

Module 7

Project Tracking

Objectives Covered in this Section

The Tracking section helps you understand the different ways of how can the progress of the project can be monitored. As your project progresses, you can review how work on its tasks is affecting the overall project. As you track progress through your project, you can review the differences between planned, scheduled, and actual work.

- Baseline
- Saving the Baseline
- Viewing the Baseline Information
- Updating Actual project and Task status
- Compare Projects

1. Baseline

The baseline is the original, approved schedule. It is the snapshot of the work done at the time the baseline is taken.

About Baseline

A baseline is a group of nearly 20 primary reference points in five categories: start dates, finish dates, durations, work and cost that can be set to record the original project schedule when it is completed and finalized

As the project progresses, you can set additional baselines to a total of 11 for each project to help measure changes in the plan.

Why Baseline?

This can be useful in case your project has several phases and different baselines are required at the end of each phase, to compare planned values against actual data.

Once the project is planned and ready for execution and tracking, it is a good practice to baseline the project schedule. The baseline schedule is meant to be compared against actual execution to identify variances and deviations from the planned data. Baseline information that consistently differs from current data may indicate that the original project schedule is no longer accurate.

2. Saving the Baseline

When you have completed your project planning and have defined all the tasks with the associated resources and cost, you can baseline your project to facilitate effective monitoring and control.

Baseline can be set for the entire project or for selected tasks.

1. To define the baseline, go to Project tab → Set baseline option → Set Baseline
2. To set baseline for all the tasks, select the option 'Entire Project' and click OK
3. To set baseline for selected tasks, select the tasks and select the option 'Selected Tasks' and click OK

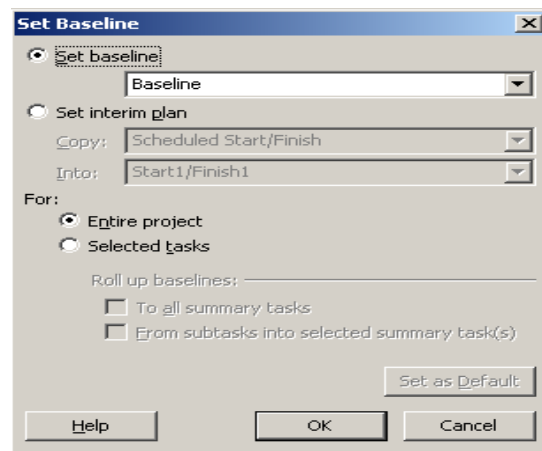



Fig 7.1: Set Baseline

3. Viewing the Baseline Information

When you have completed your project and baselined it, you can view it later to see the planned dates, cost and resources.

Formatting required among the text and heading

1. Open the Gantt Chart view
2. Go to View → Table → More Tables → Baseline
3. Choose the table **Baseline** in the list and press Apply
4. To view baseline for a particular task Click  and go To selected task

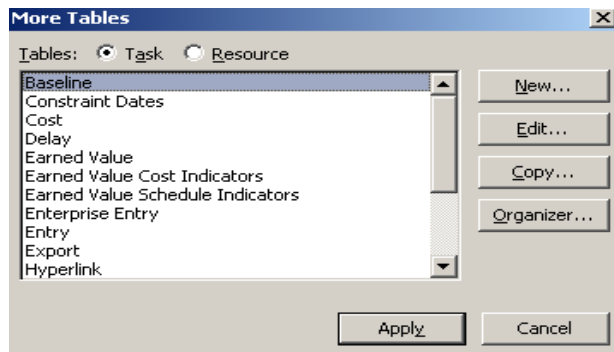


Fig 7.2: View Baseline Table

5. You can also view the Project Baseline information by going to Project → Project Information → Statistics

4. Updating Actual project and Task status

Project status can be updated for the entire project or for specific tasks. Follow the steps to update the actual project and task status,

1. Go to File Tab → Options → Schedule → Select the check box - Updating task status updates resource status and Actual costs are always calculated by MSP
2. Go to File tab → Options → Advanced → Uncheck automatically add new resources and tasks
3. Go to File tab → Options → Advanced → Uncheck Allow cell drag and drop

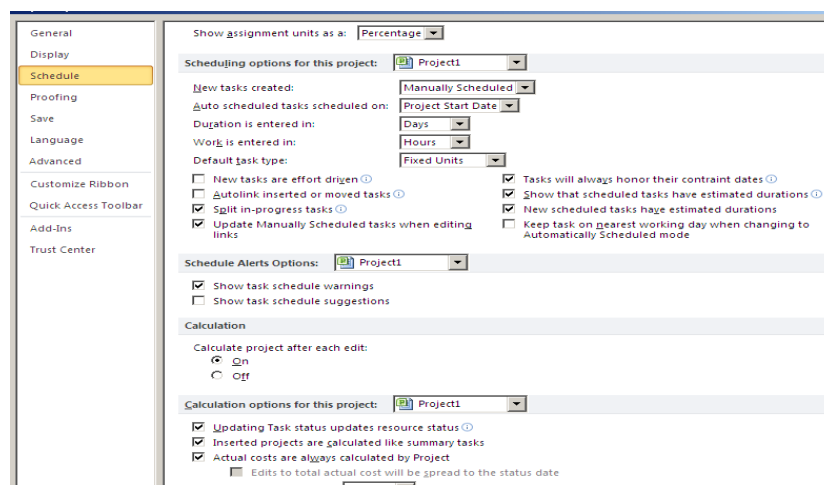


Fig 7.3: Setting Options

4. Mark your Task

You can mark your task as how much it is completed like it is completed 25%, by using this feature.

You can use this feature from the tab of Task and under the group of Schedule.

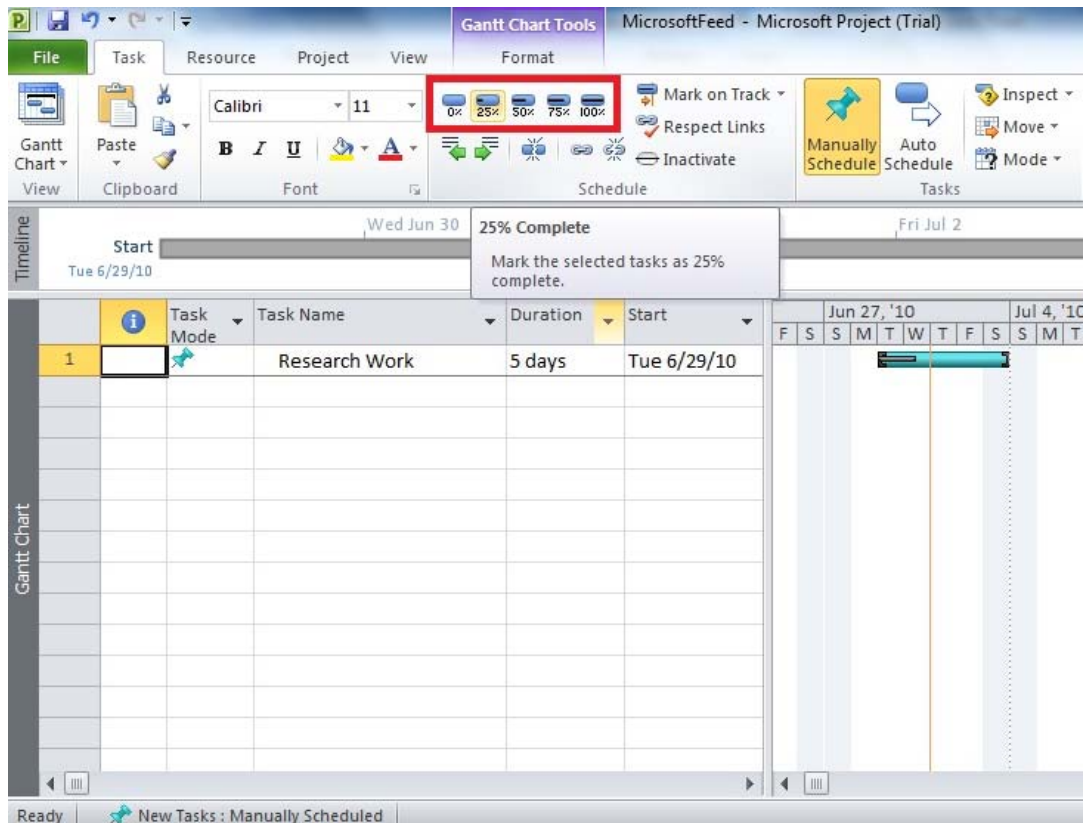
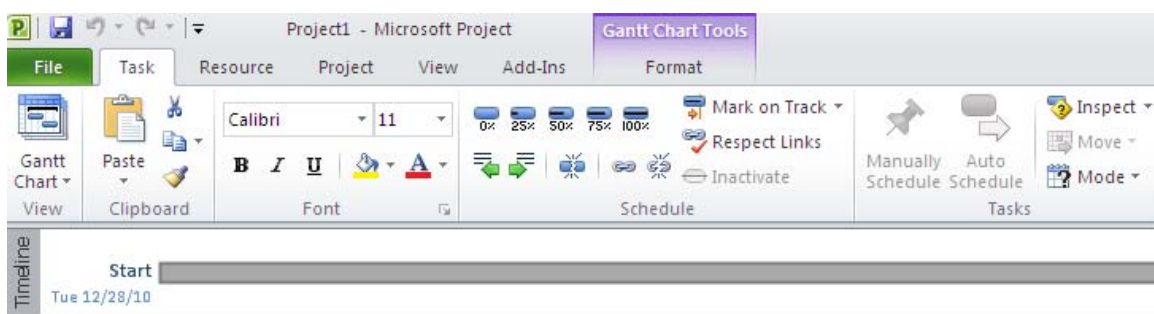


Fig 7.4: Updated Tasks

5. Mark on track

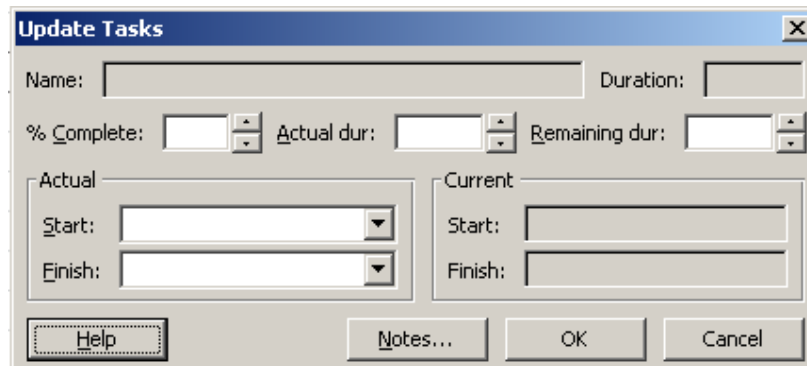
To mark a task on track choose Task tab→Mark on Track

Mark on track changes a task to 100% complete and sets the actual start and finish dates to the task scheduled dates. This command is helpful only when the task is complete and finished according to plan



6. Update Tasks

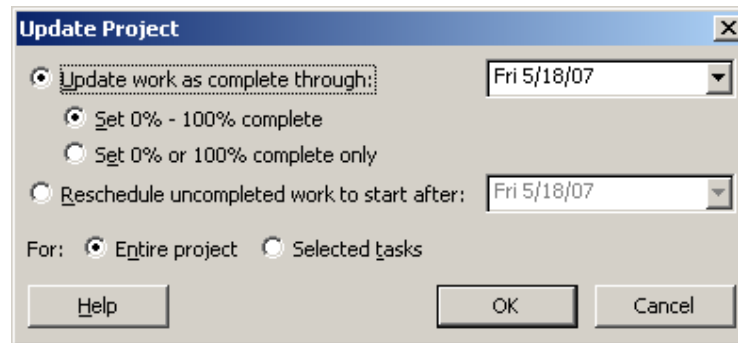
Go to Tools → task Tab → Mark task→Update tasks.



The 'Update Tasks' dialog box contains the following fields and controls:

- Name: [Text Box]
- Duration: [Text Box]
- % Complete: [Spin Box]
- Actual dur: [Text Box]
- Remaining dur: [Text Box]
- Actual section:
 - Start: [Text Box]
 - Finish: [Text Box]
- Current section:
 - Start: [Text Box]
 - Finish: [Text Box]
- Buttons: Help, Notes..., OK, Cancel

7. Go to Tools → Project Tab → Update Project to update the status of the project.



The 'Update Project' dialog box contains the following options and controls:

- Update work as complete through: [Date Picker] (Fri 5/18/07)
- Set 0% - 100% complete (Selected)
- Set 0% or 100% complete only
- Reschedule uncompleted work to start after: [Date Picker] (Fri 5/18/07)
- For: Entire project (Selected) / Selected tasks
- Buttons: Help, OK, Cancel

Fig 7.5: Updated Project

8. Go to View → Table → Tracking Gantt, and you can update the actual and planned start and finish dates.

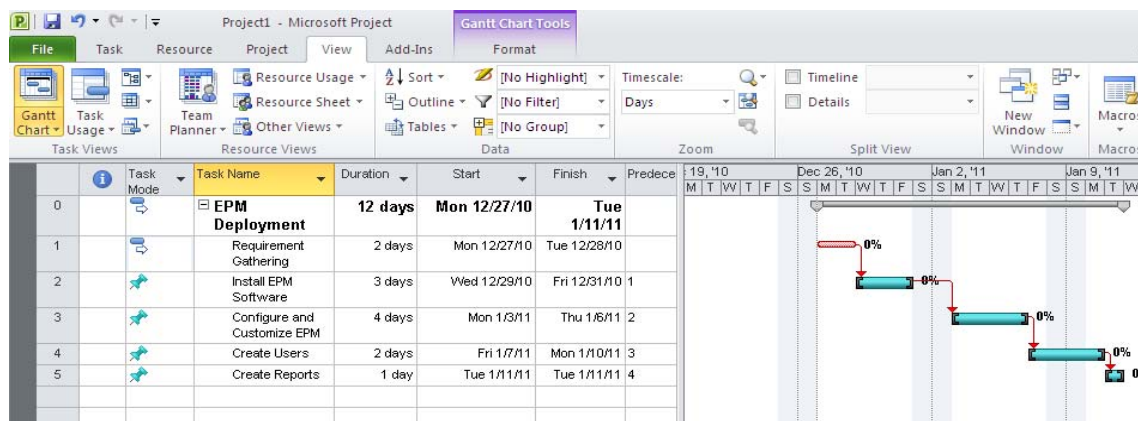


Fig 7.6: Tracking Gantt

Compare Projects

You can use the Compare Project Versions utility to review differences between a current version and an earlier version of the same project in a detailed report. You can also use this tool to contrast a current version and a projected version of the same project.



- A. On the Project tab→ choose Compare Project Versions .
- B. Under Choose the project versions you want to compare, in the Project version 1 (earlier version) and Project version 2 (later version) boxes, select the versions you want to compare.
- C. To locate project versions, click Browse.
- D. Under Choose the tables to be used in the comparison, in the Task Table and Resource Table boxes, click the tables that contain the data you want to compare.
- E. If you don't want to compare tasks or resources, click None.
- F. Click OK.
- G. A temporary project is created to display the tasks and resources of both versions for comparison and reporting purposes only.
- H. To keep the report for future reference, click Save on the File menu.



Exercise

1. View Network Diagram and format it according to the requirements.
2. Save Baseline for the project plan.
3. Open Tracking Gantt view.
4. Regularly Update the Project status in tracking Gantt View.
5. Print the Tracking Gantt View to show the differences between the Baseline and Actual Progress.

Notes