

## Time Management

### Introduction

A number of reports containing varieties of data are generated for each site in the member's zone of this website www.sssolution.com. A primer about the major reports related to time management is presented in this booklet. Users could study these to obtain a feel for the reports that are generated for clients.

### Report List

<b>Report ID</b>	<b>Report Title</b>	<b>Brief Description</b>	<b>Target User</b>
<a href="#">WB 01</a>	Work Break Down Structure	The project is divided into a number of smaller activities.	Persons involved in the project
<a href="#">BR01</a>	Compact Bar Chart	Bar chart showing only the broad headings in uncluttered manner	Director level
<a href="#">BR02</a>	Timeline Bar Chart	Bar chart showing more than compact but details are left out	Technical VP level
<a href="#">BR03</a>	Detail Bar Chart	Bar chart showing the dates and preceding relationship.	Site personnel
<a href="#">TK01</a>	Should have started task	The tasks that should have started on the status date are tabulated	Site in-charge / Project manager
<a href="#">TK02</a>	Slipping Tasks	The tasks that are slipping on the status date are tabulated	Site in-charge / Project manager
<a href="#">TK03</a>	Tasks Starting Soon	Tasks that should start soon as per bar chart are tabulated	Site in-charge / Project manager
<a href="#">TK04</a>	Critical Tasks	Critical tasks in a network is presented	Site in-charge / Project manager
<a href="#">PT 01</a>	Pert Chart	PERT (Program Evaluation and Review Technique) Chart	Project manager / Technical VP

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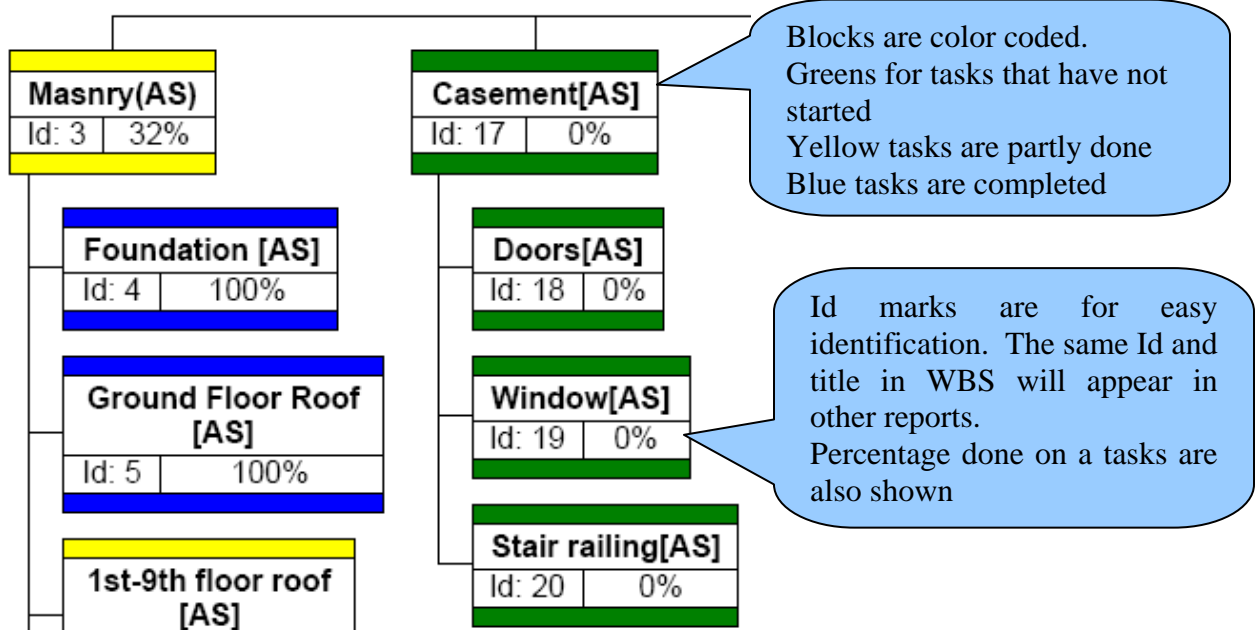
### Work Break Down Structure Example

<b>Report ID:</b> WB 01	<b>Type:</b> WBS	<b>Title:</b> Work Break Down Structure
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**Target:** Technical persons who has duties to perform in this project

**Description:** This is the building block of a project plan. The project is divided into small activities or tasks. It is commonly called Work Break Down Structure [WBS]. Plans and controls in the project plan will be performed on these tasks. The grouping with other tasks or activities is shown via a tree diagram. For example, doors, windows etc in a building marked AS are grouped under casement.

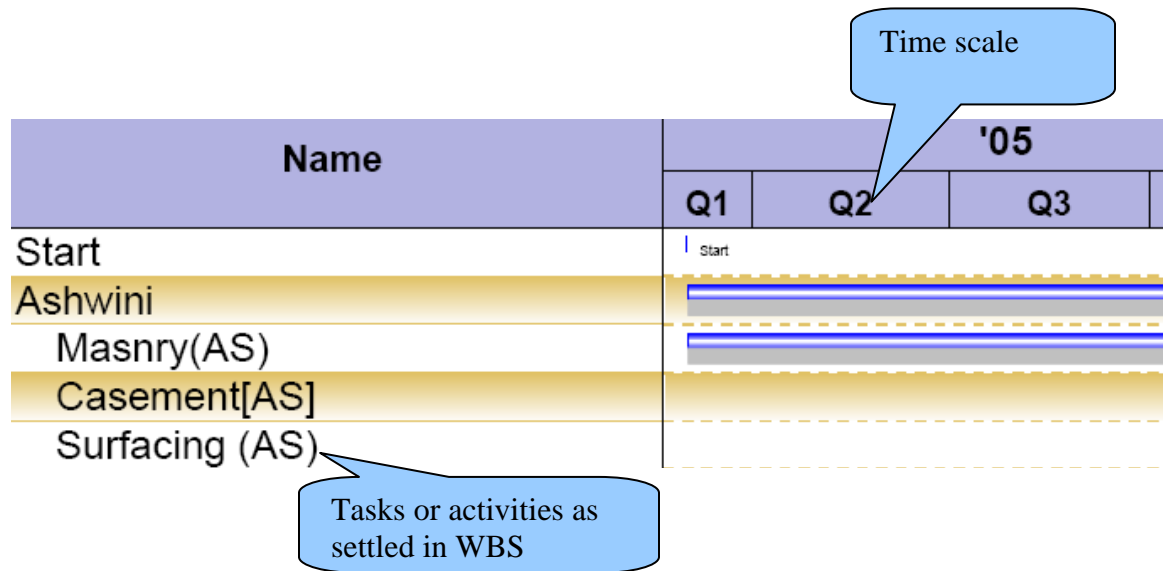
**NOTES:** Engineers / technical persons associated with the project should make sure that their area of interest appears in WBS in the correct division and order. They could then follow the progress of the project only for the activities with which they are related.



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**Compact Bar Chart Example**

<b>Report ID:</b> BR 01	<b>Type:</b> Bar Chart	<b>Title:</b> Compact Bar Chart
<b>Target:</b> Director level. Those who wants to have a broad idea about the dates of the activities		
<b>Description:</b> In this bar chart the start and end dates of the items are presented to provide a broad out line of the project timings to the user		
<b>NOTES:</b> Directors or outsiders might find an uncluttered and view of the project timings in this report		



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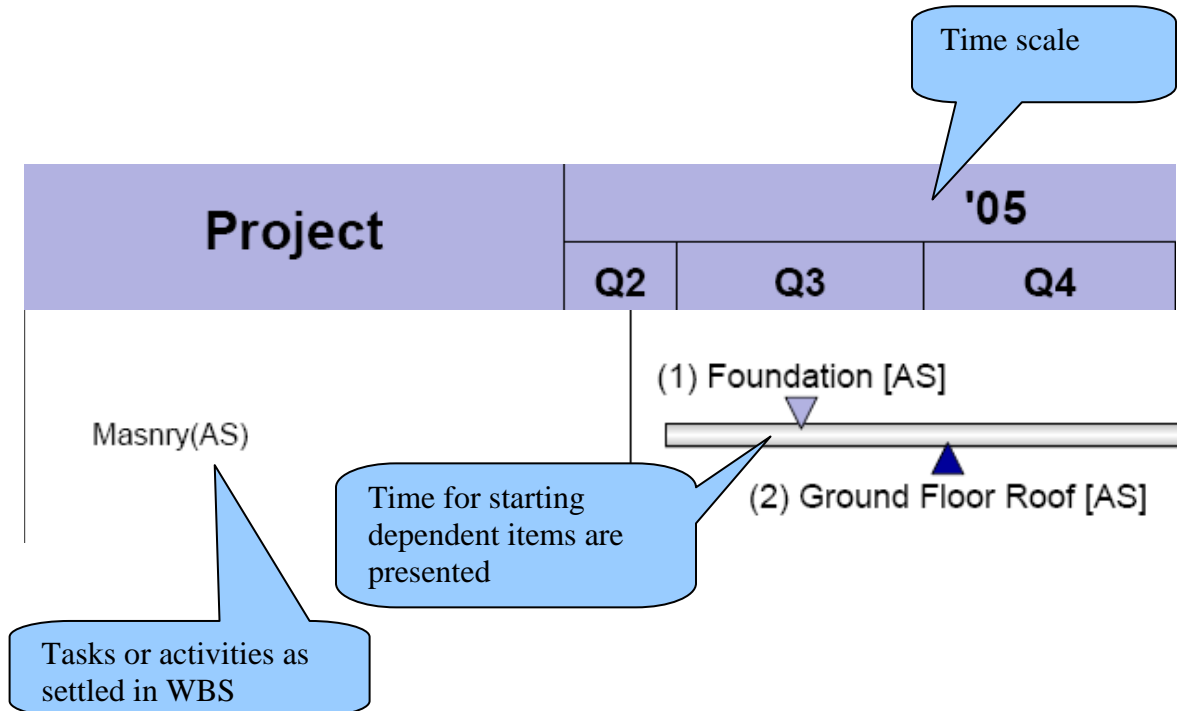
**Timeline Bar Chart Example**

<b>Report ID:</b> BR 02	<b>Type:</b> Bar Chart	<b>Title:</b> Timeline Bar Chart
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**Target:** Technical VP level. Those who wants more than a compact bar chart but does not wish to see all the details.

**Description:** The start and end dates of the items are presented in this bar chart. In addition, the start dates of connecting items are marked with an arrow

**NOTES:** Technical VP or similar persons can see the bar chart and would also see when the connecting or dependent items should start.



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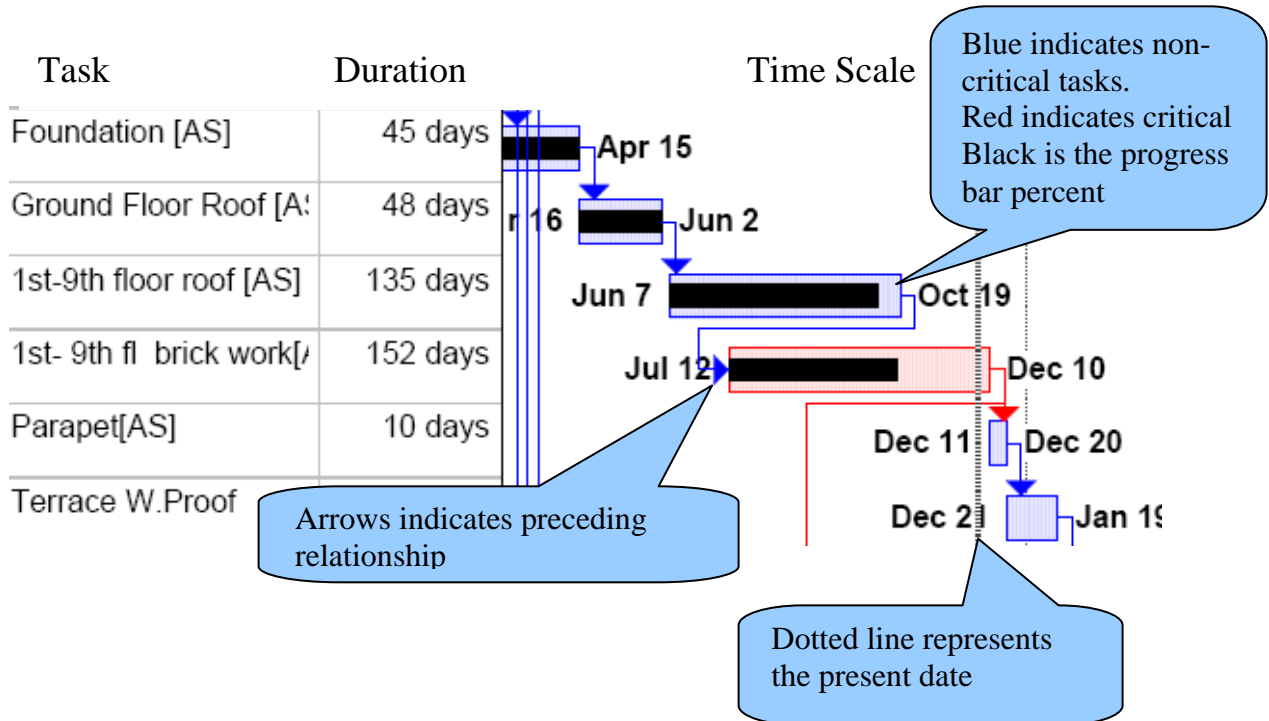
### Detail Bar Chart

<b>Report ID:</b> BR 03	<b>Type:</b> Bar Chart	<b>Title:</b> Detail Bar Chart
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**Target:** This chart is extensively used by the site personnel. Basic scheduling information is provided in the detail bar chart.

**Description:** Arrows indicate dependency. Starting and end dates are written with each bar. Progress percentage is represented with black inside bar.

**NOTES:** Users should always note the dates in bar chart and communicate with project manager for any comments. Unless this chart is kept in order other information will not match with the site condition.



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**Should Have Started Task**

<b>Report ID:</b> TK01	<b>Type:</b> Task List	<b>Title:</b> Should have started task
<b>Target:</b> Site incharge or project manager		
<b>Description:</b> Tasks that should have been started on the status date is listed. The base line start / finish dates and actual start / finish dates are presented in a table.		
<b>NOTES:</b> A project contains hundreds of tasks. Project manager requires short lists to concentrate. This is one of the short list where delayed starts are identified.		

Should Have Started Tasks as of Dec 1 '05

Task Name	Start	Finish	Baseline Start	Baseline Finish	Start Var.
1st-9th fl plaster[AD]	Oct 23 '05	Mar 6 '06	Sep 14 '05	Jan 26 '06	39 day
<i>ID</i>	<i>Successor Name</i>	<i>Type</i>	<i>Lag</i>		
125	1st-9th fl POP(AD)	FS	0 days		
140	Vert.Lines(AD)	FS	0 days		
150	Fire lines (AD)	FS	0 days		
Parapet[AN]	Nov 16 '05	Nov 25 '05	Dec 2 '05	Dec 11 '05	-16 day
<i>ID</i>	<i>Successor Name</i>	<i>Type</i>	<i>Lag</i>		
47	Terrace W.Proof	FS	0 days		
Terrace W.Proof	Nov 26 '05	Dec 25 '05	Nov 26 '05	Dec 25 '05	0 day

The task is late by 39 days

The task is ahead by 15 days

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### Slipping Tasks

<b>Report ID:</b> TK02	<b>Type:</b> Task List	<b>Title:</b> Should have started task
<b>Target:</b> Site in-charge or project manager		
<b>Description:</b> Tasks that are slipping on the status date are listed. The base line start / finish dates and actual start / finish dates are presented in a table.		
<b>NOTES:</b> A project contains hundreds of tasks. Project manager requires short lists to concentrate. This is one of the short lists where slipping tasks are identified.		

Parapet is 4 days left in start as well as in finish where as the Terrace w. Proof is started 5 days ahead but finished with 54 days delay.

#### Slipping tasks

Task Name	Start	Finish	Baseline Start	Baseline Finish	Start Var.	Finish Var.																												
Parapet[AD]	Dec 27 '05	Jan 5 '06	Dec 23 '05	Jan 1 '06	4 days	4 days																												
<table border="1"> <thead> <tr> <th>ID</th> <th>Successor Name</th> <th>Type</th> <th>Lag</th> </tr> </thead> <tbody> <tr> <td>122</td> <td>Terrace W.Proof</td> <td>FS</td> <td>0 days</td> </tr> </tbody> </table>							ID	Successor Name	Type	Lag	122	Terrace W.Proof	FS	0 days																				
ID	Successor Name	Type	Lag																															
122	Terrace W.Proof	FS	0 days																															
1st-9th fl POP[AV]	Jan 3 '06	Mar 3 '06	Jan 8 '06	Jan 8 '06	-5 days	54 days																												
<table border="1"> <thead> <tr> <th>ID</th> <th>Successor Name</th> <th>Type</th> <th>Lag</th> </tr> </thead> <tbody> <tr> <td>93</td> <td>Doors[AV]</td> <td>FS</td> <td>0 days</td> </tr> <tr> <td>94</td> <td>Window[AV]</td> <td>FS</td> <td>0 days</td> </tr> <tr> <td>95</td> <td>Stair railing[AV]</td> <td>FS</td> <td>0 days</td> </tr> <tr> <td>97</td> <td>Flat tiling (AV)</td> <td>FS</td> <td>-60 days</td> </tr> <tr> <td>98</td> <td>Bath/Kit Tiling (AV)</td> <td>FS</td> <td>-60 days</td> </tr> <tr> <td>108</td> <td>Wire Draw[AV]</td> <td>FS</td> <td>0 days</td> </tr> </tbody> </table>							ID	Successor Name	Type	Lag	93	Doors[AV]	FS	0 days	94	Window[AV]	FS	0 days	95	Stair railing[AV]	FS	0 days	97	Flat tiling (AV)	FS	-60 days	98	Bath/Kit Tiling (AV)	FS	-60 days	108	Wire Draw[AV]	FS	0 days
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108	Wire Draw[AV]	FS	0 days																															

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### Tasks Starting Soon

<b>Report ID:</b> TK03	<b>Type:</b> Task List	<b>Title:</b> Tasks starting soon
<b>Target:</b> Site in-charge or project manager		
<b>Description:</b> Tasks that should start soon according to the bar chart on the status date are listed. The planned duration and planned start / finish dates are presented.		
<b>NOTES:</b> A project contains hundreds of tasks. Project manager requires short lists to concentrate. This is one of the short lists where tasks that are starting soon are listed. Project manager would be made aware of tasks where teething trouble might occur.		

Tasks starting soon as of May 25, 05

Task Name	Duration	Start	Finish
1st-9th floor roof[AN]	135 days	May 30 '05	Oct 11 '05
1st-9th floor roof [AS]	135 days	Jun 7 '05	Oct 19 '05
1st-9th floor roof[AV]	135 days	Jun 17 '05	Oct 29 '05
1st-9th fl brick work[AN]	135 days	Jul 4 '05	Nov 15 '05

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### Critical Tasks

<b>Report ID:</b> TK04	<b>Type:</b> Task List	<b>Title:</b> Critical Tasks
<b>Target:</b> Site in-charge or project manager		
<b>Description:</b> Determining the critical path is a central concept in CPM method of project management. Any delay on critical path would delay the project.		
<b>NOTES:</b> A project contains hundreds of tasks. Project manager requires short lists to concentrate. This is one of the short lists where tasks that are starting soon are listed. Project manager would be made aware of tasks where teething trouble might occur.		

#### Critical Tasks

Task Name	Duration	Start	Finish
Ashwini	644 days	Mar 2 '05	Dec 5 '06
Masnry(AS)	569 days	Mar 2 '05	Sep 21 '06
1st- 9th fl brick work[AS]	152 days	Jul 12 '05	Dec 10 '05
<i>Successor Name</i>	<i>Type</i>	<i>Lag</i>	
Parapet[AS]	FS	0 days	
1st-9th floor doorframe[AS]	FS	-90 days	
1st-9th floor doorframe[AS]	120 days	Sep 12 '05	Jan 9 '06

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### PERT Chart

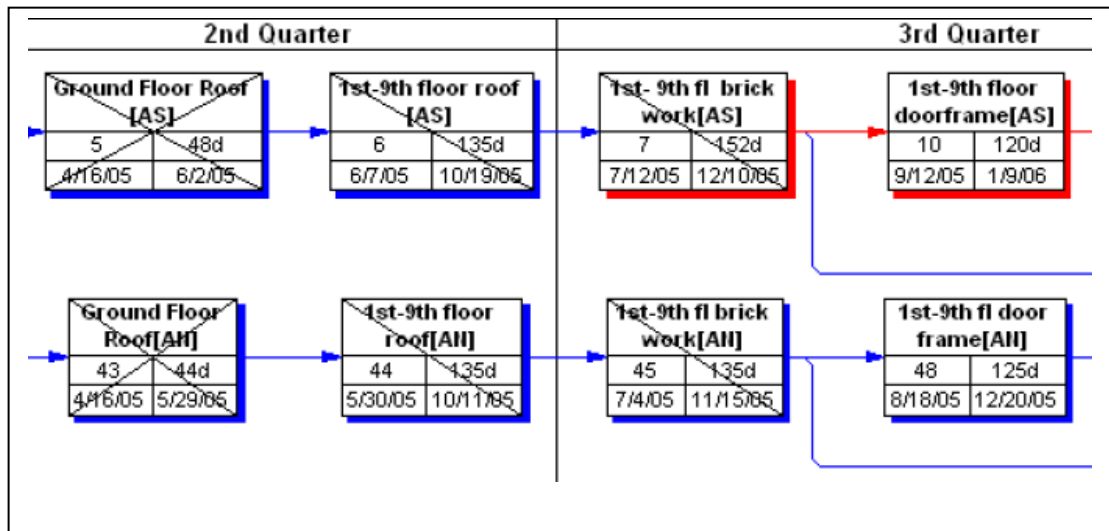
<b>Report ID:</b> PT01	<b>Type:</b> Task List	<b>Title:</b> PERT Chart
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**Target:** Project manager / technical VP

**Description:** Drafting of a critical path network is important for understanding the relationship among activities. PERT network diagram is a classic method of showing the relationship among activities. PERT chart at a given point of time is presented

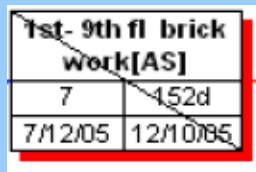
**NOTES:** PERT chart is an effective medium of communicating the project status with stakeholders.

PERT Chart



X line across activity indicates completion of task.  
/ line across the activity indicates starting of the task

#### Legend



Id No:7  
Duration: 152 days  
Start: Jul 07 2005  
End: Dec 10 2005  
Red: Critical task  
Blue: Regular tasks