

# **Project Management**



### (IENG<u>419)</u>



Fall:2020-2021

#### **Research Assistants:**

Ehsan Shakeri, Negar Akbarzadeh and Behzad Sanaei

# Chapter <u>6</u>

**Tracking Progress of Task** 

We learn in this chapter:

- ✓ Set Baseline
- ✓ Register Progress of TASK

Register Completion of TASK

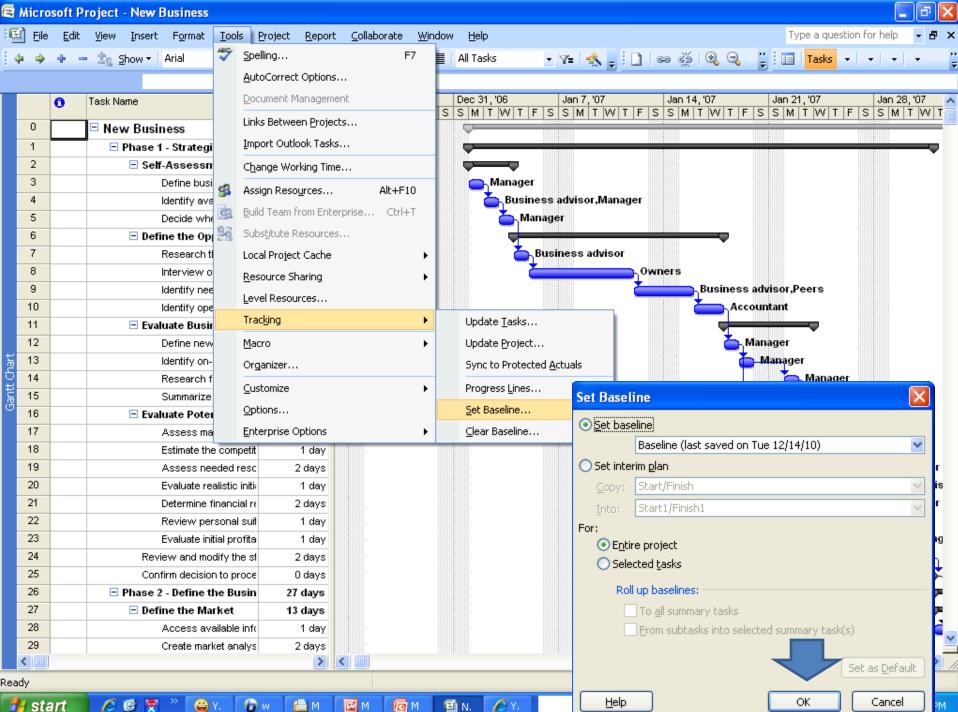
Input Actual Values (Start, Finish, Duration)

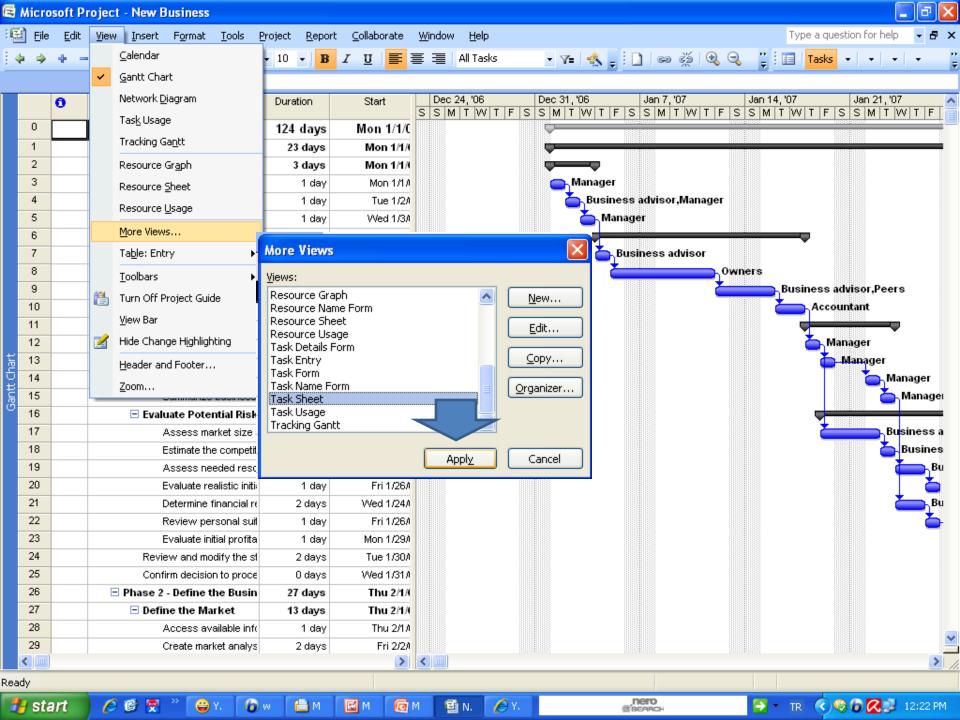
#### **Set Baseline:**

Task Fields	Resource Fields	Assignment Fields				
Start	Work and time phased work	Start				
Finish	Cost and time phased cost	Finish				
Duration		Work and time phased work				
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# **time phased**: when tasks and recourses assign as an over time.

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	1		🖃 Phase 1 - Strategic Plan	23 days	Mon 1/1/07	Wed 1/31/07		
	2		Self-Assessment	3 days	Mon 1/1/07	Wed 1/3/07		
	3		Define business visio	1 day	Mon 1/1/07	Mon 1/1/07		Manager
	4		ldentify available skill	1 day	Tue 1/2/07	Tue 1/2/07	3	Business advisor,Ma
	5		Decide whether to pr	1 day	Wed 1/3/07	Wed 1/3/07	4	Manager
	6		Define the Opportunity	10 days	Thu 1/4/07	Wed 1/17/07		
	7		Research the market	1 day	Thu 1/4/07	Thu 1/4/07	5	Business advisor
	8		Interview owners of	5 days	Fri 1/5/07	Thu 1/11/07	7	Owners
	9		Identify needed reso	2 days	Fri 1/12/07	Mon 1/15/07	8	Business advisor,Pe
	10		Identify operating cos	2 days	Tue 1/16/07	Wed 1/17/07	9	Accountant
	11		🖃 Evaluate Business App	4 days	Thu 1/18/07	Tue 1/23/07		
	12		Define new entity rec	1 day	Thu 1/18/07	Thu 1/18/07	10	Manager
	13		Identify on-going bus	1 day	Fri 1/19/07	Fri 1/19/07	12	Manager
₿ E	14		Research franchise j	1 day	Mon 1/22/07	Mon 1/22/07	13	Manager
	15		Summarize business	1 day	Tue 1/23/07	Tue 1/23/07	14	Manager
2	16		🖃 Evaluate Potential Risk	7 days	Fri 1/19/07	Mon 1/29/07		
	17		Assess market size :	2 days	Fri 1/19/07	Mon 1/22/07	12	Business advisor
	18		Estimate the competit	1 day	Tue 1/23/07	Tue 1/23/07	17	Business advisor
	19		Assess needed resc	2 days	VVed 1/24/07	Thu 1/25/07	18	Business advisor
	20		Evaluate realistic initi:	1 day	Fri 1/26/07	Fri 1/26/07	19	Business advisor
	21		Determine financial re	2 days	VVed 1/24/07	Thu 1/25/07	15	Business advisor
	22		Review personal suil	1 day	Fri 1/26/07	Fri 1/26/07	21	Manager
	23		Evaluate initial profita	1 day	Mon 1/29/07	Mon 1/29/07	22	Manager
	24		Review and modify the st	2 days	Tue 1/30/07	Wed 1/31/07	23	
	25		Confirm decision to proce	0 days	Wed 1/31/07	Wed 1/31/07	24	
	26		🖃 Phase 2 - Define the Busin	27 days	Thu 2/1/07	Fri 3/9/07		
	27		Define the Market	13 days	Thu 2/1/07	Mon 2/19/07		
	28		Access available info	1 day	Thu 2/1/07	Thu 2/1/07	25	Business advisor
	29		Create market analys	2 days	Fri 2/2/07	Mon 2/5/07	28	Business advisor
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	28			Access available info	1 day		12/1/07	Thu 2/1/07		Business advisor					
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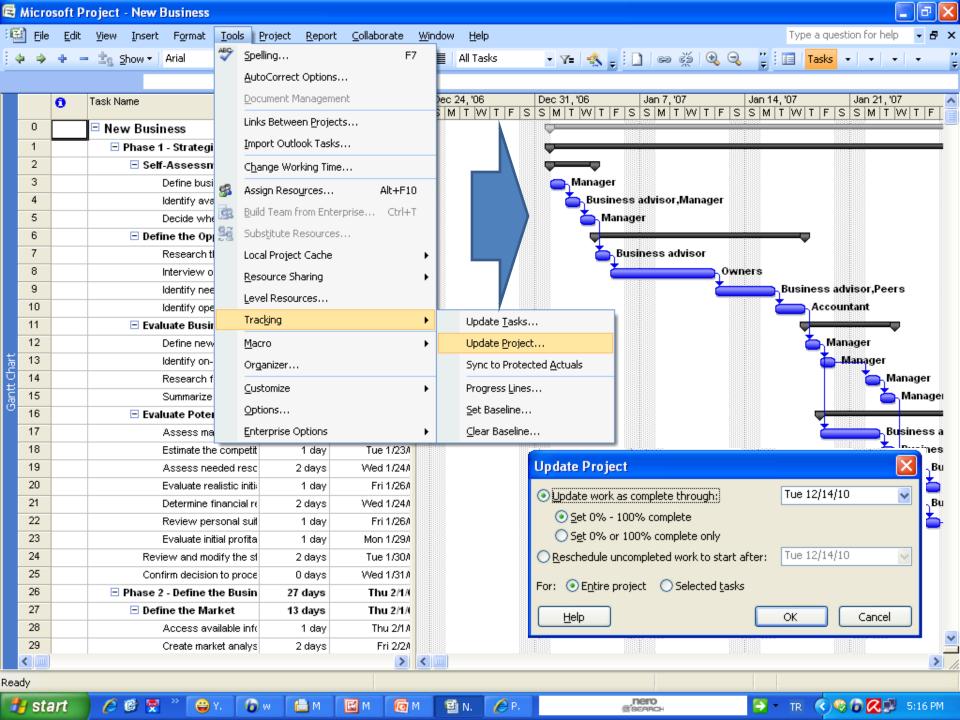
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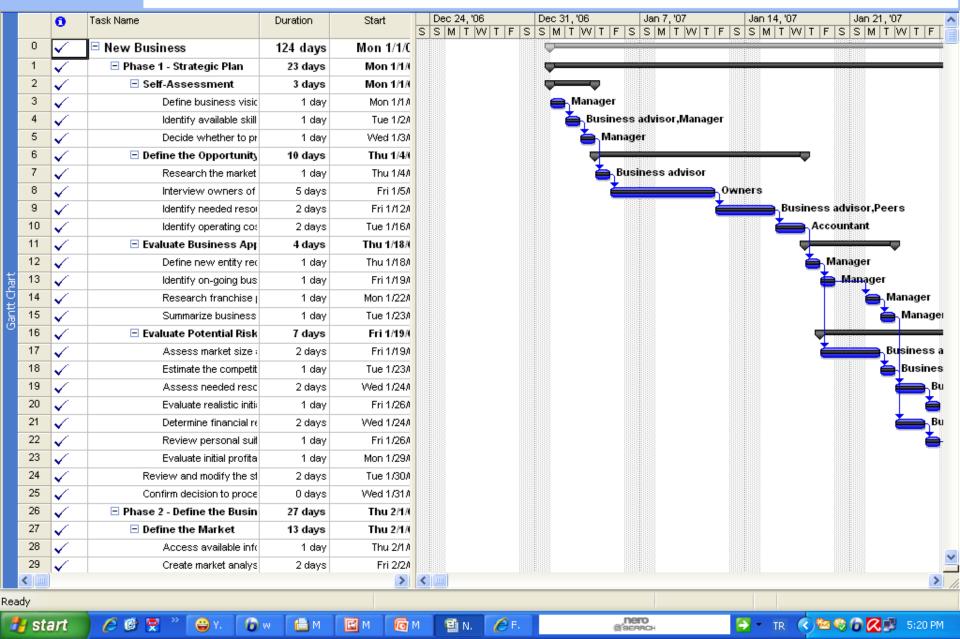
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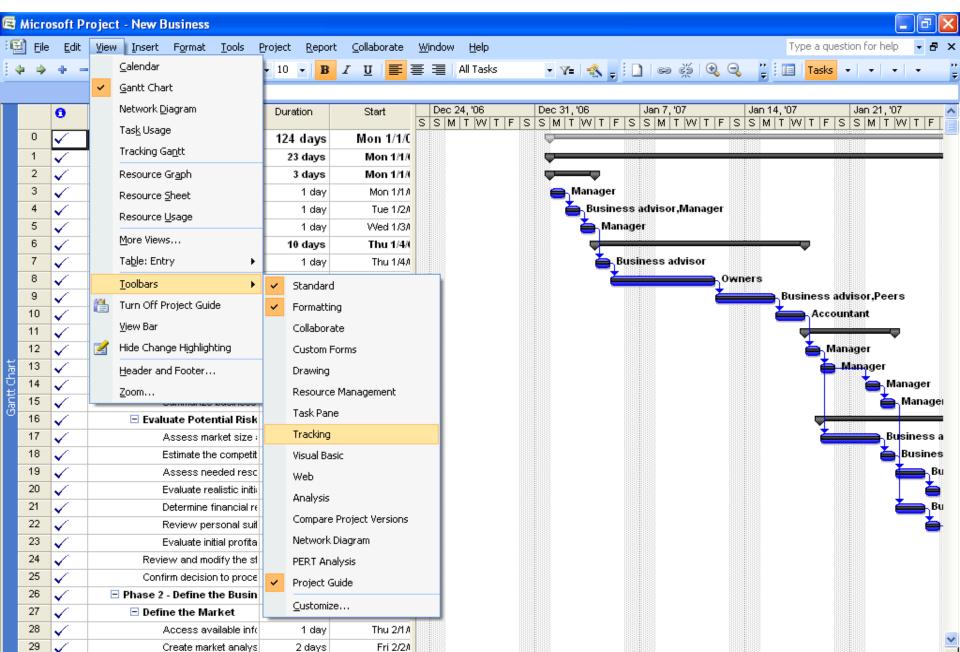
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Research franchise |

Summarize business

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Phase 2 - Define the Busin

Define the Market

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🖃 Evaluate Business App

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Define general working times

List the tasks in the project

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Organize tasks into phases

Schedule tasks

Link to or attach more task information

Add columns of custom information

Set deadlines and constrain tasks

Identify risks to the project

Add documents to the project

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Ready

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⊙ Always track by	6	Define the Opportunity	-									
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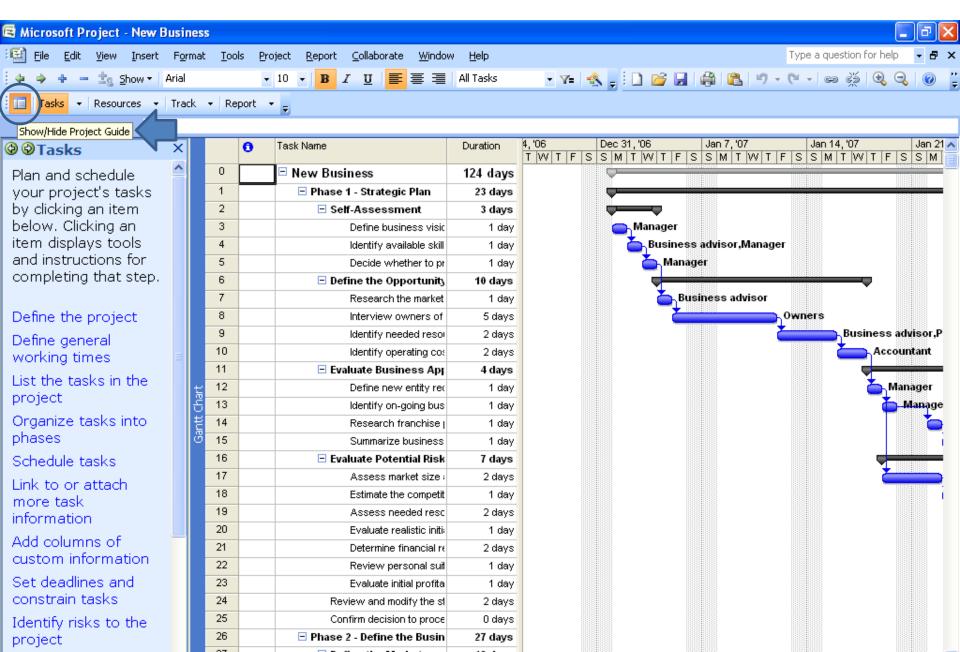
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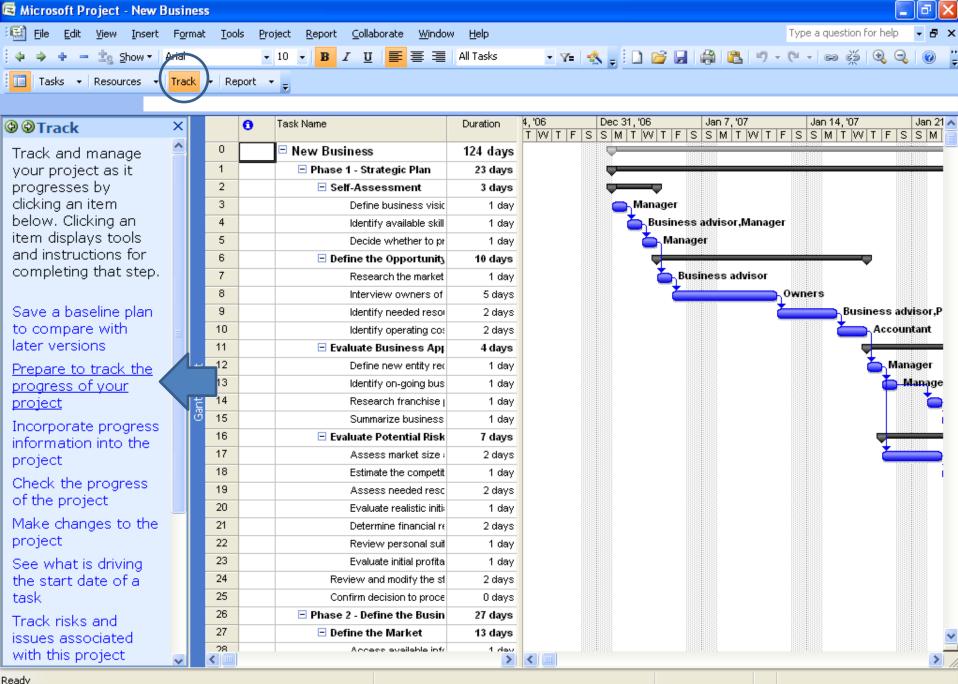
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Evaluate Business Approach

Define new entity requirements

Research franchise possibilities

Summarize business approach

Evaluate Potential Risks and Rewards

Assess market size and stability

Assess needed resource availability

Evaluate realistic initial market share

Determine financial requirements

Review personal suitability

Evaluate initial profitability

Confirm decision to proceed

Define the Market

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Review and modify the strategic plan

Phase 2 - Define the Business Opportunity

Access available information

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Estimate the competition

Identify on-going business purchase opportunities

- Incorporate progress information into the project
- Check the progress of the project
- Make changes to the project
- See what is driving the start date of a task

Track risks and issues associated with this project

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	Task Name	Work	Actual Work	Remaining Work	Duration	Start	Finish	Resou	0 <b>^</b> W
0	New Business	1,388 hrs	4 hrs	1,384 hrs	126.5 days	Wed 12/15/10	Thu 6/9/11		
1	🖃 Phase 1 - Strategic Plan	260 hrs	4 hrs	256 hrs	25.5 days	Wed 12/15/10	Wed 1/19/11		
2	Self-Assessment	52 hrs	4 hrs	48 hrs	5.5 days	Wed 12/15/10	Wed 12/22/10		
3	Define business vision	28 hrs	4 hrs	24 hrs	3.5 days	Wed 12/15/10	Mon 12/20/10	Manager	
4	Identify available skills, information and support	16 hrs	0 hrs	16 hrs	1 day 🛟	Mon 12/20/10	Tue 12/21/10	Business advisor,Mai	
5	Decide whether to proceed	8 hrs	0 hrs	8 hrs	1 day	Tue 12/21/10	Wed 12/22/10	Manager	
6	Define the Opportunity	96 hrs	0 hrs	96 hrs	10 days	Wed 12/22/10	Wed 1/5/11		
7	Research the market and competition	8 hrs	0 hrs	8 hrs	1 day	Wed 12/22/10	Thu 12/23/10	Business advisor	
8	Interview owners of similar businesses	40 hrs	0 hrs	40 hrs	5 days	Thu 12/23/10	Thu 12/30/10	Owners	
<mark>،</mark> 9	Identify needed resources	32 hrs	0 hrs	32 hrs	2 days	Thu 12/30/10	Mon 1/3/11	Business advisor,Pee	
10 10 11	Identify operating cost elements	16 hrs	0 hrs	16 hrs	2 days	Mon 1/3/11	VVed 1/5/11	Accountant	
	Evaluate Business Approach	32 hrs	0 hrs	32 hrs	4 days	Wed 1/5/11	Tue 1/11/11		
U0151 13	Define new entity requirements	8 hrs	0 hrs	8 hrs	1 day	Wed 1/5/11	Thu 1/6/11	Manager	
5 13	Identify on-going business purchase opportunities	8 hrs	0 hrs	8 hrs	1 day	Thu 1/6/11	Fri 1/7/11	Manager	
<u>ii</u> 14	Research franchise possibilities	8 hrs	0 hrs	8 hrs	1 day	Fri 1/7/11	Mon 1/10/11	Manager	
jj 15	Summarize business approach	8 hrs	0 hrs	8 hrs	1 day	Mon 1/10/11	Tue 1/11/11	Manager	
14 15 16	Evaluate Potential Risks and Rewards	80 hrs	0 hrs	80 hrs	7 days	Thu 1/6/11	Mon 1/17/11		
	Assess market size and stability	16 hrs	0 hrs	16 hrs	2 days	Thu 1/6/11	Mon 1/10/11	Business advisor	
<del>م</del> 18	Estimate the competition	8 hrs	0 hrs	8 hrs	1 day	Mon 1/10/11	Tue 1/11/11	Business advisor	
19	Assess needed resource availability	16 hrs	0 hrs	16 hrs	2 days	Tue 1/11/11	Thu 1/13/11	Business advisor	
20	Evaluate realistic initial market share	8 hrs	0 hrs	8 hrs	1 day	Thu 1/13/11	Fri 1/14/11	Business advisor	
21	Determine financial requirements	16 hrs	0 hrs	16 hrs	2 days	Tue 1/11/11	Thu 1/13/11	Business advisor	
22	Review personal suitability	8 hrs	0 hrs	8 hrs	1 day	Thu 1/13/11	Fri 1/14/11	Manager	
23	Evaluate initial profitability	8 hrs	0 hrs	8 hrs	1 day	Fri 1/14/11	Mon 1/17/11	Manager	
24	Review and modify the strategic plan	0 hrs	0 hrs	0 hrs	2 days	Mon 1/17/11	Wed 1/19/11		
25	Confirm decision to proceed	0 hrs	0 hrs	0 hrs	0 days	VVed 1/19/11	Wed 1/19/11		
26	Phase 2 - Define the Business Opportunity	208 hrs	0 hrs	208 hrs	27 days	Wed 1/19/11	Fri 2/25/11		
27	Define the Market	104 hrs	0 hrs	104 hrs	13 days	Wed 1/19/11	Mon 2/7/11		~
28	Access evailable information	8 hre	0 bre	8 hrs	1 deu	Mon 1 MON1	Thu 1/20/04	Rusiness advisor	38

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	0	New Business		Import Outlook Tasks		4 hrs	1,384 hrs	126.5 days	Wed 12/15/10	Thu 6/9/11		Ë
	1	🖃 Phase 1 - Strategic Plan		C <u>h</u> ange Working Time		4 hrs	256 hrs	25.5 days	Wed 12/15/10	Wed 1/19/11		
	2	Self-Assessment	5	Assign Resources	Alt+F10	4 hrs	48 hrs	5.5 days	Wed 12/15/10	Wed 12/22/10		
	3	Define business visio	20	Build Team from Enterpr	ise Ctrl+T	4 hrs	24 hrs	3.5 days	Wed 12/15/10	Mon 12/20/10	Manager	
	4	ldentify available skill	83	Substitute Resources		0 hrs	16 hrs	1 day	Mon 12/20/10	Tue 12/21/10	Business advisor,Mai	
	5	Decide whether to p	28	-		0 hrs	8 hrs	1 day	Tue 12/21/10	Wed 12/22/10	Manager	
	6	🖃 Define the Opportunity		Local Project Cache		0 hrs	96 hrs	10 days	Wed 12/22/10	Wed 1/5/11		
	7	Research the market		<u>R</u> esource Sharing		O hrs	8 hrs	1 day	Wed 12/22/10	Thu 12/23/10	Business advisor	
	8	Interview owners of		Level Resources		0 hrs	40 hrs	5 days	Thu 12/23/10	Thu 12/30/10	Owners	
p	9	Identify needed reso		Tracking		Upda	ate <u>T</u> asks	2 days	Thu 12/30/10		Business advisor,Pee	
tracking	10	Identify operating co		Macro			ate <u>P</u> roject	2 days	Mon 1/3/11		Accountant	
	11	🖃 Evaluate Business Apj		-				4 days	Wed 1/5/11	Tue 1/11/11		
Custom	12	Define new entity re		Organizer		Sync	to Protected <u>A</u> ctua	rooy	Wed 1/5/11	Thu 1/6/11	-	
S	13	Identify on-going bus		<u>C</u> ustomize		Prog	ress <u>L</u> ines	1 day	Thu 1/6/11		Manager	
ë	14	Research franchise		Options		<u>S</u> et B	Baseline	1 day	Fri 1/7/11	Mon 1/10/11		
ct Guide:	15	Summarize business		Enterprise Options		▶ <u>C</u> lear	r Baseline	1 day	Mon 1/10/11	Tue 1/11/11	-	
<u> </u>	16 17	Evaluate Potential Risk		4 - 1- 324	4C hun	Q hun	4C hurs	7 days	Thu 1/6/11	Mon 1/17/11	Dusing a subvision	
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	22	Review personal suit			8 hrs	0 hrs						
	23	Evaluate initial profita		r	8 hrs	0 hrs	Actual		Curre	nt		
	24	Review and modify the st	rateg	jic plan	0 hrs	0 hrs	<u>Start:</u> NA		Start	: Thu 1/13/11		
	25	Confirm decision to proce	ed		0 hrs	0 hrs	Einish: NA		V Finish	n: Fri 1/14/11		
	26	🖃 Phase 2 - Define the Busin	ess	Opportunity	208 hrs	0 hrs						
	27	Define the Market			104 hrs	0 hrs	Help		Notes	ОК	Cancel	~
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3			Resource <u>U</u> sage	$\square$	28 hrs	4 hrs	s	24 hrs	3.5 days	Wed 12/15/10	Mon 12/20/10	Manager	
4			More Views		16 hrs	0 hrs	s	16 hrs	1 day	Mon 12/20/10	Tue 12/21/10	Business advisor,Mai	
5			-		8 hrs	0 hrs	s	8 hrs	1 day	Tue 12/21/10	Wed 12/22/10	Manager	
6			Table: Project Guide: Custom tracking table 🕨		96 hrs	0 hrs	3	96 hrs	10 days	Wed 12/22/10	Wed 1/5/11		
7			Toolbars	~	Standard			8 hrs	1 day	Wed 12/22/10	Thu 12/23/10	Business advisor	
8		🎁 Tur	Turn Off Project Guide	~	Formatting		40 hrs	5 days	Thu 12/23/10	Thu 12/30/10	Owners		
<mark>ي</mark> 9			View Bar		Collaborate			32 hrs	2 days	Thu 12/30/10	Mon 1/3/11	Business advisor,Pee	
ي ع		-					16 hrs	2 days	Mon 1/3/11	Wed 1/5/11	Accountant		
ğ 11		Hide Change Highlighting			Custom Forms			32 hrs	4 days	Wed 1/5/11	Tue 1/11/11		
g 12		Header and Footer		Drawing			8 hrs	1 day	Wed 1/5/11	Thu 1/6/11	Manager		
13 IS			<u>Z</u> oom		Resource Management			8 hrs	1 day	Thu 1/6/11	Fri 1/7/11	Manager	
<u>ai</u> 14		Research franchise possibilities Summarize business approach <b>Evaluate Potential Risks and Rewards</b>			Task Pane			8 hrs	1 day	Fri 1/7/11	Mon 1/10/11	Manager	
9jg 15					Tracking			8 hrs	1 day	Mon 1/10/11	Tue 1/11/11	Manager	
16	F				Visual Basic			96 hrs	8 days	Thu 1/6/11	Tue 1/18/11		
ju 17			Assess market size and stability		visuai Basic Web Analysis			16 hrs	2 days	Thu 1/6/11	Mon 1/10/11	Business advisor	
<u>а</u> 18			Estimate the competition					8 hrs	1 day	Mon 1/10/11		Business advisor	
19			Assess needed resource availability					16 hrs	2 days	Tue 1/11/11	Thu 1/13/11	Business advisor	
20		_	Evaluate realistic initial market share	Compare Project Versions			24 hrs	3 days	Thu 1/13/11	Tue 1/18/11	Business advisor		
21		Determine financial requirements Review personal suitability Evaluate initial profitability Review and modify the strategic plan			Network Diagram			16 hrs	2 days	Tue 1/11/11	Thu 1/13/11	Business advisor	
22					PERT Analysis Project Guide			8 hrs	1 day	Thu 1/13/11	Fri 1/14/11	Manager	
23								8 hrs	1 day	Fri 1/14/11	Mon 1/17/11	Manager	
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26	🖃 Pł	nase	2 - Define the Business Opportunity	-	200 111 5	v ni s	<b>,</b>	208 hrs	27 days	Wed 1/19/11	Fri 2/25/11		
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_	Research the market and competition											
		Task Name	Work	Actual Work	Remaining Work	Duration	Start	Finish	Re	2, 40 T   W   T   F	Dec 🔨 S S M	
	0	New Business	1,388 hrs	4 hrs	1,384 hrs	126.5 days	Wed 12/15/10	Thu 6/9/11				
	1	🖃 Phase 1 - Strategic Plan	260 hrs	4 hrs	256 hrs	25.5 days	Wed 12/15/10	Wed 1/19/11				
	2	Self-Assessment	52 hrs	4 hrs	48 hrs	5.5 days	Wed 12/15/10	Wed 12/22/10		• <b></b>		
	3	Define business vision	28 hrs	4 hrs	24 hrs	3.5 days	Wed 12/15/10	Mon 12/20/10	Manager	%		
	4	Identify available skills, information $\boldsymbol{\epsilon}$	16 hrs	0 hrs	16 hrs	1 day	Mon 12/20/10	Tue 12/21/10	Business advisor		0%	
	5	Decide whether to proceed	8 hrs	0 hrs	8 hrs	1 day	Tue 12/21/10	Wed 12/22/10	Manager		0,	
	6	Define the Opportunity	96 hrs	0 hrs	96 hrs	10 days	Wed 12/22/10	Wed 1/5/11				
	7	Research the market and competitio	8 hrs	0 hrs	8 hrs	1 day	Wed 12/22/10	Thu 12/23/10	Business advisor			
_	8	Interview owners of similar busines	40 hrs	0 hrs	40 hrs	5 days	Thu 12/23/10	Thu 12/30/10	Owners			
king	9	Identify needed resources	32 hrs	0 hrs	32 hrs	2 days	Thu 12/30/10	Mon 1/3/11	Business advisor			
tracking	10	Identify operating cost elements	16 hrs	0 hrs	16 hrs	2 days	Mon 1/3/11		Accountant			
Ę	11	🖃 Evaluate Business Approach	32 hrs	0 hrs	32 hrs	4 days	Wed 1/5/11	Tue 1/11/11				
Cust	12	Define new entity requirements	8 hrs	0 hrs	8 hrs	1 day	Wed 1/5/11	Thu 1/6/11	Manager			
	13	Identify on-going business purchase	8 hrs	0 hrs	8 hrs	1 day	Thu 1/6/11	Fri 1/7/11	Manager			
Guide:	14	Research franchise possibilities	8 hrs	0 hrs	8 hrs	1 day	Fri 1/7/11	Mon 1/10/11	Manager			
0 H	15	Summarize business approach	8 hrs	0 hrs	8 hrs	1 day	Mon 1/10/11	Tue 1/11/11	_			
Ю.	16	Evaluate Potential Risks and Reward	80 hrs	0 hrs	80 hrs	7 days	Thu 1/6/11	Mon 1/17/11				
à	17	Assess market size and stability	16 hrs	0 hrs	16 hrs	2 days	Thu 1/6/11		Business advisor			
	18	Estimate the competition	8 hrs	0 hrs	8 hrs	1 day	Mon 1/10/11		Business advisor			
	19	Assess needed resource availability	16 hrs	0 hrs	16 hrs	2 days	Tue 1/11/11		Business advisor			
	20	Evaluate realistic initial market share	8 hrs	0 hrs	8 hrs	1 day	Thu 1/13/11		Business advisor			
	21	Determine financial requirements	16 hrs	0 hrs	16 hrs	2 days	Tue 1/11/11		Business advisor			
	22	Review personal suitability	8 hrs	0 hrs	8 hrs	1 day	Thu 1/13/11	Fri 1/14/11	_			
	23	Evaluate initial profitability	8 hrs	0 hrs	8 hrs	1 day	Fri 1/14/11	Mon 1/17/11				
	24	Review and modify the strategic plan	0 hrs	0 hrs	0 hrs	2 days	Mon 1/17/11	VVed 1/19/11				
	25	Confirm decision to proceed	0 hrs	0 hrs	0 hrs	0 days	Wed 1/19/11	VVed 1/19/11				
	26	Phase 2 - Define the Business Opporture	208 hrs	0 hrs	208 hrs	27 days	Wed 1/19/11	Fri 2/25/11				
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