

FAT-2 How To Monitor & Control a TPM project

Here are some of the reporting tools that I have used over the years. The project plan is a system as defined by the scope triangle. The control you will learn are designed to discover out of balance situations early and put get well plans in place quickly. Using tools, process, templates to monitor and control a project. Here are some of the tools that I have used over these years.

- Cumulative reports, Current period reports, exception reports, spotlight reports, Variance reports, Gantt charts, Burn charts, Milestone trend charts, Earned value analysis, Integrated milestone trend charts and EVA, Project status meetings, problem escalation strategies.

A reporting system has the following characteristics: provides timely, complete and accurate status information, doesn't add so much overhead time as to be counterproductive, is readily acceptable to the project team and senior management, has an early warning system of pending problems, is easily understood by those who have a need to know to establish this reporting system. you can choose from among the hundreds of reports that are standard fare in project management software package.

If any activities did not progress according to plan, the report should include the reasons for the variance and the appropriate corrective measures that will be implemented to fix the scheduled slippage. Senior managers do not have a lot of time to read reports that tell them everything is on schedule and there are no problems serious enough to warrant their attention. Here is an technique you might want to try when the project is on schedule and everything seems to be proceeding as planned, put a green sticker on the top right corner of the first page of the project status report. Red reports indicate that the reports or projects has encountered a problem for which you don't have a get-well plan or even a recommendation for upper management. For example, the rows might correspond to the activities open for work during the report period, and the columns might be the planned cost to date, the actual cost to date and the difference between the two. This is good compromise on report frequency and gives the project manager the best opportunity for corrective actions plans. before a situation escalates to point where it will be difficult to recover any schedule slippages. Conversely, if the ahead of schedule situation is the result

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of the project team finding a better way or a shortcut to complete the work, the project manager will be pleased integrating Milestone Trend Data at each report date, the task manager of tasks that are open for work should update the project file. Managing project status meetings to keep close track progress on the project, the project manager needs information from his or her team on a timely basis. Activity managers report on the health of activities open or scheduled open for work since the last status meeting. Activity managers of future activities report on any changes since the last meeting that might impact project status.