Project Activity Completion

Module Guide: Project Activity Completion (Activity Completion & Costing)

Module Location

Project > Project Activity Completion

Module Objective

The **Project Activity Completion** module is a transactional module used to record the completion of a project stage or activity. More importantly, this module is used to record the realization or **actual cost** of all resources consumed to complete that activity, including **labor, materials, asset usage, and other costs**.

1. Main View (Completed Activity List)

The main page of this module displays a list of all project activity completion documents that have been created.

View Explanation

- **View**: This page is a history of all project activities whose completion has been recorded.
- **Action Buttons**:
  - **[New]**: The primary button to create a new activity completion document.

2. Steps to Record Activity Completion

Step 1: Create a New Document

From the Main View, click the **[New]** button to open the **Add Completion** form.

Step 2: Select the Project Activity

On the form that appears, select the **Project Code, Stage Name,** and **Activity Name** that has been completed.

Step 3: Record Cost Realization (Important!)

In the **Resource List** section, record all actual costs incurred during the activity's execution:

- **People**: Add labor data (employees/teams) involved, along with their costs.
- **Asset**: Record the usage of assets (e.g., machine hours) for this activity.
- **Miscellaneous**: Record other relevant miscellaneous costs.
- **Item/Service Usage**: This section will display the materials that have been issued from the warehouse for this activity, with the data originating from the **Project Material Requisition**.

Step 4: Confirm Completion

After all actual costs are recorded, click the **[Confirm]** button. This action will officially charge these costs to the project and mark the activity as complete.

Workflow & Integrated Business Process

- This module is the point where **actual costs are recorded against the project budget**.
- The data you input here will become the main source for the **'Realization' or 'Actual'** column in the **Project Realization (Budget vs. Actuals) Report**.

Tips & Important Notes

- Disciplined recording in this module is the **key to effective project cost control**.
- Ensure all resources used (people's time, materials, etc.) are recorded accurately so that the project's profitability calculation is valid.
- This is the primary work module for **Project Coordinators and Project Managers**.

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