

# Annual Operating Plan

**Epic:** OPEX

**User Story Title:** T&E Spend Forecast

**Who?** Financial Analyst / Finance Manager

**What?** Forecast T&E spend by department

**Why?** To better understand where T&E is forecasted and to identify areas for potential cost saving

**How?** Develop bottom-up forecast for T&E based on drivers such as number of trips, average cost per trip, etc. with the ability to override

**Description:**

As a finance analyst or manager, I need the ability to forecast T&E spend so I can better understand where T&E is inflated and to identify areas for potential cost saving. I would like to be able to generate a baseline forecast using drivers but also have the ability to override / adjust the total dollar forecast for specific GL accounts and/or cost centers.

These drivers include:

- Forecasted headcount
- Number of trips
- Average cost per flight
- Average cost per hotel
- Average cost per meal
- Average cost per ground transportation

I will know it's achieved when I can easily flex the T&E forecast by adjusting one or many drivers up/down and immediately seeing the impact on the overall management P&L for the function that I am working on.

**Complexity Estimate:** Medium

**Level of Effort Estimate:** Low

**Sprint Cycle:** Sprint 2

**Sprint Points Assigned:** TBD

# Annual Operating Plan

**Epic:** Workforce Planning

**User Story Title:** Headcount Reporting

**Who?** HR Compensation Analyst

**What?** Review the report that shows comp ratios, equal employment opportunity ratios, tenure, status, spans and levels, etc.

**Why?** To ensure equity and proper diversity make-up in an organization

**How?** Compare hire and pay metrics across employees (by job code, location, tenure, demographics, etc.)

**Description:**

As a HR compensation analyst, I need the ability to review the report that shows comp ratios, equal employment opportunity ratios, tenure, status, span and levels, so I can help ensure equity of the organization as well as its diversity make-up.

I will know it's achieved when I can compare pay metrics across employees (by job code, location, tenure, demographics, etc.).

These calculations include:

- Time in roles
- Number of direct reports
- Average pay
- Min/max pay range

**Complexity Estimate:** Large

**Level of Effort Estimate:** Medium

**Sprint Cycle:** Sprint 2

**Sprint Points Assigned:** TBD

# Annual Operating Plan

**Epic:** Balance Sheet

**User Story Title:** Forecast Account Receivables

**Who?** Corporate Finance Manager

**What?** Create a forecast for all account receivables based on previous balances and future expected payments and sales

**Why?** To have an accurate view of account receivables to understand your expected future cash flow

**How?** By taking into account the currently booked revenue, deferred revenue, days of sales outstanding, payment terms, exceptions for large customers

**Description:**

As a corporate finance manager, I need the ability to create a forecast for all account receivables based on previous balances and future expected payments and sales. With this, I can have an accurate record of outstanding receivables which helps drive clarity into expected cash flow. This will help me forecast assets and liabilities that drive cash flow and decisions on asset management.

This will be done by looking at the following:

- Currently booked revenue
- Deferred revenue schedule
- Day of sales outstanding
- Payment term schedule
- Exceptions for large customers
- OPEX adjustments and other schedules

I will know it's achieved when I have an accurate view of account receivables and can drill down into related schedules.

**Complexity Estimate:** Large

**Level of Effort Estimate:** Medium

**Sprint Cycle:** Sprint 3

**Sprint Points Assigned:** TBD