

CWDS SM Procedure 103 - Schedule Look Ahead Report

Audience: Service Managers, Scrum Masters, Project Scheduler
Frequency: After the Project Master Schedule is updated and posted to SharePoint, usually the Friday of the Status Week.
Created: 06/08/2016
Last Updated: 07/13/2016

After reading this, an intermediate level user of MS Project will be able to produce the Look Ahead Report. This report is a custom MS Project *view* that prompts the operator for a date range depending on the time horizon under consideration. The report then groups tasks and milestones by Team, under the appropriate Group. Training may be necessary prior to running this report for the first time.

The Schedule Look Ahead Report is created as part of the bi-weekly schedule update cycle, which is described in the [Schedule Master Plan](#)

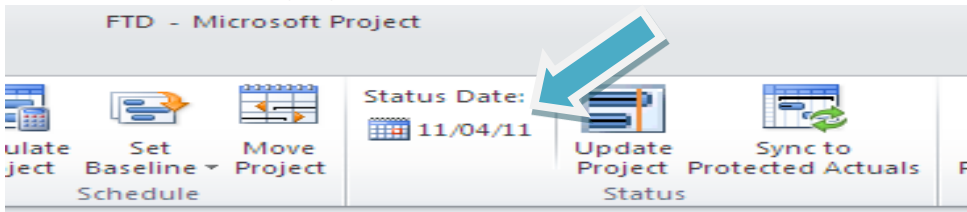
Prerequisites:

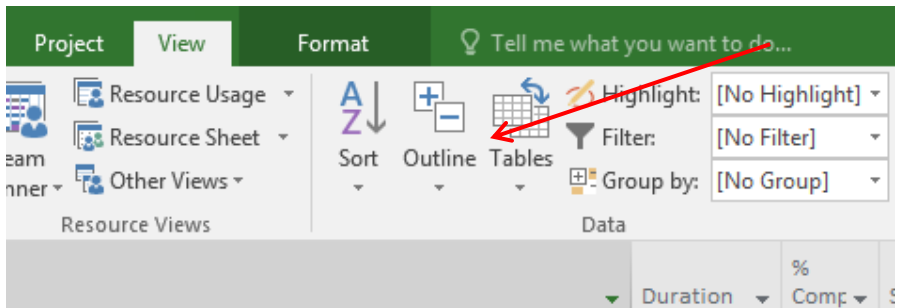
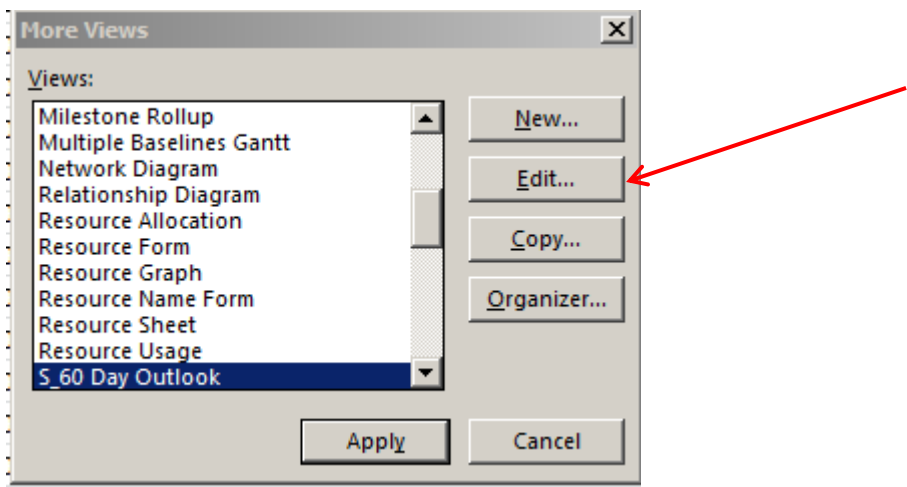
- MS Project Professional
- Intermediate level MS Project skills

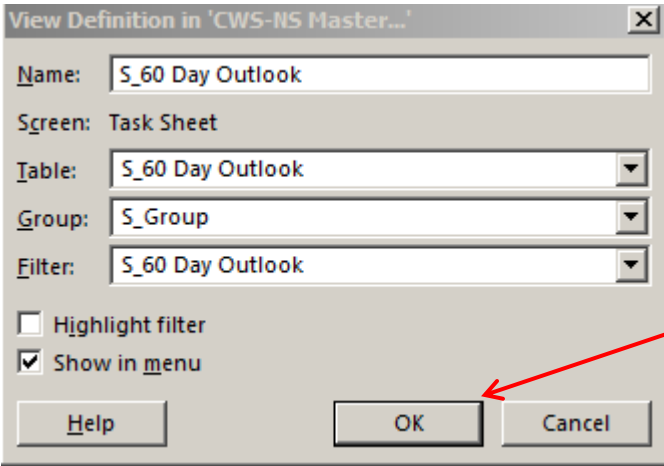
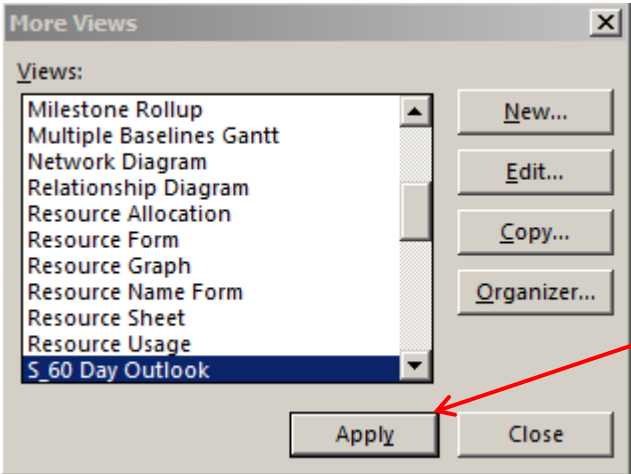
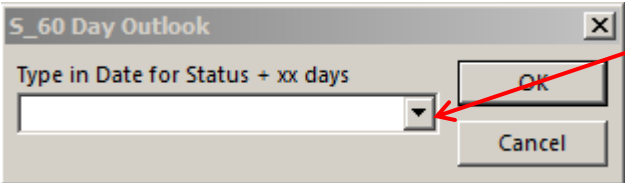
MS Project Schedule

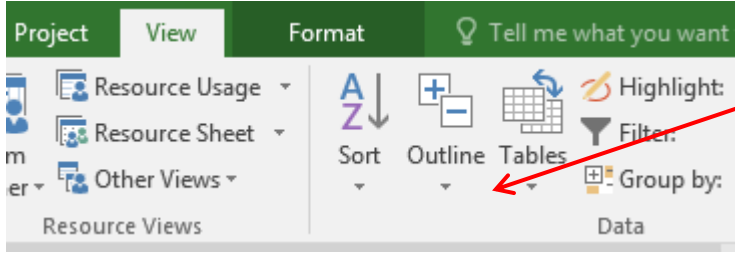
View: S_60 Day Outlook
Table: S_60 Day Outlook
Group: S_Group
Filter: S_60 Day Outlook

Part 1. Generate the Schedule Look Ahead view:

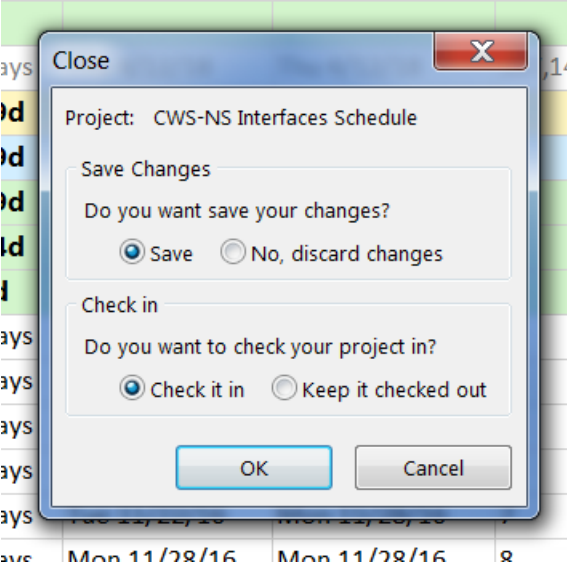
Step	Description
1.	Open the CWS-NS Master schedule found the CWDS MS Project Online.
2.	Select the Project tab and set the Status Date to be the CWS-NS project status date which will be the Friday of the most recent status week. Press F9 after changing the status date to force a recalculation. 

Step	Description
3.	<p>Expand all tasks by selecting the View tab, the the Outline pick list, and select “All Sub-Tasks”</p> 
4.	<p>Select the S_60 Day Outlook view by navigating to the View tab, selecting the “Other Views” icon, scrolling down to “More Views”, and Selecting the S_60 day Outlook view</p>
5.	<p>Select the S_60 Day Outlook view, then click on “Edit”</p> 

Step	Description
6.	<p>Make sure the Name, Table, Group and Filter options are this pictured below,</p>  <p>then click “ok”</p>
7.	<p>Apply the view by clicking on “Apply”</p> 
8.	<p>Use the pick list calendar to choose a date in the future for your “look ahead”. For example, if today is January 1, and you wanted a 20 day outlook, you would select January 20.</p> 

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9.	<p>The report will be expanded to display Groups by Teams by Tasks assigned to a Team.</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Status Indicator</th> <th>% Complete</th> <th>Target %</th> <th>Start</th> <th>Finish</th> <th>Milestone</th> </tr> </thead> <tbody> <tr> <td></td> <td>▾ S_Group: Digital Services</td> <td></td> <td>18%</td> <td>0</td> <td>Thu 4/28/16</td> <td>Fri 1/20/17</td> <td>No</td> </tr> <tr> <td></td> <td>▾ S_Team: CALS</td> <td></td> <td>23%</td> <td>0</td> <td>Thu 4/28/16</td> <td>Wed 1/18/17</td> <td>No</td> </tr> <tr> <td></td> <td>▾ 1 CWS-NS Master Schedule SPR2</td> <td></td> <td>23%</td> <td>0</td> <td>Thu 4/28/16</td> <td>Wed 1/18/17</td> <td>No</td> </tr> <tr> <td></td> <td>▾ 1.7 Team Schedules</td> <td></td> <td>23%</td> <td>0</td> <td>Thu 4/28/16</td> <td>Wed 1/18/17</td> <td>No</td> </tr> <tr> <td></td> <td>▾ 1.7.1 Digital Services</td> <td></td> <td>23%</td> <td>0</td> <td>Thu 4/28/16</td> <td>Wed 1/18/17</td> <td>No</td> </tr> <tr> <td></td> <td>▾ 1.7.1.3 Certification, Approval, and Licensing Services (CALS)</td> <td></td> <td>23%</td> <td>0</td> <td>Thu 4/28/16</td> <td>Wed 1/18/17</td> <td>No</td> </tr> <tr> <td></td> <td>▾ 1.7.1.3.1 CALS Business</td> <td></td> <td>0%</td> <td>0</td> <td>Thu 10/27/16</td> <td>Thu 11/10/16</td> <td>No</td> </tr> <tr> <td>7200</td> <td>Map User Stories to 7.5 Requirements/BPPs</td> <td>●</td> <td>0%</td> <td>0</td> <td>Thu 10/27/16</td> <td>Thu 10/27/16</td> <td>Yes</td> </tr> <tr> <td>7201</td> <td>Map User Stories to Pain Points/Wish List</td> <td>●</td> <td>0%</td> <td>0</td> <td>Thu 11/10/16</td> <td>Thu 11/10/16</td> <td>Yes</td> </tr> <tr> <td></td> <td>▾ 1.7.1.3.3 CALS Business Epics</td> <td></td> <td>23%</td> <td>0</td> <td>Thu 4/28/16</td> <td>Wed 1/18/17</td> <td>No</td> </tr> <tr> <td>7211</td> <td>Epic ##2989659 - Oversight: History and Facility</td> <td>▶</td> <td>0%</td> <td>16</td> <td>Mon 10/3/16</td> <td>Fri 12/30/16</td> <td>No</td> </tr> <tr> <td>7212</td> <td>Epic ##2989655 - Oversight: Legal</td> <td>▶</td> <td>0%</td> <td>16</td> <td>Mon 10/3/16</td> <td>Fri 12/30/16</td> <td>No</td> </tr> <tr> <td>7213</td> <td>Epic ##2989643 - Oversight: Fieldwork</td> <td>▶</td> <td>0%</td> <td>16</td> <td>Mon 10/3/16</td> <td>Fri 12/30/16</td> <td>No</td> </tr> <tr> <td>7214</td> <td>Epic ##2964847 - Oversight Action</td> <td>▶</td> <td>0%</td> <td>16</td> <td>Mon 10/3/16</td> <td>Fri 12/30/16</td> <td>No</td> </tr> <tr> <td>7215</td> <td>Epic ##2996221 - CALS Intake: Complaint Allegations</td> <td>▶</td> <td>0%</td> <td>16</td> <td>Mon 10/3/16</td> <td>Fri 12/30/16</td> <td>No</td> </tr> </tbody> </table> <p>NOTE: a S_Group or S_Team with a value of “No Value” indicates the S_Group or S_Team columns of the selected tasks are blank. Update the S-Group or S_Team with the correct values so the selected tasks will be grouped correctly.</p>	ID	Name	Status Indicator	% Complete	Target %	Start	Finish	Milestone		▾ S_Group: Digital Services		18%	0	Thu 4/28/16	Fri 1/20/17	No		▾ S_Team: CALS		23%	0	Thu 4/28/16	Wed 1/18/17	No		▾ 1 CWS-NS Master Schedule SPR2		23%	0	Thu 4/28/16	Wed 1/18/17	No		▾ 1.7 Team Schedules		23%	0	Thu 4/28/16	Wed 1/18/17	No		▾ 1.7.1 Digital Services		23%	0	Thu 4/28/16	Wed 1/18/17	No		▾ 1.7.1.3 Certification, Approval, and Licensing Services (CALS)		23%	0	Thu 4/28/16	Wed 1/18/17	No		▾ 1.7.1.3.1 CALS Business		0%	0	Thu 10/27/16	Thu 11/10/16	No	7200	Map User Stories to 7.5 Requirements/BPPs	●	0%	0	Thu 10/27/16	Thu 10/27/16	Yes	7201	Map User Stories to Pain Points/Wish List	●	0%	0	Thu 11/10/16	Thu 11/10/16	Yes		▾ 1.7.1.3.3 CALS Business Epics		23%	0	Thu 4/28/16	Wed 1/18/17	No	7211	Epic ##2989659 - Oversight: History and Facility	▶	0%	16	Mon 10/3/16	Fri 12/30/16	No	7212	Epic ##2989655 - Oversight: Legal	▶	0%	16	Mon 10/3/16	Fri 12/30/16	No	7213	Epic ##2989643 - Oversight: Fieldwork	▶	0%	16	Mon 10/3/16	Fri 12/30/16	No	7214	Epic ##2964847 - Oversight Action	▶	0%	16	Mon 10/3/16	Fri 12/30/16	No	7215	Epic ##2996221 - CALS Intake: Complaint Allegations	▶	0%	16	Mon 10/3/16	Fri 12/30/16	No
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11.	<p>The report will now display the “Groupings” of project teams:</p> <table border="1" data-bbox="207 310 1450 646"> <thead> <tr> <th>Name</th> <th>% Comp</th> <th>Target %</th> <th>S_Statu Indica</th> <th>Start</th> <th>Finish</th> <th>Milestone</th> </tr> </thead> <tbody> <tr> <td>▷ S_Group: No Value</td> <td>0%</td> <td>0</td> <td></td> <td>Mon 5/2/16</td> <td>Wed 7/20/16</td> <td>No</td> </tr> <tr> <td>▷ S_Group: ACSD</td> <td>32%</td> <td>0</td> <td></td> <td>Fri 4/8/16</td> <td>Wed 7/13/16</td> <td>No</td> </tr> <tr> <td>▷ S_Group: Communications</td> <td>0%</td> <td>0</td> <td></td> <td>Tue 11/24/15</td> <td>Fri 7/29/16</td> <td>No</td> </tr> <tr> <td>▷ S_Group: Digital Services</td> <td>0%</td> <td>0</td> <td></td> <td>Tue 11/24/15</td> <td>Wed 9/21/16</td> <td>No</td> </tr> <tr> <td>▷ S_Group: Operations</td> <td>64%</td> <td>0</td> <td></td> <td>Fri 11/6/15</td> <td>Fri 9/2/16</td> <td>No</td> </tr> <tr> <td>▷ S_Group: Project Services</td> <td>10%</td> <td>0</td> <td></td> <td>Fri 6/5/15</td> <td>Fri 9/16/16</td> <td>No</td> </tr> </tbody> </table> <p>Expand the “Group” your Team is assigned to.</p>	Name	% Comp	Target %	S_Statu Indica	Start	Finish	Milestone	▷ S_Group: No Value	0%	0		Mon 5/2/16	Wed 7/20/16	No	▷ S_Group: ACSD	32%	0		Fri 4/8/16	Wed 7/13/16	No	▷ S_Group: Communications	0%	0		Tue 11/24/15	Fri 7/29/16	No	▷ S_Group: Digital Services	0%	0		Tue 11/24/15	Wed 9/21/16	No	▷ S_Group: Operations	64%	0		Fri 11/6/15	Fri 9/2/16	No	▷ S_Group: Project Services	10%	0		Fri 6/5/15	Fri 9/16/16	No																																			
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12.	<p>The Group will expand to display a list of Teams assigned to the Group. The Team names are highlighted in blue.</p> <table border="1" data-bbox="207 850 1450 1249"> <tbody> <tr> <td>▷ S_Group: Operations</td> <td>64%</td> <td>0</td> <td></td> <td>Fri 11/6/15</td> <td>Fri 9/2/16</td> <td>No</td> </tr> <tr> <td>▷ S_Group: Project Services</td> <td>10%</td> <td>0</td> <td></td> <td>Fri 6/5/15</td> <td>Fri 9/16/16</td> <td>No</td> </tr> <tr> <td>▷ S_Team: No Value</td> <td>0%</td> <td>0</td> <td></td> <td>Tue 7/19/16</td> <td>Wed 7/27/16</td> <td>No</td> </tr> <tr> <td>▷ S_Team: Bsn. Srv. & Admin.</td> <td>0%</td> <td>0</td> <td></td> <td>Tue 11/24/15</td> <td>Tue 11/24/15</td> <td>No</td> </tr> <tr> <td>▷ S_Team: Budget-Fiscal-Reporting</td> <td>0%</td> <td>0</td> <td></td> <td>Fri 7/1/16</td> <td>Mon 7/25/16</td> <td>No</td> </tr> <tr> <td>▷ S_Team: County Consultant</td> <td>0%</td> <td>0</td> <td></td> <td>Mon 4/25/16</td> <td>Fri 8/12/16</td> <td>No</td> </tr> <tr> <td>▷ S_Team: Dev/Ops</td> <td>0%</td> <td>0</td> <td></td> <td>Fri 4/1/16</td> <td>Thu 6/30/16</td> <td>No</td> </tr> <tr> <td>▷ S_Team: Implementation</td> <td>17%</td> <td>0</td> <td></td> <td>Tue 3/1/16</td> <td>Mon 8/8/16</td> <td>No</td> </tr> <tr> <td>▷ S_Team: New Facilities</td> <td>0%</td> <td>0</td> <td></td> <td>Thu 6/2/16</td> <td>Fri 6/24/16</td> <td>No</td> </tr> <tr> <td>▷ S_Team: PMO</td> <td>10%</td> <td>0</td> <td></td> <td>Mon 5/2/16</td> <td>Fri 9/16/16</td> <td>No</td> </tr> <tr> <td>▷ S_Team: Procurement/Contract</td> <td>5%</td> <td>0</td> <td></td> <td>Fri 6/5/15</td> <td>Wed 8/3/16</td> <td>No</td> </tr> <tr> <td>▷ S_Team: Program Policy</td> <td>50%</td> <td>0</td> <td></td> <td>Mon 2/1/16</td> <td>Fri 6/10/16</td> <td>No</td> </tr> </tbody> </table> <p>Expand the entry for your Team:</p>	▷ S_Group: Operations	64%	0		Fri 11/6/15	Fri 9/2/16	No	▷ S_Group: Project Services	10%	0		Fri 6/5/15	Fri 9/16/16	No	▷ S_Team: No Value	0%	0		Tue 7/19/16	Wed 7/27/16	No	▷ S_Team: Bsn. Srv. & Admin.	0%	0		Tue 11/24/15	Tue 11/24/15	No	▷ S_Team: Budget-Fiscal-Reporting	0%	0		Fri 7/1/16	Mon 7/25/16	No	▷ S_Team: County Consultant	0%	0		Mon 4/25/16	Fri 8/12/16	No	▷ S_Team: Dev/Ops	0%	0		Fri 4/1/16	Thu 6/30/16	No	▷ S_Team: Implementation	17%	0		Tue 3/1/16	Mon 8/8/16	No	▷ S_Team: New Facilities	0%	0		Thu 6/2/16	Fri 6/24/16	No	▷ S_Team: PMO	10%	0		Mon 5/2/16	Fri 9/16/16	No	▷ S_Team: Procurement/Contract	5%	0		Fri 6/5/15	Wed 8/3/16	No	▷ S_Team: Program Policy	50%	0		Mon 2/1/16	Fri 6/10/16	No
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13.	<p>A listing of tasks and milestones for the Team you selected is displayed.</p> <table border="1" data-bbox="207 310 1469 957"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Status Indicator</th> <th>% Complete</th> <th>Target %</th> <th>Start</th> <th>Finish</th> <th>Milestone</th> </tr> </thead> <tbody> <tr> <td></td> <td>S_Group: Digital Services</td> <td></td> <td>18%</td> <td>0</td> <td>Thu 4/28/16</td> <td>Fri 1/20/17</td> <td>No</td> </tr> <tr> <td></td> <td>S_Group: Operations</td> <td></td> <td>45%</td> <td>0</td> <td>Tue 2/2/16</td> <td>Fri 12/30/16</td> <td>No</td> </tr> <tr> <td></td> <td>S_Group: Project Services</td> <td></td> <td>45%</td> <td>0</td> <td>Wed 1/13/16</td> <td>Fri 12/30/16</td> <td>No</td> </tr> <tr> <td></td> <td>S_Team: Budget-Fiscal-Reporting</td> <td></td> <td>32%</td> <td>0</td> <td>Wed 8/24/16</td> <td>Fri 12/30/16</td> <td>No</td> </tr> <tr> <td></td> <td>S_Team: County Consultant</td> <td></td> <td>15%</td> <td>0</td> <td>Wed 9/28/16</td> <td>Wed 11/30/16</td> <td>No</td> </tr> <tr> <td></td> <td>S_Team: Implementation</td> <td></td> <td>59%</td> <td>0</td> <td>Mon 1/25/16</td> <td>Fri 12/23/16</td> <td>No</td> </tr> <tr> <td></td> <td>S_Team: PMO</td> <td></td> <td>46%</td> <td>0</td> <td>Wed 1/13/16</td> <td>Thu 12/22/16</td> <td>No</td> </tr> <tr> <td></td> <td>S_Team: Procurement/Contract</td> <td></td> <td>14%</td> <td>0</td> <td>Thu 9/22/16</td> <td>Thu 12/15/16</td> <td>No</td> </tr> <tr> <td></td> <td>S_Team: Program Policy</td> <td></td> <td>42%</td> <td>0</td> <td>Wed 7/20/16</td> <td>Fri 12/30/16</td> <td>No</td> </tr> <tr> <td></td> <td>1 CWS-NS Master Schedule SPR2</td> <td></td> <td>42%</td> <td>0</td> <td>Wed 7/20/16</td> <td>Fri 12/30/16</td> <td>No</td> </tr> <tr> <td></td> <td>1.7 Team Schedules</td> <td></td> <td>42%</td> <td>0</td> <td>Wed 7/20/16</td> <td>Fri 12/30/16</td> <td>No</td> </tr> <tr> <td></td> <td>1.7.2 Project Services</td> <td></td> <td>42%</td> <td>0</td> <td>Wed 7/20/16</td> <td>Fri 12/30/16</td> <td>No</td> </tr> <tr> <td></td> <td>1.7.2.7 Program Policy</td> <td></td> <td>42%</td> <td>0</td> <td>Wed 7/20/16</td> <td>Fri 12/30/16</td> <td>No</td> </tr> <tr> <td></td> <td>1.7.2.7.3 Program Policy Epics</td> <td></td> <td>42%</td> <td>0</td> <td>Wed 7/20/16</td> <td>Fri 12/30/16</td> <td>No</td> </tr> <tr> <td>7673</td> <td>Epic ##3015795 - Child Fatality/Near Fatality Impact to CWS/CMS (AB 1625)</td> <td>●</td> <td>40%</td> <td>31</td> <td>Wed 9/14/16</td> <td>Fri 12/30/16</td> <td>No</td> </tr> <tr> <td>7674</td> <td>Epic ##2873067 - Policy Team Liaison - Intake</td> <td>●</td> <td>95%</td> <td>45</td> <td>Wed 8/17/16</td> <td>Fri 12/30/16</td> <td>No</td> </tr> <tr> <td>7675</td> <td>Epic ##2871285 - Oversight Committee (OSC)</td> <td>▶</td> <td>0%</td> <td>16</td> <td>Mon 10/3/16</td> <td>Fri 12/30/16</td> <td>No</td> </tr> <tr> <td>7676</td> <td>Epic ##2871049 - Stakeholder Feedback</td> <td>▶</td> <td>0%</td> <td>16</td> <td>Mon 10/3/16</td> <td>Fri 12/30/16</td> <td>No</td> </tr> <tr> <td>7677</td> <td>Epic ##2863073 - Probation Training Quality Assurance</td> <td>▶</td> <td>0%</td> <td>16</td> <td>Mon 10/3/16</td> <td>Fri 12/30/16</td> <td>No</td> </tr> <tr> <td>7678</td> <td>Epic ##2863021 - Probation Candidacy for Foster Care</td> <td>▶</td> <td>0%</td> <td>16</td> <td>Mon 10/3/16</td> <td>Fri 12/30/16</td> <td>No</td> </tr> <tr> <td>7679</td> <td>Epic ##2664831 - Comprehensive Child Welfare Information System (CCWIS) Regulations</td> <td>●</td> <td>96%</td> <td>55</td> <td>Wed 7/20/16</td> <td>Fri 12/30/16</td> <td>No</td> </tr> </tbody> </table>	ID	Name	Status Indicator	% Complete	Target %	Start	Finish	Milestone		S_Group: Digital Services		18%	0	Thu 4/28/16	Fri 1/20/17	No		S_Group: Operations		45%	0	Tue 2/2/16	Fri 12/30/16	No		S_Group: Project Services		45%	0	Wed 1/13/16	Fri 12/30/16	No		S_Team: Budget-Fiscal-Reporting		32%	0	Wed 8/24/16	Fri 12/30/16	No		S_Team: County Consultant		15%	0	Wed 9/28/16	Wed 11/30/16	No		S_Team: Implementation		59%	0	Mon 1/25/16	Fri 12/23/16	No		S_Team: PMO		46%	0	Wed 1/13/16	Thu 12/22/16	No		S_Team: Procurement/Contract		14%	0	Thu 9/22/16	Thu 12/15/16	No		S_Team: Program Policy		42%	0	Wed 7/20/16	Fri 12/30/16	No		1 CWS-NS Master Schedule SPR2		42%	0	Wed 7/20/16	Fri 12/30/16	No		1.7 Team Schedules		42%	0	Wed 7/20/16	Fri 12/30/16	No		1.7.2 Project Services		42%	0	Wed 7/20/16	Fri 12/30/16	No		1.7.2.7 Program Policy		42%	0	Wed 7/20/16	Fri 12/30/16	No		1.7.2.7.3 Program Policy Epics		42%	0	Wed 7/20/16	Fri 12/30/16	No	7673	Epic ##3015795 - 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14.	<p>When analysis is complete, close the schedule. When the Close dialogue box opens, select “No, discard changes” and “Check it in” and select OK</p> 																																																																																																																																																																																
15.	End of procedure																																																																																																																																																																																

Part 2

Part 2 is reference information for the Project Scheduler only. The Field Names, Formulas and Graphical Indicators used in the Schedule Look Ahead *view* are explained to help the Scheduler understand how the Status Indicator is derived.

Status Indicator: (Text 17)
Target % Complete: (Number 7)
Date (): a function that returns today's date

Status Indicator:

The logic behind the formula that sets the Status values

If the Task's %Complete = 100%, then set the Status to "Complete"

Else

If the Task's Finish Date is before Today's Date, then set Status to "Overdue"

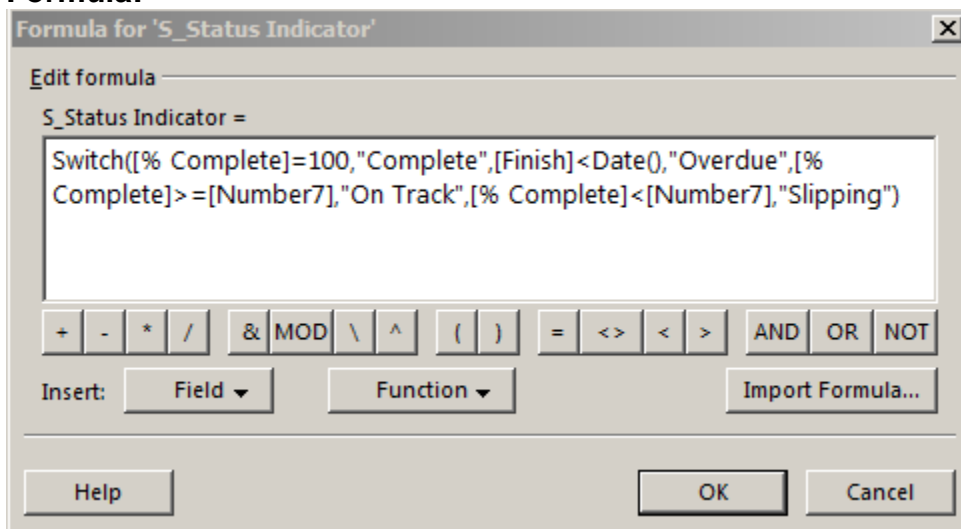
Else

If the Task's %Complete > or = the value in the Target % Complete (Number 7) column, set the status to "On Track"

Else

If the Task's %Complete < the value in the Target % Complete (Number 7) column, set the status to "Slipping"

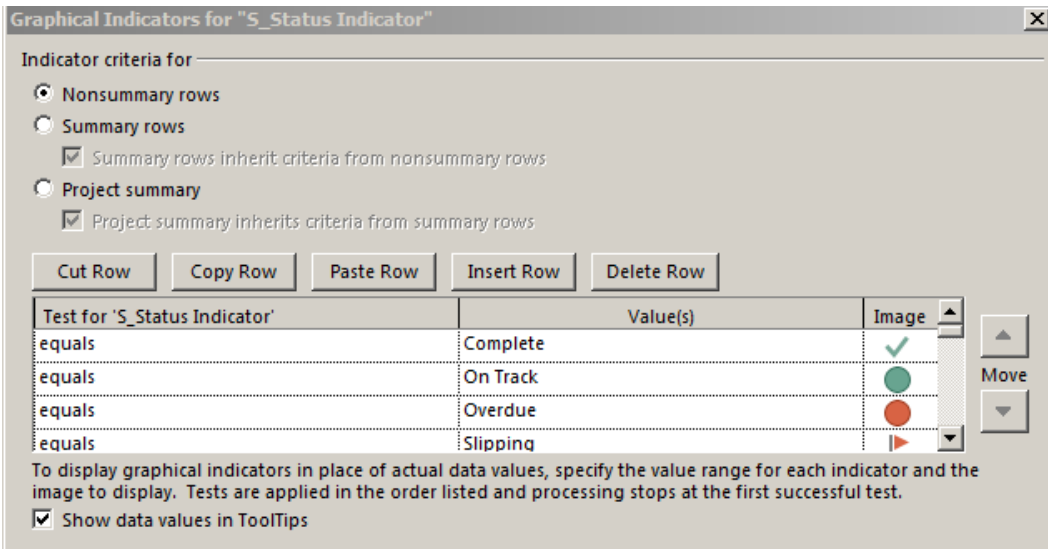
Formula:



The Status values determined by the Formula above are used to set the graphical indicators (see below), which hide the Status values in the display.

Graphical Indicators:

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Status Indicator to Graphic Mapping and Description:

Status Indicator value	Graphic	Description
Complete	✓	Task is 100% Complete
Overdue	●	The task is overdue if the task is not 100% complete and the task's Finish Date is before the current date
On Track	●	Task is on schedule based on it's % Complete value is equal to or greater than the Target % Complete value and the task's Finish Date is after the current date
Slipping	▶	Task is slipping if the task's % Complete value is less than the Target % Complete value and the task's Finish Date is after the current date