**Progress Report**

Work Start date: 11-Feb-19

Work Finish date: 16-Feb-19

**Scope of Work and Status**

1. Cleaning up the dashboards with respect to differences noted in some dashboards. **Done**
   1. All the dashboards merged into TEAMDashboards. List of all the dashboards, their consumer & frequency of usage (a guidelines is attached)
   2. Now there are is no chance of 2 different formulae in 2 different dashboards/reports
   3. I do not see any inconsistency now. However because of aggregation rules if something is notices later on the document it at some place share all the finding I will fix them in future work scope.
   4. Correctness of information from planning and tracking perspective need to be validated.
2. WIP POC ( % of completion) job wise and activity wise.
   1. **Logic discussed with VN. (Done)**
      * We want % work completed week on week cumulative. It is done but it is not serving the need of COO.
      * Dashboard created is **"Work Progress%WC"**
   2. **Logic discussed with Swami ji (Status:** As per me, because of overlapping of activities % Complete will never be 100%. Whatever asked is Done**)**
      * We want % complete of each activity. Logic is as below
      * [(Activity% Complete x BL Duration of activity) / Project BL Duration]
      * Using above logic "**Workprogress%Comp"** dashboard is created
      * However we tried all 3 following approaches but in non of the case % Complete is showing something useful at summary level.
        + Only summary activities
        + Only non summary activities
        + Only one level of activities

**Other scopes identified earlier, which could include the following**

1. LD project wise. Addl. Column to be added to manually enter actual LD incurred. NV request.

**Discussion with VN:**

* + "Actual LD" field on Project Info page. **(Done)**
  + Show this info should come on LD report & Bird's Eye View. **(Done)**

1. To Add transportation charges and spares charges in Despatch DB report to value. NV request

**Discussion with VN:**

* + Transportation charges and Spares charges should be entered from Despatch View as 2 different fields. (**Done**)
  + Despatch Value = Equipment Value + Transportation Charges + Spare Charges
  + Show Despatch Value, Eqp Value, Tran Charges, Spare in Despatch Datewise Dashboard. (**Done**)

1. Plan vs actual week wise and project wise. **(Done)**
   * **WorkProgressActualVsPlan** Dashboard
2. Production Manhours budget vs actual from start to finish. **Done**
   * VN (Done as per VN)
3. Task no to be fixed for each task. Task no should not change when an entry is added in MSP. **(Done)**
   * TEAM\_Task# Added in TEAM Gantt View
   * First time during baseline copy outline\_number to this field for entire project
   * Value of TEAM\_task# is determined as follow. Whenever a new activity is added in the plan then  "N" + an integer number like 1,2,3.... should be added in this column. For example N1 or N2 or N3. Note It should be unique number. It means no 2 tasks can have the same number.
4. MOP report to be created from PM dashboard. **Done**
   * VN shared the MOP format
5. SOPs, formats, sequence to be followed D,W,M,Q, H and Annually as in daily, weekly, Monthly, Quarterly, Half yearly.
   * At high level it is done as mentioned in the attachment. However it is much more complex than this listing.
6. Formats, MIS to be reviewed with frequency at each level\*\*
   * It is same as #9
7. Manpower/ Resources, ABG and PBG, Fin view to be utilized and presented. **Done**
   * There was some error in the ABG formula. Corrected.
8. All PMO info must be pre-validated and no errors. BI dashboards must be updated real time. Despatch details are blank in CEO DB at present.
   * Testing need to be done by different role
   * I cannot be responsible for data entry mistakes or missed or not baselined or not reviewed
9. Checklist to monitor PMO efficacy (This list is very basic, I will expend this in future to be more practical)
   * Knowledge mgmt
     + Document everything you learn which is searchable and available to others and to future generation
     + Use wiki or sharepoint or action register
     + All client meetings and discussion should be part of sharepoint mom
     + PMs should focus on right process for right product not about right product with any kind of adhoc management process
     + Right process means which can be repeated, institutionalized, tracked and can deliver results.
   * Plan the work
     + Plan regularly from high level to middle level to lowest level
     + Access risks and issues on regular basis. Do not hesitate to escalate or remind repeatedly, if required.
   * Work the plan
     + Whatever process is decided don't abandon that without solid backing of data against that existing process is not working
     + Train and bring all on same when you change any process
     + Whatever plan is baselined follow that or change that before you go for execution with new plan
     + PMs should have love for numbers and dates. Like efforts, duration, qty, cost, value, expenses for his project.
     + Do not manage project on excel sheet, phone and email. These are assisting tools. The main system is Microsoft Project Online with Sharepoint. There should not be anything which rests in email, excel sheet, in the mind of project manager, email but it is not in the main system.
   * Governance
     + Give more importance to daily standup than weekly meetings
     + Analyse data of budget, plan, actual, timesheet on regular basis and compare with reality
     + Gove more importance to improve existing process rather than launching new.
     + Take status and report from system. Even if you wish offline report download from system not from email
     + Use system and think what improvements are possible without even bothering about practicality.
     + Regularly Spend some time to improve process and work habits
     + Be specific in terms of time, person, commitment. Avoid using some, all, almost, 99% terms.

**Day-wise Plan**

11-Feb-19 Monday

* Discussion with VN (1 Hr), Elamaran (10 min), Swami Ji (30 min)
* Working on TEAMPMO dashboard. Remove over information, bring consistent data across the pages

12-Feb-19 Tues

* 35 min discussion with VN
* Removing duplicate information dashbaords. Checking consistency in dashboards and formulae

13-Feb-19 Wed

* Several round of discussion with Swami Ji regarding WIP report
* Removing duplicate information dashbaords

14-Feb-19 Thu

* 90 min discussion with VN
* 2 Hr discussion with Suresh Ji
* Merging all dashboards

15-Feb-19 Fri

* No discussion
* Implementing Critical Activities Report, MOP Report,

16-Feb-19 Sat

* Final review with Swami ji (9.30am to 1.30pm)
* Review with Suresh Ji (4.30pm to 6.30pm)