



Procedure

1.0 Complete Cost Proposal Worksheet During the Proposal Process

Who: Senior Project Manager/Proposal Pursuit Lead

- a. Complete the Cost Proposal Worksheet (M:\Proposals\Proposal Resources\Cost Proposal Worksheet) while putting together your proposal.

2.0 Fill Out the Project Initiation Form When the Project is Won

Who: Senior Project Manager or Project Manager

- a. When the project is won, fill out the [Project Initiation form](#) to request a job number. Include all of the expected profit that you know about at this time.

3.0 Complete the PS - New Job Set Up Form and Include Revenue Phase Information

Who: Project Manager

- a. Complete the [AC004FR PS – New Job Set Up Form](#). Include your project's projected profit amounts in the revenue phases.
- b. Send the Excel version of the New Job Set Up Form to your Project Accountant when you are done. This form needs to be sent to your PA prior to any charges hitting your job.

4.0 Job Cost Management

Who: Project Manager

- a. You will now see Cost Type 12 – Revenue in your job cost reports. This will show all of your potential profit amounts that you set up at the beginning of your project. **Do not charge cost to these phases.** Management of the potential profit to cover any job cost variances will be handled through the job cost review process.