MS-project training for Epicflow users

The basics, part 2

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Agenda second session

- Discuss training exercise
- Discuss homework
- Do’s and don’ts with MS-project
- Epicflow overview
- Roles and responsibilities

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Discuss training exercise

- Open Pipeline wiki [Pipeline overall overview]

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Manage milestones

- Preparation phase has a high risk; make green (max 40% buffer)
- Building phases are less risky, make yellow (max 20% buffer).
- Last phase (the rework part), is very uncertain, make blue (> 40% buffer) .

*Red means that the milestone is unfeasible. The critical path does not fit in the time given.
**The black area means that this is an impossible setting.
*** in this exercise we ignore the load.

Wiki: Manage Milestones

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Manage critical path

- If the time between two MS is too long, analyse critical path by clicking on the range.
- Click on the most critical bar to analyse which tasks are causing the issue.
- You can fix this by:
  - Analysing the task estimations
  - Adjusting the project network (do more things parallel, maybe by splitting tasks)
  - Adding more resources
  - Starting earlier or finishing later within the scope of the project Due date

Wiki: Critical Path

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Manage Load

After your milestones are set at viable positions for the individual projects:

- Find the constraining resource
- Check the impact of project on the constraint (+/- sign after project name)
- If impacting the constraint; Move projects into the future by moving all MS together. wiki: moving multiple milestones

Question: Why not extend the preparation phase of all projects so they can all start in parallel?

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The do’s and don’ts

when using MSP with Epicflow

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Relation MS Project & Epicflow

- Epicflow uses MS Project as a source systeem.
- Epicflow needs only 5% of MS Project functionality.
- Some functionality of MS Project is jeopardising for Epicflow (see don’ts)

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Difference Gantt with Epicflow

- Gantt planning is based on start & end date of a task. Very inefficient way in an uncertain multi project environment.
- Epicflow is based on the network with tasks and milestones. Start & end of tasks are not relevant.

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Resource load

Method Gantt or Excel, very deterministic

Method Flow, based on expectation

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Do’s

- Make always a closed network of tasks and milestones.
- End the network always with IDD (flag 11)
- Units 50% -> means 1 person. Units 110% -> means 2 persons.
- Only select resource from the resource pool
- Put every task and milestone in a summary.

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Do’s (2)

- Always use FS relations without a lag.
- Use UCLT for a waiting time. It will countdown automatically is all predecessors are finished.

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Do’s (3)

- Finish Tasks in Epicflow. Remaining hours to 0 (100% completed)
- Stop Tasks (remaining work in MS Project file to 0)
- Delete Task is allowed in MS Project. Be aware of consequences for network
- Add Tasks is allowed in MS Project. Be aware of consequences for network

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Do’s (4)

- Project is finished when all tasks are finished (remaining work is 0).
- Project on hold. Decide to delete or postpone. Move to “Inactive project area”

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Don’ts (2)

- Epicflow does not use start and finish of tasks. And because of that don’t use artefacts from Gantt planning:
  - No SS, FF or SF relations
  - No Lags. Use UCLT
  - No deadlines on tasks
- Epicflow will ignore this all.

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From Complicated

To simple and manageable

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MS-project Config

Show project summary task on line 0

Switch off schedule update settings

Change default file save location

Set default task type to fixed work

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Create FLOW

Not overhead!

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Epicflow overview

- Tasklist
  - Available columns
  - Task priorities
  - Task stages
  - Updating tasks ->Including mobile app
- Graphs
  - Future load graph
  - Historical
- Budgets
  - Burn-up graph
  - Dashboard

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Roles & responsibilities

- See powerpoint

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