

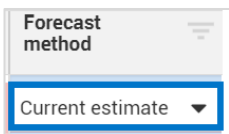
QUICK GUIDE FORECASTING



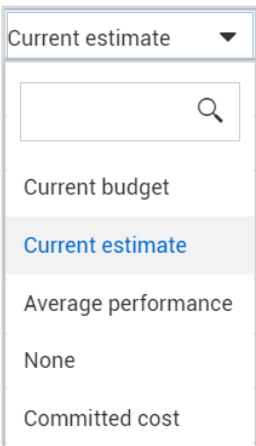
SET FORECAST METHOD

INDIVIDUAL ITEMS

1. In the CBS tab, go to the **Forecast** data block.
2. Double-click on the **Forecast Method** field of the cost item.

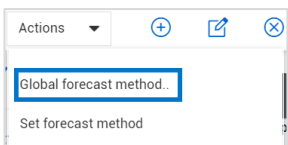


3. Click and select the forecast method from the drop-down list.



GLOBAL

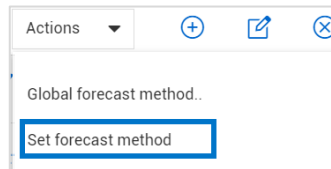
1. Select **Actions > Global forecast method.**



2. Select the forecast method, then click **Apply.**

MULTIPLE ITEMS

1. Select the tasks.
2. Select **Actions > Set forecast method.**



3. Select the forecast method, then click **Apply.**

FORECAST DATA BLOCK

1. Review forecasted cost, MHrs and productivity.
2. Forecast changes only seen by you unless you share or send to live forecast.

Forecast Created from Live forec... < ● ● ● >							
Forecast total cost	Forecast total MHrs	Forecast total MHrs/unit	Forecast total productivity factor	Forecast total unit cost	Forecast remaining cost	Forecast method	
\$ 1,891.78	25.00	0.00	1.20	\$ 0.06	\$ 0.00	Current estimate	
\$ 9,438.01	113.33	0.17	1.57	\$ 13.88	\$ 7,728.60	Rollup	
\$ 9,438.01	113.33	0.17	1.57	\$ 13.88	\$ 7,728.60	Rollup	
\$ 2,020.21	40.80	0.06	0.83	\$ 2.97	\$ 1,128.94	Average perfor...	
\$ 7,417.80	72.53	0.11	1.98	\$ 10.91	\$ 6,599.66	Rollup	
\$ 7,417.80	72.53	0.11	1.98	\$ 10.91	\$ 6,599.66	Average perfor...	

MANUAL FORECASTING

1. In the **Forecast** data block, double-click to edit the cell in any of the forecast columns.

Forecast total cost	Forecast total MHrs	Forecast total MHrs/unit
\$ 94,128.90	30	30.0

2. Change the value.

- The blue dot indicates it's the edited value that drives Forecast total cost (yellow triangle in Live Forecast).

3. Hover over the edited cell and select the icon to view cost category adjustments.



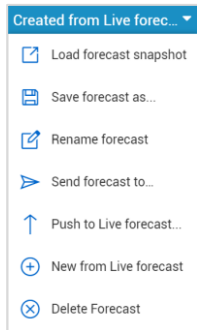
QUICK GUIDE

FORECASTING



MANAGE FORECASTS

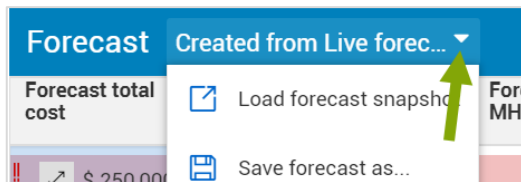
Manage forecasts from the **Forecast data block** drop-down menu.



PUSH TO LIVE FORECAST

- Official project forecast used for financial reporting for all team members.
- Must have appropriate permissions.

- From the **Forecast** data block, select the cost items to push.
- Click the drop-down arrow of the Forecast data block menu.

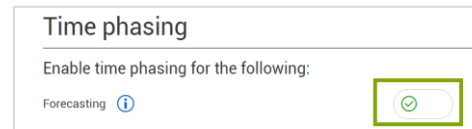


- Select **Push to Live forecast...**
- After review, select **Yes** to push the forecast values.

TIME PHASED FORECASTING

PREREQUISITES:

- Under **Project Settings > Control > Project Tracking**, turn on time phasing for forecasting.



- On the **Schedule data block**, ensure start and finish dates are defined at the terminal cost item level.

Description	Start	Finish
Mobilization		
Move to Jobsite	01/01/2021	02/15/2021
Moves on Jobsite	01/01/2021	02/15/2021
Night Work hours	01/01/2021	02/15/2021

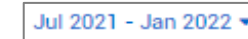
- Determine the cost curve setting for your items.

Actual start	Actual finish	Cost curve
		Linear

- Forecast remaining costs, mhrs and qtys spread automatically based on dates and curves defined.

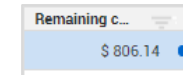
UPDATING TIME PHASED FORECAST

- In the CBS, select the items to review.
- Select **Actions > Time phased forecasting**.
- Select the Timeframe for your view.
- Click in the Remaining cost, mhrs or qty fields to override the distributed forecast.

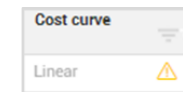


	Remaining c...	Mhrs	Remaining m...	Qty	Remaining qty
00	\$ 0.00	0.00	0.00	0.00	0.00
00	\$ 0.00	0.00	0.00	0.00	0.00
00	\$ 8,101.10	0.00	112	0.00	0.21

- A prompt asks if you want to modify man hours, quantities or costs proportionally.
- Manual changes are indicated by a blue dot.



- A warning indicates the change overrides the item's cost curve.



- To go back to the distributed forecast, select the item(s) and click the **Auto distribute** button.

CBS position	Description
<input checked="" type="checkbox"/> 7.1.1.1.3	Stockpile Aggr
<input type="checkbox"/> 7.1.1.2.1	Mix HMA

- Click **Publish** to save.
 - This will also push to Live Forecast if enabled in Control Settings.