



Minnesota Department of Transportation

P6 Schedule Maintenance Process

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1.0 GENERAL INFORMATION

The purpose of this document is to provide guidance for maintaining a P6 project schedule from baseline to archive. See [OP-00-09 Coding Projects for PM Battle Scoreboard](#) and [OP-00-07 Schedule Module Overview](#) for additional information regarding the lifecycle of a project.

The document includes guidance for Project Managers, SSC, Admin, Activity owners and Functional Groups that are involved in delivering a design project at MnDOT.

The Project Manager (PM) has the primary responsibility for maintaining the project schedule. The PM will coordinate with Activity Owners, SSC, Admin and Functional Groups as the project progresses through the project lifecycle.

P6 is a scheduling tool and not a substitution for ongoing communications between project team members. The project team communication needs to go well beyond monitoring the schedule for successful project delivery. The project team should also discuss schedule risks, deliverables, delay impacts, role changes and scope changes. The PM is responsible to discuss the potential effects of these items with the project team.

2.0 MAINTENANCE GUIDANCE

This section summarizes what the Project Manager (PM), Shared Service Center (SSC), EPMS Administration (Admin), Activity Owners and Functional Groups will do to maintain the project schedule in P6. Details on how the tasks are completed are presented in [Section 3](#), [Section 4](#) and [Section 5](#).

2.1 PM SCHEDULE MAINTENANCE GUIDANCE

PMs will complete the following to maintain a project schedule:

1. Update project activity status in Team Member (See [Section 3.1](#))
2. Monitor the project schedule using the reports posted to P6 Reports web page. (See [Section 3.2](#))
3. Request additional reports from SSC. (See [Section 3.3](#))
4. Review the project schedule at Program Review and Project Team meetings. (See [Section 3.4](#))
5. Negotiate Recovery Plan with project team to mitigate negative float. (See [Section 3.5](#))

A Recovery Plan is required if a schedule is in negative float.

6. Meet with SSC to update the project schedule. (See [Section 4.1](#))
7. Request a What-if Schedule to see the impacts a change has on a project schedule without altering the active schedule.
8. Notify SSC when the project has moved into the design phase of the project lifecycle so the project scoping schedule P6 project status code can be updated to inactive.
9. Notify SSC when the project has moved into the construction phase of the project lifecycle so the project design schedules P6 project status code can be updated to inactive.

2.2 SSC SCHEDULE MAINTENANCE GUIDANCE

SSC staff supports the PM in maintaining the project schedule. SSC will edit project schedules at the request of the PM to revise schedule logic, change durations, update roles and provide specialized reports.

For MnDOT let projects, the MnDOT Let Date project code must match the Must Finish By Date project level constraint in the design, bridge, right-of-way schedules that do not go past letting. The MnDOT Let Date will also match the Letting Date in PPMS. Updating the Letting date (must finish by) in P6 is not done unless it has been updated in PPMS first.

For Locally let projects, the MnDOT Let Date project code and the Must Finish By Date project level constraint in the design, bridge, right-of-way schedules that do not go past letting may not match the Letting Date in PPMS. The letting date in PPMS is the anticipated fund encumbrance date, which may be several months different from the letting date. The PM needs to provide the letting date to the P6 scheduler for locally let projects.

SSC will complete the following to maintain a project schedule:

1. Confirm schedule data integrity by completing quality control checks on individual schedules. It is important to maintain the data in a schedule so reports will be accurate, the schedule will be usable for the project team.

When completing the quality control checks on a project, all project schedule modules (_S, _F, _B, _R) must be opened.

Note: District-wide quality control checks can be run by selecting all of the projects within that District and completing the following QC checks.

QC Description	Process	Why this QC check is required
Negative Float	<ol style="list-style-type: none"> 1. Add Total Float column to projects layout 2. Sort activities by total float 3. Review the activities listed that have negative float with the Project Manager. Discuss how the PM can evaluate schedule activities to determine which activity is controlling the negative float. 4. If a schedule has 10 or more days of negative float, update the MnDOT baseline status to recovery and notify PM that a written recovery plan is required. 	<p>Negative float is a lead measure on the MnDOT scoreboard.</p> <p>Minimizing the number of projects with negative float is a WIG goal.</p>

QC Description	Process	Why this QC check is required
Schedule Activities	1. Apply activity filters in the Activities window to find: <ol style="list-style-type: none"> a. Missing owners b. Missing activity codes c. Actual date in the future d. Missing actual finish dates e. Remaining duration greater than original duration 2. Review the missing/inaccurate with the PM and update the schedule accordingly.	Activity owners are required so the activities can be updated in Team Member. Activity codes are used for reporting Actual dates in the future will push out activities tied to the date making the float calculation inaccurate. Actual finish dates are required to close out the schedule. Remaining duration greater than original duration indicated an activity owner is altering the baseline schedule.
Schedule Log	1. Open the log file from the schedule window. 2. Review the warning section for missing predecessors, missing successors, out of sequence activities, and other possible schedule errors like activities with actual dates in the future. 3. Review the missing/inaccurate with the PM and update the schedule accordingly.	Schedule data accuracy is required so the float will be correctly calculated, and reports will be accurate.
MnDOT Project Status Code	Review MnDOT project status has been updated to LET after the abstracts are posted to the MnDOT web site	Maintaining the correct MnDOT project status code results in accurate reporting

2. Communicate with Project Managers (See [Section 4.1](#))

SSC will pro-actively assist the PM with schedule management. The SSC should not only provide reports, but should be working with the PMs to understand their schedules and identify potential risks.

3. Update activities in P6 Client (See [Section 4.2](#))

Updating activities will be completed by activity owners in Team Member. However, there may be exceptions when PMs and/or Functional Groups will have SSC update progress in P6 Client. Exceptions are allowed at the discretion of the SSC Leads.

4. Submit P6 Schedule Comment and Change Form to Admin to request project specific changes for a schedule. (See [Section 4.3](#))
5. Schedule the Project without moving the Data Date (See [Section 4.4](#))

SSC may schedule a project to see the impacts of schedule modifications without moving the data date.

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6. Work with the PM to create a Recovery Plan for a project in negative float and update the MnDOT baseline status to Recovery. (See [Section 3.5](#) and [Section 4.5](#))

SSC staff will review scoreboard data for negative float projects every data date period and update the MnDOT Baseline Status to Recovery.

7. Create What-if Schedules (See [Section 4.6](#))

What-if Schedules are created by copying the active project schedule from the live EPS into the assigned scheduler's sandbox. What-if Schedules are a temporary schedule and should be removed from the sandbox when they are no longer required. When a schedule is copied into a scheduler's sandbox, the P6 Project Status must be changed to What-if and the Responsible Manager must be edited at the WBS level.

What-if Schedules are not active in Team Member.

What-if Schedules are to be used for testing What-if scenarios on projects to assist with the recovery process. Examples of these scenarios would be:

- a. test recovery schedules prior to implementation
- b. analyze let date changes
- c. analyze change in scope
- d. determine how updating activities will impact the schedule

What-if Schedule may be moved back into the Live EPS node. (See [Section 4.7](#))

8. Data Date Move: Moving the data date is an Admin responsibility and cannot be done by SSC on active project schedules. The data date will be moved after 5 PM on timesheet Tuesday.

Note: A scheduler may reschedule a project at any time as long as the data date is not moved. (See [Section 4.4](#))

NO UPDATES of schedules will be permitted between 5 PM on timesheet Tuesday and 8 AM on the Wednesday after timesheet Tuesday. Admin staff will notify SSC that the data to generate the reports has been extracted or the reports have been generated.

9. Data Management

SSC will monitor the sandbox. The purpose of the sandbox is to provide SSC with a location to test the impact of editing a schedule without impacting the live schedule. What-if Schedules and other temporary schedules should be regularly purged from the P6 database if not in use.

SSC will work with Admin to resolve the schedule issues revealed during the Admin audits.

SSC will review the program review report for their Districts and provide corrections to Admin.

2.3 ADMIN SCHEDULE MAINTENANCE GUIDANCE

Admin staff supports SSC, runs global reports that are posted to the P6 Reports webpage and is responsible for confirming the data integrity is maintained in P6. Admin will complete the following to maintain a project schedule:

1. Move the Data Date and schedule all projects in P6 after 5 PM on timesheet Tuesday. (See [Section 5.1](#))
2. Generate Global Reports following the Data Date move. (See [Section 5.2](#))

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3. Complete monthly and biannual audits on active schedules.

Audit Description	Process	When this audit is completed and Why this Audit is required
Project Settings	<ol style="list-style-type: none"> 1. Confirm: <ol style="list-style-type: none"> a. Retained Logic is used to progress activities b. Longest Path defines critical activities c. New activity defaults are: <ol style="list-style-type: none"> i. Fixed Duration & Units for Duration Type ii. Physical Percent Complete Type d. Team Member settings are: <ol style="list-style-type: none"> i. Edit Fields for Activity Owners are Activity percent complete, remaining duration and remaining labor units ii. View fields are Job Number – MnDOT, Source/Cost Code – MnDOT iii. Bridge Number – MnDOT e. Admin will correct inaccurate project settings. Because these are project settings that do not alter project schedules, no coordination with SSC is required. 	<p>This audit will be completed in June and January every year.</p> <p>These settings are important to maintain data integrity.</p> <p>Incorrect settings may affect how the float is calculated on a project.</p>

Audit Description	Process	When this audit is completed and Why this Audit is required
Project Comparison Analysis Reports	<ol style="list-style-type: none"> 1. PPMS to P6 (comparing PPMS data to P6 data) <ol style="list-style-type: none"> a. Generate Excel spreadsheet summarizing secure codes that do not match PPMS data b. Distribute spreadsheets to SSC c. Assist SSC in resolving discrepancies as requested by SSC 2. P6 Data (comparing P6 fields to related P6 fields) <ol style="list-style-type: none"> a. Apply the following filters: <ol style="list-style-type: none"> i. P6 Project Status = Active ii. MnDOT Products and Services = COPD iii. MnDOT Completion Type = MnDOT Let iv. MnDOT Work Responsibility ≠ Contractor v. EPS Node = 21 b. Generate Excel spreadsheet summarizing the following codes: <ol style="list-style-type: none"> i. Must Finish By Date = MnDOT Let Date ii. Responsible Manager = PUMA element PM c. Assist SSC in resolving discrepancies as requested by SSC 	<p>Comparison Analysis Reports will be run one day after the data date move.</p> <p>The reports are distributed to SSC so the data in the project schedules can be corrected prior to the next data date move.</p> <p>Accurate coding in the schedule will result in accurate reporting in the scoreboard.</p>
Enterprise Configuration Quality Assurance	<p>Admin will compare the P6 Documents to the P6 Enterprise and resolve discrepancies by editing and reissuing the document or updating the Enterprise. The following documents will be reviewed:</p> <ol style="list-style-type: none"> 1. Cheat Sheets – review the cheat sheet for accuracy against the Process Documents and Enterprise 2. Forms – review the forms for effectiveness and content 3. One Pagers – review the content and delete obsolete One Pagers 4. Process Documents - review the accuracy against the Cheat Sheets, Reference Documents and Enterprise 5. Reference Documents – review the accuracy against the Process Documents and Enterprise 	<p>QA check will be in June and January every year</p> <p>These reviews are important because data may become corrupted over time and the processes and reference data may be changed.</p> <p>Providing accurate reference material for customer use will improve the operation of the system.</p>

Audit Description	Process	When this audit is completed and Why this Audit is required
Schedule Quality Assurance	1. Items that will be spot checks include but are not limited to: <ol style="list-style-type: none"> a. Use of work packages and templates b. Quality control checks are being completed c. Adequate documentation is provided for creating and maintaining a project schedule 2. Discuss results of schedule quality assurance check with the scheduler following the audit 3. Provide this report to the Project Management Unit leader	Admin will select two projects built each month to confirm that the Process Documents are being followed when creating schedules.

4. Data Management

Admin will monitor the size of the P6 sandboxes and notify SSC staff that unused files should be removed from the system.

Admin will monitor the P6 Enterprise Database and update the secure codes and coordinate with SSC to maintain system integrity.

Admin will correct schedules and reports as directed by SSC.

2.4 ACTIVITY OWNER SCHEDULE MAINTENANCE GUIDANCE

Activity Owners will complete the following to maintain a project schedule:

1. Update project activity status in Team Member. (See [Section 3.1](#))
2. Monitor the project schedule using the reports posted to P6 Reports web page. (See [Section 2.1.2](#) and [Section 3.2](#))
3. Review activities for a project schedule by viewing the functional group reports on the [P6 Reports](#) page and [CS-20-02 Functional Group Reports](#).
4. Meet with PM (not SSC) to review P6 project schedule or change any activities or logic within the schedule. (See [Section 3.4](#)).
5. Monitor workload and inform PM and Functional Group lead if commitment dates will not be met. Change in activity ownership, activity durations, or delivery dates MUST be approved by PM on a project schedule.

2.5 FUNCTIONAL GROUP SCHEDULE MAINTENANCE GUIDANCE

Functional Groups representatives outside of Activity Owners will review the activities to prioritize the tasks to be completed. This may be completed by a Group Lead who has designated activity ownership to others. Functional Groups will complete the following to maintain a project schedule:

1. Review project schedules at Program Review Meetings. (See [Section 3.4](#) and [CS-20-02 Functional Group Reports](#))
2. Monitor Functional Group reporting to confirm functional group coding and owner assignments are assigned accurately.
3. Confirm Activity Owners are maintaining project schedules.
4. Review team workload and inform PM and activity owner if activities need to be reassigned due to workload concerns. Change in activity ownership MUST be approved by PM on a project schedule.
5. Request additional reports from SSC. (See [Section 3.3](#))
6. Participate in the development of recovery plans.

3.0 PROCESS DETAILS FOR PM AND OTHER USERS

This section provides details on how the tasks summarized in [Section 2](#) are completed to maintain a P6 schedule.

3.1 UPDATE ACTIVITY STATUS IN TEAM MEMBER

Team Member is available to activity owners to update activity progress including: actual start and finish dates, remaining duration, physical % complete.

Team Member cannot be used to schedule your workload. It is a tool only used to update your progress on an activity. Use P6 [Functional Group Reports](#) (by owner) to assist in scheduling your work load.



Correctly updating activity progress in Team member is critical to maintaining an accurate P6 project schedule. Team Member users can filter for specific projects, enter discussion comments, view Notebook topics associated with activities, and update activities that contain activity steps.

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Updating the activity status should occur when:

1. an activity has started
2. an activity has been completed
3. every timesheet Tuesday to update remaining durations on in-progress activities. If the remaining duration on an activity is larger than the baselined original duration, the activity owner must notify the Project Manager.

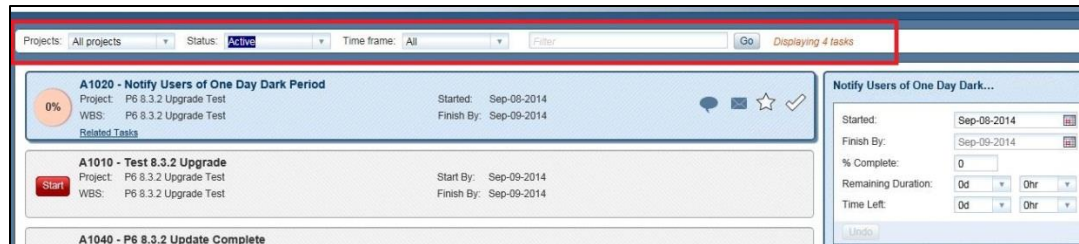
Activity progress updates will be completed by Activity Owners in **Team Member** and NOT through the SSC.

Updating activities in Team Member is accomplished by completing three processes:

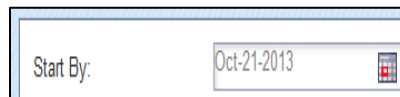
1. Starting an Activity in Team Member

- a. Login to [Team Member](#).
- b. Filter for activities worked on. Activity Owners can limit the activities that appear on the task pane by using the following filters:
 - Project Name
 - Status (active, due, overdue, completed, starred)
 - Time Frame (all, today, tomorrow, this week, next week, in next 2 weeks, in next 3 weeks, this month, next month, in next 2 months)
 - Keywords (e.g. SP, bridge number, activity ID or description)

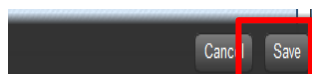
The filtering pull-down menu is located at the top of the screen.



- c. Select the activity to update.
- d. Select **Start** after you have begun work on the activity.
- e. Enter a start date in the **Start By** field.
Note: You must provide a start date. Otherwise an incorrect start date will be reported.



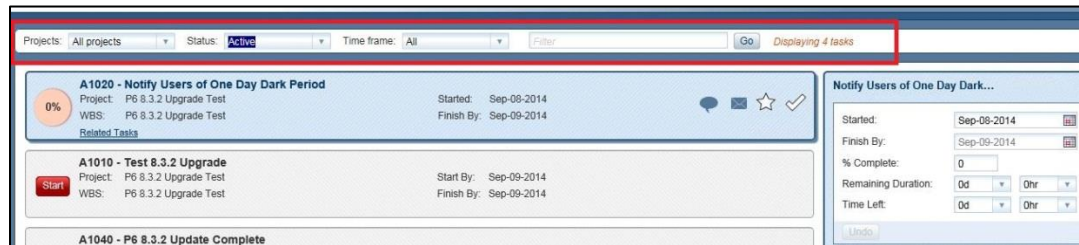
- f. To update activity progress in Team Member, see **Update activity progress in Team Member** section below.
- g. **Save** or **Cancel** the activity progress by selecting the icon in the lower right corner of the screen.



2. **Update activity progress in Team Member**

- a. Log into [Team Member](#)
- b. Filter for activities worked on. Activity Owners can limit the activities that appear on the task pane by using the following filters:
 - Project Name
 - Status (active, due, overdue, completed, starred)
 - Time Frame (all, today, tomorrow, this week, next week, in next 2 weeks, in next 3 weeks, this month, next month, in next 2 months)
 - Keywords (e.g. SP, bridge number, activity ID or description)

The filtering pull-down menu is located at the top of the screen.



- c. Select the activity to update.
- d. Enter the Percent Complete (%). Percent complete represents how much of the work has been completed for an activity. Percent complete does NOT affect the schedule dates and project float.

%:

- e. Enter Remaining Duration (RD). Remaining duration represents the number of working days remaining to complete the activity. Remaining duration drives schedule dates and affects project float.
Note: Do not enter hours – only days. Remaining duration should not be greater than original duration unless approved by the PM. Select the TAB key to register the entry.

RD:

For activities that contain **Steps**, the overall **% Complete** for the activity will automatically calculate as the steps are updated.

Steps are shown on the right side of the screen. To update **Steps**, update the **% Complete** in the **Steps** box to reflect the work completed. If the Step is complete, simply click the check mark and it will automatically update the % Complete to “100” for that step.



Note that the **% Complete** in the Box above the Steps tab is gray. This indicates that this value will automatically calculate based on what is filled out in the Steps tab. Please note that if the activity contains more than three steps you will have to click **More** to view additional steps.

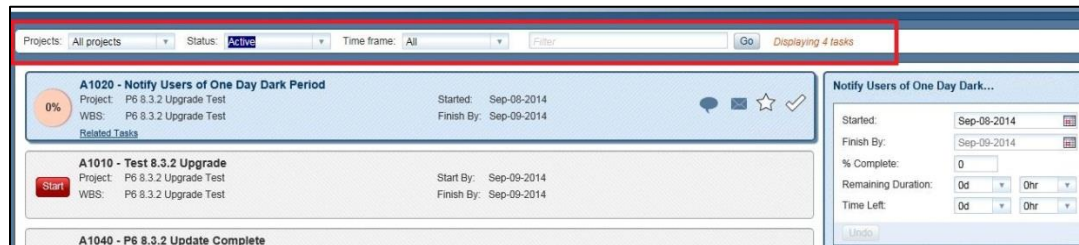
- f. **Save** or **Cancel** the activity progress by selecting the icon in the lower right corner of the screen.



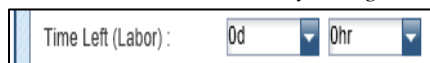
3. **Update an activity to complete**

- a. Log into [Team Member](#)
- b. Filter for activities worked on. Activity Owners can limit the activities that appear on the task pane by using the following filters:
 - Project Name
 - Status (active, due, overdue, completed, starred)
 - Time Frame (all, today, tomorrow, this week, next week, in next 2 weeks, in next 3 weeks, this month, next month, in next 2 months)
 - Keywords (e.g. SP, bridge number, activity ID or description)

The filtering pull-down menu is located at the top of the screen.



- c. Select the activity to update.
- d. Zero out **Time Left** and hit the **Tab** key on the keyboard to register.
Note: Type in zero for Days AND Hours. Hit the TAB key to register the entry.



- e. SAVE CHANGES by selecting **Save** at the bottom of the screen.



- f. Select the white check mark to complete the selected activity
Note: Never click "Save" after you've checked the activity. You must first also enter a finish date. If you click save before entering a finish date, you will no longer be able to provide a finish date. Please contact your SSC.



- g. Provide the Actual Finish date. This needs to be the date the work has been completed. Note: Users cannot set the **Finish By** date to a date in the future.
Note: You must provide a finish date!! Otherwise an incorrect start date will be reported.



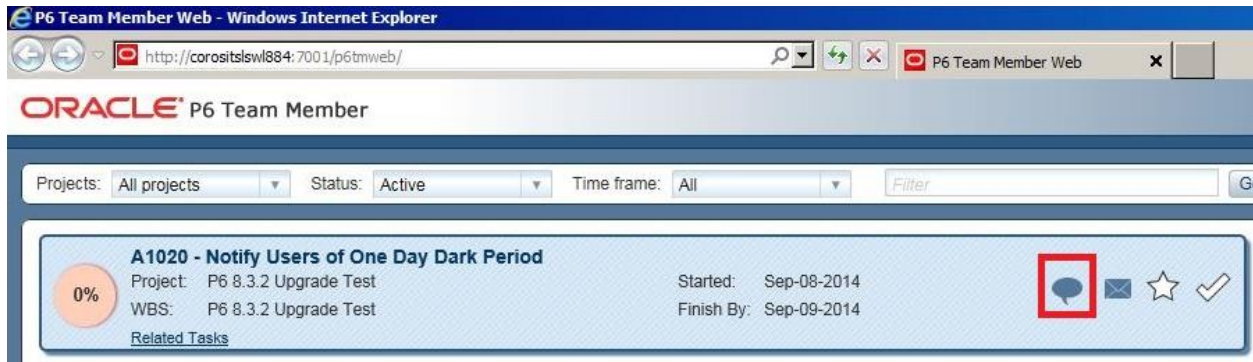
- h. Re-**Save** the changes for completion.



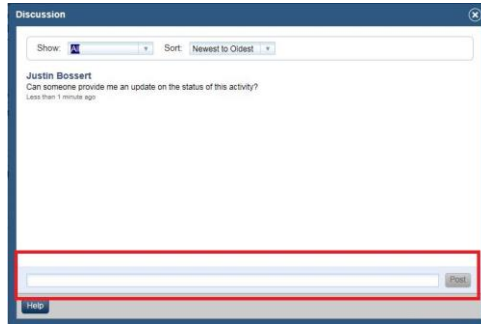
Activity Discussion Comments:

Activity Owners can view or create an activity discussion comment by clicking on the caption icon on the right side of the activity in Team Member. Discussion comments cannot be accessed by Project Managers.

Activity Owners must communicate activity concerns with the Project Manager before activities will be updated in a schedule.



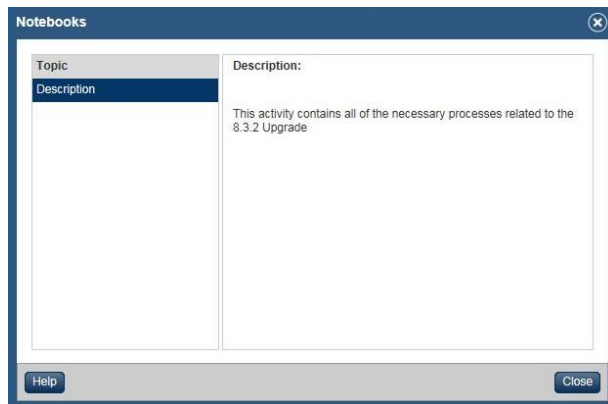
The discussion window will be displayed and Team Members can add new comments and view previous discussion comments as seen below.



Activities with Notebook Topics:

Activity Owners can view Notebook Topics that have been added by the project scheduler. Notebook Topics are used to provide additional details about an activity.

If an activity contains a notebook topic, the “Notebooks” link will not be gray.



Select hyperlink to return to the maintenance guidance sections for: [PM](#), [SSC](#), [Admin](#), [Activity Owner](#), [Functional Group](#)

3.2 MONITOR USING GLOBAL REPORTS

The reports posted to the [P6 reports](#) webpage are not live reports.

The following reports are available on the Reports webpage:

Program Review Reports: District specific program review reports generated once a month or at the request of SSC.

Functional Group Reports: Reports sorted by Functional Group and then by either owner or letting date with activities generated after each data date move.

Project Management Reports: 3 Month Lookahead, Gantt Chart, Relationships, Total Float, Early Start, and Header Data generated after each data date move.

Owner Reports: All Activities Spreadsheet with all active MnDOT projects generated after each data date move.

List of District Projects: PPMS Header data updated by PPMS unit

Projects ordered by letting date: One line project list (project District #, SP#, TH, Description and cost) updated by PPMS unit

Federal Project Numbers: Federal Project Numbers sorted by district updated by PPMS unit

Items that should be monitored as a project progresses through the project lifecycle include: Early Dates, Total Float, Activity dates and durations, Activity Owners, Roles, Letting Date, and Schedule Updates. See PD-00-11_Reports_Layouts User Guide.docx for information on how to read P6 reports and monitor a project schedule.

Select hyperlink to return to the maintenance guidance sections for: [PM](#), [SSC](#), [Admin](#), [Activity Owner](#) [Functional Group](#).

3.3 REQUEST ADDITIONAL REPORTS

Additional reports can be requested by PMs or FGs to monitor project schedules. PM or FG will contact SSC for customized reports.

Additional Reports containing standard data should not be requested unless activity information has been updated by multiple activity owners.

Select hyperlink to return to the maintenance guidance sections for: [PM](#), [SSC](#), [Admin](#), [Activity Owner](#), [Functional Group](#).

3.4 REVIEW PROJECT AT PROGRAM REVIEW AND PROJECT TEAM MEETINGS

Program review meetings and project team meetings are tailored to a particular district or project. Standard reports for program review meetings are published on the [P6 Reports](#) webpage. For project team meetings, PMs can choose to use the standard reports on the reports webpage or request customized reports from SSC.

P6 is a scheduling tool and not a substitution for ongoing communications between project team members. The project team communication needs to go well beyond monitoring the schedule for successful project delivery. The project team should also discuss schedule risks, deliverables, delay impacts, role changes and scope changes. The PM is responsible to discuss the potential effects of these items with the project team.

Select hyperlink to return to the maintenance guidance sections for: [PM](#), [SSC](#), [Admin](#), [Activity Owner](#) [Functional Group](#).

3.5 RECOVERY PLAN DEVELOPMENT

If a project is in negative float, it is the PM's responsibility to develop a Recovery Plan.

The SSC will change the MnDOT Baseline Status Code from Baselined to Recovery. (See [Section 4.5](#))

The P6 Status will remain Active so activity owners will continue to update the activity status in Team Member.

The Recovery Plan will be developed by the PM in close coordination with the project team. Recovery from negative float can be achieved through multiple methods:

1. Updating activity progress
2. Crashing the schedule – decreasing the total project durations by adding resources (e.g. Authorizing overtime, sharing resources with other districts, adding another drilling crew, hiring a consultant) to the project schedule without altering activity sequence.
3. Fast tracking activities - compressing the project schedule by overlapping activities normally performed in sequence
4. Changing the letting date – PPMS is the authoritative source for the letting date. The letting date must be changed in PPMS prior to changing the letting date in P6.

Levels of Recovery Plans required are:

1. A written recovery plan is not required for projects with less than 10 days of negative float that:
 - a. Do not require any adjustments to CO functional group resources or timelines,
 - b. Do not require moving the letting date,
 - c. Do not require logic changes
 - d. Can be mitigated through simple schedule updates or rebalancing the district resources.

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2. A written recovery plan is required for all other projects with negative float. The written recovery plan should:
 - a. Use the attached recovery plan template (See [Appendix 6.1](#))
OR
 - b. Be documented with the appropriate approvals from the impacted users (for example, this could be an e-mail between PM and functional groups, a memo, meeting minutes, notebook topic in P6 or an agreed upon baselined schedule.

SSC will only update the schedule status from recovery to baselined for projects that meet the above criteria. (See [Section 4.5](#))

Note: Changes to Letting Dates (must finish by date) in P6 schedules will not be made until the letting date is updated in PPMS. PM will contact the PPMS coordinator to update the schedule letting date in PPMS.

Select hyperlink to return to the maintenance guidance sections for: [PM](#), [SSC](#), [Admin](#), [Activity Owner Functional Group](#)

4.0 PROCESS DETAILS FOR SSC

This section provides details on how the tasks summarized in [Section 2](#) are completed to maintain a P6 schedule.

4.1 SSC ROLE IN ASSISTING PM

SSC will pro-actively assist the PM with schedule management. The SSC should not only provide reports, but should be working with the PMs to identify potential risks and common pitfalls with their schedules.

SSC will identify and discuss critical path activities and near critical path activities with the PM to identify the risk and help the PM develop strategies to mitigate these risks.

Common discussion items include:

1. How the PM can obtain schedule information without P6 client.

Review the [P6 reports](#) webpage. Note that the information is updated bi-weekly or monthly depending on the report. (See [OP-00-17 Report Generation Frequency](#) and [OP-00-17a Report Dates](#) for how often each report is run and reporting dates.)

2. Mitigating negative float on schedules.

The PM is responsible to resolve scheduling issues causing negative float on their projects. The SSC will provide the PM schedule information so they can resolve schedule issues with the project team.

3. Discuss schedule audit results, in particular the result of the negative float report and which activities to focus on for schedules identified as negative float schedules.
4. Edit schedule as requested by the PM and explain how the edits will impact the project schedule.

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5. What-if Schedules (See [Section 4.6](#) and [Section 4.7](#))

SSC should discuss the benefits of using a What-if Schedule to communicate potential schedule changes to the project team and other staff.

Select hyperlink to return to the maintenance guidance sections for: [PM](#), [SSC](#), [Admin](#), [Activity Owner](#) [Functional Group](#)

4.2 UPDATING ACTIVITY PROGRESS IN P6 CLIENT

To update activity owner progress in P6 Client, SSC will:

1. Verify “Activity Owner” and obtain authorization from PM prior to updating an activity.
2. Role/Resource assignments do not need to be manually updated. When the remaining duration of an activity is updated, P6 automatically updates role units based on duration percent complete.
3. For Not Started or In-Progress Activities, update in the following order:
 - a. Select the started checkbox
 - b. Enter Activity actual start date
 - c. Enter Physical % Complete
 - d. Enter Remaining duration
 - e. Select the finish checkbox
 - f. Enter Activity Actual Finish

Select hyperlink to return to the maintenance guidance sections for: [PM](#), [SSC](#), [Admin](#), [Activity Owner](#), [Functional Group](#)

4.3 P6 SCHEDULE COMMENT AND CHANGE FORM

SSC will submit a completed P6 Schedule Comment and Change form to Admin to request changes in a project schedule for secure project codes, changes in security access, etc.

1. SSC downloads the [P6 Schedule Comment and Change Form](#) from the P6 website.
2. SSC will complete the top portion of the form and submit the form to Admin.
3. Admin will register the comment in the comment log and store the form on the N drive at [SSC Project Change Request Forms](#). Using the following naming convention: YYYY-ZZZZZZ.

Where YYYY = is the sequential log number, ZZZZZZ = Description of request.

4. Admin will evaluate the comment, document the resolution on the comment form, resolve the comment on the schedule and update the comment log information.
5. Admin will return a completed copy of the P6 Schedule Comment and Change Form to SSC.

Select hyperlink to return to the maintenance guidance sections for: [PM](#), [SSC](#), [Admin](#), [Activity Owner](#) [Functional Group](#)

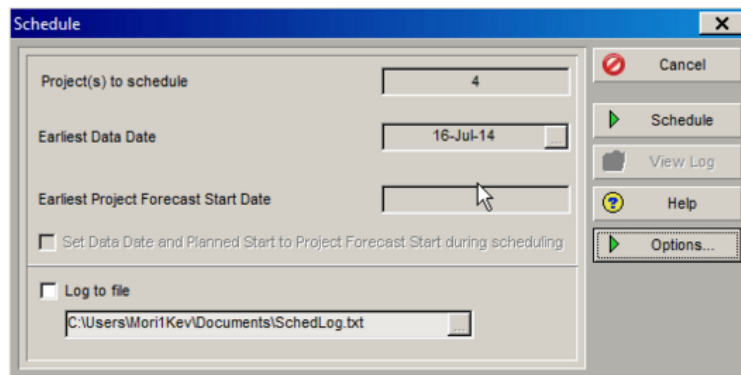
4.4 SCHEDULING A PROJECT WITHOUT MOVING THE DATA DATE

SSC and Admin may schedule an active or sandbox project schedule without moving the data date:

1. Open all modules for a single Prime SP and schedule it with the following options on the options screen:
 - a. DO NOT use expected finish dates.
 - b. Define critical path using the longest path

Note: All modules must have a project level Must Finish By constraint in order for the float to compute correctly.

2. With the project open, use the F9 key to open the schedule dialog box.



3. Select the options button on the right side of the schedule window to verify settings.
4. Select the close button after verifying the settings.
5. Return to the schedule dialog box and select the schedule button.

Select hyperlink to return to the maintenance guidance sections for: [PM](#), [SSC](#), [Admin](#), [Activity Owner Functional Group](#)

4.5 UPDATING BASELINE STATUS

The process for the PM to develop the recovery plan is outlined in Section 3.5.

If a project has negative float of 10 or more working days following the data date move, the SSC will change MnDOT Baseline Status Code from Baselined to Recovery.

When the recovery plan moves the negative float to less than 10 days, the SSC will change the MnDOT Baseline Status code from Recovery to Baselined if the impacted functional groups (district and CO) have accepted the written recovery plan.

SSC will re-baseline the project schedule using the process in the [PD-10-01 Schedule Creation and Baseline Process](#) section 3.2 Step 23 with the following modifications.

1. SSC will change the Baseline Type from "Design Baseline" to "Recovery Baseline".
2. SSC will change the MnDOT Project Baseline code from "Baseline" to "Recovery".

Updated 20141210

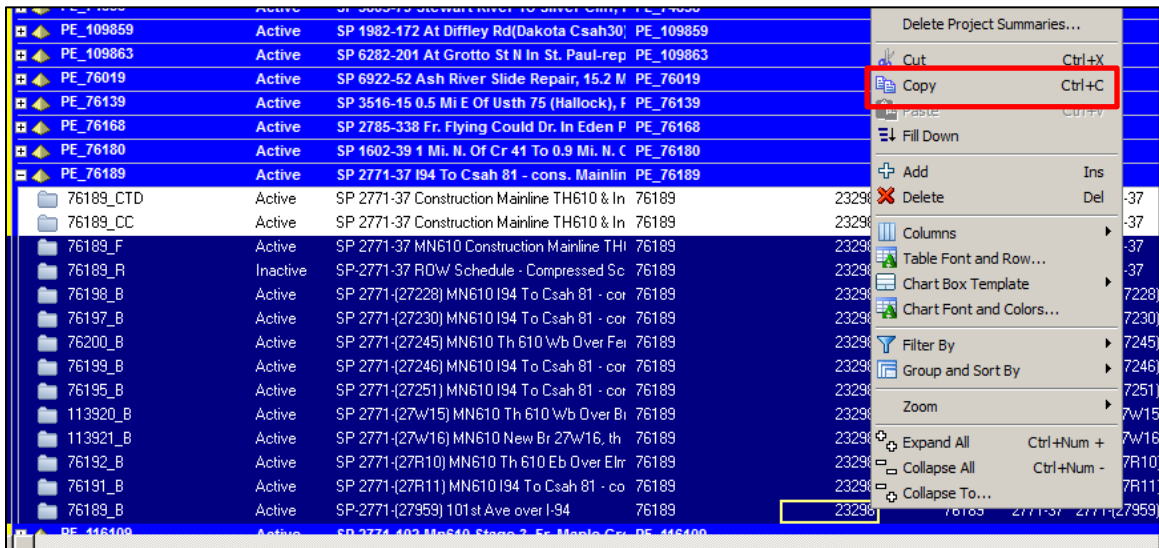
3. SSC will create reflection schedule modules in the sandbox to assist the PM in obtaining project team concurrence on the updated schedule.
4. SSC receives confirmation that PM has received approval of updated schedule from project team.
5. SSC will change the Baseline Type from "Recovery Baseline" to "Design Baseline" to each project schedule module within the Prime SP.
6. SSC will change the MnDOT Project Baseline code from "Recovery" to "Baseline".
7. SSC will use the next consecutive number and Project Data Date to re-name project baseline.
"BL02-DD **//**** PROJECT NAME"** (Asterisk represents current data date of project).
8. SSC will re-assign the newly created baseline to each project schedule module within the Prime SP.

Select hyperlink to return to the maintenance guidance sections for: [PM](#), [SSC](#), [Admin](#), [Activity Owner](#) [Functional Group](#)

4.6 WHAT-IF SCHEDULE CREATION

To create a What-if Schedule:

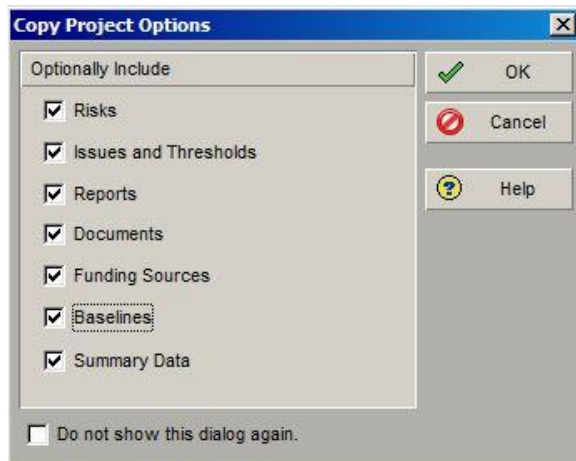
1. Admin will apply the MnDOT EPS Layout in P6.
2. Admin will Select & Copy all pertinent project schedule modules (_S, _F, _B, _R) from the Live EPS Node:



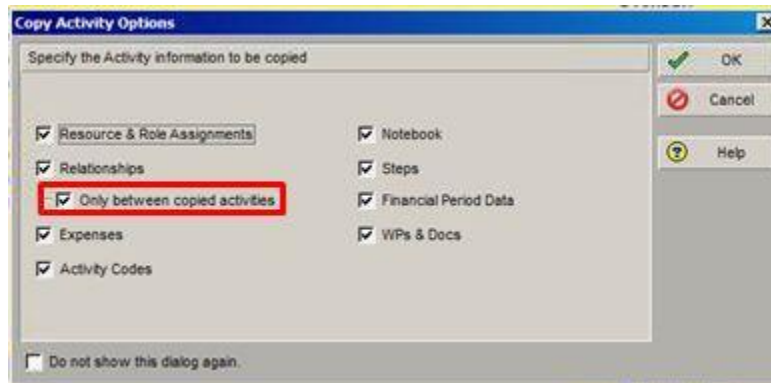
3. Admin will Select & Paste project schedule modules to the appropriate Sandbox EPS Node:

Project ID	Project Status	Project Name	Responsible Manager	Total Activities
SNDBX	Active	Sandbox	Sandbox	1217
MNSNDBX	Active	MnDOT Sandbox	MNDOTSNDDB	59
D1SNDBX	Active	District 1 Sandbox	D1SNDBX	11
D2SNDBX	Active	District 2 Sandbox	D2SNDBX	26
D3SNDBX	Active	District 3 Sandbox	D3SNDBX	35
D4SNDBX	Active	District 4 Sandbox	D4SNDBX	107
DMSNDBX	Active	Metro Sandbox	DMSNDBX	132
D6SNDBX	Active	District 6 Sandbox	D6SNDBX	17
D7SNDBX	Active	District 7 Sandbox	D7SNDBX	56
D8SNDBX	Active	District 8 Sandbox	D8SNDBX	17
Michelle - 1,2,3	Active	Michelle Rognerud	Michelle Rognerud	1
Greg - 1,2,3	Active	Greg Moulton	Greg Moulton	4
Alex - 1	Active	Alex Schulz	Alexander Schulz	67
Steve - 2	Active	Steve Voight	Steve Voight	1
Darren - 3,4	Active	Darren Jensen	Darren Jensen	56
Wendy - M	Active	Wendy Kufner	Wendy Kufner	17
Jim - M	Active	Jim Nelson	Jim Nelson	1
Betsy - M	Active	Betsy Moriarty	Betsy Moriarty	1
Kyajes - M	Active	Kyajes Shakya	Kyajes Shakya	278
Ross - M	Active	Ross Jentink	Ross Jentink	0
Curt - M	Active	Curt Sohn	Curt Sohn	0
Bob - M	Active	Robert Hartman	Robert Hartman	3
Tom - M	Active	Tom Hilla	Tom Hilla	0
Tim - 4,6,7,8	Active	Tim Zamzow	Tim Zamzow	1
Dan - 7,8	Active	Dan Swanson	Dan Swanson	1120
Ryan - 6	Active	Ryan Johnson	Ryan Johnson	0

Note: The Sandbox EPS Node is built out to specific districts and to specific SSC Resources, as seen in the graphic above.



Note: Ensure “Baselines” is checked for Copy Baselines Dialogue box to appear



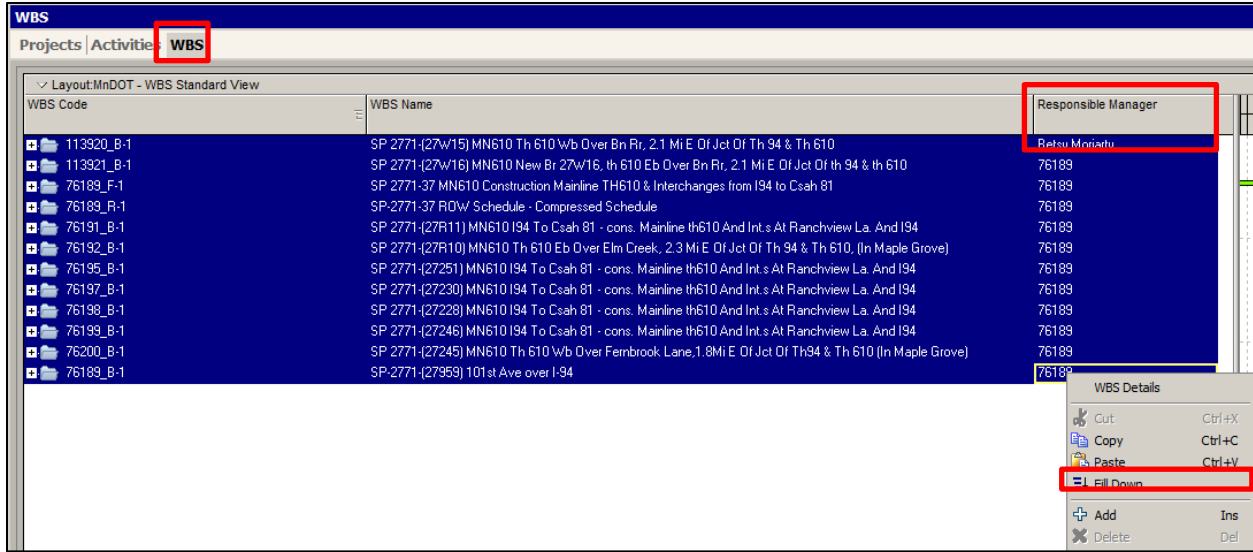
Note: Ensure you are copying “Only Between Copied Activities” in the options window.

- SSC will open ALL newly copied projects in the sandbox: Open the WBS window; Collapse to the project level; Display the Responsible Manager column:

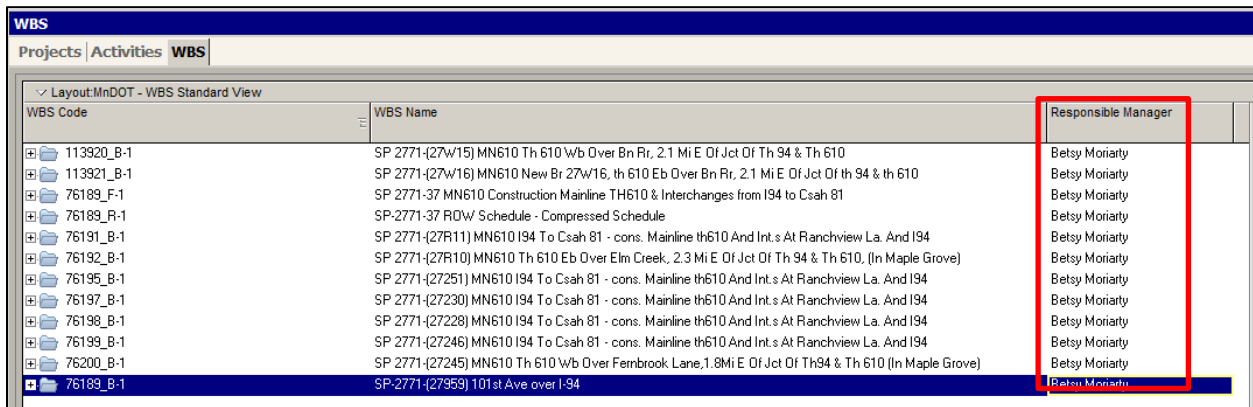
WBS Code	WBS Name	Responsible Manager
113920_B-1	SP 2771-(27W15) MN610 Th 610 Wb Over Bn Rr. 2.1 Mi E Of Jct Of Th 94 & Th 610	76189
113921_B-1	SP 2771-(27W16) MN610 New Br 27W16, th 610 Eb Over Bn Rr, 2.1 Mi E Of Jct Of th 94 & th 610	76189
76189_F-1	SP 2771-37 MN610 Construction Mainline TH610 & Interchanges from I94 to Cсах 81	76189
76189_R-1	SP-2771-37 RDW Schedule - Compressed Schedule	76189
76191_B-1	SP 2771-(27R11) MN610 I94 To Cсах 81 - cons. Mainline th610 And Int.s At Ranchview La. And I94	76189
76192_B-1	SP 2771-(27R10) MN610 Th 610 Eb Over Elm Creek, 2.3 Mi E Of Jct Of Th 94 & Th 610, (In Maple Grove)	76189
76195_B-1	SP 2771-(27251) MN610 I94 To Cсах 81 - cons. Mainline th610 And Int.s At Ranchview La. And I94	76189
76197_B-1	SP 2771-(27230) MN610 I94 To Cсах 81 - cons. Mainline th610 And Int.s At Ranchview La. And I94	76189
76198_B-1	SP 2771-(27228) MN610 I94 To Cсах 81 - cons. Mainline th610 And Int.s At Ranchview La. And I94	76189
76199_B-1	SP 2771-(27246) MN610 I94 To Cсах 81 - cons. Mainline th610 And Int.s At Ranchview La. And I94	76189
76200_B-1	SP 2771-(27245) MN610 Th 610 Wb Over Fernbrook Lane, 1.8Mi E Of Jct Of Th94 & Th 610 (In Maple Grove)	76189
76189_B-1	SP-2771-(27959) 101st Ave over I-94	76189

- SSC will change the Responsible Manager to the corresponding Sandbox (on top schedule) & Fill Down all open projects (**In the WBS window**):

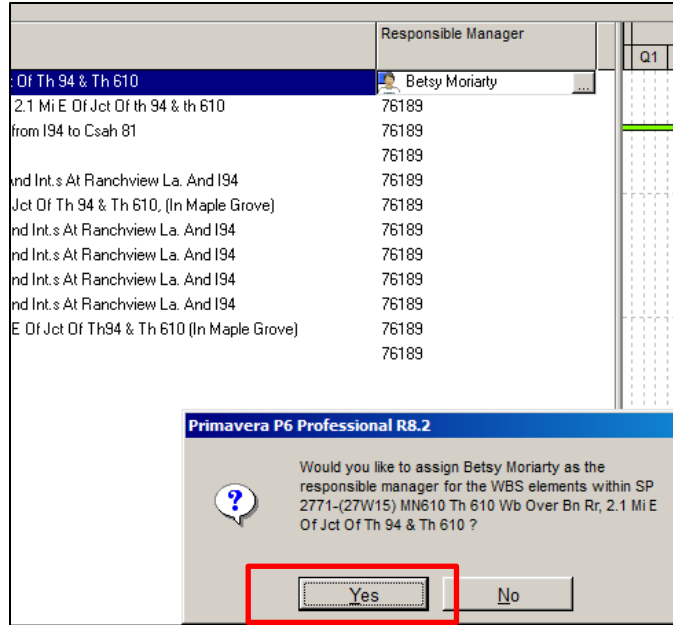
IMPORTANT: Only Change Responsible Manager within the WBS Window.



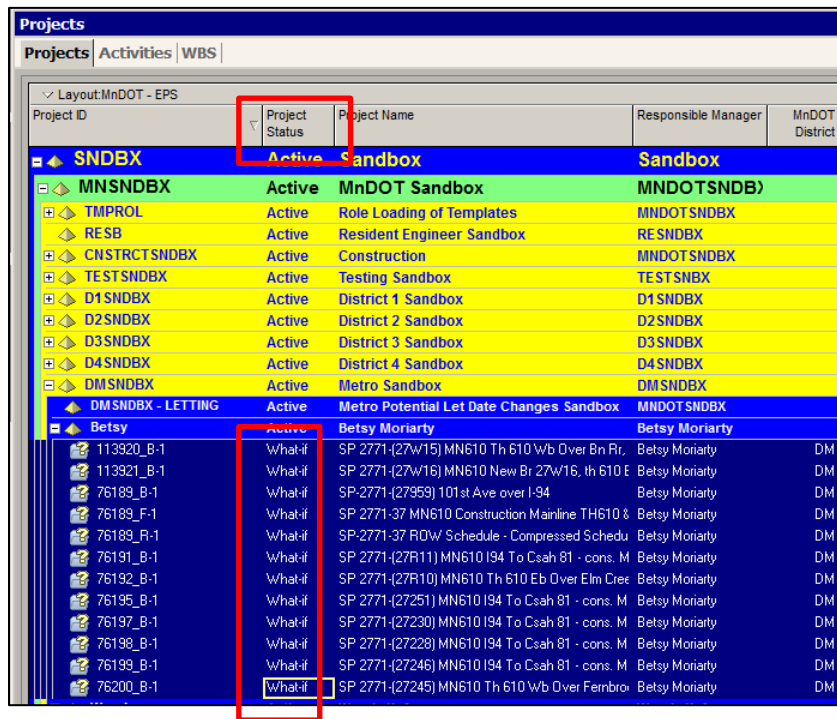
Responsible Manager is now updated at the project level as seen below.



- In confirmation window, when changing the Responsible Manager, SSC will click "Yes" to assigning Responsible Manager to WBS elements within the specific schedules. (ONLY in the WBS window).



- SSC will set the P6 Project Status to What-if inside the sandboxes:
Reminder: Schedules must be open to change the project status.



Note: What-if Schedules will be housed in the Sandbox nodes only, not in the live EPS.

- SSC will confirm the correct Responsible Manager is assigned at the Project Level within the Projects Window.

Project ID	Project Status	Project Name	Responsible Manager	MnDOT District
SNDBX	Active	Sandbox	Sandbox	
MNSNDBX	Active	MnDOT Sandbox	MNDOTSNDBX	
TMPROL	Active	Role Loading of Templates	MNDOTSNDBX	
RESB	Active	Resident Engineer Sandbox	RESNDBX	
CNSTRCTSNDBX	Active	Construction	MNDOTSNDBX	
TESTSNDBX	Active	Testing Sandbox	TESTSNBX	
D1SNDBX	Active	District 1 Sandbox	D1SNDBX	
D2SNDBX	Active	District 2 Sandbox	D2SNDBX	
D3SNDBX	Active	District 3 Sandbox	D3SNDBX	
D4SNDBX	Active	District 4 Sandbox	D4SNDBX	
DMSNDBX	Active	Metro Sandbox	DMSNDBX	
DMSNDBX - LETTING	Active	Metro Potential Let Date Changes Sandbox	MNDOTSNDBX	
Betsy	Active	Betsy Moriarty	Betsy Moriarty	
113920_B-1	What-if	SP 2771-(27w15) MN610 Th 610 Wb Over Bn Rr	Betsy Moriarty	DM
113921_B-1	What-if	SP 2771-(27w16) MN610 New Br 27w16, th 610	Betsy Moriarty	DM
76189_B-1	What-if	SP-2771-(27959) 101st Ave over I-94	Betsy Moriarty	DM
76189_F-1	What-if	SP 2771-37 MN610 Construction Mainline TH610	Betsy Moriarty	DM
76189_R-1	What-if	SP-2771-37 ROW Schedule - Compressed Sched	Betsy Moriarty	DM
76191_B-1	What-if	SP 2771-(27R11) MN610 I94 To Cсах 81 - cons. M	Betsy Moriarty	DM
76192_B-1	What-if	SP 2771-(27R10) MN610 Th 610 Eb Over Elm Cree	Betsy Moriarty	DM
76195_B-1	What-if	SP 2771-(27251) MN610 I94 To Cсах 81 - cons. M	Betsy Moriarty	DM
76197_B-1	What-if	SP 2771-(27230) MN610 I94 To Cсах 81 - cons. M	Betsy Moriarty	DM
76198_B-1	What-if	SP 2771-(27228) MN610 I94 To Cсах 81 - cons. M	Betsy Moriarty	DM
76199_B-1	What-if	SP 2771-(27246) MN610 I94 To Cсах 81 - cons. M	Betsy Moriarty	DM
76200_B-1	What-if	SP 2771-(27245) MN610 Th 610 Wb Over Fernbro	Betsy Moriarty	DM
Wendy	Active	Wendy Kufner	Wendy Kufner	

Note: Responsible Manager for individual preconstruction schedules should match the Responsible Manager for the EPS Node for the sandbox.

- SSC will confirm the correct Responsible Manager is assigned to each WBS Node for the entire schedule within the WBS Window:

WBS Code	WBS Name	Responsible Manager
76189_F-1	SP 2771-37 MN610 Construction Mainline TH610 & Interchanges from I94 to Cсах 81	Betsy Moriarty
76189_F-1.1	Milestones	Betsy Moriarty
76189_F-1.1.1	KPI Milestones	Betsy Moriarty
76189_F-1.2	Project Management	Betsy Moriarty
76189_F-1.2.1	Initial Design Project Baseline	Betsy Moriarty
76189_F-1.2.1.5	Initial Schedule-1	Betsy Moriarty
76189_F-1.2.1.1	Initial Scope	Betsy Moriarty
76189_F-1.2.1.2	Initial Schedule	Betsy Moriarty
76189_F-1.2.1.3	Initial Base Estimate	Betsy Moriarty
76189_F-1.2.1.4	Initial Project Management Plan	Betsy Moriarty
76189_F-1.2.1.4.1	Quality Management Plan	Betsy Moriarty
76189_F-1.2.1.4.2	Project Team Organization Plan	Betsy Moriarty
76189_F-1.2.1.4.3	Communications Plan	Betsy Moriarty
76189_F-1.2.1.4.4	Risk Management Plan	Betsy Moriarty
76189_F-1.2.1.4.5	Change Management Plan	Betsy Moriarty
76189_F-1.2.1.4.6	Dispute Resolution Process	Betsy Moriarty
76189_F-1.2.2	Final Design Project Baseline	Betsy Moriarty
76189_F-1.2.2.1	Final Scope	Betsy Moriarty
76189_F-1.2.2.3	Final Baseline Estimate	Betsy Moriarty
76189_F-1.2.2.4	Final Project Management Plan	Betsy Moriarty
76189_F-1.2.2.4.7	Financial Plan	Betsy Moriarty
76189_F-1.2.3	Ongoing Project Management	Betsy Moriarty
76189_F-1.2.4	Transportation Management Plan (TMP)	Betsy Moriarty
76189_F-1.2.5	Public Involvement Template	Betsy Moriarty
76189_F-1.3	Environmental	Betsy Moriarty

Note: The entire WBS must be expanded for the project schedule during this review.

4.7 WHAT-IF SCHEDULE MOVES TO LIVE EPS

The process required to restore schedules from the Sandbox to the MnDOT Active Project node in the Enterprise without losing critical data and project level settings:

1. SSC will contact Administration to backup both the Production schedules and Sandbox schedules once the sandbox schedule is ready to move to the active project node in the Enterprise. This is required so Admin can restore the projects from the backup if issues occur through the transfer process. The P6 Project Status for the production schedule in the active project node will remain “Active” through this entire process.
2. Admin will create a backup of the production and sandbox schedules in the Admin sandbox and inform SSC that the backups have been made.
3. SSC will capture the current activity progress including activities with actual start dates, remaining duration & physical percent complete of started activities, actual finish dates of completed activities.

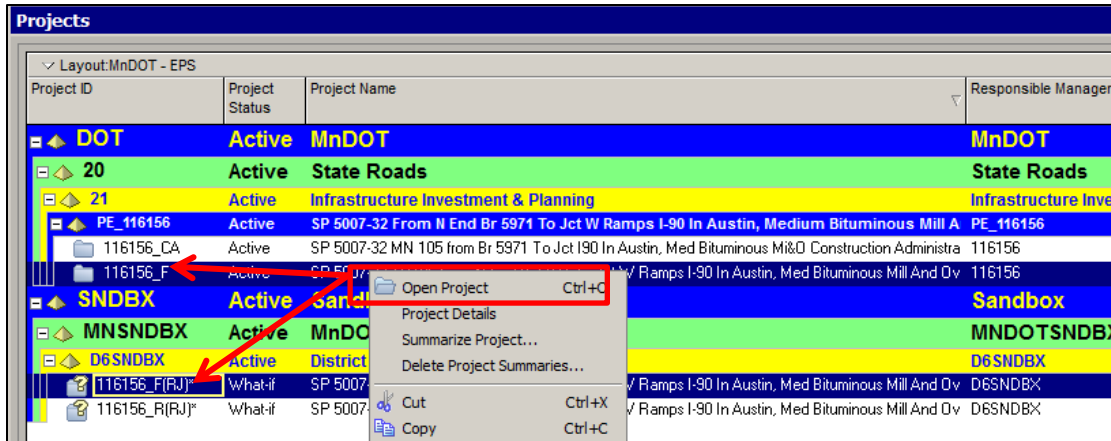
This progress will need to be incorporated into the sandbox schedule prior to moving the schedule to the active project node.

SSC is responsible for selecting the method for transferring schedule information.

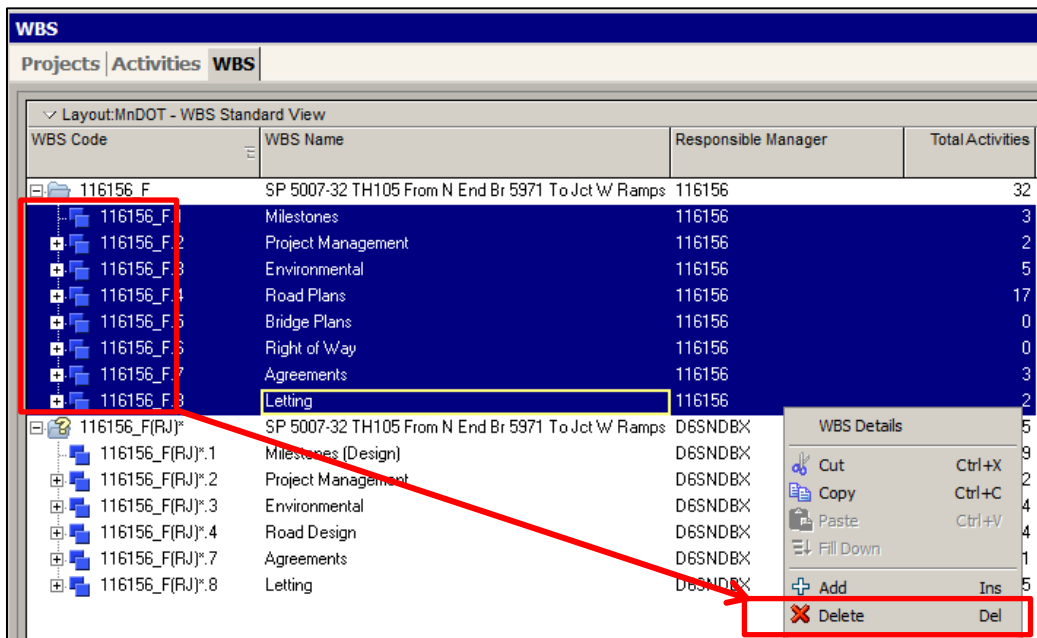
- a. Transfer can be done at the WBS level with all schedule modules open: requires minimum administrative guidance. See WBS Level Schedule Module Transfer below.
 - b. Transfer can be done at the Project level: requires administrative schedule audit & coordination with SSC See Project Level Schedule Module Transfer below.
4. The project and all modules will require a re-baseline capture and assignment with reference to the schedule maintenance re-baseline process ([Section 4.5](#)) if the projects are currently Baselined.

WBS Level Schedule Module Transfer

1. SSC will create a user filter to display only the projects being transferred. If multiple modules are being transferred, the filter must incorporate all modules.
2. SSC will highlight and open both the Sandbox projects and the live projects.
 - a. In the case below, there is a new Right-of-Way schedule. Admin will need to be contacted to audit the schedule settings prior to being moved up. See “Project Level Schedule Module Transfer” below for further detail.



3. SSC will open the WBS window
 - a. CTRL+Select and highlight all of the Level 2 WBS Nodes which are going to be replaced.
 - b. Right-Click and choose “Delete” – MAKE SURE ALL ACTIVITY PROGRESS IS CAPTURED PRIOR TO DELETING WBS



4. SSC will cut and paste the Sandbox WBS nodes into the Live Project Schedule and Fill Down the Responsible Manager

Layout:MnDOT - WBS Standard View				
WBS Code	WBS Name	Responsible Manager	Total Activities	
116156_F LIVE	SP 5007-32 TH105 From N End Br 5971 To Jct W Ramps	116156	145	
116156_F LIVE.1	Milestones (Design)	116156	9	
116156_F LIVE.2	Project Management	116156	2	
116156_F LIVE.3	Environmental	116156	44	
116156_F LIVE.4	Road Design	116156	54	
116156_F LIVE.7	Agreements	116156	11	
116156_F LIVE.8	Letting	116156	25	

- SSC will confirm that all activity data (including ids, roles, logic, and progress) have transferred accurately to the Production schedule.
- SSC must obtain PM buy-in for the new schedule and re-baseline the project. (See [Section 4.5](#))

Project Level Schedule Module Transfer

- SSC will add the suffix “-DELETE” to the Project IDs of all modules of the schedule to be deleted in the live EPS.
- SSC will add the suffix “-ACTIVE: to the Project IDs of all the modules of the schedule to be moved from the sandbox to the live EPS.
- SSC will send an email to the Admin staff requesting the change be made as follows:

Please Delete: 123456_F-DELETE, 123456_B-DELETE, 123456_R-DELETE from the Live EPS and replace with 123456_F-ACTIVE, 123456_B-ACTIVE, and 123456_R-ACTIVE from the District 6 Sandbox.

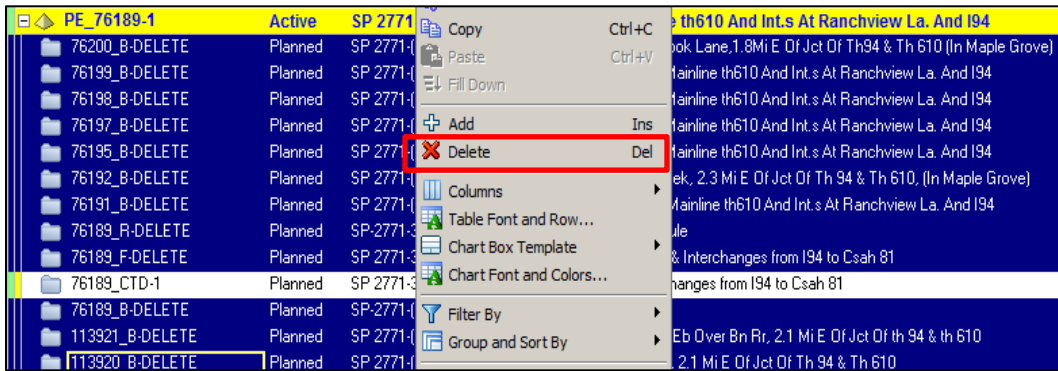
NOTE: All Schedule Modules *MUST* be moved as one schedule in order to retain inter-schedule logic for the modular projects.

- Admin will filter out ALL projects in the EPS except for the SP that will be moved from the Sandbox to the Live EPS

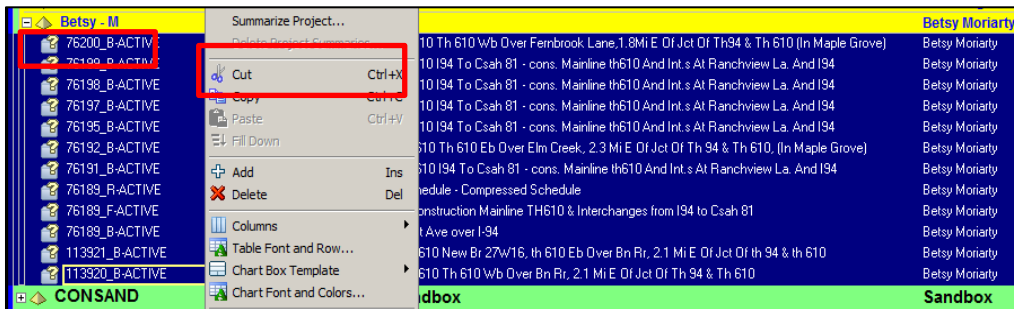
Note: Filter by MnDOT PUMA Prime SP is equal to XXXX-XXX.

- Admin will open P6 Web production and confirm project settings & coding for What-if schedules according to [PD-10-01 Schedule Creation and Baselineing Process](#) sections: 3.2.7.d, 3.2.7.e, 3.2.7.f, 3.2.7.g

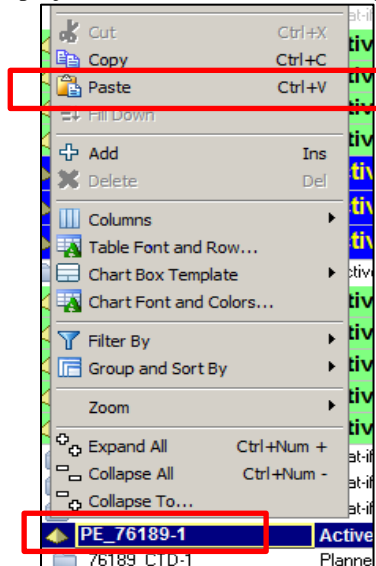
- Admin will select & delete all pertinent project schedule modules (_F, _B, _R) from the respective live EPS Node:



- Admin will select & cut all pertinent project schedule modules (_F, _B, _R) from the respective sandbox EPS Node:



- Admin will select & paste project schedule modules to the appropriate live EPS Node:



- Admin will delete "-ACTIVE" from the suffix of the individual schedules copied to the Live EPS
- Admin will open ALL newly pasted schedules in the live EPS.(open the WBS window; collapse to the project level, and display the Responsible Manager column)

- Admin will update the Responsible Manager to the corresponding live EPS PUMA Element on all schedule modules:

WBS Code	WBS Name	Responsible Manager
76189_CTD	SP 2771-37 Construction Mainline TH610 & Interchanges from I94 to Cсах 81	76189
76189_CC	SP 2771-37 Construction Mainline TH610 & Interchanges from I94 to Cсах 81 Construction Control	76189
76189_F	SP 2771-37 MN610 Construction Mainline TH610 & Interchanges from I94 to Cсах 81	76189
76189_R	SP-2771-37 ROW Schedule - Compressed Schedule	76189
76197_B	SP 2771-(27228) MN610 I94 To Cсах 81 - cons. Mainline th610 And Int.s At Ranchview La. And I94	76189
76200_B	SP 2771-(27245) MN610 Th 610 Wb Over Fernbrook Lane,1.8Mi E Of Jct Of Th94 & Th 610 (In Maple Grove)	76189
76199_B	SP 2771-(27246) MN610 I94 To Cсах 81 - cons. Mainline th610 And Int.s At Ranchview La. And I94	76189
76195_B	SP 2771-(27251) MN610 I94 To Cсах 81 - cons. Mainline th610 And Int.s At Ranchview La. And I94	76189
113920_B	SP 2771-(27w15) MN610 Th 610 Wb Over Bn Fr, 2.1 Mi E Of Jct Of Th 94 & Th 610	76189
113921_B	SP 2771-(27w16) MN610 New Br 27w16, th 610 Eb Over Bn Fr, 2.1 Mi E Of Jct Of th 94 & th 610	76189
76192_B	SP 2771-(27R10) MN610 Th 610 Eb Over Elm Creek, 2.3 Mi E Of Jct Of Th 94 & Th 610, (In Maple Grove)	76189
76191_B	SP 2771-(27R11) MN610 I94 To Cсах 81 - cons. Mainline th610 And Int.s At Ranchview La. And I94	76189
76189_B	SP-2771-(27959) 101st Ave over I-94	76189

Note: the Responsible Manager will match the Project ID for the design schedule.

Project ID	Project Status	Project Name	Responsible Manager
DOT	Active	MnDOT	MnDOT
20	Active	State Roads	State Ro
21	Active	Infrastructure Investment & Planning	Infrastruct
PE_76189	Active	SP 2771-37 I94 To Cсах 81 - cons. Mainline th610 And Int.s At Ranchview La. And I94	PE_76189
76200_B	Active	SP 2771-(27245) MN610 Th 610 Wb Over Fernbrook Lane,1.8Mi E Of Jct Of Th94 & Th 610 (In Maple Grove)	76189
76199_B	Active	SP 2771-(27246) MN610 I94 To Cсах 81 - cons. Mainline th610 And Int.s At Ranchview La. And I94	76189
76198_B	Active	SP 2771-(27228) MN610 I94 To Cсах 81 - cons. Mainline th610 And Int.s At Ranchview La. And I94	76189
76197_B	Active	SP 2771-(27230) MN610 I94 To Cсах 81 - cons. Mainline th610 And Int.s At Ranchview La. And I94	76189
76195_B	Active	SP 2771-(27251) MN610 I94 To Cсах 81 - cons. Mainline th610 And Int.s At Ranchview La. And I94	76189
76192_B	Active	SP 2771-(27R10) MN610 Th 610 Eb Over Elm Creek, 2.3 Mi E Of Jct Of Th 94 & Th 610, (In Maple Grove)	76189
76191_B	Active	SP 2771-(27R11) MN610 I94 To Cсах 81 - cons. Mainline th610 And Int.s At Ranchview La. And I94	76189
76189_R	Inactive	SP-2771-37 ROW Schedule - Compressed Schedule	76189
76189_F	Active	SP 2771-37 MN610 Construction Mainline TH610 & Interchanges from I94 to Cсах 81	76189
76189_CTD	Active	SP 2771-37 Construction Mainline TH610 & Interchanges from I94 to Cсах 81	76189
76189_CC	Active	SP 2771-37 Construction Mainline TH610 & Interchanges from I94 to Cсах 81 Construction Control	76189
76189_B	Active	SP-2771-(27959) 101st Ave over I-94	76189
113921_B	Active	SP 2771-(27w16) MN610 New Br 27w16, th 610 Eb Over Bn Fr, 2.1 Mi E Of Jct Of th 94 & th 610	76189
113920_B	Active	SP 2771-(27w15) MN610 Th 610 Wb Over Bn Fr, 2.1 Mi E Of Jct Of Th 94 & Th 610	76189

Note: Responsible Managers is now updated in the project window as seen above.

- Set the P6 Project Status to Active inside the live EPS:

Project ID	Project Status	Project Name	Responsible Manager
DOT	Active	MnDOT	MnDOT
20	Active	State Roads	State Ro
21	Active	Infrastructure Investment & Planning	Infrastruct
PE_76189	Active	SP 2771-37 I94 To Cсах 81 - cons. Mainline th610 And Int.s At Ranchview La. And I94	PE_76189
76200_B	Active	SP 2771-(27245) MN610 Th 610 Wb Over Fernbrook Lane,1.8Mi E Of Jct Of Th94 & Th 610 (In Maple Grove)	76189
76199_B	Active	SP 2771-(27246) MN610 I94 To Cсах 81 - cons. Mainline th610 And Int.s At Ranchview La. And I94	76189
76198_B	Active	SP 2771-(27228) MN610 I94 To Cсах 81 - cons. Mainline th610 And Int.s At Ranchview La. And I94	76189
76197_B	Active	SP 2771-(27230) MN610 I94 To Cсах 81 - cons. Mainline th610 And Int.s At Ranchview La. And I94	76189
76195_B	Active	SP 2771-(27251) MN610 I94 To Cсах 81 - cons. Mainline th610 And Int.s At Ranchview La. And I94	76189
76192_B	Active	SP 2771-(27R10) MN610 Th 610 Eb Over Elm Creek, 2.3 Mi E Of Jct Of Th 94 & Th 610, (In Maple Grove)	76189
76191_B	Active	SP 2771-(27R11) MN610 I94 To Cсах 81 - cons. Mainline th610 And Int.s At Ranchview La. And I94	76189
76189_R	Inactive	SP-2771-37 ROW Schedule - Compressed Schedule	76189
76189_F	Active	SP 2771-37 MN610 Construction Mainline TH610 & Interchanges from I94 to Cсах 81	76189
76189_CTD	Active	SP 2771-37 Construction Mainline TH610 & Interchanges from I94 to Cсах 81	76189
76189_CC	Active	SP 2771-37 Construction Mainline TH610 & Interchanges from I94 to Cсах 81 Construction Control	76189
76189_B	Active	SP-2771-(27959) 101st Ave over I-94	76189
113921_B	Active	SP 2771-(27w16) MN610 New Br 27w16, th 610 Eb Over Bn Fr, 2.1 Mi E Of Jct Of th 94 & th 610	76189
113920_B	Active	SP 2771-(27w15) MN610 Th 610 Wb Over Bn Fr, 2.1 Mi E Of Jct Of Th 94 & Th 610	76189

Reminder: Schedules must be open to change the project status.

Select hyperlink to return to the maintenance guidance sections for: [PM](#), [SSC](#), [Admin](#), [Activity Owner Functional Group](#)

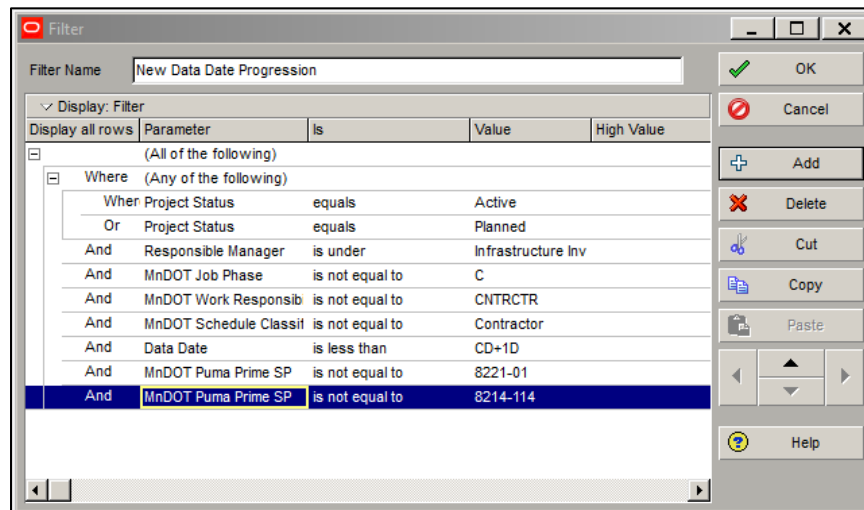
5.0 PROCESS DETAILS FOR ADMIN

This section provides details on how the tasks summarized in [Section 2](#) are completed to maintain a P6 schedule.

5.1 MOVING THE DATA DATE

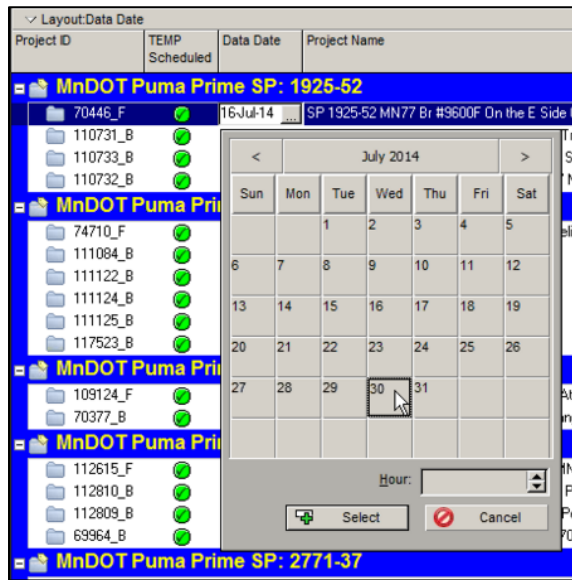
Admin will move the data date at 5 PM on Timesheet Tuesday. If the data date is to be moved more frequently, please notify the Admin.

1. MnDOT update frequency for the Data Date occurs every other Tuesday after 5pm. Data Date updates are done Enterprise wide simultaneously.
2. Open up Project layout “New Data Date Move”
3. Open up Filter: New Data Date Progression with the following values:



4. Admin progresses the data date on all projects currently in the P6 system with the following criteria:
 - a. P6 Project Status (Projects Window “General” Tab): Active; Planned
 - b. Project ID Contains: #####_B (Bridge), #####_R (Right-of-way), #####_S (Scoping), #####_P (Preliminary Design), #####_F (Final Design)
 - c. Job Phase is not equal to construction
 - d. Work Responsibility is not equal to contractor
 - e. Schedule Classification is not equal to contractor

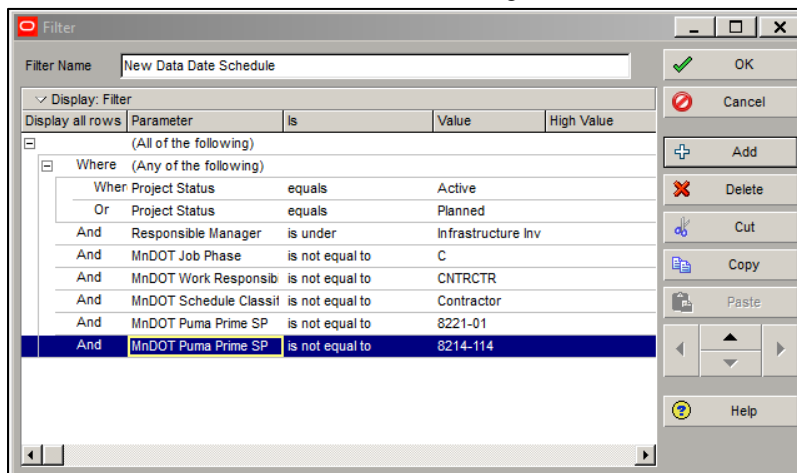
- Change the Data Date in the P6 column “Data Date” within the projects window



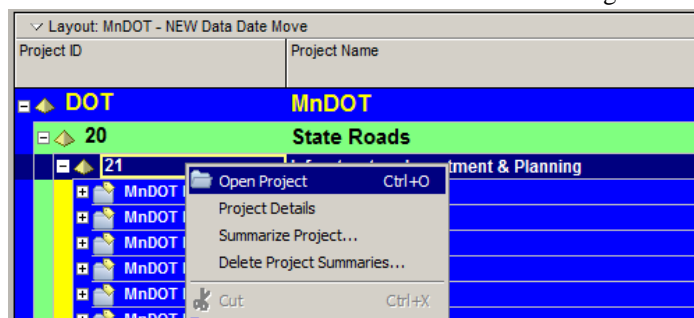
- Fill down the new data date by highlighting all of the projects and right clicking on the last activity “Data Date” column. Select “Fill Down”. **THIS CANNOT BE UNDONE.**

Note: Admin recommends using the web to perform this task

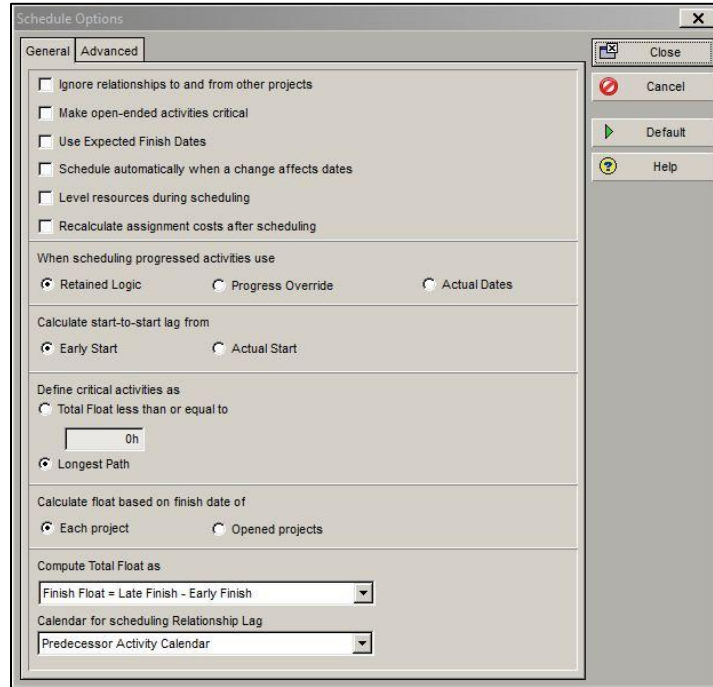
- Open up Filter: New Data Date Schedule with the following values:



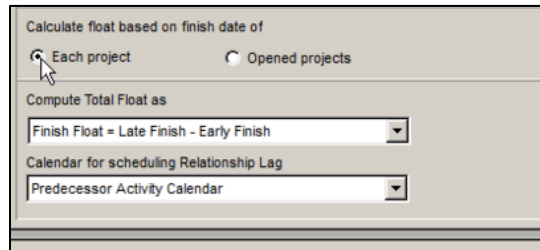
- Open ALL Projects under Node 21: Infrastructure Investment & Planning



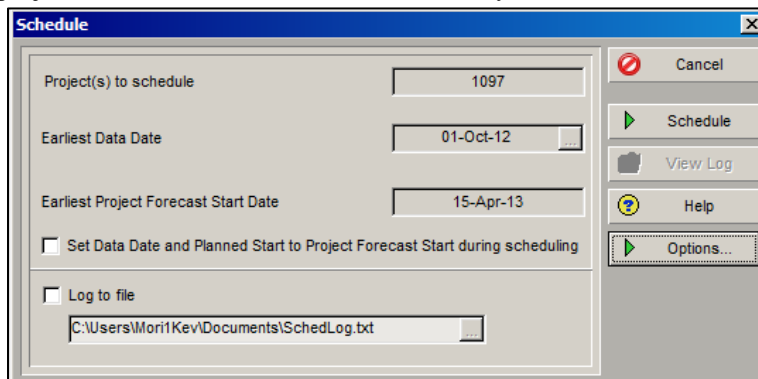
9. F9 the project to open “Schedule” window
 - a. Select “Options”
 - b. Verify Schedule setting options

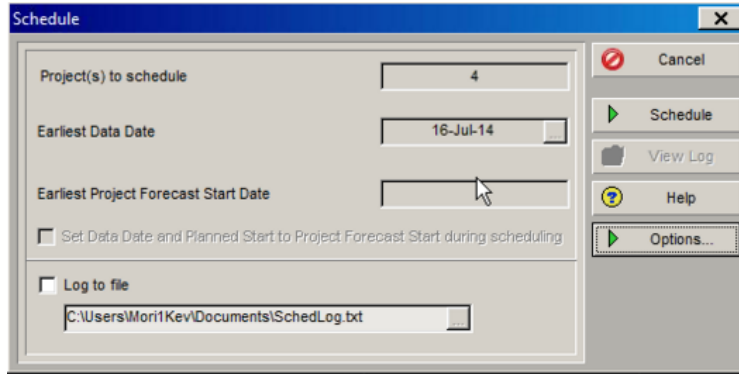


10. F9 and select “Options” to verify Float is based on the finish date of “EACH Project”



11. Schedule all projects with the new Data Date simultaneously





Select hyperlink to return to the maintenance guidance sections for: [PM](#), [SSC](#), [Admin](#), [Activity Owner](#), [Functional Group](#)

5.2 GENERATING GLOBAL REPORTS

Global Reports will be generated by Admin in conformance with the [OP-00-17 Report Generation Schedule](#) and [Report Dates](#).

Data required to generate Global Reports will be extracted from P6 following the Data Date move and prior to 8 AM on the Wednesday following timesheet Tuesday.

Global Reports (Program Review, Functional Group, Project Management, and Owner) are posted on the [Project Management site](#) on iHUB.

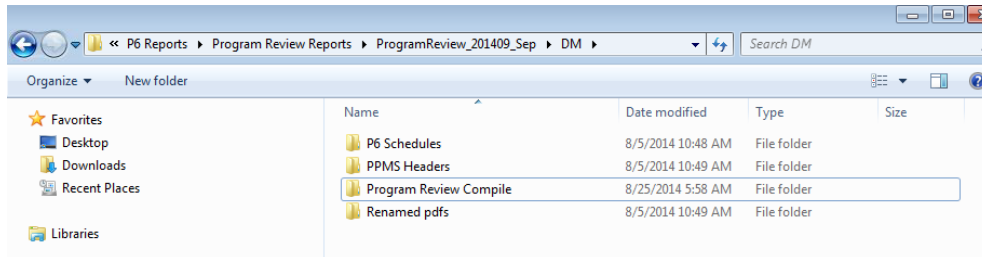
See RD-00-13_Reports_Layouts User Guide.docx for information on global reports and [RD-00-12 Reports Layouts Dictionary.xlsx](#) for report filters.

Admin will complete the following processes to generate Global Reports:

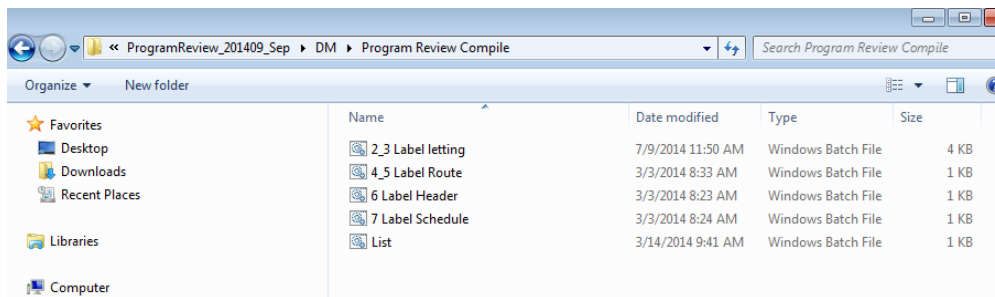
- A. **Program Review Reports:** A Program Review Report is a collection of reports for multiple projects in a single district. For each report, there are two sets of data that are needed: (1) PPMS Header information and (2) P6 schedule data.

Program review report content, including projects selected and schedule data provided, is tailored to the respective district needs. Generating program review reports will require multiple preformatted Excel spreadsheets. The District spreadsheets are located at: [N:\OPMTS Project Management\Project Management Unit\P6 Implementation\Reports\P6 Reports\Program Review Reports](#).

1. Create a new set of folders on the N drive. N:\OPMTS Project Management\Project Management Unit\P6 Implementation\Reports\P6 Reports\Program Review Reports*Year-Month** District*. In each district folder, create four folders: P6 Schedules, PPMS Headers, Program Review Compile, and Re-named pdfs.



2. Copy the windows batch files from the previous Program Review Compile file and paste them into the current folder.

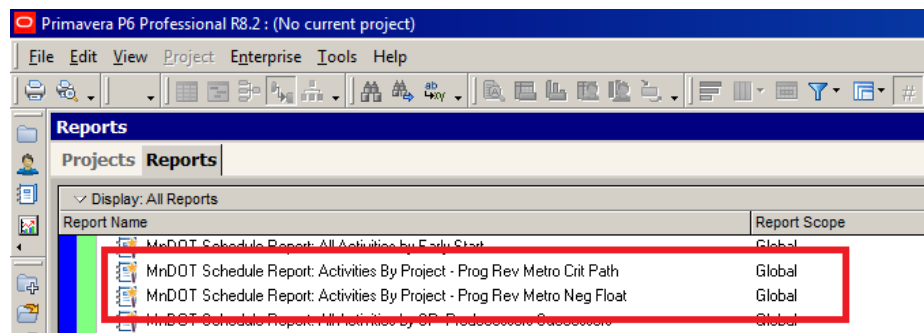


3. SSC works with each district to compile the list of projects needed for the specific program review report and provides the list to Admin.

Extracting and preparing the P6 schedule data:

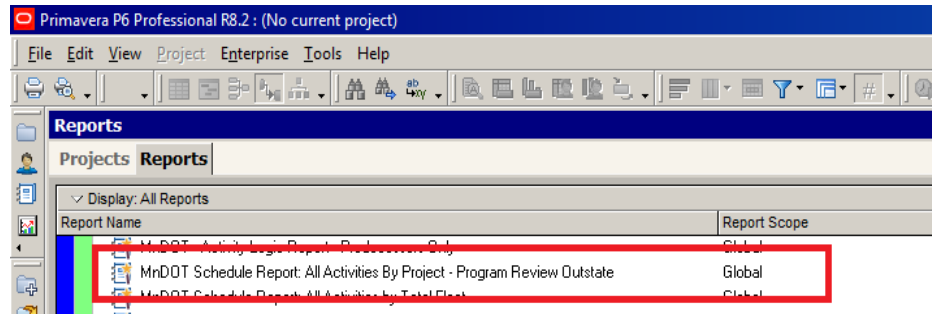
4. Simultaneously open all of the schedules from a district’s list of projects using the Project Layout titled *MnDOT - Report Generation*.
5. Generate the following reports:
 - a. Metro Program Review Reports
 Program Review Reports for the Metro District are grouped into two categories:
 - negative total float
 - critical path (positive float)

To generate the two report categories, the respective schedules are then opened by the criteria the project meets.

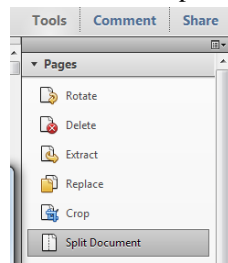


b. Outstate Program Review Reports

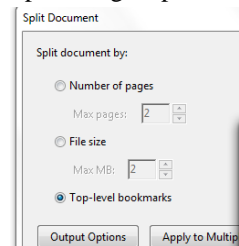
Program Review Reports for the Outstate Districts are run by all activities



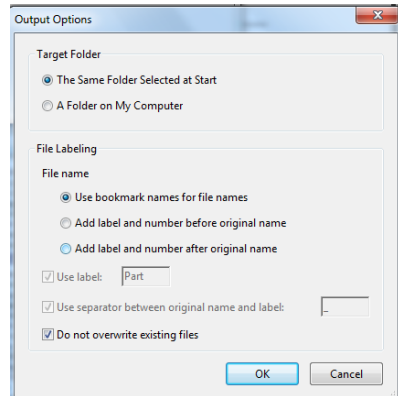
6. One report is created per district encompassing all of the schedules in the criteria and each report is saved as a pdf at N:\OPMTS Project Management\Project Management Unit\P6 Implementation\Reports\P6 Reports\Program Review Reports*Year-Month**District*.
7. Open the pdf and add bookmarks the first page of each project. A single project is defined as one or more modules under a single PUMA Prime SP. Each bookmark is named with the PUMA Prime SP.
8. Separate each project schedule into individual pdfs using the Split Document tool in Adobe.
 - a. Go to Tools – Split Document



b. Split using Top-level bookmarks



- c. Select “Use bookmark names as file names” and select target folder as “a folder on my computer”



- d. Save the files into the folder named “PPMS Headers”

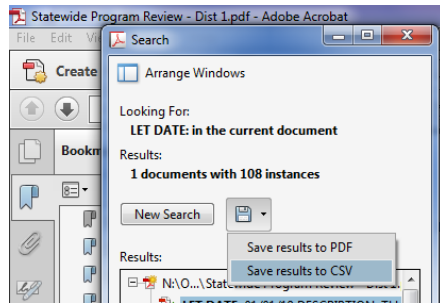
Extracting and preparing the PPMS header data:

9. Admin requests the current PPMS header information from the PPMS coordinator for each of the projects. The PPMS coordinator provides a pdf for each district that is bookmarked by PUMA Prime SP (similar to the P6 pdf created above).
10. Split the document as in step 7.

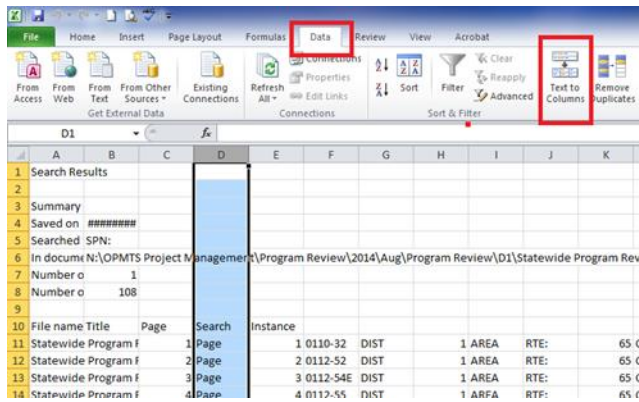
Reformatting the PPMS header data and the P6 schedule data:

11. In order to create a compiled program review report, the pdf names need to be reformatted to align with the order that the individual district has requested (either by let date or route number). Admin starts this process by producing two CSV files for each district one for SP and one for Route or Let Date (depending on the district’s requested sort order).

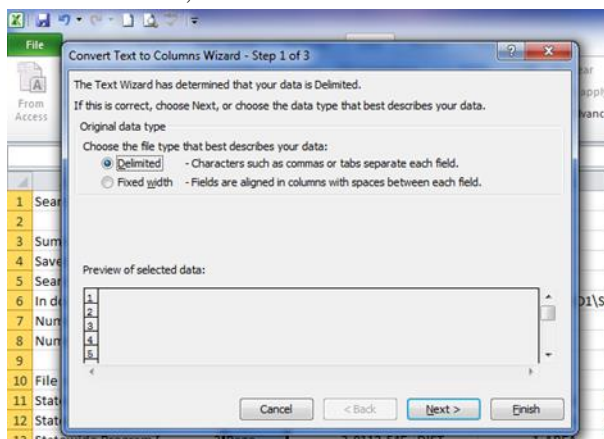
- Open the pdf from the PPMS coordinator, select edit, then advanced search, then type in the search criteria (either SP, Let Date, or Route Number). After the search is complete, select the disk icon (for save) and select CSV on the dropdown menu to save results. The file should just be named “SP”, “Let Date”, or “Route Number”.



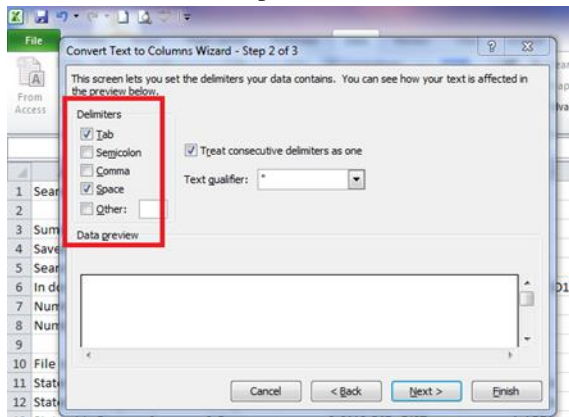
- Convert the text in the CSV files into columns. Open each CSV file in Excel, select column D, select Data at the top of the screen and then Text to Columns.



- Select Delimited, then Next.

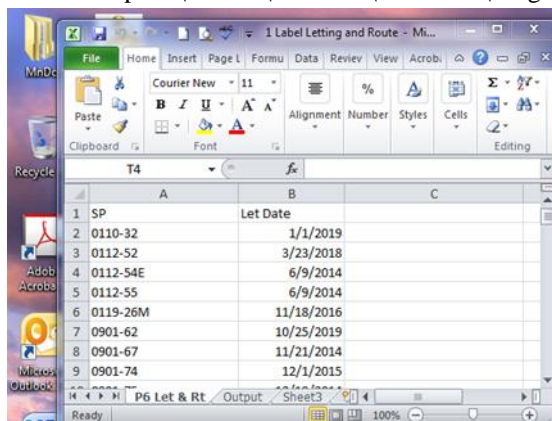


15. Confirm that Tab and Space are selected. Then select Finish.

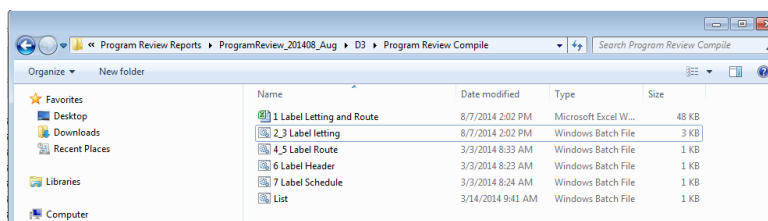


16. Now that the columns are formatted, match the SP with the letting date or route number. The page number column in both files refers to the same project. A matched list can be created in Excel by:
- Sorting both spreadsheets by page number
 - Placing the page number and SP columns (from the SP spreadsheet) next to the page number and let date/route number columns (from the let date/route number spreadsheet)
 - Verifying that the page number matches
 - Deleting out the page number columns

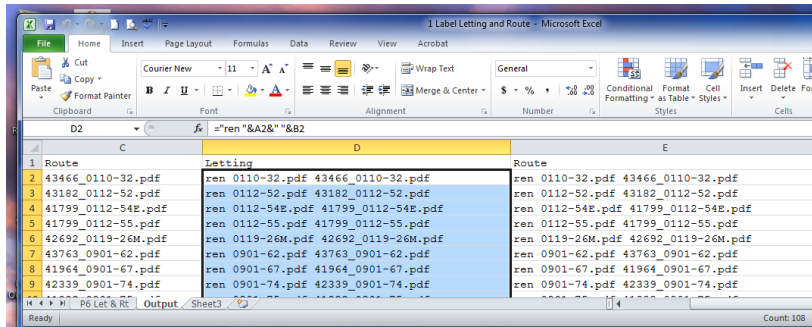
17. Open the Excel Worksheet titled “Label Let Date and Route” and paste the SP and let date/route number columns into the worksheet named “P6 Let & Rt.”. Spreadsheet is located at N:\OPMTS Project Management\Project Management Unit\P6 Implementation\Reports\P6 Reports\Program Review Reports*Year**Month**District*\Program Review Compile.



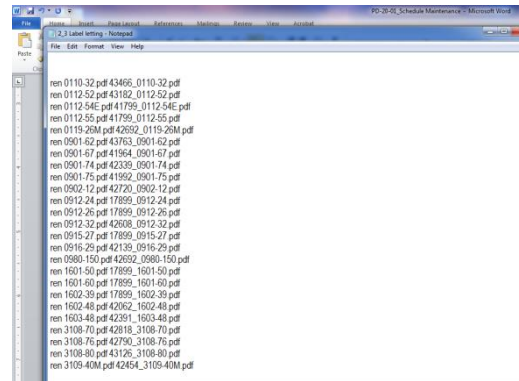
18. Step 15 generated a list of data in the “Output” worksheet of the Excel workbook. Enter this data into a series of Batch Files.



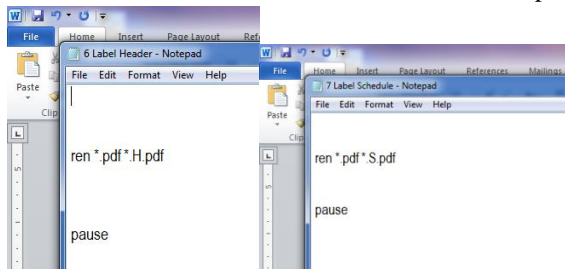
Copy the Letting or Route column from the “Output” worksheet.



Right click on the batch file named “2_3 Label Letting” or “4_5 Label Route” and select Edit. Paste the copied data into the batch file (if there is already data in the file delete it before pasting in the new data).



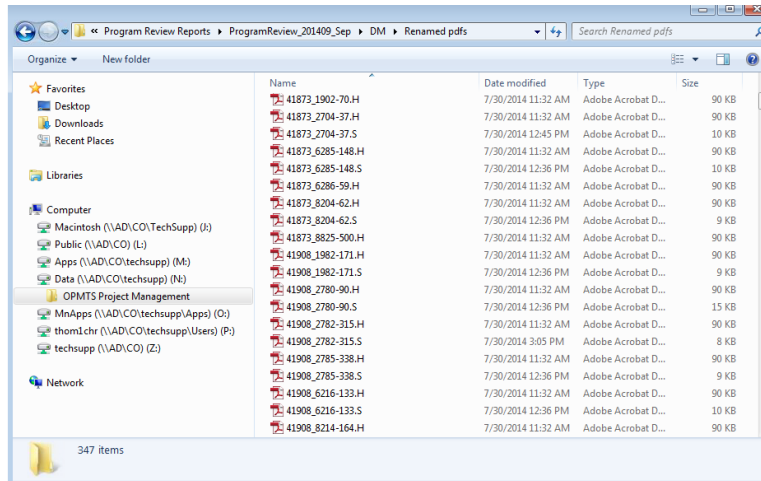
19. Copy either the 2_3 Label Letting or 4_5 Label Route batch file, and paste it into the PPMS Header file and the P6 Schedule file. This will rename the pdfs in those files so they sort in the correct order.



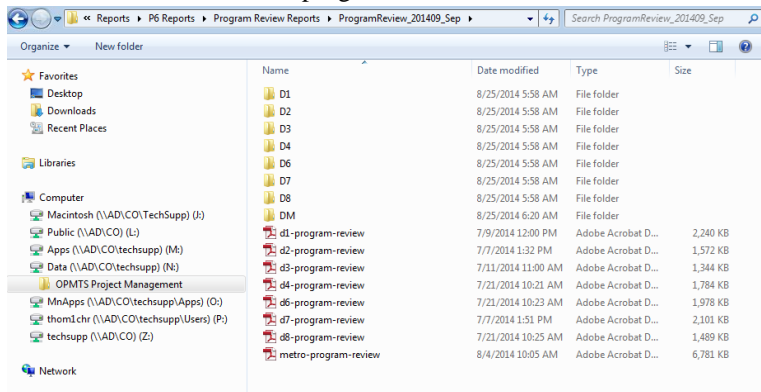
20. Copy the 6 Label Header batch file into the PPMS Header file. This will give all of the pdfs an “H” suffix.

21. Copy the 7 Label Schedule batch file into the P6 Schedule file. This will give all of the pdfs an “S” suffix.

22. Cut and paste all of the pdfs from the PPMS Header file and the P6 Schedule file into the Renamed pdfs folder. When sorted in name order, the pdfs should sort by let date or route number with the header first and the P6 schedule second for each prime SP.



23. Use the Combine Files feature in Adobe to combine the PDF headers and schedules into one large pdf and save as *districtname*-program-review.



24. Confirm that all headers have a schedule and all headers and schedules are in order by let date or route number. Any missing schedules should be listed on the cover page of the report.

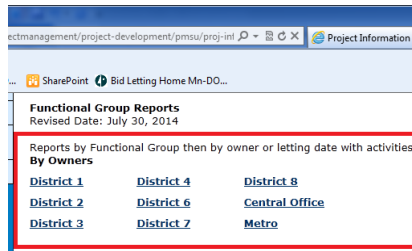
Adobe Advanced Find function is an easy way to get a list of route numbers or let dates in order and into a *.csv file for review. Use Excel and the “Text to Column” function to get the let date or route number and page number in a column and verify the order presented in the PDF. Check that they are listed ascending chronologically or numerically.

25. The pdf is then labeled with program review header information, page number, and the date the pdf was created.
26. The program review report is then quality checked by the SSC for the district.
27. Admin will correct the reports and post the final program review reports on iHUB.

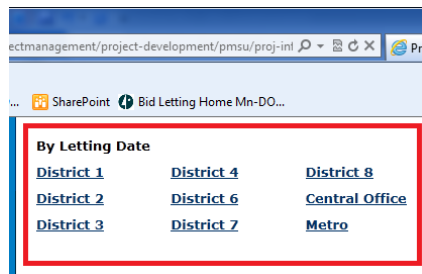
B. Functional Group Reports: District Functional Group reports are run by individual district. Central Office Functional Group reports are run on all districts simultaneously.

1. Open the Project Layout titled *MnDOT - Report Generation*

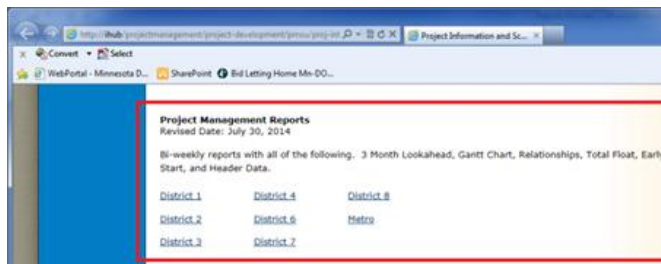
2. Open all of the project schedules for a single District or for the entire state if producing Central Office reports.
3. Generate the reports using the Activity Layouts detailed in [RD-00-12 Reports Layout Dictionary](#) and save as pdfs at N:\OPMTS Project Management\Project Management Unit\P6 Implementation\Reports\P6 Reports\Functional Group Reports*Year-Month**Date*.
 - a. **MnDOT - Funct Group Activity- Owner:** This report summarizes all of a functional group's activities in one report. This report is grouped by owner and has been identified for planning inside a functional group.



- b. **MnDOT - Funct Group Activity- Let Date:** This report summarizes all of a functional group's activities in one report. This report is grouped by letting similar to some districts program review reports.



4. Bookmark both reports by Functional Group.
 5. Post the Functional Group Reports to the [Project Management site](#) on iHUB.
- C. **Project Management Reports:** Project Management reports are run by district and are uploaded onto the [Project Management site](#) on iHUB. PMs and Functional Groups access the reports using an Excel spreadsheet that is also uploaded onto the website.



1. Open the Project Layout titled *MnDOT - Report Generation*.
 - a. Admin generates the reports using the layouts in RD-00-12_Reports Layout Dictionary and saves them at N:\OPMTS Project Management\Project Management Unit\P6 Implementation\Reports\P6 Reports\Project Manager Reports\PMReports_*Month*\PMReports_*Data Date*\p6-reports**District*

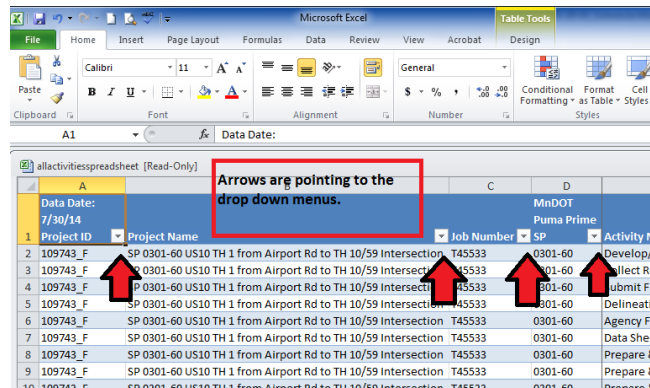
- i. Activity Tab Layouts (creates a single pdf of all projects page break by project)
 - MnDOT - Gantt Chart Layout,
 - MnDOT - 3 Month LA; TF < 60 D
 - MnDOT - Total Float Layout,
 - MnDOT - All Activities by Early Start.
 - ii. Reports Tab Layout - Relationships by WBS report
2. Bookmark each report by the Puma Prime SP (at page break) and separate them into individual pdf's using Adobe Split Document tool.
 3. Using the Project Layout titled *MnDOT - Report Generation* in P6, all active projects are copied and pasted into a spreadsheet.
 4. The pdfs are then compiled into a spreadsheet using a macro that pulls all the data for each specific project and drops it in the correct location for the user to see. This spreadsheet is saved at N:\OPMTS Project Management\Project Management Unit\P6 Implementation\Reports\P6 Reports\Project Manager Reports\PMReports_*Month*\PMReports_*Data Date\p6-reports

Project ID	Name	3 Month Lookahead < 60 Days of Float	Gantt Chart Layout	Relationships by WBS	All Activities by Total Float	All Activities by Early Start	PPMS Header	Lettering Data	Route	Pre-Design Project Manager	Final Design PM Manager
0301-60	0301-60	0301-60.pdf	0301-60 Gantt Chart.pdf	0301-60 Relationships.pdf	0301-60 Activities by TF.pdf	0301-60 Activities by ES.pdf	0301-60.pdf	11/21/2014	10	lunethr	lunethr
0301-63	0301-63	0301-63.pdf	0301-63 Gantt Chart.pdf	0301-63 Relationships.pdf	0301-63 Activities by TF.pdf	0301-63 Activities by ES.pdf	0301-63.pdf	1/27/2017	10	vandlor	kuhndan
0304-34	0304-34	0304-34.pdf	0304-34 Gantt Chart.pdf	0304-34 Relationships.pdf	0304-34 Activities by TF.pdf	0304-34 Activities by ES.pdf	0304-34.pdf	12/16/2016	59	bjeries	lunethr
0304-36	0304-36	0304-36.pdf	0304-36 Gantt Chart.pdf	0304-36 Relationships.pdf	0304-36 Activities by TF.pdf	0304-36 Activities by ES.pdf	0304-36.pdf	9/20/2014	59	lunethr	lunethr
0305-34	0305-34	0305-34.pdf	0305-34 Gantt Chart.pdf	0305-34 Relationships.pdf	0305-34 Activities by TF.pdf	0305-34 Activities by ES.pdf	0305-34.pdf	1/17/16/2016	59	paceitho	paceitho
0600-16	0600-16	0600-16.pdf	0600-16 Gantt Chart.pdf	0600-16 Relationships.pdf	0600-16 Activities by TF.pdf	0600-16 Activities by ES.pdf	0600-16.pdf	11/17/2016	28	paceitho	ceglbra
1401-173	1401-173	1401-173.pdf	1401-173 Gantt Chart.pdf	1401-173 Relationships.pdf	1401-173 Activities by TF.pdf	1401-173 Activities by ES.pdf	1401-173.pdf	1/27/2017	10	vandlor	bjeries
1402-19	1402-19	1402-19.pdf	1402-19 Gantt Chart.pdf	1402-19 Relationships.pdf	1402-19 Activities by TF.pdf	1402-19 Activities by ES.pdf	1402-19.pdf	3/24/2017	32	paceitho	paceitho
1404-77	1404-77	1404-77.pdf	1404-77 Gantt Chart.pdf	1404-77 Relationships.pdf	1404-77 Activities by TF.pdf	1404-77 Activities by ES.pdf	1404-77.pdf	2/27/2015	34	vandlor	vandlor
1406-66	1406-66	1406-66.pdf	1406-66 Gantt Chart.pdf	1406-66 Relationships.pdf	1406-66 Activities by TF.pdf	1406-66 Activities by ES.pdf	1406-66.pdf	9/25/2015	75	vandlor	vandlor
1406-71	1406-71	1406-71.pdf	1406-71 Gantt Chart.pdf	1406-71 Relationships.pdf	1406-71 Activities by TF.pdf	1406-71 Activities by ES.pdf	1406-71.pdf	12/15/2014	75	paceitho	paceitho
1480-161	1480-161	1480-161.pdf	1480-161 Gantt Chart.pdf	1480-161 Relationships.pdf	1480-161 Activities by TF.pdf	1480-161 Activities by ES.pdf	1480-161.pdf	11/21/2014			
1481-20668	1481-20668	1481-20668.pdf	1481-20668 Gantt Chart.pdf	1481-20668 Relationships.pdf	1481-20668 Activities by TF.pdf	1481-20668 Activities by ES.pdf	1481-20668.pdf	3/24/2017	94	kuhndan	kuhndan
2102-58	2102-58	2102-58.pdf	2102-58 Gantt Chart.pdf	2102-58 Relationships.pdf	2102-58 Activities by TF.pdf	2102-58 Activities by ES.pdf	2102-58.pdf	2/27/2015	29	ceglbra	ceglbra
2102-64	2102-64	2102-64.pdf	2102-64 Gantt Chart.pdf	2102-64 Relationships.pdf	2102-64 Activities by TF.pdf	2102-64 Activities by ES.pdf	2102-64.pdf	6/15/2014	29	bjeries	bjeries
2102-66	2102-66	2102-66.pdf	2102-66 Gantt Chart.pdf	2102-66 Relationships.pdf	2102-66 Activities by TF.pdf	2102-66 Activities by ES.pdf	2102-66.pdf	9/26/2014	29	ceglbra	ceglbra
2103-37	2103-37	2103-37.pdf	2103-37 Gantt Chart.pdf	2103-37 Relationships.pdf	2103-37 Activities by TF.pdf	2103-37 Activities by ES.pdf	2103-37.pdf				
2103-106	2103-106	2103-106.pdf	2103-106 Gantt Chart.pdf	2103-106 Relationships.pdf	2103-106 Activities by TF.pdf	2103-106 Activities by ES.pdf	2103-106.pdf	11/17/2017	94	vandlor	kuhndan
2601-19	2601-19	2601-19.pdf	2601-19 Gantt Chart.pdf	2601-19 Relationships.pdf	2601-19 Activities by TF.pdf	2601-19 Activities by ES.pdf	2601-19.pdf	11/17/2017	9	vandlor	vandlor
2613-18	2613-18	2613-18.pdf	2613-18 Gantt Chart.pdf	2613-18 Relationships.pdf	2613-18 Activities by TF.pdf	2613-18 Activities by ES.pdf	2613-18.pdf	11/20/2015	79	bjeries	bjeries
4402-19	4402-19	4402-19.pdf	4402-19 Gantt Chart.pdf	4402-19 Relationships.pdf	4402-19 Activities by TF.pdf	4402-19 Activities by ES.pdf	4402-19.pdf	12/16/2016	200	paceitho	paceitho
4404-13	4404-13	4404-13.pdf	4404-13 Gantt Chart.pdf	4404-13 Relationships.pdf	4404-13 Activities by TF.pdf	4404-13 Activities by ES.pdf	4404-13.pdf	7/23/2017	59	paceitho	paceitho
5622-16	5622-16	5622-16.pdf	5622-16 Gantt Chart.pdf	5622-16 Relationships.pdf	5622-16 Activities by TF.pdf	5622-16 Activities by ES.pdf	5622-16.pdf	2/23/2018	106	bauabtri	bauabtri
5680-130	5680-130	5680-130.pdf	5680-130 Gantt Chart.pdf	5680-130 Relationships.pdf	5680-130 Activities by TF.pdf	5680-130 Activities by ES.pdf	5680-130.pdf	10/26/2014	94	vandlor	vandlor
6103-32	6103-32	6103-32.pdf	6103-32 Gantt Chart.pdf	6103-32 Relationships.pdf	6103-32 Activities by TF.pdf	6103-32 Activities by ES.pdf	6103-32.pdf	10/17/2017	28	paceitho	paceitho
7502-29	7502-29	7502-29.pdf	7502-29 Gantt Chart.pdf	7502-29 Relationships.pdf	7502-29 Activities by TF.pdf	7502-29 Activities by ES.pdf	7502-29.pdf	9/27/2015	9	paceitho	ceglbra

Note: the PPMS Header data is not generated in P6. In the spreadsheet, a direct link to the PPMS report on the iHUB site is inserted for each project.

5. The Project Management Reports Excel Spreadsheet and the individual report pdfs are posted to the [Project Management site](#) on iHUB using a FTP software system. (Software and training for posting items onto the website using the FTP system must be provided by the MnDOT webteam)

D. **Owner Reports:** All Activities Spreadsheet – contains all activities statewide. This will require the preformatted Excel spreadsheet as the home for the data compiled located and named.



1. Admin opens the Project Layout titled *MnDOT - Report Generation*.
 2. Admin opens the all of the schedules for the state produced by the Layout.
 3. Admin generates the activity data fields using the layout detailed in RD-00-12_Reports Layout Dictionary.
 4. Layout 1- Reporting - MnDOT All Activities (needs to be made global)
 5. Admin copies all activity data and pastes the information into the Excel spreadsheet (preformatted for use).
 6. The All Activities Spreadsheet is posted to the [Project Management site](#) on ihub the file name is allactivitiesspreadsheet and then is posted thru the FTP system
- E. **Scoreboard Reports:** Admin will compile the data for the Scoreboard every Thursday morning. This will require the preformatted Excel spreadsheet as the home for the data compiled by district located at N:\OPMTS Project Management\Project Management Unit\P6 Implementation\Reports\P6 Reports\Scoreboard Reports\Scoreboard_*Month**Date*.

Layouts used for scoreboard reporting are in the [RD-00-12 Reports Layouts Dictionary](#).

1. Admin opens the Project Layout labelled **MnDOT - Report Generation-Scoreboard** producing the list of projects for the scoreboard calculations.
2. Admin opens the projects for each district and runs a district specific scoreboard.
3. Admin copies and pastes the projects from the Project Tab onto the preformatted spreadsheet in negative float order.
4. Scoping Criteria
 - a. Admin opens the Activities screen and uses the Activity Layout: **1- Reporting –Scoping**.
 - b. Admin copies and pastes all scoping activities from the activities screen and enters it into the spreadsheet.
 - c. Admin applies an activity level filter: **Complete** which is a global filter; copy and paste that information into the preformatted spreadsheet.
 - d. Admin unclicks the **Complete** activity filter and selects the **Not Complete** activity filter; copy and paste that information into the preformatted spreadsheet.

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5. Critical Activity Identifier (riding data date)
 - a. Admin apply the activity layout filter. Using the layout labeled **1-Critical Activities-Scoreboard**; copy and paste that information into the preformatted spreadsheet.
 - b. Admin sorts data by negative float. The activities will then fall under the project it is associated with.
6. Admin is tracking which projects have been baselined by district and FY. Admin selects layout labeled **MnDOT - Report Generation-Scoreboard-Base** from the project.
7. Admin copies and pastes the information from P6 into a spreadsheet.
8. The information is separated by district and put in letting date order

Select hyperlink to return to the maintenance guidance sections for: [PM](#), [SSC](#), [Admin](#), [Activity Owner Functional Group](#)

6.0 APPENDIX

The following information is further guidance, protocols, and reference materials for creating and baselining a schedule.

6.1 WRITTEN RECOVERY PLAN

NEGATIVE FLOAT RECOVERY PLAN



PRIME S.P. (ROUTE)
ELEMENT ID #

Date	Date of Recovery Plan
Amount of Negative Float	
Origin of Negative Float	What is the origin of the Negative Float? What functional areas or external partners/organizations are the origin and/or cause of the Negative Float? Are there multiple causes and multiple occurrences? List.
Recovery Options	The following recovery strategy will be used (use more than 1 if applicable): <input type="checkbox"/> Re-sequencing of work <input type="checkbox"/> Schedule Crashing <input type="checkbox"/> Allocating more internal resources <input type="checkbox"/> Adding Consultants <input type="checkbox"/> Change the Letting Date Current Letting Date: Proposed Letting Date:
Recovery Resolution & Justification	The following steps and actions are necessary to eliminate the negative float on this project:
Project Budget	Does the recovery plan impact project budget? <input type="checkbox"/> No <input type="checkbox"/> Yes, by If Yes, How much? Why? What is the additional source of funding?
Project Risk Register	Are there additional Risks with the Negative Float Recovery Plan?
Concurrence Checklist	The following groups need to concur with the recovery plan. Use N/A if not applicable. <div style="text-align: right;">Concurrence Date</div> <input type="checkbox"/> District Functional Groups <input type="checkbox"/> Bridge <input type="checkbox"/> Land Management <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Railroad <input type="checkbox"/> Technical Support <input type="checkbox"/> ADA

6.2 P6 SCHEDULE COMMENT AND CHANGE FORM AND LOG



We all have a stake in A.B

P6 Schedule Comment and Change Form

Revised: August 18, 2014

Date Submitted: <i>Click for date</i>		Affected Schedule: <i>Click here to enter text</i>
Comment or Change Request Originator Info:	<i>Click here to enter name</i>	<i>Click here to enter email</i>
SSC Coordinator:	<i>Click here to enter name</i>	
Comment or Change Request:		
The information below will be completed by the Responder:		
Comment Log Number:	<i>Enter log number</i>	Response Date: <i>Click to enter date.</i>
Comment Responder Info:	<i>Click to enter name</i>	Email: <i>Click to enter email</i>
Resolution:		
Date Response sent to Originator: <i>Click here to enter a date.</i>		

N:\OPMTS Project Management\Project Management Unit\P6 Implementation\Documents\FORMS\FM-20-01_P6 Schedule Comment and Change Form.docx

Log Number	Affected Schedule	Date Received	Source	Comment Summary	Assigned To	Date Assigned	Date Resolved
1							