Work-in-Progress Execution

- Display Sections for task (lists)
- Identification Tasks to Start
- Updating Task Progress
- Understanding Project Statistics



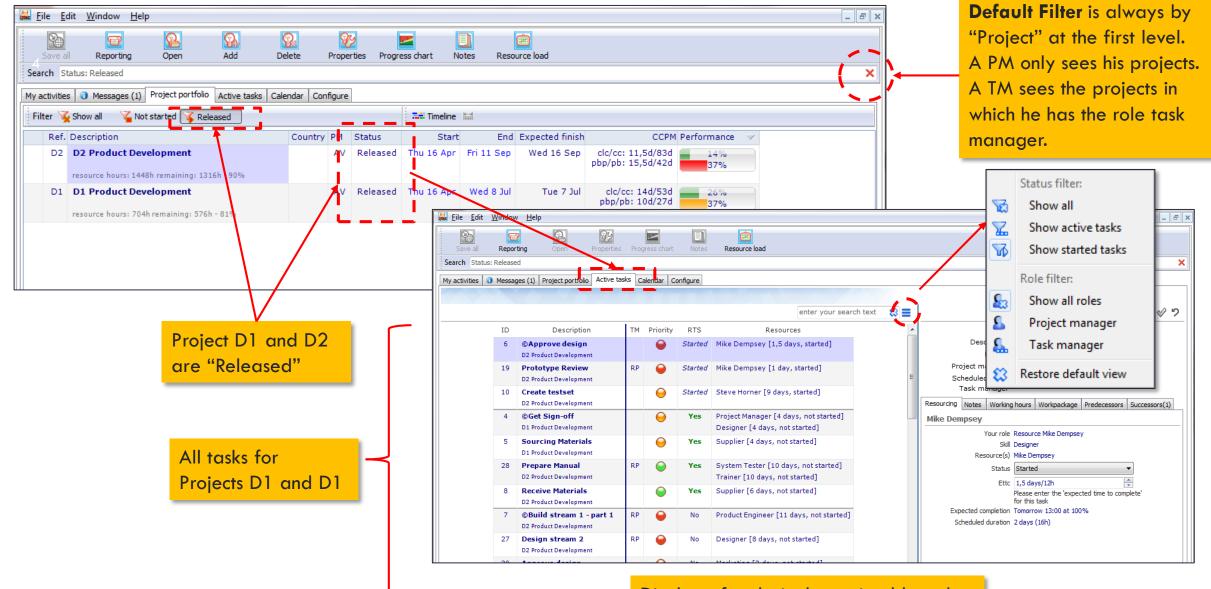
Display locations of tasks

Display Locations for Task (lists)

- A. Desktop Window: Active Tasks
 - Project Manager
 - Task Manager
 - Space Owner(s)
 - Any other user "invited" and granted Read only or Read-Write access to a project
- B. Desktop Window: MyActivities Tab
 - B1: Resource
 - B2: Team Manager
 - B3: Task Manager
- C. Project Window of the project / Task Properties / Resource Requirements
 - Project Manager
 - Task Manager
 - Any other user "invited" and granted Read only or Read-Write access



A: Active Task Tab



Display of tasks is determined by role.

B1: My Activities (role: Resource)

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	6	© Approve design D2 Product Development	Mon 20 Apr 9:00 [w17]		9	Started	Mike Dempsey [1,5 days, started]	Description Approve design Project D2 Product Development
	19	Prototype Review D2 Product Development	Tue 21 Apr 13:00 [w17]	RP	9	Started	Mike Dempsey [1 day, started]	Project manager Ad Vermeulen, A-Dato Scheduled dates Mon 20 Apr 9:00 - Tue 21 Apr 13:00
	4	©Get Sign-off D1 Product Development	Thu 16 Apr 9:00 [w16]		0	Yes	Project Manager [4 days, not started] Designer [4 days, not started]	Task manager Resourcing Notes Working hours Workpackage Predecessors Successors(1)
		Activity List for t "Mike Dempsey'						Mike Dempsey Your role Resource Mike Dempsey Skill Designer Resource(s) Mike Dempsey Status Status Status Ettc 1,5 days/12h Please enter the 'expected time to complete' for this task Expected completion Tomorrow 13:00 at 100% Scheduled duration 2 days (16h)



B2: My Activities (role: Team-manager)

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ID Description IO Create testse: D2 Product Development 28 Prepare Manual D2 Product Development n Cromer is the test the System Test Si	Tue 19 May 13:00 [w21] Thu 30 Apr 13:00 [w18]	TM Priority	RTS Started Yes	Resources Steve Horner [9 days, started] System Tester [10 days, not started] Trainer [10 days, not started]	ID 10 Description Create testset Project D2 Product Development Project manager Ad Vermeulen, A-Dato Scheduled dates Tue 19 May 13:00 - Mon 1 Jun 13:00 Task manager Resourcing Notes Working hours Workpackage Predecessors Successors(1) Steve Horner Your role Manager for skill 'System Tester' Skill System Tester Resource(s) Steve Horner Status Started Ettc 9 days/72h Please enter the 'expected time to complete' for this task Expected completion Thu 30 Apr 17:00 at 100% Scheduled duration 9 days (72h)	



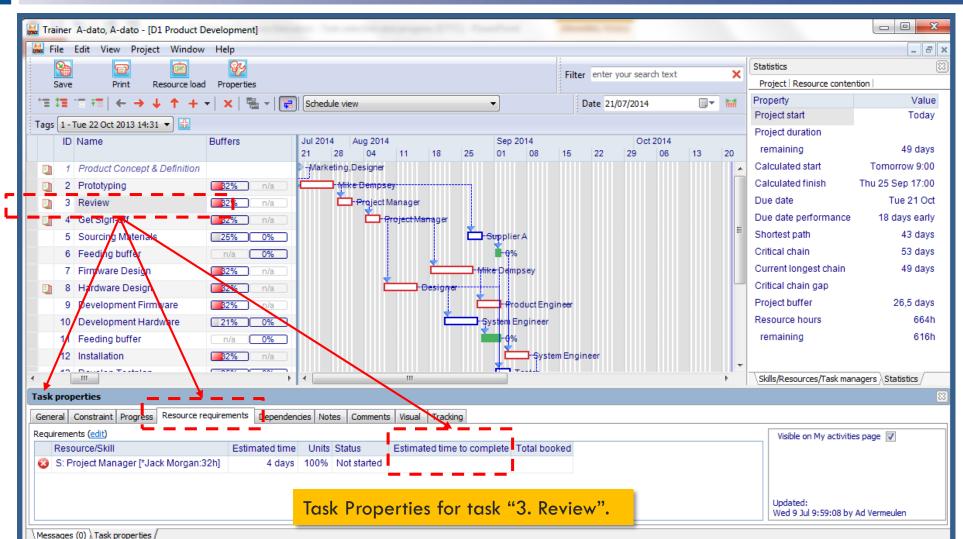
B3: Role Task Manager

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	ID	Description	Start date	тм	Priority	RTS	Resources	ID 19	
	19	Prototype Review	Tue 21 Apr 13:00 [w17]	RP		Started	Mike Dempsey [1 day, started]	Description Prototype Review	
		D2 Product Development						Project D2 Product Development	
	28	Prepare Manual D2 Product Development	Thu 30 Apr 13:00 [w18	RP	\mathbf{O}	Yes	System Tester [10 days, not started] Trainer [10 days, not started]	Project manager Ad Vermeulen, A-Dato Scheduled dates Tue 21 Apr 13:00 - Wed 22 Apr 13:00	
			-	7				Task manager Robin Porter, A-dato	_
								Resourcing Notes Working hours Workpackage Predecessors Successors	(1)
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								Your role Task manager	
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		_						Please enter the 'expected time to complete' for this task	
								Expected completion Mon 20 Apr 17:00 at 100%	
								Scheduled duration 4 days (32h)	



C. Project Window of the Project Task Properties – Resource Requirements



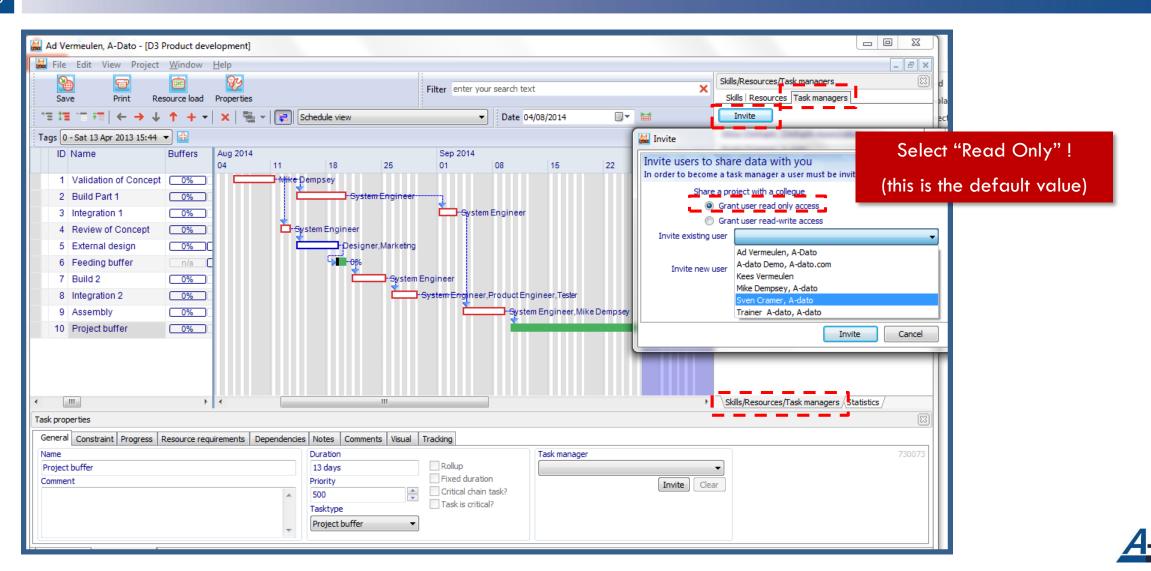






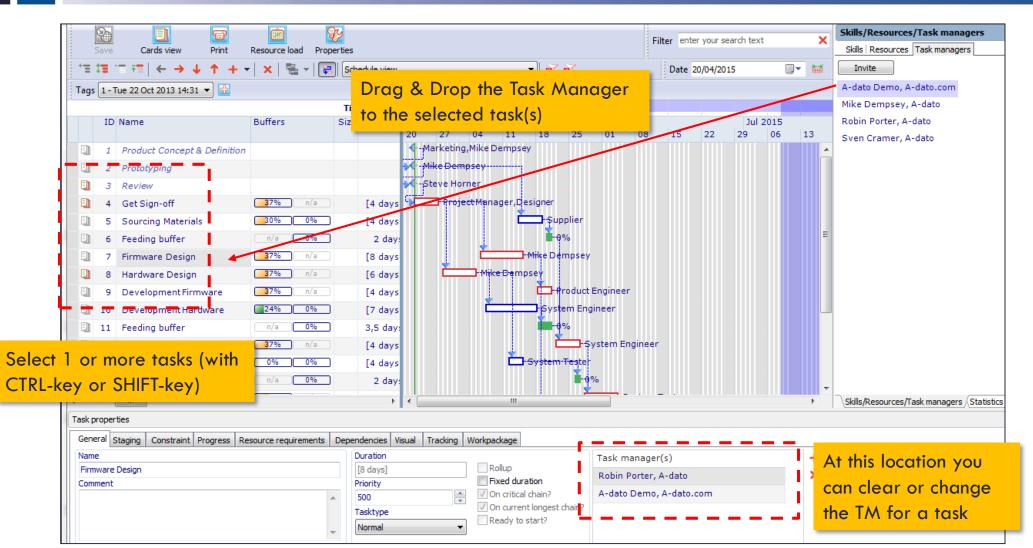
Task Manager Role and Team Manager role

Inviting a Task-Manager in a project



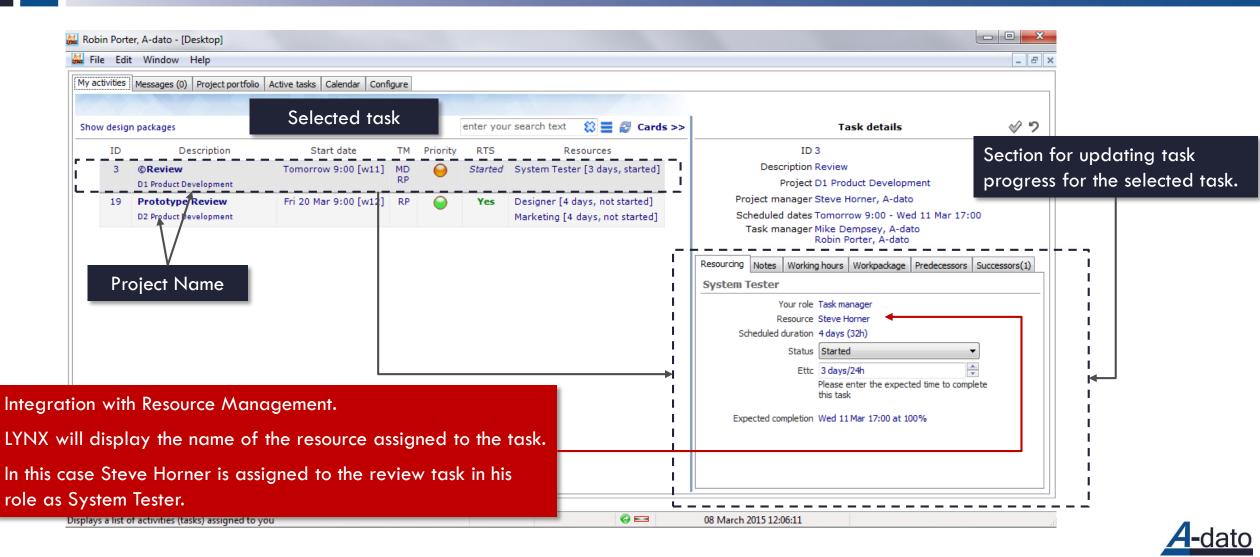
Assigning a Task-Manager

One or more task managers can be assigned to a task





My Activities for Task Manager "Robin Porter"



Assigning a Team Manager

Ad Vermeulen, A-Dato - [D	·
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By date and by priority

Task Selection – Which tasks to start first? In sequence of priority! – Grouped by RTS (Ready to Start

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ID	Description	Start date	ТМ	Priority	RTS	Resources		ID 6	
6	© Approve design D2 Product Development	Today 9:00 [w17]		0	Started	Mike Dempsey [1,5 days, started]		Description Approve design Project D2 Product Development	
19	Prototype Review D2 Product Development	Tomorrow 13:00 [w17]	RP	\bigcirc	Started	Mike Dempsey [1 day, started]		Project manager Ad Vermeulen, A-Dato Scheduled dates Today 9:00 - Tomorrow 13:00	
4	©Get Sign-off D1 Product Development	Today 9:00 [w17]		0	Yes	Project Manager [4 days, not started] Designer [4 days, not started]		Task manager Resourcing Notes Working hours Workpackage Predecessors Successors(1)	
8	©Hardware Design D1 Product Development	Tue 28 Apr 9:00 [w18]		0	No	Mike Dempsey [6 days, not started]		Mike Dempsey Your role Resource Mike Dempsey	
7	©Firmware Design D1 Product Development	Wed 6 May 9:00 [w19]	RP AD	0	No	Mike Dempsey [8 days, not started]		Skill Designer Resource(s) Mike Dempsey	
9	©Development Firmware D1 Product Development	Mon 18 May 9:00 [w21]		0	No	Product Engineer [4 days, not started]	=	Status Started 🔻	
7	©Build stream 1 - part 1 D2 Product Development	Tomorrow 13:00 [w17]	RP	\bigcirc	No	Product Engineer [11 days, not started]		Ettc 1,5 days/12h Please enter the 'expected time to complete' for this task	
27	Design stream 2 D2 Product Development	Fri 24 Apr 13:00 [w17]	RP	0	No	Designer [8 days, not started]		Expected completion Tomorrow 13:00 at 100% Scheduled duration 2 days (16h)	
22	©Build stream 2 D2 Product Development	Fri 8 May 13:00 [w19]		0	No	Product Engineer [10 days, not started]			
9	©Build stream 1 - part 2 D2 Product Development	Fri 22 May 13:00 [w21]		0	No	Product Engineer [10 days, not started]			
35	©Resolve issues D2 Product Development	Mon 27 Jul 13:00 [w31]		0	No	System Engineer [4 days, not started] Product Engineer [4 days, not started]			
						System Tester [4 days, not started]			

Updating Task Progress

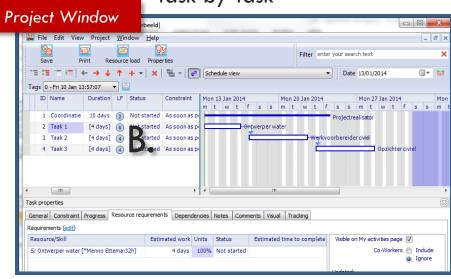
Updating Remaining Time on Task Estimated time to complete (ETTC)

- 17
- Updating progress by resources or team manager via My Activities (Active Tasks)
 - Updating progress of tasks by task managers \rightarrow My Activities
 - Updating progress of tasks by resources \rightarrow My Activities
 - Pre-Conditions:
 - Projects have status "Released"
 - Updating progress of tasks by team managers → My Activities
- **D** Typically by done by the Project Manager or Task Manager on behalf of the resources:
 - Updating progress for 1 or more tasks at the same time \rightarrow via the progress tab
 - Pre-Conditions:
 - Projects have status "Released"
 - $\hfill\square$ Task by Task update of progress \rightarrow in the project



Update Task Progress Estimated Time to Complete

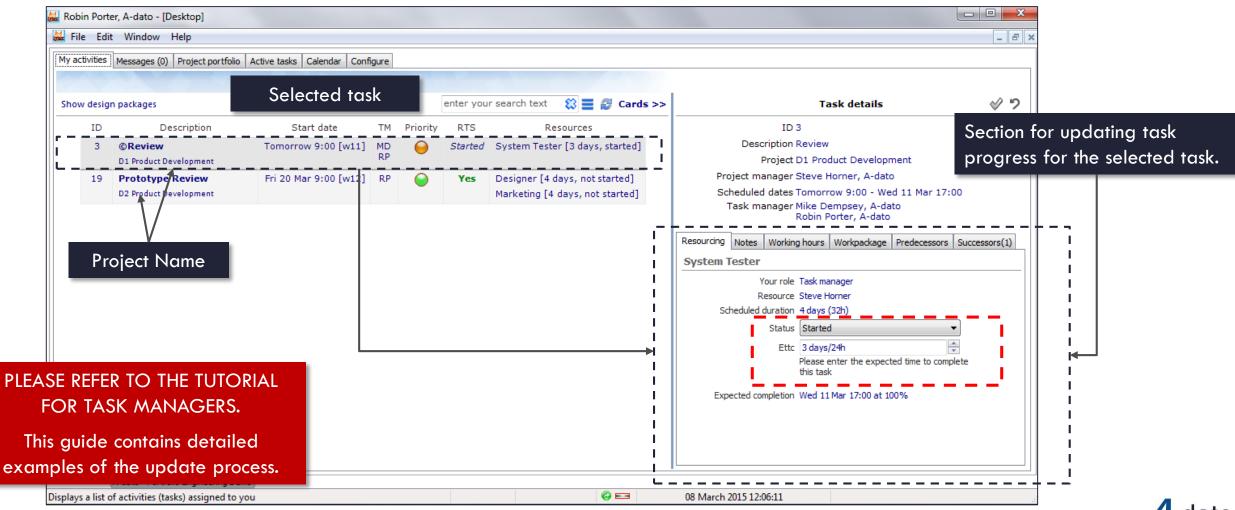
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6	©Approve design D2 Product Development	Today 9:00 [w17]		0	Started	Mike Dempsey [1,5 days, started]		Description Approve design Project D2 Product Development	
19	Prototype Review D2 Product Development	Tomorrow 13:00 [w17]	RP	0	Started	Mike Dempsey [1 day, started]		Project manager Ad Vermeulen, A-Dato Scheduled dates Today 9:00 - Tomorrow 13:00	
4	©Get Sign-off D1 Product Development	Today 9:00 [w17]		0	Yes	Project Manager [4 days, not started] Designer [4 days, not started]		Task manager Resourcing Notes Working hours Workpackage Predecessors Successors(1)	
8	©Hardware Design D1 Product Development	Tue 28 Apr 9:00 [w18]		0	No	Mike Dempsey [6 days, not started]		Mike Dempsey Your role: Resource Mike Demosey	
7	©Firmware Design D1 Product Development	Wed 6 May 9:00 [w19]	RP AD		No	Mike Dempsey [8 days, not started]		Skill Designer Resource(s) Mike Dempsey	
9	© Development Firmware D1 Product Development	Mon 18 May 9:00 [w21]		-		Product Engineer [4 days, not started]	E	Status Started 💌	
7	©Build stream 1 - part 1 D2 Product Development	Tomorrow 13:00 [w17]	RP	0	No	Product Engineer [11 days, not started]		Ettc 1,5 days/12h	
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22	©Build stream 2 D2 Product Development	Fri 8 May 13:00 [w19]		0	No	Product Engineer [10 days, not started]			
9	©Build stream 1 - part 2 D2 Product Development	Fri 22 May 13:00 [w21]		0	No	Product Engineer [10 days, not started]			
35	©Resolve issues D2 Product Development	Mon 27 Jul 13:00 [w31]		0	No	System Engineer [4 days, not started] Product Engineer [4 days, not started]			



Task by Task

Update progress of tasks by Resources or Team Manager – My Activities

A. My Activities – updating progress

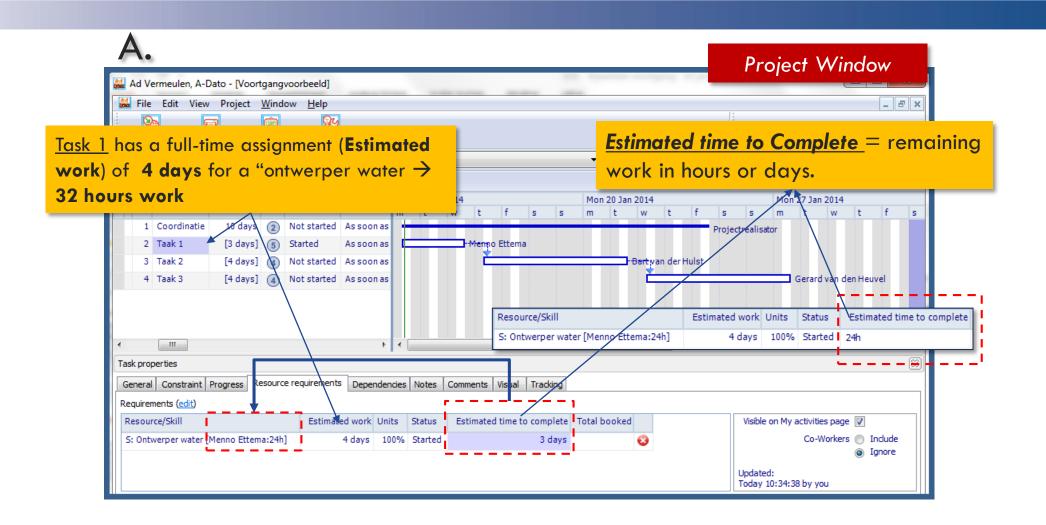




B. Update progress Task by Task

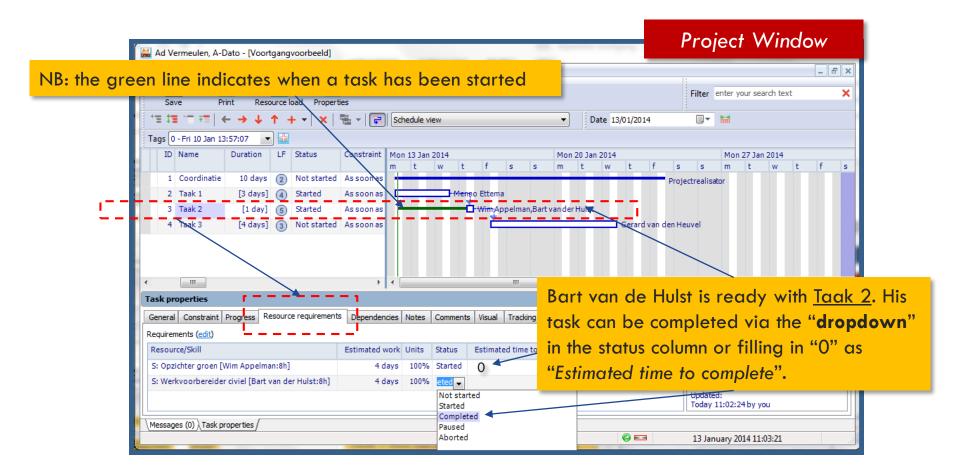
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In the project window – per resource - via "resource requirements"





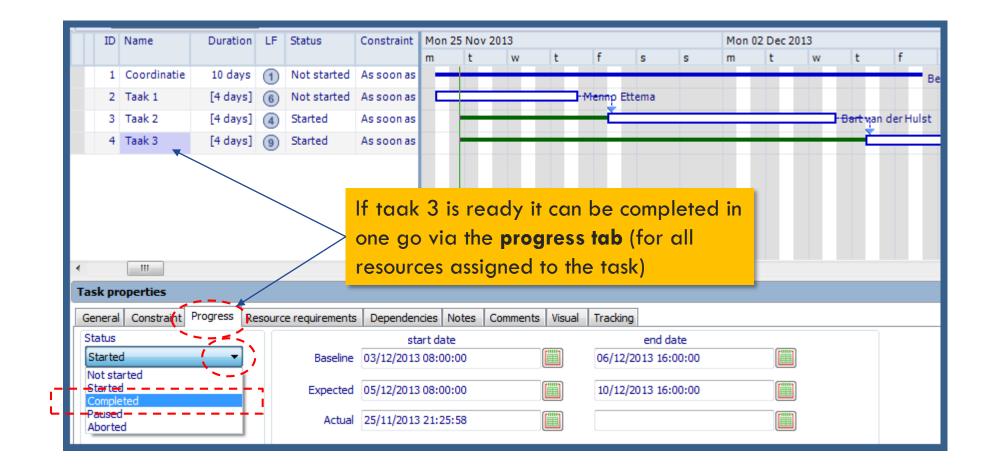
B. Completing a task





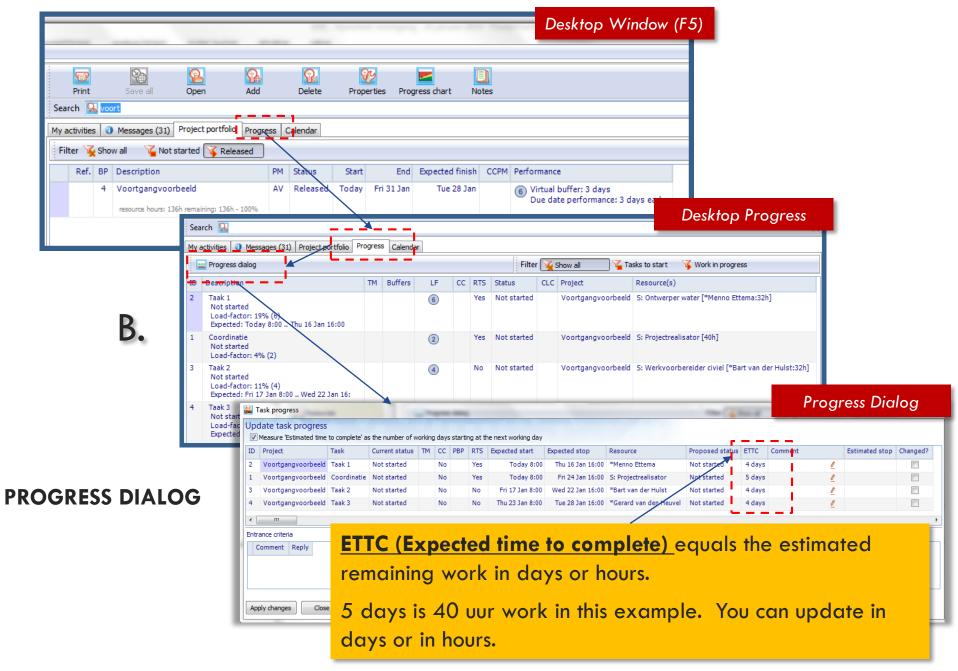
B. Completing a task

Via the Task Properties / Progress tab





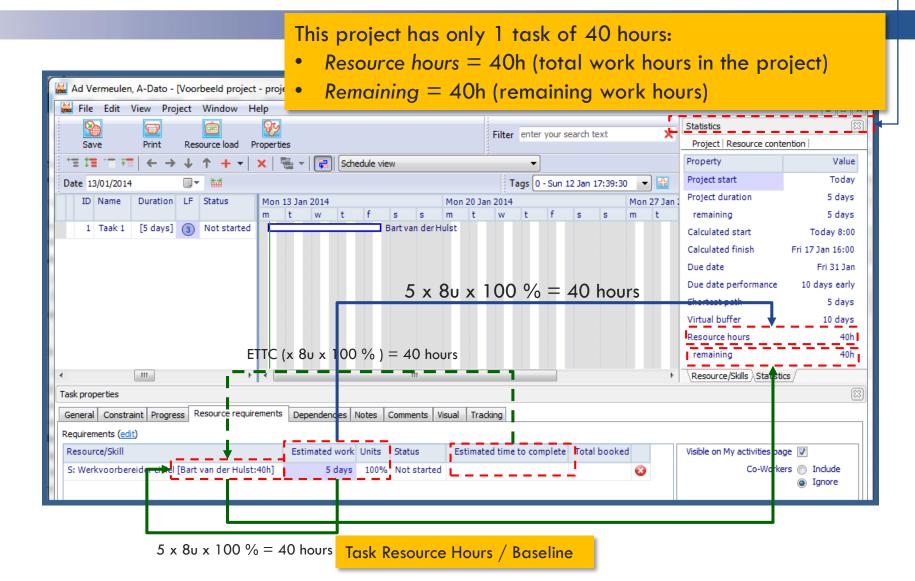
B. Update progress for 1 or more tasks at the same time for 1 or more projects



Project Statistics

Project Statistics

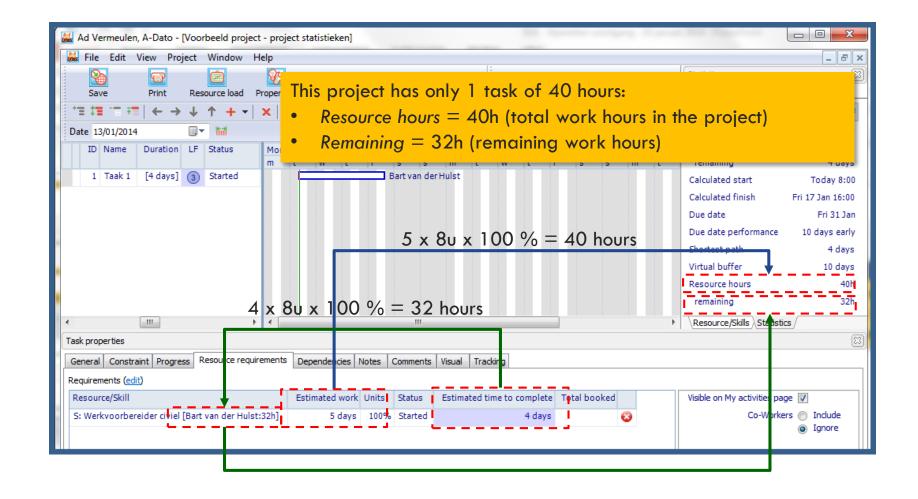
Calculation resource Hours + Remaining Workload





Progress according to plan and baseline

<u>Taak 1</u> requires in total 5 days/40 hours: 1 day (8 hours) progress achieved \rightarrow stil 4 days (32 hours) to go





Effect of 1 extra day à 8 hours

Taak 1 takes 6 days in stead of 5 days

