

Project Management –
Professional Development Series
Facilities and Campus Services
Engineering and Project Management
September 26, 2019



Project Status Update (PSU) Process

Timeline


- April 2019: Pilot Phase
- June 2019: Go Live – Monthly

Feedback


- “...helped streamlined the update process...”
- “...has improved project reporting...”
- “... a need to emphasize key data points...”

Next Steps – Refine PSU Format

- Key Data Points
- Consistency



Project Status Update Process

Workflow Diagram



Start Step: The start step of this process will typically be launched via a deadline driven process import by an administrator and will show up as an item requiring action in the “Workflow in your court” section of the Project Manager’s e-Builder Home Page. The following roles also have permission to start the process on an individual project basis: Project Manager, Project Coordinator, or Project Director.

If started by role noted above: Follow the instructions on the start step screen. Click the **Submit** button to send the process to the next step.



Project Status Update

Project Status Update
03.08.2019
Page | 1

Project Status Update: Key Data

Schedule

- High Level Assessment

Budget

- Overall Summary

Milestones

- High Level Project Events

Key Issues

- High Level Challenges/Problems

... “the task of a project status update is one of analysis and communication”...

Brief Details – “Oxymoron”

High to Low:

- Details: High level detail first progressing down to lower and lower levels of detail.
- Priority: For each Key Data point start with the highest priority and progress to the lower as needed.

Triple C: Clear, Concise, Consistent

- Clear: More than “*we are behind schedule*”; state the issue, the impact, reasons why, and possible migration strategy.
- Concise: Use actual dates; 9/26/2019 vs. Months, semesters or seasons.
- Consistent: Reference standardized nomenclature; schedule milestones, financial status,

Report on the details of your project utilizing concise, crisp status that can be consumed rapidly ...

Project Status Update: Examples

Schedule – High Level Assessment

- *One-month construction delay, substantial completion now 02/15/2020 due to long lead items (storefront system and associated hardware). College is aware and potential impact has been addressed.*

Budget – Overall Summary

- *Project bid \$200k over OPC (5 bidders), stakeholders have agreed to fund increase and Construction Authorization PAR will include Project Budget Variance.*

Milestones – High Level Project Events

- *Final presentation scheduled for 09/12/2019 with OUA and key stakeholders*

Key Issues – High Level Challenges/Problems

- *Contractor has identified fume hood and lab casework as long-lead items that may impact substantial completion date. Evaluating ready-to-ship lab casework and alternate fume hoods to mitigate issue.*

Project Status Update:

Overall Example –

One-month construction delay, substantial completion now 02/15/2020 due to long lead items (storefront system and associated hardware). College is aware and potential impact has been addressed. PAR budget maintained and total project budget remains at \$2.1 M. Final move coordination meeting scheduled for 12/02/2019.