

Express Project Management



Problems

Answers

*Let Project Managers **manage the project**
instead of the schedule.*

Typical Problems in Project Management

- Project Managers spend too much time updating the project schedule
- Responses from the Project team are rarely timely
- Open task reminder reports to assigned users must be created manually
- Tasks from suppliers are often tracked separately (or not at all)
- Management visibility to the current project status is limited to weekly meetings and/or manually generated reports
- Documented evidence for completed tasks is not known or available
- Open Issues are not managed with the Project schedule
- Project Managers are often not aware of Open Issues until they "hit the fan"
- Critical e-mails are in "in-box silos" and completely disconnected from the Project
- Advance notification of potential schedule delays is only a dream
- Resource commitments across multiple Projects are unknown

Express Project Management



Express Project Management



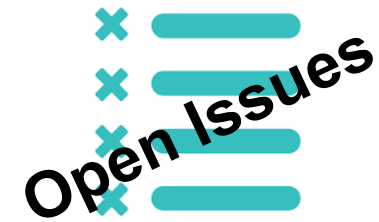
Express Project Management



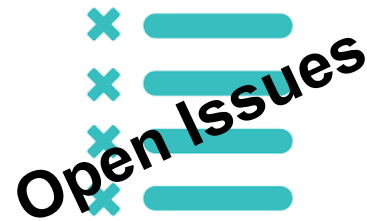
Express Project Management



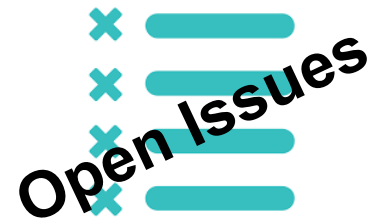
Express Project Management



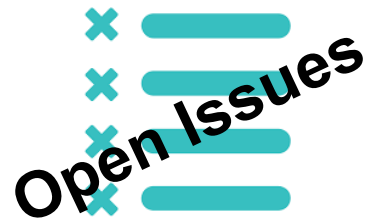
Express Project Management



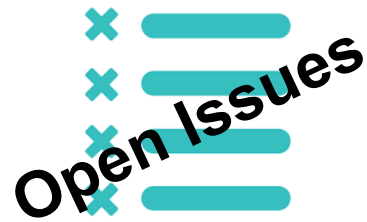
Express Project Management



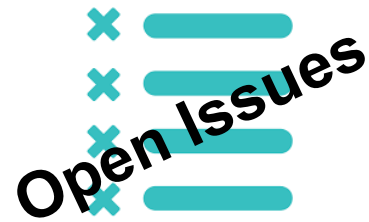
Express Project Management



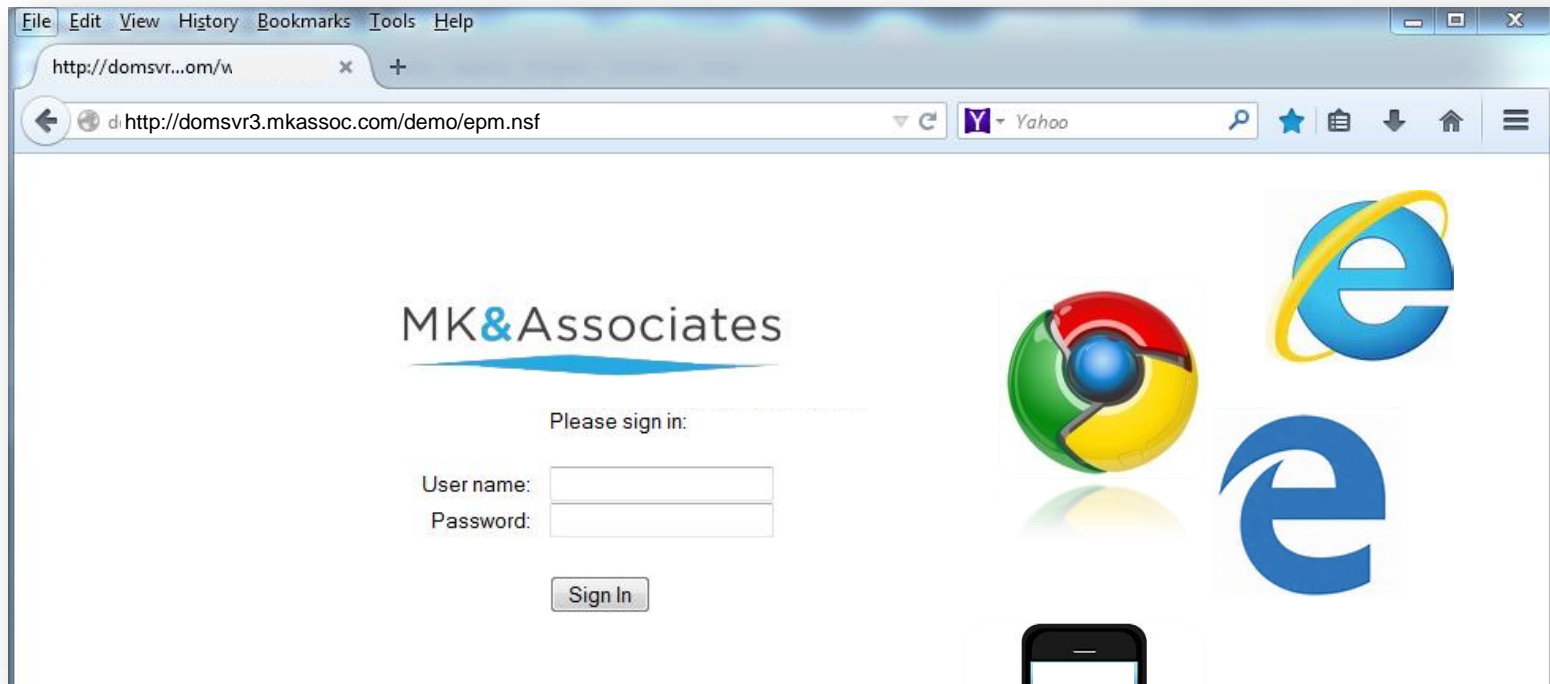
Express Project Management



Express Project Management



Getting Started...



- ➔ Browser based access
- ➔ Secure authentication
- ➔ Supports MS Active Directory
- ➔ Multi-device compatible

My Documents

MK&Associates

Welcome Robert Pozsgai [UserAdm] | Firefox v62.0 | Status: Available | Test Database | Logout

Express Project Management

Express Update

New Project Project: **My Documents** Projects Tasks Issues Files Resources Alerts Administration Help

My Projects

Row	Image	Project #	Name	Status	Copy
1.		EPM008	SX040 Rear Guard Assembly	Open	
2.		EPM007	59AF3 VA Traditional Redesign Washer - 4" Top Cover	Design	
3.		EPM006	SS Innr Door	Design	
4.		EPM005	FCA HD REAR AXLES	Build	

My Open Issues

Status	Issue	Subject	Due
	2279.001	BOM update isn't complete	Oct 21, 2018
	EPM005.010	Need routing instructions for the OVR LH support	Oct 5, 2018
	EPM005.013	APQP is still missing the specs as we discussed last week in our meeting	Sep 30, 2018

Total Issues: 3 Show: 5 | 10 | 25 | 50 | 100 entries Previous | Next

My Scheduled Tasks

Status	Project	Num	Name	Due	% Comp
	0827	011	Stamping Tooling Leadtime - 18 weeks (China plant)	Oct 20, 2018	0%
	0827	013	PAS Assembly and Test Equipment Leadtime - 16 weeks (Canada to Livonia plant)	Nov 1, 2018	0%
	0827	014	Prototype Shipment	Oct 5, 2018	0%
	2279	015	Final STA PP Level Interim PPAP Review		25%

- ➔ Quick view of current responsibilities
- ➔ Easy navigation to any Project

Create a New Project

Project Description

Description		Created by Robert Pozsgai
Project Number:	<input type="text" value="New Project"/> <input type="checkbox"/> Auto Number	Enter a unique identifier for this Project. This number will be used to link all other related documents to this Project. (Check the Auto Number box to generate an automatic Project Number.)
Member of Program:	<input type="text" value="New Program"/> ID: <input type="text" value="0137K"/> Customer: <input type="text" value="GM"/> Name: <input type="text" value="Tremec"/>	Programs define a family of Projects. Select an existing Program or click New to create a New Program.
Project Name:	<input type="text" value="Tremec"/>	Enter a Name to identify the purpose of the Project.
Project Description:	<input type="text" value="GM Tremec Performance Package"/>	Use this Description field to further define the Project purpose and scope.
XA IFM Unit Number:	<input type="text" value="10255"/>	
Project Type:	<input type="text" value="Engineering"/>	Select a Type to help identify and categorize this Project. New Types may be added in the prompt window.
Project Status:	<input type="text" value="Design"/>	Select a Status to help identify and categorize this Project. New Status options may be added in the prompt window.
Task Input Method:	<input type="radio"/> Import from MS Project from Project <input type="radio"/> Import from MS Excel <input type="radio"/> Type in Manually <input type="radio"/> Copy	Tasks may be imported from MS Project or MS Excel; or can be typed in manually, or copied from another Project.

Auto Number option

Associate to Program

Lookup Lists

Flexible Task Lists

Optional Content

- Project Image
- Key Attributes
- Key Milestones
- XA Assemblies
- Project Team

Create a New Project

Project Image

Image File: DG93-F111A64-A_Phev_7.jpg Attach an image file to be used to help identify this Project.

Key Attributes

Load Template: Enter Key Attribute field labels that will help define and track this Project.

Customer Name	<input type="text"/>
Customer Part Number	<input type="text"/>
Revision Level	<input type="text"/>
Part Name	<input type="text"/>

**Meta Data
Templates**

Key Milestones

Load Template: Enter Key Milestone field labels that will help define and track this Project.

Start Date	<input type="text"/>	
Tryout Date	<input type="text"/>	
Sample Date	<input type="text"/>	
Due Date	<input type="text"/>	

**Meta Data
Milestone Date
Templates**

XA Assemblies

Assembly Numbers:

Row	Item Number	Description
1.	01-11204-76A	SC ENGINE COVER 6BT

**Primary XA
Assembly Numbers**

Project Team

Project Manager:

Team Members:

Row	Title	Name	Company/Location	Phone	E-Mail
1.	Tooling Engineer	Joe Frasier	Detroit		
2.	Quality Engineer	Tim Snow	Detroit		

Project Console



EPM007 - 59AF3 VA Traditional Redesign Washer - 4" Top Cover 126

PROJECT CONSOLE

Project Manager: Robert Pozsgai

- Show: **Description** ▾
- Summary
 - Description**
 - Tasks
 - Risks
 - Issues
 - E-Mail
 - Files
 - Alerts
 - Resources

New Issue

Register a File

Set as Default...

Help

Project Description:
Project Type:
Project Status:

Created by Robert Pozsgai

EPM007

126 GE Appliance

59AF3 VA Traditional Redesign Washer - 4" Top Cover

Design

Task Input Method:

Import from MS Project Import from MS Excel Type in Manually Copy from Project

Task List

Project Image

Image File:

File Type	Size	File Name
image/jpeg	37 KB	DG93-F111A64-A_Phev_7.jpg

- Key Attributes
- Key Milestones
- XA Assemblies
- Project Team

Managing Tasks

Task Input Method:

- Import from MS Project Import from MS Excel Type in Manually Copy from Project

Managing Tasks with MS Project

Task Input Method:

Import from MS Project Import from MS Excel Type in Manually Copy from Project

MS Project File PathName:

\\grserver01\engineering\projects\2016\0137K Kickoff Schedule.mpp

Synchronize

Managing Tasks with MS Project

Task Input Method:

Import from MS Project Import from MS Excel Type in Manually Copy from Project

MS Project File PathName:

\\grserver01\engineering\projects\2016\0137K Kickoff Schedule.mpp

Synchronize

Task Name	% complet	Duration	Start	Finish
051A CRS Anchor Assemblies - 73705/6-06050 & 73705/6-06060	0%	256 days	Mon 12/11/17	Mon 12/3/18
Key Program Dates	0%	256 days	Mon 12/11/17	Mon 12/3/18
Tooling Kick-Off from Toyota	0%	1 day	Mon 12/11/17	Mon 12/11/17
GEV-A Build - Parts Due @ TAS	0%	1 day	Mon 5/28/18	Mon 5/28/18
CV-A Build - Parts Due @ TAS	0%	1 day	Mon 6/18/18	Mon 6/18/18
GA Build - Parts Due @ TAS	0%	1 day	Mon 10/8/18	Mon 10/8/18
1A Build - Parts Due @ TAS	0%	1 day	Mon 12/3/18	Mon 12/3/18
GEV-A Build Support Plan	0%	16 day		
Build Assemblies for GEV-A Build	0%	1 wk		
E-coat Assemblies	0%	3 days		
QC Checks & Paperwork	0%	7 days		
Parts Ready for TAS Pickup	0%	1 day		
Dies (Sourced Shop = Right Tool & Die - Toledo, OH)	0%	118 day		
P/N: 73751-06050 / 73752-06040 - Outer Anchor Brkts (2-Out Prog)	0%	118 day		
Design	0%	2 wks		
Order Materials	0%	2 wks		
Assembly	0%	14 wk		



EPM007 - 59AF3 VA Traditional Redesign Washer - 4' Cover 126

PROJECT CONSOLE

Project Manager: Robert Pozsgai

Show: Tasks Filter: All Tasks

New Issue Register a File Set as Default Help

Stat	Num	Name	Category	Assigned To	Duration	Start	Finish	% Cmp	Risk	Notes
	1	051A CRS Anchor Assemblies - 73705/6-06050 & 73705/6-06060			256 days	Dec 11, 2017	Dec 3, 2018	0		
	2	Key Program Dates			256 days	Dec 11, 2017	Dec 3, 2018	0		
	3	Tooling Kick-Off from Toyota			1.0 days	Dec 11, 2017	Dec 11, 2017	0		
	4	GEV-A Build - Parts Due @ TAS			1.0 days	May 28, 2018	May 28, 2018	0		
	5	CV-A Build - Parts Due @ TAS			1.0 days	Jun 18, 2018	Jun 18, 2018	0		
	6	GA Build - Parts Due @ TAS			1.0 days	Oct 8, 2018	Oct 8, 2018	0		
	7	1A Build - Parts Due @ TAS			1.0 days	Dec 3, 2018	Dec 3, 2018	0		
	9	GEV-A Build Support Plan			16.0 days	Apr 30, 2018	May 21, 2018	0		
	10	Build Assemblies for GEV-A Build		Bryon H	5.0 days	Apr 30, 2018	May 4, 2018	0		
	11	E-coat Assemblies		Bryon H	3.0 days	May 7, 2018	May 9, 2018	0		
	12	QC Checks & Paperwork		Bryon H	7.0 days	May 10, 2018	May 18, 2018	0		
	13	Parts Ready for TAS Pickup		Greg Vr	1.0 days	May 21, 2018	May 21, 2018	0		
		Dies (Sourced Shop = Right								

- ➔ Task schedule is maintained in MS Project
- ➔ EPM automatically updates the MS Project file


Managing Tasks with MS Excel

Task Input Method:

Import from MS Project Import from MS Excel Type in Manually Copy from Project

MS Excel Task File:


importa.xlsx

 [Import Format](#)

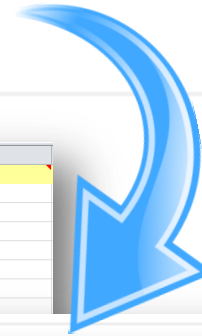
Managing Tasks with MS Excel

Task Input Method: Import from MS Project Import from MS Excel Type in Manually Copy from Project

MS Excel Task File: importa.xlsx



OutlineLevel	Name	Category	AssignTo	DurDays	Start	Finish	PercentComple	Notes
1	This is my top level task							
2	first task		Robert Pozsgai	1	4/20/2015			
2	second task		Robert Pozsgai	5	4/21/2015			
2	third task			4	4/30/2015			
3	third-1 task			4	5/1/2015		100	all done here
3	third-2 task			6	5/12/2015		75	
3	third-3 task			8	5/20/2015			
2	fo							
2	fif							




Stat	Num	Name	Category	Assigned To	Duration	Start	Finish	% Cmp	Risk	Notes
	1	Die Complete - 20 wks to Samples			38.0 days	Apr 20, 2018	May 28, 2018	22%		
🔴	2	P.O. Received		Robert Pozsgai	1.0 days	Apr 20, 2018	Apr 21, 2018	0		
🔴	3	Data Received		Robert Pozsgai	5.0 days	Apr 21, 2018	Apr 26, 2018	0		
	4	Preliminary Design Work			27.0 days	May 1, 2018	May 28, 2018	31%		
✅	5	Simulation			4.0 days	May 1, 2018	May 5, 2018	100%		finished last Friday...
🔴	6	Flow Chart			6.0 days	May 12, 2018	May 18, 2018	75%		
🔴	7	Preliminary Designs			8.0 days	May 20, 2018	May 28, 2018	0		
🔴	8	Final Design Work			0.0 days	Apr 22, 2018	Apr 22, 2018	0		
🔴	9	BOM			0.0 days	Apr 24, 2018	Apr 24, 2018	0		

- ➔ Task schedule is maintained in EPM
- ➔ No further integration with the original Excel file

Managing Tasks with MS Excel

Task Input Method: Import from MS Project Import from MS Excel Type in Manually Copy from Project

MS Excel Task File: importa.xlsx



OutlineLevel	Name	Category	AssignTo	DurDays	Start	Finish	PercentComple	Notes
1	This Is my top level task							
2	first task		Robert Pozsgai	1	4/20/2015			
2	second task		Robert Pozsgai	5	4/21/2015			
2	third task			4	4/30/2015			
3	third-1 task			4	5/1/2015		100	all done here
3	third-2 task			6	5/12/2015		75	
3	third-3 task			8	5/20/2015			
2	fo							
2	fif							

Stat	Num	Name	Category	Assigned To	Duration	Start	Finish	Cmp	Risk	Notes
	1	Die Complete - 20 wks to Samples			38.0 days	Apr 20, 2018	May 28, 2018	22%		
	2	P.O. Received		Robert Pozsgai	1.0 days	Apr 20, 2018	Apr 21, 2018	0		
	3	Data Received		Robert Pozsgai	5.0 days	Apr 27, 2018	Apr 26, 2018	0		
	4	Preliminary Design Work			27.0 days	May 1, 2018	May 28, 2018	31%		
	5	Simulation			4.0 days	May 1, 2018	May 5, 2018	100%		missed last Friday...
	6	Flow Chart			6.0 days	May 12, 2018	May 18, 2018	65%		
	7	Preliminary Designs			8.0 days	May 10, 2018	May 28, 2018	0		
	8	Final Design Work			0.0 days	Apr 22, 2018	Apr 22, 2018	0		
	9	BOM			0.0 days	Apr 24, 2018	Apr 24, 2018	0		

Import Supplier Worksheets!

- ⇒ Task schedule is maintained in EPM
- ⇒ No further integration with the original Excel file

Managing Tasks Typed in Manually

Task Input Method:

Import from MS Project Import from MS Excel Type in Manually Copy from Project

Create Tasks on the Task page

Managing Tasks Typed in Manually

Task Input Method:

Import from MS Project Import from MS Excel Type in Manually Copy from Project

Create Tasks on the Task page

 EPM008 - SX040 Rear Guard Assembly

PROJECT CONSOLE

Project Manager: Robert Pozsgai
























show: Tasks Filter: Edit Task List

New Issue

Register a File

Set as Default...

Help

Add	Move To	Edit	Shift	Num	Name	Responsible	Department	Category	Duration	Start	Finish	% Cmp	Del
				1	CNC Machining				734.0 days	Nov 1, 2016	Nov 5, 2018	1%	
				2	CNC Bottom Side	Robert Pozsgai			5.0 days	Oct 22, 2018	Oct 27, 2018	30%	
				3	CNC Top Side	Robert Pozsgai			5.0 days	Oct 31, 2018	Nov 5, 2018	0%	
				4	CNC Single Side	Lori Burd			10.0 days	Oct 24, 2018	Nov 3, 2018	50%	
				5	Misc Machining	Lori Burd			3.0 days	Nov 1, 2018	Nov 4, 2018	0%	

Save

Add, Insert, Edit, Move, Indent, Outdent

- ⇒ Task schedule is maintained in EPM
- ⇒ Add, Edit or Insert Tasks as needed

Managing Tasks from another Project

Task Input Method:

Import from MS Project Import from MS Excel Type in Manually Copy from Project

Copy Tasks from Project Number:

BP035

Auto-Adjust Dates

Copy Tasks

Managing Tasks from another Project

Task Input Method: Import from MS Project Import from MS Excel Type in Manually Copy from Project

Copy Tasks from Project Number: Auto-Adjust Dates

BP035 - McMaster Industries, Inc. New Program GX650
Last Sync with MS Project: Saturday, October 3, 2015 4:18 AM

Show: Filter:

Stat	Num	Name	Category	Assigned To	Dur
	1	051A CRS Anchor Assemblies - 73705/6-06050 & 73705/6-06060			
	2	Key Program Dates			
✓	3	Tooling Kick-Off from Toyota		Peter Lomas	
✓	4	GEV-A Build - Parts Due @ TAS		Peter Lomas	
✓	5	CV-A Build - Parts Due @ TAS			
✓	6	GA Build - Parts Due @ TAS			
✓	7	1A Build - Parts Due @ TAS			
	9	GEV-A Build Support Plan			
✗	10	Build Assemblies for GEV-A Build	Build	M K	
✗	11	E-coat Assemblies		M K	

EPM007 - 59AF3 VA Traditional Redesign Washer - 4" Top

Show: Filter:

Stat	Num	Name	Category	Assigned To	Dur
	1	051A CRS Anchor Assemblies - 73705/6-06050 & 73705/6-06060			252.0 d
	2	Key Program Dates			252.0 d
	3	Tooling Kick-Off from Toyota			1.0 d
	4	GEV-A Build - Parts Due @ TAS			1.0 d
	5	CV-A Build - Parts Due @ TAS			1.0 d
	6	GA Build - Parts Due @ TAS			1.0 d
	7	1A Build - Parts Due @ TAS			1.0 d
	9	GEV-A Build Support Plan			16.0 d
	10	Build Assemblies for GEV-A Build			5.0 d
	11	E-coat Assemblies			3.0 d

- ⇒ Task schedule is maintained in EPM
- ⇒ Add, Edit, Remove or Insert Tasks as needed

Managing Tasks from another Project

Task Input Method: Import from MS Project Import from MS Excel Type in Manually Copy from Project

Copy Tasks from Project Number: Auto-Adjust Dates

BP035 - McMaster Industries, Inc. New Program GX650
Last Sync with MS Project: Saturday, October 3, 2015 4:18 AM

Show: Filter:

Stat	Num	Name	Category	Assigned To	Duration
	1	051A CRS Anchor Assemblies - 73705/6-06050 & 73705/6-06060			
	2	Key Program Dates			
✓	3	Tooling Kick-Off from Toyota		Peter Lomas	
✓	4	GEV-A Build - Parts Due @ TAS		Peter Lomas	
✓	5	CV-A Build - Parts Due @ TAS			
✓	6	GA Build - Parts Due @ TAS			
✓	7	1A Build - Parts Due @ TAS			
	9	GEV-A Build Support Plan			
✗	10	Build Assemblies for GEV-A Build	Build	M K	
✗	11	E-coat Assemblies		M K	

EPM007 - 59AF3 VA Traditional Redesign Washer - 4" Top





Show: Filter:

Stat	Num	Name	Category	Assigned To	Duration
	1	051A CRS Anchor Assemblies - 73705/6-06050 & 73705/6-06060			252.00
	2	Key Program Dates			32.00
	3	Tooling Kick-Off from Toyota			1.00
	4	GEV-A Build - Parts Due @ TAS			1.00
	5	CV-A Build - Parts Due @ TAS			1.00
	6	GA Build - Parts Due @ TAS			1.00
	7	1A Build - Parts Due @ TAS			1.00
	9	GEV-A Build Support Plan			16.00
	10	Build Assemblies for GEV-A Build			5.00
	11	E-coat Assemblies			3.00

Create templates!

- ⇒ Task schedule is maintained in EPM
- ⇒ Add, Edit, Remove or Insert Tasks as needed

Task Workflow Definition

Task
 [Initiator] New Task
 [Assigned] Perform Task
 [Approval] Review & Approve
 [Complete] Task Complete

- ⇒ Serial or Parallel processing
- ⇒ Automated notifications
- ⇒ Conditional routing
- ⇒ Dynamic user assignments
- ⇒ Backup definitions
- ⇒ Overdue reminders



Update Task Progress

- ⇒ “Team Centric” Project Management
 - ⇒ Honest Assessments
 - ⇒ Project Team, NOT Management



Update Task Progress

⇒ “Team Centric” Project Management

⇒ Honest Assessments

⇒ Project Team, NOT Management



⇒ 3 Methods to Update Tasks

⇒ Update Tasks from the Project Console

⇒ Update Tasks with the Express Update Wizard

⇒ Update Tasks with E-Mail

⇒ **Simple, Efficient and Smart!**



Update Task Progress

Task # 20 on BP035, Tryout & Trim Development

- Details
- Issues
- Files
- Status

Task Number: **20**

Name: **Tryout & Trim Development**

Assign to:
Type first few characters of name to search

Task Approver:
Type first few characters of name to search

Hierarchy: **1 051A CRS Anchor Assemblies - 73705/6-06050 & 73705/6-06060**
15 Dies (Sourced Shop = Right Tool & Die - Toledo, OH)
16 P/N: 73751-06050 / 73752-06040 - Outer Anchor Brkts (2-Out Prog)
20 Tryout & Trim Development

Scheduled Start: **May 11, 2018**

Scheduled Finish: **May 19, 2018**

Duration: **5 days**

Actual Finish:

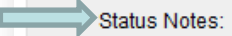
Risk Potential: **0%**

Estimated Effort: hours

Percent Complete: %



Category:

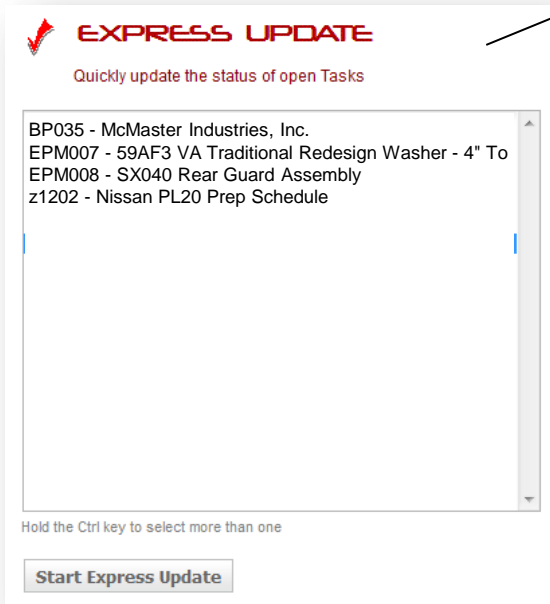


Status Notes:

▶ Add/Edit Risks

- Save Changes
- Submit
- Cancel Edit
- ◀ Back

Task Update Wizard



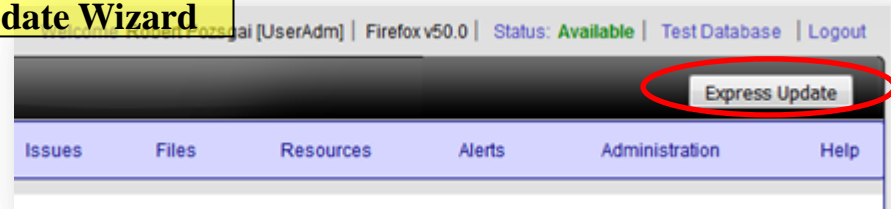
EXPRESS UPDATE
Quickly update the status of open Tasks

BP035 - McMaster Industries, Inc.
EPM007 - 59AF3 VA Traditional Redesign Washer - 4" To
EPM008 - SX040 Rear Guard Assembly
z1202 - Nissan PL20 Prep Schedule

Hold the Ctrl key to select more than one

Start Express Update

Run the Express Update Wizard



UserAdm | Firefox v50.0 | Status: Available | Test Database | Logout

Express Update

Issues Files Resources Alerts Administration Help

Task Update Wizard

EXPRESS UPDATE
Quickly update the status of open Tasks

BP035 - McMaster Industries, Inc.
EPM007 - 59AF3 VA Traditional Redesign Washer - 4" To
EPM008 - SX040 Rear Guard Assembly
z1202 - Nissan PL20 Prep Schedule

Hold the Ctrl key to select more than one

Start Express Update

Run the Express Update Wizard

z1202 [UserAdm] | Firefox v50.0 | Status: Available | Test Database | Logout

Express Update

Issues Files Resources Alerts Administration Help

Task # 47 on z1202, Design **EXPRESS UPDATE**

Current Status: [Assigned] ♦ Assigned to Robert Pozsgai on 09/10/2018 at 04:03:00 PM Task 8 of 8 assigned to Robert Pozsgai for z1202

Details

Task Number: **47**

Name: **Design**

Assign to: Robert Pozsgai
Type first few characters of name to search

Task Approver:
Type first few characters of name to search

Hierarchy: 1 051A CRS Anchor Assemblies - 73705/6-06050 & 73705/6-06060
15 Dies (Sourced Shop = Right Tool & Die - Toledo, OH)
46 P/N: 71345-06040 / 71346-06020 - Hinge L-Brkt (2-Out Prog)
47 Design

Source names: Robert Pozsgai

Predecessors: 3 Tooling Kick-Off from Toyota (0% Cmp)

Successors:

Category:

Status Notes:

Scheduled Start: Sep 17, 2018
Baseline Start: Sep 7, 2018

Scheduled Finish: Oct 11, 2018
Baseline Finish: Oct 4, 2018

Duration: 18 days

Actual Finish:

Free Slack: days

Risk Potential: 0%

Estimated Effort: hours

Percent Complete: 0 %

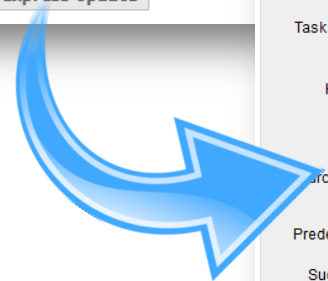
< Previous **Stop** **Next >**

< Previous Stop Finished

Task 8 of 8 assigned to Robert Pozsgai for z1202

EPM prompts the user with Open Tasks

Easy navigation buttons



Task Update by E-Mail



**Weekly e-mail
to Assigned
Users**



EPM Weekly Task Status Update Report

■ lepm@mka.com to: Robert Pozsgai

Please respond to epm

[Show Details](#)

Robert,

The list below contains all the Tasks currently assigned to you that are still open. Please review this list and note the 'Updated' column as to when the last time the Percent Complete was set for each Task.

You may update your Tasks by simply replying to this message and filling the Percent Complete and Status Notes as necessary.

Thank you

Job	Task	Name	ID	Start	Finish	% Comp	Last Updated	Status Notes
z1202	47	Design (for) P/N: 71345-0640 / 71346-06020 - Hinge L-Brkt (2-Out Prog)	22	9/17/2018	10/11/2018	40	10/01/2018	
z1202	48	Order Materials (for) P/N: 71345-0640 / 71346-06020 - Hinge L-Brkt (2-Out Prog)	23	9/24/2018	10/18/2018	10	10/05/2018	
z1202	49	Assembly (for) P/N: 71345-0640 / 71346-06020 - Hinge L-Brkt (2-Out Prog)	24	10/07/2018	11/17/2018	0		

Task Update by E-Mail



**Weekly e-mail
to Assigned
Users**



EPM Weekly Task Status Update Report

■ lepm@mka.com to: Robert Pozsgai

Please respond to epm

[Show Details](#)

Robert,

The list below contains all the Tasks currently assigned to you that are still open. Please review this list and note the 'Updated' column as to when the last time the Percent Complete was set for each Task.

You may update your Tasks by simply replying to this message and filling the Percent Complete and Status Notes as necessary.

Thank you

**Reply with
Updates**

Job	Task	Name	ID	Start	Finish	% Comp	Last Updated	Status Notes
z1202	47	Design (for) P/N: 71345-0640 / 71346-06020 - Hinge L-Brkt (2-Out Prog)	22	9/17/2018	10/11/2018	40	10/01/2018	
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Assign Tasks to Suppliers!



Thank you!



Why timely Task Updates are HUGE

- ⇒ If there are a lot of Projects, there are a lot of **tasks**
- ⇒ If **tasks** are hard to update or if it takes a lot of time to update the system, **tasks** won't get updated
- ⇒ If **tasks** don't get updated, project information is useless
- ⇒ If project information is useless, *the system breaks down*
- ⇒ If the system breaks down (isn't used efficiently and effectively), the project is at risk



SYSTEM efficiency and ease of use are KEY!

Resource Loading

BP035 - McMaster Industries, Inc. New Program GX650 **PROJECT CONSOLE**

Project Manager: M K

Show: Resources Filter: All Resources

Express Update

Show Resource Loads by Project OR All Projects

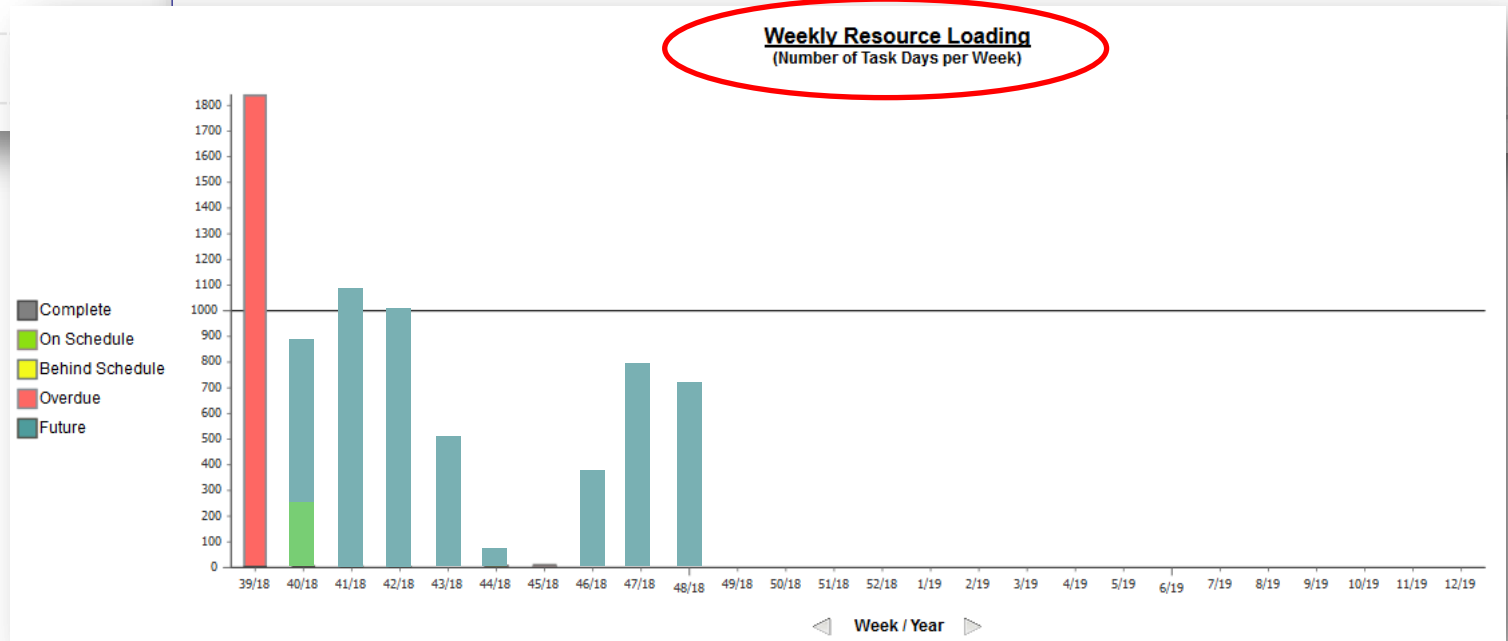
Complete On Schedule Behind Schedule Overdue Future Assignment

Name	Tasks	Duration	Performance
1. Bryon Higgins	4	18	
2. Greg Vreeland	8	106	
3. Ken Gove	8	48	
4. M K	3	78	
5. Robert Pozsgal			
6. Tom McDonald			

Total Project Management

New Project Project: [] My Documents Projects Tasks Issues Files **Resources** Alerts Administration Help

All Resources Set as Default.. Help



User Defined Alerts



EPM007 - 59AF3 VA Traditional Redesign Was

Last Sync with MS Project: Monday, September 17, 2018 11:43 AM

Show: Alerts

Filter: All Alerts

New Entry

Delete Selected



New Alert Definition

Help

Parameters

Alert Name:

Switch: On Off

Turn Off After:

Filter Tasks By: Where Project =

Select Tasks By: Where Assignee =

Type first few characters of name to search

- Send an Alert When:
- 1. Task Color turns Yellow
 - 2. Task Color turns Red
 - 3. Task % Complete or Status Comments are Updated
 - 4. Task falls Behind Schedule by more than 25%
 - 5. Task falls Behind Schedule by more than 50%
 - 6. Scheduled Finish Moves from Baseline
 - 7. Scheduled Finish Moves from Baseline by 5 days
 - 8. Scheduled Finish Moves from Baseline by 10 days
 - 9. All Required Files are Registered
 - 10. Task is Completed

Date Created: 09/17/2018 01:58:31 PM EDT

Created By: Robert Pozsgai

Critical Path Tasks Only: Yes No

Alert Schedule: Daily Weekly

E-Mail message will be sent daily for all Tasks that met the criteria on the previous day

Select a Name:

Type first few characters of name to search

Send To:

Note: The E-Mail message will contain a list of all Tasks that qualify for the Alert Criteria in the given time frame. This is intended to provide advance notification of Task Status changes. It is not intended to be a report of all Tasks that satisfy the Criteria. For example, if a Task changes to Yellow today, it will appear in the next Alert message - but will not be included in subsequent Alert messages.

Open Issues Tracking

12838 - Big Rapids Products Bosal GM
10010883 - Rear Muffler Shells Upper RH

Project Manager: Dave
Diemaker: Schan
Designer: Mike
Modeler: Steve

ENGLISH TOOLING

Show: Issues Filter: All Issues All Issues Assigned to Me My Issues By Date Due By Task By Status By Department

New Issue Register a File Setup Receiving Alerts Set as Default... Help

New Issue for 12838, Bosal GM
Current Status: [Initiator] Assigned to Bob Pozsga

Description Related Files Status

Type: Internal External
For INTERNAL use ONLY

Subject: Check die mounting on upper shoe. Correct as needed.

Assign To: Mike Bricker
Type first few characters of name to search

Severity: 1 2 3 4 5
(Default Severity) = Must be fixed prior to Tool Shipment

Department: DB - Die Build (Floor)

Notify Others? Yes No
Let others know about this Issue

Date Due: [Calendar icon]

➔ Supports Issue “discussions”

➔ Track Issues by Project, Department, Location

Phase Gate Checklist Tracking



Design Checklist
12838, Big Rapids Products
Responsible: Robert Pozsgai

Filter: All Gates

[Back to Project Console](#)

Define Separate Questions for each Phase Gate

Set up Required Files for Completion

Stat	Seq	APQP Verification	Answer	Due Date	Complete	Comments	Documentation
🟡	2.01	Are we working to the correct data level?	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="text"/> 📅	<input type="text"/> 📅	<input type="text"/>	Add a File
🟡	2.02	Is Simulation complete?	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="text"/> 📅	<input type="text"/> 📅	<input type="text"/>	Add a File
🟡	2.03	Do we have the active GD&T?	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="text"/> 📅	<input type="text"/> 📅	<input type="text"/>	Add a File
🟡	2.04	Do we have correct hole size and tolerance information?	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="text"/> 📅	<input type="text"/> 📅	<input type="text"/>	Add a File
🟡	2.05	Do we have the latest customer standards?	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="text"/> 📅	<input type="text"/> 📅	<input type="text"/>	Add a File
🟡	2.06	Is the #1 Sheet filled out correctly for customer requirements?	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="text"/> 📅	<input type="text"/> 📅	<input type="text"/>	Add a File
🟡	2.07	Do we have the correct press information?	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="text"/> 📅	<input type="text"/> 📅	<input type="text"/>	Add a File
🟡	2.08	Do we have all transfer specifications required for design?	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="text"/> 📅	<input type="text"/> 📅	<input type="text"/>	Add a File
🟡	2.09	Do we have sensor and electrical information?	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="text"/> 📅	<input type="text"/> 📅	<input type="text"/>	Add a File
🟡	2.1	Is stamp location been approved?	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="text"/> 📅	<input type="text"/> 📅	<input type="text"/>	Add a File
🟡	2.11	Is coating required for form steels?	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	<input type="text"/> 📅	<input type="text"/> 📅	<input type="text"/>	Add a File
🟡	2.12	Are extra punches & buttons required?	<input type="radio"/> Y <input type="radio"/> N	<input type="text"/> 📅	<input type="text"/> 📅	<input type="text"/>	Add a File

Manage separate Checklists for each Department

Department	Assigned To	Gate 1	Gate 2	Gate 3
Purchasing	Robert Pozsgai	🔴	🔴	🔴
Mfg Engineering	Bryon Higgins	🟡	🟡	🟡
Quality	Ken Gove	🟡	🟡	🟡
Manufacturing	Bryon Higgins	🟡	🟡	🟡
Product Dev	Greg Vreeland	🔴	🟡	🔴
Sales	Tom McDonald	🟡	🟡	🔴

XA Bill-of-Material

0827 - Ford REP Ford 6.2L Oil Pan
FU5V-6675-AA -

PROJECT CONSOLE

Project Manager:

Show: Bill of Materials For Assembly Number: 0R90R Rev [Back to Job](#)

[New Issue](#) [Register a File](#) [Set as Default...](#) [Help](#)

BOM Live from XA

Lvl	Item Number	Rev	Description	Qty Per	Item Type	Qty On Hand	Qty Ordered
1	450049		HSNG: VMP1900-6H066-AA	1.0	4	9.000	0.000
1	280237		CVR: FRNT VMP1900-6T066-AA	1.0	4	9.000	0.000
1	138064		BRNG:85287	1.0	4	1431.000	0.000
1	780024		SEAL:CVR-101687	1.0	4	343.000	14760.000
1			RTNR:SEAL-100500	1.0	4	1151.000	15056.000
1			HUB:COUPLING-FRONT CVR-29316	1.0	4	1034.000	15570.000
1			SFT:INPUT-331778	1.0	4	1352.000	0.000
1			BRNG:BALL-100065	1.0	4	681.000	14620.000
1	850033		SPRING:72353	1.0	4	1066.000	15200.000
1	610029		PIN PUSH N802734-A15480	1.0	4	1100.000	1.000
1	640046		PLUG-OIL -85230	1.0	4	1136.000	15410.000
1	138058						
1	840008						
1	504003						
1	640066						

Legend

- Parts are on hand
- Parts are on order
- No Parts Available or Ordered

Inventory levels and On Order status LIVE from XA

Bill of Materials Detail for Item: 710013

Part Information

Item Number: 710013 Site ID:

Revision: A Item Type:

Description: RTNR:SEAL-100500 Item Class: 071R

Assembly C: Drawing Number:

Current On-Hand

Order Number	Warehouse	Warehouse Location	Qty On Hand	Allocated Qty
P110341	PERFORMANCE	CRIB	1148.000	0.000
P110341		CRIB	3.000	0.000

Open Purchase Orders

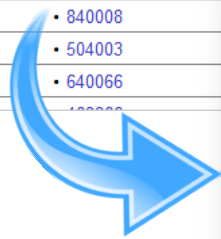
Purchase Order	Warehouse	Vendor Number	Vendor Name	Qty Ordered	Due Date	Stock Price	Qty Received	Scrap Qty
P110341	PERFORMANCE	EPP	Eaton Performance Product	15056.000		0.3300	0.000	0.000

Standard Routing



No routing data is available

Current On-hand Inventory


Open Purchase Orders



File Attachments / Hyperlinks


 **New File Registration for TPM009, GM Tremec Performance Package**  Help

File Description


Project ID:  **TPM009**



Document Relationship: **TPM009**

Description: **GM Tremec Performance Package**

File Attachment:  18-52412_XA Panel A-Pilla...ver Upper Da

File HyperLink:
A file path in this field will supercede the attachment

File Description: 


File Category:   Engineering

Secure Access

Date Created: Nov 4, 2018

Created By: **Robert Pozsgai**

File Security: Enable Disable
All users have access to this file

Authorized to Edit: 
Allow others to edit and resave this file

Notify Others? Yes No
Let others know this file is available

Tell others about the file



- ➔ Store files with the Project for reference
- ➔ Embed as attachments or link to a file on the network

E-Mail Correspondence



FW: P354835

From:

To:



Show Details



Printable Format

key=12838

epm@mkassoc.com

Tammy L. _____ | Customer Service Representative

From: _____, Laura (_____) [mailto:Laura.F. _____@mkassoc.com]

Sent: Monday, February 08, _____ 6 PM

To: _____

Subject: P354835

We received this drive on P354835 part 30322762 and assembly is saying that the tightening slot on the drive is not in the correct position. It is 180 degrees off. We were able to correct it on the assembly floor. I need to know how this happened and what you will do going forward so it does not happen again.



ENGLISH TOOLING

12838 - DuraTec Products, Inc.

10010883 - Rear Muffler Shells Upper RH

Show: E-Mail



Filter: All



No printing / scanning / attaching / copying / pasting !!!

Summary: How EPM can Improve *YOUR* Business Performance

- ⇒ Let Project Managers **manage the Project** *not the Schedule*
- ⇒ **Automate Task updates** for more timely responses
- ⇒ Automate expediting reports and scheduled reminders
- ⇒ Provide XA BOM visibility within the Project
- ⇒ Track all Open Issues together with the Project
- ⇒ Store all related documentation, Files & E-Mail
- ⇒ Manage Departmental Checklists or questionnaires
- ⇒ Automatically calculate Resource loads across Projects



Reduce Follow-up Time & Increase Awareness!

Express Project Management



Problems

Answers

*Let Project Managers **manage the project**
instead of the schedule.*