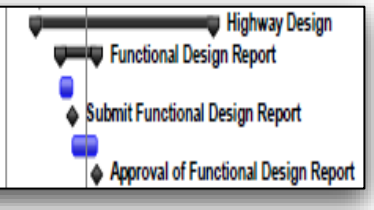
# Design Schedules

## USER GROUP – **TIPS**

| | | | | | | |
|---|---|---|---|---|---|---|
| HWY | 12 | Highway Design | 5/26/17 | 10/20/19 | 878d | |
| HWY.200 | 13 | Functional Design Report | 9/25/17 | 3/23/18 | 180d | |
| HWY.200.010 | 14 | Prepare Functional Design Report | 9/25/17 | 11/23/17 | 60d | |
| HWY.200.020 | 15 | Submit Functional Design Report | 11/23/17 | 11/23/17 | 0d | |
| HWY.200.030 | 16 | Review Functional Design Report | 11/24/17 | 3/23/18 | 120d | |
| HWY.200.040 | 17 | Approval of Functional Design Report | 3/23/18 | 3/23/18 | 0d | |



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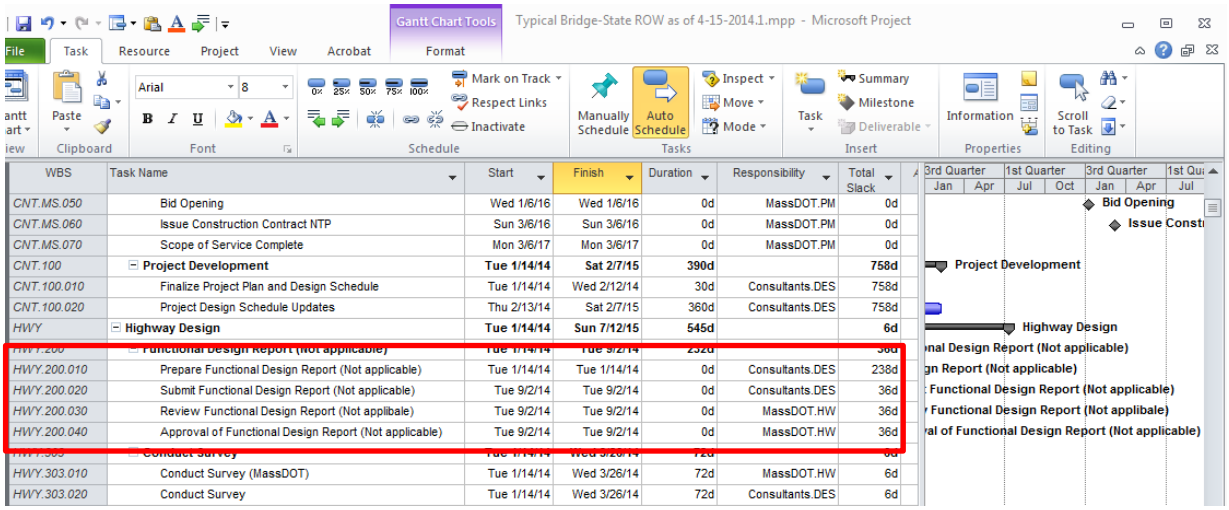
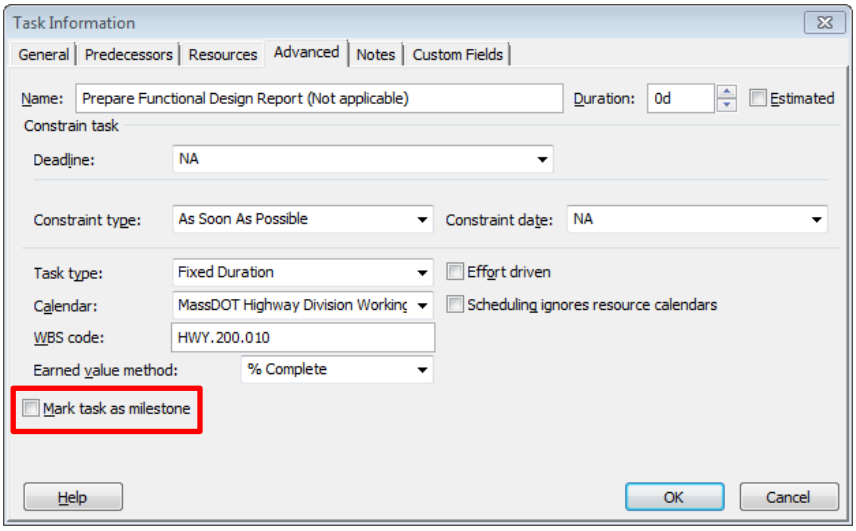
## 1. What to do with non-applicable tasks

Tasks should not be deleted. For the tasks that are not applicable to your project, enter zero duration and add the note “Not Applicable” in the Description as shown below. Also, if a non-applicable task has an associated relationship with a lag than the lag duration should be removed (set to zero).




In order to avoid zero duration tasks becoming Milestones, you should follow the next steps:

- Double-click on the non-applicable task
- Go to the *Advanced* Tab
- Uncheck the “Mark Task as Milestone” checkbox
- Click OK



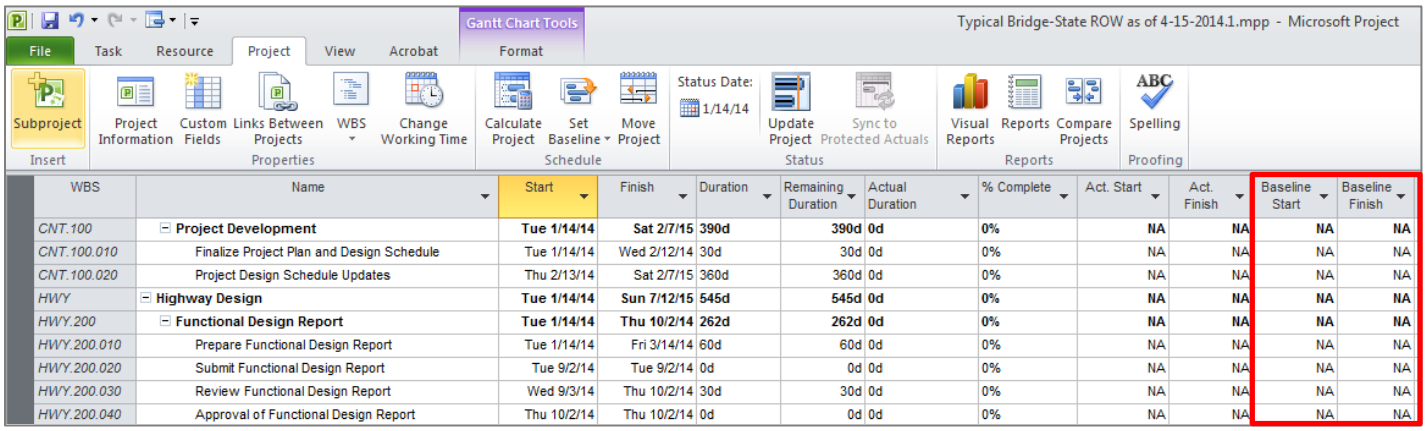
## 2. How to Update the Schedule

The easiest and most efficient method to update the schedule is by using the **UD PDS Schedule** View. The following fields are shown on this custom table:

| | | |
|---|---|---|
| WBS (Work Breakdown Structure) | Remaining Duration | Actual Finish |
| Name | Responsibility | Baseline Start |
| Start | Slack (a.k.a. schedule float/criticality) | Baseline Finish |
| Finish | Actual Start | |

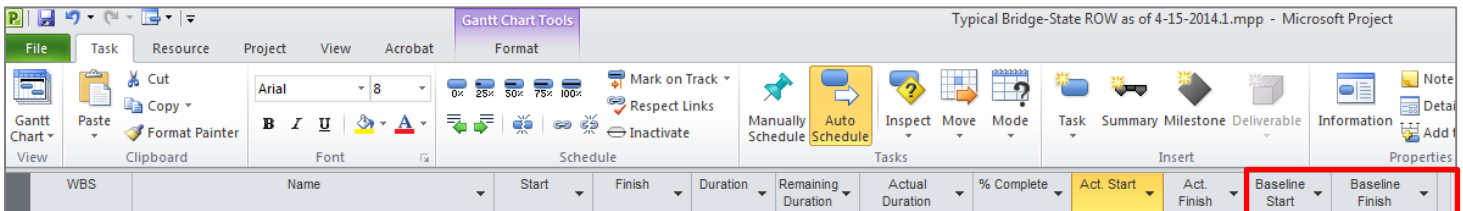
While updating the schedule, you may find it useful to insert more fields such as ***Duration, Actual Duration*** *and* ***% Complete*****.**

As shown below, before the Baseline is set the Schedule shows "NA" in the Baseline Start and Baseline Finish fields.




| WBS | Name | Start | Finish | Duration | Remaining Duration | Actual Duration | % Complete | Act. Start | Act. Finish | Baseline Start | Baseline Finish |
|---|---|---|---|---|---|---|---|---|---|---|---|
| CNT.100 | **Project Development** | **Tue 1/14/14** | **Sat 2/7/15** | **390d** | **390d** | **0d** | **0%** | **NA** | **NA** | **NA** | **NA** |
| CNT.100.010 | Finalize Project Plan and Design Schedule | Tue 1/14/14 | Wed 2/12/14 | 30d | 30d | 0d | 0% | NA | NA | NA | NA |
| CNT.100.020 | Project Design Schedule Updates | Thu 2/13/14 | Sat 2/7/15 | 360d | 360d | 0d | 0% | NA | NA | NA | NA |
| HWY | **Highway Design** | **Tue 1/14/14** | **Sun 7/12/15** | **545d** | **545d** | **0d** | **0%** | **NA** | **NA** | **NA** | **NA** |
| HWY.200 | **Functional Design Report** | **Tue 1/14/14** | **Thu 10/2/14** | **262d** | **262d** | **0d** | **0%** | **NA** | **NA** | **NA** | **NA** |
| HWY.200.010 | Prepare Functional Design Report | Tue 1/14/14 | Fri 3/14/14 | 60d | 60d | 0d | 0% | NA | NA | NA | NA |
| HWY.200.020 | Submit Functional Design Report | Tue 9/2/14 | Tue 9/2/14 | 0d | 0d | 0d | 0% | NA | NA | NA | NA |
| HWY.200.030 | Review Functional Design Report | Wed 9/3/14 | Thu 10/2/14 | 30d | 30d | 0d | 0% | NA | NA | NA | NA |
| HWY.200.040 | Approval of Functional Design Report | Thu 10/2/14 | Thu 10/2/14 | 0d | 0d | 0d | 0% | NA | NA | NA | NA |

Once the Baseline is set, the Baseline Dates (Baseline Start and Baseline Finish) will autopulate and should not be edited. This is the 'comparison' that is useful in the update and the review/reporting of the schedule.




| WBS | Name | Start | Finish | Duration | Remaining Duration | Actual Duration | % Complete | Act. Start | Act. Finish | Baseline Start | Baseline Finish |
|---|---|---|---|---|---|---|---|---|---|---|---|
| CNT | **Contract/Project Management** | **Tue 1/14/14** | **Mon 3/6/17** | **1148d** | **1148d** | **0d** | **0%** | **NA** | **NA** | **Tue 1/14/14** | **Mon 3/6/17** |
| CNT.MS | **Project Milestones** | **Tue 1/14/14** | **Mon 3/6/17** | **1148d** | **1148d** | **0d** | **0%** | **NA** | **NA** | **Tue 1/14/14** | **Mon 3/6/17** |
| CNT.MS.010 | Issue Design Contract NTP | Tue 1/14/14 | Tue 1/14/14 | 0d | 0d | 0d | 0% | NA | NA | Tue 1/14/14 | Tue 1/14/14 |
| CNT.MS.020 | PM Submits Documents for Advertising | Sat 10/24/15 | Sat 10/24/15 | 0d | 0d | 0d | 0% | NA | NA | Sat 10/24/15 | Sat 10/24/15 |
| CNT.MS.030 | Prepare for Advertise | Sat 10/31/15 | Sat 11/7/15 | 2d | 2d | 0d | 0% | NA | NA | Sat 10/31/15 | Sat 11/7/15 |
| CNT.MS.040 | Advertise Construction Contract | Sat 11/7/15 | Sat 11/7/15 | 0d | 0d | 0d | 0% | NA | NA | Sat 11/7/15 | Sat 11/7/15 |
| CNT.MS.050 | Bid Opening | Wed 1/6/16 | Wed 1/6/16 | 0d | 0d | 0d | 0% | NA | NA | Wed 1/6/16 | Wed 1/6/16 |
| CNT.MS.060 | Issue Construction Contract NTP | Sun 3/6/16 | Sun 3/6/16 | 0d | 0d | 0d | 0% | NA | NA | Sun 3/6/16 | Sun 3/6/16 |
| CNT.MS.070 | Scope of Service Complete | Mon 3/6/17 | Mon 3/6/17 | 0d | 0d | 0d | 0% | NA | NA | Mon 3/6/17 | Mon 3/6/17 |
| CNT.100 | **Project Development** | **Tue 1/14/14** | **Sat 2/7/15** | **390d** | **390d** | **0d** | **0%** | **NA** | **NA** | **Tue 1/14/14** | **Sat 2/7/15** |

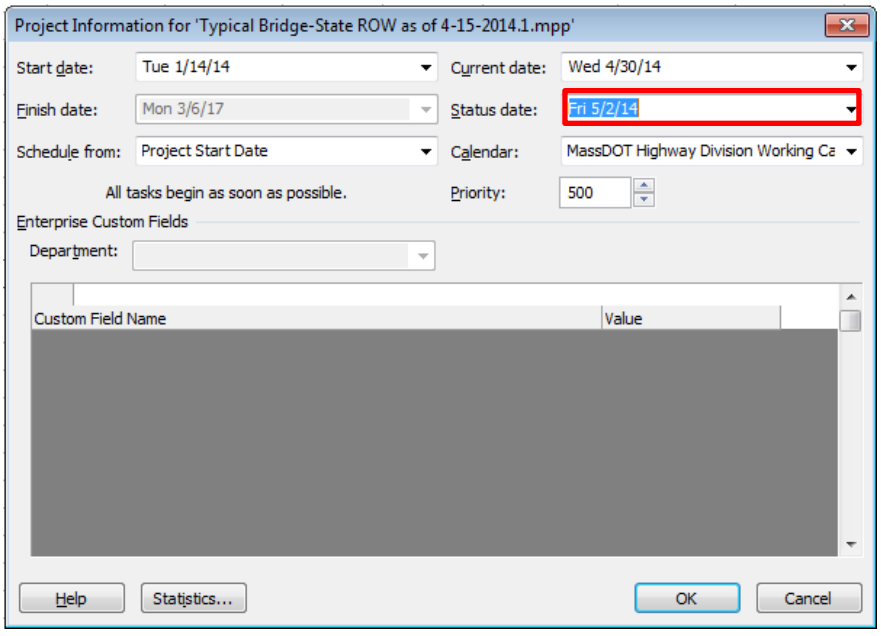
## 2.1 How to Set the Status Date

The Status Date is the date in which the schedule is to be updated. This is also commonly called the 'data date' and is routinely performed in monthly increments. Simply, everything to the left of the Status Date (line) is considered complete (or 'actualized'). Everything to the right of the Status Date (line) is considered to be the remaining forecasted to complete.

Before you start updating the schedule for every monthly update, the correct Status Date should be entered. To set the Status Date follow the next steps:

1) Click on the Project tab
2) Click on *Project Information*
3) Enter the Status Date
4) Click OK

After the status date is set you will not see any change in the schedule, however, it will play a critical role while you are updating it.



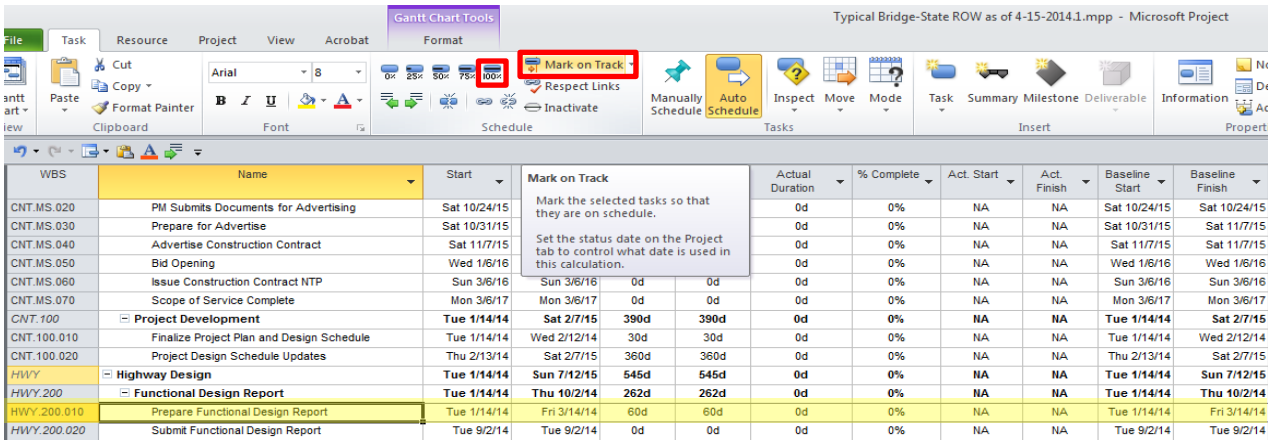

There are many ways to update a schedule by either using the customized table, the "Update Tasks", the "Task Information" or the "Update Project" features. In this document, we will illustrate how to update the schedule by using the pre-established view **UD PDS Schedule**.

## 2.2 How to update tasks that started and finished before the status date

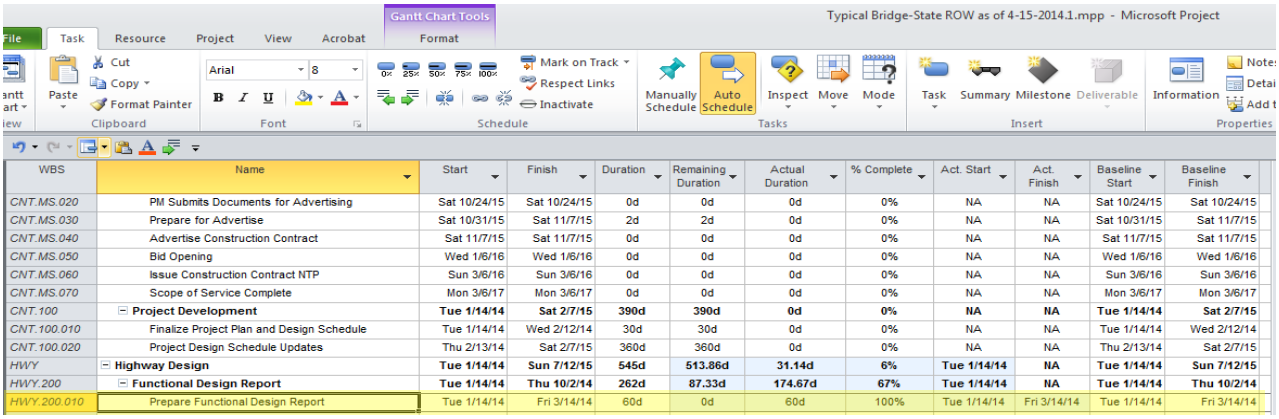
### 2.2.1 If the actual dates are the same as the planned dates:

To quickly update the task, select the task and click on “Mark on Track” or press the “100%” button. The actual dates will auto populate and will be the same as the planned dates.

***Example 3.2.1**: The task “Prepare Functional Design Report” has duration of 60 days the planned dates are 1/14/14 to 3/14/14. The status date is 5/2/2014. Let’s assume that the task actually started and finished as planned.*




| WBS | Name | Start | Finish | Duration | Remaining Duration | Actual Duration | % Complete | Act. Start | Act. Finish | Baseline Start | Baseline Finish |
|---|---|---|---|---|---|---|---|---|---|---|---|
| CNT.MS.020 | PM Submits Documents for Advertising | Sat 10/24/15 | | | | 0d | 0% | NA | NA | Sat 10/24/15 | Sat 10/24/15 |
| CNT.MS.030 | Prepare for Advertise | Sat 10/31/15 | | | | 0d | 0% | NA | NA | Sat 10/31/15 | Sat 11/7/15 |
| CNT.MS.040 | Advertise Construction Contract | Sat 11/7/15 | | | | 0d | 0% | NA | NA | Sat 11/7/15 | Sat 11/7/15 |
| CNT.MS.050 | Bid Opening | Wed 1/6/16 | | | | 0d | 0% | NA | NA | Wed 1/6/16 | Wed 1/6/16 |
| CNT.MS.060 | Issue Construction Contract NTP | Sun 3/6/16 | Sun 3/6/16 | 0d | 0d | 0d | 0% | NA | NA | Sun 3/6/16 | Sun 3/6/16 |
| CNT.MS.070 | Scope of Service Complete | Mon 3/6/17 | Mon 3/6/17 | 0d | 0d | 0d | 0% | NA | NA | Mon 3/6/17 | Mon 3/6/17 |
| CNT.100 | **Project Development** | **Tue 1/14/14** | **Sat 2/7/15** | **390d** | **390d** | **0d** | **0%** | **NA** | **NA** | **Tue 1/14/14** | **Sat 2/7/15** |
| CNT.100.010 | Finalize Project Plan and Design Schedule | Tue 1/14/14 | Wed 2/12/14 | 30d | 30d | 0d | 0% | NA | NA | Tue 1/14/14 | Wed 2/12/14 |
| CNT.100.020 | Project Design Schedule Updates | Thu 2/13/14 | Sat 2/7/15 | 360d | 360d | 0d | 0% | NA | NA | Thu 2/13/14 | Sat 2/7/15 |
| HWY | **Highway Design** | **Tue 1/14/14** | **Sun 7/12/15** | **545d** | **545d** | **0d** | **0%** | **NA** | **NA** | **Tue 1/14/14** | **Sun 7/12/15** |
| HWY.200 | **Functional Design Report** | **Tue 1/14/14** | **Thu 10/2/14** | **262d** | **262d** | **0d** | **0%** | **NA** | **NA** | **Tue 1/14/14** | **Thu 10/2/14** |
| HWY.200.010 | Prepare Functional Design Report | Tue 1/14/14 | Fri 3/14/14 | 60d | 60d | 0d | 0% | NA | NA | Tue 1/14/14 | Fri 3/14/14 |
| HWY.200.020 | Submit Functional Design Report | Tue 9/2/14 | Tue 9/2/14 | 0d | 0d | 0d | 0% | NA | NA | Tue 9/2/14 | Tue 9/2/14 |



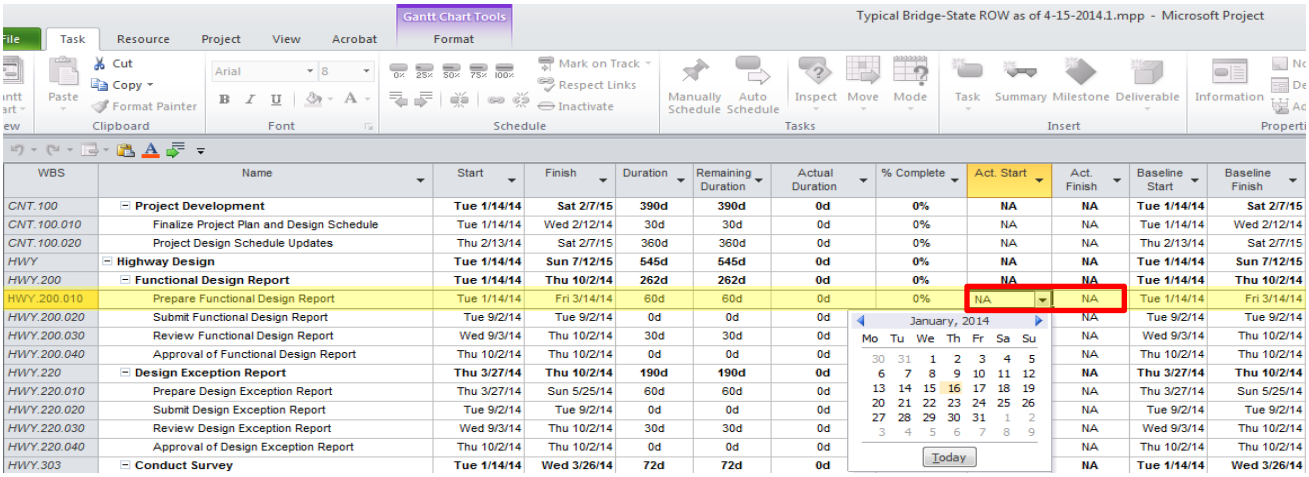

| WBS | Name | Start | Finish | Duration | Remaining Duration | Actual Duration | % Complete | Act. Start | Act. Finish | Baseline Start | Baseline Finish |
|---|---|---|---|---|---|---|---|---|---|---|---|
| CNT.MS.020 | PM Submits Documents for Advertising | Sat 10/24/15 | Sat 10/24/15 | 0d | 0d | 0d | 0% | NA | NA | Sat 10/24/15 | Sat 10/24/15 |
| CNT.MS.030 | Prepare for Advertise | Sat 10/31/15 | Sat 11/7/15 | 2d | 2d | 0d | 0% | NA | NA | Sat 10/31/15 | Sat 11/7/15 |
| CNT.MS.040 | Advertise Construction Contract | Sat 11/7/15 | Sat 11/7/15 | 0d | 0d | 0d | 0% | NA | NA | Sat 11/7/15 | Sat 11/7/15 |
| CNT.MS.050 | Bid Opening | Wed 1/6/16 | Wed 1/6/16 | 0d | 0d | 0d | 0% | NA | NA | Wed 1/6/16 | Wed 1/6/16 |
| CNT.MS.060 | Issue Construction Contract NTP | Sun 3/6/16 | Sun 3/6/16 | 0d | 0d | 0d | 0% | NA | NA | Sun 3/6/16 | Sun 3/6/16 |
| CNT.MS.070 | Scope of Service Complete | Mon 3/6/17 | Mon 3/6/17 | 0d | 0d | 0d | 0% | NA | NA | Mon 3/6/17 | Mon 3/6/17 |
| CNT.100 | **Project Development** | **Tue 1/14/14** | **Sat 2/7/15** | **390d** | **390d** | **0d** | **0%** | **NA** | **NA** | **Tue 1/14/14** | **Sat 2/7/15** |
| CNT.100.010 | Finalize Project Plan and Design Schedule | Tue 1/14/14 | Wed 2/12/14 | 30d | 30d | 0d | 0% | NA | NA | Tue 1/14/14 | Wed 2/12/14 |
| CNT.100.020 | Project Design Schedule Updates | Thu 2/13/14 | Sat 2/7/15 | 360d | 360d | 0d | 0% | NA | NA | Thu 2/13/14 | Sat 2/7/15 |
| HWY | **Highway Design** | **Tue 1/14/14** | **Sun 7/12/15** | **545d** | **513.86d** | **31.14d** | **6%** | **Tue 1/14/14** | **NA** | **Tue 1/14/14** | **Sun 7/12/15** |
| HWY.200 | **Functional Design Report** | **Tue 1/14/14** | **Thu 10/2/14** | **262d** | **87.33d** | **174.67d** | **67%** | **Tue 1/14/14** | **NA** | **Tue 1/14/14** | **Thu 10/2/14** |
| HWY.200.010 | Prepare Functional Design Report | Tue 1/14/14 | Fri 3/14/14 | 60d | 0d | 60d | 100% | Tue 1/14/14 | Fri 3/14/14 | Tue 1/14/14 | Fri 3/14/14 |

As noticed, the remaining duration is now 0, the Actual Duration is 60 days and the % Complete 100%.

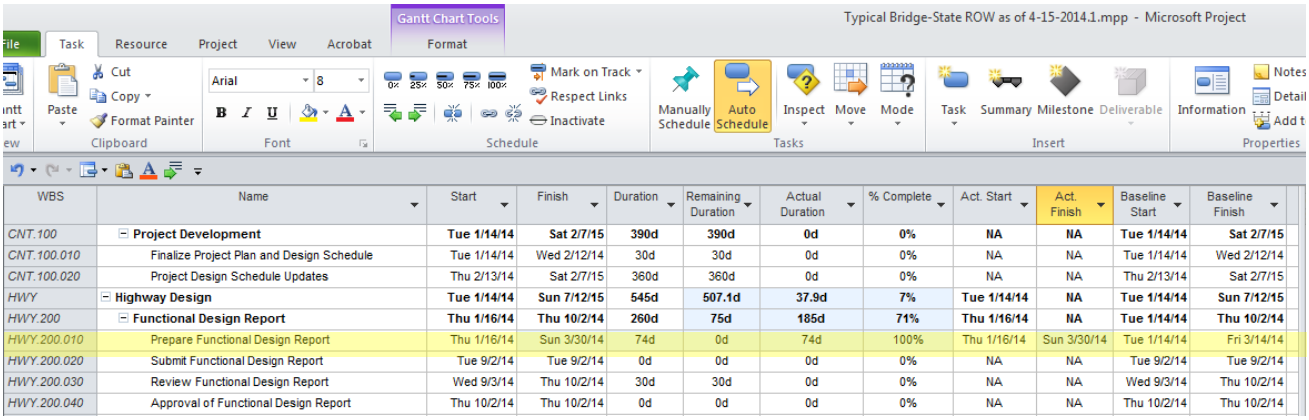
### 2.2.2 If the actual dates are different than the planned dates:

In order to accurately update the task, the Actual dates should be entered manually in the Actual Start and Actual Finish fields using the dropdown calendar feature.

***Example 3.2.2:*** *The task "Prepare Functional Design Report" has duration of 60 days the planned dates are 1/14/14 to 3/14/14. The status date is 5/2/2014. Let's assume that the task actually started on 1/18/2014 and finished on 3/30/14.*




| WBS | Name | Start | Finish | Duration | Remaining Duration | Actual Duration | % Complete | Act. Start | Act. Finish | Baseline Start | Baseline Finish |
|---|---|---|---|---|---|---|---|---|---|---|---|
| CNT.100 | **Project Development** | **Tue 1/14/14** | **Sat 2/7/15** | **390d** | **390d** | **0d** | **0%** | **NA** | **NA** | **Tue 1/14/14** | **Sat 2/7/15** |
| CNT.100.010 | Finalize Project Plan and Design Schedule | Tue 1/14/14 | Wed 2/12/14 | 30d | 30d | 0d | 0% | NA | NA | Tue 1/14/14 | Wed 2/12/14 |
| CNT.100.020 | Project Design Schedule Updates | Thu 2/13/14 | Sat 2/7/15 | 360d | 360d | 0d | 0% | NA | NA | Thu 2/13/14 | Sat 2/7/15 |
| HWY | **Highway Design** | **Tue 1/14/14** | **Sun 7/12/15** | **545d** | **545d** | **0d** | **0%** | **NA** | **NA** | **Tue 1/14/14** | **Sun 7/12/15** |
| HWY.200 | **Functional Design Report** | **Tue 1/14/14** | **Thu 10/2/14** | **262d** | **262d** | **0d** | **0%** | **NA** | **NA** | **Tue 1/14/14** | **Thu 10/2/14** |
| HWY.200.010 | Prepare Functional Design Report | Tue 1/14/14 | Fri 3/14/14 | 60d | 60d | 0d | 0% | NA | NA | Tue 1/14/14 | Fri 3/14/14 |
| HWY.200.020 | Submit Functional Design Report | Tue 9/2/14 | Tue 9/2/14 | 0d | 0d | 0d | | | NA | Tue 9/2/14 | Tue 9/2/14 |
| HWY.200.030 | Review Functional Design Report | Wed 9/3/14 | Thu 10/2/14 | 30d | 30d | 0d | | | NA | Wed 9/3/14 | Thu 10/2/14 |
| HWY.200.040 | Approval of Functional Design Report | Thu 10/2/14 | Thu 10/2/14 | 0d | 0d | 0d | | | NA | Thu 10/2/14 | Thu 10/2/14 |
| HWY.220 | **Design Exception Report** | **Thu 3/27/14** | **Thu 10/2/14** | **190d** | **190d** | **0d** | | | **NA** | **Thu 3/27/14** | **Thu 10/2/14** |
| HWY.220.010 | Prepare Design Exception Report | Thu 3/27/14 | Sun 5/25/14 | 60d | 60d | 0d | | | NA | Thu 3/27/14 | Sun 5/25/14 |
| HWY.220.020 | Submit Design Exception Report | Tue 9/2/14 | Tue 9/2/14 | 0d | 0d | 0d | | | NA | Tue 9/2/14 | Tue 9/2/14 |
| HWY.220.030 | Review Design Exception Report | Wed 9/3/14 | Thu 10/2/14 | 30d | 30d | 0d | | | NA | Wed 9/3/14 | Thu 10/2/14 |
| HWY.220.040 | Approval of Design Exception Report | Thu 10/2/14 | Thu 10/2/14 | 0d | 0d | 0d | | | NA | Thu 10/2/14 | Thu 10/2/14 |
| HWY.303 | **Conduct Survey** | **Tue 1/14/14** | **Wed 3/26/14** | **72d** | **72d** | **0d** | | | **NA** | **Tue 1/14/14** | **Wed 3/26/14** |




| WBS | Name | Start | Finish | Duration | Remaining Duration | Actual Duration | % Complete | Act. Start | Act. Finish | Baseline Start | Baseline Finish |
|---|---|---|---|---|---|---|---|---|---|---|---|
| CNT.100 | **Project Development** | **Tue 1/14/14** | **Sat 2/7/15** | **390d** | **390d** | **0d** | **0%** | **NA** | **NA** | **Tue 1/14/14** | **Sat 2/7/15** |
| CNT.100.010 | Finalize Project Plan and Design Schedule | Tue 1/14/14 | Wed 2/12/14 | 30d | 30d | 0d | 0% | NA | NA | Tue 1/14/14 | Wed 2/12/14 |
| CNT.100.020 | Project Design Schedule Updates | Thu 2/13/14 | Sat 2/7/15 | 360d | 360d | 0d | 0% | NA | NA | Thu 2/13/14 | Sat 2/7/15 |
| HWY | **Highway Design** | **Tue 1/14/14** | **Sun 7/12/15** | **545d** | **507.1d** | **37.9d** | **7%** | **Tue 1/14/14** | **NA** | **Tue 1/14/14** | **Sun 7/12/15** |
| HWY.200 | **Functional Design Report** | **Thu 1/16/14** | **Thu 10/2/14** | **260d** | **75d** | **185d** | **71%** | **Thu 1/16/14** | **NA** | **Tue 1/14/14** | **Thu 10/2/14** |
| HWY.200.010 | Prepare Functional Design Report | Thu 1/16/14 | Sun 3/30/14 | 74d | 0d | 74d | 100% | Thu 1/16/14 | Sun 3/30/14 | Tue 1/14/14 | Fri 3/14/14 |
| HWY.200.020 | Submit Functional Design Report | Tue 9/2/14 | Tue 9/2/14 | 0d | 0d | 0d | 0% | NA | NA | Tue 9/2/14 | Tue 9/2/14 |
| HWY.200.030 | Review Functional Design Report | Wed 9/3/14 | Thu 10/2/14 | 30d | 30d | 0d | 0% | NA | NA | Wed 9/3/14 | Thu 10/2/14 |
| HWY.200.040 | Approval of Functional Design Report | Thu 10/2/14 | Thu 10/2/14 | 0d | 0d | 0d | 0% | NA | NA | Thu 10/2/14 | Thu 10/2/14 |

As noticed the remaining duration is now 0, the Actual Duration is 74 days (1/16/14-3/30/14) and the % Complete 100%.

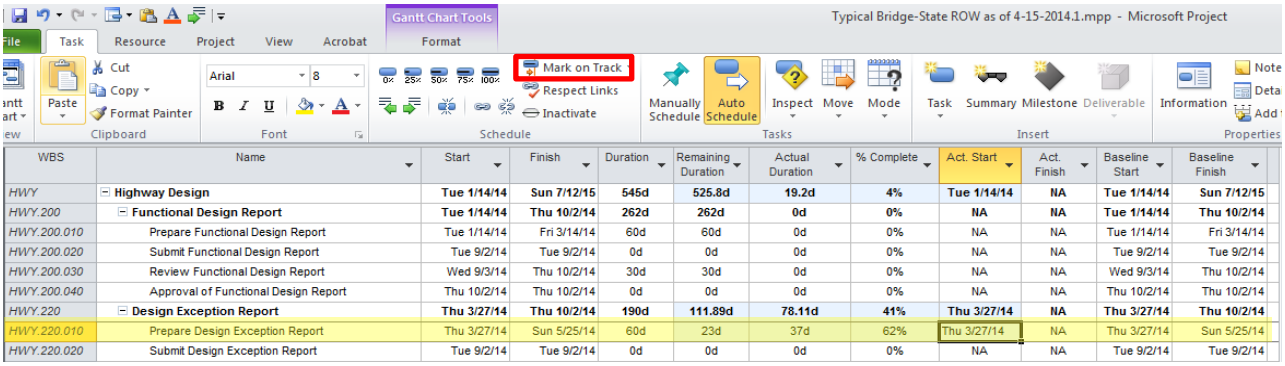
## 2.3 How to update the tasks that started but are still in progress

### 2.3.1 If the task started and progressed as planned up to the Status Date:

Select the task and click "Mark on Track". The program will enter the Actual Start Date equal to the planned Start date and the Remaining Duration will be calculated as Planned Duration minus the Actual Duration.

***Example 3.3.1:*** *The task "Prepare Design Exception Report" has duration 60 days and the planned dates are 3/27/14 to 5/25/14. The status date is 5/2/2014. Let's assume that the task actually started and progressed as planned.*

| WBS | Name | Start | Finish | Duration | Remaining Duration | Actual Duration | % Complete | Act. Start | Act. Finish | Baseline Start | Baseline Finish |
|---|---|---|---|---|---|---|---|---|---|---|---|
| HWY | **Highway Design** | **Tue 1/14/14** | **Sun 7/12/15** | **545d** | **545d** | **0d** | **0%** | **NA** | **NA** | **Tue 1/14/14** | **Sun 7/12/15** |
| HWY.200 | **Functional Design Report** | **Tue 1/14/14** | **Thu 10/2/14** | **262d** | **262d** | **0d** | **0%** | **NA** | **NA** | **Tue 1/14/14** | **Thu 10/2/14** |
| HWY.200.010 | Prepare Functional Design Report | Tue 1/14/14 | Fri 3/14/14 | 60d | 60d | 0d | 0% | NA | NA | Tue 1/14/14 | Fri 3/14/14 |
| HWY.200.020 | Submit Functional Design Report | Tue 9/2/14 | Tue 9/2/14 | 0d | 0d | 0d | 0% | NA | NA | Tue 9/2/14 | Tue 9/2/14 |
| HWY.200.030 | Review Functional Design Report | Wed 9/3/14 | Thu 10/2/14 | 30d | 30d | 0d | 0% | NA | NA | Wed 9/3/14 | Thu 10/2/14 |
| HWY.200.040 | Approval of Functional Design Report | Thu 10/2/14 | Thu 10/2/14 | 0d | 0d | 0d | 0% | NA | NA | Thu 10/2/14 | Thu 10/2/14 |
| HWY.220 | **Design Exception Report** | **Thu 3/27/14** | **Thu 10/2/14** | **190d** | **190d** | **0d** | **0%** | **NA** | **NA** | **Thu 3/27/14** | **Thu 10/2/14** |
| HWY.220.010 | Prepare Design Exception Report | Thu 3/27/14 | Sun 5/25/14 | 60d | 60d | 0d | 0% | NA | NA | Thu 3/27/14 | Sun 5/25/14 |
| HWY.220.020 | Submit Design Exception Report | Tue 9/2/14 | Tue 9/2/14 | 0d | 0d | 0d | 0% | NA | NA | Tue 9/2/14 | Tue 9/2/14 |
| HWY.220.030 | Review Design Exception Report | Wed 9/3/14 | Thu 10/2/14 | 30d | 30d | 0d | 0% | NA | NA | Wed 9/3/14 | Thu 10/2/14 |
| HWY.220.040 | Approval of Design Exception Report | Thu 10/2/14 | Thu 10/2/14 | 0d | 0d | 0d | 0% | NA | NA | Thu 10/2/14 | Thu 10/2/14 |

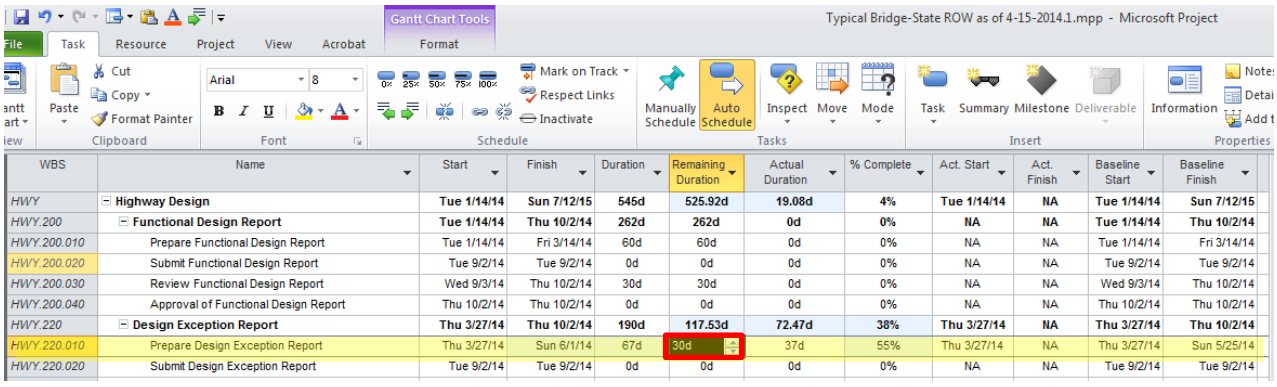



| WBS | Name | Start | Finish | Duration | Remaining Duration | Actual Duration | % Complete | Act. Start | Act. Finish | Baseline Start | Baseline Finish |
|---|---|---|---|---|---|---|---|---|---|---|---|
| HWY | **Highway Design** | **Tue 1/14/14** | **Sun 7/12/15** | **545d** | **525.8d** | **19.2d** | **4%** | **Tue 1/14/14** | **NA** | **Tue 1/14/14** | **Sun 7/12/15** |
| HWY.200 | **Functional Design Report** | **Tue 1/14/14** | **Thu 10/2/14** | **262d** | **262d** | **0d** | **0%** | **NA** | **NA** | **Tue 1/14/14** | **Thu 10/2/14** |
| HWY.200.010 | Prepare Functional Design Report | Tue 1/14/14 | Fri 3/14/14 | 60d | 60d | 0d | 0% | NA | NA | Tue 1/14/14 | Fri 3/14/14 |
| HWY.200.020 | Submit Functional Design Report | Tue 9/2/14 | Tue 9/2/14 | 0d | 0d | 0d | 0% | NA | NA | Tue 9/2/14 | Tue 9/2/14 |
| HWY.200.030 | Review Functional Design Report | Wed 9/3/14 | Thu 10/2/14 | 30d | 30d | 0d | 0% | NA | NA | Wed 9/3/14 | Thu 10/2/14 |
| HWY.200.040 | Approval of Functional Design Report | Thu 10/2/14 | Thu 10/2/14 | 0d | 0d | 0d | 0% | NA | NA | Thu 10/2/14 | Thu 10/2/14 |
| HWY.220 | **Design Exception Report** | **Thu 3/27/14** | **Thu 10/2/14** | **190d** | **111.89d** | **78.11d** | **41%** | **Thu 3/27/14** | **NA** | **Thu 3/27/14** | **Thu 10/2/14** |
| HWY.220.010 | Prepare Design Exception Report | Thu 3/27/14 | Sun 5/25/14 | 60d | 23d | 37d | 62% | Thu 3/27/14 | NA | Thu 3/27/14 | Sun 5/25/14 |
| HWY.220.020 | Submit Design Exception Report | Tue 9/2/14 | Tue 9/2/14 | 0d | 0d | 0d | 0% | NA | NA | Tue 9/2/14 | Tue 9/2/14 |

After clicked on Mark on Track, the Actual Start Date autopopulated, the Actual duration is now 37days (3/27/14-5/2/2014) and the Remaining duration is 23 days (5/3/2014-5/25/2014).

*****If more/less time is required to complete the task in the future, you can manually increase/decrease the duration or the remaining duration fields*****

***Example 3.3.1.1:*** In the case that we described above, let's assume that the remaining 23 days are not sufficient to complete the task and we want to increase the remaining duration to 30 days.



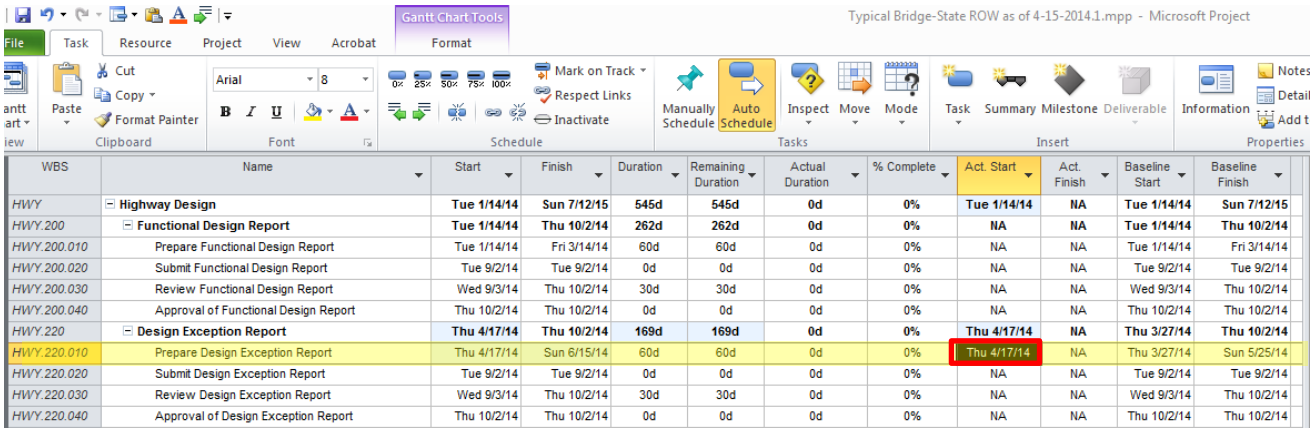

| WBS | Name | Start | Finish | Duration | Remaining Duration | Actual Duration | % Complete | Act. Start | Act. Finish | Baseline Start | Baseline Finish |
|---|---|---|---|---|---|---|---|---|---|---|---|
| HWY | **Highway Design** | **Tue 1/14/14** | **Sun 7/12/15** | **545d** | **525.92d** | **19.08d** | **4%** | **Tue 1/14/14** | **NA** | **Tue 1/14/14** | **Sun 7/12/15** |
| HWY.200 | **Functional Design Report** | **Tue 1/14/14** | **Thu 10/2/14** | **262d** | **262d** | **0d** | **0%** | **NA** | **NA** | **Tue 1/14/14** | **Thu 10/2/14** |
| HWY.200.010 | Prepare Functional Design Report | Tue 1/14/14 | Fri 3/14/14 | 60d | 60d | 0d | 0% | NA | NA | Tue 1/14/14 | Fri 3/14/14 |
| HWY.200.020 | Submit Functional Design Report | Tue 9/2/14 | Tue 9/2/14 | 0d | 0d | 0d | 0% | NA | NA | Tue 9/2/14 | Tue 9/2/14 |
| HWY.200.030 | Review Functional Design Report | Wed 9/3/14 | Thu 10/2/14 | 30d | 30d | 0d | 0% | NA | NA | Wed 9/3/14 | Thu 10/2/14 |
| HWY.200.040 | Approval of Functional Design Report | Thu 10/2/14 | Thu 10/2/14 | 0d | 0d | 0d | 0% | NA | NA | Thu 10/2/14 | Thu 10/2/14 |
| HWY.220 | **Design Exception Report** | **Thu 3/27/14** | **Thu 10/2/14** | **190d** | **117.53d** | **72.47d** | **38%** | **Thu 3/27/14** | **NA** | **Thu 3/27/14** | **Thu 10/2/14** |
| HWY.220.010 | Prepare Design Exception Report | Thu 3/27/14 | Sun 6/1/14 | 67d | 30d | 37d | 55% | Thu 3/27/14 | NA | Thu 3/27/14 | Sun 5/25/14 |
| HWY.220.020 | Submit Design Exception Report | Tue 9/2/14 | Tue 9/2/14 | 0d | 0d | 0d | 0% | NA | NA | Tue 9/2/14 | Tue 9/2/14 |

After we manually changed the remaining duration, the program automatically recalculated the planned Finish Date, the duration and the % complete.

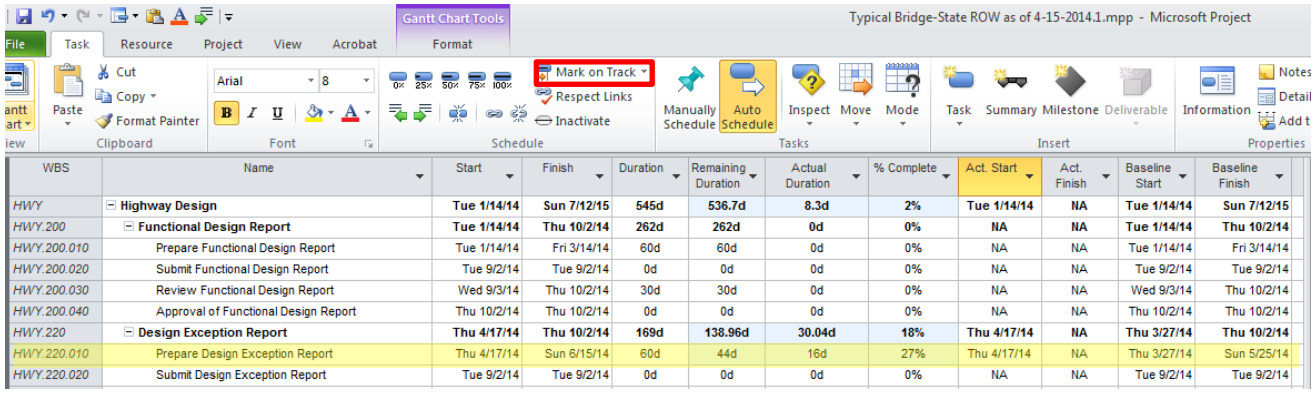
### 2.3.2 If the task started earlier/later than the planned date but it progressed as planned:

Manually enter the Start Date and click “Mark on Track”.

***Example 2.2***: *The task “Prepare Design Exception Report” has duration 60 days and the planned dates are 3/27/14 to 5/25/14. The status date is 5/2/2014. Let’s assume that the task actually started on 4/17/2014 and it progressed as planned.*




| WBS | Name | Start | Finish | Duration | Remaining Duration | Actual Duration | % Complete | Act. Start | Act. Finish | Baseline Start | Baseline Finish |
|---|---|---|---|---|---|---|---|---|---|---|---|
| HWY | **Highway Design** | **Tue 1/14/14** | **Sun 7/12/15** | **545d** | **545d** | **0d** | **0%** | **Tue 1/14/14** | **NA** | **Tue 1/14/14** | **Sun 7/12/15** |
| HWY.200 | **Functional Design Report** | **Tue 1/14/14** | **Thu 10/2/14** | **262d** | **262d** | **0d** | **0%** | **NA** | **NA** | **Tue 1/14/14** | **Thu 10/2/14** |
| HWY.200.010 | Prepare Functional Design Report | Tue 1/14/14 | Fri 3/14/14 | 60d | 60d | 0d | 0% | NA | NA | Tue 1/14/14 | Fri 3/14/14 |
| HWY.200.020 | Submit Functional Design Report | Tue 9/2/14 | Tue 9/2/14 | 0d | 0d | 0d | 0% | NA | NA | Tue 9/2/14 | Tue 9/2/14 |
| HWY.200.030 | Review Functional Design Report | Wed 9/3/14 | Thu 10/2/14 | 30d | 30d | 0d | 0% | NA | NA | Wed 9/3/14 | Thu 10/2/14 |
| HWY.200.040 | Approval of Functional Design Report | Thu 10/2/14 | Thu 10/2/14 | 0d | 0d | 0d | 0% | NA | NA | Thu 10/2/14 | Thu 10/2/14 |
| HWY.220 | **Design Exception Report** | **Thu 4/17/14** | **Thu 10/2/14** | **169d** | **169d** | **0d** | **0%** | **Thu 4/17/14** | **NA** | **Thu 3/27/14** | **Thu 10/2/14** |
| HWY.220.010 | Prepare Design Exception Report | Thu 4/17/14 | Sun 6/15/14 | 60d | 60d | 0d | 0% | Thu 4/17/14 | NA | Thu 3/27/14 | Sun 5/25/14 |
| HWY.220.020 | Submit Design Exception Report | Tue 9/2/14 | Tue 9/2/14 | 0d | 0d | 0d | 0% | NA | NA | Tue 9/2/14 | Tue 9/2/14 |
| HWY.220.030 | Review Design Exception Report | Wed 9/3/14 | Thu 10/2/14 | 30d | 30d | 0d | 0% | NA | NA | Wed 9/3/14 | Thu 10/2/14 |
| HWY.220.040 | Approval of Design Exception Report | Thu 10/2/14 | Thu 10/2/14 | 0d | 0d | 0d | 0% | NA | NA | Thu 10/2/14 | Thu 10/2/14 |




| WBS | Name | Start | Finish | Duration | Remaining Duration | Actual Duration | % Complete | Act. Start | Act. Finish | Baseline Start | Baseline Finish |
|---|---|---|---|---|---|---|---|---|---|---|---|
| HWY | **Highway Design** | **Tue 1/14/14** | **Sun 7/12/15** | **545d** | **536.7d** | **8.3d** | **2%** | **Tue 1/14/14** | **NA** | **Tue 1/14/14** | **Sun 7/12/15** |
| HWY.200 | **Functional Design Report** | **Tue 1/14/14** | **Thu 10/2/14** | **262d** | **262d** | **0d** | **0%** | **NA** | **NA** | **Tue 1/14/14** | **Thu 10/2/14** |
| HWY.200.010 | Prepare Functional Design Report | Tue 1/14/14 | Fri 3/14/14 | 60d | 60d | 0d | 0% | NA | NA | Tue 1/14/14 | Fri 3/14/14 |
| HWY.200.020 | Submit Functional Design Report | Tue 9/2/14 | Tue 9/2/14 | 0d | 0d | 0d | 0% | NA | NA | Tue 9/2/14 | Tue 9/2/14 |
| HWY.200.030 | Review Functional Design Report | Wed 9/3/14 | Thu 10/2/14 | 30d | 30d | 0d | 0% | NA | NA | Wed 9/3/14 | Thu 10/2/14 |
| HWY.200.040 | Approval of Functional Design Report | Thu 10/2/14 | Thu 10/2/14 | 0d | 0d | 0d | 0% | NA | NA | Thu 10/2/14 | Thu 10/2/14 |
| HWY.220 | **Design Exception Report** | **Thu 4/17/14** | **Thu 10/2/14** | **169d** | **138.96d** | **30.04d** | **18%** | **Thu 4/17/14** | **NA** | **Thu 3/27/14** | **Thu 10/2/14** |
| HWY.220.010 | Prepare Design Exception Report | Thu 4/17/14 | Sun 6/15/14 | 60d | 44d | 16d | 27% | Thu 4/17/14 | NA | Thu 3/27/14 | Sun 5/25/14 |
| HWY.220.020 | Submit Design Exception Report | Tue 9/2/14 | Tue 9/2/14 | 0d | 0d | 0d | 0% | NA | NA | Tue 9/2/14 | Tue 9/2/14 |

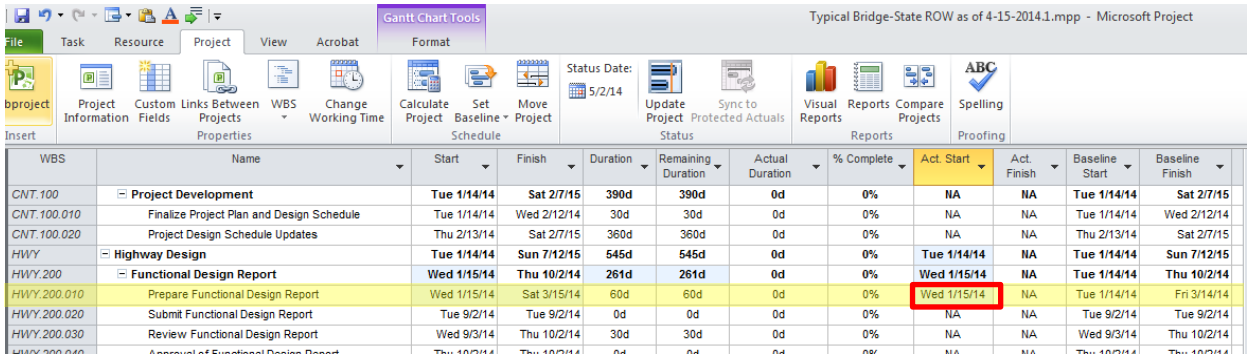
After clicked on “Mark on Track” the Actual Duration is 16 days (4/17/14-status date) and the Remaining duration is 44 days (5/3/2014-6/15/2014).

****If the task requires more/less time to be completed in the future, you can increase/decrease the duration or remaining duration.**

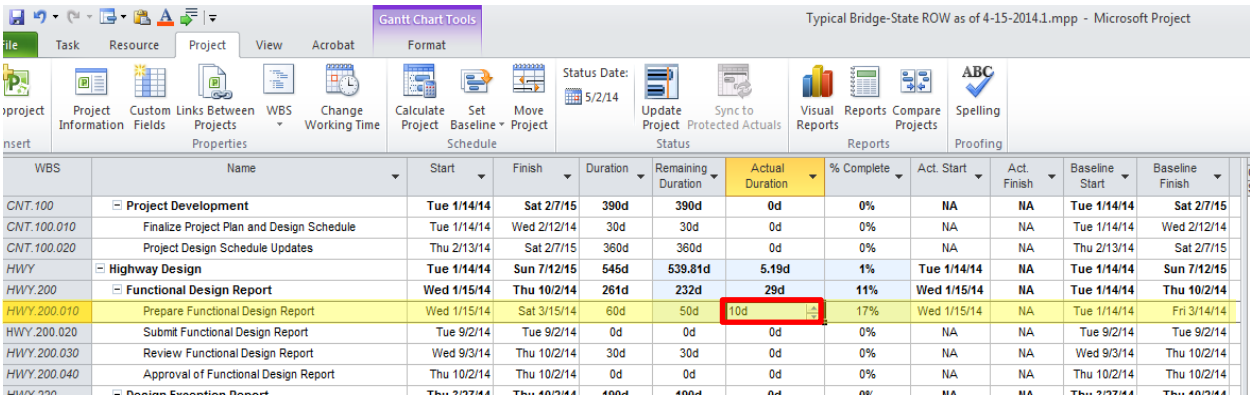
### 2.3.3 If the task started but for some reason stopped/paused:

Enter manually the Actual Start date and enter the Actual duration. Then, since the remaining portion cannot be planned to happen in the past you should reschedule the task to start after the Status Date by clicking on Project-> Update Project->Select "Reschedule Uncompleted Work to start after *Status Date*" -> Select "Selected Tasks"->Click OK.

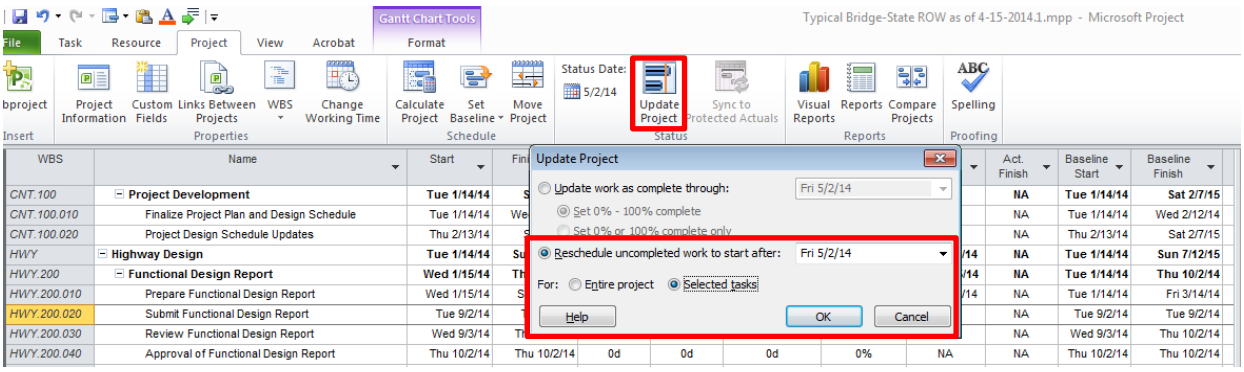
***Example 2.3:*** *The task "Prepare Functional Design Report" has duration 60 days and the planned dates are 1/14/14 to 3/14/14. The status date is 5/2/2014. The task actually started on 1/15/2014 but stopped after 10 days. The Actual Start date should be entered manually, the Actual Duration should be entered manually as 10 days and the uncompleted work should be rescheduled to start after 5/2/14.*




| WBS | Name | Start | Finish | Duration | Remaining Duration | Actual Duration | % Complete | Act. Start | Act. Finish | Baseline Start | Baseline Finish |
|---|---|---|---|---|---|---|---|---|---|---|---|
| CNT.100 | **Project Development** | **Tue 1/14/14** | **Sat 2/7/15** | **390d** | **390d** | **0d** | **0%** | **NA** | **NA** | **Tue 1/14/14** | **Sat 2/7/15** |
| CNT.100.010 | Finalize Project Plan and Design Schedule | Tue 1/14/14 | Wed 2/12/14 | 30d | 30d | 0d | 0% | NA | NA | Tue 1/14/14 | Wed 2/12/14 |
| CNT.100.020 | Project Design Schedule Updates | Thu 2/13/14 | Sat 2/7/15 | 360d | 360d | 0d | 0% | NA | NA | Thu 2/13/14 | Sat 2/7/15 |
| HWY | **Highway Design** | **Tue 1/14/14** | **Sun 7/12/15** | **545d** | **545d** | **0d** | **0%** | **Tue 1/14/14** | **NA** | **Tue 1/14/14** | **Sun 7/12/15** |
| HWY.200 | **Functional Design Report** | **Wed 1/15/14** | **Thu 10/2/14** | **261d** | **261d** | **0d** | **0%** | **Wed 1/15/14** | **NA** | **Tue 1/14/14** | **Thu 10/2/14** |
| HWY.200.010 | Prepare Functional Design Report | Wed 1/15/14 | Sat 3/15/14 | 60d | 60d | 0d | 0% | Wed 1/15/14 | NA | Tue 1/14/14 | Fri 3/14/14 |
| HWY.200.020 | Submit Functional Design Report | Tue 9/2/14 | Tue 9/2/14 | 0d | 0d | 0d | 0% | NA | NA | Tue 9/2/14 | Tue 9/2/14 |
| HWY.200.030 | Review Functional Design Report | Wed 9/3/14 | Thu 10/2/14 | 30d | 30d | 0d | 0% | NA | NA | Wed 9/3/14 | Thu 10/2/14 |




| WBS | Name | Start | Finish | Duration | Remaining Duration | Actual Duration | % Complete | Act. Start | Act. Finish | Baseline Start | Baseline Finish |
|---|---|---|---|---|---|---|---|---|---|---|---|
| CNT.100 | **Project Development** | **Tue 1/14/14** | **Sat 2/7/15** | **390d** | **390d** | **0d** | **0%** | **NA** | **NA** | **Tue 1/14/14** | **Sat 2/7/15** |
| CNT.100.010 | Finalize Project Plan and Design Schedule | Tue 1/14/14 | Wed 2/12/14 | 30d | 30d | 0d | 0% | NA | NA | Tue 1/14/14 | Wed 2/12/14 |
| CNT.100.020 | Project Design Schedule Updates | Thu 2/13/14 | Sat 2/7/15 | 360d | 360d | 0d | 0% | NA | NA | Thu 2/13/14 | Sat 2/7/15 |
| HWY | **Highway Design** | **Tue 1/14/14** | **Sun 7/12/15** | **545d** | **539.81d** | **5.19d** | **1%** | **Tue 1/14/14** | **NA** | **Tue 1/14/14** | **Sun 7/12/15** |
| HWY.200 | **Functional Design Report** | **Wed 1/15/14** | **Thu 10/2/14** | **261d** | **232d** | **29d** | **11%** | **Wed 1/15/14** | **NA** | **Tue 1/14/14** | **Thu 10/2/14** |
| HWY.200.010 | Prepare Functional Design Report | Wed 1/15/14 | Sat 3/15/14 | 60d | 50d | 10d | 17% | Wed 1/15/14 | NA | Tue 1/14/14 | Fri 3/14/14 |
| HWY.200.020 | Submit Functional Design Report | Tue 9/2/14 | Tue 9/2/14 | 0d | 0d | 0d | 0% | NA | NA | Tue 9/2/14 | Tue 9/2/14 |
| HWY.200.030 | Review Functional Design Report | Wed 9/3/14 | Thu 10/2/14 | 30d | 30d | 0d | 0% | NA | NA | Wed 9/3/14 | Thu 10/2/14 |
| HWY.200.040 | Approval of Functional Design Report | Thu 10/2/14 | Thu 10/2/14 | 0d | 0d | 0d | 0% | NA | NA | Thu 10/2/14 | Thu 10/2/14 |

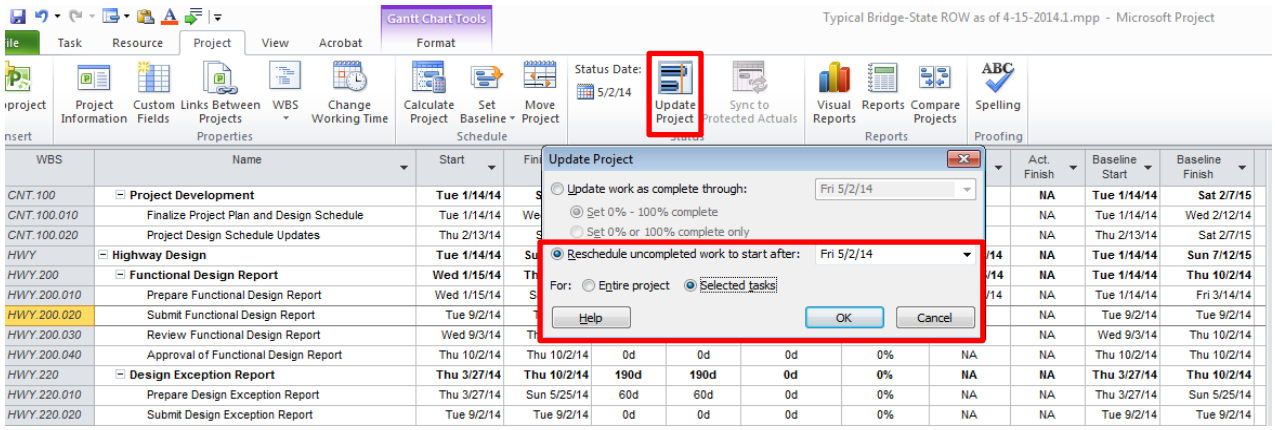



| WBS | Name | Start | Finish | Duration | Remaining Duration | Actual Duration | % Complete | Act. Start | Act. Finish | Baseline Start | Baseline Finish |
|---|---|---|---|---|---|---|---|---|---|---|---|
| CNT.100 | **Project Development** | **Tue 1/14/14** | **Sat 2/7/15** | **390d** | **390d** | **0d** | **0%** | **NA** | **NA** | **Tue 1/14/14** | **Sat 2/7/15** |
| CNT.100.010 | Finalize Project Plan and Design Schedule | Tue 1/14/14 | Wed 2/12/14 | 30d | 30d | 0d | 0% | NA | NA | Tue 1/14/14 | Wed 2/12/14 |
| CNT.100.020 | Project Design Schedule Updates | Thu 2/13/14 | Sat 2/7/15 | 360d | 360d | 0d | 0% | NA | NA | Thu 2/13/14 | Sat 2/7/15 |
| HWY | **Highway Design** | **Tue 1/14/14** | **Sun 7/12/15** | **545d** | **540.25d** | **4.75d** | **1%** | **Tue 1/14/14** | **NA** | **Tue 1/14/14** | **Sun 7/12/15** |
| HWY.200 | **Functional Design Report** | **Wed 1/15/14** | **Thu 10/2/14** | **261d** | **247.12d** | **13.88d** | **5%** | **Wed 1/15/14** | **NA** | **Tue 1/14/14** | **Thu 10/2/14** |
| HWY.200.010 | Prepare Functional Design Report | Wed 1/15/14 | Sat 6/21/14 | 158d | 148d | 10d | 6% | Wed 1/15/14 | NA | Tue 1/14/14 | Fri 3/14/14 |
| HWY.200.020 | Submit Functional Design Report | Tue 9/2/14 | Tue 9/2/14 | 0d | 0d | 0d | 0% | NA | NA | Tue 9/2/14 | Tue 9/2/14 |
| HWY.200.030 | Review Functional Design Report | Wed 9/3/14 | Thu 10/2/14 | 30d | 30d | 0d | 0% | NA | NA | Wed 9/3/14 | Thu 10/2/14 |
| HWY.200.040 | Approval of Functional Design Report | Thu 10/2/14 | Thu 10/2/14 | 0d | 0d | 0d | 0% | NA | NA | Thu 10/2/14 | Thu 10/2/14 |

## 2.4 How To update tasks that were planned to start before the Status Date but didn't actually start

This paragraph refers only to situations where the task's predecessors are complete and the task was scheduled to start before the status date but it did not. In this case you should reschedule the task to start after the Status Date. The unstarted tasks in the past will remain in the past unless you use the "Reschedule Uncompleted Work to Start After" feature.

***Example 3:*** *The task "Prepare Design Exception Report" has duration 60 days and the planned dates are 3/27/14 to 5/25/14. The task did not start before 5/2/2014 even though its predecessors (Issue Design Contract NTP, Conduct Survey and Conduct Survey (MassDOT)) are complete. The task will be moved after the status date by using the "Reschedule Uncompleted work after" feature.*




| WBS | Name | Start | Finish | Duration | Remaining Duration | Actual Duration | % Complete | Act. Start | Act. Finish | Baseline Start | Baseline Finish |
|---|---|---|---|---|---|---|---|---|---|---|---|
| CNT.100 | **Project Development** | **Tue 1/14/14** | **Sat 2/7/15** | **390d** | **390d** | **0d** | **0%** | **NA** | **NA** | **Tue 1/14/14** | **Sat 2/7/15** |
| CNT.100.010 | Finalize Project Plan and Design Schedule | Tue 1/14/14 | Wed 2/12/14 | 30d | 30d | 0d | 0% | NA | NA | Tue 1/14/14 | Wed 2/12/14 |
| CNT.100.020 | Project Design Schedule Updates | Thu 2/13/14 | Sat 2/7/15 | 360d | 360d | 0d | 0% | NA | NA | Thu 2/13/14 | Sat 2/7/15 |
| HWY | **Highway Design** | **Tue 1/14/14** | **Sun 7/12/15** | **545d** | **545d** | **0d** | **0%** | **NA** | **NA** | **Tue 1/14/14** | **Sun 7/12/15** |
| HWY.200 | **Functional Design Report** | **Sat 5/3/14** | **Thu 10/2/14** | **153d** | **153d** | **0d** | **0%** | **NA** | **NA** | **Tue 1/14/14** | **Thu 10/2/14** |
| HWY.200.010 | Prepare Functional Design Report | Sat 5/3/14 | Tue 7/1/14 | 60d | 60d | 0d | 0% | NA | NA | Tue 1/14/14 | Fri 3/14/14 |
| HWY.200.020 | Submit Functional Design Report | Tue 9/2/14 | Tue 9/2/14 | 0d | 0d | 0d | 0% | NA | NA | Tue 9/2/14 | Tue 9/2/14 |
| HWY.200.030 | Review Functional Design Report | Wed 9/3/14 | Thu 10/2/14 | 30d | 30d | 0d | 0% | NA | NA | Wed 9/3/14 | Thu 10/2/14 |
| HWY.200.040 | Approval of Functional Design Report | Thu 10/2/14 | Thu 10/2/14 | 0d | 0d | 0d | 0% | NA | NA | Thu 10/2/14 | Thu 10/2/14 |

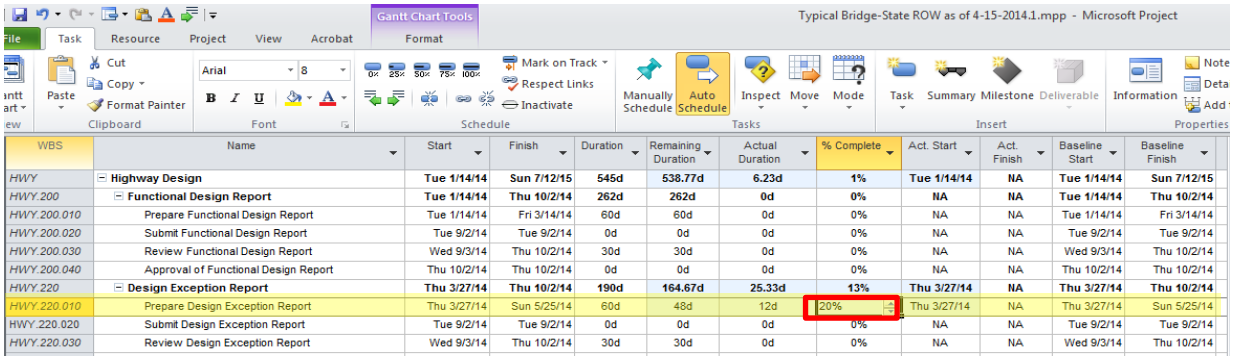
As noticed the Start Date of "Prepare Functional Design Report" moved to 5/3/14.

### Update the Schedule using the "% Complete" field

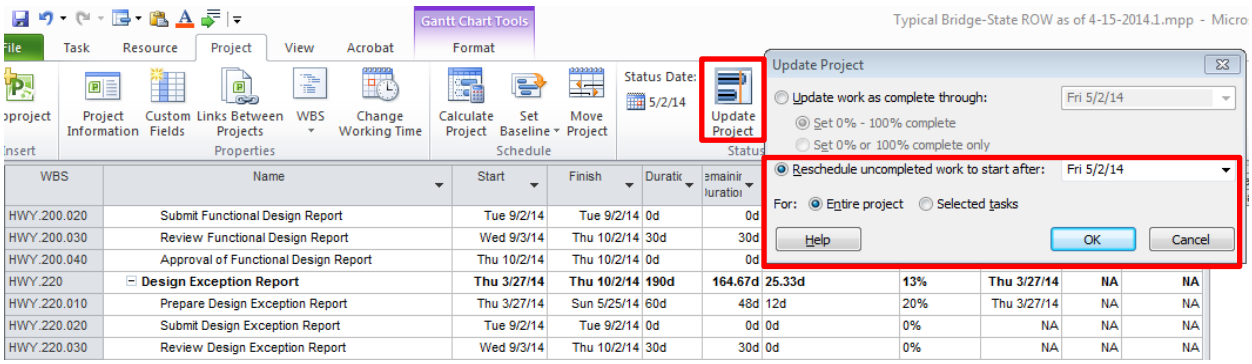
The % Complete represents how much of the Task has been done (Actual Duration/Duration). You should be very careful when you use the % Complete to update the schedule since you may end up entering Actual Dates in the future. Once you enter a % complete, the program automatically enters the Early planned Start Date into the Actual Start field.

Note that in MS Project, the % Complete is about the duration only – doesn't apply to units installed or units remaining.

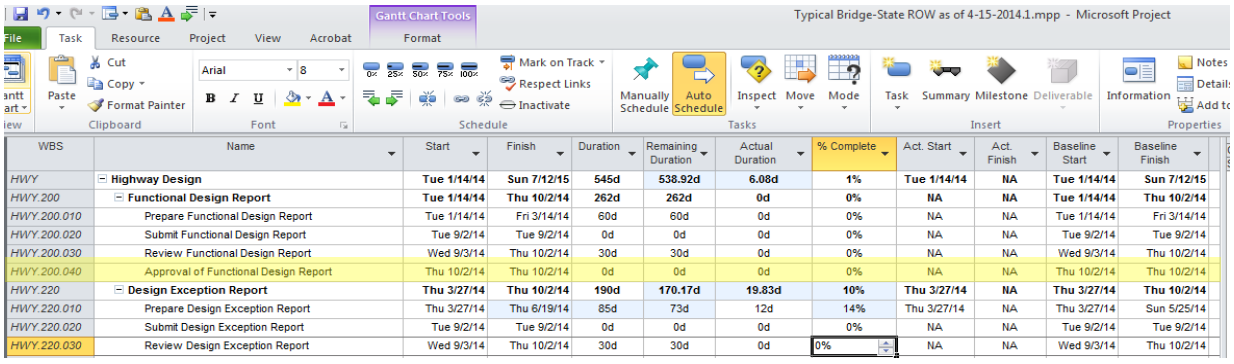
***Example**: The task "Prepare Design Exception Report" has duration 60 days and the planned dates are 3/27/14 to 5/25/14. The status date (or the 'data date' of the schedule we are updating) is 5/2/2014. Let's assume that we worked 12 days on preparing the Design Exception report out of the 60 (20%). When the 20% is entered, the Actual Duration autofills with 12 days (0.2 x 60=12) and the remaining duration field with 48 days (60-12). However, considering that out of the 36 days (3/27/14-5/2/2014) that we were supposed to work we only used 12 days, there is uncompleted work before the Status date which needs to be scheduled in the future. To reschedule the work, we will use the "Reschedule Uncompleted work after" feature.*




| WBS | Name | Start | Finish | Duration | Remaining Duration | Actual Duration | % Complete | Act. Start | Act. Finish | Baseline Start | Baseline Finish |
|---|---|---|---|---|---|---|---|---|---|---|---|
| HWY | Highway Design | Tue 1/14/14 | Sun 7/12/15 | 545d | 538.77d | 6.23d | 1% | Tue 1/14/14 | NA | Tue 1/14/14 | Sun 7/12/15 |
| HWY.200 | Functional Design Report | Tue 1/14/14 | Thu 10/2/14 | 262d | 262d | 0d | 0% | NA | NA | Tue 1/14/14 | Thu 10/2/14 |
| HWY.200.010 | Prepare Functional Design Report | Tue 1/14/14 | Fri 3/14/14 | 60d | 60d | 0d | 0% | NA | NA | Tue 1/14/14 | Fri 3/14/14 |
| HWY.200.020 | Submit Functional Design Report | Tue 9/2/14 | Tue 9/2/14 | 0d | 0d | 0d | 0% | NA | NA | Tue 9/2/14 | Tue 9/2/14 |
| HWY.200.030 | Review Functional Design Report | Wed 9/3/14 | Thu 10/2/14 | 30d | 30d | 0d | 0% | NA | NA | Wed 9/3/14 | Thu 10/2/14 |
| HWY.200.040 | Approval of Functional Design Report | Thu 10/2/14 | Thu 10/2/14 | 0d | 0d | 0d | 0% | NA | NA | Thu 10/2/14 | Thu 10/2/14 |
| HWY.220 | Design Exception Report | Thu 3/27/14 | Thu 10/2/14 | 190d | 164.67d | 25.33d | 13% | Thu 3/27/14 | NA | Thu 3/27/14 | Thu 10/2/14 |
| HWY.220.010 | Prepare Design Exception Report | Thu 3/27/14 | Sun 5/25/14 | 60d | 48d | 12d | 20% | Thu 3/27/14 | NA | Thu 3/27/14 | Sun 5/25/14 |
| HWY.220.020 | Submit Design Exception Report | Tue 9/2/14 | Tue 9/2/14 | 0d | 0d | 0d | 0% | NA | NA | Tue 9/2/14 | Tue 9/2/14 |
| HWY.220.030 | Review Design Exception Report | Wed 9/3/14 | Thu 10/2/14 | 30d | 30d | 0d | 0% | NA | NA | Wed 9/3/14 | Thu 10/2/14 |




| WBS | Name | Start | Finish | Duratic | emainir uratio | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| HWY.200.020 | Submit Functional Design Report | Tue 9/2/14 | Tue 9/2/14 | 0d | 0d | | | | | |
| HWY.200.030 | Review Functional Design Report | Wed 9/3/14 | Thu 10/2/14 | 30d | 30d | | | | | |
| HWY.200.040 | Approval of Functional Design Report | Thu 10/2/14 | Thu 10/2/14 | 0d | 0d | | | | | |
| HWY.220 | Design Exception Report | Thu 3/27/14 | Thu 10/2/14 | 190d | 164.67d | 25.33d | 13% | Thu 3/27/14 | NA | NA |
| HWY.220.010 | Prepare Design Exception Report | Thu 3/27/14 | Sun 5/25/14 | 60d | 48d | 12d | 20% | Thu 3/27/14 | NA | NA |
| HWY.220.020 | Submit Design Exception Report | Tue 9/2/14 | Tue 9/2/14 | 0d | 0d | 0d | 0% | NA | NA | NA |
| HWY.220.030 | Review Design Exception Report | Wed 9/3/14 | Thu 10/2/14 | 30d | 30d | 0d | 0% | NA | NA | NA |



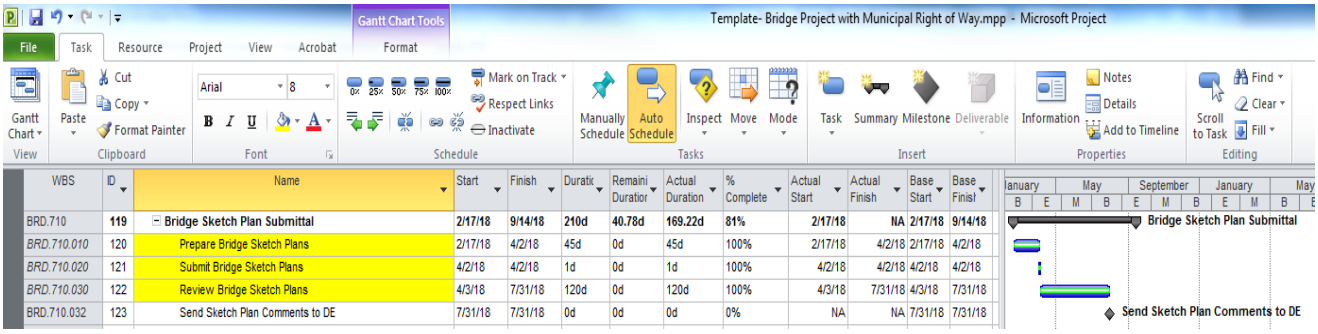

| WBS | Name | Start | Finish | Duration | Remaining Duration | Actual Duration | % Complete | Act. Start | Act. Finish | Baseline Start | Baseline Finish |
|---|---|---|---|---|---|---|---|---|---|---|---|
| HWY | Highway Design | Tue 1/14/14 | Sun 7/12/15 | 545d | 538.92d | 6.08d | 1% | Tue 1/14/14 | NA | Tue 1/14/14 | Sun 7/12/15 |
| HWY.200 | Functional Design Report | Tue 1/14/14 | Thu 10/2/14 | 262d | 262d | 0d | 0% | NA | NA | Tue 1/14/14 | Thu 10/2/14 |
| HWY.200.010 | Prepare Functional Design Report | Tue 1/14/14 | Fri 3/14/14 | 60d | 60d | 0d | 0% | NA | NA | Tue 1/14/14 | Fri 3/14/14 |
| HWY.200.020 | Submit Functional Design Report | Tue 9/2/14 | Tue 9/2/14 | 0d | 0d | 0d | 0% | NA | NA | Tue 9/2/14 | Tue 9/2/14 |
| HWY.200.030 | Review Functional Design Report | Wed 9/3/14 | Thu 10/2/14 | 30d | 30d | 0d | 0% | NA | NA | Wed 9/3/14 | Thu 10/2/14 |
| HWY.200.040 | Approval of Functional Design Report | Thu 10/2/14 | Thu 10/2/14 | 0d | 0d | 0d | 0% | NA | NA | Thu 10/2/14 | Thu 10/2/14 |
| HWY.220 | Design Exception Report | Thu 3/27/14 | Thu 10/2/14 | 190d | 170.17d | 19.83d | 10% | Thu 3/27/14 | NA | Thu 3/27/14 | Thu 10/2/14 |
| HWY.220.010 | Prepare Design Exception Report | Thu 3/27/14 | Thu 6/19/14 | 85d | 73d | 12d | 14% | Thu 3/27/14 | NA | Thu 3/27/14 | Sun 5/25/14 |
| HWY.220.020 | Submit Design Exception Report | Tue 9/2/14 | Tue 9/2/14 | 0d | 0d | 0d | 0% | NA | NA | Tue 9/2/14 | Tue 9/2/14 |
| HWY.220.030 | Review Design Exception Report | Wed 9/3/14 | Thu 10/2/14 | 30d | 30d | 0d | 0% | NA | NA | Wed 9/3/14 | Thu 10/2/14 |

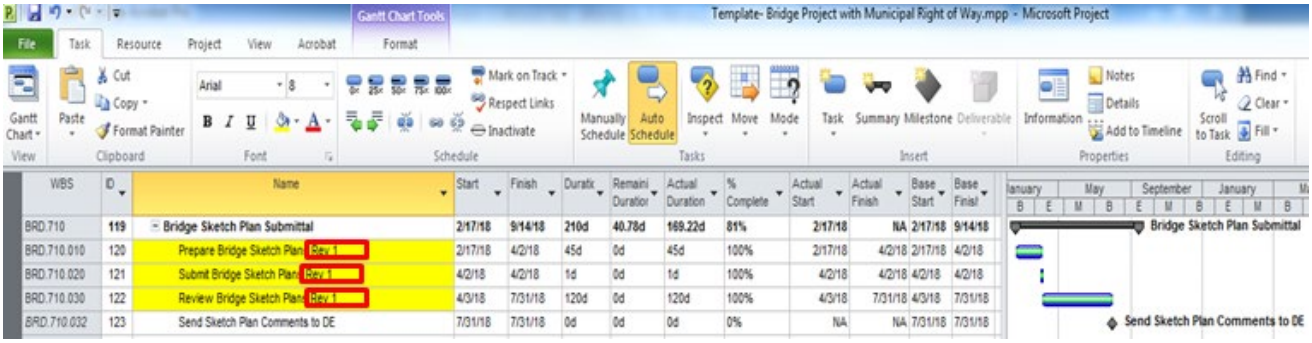
## 2.5 How to add tasks that represent a Revision to a Submittal

This section refers to the instance in which a submittal is rejected and requires the designer to revise and resubmit the submittal for approval. In order to properly document this instance within the schedule, the

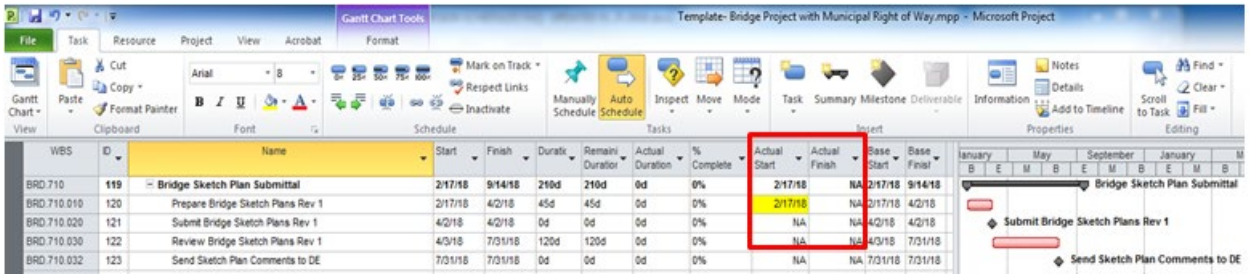
designer is asked to first, add a Revision ("Rev") number to the associated task's name. Second, the designer is to remove all previously actualized dates that are associated with the original submittal, EXCEPT for the original submittal's Preparation "Start Date." Lastly, the designer it to update all start/finish dates (aside from the original submittal's Preparation "Start Date") with the revised submittal's actual dates.

***Example**: The submittal task "Review of Bridge Sketch Plans" has been rejected and therefore, requires a revision and resubmission. The designer is asked to first, add a Revision ("Rev") number to the associated task's name.*

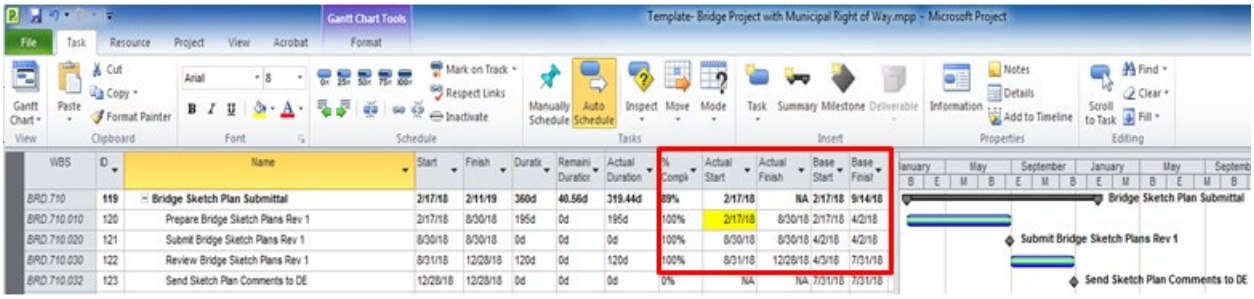



*Second, the designer is to remove all previously actualized dates that are associated with the original submittal, EXCEPT for the original submittal's Preparation "Start Date."*




*Lastly, the designer is to update all start/finish dates (aside from the original submittal's Preparation "Start Date") with the revised submittal's actual dates.*



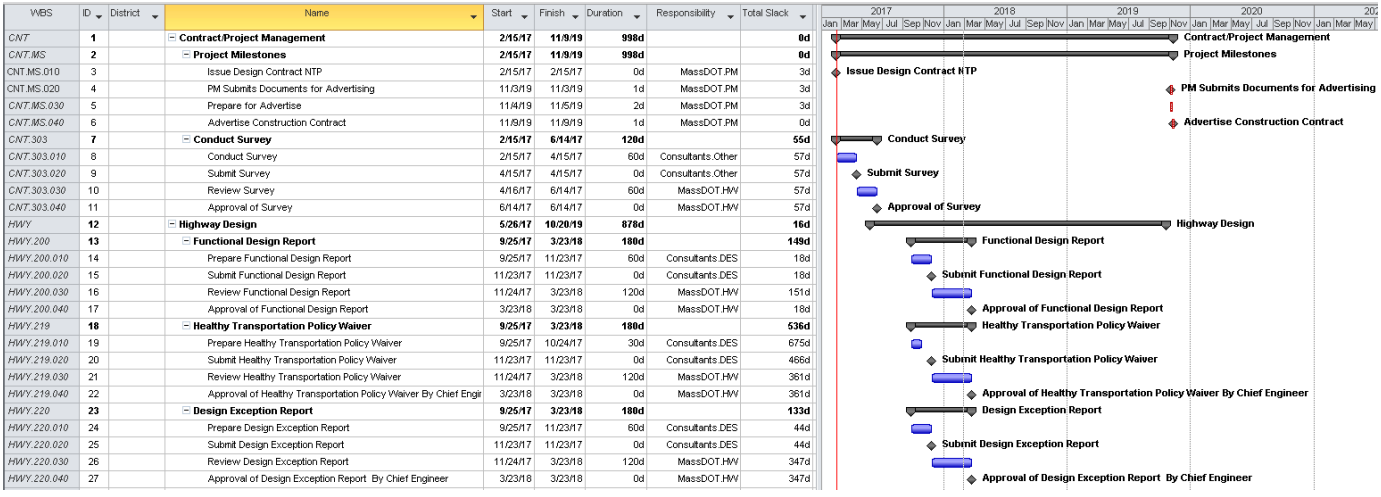
## 2.6 How to Submit Design Schedule Updates to the MassDOT PM (i.e. column fields to use)

The design schedule's pre-established MassDOT "views" have been set up with standard column fields for updating the design schedules; however, the designer is asked to "hide" certain columns when submitting the design schedule to the MassDOT PM.

The designer is asked to submit the monthly design schedule updates to the MassDOT PM in Microsoft Project and PDF file versions with the following column fields:

-WBS
-District
-Name
-Start
-Finish
-Responsibility
-Total Slack

An example is provided below. The designer should adjust all columns to be "best fit width."



| WBS | ID | District | Name | Start | Finish | Duration | Responsibility | Total Slack |
|---|---|---|---|---|---|---|---|---|
| CNT | 1 | | **Contract/Project Management** | **2/15/17** | **11/9/19** | **998d** | | **0d** |
| CNT.MS | 2 | | **Project Milestones** | **2/15/17** | **11/9/19** | **998d** | | **0d** |
| CNT.MS.010 | 3 | | Issue Design Contract NTP | 2/15/17 | 2/15/17 | 0d | MassDOT.PM | 3d |
| CNT.MS.020 | 4 | | PM Submits Documents for Advertising | 11/3/19 | 11/3/19 | 1d | MassDOT.PM | 3d |
| CNT.MS.030 | 5 | | Prepare for Advertise | 11/4/19 | 11/5/19 | 2d | MassDOT.PM | 3d |
| CNT.MS.040 | 6 | | Advertise Construction Contract | 11/9/19 | 11/9/19 | 1d | MassDOT.PM | 0d |
| CNT.303 | 7 | | **Conduct Survey** | **2/15/17** | **6/14/17** | **120d** | | **55d** |
| CNT.303.010 | 8 | | Conduct Survey | 2/15/17 | 4/15/17 | 60d | Consultants.Other | 57d |
| CNT.303.020 | 9 | | Submit Survey | 4/15/17 | 4/15/17 | 0d | Consultants.Other | 57d |
| CNT.303.030 | 10 | | Review Survey | 4/16/17 | 6/14/17 | 60d | MassDOT.HW | 57d |
| CNT.303.040 | 11 | | Approval of Survey | 6/14/17 | 6/14/17 | 0d | MassDOT.HW | 57d |
| HWY | 12 | | **Highway Design** | **5/26/17** | **10/20/19** | **878d** | | **16d** |
| HWY.200 | 13 | | **Functional Design Report** | **9/25/17** | **3/23/18** | **180d** | | **149d** |
| HWY.200.010 | 14 | | Prepare Functional Design Report | 9/25/17 | 11/23/17 | 60d | Consultants.DES | 18d |
| HWY.200.020 | 15 | | Submit Functional Design Report | 11/23/17 | 11/23/17 | 0d | Consultants.DES | 18d |
| HWY.200.030 | 16 | | Review Functional Design Report | 11/24/17 | 3/23/18 | 120d | MassDOT.HW | 151d |
| HWY.200.040 | 17 | | Approval of Functional Design Report | 3/23/18 | 3/23/18 | 0d | MassDOT.HW | 18d |
| HWY.219 | 18 | | **Healthy Transportation Policy Waiver** | **9/25/17** | **3/23/18** | **180d** | | **536d** |
| HWY.219.010 | 19 | | Prepare Healthy Transportation Policy Waiver | 9/25/17 | 10/24/17 | 30d | Consultants.DES | 675d |
| HWY.219.020 | 20 | | Submit Healthy Transportation Policy Waiver | 11/23/17 | 11/23/17 | 0d | Consultants.DES | 466d |
| HWY.219.030 | 21 | | Review Healthy Transportation Policy Waiver | 11/24/17 | 3/23/18 | 120d | MassDOT.HW | 361d |
| HWY.219.040 | 22 | | Approval of Healthy Transportation Policy Waiver By Chief Engi | 3/23/18 | 3/23/18 | 0d | MassDOT.HW | 361d |
| HWY.220 | 23 | | **Design Exception Report** | **9/25/17** | **3/23/18** | **180d** | | **133d** |
| HWY.220.010 | 24 | | Prepare Design Exception Report | 9/25/17 | 11/23/17 | 60d | Consultants.DES | 44d |
| HWY.220.020 | 25 | | Submit Design Exception Report | 11/23/17 | 11/23/17 | 0d | Consultants.DES | 44d |
| HWY.220.030 | 26 | | Review Design Exception Report | 11/24/17 | 3/23/18 | 120d | MassDOT.HW | 347d |
| HWY.220.040 | 27 | | Approval of Design Exception Report By Chief Engineer | 3/23/18 | 3/23/18 | 0d | MassDOT.HW | 347d |