

Target dan kemajuan proyek

Membuat activity tracking table

- Yang perlu diperhatikan:
 - Baseline
 - Target
 - Tracking

baseline

- Baseline merupakan acuan sebuah proyek
 - Acuan: Scope, time dan cost
- Idealnya proyek harus sesuai dengan baseline yang ditetapkan
- Kenyataan dilapangan berbeda: ada selisih antara scope, time & cost
- Penyimpangan disebut dengan variance: yaitu selisih antara scope, time dan cost yang dilapangan dan yang direncanakan

- Copy file manajemen proyek dan diberi nama → pertemuan13.mpp

- Pilih menu project → set baseline

The screenshot displays the Microsoft Project application window. The 'PROJECT' menu is selected and open, with the 'Set Baseline...' option highlighted. The task table below the Gantt chart shows the following data:

Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Baseline	Variance	Actual	Remaining	Adc
1 Analisis dan Desain Sistem	Rp0	Prorated	p3.300.000	p3.300.000	Rp0	Rp0	p3.300.000	

- Pilih menu project → set baseline

FILE TASK RESOURCE REPORT PROJECT VIEW FORMAT

	Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Baseline	Variance	Actual	Remaining	Add	S	S	M	T
1	Analisis dan Desain Sistem	Rp0	Prorated	p3.300.000	Rp0	Rp3.300.000	Rp0	p3.300.000					
2	Menganalisis Siste	Rp0	Prorated	p3.300.000	Rp0	Rp3.300.000	Rp0	p3.300.000					
3	Membuat Statemen	Rp0	Prorated	Rp0	Rp0	Rp0	Rp0	Rp0					
4	Membuat Data Flc	Rp0	Prorated	Rp0	Rp0	Rp0	Rp0	Rp0					
5	Membuat Data Di	Rp0	Prorated	Rp0	Rp0	Rp0	Rp0	Rp0					
6	Membuat Process	Rp0	Prorated	Rp0	Rp0	Rp0	Rp0	Rp0					
7	Membuat Entity R	Rp0	Prorated	Rp0	Rp0	Rp0	Rp0	Rp0					
8	Dokumentasi Ana	Rp0	Prorated	Rp0	Rp0	Rp0	Rp0	Rp0					
9	Desain Aplikasi	Rp0	Prorated	16.600.000	Rp0	Rp16.600.000	Rp0	16.600.000					
10	Membuat Desain	Rp0	Prorated	16.600.000	Rp0	Rp16.600.000	Rp0	16.600.000					
11	Membuat Desain	Rp0	Prorated	Rp0	Rp0	Rp0	Rp0	Rp0					
12													

GANIT CHART

Task Name Fixed Cost Fixed Cost Accrual Total Cost Baseline

1	Analisis dan Desain Sistem	Rp0	Prorated	p3.300.000	Rp0
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CHART

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

FILE	TASK	RESOURCE	REPORT	PROJECT	VIEW	FORMAT							
GANTT CHART	Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Baseline	Variance	Actual	Remaining	Ad	S	S		
	1	Analisis dan Desain Sistem	Rp0	Prorated	p3.300.000	Rp3.300.000	Rp0	Rp0	p3.300.000				
	2	Menganalisis Siste	Rp0	Prorated	p3.300.000	Rp3.300.000	Rp0	Rp0	p3.300.000				
	3	Membuat Statemen	Rp0	Prorated	Rp0	Rp0	Rp0	Rp0	Rp0				
	4	Membuat Data Flc	Rp0	Prorated	Rp0	Rp0	Rp0	Rp0	Rp0				
	5	Membuat Data Di	Rp0	Prorated	Rp0	Rp0	Rp0	Rp0	Rp0				
	6	Membuat Process	Rp0	Prorated	Rp0	Rp0	Rp0	Rp0	Rp0				
	7	Membuat Entity R	Rp0	Prorated	Rp0	Rp0	Rp0	Rp0	Rp0				
	8	Dokumentasi Ana	Rp0	Prorated	Rp0	Rp0	Rp0	Rp0	Rp0				
	9	Desain Aplikasi	Rp0	Prorated	16.600.000	p16.600.000	Rp0	Rp0	16.600.000				
	10	Membuat Desain	Rp0	Prorated	16.600.000	p16.600.000	Rp0	Rp0	16.600.000				
	11	Membuat Desain	Rp0	Prorated	Rp0	Rp0	Rp0	Rp0	Rp0				

Baseline task

- Blok di kolom baseline berdasarkan task

FILE TASK RESOURCE REPORT PROJECT VIEW FORMAT										
	Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Baseline	Variance	Actual	Remainir	Add	
1	Analisis dan Desain Sistem	Rp0	Prorated	p3.300.000	Rp0	Rp3.300.000	Rp0	p3.300.000		
2	Menganalisis Siste	Rp0	Prorated	p3.300.000	Rp0	Rp3.300.000	Rp0	p3.300.000		
3	Membuat Statem	Rp0	Prorated	Rp0	Rp0	Rp0	Rp0	Rp0		
4	Membuat Data Flc	Rp0	Prorated	Rp0	Rp0	Rp0	Rp0	Rp0		
5	Membuat Data Di	Rp0	Prorated	Rp0	Rp0	Rp0	Rp0	Rp0		
6	Membuat Process	Rp0	Prorated	Rp0	Rp0	Rp0	Rp0	Rp0		
7	Membuat Entity R	Rp0	Prorated	Rp0	Rp0	Rp0	Rp0	Rp0		
8	Dokumentasi Ana	Rp0	Prorated	Rp0	Rp0	Rp0	Rp0	Rp0		
9	Desain Aplikasi	Rp0	Prorated	16.600.000	Rp0	p16.600.000	Rp0	16.600.000		
10	Membuat Desain	Rp0	Prorated	16.600.000	Rp0	p16.600.000	Rp0	16.600.000		
11	Membuat Desain	Rp0	Prorated	Rp0	Rp0	Rp0	Rp0	Rp0		
12										

Baseline task

The screenshot shows the Microsoft Project interface. The 'PROJECT' tab is selected in the ribbon. A red box highlights the 'Set Baseline' dropdown menu, which is open, showing options: 'Set Baseline...', 'Clear Baseline', and 'Move Project'. Below the ribbon, a Gantt chart is visible on the left, and a task list table is shown on the right. The task list table has columns for Task Name, Fixed Cost, Fixed Cost Accrual, Total Cost, Baseline, Variance, Actual, Remaining, and Ad. The first task is 'Analisis dan Desain' with a total cost of Rp0 p3.300.000.

Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Baseline	Variance	Actual	Remaining	Ad
1 Analisis dan Desain	Rp0	Prorated	p3.300.000	Rp0	Rp3.300.000	Rp0	p3.300.000	

- Baseline task:
 - Perubahan hanya terjadi pada task-task yang telah di blok
 - Diluar blok tidak ada perubahan nilai di kolom baseline
- Simpan filenya

target

- Setelah menentukan baseline proses selanjutnya adalah menentukan target
- Manager akan menentukan target sebelum proyek dilaksanakan
- Target dibuat untuk mengantisipasi agar tidak melebihi baseline yang telah ditetapkan: baik baseline durasi maupun baseline biaya
- Perbaikan jadwal kerja dapat dilakukan dengan cara:
 - Mengurangi durasi
 - Memperkecil fix cost
 - Mengubah jumlah penggunaan resource pada task tertentu

- Perubahan yang dilakukan akan berpengaruh pada angka total cost, namun tidak berpengaruh pada baseline cost
- Jika perubahan/perbaikan jadwal dan perubahan lain telah selesai dilakukan, dan ternyata **nilai total cost lebih kecil** dari *baseline* yang ditetapkan, **maka target biaya akan menjadi lebih kecil** dari biaya semula
- Ini berarti di atas kertas (karena proyek belum dilaksanakan) **proyek anda mengalami keuntungan**

Tracking

- Tracking diartikan sebagai penelurusan yang dilakukan terhadap sesuatu proyek
- Tracking dilaksanakan pada saat proyek berjalan
- Langkah tracking:
 - Pembaharuan schedule sesuai dengan keadaan lapangan
 - Perbandingan antara schedule yang dibuat dengan kenyataan diperoleh di lapangan

1. Memperbaharui start date dan finish date

- Proses ini mengisi start dan finish date sesuai dengan keadaan lapangan
- Apabila belum mengisi start maka proyek atau sub proyek dianggap belum mulai, demikian juga jika belum mengisi finish proyek dianggap belum selesai

- Pilih file proyek
- Save as dengan nama tracking
- Tampilkan proyek:pilih menu task → gantt chart

Task: view → table → entry

The screenshot shows the Primavera P6 software interface. The 'VIEW' menu is highlighted in the top ribbon. The 'Tables' dropdown menu is open, showing a list of built-in tables. The 'Entry' table is selected and highlighted in green. Below the 'Tables' menu, a table of task data is visible.

Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Baseline
2 Menganalisis Sistem K	Rp0	Prorated	p3.300.000	R

Task → mark on track → update task

FILE **TASK** RESOURCE REPORT PROJECT VIEW FORMAT

Gantt Chart View | Paste | Cut | Copy | Format Painter | Clipboard | Font: Calibri 11 | Schedule: 0% 25% 50% 75% 100%

Mark on Track | Mark on Track | Update Tasks

GANTT CHART

ID	Task Name	Duration	Start Date	Finish Date	Resources
2	Menganalisis Sistem	1 day	Mon 04/01/16	Mon 04/01/16	SIS
3	Membuat Statemen	1 day	Tue 05/01/16	Tue 05/01/16	2
4	Membuat Data Flow	1 day	Wed 06/01/16	Wed 06/01/16	3
5	Membuat Data Dictionary	2 days	Thu 07/01/16	Fri 08/01/16	4
6	Membuat Process Flow	2 days	Mon 11/01/16	Tue 12/01/16	5
7	Membuat Entity Relationship	2 days	Wed 13/01/16	Thu 14/01/16	6
8	Dokumentasi Analisis	2 days	Fri 15/01/16	Mon 18/01/16	7
9	Desain Aplikasi	12 days	Fri 15/01/16	Sat 30/01/16	
10	Membuat Desain	5 days	Tue 19/01/16	Mon 25/01/16	8
11	Membuat Desain	2 days	Tue 26/01/16	Wed 27/01/16	8
12	Dokumentasi Desain	4 days	Sat 23/01/16	Wed 27/01/16	
13	Programming	14 days	Wed 27/01/16	Mon 15/02/16	
16	Testing Program	1 day	Fri 01/01/16	Fri 01/01/16	
20	Instalasi Program	1 day	Fri 01/01/16	Fri 01/01/16	
21	Setting infrastruktur				
22	Instalasi Program				
23	Training User / SDM	1 day	Fri 01/01/16	Fri 01/01/16	
24	Melakukan pelatihan				

- Tanggal start dan finish diisi sesuai kondisi lapangan
- Klik OK

The screenshot shows a dialog box titled "Update Tasks" with a close button (X) in the top right corner. The dialog box contains the following fields:

- Name: Membuat Statement of Purpose, Event List
- Duration: 1d
- % Complete: 0%
- Actual dur: 0d
- Remaining dur: 1d

Below these fields, there are two columns of date selection:

- Actual:**
 - Start: Wed 30/12/15
 - Finish: Tue 05/01/16
- Current:**
 - Start: Tue 05/01/16
 - Finish: Tue 05/01/16

A red rectangle highlights the "Actual" date fields. At the bottom of the dialog box, there are four buttons: Help, Notes..., OK, and Cancel.

- Lihat status indicators sudah di centang

FILE TASK RESOURCE REPORT PROJECT VIEW **FORMAT**























Text Styles Gridlines Layout **Insert Column** Column Settings Custom Fields Format Critical Tasks Slack Late Tasks Task Path Baseline Slippage

Format			Columns	Bar Styles		
2		✖	Insert Column Insert a new column in the view. Choose the name of an existing column from the list or type a custom value to insert a new custom field.	Mon 04/01/16	Mon 04/01/16	
3	✓	✖		Wed 30/12/15	Tue 05/01/16	2
4		✖		Wed 06/01/16	Wed 06/01/16	3
5		✖		Thu 07/01/16	Fri 08/01/16	4
6		✖		Mon 11/01/16	Tue 12/01/16	5
7		✖	Wed 13/01/16	Thu 14/01/16	6	

- Apabila indicator belum muncul lakukan:
- Posisi tetap di task yang di inputkan tanggal actual
- Pilih format → insert column
- Pilih indicators

SOURCE REPORT PROJECT VIEW FORMAT					
[Type Column Name]	Task Name	Duration	Start	Finish	Predecessor
% Complete	dan Desain	11 days	Mon 04/01/16	Mon 18/01/16	
% Work Complete					
Active					
Actual Cost	analisis Siste	1 day	Mon 04/01/16	Mon 04/01/16	
Actual Duration	buat	5 days	Wed 30/12/15	Tue 05/01/16	2
Actual Finish	ment of				
Actual Overtime Cost	se, Event				
Actual Overtime Work	n Context				
Actual Start	m				
Actual Work					
ACWP	buat Data Flc	1 day	Wed 06/01/16	Wed 06/01/16	3
Assignment	buat Data Di	2 days	Thu 07/01/16	Fri 08/01/16	4
Assignment Delay	buat Process	2 days	Mon 11/01/16	Tue 12/01/16	5
Assignment Owner	buat Entity R	2 days	Wed 13/01/16	Thu 14/01/16	6
Assignment Units	mentasi Ana	2 days	Fri 15/01/16	Mon 18/01/16	7
Baseline Budget Cost	pplikasi	12 days	Fri 15/01/16	Sat 30/01/16	
Baseline Budget Work	buat Desain	5 days	Tue 19/01/16	Mon 25/01/16	8
Baseline Cost	buat Desain	2 days	Tue 26/01/16	Wed 27/01/16	8
Baseline Deliverable Finish	mentasi Des	4 days	Sat 23/01/16	Wed 27/01/16	
Baseline Deliverable Start	ming	14 days	Wed 27/01/16	Mon 15/02/16	
Baseline Duration	Program	1 day	Fri 01/01/16	Fri 01/01/16	
Baseline Estimated Duration	Program	1 day	Fri 01/01/16	Fri 01/01/16	
Baseline Estimated Finish	ng infrastrukt				
Baseline Estimated Start	asi Program				
Baseline Finish	User / SDM	1 day	Fri 01/01/16	Fri 01/01/16	
Baseline Fixed Cost	cukan pelatih				
Baseline Fixed Cost Accrual	ntasi	1 day	Fri 01/01/16	Fri 01/01/16	
Baseline Start	n Spesifikasi				
Baseline Work	mentasi SOP				
Baseline1 Budget Cost					
Baseline1 Budget Work					
Baseline1 Cost					
Baseline1 Deliverable Finish					
Baseline1 Deliverable Start					
Baseline1 Duration					
Baseline1 Estimated Duration					
Baseline1 Estimated Finish					
Baseline1 Estimated Start					
Baseline1 Finish					
Baseline1 Fixed Cost					
Baseline1 Fixed Cost Accrual					
Baseline1 Start					
Baseline1 Work					
Baseline10 Budget Cost					
Baseline10 Budget Work					

- Block yang akan di update
- Task → information

TASK	RESOURCE	REPORT	PROJECT	VIEW	FORMAT	
 Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
	Analisis dan Desain Sistem	11 days	Mon 04/01/16	Mon 18/01/16		
	Menganalisis Siste	1 day	Mon 04/01/16	Mon 04/01/16		sistem analis
 	Membuat Statement of Purpose, Event List dan Context Diagram	5 days	Wed 30/12/15	Tue 05/01/16	2	
	Membuat Data Flc	1 day	Wed 06/01/16	Wed 06/01/16	3	
	Membuat Data Di	2 days	Thu 07/01/16	Fri 08/01/16	4	
	Membuat Process	2 days	Mon 11/01/16	Tue 12/01/16	5	
	Membuat Entity R	2 days	Wed 13/01/16	Thu 14/01/16	6	
	Dokumentasi Ana	2 days	Fri 15/01/16	Mon 18/01/16	7	
	Desain Aplikasi	12 days	Fri 15/01/16	Sat 30/01/16		
	Membuat Desain	5 days	Tue 19/01/16	Mon 25/01/16	8	desaner;dokum
	Membuat Desain	2 days	Tue 26/01/16	Wed 27/01/16	8	
	Dokumentasi Des	4 days	Sat 23/01/16	Wed 27/01/16		
	Programming	14 days	Wed 27/01/16	Mon 15/02/16		
	Testing Program	1 day	Fri 01/01/16	Fri 01/01/16		
	Instalasi Program	1 day	Fri 01/01/16	Fri 01/01/16		
	Setting infrastrukt					
	Instalasi Program					
	Training User / SDM	1 day	Fri 01/01/16	Fri 01/01/16		
	Melakukan pelatil					
	Dokumentasi	1 day	Fri 01/01/16	Fri 01/01/16		

Isilan 100%

FILE TASK RESOURCE REPORT PROJECT VIEW FORMAT

	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1	✈	Analisis dan Desain Sistem	11 days	Mon 04/01/16	Mon 18/01/16		
2	✈	Menganalisis Sistem	1 day	Mon 04/01/16	Mon 04/01/16		sistem analisis
3	✓✈	Membuat Statement of Purpose, Event List dan Context Diagram	5 days	Wed 20/12/15	Tue 05/01/16		
4	✈	Membuat Data Flow Diagram	1 day				
5	✈	Membuat Data Dictionary	2 days				
6	✈	Membuat Process Flowchart	2 days				
7	✈	Membuat Entity Relationship Diagram	2 days				
8	✈	Dokumentasi Analisis	2 days				
9	✈	Desain Aplikasi	12 days				
10	✈	Membuat Desain	5 days				
11	✈	Membuat Desain	2 days				
12	✈	Dokumentasi Desain	4 days				
13	✈	Programming	14 days				
16	✈	Testing Program	1 day				
20	✈	Instalasi Program	1 day				
21	✈?	Setting infrastruktur					
22	✈?	Instalasi Program					
23	✈	Training User / SDM	1 day	Fri 01/01/16	Fri 01/01/16		

07 Feb '16 14 Feb '16
S S M T W T F S S M T W

Gantt Chart

Multiple Task Information

General | Predecessors | Resources | Advanced | Notes | Custom Fields

Name: Duration: ☒ Estimated

Percent complete:

Priority:

Schedule Mode: ☐ Manually Scheduled ☐ Auto Scheduled ☒ Inactive

Dates
Start: Finish:

☐ Display on Timeline
☒ Hide Bar
☒ Rollup

Help OK Cancel

