

Release Notes v3.5



We are pleased to announce the launch of service pack 3, version 5. This release includes the latest bug fixes and cost management functionality to the beta version of the Programme functionality.

Budget Programme Costs

- A budget cost can be captured for a programme by selecting **Edit Programme Details** on the **Programme Homepage**. Type the **Planned Cost**, **Cost Tolerance** and the **Currency Code** (eg £/\$) and **Save**.

Actual Programme Costs

- Actual programme costs will read through automatically from the actual cost entered for both Management and Specialist Products.
- In addition, Programme specific costs can be added by selecting **Update Programme Cost** from the **Programme Homepage**.

Programme Dials

- See a graphic representation of programme expenditure using the dials on the **Programme Homepage**.
- The left hand dial represents the percentage of programme cost tolerance used. Ie if the actual programme expenditure is in excess of the planned programme expenditure but within the programme tolerance then the relevant percentage of the total programme cost tolerance will reflect on the graph.
- The right hand dial provides an instant representation of the Budget v Actual expenditure. A reading to the left hand side of the dial (green) indicates Actual Cost less than Budget Cost. To the right (red) indicates expenditure in excess of budget. The figures are reflected as percentages of the budget.

Budget Project Costs

- Budget costs can be allocated to products or stages.
- A budget cost can be allocated to a Management Products from SU4 onwards by clicking on the **PRINCE2** tab, then select the product and then **(Product Name) Controls**. Type in the planned cost for the product and the tolerance for that product. A tab will appear notifying that you have sent one message. This confirms that the data has been uploaded.
- The same process can be repeated for Specialist Products by clicking on the **(Product Name)** in the **PRINCE2** view, then **Planned Product Controls**, before **Edit Planned Controls** and typing in cost and tolerance.
- A budget cost can be allocated to a management stage by clicking on the Stage name, then **Stage Controls** and then **Edit Planned**. Type the planned cost and click **Next**.
- The data can be reviewed by clicking **Financial Summary** on the **Project Homepage** and then selecting **Pre-Project Financial Summary** to review budget and actual costs for **SU** and **IP**, or **Project Financial Summary** for all project budgets.
- The planned cost will read through to both the **Project Homepage** and **Programme Homepage**.

Actual Project Costs

- Actual project costs will read through automatically from the actual cost entered for both Management and Specialist Products.
- Cost traffic lights will turn red on the **Project Homepage** and **Programme Homepage** and the number of products where actual cost exceeds budget cost will reflect alongside the traffic light.
- These costs can be entered once the work has started on the product. Once work has started, select **Start Product**, **browse** for the document to upload, and **Save and Upload**. Once a document has been uploaded select **View Product** and then **Update Actuals**, type the **Actual Cost** and **Actual Percentage Complete** and click **Save**.
- This process can be repeated once a document has been uploaded.
- In addition, Project specific costs can be added by selecting **Update Project Cost** from the **Project Homepage** and typing in the cost in the **Independent Project Cost** field.
- Similarly, Stage specific costs can be added by selecting Stage Controls, Update Stage Costs and typing the cost in the Independent Stage Cost field and then **Save**. Select **Save and Close** to close the window.

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Project Dials

- The dials provide a graphic representation of project expenditure on the **Project Homepage**.
- The left hand dial represents the percentage of programme cost tolerance used. If the actual programme expenditure is in excess of the planned programme expenditure but within the programme tolerance then the relevant percentage of the total programme cost tolerance will reflect on the graph.
- The right hand dial provides an instant representation of the Budget v Actual expenditure. A reading to the left hand side of the dial (green) indicates Actual Cost less than Budget Cost. To the right (red) indicates expenditure in excess of budget. The figures are reflected as percentages of the budget.

Work Packages

- Budget costs for Work Packages can be uploaded by clicking on the Stage Name, then Stage Controls and Edit Planned.
- Actual costs are entered in the same way; **Stage Name**, then **Stage Controls**, but then **Update Stage Cost**.
- Summaries of Work Package costs can be found on the **Stage Controls** Screen (as above).
- Dials have been included on the Controlling a Stage screen. Select the Stage Name and then Stage Controls for summary data and a graphic representation of **% Cost Tolerance Used** and **Budget vs Actual Cost**.