

# Changepoint 2014

PSO Cognos Accelerator Report Package Cognos Reports Dictionary

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Product Management
Changepoint Corporation

www.changepoint.com

## **Table of Contents**

Intro	0
Engagement Management	1
Fixed Fee Margins	
Revenue by Country	2
Revenue by Country Details	4
Revenue by Country - Tablet	6
Revenue for United States	7
Services Contracts Balance	8
Financial Management	10
Billings by Region - YTD	10
Margin by Line of Business	12
Profitability by Sales Region	14
Opportunity Management	16
Opportunity Hit and Win Rates	16
Personal Reports	17
My Task Scorecard	17
My Two Week Project Plan	18
My Workload	19
Profile Page	20
Project Budget vs Actual - Chart	20
Project Effort S-Curve by Month (Hours)	21
Project Management	22
Active Project Effort Summary	22
Active Project Plan vs Actual - Chart	23
Active Project Plan vs Actual - Effort	24
Budget Revenue Forecast by Workgroup (6 months)	24
Budget vs Actual - Chart	25
FTE by Project Type	26
Late and Upcoming Project Milestones	28
Product Roadmap - join	29
Project Budget vs Actual Variance - Active Projects	30
Project Budget vs Actual Variance	32
Project Budget vs Actual by Customer	33

	Project Budget vs Actual Variance by Type - Charts	34
	Project Cost by Fiscal Week Details (actual, baseline, budget, forecast, planned)	37
	Project Cost S-Curve by Fiscal Week	39
	Project Cost S-Curve by Month	40
	Project Critical Path	42
	Project Effort by Fiscal Week Details (actual, baseline, budget, forecast, planned)	43
	Project Effort S-Curve by Fiscal Week (Hours)	45
	Project Effort S-Curve by Month (Hours)	48
	Project Management Request Summary	50
	Project Management Request Summary Details	51
	Project Plan vs Actual Summary	52
Red	quest management54	
	Request Listing	54
Res	source Management57	
	Resource Demand and Capacity (next 6 Months)	57
	Resource Demand and Capacity by Week	58
	Resource Demand and Capacity Details By MONTH	60
	Resource Demand by Function	61
	Resource Demand Details by Week	63
	Resource Effort Utilization - Details	64
	Resource Revenue vs Target - Details	66
	Workgroup Utilization - Chart	68
	Workgroup Utilization - Details	69
Tin	ne & Expense Reports	
	Missing Time - Burst Reports to ID	71
	Missing Time - Email to Reports To	72
	Time - Bar	74
	Time - Donut	76
	Time - Donut w/prompts	78
	Time - List	79
	Workgroup Last Time Entered	81
Wo	rkspaces	
	Workspace - Resource	82
	Workspace - Executive	84



### **INTRO**

This document contains information on the Cognos reports that are contained in the first release of the Cognos report Accelerator. This combination of 96 reports, workspaces, and workspace object have been created by Changepoint to provide companies with enhanced reporting capability in addition to the standard reports included in the product. The reports are meant to be samples, examples and templates that can be used to report on Changepoint data. Customers are encouraged to review the configuration and settings within the reports to ensure they meet their criteria and reporting requirements.

Many of these reports are rewrites of the original accelerator reports created with Report Designer, others are net new reports developed to utilize Cognos functionality not available in Report Designer.

The Accelerator Reports are starting points/templates and are extensions of core product. Changepoint product support is associated with the underlying data and reporting model and business intelligence core software only. Any assistance required to import, modify and/or execute these reports would be considered a billable service.

These reports have been developed against Changepoint 2012 SP2 or greater using Cognos Report Studio and Cognos Workspace Advanced.

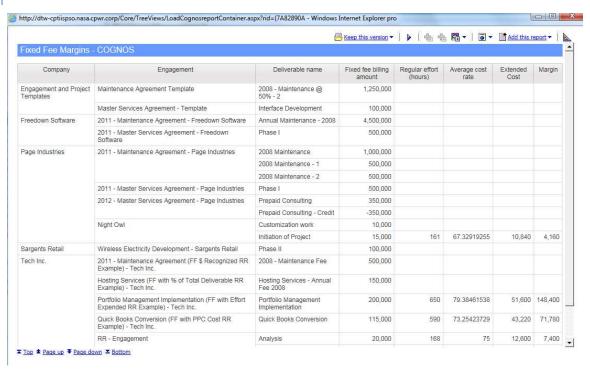
Please note that several of these reports use fiscal periods or billing offices. These reports will need to be modified to link to the fiscal period setup and billing office of the customer specific configuration. In addition, items like filters, prompts and SQL statements should be reviewed for desired results.

Many of these reports were originally released with 2012 SP1 but have been updated with various fixes, performance enhancements, and more consistent look and feel applied using a common color and font theme.



### ENGAGEMENT MANAGEMENT

### FIXED FEE MARGINS



### Description

This report shows the to date margin on Fixed Fee work as well as project % complete, equivalent hourly billing rate (to date) and hourly cost rate.

### Design Filters

### Query1:

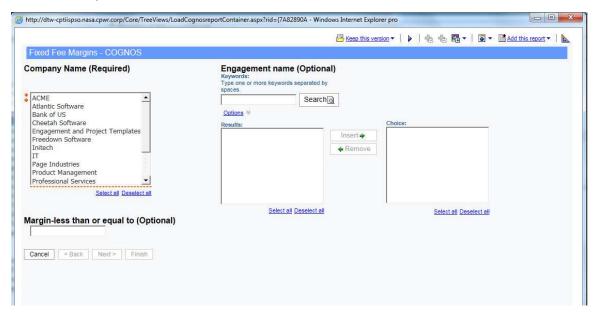
[Deliverable name] excludes Null

[|Engagements].[|EngagementFixedFee].[|CustomerName] in (?Company?)

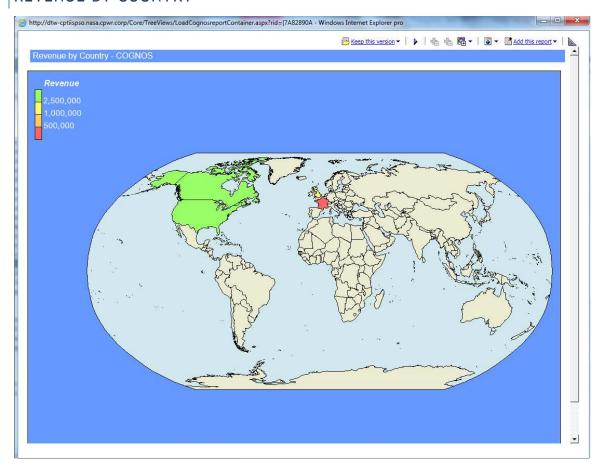
[|Engagements].[|EngagementFixedFee].[|EngagementName] in (?Parameter1?)

[Margin] <= ?Margin?





### REVENUE BY COUNTRY

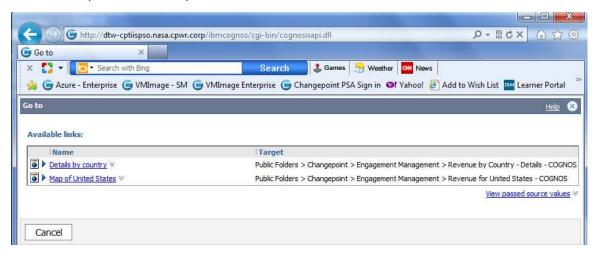


### Description

Shows a world map with revenue amounts (based on engagement contract amount) grouped by country.

Clicking on any country other than United States runs the Details by Country report.

Clicking on United States brings up the following dialog to choose the Details by Country report or the US map for revenue report.



### Design Filters

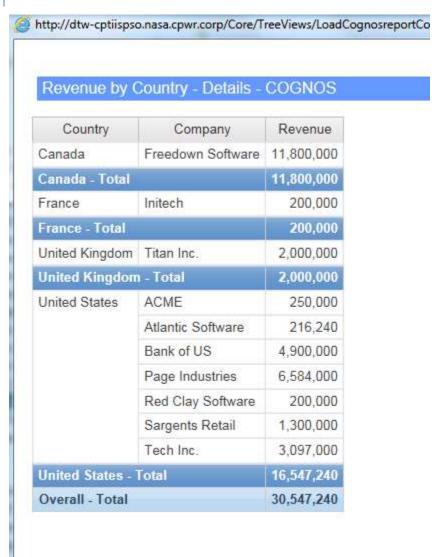
None

Run-time/Optional Filters

None



### REVENUE BY COUNTRY DETAILS



### Description

Provides revenue (engagement contract amount) grouped by company and country.

### Design Filter

[Main address - Country] is not null and [Main address - Country] in ?Country? [Contract amount] > 0



If the report is launched from the Revenue by Country report then it automatically filters on the country selected. Otherwise, if launched independently the following filter screen appears.



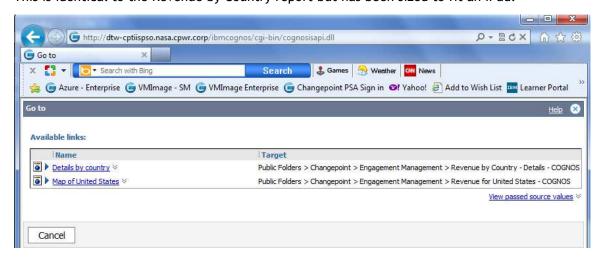


# Revenue by Country - Tablet - COGNOS Revenue by Country - Tablet - COGNOS Revenue Revenue Revenue

### Description

Shows a world map with revenue amounts (based on engagement contract amount) grouped by country.

This is identical to the Revenue by Country report but has been sized to fit an iPad.





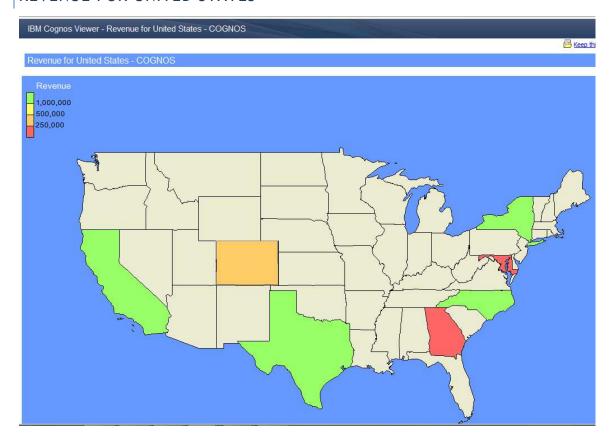
### Design Filters

None

Run-time/Optional Filters

None

### REVENUE FOR UNITED STATES



### Description

Groups revenue by state on a map of the US. Revenue amount is based on the engagement contract amounts total for that state.

This report is an optional report from the Revenue by Country report when user clicks on United States.

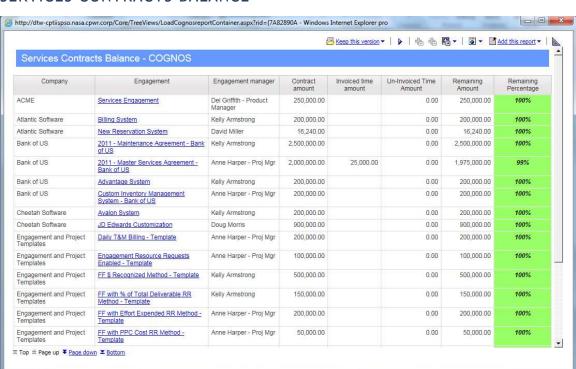
### Design Filters

[|Customers].[|Customer].[|Business1Country] = 'United States'

### Run-time/Optional Filters

None





### SERVICES CONTRACTS BALANCE

### Description

This report shows engagement contract amount, approved and unapproved services, remaining contract amount after subtracting incurred services as well as % contract remaining.

### Design Filters

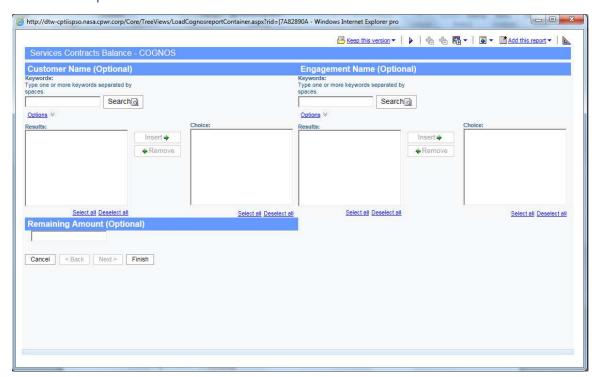
[Contract amount] > 0

[|Engagements].[|Engagement].[|CustomerId] in (?Customer?)

[|Engagements].[|Engagement].[|EngagementId] in (?Engagement?)

[Remaining Amount] <= ?Remainig?

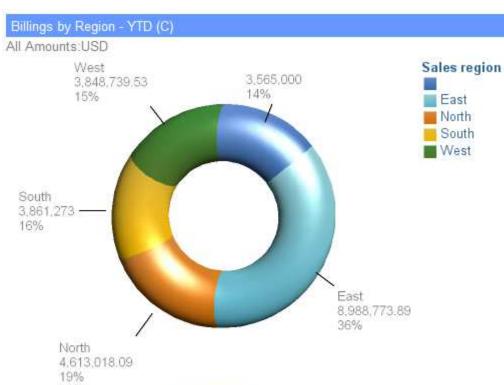






### FINANCIAL MANAGEMENT

### **BILLINGS BY REGION - YTD**



Total Invoiced

name and a second second	
Sales region	Total Invoiced
East	8,988,773.89
North	4,613,018.09
South	3,861,273
West	3,848,739.53
	3,565,000
Overall - Total	24,876,804.51

### Description

This report displays year to date billings (invoiced amounts) by sales region. Sales Region is determined by value in the sales region field on the customer record.

### Design Filters

Year([Date]) = year(getdate()) and [Date] <= getdate()



While there is no runtime filter you will be prompted to enter an exchange rate date for currency conversion.





### MARGIN BY LINE OF BUSINESS



### Description

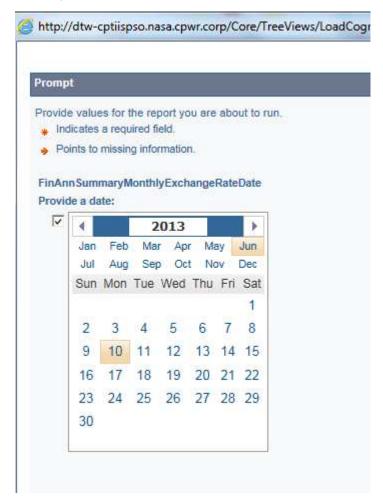
Reports average project margin % by line of business (engagement category).

### Design Filters

None



While there is no runtime filter you will be prompted to enter an exchange rate date for currency conversion.





### PROFITABILITY BY SALES REGION



### Description

Reports average project margin % by sales region with a breakdown of cost into billable and unbillable amounts.

### Design Filters

None

### Run-time/Optional Filters

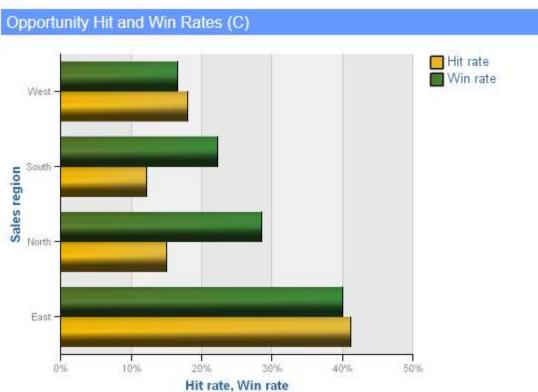
While there is no runtime filter you will be prompted to enter an exchange rate date for currency conversion.





### OPPORTUNITY MANAGEMENT

### OPPORTUNITY HIT AND WIN RATES



Sales region Revenue forecast Won revenue Hit rate Total count Won count Win rate 40% East 4,848,390 1,997,900 41% 10 4 North 29% 10,137,096 1,521,820 15% 14 4 South 12% 9 2 22% 5,973,438 729,700 West 3,210,305 580,000 18% 12 2 17% Overall - Total 24,169,229 4,829,420 20% 45 12 27%

### Description

Reports opportunity hit and win rates by sales region.

Hit Rate = Total Revenue Forecast for Won Opportunities/Total Revenue Forecast for All Opportunities

Win Rate = Won Opportunities Count/Total Opportunities Count

### Design Filters

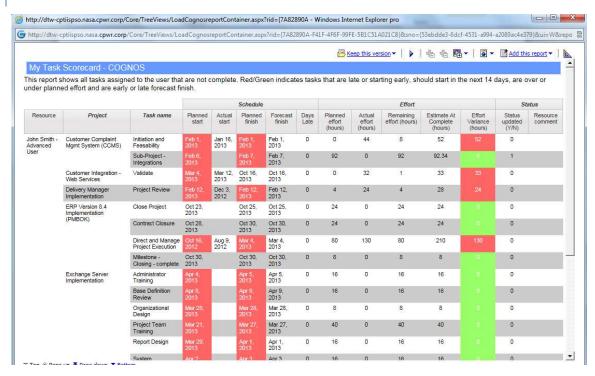
[Opportunity] is not null



None

### PERSONAL REPORTS

### MY TASK SCORECARD



### Description

Displays all incomplete tasks assigned to the user.

### Design Filters

[|TaskAssignments].[|TaskAssignment].[|ActualFinish] = NULL

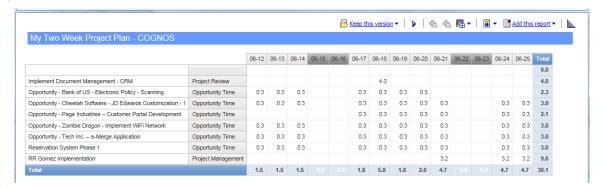
[|ResourceId]=#sq(\$account.parameters.ResourceId)#

### Run-time/Optional Filters

None



### MY TWO WEEK PROJECT PLAN



### Description

Shows all project tasks assigned to the resource running the report, and the daily hours planned for the current and next fiscal weeks.

### Design Filters

Query2 (SQL Statement):

select tt.itemid, tt.ItemName, tt.subitemid, tt.SubItemName, tt.ResourceId, tt.ResourceName, tt.Date, max(tt.workingday) 'WorkingDay', sum(tt.Effort) 'Effort'

from (

select NULL as itemid, "as itemname, NULL as subitemid, "as subitemname, w.resourceid, r.name 'Resourcename', cast(w.workingdate as Date) 'Date', 1 as 'WorkingDay', 0 as 'Effort' from ResourceWorkingDays w with (nolock)

inner join resources r with (nolock) on w.resourceid = r.resourceid

where WorkingDate >= GETDATE() and WorkingDate <= GETDATE() +14

union all

select NULL as itemid, "as itemname, NULL as subitemid, "as subitemname, w.resourceid, r.name, cast(w.nonworkingdate as DATE) 'Date', 0 as 'WorkingDay', 0 as 'Effort' from ResourceNonWorkingDays w with (nolock)

inner join resources r with (nolock) on w.resourceid = r.resourceid

where NonWorkingDate >= GETDATE() and NonWorkingDate <= GETDATE() +14

union all

select Associatedid, ItemName, SubAssociatedid, SubItemName, ResourceId, ResourceName, cast(ResDemandDate as Date) 'Date', 1 as 'workingday', Effort

from CognosRD\_TaskAssignment

where ResDemandDate >= GETDATE() and ResDemandDate <= GETDATE() + 14) as tt

group by tt.itemid, tt.ItemName, tt.subitemid, tt.SubItemName,tt.ResourceId, tt.ResourceName, tt.Date



Query3:

[ResourceId] = #sq(\$account.parameters.ResourceId)#

Run-time/Optional Filters

None

### MY WORKLOAD



### Description

Displays all assigned or potentially assigned work over the next 8 weeks for the user running the report. The presented information is a subset of the resource demand and capacity data.

### Design Filters

[|ResourceDemand].[|Resource Demand].[|DemandDate] <= getdate() + 10

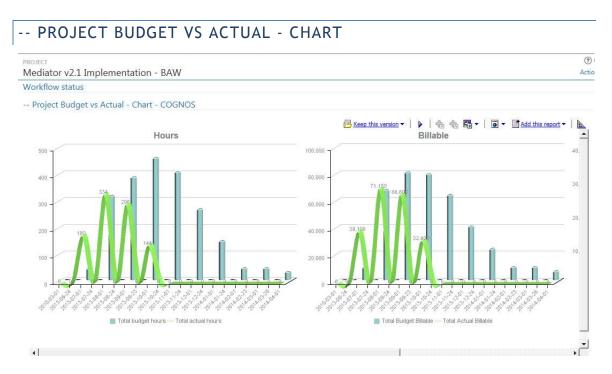
[|ResourceId]=#sq(\$account.parameters.ResourceId)#

Run-time/Optional Filters

None



### PROFILE PAGE



### Description

This report provides charts that compare Budget to Actual Hours, Billable Amounts, and Costs for a given project. It is intended to be linked to the Project Profile page.

### Design Filters

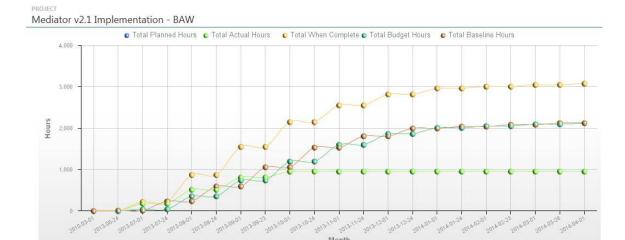
[|Projects].[|Project]d] = ?EntityId?

### Run-time/Optional Filters

ProjectId (this is passed automatically when linked to the project profile page)



### -- PROJECT EFFORT S-CURVE BY MONTH (HOURS)



Date	Total planned hours	Actual Hours	Total forecast hours	Total When Complete	Budget Hours	Total baseline hours
Mar-10	0	0		0	0	0
Jun-13	11	0		0	0	11
Jul-13	0	180		222	42	0
Jul-13	226	0		O	0	226
Aug-13	0	334		648	314	0
Aug-13	358	0		0	0	358
Sep-13	0	296		679	383	0
Sep-13	461	0		0	0	461
Oct-13	0	144			456	0
Oct-13	476	0		0	0	476
Nov-13	0	0		404	404	0
Nov-13	274	0		.0	0	274
Dec-13	0.	0		264	264	0
Dec-13	188	0		0	0	188
Jan-14	0	0		145	145	0
Jan-14	45	0		0	0	45
Feb-14	0	0		43	43	0

### Description

Report displays cumulative planned, actual, actual + remaining, budget and baseline hours from start date to end date of the project, by calendar month. It is intended to be linked to the Project Profile page.

### Design Filters

[|Projects].[|ProjectId] = ?EntityId?

### Run-time/Optional Filters

ProjectId (this is passed automatically when linked to the project profile page)



### PROJECT MANAGEMENT

### ACTIVE PROJECT EFFORT SUMMARY



### Description

Displays planned and actual project effort expressed in hours, days and FTEs. The data is grouped by customer and project manager and summarized for each project in "active" status.

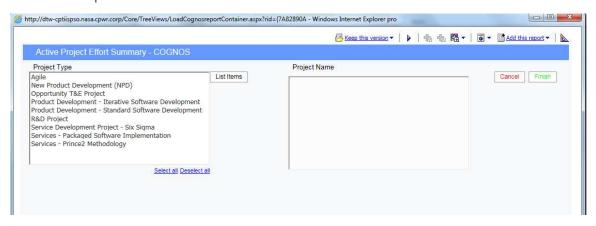
### Design Filters

[Project status] includes ('Active')

[CP project type] includes ()

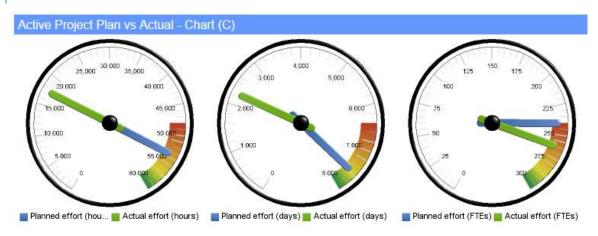
[Project name] includes ()

[Total(Planned effort (days))] = ?parameter?





### ACTIVE PROJECT PLAN VS ACTUAL - CHART



### Description

This report provides a graphical display of how project actuals are tracking to the planned effort for hours, days and FTEs for one or more project types.

### Design Filters

[Project status] includes ('Active')

[CP project type] includes ()





### ACTIVE PROJECT PLAN VS ACTUAL - EFFORT

### Description

This report is the same as ACTIVE PROJECT PLAN VS ACTUAL - CHART but without the project type filter.

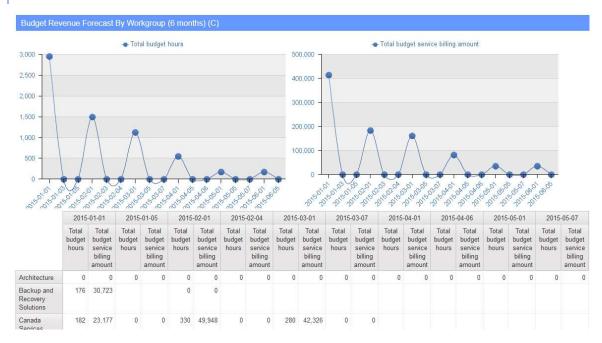
### Design Filters

[Project status] includes ('Active')

[CP project type] includes ()

Run-time/Optional Filters

### BUDGET REVENUE FORECAST BY WORKGROUP (6 MONTHS)



### Description

Provides a forecast of budgeted hours and billing amounts by month by workgroup for the next 6 months. Hours are rolled up from project budgets.

### Design Filters

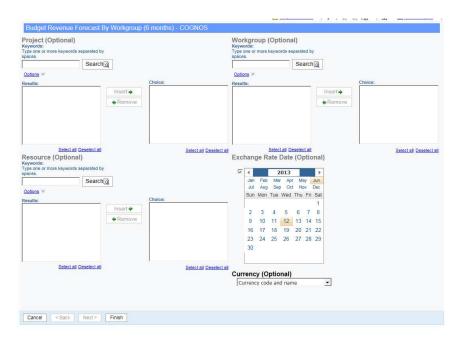
[|FinAnn\_AllByTaskAssignmentByFiscalRaw].[|Common].[|BillingOffice] = 'FP - Monthly'

[Date] > getdate() and [Date] < getdate() + 180

[Total budget hours] excludes Null



- [|FinAnn\_AllByTaskAssignmentByFiscalRaw].[|Common].[|ProjectId] in (?Project Prompt?)
- [|FinAnn\_AllByTaskAssignmentByFiscalRaw].[|Common].[|Workgroup] in (?Workgroup Prompt?)
- [|FinAnn\_AllByTaskAssignmentByFiscalRaw].[|Common].[|ResourceId] in (?Resource Prompt?)



### **BUDGET VS ACTUAL - CHART**



### Description

This chart displays budget vs actual project hours and billable amounts for a given project.

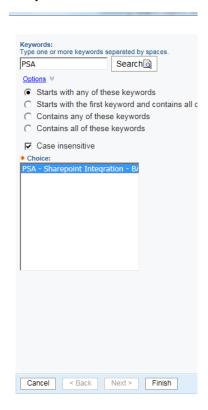
Changepoint

### **Design Filters**

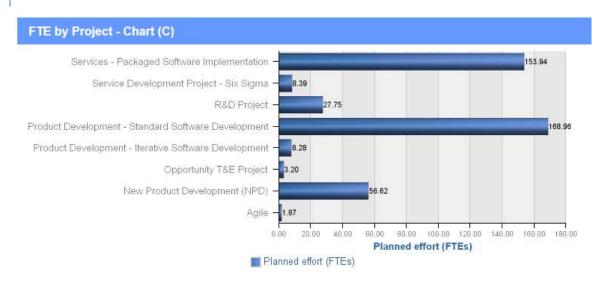
[|Projects].[|ProjectId] = ?Project Name?

### Run-time/Optional Filters

A keyword should be entered for searching Project names in the filter.



### FTE BY PROJECT TYPE





### Description

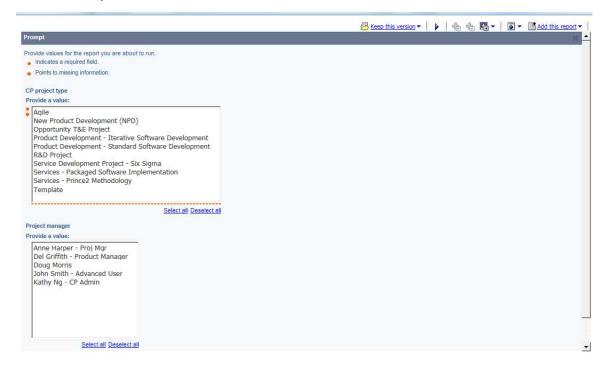
This chart shows the total number of FTEs assigned to the different project types (CP Project Type).

### Design Filters

[Project status] includes ('Active')

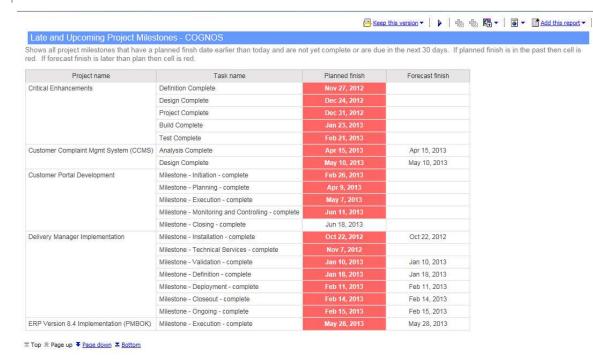
[CP project type] includes ()

[Project manager] includes ()





### LATE AND UPCOMING PROJECT MILESTONES



### Description

Lists all project milestones that are late or that are planned to finish within the next 30 days. All projects for which the user has access rights display in this report.

### Design Filters

[Milestone (Y/N)] includes (1)

[Actual finish] includes Null

[|Tasks].[|Task].[|PlannedFinish] <= getdate() +30

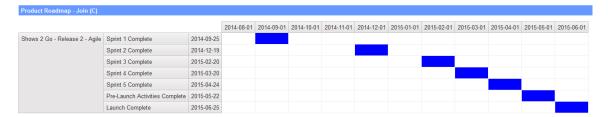
[No\_Template]

Run-time/Optional Filters

None



### PRODUCT ROADMAP - JOIN



### Description

This report shows all projects, milestones and milestone dates related to the project selected.

### Design Filters

Project All Days (SQL statement):

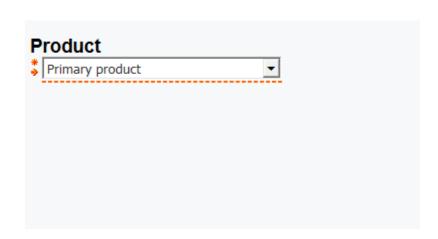
select p.projectid, w.workingdate

from project p with (nolock)

inner join workingdays w with (nolock) on w.workingdate >= p.plannedstart and w.workingdate <= p.plannedfinish

Tasks:

[Milestone (Y/N)] = 1





### PROJECT BUDGET VS ACTUAL VARIANCE - ACTIVE PROJECTS



### Description

Displays a table of active projects with budget, actual and variance data for effort, billable amounts, cost and margin.

### Design Filters

[|Projects].[|ProjectStatus]='Active'







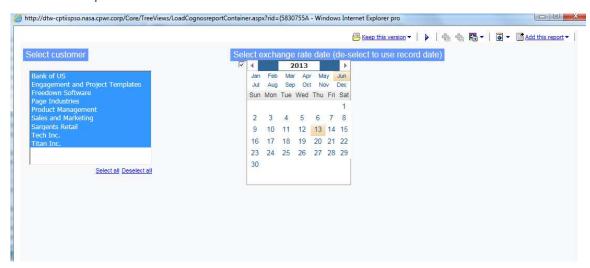


### Description

Displays a table of all projects with budget, actual and variance data for effort, billable amounts, cost and margin.

### Design Filters

[|FinAnn\_AllByProjectByMonthlyRaw].[|Common].[|CustomerName] in (?Customer?)





### PROJECT BUDGET VS ACTUAL BY CUSTOMER

∰ http://dtw-cptiispso.nasa.cpwr.corp/Core/TreeViews/LoadCognosreportContainer.aspx:frid={לכל/Uצאכ} - Windows Interne

Customer	Budget Hours	Actual Hours	Hours Variance	Budget Billable	Actual Billable	Billable Variance
Bank of US	7,172	386	6,786	1,054,050.00	233,675.00	820,375.00
Engagement and Project Templates	0	0	0	0.00	0.00	0.00
Freedown Software	14,598	16,158	-1,560	2,327,426.70	2,745,752.05	-418,325.35
Page Industries	7,220	4,371	2,849	2,637,505.69	2,207,830.53	429,675.16
Product Management	0	337	-337	50,000.00	0.00	50,000.00
Sales and Marketing	0	368	-368	0.00	0.00	0.00
Sargents Retail	3,763	1,478	2,285	772,715.00	322,484.00	450,231.00
Tech Inc.	8,728	5,384	3,344	1,634,372.00	1,063,863.20	570,508.80
Titan Inc.	0	161	-161	0.00	29,201.00	-29,201.00
	41,481	28,643	12,838	8,476,069.39	6,602,805.78	1,873,263.61

### Description

Summarizes budget, actual and variance for hours and billable amounts for a customer. Data is rolled up from project budgets related to each customer.

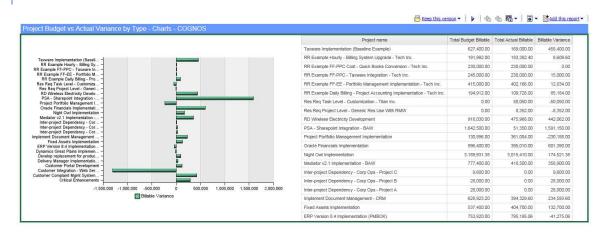
### Design Filters

None

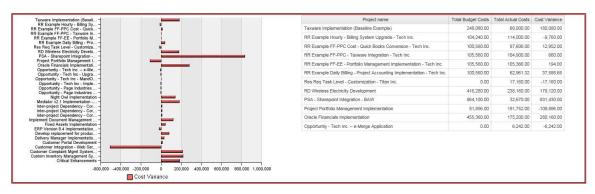


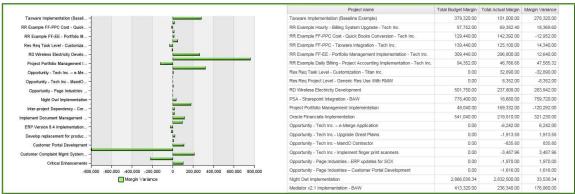


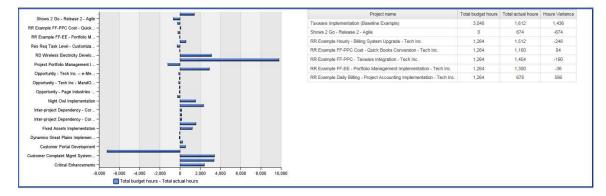
### PROJECT BUDGET VS ACTUAL VARIANCE BY TYPE - CHARTS











This report displays four charts for project budget vs actual amounts and variances for active projects: 1) Billable amounts; 2) Cost; 3) Margin; and 4) Hours. NOTE: you must "page down" to get to the next chart in the report.

### Design Filters

[|Projects].[|ProjectStatus]='Active'





# PROJECT COST BY FISCAL WEEK ... DETAILS (ACTUAL, BASELINE, BUDGET, FORECAST, PLANNED)



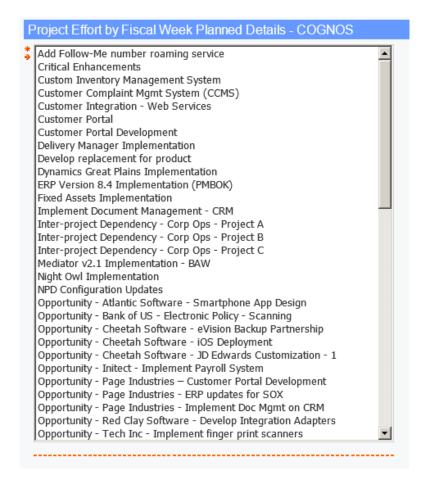
### Description

This set of 5 reports show the detailed cost data for either actual, planned, baseline, forecast or budget, by fiscal week for a project. These reports provide examples of use of the Financial Analysis Summary data and the use of SQL within Cognos to generate unions.

### Run-time/Optional Filters

Project name









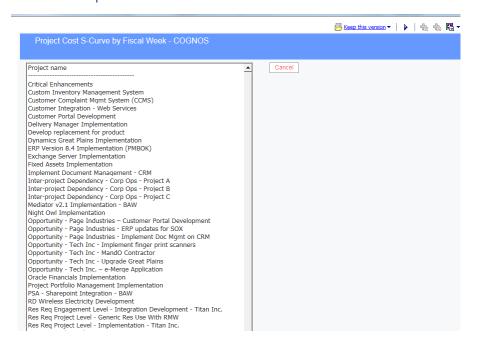
This report displays cumulative planned, actual, forecast, cost at completion, budget and baseline cost of effort, from start date to end date of the project by fiscal week. Cost variance between planned and actual per fiscal week is displayed in a second graph. The report provides a detailed breakdown of effort by resource for each fiscal week associated with the project plan. Data table summarizes time by billable status and invoiced status.

39

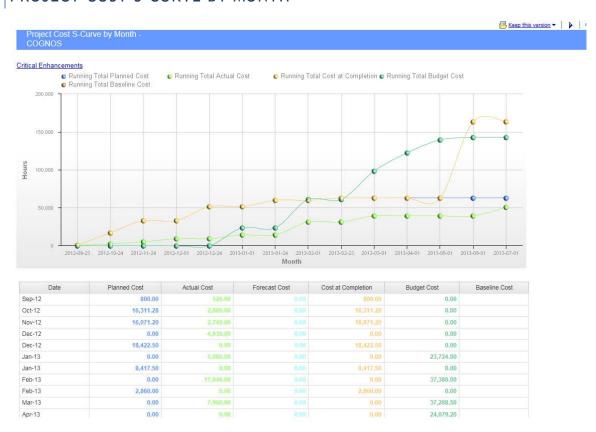
### Design Filters

[Project name] includes ()





### PROJECT COST S-CURVE BY MONTH

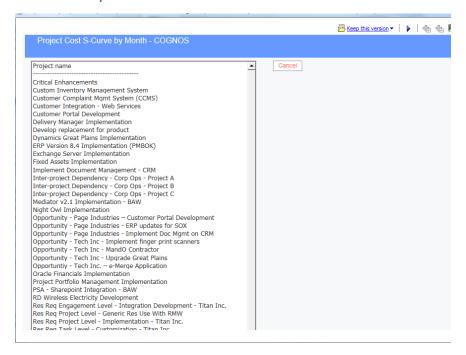




Report displays cumulative planned, actual, forecast, cost at completion, budget and baseline hours from start date to end date of the project, by calendar month.

### Design Filters

[Project name] includes ()





# | Night Owl Implementation | 1 | Initiation | 2013-03-11 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-22 | 2013-03-23 | 2013-03-23 | 2013-03-23 | 2013-03-23 | 2013-03-23 | 2013-03-23 | 2013-03-23 | 2013-03-23 | 2013-03-23 | 2013-03-23 | 2013-03-23 | 2013-03-23 | 2013-03-23 | 2013-03-23 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24 | 2013-03-24

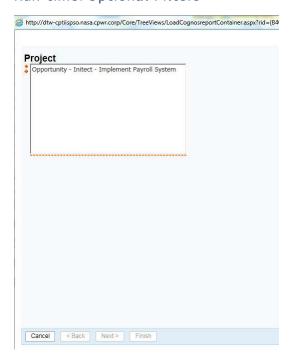
### PROJECT CRITICAL PATH

### Description

Displays the project critical path.

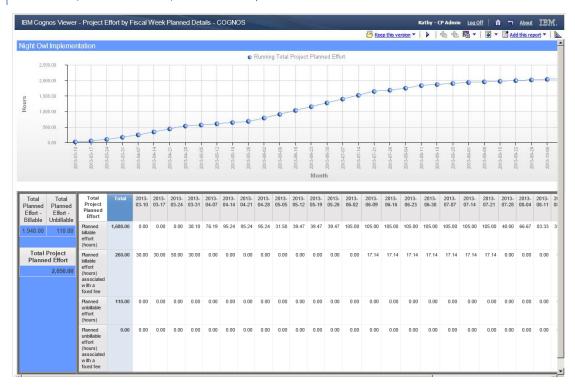
### Design Filters

The prompt filter will only show projects that have been enabled for critical path calculation on the project record.





# PROJECT EFFORT BY FISCAL WEEK ... DETAILS (ACTUAL, BASELINE, BUDGET, FORECAST, PLANNED)



### Description

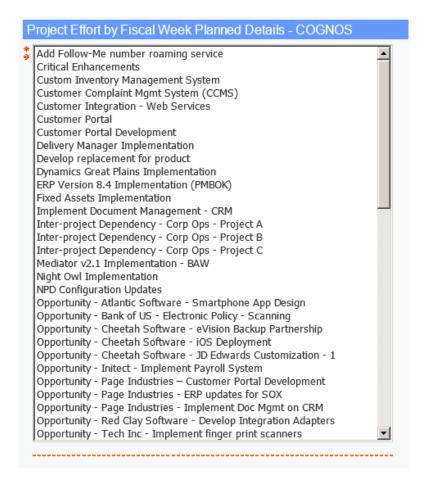
This set of 5 reports show the detailed effort data for either actual, planned, baseline, forecast or budget, by fiscal week for a project. These reports provide examples of use of the Financial Analysis Summary data and the use of SQL within Cognos to generate unions.

43

### Run-time/Optional Filters

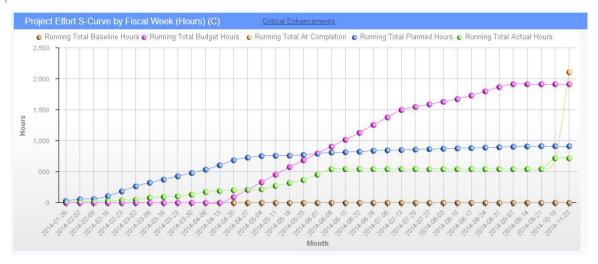
Project name

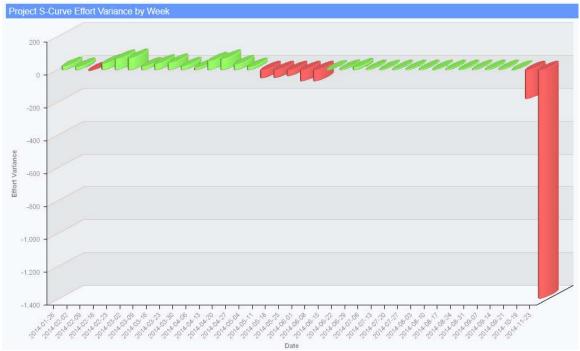






### PROJECT EFFORT S-CURVE BY FISCAL WEEK (HOURS)





Fiscal period	Total planned hours	Total actual hours	Total forecast hours	Total At Completion (Hours)	Effort Variance	Total budget hours	Total baseline hours	
2014 Jan 26	0	В		8	-8	0	0	
2014 Jan 26	32					0	0	
2014 Feb 2	0	8		8	-8	0	0	
2014 Feb 2	26				26	0	0	
2014 Feb 9	0	В		8	-8	0	0	
2014 Feb 9	4				4	0	0	
2014 Feb 16	0	8		8	-8	0	0	
2014 Feb 16	47				47	0	0	
2014 Feb 23	0	В		8	-8	0	0	
2014 Feb 23	76					0	0	
2014 Mar 2	81				81	0	0	
2014 Mar 2	0	B		8	-8	0	0	
2014 Mar 9	58					0	0	
2014 Mar 9	0				-36	0	0	
2014 Mar 16	52					0	0	
2014 Mar 16	0	13		13	-13	0	0	
2014 Mar 23	52					0	0	
2014 Mar 23	0	8		8	-8	0	0	
2014 Mar 30	54				54	0	0	
2014 Mar 30	n				-30	n	0	

Report displays a running total of planned, forecast, at completion, budget and baseline hours from start date to end date of the project, by fiscal week. Variance between planned and actual hours total at completion per fiscal week is displayed in a second graph.

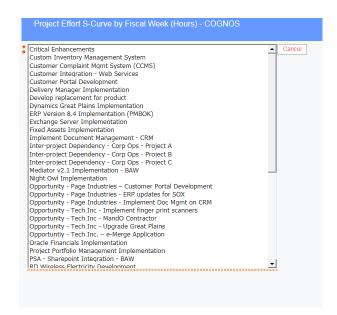
### Design Filters

[Fiscal period billing office] includes ('FP-Weekly')

[|FinAnn\_AllByProjectByFiscalRaw].[|Common].[|ProjectId] = ?p\_ProjectName?

[Project name] includes ()







### PROJECT EFFORT S-CURVE BY MONTH (HOURS) Keep this v Project Effort S-Curve by Month (Hours) - COGNOS Critical Enhancements ● Total Planned Hours ● Total Actual Hours ● Total When Complete ● Total Budget Hours ● Total Baseline Hours 2,000 1,000 2012-12-24 2013-01-01 2013-01-24 2013-02-01 2013-02-23 2013-03-01 2013-04-01 2013-05-01 2013-06-01 2013-06-01 2012-09-23 2012-10-24 2012-11-24 2012-12-01 Date Total planned hours Actual Hours Total forecast hours Total When Complete Budget Hours Total baseline hours Sep-12 Oct-12 178 Nov-12 243 Dec-12 Dec-12 290

### Description

Jan-13

Feb-13 Feb-13

Apr-13

140

60

Report displays a running total of planned, forecast, at completion, budget and baseline hours from start date to end date of the project, by month.

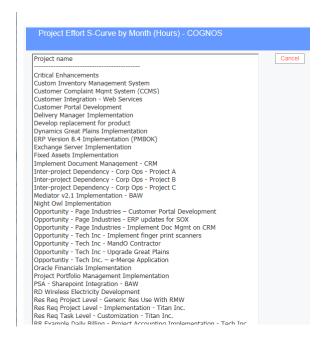
### Design Filters

[Project name] includes ()



309

483





### Project Management Request Summary (C) Request type Change Request Project Issue Project Risk 12 10 8 Count 6 4 2 Inter-project Dependency - Corp Ops - Project A Project Portfolio Management Implementation Customer Complaint Marnt System (CCMS) ERP Version 8 4 Implementation (PMBOX) Delivery Manager Implementation Implement Document Management - CRM Customer Portal Development RO Wireless Electricity Development Change Request Project Risk Total Project Issue 3 2 5 Customer Complaint Mamt System (CCMS) 10 2 2 Customer Portal Development 3 7 Delivery Manager Implementation 2 2 2 5 ERP Version 8.4 Implementation (PMBOK) 6 13

### PROJECT MANAGEMENT REQUEST SUMMARY

### Description

Fixed Assets Implementation

This report summarizes the number of change requests, project issues and project risks by project in both chart and table format. Clicking on the project name launches the report **Project Management Request Summary Details**.

2



3

### Design Filters

### Request:

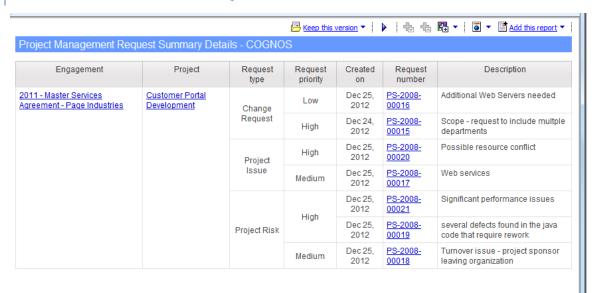
[Request type] in ('Change Request', 'Project Issue', 'Project Risk') and [|Requests].[|Request].[|ProjectId] is not null

[|Projects].[|Project].[|ProjectId] in (?Project Parameter?)

### Run-time/Optional Filters



### PROJECT MANAGEMENT REQUEST SUMMARY DETAILS



### Location

• Linked report to the Project Management Request Summary reports. When executed from one of the summary reports it filters specifically on the project name selected.



Confidential 51

Displays specific change requests, project issues and project risks linked to the selected project/s.

### Design Filters

### Request:

[Request type] in ('Change Request', 'Project Issue', 'Project Risk') and [|Requests].[|Request].[|ProjectId] is not null

## [|Projects].[|Project].[|ProjectId] in (?Project Parameter?)Run-time/Optional Filters



### PROJECT PLAN VS ACTUAL SUMMARY



52



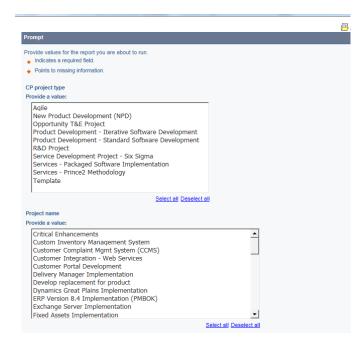
Displays project planned start and finish dates, actual start date and planned and actual effort in hours, days and FTEs. The data is summarized by project, project manager and customer.

### Design Filters

[Project status] includes ('Active')

[CP project type] includes ()

[Project name] includes ()





### REQUEST MANAGEMENT

### REQUEST LISTING



### Description

This report provides a list of requests and related details based on the filter criteria selected.

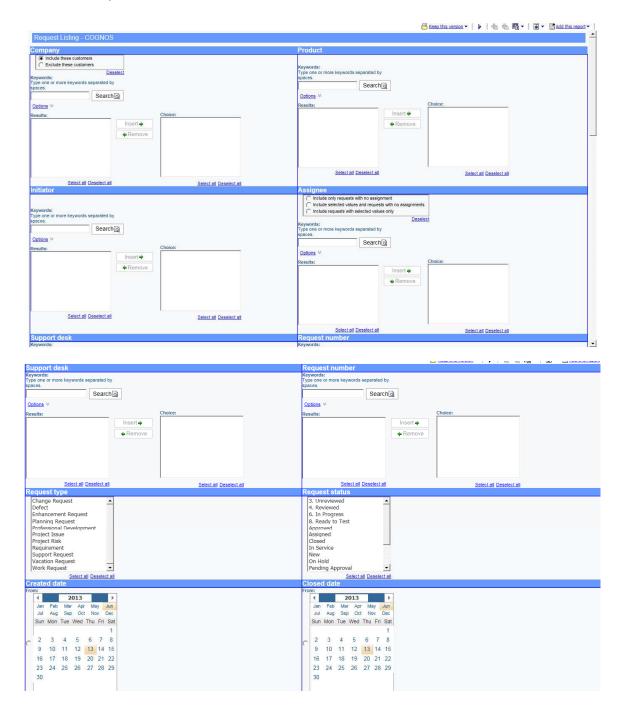
### Design Filters

```
if (#prompt('IncludeExclude', 'string', '1')# = 1) then ([|Requests].[|Request].[|CustomerId] in
?Customers?)
else ([|Requests].[|Request].[|CustomerId] not in ?Customers?)
[|Requests].[|Request].[|ProductId] in (?Product?)
[|Requests].[|Request].[|InitiatorId] in (?Initiator?)
if (#prompt('IncludeAssigneeNulls', 'string', '1')# = 1 )
then ([|Requests].[|Request].[|AssignmentId] is missing)
else if (#prompt('IncludeAssigneeNulls', 'string', '1')# = 0)
then
([|Requests].[|Request].[|AssignmentId] in ?Assignee? or
[|Requests].[|Request].[|AssignmentId] is missing)
else
([|Requests].[|Request].[|AssignmentId] in ?Assignee?)
```

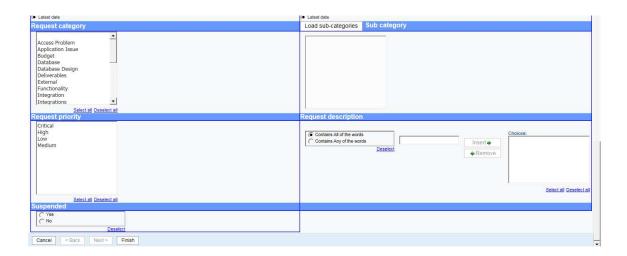


```
[|Requests].[|Request].[|HelpDeskld] in (?Supportdesk?)
[|Requests].[|Request].[|RequestNumber] in (?RequestNumber?)
[Created date] in_range ?CreatedOn?
[Closed date] in_range ?ClosedOn?
[|Requests].[|Request].[|RequestType] in (?RequestType?)
[|Requests].[|Request].[|RequestStatus] in (?RequestStatus?)
[|Requests].[|Request].[|RequestCategory] in (?RequestCategory?)
[|Requests].[|Request].[|RequestSubCategory] in (?SubCategory?)
if (#prompt('AnyAll','string','1')# = 1) then
(#join('and',substitute('^',' [Description] contains ',split(';',promptmany('Description','string'))))# )
else
(#join('or',substitute('^',' [Description] contains ',split(';',promptmany('Description','string'))))# )
[|Requests].[|Request].[|RequestPriority] in (?RequestPriority?)
[|Requests].[|Request].[|Suspend] = ?Suspended?
```









### RESOURCE MANAGEMENT

### RESOURCE DEMAND AND CAPACITY (NEXT 6 MONTHS)



### Description

This report shows two charts: 1) Demand and Capacity by Month which shows total demand and capacity by fiscal month for the next six months; and 2) Demand and Capacity by Workgroup which shows demand by workgroup and gross capacity by fiscal month for the next six months.

57



### Design Filters

### Query1:

[Month] Between \_add\_days (current\_date,0) and \_add\_days (current\_date,180)

[|Workgroup].[|WorkgroupInfo].[|WorkgroupId] in (?Workgroup Parameter?)

Query2 (SQL statement):

SELECT StartDate, EndDate, Period

FROM dbo.FiscalPeriod WITH(NOLOCK)

WHERE

BillingOfficeId = '61B2BD26-C857-41DE-A65F-EC8FC817F59F' AND Deleted = 0

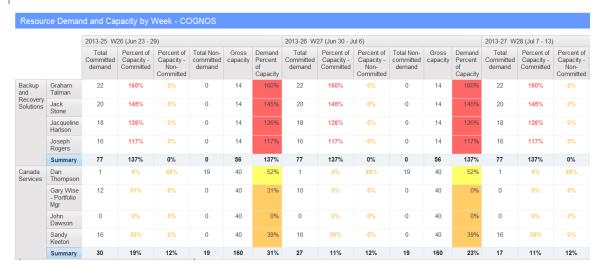
### Run-time/Optional Filters



### Caveats

This report uses a hardcoded Monthly Fiscal Period BillingOfficeId GUID in Query 2 design filter. If necessary, you may need to replace the BillingOfficeId with one that corresponds with your Changepoint database.

### RESOURCE DEMAND AND CAPACITY BY WEEK





Shows the total demand, gross capacity and demand percentage of capacity by fiscal week. The data is summarized at the workgroup level.

### Design Filters

### Query1:

[Query1]. [Resource demand date] Between \_add\_days (current\_date, 0) and \_add\_days (current\_date, 60)

[|ResourceDemand].[|DemandANDCapacity-Static].[|WorkgroupId] in (?Workgroup Parameter?)

[|ResourceDemand].[|DemandANDCapacity-Static].[|ResourceId] in (?Resource Parameter?)

Query2 (SQL statement):

SELECT StartDate, EndDate, Period

FROM dbo.FiscalPeriod WITH(NOLOCK)

WHERE

BillingOfficeId = 'C9FB6905-6BD6-456D-9119-B824ADDC4AEA' AND Deleted = 0

### Run-time/Optional Filters



### Caveats

This report uses a hardcoded Weekly Fiscal Period BillingOfficeId GUID in Query 2 design filter. If necessary, you may need to replace the BillingOfficeId with one that corresponds with your Changepoint database.

59



### RESOURCE DEMAND AND CAPACITY DETAILS BY MONTH



### Description

Displays total demand, gross capacity and demand % of capacity by resource and workgroup by fiscal month for the next 6 months. The data is summarized at the workgroup level.

### Design Filters

### Query1:

[Month] Between \_add\_days (current\_date,0) and \_add\_days (current\_date,180)

[|WorkgroupId] in ?Workgroup Parameter?

[|ResourceId] in ?Resource Parameter?

Query2 (SQL statement):

SELECT StartDate, EndDate, Period

FROM dbo.FiscalPeriod WITH(NOLOCK)

WHERE

BillingOfficeId = '61B2BD26-C857-41DE-A65F-EC8FC817F59F' AND Deleted = 0

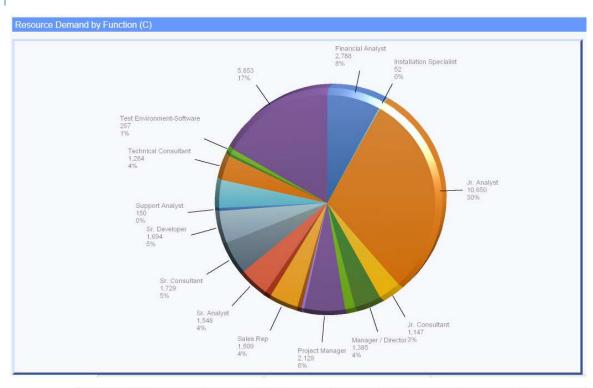




### Caveats

This report uses a hardcoded Monthly Fiscal Period BillingOfficeId GUID in Query 2 design filter. If necessary, you may need to replace the BillingOfficeId with one that corresponds with your Changepoint database.

### RESOURCE DEMAND BY FUNCTION



	2013-07-01		2013-08-01			2013-09-01			Total			
	Total Demand	Gross capacity	Demand % of Capacity									
Financial Analyst	3,125	386	809%	2,884	353	818%	2,730	336	813%	8,740	1,075	813%
Installation Specialist	80	46	175%	73	42	175%	70	40	175%	224	128	175%
Jr. Analyst	896	368	244%	5,736	336	1,707%	5,905	320	1,845%	12,538	1,024	1,224%
Jr. Consultant	293	736	40%	248	672	37%	330	640	52%	872	2,048	43%
Manager / Director	418	718	58%	559	655	85%	529	624	85%	1,506	1,997	75%
Product Trainer	455	138	330%	404	126	321%	294	120	24596	1,153	384	300%
Project Manager	542	368	147%	545	336	162%	480	320	150%	1,567	1,024	153%
QA Analyst	0	0	/0	0	0	/0	48	0	/0	48	0	/0
Sales Manager	24	0	/0	24	0	10	23	0	/0	72	0	/0
Sales Rep	77	0	/0	193	0	/0	230	0	/0	499	0	/0
Solution Architect	469	626	75%	510	571	89%	164	544	30%	1,144	1,741	66%
Sr. Analyst	276	184	150%	80	168	48%	270	160	169%	626	512	122%
Sr. Consultant	1,619	1,288	126%	3,167	1,176	269%	1,080	1,120	96%	5,866	3,584	164%
Sr. Developer	410	736	56%	754	672	11296	765	640	120%	1,929	2,048	94%
Support Analyst	160	129	124%	231	118	196%	194	112	173%	585	358	163%
Team Lead	376	442	85%	531	403	132%	584	384	152%	1,492	1,229	121%
Technical Consultant	493	699	7196	504	638	79%	480	608	79%	1,476	1,946	76%
Technical Doc Writer	0	0	/0	0	0	/0	0	0	/0	0	0	/0
Test Environment- Hardware	69	552	1296	180	504	36%	171	480	36%	420	1,536	27%
Test Environment- Software	31	368	8%	82	336	24%	158	320	49%	271	1,024	26%



Shows the demand on resources where a resource (virtual or standard) is assigned to a particular function by fiscal month. This report does not display demand that has only been assigned to a function, a resource must also be selected.

### Design Filters

### Query1:

[Month] Between \_add\_days (current\_date,0) and \_add\_days (current\_date,90) [|ResourceDemand].[|DemandANDCapacity-Static].[|FunctionId] in (?Function Parameter?)

Query2 (SQL statement):

SELECT StartDate, EndDate, Period

FROM dbo.FiscalPeriod WITH(NOLOCK)

WHERE

BillingOfficeId = '61B2BD26-C857-41DE-A65F-EC8FC817F59F' AND Deleted = 0

### Run-time/Optional Filters



### Caveats

This report uses a hardcoded Monthly Fiscal Period BillingOfficeId GUID in Query 2 design filter. If necessary, you may need to replace the BillingOfficeId with one that corresponds with your Changepoint database.



# | Part |

### RESOURCE DEMAND DETAILS BY WEEK

### Description

Shows the demand in hours by entity and week assigned to a resource by fiscal week.

### Design Filters

### Query1:

[Query1].[Demand date] Between \_add\_days (current\_date, 0) and \_add\_days (current\_date, 60)

[|Resources].[|Resource].[|Resourceld] in (?Resource Parameter?)

Query2 (SQL statement):

SELECT StartDate, EndDate, Period

FROM dbo.FiscalPeriod WITH(NOLOCK)

WHERE

BillingOfficeId = 'C9FB6905-6BD6-456D-9119-B824ADDC4AEA' AND Deleted = 0





### Caveats

This report uses a hardcoded Weekly Fiscal Period BillingOfficeId GUID in Query 2 design filter. If necessary, you may need to replace the BillingOfficeId with one that corresponds with your Changepoint database.

### RESOURCE EFFORT UTILIZATION - DETAILS 2012-10-01 Total Planned hours Total planned billable hours Total planned billable hours Total planned billable hours Total Planned hours Total Planned hours Total planned billable hours Total Katrina Hirsch 60 100% 156 Jacqueline Harlson 100% Joseph Rogers 82 6196 0 130 0 Dan Thompson Jack Carson Sandy Keeton 100 84 84% 156 Ted Ashton 102 Vivian Storehouser 102 Angella Gooden 207 100% Christopher Powers Frank Saunders 104 Anne Harper - Proj Mgr

### Description

Shows total planned and actual hours and total planned and actual billable hours for a resource. Billable utilization % is displayed as the % of total hours.

### Design Filters

### Query1:

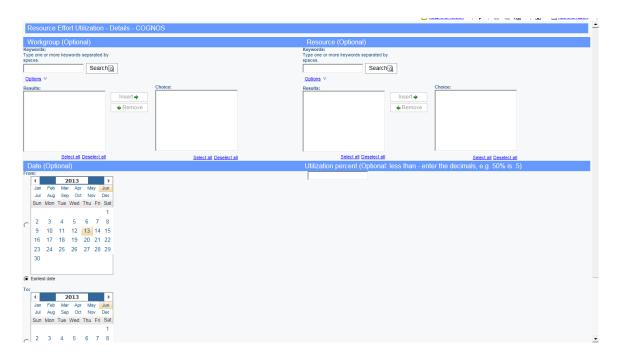
[Time entry date] >= getdate() - 365 and [Time entry date] < getdate()

[|Resources].[|ResourceInfoConfidential].[|AnnualTargetHours] > 0

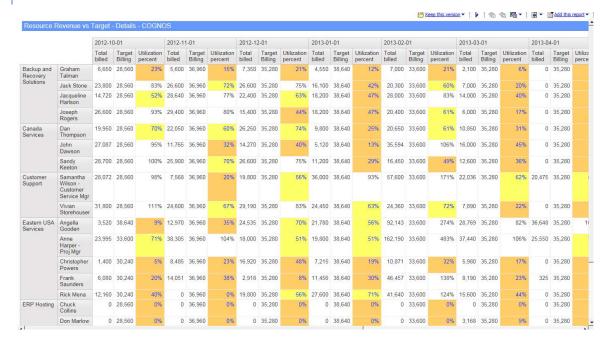


```
Query2:
[Resource demand date] >= getdate() - 365 and [Resource demand date] <= getdate() + 365
[|Resources].[|ResourceInfoConfidential].[|AnnualTargetHours] > 0
Query3:
[|WorkgroupId] in ?Workgroup?
[|ResourceId] in ?Resource?
[Time entry date] in_range ?Date?
[Utilization percent] < ?UtilizationPercent?
Query4:
[Date] > getdate() - 365 and [Date] <= getdate() + 365
[|Resources].[|ResourceInfoConfidential].[|AnnualTargetHours] > 0
```





### RESOURCE REVENUE VS TARGET - DETAILS



### Description

This report compares the total amount billed for a resource compared to the target amount (planned billable hours x billing rate) and calculates a % of target by month.



### Design Filters

### Query1:

[Time entry date] >= getdate() - 365 and [Time entry date] < getdate()

### Query2:

[Resource demand date] >= getdate() - 365 and [Resource demand date] < getdate()

### Query3:

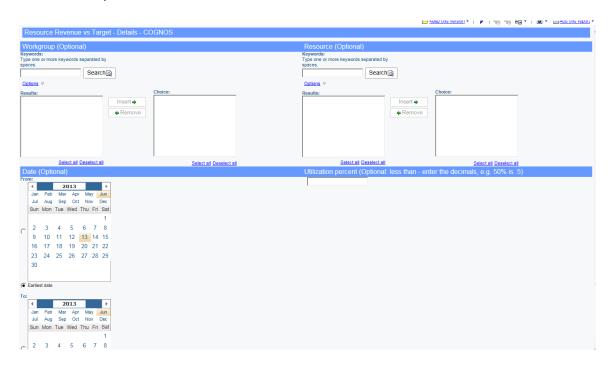
[|WorkgroupId] in ?Workgroup?

[|Resourceld] in ?Resource?

[Time entry date] in\_range ?Date?

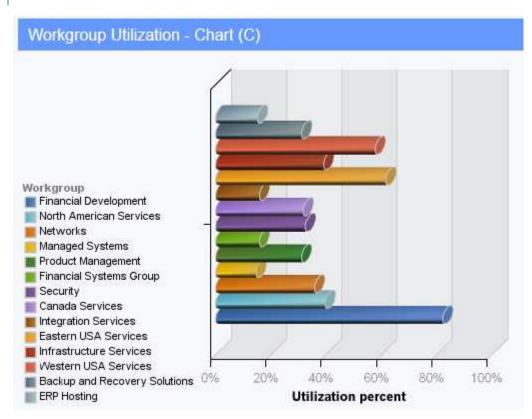
[Utilization percent] < ?UtilizationPercent?

[Target Billing] > 0





### WORKGROUP UTILIZATION - CHART



### Description

This portlet displays utilization % by workgroup.

### Design Filters

### Query1:

[Time entry date] >= getdate() - 365 and [Time entry date] < getdate() and [|Time].[|Time Combined].[|Billable] = 1

[|Resources].[|ResourceInfoConfidential].[|AnnualTargetHours] > 0

### Query2:

[Resource demand date] >= getdate() - 365 and [Resource demand date] < getdate()

[|Resources].[|ResourceInfoConfidential].[|AnnualTargetHours] > 0

### Query3:

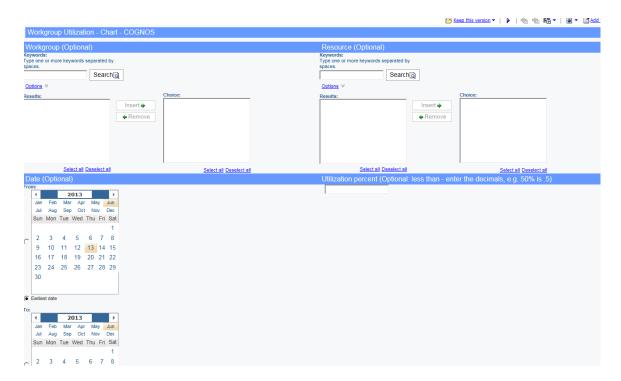
[|WorkgroupId] in ?Workgroup?

[|Resourceld] in ?Resource?

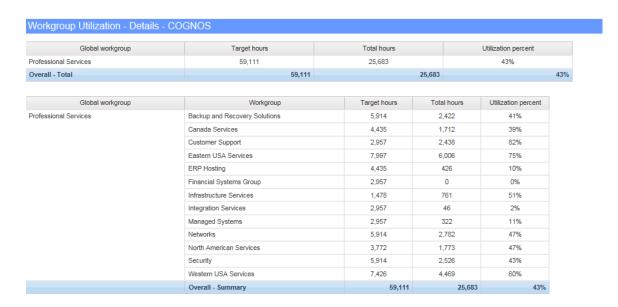
[Time entry date] in\_range ?Date?

[Utilization percent] < ?UtilizationPercent?





# WORKGROUP UTILIZATION - DETAILS



## Description

This report compares target utilization hours to actual hours and calculates the utilization % by workgroup and for the global workgroup as well.



### Design Filters

#### Query1:

[Time entry date] >= getdate() - 365 and [Time entry date] < getdate() and [|Time].[|Time Combined].[|Billable] = 1

[|Resources].[|ResourceInfoConfidential].[|AnnualTargetHours] > 0

#### Query2:

[Resource demand date] >= getdate() - 365 and [Resource demand date] < getdate()

[|Resources].[|ResourceInfoConfidential].[|AnnualTargetHours] > 0

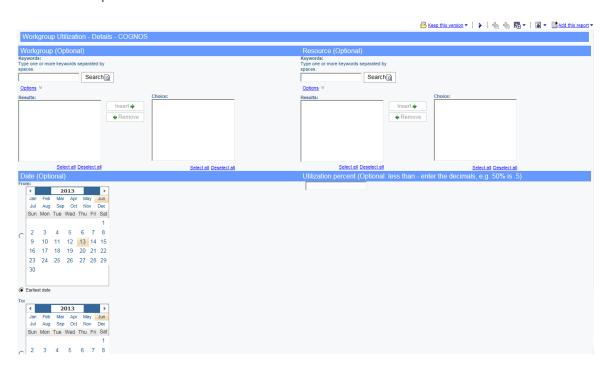
## Query3:

[|WorkgroupId] in ?Workgroup?

[|Resourceld] in ?Resource?

[Time entry date] in\_range ?Date?

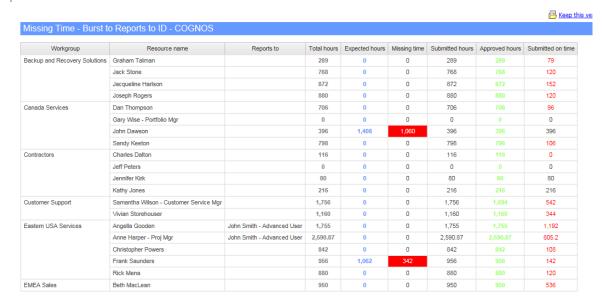
[Utilization percent] < ?UtilizationPercent?





#### TIME & EXPENSE REPORTS

## MISSING TIME - BURST REPORTS TO ID



#### Description

This report lists total actual hours, expected hours, missing hours, approved hours and hours submitted on time for each resource. It also provides the resource's "Reports To" person identified on their profile.

The intention of this report is to schedule it and burst it. Doing so will create a saved report for each approver. That approver can log into Changepoint, launch Cognos Connection and view the saved report.

### Design Filters

Time:

([Time entry date] >= getdate() - 365 and [Time entry date] < getdate())

Working days:

[Resource demand date] >= getdate() - 365 and [Resource demand date] < getdate()

Missing time and reports to:

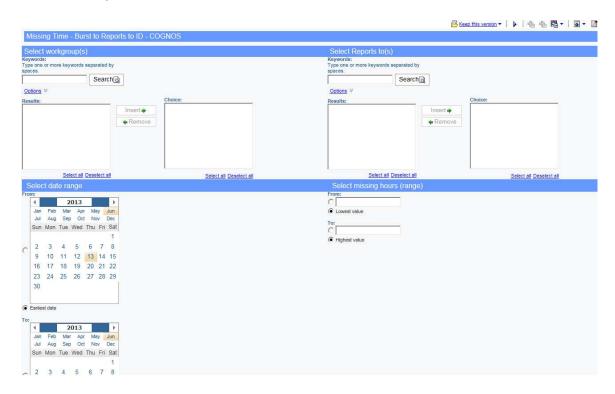
[Missing time] in\_range ?MissingTime?

[|ReportsTold] in ?ReportsTo?

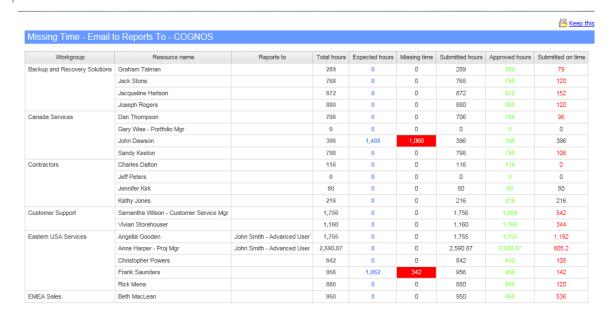
[Time entry date] in\_range ?Date?

[|WorkgroupId] in ?Workgroup?





### MISSING TIME - EMAIL TO REPORTS TO





This report lists total actual hours, expected hours, missing hours, approved hours and hours submitted on time for each resource. It also provides the resource's "Reports To" person identified on their profile.

The intention of this report is to be scheduled and burst to email. Each approver will receive an email showing the information for only his/her direct reports.

## Design Filters

Time:

([Time entry date] >= getdate() - 365 and [Time entry date] < getdate())

Working days:

[Resource demand date] >= getdate() - 365 and [Resource demand date] < getdate()

Missing time and reports to:

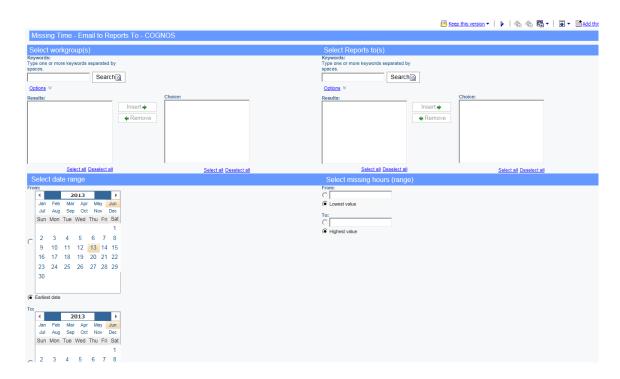
[Missing time] in\_range ?MissingTime?

[|ReportsTold] in ?ReportsTo?

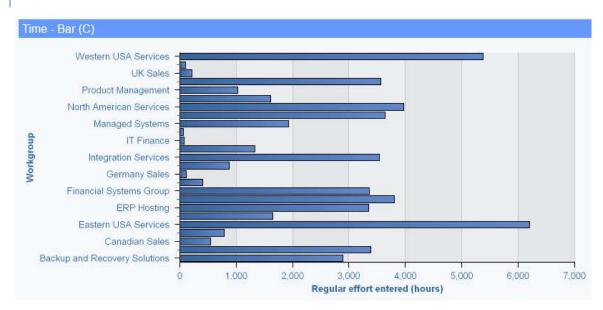
[Time entry date] in\_range ?Date?

[|WorkgroupId] in ?Workgroup?





# TIME - BAR



### Description

Shows a bar chart of all time entered by workgroup within the specified date range.

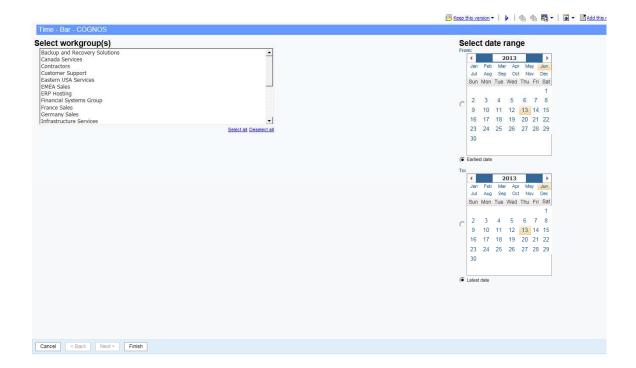


# Design Filters

## Query1:

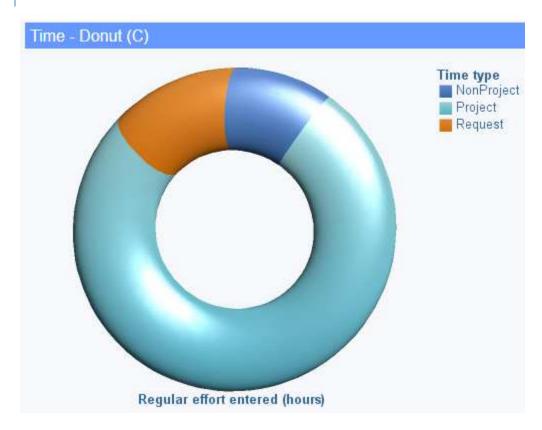
[|Time].[|Time Combined].[|WorkgroupId] in (?Workgroup?)

[|Time].[|Time Combined].[|TimeDate] in\_range ?Date?





# TIME - DONUT



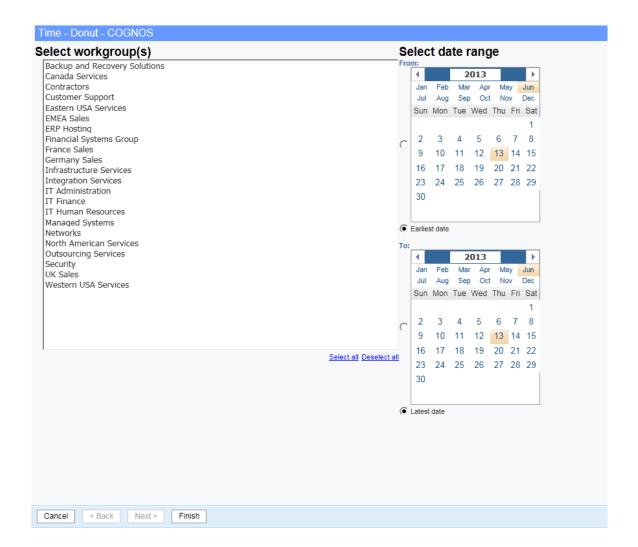
# Description

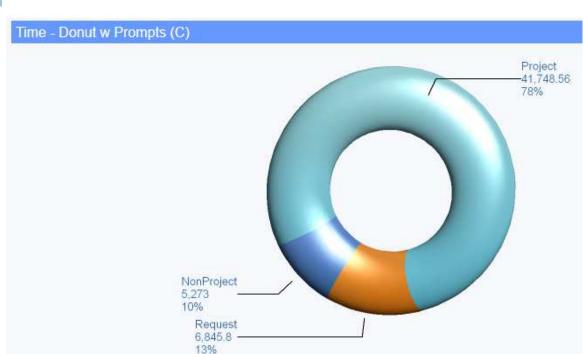
Shows hours entered for workgroups and date range selected in a donut chart. Time is grouped by project time, request time and non-project time.

# Design Filters

[|Time].[|Time Combined].[|WorkgroupId] in (?Workgroup?)

[|Time].[|Time Combined].[|TimeDate] in\_range ?Date?





# TIME - DONUT W/PROMPTS

## Description

Shows hours entered for workgroups, date range and status selected in a donut chart. Time is grouped by project time, request time and non-project time.

# **Design Filters**

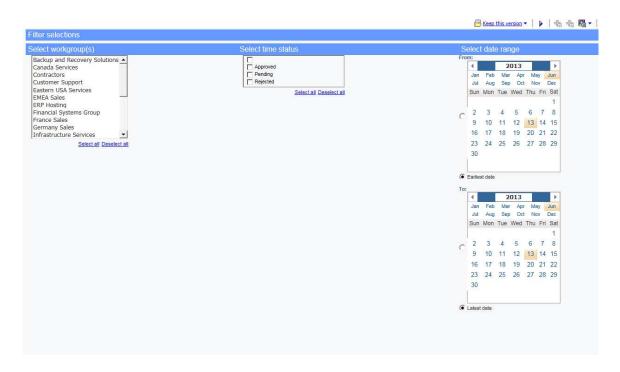
### Query1:

[|Time].[|Time Combined].[|WorkgroupId] in (?Workgroup?)

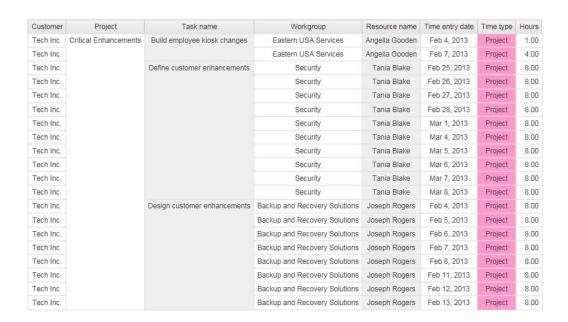
[|Time].[|Time Combined].[|TimeDate] in\_range ?Date?

[|Time].[|Time Combined].[|TimeStatus] in ?TimeStatus?





#### TIME - LIST



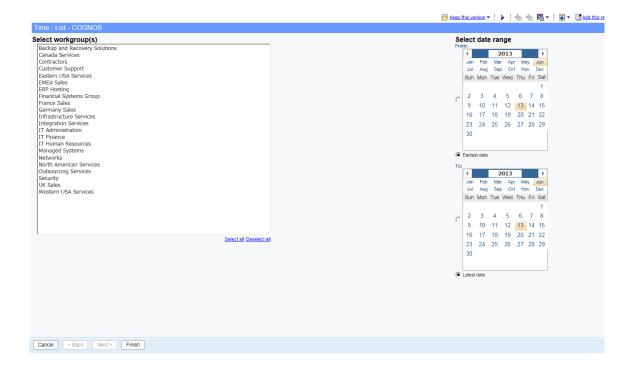


Provides a listing of time entries based on workgroup and date range selected.

# **Design Filters**

[|Time].[|Time Combined].[|WorkgroupId] in (?Workgroup?)

[|Time].[|Time Combined].[|TimeDate] in\_range ?Date?





# WORKGROUP LAST TIME ENTERED

Workgroup	Resource name	Last time entered	Reports to
Backup and Recovery Solutions	Graham Talman	Aug 29, 2013	
	Jack Stone	Mar 15, 2013	
	Jacqueline Harlson	Mar 15, 2013	
	Joseph Rogers	Mar 15, 2013	
Canada Services	Dan Thompson	Mar 15, 2013	
	John Dawson	Jul 5, 2013	
	Sandy Keeton	Mar 15, 2013	
Contractors	Charles Dalton	May 3, 2013	
	Jennifer Kirk	Sep 13, 2013	
	Kathy Jones	Jun 21, 2013	
Customer Support	Samantha Wilson - Customer Service Mgr	Sep 6, 2013	
	Vivian Storehouser	Sep 20, 2013	
Eastern USA Services	Angella Gooden	Jul 19, 2013	John Smith - Advanced User
	Anne Harper - Proj Mgr	Jul 30, 2013	John Smith - Advanced User
	Christopher Powers	Mar 22, 2013	
	Frank Saunders	Jun 28, 2013	
	Rick Mena	Mar 15, 2013	
EMEA Sales	Beth MacLean	Nov 1, 2013	
ERP Hosting	Chuck Collins	Mar 8, 2013	
	Don Marlow	Oct 4, 2013	

## Description

This report shows the date that resources last entered time for the global workgroup and workgroups selected.

# Design Filters

[|GlobalWorkgroup].[|GlobalWorkgroup].[|GlobalWorkgroupId] in (?Global Workgroup Parameter?) [|Workgroup].[|WorkgroupInfo].[|WorkgroupId] in (?Workgroup Parameter?) [|ResourceId] is not null





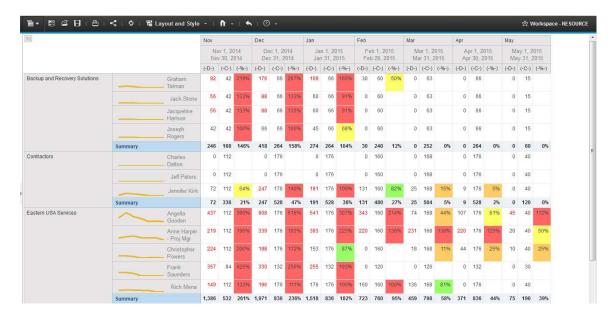
### **WORKSPACES**

# **WORKSPACE - RESOURCE**









This workspace is a collection of reports based on Resource demand.

### Design Filters

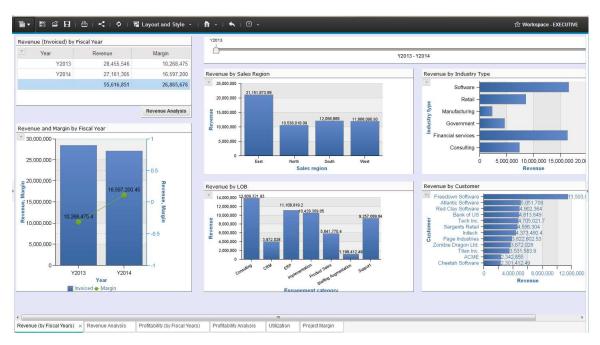
[Resource demand date] between GetDate()-30 and GetDate()+150

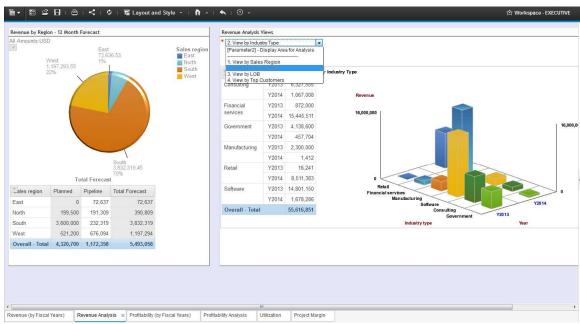
#### Run-time/Optional Filters

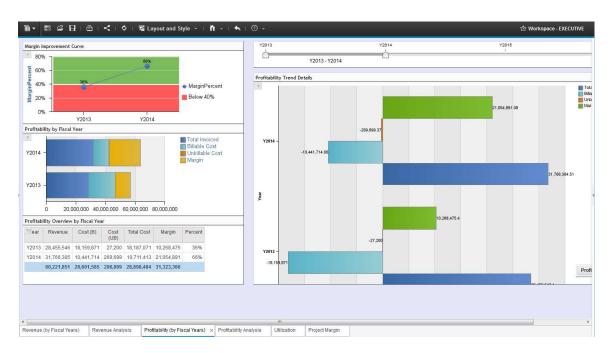
When used in the workspace, users can use the common filters across the report objects for Workgroup and Fiscal Period. Fiscal Period lookup is based on period names that start with 'FP'.

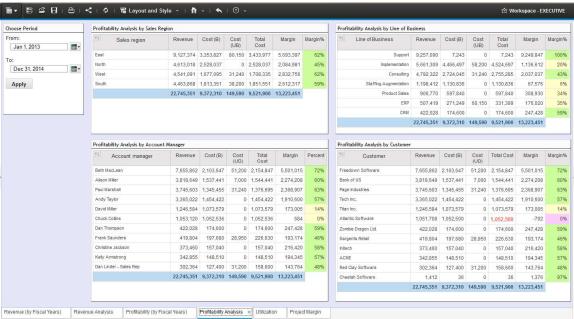


# **WORKSPACE - EXECUTIVE**

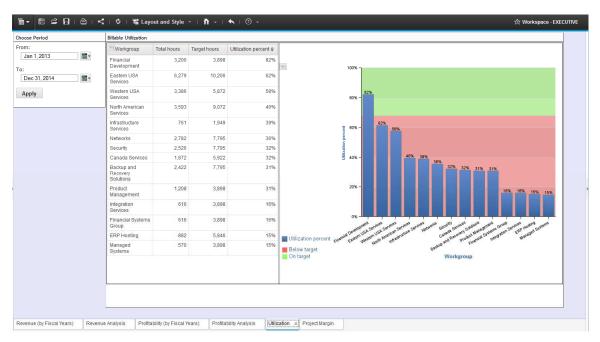


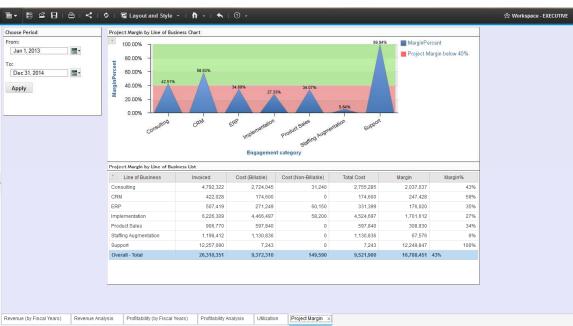












This workspace is a collection of reports based on revenue and profitability. This workspace was created to demonstrate the Cognos workspace operations and each individual report should be reviewed for accuracy based on your reporting requirements.

