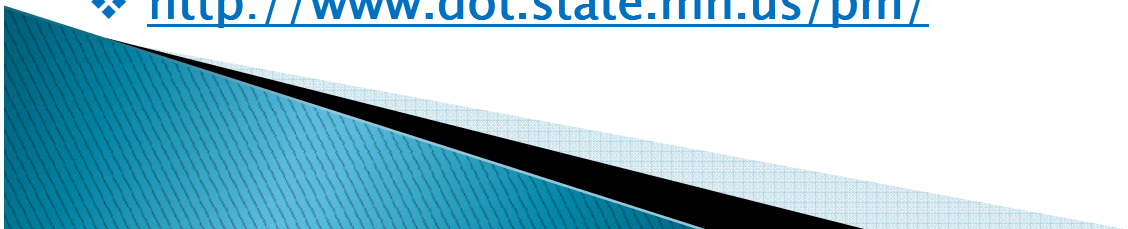# MnDOT Project Management Office Presents:

Project Reporting

Presenter: Jonathan McNatty
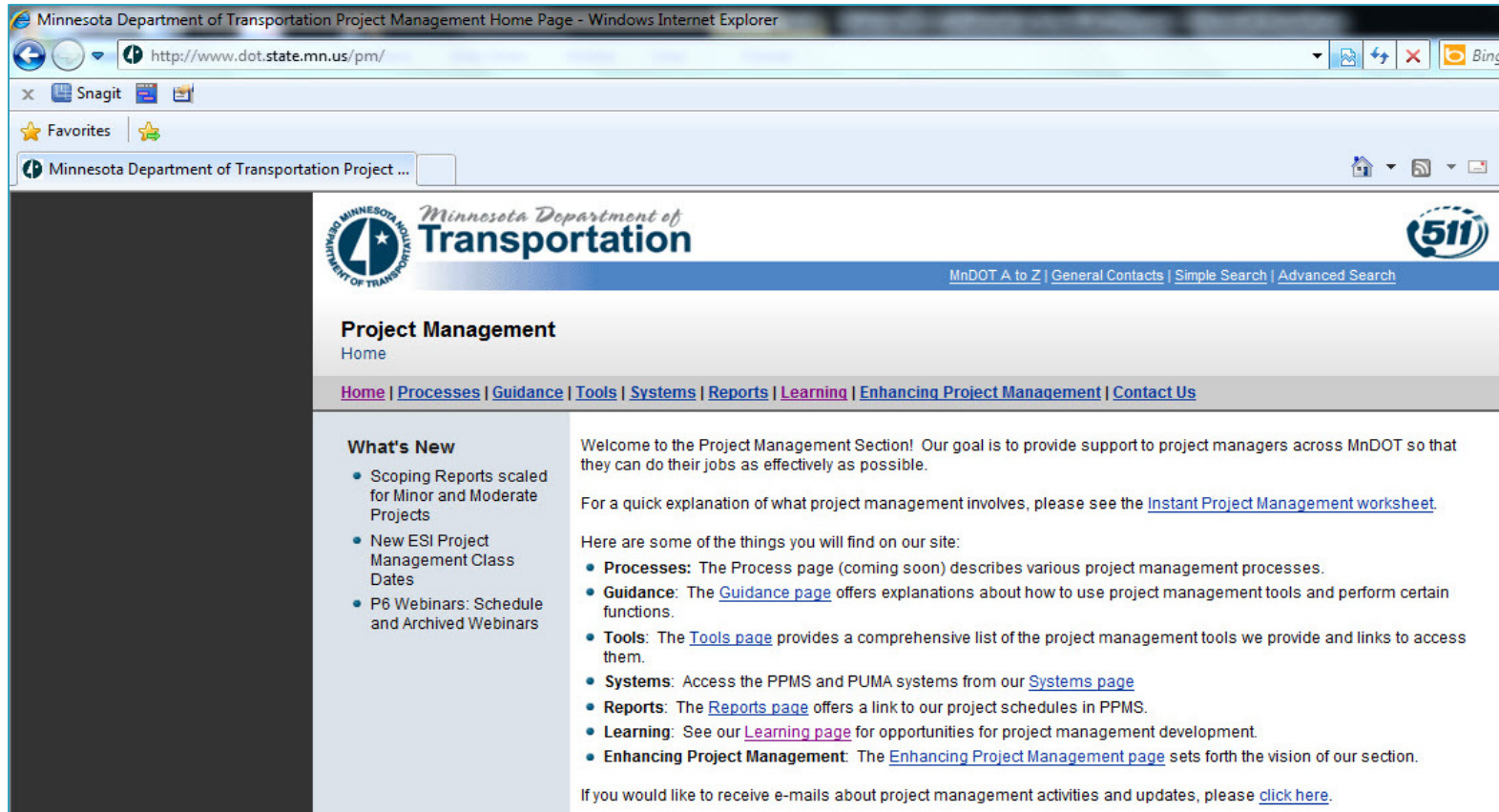Senior Schedule Consultant
DRMcNatty & Associates, Inc.

Housekeeping Items

❖ Lines will be muted during the webinar

❖ Questions can be submitted thru the GoToWebinar Questions box on right of your screen and posted on webiste within 5 days

❖ Questions will be made available "Live" for this webinar, can download pdf on how to submit live questions for next weeks webinar on the MnDOT Website

❖ Webinar slides available in pdf on MnDOT webiste within 5 days

❖ Webinar is being recorded and will be available on the MnDOT website within 5 days

❖ http://www.dot.state.mn.us/pm/

MnDOT Webinars

❖ http://www.dot.state.mn.us/pm/

MnDOT Webinars

❖ http://www.dot.state.mn.us/pm/learning.html

❖ Click on the "Learning" link
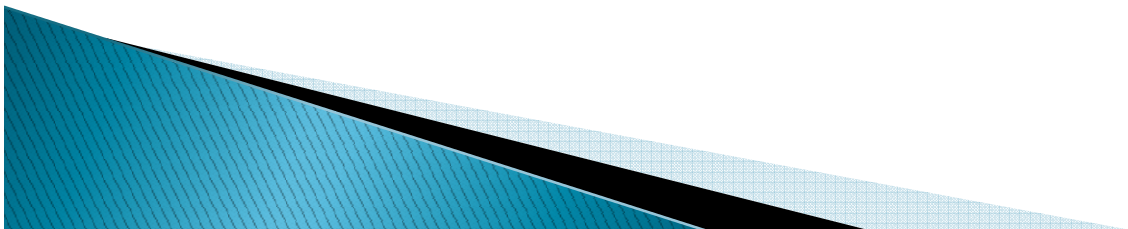
MnDOT Webinars

Primavera P6 Webinars: Each webinar will start at 1:00 p.m. and last 1/2 hour. Click the links below to register for a session. After each webinar, a recording will be made available from this page. Live questions (PDF 2MB) can also be submitted by attendees during each webinar.

To request ASL or a foreign language interpreter or other resonable accomodations for the live webinars, call Janet Miller at 651-336-4720 or 1-800-657-3774 (Greater Minnesota). You may send an email to janet.rae.miller@state.mn.us (please request at least one week in advance).

Collaborative Scheduling using the CPM Method   March 27, 2013
- View this Presentation (32:57, WMV 34MB)
- View Slides (PDF 15MB)
- View Script (Word 5MB)

Work Breakdown Structures   April 3, 2013
- View this Presentation (31:11, WMV 23MB)
- View Slides (PDF 10 MB)
- View Script (Word 22MB)

Scheduling Float   April 10, 2013
- View this Presentation (31:14, WMV 18MB)
- View Slides (PDF 10MB)
- View Script (Word 22KB)

Schedule Baselines   April 17, 2013
- View this Presentation (24:37, WMV 24MB)
- View Slides (PDF 11MB)

Schedule Updates   April 24, 2013   Reserve your Webinar seat now

Project Reporting   May 1, 2013   Reserve your Webinar seat now

Impact Schedules   May 8, 2013   Reserve your Webinar seat now

MnDOT use of Calendars in Primavera P6   May 15, 2013   Reserve your Webinar seat now

Roles and Resource Management   May 22, 2013   Reserve your Webinar seat now

Risk Management   May 29, 2013   Reserve your Webinar seat now

Views and Layouts for Program Management   June 5, 2013   Reserve your Webinar seat now

Dashboards and Reporting for Program Management   June 12, 2013   Reserve your Webinar seat now

Webinar "Live" Questions

❖ Live questions will now be available for MnDOT weekly webinars

❖ Live questions can be submitted during the webinar and will be answered in the final 10 minutes of the webinar

❖ Use the "Questions" box in the GoToMeeting dialog box during the webinar

❖ Use the "Raise Hands" to ask a "Live" questions during the questions and answer session, the lines will be un-muted
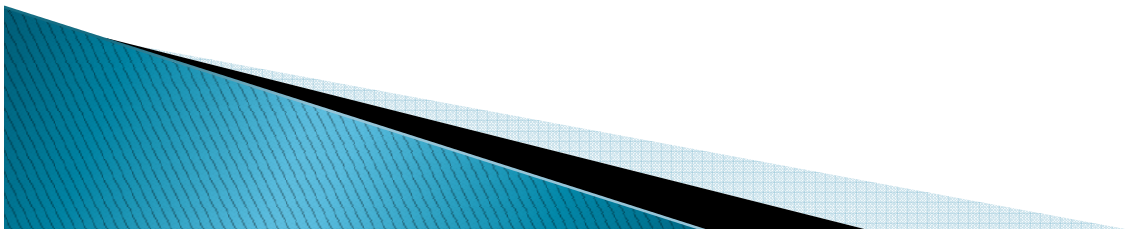
MnDOT Webinars
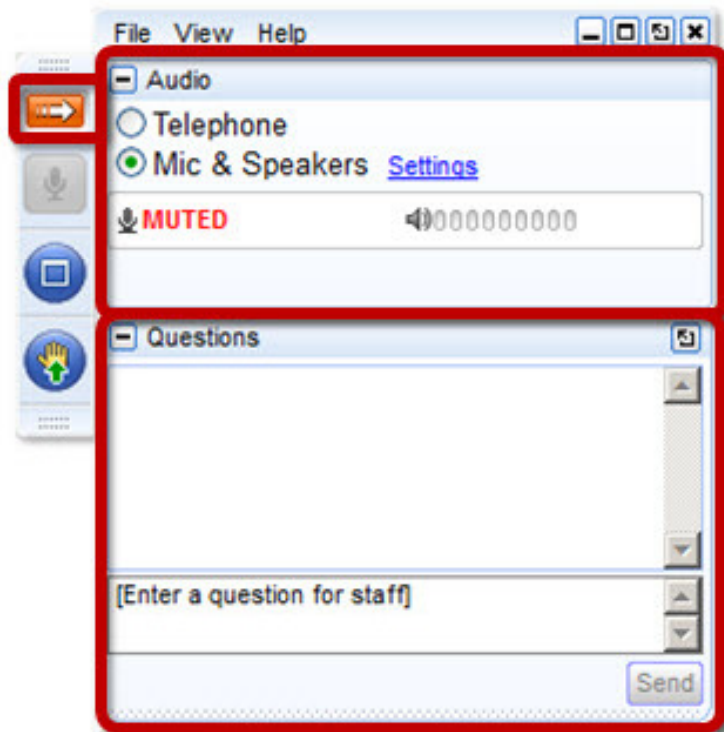
Submit Webinar Questions

Raise Hand for Question
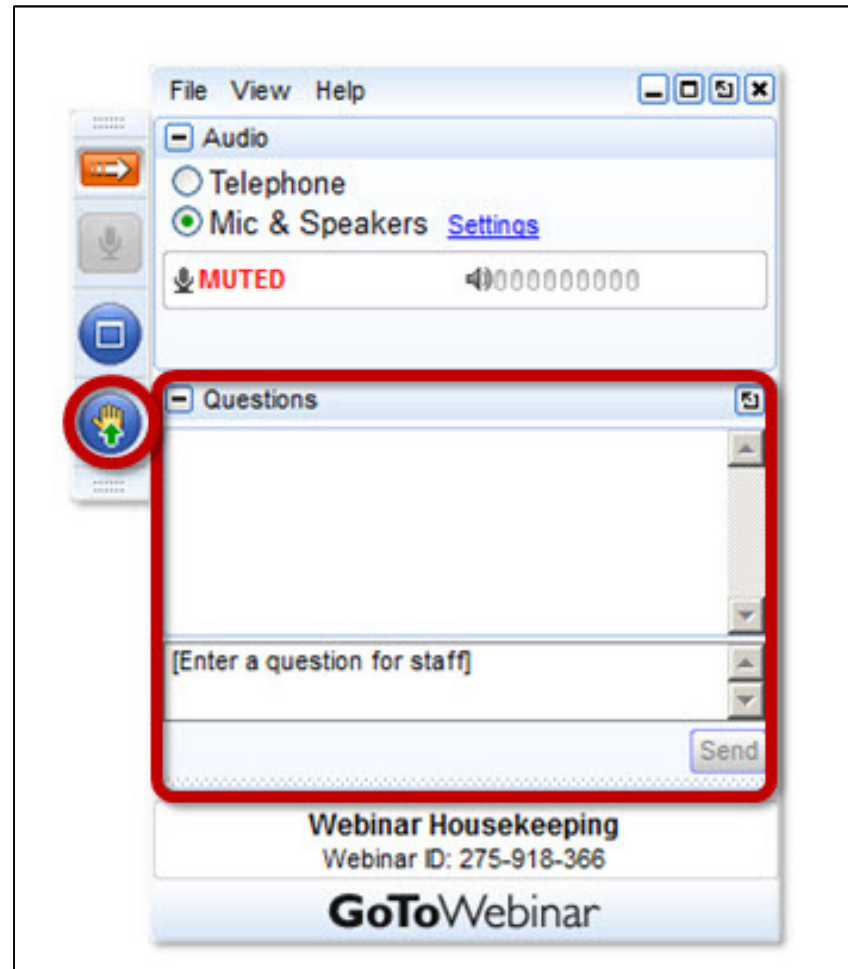
Introduction to Webinar

Skillful managing of a schedule is as important as building a good schedule. See the tools available for quality project reporting, tracking and project management reports.

Project Reports

MnDOT Milestone Report

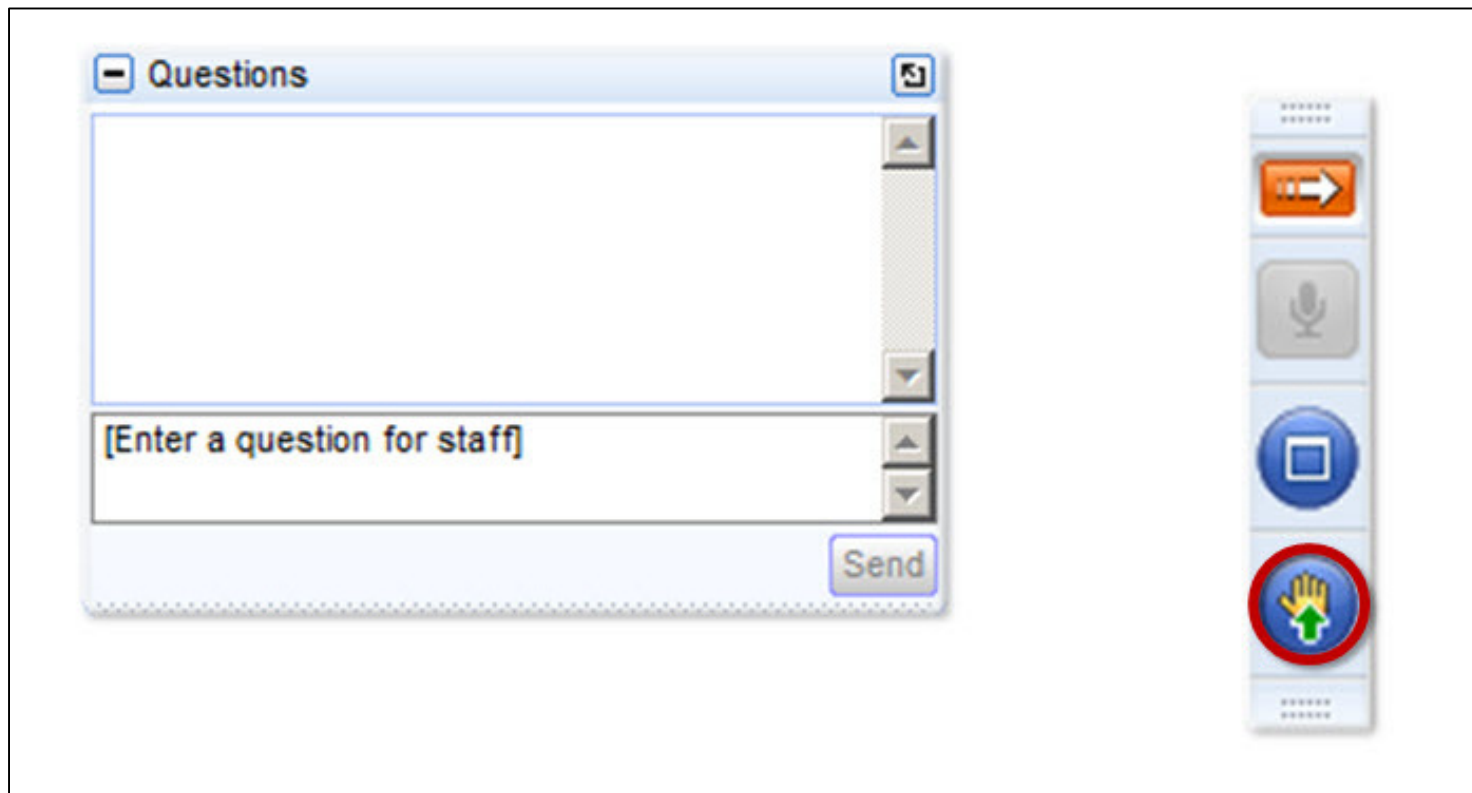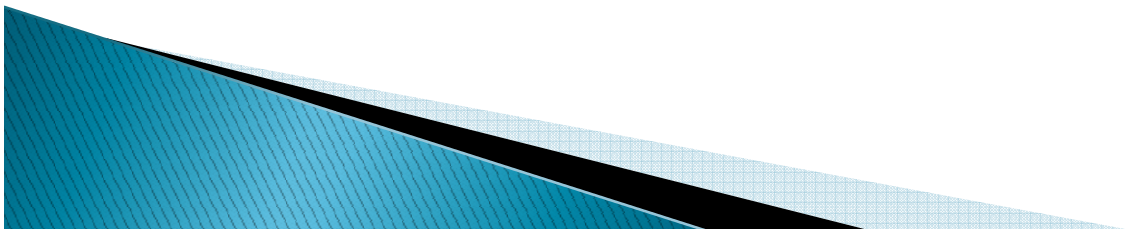| WBS Name	Activity ID	Activity Status	Activity Name	Start	Finish	Total Float
Consultant Selection (ADA)	PM-1150	Completed	Consultant NTP	May/15/12 A		
30% Design Plans	HWD-1070	Not Started	30% Plans Complete		Jan/10/14	13
30% Design Plans	HWD-1080	Not Started	Begin 30% Design Plans	Oct/21/13		13
60% Design Plans	HWD-1195	Not Started	60% Plans Complete		Mar/11/14	13
90% Design Plans	HWD-1270	Not Started	90% Plans Complete		Apr/22/14	13
Post Letting	LET-1540	Not Started	Contract Award		Feb/19/15	0
Pre Letting	LET-1000	Not Started	Project Turn In	Oct/07/14		13
Pre Letting	LET-1140	Not Started	Send Agreement to District		Oct/20/14	13
Pre Letting	LET-1150	Not Started	Send Plans & Information to Utilities		Oct/20/14	23
Pre Letting	LET-1180	Not Started	Send Agreement to Local Government Unit (LGU)		Nov/10/14	13
Pre Letting	LET-1250	Not Started	Municipal Agreements Signed		Dec/18/14	23
Pre Letting	LET-1260	Not Started	Letting		Jan/23/15*	0
CONSTRUCTION	CONS-1000	Not Started	Begin Road Construction	Mar/12/15		0
Milestones	MS_1000	Completed	Project Initiation	May/15/12 A		
Milestones	MS_1010	Not Started	Initial Design Project Baselined		May/29/13	38
Milestones	MS_1020	Not Started	Layout Staff Approved		Oct/21/13	13
Milestones	MS_1030	Not Started	Construction Limits Completed		Jun/19/13	98
Milestones	MS_1050	Not Started	Environmental Document Approved		Dec/18/13	214
Milestones	MS_1065	Not Started	Municipal Agreement Request Submitted		Jun/04/14	79
Milestones	MS_1070	Not Started	RW Offers Made		Dec/02/13	195
Milestones	MS_1080	Not Started	Final Design Project Baselined		Apr/22/14	321
Milestones	MS_1090	Not Started	MDR Completed		Jun/06/13	107
Milestones	MS_1110	Not Started	Utility Notice and Orders Sent		Oct/18/13	446
Milestones	MS_1130	Not Started	Roadway Plans Ready		May/13/14	114
Milestones	MS_1150	Not Started	Project Turn-In		Oct/07/14	13
Milestones	MS_1160	Not Started	Permits Acquired		Oct/06/14	13

What are "Project Reports"

❖ P6 is a database information can be sorted, grouped, and filtered into "Reports"

❖ Custom MnDOT specific Reports

❖ Single or Multi Project Reports

❖ Report information based on "user access" to specific projects

❖ Can be at anytime during the project life cycle
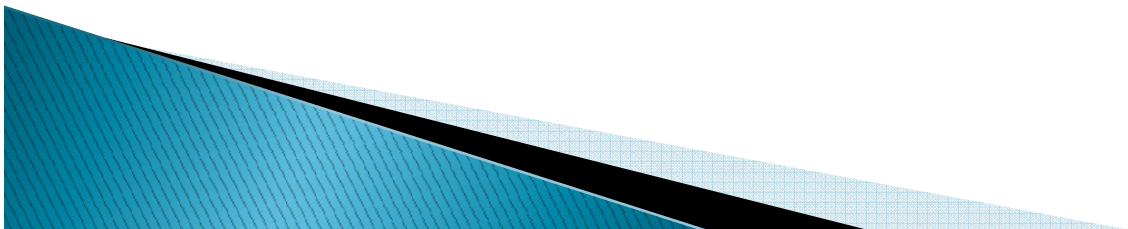
Live Demo of Reports in P6

Questions or Comments

Tom Wiener
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Peter Harff
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507-514-1095

http://www.dot.state.mn.us/pm

Next Webinar: Wednesday, May 08, 2013
Time: 1:00 p.m.
Topic: Impact Schedules
Presenter: Jonathan McNatty
DRMcNatty & Associates, Inc.

Glossary of CPM Terms
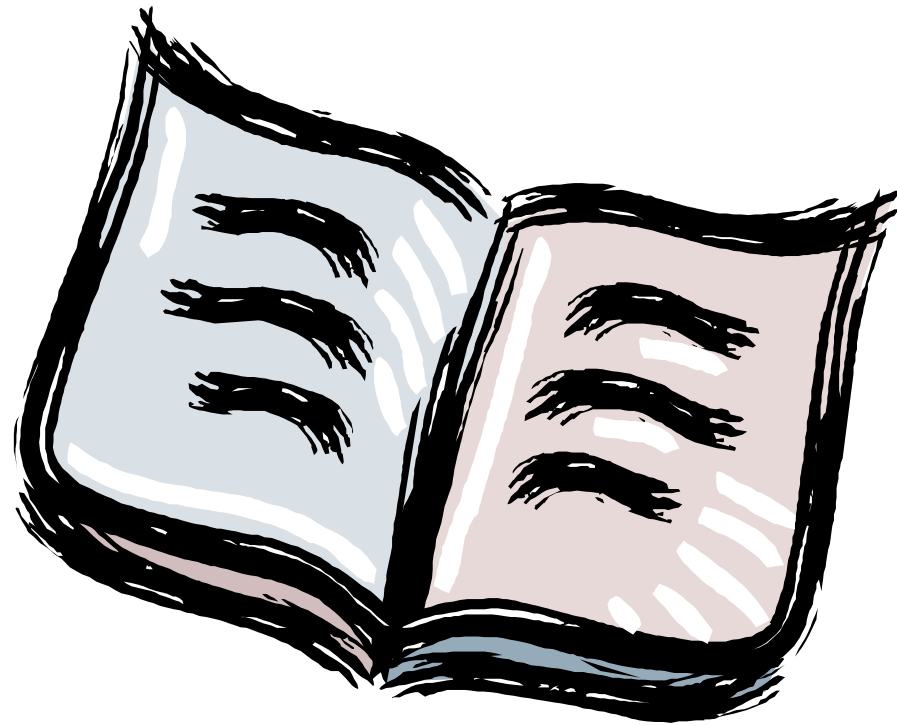
Glossary of CPM Terms

Activity - An individual work task that is the basic component of a project.

Activity Codes - Values assigned to project activities to organize then into manageable groups for updating, analyzing, reporting, plotting, and summarizing.

Actual Cost - The cost incurred to date for a resource or activity.

Actual Dates - Start (AS) and Finish (AF) dates that you record for an activity that has progress or is complete.

Actual Quantity - The amount of a resource used to date.

Backward Pass - The calculation of a network's late dates.

Bar Chart - The graphical display of activities according to time. Relationships between activities are not shown. A bar chart is also called a Gantt Chart.

Baseline Schedule - The original planned schedule for a project.

Budget - The estimate of the total units or costs required by a resource or cost account for an activity.
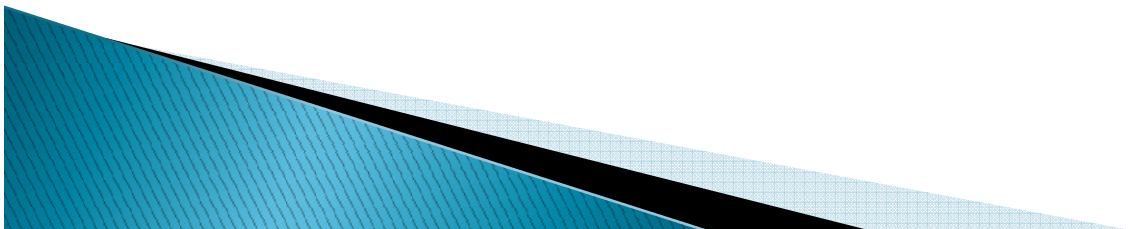
Glossary of CPM Terms

Calendar - The workdays and holidays defined for a project that determine when an activity can be scheduled.

Completion - The date on which a project is to be finished.

Constraint - A restriction imposed on the start or finish of an activity.

Critical Activity - An activity that has the least amount of total float.

Critical Path - The series of activities in a project that will take the longest to complete.

Critical Path Method (CPM) - The calculation of the earliest and latest start and finish dates of activities based on their duration and relationships to other activities.

Data Date - The date used as the starting point for schedule calculations.

Driving - A predecessor/successor relationship in which the predecessor

Relationship - Determines the successor's early dates.

Duration - The amount of time (in workdays) needed to complete an activity.
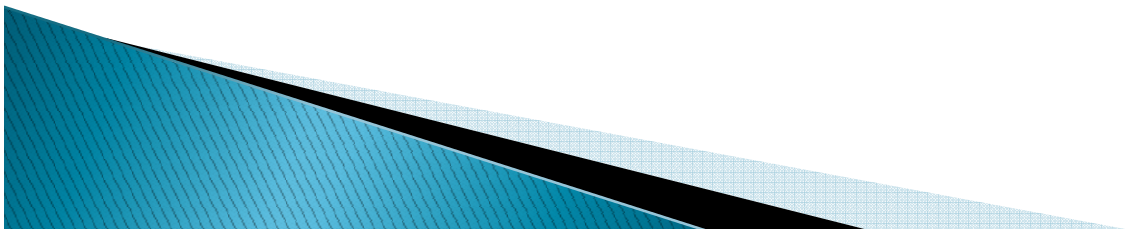
Glossary of CPM Terms

Early Start (ES) - The earliest date when an activity can begin after its predecessors have been completed.

Earned Value - The value of work performed rather than actual work performed.

Exception - A day when work must occur that was originally designated as a nonworkday.

Finish to Finish - A type of relationship in which a successor activity finish depends on its **(FF)** predecessor activity's finish.

Finish-to Start - A type of relationship in which a successor activity can begin only when its **(FS)** predecessor activity finishes.

Float - The amount of time that the start or finish of an activity can be delayed without affecting the project finish date.

Forward Pass - The calculation of the network's early dates.

Free Float - The amount of time that an activity's early start can be delayed without delaying the early start of a successor activity.

Lag - An offset or delay from an activity to its successor.

Late Finish (LF) - The latest date when an activity can start without delaying the project's completion.
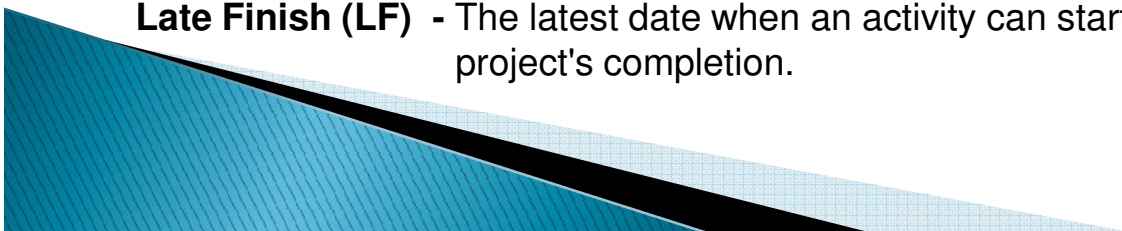
Glossary of CPM Terms

Late Start (LS) - The latest date when an activity can start without delaying the project's completion.

Loop - Circular logic within a network.

Milestone - An activity that represents a significant point in time, that has no duration.

Negative Float - The total number of days that the start or finish of an activity exceeds the time allowed. Negative float indicates a delay in the schedule.

Negative Lag - An offset or lead time from an activity to its successor in which the successor's start date is earlier than the predecessor's start date.

**Network -** The series of activities required to complete a project.

Nonworkperiod - A period of time when work may not occur.

Open End - An activity that has no successor or predecessor relationships to other activities in the network.

Out-of-Sequence Progress - Work completed for an activity before it is logically scheduled to occur.

Percent Complete - The proportion of an activity that is complete.
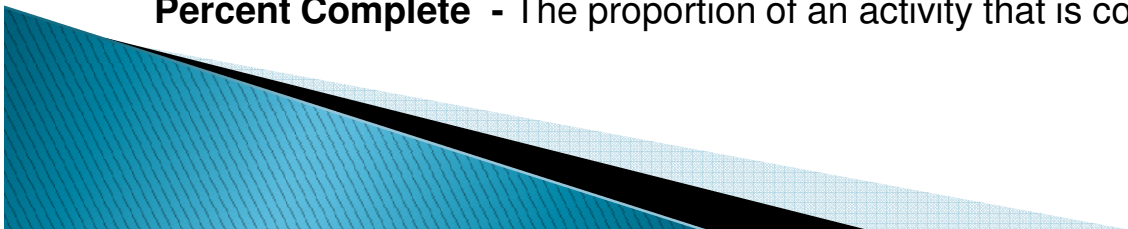
Glossary of CPM Terms

Performance Measurement - The comparison of the current plan to a target plan to assess whether it is progressing as intended.

Planning Unit - The increment of time used to schedule a project. The planning unit can be in hours, days, weeks, or months.

Predecessor - An activity that must logically occur before another activity.

Progress - The completion of work.

Resources - The people, materials, equipment or services required to complete a project.

Schedule - A list of the activities needed to complete a project, along with their start and finish dates.

Schedule Calculation - The calculation of early and late dates for each activity in the project.

Slack - See Float.

Slippage - Lateness determined by measuring the target finish of an activity from its actual or current early finish.

Sorting - The arrangement of data in a specific sequence.
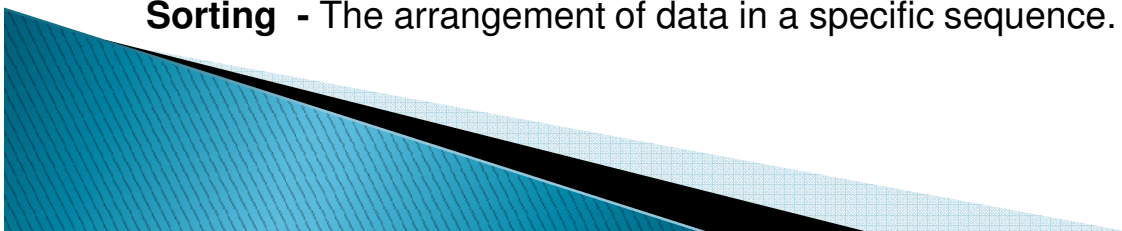
Glossary of CPM Terms

Start-to Start - A type of relationship in which a successor's start depends on the start of **(SS)** its predecessor.

Status - The process of updating a project by indicating progress at regular intervals.

Successor - An activity that must logically occur after another activity.

Target - A project plan that can be compared to the current schedule to measure progress.

**Task** - A unit of work. Also called an activity.

Total Float (TF) - The total number of days that the start or finish of an activity can be delayed without affecting the project finish date. Float can be negative,zero, or positive.

Updating - The process of recording progress in a project at regular intervals.

Variance - The difference between the current and target schedule dates.

Work Breakdown Structure (WBS) - The graphical depiction of the hierarchy of work needed to complete a project.
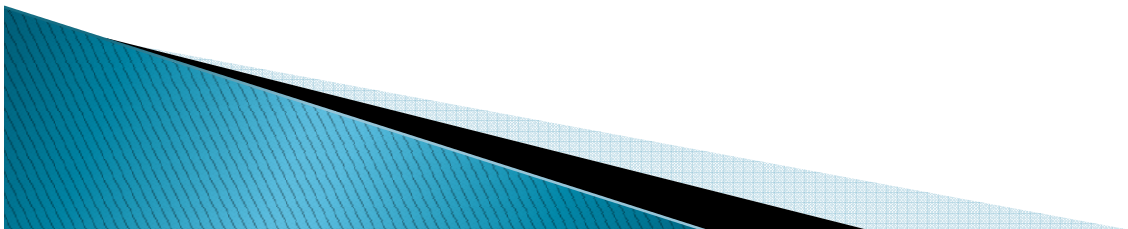
Workday - Any day of the week when work can be scheduled.
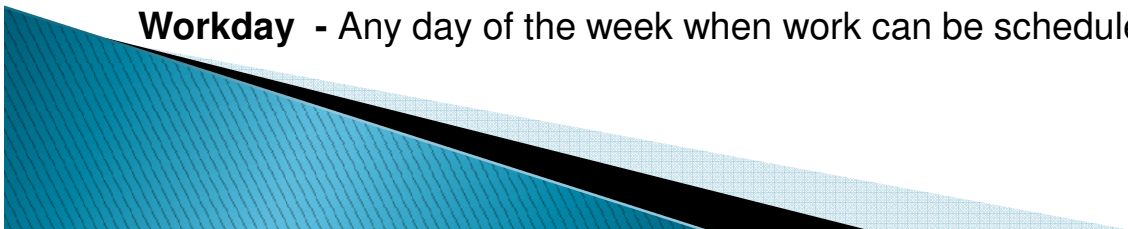
MnDOT Goals Going Forward

Projects in Construction Phase

❖ Contractor's Build Their Schedule in our Network 1/1/13

❖ Piloting Providing BIM Models and CTD Schedules to Contractors 3/1/13

❖ Select "Unit Rate" project– Resource and Cost Loaded 3/1/13

❖ Role and Resource Loaded of CE&I staff 6/1/14

MnDOT Goals Going Forward

Projects in Scoping and Design Phase

❖ "Active Projects" Role and Resource Loaded 6/30/13

❖ All planned projects Role loaded by June 30, 2014

❖ Taxpayer Transportation Accountability Act