

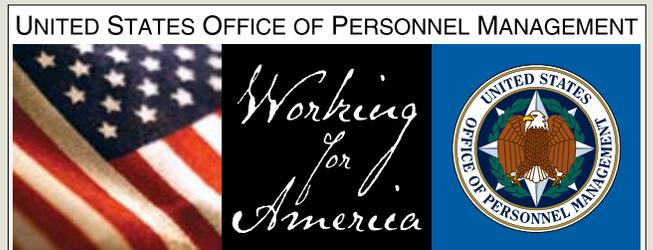


UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

MIGRATION PLANNING GUIDANCE DELIVERABLES

MIGRATION COST REPORT TEMPLATE

May 23, 2008



HR LOB Data Submission OPM Project Plan Update for CUSTOMER SHARED SERVICE CENTER NAME

Time Period Start:		Schedule					Costs							
Time Period End:		Estimated		Actual			Estimated	Personnel		Actual				
Days in Period:		Start Date	End Date	Start Date	End Date	% Complete		FTE Hours	FTE Costs	Contractual	Travel	IT	Other	Total
Project Management														
Preparation/Analysis														
Design/Development														
Implementation														
Post Implementation														
TOTAL														

Comments:

INSTRUCTIONS

- 1 Customize the template for each customer by specifying the customer agency name in the title in cell C4 and the provider agency name in cell C5.
- 2 Enter dates for the start and end dates of the **current reporting period** in cells F7 and F8. Reporting is conducted on a **cumulative, fiscal year** basis. Data collection begins at the date of the customer entrance session or the beginning of the project, as determined jointly by the provider and OPM.
- 3 Enter the number of work days in the reporting period in cell F9.
- 4 For each task listed in cells D11-D15, enter the data called for in the columns to the right. For an explanation of the data component, refer to the definitions list. For guidance on the activities that fall under each task, refer to the Project Plan Guidelines document.
- 5 The template will automatically calculate totals in line 16 and column U.
- 6 Save the new file as "CustomerName_ProviderName_MMDDYYYY.xls" for which MMDDYYYY is the reporting period end date and CustomerName is the name of the migrating agency.

DEFINITIONS

FTE Hours: The number of hours for all federal FTE on a particular task.

FTE Costs: Sum of labor (salary) and benefits for all federal FTE on the task.

Contractual Costs: Costs associated with contractor labor and/or temporary labor.

Travel Costs: Travel costs (air, hotel, rental car, etc.) incurred for a task.

IT Costs: Information technology costs (software, hardware, etc.) incurred for a task.

Other Costs: Any other costs incurred for a task. Examples include supplies, office space, etc.

Actual Start Date: The first day of activity on the task.

Actual End Date: The last day of activity on the task.

Percent Completed: The percent of work that has been completed for a particular task.

Estimated Start Date: The planned first day of activity on the task.

Estimated End Date: The planned last day of activity on the task.

Estimated Costs: The original or modified estimated costs for migration activity in the particular phase.

Comments: Please use this space to describe entries in the Other Costs category, any other entry that requires further explanation, and to explain the reason for any schedule variance.

HR LOB Data Submission

OPM Project Plan Update for CUSTOMER Migration

CUSTOMER Data

Time Period Start:

Time Period End:

Days in Period:

	Costs							
	Estimated	Personnel		Contractual	Travel	IT	Other	Total
		FTE Hours	FTE Costs					
Project Management								
Preparation/Analysis								
Design/Development								
Implementation								
Post-Implementation Evaluation								
TOTAL								

Comments: _____

INSTRUCTIONS

- 1 Customize the template by specifying the customer agency name in the title in cell C4 and the provider agency name in cell C5.
- 2 Enter dates for the start and end dates of the **current reporting period** in cells F7 and F8. Reporting is conducted on a **cumulative, fiscal year** basis. Data collection begins at the date of the customer entrance session or the beginning of the project, as determined jointly by the provider and OPM.
- 3 Enter the number of work days in the reporting period in cell F9.
- 4 For each task listed in cells D11-D15, enter the data called for in the columns to the right. For an explanation of the data component, refer to the definitions list. For guidance on the activities that fall under each task, consult a representative from your payroll provider.
- 5 The template will automatically calculate totals in line 16 and column O.
- 6 Save the new file as "CustomerName_CustomerName_MMDDYYYY.xls" for which MMDDYYYY is the reporting period end date and CustomerName is the name of the migrating agency.

DEFINITIONS

FTE Hours: The number of hours for all federal FTE on a particular task.

FTE Costs: Sum of labor (salary) and benefits for all federal FTE on the task.

Contractual Costs: Costs associated with contractor labor and/or temporary labor.

Travel Costs: Travel costs (air, hotel, rental car, etc.) incurred for a task.

IT Costs: Information technology costs (software, hardware, etc.) incurred for a task.

Other Costs: Any other costs incurred for a task. Examples include supplies, office space, etc.

Estimated Costs: The original or modified estimated costs for migration activity in the particular phase.

Comments: Please use this space to describe entries in the Other Costs category and for any other entry that requires further explanation.



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