# **Milestones Tracker**

A Users' Guide January 2021

#### MLR

PROJECT MANAGEMENT & CONSULTANCY Sydney, New South Wales, Australia mlr.projectmanagement@gmail.com (+61) 426 057 133 www.mlrprojectmanagement.com



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#### I. About

This document provides an explanation on the contents of the Milestones Tracker and serves as a guide on how to navigate through it to effectively utilise it. If used and maintained properly, the Milestones Tracker is a powerful tool for an effective and efficient management and overall control of projects or a portfolio of projects.

The steps in updating the Milestones Tracker is also provided at the latter part of this document.

#### II. Milestones Tracker Coverage

#### A. General Contents

The Milestones Tracker contains key activities and milestones, including interfaces, of a number of projects in a multi-project environment.

Dates and activities are referenced to the corresponding Primavera P6 schedules. As a general principle to ensure that a sole source of information is communicated out of the Milestones Tracker, only activities that are present in the Primavera schedules are included and reported in the Milestones Tracker.

#### B. Worksheet Tabs

A number of worksheet tabs are available in the Milestones Tracker and are color-grouped per its intent and function. Below is a general description of the worksheet tabs per group:

CommandCenter READY CALCULATE	Contains action buttons for worksheet navigation and tasks execution.
Dashboard Dashboard(Managers) Dashboard(All Activities) Dashboard(Interface Matrix)	Contains interactive dashboards projecting useful information about the project and package progress.
PR1 PR2 PR3 PR4 PR5 PR6 ④	Report table of individual projects.
ter Report	More detailed and consolidated report table of the projects.
Data Data (Interface)	Consolidated activity details wherein the dashboard and report information are generated from.
Library (General) Library (Package) Library (Distribution List)	Contains the list of details mostly ulitised in the Data Tabs and function buttons in CommandCenter.
Calculation Graphic (Tabulation) P6Raw	Contains the P6 extracted schedules and calculations used and showed in the reports and dashboards.

Figure 1. Milestones Tracker Worksheet Tabs Contents.



#### III. Milestones Tracker Worksheets

The Milestones Tracker is developed with VBA/Macro codes and is processed from a large amount of data (dump of Primavera P6 schedules) to make the reports comprehensive yet easy to follow, informative, and more effective in communicating project progress while at the same time, easier and faster to update to meet the target reporting deadlines. As such, opening the file prompts the user to activate Excel Marco. The user needs to enable Marco to utilise the file as shown in Figure 2 below.



Figure 2. Message Prompt After Opening the Milestones Tracker (User Needs to Enable Macro to Use the File).

#### A. CommandCenter

After the Macro is enabled, the user is directed to the CommandCenter tab wherein a number of function buttons can be found to execute various tasks. Each button is provided with a corresponding description.

#### a. View Options

Function buttons in the View Options are especially useful for end-users in displaying just selective worksheet tabs to suit the purpose or needs of the user at the particular time.

Command Center		
Multi-Projects		Users' Guide PROJECT MANAGEMENT &
	VIEW OPTIONS	
1 Hide All	Hide all worksheet tabs.	
2 Show All Dashboards	Display all dashboards	Click a Button to Diplay Only the
3 Show All Reports	Display all reports.	Designated Tabs
4 Show Dashboard & Reports	Display the Dashboards & Reports.	
5 Show Interfaces	Display Activity Interfaces Trackers.	

Figure 3. CommandCenter View Options.

Δ



#### b. Work Mode

Function buttons in the Work Mode area are particulary useful for schedulers working and updating the Milestones Tracker.

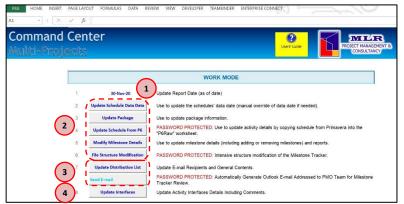


Figure 4. CommandCenter Work Mode.

- Update Report Date The "as of date" of the report (normally end day of the month). Used to calculate for the look-ahead in case the schedule data date is not updated. Otherwise, calculation of the 2-month look-ahead is based on the individual schedule's data date.
- 2. Various Updating Buttons Used to display selective worksheets depending on the section of the Milestones Tracker to be updated. Note that some buttons are password protected to hide information that are not intended for the general users.
- 3. E-mail from Outlook This is to quickly generate an Outlook e-mail with the generic message body contents and with the Milestones Tracker file attached. An "Update Distribution List" is available to modify the e-mail's contents and recipients. Note that e-mail generation is password protected to prevent accidentally sending an e-mail to the list of recipients.
- 4. Update Interfaces Display selective worksheets related to updating interfacing activities between contracts/packages.

#### c. Convert Reports to PDF



Figure 5. CommandCenter Convert Reports to PDF.

By clicking one of the buttons, a particular report or a group of reports is immediately converted to PDF and saved to the folder where the Milestones Tracker is located.

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Filename of the converted reports are automated with the report date on it. This comes handy in "freezing" the reports for the month-end by converting them to PDF.

#### B. Dashboards

The dashboards provide an overarching information on each project and the portfolio as a whole. The interactive setting of the dashboards makes it possible to examine and understand the progress of a particular project and the overall project dynamics.

	Policit         err activities           6 Main Projects         110 Total           3         15 (33.8%) One		PRE-CONSTRUCTION ACTIVITIES 62 Total   31 Done (50.0%) 14   19 (55.9%) Submittals 7   3 (14.3%) Procurement 21   11 (52.4%) Statutory Regularments	48 Total   4 ( 12   4 (53.3%) Pro- 36   0 (0.0%) Into	Dane (8.3%) Diect Milestones	REMAINING ACTIVITIES         Description           75 Remains ( 2 Delayed (2.7))         Pre-centruction           71 Size         Construction           71 Size         H (1 Size)           Pre-centruction         4 (1 Size)           Pre-size         Pre-size           Pre-size         4 (1 Size)           Pre-size		6		DISPLAY SETTINGS Chart Type Halagen Sant By: Puilsge D
,	Pre-construction         Construction           100.0%         100.0%         9         0         9         1         1.1.1%         1:           0.0%         0         0         0         0         0         0.0%	.1%	PRS Enabling Works Project			STAGE	DONE	BALAN In Progress (Delayed, On-time)	Not Started	% DONE
ſ	PR3 Infrastructure Works Project Pre-construction Construction					Pre-construction	8	(0.1)	2 (1, 1)	72.73%
	66.7% 66.7% 9 ① 10 10.0% 10	.0%		2		Submittals	5	(0, 1) 0 (0, 0)	0	100.00%
L	0.0% 2 0 0.0%			1		Procurement	0	1 (0, 1)	0	0.00%
	PR4 Building Construction Project Pre-construction Construction					Statutory Requirements	3	0 (0, 0)	2	60.00%
	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	0%	8	8	5	Construction	1	0 (0, 0)	5 (1, 4)	16.67%
h	PRS Enabling Works Project				1	Project Milestones	1	0 (0, 0)	1 (0, 1)	50.00%
	Pre-construction         Construction           72.7%         81.8% <sup>11</sup> ① <sup>6</sup> 16.7%         33	.3% *	Ľ	Pre-delivery	Delivery	Interim Milestones	0	0 (0, 0)	4 (1, 3)	0.00%
i.	-9.1% 2 5 -16.7%	-	2-month Look-ahead		People				Comments	
	PR6 Building Renovation Project         Construction           88.9%         8.8.9%         9         0         6         1         16.7%         14           0.0%         0         6         5         0.0%         0.0%         0.0%	.7%	6 Pre-construction   12 Con	Istruction   <b>18 Tetul</b>   <mark>6 PRS 3  3  6</mark>    0 PR6 <mark>1</mark>   0  1	Scheduler: Project Manager:	Sydney Metro PR5 Scheduler PR55sheduler @Clenct.com OO 123 45675 PR5 Project Manager PR55hiptorta.com OO 223 45675	PR5 Con R5Contractor PR5 PR5Contractor	Contractor tractor Scheduler Scheduler Bonnactor.com 00 123 4567 5 Contractor PM 500 M (Boontoctoo.com 00 123 4547 5	Project progress	rd as planned.

#### a. Dashboard (Project)

Figure 6. The Milestones Tracker Dashboard.

- 1. Fit Width to Screen Clicking this button fits the Dashboard column to the width of the computer screen.
- 2. CommandCenter Button Clicking this directs the user to the CommandCenter tab.
- 3. Project and Key Activities Widgets Provides information on the number of projects in the Milestones Tracker and the total number of key activities, respectively. The number of activities, whether completed, in-progress, or not started, are shown in the Key Activities widget. Finally, the key activities progress is indicated by the bar shown at the bottom of the widget.
- 4. Pre-construction and Construction Activities Widgets The total activities are brokendown per stage of the project (pre-construction and construction). The total activities and the number completed are provided in these widgets whilst further breaking them down to designated work group (i.e., submittals, procurement, etc.). Finally, a progress indicator bar is provided in these widgets.
- 5. Remaining Activities Widgets This widget shows the total number of key activities and milestones that have yet to be completed. They are further divided to pre-construction and construction groups. Of the remaining activities, the number that

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are in delays are shown along with the chart indicator. At the bottom of the widget are the minimum and maximum values of delays. The former provides information on the project with the most negative variance in terms of calendar days and the corresponding project number while the later provides information on the number or count of activities with negative variance and the corresponding project number.

- 6. This widget for future development and enhancements of the Milestones Tracker.
- Project Navigation Pane A project can be selected from this navigation pane such that details about it is shown in the Project Details section of the Dashboard. Project details in this section can be interpreted as follows (refer to Figure 7 below):
  - a. 72.7% (8 out of 11) pre-construction key activities and milestones have been completed.
  - b. However, to this date, the completion should have been 81.8%
  - c. Hence, the project is in delay by 9.1% of the milestone count.

F	re-construction			Construction		
72.7%	81.8%	11 (		16.7%	33.3%	(
-9.	1%	1 [	] 0 5	-16	.7%	

Figure 7. Navigation Pane Details.

Refer to the footnote section of the dashboard for understanding of the graphic legends.

- 8. Project Details Details of the selected project are shown here in graphical and tabulated formats. Figure 8 provides the graphical representation of the project selected in Figure 7. The table breaks down the pre-construction activities into work groups. At the bottom of the graphics is contact information about the project and a general comment. Also, the number of activities that needs to commence/completed in 2 months (2-month look-ahead) is provided.
- 9. Display Settings This is to set the chart type (whether histogram or pie chart) displayed in Project Details window and to sort the Project Navigation Pane by Project ID, % Completed or % Variance.



				BALA	NCE	
		STAGE	DONE	In Progress (Delayed, On-time)	Not Started (Delayed, On-time)	% DONE
	73%	Pre-construction	8	1	2	72.73%
		Pre-construction	•	(0, 1)	(1, 1)	12.13%
		Submittals	5	0	0	100.00%
		Submittais	3	(0, 0)	(0, 0)	100.00%
		Procurement	0	1	0	0.00%
	9%	riscurement	0	(0, 1)	(0, 0)	0.00%
		Statutory Requirements	3	0	2	60.00%
	18%	statutory requirements		(0, 0)	(1, 1)	60.00%
		Construction	1	0	5	16.67%
	83%	construction	1	(0, 0)	(1, 4)	10.07%
	_	Project Milestones	1	0	1	50.00%
		roject milestones		(0, 0)	(0, 1)	30.0078
	17%	Interim Milestones	0	0	4	0.00%
		interim Milestones		(0, 0)	(1, 3)	0.00%
1 Look-ahead	People				Comments	
Pre-construction   12 Construction		Sydney Metro		Contractor	Project progresser	d as planned.
0 PR3 2 4 6 PR5	Scheduler:	PR5 Scheduler PR5Scheduler@client.com 001 123 4567 5	PRSContracto	tractor Scheduler rScheduler@contractor.com 103 123 4567 5		
PR4 0 0 0 PR6	1 0 1 Project Manager:	PR5 Project Manager PR5ProjectManager@client.com 002 123 4567 5	PR5Contra	Contractor PM ctorPM@contractor.com 204 123 4567 5		

Figure 8. Project Details Graphical Representation.

10. Dashboard Footnote – The legend key is provided in this section of the dashboard.

#### b. Dashboard (Managers)

		í	STAG	at estructio		5		DIECT				ž	VARIANCE To	PERIOD COMPLETED/ LOOK-AHEAD	PLANNED TO DATE		COmpleted	3	_	(	4
		•		constru		-	B.	aliding C	onstructi	on Proje	R.		Negitive	Completed this Month	Planned		in Progress		(		
			(Inte	rusour	REEM			aldre R	enovation	n Project			(action)		Panoco				COU	NT IN	-
		•												To Commence Within 2 Months			Not Started		TA	BLE	
							D	whiles	Vorks Pre	iject				Cam. Lait Month				1.1		DILC.	
			Ι.	$\sim$			in	frestruct	ture Wark	ks Projec											
			1	3			м	larine Pr	oject										1	.9	
			L 1	Č	)		80	oods and	Bridges	Construc	tion Project								<u> </u>	/	1
5		٠.	_	_	_	_		_													
<u> </u>	-			LETED		PLA	INED		BANCE IT							_	144			TUAL	
PROJECT	TOTAL	CUM. LAST	THES HONTH					TO DATE	PCT.	TOTAL	PCT. AHEAD	STAGE	6 PROJECT				- START -	ENSE -			
Jatre Project	31	0	0	0	0.0%	0	0.0%	0	0.0%	31 1	00.0% 0	Pre construction	Intrastructure Works Project	Submittal and Approval of Construction Programme, Quality Plans, ESH Plans, Etc.	Complete	d	01-Nov-20	21-Nov-20	01-Nov-20	21-Nov-20	
oath and Bridges Construction					100,00								Infrastructure Works Project	Submittal and Approval of Shop Drawings	Complete		01-Nov-20	21-Nov-20	01-Nov-20	21-Nov-20	
cade and endpas conservation	18	10	8	13	55.6%	10	55.6%	0	0.0%	8	41.45	Pre construction	Infrastructure Works Project	Submittal and Approval of Method Statements	Complete	d	01-Nov-20	21-Nov-20	01-Nov-20	21-Nov-20	-
Instructure Works Project	19	0		1	21.8%		35.05		0.0%		0.25		Infrastructure Works Project	Submittal and Approval of Subcontractor / Supplier Pregualifications	Complete		08-Nov-20	28 Nov 20	08-Nov 20	28-Nov-20	
districture works Project	19	.0	10	1.5	30.0%	1.	30.2%		0,676	14	0.28 0		Infrastructure Works Project	Submittal and Approval of Material Samples	in Progra		29-Nov-20	19-Dec-20	29-Nov-20	19-Dec-20	
													Infrastructure Works Project	Order and Delivery of Materials	Not Starb		10-Apr-21	14 Aug-21	10-Apr-21	14 Aug-21	
iding Construction Project	10	0	0	0	0.0%	0	0.0%	0	0.0%	10 1	00.0%		Infrastructure Works Project	NOC to Mobilize to Site	Complete		15-Nov-20		15-Nov-20		
													Infrastructure Works Project	Design NOCs	Complete		01-Nov-20		01-Nov-20		_
abino Works Project	17	8	3	3	52.9%	11	64.75	2	-11.0%	8	47.1% 4		Infrastructure Works Project	Application and Approval of Construction NOCs	in Progre		15-Nov-20	19-Dec-20	15-Nov-20	19-0ec-20	
	100			2								Construction	Infrastructure Works Project	Project Start	Complete		01-Nov-20		01-Nov-20		
idea Resource Project	15		1.2		10.0%		10.0%		0.0%	6	an 0%	Construction	Infrastructure Works Project	Project Completion	Not Starb			01-Dec-21		01-Oec-21	
eang wato vation Project	10		.0	1	80.0%		60.0%	. 0	0.0%		100	Construction	Infrastructure Works Project	Access for Construction to Zone 1 (Grid 4) by Client	Not Starb			21-Dec-20		21-Dec-10	
												Construction	Infrastructure Works Project	Access for Construction to Zone 2 (Grid 5) by Client	Not Starb			21 Dec-20		21 Occ 20	
IAND TOTAL	110	25	10	35	31.8%	37	33.65	-2	-1,8%	75	68.25 1	Construction	Infrastructure Works Project Infrastructure Works Project	Access for Construction to Zone 3 (Grid 6) by Client Access for Construction to Zone 4 (External Roads) by	Not Starb		_	21-Dec-20 21-Dec-20		21-0ec-20 21-0ec-20	-
														Client							-
	-	-	-	-					-	-	- 1	Construction	Infrastructure Works Project	Completion of Zone 1	Not Starb		14-0µn-21	27-Jun-21	14-Jun-21	27-lun-21	
												Construction	Infrastructure Works Project	Completion of Zone 2	Not Starb		28-0)n-21	08-Iul-21	28-Jun-21	08-10-21	
												Construction	Infrastructure Works Project	Completion of Zone 3	Not Starb		24-Aug-21	11 5ep 21	24 Aut 21	11.5ep-21	
												Construction	Infrastructure Works Project	Completion of Zone 4	Not Starb		04-Nov-21	27-Nov-21	04-Nov-21	27-Nov-21	

Figure 9. The Managers' Dashboard.

- 1. Fit Width to Screen Clicking this button fits the Dashboard column to the width of the computer screen.
- 2. CommandCenter Button Clicking this directs the user to the CommandCenter tab.
- 3. Display Filters Useful to filter activities shown in the tables below by stage, project, variance, etc. for a dynamic navigation milestones/key events.
- 4. Activity Count Provides a quick information on the number of activities displayed in the dynamic table positioned below.
- 5. Summary Table Provides the summary of milestones/key events per project and their progress filtered by "Stage" (pre-construction, construction, or both).
  - a. Project Description or name of the project.
  - b. Total Provides information of the total number of milestones/key events as filtered by the activity stage (pre-construction, construction, or both).



- c. Completed Cumulative Last Month Total number of milestones completed in the previous month with respect to the schedule's data date.
- d. Completed This Month Number of milestones completed 1 month ago from and up to the schedule's data date.
- e. Completed-To-Date Total activities that has been completed up to the schedule's data date.
- f. Completed Percentage Completed activities divided by the total milestones/key events.
- g. Planned-To-Date Total number of milestones that should have been completed by now.
- h. Planned Percentage Planned-to-date divided by the total number of milestones/key events.
- i. Variance-To-Date Difference between the number of activities completedto-date and the number of activities planned-to-date (negative variance means that the completed activities are less than the planned).
- j. Variance-To-Date Percentage Difference between the percentage of activities completed-to-date and the percentage of activities planned-todate (negative percentage means that the completed activities are less than the planned).
- k. Variance Total Difference between the total number of milestones/key events and the number of activities completed-to-date.
- I. Variance Total Percentage Variance total divided by the total number of activities (in percentage format).
- m. 2-month Look-ahead Number of milestones falling inside the 2-month look-ahead period.
- 6. Activity Details Table Provides the tabular list of filtered activities.

Aulti-Proje		l Activities) Report Dr	screen ate: 30-Nov-20	ע		2	Command Center
SCHEDULE REFERENCE		Ψ.	LOOK-AHEAD	Activity Status	3	3	
Building Construction Project	ct Building Renovation Project	Enabling Works Project		Completed	( _	<b>&gt;</b>	(4) COUNT IN
Infrastructure Works Project	t Marine Project	Roads and Bridges Constru	2-month Look-ahead	In Progress	1 1		TABLE
minato acture monta ritojec	A Marine Project	notes and prages construct.					TRUCE
			Completed this Month	Not Started			
				_	j		1,239
ACTIVITY ID	5	ACTIVITY NAME		START	FINISH	ACTIVITY STATUS	SCHEDULE REFERENCE
R1-A1000	Receipt of Project of Contract Awar	d		01-Jul-21		Not Started	Marine Project
	Project Commencement Date			01-Jul-21		Not Started	Marine Project
1-A1020	Phase-1 - Handling Over of Berth #0			19-Aug-21		Not Started	Marine Project
1-A1030	Phase-2 - Handling Over of Berth #0			15-Sep-21		Not Started	Marine Project
1-A1030 1-A1040	Phase-3 - Handling Over of Berth #1	11 - #15 to AST		03-Nov-21		Not Started	Marine Project
1-A1030 1-A1040 1-A1050	Phase-3 - Handling Over of Berth #2 Phase-4 - Handling Over of Berth #2	11 - #15 to AST 11 - #25 to AST		03-Nov-21 24-Nov-21		Not Started Not Started	Marine Project Marine Project
1-A1030 1-A1040 1-A1050 1-A1060	Phase-3 - Handling Over of Berth #2 Phase-4 - Handling Over of Berth #2 Phase-5 - Handling Over of Berth #2	11 - #15 to AST 11 - #25 to AST 16 - #30 to AST		03-Nov-21 24-Nov-21 09-Dec-21		Not Started Not Started Not Started	Marine Project Marine Project Marine Project
11-A1030 11-A1040 11-A1050 11-A1050 11-A1050 11-A1070	Phase-3 - Handling Over of Berth #1 Phase-4 - Handling Over of Berth #2 Phase-5 - Handling Over of Berth #2 Phase-6 - Handling Over of Berth #3	11 - #15 to AST 11 - #25 to AST 16 - #30 to AST		03-Nov-21 24-Nov-21 09-Dec-21 02-Jan-22		Not Started Not Started Not Started Not Started	Marine Project Marine Project Marine Project Marine Project
11-A1030 13-A1040 13-A1050 11-A1060 11-A1070 11-A1080	Phase-3 - Handling Over of Berth #2 Phase-4 - Handling Over of Berth #2 Phase-5 - Handling Over of Berth #2 Phase-6 - Handling Over of Berth #3 Site Access Granted	11 - #15 to AST 11 - #25 to AST 16 - #30 to AST 11 - #34 to AST	875	03-Nov-21 24-Nov-21 09-Dec-21	02.New.21	Not Started Not Started Not Started Not Started Not Started	Marine Project Marine Project Marine Project Marine Project Marine Project
11-A1030 13-A1040 13-A1050 13-A1050 13-A1050 13-A1070 13-A1080 11-A1080	Phase-3 - Handling Over of Berth #2 Phase-4 - Handling Over of Berth #2 Phase-5 - Handling Over of Berth #2 Phase-6 - Handling Over of Berth #3 Site Access Granted Completion of Repair Works and Fe	11 - #15 to AST 11 - #25 to AST 16 - #30 to AST 10 - #34 to AST nder Installation Phase-1 - Berth #01		03-Nov-21 24-Nov-21 09-Dec-21 02-Jan-22	02-Nov-21 13-Nov-21	Not Started Not Started Not Started Not Started Not Started Not Started	Marine Project Marine Project Marine Project Marine Project Marine Project Marine Project
11-A1030 11-A1040 11-A1050 11-A1050 11-A1070 11-A1080 11-A1090 11-A1090 11-A1100	Phase-3 - Handling Over of Berth #2 Phase-4 - Handling Over of Berth #2 Phase-5 - Handling Over of Berth #3 Phase-6 - Handling Over of Berth #3 Site Access Granted Completion of Repair Works and Fe Completion of Repair Works and Fe	11 - #15 to AST 11 - #25 to AST 16 - #30 to AST 16 - #34 to AST 11 - #34 to AST nder Installation Phase-1 - Berth #01 nder Installation Phase-2 - Berth #06	#10	03-Nov-21 24-Nov-21 09-Dec-21 02-Jan-22	13-Nov-21	Not Started Not Started Not Started Not Started Not Started Not Started Not Started	Marine Project Marine Project Marine Project Marine Project Marine Project Marine Project Marine Project
11-A1030 11-A1040 11-A1050 11-A1050 11-A1070 11-A1080 11-A1090 11-A1100 11-A1110	Phase 3 - Handling Over of Berth #2 Phase 4 - Handling Over of Berth #2 Phase 5 - Handling Over of Berth #3 Phase 6 - Handling Over of Berth #3 Site Access Granted Completion of Repair Works and Fe Completion of Repair Works and Fe	11 - #15 to AST 11 - #25 to AST 16 - #30 to AST 11 - #34 to AST inder installation Phase-1 - Berth #01 inder installation Phase-2 - Berth #06 inder installation Phase-3 - Berth #11	#10 #15	03-Nov-21 24-Nov-21 09-Dec-21 02-Jan-22		Not Started Not Started Not Started Not Started Not Started Not Started	Marine Project. Marine Project Marine Project Marine Project. Marine Project Marine Project Marine Project Marine Project
11-A1030 13-A1040 13-A1050 13-A1050 13-A1070 14-A1070 14-A1080 14-A1090 14-A1110 14-A1110 14-A1120	Phase-3 - Handling Over of Berth #2 Phase-4 - Handling Over of Berth #2 Phase-5 - Handling Over of Berth #3 Phase-6 - Handling Over of Berth #3 Site Access Granted Completion of Repair Works and Fe Completion of Repair Works and Fe Completion of Repair Works and Fe	11 - #15 to AST 11 - #25 to AST 16 - #30 to AST 16 - #34 to AST 11 - #34 to AST nder Installation Phase-1 - Berth #01 nder Installation Phase-2 - Berth #06	#10 #15 #25	03-Nov-21 24-Nov-21 09-Dec-21 02-Jan-22	13-Nov-21 07-Dec-21	Not Started Not Started Not Started Not Started Not Started Not Started Not Started Not Started	Marine Project Marine Project Marine Project Marine Project Marine Project Marine Project Marine Project
1-A1030 1-A1040 1-A1050 1-A1050 1-A1050 1-A1070 1-A1080 1-A1090 1-A1100 1-A1110 1-A1120 1-A1120	Phase 3 - Handling Over of Berth #2 Phase 4 - Handling Over of Berth #2 Phase 5 - Handling Over of Berth #2 Phase 5 - Handling Over of Berth #3 Ste Access Granted Completion of Repair Works and Fe Completion of Repair Works and Fe Completion of Repair Works and Fe	11 - #15 to AST 11 - #25 to AST 6: #30 to AST 51 - #34 to AST 11 - #34 to AST 11 - #34 to AST nder installation Phase-1 - Berth #01 nder installation Phase-3 - Berth #06 nder installation Phase-4 - Berth #07 10 - Installation Phase-4 - Berth #07 10 - Installation Phase-4 - Berth #07 11 - #10 - Phase-4 - Berth #10 - Phase-4 - Phas	#10 #15 #25 #30	03-Nov-21 24-Nov-21 09-Dec-21 02-Jan-22	13-Nov-21 07-Dec-21 01-Jan-22	Not Started Not Started Not Started Not Started Not Started Not Started Not Started Not Started	Marane Project Marane Project Marane Project Marane Project Marane Project Marane Project Marane Project Marane Project
1-A1030 1-A1040 1-A1050 1-A1050 1-A1050 1-A1070 1-A1080 1-A1090 1-A1100 1-A1110 1-A1130 1-A1140	Phase 3 - Handling Over of Berth #2 Phase 4 - Handling Over of Berth #2 Phase 5 - Handling Over of Berth #2 Phase 5 - Handling Over of Berth #3 Ste Access Granted Completion of Repair Works and Fe Completion of Repair Works and Fe Completion of Repair Works and Fe	1 - #35 to AST 1 - #35 to AST 1 - #35 to AST 10 - #34	#10 #15 #25 #30	03-Nov-21 24-Nov-21 09-Dec-21 02-Jan-22	13-Nov-21 07-Dec-21 01-Jan-22 26-Jan-22	Not Started Not Started Not Started Not Started Not Started Not Started Not Started Not Started Not Started Not Started	Marine Project Marine Project Marine Project Marine Project Marine Project Marine Project Marine Project Marine Project Marine Project
1-A1030 1-A1040 1-A1050 1-A1050 1-A1050 1-A1080 1-A1080 1-A1080 1-A1190 1-A1110 1-A1110 1-A1130 1-A1130 1-A1130 1-A1130	Phase-3 - Handling Over of Berth EJ Phase-4 - Handling Over of Berth EJ Phase-5 - Handling Over of Berth EJ Phase 5 - Handling Over of Berth EJ Ste Access Granted Completion of Repair Works and Fe Completion of Repair Works and Fe	1 - #35 to A51 1 - #25 to A51 6 - #30 to A51 6 - #30 to A51 1 - #34 to A51 inder Installation Phase-1 - Berth #01 inder Installation Phase-3 - Berth #11 inder Installation Phase-4 - Berth #11 inder Installation Phase-6 - Berth #13 inder	#10 #15 #25 #30	03-Nov-21 24-Nov-21 09-Dec-21 02-Jan-22 05-Jul-21	13-Nov-21 07-Dec-21 01-Jan-22 26-Jan-22 17-Feb-22	Not Started Not Started Not Started Not Started Not Started Not Started Not Started Not Started Not Started Not Started	Marine Project Marine Project Marine Project Marine Project Marine Project Marine Project Marine Project Marine Project Marine Project Marine Project
1-A1630 1-A1650 1-A1650 1-A1650 1-A1650 1-A1650 1-A1650 1-A1650 1-A1650 1-A1650 1-A1650 1-A1120 1-A1120 1-A1130 1-A1130 1-A1130 1-A1150 1- A1150 1- A150	Phase-3 - Handling Over of Berth EI Phase-4 - Handling Over of Berth EI Phase-5 - Handling Over of Berth EI Phase-5 - Handling Over of Berth EI Ste Access Granted Completion of Repair Works and Fe Completion of Repair Works and Fe	1 - #35 6 AST 1 - #35 6 AST 1 - #36 (AST 1 - #34 (6 AST 1	#10 #15 #25 #30	03-Nov-21 24-Nov-21 09-0xe-21 02-Jan-22 05-Jul-21 05-Jul-21 12-Jul-21 17-Jul-21	13-Nov-21 07-Dec-21 01-Jan-22 26-Jan-22 17-Feb-22 15-Jul-21 15-Jul-21 20-Jul-21	Not Started Not Started	Maran Pojet Maran Pojet
1-A1030 1-A1040 1-A1050 1-A1050 1-A1050 1-A1070 1-A1070 1-A1080 1-A1080 1-A1180 1-A1130 1-A1140 1-A1150 1-A1140 1-A1150 1-A1150 1-A1150 1-A1180 1- A118	Phase-3 - Handling Over of Berth EJ Phase-4 - Handling Over of Berth EJ Phase-5 - Handling Over of Berth EJ Phase-6 - Handling Over of Berth EJ Ste Access Granited Completion of Repair Works and Fe Completion of Repair Works and Fe Preparation. & Submission of Contor Review, Comments & Approval of Contor	1 - #35 6 AST 1 - #35 6 AST 1 - #36 (AST 1 - #34 (6 AST 1	#10 #15 #25 #30	03-Nov-21 24-Nov-21 09-Dec-21 02-Jan-22 05-Jul-21 05-Jul-21 12-Jul-21	13-Nov-21 07-Dec-21 01-Jan-22 26-Jan-22 17-Feb-22 15-Jul-21 15-Jul-21 20-Jul-21 20-Jul-21	Not Started Not Started	Maran Pojet Marine Pojet Marine Pojet Marine Pojet Marane Pojet Marane Pojet Marine Pojet Marane Pojet Marane Pojet Marane Pojet
1-A1630 1-A1640 1-A1650 1-A1650 1-A1670 1-A1670 1-A1670 1-A1680 1-A1680 1-A1180 1-A1140 1-A1140 1-A1150 1-A1150 1-A1150 1-A1170 1-A1180 1-A1190 1- A1190 1- A1190 1- A1190 1- A1190 1- A1190 1- A1190 1- A1190 1- A1190 1- A1190 1- A1190 1- A1190 1- A1190 1- A1190 1- A190	Phase-3 - Handling Over of Berth EI Phase-4 - Handling Over of Berth EI Phase-5 - Handling Over of Berth EI Phase-5 - Handling Over of Berth EI Ste Access Granted Completion of Repair Works and Fe Completion of Repair Works and Fe	1 - #35 to A5T 1 - #35 to A5T 6 - #30 to A5T 1 - #35 to A5T 1 - #34 to A5T	#10 #15 #25 #30	03-Nov-21 24-Nov-21 09-0xe-21 02-Jan-22 05-Jul-21 05-Jul-21 12-Jul-21 17-Jul-21	13-Nov-21 07-Dec-21 01-Jan-22 26-Jan-22 17-Feb-22 15-Jul-21 15-Jul-21 20-Jul-21 20-Jul-21 25-Jul-21	Not Started Not Started	Maran Pojet Maran Pojet
1-A1030 1-A1050 1-A1050 1-A1050 1-A1070 1-A1070 1-A1080 1-A1080 1-A1080 1-A1100 1-A1110 1-A1110 1-A1120 1-A1150 1-A1150 1-A1150 1-A1170 1-A1150 1-A1190 1- A1190 1- A190	Phase 3- Handling Over of Berth 2 Phase 4- Handling Over of Berth 20 Phase 5- Handling Over of Berth 20 Phase 5- Handling Over of Berth 20 Site Access Granted Completion of Repair Works and Fe Completion of Repair Works and Fe Repairston S. Schmisson of Cotali Network, Commers & Finalize D Networks of Demonstra S. Finalize D	1 - HS to AAT 1 - HS	#10 #15 #25 #30	0346/v21 2440/v21 09-0x-21 02-3v-22 05-4vl-21 25-4vl-21 25-4vl-21 15-4vl-21 15-4vl-21 25-4vl-21 25-4vl-21	13-Nor-21 07-Dec-21 01-Jan-22 26-Jan-22 17-feb-22 15-Jul-21 20-Jul-21 20-Jul-21 20-Jul-21 28-Jul-21	Not Started Not Started	Maran Pojet Maran Pojet
14.16109 14.16109 14.16109 14.16109 14.16109 14.16109 14.16109 14.16109 14.16109 14.1110 14.1110 14.1120 14.1120 14.1150 14.	Plaus-1: Handling Over of Herth 2 Plaus-1: Handling Over of Herth 2 Plaus-1: Handling Over of Herth 2 Plaus-5: Handling Over of Herth 2 Star Access Grantel Competion of Repair Works and Fe Competion of Repair Works and Fe Playsaration 5: Schmission of Control Competion of Repair Works and Fe Playsaration 5: Schmission of Control Repairs Schmission 4: Schmission 1: Schmission 1: Despite Schmission 5: Schmission 5: Schmission 1: Despite Schmission 5: Schmission	1 - ets to AT 1 - ets to AT 1 - ats to AT 1 - at	#10 #15 #25 #80 #84	0.3469×21 24.469×21 09.50s-21 02.36s-22 05.464-21 12.464-21 12.464-21 13.464-21 13.464-21 21.464-21 21.464-21 21.464-21 21.464-21	13-Nov-21 07-Dec-21 01-Jan-22 26-Jan-22 15-Jul-21 15-Jul-21 20-Jul-21 20-Jul-21 25-Jul-21 28-Jul-21 28-Jul-21 28-Jul-21	Not Started Not Started	Maran Pojet Marine Pojet
R1-ALD30           R2-ALD30	Place 3- Handling Over of Berth 2 Place 4- Handling Over of Berth 2 Place 5- Bandling Over of Berth 2 Place 5- Bandling Over of Berth 3 Disso 4- Bandling Over of Berth 3 Competion of Repair Works and Fe Completion of Repair Works and Fe Place States States States States States States Repair States States States States States Repair States States States States States Repair States States States States States States Repair States States States States States States Repair States States States States States States States Repair States States States States States States States States States Repair States Sta	1 - HS to AAT 1 - HS	110	0346/v21 2440/v21 09-0x-21 02-3v-22 05-4vl-21 25-4vl-21 25-4vl-21 15-4vl-21 15-4vl-21 25-4vl-21 25-4vl-21	13-Nor-21 07-Dec-21 01-Jan-22 26-Jan-22 17-feb-22 15-Jul-21 20-Jul-21 20-Jul-21 20-Jul-21 28-Jul-21	Not Started Not Started	Maran Pojet Maran Pojet

### c. Dashboard (All Activities)

Figure 10. The Dashboard for All the Activities in the Project Portfolio.

The Dashboard (All Activities) provides details of all the driving and milestone type activities in the project portfolio.



- 1. Fit Width to Screen Clicking this button fits the Dashboard column to the width of the computer screen.
- 2. CommandCenter Button Clicking this directs the user to the CommandCenter tab.
- 3. Display Filters Useful to filter activities shown in the table below by schedule reference, look-ahead status, and the activity status.
- 4. Activity Count Provides a quick information on the number of activities displayed in the dynamic table positioned below.
- 5. Activity Details Table Provides the tabular list of filtered activities with information on the Primavera activity ID, description, dates, activity status, and schedule name/source.

#### d. Dashboard (Interface Matrix)

	)6		t Bate: 30-N								7 (7	·)	тоти	L INTER	FACES	
/	COUNT IN TABLE	PROJECT (P) Enabling Works Project	Infrastructure Works	Project	×	INTERFACE STAG		5	PROJECT (5) Building Construction Project	t Building Renovation Project	5	PR1	R1 PR2	PR3 PR4	4 PR5 F	PR6
	and the second	Roads and Bridges Construction Project			_	Construction	Design		Enabling Works Project	Infrastructure Works Project		PRZ	1			1
- 1		Autor and an agest construction in taper							Marine Project	analogue transmissi			•			-
	9					Completed		t Started	Invarine Project		- 9	PR3 PR4	1			
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					7.	FORECAST FREE		TR	VARIANCE (S)							
8	····	Positive Zero			5	N/A Po	lositive	76	VARIANCE (S) Zero		<u>一</u> 火	PR6 TOTAL (FROM)	20	32	1	1
FACE					5	N/A Po				SUCCESSOR	<u>_</u> \	TOTAL (FROM)	20	32		1
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- 4.52	PROJECT Enabling Works Project Enabling Works Project Rands and Project Amount	Pastise Zero PREDECESSOR ACTIVITY NAME	ENISHIDATE	FORECAST	756 V.C.10045 0 0	N/A Po PLANED FO FREE FLOAT FRE	INTERFACE PRELAST VIEL FLIAT SE BLOAT VIENNEE		Zero PROJECT	ACTIVITY NAME	START DATE	ACTUAL (FROM)	VARIANCE	3 2	COMME	1 ENTS
AC	PROJECT Enabling Works Project Enabling Works Project Roads and Bildges Construction Project Roads and Bildges Construction Project	PREDECESSOR ACTIVITY NAME Trabling Works Design Approval Trabl	ENGHOATE 01-Oct-20 01-Oct-20	PORECAST PRESERVATE 08-Sep-20 08-Sep-20	0	N/A PC	INTERFACE PIELAST VIENACE 23 23	Completed Completed Completed	Zero PROJECT Building Construction Project Penatructure Works Project	ACTIVITY NAME Building Construction Design Commencement Infrastructure Works Design Commencement	01-Feb-20 01-Dec-20	ACTUAL (FROM) CONFERENT STATE OATE (8-Sep-20 (8-Sep-20)	Vareauer 0. 0	3 2	1 COMME	1 ENTS
	E PROJECT Enabling Works Project Enabling Works Project Rands and Bridges Construction Project Rands and Bridges Construction Project Rands and Bridges Construction Project	PREDECESSOR ACTIVITY HAME Inditing Work Design Agronal Completion of Gasdram 65	01-Oct-20 01-Oct-20 24-Sep-20	1942240412 08-5ep-20 08-5ep-20 19-5ep-20	0 0 0	N/A PC PLANE 0 FIE FREE FLOAT 1 1 1	INTERFACE INTERFACE PRELACT VININUM 23 23 23 5	Completed Completed Completed Completed	Zere PROJECT Building Construction Project Industructure Works Project Drabiling Works Project Drabiling Works Project	ACTIVITY NAME Building Construction Design Commencement Infrastructure Works Design Commencement Access for Enabling Works	01-feb-20 01-oec-20 25-5ep-20	ACTUAL (FROM) FORCAST STATE STATE (8-549-20 (8-549-20 20-549-20	Vareauer 0 0 0	3 2	сомме	1 ENTS
FACE 0 1 2 3 4 5 6	E PROJECT Enabling Works Project Enabling Works Project Rands and Endges Construction Project Rands and Endges Construction Project Rands and Endges Construction Project	Pretone Jane - J	PRESH 0ATE 01-Oct-20 01-Oct-20 024-5ep-20 09-Oct-20 01-Feb-21 01-Feb-21	PERCENT           1942310412           08-5ep-20           08-5ep-20           19-5ep-20           01-018-20           10-New-20           21-Dec-20	0 0 0	N/A PC PLANE 0 FIE FREE FLOAT 1 1 1	INTERFACE RECENT VIEWERS 23 23 5 8	Completed Completed Completed Completed In Progress	PROJECT Belding Construction Proget Crabing Works Project Beilding Renovation Project	ACTIVITY HAME building Construction Design Connercomment infrastructure Works Design Connercomment Access for Enabling Works Access for Mailing Resources Project Access for Mailing Resources Project Access for Mainter Project Access for Mainter Project	57A87 DATE 01+eb-20 01-dec-20 25-5ep-20 10-0ct-20 23-tue-21 28-feb-21	ACTUAL (FROM) FORECAST bLANT AATE 08-5ep-20 02-05ep-20 02-05ep-20 02-05ep-20 02-05ep-20 02-05ep-20 02-05ep-20 23-fub-21	VAREANCE 0 0 0 0 0 0	3 2	сомме	1 ENITS
21 ACC 0 22 23 23 23 23 25 25 26 26 27	PROJECT Lashing Works Project Tashing Works Project Tashing Works Project Tashing Works Project Tashing Minister Construction Point Sashi and Pringer Construction Pringert Infrastructure Works Project	PREDECESSOR ACTIVITY NAME Trailing thick Doing Agrowth Failing thick Doing Agrowth Completion of Quadrates 02 Completion of Quadrates 02 Completion of Quadrates 02 Completion of Quadrates 04 Completion of Quadrates 04	FRESH DATE 01-Oct-20 01-Oct-20 24-Sep-20 09-Oct-20 01-Feb-21 01-Feb-21 22-Jun-23	FORCESS FIRE 2004 06 Sep-20 06 Sep-20 19 Sep-20 01 Ont-20 10 New-20 21 Dec-20 22 Jun-21	0 0 0 0	N/A PC PLANED F0 TREE FLOAT FRE -243 61 1 1 1 142	Control INTERFACE PECAST PE	Completed Completed Completed Completed Completed In Progress Not Started Not Started	PROJECT Building Construction Project Inflaming Construction Project Building Resourcion Project Building Resourcion Project Building Resourcion Project Marine Project Winderscature Works Project Marine Project	ACTIVITY HAME Building Construction Dragin Connecement Infrastructure Works Dragin Connecement Access for Juliage Works Access for Mainten Project Access for Mainten Project Access for Mainten Project Access for Infrastructure Works Project Access for Infrastructure Works Project	57A07 0ATE 01-feb-20 01-dee-20 25-5ep-20 10-0xt-20 23-km-21 28-feb-21 23-km-21	4/27UMJ (FROM) 7/07E2.047 10/07E2.047 10/07E2.047 10/07E2.047 10/07E2.047 10/07E2.047 10/07E2.047 12/0	Vallater 0 0 0 0 0 0 0 0	3 2	сомме	1 ENITS
FACE 0 1 2 3 4 5 6	E PROJECT Enabling Works Project Enabling Works Project Rands and Endges Construction Project Rands and Endges Construction Project Rands and Endges Construction Project	Pretone Jane - J	PRESH 0ATE 01-Oct-20 01-Oct-20 024-5ep-20 09-Oct-20 01-Feb-21 01-Feb-21	PERCENT           1942310412           08-5ep-20           08-5ep-20           19-5ep-20           01-018-20           10-New-20           21-Dec-20	0 0 0 0 42	N/A PC PLANED F0 TREE FLOAT FRE -243 61 1 1 1 142	Contrary INTERFACE RECENT REFERENCE 23 23 5 8 225 8 225 8 69 42	Completed Completed Completed Completed In Progress Not Started Not Started Not Started	Zero PROJECT Building Construction Project Industry Works Project Building Renovation Project Marine Project Industry Law Works Project	ACTIVITY HAME building Construction Design Connercomment infrastructure Works Design Connercomment Access for Enabling Works Access for Mailing Resources Project Access for Mailing Resources Project Access for Mainter Project Access for Mainter Project	57A87 DATE 01+eb-20 01-dec-20 25-5ep-20 10-0ct-20 23-tue-21 28-feb-21	ACTUAL (FROM) FORECAST bLANT AATE 08-5ep-20 02-05ep-20 02-05ep-20 02-05ep-20 02-05ep-20 02-05ep-20 02-05ep-20 23-fub-21	VAREANCE 0 0 0 0 0 0	3 2	1 COMME	1 ENTS

Figure 11. The Dashboard for Interfacing Activities.

The Dashboard (Interface Matrix) provides information on activities/milestones that are interfacing with or linked with other projects.

- 1. Fit Width to Screen Clicking this button fits the Dashboard column to the width of the computer screen.
- 2. View Details/Add Comments Toggling this button redirects to the source worksheets to view further details and/or add notes in the comments column to reflect in the dashboard's table.
- 3. Convert to PDF Use this button to convert the table to PDF wherein the file is saved to the folder where the Milestones Tracker is located.
- 4. CommandCenter Button Clicking this directs the user to the CommandCenter tab.
- 5. Activity Count Provides a quick information on the number of interfaces displayed in the dynamic table positioned below.



- 6. Display Filters Useful to filter activities shown in the table below by project, variance, interface stage, etc.
- 7. Total Interfaces Summary Table Provides an overview on the number of interfaces between contracts as filtered by the interface stage (construction, design, or both).
- 8. Inteface Details Table Display details of the filtered interface activities.
  - a. Interface ID Used as reference to interfacing activities.
  - b. Predecessor Project Provides details of the activities whose completion drives the commencement of activities in another project.
  - c. Interface Planned Free Float The variance in days calculated by subtracting the Predecessor Planned Finish Date from the Successor Planned Start Date.
  - d. Interface Forecast Free Float The variance in days calculated by subtracting the Predecessor Forecast Finish Date from the Successor Planned Start Date.
  - e. Interface Free Float Variance Calculated by subtracting the Planned Free Float from the Forecast Free Float.
  - f. Interface Status The status of the interface is determined by the following:
    - i. Not Started both the predecessor and successor activities have not started.
    - ii. In Progress The predecessor activity has been completed while the successor has yet to start.
    - iii. Competed both the predecessor and successor activities have been completed.
  - g. Successor Project Provides details of the activities whose commencement depends on the completion of activities in another project.

#### C. Project Milestones Report

The Project Milestones Report is arrange in a tabular form wherein activity status, planned and actuals dates, variances, and the schedule reference information are provided. Activities inside the 2-month look-ahead are highlighted.

	2-MONTH LOOK AHEAD: < PLANNED START <= DATA DAT OR COR ACTIVITY STATUS = IN PROGRESS	Command Center	INF	RASTRUC	TURE WO MILESTO	ORKS PRO	JECT			PROJECT	MANAGEMENT & NSULTANCY
		DESCRIPTION				DATES				INFORMATION	
ACTIVITY ID	SCOPE	ACTIVITY	ACTIVITY STATUS	PLAN	INED	ACTUAL/I	ORECAST	DATES LOR START	SCHEDULE REFERENCE	DATA DATE	REMARKS
				START	FINISH	START	FINISH	DATES]			
Pre-constructio	n			1						T	
PR3-ED-GEN- ED110	Submittals	Submittal and Approval of Construction Programme, Quality Plans, ESH Plans, Etc.	Completed	01-Nov-20	21-Nov-20	01-Nov-20	21-Nov-20		Infrastructure Works Project	30-Nov-20	
PR3-ED-GEN- ED120	Submittals	Submittal and Approval of Shop Drawings	Completed	01-Nov-20	21-Nov-20	01-Nov-20	21-Nov-20		Infrastructure Works Project	30-Nov-20	
PR3-ED-GEN- ED130	Submittals	Submittal and Approval of Method Statements	Completed	01-Nov-20	21-Nov-20	01-Nov-20	21-Nov-20		Infrastructure Works Project	30-Nov-20	
PR3-ED-GEN- ED140	Submittals	Submittal and Approval of Subcontractor / Supplier Prequalifications	Completed	08-Nov-20	28-Nov-20	08-Nov-20	28-Nov-20	1	Infrastructure Works Project	30-Nov-20	
PR3-ED-GEN- ED150	Submittals	Submittal and Approval of Material Samples	In Program	29-Nov-20	19-Dec-20	29-Nov-20	19-Dec-20	0	Infrastructure Works Project	30-Nov-20	
PR3-ED-GEN- ED160	Procurement	Order and Delivery of Materials	Not Started	10-Apr-21	14-Aug-21	10-Apr-21	14-Aug-21	0	Infrastructure Works Project	30-Nov-20	
PR3-PC-GNRL- PR110	Statutory Requirements	NOC to Mobilize to Site	Completed	15-Nov-20		15-Nov-20			Infrastructure Works Project	30-Nov-20	
PR3-PC-GNRL- PR140	Statutory Requirements	Design NOCs	Completed	01-Nov-20		01-Nov-20			Infrastructure Works Project	30-Nov-20	
PR3-PC-GNRL- PR150	Statutory Requirements	Application and Approval of Construction NOCs	In Progress	15-Nov-20	19-Dec-20	15-Nov-20	19-Dec-20	0	Infrastructure Works Project	30-Nov-20	
onstruction											
PR3-CD-GNRL- CD110	Project Milestones	Project Start	Completed	01-Nov-20		01-Nov-20			Infrastructure Works Project	30-Nov-20	
PR3-CD-GNRL- CD120	Project Milestones	Project Completion	Not Started		01-Dec-21		01-Dec-21	0	Infrastructure Works Project	30-Nov-20	
PR3-CD-GNRL- CD310	Interim Milestones	Access for Construction to Zone 1 (Grid 4) by Client	Not Started		21-Dec-20		21-Dec-20	0	Infrastructure Works Project	30-Nov-20	

Figure 12. Project Milestones Report.



#### D. Portfolio Milestones Report

The Portfolio Milestones Report is intended for a more elaborative analysis of the preceding Project Milestones Report. Figure 13 has a sample of the Portfolio Milestones Report.

2 ANOMEN LOOK ANALONE DATA DATE - (MANNED STAIL IS CALLA DATE - 60 DATS OR ACTIVITY STATIS - IN PROGRESS COLUMN - DATA DATE - 30 DATS - 30 DATS					3 KEY MILESTONES TRACKING REPORT								(		Comman	I Center	DIECT MANAG	EMENT &	
1	DESCRIPTION		1	/		DATES		· · .	1			MLESTONES			1		INFORMATION		
ACTIVITY ID	SCOPE	ACTIVITY	STATUS	PLA	NNED	ACTUAL	OPECAST	FINISH DATES	PLA	INED		ACIL			VARIANCE		SOUTH ALL REFERENCE	DATA DATE	TE HAT
	0			START	FINSH	START	FINISH	DATES	TOTAL	DATE	PREVIOUS	HONTH	CUM 10	X DONE	TO FE	N AHEAD			
	(5)			PR1 Magne Project PR2 Reads and Bridges Construction Project 7							7								
Pre construction	U	any and the second s	(°	6	)		PRS	Infrastruct	re Work	n Projec		1 6	6	66.7%	0 3				
PROED-GEN- EDITE	Submittela	Submittal and Approval of Communition Programme, Quality Plans, EDH Phans, EDL	Completed	018av-20	256-28	0536-20	2148+20										Infrastructure Visitia Project	3546-35	
PROED-GEN4	Submittals	Submitial and Approval of Shop Drawings	Completed	011av-28	25 Nav-28	01Nov-20	214ko-33	1									Infrastructure Works Project	30 Nov-20	
FR3-ED-GEN4 ED:08	Submittale	Submittel and Approval of Nethod Distervents	Completed	011km-28	21 Nov 28	05Airv-30	25 Nov-20										Infrastructure Vilaria Project	30 Nov-20	
PRO-ED-GEN- EDMI	Subvoltado	Submittel and Approvel of Subcontractor? Supplier Propuel Scators	Completed	(6+1+3)	20100-30	08-1400	28480-20							4			Infrastructure Marks Project	3044x=20	
PROED-GEN ED150	Submittale	Submittel and Approval of Material Samples	as Progress	21100.20	B Cec-20	210-20	194w;-30	1		1			1	1			Inhastructure Morks Project.	30 Nov-20	
ED KO	Proceneri	Droer and Delivery of Meterials	And Control	5-43-21	MAQU	10-101-21	N-110771	1		L							Infrastructure Works Project	3044o-20	
PROPCIONFL- PRIN	Statutory Requirements	XCIC to Mikilian to Sile	Completed	5He-23		Envir					10						Infrastructure Vilaria Project	30.64++-20	
PR3-PC-GNPL- PR140	Statutory Requirements	Design NDCa	Completed	01104-00		DIALW20				-							Instructure Violo Project	30 Max-20	
PR3-PC-6MPL> PR50	Statutoru Perguiremente	Application and Approval of Construction/MDCs	In Progress	5 Nov 23	10.Cec-28	15 Nov-30	19-Dec-33		1								Inhamakee Works Project	3044s=20	
PR3CD-0NPL-	Project/Masteries	Prived Start	Completes	011av-28		01 Nev-20			. 0	1	0	1	1	18.0%	0 5	4	Infrastructure Volto Project	30 Nov-20	
0016 PR3-00-GNPL- 00108	Project Minstores	Prized Completion	Not The last		(1-Dec-21		010ec-21	0			-	-		-	-	-	Infrastructure Marks Project	304420	
PRO-CD-GNFL-	Intern Misstanes	Access for Construction to Zone 195nd 4) by Divers	And Streeting		210er-20		25-Dec-30	0						-			Inhashushare Viona Project	3046-20	
MIS-CD-BNPL-	Interior Milestones	Access for Construction to Zone 2 (Brid 5) by Direct	Ner Stated		25 Oac-28		25-Dac-31	0									Inframature Visits Project	307410-20	
PROCOGNEL-	bilerin: Misstanes	Access for Canaticulian to Zone 3 (Sed E) by Draw	Not the ind		21-Dec-28		21 Dec-33	0									Infrastructure Works Project	30 Nor-20	
PR3-CD-GNPL- CD340	intern Missiones	Access for Canatruction to Zane 4 (External Posed); to Clarit	Not Destand		21 Cec-28		2145mc-20	0									Inhamature Vibris Provot	30 Max-20	
PR3-CW-2805 FW50	Internet Milestanes	Completion of Zime 1	Mr. Saried	%-Jun-21	2-Jupit	N-Ar-21	27-Jun-21	.0									Infrastructure Works Project	30445-20	
PR3-CW-2800- PM50	Interior Missiones	Completion of Zane 2	And Started	20 Jun 21	88-34-21	29-Jun 21	00-344-21										Infrastructure Vioria Project	30 Nave 20	
PR3 CV-2103 Piv50	Interior, Millestones	Completion of Zone 3	Northeast	26-Aug-21	15 Sep 21	26-5ug-21	11-Sep-21	0									Inframulture Volte Project	30445-20	
PR3-CW-2004-	Interior/Histories	Completion of Zane 4	the transf	064kv-21	27 Nov 21	08-Nev-21	274a-21		١.							1	Inhamature Works Project	3044x=20	
-				-			•	RS Enabling Co RS Enabling Building R	Works P	voject		-							

Figure 13. Portfolio Milestones Reports.

- 1. Collapse/Expand Buttons use to hide/view project details.
- 2. Collapse/Expand All Buttons use to collapse( $\downarrow$ )/expand( $\uparrow$ ) all rows.
- 3. Legend Key Provides brief explanation on the parameters used to determine status in the column fields of the report.
- 4. CommandCenter Button Clicking this directs to user to the CommandCenter tab.
- 5. General Activity Information Provides generic informatin about the project's activities. Automatically highlighted in yellow are 2-month look-ahead activities.
- 6. Dates Details Planned and actual/forecast dates are provided in this section as well as the variances in terms of calendar days.
- 7. Milestones Details The number of milestones per work group is shown in this section.
  - i. Planned Total Total number of milestones.
  - ii. Planned-To-Date Total number of milestones that should have been completed by now.
  - iii. Actual Previous Month Total number of milestones completed in the previous month with respect to the schedule's data date.
  - iv. Actual This Month Number of milestones completed 1 month ago and up to the schedule's data date.
  - v. Actual Cumulative to Date Sum of previous month's and this month's number of milestones completed.
  - vi. Variance/Balance to Date Number of milestones remaining against the total count of how many should have been completed-to-date (planned-to-date).
  - vii. Variance/Balance Remaining Overall number of milestones that have yet to be completed.
  - viii. 2-month Look-ahead Number of milestones falling inside the look-ahead period (highlighted with yellow if not equal to zero).



#### IV. Updating the Milestones Tracker

Activities and milestones details are sourced from the Primavera P6 schedules. As such, updating the Milestones Tracker is only possible after the schedules are updated. Assumming that no milestones or key activities are added into the Milestones Tracker, this can be updated by direct copying of the schedule from P6 and pasting it in the Milestones Tracker's P6Raw tab. Below are the steps in updating the tracker:

- 1. Update the Primavera P6 schedules.
- 2. Arrange the Primavera P6 columns as shown in Figure 14 below. Select all activies (Ctrl + A) then copy (Ctrl + C).



3. Open the Milestones Tracker. In the Work Mode in the CommandCenter, toggle "Update Schedule from P6" button and enter the password.

Command Cer Multi-Projects		
		WORK MODE
1	30-Nov-20	Update Report Date (as of date)
2	Update Schedule Data Date	Use to update the schedules' data date (manual override of data date if needed).
	Update Package	Use to update package information.
2	Update Schedule from P6	PASSWORD PROTECTED: Use to update activity details by copying schedule from Primavera into the "P6Raw" worksheet.
5	Modify Milestone Details	Use to update milestone details (including adding or removing milestones) and reports.
6	File Structure Modification	PASSWORD PROTECTED: Intensive structure modification of the Milestone Tracker.
7	Update Distribution List	Update E-mail Recipients and General Contents.
	Send E-mail	PASSWORD PROTECTED: Automatically Generate Outlook E-mail Addressed to PMO Team for Milestone Tracker Review.
8	Update Interfaces	Update Activity Interfaces Details Including Comments.
		CONVERT REPORTS TO PDF

Figure 15. "Update Schedule from P6" in the CommandCenter.

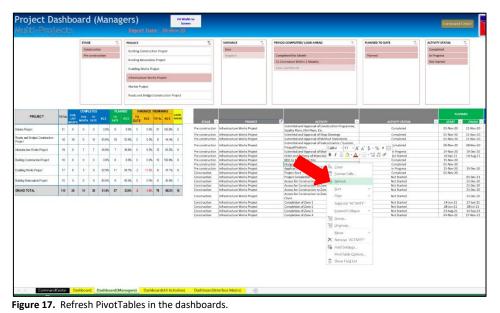
4. In tab "P6Raw," select cell "K5" and paste (Ctrl + V) the copied Primavera P6 activities.

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В	C	D	E	P.	15	н		ĸ	L	м	N	D P	а я
l fre	m Integrated Schedule								Command Cente				
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1	Interface Schedule	Excluded	* #1/5	09 Sec 23	Zishora"	4145	FALSE	interface Schedule		06-Sep-20 A	23-3.0-21	289	<u> </u>
	PREITS NIF FILTE	Excluded	Interface Schodule	08-Sep-20		30102-20	-83 Curn Lest Month	FRUITS NTF F100	Building Construction Design Commencement (01Feb-30)	05-Sep-23 A		0 Completed	100% Stati Milado
	PROTENTERIES	Excluded	Interface Schedule	09-Sep-20		30 Nov 20	87 Com Lest Month	FREETS NTF FX20	Intrastructure Works Design Commencement (UP Dec-20)	09 Sep 20 A		0 Completed	TIES Stat Missis
	PROTO NIF-FS01	Excluded	Interface Schedule	20-Gep 20		30 Nov 20	-21 Cum Last Menth	FRHITSINTF-F600	Access for Enabling Works (25-Sep 20)	20-Sep 23 A		0 Completed	108N Start Hilesto
	PROITS-NTF-F9020	Excluded	Interface Scheckle	10-00-20		30-Nov-20	-59 Cum Last Month	FRONTG-NTF-F5020	Access for Building Renovation Project (10-Oct-20)	A 65+6D-50		0 Completed	100% Start Milesto
	PROTO-NIF-F9000	Excluded	Interface Scheckle	23-Jun-21		30-Nov-20	205	FR0+TG-NTF-F5000	Access for Marine Project (23-Jun-28	23-an-21		0 Not Danted	0% Start Hilests
	PR04T5-NTT-F9040	Excluded	Interface Schoolde	20-Feb-21		05-ve/H0C	90	FEDITE-NTF-FEDID	Access for infrastructure Works Project (20-Feb-21)	20-Feb-2th		0 Not Skatted	870 Clari Milesto
	PROITS-NTF-F9050	Excluded	Interface Schuckde	28-Feb-21		30-Nor-20	90	PROHTS-NTF-PS060	Access for Building Construction Project (28-Feb-21)	28-Feb-21*		0 Not Started	02 Start Milecto
	PROTS-NIF-TI00	Excluded	Interface Schodule		03-Sep-20	30-Nim-20	-83 Com Lest Month	FRMTS-NTF-TIDII	Enabling Works Design Accessed (31-Oct-20)		36.5mj-30.4	0 Completed	100% Firish Miles
	PREATS NTF-TURN	Excluded	Interface Schoolule		16-Sep-23	30-109-23	Jrz Cum Lest Marith	PRO/TS/KTF-TS/E	Completion of Quadrani (E (24-Sep 23)		8-Sip-21-A	D Completed	KIIS Firesh Miles
	PROTEINTE 15020	Excluded	Interface Schoolule		07 CH 20	30 Nov 20	SO Corr Leet	FE041S NTF-13030	Completion of Quadrant (02 (09-Cicl 20)		01-Oct-20-A	0 Completed	100% EnseMiles
	PRO-ITSENTE-TEXCO	Excluded	Interface Schedule		10 Nov 00	30 Nov 20	30 Completed this Month	FRHTS NTF-TS00	Completion of Quadrant 02 (01 Feb 28)		18 Nos-23 A	0 Completed	108N Firesh Miles
	PRE-ITS-NTF-T5040	Excluded	Interface Scheckle		21-Dec-29	30-Nov-20	21 2 marith Look	FED-TS-NTF-TS040	Completion of Quadrant 04 (01 Feb-21)		21-Dec-20*	0 Not Rated	IIN Finish Miles
16	PROITS-NIT-TE050	Excluded	Interface Scheckle		22-Jun-21	30-Nov-20	204	FR0HTS-NTF-T5050	Completion of Zone 2 (22-Jun-21)		22-Jun-211	0 Not Dianted	8% Finish Miles
15	PROATS-NTF-TE000	Excluded	Interface Scherkle		27-Feb-21	30-Nov-20	00	FRINTG-NTF-T5080	Completion of Enabling Works (27-Feb-21)		27Feb-27	0 Not Sketted	8% Finish Miles
16	Marine Project	Excluded	* 2N/A	01-346-21	05-Mar-22*	aNA	FALSE	Marine Project		1-Jul-21	5-Mar-22	212	
	PRIATE	Included	Marine Project	CL.14-21		30 Nov 23	213	FRIADED	Peosph of Project of Contract Award	01.3.3.27*		0 Not Skitted	0% Stat Milest
	PP0-61010	Included	Marine Project	01-344-21		30-Nov-20	210	FFI MAIOIO	Project Commencement Date	1-Jul-21		0 Not Started	8% Oart Hilest:
15	PPE A BUE	Included	Marine Project	B-A-p21		30 1024 23	282	FH1AE20	Phase 1 Handing Clear of Both W11 W25 to AST	19 Aug-21		U Not Statled	US Stat Music
	PM-A1030	bebulant	Marine Project	15-Sep-21		30-Nov-20	200	PP164000	Phase-2 - Handling Over of Barth #05 - #10 to AST	6-Cep-21		D Not Skated	0% Clart Milesto
	PR0 A1040	Included	Manne Project	US-how-21		30 Nov-20	238	PRI A1040	Phase 3 - Handling Diver of Barth #11 - #15 to AST	3-Nor-21		U Not Started	IX 9at Mist
	PBI-A1050	bebulari	Marine Project	24-him-21		30-Nov-20	353	FRI-A050	Phese-1 - Hendling Over of Berth #21 - #25 to AST	24-Mov-21		0 Not Started	8% Start Milent:
	PP8-A1020	Included	Manne Project	00-Dec-21		20 Nov-20	24	FR1-A1060	Phase 6 - Handling Over of Barth #29 - #29 to AST	9 Dec-21		0 Not Darted	IN 9a

Figure 16. Paste Primavera P6 Activities in the Milestones Tracker's "P6Raw."



5. Refresh the PivotTables in the Dashboard (Managers), Dashboard (All Activities), and Dashboard (Interface Matrix).



6. That's it! All dashboards and reports are now completed updated.

14 Revision: 0 | Date: January 2021