

regoUniversity 2018

# Project/Financial Management | Best Practices

Your Guides: <Name of Presenters>



# Introductions

- Take 5 Minutes
- Turn to a Person Near You
- Introduce Yourself
- Business Cards



# Open Mic

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- The goal of identifying and implementing best practices is to have a successful project/financial management implementation. What do you think success looks like?
- What Prevents Success?
- For those that have a successful implementation of project/financial management – what are some of your best practices?

# Some Rego Thoughts...

## What is Success

- Accurate data
- Complete date
- At Least Key Milestones in PPM
- Status reporting out of PPM
- Financial and Schedule Variance in PPM

## Stumbling Blocks

- Scheduler Interface
- Conflicts with Finance – What is PPM and What is Not
- Sharing data with stakeholders – IRC + Status
- Pretty Status Report that Constantly Changes

# Format of This Session

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- In the next set of slides, Rego has compiled a set of best practice points related to functionality.
- It may seem choppy, because it is
- Each slide is a different best practice point, so there is not a “flow” between slides in many cases.

# Some Rego Best Practices | Project Management

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# Overall Project Management Best Practices

- Deploy project management functionality in waves – focusing on the data needed for a status report first. The most common path is:
  - Project information, Key milestones, Status
  - Risks, issues, Changes, Financial Plan
  - Detailed Schedules
- Within each of these areas, we have some best practices we will cover in the next set of slides

# Status Reporting Best Practices

- Minimize the fields to fill out – too many fields and too much complexity will drive inaccurate data
- Get a set of reports that executives use – Jaspersoft, PowerBI, or another reporting tool. Status needs to be driven from the tool
- Have a key project storyboard like report that can be run both scheduled or directly from the status report list or project.

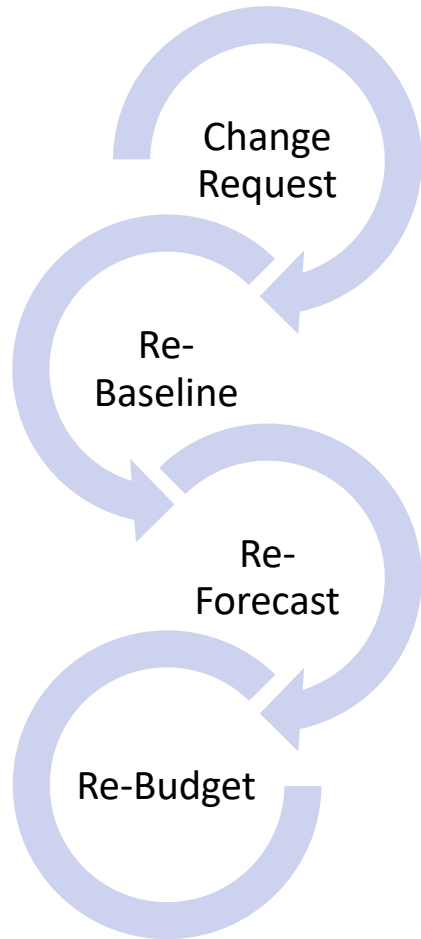


# Issue/Risk Best Practices

- Ensure these are in CA PPM and not SharePoint or Excel. If you need them elsewhere, build an excel or SharePoint integration
- Minimize the fields to fill out – too many fields and too much complexity will drive inaccurate data

# Change Request Best Practices

An approved Change Request should drive creating new Baseline, new Cost Plan and new approved Budget.



Project ID	Project	Change Request ID	Change Request	Category	Assigned To	Status	Priority	Expected Closure Date	Days Open
PR000001	CA PPM Implementation	CR000001	This is a change	Scope	✉ Administrator, PPM	Open	◆	1/22/18	31
PR000290	AA Test User IS Project	CR000002	New Change Request	Cost	✉ Ensinger, Rob	Open	◆	3/1/18	9

Displaying 1 - 2 of 2

# Scheduling Best Practices

- PPM must have at least the key dates / milestones to enable status reporting and variances.
- No silver bullet on scheduling tools
  - OWB requires training
  - Gantt takes too long to update with large plans
  - MSP has issues in large plans and error handling
- Rego has a new custom MSP connector – simpler, but faster and more error handling

# Notification Best Practices

- Use notifications for specific actions needed, you do not want to over communicate
- Emails will provide direct links into CA PPM for an action
- Some popular notifications
  - Project manager stale information – issues, risks, status, financial plan, schedule that is out of date. This is a reminder to send a PM weekly so they remember to update
  - Project concerns – summary email with potential issues – resources overallocated, close to going over budget or hours, schedule variances

# Financial Plan Best Practices

- Cost Plans
  - Set Cost Plan Update Policy
  - Pick a method for how cost plans are to be created – from assignments, allocations, manually, or Excel
  - Look at an excel import – high value and low cost
- Budget Plans
  - Align Budget and Baseline processes
  - Control Budget Plan rights or have an approval workflow
- Benefit Plans
  - Include Hard and Soft Benefits – soft with \$0
  - Only use if you are okay with system NPV, etc. – otherwise attach company business case document
  - You can enter negative values to account for Ongoing Maintenance, License fees, etc which then are accounted for in NPV, ROI

# Financial Actuals Best Practices

- Include both labor and non-labor financials. If you are missing one, then CA PPM cannot really be used for project financial variances
- Interface if you can to pull in financial actuals
- If you do not have a non-labor actual interface, build a better user interface for entering these costs

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# Financial Implementation Best Practices

- Keep Things as Simple as Possible
- Spend Time on the Full Architecture – Now and Future
- CA PPM is Not the Company Financial System of Record – it is a Management System
  - CA PPM may never match general ledger 100%
- Start With Required Outputs and Work Backward
- Involve the Finance Team
- Integrate to Avoid Duplicate Entry



# Entity Setup and Rate Best Practices

- One Entity if Possible
- Only use Department and Location if needed for rates, otherwise – just one of each
- Rate End Dating-Minimum of current year +1
- Simple rates
  - Ideally one rate, but this is the most common compromise:
    - Exact Rates for Contractors
    - Aggregate Rates for Internal Resources
- Bake overtime into the rate if possible vs. Having a “smoothing” process
  - Rego does have a couple pre-built smoothing processes in RegoXchange

# Questions?



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