Diving Deep in the Domains, Running with AzTech

NASA 2023 Cost & Schedule Symposium

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Schedule Analyst IV



RunAzTech Demonstration



By Crystal Bonds

RunAzTech Installation Guidance

- Prerequisites:
 - Windows 7 or later
 - Microsoft Project 2010 or later
 - Microsoft .NET Framework 4.5
 - Visual Studio Tools for Office 4.0 Runtime
 - Run!AzTech Ribbon License Key
- Full Blown MS Project Add-In
- Requires installation of EXE; comes packaged with an MPP file (Ribbon.mpp)
- Important! MPP must be kept open in the background while working on the IMS



RunAzTech Installation Guidance

Download

- Ensure Macros ability to run inside MS Project
 - Files > Options > Trust Center > Trust Center Settings > select either Disable all Macros w/notification or Enable All Macros
- Close Microsoft Project & uninstall any/all prior versions of Run!AzTech Ribbon from the Control Panel
- Navigate to the Run!AzTech Downloads & Documentation page
 - **Note versions available: RunAzTech ClickOnce, RunAzTech Ribbon (64-bit), RunAzTech Ribbon (32-bit)

Install

- Ensure connection to the Internet before Installation
- Extract all files from the ZIP file
- Right-click on the EXE file (*setup.exe or Run!AzTech Ribbon x86/x64.exe*) and select Run As Administrator
- Run through the installer steps, Click Close/Finish

RunAzTech Installation Guidance

Configure

- Open MS Project
 - Note: You may see the following prompt "Please open the file: Run!AzTech Ribbon.mpp", if so, click OK
 - Users should see a "Hooray!" notification

Successfully Set MPP	×
Hooray! File path set to: C:\Users\Public\AzTech\RunAzTech Ribbon.mpp	
ОК	

• MS Project will automatically launch (open) the Ribbon.mpp, you may be prompted to enable macros, **Click Enable Macros**



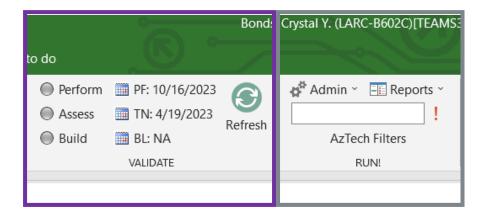
-	🗧 🗲 र 🥙 🔚 🖺 📋 🕫 RunAzTech Ribbon - Project Professional 🛛 Gant	tt Chart Tools		Bonds, Crystal Y. (LARC-B602C)[TEAMS3] 🎇 — 🗇 🗙
File	Task Resource Report Project View WBS Schedule Pro Help Run!AzTech Add-Ins Gantt	Chart Format Q Tell me what yo	bu want to do	o x
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× 🗸	Run!AzTech Template for MS Project 7.1.0.104 (9 Mar 2022)			
0	Name	Add New Column		12 2013 2014 2015 2016 2017 H2 H1 H2 H1 H2 H1 H2 H1 H2 H1 H2
	Run!AzTech Template for MS Project 7.1.0.104 (9 Mar 2022)			
	<pre> Run!AzTech Ribbon for MSP 2010+</pre>			
	© 1996-2021 AzTech International Inc.			
	http://www.GoAzTech.com			
	Info@goAzTech.com 949.249.9349			
	Hotline@goAzTech.com			
	Welcome!			
	When opening MS Project, the RunAzTech Ribbon.mpp (this file) opens automatically. Leave it open! The functions will not run without it.			
	Next, open an MPP of your choosing.			
5	Following that, click on the "Run!AzTech" Ribbon tab, and click "Refresh". Do this every time you open schedule.	a		Ribbon
	Great! You're good to go.			Пірроп
AZ	A New to Run!AzTech?			
4	Take a deeper dive with our Quick Start, or click the"Learn" button on the far right of the RunIAzTech Ribbon tab.			
	▲ Popular functions:			
	Trace - Trace Predecessor / Successor logic on any Task, including Critical& Driving Paths.			Az lech
	Stoplight Filters - Click Perform, Assess, or Build to see counts and filters for various metrics!			INTERNATIONAL
	Count - Select any column header and click 'Count' to get see how many tasks, summaries, and starts are in your project!			
	Expand All - Clears all filters to reveal all tasks.			
	₄ Disclaimer			
	Please use this Template per our documented instructions & always make frequent backups of your Project file.			



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File	Task Resource	Report	Project	View	WBS Schedule	о	Help	Run	AzTech	A	d-Ins	Gantt Chart Format	ı ي	Tell me what you want to
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- Navigate: assists with the ability to toggle between different panes: Views, Tables & Filters
- Build: provides users a consolidated design, quickly toggle between different Views, edit status, duration
- Assess: determines schedule Health (Focuses on foundational aspects of a healthy schedule) and Fitness (Features assess improvement areas within a healthy schedule), test schedule for alignment with (GASP) Generally Accepted Scheduling Principles
- Perform: tracks & helps improve schedule performance, include reports like the Stats report providing metrics, (OOS) Out of Sequence report, Trace allow users to filter a schedule through logic, Count provides valuable task info.





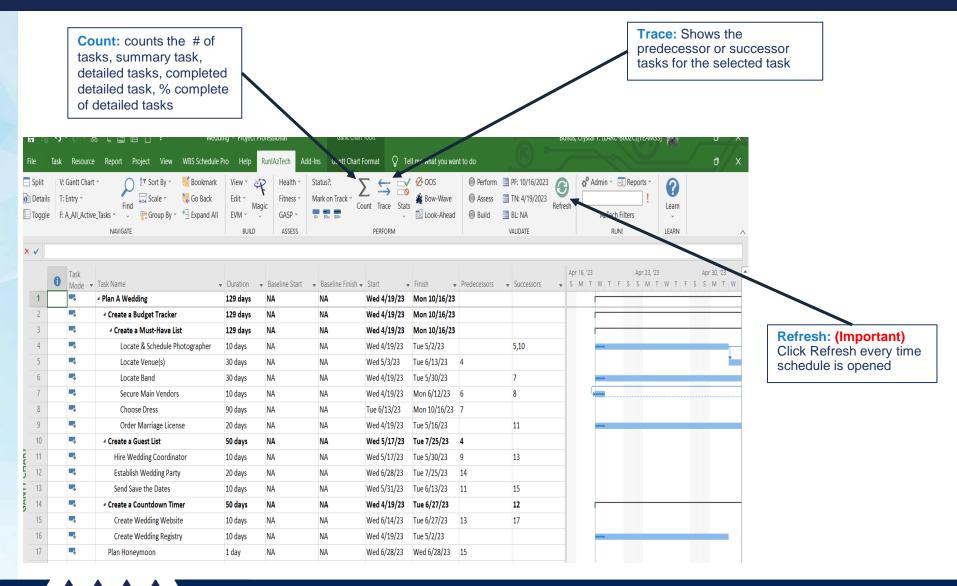
- Validate: provides a snapshot to help users measure Build, Assess & Perform quality using Stoplight functionality; glimpse into overall schedule validation & enables users to drill down into weak areas; quick snapshots of the Schedule Forecast End date, Status date and Baseline date, house the Refresh button
- Run!: home base for Admin settings, navigate to Reports and Export features



Status Project

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Inse	ert	Add-ins	Properties		Schedule	Status	Proofing					^
× •	17											
	0	Task Mode 🔻	Task Name	Duration 👻	Baseline Start 🗸	Baseline Finish 🖌 Start	✓ Finish ✓ Predecessors	✓ Successors ✓	Apr 16, '23 S M T W T	Apr 23, '23	Apr 30, '23	-
	1	-,	₄ Plan A Wedding	129 days	NA	NA Wed 4/19/2	3 Mon 10/16/23					
	2		Create a Budget Tracker	129 days	NA	NA Wed 4/19/2	3 Mon 10/16/23				-	
	3		Create a Must-Have List	129 days	NA	NA Wed 4/19/2	3 Mon 10/16/23					
	4	-5	Locate & Schedule Photographer	10 days	NA	NA Wed 4/19/2	3 Tue 5/2/23	5,10	_		-	-
	5	-5	Locate Venue(s)	30 days	NA	NA Wed 5/3/23	Tue 6/13/23 4					
	6	-3	Locate Band	30 days	NA	NA Wed 4/19/2	3 Tue 5/30/23	7			_	
	7	-5	Secure Main Vendors	10 days	NA	NA Wed 4/19/2	3 Mon 6/12/23 6	8	.			
	8	-5	Choose Dress	90 days	NA	NA Tue 6/13/23	Mon 10/16/23 7					
	9	-5	Order Marriage License	20 days	NA	NA Wed 4/19/2	3 Tue 5/16/23	11	_		-	
1	10			50 days	NA	NA Wed 5/17/2	3 Tue 7/25/23 4					
	1		Hire Wedding Coordinator	10 days	NA	NA Wed 5/17/2	3 Tue 5/30/23 9	13				
Н I	12		Establish Wedding Party	20 days	NA	NA Wed 6/28/2	3 Tue 7/25/23 14					
Ę	13		Send Save the Dates	10 days	NA	NA Wed 5/31/2	3 Tue 6/13/23 11	15				
	4		Create a Countdown Timer	50 days	NA	NA Wed 4/19/2	3 Tue 6/27/23	12				—
1	15		Create Wedding Website	10 days	NA	NA Wed 6/14/2	3 Tue 6/27/23 13	17 ~				
1	16		Create Wedding Registry	10 days	NA	NA Wed 4/19/2	3 Tue 5/2/23		-			
1	17	-,	Plan Honeymoon	1 day	NA	NA Wed 6/28/2	3 Wed 6/28/23 15					





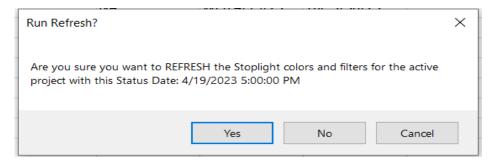


Ribbon Overview - Trace

Split Details	V: Gantt Chart T: Entry ~ F: All Tasks ~	Find Scale ~	₩ Bookmark ₩ Go Back + Expand All	View * 😤 Edit * Magic EVM * *	Fitness ~ I	0× 50× 100×	Trace Stats	 ✓ OOS ▲ Bow-Wave ▲ Look-Ahead 	😑 Build 🛄	PF: 10/2/2023 TN: 4/19/2023 BL: 4/24/2023 VALIDATE	Admin ~ E Reports	s * ! Learn LEARN
1 2	-,	Task Name Plan A Wedding Create a Budget Tra		 Duration 119 days 119 days 	• Baseline St Wed 4/19/ Wed 4/19/	'23 Thu 3/28/24 '23 Thu 1/4/24	 Start Wed 4/19/ Wed 4/19/ 	23 Mon 10/2/2	3	rs 👻 Successors	 ▲ Apr 16, '23 ▼ S M T W T F ! 	Apr 23, '23 Apr 30, '23 S S M T W T F S S M T W
3		Create a Must-Ha Locate & Sched	ave List dule Photographer	119 days 10 days	Wed 4/19/ Wed 4/19/		Wed 4/19/ Wed 4/19/		3	5		
5	-	Locate Venue(s	s)	30 days	Wed 5/3/2	3 Tue 6/13/23	Wed 5/3/2	3 Tue 6/13/23	4	6		
6	AzTech Trace	Locate Band		30 days	Wed 4/19/	23 Mon 7/24/23	Wed 4/19/ × /19/		3 5	8		
7 8 9 10 11 12 13 14 15 16 17 	cocato bana				e Venue(s) Constraint Type: ASAP Constraint Date: NA Deadline Date: NA Baseline Finish: 13-JUN-2023 Current Finish Date: 13-JUN-2023 Early Finish Date: 13-JUN-2023 Late Finish Date: 13-JUN-2023					8 9 13 16 15 17,12 17		
	☐ Check f	completed tasks in Trace or LOE [L], Planning Pack disting (Flag 19= True) [K] aths by Total Float [P] nish [F]	ages, & Milestones	Total	ı Variance: Slack (Float):	On Schedule 0 Days Critical (Zero)	4 5	Task Mode • Task Name Locate & Sched Locate Venue(s	ule Photographer 10 days	Wed 4/19/23 Tue 5/2/23	Start Finish Predecessors Wed 4/19/23 Tue 5/2/23 Wed 5/3/23 Wed 5/3/23 Tue 6/13/23 4	• Successors • Apr 16, 123 Apr 23, 123 Apr 30, 123 • S • T F S S M T W T F S S M T W T F S S M T • T F S S M T • T F S S M T 6 • • • • • • • • • • • • • • • • • • •



- Click the Refresh Button every time the schedule file is opened
- Run every time there is a date change or a status date change is mandatory





🛃 Stoplight	t - Perforr	n					-		×
Overview									
Run Date	e/Time:	19-Apr-2023 9:01	PM						
Project N		Wedding							
		-							
Project P		C:\Users\cbonds\							
Status Da	ate:	19-Apr-2023 5:00	PM						
Detailed	Tasks:	12	Detailed Tasks / Mile	stones					
Summary	v Tasks	5	0% Complete:	0	42% Sta	nrted: 5			
Total Tas		17	100% Incomplete:		58% Un				
i otari i ao			in the moon place.						
Statistics									
Otatiotico									
Indicator	Catego	ry		Count	%	Description			
	Negative	e Total Float		0	0 %	Incomplete tasks with negative total float.			
	Started	& Forecasting Late	e & Critical	0	0 %	Incomplete tasks that started late, are forecast to finish even later, and have negative total float.			
	Unstarte	ed & Forecasting L	ate & Critical	0	0 %	Unstarted tasks that are forecast to start late, finish even later, and have negative total float.			
	<u>30 Day</u>	Bow-Wave		0	0 %	Incomplete tasks > 10 days late & pushed to start within the next 30 days.			
	Missing	Finish by 20 Days		0	0 %	Incomplete tasks forecasting > 20 days late to baseline finish.			
	Missing	Duration by 20 Da	<u>ys</u>	5	42 %	Incomplete tasks forecasting > 20 days late to baseline duration.			
	Started	20 Days Late & Fir	nishing Even Later	0	0 %	In progress tasks that started more than 20 days late forecast to finish even later.			
	Starting	20 Days Late & Fi	nishing Even Later	0	0 %	Unstarted (future) tasks forecast to start and finish more than 20 days late & finishing even later.			
	Mileston	ies became tasks?		0	0 %	Incomplete task baselined <= 1 day then stretched > 5 days.			
	<u>Task(s)</u>	became milestone	<u>(s)?</u>	0	0 %	Incomplete task baselined > 20 days then shortened to <= 5 days.			
							Clear Filter	CI	ose

Perform

Metrics focus: Project progression, Execution & Delivery

 Includes: Negative total float, Task forecasting late & critical, Missing finish & durations by 20 days, Tasks starting 20 days late & finishing even later

_	Carlor Contract Contra							i Lia Grani	TO SERVICE	1	1100101	
	Stoplight	- Build								-		×
Γ	Overview											
	Run Date/	Time:	19-Apr-2023 9:01 PM									
	Project Na	me:	Wedding									
	Project Pa	th:	C:\Users\cbonds\Deskt	op\HRP								
	Status Dat	te:	19-Apr-2023 5:00 PM									
	Detailed T	asks:	12	Detailed Tasks / Mile	estones							
	Summary	Tasks:	5	0% Complete:	0	42%	Start	ted: 5				
	Total Task	(S)	17	100% Incomplete:	12	58%	Unst	arted: 7				
ſ	Statistics											
	Indicator	Categor	у		Соц	ınt %		Description				
		Summar	<u>y Tasks with Logic</u>			2 4	10 %	Summary Tasks with a predecessor, successor, const	raint date, or deadline.			
		Hard Cor	nstraints			0	0%	Hard constraints (MSO, MFO, SNLT, FNTL).				
		Leads				0		Leads (negative lags) used to "pull" tasks to an earlier	start or finish (excludes -1 day).			
		Estimate	d Durations					Estimated durations (with a ?).				
		<u>Missing l</u>						Missing a predecessor or successor.				
			sh-to-Start (FS or FF) L	.ogic				SS or SF Successor w/o Finish Successor.				
		High Tot	<u>al Float</u>					Total Float > 44 days.				
		Lags						Lags used to "push" tasks to a later start or finish.				
	- 2	High Dur						Durations or Baseline durations > 44 days. Planning Packages or LOE tasks <= 20 days duration	or baseline duration			
	-	-PKg or	<u>LOE <= 20 days</u>			U	0 /0	Framming Fackages of LOE tasks <- 20 days duration	or paserine autation.			
										Clear Filter	Clos	
										Ciedi Fillel	0108	

Build

Metrics focus: Logic, Float, Duration, Constraints & Leads/Lags



📲 Stoplight - Asse	SS				x
Overview					
Run Date/Time:	19-Apr-2023 9:01 P	PM			
		WI .			
Project Name:	Wedding				
Project Path:	C:\Users\cbonds\D				
Status Date:	19-Apr-2023 5:00 P	M			
Detailed Tasks:	12	Detailed Tasks / Milestones			
Summary Tasks	5	0% Complete: 0		42% Sta	rted: 5
Total Tasks:	17	100% Incomplete: 12		58% Un :	started: 7
Statistics					
Indicator Cate	gory		Count	%	Description
Missi	ng/Inaccurate Baseling	Durations	0	0 %	Detailed tasks with missing or inaccurate baseline durations (BL Finish - BL Start <> BL Duration).
Missi	ng Baseline Dates		12	71 %	Summary and detailed tasks missing either baseline start or finish.
invan	Actual Dates		0	0%	Incomplete tasks with an actual start or finish right of the Status Date.
Invali	d Forecast Dates		0	0 %	Incomplete tasks with a forecast start or finish left of the Status Date.
Missi	ng % Complete		0	0%	Incomplete tasks with duration % complete not statused to the Status Date.
Physi	cal % Complete does r	not match Actual Start or Finish	0	0%	Incomplete non-LOE tasks with physical % complete > 0% without actual start or 100% without actual finish.
PPkg	with Actual Start		0	0 %	Planning packages with an actual start date.
PPkg	Left of Status Date		0	0 %	Planning packages with a forecast start left of the Status Date.
					Clear Filter Close

<u>Assess</u>

- Metrics include: Baseline, Actual, Forecast Date and Durations, % complete (both missing & physical)
- Click on red indicator "Missing Baseline Dates"



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File	Task Resource	Report Project View WBS Schedule	Pro Help	Run!AzTech Add-Ins	Gantt Chart Fo	rmat 🔉 Te	ll me what you want	to do					o x
Split Details		Find Scale ~ 🍓 Go Bad	k Edit -	Health × Fitness × GASP × D ASSESS	Status?: 0 Mark on Track × 0x 50x 00x	Count Trace S	✓ ØOS Ø Bow-Wave tats ✓ Look-Ahea	e 🔴 Assess	 PF: 10/16/2023 TN: 4/19/2023 BL: NA VALIDATE 	Refresh	Admin × E Reports × AzTech Filters RUN!	Learn LEARN	
4	O Task Mode ▼	Task Name Locate & Schedule Photographer	 Duration 10 days 		Baseline Finish 👻	itart - Ved 4/19/23	Finish - Tue 5/2/23	Predecessors	 ✓ Successors → 5,10 	Apr 16, '2 S M	3 Apr 23, '23 T W T F S S M T W	Apr 3 T F S S M	
5	,	Locate Venue(s)	30 days	NA	NA	Ved 5/3/23	Tue 6/13/23	4					
6	4	Locate Band	30 days	NA	NA	Ved 4/19/23	Tue 5/30/23		7		_	-	
7	-5	Secure Main Vendors	10 days	NA	NA	Ved 4/19/23	Mon 6/12/23	6	8		4		
8	- 5	Choose Dress	90 days	NA	NA	ue 6/13/23	Mon 10/16/23	7					
9	- <u>5</u>	Order Marriage License	20 days	NA	NA	Ved 4/19/23	Tue 5/16/23		11		_	-	
11	- 5	Hire Wedding Coordinator	10 days	NA	NA	Ved 5/17/23	Tue 5/30/23	9	13				
12	-5	Establish Wedding Party	20 days	NA	NA	Ved 6/28/23	Tue 7/25/23	14					
13	-,	Send Save the Dates	10 days	NA	NA	Ved 5/31/23	Tue 6/13/23	11	15				
15	-5	Create Wedding Website	10 days	NA	NA	Ved 6/14/23	Tue 6/27/23	13	17				
16 17	- <u>5</u>	Create Wedding Registry	10 days	NA	NA	Ved 4/19/23	Tue 5/2/23				_	_	
				NA	NA	Ved 6/28/23	Wed 6/28/23						



RunAzTech Demonstration

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	0	Task Mode 🔻	Task Name	 Duration 	 Baseline Start 	Baseline Finish	Start	- Finish	 Predecessors 	✓ Successors -	Apr 16, '23 S M T W T F S	Apr 23, '23 S M T W 1	Apr 30, '23 🔺
1		-	₄ Plan A Wedding	247 days	Wed 4/19/2	3 Thu 3/28/24	Wed 4/19/23	Thu 3/28/24	4		i		
2		4	▲ Create a Budget Tracker	187 days	Wed 4/19/2	3 Thu 1/4/24	Wed 4/19/23	Thu 1/4/24					
3		-	▲ Create a Must-Have List	187 days	Wed 4/19/2	3 Thu 1/4/24	Wed 4/19/23	Thu 1/4/24					
4		-	Locate & Schedule Photographer	10 days	Wed 4/19/23	3 Tue 5/2/23	Wed 4/19/23	Tue 5/2/23		5,11	_		·····
5		-4	Locate Venue(s)	30 days	Wed 5/3/23	Tue 6/13/23	Wed 5/3/23	Tue 6/13/23	4	6			+
6		-4	Locate Band	30 days	Wed 4/19/23	3 Mon 7/24/23	Wed 4/19/23	Mon 7/24/2	3 5	7	· · · · ·		
7		-	Secure Main Vendors	10 days	Wed 4/19/23	3 Fri 8/4/23	Wed 4/19/23	Fri 8/4/23	6	8	· · · · ·		
8			Choose Dress	90 days	Mon 8/7/23	Fri 12/8/23	Mon 8/7/23	Fri 12/8/23	7	9			
9			Order Marriage License	20 days	Wed 4/19/23	3 Thu 1/4/24	Wed 4/19/23	Thu 1/4/24	8	11	· · · · ·		
10		-	4 Create a Guest List	50 days	Fri 1/5/24	Thu 3/14/24	Fri 1/5/24	Thu 3/14/2	1				
1 1		-4	Hire Wedding Coordinator	10 days	Fri 1/5/24	Thu 1/18/24	Fri 1/5/24	Thu 1/18/24	9,4	13			
5 12		-5	Establish Wedding Party	20 days	Fri 2/16/24	Thu 3/14/24	Fri 2/16/24	Thu 3/14/24	15	16			
13		÷	Send Save the Dates	10 days	Fri 1/19/24	Thu 2/1/24	Fri 1/19/24	Thu 2/1/24	11	15			
14		÷	4 Create a Countdown Timer	246 days	Wed 4/19/2	3 Wed 3/27/24	Wed 4/19/23	Wed 3/27/2	4		1		
15		÷	Create Wedding Website	10 days	Fri 2/2/24	Thu 2/15/24	Fri 2/2/24	Thu 2/15/24	13	17,12			
16		÷	Create Wedding Registry	10 days	Wed 4/19/23	3 Wed 3/27/24	Wed 4/19/23	Wed 3/27/2	4 12	17	<u>ل</u>		
17		-	Plan Honeymoon	1 day	Thu 3/28/24	Thu 3/28/24	Thu 3/28/24	Thu 3/28/24	15,16				



Project Performance Domains

A group of related activities that are critical for the effective delivery of project outcomes.



Project Performance Domains





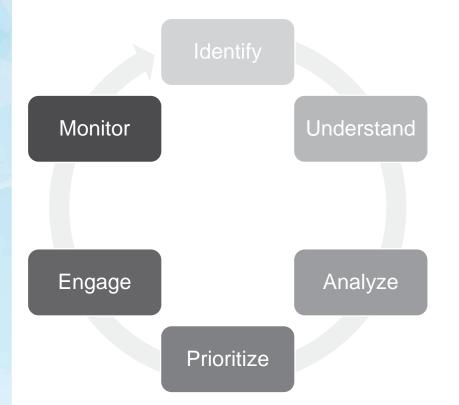
Stakeholders Performance Domain



- Addresses Activities & Functions
 Associated with Stakeholders
- Effective execution of this domain results in these outcomes:
 - Productive working relationships
 - Stakeholder agreement
 - Support and satisfaction even while opposition arises but does not negatively impact outcomes



Stakeholders Performance Domain



Stakeholder Engagement

"Includes implementing strategies and actions to promote productive involvement of stakeholders"

Navigating Effective Stakeholder Engagement

- Identifying the Stakeholders
- Understanding the Stakeholders
- Analyze Stakeholder Aspects
- Prioritize the Stakeholder
- Engaging with the Stakeholder
- Monitoring the Stakeholder



Team Performance Domain



- Addresses activities and functions associated with the people who are responsible for producing project deliverables that realize business outcomes
- Effective execution of this domain results in these outcomes:
 - Entails establishing the culture and environment
 - Enables a collection of diverse individuals to evolve into a highperforming project team
 Recognizes activities needed to
 - Recognizes activities needed to foster project team development
 - Encourages leadership behaviors



Development Approach & Life Cycle Performance Domain



- Addresses activities & functions associated with the development approach, cadence & life cycle phases of the project
- Effective execution of this domain results in these outcomes:
 - Development approaches that are consistent with project deliverables
 - Project life cycle that connect with delivery of business & stakeholder value
 - Project life cycle that facilitate the delivery cadence & development approach required



A Proprietary & Confidential

Planning Performance Domain



- Addresses activities & functions associated with the initial, ongoing, and evolving organization & coordination necessary for delivering & outcomes
- Effective execution of this domain results in these outcomes:
 - Project progression in an organized, coordinated & deliberate manner
 - Holistic approach to delivering outcomes
 - Evolving information
 - Time spent planning is appropriate
 - Information is sufficient to manage expectations

Project Work Performance Domain



- Addresses activities & functions associated with establishing project processes, managing physical resources & fostering a learning environment
- Effective execution of this domain results in these outcomes:
 - Efficient & effective performance
 - Processes are appropriate for the project & environment
 - Appropriate communication
 - Managing physical resources efficiently
 - Managing procurements effectively
 - Improvement in team capability due to continuous learning & process improvement



Delivery Performance Domain



- Addresses activities & functions associated with delivering the scope & quality that the project was undertaken to achieve
- Effective execution of this domain results in these outcomes:
 - Projects contribute to business objectives & advancement of strategy
 - Realization of outcomes
 - Benefits are realized
 - Clear understanding of requirements
 - Acceptance and satisfaction of deliverables from Stakeholders



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Measurement Performance Domain



- Address activities and functions associated with assessing project performance and taking appropriate actions to maintain acceptable/optimal performance
- Effective execution of this domain results in these outcomes:
 - Reliable understanding of status of project
 - Actionable data to facilitate decision making
 - Timely actions to keep performance on track



Uncertainty Performance Domain



- Address activities and functions associated with risk & uncertainty
- Effective execution of this domain results in these outcomes:
 - Awareness of the environment in which projects occur
 - Proactive in exploring & responding to uncertainty
 - Awareness of the interdependence of multiple variables
 - Anticipation of threats & opportunities
 - Understanding consequences of issues
 - Opportunities are realized
 - Effective utilization of cost and schedule reserves



Questions?

- Thank you
- Contact: Crystal Bonds, PMP, CAMP
- Phone: 757-708-2475
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Resources

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