



Course 3

# Updating and Managing a Project in Facilities Connect



## In today's course, we will explore the following:

- Managing Phase Checklists
- Working with Project Schedules

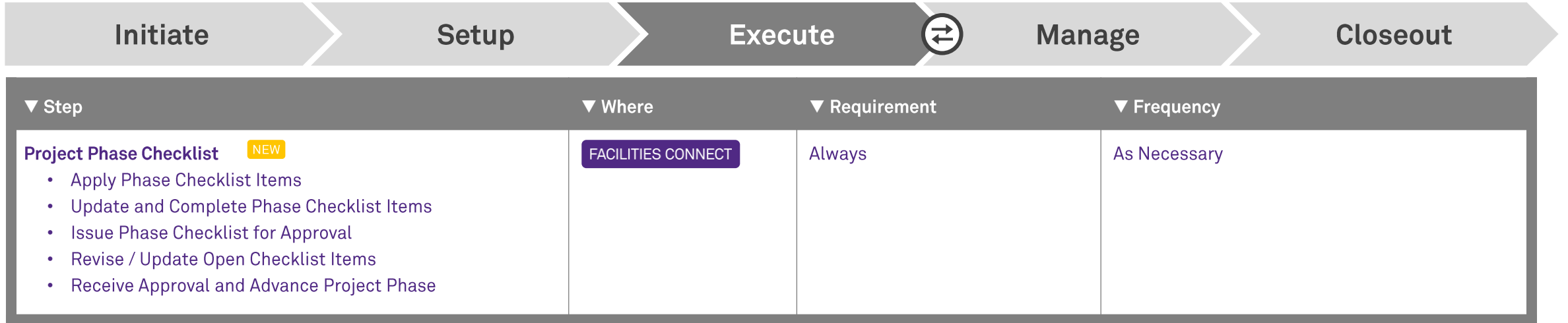


## Section 1 | **Managing Phase Checklists**



# Managing Phase Checklists

What will we review?





# Step 1

## Locate an Existing Project Using the Magnifying Glass (Focus Bar)

Northwestern | FACILITIES CONNECT Welcome, NU Wildcat | Sign Out | About

**Company** | **Project**

**Home** | Portfolio

---

**Home** Open in New Window | My Bookmarks

**Reminders - Projects**

- Notices
- Tasks

**Reminders - Manage Space Requests**

**Related Links - Projects**

- Programs and Funding Sources
- Projects
  - Create a Capital Project
  - My Capital Projects
  - All Capital Projects

**Project Checklists In Revision**

Created By	Project Name	Status	Checklist Type	Comment	Created Date/Time
No data to display.					

**My Projects - Phase 0.0 Initial Request**

Project Name	Project Status	Plan Complete	Primary Contact	Primary Location
Abbott Hall Second Floor MFA Teaching Studio Buildout 2018	Active	12/31/2019		

**My Projects - Phase 1.0 Feasibility**

Project Name	Project Status	Plan Complete	Primary Contact	Primary Location
No data to display.				

**My Projects - Phase 2.0 Design**

Project Name	Project Status	Plan Complete	Primary Contact	Primary Location
No data to display.				

**My Projects - Phase 3.0 Construction Procurement**

**My Projects - Phase 4.0 Construction**

**My Projects - Phase 5.0 Operational**

**My Projects - Phase 6.0 Close-Out**

**Last Visited**

**Project Reports**

- All Progress Reports
- Current Budget Balance (Summary by PM) Report
- Current Budget Balance (Detail) Report - All Projects
- Project Area Summary
- Project Financial Summary
- Project Schedule Summary
- Project Contact List
- Scheduled Task Compliance
- Vendor Characteristics Query
- Workload by Primary Project Manager

**Space Information**

- Area by Space Class Parent
- Assignee Space Report
- Building Data
- Building Occupant Contact List
- Building Occupant List
- Department Base Data Report
- Department Base Data v2
- Office Area Capacity
- Overall Total Campus Square Footage
- Space Allocation
- Space Class Count by Building
- Space Report by Building
- Campus Mapping



Step 1

# Locate an Existing Project Using the Magnifying Glass (Focus Bar)

Northwestern | FACILITIES CONNECT

Welcome, NU Wildcat | Sign Out | About

Company Project

Home Portfolio

Home

Reminders - Projects

- Notices
- Tasks

Reminders - Manage Space Requests

Related Links - Projects

- Programs and Funding Sources
- Projects
  - Create a Capital Project
  - My Capital Projects
  - All Capital Projects

Search Modal:

1 / 4 Export 32 total found Apply Filters Clear Filters Show: 10

ID	Date	Name	Status
1001081	11/13/2018	2020 Ridge Arena	Revision In Progress
1001079	11/13/2018	2020 Ridge Chapel	Revision In Progress
1001080	11/13/2018	2020 Ridge UAT Testing Renovation	Revision In Progress
1001090	11/25/2018	Abbott Hall Second Floor MFA Teaching Studio Buildout 2018	Revision In Progress
1001077	11/13/2018	Andrea Testing Project 2	Active
1001070	11/09/2018	Andreas Testing Project1	Revision In Progress
1001073	11/09/2018	basketball court resurface	Active
1001072	11/09/2018	Basketball Locker Room Remodel	Revision In Progress
1001083	11/13/2018	FFRA Schedule Testing	Revision In Progress
1000941	07/07/2011	FFRA TEST - PR000758 - Tech H/K Wing Infill J Wing Support	Active

My Projects - Phase 3.0 Construction Procurement

My Projects - Phase 4.0 Construction

My Projects - Phase 5.0 Operational

My Projects - Phase 6.0 Close-Out

Last Visited

Project Reports

- Progress Reports
- Current Budget Balance (Summary by PM) Report
- Current Budget Balance (Detail) Report - All F
- Project Area Summary
- Project Financial Summary
- Project Schedule Summary
- Project Contact List
- Scheduled Task Compliance
- Vendor Characteristics Query
- Workload by Primary Project Manager

Space Information

- Area by Space Class Parent
- Designee Space Report
- Building Data
- Building Occupant Contact List
- Building Occupant List
- Department Base Data Report
- Department Base Data v2
- Office Area Capacity
- Overall Total Campus Square Footage
- Space Allocation
- Space Class Count by Building
- Space Report by Building
- Campus Mapping



# Step 1

## Locate an Existing Project Using the Magnifying Glass (Focus Bar)

Northwestern | FACILITIES CONNECT

Welcome, NU Wildcat | Sign Out | About

Project Data For 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018 Company Project

Home

Home Open In New Window My Bookmarks

Related Links - Capital Project General

- Contracts
  - Purchase Orders

Related Links - Capital Project Progress

- Progress
  - Request For Information
  - Project Report
- Checklists
  - Project Phase
- Inspections
  - Punchlist
- Issues And Change
  - Issue Item
  - Potential Change Order
- Risk
  - Risk Item
- Permit
  - Record
- Meetings
  - Meeting Record

Progress Reports

! ID	Fiscal Period	Title	Budgeted Cost Of Work Performed	Actual Cost Period End	Status
No data to display.					

Project Contacts

Role	Person	Work Phone	Email	Primary Organization
Project Director	Director,Diane			
Project Primary Manager	Project Manager,Pete			



Step 2

# Select Checklists > Project Phase from the Menu

Northwestern | FACILITIES CONNECT Welcome, NU Wildcat | Sign Out | About

Project Data For 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018 Company Project

**Home**

Home Open in New Window My Bookmarks

**Related Links - Capital Project General**

- Contracts
  - Purchase Orders
- Related Links - Capital Project Progress**
  - Progress
    - Request For Information
    - Project Report
  - Checklists**
    - Project Phase
  - Inspections
    - Punchlist
  - Issues And Change
    - Issue Item
    - Potential Change Order
  - Risk
    - Risk Item
  - Permit
    - Record
  - Meetings
    - Meeting Record

**Progress Reports**

[Add](#) [Delete](#)

! ID	Fiscal Period	Title	Budgeted Cost Of Work Performed	Actual Cost Period End	Status
No data to display.					

**Project Contacts**

Role	Person	Work Phone	Email	Primary Organization
Project Director	Director,Diane			
Project Primary Manager	Project Manager,Pete			





Step 3

# Add a New Project Phase Checklist

The screenshot shows the 'Project Phase' management page in the Facilities Connect system. The page header includes the Northwestern logo and 'FACILITIES CONNECT' on the left, and user information 'Welcome, NU Wildcat | Sign Out | About' on the right. Below the header, there is a navigation bar with 'Home' and 'Project Phase' tabs. The main content area shows a table with columns for 'ID', 'Revision', 'Date', 'Name', and 'Status'. The table is currently empty, displaying '0 total found' and 'No data to display'. An 'Add' button is highlighted with an orange box and an arrow, indicating the next step in the process.

ID	Revision	Date	Name	Status
No data to display				



Step 4

# Complete the Project Phase Checklist Form

Phase Checklist: Add To Bookmarks Print Help

General Audit Actions Create Draft x

(Required): The Phase Checklist provides a project view of open or outstanding items that are to be addressed prior to ending the current Project Phase. When all items are complete or determined to be not applicable to the current Project Phase, Issue the Checklist record.

**General**

ID	<input type="text"/>	Revision	0	Status	
* Date	11/27/2018				
* Name	<input type="text"/>				
* Checklist Type	<input type="text"/>	Project Phase	<input type="text"/>		
Comment	<input type="text"/>				

**Associated Project**

[Export](#) 1 total found Show: 10

Name	Current Project Phase	ID
Abbott Hall Second Floor MFA Teaching Studio Buildout 2018	0.0 Initial Request	1001090

**Project Checklist Items**

0 total found Show: 10

Sort	Checklist Category	Checklist Item	Complete?	Completed On	Project Manager Comments
No data to display					

**Recorded By**

Name

Create Draft x



# Step 4

## Complete the Project Phase Checklist Form

Phase Checklist: Add To Bookmarks Print Help

General Audit Actions Create Draft x

(Required): The Phase Checklist provides a project view of open or outstanding items that are to be addressed prior to ending the current Project Phase. When all items are complete or determined to be not applicable to the current Project Phase, Issue the Checklist record.

**General**

ID  Revision 0 Status

\* Date 11/27/2018

\* Name

\* Checklist Type Project Phase Project Phase

Comment

**Associated Project**

Export 1 total found

Name	Current Project Phase	ID
Abbott Hall Second Floor MFA Teaching Studio Buildout 2018	0.0 Initial Request	1001090

**Project Checklist Items**

0 total found

Sort	Checklist Category	Checklist Item	Complete?	Completed On	Project Manager Comments
No data to display					

**Recorded By**

Name Project Manager,Pete

Create Draft x

- ⊖ NU Project Phase (Project Phase)
  - 0.0 Initial Request
  - 1.0 Feasibility & Pre-Design
  - 2.0 Design
  - 3.0 Construction Procurement
  - 4.0 Construction Delivery
  - 5.0 Operational
  - 6.0 Close-Out
  - 7.0 Closed





# Step 4

## Complete the Project Phase Checklist Form

Phase Checklist: Add To Bookmarks Print Help

General Audit Actions Create Draft x

(Required): The Phase Checklist provides a project view of open or outstanding items that are to be addressed prior to ending the current Project Phase. When all items are complete or determined to be not applicable to the current Project Phase, Issue the Checklist record.

**General**

ID  Revision 0 Status

\* Date 11/27/2018

\* Name

\* Checklist Type Project Phase Project Phase

Comment

**Associated Project**

[Export](#) 1 total found

Name	Current Project Phase	ID
Abbott Hall Second Floor MFA Teaching Studio Buildout 2018	0.0 Initial Request	1001090

**Project Checklist Items**

0 total found

Sort	Checklist Category	Checklist Item	Complete?	Completed On	Project Manager Comments
No data to display					

**Recorded By**

Name Project Manager,Pete

Create Draft x

- ⊖ NU Project Phase (Project Phase)
  - 0.0 Initial Request
  - 1.1 Feasibility
  - 1.2 Planning/Pre-Design
  - 1.3 Estimate
  - 2.0 Design
  - 3.0 Construction Procurement
  - 4.0 Construction Delivery





# Step 4

## Complete the Project Phase Checklist Form

Phase Checklist: Add To Bookmarks Print Help

General Audit Actions Create Draft x

(Required): The Phase Checklist provides a project view of open or outstanding items that are to be addressed prior to ending the current Project Phase. When all items are complete or determined to be not applicable to the current Project Phase, Issue the Checklist record.

**General**

ID	Revision	0	Status
* Date	11/27/2018		
* Name	Project Phase		
* Checklist Type	Project Phase	Project Phase 1.1 Feasibility	
Comment			

**Associated Project**

Export 1 total found Show: 10

Name	Current Project Phase	ID
Abbott Hall Second Floor MFA Teaching Studio Buildout 2018	0.0 Initial Request	1001090

**Project Checklist Items**

0 total found Show: 10

Sort	Checklist Category	Checklist Item	Complete?	Completed On	Project Manager Comments
No data to display					

**Recorded By**

Name Project Manager,Pete

Create Draft x



# Step 5

## Create Project Phase Checklist Draft

Phase Checklist: Add To Bookmarks Print Help

**Create Draft** x

(Required): The Phase Checklist provides a project view of open or outstanding items that are to be addressed prior to ending the current Project Phase. When all items are complete or determined to be not applicable to the current Project Phase, Issue the Checklist record.

**General**

ID  Revision 0 Status

\* Date 11/27/2018

\* Name 1.1 Feasibility

\* Checklist Type Project Phase Project Phase 1.1 Feasibility

Comment

**Associated Project**

Export 1 total found Show: 10

Name	Current Project Phase	ID
Abbott Hall Second Floor MFA Teaching Studio Buildout 2018	0.0 Initial Request	1001090

**Project Checklist Items**

0 total found Show: 10

Sort	Checklist Category	Checklist Item	Complete?	Completed On	Project Manager Comments
No data to display					

**Recorded By**

Name Project Manager,Pete

Create Draft x



# Step 6

## Apply Project Phase Checklist Items

Phase Checklist: 1000079 - 0 - 1.1 Feasibility

General Audit Actions

(Required): The Phase Checklist provides a project view of open or outstanding items that are to be addressed prior to ending the current Project Phase. When all items are complete or determined to be not applicable to the current Project Phase, the Checklist record.

Save Save & Close Issue More x

Copy Apply Template Delete

**General**

ID 1000079 Revision 0 Status Draft

\* Date 11/27/2018

\* Name 1.1 Feasibility

\* Checklist Type Project Phase Project Phase 1.1 Feasibility

Comment

**Associated Project**

Export 1 total found Show: 10

Name	Current Project Phase	ID
Abbott Hall Second Floor MFA Teaching Studio Buildout 2018	0.0 Initial Request	1001090

**Project Checklist Items**

0 total found Show: 10

Sort	Checklist Category	Checklist Item	Complete?	Completed On	Project Manager Comments
No data to display					

**Recorded By**

Name Project Manager,Pete

Save Save & Close Issue More x



# Step 6

## Apply Project Phase Checklist Items

Phase Checklist: 1000079 - 0 - 1.1 Feasibility

General Audit Actions Save Save & Close Issue More x

(Required): The Phase Checklist provides a project view of open or outstanding items that are to be addressed prior to ending the current Project Phase. When all items are complete or determined to be not applicable to the current Project Phase, Issue the Checklist record.

**General**

ID 1000079  
 \* Date 11/27/2018  
 \* Name 1.1 Feasibility  
 \* Checklist Type Project Phase  
 Comment

**Associated Project**

Export 1 total found  
 Name Abbott Hall, Second Floor MFA Teaching S

**Project Checklist Items**

0 total found  
 Sort Checklist Category  
 No data to display

**Recorded By**

Name Project Manager, Pete  
 Save Save & Close Issue More

**Checklists Template PopUp:**

Closeout Checklist Templates

Export 23 total found Apply Filters Clear Filters Show: 50

Closeout Checklist ID	Checklist Type	Checklist Name
Contains	Contains	Contains
<input type="radio"/> 1000026	Project Phase	0.0 Initial Request
<input type="radio"/> 1000027	Project Phase	1.0 Feasibility & Pre-Design
<input checked="" type="radio"/> 1000028	Project Phase	1.1 Feasibility
<input type="radio"/> 1000029	Project Phase	1.2 Planning/Pre-Design
<input type="radio"/> 1000030	Project Phase	1.3 Estimate
<input type="radio"/> 1000031	Project Phase	2.0 Design
<input type="radio"/> 1000032	Project Phase	2.1 Schematic Design
<input type="radio"/> 1000033	Project Phase	2.2 Design Development
<input type="radio"/> 1000034	Project Phase	2.3 Contract Documents
<input type="radio"/> 1000035	Project Phase	3.0 Construction Procurement
<input type="radio"/> 1000036	Project Phase	3.1 Bid
<input type="radio"/> 1000037	Project Phase	3.2 Award

Continue





# Step 7

## Update and Manage Project Phase Checklist Items

Phase Checklist: 1000079 - 0 - 1.1 Feasibility

General Audit Actions

(Required): The Phase Checklist provides a project view of open or outstanding items that are to be addressed prior to ending the current Project Phase. When all items are complete or determined to be not applicable to the current Project Phase, Issue the Checklist record.

**General**

ID 1000079 Revision 0 Status Draft

\* Date 11/27/2018

\* Name 1.1 Feasibility

\* Checklist Type Project Phase Project Phase 1.1 Feasibility

Comment

**Associated Project**

**Project Checklist Items**

1 / 3 Export 23 total found Apply Filters Clear Filters Show More Filters Show: 10

Sort	Checklist Category	Checklist Item	Complete?	Completed On	Project Manager Comments
	Contains	Contains	Contains	Contains	Contains
<input type="checkbox"/>	1 University Stakeholders	1. Communicate with requester to understand scope/scale of request	<input type="checkbox"/>	25	
<input type="checkbox"/>	2 Scope of Work	2. Establish Project Goals	<input type="checkbox"/>	25	
<input type="checkbox"/>	3 Scope of Work	3. Establish Brief Project Description	<input type="checkbox"/>	25	
<input type="checkbox"/>	4 Funding	4. Identify intended funding source for project	<input type="checkbox"/>	25	
<input type="checkbox"/>	5 Budget	5. Identify budget tolerance from requester	<input type="checkbox"/>	25	
<input type="checkbox"/>	6 Budget	6. Estimate project area and \$/SF per project type (Rough Order of Magnitude)	<input type="checkbox"/>	25	
<input type="checkbox"/>	7 Schedule	7. Identify preferred completion date from requester	<input type="checkbox"/>	25	
<input type="checkbox"/>	8 FM Stakeholders	8. Consult with FM stakeholders as needed to coordinate with other projects or initiatives	<input type="checkbox"/>	25	
<input type="checkbox"/>	9 Logistics	9. Determine dependencies, conflicts, and opportunities related to other projects or initiatives	<input type="checkbox"/>	25	
<input type="checkbox"/>	10 Project Team	10. Determine scale of project team -- internal and external, consulted and decision makers	<input type="checkbox"/>	25	



# Step 7

## Update and Manage Project Phase Checklist Items

Phase Checklist: 1000079 - 0 - 1.1 Feasibility

General Audit Actions

(Required): The Phase Checklist provides a project view of open or outstanding items that are to be addressed prior to ending the current Project Phase. When all items are complete or determined to be not applicable to the current Project Phase, Issue the Checklist record.

**General**

ID: 1000079 Revision: 0 Status: Draft

\* Date: 11/27/2018

\* Name: 1.1 Feasibility

\* Checklist Type: Project Phase Project Phase: 1.1 Feasibility

Comment

Associated Project

**Project Checklist Items**

1 / 3 Export 23 total found Apply Filters Clear Filters Show More Filters Show: 10

Sort	Checklist Category	Checklist Item	Complete?	Completed On	Project Manager Comments
	1 University Stakeholders	1. Communicate with requester to understand scope/scale of request			
	2 Scope of Work	2. Establish Project Goals			
	3 Scope of Work	3. Establish Brief Project Description			
	4 Funding	4. Identify intended funding source for project			
	5 Budget	5. Identify budget tolerance from requester			
	6 Budget	6. Estimate project area and \$/SF per project type (Rough Order of Magnitude)			
	7 Schedule	7. Identify preferred completion date from requester			
	8 FM Stakeholders	8. Consult with FM stakeholders as needed to coordinate with other projects or initiatives			
	9 Logistics	9. Determine dependencies, conflicts, and opportunities related to other projects or initiatives			
	10 Project Team	10. Determine scale of project team -- internal and external, consulted and decision makers			



# Step 7

## Update and Manage Project Phase Checklist Items

Phase Checklist: 1000079 - 0 - 1.1 Feasibility

General Audit Actions

(Required): The Phase Checklist provides a project view of open or outstanding items that are to be addressed prior to ending the current Project Phase. When all items are complete or determined to be not applicable to the current Project Phase, Issue the Checklist record.

**General**

ID: 1000079 Revision: 0 Status: Draft

Date: 11/27/2018

Name: 1.1 Feasibility

Checklist Type: Project Phase Project Phase: 1.1 Feasibility

Comment:

Associated Project

**Project Checklist Items**

1 / 3 Export 23 total found Apply Filters Clear Filters Show More Filters Show: 10

Sort	Checklist Category	Checklist Item	Complete?	Completed On	Project Manager Comments
	Contains	Contains	Contains	Contains	Contains
<input type="checkbox"/>	1 University Stakeholders	1. Communicate with requester to understand scope/scale of request	<input type="checkbox"/>	<input type="text"/> 25	
<input type="checkbox"/>	2 Scope of Work	2. Establish Project Goals	<input type="checkbox"/>	<input type="text"/> 25	
<input type="checkbox"/>	3 Scope of Work	3. Establish Brief Project Description	<input type="checkbox"/>	<input type="text"/> 25	
<input type="checkbox"/>	4 Funding	4. Identify intended funding source for project	<input type="checkbox"/>	<input type="text"/> 25	
<input type="checkbox"/>	5 Budget	5. Identify budget tolerance from requester	<input type="checkbox"/>	<input type="text"/> 25	
<input type="checkbox"/>	6 Budget	6. Estimate project area and \$/SF per project type (Rough Order of Magnitude)	<input type="checkbox"/>	<input type="text"/> 25	
<input type="checkbox"/>	7 Schedule	7. Identify preferred completion date from requester	<input type="checkbox"/>	<input type="text"/> 25	
<input type="checkbox"/>	8 FM Stakeholders	8. Consult with FM stakeholders as needed to coordinate with other projects or initiatives	<input type="checkbox"/>	<input type="text"/> 25	
<input type="checkbox"/>	9 Logistics	9. Determine dependencies, conflicts, and opportunities related to other projects or initiatives	<input type="checkbox"/>	<input type="text"/> 25	
<input type="checkbox"/>	10 Project Team	10. Determine scale of project team -- internal and external, consulted and decision makers	<input type="checkbox"/>	<input type="text"/> 25	



Complete?	Completed On	Project Manager Comments
Contains	Contains	Contains
<input type="checkbox"/>	<input type="text"/> 25	
<input type="checkbox"/>	<input type="text"/> 25	
<input type="checkbox"/>	<input type="text"/> 25	
<input type="checkbox"/>	<input type="text"/> 25	
<input type="checkbox"/>	<input type="text"/> 25	
<input type="checkbox"/>	<input type="text"/> 25	
<input type="checkbox"/>	<input type="text"/> 25	
<input type="checkbox"/>	<input type="text"/> 25	
<input type="checkbox"/>	<input type="text"/> 25	
<input type="checkbox"/>	<input type="text"/> 25	



# Step 7

## Update and Manage Project Phase Checklist Items

Phase Checklist: 1000079 - 0 - 1.1 Feasibility

General Audit Actions

(Required): The Phase Checklist provides a project view of open or outstanding items that are to be addressed prior to ending the current Project Phase. When all items are complete or determined to be not applicable to the current Project Phase, Issue the Checklist record.

**General**

ID: 1000079 Revision: 0 Status: Draft

Date: 11/27/2018

Name: 1.1 Feasibility

Checklist Type: Project Phase Project Phase: 1.1 Feasibility

Comment:

Associated Project:

**Project Checklist Items**

1 / 3 Export 23 total found Apply Filters Clear Filters Show More Filters Show: 10

Sort	Checklist Category	Checklist Item	Complete?	Completed On	Project Manager Comments
	Contains	Contains	Contains	Contains	Contains
<input type="checkbox"/>	1 University Stakeholders	1. Communicate with requester to understand scope/scale of request	Contains	25	
<input type="checkbox"/>	2 Scope of Work	2. Establish Project Goals	Contains	25	
<input type="checkbox"/>	3 Scope of Work	3. Establish Brief Project Description	Contains	25	
<input type="checkbox"/>	4 Funding	4. Identify intended funding source for project	Contains	25	
<input type="checkbox"/>	5 Budget	5. Identify budget tolerance from requester	Contains	25	
<input type="checkbox"/>	6 Budget	6. Estimate project area and \$/SF per project type (Rough Order of Magnitude)	Contains	25	
<input type="checkbox"/>	7 Schedule	7. Identify preferred completion date from requester	Contains	25	
<input type="checkbox"/>	8 FM Stakeholders	8. Consult with FM stakeholders as needed to coordinate with other projects or initiatives	Contains	25	
<input type="checkbox"/>	9 Logistics	9. Determine dependencies, conflicts, and opportunities related to other projects or initiatives	Contains	25	
<input type="checkbox"/>	10 Project Team	10. Determine scale of project team -- internal and external, consulted and decision makers	Contains	25	



Contains

Yes

N/A



# Step 7

## Update and Manage Project Phase Checklist Items

Phase Checklist: 1000079 - 0 - 1.1 Feasibility

General Audit Actions

(Required): The Phase Checklist provides a project view of open or outstanding items that are to be addressed prior to ending the current Project Phase. When all items are complete or determined to be not applicable to the current Project Phase, Issue the Checklist record.

**General**

ID: 1000079 Revision: 0 Status: Draft

Date: 11/27/2018

Name: 1.1 Feasibility

Checklist Type: Project Phase Project Phase: 1.1 Feasibility

Comment:

Associated Project:

**Project Checklist Items**

1 / 3 Export 23 total found Apply Filters Clear Filters Show More Filters Show: 10

Sort	Checklist Category	Checklist Item	Complete?	Completed On	Project Manager Comments
	1 University Stakeholders	1. Communicate with requester to understand scope/scale of request	Yes		
	2 Scope of Work	2. Establish Project Goals			
	3 Scope of Work	3. Establish Brief Project Description			
	4 Funding	4. Identify intended funding source for project			
	5 Budget	5. Identify budget tolerance from requester			
	6 Budget	6. Estimate project area and \$/SF per project type (Rough Order of Magnitude)			
	7 Schedule	7. Identify preferred completion date from requester			
	8 FM Stakeholders	8. Consult with FM stakeholders as needed to coordinate with other projects or initiatives			
	9 Logistics	9. Determine dependencies, conflicts, and opportunities related to other projects or initiatives			
	10 Project Team	10. Determine scale of project team -- internal and external, consulted and decision makers			

*Note: A calendar pop-up is visible over the 'Completed On' column, showing the date 11/27/2018 selected.*



# Step 7

## Update and Manage Project Phase Checklist Items

Phase Checklist: 1000079 - 0 - 1.1 Feasibility

General Audit Actions

(Required): The Phase Checklist provides a project view of open or outstanding items that are to be addressed prior to ending the current Project Phase. When all items are complete or determined to be not applicable to the current Project Phase, Issue the Checklist record.

**General**

ID: 1000079 Revision: 0 Status: Draft

Date: 11/27/2018

Name: 1.1 Feasibility

Checklist Type: Project Phase Project Phase: 1.1 Feasibility

Comment:

Associated Project:

**Project Checklist Items**

1 / 3 Export 23 total found Apply Filters Clear Filters Show More Filters Show: 10

Sort	Checklist Category	Checklist Item	Complete?	Completed On	Project Manager Comments
	Contains	Contains	Contains	Contains	Contains
<input type="checkbox"/>	1 University Stakeholders	1. Communicate with requester to understand scope/scale of request	Yes	11/27/2018	
<input type="checkbox"/>	2 Scope of Work	2. Establish Project Goals			
<input type="checkbox"/>	3 Scope of Work	3. Establish Brief Project Description			
<input type="checkbox"/>	4 Funding	4. Identify intended funding source for project			
<input type="checkbox"/>	5 Budget	5. Identify budget tolerance from requester			
<input type="checkbox"/>	6 Budget	6. Estimate project area and \$/SF per project type (Rough Order of Magnitude)			
<input type="checkbox"/>	7 Schedule	7. Identify preferred completion date from requester			
<input type="checkbox"/>	8 FM Stakeholders	8. Consult with FM stakeholders as needed to coordinate with other projects or initiatives			
<input type="checkbox"/>	9 Logistics	9. Determine dependencies, conflicts, and opportunities related to other projects or initiatives			
<input type="checkbox"/>	10 Project Team	10. Determine scale of project team -- internal and external, consulted and decision makers			



# Step 8

## Review Checklist Items and Add Comment

Phase Checklist: 1000079 - 0 - 1.1 Feasibility

General Audit Actions

ID 1000079 Revision 0 Status Draft

\* Date 11/27/2018

\* Name 1.1 Feasibility

\* Checklist Type Project Phase Project Phase 1.1 Feasibility

Comment Phase 1.1 Feasibility is now complete. Ready to move to Phase 1.2 - Planning/Pre-Design

Associated Project

Project Checklist Items

1 / 3 Export 23 total found Apply Filters Clear Filters Show More Filters Show: 10

Sort	Checklist Category	Checklist Item	Complete?	Completed On	Project Manager Comments
	Contains	Contains	Contains	Contains	Contains
<input type="checkbox"/>	1 University Stakeholders	1. Communicate with requester to understand scope/scale of request	Yes	11/27/2018	
<input type="checkbox"/>	2 Scope of Work	2. Establish Project Goals	Yes	11/27/2018	
<input type="checkbox"/>	3 Scope of Work	3. Establish Brief Project Description	N/A	11/27/2018	Previously developed on 11/14/18
<input type="checkbox"/>	4 Funding	4. Identify intended funding source for project	Yes	11/27/2018	
<input type="checkbox"/>	5 Budget	5. Identify budget tolerance from requester	Yes	11/27/2018	
<input type="checkbox"/>	6 Budget	6. Estimate project area and \$/SF per project type (Rough Order of Magnitude)	Yes	11/27/2018	
<input type="checkbox"/>	7 Schedule	7. Identify preferred completion date from requester	N/A	11/27/2018	Open item; TBD at customer meeting
<input type="checkbox"/>	8 FM Stakeholders	8. Consult with FM stakeholders as needed to coordinate with other projects or initiatives	Yes	11/27/2018	
<input type="checkbox"/>	9 Logistics	9. Determine dependencies, conflicts, and opportunities related to other projects or initiatives	Yes	11/27/2018	
<input type="checkbox"/>	10 Project Team	10. Determine scale of project team -- internal and external, consulted and decision makers	Yes	11/27/2018	

Recorded By

Name Project Manager,Pete

Save Save & Close Issue More x



# Step 9

## Submit Checklist for Project Director Review

Phase Checklist: 1000079 - 0 - 1.1 Feasibility

General Audit Actions

Save Save & Close **Issue** More x

ID 1000079 Revision 0 Status Draft

\* Date 11/27/2018

\* Name 1.1 Feasibility

\* Checklist Type Project Phase Project Phase 1.1 Feasibility

Comment Phase 1.1 Feasibility is now complete. Ready to move to Phase 1.2 - Planning/Pre-Design

\* Associated Project

- Project Checklist Items

1 / 3 Export 23 total found Apply Filters Clear Filters Show More Filters Show: 10

Sort	Checklist Category	Checklist Item	Complete?	Completed On	Project Manager Comments
	Contains	Contains	Contains	Contains	Contains
<input type="checkbox"/>	1 University Stakeholders	1. Communicate with requester to understand scope/scale of request	Yes	11/27/2018	
<input type="checkbox"/>	2 Scope of Work	2. Establish Project Goals	Yes	11/27/2018	
<input type="checkbox"/>	3 Scope of Work	3. Establish Brief Project Description	N/A	11/27/2018	Previously developed on 11/14/18
<input type="checkbox"/>	4 Funding	4. Identify intended funding source for project	Yes	11/27/2018	
<input type="checkbox"/>	5 Budget	5. Identify budget tolerance from requester	Yes	11/27/2018	
<input type="checkbox"/>	6 Budget	6. Estimate project area and \$/SF per project type (Rough Order of Magnitude)	Yes	11/27/2018	
<input type="checkbox"/>	7 Schedule	7. Identify preferred completion date from requester	N/A	11/27/2018	Open item; TBD at customer meeting
<input type="checkbox"/>	8 FM Stakeholders	8. Consult with FM stakeholders as needed to coordinate with other projects or initiatives	Yes	11/27/2018	
<input type="checkbox"/>	9 Logistics	9. Determine dependencies, conflicts, and opportunities related to other projects or initiatives	Yes	11/27/2018	
<input type="checkbox"/>	10 Project Team	10. Determine scale of project team -- internal and external, consulted and decision makers	Yes	11/27/2018	

- Recorded By

Name Project Manager,Pete

Save Save & Close Issue More x



Issue





Step 10

# Receive Project Director Approval / Revision Feedback

Northwestern | FACILITIES CONNECT Welcome, NU Wildcat | Sign Out | About

**Company** **Project**

**Home** Portfolio

Home Open in New Window My Bookmarks

**Reminders - Projects**

- Notices
- Tasks

**Reminders - Manage Space Requests**

**Related Links - Projects**

- Programs and Funding Sources
- Projects
  - Create a Capital Project
  - My Capital Projects
  - All Capital Projects

**Project Checklists In Revision**

Created By	Project Name	Status	Checklist Type	Comment	Created Date/Time
No data to display.					

**My Projects - Phase 0.0 Initial Request**

Project Name	Project Status	Plan Complete	Primary Contact	Primary Location
No data to display.				

**My Projects - Phase 1.0 Feasibility**

Project Name	Project Status	Plan Complete	Primary Contact	Primary Location
Abbott Hall Second Floor MFA Teaching Studio Buildout 2018	Active	12/31/2019		

**My Projects - Phase 2.0 Design**

Project Name	Project Status	Plan Complete	Primary Contact	Primary Location
No data to display.				

**My Projects - Phase 3.0 Construction Procurement**

**My Projects - Phase 4.0 Construction**

**My Projects - Phase 5.0 Operational**

**My Projects - Phase 6.0 Close-Out**

**Last Visited**

**Project Reports**

- All Progress Reports
- Current Budget Balance (Summary by PM) Report
- Current Budget Balance (Detail) Report - All Projects
- Project Area Summary
- Project Financial Summary
- Project Schedule Summary
- Project Contact List
- Scheduled Task Compliance
- Vendor Characteristics Query
- Workload by Primary Project Manager

**Space Information**

- Area by Space Class Parent
- Assignee Space Report
- Building Data
- Building Occupant Contact List
- Building Occupant List
- Department Base Data Report
- Department Base Data v2
- Office Area Capacity
- Overall Total Campus Square Footage
- Space Allocation
- Space Class Count by Building
- Space Report by Building
- Campus Mapping



Step 10

# Receive Project Director Approval / Revision Feedback

Northwestern | FACILITIES CONNECT Welcome, NU Wildcat | Sign Out | About

**Company** **Project**

Home Portfolio

Home Open in New Window My Bookmarks

Reminders - Projects

- Notices
- Tasks

Reminders - Manage Space Requests

Related Links - Projects

- Programs and Funding Sources
- Projects
  - Create a Capital Project
  - My Capital Projects
  - All Capital Projects

**Project Checklists In Revision**

Created By	Project Name	Status	Checklist Type	Comment	Created Date/Time
No data to display.					

My Projects - Phase 0.0 Initial Request

Project Name	Project Status	Plan Complete	Primary Contact	Primary Location
No data to display.				

My Projects - Phase 1.0 Feasibility

Project Name	Project Status	Plan Complete	Primary Contact	Primary Location
Abbott Hall Second Floor MFA Teaching Studio Buildout 2018	Active	12/31/2019		

My Projects - Phase 2.0 Design

Project Name	Project Status	Plan Complete	Primary Contact	Primary Location
No data to display.				

My Projects - Phase 3.0 Construction Procurement

My Projects - Phase 4.0 Construction

My Projects - Phase 5.0 Operational

My Projects - Phase 6.0 Close-Out

Last Visited

Project Reports

- All Progress Reports
- Current Budget Balance (Summary by PM) Req
- Current Budget Balance (Detail) Report - All F
- Project Area Summary
- Project Financial Summary
- Project Schedule Summary
- Project Contact List
- Scheduled Task Compliance
- Vendor Characteristics Query
- Workload by Primary Project Manager

Space Information

- Area by Space Class Parent
- Assignee Space Report
- Building Data
- Building Occupant Contact List
- Building Occupant List
- Department Base Data Report
- Department Base Data v2
- Office Area Capacity
- Overall Total Campus Square Footage
- Space Allocation
- Space Class Count by Building
- Space Report by Building
- Campus Mapping



Step 11

# Return to Checklists > Project Phase

The screenshot shows the Facilities Connect web application interface. At the top, the user is logged in as 'Welcome, NU Wildcat' with links for 'Sign Out' and 'About'. The current project is identified as 'Project Data For 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018'. Navigation tabs for 'Company' and 'Project' are visible, with 'Project' being the active tab. The main content area is divided into several sections:

- Home**: Includes 'Open in New Window' and 'My Bookmarks' options.
- Related Links - Capital Project General**: Contains a 'Contracts' section with 'Purchase Orders'.
- Related Links - Capital Project Progress**: This section is highlighted with an orange border and contains a list of categories:
  - Progress: Request For Information, Project Report
  - Checklists: Project Phase (highlighted with an orange arrow)
  - Inspections: Punchlist
  - Issues And Change: Issue Item, Potential Change Order
  - Risk: Risk Item
  - Permit: Record
  - Meetings: Meeting Record
- Progress Reports**: A table with columns: ID, Fiscal Period, Title, Budgeted Cost Of Work Performed, Actual Cost Period End, and Status. It currently displays 'No data to display.' and has 'Add' and 'Delete' buttons.
- Project Contacts**: A table with columns: Role, Person, Work Phone, Email, and Primary Organization.
 

Role	Person	Work Phone	Email	Primary Organization
Project Director	Director,Diane			
Project Primary Manager	Project Manager,Pete			



Step 12

# Create Project Phase Checklist (for Next Phase)

Northwestern | FACILITIES CONNECT Welcome, NU Wildcat | Sign Out | About

Project Data For 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018 Company Project

[Home](#)

Home > [Project Phase](#) [Open In New Window](#) [Add to Bookmarks](#) [My Bookmarks](#)

[Add](#) | [Delete](#) | [Popup View](#)

[Export](#) 1 total found

<input type="checkbox"/>	ID	Revision	Date	Name	Status
<input type="checkbox"/>	1000079	1	11/27/2018	1.1 Feasibility	Completed



Step 12

# Create Project Phase Checklist (for Next Phase)

Phase Checklist: Add To Bookmarks Print Help

General Audit Actions Create Draft x

(Required): The Phase Checklist provides a project view of open or outstanding items that are to be addressed prior to ending the current Project Phase. When all items are complete or determined to be not applicable to the current Project Phase, Issue the Checklist record.

**General**

ID		Revision	0	Status	
* Date	11/27/2018				
* Name					
* Checklist Type	Project Phase		Project Phase	1.2 Planning/Pre-Design	
Comment					

**Associated Project**

**Project Checklist Items**

0 total found Show: 10

Sort	Checklist Category	Checklist Item	Complete?	Completed On	Project Manager Comments
No data to display					

**Recorded By**

Name Project Manager,Pete

Create Draft x



# Managing Phase Checklists

## Exercise

Now that we have seen the process of **Managing Phase Checklists**, let's practice together in Facilities Connect.

Open your laptop and enter the following address in your browser:

<https://northwestern-qa.tririga.com>

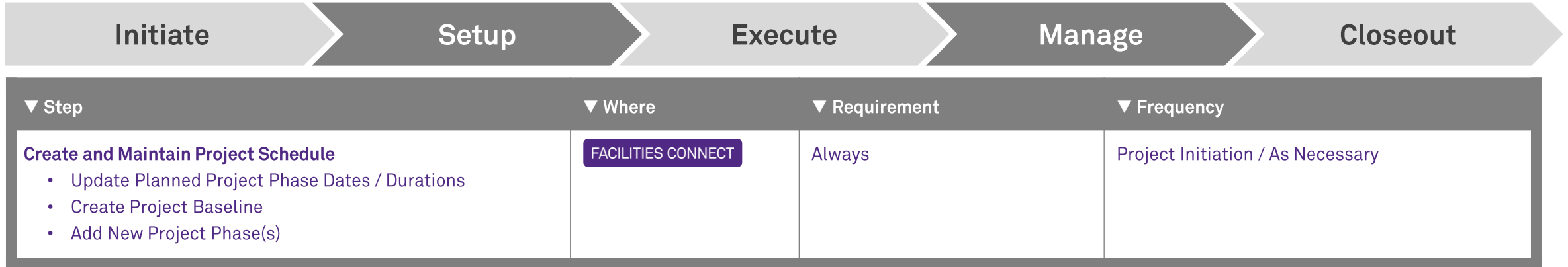


## Section 2 | **Working with Project Schedules**



# Project Management and Planning Process

## Major Components







Step 1

# Locate the Project Schedule (of an Existing Project)

Capital Project: 1001090 Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

General Scope **Schedule** Budget Procurement Contacts Notes & Documents

(Required): Create a Project by entering general information about the project.

**General**

ID 1001090 Status Active

\* Date 11/25/2018

\* Name Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

\* Project Reporting Name Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

**Details**

Project Type Academic Project Classification Renovation

Project Status Active Project Phase 0.0 Initial Request

Project Website

\* Project Category Capitalized \* Chartstring 812-1830000-80039341-01

Accounting Cost Center 812-1830000-80039341-01 Project Cost/SqFt (Budget Current / Project Gross Construction Area) 5.00 US Dollars

\* Units

\* Environmental

\* Primary Customer Contact

**Primary Location**

\* Location Path \Locations\Chicago Campus

Campus Chicago Campus Floor

Building

\* Primary Location Graphic

\* Site Address

\* Project Address

\* Recorded By

Complete Revise x



# Step 2

## Review Current Schedule Details

Capital Project: 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

General Scope **Schedule** Budget Procurement Contacts Notes & Documents

(Optional): Provide general information concerning the project schedule, project tasks and assumptions.

**Summary** Import From MS Project | Export To MS Project

Plan Start 11/25/2018 25 x Plan End 25 x  
 Actual Start 25 x Actual End 25 x  
 Calculated Start Calculated End  
 \* Time Zone (GMT -6) Central Time (US, Canada) [US/Central] \* Calculate Project From Start

**Project Tasks Gantt**

Project Tasks Critical Path Tasks Task Hierarchy Dependencies

**Project Tasks** Refresh | Add | Find | Remove | Baseline

**Export** 23 total found Apply Filters Clear Filters Show More Filters

#	Type	ID	Task Name	Planned Start	Planned End	Percent Complete	Actual Cost	Status
<input type="checkbox"/>	Q Schedule Task	18977549	Phase 0.0 Initial Request	11/26/2018 10:05:03	12/10/2018 10:05:03	0 percent	\$,00	Draft
<input type="checkbox"/>	Q Schedule Task	18977550	Phase 1.0 Feasibility & Pre-Design	12/10/2018 10:05:03	01/29/2019 10:05:02	0 percent	\$,00	Draft
<input type="checkbox"/>	Q Schedule Task	18977551	Phase 1.1 Feasibility	12/10/2018 10:05:03	12/26/2018 10:05:03	0 percent	\$,00	Draft
<input type="checkbox"/>	Q Schedule Task	18977552	Phase 1.2 Planning/Pre-Design	12/26/2018 10:05:03	01/09/2019 10:05:03	0 percent	\$,00	Draft
<input type="checkbox"/>	Q Schedule Task	18977553	Phase 1.3 Estimate	01/09/2019 10:05:02	01/29/2019 10:05:02	0 percent	\$,00	Draft
<input type="checkbox"/>	Q Schedule Task	18977554	Phase 2.0 Design	01/29/2019 10:05:02	03/13/2019 10:04:59	0 percent	\$,00	Draft
<input type="checkbox"/>	Q Schedule Task	18977555	Phase 2.1 Schematic Design	01/29/2019 10:05:02	02/13/2019 10:05:02	0 percent	\$,00	Draft
<input type="checkbox"/>	Q Schedule Task	18977556	Phase 2.2 Design Development	02/13/2019 10:05:01	02/27/2019 10:05:01	0 percent	\$,00	Draft
<input type="checkbox"/>	Q Schedule Task	18977557	Phase 2.3 Contract Documents	02/27/2019 10:05:00	03/13/2019 10:05:00	0 percent	\$,00	Draft
<input type="checkbox"/>	Q Schedule Task	18977558	Phase 3.0 Construction Procurement	03/13/2019 10:05:00	04/10/2019 10:04:58	0 percent	\$,00	Draft

**Schedule Assumptions**

Activate Calculate Save Save & Close More x



Step 2

Section 2 | Working with Project Schedules

# Review Current Schedule Details

Capital Project: 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

General Scope **Schedule** Budget Procurement Contacts Notes & Documents

(Optional): Provide general information concerning the project schedule, project tasks and assumptions.

**Summary** Import From MS Project | Export To MS Project

Plan Start    Plan End

Actual Start    Actual End

Calculated Start  Calculated End

\* Time Zone  \* Calculate Project From

**Project Tasks Gantt**

Project Tasks Critical Path Tasks Task Hierarchy Dependencies

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**Schedule Assumptions**

Activate Calculate Save Save & Close More x



Step 2

# Review Current Schedule Details

Capital Project: 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

General Scope **Schedule** Budget Procurement Contacts Notes & Documents

(Optional): Provide general information concerning the project schedule, project tasks and assumptions.

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Plan Start 11/25/2018 25 x Plan End 25 x  
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 \* Time Zone (GMT -6) Central Time (US, Canada) [US/Central] \* Calculate Project From Start

**Project Tasks Gantt**

Project Tasks Critical Path Tasks Task Hierarchy Dependencies

**Project Tasks** Refresh | Add | Find | Remove | Baseline

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#	Type	ID	Task Name	Planned Start	Planned End	Percent Complete	Actual Cost	Status
<input type="checkbox"/>	Contains	Contains	Contains	Equals	Equals	More Than or Equals		
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**Schedule Assumptions** Activate Calculate Save Save & Close More x



# Step 2

## Review Current Schedule Details

Capital Project: 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

General Scope **Schedule** Budget Procurement Contacts Notes & Documents

(Optional): Provide general information concerning the project schedule, project tasks and assumptions.

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 Actual Start 25 ✕ Actual End 25 ✕  
 Calculated Start 25 ✕ Calculated End 25 ✕  
 \* Time Zone [(GMT -6) Central Time (US, Canada) [US/Central]] 25 ✕ \* Calculate Project From Start

**Project Tasks Gantt**

Project Tasks Critical Path Tasks Task Hierarchy Dependencies

**Project Tasks** Refresh | Add | Find | Remove | Baseline

[Export](#) 23 total found [Apply Filters](#) [Clear Filters](#) [Show More Filters](#)

#	Type	ID	Task Name	Planned Start	Planned End	Percent Complete	Actual Cost	Status
<input type="checkbox"/>	Contains	Contains	Contains	Equals	Equals	More Than or Equals		
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**Schedule Assumptions** Activate | Calculate | Save | Save & Close | More | ✕



# Step 2

## Review Current Schedule Details

Capital Project: 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

General Scope **Schedule** Budget Procurement Contacts Notes & Documents

(Optional): Provide general information concerning the project schedule, project tasks and assumptions.

**Summary** Import From MS Project | Export To MS Project

Plan Start 11/25/2018 Plan End Actual Start Actual End Calculated Start Calculated End

\* Time Zone (GMT -6) Central Time (US, Canada) [US/Central] \* Calculate Project From Start

**Project Tasks Gantt**

Project Tasks Critical Path Tasks Task Hierarchy Dependencies

**Project Tasks** Refresh | Add | Find | Remove | Baseline

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**Schedule Assumptions**

Activate Calculate Save Save & Close More x



Step 2

# Review Current Schedule Details

Capital Project: 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

General Scope **Schedule** Budget Procurement Contacts Notes & Documents

(Optional): Provide general information concerning the project schedule, project tasks and assumptions.

**Summary** Import From MS Project | Export To MS Project

Plan Start 11/25/2018 25 × Plan End 25 ×  
 Actual Start 25 × Actual End 25 ×  
 Calculated Start 25 × Calculated End 25 ×  
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Project Tasks Critical Path Tasks Task Hierarchy Dependencies

**Project Tasks** Refresh | Add | Find | Remove | Baseline

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<input type="checkbox"/>	0 Schedule Task	18977558	Phase 3.0 Construction Procurement	03/13/2019 10:05:00	04/10/2019 10:04:58	0 percent	\$_.00	Draft

**Schedule Assumptions** Activate Calculate Save Save & Close More x



Step 2

# Review Current Schedule Details

Capital Project: 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

General Scope **Schedule** Budget Procurement Contacts Notes & Documents

(Optional): Provide general information concerning the project schedule, project tasks and assumptions.

**Summary** Import From MS Project | Export To MS Project

Plan Start 11/25/2018 Plan End  
Actual Start Actual End  
Calculated Start Calculated End  
\* Time Zone [(GMT -6) Central Time (US, Canada) [US/Central] \* Calculate Project From Start

**Project Tasks Gantt**  
Project Tasks Critical Path Tasks Task Hierarchy Dependencies

**Project Tasks** Refresh | Add | Find | Remove | Baseline

Export 23 total found Apply Filters Clear Filters Show More Filters

#	Type	ID	Task Name	Planned Start	Planned End	Percent Complete	Actual Cost	Status
	Contains	Contains	Contains	Equals	Equals	More Than or Equals		
<input type="checkbox"/>	Q Schedule Task	18977549	Phase 0.0 Initial Request	11/26/2018 10:05:03	12/10/2018 10:05:03	0 percent	\$_.00	Draft
<input type="checkbox"/>	Q Schedule Task	18977550	Phase 1.0 Feasibility & Pre-Design	12/10/2018 10:05:03	01/29/2019 10:05:02	0 percent	\$_.00	Draft
<input type="checkbox"/>	Q Schedule Task	18977551	Phase 1.1 Feasibility	12/10/2018 10:05:03	12/26/2018 10:05:03	0 percent	\$_.00	Draft
<input type="checkbox"/>	Q Schedule Task	18977552	Phase 1.2 Planning/Pre-Design	12/26/2018 10:05:03	01/09/2019 10:05:03	0 percent	\$_.00	Draft
<input type="checkbox"/>	Q Schedule Task	18977553	Phase 1.3 Estimate	01/09/2019 10:05:02	01/29/2019 10:05:02	0 percent	\$_.00	Draft
<input type="checkbox"/>	Q Schedule Task	18977554	Phase 2.0 Design	01/29/2019 10:05:02	03/13/2019 10:04:59	0 percent	\$_.00	Draft
<input type="checkbox"/>	Q Schedule Task	18977555	Phase 2.1 Schematic Design	01/29/2019 10:05:02	02/13/2019 10:05:02	0 percent	\$_.00	Draft
<input type="checkbox"/>	Q Schedule Task	18977556	Phase 2.2 Design Development	02/13/2019 10:05:01	02/27/2019 10:05:01	0 percent	\$_.00	Draft
<input type="checkbox"/>	Q Schedule Task	18977557	Phase 2.3 Contract Documents	02/27/2019 10:05:00	03/13/2019 10:05:00	0 percent	\$_.00	Draft
<input type="checkbox"/>	Q Schedule Task	18977558	Phase 3.0 Construction Procurement	03/13/2019 10:05:00	04/10/2019 10:04:58	0 percent	\$_.00	Draft

**Schedule Assumptions**  
Activate Calculate Save Save & Close More x





# Step 2

## Review Current Schedule Details

Capital Project: 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

General Scope **Schedule** Budget Procurement Contacts Notes & Documents

(Optional): Provide general information concerning the project schedule, project tasks and assumptions.

**Summary** Import From MS Project | Export To MS Project

Plan Start 11/25/2018 25 × Plan End 25 ×  
 Actual Start 25 × Actual End 25 ×  
 Calculated Start Calculated End  
 \* Time Zone [(GMT -6) Central Time (US, Canada) [US/Central]] × \* Calculate Project From Start

**Project Tasks Gantt**

Project Tasks Critical Path Tasks Task Hierarchy Dependencies

**Project Tasks** Refresh | Add | Find | Remove | Baseline

[Export](#) 23 total found [Apply Filters](#) [Clear Filters](#) [Show More Filters](#)

#	Type	ID	Task Name	Planned Start	Planned End	Percent Complete	Actual Cost	Status
<input type="checkbox"/>	Contains	Contains	Contains	Equals	Equals	More Than or Equals		
<input type="checkbox"/>	0 Schedule Task	18977549	Phase 0.0 Initial Request	11/26/2018 10:05:03	12/10/2018 10:05:03	0 percent	\$_.00	Draft
<input type="checkbox"/>	0 Schedule Task	18977550	Phase 1.0 Feasibility & Pre-Design	12/10/2018 10:05:03	01/29/2019 10:05:02	0 percent	\$_.00	Draft
<input type="checkbox"/>	0 Schedule Task	18977551	Phase 1.1 Feasibility	12/10/2018 10:05:03	12/26/2018 10:05:03	0 percent	\$_.00	Draft
<input type="checkbox"/>	0 Schedule Task	18977552	Phase 1.2 Planning/Pre-Design	12/26/2018 10:05:03	01/09/2019 10:05:03	0 percent	\$_.00	Draft
<input type="checkbox"/>	0 Schedule Task	18977553	Phase 1.3 Estimate	01/09/2019 10:05:02	01/29/2019 10:05:02	0 percent	\$_.00	Draft
<input type="checkbox"/>	0 Schedule Task	18977554	Phase 2.0 Design	01/29/2019 10:05:02	03/13/2019 10:04:59	0 percent	\$_.00	Draft
<input type="checkbox"/>	0 Schedule Task	18977555	Phase 2.1 Schematic Design	01/29/2019 10:05:02	02/13/2019 10:05:02	0 percent	\$_.00	Draft
<input type="checkbox"/>	0 Schedule Task	18977556	Phase 2.2 Design Development	02/13/2019 10:05:01	02/27/2019 10:05:01	0 percent	\$_.00	Draft
<input type="checkbox"/>	0 Schedule Task	18977557	Phase 2.3 Contract Documents	02/27/2019 10:05:00	03/13/2019 10:05:00	0 percent	\$_.00	Draft
<input type="checkbox"/>	0 Schedule Task	18977558	Phase 3.0 Construction Procurement	03/13/2019 10:05:00	04/10/2019 10:04:58	0 percent	\$_.00	Draft

**Schedule Assumptions**

Activate Calculate Save Save & Close More x



Step 2

# Review Current Schedule Details

Capital Project: 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

General Scope **Schedule** Budget Procurement Contacts Notes & Documents

(Optional): Provide general information concerning the project schedule, project tasks and assumptions.

**Summary** Import From MS Project | Export To MS Project

Plan Start 11/25/2018 25 × Plan End 25 ×  
 Actual Start 25 × Actual End 25 ×  
 Calculated Start Calculated End  
 \* Time Zone (GMT -6) Central Time (US, Canada) [US/Central] \* Calculate Project From Start

**Project Tasks Gantt**

Project Tasks Critical Path Tasks Task Hierarchy Dependencies

**Project Tasks** Refresh | Add | Find | Remove | Baseline

Export 23 total found Apply Filters Clear Filters Show More Filters

#	Type	ID	Task Name	Planned Start	Planned End	Percent Complete	Actual Cost	Status
	Contains	Contains	Contains	Equals	Equals	More Than or Equals		
<input type="checkbox"/>	Q Schedule Task	18977549	Phase 0.0 Initial Request	11/26/2018 10:05:03	12/10/2018 10:05:03	0 percent	\$_.00	Draft
<input type="checkbox"/>	Q Schedule Task	18977550	Phase 1.0 Feasibility & Pre-Design	12/10/2018 10:05:03	01/29/2019 10:05:02	0 percent	\$_.00	Draft
<input type="checkbox"/>	Q Schedule Task	18977551	Phase 1.1 Feasibility	12/10/2018 10:05:03	12/26/2018 10:05:03	0 percent	\$_.00	Draft
<input type="checkbox"/>	Q Schedule Task	18977552	Phase 1.2 Planning/Pre-Design	12/26/2018 10:05:03	01/09/2019 10:05:03	0 percent	\$_.00	Draft
<input type="checkbox"/>	Q Schedule Task	18977553	Phase 1.3 Estimate	01/09/2019 10:05:02	01/29/2019 10:05:02	0 percent	\$_.00	Draft
<input type="checkbox"/>	Q Schedule Task	18977554	Phase 2.0 Design	01/29/2019 10:05:02	03/13/2019 10:04:59	0 percent	\$_.00	Draft
<input type="checkbox"/>	Q Schedule Task	18977555	Phase 2.1 Schematic Design	01/29/2019 10:05:02	02/13/2019 10:05:02	0 percent	\$_.00	Draft
<input type="checkbox"/>	Q Schedule Task	18977556	Phase 2.2 Design Development	02/13/2019 10:05:01	02/27/2019 10:05:01	0 percent	\$_.00	Draft
<input type="checkbox"/>	Q Schedule Task	18977557	Phase 2.3 Contract Documents	02/27/2019 10:05:00	03/13/2019 10:05:00	0 percent	\$_.00	Draft
<input type="checkbox"/>	Q Schedule Task	18977558	Phase 3.0 Construction Procurement	03/13/2019 10:05:00	04/10/2019 10:04:58	0 percent	\$_.00	Draft

**Schedule Assumptions**

Activate Calculate Save Save & Close More x



# Step 2

## Review Current Schedule Details

Capital Project: 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

General Scope **Schedule** Budget Procurement Contacts Notes & Documents

(Optional): Provide general information concerning the project schedule, project tasks and assumptions.

**Summary** Import From MS Project | Export To MS Project

Plan Start 11/25/2018 25 × Plan End 25 ×  
 Actual Start 25 × Actual End 25 ×  
 Calculated Start 11/26/2018 Calculated End 08/02/2019  
 \* Time Zone (GMT -6) Central Time (US, Canada) [US/Central] \* Calculate Project From Start

**Project Tasks Gantt**

Zoom to month  Show Baseline

Task Name	Planned Start	Planned End	Planned Duration	Total
Phase 0.0 Initial Request	11/26/2018 10:05:00	12/10/2018 10:05:03	1 Week 6 Days 23 Hours	80
Phase 1.0 Feasibility & Pre-Design	12/10/2018 10:05:03	01/24/2019 10:05:03	7 Weeks 23 Hours	224
Phase 1.1 Feasibility	12/10/2018 10:05:00	12/26/2018 10:05:03	2 Weeks 2 Days	80
Phase 1.2 Planning/Pre-Design	12/26/2018 10:05:00	01/09/2019 10:05:03	2 Weeks	80
Phase 1.3 Estimate	01/09/2019 10:05:00	01/24/2019 10:05:03	2 Weeks 1 Day	80
Phase 2.0 Design	01/29/2019 10:05:02	03/13/2019 10:05:02	6 Weeks 22 Hours	247.999
Phase 2.1 Schematic Design	01/29/2019 10:05:00	02/12/2019 10:05:02	1 Week 6 Days 23 Hours	80
Phase 2.2 Design Development	02/13/2019 10:05:00	02/27/2019 10:05:02	1 Week 6 Days 23 Hours	80
Phase 2.3 Contract Documents	02/27/2019 10:05:00	03/13/2019 10:05:02	1 Week 6 Days 22 Hours	80
Phase 3.0 Construction Procurement	03/13/2019 10:05:01	04/10/2019 10:05:00	3 Weeks 6 Days 23 Hours	159.999
Phase 3.1 Bid	03/13/2019 10:05:00	03/27/2019 10:05:01	1 Week 6 Days 23 Hours	80
Phase 3.2 Award	03/27/2019 10:05:00	04/10/2019 10:05:00	1 Week 6 Days 23 Hours	80
Phase 4.0 Construction Delivery	04/10/2019 10:04:59	05/22/2019 10:04:58	5 Weeks 6 Days 23 Hours	239.999

December January 20February :March 201!April 2019 May 2019 June 2019 July 2019 August

Project Tasks Critical Path Tasks Task Hierarchy Dependencies

**Project Tasks** Refresh | Add | Find | Remove | Baseline



Step 2

# Review Current Schedule Details

Capital Project: 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

General Scope **Schedule** Budget Procurement Contacts Notes & Documents

(Optional): Provide general information concerning the project schedule, project tasks and assumptions.

**Summary** Import From MS Project | Export To MS Project

Plan Start 11/25/2018 25 × Plan End 25 ×  
 Actual Start 25 × Actual End 25 ×  
 Calculated Start 11/26/2018 Calculated End 08/02/2019  
 \* Time Zone (GMT -6) Central Time (US, Canada) [US/Central] \* Calculate Project From Start

**Project Tasks Gantt**

Task Name	Planned Start	Planned End	Planned Duration	Total
Phase 0.0 Initial Request	11/26/2018 10:05:00	12/10/2018 10:05:03	1 Week 6 Days 23 Hours	80
Phase 1.0 Feasibility & Pre-Design	12/10/2018 10:05:03	01/24/2019 10:05:03	7 Weeks 23 Hours	224
Phase 1.1 Feasibility	12/10/2018 10:05:00	12/26/2018 10:05:03	2 Weeks 2 Days	80
Phase 1.2 Planning/Pre-Design	12/26/2018 10:05:00	01/09/2019 10:05:03	2 Weeks	80
Phase 1.3 Estimate	01/09/2019 10:05:00	01/24/2019 10:05:03	2 Weeks 1 Day	80
Phase 2.0 Design	01/29/2019 10:05:02	03/13/2019 10:05:02	6 Weeks 22 Hours	247.999
Phase 2.1 Schematic Design	01/29/2019 10:05:00	02/12/2019 10:05:02	1 Week 6 Days 23 Hours	80
Phase 2.2 Design Development	02/13/2019 10:05:00	02/27/2019 10:05:02	1 Week 6 Days 23 Hours	80
Phase 2.3 Contract Documents	02/27/2019 10:05:00	03/13/2019 10:05:02	1 Week 6 Days 22 Hours	80
Phase 3.0 Construction Procurement	03/13/2019 10:05:01	04/10/2019 10:05:00	3 Weeks 6 Days 23 Hours	159.999
Phase 3.1 Bid	03/13/2019 10:05:00	03/27/2019 10:05:01	1 Week 6 Days 23 Hours	80
Phase 3.2 Award	03/27/2019 10:05:00	04/10/2019 10:05:00	1 Week 6 Days 23 Hours	80
Phase 4.0 Construction Delivery	04/10/2019 10:04:59	05/22/2019 10:04:58	5 Weeks 6 Days 23 Hours	239.999

Project Tasks Critical Path Tasks Task Hierarchy Dependencies

**Project Tasks** Refresh | Add | Find | Remove | Baseline

Step 3

# Update Project Planned Start / End Dates

Capital Project: 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

General Scope **Schedule** Budget Procurement Contacts Notes & Documents

(Optional): Provide general information concerning the project schedule, project tasks and assumptions.

**Summary** Import From MS Project | Export To MS Project

\* Time Zone [(GMT -6) Central Time (US, Canada) [US/Central]] \* Calculate Project From Start

**Project Tasks Gantt**

Task Name	Planned Start	Planned End	Planned Duration	Total
Phase 0.0 Initial Request	11/26/2018 10:05:00	12/10/2018 10:05:03	1 Week 6 Days 23 Hours	80
Phase 1.0 Feasibility & Pre-Design	12/10/2018 10:05:03	01/24/2019 10:05:03	7 Weeks 23 Hours	224
Phase 1.1 Feasibility	12/10/2018 10:05:00	12/26/2018 10:05:03	2 Weeks 2 Days	80
Phase 1.2 Planning/Pre-Design	12/26/2018 10:05:00	01/09/2019 10:05:03	2 Weeks	80
Phase 1.3 Estimate	01/09/2019 10:05:00	01/24/2019 10:05:03	2 Weeks 1 Day	80
Phase 2.0 Design	01/29/2019 10:05:02	03/13/2019 10:05:02	6 Weeks 22 Hours	247.999
Phase 2.1 Schematic Design	01/29/2019 10:05:00	02/12/2019 10:05:02	1 Week 6 Days 23 Hours	80
Phase 2.2 Design Development	02/13/2019 10:05:00	02/27/2019 10:05:02	1 Week 6 Days 23 Hours	80
Phase 2.3 Contract Documents	02/27/2019 10:05:00	03/13/2019 10:05:02	1 Week 6 Days 22 Hours	80
Phase 3.0 Construction Procurement	03/13/2019 10:05:01	04/10/2019 10:05:00	3 Weeks 6 Days 23 Hours	159.999
Phase 3.1 Bid	03/13/2019 10:05:00	03/27/2019 10:05:01	1 Week 6 Days 23 Hours	80
Phase 3.2 Award	03/27/2019 10:05:00	04/10/2019 10:05:00	1 Week 6 Days 23 Hours	80
Phase 4.0 Construction Delivery	04/10/2019 10:04:59	05/22/2019 10:04:58	5 Weeks 6 Days 23 Hours	239.999

Project Tasks Critical Path Tasks Task Hierarchy Dependencies

Project Tasks Refresh | Add | Find | Remove | Baseline



# Step 3

## Update Project Planned Start / End Dates

Capital Project: 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

General Scope **Schedule** Budget Procurement Contacts Notes & Documents

(Optional): Provide general information concerning the project schedule, project tasks and assumptions.

**Summary**

Plan Start    Plan End

Actual Start    Actual End

Calculated Start 11/26/2018 Calculated End 08/02/2019

\* Time Zone  \* Calculate Project From

**Project Tasks Gantt**

Task Name	Planned Start	Planned End	Planned Duration	Total
Phase 0.0 Initial Request	11/26/2018 10:05:00	12/10/2018 10:05:03	1 Week 6 Days 23 Hours	80
Phase 1.0 Feasibility & Pre-Design	12/10/2018 10:05:03	01/24/2019 10:05:03	7 Weeks 23 Hours	224
Phase 1.1 Feasibility	12/10/2018 10:05:00	12/26/2018 10:05:03	2 Weeks 2 Days	80
Phase 1.2 Planning/Pre-Design	12/26/2018 10:05:00	01/09/2019 10:05:03	2 Weeks	80
Phase 1.3 Estimate	01/09/2019 10:05:00	01/24/2019 10:05:03	2 Weeks 1 Day	80
Phase 2.0 Design	01/29/2019 10:05:02	03/13/2019 10:05:02	6 Weeks 22 Hours	247.999
Phase 2.1 Schematic Design	01/29/2019 10:05:00	02/12/2019 10:05:02	1 Week 6 Days 23 Hours	80
Phase 2.2 Design Development	02/13/2019 10:05:00	02/27/2019 10:05:02	1 Week 6 Days 23 Hours	80
Phase 2.3 Contract Documents	02/27/2019 10:05:00	03/13/2019 10:05:02	1 Week 6 Days 22 Hours	80
Phase 3.0 Construction Procurement	03/13/2019 10:05:01	04/10/2019 10:05:00	3 Weeks 6 Days 23 Hours	159.999
Phase 3.1 Bid	03/13/2019 10:05:00	03/27/2019 10:05:01	1 Week 6 Days 23 Hours	80
Phase 3.2 Award	03/27/2019 10:05:00	04/10/2019 10:05:00	1 Week 6 Days 23 Hours	80
Phase 4.0 Construction Delivery	04/10/2019 10:04:59	05/22/2019 10:04:58	5 Weeks 6 Days 23 Hours	239.999

Project Tasks Critical Path Tasks Task Hierarchy Dependencies

Project Tasks Refresh Add Find Remove Baseline





Step 3

# Update Project Planned Start / End Dates

Capital Project: 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

General Scope **Schedule** Budget Procurement Contacts Notes & Documents

(Optional): Provide general information concerning the project schedule, project tasks and assumptions.

**Summary** Import From MS Project | Export To MS Project

Plan Start 01/01/2019 ↔ **Plan End 12/31/2019** ↔

Actual Start ↔ Actual End ↔

Calculated Start 11/26/2018 Calculated End 08/02/2019

★ Time Zone (GMT -6) Central Time (US, Canada) [US/Central] ★ Calculate Project From Start

**Project Tasks Gantt**

Task Name	Planned Start	Planned End	Planned Duration	Total
Phase 0.0 Initial Request	11/26/2018 10:05:00	12/10/2018 10:05:03	1 Week 6 Days 23 Hours	80
Phase 1.0 Feasibility & Pre-Design	12/10/2018 10:05:03	01/24/2019 10:05:03	7 Weeks 23 Hours	224
Phase 1.1 Feasibility	12/10/2018 10:05:00	12/26/2018 10:05:03	2 Weeks 2 Days	80
Phase 1.2 Planning/Pre-Design	12/26/2018 10:05:00	01/09/2019 10:05:03	2 Weeks	80
Phase 1.3 Estimate	01/09/2019 10:05:00	01/24/2019 10:05:03	2 Weeks 1 Day	80
Phase 2.0 Design	01/29/2019 10:05:02	03/13/2019 10:05:02	6 Weeks 22 Hours	247.999
Phase 2.1 Schematic Design	01/29/2019 10:05:00	02/12/2019 10:05:02	1 Week 6 Days 23 Hours	80
Phase 2.2 Design Development	02/13/2019 10:05:00	02/27/2019 10:05:02	1 Week 6 Days 23 Hours	80
Phase 2.3 Contract Documents	02/27/2019 10:05:00	03/13/2019 10:05:02	1 Week 6 Days 22 Hours	80
Phase 3.0 Construction Procurement	03/13/2019 10:05:01	04/10/2019 10:05:00	3 Weeks 6 Days 23 Hours	159.999
Phase 3.1 Bid	03/13/2019 10:05:00	03/27/2019 10:05:01	1 Week 6 Days 23 Hours	80
Phase 3.2 Award	03/27/2019 10:05:00	04/10/2019 10:05:00	1 Week 6 Days 23 Hours	80
Phase 4.0 Construction Delivery	04/10/2019 10:04:59	05/22/2019 10:04:58	5 Weeks 6 Days 23 Hours	239.999

Project Tasks Critical Path Tasks Task Hierarchy Dependencies

Project Tasks Refresh | Add | Find | Remove | Baseline



# Step 4

## Adjust Project Tasks Gantt Chart for New Dates

Capital Project: 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

General Scope **Schedule** Budget Procurement Contacts Notes & Documents

(Optional): Provide general information concerning the project schedule, project tasks and assumptions.

**Summary** Import From MS Project | Export To MS Project

Plan Start 01/01/2019 25 × Plan End 12/31/2019 25 ×  
 Actual Start 25 × Actual End 25 ×  
 Calculated Start 11/26/2018 Calculated End 08/02/2019  
 \* Time Zone (GMT -6) Central Time (US, Canada) [US/Central] \* Calculate Project From Start

**Project Tasks Gantt**

Zoom to month  Show Baseline

Task Name	Planned Start	Planned End	Planned Duration	Total
Phase 0.0 Initial Request	11/26/2018 10:05:00	12/10/2018 10:05:03	1 Week 6 Days 23 Hours	80
Phase 1.0 Feasibility & Pre-Design	12/10/2018 10:05:03	<b>01/24/2019 10:05:03</b>	1 Month 2 Weeks	<b>224</b>
Phase 1.1 Feasibility	12/10/2018 10:05:00	12/26/2018 10:05:03	2 Weeks 2 Days	80
Phase 1.2 Planning/Pre-Design	12/26/2018 10:05:00	01/09/2019 10:05:03	2 Weeks	80
Phase 1.3 Estimate	01/09/2019 10:05:00	01/24/2019 10:05:03	2 Weeks 1 Day	80
Phase 2.0 Design	01/29/2019 10:05:02	<b>03/13/2019 10:05:02</b>	1 Month 1 Week 5 Days 22 Hours	<b>247.995</b>
Phase 2.1 Schematic Design	01/29/2019 10:05:00	02/12/2019 10:05:02	1 Week 6 Days 23 Hours	80
Phase 2.2 Design Development	02/13/2019 10:05:00	02/27/2019 10:05:02	1 Week 6 Days 23 Hours	80
Phase 2.3 Contract Documents	02/27/2019 10:05:00	03/13/2019 10:05:02	1 Week 6 Days 22 Hours	80
Phase 3.0 Construction Procurement	03/13/2019 10:05:01	<b>04/10/2019 10:05:00</b>	3 Weeks 6 Days 23 Hours 59 M	<b>159.995</b>
Phase 3.1 Bid	03/13/2019 10:05:00	03/27/2019 10:05:01	1 Week 6 Days 23 Hours	80
Phase 3.2 Award	03/27/2019 10:05:00	04/10/2019 10:05:00	1 Week 6 Days 23 Hours	80
Phase 4.0 Construction Delivery	04/10/2019 10:04:59	<b>05/22/2019 10:04:58</b>	1 Month 1 Week 4 Days 23 Hours	<b>239.995</b>

Project Tasks Critical Path Tasks Task Hierarchy Dependencies

**Project Tasks** Refresh | Add | Find | Remove | Baseline





# Step 4

## Adjust Project Tasks Gantt Chart for New Dates

Capital Project: 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

General Scope **Schedule** Budget Procurement Contacts Notes & Documents

(Optional): Provide general information concerning the project schedule, project tasks and assumptions.

**Summary** Import From MS Project | Export To MS Project

Plan Start 01/01/2019 25 ✕ Plan End 12/31/2019 25 ✕  
 Actual Start 25 ✕ Actual End 25 ✕  
 Calculated Start 11/26/2018 Calculated End 08/02/2019  
 \* Time Zone (GMT -6) Central Time (US, Canada) [US/Central] \* Calculate Project From Start

**Project Tasks Gantt**

Zoom to month  Show Baseline

Task Name	Planned Start	Planned End	Planned Duration	Total
Phase 0.0 Initial Request	01/02/2019 08:00	01/15/2019 16:59:54	1 Week 6 Days 23 Hours	80
Phase 1.0 Feasibility & Pre-Design	01/15/2019 16:59:54	02/25/2019 16:59:59	1 Month 2 Weeks	224
Phase 1.1 Feasibility	01/15/2019 16:59	01/30/2019 16:59:54	2 Weeks 2 Days	80
Phase 1.2 Planning/Pre-Design	01/30/2019 16:59	02/11/2019 16:59:54	2 Weeks	80
Phase 1.3 Estimate	02/11/2019 16:59	02/25/2019 16:59:54	2 Weeks 1 Day	80
Phase 2.0 Design	02/25/2019 16:59:54	04/08/2019 16:59:58	1 Month 1 Week 5 Days 22 Hours	239.995
Phase 2.1 Schematic Design	02/25/2019 16:59	03/11/2019 16:59:54	1 Week 6 Days 23 Hours	80
Phase 2.2 Design Development	03/11/2019 16:59	03/25/2019 16:59:54	1 Week 6 Days 23 Hours	80
Phase 2.3 Contract Documents	03/25/2019 16:59	04/08/2019 16:59:54	1 Week 6 Days 22 Hours	80
Phase 3.0 Construction Procurement	04/08/2019 16:59:54	05/06/2019 16:59:57	3 Weeks 6 Days 23 Hours 59 M	159.995
Phase 3.1 Bid	04/08/2019 16:59	04/22/2019 16:59:54	1 Week 6 Days 23 Hours	80
Phase 3.2 Award	04/22/2019 16:59	05/06/2019 16:59:54	1 Week 6 Days 23 Hours	80
Phase 4.0 Construction Delivery	05/06/2019 16:59:54	06/18/2019 16:59:54	1 Month 1 Week 4 Days 23 Hours	239.995

Project Tasks | Critical Path Tasks | Task Hierarchy | Dependencies

**Project Tasks** Refresh | Add | Find | Remove | Baseline



Step 5

# Create Project Baseline

Capital Project: 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

General Scope **Schedule** Budget Procurement Contacts Notes & Documents

(Optional): Provide general information concerning the project schedule, project tasks and assumptions.

**Summary** Import From MS Project | Export To MS Project

Plan Start 01/01/2019 25 ✕ Plan End 12/31/2019 25 ✕  
 Actual Start 25 ✕ Actual End 25 ✕  
 Calculated Start 01/02/2019 Calculated End 08/29/2019  
 \* Time Zone (GMT -6) Central Time (US, Canada) [US/Central] \* Calculate Project From Start

**Project Tasks Gantt**

Project Tasks Critical Path Tasks Task Hierarchy Dependencies

**Project Tasks** Refresh | Add | Find | Remove | **Baseline**

Export 23 total found Apply Filters Clear Filters Show More Filters

#	Type	ID	Task Name	Planned Start	Planned End	Percent Complete	Actual Cost	Status
<input checked="" type="checkbox"/>	0 Schedule Task	18977549	Phase 0.0 Initial Request	01/02/2019 08:00:00	01/15/2019 17:00:00	0 percent	\$ .00	Draft
<input checked="" type="checkbox"/>	0 Schedule Task	18977550	Phase 1.0 Feasibility & Pre-Design	01/15/2019 16:59:59	02/25/2019 16:59:59	0 percent	\$ .00	Draft
<input checked="" type="checkbox"/>	0 Schedule Task	18977551	Phase 1.1 Feasibility	01/15/2019 16:59:59	01/30/2019 16:59:59	0 percent	\$ .00	Draft
<input checked="" type="checkbox"/>	0 Schedule Task	18977552	Phase 1.2 Planning/Pre-Design	01/30/2019 16:59:59	02/13/2019 16:59:59	0 percent	\$ .00	Draft
<input checked="" type="checkbox"/>	0 Schedule Task	18977553	Phase 1.3 Estimate	02/11/2019 16:59:59	02/25/2019 16:59:59	0 percent	\$ .00	Draft
<input checked="" type="checkbox"/>	0 Schedule Task	18977554	Phase 2.0 Design	02/25/2019 16:59:59	04/08/2019 16:59:57	0 percent	\$ .00	Draft
<input checked="" type="checkbox"/>	0 Schedule Task	18977555	Phase 2.1 Schematic Design	02/25/2019 16:59:59	03/11/2019 16:59:59	0 percent	\$ .00	Draft
<input checked="" type="checkbox"/>	0 Schedule Task	18977556	Phase 2.2 Design Development	03/11/2019 16:59:59	03/25/2019 16:59:59	0 percent	\$ .00	Draft
<input checked="" type="checkbox"/>	0 Schedule Task	18977557	Phase 2.3 Contract Documents	03/25/2019 16:59:58	04/08/2019 16:59:58	0 percent	\$ .00	Draft
<input checked="" type="checkbox"/>	0 Schedule Task	18977558	Phase 3.0 Construction Procurement	04/08/2019 16:59:58	05/06/2019 16:59:56	0 percent	\$ .00	Draft

**Schedule Assumptions**

Activate Save Save & Close More x



Step 5

# Create Project Baseline

Capital Project: 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

General Scope **Schedule** Budget Procurement Contacts Notes & Documents

(Optional): Provide general information concerning the project schedule, project tasks and assumptions.

**Summary** Import From MS Project | Export To MS Project

Plan Start 01/01/2019 25 x Plan End 12/31/2019 25 x  
 Actual Start 25 x Actual End 25 x  
 Calculated Start 01/02/2019 Calculated End 08/29/2019  
 \* Time Zone (GMT -6) Central Time (US, Canada) [US/Central] \* Calculate Project From Start

**Project Tasks Gantt**

Show Baseline

Task Name	Planned Start	Planned End	Planned Duration	Total
Phase 0.0 Initial Request	01/02/2019 08:00:00	01/15/2019 17:00:00	1 Week 6 Days 9 Hours	80
Phase 1.0 Feasibility & Pre-Design	01/15/2019 16:59:59	02/25/2019 16:59:59	1 Month 1 Week 2 Days 23 Hours	223.995
Phase 1.1 Feasibility	01/15/2019 16:59:59	01/30/2019 16:59:59	2 Weeks 23 Hours	80
Phase 1.2 Planning/Pre-Design	01/30/2019 16:59:59	02/13/2019 16:59:59	1 Week 6 Days 23 Hours	80
Phase 1.3 Estimate	02/11/2019 16:59:59	02/25/2019 16:59:59	1 Week 6 Days 23 Hours	80
Phase 2.0 Design	02/25/2019 16:59:59	04/08/2019 16:59:58	1 Month 1 Week 6 Days 23 Hours	239.995
Phase 2.1 Schematic Design	02/25/2019 16:59:59	03/11/2019 16:59:59	1 Week 6 Days 22 Hours	80
Phase 2.2 Design Development	03/11/2019 16:59:59	03/25/2019 16:59:59	1 Week 6 Days 23 Hours	80
Phase 2.3 Contract Documents	03/25/2019 16:59:59	04/08/2019 16:59:58	1 Week 6 Days 23 Hours	80
Phase 3.0 Construction Procurement	04/08/2019 16:59:58	05/06/2019 16:59:57	3 Weeks 6 Days 23 Hours 59 M	159.995
Phase 3.1 Bid	04/08/2019 16:59:59	04/22/2019 16:59:58	1 Week 6 Days 23 Hours	80
Phase 3.2 Award	04/22/2019 16:59:59	05/06/2019 16:59:57	1 Week 6 Days 23 Hours	80
Phase 4.0 Construction Delivery	05/06/2019 16:59:57	06/18/2019 16:59:55	1 Month 1 Week 4 Days 23 Hours	239.995

Project Tasks | Critical Path Tasks | Task Hierarchy | Dependencies

**Project Tasks** Refresh | Add | Find | Remove | Baseline



Step 6

# Adjust Project Phase Duration

Capital Project: 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

General Scope **Schedule** Budget Procurement Contacts Notes & Documents

(Optional): Provide general information concerning the project schedule, project tasks and assumptions.

**Summary** Import From MS Project | Export To MS Project

Plan Start 01/01/2019 25 × Plan End 12/31/2019 25 ×  
 Actual Start 25 × Actual End 25 ×  
 Calculated Start 01/02/2019 Calculated End 08/29/2019  
 \* Time Zone (GMT -6) Central Time (US, Canada) [US/Central] \* Calculate Project From Start

**Project Tasks Gantt**

Zoom to month Show Baseline

Task Name	Planned Start	Planned End	Planned Duration	Total
Phase 0.0 Initial Request	01/02/2019 08:00:00	01/15/2019 17:00:00	1 Week 6 Days 9 Hours	80
Phase 1.0 Feasibility & Pre-Design	01/15/2019 16:59:59	02/25/2019 16:59:59	5 Weeks 5 Days 23 Hours	223.999
Phase 1.1 Feasibility	01/15/2019 16:59:59	01/30/2019 16:59:59	2 Weeks 23 Hours	80
Phase 1.2 Planning/Pre-Design	01/30/2019 16:59:59	02/13/2019 16:59:59	1 Week 6 Days 23 Hours	80
Phase 1.3 Estimate	02/11/2019 16:59:59	02/25/2019 16:59:59	1 Week 6 Days 23 Hours	80
Phase 2.0 Design	02/25/2019 16:59:59	04/08/2019 16:59:58	5 Weeks 6 Days 22 Hours	239.999
Phase 2.1 Schematic Design	02/25/2019 16:59:59	03/11/2019 16:59:59	1 Week 6 Days 22 Hours	80
Phase 2.2 Design Development	03/11/2019 16:59:59	03/25/2019 16:59:59	1 Week 6 Days 23 Hours	80
Phase 2.3 Contract Documents	03/25/2019 16:59:59	04/08/2019 16:59:58	1 Week 6 Days 23 Hours	80
Phase 3.0 Construction Procurement	04/08/2019 16:59:58	05/06/2019 16:59:57	3 Weeks 6 Days 23 Hours	159.999
Phase 3.1 Bid	04/08/2019 16:59:59	04/22/2019 16:59:58	1 Week 6 Days 23 Hours	80
Phase 3.2 Award	04/22/2019 16:59:59	05/06/2019 16:59:57	1 Week 6 Days 23 Hours	80
Phase 4.0 Construction Delivery	05/06/2019 16:59:57	06/18/2019 16:59:55	6 Weeks 23 Hours	239.999

Project Tasks Critical Path Tasks Task Hierarchy Dependencies

**Project Tasks** Refresh | Add | Find | Remove | Baseline



Step 6

# Adjust Project Phase Duration

Capital Project: 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

General Scope **Schedule** Budget Procurement Contacts Notes & Documents

(Optional): Provide general information concerning the project schedule, project tasks and assumptions.

**Summary** Import From MS Project | Export To MS Project

Plan Start 01/01/2019 25 × Plan End 12/31/2019 25 ×  
 Actual Start 25 × Actual End 25 ×  
 Calculated Start 01/02/2019 Calculated End 08/29/2019  
 \* Time Zone (GMT -6) Central Time (US, Canada) [US/Central] \* Calculate Project From Start

**Project Tasks Gantt**

Zoom to month ☐ Show Baseline ☐

Task Name	Planned Start	Planned End	Planned Duration	Total
Phase 0.0 Initial Request	01/02/2019 08:00:00	01/15/2019 17:00:00	1 Week 6 Days 9 Hours	80
Phase 1.0 Feasibility & Pre-Design	01/15/2019 16:59:59	02/25/2019 16:59:59	5 Weeks 5 Days 23 Hours	223.999
Phase 1.1 Feasibility	01/15/2019 16:59:59	01/30/2019 16:59:59	2 Weeks 23 Hours	80
Phase 1.2 Planning/Pre-Design	01/30/2019 16:59:59	02/13/2019 16:59:59	1 Week 6 Days 23 Hours	80
Phase 1.3 Estimate	02/11/2019 16:59:59	02/25/2019 16:59:59	1 Week 6 Days 23 Hours	80
Phase 2.0 Design	02/25/2019 16:59:59	04/08/2019 16:59:58	5 Weeks 6 Days 22 Hours	239.999
Phase 2.1 Schematic Design	02/25/2019 16:59:59	03/11/2019 16:59:59	1 Week 6 Days 22 Hours	80
Phase 2.2 Design Development	03/11/2019 16:59:59	03/25/2019 16:59:59	1 Week 6 Days 23 Hours	80
Phase 2.3 Contract Documents	03/25/2019 16:59:59	04/08/2019 16:59:58	1 Week 6 Days 23 Hours	80
Phase 3.0 Construction Procurement	04/08/2019 16:59:58	05/06/2019 16:59:57	3 Weeks 6 Days 23 Hours	159.999
Phase 3.1 Bid	04/08/2019 16:59:59	04/22/2019 16:59:58	1 Week 6 Days 23 Hours	80
Phase 3.2 Award	04/22/2019 16:59:59	05/06/2019 16:59:57	1 Week 6 Days 23 Hours	80
Phase 4.0 Construction Delivery	05/06/2019 16:59:57	06/18/2019 16:59:55	6 Weeks 23 Hours	239.999

Project Tasks Critical Path Tasks Task Hierarchy Dependencies

**Project Tasks** Refresh Add Find Remove Baseline



Step 6

# Adjust Project Phase Duration

Schedule Task: 1000763-Phase 1.1 Feasibility

General Dependencies Advanced

(Required): Use this tab to enter, review, or change basic information about the task.

**General** Accept | Start Work | Stop Work

ID 18977551 Status Draft

\* Task Name Phase 1.1 Feasibility Assignment Status

Task Reissue Reason

Recurrence Pattern Type Single Occurrence

\* Currency US Dollars

**Contract** Find | Clear

**Responsible Organization** Assign | Auto-Assign | Unassign | Find | Clear

**Responsible Person** Find | Clear

**Baseline**

**Planned**

\* Planned Start 01/15/2019 16:59:59 25 x Planned End 01/30/2019 16:59:59 25 x

Planned Duration 2 Weeks 23 Hours 59 Minutes 59 Seconds

C. Planned Working Days 10 D. Planned Working Hours 0 Total Planned Working Hours (C+D) 80 hours

Planned Cost 5.00 US Dollars Estimated

Constraint Type\*\* As Soon As Possible Constraint Date/Time\*\* 25 x

\*\*These fields are used in conjunction with Gantt scheduling only.

**Actual**

Baseline Activate Save Save & Close More x





Step 6

# Adjust Project Phase Duration

Schedule Task: 1000763-Phase 1.1 Feasibility

General Dependencies Advanced

(Required): Use this tab to enter, review, or change basic information about the task.

**General** Accept | Start Work | Stop Work

ID 18977551 Status Draft

\* Task Name Phase 1.1 Feasibility Assignment Status

Task Reissue Reason

Recurrence Pattern Type Single Occurrence

\* Currency US Dollars

**Contract** Find | Clear

**Responsible Organization** Assign | Auto-Assign | Unassign | Find | Clear

**Responsible Person** Find | Clear

**Baseline**

**Planned**

\* Planned Start 01/15/2019 16:59:59 25 x Planned End 02/13/2019 16:59:59 25 x

Planned Duration 4 Weeks 23 Hours 59 Minutes 59 Seconds

C. Planned Working Days 20 D. Planned Working Hours 0 Total Planned Working Hours (C+D) 160 hours

Planned Cost 5.00 US Dollars Estimated

Constraint Type\*\* As Soon As Possible Constraint Date/Time\*\* 25 x

\*\*These fields are used in conjunction with Gantt scheduling only.

**Actual**

Baseline Activate Save Save & Close More x





Step 6

# Adjust Project Phase Duration

Schedule Task: 1000763-Phase 1.1 Feasibility

General Dependencies Advanced

Baseline Activate Save **Save & Close** More x

(Required): Use this tab to enter, review, or change basic information about the task.

**General** Accept Start Work Stop Work

ID 18977551 Status Draft

\* Task Name Phase 1.1 Feasibility Assignment Status

Task Reissue Reason

Recurrence Pattern Type Single Occurrence

\* Currency US Dollars

**Contract** Find Clear

**Responsible Organization** Assign Auto-Assign Unassign Find Clear

**Responsible Person** Find Clear

**Baseline**

**Planned**

\* Planned Start 01/15/2019 16:59:59 Planned End 02/13/2019 16:59:59

Planned Duration 4 Weeks 23 Hours 59 Minutes 59 Seconds

C. Planned Working Days 20 D. Planned Working Hours 0 Total Planned Working Hours (C+D) 160 hours

Planned Cost 5.00 US Dollars Estimated

Constraint Type\*\* As Soon As Possible Constraint Date/Time\*\*

\*\*These fields are used in conjunction with Gantt scheduling only.

**Actual**

Baseline Activate Save **Save & Close** More x





Step 6

Section 2 | Working with Project Schedules

# Adjust Project Phase Duration

Capital Project: 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

General Scope **Schedule** Budget Procurement Contacts Notes & Documents

(Optional): Provide general information concerning the project schedule, project tasks and assumptions.

**Summary**

Plan Start 01/01/2019 Plan End 12/31/2019  
Actual Start Actual End  
Calculated Start 01/02/2019 **Calculated End 08/29/2019**  
Time Zone (GMT -6) Central Time (US, Canada) [US/Central] Calculate Project From Start

**Project Tasks Gantt**

Task Name	Planned Start	Planned End	Planned Duration	Total
Phase 0.0 Initial Request	01/02/2019 08:00:00	01/15/2019 17:00:00	1 Week 6 Days 9 Hours	80
Phase 1.0 Feasibility & Pre-Design	01/15/2019 16:59:59	02/25/2019 16:59:59	5 Weeks 5 Days 23 Hours	223.999'
Phase 1.1 Feasibility	01/15/2019 16:59:5	02/13/2019 16:59:59	4 Weeks 23 Hours	160
Phase 1.2 Planning/Pre-Design	01/30/2019 16:59:5	02/13/2019 16:59:59	1 Week 6 Days 23 Hours	80
Phase 1.3 Estimate	02/11/2019 16:59:5	02/25/2019 16:59:59	1 Week 6 Days 23 Hours	80
Phase 2.0 Design	02/25/2019 16:59:59	04/08/2019 16:59:58	5 Weeks 6 Days 22 Hours	239.999'
Phase 2.1 Schematic Design	02/25/2019 16:59:5	03/11/2019 16:59:59	1 Week 6 Days 22 Hours	80
Phase 2.2 Design Development	03/11/2019 16:59:5	03/25/2019 16:59:59	1 Week 6 Days 23 Hours	80
Phase 2.3 Contract Documents	03/25/2019 16:59:5	04/08/2019 16:59:58	1 Week 6 Days 23 Hours	80
Phase 3.0 Construction Procurement	04/08/2019 16:59:58	05/06/2019 16:59:57	3 Weeks 6 Days 23 Hours	159.999'
Phase 3.1 Bid	04/08/2019 16:59:5	04/22/2019 16:59:58	1 Week 6 Days 23 Hours	80
Phase 3.2 Award	04/22/2019 16:59:5	05/06/2019 16:59:57	1 Week 6 Days 23 Hours	80
Phase 4.0 Construction Delivery	05/06/2019 16:59:57	06/18/2019 16:59:55	6 Weeks 23 Hours	239.999'

Project Tasks Critical Path Tasks Task Hierarchy Dependencies

Project Tasks Refresh Add Find Remove Baseline



Step 6

# Adjust Project Phase Duration

Capital Project: 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

General Scope **Schedule** Budget Procurement Contacts Notes & Documents

Activate **Save** Save & Close More x

(Optional): Provide general information concerning the project schedule, project tasks and assumptions.

**Summary** Import From MS Project | Export To MS Project

Plan Start 01/01/2019 Plan End 12/31/2019

Actual Start Actual End

Calculated Start 01/02/2019 **Calculated End 09/16/2019**

\* Time Zone (GMT -6) Central Time (US, Canada) [US/Central] \* Calculate Project From Start

**Project Tasks Gantt**

Task Name	Planned Start	Planned End	Planned Duration	Total
Phase 0.0 Initial Request	01/02/2019 08:00:00	01/15/2019 17:00:00	1 Week 6 Days 9 Hours	80
Phase 1.0 Feasibility & Pre-Design	01/16/2019 08:00:00	03/13/2019 16:59:58	8 Weeks 7 Hours	319.999
Phase 1.1 Feasibility	01/16/2019 08:00:00	02/13/2019 17:00:00	4 Weeks 9 Hours	160
Phase 1.2 Planning/Pre-Design	02/13/2019 16:59:5	02/27/2019 16:59:59	1 Week 6 Days 23 Hours	80
Phase 1.3 Estimate	02/27/2019 16:59:5	03/13/2019 16:59:58	1 Week 6 Days 22 Hours	80
Phase 2.0 Design	03/13/2019 16:59:57	04/24/2019 16:59:56	5 Weeks 6 Days 23 Hours	239.999
Phase 2.1 Schematic Design	03/13/2019 16:59:5	03/27/2019 16:59:57	1 Week 6 Days 23 Hours	80
Phase 2.2 Design Development	03/27/2019 16:59:5	04/10/2019 16:59:56	1 Week 6 Days 23 Hours	80
Phase 2.3 Contract Documents	04/10/2019 16:59:5	04/24/2019 16:59:56	1 Week 6 Days 23 Hours	80
Phase 3.0 Construction Procurement	04/24/2019 16:59:56	05/22/2019 16:59:56	3 Weeks 6 Days 23 Hours	159.999
Phase 3.1 Bid	04/24/2019 16:59:5	05/08/2019 16:59:56	1 Week 6 Days 23 Hours	80
Phase 3.2 Award	05/08/2019 16:59:5	05/22/2019 16:59:56	1 Week 6 Days 23 Hours	80
Phase 4.0 Construction Delivery	05/22/2019 16:59:55	07/05/2019 16:59:55	6 Weeks 1 Day 23 Hours	239.999

Project Tasks Critical Path Tasks Task Hierarchy Dependencies

**Project Tasks** Refresh Add Find Remove Baseline

Step 7

# Add a New Project Phase

Capital Project: 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

General Scope **Schedule** Budget Procurement Contacts Notes & Documents

(Optional): Provide general information concerning the project schedule, project tasks and assumptions.

**Summary** Import From MS Project | Export To MS Project

Plan Start 01/01/2019 25 ✕ Plan End 12/31/2019 25 ✕  
 Actual Start 25 ✕ Actual End 25 ✕  
 Calculated Start 01/02/2019 Calculated End 09/16/2019  
 \* Time Zone (GMT -6) Central Time (US, Canada) [US/Central] \* Calculate Project From Start

**Project Tasks Gantt**

Project Tasks Critical Path Tasks Task Hierarchy Dependencies

**Project Tasks** Refresh | **Add** | Find | Remove | Baseline

Export 23 total found Apply Filters Clear Filters Show More Filters

#	Type	ID	Task Name	Planned Start	Planned End	Percent Complete	Actual Cost Status
<input type="checkbox"/>	Q Schedule Task	18977549	Phase 0.0 Initial Request	01/02/2019 08:00:00	01/15/2019 17:00:00	0 percent	\$ .00 Draft
<input type="checkbox"/>	Q Schedule Task	18977550	Phase 1.0 Feasibility & Pre-Design	01/16/2019 08:00:00	03/13/2019 16:59:57	0 percent	\$ .00 Draft
<input type="checkbox"/>	Q Schedule Task	18977551	Phase 1.1 Feasibility	01/16/2019 08:00:00	02/13/2019 17:00:00	0 percent	\$ .00 Draft
<input type="checkbox"/>	Q Schedule Task	18977552	Phase 1.2 Planning/Pre-Design	02/13/2019 16:59:59	02/27/2019 16:59:59	0 percent	\$ .00 Draft
<input type="checkbox"/>	Q Schedule Task	18977553	Phase 1.3 Estimate	02/27/2019 16:59:58	03/13/2019 16:59:58	0 percent	\$ .00 Draft
<input type="checkbox"/>	Q Schedule Task	18977554	Phase 2.0 Design	03/13/2019 16:59:57	04/24/2019 16:59:55	0 percent	\$ .00 Draft
<input type="checkbox"/>	Q Schedule Task	18977555	Phase 2.1 Schematic Design	03/13/2019 16:59:57	03/27/2019 16:59:57	0 percent	\$ .00 Draft
<input type="checkbox"/>	Q Schedule Task	18977556	Phase 2.2 Design Development	03/27/2019 16:59:56	04/10/2019 16:59:56	0 percent	\$ .00 Draft
<input type="checkbox"/>	Q Schedule Task	18977557	Phase 2.3 Contract Documents	04/10/2019 16:59:56	04/24/2019 16:59:56	0 percent	\$ .00 Draft
<input type="checkbox"/>	Q Schedule Task	18977558	Phase 3.0 Construction Procurement	04/24/2019 16:59:56	05/22/2019 16:59:54	0 percent	\$ .00 Draft

**Schedule Assumptions**

Activate Save Save & Close More x





Step 7

# Add a New Project Phase

Schedule Task: Add To Bookmarks | Print | Help

**General** | Dependencies | Advanced Create Draft | Activate | x

(Required): Use this tab to enter, review, or change basic information about the task.

**General** Accept | Start Work | Stop Work

ID

**\* Task Name**  Status

Task Reissue Reason

Assignment Status

Recurrence Pattern Type

**\* Currency**

**\* Contract** Find | Clear

**\* Responsible Organization** Assign | Auto-Assign | Unassign | Find | Clear

**\* Responsible Person** Find | Clear

**\* Baseline**

**Planned**

**\* Planned Start**  Planned End

Planned Duration

**C. Planned Working Days**  **D. Planned Working Hours**  Total Planned Working Hours (C+D)

Planned Cost   Estimated

Constraint Type\*\*  Constraint Date/Time\*\*

\*\*These fields are used in conjunction with Gantt scheduling only.

**\* Actual**

Create Draft | Activate | x



# Step 7

## Add a New Project Phase

Schedule Task: Add To Bookmarks Print Help

**General** Dependencies Advanced Create Draft Activate x

(Required): Use this tab to enter, review, or change basic information about the task.

**General** Accept | Start Work | Stop Work

ID

\* Task Name  **Status**  
**Assignment Status**

Task Reissue Reason

Recurrence Pattern Type

\* Currency

\* **Contract** Find | Clear

\* **Responsible Organization** Assign | Auto-Assign | Unassign | Find | Clear

\* **Responsible Person** Find | Clear

\* **Baseline**

**Planned**

\* Planned Start  25 x **Planned End**  25 x

Planned Duration

C. Planned Working Days  D. Planned Working Hours  **Total Planned Working Hours (C+D)**  hours

Planned Cost  US Dollars **Estimated**

Constraint Type\*\*  **Constraint Date/Time\*\***  x

\*\*These fields are used in conjunction with Gantt scheduling only.

\* **Actual**

Create Draft Activate x



Step 7

# Add a New Project Phase

Schedule Task: Add To Bookmarks Print Help

General **Dependencies** Advanced Create Draft Activate x

(Optional): Use this tab to enter, review, or change dependency information about the selected task. Dependencies are most often set within a Gantt Chart.

**Dependencies** Find Tasks Remove

[Export](#) 1 total found Show: 50

<input type="checkbox"/>	!	Type	Predecessor Task ID	Predecessor Task Name	Planned Duration	Planned Start	Planned End	Dependency Relationship	Lead (-) / Lag (+) Working Days	Lead (-) / Lag (+) Working Hours	Lead (-) / Total Wor
<input type="checkbox"/>		Schedule Task	18977556	Phase 2.2 Design Development	1 Week 6 Days 23 Hours 59 Minutes 59 Seconds	03/27/2019 16:59:58	04/10/2019 16:59:58	Finish-to-Start	0	0	

Create Draft Activate x



Step 7

# Add a New Project Phase

Schedule Task: Add To Bookmarks Print Help

General Dependencies **Advanced** Create Draft Activate x

(Optional): Use this tab to enter, review, or change supplemental task information.

**Details**

Ignore Resource Calendar

Task Priority  Priority Rating

Constraint Type  Constraint Date/Time  **Find** Clear

**Rollup To Task**

ID 18977554

**Task Name** Phase 2.0 Design

**Linked Projects** Find Remove

[Export](#) 1 total found Show: 10

<input type="checkbox"/> Project Type	Project Name	Project ID	Status
<input type="checkbox"/> Capital Project	Abbott Hall Second Floor MFA Teaching Studio Buildout 2018	1001090	Revision In Progress

Create Draft Activate x



Step 7

# Add a New Project Phase

Schedule Task: Add To Bookmarks Print Help

General Dependencies **Advanced** Create Draft **Activate** x

(Optional): Use this tab to enter, review, or change supplemental task information.

**Details**

Ignore Resource Calendar

Task Priority  Priority Rating

Constraint Type  Constraint Date/Time

**Rollup To Task** Find | Clear

ID 18977554

Task Name Phase 2.0 Design

**Linked Projects** Find | Remove

[Export](#) 1 total found Show: 10

<input type="checkbox"/>	Project Type	Project Name	Project ID	Status
<input type="checkbox"/>	Capital Project	Abbott Hall Second Floor MFA Teaching Studio Buildout 2018	1001090	Revision In Progress

Create Draft **Activate** x



Step 7

# Add a New Project Phase

Capital Project: 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

General Scope **Schedule** Budget Procurement Contacts Notes & Documents

(Optional): Provide general information concerning the project schedule, project tasks and assumptions.

**Summary** Import From MS Project | Export To MS Project

Plan Start 01/01/2019 25 × Plan End 12/31/2019 25 ×  
 Actual Start 25 × Actual End 25 ×  
 Calculated Start 01/02/2019 Calculated End 09/16/2019  
 \* Time Zone (GMT -6) Central Time (US, Canada) [US/Central] \* Calculate Project From Start

**Project Tasks Gantt**

Zoom to month Show Baseline

Task Name	Planned Start	Planned End	Planned Duration	Total
Phase 0.0 Initial Request	01/02/2019 08:00:00	01/15/2019 17:00:00	1 Week 6 Days 9 Hours	80
Phase 1.0 Feasibility & Pre-Design	01/16/2019 08:00:00	03/13/2019 16:59:58	8 Weeks 7 Hours	319.999
Phase 1.1 Feasibility	01/16/2019 08:00:00	02/13/2019 17:00:00	4 Weeks 9 Hours	160
Phase 1.2 Planning/Pre-Design	02/13/2019 16:59:55	02/27/2019 16:59:59	1 Week 6 Days 23 Hours	80
Phase 1.3 Estimate	02/27/2019 16:59:55	03/13/2019 16:59:58	1 Week 6 Days 22 Hours	80
Phase 2.0 Design	03/13/2019 16:59:57	04/24/2019 16:59:56	5 Weeks 6 Days 23 Hours	239.999
Phase 2.1 Schematic Design	03/13/2019 16:59:55	03/27/2019 16:59:57	1 Week 6 Days 23 Hours	80
Phase 2.2 Design Development	03/27/2019 16:59:55	04/10/2019 16:59:56	1 Week 6 Days 23 Hours	80
Phase 2.3 Contract Documents	04/10/2019 16:59:55	04/24/2019 16:59:56	1 Week 6 Days 23 Hours	80
Phase 3.0 Construction Procurement	04/24/2019 16:59:56	05/22/2019 16:59:56	3 Weeks 6 Days 23 Hours	159.999
Phase 3.1 Bid	04/24/2019 16:59:55	05/08/2019 16:59:56	1 Week 6 Days 23 Hours	80
Phase 3.2 Award	05/08/2019 16:59:55	05/22/2019 16:59:56	1 Week 6 Days 23 Hours	80
Phase 4.0 Construction Delivery	05/22/2019 16:59:55	07/05/2019 16:59:55	6 Weeks 1 Day 23 Hours	239.999

Project Tasks Critical Path Tasks Task Hierarchy Dependencies

**Project Tasks** Refresh Add Find Remove Baseline



# Step 7

## Add a New Project Phase

Capital Project: 1001090-Abbott Hall Second Floor MFA Teaching Studio Buildout 2018

General Scope **Schedule** Budget Procurement Contacts Notes & Documents

Activate **Save** Save & Close More x

(Optional): Provide general information concerning the project schedule, project tasks and assumptions.

**Summary** Import From MS Project | Export To MS Project

Plan Start 01/01/2019 Plan End 12/31/2019  
 Actual Start Actual End  
 Calculated Start 01/02/2019 Calculated End 09/25/2019  
 Time Zone (GMT -6) Central Time (US, Canada) [US/Central] Calculate Project From Start

**Project Tasks Gantt**

Task Name	Planned Start	Planned End	Planned Duration
Phase 0.0 Initial Request	01/02/2019 08:00:00	01/15/2019 17:00:00	1 Week 6 Days 9 Hours
Phase 1.0 Feasibility & Pre-Design	01/16/2019 08:00:00	03/13/2019 16:59:59	1 Month 3 Weeks 4 Days
Phase 1.1 Feasibility	01/16/2019 08:00:00	02/13/2019 17:00:00	4 Weeks 9 Hours
Phase 1.2 Planning/Pre-Design	02/14/2019 08:00:00	02/27/2019 17:00:00	1 Week 6 Days 9 Hours
Phase 1.3 Estimate	02/27/2019 16:59:59	03/13/2019 16:59:59	1 Week 6 Days 22 Hours
Phase 2.0 Design	03/13/2019 16:59:59	04/30/2019 16:59:57	1 Month 2 Weeks 2 Days
Phase 2.1 Schematic Design	03/13/2019 16:59:59	03/27/2019 16:59:59	1 Week 6 Days 23 Hours
Phase 2.2 Design Development	03/27/2019 16:59:59	04/10/2019 16:59:58	1 Week 6 Days 23 Hours
<b>Phase 2.21 Customer Review and Approval</b>	<b>04/10/2019 16:59:59</b>	<b>04/19/2019 16:59:57</b>	<b>1 Week 1 Day 23 Hours</b>
Phase 2.3 Contract Documents	04/19/2019 16:59:59	04/30/2019 16:59:57	1 Week 3 Days 23 Hours
Phase 3.0 Construction Procurement	05/03/2019 16:59:56	<b>06/03/2019 16:59:56</b>	4 Weeks 2 Days 23 Hours
Phase 3.1 Bid	05/03/2019 16:59:59	05/17/2019 16:59:56	1 Week 6 Days 23 Hours
Phase 3.2 Award	05/17/2019 16:59:59	06/03/2019 16:59:56	2 Weeks 2 Days 23 Hours

Project Tasks Critical Path Tasks Task Hierarchy Dependencies

Project Tasks Refresh Add Find Remove Baseline



# Working with Schedules

## Exercise

Now that we have seen the process of **Working with Schedules**, let's practice together in Facilities Connect.

Open your laptop and enter the following address in your browser:

<https://northwestern-qa.tririga.com>



# Conclusion

## Wrap Up

This concludes Course 3: Updating and Managing Projects in Facilities Connect

**Thank you for your participation!**

The next course in the Facilities Connect – Project Management series is:

**Course 4: Financial Management in Facilities Connect**



# Conclusion

## Upcoming Courses + Support Calendar

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
DECEMBER 2018	1					<div data-bbox="2051 428 2446 578"> <p><b>3</b></p> <p>Updating and Managing a Project in Facilities Connect</p> <p>10-11:30am (Norris – 208 Armadillo)</p> </div> <div data-bbox="2063 606 2433 742"> <p><b>Open Lab</b></p> <p>2-4pm (EV – 2020 Ridge)</p> </div>
	2	<div data-bbox="293 835 675 963"> <p><b>Open Lab</b></p> <p>9-11am (EV – 2020 Ridge)</p> </div> <div data-bbox="280 985 675 1128"> <p><b>3</b></p> <p>Updating and Managing a Project in Facilities Connect</p> <p>2-3:30pm (Norris – 208 Armadillo)</p> </div>	<div data-bbox="726 821 1121 963"> <p><b>4</b></p> <p>Project Financial Management in Facilities Connect</p> <p>10-11:30am (Norris – 208 Armadillo)</p> </div> <div data-bbox="738 999 1121 1128"> <p><b>Open Lab</b></p> <p>2-4pm (EV – 2020 Ridge)</p> </div>	<div data-bbox="1172 835 1567 963"> <p><b>Open Lab</b></p> <p>9-11am (EV – 2020 Ridge)</p> </div> <div data-bbox="1159 985 1554 1128"> <p><b>4</b></p> <p>Project Financial Management in Facilities Connect</p> <p>2-3:30pm (Norris – 208 Armadillo)</p> </div>	<div data-bbox="1617 835 2012 963"> <p><b>Open Lab</b></p> <p>9-11am (EV – 2020 Ridge)</p> </div>	<div data-bbox="2063 999 2446 1128"> <p><b>Open Lab</b></p> <p>2-4pm (EV – 2020 Ridge)</p> </div>
	3	<div data-bbox="293 1206 675 1335"> <p><b>Open Lab</b></p> <p>2-4pm (EV – 2020 Ridge)</p> </div>	<div data-bbox="738 1206 1121 1335"> <p><b>Open Lab</b></p> <p>2-4pm (EV – 2020 Ridge)</p> </div>	<div data-bbox="1184 1206 1567 1335"> <p><b>Open Lab</b></p> <p>2-4pm (EV – 2020 Ridge)</p> </div>	<div data-bbox="1617 1206 2000 1335"> <p><b>Open Lab</b></p> <p>2-4pm (EV – 2020 Ridge)</p> </div>	



# Conclusion

## Feedback and Questions

### FEEDBACK / Q&A

**We would like to hear your feedback on today's course and your questions regarding Facilities Connect**

Your input will help guide our ongoing Facilities Connect training and support efforts

Please send your feedback and questions to [FPMFeedback@northwestern.edu](mailto:FPMFeedback@northwestern.edu)