

Table of Contents

| | |
|---|----------|
| Overview..... | 2 |
| 1. What can the t-codes do? | 2 |
| 2. How is CJ91 Create Standard WBS used? | 4 |
| 3. How is CJ92 Change Standard WBS used?..... | 9 |
| 4. General Recommendations for the Creation of Standard Project Structures..... | 11 |

Overview

This Job Aid explains the usage of transaction codes or T-codes CJ91 to create Standard Work Breakdown Structures (WBS) and CJ92 to modify existing Standard Work Breakdown Structures (WBS).

Standard WBS function as templates which can be selected from the Project Builder in the project creation process(CJ20N). Using project templates will help to standardise the creation of Project Structures and their reporting.

A Standard WBS is a master data element which should be created restrictively. The use of Standard WBS can only be beneficial for reporting if a UN entity has agreed on a standard structure that applies to the majority of their projects. If too many templates (or too many versions thereof) are created, the selection of the correct template becomes challenging and the benefit of standardisation cannot be achieved.

Standard WBS in Umoja consist of two types of Master Data;

1. Standard Project Definition
2. Standard Workbreakdown Structure Element (WBSE)

The Standard Project Definition contains general data of the project and key information that is applicable for the entire project structure. It must determine the Project Profile as well as the Business Area. All other settings are optional; e.g. Functional Area, Applicant ID. Standard Work Breakdown Structure Elements show the standard project activities to be carried in a hierarchical, tree-like structure which are organised in accordance with the desired itemization of specific tasks within a project.

* * * * *

1. What can the t-codes do?

T-codes CJ91 and CJ92 are only assigned to Umoja users with the following Umoja Enterprise Role:

- Project Management Master Data Maintainer

For the creation of Standard Project Structures, the below restrictions apply:

- Every Standard WBS (template) must consist of a Standard Project Definition and an associated structure of Standard WBS elements
- A Standard Project Structure can consist of **up to four hierarchy levels** of Standard WBS elements with the first level being the top level and fourth level being the lowest level of granularity.
- There can only be **one top-level Standard WBS element** per project as the top level represents the summary node for all subordinate WBS elements.

- Each Standard WBS element can act as a 'parent' WBS element (e.g. level 2 WBSE) and have up to 99 'children'. Exempt are all level four WBS elements as they already represent the lowest level of granularity available and cannot be broken down further.

| S | Lev | WBS element | Description | Short ID | Typ | Pri | Su | PE | Acct | Bill | Cl |
|---|-----|--------------|--|--------------|-----|-----|--------------------------|--------------------------|-------------------------------------|--------------------------|----|
| | 1 | AA-900001 | Real Estate AuC Building | AA-900001 | F1 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10 |
| | 2 | AA-900001.01 | Non-Capitalisable Costs | AA-900001.01 | F1 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10 |
| | 2 | AA-900001.02 | Foundation & Basements (EXFB) | AA-900001.02 | F1 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10 |
| | 2 | AA-900001.03 | Superstructure (EXSS) | AA-900001.03 | F1 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10 |
| | 2 | AA-900001.04 | Exterior Closure (EXEC) | AA-900001.04 | F1 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10 |
| | 2 | AA-900001.05 | Roofing (RFRF) | AA-900001.05 | F1 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10 |
| | 2 | AA-900001.06 | Interior constr, stairs, finishes (INIC) | AA-900001.06 | F1 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10 |
| | 2 | AA-900001.07 | Conveying Systems (SVCS) | AA-900001.07 | F1 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10 |
| | 2 | AA-900001.08 | Plumbing (SVPB) | AA-900001.08 | F1 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10 |
| | 2 | AA-900001.09 | HVAC (SVHV) | AA-900001.09 | F1 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10 |
| | 2 | AA-900001.10 | Fire Protection (SVF) | AA-900001.10 | F1 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10 |
| | 2 | AA-900001.11 | Electrical & low-voltage systems (SVEL) | AA-900001.11 | F1 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10 |
| | 1 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10 |

Some background information on the **coding** of Standard Project Structures:

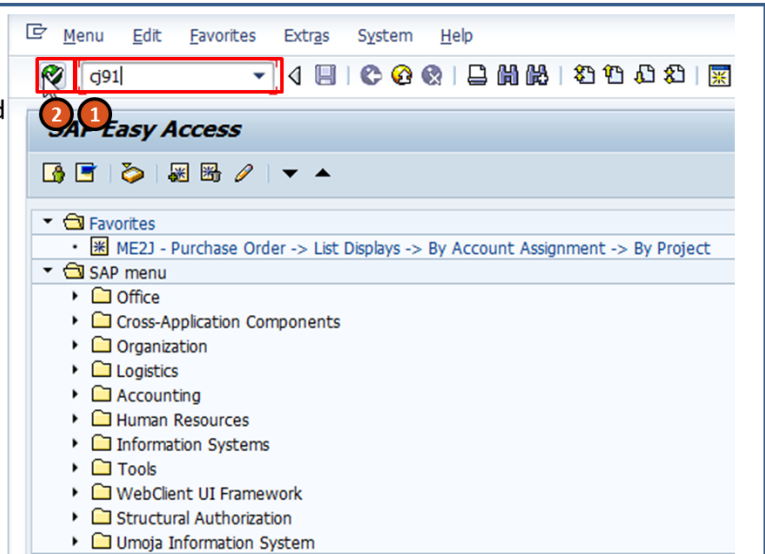
- A unique Standard Project Definition ID is automatically generated when a Standard Project Definition is created and saved.
- The first two characters of the Standard Project Definition ID are determined by the selected Project Profile; the last six characters are determined by the next available number in the **900001 - 999999 number range**. When a Capital Project Profile is selected, the Standard Project Definition ID will start with letters 'AA', when a Non-Capital Project Profile is selected, the first two characters of the Standard Project Definition will be 'SB'.
- Every Standard WBS element ID created under a Standard Project Definition must share the first 9 characters of the Standard Project Definition ID. Please note that the Standard Project Definition ID and the first level Standard WBS element ID must be exactly the same.
- For any Standard WBS element created at the second level or below, the root and the reference to the parent WBS element must be maintained.

2. How is CJ91 Create Standard WBS used?

a) To create a Standard Project Definition

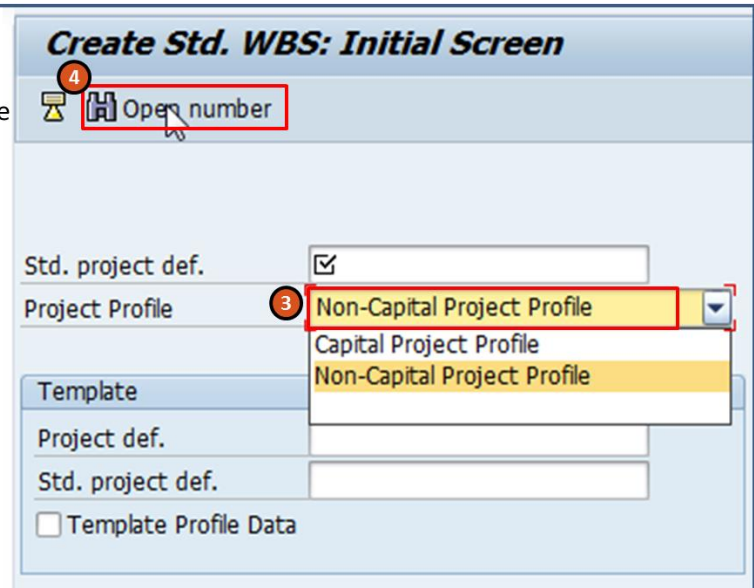
The steps to access the **Create Std. WBS: Initial Screen** are as follows:

- 1 Enter **CJ91** in the **Command** field
- 2 Click the **Enter** icon. The is displayed



The **Create Std. WBS : Initial Screen** is displayed.

- 3 Select the **Project Profile** from the drop-down list
- 4 Select the **Open number** option

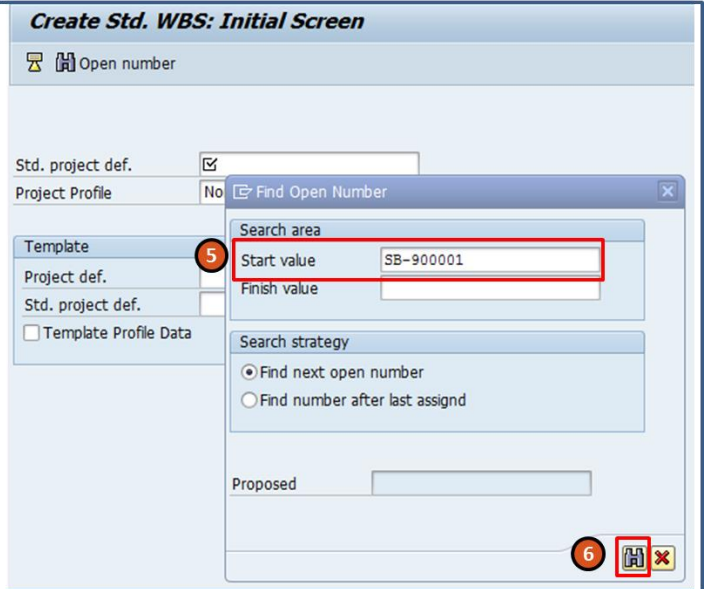


Note

The selection of a **Capital Project Profile** will create a template for projects where project expenditures can be capitalized. The Capital Project Profile gives the **option** of settling costs to Assets under Construction but also allows for cost settlements to the Resp. Cost Center or any other WBS element if needed.

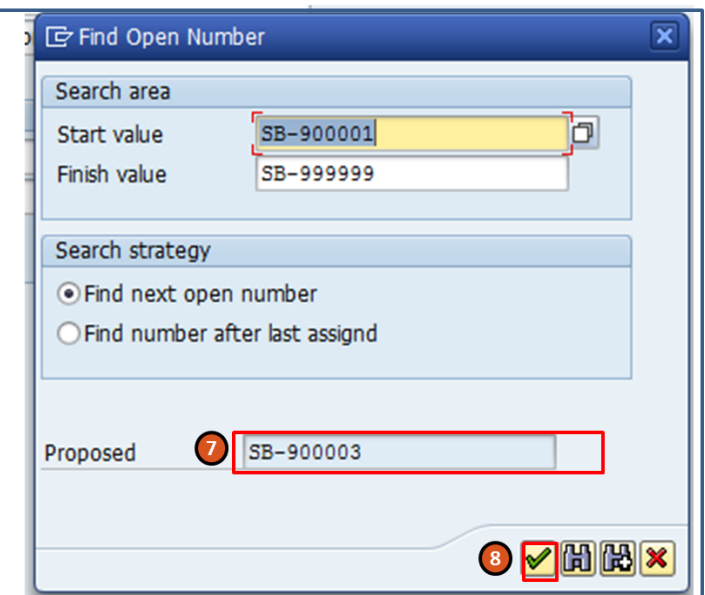
The **Find Open Number** window is displayed.

- 5 Depending on the previously selected **Project Profile** enter one of the below values as Start value:
 - **SB-900001** for **Non-Capital Project Profile**
 - **AA-900002** for **Capital Project Profile**
- 6 Select the **Search** option



The **Find Open Number** window is displayed.

- 7 The system will propose the next available ID
- 8 Select the green check to confirm



Note

The **900001 - 999999 number range** is reserved for Standard Project Structures only! You will not find an operating Project Structure starting with "9".

The screen returns to **Create Std. WBS: Initial Screen**

- 9 The next available ID is defaulted in the Std. project def. field
- 10 Select the Project Definition Icon

Create Std. WBS: Initial Screen

Open number

Std. project def. **SB-900003**

Project Profile Non-Capital Project Profile

Template

Project def.

Std. project def.

Template Profile Data

The screen changes to **Create Std. WBS: Project def. Basic Data**. Please provide information for the below fields

- 11 Standard Project Definition description (required)
- 12 Select the Business Area (required)
- 13 Determine the Applicant no.
- 14 When completed, select the WBS icon to create Standard WBS elements

The remaining entries will be defaulted based on WBS sts. Profile ZPS00001.

Create Std. WBS: Project def. Basic Data

Project Def. SB-900003 **ESCWA - 1 donor**

Basic data Control Administration

Mask ID

Status

PD sts. profile WBS sts. prof. ZPS00001

System Status CRES

Dates

Factory calend. US

Time unit DAY

Organization

CO area 1000

Company code 1000

Business area R500

Plant

Location

Functional Area

Profit Center

Proj.currency USD

Responsibilities

Pers.Resp.No.

Applicant no. 35000000 ESCWA

b) To create Standard WBS elements

The screen changes to **Create Std. WBS: WBS Elements - Descriptions**.

- 15 On the Basic data tab, start building the Work Breakdown Structure using the “Level”, “WBS element” and “Description” columns. Please note that the **same validations apply as in the Project Builder**. We recommend preparing the Standard WBS in XLS beforehand, which can be copied and pasted.
- 16 Using below icons, rows can be deleted, inserted or modified.
- 17 When completed, select Enter.

| Lev | WBS element | Description |
|-----|--------------------|------------------------------|
| 1 | SB-900003 | ESCWA 1 Donor |
| 2 | SB-900003.01 | Expected Accomplishment 1 |
| 3 | SB-900003.01.01 | EA 1 - Output 1 |
| 4 | SB-900003.01.01.01 | EA 1 - Output 1 - Activity 1 |
| 4 | SB-900003.01.01.02 | EA 1 - Output 1 - Activity 2 |
| 3 | SB-900003.01.02 | EA 1 - Output 2 |
| 4 | SB-900003.01.02.01 | EA 1 - Output 2 - Activity 1 |
| 4 | SB-900003.01.02.02 | EA 1 - Output 2 - Activity 2 |
| 2 | SB-900003.02 | Expected Accomplishment 2 |
| 3 | SB-900003.02.01 | EA 2 - Output 1 |
| 4 | SB-900003.02.01.01 | EA 2 - Output 1 - Activity 1 |
| 4 | SB-900003.02.01.02 | EA 2 - Output 1 - Activity 2 |
| 3 | SB-900003.02.02 | EA 2 - Output 2 |
| 4 | SB-900003.02.02.01 | EA 2 - Output 2 - Activity 1 |
| 4 | SB-900003.02.02.02 | EA 2 - Output 2 - Activity 2 |

Once you selected Enter, the “Short ID” and “Acct” (Account Assignment) columns will be pre-populated.

If needed, uncheck the Account Assignment Element option for the higher level WBS elements to prevent that they are being posted to.

- 18 Highlight the top level WBS element and select the “WBS elem. Details” option

| S | Lev | WBS element | Description | Short ID | Typ | Pri | Su | PE | Acct | Bill |
|---|-----|--------------------|------------------------------|--------------------|-----|-----|----|----|-------------------------------------|------|
| 1 | 1 | SB-900003 | ESCWA 1 Donor | SB-900003 | | | | | <input checked="" type="checkbox"/> | |
| 2 | 2 | SB-900003.01 | Expected Accomplishment 1 | SB-900003.01 | | | | | <input checked="" type="checkbox"/> | |
| 3 | 3 | SB-900003.01.01 | EA 1 - Output 1 | SB-900003.01.01 | | | | | <input checked="" type="checkbox"/> | |
| 4 | 4 | SB-900003.01.01.01 | EA 1 - Output 1 - Activity 1 | SB-900003.01.01.01 | | | | | <input checked="" type="checkbox"/> | |
| 4 | 4 | SB-900003.01.01.02 | EA 1 - Output 1 - Activity 2 | SB-900003.01.01.02 | | | | | <input checked="" type="checkbox"/> | |
| 3 | 3 | SB-900003.01.02 | EA 1 - Output 2 | SB-900003.01.02 | | | | | <input checked="" type="checkbox"/> | |
| 4 | 4 | SB-900003.01.02.01 | EA 1 - Output 2 - Activity 1 | SB-900003.01.02.01 | | | | | <input checked="" type="checkbox"/> | |
| 4 | 4 | SB-900003.01.02.02 | EA 1 - Output 2 - Activity 2 | SB-900003.01.02.02 | | | | | <input checked="" type="checkbox"/> | |
| 2 | 2 | SB-900003.02 | Expected Accomplishment 2 | SB-900003.02 | | | | | <input checked="" type="checkbox"/> | |
| 3 | 3 | SB-900003.02.01 | EA 2 - Output 1 | SB-900003.02.01 | | | | | <input checked="" type="checkbox"/> | |
| 4 | 4 | SB-900003.02.01.01 | EA 2 - Output 1 - Activity 1 | SB-900003.02.01.01 | | | | | <input checked="" type="checkbox"/> | |
| 4 | 4 | SB-900003.02.01.02 | EA 2 - Output 1 - Activity 2 | SB-900003.02.01.02 | | | | | <input checked="" type="checkbox"/> | |
| 3 | 3 | SB-900003.02.02 | EA 2 - Output 2 | SB-900003.02.02 | | | | | <input checked="" type="checkbox"/> | |
| 4 | 4 | SB-900003.02.02.01 | EA 2 - Output 2 - Activity 1 | SB-900003.02.02.01 | | | | | <input checked="" type="checkbox"/> | |
| 4 | 4 | SB-900003.02.02.02 | EA 2 - Output 2 - Activity 2 | SB-900003.02.02.02 | | | | | <input checked="" type="checkbox"/> | |



Note

The Account Assignment Element should only be checked for the WBS elements at the lowest level since this is where you expect expenditures to be posted to.

In the **WBS element Details window**, make below selections to complete the required fields;

- 19 Project type
- 20 Resp. Cost Center Controlling Area = 1000 and Resp. Cost Center value
- 21 *The Applicant no. should already be defaulted based on your selection at the Project Definition level*
- 22 Confirm by selecting the green check

The screen returns to **Create Std. WBS: WBS Elements - Descriptions**.

Based on the selections you have made for the top level WBS element, the values will be defaulted to all lower WBS elements once the Standard WBS is copied into the Project Builder.

- 23 Project SB-900003 is being created m will return the message

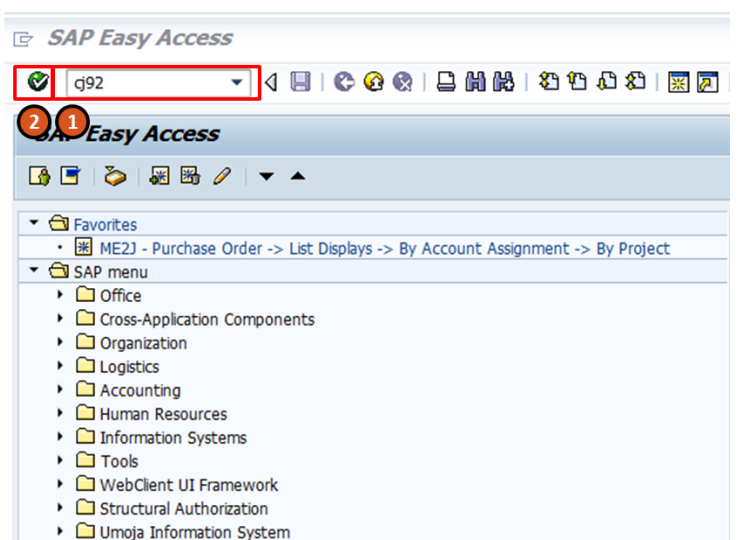
23

| S | Lev | WBS element | Description | Short ID | Typ | Pri | Su | PE | Acct | Bill |
|---|-----|--------------------|------------------------------|--------------------|-----|-----|--------------------------|--------------------------|-------------------------------------|--------------------------|
| | 1 | SB-900003 | ESCWA 1 Donor | SB-900003 | S0 | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 2 | SB-900003.01 | Expected Accomplishment 1 | SB-900003.01 | S0 | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 3 | SB-900003.01.01 | EA 1 - Output 1 | SB-900003.01.01 | S0 | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 4 | SB-900003.01.01.01 | EA 1 - Output 1 - Activity 1 | SB-900003.01.01.01 | S0 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | 4 | SB-900003.01.01.02 | EA 1 - Output 1 - Activity 2 | SB-900003.01.01.02 | S0 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | 3 | SB-900003.01.02 | EA 1 - Output 2 | SB-900003.01.02 | S0 | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 4 | SB-900003.01.02.01 | EA 1 - Output 2 - Activity 1 | SB-900003.01.02.01 | S0 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | 4 | SB-900003.01.02.02 | EA 1 - Output 2 - Activity 2 | SB-900003.01.02.02 | S0 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | 2 | SB-900003.02 | Expected Accomplishment 2 | SB-900003.02 | S0 | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 3 | SB-900003.02.01 | EA 2 - Output 1 | SB-900003.02.01 | S0 | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 4 | SB-900003.02.01.01 | EA 2 - Output 1 - Activity 1 | SB-900003.02.01.01 | S0 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | 4 | SB-900003.02.01.02 | EA 2 - Output 1 - Activity 2 | SB-900003.02.01.02 | S0 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | 3 | SB-900003.02.02 | EA 2 - Output 2 | SB-900003.02.02 | S0 | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 4 | SB-900003.02.02.01 | EA 2 - Output 2 - Activity 1 | SB-900003.02.02.01 | S0 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | 4 | SB-900003.02.02.02 | EA 2 - Output 2 - Activity 2 | SB-900003.02.02.02 | S0 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

3. How is CJ92 Change Standard WBS used?

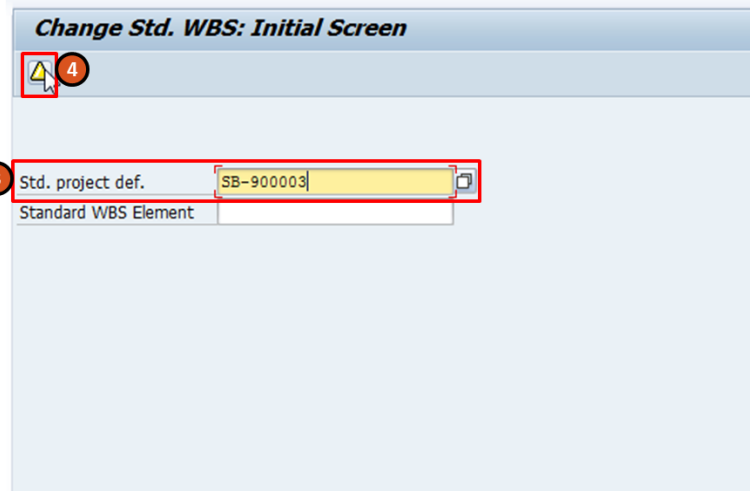
The steps to access the **Change Std. WBS: Initial Screen** are as follows:

- 1 Enter **CJ92** in the **Command** field
- 2 Click the **Enter** icon. The is displayed



The **Change Std. WBS : Initial Screen** is displayed.

- 3 Select the **Std. project def.** from the drop-down list
- 4 Select WBS element overview

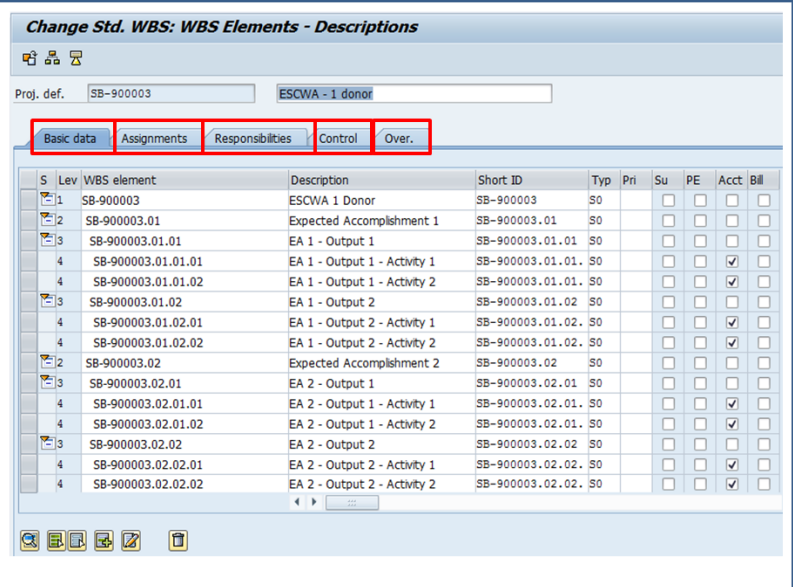


The **Change Std. WBS : WBS Elements – Descriptions** screen is displayed.

Review the Standard WBS by going through each data tabs and confirming all entries are correct.

Please note that based on the previous steps;

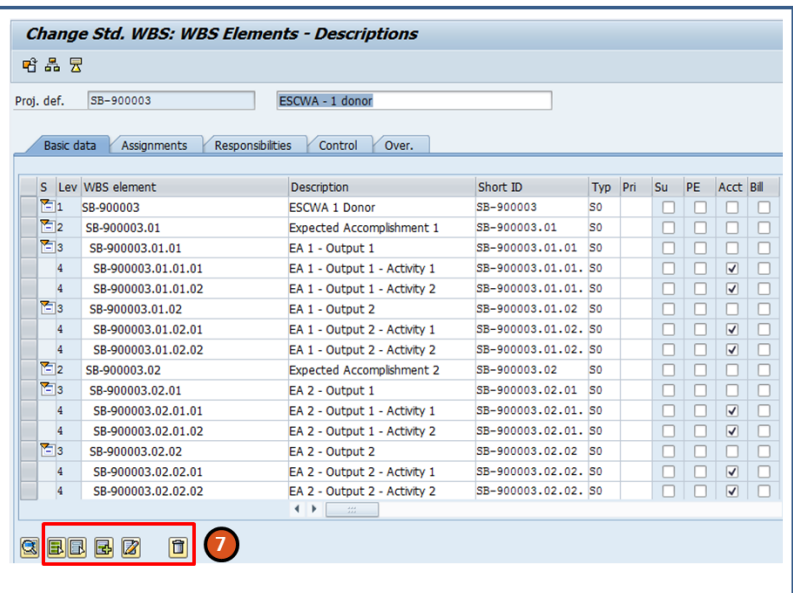
- 5 Functional Area will show blank as no selection has been made
- 6 a Resp. Cost Center value is only selected for the top level WBS element



The screen changes to **Create Std. WBS: WBS Elements - Descriptions**.

- 7 Using below icons, Standard WBS elements can be deleted, inserted or modified.

When completed, save any changes you have made.



4. General Recommendations for the Creation of Standard Project Structures

When designing project templates, please bear the following recommendations in mind;

- Utilize the Standard WBS to achieve the desired level of granularity for management reporting on project expenditures. Although Project Structures can be used to supplement donor reporting (external reporting), the donor agreement should not be the main driver for how Project Structures are organized and maintained.
- Standard WBS should only allow financial postings to the lowest level WBS elements by flagging them as Account Assignment Elements. The higher level WBSE are supposed to serve as summary nodes to which costs roll up for reporting purposes. To ensure that only the lowest level WBS elements are posted to, you can uncheck the 'Acct Assignment' option for all superior WBS elements.
- Standard WBS element descriptions should guide Project Management Users on the information they are supposed to provide; i.e.
 - when the template is copied in the Project Builder, the Project Definition should not read "ESCWA Donor 1", but provide a meaningful project description
 - the second level WBS element should not read Expected Accomplishment 1, but name what the Expected Accomplishment is
 That way, any budget or expenditure report becomes more user-friendly.
- While it is possible to define a Functional Area for a Standard WBS, we recommend to leave it blank. That way, it becomes a required entry as soon as the template is copied in the Project Builder.

Revision History (Soft Copy only)

| Date | Version | Prepared by | Description |
|-------------|---------|--------------|---------------|
| 20 May 2015 | 1 | Laura Justus | Initial Draft |
| | | | |
| | | | |