



# Role Loading Frequently Asked Questions

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## What is a Role?

A role is an un-named resource or job function. It is essentially a job position assigned to activities in the project schedule in order to get an idea of how many people in various jobs are needed to deliver a project. For example, a materials lab technician might be assigned to soils borings activities in the schedule. See RD-00-07 Role Dictionary for specific roles MnDOT uses in P6.

## What is Role Loading?

Role loading is a process that assigns roles and estimates the number of hours to complete a schedule activity in P6. The estimated hours are assigned to each role involved in completing the activity.

## Why Role Load?

Role loading in P6 provides MnDOT with a tool to assess staffing needs at a district and statewide level. This includes:

- Identifying staffing capacity issues early, allowing us to proactively mitigate schedule impacts
- Determining how many staff it takes to deliver our program
- Determining how to better share resources across the state
- Allowing us to quickly assess our staffing capacity when new funding is introduced (e.g. Corridors of Commerce Funds)
- Providing legislators with data on how we are going to deliver future funding packages

## Do I have to do anything?

If you work on an activity in P6, you will be asked to estimate the amount of time (in hours) you spend on the activity as part of your normal work. These are the estimated number of hours it takes you to complete all of the work for that particular activity.

**This is not the same as an activity Duration. Duration estimates the number of days it takes to complete the activity. Duration may include items such as non-project meetings, waiting for information, doing timesheets, training, and vacation.**

## How do I estimate role hours?

Estimate role hours based on a normal workflow on a normal project. Do not assume the worst case scenario and do not pad your estimate. For example, if you are performing shop drawing review and a drawing only takes four hours to review and three days to turn around, use four hours as your role hour estimate. Three days is the duration for the activity.

## Why are there already role hours in my schedule when I get it?

When a schedule is created using a role loaded work package, roles and role hours will be in the schedule. Because each project is unique, the PM and functional groups (District and CO) will need to revise the roles and role hours as owner assignments are made in the project schedule.



## How does this compare with timesheet data?

Improving the accuracy of estimating role hours is an iterative process. It will take time to narrow the gap between the estimated hours and the actual activity completion time recorded on timesheets. In the future, we will compare the P6 role hours to timesheet data in RCA to improve our estimating accuracy.

## What if a consultant performs the task?

Do not include the consultant's hours to complete the work (role loading is for MnDOT time only). For these activities, the role hours are based on MnDOT staff time to review the deliverables and perform consultant management.

## How much time should I spend role loading per project?

Keep role loading simple. The largest amount of time will be spent identifying the scope of the project as it relates to your task. The process of identifying the number of hours required should take you less than 10 minutes per project. Remember, it is just an estimate.

## Where should the Project Manager record their hours?

Project Managers should record all of their project management time on the On-going Project Management activity. If this activity does not exist on your schedule, pick an activity you spend most of your time on and place all of your project management hours on this activity.

Project Managers may have other roles on the project (e.g. design engineer). These hours should be recorded in the schedule under the appropriate activity and role.

## What are some tools to help estimate the number of hours?

There are a few tools to help estimate the number of hours:

1. Look at past timesheet data.
2. Add up the number of hours you put on a project and multiply by the number of projects you review a year. Does the total look reasonable? Consider vacation, sick time, training, and all of the other non-P6 activities you work on.

## What is the Difference Between Role and Resource Loading?

Role loading assigns a role (e.g. Survey Crew Chief) required to complete the task. Resource loading assigns a name (e.g. Jane Doe) to complete the activity.

Resource loading is not required now, but is an option for a district or functional group to add.

### For More Information

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