

A Proteus based PCR Solution

Quick User Guide for Kværner

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Quick Checklist

Operation during "Pre-Cutoff" period

Work will be done to Promineo Cost during the month, and the PCR solution in Proteus should be run at regular intervals to ensure that no surprises will appear before the Report Cutoff date, when the reporting needs to be done here (in Proteus). The most important thing to monitor during this Pre-Cutoff period is:

1. That the numbers appear to be "correct"
2. That all items are mapped to a Cost Review Item, to ensure that no data is lost in the aggregation

Operation at Cutoff reporting

The Cutoff Phase is when the Proteus solution will create a report and historical tracking data.

Below is a checklist of what needs to be done to complete such a monthly reporting session:

1. Log on and select the **most recent snapshot** to ensure comparing with last month's values.
2. QA: **Ensure that no items are un-mapped**. If not: Open "Admin Setup" and correct mappings for project (remember to press the button for replicating custom mapping for all other project revisions)
3. **Review data in Financials tab** and **write comments** for each item having a "red pen", and where there are deviations to what you would expect. A useful tool to see changes relative last snapshot, are the cells' fonts and colors:

Bold/Italic = Increased/Decreased value

Red/Orange = Large (>5%) / Moderate Change

Act. Cost	Est. Hrs	Est. Cost	Best Risk Case	Worst Risk Case	!	Comments
54 101 591		0	0	228 888	198 999	
66 282 159		0	0			
192 051 835		0	0			
101 125 0		0	0			
50 060 3		0	0			

Tooltip for column: Act. Cost
Change: -9773812 (-14.7%)

Note: Similar comments can be made at a lower level (Cost Review Item), but each project need to make guidelines for the expected granularity of such reporting.

4. **Update the Best/Worst Numbers** for each Financials Item.
5. **Fill in Manual KPIs** and write **comments** for each as well as for the automatically generated KPIs (also verify that their calculated values seem reasonable). If a KPI seems to be failing systematically (acc. to

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Fail% value), you should bring this to attention.

Category	Caption	Edit	Value	Last_Value	Trend	Fail%
Category: 01-Project Management , KPI Fail%=20%						
	Margin achievements vs. As Sold		0.02	0.04	→	0 %
	Development Revenue				→	0 %
	Client VOR's pending over 60 days		23		→	0 %
	Achieved Contract Milestones				→	0 %
	Current manning vs. Baseline manning				→	100 %

6. Verify data in PCS Excel Report (the embedded workbook in Proteus).

IMPORTANT NOTE: Data should NOT be edited in this Excel Workbook!										
RevenueTi =OFFSET(Revenue;;E10)/ScaleFactor										
Scale Numbers by: 1000										
Key Figures (project currency mill) Currency : NOK										
	At Contract Award	Actual to Date	Prev. Month fcst at comp'n	Fcst at Comp'n	Change from prev. Month	Best case	Worst case	Actual Year to Date	Forecast Current Year	
Financial Key figures										
Revenues	0	0	0	0	0	0	0	0	0	0
Cost:										
Preliminaries	229 209	54 102	0	0	0	229	199	54 102	0	0
Management	350 765	66 282	0	0	0	0	0	66 282	0	0
Engineering	1 116 814	192 052	0	0	0	0	0	192 052	0	0
Procurement (materials)	1 227 796	220 098	0	0	0	0	0	220 098	0	0
Subcontracting	3 449	0	0	0	0	0	0	0	0	0
Fabr./Constr. (own disciplines)	543 941	60 585	0	0	0	0	0	60 585	0	0
Commissioning	84 935	7 919	0	0	0	0	0	7 919	0	0
Installation offshore	942 185	276 456	0	0	0	0	0	276 456	0	0
Other cost	112 791	32 080	0	0	0	0	0	32 080	0	0
Total direct costs	4 611 885	909 574	0	0	0	229	199	909 574	0	0
Contribution	-4 611 885	-909 574	0	0	0	-229	-199	-909 574	0	0
Contribution margin %					#VALUE!					
Attributable cost	316 167	32 935	0	0	0	0	0	32 935	0	0
Gross profit	-4 928 053	-942 509	0	0	0	-229	-199	-942 509	0	0
Gross margin %					#VALUE!					
SG&A					0					
Operating profit (EBITDA)	-4 928 053	-942 509	0	0	0	-229	-199	-942 509	0	0
Operating margin % (EBITDA)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
+/- Financials	0	-1 268	0	0	0	0	0	-1 268	0	0
Net Margin	-4 928 053	-941 241	0	0	0	-229	-199	-941 241	0	0
Net margin %	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Risk contingency incl in Cost	7 590	0	0	0	0					
Risk contingency deducted from Revenue										
Warranty Provision incl in Cost	17 917	0	0	0	0					
Cash balance		123 456								
Receivables overdue										

7. Verify info in the Project Summary grid (one row). Fill in the most up-to-date "Cash Balance Value":

Input Cash Balance	KPI Fail%	#Undef. Man. KPIs	#Undef. Calc. KPIs	#Comments Missing
123 456	23 %	8	1	18

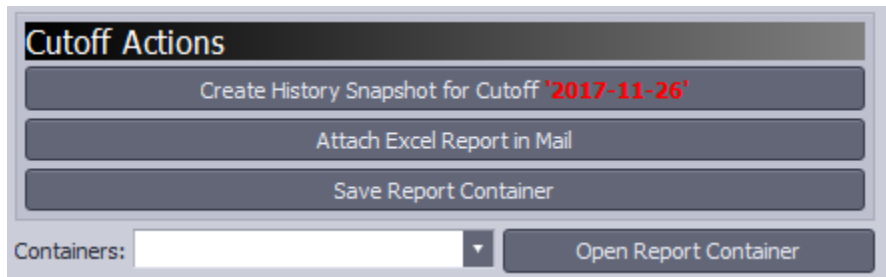
The rightmost 3 columns should ideally not be red (see above #3 and #5).

8. Ensure that you have pressed the **"Save"** button in case you have made any manual changes to data. If you have changed the Best/Worst data you also need to press the button above PCS Report:

Show list of aggregated fields	Update PCS after manual Changes	Open in Excel
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9. Press the button "Create History Snapshot for Cutoff: ..."



NOTE: Wait until the hourglass has disappeared (*may take up to half a minute*) and a new bar has appeared in the graph representing the last snapshot.

10. Optionally, you may press the "Attach Excel Report in Mail" button in case you want to send it to the people in the distribution list (edited in Admin Setup workspace).
11. Optionally, you may press the "Save Report Container" in case you want to save the complete set of Proteus data (and user experience) for future potential tracking of detailed change-history.
12. Congratulations, **you are done!**