

Using MS Project to Track and Control a Project

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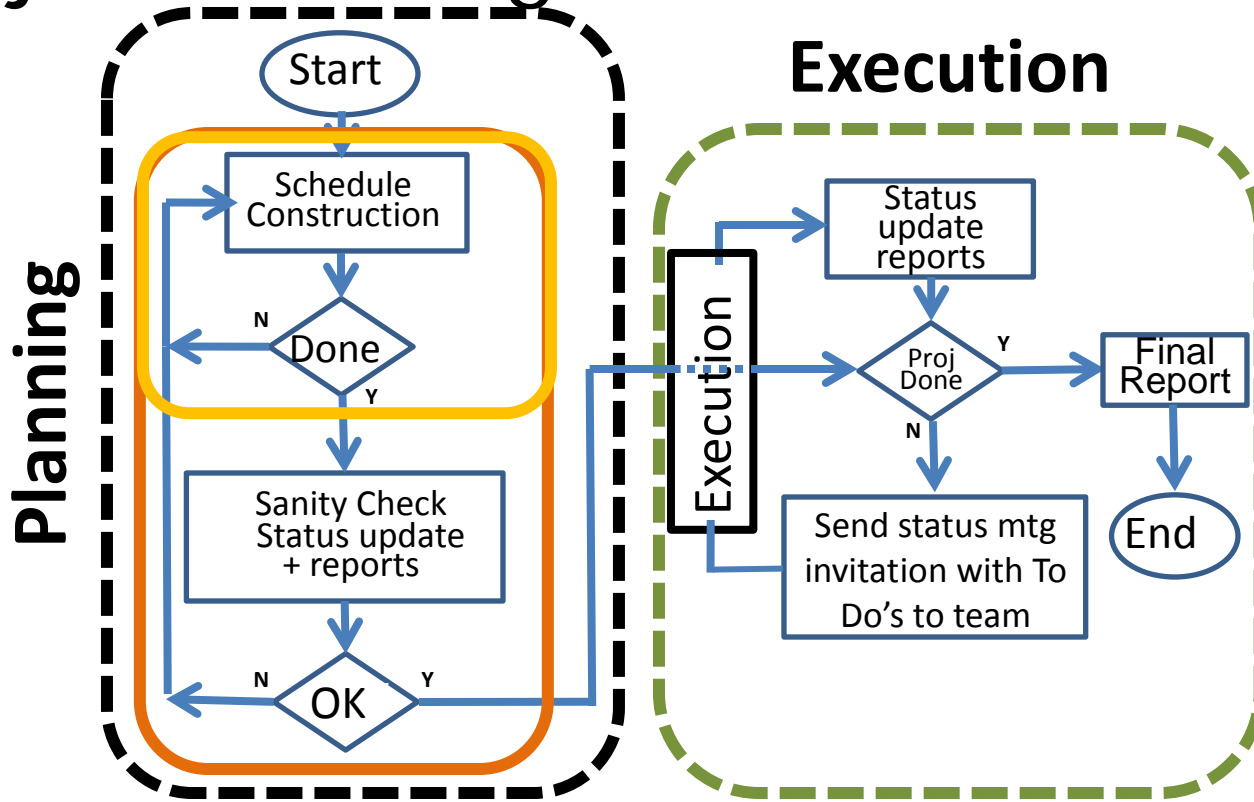
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Topics

- Planning and executing feedback control systems
- Options setup
- MSP out of the box configuration
- Scheduling process example

Project Planning & Execution Process



Process Philosophy 1

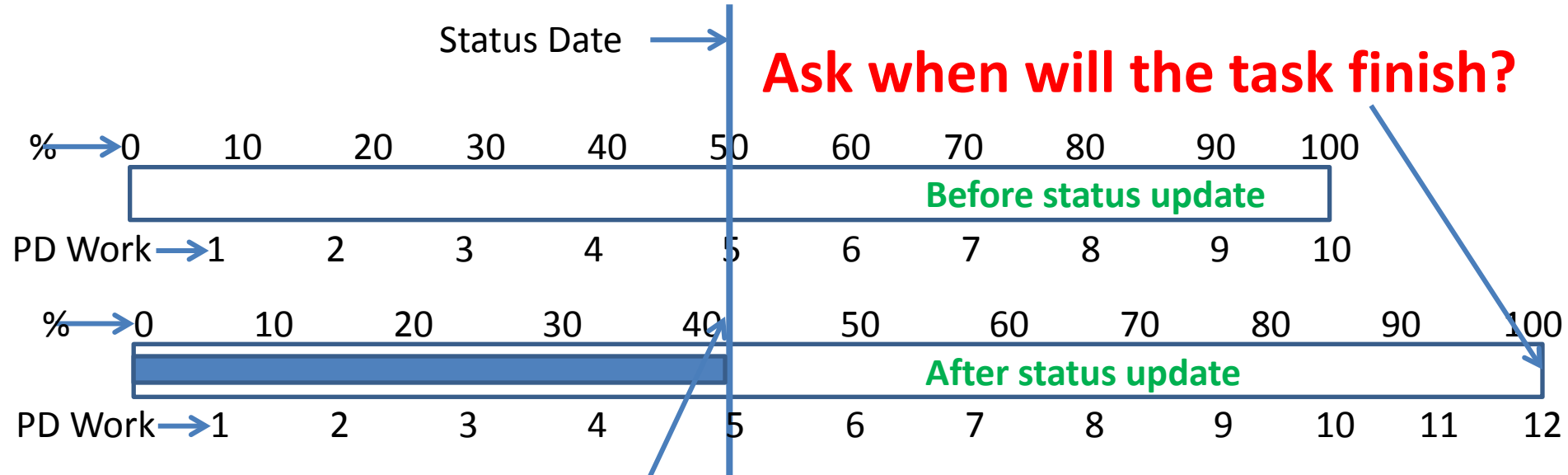
1. MSP doesn't control timing, we do.
2. Primary objective is schedule control, not resource management.
3. No partial day tasks.
4. All tasks have at least 1 predecessor or an external driver.
5. All tasks have at least 1 successor or they are a deliverable.
6. No holiday calendar. A task may start before a holiday and finish after. This eliminates the need to adjust calendars when someone decides to work during a holiday.
7. Only 1 person (the scheduler) updates the schedule. Others may receive the mpp after each status update for their own analysis and to make changes but all changes go back to the scheduler.

Process Philosophy 2

8. Status is reported as a finish date update, not % complete. Finish dates drive the schedule. The Mark on Track command calculates task % complete.
9. The mpp is archived with a different name after each status update providing a complete history of the project.
10. A copy of each status update is baselined in preparation for the next update. This makes changes visible in the next update.
11. All tasks assume 1 person day of work per day resulting in MSP showing some resource overloading. As tasks are defined as fixed duration this doesn't impact the schedule.

Finish Date Reporting

Don't ask for % complete



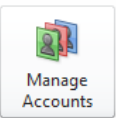
If the task will finish day 12 – MSP “Mark on Track” calculates the task is 41.7% complete as of the status date

Process Philosophy 3

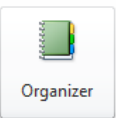
12. The team may define work for each task, but our experience is that this is unnecessary. When an overload appears the team can quickly assess whether a true overload exists and an adjustment is required.
13. Costs are defined in person-days, not \$.
14. We do not capture actual work for 2 reasons. 1) Actuals > 1 person day of work per day will extend task duration and undermine the integrity of our schedule, and 2) a significant amount of activity is not on the schedule like meetings, phone and computer time, travel, conversations, personal time.
15. Project time is best captured by a separate labor claiming application. That will provide the most accurate project cost and ACWP in an earned value calculation.

Information About PMI BRT Initial Plan.mpp

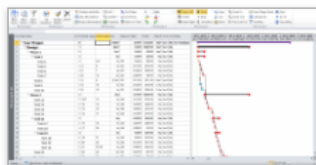
C:\Users\PAI\Documents\PAI Documents\Presentations\PMI\W 2002 BRT\PMI BRT Initial Plan.mpp



Project Server Accounts
Not connected to Project Server



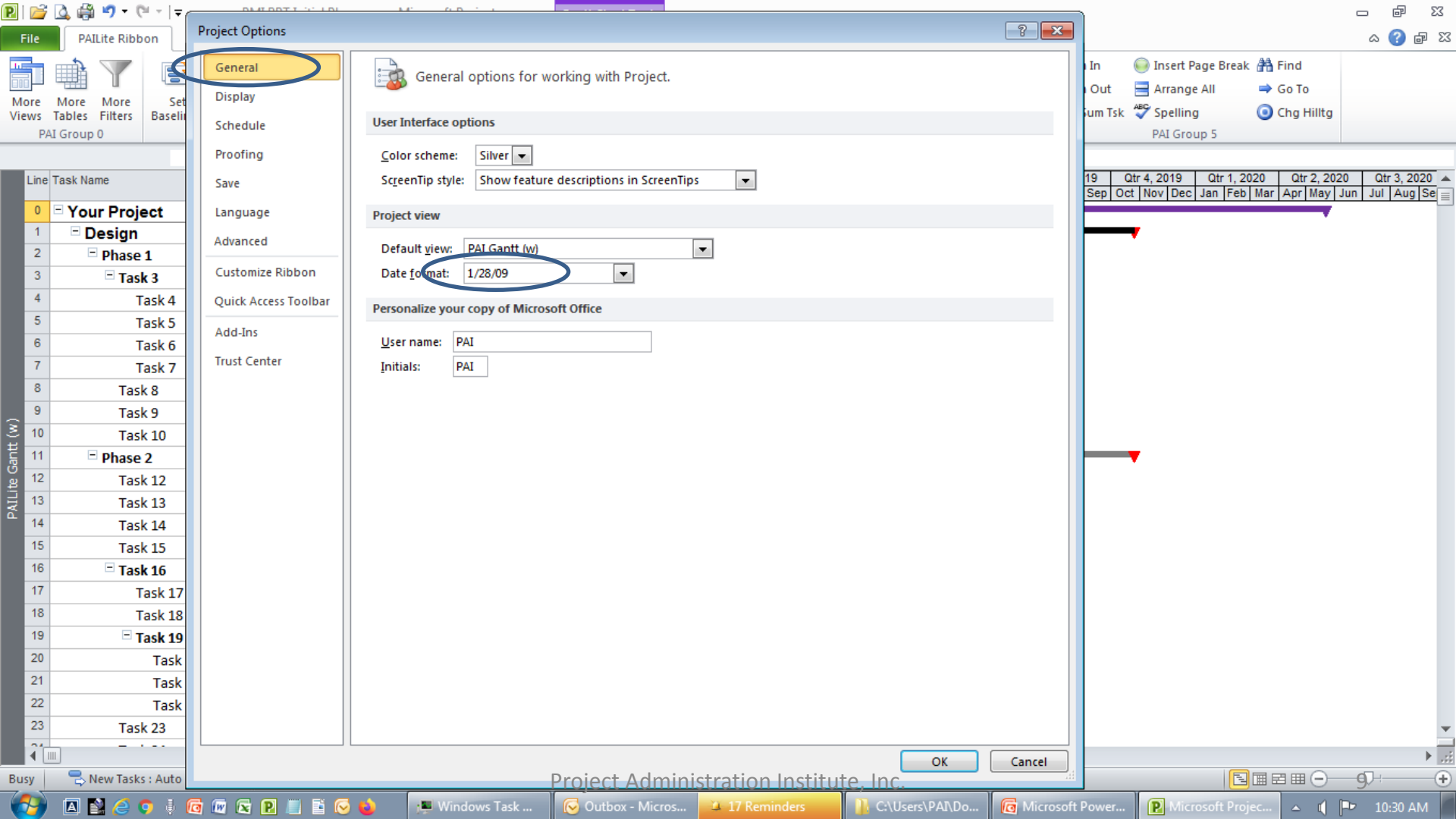
Organize Global Template
Move project elements such as views, reports, and tables between two local files, or between a local file and the global template file.

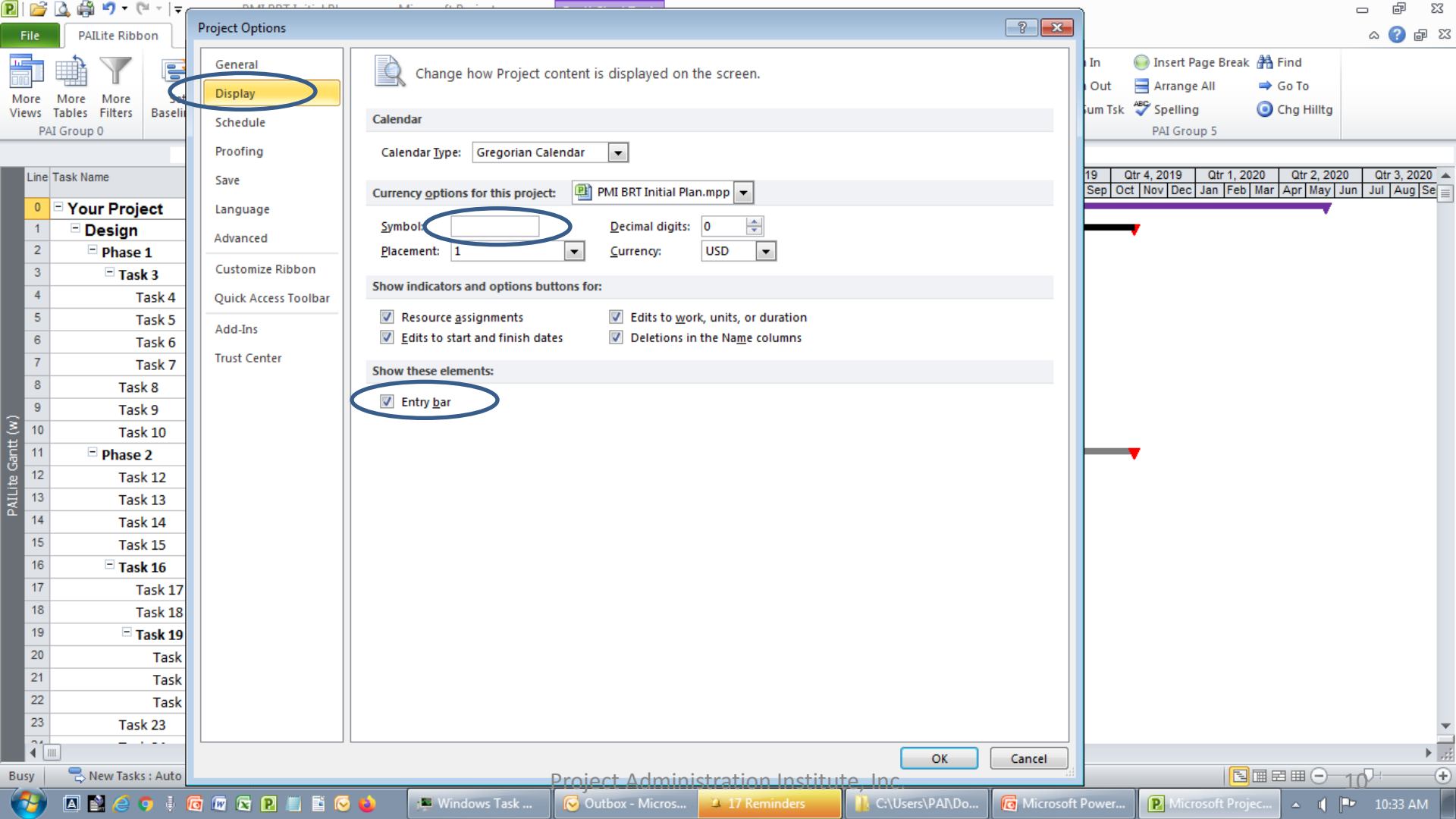


Project Information

Start Date	2/4/2019
Finish Date	5/22/2020
Schedule from	Start
Current Date	Today
Status Date	Today
Last Modified	2/13/2020
Project Calendar	Standard
Priority	500

- Save
- Save As
- Open
- Close
- Info**
- Recent
- New
- Print
- Save & Send
- Help
- Options**
- Exit





Project Options

General

Display

Schedule

Proofing

Save

Language

Advanced

Customize Ribbon

Quick Access Toolbar

Add-Ins

Trust Center



Change how Project content is displayed on the screen.

Calendar

Calendar Type:

Currency options for this project:

Symbol:

Decimal digits:

Placement:

Currency:

Show indicators and options buttons for:

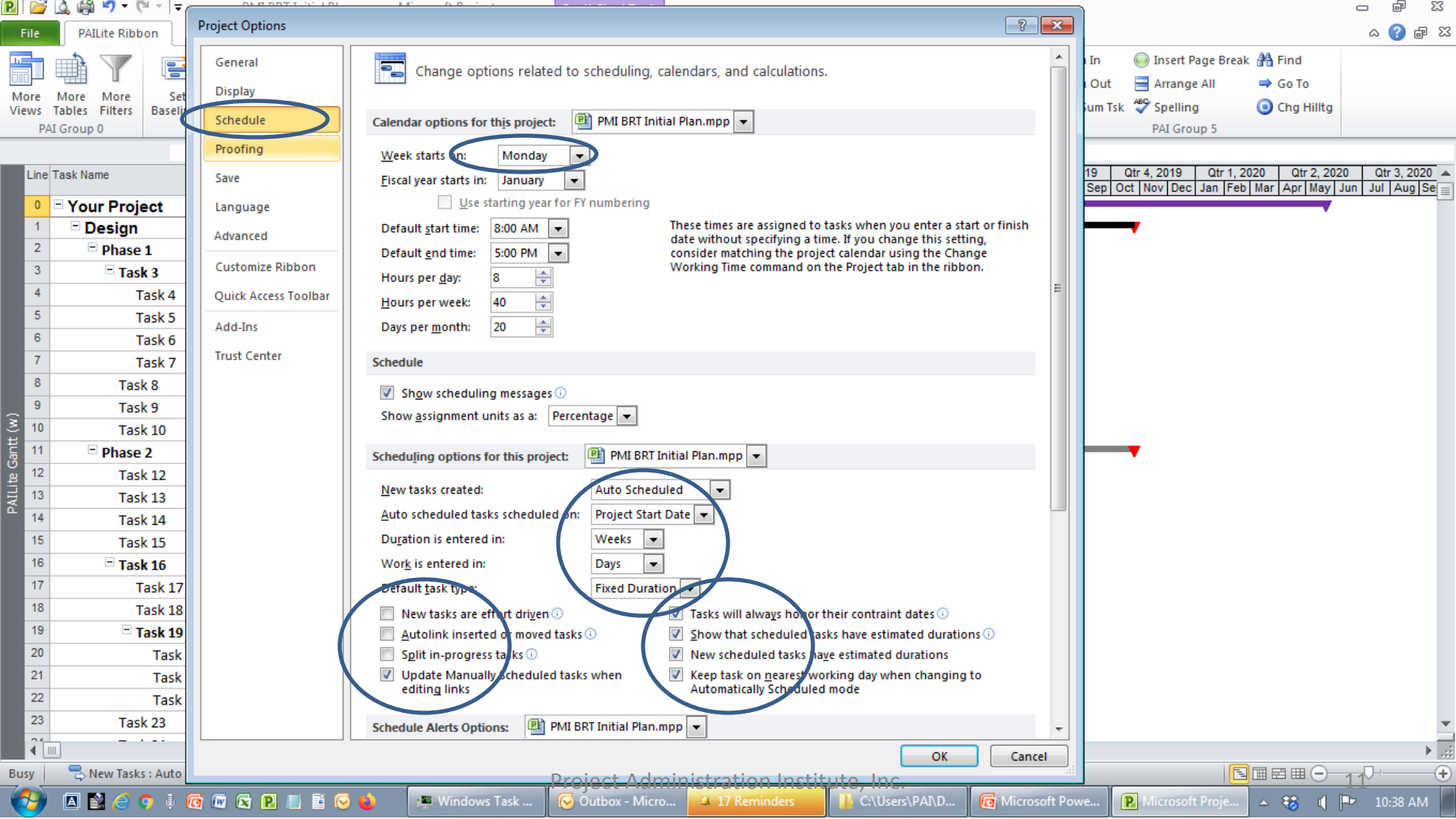
- Resource assignments
- Edits to work, units, or duration
- Edits to start and finish dates
- Deletions in the Name columns

Show these elements:

- Entry bar

OK

Cancel



Project Options

General

Display

Schedule

Proofing

Save

Language

Advanced

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Trust Center



Change options related to scheduling, calendars, and calculations.

Calendar options for this project: PMI BRT Initial Plan.mpp

Week starts on: Monday

Fiscal year starts in: January

Use starting year for FY numbering

Default start time: 8:00 AM

Default end time: 5:00 PM

Hours per day: 8

Hours per week: 40

Days per month: 20

These times are assigned to tasks when you enter a start or finish date without specifying a time. If you change this setting, consider matching the project calendar using the Change Working Time command on the Project tab in the ribbon.

Schedule

Show scheduling messages

Show assignment units as a: Percentage

Scheduling options for this project: PMI BRT Initial Plan.mpp

New tasks created: Auto Scheduled

Auto scheduled tasks scheduled on: Project Start Date

Duration is entered in: Weeks

Work is entered in: Days

Default task type: Fixed Duration

New tasks are effort driven

Autolink inserted or moved tasks

Split in-progress tasks

Update Manually Scheduled tasks when editing links

Tasks will always honor their constraint dates

Show that scheduled tasks have estimated durations

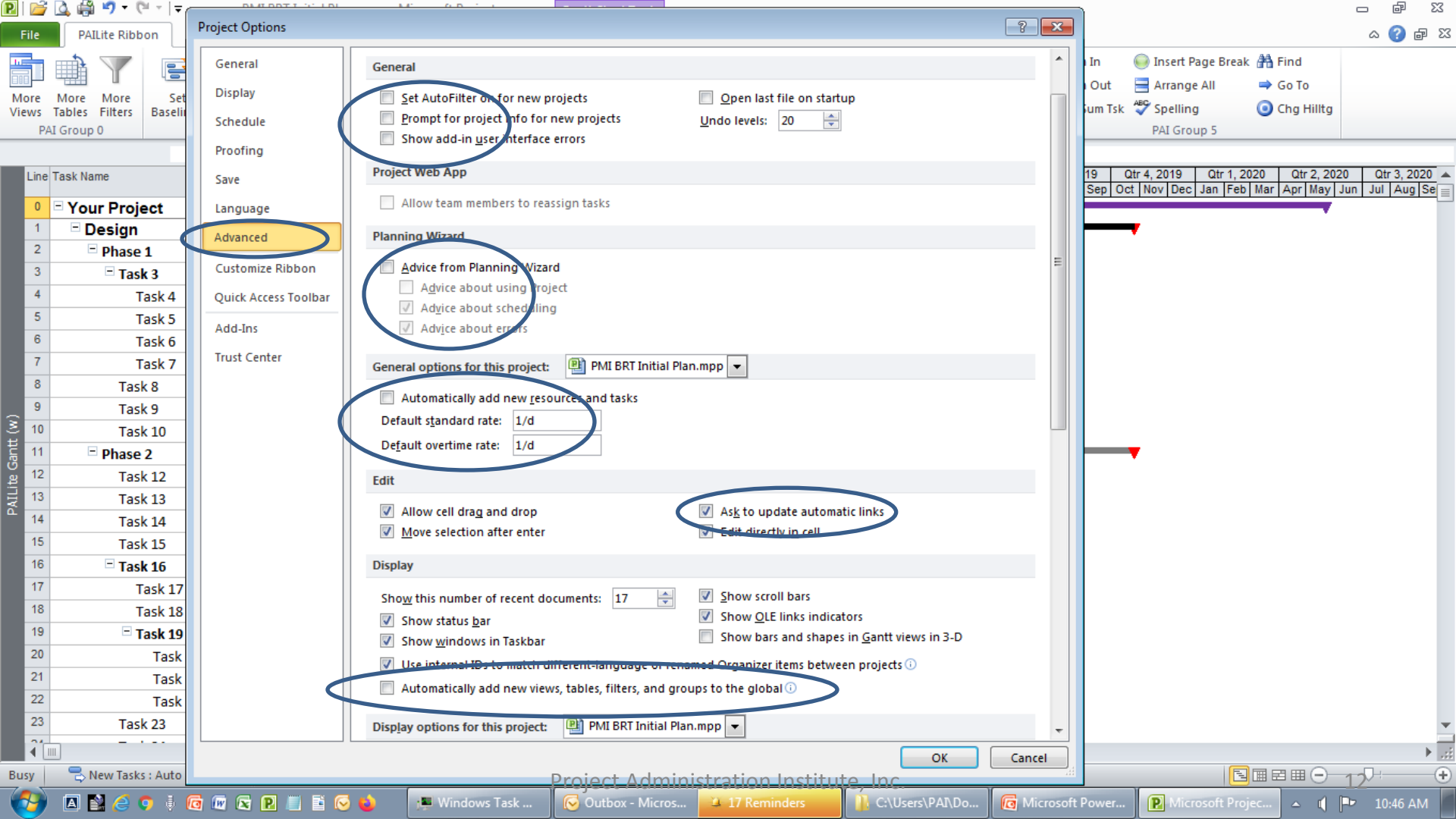
New scheduled tasks have estimated durations

Keep task on nearest working day when changing to Automatically Scheduled mode

Schedule Alerts Options: PMI BRT Initial Plan.mpp

OK

Cancel



Project Options

General

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Schedule

Proofing

Save

Language

Customize Ribbon

Quick Access Toolbar

Add-Ins

Trust Center

General

- Set AutoFilter on for new projects
- Prompt for project info for new projects
- Show add-in user interface errors

Open last file on startup

Undo levels: 20

Project Web App

- Allow team members to reassign tasks

Planning Wizard

- Advice from Planning Wizard
 - Advice about using a project
 - Advice about scheduling
 - Advice about errors

General options for this project: PMI BRT Initial Plan.mpp

- Automatically add new resources and tasks

Default standard rate: 1/d

Default overtime rate: 1/d

Edit

- Allow cell drag and drop
- Move selection after enter
- Ask to update automatic links
- Edit directly in cell

Display

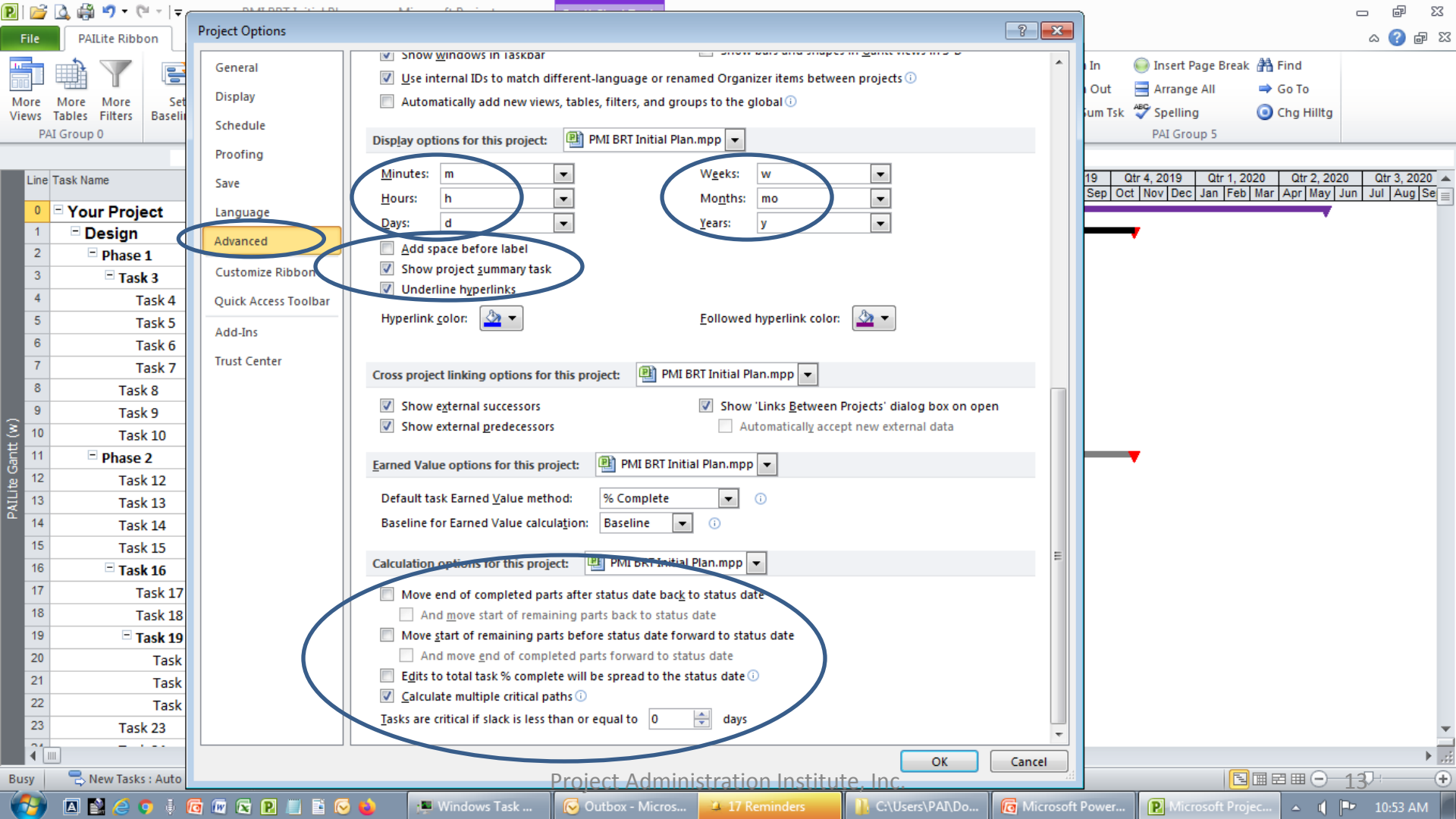
- Show this number of recent documents: 17
- Show scroll bars
 - Show status bar
 - Show OLE links indicators
 - Show windows in Taskbar
 - Show bars and shapes in Gantt views in 3-D
 - Use internal IDs to match different language or renamed Organizer items between projects

- Automatically add new views, tables, filters, and groups to the global

Display options for this project: PMI BRT Initial Plan.mpp

OK

Cancel



Project Options

- General
- Display
- Schedule
- Proofing
- Save
- Language
- Customize Ribbon
- Quick Access Toolbar
- Add-Ins
- Trust Center

Advanced

Show windows in taskbar

Use internal IDs to match different-language or renamed Organizer items between projects

Automatically add new views, tables, filters, and groups to the global

Display options for this project: PMI BRT Initial Plan.mpp

Minutes: m Weeks: w

Hours: h Months: mo

Days: d Years: y

Add space before label

Show project summary task

Underline hyperlinks

Hyperlink color: Followed hyperlink color:

Cross project linking options for this project: PMI BRT Initial Plan.mpp

Show external successors Show 'Links Between Projects' dialog box on open

Show external predecessors Automatically accept new external data

Earned Value options for this project: PMI BRT Initial Plan.mpp

Default task Earned Value method: % Complete

Baseline for Earned Value calculation: Baseline

Calculation options for this project: PMI BRT Initial Plan.mpp

Move end of completed parts after status date back to status date

And move start of remaining parts back to status date

Move start of remaining parts before status date forward to status date

And move end of completed parts forward to status date

Edits to total task % complete will be spread to the status date

Calculate multiple critical paths

Tasks are critical if slack is less than or equal to 0 days

OK Cancel

PAI Lite Gantt (w)

Scheduling Example

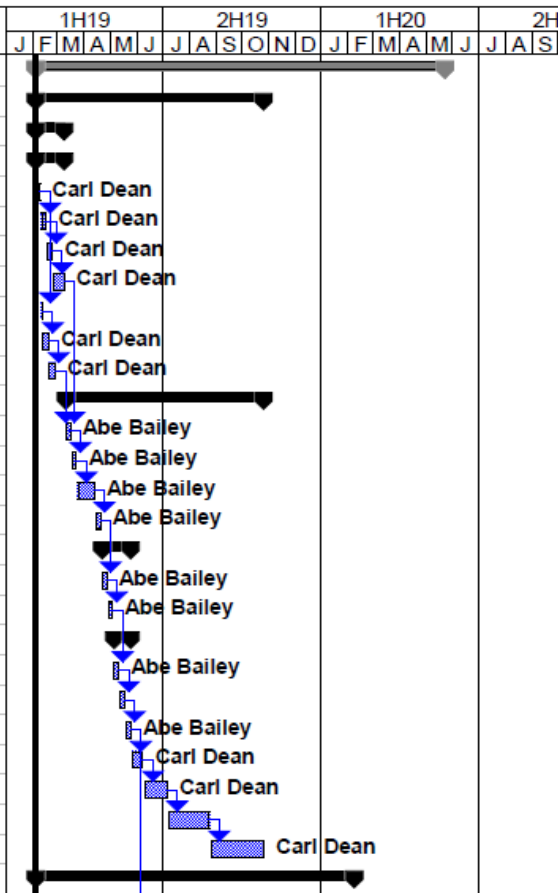
- What MS Project out of the box looks like
- Initial Planning table with added fields
- Planning script, integrity, and filters
- Baselining
- PAI Lite Template Ribbon
- Re Planning table with more fields
- To Do's table with more fields
- Planning revision notes, baselining, and to do's next week
- Status update: status table, status reporting and managing slippage

MS Project out of the box Gantt Chart View Entry Table

Work Schedule

ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names	1H19				2H19				1H20				2H			
							J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A
0	Your Project	68w?	2/4/19	5/22/20																		
1	Design	38w?	2/4/19	10/25/19																		
2	Phase 1	5w?	2/4/19	3/8/19																		
3	Task 3	5w	2/4/19	3/8/19																		
4	Task 4	1w	2/4/19	2/8/19		Carl Dean																
5	Task 5	1w	2/11/19	2/15/19	4	Carl Dean																
6	Task 6	1w	2/18/19	2/22/19	5	Carl Dean																
7	Task 7	2w	2/25/19	3/8/19	6	Carl Dean																
8	Task 8	0.2w?	2/11/19	2/11/19	4																	
9	Task 9	1w	2/12/19	2/18/19	8	Carl Dean																
10	Task 10	1w	2/19/19	2/25/19	9	Carl Dean																
11	Phase 2	33w	3/11/19	10/25/19																		
12	Task 12	1w	3/11/19	3/15/19	10,7	Abe Bailey																
13																						
14																						
15																						
16	Task 16	5w	4/22/19	5/24/19																		
17	Task																					
18	Task																					
19	Task																					
20	Task 20	1w	5/6/19	5/10/19	18	Abe Bailey																
21	Task 21	1w	5/13/19	5/17/19	20																	
22	Task 22	1w	5/20/19	5/24/19	21	Abe Bailey																
23	Task 23	2w	5/27/19	6/7/19	22	Carl Dean																
24	Task 24	4w	6/10/19	7/5/19	23	Carl Dean																
25	Task 25	7w	7/8/19	8/23/19	24																	
26	Task 26	9w	8/26/19	10/25/19	25	Carl Dean																
27	Build	53w	2/4/19	2/7/20																		

Fields not enough to define the schedule



Work Schedule

ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names	1H19				2H19				1H20				2H				
							J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M
28	Phase 3	11w	5/27/19	8/9/19																			
29	Task 29	1w	5/27/19	5/31/19	22	Abe Bailey																	
30	Task 30	1w	6/3/19	6/7/19	29	Abe Bailey																	
31	Task 31	1w	6/10/19	6/14/19	30	Abe Bailey																	
32	Task 32	1w	6/17/19	6/21/19	31	Abe Bailey																	
33	Task 33	7w	6/24/19	8/9/19																			
34	Task 34	1w	6/24/19	6/28/19	32	Edgar Fraier																	
35	Task 35	1w	7/1/19	7/5/19	34	Edgar Fraier																	
36	Task 36	1w	7/8/19	7/12/19	35	Edgar Fraier																	
37	Task 37	1w	7/15/19	7/19/19	36	Edgar Fraier																	
38	Task 38	1w	7/22/19	7/26/19	37	Edgar Fraier																	
39	Task 39	1w	7/29/19	8/2/19	38	Edgar Fraier																	
40	Task 40	1w	8/5/19	8/9/19	39	Edgar Fraier																	
41	Phase 4	20w	6/24/19	11/8/19																			
42	Task 42	1w	6/24/19	6/28/19	32	Carl Dean																	
43	Task 43	1w	7/1/19	7/5/19	42	Carl Dean																	
44	Task 44	1w	7/8/19	7/12/19	43	Carl Dean																	
45	Task 45	3w	7/15/19	8/2/19	44	Carl Dean																	
46	Task 46	5w	8/5/19	9/6/19	45	Carl Dean																	
47	Task 47	9w	9/9/19	11/8/19	46	Carl Dean																	
48	Phase 5	13w	11/11/19	2/7/20																			
49	Task 49	1w	11/11/19	11/15/19	47	Carl Dean																	
50	Task 50	1w	11/18/19	11/22/19	49	Carl Dean																	
51	Task 51	1w	11/25/19	11/29/19	50	Carl Dean																	
52	Task 52	7w	12/2/19	1/17/20																			
53	Task 53	1w	12/2/19	12/6/19	51	Edgar Fraier																	
54	Task 54	1w	12/9/19	12/13/19	53	Edgar Fraier																	
55	Task 55	1w	12/16/19	12/20/19	54	Edgar Fraier																	

Work Schedule

ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names	1H19				2H19				1H20				2H			
							J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A
56	Task 56	4w	12/23/19	1/17/20																		
57	Task 57	1w	12/23/19	12/27/19	55,40	Edgar Fraier																
58	Task 58	1w	12/30/19	1/3/20	57	Edgar Fraier																
59	Task 59	1w	1/6/20	1/10/20	58	Edgar Fraier																
60	Task 60	1w	1/13/20	1/17/20	59	Edgar Fraier																
61	Task 61	1w	1/20/20	1/24/20	60	Abe Bailey																
62	Task 62	1w	1/27/20	1/31/20	61	Abe Bailey																
63	Task 63	1w	2/3/20	2/7/20	62	Abe Bailey																
64	Phase 6	47w	2/4/19	12/27/19																		
65	Task 65	3w	2/4/19	2/22/19																		
66	Task 66	7w	2/25/19	4/12/19	65	Abe Bailey																
67	Task 67	9w	4/15/19	6/14/19	66	Abe Bailey																
68	Task 68	9w	6/17/19	8/16/19	67	Abe Bailey																
69	Task 69	2w	8/19/19	8/30/19	68	Abe Bailey																
70	Task 70	2w	9/2/19	9/13/19	69	Abe Bailey																
71	Task 71	7w	9/16/19	11/1/19	70	Abe Bailey																
72	Task 72	4w	11/4/19	11/29/19	71	Abe Bailey																
73	Task 73	1w	12/2/19	12/6/19	72	Abe Bailey																
74	Task 74	1w	12/9/19	12/13/19	73	Abe Bailey																
75	Task 75	1w	12/16/19	12/20/19	74	Abe Bailey																
76	Task 76	1w	12/23/19	12/27/19	75	Abe Bailey																
77	Implementation	18w	1/20/20	5/22/20																		
78	Phase 7	8w	1/20/20	3/13/20																		
79	Task 79	8w	1/20/20	3/13/20																		
80	Task 80	1w	1/20/20	1/24/20	60	Edgar Fraier																
81	Task 81	1w	1/27/20	1/31/20	80	Edgar Fraier																
82	Task 82	1w	2/3/20	2/7/20	81	Edgar Fraier																
83	Task 83	5w	2/10/20	3/13/20																		

Work Schedule

ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names	1H19				2H19				1H20				2H									
							J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	
84	Task 84	1w	2/10/20	2/14/20	82	Edgar Fraier																						
85	Task 85	1w	2/17/20	2/21/20	84	Edgar Fraier																						
86	Task 86	1w	2/24/20	2/28/20	85	Edgar Fraier																						
87	Task 87	1w	3/2/20	3/6/20	86	Edgar Fraier																						
88	Task 88	1w	3/9/20	3/13/20	87	Edgar Fraier																						
89	Phase 8	7w	3/16/20	5/1/20																								
90	Task 90	1w	3/16/20	3/20/20	88	Carl Dean																						
91	Task 91	1w	3/23/20	3/27/20	90	Carl Dean																						
92	Task 92	1w	3/30/20	4/3/20	91	Carl Dean																						
93	Task 93	1w	4/6/20	4/10/20	92	Carl Dean																						
94	Task 94	1w	4/13/20	4/17/20	93	Carl Dean																						
95	Task 95	1w	4/20/20	4/24/20	94	Carl Dean																						
96	Task 96	1w	4/27/20	5/1/20	95	Carl Dean																						
97	Phase 9	3w	5/4/20	5/22/20																								
98	Task 98	1w	5/4/20	5/8/20	96	Carl Dean																						
99	Task 99	1w	5/11/20	5/15/20	98	Carl Dean																						
100	Task 100	1w	5/18/20	5/22/20	99	Carl Dean																						

What the **Initial Plan Table** needs to define the schedule

PMI BRT Initial Plan.mpp - Microsoft Project

File PAI Lite Ribbon Task Resource Project View Format BPC Format

More Views More Tables More Filters PAI Group 0

Set Baseline Format Painter Delete PAI Group 1

Display AutoFilter Task Information Project Information Sort Outline Organizer PAI Group 2

Text Styles Link Tasks Mark on Track PAI Group 3

Align Left Center Align Right Bold Italic Underline Copy Cut Paste PAI Group 4

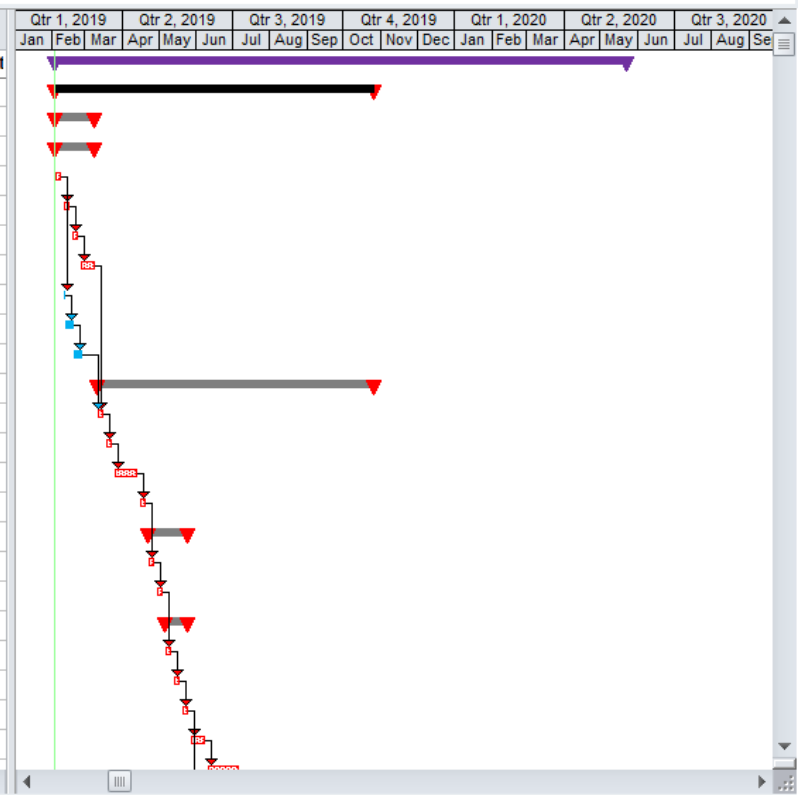
Zoom In Zoom Out Proj Sum Tsk Spelling Insert Page Break Arrange All Chg Hilltg PAI Group 5

Go To

Your Project

Line	Task Name	PA	OI	Prede cessor	Succe ssor	Dur	Resourc	Start	Finish	Total S	Cont	Cor	Notes	
0	Your Project					68w?		2/4/19	5/22/20	0w?	As	NA	For training t	
1	Design					38w?		2/4/19	10/25/19	0w?	As	NA		
2	Phase 1					5w?		2/4/19	3/8/19	0w?	As	NA		
3	Task 3					5w		2/4/19	3/8/19	0w	As	NA		
4	Task 4			5,8		1w CD		2/4/19	2/8/19	0w	As	NA		
5	Task 5		4	4	6	1w CD		2/11/19	2/15/19	0w	As	NA		
6	Task 6		4	5	7	1w CD		2/18/19	2/22/19	0w	As	NA		
7	Task 7		4	6	12	2w CD		2/25/19	3/8/19	0w	As	NA		
8	Task 8													
9	Task 9	1	2	3	4	5	6	7	8	9	10	11	12	13
10	Task 10		3	9										
11	Phase 2													
12	Task 12		3	10,7										
13	Task 13		3	12										
14	Task 14		3	13										
15	Task 15		3	14	17	1w AB		4/15/19	4/19/19	0w	As	NA		
16	Task 16		3			5w		4/22/19	5/24/19	0w	As	NA		
17	Task 17		4	15	18	1w AB		4/22/19	4/26/19	0w	As	NA		
18	Task 18		4	17	20	1w AB		4/29/19	5/3/19	0w	As	NA		
19	Task 19		4			3w		5/6/19	5/24/19	0w	As	NA		
20	Task 20		5	18	21	1w AB		5/6/19	5/10/19	0w	As	NA		
21	Task 21		5	20	22	1w AB		5/13/19	5/17/19	0w	As	NA		
22	Task 22		5	21	23,29	1w AB		5/20/19	5/24/19	0w	As	NA		
23	Task 23		3	22	24	2w CD		5/27/19	6/7/19	0w	As	NA		

Initial Plan Table
9 Fields required



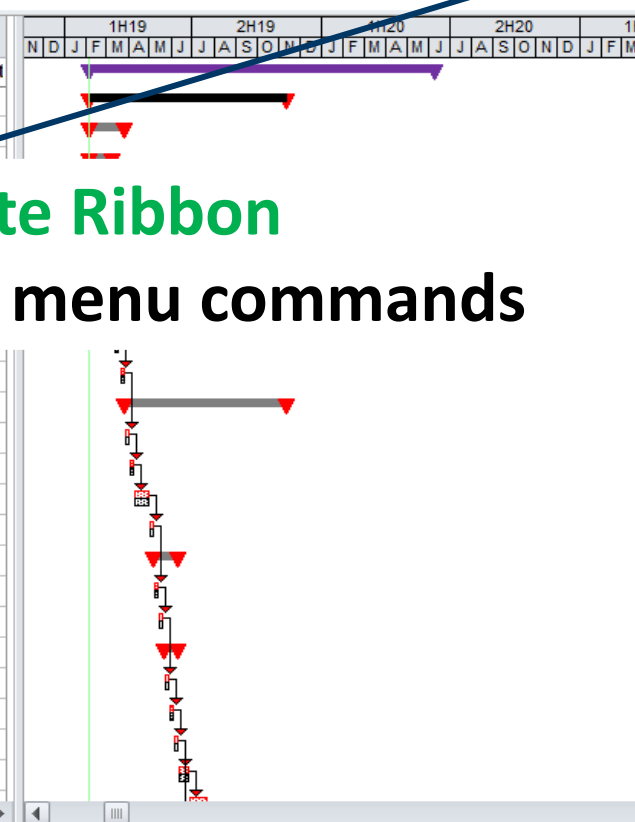
Microsoft Project - Your Project Initial Plan w template b.mpp

File | **PAILite Ribbon** | Task | Resource | Project | View | Format | BPC | Format

More Views | More Tables | More Filters | Set Baseline | Format Painter | Delete | Display AutoFilter | Task Information | Project Information | Sort | Outline | Organizer | Text Styles | Link Tasks | Mark on Track | 11 | Arial | Align Left | Bold | Copy | Zoom In | Insert Page Break | Find | Center | Italic | Cut | Zoom Out | Arrange All | Go To | Align Right | Underline | Paste | Proj Sum Task | Spelling | Chg Hilltg

Your Project

Line	Task Name	Predecessor	Successor	Dur	Resourc	Start	Finish	Total S	Cons	Cor	Notes
0	Your Project	0		70.2w?		2/4/19	6/8/20	0w?	As S	NA	For training 1
1	Design	1		40.2w?		2/4/19	11/11/19	0w?	As S	NA	
2	Phase 1	2		7.2w?		2/4/19	3/29/19	0w?	As S	NA	
3	Task 1	3				2/4/19	2/24/19				
4	Task 2	4									
5	Task 3	4 4									
6	Task 4	4 5									
7	Task 5	4 6									
8	Task 6	3 7									
9	Task 7	3 8									
10	Task 8	3 9	12	1w		3/19/19	3/25/19	0w	As S	NA	
11	Phase 2	2		33w		3/26/19	11/11/19	0w	As S	NA	
12	Task 9	3 10	13	1w		3/26/19	4/1/19	0w	As S	NA	
13	Task 10	3 12	14	1w		4/2/19	4/8/19	0w	As S	NA	
14	Task 11	3 13	15	3w		4/9/19	4/29/19	0w	As S	NA	
15	Task 12	3 14	17	1w		4/30/19	5/6/19	0w	As S	NA	
16	Task 13	3		5w		5/7/19	6/10/19	0w	As S	NA	
17	Task 14	4 15	18	1w		5/7/19	5/13/19	0w	As S	NA	
18	Task 15	4 17	20	1w		5/14/19	5/20/19	0w	As S	NA	
19	Task 16	4		3w		5/21/19	6/10/19	0w	As S	NA	
20	Task 17	5 18	21	1w		5/21/19	5/27/19	0w	As S	NA	
21	Task 18	5 20	22	1w		5/28/19	6/3/19	0w	As S	NA	
22	Task 19	5 21	23,29	1w		6/4/19	6/10/19	0w	As S	NA	
23	Task 20	3 22	24	2w		6/11/19	6/24/19	0w	As S	NA	



PAILite Template Ribbon

with the 39 most used menu commands

PAILite Gantt (w)

PMI BRT Initial Plan plng1.mpp - Microsoft Project

File PAIRite Ribbon Task Resource Project View Format BPC Format

More Views More Tables More Filters Set Baseline Format Painter Delete Display AutoFilter Task Information Project Information Sort Outline Organizer Text Styles Link Tasks Mark on Track

PAI Group 0 PAI Group 1 PAI Group 2 PAI Group 3 PAI Group 4

Align Left Center Align Right

Your Project

Line	Task Name	PA	Or	Predecessor	Successor	Dur	Resourc	Start	Finish	Total S	Cons	Cor	Notes
0	Your Project					68w?		2/4/19	5/22/20	0w?	As S	NA	For training 1
1	Design					38w?							
2	Phase 1					5w?							
3	Task 3					5w							
4	Task 4				5,8	1w	CD						
5	Task 5		4	4	6	1w	CD						
6	Task 6		4	5	7	1w	CD						
7	Task 7		4	6	12	2w	CD						
8	Task 8		3	4	9	0.2w?							
9	Task 9		3	8	10	1w	CD						
10	Task 10		3	9	12	1w	CD						
11	Phase 2					33w							
12	Task 12		3	10,7	13	1w	AB						
13	Task 13		3	12	14	1w	AB						
14	Task 14		3	13	15	3w	AB						
15	Task 15		3	14	17	1w	AB						
16	Task 16					5w							
17	Task 17		4	15	18	1w	AB	4/22/19	4/26/19	0w	As S	NA	

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

PMI BRT Initial Plan plng 1.mpp - Gantt Chart Tools

File PAI Lite Ribbon Task Resource Project View Format BPC Format

More Views More Tables More Filters PAI Group 0

Set Baseline + Format Painter - Delete PAI Group 1

Display AutoFilter Task Information Project Information Sort Outline Organizer PAI Group 2

Text Styles Link Tasks Mark on Track PAI Group 3

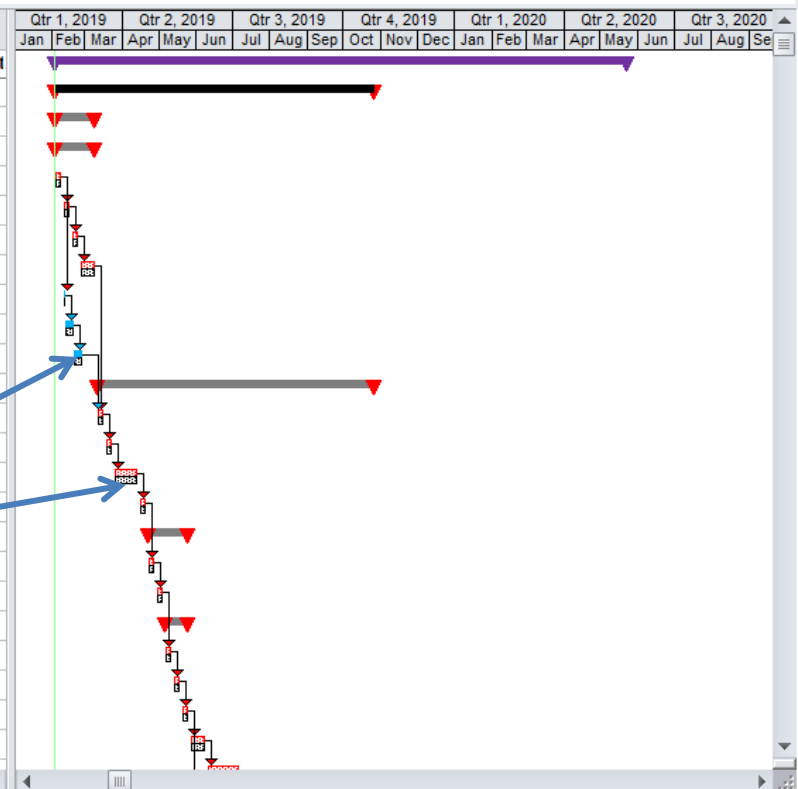
Align Left Bold Copy Zoom In Insert Page Break Find PAI Group 4

Center Italic Cut Zoom Out Arrange All Go To PAI Group 5

Align Right Underline Paste Proj Sum Tsk Spelling Chg Hilltg

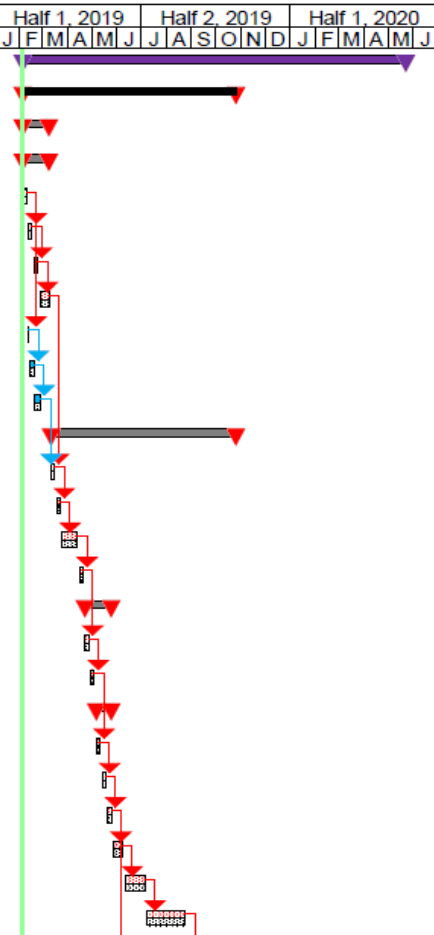
Your Project

Line	Task Name	PI	OI	Prede cessor	Succe ssor	Dur	Resourc	Start	Finish	Total S	Cont	Cor	Notes
0	Your Project					68w?		2/4/19	5/22/20	0w?	As	NA	For training t
1	Design					38w?		2/4/19	10/25/19	0w?	As	NA	
2	Phase 1					5w?		2/4/19	3/8/19	0w?	As	NA	
3	Task 3					5w		2/4/19	3/8/19	0w	As	NA	
4	Task 4			5,8		1w CD		2/4/19	2/8/19	0w	As	NA	
5	Task 5			6		1w CD		2/11/19	2/15/19	0w	As	NA	
6	Task 6			7		1w CD		2/18/19	2/22/19	0w	As	NA	
7	Task 7			12		2w CD		2/25/19	3/8/19	0w	As	NA	
8	Task 8			9		0.2w?		2/11/19	2/11/19	1.8w?	As	NA	
9	Task 9			10		1w CD		2/12/19	2/18/19	1.8w	As	NA	
10	Task 10			12		1w CD		2/19/19	2/25/19	1.8w	As	NA	
11	Phase 2					33w		3/11/19	10/25/19	0w	As	NA	
12	Task 12			10,7		1w AB		3/11/19	3/15/19	0w	As	NA	
13	Task 13			12		1w AB		3/18/19	3/22/19	0w	As	NA	
14	Task 14			13		3w AB		3/25/19	4/12/19	0w	As	NA	
15	Task 15			14		1w AB		4/15/19	4/19/19	0w	As	NA	
16	Task 16					5w		4/22/19	5/24/19	0w	As	NA	
17	Task 17			15		1w AB		4/26/19	4/26/19	0w	As	NA	
18	Task 18			17		1w AB		4/19/19	5/3/19	0w	As	NA	
19	Task 19					3w		5/6/19	5/24/19	0w	As	NA	
20	Task 20			18		1w AB		5/6/19	5/10/19	0w	As	NA	
21	Task 21			20		1w		5/13/19	5/17/19	0w	As	NA	
22	Task 22			21	23,29	1w AB		5/20/19	5/24/19	0w	As	NA	
23	Task 23			22		2w CD		5/27/19	6/7/19	0w	As	NA	



Line	Task Name	PA	OU	Predecessor	Successors	Dur	Resource	Start	Finish	Total Sl	Cons	Con	Notes	Half 1, 2019			Half 2, 2019			Half 1, 2020			
														J	F	M	A	M	J	J	A	S	O
0	Your Project			0				68w?	2/4/19	5/22/20	0w?	As	SNA	For training t									
1	Design			1				38w?	2/4/19	10/25/19	0w?	As	ScNA										
2	Phase 1			2				5w?	2/4/19	3/8/19	0w?	As	ScNA										
3	Task 3			3				5w	2/4/19	3/8/19	0w	As	ScNA										
4	Task 4			4	5,8			1wCD	2/4/19	2/8/19	0w	As	ScNA										
5	Task 5			4	4	6		1wCD	2/11/19	2/15/19	0w	As	ScNA										
6	Task 6			4	5	7		1wCD	2/18/19	2/22/19	0w	As	ScNA										
7	Task 7			4	6	12		2wCD	2/25/19	3/8/19	0w	As	ScNA										
8	Task 8			3	4	9		0.2w?	2/11/19	2/11/19	1.8w?	As	ScNA	2d									
9	Task 9			3	8	10		1wCD	2/12/19	2/18/19	1.8w	As	ScNA										
10	Task 10			3	9	12		1wCD	2/19/19	2/25/19	1.8w	As	ScNA										
11	Phase 2			2				33w	3/11/19	10/25/19	0w	As	ScNA										
12	Task 12			3	10,7	13					0w	As	ScNA										
13	Task 13			3	12	14					0w	As	ScNA										
14	Task 14			3	13	15					0w	As	ScNA										
15	Task 15			3	14	17					0w	As	ScNA										
16	Task 16			3				5w	4/22/19	5/24/19	0w	As	ScNA										
17	Task 17			4	15	18		1wAB	4/22/19	4/26/19	0w	As	ScNA										
18	Task 18			4	17	20		1wAB	4/29/19	5/3/19	0w	As	ScNA										
19	Task 19			4				3w	5/6/19	5/24/19	0w	As	ScNA										
20	Task 20			5	18	21		1wAB	5/6/19	5/10/19	0w	As	ScNA										
21	Task 21			5	20	22		1w	5/13/19	5/17/19	0w	As	ScNA										
22	Task 22			5	21	23,29		1wAB	5/20/19	5/24/19	0w	As	ScNA										
23	Task 23			3	22	24		2wCD	5/27/19	6/7/19	0w	As	ScNA										
24	Task 24			3	23	25		4wCD	6/10/19	7/5/19	0w	As	ScNA										
25	Task 25			3	24	26		7w	7/8/19	8/23/19	0w	As	ScNA										

Initial Plan Report to team



Continued Planning

The **Planning Table** for replanning the last plan

PMI BRT Initial Plan plng 1b.mpp - Microsoft Project

File PAILite Ribbon Task Resource Project View Format BPC Gantt Chart Tools Format

11 Arial

Align Left Bold Copy Zoom In Insert Page Break Find

Center Italic Cut Zoom Out Arrange All Go To

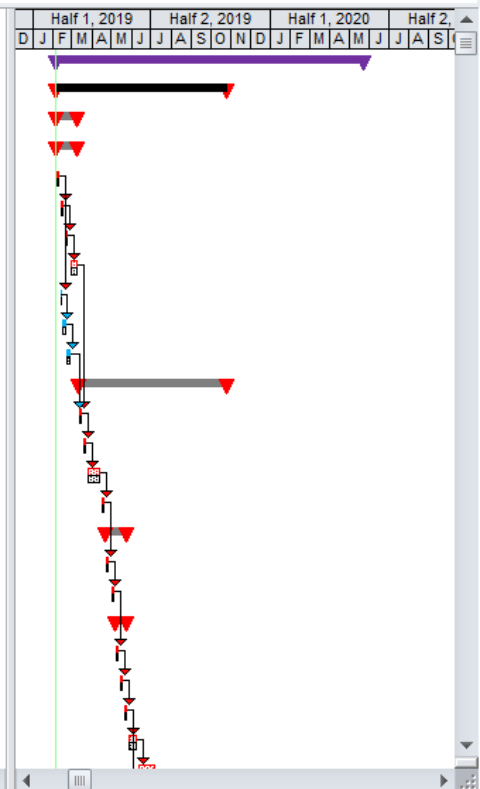
Align Right Underline Paste Proj Sum Tsk Spelling Chg Hilltg

PAI Group 0 PAI Group 1 PAI Group 2 PAI Group 3 PAI Group 4 PAI Group 5

Your Project

Line	Task Name	P/ O	Prede cessor	Succe sson	Dur	Resource	Start	Last Finis	Finish	Dur Var	Fin Var	Total Sla	Cons	Cor	% Dui	% Wk	Notes
0	Your Project	0			68w?		2/4/19	5/22/20	5/22/20	0w	0w	0w?	As S	NA	0%	0%	For training t
1	Design	1			38w?		2/4/19	10/25/19	10/25/19	0w	0w	0w?	As S	NA	0%	0%	
2	Phase 1	2			5w?		2/4/19	3/8/19	3/8/19	0w	0w	0w?	As S	NA	0%	0%	
3	Task 3	3			5w		2/4/19	3/8/19	3/8/19	0w	0w	0w	As S	NA	0%	0%	
4	Task 4	4	5,8		1w CD		2/4/19	2/8/19	2/8/19	0w	0w	0w	As S	NA	0%	0%	
5	Task 5	4 4	6		1w CD		2/11/19	2/15/19	2/15/19	0w	0w	0w	As S	NA	0%	0%	
6	Task 6	4 5	7		1w CD		2/18/19	2/22/19	2/22/19	0w	0w	0w	As S	NA	0%	0%	
7	Task 7	4 6	12		2w CD		2/25/19	3/8/19	3/8/19	0w	0w	0w	As S	NA	0%	0%	
8	Task 8	3 4	9		0.2w?		2/11/19	2/11/19	2/11/19	0w	0w	1.8w?	As S	NA	0%	0%	
9	Task 9	3 8	10		1w CD		2/12/19	2/18/19	2/18/19	0w	0w	1.8w	As S	NA	0%	0%	
10	Task 10	3 9	12		1w CD		2/19/19	2/25/19	2/25/19	0w	0w	1.8w	As S	NA	0%	0%	
11	Phase 2	2			33w		3/11/19	10/25/19	10/25/19	0w	0w	0w	As S	NA	0%	0%	
12	Task 1																
13	Task 1	1	2 3 4 5														
14	Task 14		3 13	15									0w	As S	NA	0%	0%
15	Task 15		3 14	17									0w	As S	NA	0%	0%
16	Task 16		3										0w	As S	NA	0%	0%
17	Task 17		4 15	18									0w	As S	NA	0%	0%
18	Task 18		4 17	20									0w	As S	NA	0%	0%
19	Task 19		4										0w	As S	NA	0%	0%
20	Task 20		5 18	21									0w	As S	NA	0%	0%
21	Task 21		5 20	22									0w	As S	NA	0%	0%
22	Task 22		5 21	23,29									0w	As S	NA	0%	0%
23	Task 23		3 22	24									0w	As S	NA	0%	0%

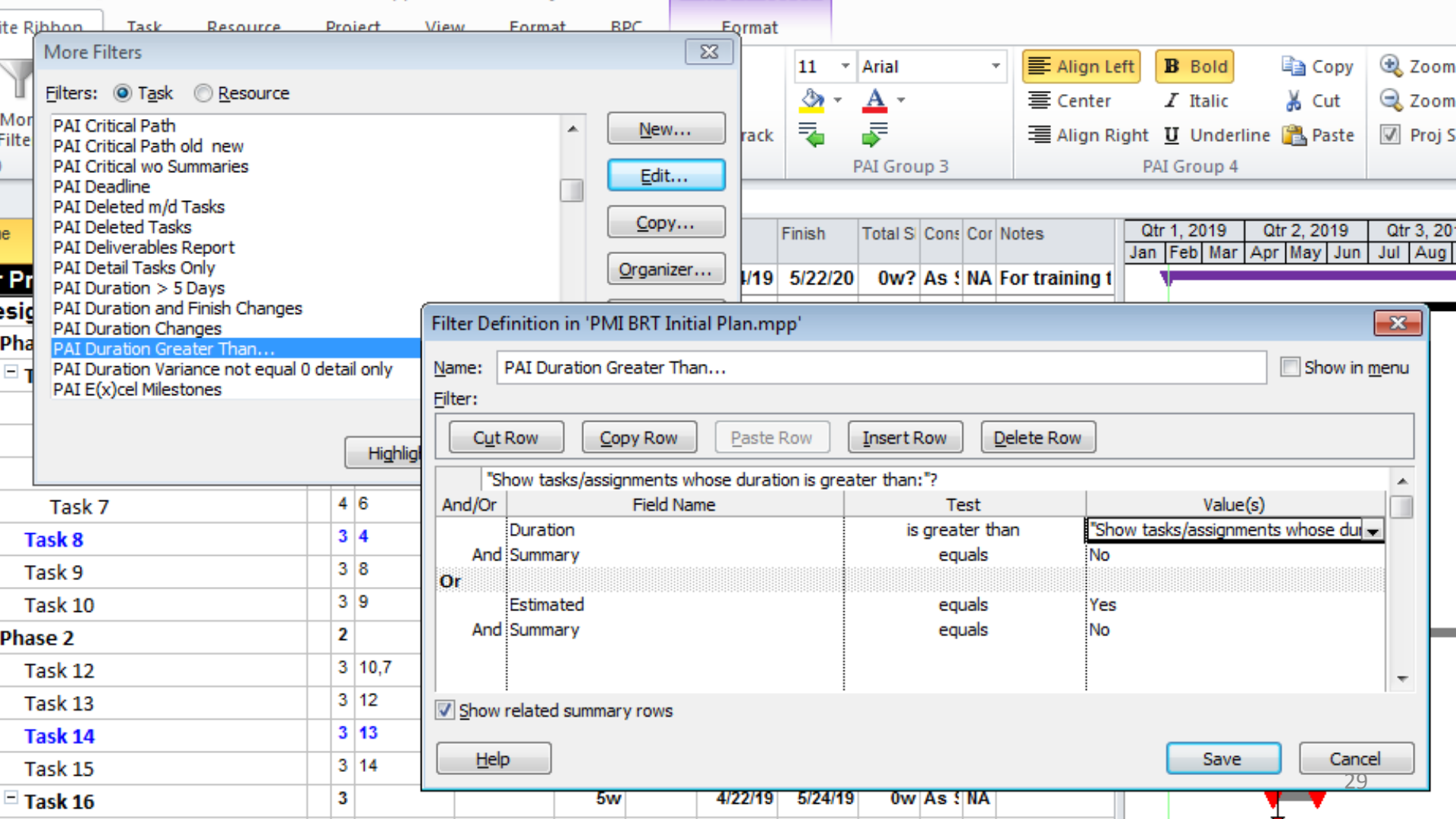
Planning Table
14 Fields required



Planning Script to Achieve Integrity

4 Task Integrity checks:

1. **Duration:** How many days will it take? **Preferred max is 2 wks.** Any missing durations?
2. **Predecessors:** What has to happen before you can do this task? **Missing predecessors are only allowed for external dependencies.**
3. **Successors:** What can't happen until this task is done? **Missing successors are only allowed for deliverables.**
4. **Resources:** Who will do it?
 - If you are estimating work enter what % or how many days of the duration will each resource work?



More Filters

Filters: Task Resource

- PAI Critical Path
- PAI Critical Path old new
- PAI Critical wo Summaries
- PAI Deadline
- PAI Deleted m/d Tasks
- PAI Deleted Tasks
- PAI Deliverables Report
- PAI Detail Tasks Only
- PAI Duration > 5 Days
- PAI Duration and Finish Changes
- PAI Duration Changes
- PAI Duration Greater Than...**
- PAI Duration Variance not equal 0 detail only
- PAI E(x)cel Milestones

New...
 Edit...
 Copy...
 Organizer...

Filter Definition in 'PMI BRT Initial Plan.mpp'

Name: PAI Duration Greater Than... Show in menu

Filter:

Cut Row Copy Row Paste Row Insert Row Delete Row

"Show tasks/assignments whose duration is greater than:"

And/Or	Field Name	Test	Value(s)
	Duration	is greater than	"Show tasks/assignments whose du..."
And	Summary	equals	No
Or	Estimated	equals	Yes
And	Summary	equals	No

Show related summary rows

Help Save Cancel

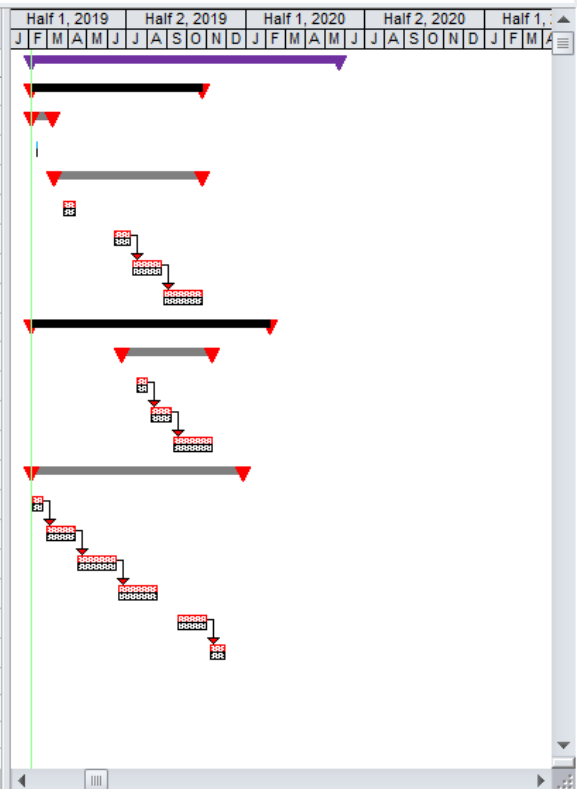
Task 7	4	6
Task 8	3	4
Task 9	3	8
Task 10	3	9
Phase 2	2	
Task 12	3	10,7
Task 13	3	12
Task 14	3	13
Task 15	3	14
Task 16	3	

Finish	Total S	Cons	Cor	Notes	Qtr 1, 2019	Qtr 2, 2019	Qtr 3, 2019					
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
4/19	5/22/20	0w?	As !	NA	For training 1							

Your Project

Line	Task Name	P/O	Predecessor	Successor	Dur	Resource	Start	Last Finis	Finish	Dur Var	Fin Var	Total Sla	Cons	Cor	% Dui	% Wk	Notes
0	Your Project	0			68w?		2/4/19	5/22/20	5/22/20	0w?	0w	0w?	As	NA	0%	0%	For training t
1	Design	1			38w?		2/4/19	10/25/19	10/25/19	0w?	0w	0w?	As	NA	0%	0%	
2	Phase 1	2			5w?		2/4/19	3/8/19	3/8/19	0w?	0w	0w?	As	NA	0%	0%	
8	Task 8	3	4	9	0.2w?		2/11/19	2/11/19	2/11/19	0w?	0w	1.8w?	As	NA	0%	0%	2d
11	Phase 2	2			33w		3/11/19	10/25/19	10/25/19	0w	0w	0w	As	NA	0%	0%	
14	Task 14	3	13	15	3w	AB	3/25/19	4/12/19	4/12/19	0w	0w	0w	As	NA	0%	0%	
24	Task 24	3	23	25	4w	CD	6/10/19	7/5/19	7/5/19	0w	0w	0w	As	NA	0%	0%	
25	Task 25	3	24	26	7w		7/8/19	8/23/19	8/23/19	0w	0w	0w	As	NA	0%	0%	
26	Task 26	3	25		9w	CD	8/26/19	10/25/19	10/25/19	0w	0w	0w	As	NA	0%	0%	to 65
27	Build	1			53w		2/4/19	2/7/20	2/7/20	0w	0w	0w	As	NA	0%	0%	
41	Phase 4	2			20w		6/24/19	11/8/19	11/8/19	0w	0w	0w	As	NA	0%	0%	
45	Task 45	3	44	46	3w	CD	7/15/19	8/2/19	8/2/19	0w	0w	0w	As	NA	0%	0%	
46	Task 46	3	45	47	5w	CD	8/5/19	8/2/19	8/2/19	0w	0w	0w	As	NA	0%	0%	
47	Task 47	3	46	49	9w	CD				0w	0w	0w	As	NA	0%	0%	
64	Phase 6	2			47w												
65	Task 65	3		66	3w												
66	Task 66	3	65	67	7w	AB											
67	Task 67	3	66	68	9w	AB											
68	Task 68	3	67	69	9w	AB											
71	Task 71	3	70	72	7w	AB	9/16/19	11/1/19	11/1/19	0w	0w	0w	As	NA	0%	0%	
72	Task 72	3	71	73	4w	AB	11/4/19	11/29/19	11/29/19	0w	0w	0w	As	NA	0%	0%	

Planning Table
Duration Greater Than 2 wks
+ 1 missing duration



PMI BRT Initial Plan.mpp - Microsoft Project

More Filters

Filters: Task Resource

- PAI No Baseline or Current Work Effort
- PAI No Predecessors
- PAI No Predecessors Constrained
- PAI No Predecessors or Successors**
- PAI No Predecessors or Successors Constrained
- PAI No Predecessors or Successors Unstarted
- PAI No Resources
- PAI No Successors
- PAI No Successors & < 100%
- PAI Non-Blanks
- PAI Pushed into the future
- PAI Require Work Effort
- PAI Resource Initials test
- PAI Status - Late & Rescheduled

Buttons: New..., Edit..., Copy..., Organizer...

11 Arial

Align Left Bold Copy Zoom In

Center Italic Cut Zoom Out

Align Right Underline Paste Proj Su

PAI Group 3 PAI Group 4

Finish	Total S	Cons	Cor	Notes	Qtr 1, 2019			Qtr 2, 2019			Qtr 3, 2019		
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
5/19	5/22/20	0w?	As !	NA									

Filter Definition in 'PMI BRT Initial Plan.mpp'

Name: PAI No Predecessors or Successors Show in menu

Filter:

Cut Row Copy Row Paste Row Insert Row Delete Row

No	And/Or	Field Name	Test	Value(s)
		Summary	equals	No
	And	Predecessors	equals	
	Or	Summary	equals	No
	And	Successors	equals	

Show related summary rows

Buttons: Help, Save, Cancel

Task 7	4	6
Task 8	3	4
Task 9	3	8
Task 10	3	9
Phase 2	2	
Task 12	3	10,7
Task 13	3	12
Task 14	3	13
Task 15	3	14
Task 16	3	
Task 17	4	15

PMI BRT Initial Plan plng 1.mpp - Microsoft Project

File PAILite Ribbon Task Resource Project View Format BPC Gantt Chart Tools Format

More Views More Tables More Filters PAI Group 0

Set Baseline Format Painter Delete PAI Group 1

Display AutoFilter Task Information Project Information PAI Group 2

Sort Outline Organizer PAI Group 3

Text Styles Link Tasks Mark on Track PAI Group 3

Align Left Center Align Right PAI Group 4

Bold Italic Underline PAI Group 4

Copy Cut Paste PAI Group 4

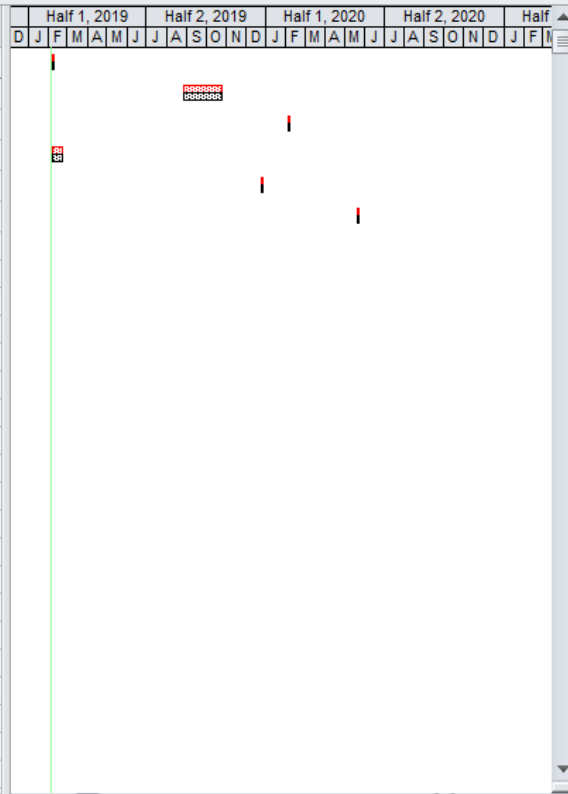
Zoom In Zoom Out Proj Sum Tsk PAI Group 5

Insert Page Break Arrange All Spelling PAI Group 5

Find Go To Chg Hilltg

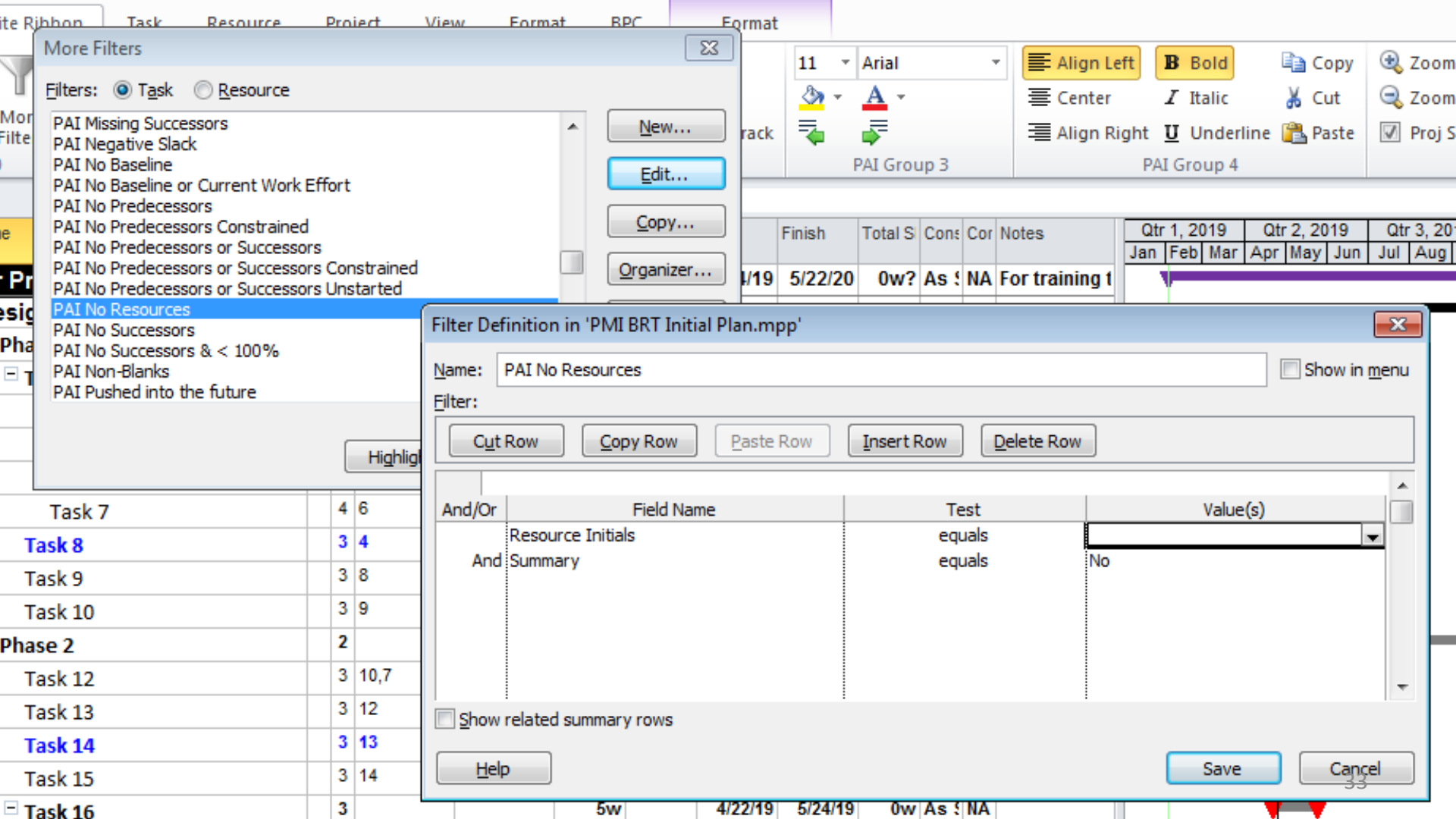
Task 4

Line	Task Name	Pz	Or	Prede cessor	Succe ssor	Dur	Resource	Start	Last Finis	Finish	Dur Var	Fin Var	Total Sla	Cons	Cor	% Du	% Wk	Notes
4	Task 4				5,8	1w	CD	2/4/19	2/8/19	2/8/19	0w	0w	0w	As S	NA	0%	0%	
26	Task 26	3	25			9w	CD	8/26/19	10/25/19	10/25/19	0w	0w	0w	As S	NA	0%	0%	to 65
63	Task 63	3	62			1w	AB	2/3/20	2/7/20	2/7/20	0w	0w	0w	As S	NA	0%	0%	to 80
65	Task 65	3		66		3w		2/4/19	2/22/19	2/22/19	0w	0w	0w	As S	NA	0%	0%	from 26
76	Task 76	3	75			1w	AB	12/23/19	12/27/19	12/27/19	0w	0w	0w	As S	NA	0%	0%	to 98
100	Task 100	3	99			1w	CD	5/18/20	5/22/20	5/22/20	0w	0w	0w	As S	NA	0%	0%	



Planning Table

No Predecessors or Successors



More Filters

Filters: Task Resource

- PAI Missing Successors
- PAI Negative Slack
- PAI No Baseline
- PAI No Baseline or Current Work Effort
- PAI No Predecessors
- PAI No Predecessors Constrained
- PAI No Predecessors or Successors
- PAI No Predecessors or Successors Constrained
- PAI No Predecessors or Successors Unstarted
- PAI No Resources**
- PAI No Successors
- PAI No Successors & < 100%
- PAI Non-Blanks
- PAI Pushed into the future

New...

Edit...

Copy...

Organizer...

Highlight

Filter Definition in 'PMI BRT Initial Plan.mpp'

Name: PAI No Resources

Show in menu

Filter:

Cut Row

Copy Row

Paste Row

Insert Row

Delete Row

And/Or	Field Name	Test	Value(s)
	Resource Initials	equals	
And	Summary	equals	No

Show related summary rows

Help

Save

Cancel

Task 7	4	6
Task 8	3	4
Task 9	3	8
Task 10	3	9
Phase 2	2	
Task 12	3	10,7
Task 13	3	12
Task 14	3	13
Task 15	3	14
Task 16	3	

Finish	Total S	Cons	Cor	Notes	Qtr 1, 2019	Qtr 2, 2019	Qtr 3, 2019					
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
1/19	5/22/20	0w?	As !	NA	For training 1							

PMI BRT Initial Plan plng 1.mpp - Microsoft Project

File PAI Lite Ribbon Task Resource Project View Format BPC Gantt Chart Tools Format

More Views More Tables More Filters PAI Group 0

Set Baseline Format Painter Delete PAI Group 1

Display AutoFilter Task Information Project Information Sort Outline Organizer PAI Group 2

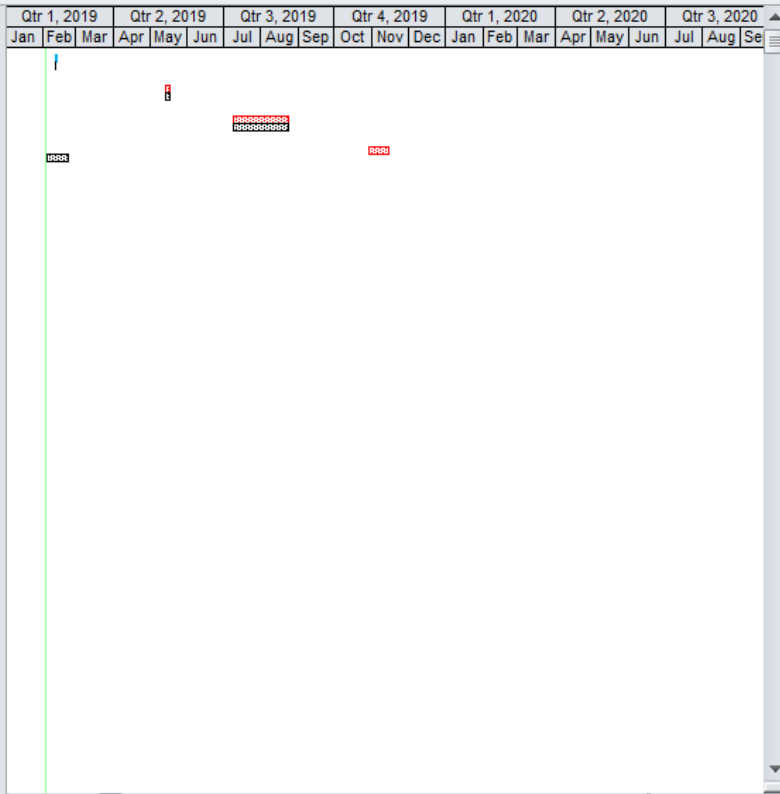
Text Styles Link Tasks Mark on Track PAI Group 3

Align Left Center Align Right Bold Italic Underline Copy Cut Paste PAI Group 4

Zoom In Zoom Out Proj Sum Tsk Insert Page Break Arrange All Spelling Find Go To Chg Hilltg PAI Group 5

Task 8

Line	Task Name	Px	Oi	Prede cessor	Succe sson	Dur	Resourc	Start	Finish	Total S	Cons	Cor	Notes
8	Task 8			3 4	9	2d		2/11/19	2/12/19	8d	As S	NA	2d
21	Task 21			5 20	22	1w		5/13/19	5/17/19	0w	As S	NA	
25	Task 25			3 24	26	7w		7/8/19	8/23/19	0w	As S	NA	
65	Task 65			3 26	66	3w		10/28/19	11/15/19	0w	As S	NA	from 26



Planning Table
PAI No Resources

PAI Lite Gantt (w)

More Filters

Filters: Task Resource

- PAI (x) Milestones no summary
- PAI (y) Milestones
- PAI (z) Milestones
- PAI Active Tasks in Date Range...
- PAI Active Tasks Started Before...
- PAI Added m/d Tasks
- PAI Added Tasks
- PAI All Milestones
- PAI All Tasks in Date Range...
- PAI B(U) Milestones
- PAI Baseline Finish = "NA"
- PAI Critical Path**
- PAI Critical Path old new
- PAI Critical wo Summaries

New...

Edit...

Copy...

Organizer...

Highlight

Task 7

4 6

Task 8

3 4

Task 9

3 8

Task 10

3 9

Phase 2

2

Task 12

3 10,7

Task 13

3 12

Task 14

3 13

Task 15

3 14

Task 16

3



9

Arial

Align Left

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Center

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Proj

PAI Group 3

PAI Group 4

	Last Finis	Finish	Dur Var	Fin Var	Total Sla	Cons	Cor	% Dur	% Wk	Notes
4/19	5/22/20	10/9/20	0w	20w	0w	As !	NA	0%	0%	For training

Filter Definition in 'PMI BRT Initial Plan replan 3.mpp'

Name: PAI Critical Path

 Show in menu

Filter:

Cut Row

Copy Row

Paste Row

Insert Row

Delete Row

And/Or

Field Name

Test

Value(s)

Critical
And Summary

equals
equals

Yes
No

 Show related summary rows

Help

Save

Cancel

PMI BRT Initial Plan replan 3.mpp - Microsoft Project

File PAI Lite Ribbon Task Resource Project View Format BPC Format

More Views More Tables More Filters PAI Group 0 PAI Group 1 PAI Group 2 PAI Group 3 PAI Group 4 PAI Group 5

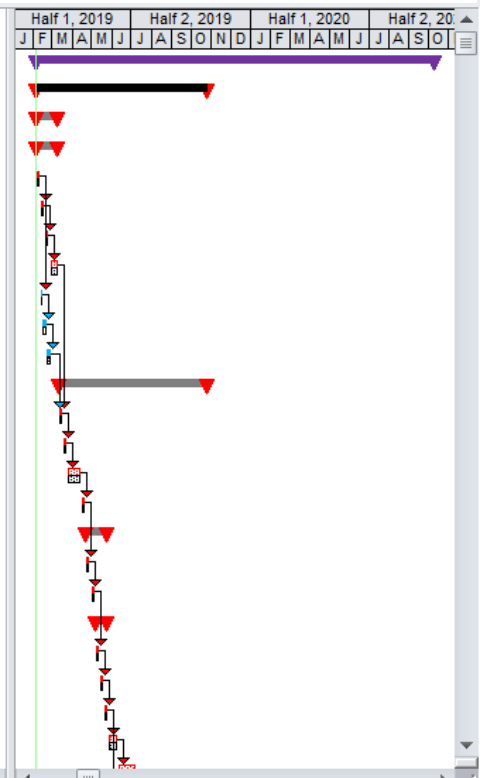
Display AutoFilter Sort Text Styles 9 Arial Align Left Bold Copy Zoom In Insert Page Break Find

Task Information Outline Link Tasks Center Italic Cut Zoom Out Arrange All Go To

Project Information Organizer Mark on Track Align Right Underline Paste Proj Sum Tsk Spelling Chg Hilltg

Line	Task Name	Pi	Oi	Prede cessor	Succe sson	Dur	Resource	Start	Last Finis	Finish	Dur Var	Fin Var	Total Sla	Cons	Cor	% Dui	% Wk	Notes
0	Your Project					88w		2/4/19	5/22/20	10/9/20	0w	20w	0w	As S	NA	0%	0%	For training t
1	Design					38w		2/4/19	10/25/19	10/25/19	0w	0w	0w	As S	NA	0%	0%	
2	Phase 1					5w		2/4/19	3/8/19	3/8/19	0w	0w	0w	As S	NA	0%	0%	
3	Task 3					5w		2/4/19	3/8/19	3/8/19	0w	0w	0w	As S	NA	0%	0%	
4	Task 4				5,8	1w CD		2/4/19	2/8/19	2/8/19	0w	0w	0w	As S	NA	0%	0%	
5	Task 5			4	6	1w CD		2/11/19	2/15/19	2/15/19	0w	0w	0w	As S	NA	0%	0%	
6	Task 6			4	5	7		2/18/19	2/22/19	2/22/19	0w	0w	0w	As S	NA	0%	0%	
7	Task 7			4	6	12		2/25/19	3/8/19	3/8/19	0w	0w	0w	As S	NA	0%	0%	
8	Task 8			3	4	9		2/11/19	2/11/19	2/12/19	0.2w	0.2w	8d	As S	NA	0%	0%	2d
9	Task 9			3	8	10		2/13/19	2/18/19	2/19/19	0w	0.2w	1.6w	As S	NA	0%	0%	
10	Task 10			3	9	12		2/20/19	2/25/19	2/26/19	0w	0.2w	1.6w	As S	NA	0%	0%	
11	Phase 2					33w		3/14/19	10/25/19	10/25/19	0w	0w	0w	As S	NA	0%	0%	
12	Task 12																	
13	Task 13																	
14	Task 14																	
15	Task 15																	
16	Task 16																	
17	Task 17																	
18	Task 18			4	17	20		4/29/19	5/3/19	5/3/19	0w	0w	0w	As S	NA	0%	0%	
19	Task 19			4		3w		5/6/19	5/24/19	5/24/19	0w	0w	0w	As S	NA	0%	0%	
20	Task 20			5	18	21		5/6/19	5/10/19	5/10/19	0w	0w	0w	As S	NA	0%	0%	
21	Task 21			5	20	22		5/13/19	5/17/19	5/17/19	0w	0w	0w	As S	NA	0%	0%	
22	Task 22			5	21	23,29		5/20/19	5/24/19	5/24/19	0w	0w	0w	As S	NA	0%	0%	
23	Task 23			3	22	24		5/27/19	6/7/19	6/7/19	0w	0w	0w	As S	NA	0%	0%	

Planning Table
Durations, dependencies, resources fixed
Critical Path (highlighted)



Ready Highlight Filter Applied New Tasks : Auto Scheduled

Windows Ta... Inbox in ES... Appointme... C:\Users\PA... Microsoft P... Home - Mo... Microsoft Pr... 4:18 PM

Task	Last Finis	Finish	Dur Var	Fin Var	Total Sla	Cons	Cor	% Dur	% Wk	Notes	
Task 7	4/19	5/22/20	10/9/20	0w	20w	0w	As !	NA	0%	0%	For training
Task 8											
Task 9											
Task 10											
Phase 2											
Task 12											
Task 13											
Task 14											
Task 15											
Task 16											

More Filters

Filters: Task Resource

- PAI Critical wo Summaries
- PAI Deadline
- PAI Deleted m/d Tasks
- PAI Deleted Tasks
- PAI Deliverables Report
- PAI Detail Tasks Only
- PAI Duration > 5 Days
- PAI Duration and Finish Changes**
- PAI Duration Changes
- PAI Duration Greater Than...
- PAI Duration Variance not equal 0 detail only
- PAI E(x)cel Milestones
- PAI End date Req Update as of....
- PAI estimated durations

New... Edit... Copy... Organizer...

9 Arial

Align Left Bold Copy

Center Italic Cut

Align Right Underline Paste

PAI Group 3 PAI Group 4

Filter Definition in 'PMI BRT Initial Plan replan 3.mpp'

Name: PAI Duration and Finish Changes Show in menu

Filter:

Cut Row Copy Row Paste Row Insert Row Delete Row

And/Or	Field Name	Test	Value(s)
Or	Duration Variance	does not equal	0d
Or	Finish Variance	does not equal	0w
And	Summary	equals	No

Show related summary rows

Help Save Cancel

PMI BRT Initial Plan replan 3.mpp - Microsoft Project

File PAILite Ribbon Task Resource Project View Format BPC Format

11 Arial

Align Left Bold Copy Zoom In Insert Page Break Find

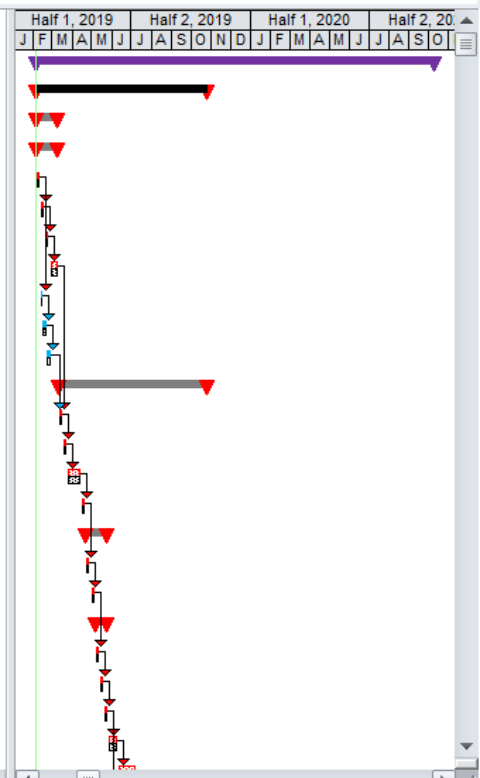
Center Italic Cut Zoom Out Arrange All Go To

Align Right Underline Paste Proj Sum Tsk Spelling Chg Hilltg

PAI Group 0 PAI Group 1 PAI Group 2 PAI Group 3 PAI Group 4 PAI Group 5

Your Project

Line	Task Name	PAI	Or	Prede cessor	Succe ssor	Dur	Resource	Start	Last Finis	Finish	Dur Var	Fin Var	Total Sla	Cons	Cor	% Dui	% Wk	Notes
0	Your Project					88w		2/4/19	5/22/20	10/9/20	0w	20w	0w	As S	NA	0%	0%	For training t
1	Design					38w		2/4/19	10/25/19	10/25/19	0w	0w	0w	As S	NA	0%	0%	
2	Phase 1					5w		2/4/19	3/8/19	3/8/19	0w	0w	0w	As S	NA	0%	0%	
3	Task 3					5w		2/4/19	3/8/19	3/8/19	0w	0w	0w	As S	NA	0%	0%	
4	Task 4			5,8		1w	CD	2/4/19	2/8/19	2/8/19	0w	0w	0w	As S	NA	0%	0%	
5	Task 5		4	6		1w	CD	2/11/19	2/15/19	2/15/19	0w	0w	0w	As S	NA	0%	0%	
6	Task 6		4	5	7	1w	CD	2/18/19	2/22/19	2/22/19	0w	0w	0w	As S	NA	0%	0%	
7	Task 7		4	6	12	2w	CD	2/25/19	3/8/19	3/8/19	0w	0w	0w	As S	NA	0%	0%	
8	Task 8		3	4	9	2d	CD	2/11/19	2/11/19	2/12/19	0.2w	0.2w	8d	As S	NA	0%	0%	2d
9	Task 9		3	8	10	1w	CD	2/13/19	2/18/19	2/19/19	0w	0.2w	1.6w	As S	NA	0%	0%	
10	Task 10		3	9	12	1w	CD	2/20/19	2/25/19	2/26/19	0w	0.2w	1.6w	As S	NA	0%	0%	
11	Phase 2					33w		3/11/19	10/25/19	10/25/19	0w	0w	0w	As S	NA	0%	0%	
12	Task 12		3	10,7	13	1w	AB	3/11/19	3/15/19	3/15/19	0w	0w	0w	As S	NA	0%	0%	
13	Task 13		3	12	14	1w	AB	3/18/19	3/22/19	3/22/19	0w	0w	0w	As S	NA	0%	0%	
14	Task 14		3	13														
15	Task 15		3	14														
16	Task 16		3															
17	Task 17		4	15														
18	Task 18		4	17	20	1w	AB	4/23/19	5/3/19	5/3/19	0w	0w	0w	As S	NA	0%	0%	
19	Task 19		4			3w		5/6/19	5/24/19	5/24/19	0w	0w	0w	As S	NA	0%	0%	
20	Task 20		5	18	21	1w	AB	5/6/19	5/10/19	5/10/19	0w	0w	0w	As S	NA	0%	0%	
21	Task 21		5	20	22	1w	AB	5/13/19	5/17/19	5/17/19	0w	0w	0w	As S	NA	0%	0%	
22	Task 22		5	21	23,29	1w	AB	5/20/19	5/24/19	5/24/19	0w	0w	0w	As S	NA	0%	0%	
23	Task 23		3	22	24	2w	CD	5/27/19	6/7/19	6/7/19	0w	0w	0w	As S	NA	0%	0%	

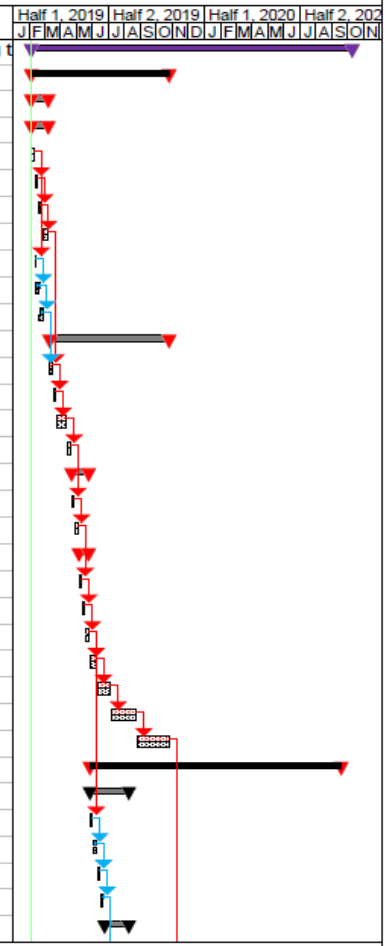


Planning Table
Finish & Duration Variances (highlighted)

Line	Task Name	PA	OU	Predecessor	Successors	Dur	Resource	Start	Last Finish	Finish	Dur Var	Fin Var	Total Sl	Cons	Cor	% Dur	% Wk	Notes
0	Your Project		0			88w		2/4/19	5/22/20	10/9/20	0w	20w	0w	As S	NA	0%	0%	For training t
1	Design		1			38w		2/4/19	10/23/19	10/23/19	0w	0	0w	As S	NA	0%	0%	
2	Phase 1		2			5w		2/4/19	3/8/19	3/8/19	0w	0w	0w	As S	NA	0%	0%	
3	Task 3		3			5w		2/4/19	3/8/19	3/8/19	0w	0w	0w	As S	NA	0%	0%	
4	Task 4		4		5,8	1w	CD	2/4/19	2/8/19	2/8/19	0w	0w	0w	As S	NA	0%	0%	
5	Task 5		4,4		6	1w	CD	2/11/19	2/15/19	2/15/19	0w	0w	0w	As S	NA	0%	0%	
6	Task 6																	
7	Task 7																	
8	Task 8																	
9	Task 9		3,8		10	1w	CD	2/13/19	2/18/19	2/19/19	0w	0.2w	1.6w	As S	NA	0%	0%	
10	Task 10		3,9		12	1w	CD	2/20/19	2/25/19	2/26/19	0w	0.2w	1.6w	As S	NA	0%	0%	
11	Phase 2		2			33w		3/11/19	10/25/19	10/25/19	0w	0w	0w	As S	NA	0%	0%	
12	Task 12		3,10,7		13	1w	AB	3/11/19	3/15/19	3/15/19	0w	0w	0w	As S	NA	0%	0%	
13	Task 13		3,12		14	1w	AB	3/18/19	3/22/19	3/22/19	0w	0w	0w	As S	NA	0%	0%	
14	Task 14		3,13		15	3w	AB	3/25/19	4/12/19	4/12/19	0w	0w	0w	As S	NA	0%	0%	
15	Task 15		3,14		17	1w	AB	4/15/19	4/19/19	4/19/19	0w	0w	0w	As S	NA	0%	0%	
16	Task 16		3			5w		4/22/19	5/24/19	5/24/19	0w	0w	0w	As S	NA	0%	0%	
17	Task 17		4,15		18	1w	AB	4/22/19	4/26/19	4/26/19	0w	0w	0w	As S	NA	0%	0%	
18	Task 18		4,17															
19	Task 19		4															
20	Task 20		5,18															
21	Task 21		5,20															
22	Task 22		5,21															
23	Task 23		3,22		24	2w	CD	5/2/19	6/1/19	6/1/19	0w	0w	0w	As S	NA	0%	0%	
24	Task 24		3,23		25	4w	CD	6/10/19	7/5/19	7/5/19	0w	0w	0w	As S	NA	0%	0%	
25	Task 25		3,24		26	7w	CD	7/8/19	8/23/19	8/23/19	0w	0w	0w	As S	NA	0%	0%	
26	Task 26		3,25		65	9w	CD	8/26/19	10/25/19	10/25/19	0w	0w	0w	As S	NA	0%	0%	to 65
27	Build		1			69w		5/27/19	2/7/20	9/18/20	0w	32w	0w	As S	NA	0%	0%	
28	Phase 3		2			11w		5/27/19	8/9/19	8/9/19	0w	0w	17w	As S	NA	0%	0%	
29	Task 29		3,22		30	1w	AB	5/27/19	5/31/19	5/31/19	0w	0w	17w	As S	NA	0%	0%	
30	Task 30		3,29		31	1w	AB	6/3/19	6/7/19	6/7/19	0w	0w	17w	As S	NA	0%	0%	
31	Task 31		3,30		32	1w	AB	6/10/19	6/14/19	6/14/19	0w	0w	17w	As S	NA	0%	0%	
32	Task 32		3,31		34,42	1w	AB	6/17/19	6/21/19	6/21/19	0w	0w	17w	As S	NA	0%	0%	
33	Task 33		3			7w		6/24/19	8/9/19	8/9/19	0w	0w	36w	As S	NA	0%	0%	

The project end date moved from 5/22 to 10/9 20, 20 weeks

Replanning Report to Team Finish & Duration Variances (highlighted)

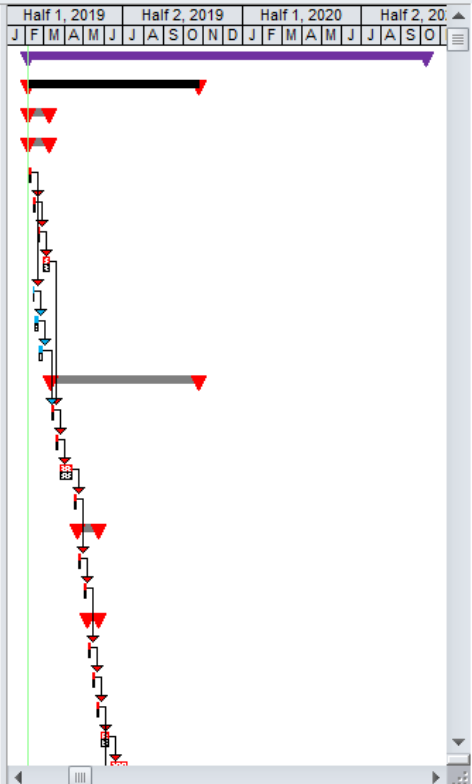


All agree this is their plan
Baseline the plan
To Do's Table for the coming week ending **Sunday 2/17/19**

Your Project

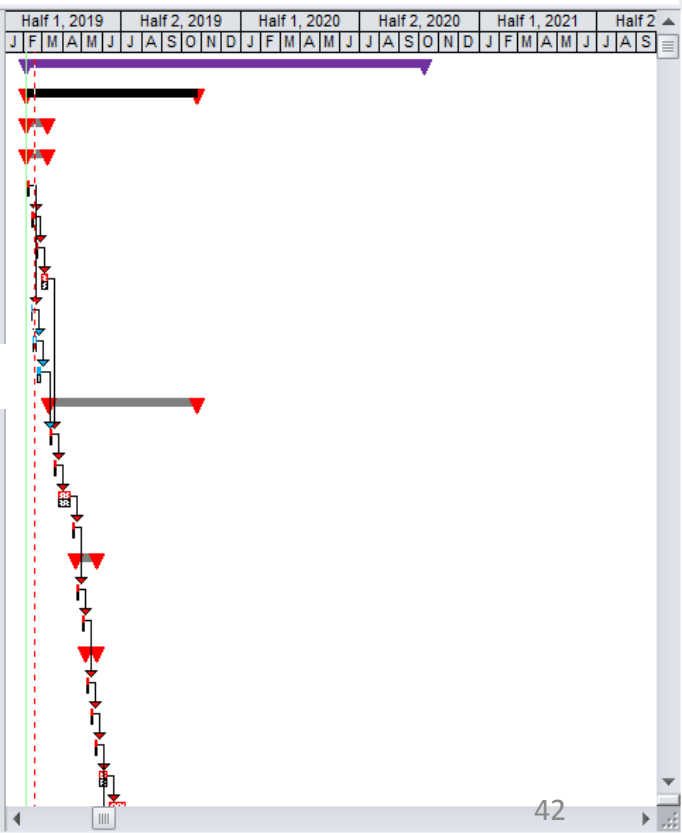
Line	Task Name	Pl	Or	Prede cessor	Succe ssor	Dur	Resource	Start	Last Finis	Finish	Dur Var	Fin Var	Total Sla	Cons	Cor	% Dui	% Wk	Notes
0	Your Project					88w		2/4/19	10/9/20	10/9/20	0w	0w	0w	As S	NA	0%	0%	For training t
1	Design					38w		2/4/19	10/9/19	10/25/19	0w	0w	0w	As S	NA	0%	0%	
2	Phase 1					5w		2/4/19	3/8/19	3/8/19	0w	0w	0w	As S	NA	0%	0%	
3	Task 3					5w		2/4/19	3/8/19	3/8/19	0w	0w	0w	As S	NA	0%	0%	
4	Task 4			2	5,8	1w CD		2/4/19	2/8/19	2/8/19	0w	0w	0w	As S	NA	0%	0%	
5	Task 5			4	4	1w CD		2/11/19	2/15/19	2/15/19	0w	0w	0w	As S	NA	0%	0%	
6	Task 6			4	5	1w CD		2/18/19	2/22/19	2/22/19	0w	0w	0w	As S	NA	0%	0%	
7	Task 7			4	6						0w	0w	0w	As S	NA	0%	0%	
8	Task 8			3	4						0w	0w	8d	As S	NA	0%	0%	2d
9	Task 9			3	8						0w	0w	1.6w	As S	NA	0%	0%	
10	Task 10			3	9						0w	0w	1.6w	As S	NA	0%	0%	
11	Phase 2				2						0w	0w	0w	As S	NA	0%	0%	
12	Task 12			3	10,7						0w	0w	0w	As S	NA	0%	0%	
13	Task 13			3	12	1w AB		3/18/19	3/22/19	3/22/19	0w	0w	0w	As S	NA	0%	0%	
14	Task 14			3	13	3w AB		3/25/19	4/12/19	4/12/19	0w	0w	0w	As S	NA	0%	0%	
15	Task 15			3	14	1w AB		4/15/19	4/19/19	4/19/19	0w	0w	0w	As S	NA	0%	0%	
16	Task 16			3		5w		4/22/19	5/24/19	5/24/19	0w	0w	0w	As S	NA	0%	0%	
17	Task 17			4	15	1w AB		4/22/19	4/26/19	4/26/19	0w	0w	0w	As S	NA	0%	0%	
18	Task 18			4	17	1w AB		4/29/19	5/3/19	5/3/19	0w	0w	0w	As S	NA	0%	0%	
19	Task 19			4		3w		5/6/19	5/24/19	5/24/19	0w	0w	0w	As S	NA	0%	0%	
20	Task 20			5	18	1w AB		5/6/19	5/10/19	5/10/19	0w	0w	0w	As S	NA	0%	0%	
21	Task 21			5	20	1w AB		5/13/19	5/17/19	5/17/19	0w	0w	0w	As S	NA	0%	0%	
22	Task 22			5	21	1w AB		5/20/19	5/24/19	5/24/19	0w	0w	0w	As S	NA	0%	0%	
23	Task 23			3	22	2w CD		5/27/19	6/7/19	6/7/19	0w	0w	0w	As S	NA	0%	0%	

Planning Table
 Baselined
 No more variances



Line	Task Name	PA	Or	Status	Prede cessor	Succe ssor	Dur	Resource	Start	Finish	Total Sla	Cons	Cor	% Dur	% Wk	Notes	
0	Your Project			Late			88w		2/4/19	10/9/20	0w	As	NA	0%	0%	For training 1	
1	Design			Late			38w		2/4/19	10/25/19	0w	As	NA	0%	0%		
2	Phase 1			Late			5w		2/4/19	3/8/19	0w	As	NA	0%	0%		
3	Task 3			Late			5w		2/4/19	3/8/19	0w	As	NA	0%	0%		
4	Task 4			Late		5,8	1w	CD	2/4/19	2/8/19	0w	As	NA	0%	0%		
5	Task 5			Late	4	6	1w	CD	2/11/19	2/15/19	0w	As	NA	0%	0%		
6	Task 6			Future	5	7	1w	CD	2/18/19	2/22/19	0w	As	NA	0%	0%		
7	Task 7			Future	6	12	2w	CD	2/25/19	3/8/19	0w	As	NA	0%	0%		
8	Task 8			Late	4	9	2d	CD	2/11/19	2/12/19	8d	As	NA	0%	0%	2d	
9	Task 9			Late	8	10	1w	CD	2/13/19	2/19/19	1.6w	As	NA	0%	0%		
10	Task 1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
11	Phase 2																
12	Task 12			Future	10,7	13						As	NA	0%	0%		
13	Task 13			Future	12	14						As	NA	0%	0%		
14	Task 14			Future	13	15						As	NA	0%	0%		
15	Task 15			Future	14	17						As	NA	0%	0%		
16	Task 16			Future			5w		4/22/19	5/24/19	0w	As	NA	0%	0%		
17	Task 17			Future	15	18	1w	AB	4/22/19	4/26/19	0w	As	NA	0%	0%		
18	Task 18			Future	17	20	1w	AB	4/29/19	5/3/19	0w	As	NA	0%	0%		
19	Task 19			Future			3w		5/6/19	5/24/19	0w	As	NA	0%	0%		
20	Task 20			Future	18	21	1w	AB	5/6/19	5/10/19	0w	As	NA	0%	0%		
21	Task 21			Future	20	22	1w	AB	5/13/19	5/17/19	0w	As	NA	0%	0%		
22	Task 22			Future	21	23,29	1w	AB	5/20/19	5/24/19	0w	As	NA	0%	0%		
23	Task 23			Future	22	24	2w	CD	5/27/19	6/7/19	0w	As	NA	0%	0%		

To Do's Table
12 Fields required



PMI BRT Initial Plan to do's 1.mpp - Microsoft Project

File PAI Lite Ribbon Task Resource Project View Format BPC Format

More Views More Tables More Filters PAI Group 0

Set Baseline Format Painter Delete PAI Group 1

Display AutoFilter Task Information Project Information Sort Outline Project Information Organizer Mark on Track PAI Group 2

11 Arial Align Left B Bold Copy Zoom In Insert Page Break Find PAI Group 3

Center Z Italic Cut Zoom Out Arrange All Go To PAI Group 4

Align Right U Underline Paste Proj Sum Tsk Spelling Chg Hilltg PAI Group 5

Your Project

Line	Task Name	PAI	Or	Status	Predecessor	Successor	Dur	Resource	Start	Finish	Total Sla	Cons	Cor	% Dui	% Wk	Notes
0	Your Project	0		Late			88w		2/4/19	10/9/20	0w	As S	NA	0%	0%	For training t
1	Design	1		Late			38w		2/4/19	10/25/19	0w	As S	NA	0%	0%	
2	Phase 1	2		Late												
3	Task 3	3		Late												
4	Task 4	4		Late												
5	Task 5	4		Late	4											
6	Task 6	4		Late	5											
7	Task 7	4		Late	6											
8	Task 8	3		Late	4											
9	Task 9	3		Late	8											
10	Task 10	3		Late	9											
11	Phase 2	2		Late												
12	Task 12	3		Late	10,7											
13	Task 13	3		Future	12											
14	Task 14	3		Future	13											
15	Task 15	3		Future	14											
16	Task 16	3		Future												
17	Task 17	4		Future	15											
18	Task 18	4		Future	17											
19	Task 19	4		Future												
20	Task 20	5		Future	18											
21	Task 21	5		Future	20											
22	Task 22	5		Future	21		23,29	1w AB	5/20/19	5/24/19	0w	As S	NA	0%	0%	
23	Task 23	3		Future	22		24	2w CD	5/27/19	6/7/19	0w	As S	NA	0%	0%	

Project Information for 'PMI BRT Initial Plan to do's 1.mpp'

Start date: 2/4/19 Current date: 2/23/20

Finish date: 10/9/20 Status date: 2/17/19

Schedule from: Project Start Date Calendar: Standard

All tasks begin as soon as possible. Priority: 500

Enterprise Custom Fields

Department: [Dropdown]

Custom Field Name	Value

Help Statistics... OK Cancel

PMI BRT Initial Plan to do's 1.mpp - Microsoft Project

File PAI Lite Ribbon Task Resource Project View Format BPC Format

More Filters

Filters: Task Resource

- All Tasks
- Active Tasks
- Completed Tasks
- Cost Greater Than...
- Cost Overbudget
- Created After...
- Critical
- Date Range...
- In Progress Tasks
- Incomplete Tasks
- Late Tasks
- Late Tasks Only
- Late/Overbudget Tasks Assigned To...
- Linked Fields

New... Edit... Copy... Organizer...

11 Arial Align Left Bold Copy Zoom In Insert Page Break Find

Center Italic Cut Zoom Out Arrange All Go To

Align Right Underline Paste Proj Sum Tsk Spelling Chg Hlgtg

PAI Group 3 PAI Group 4 PAI Group 5

Line	Task Name	Start	Finish	Total Sla	Cons	Cor	% Dui	% Wk	Notes
0	Your Pr	2/4/19	10/9/20	0w As	NA	0%	0%	0%	For training t

Filter Definition in 'PMI BRT Initial Plan to do's 1.mpp'

Name: Show in menu

Filter:

Cut Row Copy Row Paste Row Insert Row Delete Row

And/Or	Field Name	Test	Value(s)
	Status	equals	Late
And	Summary	equals	No

Show related summary rows

Help Save Cancel

PAI Lite Gantt (w)

Line	Task Name	Start	Finish	Total Sla	Cons	Cor	% Dui	% Wk	Notes
1	Design								
2	Phase 1								
3	Task 7	4	Future 6						
8	Task 8	3	Late 4						
9	Task 9	3	Late 8						
10	Task 10	3	Future 9						
11	Phase 2	2	Future						
12	Task 12	3	Future 10						
13	Task 13	3	Future 12						
14	Task 14	3	Future 13						
15	Task 15	3	Future 14						
16	Task 16	3	Future						
17	Task 17	4	Future 15	18	1w	AB	4/22/19	4/26/19	0w As S NA 0% 0%
18	Task 18	4	Future 17	20	1w	AB	4/29/19	5/3/19	0w As S NA 0% 0%
19	Task 19	4	Future		3w		5/6/19	5/24/19	0w As S NA 0% 0%
20	Task 20	5	Future 18	21	1w	AB	5/6/19	5/10/19	0w As S NA 0% 0%
21	Task 21	5	Future 20	22	1w	AB	5/13/19	5/17/19	0w As S NA 0% 0%
22	Task 22	5	Future 21	23,29	1w	AB	5/20/19	5/24/19	0w As S NA 0% 0%
23	Task 23	3	Future 22	24	2w	CD	5/27/19	6/7/19	0w As S NA 0% 0%

PMI BRT Initial Plan to do's 1.mpp - Microsoft Project

File PAI Lite Ribbon Task Resource Project View Format BPC Format

More Views More Tables More Filters PAI Group 0

Set Baseline Format Painter Delete PAI Group 1

Display AutoFilter Task Information Project Information PAI Group 2

Sort Outline Organizer PAI Group 3

Text Styles Link Tasks Mark on Track PAI Group 3

11 Calibri PAI Group 3

Align Left Center Align Right PAI Group 4

Bold Italic Underline PAI Group 4

Copy Cut Paste PAI Group 4

Zoom In Zoom Out Proj Sum Tsk PAI Group 5

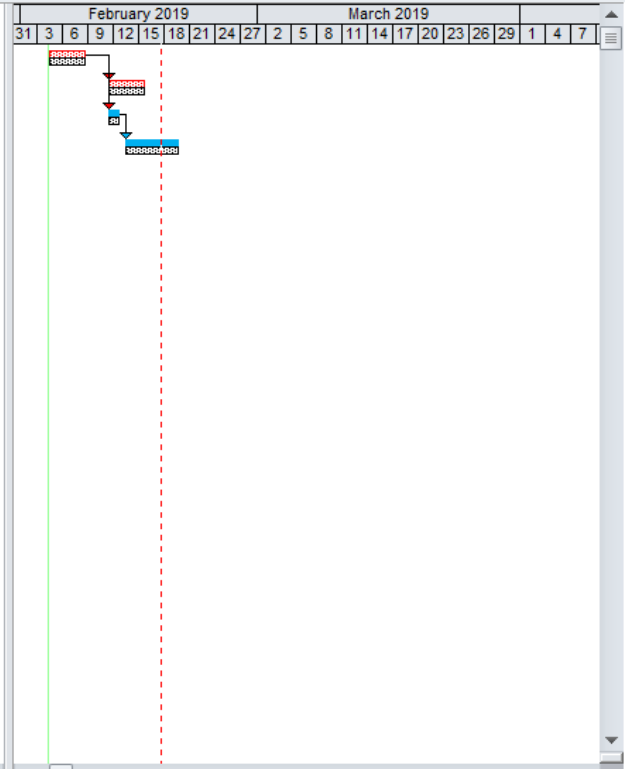
Insert Page Break Arrange All Spelling PAI Group 5

Find Go To Chg Hilltg PAI Group 5

Task 4

Line	Task Name	P/ O/	Status	Prede cessor	F	Succe ssor:	Dur	Resource	F	Start	Finish	Total Sla	Cons	Cor	% Dui	% Wk	Notes
4	Task 4	4	Late			5,8	1w	CD		2/4/19	2/8/19	0w	As S	NA	0%	0%	
5	Task 5	4	Late	4		6	1w	CD		2/11/19	2/15/19	0w	As S	NA	0%	0%	
8	Task 8	3	Late	4		9	2d	CD		2/11/19	2/12/19	8d	As S	NA	0%	0%	2d
9	Task 9	3	Late	8		10	1w	CD		2/13/19	2/19/19	1.6w	As S	NA	0%	0%	

4 To Do's as of 2/17/19
Late Tasks Only Apply filter



PAI Lite Gantt (w)

PMI BRT Initial Plan to do's 1.mpp - Microsoft Project

File PAI Lite Ribbon Task Resource Project View Format BPC Gantt Chart Tools Format

More Views More Tables More Filters PAI Group 0

Set Baseline Format Painter Delete PAI Group 1

Display AutoFilter Task Information Project Information Sort Outline Organizer PAI Group 2

Text Styles Link Tasks Mark on Track PAI Group 3

Align Left Center Align Right Bold Italic Underline PAI Group 4

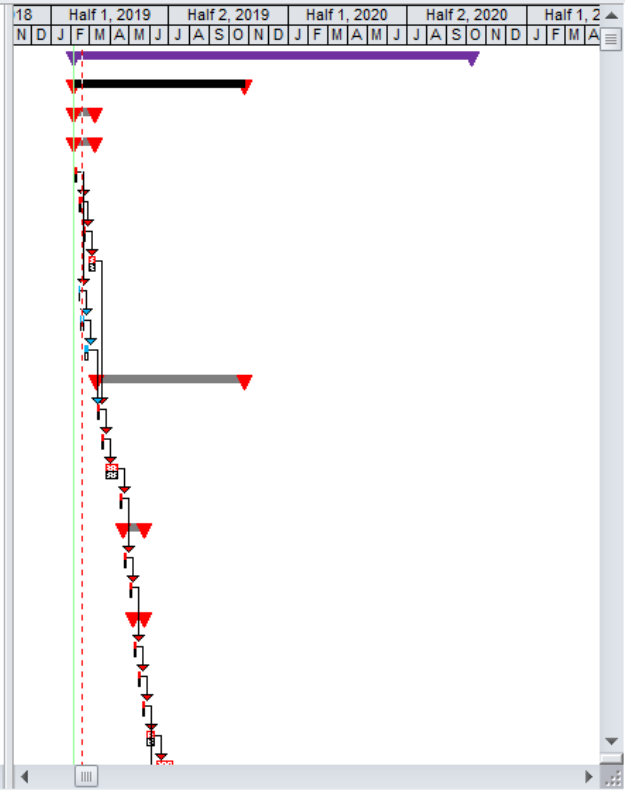
Copy Cut Paste Zoom In Zoom Out Proj Sum Tsk Spelling PAI Group 5

Insert Page Break Arrange All Go To Chg Hilltg

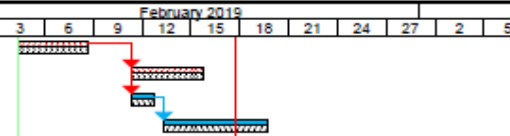
Your Project

Line	Task Name	PA	Oi	Status	Predecessor	Successor	Dur	Resource	Start	Finish	Total Sla	Cons	Cor	% Dui	% Wk	Notes
0	Your Project	0	Late				88w		2/4/19	10/9/20	0w	As S	NA	0%	0%	For training t
1	Design	1	Late				38w		2/4/19	10/25/19	0w	As S	NA	0%	0%	
2	Phase 1	2	Late				5w		2/4/19	3/8/19	0w	As S	NA	0%	0%	
3	Task 3	3	Late				5w		2/4/19	3/8/19	0w	As S	NA	0%	0%	
4	Task 4	4	Late			5,8	1w	CD	2/4/19	2/8/19	0w	As S	NA	0%	0%	
5	Task 5	4	Late	4		6	1w	CD	2/11/19	2/15/19	0w	As S	NA	0%	0%	
6	Task 6	4	Future	5		7	1w	CD	2/18/19	2/22/19	0w	As S	NA	0%	0%	
7	Task 7	4	Future	6		12	2w	CD	2/25/19	3/8/19	0w	As S	NA	0%	0%	
8	Task 8	3	Late	4		9	2d	CD	2/11/19	2/12/19	8d	As S	NA	0%	0%	2d
9	Task 9	3	Late	8		10	1w	CD	2/13/19	2/19/19	1.6w	As S	NA	0%	0%	
10	Task 10	3	Future	9												
11	Phase 2	2	Futur													
12	Task 12	3	Future	10,7												
13	Task 13	3	Future	12												
14	Task 14	3	Future	13												
15	Task 15	3	Future	14		17	1w	AB	4/15/19	4/19/19	0w	As S	NA	0%	0%	
16	Task 16	3	Futur				5w		4/22/19	5/24/19	0w	As S	NA	0%	0%	
17	Task 17	4	Future	15		18	1w	AB	4/22/19	4/26/19	0w	As S	NA	0%	0%	
18	Task 18	4	Future	17		20	1w	AB	4/29/19	5/3/19	0w	As S	NA	0%	0%	
19	Task 19	4	Futur				3w		5/6/19	5/24/19	0w	As S	NA	0%	0%	
20	Task 20	5	Future	18		21	1w	AB	5/6/19	5/10/19	0w	As S	NA	0%	0%	
21	Task 21	5	Future	20		22	1w	AB	5/13/19	5/17/19	0w	As S	NA	0%	0%	
22	Task 22	5	Future	21		23,29	1w	AB	5/20/19	5/24/19	0w	As S	NA	0%	0%	
23	Task 23	3	Future	22		24	2w	CD	5/27/19	6/7/19	0w	As S	NA	0%	0%	

To Do's Table as of 2/17/19
Late Tasks Only Highlight filter



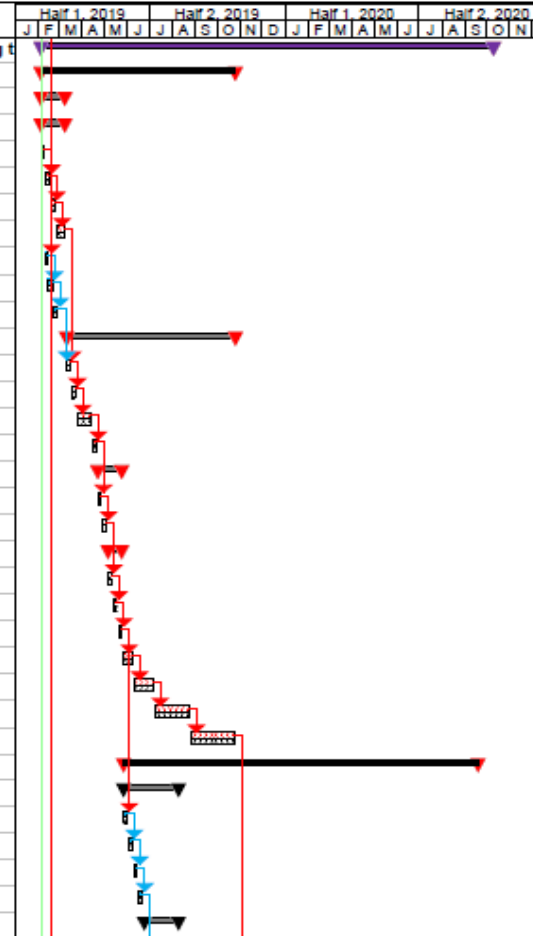
Line	Task Name	PA	Ou	Status	Prede cessor	P	Succe ssors	Dur	Resource	P	Start	Finish	Total Sla	Cons	Con	% Dur	% Wk	Notes	February 2019																			
																			3	6	9	12	15	18	21	24	27	2	5									
4	Task 4	4	Late				5,8	1w	CD		2/4/19	2/8/19	0w	As	Sc	NA	0%	0%																				
5	Task 5	4	Late	4			5	1w	CD		2/11/19	2/15/19	0w	As	Sc	NA	0%	0%																				
8	Task 8	3	Late	4			9	2d	CD		2/11/19	2/12/19	8d	As	Sc	NA	0%	0%	2d																			
9	Task 9	3	Late	8			10	1w	CD		2/13/19	2/19/19	1.6w	As	Sc	NA	0%	0%																				



4 To Do's Report as of 2/17/19
Late Tasks Only Apply filter
"190211 Your Project 0217 To Do's only"

Line	Task Name	PA	OU	Status	Predecessor	Successors	Dur	Resource	Start	Finish	Total Sl	Cons	Con	% Dur	% Wk	Notes	Half 1, 2019	Half 2, 2019	Half 1, 2020	Half 2, 2020																			
																	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N
0	Your Project			0	Late		88w		2/4/19	10/9/20	0w	As	S	NA	0%	0%	For training t																						
1	Design			1	Late		38w		2/4/19	10/25/19	0w	As	S	NA	0%	0%																							
2	Phase 1			2	Late		5w		2/4/19	3/8/19	0w	As	S	NA	0%	0%																							
3	Task 3			3	Late		5w		2/4/19	3/8/19	0w	As	S	NA	0%	0%																							
4	Task 4			4	Late	5,8	1w	CD	2/4/19	2/8/19	0w	As	S	NA	0%	0%																							
5	Task 5			4	Late	4	6	1w	CD	2/11/19	2/15/19	0w	As	S	NA	0%	0%																						
6	Task 6			4	Future	5	7	1w	CD	2/18/19	2/22/19	0w	As	S	NA	0%	0%																						
7	Task 7			4	Future	6	12	2w	CD	2/25/19	3/8/19	0w	As	S	NA	0%	0%																						
8	Task 8			3	Late	4	9	2d	CD	2/11/19	2/12/19	8d	As	S	NA	0%	0%	2d																					
9	Task 9			3	Late	8	10	1w	CD	2/13/19	2/19/19	1.6w	As	S	NA	0%	0%																						
10	Task 10			3	Future	9	12	1w	CD	2/20/19	2/26/19	1.6w	As	S	NA	0%	0%																						
11	Phase 2			2	Future		33w		3/11/19	10/25/19	0w	As	S	NA	0%	0%																							
12	Task 12			3	Future	10,7	13	1w	AB	3/11/19	3/15/19	0w	As	S	NA	0%	0%																						
13	Task 13			3	Future	12	14	1w	AB	3/18/19	3/22/19	0w	As	S	NA	0%	0%																						
14	Task 14			3																																			
15	Task 15			3																																			
16	Task 16			3																																			
17	Task 17			4																																			
18	Task 18			4																																			
19	Task 19			4																																			
20	Task 20			5																																			
21	Task 21			5																																			
22	Task 22			5	Future	21	23,29	1w	AB	5/20/19	5/24/19	0w	As	S	NA	0%	0%																						
23	Task 23			3	Future	22	24	2w	CD	5/27/19	6/7/19	0w	As	S	NA	0%	0%																						
24	Task 24			3	Future	23	25	4w	CD	6/10/19	7/5/19	0w	As	S	NA	0%	0%																						
25	Task 25			3	Future	24	26	7w	CD	7/8/19	8/23/19	0w	As	S	NA	0%	0%																						
26	Task 26			3	Future	25	65	9w	CD	8/26/19	10/25/19	0w	As	S	NA	0%	0%	to 65																					
27	Build			1	Future		69w		5/27/19	9/18/20	0w	As	S	NA	0%	0%																							
28	Phase 3			2	Future		11w		5/27/19	8/9/19	17w	As	S	NA	0%	0%																							
29	Task 29			3	Future	22	30	1w	AB	5/27/19	5/31/19	17w	As	S	NA	0%	0%																						
30	Task 30			3	Future	29	31	1w	AB	6/3/19	6/7/19	17w	As	S	NA	0%	0%																						
31	Task 31			3	Future	30	32	1w	AB	6/10/19	6/14/19	17w	As	S	NA	0%	0%																						
32	Task 32			3	Future	31	34,42	1w	AB	6/17/19	6/21/19	17w	As	S	NA	0%	0%																						
33	Task 33			3	Future		7w		6/24/19	8/9/19	36w	As	S	NA	0%	0%																							

4 To Do's Report as of 2/17/19
Late Tasks Only Highlight filter
"190211 Your Project 0217 To Do's"



Status meeting on 2/18M
Status Update for the week ending Sunday 2/17/19

PMI BRT Initial Plan plng 1.mpp - Microsoft Project

File PAILite Ribbon Task Resource Project View Format BPC Format

More Views More Tables More Filters PAI Group 0

Set Baseline Format Painter Delete PAI Group 1

Display AutoFilter Task Information Project Information Sort Outline Organizer PAI Group 2

Text Styles Link Tasks Mark on Track PAI Group 3

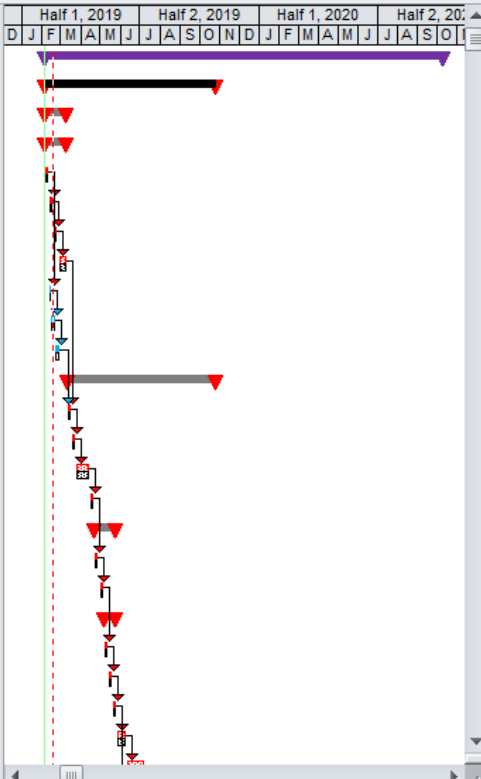
Align Left Center Align Right Bold Italic Underline PAI Group 4

Copy Cut Paste Zoom In Zoom Out Proj Sum Tsk Spelling Chg Hilltg PAI Group 5

Your Project

Line	Task Name	PA	Oi	Status	Prede cessor	Succe ssor	Dur	Resource	Start	Last Finis	Finish	Dur Var	Fin Var	Total Sla	Cons	Cor	% Dui	% Wk	Notes	
0	Your Project	0	Late				88w		2/4/19	10/9/20	10/9/20	0w	0w	0w	As	NA	0%	0%	For training t	
1	Design	1	Late				38w		2/4/19	10/25/19	10/25/19	0w	0w	0w	As	NA	0%	0%		
2	Phase 1	2	Late				5w		2/4/19	3/8/19	3/8/19	0w	0w	0w	As	NA	0%	0%		
3	Task 3	3	Late				5w		2/4/19	3/8/19	3/8/19	0w	0w	0w	As	NA	0%	0%		
4	Task 4	4	Late			5,8	1w	CD	2/4/19	2/8/19	2/8/19	0w	0w	0w	As	NA	0%	0%		
5	Task 5	4	Late	4		6	1w	CD	2/11/19	2/15/19	2/15/19	0w	0w	0w	As	NA	0%	0%		
6	Task 6	4	Future	5		7	1w	CD	2/18/19	2/22/19	2/22/19	0w	0w	0w	As	NA	0%	0%		
7	Task 7	4	Future	6		12	2w	CD	2/25/19	3/8/19	3/8/19	0w	0w	0w	As	NA	0%	0%		
8	Task 8	3	Late	4		9	2d	CD	2/11/19	2/12/19	2/12/19	0d	0w	8d	As	NA	0%	0%	2d	
9	Task 9	3	Late	8		10	1w	CD	2/13/19	2/19/19	2/19/19	0w	0w	1.6w	As	NA	0%	0%		
10	Task 10	3	Future	9		12	1w	CD	2/20/19	2/26/19	2/26/19	0w	0w	1.6w	As	NA	0%	0%		
11	Phase 2	2	Future				33w		3/11/19	10/25/19	10/25/19	0w	0w	0w	As	NA	0%	0%		
12	Task 12	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
13	Task 13																			
14	Task 14	3	Future	13		15	3w	AB												
15	Task 15	3	Future	14		17	1w	AB												
16	Task 16	3	Future				5w													
17	Task 17	4	Future	15		18	1w	AB												
18	Task 18	4	Future	17		20	1w	AB	4/29/19	5/3/19	5/3/19	0w	0w	0w	As	NA	0%	0%		
19	Task 19	4	Future				3w		5/6/19	5/24/19	5/24/19	0w	0w	0w	As	NA	0%	0%		
20	Task 20	5	Future	18		21	1w	AB	5/6/19	5/10/19	5/10/19	0w	0w	0w	As	NA	0%	0%		
21	Task 21	5	Future	20		22	1w	AB	5/13/19	5/17/19	5/17/19	0w	0w	0w	As	NA	0%	0%		
22	Task 22	5	Future	21		23,29	1w	AB	5/20/19	5/24/19	5/24/19	0w	0w	0w	As	NA	0%	0%		
23	Task 23	3	Future	22		24	2w	CD	5/27/19	6/7/19	6/7/19	0w	0w	0w	As	NA	0%	0%		

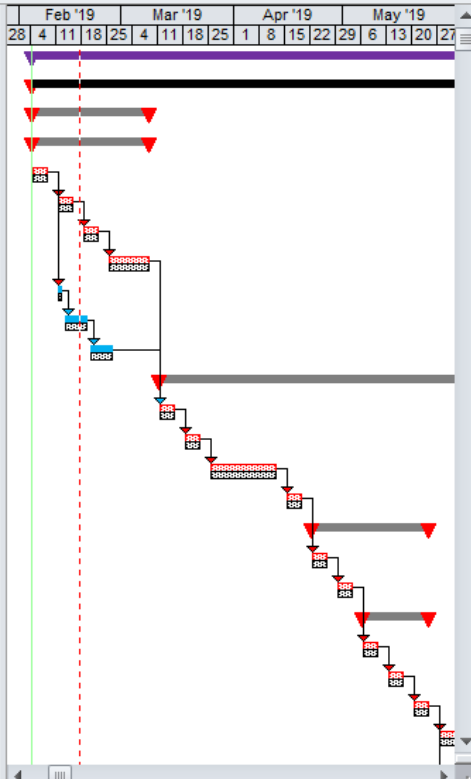
Status Report Table
16 Fields required



More Tables
Show the More Tables dialog box to see all of the available tables.

Li	PA	Oi	Status	Prede	cessor	Succe	ssor	Dur	Resource	Start	Last	Finis	Finish	F	Dur	Fin	Var	Total	Sla	Cons	Cor	%	Dui	%	Wk	Notes
0			Late					88w		2/4/19	10/9/20	10/9/20		0w	0w	0w	As	NA	0%	0%					For training t	
1			Late					38w		2/4/19	10/25/19	10/25/19		0w	0w	0w	As	NA	0%	0%						
2			Late					5w		2/4/19	3/8/19	3/8/19		0w	0w	0w	As	NA	0%	0%						
3			Late					5w		2/4/19	3/8/19	3/8/19		0w	0w	0w	As	NA	0%	0%						
4			Late			5,8		1w	CD	2/4/19	2/8/19	2/8/19		0w	0w	0w	As	NA	0%	0%						
5			Late			6		1w	CD	2/11/19	2/15/19	2/15/19		0w	0w	0w	As	NA	0%	0%						
6			Future	5		7		1w	CD	2/18/19	2/22/19	2/22/19		0w	0w	0w	As	NA	0%	0%						
7			Future	6		12		2w	CD	2/25/19	3/8/19	3/8/19		0w	0w	0w	As	NA	0%	0%						
8			Late	4		9		2d	CD	2/11/19	2/12/19	2/12/19		0d	0w	8d	As	NA	0%	0%					2d	
9			Late	8		10		1w	CD	2/13/19	2/19/19	2/19/19		0w	0w	1.6w	As	NA	0%	0%						
10			Future	9		12		1w	CD	2/20/19	2/26/19	2/26/19		0w	0w	1.6w	As	NA	0%	0%						
11			Future	10,7		13		1w	AB																	
12			Future	12		14		1w	AB																	
13			Future	13		15		3w	AB																	
14			Future	14		17		1w	AB	4/15/19	4/19/19	4/19/19		0w	0w	0w	As	NA	0%	0%						
15			Future	15		18		1w	AB	4/22/19	5/24/19	5/24/19		0w	0w	0w	As	NA	0%	0%						
16			Future	16		20		1w	AB	4/22/19	4/26/19	4/26/19		0w	0w	0w	As	NA	0%	0%						
17			Future	17		20		1w	AB	4/29/19	5/3/19	5/3/19		0w	0w	0w	As	NA	0%	0%						
18			Future	18		21		1w	AB	5/6/19	5/24/19	5/24/19		0w	0w	0w	As	NA	0%	0%						
19			Future	19		21		1w	AB	5/6/19	5/10/19	5/10/19		0w	0w	0w	As	NA	0%	0%						
20			Future	20		22		1w	AB	5/13/19	5/17/19	5/17/19		0w	0w	0w	As	NA	0%	0%						
21			Future	21		23,29		1w	AB	5/20/19	5/24/19	5/24/19		0w	0w	0w	As	NA	0%	0%						
22			Future	22		24		2w	CD	5/27/19	6/7/19	6/7/19		0w	0w	0w	As	NA	0%	0%						

Status Report Table
4 (late) To Do's



PMI BRT Initial Plan plng 1.mpp - Microsoft Project

File PAILite Ribbon Task Resource Project View Format BPC Gantt Chart Tools Format

More Views More Tables More Filters Set Baseline Format Painter Delete Display AutoFilter Sort Task Information Outline Link Tasks Project Information Organizer Mark on Track

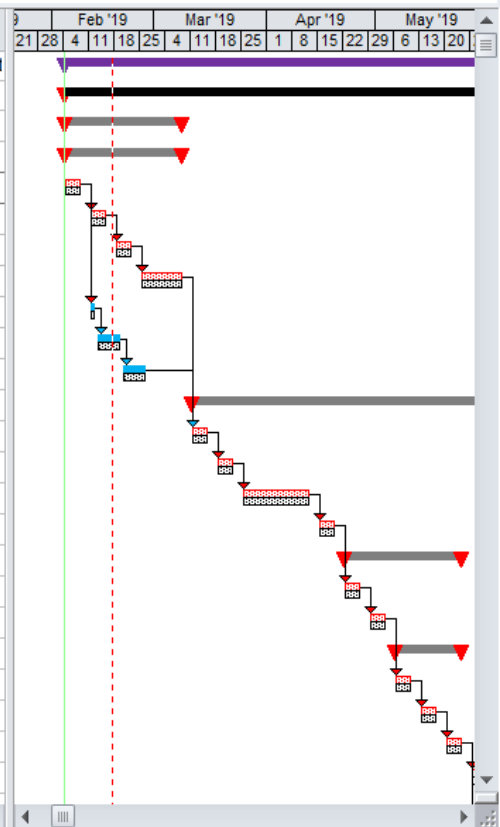
11 Calibri Align Left Bold Copy Zoom In Insert Page Break Find Center Italic Cut Zoom Out Arrange All Go To

Align Right Underline Paste Proj Sum Tsk Spelling Chg Hilltg

PAI Group 0 PAI Group 1 PAI Group 2 PAI Group 3 PAI Group 4 PAI Group 5

Task 4

Line	Task Name	PA	Or	Status	Prede cessor	Succes ssor	Dur	Resource	Start	Last Finis	Finish	Dur Var	Fin Var	Total Sla	Cons	Cor	% Dui	% Wk	Notes	
0	Your Project	0		Late			88w		2/4/19	10/9/20	10/9/20	0w	0w	0w	As	NA	0%	0%	For training t	
1	Design	1		Late			38w		2/4/19	10/25/19	10/25/19	0w	0w	0w	As	NA	0%	0%		
2	Phase 1	2		Late			5w		2/4/19	3/8/19	3/8/19	0w	0w	0w	As	NA	0%	0%		
3	Task 3	3		Late			5w		2/4/19	3/8/19	3/8/19	0w	0w	0w	As	NA	0%	0%		
4	Task 4	4		Late		5,8	1w	CD	2/4/19	2/8/19	2/8/19	0w	0w	0w	As	NA	0%	0%		
5	Task 5	4		Late	4		6	1w	CD	2/11/19	2/15/19	2/15/19	0w	0w	0w	As	NA	0%	0%	
6	Task 6	4		Future	5		7	1w	CD	2/18/19	2/22/19	2/22/19	0w	0w	0w	As	NA	0%	0%	
7	Task 7	4		Future	6		12	2w	CD	2/25/19	3/8/19	3/8/19	0w	0w	0w	As	NA	0%	0%	
8	Task 8	3		Late	4		9	2d	CD	2/11/19	2/12/19	2/12/19	0d	0w	8d	As	NA	0%	0%	2d
9	Task 9	3		Late	8		10	1w	CD	2/13/19	2/19/19	2/19/19	0w	0w	1.6w	As	NA	0%	0%	
10	Task 10	3		Future	9		12	1w	CD	2/20/19	2/26/19	2/26/19	0w	0w	1.6w	As	NA	0%	0%	
11	Phase 2	2		Futur			33w		3/11/19	10/25/19	10/25/19	0w	0w	0w	As	NA	0%	0%		
12	Task 12	3		Future	10,7		13	1w	AB	3/11/19	3/15/19	3/15/19	0w	0w	0w	As	NA	0%	0%	
13	Task 13	3		Future	12		14	1w	AB	3/18/19	3/22/19	3/22/19	0w	0w	0w	As	NA	0%	0%	
14	Task 14	3		Future	13		15	3w	AB	3/25/19	4/12/19	4/12/19	0w	0w	0w	As	NA	0%	0%	
15	Task 15	3		Future	14		17	1w	AB	4/15/19	4/19/19	4/19/19	0w	0w	0w	As	NA	0%	0%	
16	Task 16	3		Futur			5w		4/22/19	5/24/19	5/24/19	0w	0w	0w	As	NA	0%	0%		
17	Task 17	4		Future	15		18	1w	AB	4/22/19	4/26/19	4/26/19	0w	0w	0w	As	NA	0%	0%	
18	Task 18	4		Future	17		20	1w	AB	4/29/19	5/3/19	5/3/19	0w	0w	0w	As	NA	0%	0%	
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20	Task 20	5		Future	18		21	1w	AB	5/6/19	5/10/19	5/10/19	0w	0w	0w	As	NA	0%	0%	
21	Task 21	5		Future	20		22	1w	AB	5/13/19	5/17/19	5/17/19	0w	0w	0w	As	NA	0%	0%	
22	Task 22	5		Future	21		23,29	1w	AB	5/20/19	5/24/19	5/24/19	0w	0w	0w	As	NA	0%	0%	
23	Task 23	3		Future	22		24	2w	CD	5/27/19	6/7/19	6/7/19	0w	0w	0w	As	NA	0%	0%	

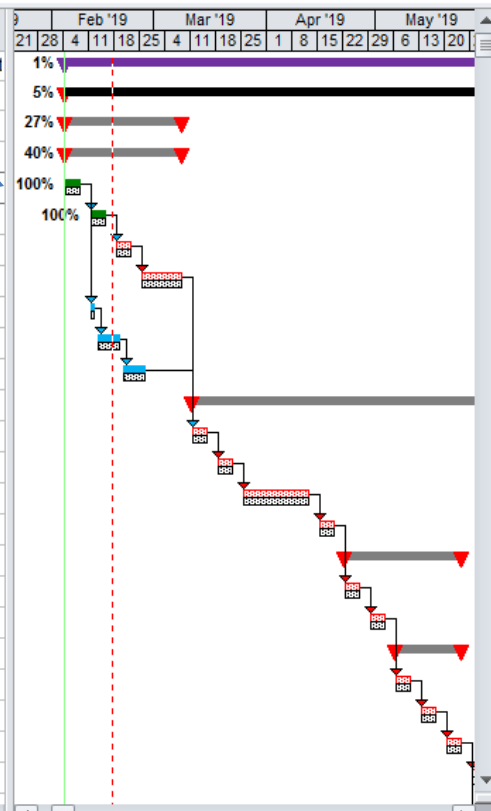


Task 4

Line	Task Name	PA	Or	Status	Prede cessor	Succe ssor	Dur	Resource	Start	Last Finis	Finsh	Dur Var	Fin Var	Total Sla	Cons	Cor	% Dui	% Wk	Notes
0	Your Project	0		Late								0w	0w	As	NA	1%	1%		For training t
1	Design	1		Late								0w	0w	As	NA	5%	5%		
2	Phase 1	2		Late			5w		2/4/19	3/8/19	3/8/19	0w	0w	0w	As	NA	27%	27%	
3	Task 3	3		On Sc			5w		2/4/19	3/8/19	3/8/19	0w	0w	0w	As	NA	40%	40%	
4	Task 4	4		Com			1w	CD	2/4/19	2/8/19	2/8/19	0w	0w	0w	As	NA	100%	100%	
5	Task 5	4		Com	4		1w	CD	2/11/19	2/15/19	2/15/19	0w	0w	0w	As	NA	100%	100%	
6	Task 6	4		Future	5		1w	CD	2/18/19	2/22/19	2/22/19	0w	0w	0w	As	NA	0%	0%	
7	Task 7	4		Future	6		2w	CD	2/25/19	3/8/19	3/8/19	0w	0w	0w	As	NA	0%	0%	
8	Task 8	3		Late	4		2d	CD	2/11/19	2/12/19	2/12/19	0d	0w	8d	As	NA	0%	0%	2d
9	Task 9	3		Late	8		1w	CD	2/13/19	2/19/19	2/19/19	0w	0w	1.6w	As	NA	0%	0%	
10	Task 10	3		Future	9		1w	CD	2/20/19	2/26/19	2/26/19	0w	0w	1.6w	As	NA	0%	0%	
11	Phase 2	2		Futu			2w		2/4/19	4/2/19	4/2/19	0w	0w	0w	As	NA	0%	0%	
12	Task 12	3		Futu								0w	0w	0w	As	NA	0%	0%	
13	Task 13	3		Futu								0w	0w	0w	As	NA	0%	0%	
14	Task 14	3		Future	13		3w	AB	3/25/19	4/12/19	4/12/19	0w	0w	0w	As	NA	0%	0%	
15	Task 15	3		Future	14		1w	AB	4/15/19	4/19/19	4/19/19	0w	0w	0w	As	NA	0%	0%	
16	Task 16	3		Futur			5w		4/22/19	5/24/19	5/24/19	0w	0w	0w	As	NA	0%	0%	
17	Task 17	4		Future	15		1w	AB	4/22/19	4/26/19	4/26/19	0w	0w	0w	As	NA	0%	0%	
18	Task 18	4		Future	17		1w	AB	4/29/19	5/3/19	5/3/19	0w	0w	0w	As	NA	0%	0%	
19	Task 19	4		Futur			3w		5/6/19	5/24/19	5/24/19	0w	0w	0w	As	NA	0%	0%	
20	Task 20	5		Future	18		1w	AB	5/6/19	5/10/19	5/10/19	0w	0w	0w	As	NA	0%	0%	
21	Task 21	5		Future	20		1w	AB	5/13/19	5/17/19	5/17/19	0w	0w	0w	As	NA	0%	0%	
22	Task 22	5		Future	21		23,29	AB	5/20/19	5/24/19	5/24/19	0w	0w	0w	As	NA	0%	0%	
23	Task 23	3		Future	22		2w	CD	5/27/19	6/7/19	6/7/19	0w	0w	0w	As	NA	0%	0%	

Tasks 4 & 5 complete

Task 8 delayed 5 days to 2/19

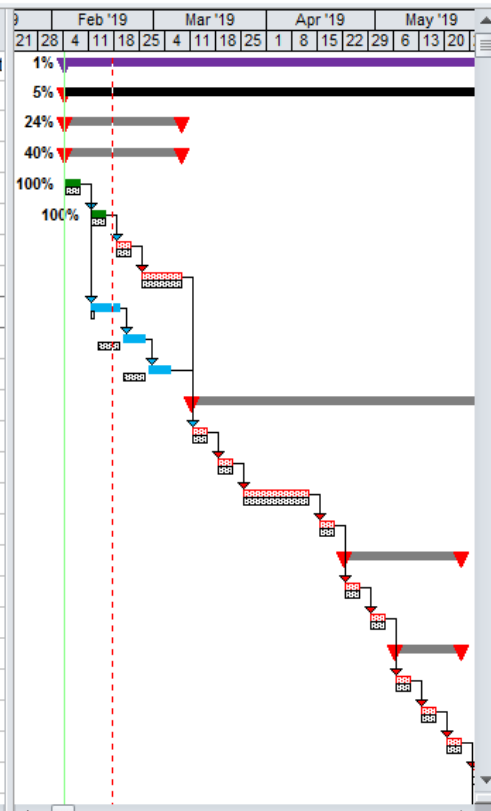


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Task 8

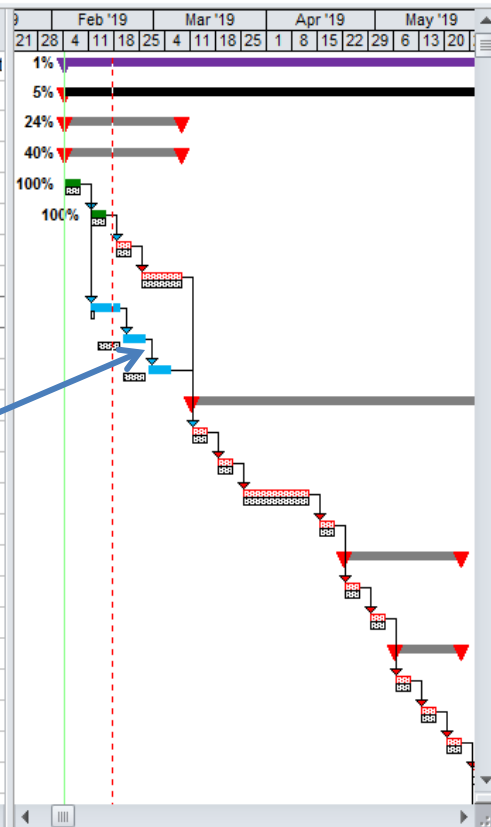
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1	Design	1		Late			38w		2/4/19	10/25/19	10/25/19	0w	0w	0w	As	NA	5%	5%	
2	Phase 1	2		Late			5w		2/4/19	3/8/19	3/8/19	0w	0w	0w	As	NA	24%	24%	
3	Task 3	3		On Sc			5w		2/4/19	3/8/19	3/8/19	0w	0w	0w	As	NA	40%	40%	
4	Task 4	4		Compl		5,8	1w	CD	2/4/19	2/8/19	2/8/19	0w	0w	0w	As	NA	100%	100%	
5	Task 5	4		Compl	4	6	1w	CD	2/11/19	2/15/19	2/15/19	0w	0w	0w	As	NA	100%	100%	
6	Task 6	4		Future	5	7	1w	CD	2/18/19	2/22/19	2/22/19	0w	0w	0w	As	NA	0%	0%	
7	Task 7	4		Future	6	12	2w	CD	2/25/19	3/8/19	3/8/19	0w	0w	0w	As	NA	0%	0%	
8	Task 8	3		Late	4	9	7d	CD	2/11/19	2/12/19	2/19/19	5d	1w	3d	As	NA	0%	0%	2d
9	Task 9	3		Future	8	10	1w	CD	2/20/19	2/19/19	2/25/19	0w	1w	0.6w	As	NA	0%	0%	
10	Task 10	3		Future	9	12	1w	CD	2/27/19	2/26/19	3/5/19	0w	1w	0.6w	As	NA	0%	0%	
11	Phase 2	2		Futu			22w		2/4/19	4/25/19	4/25/19	0w	0w	0w	As	NA	0%	0%	
12	Task 12	3		Futu			1w	AB	2/4/19	4/25/19	4/25/19	0w	0w	0w	As	NA	0%	0%	
13	Task 13	3		Futu			1w	AB	2/4/19	4/25/19	4/25/19	0w	0w	0w	As	NA	0%	0%	
14	Task 14	3		Future	13	15	3w	AB	3/25/19	4/12/19	4/12/19	0w	0w	0w	As	NA	0%	0%	
15	Task 15	3		Future	14	17	1w	AB	4/15/19	4/19/19	4/19/19	0w	0w	0w	As	NA	0%	0%	
16	Task 16	3		Future			5w		4/22/19	5/24/19	5/24/19	0w	0w	0w	As	NA	0%	0%	
17	Task 17	4		Future	15	18	1w	AB	4/22/19	4/26/19	4/26/19	0w	0w	0w	As	NA	0%	0%	
18	Task 18	4		Future	17	20	1w	AB	4/29/19	5/3/19	5/3/19	0w	0w	0w	As	NA	0%	0%	
19	Task 19	4		Future			3w		5/6/19	5/24/19	5/24/19	0w	0w	0w	As	NA	0%	0%	
20	Task 20	5		Future	18	21	1w	AB	5/6/19	5/10/19	5/10/19	0w	0w	0w	As	NA	0%	0%	
21	Task 21	5		Future	20	22	1w	AB	5/13/19	5/17/19	5/17/19	0w	0w	0w	As	NA	0%	0%	
22	Task 22	5		Future	21	23,29	1w	AB	5/20/19	5/24/19	5/24/19	0w	0w	0w	As	NA	0%	0%	
23	Task 23	3		Future	22	24	2w	CD	5/27/19	6/7/19	6/7/19	0w	0w	0w	As	NA	0%	0%	

Task 8 delayed to 2/19, 5 days



Task 8

Line	Task Name	PA	Or	Status	Prede cessor	Succe ssor	Dur	Resource	Start	Last Finis	Finish	Dur Var	Fin Var	Total Sla	Cons	Cor	% Dui	% Wk	Notes
0	Your Project	0		Late			88w		2/4/19	10/9/20	10/9/20	0w	0w	0w	As	NA	1%	1%	For training t
1	Design	1		Late			38w		2/4/19	10/25/19	10/25/19	0w	0w	0w	As	NA	5%	5%	
2	Phase 1	2		Late			5w		2/4/19	3/8/19	3/8/19	0w	0w	0w	As	NA	24%	24%	
3	Task 3	3		On Sc			5w		2/4/19	3/8/19	3/8/19	0w	0w	0w	As	NA	40%	40%	
4	Task 4	4		Compl		5,8	1w	CD	2/4/19	2/8/19	2/8/19	0w	0w	0w	As	NA	100%	100%	
5	Task 5	4		Compl	4	6	1w	CD	2/11/19	2/15/19	2/15/19	0w	0w	0w	As	NA	100%	100%	
6	Task 6	4		Future	5	7	1w	CD	2/18/19	2/22/19	2/22/19	0w	0w	0w	As	NA	0%	0%	
7	Task 7	4		Future	6	12	2w	CD	2/25/19	3/8/19	3/8/19	0w	0w	0w	As	NA	0%	0%	
8	Task 8	3		Late	4	9	7d	CD	2/11/19	2/12/19	2/19/19	5d	1w	3d	As	NA	0%	0%	2d
9	Task 9	3		Future	8	10	1w	CD	2/20/19	2/19/19	2/26/19	0w	1w	0.6w	As	NA	0%	0%	
10	Task 10	3		Future	8	12	1w	CD	2/27/19	2/26/19	3/5/19	0w	1w	0.6w	As	NA	0%	0%	
11	Phase 2	2		Future			33w		3/11/19	10/25/19	10/25/19	0w	0w	0w	As	NA	0%	0%	
12	Task 12	3		Future	10,7	13	1w	AB	3/11/19	3/15/19	3/15/19	0w	0w	0w	As	NA	0%	0%	
13	Task 13	3		Future	12	14	1w	AB	3/18/19	3/22/19	3/22/19	0w	0w	0w	As	NA	0%	0%	
14	Task 14	3		Future											As	NA	0%	0%	
15	Task 15	3		Future											As	NA	0%	0%	
16	Task 16	3		Future											As	NA	0%	0%	
17	Task 17	4		Future	15	18	1w	AB	4/22/19	4/26/19	4/26/19	0w	0w	0w	As	NA	0%	0%	
18	Task 18	4		Future	17	20	1w	AB	4/29/19	5/3/19	5/3/19	0w	0w	0w	As	NA	0%	0%	
19	Task 19	4		Future			3w		5/6/19	5/24/19	5/24/19	0w	0w	0w	As	NA	0%	0%	
20	Task 20	5		Future	18	21	1w	AB	5/6/19	5/10/19	5/10/19	0w	0w	0w	As	NA	0%	0%	
21	Task 21	5		Future	20	22	1w	AB	5/13/19	5/17/19	5/17/19	0w	0w	0w	As	NA	0%	0%	
22	Task 22	5		Future	21	23,29	1w	AB	5/20/19	5/24/19	5/24/19	0w	0w	0w	As	NA	0%	0%	
23	Task 23	3		Future	22	24	2w	CD	5/27/19	6/7/19	6/7/19	0w	0w	0w	As	NA	0%	0%	



Pushing tasks 9 & 10 into the future

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Task 8

Line	Task Name	PA	Or	Status	Prede cessor	Succe ssor	Dur	Resource	Start	Last Finis	Finish	Dur Var	Fin Var	Total Sla	Cons	Cor	% Dur	% Wk	Notes
0	Your Project	0		On S			88w		2/4/19	10/9/20	10/9/20	0w	0w	0w	As S	NA	2%	2%	For training t
1	Design	1		On Sc			38w		2/4/19	10/25/19	10/25/19	0w	0w	0w	As S	NA	7%	7%	
2	Phase 1	2		On Sc			5w		2/4/19	3/8/19	3/8/19	0w	0w	0w	As S	NA	36%	36%	
3	Task 3	3		On Sc			5w		2/4/19	3/8/19	3/8/19	0w	0w	0w	As S	NA	40%	40%	
4	Task 4	4		Compl		5,8	1w CD		2/4/19	2/8/19	2/8/19	0w	0w	0w	As S	NA	100%	100%	
5	Task 5	4		Compl	4	6	1w CD		2/11/19	2/15/19	2/15/19	0w	0w	0w	As S	NA	100%	100%	
6	Task 6	4		Future	5	7	1w CD		2/18/19	2/22/19	2/22/19	0w	0w	0w	As S	NA	0%	0%	
7	Task 7	4		Future	6	12	2w CD		2/25/19	3/8/19	3/8/19	0w	0w	0w	As S	NA	0%	0%	
8	Task 8	3		On Sc	4	9	7d CD		2/11/19	2/12/19	2/19/19	5d	1w	0d	As S	NA	71%	71%	2d
9	Task 9	3		Future	8	10	1w CD		2/20/19	2/19/19	2/26/19	0w	1w	0.6w	As S	NA	0%	0%	
10	Task 10	3		Future	9	12	1w CD		2/27/19	2/26/19	3/5/19	0w	1w	0.6w	As S	NA	0%	0%	
11	Phase 2	2		Futur			33w		3/11/19	10/25/19	10/25/19	0w	0w	0w	As S	NA	0%	0%	
12	Task 12	3		Future	10,7	13	1w AB		3/11/19	3/15/19	3/15/19	0w	0w	0w	As S	NA	0%	0%	
13	Task 13	3		Future	12	14	1w AB		3/18/19	3/22/19	3/22/19	0w	0w	0w	As S	NA	0%	0%	
14	Task 14	3																	
15	Task 15	3																	
16	Task 16	3																	
17	Task 17	4																	
18	Task 18	4		Future	17	20	1w AB		4/29/19	5/3/19	5/3/19	0w	0w	0w	As S	NA	0%	0%	
19	Task 19	4		Futur			3w		5/6/19	5/24/19	5/24/19	0w	0w	0w	As S	NA	0%	0%	
20	Task 20	5		Future	18	21	1w AB		5/6/19	5/10/19	5/10/19	0w	0w	0w	As S	NA	0%	0%	
21	Task 21	5		Future	20	22	1w AB		5/13/19	5/17/19	5/17/19	0w	0w	0w	As S	NA	0%	0%	
22	Task 22	5		Future	21	23,29	1w AB		5/20/19	5/24/19	5/24/19	0w	0w	0w	As S	NA	0%	0%	
23	Task 23	3		Future	22	24	2w CD		5/27/19	6/7/19	6/7/19	0w	0w	0w	As S	NA	0%	0%	

Marking task 8 on track for 2/19, its now 71% complete and the project is 2% complete

Status Meeting Summary

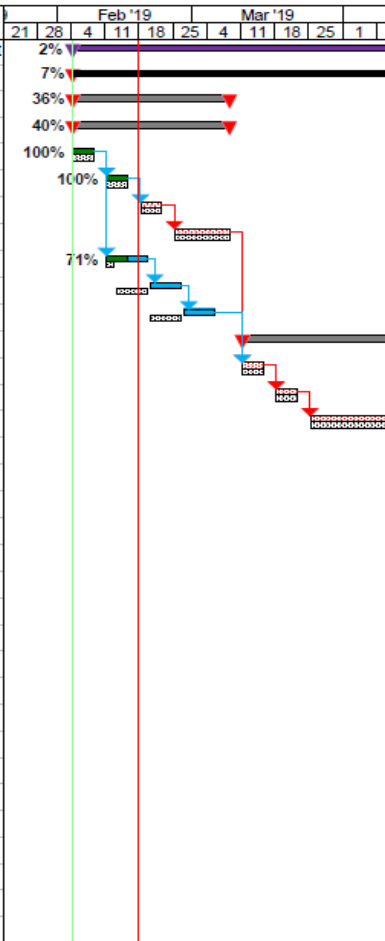
Monday 2/18 for the week ending Sunday 2/17/19

- **Tasks 4 & 5 completed on their scheduled finish dates**
- **Task 8 needs 5 more days till Tuesday 2/19 pushing task 9 & 10 into the future**
- **Task 8 now on track for 2/19 and 71% complete**
- **Fortunately Tasks 8, 9, & 10 are not on the critical path and didn't affect the project end date**

- **Save the mpp file as "190218 Your Project 0217 Status"**
- **Produce the 2/17 Status Report to the team and stakeholders**
- **Produce verbal description of the update including "project is now 2% complete"**

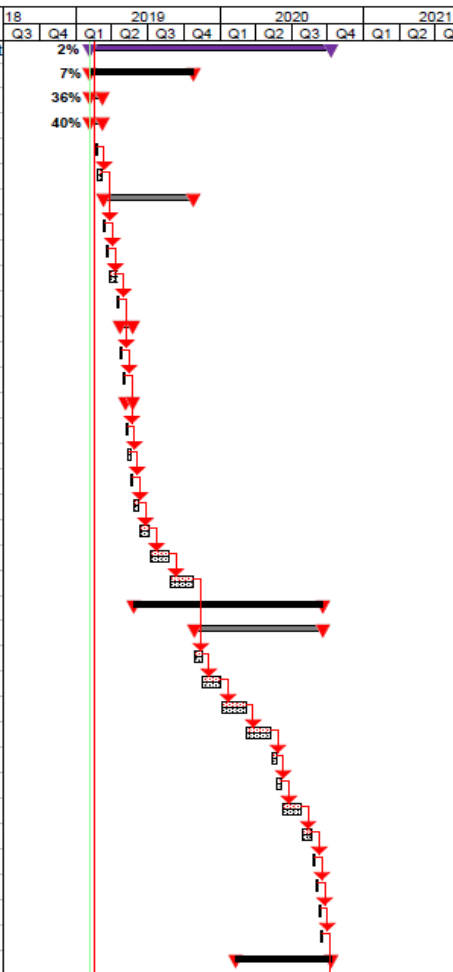
Line	Task Name	PA	OL	Status	Predecessor	Successors	Dur	Resource	Start	Last Finish	Finish	Dur Var	Fin Var	Total Sla	Cons	Cor	% Dur	% Wk	Notes
0	Your Project	0		On Sc			88w		2/4/19	10/9/20	10/9/20	0w	0w	0w	As S	NA	2%	2%	For training t
1	Design	1		On Sc			38w		2/4/19	10/25/19	10/25/19	0w	0w	0w	As S	NA	7%	7%	
2	Phase 1	2		On Sc			5w		2/4/19	3/8/19	3/8/19	0w	0w	0w	As S	NA	36%	36%	
3	Task 3	3		On Sc			5w		2/4/19	3/8/19	3/8/19	0w	0w	0w	As S	NA	40%	40%	
4	Task 4	4		Compl		5,8	1w	CD	2/4/19	2/8/19	2/8/19	0w	0w	0w	As S	NA	100%	100%	
5	Task 5	4		Compl		6	1w	CD	2/11/19	2/15/19	2/15/19	0w	0w	0w	As S	NA	100%	100%	
6	Task 6	4		Future	5	7	1w	CD	2/18/19	2/22/19	2/22/19	0w	0w	0w	As S	NA	0%	0%	
7	Task 7	4		Future	6	12	2w	CD	2/25/19	3/8/19	3/8/19	0w	0w	0w	As S	NA	0%	0%	
8	Task 8	3		On Sc	4	9	7d	CD	2/11/19	2/12/19	2/19/19	5d	1w	3d	As S	NA	71%	71%	2d
9	Task 9	3		Future	8	10	1w	CD	2/20/19	2/19/19	2/26/19	0w	1w	0.6w	As S	NA	0%	0%	
10	Task 10	3		Future	9	12	1w	CD	2/27/19	2/26/19	3/5/19	0w	1w	0.6w	As S	NA	0%	0%	
11	Phase 2	2		Future			33w		3/11/19	10/25/19	10/25/19	0w	0w	0w	As S	NA	0%	0%	
12	Task 12	3		Future	10,7	13	1w	AB	3/11/19	3/15/19	3/15/19	0w	0w	0w	As S	NA	0%	0%	
13	Task 13	3		Future	12	14	1w	AB	3/18/19	3/22/19	3/22/19	0w	0w	0w	As S	NA	0%	0%	
14	Task 14	3		Future	13	15	3w	AB	3/25/19	4/12/19	4/12/19	0w	0w	0w	As S	NA	0%	0%	
15	Task 15	3		Future	14	17	1w	AB	4/15/19	4/19/19	4/19/19	0w	0w	0w	As S	NA	0%	0%	
16	Task 16	3		Future										0w	As S	NA	0%	0%	
17	Task 17	4		Future	15	18								0w	As S	NA	0%	0%	
18	Task 18	4		Future	17	20								0w	As S	NA	0%	0%	
19	Task 19	4		Future										0w	As S	NA	0%	0%	
20	Task 20	5		Future	18	21								0w	As S	NA	0%	0%	
21	Task 21	5		Future	20	22	1w	AB	5/13/19	5/17/19	5/17/19	0w	0w	0w	As S	NA	0%	0%	
22	Task 22	5		Future	21	23,29	1w	AB	5/20/19	5/24/19	5/24/19	0w	0w	0w	As S	NA	0%	0%	
23	Task 23	3		Future	22	24	2w	CD	5/27/19	6/7/19	6/7/19	0w	0w	0w	As S	NA	0%	0%	
24	Task 24	3		Future	23	25	4w	CD	6/10/19	7/5/19	7/5/19	0w	0w	0w	As S	NA	0%	0%	
25	Task 25	3		Future	24	26	7w	CD	7/8/19	8/23/19	8/23/19	0w	0w	0w	As S	NA	0%	0%	
26	Task 26	3		Future	25	65	9w	CD	8/26/19	10/25/19	10/25/19	0w	0w	0w	As S	NA	0%	0%	to 65
27	Build	1		Future			69w		5/27/19	9/18/20	9/18/20	0w	0w	0w	As S	NA	0%	0%	
28	Phase 3	2		Future			11w		5/27/19	8/9/19	8/9/19	0w	0w	17w	As S	NA	0%	0%	
29	Task 29	3		Future	22	30	1w	AB	5/27/19	5/31/19	5/31/19	0w	0w	17w	As S	NA	0%	0%	
30	Task 30	3		Future	29	31	1w	AB	6/3/19	6/7/19	6/7/19	0w	0w	17w	As S	NA	0%	0%	
31	Task 31	3		Future	30	32	1w	AB	6/10/19	6/14/19	6/14/19	0w	0w	17w	As S	NA	0%	0%	
32	Task 32	3		Future	31	34,42	1w	AB	6/17/19	6/21/19	6/21/19	0w	0w	17w	As S	NA	0%	0%	
33	Task 33	3		Future			7w		6/24/19	8/9/19	8/9/19	0w	0w	36w	As S	NA	0%	0%	

2/17 Status Report
Changes



Line	Task Name	PA	OU	Status	Predecessor	Successors	Dur	Resource	Start	Last Finish	Finish	Dur Var	Fin Var	Total Sla	Cons	Con	% Dur	% Wk	Notes	
0	Your Project			0 On Sc			88w		2/4/19	10/9/20	10/9/20	0w	0w	0w	As	S	NA	2%	2%	For training t
1	Design			1 On Sc			38w		2/4/19	10/25/19	10/25/19	0w	0w	0w	As	S	NA	7%	7%	
2	Phase 1			2 On Sc			5w		2/4/19	3/8/19	3/8/19	0w	0w	0w	As	S	NA	36%	36%	
3	Task 3			3 On Sc			5w		2/4/19	3/8/19	3/8/19	0w	0w	0w	As	S	NA	40%	40%	
6	Task 6			4 Future	5	7	1w	CD	2/18/19	2/22/19	2/22/19	0w	0w	0w	As	S	NA	0%	0%	
7	Task 7			4 Future	8	12	2w	CD	2/25/19	3/8/19	3/8/19	0w	0w	0w	As	S	NA	0%	0%	
11	Phase 2			2 Future			33w		3/11/19	10/25/19	10/25/19	0w	0w	0w	As	S	NA	0%	0%	
12	Task 12			3 Future	10,7	13	1w	AB	3/11/19	3/15/19	3/15/19	0w	0w	0w	As	S	NA	0%	0%	
13	Task 13			3 Future	12	14	1w	AB	3/18/19	3/22/19	3/22/19	0w	0w	0w	As	S	NA	0%	0%	
14	Task 14			3 Future	13	15	3w	AB	3/25/19	4/12/19	4/12/19	0w	0w	0w	As	S	NA	0%	0%	
15	Task 15			3 Future	14	17	1w	AB	4/15/19	4/19/19	4/19/19	0w	0w	0w	As	S	NA	0%	0%	
16	Task 16			3 Future			5w		4/22/19	5/24/19	5/24/19	0w	0w	0w	As	S	NA	0%	0%	
17	Task 17			4 Future	15	18	1w	AB	4/22/19	4/28/19	4/28/19	0w	0w	0w	As	S	NA	0%	0%	
18	Task 18			4 Future	17	20	1w	AB	4/29/19	5/3/19	5/3/19	0w	0w	0w	As	S	NA	0%	0%	
19	Task 19			4 Future			3w		5/6/19	5/24/19	5/24/19	0w	0w	0w	As	S	NA	0%	0%	
20	Task 20			5 Future	18	21	1w	AB	5/6/19	5/10/19	5/10/19	0w	0w	0w	As	S	NA	0%	0%	
21	Task 21			5 Future	20	22	1w	AB	5/13/19	5/17/19	5/17/19	0w	0w	0w	As	S	NA	0%	0%	
22	Task 22			5 Future	21	23,29	1w	AB									ScNA	0%	0%	
23	Task 23			3 Future	22	24	2w	CD									ScNA	0%	0%	
24	Task 24			3 Future	23	25	4w	CD									ScNA	0%	0%	
25	Task 25			3 Future	24	26	7w	CD									ScNA	0%	0%	
26	Task 26			3 Future	25	65	9w	CD									ScNA	0%	0%	to 65
27	Build			1 Future			69w		5/27/19	9/18/20	9/18/20	0w	0w	0w	As	S	NA	0%	0%	
64	Phase 6			2 Future			47w		10/28/19	9/18/20	9/18/20	0w	0w	0w	As	S	NA	0%	0%	
65	Task 65			3 Future	26	66	3w	AB	10/28/19	11/15/19	11/15/19	0w	0w	0w	As	S	NA	0%	0%	from 26
66	Task 66			3 Future	65	67	7w	AB	11/18/19	1/3/20	1/3/20	0w	0w	0w	As	S	NA	0%	0%	
67	Task 67			3 Future	66	68	9w	AB	1/6/20	3/6/20	3/6/20	0w	0w	0w	As	S	NA	0%	0%	
68	Task 68			3 Future	67	69	9w	AB	3/9/20	5/8/20	5/8/20	0w	0w	0w	As	S	NA	0%	0%	
69	Task 69			3 Future	68	70	2w	AB	5/11/20	5/22/20	5/22/20	0w	0w	0w	As	S	NA	0%	0%	
70	Task 70			3 Future	69	71	2w	AB	5/25/20	6/5/20	6/5/20	0w	0w	0w	As	S	NA	0%	0%	
71	Task 71			3 Future	70	72	7w	AB	6/8/20	7/24/20	7/24/20	0w	0w	0w	As	S	NA	0%	0%	
72	Task 72			3 Future	71	73	4w	AB	7/27/20	8/21/20	8/21/20	0w	0w	0w	As	S	NA	0%	0%	
73	Task 73			3 Future	72	74	1w	AB	8/24/20	8/28/20	8/28/20	0w	0w	0w	As	S	NA	0%	0%	
74	Task 74			3 Future	73	75	1w	AB	8/31/20	9/4/20	9/4/20	0w	0w	0w	As	S	NA	0%	0%	
75	Task 75			3 Future	74	76	1w	AB	9/7/20	9/11/20	9/11/20	0w	0w	0w	As	S	NA	0%	0%	
76	Task 76			3 Future	75	98	1w	AB	9/14/20	9/18/20	9/18/20	0w	0w	0w	As	S	NA	0%	0%	to 98
77	Implementation			1 Future			35w		2/10/20	10/9/20	10/9/20	0w	0w	0w	As	S	NA	0%	0%	

2/17 Status Report
Critical Path



Line	Task Name	PA	Out	Status	Predecessor	Successors	Dur	Resource	Start	Last Finish	Finish	Dur Var	Fin Var	Total Sla	Cons	Con	% Dur	% Wk	Notes	18		2019				2020				2021										
																				Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3				
97	Phase 9		2	Future			3w		9/21/20	10/9/20	10/9/20	0w	0w	0w	As S	NA	0%	0%																						
98	Task 98		3	Future	96,76	99	1w	CD	9/21/20	9/25/20	9/25/20	0w	0w	0w	As S	NA	0%	0%																						
99	Task 99		3	Future	98	100	1w	CD	9/28/20	10/2/20	10/2/20	0w	0w	0w	As S	NA	0%	0%																						
100	Task 100		3	Future	99		1w	CD	10/5/20	10/9/20	10/9/20	0w	0w	0w	As S	NA	0%	0%																						

2/17 Status Report
Critical Path

Status Meeting Update continued

Monday 2/18 for the week ending Sunday 2/17/19

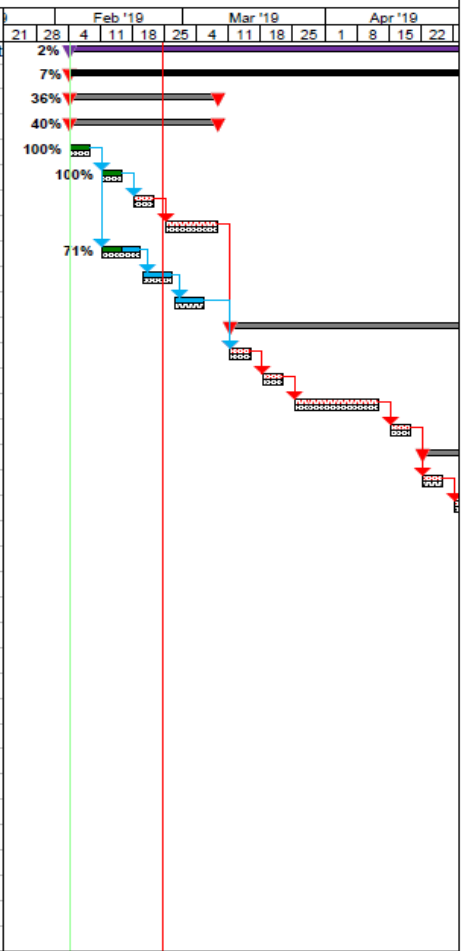
- **Baseline the project and save it as “190218b Your Project 0217 Status”**
- **Advance the status date 1 week to 2/24 and produce the To Do views for the next update**
- **Setup next status meeting**

Line	Task Name	PA	OU	Status	Predecessor	Successors	Dur	Resource	Start	Last Finish	Finish	Dur Var	Fin Var	Total Sla	Cons	Con	% Dur	% Wk	Notes	Feb '19				Mar '19				Apr '19										
																				28	4	11	18	25	4	11	18	25	1	8	15	22	29					
6	Task 6	4	Late	5	7	1w	CD	2/18/19	2/22/19	2/22/19	0w	0w	0w	As	Sc	NA	0%	0%																				
8	Task 8	3	Late	4	9	7d	CD	2/11/19	2/19/19	2/19/19	0d	0w	3d	As	Sc	NA	71%	71%	2d																			
9	Task 9	3	Late	8	10	1w	CD	2/20/19	2/26/19	2/26/19	0w	0w	0.6w	As	Sc	NA	0%	0%																				

3 To Do's as of 2/24/19
Late Tasks Only Apply filter

Line	Task Name	PA	OU	Status	Predecessor	Successors	Dur	Resource	Start	Last Finish	Finish	Dur Var	Fin Var	Total Sla	Cons	Con	% Dur	% Wk	Notes	
0	Your Project			Late			88w		2/4/19	10/9/20	10/9/20	0w	0w	0w	As	S	NA	2%	2%	For training t
1	Design			Late			38w		2/4/19	10/25/19	10/25/19	0w	0w	0w	As	S	NA	7%	7%	
2	Phase 1			Late			5w		2/4/19	3/8/19	3/8/19	0w	0w	0w	As	S	NA	36%	36%	
3	Task 3			Late			5w		2/4/19	3/8/19	3/8/19	0w	0w	0w	As	S	NA	40%	40%	
4	Task 4			Compl		5,8	1w	CD	2/4/19	2/8/19	2/8/19	0w	0w	0w	As	S	NA	100%	100%	
5	Task 5			Compl		4	1w	CD	2/11/19	2/15/19	2/15/19	0w	0w	0w	As	S	NA	100%	100%	
6	Task 6			Late	5	7	1w	CD	2/18/19	2/22/19	2/22/19	0w	0w	0w	As	S	NA	0%	0%	
7	Task 7			Future	6	12	2w	CD	2/25/19	3/8/19	3/8/19	0w	0w	0w	As	S	NA	0%	0%	
8	Task 8			Late	4	9	7d	CD	2/11/19	2/19/19	2/19/19	0d	0w	3d	As	S	NA	71%	71%	2d
9	Task 9			Late	8	10	1w	CD	2/20/19	2/26/19	2/26/19	0w	0w	0.6w	As	S	NA	0%	0%	
10	Task 10			Future	9	12	1w	CD	2/27/19	3/5/19	3/5/19	0w	0w	0.6w	As	S	NA	0%	0%	
11	Phase 2			Future			33w		3/11/19	10/25/19	10/25/19	0w	0w	0w	As	S	NA	0%	0%	
12	Task 12			Future	10,7	13	1w	AB	3/11/19	3/15/19	3/15/19	0w	0w	0w	As	S	NA	0%	0%	
13	Task 13			Future	12	14	1w	AB	3/18/19	3/22/19	3/22/19	0w	0w	0w	As	S	NA	0%	0%	
14	Task 14			Future	13	15	3w	AB	3/25/19	4/12/19	4/12/19	0w	0w	0w	As	S	NA	0%	0%	
15	Task 15			Future	14	17	1w	AB	4/15/19	4/16/19	4/16/19	0w	0w	0w	As	S	NA	0%	0%	
16	Task 16			Future													NA	0%	0%	
17	Task 17			Future	15												NA	0%	0%	
18	Task 18			Future	17												NA	0%	0%	
19	Task 19			Future													NA	0%	0%	
20	Task 20			Future	18												NA	0%	0%	
21	Task 21			Future	20	22	1w	AB	5/13/19	5/17/19	5/17/19	0w	0w	0w	As	S	NA	0%	0%	
22	Task 22			Future	21	23,29	1w	AB	5/20/19	5/24/19	5/24/19	0w	0w	0w	As	S	NA	0%	0%	
23	Task 23			Future	22	24	2w	CD	5/27/19	6/7/19	6/7/19	0w	0w	0w	As	S	NA	0%	0%	
24	Task 24			Future	23	25	4w	CD	6/10/19	7/5/19	7/5/19	0w	0w	0w	As	S	NA	0%	0%	
25	Task 25			Future	24	26	7w	CD	7/8/19	8/23/19	8/23/19	0w	0w	0w	As	S	NA	0%	0%	
26	Task 26			Future	25	65	9w	CD	8/28/19	10/25/19	10/25/19	0w	0w	0w	As	S	NA	0%	0%	to 65
27	Build			Future			69w		5/27/19	9/18/20	9/18/20	0w	0w	0w	As	S	NA	0%	0%	
28	Phase 3			Future			11w		5/27/19	8/9/19	8/9/19	0w	0w	17w	As	S	NA	0%	0%	
29	Task 29			Future	22	30	1w	AB	5/27/19	5/31/19	5/31/19	0w	0w	17w	As	S	NA	0%	0%	
30	Task 30			Future	29	31	1w	AB	6/3/19	6/7/19	6/7/19	0w	0w	17w	As	S	NA	0%	0%	
31	Task 31			Future	30	32	1w	AB	6/10/19	6/14/19	6/14/19	0w	0w	17w	As	S	NA	0%	0%	
32	Task 32			Future	31	34,42	1w	AB	6/17/19	6/21/19	6/21/19	0w	0w	17w	As	S	NA	0%	0%	
33	Task 33			Future			7w		6/24/19	8/9/19	8/9/19	0w	0w	36w	As	S	NA	0%	0%	
34	Task 34			Future	32	35	1w	EF	6/24/19	6/28/19	6/28/19	0w	0w	36w	As	S	NA	0%	0%	
35	Task 35			Future	34	36	1w	EF	7/1/19	7/5/19	7/5/19	0w	0w	36w	As	S	NA	0%	0%	

3 To Do's as of 2/24/19
Late Tasks Only Highlight filter



We are Now in the Execution Cycle of the Project Management Process

Using MS Project to Track and Control a Project

Ed Mahler, PMP

Project & Portfolio Scheduling Services

[Project Administration Institute](#), PO Box 974, Larchmont, NY

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