

MONTHLY SCHEDULE UPDATE

District 3
Production Management Office



WHAT WE WILL COVER

Provide definitions of terms

Clarify what a *Monthly Schedule Update* is

Walk through the *Monthly Schedule Update Process*

How to access ProjectSuite Enterprise Edition (PSEE)

ProjectSuite Enterprise Edition (PSEE) Demonstration Videos

Explain possible error messages

Discuss FAQ about *Monthly Schedule Updates*



IMPORTANT TERMS

Responsible Person

- An individual who is assigned ownership of an activity for a project.

Activity

- A task that must be completed in order to accomplish a project.

Expected Date

- A future date.

Actual Date

- A past date that really occurred.

In Progress

- An activity has started but not yet finished.

Data Date

- the date when the last update period was actualized

PSM

- FDOT archival / historical retention system for project schedules

Primavera

- Software used to develop and maintain project schedules



WHAT IS A MONTHLY SCHEDULE UPDATE

A monthly review & update of a project activity that:

- Has already started but not finished OR
- Expected to start in the next 30 days

The update could be:

- Proposing a new expected start and/or finish date
- Providing the actual start and/or finish date
- Requesting the removal of an activity is not applicable to a specific project
- Requesting an additional activity due to a change in the scope of a specific project
- Informing the project team about an activity's status by leaving a comment



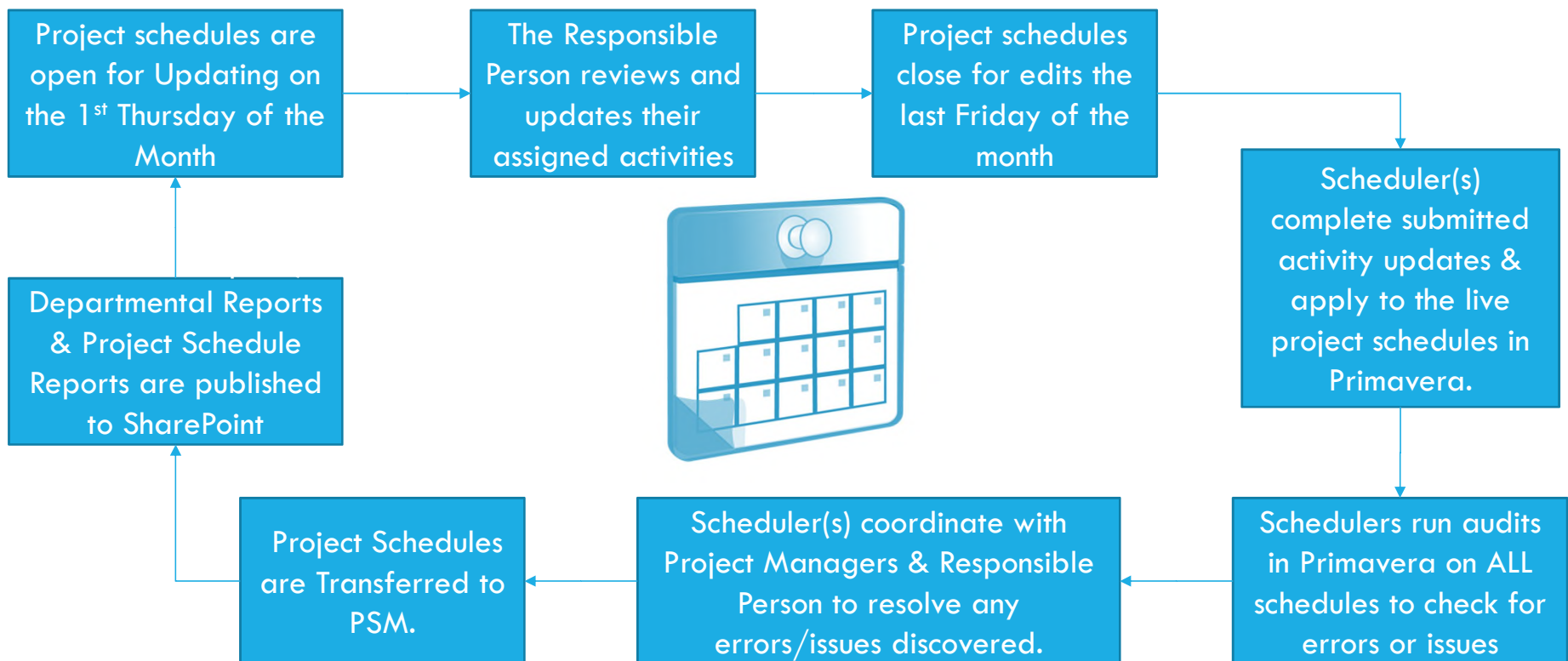
WHY IS A MONTHLY SCHEDULE UPDATE NEEDED?

This constant review and updating is needed to:

- Ensure project information provided to management and the public is accurate and up-to-date
- Verify the project is on schedule or identify the cause for a delay
- Support management in making business decisions such as advancing or deferring project funding



WHAT IS THE PROCESS FOR MONTHLY SCHEDULE UPDATES?



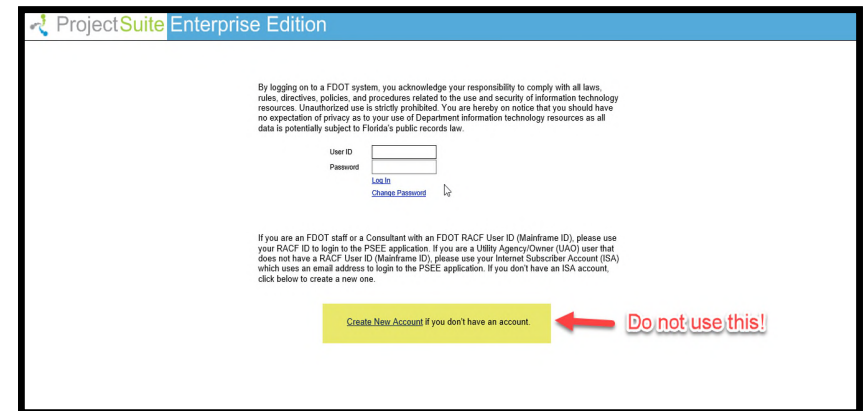
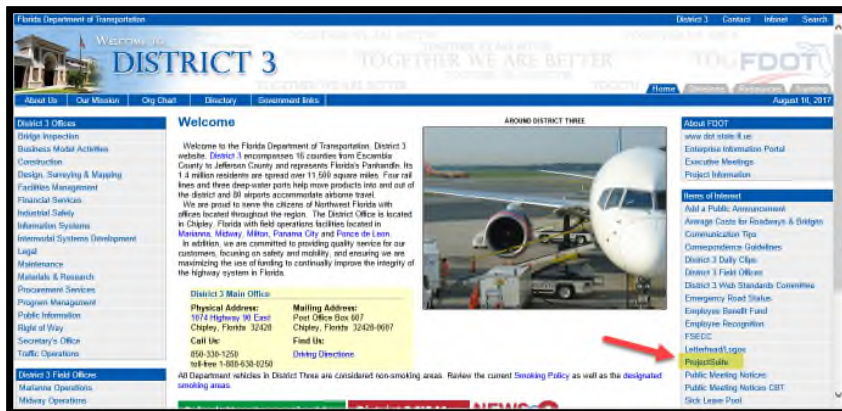
HOW TO ACCESS PROJECTSUITE ENTERPRISE EDITION (PSEE)

Internal PSEE link:

<http://fdotwp2.dot.state.fl.us/ProjectSuiteEnterpriseEdition/Pages/Home/Home.aspx>

Internet PSEE link:

<http://fdotxwp02.dot.state.fl.us/ProjectSuite/Pages/Login/LogIn.aspx>



PSEE DEMONSTRATION



GLOBAL VIEW

ProjectSuite Enterprise Edition

User: Alicia McDaniel
Work As: Self

Go To Project [] []

DASHBOARD PROJECT SEARCH MONTHLY SCHEDULE UPDATE CREATE A PROJECT MY ASSIGNMENTS RUN REPORTS WPUC PROJECT LIST UTILITIES HELP

My Dashboard

(Standard View)

Project	Local Name	Status	Letting	Construction Start	Schedule Condition	Float	Contract Class	Work Mix	County	PSEE PM	Open Statuses	Goes With
1	433569-1 SR 30 (US 98) FROM PIKE STREE...	UNDER CON.	10/25/2016		0	1	0205-SIDEWALK	GULF	Rebecca Conlon	0	N	
2	433804-1 HICKS ROAD OVER WEST PITTMAN ...	ROW ACQUI.	12/5/2016		0	1	0022-BRIDGE REPLACEMENT	HOLMES	Alicia McDaniel	1	Y	
3	433903-1 HICKS ROAD OVER WEST PITTMAN ...	ROW ACQUI.	12/5/2016		0	1	0022-BRIDGE REPLACEMENT	HOLMES	Alicia McDaniel	1	Y	
4	436271-1 SR 30 (US 98) E CHASE ST FROM...	PRE-CONST.	6/14/2016		0	7	0012-RESURFACING	ESCAMBIA	Alicia McDaniel	0	N	
5	436272-1 SR30/298 (US 98) LILLIAN HWY ...	PRE-CONST.	1/1/2016		-29	1	0012-RESURFACING	ESCAMBIA	Alicia McDaniel	1	N	
6	437202-1 CR 278 PIONEER ROAD OVER PINE...	PRE-CONST.	7/29/2020		-16	1	0022-BRIDGE REPLACEMENT	WASHINGTON	Alicia McDaniel	1	N	
7	438140-1 SR 63 (US 27) MONROE ST @ TAL...	PRE-CONST.	12/4/2019		0	1	0716-TRAFFIC SIGNALS	LEON	Alicia McDaniel	0	N	

Showing results 1 to 7 of 7

Float greater than or equal to 0 Float less than 0 and greater than or equal to -20 Float less than -20

From 1 To 7 Export Results

PROJECT VIEW

ProjectSuite Enterprise Edition

User: Alicia McDaniel
Work As: Self

Go To Project [] []

DASHBOARD PROJECT SEARCH MONTHLY SCHEDULE UPDATE CREATE A PROJECT MY ASSIGNMENTS RUN REPORTS WPUC PROJECT LIST UTILITIES HELP

Electronic Schedule Update (Click to collapse)

View Schedule By User By Requests Awaiting My Approval

Show Schedule for [Alicia McDaniel] for [District 3]

Update/Remove Activity Requests (Click to collapse)

Filter by Status: ☒ Not Started ☒ In Progress ☐ Completed Filter by Scheduled Start Date (applies to Not Started only): ☐ All ☐ Within 30 days ☐ Within 60 days ☐ Within 90 days

Show only Activities with Pending Requests: ☐

Show only Activities with Negative Float: ☐

Activity Name	Start Date	Finish Date	Orig Dur	Rem Dur	Total Float	Request Removal
433884-1 : HICKS ROAD OVER WEST PITTMAN CREEK BRIDGE NO. 524204 , County - HOLMES , PSEE Project Manager - Alicia McDaniel						
113850 PREPARE PH III (90%) DESIGN PLANS	5/23/2016	A 2/23/2017	63	40	0	
Change Request submitted by Alicia McDaniel, Currently Approved and ready to be Completed 5/23/2016 A 9/1/2017 [Cancel Request]						
115820 PREPARE PH III (90%) BRIDGE PLANS	5/23/2016	A 2/23/2017	63	40	0	
Change Request submitted by Alicia McDaniel, Currently Approved and ready to be Completed 5/23/2016 A 2/23/2017 [Cancel Request]						
303910 REVIEW PH III (90%) DESIGN PLANS	2/24/2017	3/15/2017	15	15	0	
Change Request submitted by Alicia McDaniel, Currently Approved and ready to be Completed 8/14/2017 8/14/2017 Message Here. Spell check [Cancel Request]						



POSSIBLE **RED** ERRORS THAT COULD APPEAR

Expected Finish Date CANNOT occur before Expected Start Date

- An activity cannot plan to finish before it is planned to start

Actual Finish Date CANNOT occur before Actual Start Date

- An activity cannot be finished before it has actually started.

Remaining Duration CANNOT be less than 1

- An activity must have at least 1 day remaining duration

An activity with an Actual Start Date MUST have either

- Actual Finish Date, Expected Finish Date or Remaining Duration

Expected Date CANNOT occur in the past

- Actual Dates occur in the past, future dates are Expected Dates

Actual Date CANNOT occur in the future

- Expected Dates are future dates, Actual Dates occurred in the past



FREQUENTLY ASKED QUESTIONS



Can an activity's dates be any day of the week?

- All activities duration / dates are based on a 5 day work week. Select only dates Monday thru Friday.

Can I read the comments posted by others?

- Take the time to read comments, they took the time to post them.
- Be courteous and professional, use spell check

What if an activity does not apply to this project?

- Check the box under Request Removal.
- Post why the activity should be removed under Include Comment.

What if an activity is due to start but cannot or has not started yet?

- Contact the person responsible for delaying the start of the activity.
- Post why the activity cannot start yet under Include Comment.
- Change the Start Date to an Expected Start Date, if known.

How can I see if my change request(s) have been updated into the project schedule?

- Check the project's PSEE Scheduling Module section under Completed Requests.
- Check the project's PSEE PSM Module for current project schedules



RECAP



This training will be posted in both PowerPoint and PDF format.

For internal users – District 3's Production Management's SharePoint Site

<http://d3sp.dot.state.fl.us/sites/ProgramDevelopment/ProductionManagement/SitePages/Home.aspx>

For internet users – District 3's Production Management's Webpage

<http://www.fdot.gov/designsupport/Districts/D3/default.shtm>



IMPORTANT WEB ADDRESSES

Internal PSEE:

<http://fdotwp2.dot.state.fl.us/ProjectSuiteEnterpriseEdition/Pages/Home/Home.aspx>

Internet PSEE:

<http://fdotxwp02.dot.state.fl.us/ProjectSuite/Pages/Login/LogIn.aspx>

District 3's Homepage:

<http://dotsd3cpweb01.d3.dot.state.fl.us/>

District 3's Production Management's Webpage:

<http://www.fdot.gov/designsupport/Districts/D3/default.shtm>

Production Management SharePoint:

<http://d3sp.dot.state.fl.us/sites/ProgramDevelopment/ProductionManagement/SitePages/Home.aspx>



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