# SOP: Project Task Card Printing

**Configuration Management**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document Name** | 03-SOP: Project Task Card Printing | | |  |
| **Created/Change by** | **Date** | **Reviewed By** | **Review Date** | **Version** |
| Hari Thapliyal | 25-Apr-18 | Viswanathan | 25-Apr-18 | V1.0 |
|  |  |  |  |  |
|  |  |  |  |  |

**Purpose**

How and when to print task card?

**Audience**

* PMO Head

**Guidelines**

1. Cards must be printed at 3 PM on the last working day of every week.
2. Production dept & non-production dept cards to be printed separately
3. PMO is responsible for card printing and cards issuance.
4. Project plan to be updated by respective PMs and power BI data set to be refreshed by PMO head
5. Task card to be handed over to HODs before 5 PM on last working day of every week.
6. Ensure the cards are printed in colour printer, not in Black & white.

**Inputs**

1. From power BI, export the data required to print non-production cards from weekly work dashboard.
2. From power BI, export the data for production cards from production work dashboard.

**Steps**

1. For Non-Production Task Go to power BI -> TEAM-PM -> WeeklyTasks-NP
   1. Select the **week number**, **dept** (ensure cost resources are not selected) and **remove filter** of Project, PM and ThisWeek, **%WC** between 0 to 99.
   2. Export the table in excel. This file is called "WeeklyTasks-NP.xls"
2. For Production Task Go to power BI -> TEAM-PM -> WeeklyTasks-Prod
   1. Select the **week number**, and **remove filter** of Project, PM and ThisWeek, **%WC** between 0 to 99.
   2. Export the table in excel. This file is called "WeeklyTask-Prod.xls"
3. Combine above exported excel files into one (make sure columns are properly aligned). Name the combined file "AllWeeklyTasksYYYYWW.xls" YYYY=2018, WW is week no.
4. Go to TEAMPMO -> Documents -> Misc. -> TaskCard-Printing-system.xls
5. Copy the title row from TaskCard-Printing-System.xls and Paste the copied content in AllWeeklyTasksYYYYWW.xls (Ensure the content is copied from Column E only (not from A-D).
6. Delete the first & last columns and empty rows above the title row.
7. Copy all the records from "AllWeeklyTasksYYYYWW.xls" to TaskCard-Printing-system.ThisWeekTasks.
8. Ensure the data is only copied and NOT cut in TaskCard-Printing-system.ThisWeekTasks. Delete the additional blank rows.
9. Copy the content from TaskCard-Printing-system.Card-WIP and past it on a "NotePad".
10. Copy the same content from NotePad and paste it on TaskCard-Printing-system.Card.TaskCard Ensure the cursor is at A1 cell while pasting.
11. Do not delete any rows and additional cards.
12. Check printPreview -> print only the required pages to get the required cards.
13. Cut the cards as required.
14. Handover the cards to the respective HODs.

**Exit Criteria**

1. All tasks for the selected week is printed in the given format.
2. Task cards are handed over to HoDs

**Validation**

1. Randomly cross-verify few tasks against the updated schedule.