Section 12: Prepare and Manage Budgets

Overview

Included as part of the *Master Plan* development process for the upcoming two-year period, Oakland County Information Technology (OCIT) identifies and creates *Enhancement, Project Sizing,* and *Program Development Budgets*. Once *Budgets* have been identified and the estimated hours required are approved by the *Leadership Group*, *PMO* will provide the two-year *Budget* projects necessary to manage the budgeted work effort. The following table describes how to identify the type of *Budget* that will be provided.

Position	***Description***	***Values***
1-1	Division	Refer to *Appendix L: Customer Codes.*
2-2	Team	Refer to *Appendix L: Customer Codes.*
3-3	Year	Refer to *Appendix L: Customer Codes.*
4-6	Customer Number	Refer to *Appendix L: Customer Codes.*
7-8	2 Characters	Appropriate *Budget* type: • Enhancement Budget – *EB*. • Project Sizing Budget – SB. • Program Development Budget – *PD* or *DB* or *XX.*

Some examples of *Budgets* include:

- *Finance/Admin Enhancement Budget – DJ7010EB*
- *TSN Sizing Budget – TP7186SB*
- *Project Management Program Development Budget – DH7181PD*

Enhancement Budgets

Enhancement Budgets are normally a two-year bucket of hours which have been established to help with the management and tracking of small enhancements to an existing system. The *Enhancement Budget* is generally created with a budgeted task (*Task Category* "~~~~*B*") and estimated hours assigned to generic roles. Each *Leadership Group* has one *Enhancement Budget* project, with separate phases for each system or application. Enhancement requests up to 200 hours are tracked as tasks in the *Enhancement Budget* project. Any larger requests must be managed as separate projects.

> S *Any Enhancement Request over 200 hours cannot be included as part of an Enhancement Budget. It must be treated as a separate project.*

When managing *Enhancement Budgets*, the *Project Manager* is responsible to follow the *Change Request* process. This process includes steps on how to request an enhancement, how to add tasks to the project plan and decrement the budget, and how to request additional hours for the *Enhancement Budget* from the *Leadership Group*. Refer to *Section 4: Change Request Process, Enhancement Budgets,* for more information.

Project Sizing Budgets

Project Sizing Budgets are normally a two-year bucket of hours which have been established to track and manage time spent preparing size estimates for proposed projects. *Project Sizing Budgets* are generally created with a budgeted task (*Task Category* "*~~~~B*") and estimated hours assigned to a generic resource *(Resource Category* "*PG*").

There is currently one *Sizing Budget* project for each *Leadership Group*. When a *Leadership Group* approves a project for sizing:

1. *Project Manager* adds a new task to that *Leadership Group's Sizing Budget* project and enters a *Task ID, Charge Code,* and *ETC* for the task. The *Task ID* must be the same as the *Project ID* of the project being sized.

2. *Project Manager* sizes the project. Time spent sizing the project is tracked to the appropriate task in the *Sizing Budget*. Refer to *Section 11: Master Planning* for more information about sizing a project.

3. *Project Manager* performs weekly tracking on the *Sizing Budget* project until the task is complete.

4. *Project Manager* closes the task and notifies *PMO* when the sizing is complete.

5. *PMO* verifies the *Sizing Budget* is balanced.

> S *Time spent preparing a project size estimate will be tracked to the appropriate task in the Leadership Group's Sizing Budget project.*

Program Development Budgets

Similar to *Enhancement Budgets*, *Program Development Budgets* are normally a two-year bucket of hours averaging 500 hours or more and are funded for the entire two years of the *Master Plan*. *Program Development Budgets* are established to help with the management and tracking of changes for program development efforts. The *Program Development Budget* is generally created with a budgeted task (*Task Category* "*~~~~B*") and estimated hours assigned to generic roles. As with *Enhancement Budgets,* requests in *Program Development Budgets* are also limited to 200 hours. Any request over 200 hours must be treated as a separate project.

> S *Any Request over 200 hours cannot be included as part of an Program Development Budget. It must be treated as a separate project.*

> S *Program Development Tasks - New tasks that result from an approved development change to a program must be added to the project plan at an appropriate point in the body of the project. The ETC of the Program Development Budget Task must be decremented by the total ETC of all the added tasks.*

> S *Time spent planning and negotiating for a newly added program development task will be tracked to the Program Development Budget.*

When managing *Program Development Budgets*, the *Project Manager* is responsible to follow the *Change Request* process. This process includes steps on how to request a change, how to add tasks to the project plan and decrement the budget, and how to request additional hours for the *Program Development Budget* from the *Leadership Group*. Refer to *Section 4: Change Request Process, Enhancement Budgets,* for more information.

The *Variance Explanation Detail Plan* view in the *Weekly Tracking* folder in *Clarity Open Workbench* can be used to monitor the status of the *Program Development Budget*. The total of the *Revised Total Estimate* column should equal the total of the *Original Estimate* column. This indicates that the *Program Development Budget* is balanced, and there are enough hours remaining in the budget to implement the request. If the total *Revised Total Estimate* exceeds the total *Original Estimate*, the amount of the *Program Development Budget* request added to the project is more than the *Program Development Budget* allows for, additional hours must be requested from the *Leadership Group*.