

TOPIC A

View Built-in Reports

One of the most useful tools for sharing project information is a report. Fortunately, Project provides a variety of built-in reports that are ready for you to use without much effort. In this topic, you will look at the various reports that Project prepares for you automatically.

Dashboard Reports

Dashboards are eye-catching, dynamic reports that show important project indicators.

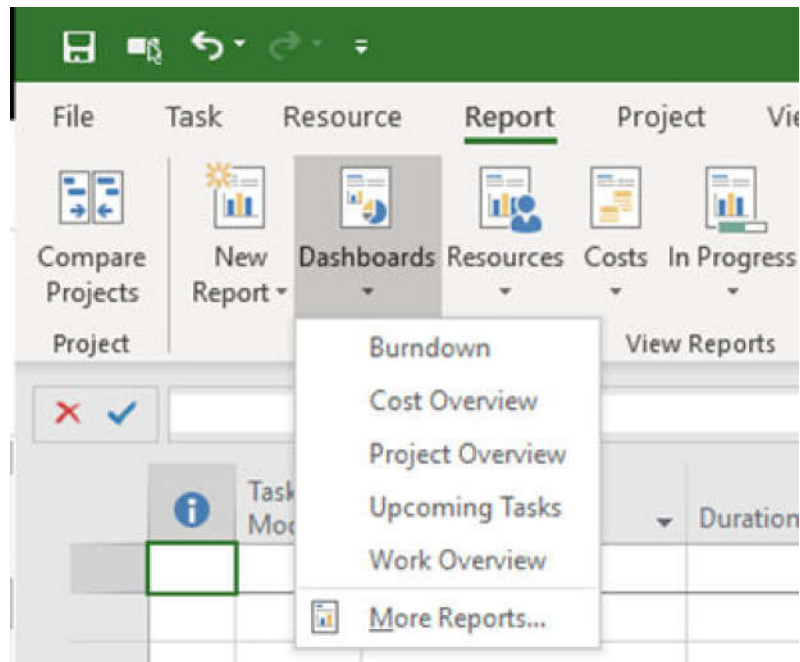


Figure 3-1: Dashboard reports are available from the Report tab.

Types of Dashboard Reports

There are five Dashboard reports.

Report	Description	Use
Burndown	Shows two side-by-side line charts. The Work Burndown chart depicts how much work you have completed and how much you have left. If the remaining cumulative work line is steeper, then the project may be late. The Task Burndown chart depicts how many tasks you have completed and how many you have left. If the remaining tasks line is steeper, then your project may be late.	To see if your project is ahead of schedule, on time, or late.

Report	Description	Use
Cost Overview	Shows three charts and tables depicting the status of project costs. The Progress Versus Cost chart shows progress made versus the cost spent over time. If the % Complete line is below the cumulative cost line, your project may be over budget. The Cost Status table shows the cost status for top-level tasks. The Cost Status chart also shows the cost status for top-level tasks graphically.	To see if your project is under budget, on budget, or over budget.
Project Overview	Shows three charts and tables depicting the status of project tasks. The % Complete chart shows the status for all top-level tasks. The Milestone Due table shows milestones that are coming soon. The Late Tasks table shows tasks that are past due.	To see how much of your project is complete.
Upcoming Tasks	Shows two charts and tables depicting tasks with start or finish dates within the next week. The Tasks Starting Soon table shows the status of tasks starting in the next 7 days. The Remaining Tasks chart shows the status of tasks that are due in the next 7 days.	To see how much of your project remains to be done.
Work Overview	Shows four charts depicting work and resource data. The Work Burndown chart was described previously. The Work Stats chart shows work stats for all top-level tasks. The Resource Stats chart shows work stats for all your resources. The Remaining Availability chart shows the remaining availability for all work resources.	To see how much work has been completed and how much work remains to be done.

Resource Reports

Resource reports show important resource information about your project.

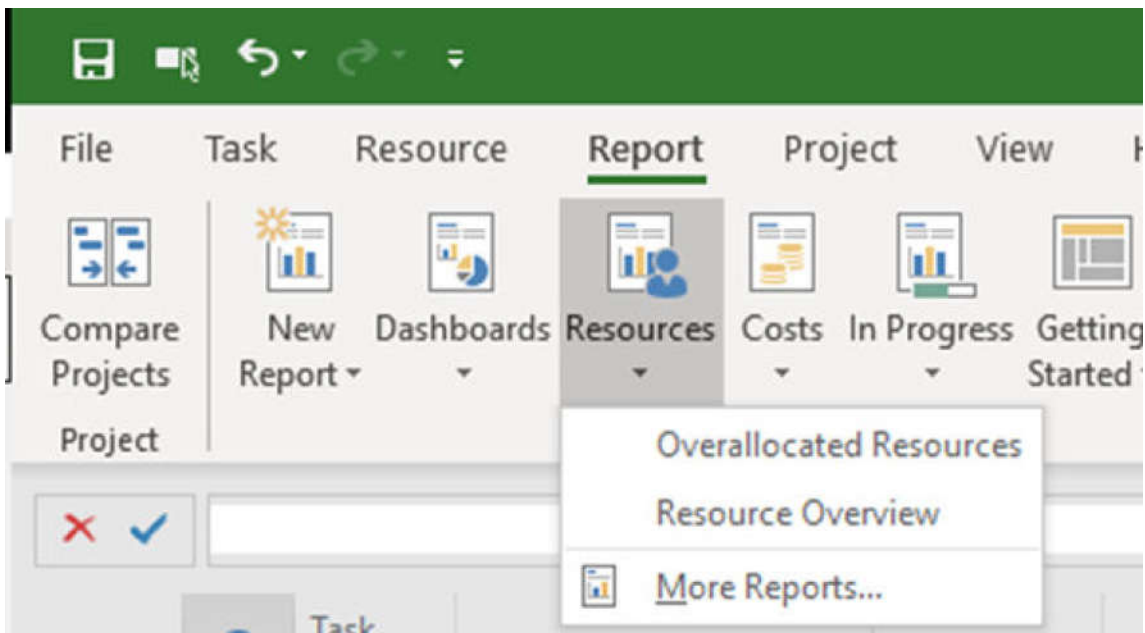


Figure 3–2: Resource reports are available from the Report tab.

Types of Resource Reports

There are two resource reports.

Report	Description	Use
Overallocated Resources	Shows two charts depicting information about overallocated resources. The Work Status chart shows the actual and remaining work for overallocated resources. The Overallocation chart shows surplus work assigned to overallocated resources.	To see which resources are assigned more work than they can accomplish.
Resource Overview	Shows three charts and tables depicting information about project resources. The Resource Stats chart shows the work status for all work resources. The Work Status chart shows the percent of work done by all the work resources. The Resource Status table shows the remaining work for all work resources.	To see the status of all your project resources.

Cost Reports

Cost reports show important cost information about your project.

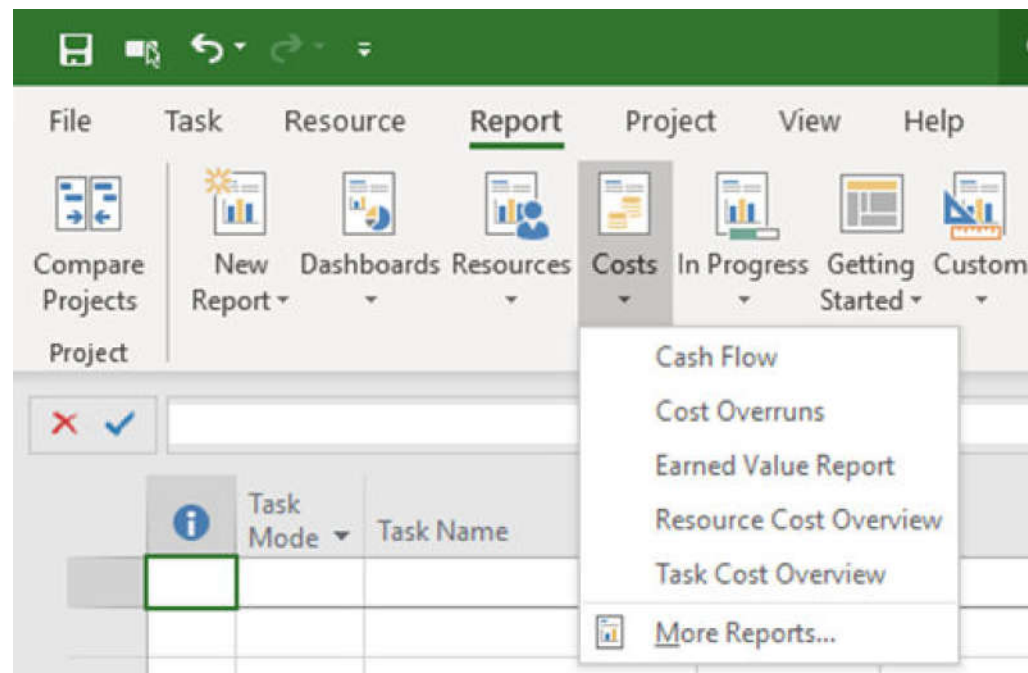


Figure 3-3: Cost reports are available from the Report tab.

Types of Cost Reports

There are five Cost reports.

Report	Description	Use
Cash Flow	Shows two charts and tables depicting project costs. The chart shows the project's cumulative cost and the cost per quarter. The table shows cost information for all top-level tasks.	To see how much money you've spent on the project.

Report	Description	Use
Cost Overruns	Shows four charts and tables depicting project overspending on tasks and resources. The Task Cost Variance chart and table show cost variance for all top-level tasks in the project. The Resource Cost Variance chart and table show cost variance for all work resources in the project.	To see which tasks and resources are over budget.
Earned Value Report	Shows a chart depicting earned value compared to the budgeted cost of work scheduled (BCWS) and the actual cost of work performed (ACWP).	To see if the project is behind schedule or over budget.
Resource Cost Overview	Shows two charts and a table depicting resource costs. The Cost Status chart shows the cost status for work resources. The Cost Distribution chart shows how costs are spread out amongst different resource types. The Cost Details table shows cost information for all work resources in the project.	To see the cost status of project resources.
Task Cost Overview	Similar to the Resource Cost Overview report, but it shows task information rather than resource information.	To see the cost status of project tasks.

 **Note:** To learn more about analyzing earned value, check out the Spotlight on **Analyzing Earned Value** presentation from the **Spotlight** tile on the CHOICE Course screen.

In Progress Reports

In Progress reports show how your active tasks and pending milestones are performing.

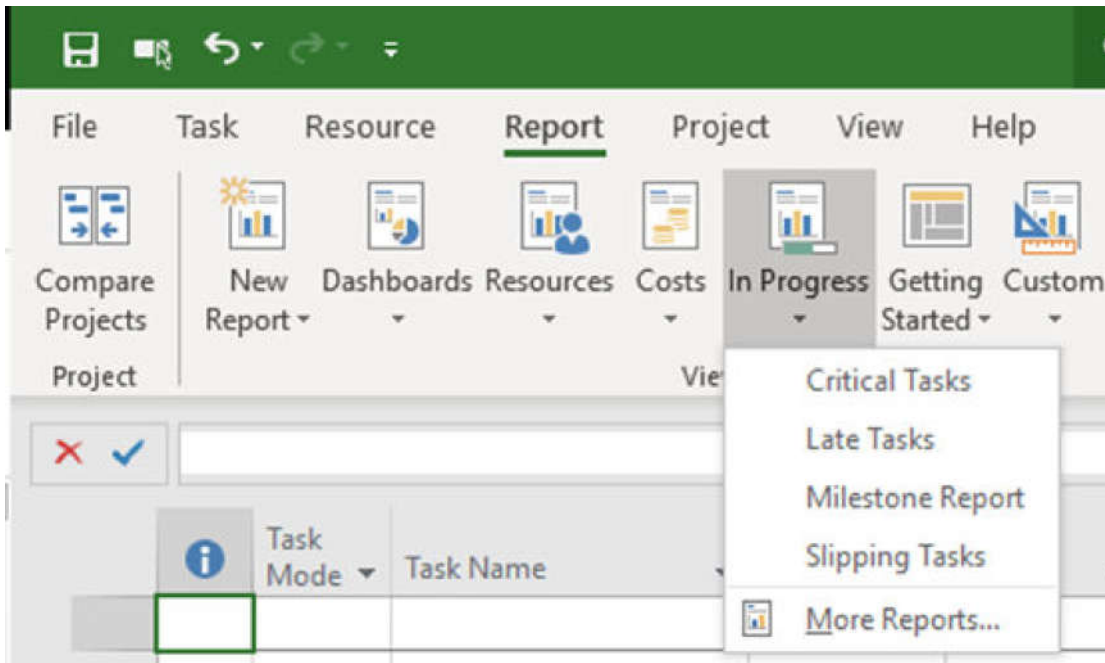


Figure 3-4: In Progress reports are available from the Report tab.

Types of In Progress Reports

There are four In Progress reports.

Report	Description	Use
Critical Tasks	Shows a pie chart and table of all tasks on the critical path. Tasks on the critical path have no room for schedule slippage.	To see the status of all tasks on the critical path.
Late Tasks	Shows a pie chart and table of all tasks that are behind schedule.	To see which tasks are behind schedule.
Milestone Report	Shows three charts and tables about project milestones. The Late Milestone table shows milestones that are past due. The Milestones Up Next table shows milestones that are due in the next 30 days. The Completed Milestones table shows milestones that are 100% complete.	To see the status of all milestones.
Slipping Tasks	Shows a line chart and table of all tasks that are behind schedule.	To see tasks that have been or will be completed later than planned.



Note: To learn more about managing the critical path, check out the Spotlight on **Managing the Critical Path** presentation from the **Spotlight** tile on the CHOICE Course screen.

Getting Started Reports

Getting Started reports contain several reports that show the status of the project and links to tutorials on how to create different reports.

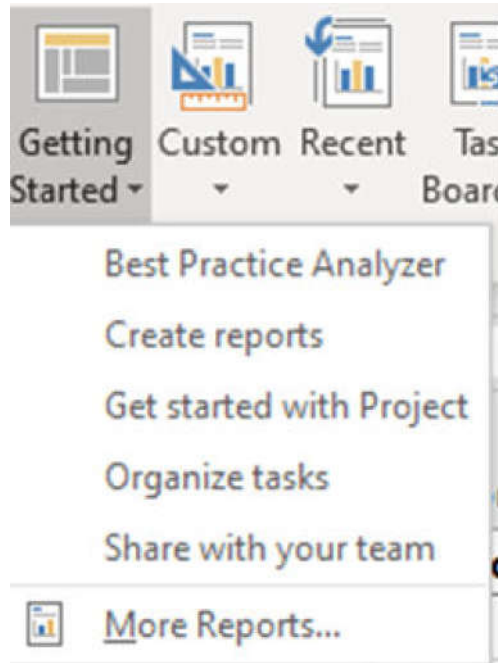


Figure 3-5: Getting Started reports are available from the Report tab.

Types of Getting Started Reports

There are five getting started reports.

Report	Description	Use
Best Practice Analyzer	Shows two charts and two tables for the project, depicting: <ul style="list-style-type: none"> • Tasks with no actual work • Unassigned work • Tasks with duration less than eight hours • Summary tasks with assigned resources 	To see tasks that do not adhere to project management best practices.
Create Reports	Shows two charts for the project depicting Task Burndown and Work Status , and links to tutorials on how to create these charts.	To see how many tasks are completed and how many are left, and actual and remaining work for each team member.
Get Started with Project	Shows examples and links to tutorials on how to use the Organize Tasks , Create Reports , and Share with Your Team reports.	To learn how to make several types of reports.
Organize Tasks	Shows two tables and a chart, and links to tutorials on how to get organized and save time.	To learn how to add task details, measure progress, and manage dependencies.
Share with Your Team	Shows an example of a task list in Project and the same task list in SharePoint®.	To see an example of a task list in Project and in SharePoint.

Task Boards Reports

Task Boards reports show important information tasks and work. These reports are available only to Project Online subscribers.

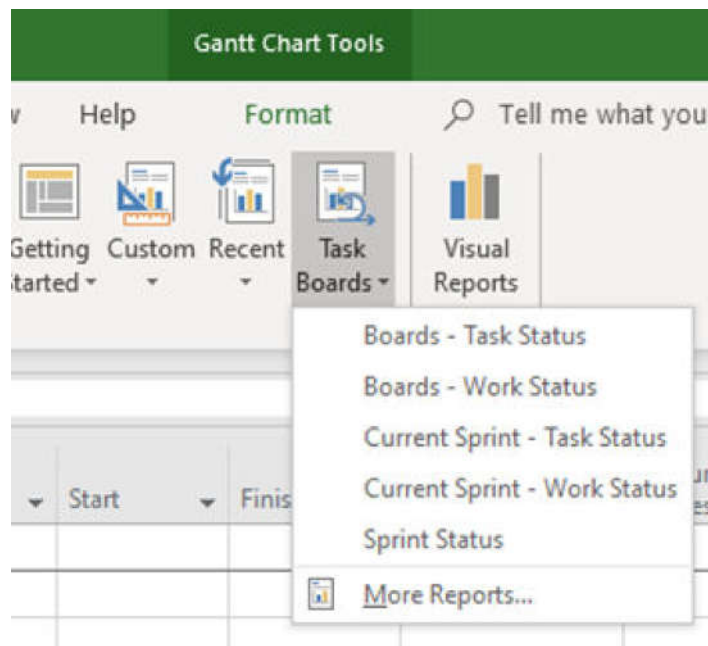


Figure 3–6: Task Boards reports are available from the Report tab.



Note: The Task Boards reports are available only to Project Online subscribers.

Types of Task Boards Reports

There are five Task Boards reports.

<i>Report</i>	<i>Description</i>	<i>Use</i>
Boards - Task Status	Shows three charts and a table of tasks in various stages of completion. The primary focus is on incomplete tasks.	To see the status of tasks in the project workflow.
Boards - Work Status	Similar to the Boards - Task Status report, but with respect to work.	To see the status of work in the project workflow.
Current Sprint - Task Status	Shows three charts and a table of tasks in the current sprint in various stages of completion. The primary focus is on incomplete tasks.	To see how many tasks in the current sprint have been completed.
Current Sprint - Work Status	Similar to the Current Sprint - Task Status report, but with respect to work.	To see how much work in the current sprint has been completed.

<i>Report</i>	<i>Description</i>	<i>Use</i>
Sprint Status	Shows two charts depicting tasks per sprint and work per sprint.	To see the distribution of the number of tasks and amount of work in each sprint.



Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to View Built-in Reports.

ACTIVITY 3–1

Viewing Built-in Reports

Data File

C:\091099Data\Reporting on Project Progress\HR Manual Reports.mpp

Before You Begin

Microsoft Project is installed on your computer.

Scenario

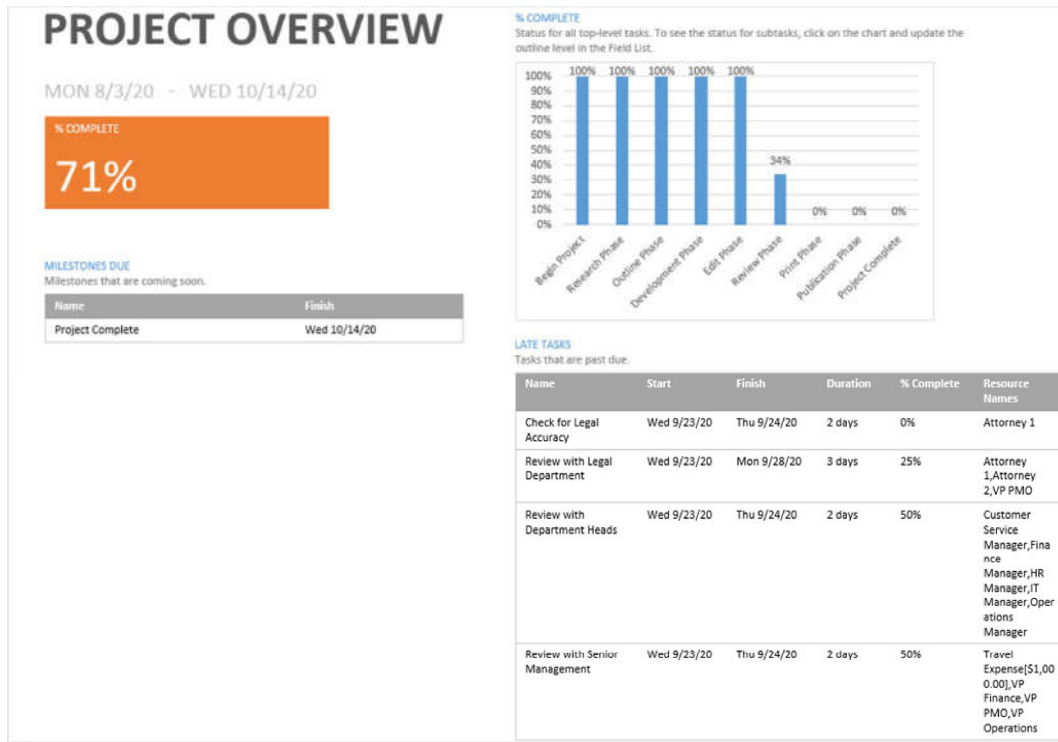
The Human Resources Department manager has asked for an overview of the project's status, resources, and what is needed to complete the project. You prepare a variety of existing reports to gather this information.

1. Open the **HR Manual Reports.mpp** project plan file.
 - a) Select **File→Open**, then select **Browse**.
 - b) Navigate to the **C:\091099Data\Reporting on Project Progress** folder containing your class files.
 - c) Select **HR Manual Reports.mpp** and select **Open**.

2. Generate a Dashboard report.
 - a) Select the **Report** tab.

b) Select **Dashboards**→**Project Overview**.

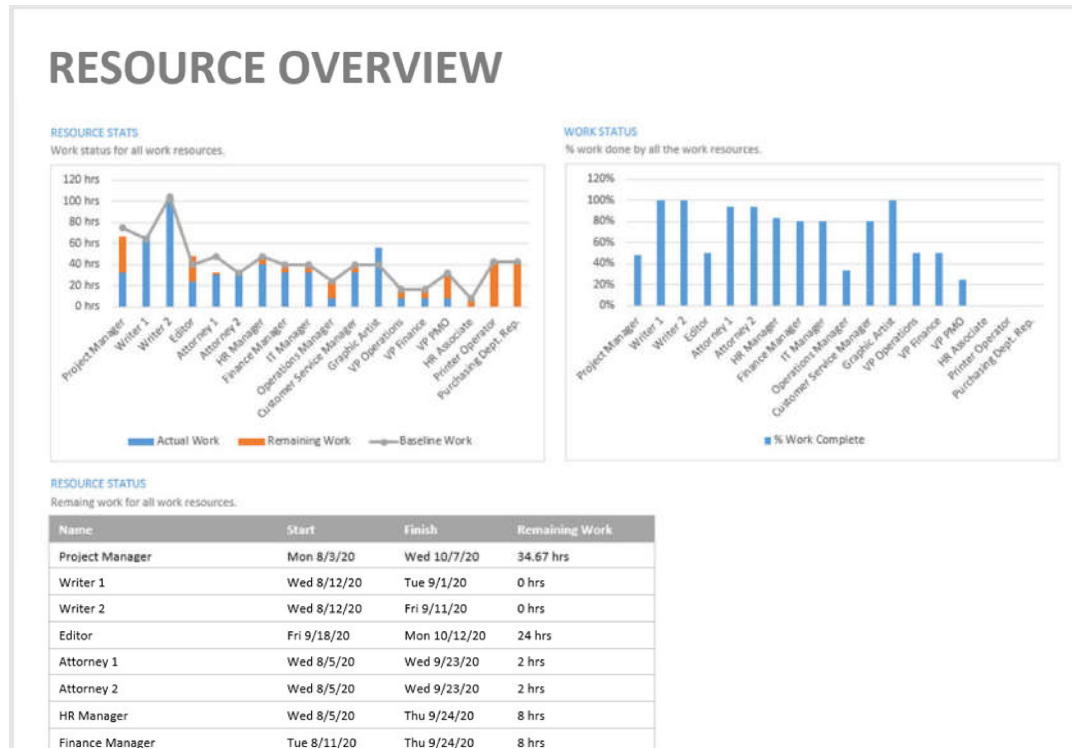
Notice the project completion percentage. Notice which top-level tasks are complete, in progress, and not yet started.



3. Generate a resources report.

a) If necessary, select the **Report** tab on the ribbon again.

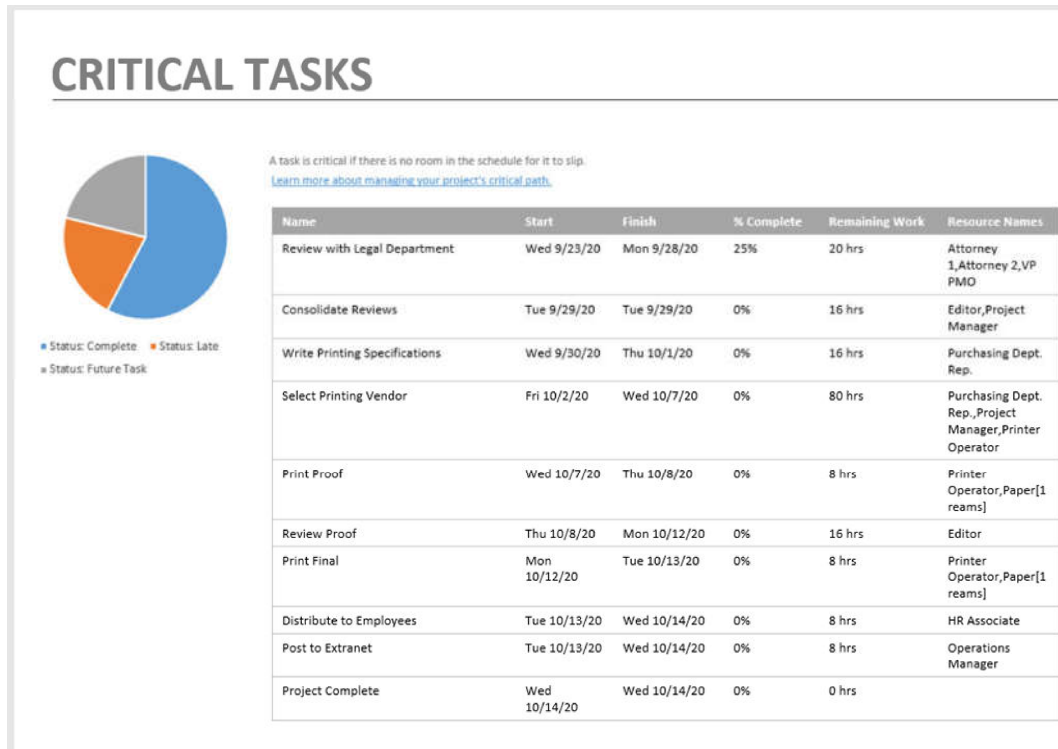
- b) Select **Resources**→**Resource Overview**.
Notice which resources have remaining work.



4. Generate a progress report.

- a) If necessary, select the **Report** tab on the ribbon again.

- b) Select **In Progress**→**Critical Tasks**.
Notice the list of tasks on the critical path that are not complete.



5. Prepare to print the report.

- Select **File**→**Print**.
- Select **Page Setup**.
- Select **Scaling**→**Fit to 1 pages wide by 1 tall**.
- Select **OK**.



Note: At this point, you would select the printer you want to use, and then select **Print**, but do not print the report in class.

6. Save your changes as *My HR Manual Reports.mpp*

- Select **Save As**, then select **Browse**.
- Navigate to **C:\091099Data\Reporting on Project Progress**.
- In the **File name** field, enter *My HR Manual Reports* and then select **Save**. Leave the file open.