

Cost to Date Tracking

Effective Date: January 19, 2010

Status: Revision 1

Supersedes: NA

Document Owner: Chief Engineer

1. Scope

This process applies to the determination of an estimated cost to date. This process is a complement to the Cost to Date Tracking Process Map.

2. Purpose

This document establishes a WSDOT standard methodology for the establishment of an estimated cost to date as of the last business day of each month. Cost to date is a combination of the invoiced/paid to date and the estimated outstanding expenditures. Costs to date apply to the preconstruction and construction phases of the project.

3. Roles and Responsibilities

The identified roles are provided as a guide to assigning the tasks included in the PMRS processes. Each region has the flexibility to delegate the role of Project Manager (and other functions) to the appropriate functional level to meet project and project office needs and to accommodate current and planned organizational structures.

- 3.1 Project Engineer/Project Manager (PE/PM)
 - Review and approve Cost to Date information.
- 3.2 Team Lead/Project Control Specialist
 - Develop Cost to Date information.
- 3.3 Consultant
 - Identify costs to date and estimate outstanding expenditures.
- 3.4 Specialty Groups
 - Identify costs to date in monthly status report.

4. Cost to Date Tracking Process Steps

The following process steps are taken from the Cost to Date Tracking Process Map. The sub-numbers listed below correspond to the numbered activity on the process map. For example, item 4.1 corresponds to activity 1 of the process map.

- 4.1 Paid to Date from TRAINS/CAPS/CCIS
Project Engineer/Project Manager/Team Lead/Project Control Specialist/Consultants/Specialty Groups:
- Obtain costs to date from TRAINS/CAPS/CCIS – invoice paid amount up to cut- off date for each control account.
 - This is an electronic transfer of data from TRAINS/CAPS/CCIS. TRAINS, CAPS and CCIS are the WDSOT database for actual costs.
- 4.2 Estimate Expenditures
Consultants:
- See Consultant Service Procedures Manual
- Specialty Groups:
- Generate a status report of actual costs through the period end.
- 4.3 Perform QA/QC of Invoiced Amounts with TRAINS
Team Lead/Project Control Specialist:
- Perform QA/QC to verify expected invoice/paid costs and reconcile against TRAINS/CAPS/CCIS data.
 - Review includes comparison of actual expenditures to estimates included in internal scope of work agreements with specialty groups.
- 4.4 Review Estimated Outstanding Expenditures
Project Engineer/Project Manager:
- Review estimated outstanding expenditures for Consultant and resolve issues.
- 4.5 Accept Estimated Outstanding Expenditures?
Project Engineer/Project Manager:
- Accept estimated outstanding expenditures or reject with reasons.
- 4.6 Compile Cost to Date
Team Lead/Project Control Specialist:
- Add TRAINS/CAPS/CCIS invoiced to date to estimated outstanding expenditures to determine cost to date in the PMRS tools.
- 4.7 Cost to Date Report
Team Lead/Project Control Specialist:
- Produce a final cost to date report for the project.

5. Term

This standard is effective immediately upon signature and continues in force until modified in writing by the Chief Engineer, or his/her designee.

6. Exemptions

Variance from this process requires approval of the Chief Engineer, or his/her designee.

7. References

- 7.1 Executive Order Number: E 1032.01 – Project Management, July 1, 2008
- 7.2 Executive Order Number: E 1042.00 – Project Management and Reporting System, July 1, 2008
- 7.3 Project Management Web Portal. Copies of all PMRS policies, processes, procedures and guidance documents are available here: <http://wwwi.wsdot.wa.gov/Projects/PMRS>
- 7.4 Cost to Date Tracking Process Map
- 7.5 Consultant Service Procedures Manual M 27-50