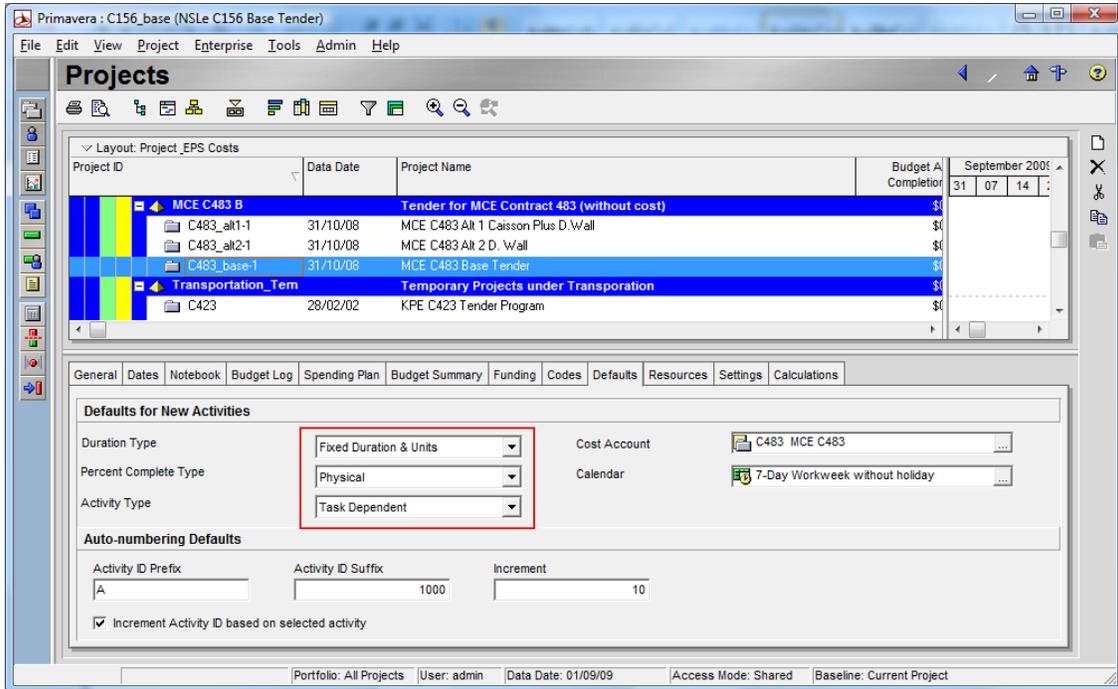
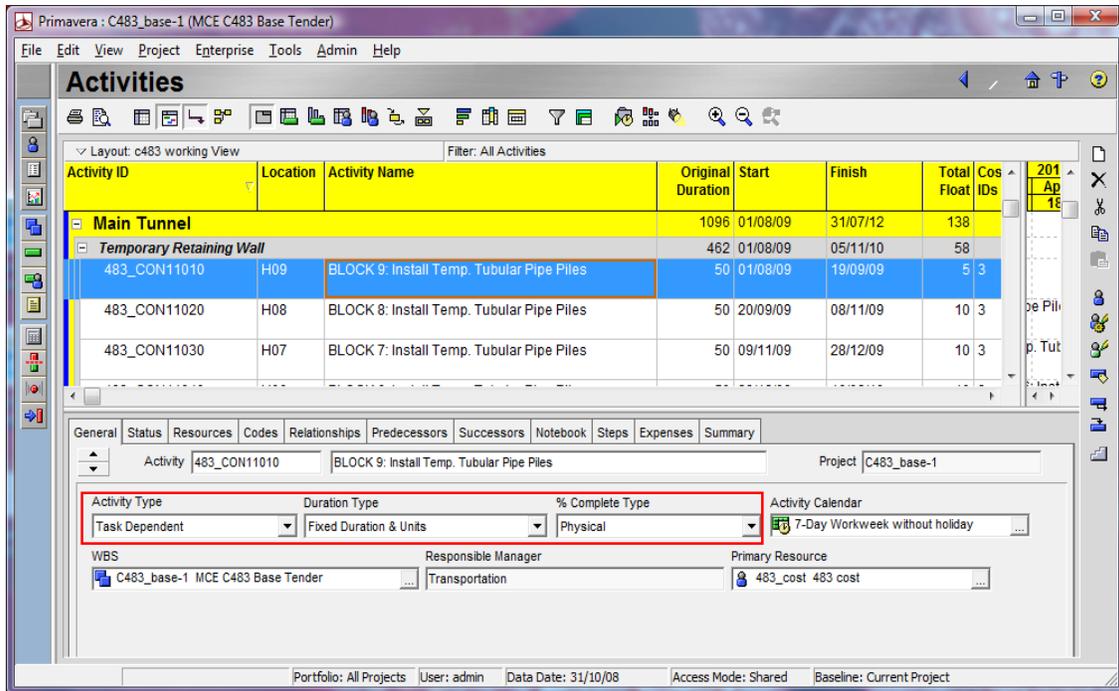


Before starting scheduling, set the environment first. Among other settings, “Duration” and “Percent complete” type are two important parameters. Others include WBS, activity code, activity type, activity ID naming, calendar, resource definition. Settings under “project detail” have global effect for the project. Settings under “activity detail” overwrite the “project detail”. Once settings are applied to an activity, “project detail” can not change them.

For duration type, default is “Fixed Duration & Units/Time”. “Fixed Duration & Units” means when OD changes, budgeted units (total manhour) will not change, but Budgeted Unit/Time (production rate) changes. So in most cases, this is the preferred setting. Default percent complete type is “Duration”, meaning auto-compute “remaining duration” when “% completion” is entered. But you can change it to “Physical”, meaning “% completion” and “remaining duration” is not linked.

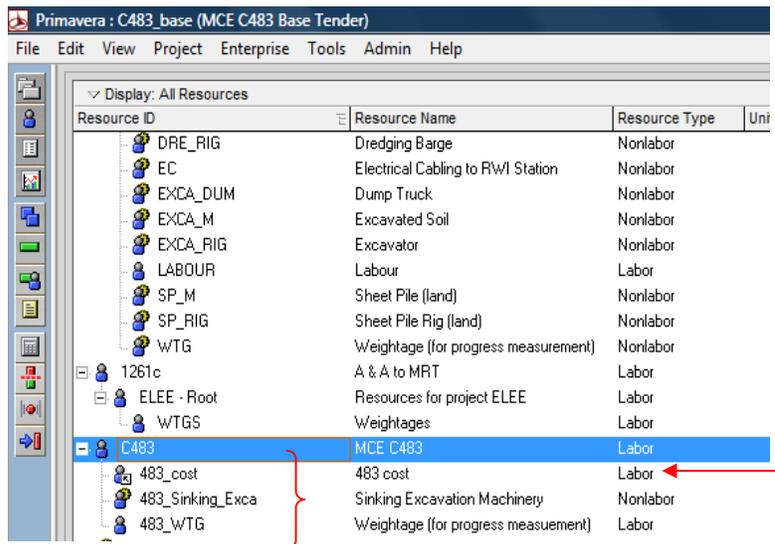


Project Detail



Activity Detail

1. Create a resource for cost load: Enterprise > Resource

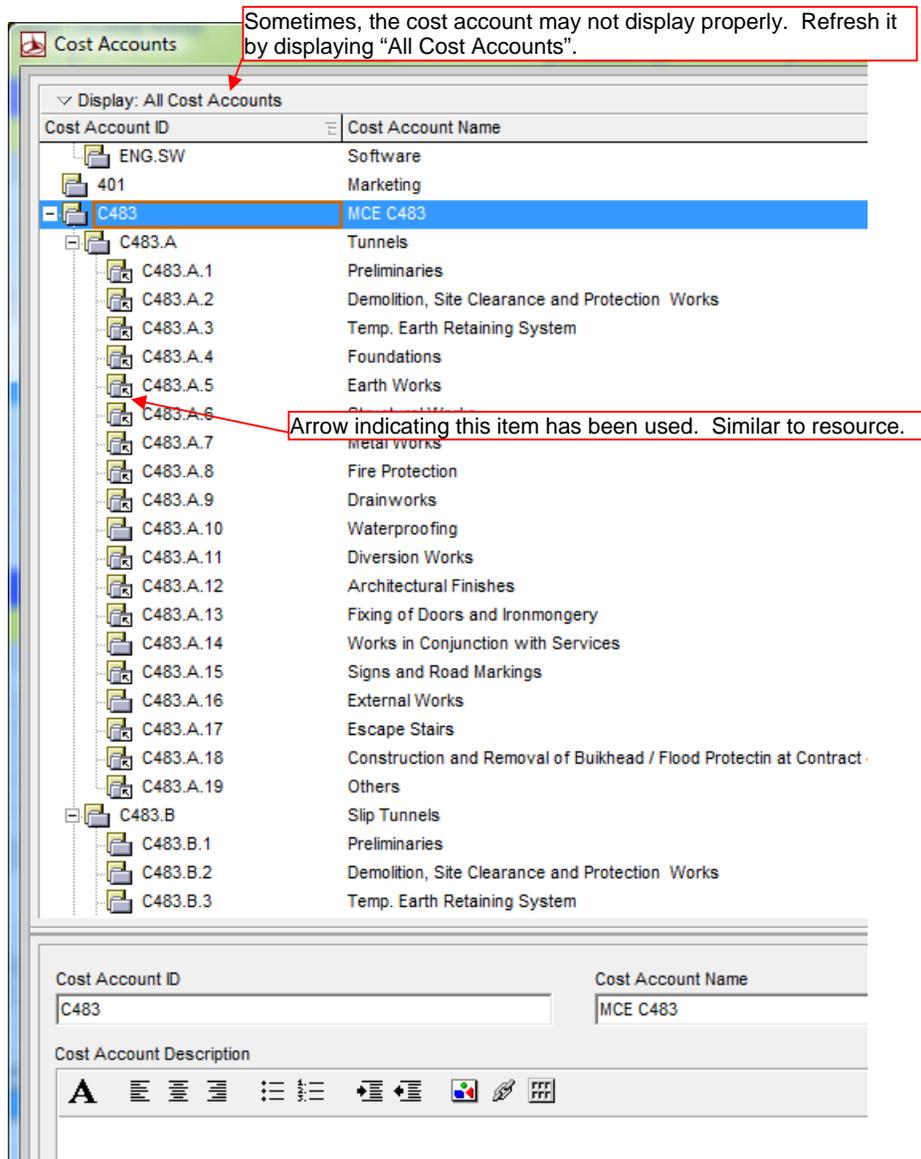


Resources are independent each other

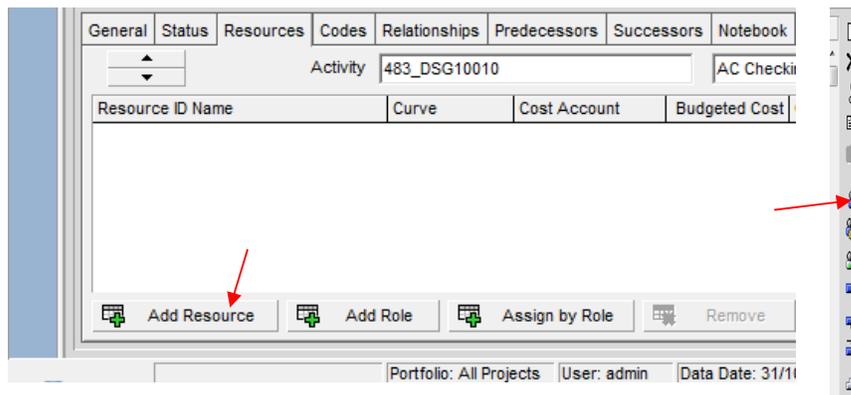
This resource “483 cost” will be assigned to all activities that need to have “budgeted cost”. Note that though resources have hierarchical structure, they are independent each other.

2. Create a cost account: Enterprise > Cost Accounts

The structure of the cost account shall follow the itemized summary of tender price structure (BQ). Purpose of using cost account is to transfer the cost from BQ price to the programme proportionally, therefore, to reconcile between the BQ and the rolled up price at the 3<sup>rd</sup> or at least, 2<sup>nd</sup> level of the programme.

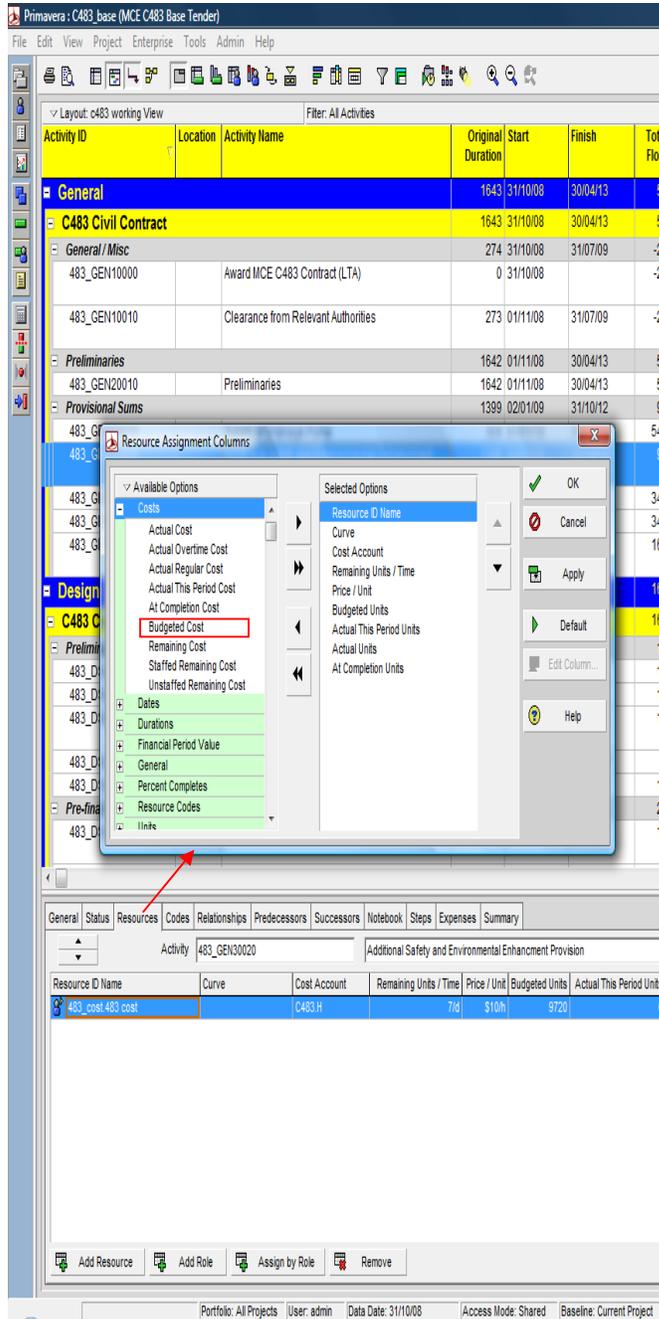


3. Assign the resource to activities. Assign the resource created at step 1 to activities. For single activity, click "Add Resource" button at the bottom window. For multiple activities, click "Assign Resources" button on the command bar on the right side menu.



4. Assign “Cost Account” and “Budgeted Cost” to the activity.  
Method 1: for single activity

First of all, to display “cost account” and “budgeted cost” under “Resource” tab by right clicking on the bottom window if these two columns do not appear.



Add resource, budgeted cost and cost account under activity level

Fill in “Cost Account” and “Budgeted Cost” for the selected single activity under “Cost Account” and “Budgeted Cost” fields.

Note: to delink “Cost Units Linked” under P6.0. Meaning the budgeted cost will not change even if the resource unit changes. By default, P6 associates cost with resource units and resource units

associated with original duration (that is, Budgeted units (mh) = resource's unit/time (mh/d) x original duration (d)); Budgeted cost \$ = budgeted units (mh) x resource's price/unit (\$/mh)). But in this case here, we just want the lump sum budgeted cost without considering unit.

Resource ID Name	Curve	Cost Account	Budgeted Cost	Cost Units Linked	Remaining Units / Time	Price / Unit	Budgeted Units
483_cost 483 cost		C483.A.3	\$11,768,801	<input type="checkbox"/>	8/d	\$10/h	400

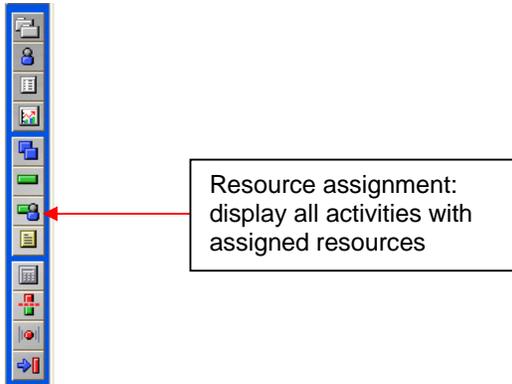
Delink cost with units under activity level (otherwise, budgeted cost=\$4000)

Resource ID	Resource Name	Resource Type	Unit of Measur	Primary Rol	Default Units / Time	Price / Unit
C156_Cost	COST	Labor			8/d	\$0/h

Delink cost with units under resource level (will apply to all activities assigned with this resource)

5. Assign “Cost Account” and “Budgeted Cost” to the activity  
 Method 2: for multiple activities assignment.

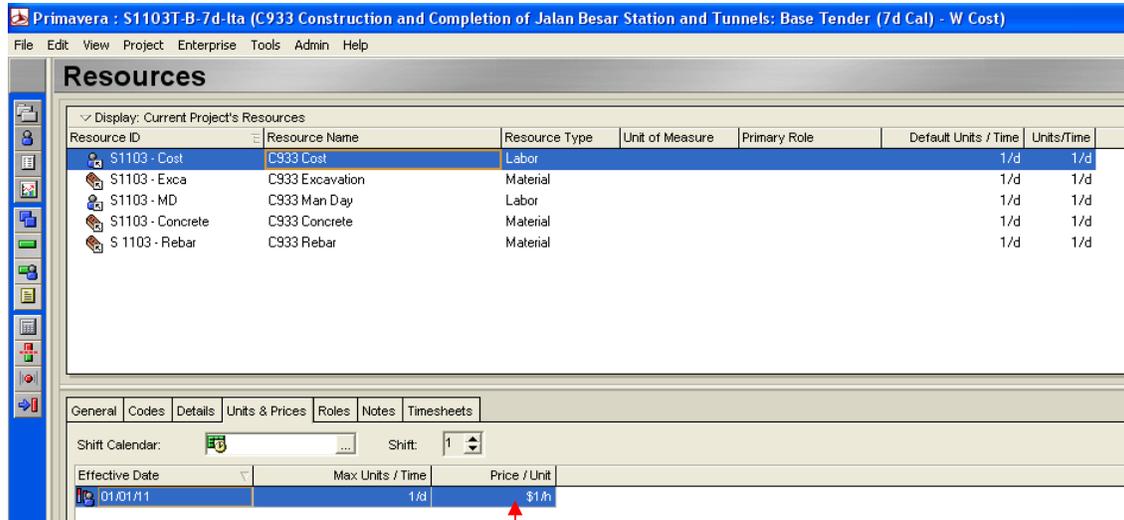
Project > Resource Assignments or click one of the left side menu icon.



After resources being assigned to the activities, switch to “Resource Assignments” window. All activities that have resources display here. You can use filter, group and sort functions by clicking “Layout” button, same as under activities’ window. You can also use “fill down” function to apply cost account and budgeted cost to multiple selected activities (this seems easy comparing with global change under P3).

**NOTE:**

Set Price/unit >=1 for the resource for cost loading. Otherwise, cost distribution is stuck at the 1st month of the activity and will not be distributed as intended. But resource unit distribution has no such problem. One of the P6 bugs.



Set Price/unit >=1 (global)

Ctrl+E to copy down to other activities

Set Price/unit >=1  
(individual activity)

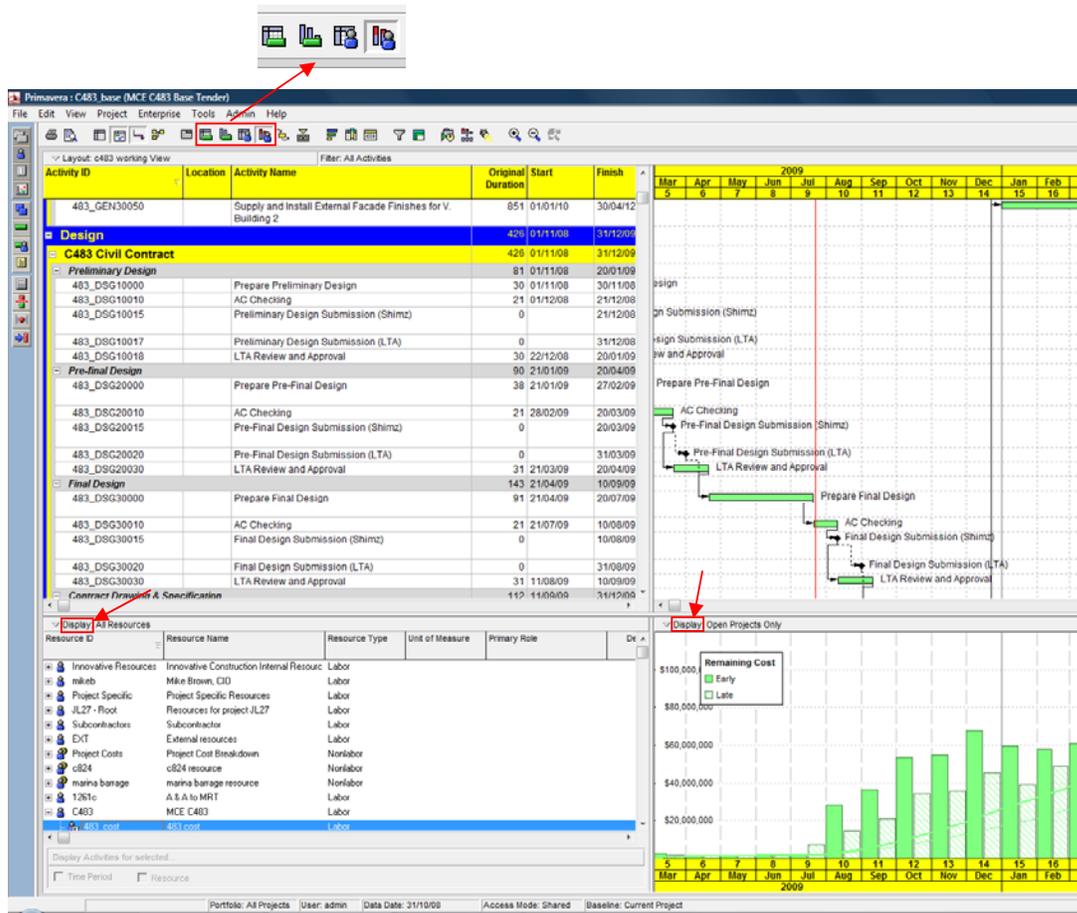
Click and Ctrl+C to copy  
cost distribution for that  
level

Activity ID	Activity Name	Resource Name	Cost Account	Budgeted Cost	Budgeted Units	Remaining Units / Time	Curve	Price / Unit	Calculate costs from units	Display
GENERAL				\$54,767,529	7976					Remaining Cost: 2011 Nov
Contract 933				\$54,767,529	7976					Early: \$962,290 Late: \$114,479
General Conditions and Preliminaries				\$52,242,529	1859					Early: \$843,075 Late: \$56,205
Preliminaries / Time Based Items				\$52,242,529	1859					Early: \$843,075 Late: \$56,205
933_GEN10020	General Conditions and Preliminaries	C933 Cost	C933.A	\$52,242,529	1859	1/d		\$1/h		Early: \$843,075 Late: \$56,205
Provisional Sums				\$2,525,000	6117					Early: \$109,216 Late: \$58,274
Preliminaries / Time Based Items				\$2,525,000	6117					Early: \$109,216 Late: \$58,274
933_GEN10070	PS for Supply of Pumps and Water Handl...	C933 Cost	C933.H.1	\$275,000	91	1/d		\$0/h		Early: \$538 Late: \$9,069
933_GEN10080	PS for Additional Safety and Environmen...	C933 Cost	C933.H.2	\$500,000	1859	1/d		\$0/h		Early: \$96,774 Late: \$56,872
933_GEN10090	PS for Strengthening and Protective Wks L...	C933 Cost	C933.H.3	\$400,000	124	1/d		\$0/h		Early: \$96,774 Late: \$56,872

6. Check the subtotal sum under summary band. It shall match the sum under schedule of works of BQ. Another way of checking is to filter out by cost account and check it against BQ of the same cost account. Final sum shall be equal to the project tender sum.
7. Copy the period distribution amount and paste it to the Excel for working out tabulation of cost by calendar monthly and project S curve. Click "Display" button to set timescale (eg. monthly) and "spreadsheet fields" to get "remaining early cost", "remaining late cost".
8. Work out tabulation of cost by calendar month and S curve based on the raw data from the P6 (Step 7), taking into account the mobilization advance and recovery, interim payment approval period, payment retention and release.

Note:

View usage spreadsheet (amount distribution or spending plan) and profile (cumulative curve) for activities and resources respectively by clicking one of these buttons:



Click "Display" button at the bottom window to have more settings. Double click the histogram or curve line to get the current and cumulative amount.

**NOTES:**

- 1) Budgeted Cost=Total Cost=Labor Cost + Nonlabor Cost + Material Cost + Expenses (one time cost)
- 2) For filtering, there are "equal", "under" and "contain". "equal" means exactly matching the field. "under" means including the field and its children. "contain" is like wild search, as "\*"field\*".