

ORACLE[®]

PRIMAVERA

**Primavera Capital Planning Application
User's Guide**

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Oracle Primavera Capital Planning Application

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Introduction to Primavera Capital Planning

Primavera Capital Planning is an application for managing budget forecasts (both planned and in execution) for your company. It contains a Portfolio Manager, where the budget forecast planners in your company can gather cost and schedule information on projects (both planned and in execution) and perform analyses on “what if” scenarios. These scenarios are used to propose an optimal mix of projects for a portfolio, based on available budget targets and the strategic goals of the company.

Portfolio planners can create a portfolio for a specific “planning horizon” (for example, from 2014 through 2020) and then create multiple scenarios in that portfolio. Each scenario can use forecast numbers and actuals for both planned and active projects.

The scenario sheets have been set up to pull in the following data from your projects:

- ▶ General project information
- ▶ Project start and end dates
- ▶ Cash flow data (both forecasted and actual) from each project’s Cost Manager

With this data, planners can forecast costs over a specific time period (called a “period structure”). They can then manipulate scenarios by:

- ▶ Including or excluding projects
- ▶ Pushing start dates for planned projects into the future
- ▶ Modify project end dates to change the project’s duration
- ▶ Proposing different cash flow distribution numbers by manually editing the cashflow columns
- ▶ Negotiating proposed budgets with project managers

What You Receive with this Application

Primavera Unifier has been installed on your system and the Primavera Capital Planning Application has been downloaded. With the Primavera Capital Planning Application, you receive the following components, already designed and configured for your use:

- ▶ Selected platform structure to support capital planning
- ▶ The Portfolio Manager and a Capital Planning portfolio with a scenario sheet.

The information in this document refers to instructions in the following PDF files:

- ▶ *Primavera uDesigner User’s Guide*
- ▶ *Primavera Unifier Administration Guide*
- ▶ *Primavera Unifier User’s Guide*

You can download these PDFs from the **Help** menu on the menu bar.

Platform Structure

The Primavera Capital Planning application is shipped with two modules:

- ▶ **Primavera uDesigner**
- ▶ **Primavera Unifier**

Primavera uDesigner

For Primavera uDesigner, in **Design Mode**, the following node in the left Navigator is populated with the components necessary for the Primavera Capital Planning Application:

<p>Portfolio Manager node in the Navigator and the following:</p> <ul style="list-style-type: none">▶ A Capital Projects portfolio▶ A Capital Planning attribute (detail) form that sets up the manager	<p>Although the Primavera Capital Planning Portfolio Manager is already designed and set up for use, you can use this node if you want to add or remove fields on the Portfolio Manager attribute form.</p> <p>See the <i>Primavera uDesigner User Guide</i>:</p> <ul style="list-style-type: none">▶ “Portfolio Manager Overview” chapter▶ “Designing a Form” chapter
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Primavera Unifier

For Primavera Unifier, under the **Company Workspace** tab, in **Administration Mode**, the following nodes in the left Navigator are populated with the components necessary for the Primavera Capital Planning Application:

<p>Access Control node in the Navigator where you can grant user permissions to areas of the product.</p>	<p>Use this node to grant permissions to your company users to work in areas of Unifier.</p> <p>See the “Managing Permissions and Access Control” topic in the <i>Company Administration</i> chapter of the <i>Primavera Unifier Administration Guide</i>.</p>
<p>User Administration node in the Navigator and the following groups to which you can add users so that they have access to the product:</p> <ul style="list-style-type: none">▶ All company users▶ Company administrators▶ Creator▶ Project Administrators▶ Reviewer	<p>Use this node to add users to Primavera Unifier. In this node, you can also assign users to groups.</p> <p>See the “Adding and Managing Company Users” topic in the <i>Company Administration</i> chapter of the <i>Primavera Unifier Administration Guide</i>.</p>

<p>Configuration node in the Navigator and this sub-node with appropriate data for Primavera Capital Planning operation:</p> <ul style="list-style-type: none"> ▶ Portfolio Manager > Capital Projects 	<p>Although the Portfolio Manager is already designed and set up for use with Primavera Capital Planning, you can use this node if you want to make changes to the configuration of the Portfolio Manager.</p> <p>See the “Configure the Portfolio Manager” topic in the Portfolio Manager Setup chapter of the <i>Primavera Unifier Administration Guide</i>.</p>
<p>Standards & Libraries node in the Navigator and the following sub-nodes with appropriate data for PCC operation:</p> <ul style="list-style-type: none"> ▶ Cash Flow > Data Sources ▶ Cash Flow > Distribution Profiles ▶ Period Structure with a January to December Planning Period 	<p>Although the Standards & Libraries node is already set up for use with Primavera Capital Planning, you can use this node if you want to change cash flow data sources or distribution profiles, or the planning period for the portfolio.</p> <p>See the “Setting Up Cash Flow” topic in the Cost Management Setup chapter of the <i>Primavera Unifier Administration Guide</i>.</p> <p>To change the period structure, see the “Configure the Portfolio Manager” topic in the Portfolio Manager Setup chapter of the <i>Primavera Unifier Administration Guide</i>.</p>
<p>Templates > Shells node and a Projects sub-node. Under the Projects node are the following template components with appropriate data for Primavera Capital Planning operation:</p> <ul style="list-style-type: none"> ▶ Access Control ▶ User Administration > Users (default user: OOTB Admin) ▶ User Administration > Groups > shell level group permissions for <i>All Project Users, Creator, Project Administrators, Reviewer</i> ▶ Cost Manager > Cash Flow ▶ Document Manager > Documents (contains a default folder structure) 	<p>Although a shell template is already designed and set up for use with Primavera Capital Planning functions, you can use this node if you want to change the shell template. Each shell template contains a template to set up your project, and these (optional) pieces that will be included in the template:</p> <ul style="list-style-type: none"> ▶ Access control and user/group administration to automatically add users to the shell ▶ A Cost Manager with a capital planning cashflow ▶ A Document Manager to store drawings, spreadsheets, image files, specifications, and other documentation about the project. <p>See the “Creating a Shell Template” topic in the Shell Administration chapter of the <i>Primavera Unifier Administration Guide</i>.</p>

Cash Flow

With the Primavera Capital Planning application, you receive a capital planning cash flow that shows the following curves in an S-curve display.

- ▶ Baseline

-
- ▶ Forecast
 - ▶ Original Budget
 - ▶ Shared Budget
 - ▶ Approved Budget
 - ▶ Actuals

Once your project/shell is in operation and your Portfolio Manager sheets are set up, Primavera Unifier will collect the curve data from the Cost Sheet and produce the capital planning cash flow curves.

Portfolio Manager Sheet

You will receive a Portfolio Manager scenario sheet. It has been set up to automatically add all your active projects to the sheet as rows.

The scenario sheet contains the following columns of information:

- ▶ Project Name
- ▶ Project number
- ▶ Project type
- ▶ Project state
- ▶ Estimated budget
- ▶ Start date
- ▶ End date
- ▶ Cash flow columns for each year in the planning period

Primavera Unifier collects the budget and projection numbers from each of your projects' Cost Managers and displays them in these cash flow columns.

Setting Up the Primavera Capital Planning Application

The Primavera Capital Planning application has been designed and configured for immediate use. However, there are a few actions you need to take to complete the setup.

You have also been given access to additional features of Unifier and uDesigner. You can use these features to make other changes to the Primavera Capital Planning Portfolio Manager and data cubes; however, we do not recommend using these features until you are familiar with Primavera Unifier and how it works.

What You Need to Do

- ▶ **Create a project/sub-shell.**

The Primavera Capital Planning Application is shipped with an anchor shell called “All Projects.” You will need to create project at least one project or sub-shell under this shell. We have provided a shell template to use to create the projects/sub-shells. For instructions on creating these, please see the “Creating a Shell by Copying a Template or Shell” topic in the Shell Administration chapter of the *Primavera Unifier Administration Guide*.

- ▶ **Add users to the company.**

For instructions on adding users to the company, please see the “Adding and Managing Company Users” topic in the Company Administration chapter of the *Primavera Unifier Administration Guide*.

We recommend that you add all your users to the group categories we have provided. Doing so makes assignments and permissions more efficient.

- ▶ **Assign users to the shells.**

Once you have added users to the company and assigned them to groups, you can then assign them to your projects or shells. For instructions on assigning users to a shell, please see the “Managing Shell Users and Groups” topic in the Shell Administration chapter of the *Primavera Unifier Administration Guide*.

- ▶ **Grant users permissions to the product.**

For instructions on granting user permissions to the Primavera Capital Planning application, please see the “Managing Permissions and Access Control” topic in the Company Administration chapter of the *Primavera Unifier Administration Guide*.