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Reports Manual

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Chapter

1

JOB/PROJECT AREA

The Job/Project Area includes the processes which are used to create a new (or modify an existing) job, version or multi-job project.

LISTINGS

The LISTINGS options display basic information about jobs, job versions, and multi-job projects. Listings are only viewable through P/PMS and are not available on the web.

REPORTS

There are various job reports that will give you all kinds of useful info about the status and schedule of your jobs and their tasks, milestones, and resources. These can be run directly from P/PMS. These can be run directly from P/PMS, but some can also be run from the P/PMS website (** these will be noted in the descriptions)*. You will find the P/PMS website if you go to ConnectMDOT, Teams, Projects, PPMS.

Listings

Listing Name:	Details
How to Run This Listing:	From the Job/Project Area Select 'Listings' Select 'Details'
Listing Description:	<u>Data Sources</u> This listing can be run on an open job, version, or multi-job project
	<u>Data Selection Prompts</u> No prompts are selected and the listing is immediately displayed.
	<u>Data Shown</u> Displayed is the Job Details Listing for the open job, version, or multi-job project, which include: control section, job number, version number route, location description, target start date, target plan completion date, target letting date, target finish date, target float, project manager, scheduling specialist, construction cost, fund template, consultant name, remarks and MPINS status.

Listing Name:	Characteristics
How to Run This Listing:	From the Job/Project Area Select 'Listings' Select 'Characteristics'
Listing Description:	<u>Data Sources</u> This listing can be run on an open job, version, or multi-job project
	<u>Data Selection Prompts</u> No prompts are selected and the listing is immediately displayed.
	<u>Data Shown</u> For the job/version, it shows all of the entries on the "P/PMS Job Data Form" in a format emulating that form. A separate form is produced for each job in a multi-job project.

Listing Name:	Consultant Checklist
How to Run This Listing:	From the Job/Project Area Select 'Listings' Select 'Consultant Checklist'
Listing Description:	<u>Data Sources</u> This listing can be run on an open job, version, or multi-job project
	<u>Data Selection Prompts</u> No prompts are selected and the listing is immediately displayed.
	<u>Data Shown</u> This item allows the user to display a list of all tasks selected to be done by consultant, and the contract type selected.

Listing Name:	Tasks
How to Run This Listing:	From the Job/Project Area Select 'Listings' Select 'Tasks'
Listing Description:	<u>Data Sources</u> This listing can be run on an open job or version.
	<u>Data Selection Prompts</u> The user is presented with a pop-up menu that asks them to select the order which the tasks will be sorted: by Task Number, Scheduled Start, or Float.
	<u>Data Shown</u> This option will display a list of all of the tasks slated to be completed in the job's network, including the Baseline, Scheduled, and Actual Start and Finish dates, and the task duration and float (lateness).

Listing Name:	Tasks and Constraints
How to Run This Listing:	From the Job/Project Area Select 'Listings' Select 'Tasks and Constraints'
Listing Description:	<u>Data Sources</u> This listing can be run on an open job or version.
	<u>Data Selection Prompts</u> No prompts are presented and the listing is immediately displayed.
	<u>Data Shown</u> This option lists the task and constraint information for the open job, version or multi-job project. For each task it shows the task identifier and description, WBS code, duration, calendar, preceding tasks, succeeding tasks, constraint type, and constraint delay. The listing is sorted by the task number within job number (for multi-job projects).

Listing Name:	Responsible Units
How to Run This Listing:	From the Job/Project Area Select 'Listings' Select 'Responsible Units'
Listing Description:	Data Sources This listing can be run on an open job or version.
	Data Selection Prompts No prompts are presented and the listing is immediately displayed.
	Data Shown This option presents the user with a list of the current in-house and consultant responsible units for each task in the P/PMS Global Network.

Listing Name:	Resources
How to Run This Listing:	From the Job/Project Area Select 'Listings' Select 'Resources'
Listing Description:	Data Sources This listing can be run on an open job or version.
	Data Selection Prompts The user is presented with a pop-up menu requesting user to select a task and resource code. The user can leave blank to display information on all tasks/resources in selected job or version.
	Data Shown This option lists each task number, duration, and description followed by the resources with their organization code, description, labor hours, quantity and calendar. The listing is sorted by task identifier and resource code within job number (for multi-job projects).

Listing Name:	Resource Totals
How to Run This Listing:	From the Job/Project Area Select 'Listings' Select 'Resource Totals'
Listing Description:	<u>Data Sources</u> This listing can be run on an open job or version.
	<u>Data Selection Prompts</u> No prompts are presented and the listing is immediately displayed.
	<u>Data Shown</u> This option will, for a particular open job/project, list the total labor hours and quantity for each organization listed as a resource on any task(s) in that job/project.

Listing Name:	Advanced Network Planning
How to Run This Listing:	From the Job/Project Area Select 'Listings' Select 'Advanced Network Planning'
Listing Description:	<u>Data Sources</u> This listing can be run on an open job or version.
	<u>Data Selection Prompts</u> No prompts are presented and the listing is immediately displayed.
	<u>Data Shown</u> This option will, for a particular open job/version, list the Task Number, Task Description, Duration, Planned Start and Planned Finish Date for any task in the selected Job/version that has Planned Start/Finish dates entered for tasks.

Listing Name:	Job Access
How to Run This Listing:	From the Job/Project Area Select 'Listings' Select 'Job Access'
Listing Description:	<u>Data Sources</u> This listing can be run on an open job or version.
	<u>Data Selection Prompts</u> No prompts are presented and the listing is immediately displayed.
	<u>Data Shown</u> The Job Ownership/Access Listing displays the job number, job owner, and all users having access to the job. The listing shows the job owner and all users with access to that job.

Listing Name:	New Jobs
How to Run This Listing:	From the Job/Project Area Select 'Listings' Select 'New Jobs'
Listing Description:	Data Sources This listing can only be run with nothing open.
	Data Selection Prompts The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. Data Shown: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number.
	Data Shown This option allows the use to obtain a printout on all jobs in P/PMS that network generation has not started yet. Displayed are control section, job number, project manager, route, location description, work type, region, target plan completion and letting, construction costs and MPINS status.

Reports

Job Reports

Report Name:	Job Status
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'Job' Select 'Job Status'
Report Description:	<u>Data Sources</u> This listing can be run on an open job, version, or multi-job projects or with nothing open at all.
	<u>Data Selection Prompts</u> If run with an item open, a message box is presented asking the user what to base the report on: Plan Completion or Letting. After a selection is made, the report is displayed. If run with nothing open, a pop down menu is displayed will all the current project managers listed. After a manager is selected, a message box is presented asking the user what to base the report on: Plan Completion or Letting. After a selection is made, the report is displayed.
	<u>Data Shown</u> The report shoes job data including: control section, job number, route, location, description, approved date, schedule date and float. The jobs are grouped according to their P/PMS network status: New, Un-generated, Generic, Unrefined, and Programmed.
	<u>Data Interpretation</u> The job Status Report provides the user with a quick look at the network status and PC/Letting status of an open job, version, multi-job project or all jobs owned by a chosen project manager.

Report Name:	Plan Completion and Letting
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'Job' Select 'PC and Letting'
Report Description:	Data Sources This listing can be run on an open job, version, or multi-job projects or with nothing open at all.
	Data Selection Prompts If run with nothing open, a pop-down menu is displayed from which the user can pick a job owner/project manager. After a manager is selected, the report is displayed. If run with an item open, the report is immediately displayed.
	Data Shown The report that is generated will include the following information: Approved and Scheduled plan completion dates and Approved and Scheduled letting dates. Also, included is the corresponding float value for each of these areas. Please keep in mind, if a job is open, this report will pertain only to the network of that job.

Report Name:	Job Performance
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'Job' Select 'Job Performance'
Report Description:	<u>Data Sources</u> This listing can be run on an open job, version, or multi-job projects or with nothing open at all.
	<u>Data Selection Prompts</u> If run with nothing open, a pop-down menu is displayed from which the user can pick a job owner/project manager. After a manager is selected, the report is displayed. If run with an item open, the report is immediately displayed.
	<u>Data Shown</u> The report displays region, control section, job number, version, project manager, route, location/description, work type, job status, approved letting, scheduled letting, current float and construction cost for all jobs listed for the chosen job owner/project manager. This report also gives the cost and letting status by the quarter and the schedule status for all jobs for the specified job owner/project manager.

Report Name:	Cost Performance
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'Job' Select 'Cost Performance'
Report Description:	<u>Data Sources</u> This listing can be run on an open job, version, or multi-job projects or with nothing open at all.
	<u>Data Selection Prompts</u> If run with nothing open, a pop-down menu is displayed from which the user can pick a job owner/project manager. After a manager is selected, the report is displayed. If run with an item open, the report is immediately displayed.
	<u>Data Shown</u> The report displays budgeted and actual costs for each task in the open job or version. Costs may be sorted by TASK or by RESOURCE. Displayed are budgeted, actual costs and cost variances. Cost totals are displayed cumulative to date.

Report Name:	Earned Value of Work Performed
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'Job' Select 'Earned Value of Work Performed'
Report Description:	<u>Data Sources</u> This listing can be run on an open job, version, or multi-job projects.
	<u>Data Selection Prompts</u> No prompts are presented and the report is immediately displayed
	<u>Data Shown</u> The chart displays a plot of the budgeted hours of work performed (BHWP) and the budgeted hours of work schedule (BHWS) for the open job or version. Comparison of the two plots indicates whether the job or project is on schedule.

WBS/OBS Reports

Report Name:	Work Breakdown Structure
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'WBS/OBS' Select 'Work Breakdown Structure'
Report Description:	Data Sources This listing can be run on an open job, version, or multi-job projects.
	Data Selection Prompts No prompts are presented and the report is immediately displayed
	Data Shown The report displays WBS codes and their corresponding descriptions for each task in the open multi-job project, job or version. The report is sorted by job for a multi-job project.

Report Name:	WBS Roll-up
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'WBS/OBS' Select 'WBS Roll-up'
Report Description:	<u>Data Sources</u> This listing can be run on an open job, version, or multi-job projects.
	<u>Data Selection Prompts</u> No prompts are presented and the report is immediately displayed
	<u>Data Shown</u> The report summarizes schedule and cost information for each level in the work breakdown structure hierarchy and rolls it up to the next WBS level for the open job, version or multi-job project. For each task, scheduled start and finish dates, actual start and finish dates are shown. Also, total hours and costs are shown. The report is grouped by job number for a multi-job project.

Report Name:	WBS Roll-up Gantt Chart
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'WBS/OBS' Select 'WBS Roll-up Gantt Chart'
Report Description:	<u>Data Sources</u> This listing can be run on an open job, version, or multi-job projects.
	<u>Data Selection Prompts</u> No prompts are presented and the report is immediately displayed
	<u>Data Shown</u> This report contains network information is Gantt chart format. The report is ordered by WBS Code and the task numbers are included where applicable. Also, included are the scheduled dates, actual dates, actual hours and actual costs. The chart also displays the variances between the following dates: current schedule, original and current baselines, and in-progress/actual schedule. The dashed vertical line that is in the bar chart area is the 'Time Now' line. This is as of the day the report was generated. Please refer to the legend on the bottom of the report for Gantt bar descriptions. To zoom in on any area of the chart, left click and hold the mouse, drag the outline over desired selection and release.

Report Name:	Organizational Breakdown Structure
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'WBS/OBS' Select 'Organizational Breakdown Structure'
Report Description:	<u>Data Sources</u> This listing can be run on an open job, version, or multi-job projects.
	<u>Data Selection Prompts</u> No prompts are presented and the report is immediately displayed
	<u>Data Shown</u> The OBS report displays OBS codes and their corresponding descriptions and levels for the open multi-job project, job or version. The report is sorted by job for a multi-job project.

Report Name:	OBS Roll-Up
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'WBS/OBS' Select 'OBS Roll-up'
Report Description:	<u>Data Sources</u> This listing can be run on an open job, version, or multi-job projects.
	<u>Data Selection Prompts</u> No prompts are presented and the report is immediately displayed
	<u>Data Shown</u> The OBS schedule roll-up report summarizes schedule and cost information for each level in the organizational breakdown structure hierarchy and rolls it up to the next OBS level for the open job or version. For each organizational unit, scheduled start and finish dates, actual start and finish dates and total hours and costs are shown. The report is grouped by job number for a multi- job project.

Report Name:	OBS Roll-Up Gantt Chart
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'WBS/OBS' Select 'OBS Roll-up Gantt Chart'
Report Description:	<u>Data Sources</u> This listing can be run on an open job, version, or multi-job projects.
	<u>Data Selection Prompts</u> No prompts are presented and the report is immediately displayed
	<u>Data Shown</u> The OBS Roll-up Gantt chart shows early start and finish dates for each resource in the open job, version or multi-job project. Resources are identified by OBS code. The chart displays the variances among the following dates: current schedule, original and current approved dates, and in-progress/actual schedule. The chart is grouped by job number for a multi-job project. Please refer to the legend on the bottom of the report for Gantt bar descriptions. To zoom in on any area of the chart, left click and hold the mouse, drag the outline over desired selection and release.

Task Reports

Report Name:	Task Status
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'Tasks' Select 'Task Status'
Report Description:	<u>Data Sources</u> This listing can be run on an open job, version, or multi-job projects.
	<u>Data Selection Prompts</u> A selection screen is presented asking the user what criteria to base the report on: time frame, resource unit and/or resource group. The user can leave all options blank to get a complete list of tasks for the open job, version or multi-job project.
	<u>Data Shown</u> This report provides task status for all tasks in the selected job where the task has an actual start date, but not the actual finish date. The report includes information on the task number, description, relevant dates (approved start and finish, scheduled start and finish, and actual start and finish), responsible reporting unit and the current float.

Report Name:	Late Tasks
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'Tasks' Select 'Late Tasks'
Report Description:	<u>Data Sources</u> This listing can be run on an open job, version, or multi-job projects.
	<u>Data Selection Prompts</u> A selection screen is presented asking the user what criteria to base the report on: time frame, resource unit and/or resource group. User can leave all options blank to get a complete list of tasks for the open job, version or multi-job project.
	<u>Data Shown</u> This report lists all tasks that are behind schedule in an open job or multi job project. Tasks are identified by job, task number, and task description. For each task, the current approved, scheduled and actual start and finish dates, and the number of days the task is behind schedule is displayed. This report is sorted by organizational code and then by control section and job number.

Report Name:	Completed Tasks
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'Tasks' Select 'Completed Tasks'
Report Description:	<u>Data Sources</u> This listing can be run on an open job, version, or multi-job projects.
	<u>Data Selection Prompts</u> A selection screen is presented asking the user what criteria to base the report on: time frame, resource unit and/or resource group. The user can leave all options blank to get a complete list of tasks for the open job, version or multi-job project.
	<u>Data Shown</u> This report lists all tasks that are completed in an open job or multi-job project. Tasks are identified by job, task number, and task description. For each task, the duration, responsible unit, the approved, scheduled and actual start and finish dates and float is displayed. This report is sorted by Job Section, Job Number, Schedule Start and Task Number.

Report Name:	Task Gantt Chart
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'Tasks' Select 'Task Gantt Chart'
Report Description:	<u>Data Sources</u> This listing can be run on an open job, version, or multi-job projects.
	<u>Data Selection Prompts</u> A selection screen is presented asking the user what criteria to base the report on: task number, time frame, and resource unit and/or resource group. The user can leave all options blank to get a complete list of tasks for the open job, version or multi-job project.
	<u>Data Shown</u> Selection of this report shows, in graphical format, task status for all tasks in the selected job. The criteria are determined using the selection screen that is presented to the user when the report is first selected. The report includes information on the task number, description, duration, relevant dates (approved start and finish, scheduled start and finish, and actual start and finish), and the current float.

Report Name:	Predecessors/Successors
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'Tasks' Select 'Predecessors/Successors'
Report Description:	<u>Data Sources</u> This report can be run on an open job, version or multi-jobs project.
	<u>Data Selection Prompts</u> No prompts are presented and the report is immediately displayed.
	<u>Data Shown</u> This report displays, by task number, all preceding and succeeding constraints for each task in an open job, version, or multi job project. For each task, it shows the task number, task description, duration, current approved dates, current schedule dates, actual dates, and total float for the task. For each constraint, the following information is displayed: constraint flag (an indication of whether it is a predecessor or successor constraint), constraint description, constraint type, and constraint delay. For multi job projects, the report is sorted by control section and job number.

Report Name:	Version Changes Gantt Chart
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'Tasks' Select 'Version Changes Gantt Chart'
Report Description:	<u>Data Sources</u> This report must be run on an open version
	<u>Data Selection Prompts</u> No prompts are presented and the report is immediately displayed.
	<u>Data Shown</u> The chart shows the variances between the current approved dates and version schedule for all tasks in an open version. Task number, description, duration, percent completion and float are displayed for each task. Please refer to the legend on the bottom of the report for Gantt bar descriptions. To zoom in on any area of the chart, left click and hold the mouse, drag the outline over desired selection and release.
	<u>Data Interpretation</u> The Gantt chart enables the user to determine the difference between a version's schedule and the job's approved schedule.

Report Name:	Network Logic Diagram
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'Tasks' Select 'Network Logic Diagram'
Report Description:	<u>Data Sources</u> This report can be run on an open job or version. This option is not available for a multi job project.
	<u>Data Selection Prompts</u> A prompt box is presented asking the user to choose the printer/paper size for output: Laser Printer 8.5 x 11 Black & White, Inkjet Printer 8.5 x 11 Color, Laser Printer 11 x 17 Black & White, Page Plotter E Size Black & White.
	<u>Data Shown</u> The report is a graph showing the logical sequence of network tasks, their interrelationships, and those tasks that make up the critical path for an open job or version. If a task has started, a line will be drawn from the lower left corner to the upper right corner of the task box. If the task has finished, an X will be drawn through the box. To zoom in on any area of the chart, left click and hold the mouse, drag the outline over desired selection and release. The diagram can be formatted for a large plotter or a laser printer, depending on the detail the user would like to see. The laser print will show only the task numbers and relationships. If you are able to send the network to an 11" X 17" printer, you will be able to view task descriptions and other task information

Report Name:	Network Changes
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'Tasks' Select 'Network Changes'
Report Description:	<u>Data Sources</u> This report must be run on an open version only.
	<u>Data Selection Prompts</u> No prompts are presented and the report is immediately displayed
	<u>Data Shown</u> This report presents the user with a list of all changes made to the current version's network from the original, including added/deleted tasks, constraint changes, and duration changes.

Milestone Reports

Report Name:	Milestone Status
How to Run This Report: *(* this report is also available on the web)*	From the Job/Project Area Select 'Reports' Select 'Milestone' Select 'Milestone Status'
Report Description:	<u>Data Sources</u> This report can be run on an open job, version or multi-jobs project.
	<u>Data Selection Prompts</u> A selection screen is presented asking the user what criteria to base the report on: time frame, resource unit and/or resource group. The user can leave all options blank to get a complete list of tasks for the open job, version or multi-job project.
	<u>Data Shown</u> The following information is displayed: Task Number, Description, Responsible Unit, Approved, Scheduled and actual dates for milestone tasks and current floats in the selected job.
	<u>Data Interpretation</u> This report displays all milestone tasks for selected criteria in a job.

Report Name:	Late Milestones
How to Run This Report: *(* this report is also available on the web)*	From the Job/Project Area Select 'Reports' Select 'Milestone' Select 'Late Milestones'
Report Description:	<u>Data Sources</u> This report can be run on an open job, version or multi-jobs project.
	<u>Data Selection Prompts</u> A selection screen is presented asking the user what criteria to base the report on: time frame, resource unit and/or resource group. The user can leave all options blank to get a complete list of tasks for the open job, version or multi-job project.
	<u>Data Shown</u> The following information is displayed: Approved Scheduled and actual dates for milestone tasks in the selected job.
	<u>Data Interpretation</u> This report is similar to the Milestone report; however, it displays only the late milestones for the selected criteria.

Report Name:	Completed Milestones
How to Run This Report: *(* this report is also available on the web)*	From the Job/Project Area Select 'Reports' Select 'Milestone' Select 'Completed Milestones'
Report Description:	Data Sources This report can be run on an open job, version or multi-jobs project.
	Data Selection Prompts A selection screen is presented asking the user what criteria to base the report on: time frame, resource unit and/or resource group. The user can leave all options blank to get a complete list of tasks for the open job, version or multi-job project.
	Data Shown The following information is displayed: Task Number, Description, Responsible Unit, Approved, Scheduled and actual dates for milestone tasks in the selected job.
	Data Interpretation This report is similar to the Milestone Status Report; however, it displays only the completed milestones for the selected criteria.

Report Name:	Milestone Gantt Chart
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'Milestone' Select 'Milestone Gantt Chart'
Report Description:	<u>Data Sources</u> This report can be run on an open job, version or multi-jobs project.
	<u>Data Selection Prompts</u> A selection screen is presented asking the user what criteria to base the report on: time frame, resource unit and/or resource group. The user can leave all options blank to get a complete list of tasks for the open job, version or multi-job project.
	<u>Data Shown</u> Selection of this report shows, in graphical format, milestone status for all milestones in the selected job. The criteria are determined using the selection screen that is presented to the user when the report is first selected. The report includes information on the task number, description, duration, relevant dates (approved start and finish, scheduled start and finish, and actual start and finish), and the current float.

Report Name:	Milestone Summary
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'Milestone' Select 'Milestone Summary'
Report Description:	<u>Data Sources</u> This report can be run on an open job, version or multi-jobs project.
	<u>Data Selection Prompts</u> No prompts are presented and the report is immediately displayed.
	<u>Data Shown</u> *(cont'd next page)*

<table>
<tr>
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<td>
<u>Data Shown</u>

Milestones are grouped under the following Work Breakdown Structure task groups:

<table>
<tr><td>Job Scoping</td><td>Design Scope Verification</td><td>Final Plan Preparation</td></tr>
<tr><td>EPE Scoping Analysis</td><td>Base Plans Preparation</td><td>Letting</td></tr>
<tr><td>EPE Draft Analysis</td><td>Preliminary Plans Preparations</td><td>Right of Way Work</td></tr>
<tr><td>EPE Final Analysis</td><td>Utilities/ Railroads</td><td>ROW Acquisition</td></tr>
<tr><td>Contamination Investigation</td><td>Mitigation/ Permits</td><td>ROW Relocation</td></tr>
</table>
Schedule start and finish dates are shown for each roll up work breakdown structure activity. Only WBS activities that have associated milestones will appear on the report. The report is grouped by job number for a multi-job project.
</td>
</tr>
<tr>
<td></td>
<td>
<u>Data Interpretation</u>

This report displays the schedule dates for all milestones in the open job, version, or multi job project.
</td>
</tr>
</table>

Resource Reports

Report Name:	Responsibilities Work Schedule
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'Resource' Select 'Responsibilities Work Schedule'
Report Description:	<u>Data Sources</u> This report can be run on an open job, version or multi-jobs project.
	<u>Data Selection Prompts</u> A selection screen is presented asking the user what criteria to base the report on: time frame, resource unit and/or resource group. The user can leave all options blank to get a complete list of tasks for the open job, version or multi-job project.
	<u>Data Shown</u> This report displays scheduled and actual start and finish dates for each task in the open job or version, sorted by responsible units. A task will not appear on the report if it is not scheduled to be worked on during the period chosen (typically four months).

Report Name:	Responsibilities Work Schedule Gantt Chart
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'Resource' Select 'Responsibilities Work Schedule Gantt Chart'
Report Description:	<u>Data Sources</u> This report can be run on an open job, version or multi-jobs project.
	<u>Data Selection Prompts</u> A selection screen is presented asking the user what criteria to base the report on: time frame, resource unit and/or resource group. The user can leave all options blank to get a complete list of tasks for the open job, version or multi-job project.
	<u>Data Shown</u> This report displays scheduled and actual start and finish dates for each task in the open job or version, sorted by responsible units. A task will not appear on the report if it is not scheduled to be worked on during the period chosen (typically four months).
	<u>Data Interpretation</u> The Responsibilities Work Schedule Gantt Chart gives the same information as in the Responsibilities Work Schedule Report but in graphic form.

Report Name:	Management Work Schedule
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'Resource' Select 'Management Work Schedule'
Report Description:	<u>Data Sources</u> This report can be run on an open job, version or multi-jobs project.
	<u>Data Selection Prompts</u> A selection screen is presented asking the user what criteria to base the report on: time frame, resource unit and/or resource group. The user can leave all options blank to get a complete list of tasks for the open job or version.
	<u>Data Shown</u> This report displays scheduled and actual start and finish dates for each task in the open job or version. A task will not appear on the report if it is not scheduled to be worked on during the period chosen (typically four months). The report is sorted by organization code and can be displayed for a single organization, several organizations, or all organizations working on the task.

Report Name:	Management Work Schedule Gantt Chart
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'Resource' Select 'Management Work Schedule Gantt Chart'
Report Description:	<u>Data Sources</u> This report can be run on an open job, version or multi-jobs project.
	<u>Data Selection Prompts</u> A selection screen is presented asking the user what criteria to base the report on: time frame, resource unit and/or resource group. The user selects a single organization, several organizations, or all organizations. The user can leave all options blank to get a complete list of tasks for the open job, version or multi-job project.
	<u>Data Shown</u> This Chart displays in graphical format the current schedule for each task in the open job or version. If a task is not scheduled to be worked on in the time frame selected, it will not appear on the chart. The chart displays in-progress tasks with the scheduled and approved dates. Also, included are the budgeted and actual hours for each task. The report is sorted by organization code and task number. Please refer to the legend on the bottom of the report for Gantt bar descriptions. To zoom in on any area of the chart, left click and hold the mouse, drag the outline over desired selection and release.

Report Name:	Resource Histogram
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'Resource' Select 'Resource Histogram'
Report Description:	<u>Data Sources</u> This report can be run on an open job, version or multi-jobs project.
	<u>Data Selection Prompts</u> The user selects a date range and an organization code for the histogram. PROCESS Resource Summarization must have been run last on the open job, version or multi-job project.
	<u>Data Shown</u> This report graphically displays the resource quantity required, available, and overloaded over time for an open job, version or multi job project. Time units shown on the x axis of the histogram will be those selected when the Resource Summarization was run. To zoom in on any area of the chart, left click and hold the mouse, drag the outline over desired selection and release.
	<u>Data Interpretation</u> This report can be used to see what resources are required for a program of jobs or individual jobs over a specific time frame and even down to specific units or groups of units

Report Name:	Resource Summary
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'Resource' Select 'Resource Summary'
Report Description:	<u>Data Sources</u> This report can be run on an open job, version or multi-jobs project.
	<u>Data Selection Prompts</u> The user selects a single organization, several organizations, or all organizations to appear on the report. PROCESS Resource Summarization must have been run last on the open job, version or multi-job project.
	<u>Data Shown</u> The report displays required, available, overloaded, and under loaded resources over time for the open job, version or multi-job project. Time units shown on the report will be those selected when the Resource Summarization was run. The report is sorted by organization code and "from" and "to" dates within job number (for a multi-job project).
	<u>Data Interpretation</u> This report enables the manager to monitor resource consumption over time to help optimize resource allocation.

Report Name:	Work Plan and Labor Estimates
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'Resource' Select 'Work Plan and Labor Estimates'
Report Description:	<u>Data Sources</u> This report can be run on an open job, version or multi-jobs project.
	<u>Data Selection Prompts</u> No prompts are presented and the report is immediately displayed
	<u>Data Shown</u> This report displays the resources assigned to each task in the open job, version or multi-job project. For each organization working on the task, resource quantity and labor hours are shown. Information displayed for each task includes: task number, task description, duration, schedule start and finish dates, total float, and total labor hours being provided by the specified organizations. The report is grouped by job number for a multi-job project.

Report Name:	Resource Changes
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Job/Project Area Select 'Reports' Select 'Resource' Select 'Resource Changes'
Report Description:	<u>Data Sources</u> This report can be run on an open job, version or multi-jobs project.
	<u>Data Selection Prompts</u> No prompts are presented and the report is immediately displayed
	<u>Data Shown</u> The report shows for each affected task, the task number, task description, task duration, organization code and description, resource quantity and labor hours, and the date the change was made to the resource.
	<u>Data Interpretation</u> This report provides an audit trail of added, deleted, and revised resources for an open job, version, or multi job project.

Payroll Reports

Report Name:	Payroll- DCDS/PPMS
How to Run This Report: *(* this report is also available on the web)*	From the Job/Project Area Select 'Reports' Select 'Payroll' Select 'Payroll- DCDS/PPMS'
Report Description:	<u>Data Sources</u> This report can be run on an open job, version or multi-jobs project.
	<u>Data Selection Prompts</u> The user selects, from a pop-up menu, data from DCDS/PPMS by Payroll Year/Quarters, Manager/Employee, Task Number, Resource Unit, Resource Group and Sort order.
	<u>Data Shown</u> Data presented is hours and costs for individual employees. The payroll reports can either be generated by month or cumulative for a job. Both reports use data imported from finance files to the P/PMS system's UNIX server.
	<u>Data Interpretation</u> Payroll information from P/PMS is not as detailed, and will contain information rolled up to the organizational level.

Chapter

2

PROGRAM AREA

Jobs or versions of jobs are combined into Departmental programs or program scenarios (what-ifs) in the Program Area. Programs are created and managed in the Program Area.

This sub-system is the top-level program control area of the application. It retrieves job networks from the Job/Project Area and makes them available for program level time analysis, resource scheduling, running reports and for program scenarios.

Key Elements

The key elements of the Program Area are as follows:

- PROGRAM DEVELOPMENT - Programs are developed by first creating a program scenario and then replacing the current program with an approved scenario. Once a program is approved, information about each of the jobs in the program is written back to the jobs. Program information is also used to direct the actions of the organizational units.

- PROGRAM SCENARIOS - Program scenarios are program-level "what-ifs" that are created in the Program Area. New releases of the overall program are first created as a program scenario by copying the current program to a scenario and modifying it. Alternate scenarios can be created to determine the best plan to accommodate changing requirements, whether long or short term.

- RESOURCE ANALYSIS - Job schedules which have been combined into a departmental program or program scenario can be analyzed for resources required against availability for the existing schedule. They can, in a program scenario, be "resource scheduled," which adjusts the scenario schedule to meet the Department's resource availability profile.

- PROGRAM REPORTING - Management reporting is performed from the Program Area. The long-range, annual, and four month views of the program schedule are captured here, as is analysis of schedules against the available resources.

LISTINGS

The LISTINGS options display basic information about jobs, job versions, and multi-job projects. Listings are only viewable through P/PMS and are not available on the web.

REPORTS

There are various job reports that will give you all kinds of useful info about the status and schedule of your jobs and their tasks, milestones, and resources. These can be run directly from P/PMS, but some can also be run from the P/PMS website *(* these will be noted in the descriptions)*. You will find the P/PMS website if you go to ConnectMDOT, Teams, Projects, PPMS.

Listings

Listing Name:	Scenario Jobs
How to Run This Listing:	From the Program Area Select 'Listings' Select 'Scenario Jobs'
Listing Description:	<u>Data Sources</u> This listing can be run on an open scenario, or with nothing open at all, therefore defaulting to all scenarios.
	<u>Data Selection Prompts</u> No prompt is presented and the listing is immediately displayed.
	<u>Data Shown</u> The Scenario Jobs and Projects listing displays all jobs, versions and multi-job projects included in the open scenario or for each program scenario by identifier ("A", "B", "C" or "D") if no scenario is open.

Listing Name:	Program/Scenario Access
How to Run This Listing:	From the Program Area Select 'Listings' Select 'Program/Scenario Access'
Listing Description:	<u>Data Sources</u> This listing can be run on an open scenario, or with nothing open at all, therefore defaulting to all scenarios.
	<u>Data Selection Prompts</u> No prompt is presented and the listing is immediately displayed.
	<u>Data Shown</u> Selecting this option returns a listing of all users who have read/write access to scenarios and the current program. This lists Application Administrators, Program Managers and Scheduling Specialists.

Listing Name:	Job Involvement by Unit
How to Run This Listing:	From the Program Area Select 'Listings' Select 'Job Involvement by Unit'
Listing Description:	<u>Data Sources</u> This listing must be run on the Statewide Master Program or an open scenario.
	<u>Data Selection Prompts</u> The user is presented with a pop-up menu requesting the Resource.
	<u>Data Shown</u> Selecting this option, when a program or scenario is open, presents the user with the opportunity to list all jobs in the current program or scenario that are involved in by a specific organizational unit in MDOT.

Listing Name:	Programmed Jobs
How to Run This Listing:	From the Program Area Select 'Listings' Select 'Programmed Jobs'
Listing Description:	<u>Data Sources</u> This listing can be run on an open scenario, program or with nothing open at all.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number.
	<u>Data Shown</u> Selecting this option returns a listing of all jobs in the current program. It shows the control section, job number, project manager, route, location description, work type, region, target plan completion and letting dates, construction costs, job priority and MPINS status for each job.

Listing Name:	Refined Jobs
How to Run This Listing:	From the Program Area Select 'Listings' Select 'Refined Jobs'
Listing Description:	<u>Data Sources</u> This listing can be run on an open scenario, program or with nothing open at all.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number.
	<u>Data Shown</u> This option lists all refined jobs (versions) which have not yet been added to the Statewide Master Program, including the control section, job number, version, project manager, route, location description, work type, region, target plan completion and letting dates, construction costs, job priority and MPINS status.

Listing Name:	Un-Refined Jobs
How to Run This Listing:	From the Program Area Select 'Listings' Select 'Un-Refined Jobs'
Listing Description:	Data Sources This listing can be run on an open scenario, program or with nothing open at all.
	Data Selection Prompts The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number.
	Data Shown This option lists all un-programmed jobs (versions) which have not yet been added to the Statewide Master Program or a Scenario, including the control section, job number, project manager, route, location description, work type, region, target plan completion and letting dates, construction costs, job priority and MPINS status.

Listing Name:	New Jobs
How to Run This Listing:	From the Program Area Select 'Listings' Select 'New Jobs'
Listing Description:	<u>Data Sources</u> This listing can be run on an open scenario, program or with nothing open at all.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number.
	<u>Data Shown</u> Selecting this option returns a listing of all new jobs in the current program. It shows the control section, job number, project manager, route, location description, work type, region, target plan completion and letting dates, construction costs and MPINS status for each job.

Listing Name:	Resource Profile Availabilities
How to Run This Listing:	From the Program Area Select 'Listings' Select 'Resource Profile Availabilities'
Listing Description:	<u>Data Sources</u> This listing can only be run on an open scenario or program.
	<u>Data Selection Prompts</u> No prompt is presented and listing is immediately displayed.
	<u>Data Shown</u> This listing displays the resources which are available for all tasks in the open program or scenario. The report is ordered by resource code, the beginning and ending date of each availability period and the quantity allocated. All records are displayed by default.

Listing Name:	Critical Resource Availabilities
How to Run This Listing:	From the Program Area Select 'Listings' Select 'Critical Resource Availabilities'
Listing Description:	<u>Data Sources</u> This listing can only be run if the Statewide Master Program, a Scenario, or a Resource Profile is open.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically from which resource code they wish to view data from. User can leave resource code selection field blank to display all resource codes.
	<u>Data Shown</u> The criteria are determined using the selection screen that is presented to the user when the report is first selected. The report includes information on Resource Code, Resource Description, People per Day, Beginning Availability, Ending Availability and total number of Months Remaining.

Listing Name:	Jobs for Archiving
How to Run This Listing:	From the Program Area Select 'Listings' Select 'Jobs for Archiving'
Listing Description:	<u>Data Sources</u> This listing can be run on an open scenario, program or with nothing open at all.
	<u>Data Selection Prompts</u> No prompt is presented and the listing is immediately displayed.
	<u>Data Shown</u> The Jobs for Archive listing displays the jobs which have been marked for archive or are Inactive or Completed. The fields displayed include job number, version, route, control section and job status.

Listing Name:	Jobs for Un-Archiving
How to Run This Listing:	From the Program Area Select 'Listings' Select 'Jobs for Un-Archiving'
Listing Description:	Data Sources This listing can be run on an open scenario, program or with nothing open at all.
	Data Selection Prompts The user is presented with a selection screen from which they may choose the sorting order of the report. They can choose to sort by control section, job number, project manager, target letting, archive date, or leave the sorting option blank.
	Data Shown The Jobs for Un-Archive listing displays the jobs which have been marked for un-archiving. The fields displayed include control section, job number, project manager, route, description, target letting, MPINS status, archive date and project status comments.

Listing Name:	Jobs for Deleting
How to Run This Listing:	From the Program Area Select 'Listings' Select 'Jobs for Deleting'
Listing Description:	<u>Data Sources</u> This listing can be run on an open scenario, program or with nothing open at all.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may choose the sorting order of the report. They can choose to sort by control section, job number, project manager, target letting, archive date, or leave the sorting option blank.
	<u>Data Shown</u> The Jobs for Deleting listing displays the jobs which have been marked for deletion. The fields displayed include control section, job number, project manager, route, description, target letting, Non-Let Job Status, Local Job status, MPINS status, PPMS status and project status comments.

Listing Name:	Jobs for Programming
How to Run This Listing:	From the Program Area Select 'Listings' Select 'Jobs for Programming-'
Listing Description:	<u>Data Sources</u> This listing can be run on an open scenario, program or with nothing open at all.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, TSC, Job Number, Work Type, Work Group, Job Type, Job Group, Funding Template, MPINS Status and Task Number.
	<u>Data Shown</u> The criteria are determined using the selection screen that is presented to the user when the report is first selected. The report includes information on the control section, job number, version, project manager, route, location description and submitting date.
	<u>Data Interpretation</u> The Jobs for Programming listing displays the jobs which have been submitted for programming. The report also shows approval or denial details and program change request information.

Listing Name:	Project Status Comments
How to Run This Listing:	From the Program Area Select 'Listings' Select 'Project Status Comments-'
Listing Description:	<u>Data Sources</u> This listing can be run on an open scenario, or with nothing open at all, therefore defaulting to all scenarios.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, TSC, Job Number, Work Type, Work Group, Job Type, Job Group, Funding Template, MPINS Status and Task Number.
	<u>Data Shown</u> The criteria are determined using the selection screen that is presented to the user when the report is first selected. The report includes information on the control section, job number, project manager, route, location description, target plan completion and letting date, job status, net status, project status comment and comment date.

Reports

Program/Project Reports

Report Name:	Project Status
How to Run This Report: *(* this report is also available on the web)*	From the Program Area Select 'Reports' Select 'Program/Project' Select 'Project Status' Select 'Custom/Combined/Historical/Changes Report'
Report Description:	<u>Data Sources</u> This listing can be run on an open scenario, program or with nothing open at all.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number.
	<u>Data Shown</u> Jobs meeting the criteria are selected and status presented with regards to the major milestones of ROW, Base Plans, the Plan Review, OEC, Plan Completion and Letting. **Custom Report**: This report creates a Project Status Report based on user defined criteria. **Combined Report**: This report creates a Project Status report by automatically selecting all the major programs in the system. **Historical Report**: This report creates a Project Status Report, based on Historical Data in the system, for a selected time frame only. **Changes Report**: This report allows the user to pick a date range and compare the changes in the jobs in that range.

Report Name:	Program Status
How to Run This Report: *(* this report is also available on the web)*	From the Program Area Select 'Reports' Select 'Program/Project' Select 'Program Status' Select 'Custom/Combined/Historical/Changes Report'
Report Description:	<u>Data Sources</u> This listing can be run on an open scenario, program or with nothing open at all.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number.
	<u>Data Shown</u> Jobs meeting the criteria are selected and status presented with regards to the major milestones of ROW, Base Plans, the Plan Review, OEC, Plan Completion and Letting. The original date, approved date and actual dates are displayed along with job costs. **Custom Report**: This report displays all the selection criteria in table form. **Combined Report**: This report displays the information by Program, the top of the report displaying the totals and the bottom displays the construction dollars per month. **Historical Report**: This report creates a Project Status Report, based on Historical Data in the system, for a selected time frame only.

Report Name:	Benchmark Status
How to Run This Report: *(* this report is also available on the web)*	From the Program Area Select 'Listings' Select 'Benchmark Status' Select 'Partial/Full/Cumulative Cost Data Line Chart/Job-Cost Data by Region/Monthly Job Data by Region'
Report Description:	<u>Data Sources</u> This listing can be run on an open scenario, program or with nothing open at all.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number.
	<u>Data Shown</u> **Partial – Job/Cost Data by Month** Top of the Report This report is comprised of three sections: Historical Data – based on a user supplied historical date and selection criteria, Current Data – based on user supplied selection criteria, and All Data. For each letting month and for each section, this report shows the number, budgeted cost and cumulative budgeted cost of jobs that were approved to be let versus the number, obligated cost and cumulative obligated cost of jobs that were actually let. The report also shows the number and cost of jobs added/deleted between the user supplied historical date and the date the report was run. The low bid costs are shown last to highlight differences with the obligated costs. *(cont'd next page)*

	Data Shown *(cont'd from previous page)* Bottom of the Report Gives the user the job detail information to back up the numbers and costs on the top section of the report. **Full – Job/Cost Data by Month** Top of the Report This report is comprised of thee sections: Historical Data – based on user supplied historical date and selection criteria, Current Data – based on user supplied selections criteria, and All Data. For each letting month and for each section, this report shows the number, budgeted cost, cumulative budgeted cost, percent of budgeted cost total and cumulative percent of budgeted cost total of jobs that were approved to be let versus the number, obligated cost, cumulative obligated cost, percent of obligated cost total and cumulative percent of obligated cost total of jobs that were actually let (the actual letting data is displayed in tow ways: 'Actual Letting = Approved Letting' and 'Total Actual Lettings'). The low bid costs and cumulative low bid costs are shown last to highlight differences with the obligated costs. Bottom of the Report Gives the user the job detail information to back up the numbers and costs on the top section of the report. *(cont'd next page)*

	Data Shown *(cont'd from previous page)* **Cumulative Cost Data Line Chart** This chart is comprised of three sections: Historical Data – based on user supplied historical date and selection criteria, Current Data – based on user supplied selection criteria and All Data. For each letting month and for each section, this chart graphs the cumulative budgeted cost of jobs that were approves to be let versus the cumulative obligated cost of jobs that were actually let versus the cumulative low bid cost of jobs that were actually let. **Job/Cost Data by Region** For each region, this report shows Historical data for the number and cost of jobs that were approved to be let versus the number and cost of jobs that were actually let. It also shows percentages let by job and by cost. The low bid costs are shown last to highlight differences with the obligated costs. **Monthly Job/Cost Data by Region** Top of the Report For each region, this report show Historical Data for the number of jobs that were approved to be let in a letting month versus the number of jobs that were actually let in that letting month. Bottom of the Report For each region, this report shows Historical data for the budgeted cost of jobs that were approved to be let in a letting month versus the obligated cost of jobs that were actually let in that letting month.

Report Name:	Network Status
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Program Area Select 'Reports' Select 'Program/Project' Select 'Network Status'
Report Description:	Data Sources This listing can be run on an open scenario, program or with nothing open at all.
	Data Selection Prompts The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number.
	Data Shown For each job group there is listed the number of current archived, new jobs, un-refined jobs, refined jobs, the number of programmed jobs, and the number of late and on -time jobs. Percentages of jobs in that group that are programmed and percentages are also shown.
	Data Interpretation The Network Status Report shows the overall status of the Program as divided into the five major job groups (Road Sides, Enhancements & other; Rehab/Reconstruct & Passing Relief; Increased Capacity & Expand; Bridge; Traffic & Safety; Capital Preventative Maintenance).

Report Name:	Program Performance
How to Run This Report: *(* this report is also available on the web)*	From the Program Area Select 'Reports' Select 'Program/Project' Select 'Program Performance'
Report Description:	Data Sources This listing can be run on an open scenario, program or with nothing open at all.
	Data Selection Prompts The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number.
	Data Shown The top part of the report shows start dates and costs for each job awarded to the district during the selected fiscal year. The bottom part of the report displays quarterly and overall totals for number of jobs awarded, the number of those jobs that are on schedule and the total dollar amount awarded.
	Data Interpretation This report provides schedule and cost summaries for a specified district during a specified fiscal year.

Report Name:	Plan Completion and Letting
How to Run This Report: *(* this report is also available on the web)*	From the Program Area Select 'Reports' Select 'Program/Project' Select 'PC & Letting'
Report Description:	Data Sources This listing can be run on an open scenario, program or with nothing open at all.
	Data Selection Prompts The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number.
	Data Shown Network information is listed in control section order and the approved and scheduled plan completion, along with the approved and scheduled letting dates. Also, included is the amount of float available to the network.

Report Name:	Cost Performance by Task/Resource
How to Run This Report: *(* this report is also available on the web)*	From the Program Area Select 'Reports' Select 'Program/Project' Select 'Cost Performance by Task/Resource'
Report Description:	<u>Data Sources</u> This listing can be run on an open scenario, program or with nothing open at all.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number.
	<u>Data Shown</u> This report displays budgeted and actual costs for each task in the open program/scenario. Costs may be sorted by either TASK or RESOURCE CODE. Displayed are budgeted, actual costs and cost variances. Cost totals are displayed cumulative to date.

Report Name:	Earned Value of Work Performed
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Program Area Select 'Reports' Select 'Program/Project' Select 'Earned Value of Work Performed'
Report Description:	<u>Data Sources</u> This report can be run on an open program or scenario.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number.
	<u>Data Shown</u> This chart displays plots of the budgeted hours of work performed (BHWP), the budgeted hours of work scheduled (BHWS), and actual costs of work performed (ACWP) for jobs in the open program or scenario.
	<u>Data Interpretation</u> Comparison of the plots can be used to see whether jobs are on schedule and at budget.

WBS/OBS Reports

Report Name:	Work Breakdown Structure
How to Run This Report: *(* this report is also available on the web)*	From the Program Area Select 'Reports' Select 'WBS/OBS' Select 'Work Breakdown Structure'
Report Description:	<u>Data Sources</u> This report can be run on an open program or scenario.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number.
	<u>Data Shown</u> This report displays WBS codes and their corresponding descriptions for each task in the open program or scenario. The report is sorted by job.

Report Name:	WBS Roll-Up
How to Run This Report: *(* this report is also available on the web)*	From the Program Area Select 'Reports' Select 'WBS/OBS' Select 'WBS Roll-Up'
Report Description:	<u>Data Sources</u> This report can be run on an open program or scenario.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number. PROCESS OBS/WBS Schedule Roll up must be run on the open program or scenario before this report can be generated.
	<u>Data Shown</u> For each task in the open program or scenario, scheduled start and finish dates, actual start and finish dates, and total hours and costs are shown. Tasks are grouped by job number.
	<u>Data Interpretation</u> This report summarizes schedule and cost information for each level in the Work Breakdown Structure hierarchy and rolls it up to the next WBS level.

Report Name:	WBS Roll-Up Gantt Chart
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Program Area Select 'Reports' Select 'WBS/OBS' Select 'WBS Roll-Up Gantt Chart'
Report Description:	<u>Data Sources</u> This report can be run on an open program or scenario.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number.
	<u>Data Shown</u> This Gantt chart shows early start and finish dates for each task in the open program or scenario. Tasks are grouped by control section and job number and identified by WBS code. For an open scenario, the chart displays the variances among the following dates: current schedule, original, current, and intermediate baselines, and in-progress/actual schedule. For the current program, the intermediate baseline is not shown. Please refer to the legend on the bottom of the report for Gantt bar descriptions. To zoom in on any area of the chart, left click and hold the mouse, drag the outline over desired selection and release.

Report Name:	Organizational Breakdown Structure
How to Run This Report: *(* this report is also available on the web)*	From the Program Area Select 'Reports' Select 'WBS/OBS' Select 'Organizational Breakdown Structure'
Report Description:	<u>Data Sources</u> This report can be run on an open program or scenario.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number.
	<u>Data Shown</u> The report displays OBS codes and their corresponding descriptions and levels for the open program/scenario. The report is sorted by job.

Report Name:	OBS Roll-up
How to Run This Report: *(* this report is also available on the web)*	From the Program Area Select 'Reports' Select 'WBS/OBS' Select 'OBS Roll-up'
Report Description:	<u>Data Sources</u> This report can be run on an open program or scenario.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number. PROCESS OBS/WBS Schedule Roll up must be run on the open program or scenario before this report can be generated.
	<u>Data Shown</u> For each organizational unit working on tasks in the open program or scenario, scheduled start and finish dates, actual start and finish dates, and total hours and costs are shown. Tasks are grouped by job number.
	<u>Data Interpretation</u> This report summarizes schedule and cost information for each level in the Organizational Breakdown Structure hierarchy and rolls it up to the next OBS level.

Report Name:	OBS Roll-up Gantt Chart
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Program Area Select 'Reports' Select 'WBS/OBS' Select 'OBS Roll-up Gantt Chart'
Report Description:	<u>Data Sources</u> This report can be run on an open program or scenario.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number.
	<u>Data Shown</u> This Gantt chart shows early start and finish dates for each resource in the open scenario/program. Resources are identified by OBS code. The chart displays the variances among the following dates: current schedule, original and current approved dates, and in-progress/actual schedule. The chart is grouped by job number for a multi-job project. To zoom in on any area of the chart, left click and hold the mouse, drag the outline over desired selection and release.

Task Reports

Report Name:	Task Status
How to Run This Report: *(* this report is also available on the web)*	From the Program Area Select 'Reports' Select 'Task' Select 'Task Status'
Report Description:	<u>Data Sources</u> This report can be run on an open program or scenario.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number. The user can leave all options blank to get a complete list of tasks for the open scenario/program.
	<u>Data Shown</u> Displayed is the task status for all tasks of all jobs in the program where the task has an actual start date, but not the actual finish date. The report includes information on the task number, description, relevant dates (baseline start and finish, actual start, scheduled finish), responsible reporting unit, and the current float.

Report Name:	Late Tasks
How to Run This Report: *(* this report is also available on the web)*	From the Program Area Select 'Reports' Select 'Task' Select 'Late Tasks'
Report Description:	<u>Data Sources</u> This report can be run on an open program or scenario.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number. The user can leave all options blank to get a complete list of tasks for the open scenario/program.
	<u>Data Shown</u> The late task report in the program area allows the user to generate a report of all the late tasks within the entire program. The report is sorted by control section and job, and lists late activities pertaining to the selected criteria. Task description, responsible unit, duration, approved, schedules and actual start and finish dates, along with a task float is displayed.

Report Name:	Three Month Late Tasks
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Program Area Select 'Reports' Select 'Task' Select 'Three Month Late Tasks'
Report Description:	<u>Data Sources</u> This report can be run on an open program or scenario.
	<u>Data Selection Prompts</u> A selection screen is presented asking the user what criteria to base the report on: time frame and resource group. The user can leave all options blank to get a complete list of tasks for the open scenario/program.
	<u>Data Shown</u> The Three Month Late Task report in the program area allows the user to generate a report of all the late tasks within the parameters of the criteria chosen. The report is sorted by control section and job, and lists late activities pertaining to the selected criteria. Task description, responsible unit, duration, approved, schedules and actual start and finish dates, along with a task float is displayed.

Report Name:	Completed Tasks
How to Run This Report: *(* this report is also available on the web)*	From the Program Area Select 'Reports' Select 'Task' Select 'Completed'
Report Description:	<u>Data Sources</u> This report can be run on an open program or scenario.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number. The user can leave all options blank to get a complete list of tasks for the open scenario/program.
	<u>Data Shown</u> This report lists all tasks that are completed in an entire program, scenario or other selected criteria. Tasks are identified by job, task number, and task description. For each task, the duration, responsible unit, the approved, scheduled and actual start and finish dates and a float is displayed. This report is sorted by Job Section, Job Number, Schedule Start and Task Number.

Report Name:	Task Gantt Chart
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Program Area Select 'Reports' Select 'Task' Select 'Task Gantt Chart'
Report Description:	<u>Data Sources</u> This report can be run on an open program or scenario.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number. The user can leave all options blank to get a complete list of tasks for the open scenario/program.
	<u>Data Shown</u> Selection of this report shows, in graphical format, task status for all tasks in the entire program, scenario or other selected criteria. The criteria are determined using the selection screen that is presented to the user when the report is first selected. The report includes information on the task number, description, duration, relevant dates (approved start and finish, scheduled start and finish, and actual start and finish), and the current float.

Milestone Reports

Report Name:	Milestone Status
How to Run This Report: *(* this report is also available on the web)*	From the Program Area Select 'Reports' Select 'Milestone' Select 'Milestone Status'
Report Description:	<u>Data Sources</u> This report can be run on an open program or scenario.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number. The user can leave all options blank to get a complete list of tasks for the open scenario/program.
	<u>Data Shown</u> The Milestone Status Report displays all milestone tasks for selected criteria for an entire program. The report is sorted by control section. The following information is displayed: Approved, scheduled and actual dates for milestone tasks in the individual jobs.

Report Name:	Late Milestones
How to Run This Report: *(* this report is also available on the web)*	From the Program Area Select 'Reports' Select 'Milestone' Select 'Late Milestones'
Report Description:	<u>Data Sources</u> This report can be run on an open program or scenario.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number. The user can leave all options blank to get a complete list of tasks for the open scenario/program.
	<u>Data Shown</u> This report is similar to the Milestone report; however, it displays only the late milestones for the selected criteria. The report is sorted by control section. The following information is displayed: Approved, scheduled and actual finish dates for milestone tasks in the individual jobs.

Report Name:	Completed Milestones
How to Run This Report: *(* this report is also available on the web)*	From the Program Area Select 'Reports' Select 'Milestone' Select 'Completed Milestones'
Report Description:	<u>Data Sources</u> This report can be run on an open program or scenario.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number. The user can leave all options blank to get a complete list of tasks for the open scenario/program.
	<u>Data Shown</u> This report is similar to the Milestone Status Report; however, it displays only the completed milestones for the selected criteria. The following information is displayed: Task Number, Description, Responsible Unit, Approved, Scheduled and actual dates for milestone tasks in the selected job. Information in the Program Area is for the entire program or scenario rather than for a particular job.

Report Name:	Milestone Gantt Chart
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Program Area Select 'Reports' Select 'Milestone' Select 'Milestone Gantt Chart'
Report Description:	<u>Data Sources</u> This report can be run on an open program or scenario.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number. The user can leave all options blank to get a complete list of tasks for the open scenario/program.
	<u>Data Shown</u> This report displays project manager's milestones in a graphical format and highlights the completion dates of each milestone. The report displays jobs by control section and job number, and graphically displays the milestone dates. Please refer to the legend at the bottom of this report for detailed descriptions of the milestones. To zoom in on any area of the chart, left click and hold the mouse, drag the outline over desired selection and release.

Report Name:	Milestone Summary
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Program Area Select 'Reports' Select 'Milestone' Select 'Milestone Summary'
Report Description:	Data Sources This report can be run on an open program or scenario.
	Data Selection Prompts The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number. The user can leave all options blank to get a complete list of tasks for the open scenario/program. *(cont'd next page)*

<table>
<tr>
<td></td>
<td>

<u>Data Shown</u> *(cont'd from previous page)*

The Milestone Summary Report displays the schedule dates for all milestones in the open job, version, or multi job project. Milestones are grouped under the following Work Breakdown Structure task groups:

<table>
<tr><td>Job Scoping

EPE Scoping Analysis

EPE Draft Analysis

EPE Final Analysis

Contamination Investigation

Design Scope Verification

Base Plans Preparation

Preliminary Plans Preparations</td>
<td>Utilities/Railroads

Mitigation/Permits

Final Plan Preparation

Letting

Right Of Way Work

ROW Acquisition

ROW Relocation</td></tr>
</table>

Schedule start and finish dates are shown for each roll-up work breakdown structure activity. Only WBS activities that have associated milestones will appear on the report. The report is grouped by job number for a multi-job project.

</td>
</tr>
</table>

Report Name:	Milestone Summary Gantt Chart
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Program Area Select 'Reports' Select 'Milestone' Select 'Milestone Summary Gantt Chart'
Report Description:	<u>Data Sources</u> This report can be run on an open program or scenario.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number. The user can leave all options blank to get a complete list of tasks for the open scenario/program.
	<u>Data Shown</u> The Milestone Summary Gantt Chart gives the same information as in the Milestone Summary Report in graphic form. Schedule dates for each milestone are represented as diamonds placed against a time line. Schedules for each WBS task group are shown as horizontal bars. The report is grouped by job number for a multi-job project.

Report Name:	Design Length Gantt Chart
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Program Area Select 'Reports' Select 'Milestone' Select 'Design Length Gantt Chart'
Report Description:	<u>Data Sources</u> This report can be run on an open program or scenario.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number. The user can leave all options blank to get a complete list of tasks for the open scenario/program.
	<u>Data Shown</u> This report displays the milestones of 0000- Design Start, 352M- THE Plan Review, 380M- Plan Completion and 392M- Letting in a graphical format and highlights the completion dates of each milestone. The report displays jobs by control section and job number, and graphically displays the milestone dates. Please refer to the legend at the bottom of this report for detailed descriptions of the milestones. To zoom in on any area of the chart, left click and hold the mouse, drag the outline over desired selection and release.
	<u>Data Interpretation</u> To show at a glance the overall design length and show where the major design designs milestones fall.

Resource Reports

Report Name:	Responsibilities Work Schedule
How to Run This Report: *(* this report is also available on the web)*	From the Program Area Select 'Reports' Select 'Resource' Select 'Responsibilities Work Schedule'
Report Description:	<u>Data Sources</u> This report can be run on an open program or scenario.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number. The user can leave all options blank to get a complete list of tasks for the open scenario/program.
	<u>Data Shown</u> The report displays scheduled and actual starts and finished dates for each task in the open scenario/program, sorted by responsible units. A task that is not scheduled to be worked on during the period chosen (typically four months) will not appear on the report.

Report Name:	Responsibilities Work Schedule Gantt Chart
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Program Area Select 'Reports' Select 'Resource' Select 'Responsibilities Work Schedule Gantt Chart'
Report Description:	<u>Data Sources</u> This report can be run on an open program or scenario.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number. The user can leave all options blank to get a complete list of tasks for the open scenario/program.
	<u>Data Shown</u> The Responsibilities Work Schedule Gantt Chart graphically displays scheduled and actual start and finish dates for each task in the open job, version or scenario, sorted by responsible units. The search criteria are determined using the selection screen that is presented to the user when the report is first selected.

Report Name:	Management Work Schedule
How to Run This Report: *(* this report is also available on the web)*	From the Program Area Select 'Reports' Select 'Resource' Select 'Management Work Schedule'
Report Description:	<u>Data Sources</u> This report can be run on an open program or scenario.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number. The user can leave all options blank to get a complete list of tasks for the open scenario/program.
	<u>Data Shown</u> This report displays tasks in the open program or scenario to be worked on in the selected time frame. Included is the activity duration, budgeted hours and actual hours for each task. The approved, scheduled and actual start and finish dates are displayed, along with the float for each task.

Report Name:	Management Work Schedule Gantt Chart
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Program Area Select 'Reports' Select 'Resource' Select 'Management Work Schedule Gantt Chart'
Report Description:	<u>Data Sources</u> This report can be run on an open program or scenario.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number. The user can leave all options blank to get a complete list of tasks for the open scenario/program.
	<u>Data Shown</u> This Gantt chart displays in graphical format the current schedule for each task in the open scenario/program. If a task is not scheduled to be worked on in the time frame selected, it will not appear on the chart. The chart displays in-progress tasks with the scheduled and approved dates. Also, included are the budgeted and actual hours for each task. The report is sorted by organization code and task number. To zoom in on any area of the chart, left click and hold the mouse, drag the outline over desired selection and release.

Report Name:	Resource Histogram
How to Run This Report: *(* this report is currently only available through P/PMS)*	From the Program Area Select 'Reports' Select 'Resource' Select 'Resource Histogram'
Report Description:	<u>Data Sources</u> This report can be run on an open program or scenario.
	<u>Data Selection Prompts</u> The user selects a date range and an organization code for the histogram. PROCESS Resource Summarization must have been run last on the open program or scenario.
	<u>Data Shown</u> The Histogram graphically displays the resource quantity required, available, and overloaded over time for an open program or scenario. Time units shown on the x axis of the histogram will be those selected when the Resource Summarization was run. To zoom in on any area of the chart, left click and hold the mouse, drag the outline over desired selection and release.
	<u>Data Interpretation</u> This report can be used to see what resources are required for a program of jobs or individual jobs over a specific time frame and even down to specific units or groups of units

Report Name:	Resource Summary
How to Run This Report: *(* this report is also available on the web)*	From the Program Area Select 'Reports' Select 'Resource' Select 'Resource Summary'
Report Description:	<u>Data Sources</u> This report can be run on an open program or scenario.
	<u>Data Selection Prompts</u> The user selects a single organization, several organizations, or all organizations to appear on the report. PROCESS Resource Summarization must have been run last on the open job, version or multi-job project. Time units shown on the report will be those selected when the Resource Summarization was run.
	<u>Data Shown</u> The report displays required, available, overloaded, and under loaded resources over time for the open job, version or multi-job project. Information in the Program Area is for the entire program or scenario rather than for a particular job. The report is sorted by organization code and "from" and "to" dates within job number (for a multi-job project).
	<u>Data Interpretation</u> The report enables the manager to monitor resource consumption over time to help optimize resource allocation.

Report Name:	Hours/Cost Summary
How to Run This Report: *(* this report is also available on the web)*	From the Program Area Select 'Reports' Select 'Resource' Select 'Hours/Cost Summary'
Report Description:	<u>Data Sources</u> This report can be run on an open program, scenario, or with nothing open at all.
	<u>Data Selection Prompts</u> The user selects a time frame, resource unit and/or group.
	<u>Data Shown</u> This report provides hours and cost figures for all organizational units working on the Program. It displays for each organizational unit the "from" and "to" dates for each reporting period, and the budgeted cost, actual cost, variance cost, budgeted hours, actual hours, and variance hours for that period.

Payroll Reports

Report Name:	Payroll- DCDS
How to Run This Report: *(* this report is also available on the web)*	From the Program Area Select 'Reports' Select 'Payroll' Select 'DCDS'
Report Description:	Data Sources This report can be run on an open program, scenario, or with nothing open at all.
	Data Selection Prompts The user selects, from a pop-up menu, data from DCDS by Payroll Year/Quarters Job, individual manager/employee, Task, Resource (org code) or resource Unit. Data presented is hours and costs for individual employees.
	Data Shown The payroll reports can either be generated by month or cumulative for a job. Both reports use data imported from finance files to the P/PMS system's UNIX server. The following paragraphs explain each selection option. By Job When this report is run on an individual open job, the user is presented with a report sorted by resource code and task number that includes all actual hours and costs reported by all employees to that job, in which pay periods, with subtotaled hours and cost for each organization. *(cont'd next page)*

	<u>Data Shown</u> *(cont'd from previous page)* Jobs by Employee This report presents a pop-down menu of all employees having charged time for the user to pick from. The list presented shows the same information as above, sorted by job number and task number, with subtotals for each job. Jobs by Task The user selects, from a pop-up menu, a task code. All jobs that have the specified tasks will be covered by the report. Data shown for the selected task includes control section, job number, job description, route, Project Manager, and updated actual hours and cost totals, subtotaled by job. Jobs by Resource The user is presented with a pop-menu of all resources to pick from, and the resultant report presents information sorted by job number and task number charged by all employees for that organization. Subtotals are generated for each job.

Report Name:	Payroll- PPMS
How to Run This Report: *(* this report is also available on the web)*	From the Program Area Select 'Reports' Select 'Payroll' Select 'PPMS'
Report Description:	<u>Data Sources</u> This report can be run on an open program, scenario, or with nothing open at all.
	<u>Data Selection Prompts</u> See info below in 'Data Shown'
	<u>Data Shown</u> The payroll reports can either be generated by month or cumulative for a job. Both reports use data imported from finance files to the P/PMS system's UNIX server. The following paragraphs explain each option. Payroll Data from P/PMS Payroll information from P/PMS is not as detailed, and will contain information rolled up to the organizational level. By Job When this report is run on an individual open job, the user is presented with a report sorted by resource code and task number that includes all actual hours and costs reported on that job by all organizations, with organizational subtotals. *(cont'd next page)*

	Data Shown *(cont'd from previous page)* Jobs by Manager This report presents the user with a pop-down menu of all P/PMS Project Managers to select from. The list generated represents, sorted by Control Section, Job Number, Organization, and Task Number, all hours and costs charged to current jobs under the selected Project Manager. Organizational subtotals, job totals, and the Manager total are given. Jobs by Task The user selects, from a pop-up menu, a task code. All jobs that have the specified tasks will be covered by the report. Data shown for the selected task includes control section, job number, job description, route, Project Manager, and updated actual hours and cost totals, subtotaled by job. Jobs by Resource The user selects, from a pop-up menu, an organization code. All jobs that have the specified organization code(s) will be covered by the report. Data shown for the selected organization(s) includes task number, task title, control section, job number, job description, route, and updated actual hours and cost totals, subtotaled by job.

Chapter 3

Administration Area

The P/PMS Administration Area is used by the Application Administrator(s) to manage user access to the P/PMS, maintain the network templates and maintain the reference validation and standards data used in the system. This information is only viewable through P/PMS and is not available on the web.

Listings

Listing Name:	Template Tasks
How to Run This Listing:	From the Administration Area Select 'Listings' Select 'Template Tasks'
Listing Description:	<u>Data Sources</u> This listing can be run on an open template only.
	<u>Data Selection Prompts</u> No prompt is presented and the listing is immediately displayed.
	<u>Data Shown</u> This option lists the task information for the open template. For each task in the template it shows the task identifier and description, and WBS code. The listing is sorted by task code.

Listing Name:	Template Tasks and Constraints
How to Run This Listing:	From the Administration Area Select 'Listings' Select 'Template Tasks and Constraints'
Listing Description:	<u>Data Sources</u> This listing can be run on an open template only.
	<u>Data Selection Prompts</u> No prompt is presented and the listing is immediately displayed.
	<u>Data Shown</u> This option lists the task and constraint information for the open template. For each task in the template it shows the task identifier and description, WBS code, preceding task identifiers, succeeding tasks identifiers, constraint type, and constraint delay. The listing is sorted by the preceding and succeeding task codes.

Listing Name:	Validation Tables
How to Run This Listing:	From the Administration Area Select 'Listings' Select 'Validation Tables'
Listing Description:	<u>Data Sources</u> This listing must be run with nothing open.
	<u>Data Selection Prompts</u> No prompt box is presented, but the user must choose which validation table to view.
	<u>Data Shown</u> This option presents the user with complete listings of the valid options and entries for each of the categories below. Job Group This option lists all Job Groups in P/PMS, their descriptions and funding templates associated with each group. The listing is sorted alphanumerically by code. There are no other selections or sorting criteria Job Type This option lists all the permissible values for the job type code and description. The listing is sorted alphanumerically by code. There are no other selections or sorting criteria. Work Group This option lists all the permissible values for the work group code and description. The listing is sorted alphanumerically by code. There are no other selections or sorting criteria. *(Cont'd next page)*

	<u>Data Shown</u> *(cont'd from previous page)* Work Type This option lists all the permissible values for the work type code and description, as well as the corresponding work group code, job type and template number. The listing is sorted alphanumerically by work type code. There are no other selections or sorting criteria. Region This option lists all the permissible values for the region code and description. The listing is sorted alphanumerically by code. There are no other selections or sorting criteria. TSC This option lists all the permissible values for the Transportation Service Center (TSC) Codes and descriptions. The listing is sorted numerically by code. There are no other selections or sorting criteria. County This option lists all the permissible values for the County codes and descriptions, including region code, region description, TSC Code and TSC description for each county. The listing is sorted numerically by County Code. There are no other selections or sorting criteria. Environmental Type This option lists all the permissible values for the environmental study type code and description. The listing is sorted alphanumerically by code. There are no other selections or sorting criteria. *(cont'd next page)*

	Data Shown *(cont'd from previous page)* Road Class This option lists all the permissible values for the road class code and description. The listing is sorted alphanumerically by code. There are no other selections or sorting criteria. Traffic ADT This option lists all the permissible values for the Traffic level codes and descriptions. The listing is sorted numerically by code. There are no other selections or sorting criteria. Development Class This option lists all the permissible values for the development class code and description. The listing is sorted alphanumerically by code. There are no other selections or sorting criteria. Topographic Survey Type This option lists all the permissible values for the survey type code and description. The listing is sorted alphanumerically by code. There are no other selections or sorting criteria. Project Manager Unit This option lists all the permissible values for the project manager unit code and description. The listing is sorted alphanumerically by code. There are no other selections or sorting criteria. Project Development - Planning Unit This option lists all the permissible values for the project development - planning unit code and description. The listing is sorted alphanumerically by code. There are no other selections or sorting criteria. *(cont'd next page)*

	Data Shown *(cont'd from previous page)* Road Design Unit This option lists all the permissible values for the road design unit code and description. The listing is sorted alphanumerically by code. There are no other selections or sorting criteria. Structure Design Unit This option lists all the permissible values for the structure design unit code and description. The listing is sorted alphanumerically by code. There are no other selections or sorting criteria. Survey Unit This option lists all the permissible values for the survey unit code and description. The listing is sorted alphanumerically by code. There are no other selections or sorting criteria. Project Development - Design Unit This option lists all the permissible values for the project development - design unit code and description. The listing is sorted alphanumerically by code. There are no other selections or sorting criteria. Project Development - Planning Unit This option lists all the permissible values for the project development - planning unit code and description. The listing is sorted alphanumerically by code. There are no other selections or sorting criteria. *(cont'd next page)*

	<u>Data Shown</u> *(cont'd from previous page)* Generic Units This option lists all generic unit codes and their descriptions. Besides the obvious district representations, the user may find which units are covered under a generic unit heading by referencing the generic unit description within the remaining Validation Tables menu items. Additives This option lists all additive codes in P/PMS and their descriptions. The listing is sorted numerically only, by additive code. These additives modify the duration and/or labor hours and resources on tasks according to the special situations in the descriptions. For information on which tasks they apply to, see LISTINGS - Task Base and Multiplier Standards Tables - Task Additives. Switches This option lists all switches in P/PMS and the description for each, sorted numerically by the switch code. These switches turn certain tasks off when the situation in the description exists. For information on which tasks they apply to, see LISTINGS - Task Base and Multiplier Standards Tables - Task Switches. Network Templates This option lists all the permissible values for the template number, description, and template creation date. The listing is sorted by template number. There are no other selections or sorting criteria. Funding Templates This option lists all Funding Templates in P/PMS and the description for each, sorted numerically by the funding template code. There are no other selections or sorting criteria. *(cont'd next page)*

	<u>Data Shown</u> *(cont'd from previous page)* Access Types This option lists all the permissible values for the Access Type codes and descriptions. The listing is sorted alphanumerically by code. There are no other selections or sorting criteria. Wayne County Control Sections This option lists all the control sections, TSC Code and TSC description for Wayne County. There are no other selections or sorting criteria.

Listing Name:	Standards Tables
How to Run This Listing:	From the Administration Area Select 'Listings' Select 'Standards Tables'
Listing Description:	<u>Data Sources</u> This listing must be run with nothing open.
	<u>Data Selection Prompts</u> No prompt box is presented, but the user must choose which Standards Table to view.
	<u>Data Shown</u> This option presents the user with complete lists of the duration and labor hour's values used by the P/PMS algorithm when generating a job network from the user entered job characteristics. Task Base This option lists the duration and labor hours standards for the task base, construction length, and for small, medium, large and other structures. The list is sorted by task identifier and job type. The user can select for a specific task identifier or job type. Work Group This option lists the duration and labor hours standards associated with each combination of task identifier, job type, and work group. The list is sorted by task identifier, job type, and work group, in that order, and the user can select for any specific value in those three fields. *(cont'd next page)*

	Data Shown *(cont'd from previous page)* Region This option lists the duration and labor hours standards associated with each combination of task identifier, job type, and region. The list is sorted by task identifier, job type, and region, in that order, and the user can select for any specific value in those three fields. Environmental Type This option lists the duration and labor hours standards associated with each combination of task identifier, job type, and environmental study code. The list is sorted by task identifier, job type, and environmental study code, in that order, and the user can select for any specific value in those three fields. Road Class This option lists the duration and labor hours standards associated with each combination of task identifier, job type, and road class. The list is sorted by task identifier, job type, and road class, in that order, and the user can select for any specific value in those three fields. Traffic ADT This option lists the durations and labor hours standards associated with each combination of task identifier, job type, and traffic level code. The list is sorted by task identifier, job type, and traffic level code, in that order, and the user can select for any specific value in those three fields. Development Class This option lists the duration and labor hours standards associated with each combination of task identifier, job type, and development class. The list is sorted by task identifier, job type, and development class, in that order, and the user can select for any specific value in those three fields. *(cont'd next page)*

	Data Shown *(cont'd from previous page)* Task Additives This option lists the duration and labor hour's standards associated with each combination of task identifier and additive code, as well as all of the organization codes and in-house and consultant distribution percentages for the combination. The list is sorted by task identifier and additive code, in that order, and the user can select for any specific value in those fields. Task Switches This option lists the switch identifiers associated with each task identifier. The list is sorted by task identifier, and the user can select for any specific value in either field. Resources Assigned This option lists the in-house and consultant distribution percentages for each set of organization codes assigned to each work group for each task identifier. The list is sorted by task identifier, work group, and organization code, in that order, and the user can select for any specific value in those three fields. Responsible Units This option lists the in-house and consultant codes for all tasks. The list is sorted by task code. Resource Rates This option lists the generic labor hour rate for each of the valid resource codes that might be assigned to any task, from the record set "res-rates." The list is sorted alphanumerically by organization code, and the user can select for any code or range of codes.

Listing Name:	Assignments
How to Run This Listing:	From the Administration Area Select 'Listings' Select 'Assignments'
Listing Description:	Data Sources This listing can be run on an open template or with nothing open at all.
	Data Selection Prompts The user is presented with a pop-up menu requiring a specific task to be chosen for the search. Multiple tasks may be chosen. When selections are complete, the user must choose 'select no more.'
	Data Shown This option lists all tasks to which one or more specified units (from a pop-down menu) are typically assigned to according to P/PMS standards. The list is arranged by Task and Resource. It also includes the percentage the chosen unit is involved in completing the task (for both in-house and consultant cases), and encompasses additive tasks performed in special situations.

Listing Name:	Archived Jobs
How to Run This Listing:	From the Administration Area Select 'Listings' Select 'Archived Jobs'
Listing Description:	<u>Data Sources</u> This listing must be run with nothing open.
	<u>Data Selection Prompts</u> The user is presented with a selection screen from which they may identify more specifically what data they wish to view, including combinations of that data. These include: Fiscal Year, Project Manager, Organization Code, Region, Work Type, Work Group, Job Type and Task Number.
	<u>Data Shown</u> This listing shows all jobs that have been archived. Displayed is: control number, job number, project manager, route, location description, job type, region, target plan completion and letting dates, construction costs, job priority, MPINS status, and archived date.

Listing Name:	Archived Job Tables
How to Run This Listing:	From the Administration Area Select 'Listings' Select 'Archived Job Tables'
Listing Description:	<u>Data Sources</u> This listing must be run with nothing open.
	<u>Data Selection Prompts</u> The user must first select which table they need: Details, Characteristics, Tasks and Constraints or Resources. The user is then presented with a pop-up menu requesting the Archived Job number to search on.
	<u>Data Shown</u> The LISTINGS Archived Job Tables options below display information about archived jobs. They are all available for screen display or hard copy output. Details This option lists the archived job details. For each archived job, it shows the job number, creation date, target start, target completion, priority code, job status, and comments. The listing is sorted by job number by default, but the user can choose a sort based on job creation date, target start or completion dates, priority code or any combination thereof. The user can select a listing for any range of job numbers or dates, or for any specific job priority code or status. *(cont'd next page)*

	Data Shown *(cont'd from previous page)* Characteristics This option lists the archived job characteristics. It shows for each archived job all of the entries on the "P/PMS Job Data Form" in a format emulating that form. The listing is sorted by job number by default, but the user can choose a sort based on district, work type, or any of the organization units. The user can select a listing for any range of job numbers, work type or unit codes or for any specific district. Tasks and Constraints This option lists the basic task and constraint information for the tasks and constraints. For each task it shows the task number and description, and WBS code. It also shows the original, intermediate, and most recent baseline dates for each task, as well as the actual start and finish dates. For each constraint, it shows the preceding task number, succeeding task number, constraint type, and constraint delay. The listing is sorted by job number and the preceding and succeeding task codes, in that order. The listing can also be requested showing all preceding task identifiers for each succeeding task. Resources This option lists, by task identifier and work group, the required resources and the quantity for each resource code. The listing is sorted by task identifier, work group, and resource code. The user can select a listing for any specific job.

Listing Name:	Work Breakdown Structure
How to Run This Listing:	From the Administration Area Select 'Listings' Select 'Work Breakdown Structure'
Listing Description:	<u>Data Sources</u> This listing must be run with nothing open.
	<u>Data Selection Prompts</u> No prompts are presented and data is immediately displayed.
	<u>Data Shown</u> This option presents the user with a hierarchical listing of the work breakdown structure for the Global Network. It contains the WBS code and description and the code of the parent record. Displayed is: WBS Code, WBS Description, WBS Parent, and Task Number.

Listing Name:	Organizational Breakdown Structure
How to Run This Listing:	From the Administration Area Select 'Listings' Select 'Organizational Breakdown Structure'
Listing Description:	<u>Data Sources</u> This listing must be run with nothing open.
	<u>Data Selection Prompts</u> No prompts are presented and data is immediately displayed.
	<u>Data Shown</u> This option presents the user with a hierarchical listing of the organizational breakdown structure for the Global Network. It contains the OBS code and description and the code of the parent record. Displayed is: OBS Code, OBS Description, OBS Parent, Resource Code, Resource Contact and Responsible Resource.

Listing Name:	Calendar
How to Run This Listing:	From the Administration Area Select 'Listings' Select 'Calendar'
Listing Description:	Data Sources This listing must be run with a calendar open only.
	Data Selection Prompts No prompts are presented and data is immediately displayed.
	Data Shown This option lists the open calendar. It shows its time unit period and its defined holidays and rest periods.

Listing Name:	Job Access
How to Run This Listing:	From the Administration Area Select 'Listings' Select 'Job Access'
Listing Description:	<u>Data Sources</u> This listing must be run with nothing open.
	<u>Data Selection Prompts</u> User first selects which report to run: By Job or By User. By Job Selection of this menu option presents a pop-up menu from which the user enters either the job number or "?" for a listing of all jobs in P/PMS. By User Selection of this menu option presents a pop-down menu from which the user can pick a job owner/project manager
	<u>Data Shown</u> Data displayed: Project Manager, Control Section, Job Number, Version, Route, User Access, and Type of Access.

Listing Name:	System User Information
How to Run This Listing:	From the Administration Area Select 'Listings' Select 'System User Information'
Listing Description:	Data Sources This listing must be run with nothing open.
	Data Selection Prompts No prompts are presented and the listing is immediately displayed.
	Data Shown This listing displays the name, phone number, organization, printer, employee ID, e-mail address, access type and plotter for all users with access to the P/PMS System

Listing Name:	Data Dictionary Descriptions
How to Run This Listing:	From the Administration Area Select 'Listings' Select 'Data Dictionary Descriptions'
Listing Description:	<u>Data Sources</u> This listing must be run with nothing open.
	<u>Data Selection Prompts</u> No prompts are presented and the listing is immediately displayed.
	<u>Data Shown</u> The LISTINGS Data Dictionary Table option allows the user to print or display a tabular listing of the fields that make up the P/PMS data dictionary including the field name, data type, size, a textual description of the field and the table definitions of which the field is part. The data dictionary is generated from table and field definitions present in the system at the time the option is selected (pre-saved when the data dictionary is generated.).

Reports

Report Name:	Template Network Logic Diagram
How to Run This Report:	From the Administration Area Select 'Reports' Select 'Template Network Logic Diagram'
Report Description:	<u>Data Sources</u> This report can be run on an open template.
	<u>Data Selection Prompts</u> A prompt box is presented asking the user to choose the printer/paper size for output: Laser Printer 8.5 x 11 Black & White, Inkjet Printer 8.5 x 11 Color, Laser Printer 11 x 17 Black & White, Page Plotter E Size Black & White. The diagram can now be formatted for a large printer (plotter) or a laser printer; depending on the detail you want (task numbers & constraints, or numbers, descriptions, & constraints).
	<u>Data Shown</u> The Template Network Logic Diagram is a graphic showing the logical sequence of network tasks, their interrelationships, and those tasks that make up the critical path for an open job or version. To zoom in on any area of the chart, left click and hold the mouse, drag the outline over desired selection and release.

Report Name:	Standards by Task
How to Run This Report:	From the Administration Area Select 'Reports' Select 'Standards by Task'
Report Description:	<u>Data Sources</u> This report cannot be run on an open template and should be run only with nothing open in the Administration Area.
	<u>Data Selection Prompts</u> The user is presented with a pop-up window requesting a task number to be displayed. The user can leave this blank to display all tasks.
	<u>Data Shown</u> This report lists the duration and labor hour standards for each task in the Global Network. The listing is presented in the same way as the 'Task Calculation Data' listing currently maintained by MDOT.

Report Name:	Standards Validation
How to Run This Report:	From the Administration Area Select 'Reports' Select 'Standards Validation'
Report Description:	<u>Data Sources</u> This report cannot be run on an open template and should be run only with nothing open in the Administration Area.
	<u>Data Selection Prompts</u> No prompts are presented. This report lists the contents of the tables created during the last PROCESS Standards Validation.
	<u>Data Shown</u> Listed will be the job number, task number, baseline duration, actual duration and variance for each task in the archive with duration in excess of tolerable variances sorted by job number then task number. Under each task, resource code, original labor hours and actual labor hours will be listed for resources with actual labor hours that differ from original values greater than the specified tolerable variance. This option will not be available until the first standards validation has been processed or if no tasks or resources in the archive have exceeded the tolerance. Upon generation of this list, archived job characteristics will be used to identify the set of characteristics that had impact on the duration or labor hours for each task/resource.

Report Name:	Data Dictionary
How to Run This Report:	From the Administration Area Select 'Reports' Select 'Data Dictionary'
Report Description:	<u>Data Sources</u> This report can be run on an open template or with nothing open at all.
	<u>Data Selection Prompts</u> No prompts are presented.
	<u>Data Shown</u> This report allows the user to print or display a tabular listing of the fields that make up the P/PMS data dictionary including the field name, data type, size, a textual description of the field and the table definitions of which the field is part. The data dictionary is generated from table and field definitions present in the system at the time the option is selected (pre-saved when the data dictionary is generated.).

Appendix A: Glossary

2604 FORM - A change request form in MPINS used to obtain authorization for such changes to a job such as adding or deleting phases, splitting a job, job costs, major work type, location, financial cost divisions, and major milestone dates. This form is usually submitted before creating a version of a job.

ABANDONED JOB – A job which has been discontinued and removed from the MDOT Master Program and is not expected to be restarted.

ACTIVE JOB – A job which is currently in the MDOT Master Program and is actively being worked on.

ACTUAL FINISH DATE (AF) - The actual point in time that work is finished on a task. (Note: in some cases, the task is considered "finished" when work is "substantially complete").

ACTUAL START DATE (AS) - The actual point in time that work started on a task.

ANNUAL CALL-FOR-PROJECTS – The annual call-for-projects is the mechanism by which Project Concept Statements are forwarded annually to the Screening Committee for job selection and assignment to construction years. The Screening Committee reviews each Region's jobs and priorities and how they relate to the statewide strategy with the respective Region Engineer. This is done before the selected jobs are placed in the MDOT Master Program.

APPROVED FINISH DATE – The planned point in time that work should finish on a task in order for the job to meet its targeted plan completion date.

APPROVED START DATE - The planned point in time that work should start on a task in order for the job to meet its targeted plan completion date.

ARCHIVED JOB – A job that has been completed, suspended, or abandoned and is removed from the P/PMS Statewide Master Program.

APPROVED JOB – A job officially included in the MDOT Master Program, but no work has been performed yet.

APPROVED DATES – The planned start and finish dates for the tasks within a job.

AWARDED JOB – A job that has been awarded in MPINS and will be removed form the P/PMS Statewide Master Program and archived.

CHARACTERISTICS - Items in the scope of a job that make it unique, including work type, region, road class, FHWA involvement, subgrade work or work outside existing shoulders, and many more. Specifically, these items of scope determine what tasks are in P/PMS job networks, their durations, and resources.

CONCEPT JOB – A job being considered for inclusion into the MDOT Master Program.

CONSTRAINTS – Defines the sequence of tasks and determines how they relate to each other in a network. Four possible types of constraints exist in a Precedence Diagram; start-to-start, start-to-finish, finish-to-start, and finish-to-finish.

CONSTRUCTION COST – The obligated A-phase amount retrieved from the MAP database and shown on the MPINS Job Info Screen.

COMPLETED JOB – A job in the MDOT Master Program that has one or more phases designated as completed in MPINS. All work on the job is physically completed.

CRITICAL PATH - The series of tasks determining the earliest completion of the job. The critical path will generally change from time to time as tasks are completed ahead of or behind schedule. The critical path is usually defined as those activities with float less than or equal to a specified value, often zero.

CRITICAL PATH METHOD (CPM) – A method of analyzing networks to determine early and late start and finish dates, durations, float and critical path.

DURATION - Number of work days (not including holidays/other non-working days) required to complete a task.

FLOAT - The amount of time, in days, that a task may be delayed from its approved dates without delaying the job finish date. Float is a mathematical calculation and can change as the project progresses and changes are made to the job. Also called slack time, total float, and path float.

GENERIC JOB - A job containing all of the tasks, milestones, and constraints necessary to constitute a network, but missing the necessary Management Units to finish assigning all resources to tasks.

IMPROVE/EXPAND JOB – "Improve" jobs increase the capacity of a road or facility and may require additional right of way. The threshold for an "Improve" job is a road widening of one lane's width or longer than a half mile, or greater than $500,000. An "Expand" job builds a new facility where none currently exists, relocates a current facility, or adds a road currently under local jurisdiction to the trunk line system.

JOB – A series of tasks grouped into phases that lead to the accomplishment of an objective(s).

JOB STATUS – Current standing of a job within the Master Program. Possible values are:

- ABANDONED
- ACTIVE
- APPROVED
- COMPLETED
- CONCEPT
- RESEARCH
- SUSPENDED

See the entry for each individual status code in this appendix for further explanation.

LABOR HOURS - The amount of actual "hands-on" time a resource spends performing a task or group of tasks.

LETTING DATE - The date that a job is put up for bid by contractors.

MANAGEMENT UNIT – An established group of employees responsible for completing a unique set of job tasks.

MAP - **M**ichigan **A**rchitectural **P**roject. The MDOT corporate database.

MILESTONE - A significant event in the job, usually the completion of a major deliverable.

MPINS - Michigan Project Information System. The user interface to the MAP database.

NETWORK – A work flow plan consisting of all tasks and constraints that must be completed to reach job objectives showing their planned sequence of accomplishment and logical relationships.

NETWORK ANALYSIS - The process of identifying early and late start and finish dates for the uncompleted portions of job tasks.

NETWORK GENERATOR – The computerized subsystem within P/PMS that generates job schedules. As input, it uses certain information from the scoping checklist, as well as a standard template of task's and constraints. By applying a precisely designed algorithm, it is able to compute durations and resource requirements for all tasks within a network.

NEW JOB - A valid job whose basic data has been loaded from MAP and needs a P/PMS network created. Valid jobs include:

- Concepts with job numbers not beginning with 9, with valid P/PMS work types, region codes greater than 0, and which will be let by MDOT during or after the current fiscal year.
- Approved or active trunk line jobs, with job numbers not beginning with 9, valid P/PMS work types, region codes greater than 0, and which will be let by MDOT during or after the current fiscal year (or Study jobs)

ORGANIZATIONAL BREAKDOWN STRUCTURE (OBS) – A hierarchical organizational matrix, which defines the relationships of all MDOT resources involved in a P/PMS job. This data is used primarily for summarizing labor data and producing customized reports.

PLAN COMPLETION DATE - The date at which all plans are complete, and the job is turned in to Specifications and Estimates for packaging to be advertised and let.

P/PMS - The Program/Project Management System. The MDOT Project Management software.

PRESERVE JOB – A job that is geared toward correcting deficiencies along an existing road and usually does not require right of way acquisition. Resurfacing, recycling, and safety jobs are examples of preservation work types. Replacement "in-kind" is considered preservation. The addition of passing lanes is also considered preservation because they improve traffic flow and safety, but do not increase the overall capacity of the road.

PROGRAM – A group of jobs oriented toward a common objective, usually to be carried out in a specified time frame.

PROGRAMMED JOB - A job that has been approved and added to the P/PMS Statewide Master Program. These jobs require updating and monitoring for progress.

PROJECT – Two or more jobs to be designed, let, and constructed together.

PROJECT MANAGEMENT - The application of knowledge, skills, tools, and techniques to job tasks in order to meet or exceed stakeholder needs and expectations from a job.

PROJECT MANAGER – The Project Manager plays a leadership role in project development and is responsible for coordinating the tasks of participants on the project team and for keeping the job on schedule and within budget. The Project Manager works cooperatively with team members to set priorities with each person contributing to project development by obtaining an estimate of the time and dollars needed for each major project development function (design, right of way, traffic control plans, traffic estimation and environmental clearance). Project Managers coordinate job tasks to assure that the job remains consistent with the job concept statement and is within the estimated cost reflected in the long-range program. It is also the Project Manager's responsibility to make sure that all team members are informed of changes that will influence their participation in the job.

REFINED JOB - A job that has a version waiting to be included in the P/PMS Statewide Master Program. The version must have satisfactory dates and/or coincide with an approved 2604 before it can be “programmed” in P/PMS.

RESEARCH JOB – A Job currently under study only.

RESOURCE – A unit that performs at least some of the work on the task or tasks they’re involved with.

RESOURCE LEVELING – The adjustment of job schedules to balance the job workload based on the available labor hours for each resource assigned.

ROLL -UP – The summarizing or "rolling-up" of job-related data along OBS or WBS lines.

SCENARIO – An alternative to the P/PMS Statewide Master Program which demonstrates the affect on the schedule of running a different mix of jobs (Program "what-if").

SCHEDULE DATES – The current start and finish dates for the tasks within a job.

SCHEDULED FINISH DATE – The current point in time that work will be finished on a task.

SCHEDULED START DATE - The current point in time that work will be started on a task.

SCHEDULER – The computerized subsystem within P/PMS which generates the Master Program Schedule. It takes in the schedule's output from the Network Generator, other data from the Payroll and Real Estate sub-systems and balances resource load requirements against resource availability and desired priorities to produce the Master Schedule.

SCHEDULING SPECIALIST - The "right-hand" of a project manager, whose duty with regards to P/PMS is to perform the ground work necessary to create and update the P/PMS network for a job.

STATEWIDE MASTER PROGRAM – The proposed plan of the Michigan Department of Transportation for developing and constructing highway improvement jobs for a specific multi-year period of time (e.g., five-year program).

SUSPENDED JOB – A job which was at one time included in the MDOT Master Program, but has been temporarily removed. It is anticipated that the job will be returned to "Approved" or "Active" status sometime in the future.

TARGET DATE - An imposed date which constrains or otherwise modifies the network analysis. Target dates are set approved dates from which the network approved dates are calculated. These include the Target Start (Task 0000), Target Plan Completion (380M), Target Letting (392M) and Target Finish (Task 9999).

TASK – A specific work responsibility performed by one or more resources. Tasks include both resource labor hour and duration commitments. A task is usually composed of several work steps.

UNGENERATED JOB - A job that has been opened in P/PMS, but does not yet have a network generated.

UNREFINED JOB - A job containing all of the tasks, milestones, constraints, and resources necessary to constitute a network, but that needs to be checked, updated, and verified to ensure the network correctly reflects all work to be done.

VERSION - A copy of a job network which is used to make changes to the tasks, constraints or resources.

WORK BREAKDOWN STRUCTURE – A hierarchical job matrix which defines relationships of Tasks, Phases, etc., within a P/PMS job. This data is used primarily for summarizing task data and producing customized reports.

WORK STEPS – One or more specific actions which are performed to complete a task.

Appendix B: Abbreviations & Arconyms

AASHTO	American Association of State Highway Transportation Officials
ADT	Average Daily Traffic
CE	Categorical Exclusion
CRF	Contract Request Form
CPM	Critical Path Method
DEIS	Draft Environmental Impact Statement
DHV	Design Hour Volumes
EA	Environmental Assessment
EIS	Environmental Impact Statement
EPE	Early Preliminary Engineering
FEIS	Final Environment Impact Statement
FHWA	Federal Highway Administration
FONSI	Finding of No Significant Impact
ISA	Initial Site Assessment
LOS	Level of Service
C&T	Construction and Technology
MAP	Michigan Architectural Project
MDNR	Michigan Department of Natural Resources
MPINS	MAP Project Information System
MPO	Metropolitan Planning Organization
MDOT	Michigan Department of Transportation
OBS	Organizational Breakdown Structure
OEC	Omissions/Errors Check Meeting
P/PMS	Program/Project Management System
PDR	Property Disposition Report
PE	Preliminary Engineering
PPS	Preliminary Project Statement
PS&E	Plans, Specifications, and Estimates
PSI	Preliminary Site Investigation
RAP	Remedial Action Plan
RED	Real Estate Division
RFP	Request for Proposal
RI	Remedial Investigation
ROD	Record of Decision
ROW	Right of Way
SEE	Social, Economic, and Environmental
TAR	Traffic Analysis Report
WBS	Work Breakdown Structure