

Using a Program Report

Program Reports

Each program report displays a heading and the following sections: General Information, Related Projects and Programs, Documents and Reports Statistics, Commitments, and Access control.

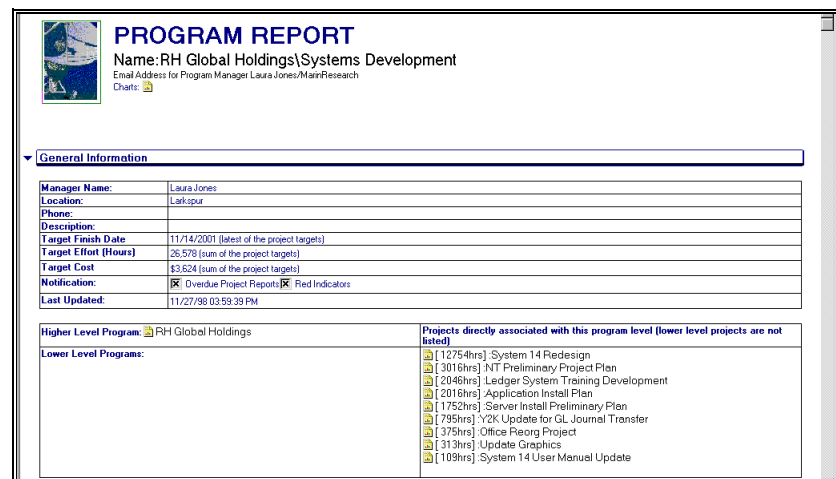
Heading

Program Name: The name a program is displayed in its full hierarchical form.

Email address: This address will be used to send messages about this program. Messages are generated when dashboard targets are exceeded, when project reports are delayed, when forecasts are issued, and for other reasons.

Presentation and Briefing Links: If Gantt Charts or Animations have been created, then links to these will appear followed by a link to initiate a Program Briefing.

General Information



The screenshot shows a web-based interface for a 'PROGRAM REPORT'. At the top left is a small globe icon. The title is 'PROGRAM REPORT' in blue. Below it, the name is 'Name: RH Global Holdings\System Development'. Underneath, it says 'Email Address for Program Manager Laura.Jones@MareResearch' and 'Charts: [icon]'. A dropdown menu is set to 'General Information'. Below this is a table with the following data:

Manager Name:	Laura.Jones
Location:	Larkspur
Phone:	
Description:	
Target Finish Date:	11/14/2001 (latest of the project targets)
Target Effort (Hours):	26,578 (sum of the project targets)
Target Cost:	\$3,624 (sum of the project targets)
Notification:	<input checked="" type="checkbox"/> Overdue Project Reports <input checked="" type="checkbox"/> Red Indicators
Last Updated:	11/27/98 03:59:39 PM

Below the table are two columns of project information:

Higher Level Program: [icon] RH Global Holdings	Projects directly associated with this program level (lower level projects are not listed)
Lower Level Programs:	[icon] [12754hrs] System 14 Redesign [icon] [3016hrs] NT Preliminary Project Plan [icon] [2046hrs] Ledger System Training Development [icon] [2016hrs] Application Install Plan [icon] [1752hrs] Server Install Preliminary Plan [icon] [799hrs] Y2K Update for GL Journal Transfer [icon] [379hrs] Office Reloc Project [icon] [313hrs] Update Graphics [icon] [109hrs] System 14 User Manual Update

The general information section contains two tables. The first table shows links to the parent program of this program, to the child

programs of this program, and to each project directly assigned to this program.

Each of the contributor links is prefaced with the total number of workhours coming from that project or subprogram.

Because the number of attached projects and programs will vary, this section expands as required to display the list.

In the second table are:

Manager Name - This may be different from that used in the email address. For example, email may be sent to a staff assistant.

Location - This is a place to define the locale of the program team. This is a free text field, not a custom location selection.

Phone - Enter phone and pager numbers for key program office members.

Description - Enter an explanation of the program and its objectives, leadership structure, etc.

Target Finish Date: This displays three things. First is the target finish date. Second, in parentheses, is the way in which the target was given which can either be "latest of project targets" or "user specified." Third is the relationship between the project finish date and the target which is displayed in square brackets.

Target Effort (Hours): The first value is the target, the second identifies the way in which the target was specified which will either be "sum of project targets" or "user specified", and the third is the comparison between the estimated effort at completion and the target.

Target Cost: The first value is the target, the second identifies the way in which the target was specified, and the third is the comparison between the estimated effort at completion and the target.

Targets are specified in one of two ways. They can be inferred from the underlying projects or they can be entered using the Target action. Each of the three targets can be set by either method in any combination.

Notification Conditions.

The "**Red Indicators**" checkbox tells the system to send the designated recipient a message if any of the dashboard indicators transitions to a red or worse status during recalculation as a result of new project data.

The "**Overdue Reports**" checkbox tells the system to send an email each week listing any projects whose reports are overdue by the threshold set for the observatory (usually two weeks). This also enables the notification of projects with overdue issues that may require program office attention.

Note that there is one more notification control "**Do not forecast this program**" which is located on the Set Program Targets dialog.

Last Updated - This is the time when the Program data was recalculated. Project changes received since this time have not been incorporated into Program data.

Related Projects and Programs

This contains a three part table. In the upper left is a link to the next higher level program. Below that is the list of links to first level sub programs of this program. On the right is a list of projects associated with this program (but not project associated with subprograms)

Documents and Reports

This section contains several items.

Library Documents

There will be a list of all the Library documents associated with this project. These will have the word LIBRARY and a doclink icon if you are using a Notes client, or a hyperlink if using a web browser.

Special Reports

Next will be a line that says "***Click Here For Project Issues Report***".

Next will be a line that says "***Click Here for Project Milestone Report***".

Finally there will be a line that says "***Click Here to Access Historical Versions of this Report***".

These three reports will be described later in this chapter.

Statistics

These are in the same format described for project reports.

Commitments

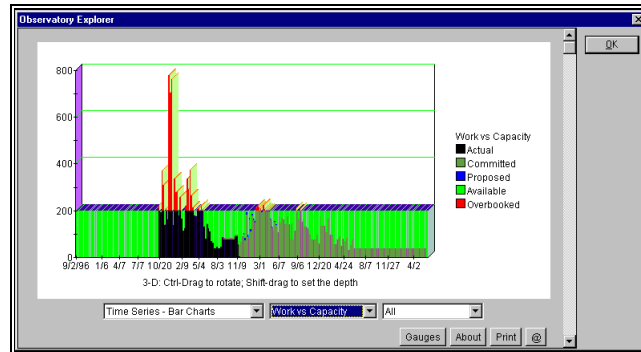
These are in the same format described for project reports.

Access Control

This is the same format described for project reports.

Program Report Actions

Actions available to all users



Graphs - This will open the graphics browser to display graphs about this program.

Phd - The Phd button will create a Program History Diagram as described later in this chapter.

Document - The Document button will create a new Library document associated with this program. See the chapter on Library documents.

Note - Sends email to the designated program manager.

Actions available to users with edit access to the program report

Targets

The Target action displays a target setting dialog to allow you to set the mode of each target and the value of manual targets.

Targets can be set manually to any desired value, or set automatically to the sum of the targets of the contributing projects and subprograms. This selection is made independently for each of the three program targets.

Capacity

The availability of staffing to carry out a program is always a concern to program managers. The capacity action allows you to specify the staffing level available at each point in time.

Lotus Notes

Capacity Profile

This is used to define the availability of resources over time.

Program: RH Global Holdings\Systems Development

Specify Availability as: Full Time People Weekly Hours

Full Time Work Week Hours: 40

Row	Starting Date (list must be in date order)	Available Capacity
1	01/01/98	5 (also applies to all prior periods)
2		
3		
4		
5		
6		
7		
8		

OK
Cancel

Identification

The Identification action is used to change the name of the program or its position in the hierarchy. This should only be used with the consent of the observatory administrator. This function is discussed in the Administration Guide. Changes in the hierarchy require a recalculation which probably will not occur until evening.