

# Leading Projects

with Daniel Stanton



## Scorecard Example

Current Date: 15-Mar

Deliverables	Plan Date	Actual/Projected Date	Status
Site Layout	1-Mar	1-Mar	Complete
Staff Onboarded	1-Jun	1-Jun	On Time
Material Handling Equipment in Place	15-May	15-May	On Time
Stock Inventory	1-Jun	1-Jun	On Time
Internet Connection	1-Jun	5-Jun	Late
UAT	30-May	7-Jun	Late
Go Live	1-Jun	10-Jun	Late
Wrap Up/Close Out	1-Sep	15-Jun	Late

Action Items	Owner		
Need to protect inventory from construction debris	Operations		
One of the members of the IT team has taken a new job	IT		
Internet installation being pushed out by provider	IT		
Forktruck #4 is out of operation	Facilities		
Need to work with internet provider to pull install forward	IT		

Current Activities	Deliverable	Functional Group	Status
Install Racking	Material Handling Equipment	Facilities	On Time
Install Battery Charging Station	Material Handling Equipment	Facilities	On Time
Install Conveyors	Material Handling Equipment	Facilities	On Time
Install Pack Stations	Material Handling Equipment	Facilities	On Time
Receive Inventory from Suppliers	Stock Inventory	Operations	On Time
Install Internet Connection	Internet Connection	IT	Late
Develop UAT Scenarios	UAT	Operations	On Time
Develop Go Live Plan	Go Live	Operations	On Time
Prepare Punchlist	Wrap Up/Close Out	Operations	On Time

Risks	Probability	Impact	Score
Severe weather delays	2	8	16
Losing team members to other projects	5	5	25
Delay in internet connection pushing out other activities	10	9	90
Inventory damaged/contaminated during construction	9	3	27
Other Comments			
Operations team is doing a Severe Weather Safety Training on 20-Mar			
Executive meeting next week will be at 2:00 PM on Friday			