

FOLDER 11

MONITORING & CONTROL

- Project Control



MICROSOFT PROJECT

Project Control

- Effect of change to project scope, time & cost

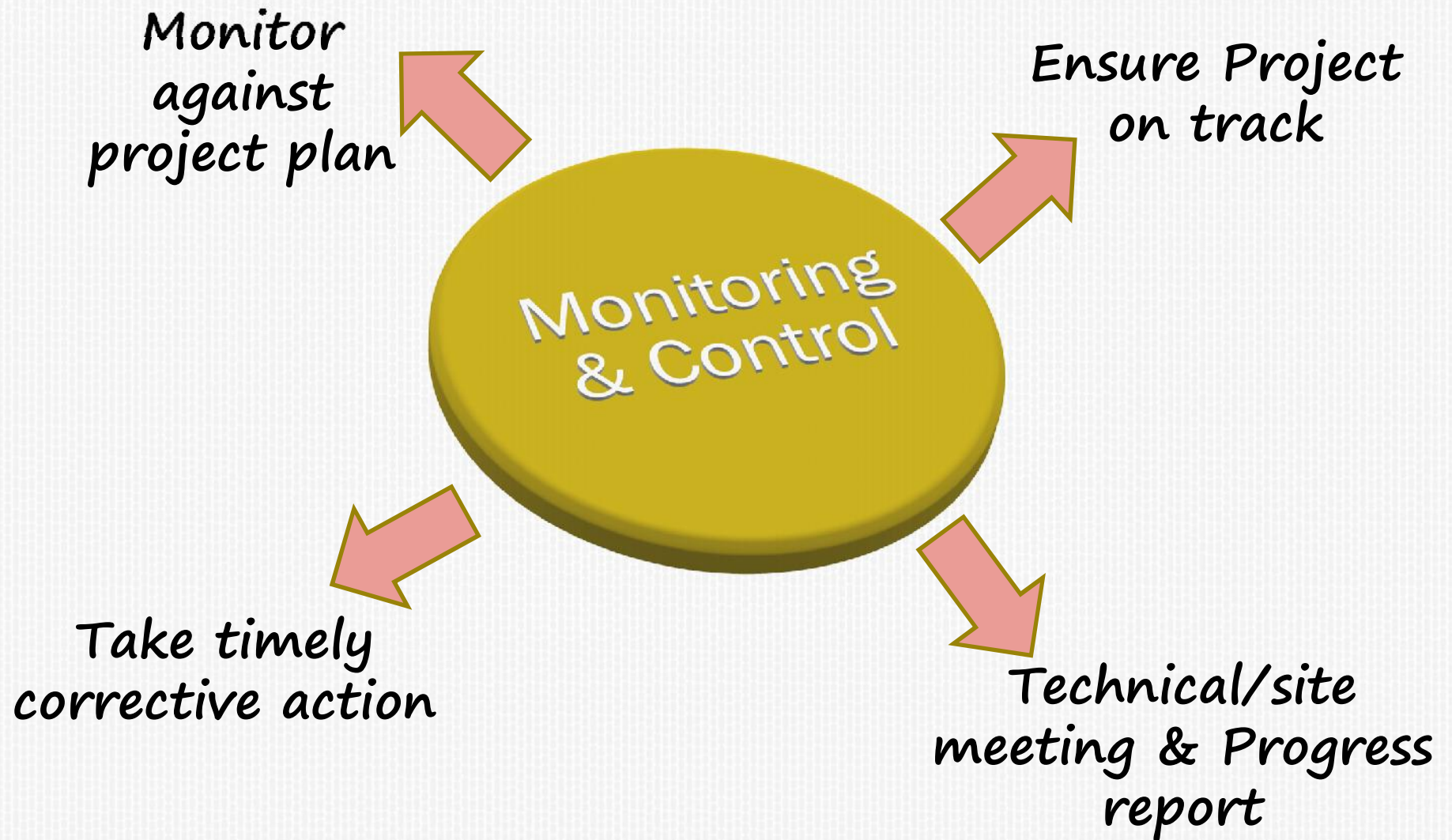


Why Control?

- × To minimize changes
- × To evaluate and perform control changes in project



Monitoring & Control



MICROSOFT PROJECT



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Change Analysis Through MSP 2010

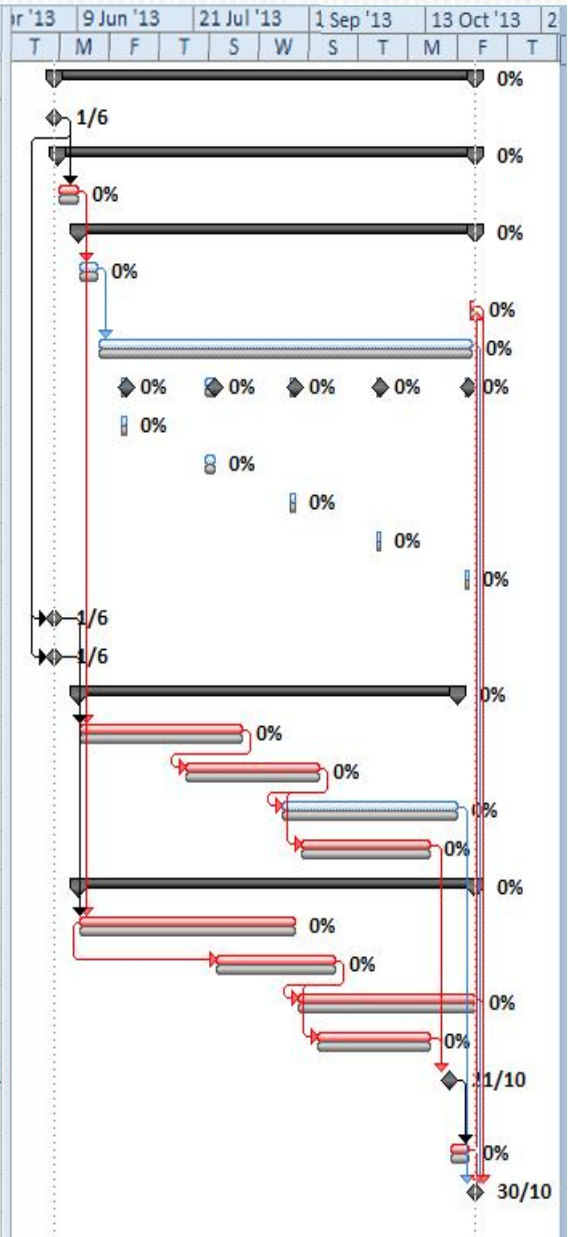
- List of change request
- Analysis of change request (use change table on Scope,Time,Cost,EOT & Project Finish Date, contract sum)- **Open Baseline file**
- Go to **Tracking Gantt table** and **Entry mode**
- Enter 1st change request
- Show change on MSP
- Enter 2nd change request
- Show change
- Repeat all request change and finally show the total change to the project case
- Show and analyze summary

Analysis Table For Control

	Scope	time	cost	EOT / Delay	Contract sum	Project Finish Date
Change 1	✓	X	✓	EOT	✓	
Change 2	✓	✓	✓	Delay	✓	

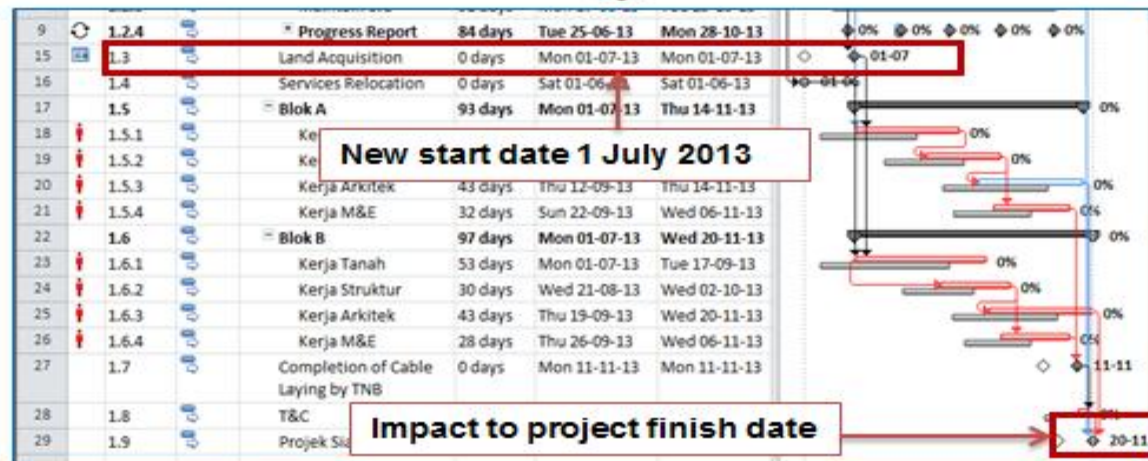
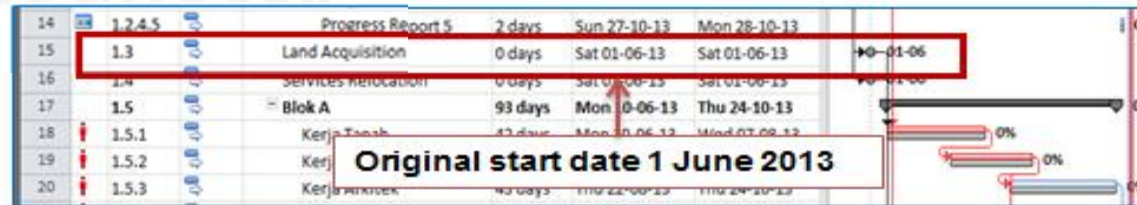
Open Accepted Work Program (Baseline1)

		WBS	Task Mode	Task Name	Duration	Start	Finish	Predecessors	13 Jun '13	9 Jun '13	21 Jul '13	1 Sep '13	13 Oct '13	2					
									T	M	F	T	S	W	S	T	M	F	T
1		1		Membina 2 Blok Bangunan	102 days	Sat 1/6/13	Wed 30/10/13												
2		1.1		Projek Mula	0 days	Sat 1/6/13	Sat 1/6/13												
3		1.2		Preliminaries	102 days	Sun 2/6/13	Wed 30/10/13												
4		1.2.1		Performance Bond	5 days	Sun 2/6/13	Sun 9/6/13	2											
5		1.2.2		Est. & Remove S.O	97 days	Mon 10/6/13	Wed 30/10/13												
6		1.2.2.1		Establish S.O	5 days	Mon 10/6/13	Sun 16/6/13	4											
7		1.2.2.2		Removal S.O	2 days	Tue 29/10/13	Wed 30/10/13	28											
8		1.2.3		Maintain S.O	91 days	Mon 17/6/13	Tue 29/10/13	6											
9		1.2.4		Progress Report	84 days	Tue 25/6/13	Mon 28/10/13												
10		1.2.4.1		Progress Report 1	2 days	Tue 25/6/13	Wed 26/6/13												
11		1.2.4.2		Progress Report 2	2 days	Thu 25/7/13	Sun 28/7/13												
12		1.2.4.3		Progress Report 3	2 days	Sun 25/8/13	Mon 26/8/13												
13		1.2.4.4		Progress Report 4	2 days	Wed 25/9/13	Thu 26/9/13												
14		1.2.4.5		Progress Report 5	2 days	Sun 27/10/13	Mon 28/10/13												
15		1.3		Land Acquisition	0 days	Sat 1/6/13	Sat 1/6/13	2											
16		1.4		Services Relocation	0 days	Sat 1/6/13	Sat 1/6/13	2											
17		1.5		Blok A	93 days	Mon 10/6/13	Thu 24/10/13												
18		1.5.1		Kerja Tanah	42 days	Mon 10/6/13	Wed 7/8/13	4,15											
19		1.5.2		Kerja Struktur	33 days	Thu 18/7/13	Wed 4/9/13	18FS-15 days											
20		1.5.3		Kerja Arkitek	43 days	Thu 22/8/13	Thu 24/10/13	19FS-10 days											
21		1.5.4		Kerja M&E	32 days	Thu 29/8/13	Mon 14/10/13	19FS-5 days											
22		1.6		Blok B	97 days	Mon 10/6/13	Wed 30/10/13												
23		1.6.1		Kerja Tanah	53 days	Mon 10/6/13	Mon 26/8/13	4,15,16											
24		1.6.2		Kerja Struktur	30 days	Mon 29/7/13	Tue 10/9/13	23SS+34 days											
25		1.6.3		Kerja Arkitek	43 days	Wed 28/8/13	Wed 30/10/13	24FS-10 days											
26		1.6.4		Kerja M&E	28 days	Wed 4/9/13	Mon 14/10/13	24FS-5 days											
27		1.7		Completion of Cable Laying by TNB	0 days	Mon 21/10/13	Mon 21/10/13	21FS+3 days,26FS+ days											
28		1.8		T&C	5 days	Tue 22/10/13	Mon 28/10/13	27											
29		1.9		Projek Siap	0 days	Wed 30/10/13	Wed 30/10/13	28,8,25,20,7											



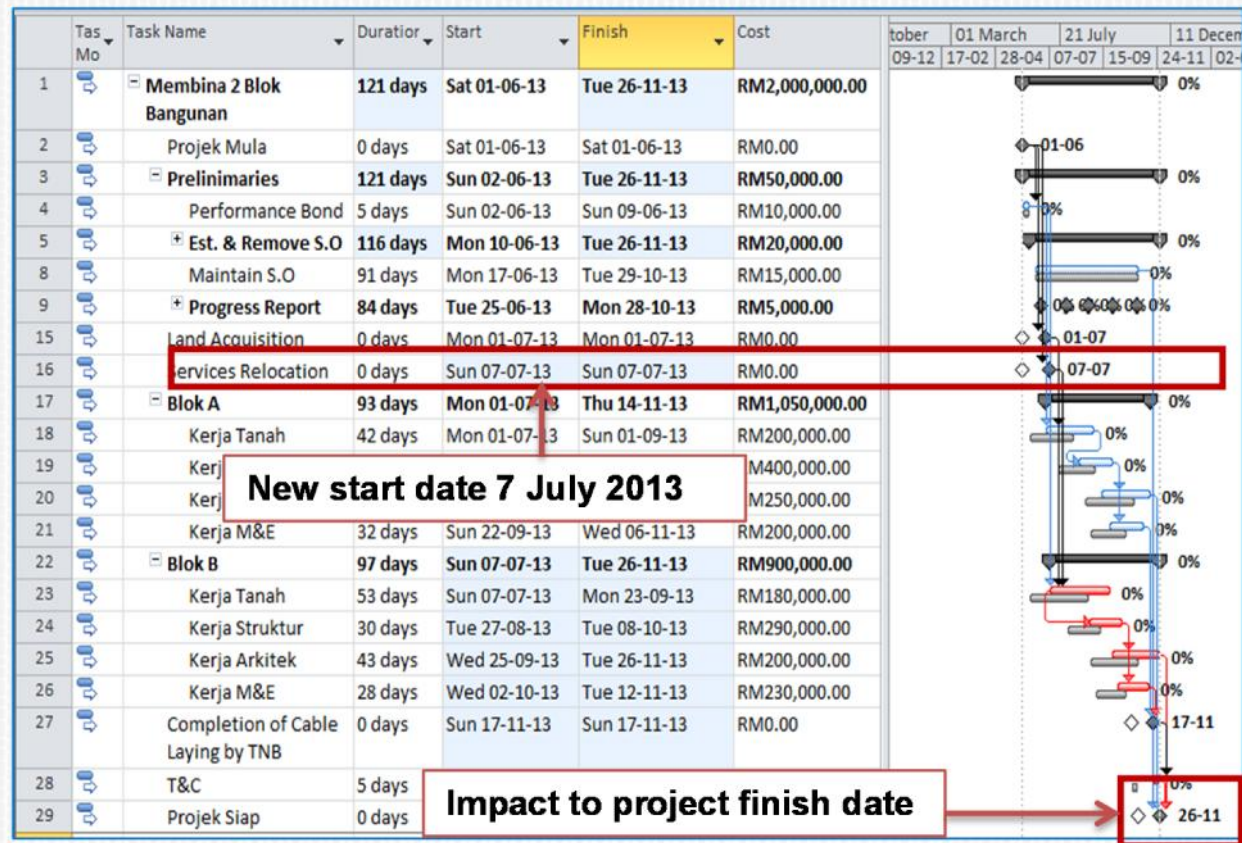
Change Request1

Impact of Change Request for Land Acquisition



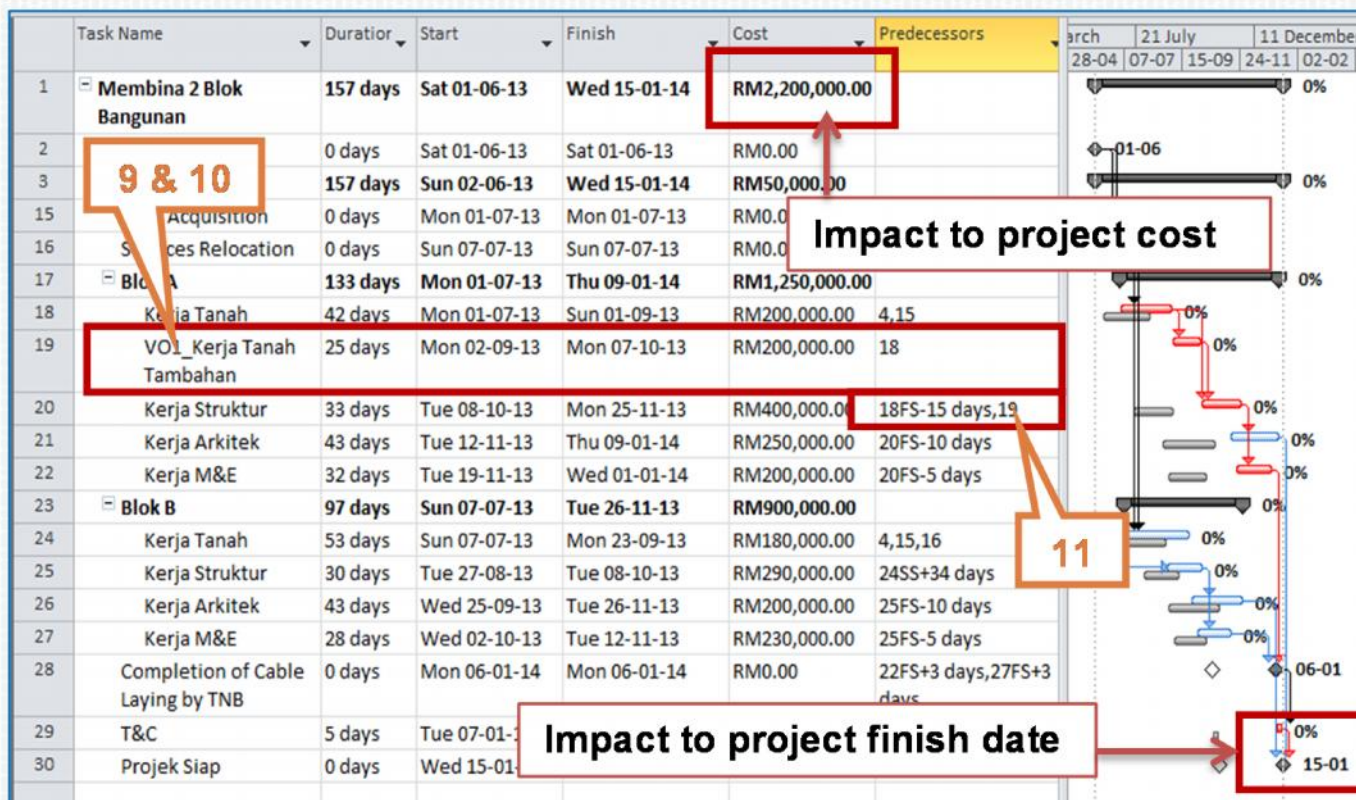
Change Request2

Impact of Change Request for Service Relocation



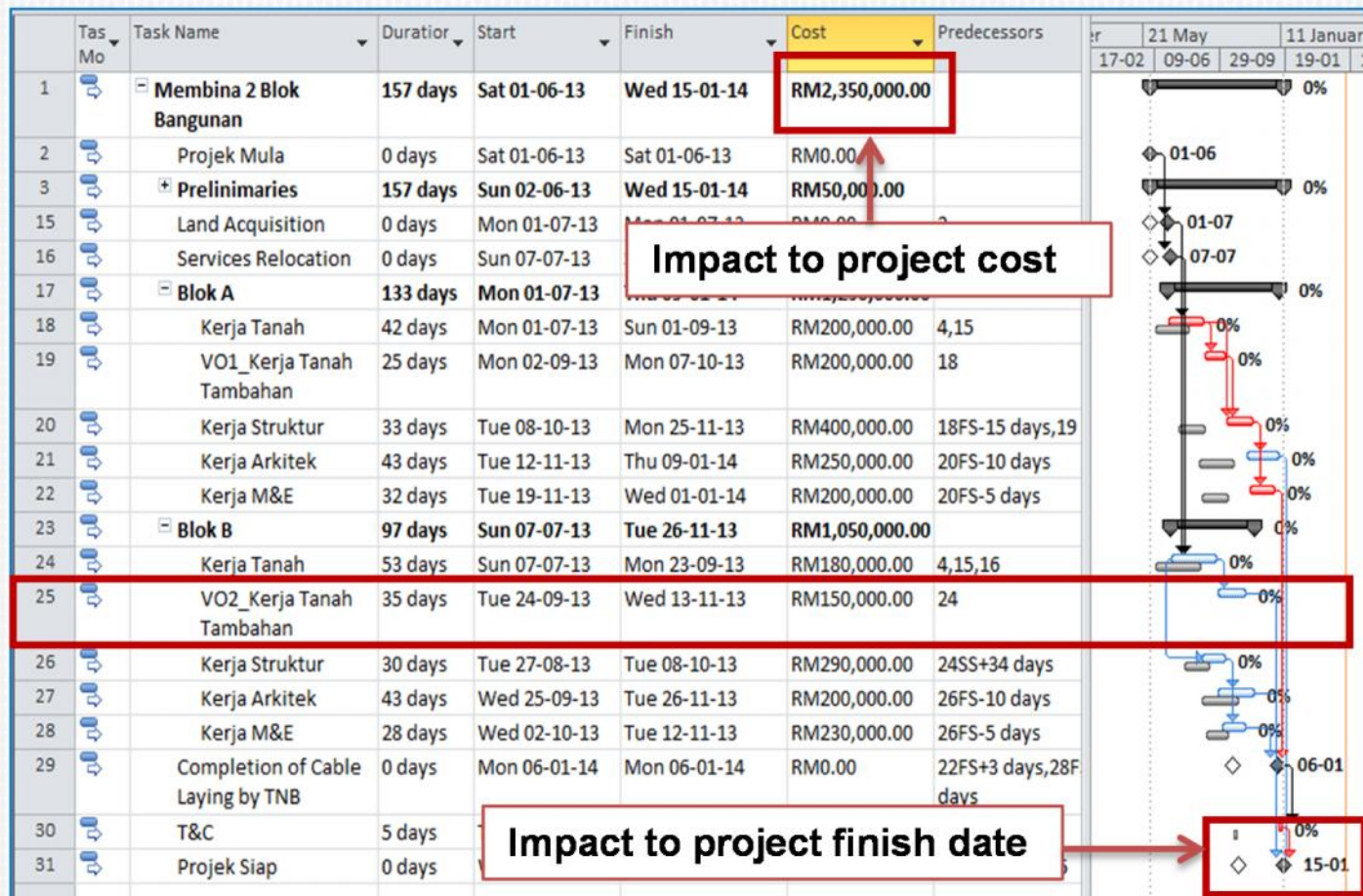
Change Request3

Impact of Change Request for Additional Work (Blok A)



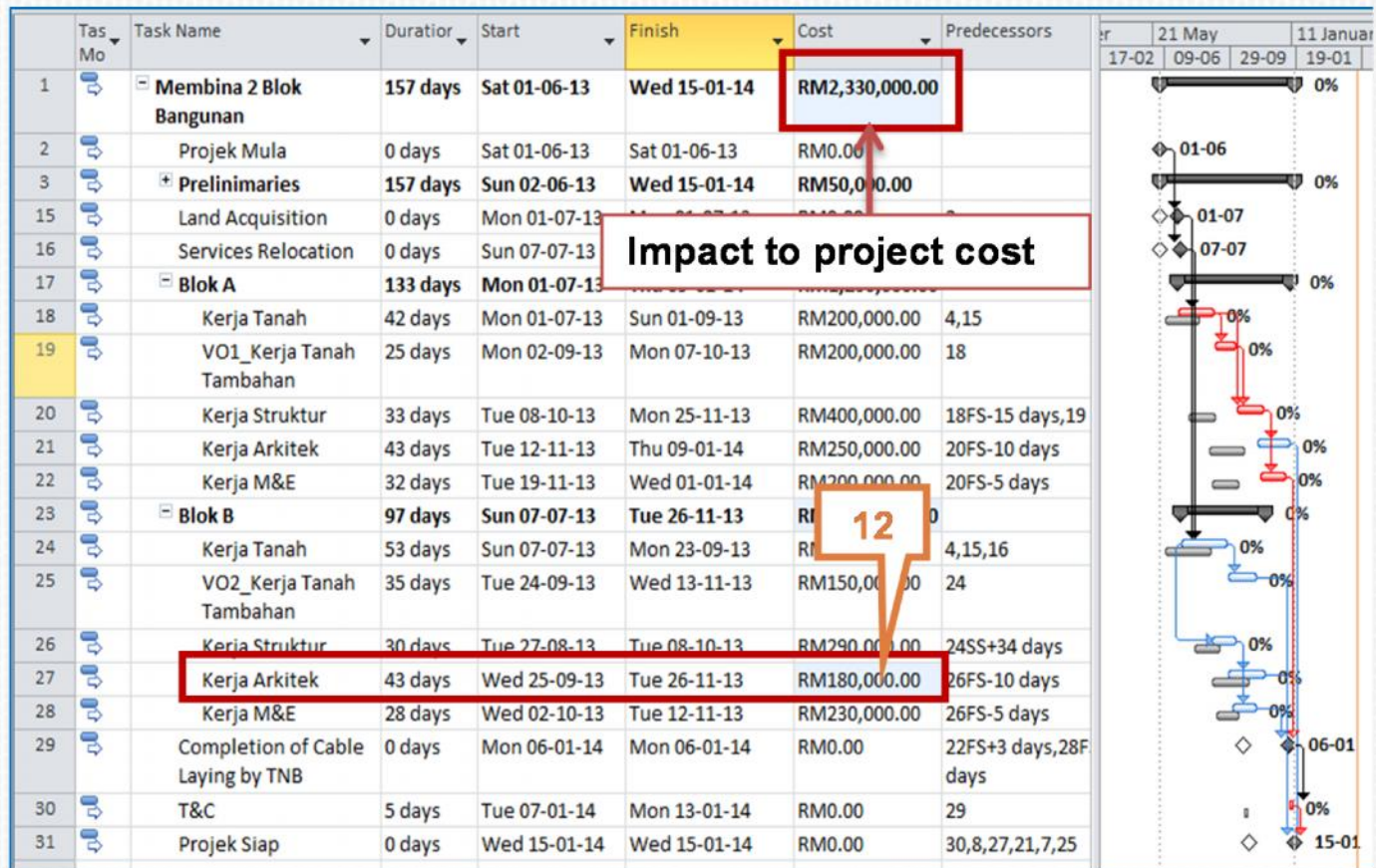
Change Request4

Impact of Change Request for Additional Work (Blok B)



Change Request5

Impact of Change Request for Cost Change



Change Request6

Insert Additional Holiday

Change Working Time

For calendar: Standard (Project Calendar) Create New Calendar ...

Calendar 'Standard' is a base calendar.

Legend:

- Working
- Nonworking
- 31 Edited working hours
- On this calendar:
- 31 Exception day
- 31 Nondefault work week

Click on a day to see its working times:

May 2014

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

03 May 2014 is nonworking.

Based on:
Exception 'Cutu Bola' on calendar 'Standard'.

Exceptions Work Weeks

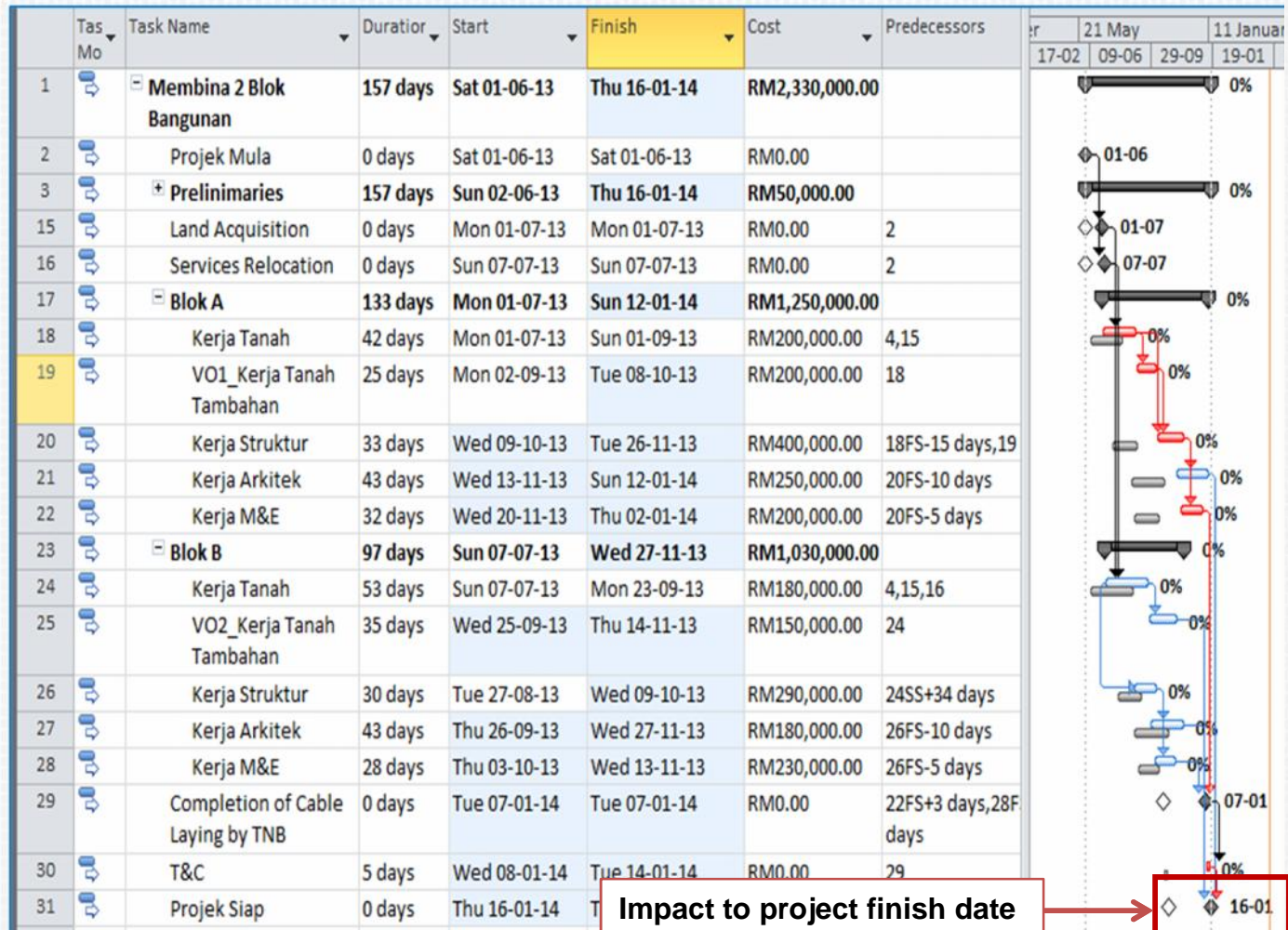
	Name	Start	Finish
1	Israk Mikraj	06-06-2013	06-06-2013
2	Awal Ramadan	10-07-2013	10-07-2013
3	Hari Raya Puasa	08-08-2013	11-08-2013
4	Hari Kebangsaan	31-08-2013	31-08-2013
5	Hari Malaysia	16-09-2013	16-09-2013
6	Hari Raya Qurban	15-10-2013	16-10-2013
7	Cutu Bola	24-09-2013	24-09-2013

13

Help Options... OK Cancel

Change Request7

Impact of Change Request for Additional Holiday



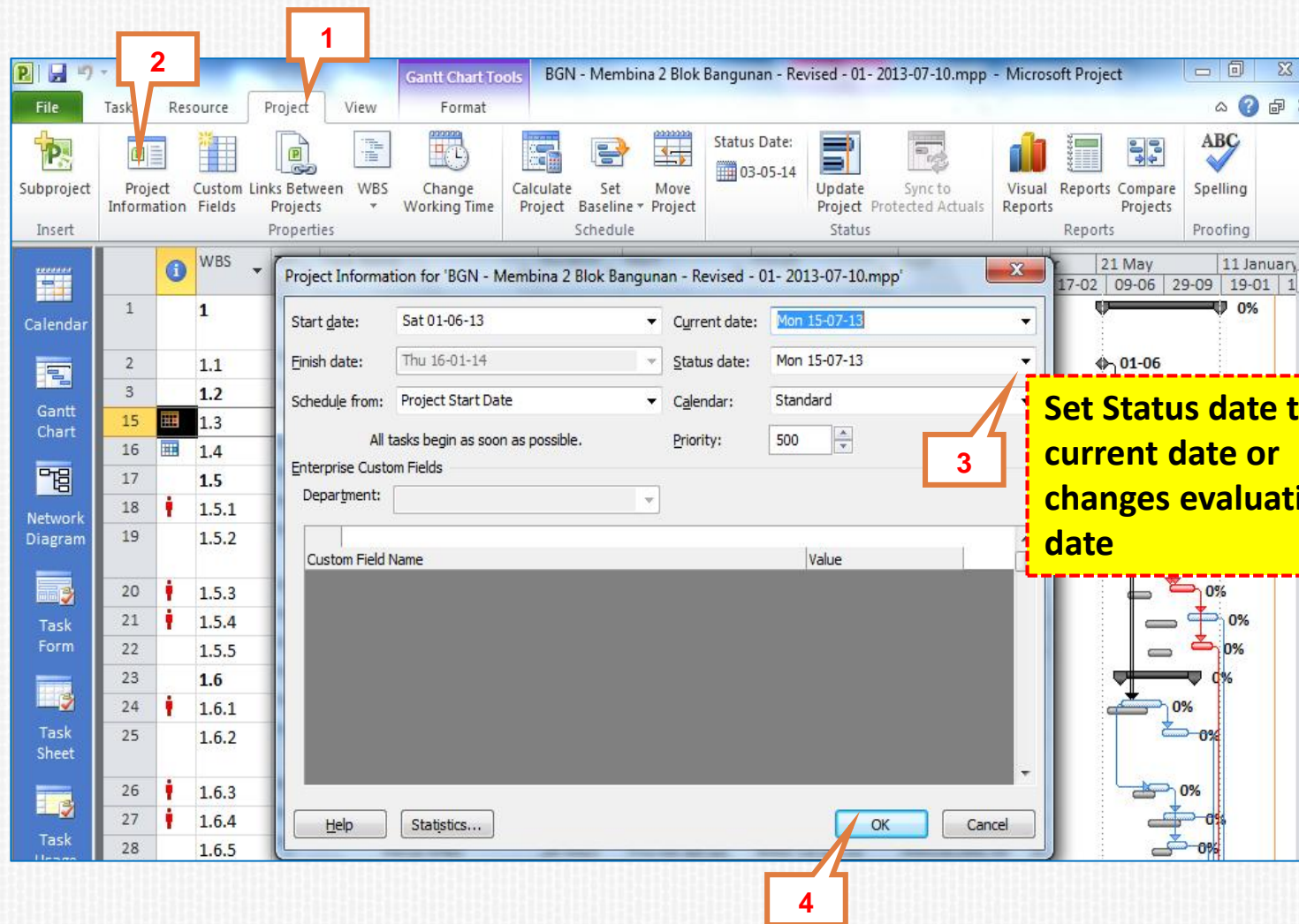
Change Request – Next Step

After evaluate the change request and get the total change to the project case :

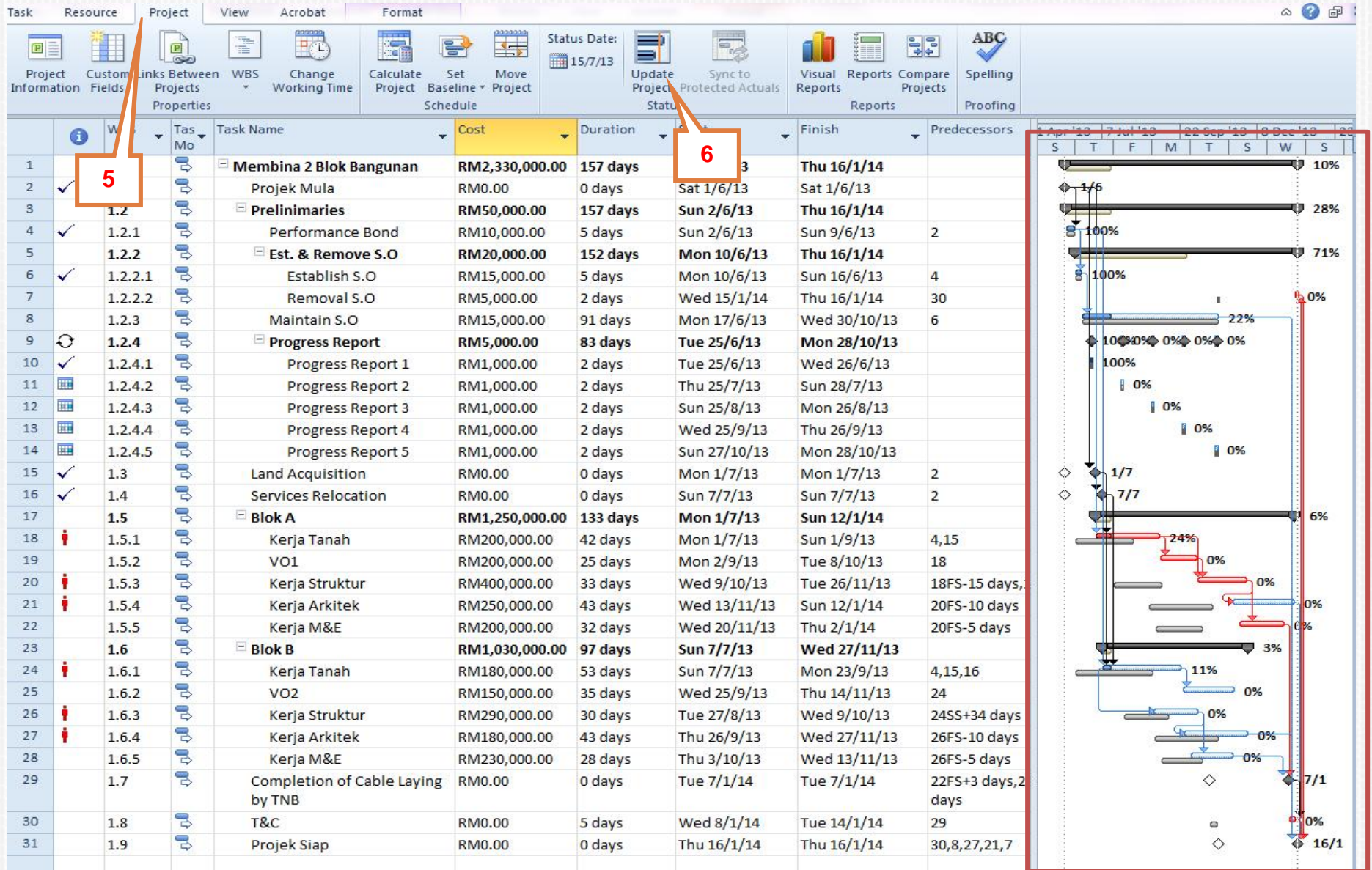
1. Set status date & update work program
2. Filter incomplete tasks
3. Clear baseline for selected tasks
4. Set baseline for selected tasks
5. Save as Revised Work Program



Set New Baseline - Set status date



Set New Baseline - Update work program



Set New Baseline - Filter incomplete tasks

The screenshot shows the Microsoft Project interface. The 'Filter' dropdown menu is open, and 'Incomplete Tasks' is selected. The task list on the left shows the following tasks:

Task ID	Task Name	Act. Start	Act. Finish
1	Membina 2 Blok Bangunan	Sat 01-06-13	
2	Projek Mula	Sat 01-06-13	Sat 01-06-13
3	Preliminaries	Sun 02-06-13	
15	Land Acquisition	Mon 01-07-13	Mon 01-07-13
16	Services Relocatic	Sun 07-07-13	Sun 07-07-13
17	Blok A	Mon 01-07-13	
18	Kerja Tanah	Mon 01-07-13	
19	VO1_Kerja Tanah	NA	
20	Kerja Struktur	NA	
21	Kerja Arkitek	NA	
22	Kerja M&E	NA	
23	Blok B	Sun 07-07-13	NA
24	Kerja Tanah	Sun 07-07-13	NA

The Gantt chart on the right shows task bars with completion percentages: 24%, 0%, 0%, 0%, 3%, and 11%.

Set New Baseline - Clear baseline for selected tasks

Highlights all incomplete tasks

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Task ID	WBS	Task Name	Duration	Start	Finish	Cost
1	1	Membina 2 Blok Bangunan	157 days	Sat 01-06-13	Thu 16-01-14	RM2,330,000.00
3	1.2	Preliminaries	157 days	Sun 02-06-13	Thu 16-01-14	RM50,000.00
5	1.2.2	Est. & Remove S.O	152 days	Mon 10-06-13	Thu 16-01-14	RM20,000.00
7	1.2.2.2	Removal S.O	2 days	Wed 15-01-14	Thu 16-01-14	RM5,000.00
8	1.2.3	Maintain S.O	81 days	Mon 17-06-13	Wed 20-12-13	RM15,000.00
9						RM5,000.00
17						RM1,250,000.00
18	1.5.1					RM200,000.00
19	1.5.2					RM200,000.00
20	1.5.3					RM400,000.00
21	1.5.4					RM250,000.00
22	1.5.5	Kerja M	32 days	Wed 20-06-13	Thu 02-01-14	RM200,000.00
23	1.6	Blok B	97 days	Sun 07-07-13	Wed 27-11-13	RM1,030,000.00
24	1.6.1	Kerja Tanah	53 days	Sun 07-07-13	Mon 23-09-13	RM180,000.00
25	1.6.2	VO2 Kerja Tanah Tambahan	35 days	Wed 25-09-13	Thu 14-11-13	RM150,000.00
26	1.6.3	Kerja Struktur	30 days	Tue 27-08-13	Wed 09-10-13	RM290,000.00
27	1.6.4	Kerja Arkitek	43 days	Thu 26-09-13	Wed 27-11-13	RM180,000.00
28	1.6.5	Kerja M&E	28 days	Thu 03-10-13	Wed 13-11-13	RM230,000.00
29	1.7	Completion of Cable Laying by TNB	0 days	Tue 07-01-14	Tue 07-01-14	RM0.00
30	1.8	T&C	5 days	Wed 08-01-14	Tue 14-01-14	RM0.00
31	1.9	Projek Siap	0 days	Thu 16-01-14	Thu 16-01-14	RM0.00

Set New Baseline - Set baseline for selected tasks

Highlights all incomplete tasks

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Set Baseline

Set baseline

Baseline (last saved on Fri 20-12-13)

Set interim plan

Copy: Scheduled Start/Finish

Into: Start1/Finish1

For:

Entire project

Selected tasks

Roll up baselines:

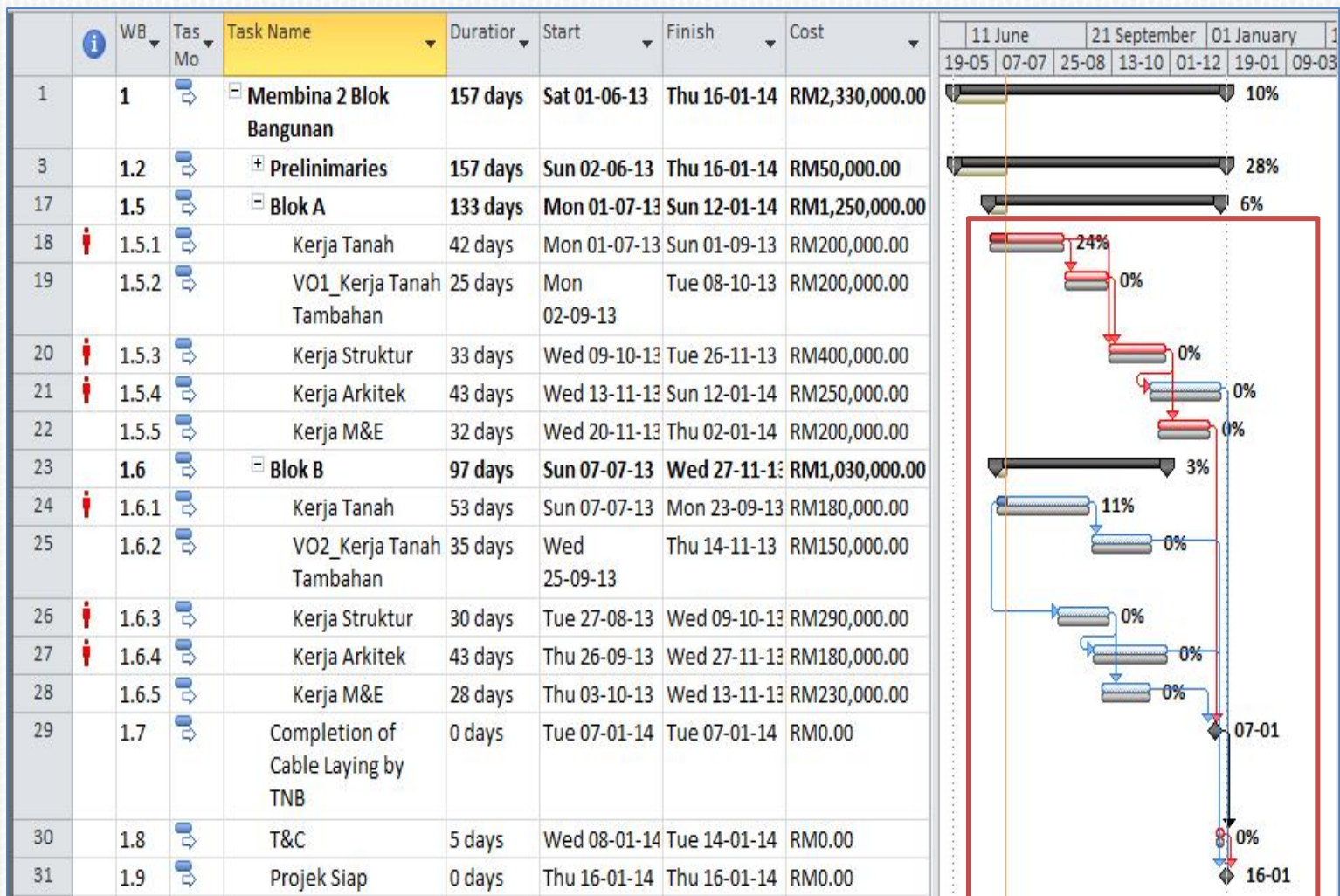
☒ To all summary tasks

☐ From subtasks into selected summary task(s)

Set as Default

Help OK Cancel

Set New Baseline – Baseline for Incomplete Task



Set New Baseline - Baseline for Incomplete Task

Unfiltering for All Tasks

The screenshot shows the Microsoft Project interface. The 'Filter' dropdown menu is open, displaying a list of filter options. Callout 22 points to the 'Incomplete Tasks' filter, and callout 23 points to the 'No Filter' option.

Task List:

ID	WB	Tas Mo	Task Name	Dura
1	1		Membina 2 Blok Bangunan	157 d
3	1.2		Prelinimaries	157 d
17	1.5		Blok A	133 d
18	1.5.1		Kerja Tanah	42 d
19	1.5.2		VO1_Kerja Tanah Tambahan	25 d
20	1.5.3		Kerja Struktur	33 d
21	1.5.4		Kerja Arkitek	43 d
22	1.5.5		Kerja M&E	32 d
23	1.6		Blok B	97 d
24	1.6.1		Kerja Tanah	53 d
25	1.6.2		VO2_Kerja Tanah Tambahan	35 d
26	1.6.3		Kerja Struktur	30 days

Cost Summary:

Task Name	Cost
Membina 2 Blok Bangunan	RM2,330,000.00
Prelinimaries	RM50,000.00
Blok A	RM1,250,000.00
Kerja Tanah	RM200,000.00
VO1_Kerja Tanah Tambahan	RM200,000.00
Kerja Struktur	RM400,000.00
Kerja Arkitek	RM250,000.00
Kerja M&E	RM200,000.00
Blok B	RM1,030,000.00
Kerja Tanah	RM180,000.00
VO2_Kerja Tanah Tambahan	RM150,000.00
Kerja Struktur	RM290,000.00

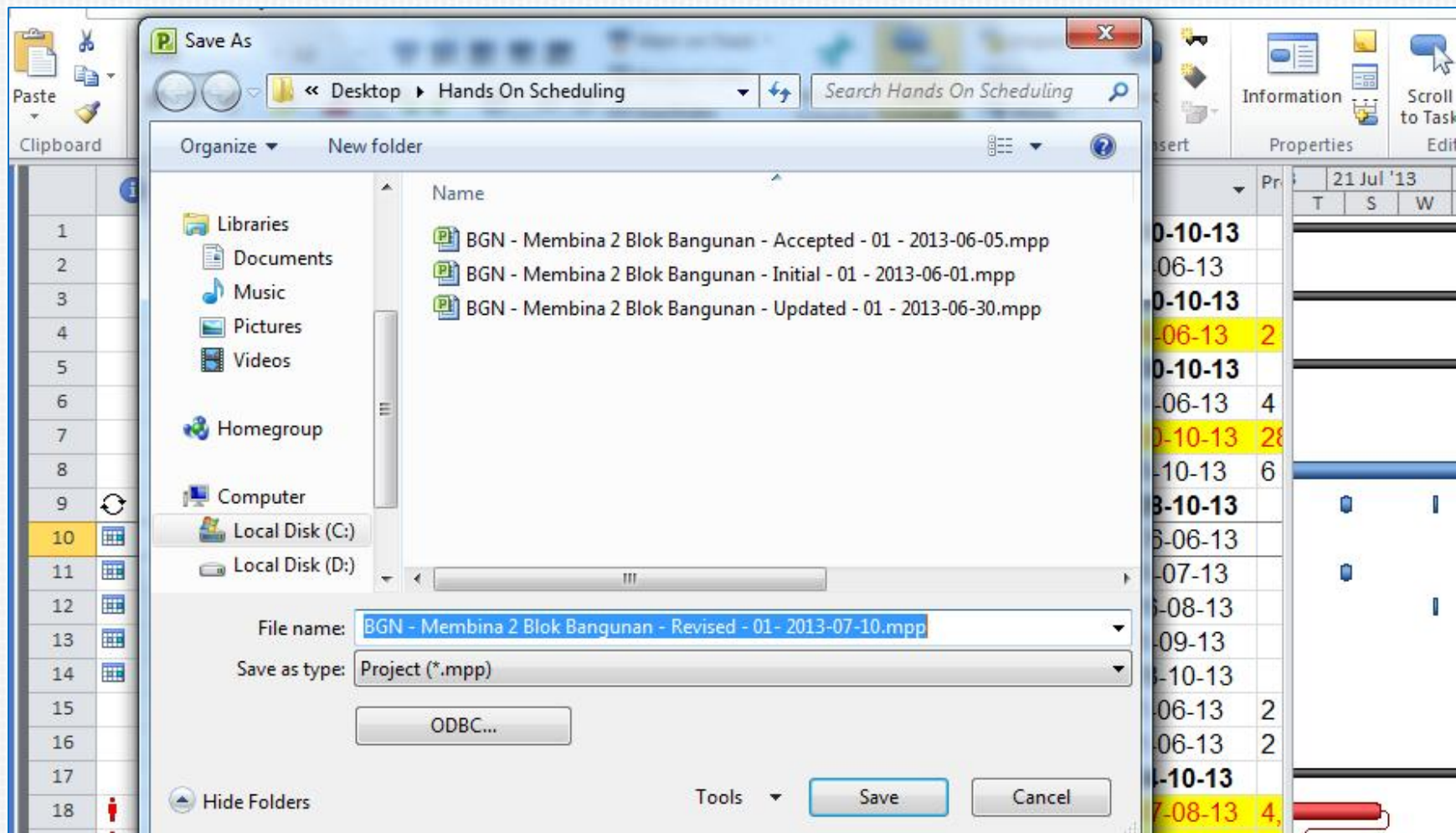
Timeline View:

The timeline view shows the project schedule from 19-05 to 09-01. The tasks are represented by bars with their respective completion percentages: 10%, 28%, 6%, 24%, 0%, 0%, 0%, 0%, 3%, 11%, 0%, and 0%.

Set Revised Work Program – New Baseline for Incomplete Task (after change request)

		WB	Tas Mo	Task Name	Duration	Start	Finish	Cost	
1		1		Membina 2 Blok Bangunan	157 days	Sat 01 06 13	Thu 16 01 14	RM2,330,000.00	
2	✓	1.1		Projek Mula	0 days	Sat 01 06 13	Sat 01 06 13	RM0.00	
3		1.2		Preliminaries	157 days	Sun 02 06 13	Thu 16 01 14	RM50,000.00	
4	✓	1.2.1		Performance Bond	5 days	Sun 02 06 13	Sun 09 06 13	RM10,000.00	
5		1.2.2		Est. & Remove S.O	152 days	Mon 10 06 13	Thu 16 01 14	RM20,000.00	
8		1.2.3		Maintain S.O	91 days	Mon 17 06 13	Wed 30 10 13	RM15,000.00	
9	↺	1.2.4		Progress Report	83 days	Tue 25 06 13	Mon 28 10 13	RM5,000.00	
15	✓	1.3		Land Acquisition	0 days	Mon 01 07 13	Mon 01 07 13	RM0.00	
16	✓	1.4		Services Relocation	0 days	Sun 07 07 13	Sun 07 07 13	RM0.00	
17		1.5		Blok A	133 days	Mon 01 07 13	Sun 12 01 14	RM1,250,000.00	
18	🚧	1.5.1		Kerja Tanah	42 days	Mon 01 07 13	Sun 01 09 13	RM200,000.00	
19		1.5.2		VO1_Kerja Tanah Tambahan	25 days	Mon 02 09 13	Tue 08 10 13	RM200,000.00	
20	🚧	1.5.3		Kerja Struktur	33 days	Wed 09 10 13	Tue 26 11 13	RM400,000.00	
21	🚧	1.5.4		Kerja Arkitek	43 days	Wed 13 11 13	Sun 12 01 14	RM250,000.00	
22		1.5.5		Kerja M&E	32 days	Wed 20 11 13	Thu 02 01 14	RM200,000.00	
23		1.6		Blok B	97 days	Sun 07 07 13	Wed 27 11 13	RM1,030,000.00	
24	🚧	1.6.1		Kerja Tanah	53 days	Sun 07 07 13	Mon 23 09 13	RM180,000.00	
25		1.6.2		VO2_Kerja Tanah Tambahan	35 days	Wed 25 09 13	Thu 14 11 13	RM150,000.00	
26	🚧	1.6.3		Kerja Struktur	30 days	Tue 27 08 13	Wed 09 10 13	RM290,000.00	
27	🚧	1.6.4		Kerja Arkitek	43 days	Thu 26 09 13	Wed 27 11 13	RM180,000.00	
28		1.6.5		Kerja M&E	28 days	Thu 03 10 13	Wed 13 11 13	RM230,000.00	
29		1.7		Completion of Cable Laying by TNB	0 days	Tue 07 01 14	Tue 07 01 14	RM0.00	
30		1.8		T&C	5 days	Wed 08 01 14	Tue 14 01 14	RM0.00	
31		1.9		Projek Siap	0 days	Thu 16 01 14	Thu 16 01 14	RM0.00	

Then, Save File As Revised Work Program (Baseline2)



Project Control

Control Summary Table with Data

	Scope	Time	Cost (RM)
	No. of tasks	Project Finish Date	Contract Sum
Original	29	30.10.2013	2 juta
New	31	16.1.2014	2.33 juta

MICROSOFT PROJECT



Documentation & Files

Documentation & Files

No.	Files	PM Process	R+R	Program Name
1	Program JKR	Planning	Contractor	Accepted/ Initial Program
2	Program BS1	After approval	JKR	Accepted Baseline program
3	Tracking	Monitor	Contractor	Updated program
4	Forecast/ Recovery	Monitor	Contractor	Updated program
5	Revised program	Control	contractor	Revised program
6	Program BS2	After approval (control)	JKR	Accepted Baseline2 program



THANK YOU