

# **Design Schedules**

### **USER GROUP – TIPS**

HWY	12	Highway Design	5/26/17	10/20/19	878d	Highway Design
HWY.200	13	Functional Design Report	9/25/17	3/23/18	180d	Functional Design Report
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	Od	Submit Functional Design Report
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	Od	Approval of Functional Design Report

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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).

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CNT.MS.070	Scope of Service Complete	Mon 3/6/17	Mon 3/6/17	0d	MassDOT.PM	0d				
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CNT.100.010	Finalize Project Plan and Design Schedule	Tue 1/14/14	Wed 2/12/14	30d	Consultants.DES	758d				
CNT.100.020	Project Design Schedule Updates	Thu 2/13/14	Sat 2/7/15	360d	Consultants.DES	758d				
HWY	- Highway Design	Tue 1/14/14	Sun 7/12/15	545d		6d		Highway De	sign	
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HWY.200.010	Prepare Functional Design Report (Not applicable)	Tue 1/14/14	Tue 1/14/14	0d	Consultants.DES	238d	an Report (Not a	oplicable)		
HWY.200.020	Submit Functional Design Report (Not applicable)	Tue 9/2/14	Tue 9/2/14	0d	Consultants.DES	36d	Functional Desi	gn Report (I	Not applicat	le)
HWY.200.030	Review Functional Design Report (Not applibale)	Tue 9/2/14	Tue 9/2/14	0d	MassDOT.HW	36d	/ Functional Desi	gn Report (I	Not appliba!	e)
HWY 200.040	Approval of Functional Design Report (Not applicable)	Tue 9/2/14	Tue 9/2/14	0d	MassDOT HW	36d	al of Functional	Desian Rep	ort (Not apr	licable)
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HW/Y 303 010	Conduct Survey (MaceDOT)	Tue 1/14/14	Wed 3/26/14	724	MaseDOT HW	6d				
11117.303.010	Conduct Survey (massD01)	Tue 4/44/44	Wed 3/20/14	720	Canaultanta DEC	00				
HVVY.303.020	Conduct Survey	Tue 1/14/14	vvea 3/26/14	/2d	Consultants.DES	6d				

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

Task Info	ormation						23
General	Predecessor	s Resourc	es Advanced	Notes Cu	stom Fields		
<u>N</u> ame:	Prepare Fund	ctional Desig	n Report (Not a	applicable)		Duration: 0d	Estimated
Constra	in task						
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Task ty	ype:	Fixed Dur	ation	-	Effort driven		
C <u>a</u> lend	lar:	MassDOT	Highway Divisio	n Workin <u>c</u> 👻	🔲 Scheduling ign	ores resource calendars	
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Earned	d <u>v</u> alue metho	d:	% Complete	•			
Mark [	task as milest	one					
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### 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.

P	5	• (01 v	<b>-</b>				Gantt	Chart T	ools							Ту	pical Bridg	e-State	ROW	/ as of 4-	15-2014	4.1.m	pp - Micros	oft Project
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	HWY.20	0.010	Prepa	re Functional I	Design Rep	port		Tue	1/14/14	Fri 3/1	4/14	60d		60d	0d		0%			NA		NA	N/	NA NA
	HWY.20	0.020	Submi	it Functional D	esign Repo	ort		Tu	e 9/2/14	Tue 9/	2/14	0d		0d	0d		0%			NA		NA	N/	NA NA
	HWY.20	0.030	Revie	w Functional I	Design Rep	port		We	d 9/3/14	Thu 10/	2/14	30d		30d	0d		0%			NA		NA	N/	NA NA
	HWY.20	0.040	Appro	val of Functio	nal Design	Report		Thu	10/2/14	Thu 10/	2/14	0d		0d	0d		0%			NA		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.

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	CNT.I	MS.010	Issue Des	ign Contract	NTP		Tue 1/14/14	Tue 1/14/14	0d	0d		0d		0%	NA	NA	Tue 1/14/1	4 Tue 1/14/14
	CNT.I	MS.020	PM Subm	ts Document	s for Advertising		Sat 10/24/15	Sat 10/24/15	0d	0d		0d		0%	NA	NA	Sat 10/24/1	5 Sat 10/24/15
	CNT.I	MS.030	Prepare f	or Advertise			Sat 10/31/15	Sat 11/7/15	2d	2d		0d		0%	NA	NA	Sat 10/31/1	5 Sat 11/7/15
	CNT.I	MS.040	Advertise	Construction	n Contract		Sat 11/7/15	Sat 11/7/15	0d	0d		0d		0%	NA	NA	Sat 11/7/1	5 Sat 11/7/15
	CNT.I	MS.050	Bid Open	ng			Wed 1/6/16	Wed 1/6/16	0d	0d		0d		0%	NA	NA	Wed 1/6/1	6 Wed 1/6/16
	CNT.I	MS.060	Issue Cor	struction Co	ntract NTP		Sun 3/6/16	Sun 3/6/16	0d	0d		0d		0%	NA	NA	Sun 3/6/1	6 Sun 3/6/16
	CNT.I	MS.070	Scope of	Service Com	plete		Mon 3/6/17	Mon 3/6/17	0d	0d		0d		0%	NA	NA	Mon 3/6/1	7 Mon 3/6/17
	CNT.:	100	<ul> <li>Project Dev</li> </ul>	elopment			Tue 1/14/14	Sat 2/7/15	3900	d 390	d	0d		0%	NA	NA	Tue 1/14/1	4 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.

Project Informa	tion for 'Typical Bridge-State ROW	/ as of	4-15-2014.1.m	op'
Start <u>d</u> ate:	Tue 1/14/14	•	Current date:	Wed 4/30/14 🔹
Einish date:	Mon 3/6/17	-	Status date:	Fri 5/2/14 🗸
Schedule from:	Project Start Date	•	C <u>a</u> lendar:	MassDOT Highway Division Working Ca 💌
All t	asks begin as soon as possible.		Priority:	500
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Help	Statistics			OK Cancel

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.

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CNT.	MS.040	Advertise	Constru	ction Con	tract			Sat	11/7/1	5 Set the state	us date o	n the Project	t in	0d		0%	NA	NA		Sat 11/7/1	5 Sat 11/7/15
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CNT.	MS.070	Scope of	Service (	Complete				Mo	n 3/6/1	7 Mon 3/6/17	0d	0d	1	0d		0%	NA	NA		Mon 3/6/1	7 Mon 3/6/17
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CNT.	100.020	Project D	esign Sch	edule Up	dates			Thu	2/13/1	4 Sat 2/7/15	360d	360	d	0d		0%	NA	NA		Thu 2/13/1	4 Sat 2/7/15
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HWY	.200.010	Prepare F	unctional	Design F	Report			Tue	1/14/1	4 Fri 3/14/14	60d	600	d	0d		0%	NA	NA		Tue 1/14/1	4 Fri 3/14/14
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CNT.MS.020	PM Subm	its Documents	for Advertising		Sat 10/24/15	Sat 10/24/15	0d	0d	b0	0%	NA	NA	Sat 10/24/1	5 Sat 10/24/15
CNT.MS.030	Prepare f	for Advertise			Sat 10/31/15	Sat 11/7/15	2d	2d	0d	0%	NA	NA	Sat 10/31/1	5 Sat 11/7/15
CNT.MS.040	Advertise	e Construction	Contract		Sat 11/7/15	Sat 11/7/15	0d	0d	b0	0%	NA	NA	Sat 11/7/1	5 Sat 11/7/15
CNT.MS.050	Bid Open	ing			Wed 1/6/16	Wed 1/6/16	0d	0d	0d	0%	NA	NA	Wed 1/6/1	6 Wed 1/6/16
CNT.MS.060	Issue Cor	nstruction Con	tract NTP		Sun 3/6/16	Sun 3/6/16	0d	0d	0d	0%	NA	NA	Sun 3/6/1	6 Sun 3/6/16
CNT.MS.070	Scope of	Service Comp	plete		Mon 3/6/17	Mon 3/6/17	0d	0d	b0	0%	NA	NA	Mon 3/6/1	7 Mon 3/6/17
CNT.100	<ul> <li>Project Dev</li> </ul>	elopment			Tue 1/14/14	Sat 2/7/15	390d	390d	0d	0%	NA	NA	Tue 1/14/1	4 Sat 2/7/15
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CNT.100.020	Project D	esign Schedul	e Updates		Thu 2/13/14	Sat 2/7/15	360d	360d	0d	0%	NA	NA	Thu 2/13/1	4 Sat 2/7/15
HWY	🖃 Highway Desig	gn			Tue 1/14/14	Sun 7/12/15	545d	513.86d	31.14d	6%	Tue 1/14/14	NA	Tue 1/14/1	4 Sun 7/12/15
HWY.200	Functional	Design Repo	rt		Tue 1/14/14	Thu 10/2/14	262d	87.33d	174.67d	67%	Tue 1/14/14	NA	Tue 1/14/1	4 Thu 10/2/14
HWY.200.010	Prepare F	Functional Des	ign Report		Tue 1/14/14	Fri 3/14/14	60d	0d	60d	100%	Tue 1/14/14	Fri 3/14/14	Tue 1/14/1	4 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.

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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	l 390d	0d		0%	NA	NA	Tue 1/14/1	4 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 1/14/1	4 Wed 2/12/14
CNT.100.020	Project Design Schedule	Updates		Thu 2/13/14	Sat 2/7/15	360d	i 360d	0d		0%	NA	NA	Thu 2/13/1	4 Sat 2/7/15
HWY	Highway Design			Tue 1/14/14	Sun 7/12/15	545d	l 545d	0d		0%	NA	NA	Tue 1/14/1	4 Sun 7/12/15
HWY.200	Functional Design Report	rt		Tue 1/14/14	Thu 10/2/14	262d	1 262d	0d		0%	NA	NA	Tue 1/14/1	4 Thu 10/2/14
HWY.200.010	Prepare Functional Desig	gn Report		Tue 1/14/14	Fri 3/14/14	60d	60d	0d		0%	NA 💌	NA	Tue 1/14/1	4 Fri 3/14/14
HWY.200.020	Submit Functional Design	n Report		Tue 9/2/14	Tue 9/2/14	0d	0d	0d	4	January,	2014 🕨	NA	Tue 9/2/1	4 Tue 9/2/14
HWY.200.030	Review Functional Desig	gn Report		Wed 9/3/14	Thu 10/2/14	30d	30d	0d	Mo	Tu We Th	Fr Sa Su	NA	Wed 9/3/1	4 Thu 10/2/14
HWY.200.040	Approval of Functional D	Design Report		Thu 10/2/14	Thu 10/2/14	0d	0d	0d		30 31 <b>1 2</b>	3 4 5	NA	Thu 10/2/1	4 Thu 10/2/14
HWY.220	Design Exception Report	t		Thu 3/27/14	Thu 10/2/14	190d	l 190d	0d		6789	10 11 12	NA	Thu 3/27/1	4 Thu 10/2/14
HWY.220.010	Prepare Design Exceptio	on Report		Thu 3/27/14	Sun 5/25/14	60d	60d	0d		13 14 15 16	17 18 19	NA	Thu 3/27/1	4 Sun 5/25/14
HWY.220.020	Submit Design Exception	Report		Tue 9/2/14	Tue 9/2/14	0d	0d	0d		20 21 22 23	24 25 26	NA	Tue 9/2/1	4 Tue 9/2/14
HWY.220.030	Review Design Exception	on Report		Wed 9/3/14	Thu 10/2/14	30d	30d	0d	1 '	3 4 5 6	7 8 9	NA	Wed 9/3/1	4 Thu 10/2/14
HWY.220.040	Approval of Design Exce	eption Report		Thu 10/2/14	Thu 10/2/14	0d	0d	0d	1 -	Teday		NA	Thu 10/2/1	4 Thu 10/2/14
HWY.303	Conduct Survey			Tue 1/14/14	Wed 3/26/14	72d	72d	0d	1	Loday		NA	Tue 1/14/1	4 Wed 3/26/14

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1	VBS		Name			•	Start 👻	Finish 👻	Duration	Remaining Duration	Actual     Duration	-	% Complete	Act. Start	Act. Finish	Baseline Start	Baseline Finish
CNT.1	00	<ul> <li>Project Dev</li> </ul>	elopment				Tue 1/14/14	Sat 2/7/15	390d	390d	0d		0%	NA	NA	Tue 1/14/14	4 Sat 2/7/15
CNT.1	00.010	Finalize P	Project Plan a	nd Design Scl	hedule		Tue 1/14/14	Wed 2/12/14	30d	30d	0d		0%	NA	NA	Tue 1/14/1	4 Wed 2/12/14
CNT.1	00.020	Project D	esign Sched	ule Updates			Thu 2/13/14	Sat 2/7/15	360d	360d	0d		0%	NA	NA	Thu 2/13/1-	4 Sat 2/7/15
HWY		🗆 Highway Desig	gn				Tue 1/14/14	Sun 7/12/15	545d	507.1d	37.9	1	7%	Tue 1/14/14	NA	Tue 1/14/1	4 Sun 7/12/15
HWY.	200	E Functional	Design Rep	ort			Thu 1/16/14	Thu 10/2/14	260d	75d	1850		71%	Thu 1/16/14	NA	Tue 1/14/1	4 Thu 10/2/14
HWY.	200.010	Prepare F	Functional De	sign Report			Thu 1/16/14	Sun 3/30/14	74d	0d	74d		100%	Thu 1/16/14	Sun 3/30/14	Tue 1/14/1	4 Fri 3/14/14
HWY.	200.020	Submit Fu	unctional Des	ign Report			Tue 9/2/14	Tue 9/2/14	0d	0d	0d		0%	NA	NA	Tue 9/2/1	4 Tue 9/2/14
HWY.	VY.200.030 Review Functional Design Report					Wed 9/3/14	Thu 10/2/14	30d	30d	0d		0%	NA	NA	Wed 9/3/1	4 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 10/2/1	4 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

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	WBS		Name	•		-	Start 👻	Finish 👻	Duration	•	Remaining Duration	Actual Duration	•	% Complete	•	Act. Start 🖕	Act. Finish	Baseline Start	Baseli	ne 🗸
HW	Y	🗆 Highway Desi	gn				Tue 1/14/14	Sun 7/12/15	545d		525.8d	19.2d		4%		Tue 1/14/14	NA	Tue 1/14/1	14 Sun	7/12/15
HW	Y.200	Functional	Design Rep	ort			Tue 1/14/14	Thu 10/2/14	262d		262d	0d		0%		NA	NA	Tue 1/14/1	14 Thu	10/2/14
HW	Y.200.010	Prepare	Functional De	esign Report			Tue 1/14/14	Fri 3/14/14	60d		60d	0d		0%		NA	NA	Tue 1/14/1	14 Fri	3/14/14
HW	Y.200.020	Submit F	unctional Des	sign Report			Tue 9/2/14	Tue 9/2/14	0d		0d	0d		0%		NA	NA	Tue 9/2/1	14 Tu	e 9/2/14
HW	Y.200.030	Review	Functional De	sign Report			Wed 9/3/14	Thu 10/2/14	30d		30d	0d		0%		NA	NA	Wed 9/3/1	14 Thu	10/2/14
HW	Y.200.040	Approva	l of Function	al Design Repo	rt		Thu 10/2/14	Thu 10/2/14	0d		0d	0d		0%		NA	NA	Thu 10/2/1	14 Thu	10/2/14
HW	Y.220	- Design Exc	eption Rep	ort			Thu 3/27/14	Thu 10/2/14	190d		111.89d	78.110	ł	41%		Thu 3/27/14	NA	Thu 3/27/1	14 Thu	10/2/14
HWY	Y.220.010	Prepare	Design Exce	otion Report			Thu 3/27/14	Sun 5/25/14	60d		23d	37d		62%	1	Thu 3/27/14	NA	Thu 3/27/1	14 Sun	5/25/14
HW	Y.220.020	Submit D	esign Except	ion Report			Tue 9/2/14	Tue 9/2/14	0d		0d	0d		0%		NA	NA	Tue 9/2/1	14 Tu	e 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.

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HW	Y.200.010	Prepare I	Functional I	Design Report			Tue 1/14/14	Fri 3/14/14	60	d	60d	0d		0%	NA	NA	Tue 1/14/	14 F	ri 3/14/14
HW	Y.200.020	Submit Fi	unctional D	esign Report			Tue 9/2/14	Tue 9/2/14	00		0d	0d		0%	NA	NA	Tue 9/2/	14 T	ue 9/2/14
HW	Y.200.030	Review F	Functional I	Design Report			Wed 9/3/14	Thu 10/2/14	30	d	30d	0d		0%	NA	NA	Wed 9/3/	14 Th	u 10/2/14
HW	Y.200.040	Approval	l of Functio	nal Design Report			Thu 10/2/14	Thu 10/2/14	00	1	0d	0d		0%	NA	NA	Thu 10/2/	14 Th	u 10/2/14
HW	Y.220	- Design Exc	eption Re	port			Thu 3/27/14	Thu 10/2/14	190	d	117.53d	72.47	1	38%	Thu 3/27/14	NA NA	Thu 3/27/	14 Th	u 10/2/14
HW	Y.220.010	Prepare (	Design Exc	eption Report			Thu 3/27/14	Sun 6/1/14	67	d	30d 🍦	37d		55%	Thu 3/27/14	NA	Thu 3/27/	14 Su	n 5/25/14
HW	Y.220.020	Submit D	esign Exce	ption Report			Tue 9/2/14	Tue 9/2/14	00		0d	0d		0%	NA	NA	Tue 9/2/	14 T	ue 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.

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HWY	.200	- Functiona	l Design R	eport		Tue 1/14/14	Thu 10/2/14	262d	262d	0d	0%	NA	NA	Tue 1/14/1	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 1/14/1	14 Fri 3/14/14
HWY	.200.020	Submit	Functional D	esign Report		Tue 9/2/14	Tue 9/2/14	0d	0d	0d	0%	NA	NA	Tue 9/2/1	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 9/3/1	14 Thu 10/2/14
HWY	.200.040	Approv	al of Functio	onal Design Report		Thu 10/2/14	Thu 10/2/14	0d	0d	0d	0%	NA	NA	Thu 10/2/1	14 Thu 10/2/14
HWY	.220	- Design Ex	ception Re	port		Thu 4/17/14	Thu 10/2/14	169d	169d	0d	0%	Thu 4/17/14	NA	Thu 3/27/1	14 Thu 10/2/14
HWY	.220.010	Prepare	Design Exc	eption 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 Exce	eption Report		Tue 9/2/14	Tue 9/2/14	0d	0d	0d	0%	NA	NA	Tue 9/2/1	14 Tue 9/2/14
HWY	.220.030	Review	Design Exc	eption Report		Wed 9/3/14	Thu 10/2/14	30d	30d	0d	0%	NA	NA	Wed 9/3/1	14 Thu 10/2/14
HWY	.220.040	Approv	al of Design	Exception Report		Thu 10/2/14	Thu 10/2/14	0d	0d	0d	0%	NA	NA	Thu 10/2/1	14 Thu 10/2/14
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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.

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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 1/14/1	4 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 1/15/1	4 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 1/15/1-	4 NA	Tue 1/14/14	Fri 3/14/14
HWY.200.020	Submit Functional Design Report	Tue 9/2/14	Tue 9/2/14	b0	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
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CN1.100.020	Project Design Schedule Updates	Thu 2/13/14	Sat 2///15	3600	3600	DU	0%	NA	NA	Thu 2/13/14	Sat 2///15
HWY	- Highway Design	Tue 1/14/14	Sun 7/12/15	5450	539.81d	5.190	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	Cat 2/16/14		604	10d	17%	Wed 1/15/14		The All All A	
HW/V 200 020		The most in	3dt 3/13/14	60d	300				NA	Tue 1/14/14	Fri 3/14/14
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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
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### 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.

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CNT.100.010	Finalize Project Plan and Design Schedule	Tue 1/14/14	We 🔘 S	et 0% - 100%	complete					NA	Tue 1/14/14	Wed 2/12/14
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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
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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 ( $0.2 \times 60=12$ ) 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.

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HWY.	220.010	Prepare D	Design Exc	eption Report			Thu 3/27/14	Sun 5/25/14	60d		48d	12d	2	20%	Thu 3/27/14	NA	Thu 3/27/	14 Sun 5/25/14
HWY.2	220.020	Submit De	esign Exce	ption Report			Tue 9/2/14	Tue 9/2/14	0d		0d	0d		0%	NA	NA	Tue 9/2/	14 Tue 9/2/14
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HWY	.200.040	Approval	of Function	al Design Report		Thu 10/2/14	Thu 10/2/14	0d	b0	0d	0%	NA	NA	Thu 10/2/1	14 Thu 10/2/14
HWY	.220	- Design Exc	eption Rep	ort		Thu 3/27/14	Thu 10/2/14	190d	170.17d	19.83d	10%	Thu 3/27/14	NA	Thu 3/27/1	14 Thu 10/2/14
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HWY	.220.020	Submit D	esign Excep	tion Report		Tue 9/2/14	Tue 9/2/14	0d	0d	0d	0%	NA	NA	Tue 9/2/1	14 Tue 9/2/14
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### 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.

**<u>Example</u>**: 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.

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	BRD.710.020	121	Su	bmit Bridge Sket	ch Plans		4/2/18	4/2/18	1d	0d	1d	100%	4/2/18	4/2/18	4/2/18	4/2/18						
	BRD.710.030	122	Re	view Bridge Ske	etch Plans		4/3/18	7/31/18	120d	0d	120d	100%	4/3/18	7/31/18	4/3/18	7/31/18						
	BRD.710.032	123	Se	nd Sketch Plan (	Comments to DE		7/31/18	7/31/18	0d	0d	0d	0%	NA	NA	7/31/18	7/31/18			•	Send Sketch	Plan Comme	nts to DE



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."

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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.

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### 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 🖕	2017 2018 2019 2020 22 Tan Mar May Ital San
CNT	1		Contract/Project Management	2/15/17	11/9/19	998d		0d	Contract/Project Management
CNT.MS	2		- Project Milestones	2/15/17	11/9/19	998d		0d	Project Milestones
CNT.MS.010	3		Issue Design Contract NTP	2/15/17	2/15/17	Dd	MassDOT.PM	I 3d	Issue Design Contract NTP
CNT.MS.020	4		PM Submits Documents for Advertising	11/3/19	11/3/19	1d	MassDOT.PM	I 3d	PM Submits Documents for Advertising
CNT.MS.030	5		Prepare for Advertise	11/4/19	11/5/19	2d	MassDOT.PM	1 3d	
CNT.MS.040	6		Advertise Construction Contract	11/9/19	11/9/19	1d	MassDOT.PM	1 Od	Advertise Construction Contract
CNT.303	7		Conduct Survey	2/15/17	6/14/17	120d		55d	Conduct Survey
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	Od	Consultants.Other	57d	Submit Survey
CNT.303.030	10		Review Survey	4/16/17	6/14/17	60d	MassDOT.HM	/ 57d	
CNT.303.040	11		Approval of Survey	6/14/17	6/14/17	Od	MassDOT.HM	/ 57d	Approval of Survey
HWY	12		- Highway Design	5/26/17	10/20/19	878d		16d	🗸 🗸 🗸 Highway Design
HWY.200	13		Functional Design Report	9/25/17	3/23/18	180d		149d	Functional Design Report
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	i 18d	Submit Functional Design Report
HWY.200.030	16		Review Functional Design Report	11/24/17	3/23/18	120d	MassDOT.HM	/ 151d	
HWY.200.040	17		Approval of Functional Design Report	3/23/18	3/23/18	0d	MassDOT.HM	/ 18d	Approval of Functional Design Report
HWY.219	18		Healthy Transportation Policy Waiver	9/25/17	3/23/18	180d		536d	Healthy Transportation Policy Waiver
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	Od	Consultants.DES	466d	Submit Healthy Transportation Policy Waiver
HWY.219.030	21		Review Healthy Transportation Policy Waiver	11/24/17	3/23/18	120d	MassDOT.HM	/ 361d	
HWY.219.040	22		Approval of Healthy Transportation Policy Waiver By Chief Engir	3/23/18	3/23/18	i Od	MassDOT.HW	/ 361d	Approval of Healthy Transportation Policy Waiver By Chief Engineer
HWY.220	23		Design Exception Report	9/25/17	3/23/18	180d		133d	Design Exception Report
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	Od	Consultants.DES	44d	Submit Design Exception Report
HWY.220.030	26		Review Design Exception Report	11/24/17	3/23/18	120d	MassDOT.HM	/ 347d	
HWY.220.040	27		Approval of Design Exception Report By Chief Engineer	3/23/18	3/23/18	0d	MassDOT.HW	/ 347d	Approval of Design Exception Report By Chief Engineer