FUNCTIONAL GROUP ACTIVITY REPORTS

Purpose:　　　　*Provide functional groups a source for the functional group activities in project schedules. Intended use is for schedule activity auditing, identifying in progress activity status and planning upcoming functional group work.*

Report Content:　　　　*List functional group activities for a district or central office functional group.*

Availability:　　　　*Reports will be produced after each Data Date move and will be available Friday (end of week timesheets are due).*
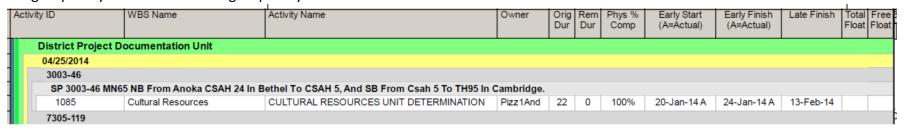　　　　　　　　*Click Here for Online Reports http://ihub/projectmanagement/project-development/pmsu/proj-info.html*

Reports Types:

- **All Activities by Owner –** The functional group report contains the activities for a specific Functional Group. The activities are grouped by owner and then grouped by S.P.

Activity ID	WBS Name	Activity Name	Orig Dura	Rem Dura	Phys % Comp	Early Start (A=Actual)	Early Finish (A=Actual)	Late Finish	Total Float	Free Float	MnDOT Let Date
District Hydraulics/WRE											
Claudia Dumont											
7301-35											
SP 7301-35 MN4 Replace Br# 5917 Over Sauk River, 1.1 Mi S Of I-94											
1082	Wetland Delineations	WETLANDS	22	0	100%	27-Mar-13 A	27-Mar-13 A	24-Sep-14			20150605
7318-38											
SP 7318-38 Mill & Ovly on US71 from TH55 to 94											
NPP1040	NPDES Stormwater Discharge	Prepare NPDES Permit Application	5	5	0%	06-Feb-15	12-Feb-15	20-Oct-15	174	30	20151218

- **All Activities by Letting Date -** The functional group report contains the activities for a specific Functional Group. The activities are grouped by Let Date and then grouped by S.P.

Activity ID	WBS Name	Activity Name	Owner	Orig Dur	Rem Dur	Phys % Comp	Early Start (A=Actual)	Early Finish (A=Actual)	Late Finish	Total Float	Free Float
District Project Documentation Unit											
04/25/2014											
3003-46											
SP 3003-46 MN65 NB From Anoka CSAH 24 In Bethel To CSAH 5, And SB From Csah 5 To TH95 In Cambridge.											
1085	Cultural Resources	CULTURAL RESOURCES UNIT DETERMINATION	Pizz1And	22	0	100%	20-Jan-14 A	24-Jan-14 A	13-Feb-14		
7305-119											

FUNCTIONAL GROUP ACTIVITY REPORTS

Report Uses:

Functional Group Activity Reports serve multiple purposes:

1. **Planning your work:**

   All Activities by Owner report:
   - Concise location to identify current and upcoming work load for multiple teams (by Owner) within a functional group
   - Identify work ready to start, all predecessors are complete
   - Help with decisions on what activity will be started next based on schedule and float

   All Activities By Letting Date report:
   - Provides a concise location for functional groups activities
   - May supplement the paper Program Review report. Some functional groups have found success using this report to identify their work at Program Review while following along with the full Program Review Report on an I-pad or laptop.

2. **Schedule Accuracy and Update Review:**

   The schedule should represent the actual work flow. Inaccurate logic and errors in updating can cause incorrect float and date calculations leading to poor decisions by stakeholders. Identifying and cleaning up out of sequence work and improperly statused activities are critical to accurate schedules. See tips for review on the example report below.

3. **Auditing and identifying missing work from schedules or reports:**

   A full review of these activities should occur periodically to ensure data integrity. Functional group staff or a project manager are the best judge of what activities should or should not be in your functional group report. Correctly coded activity data will aid in reporting and decision making for functional groups, project managers, and ultimately the district and State. Any missing or inaccurate information identified within the reports will only be corrected through communication with the SSC schedulers. Periodic review should include:

   - Activities coded to the wrong functional group
   - Activities coded to the wrong owner
   - Activities missing from a report
   - Activities missing from a schedule

4. The following example identifies information in the reports and show some common errors that can be identified and corrected:

FUNCTIONAL GROUP ACTIVITY REPORTS

6-MnDOT - Funct Group Activity - Owner

Print Date: 18-Apr-14

Current Data Date:09-Apr-14

#	Activity ID	WBS Name	Activity Name	Orig Dura	Rem Dura	Phys % Comp	Early Start (A=Actual)	Early Finish (A=Actual)	Late Finish	Total Float	Free Float	MnDOT Let Date	2013	2014	2015	2016
2572	**1802-51**															
2573	SP 1802-51 MN6 Mississippi River Br to o.5 mi N of Stagehorn Lane Mill and Overlay															
2574	1021	SP 1802-51 MN6 Mississippi Ri	PRELIM DESIGN SURVEY	43	43	0%	11-Apr-14 A	10-Jul-14	02-Jun-16	476		20170127		1802-51, 11-Apr-14 A	10-Jul-14, PRELIM DESIGN SURVEY		
2575	1040	SP 1802-51 MN6 Mississippi Ri	FINAL DESIGN SURVEYS	43	43	0%	11-Jul-14	10-Sep-14	22-Aug-16	489		20170127		1802-51, 11-Jul-14	10-Sep-14, FINAL DESIGN SU		
2576	**1804-5265A**															
2577	SP 1804-(5265A) US169 Over Dry Stream, 0.5 Mi S of TH18															
2578	A1030	Bridge Surveys	BRIDGE SURVEYS	32	32	0%	22-Aug-14	07-Oct-14	18-Aug-14	-36	0	20150605		1804-5265A, 22-Aug-14	07-Oct, BRIDGE SURVEYS		
2579	SP 1804-5265A US169 Preserve Br# 5265 Over Dry Stream, 0.5 Mi S Of th 18															
2580	1021	Preliminary Design Surveys	PRELIM DESIGN SURVEYS	3	2	50%	07-Jan-13 A	16-May-14	01-Jul-14	31	67	20150605		16-May-14, PRELIM DESIGN SURVEYS			
2581	1040	Final Design Surveys	FINAL DESIGN SURVEYS	10	10	0%	22-Aug-14	05-Sep-14	10-Nov-14	46	6	20150605		1804-5265A, 22-Aug-14	05-Sep-14, FINAL DESIGN SURVEYS		
2582	**1807-27**															
2583	SP 1807-27 MN210 Traffic Signal & Geometric Improvements At Jct TH 210 & TH 6 In Deerwood															
2584	1021	Preliminary Design Surveys	PRELIM DESIGN SURVEYS	42	0	100%	08-Mar-13 A	18-Apr-13 A	18-Jul-14			20150424		18-Apr-13 A, PRELIM DESIGN SURVEYS		
2585	1040	Final Design Surveys	FINAL DESIGN SURVEYS	20	20	5%	20-Nov-13 A	07-Jul-14	06-Feb-15	147	37	20150424		20-Nov-13 A	07-Jul-14, FINAL DESIGN SURVEYS		
2586	**1810-92**															
2587	SP 1810-(18002) TH 371 UNDER PAUL BUNYAN TRAIL, 0.1 MI N OF JCT OF TH 371 AND COUNTY ROAD 107															
2588	1041	SP 1810-(18002) TH 371 UNDE	BRIDGE SURVEYS	62	62	5%	20-Nov-13 A	07-Jul-14	29-Jun-16	498	148	20180831		20-Nov-13 A	07-Jul-14, BRIDGE SURVEYS		
2589	SP 1810-92 MN371 North Stage 2 Constr: 0.3 mi S CSAH 18 in Nisswa to 0.5 mi N CSAH 16 in Jenkins															
2590	1020	Preliminary Design Surveys	PRELIM DESIGN MAPPING	26	0	100%	22-Nov-03 A	01-May-07 A	25-Jan-16			20180831		01-May-07 A, PRELIM DESIGN MAPPING		
2591	1021	Preliminary Design Surveys	PRELIM DESIGN SURVEYS	30	0	100%	30-Apr-13 A	22-Oct-13 A	06-Jun-16			20180831		22-Oct-13 A, PRELIM DESIGN SURVEYS		
2592	1030	Preliminary Design Surveys	CONTROL SURVEYS	42	0	100%			06-Jun-16			20180831		12-Apr-12 A, CONTROL SURVEYS		
2593	1032	District Land Surveys	DISTRICT LAND SURVEYS	90	90	0%	09-Apr-14	14-Aug-14	11-Oct-16	542	188	20180831		1810-92, 09-Apr-14	14-Aug-14, DISTRICT LAND SURVEYS		
2594	1040	Final Design Surveys	FINAL DESIGN SURVEYS	30	30	0%	01-Aug-14 A	21-Nov-14	18-Apr-16	350	0	20180831		1810-92, 01-Aug-14 A	21-Nov-14, FINAL DESIGN SURVEYS		
2595	**1814-06**															
2596	SP 1814-06 MN371B Urban Reconstruction From Joseph St. To Jct TH 210 Washington St. In Brainerd															
2597	1021	Preliminary Design Surveys	PRELIM DESIGN SURVEYS	24	24	5%	12-Mar-14 A	12-May-14	18-Sep-14	96		20161101		1814-06, 12-Mar-14 A	12-May-14, PRELIM DESIGN SURVEYS		
2598	1030	Preliminary Design Surveys	CONTROL SURVEYS	15	15	5%	12-Mar-14 A	29-Apr-14	10-Oct-14	115		20161101		1814-06, 12-Mar-14 A	29-Apr-14, CONTROL SURVEYS		
2599	1032	District Land Surveys	DISTRICT LAND SURVEYS	85	85	0%	23-Oct-14	27-Feb-15	17-Apr-15	35		20161101		1814-06, 23-Oct-14	27-Feb-15, DISTRICT LAND SURVEYS		
2600	1040	Final Design Surveys	FINAL DESIGN SURVEYS	27	27	0%	15-Apr-14 A	19-Jun-14	10-Jun-16	49		20161101		1814-06, 15-Apr-14 A	19-Jun-14, FINAL DESIGN SURVEYS		
2601	**2780-66**															

Functional Group Activity Report Review:

Schedule Update and Accuracy Review :
(numbering correlate to red values on schedule).

Schedule Information:

1. Data Date: The "time now" date that remaining durations and float are calculated from.

2. Look Ahead: Yellow highlighted data zone and Activities indicate activities either started or likely be started in the next 3 months.

Activities Audit:

3. Activity Riding the Data Date: Early Start = Data Date; Predecessors are complete. Schedule indicates activity can be started.

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4. Out of sequence work: Gap in activity bar
   - activity was started before all Predecessors were complete, predecessor creating gap.
   - Review logic with SSC scheduler and Project Manager, revise if needed.

5. Activity not being updated: Started 20-Nov-13. Started activities must be updated every two weeks. If no progress was made, contact your Project Manager and SSC scheduler to work through possible impacts.

6. Actual Dates in future: started 01-Aug -14. All Actual Start and Finish Dates must be on or before the upcoming data date move. Errors will push all Successor Activities further into future consuming Total Float making the project schedule health look worse than reality. Review Team member updating process with your SSC scheduler.

Audit of Missing work:
Look for:
- Activities coded to the wrong functional group
- Activities coded to the wrong owner
- Activities missing from a report
- Activities missing from a schedule

If errors or missing data, see SSC scheduler. Accurate Activity Data produces Accurate Schedules and Reports.