

Project

Cost Codes ←

Tasks ← Description, budget, schedule, % complete

Project hrs by with
 ≈ Wk Proj.
 P.S. hrs → to complete by Project and EAC.

Outputs

date elms

$$\text{Hrs to Complete} = 1 - (\text{Hrs planned} \times \% \text{ complete})$$

Reports due next 2 weeks	Projects 78% budget
Earned Value ≤ x%	

Игра

РМ _____

MS
Project
≡ database

(Exe)

Access

uses


GI

PM
Inputs →

- Tasks
- Schedule (by task)
- Resources (by month)
- % complete (task level)
- Budget (cc level)

Project

Budget (HR)
 Resour \times % work exp

Budget	Haji	Cement
 ~ - - - ↓	- - - - ✓	

~~coreldraw SE3 version 13.0.0.800~~

Pm- Steve R

close - 6 mos.

lesson learned - not used, need more reliable tool for knowing when review due

compare % complete and est of completion of compl.
yellow or red

earned value, trends.

other metrics

uses ms Project @ task

processes were not following pp
data not update

success - know what needs to be done, where we're at, how long to get there

~~MS Project~~

define est to complete so everyone uses the same calculation.

ms Project - time phase labor hours?

ms Project talk to SharePoint Access

→ one interface for PM data

hours @ CC / tech, eng, admin

handle 40-50 people

limit PM input to one place

Gui to give information.

staleness of the information and needing to go so many places

Gui - Reports due next week, earned value 2x%, projects @ 78% of budget

June 12

- review workshop slides

- PM interview

sacrificing quality to rush at last minute - ^{* need to build quality into our process.}

link data more - updating multiple places

labor run used mostly

keep notes in the outlook

labor run doesn't tie to schedule

what was expended on travel (hrs & dollars)

using separate spreadsheet

average burn rate \times est hrs to complete

money left / burn rate

track average burn rate

check into it later (?)

who are you really going to do the work at proposal stage

good to know who else has deliverables scheduled and/or what stage are they in?

scheduling people - monitoring source data

do not always try to push schedule.

no feedback from employees if they have ~~trouble~~ trouble.

eliminate duplication of effort

assumes pple know what to do / source data

Are we tracking % complete of work or hours spent

our hours budgeted / allocated / spent

template needs columns added

lesson learned - hard to search

track scope creep - useful for proposal standpoint

ms Project - must remote to a computer
gut-check % complete.

use Outlook is good. they like it.

do not know any feedback. what was sent
what wasn't.

questions are answered promptly.
written direction.

run thru a similiar project to work with
end in mind.

June 11

~~meeting Jose/Ben/Ken
proposal spreadsheet check~~

~~Austal Flo/T check~~

~~Saic - proposal review~~

Ben/Jose/Ken

Ken

lack of technical data

RB-m - outlined in PO for budget, work with mmc on tasking, only want 1 person per mmc. contract ends if Ken leaves, sends monthly report to mmc but does not send to Steve or Ale.

telecommute - Concise direction and feedback

direction changed from one tech person to the next leader. coz gave one approach then it changed by Stephen

- clear, concise direction

- immediate follow-up

- schedule (updated) available in PDF if in project

- practical application at the start of work meeting

251-767-9779 Ken

where were at on a program,

no start of work meeting

usually get quick familiarization of sow etc.

tasking - hours doled, prefer to get email

with cost code and hours

shared file too big? worked well for awhile.

until it stopped getting updated.

Group Interview

communication - multiple projects
whiteboard

visibility to PM what they are doing
how many hours do I have left
what are priorities

Send sow and bid with tasking (specific tasking)
scheduling / conflicts between 2 PMs not talking
using calendar.

No feedback on report from PM's.

midpoint team meetings - more with team
Darryl asks how much is done

Proposal and spreadsheet kept different
drives - hard to find if you don't know
the proposal number and year.
admin - put 3 folders. admin put proposal

June 10

Workshop -

Antonio - working on 3 slides

Jessica - cover, acronyms, references

Steve - intro, slides

PM interview -

Dave

preplanning - why, what

* integrate proposal writing & PM

2 man 3 wks

% complete - look backward - how much work to do?

* earned value / cost performance index

bigger projects look at sch. performance index.

use proposal spreadsheet - integrated

multi-office projects - ^{Excel} ~~excel~~ file (shared) responsible person each office

Risk - black team check PM planning

Lesson learned log - pos/neg - sort words. closing mtg
update at old meeting.

Project register - Pro S.S.

WIPR work in progress register

Reverse calculate burden rate percent. is it 2.20?

☰ are we making[#] - effective multiplier. by cost code
if necessary. 2.9 is good 1.3 is bad

Cost code changes - by category.

Watch list - auto generate by CPI or variance

Resource mgmt - excel file by week - color coded

Needs list log. creates a record of what you've
requested/activity. sent weekly also tells to consequence of
delay

Need 2 person/points of integrity

Georgia marketing

Report by customer by project

also type (Emeca) so she can categorize

what percent of budget (expended/contract)

categories of work

notify mktg of deliverable to trigger survey
notification of new contracts (more reliable)

proposals - RFO source - referral, visit, previous
customer, fell out of sky

looking up lesson learned - by type of project
lack of start-of-work or/and company

feedback loop. DMAIC

Stephen

history form - bus. group - triggers a close out
instruction sheet - routing works ok

work completed - how many steps are done

word version of schedule - less complex

resource schedule - leave it to Steve - goes to
Steve to ask who's available

labor run - ok

quote perspective - same deliverables was each
~~deliverable~~ deliverable submitted?

invoiced or just submitted? add to Labor run

WLP provides alot of value

Keep schedule @ Pm desk - review at Proj review

we had adequate processes - take out proj book