

Labor Escalation Pool Management Workbook Instructions

PART I- Paste info from Contract LOE to New Worksheet

1. Open the contract LOE in Excel.
2. Open a new (blank) Excel worksheet & name it BOOK 1.
3. In the contract LOE click on the Exhibit B-LOE Detail Input worksheet.
4. Highlight columns A-H, Right Click and choose "Copy".
5. Go to the Book 1 and highlight cell A1
6. Right Click (mouse) and choose "Paste Special" and choose "Formats" then Click "OK".
7. In the same highlighted area – Right Click again& "Paste Special" ; then choose "Values and number formats"; then Click "OK".

PART II- Paste info from the LOE Escalation Input Sheet to Book 1

8. In the LOE click on the Escalation Input Sheet.
9. Highlight columns J-O, Right Click and choose "Copy".
10. Go to Book 1 and highlight columns J-O.
11. Right Click "Paste Special";choose "Formats"; Click "OK".
12. In the same highlighted area, Right Click; "Paste Special"; choose "Values and Number Formats"; Click "OK".
13. Minimize the Contract LOE.

PART III- Calculate Hours and Dollars for Each Year

14. In Book 1 hide any unnecessary rows or formatting necessary.
15. Click the first empty row below Task 1 Escalation – (cell J13) and write the following formula:
 - Start with: =sumproduct(
 - Then: highlight all cells that have a escalation percent for Task1 year 1,
 - Then: highlight the Total Hours for All Firms for Task 1 and all subtasks)
 - Then: Hit enter
 - And close the parenthesis

Example: =sumproduct(J9:J11,H9:H11)

16. The result will be the number of hours to be completed in the first year for Task1.
17. Click in the cell below the formula above (cell J14) and write the following formula:
 - Start with: =sumproduct(
 - Then: highlight all cells that have a percent for task1 year 1,
 - Then: highlight the Total Direct Labor and Indirect Cost for Task 1)
 - Then: hit enter.
 - And close the parenthesis

Example: =sumproduct(J9:J11,G9:G11)

18. The result will be the Total Direct and Indirect Labor cost for the number of hours to be completed in the first year.
19. Format the cells to reflect currency

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20. Next- go back to the formulas you created and edit the formula as follows:

Example: =sumproduct(J9:J11,\$H9:\$H11)

Example: =sumproduct(J9:J11,\$G9:\$G11)

* By placing the dollar sign in front of the second group of cells it will keep these numbers constant when we copy paste the formula for the remaining years for this Task.

21. Highlight the formulas, Right Click, Copy.

22. Click on the cells to the right of the formula (K13,14- N13, 14 and Right Click, Paste.

23. The result is that you now have the hours and cost for each year.

24. Repeat these steps for all tasks. When complete hit save.

* A good check at the end is to add all the hours for each year and all the dollars for each year to make sure you arrive at the total value for the task.

PART IV- Input Data on Labor Escalation Pool Tracking Workbook

25. Open the Labor Escalation Pool Tracking Workbook.

26. Either Print Book 1 that was created above or;

27. On the Tool Bar click on Window, Arrange (and choose the format that is easiest for you) I chose Horizontal.

* The Labor Escalation Pool Tracking Workbook has yellow colored cells. These are the only cells in which you need to input information.

28. Create additional Tasks as necessary for your contract by highlighting anywhere in the Task area and then hitting the grey "Add Task" Button.

29. After you click on the "Add Task" button you will be asked if you want the task inserted above or at the end. Adding a task at this time should not matter if it is above or at the end.

30. Go to Book 1 and highlight the name of Task 100 (cells that identify Phase or Task #, Task or subtask# and Task Title should all be highlighted).

31. Right Click and choose "Copy"

32. Go to Tracking Workbook and click in the first yellow highlighted area for Tasks. Right Click and choose "Paste".

33. Repeat process with remaining tasks.

* At the top of the Tracking Workbook there are 2 yellow colored cells- Base Year and Escalation %.

34. Base Year and Escalation % is found on the Contract LOE, Exhibit B-LOE Detail Input Sheet. This contract has a base year of 2009 and Escalation of 3.9%.

* After inputting this information, the Orange Bar running across the top has now populated the Years and well as the Escalation Factor for each Year. For example- Year 2009 with an Escalation Factor of \$0.

35. Enter the Planned hours and dollars for each year for each task. Go to Book 1 and use the calculated hours and dollars for each task and year.

36. Enter 2,562 on the Labor Escalation Pool Tracking Workbook under Task 100- Year 2009 Planned Hours.

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37. Enter \$420,578 on the Labor Escalation Pool Tracking Workbook under Task 100- Year 2009-Planned Labor.
38. Repeat these steps for the remaining tasks.
39. Continue filling in workbook with all Planned Hours and Dollars.

The Actual hours and dollars can be inputted at anytime to get an idea of how the Project is doing. The actual hours and dollars can be found on the monthly invoices.