

P4. MS Project 2016 – Project costs. Budget.

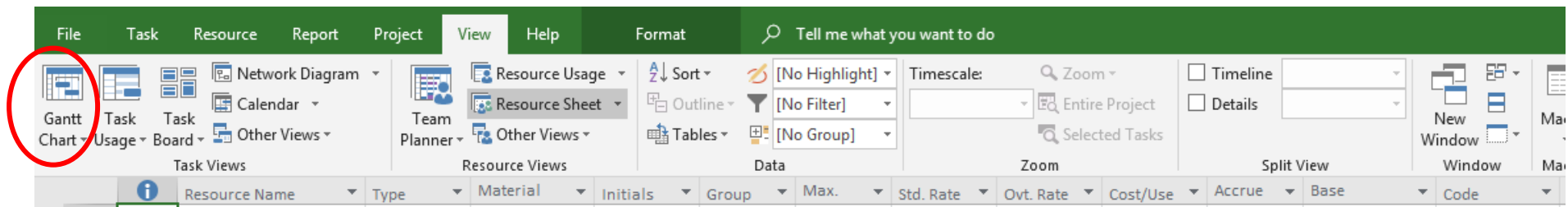
Save the project under the name: **Surname\_4**

**1. Enter fixed costs for tasks.**

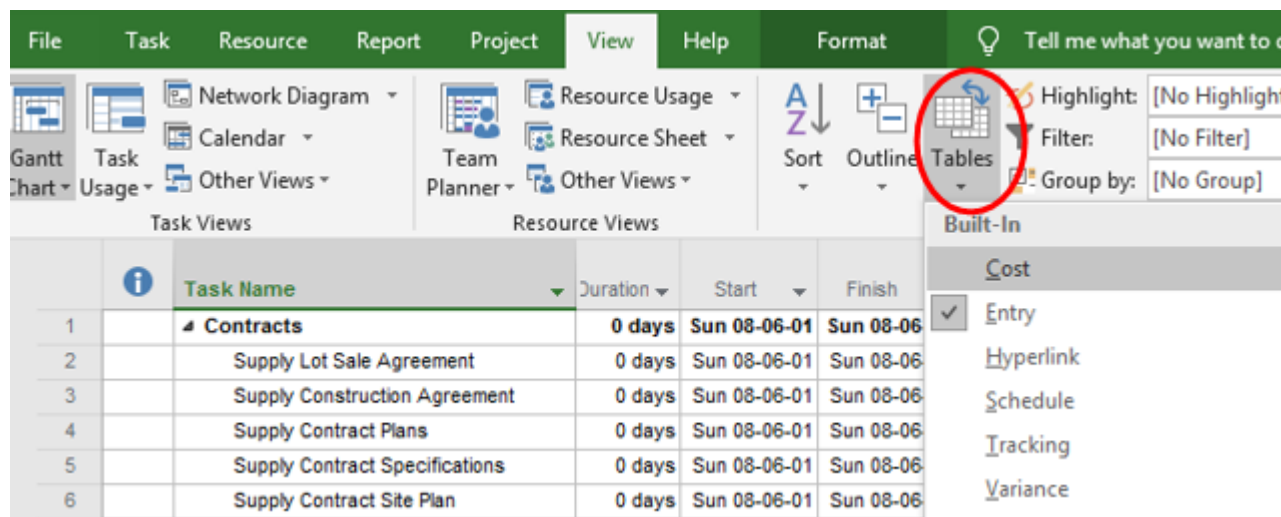
If you have costs that aren't associated with any rate-based people or material resources, or any cost resources such as equipment or other variable resource costs, you enter them on a task. You can't add a fixed cost to a resource.

A fixed cost can be a one-time, miscellaneous cost that's connected with a specific task. You can add a fixed cost to any task, including the project summary task that represents the entire project.

Click **View > Gantt Chart**



Click **View > Tables > Cost** to apply the Cost table.



In the **Task Name** field, select the task for which you want to enter a fixed cost. In the **Fixed Cost** field, type a cost amount. In the **Fixed Costs Accrual** field, cost accrual is **Prorated** by default, but you can pick **Start** or **End** to accrue the fixed cost at the start or end of the project.

Cost	Fixed Cost Accrual	Total
\$0,00	Prorated	\$5
\$0,00	Prorated	\$3
\$0,00	Prorated	\$
\$0,00	Start	\$
\$0,00	Prorated	\$
\$0,00	End	\$
\$0,00	Prorated	\$

**Enter fixed costs for tasks in your project.** In the **Fixed Cost** field, type a cost amount. In the **Task information/Notes Tab** describe this cost.

Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Baseline	Variance	Actual	Remain
Build house	\$0,00	Prorated	\$54 650,00	\$0,00	\$54 650,00	\$0,00	\$54 6
Stage 1	\$0,00	Prorated	\$37 325,00	\$0,00	\$37 325,00	\$0,00	\$37 3
Build foundation	\$200,00	Prorated	\$7 700,00	\$0,00	\$7 700,00	\$0,00	\$7 7

×
Task Information

General | Predecessors | Resources | Advanced | Notes | Custom Fields

Name:  Duration:   Estimated

Notes:

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administrative support

Help
OK
Cancel

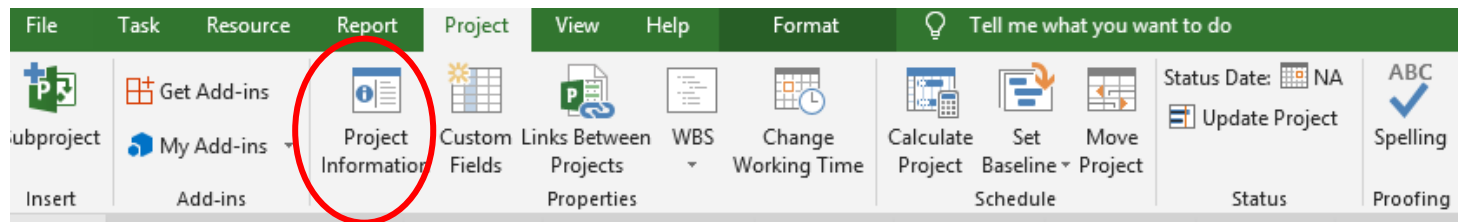
## 2. Verify the costs in the project.

### 2.1. View project cost totals.

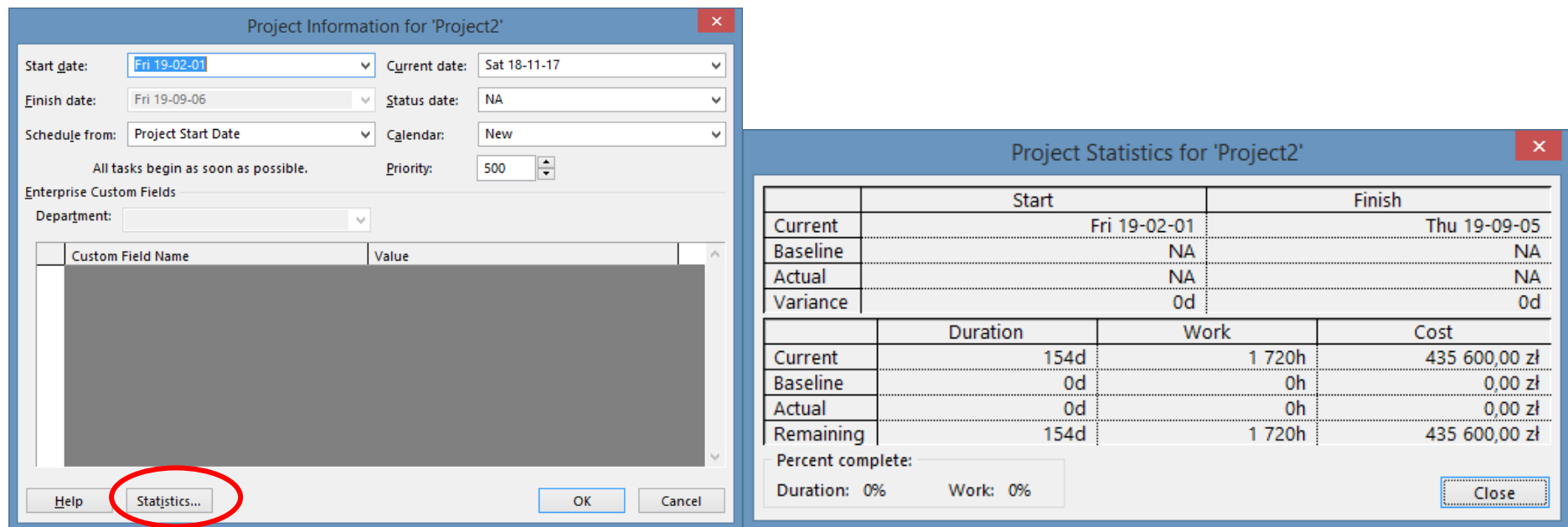
After entering any of the various rate-based resource costs, cost resources, and fixed costs, you're ready to check if the overall project cost is within budget, but it's not very clear where to find that cost total.

That's because cost totals for the project, tasks, resources, and assignments are available in different views, and for some cost totals you open the Cost table to see them.

Let's start with showing the total cost for the entire project. Click **Project Tab > Project Information**.



In the **Project Information** dialog box, click **Statistics**. In the **Project Statistics** dialog box, review the cost totals for the project in the **Cost** column.



## 2.2. View cost totals for tasks.

Click **View** > arrow next to **Gantt Chart**. Click **More Views**. In the **Views** list, pick **Task Sheet**

The screenshot shows the Microsoft Project interface. The **View** menu is open, and the **More Views...** option is selected. The **More Views** dialog box is displayed, showing a list of views with **Task Sheet** selected. The background shows a Gantt chart with a task named **Build house** expanded to show sub-tasks: **Stage 1**, **Build foundation**, **Build walls and ceilings**, and **first Milestone**.

Task Name	Duration	Start
Build house	154 days	Fri 19-02-06
Stage 1	94 days	Fri 19-02-06
Build foundation	5 wks	Fri 19-02-06
Build walls and ceilings	8 wks	Fri 19-03-06
first Milestone	0 days	Thu 19-05-06

Click **View** > **Tables, Cost** to apply the Cost table.

The screenshot shows the Microsoft Excel interface with the 'View' tab selected. A table is displayed with the following data:

Fixed Cost Accrual	Prorated	Total Cost
10	Prorated	\$54 650,0
10	Prorated	\$37 325,0
10	Prorated	\$7 700,0
10	Prorated	\$8 000,0
10	Prorated	\$7 500,0
10	Prorated	\$8 125,0
10	Prorated	\$6 000,0
10	Prorated	\$17 325,0
10	Prorated	\$2 700,0
10	Prorated	\$2 625,0
10	Prorated	\$4 500,0
10	Prorated	\$7 500,0

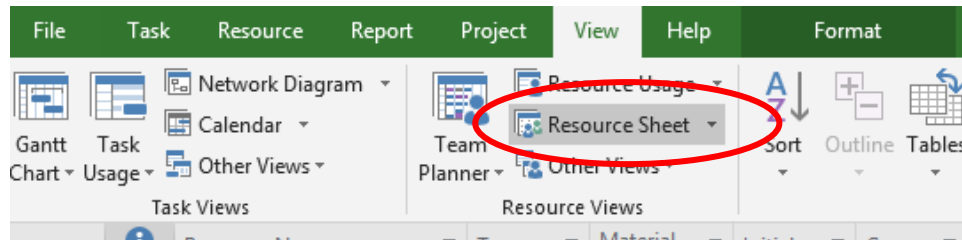
The context menu for the 'Total Cost' column is open, showing the following options:

- Cost
- Entry
- Hyperlink
- Schedule
- Tracking
- Variance
- Work
- Summary
- Usage
- Reset to Default
- Save Fields as a New Table
- More Tables...

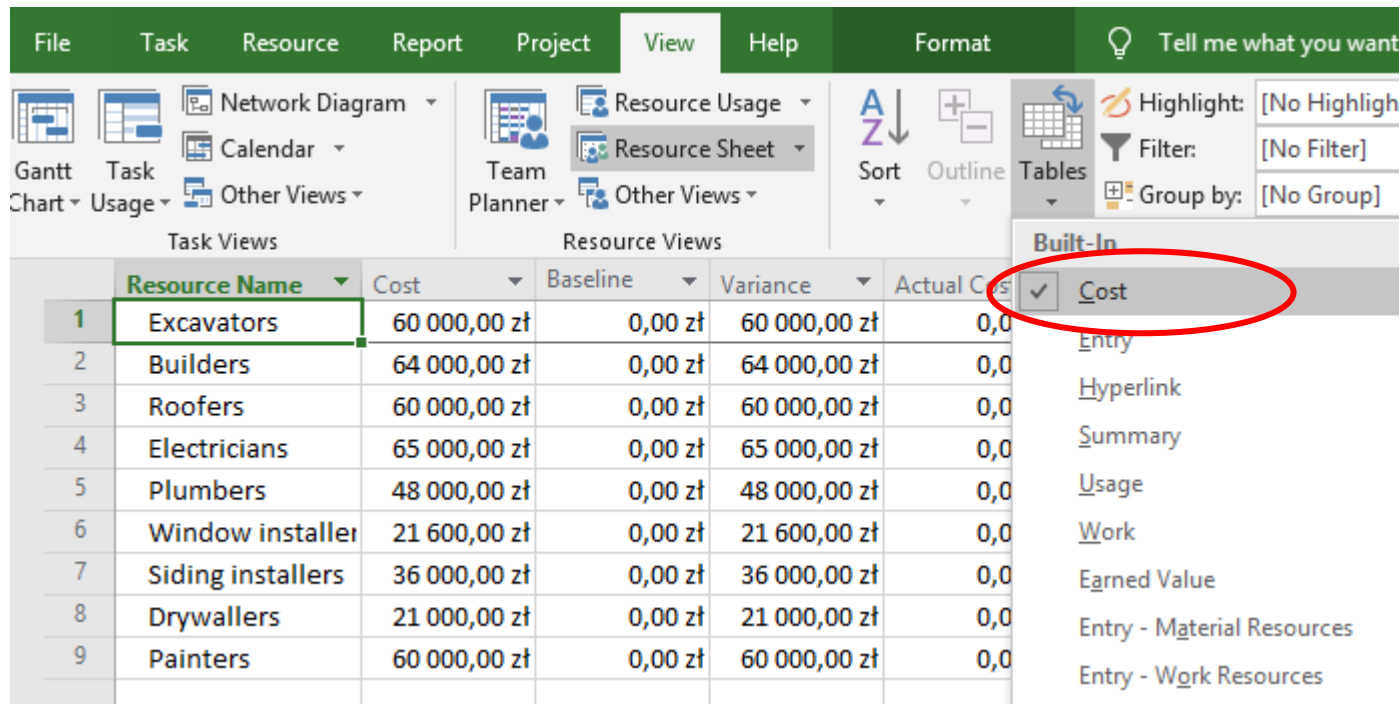
In the **Total Cost** field, review the cost total for tasks.

### 2.3. View total costs for resources

Click **View** > **Resource Sheet**.



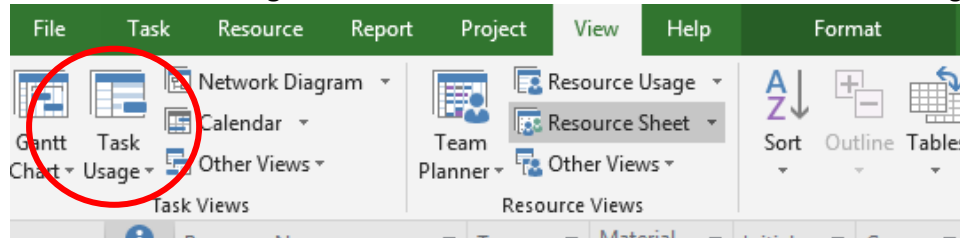
Click **View** > **Tables, Cost** to apply the Cost table.



Review the cost columns.

## 2.4. View total costs for assignments

Click **View > Task Usage**. This view shows tasks with the resources that are assigned to them.



Click **View > Tables, Cost** to apply the Cost table.

The screenshot shows the software's ribbon interface with the 'Tables' dropdown menu open. The 'Cost' table is selected. The background shows a task usage table with columns for Task Name, Fixed Cost, Fixed Cost Accrual, Total Cost, and Baseline.

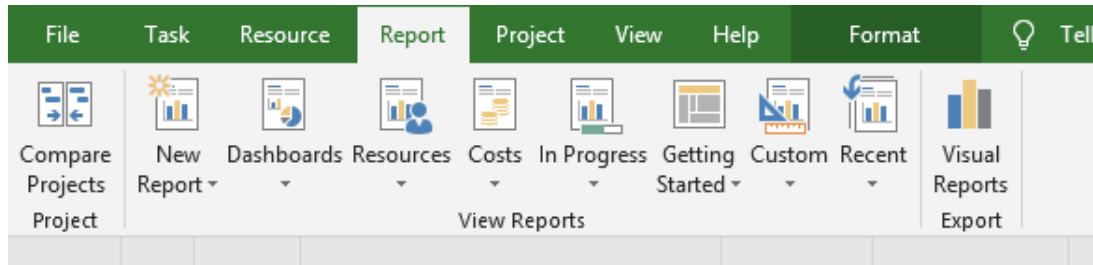
	Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Baseline
1	Build house	0,00 zł	Prorated	5 600,00 zł	0,00
2	Stage 1	0,00 zł	Prorated	7 000,00 zł	0,00
3	Build foundation	0,00 zł	Prorated	10 000,00 zł	0,00
	Excavators			10 000,00 zł	0,00
4	Build walls and	0,00 zł	Prorated	4 000,00 zł	0,00
	Builders			4 000,00 zł	0,00
5	Build roof	0,00 zł	Prorated	10 000,00 zł	0,00
	Roofers			10 000,00 zł	0,00
6	Do electrical wiring	0,00 zł	Prorated	5 000,00 zł	0,00
	Electricians			5 000,00 zł	0,00
7	Do plumbing	0,00 zł	Prorated	8 000,00 zł	0,00
	Plumbers			8 000,00 zł	0,00

**Review the costs columns.** The cost of each task reflects the resources assigned to it.

**Prepare a report in .doc, in which you will present an analysis of costs according to items 2.1-2.4 of this manual. Save report under the name: Surname\_4**

### 3. Create a project report

With Project, you can create and customize striking graphical reports of whatever project data you want, without having to rely on any other software. As you work on the project, the reports change to reflect the latest info — no manual updates required!



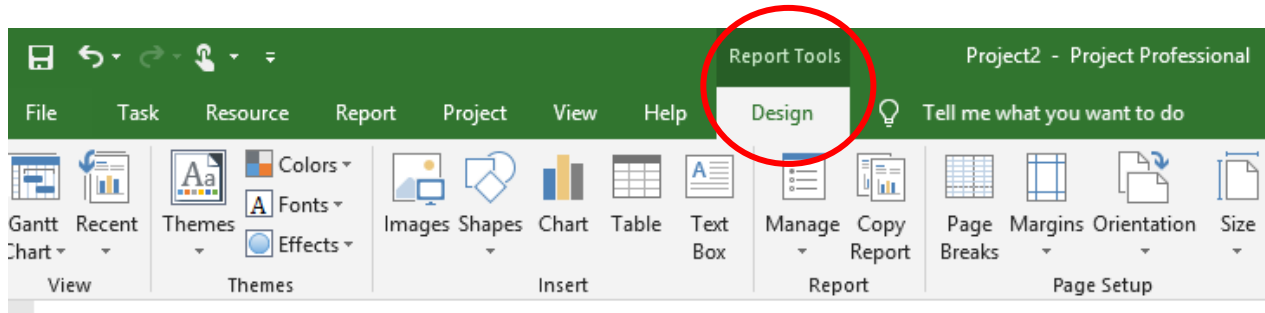
#### Prepare the following reports:

- **Resources/Resource Overview** (The work status of all people (work resources) who are working on your project – so you’ll know how much work is complete and what’s left to be done.)
- **Resources/Overallocated Resources** (The work status for all overallocated resources, showing their actual work and remaining work. You can then try to resolve these overallocations in the Team Planner View.)
- **Costs/Cash Flow** (The costs and cumulative costs per quarter for all top-level tasks. Use the Field List to show other costs or different time periods.)
- **In progress/ Critical Tasks** (All tightly scheduled tasks that are listed as critical on your project’s critical path, meaning that any delay in such tasks will cause the schedule to slip.)
- **New Report** (prepare a new custom report of your choice):
  - Blank** Creates a blank canvas. Use the Report Tools Design tab to add charts, tables, text, and images.
  - Chart** Project creates a chart comparing Actual Work, Remaining Work, and Work by default. Use the Field List pane to pick different fields to compare, and use the controls to change the color and format of the chart.
  - Table** Use the Field List pane to choose what fields to display in the table (Name, Start, Finish, and % Complete appear by default). The Outline level box lets you select how many levels in the project outline the table should show. You can change the look of the table on the Table Tools Design and Table Tools Layout tabs.
  - Comparison** Sets two charts side-by-side. The charts have the same data at first. Click one chart and pick the data you want in the Field List pane to begin differentiating them.

#### Change how a report looks

With Project, you control the visual side of your reports, from no-nonsense black and white to explosions of colors and effects. Click anywhere in the report and then click **Report Tools Design** to see the options for changing the look of the whole report. From this tab, you can change the font, color, or theme of the whole report. You can also add new images (including photos), shapes, charts, or tables here.

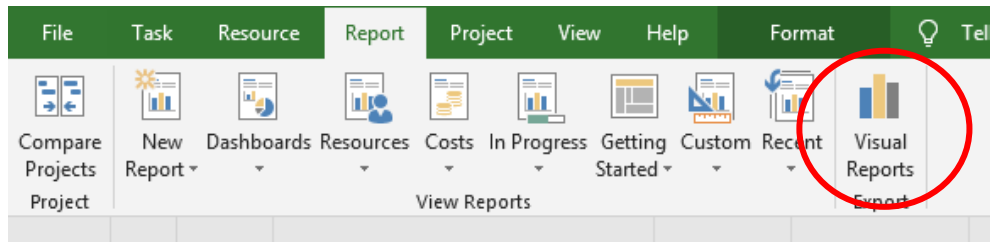


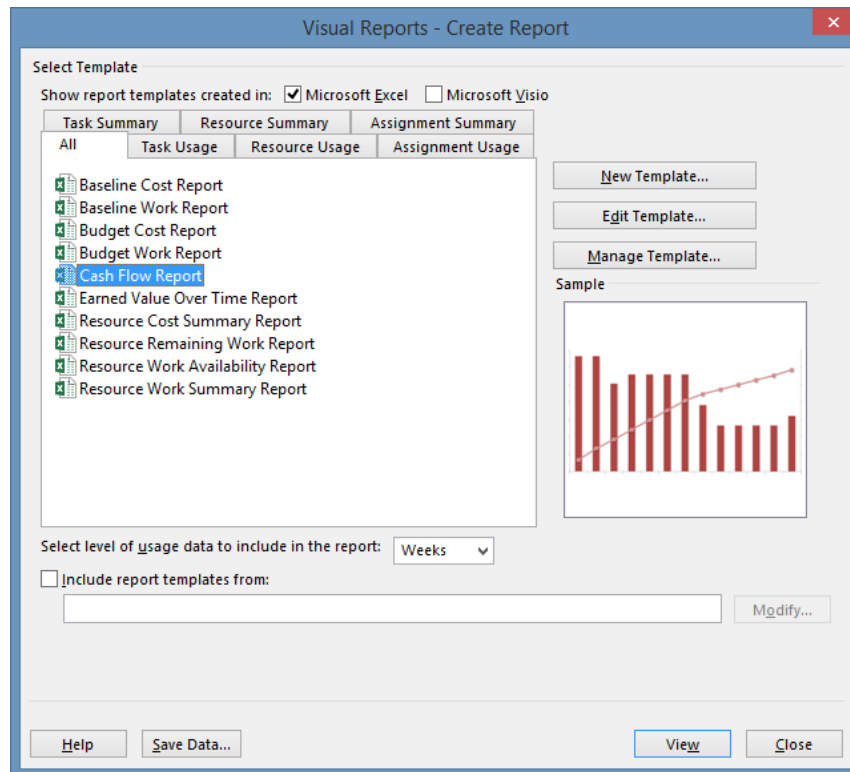


**Copy all four reports into Report (Surname\_4) in .doc.**

#### 4. Create visual reports instantly in Excel

In Project 2013, you can also view specific project data in a visual report in Excel or Visio, if you have those programs installed. To do this, click **Report > Visual Reports**, select an Excel or Visio report for your project data, and click **View**. Excel builds a local Online Analytical Processing (OLAP) cube file and shows your data in an Excel PivotChart or Visio PivotDiagram.





**Create visual reports instantly in Excel:**

- Budget Cost Report
- Cash Flow Report

**Save this to reports in Excel. Save it under the name: *Surname\_4\_Budget Cost Report* and *Surname\_4\_Cash Flow Report*.**

**After completing all the tasks email all files to [sprawozdania.epm@gmail.com](mailto:sprawozdania.epm@gmail.com):**

- **an \*.mpp file,**
- **a report in \*.doc,**
- **two Excel reports: *Surname\_4\_Budget Cost Report* and *Surname\_4\_Cash Flow Report***