UniPhi 19

Practice Management Training Manual

Version Date 8 September 2023

Contents

About This Manual

The aim of this manual is to provide instructions that will effectively introduce you to the practice management aspects of UniPhi. Within this manual you will learn how to create a new project, assign resources and organisations, and work with financial information such as creating budgets and invoicing.

How to use this Manual

As you read this manual you will notice the following icons recurring which will help to highlight and enable you to quickly locate activities and summary areas, they will also assist you to understand UniPhi, and avoid any problems.

Puzzle Piece:

The puzzle piece appears at the beginning of each section and any major section to mark the overview of that item’s content or concept.

Cogs:

The cogs denote a step-by-step activity to be completed using UniPhi by the participant relative to the section it is located in.

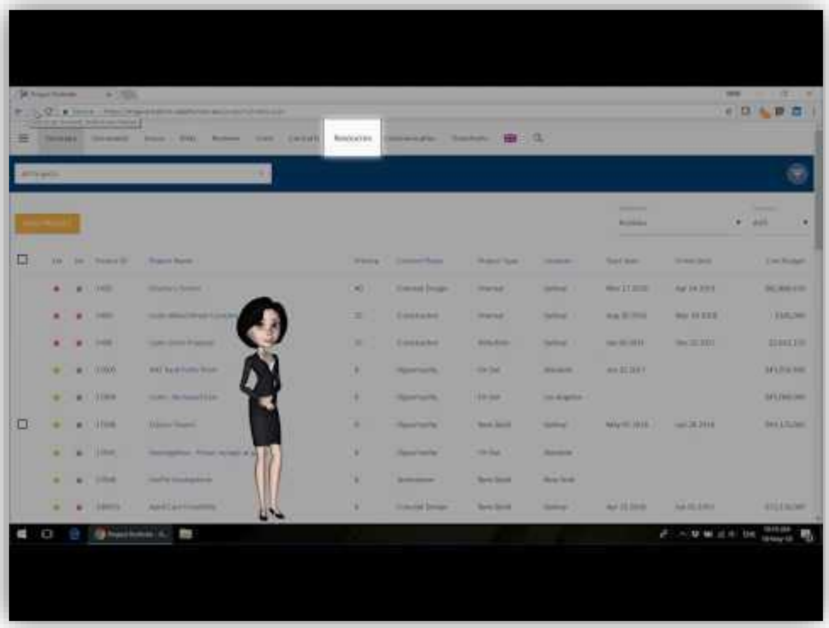
Light bulb:

The light bulb denotes a helpful hint or tip you should be aware of.

Videos have been used throughout the manual to demonstrate the activities. They are for illustrative purposes only. Details such as dates, budget figures and other entered text/data may vary.

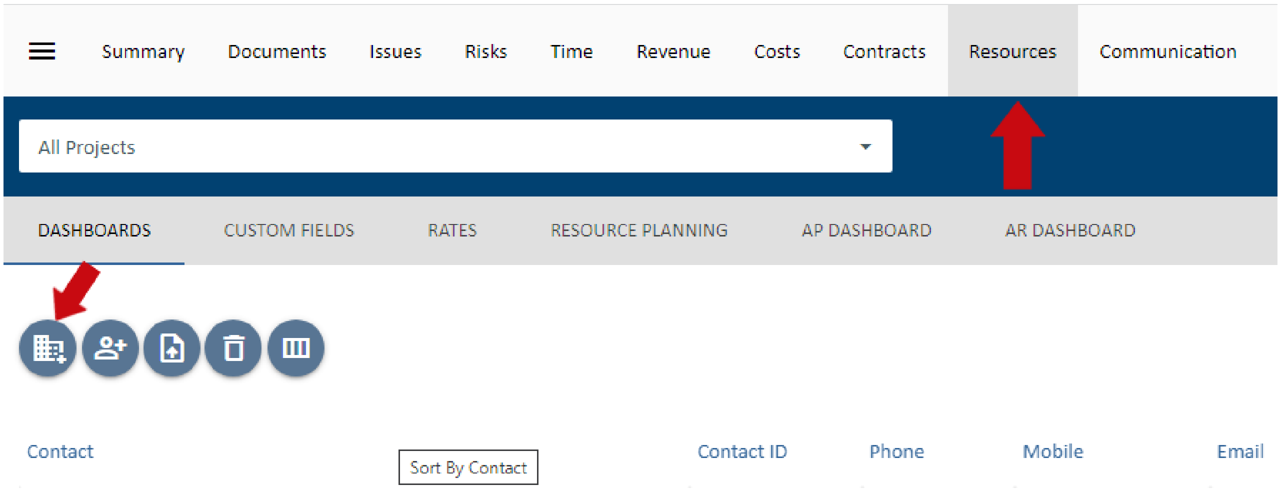
UniPhi

Creating Organisations & Sites



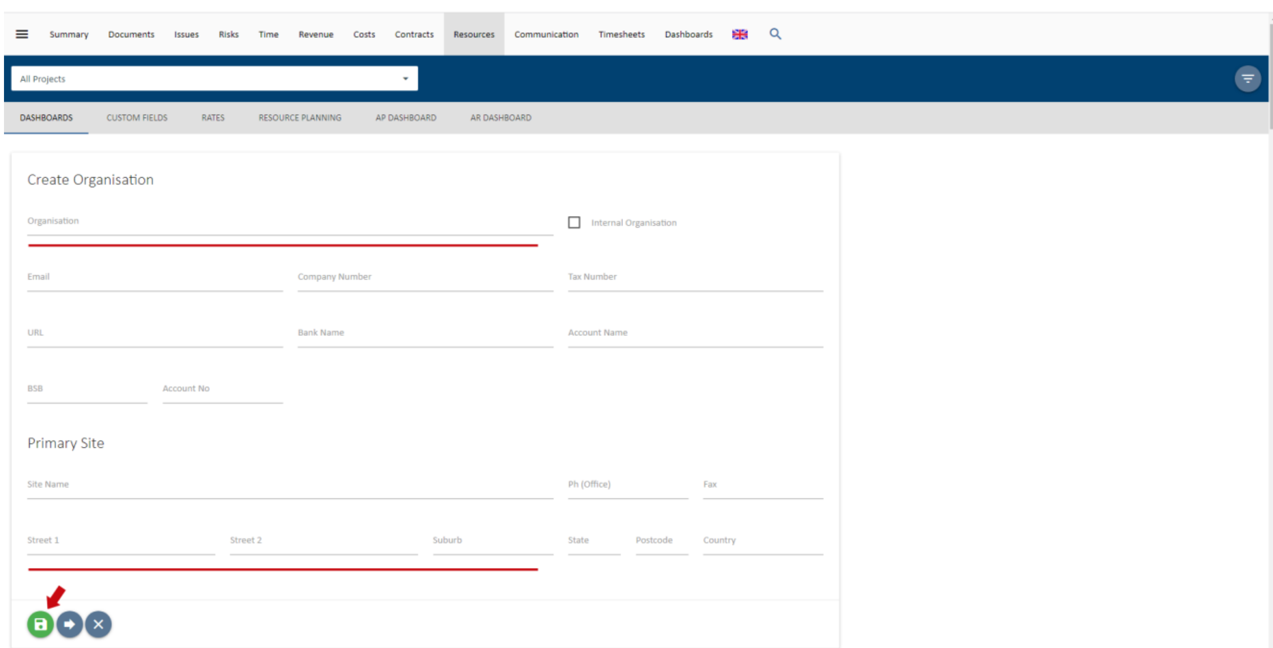
Organisations and sites are effectively the company or companies that your organisation engages with. Organisations refer to the company or business, while Sites refer to physical locations of each organisation. Therefore, Sites are always linked to Organisations.

To create an Organisation, go to the **Resources** tab, and press the blue **Create New Organisation** icon.



When creating a new Organisation, you will be presented with several detail fields that can be populated with Organisation specific information. The only mandatory field that requires information at this stage is the Organisation name, and the primary Site details. The more details you have entered here, the more useful your resource information will be, particularly when performing tasks such as generating documents, or invoices, etc. The Organisation should be marked as Internal if this is your organisation. Leaving the Internal box un-ticked will treat the organisation (and associated sites) as an external organisation (e.g., a client/supplier).

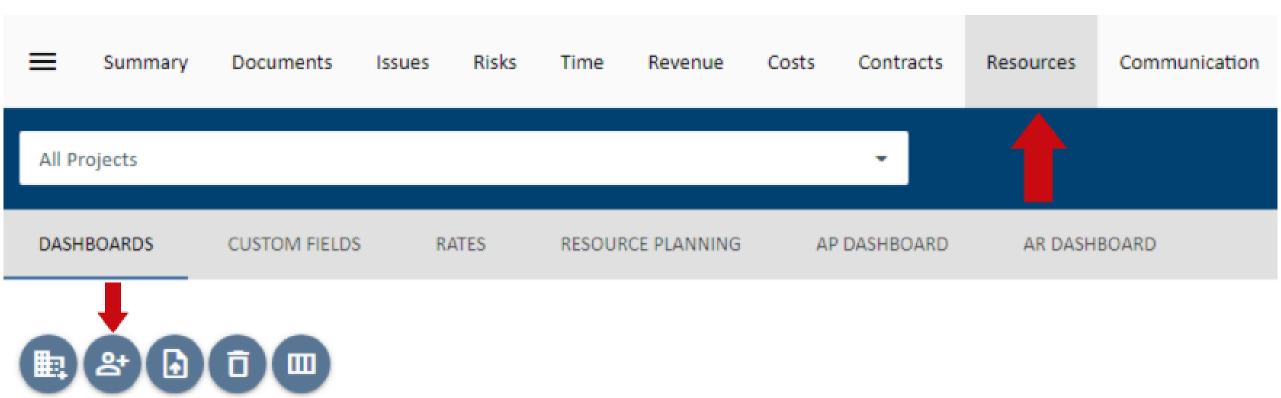
Once you have created an Organisation and Primary Site details, select the green **Save** icon. Using the navigation bar, you can add more sites under the Organisation tab.



Creating a Resource

UniPhi categorises all people resources as internal or external contacts. Importantly these resource contacts can also be assigned to organisations, sites, and Projects.

Resource contacts are added via the **Resources** tab and selecting the **Create Resource** icon.



There are several contact fields that you may choose to populate at any time. The only mandatory field that requires input at this stage is the resource Name. All other fields, such as phone numbers, email address, licence type, and position detail can be updated or amended at a later date. Remember to save your new resource details before leaving this page.

Resources can only be added to UniPhi when “all projects” are selected in the Project filter. If you have selected a specific project, you may only add pre-existing resources to that project. This means, you cannot create resources at the project level.

The access level that your resource will have to the UniPhi system will depend on the licence type that you select.

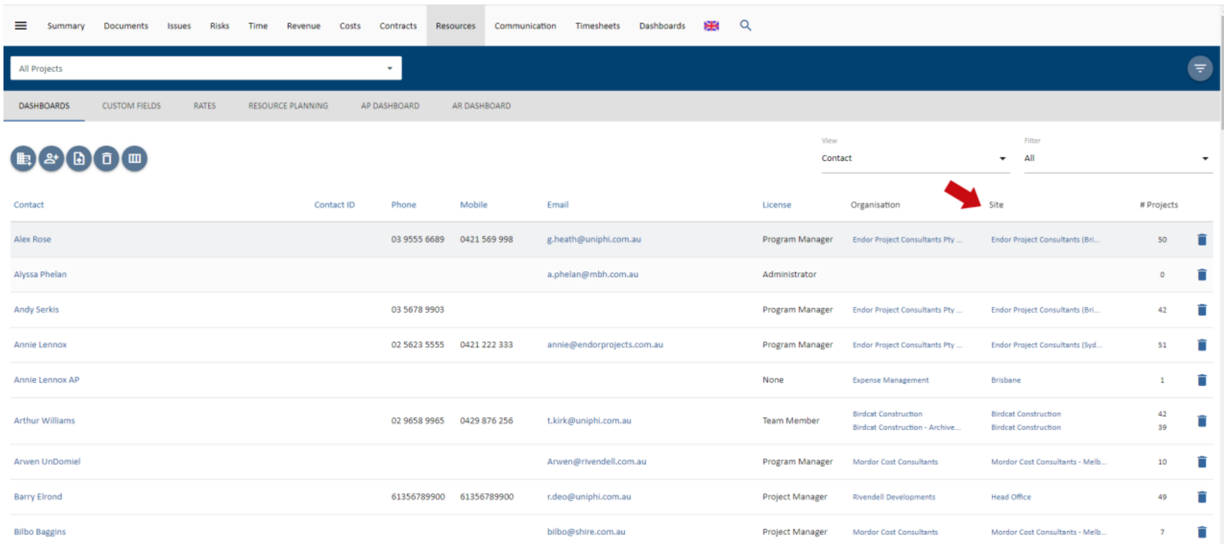
The four licence types available to you are:

- **None**. No access to your UniPhi deployment, the purpose of this licence type is purely to store your external client information. This information can be used when generating documents, and emailing from UniPhi.
- **Team Member**. A lower level of access which will allow your team members to see their issues and actions, a view project related documents, and allocate time via their own timesheet.
- **Project Manager**. High level access to documents, issues, and financials
- **Program Manager**. Full access to all project information, but no access to structural Methodology and Admin sections
- **Administrato**r. Full access to issues, documents, financials, and admin and methodology sections.

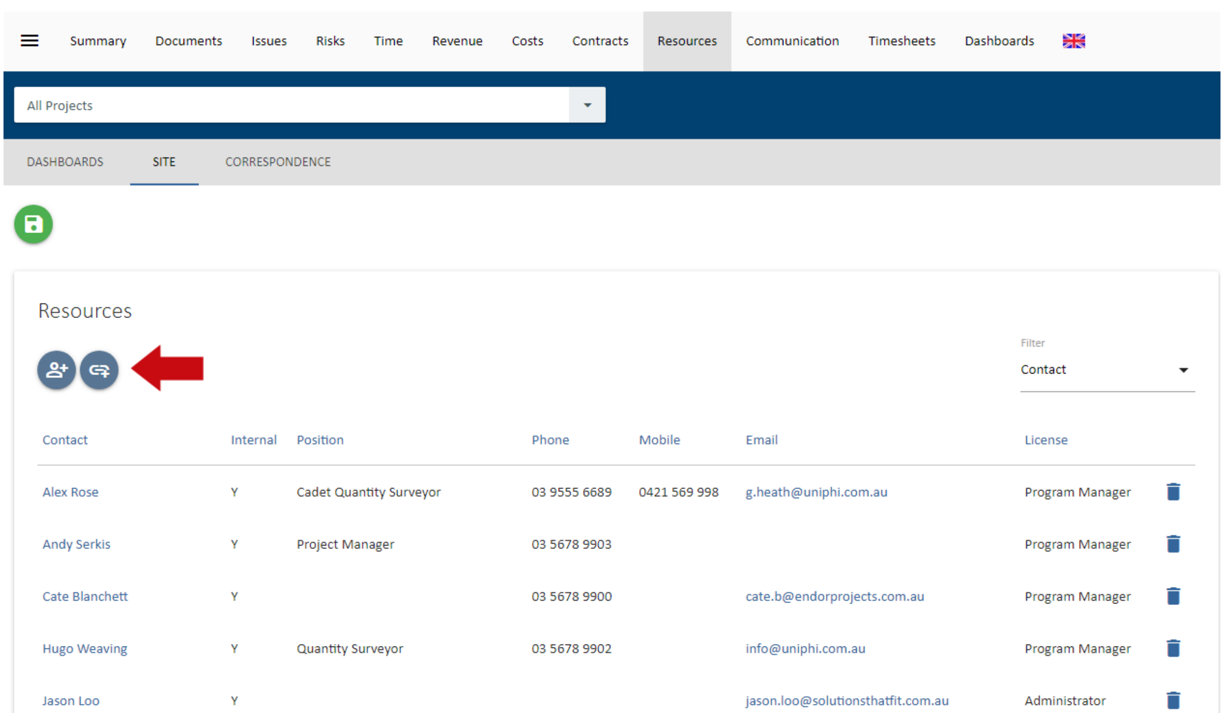
Resources are specified as being Internal or External based on the Organisation & Sites that they are assigned to. (See below for Organisations & Sites)

Linking a Resource to a Site

To link an existing contact resource to a site, simply drill into the specific site, and select the **Add Contacts** icon. Find the site by either using the View dropdown on the far right or filtering for Organisation and then selecting the Site or by directly filtering for Site.

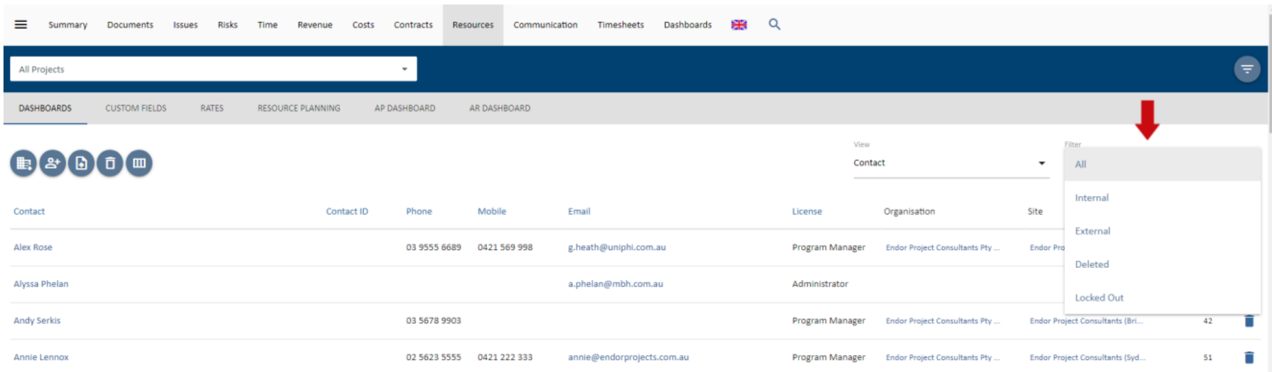


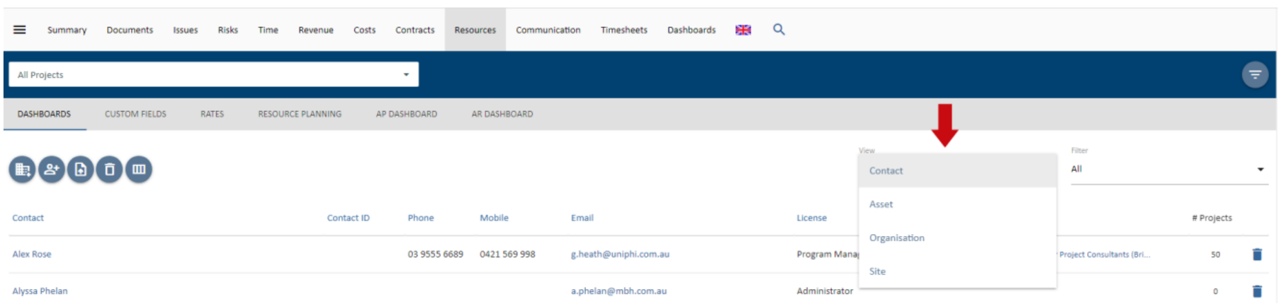
Once the site is selected, use the **Link Resource** icon to search and add an existing resource to the site. You also have the option to create a resource in that page should you wish to do so.



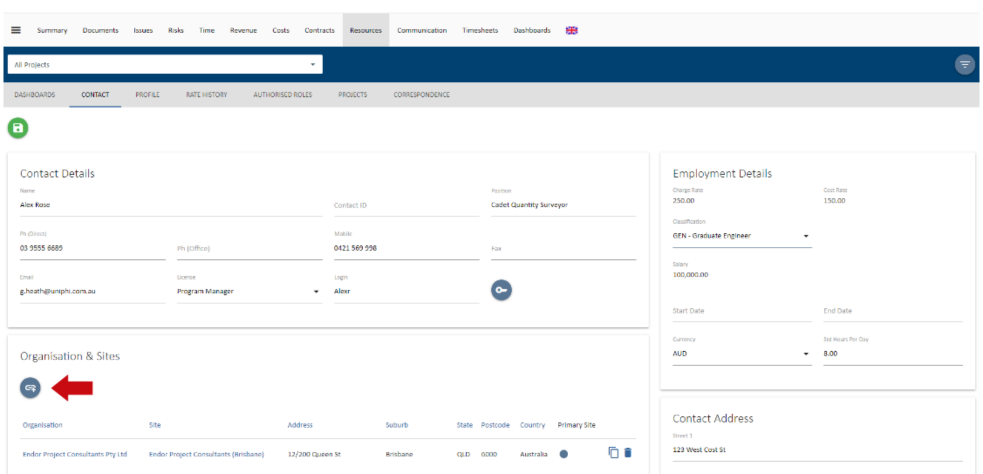
Viewing External Resources

Navigating resource contact information via the Resources tab is quite straight forward. Filters exist to help narrow your search so that if you are looking for a person (contact), you can select the View: Contact, and you may also filter for internal or external people.



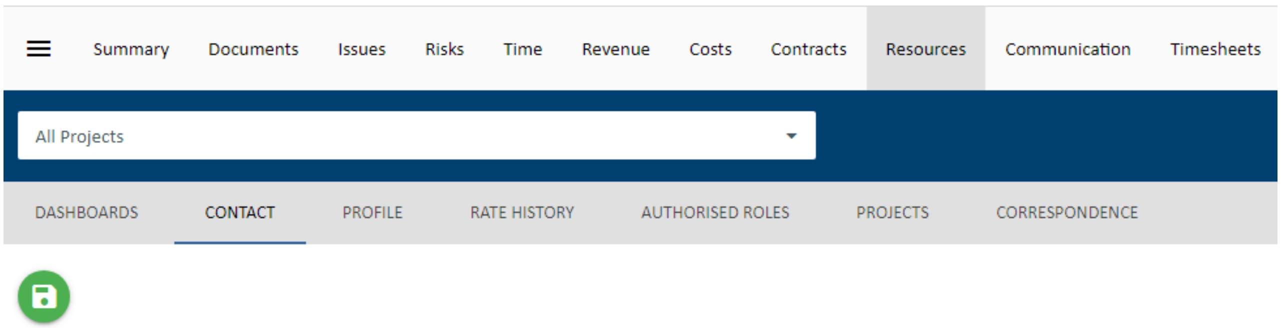


Clicking onto a resource will take you into the detail screen for that person. Here you will find more of the specific information about the person, and the company (or companies) that they belong to. It is possible to have one contact linked to numerous organisations and sites. Where a contact is linked to more than one organisation, you will need to specify their “Primary Site”. You can also link sites as well by using the **Link Site** icon.



The Sub navigation menu for a contact provides access to the following views:

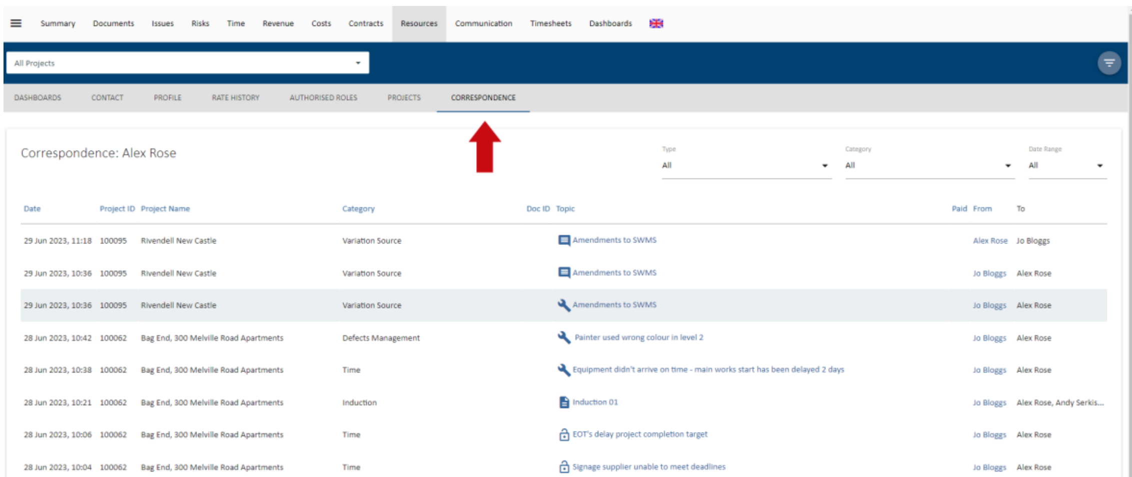
- Dashboards – the resource pool
- Contact – edit and update contact details
- Rate History – for internal resources, review their charge and cost rate history
- Authorised Roles – for internal resources, review the roles they are authorised to be assigned to
- Projects – review the list projects and roles the contact is assigned to
- Correspondence – review any correspondence with this contact



Correspondence

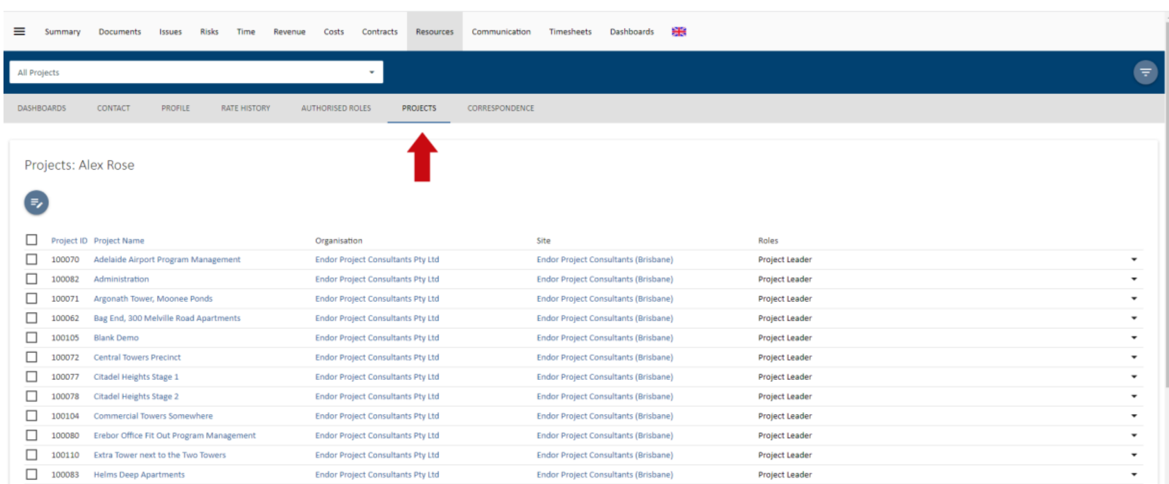
The correspondence panel displays all UniPhi generated interactions that have taken place involving the resource contact that you are reviewing. This correspondence includes documents, issues, comments, and emails. It's important to note that all communications are displayed here, regardless of their status (e.g. issues are displayed even if they are closed or awaiting review). Items from closed projects are also displayed.

The benefit to using the Correspondence module to locate this information is that it brings all of the information into one place and eliminates the need to open multiple browser tabs to locate a specific item.



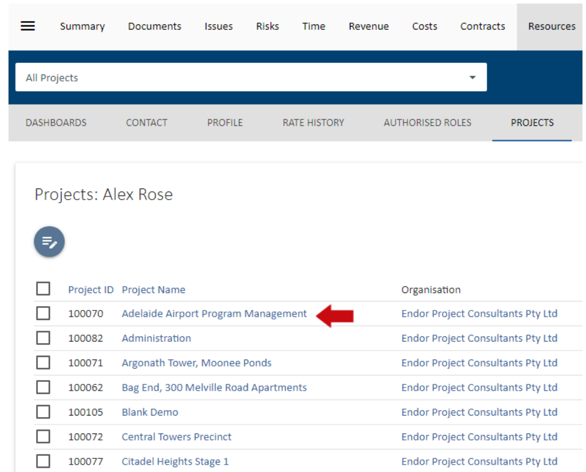
Projects

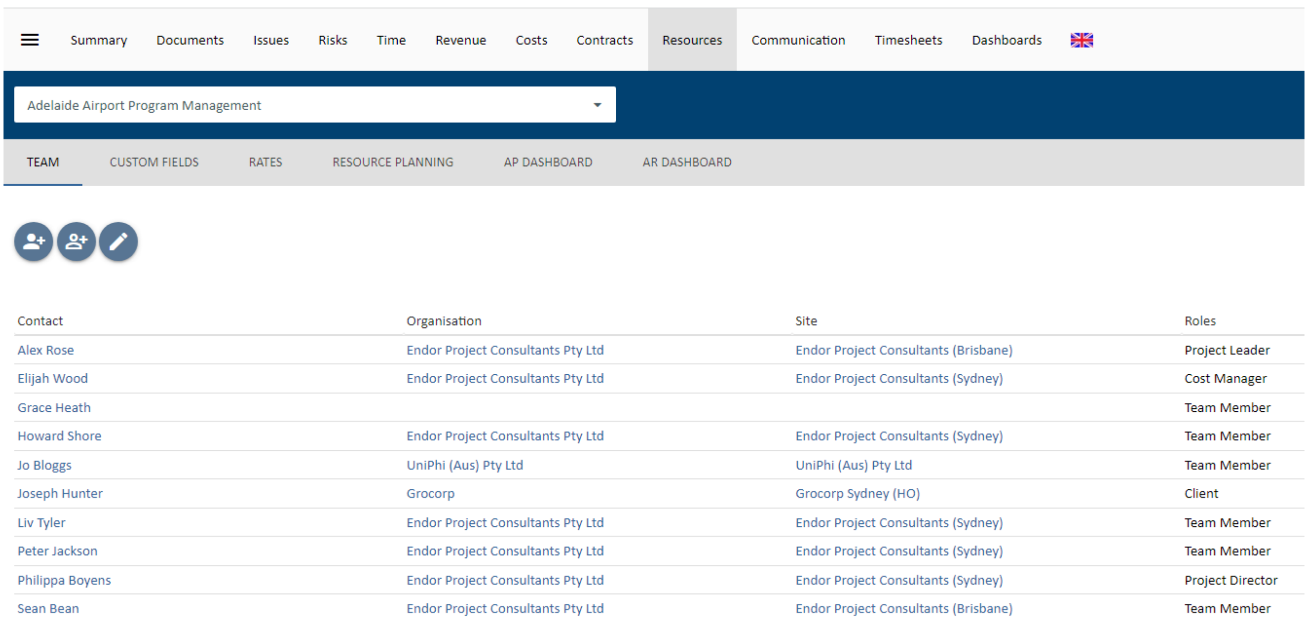
The information displayed in this view is a useful way to observe which projects a contact resource has been assigned to, and the role that they are performing within those projects.



Team

Clicking on the project link within a contacts project list (or selecting a project from the projects dropdown while in the Resources tab) will take you to the Team resource details tab for that particular project. This view provides a useful stakeholder list, as it displays each resource by name, as well as the organisation and site that they belong to, and the role, or roles that they have been assigned.

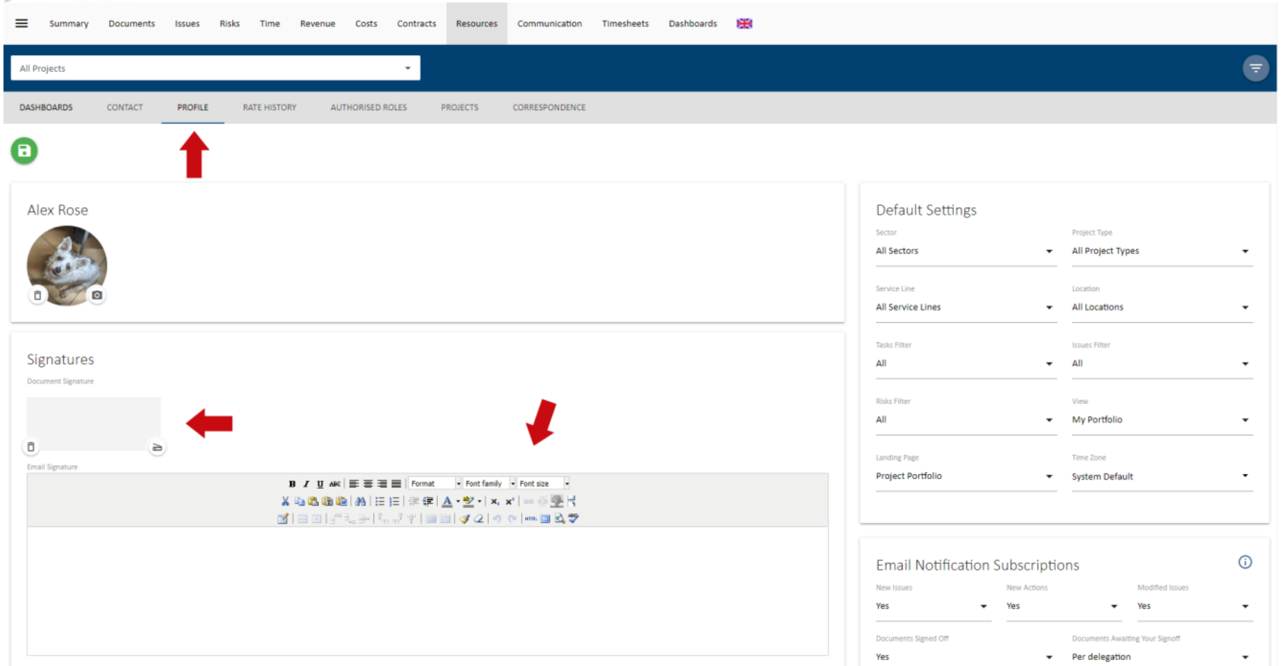




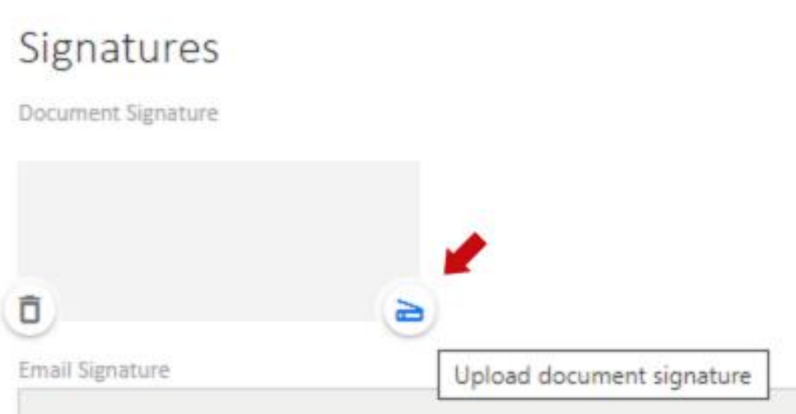
Viewing Internal Resources (Staff)

The contact details for internal contacts features the capability to attach a signature image, and an email signature. This information can then be used when generating and transmitting documents and emails from UniPhi.

The *signature image* is a scanned image of a written signature that is uploaded into UniPhi, which can then be selected when "signing off" a document. The output document has the embedded signature attached, which saves the time and effort of printing a document, signing it, and then scanning it back as a soft copy format.



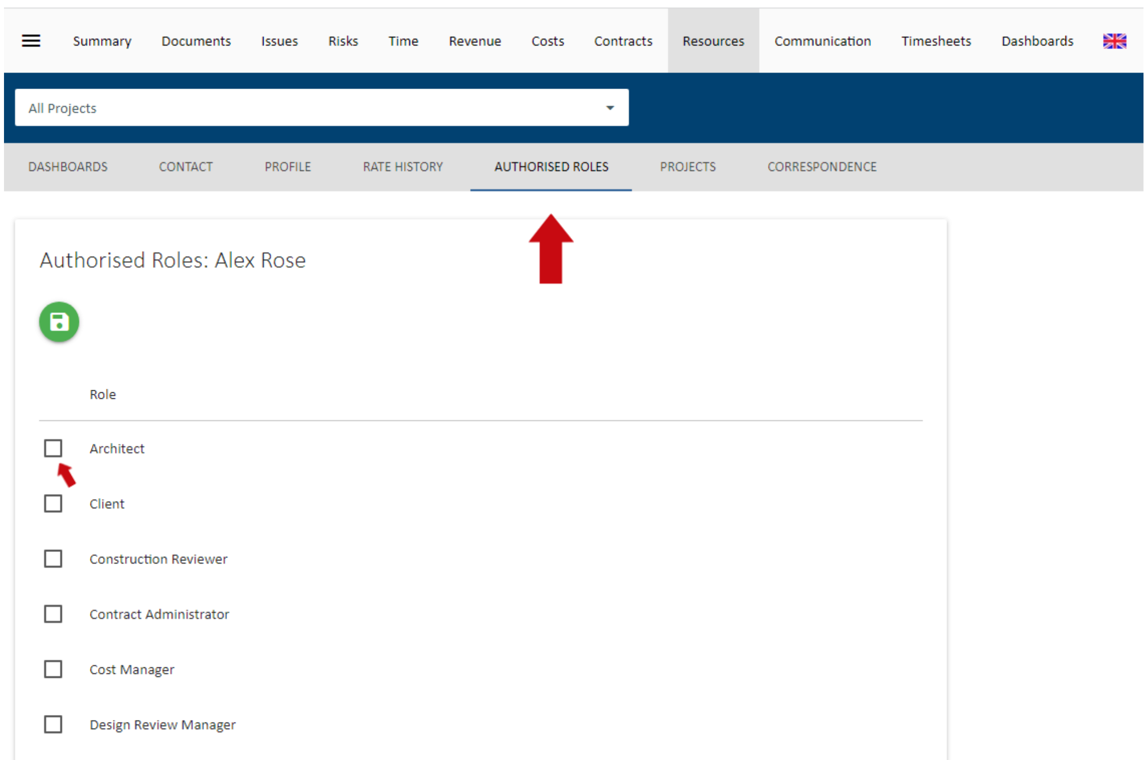
Attaching an *email signature* works the same way that most email programs (e.g. Outlook) allow you to attach a predefined email signature. Again, this is a time saving feature as all of your outbound emails from UniPhi will appear with your customised signature information, which may include contact details, and your company logo.



The following sub navigation views may be useful in managing internal staff access to UniPhi:

Authorised Roles

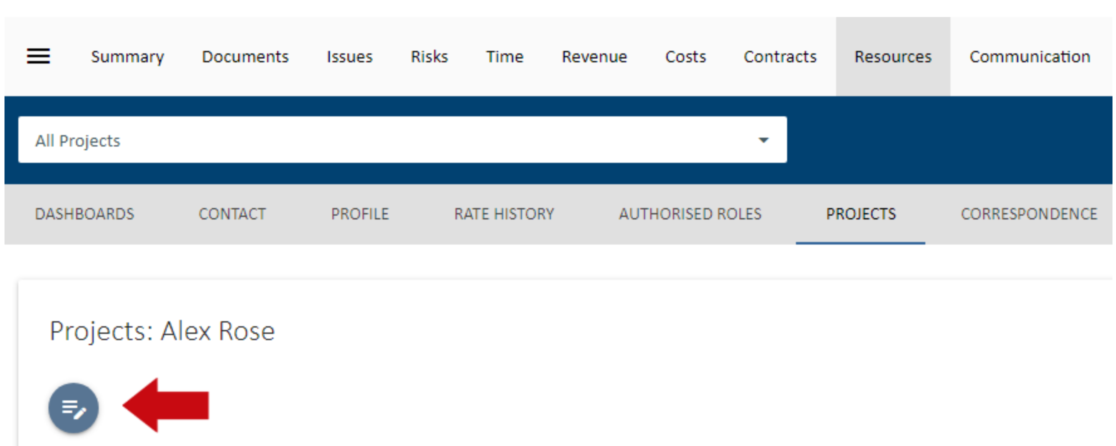
The Authorised Roles sub navigation view provides a list of available roles that can be assigned to a user. If any of these are checked, the user will be limited to those roles on a project. If none are checked, then the role allocation is only limited according to the user's license.



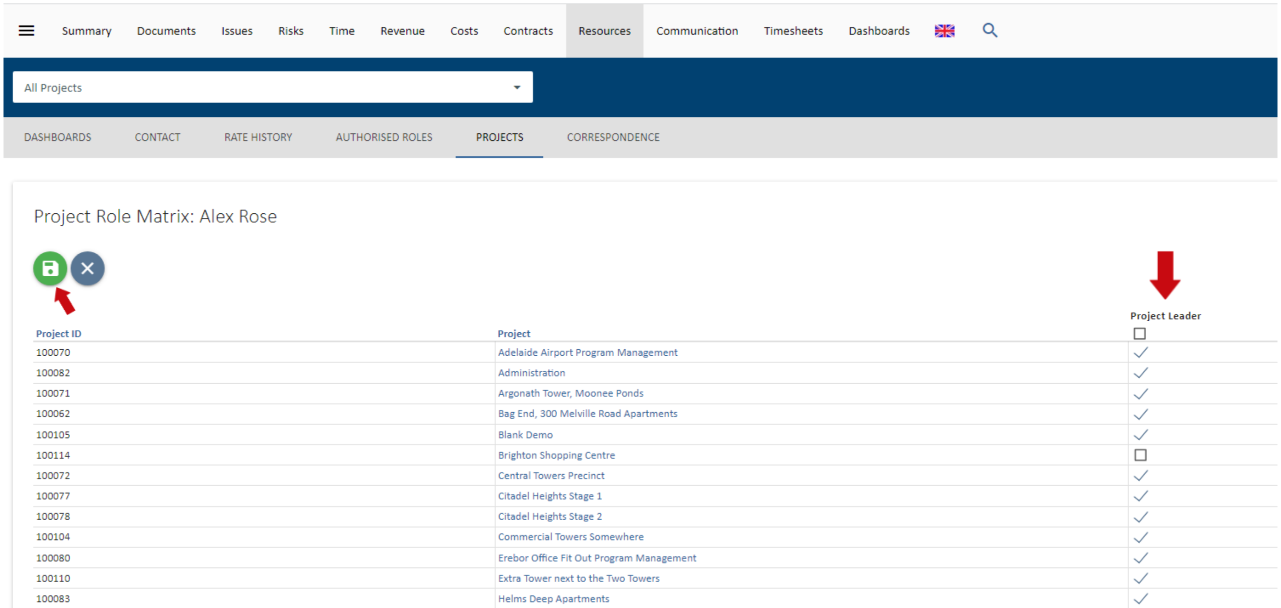
Projects View for Internal Staff

The Projects sub navigation view provides a number of options for managing an internal user's access to UniPhi projects.

The first option is to bulk **edit** the project and role allocations of the user.



Select this and a list of all available projects and roles will display. If this list is too long, you can apply portfolio filters to it. Select the roles and the projects the user needs to be assigned to and select **save**. You can also deselect them form any existing roles.



This option is designed to quickly add and remove a user to a project or list of projects

Select projects from the list displayed and two additional icons will appear, **Remove** and **Replace**.

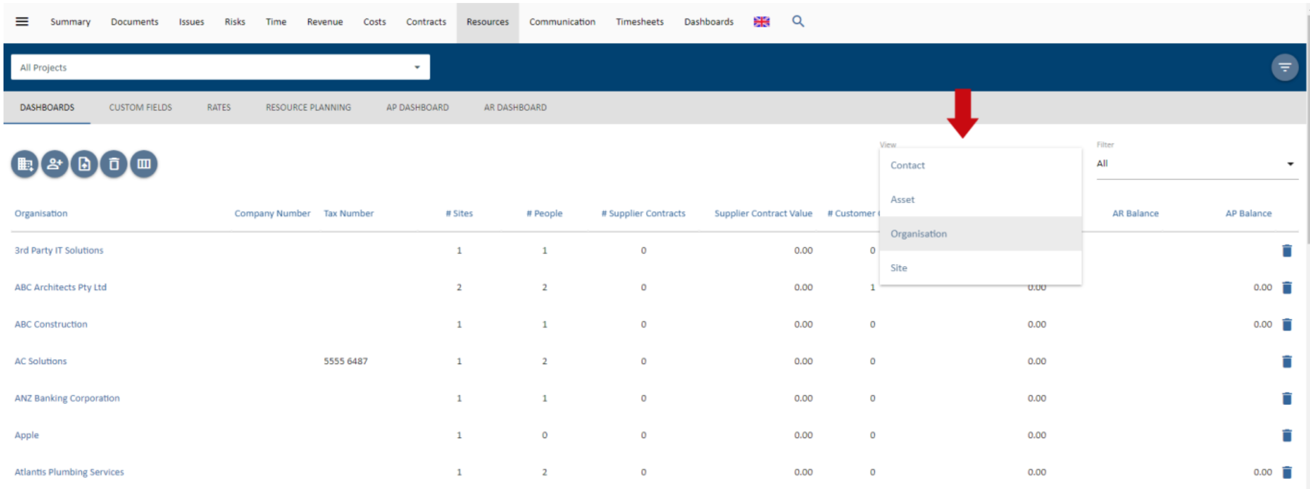
The Remove options provides a drop down to select what roles you want to remove the user from. Select **Remove** again to complete the task. This option is useful to remove someone form projects after they have left an organisation or changed roles.

The Replace option provides two drop down lists to select the resource replacing the user and the role that you will place the new user into on the select projects. Select **Replace** again to complete the task. This is useful to replace staff going on leave or when project roles change.

Viewing Organisations & Sites

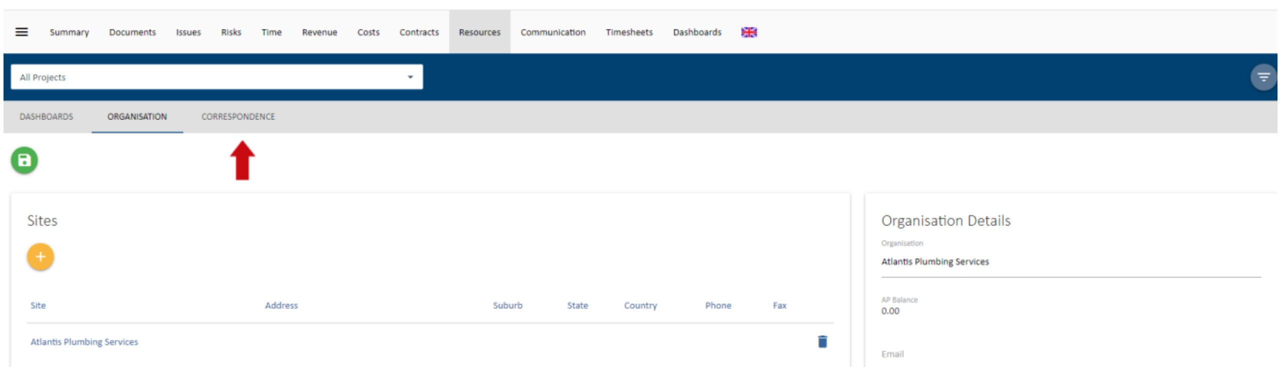
Viewing Organisations at the highest level will display information about all of the Organisations that you have entered into UniPhi. At this high level, you can see detail such as the name of the organisations, the number of sites related to the organisation, and the number of people assigned. Each of the headings are sortable, so you can sort organisations alphabetically, or by the number of assigned sites, or number of people assigned.

Clicking into an organisation will display the organisation specific information, such as the company website, ABN, email address and the bank details.



Also, within the Organisation view, you can see each of the contacts within the Organisation, their contact details, and licence access type.

The Correspondence sub navigation displays all correspondence from UniPhi, linked to this organisation.



Creating Projects

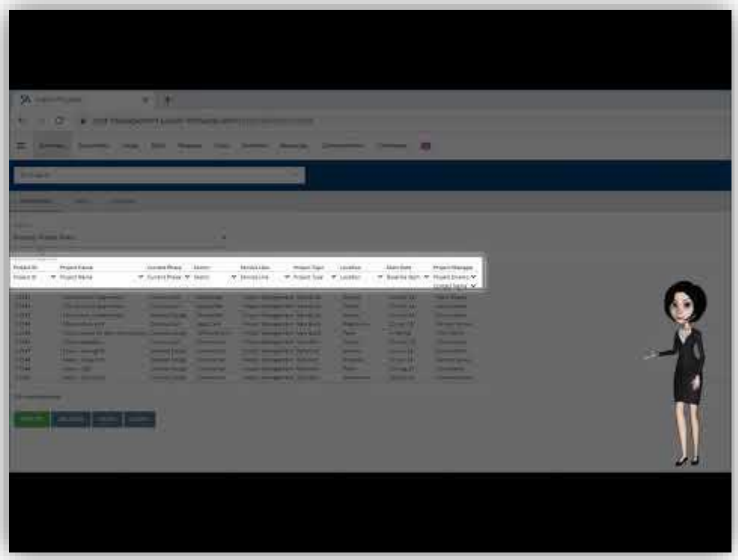
Projects need to be created and data attributed to provide information that's utilised at the reports and dashboard level. Each business identifies information to be captured against the project that is utilised in their reports and dashboards.

- Projects are generally created when they require a quote to be generated.
- Creating the project involves entering the name of the project, classifying it (e.g. Sector it belongs, lifecycle phase etc.), assigning resources and estimating the timeline for the lifecycle phases.
- Most projects are created in a pre-sale phase (e.g. submissions)

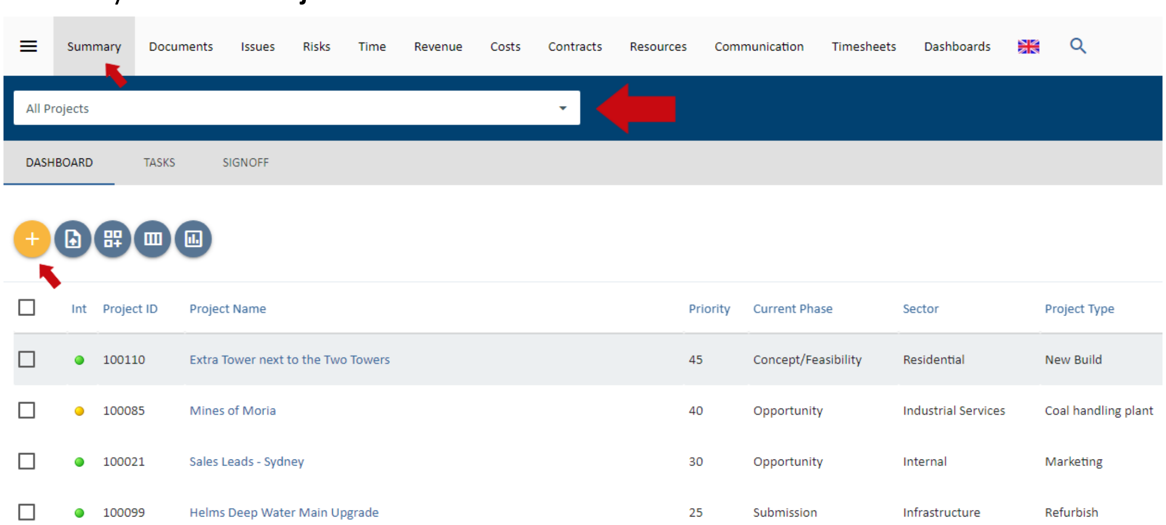
- Creating the project in this phase allows for UniPhi to calculate win/loss rates by tracking which quotes move to a post-sale phase and which move to a completed phase without entering a post-sale phase (e.g. withdrawn)

Each lifecycle phase contains two start and end dates per phase, a baseline and an actual/forecast. The baseline dates enable you to measure actual and forecasted progress versus original schedule.

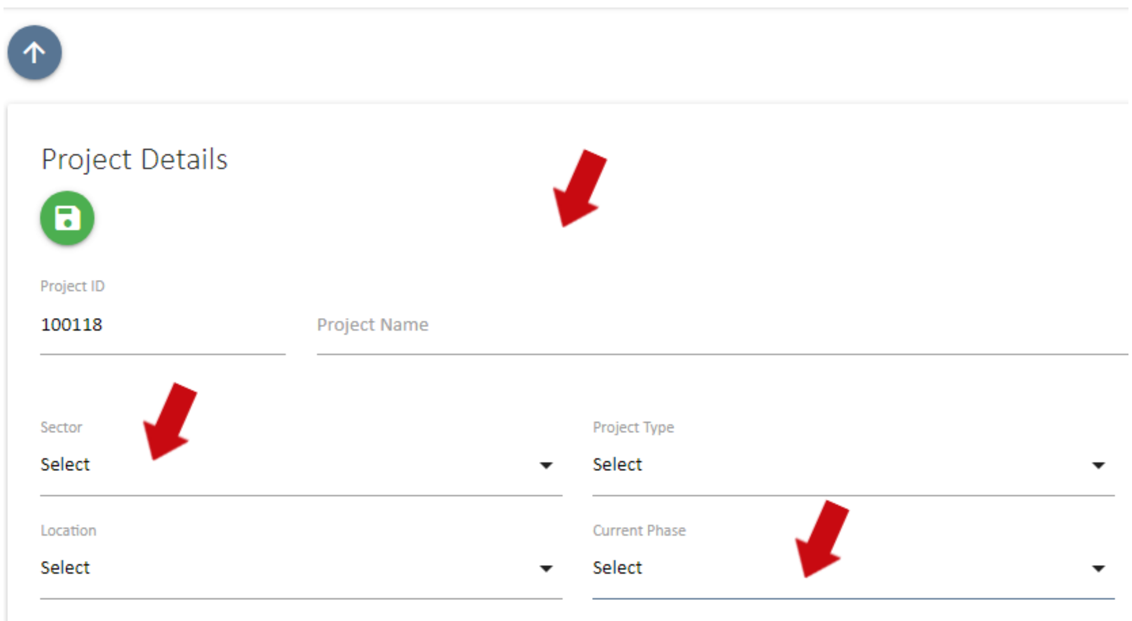
Creating New Projects



1. Select **Summary** tab and make sure "All Projects" is selected from the Project filter.
2. Click the yellow **New Project** icon



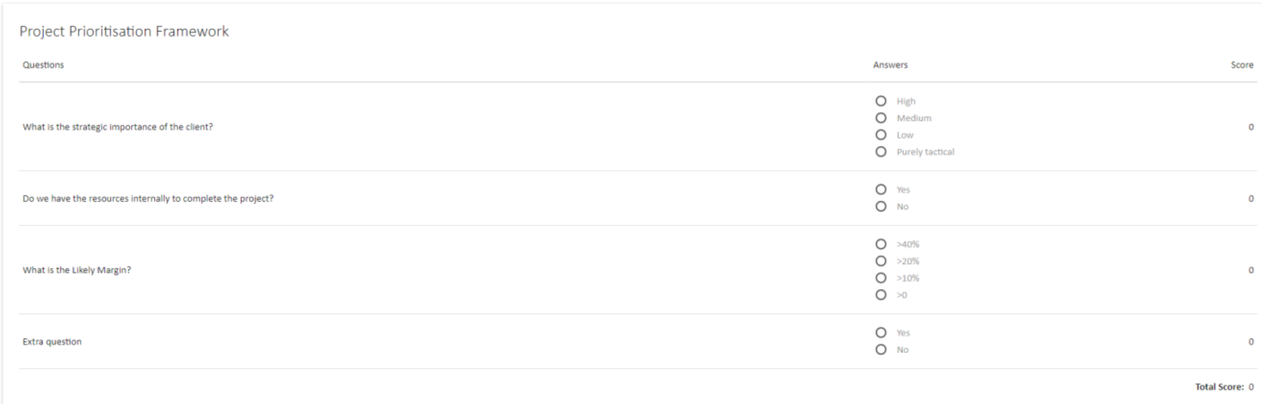
3. Fill in the following fields, *Project Name, Sector, Project Type* and *Current Phase.* The remaining fields are optional.



A *Project ID* is generated automatically.

Optional Fields: Not all fields are relevant to all projects / portfolios and some can be ignored. If a mandatory field is left blank, you will be notified with a red warning message. The only mandatory fields are the fields listed above at point 3. Note however that if no resources are added to a project then an administrator will need to add resources once they are known.

Priority: Companies can devise their own *Project Prioritisation Framework* which the user creating the project can complete to establish a projects' priority. The prioritisation framework is displayed at the bottom of the create project screen. If you complete the Project Prioritisation Framework the result will automatically populate in this field once the project is created. Alternatively you can enter in a priority manually. Project prioritisation allows team members to make discretionary decisions over work that needs to be completed at the same time. Knowing which project has a greater priority to the organisation can assist in the decision making, reducing the management time required to review and prioritise tasks.

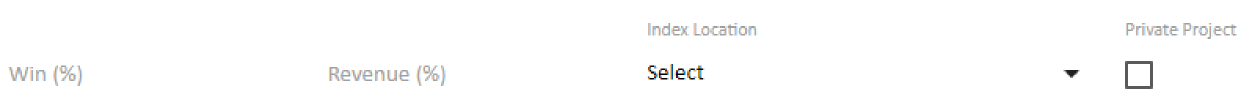

Project Prioritisation Framework

Questions	Answers	Score
What is the strategic importance of the client?	High Medium Low Purely tactical	0
Do we have the resources internally to complete the project?	Yes No	0
What is the Likely Margin?	>40% >20% >10% >0	0
Extra question	Yes No	0
		Total Score: 0

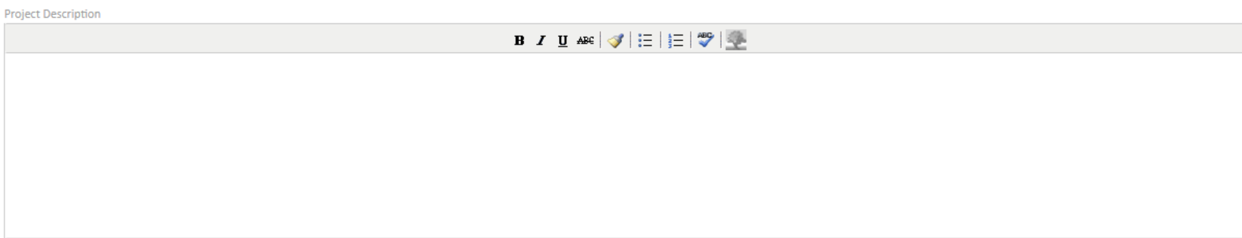
Private Project: If this box is ticked then only resources assigned to the project can view it. Extreme caution should be used when choosing to make a project private as it makes the project "invisible" to anyone not assigned to the project.

Win %: As explained in the introduction to the session, projects are generally created when a quote or proposal is required. When Revenues, costs and hours are estimated, UniPhi will automatically adjust these Revenues in reports by the win % allocated to the project. The win % represents the probability that the organisation will win the job. The end result is a risk adjusted resource plan and cash flow forecast for the business. Win/loss ratios displayed in the Submissions dashboard can assist the user in determining a value for this particular field.

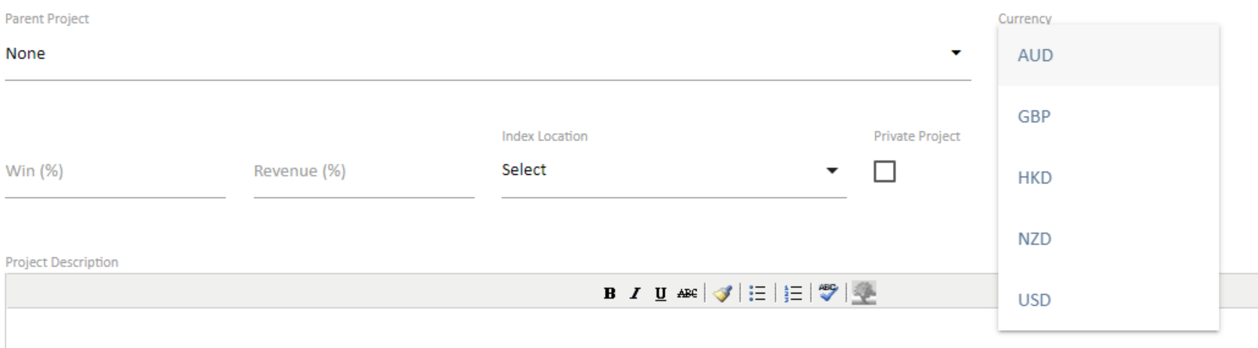
Revenue %: The Revenue % functions the same as the win % thereby compounding the risk adjustment factor. The Revenue % adjustment reflects the likely reduction in Revenues that will occur through contract negotiation phase.



Project Description: This can be used to pre-populate documents and will explain the scope of the project to other staff members who may need to work on it. The project description is designed to provide more detailed meta-data on the project.

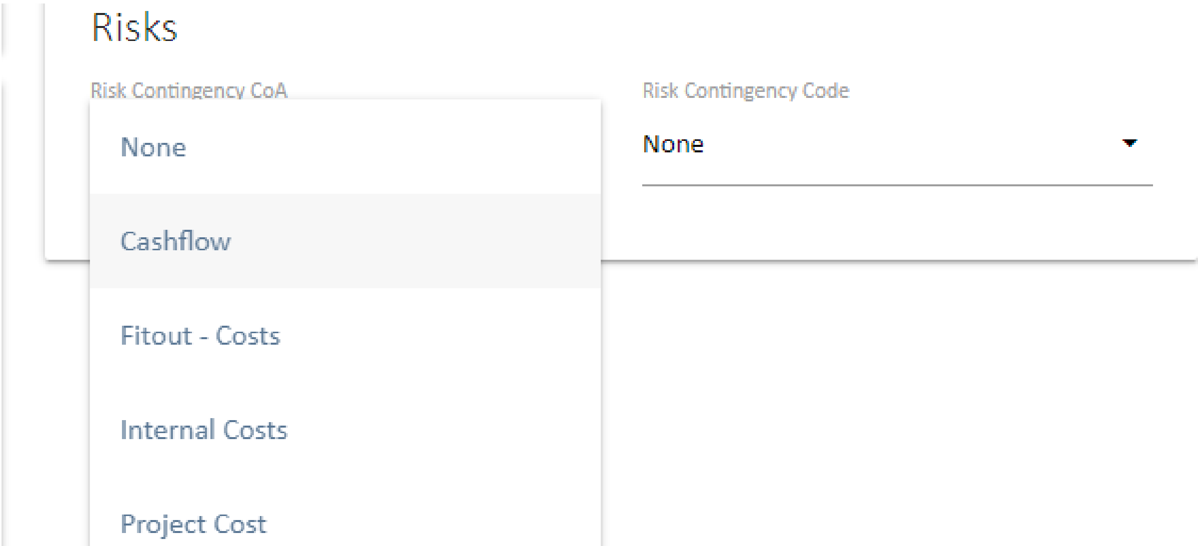


Currency: UniPhi supports an unlimited number of foreign currency translations. The currency selected by default in these tabs is based off the default selected here. It can be changed by the end user if they wish to see the end results converted into other currencies.



Risk Contingency COA: UniPhi's risk management module allows for the build up of a dollar value for risks in the project cost budget. Risks identified have contingency values allocated to them. The total of which is then transferred to the project budget via the relevant contingency code selected. Risk contingency dollar values are applied to costs, not revenue, so this is only relevant when managing a project cost budget. The code list available is all code structures that have "Contingency" codes flagged in their chart of accounts

Risk Contingency Code: The account codes that have been flagged as contingency codes in the chart of accounts selected are displayed here. Selecting one code will provide for a default code selection when creating risks. This default can be changed for each risk identified but the default selected here should be the most common contingency code (e.g. construction contingency).

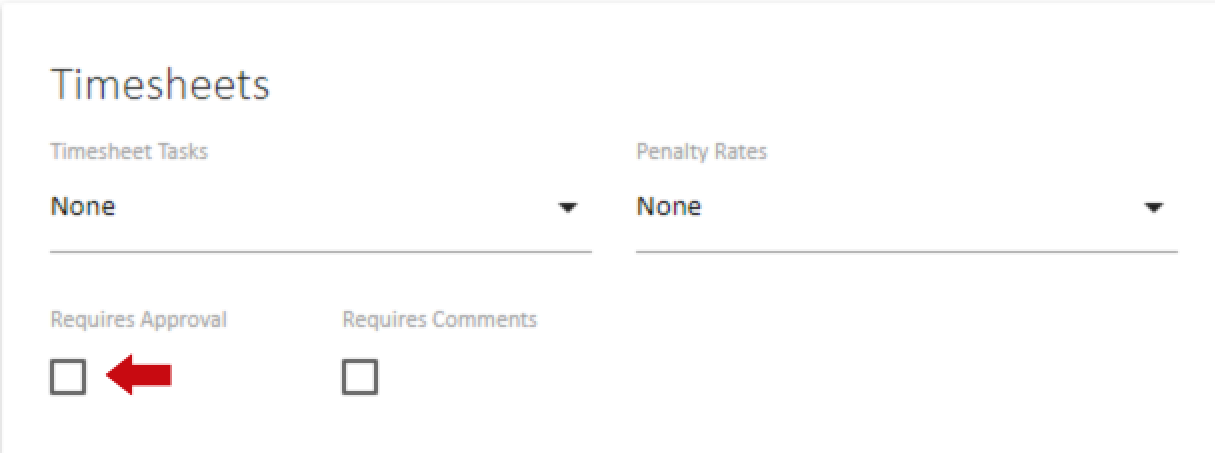


Parent/Child Project Relationships: UniPhi allows for a program of works within a portfolio to have an unlimited number of "child" projects underneath it. This is managed through selecting the Parent Project that the newly created project belongs to. Parent projects will consolidate budgets and contract costs and revenue for all children allocated to it. The Parent project will also display issues and risks that exist across the program (i.e. within each child)

Parent Project: This is a list of all the projects in the system that have been flagged as being a parent as per the above method. Selecting a parent project will make the current project you are creating to become a child project.

Timesheet Tasks: defaults to a predetermined list that is visible to add work hours against the project when time sheeting. Standard tasks are used when work is completed on a project without specific contract deliverables. Examples of this type of work would be support work for a product that has been already commissioned or project management during a defects liability period in the construction industry.

Requires Approval: If timesheets on the project need to be approved before submission then this is selected.



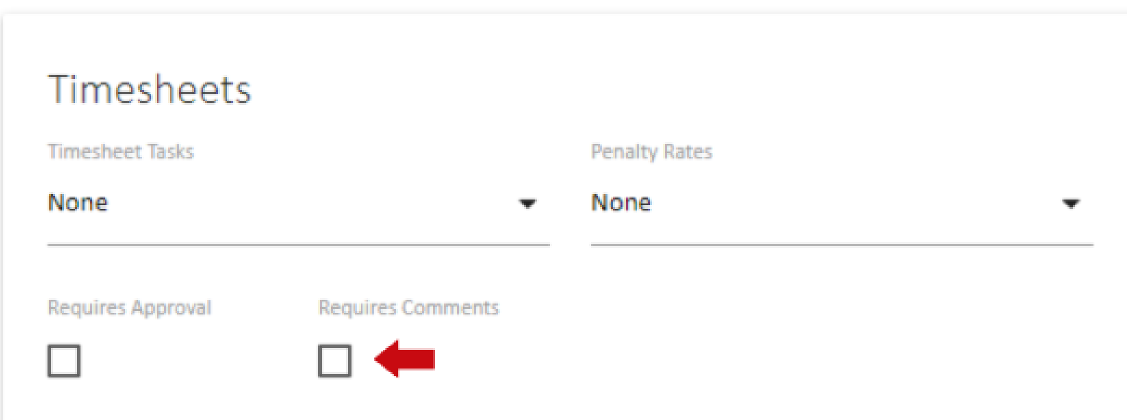
Timesheet approval in UniPhi is based off the access level of roles on the project. If a project role has a project manager access level (as opposed to a team member access level) then people in this role are able to approve other people's timesheets.

Rejecting a timesheet reverts the timesheet back to a "saved" state rather than a "submitted" state. The team member can then amend and re-submit for approval.

If timesheet approval is not selected then timesheets can still be reviewed in both the contracts tab and via reports.

Timesheets can be "rolled back" to allow the team member to correct any errors, and re-submit. Only submitted hours are displayed in the contracts tab, while saved but not submitted hours can optionally be displayed in the timesheet reports.

Requires Comments: Select if daily comments next to each task are required for successful submission of timesheets. If this is selected, staff will not be able to submit their timesheets unless they have entered text in the comments field.



Assigning Resource: The next panel is for adding resources. It is highly advisable to add at least one resource to your newly created project.

Resources are allocated to roles on the project. Project roles are configurable by each business.

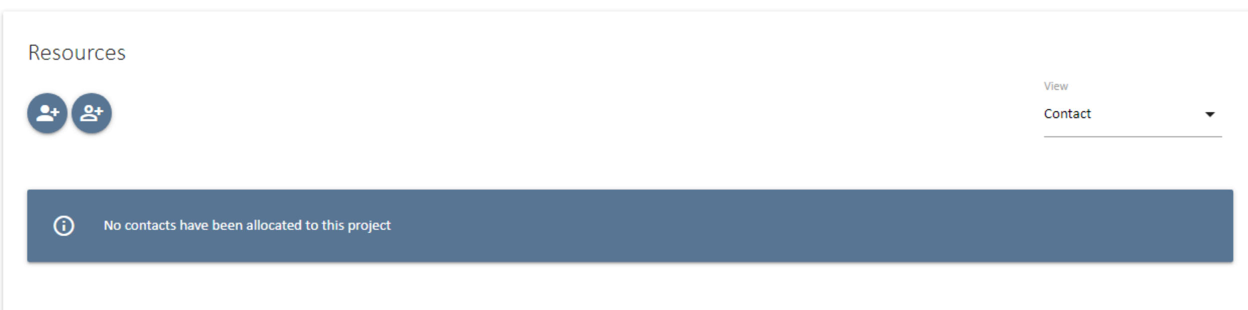
People in different roles have different access levels which controls what people can enter and manipulate in UniPhi.

Companies can determine what functions can be performed by resources at certain roles / access levels. For example it may be that only project managers can assign additional resources to a project, create contracts and estimate effort – if this was your company and your project, you would need to be in the program manager role.

Internal resources are staff members and external resources which are people outside the organisations such as clients, suppliers and company contacts.

UniPhi can manage your contracts for both clients and with suppliers. UniPhi determines the type of contract by the person allocated to the supplier role in the contracts system.

Resources can be edited (i.e. you can add or remove resources) throughout the life of the project.

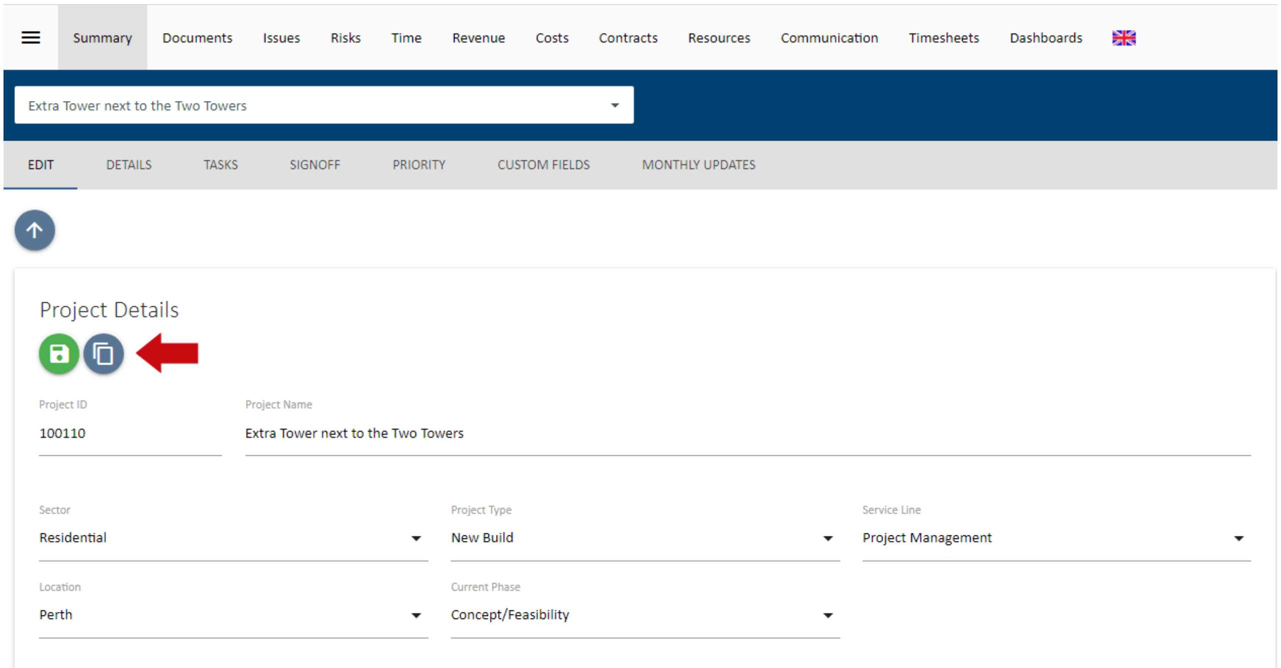


Copy a Project

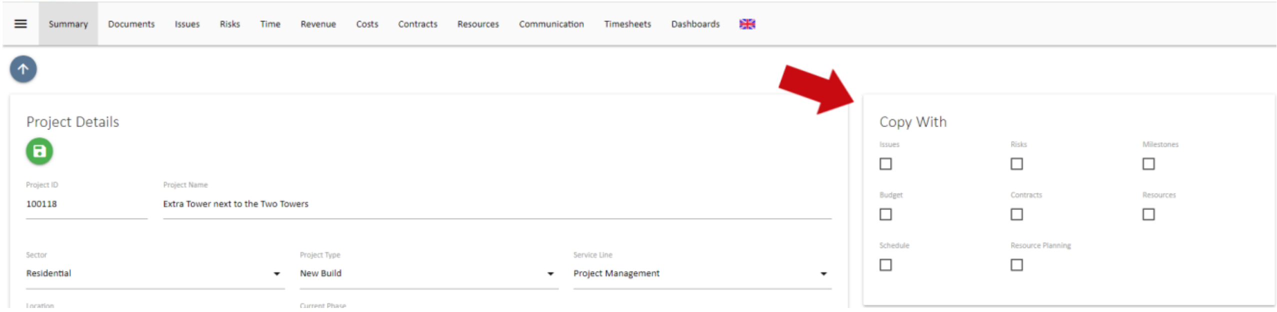
UniPhi allows you to copy an existing project instead of creating a project from scratch. To copy a project:

1. Select the project that will be copied.

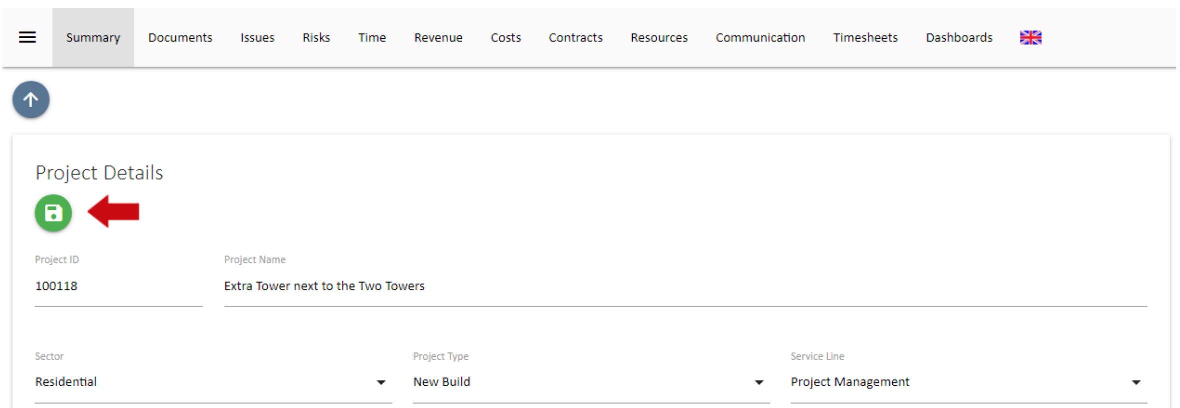
2. Click on the blue **copy** icon.



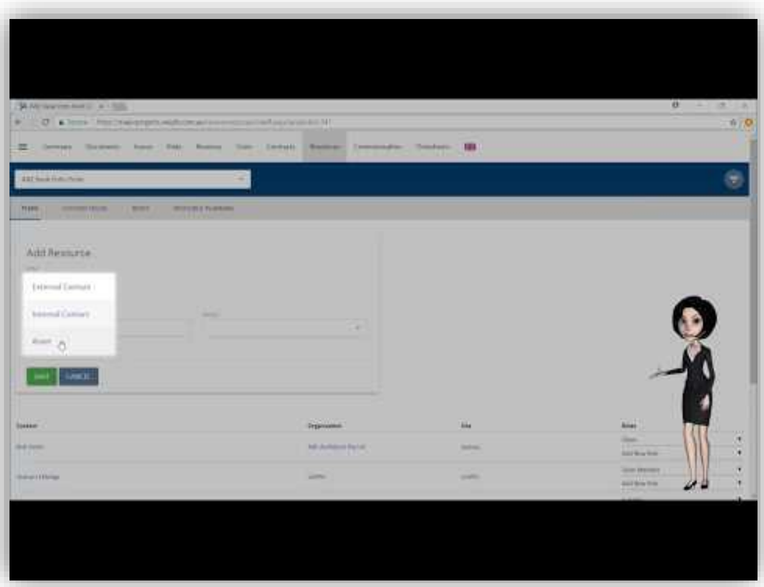
3. When copying a project, UniPhi allows the new project to also have a copy of the following items from the source project: Issues, Resources, Resource Planning, Budget, Contracts and Milestones.
   - **Issues** – copies all open issues. It does not copy the comments, due dates, actions or assignments.
   - **Resources** – copies the assigned project team to the new project in the same roles.
   - **Resource Planning** – copies the budget data from resource planning, only works when you also select Copy Resources.
   - **Budget** – copies the current budget in both the Revenue and Costs modules. It does not copy budget snapshots, so the budgets still need to be approved or marked as Original/Approved in a snapshot for reporting.
   - **Contracts** – copies contracts and deliverables, does not copy variations. New contracts are all in a pending status.
   - **Milestones** – copies milestones and earned value weightings. Does not copy dates or progress.
4. Should you wish to copy any of the data above, simply check the box under each label.



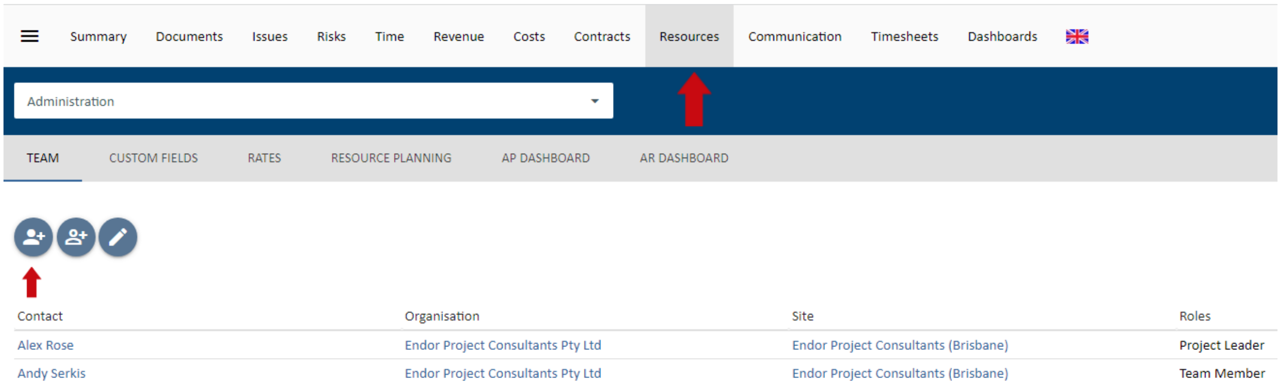
5. UniPhi inherits the filters (sector, project type, service line, location and phase) of the source project. Should these need to change on your new project, you may make the change now.
6. Once all the project data has been confirmed, and the project has been resourced, click the green **Create Project** icon.



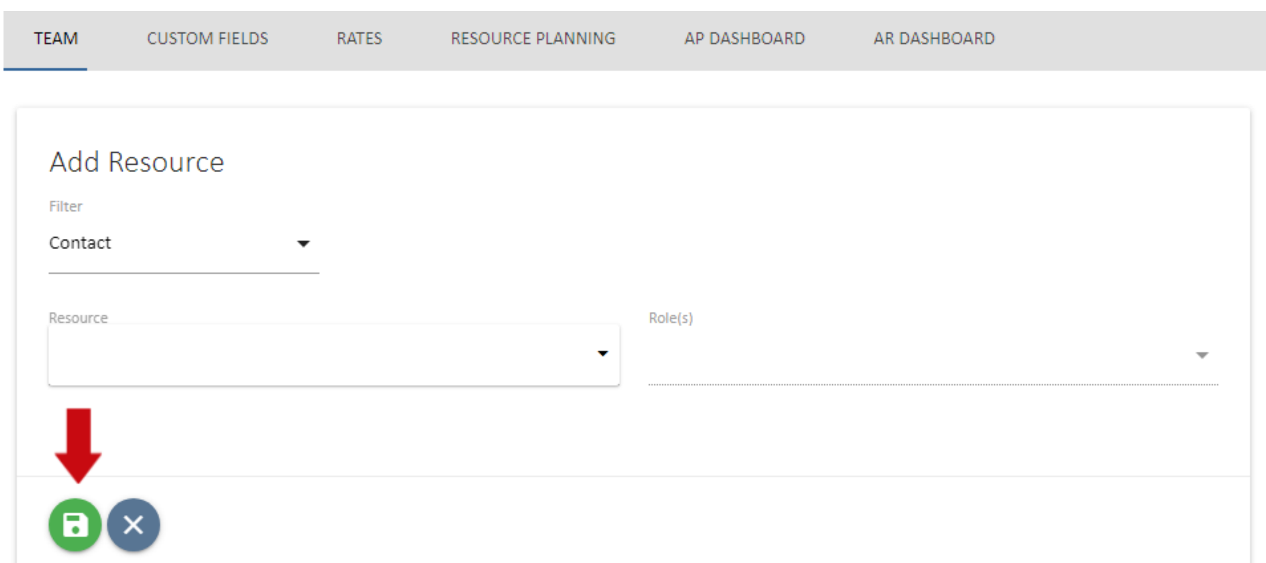
Adding a Resource to a project



1. Select the blue **Add Resource** icon in the Resources box, select Internal or External from the filter. You may now scroll up or down to locate the resource you are looking for, or you can search for the resource by name. Once you have found the resource, simply highlight their name, and assign them into the role, or roles that they will perform on the project.

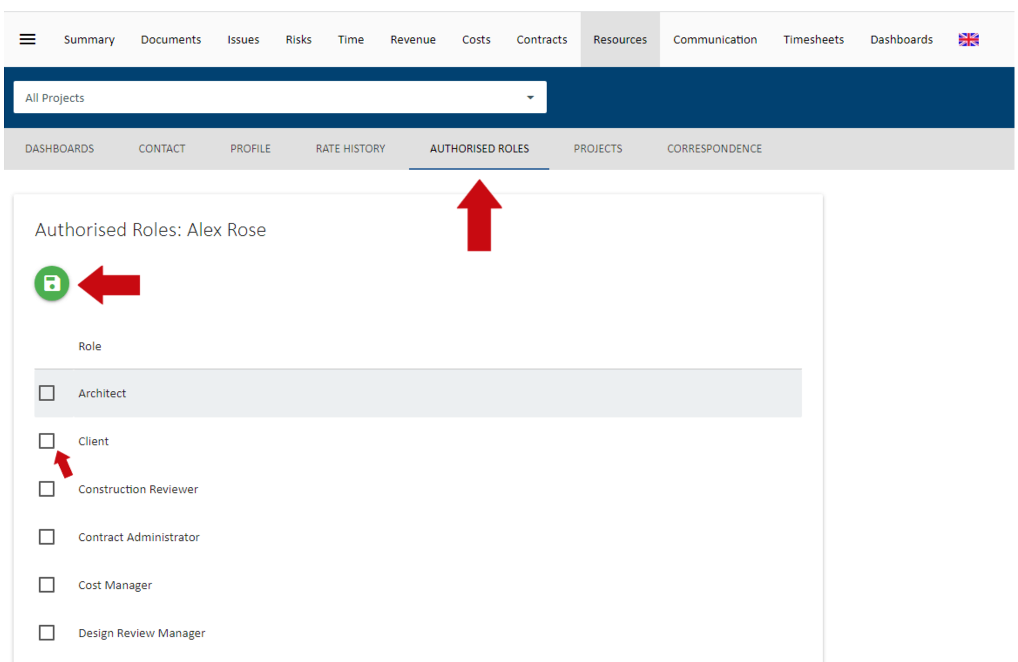


2. Select the green **Save** icon to add the resource.



Adding and Deleting Roles to existing Resources

Adding Roles: You can assign additional roles to a resource at any time. Select the **dropdown** icon next to the role you wish to add and tick the box.



Deleting Roles: To delete a role you have added to a resource, select the **dropdown** icon next to the role you wish to remove and untick the box.

What if my resource is not in the list?

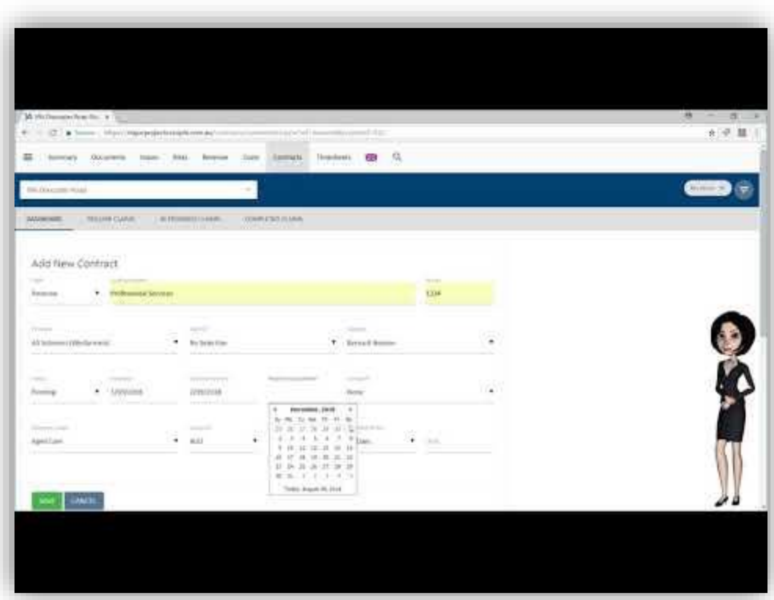
If a resource is not shown in the resource list you will need to enter them in to your resources database. Use the blue **Create Resource** icon as described in the previous section, Resources.

Creating the Revenue Estimate

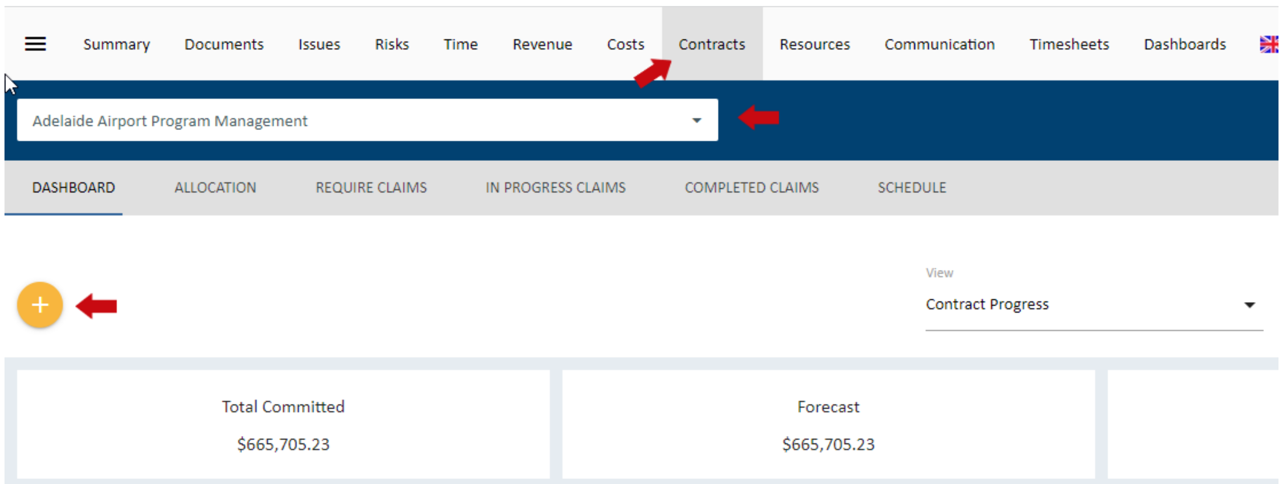
Estimating

New quotes and proposals can be estimated in the contracts system. Each deliverable estimated is mapped to the Revenue codes used in the previous section thereby updating the forecast Revenue for the project.

Creating the contract



1. Filter for the project you wish to work on via the *Projects* filter
2. Go to the **Contracts** tab and click on the yellow **Add** icon and select the Revenue contract to build your Revenue estimation



The following items are compulsory on the contract form to enable the contract to be created:

Type - used to select if the contract is a *Cost* or *Revenue* contract. For Revenue estimates the type is always revenue. If revenue is selected then internal resources will be available in the supplier field, while external contacts will appear in the Principal Field.

Contract Name – the name or description of your contract. This can be similar to the project name but may distinguish the type of service or product being offered in addition.

Supplier – this is the person who is lead contact for the company responsible for the deliverables.

- If the contract is a revenue contract then you are the supplier and a list of internal resources who have been allocated to the project during the project creation step (see previous session) are available for selection. Select the person who is responsible for client liaison for this project. This is a searchable field, so just type the person's name and select them.

Status – The status reflects on the stage a contract is at.

- Pre-award or pre-sign-off a contract status can be set to *Pending*.
- If it is accepted by the client, it is moved to an *Active* contract status.
- Once the work is complete it becomes *Expired*.
- If the contract isn't awarded, then it is *Cancelled*.

Revenue Codes or Cost codes – Chart of Account codes that each deliverable is applied against to track an overall Revenue.

- This is how the contracts module integrates with the Revenues and costs module.
- The Revenues and costs module display consolidated figures for all contracts on a project as well as for all projects in a program or portfolio. These figures are derived from the codes allocated to deliverables and variations in the contracts module.

The following are optional fields for the contract creation stage:

Customer – The principal is the contact person within the organisation that will be liable for payment of the resulting contract services. For revenue contracts, this is the client to whom you are quoting. (However, a principal is required to be entered so you can raise invoices or progress claims). This is a searchable field, so just type the person or company name and select them.

Care of – Used if someone else is responsible for approving invoices for payment and hence need to be addressed to this person/company. This is a searchable field, so just type the person or company name and select them.

Awarded – Date the contract is won / approved and moved to Active. This can be a forecast date which will be useful for forecasting purpose

Commencement Date – The date the contract will start (if known) or started as per the contract document. This can be used to drive the deliverables schedule. Changing the commencement date changes all the deliverables by the same difference in the change. For example, push out the commencement date by one week and all start and end dates in the contract are pushed out by one week.

Practical Completion - Expected date when project will enter defects liability. (As lawyers can't decide what this term means we leave it to you to decide). If not a construction job then this is the date that all deliverables will be completed.

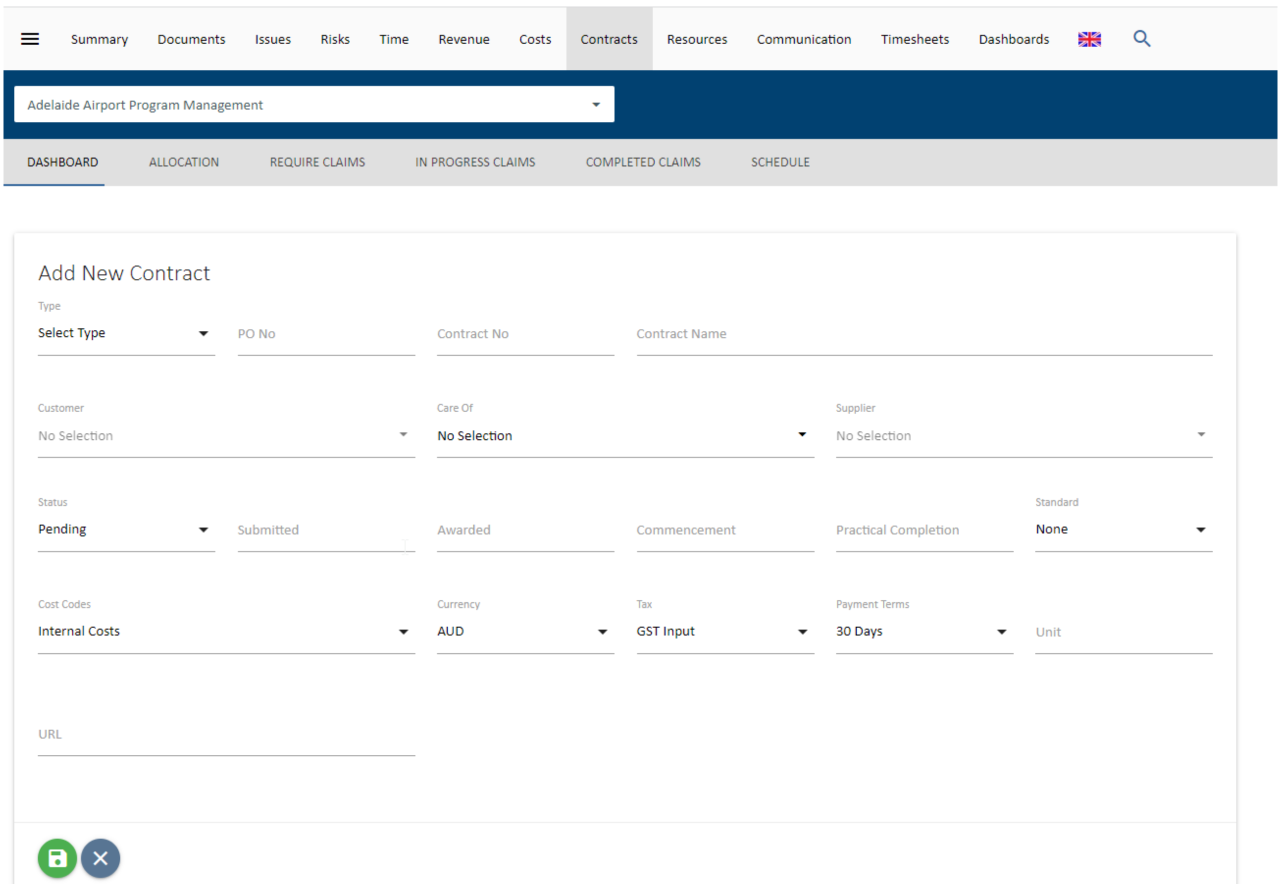
Standard – The contract standard drop down displays standard Australian contracts. The selected value allows you to nominate the Australian Standard or General Condition contract that will be used to administer the project. This is purely for communication purposes so that others will know what type of contract you are administering. Your administrators can add in additional contracts if they are not displayed in the list.

Unit – This box allows for a default unit for time and material type deliverables. If the contract deliverables is long but the units are the same (e.g. days or hours) then typing in a default value here will result in each new line will have "days" or "hours"

Currency - This represents the currency the contract will be quoted and awarded in. UniPhi will convert the currency if it is different to the project currency when displaying the values in the Revenues and costs tabs.

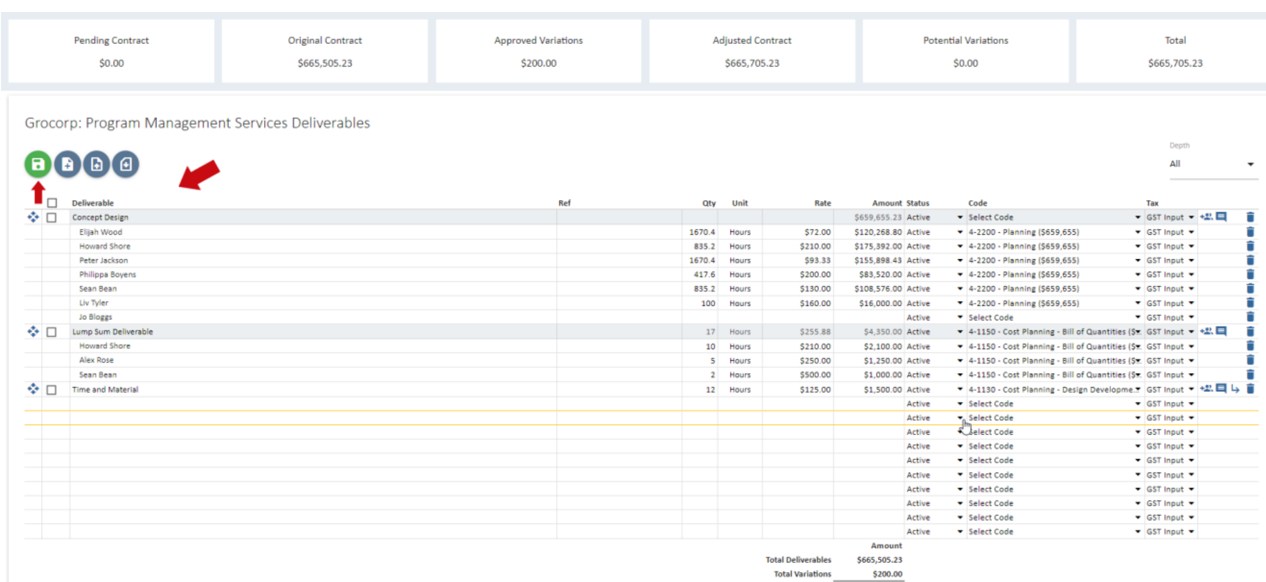
Tax – Defaults to GST but can be set to None if appropriate. Once the contract is saved it will now appear with additional details.

3. Select the green **Save** icon once you have added in the compulsory fields above and this takes you to the Value view.



These are the building blocks for creation of the contract you are managing and will provide you the overall total. Deliverables are used to raise progress claims or invoices for your clients.

1. Start typing the description of the deliverables you need to create your estimate in the Deliverable column. If you use the Tab key, the cursor will move down the column.
2. Select the green **Save** icon as you go to capture what you have done and to add more rows.



Once some deliverable descriptions are saved, more options become available. From right to left the icons and columns are:

- **Drag to reorder** – grab this icon to drag and reorder any of the deliverables in the list.
- The **Check box** when selected allows you to change the level of the deliverable. When you increase the level, the deliverable becomes a subset of the level above it. In the example below Level 3.1 and 3.2 rollup to Level 2, which rolls up to Level 1. (For more information on how levels work, refer to the UniPhi Project Controls Manual).
- **Deliverable** – this is the description of your deliverable
- **Ref** – this is reference number field and can be used to show WBS coding or to capture PO numbers per line item
- **Qty** – Quantity for rate-based deliverables
- **Unit** – the nit of measure for rate-based deliverables
- **Rate** – the charge rate used for rate-based deliverables
- **Amount** – the value of the deliverable or the subtotal of a level for the deliverables below it. This can be a lump sum (Qty, Unit and Rate are blank) or rate based (Qty, Unit and Rate are filled it).
- **Status** – The deliverable status works in a similar way to the Contract status. Deliverables can be:
  - **Pending** – not awarded
  - **Active** – awarded
  - **Expired** – completed or expired
  - **Cancelled** – cancelled or not required
  - **Provisional Sum** – a special status for a deliverable that is awarded but subject to change. (For more information on Provisional Sums see the UniPhi Cost Management Manual).
- **Code** – the revenue code for accounting purposes.
- **Tax** – the GST or other tax rate that applies when invoicing.
- **Assign Resources** or **Classifications** allows you to drill in to assign resources and hours to a deliverable
- **Comments** opens a collaborative comments thread for the deliverable, similar to the comments thread in UniPhi Issues.

- ↳ **Drill Down** takes you to a drilled in view of this deliverable and the level below it. It is a useful way to filter out all the other deliverables in a long contract.

Create a bottom-up Estimate

To create a bottom up or effort-based estimate for your fee you can quickly enter in the effort against resources and classifications.

1. Select the **Assign Resources** or **Classifications** icon next to the deliverable you want to do the estimate for.

Amount	Status	Code	Tax
$659,655.23	Active	Select Code	GST Input
$120,268.80	Active	4-2200 - Planning ($659,655)	GST Input
$175,392.00	Active	4-2200 - Planning ($659,655)	GST Input
$155,898.43	Active	4-2200 - Planning ($659,655)	GST Input
$83,520.00	Active	4-2200 - Planning ($659,655)	GST Input
$108,576.00	Active	4-2200 - Planning ($659,655)	GST Input
$16,000.00	Active	4-2200 - Planning ($659,655)	GST Input
	Active	Select Code	GST Input
$4,350.00	Active	4-1150 - Cost Planning - Bill of Quantities ($	GST Input
$2,100.00	Active	4-1150 - Cost Planning - Bill of Quantities ($	GST Input
$1,250.00	Active	4-1150 - Cost Planning - Bill of Quantities ($	GST Input
$1,000.00	Active	4-1150 - Cost Planning - Bill of Quantities ($	GST Input
$1,500.00	Active	4-1130 - Cost Planning - Design Developme	GST Input

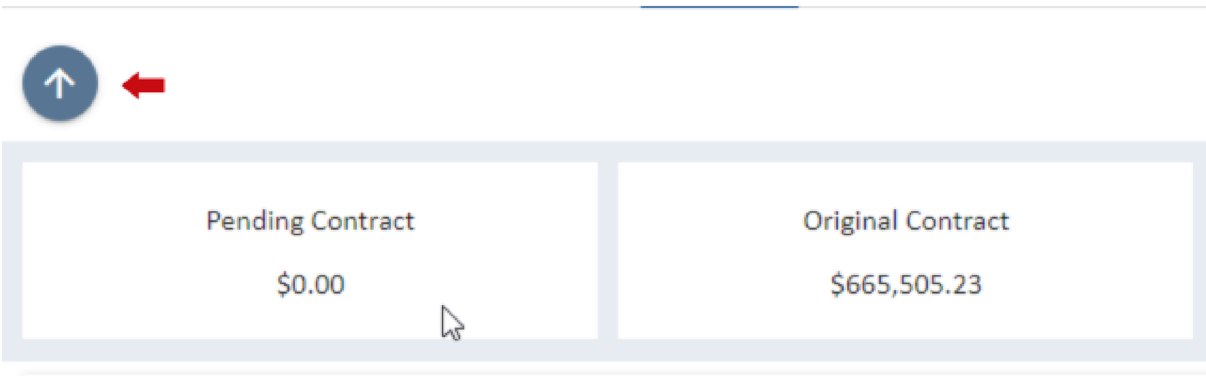
2. A list of available rate classifications and any resources assigned to the project will appear.
   The list can be filtered to show classifications, people or both. When filtered for people it will show any resources assign to the project in the Resources module Team view. If you need to add people, it needs to be done in that view.

Grocorp: Program Management Services Deliverables

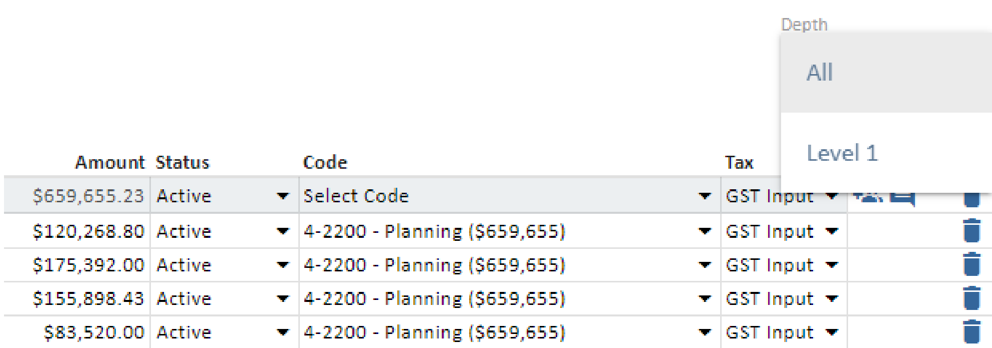
Deliverable	Qty	Unit	Rate	Amount	Cost	Margin	Margin %
Concept Design				$659,655.23	$689,301.57	($29,646.34)	-4.5%
AEM - Associate Engineer		Hours	$150.00				
Peter Jackson	1670.4	Hours	$93.33	$155,898.43	$111,365.57	$44,532.86	28.6%
DEN - Director Engineering		Hours	$400.00				
Howard Shore	835.2	Hours	$210.00	$175,392.00	$75,168.00	$100,224.00	57.1%
DPM - Director Project Management		Hours	$400.00				
GEN - Graduate Engineer		Hours	$80.00				
PM - Project Manager		Hours	$200.00				
Liv Tyler	100	Hours	$160.00	$16,000.00	$10,000.00	$6,000.00	37.5%
Sean Bean	835.2	Hours	$130.00	$108,576.00	$334,080.00	($225,504.00)	-207.7%
QEN - Qualified Engineer		Hours	$80.00				
SEN - Senior Engineer		Hours	$125.00				
Unclassified							
Elijah Wood	1670.4	Hours	$72.00	$120,268.80	$116,928.00	$3,340.80	2.8%
Grace Heath		Hours					
Jo Bloggs			$250.00	$0.00			
Joseph Hunter		Hours	$0.00				
Philippa Boyens	417.6	Hours	$200.00	$83,520.00	$41,760.00	$41,760.00	50.0%
Search Resource Pool		Hours					

Filter
Both
Classification
People

3. Enter the hours against the people, classifications or a combination of both to create your first pass at the estimate. The rates used are charge rates that come from the rates table in Configuration > Resources > Resource Rates for Classifications or from the rate assigned to an individual person. Rates are set by your system administrator.
4. The charge rates are indicative and do not have to be used for this contract. You can edit the rates to adjust as well as the hours quantity to get the estimate you need.
5. Select the blue **Rollup** arrow to return to the full list of deliverables and repeat the effort estimate for the remaining deliverables.



6. To view the list of deliverables without the assignments, use the Depth filter to select the level you want to view. The deliverables will then display as lump sums.

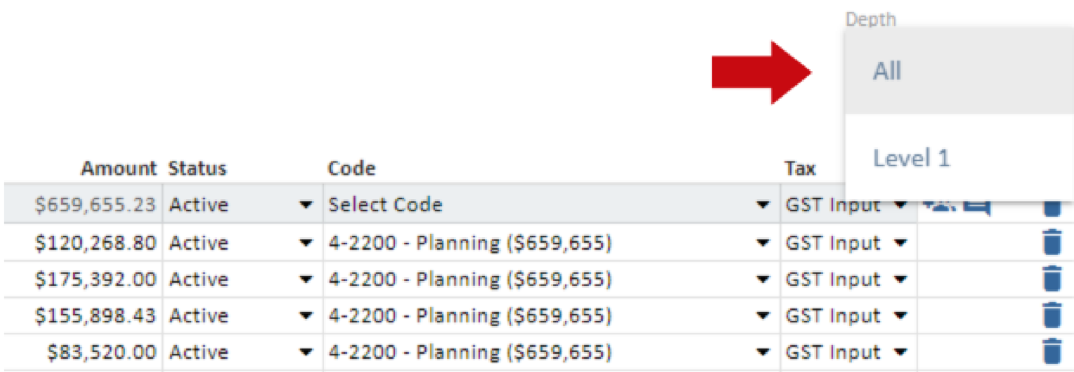


Effort based estimates as lump sums

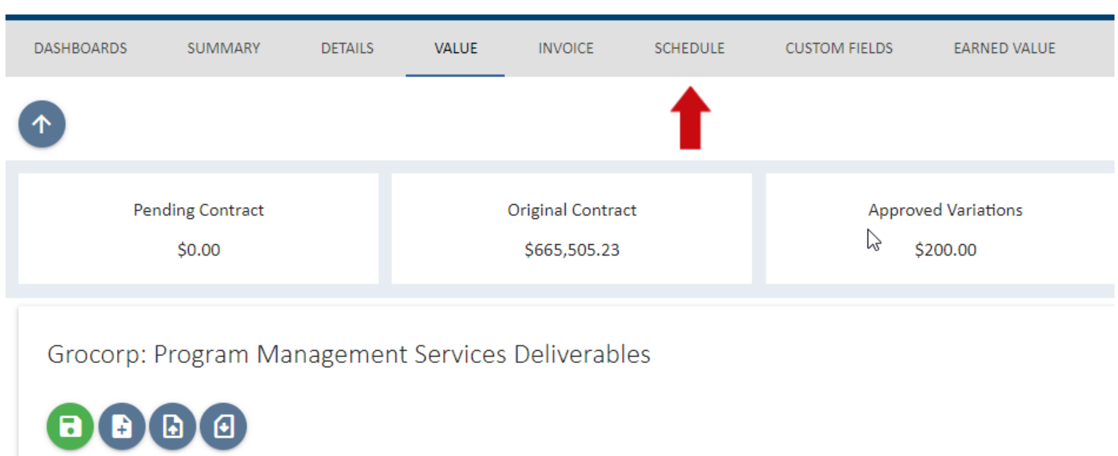
An effort-based estimate can be used to provide a lump sum fee proposal and invoice to a client. The outputs from UniPhi in documents including proposals and invoices and reports can roll up to the required level to make the hours-based estimate display as a lump sum.

All the line items need to be coded correctly. The codes can be selected from the higher levels and will apply down to the lower levels.

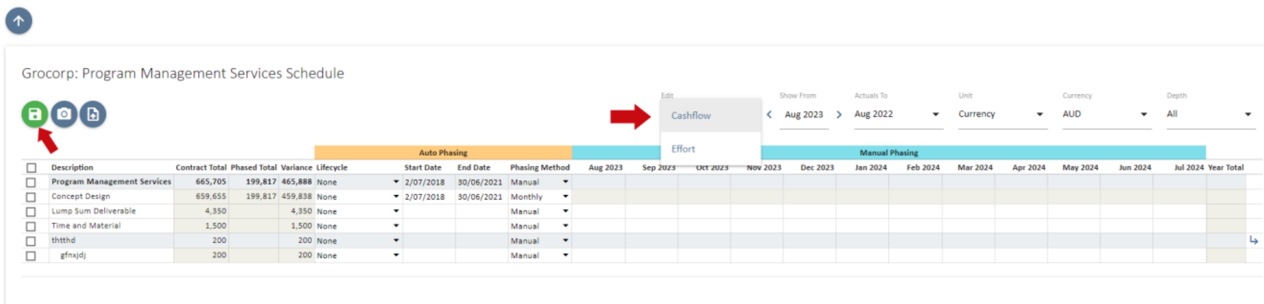
1. Select **All** in the Depth filter to see how the codes have been applied. Note that any changes to standard application of the Tax rate work the same way.



2. To understand how potential revenue from this estimate will impact the business go to the **Schedule** sub tab.



3. With the Cashflow view selected, enter start and end dates for when you expect to be able to invoice for the revenue to generate a forecast cash flow. Select an appropriate Phasings Method. Select the green **Save** icon.



Dates and Time sheeting

The start dates and end dates are also used in the timesheet system for members of the project team to filter their timesheets to only display deliverables that are scheduled within a certain timeframe. This allows the project member to create a more manageable timesheet. If there are no dates but there is a qty and a rate entered then all tasks will be displayed in the timesheet by default when the project is added.

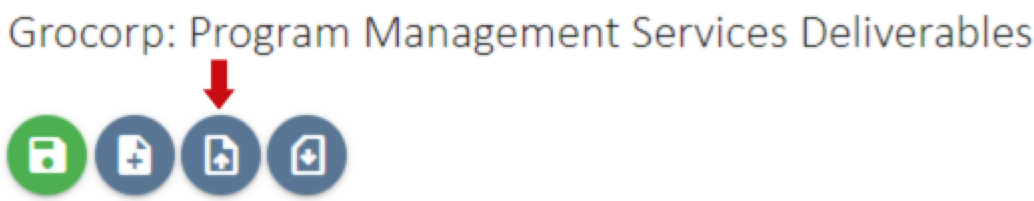
Timesheets date will be displayed underneath the claim.

Importing contract deliverables – from Excel

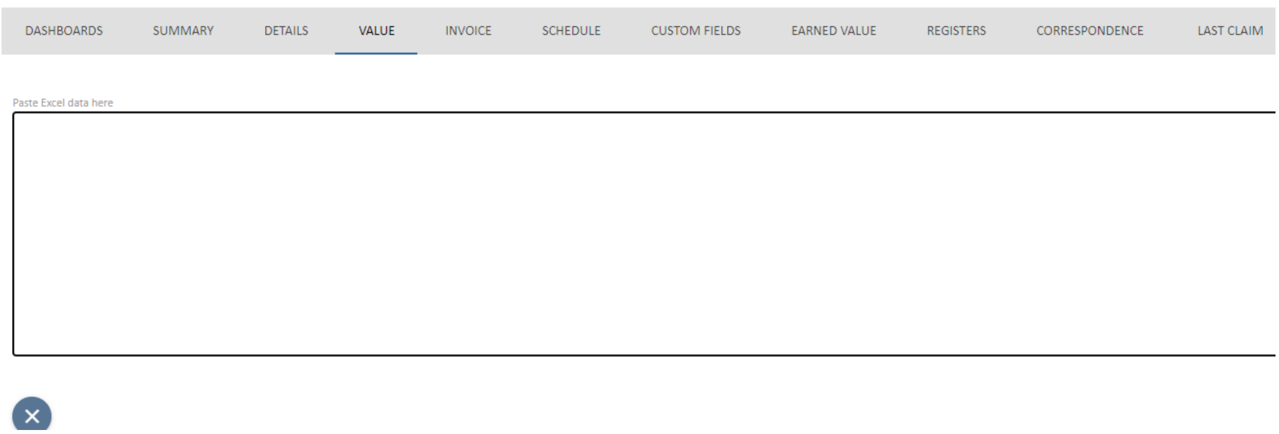
1. To be able to import from Excel, you will need a contract deliverable spreadsheet with the same layout as the contract deliverable page in UniPhi.
2. To quickly get this format, you can export an existing contract from UniPhi to excel using the blue **Export** icon then fill in the details for the new contract.

3. Once you have your deliverables formatted correctly in Excel, copy all the data.

4. Go back to your contract in UniPhi and select the blue **Import** icon and you will be brought to a page with a blank text box.

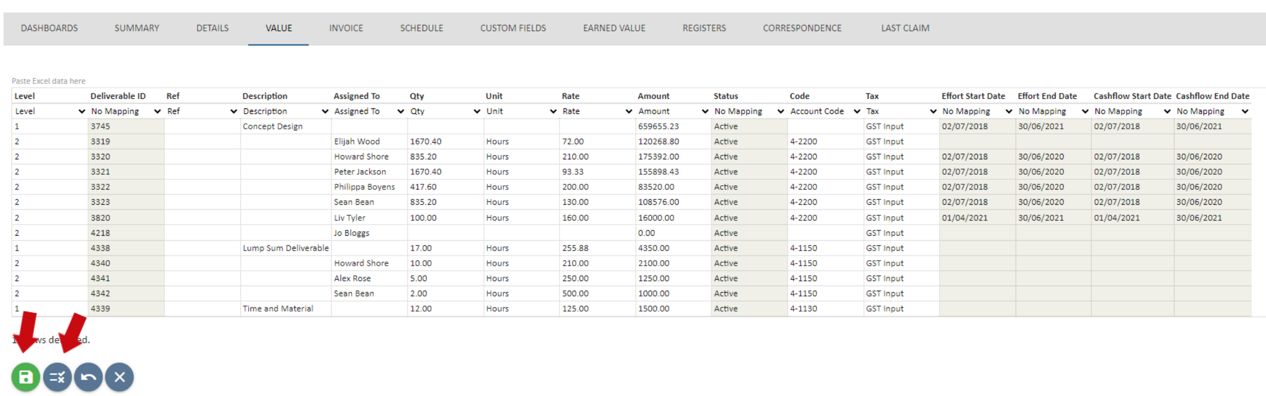


5. Paste the data you copied from Excel into the box and map the columns using the drop-down menu above each column.



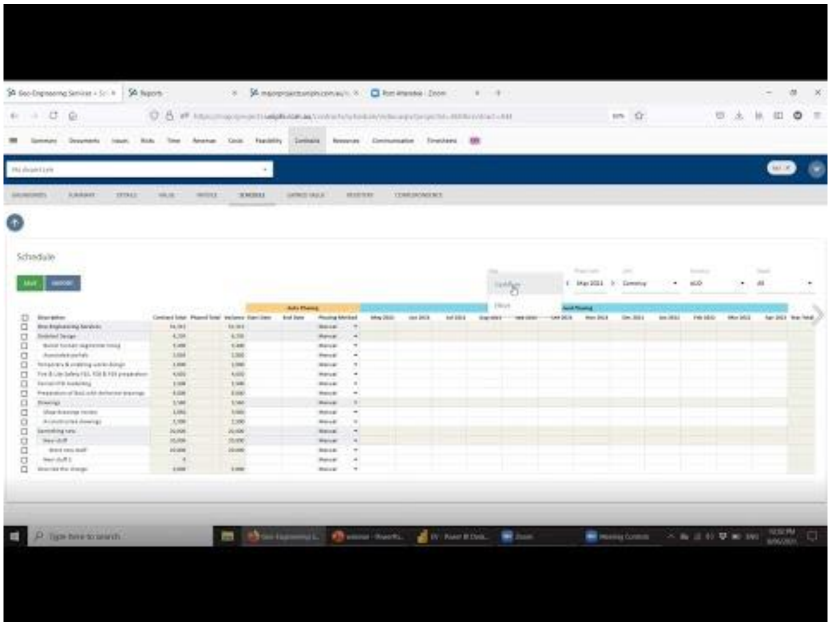
6. Then press the blue **Validate** icon and when successful, press the green **Import** icon.

Now when you go back to your contract deliverables page, they will all be copied in seamlessly.

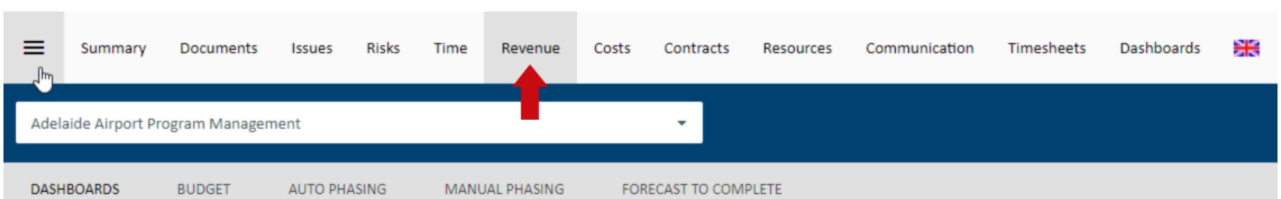


Level	Deliverable ID	Ref	Description	Assigned To	Qty	Unit	Rate	Amount	Status	Code	Tax	Effort Start Date	Effort End Date	Cashflow Start Date	Cashflow End Date
Level	No Mapping	Ref	Description	Assigned To	Qty	Unit	Rate	Amount	No Mapping	Account Code	Tax	No Mapping	No Mapping	No Mapping	No Mapping
1	3745		Concept Design					659655.23	Active		GST Input	02/07/2018	30/06/2021	02/07/2018	30/06/2021
2	3319			Elijah Wood	1670.40	Hours	72.00	120268.80	Active	4-2200	GST Input				
2	3320			Howard Shore	835.20	Hours	210.00	175392.00	Active	4-2200	GST Input	02/07/2018	30/06/2020	02/07/2018	30/06/2020
2	3321			Peter Jackson	1670.40	Hours	93.33	155898.43	Active	4-2200	GST Input	02/07/2018	30/06/2020	02/07/2018	30/06/2020
2	3322			Philippa Boyens	417.60	Hours	200.00	83520.00	Active	4-2200	GST Input	02/07/2018	30/06/2020	02/07/2018	30/06/2020
2	3323			Sean Bean	835.20	Hours	130.00	108576.00	Active	4-2200	GST Input	02/07/2018	30/06/2020	02/07/2018	30/06/2020
2	3820			Liv Tyler	100.00	Hours	160.00	16000.00	Active	4-2200	GST Input	01/04/2021	30/06/2021	01/04/2021	30/06/2021
2	4218			Jo Bloggs				0.00	Active		GST Input				
1	4338		Lump Sum Deliverable		17.00	Hours	255.88	4350.00	Active	4-1150	GST Input				
2	4340			Howard Shore	10.00	Hours	210.00	2100.00	Active	4-1150	GST Input				
2	4341			Alex Rose	5.00	Hours	250.00	1250.00	Active	4-1150	GST Input				
2	4342			Sean Bean	2.00	Hours	500.00	1000.00	Active	4-1150	GST Input				
1	4339		Time and Material		12.00	Hours	125.00	1500.00	Active	4-1130	GST Input				

Track Revenue Performance



UniPhi tracks performance against budget. In the **Revenue** module, the filter for **Financial Year** can be changed to the current year and the project filter to **all projects**, to see how the performance against the current budget is tracking. The **Actuals To** filter can be set to the most recent completed month, so you can see performance to date.

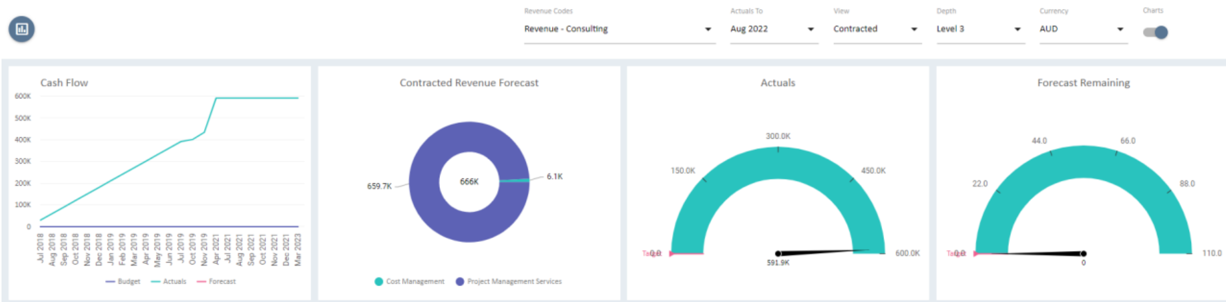


The **Cash Flow** graph shows a month-by-month budget, actuals up to the selected date and forecast beyond that.

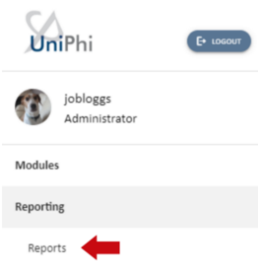
The **Contracted Revenue Forecast** graph shows the relative size of contracted fees against the cost codes. This is whole of project information, not FY based.

The **Actuals** graph shows where the Target to date is running.

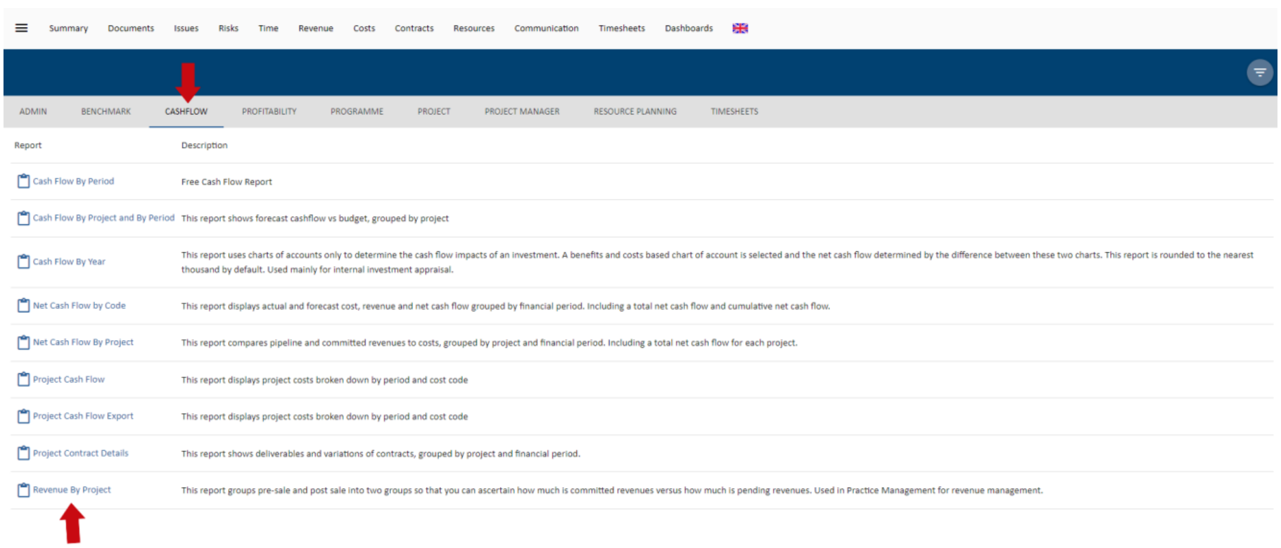
The **Forecast Remaining** graph shows what a target is predicted to be.



For more detail on what makes up the forecast, go to **Reporting** > **Reports** > **Cashflow**

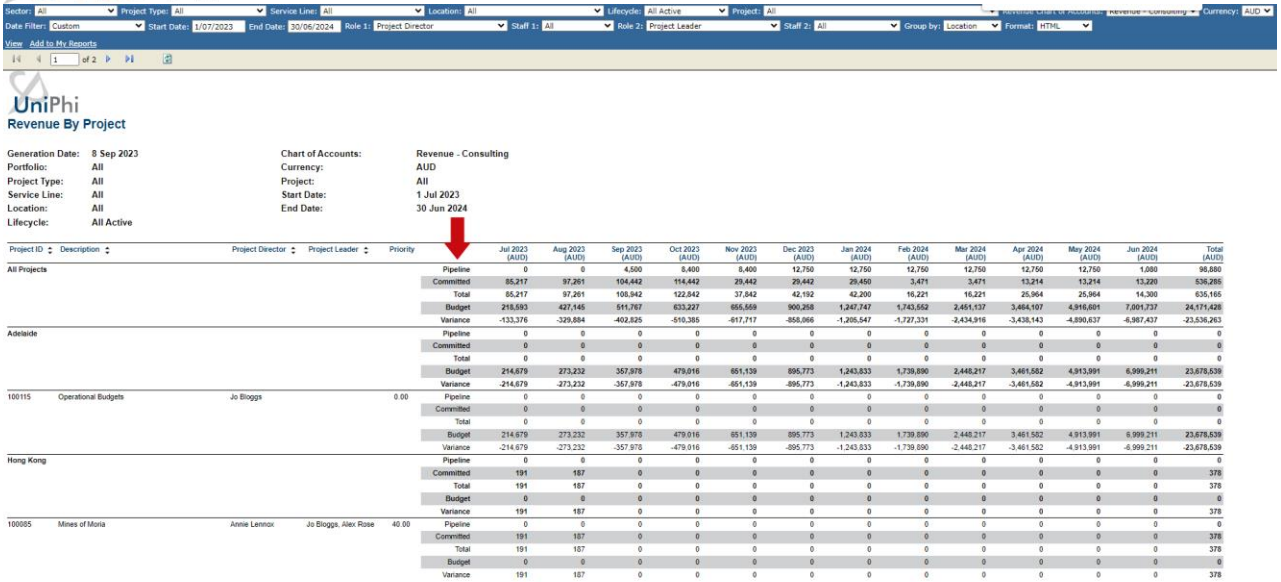


Select the **Revenue by Project** report. You can filter this by any of your portfolio filters, run the report with an appropriate date range, such as "Current Financial Year". Select **View** to run the report to the screen (HTML), Excel, PDF, PowerPoint, TIFF (image) or CSV (if that is how you roll).



The line items in the report are:

- **Pipeline** – from projects that are pre-award plus variations that are yet to be awarded on existing projects. Pipeline is always forecast, there are no actuals, so the months in the past are all zero.
- **Committed** – actual invoiced revenue to date plus forecast revenue from awarded projects.
- **Total** – Pipeline plus Committed
- **Budget** – cash flow budget
- **Variance** – Total less Budget



Sector: All Project Type: All Service Line: All Location: All Lifecycle: All Active Project: All Currency: AUD
Date Filter: Custom Start Date: 1/07/2023 End Date: 30/06/2024 Role 1: Project Director Staff 1: All Role 2: Project Leader Staff 2: All Group by: Location Format: HTML
View Add to My Reports
1 of 2

UniPhi
Revenue By Project

Generation Date:	8 Sep 2023	Chart of Accounts:	Revenue - Consulting
Portfolio:	All	Currency:	AUD
Project Type:	All	Project:	All
Service Line:	All	Start Date:	1 Jul 2023
Location:	All	End Date:	30 Jun 2024
Lifecycle:	All Active		

Project ID	Description	Project Director	Project Leader	Priority		Jul 2023 (AUD)	Aug 2023 (AUD)	Sep 2023 (AUD)	Oct 2023 (AUD)	Nov 2023 (AUD)	Dec 2023 (AUD)	Jan 2024 (AUD)	Feb 2024 (AUD)	Mar 2024 (AUD)	Apr 2024 (AUD)	May 2024 (AUD)	Jun 2024 (AUD)	Total (AUD)
All Projects					Pipeline	0	0	4,500	8,400	8,400	12,750	12,750	12,750	12,750	12,750	12,750	1,080	98,880
					Committed	85,217	97,261	104,442	114,442	29,442	29,442	29,450	3,471	3,471	13,214	13,214	13,220	536,285
					Total	85,217	97,261	108,942	122,842	37,842	42,192	42,200	16,221	16,221	25,964	25,964	14,300	635,165
					Budget	218,593	427,145	511,767	633,227	655,559	900,258	1,247,747	1,743,552	2,451,137	3,464,107	4,916,601	7,001,737	24,171,428
					Variance	-133,376	-329,884	-402,825	-510,385	-617,717	-858,066	-1,205,547	-1,727,331	-2,434,916	-3,438,143	-4,890,637	-6,987,437	-23,536,263
Adelaide					Pipeline	0	0	0	0	0	0	0	0	0	0	0	0	0
					Committed	0	0	0	0	0	0	0	0	0	0	0	0	0
					Total	0	0	0	0	0	0	0	0	0	0	0	0	0
					Budget	214,679	273,232	357,978	479,016	651,139	895,773	1,243,833	1,739,890	2,448,217	3,461,582	4,913,991	6,999,211	23,678,539
					Variance	-214,679	-273,232	-357,978	-479,016	-651,139	-895,773	-1,243,833	-1,739,890	-2,448,217	-3,461,582	-4,913,991	-6,999,211	-23,678,539
100115	Operational Budgets	Jo Bloggs		0.00	Pipeline	0	0	0	0	0	0	0	0	0	0	0	0	0
					Committed	0	0	0	0	0	0	0	0	0	0	0	0	0
					Total	0	0	0	0	0	0	0	0	0	0	0	0	0
					Budget	214,679	273,232	357,978	479,016	651,139	895,773	1,243,833	1,739,890	2,448,217	3,461,582	4,913,991	6,999,211	23,678,539
					Variance	-214,679	-273,232	-357,978	-479,016	-651,139	-895,773	-1,243,833	-1,739,890	-2,448,217	-3,461,582	-4,913,991	-6,999,211	-23,678,539
Hong Kong					Pipeline	0	0	0	0	0	0	0	0	0	0	0	0	0
					Committed	191	187	0	0	0	0	0	0	0	0	0	0	378
					Total	191	187	0	0	0	0	0	0	0	0	0	0	378
					Budget	0	0	0	0	0	0	0	0	0	0	0	0	0
					Variance	191	187	0	0	0	0	0	0	0	0	0	0	378
100085	Mines of Moria	Annie Lennox	Jo Bloggs, Alex Rose	40.00	Pipeline	0	0	0	0	0	0	0	0	0	0	0	0	0
					Committed	191	187	0	0	0	0	0	0	0	0	0	0	378
					Total	191	187	0	0	0	0	0	0	0	0	0	0	378
					Budget	0	0	0	0	0	0	0	0	0	0	0	0	0
					Variance	191	187	0	0	0	0	0	0	0	0	0	0	378

Contract Maintenance

Once the contract is won and moved to the Active phase, contract maintenance is required. UniPhi needs to be updated to provide the management of contracts. This data feeds into reporting and enables the Project Manager to track claims that are required, those in progress and those completed, within a date range.

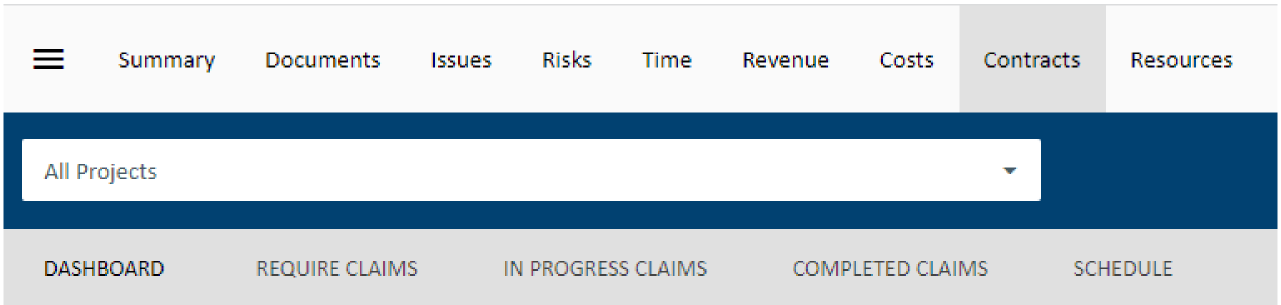
Tracking and monitoring contracts can highlight issues to be addressed such as too many time sheeted hours listed and no variation to claim them. This allows the Project Manager to address issues and engage proactively with clients earlier rather than later.

The Contracts module Dashboard view provides a snapshot of the status of the contracts and therefore the health of the project, the data is also utilised in reports.

There are four available views from the Sub Navigation. These are:

- **Dashboard** - lists contracts and their status
- **Allocation** - Deliverables and their Pending Contract, Original Contract, Possible Variations, Pending Variations and Approved Variations.
- **Require Claims** - projects and contracts that may require claims done or invoices issued
- **In Progress Claims** - claims or invoices that have been commenced but not yet signed off

- **Completed Claims** - Claims and invoices that have been signed off and their status including if they have been sent and paid.

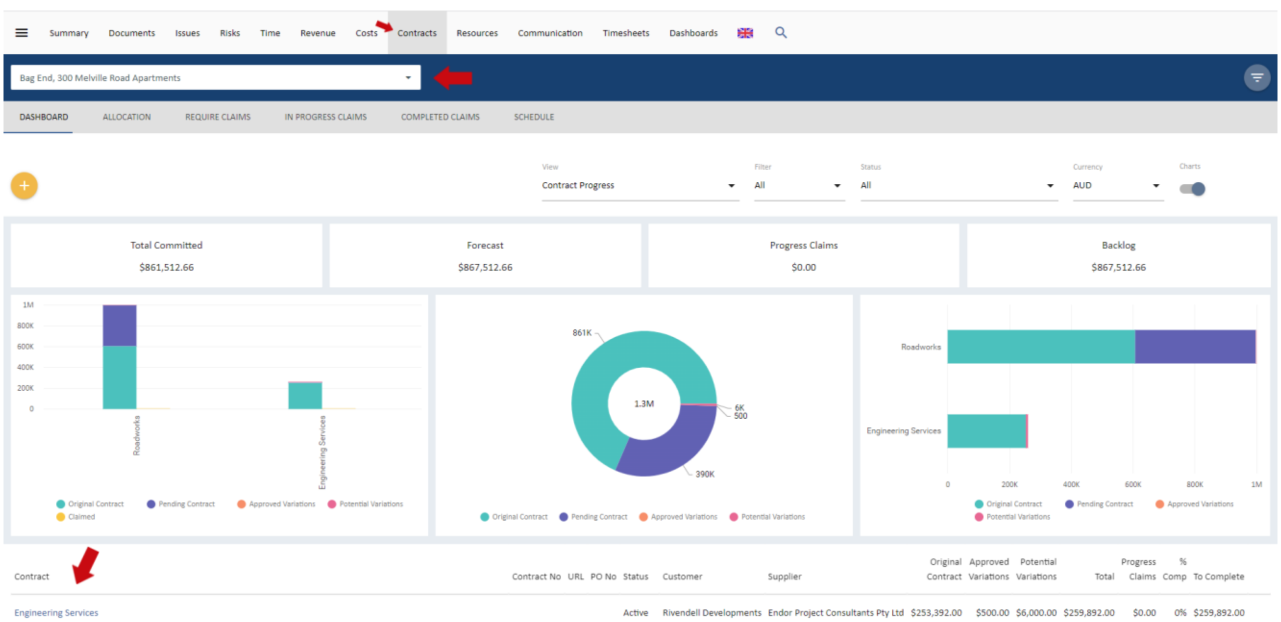


Contract maintenance involves;

- Moving the contract from pending to active
- Uploading the contract agreement against the contract
- Tracking % complete of individual and all contracts for a project or program of works
- Scheduling or rescheduling deliverables dates
- Phasing or re-phasing of contract Revenues and costs for cash flow purposes
- Adding variations and extensions of time
- Certifying claims for payment
- Raising invoices or progress claims
- Viewing and generating variation and extension of time registers
- Communicating to clients

Creating an Invoice

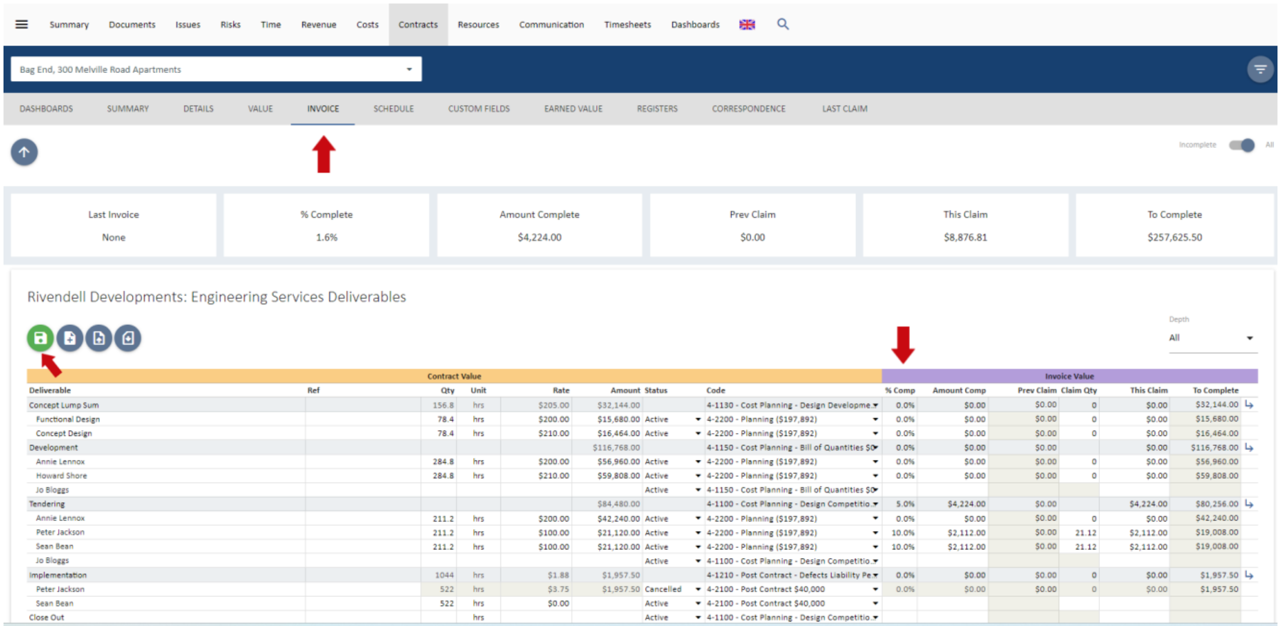
To create an invoice, select the project with the contract you wish to update and drill into the contract.



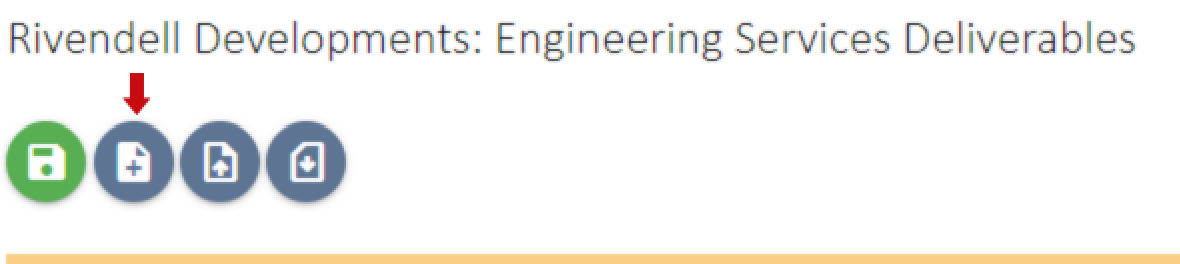
Then go to the **Invoice** sub tab.

You need to update the progress of the **% complete** or add in claim quantity of the Deliverables and Variations in the Contracts Deliverable & Claims form.

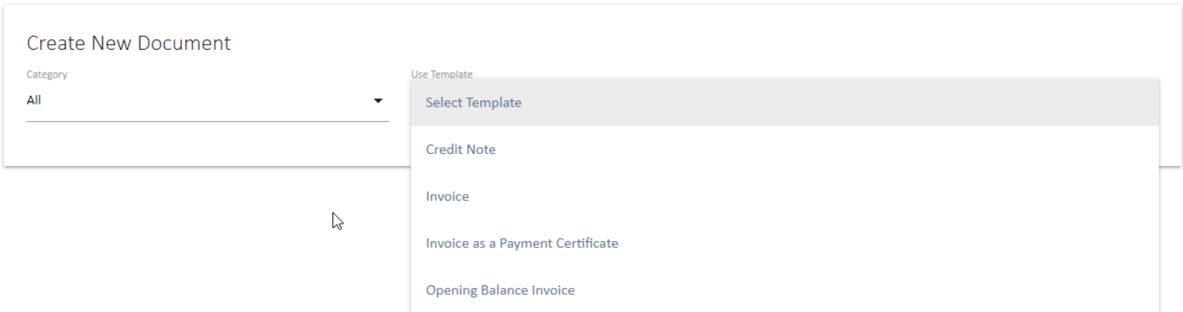
On updating the deliverables and variations select the green **Save** icon and the claim amount will be displayed, as will any previously claimed amounts and % complete of the contract.



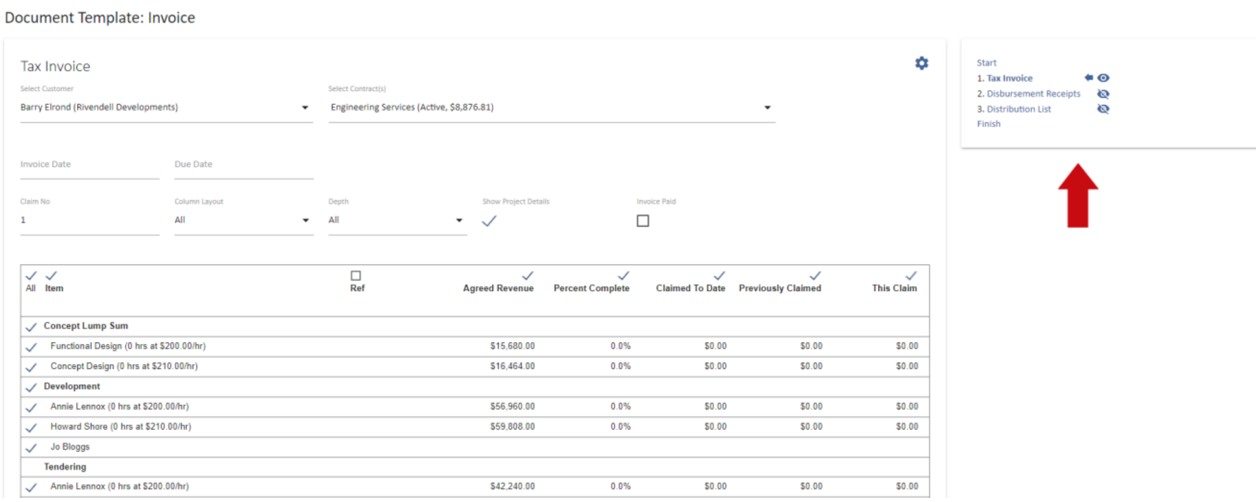
Once updated, invoices and progress claims can be raised by selecting the blue **New Document** icon and selecting the template required.



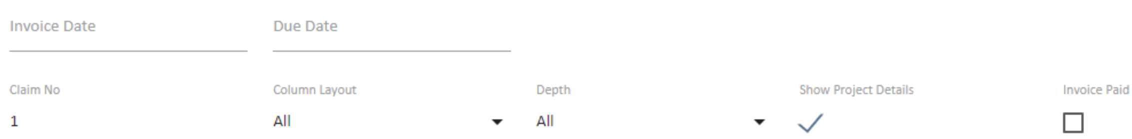
Selection of the Invoice template will; populate the document wizard, follow the steps.



You can select any of the steps and go back and forward using the checklist on the side of the document.

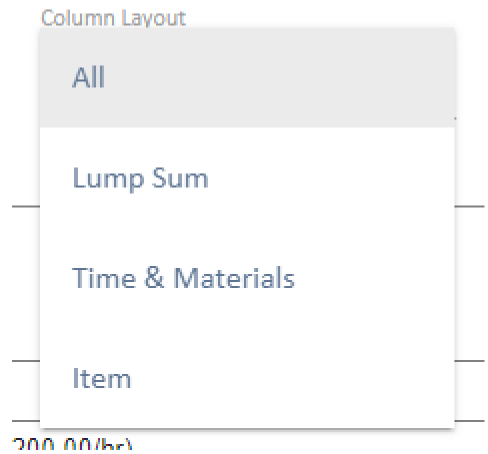


- Select the contract you want to claim for or the principle
- Enter the invoice date (the last invoice date is recorded for you)
- The claim number is populated – you can edit this field
- If this is an invoice that has already been paid – then select the check box
- Selecting the various check boxes allows the output format to show or hide the various deliverables and columns. It is also possible to modify the column headings, if required.



Note there are four layouts you can select to display the invoice in the finished document to suit your client requirements. These will each display a different heading for the columns in the table for both deliverables and variations.

Select the **Column Layout** drop down to choose your preferred option. You can change these whilst working in the invoice to review how they look.



Lump Sum - This layout is the standard layout showing all headings; Item, Ref, Agreed Revenue, Percent Complete, Claimed To Date, Previously Claimed and This Claim.

Time and Materials - This layout displays the headings; Item, Ref, Qty, Unit, Rate and This Claim.

Item - This layout only displays the Item, Ref and This Claim.

Once you have completed the document, it will need to be signed off so the information is then captured into the accounting system.

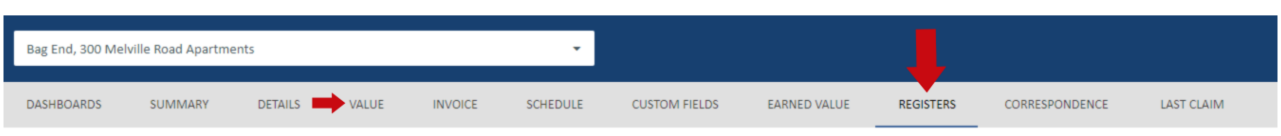
Once an invoice is signed off it will also update the Contract Summary with the progress complete and amount claimed to date.

The invoice can be emailed to the client and a transmittal captured for your records.

The revenue contract provides a register for deliverables, variations, extensions and invoices.

These can be located once you have drilled into the contract by selecting the **Register** sub tab.

To return to edit the contract select the **Value** sub tab which will take you back to the body of the contract.



Contract details and registers

The Contract Details will also be available. The contact details provide a snapshot of the contract and details of principles and suppliers, if no addresses or contact information appears you can update this in Portfolio> Resources >All projects by selecting the resource name and updating their details.

You can find any documents related to the contract using the **Registers** sub tab.

Documents can be populated from within the registers by selecting the link to populate the html version. On those that are not signed off you can edit.

You can email a document to your client once the html version is opened and it will capture the date sent in your document register.

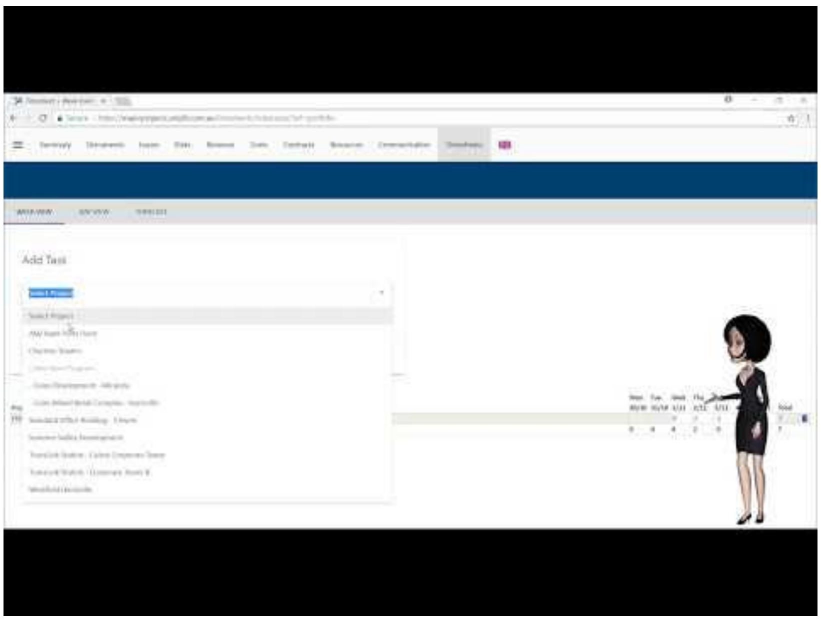
Cost Contract registers

The cost contract will display the related documents and variations registers and instead of invoice it will have the progress claim and extension of time available.

Timesheets

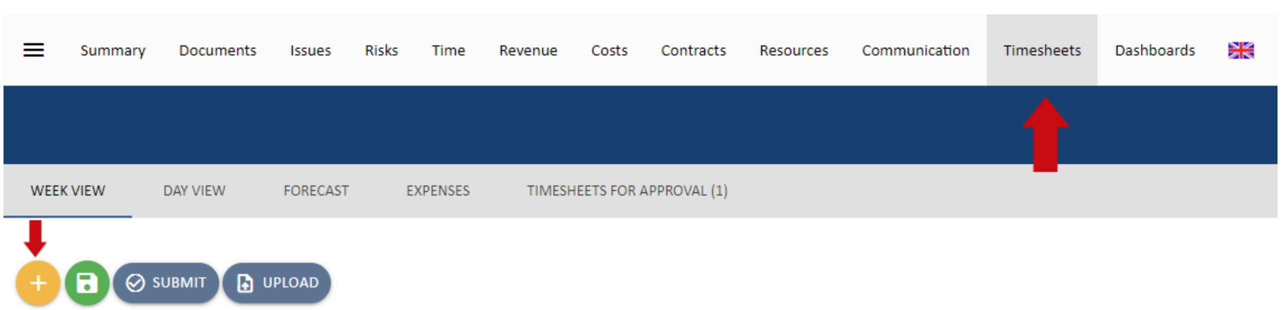
UniPhi features a fully featured timesheet module. The timesheet module is available to all licenced users, and integrates with the data and information that has been captured within the Contracts tab. The timesheet module follows UniPhi's principle of distributed data capture. In this case, many users enter their own time sheet hours, which then allows the project manager to view all hours that have been expended per project and per contract.

Adding projects to your timesheet



In order to allocate time to a project, you need to add the project or projects to your timesheet tab. To do this use the **Timesheets** tab.

When you press the blue **Add** icon you will be presented with the option to choose the project that you need to allocate your timesheet hours to.

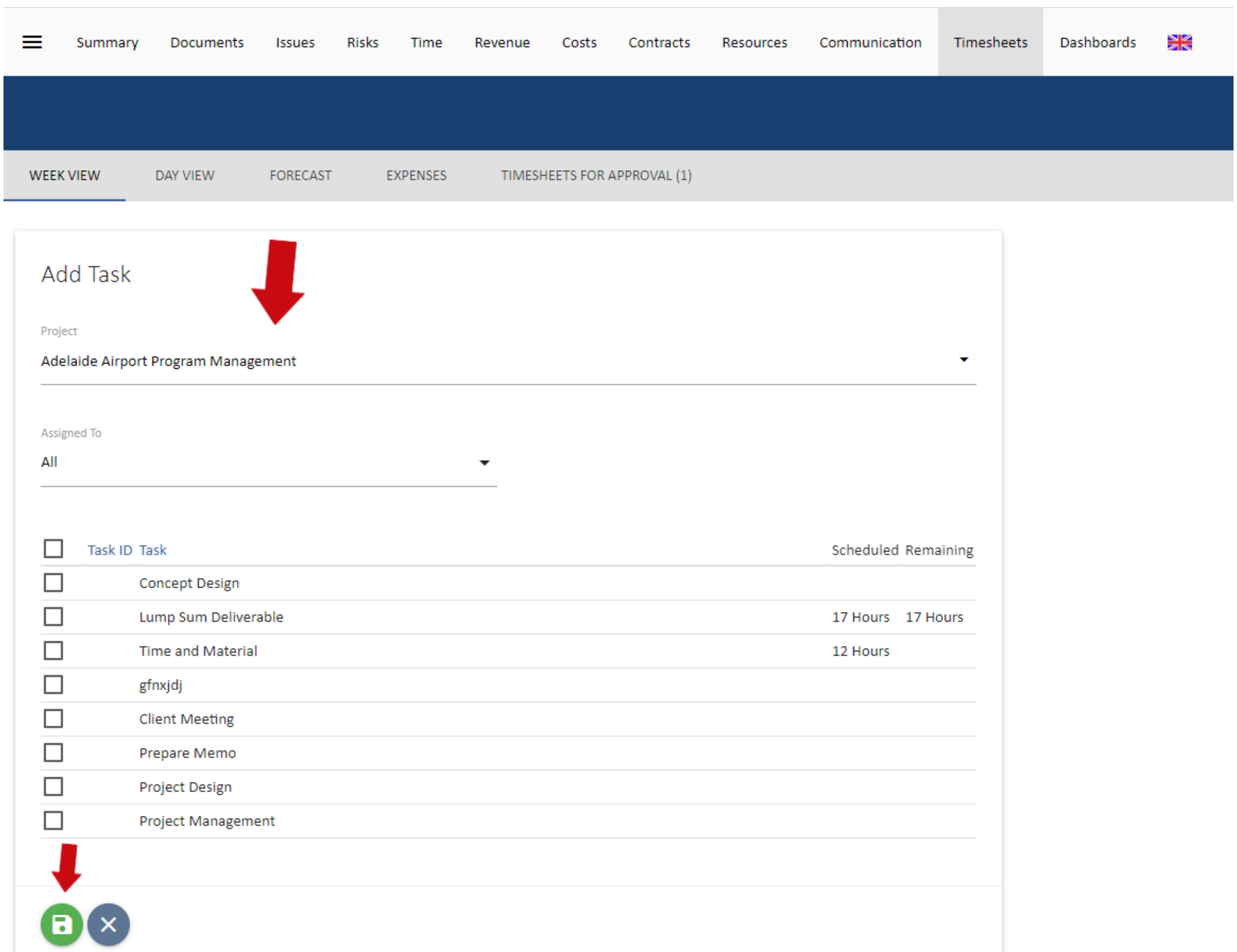


When a project is selected, you will be presented with all possible timesheet entry items. The items are made up of Contract Deliverables, and Standard Tasks.

The contract deliverables for that project will be identifiable by the additional date and schedule information.

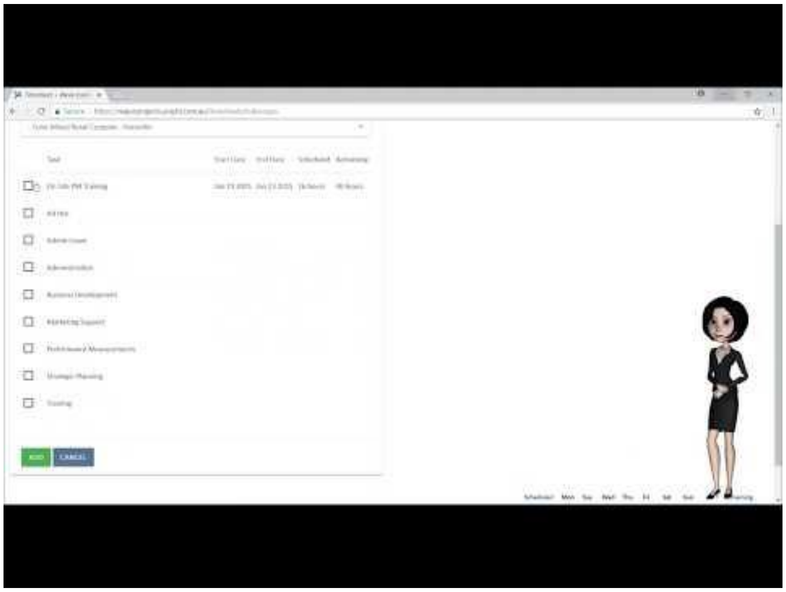
When selecting a project from the project drop down list, you may be presented with a large list of tasks, you may narrow down the selectable options by only viewing the tasks that are assigned to you.

Place a tick against each task that you need to assign your timesheet hours to, and press the green **save** icon.



UniPhi

Adding Timesheet Hours



Once all of your projects and tasks have been added to your Timesheet task, it is simply a matter of adding in the hours that have been worked. As time is added per deliverable, the remaining work total will decrease. If you calculate that more time will be required to complete the specified task, you can manually enter the required time in the Remaining Work field.

Once you have entered your timesheet hours, remember to **save** your data. At the end of the week, you also need to submit your timesheet by pressing the blue **Submit** icon.

Removing Projects from Timesheets

As you complete the work and tasks that have been assigned to you, or if you add a task by mistake, you can remove them by pressing the **Delete** icon which is located on the far right.