



Every billable hour, traced to the line that paid for it.

Planned (locked) vs. Revised (live) vs. Submitted / Approved / Invoiced — by SOW line, on one screen.

Each row is a line on the Statement of Work; each column group says where that line stands — Planned at signature, currently Revised, Submitted by consultants, Approved by the delivery lead, Invoiced by the clerk. Remaining on the right answers the only question that matters in the weekly billing review: how much room is left in this line.

SOW Burn-Down Report
SOW: Example - OPT-00001 - PurposeCrowd LLC - active

PLANNED 3,252.00 hr \$406,500.00
REVISED 3,252.00 hr \$406,500.00
DRAFT 0.00 hr \$0.00
SUBMITTED 0.00 hr \$0.00
APPROVED 0.00 hr \$0.00
INVOICED 23.00 hr \$4,000.00

BILLING STATUS
\$4,000.00 invoiced of \$406,500.00 budget · 1.0%
 23.00 hrs of 3,252.00 - \$402,500.00 remaining

LINE	PLANNED		REVISED		SUBMITTED		APPROVED		INVOICED		REMAINING \$
	HRS	\$	HRS	\$	HRS	\$	HRS	\$	HRS	\$	
Project Kickoff - End of Discovery <i>0.00 milestone @ \$125.00</i>	20.00	\$2,500.00	20.00	\$2,500.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$2,500.00
Project Management Preparation and Project Setup <i>1.00 service @ \$125.00</i>	200.00	\$25,000.00	200.00	\$25,000.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$25,000.00
Leadership Project Workshops <i>2.00 hours @ \$125.00</i>	100.00	\$12,500.00	100.00	\$12,500.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$12,500.00
Value Stream Leads Methodology Training <i>2.00 hours @ \$125.00</i>	120.00	\$15,000.00	120.00	\$15,000.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$15,000.00
Solution Design Session <i>2.00 hours @ \$125.00</i>	80.00	\$10,000.00	80.00	\$10,000.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$10,000.00
VS Design Review <i>1.50 hours @ \$125.00</i>	120.00	\$15,000.00	120.00	\$15,000.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$15,000.00

SOW Burn-Down Report — five status groups by line. Remaining is calculated against the live Revised budget.

Line-level burn-down

Every SOW line gets its own Planned / Revised / Submitted / Approved / Invoiced row.

Planned is locked

The original signed budget never moves. Scope changes live in the Revised column.

Calculations on Revised

Remaining = Revised – Invoiced. The live working budget is the math, always.

Status colour bands

Planned blue, Revised amber, Submitted slate, Approved green, Invoiced violet.

Per-line Remaining \$

Green when in the black, red the moment a line crosses zero. Visible at a glance.

CSV round-trip

Download lines to Excel, fill in Planned and Revised offline, upload to merge.



What changes when the SOW is a live instrument.

Planned, Revised, and Actuals all live in the same row. No spreadsheet. No drift.

Most ERP-services engagements run the SOW as a Word doc and the burn as a side spreadsheet. The two drift apart within weeks. PDNA Administrator collapses them: the SOW lines ARE the report. Every time entry, approval, and invoice posts against a line. The Friday billing conversation stops being a reconciliation exercise and starts being a decision exercise.

Catch the overrun on Tuesday

Per-line Remaining flips red the moment Invoiced crosses Revised. You see it in the weekly review, not at month-end when the client is already angry.

Change-order proof in one PDF

Planned column is locked at signature. Revised shows the negotiated current budget. Print the report; the delta IS the change-order audit trail.

Submitted vs. Approved gap

When Submitted is climbing but Approved is flat, you have a delivery-lead bottleneck. Visible per line, per consultant — fix it the same week.

Invoice clerk has no guessing

The Approved column is exactly what is billable right now. The clerk picks lines, generates the invoice, moves them to Invoiced. The report updates the same second.

ONE SCREEN, ONE TRUTH

Stop reconciling timesheets, approvals, and invoices against the SOW in three different tabs.

The Burn-Down report is what your Friday billing review used to need a spreadsheet to answer. It is already there, already correct, already reconciled — because the data comes from the same time entries the consultants log, the same approvals the delivery lead clicks, and the same invoices the clerk sends.