Project Monitoring & Performance Reporting

Monitoring process

PROGRESS TRACKING – 6 STEPS

- **Set baseline** – open baseline file
- **Set status** - make sure BEFORE current date
- **Update schedule progress** –
  - set status gridline to see the line
  - Open tracking table
  - 'update project' icon
  - Prepare 'tracking summary' table
  - Fill in the schedule data
- **Track actual data**
  - Use actual data
  - Update it to obtain what has been achieved
  - Data entry to MSP
- **Identify variances**
  - Identify variance in tracking summary
- **Take action**

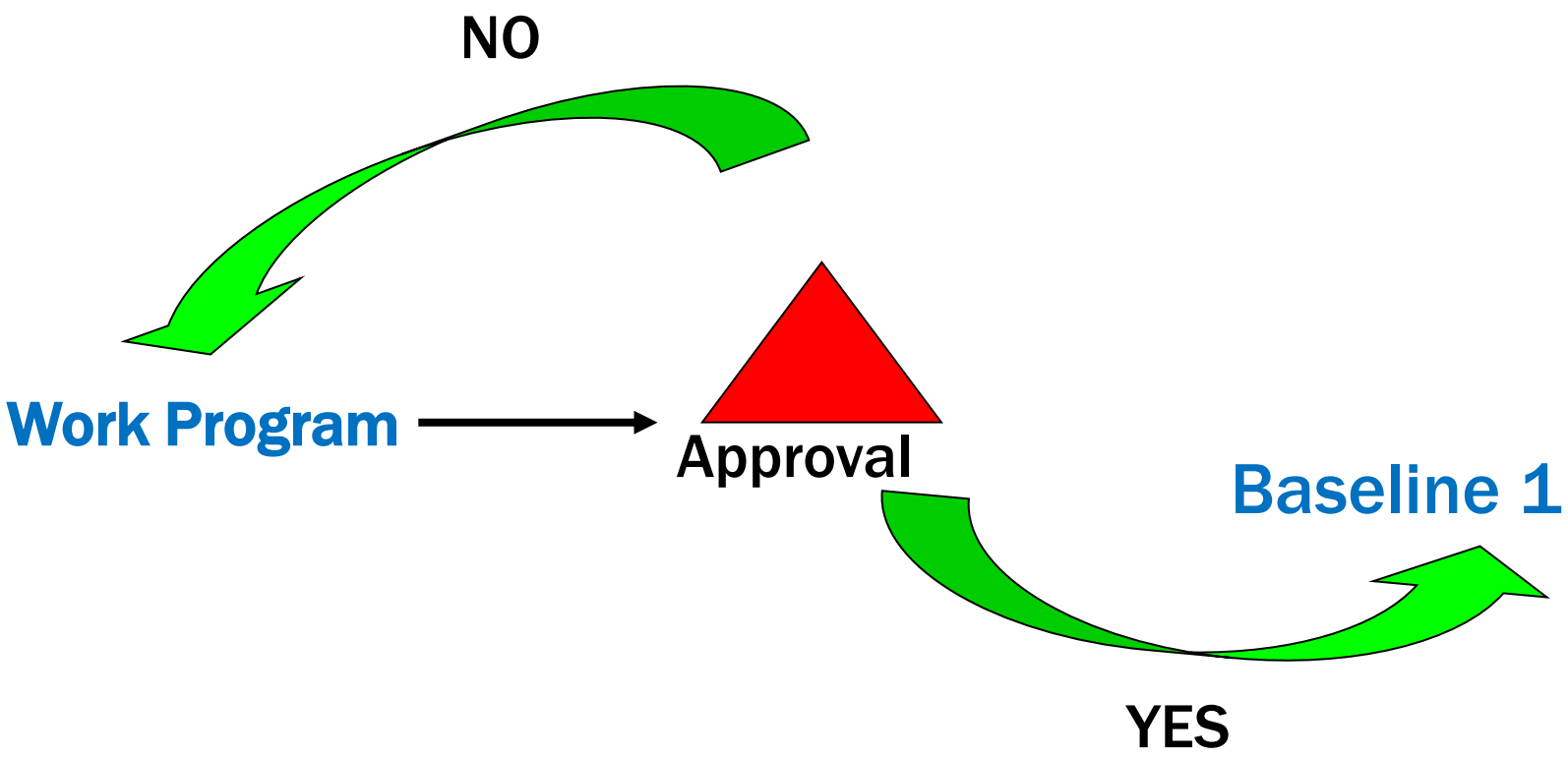
Project Monitoring

- Identify Baseline

WHY BASELINE ?

- Approval
- Execution
- Monitoring
- Control

Baseline



BASELINE

Current /Actual
Start
Finish
Duration
Cost

Planned
Baseline Start
Baseline Finish
Baseline Duration
Baseline Cost

variable

static

Variance

Baseline

- How to check baseline program submitted by contractor is as per required baseline.....???

IDENTIFY BASELINE

File | Task | Resource | Project | View | Add-Ins | Acrobat | Format

Gantt Chart | Paste | Cut | Copy | Format Painter | Calibri | 11 | Font | Mark on Track | Respect Links | Inactivate | Schedule | Manually Schedule | Auto Schedule | Inspect | Move | Mode | Tasks | Task

Built-in
- Calendar
- Gantt Chart
- Network Diagram
- Resource Sheet
- Resource Usage
- Resource Form
- Resource Graph
- Task Usage
- Task Form
- Task Sheet
- Team Planner
- Timeline
- Tracking Gantt
- Reset to Default
- Save View...
- More Views...

Task Usage | Timeline

		WBS	Task Name	Duration	Start	Finish	Predecessors
		1	**Projek Membina bangunan se**	**185 days**	**Tue 01 03 11**	**Wed 30 11 11**	
		1.1	Project Start	0 days	Tue 01 03 11	Tue 01 03 11	
		1.2	**Preliminaries**	**185 days**	**Tue 01 03 11**	**Wed 30 11 11**	
		1.2.1	Performance Bonds & In	7 days	Tue 01 03 11	Wed 09 03 11	2
		1.2.2	Site Office	4 days	Thu 10 03 11	Tue 15 03 11	4
		1.2.3	Setting Out	7 days	Thu 10 03 11	Sun 20 03 11	4
		1.2.4	**Progress Report**	**179 days**	**Tue 01 03 11**	**Tue 22 11 11**	
		1.2.5	CCC	14 days	Sun 13 11 11	Wed 30 11 11	29;35;49;56;5
		1.3	**External Works**	**157 days**	**Mon 21 03 11**	**Thu 10 11 11**	
		1.3.1	Earthworks	42 days	Mon 21 03 11	Mon 23 05 11	6
		1.3.2	Drain	23 days	Wed 27 07 11	Mon 29 08 11	37;52
		1.3.3	Road	29 days	Mon 22 08 11	Wed 05 10 11	31FS-6 days
		1.3.4	Turfing	22 days	Thu 06 10 11	Wed 09 11 11	32
		1.3.5	Fence	23 days	Thu 06 10 11	Thu 10 11 11	32
		1.4	**bangunan Serbaguna**	**106 days**	**Tue 24 05 11**	**Tue 25 10 11**	
		1.4.1	Frame	34 days	Tue 24 05 11	Sun 10 07 11	30
		1.4.2	Wall	16 days	Tue 05 07 11	Tue 26 07 11	36FS-4 days
38		1.4.3	Roof	35 days	Mon 11 07 11	Mon 29 08 11	36
39		1.4.4	Finnishes & Furniture	14 days	Wed 21 09 11	Mon 10 10 11	38;41;43;40
40		1.4.5	Door & Windows	5 days	Wed 27 07 11	Tue 02 08 11	37
41		1.4.6	Sanitary & Plumbing	13 days	Tue 05 07 11	Thu 21 07 11	37SS
42		1.4.7	**Electrical Works**	**33 days**	**Sun 04 09 11**	**Wed 19 10 11**	
43		1.4.7.1	Wiring	12 days	Sun 04 09 11	Tue 20 09 11	37;38
44		1.4.7.2	Lighting Switches & P	10 days	Wed 21 09 11	Tue 04 10 11	39SS

14 Feb '11 | W | T

01

0%

IDENTIFY BASELINE

Gantt Chart Tools — Projek JKR 010311 rev0_baseline1 - Microsoft Project

File | Task | Resource | Project | View | Add-Ins | Acrobat | Format

Subproject | Project Information | Custom Fields | Links Between Projects | WBS | Change Working Time | Calculate Project | Set Baseline | Move Project | Status Date: 19 12 11 | Update Project | Sync to Protected Actuals | Visual Reports | Reports | Compare Projects | Spelling

Insert | Properties | Status | Reports | Proofing

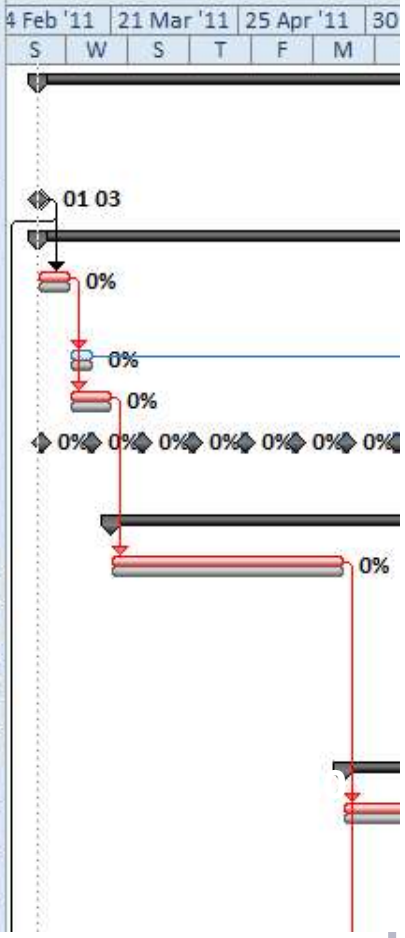
Set Baseline...
Clear

Set Baseline

Take a snapshot of your schedule that includes information about tasks, resources, and assignments.

Compare multiple baselines to see how your project has changed over time.

		WBS	Task Name	Duration				Res Nar
1		1	**Projek Membina bangunan serbaguna Dan Pondok Pengawal JKR**	**185 days**	**Tue 01**			
2		1.1	Project Start	0 days	Tue 01			
3		1.2	**Preliminaries**	**185 days**	**Tue 01**			
4		1.2.1	Performance Bonds & Insurance	7 days	Tue 01 03 11	Wed 09 03 11	2	
5		1.2.2	Site Office	4 days	Thu 10 03 11	Tue 15 03 11	4	
6		1.2.3	Setting Out	7 days	Thu 10 03 11	Sun 20 03 11	4	
7		1.2.4	**Progress Report**	**179 days**	**Tue 01 03 11**	**Tue 22 11 11**		
28		1.2.5	CCC	14 days	Sun 13 11 11	Wed 30 11 11	29;35;49;56;5	
29		1.3	**External Works**	**157 days**	**Mon 21 03 11**	**Thu 10 11 11**		
30		1.3.1	Earthworks	42 days	Mon 21 03 11	Mon 23 05 11	6	Ear
31		1.3.2	Drain	23 days	Wed 27 07 11	Mon 29 08 11	37;52	Ear
32		1.3.3	Road	29 days	Mon 22 08 11	Wed 05 10 11	31FS-6 days	Pre
33		1.3.4	Turfing	22 days	Thu 06 10 11	Wed 09 11 11	32	Ear
34		1.3.5	Fence	23 days	Thu 06 10 11	Thu 10 11 11	32	Ear
35		1.4	**bangunan Serbaguna**	**106 days**	**Tue 24 05 11**	**Tue 25 10 11**		
36		1.4.1	Frame	34 days	Tue 24 05 11	Sun 10 07 11	30	Str
37		1.4.2	Wall	16 days	Tue 05 07 11	Tue 26 07 11	36FS-4 days	Str
38		1.4.3	Roof	35 days	Mon 11 07 11	Mon 29 08 11	36	Str



Tracking Gantt

IDENTIFY BASELINE

Resource | Project | View | Add-Ins | Acrobat | Format

Custom Fields | Links Between Projects | WBS | Change Working Time — Properties

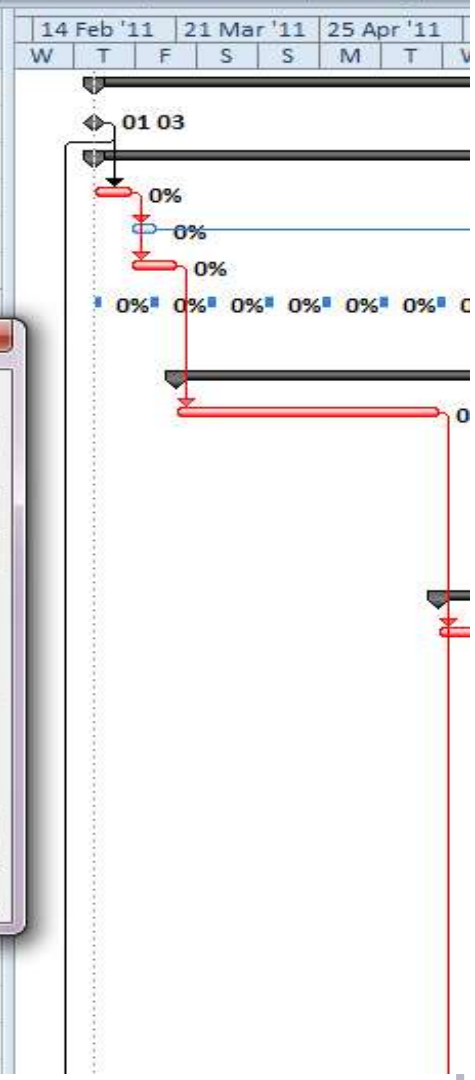
Calculate Project | Set Baseline | Move Project — Schedule

Status Date: 10 01 13 | Update Project | Sync to Protected Actuals — Status

Visual Reports | Reports | Compare Projects — Reports

Spelling — Proofing

Ta M	WBS	Task Name	Duration	Start	Finish	Predecessors
	1	Projek Membina bangunan se	185 days	Tue 01 03 11	Wed 30 11 11	
	1.1	Project Start	0 days	Tue 01 03 11	Tue 01 03 11	
	1.2	Preliminaries	185 days	Tue 01 03 11	Wed 30 11 11	
	1.2.1	Performance Bonds & In	7 days	Tue 01 03 11	Wed 09 03 11	2
	1.2.2	Site Office	4 days	Thu 10 03 11	Tue 15 03 11	4
	1.2.3	Setting Out	7 days	Thu 10 03 11	Sun 20 03 11	4
	1.2.4	Progress Report	179 days	Tue 01 03 11	Tue 22 11 11	
	1.2.5	CCC	14 da			
	1.3	External Works	157 d			
	1.3.1	Earthworks	42 da			
	1.3.2	Drain	23 da			
	1.3.3	Road	29 da			
	1.3.4	Turfing	22 da			
	1.3.5	Fence	23 da			
	1.4	bangunan Serbaguna	106 d			
	1.4.1	Frame	34 da			
	1.4.2	Wall	16 da			
	1.4.3	Roof	35 da			
	1.4.4	Finnishes & Furniture	14 da			
	1.4.5	Door & Windows	5 days			
	1.4.6	Sanitary & Plumbing	13 da			
	1.4.7	Electrical Works	33 da			
	1.4.7.1	Wiring	12 da			
	1.4.7.2	Lighting Switches & P	10 da			
	1.4.7.3	Fittings	7 days	Tue 11 10 11	Wed 19 10 11	39;44
	1.4.8	Mechanical Works	25 days	Wed 21 09 11	Tue 25 10 11	
	1.4.8.1	A.C & Ventilation Wo	25 days	Wed 21 09 11	Tue 25 10 11	40;43



Set Baseline

- (●) Set baseline — Baseline
- ( ) Set interim plan
  - Copy: Scheduled Start/Finish
  - Into: Start1/Finish1

For:
- (●) Entire project
- ( ) Selected tasks

Roll up baselines:
- [ ] To all summary tasks
- [ ] From subtasks into selected summary task(s)

Set as Default

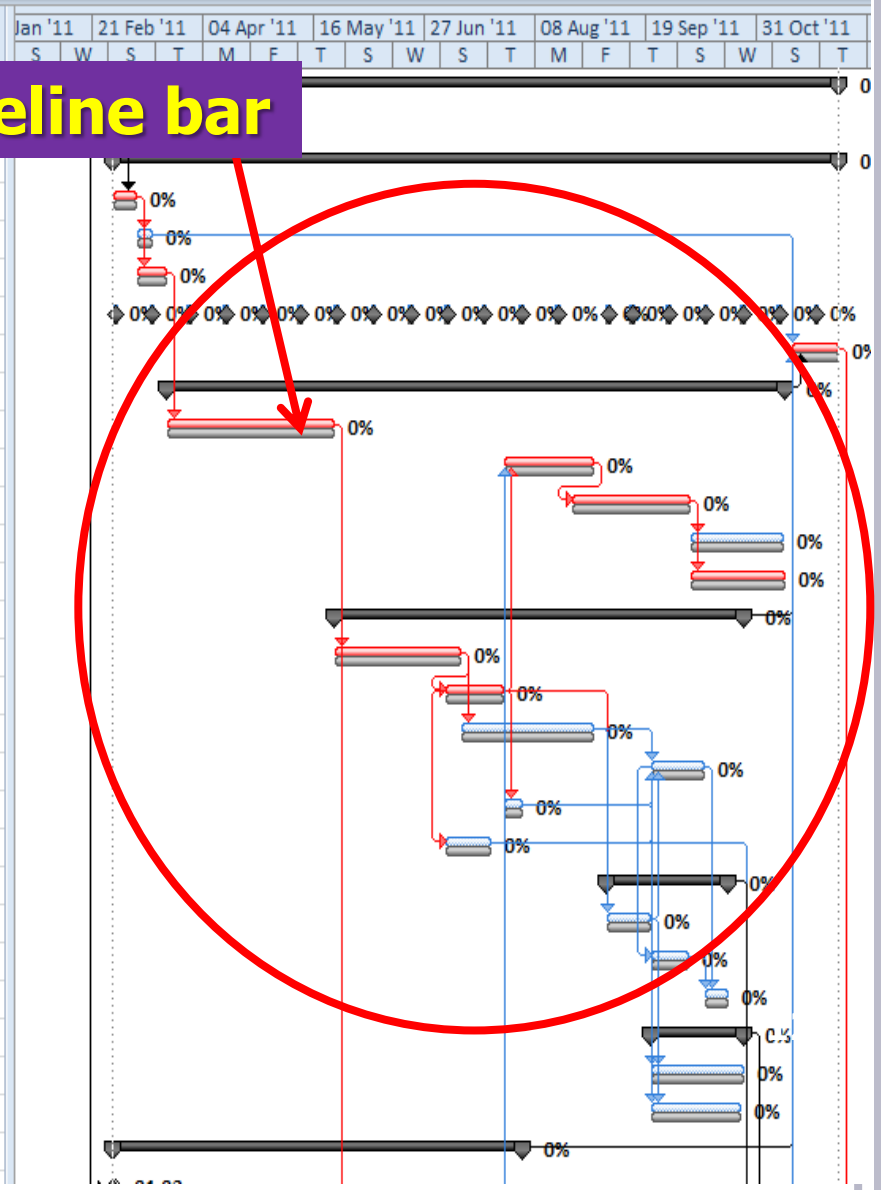
Help | OK | Cancel

BASELINE FILE

Other Views | Team Planner | Other Views | Sort | Outline | Tables | Group by: [No Group] | Zoom | Entire Project | Selected Tasks | New Window

Task Views | Resource Views | Data | Zoom | Split View | Window

		Ta M	WBS	Task Name	Duration	Start	Finish
			1	**Projek Membina bangunan se**	**185 days**	**Tue 01 03 11**	
			1.1	Project Start	0 days	Tue 01 03 11	
			1.2	**Preliminaries**	**185 days**	**Tue 01 03 11**	**Wed 30 11 11**
			1.2.1	Performance Bonds & In	7 days	Tue 01 03 11	Wed 09 03 11
			1.2.2	Site Office	4 days	Thu 10 03 11	Tue 15 03 11
			1.2.3	Setting Out	7 days	Thu 10 03 11	Sun 20 03 11
			1.2.4	**Progress Report**	**179 days**	**Tue 01 03 11**	**Tue 22 11 11**
8			1.2.5	CCC	14 days	Sun 13 11 11	Wed 30 11 11
9			1.3	**External Works**	**157 days**	**Mon 21 03 11**	**Thu 10 11 11**
0			1.3.1	Earthworks	42 days	Mon 21 03 11	Mon 23 05 11
1			1.3.2	Drain	23 days	Wed 27 07 11	Mon 29 08 11
2			1.3.3	Road	29 days	Mon 22 08 11	Wed 05 10 11
3			1.3.4	Turfing	22 days	Thu 06 10 11	Wed 09 11 11
4			1.3.5	Fence	23 days	Thu 06 10 11	Thu 10 11 11
5			1.4	**bangunan Serbaguna**	**106 days**	**Tue 24 05 11**	**Tue 25 10 11**
6			1.4.1	Frame	34 days	Tue 24 05 11	Sun 10 07 11
7			1.4.2	Wall	16 days	Tue 05 07 11	Tue 26 07 11
8			1.4.3	Roof	35 days	Mon 11 07 11	Mon 29 08 11
9			1.4.4	Finnishes & Furniture	14 days	Wed 21 09 11	Mon 10 10 11
0			1.4.5	Door & Windows	5 days	Wed 27 07 11	Tue 02 08 11
1			1.4.6	Sanitary & Plumbing	13 days	Tue 05 07 11	Thu 21 07 11
2			1.4.7	**Electrical Works**	**33 days**	**Sun 04 09 11**	**Wed 19 10 11**
3			1.4.7.1	Wiring	12 days	Sun 04 09 11	Tue 20 09 11
4			1.4.7.2	Lighting Switches & P	10 days	Wed 21 09 11	Tue 04 10 11
5			1.4.7.3	Fittings	7 days	Tue 11 10 11	Wed 19 10 11
6			1.4.8	**Mechanical Works**	**25 days**	**Wed 21 09 11**	**Tue 25 10 11**
7			1.4.8.1	A.C & Ventilation Wo	25 days	Wed 21 09 11	Tue 25 10 11
8			1.4.8.2	Fire Protection Works	24 days	Wed 21 09 11	Mon 24 10 11
9			1.5	**Pondok Pengawal**	**107 days**	**Tue 01 03 11**	**Tue 02 08 11**

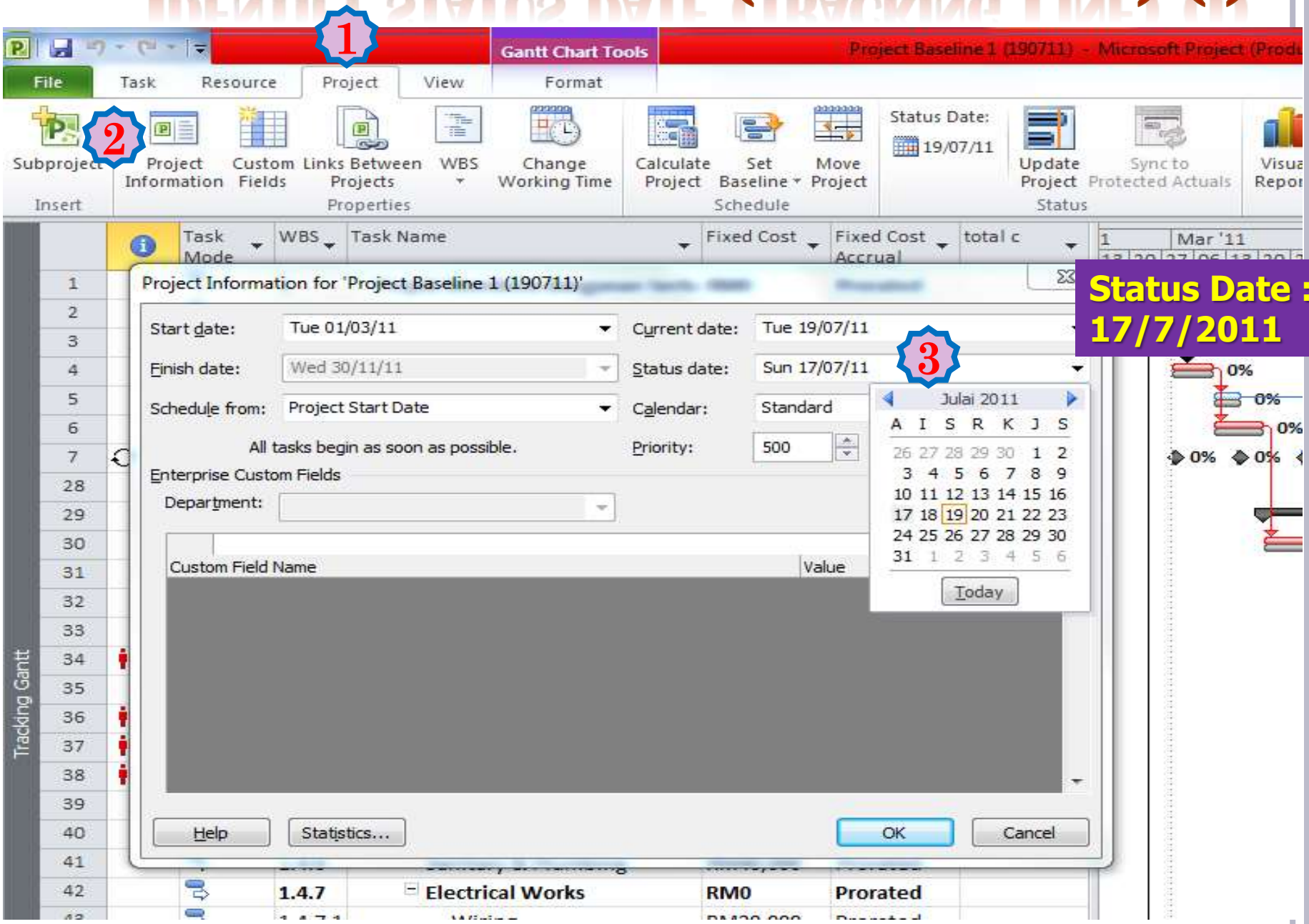


Project Monitoring & Performance Reporting

Project Monitoring

- Determine Status Date

IDENTIFY STATUS DATE (TRACKING LINE) (I)



IDENTIFY STATUS DATE (TRACKING LINE) (II)

Gantt Chart Tools — Project Baseline 1 (190711) - Microsoft Project (Product Activation Failed)

File | Task | Resource | Project | View | Format

1 — Format

2 — Text Styles | Gridlines | Layout

Insert Column | Column Settings | Custom Fields

Critical Tasks | Slack | Late Tasks | Baseline | Slippage

Format | Columns | Bar Styles | Gantt Chart Style

Tracking Gantt

	Task Mode	WBS	Task Name	Fixed Cost	Fixed Cost Accrual	total c
1		1	Projek Membina Bangunan Serba	RM0	Prorated	
2		1.1	Project Start	RM0	Prorated	
3		1.2	Preliminaries	RM0	Prorated	
4						
5						
6						
7						
28						
29						
30						
31						
32						
33						
34		1.3.5	Fence	RM80,000	Prorated	
35		1.4	Bangunan Serbaguna	RM0	Prorated	
36		1.4.1	Frame	RM60,000	Prorated	
37		1.4.2	Wall	RM30,000	Prorated	
38		1.4.3	Roof	RM40,000	Prorated	
39		1.4.4	Finishes & furniture	RM60,000	Prorated	
40		1.4.5	Door & Windows	RM20,000	Prorated	
41		1.4.6	Sanitary & Plumbing	RM40,000	Prorated	
42		1.4.7	Electrical Works	RM0	Prorated	
43		1.4.7.1	Wiring	RM20,000	Prorated	

Gridlines

Line to change:
- Middle Tier Column
- Bottom Tier Column
- Current Date
- Sheet Rows
- Sheet Columns
- Title Vertical
- Title Horizontal
- Page Breaks
- Project Start
- Project Finish
- Status Date

Normal — Type: — Color:

At interval — None | 2 | 3 | 4 | Other: 0

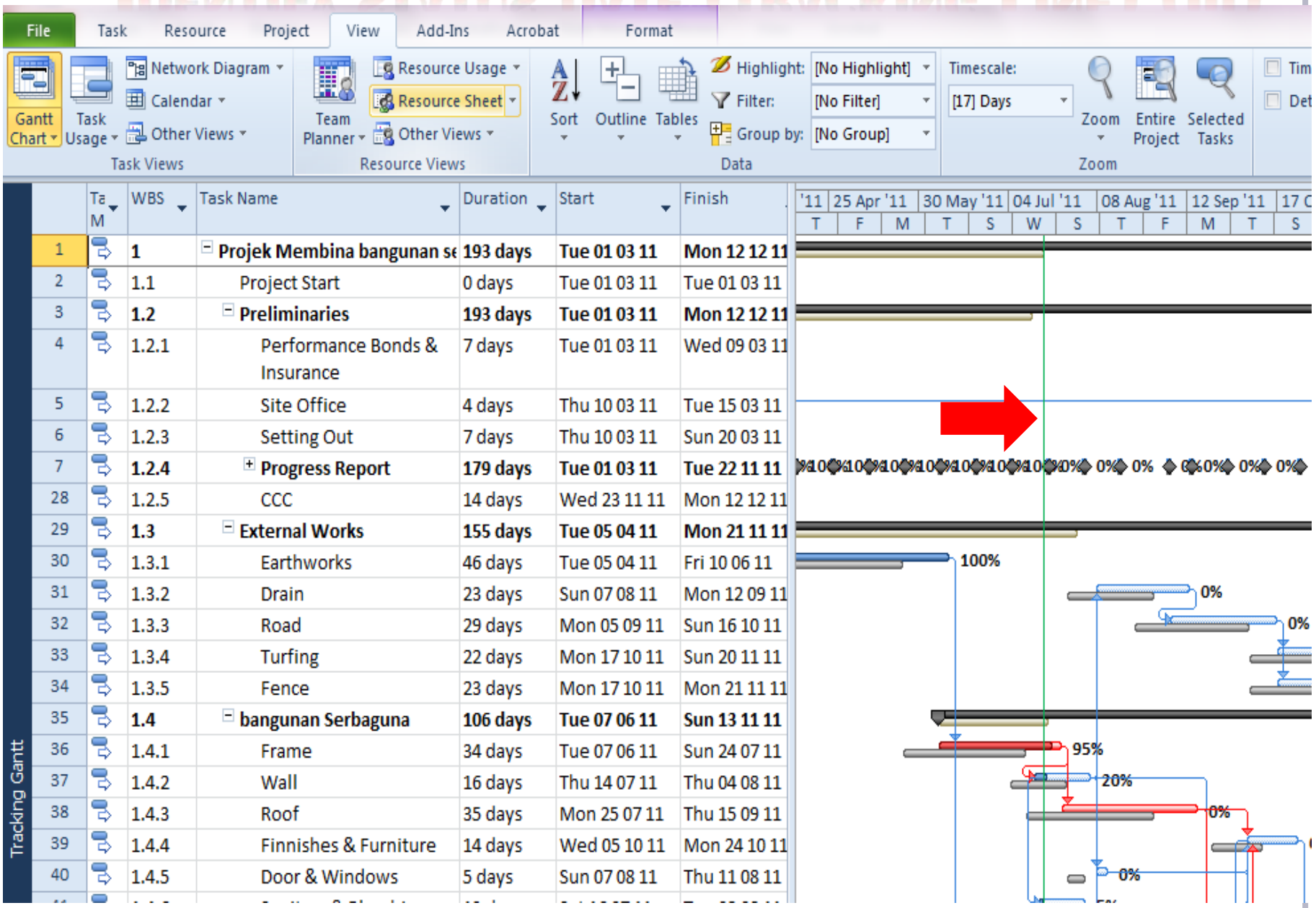
Type: — Color:

Help | OK | Cancel

3 — 4 — 5 — 6

July 2011 — 26 29 02 05 08 11 14 17 20 23 26 29 01

IDENTIFY STATUS DATE (TRACKING LINE) (III)



Project Monitoring & Performance Reporting

Project Monitoring

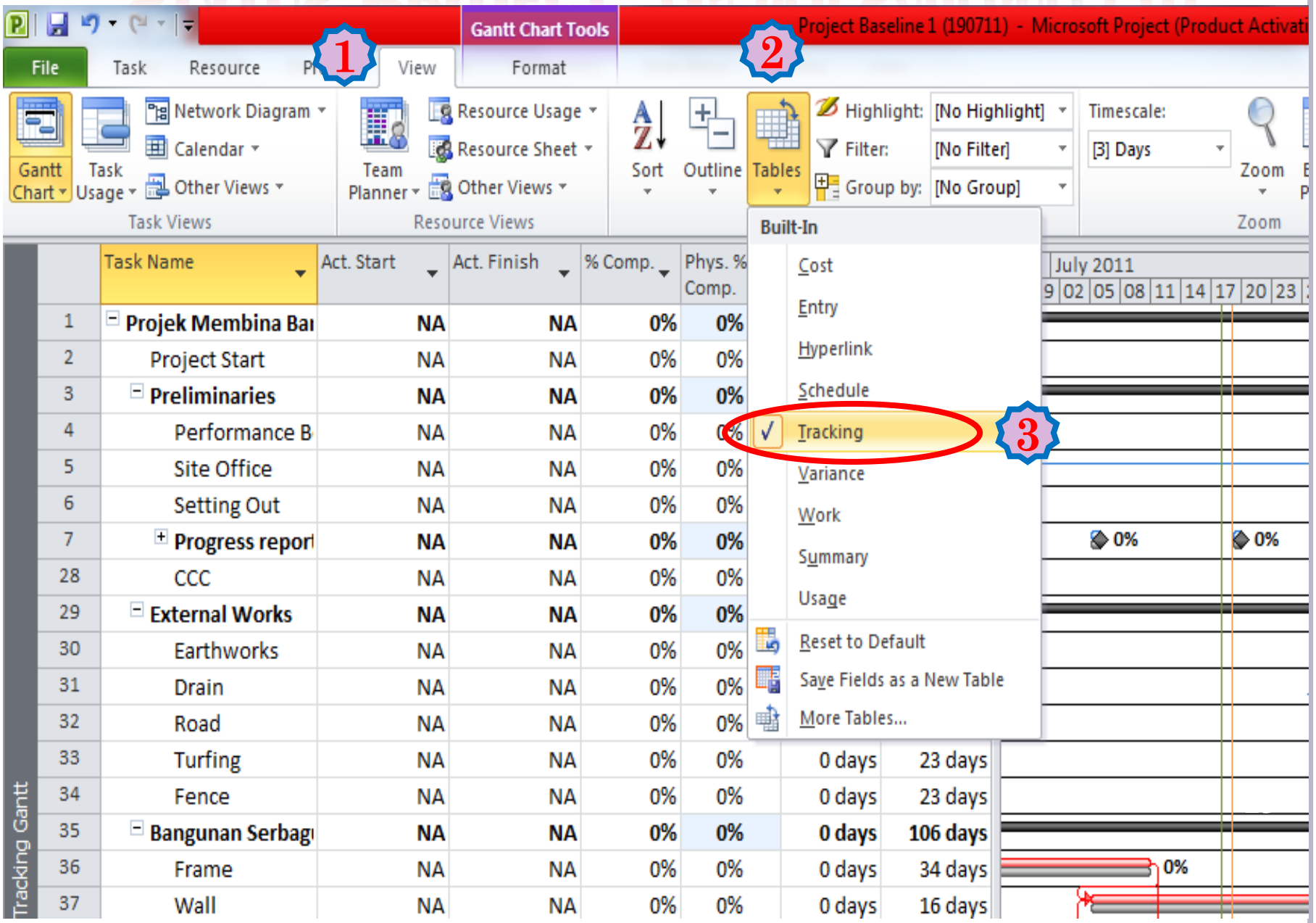
- Update Schedule Progress

Analysis of Status Project

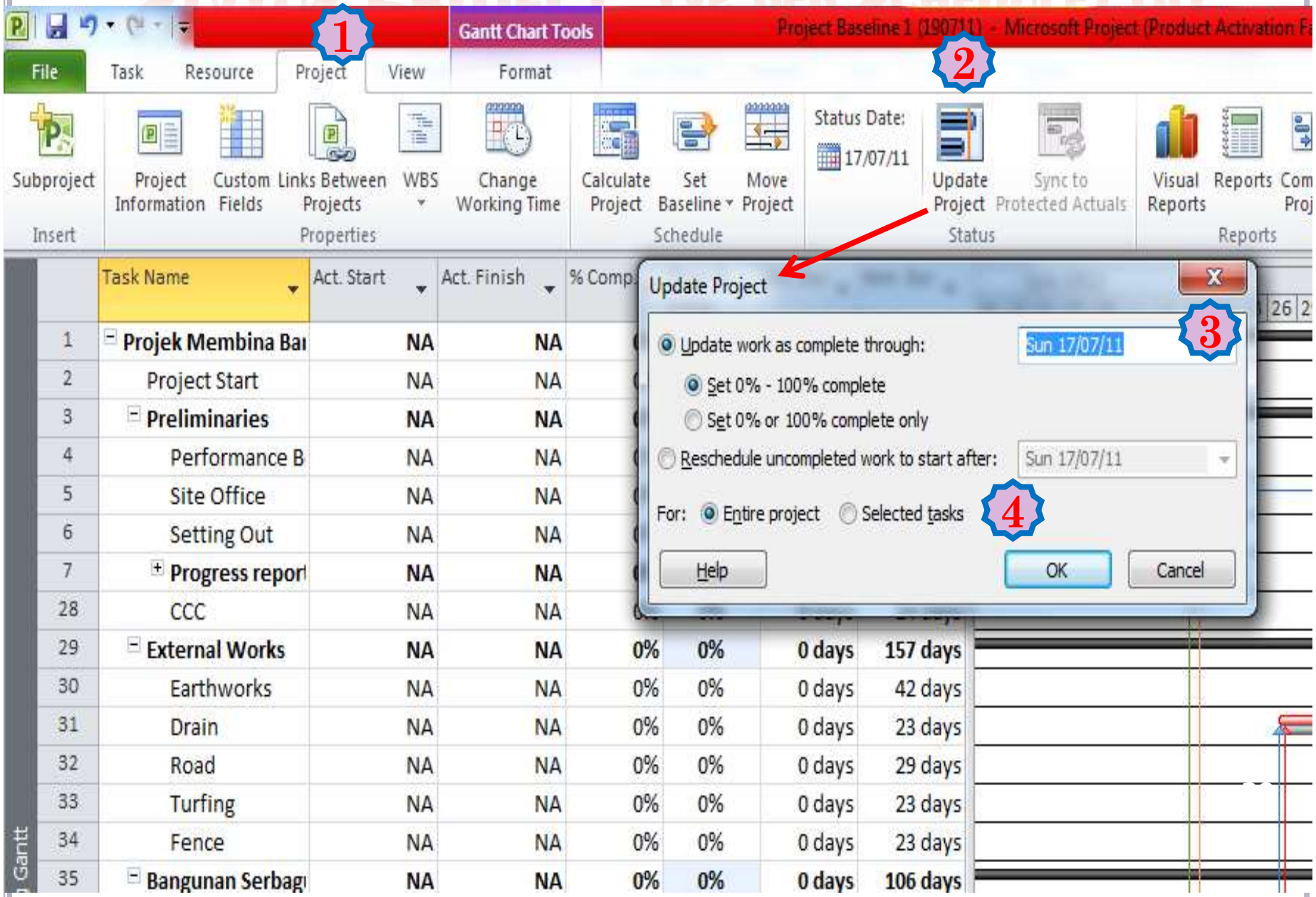
Status Date :

Baseline :	Ref. Column	Schd. Progress	Actual Progress	Variance	Actions
Financial Progress	Actual Cost				
Physical Progress	% Comp				
Project Finish Date	ID				

STATUS PROJECT (AS PER SCHEDULE) (I)

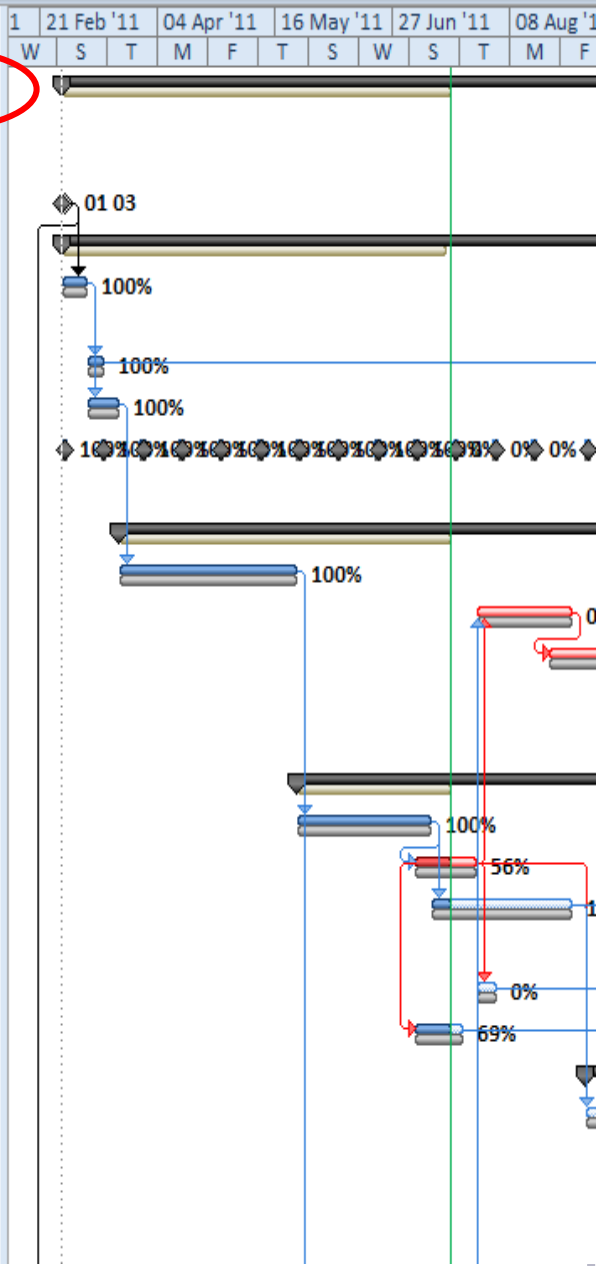


STATUS PROJECT (AS PER SCHEDULE) (II)



STATUS PROJECT (AS PER SCHEDULE) (III)

	Task Name	Act. Start	Act. Finish	% Comp.	Act. Dur.	Rem. Dur.	Act. Cost
1	**Projek Membina bangunan serbaguna Dan Pondok Pengawal JKR**	**Tue 01 03 11**	**NA**	**40%**	**74.54 days**	**110.86 days**	**RM495,000**
2	Project Start	Tue 01 03 11	ue 01 03 11	100%	0 days	0 days	RM0
3	**Preliminaries**	**Tue 01 03 11**	**NA**	**54%**	**99.62 days**	**85.38 days**	**RM60,000**
4	Performance Bonds & Insurance	Tue 01 03 11	Wed 09 03 11	100%	7 days	0 days	RM10,000
5	Site Office	Thu 10 03 11	ue 15 03 11	100%	4 days	0 days	RM30,000
6	Setting Out	Thu 10 03 11	un 20 03 11	100%	7 days	0 days	RM20,000
7	**Progress Report**	**Tue 01 03 11**	**NA**	**50%**	**89.5 days**	**89.5 days**	**RM0**
28	CCC	NA	NA	0%	0 days	14 days	RM0
29	**External Works**	**Mon 21 03 11**	**NA**	**30%**	**47.44 days**	**109.56 days**	**RM35,000**
30	Earthworks	Mon 21 03 11	on 23 05 11	100%	42 days	0 days	RM35,000
31	Drain	NA	NA	0%	0 days	23 days	RM0
32	Road	NA	NA	0%	0 days	29 days	RM0
33	Turfing	NA	NA	0%	0 days	22 days	RM0
34	Fence	NA	NA	0%	0 days	23 days	RM0
35	**bangunan Serbaguna**	**Tue 24 05 11**	**NA**	**29%**	**30.98 days**	**75.02 days**	**RM110,000**
36	Frame	Tue 24 05 11	un 10 07 11	100%	34 days	0 days	RM60,000
37	Wall	Tue 05 07 11	NA	56%	9 days	7 days	RM16,800
38	Roof	Mon 11 07 11	NA	14%	5 days	30 days	RM5,600
39	Finnishes & Furniture	NA	NA	0%	0 days	14 days	RM0
40	Door & Windows	NA	NA	0%	0 days	5 days	RM0
41	Sanitary & Plumbing	Tue 05 07 11	NA	69%	9 days	4 days	RM27,600
42	**Electrical Works**	**NA**	**NA**	**0%**	**0 days**	**33 days**	**RM0**
43	Wiring	NA	NA	0%	0 days	12 days	RM0
44	Lighting Switches & Powerpoints	NA	NA	0%	0 days	10 days	RM0
45	Fittings	NA	NA	0%	0 days	7 days	RM0

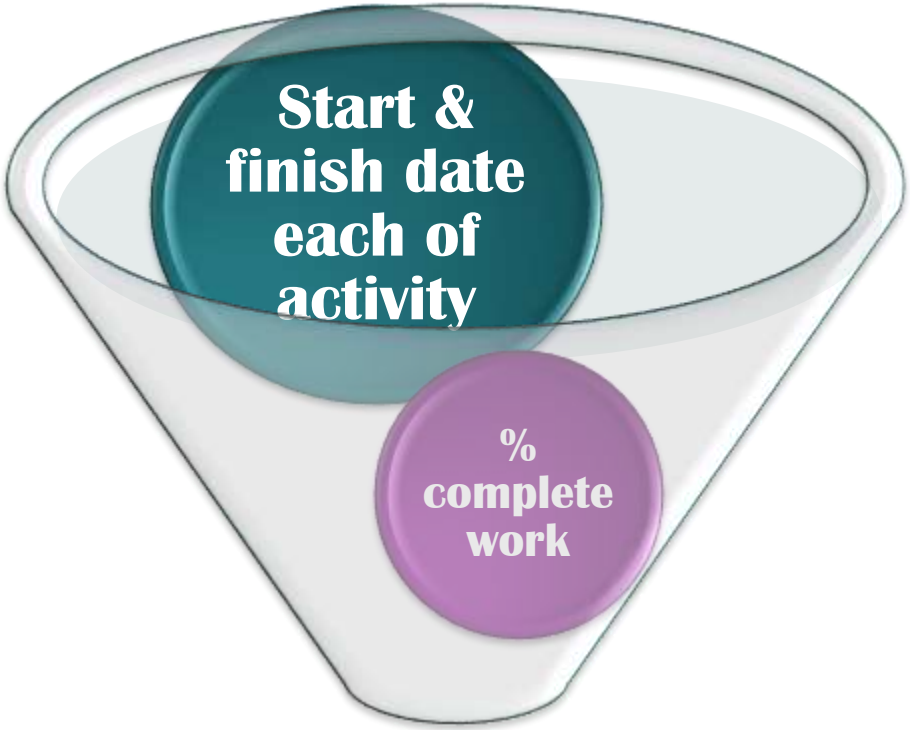


Project Monitoring & Performance Reporting

Project Monitoring

- Track Actual Progress

Tracking Actual Progress On Site



What to assess?

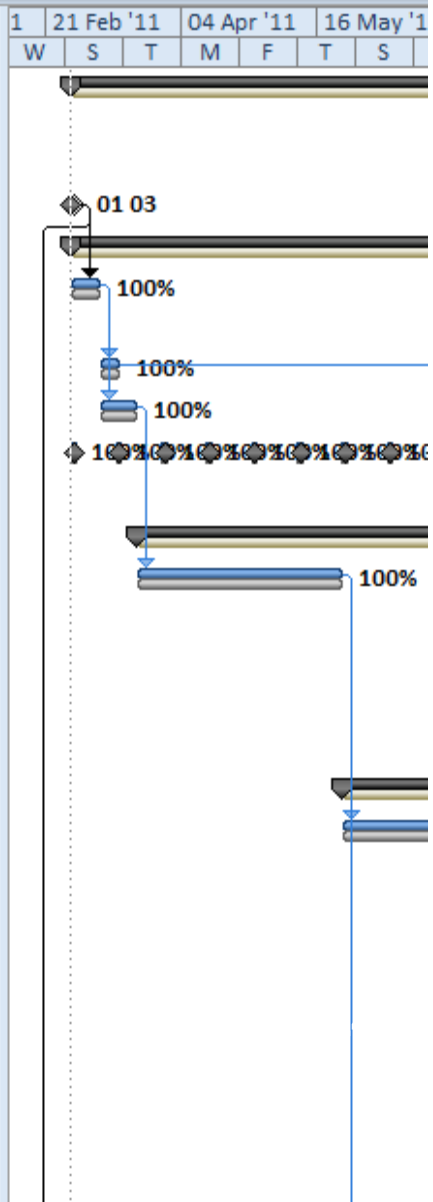
Track Actual Progress (I)

Insert new column

sk Views | Resource Views | Zoom | Split

	Task Name	Act. Start	Act.	% Comp.	Act. Dur.	Rem. Dur.	Act. Cost
	Projek Membina bangunan serbaguna Dan Pondok Pengawal JKR	**Tue 01 03 1**		**40%**	**74.64 days**	**110.36 days**	**RM495,000**
	Project Start	Tue 01 03		100%	0 days	0 days	RM0
	Preliminaries	**Tue 01 03**		**54%**	**99.62 days**	**85.38 days**	**RM60,000**
	Performance Bonds & Insurance	Tue 01 03		100%	7 days	0 days	RM10,000
	Site Office	Thu 10 03		100%	4 days	0 days	RM30,000
	Setting Out	Thu 10 03		100%	7 days	0 days	RM20,000
	Progress Report	**Tue 01 03**		**50%**	**89.5 days**	**89.5 days**	**RM0**
8	CCC	N		0%	0 days	14 days	RM0
9	**External Works**	**Mon 21 03**		**30%**	**47.44 days**	**109.56 days**	**RM35,000**
0	Earthworks	Mon 21 03		100%	42 days	0 days	RM35,000
1	Drain	NA	NA	0%	0 days	23 days	RM0
2	Road	NA	NA	0%	0 days	29 days	RM0
3	Turfing	NA	NA	0%	0 days	22 days	RM0
4	Fence	NA	NA	0%	0 days	23 days	RM0
5	**bangunan Serbaguna**	**Tue 24 05 11**	**NA**	**29%**	**30.98 days**	**75.02 days**	**RM110,000**
6	Frame	Tue 24 05 11	un 10 07 11	100%	34 days	0 days	RM60,000
7	Wall	Tue 05 07 11	NA	56%	9 days	7 days	RM16,800
8	Roof	Mon 11 07 11	NA	14%	5 days	30 days	RM5,600
9	Finnishes & Furniture	NA	NA	0%	0 days	14 days	RM0
0	Door & Windows	NA	NA	0%	0 days	5 days	RM0
1	Sanitary & Plumbing	Tue 05 07 11	NA	69%	9 days	4 days	RM27,600
2	**Electrical Works**	**NA**	**NA**	**0%**	**0 days**	**33 days**	**RM0**
3	Wiring	NA	NA	0%	0 days	12 days	RM0
4	Lighting Switches & Powerpoints	NA	NA	0%	0 days	10 days	RM0

Cut
Copy
Paste
Paste Special...
Wrap Text
Insert Column
Hide Column
Font...
Text Styles...
Field Settings
Custom Fields
Data Type



Track Actual Progress (ii)

ask Views | Resource Views | Data | Zoom

	Task Name	task Calendar	Act. Start	Act. Finish	% Comp.	Act. Dur.	Rem. Dur.
1	**Projek Membina bangunan serbaguna Dan Pondok Pengawal JKR**			**NA**	**40%**	**74.64 days**	**110.3 day**
2	Project Start			1 03 11	100%	0 days	0 day
3	**Preliminaries**			**NA**	**54%**	**99.62 days**	**85.38 day**
4	Performance Bonds & Insurance			d 09 03 11	100%	7 days	0 day
5	Site Office				0%	4 days	0 day
6	Setting Out				0%	7 days	0 day
7	**Progress Report**				0%	**89.5 days**	**89.5 day**
28	CCC			NA	0%	0 days	14 day
29	**External Works**			**NA**	**30%**	**47.44 days**	**109.56 day**
30	Earthworks			3 05 11	100%	42 days	0 day
31	Drain			NA	0%	0 days	23 day
32	Road			NA	0%	0 days	29 day
33	Turfing			NA	0%	0 days	22 day
34	Fence			NA	0%	0 days	23 day
35	**bangunan Serbaguna**			**NA**	**29%**	**30.98 days**	**75.02 day**
36	Frame			0 07 11	100%	34 days	0 day
37	Wall			NA	56%	9 days	7 day
38	Roof			NA	14%	5 days	30 day
39	Finnishes & Furniture			NA	0%	0 days	14 day
40	Door & Windows			NA	0%	0 days	5 day
41	Sanitary & Plumbing		Tue 05 07 11	NA	69%	9 days	4 day
42	**Electrical Works**		**NA**	**NA**	**0%**	**0 days**	**33 day**
43	Wiring		NA	NA	0%	0 days	12 day
44	Lighting Switches & Powerpoints		NA	NA	0%	0 days	10 day

Task Calendar
Task Calendar GUID
Task Mode
TCPI
TeamStatus Pending
Text1
Text10
Text11
Text12
Text13
Text14
Text15
Text16
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Text3
Text30
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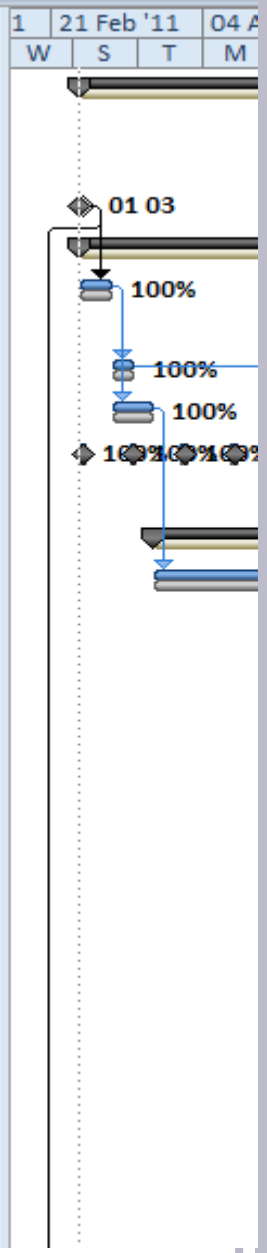
Text8
Text9
Total Slack
Type

Choose column name Text1@2@3@.....n



Track Actual Progress (iii)

Task Views | Resource Views | Zoom | Split V

	Task Name	Text1	Act. Start	Act. Finish	% Comp.	Act. Dur.	Rem. Dur.
1	Projek Mem serbaguna D JKR			NA	40%	74.64 days	110.36 days
2	Project Start			01 03 11	100%	0 days	0 days
3	Preliminaries			NA	54%	99.62 days	85.38 days
4	Performance Bonds & Insurance			Wed 09 03 11	100%	7 days	0 days
5	Site Office			15 03 11	100%	4 days	0 days
6	Setting Out			20 03 11	100%	7 days	0 days
7	Progress Report				50%	89.5 days	89.5 days
28	CCC				0%	0 days	14 days
29	External Works			NA	30%	47.44 days	109.56 days
30	Earthworks			23 05 11	100%	42 days	0 days
31	Drain		NA	NA	0%	0 days	23 days
32	Roa				0%	0 days	29 days
33	Tur				0%	0 days	22 days
34	Fer				0%	0 days	23 days
35	bangu				29%	30.98 days	75.02 days
36	Fra				100%	34 days	0 days
37	Wa				56%	9 days	7 days
38	Roc				14%	5 days	30 days
39	Fin				0%	0 days	14 days
40	Doc				0%	0 days	5 days
41	San				69%	9 days	4 days
42	Ele				0%	0 days	33 days

1 Right click at new column!

Cut
Copy
Paste
Paste Special...
Wrap Text
Insert Column
Hide Column
Font...
Text Styles...
Field Settings
Custom Fields
Data Type

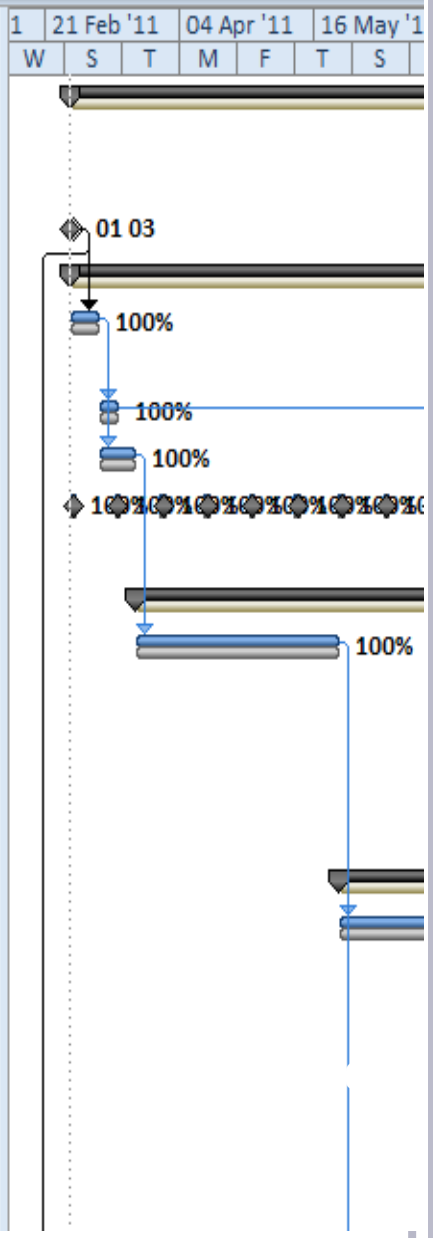
2

Field Settings

Field name: Text1
Title: Baseline Start
Align title: Left
Align data: Left
Width: 14
Header Text Wrapping

3 4

Best Fit | OK | Cancel



Track Actual Progress (iv)

a. Copy data from column 1 into column 2
b. Then, insert data of actual progress in column 1.

2 1

Task Name	Baseline Start	Act. Start	Act. Finish	% Comp.	Act. Dur.	Rem. Dur.
Projek Membina bangunan serbaguna Dan Pondok Pengawal JKR	**Tue 01 03 11**	**Tue 01 03 11**	**NA**	**40%**	**74.64 days**	**110.36 days**
Project Start	Tue 01 03 11	Tue 01 03 11	ue 01 03 11	100%	0 days	0 days
Preliminaries	**Tue 01 03 11**	**Tue 01 03 11**	**NA**	**54%**	**99.62 days**	**85.38 days**
Performance Bonds & Insurance	Tue 01 03 11	Tue 01 03 11	Wed 09 03 11	100%	7 days	0 days
Site Office	Thu 10 03 11	Thu 10 03 11	ue 15 03 11	100%	4 days	0 days
Setting Out	Thu 10 03 11	Thu 10 03 11	un 20 03 11	100%	7 days	0 days
Progress Report	**Tue 01 03 11**	**Tue 01 03 11**	**NA**	**50%**	**89.5 days**	**89.5 days**
CCC	NA	NA	NA	0%	0 days	14 days
External Works	**Mon 21 03 11**	**Mon 21 03 11**	**NA**	**30%**	**47.44 days**	**109.56 days**
Earthworks	Mon 21 03 11	Mon 21 03 11	on 23 05 11	100%	42 days	0 days
Drain	NA	NA	NA	0%	0 days	23 days
Road	NA	NA	NA	0%	0 days	29 days
Turfing	NA	NA	NA	0%	0 days	22 days
Fence	NA	NA	NA	0%	0 days	23 days
bangunan Serbaguna	**Tue 24 05 11**	**Tue 24 05 11**	**NA**	**29%**	**30.98 days**	**75.02 days**
Frame	Tue 24 05 11	Tue 24 05 11	un 10 07 11	100%	34 days	0 days
Wall	Tue 05 07 11	Tue 05 07 11	NA	56%	9 days	7 days
Roof	Mon 11 07 11	Mon 11 07 11	NA	14%	5 days	30 days
Finnishes & Furniture	NA	NA	NA	0%	0 days	14 days
Door & Windows	NA	NA	NA	0%	0 days	5 days
Sanitary & Plumbing	Tue 05 07 11	Tue 05 07 11	NA	69%	9 days	4 days
Electrical Works	**NA**	**NA**	**NA**	**0%**	**0 days**	**33 days**
Wiring	NA	NA	NA	0%	0 days	12 days
Lighting Switches & Powerpoints	NA	NA	NA	0%	0 days	10 days

Example : Data of Actual Progress On Site

No	Activity	Actual Start	Actual Finish	% Complete (tracking date @ status date)
	External Work			
1	Earthwork	15/3		90
	Dewan			
1	Frame	20/5		80
2	Wall	1/7		45
3	Roof	5/7		10
	Pondok Pengawal			
1	Frame	18/5		80
2	Wall	23/6		78
3	Roof	24/6		75

Update Actual progress On Site

To update actual progress work in MSP :

Priority steps :

1. % complete
2. Actual Start
3. Actual Finish

SCHEDULE VS ACTUAL

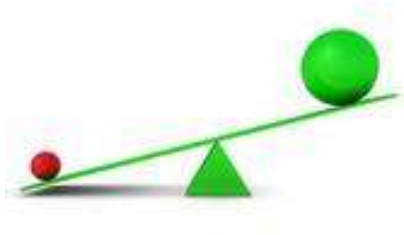
Task Name	Baseline Start	Act. Start	Baseline Finish	Act. Finish	Schedule Fizikal	% Comp.	Schedule Cost	Act. Cost
Projek Membina bangunan serbaguna Dan Pondok Pengawal JKR	**Tue 01 03 11**	**Tue 01 03 11**	**Wed 30 11 11**	**NA**	**40%**	**35%**	**RM495,000**	**RM435,300**
Project Start	Tue 01 03 11	Tue 01 03 11	Tue 01 03 11	Tue 01 03 11	100%	100%	RM0	RM0
Preliminaries	**Tue 01 03 11**	**Tue 01 03 11**	**Wed 30 11 11**	**NA**	**54%**	**54%**	**RM60,000**	**RM60,000**
Performance Bonds & Insurance	Tue 01 03 11	Tue 01 03 11	Wed 09 03 11	Wed 09 03 11	100%	100%	RM10,000	RM10,000
Site Office	Thu 10 03 11	Thu 10 03 11	Tue 15 03 11	Tue 15 03 11	100%	100%	RM30,000	RM30,000
Setting Out	Thu 10 03 11	Thu 10 03 11	Sun 20 03 11	Sun 20 03 11	100%	100%	RM20,000	RM20,000
Progress Report	**Tue 01 03 11**	**Tue 01 03 11**	**Tue 22 11 11**	**NA**	**50%**	**50%**	**RM0**	**RM0**
CCC	Sun 13 11 11	NA	Wed 30 11 11	NA	0%	0%	RM0	RM0
External Works	**Mon 21 03 11**	**Tue 15 03 11**	**Thu 10 11 11**	**NA**	**30%**	**27%**	**RM35,000**	**RM31,500**
Earthworks	Mon 21 03 11	Tue 15 03 11	Mon 23 05 11	NA	100%	90%	RM35,000	RM31,500
Drain	Wed 27 07 11	NA	Mon 29 08 11	NA	0%	0%	RM0	RM0
Road	Mon 22 08 11	NA	Wed 05 10 11	NA	0%	0%	RM0	RM0
Turfing	Thu 06 10 11	NA	Wed 09 11 11	NA	0%	0%	RM0	RM0
Fence	Thu 06 10 11	NA	Thu 10 11 11	NA	0%	0%	RM0	RM0
bangunan Serbaguna	**Tue 24 05 11**	**Fri 20 05 11**	**Tue 25 10 11**	**NA**	**29%**	**24%**	**RM110,000**	**RM93,100**
Frame	Tue 24 05 11	Fri 20 05 11	Sun 10 07 11	NA	100%	80%	RM60,000	RM48,000
Wall	Tue 05 07 11	Fri 01 07 11	Tue 26 07 11	NA	56%	45%	RM16,800	RM13,500
Roof	Mon 11 07 11	Tue 05 07 11	Mon 29 08 11	NA	14%	10%	RM5,600	RM4,000
Finnishes & Furniture	Wed 21 09 11	NA	Mon 10 10 11	NA	0%	0%	RM0	RM0
Door & Windows	Wed 27 07 11	NA	Tue 02 08 11	NA	0%	0%	RM0	RM0
Sanitary & Plumbing	Tue 05 07 11	Tue 05 07 11	Thu 21 07 11	NA	69%	69%	RM27,600	RM27,600
Electrical Works	**Sun 04 09 11**	**NA**	**Wed 19 10 11**	**NA**	**0%**	**0%**	**RM0**	**RM0**
Wiring	Sun 04 09 11	NA	Tue 20 09 11	NA	0%	0%	RM0	RM0
Lighting Switches & Powerpoints	Wed 21 09 11	NA	Tue 04 10 11	NA	0%	0%	RM0	RM0
Fittings	Tue 11 10 11	NA	Wed 19 10 11	NA	0%	0%	RM0	RM0
Mechanical Works	**Wed 21 09 11**	**NA**	**Tue 25 10 11**	**NA**	**0%**	**0%**	**RM0**	**RM0**
A.C & Ventilation Worl	Wed 21 09 11	NA	Tue 25 10 11	NA	0%	0%	RM0	RM0
Fire Protection Works	Wed 21 09 11	NA	Mon 24 10 11	NA	0%	0%	RM0	RM0
Pondok Pengawal	**Tue 01 03 11**	**Tue 01 03 11**	**Tue 02 08 11**	**NA**	**84%**	**72%**	**RM290,000**	**RM30,700**
Land Acquisition	Tue 01 03 11	Tue 01 03 11	Tue 01 03 11	Tue 01 03 11	100%	100%	RM0	RM0
Frame	Tue 24 05 11	Wed 18 05 11	Wed 29 06 11	NA	100%	80%	RM60,000	RM48,000
Wall	Thu 30 06 11	Thu 23 06 11	Sun 17 07 11	NA	100%	78%	RM90,000	RM70,200
Roof	Thu 30 06 11	Fri 24 06 11	Wed 20 07 11	NA	80%	75%	RM120,000	RM112,500

Project Monitoring & Performance Reporting

Project Monitoring

- Identify Variances

Variances In MSP



Cost Variances
Duration Variances
Project Start/Finish Variances

For

Financial Progress
Physical Progress
Project Finish date

EXAMPLE OF VARIANCE (I)

Task Name	Baseline Start	Act. Start	Baseline Finish	Act. Finish	Schedule Fizikal	% Comp.	Schedule Cost	Act. Cost
Projek Membina bangunan serbaguna Dan Pondok Pengawal JKR	**Tue 01 03 11**	**Tue 01 03 11**	**Wed 30 11 11**	**NA**	**40%**	**35%**	**RM495,000**	**RM435,300**
Project Start	Tue 01 03 11	Tue 01 03 11	Tue 01 03 11	Tue 01 03 11	100%	100%	RM0	RM0
Preliminaries	**Tue 01 03 11**	**Tue 01 03 11**	**Wed 30 11 11**	**NA**	**54%**	**54%**	**RM60,000**	**RM60,000**
Performance Bonds & Insurance	Tue 01 03 11	Tue 01 03 11	Wed 09 03 11	Wed 09 03 11	100%	100%	RM10,000	RM10,000
Site Office	Thu 10 03 11	Thu 10 03 11	Tue 15 03 11	Tue 15 03 11	100%	100%	RM30,000	RM30,000
Setting Out	Thu 10 03 11	Thu 10 03 11	Sun 20 03 11	Sun 20 03 11	100%	100%	RM20,000	RM20,000
Progress Report	**Tue 01 03 11**	**Tue 01 03 11**	**Tue 22 11 11**	**NA**	**50%**	**50%**	**RM0**	**RM0**
CCC	Sun 13 11 11	NA	Wed 30 11 11	NA	0%	0%	RM0	RM0
External Works	**Mon 21 03 11**	**Tue 15 03 11**	**Thu 10 11 11**	**NA**	**30%**	**27%**	**RM35,000**	**RM31,500**
Earthworks	Mon 21 03 11	Tue 15 03 11	Mon 23 05 11	NA	100%	90%	RM35,000	RM31,500
Drain	Wed 27 07 11	NA	Mon 29 08 11	NA	0%	0%	RM0	RM0
Road	Mon 22 08 11	NA	Wed 05 10 11	NA	0%	0%	RM0	RM0
Turfing	Thu 06 10 11	NA	Wed 09 11 11	NA	0%	0%	RM0	RM0
Fence	Thu 06 10 11	NA	Thu 10 11 11	NA	0%	0%	RM0	RM0
bangunan Serbaguna	**Tue 24 05 11**	**Fri 20 05 11**	**Tue 25 10 11**	**NA**	**29%**	**24%**	**RM110,000**	**RM93,100**
Frame	Tue 24 05 11	Fri 20 05 11	Sun 10 07 11	NA	100%	80%	RM60,000	RM48,000
Wall	Tue 05 07 11	Fri 01 07 11	Tue 26 07 11	NA	56%	45%	RM16,800	RM13,500
Roof	Mon 11 07 11	Tue 05 07 11	Mon 29 08 11	NA	14%	10%	RM5,600	RM4,000
Finnishes & Furniture	Wed 21 09 11	NA	Mon 10 10 11	NA	0%	0%	RM0	RM0
Door & Windows	Wed 27 07 11	NA	Tue 02 08 11	NA	0%	0%	RM0	RM0
Sanitary & Plumbing	Tue 05 07 11	Tue 05 07 11	Thu 21 07 11	NA	69%	69%	RM27,600	RM27,600
Electrical Works	**Sun 04 09 11**	**NA**	**Wed 19 10 11**	**NA**	**0%**	**0%**	**RM0**	**RM0**
Wiring	Sun 04 09 11	NA	Tue 20 09 11	NA	0%	0%	RM0	RM0
Lighting Switches & Powerpoints	Wed 21 09 11	NA	Tue 04 10 11	NA	0%	0%	RM0	RM0
Fittings	Tue 11 10 11	NA	Wed 19 10 11	NA	0%	0%	RM0	RM0
Mechanical Works	**Wed 21 09 11**	**NA**	**Tue 25 10 11**	**NA**	**0%**	**0%**	**RM0**	**RM0**
A.C & Ventilation Worl	Wed 21 09 11	NA	Tue 25 10 11	NA	0%	0%	RM0	RM0
Fire Protection Works	Wed 21 09 11	NA	Mon 24 10 11	NA	0%	0%	RM0	RM0
Pondok Pengawal	**Tue 01 03 11**	**Tue 01 03 11**	**Tue 02 08 11**	**NA**	**84%**	**72%**	**RM290,000**	**RM250,700**
Land Acquisition	Tue 01 03 11	Tue 01 03 11	Tue 01 03 11	Tue 01 03 11	100%	100%	RM0	RM0
Frame	Tue 24 05 11	Wed 18 05 11	Wed 29 06 11	NA	100%	80%	RM60,000	RM48,000
Wall	Thu 30 06 11	Thu 23 06 11	Sun 17 07 11	NA	100%	78%	RM90,000	RM70,200
Roof	Thu 30 06 11	Fri 24 06 11	Wed 20 07 11	NA	80%	75%	RM120,000	RM112,500

Example of variance (ii)

Baseline : 1	Schd. Progress	Actual Progress	Variance
Financial Progress	495,000.00	435,300.00	- 59,700.00
Physical Progress	40%	35%	- 5%
Project Finish Date	30.11.2011	10.12.2011	+ 10 hari

Project Monitoring

- Action to Variances

ACTION TO BE TAKEN

Priority Action :

1. Project Finish Date
2. Financial Progress
3. Physical Progress

CONTOH FORMAT LAPORAN KEMAJUAN PROJEK UNTUK MINIT MESYUARAT TAPAK

No	Tarikh Penilaian (Fizikal)	Sebenar (%)	Jadual (%)	Awal /Lewat (rujuk MSP)
1	Januari	10	15	Lewat 5 hari
2	Februari	15	20	Lewat 15 hari
3	Mac	25	40	Lewat 25 hari

No	Tarikh Penilaian (Kewangan)	Sebenar (%)	Jadual (%)	Awal /Lewat (rujuk SKALA)
1	Januari	12	17	Lewat 10 hari
2	Februari	17	20	Lewat 15 hari
3	Mac	23	30	Lewat 20 hari

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Contoh template laporan kemajuan kerja yang perlu disediakan oleh kontraktor

Task Name	Baseline Start	Act. Start	Baseline Finish	Act. Finish	Schedule Physical	% Comp.	Schedule Cost	Act. Cost
Projek Membina bangunan serbaguna Dan Pondok Pengawal JKR	**Tue 01 03 11**	**NA**	**Wed 30 11 11**	**NA**	**40%**	**0%**	**RM495,000**	**RM0**
Project Start	Tue 01 03 11	NA	Tue 01 03 11	NA	100%	0%	RM0	RM0
Preliminaries	**Tue 01 03 11**	**NA**	**Wed 30 11 11**	**NA**	**54%**	**0%**	**RM60,000**	**RM0**
Performance Bonds & Insurance	Tue 01 03 11	NA	Wed 09 03 11	NA	100%	0%	RM10,000	RM0
Site Office	Thu 10 03 11	NA	Tue 15 03 11	NA	100%	0%	RM30,000	RM0
Setting Out	Thu 10 03 11	NA	Sun 20 03 11	NA	100%	0%	RM20,000	RM0
Progress Report	**Tue 01 03 11**	**NA**	**Tue 22 11 11**	**NA**	**50%**	**0%**	**RM0**	**RM0**
CCC	NA	NA	Wed 30 11 11	NA	0%	0%	RM0	RM0
External Works	**Mon 21 03 11**	**NA**	**Thu 10 11 11**	**NA**	**30%**	**0%**	**RM35,000**	**RM0**
bangunan Serbaguna	**Tue 24 05 11**	**NA**	**Tue 25 10 11**	**NA**	**29%**	**0%**	**RM110,000**	**RM0**
Frame	Tue 24 05 11	NA	Sun 10 07 11	NA	100%	0%	RM60,000	RM0
Wall	Tue 05 07 11	NA	Tue 26 07 11	NA	56%	0%	RM16,800	RM0
Roof	Mon 11 07 11	NA	Mon 29 08 11	NA	14%	0%	RM5,600	RM0
Finnishes & Furniture	NA	NA	Mon 10 10 11	NA	0%	0%	RM0	RM0
Door & Windows	NA	NA	Tue 02 08 11	NA	0%	0%	RM0	RM0
Sanitary & Plumbing	Tue 05 07 11	NA	Thu 21 07 11	NA	69%	0%	RM27,600	RM0
Electrical Works	**NA**	**NA**	**Wed 19 10 11**	**NA**	**0%**	**0%**	**RM0**	**RM0**
Wiring	NA	NA	Tue 20 09 11	NA	0%	0%	RM0	RM0
Lighting Switches & Powerpoints	NA	NA	Tue 04 10 11	NA	0%	0%	RM0	RM0
Fittings	NA	NA	Wed 19 10 11	NA	0%	0%	RM0	RM0
Mechanical Works	**NA**	**NA**	**Tue 25 10 11**	**NA**	**0%**	**0%**	**RM0**	**RM0**
A.C & Ventilation Works	NA	NA	Tue 25 10 11	NA	0%	0%	RM0	RM0
Fire Protection Works	NA	NA	Mon 24 10 11	NA	0%	0%	RM0	RM0
Pondok Pengawal	**Tue 01 03 11**	**NA**	**Tue 02 08 11**	**NA**	**84%**	**0%**	**RM290,000**	**RM0**
Land Acquisition	Tue 01 03 11	NA	Tue 01 03 11	NA	100%	0%	RM0	RM0
Frame	Tue 24 05 11	NA	Wed 29 06 11	NA	100%	0%	RM60,000	RM0
Wall	Thu 30 06 11	NA	Sun 17 07 11	NA	100%	0%	RM90,000	RM0
Roof	Thu 30 06 11	NA	Wed 20 07 11	NA	80%	0%	RM120,000	RM0
Door, Window & Finishes	NA	NA	Tue 02 08 11	NA	0%	0%	RM0	RM0
Minor Electrical & Mechanical Works	Thu 30 06 11	NA	Wed 13 07 11	NA	100%	0%	RM20,000	RM0
T&C	NA	NA	Tue 08 11 11	NA	0%	0%	RM0	RM0
Project Finish	NA	NA	Wed 30 11 11	NA	0%	0%	RM0	RM0