

Information Management Systems

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Masters of Science Project Management Capstone

PMGT 690

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Examples of distribution formats derived from an information management system; Microsoft Project 2013.

PROJECT OVERVIEW

MON 2/15/16 - TUE 4/19/16



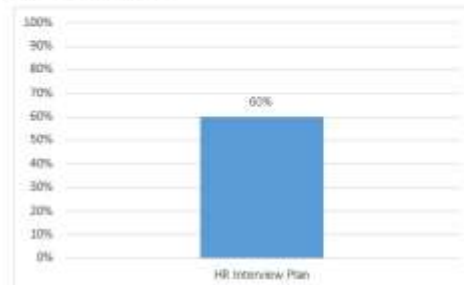
MILESTONES DUE

Milestones that are coming soon.

Name	Finish
Interview phase complete	Tue 3/29/16
Begin candidate selection phase	Tue 3/29/16
Candidate selection phase complete	Thu 4/7/16
Begin hiring phase	Thu 4/7/16
Hiring phase complete	Tue 4/19/16
Interview Process Complete	Tue 4/19/16

% COMPLETE

Status for all top-level tasks. To see the status for subtasks, click on the chart and update the outline level in the field list.



LATE TASKS

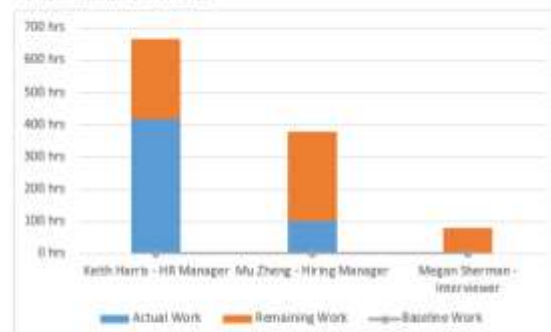
Tasks that are past due.

Name	Start	Finish	Duration	% Complete	Resource Name
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RESOURCE OVERVIEW

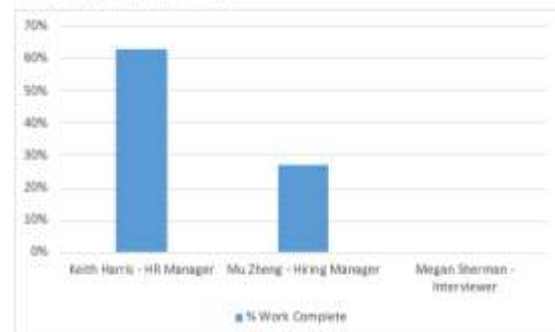
RESOURCE STATUS

Work status for all work resources.



WORK STATUS

% work done by all the work resources.



RESOURCE STATUS

Remaining work for all work resources.

Name	Start	Finish	Remaining Work
Keith Harris - HR Manager	Tue 2/16/16	Tue 4/19/16	240 hrs
Mu Zheng - Hiring Manager	Mon 2/15/16	Tue 4/19/16	276 hrs
Megan Sherman - Interviewer	Fri 3/18/16	Mon 4/4/16	80 hrs

CRITICAL TASKS



■ Status: Future Task

CRITICAL TASKS

A task is critical if there is no room in the schedule for it to slip.

[Learn more about managing your project's critical path.](#)

Name	Start	Finish	% Complete	Remaining Work	Resource Names
Read the note for an explanation of the purpose of this template	Mon 6/6/16	Mon 6/6/16	0%	0 hrs	
Claim is registered or customer notifies us of potential claim	Mon 6/6/16	Mon 6/6/16	0%	4 hrs	Customer, Chris Cannon
Case identifier assigned	Mon 6/6/16	Mon 6/6/16	0%	0 hrs	
Claim information is taken	Mon 6/6/16	Mon 6/6/16	0%	4 hrs	Customer, Chris Cannon
Claimant is directed to estimator	Mon 6/6/16	Mon 6/6/16	0%	1 hr	Customer, Chris Cannon
Adjuster is assigned	Mon 6/6/16	Tue 6/7/16	0%	8 hrs	Mark Hassall
Adjuster checks "unrepaired damage" history	Tue 6/7/16	Tue 6/7/16	0%	1 hr	Mark Hassall
Customer delivers auto to estimator	Tue 6/7/16	Thu 6/9/16	0%	16 hrs	Customer
Estimator reviews damage	Thu 6/9/16	Thu 6/9/16	0%	2 hrs	Mary Baker
Estimate reviewed/approved by adjuster	Thu 6/9/16	Fri 6/10/16	0%	0 hrs	
Adjuster suggests possible repair locations	Fri 6/10/16	Fri 6/10/16	0%	0.5 hrs	Mark Hassall
Claim information and estimate is registered with "unrepaired damage" group	Fri 6/10/16	Fri 6/10/16	0%	1 hr	Mark Hassall
Repairer notifies adjuster	Fri 6/10/16	Mon 6/13/16	0%	8 hrs	Chris Gray
Adjuster determines if new estimate exceeds deductible	Mon 6/13/16	Mon 6/13/16	0%	4 hrs	Mark Hassall
Repairs performed	Mon 6/13/16	Mon 6/27/16	0%	80 hrs	Chris Gray
Customer billed for (and pays) any remainder on the deductible	Mon 6/27/16	Mon 6/27/16	0%	1 hr	Chris Gray, Customer
Receive repair invoice (from repairer)	Thu 6/30/16	Thu 6/30/16	0%	0 hrs	Mark Hassall
Adjuster approves payment to the repairer	Thu 6/30/16	Fri 7/1/16	0%	8 hrs	Mark Hassall

References

Reports (2013) [Microsoft Project]. Redmond, WA: Microsoft