

Capital Projects Dashboard

Business Intelligence User Guide

September
2021



Welcome

This user guide provides an overview of the Capital Projects Dashboard in McMaster's Business Intelligence Portal.

The Capital Projects Dashboard was developed by Institutional Research & Analysis in close coordination with Financial Affairs and stakeholders across Facility Services. In addition to this introduction, an FAQ is available to guide users through common questions.

We hope you find the content of this guide and dashboard relevant, useful, clear and easy-to-use.



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BI Capital Projects Dashboard Highlights

The new capital dashboard was created to provide a capital project reporting solution for Facility Services project managers and administrative staff, and is a result of much consultation and feedback from stakeholders. The new dashboard includes the following features:

- Ability for users to view all capital projects financial details, including actuals, budgets, and commitments by activity type
- High level summary of capital projects by project manager, including non-financial characteristics of the project
- Ability to drill into work order details
- The ability to customize reports by applying filters and changing the layout of a report to suit your needs
- An easy save feature and the option to set your own defaults. For example, you can customize and save your preferences for a selected set of project managers or capital projects

Dashboard Pages

There are 4 pages on the BI Capital Projects Dashboard:

1. Project Statement
2. Project Summary
3. Transactions
4. Work Order Details

The following slides provide an overview of the dashboard pages.

Dashboard Pages: Project Statement

- Displays funding and exp enditures actuals, commitments, and budget amounts by activity for the selected project(s) and date range

Project Manager:
 * Project Number:
 Start Date:
 End Date:

Select by EmplID

Project Statement
 for 05/01/2020 to 04/30/2021
 Time run: 9/14/2021 3:03:40 PM

Sargeos, Sameh Hakim 20013023

	Activity Category	Activity	Cumulative Prior from SOP to 05/01/2020	Current Period Actuals From 05/01/2020 to 04/30/2021	Project to Date	Commitments	Project to Date and Commitments	Budget	Project Balance Available
Funding	Funding	Funding	(\$380,000.00)	\$0.00	(\$380,000.00)	\$0.00	(\$380,000.00)	(\$380,000.00)	\$0.00
Funding Total			(\$380,000.00)	\$0.00	(\$380,000.00)	\$0.00	(\$380,000.00)	(\$380,000.00)	\$0.00
Expenditures	Administrative Costs	Salaries and Wages	\$14,248.08	\$0.00	\$14,248.08	\$0.00	\$14,248.08	\$15,000.00	\$751.92
		Benefits	\$5,700.24	\$0.00	\$5,700.24	\$0.00	\$5,700.24	\$5,000.00	(\$700.24)
	Construction	Prime Contract	\$184,220.52	\$694.45	\$184,914.97	\$0.00	\$184,914.97	\$205,000.00	\$20,085.03
	Furnishings and Equipment	Office Furniture	\$27,794.70	\$72,749.65	\$100,544.35	\$2,577.64	\$103,121.99	\$65,000.00	(\$38,121.99)
	Other Contracts	Air Balancing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
		Facilities Work Orders	\$2,450.00	\$0.00	\$2,450.00	\$0.00	\$2,450.00	\$3,500.00	\$1,050.00
		Information Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00	\$3,500.00
		Signage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00
		Window Coverings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
	Professional Services	Prime Consultant	\$41,135.61	\$8,113.38	\$49,248.99	\$0.00	\$49,248.99	\$62,000.00	\$12,751.01
	Sundries	Permits and Fees	\$1,710.00	\$0.00	\$1,710.00	\$0.00	\$1,710.00	\$3,000.00	\$1,290.00
		Printing	\$69.28	\$0.00	\$69.28	\$0.00	\$69.28	\$1,000.00	\$930.72
		Moving	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00
Misc Expenses		\$589.11	\$0.00	\$589.11	\$0.00	\$589.11	\$1,500.00	\$910.89	
Expenditures Total		\$277,917.54	\$81,557.48	\$359,475.02	\$2,577.64	\$362,052.66	\$380,000.00	\$17,947.34	
Grand Total		(\$102,082.46)	\$81,557.48	(\$20,524.98)	\$2,577.64	(\$17,947.34)	\$0.00	\$17,947.34	

Dashboard Pages: Project Summary

- High level summary of a project(s) and can be filtered by project manager, project number, and/or project status
- Includes non-financial information on a project, such as Project Type, whether a project will be capitalized, Year of Funding, % Complete and Projected Final Cost

Project Manager:
 Project Number:
 Project Status:
 Start Date:
 End Date:

Select by EmplID

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Project Summary
 for 05/01/2020 to 04/30/2021
 Time run: 9/14/2021 3:08:10 PM

Project	Project Description	Project Type	Project Status	Effective Status	Capitalize (Y/N)	Year of Funding	Project Start Date	Project Close Date	% Complete	Projected Final Cost	Project Manager	EmplID	Project Balance at Start of Period	Current Period Funding	Current Period Expenses	Project to Date	Commitments	Budget	Project Balance Available
20013023	ABB 4TH FLOOR EIT (TOWER)	CRENO	OPEN	A	N	4/30/2020	10/15/2019	10/13/2057	0	\$380,000.00	Sargeos,Sameh Hakim	200006793	(\$102,082.46)	\$0.00	\$81,557.48	(\$20,524.98)	\$2,577.64	\$0.00	\$17,947.34

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Dashboard Pages: Transactions

- Displays all journal lines for the selected time period, segmented by Activity and can be filtered by Project Manager, Project Number, Project Status, Account Code and/or Activity ID
- Includes journal line data (ex. fund, dept, description), in addition to Supplier Name and ID, Voucher ID, and Work Order and Task ID as applicable
 - Ability to drill into work order details (see next slide) for MM journal lines

Transactions

for 05/01/2020 to 04/30/2021
Time run: 9/14/2021 3:19:20 PM

	Business Unit	Project	Project Manager	Activity ID	Journal ID	Journal Date	Fiscal Year	Fiscal Period	Amount	Account	Account Description	Department ID	Fund Code	Program Code	Ledger Group	Analysis Type	Source Type	User	Line Description	Description	Supplier Name	Supplier ID	Voucher ID	Work Order	Work Order Task ID
Facilities Work Orders	MAC01	20013023	Sargeos,Sameh Hakim	N_FACILITIES_WO	MM00371859	2/1/2020	2020	10	\$70.00	170060	Construction in Progress	10394	60	99999	Actuals	MMC	LABOR	SP_FSPRDOP1	1	Facility Svcs Billing Costs				0000038327	1
Facilities Work Orders	MAC01	20013023	Sargeos,Sameh Hakim	N_FACILITIES_WO	MM00375127	2/14/2020	2020	10	\$910.00	170060	Construction in Progress	10394	60	99999	Actuals	MMC	LABOR	SP_FSPRDOP1	1	Facility Svcs Billing Costs				0000039248	1
Facilities Work Orders	MAC01	20013023	Sargeos,Sameh Hakim	N_FACILITIES_WO	MM00376371	3/1/2020	2020	11	\$70.00	170060	Construction in Progress	10394	60	99999	Actuals	MMC	LABOR	SP_FSPRDOP1	1	Facility Svcs Billing Costs				0000038327	1
Facilities Work Orders	MAC01	20013023	Sargeos,Sameh Hakim	N_FACILITIES_WO	MM00378466	3/6/2020	2020	11	\$280.00	170060	Construction in Progress	10394	60	99999	Actuals	MMC	LABOR	SP_FSPRDOP1	1	Facility Svcs Billing Costs				0000039248	1
Facilities Work Orders	MAC01	20013023	Sargeos,Sameh Hakim	N_FACILITIES_WO	MM00378965	3/9/2020	2020	11	\$560.00	170060	Construction in Progress	10394	60	99999	Actuals	MMC	LABOR	SP_FSPRDOP1	1	Facility Svcs Billing Costs				0000039248	1
Facilities Work Orders	MAC01	20013023	Sargeos,Sameh Hakim	N_FACILITIES_WO	MM00378966	3/10/2020	2020	11	\$560.00	170060	Construction in Progress	10394	60	99999	Actuals	MMC	LABOR	SP_FSPRDOP1	1	Facility Svcs Billing Costs				0000039248	1
Facilities Work Orders Total									\$2,450.00																
Misc Expenses	MAC01	20013023	Sargeos,Sameh Hakim	N_MISC_EXPENSES	AP00369172	1/23/2020	2020	9	\$77.56	170060	Construction in Progress	10394	60		Actuals	ACT	MATER	SP_FSPRDOP1	PRINTING PR20013023	Accounts Payable	One Time Supplier Payment	ONETIME	00730672	0	

Dashboard Pages: Work Order Details

- Displays work order details and can be filtered by Project Manager, Project Status, Work Order ID and/or Status.
- Includes project information (status, start and end date, % complete) in addition to Work Order specific data
- Work orders with actual costs of \$0 are displayed on separate report below this screenshot, and contain similar fields with the exception of some project-specific fields (ex. Project Status, Project Manager, % Complete)

Project Manager:
 Project Number:
 Project Status:
 Work Order ID:
 Work Order Status:
 Select by EmpID

Work Order Details
Time run: 9/14/2021 4:08:58 PM

Project	Descr	Project Status	Effective Status	Project Start Date	Project End Date	% Complete	Project Manager	EmpID	Projected Final Cost	Work Order	WO End Date	Work Description	WO Status	Actual Cost				
														Labour	Material	Tools	PO	Total
20013023	ABB 4TH FLOOR EIT (TOWER)	OPEN	A	10/15/2019	10/13/2057	0.00%	Sargeos,Sameh Hakim	200006793	\$380,000.00	0000038327	1/16/2020	25 - SD & Sprinkler bypass for construction at ABB tower 4th floor MAC01-60-170060-10394-MAC01-20013023-N_FACILITIES_WO (Requested By: Sameh Sargeos)	CLSD	\$140.00	\$0.00	\$0.00	\$0.00	\$140.00
20013023	ABB 4TH FLOOR EIT (TOWER)	OPEN	A	10/15/2019	10/13/2057	0.00%	Sargeos,Sameh Hakim	200006793	\$380,000.00	0000039248	2/14/2020	25-C419- Furniture Disassemble at ABB tower 4th floor EIT C419- I have contacted John Hemmer- and I will meet carpenter on site for scope MAC01-60-170060-10394-MAC01-20013023-N_FACILITIES_WO (Requested By: Sameh Sargeos)	CLSD	\$2,310.00	\$0.00	\$0.00	\$0.00	\$2,310.00

Access & Security

- Access to the Capital Projects dashboard in BI is based on existing security in Mosaic, specifically, the MCM_PC_PROJMGR security role
- For access & security related inquiries, please contact Linda Jaskiewicz (jaskiew@mcmaster.ca)

Training & Support

In addition to the overview provided in this document, the following training materials are available on the IRA website:

- An FAQ to help guide you through common questions
- Quick how-to videos demonstrating useful functionalities in BI:
 - [Filters and Search](#)
 - [Exporting an Analysis](#)
 - [Setting up Default Customizations](#)

For questions about training, please contact Stevan Pantic (pantics@mcmaster.ca) or Ilkay Sakir (sakiri@mcmaster.ca).

Technical Support

For technical related or other dashboard issues, please contact Sam Petryk (petrykss@mcmaster.ca).