Project Creation & Maintenance	Chapter: 50-Field Financial Managers Section: 10-Projects-Related Processes

The purpose of this document is to describe the procedure for using the Project Creation and Maintenance Spreadsheet.

1. Use this spreadsheet to enter the following information to create a project:

   Project_Creation_Maintenance_Spreadsheet_Template ProgSupp.xls

```
Here is the path to access the Project Creation and Maintenance (PCM)
spreadsheet.

Dirserver1\GENERALADMIN\Budget & Signature\Project
Accounting\Project_Creation_Maintenance_Spreadsheet_Template Version 4.xls.
```

1. Fill out the following information to provide the initial setup values for the creation of the users project structure. Submit this form via email to the Budget Office for review and approval. The Budget Office will forward to Accounting for processing.

   Project Information

Fields	Explanation/Comment
Project Number	The project number needs to follow the guidelines below.
Project Name	Name of the project, up to 30 characters
Description	Description of the project, up to 250 characters
Organization	Organization the project belongs to.
Start Date	Start date of the project.
Completion Date	End date of the project.
Class Code	Used for Scheduled Projects that need to group more than 1 project together. Currently this field will be used by NuMI, Pierre Auger, and CMS. However, all other projects should be assigned the classification of "All Projects".

Labor Access: Identify those people who will have access to labor data.

Person

3. Use the following numbering guidelines when creating a new project:

Project Number Guidelines

"ON-GOING" PROJECT	"SCHEDULED" PROJECT
AIP/GPP A02-XXX or G02-XXX	
DIRECTORATE 10.X POWER 15.X USERS 17.X	

BEAMS DIVISION 20.X	NuMI TEC 200 SERIES
TECHNICAL DIVISION 30.X	LHC 300 SERIES PIERRE AUGER 300 SERIES
PARTICLE PHYSICS DIVISION 40.X	CMS 400 SERIES RUN IIB 400 SERIES CDMS 400 SERIES MINOS (NuMI OPC) 400 SERIES
COMPUTING DIVISION 50.X	
FACILITIES ENGINEERING SEF 60.X	
ES&H 70.X	
BUSINESS SERVICES 80.X A/R 85.X	
LABORATORY SERVICES 90.X	

4. Use the current PCM spreadsheet to enter the original tasks for a new project , and to make changes to existing tasks.

Enter data in the following fields to create tasks in your project. This spreadsheet can be accessed at

`Generaladmin on 'Dirserver1'/Budget & Signature/Project Accounting`.

After the spreadsheet has been completed, it will be submitted via email to the Budget Office for review and approval. The Budget Office will then submit the spreadsheet to Accounting for processing.

Follow these rules for new tasks:

Field Name	Explanation/Comment
Project Number	This number must follow the business rules as established by the Budget Office. **Required.**
Task Number	This is the number of the task you are setting up. Remember to create a logical relationship with the parent task if you are setting up a child task. (e.g. Parent task is 2.1 and the child task will be 2.1.1) **Required.**
Short Name	Task name and the field are limited to 20 characters. **Required for new tasks.**
Longer name	Task name and the field are limited to 240 characters. This field can be used to describe the task or used as an additional field for a longer name. **Required for new tasks.**
Description	This field is limited to 250 characters. **Required for new tasks.**
Chargeable	Set to Y if you want the task to collect costs. If you do not want the task to collect costs, then set to N. **Required.**.
WBS Level	This is a required field for all new tasks, however, the system will validate and change the WBS level if it is incorrect. The WBS level is simply the level in the structure (i.e. Top Tasks are level 1, Second Level Tasks are 2,....) **Required for new tasks.**
Service Type	B&R/BRN combination required by DOE to define the funding source. A list of valid service types can be viewed from the spreadsheet using the pull down arrow in the first cell in this column. **Required for new tasks.**

Organization	The organization the task belongs to. A list of valid organizations can be viewed from the spreadsheet using the pull down arrow in the first cell in this column. **Required for new tasks.**
Burden Schedule	The appropriate Burden Schedule based on the Service Type. A list of valid burden schedules can be viewed from the spreadsheet using the pull down arrow in the first cell in this column. **Required for new child tasks.**
Parent Task	Required field. **VERY** important that the correct parent code is given. An Oracle "feature" is to allow you to roll up your tasks to any parent. **Required for new child tasks.**
Lab-Wide WBS	The corresponding Lab-Wide WBS. Validated field when uploaded. **Required for new child tasks.**
Functional Cost Code	Required by DOE. The valid values are in the attached list: FCCONLY.brw **Required for new child tasks.**
ProCard Chargeable	Will ProCard charges be allowable on this task? Y or N (Only required if N).**Required for new child tasks.**
Start Date	Start Date of the task **Required for new child tasks.**
End Date	End Date of the task **Required for child tasks.**
Delete	Set to "Y," only if you wish to delete the task. You cannot delete a task if costs or open commitments have been incurred against it. This will probably only be used in the event of an error on the initial upload of a new project.

Revisions

Any revisions such as adding/changing a task or service type will be handled by the same procedure as detailed above. Only the fields that are changing need to be entered.

Make the revisions on the spreadsheet and email to the Budget Office for review and approval. The Budget Office will then submit the spreadsheet to Accounting for processing. Please note that any global changes to the service type will be handled by the Budget Office. Any changes from a capital service type to another fund type MUST be made via a NEW project task.

Use the current PCM spreadsheet to make changes to any of the fields below.

Project number

Task Number

Short Name

Longer Name

Description

Chargeable: Y or N

WBS Level: Required field for new tasks. Not important that it is correct. The system will change if it is not correct.

Service Type: Service types can only be changed from OP to AR or AR to OP. Any changes to/from EQ and PL service types require closing the task and entering a new task with the new service type. (This does NOT include mass Service Type changes from DOE). This is required for the Sunflower interface to be able to pick up the history of the cost transfers for this change. A list of valid service types can be viewed from the spreadsheet using the pull down arrow in the first cell in this column.

Organization: A list of valid organizations can be viewed from the spreadsheet using the pull down arrow in the first cell in this column.

Burden: A list of valid burden schedules can be viewed from the spreadsheet using the pull down arrow in the first cell in this Schedule column.

Parent Task: Required field. **VERY** important that the correct parent code is given. An Oracle "feature" is to allow you to roll up your tasks to any parent.

Lab-Wide WBS

FCC

Procard Chargeable (only if NO)

Start Date

End Date

Delete (mark with Y): Use only if original load had incorrect task numbers. Once tasks have costs or open commitments charged to them, they cannot be deleted. They can be closed after the costs have been transferred.

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