

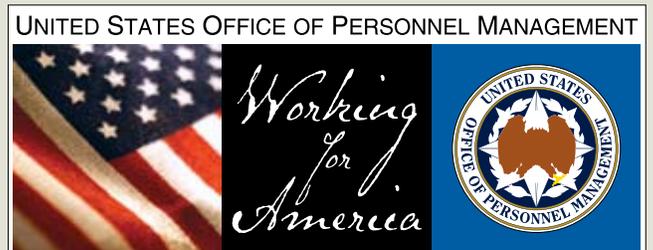


UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

MIGRATION PLANNING GUIDANCE DELIVERABLES

MIGRATION COST REPORT TEMPLATE

October 7, 2011



Other Costs and Additional Comments:

INSTRUCTIONS	DEFINITIONS
<p><i>You are instructed to accurately complete the Migration Cost Report in its entirety and submit the saved file to the HR LOB within five business days following the end of each month.</i></p> <ol style="list-style-type: none"> 1 Customize the template by entering the customer agency name in cell F19 and the provider agency name in cell F34. 2 Enter the 'Time Period Start' and "Time Period End" dates in cells F7 and F8. 'Time Period Start' is the start date of the migration project. The 'Time Period End' date should be the last business day at the end of the month for the reporting period. Please note that the reporting is conducted on a <i>cumulative basis for the fiscal year</i>; therefore, the 'Time Period Start' date will not change in subsequent monthly reports. 3 Enter the number of work days in the reporting period in cell F9. 4 For 'Migration Schedule', 'Customer Agency Costs' and 'Shared Service Center Costs' sections, enter the data in the columns to the right of cells D11-D15, D25-D29, and D40-D44. For an explanation of each of the terms, refer to the definitions list. For guidance on the activities that fall under each task, refer to the <i>Project Plan</i> document which can be found on the HR LOB Migration Planning Guide webpage. 5 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. 6 Email the saved file to your HR LOB contact five business days prior to the scheduled monthly meeting. If you have any questions or concerns, please address them to the HR LOB contact. 	<p><u>FTE Hours</u>: The number of hours for all federal FTE on a particular task.</p> <p><u>FTE Costs</u>: Sum of labor costs (salary and/or wages) and benefits for all federal FTE on the task.</p> <p><u>Contractual Costs</u>: Costs associated with contractor labor and/or temporary labor.</p> <p><u>Travel Costs</u>: Travel costs (air, hotel, rental car, etc.) incurred for a task.</p> <p><u>IT Costs</u>: Information technology costs (software, hardware, etc.) incurred for a task.</p> <p><u>Other Costs</u>: Any other costs incurred for a task. Examples include supplies, office space, etc.</p> <p><u>Actual Start Date</u>: The first day of activity on the task.</p> <p><u>Actual End Date</u>: The last day of activity on the task.</p> <p><u>Percent Completed</u>: The percent of work that has been completed for a particular task.</p> <p><u>Estimated Start Date</u>: The planned first day of activity on the task.</p> <p><u>Estimated End Date</u>: The planned last day of activity on the task.</p> <p><u>Estimated Costs</u>: The original or modified estimated costs for migration activity in the particular phase.</p> <p><u>Other Costs and Additional Comments</u>: 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.</p>



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