Filters   Clear Filters   Show More Filters

☐	! Account Code	Name	Funded Amount	Budgeted Amount
	Contains	Contains	More Than	More Than
☐	77050	AV Equip-Non Capital		$.00 US Dollars
☐	75470	AV Equipment Rental		$.00 US Dollars
☐	77545	AV Equipment-Capital		$.00 US Dollars
☐	75824	Architect & Engineering Fees		$.00 US Dollars
☐	75805	Architect and Engineer Fees & Reimbursable	$35.00	$35,000.00 US Dollars
☐	75533	Art Installation Services		$.00 US Dollars
☐	77077	Athletic Equipment - Non Capit		$.00 US Dollars
☐	73310	Av Equipment Supplies		$.00 US Dollars
☐	73910	Books		$.00 US Dollars
☐	75843	Capital Equipment		$.00 US Dollars
☐	75802	Clearing Site & Relocation		$.00 US Dollars
☐	75520	Common Carrier		$.00 US Dollars
☐	73075	Computer Supplies		$.00 US Dollars
☐	77030	Computers-Non Capital		$.00 US Dollars
☐	77090	Computers-Non Capital		$.00 US Dollars
				$.00 US Dollars

Total Budget Cost $.00   US Dollars

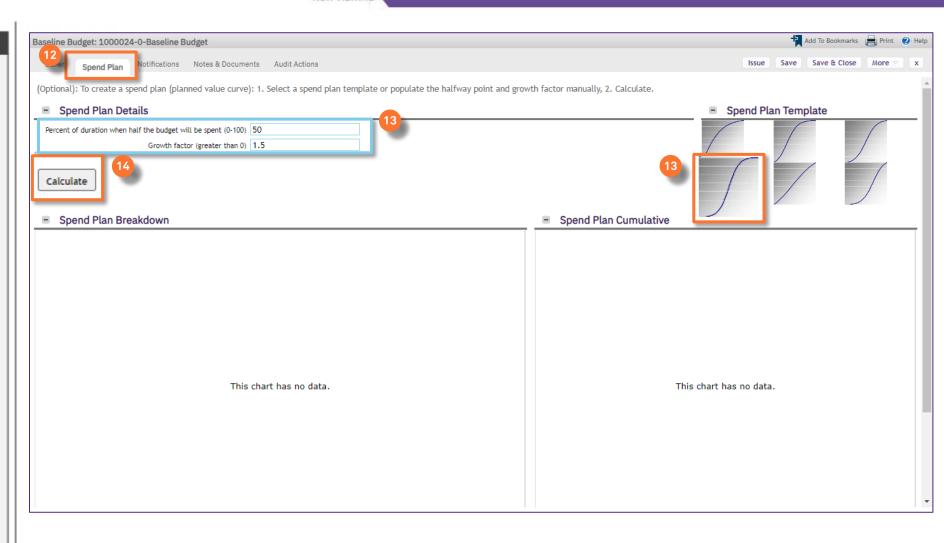### Recorded By

Name   Block,Dan

Create Draft   x

NOW VIEWING

PROCESS

To enable the **Spend Plan,** or cashflow plan, for this Baseline Budget:

12) On the project Baseline Budget record, click on the **Spend Plan** tab.

13) Select a Spend Plan **Template** that is appropriate for this project.

- Upon selecting, the **Percent of duration** and **Growth factor** will populate. However, you can adjust the amounts as needed.

14) Click **Calculate**

<<Upon clicking, the **Spend Plan Breakdown** and **Spend Plan Cumulative** graphs will populate. >>

► IMPORTANT

Baseline Budget: 1000024-0-Baseline Budget

Add To Bookmarks   Print   Help

12 Spend Plan   Notifications   Notes & Documents   Audit Actions

Issue   Save   Save & Close   More   x

(Optional): To create a spend plan (planned value curve): 1. Select a spend plan template or populate the halfway point and growth factor manually, 2. Calculate.

– Spend Plan Details

13

Percent of duration when half the budget will be spent (0-100)   50

Growth factor (greater than 0)   1.5

14 Calculate

– Spend Plan Breakdown

This chart has no data.

– Spend Plan Template

13

– Spend Plan Cumulative
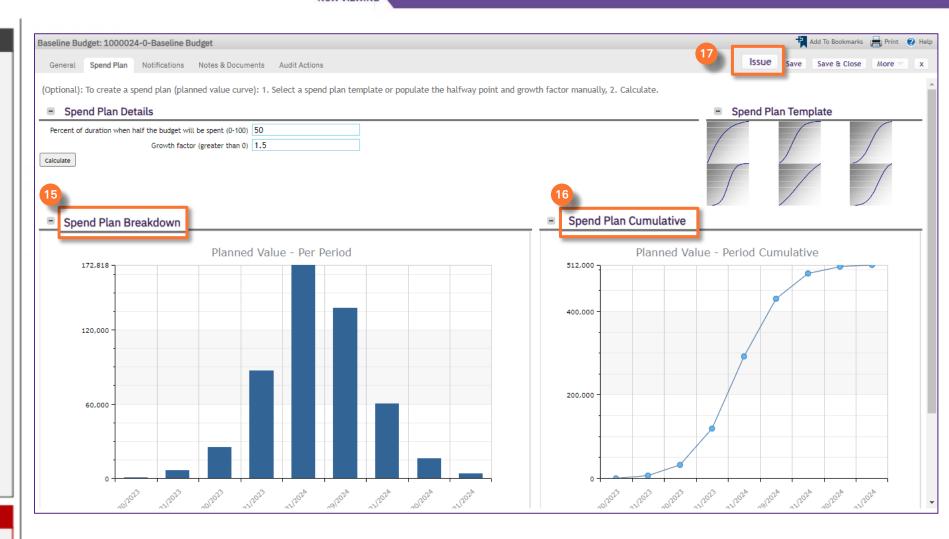
This chart has no data.

NOW VIEWING

▼ PROCESS

To enable the **Spend Plan** for this Baseline Budget (cont.):

15) The **Spend Plan Breakdown** graph shows the percentage of the budget spent by date.

16) The **Spend Plan Cumulative** graph shows the amount of the budget spent by date.

17) Click the **Issue** button to create the Baseline Budget.

<<Upon clicking, the **Baseline Budget** record will close.>>

▼ IMPORTANT

Only one baseline can be Issued at a time. If a new Baseline Budget is created, the previous record will be automatically retired.

Baseline Budget: 1000024-0-Baseline Budget

Add To Bookmarks Print Help

General | Spend Plan | Notifications | Notes & Documents | Audit Actions

17 Issue | Save | Save & Close | More | x

(Optional): To create a spend plan (planned value curve): 1. Select a spend plan template or populate the halfway point and growth factor manually, 2. Calculate.

⊟ Spend Plan Details

Percent of duration when half the budget will be spent (0-100) 50

Growth factor (greater than 0) 1.5

Calculate

⊟ Spend Plan Template

15 ⊟ Spend Plan Breakdown

16 ⊟ Spend Plan Cumulative

Planned Value - Per Period

Planned Value - Period Cumulative

NOW VIEWING

PROCESS

Once back on the **Budget** tab,

18) Click on the **Save** button to update the record view.

19) You will then see the **Baseline Budget** reflected in the **Funding & Budget** section.

20) The Baseline Budget will also appear as **Issued** under the **Project Budget** section.

IMPORTANT

Only one baseline can be Issued at a time. If a new Baseline Budget is created, the previous record will be automatically retired.
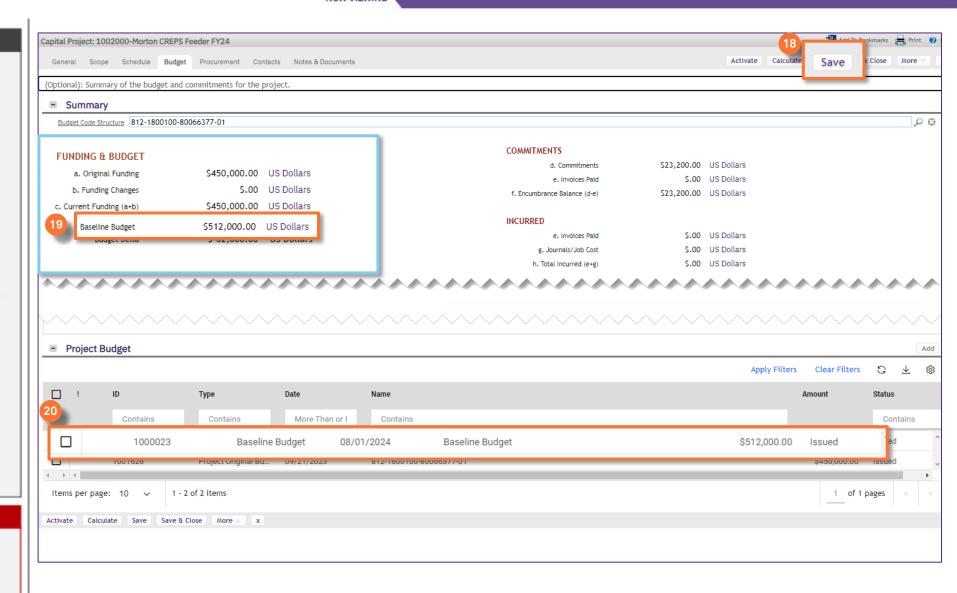

Capital Project: 1002000-Morton CREPS Feeder FY24

Add To Bookmarks   Print

General   Scope   Schedule   **Budget**   Procurement   Contacts   Notes & Documents

Activate   Calculate   **Save**   Close   More

(Optional): Summary of the budget and commitments for the project.

Summary

Budget Code Structure   812-1800100-80066377-01

FUNDING & BUDGET

a. Original Funding	$450,000.00	US Dollars
b. Funding Changes	$.00	US Dollars
c. Current Funding (a+b)	$450,000.00	US Dollars
Baseline Budget	$512,000.00	US Dollars
Budget Delta	$-62,000.00	US Dollars

COMMITMENTS

d. Commitments	$23,200.00	US Dollars
e. Invoices Paid	$.00	US Dollars
f. Encumbrance Balance (d-e)	$23,200.00	US Dollars

INCURRED

e. Invoices Paid	$.00	US Dollars
g. Journals/Job Cost	$.00	US Dollars
h. Total Incurred (e+g)	$.00	US Dollars

Project Budget

Add

Apply Filters   Clear Filters

	!	ID	Type	Date	Name	Amount	Status
		Contains	Contains	More Than or I	Contains		Contains
☐		1000023	Baseline Budget	08/01/2024	Baseline Budget	$512,000.00	Issued
☐		1001826	Project Original Bu...	09/21/2023	812-1800100-80066377-01	$450,000.00	Issued

Items per page: 10   1 - 2 of 2 items   1   of 1 pages

Activate   Calculate   Save   Save & Close   More   x

NOW VIEWING

PROCESS

Once all updates have been made to the **Project Record**,

21) Click on **Activate** to bring the record back to the Active status and incorporate all changes.

<<Upon clicking, the **Project Record** window will close.>>

▶ **IMPORTANT**

Capital Project: 1002000-Morton CREPS Feeder FY24

Add To Bookmarks | Print | ?

21 **Activate**   Calculate   Save   Save & Close   More

General   Scope   Schedule   **Budget**   Procurement   Contacts   Notes & Documents

(Optional): Summary of the budget and commitments for the project.

☐ Summary

Budget Code Structure | 812-1800100-80066377-01

FUNDING & BUDGET

a. Original Funding	$450,000.00	US Dollars
b. Funding Changes	$.00	US Dollars
c. Current Funding (a+b)	$450,000.00	US Dollars
Baseline Budget	$512,000.00	US Dollars
Budget Delta	$-62,000.00	US Dollars

COMMITMENTS

d. Commitments	$23,200.00	US Dollars
e. Invoices Paid	$.00	US Dollars
f. Encumbrance Balance (d-e)	$23,200.00	US Dollars

INCURRED

e. Invoices Paid	$.00	US Dollars
g. Journals/Job Cost	$.00	US Dollars
h. Total Incurred (e+g)	$.00	US Dollars

☐ Project Budget

Add

Apply Filters   Clear Filters

☐	!	ID	Type	Date	Name	Amount	Status
		Contains	Contains	More Than or I	Contains		Contains
☐		1000023	Baseline Budget	08/01/2024	Baseline Budget	$512,000.00	Issued
☐		1001626	Project Original Bu...	09/21/2023	812-1800100-80066377-01	$450,000.00	Issued

Items per page: 10 ∨   1 - 2 of 2 items   1   of 1 pages

Activate   Calculate   Save   Save & Close   More   x