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 that 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?

Project schedules are open for Updating on the 1st Thursday of the Month

The Responsible Person reviews and updates their assigned activities

Project schedules close for edits the last Friday of the month

Scheduler(s) complete submitted activity updates & apply to the live project schedules in Primavera

Scheduler(s) run audits in Primavera on ALL schedules to check for errors or issues

Scheduler(s) coordinate with Project Managers & Responsible Person to resolve any errors/issues discovered.

Project Schedules are Transferred to PSM.

Production Reports, Departmental Reports & Project Schedule Reports are published to SharePoint.
HOW TO ACCESS PROJECTSUITE ENTERPRISE EDITION (PSEE)

Internal PSEE link: http://fdotwp2.dot.state.fl.us/ProjectSuiteEnterprise/Pages/Home/Home.aspx

Internet PSEE link: http://fdotxwp02.dot.state.fl.us/ProjectSuite/Pages/Login/LogIn.aspx

PSEE DEMONSTRATION

GLOBAL VIEW

PROJECT VIEW

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 Comments.

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

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://d3.dot.state.fl.us/

District 3’s Production Management’s Webpage:

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