

## MnDOT Team Member User Guide

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## 1. What is Team Member?

P6 Team Member Web is a status reporting application, which enables you to communicate status on your work quickly and efficiently.

From P6 Team Member Web, you can:

- View all activities (or tasks) currently assigned to you.
- Update your tasks to communicate your status.
- Communicate with your project manager or other team members through e-mail.
- View the tasks that must be completed before you can begin work on your task and tasks that are dependent on you finishing your task.

## 2. Logging Into Team Member

If you are on the MnDOT network, you may log into P6 Team Member with Internet Explorer at either of the following hyperlinks:

<http://10.68.135.144:7003/p6tmweb>

<http://tmp:7003/p6tmweb>

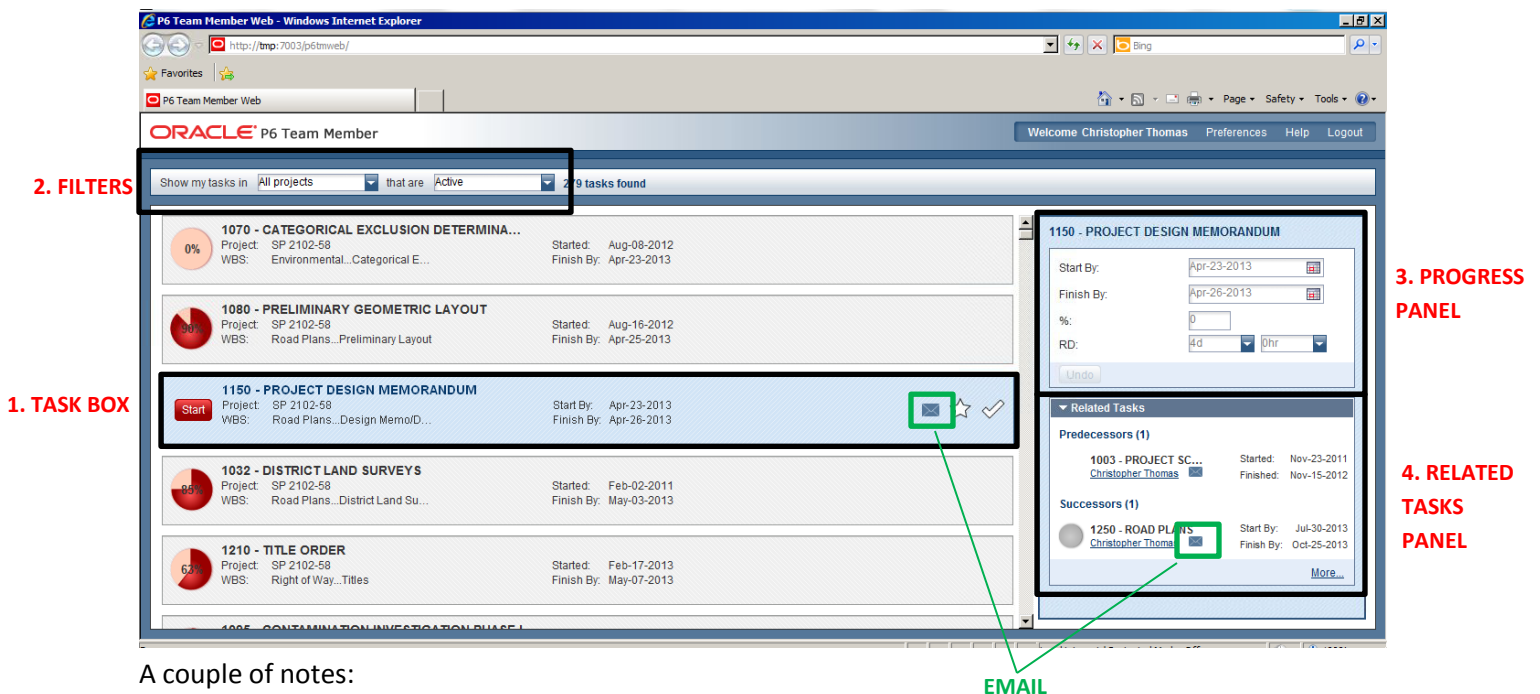
If you need to get task information or update status away from the MnDOT network, you may request Citrix access through the MnDOT Webportal to P6 Team Member. Contact your SSC representative with this request.

### 3. Team Member Task Pane

The Task Pane is your main work area. Use this area to view your assigned tasks. When you select a task in the tasks pane, all panels on the right will display information for the task. Only tasks that have been ASSIGNED TO YOU will be accessible in Team Member.

There are four main areas in the Task Pane.

1. Task Box: Basic information for each task. Use this place to indicate whether a task has started and/or completed. Tasks are listed in order of Early Finish date.
2. Filters: Drop down menus that allow you to filter your tasks by project and/or status.
3. Progress Panel: Use this panel to communicate actual dates, percent complete, and remaining duration for the selected task.
4. Related Tasks Panel: This panel displays predecessor and successor tasks. Predecessor tasks are required to start or finish before the selected task has started or finished; successor tasks are required to start or finish after the selected task has started or finished. These relationships are set by your project manager in P6.



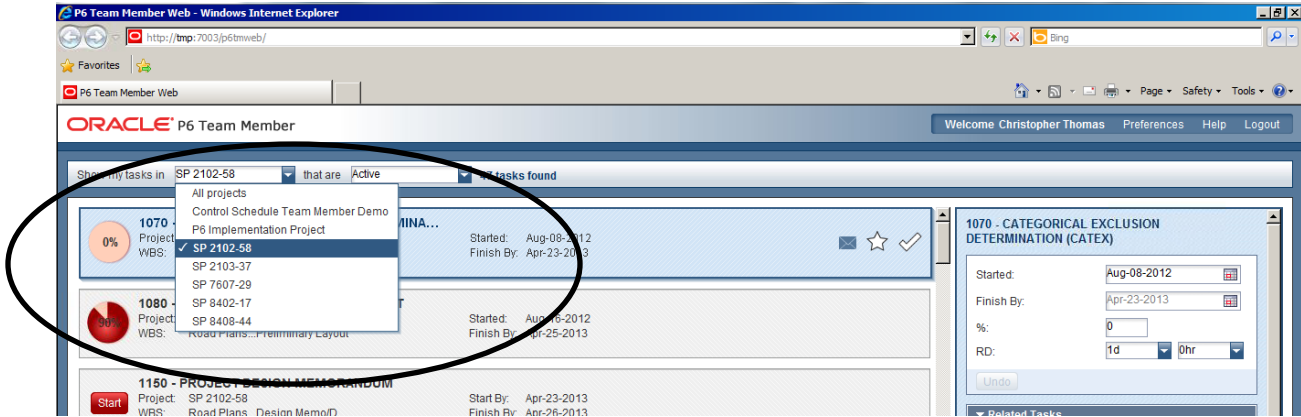
A couple of notes:

- If you click on the envelope icons in either the Task Box or Related Tasks panels, an email will automatically generated in Microsoft Outlook with the activity information. For Related Tasks that email will also populate the “send to” field with the Owner of the related activity.
- A “Task” in P6 Team Member is the same as an “Activity” in P6 Client and P6 Web.
- Any scheduled dates shown in P6 Team Member are based on the EARLY DATES. Late dates are not shown in Team Member, but will be available in schedule reporting.

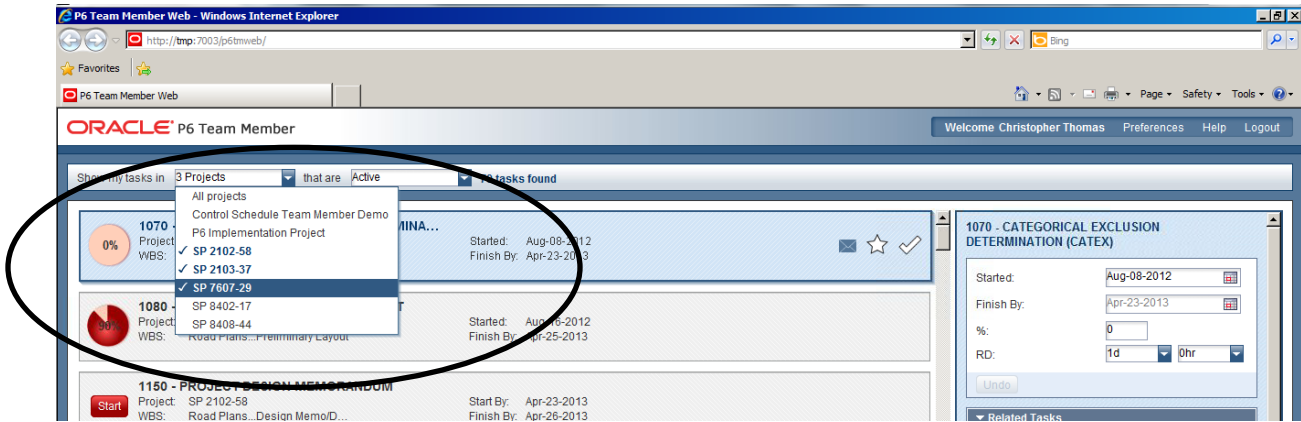
## 4. Filtering

### 4.1 Filtering Tasks by Project

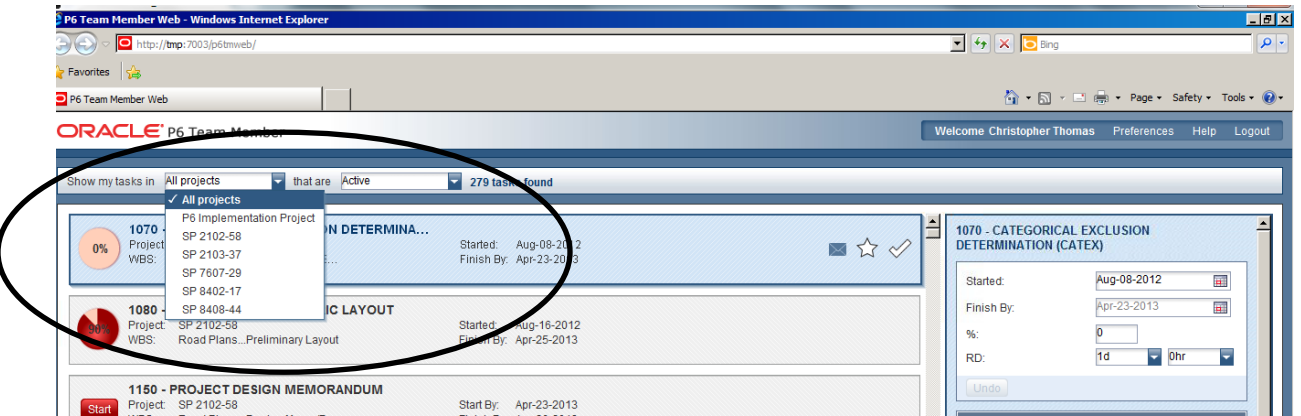
You can show tasks for a single project...



multiple projects...



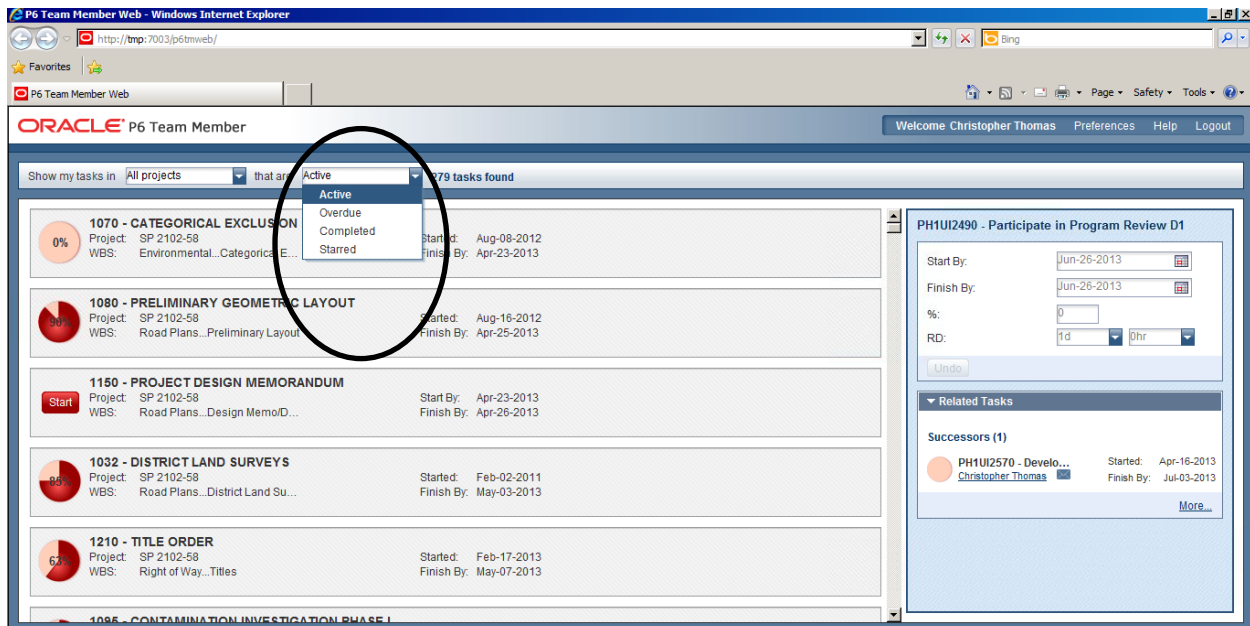
or all projects.



## 4.2 Filtering Projects by Status

You can also filter projects by one of four status designations:

1. Active: All tasks that have not been completed.
2. Overdue: All active tasks that are past due based on their Early Finish date.
3. Completed: All tasks that have been completed within the last 30 days.
4. Starred: All active tasks that you starred. Starred tasks signify importance. For example, you can star all your high priority tasks. Or, you can star all tasks you are currently working on to make it easier to view your current workload.



The screenshot shows the P6 Team Member Web interface in a Windows Internet Explorer browser. The page title is "ORACLE P6 Team Member" and the user is logged in as "Christopher Thomas". The main content area displays a list of projects with their status, progress, and dates. A dropdown menu is open, showing the filter options: "Active", "Overdue", "Completed", and "Starred". The "Active" option is selected. The project list includes:

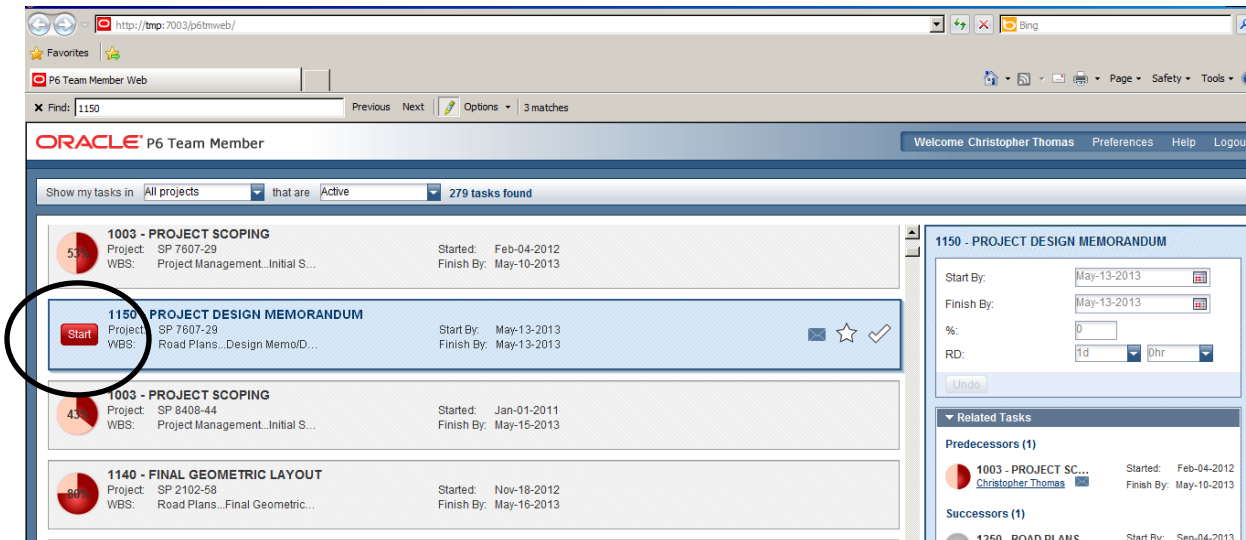
Project ID	Project Name	WBS	Start Date	Finish Date
1070	CATEGORICAL EXCLUSION	Environmental...Categorica...E...	Aug-08-2012	Apr-23-2013
1080	PRELIMINARY GEOMETRIC LAYOUT	Road Plans...Preliminary Layout	Aug-16-2012	Apr-25-2013
1150	PROJECT DESIGN MEMORANDUM	Road Plans...Design MemoD...	Apr-23-2013	Apr-26-2013
1032	DISTRICT LAND SURVEYS	Road Plans...District Land Su...	Feb-02-2011	May-03-2013
1210	TITLE ORDER	Right of Way...Titles	Feb-17-2013	May-07-2013
1085	CONTAMINATION INVESTIGATION PHASE I			

On the right side, there is a detailed view for project "PH1UI2490 - Participate in Program Review D1". It shows start and finish dates (Jun-26-2013), a progress bar (0%), and related tasks including "PH1UI2570 - Develo..." by Christopher Thomas.

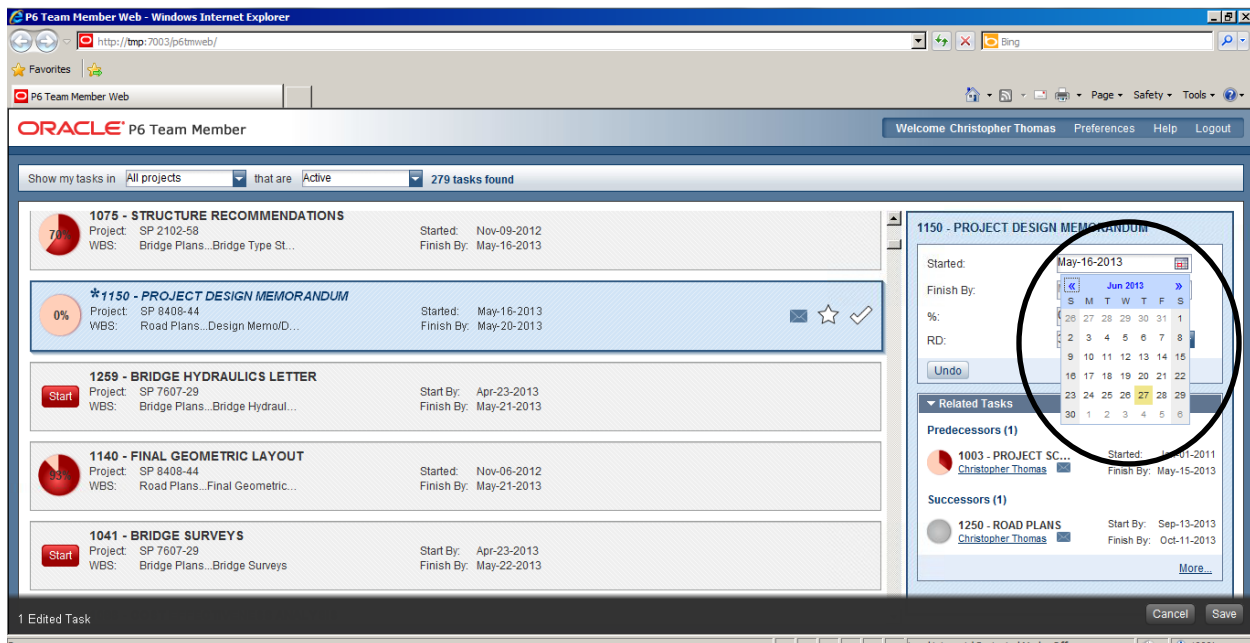
**5. Updating Progress:** A note on updating. Project schedules are recalculated by the EPMS on the day after updates are due (the Wednesday after Time Card turn-in). Updates will not be reflected in the schedules until after they have been rescheduled.

**5.1 Entering an Actual Start Date**

1. Select the appropriate task in the Task Pane and click on the Start button. The start button will change to a percent complete pie chart.



2. Go to the Progress Panel and enter a date in the Started field.

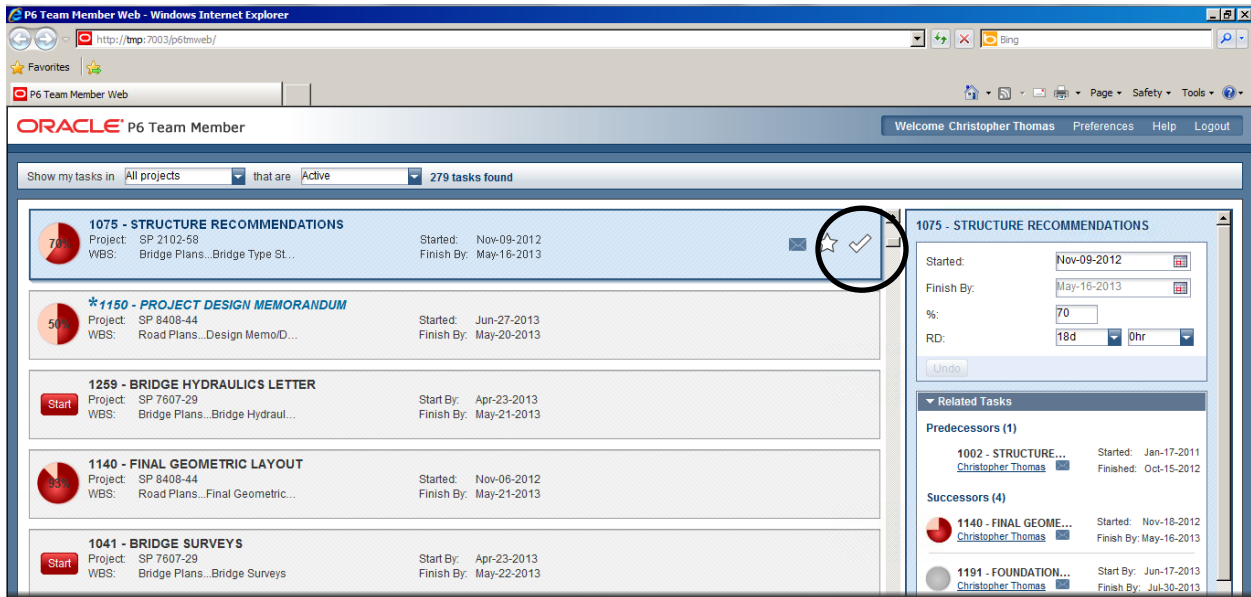


3. Note that the task has become italicized and has an asterisk next to it. This means it has NOT been saved. Click on the save button in the lower right hand corner to save any changes. Note: You can save multiple changes at one time.

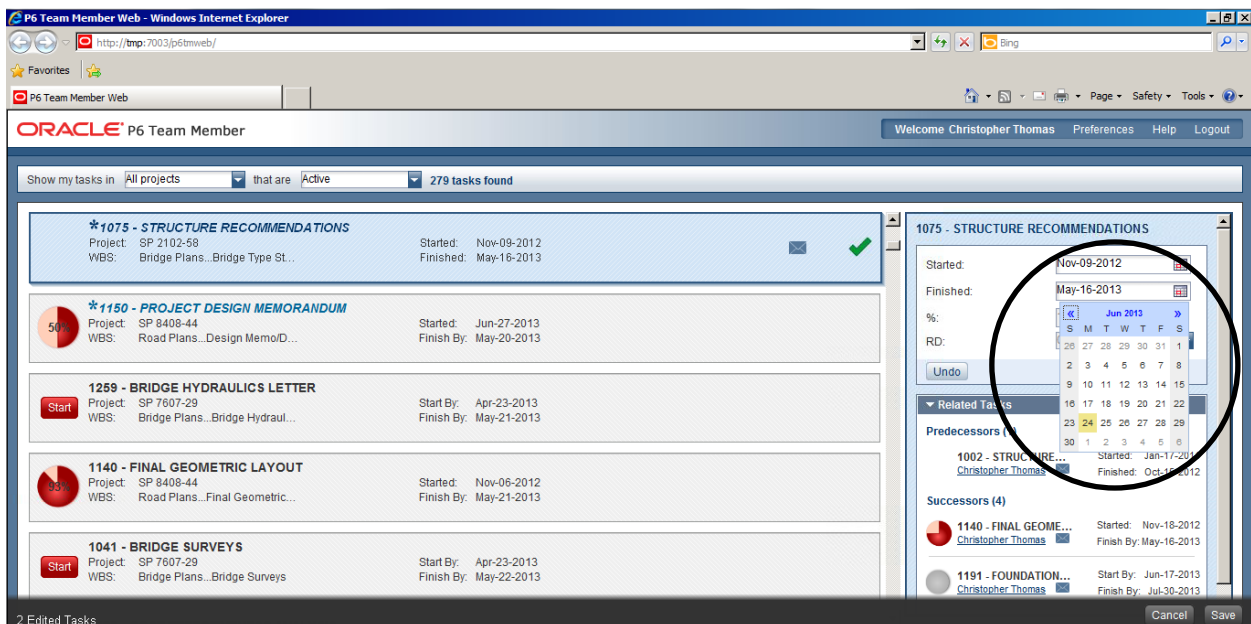


## 5.2 Entering an Actual Finish Date

1. Select the appropriate task in the Task Pane and click on the Checkmark Icon. The Checkmark will turn green.



2. Go to the Progress Panel and enter a date in the Finished field.



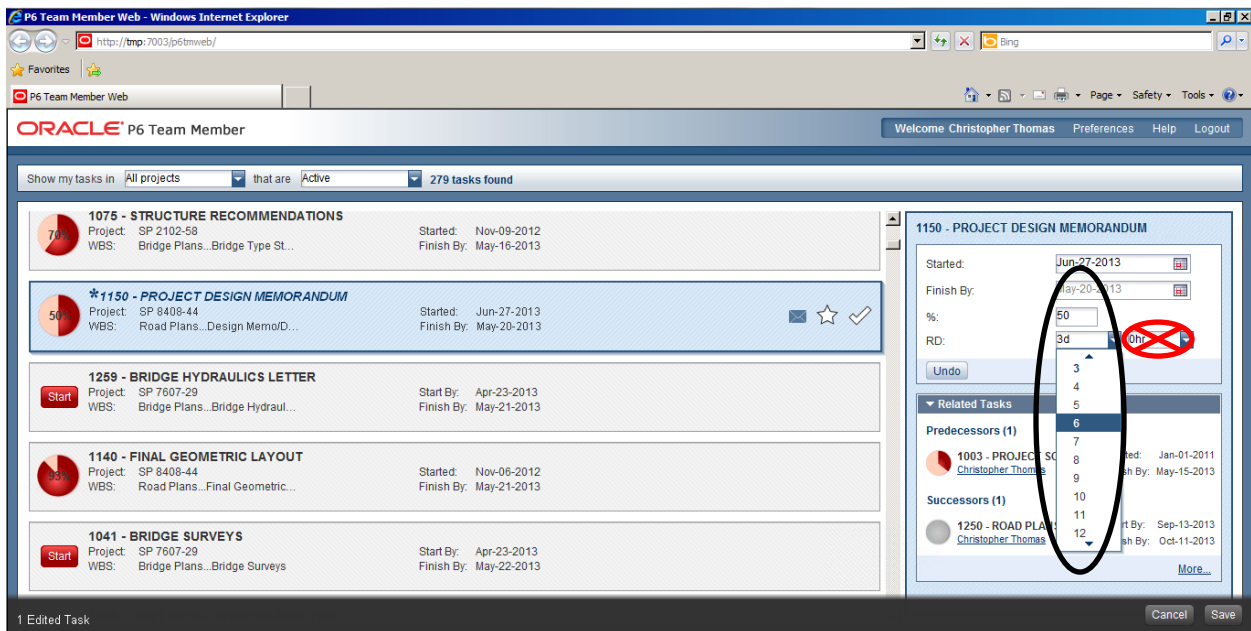
3. Note that the task has become italicized and has an asterisk next to it. This means it has NOT been saved. Click on the save button in the lower right hand corner to save any changes. Note: You can save multiple changes at one time.

### 5.3 Entering Partial Progress

1. Select the appropriate task in the Task Pane.
2. Go to the Progress Panel and enter a Percent Complete next to the % icon AND a Remaining Duration (in DAYS ONLY) next to "RD".

Please note:

- You must enter a value for BOTH fields.
- Remaining Duration is based on WORKING DAYS
- Your remaining duration should be calculated from the NEXT UPDATE DEADLINE (every two weeks on the same Tuesday that timecards are due)
- Only enter a value for DAYS. **DO NOT ENTER A VALUE FOR HOURS.**



3. Note that the task has become italicized and has an asterisk next to it. This means it has NOT been saved. Click on the save button in the lower right hand corner to save any changes. Note: You can save multiple changes at one time.