

M P  G

**How MS Project Saved My Life!”
(or at least helps me do my job)**

MPUG Boston Chapter Meeting

12.12.12



Welcome to MPUG!



Presentation will start at 6:30pm





Agenda

<i>From - To</i>	<i>Topic</i>
5:30 – 6:30 pm	<i>Registration, Refreshments & Networking</i>
6:30 – 6:45 pm	<i>Welcome & Introductions Meet the Boston MPUG Chapter Board of Directors Announcements</i>
6:45 – 7:45 pm	<i>Feature Presentations Topic #1: Expression Builder - Mark Wells Topic #2: Visibility with Add-on – Mike McGrath Speaker Q&A / Discussion</i>
7:45 – 8:00 pm	<i>Networking Break & Refreshments Audience Participation - “Stump the Expert”</i>
8:00– 8:15 pm	<i>Final Remarks, Raffle Prizes</i>



Boston Chapter Officers

President	Matthew T, Davis, PMP, MCITP Vice-President Professional Services PM Providers	mdavis@pm-providers.com www.pm-providers.com
Secretary	Shawn O'Connell, PMP UNFI	socconnell@unfi.com
MPUG Northeast Liaison & Membership Director	Jacques Goupil, PMP, MCTS Director MSProjectNow	jacques.goupil@msprojectnow.com www.msprojectnow.com
Director - Community Relations	Ed Yee, PMP	e_yee888@yahoo.com
Director - Special Projects	John Riopel, PMP, MCP, MCTS President - PM Providers	jriopel@pm-providers.com www.pm-providers.com
Director of Marketing Chapter Advocate At-Large	Jan Wells, PMP	janwellspmp@comcast.net



THANK YOU!

Thanks for your continued support of the
MPUG user community.

We would not be as strong today without the
participation of members like you!

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Keeping Project Users Connected

- Join the MPUG Boston LinkedIn Group!!!
- Stay in touch with the local Project User Community!!!
- www.linkedin.com – Search for MPUG Boston





MPUG Boston 2013 Meeting / Event Schedule

Date

March 6th & 13th

May 8th

Mid July

September 18th

Mid October

December 11th

Event

Chapter Meeting Project Online/2013
Microsoft Stores in Boston & Salem, NH

Chapter Meeting

Summer Social with SPTechCon

Chapter Meeting

Project Summit – Burlington, MA

Chapter Meeting

Local PMI Chapter Upcoming Meetings

PMI Ocean State – **January 10, 2013** – Chapter Meeting

Topic / Speaker: TBD

Location: Care New England – Women's and Infants Hospital, Providence, RI

PMI New Hampshire – **January 16, 2013** – Chapter Meeting

Topic / Speaker: "Project Dynamics: the Law of Unintended Consequences" / Bill Duncan

Location: The Red Blazer, Concord, NH

PMI Mass Bay – **January 17, 2013** – Chapter Meeting

Topic / Speaker: "ABCs of Learning Teams" / Adrienne Keene

Location: Marriott Burlington, Burlington, MA





Tonight's Presentations

- **Topic #1: Expression Builder function of Project**
Presented by **Mark Wells**
- **Topic #2: Visualization with MS Project Add-On**
Presented by **Mike McGrath**



How MS Project Saved my life or at least
made it easier

Expression Builder function of Project
Mark Wells



● The Expression Builder function of Project

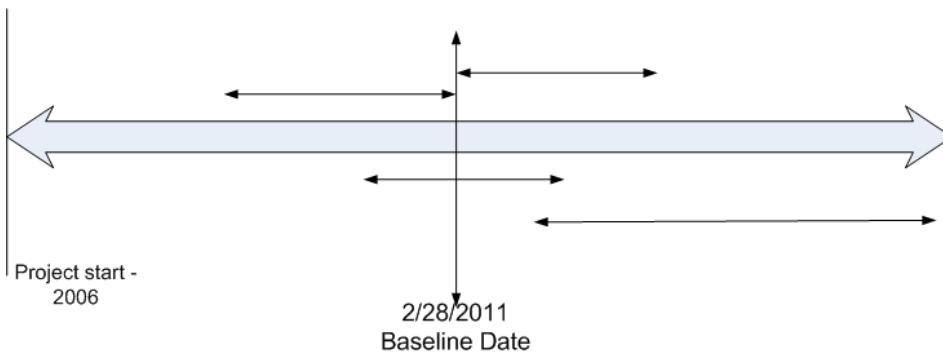
- Agenda
 - The need – use MS Project for mid-stream Cost to Go
 - Background
 - Calculations needed
 - Building the calculations
 - Lessons learned
 - Recent example of use
 - Conclusion

● The Expression Builder function of Project

- Develop a estimated Cost to Go for the project using project plan, in mid stream for the project.
- Assumptions & limitations
- Calculations needed
 - SV, Fixed Hours to go, Cost to Go, BCWP & BCWS

● The Expression Builder function of Project

Project timeline



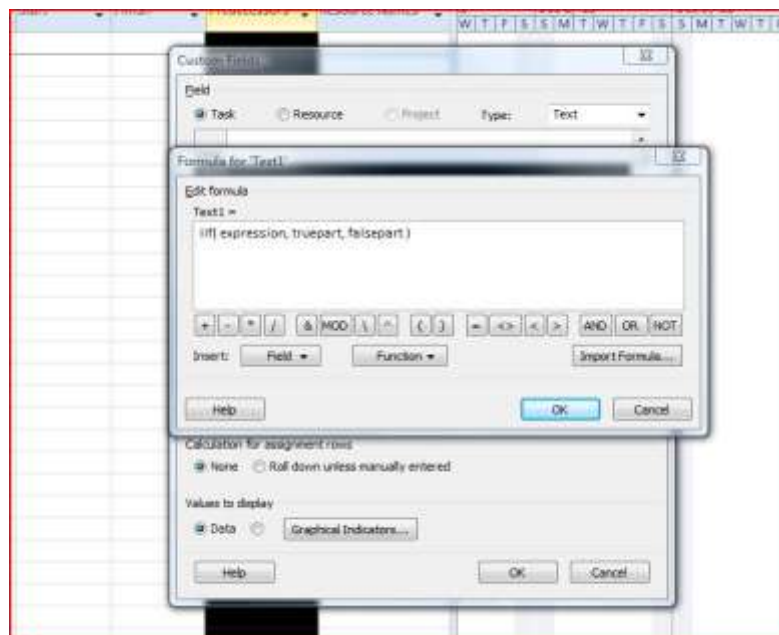
● The Expression Builder function of Project

- Expression Builder window
 - Custom Columns or Fields; Formula
- Development of the calculations
- Fun, Fun, and more fun
- The 10 cost columns – not enough

● The Expression Builder function of Project



● The Expression Builder function of Project



● The Expression Builder function of Project

- $SV = [Cost9] - [Cost10]$
- Baseline Hours to Go = $((([Baseline1\ Work]/60)*137)+[Cost8])*(1-[Number4]/100)+[Cost6]$
- Planned Cost to Go = $((([Baseline1\ Work]/60)*137)+([Cost8]))*(1-([% Complete]/100))+([If([Status\ Date]>=[Baseline1\ Finish],0,((([Cost6])*(1-((([Status\ Date]-[Number3])/([Baseline1\ Finish]-[Number3]))))))))$

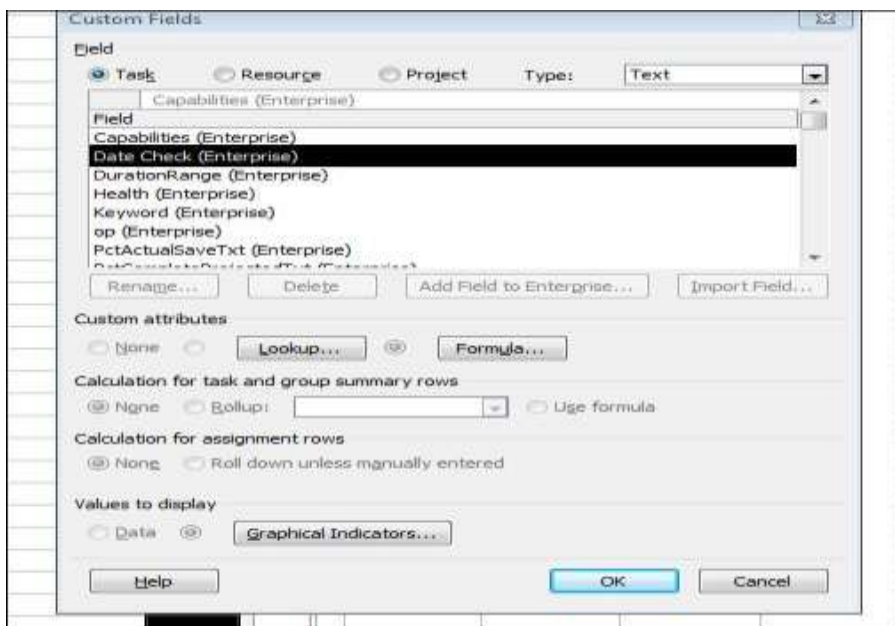
The Expression Builder function of Project

- **BCWS** = If([Status Date]<=([Number3]+1),0,(If([Baseline1 Finish]>[Status Date] And [Baseline1 Start]<[Status Date] And [Baseline1 Start]>[Number3]),([Cost4]*([Status Date]-[Baseline1 Start])/([Baseline1 Finish]-[Baseline1 Start])),(If([Baseline1 Finish]>[Status Date] And [Baseline1 Start]<[Status Date] And [Baseline1 Start]<[Number3]),([Cost4]*([Status Date]-[Number3])/([Baseline1 Finish]-[Number3])),(If([Baseline1 Finish]<([Status Date]+1),[Cost4],0))))))

● The Expression Builder function of Project















- Lessons learned
- Recent Example – Date Check
- Date Check = If([% Complete]<100,(If([Status Date]-3)<=[Finish] And [Finish]<=[Status Date]+3),2,If([Finish]<([Status Date]-3),3,4))),1)
- Use the Graphical Indicators button

● The Expression Builder function of Project



● The Expression Builder function of Project

- Status date 12/12/12
- The result:

		Task Name	% Complete	Duration	Start	Finish	Date Check	
								2012 Nov Dec
1		 Date Ceck Demo	25%	11 days	Mon 12/3/12	Mon 12/17/12		
2		Done Tasks	100%	2 days	Mon 12/10/12	Tue 12/11/12		
3		On Time Tasks	0%	2 days	Wed 12/12/12	Thu 12/13/12		
4		Late Tasks	0%	2 days	Mon 12/3/12	Tue 12/4/12		
5		 Future tasks	0%	2 days	Fri 12/14/12	Mon 12/17/12		

● The Expression Builder function of Project

- Conclusion
- Mark Wells MTS, Inc.



How MS Project Saved my life or at least made it easier
Visualization with MS Project Add-On
with One Pager Pro
Presented by Mike McGrath





Agenda

- ▶ Why visualization matters
- ▶ Best practices for project presentations
- ▶ Ad hoc solutions
- ▶ Fit-for-purpose tools



Why visualization matters

- How pictures can make or break a project

● Important conversations

- ▶ Build, validate, and sell plans
- ▶ Gather actuals and update plans
- ▶ Analyze variances
- ▶ Weigh changes
- ▶ Persuade others to make changes

Custom pictures make these conversations easier.

● Pictures get results

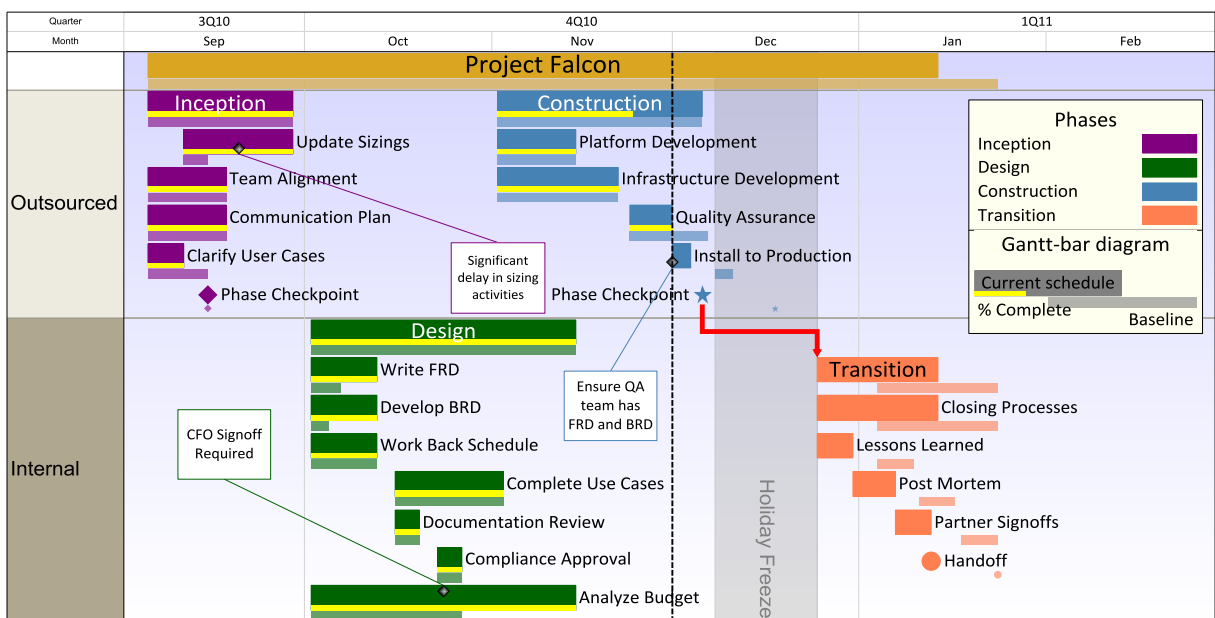
Use **custom pictures** to converse on:

- ▶ How things work
- ▶ Big picture
- ▶ Progress
- ▶ Risks
- ▶ Resources
- ▶ Recommendations for next steps





Projects need pictures, too!





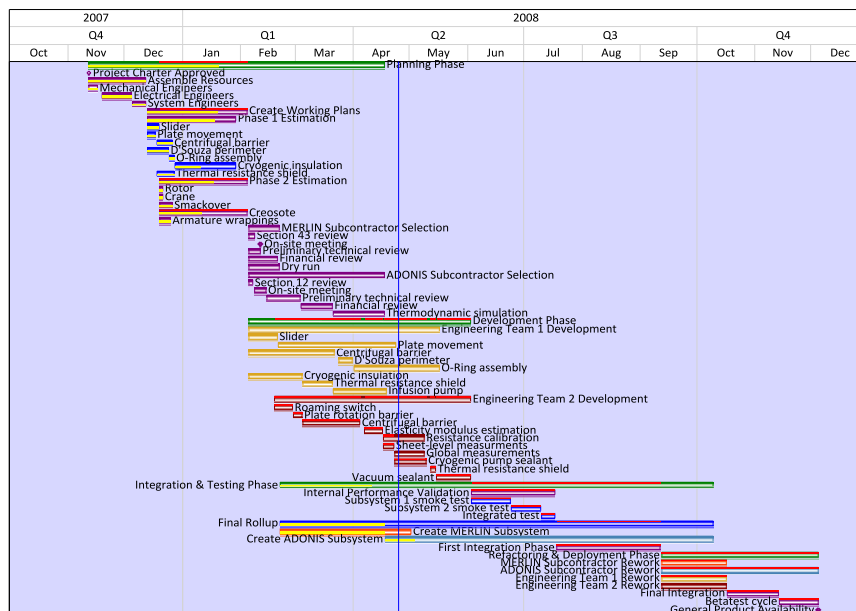
Best Practices

- Tips and tricks for more effective project presentations



Filter Your Schedule

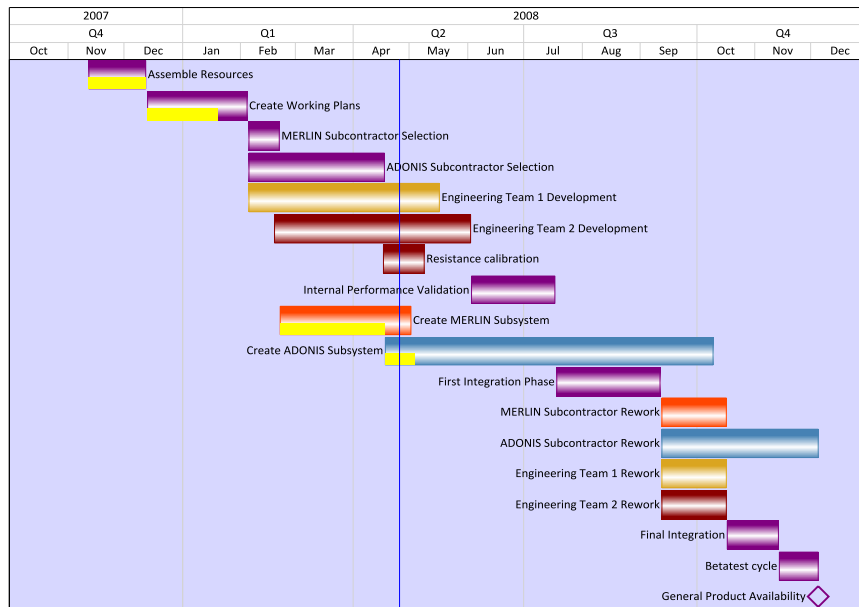
- Unfiltered Project Plan





Filter Your Schedule

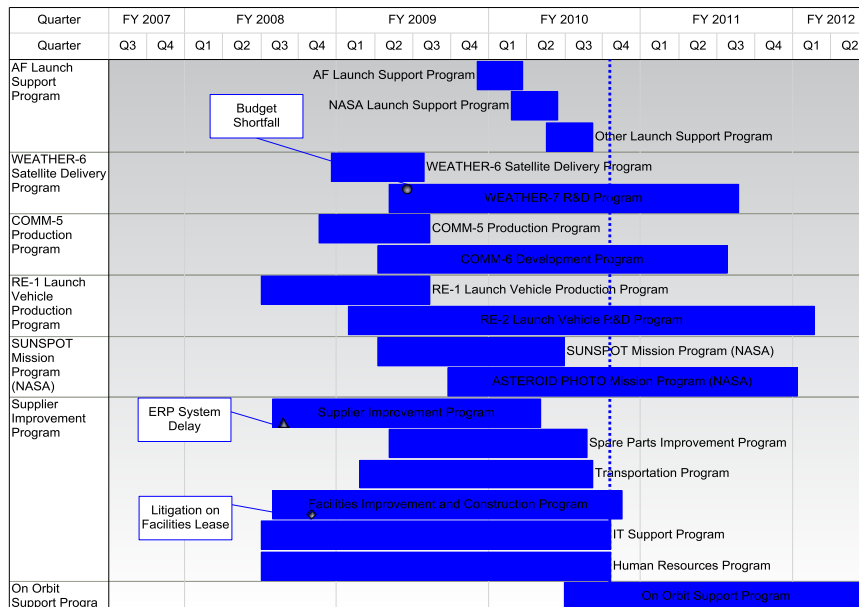
- Filtered and Focused





Use Color

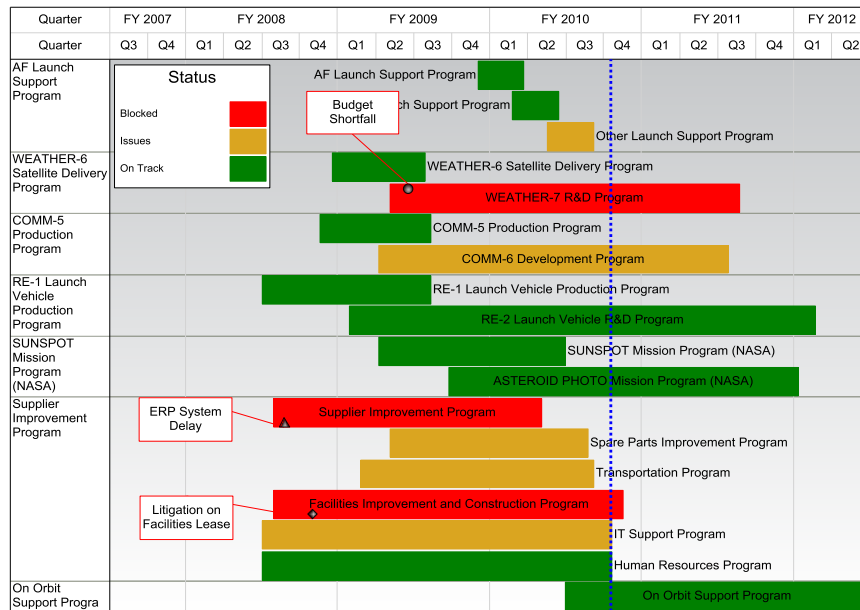
• Without Color





Use Color

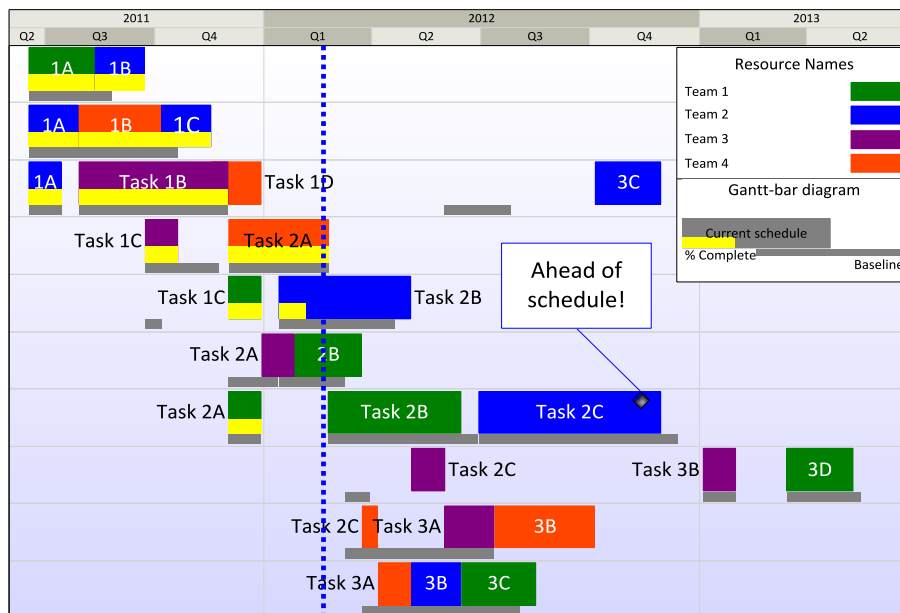
- With Color





Break into Swimlanes

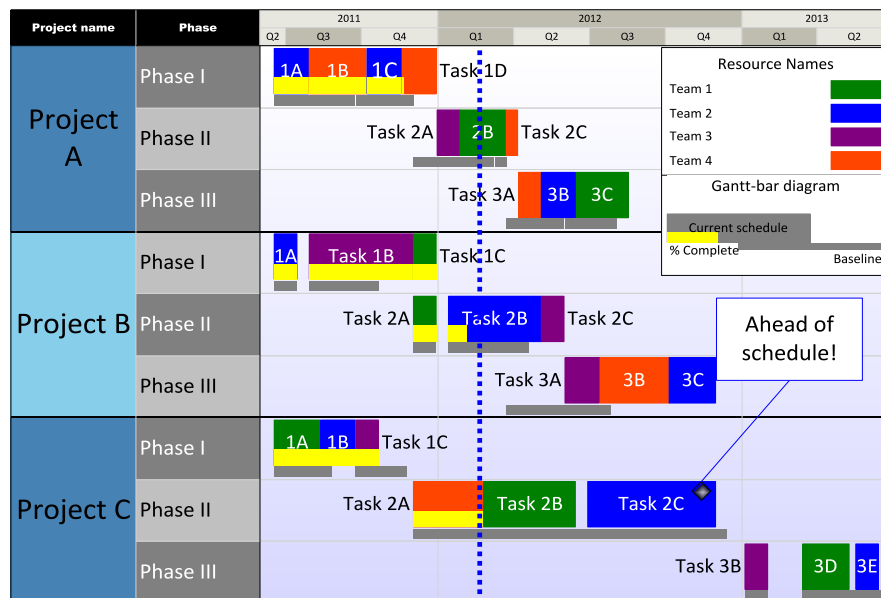
- Without Swimlanes





Break into Swimlanes

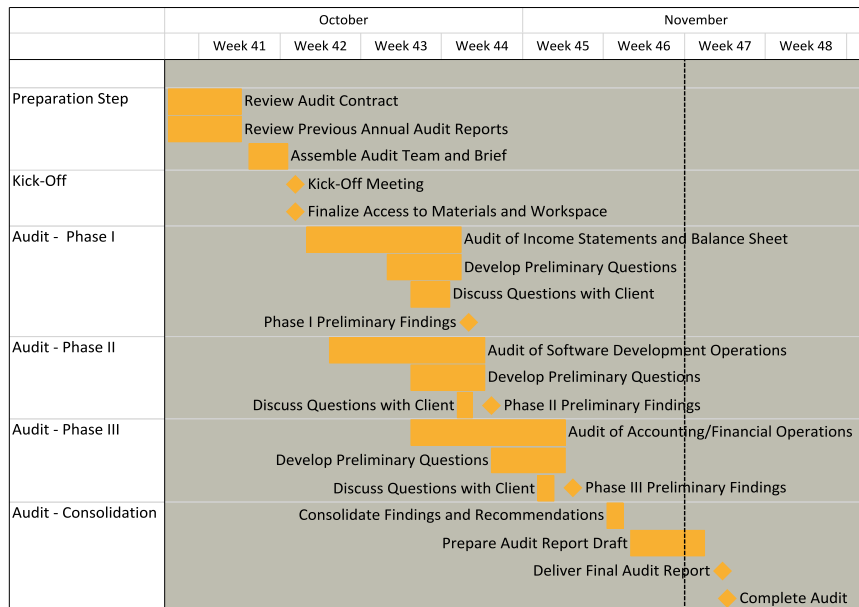
- With Swimlanes





Decorate and Annotate

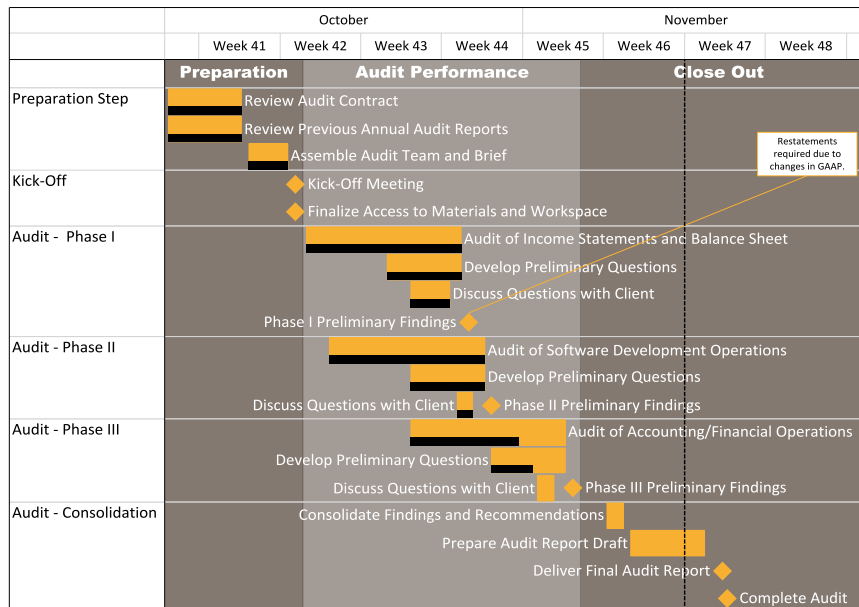
- Without Decorations





Decorate and Annotate

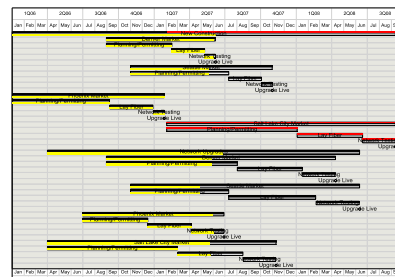
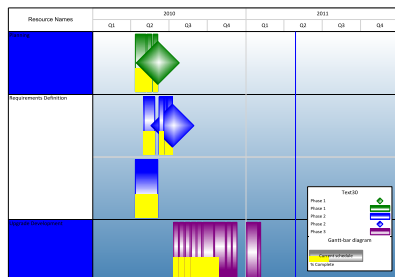
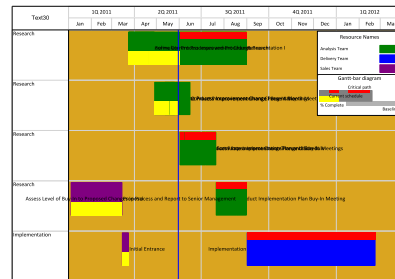
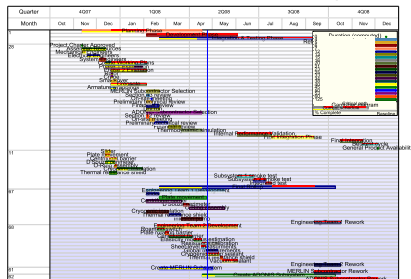
- Without Decorations





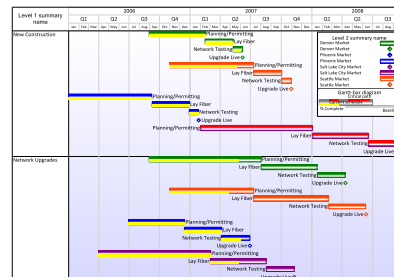
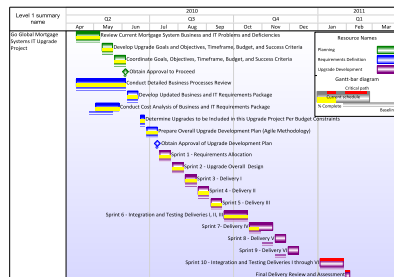
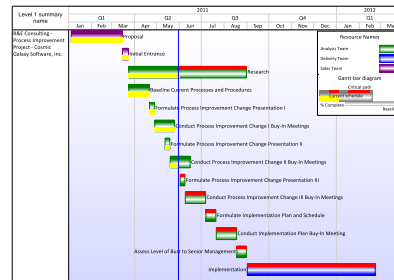
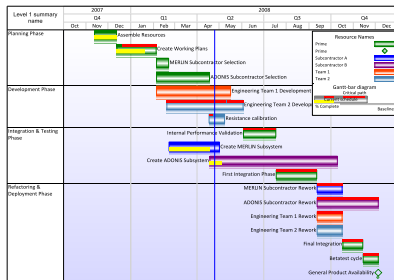
Create a Standard

- Non-Standard Reports



Create a Standard

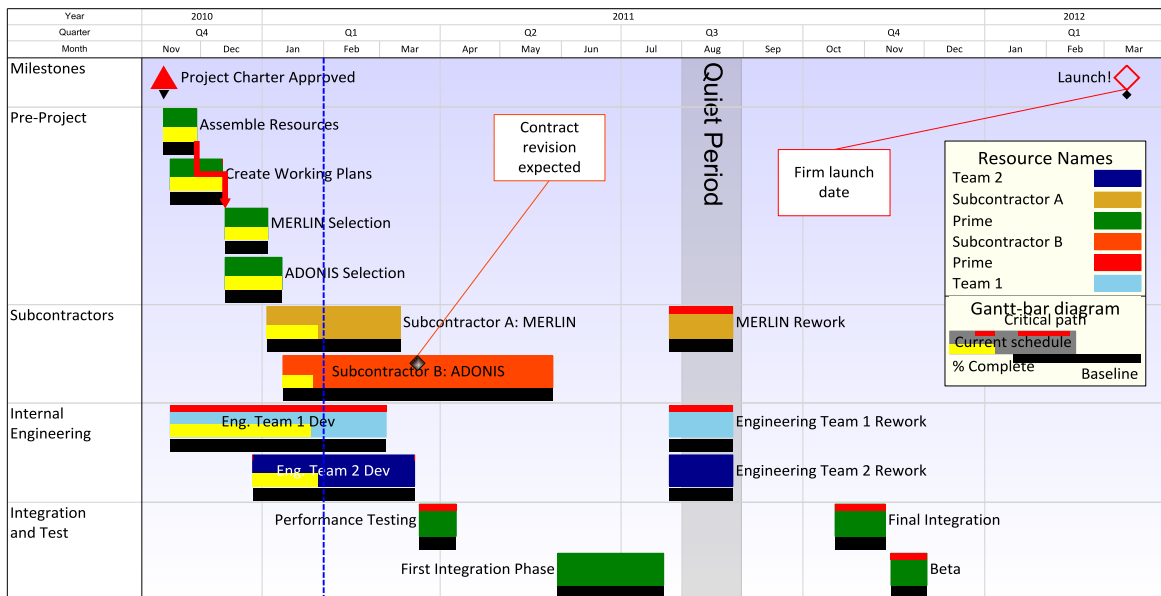
• Standard Reports





Update Regularly

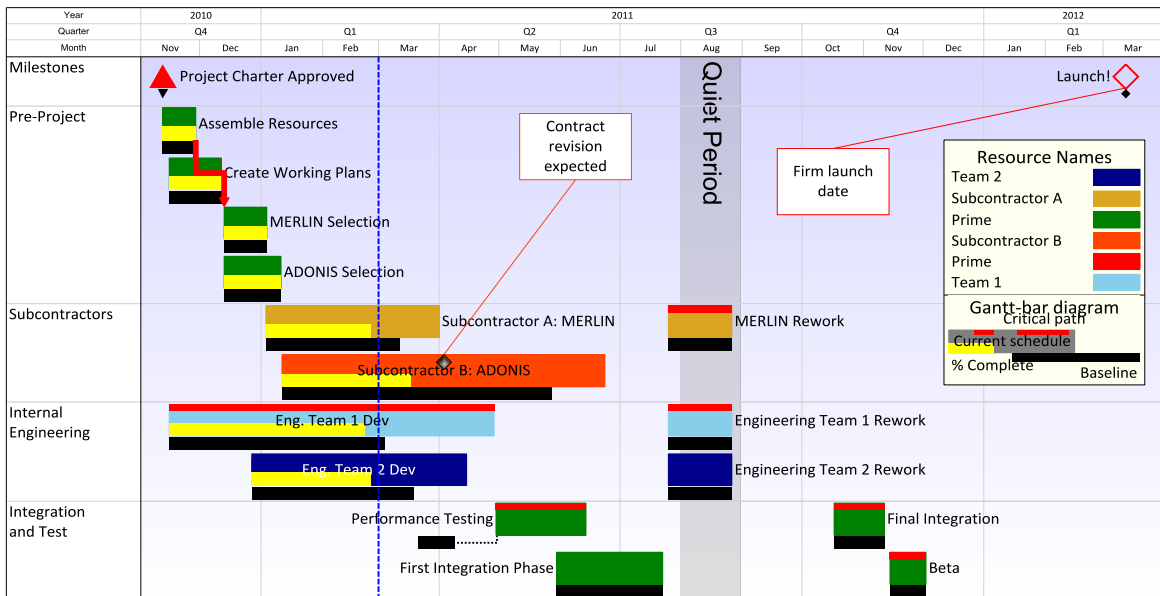
- Update 1





Update Regularly

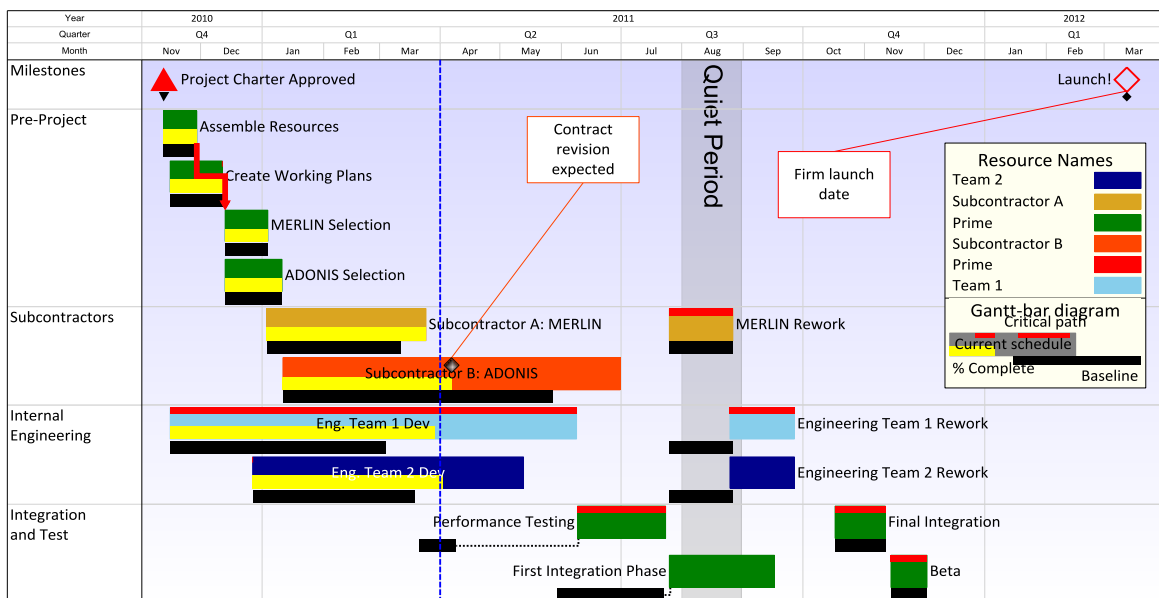
• Update 2





Update Regularly

- Update 3





Ad-hoc Solutions

- Traditional ways of presenting a project

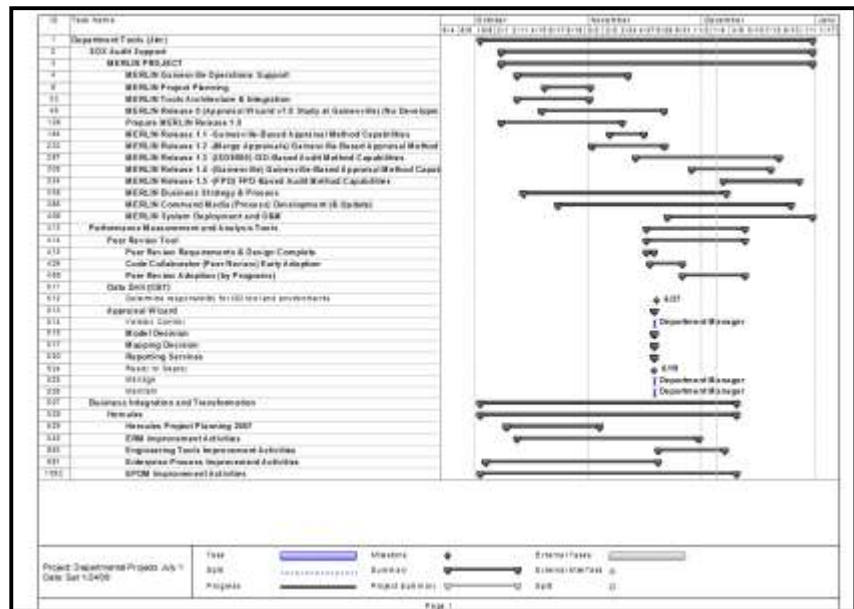
● Microsoft Project Capture

Steps

- ▶ Filter in MS Project
- ▶ Capture screen
- ▶ Paste into PPT

Results

- ▶ Inflexible
- ▶ Tedious
- ▶ Hard to focus
- ▶ Non-standard





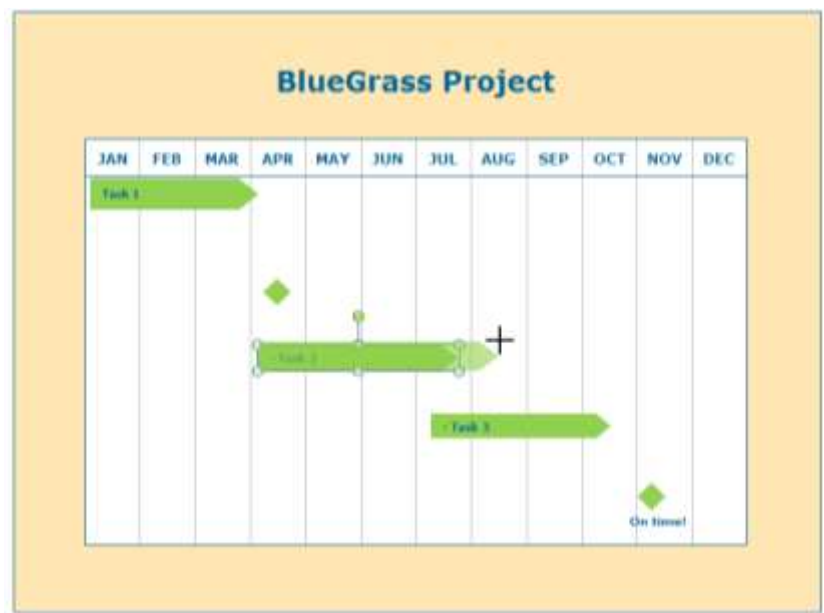
Hand-drawn PowerPoint

Steps

- ▶ Draw timeline by hand

Results

- ▶ Flexible
- ▶ Tedious
- ▶ Error-prone
- ▶ Non-updatable
- ▶ Non-standard





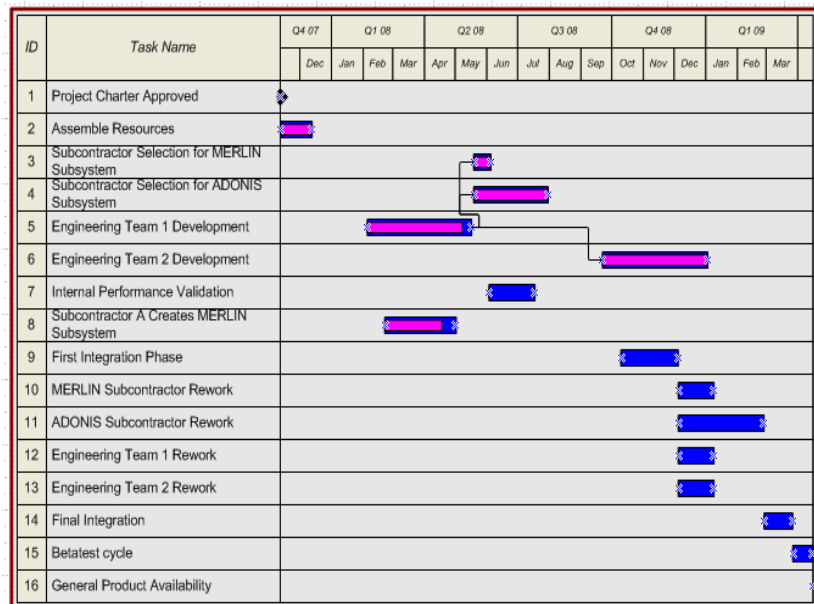
Hand-drawn Visio

Steps

- ▶ Draw timeline by hand

Results

- ▶ Flexible
- ▶ Tedious
- ▶ Error-prone
- ▶ Non-updatable
- ▶ Non-standard





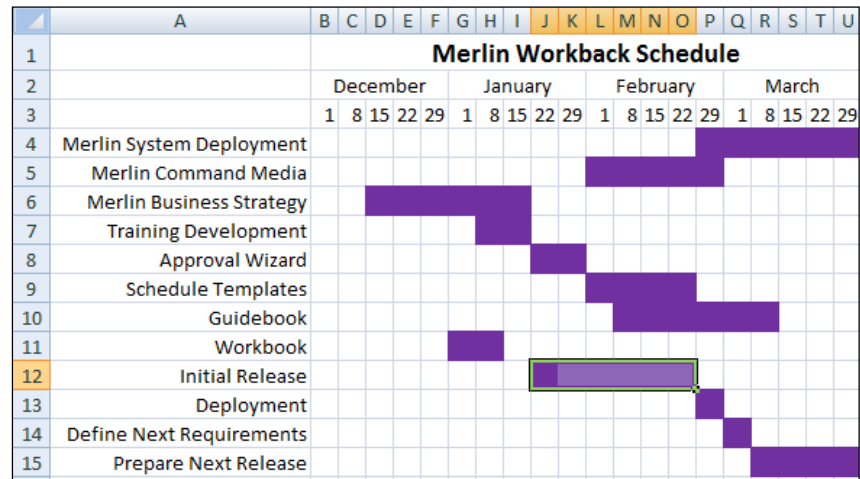
Excel grid highlighting

Steps

- ▶ List tasks
- ▶ Draw time axis
- ▶ Manually highlight tasks

Results

- ▶ Time-consuming
- ▶ Tedious
- ▶ Error-prone
- ▶ Lacks granularity
- ▶ Non-standard





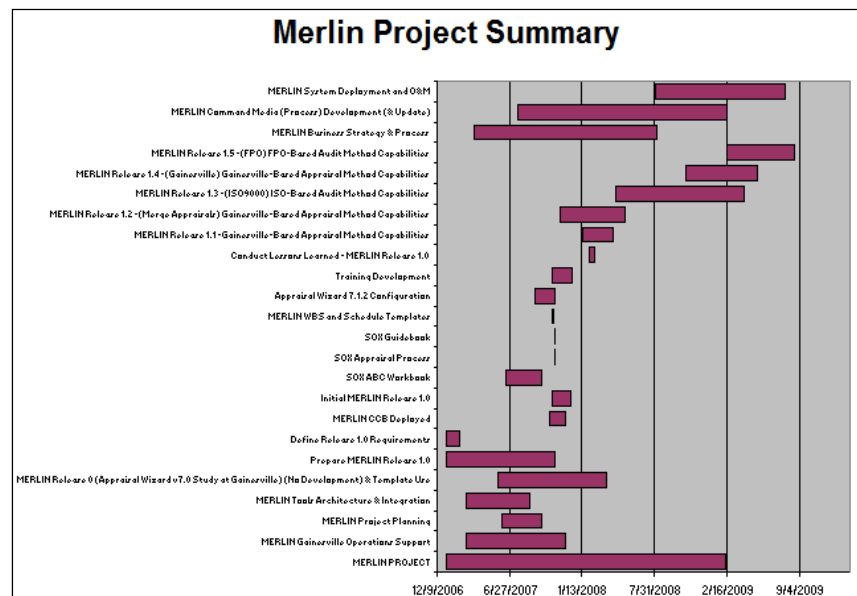
Excel stacked bar chart

Steps

- ▶ Filter and copy tasks to Excel
- ▶ Re-compute dates
- ▶ Make graph
- ▶ Reformat and reorder tasks

Results

- ▶ Updatable
- ▶ Tedious
- ▶ Error-prone
- ▶ Non-standard





Fit-for-purpose Tools

- Software designed specifically for project presentations

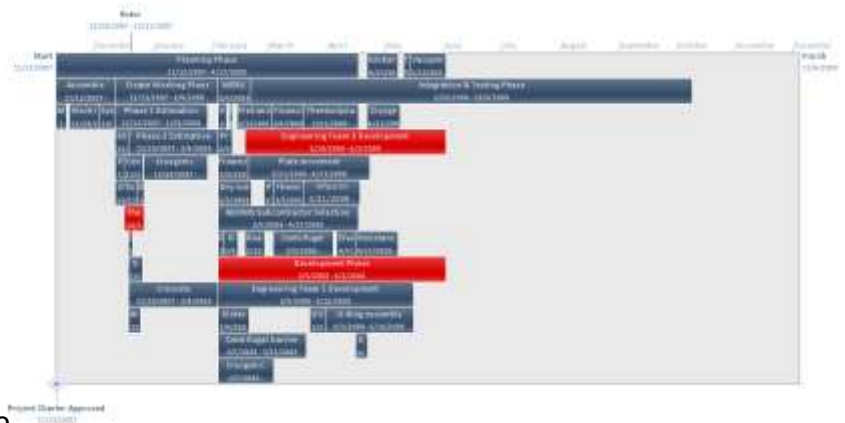
● Project 2010 timeline view

Steps

- ▶ Select tasks
- ▶ Generate timeline
- ▶ Manually make changes

Results

- ▶ Easier to use
- ▶ Integrated & updatable^{*}
- ▶ No versioning
- ▶ Limited formatting
- ▶ Not standardized

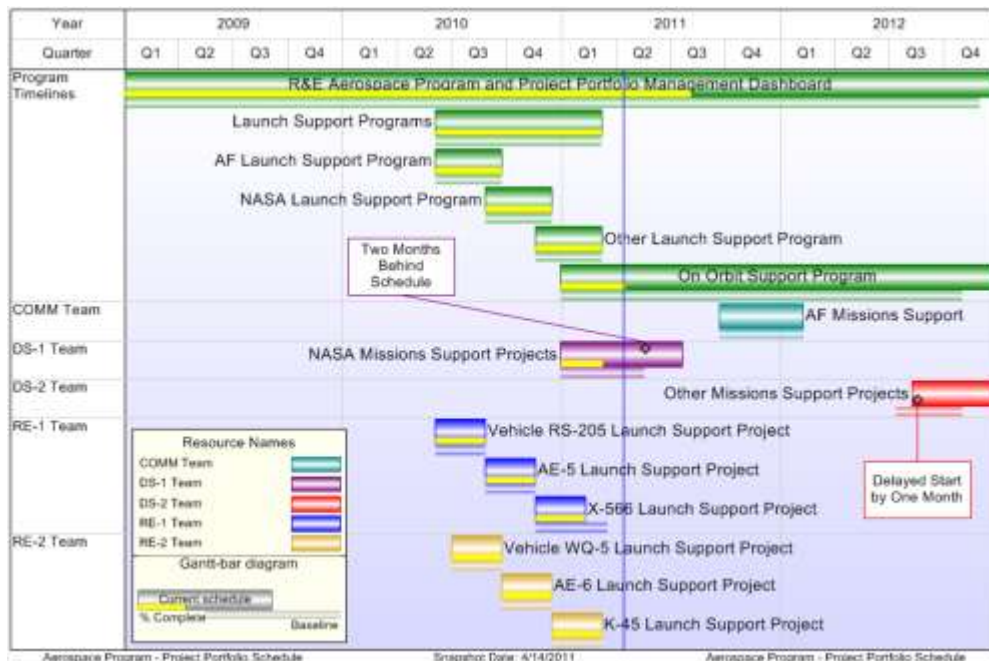




Sample Formats

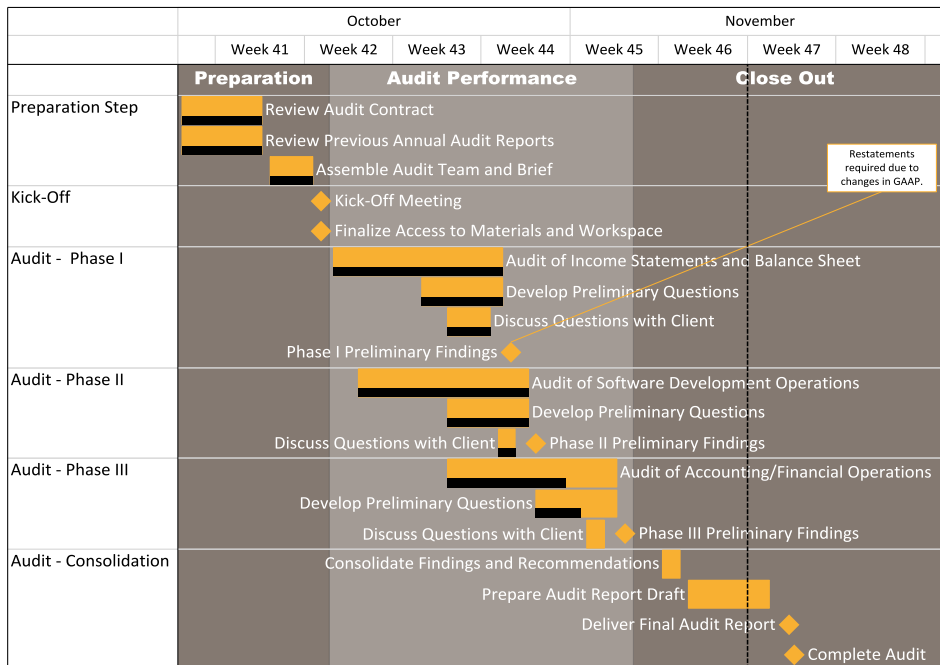
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Portfolio Executive Summary



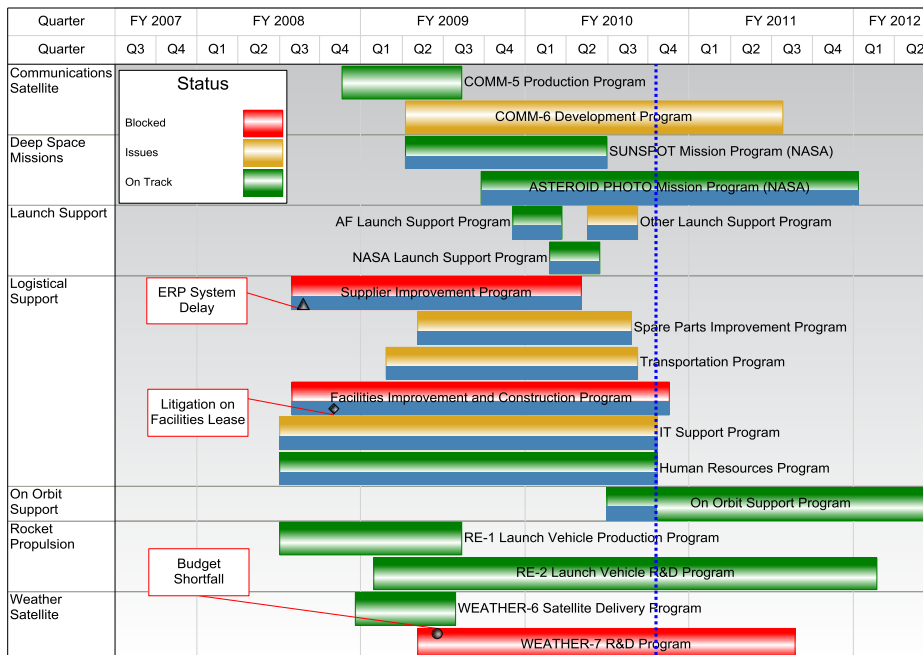


Multi-Phase Project Plan

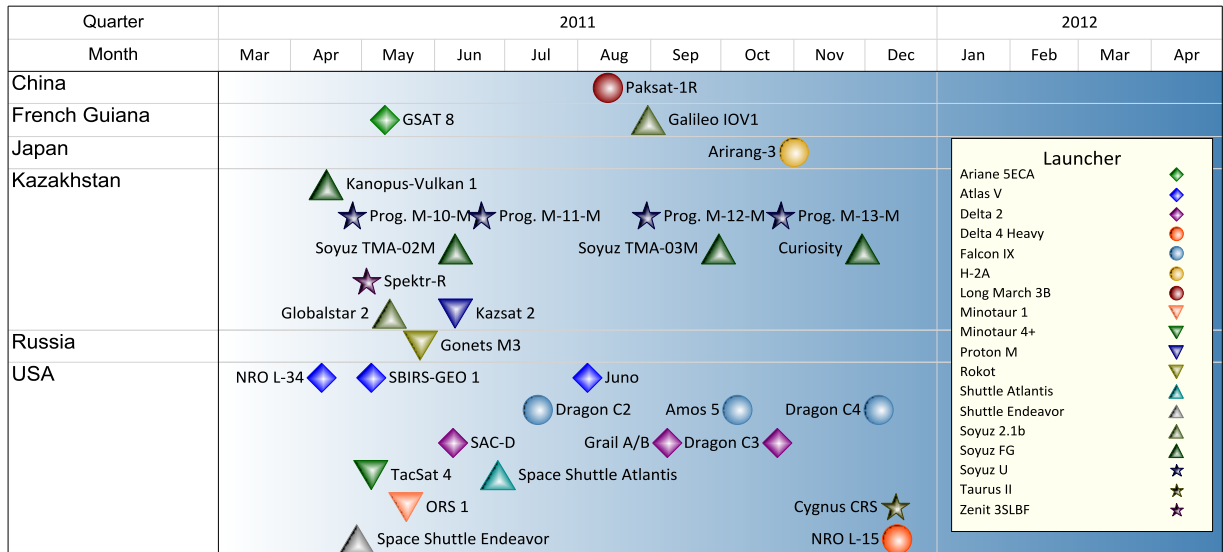




Master Program Schedule

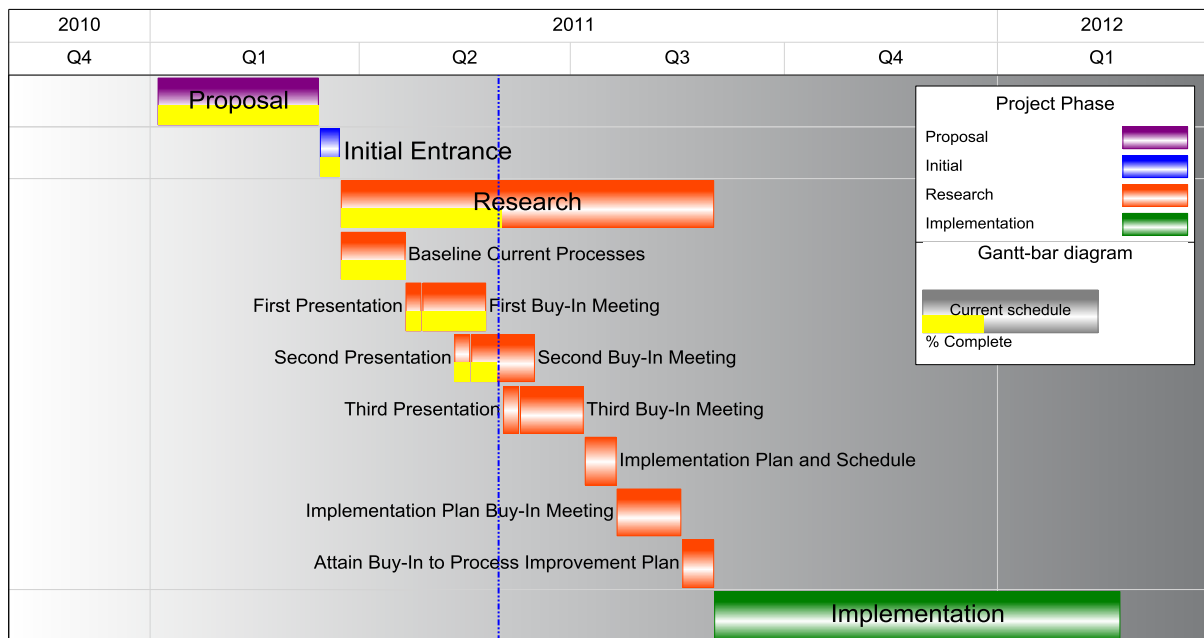


Milestone Timeline



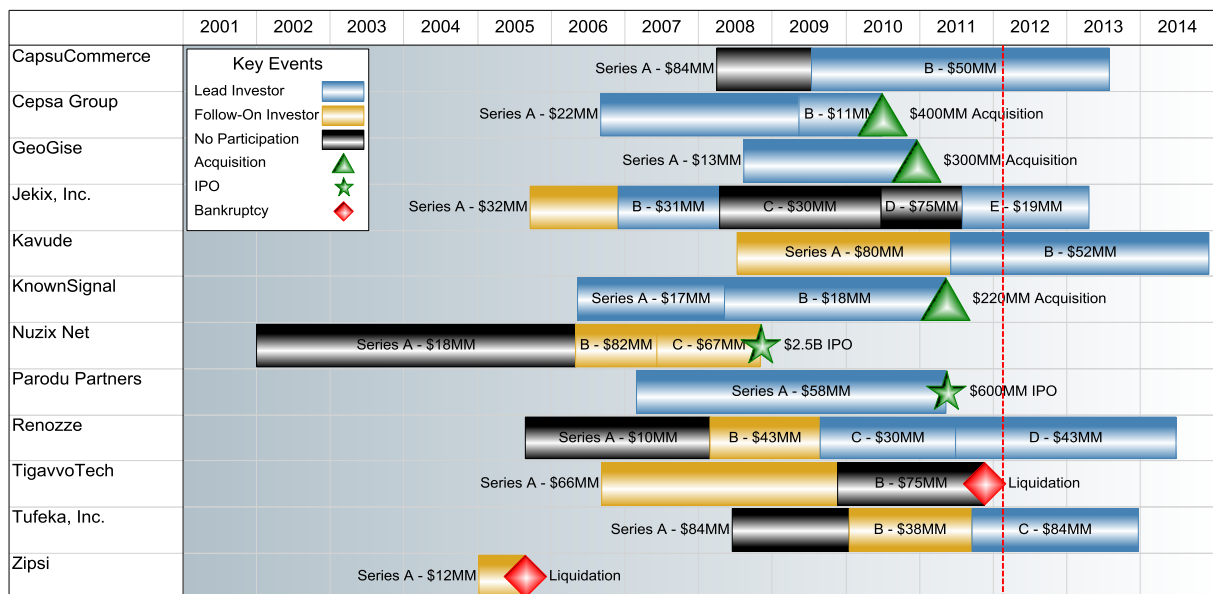


Project Roll-Up View



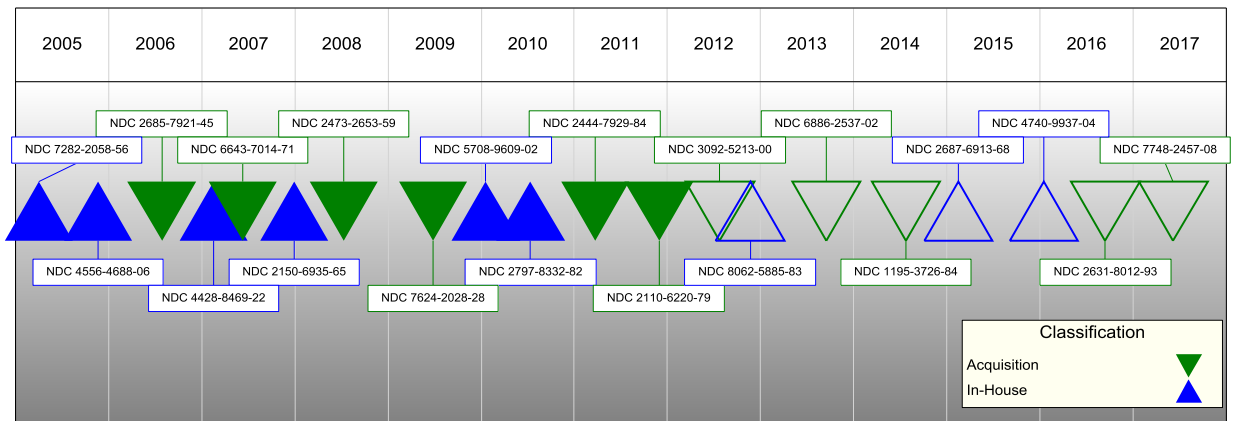


Portfolio Timeline



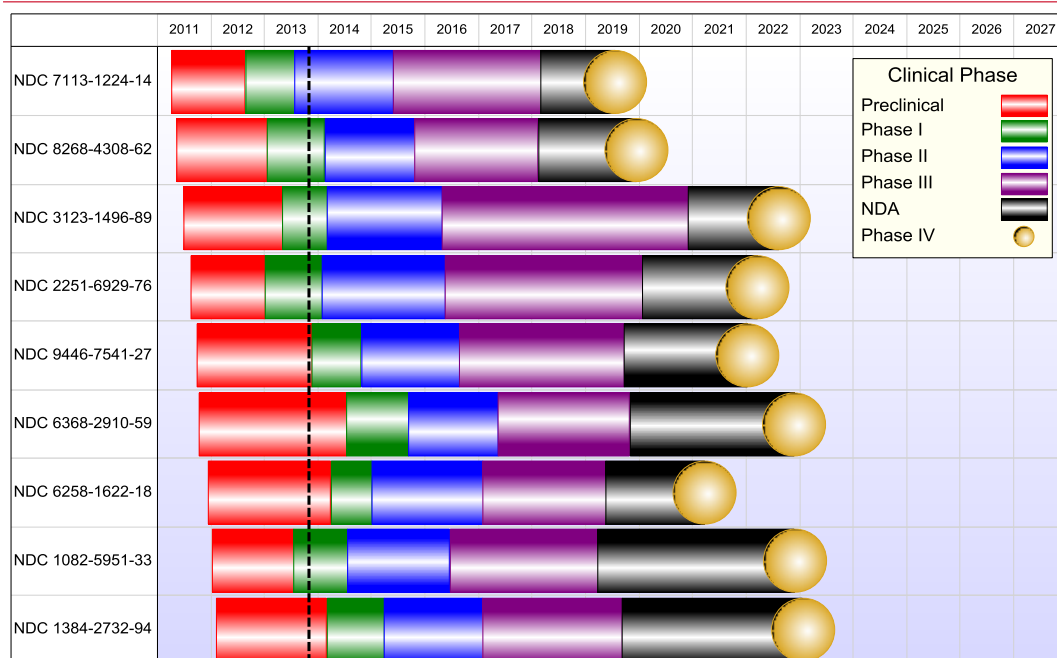


“Birds on a Wire” Timeline





Portfolio “Ribbon” View




● Advantages of OnePager® Pro

- ▶ Save time
- ▶ Focus your audience
- ▶ Present reliable data
- ▶ Track changes
- ▶ Customize your views
- ▶ Standardize across departments



Questions?



MPUG Boston **Proposed** 2013 Meeting / Event Schedule

DateMarch 6th & 13thMay 8th

Mid July

September 18th

Mid October

December 11th**Event****Chapter Meeting** Project Online/2013**Chapter Meeting**

Summer Social with SPTechCon

Chapter Meeting

Project Summit – Burlington, MA

Chapter Meeting



Q&A / Discussion

- Questions
- Comments
- Suggestions



Audience Participation: Stump the Project Expert

- How do you...
- Do you know how to...
- What are 3 ways to...
- Prizes awarded to anyone who Stumps the Expert!
- *Good prizes for good questions include...*



Prizes

Stump the Expert Prizes...

- Cool T-Shirts!
- New Hats are In!!!





Evaluations Please!

- Evaluation URL will be sent to registered attendees from MPUG Global.
- Please complete! This helps the Boston Chapter!



Networking Break



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MPUG Boston Chapter Meeting

11.30.2011