

AGENDA

DEFINITIONS

INFORMATION MANAGEMENT

REPORTING

VISIBILITY

EXAMPLES

AVAILABLE TOOLS

WHAT'S HERE ALREADY

REPORTING

Reporting - Tell about what happened to give information about something that has happened

Tell people news using media to find out facts and tell people about them in print or a broadcast

Inform authorities about something or somebody to inform somebody in authority about something that has happened, especially a crime or an accident, or about somebody who has done something wrong

Tell about research to give detailed information about research or an investigation

VISIBILITY

Ability to be seen

the fact of being able to be seen

Distance it is possible to see

the distance it is possible to see under the prevailing atmospheric or weather conditions

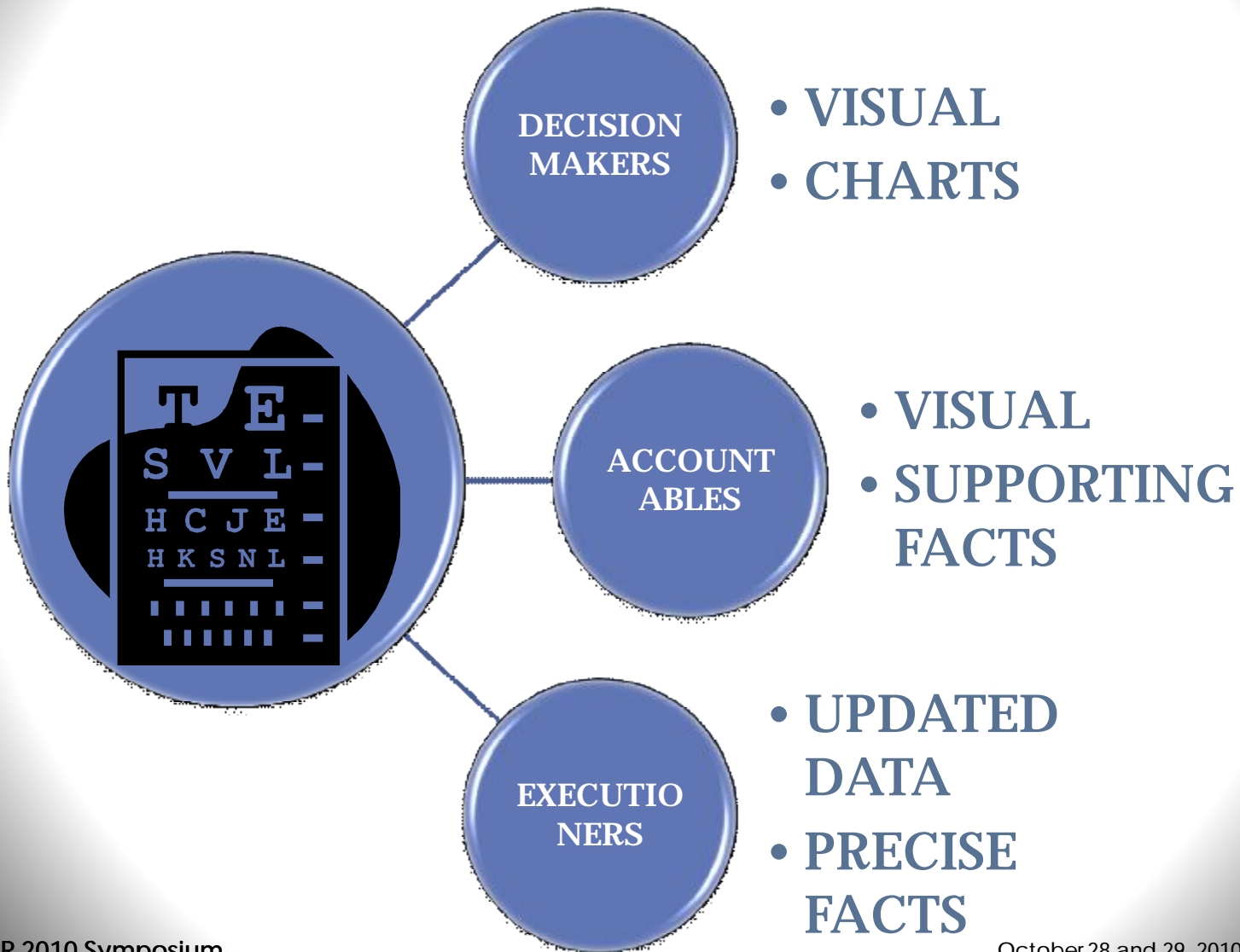
Clear view

the ability to provide somebody, especially the driver of a vehicle, with a good view of what is around him or her, or the view obtained from a fixed position

Public prominence

the degree to which somebody or something is easily noticed by and catches the attention of the public or a group of people
the comparatively low visibility of the board of directors

VISIBILITY



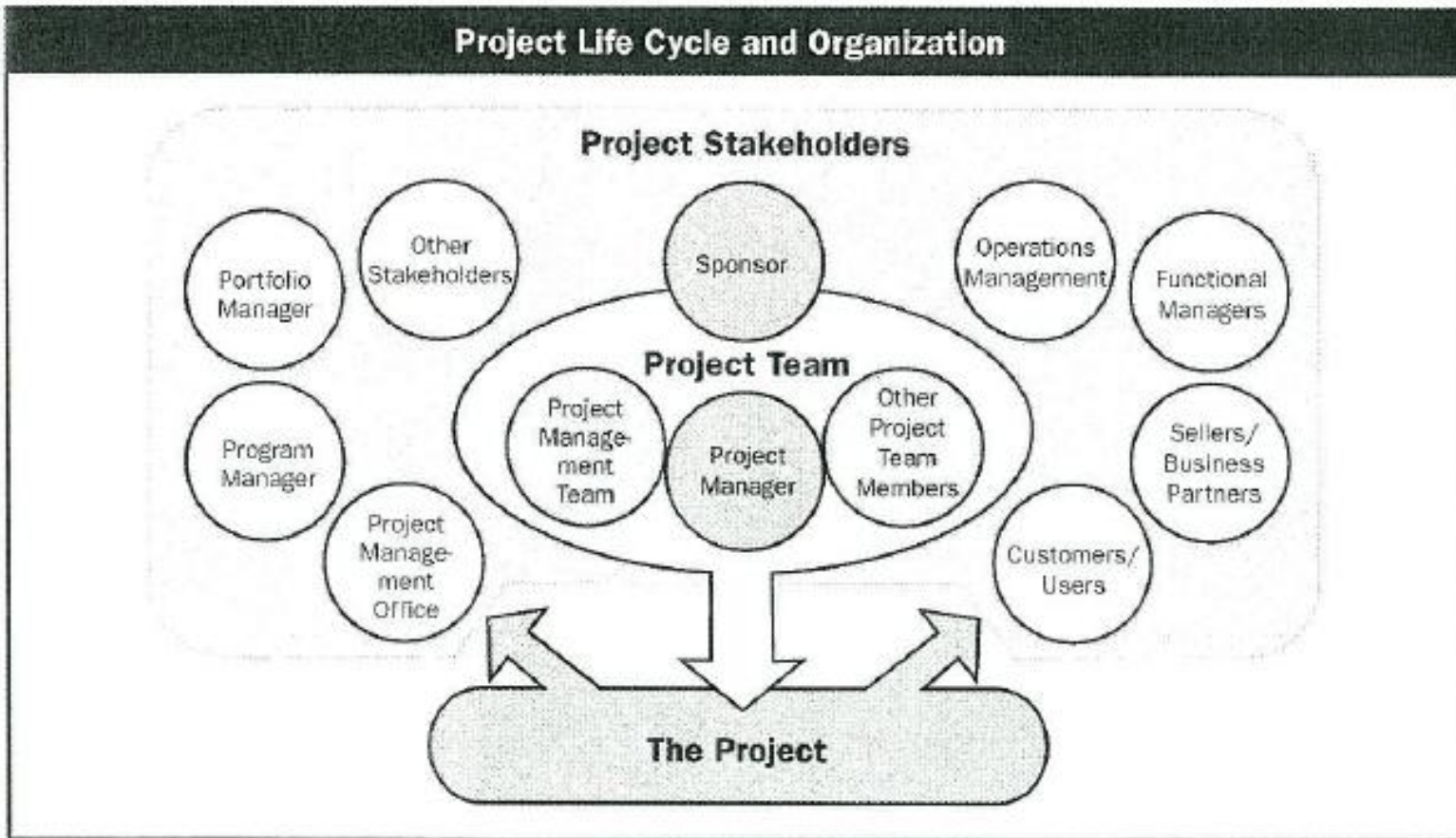
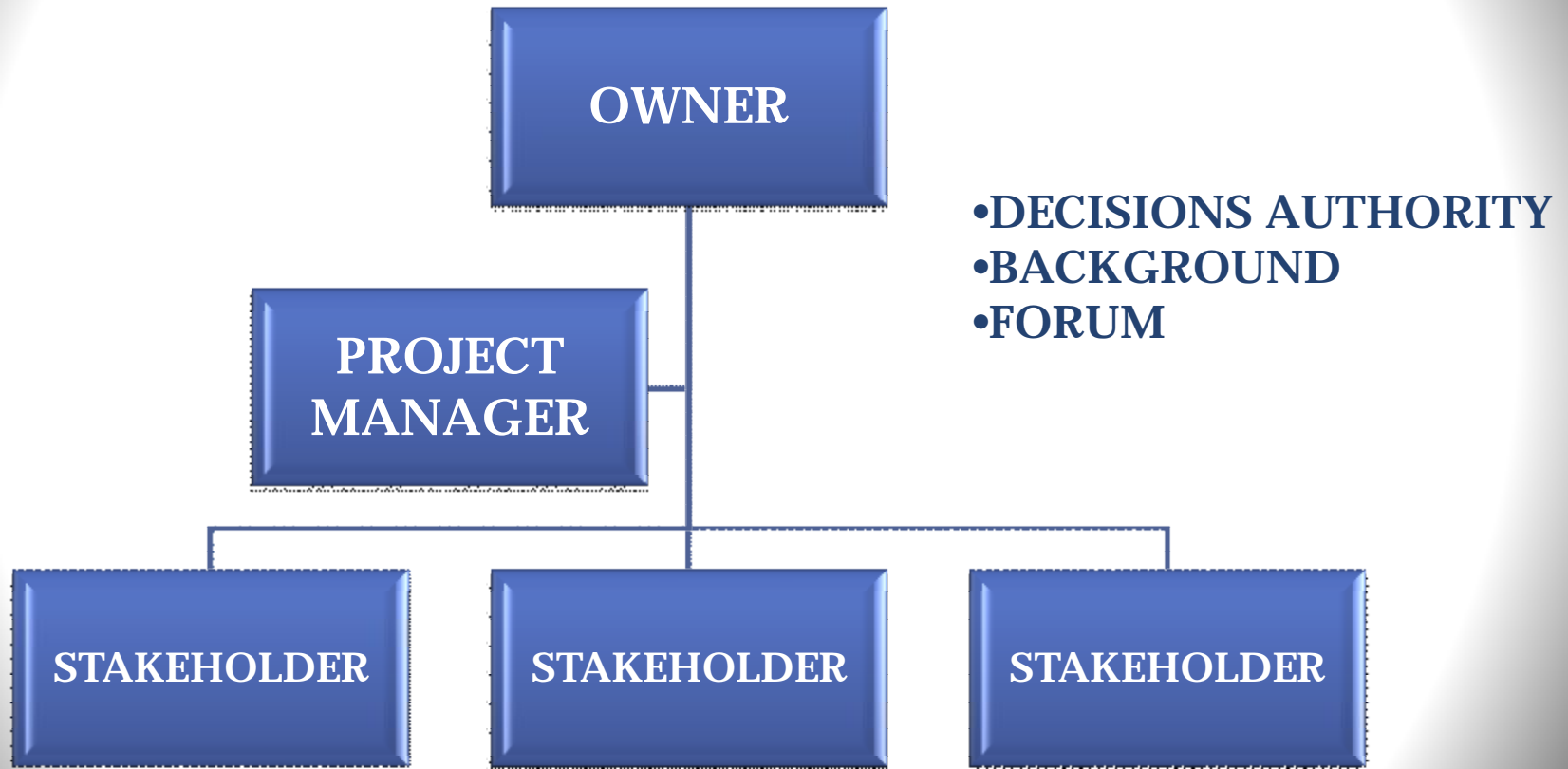


Figure 2-6. The Relationship Between Stakeholders and the Project

Table 2-1. Organizational Influences on Projects

Organization Structure Project Characteristics	Functional	Matrix			Projectized
		Weak Matrix	Balanced Matrix	Strong Matrix	
Project Manager's Authority	Little or None	Limited	Low to Moderate	Moderate to High	High to Almost Total
Resource Availability	Little or None	Limited	Low to Moderate	Moderate to High	High to Almost Total
Who controls the project budget	Functional Manager	Functional Manager	Mixed	Project Manager	Project Manager
Project Manager's Role	Part-time	Part-time	Full-time	Full-time	Full-time
Project Management Administrative Staff	Part-time	Part-time	Part-time	Full-time	Full-time

AUDIENCE



INFORMATION BY LEVELS



- OWNER'S MANAGEMENT
- PROJECT MANAGEMENT
- FIELD ENGINEER
- OPERATIONS SUPERVISION

- Project goals and key performance metrics
- Goals tactics update, issues and remediation
- Technical details implementation and execution details

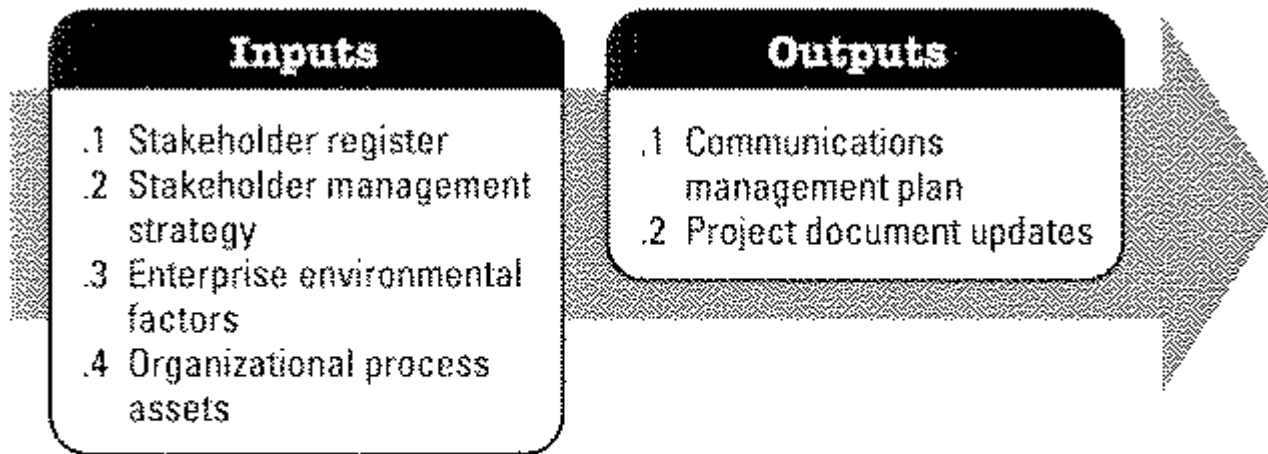


Figure 3-22. Plan Communications: Inputs and Outputs

PHASES

PLAN

WHAT

WHEN

HOW



EXECUTION

THIS IS WHAT WE SAID WE DO, WHEN AND HOW



FINAL CLOSING

THIS IS WHAT WE DID, WHEN AND HOW

INFORMATION

MAIL

INVITATIONS

EMAILS &
LETTERS

REQUEST FOR
INFORMATION

CONTRACTS & PROCUREMENT

QUOTATIONS

CONTRACTS &
PURCHASE
ORDERS

SUBMITTALS

RECEIPT &
PAYMENTS

SCHEDULE

PLANS

UPDATES

REMEDIATION

BUDGET

CONTROL
ESTIMATE

CHANGE
CONTROL

UPDATES

QUALITY

PLANS

EHS

OBSERVATIONS

CORRECTIVE
ACTIONS

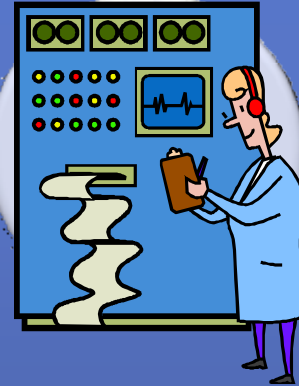
REPORTING



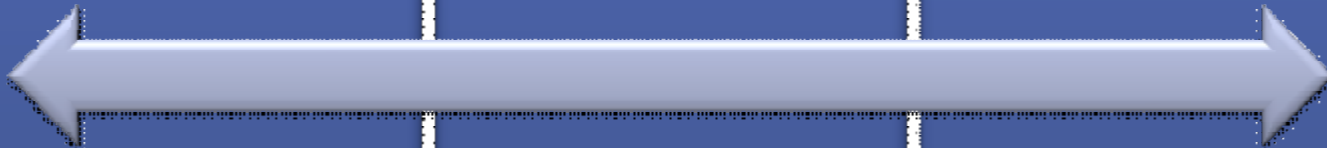
Money



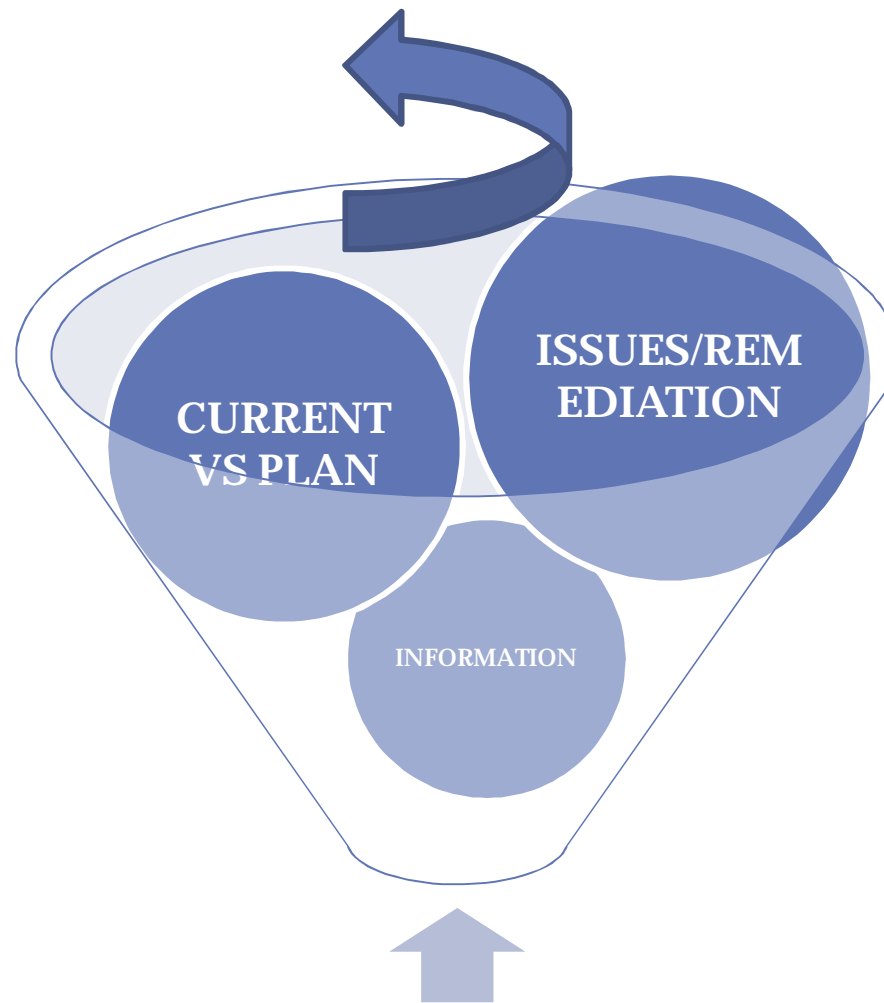
Time



Quality



REPORTING



PRESENT STATUS

VISIBILITY

- Digital vs analog progress
- CURVA S

- Schedules vs. Milestones
- Copia de primavera vs milestones table

- Hoja de costos Tabla vs grafica
- Cost performance index

EXAMPLES

DASHBOARD



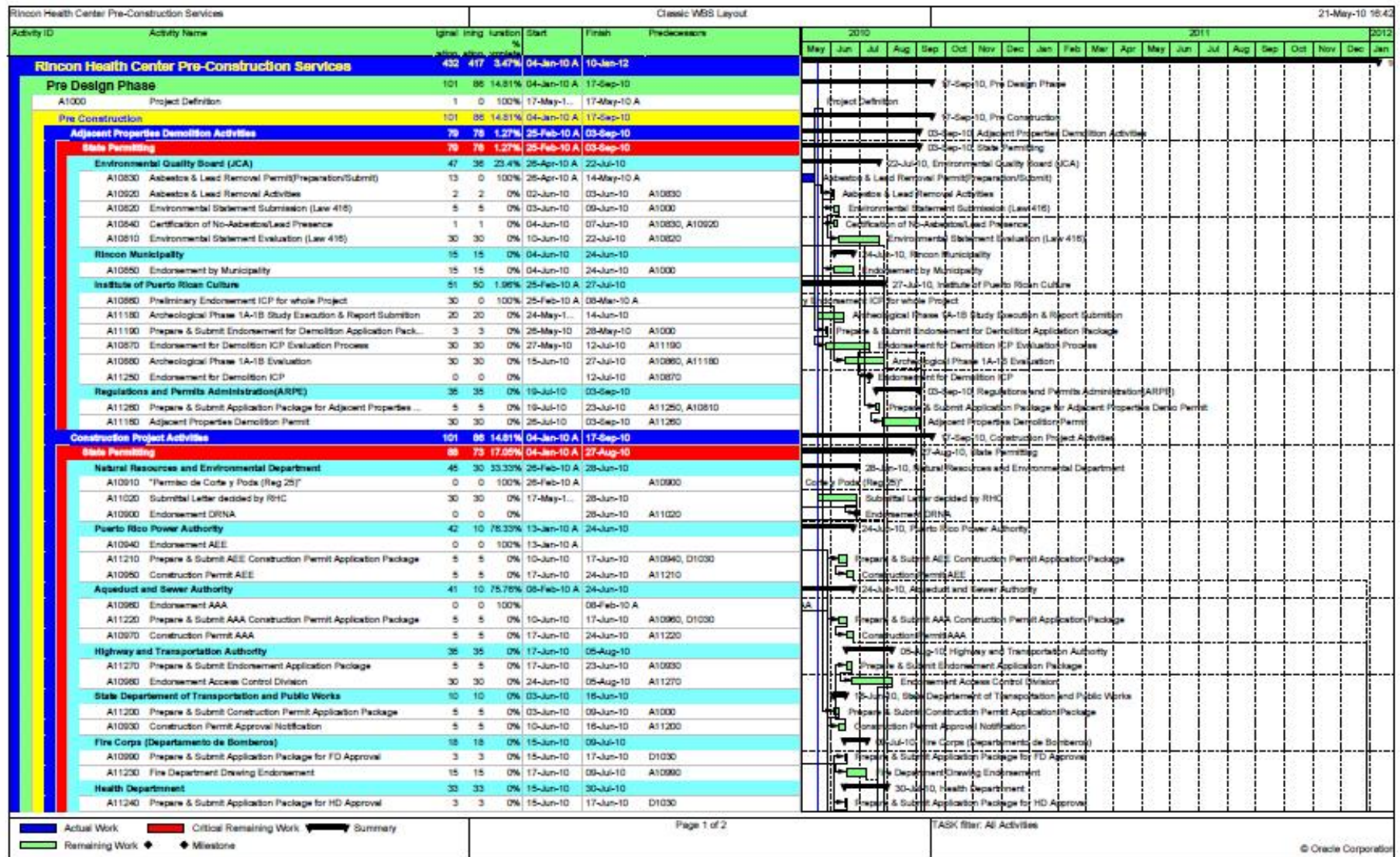
REPORT CARDS

Contractor	Deliverables Week of 04/21/08								Deliverables Week of 04/28/08								Deliverables Week of 05/05/08							
	Progress Curves	Progress Report	Red Lines	JHA one week early	Meeting Attendance	Schedule Progress	Holding Others	Overall	Progress Curves	Progress Report	Red Lines	JHA one week early	Meeting Attendance	Schedule Progress	Holding Others	Overall	Progress Curves	Progress Report	Red Lines	JHA one week early	Meeting Attendance	Holding Others	Overall	
1. Contractor A	✗	✗	✗	✗	✗	✗	☑	☹	✗	✗	✗	✗	✗	✗	✗	☑	☹	✗	✗	✗	✗	✗	☑	☹
Contractor A	☑	☑	☑	☑	☑	☑	☑	☺	☑	☑	☑	☑	☑	☑	☑	☑	☺	☑	☑	☑	☑	☑	☑	☺
Contractor A	☑	☑	☑	☑	✗	☑	☑	☺	☑	☑	☑	☑	✗	☑	☑	☺	☑	☑	☑	☑	✗	☑	☺	
Contractor A	✗	✗	☑	☑	✗	✗	✗	☹	✗	✗	☑	☑	✗	✗	✗	☹	✗	✗	☑	☑	✗	✗	☹	
Contractor A	✗	✗	☑	☑	✗	☑	☑	☺	✗	✗	☑	☑	✗	☑	☑	☺	✗	✗	☑	☑	✗	☑	☹	
Contractor A	✗	✗	☑	☑	✗	✗	✗	☹	✗	✗	☑	☑	✗	✗	✗	☹	✗	✗	☑	☑	✗	✗	☹	
Contractor A																								
Contractor A																								

Updated: 4/25/2008

-  COMPLY
-  NOT COMPLY
-  GOOD OVERALL
-  POOR OVERALL

PROJECT SCHEDULE



PROJECT MILESTONES

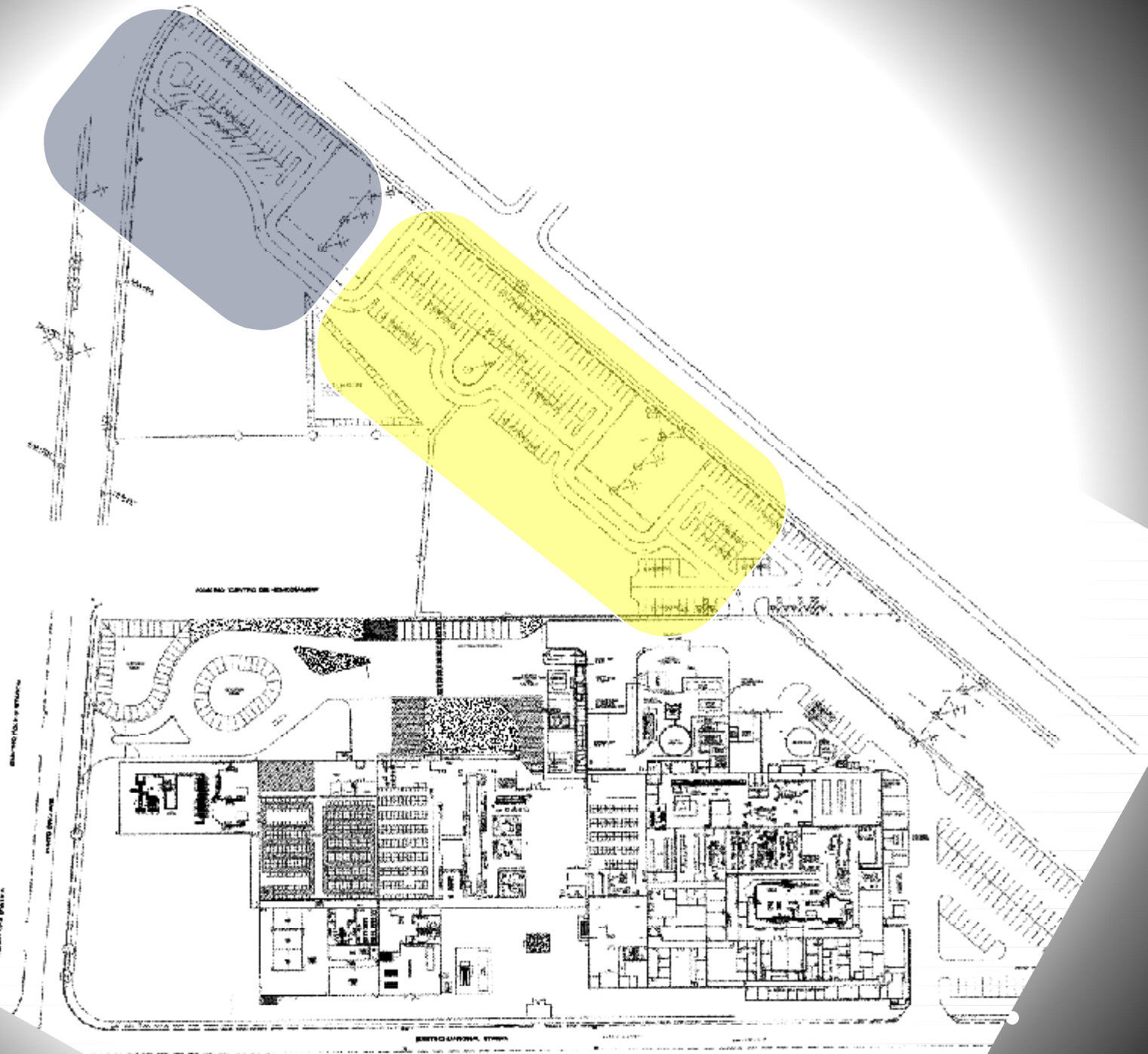
- q Building is substantially completed September 31
- q Commissioning and Qualification completed November 30, 2008
- q General Activities:

Work Package	Description	Plan	Actual (LBE)	By
BP-8	Architectural package awarded	09/11/07	09/24/07	Owner
BP-1	Structural steel installation starts	11/06/07	12/06/07	Contractor
BP-8A	Pre-cast panels installation starts	11/27/07	02/06/08	Contractor
BP-3	AHU on site	03/01/08	02/28/08	Abbott
BP-8	Roof concrete pour	03/04/08	(04/13/08)	Contractor
BP-8	Built up roofing completed	04/10/08	(04/30/08)	Contractor
BP-9	HVAC contractor mobilization	04/23/08	02/18/08	Contractor
BP-8	Doors installation completed	08/21/08	(07/13/08)	Contractor
BP-12	AHU automation ready for start up	08/26/08	(07/14/08)	Contractor
BP-11	Process equipment installation completed	07/25/08	(07/25/08)	Contractor
BP-17	HMI installation completed	08/29/08	(08/13/08)	Owner

CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
NOVEMBER	1	2(FUNDS APPR)	3	4	5(KICK OFF)	6
7	8 (EXECUTIO N PLAN)	9	10	11	12	13
14	15	16 (PLACE PO)	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
DECEMBER			1	2	3	4
5	6(EQUIPME NT ON ITE)	7	8	9	10	11
12	13	14(INSTAL LATION COMPLET ED)	15	16	17	18
19	20	21	22	23(PROJECT CLOSURE)	24	25



Project Execution

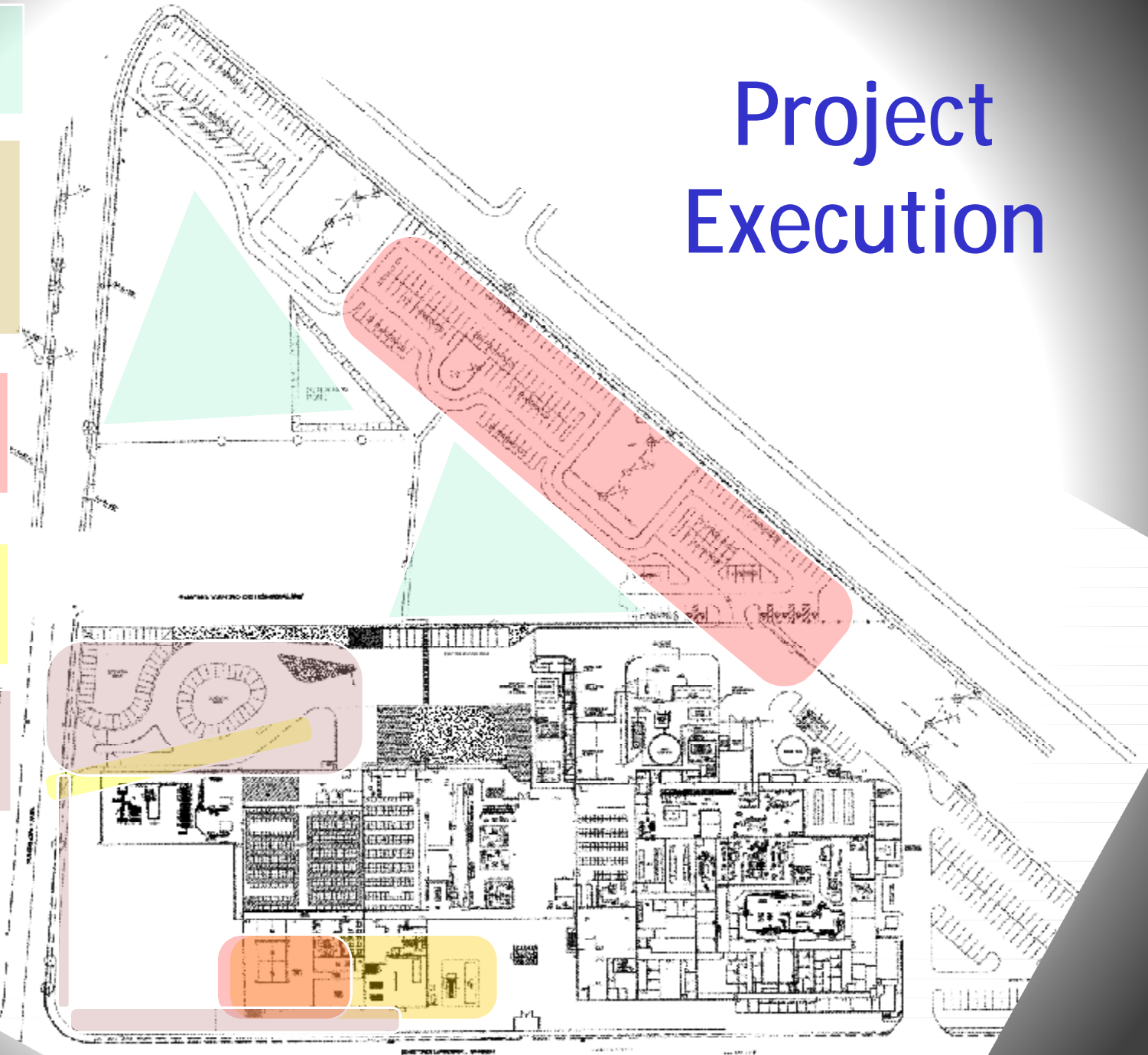
1. Temporary Parking
 - Perimeter fence

2. Relocate:
 - Machine 1
 - Machine 2
 - Storage tank 1
 - Storage tank 2

2. New maintenance building
 - New Parking

2. New sanitary connections

2. Existing storm sewer modifications



AVAILABLE TOOLS

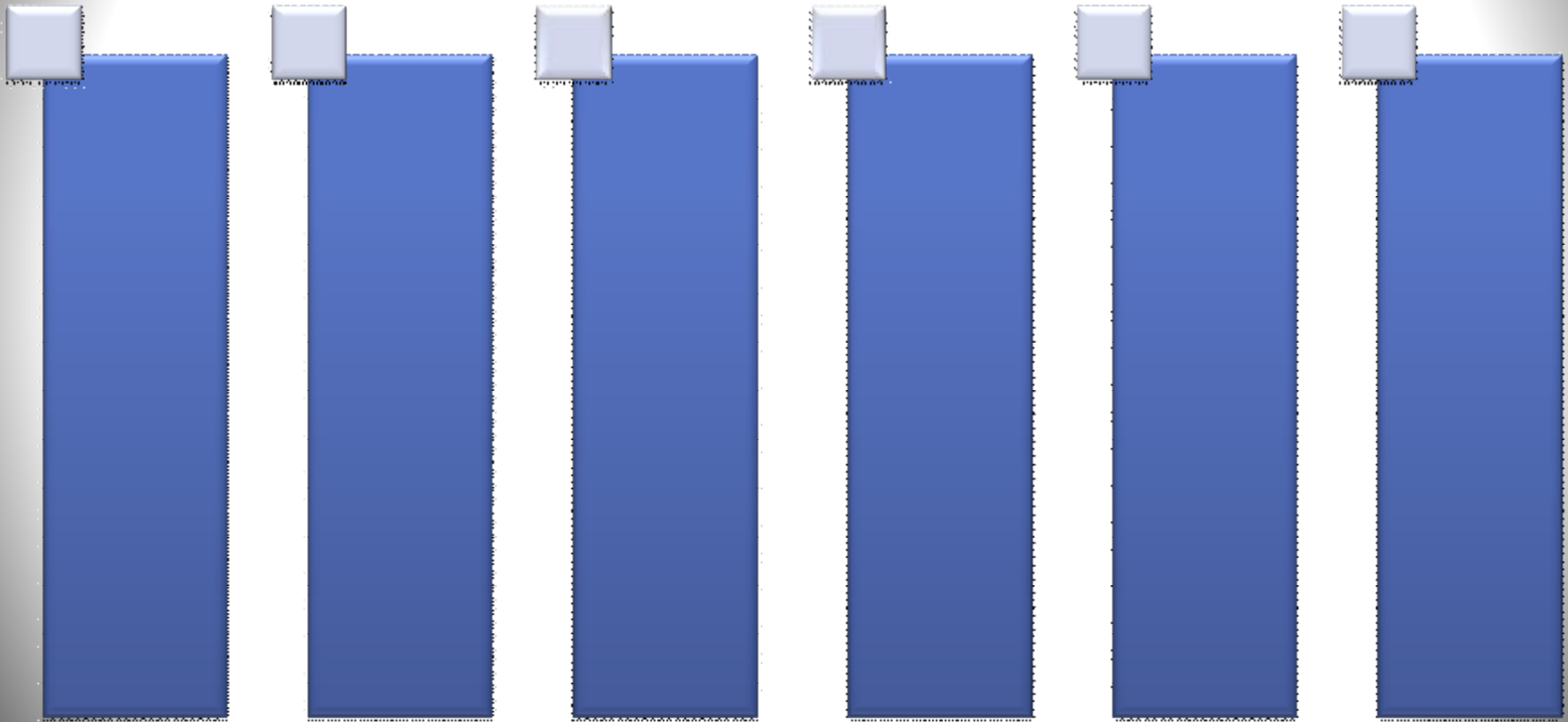
Key performance indicators

- Intranet

- Web based

- Primavera P6 Project Manager
- Dashboards

WHAT IS HERE ALREADY



TAKE HOME TIPS

- **Customize your reports in order to provide visibility to your audience**
- **Different stakeholders will need different reporting levels**
- **Customize your reports in order to be able to summarize and easily extract data for upper decision makers greater visibility**
- **The same data needs to be presented using different tools as per audience, objective and attention time.**
- **When reporting, Identify your FORUM:**
 - **REPORT**
 - **MEETING**
 - **STATUS**
 - **AUDIENCE**
- **Visual aids:**
- **The same data**
 - **Colors are important**
 - **Graphs are excellent for evaluating reported data**
 - **Executive levels like dashboards linked to project/organizational objectives**