



Using Templates and Work Packages

June 30, 2014

Purpose

The purpose of this one-pager is to provide guidance to Project Managers (PM) and Shared Service Center (SSC) staff on how to use project templates and work packages. This document is in the form of a Frequently Asked Question (FAQ).

What is the Difference between a work package and template?

A work package is a group of activities required to produce a deliverable for a project. For example, if a project requires replacing a bridge, the PM will pick the “New Bridge” work package. The P6 schedule is created by combining different work packages.

A template is a combination of frequently used work packages. Templates are used to minimize the amount of time it takes a PM and scheduler to create a new schedule.

How do I find the work packages and templates?

The Project Management website (<http://www.dot.state.mn.us/pm/p6.html>) provides a list of all existing and future work packages and templates. The Work Package Dictionary on this website provides a description of each work package, when to use the work package, deliverable, and functional group owner of the work package.

What is a Dissolvable Milestone?

A dissolvable milestone is a temporary activity that tells the SSC scheduler how to connect the work package to the templates and other work packages (see Cheat Sheet CS-10-04 Adding Work Package). Once the schedule is built, these milestones disappear.

The dissolvable milestones also help Project Managers understand how the work package connects into schedule, without having to be P6 expert

How do I include the work package in my schedule?

For new projects, fill out the Schedule Initiation form on the Project Management Website (<http://www.dot.state.mn.us/pm/p6.html>). The form allows you to pick the work packages you need.

For projects with existing schedules, The Project Manager should work with the functional groups to determine if a new work package needs to be added. The SSC will only update schedules if requested by the Project Manager.



Can I Modify the Templates and Work Packages for a project?

Use the standard templates and work packages as much as possible for consistency, reporting, auditing and working across multiple functional groups.

You can modify templates and work packages to meet project specific needs, but with the following limitations:

- The standard Master Work Breakdown Structure (WBS) cannot be changed or modified, but additional work packages or nodes below the WBS can be added.
- Master WBS nodes must not be deleted. Use the “hide if empty” checkbox in the group and sort window of P6 if you do not want them to show up on the layouts.
- Do not modify a functional group (district or CO) work package without consulting the owner of the activities.
- Any new activities need to be added by the SSC in accordance with P6 Schedule Creation and Baseline Process.
- Remove activities after consulting with the work package functional group owner.

Can I make my own templates for use?

No, consistent template formatting is required for reporting and auditing. If a new template or work package is required, contact your SSC. The SSC can create and propose new templates and work packages (see Cheat Sheet CS-10-05_Work Package Development.docx) to a statewide committee for consideration. Each new template will go through a QC/QA process for consistency with the P6 enterprise system before implementation.

Are the work packages compatible with PPMS type schedules ?

Yes, but the dissolvable milestones were not developed for easy incorporation into PPMS type schedules. The PM and SSC will need to determine the appropriate links if using a PPMS schedule.

What if the templates/work packages are wrong?

Contact your SSC immediately. The SSC will provide the comments back to the P6 Administration team so the template and work package can be corrected. The P6 Administration team will work with the functional office and statewide groups to make the corrections.

For More Information

Visit: <http://www.dot.state.mn.us/pm/p6.html>

Or contact: Jay Hietpas, MnDOT, 651-266-4698, jay.hietpas@state.mn.us