

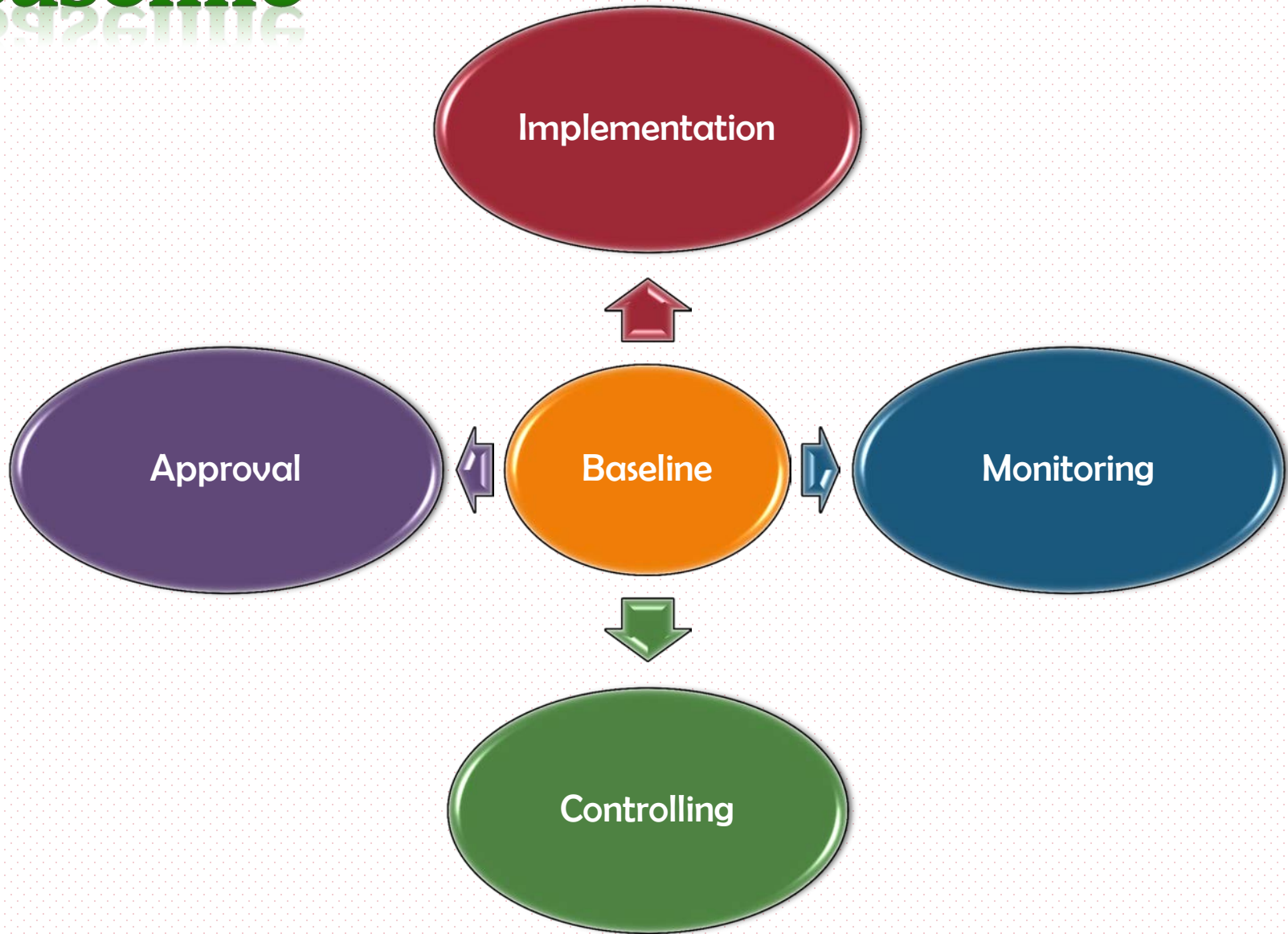
Project Monitoring & Performance Reporting



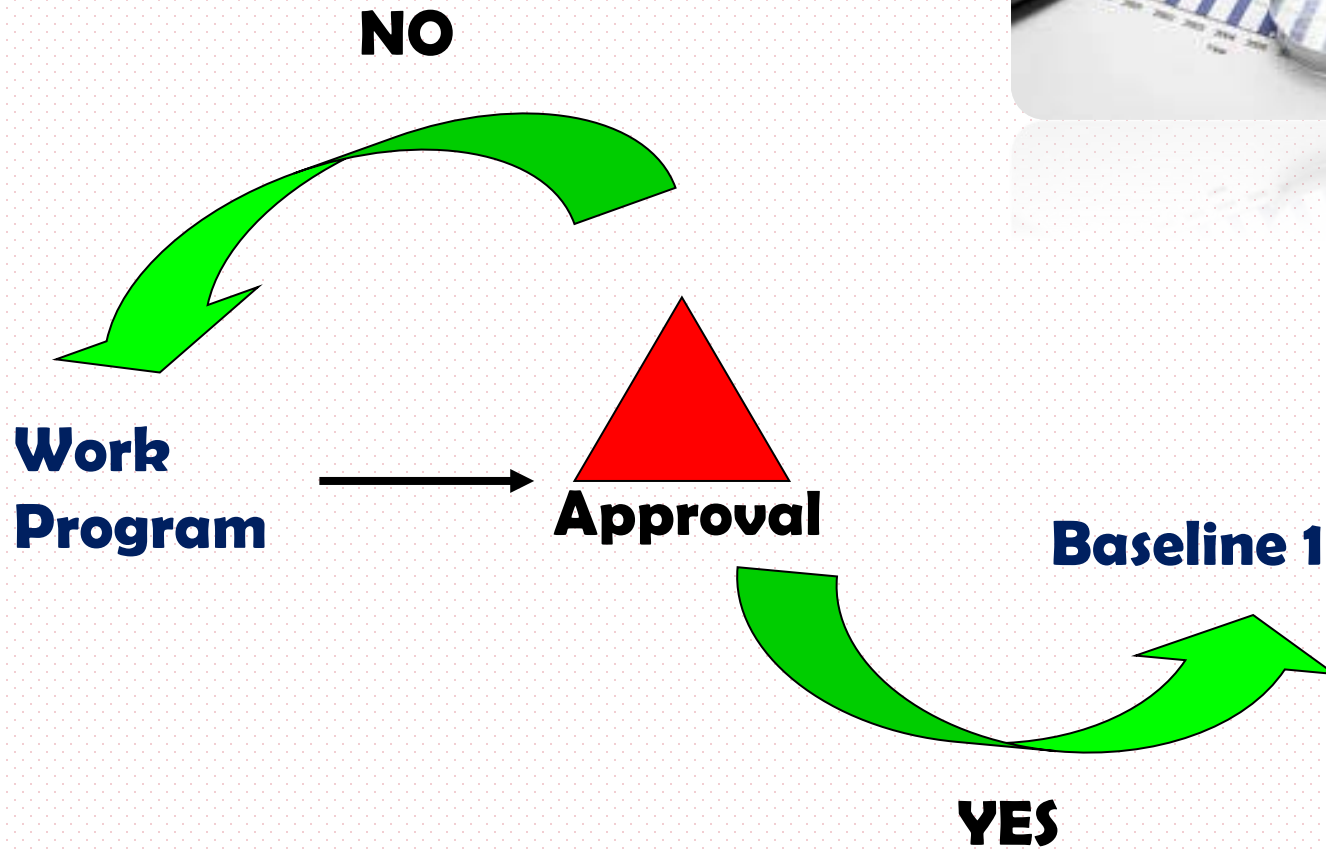
**Identify
Baseline**



Baseline



Baseline



Creating A Baseline

■ Current / Actual

Start
Finish
Duration
Work
Cost

Variable

■ Planned

Baseline Start
Baseline Finish
Baseline Duration
Baseline Work
Baseline Cost

Static

Variance

MICROSOFT PROJECT

Hands-On



Tracking Gantt

Identify Baseline

Project Information Custom Links Between WBS Change Working Time Calculate Project Set Move Baseline Project Update Project Sync to Protected Actuals Visual Reports Reports Compare Projects Spelling Proofing

WBS	Task Name	Duration	Start	Finish	Predecessors
1	Projek Membina bangunan serbaguna Dan Pondok Pengawal JKR	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 & Insurance	7 days	Tue 01 03 11	Wed 09 03 11	2
1.2.2	Site Office	4 days	Thu		
1.2.3	Setting Out	7 days	Thu		
1.2.4	Progress Report	179 days	Tue		
1.2.5	CCC	14 days	Sun		
1.3	External Works	157 days	Mon		
1.3.1	Earthworks	42 days	Mon		
1.3.2	Drain	23 days	Wed		
1.3.3	Road	29 days	Mon		
1.3.4	Turfing	22 days	Thu		
1.3.5	Fence	23 days	Thu		
1.4	bangunan Serbaguna	106 days	Tue		
1.4.1	Frame	34 days	Tue		
1.4.2	Wall	16 days	Tue		
1.4.3	Roof	35 days	Mon		
1.4.4	Finnishes & Furniture	14 days	Wed		
1.4.5	Door & Windows	5 days	Wed		
1.4.6	Sanitary & Plumbing	13 days	Tue		

Set Baseline

☒ Set baseline

Baseline (last saved on Tue 19 07 11)

☐ Set interim plan

Copy: Scheduled Start/Finish

Into: Start1/Finish1

For:

☒ Entire project

☐ Selected tasks

Roll up baselines:

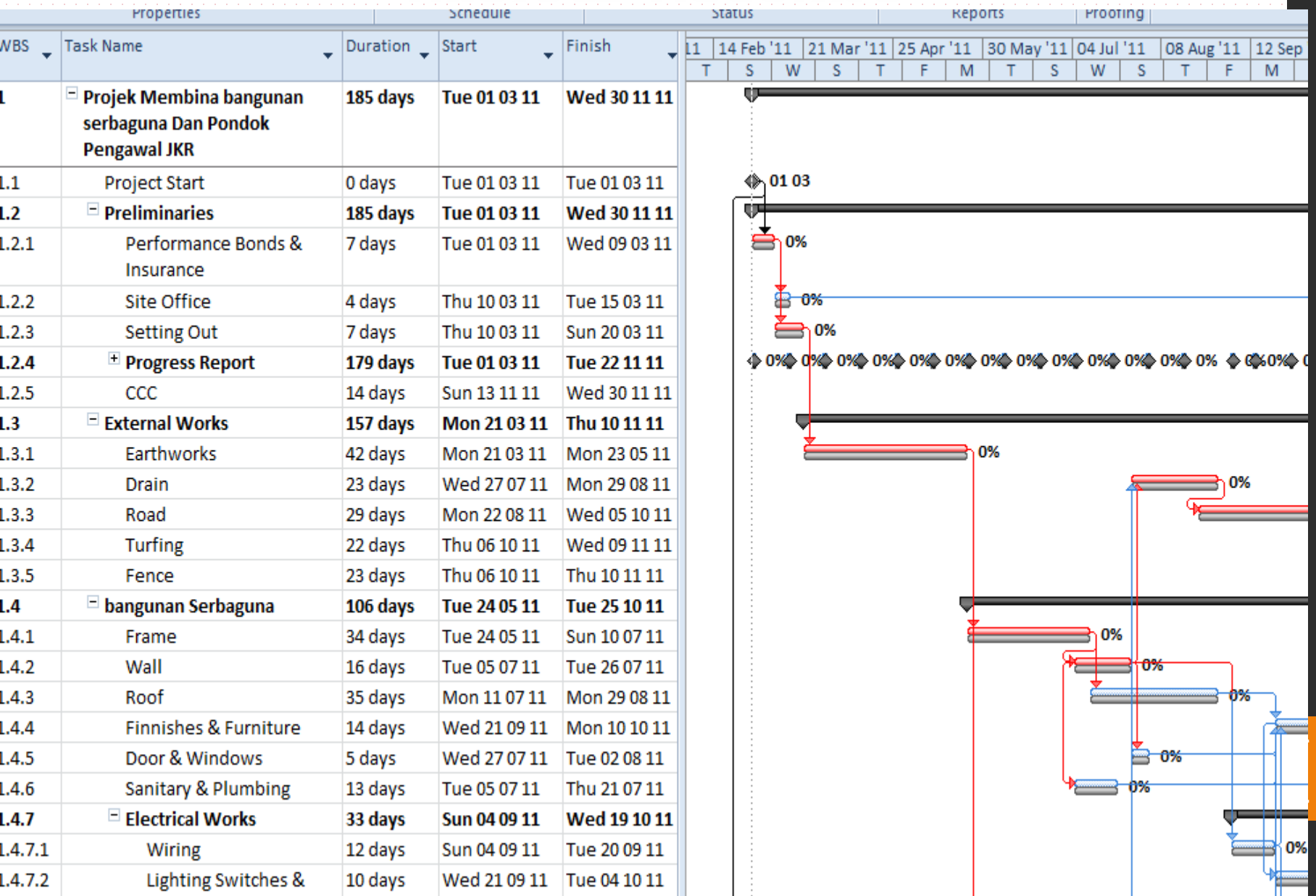
☐ To all summary tasks

☐ From subtasks into selected summary task(s)

Set as Default

Help OK Cancel

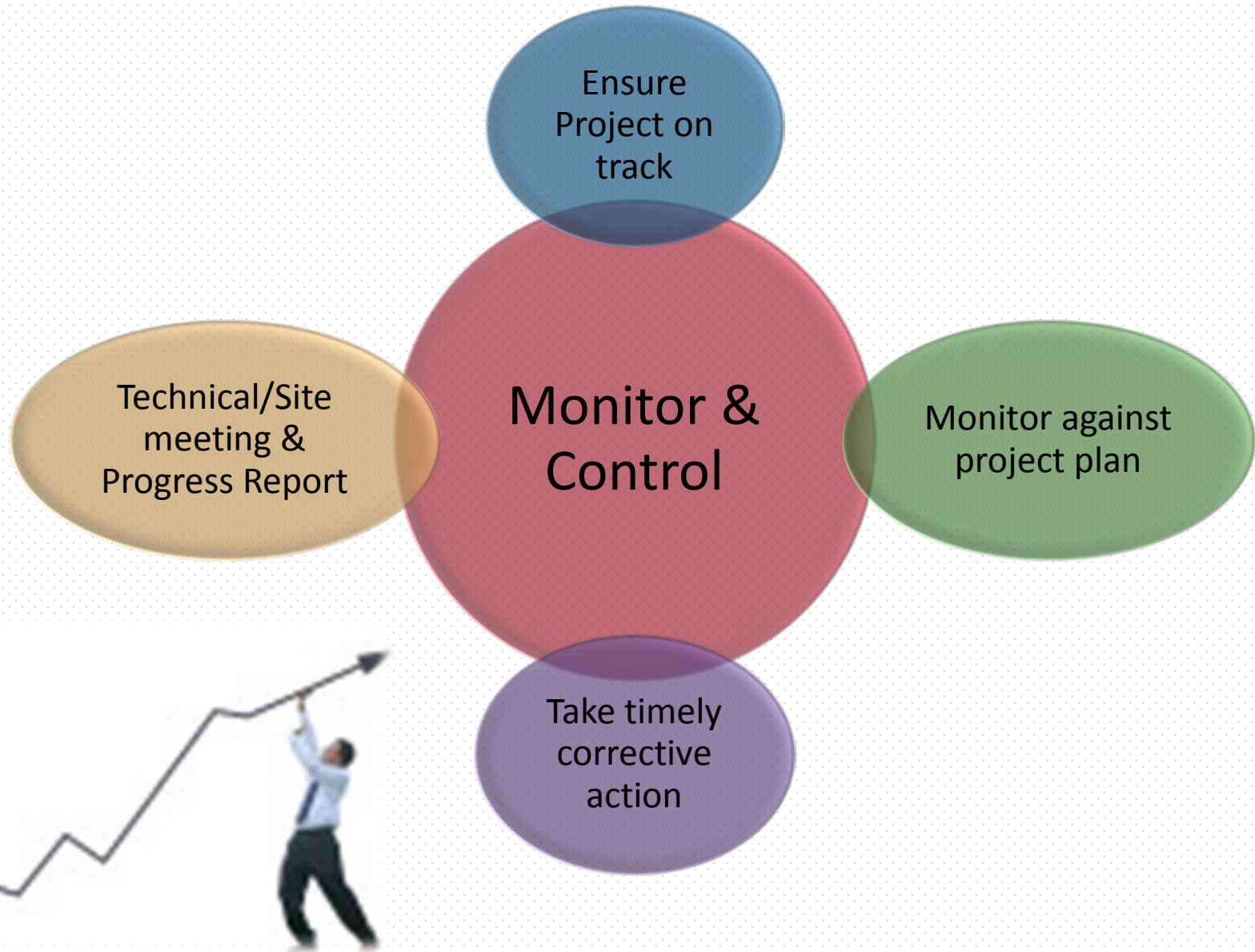
Project Baseline



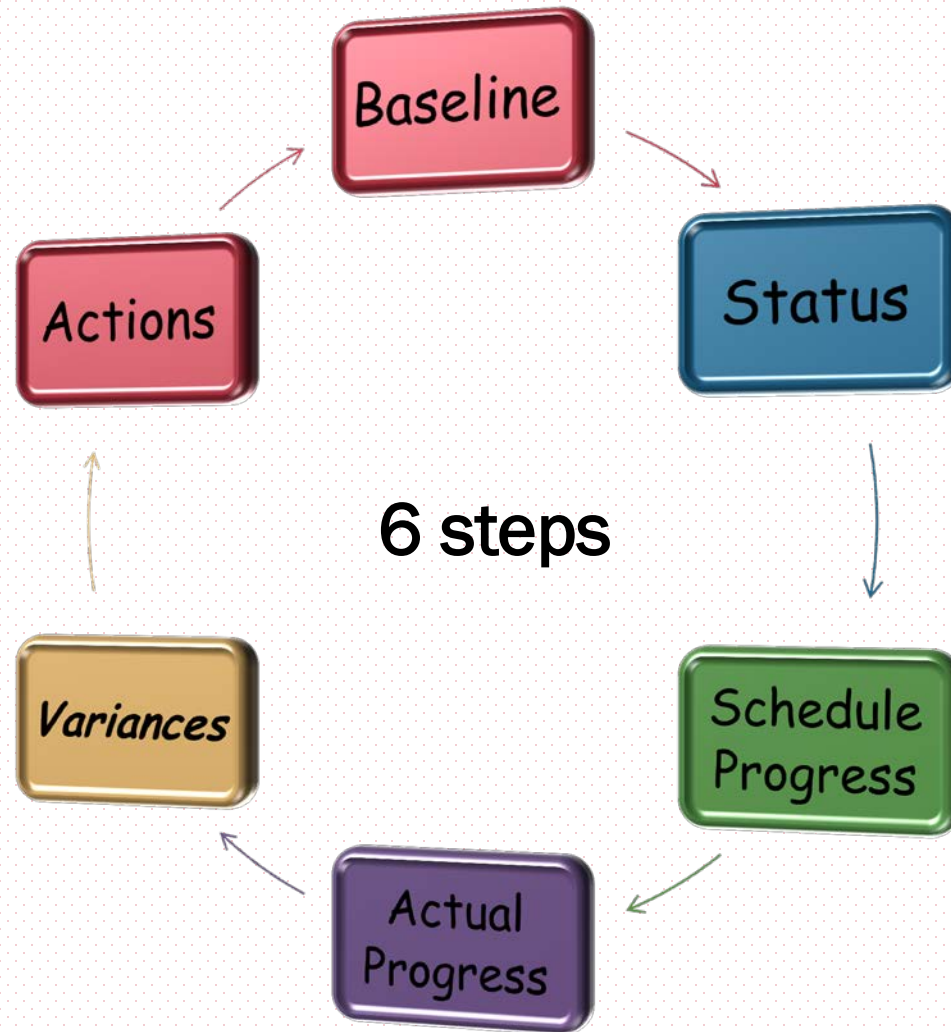
Project Monitoring **- Progress Tracking**



Why Monitor & Control ??



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 & Performance Reporting



Progress Tracking

- Identify
Status Date**

Identify Status Date (Tracking Line)

The screenshot displays the Microsoft Project application window. The title bar reads "Project Baseline 1 (190711) - Microsoft Project (Product)". The ribbon at the top includes "File", "Task", "Resource", "Project", "View", and "Format". The "Project" tab is active, showing options like "Subproject", "Project Information", "Custom Fields", "Links Between Projects", "WBS", "Change Working Time", "Calculate Project", "Set Baseline", "Move Project", "Status Date", "Update Project", "Sync to Protected Actuals", and "Visual Reports".

The "Project Information for 'Project Baseline 1 (190711)'" dialog box is open. It contains the following fields and settings:

- Start date:** Tue 01/03/11
- Current date:** Tue 19/07/11
- Finish date:** Wed 30/11/11
- Status date:** Sun 17/07/11
- Schedule from:** Project Start Date
- Calendar:** Standard
- Priority:** 500
- Enterprise Custom Fields:** Department: (empty dropdown)
- Custom Field Name:** (empty text box)
- Value:** (empty text box)

A calendar widget for July 2011 is overlaid on the dialog, showing the 19th as the selected date. The background shows a Gantt chart with task bars and a resource sheet with columns for "Task Name", "Fixed Cost", "Fixed Cost Accrual", and "total c".

Identify Status Date (Tracking Line)

Project Baseline 1 (190711) - Microsoft Project (Product Activation Failed)

Gantt Chart Tools

File Task Resource Project View Format

Text Styles Gridlines Layout Insert Column Column Settings Custom Fields Format Critical Tasks Slack Baseline Slippage Late Tasks Bar Styles Gantt Chart Style

Task Mode	WBS	Task Name	Fixed Cost	Fixed Cost Accrual	total c
1	1	Projek Membina Bangunan Serbaguna	RM0	Prorated	
2	1.1	Project Start	RM0	Prorated	
3	1.2	Preliminaries	RM0	Prorated	
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: Status Date

Normal

Type: Color:

At interval

☐ None ☐ 2 ☐ 3 ☐ 4 ☐ Other:

Type: Color:

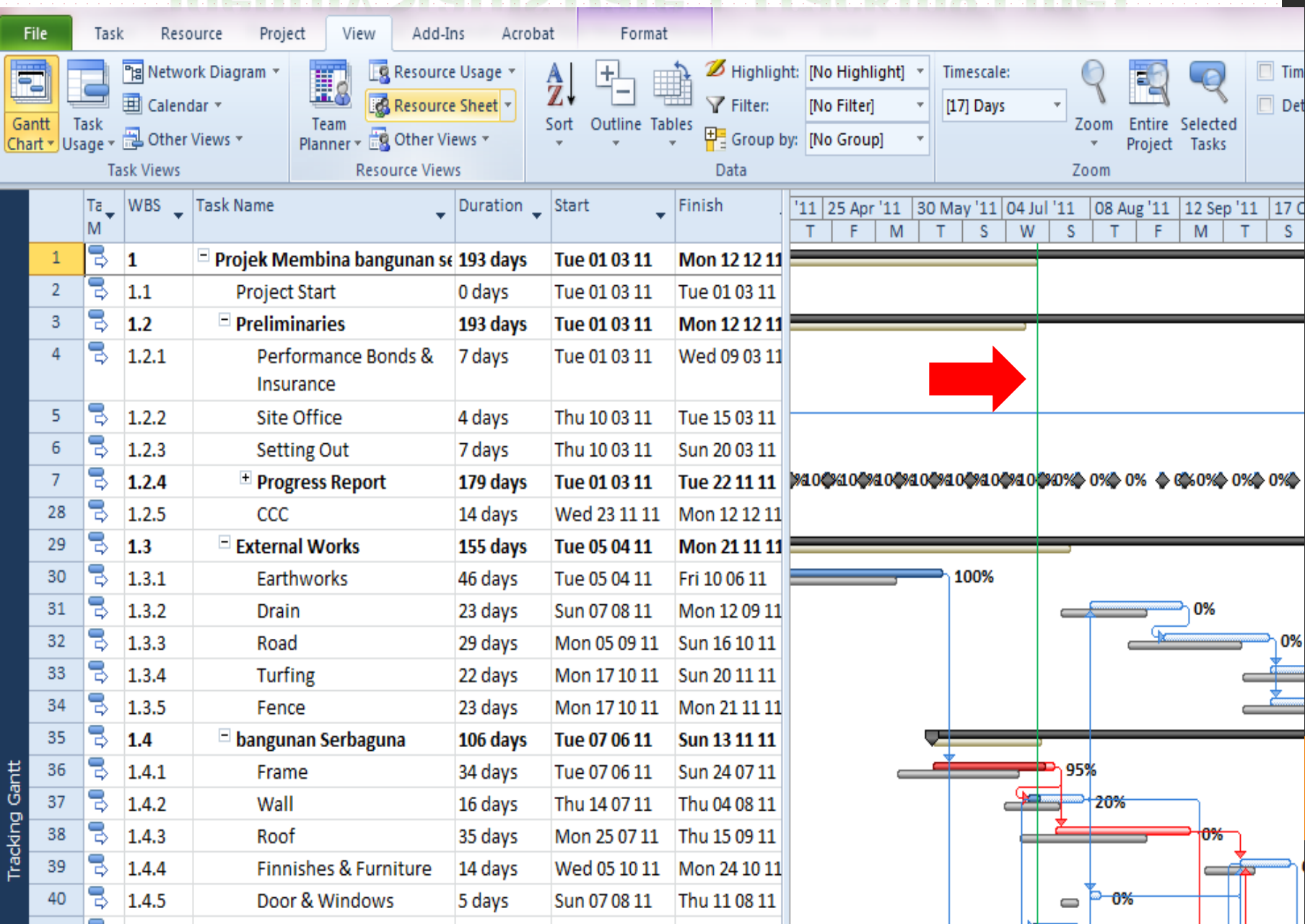
Help OK Cancel

July 2011

26 29 02 05 08 11 14 17 20 23 26 29 01

0% 0% 0%

Identify Status Date (Tracking Line)

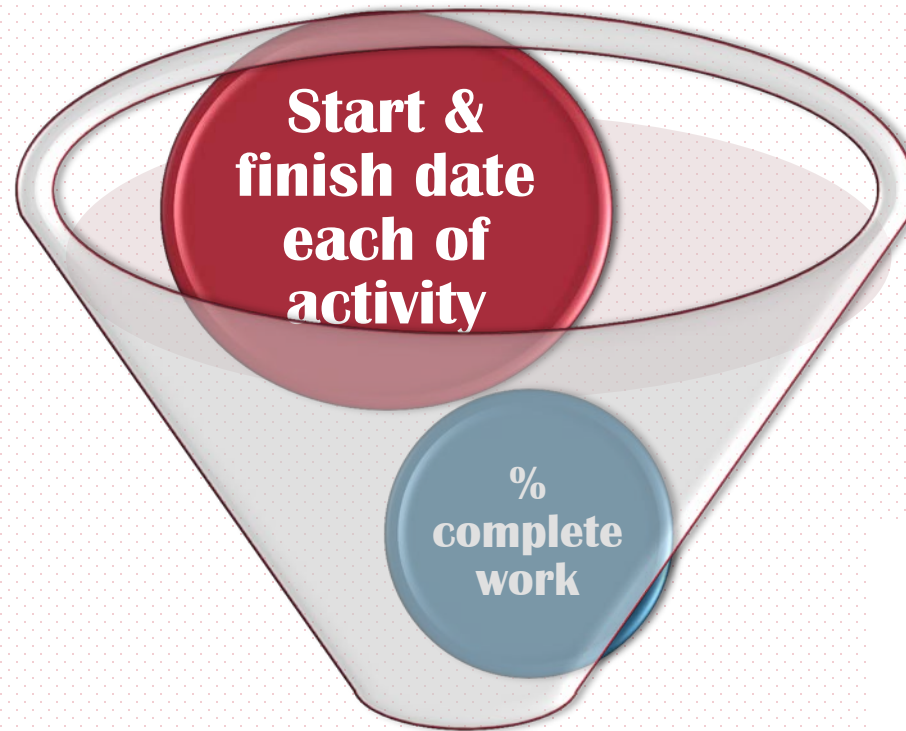




Progress Tracking

- Actual vs Schedule**

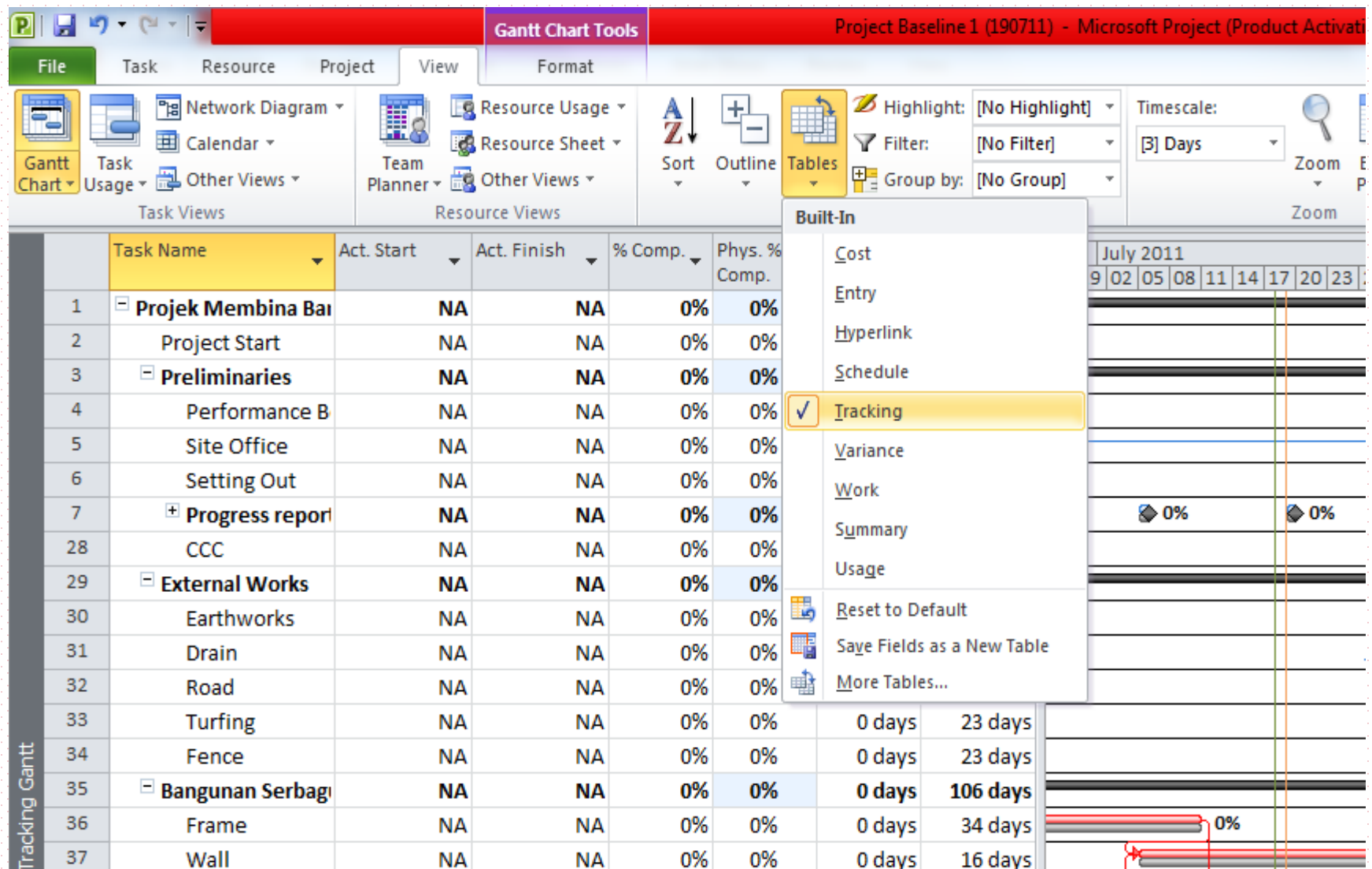
Tracking Actual Progress On Site



What to assess?



Status Project (as per Schedule)



Status Project (as per Schedule)

Project Baseline 1 (190711) - Microsoft Project (Product Activation Fa

Gantt Chart Tools

File Task Resource Project View Format

Subproject Project Information Custom Fields Links Between Projects WBS Change Working Time Calculate Project Set Baseline Move Project Status Date: 17/07/11 Update Project Status Sync to Protected Actuals Visual Reports Reports

Task Name	Act. Start	Act. Finish	% Comp.
1 Projek Membina Bai	NA	NA	
2 Project Start	NA	NA	
3 Preliminaries	NA	NA	
4 Performance B	NA	NA	
5 Site Office	NA	NA	
6 Setting Out	NA	NA	
7 Progress report	NA	NA	
28 CCC	NA	NA	
29 External Works	NA	NA	0%
30 Earthworks	NA	NA	0%
31 Drain	NA	NA	0%
32 Road	NA	NA	0%
33 Turfing	NA	NA	0%
34 Fence	NA	NA	0%
35 Bangunan Serbagi	NA	NA	0%

Update Project

☒ Update work as complete through: Sun 17/07/11

☒ Set 0% - 100% complete

☐ Set 0% or 100% complete only

☐ Reschedule uncompleted work to start after: Sun 17/07/11

For: ☒ Entire project ☐ Selected tasks

Help OK Cancel

Status Project (as per Schedule)

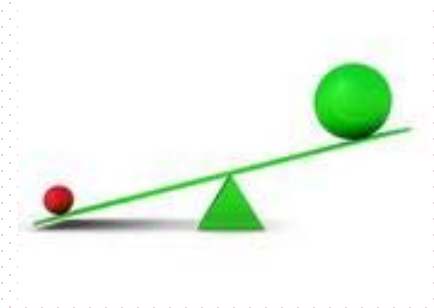
Clipboard	Font	Schedule	Tasks	Insert	Properties											
Task Name	Act. Start	Act. Finish	% Comp.	Phys. % Comp.	Act. Dur.	Act. Cost	15 Apr '11	30 May '11	04 Jul '11	08 Aug '11	12 Sep '11					
							F	M	T	S	W	S	T	F	M	T
Projek Membina bangunan serbaguna Dan Pondok Pengawal JKR	Tue 01 03 11	NA	32%	0%	61.53 days	RM297,000										
Project Start	Tue 01 03 11	Tue 01 03 11	100%	0%	0 days	RM0										
Preliminaries	Tue 01 03 11	NA	54%	0%	103.92 days	RM60,000										
Performance Bonds & Insurance	Tue 01 03 11	Wed 09 03 11	100%	0%	7 days	RM10,000										
Site Office	Thu 10 03 11	Tue 15 03 11	100%	0%	4 days	RM30,000										
Setting Out	Thu 10 03 11	Sun 20 03 11	100%	0%	7 days	RM20,000										
Progress Report	Tue 01 03 11	NA	50%	0%	89.5 days	RM0	100%	100%	100%	100%	100%	100%	100%	0%	0%	0%
CCC	NA	NA	0%	0%	0 days	RM0										
External Works	Tue 05 04 11	NA	32%	0%	49.86 days	RM35,000										
Earthworks	Tue 05 04 11	Fri 10 06 11	100%	0%	46 days	RM35,000										
Drain	NA	NA	0%	0%	0 days	RM0										
Road	NA	NA	0%	0%	0 days	RM0										
Turfing	NA	NA	0%	0%	0 days	RM0										
Fence	NA	NA	0%	0%	0 days	RM0										
bangunan Serbaguna	Tue 07 06 11	NA	19%	0%	19.65 days	RM65,000										
Frame	Tue 07 06 11	NA	95%	0%	32.3 days	RM57,000										
Wall	Thu 14 07 11	NA	20%	0%	3.2 days	RM6,000										
Roof	NA	NA	0%	0%	0 days	RM0										
Finnishes & Furniture	NA	NA	0%	0%	0 days	RM0										
Door & Windows	NA	NA	0%	0%	0 days	RM0										
Sanitary & Plumbing	Sat 16 07 11	NA	5%	0%	0.65 days	RM2,000										
Electrical Works	NA	NA	0%	0%	0 days	RM0										
Wiring	NA	NA	0%	0%	0 days	RM0										
Lighting Switches &	NA	NA	0%	0%	0 days	RM0										

Project Monitoring & Performance Reporting



**Identify
Variance**

Variance In MSP



Cost Variances

Duration Variances

Project Start/Finish
Variances

For

Financial Progress

Physical Progress

Project Finish date

Analysis of Status Project

Baseline :	Status Date	Schd. Progress	Actual Progress	Variance	Actions
Financial Progress					
Physical Progress					
Project Finish Date					

Identify Variance



No	Description	Schedule	Actual	Variance
1	Physical Progress			
2	Financial Progress			
3	Project Finish Date			

Variance of Physical Progress (Example..)

Laporan Kemajuan								
Task Name	Act. Start	Act. Finish	% Comp.	Phys. % Comp.	Act. Dur.	Rem. Dur.	Act. Cost	Act.
Projek Membina 2 Blo	1 Aug '10	NA	48%	0%	49.9 days	54.1 days	RM881,950.00	3,1
Projek Mula	1 Aug '10	1 Aug '10	100%	0%	0 days	0 days	RM0.00	
Preliminaries	1 Aug '10	NA	55%	0%	56.89 days	47.11 days	RM34,950.00	
Performance Bor	1 Aug '10	5 Aug '10	100%	0%	5 days	0 days	RM10,000.00	
Establish & Ren	8 Aug '10	NA	75%	0%	74.25 days	24.75 days	RM15,000.00	
Establish Site	8 Aug '10	10 Aug '10	100%	0%	3 days	0 days	RM15,000.00	
Removal Site	NA	NA	0%	0%	0 days	1 day	RM0.00	
Maintenance of	8 Aug '10	NA	53%	0%	52 days	46 days	RM7,950.00	
Laporan Kemaji	25 Aug '10	NA	40%	0%	33.2 days	49.8 days	RM2,000.00	

Task Name	Act. Start	Act. Finish	% Comp.	Phys. % Comp.	Act. Dur.	Rem. Dur.	Act. Cost	Act.
Projek Membina 2 Blo	1 Aug '10	NA	41%	0%	45.13 days	65.87 days	RM652,950.00	2,310
Projek Mula	1 Aug '10	1 Aug '10	100%	0%	0 days	0 days	RM0.00	
Preliminaries	1 Aug '10	NA	55%	0%	60.72 days	50.28 days	RM34,950.00	
Performance Bor	1 Aug '10	5 Aug '10	100%	0%	5 days	0 days	RM10,000.00	
Establish & Ren	8 Aug '10	NA	75%	0%	79.5 days	26.5 days	RM15,000.00	
Establish Site	8 Aug '10	10 Aug '10	100%	0%	3 days	0 days	RM15,000.00	
Removal Site	NA	NA	0%	0%	0 days	1 day	RM0.00	
Maintenance of	8 Aug '10	NA	53%	0%	52 days	46 days	RM7,950.00	
Laporan Kemaji	25 Aug '10	NA	40%	0%	33.2 days	49.8 days	RM2,000.00	
Land Acquisition	1 Aug '10	1 Aug '10	100%	0%	0 days	0 days	RM0.00	
Services Relocator	1 Aug '10	1 Aug '10	100%	0%	0 days	0 days	RM0.00	
Blok A	15 Aug '10	NA	40%	0%	36.96 days	55.18 days	RM405,000.00	1,080
Kerja Tanah	15 Aug '10	15 Oct '10	100%	0%	42 days	0 days	RM200,000.00	

Schedule =
48%

Actual =
41%

Variance = ?

