

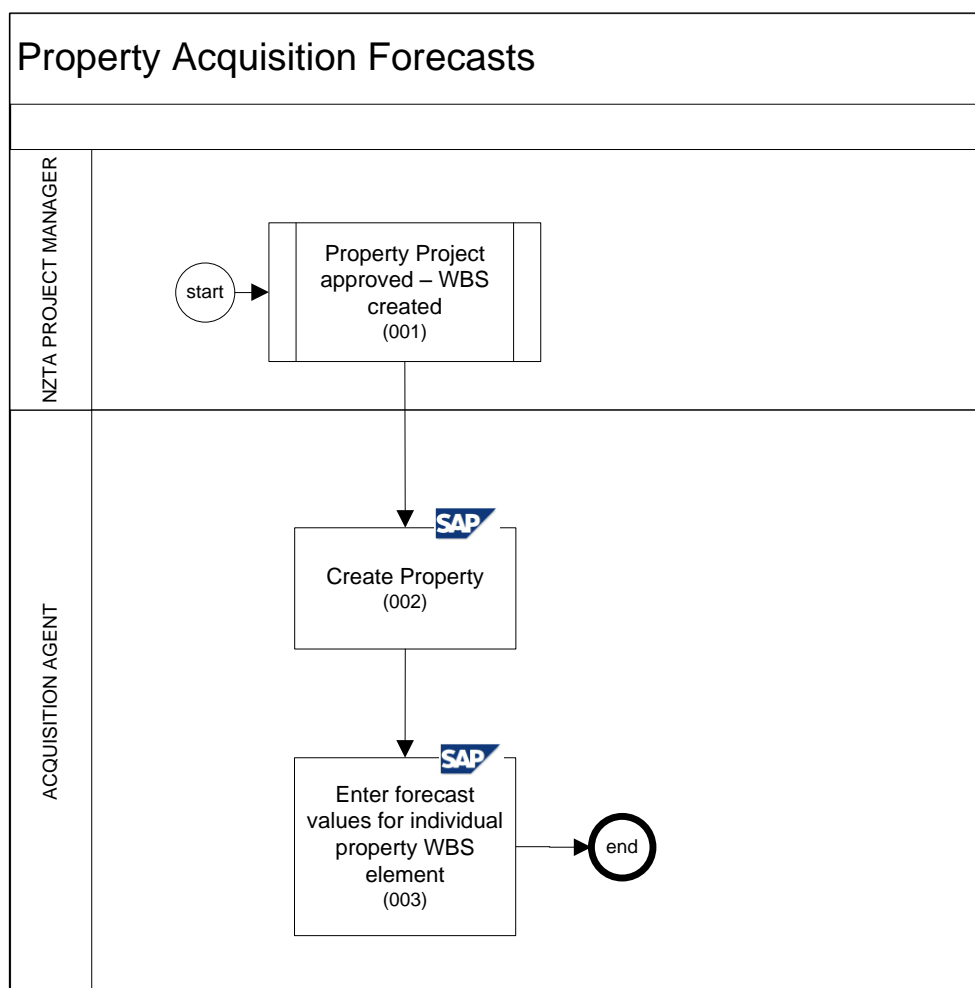
## Property Acquisition Forecasting (PM6.1)

This process details the steps required to forecast the expected costs of acquiring a property. Forecasts are updated monthly based on the latest information available. When the correct linkages are in place this information ‘rolls-up’ to the project for which the property is being purchased.

**Note:** The Work Breakdown Structure (WBS) elements for each property record are created automatically and can be used for forecasting immediately. They must be linked to the project WBS element for the forecast to be visible to the Project Manager.

### Process flow diagram

The process flow is shown below.



## Process steps

The steps for this process are detailed below.

| Step | Action   |
|------|--|
| 1.   | The NZTA Project Manager creates the Property purchase WBS element for their Project.<br><br><b>Note:</b> Refer to the HNO Portfolio, Project and Asset Business Process Design document for Project approval details.   |
| 2.   | The Acquisition Agent creates the property in SAP. Refer to the <a href="#">RE80 (Create Property - Purchase Approved)</a> transaction guide for more details. This in turn creates an Acquisition, Management and Disposal WBS element (cost object) to forecast and charge costs against.  |
| 3.   | The Acquisition Agent: <ul style="list-style-type: none"> <li>logs into the SAP PS (forecasting) module</li> <li>finds the individual Property WBS element for which they wish to enter forecasts, and</li> <li>enters the forecast. Refer to the <a href="#">CJR4 (Enter Acquisitions Forecast)</a> transaction guide for more detail.</li> </ul> |

## Business rules

A property record can be created before the overarching property project is approved however the Property Acquisition WBS cannot be activated and therefore costs cannot be assigned to it until the overarching property project is approved.