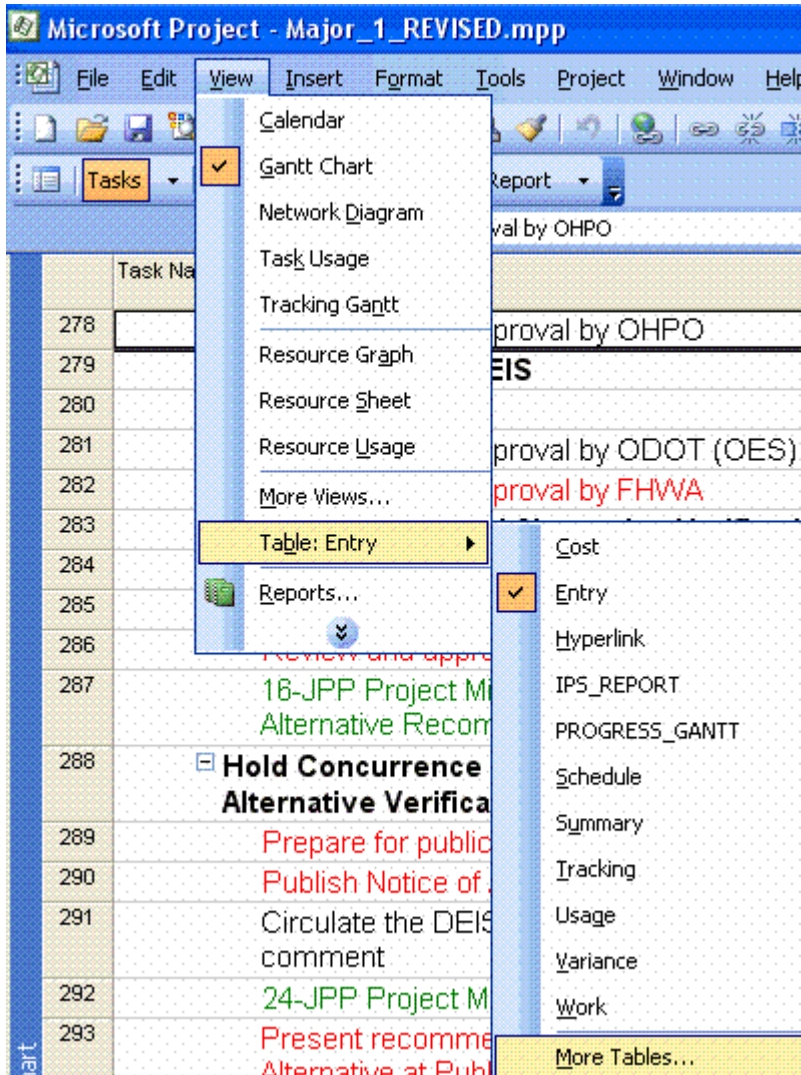
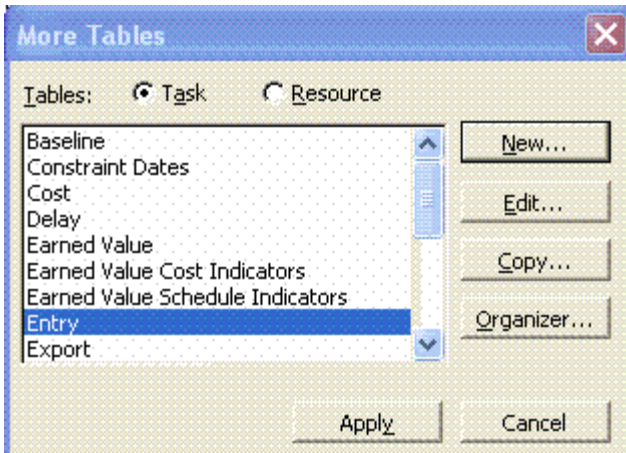


INSTRUCTIONS TO CREATE INVOICE AND PROJECT SCHEDULE REPORT (IPS REPORT)

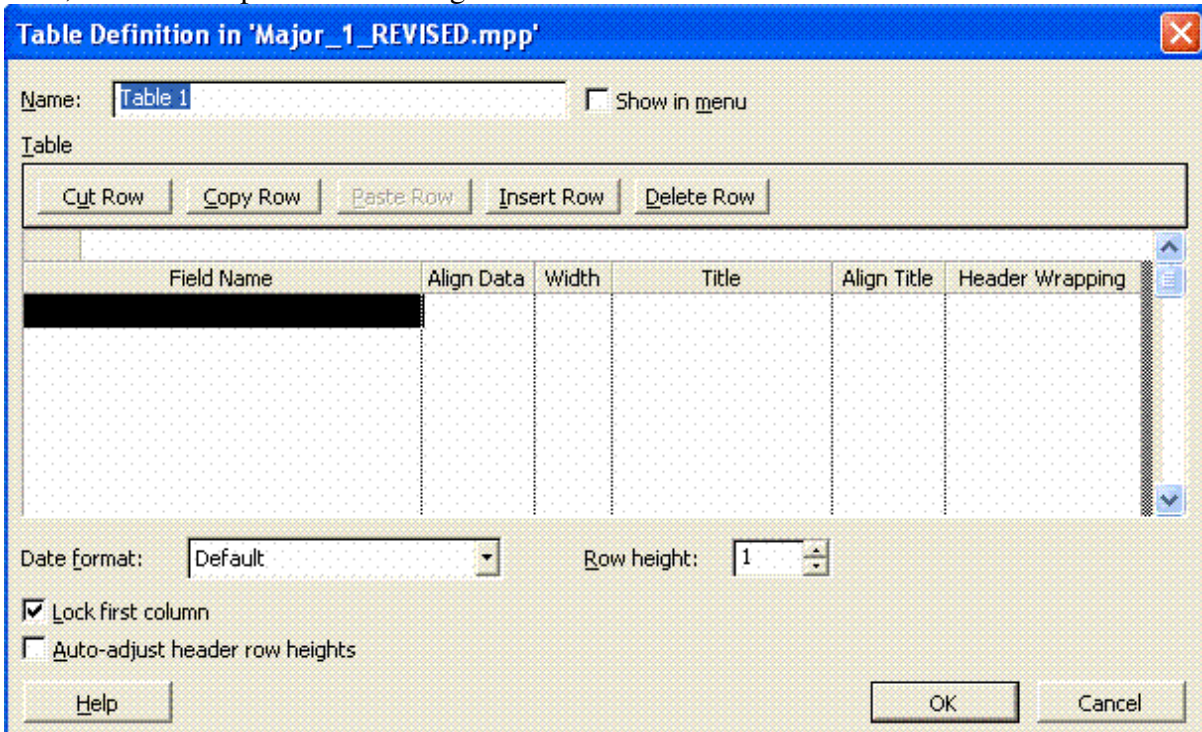
From the Gantt Chart top bar pull down menu, click on **View**, then on **Table: Entry** and then on **More Tables...** as shown below.



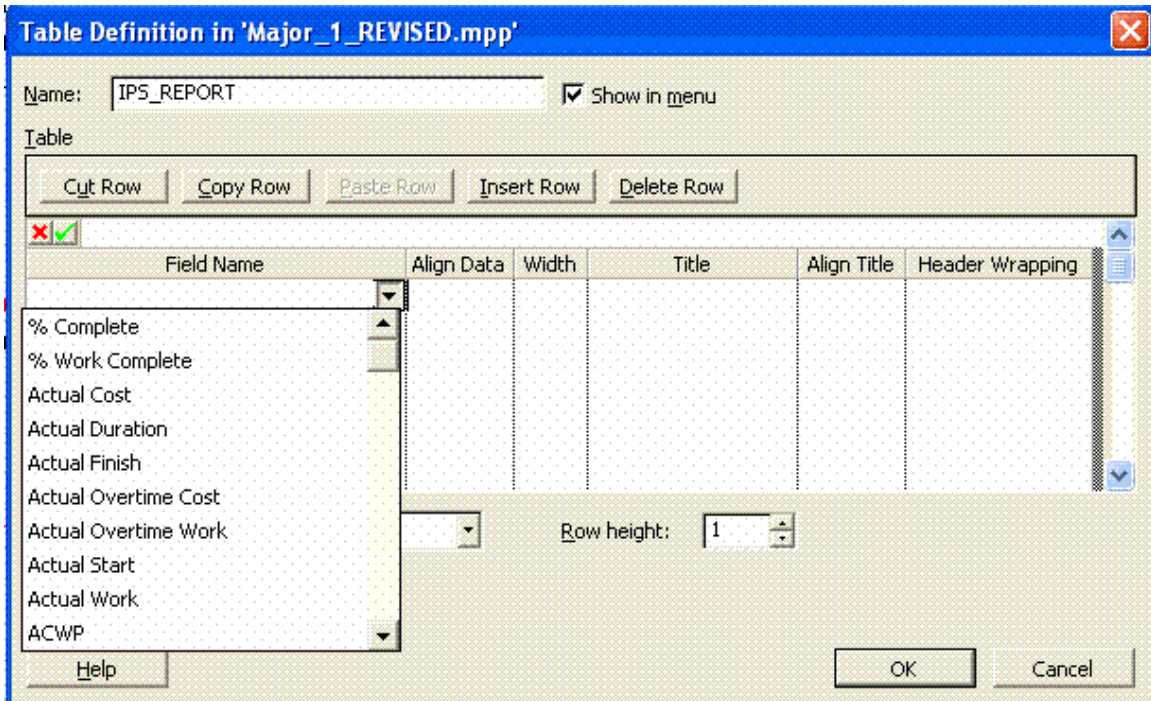
This will open the following window.



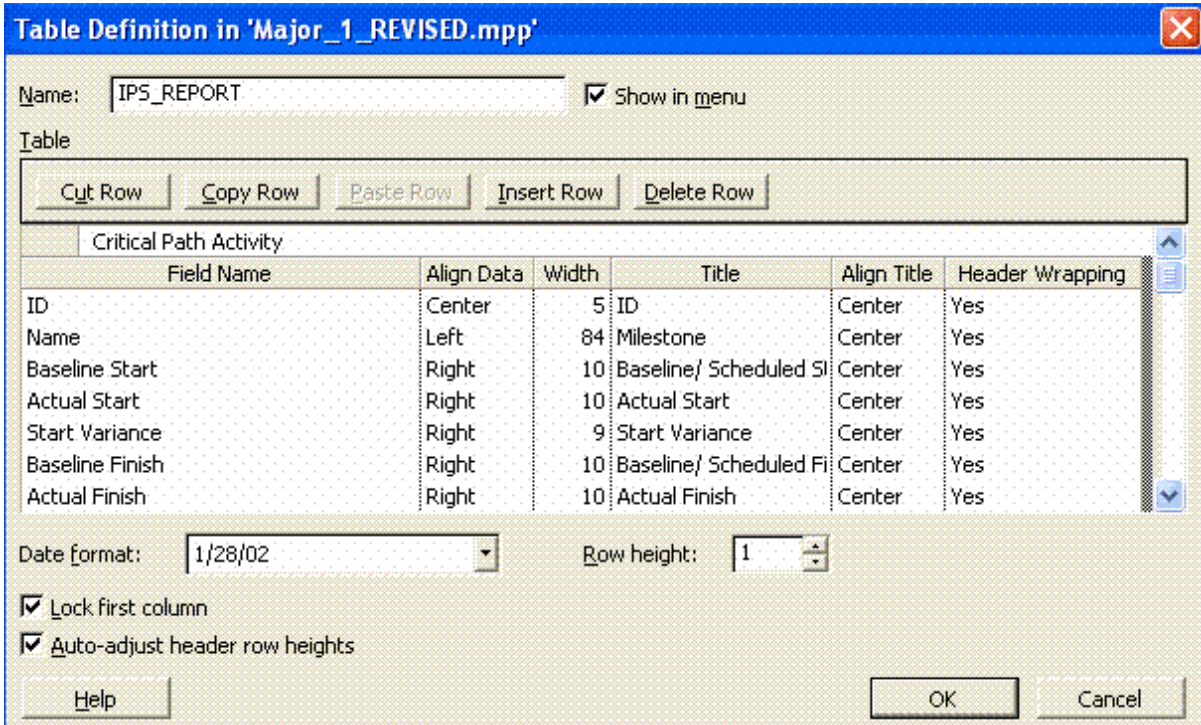
On this window above, first toggle on the **Task** button to create a task table and then click on **New**, which will open the following window for table definition.



Toggle on **Show in menu** button. In the **Name** box, type a new name “IPS_REPORT” for the table. Select a **Field Name**, **Align Data**, **Width**, **Align Title** and **Header Wrapping** from the menu by clicking the tab located at right end of each column width as shown below. Type in text in the **Title** column corresponding to each **Field Name** item for the column heading.

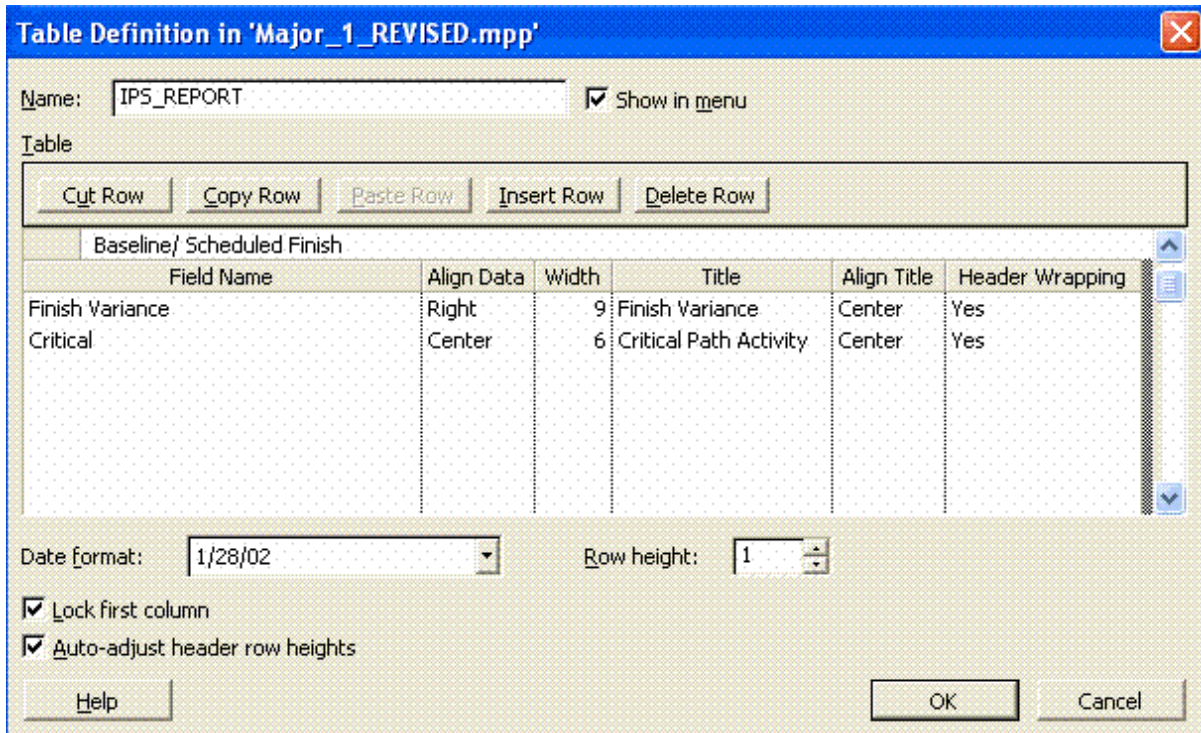


Fill out each column exactly as they are shown in the tables below. Make sure the desired **Date format** is picked from the pull down menu, the **Row height** is set to 1 and **Lock first column** and **Auto-adjust header row heights** buttons are checked on. In order to manipulate the table entries, use the buttons **Cut Row**, **Copy Row**, **Paste row**, **Insert Row** and **Delete Row** located above the data columns by selecting the desired row and then clicking the desired button.

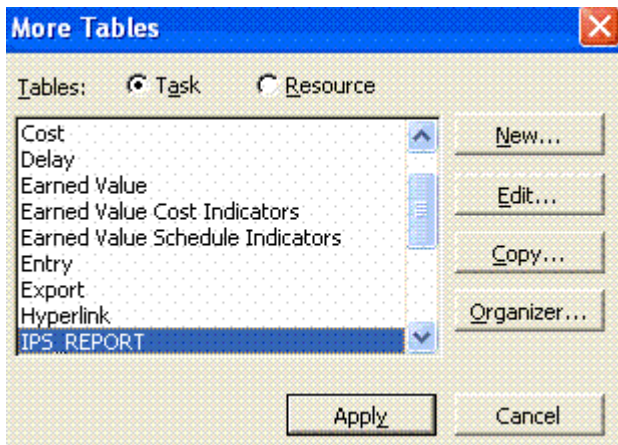


The title name for Baseline Start and Baseline Finish field names are ***Baseline/ Schedule Start*** and ***Baseline/ Schedule Finish*** respectively.

The table below is Continuation of the table above with scroll down data.



After the table is completely filled, click **OK** on this window which will close the window. The **More Tables** window will now show the name of the newly created/defined table (the one we have just completed) in the list of table names. While it is highlighted in the table list, click on **Apply**.

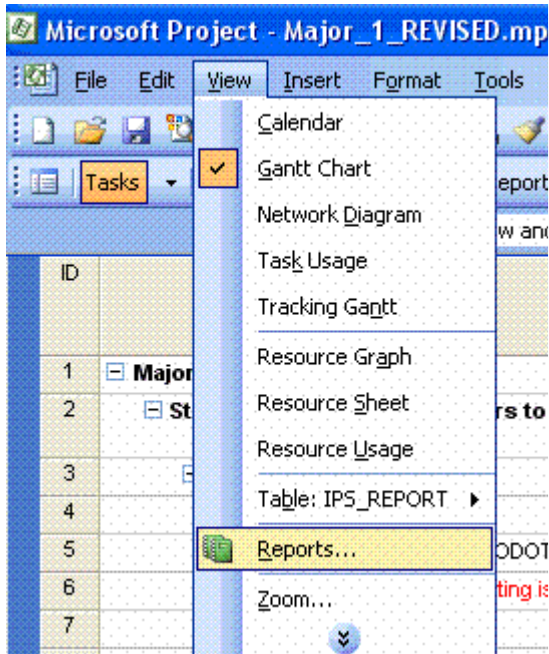


The Gantt Chart will appear detailing the columns and data that have been set up under IPS_REPORT table as shown below.

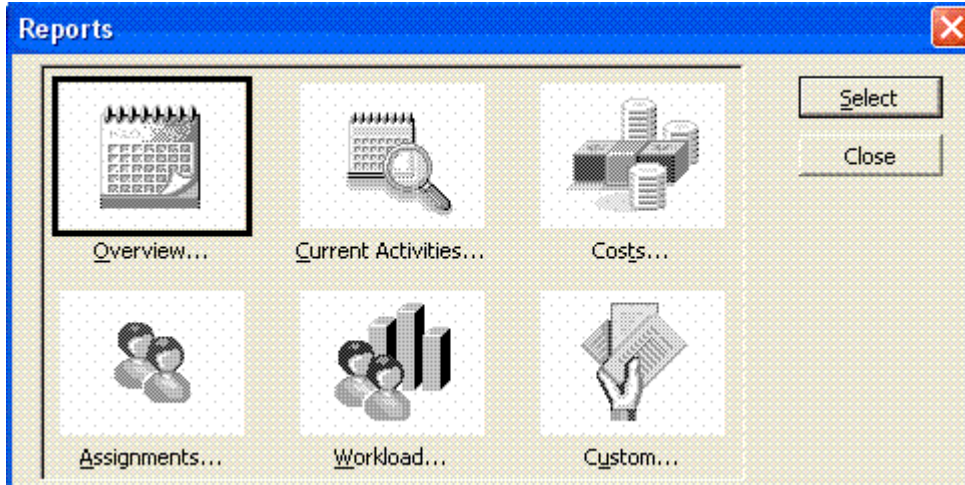
ID	Milestone	Baseline/ Scheduled	Actual Start	Start Variance	Baseline/ Scheduled	Actual Finish	Finish Variance	Critical Path
1	Major Project	1/3/05	NA	0 days	4/29/11	NA	0 days	Yes
2	Step 1- Work with Stakeholders to Understand Problems, Needs, and Goals	1/3/05	NA	0 days	3/1/05	NA	0 days	Yes
3	Define Study/Project Area	1/3/05	NA	0 days	2/15/05	NA	0 days	Yes
4	Define Study Area	1/3/05	NA	0 days	1/4/05	NA	0 days	Yes
5	Review and Approval by ODOT	1/5/05	NA	0 days	2/15/05	NA	0 days	No
6	Identify documentation of existing issues	1/5/05	NA	0 days	1/11/05	NA	0 days	Yes
7	Identify stakeholders	1/12/05	NA	0 days	1/18/05	NA	0 days	No
8	Identify Environmental Justice Populations	1/12/05	NA	0 days	3/1/05	NA	0 days	No
9	Identify EJ Populations	1/12/05	NA	0 days	1/18/05	NA	0 days	No
10	Review and Approval by ODOT	1/19/05	NA	0 days	3/1/05	NA	0 days	No
11	Develop Public Involvement Plan	1/5/05	NA	0 days	3/1/05	NA	0 days	No
12	Draft the public involvement plan	1/5/05	NA	0 days	1/18/05	NA	0 days	No
13	Review and approval by ODOT	1/19/05	NA	0 days	3/1/05	NA	0 days	No
14	Involve Stakeholders and Public	1/19/05	NA	0 days	2/1/05	NA	0 days	No
15	Contact and involve ODOT stakeholders	1/19/05	NA	0 days	1/25/05	NA	0 days	No
16	Contact and involve other stakeholders	1/19/05	NA	0 days	1/25/05	NA	0 days	No
17	Contact and involve Environmental Justice Populations	1/19/05	NA	0 days	1/25/05	NA	0 days	No
18	Develop stakeholder goals and measures of project success	1/19/05	NA	0 days	2/1/05	NA	0 days	No

Instructions to print this Gantt Chart table (IPS_REPORT) are as follows:

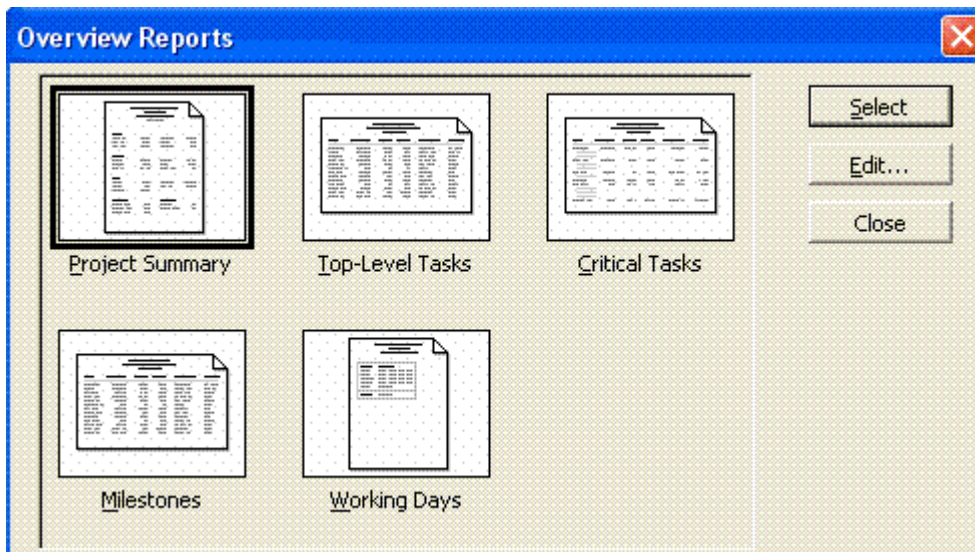
From the Gantt Chart top bar pull down menu, click on **View**, then on **Reports...** as shown below.



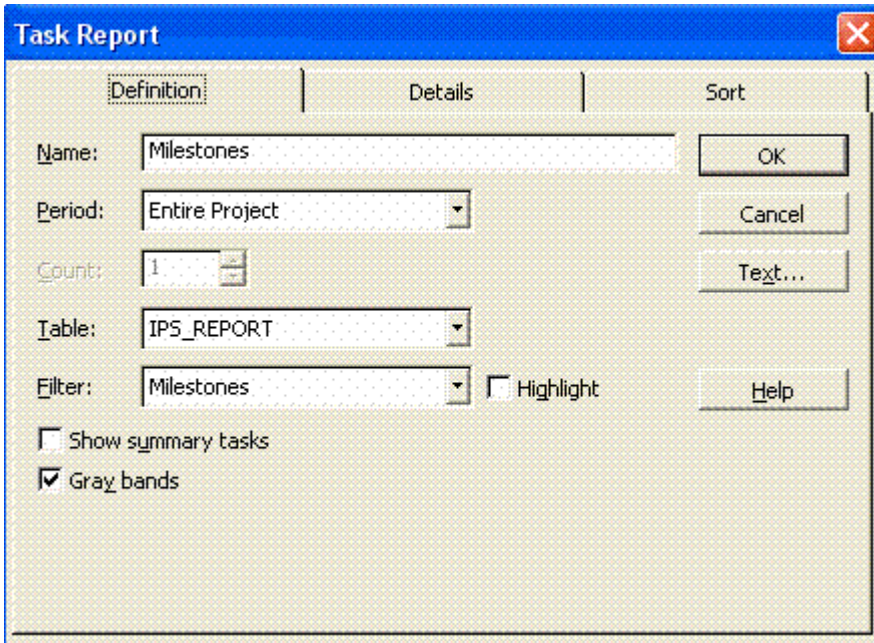
This will bring up the following window.



Click on **Overview** box and click on **Select** button which will open the window as shown below.

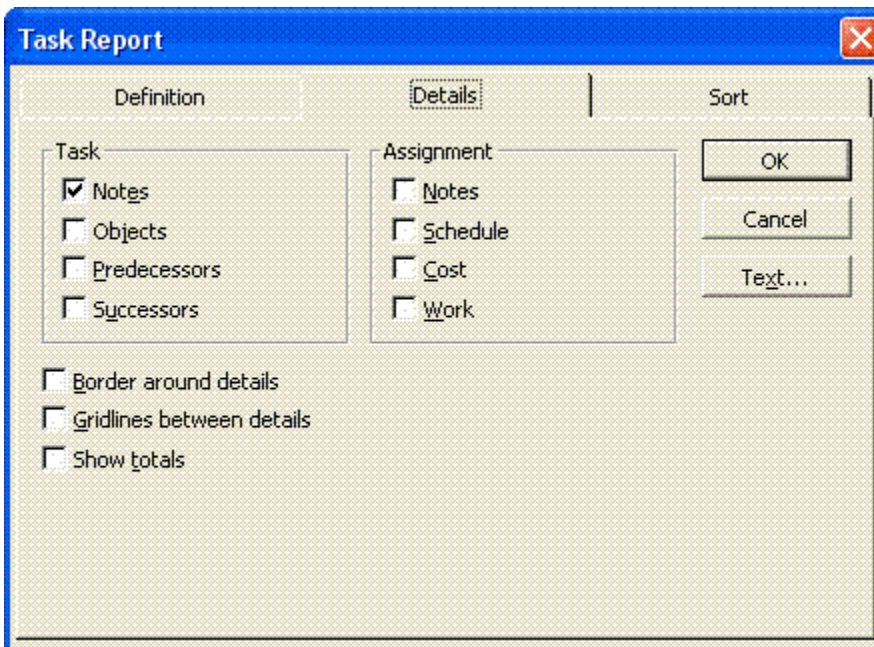


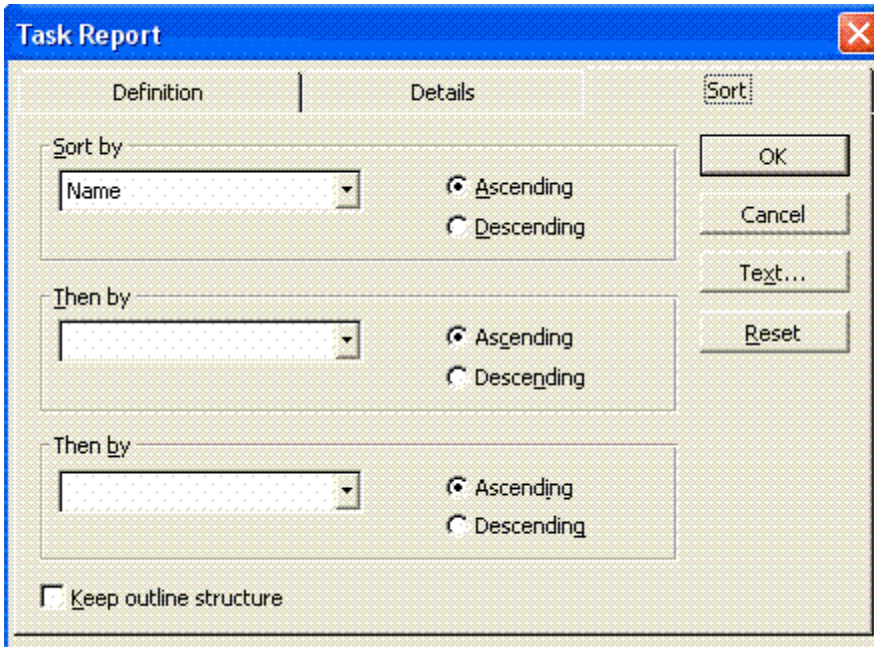
Click on **Milestones** box and click on **Edit..** button which will open another window "**Task Report**" as shown below.



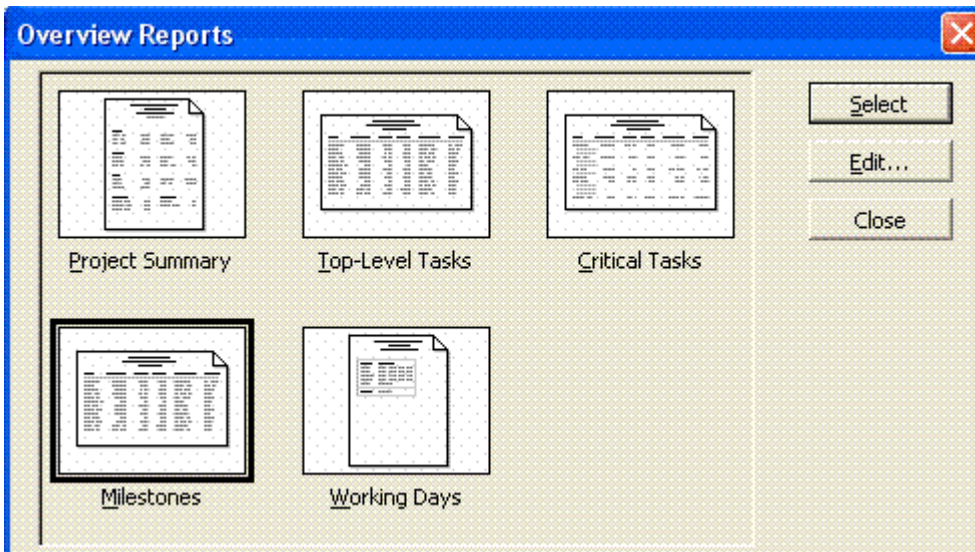
Click on the **Definition** tab and fill the boxes by typing text/selecting from the pull down menu exactly as shown in the **Task Report** window above. Also make sure to select the correct table name in the **Table** box.

Similarly click on the **Details** tab and **Sort** tab and fill the boxes by typing text/selecting from the pull down menu exactly as shown in the **Task Report** windows below.





Click **Ok** to save the setting and close the **Task Report** window.

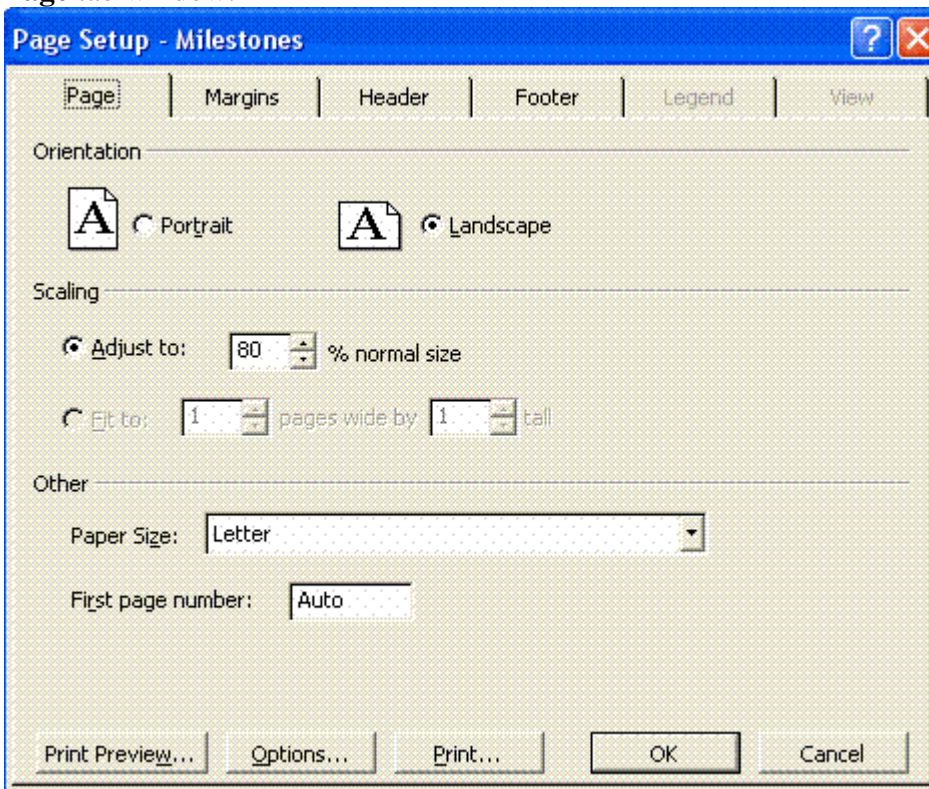


Make sure the **Milestones** report format is selected in the **Overview Reports** window. Click the **Select** button in the **Overview Reports** window to open the report view window as shown below (a partial clip of the report shown).

ID	Milestone	Base line / Schedule Start	Actual Start	Start Variance	Base line / Schedule Finish	Actual Finish	Finish Variance	Critical Path Activity
25	01-JP P Project Milestone: Design Level Mapping Initiated	1/5/05	NA	0 days	1/5/05	NA	0 days	No
26	02-JP P Project Milestone: Design Level Mapping Completed	5/24/05	NA	0 days	5/24/05	NA	0 days	No
111	03-JP P Project Milestone: Investigate Insurance Contracting Opportunities (Esp. Maintenance of Traffic)	8/23/05	NA	0 days	8/23/05	NA	0 days	No
105	05-JP P Earthwork Milestone: Geotechnical Engineering Initiated	12/12/05	NA	0 days	12/12/05	NA	0 days	No
211	06-JP P Structures Milestone: Preliminary Structure Types Determined	8/27/07	NA	0 days	8/27/07	NA	0 days	No
145	07-JP P Right of Way Milestone: Preliminary Corridor Overlay Map Completed	10/2/06	NA	0 days	10/2/06	NA	0 days	No
112	08-JP P Project Milestone: Conceptual Alternative Study Approved	6/9/06	NA	0 days	6/9/06	NA	0 days	Yes
212	09-JP P Earthwork Milestone: Geotechnical Review Initiated	8/27/07	NA	0 days	8/27/07	NA	0 days	No
201	10-JP P Utilities Milestone: Structural Engineering Work Initiated	7/3/07	NA	0 days	7/3/07	NA	0 days	No
127	12-JP P Project Milestone: Critical Traffic Completed	10/2/06	NA	0 days	10/2/06	NA	0 days	No
300	13-JP P Project Milestone: Civil Estimate Completed	7/17/08	NA	0 days	7/17/08	NA	0 days	No
190	14-JP P Project Milestone: Assessment of Feasible Alternatives Approved	7/2/07	NA	0 days	7/2/07	NA	0 days	No
157	15-JP P Project Milestone: Preliminary Valve Engineering Study Completed	10/02/06	NA	0 days	10/02/06	NA	0 days	No
368	16-JP P Project Milestone: Preliminary Alternative Recommendations Approved	7/16/08	NA	0 days	7/16/08	NA	0 days	No
360	16-JP P Project Milestone: Second Valve Engineering Study Completed	1/15/09	NA	0 days	1/15/09	NA	0 days	No
203	19-JP P Pavement Milestone: Pavement Type Alternatives Determined	9/17/07	NA	0 days	9/17/07	NA	0 days	No
204	20-JP P Pavement Milestone: Pavement Type Selected	9/17/07	NA	0 days	9/17/07	NA	0 days	No
322	21-JP P Structures Milestone: Flood Plain Coordination Initiated	9/30/08	NA	0 days	9/30/08	NA	0 days	No
332	22-JP P Structures Milestone: Bridge Preliminary Design Report (Type, Size and Location) Approved	11/11/08	NA	0 days	11/11/08	NA	0 days	No
292	24-JP P Project Milestone: NEPA Document Submission	6/17/08	NA	0 days	6/17/08	NA	0 days	No

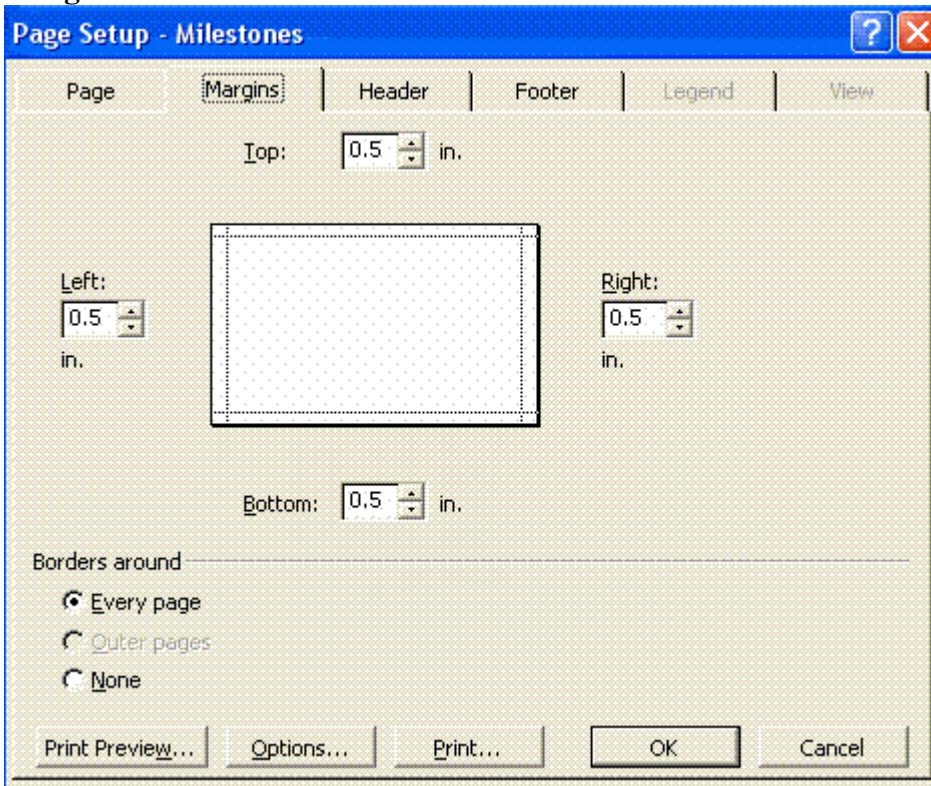
Printer type and Printing parameters need to be set in order to print the report correctly on 8 1/2" X 11" paper sheets. Plotters will vary based on the setting and type of printer. Click on the **Page Setup...** button located on the top menu bar which will open the following window as shown below.

Page tab window.

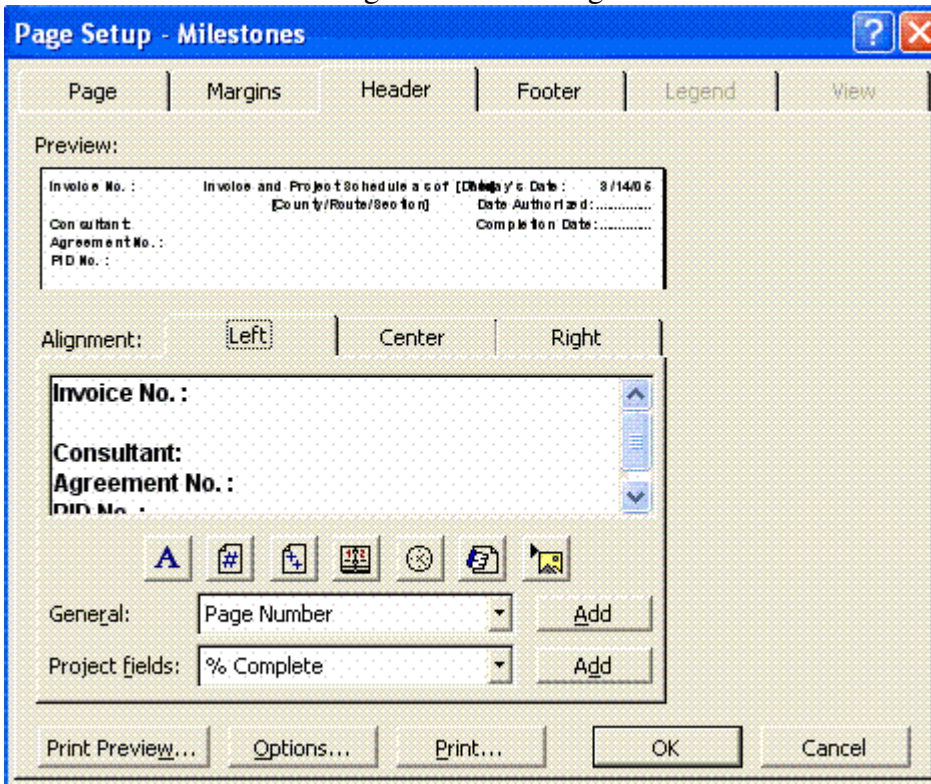


Click on the **Page**, **Margin** and **Header** tabs and fill in exactly as shown (unless otherwise commented below) in these windows below. The **Footer** tab window will be left blank.

Margins tab window.

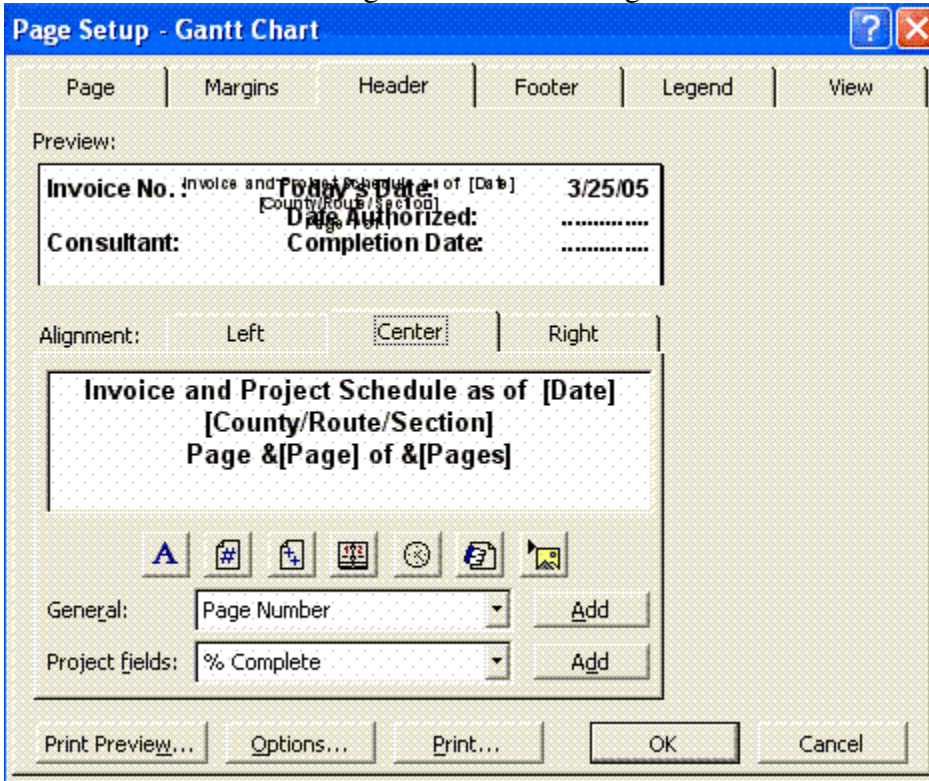


Header tab window showing the Left tab Alignment view.

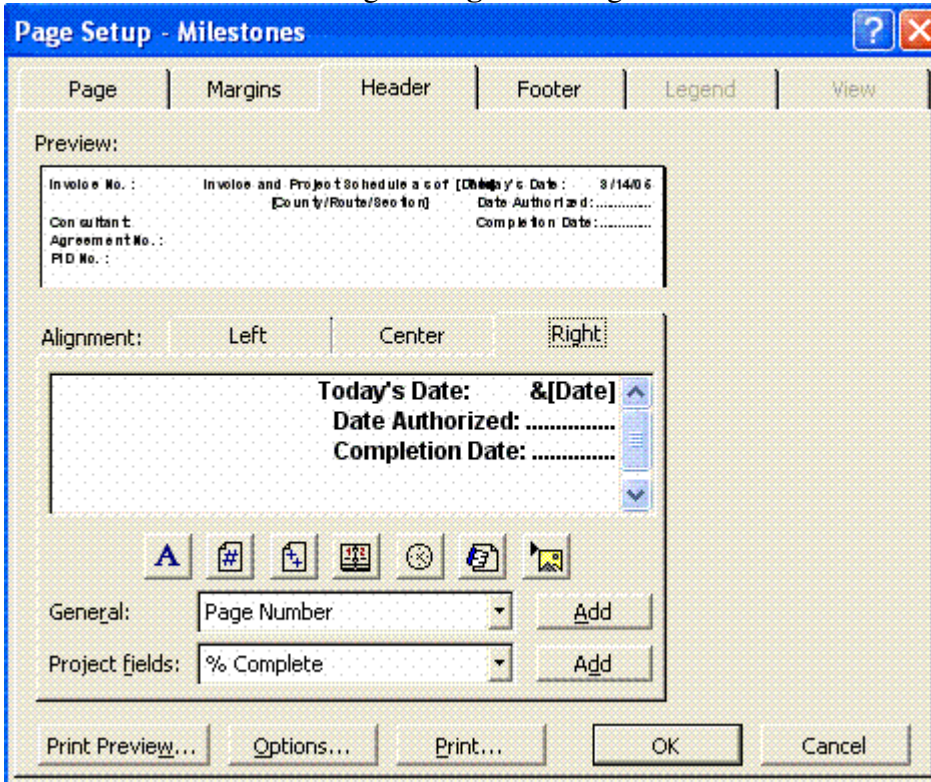


Type the text in **Header** window tabs (i.e., **Left**, **Center** and **Right** tabs) exactly as shown in the windows below and add the project specific information to the standard line items. In these windows you must keep the standard wordings and set up as shown. The font window can be invoked by clicking the **A** button and should be set as follows: Font: Arial, size: 9, type: bold.

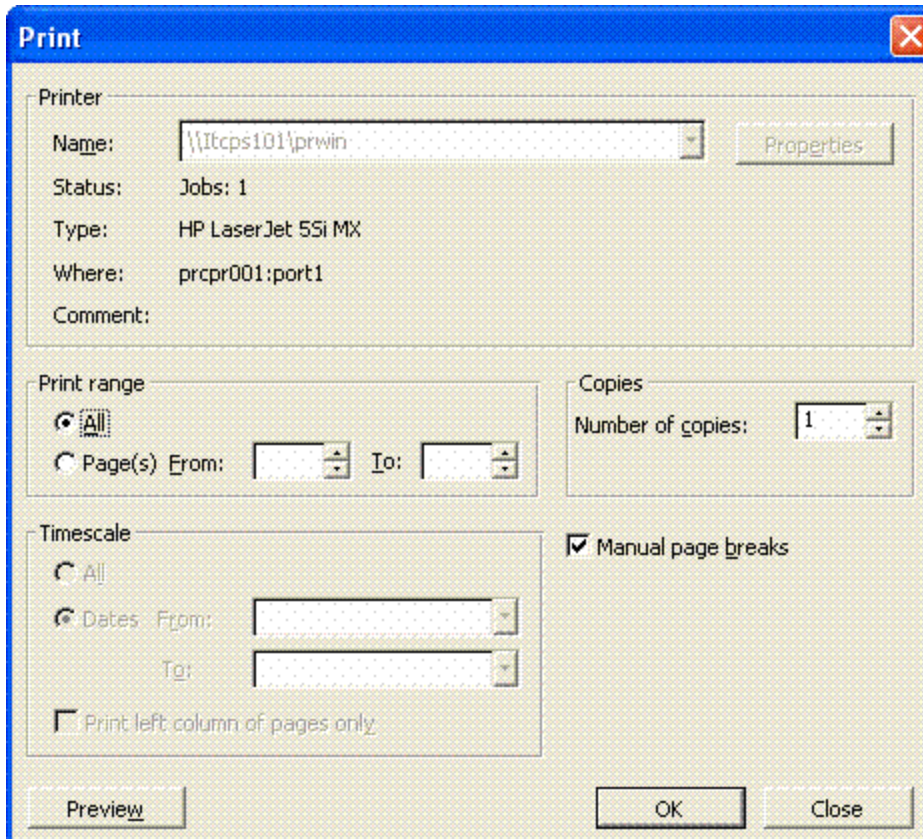
Header tab window showing the **Center** tab Alignment view.



Header tab window showing the **Right** tab Alignment view.



Click **Ok** to save the setting and close the **Page Setup** window. Now click on the **Print** tab from the **Reports..** view window which will open the print window as shown below.



Make sure the printer is set to letter size printing and the IPS_REPORT table is viewed on the screen. If it seems that either of them is not set right, then close the print window and go back to the Gantt chart **View Window** to reset the view and the printer to letter size printing and then again bring the **Reports..** view window and print it. Before printing, always check on the Print Preview to make sure the entire table can fit on the letter size paper for printing. Depending upon the type of printer, the column widths in the **Table Definition** window (see page 3 and 4 of this document) may have to be adjusted in order to fit the entire table on the letter size paper. The printed report will have a look as shown below.

ID	Milestone	Baseline/ Solved	Start	ActualStart	Start/Var	Baseline/ Solved	Actual/Var	FINET	Var	Critical Path	Activity
25	01-J-P Project Milestone: Design Level Mapping In Hand		1/5/05	NA	0 days	1/5/05	NA	0 days	0 days	No	
26	02-J-P Project Milestone: Design Level Mapping Complete		5/24/05	NA	0 days	5/24/05	NA	0 days	0 days	No	
11	03-J-P Project Milestone: Investigate Innovative Contracting Options (CSP, Maintenance of Traffic)		8/23/05	NA	0 days	8/23/05	NA	0 days	0 days	No	
105	05-J-P Eastwork Milestone: Geotechnical Engineering In Hand		12/1/05	NA	0 days	12/1/05	NA	0 days	0 days	No	
211	06-J-P Structures Milestone: Preliminary Structure Types Determined		8/27/07	NA	0 days	8/27/07	NA	0 days	0 days	No	
112	08-J-P Project Milestone: Conceptual Alternative Study Approved		6/9/06	NA	0 days	6/9/06	NA	0 days	0 days	Yes	
212	09-J-P Eastwork Milestone: Geotechnical Review In Hand		8/27/07	NA	0 days	8/27/07	NA	0 days	0 days	No	
201	10-J-P Utilities Milestone: Substructure Engineering Work In Hand		7/3/07	NA	0 days	7/3/07	NA	0 days	0 days	No	
127	12-J-P Project Milestone: Central Traffic Compact		10/2/06	NA	0 days	10/2/06	NA	0 days	0 days	No	
190	14-J-P Project Milestone: Assessment for Feasible Alternatives Approved		7/2/07	NA	0 days	7/2/07	NA	0 days	0 days	No	
157	15-J-P Project Milestone: Preliminary Value Engineering Study Complete		10/30/06	NA	0 days	10/30/06	NA	0 days	0 days	No	
287	16-J-P Project Milestone: Preliminary Alternative Recommendation Approved		7/15/09	NA	0 days	7/15/09	NA	0 days	0 days	Yes	
368	16-J-P Project Milestone: Preliminary Alternative Recommendation Approved		10/2/08	NA	0 days	10/2/08	NA	0 days	0 days	No	
369	16-J-P Project Milestone: Structural Engineering Study Complete		1/5/09	NA	0 days	1/5/09	NA	0 days	0 days	No	
203	19-J-P Pavement Milestone: Pavement Type Alternatives Determined		9/17/07	NA	0 days	9/17/07	NA	0 days	0 days	No	
204	20-J-P Pavement Milestone: Pavement Type Selected		9/17/07	NA	0 days	9/17/07	NA	0 days	0 days	No	
322	22-J-P Structures Milestone: Bridge Preliminary Design Report (Type, Size and Location) Approved		11/11/08	NA	0 days	11/11/08	NA	0 days	0 days	No	
373	25-J-P Project Milestone: NEPA Document Approval Received		7/20/09	NA	0 days	7/20/09	NA	0 days	0 days	No	
307	26-J-P Project Milestone: Stage 1 Detail Design Development In Hand		10/1/09	NA	0 days	10/1/09	NA	0 days	0 days	No	
365	27-J-P Project Milestone: Stage 1 Detail Design In Hand		11/24/09	NA	1 day	11/24/09	NA	0 days	0 days	No	
366	28-J-P Project Milestone: Stage 1 Detail Design Approved		1/8/09	NA	0 days	1/8/09	NA	0 days	0 days	No	
296	30-J-P Right of Way Milestone: Advanced Acquisition (Contract/Handshakes) In Hand		7/17/08	NA	0 days	7/17/08	NA	0 days	0 days	No	
401	32-J-P Right of Way Milestone: Preliminary Right of Way Plan In Hand		11/9/08	NA	0 days	11/9/08	NA	0 days	0 days	No	
458	33-J-P Project Milestone: Final Mitigation Plans Submitted		2/23/09	NA	0 days	2/23/09	NA	0 days	0 days	No	
413	34-J-P Project Milestone: Stage 2 Detail Design Submitted		4/23/09	NA	0 days	4/23/09	NA	0 days	0 days	No	
451	36-J-P Project Milestone: Environmental Comments Incorporated into Project Plan		8/13/09	NA	0 days	8/13/09	NA	0 days	0 days	No	
450	37-J-P Project Milestone: Final Cost Estimate/Perk Com Complete		6/4/09	NA	0 days	6/4/09	NA	0 days	0 days	No	
412	38-J-P Right of Way Milestone: Preliminary Right of Way Plan Approved		3/6/09	NA	0 days	3/6/09	NA	0 days	0 days	No	
469	38-J-P Right of Way Milestone: Final Right of Way Plan In Hand		3/6/09	NA	0 days	3/6/09	NA	0 days	0 days	No	
465	39-J-P Project Milestone: Final Right of Way Plan Submitted to PERA		6/26/09	NA	0 days	6/26/09	NA	0 days	0 days	No	
481	42-J-P Right of Way Milestone: Right of Way Acquisition Authorized		6/29/09	NA	0 days	6/29/09	NA	0 days	0 days	No	
492	43-J-P Utilities Milestone: Final Utility Re-location Plan Approved		11/20/09	NA	0 days	11/20/09	NA	0 days	0 days	No	

Major_1_REUSED.mpp