Project Charter - Budget

Purpose

A budget is created by the PM during the Project Charter process, as a fiscal representation of the effort involved to complete the basic project scope. The budget developed at this stage is not intended to be as detailed or precise as the final budget submitted with the Minor Project Proposal. Its purpose is to provide FP&C leadership, and the client, with an approximate figure on which to make further decisions. For FP&C leadership, they will review the budget to ensure the values appear to be in line with their experience. For the client, the approximate budget allows them to determine if they have access to a reasonable amount of funding to move the project forward. For example, a client may not have an exact budget number, but they should know if they can reasonably fund a project with a Project Charter cost of $50,000 vs $500,000.

Initiator

The Project Charter - Budget is developed by the Project Manager (PM), and is required to be approved by an FP&C Assistant Director before it can be included in the Project Charter process. Before developing the Project Charter – Budget, the PM should meet with the client and all relevant partner departments to develop the basic Project Scope. The PM develops the budget based on this scope.

Key Terms

Project Charter	A set of information containing estimates for Project Budget and Project Schedule, as well as Delivery Method, developed by the PM after meeting with project requestor, walking the site, and reaching an agreement on the Project Scope.
Project Charter Process	The eBuilder process the PM initiates after inputting estimated information into the Cost and Schedule modules and selecting a Delivery Method. The process requires the AD and/or Director to review and approve.
Project Budget	Initial budget the PM creates based on initial project scope.
Budget Templates	Pre-created templates, typically selected by the Construction Project Assistant when creating an e-Builder project shell. The PM may need to use these features on larger projects with multiple phases.

Key Steps

Start: Review Basic Project Scope

Step1: Access e-Builder Cost Module

Step2: Apply Budget Template

Step3: Customize budget lines

Step4: Input approximate values for budget lines

Step5: Request approval of project budget

Step6: Receive an approved budget, or revise and request approval

Finish: Budget ready for inclusion in Project Charter Process

Review Basic Project Scope

Before creating a budget, the PM should always review the basic Project Scope they created after meeting with the client and any partner departments involved with this project.

Access e-Builder Cost Module

To create a budget for a project, the PM logs into e-Builder, selects the project they wish to create a budget for, and selects the Cost module from the Project Menu.

Apply Budget Template

Budget Templates contain pre-selected budget lines based on the use case, for which they are created. Currently, four Budget Templates exist, however, the two templates listed below are actively used. Additional templates can be created in the future.

Template Name	Description	Number of Lines
Full Budget	Phase 1: Multi-Cat: Multi-Spec-Item	83
Tech Fee	Budget template designed for Tech Fee projects, which have a limited scope of work	20

To start building a project budget, the PM must select the Budget Template that most closely fits their particular project scope, and add or remove line items as needed.

Customize budget lines

When the Budget Template has been applied, Budget Line Items are populated in the Cost Module – Budget Details screen. The PM is able to delete or add lines, or edit line information.

To add a budget line, select the Add button on the Budget Details screen. **Note: Budget lines can always be added, but can only be deleted prior to budget approval.**

To remove a budget line, select number of the Budget Line listed in the Line Item column, then select the Delete button from the Line Item Details screen. To delete a budget line, there must be no value allocated to the line.

Once the PM is satisfied that their budget lines match their needs for the basic Project Scope, the PM will begin adding values to each line.

Input approximate values for budget lines

For each budget line, input the estimated value of the work associated with the line. The PM can use previous experiences with similar work, RS Means tables, data captured from other projects, or input from professionals with whom they have working relationships to inform their estimates.

Request approval for project budget

When the PM is satisfied with their budget, they must submit the budget for approval. Depending on the value of the budget, it must be approved by the FP&C Manager, Facilities Planning (MGR). The PM will select the Request Approval button to send the created budget to the MGR for review and approval.

Receive an approved budget, or revise and request approval

The MGR will either mark the budget approved, or the MGR will request that the PM make the updates and request approval for the revised budget. In the latter case, if the PM feels the revisions requested are reasonable, they will make the updates and request approval for the revised budget. If the PM feels that they request is not reasonable, they should schedule a meeting with the MGR to discuss, and based on the outcome of the discussion, take the appropriate action with the project budget.

Budget ready for inclusion in Project Charter Process

Once the project budget is approved, the PM can consider the budget requirement for the Project Charter satisfied. When the PM initiates the 02 – Project Charter Process, they will be able to create and upload the budget document based on this approved budget information.

How to Create the Project Budget

The following how to guide has been developed for the PM to reference as they create a project budget in e-Builder.

How to guide – The Project Budget

Before creating the Project Budget, the PM should complete the below activities:

1. Review Notes and Documents included the Project Details
2. Meet with the client and any relevant partner departments to develop a basic project scope
3. Review similar projects in e-Builder if desired
4. Gain input from the project A/E if applicable

Budget Line Items

A Full Budget is comprised of the below Line Item Specifications:

Table 1 - Line Item Specifications

Line Item	Description
01.01.01	Summary Cost
01.01.02	Concept Design
01.01.03	A/E Fees
01.01.04	Civil
01.01.05	Geotech
01.01.06	Interior
01.01.07	LEED Admin
01.01.08	Landscape Design
01.01.09	Surveys & Tests
01.01.10	Energy Model
01.01.11	Revit Model
01.01.12	CA for Commissioning
01.01.13	Fire Engrg
01.01.14	Food Serv.
01.01.15	Env. Permit
01.01.16	Env. Engrg.
01.01.18	Other Third Parties CA
01.01.22	Planning Contingency
01.01.23	CM Preconstruction Services
01.02.24	Misc. Contingency
01.02.25	Division 1 - General Requirements
01.03.26	Division 2 - Existing Conditions
01.03.27	Division 3 - Concrete
01.03.28	Division 4 - Masonry
01.03.29	Division 5 - Metals
01.03.31	Division 6 - Wood, Plastics & Composites
01.03.33	Division 7 - Thermal & Moisture Protection
01.03.34	Division 8 - Openings
01.03.35	Division 9 - Finishes
01.03.36	Division 10 - Specialties
01.03.37	Division 11 - Equipment
01.03.38	Division 12 - Furnishings
01.03.39	Division 13 - Special Construction
01.03.40	Division 14 - Conveying Equipment
01.03.41	Division 21 - Fire Suppression
01.03.42	Division 22 - Plumbing
01.03.43	Division 23 - HVAC

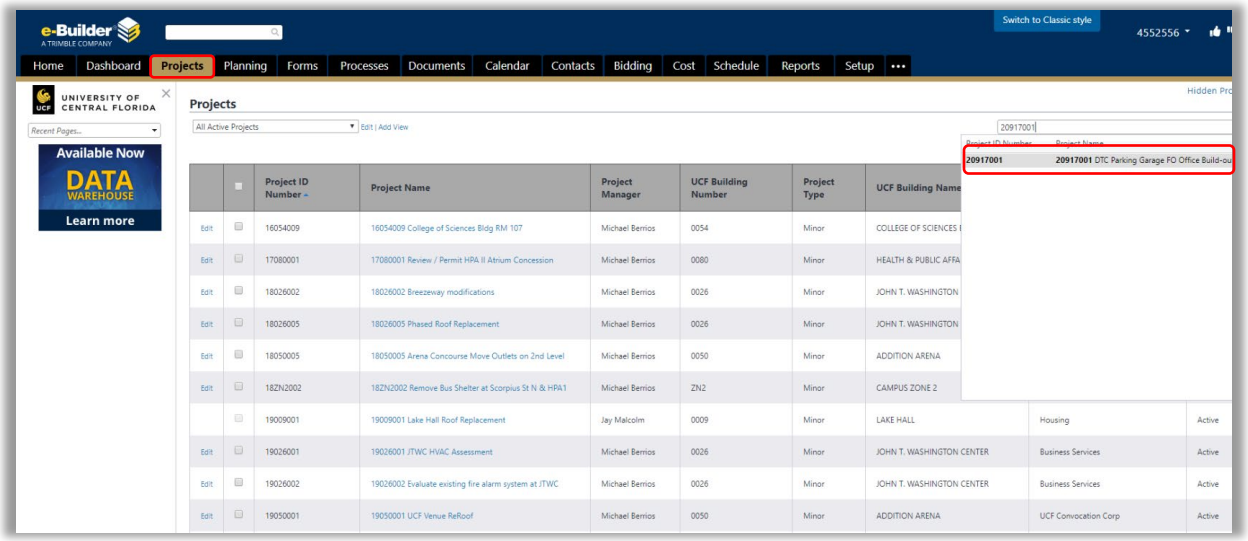
01.03.44	Division 26 - Electrical
01.03.45	Division 27 - Communications
01.03.46	Division 28 - Electronic Safety & Security
01.03.47	Division 31 - Earthwork
01.03.48	Division 32 - Exterior Improvement
01.03.49	Division 33 - Utilities
01.03.50	Allowances & Alternates
01.03.51	General Liability
01.03.52	General Conditions
01.03.53	Contractor's Fee
01.03.54	Payment & Performance Bond
01.03.55	Construction Contingency
01.03.56	Other Construction Cost
01.03.57	Utilities / Infrastructure
01.03.58	UES
01.04.59	UES Connection Fee
01.04.60	UES CX
01.04.61	Commissioning
01.04.62	Building Envelope Consultant
01.04.63	Telecommunication - cabling, faceplates, terminations
01.04.64	OIR
01.04.65	FO Allowance
01.04.66	UCF Contingency
01.04.67	Insurance Consultant
01.04.68	Material Testing
01.04.69	Threshold Inspection
01.04.70	UCF Construction Contingency
01.04.71	Building Permit
01.05.72	State Fire Marshall
01.05.73	Permitting Contingency
01.05.74	Furniture, Fixtures, & Equipment
01.06.75	Telecommunication - Switches, WAPs
01.06.76	Access Control
01.06.77	Security Cameras
01.06.78	OIR
01.06.79	Building Accessories
01.06.80	Moving
01.06.81	FF&E Contingency
01.06.82	FP&C PM Services
01.07.83	FP&C Project Contingency
01.07.85	Early Site Package

Depending on the scope of the project, the PM may need only a subset of the above.

Navigating to the project

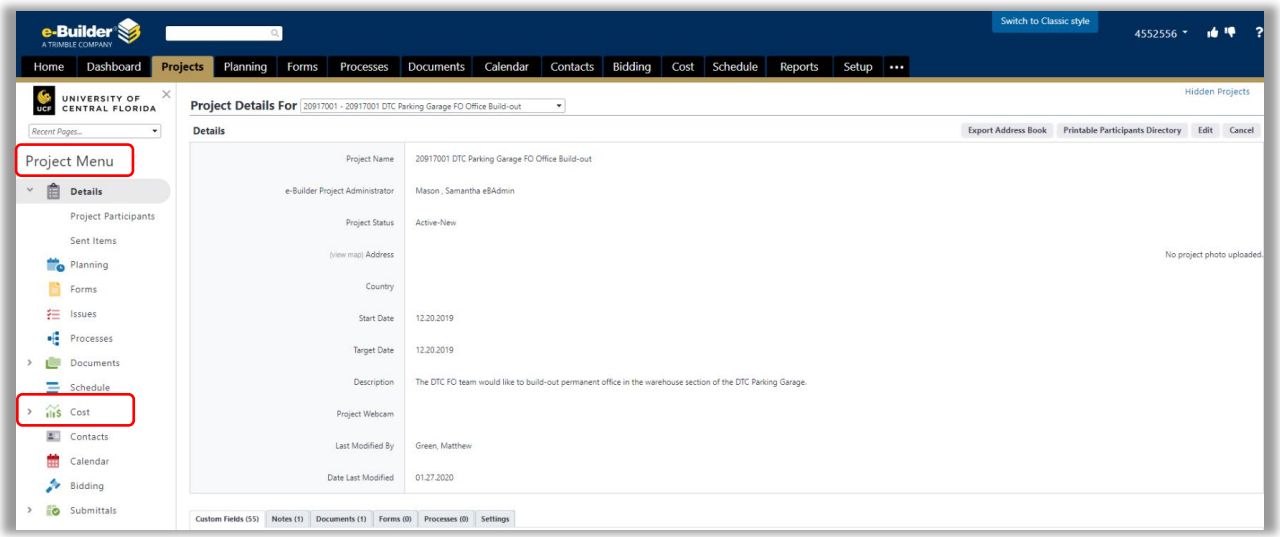
To access the project you wish to create a budget for, log into e-Builder and navigate to the Projects screen.

From the Projects screen



- Search for and select the project for which you will create a budget

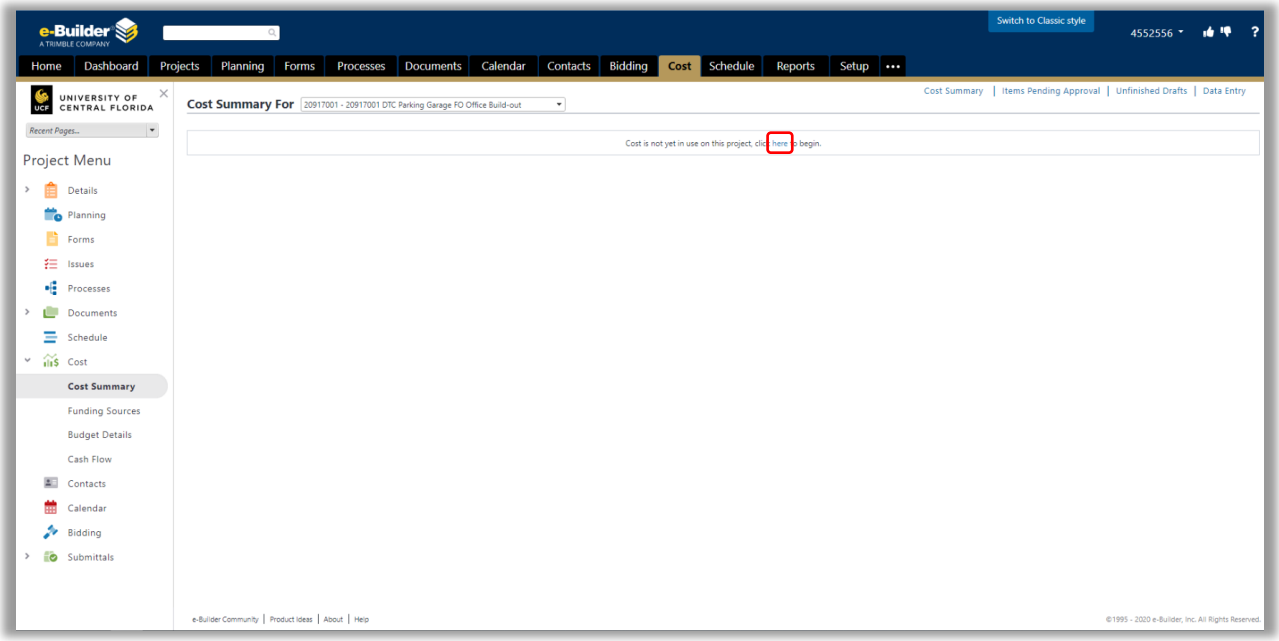
From the Projects screen - Project Menu



- Select the **Cost** link

Creating a New Budget

From the Cost screen – Cost Summary

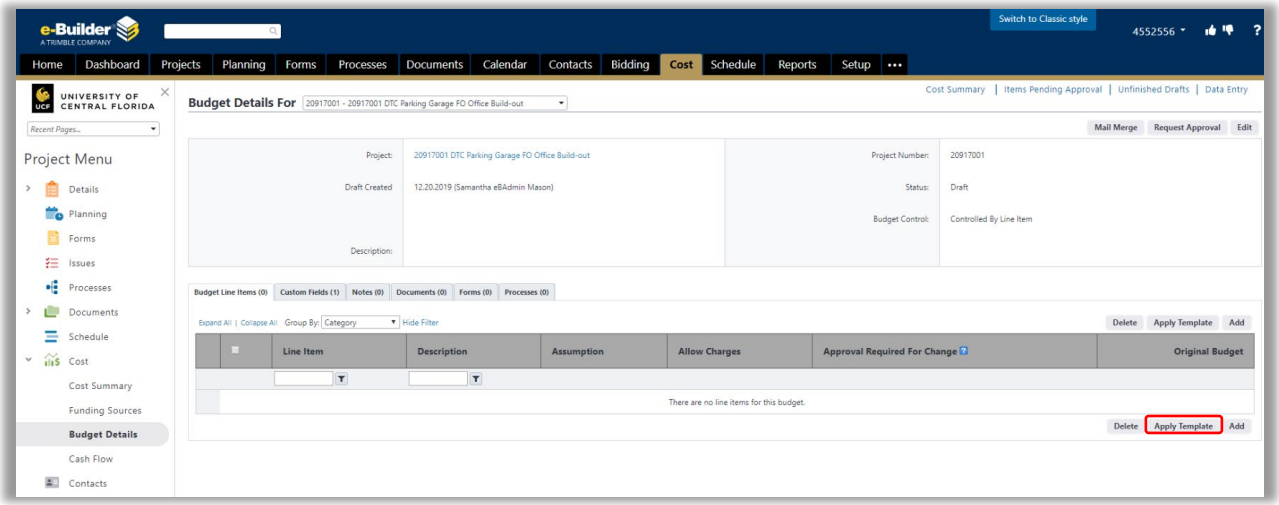


- Select the here link

Using Budget Templates

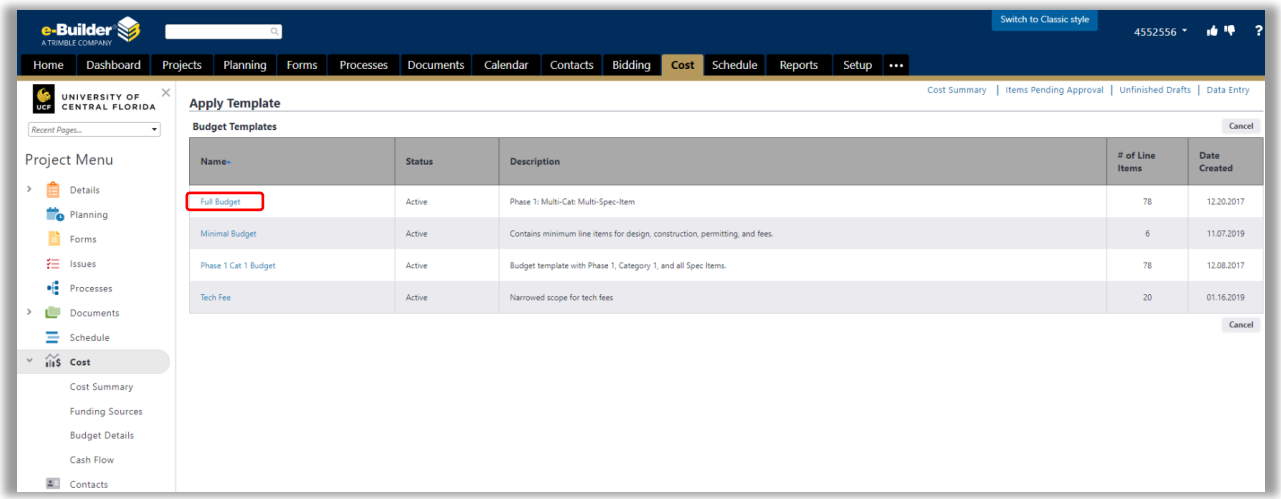
Budget templates are intended to save the PM time when creating a budget by pre-populating Budget Line Items, as well as, much of the detail information required for each Line Item. It is considered best practice for the PM to apply the Full Budget template when creating a budget, then delete non-applicable Line Items.

From the Cost screen – Budget Details



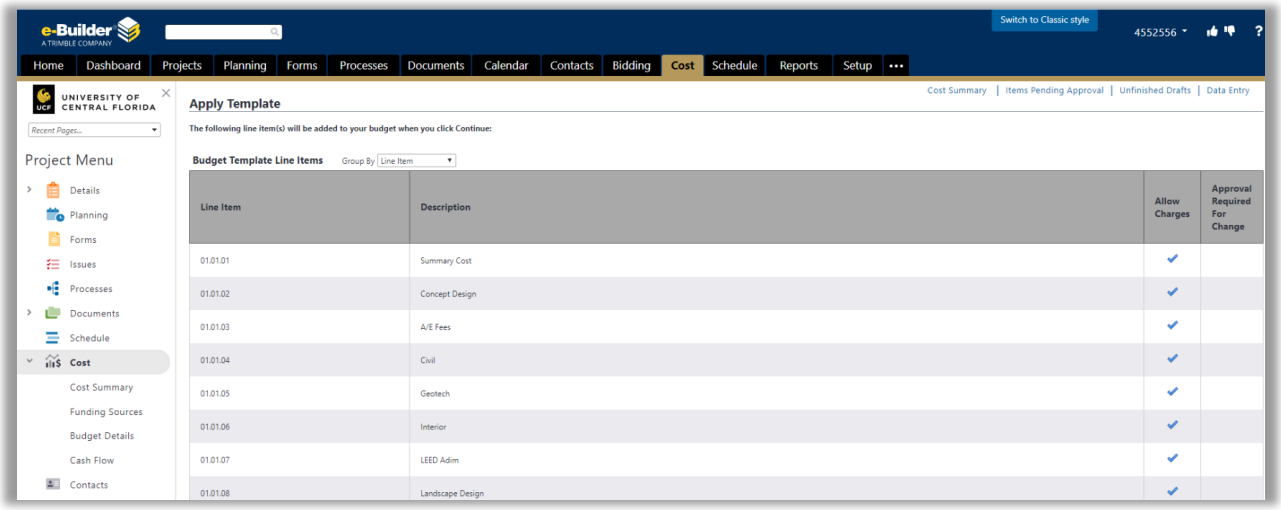
- Select the **Apply Template** button

From the Apply Template pop-up window



- Select the Budget Template link applicable to your project
  - The Full Budget Template is used for this guide

From the Apply Template screen



- Review the budget template preview to ensure you have selected the correct budget template

From the Apply Template screen

01.04.66	UCF Contingency	✔
01.04.67	Insurance Consultant	✔
01.04.68	Material Testing	✔
01.04.69	Threshold Inspection	✔
01.05.71	Building Permit	✔
01.05.72	State Fire Marshall	✔
01.05.73	Permitting Contintgency	✔
01.06.74	Furniture, Fixtures, & Equipment	✔
01.06.75	Telecommunication - Switches, WAPs	✔
01.06.76	Access Control	✔
01.06.77	Security Cameras	✔
01.06.78	OIR	✔
01.06.79	Building Accessories	✔
01.06.80	Moving	✔
01.06.81	FF&E Contingency	✔
01.07.82	FP&C PM Services	✔
01.07.83	FP&C Project Contingency	✔

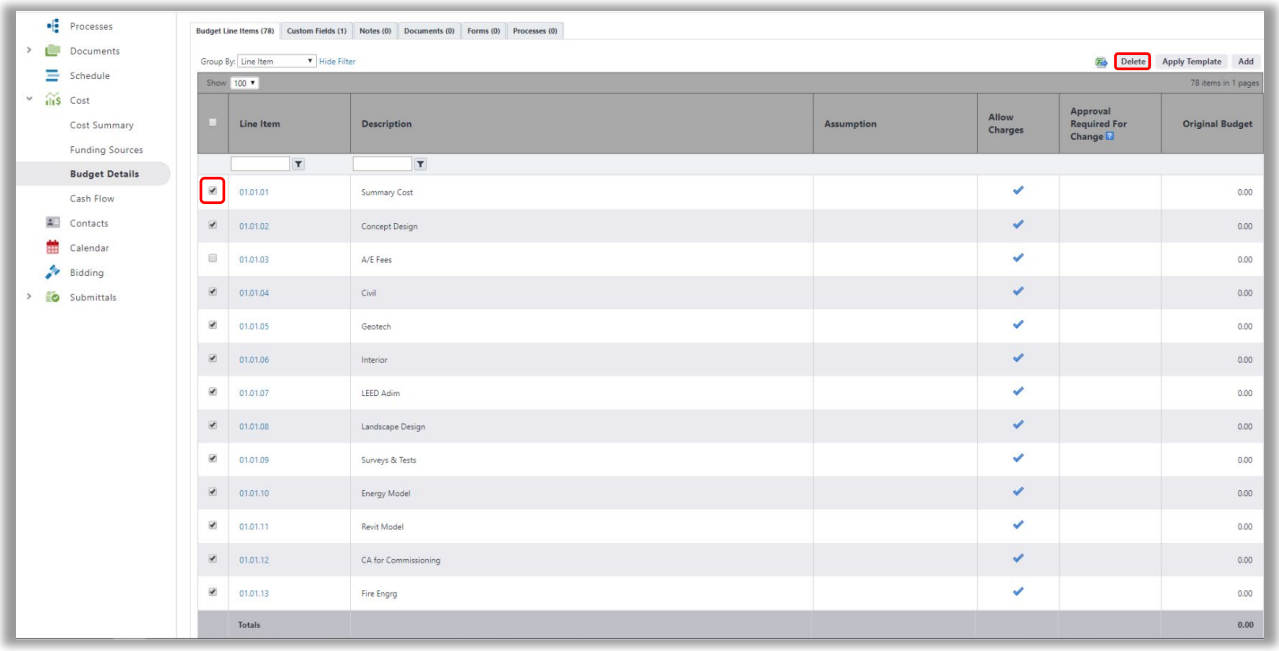
Continue Cancel

- Select the **Continue** button

Projects rarely will use all line items included in a Full Budget template. After the PM has applied the template, the next step is to modify the template by deleting (or adding) Line Items.

Deleting items from the budget

From the Cost screen – Budget Details



Processes
Documents
Schedule
Cost
Cost Summary
Funding Sources
Budget Details
Cash Flow
Contacts
Calendar
Bidding
Submittals

Budget Line Items (78) | Custom Fields (1) | Notes (0) | Documents (0) | Forms (0) | Processes (0)

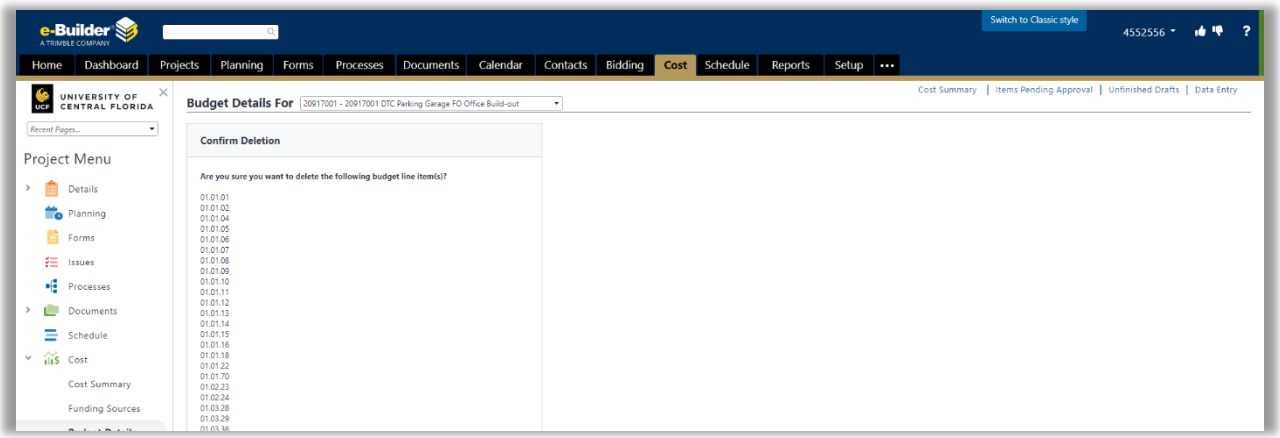
Group By: Line Item Hide Filter — Delete | Apply Template | Add

Show 100 — 78 items in 1 pages

Line Item	Description	Assumption	Allow Charges	Approval Required For Change	Original Budget
01.01.01	Summary Cost		✔		0.00
01.01.02	Concept Design		✔		0.00
01.01.03	A/E Fees		✔		0.00
01.01.04	Civil		✔		0.00
01.01.05	Geotech		✔		0.00
01.01.06	Interior		✔		0.00
01.01.07	LEED Adim		✔		0.00
01.01.08	Landscape Design		✔		0.00
01.01.09	Surveys & Tests		✔		0.00
01.01.10	Energy Model		✔		0.00
01.01.11	Revit Model		✔		0.00
01.01.12	CA for Commissioning		✔		0.00
01.01.13	Fire Engrg		✔		0.00
Totals					0.00

- Select the checkbox next to each Line Item you wish to remove from the budget
- Select the **Delete** button

A screen will appear with all items the PM has selected for deletion.

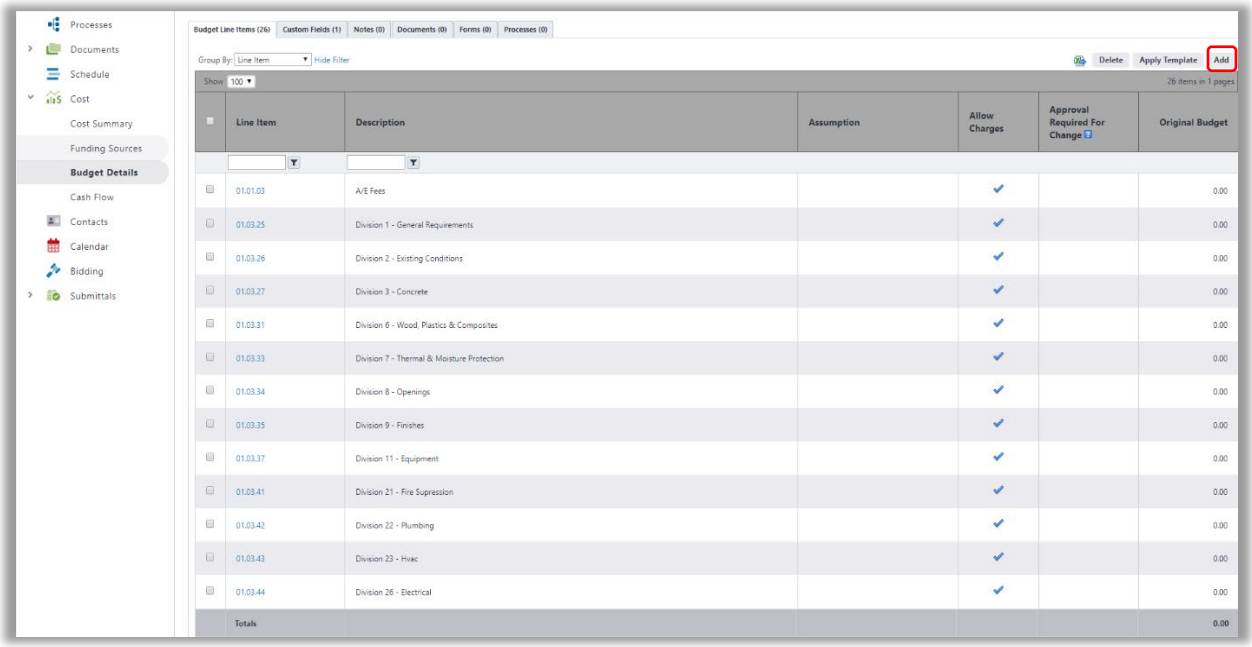


From the Confirm Deletion screen

- Select the **Yes, Delete the Line Item(s)** button to remove the items from the budget
- Select the **No, Cancel** button to discard deletions

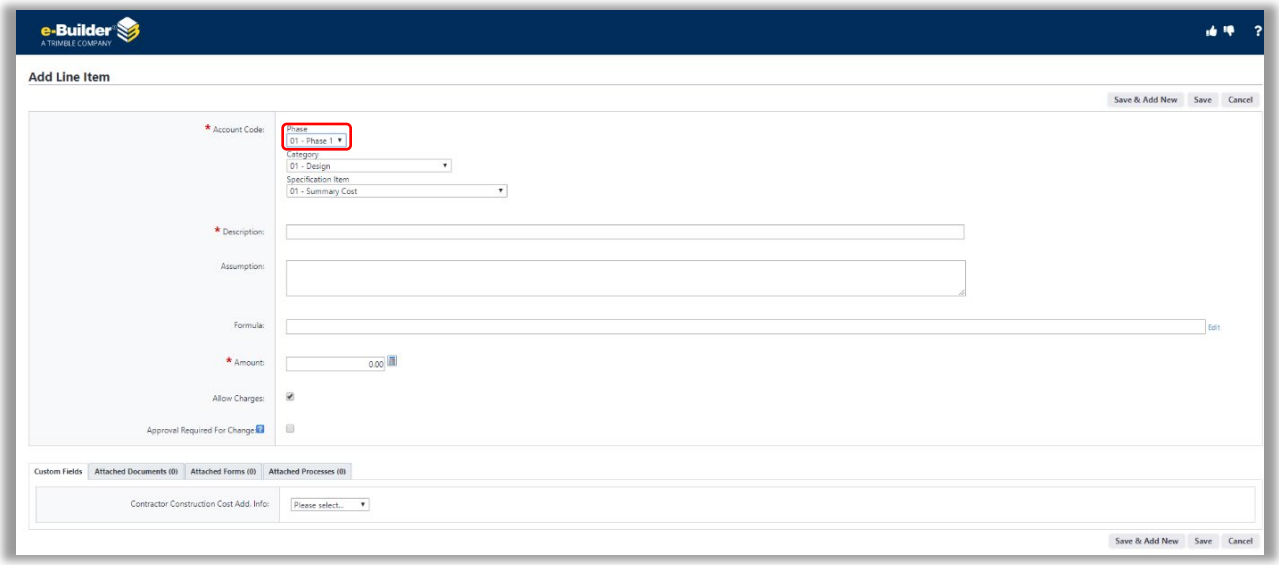
Adding Line Items to a Budget

From the Cost screen – Budget Details



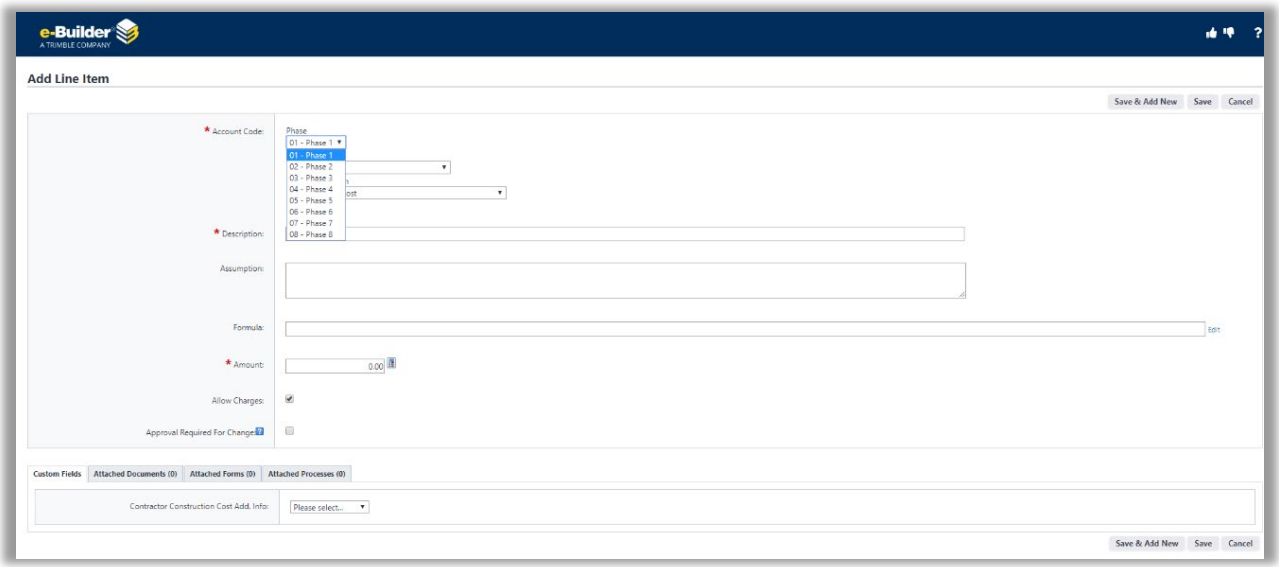
- Review the remaining Line Items to ensure they will be used in the project budget
- Select the **Add** button to add a Line Item to the budget
    - Account Code Phase
    - Account Code Category
    - Account Code Specification Item
    - Description
    - Assumption
    - Formula
    - Assign a dollar amount
    - Allow Changes
    - Approval Required For Change
    - Contractor Construction Cost Additional Information

From the Add Line Item pop-up window

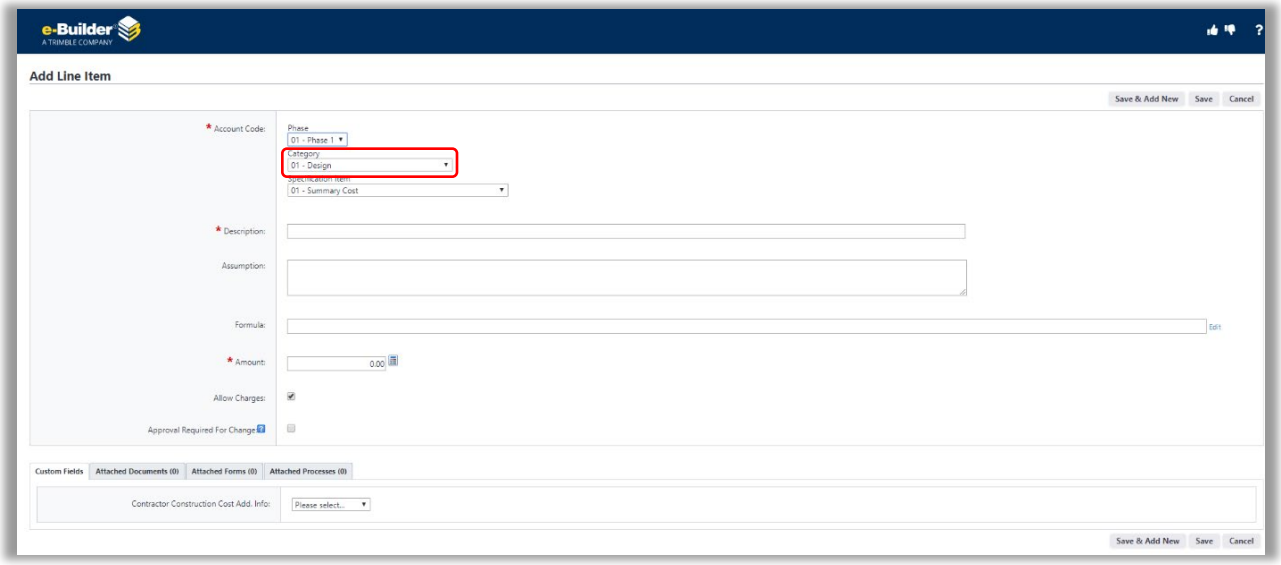


- Select the Account Code Phase Dropdown menu

From the Add Line Item pop-up window

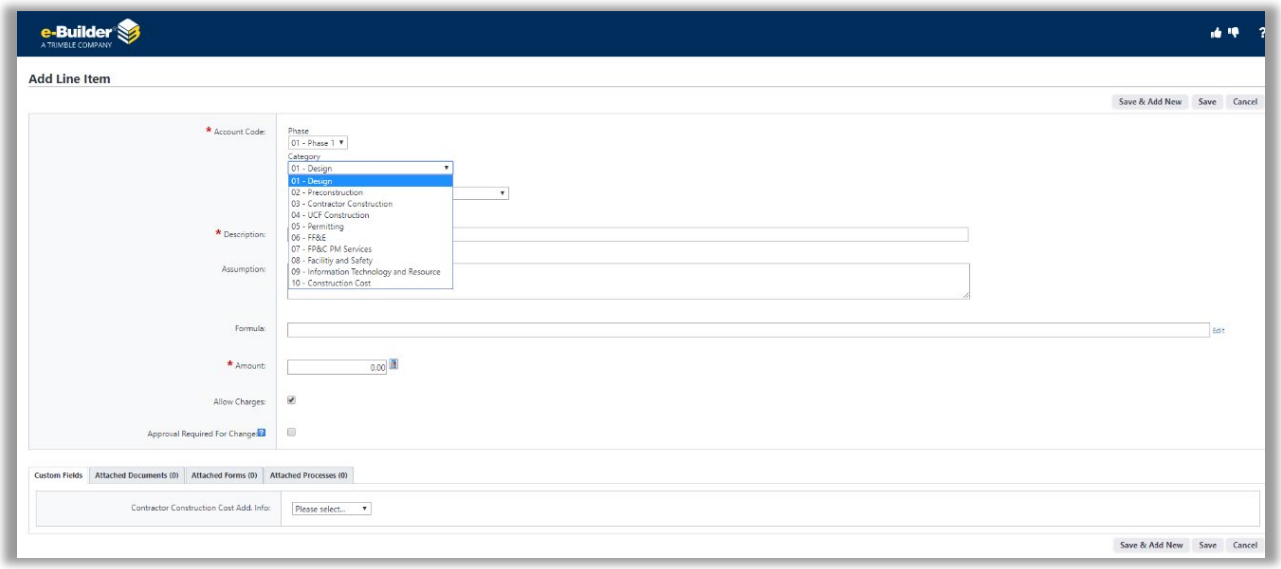


- Select the Phase you wish to assign to the Line Item
    - Most minor projects have only 1 phase
    - For multi-phase projects the phase selection places the budget line item into the appropriate phase



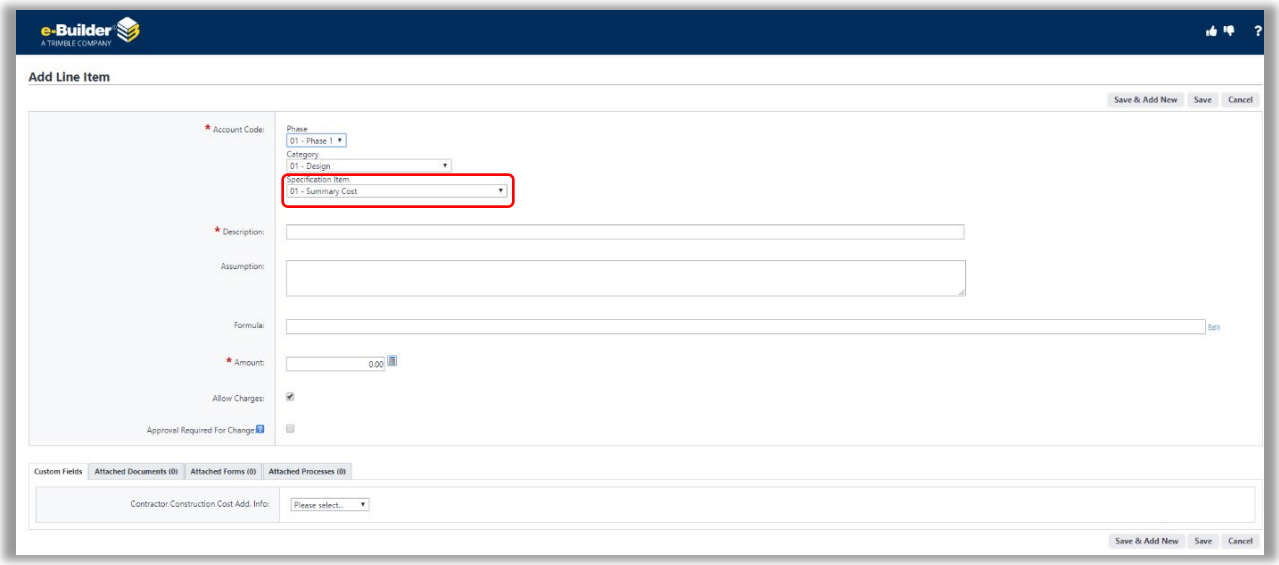
- Select the Account Code Category dropdown menu

From the Add Line Item pop-up window

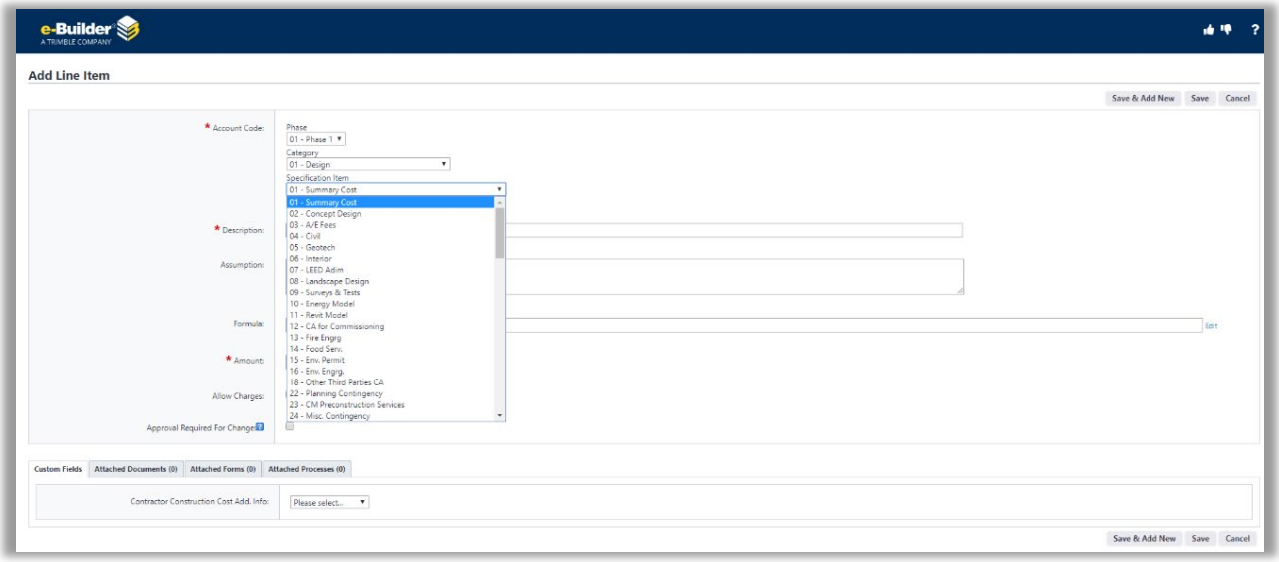


- Select the Category you wish to assign to the Line Item
  - 01 – Design
  - 02 – Preconstruction
  - 03 – Contractor Construction
  - 04 – UCF Construction
  - 05 – Permitting
  - 06 – FF&E
  - 07 – FP&C PM Services
  - 08 – Facility and Safety – **DO NOT USE**
  - 09 – Information Technology and Resource – **DO NOT USE**
  - 10 – Construction Cost – **DO NOT USE**

From the Add Line Item pop-up window

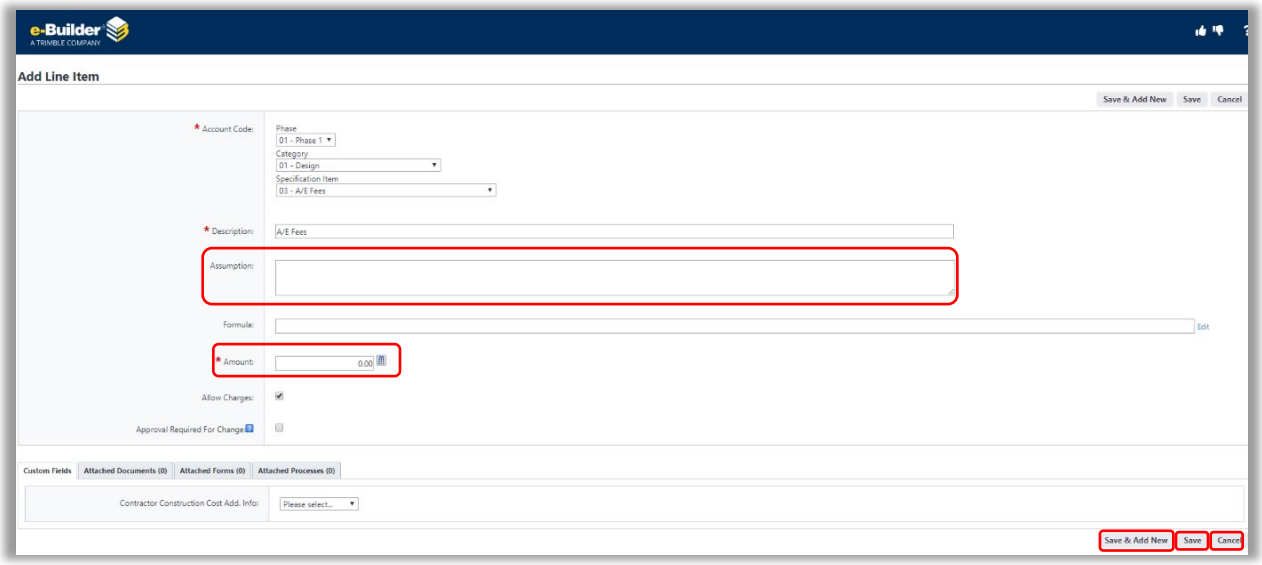


- Select the Account Code Specification Item dropdown menu



- Select the Specification Item you wish to assign to the Line Item
    - There are 83 Specification Items
    - For a full list refer to Table 1 – Line Item Specifications in this guide

From the Add Line Item pop-up window

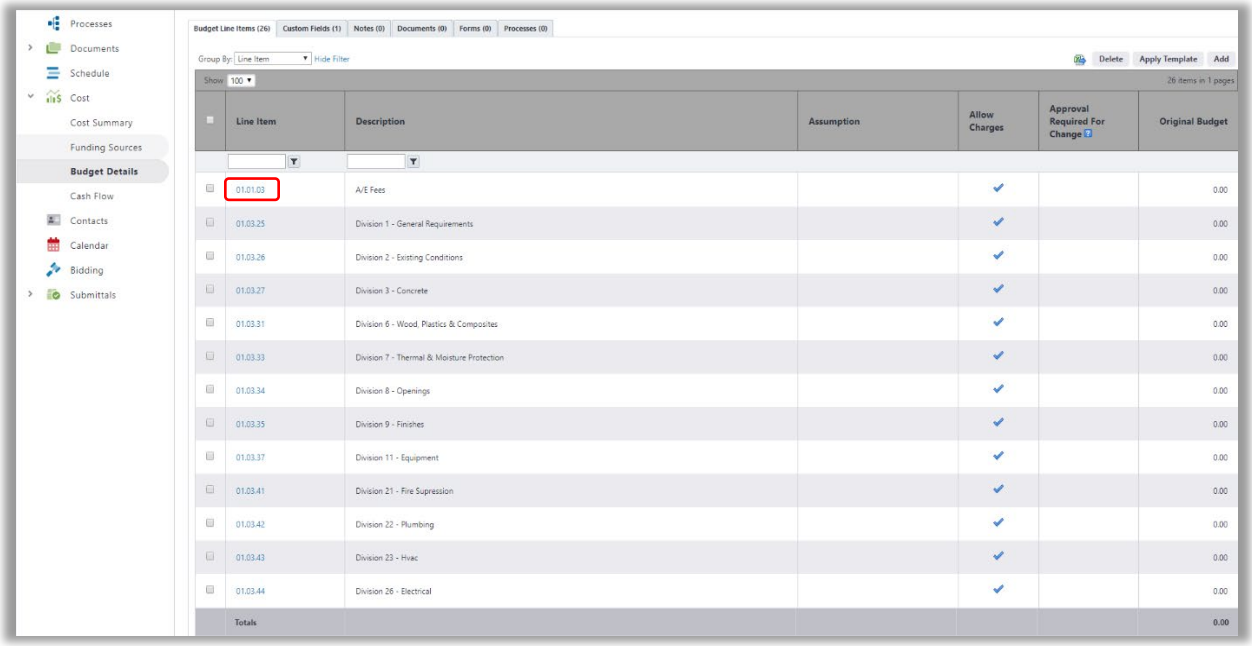


- The Description auto-populates when the Account Code Specification Item is selected
  - Do <u>not</u> change the description as it will negatively impact e-Builder reporting
- Input information in the Assumption field if desired (optional)
  - Example: Assume 1000 ft3 of concrete
- Select the Formula Edit button to incorporate a formula into the Line Item
  - Not currently used
- Input a value for the Line Item into the Amount field
- Allow Changes checkbox
  - Should be selected by default – do not change
- Approval Required For Change checkbox
  - Should be unselected by default – do not change
- Contractor Construction Cost Add. Info. Dropdown menu
  - Not currently used
- Select the **Save & Add New** button to save your changes and add a new budget Line Item
- Select the **Save** button to save your information and return to the Cost Screen – Budget Details
- Select the **Cancel** button to discard your changes and return to the Cost Screen – Budget Details

Editing Existing Budget Line Items

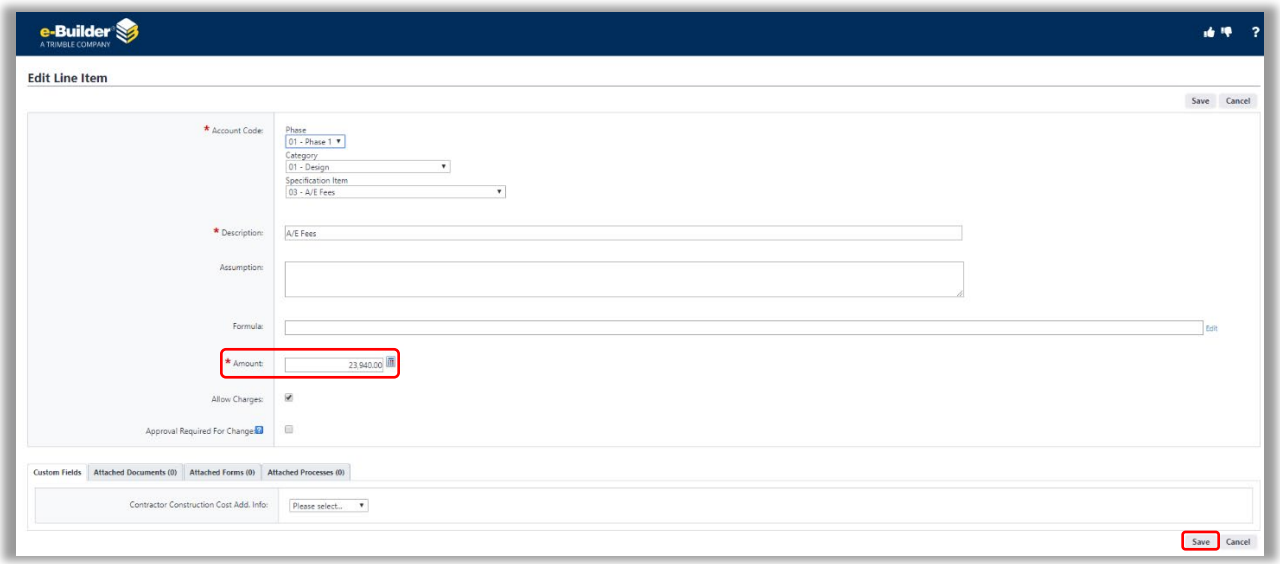
Existing Line Items should already have much of their required detail information pre-populated from the Budget Template. The PM should review this information and add a value for the amount they wish to allocate to Line Item.

From the Cost screen – Budget Details



- Select a Line Item number link to edit the line

From the Edit Line Item pop-up window



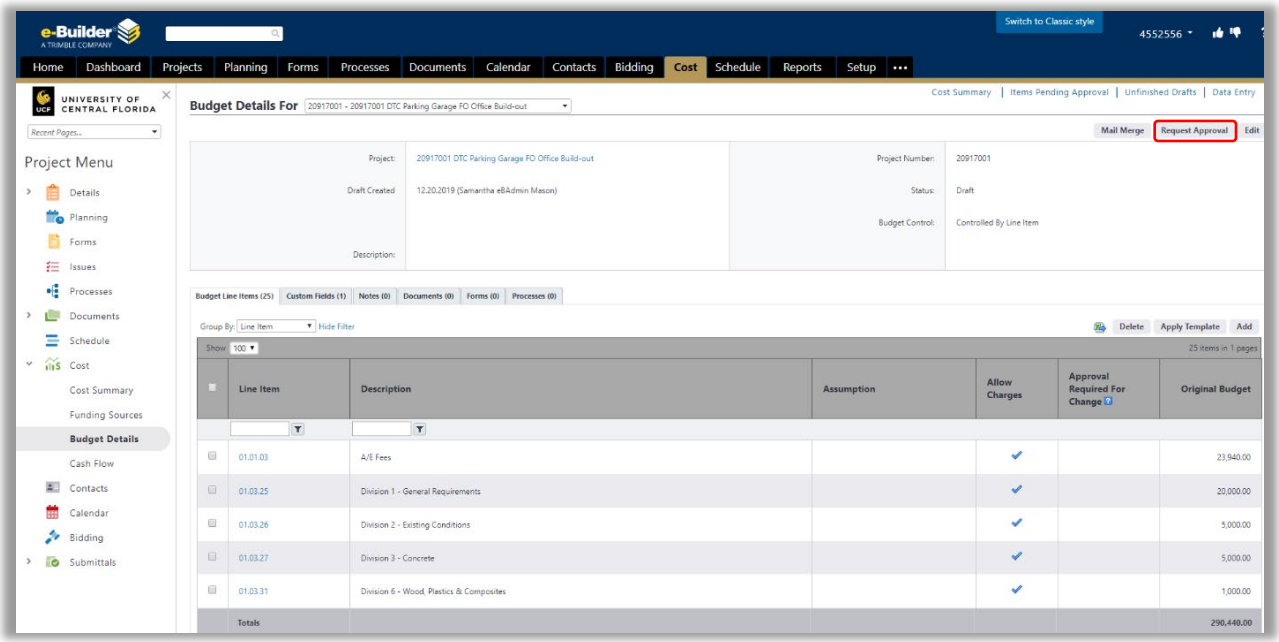
- Review the Account Code and Description information, which should be pre-populated by the Budget Template
- Input a value for the Line Item into the Amount field
- Select the **Save** button

Complete the budget by repeating these processes until all Line Items have, at a minimum, all required information. The next step is to Request Approval for the budget by submitting the budget to the Assistant Director for review.

Requesting Budget Approval

The FP&C Assistant Director is required to approve all project budgets.

From the Cost screen – Budget Details

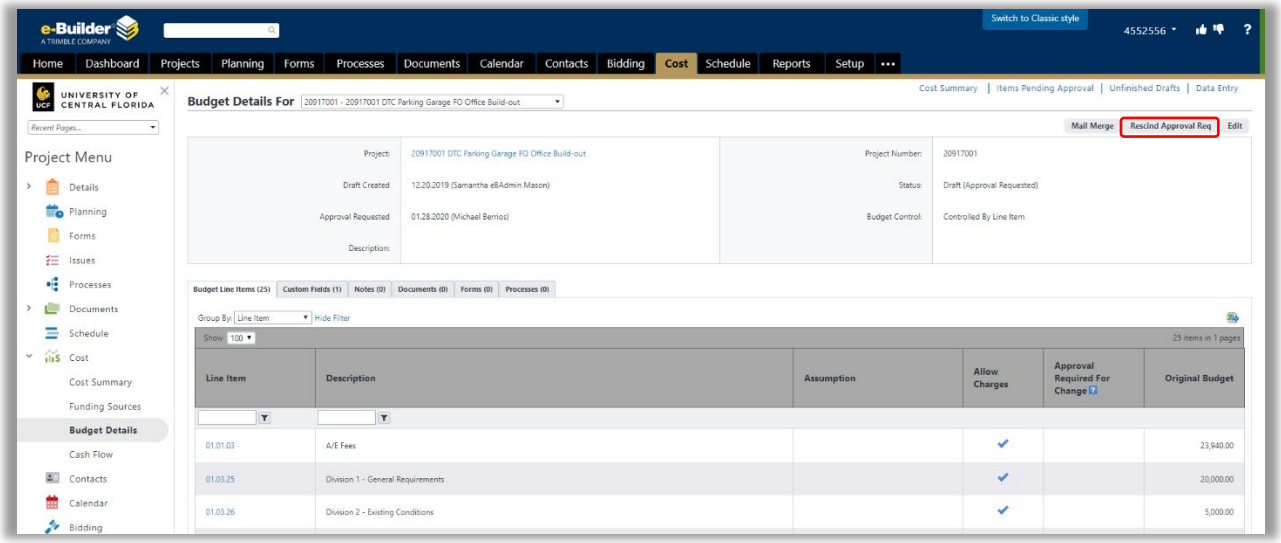


- Review the budget to ensure no additional changes are needed.
- Select the **Request Approval** button
    - This initiates an email to the Assistant Director, which notifies them about the approval being requested

Rescinding Budget Approval Requests

Once the PM has Requested Approval, if they discover a change which needs to be made to the budget, they can pull the budget back by Rescinding Approval.

From the Cost screen – Budget Details

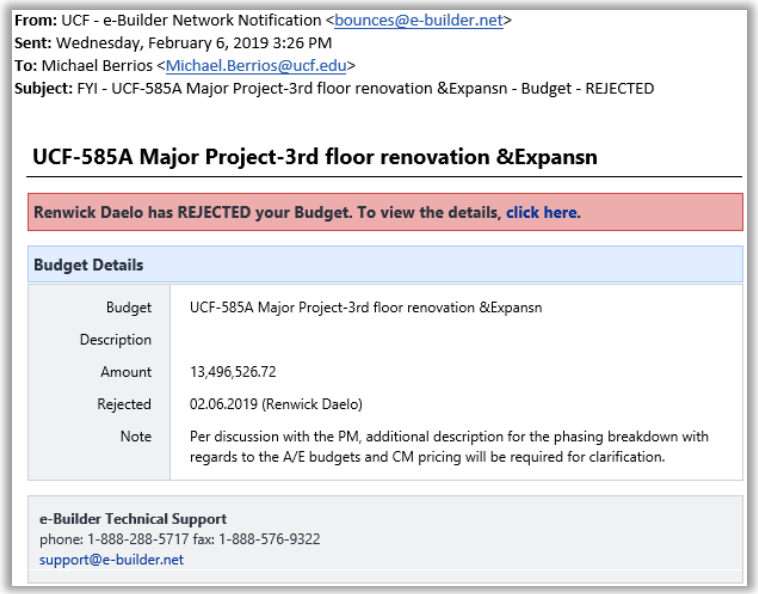


- Select the Rescind Approval Req button

Receiving Budget Input from the Budget Approver

The Assistant Director will either approve the budget, or return it to the PM for revision.

When the budget is returned for revision, the PM receives a notification email:



From: UCF - e-Builder Network Notification <bounces@e-builder.net>
Sent: Wednesday, February 6, 2019 3:26 PM
To: Michael Berrios <Michael.Berrios@ucf.edu>
Subject: FYI - UCF-585A Major Project-3rd floor renovation &Expansn - Budget - REJECTED

UCF-585A Major Project-3rd floor renovation &Expansn

Renwick Daelo has REJECTED your Budget. To view the details, click here.

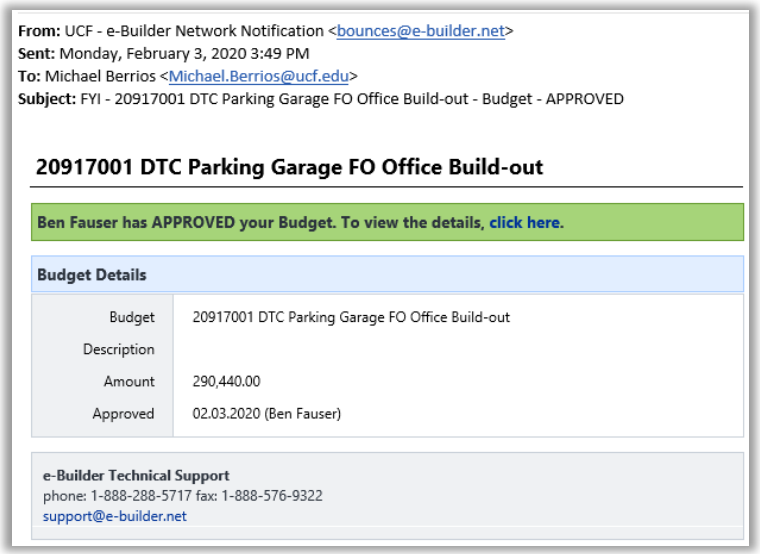
Budget Details

Budget	UCF-585A Major Project-3rd floor renovation &Expansn
Description	
Amount	13,496,526.72
Rejected	02.06.2019 (Renwick Daelo)
Note	Per discussion with the PM, additional description for the phasing breakdown with regards to the A/E budgets and CM pricing will be required for clarification.

e-Builder Technical Support
phone: 1-888-288-5717 fax: 1-888-576-9322
support@e-builder.net

- The PM will need to make the requested updates and **Request Approval** again.

When the budget is approved, the PM receives a notification email:



From: UCF - e-Builder Network Notification <bounces@e-builder.net>
Sent: Monday, February 3, 2020 3:49 PM
To: Michael Berrios <Michael.Berrios@ucf.edu>
Subject: FYI - 20917001 DTC Parking Garage FO Office Build-out - Budget - APPROVED

20917001 DTC Parking Garage FO Office Build-out

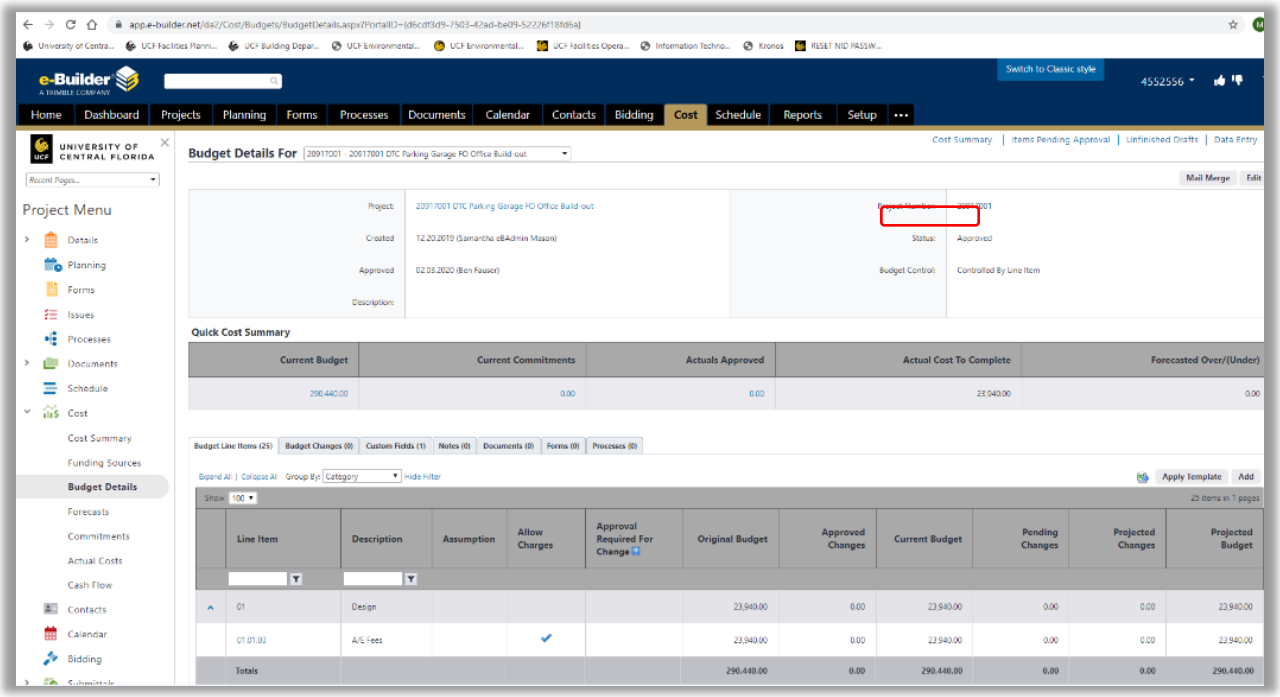
Ben Fauser has APPROVED your Budget. To view the details, click here.

Budget Details

Budget	20917001 DTC Parking Garage FO Office Build-out
Description	
Amount	290,440.00
Approved	02.03.2020 (Ben Fauser)

e-Builder Technical Support
phone: 1-888-288-5717 fax: 1-888-576-9322
support@e-builder.net

From the Cost module - Budget Details screen



The Status will indicate **Approved** if the budget has received approval.

Congratulations! You have an approved e-Builder Project Budget.

The budget can now be pulled into the Project Charter when the PM initiates the **02 - Project Charter Process**.