

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



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|--|---|
| <p>Responsible Person</p> <ul style="list-style-type: none"> An individual who is assigned ownership of an activity for a project. | <p>In Progress</p> <ul style="list-style-type: none"> An activity has started but not yet finished. |
| <p>Activity</p> <ul style="list-style-type: none"> A task that must be completed in order to accomplish a project. | <p>Data Date</p> <ul style="list-style-type: none"> the date when the last update period was actualized |
| <p>Expected Date</p> <ul style="list-style-type: none"> A future date. | <p>PSM</p> <ul style="list-style-type: none"> FDOT archival / historical retention system for project schedules |
| <p>Actual Date</p> <ul style="list-style-type: none"> A past date that really occurred. | <p>Primavera</p> <ul style="list-style-type: none"> 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

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WHY IS A MONTHLY SCHEDULE UPDATE NEEDED?

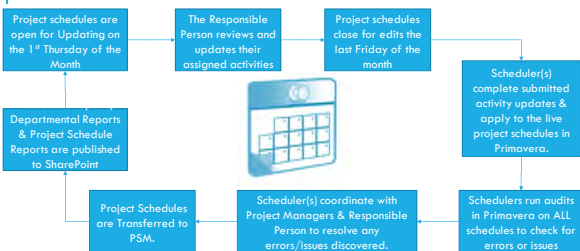
This constant review and updating is needed to:

- 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



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WHAT IS THE PROCESS FOR MONTHLY SCHEDULE UPDATES?




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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>



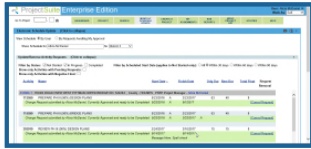



PSEE DEMONSTRATION

GLOBAL VIEW



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 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

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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>

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IMPORTANT WEB ADDRESSES

Internal PSEE:

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

Internet PSEE:

<http://fdotx.wp02.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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