

Coding Projects in P6 for PM Battle Scoreboard

May 23, 2014

Purpose

This document provides direction on how projects will be coded in P6 to accurately report scoreboard information for the Project Management Battle.

Overview

The Project Management Battle is part of MnDOT Wildly Important Goal of Enhancing Financial Effectiveness. One goal of the current PM battle is to improve the project letting schedule from 44% to 90% by July 1, 2015 (% measured in the first ¾ of the state fiscal year). The lead measures for this battle include:

1. All projects entering the STIP will have a Quality Scoping Document
2. Signed and Approved schedules will have activities role loaded and an assigned responsible manager by July 1, 2015
3. By July 1, 2015
 - a. At no time will more than 5% of projects have negative float
 - b. 95% of projects have less than 1 month of negative float
 - c. 100% of projects have less than 3 months of negative float

Problem Statement

Each week, data is pulled from P6 on all three of these lead measures and placed into a Scoreboard (see attached). However, current project coding is impacting the accuracy of the Scoreboard in relationship to the WIG.

Project Types

To accurately reflect the PM Battle, only the following projects will count towards the scoreboard.

1. Projects that are let by MnDOT. This includes:
 - projects that have scoping, design, bridge, and/or right-of-way schedules.
 - Projects in both planned and programmed stages

Although schedules may still be created for locally let projects, cooperative agreements, studies, turnbacks, review only (e.g. state-aid), early right-of-way acquisition, and design support, they will be coded differently and not included in scoreboard reporting.



Identifying and Coding Project Type Process

1. When a schedule initiation form is completed, the Project Manager will identify if the project is:
 - ✓ MnDOT Let
 - ✓ Locally Let
 - ✓ Right-of-Way Only
 - ✓ Agreement Only
 - ✓ Other
2. The P6 Administration Group will enter the appropriate code in the MnDOT Completion Type Code.
3. Changes to the MnDOT Completion Type Code can be made through the SSC or P6 Administration Group.

Coding for Resource Concurrence

For each project schedule, the districts and functional groups need to agree on the activities, durations, resources (role loading), and point in time when the work will be completed. When this activity is complete, the project will be considered as “baselined” in the Scoreboard.

Listed below are the MnDOT Baseline Status codes that will be used to track the development of a schedule from inception through “resource concurrence.” The SSC schedulers will be responsible for modifying the above codes as the schedule advances.

- ✓ **Undeveloped** – P6 Admin team has created the shell.
 - Planned Status (P6 Project Status)
 - Planned or Programmed (MnDOT Project Status)
 - *not in the scorecard for negative float*
- ✓ **Preliminary Schedule** – Initial schedule set up by SSC staff based on schedule initiation form prepared by the project manager.
 - Planned Status (P6 Project Status)
 - Planned or Programmed (MnDOT Project Status)
 - *Not in the scorecard for negative float*
- ✓ **Schedule Under Review** – Preliminary Schedule has been updated by the SSC based on project manager comments and input from the functional groups. The project manager then distributes this schedule to the functional groups.
 - Planned Status (P6 Project Status) until functional groups buy-in to work packages, activities, relationships (logic), durations, role hours, and activity owners. This does not include the schedule dates (date in time when the activities will occur).
 - Planned or Programmed (MnDOT Project Status)
 - *Not in the scorecard for negative float*

- Active Status (P6 Project Status) when PM obtains function group buy-in.
 - Planned or Programmed (MnDOT Project Status)
 - *In the scorecard for negative float*

- ✓ **Baselined** – PM and functional groups have agreed on the schedule dates from the Schedule Under Review schedule. SSC staff will record the baseline schedule in P6.
 - Active Status (P6 Project Status)
 - Planned or Programmed (MnDOT Project Status)
 - *In the scorecard for negative float*

- ✓ **Recovery** – After a schedule is baselined and a project is impacted, the status will change to Recovery until a recovery plan has been accepted by the district and functional groups. After acceptance of the recovery plan, the status will move back to baselined.
 - Active Status (P6 Project Status)Planned or Programmed (MnDOT Project Status)
 - *In the scorecard for negative float*

Implementation Plan for Existing Schedules

The following outlines the process for updating existing P6 schedules with the new coding for the Scoreboard. **Note: Project let in FY 15 do not need to have Role Loading completion in order to be considered Baselined.**

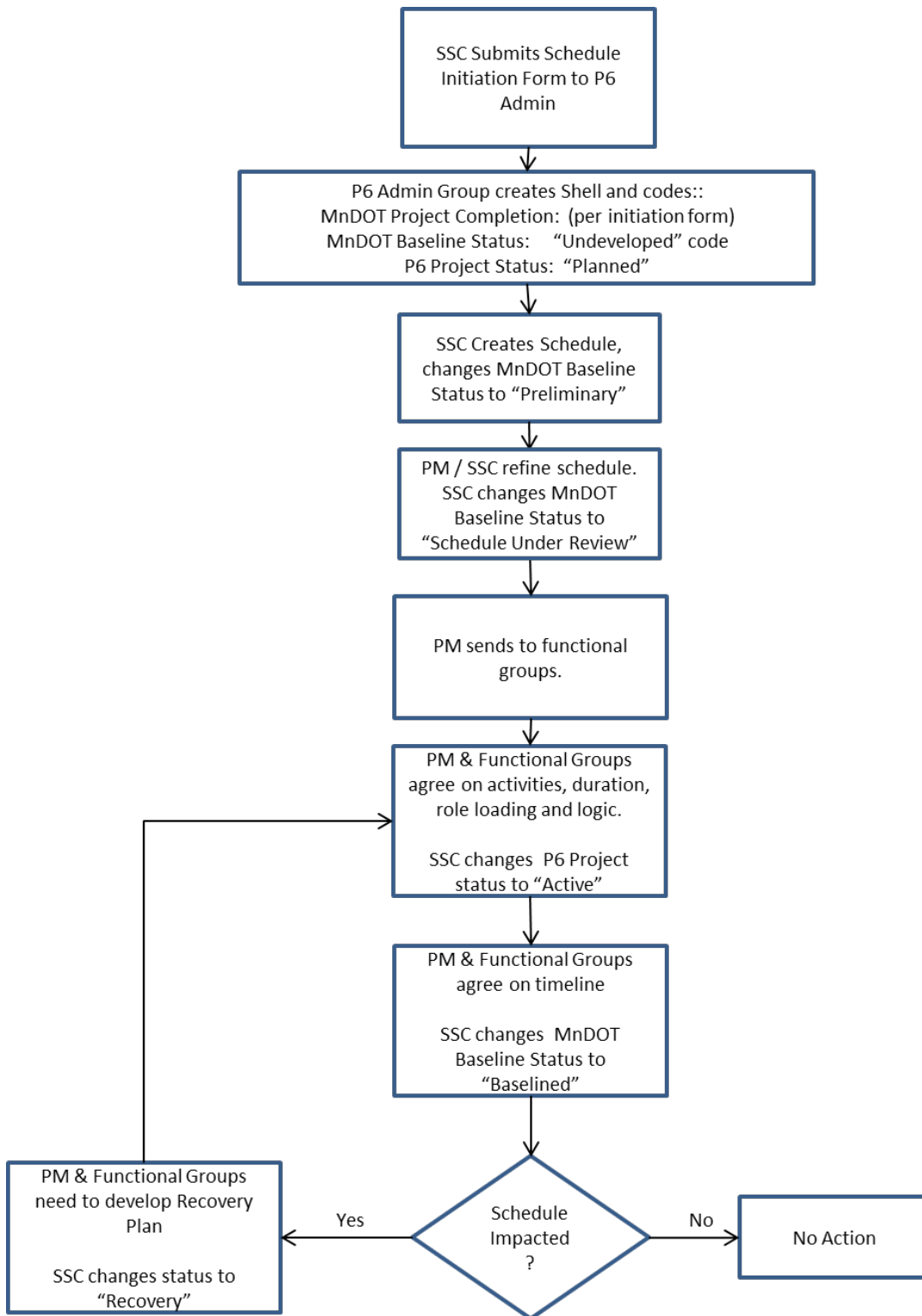
- The P6 Administration Group will:
 - modify the MnDOT Completion Type Code directory to show the following codes:
 - MnDOT Let
 - Locally Let
 - Right-of-Way Only
 - Agreement Only
 - Other

 - globally code all scoping, design, bridge and right-of-way schedules with the MnDOT Completion Type Code “MnDOT Let” with the following exception:
 - All D6 projects currently using “Completion” will be coded to “Other”

 - Update the Schedule Initiation Form requiring the PM to identify the MnDOT Completion Type Code

 - Globally code all Active Status projects to MnDOT Baseline Status Code “Schedule Under Review”, with the following exception:
 - FY 15 projects in D4 will be coded as Baselined (list from Paul Thomas)
 - FY 15 project list in D6 will be coded as Baselined (list from Greg Paulson)
 - Each Corridor of Commerce Project (list from Terry Johnson)

- The SSC will:
 - be responsible for changing the MnDOT Completion Codes if they are not MnDOT let projects
 - Be responsible for changing the MnDOT Baseline Status Code



Scoreboard Filters

Listed below are the scoreboard filters (all of which are using the most recent data date) when pulling data for the scoreboard:

Scoping

- Scoping Milestone or PPMS activity 1003 Project Scoping complete.
- P6 Project Status code: active projects,
- MnDOT Project Status code: planned or programmed,
- Schedule: Design, Bridge or Scoping, and
- MnDOT Completion Type code: MnDOT Let
- a must finish by date that is after the last letting period.

Signed and Approved Schedules

- Project Status code: active/inactive projects,
- MnDOT Project Status code: planned or programmed,
- Schedule: Design or bridge,
- MnDOT Completion Type code: MnDOT Let
- MnDOT Baseline Status: Baselined
- a must finish by date that is after the last letting period.

Negative Float

- P6 Project Status code: active projects,
- MnDOT Project Status code: planned or programmed
- Schedule: Design or bridge
- MnDOT Completion Type code: MnDOT Let
- MnDOT Baseline Status Codes: Schedule Under Review, Baselined, Recovery
- a must finish by date that is after the last letting period.