

HOW DO I TIME-PHASE THE FORECAST OF A PROJECT?

OVERVIEW

Forecasting is used to update the current forecast of a project. This will determine the new Estimate-At-Completion (EAC) for the project.

The main processes within Forecasts are:

1. Setup the forecast
2. **Time-phase the forecast**
3. Submit the forecast

QUICK REFERENCE TERMINOLOGY

- *Actual Cost*: The realized cost incurred for the work performed. This includes both invoices paid and accruals.
- *Estimate at Completion (EAC)*: The expected final cost of project expressed as the total of actual cost (AC) to date plus the estimate to complete (ETC). $AC + ETC = EAC$
- *Estimate to Complete (ETC)*: The expected cost to finish all of the remaining project work. This should be calculated from a bottoms up approach understanding remaining work by WBS items.
- *Forecast*: A forecast communicates the expected spend to stakeholders.
- *Forecast Change*: the difference between the Current Forecast and Actuals for the Current Period.
- *Time-phase*: It is a time-scaled budget or forecast of spending based on activities, created from a top-down budget or forecast of spending.
- *New EAC Delta*: Difference between the new ETC and the ETC for the previous month.

ECOSYS STEPS

To time-phase the forecast of a project, the following steps are performed in EcoSys:

1. **Setup** the time-phasing method.
2. **Spread** the ETC across the appropriate months.
3. **(Optional) Correct** any errors.

STEP-BY-STEP

1 – SETUP THE TIME-PHASING METHOD

- a. Navigate to the 'Time-Phasing' tab.
- b. Enter/Update the 'Start Date' of the line item.
- c. Enter/Update the 'End Date' of the line item.

Path ID	Time-Phasing Method	Start Date	End Date	Period Variance	New EAC	Delta C
PRJ-E089344	Manual	11/01/2018	07/19/2019	(210,912)	2,000,000	

- d. Click **Workflow** on the Parameter bar and select 'Refresh Time-Phased Forecast'. The 'Refresh Time-Phased Forecast' dialog box appears.

- e. Update 'Portfolio' if needed.
- f. Update 'Project' if needed.
- g. Update 'Project Period' if needed.
- h. Click **RUN...**

- i. (Optional) Click on the **...** in the 'Time-Phasing Method' column to select a time-phasing method.
 Note: If the Forecast Method (selected in step "1.f.") is 'Manual Details', EcoSys defaults to 'Manual' as the Time-Phasing Method and cannot be changed.

Path ID	Time-Phasing Method	Start Date	End Date	Period Variance	New EAC	Delta Cost	Time-Phased Cost	Feb 2019
PRJ-E089344	Manual	11/01/2018	07/19/2019	(210,912)	2,050,000	0	2,050,000	(210,912)

2 – SPREAD THE ETC ACROSS THE APPROPRIATE MONTHS


- a. If 'Manual' is selected as the 'Time-Phasing Method', click on the hyperlink for 'Time-Phased Cost'.

Path ID	Time-Phasing Method	Start Date	End Date	Period Variance	New EAC	Delta Cost	Time-Phased Cost	Feb 2019
PRJ-E089344	Manual	11/01/2018	07/19/2019	(210,912)	2,050,000		2,050,000	(210,912)

This will open the 'Time-Phasing Manual Details' panel below.

Object Path ID	Cost Type ID	Cost Account ID	New ETC Cost	Time-Phased ETC Cost	ETC Delta Cost	Feb 2019 Cost	Mar 2019 Cost	Apr 2019 Cost	May 2019 Cost	Jun 2019 Cost	Jul 2019 Cost
			270,912.0	270,912.04	0.00	(210,912.04)	270,912.04				
PRJ-E089344	Capital	FCT	0.0	60,000.00	60,000.00	0.00	60,000.00	0.00	0.00	0.00	0.00
PRJ-E089344	Capital	Default	270,912.0	210,912.04	(60,000.00)	(210,912.04)	210,912.04	0.00	0.00	0.00	0.00

- b. Click on the 'Details' tab.
- c. Identify line items with their 'Cost Account ID' set to 'Default'.



Object Path ID	Cost Type ID	Cost Account ID	New ETC Cost	Time-Phased ETC Cost	ETC Delta Cost	Feb 2019 Cost	Mar 2019 Cost	Apr 2019 Cost	May 2019 Cost	Jun 2019 Cost	Jul 2019 Cost
			270,912.0	270,912.04	0.00	(210,912.04)	270,912.04				
PRJ-E089344	Capital	FCT	0.0	60,000.00	60,000.00	0.00	60,000.00	0.00	0.00	0.00	0.00
PRJ-E089344	Capital	Default	270,912.0	210,912.04	(60,000.00)	(210,912.04)	210,912.04	0.00	0.00	0.00	0.00

Tip: If you do not see the 'Cost Account ID' of the line item(s), drag the blue vertical bar to expose columns that are not visible.

Object Path ID	Cost Type ID	Cost Account ID	New ETC Cost	Time-Phased ETC Cost	ETC Delta Cost	Feb 2019 Cost	Mar 2019 Cost	Apr 2019 Cost	May 2019 Cost	Jun 2019 Cost	Jul 2019 Cost
			270,912.0	270,912.04	0.00	(210,912.04)	270,912.04				
PRJ-E089344	Capital	FCT	0.0	60,000.00	60,000.00	0.00	60,000.00	0.00	0.00	0.00	0.00
PRJ-E089344	Capital	Default	270,912.0	210,912.04	(60,000.00)	(210,912.04)	210,912.04	0.00	0.00	0.00	0.00

d. Spread the 'Time-Phased ETC Cost' of the 'Default' line item(s) across the appropriate months.

Object Path ID	Cost Type ID	Cost Account ID	New ETC Cost	Time-Phased ETC Cost	ETC Delta Cost	Feb 2019 Cost	Mar 2019 Cost	Apr 2019 Cost	May 2019 Cost	Jun 2019 Cost	Jul 2019 Cost
			270,912.0	270,912.04	0.00	(210,912.04)	102,182.41	42,182.41	42,182.41	42,182.41	42,182.40
PRJ-E089344	Capital	FCT	0.0	60,000.00	60,000.00	0.00	60,000.00	0.00	0.00	0.00	0.00
PRJ-E089344	Capital	Default	270,912.0	210,912.04	(60,000.00)	(210,912.04)	42,182.41	42,182.41	42,182.41	42,182.41	42,182.40

3 – (OPTIONAL) CORRECT ANY ERRORS

a. Identify line items with their 'Cost Account ID' set to 'FCT'. This line item is created when there is a difference between the New ETC and the Current ETC.

Object Path ID	Cost Type ID	Cost Account ID	New ETC Cost	Time-Phased ETC Cost	ETC Delta Cost	Feb 2019 Cost	Mar 2019 Cost	Apr 2019 Cost	May 2019 Cost	Jun 2019 Cost	Jul 2019 Cost
			270,912.0	270,912.04	0.00	(210,912.04)	102,182.41	42,182.41	42,182.41	42,182.41	42,182.40
PRJ-E089344	Capital	FCT	0.0	60,000.00	60,000.00	0.00	60,000.00	0.00	0.00	0.00	0.00
PRJ-E089344	Capital	Default	270,912.0	210,912.04	(60,000.00)	(210,912.04)	42,182.41	42,182.41	42,182.41	42,182.41	42,182.40

b. Spread the 'Time-Phased ETC Cost' of the 'FCT' line item(s) in a Default line item across the appropriate months.

Object Path ID	Cost Type ID	Cost Account ID	New ETC Cost	Time-Phased ETC Cost	ETC Delta Cost	Feb 2019 Cost	Mar 2019 Cost	Apr 2019 Cost	May 2019 Cost	Jun 2019 Cost	Jul 2019 Cost
			270,912.0	270,912.04	0.00	(210,912.04)	114,182.41	54,182.41	54,182.41	54,182.41	54,182.40
PRJ-E089344	Capital	FCT	0.0	60,000.00	60,000.00	0.00	60,000.00	0.00	0.00	0.00	0.00
PRJ-E089344	Capital	Default	270,912.0	210,912.04	(60,000.00)	(210,912.04)	54,182.41	54,182.41	54,182.41	54,182.41	54,182.40

c. Enter zeroes for the time-phased values of the FCT line item(s). This ensures that the FCT line item is deleted from the project once the forecast has been submitted.

Object Path ID	Cost Type ID	Cost Account ID	New ETC Cost	Time-Phased ETC Cost	ETC Delta Cost	Feb 2019 Cost	Mar 2019 Cost	Apr 2019 Cost	May 2019 Cost	Jun 2019 Cost	Jul 2019 Cost
			270,912.0	270,912.04	0.00	(210,912.04)	54,182.41	54,182.41	54,182.41	54,182.41	54,182.40
PRJ-E089344	Capital	FCT	0.0	60,000.00	60,000.00	0.00	0.00	0.00	0.00	0.00	0.00
PRJ-E089344	Capital	Default	270,912.0	210,912.04	(60,000.00)	(210,912.04)	54,182.41	54,182.41	54,182.41	54,182.41	54,182.40

d. Click **SAVE**

e. **REFRESH** all panels.

f. Verify that the 'Delta Cost' in the 'Forecast Time-Phasing' panel is zero.

Path ID	Time-Phasing Method	Start Date	End Date	Period Variance	New EAC	Delta Cost	Time-Phased Cost	Feb 2019
PRJ-E089344	Manual	11/01/2018	07/19/2019	(210,912)	2,050,000	0	2,050,000	(210,912)

CHEAT SHEET

Time-phasing the forecast for a project in EcoSys involves the following steps:

Actions	No	Step-By-Step Instructions
1 – Setup the time-phasing method	a	Navigate to the 'Time-Phasing' tab.
	b	Enter/Update the ' Start Date ' of the line item.
	c	Enter/Update the ' End Date ' of the line item.
	d	Click <input type="text" value="Workflow"/> on the Parameter bar and select ' Refresh Time-Phased Forecast '. The 'Refresh Time-Phased Forecast' dialog box appears.
	e	Update ' Portfolio ' if needed.
	f	Update ' Project ' if needed.
	g	Update ' Project Period ' if needed.
	h	Click <input type="button" value="RUN..."/>
	i	(Optional) Click on the <input type="text" value="..."/> in the ' Time-Phasing Method ' column and select a time-phasing method.
2 – Spread the ETC across the appropriate months	a	If 'Manual' is selected as the 'Time-Phasing Method', click on the hyperlink for ' Time-Phased Cost '. This will open the 'Time-Phasing Manual Details' panel below.
	b	Click on the ' Details ' tab.
	c	Identify line items with their 'Cost Account ID' set to 'Default'.
	d	Spread the ' Time-Phased ETC Cost ' of the 'Default' line item(s) across the appropriate months.
3 – (Optional) Correct any errors	a	Identify line items with their 'Cost Account ID' set to 'FCT'.
	b	Spread the ' Time-Phased ETC Cost ' of the 'FCT' line item(s) in a 'Default' line item across the appropriate months.
	c	Enter zeroes for the time-phased values of the ' FCT ' line item(s).
	d	Click <input type="button" value="SAVE"/>
	e	<input type="button" value="REFRESH"/> all panels.
	f	Verify that the ' Delta Cost ' in the 'Forecast Time-Phasing' panel is zero.