

MICROSOFT PROJECT PROFESSIONAL 2013

301 - UNDERSTANDING DELIVERABLES USING VISUAL DASHBOARDS & REPORTS

OVERVIEW & TABLE OF CONTENTS

Microsoft Project 2013 offers new and powerful reporting capabilities to help you better understand your deliverables and communicate your project's metrics. In this quick reference guide, we will explore the variety of reports, report categories and showcase how custom reports can be built.

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DEFAULT REPORT CATEGORIES

During the planning and executing stages of a project, awareness of deliverables is critical. In addition, being able to communicate progress, issues and metrics to your colleagues or stakeholders is equally important. Project 2013 offers a variety of reports to help you meet the challenges of "knowing" and "communicating". Starting with the **Report** tab, examine the **View Reports** group where you will find several categories:



> Dashboard Reports

The purpose of these reports is to provide a high-level visual summary of key project data in an eye-catching and dynamic presentation. With such a format, decision-making will be easier and quicker. The reports found here are:

REPORT	OBJECTIVES
Burndown	Burndown reports are an integral part of agile project management, especially Scrum. Agile project management is an iterative and incremental method of managing the design and build activities for engineering, information technology, and new product or service development projects in a highly flexible and interactive manner. This report specifically shows how much work and how many tasks are completed as well as what is left to be done.
COST Overview	This report details the planned cost of the project, the remaining cost, cost variance (when a baseline is set), actual costs and percentage of completion so that you can determine if your project will stay within budget.
Project Overview	This is one of the popular reports that details the percentage of project completion, project milestones and late tasks.
Upcoming tasks	This report isolates and shows those tasks that are due in the current week, the status of remaining tasks that were due, and tasks that are starting in the coming week.
Work Overview	This report compares the actual work (in hrs.) to the remaining work and the work statistics for the resources.

> Resource Reports

The purpose of these reports is to help you better manage your resources, their overallocations and their work status. Two reports are available:

REPORT	OBJECTIVES
Overallocated Resources	For any project manager, overallocated resources present a tough challenge. Use this report to show which resources are overallocated and the actual work vs. remaining work for these resources.
Resource Overview	Use this report if you are looking for the breakdown of work completed by resource (column chart) or if you are looking for a way to compare actual work vs. remaining work against the baseline for all resources (column and line combo chart).

> Cost Reports

The purpose of these reports is to help you answer a variety of budget-related questions based on completed work, remaining work and project deliverables. The reports found here are:

REPORT	OBJECTIVES
Cash Flow	Show me the money! This report summarizes the cumulative project costs per quarter for all top-level tasks. It also delineates the project's baseline cost against the actual cost, how much money is left and cost variance, if any.
Cost Overruns	Cost overruns occur when actual costs exceed the baseline costs. Such overruns can come from resources overallocations or task scheduling conflicts. This report shows both cost variances.
Earned Value Report	Earned Value Analysis (EVA) is a project management technique for measuring project performance and progress. It has the ability to combine measurements of Scope, Schedule and Costs. This report breakdowns the actual cost, the Budgeted Cost of Work Performed (BCWP) and the Actual Cost of Work Performed (ACWP). Please refer to the Microsoft Project 2013-2012 quick reference guide for additional Earned Value details.
Resource Cost Overview	This report compares Work vs. Material resource costs in a pie chart, as well as the cost status for all resources in a combo chart (line and column). Additionally, a cost details table is shown for each resource, displaying their actual work, actual cost and rate/hr (default).
Task Cost Overview	This report focuses on costs associated with tasks, namely those of tasks completed vs. late tasks and the cost status of top-level tasks, showing a distribution of actual cost vs. remaining cost vs. baseline cost.

> In Progress Reports

The purpose of these reports is to help you answer questions such as "how is the project going so far?" or "what is the status of our milestones?", or "what is happening with our critical tasks?". There are four reports in this category and they are explained on the next page.

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