



Hard Bid
Work Breakdown User Guide

Contents

About.....	iii
Process Overview	iii
ODC Creates a Work Breakdown	1

About

Work Breakdown (previously Cost Worksheet in PCM/CM13) is used to break down work components and setup cost codes which are used to link costs throughout cost applications. The Work Breakdown provides a dashboard that displays project cost information using the cost code structure.

Process Overview

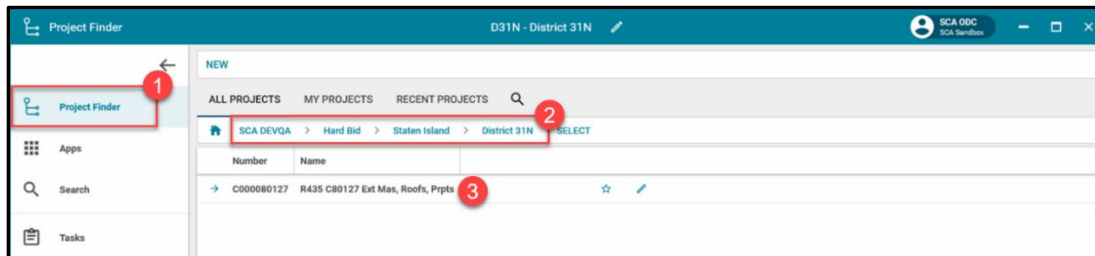
The Work Breakdown application is intended to serve as the central ledger upon which your projects cost information will be displayed, and the financial health of a project may be interpreted. The Work Breakdown app is where the initial activity code/cost code structure for your project is established so that a set of codes may be used in other applications.

These activity codes are used throughout all Cost Management applications to tie expenses to the activity codes. As you enter details in these other applications, the Work Breakdown application will update, displaying the latest information pulled from each application to give your team a financial picture of your project end to end.

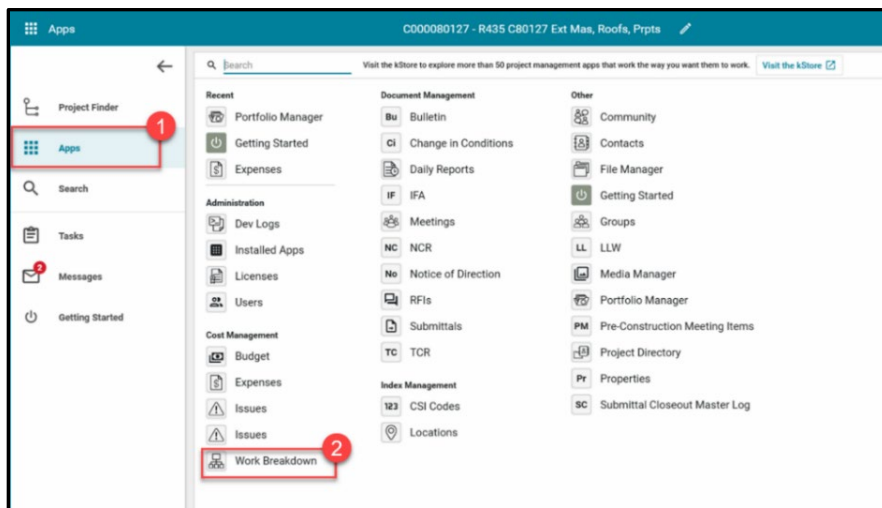
The codes are hierarchical, meaning you may expand or collapse them to provide your team with a summary view of the project, or detail at a line-item level. The values in each column will be dependent on the type of record and the status of that record. Users do not populate the Work Breakdown – instead, other applications will automatically fill in the Work Breakdown as documents are approved in CAMP.

ODC Creates a Work Breakdown

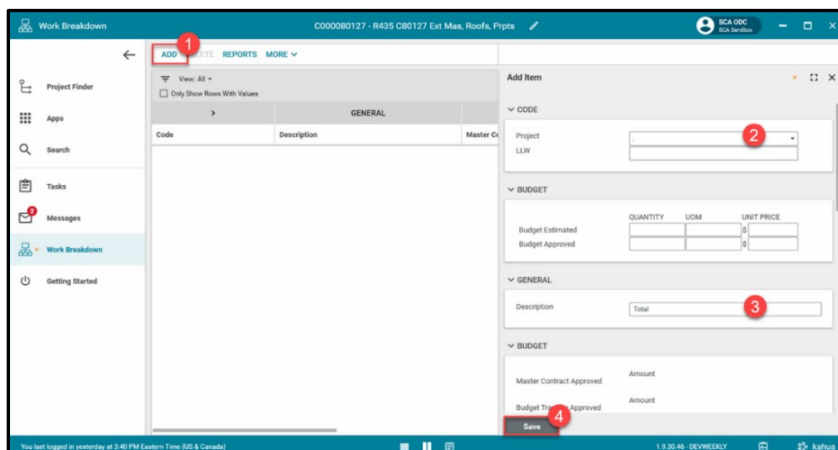
1. Go to **Project Finder**.
2. Navigate to the project.
3. Click on the **Project Name** to open the project.



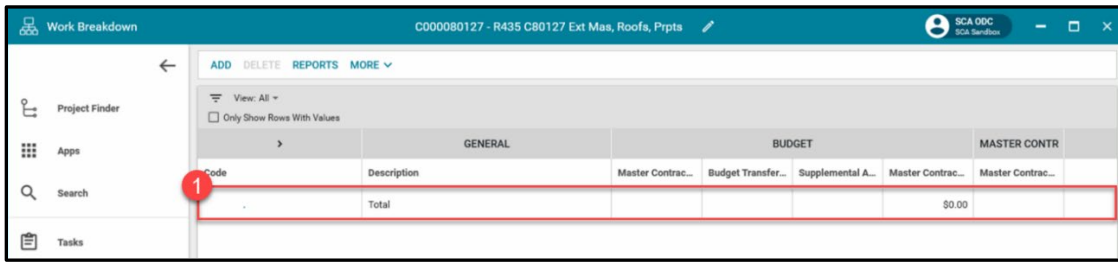
4. Go to **Apps**.
5. Click **Work Breakdown**.



6. Click **Add**.
7. Select "." from the **Project dropdown** (this is the only choice).
8. **Description:** type the word **Total**.
9. Click **Save**.



10. Check that the **Total** line has been added to the list. This is used to sum all LLWs for the project.



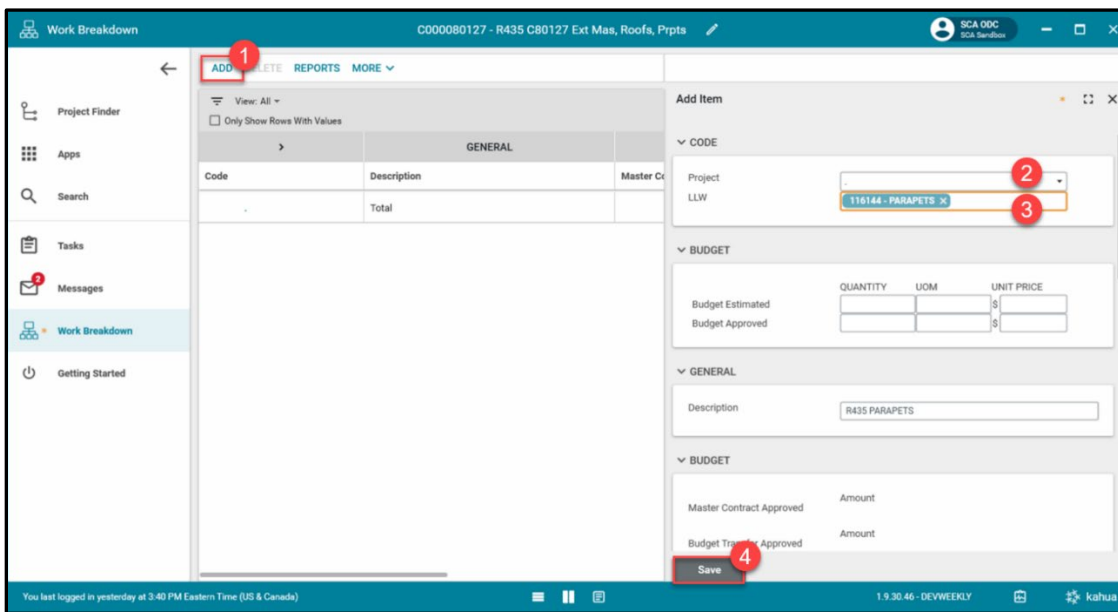
11. Click **Add** again.

12. Click “.” from the **project dropdown**.

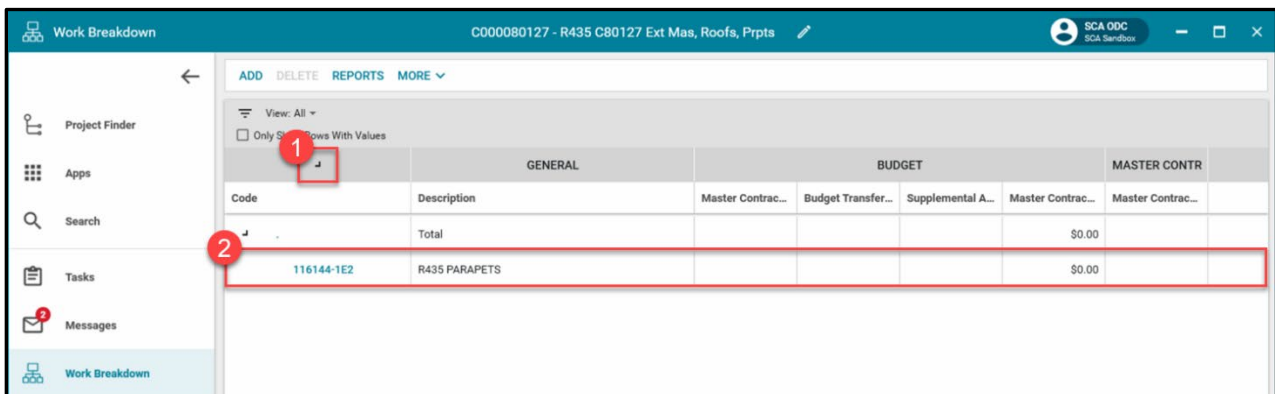
13. Select specific **LLW** from LLW dropdown.

14. Description: This automatically populates. If it doesn't, you can type in the description.

15. Click **Save**.



16. **Click** the arrow to expand the Work Breakdown and check to see that the **LLW line** has been added under Total.



17. Repeat steps 11-15 for every LLW associated with the project.