XLNt

PROJECT CONTROL

Content

Page

CTR

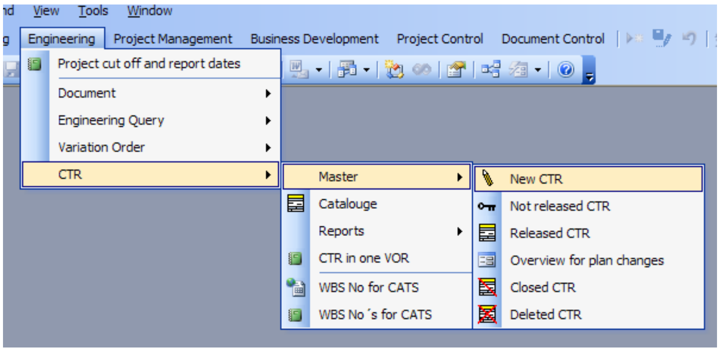
To be able to present the best possible estimate as possibly for either VOR or bidding purpose the Scope of Work has to be defined in CTR´s. The CTR´s are also the base for project planning, calculation of earned value and percent completion. A CTR catalogue can easily been copied from one project to another. CTR´s will not be released and set up as WBS in the time reporting system before a, by client, signed contract is avaible.

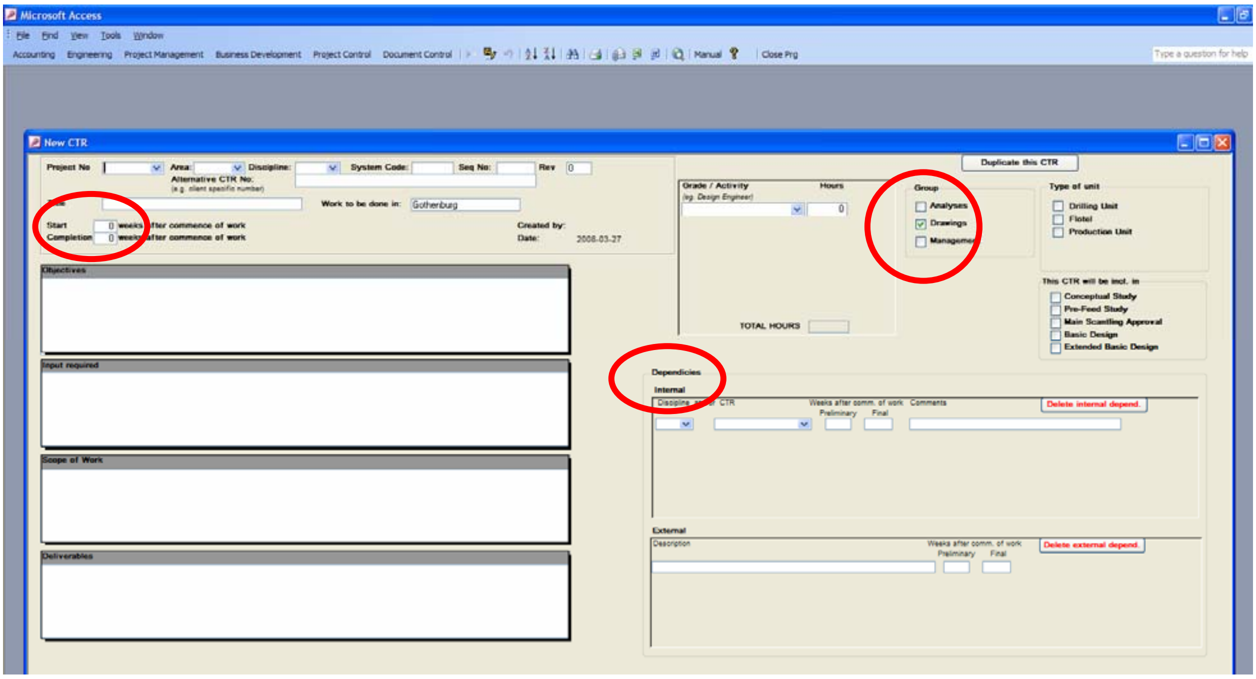
How to create a new CTR

There is two ways, create a new or copy a catalogue from another project. Copy from another project is done by Project Control. If there is a large numbers of CTR´s this is recommended way of doing it. There needs to be adjustments in the copied CTR´s and this has to be done by engineering departments.

To create one single CTR, select *Engineering/CTR/Master/New CTR* in the menu bar.

You will now have a form on the screen like the one below.





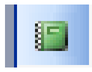
Fill in the information.

- The *Area, Discipline* and *System Code* are to be in accordance with GVA Coding Manual *3151-QA-MA-012-0001 GVA-C Coding Manual.* Note that *Seq No* will automatically be given the number 01. Please change if needed.
- You have the possibility to add a client specific no in the field *Alternative CTR No*
- In the *Grade/Activity* field, select Grade from the drop-down menu and enter hours for each grade. It is imported to select correct grade due to this will create a cost estimate for the CTR. The hours will automatically be summed up in the”Total hours” box. You can also choose if the work shall be done on overtime. When the CTR is released these hours will be the budget for this CTR and progress are measured against them.
- Do not forget to enter start/end week and document information (circled). These weeks is the base for the project planning. It will automatically be changed into dates when contract is signed.
- It is very important that you choose Group for the CTR as well as define the dependencies.

If you not are able to complete the actual CTR you can easily pick it up again by choosing *Engineering/CTR/Master/Not released CTR* and type in the Project No. This feature is availed until the CTR has been released by Project Control.

A CTR is the base for a WBS which will be uploaded to the time reporting system. The different between a CTR and a WBS is that the WBS always starts with KBR SAP project definition. The WBS will be created when the CTR is released and a list of WBS in use can be found in the menu *Engineering/CTR/WBS no for CATS*

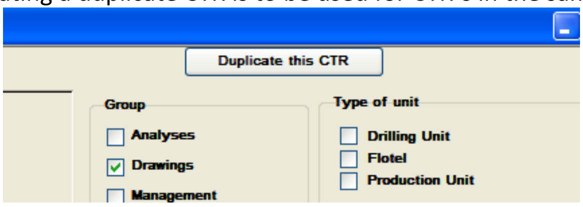
By clicking on the icon to the left you will get a drill down function where you can choose between Project and discipline. The green icon on the right will give you a list of WBS for the entire project.



<u>Copy one CTR or a whole CTR catalogue</u>

If you have created a CTR and need to create a new one very similar to the previous on please follow the steps below.

When you have created a new CTR and would like to have another with more or less the same information, click on the button *Duplicate this CTR* create a duplicate of the CTR and then easily change the information that need to be change. This way of creating a duplicate CTR is to be used for CTR´s in the same project.



When setting up a new project and there is a similar project with a CTR structure already in place it is done via *Project Control/ Quotations / Live Projects* and under tab *General Information.* This can only be done by Project Control. When the catalogue has been copied there needs to be done updates and this shall be done by engineering departments.

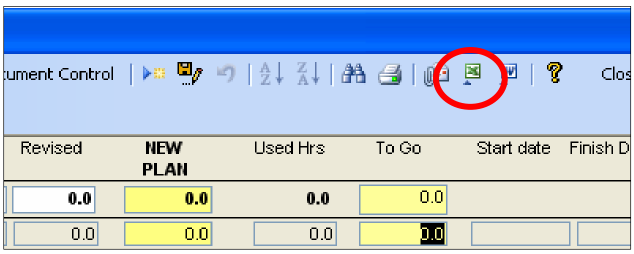
Go to *Engineering/CTR/Master/Not released CTR* type in project no in the popup form. You can now change more or less all information. To change the CTR no used the dropdowns for Area and disciplines. Type in the System and Seq No manually. When closing the form the CTR and WBS no will be updated automatically

There is also a possibility to delete a CTR by tick in the box "Delete this CTR". The CTR will not be considered as a CTR for the actual project. There is always a change to pick up old closed CTR´s and update them for other purpose. Go to *Engineering/CTR/Master/Deleted CTR* select for which discipline and tick in the box "Reopen this CTR"

<u>Release of a new CTR</u>

Release of a CTR is done by Project Control when a contract has been signed or upon request from Project Manager if it is an ongoing project. When the CTR is released a WBS is created and uploaded into the time reporting system. After releasing the CTR no changes can be done. Only CTR for marketing/bidding work can be released prior contract.

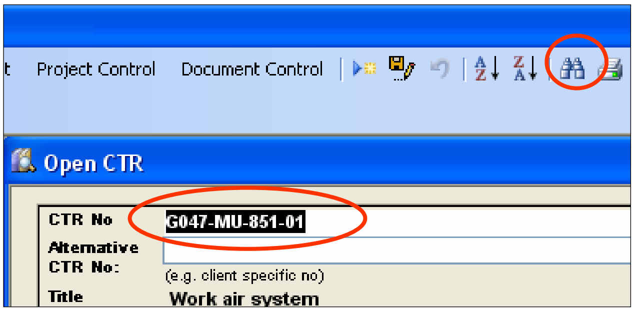
Released CTR´s can be found under *Engineering/CTR Master/Released CTR.* A complete CTR catalogue can be found under *Engineering/CTR/Catalogue.* This catalogue can be transferred to Excel spreadsheet by clicking on the *Excel-symbol* in the Tool bar.



When a CTR has been released it is locked. It can not be updated. The only way is to issue a new revision.

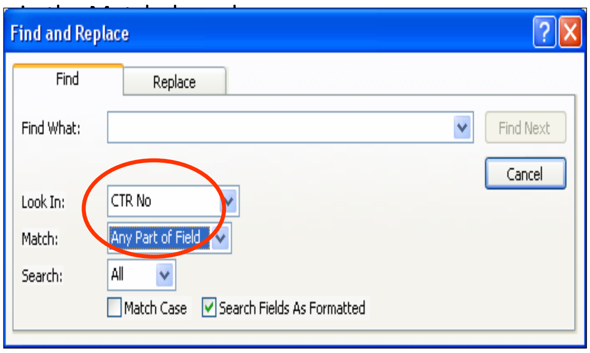
<u>How to find a CTR</u>

After creating a CTR there may be occasions when it is necessary to find and, if not released, update it. Select *Engineering/CTR/Master* in the menu bar. Choose between *Released CTR* and *Not released CTR*.



Now place the cursor in the *CTR No* field and click on the Google-button to start a search.

In the Search box, enter the CTR number you want in the"Find what" field. It is not necessary to enter the whole number. You can for example enter only the discipline code. Just make sure you select"Any part of field"

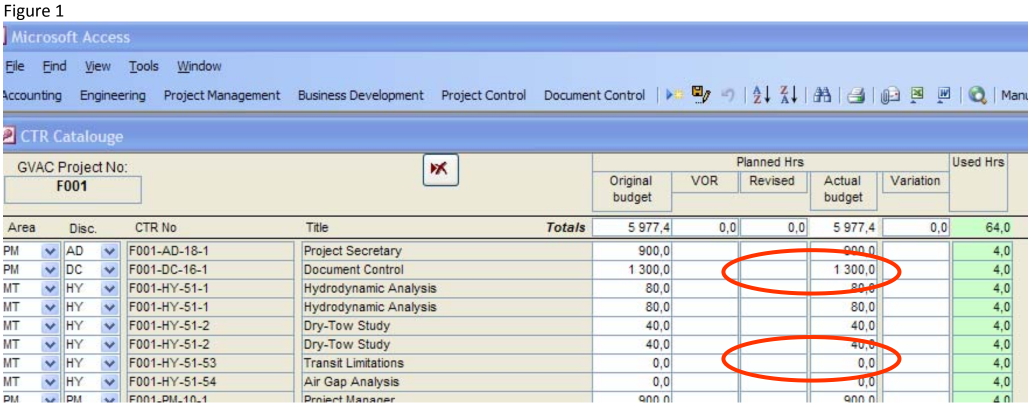


Press then *Enter* or click on"Find next". If you selection is based on criteria Discipline you will now have several CTR´s. To navigate press *Enter* and you will have the next one.

Change of hours for a CTR

XLNt allows the user to change the number of hour in a CTR. The original number will always be shown but by using "+" or "-" the actual budget will be changed. In figure 1 the red circles the column *Revised* is blank. For CTR No F001-DC-16-1 a reduction by 345 hrs is to be done. These hours shall be added to CTR F001-HY-51-53.

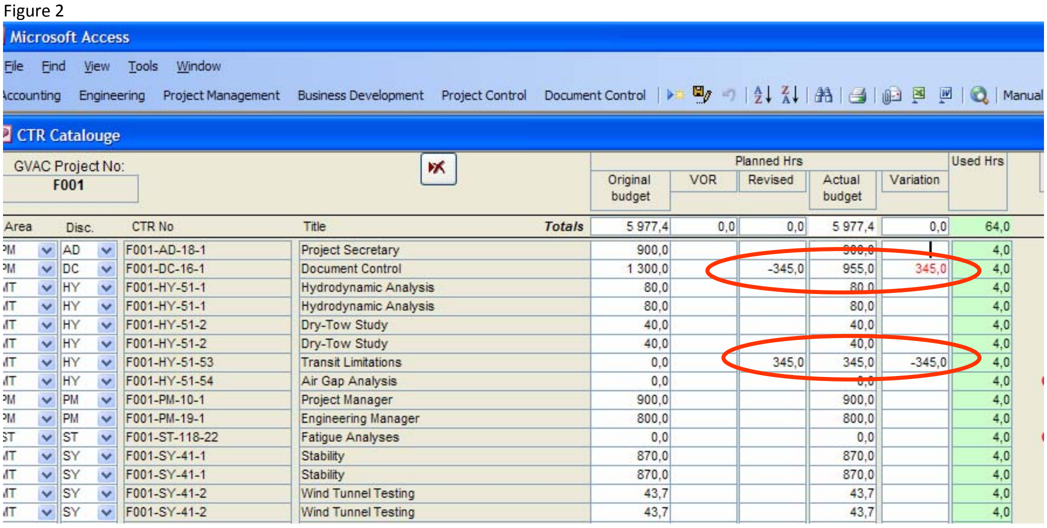
Figure 1



Area	Disc.	CTR No	Title	Original budget	VOR	Revised	Actual budget	Variation	Used Hrs
			Totals	5 977,4	0,0	0,0	5 977,4	0,0	64,0
PM	AD	F001-AD-18-1	Project Secretary	900,0			900,0		4,0
PM	DC	F001-DC-16-1	Document Control	1 300,0			1 300,0		4,0
MT	HY	F001-HY-51-1	Hydrodynamic Analysis	80,0			80,0		4,0
MT	HY	F001-HY-51-1	Hydrodynamic Analysis	80,0			80,0		4,0
MT	HY	F001-HY-51-2	Dry-Tow Study	40,0			40,0		4,0
MT	HY	F001-HY-51-2	Dry-Tow Study	40,0			40,0		4,0
MT	HY	F001-HY-51-53	Transit Limitations	0,0			0,0		4,0
MT	HY	F001-HY-51-54	Air Gap Analysis	0,0			0,0		4,0
PM	PM	F001-PM-10-1	Project Manager	900,0			900,0		4,0

You can see the result in figure 2.

Figure 2



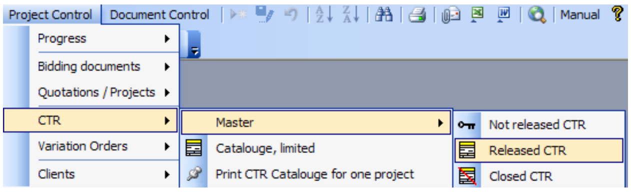
Area	Disc.	CTR No	Title	Original budget	VOR	Revised	Actual budget	Variation	Used Hrs
			Totals	5 977,4	0,0	0,0	5 977,4	0,0	64,0
PM	AD	F001-AD-18-1	Project Secretary	900,0			900,0		4,0
PM	DC	F001-DC-16-1	Document Control	1 300,0		-345,0	955,0	345,0	4,0
MT	HY	F001-HY-51-1	Hydrodynamic Analysis	80,0			80,0		4,0
MT	HY	F001-HY-51-1	Hydrodynamic Analysis	80,0			80,0		4,0
MT	HY	F001-HY-51-2	Dry-Tow Study	40,0			40,0		4,0
MT	HY	F001-HY-51-2	Dry-Tow Study	40,0			40,0		4,0
MT	HY	F001-HY-51-53	Transit Limitations	0,0		345,0	345,0	-345,0	4,0
MT	HY	F001-HY-51-54	Air Gap Analysis	0,0			0,0		4,0
PM	PM	F001-PM-10-1	Project Manager	900,0			900,0		4,0
PM	PM	F001-PM-19-1	Engineering Manager	800,0			800,0		4,0
ST	ST	F001-ST-118-22	Fatigue Analyses	0,0			0,0		4,0
MT	SY	F001-SY-41-1	Stability	870,0			870,0		4,0
MT	SY	F001-SY-41-1	Stability	870,0			870,0		4,0
MT	SY	F001-SY-41-2	Wind Tunnel Testing	43,7			43,7		4,0
MT	SY	F001-SY-41-2	Wind Tunnel Testing	43,7			43,7		4,0

As you can see there is a column for VOR to be used when a VOR has been approved by client.
By using this function the system will give you information about the original scope of hour as well as the new including VOR and internal changes.

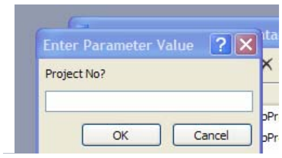
When a VOR has been approved by client and accepted by PM the CTR catalogue can be updated.

Closing CTR´s

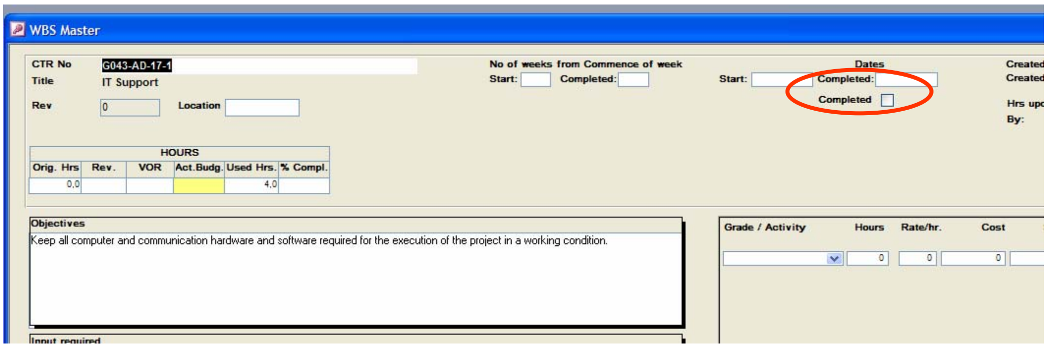
CTR´s are closed by Project Control. It can be done in two different ways, one by one or all at the same time when the project is technically completed.
For closing of one CTR, click on the menu bar as below. Click on *Released CTR*



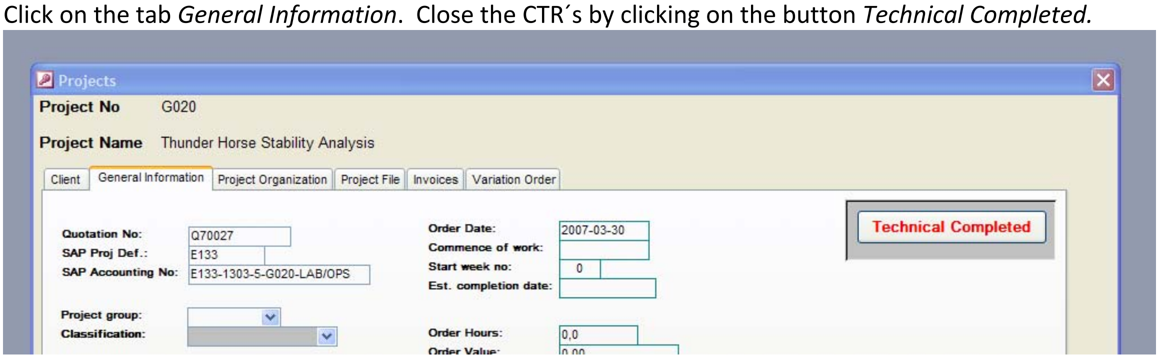
Type in the actual project number and click *OK*



Tick in the box *Completed* located as indicated by the red circle



Closing all CTR´s it will be done when the project is technically completed, drill down on the menu. *Project Control/Quotations/Projects/Live Projects*. Find the actual project in the same way described in Find a CTR. Click on the tab *General Information*. Close the CTR´s by clicking on the button *Technical Completed.*



Reports

CTR´s is used when doing cost calculations for a bid as well as planning of the project. The work done by the engineers will generate reports of cost per Category, Area, Discipline, CTR or Project.
There are many more reports predefined and easily accessed via the menu bar. Below are some of the reports listed printouts are attached;

- CTR Catalogue
- Summary of hours, planned and actual including %-complete per CTR
- CTR Sheets
- Costs per CTR
- Hours per Area and Discipline
- Hours per Grade (Classification)
- WBS number

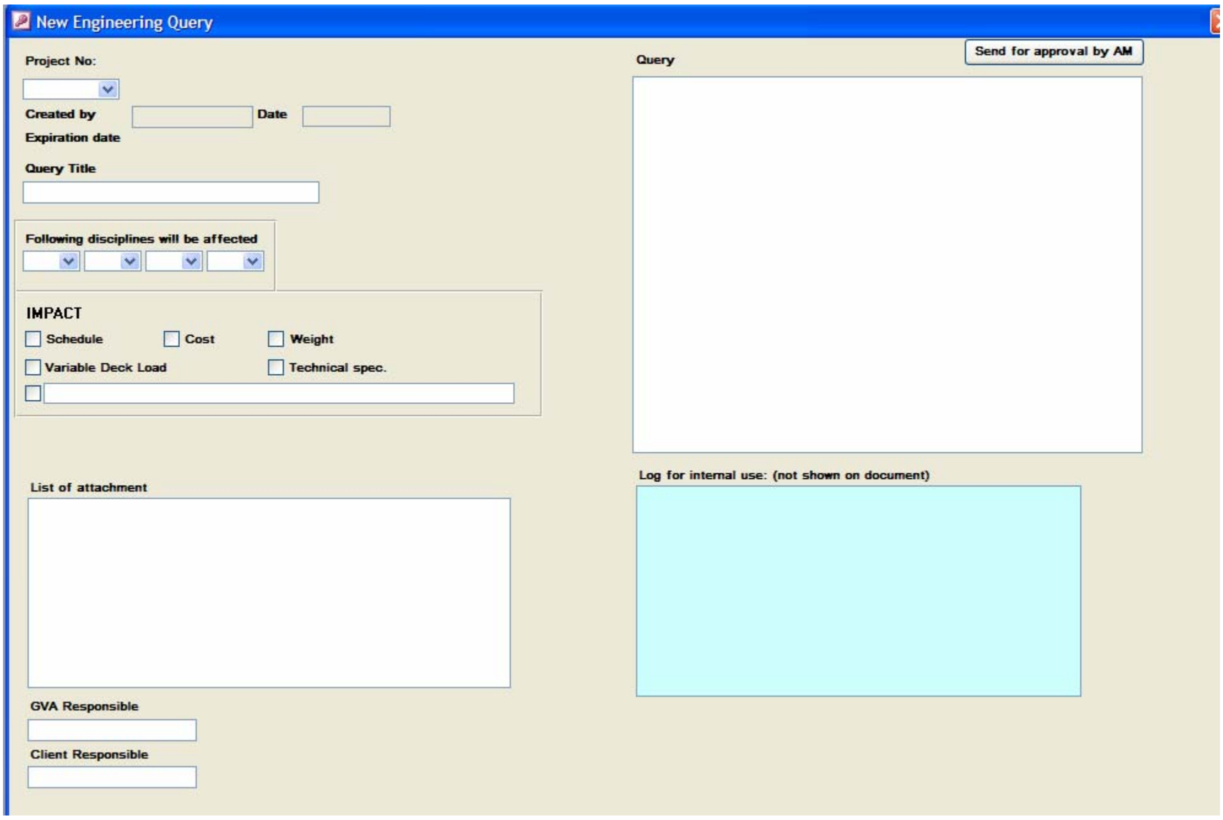
All of the reports can be transferred to Excel Spreadsheet or World for further analysis or usage by clicking on the symbols in the menu bar.

ENGINEERING QUERIES (ENQ)

An ENQ is to be used when there is a need for a clarification from the client. The clarification can be of technical or financially matter and is easily crated and followed up in XLNt.

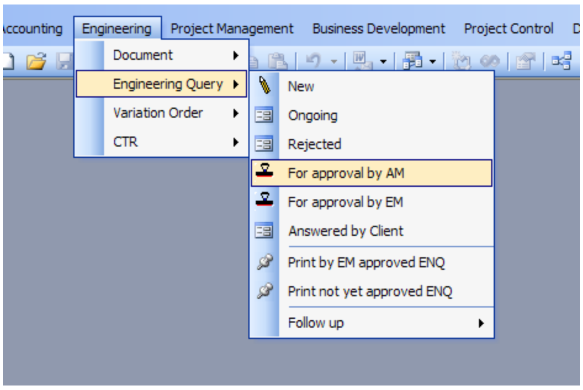
<u>Create a ENQ</u>

Go to *Engineering* on the menu bar and drill down to *New.*



Select Project No from the Drop down control. Created by and date will automatically updated with your ID and date/time.
Type in the name for the query. Select from drop downs which disciplines will be affected and what impact you see.
Write the query in the big white block and add information if there is any attachments. There is a field for GVA internal comments which not are shown on the ENQ sheet sent to client.
Fill in the name of the persons responsible at GVA and client.

If you have completed the ENQ and will issue to client please click on the button *Send for approval by AM.* This will create an e-mail to be sent informing that there is a new ENQ to be approved. The ENQ can now be picked up by AM (Area Manager) and further processed. If you not have completed the ENQ and sent it to AM it can be picked up at *Engineering/Engineering Query/Ongoing* by type in the project no. You will now get all not completed ENQ for this project and has to find yours by using the navigation buttons in the bottom.



AM has to drill down on the menu and type in project number. A form is now shown and AM has the possibility to change or add information if wanted before approving it. By clicking on the button *Approve* the ENQ is approved and a Mail will be created which can be sent to EM (Engineering Manager) for final approval before issuing the ENQ, via DC, to client.

PROJECTS

Start Week

XLNt is using the contract date/week when calculating e.g. Document delivery date. Note that the contract date shall be the date for Monday in the contract week. The contract week is to be considered as project week number 1.