



PROJECTSUCCESSinc.  
FORMERLY YCA

# THE Project Success NEWS

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## Welcome to The Project Success News...

published quarterly by Project Success, Inc. (formerly YCA)

With this issue of the Project Success News, I am pleased to tell you about a few initiatives at PSI about which I am extremely excited and quite proud. My sincere thanks to the dedicated, talented and hard-working PSI staff for their contributions to these efforts.

First, I would like to announce that the Project Success Toolkit Upgrade for Microsoft Project 2007® is now available to PSI clients. This upgrade gives the ability to update tasks using remaining duration or estimated finish rather than percent complete, improved user interfaces, customizable reports, and Activity Update Input Forms that are automatically exported to a Microsoft Excel® template.

The first release of the Project Success Toolkit Upgrade will also include the Driving Path Tool, which automatically highlights the sequence of activities that drive the scheduled finish date for a key task or milestone in your project plan. For more information on how to obtain our Project Success Toolkit Upgrade for Microsoft Project 2007, please call us directly at 678.801.4500.

Second, is PSI's soon-to-be-published book, The Project Success Method: A Proven Approach For Achieving Superior Project Performance. This easy-to-read book provides a step-

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by-step overview of PSI's Project Success Method<sup>SM</sup>. Full of vignettes and case studies, readers can readily see why this methodology works and how it has helped thousands of project managers and their teams achieve project success. Read this book, and you'll be on your way to superior project performance the PSI-way. Once you try the Project Success Method, you'll agree that there's no going back. Call us at 678.801.4500 to order the book.

Finally, PSI recently appeared in *Automotive Industries* magazine. *Automotive Industries* ran a front-page story and interview in their February issue featuring the Project Success Method and the PSI team. We are proud of our team's success over the past 25 years, and we were pleased to share our story with *Automotive Industries*' 50,000 subscribers. You can read the article at [www.projectsuccess.com](http://www.projectsuccess.com).

This truly is an exciting time at PSI. I hope you enjoy this second edition of the Project Success News. Don't forget to visit our website at [www.projectsuccess.com](http://www.projectsuccess.com) frequently to read up on the latest news, register for upcoming classes, or learn more about PSI and the PSI Team.

Thank you,

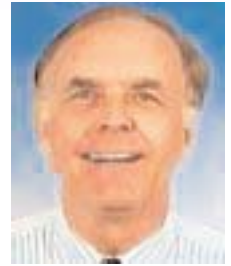
*Clint Padgett*

President  
Project Success, Inc.



## **Client & Project Profile**

# Don Miller of Northrop Grumman Space Technology



*Don Miller initially trained as a scientist, and early in his career, he worked at TRW Space Technology. In mid-career, Don moved into the commercial software and information services industry. After 17 years in software and information services, Don returned in 2003 to the aerospace industry at Northrop Grumman Space Technology.*

**PSI:** You've worked on many projects during your career. Can you tell me briefly about one or two of your more memorable successes?

**DM:** One of my most notable assignments was as VP and Program Director of the FileOne program in TRW's Credit Reporting business unit. FileOne was the largest project ever undertaken by TRW Credit Reporting. The objective was to completely reengineer our approach to the credit reporting business. It was a two-year long, \$110 million dollar project that involved 400 people. As the overall leader of the project, it was my first opportunity to learn and then apply, PSI's Project Success Method<sup>SM</sup>. The successful completion of the FileOne project was the only remaining contingency in the \$1.1 billion dollar leveraged buyout of the business unit to form Experian.

A second notable project was at a small Internet startup, PropertyFirst.com, where I was Chief Operating Officer. When I joined this startup company, we didn't even have a website, let alone any available products or services. My first project was to lead a 12-person team to build and launch the website on a tight 21-day schedule in time for our first industry show. After that initial launch of the company website, PropertyFirst.com went on to become one of the top providers in its industry, and eventually, after a merger with LoopNet, it had a successful IPO.

**PSI:** How did you first come to use PSI's Project Success Method?

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**DM:** The FileOne project was enormous, strategic, and extremely complex. Quality and on-time completion were absolutely required. The people assigned to work on the project team didn't have in-depth project management expertise or a history of successful project performance. As the project leader, I realized that in order for this project to be successful, I needed to train my team before starting. I looked at many outside vendors, but I was under the gun on this project, and I didn't have very much time for training. A friend referred me to PSI, and I learned about their two-day training course that appeared to be exactly what we needed. All the other courses I had researched were too long and/or presented a collection of techniques, rather than proven and fully integrated project management processes. I liked the emphasis that PSI places on developing a workable project schedule, obtaining the team's commitment to the schedule, and proactively controlling progress to stay on schedule. I also liked the fact that PSI could provide consulting assistance in addition to the training. I was sold on their program. We were trained in the Project Success Method and then applied the methodology to what was eventually the successful FileOne project. It took many things to be successful on this complex project, but I can truly say we couldn't have done it without PSI.

**PSI:** Tell me about how you've used the Project Success Method in your work. What are the benefits of the methodology, and why do you believe that it works so well?

**DM:** The first benefit of the Project Success Method is that it's simple to learn with a relatively modest investment of time and money in training. Nonetheless, it's an extraordinarily powerful methodology.

Secondly, the methodology focuses on the essential processes for defining the project, developing a comprehensive project plan, and controlling project execution. The processes are efficient, and every step adds real value.

The Project Success Method also provides a set of problem solving techniques to deal with the inevitable challenges that surround getting a project done on time, on budget and with the required quality level. There will be unknowns as you proceed through a project, and you have to be equipped with methods to identify them early, and plan new solutions as needed.

**PSI:** In the many projects you've led, have you found it advantageous to bring in outside trainers and consultants?

**DM:** I brought PSI in every time I had a new project to lead at a new company. I would always introduce PSI to my team members, and we would start the training and consulting process all over again.

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With regard to training, one of the advantages that PSI brings is that they are deeply involved in applying the methodology that they teach, so the training is based on experience – not just academic theory. PSI knows that the methodology they teach actually works, so they can motivate participants as well as train them. Their instructors are highly credible, and they provide many real-world examples. The training also involves hands-on application of the methodology to a case that is based on a real project. Many successful project managers may still only be involved in a dozen or

*“Having PSI consultants participate and facilitate a project is very beneficial--both to reinforce the training and to help ensure a successful outcome.”*

so significant projects in their career; PSI brings a wealth of practical experience from hundreds of project situations.

On the consulting side, while the training itself is very clear and understandable, it's still very helpful to have expert guidance in applying the methodology. Having PSI consultants participate and facilitate a project is very beneficial – both to reinforce the training and to help ensure a successful outcome.

In fact, you could say that a significant portion of the training is done on-the-job after the initial training class. Having PSI there does double-duty on training continuation, as well as project execution.

**PSI:** What advice would you give a project sponsor or project manager who is facing a complex project such as the projects you've led?

**DM:** I would offer the project manager or project sponsor three pieces of advice:

1. I assume you're working on an ambitious project, so as the project manager, make sure you have clear and unambiguous authority from the most senior executive, as appropriate, to complete the project successfully. You have to have clear sponsorship at the executive level.
2. If you're introducing the Project Success Method to a new team on a critical project, go through the training yourself with the team members (even if you are already very familiar with the methodology) to signal how important the methodology is to you. I've taken the course many times over to demonstrate to a new team, at a new company, that I take PSI seriously.
3. No matter how good your plan is at the beginning of a project, there will always be surprises and changes. When that happens, never yield to the temptation to abandon the Project Success Method, because you no longer have the time to apply it. If you do so, you'll be making a terrible mistake and will almost guarantee project failure.

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Simply put, if you are having problems, solving it right the first time will be the shortest route to finishing the project. The net result is, you must have the discipline to apply the methodology from the beginning to the successful completion of the project. Yes, it requires an investment of time and effort, but the investment will pay off handsomely in the end.

**PSI:** Is there anything else you'd like to add?

**DM:** I'd just like to underscore the tremendous versatility of the Project Success Method. I've used it on enormous projects and small projects. I've used it in Fortune 500 corporate environments and entrepreneurial start-ups. I've used it on highly technical projects and on business projects, such as rolling out a new advertising campaign or a new company benefits plan. It's worked for me time and time again, and I owe much of my success to PSI and the Project Success Method.

■ For more information about the Project Success Method<sup>SM</sup>, please visit [www.projectsucces.com](http://www.projectsucces.com)



**Survey Says—**

# Project Management in the News

Each quarter we provide valuable surveys from project management, engineering, product development, marketing, and other areas of interest to our readers.

*Note: By providing this information on potential surveys of interest, PSI is not recommending or condoning these surveys. We are simply listing them for the convenience of our readers.*

**This issue we found:**

## ***2008 Annual Marketing & Media Survey Results from Datran Media***

In December 2007, Datran Media conducted its second annual marketing and media survey by reaching out to over 2,000 industry leaders. With the New Year rapidly approaching, they asked marketers to reflect on the year that was and share their 2008 marketing plans.

Datran Media received a record number of responses and gained some very interesting insight from many of the industry's leading marketers. From email to display, Datran Media learned about the channels that had an impact in 2007 and what media will dominate 2008. They have collected and tallied all the results and they hope this survey helps shed some light on how the industry as a whole will be using online marketing channels in 2008.

<http://www.datranmediasurvey.com/>

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## ***2008 Manufacturing Trends***

What a disastrous year for food safety! And what about energy and commodity prices? Dexter Manning, national food and beverage industry leader from Grant Thornton LLP, and Food Processing Editor Dave Fusaro examine the issues keeping food executives up at night and all the results from the seventh annual Manufacturing Trends Survey.

<http://pmsc.leadix.com/sites/GrantThornton/files/FPGTreport012408final.pdf>

## ***Best Practices For Conducting Business-to-Business Launches***

This survey's report identifies 10 key lessons B2B companies can apply to improve chances of launch success. This survey was conducted by Schneider Associates, a marketing and PR firm, along with the Center for Business Innovation at Babson College. Results were made public in October, 2007.

[http://www.schneiderpr.com/news/B2B\\_Release\\_Final.pdf](http://www.schneiderpr.com/news/B2B_Release_Final.pdf)

**Please send us an email** at [walter.urban@projectsuccess.com](mailto:walter.urban@projectsuccess.com) if you are looking for survey information on a specific topic or subject area, and our research department will attempt to include it in a future edition of The Project Success News.

■ For more information about the Project Success Method<sup>SM</sup>, please visit [www.projectsuccess.com](http://www.projectsuccess.com)



# Blogs of Interest

**Each quarter** we provide information on blogs that we believe our readers will find interesting and relevant. These blogs will relate to project management, engineering, product development, marketing, and other areas of interest to our readers.

*Note: By providing this information on potential blogs of interest, PSI is not recommending or condoning these blogs. We are simply listing them for the convenience of our readers.*

**Blogs of interest presented in this issue include:**

## ***National Association of Manufacturers Blog at [www.shopfloor.org](http://www.shopfloor.org)***

ShopFloor.org is one of the top business blogs in the country discussing important issues affecting manufacturing, small businesses, free markets, outsourcing, energy prices, taxes and staying competitive in the business world.

<http://blog.nam.org/>

## ***Product Development and Management Association Blog***

This blog addresses issues regarding new product development and innovation.

<http://blog.pdma.org/>

## ***FoodProcessing.com Blog***

This blog discusses issues related to the food and beverage industry.

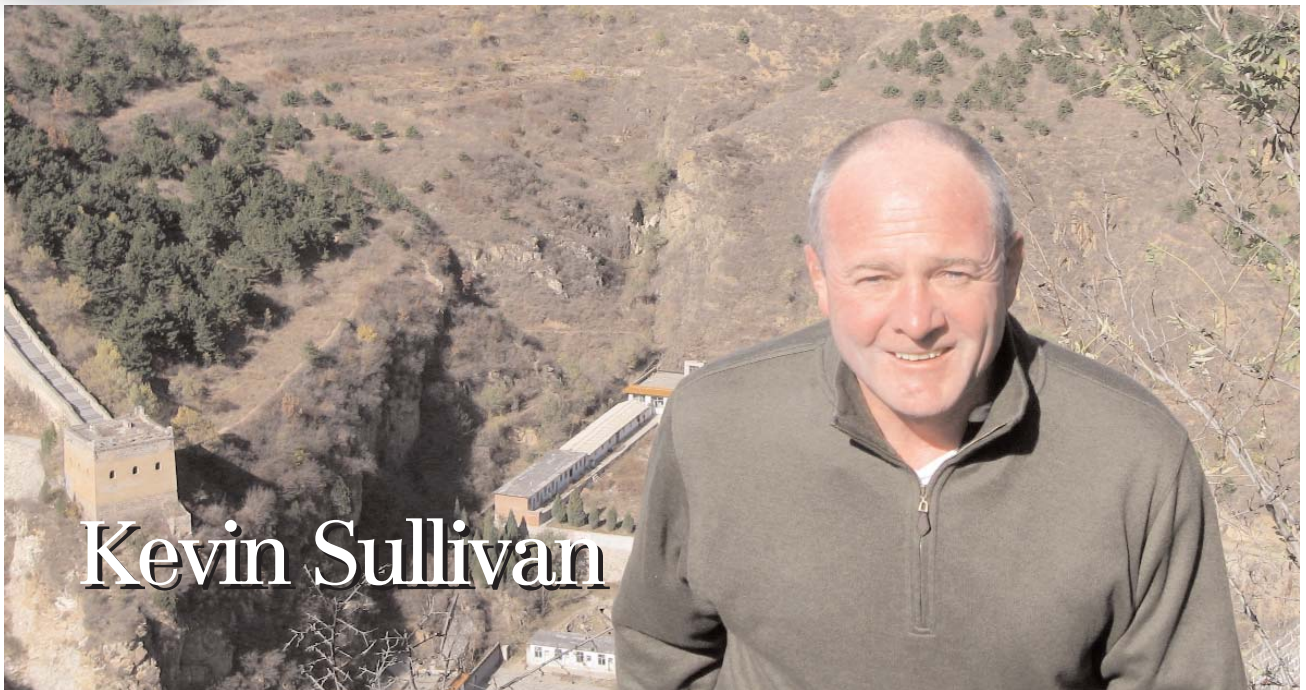
<http://www.foodprocessing.com/toopsscoops/index.html>

**Please send us an email** at [walter.urban@projectsuccess.com](mailto:walter.urban@projectsuccess.com) if you are looking for a blog about a particular subject area, and our research department will attempt to include it in a future edition of The Project Success News.

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**PROJECT SUCCESS Inc. Up Close and Personal**  
FORMERLY YCA



**Kevin Sullivan**

In each issue of *The Project Success News*, we highlight a PSI professional in order to provide a vision of the truly outstanding people who comprise the PSI Team, and who have been providing Project Success Method<sup>SM</sup> training and consulting services to our clients for over 20 years.

**This month, we feature Kevin Sullivan, Senior Consultant.**

Kevin Sullivan brings with him 20 years of experience in the design, implementation, and application of project management systems utilizing state-of-the-art computer tools. As a Senior Consultant with PSI (formerly YCA), Kevin has been a valuable member of the consulting team for 11 years, sharing his experience and expertise with clients around the world.

Some of Kevin's representative engagements include:

- **Coca-Cola Sports Marketing** – 2008 & 1996 Olympics Planning – Beijing, China and Atlanta, GA

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- **Bank of America** – Platinum LEED Financial Trading HQ/Office Tower Construction – Mid-Town Manhattan, New York City
- **Turner Broadcast Systems** – Broadcast Facility Expansion/Relocation – London, England & Buenos Aires, Argentina
- **Caterpillar, Inc.** – Product Development and Upgrades – Multiple Business Units
- **TRW Credit Services** (currently Experian) – Major Database Conversion

Kevin has extensive knowledge of many computerized project management systems, including Microsoft Project, Primavera Project Planner (or “P3”), Primavera SureTrak, Artemis, and PROMIS. He has used his experience in this area to develop training curricula, policies and procedures manuals, and analytical project management tools. He has also been involved in the design, implementation, and assessment of project management offices (PMOs) for PSI’s clients.

In addition to his experience with PSI/YCA, Kevin worked for Project Planning Professionals (P Cubed), Inc., where he participated in several large-scale projects, and for Project Scheduler’s Inc., where he served as Client Services Manager for a Primavera Reseller.

Kevin’s impressive educational background includes a BS in Finance from Fairfield University in Fairfield, CT and an MS in Computer Information Systems from Bentley College in Waltham, MA.

■ For more information about the Project Success Method<sup>SM</sup>, please visit [www.projectsucces.com](http://www.projectsucces.com)



# Events of Interest

*Following are upcoming events of interest for 2008*

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## **PDMA's 32nd Annual International Conference**

Product Development and Management Association

• September 15-17, 2008

Orlando, FL

<http://conference.pdma.org/>

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## **The MidAtlantic Food, Beverage and Lodging Expo**

• September 17-18, 2008

Baltimore, MD

<http://www.midatlanticexpo.com/home.html>

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## **MINExpo International**

The National Mining Association

• September 22-24, 2008

Las Vegas, NV

<http://www.minexpo.com/>

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## **Canadian Manufacturing Week - 2008**

Society of Manufacturing Engineers (SME)

• September 23 - 25, 2008

International Centre

Mississauga ON CAN

<http://www.sme.org/cgi-bin/get-event.pl?--001715-00007-020652--SME->

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## **11th Americas Food and Beverage Show**

IFE Americas

• September 24-26, 2008

Miami Beach, FL

<http://www.americasfoodandbeverage.com/>

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## **American Bearing Manufacturers Association (ABMA) 2008 Fall Meeting**

• October 2-3, 2008

Annapolis, MD

<http://www.abma-dc.org/Events/FallMeeting/tabid/78/Default.aspx>

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## **FABTECH International & AWS Welding Show 2008**

Society of Manufacturing Engineers (SME)

• October 6 - 8, 2008

Las Vegas Convention Center

Las Vegas NV USA

<http://www.sme.org/cgi-bin/get-event.pl?--001760-000007-home--SME->

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## **American Beverage Association**

InterBev 2008 and 2008 IBWA Tradeshow (combined this year for the first time)

• October 20-22, 2008

Las Vegas, NV

<http://www.interbev.com/>

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## **Automotive Aftermarket Products Expo (AAPEX)**

Heavy Duty Manufacturers Association

• November 4 - 6, 2008

Sands Expo Center

Las Vegas, NV

<http://hdma.org/events/eventdetail.php?eventId=602>

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## **ProMat 2009**

Material Handling Industry of America

• January 12-15, 2009

Chicago, IL

<http://www.promatshow.com/>

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## **2009 AED Annual Meeting & CONDEX**

Associated Equipment Distributors

• January 15-17, 2009

San Diego, CA

<http://www.aednet.org/am/index.cfm>

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## **CoDev 2009—8th Annual International Congress on Co-Development**

Product Development and Management Association

• January 26-28, 2008

Scottsdale, AZ

<http://www.roundtable.com/codev/>

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## **HOUSTEX 2009**

Society of Manufacturing Engineers (SME)

- February 24 - 26, 2009

George R Brown Convention Center

Houston TX USA

<http://www.sme.org/cgi-bin/get-event.pl?--001775-000007-home--SME->

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## **AGC Constructor Expo 2009**

The Associated General Contractors of America

- March 4-8, 2009

San Diego, CA

<http://www.constructorexpo.com/>

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## **WESTEC 2009 Exposition**

Society of Manufacturing Engineers (SME)

- March 30 - April 2, 2009

Los Angeles Convention Center

Los Angeles CA USA

<http://www.sme.org/cgi-bin/get-event.pl?--001777-000007-home--SME->

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## **MicroManufacturing Conference & Exhibits**

Society of Manufacturing Engineers (SME)

- March 31 - April 1, 2009

Sheraton Bloomington Hotel S

Minneapolis MN USA

<http://www.sme.org/cgi-bin/get-event.pl?--001783-000007---SME->

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## **NanoManufacturing Conference & Exhibits**

Society of Manufacturing Engineers (SME)

- March 31 - April 1, 2009

Sheraton Bloomington Hotel S

Minneapolis MN USA

<http://www.sme.org/cgi-bin/get-event.pl?--001784-000007---SME->

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■ For more information about the Project Success Method<sup>SM</sup>, please visit [www.projectsucces.com](http://www.projectsucces.com)

# 2008 PSI Public Training Schedule

Following is  
a current  
schedule of  
PSI public  
training classes  
for 2008.

## Please note that:

- Public classes are offered in Atlanta, Irvine (California), Louisville, Chicago, New York, and Washington, DC.
- *The Project Success Method<sup>SM</sup>* class is a prerequisite to all other classes, except PMP Exam Preparation.
- The following two classes are always offered on consecutive days:  
*The Project Success Method*  
*Project Success Toolkit Training – Microsoft Project®*
- The following two Advanced Project Success Techniques classes are always offered on consecutive days.  
*Resource Planning & Budgeting with Microsoft Project*  
*Control Methods & Practices with Microsoft Project*

## The Project Success Method<sup>SM</sup>

A Proven Approach to Superior Project Performance

<b>Atlanta, GA</b> July 15 & 16 August 19 & 20 September 16 & 17 October 21 & 22 November 11 & 12 December 9 & 10	<b>Irvine, CA</b> September 9 & 10 November 4 & 5  <b>Chicago, IL</b> September 23 & 24	<b>Louisville, KY</b> July 22 & 23 October 7 & 8  <b>Washington, DC</b> October 14 & 15  <b>New York, NY</b> August 5 & 6 Sept. 30 & Oct. 1
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**Project Success Toolkit Training –**

**Microsoft Project®**

<b>Atlanta, GA</b> July 17 August 21 September 18 October 23 November 13 December 11	<b>Irvine, CA</b> September 11 December 4 <b>Chicago, IL</b> September 25	<b>Louisville, KY</b> July 24 October 9 <b>Washington, DC</b> October 16 <b>New York, NY</b> August 7 October 2
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**Advanced Project  
Success Techniques -**

**Resource Planning  
& Budgeting  
with Microsoft  
Project**

<b>Atlanta, GA</b> August 12 November 18
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**Advanced Project  
Success Techniques -**

**Control Methods &  
Practices with  
Microsoft Project**

<b>Atlanta, GA</b> August 13 November 19
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**Project  
Management  
Professional  
(PMP®) Exam  
Preparation**

<b>Atlanta, GA</b> July 8 – 10 September 23 - 25 December 2 - 4
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**Trademark Acknowledgments:** Microsoft and Project are registered trademarks of Microsoft Corporation. PMP is a registered trademark of the Project Management Institute.

■ For more information about the Project Success Method<sup>SM</sup>, please visit [www.projectsucces.com](http://www.projectsucces.com)



# Webcasts of Interest

**Each quarter** we will provide information on, and links to, selected webcasts that we believe our readers will find interesting and relevant. These webcasts will relate to project management, engineering, product development, marketing, and other areas of interest to our readers.

*Note: By providing this information on these webcasts, PSI is not recommending or condoning these webcasts. We are simply listing them for the convenience of our readers.*

**Webcasts of interest presented in this issue include:**

## ***How to Foster Innovation in Your Company, Part 1***

In today's crowded marketplace, innovation can be critical to the continued success of your business. Yet, few organizations know how to encourage and pursue it. Now, discover how you can foster innovation that promotes new product development, helps you identify new opportunities, and differentiates your company from your competitors. Geoffrey Moore, author of *Dealing with Darwin: How Great Companies Innovate at Every Phase of Their Evolution*, will reveal practical formulas and winning strategies.

You will also see how technology can be a catalyst for successful innovation from Melinda Paras of the Translation Network. This broadcast also includes a special report on the business concept of sustainability and resource management and a special segment on SoaringWords.org, a new Website that unites hospitalized children with a support network that helps them thrive.

[http://researchlibrary.theserverside.net/detail/RES/1203602455\\_694.html](http://researchlibrary.theserverside.net/detail/RES/1203602455_694.html)

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## ***Trends in Direct Food and Beverage Distribution***

Confronted by exploding ingredient and distribution costs, the escalating complexity of their global supply chains, and ever-increasing customer demands, manufacturers are looking to technology as one of the few avenues where new gains can be achieved. Enterprise mobility can be the solution that drives service excellence. Operations can use mobility to drive business performance through excellence in heightened communication, gain visibility, streamline distribution, and improve service.

During this on-demand event, you learn how leading food and beverage companies are leveraging mobile technology to gain competitive advantage including:

- New tools and technologies that help drive distribution operations in 2008
- Strategies and processes being adopted to drive service excellence
- A perspective on the challenges and opportunities for building and sustaining profitable growth through excellence in customer service
- Gaining perspective on using mobile technology to: (sub-bullet list below)
- Increase productivity
- Increase sales
- Improve revenue
- Decrease costs Improve service

<http://www.industryweek.com/EventDetail.aspx?EventID=517>

## ***Benefits of Electronic Line Shafting***

Access this free, on-demand webcast, where operations professionals, process and control engineers and manufacturing managers will gain strategic intelligence about the benefits of electronic line shafting.

<http://www.automationworld.com/view-3793>

■ For more information about the Project Success Method<sup>SM</sup>, please visit [www.projectsucces.com](http://www.projectsucces.com)

# Software Tips from Crissy



## Overview

PSI is pleased to announce the release of our **Project Success Toolkit** for Microsoft Office Project 2007® that enables project managers to easily plan and control projects using the Project Success Method<sup>SM</sup>.

The Project Success Toolkit is an add-on for Microsoft Office Project 2007 that enhances the core scheduling functionality and allows the user to follow the Project Success Method by enabling critical path and duration-based scheduling.

Customers using the Project Success Toolkit are able to:

- Create & maintain accurate project schedules that align with the Project Success Method
- Easily analyze the tasks that are driving key milestones
- Track tasks based on date commitments rather than percent complete
- Assign and manage resources without the work impacting task durations
- Easily report project schedule information to management and team members with preformatted and customizable reports. These reports can be exported to Microsoft Office Excel® or saved as a Portable Format Document (PDF)

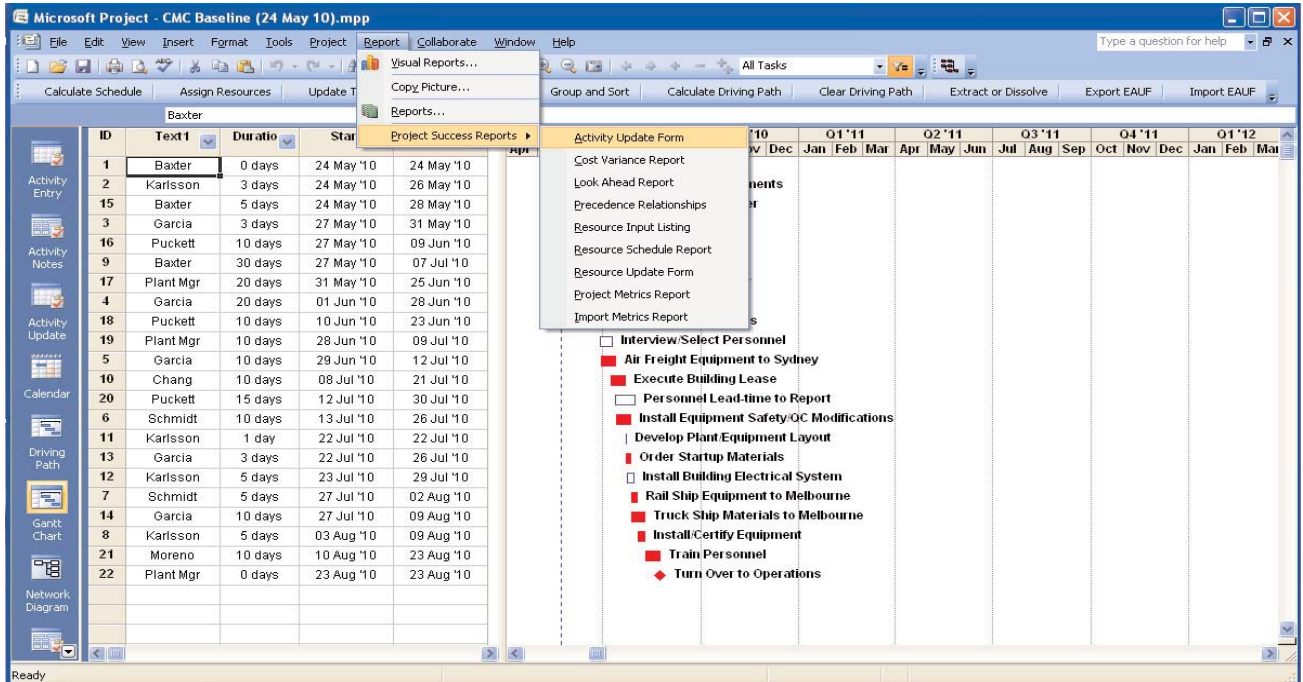
## The Project Success Toolkit includes the following features

- **Calculate Schedule** – runs forward and backward pass calculations and validates schedule logic
- **Assign and Update Resources** - supports all three Resource types (Work, Material and Cost)
- **Update Tasks** – capability to update tasks using Estimated Finish dates or Remaining Duration instead of Percent Complete
- **Driving Path** – now shades the task bar based on the driving relationship type (FS, SS and FF)
- **Extract & Dissolve**
- **Group & Sort** – capability to Group and Sort activities within one tool, and automatically apply page breaks

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- **Pre-formatted Task and Resource Reports** that include two or three user defined columns. These reports can be saved as PDF's and do not require a PDF writer
- **Activity Update Form** that automatically exports to a customizable Microsoft Excel template.
- **Resource Update Form** that automatically exports to a customizable Microsoft Excel template

## New Activity Update Form Additional Info & Screenshots

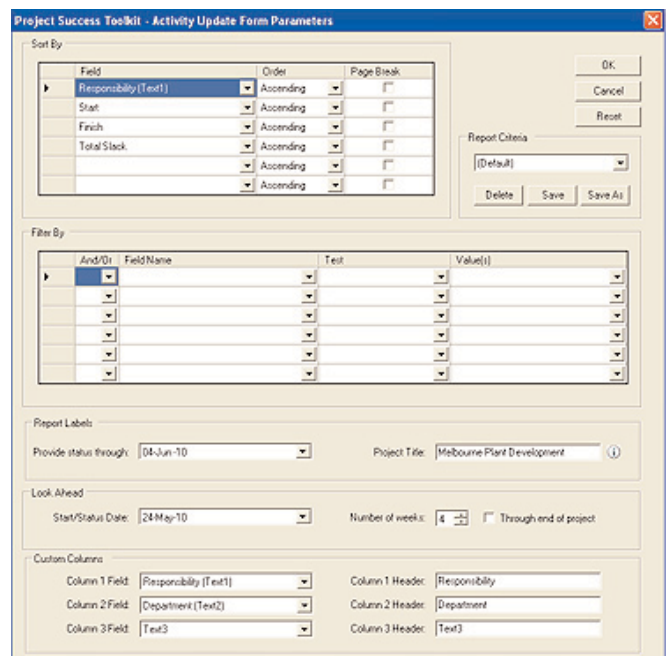


*figure 1.*

Project Success Toolkit for Microsoft Office Project 2007 includes an Activity Update Form that is automatically exported to Microsoft Office Excel 2003 or 2007.

Users have the option to create a single Activity Update Form in Excel for all task owners or separate Excel files for each task owner.

The Activity Update Form also includes three user-defined columns that can be used to provide additional information about each task (i.e. Text2, Text3, Predecessors, or Successors).



*figure 2.*

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**Melbourne Plant Development**  
Century Manufacturing Company  
Activity Update Form

Instructions:

- For tasks that are not started, enter NS in the Actual Start column
- For tasks that are in progress, enter the Actual Start date and Remaining Duration or Estimated Finish
- For tasks that are completed, enter the Actual Start and Actual Finish dates

Provide Status Through: 04 Jun 2010 Reporting period: 24 May 2010 - 21 Jun 2010

ID	Activity Description	Responsibility	Department	Duration	Scheduled Sta	Actual Start	Actual Fini	Remaining Duration	Estimated Finish	Scheduled Fini	Critical
1	Project Approval	Baxter	Exec	0	24 May '10					24 May '10	Yes
15	Select/Confirm Plant Manager	Baxter	Exec	5	24 May '10					28 May '10	
9	Select Building	Baxter	Exec	30	27 May '10					07 Jul '10	Yes
3	Order Equipment	Garcia	Proc	3	27 May '10					31 May '10	Yes
4	Assemble Equipment	Garcia	Proc	20	01 Jun '10					28 Jun '10	Yes
2	Prepare Production Requirements	Karlsson	Engr	3	24 May '10					26 May '10	Yes
17	Relocate Plant Manager	Plant Mgr	Ops	20	31 May '10					25 Jun '10	
16	Run Help-Wanted Ads	Puckett	HR	10	27 May '10					09 Jun '10	
18	Receive Job Applications	Puckett	HR	10	10 Jun '10					23 Jun '10	

figure 3.

## New Update Task Tool Additional Info & Screenshots

**Project Success Toolkit - Update Tasks and Resources**

Update Tasks | Update Resources

Status Date: 28-May-10 OK Cancel

Current Task

ID: 2 Name: Prepare Production Requirements Duration: 3 Close

Task Status: In Progress Remaining Duration: 3

Actual Start Date: Not Started Estimated Finish Date: 26-May-10

Update Task Using:  Remaining Duration  Finish Date

figure 4.

**Project Success Toolkit - Update Tasks and Resources**

Update Tasks | Update Resources

Status Date: 28-May-10 OK Cancel

Current Task

ID: 1 Name: Prepare Production Requirements Analysis Duration: 3 Close

Task Status: In Progress Remaining Duration: 3

Actual Start Date: 24-May-10 Estimated Finish Date: 04-Jun-10

Update Task Using:  Remaining Duration  Finish Date

June, 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Today: 06-Jun-08

figure 5.

- The Update Task tool has been updated to include a Task Status selection feature.
- You first specify the task status (Not Started, In Progress or Completed) and then enter the appropriate dates or remaining duration.
- Drop-down calendars have been added to the Update Tasks tool to set the Start and Finish dates.

Please contact Crissy Tevis at [crissy.tevis@projectsuccess.com](mailto:crissy.tevis@projectsuccess.com) or 678.801.4510 if you have any questions or would like more information about the Project Success Toolkit.

■ For more information about the Project Success Method<sup>SM</sup>, please visit [www.projectsuccess.com](http://www.projectsuccess.com)