

Project Management Information System

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Example of a project analysis tool form Microsoft Project 2013.

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

Critical Task Analysis (2013) [Microsoft Project]. Redmond, WA: Microsoft