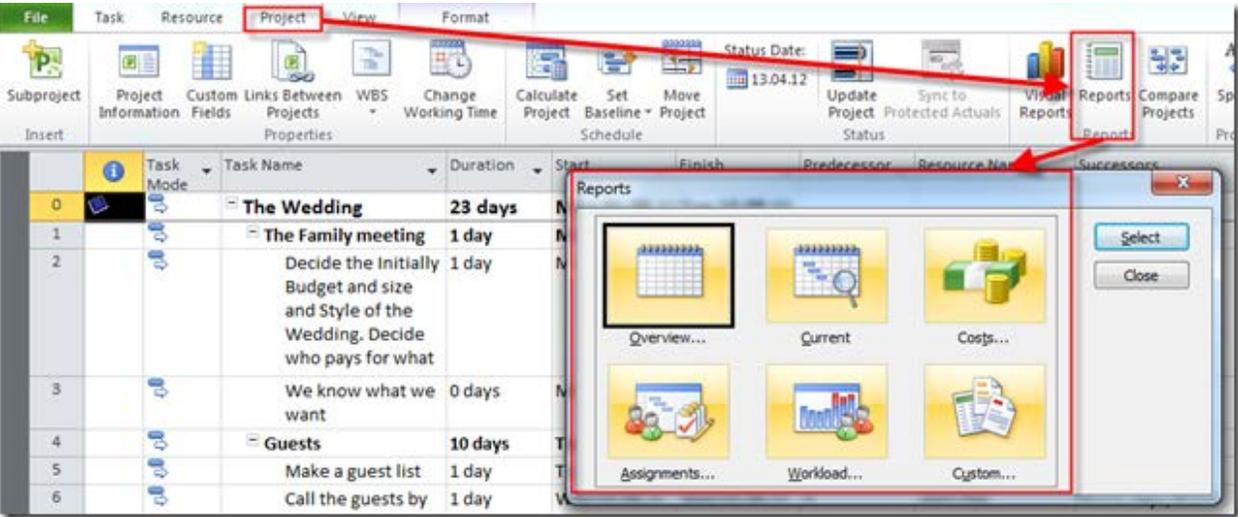


Built-In Reports in Microsoft Project

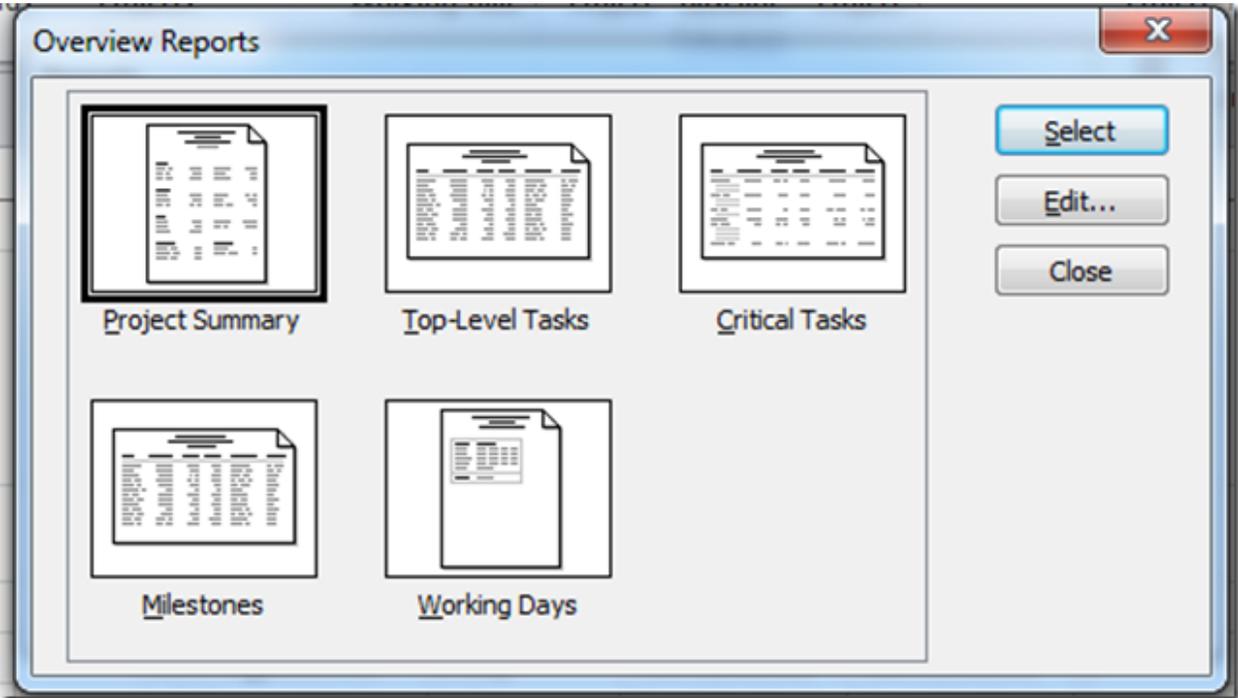
This article will show you what kind of reports you can use in **MICROSOFT PROJECT**.

I will use my *Wedding Project*:

To get reports you must click here:



I will start with *Overview* group:



When I select Project Summary I get:

The wedding.mpp			
Nenad Trajkovski			
as of Fri 13.04.12			
Dates			
Start:	Mon 01.08.11	Finish:	Tue 13.09.11
Baseline Start:	NA	Baseline Finish:	NA
Actual Start:	NA	Actual Finish:	NA
Start Variance:	0 days	Finish Variance:	0 days
Duration			
Scheduled:	23 days	Remaining:	23 days
Base line:	0 days	Actual:	0 days
Variance:	23 days	Percent Complete:	0%
Work			
Scheduled:	100 hrs	Remaining:	100 hrs
Base line:	0 hrs	Actual:	0 hrs
Variance:	100 hrs	Percent Complete:	0%
Costs			
Scheduled:	\$19.600,00	Remaining:	\$19.600,00
Base line:	\$0,00	Actual:	\$0,00
Variance:	\$19.600,00		
Task Status		Resource Status	
Tasks not yet started:	95	Work Resources:	8
Tasks in progress:	0	Overallocated Work Resources:	0
Tasks completed:	0	Material Resources:	0
Total Tasks:	95	Total Resources:	8
Notes			
Sponsor are: John and Mary, and their Parents!			

This report gives you Project Overview with some basic information about it.

Next report is *Top Level Tasks* (I don't have to explain what does that means):

Top Level Tasks as of Fri 13.04.12								
The wedding.mpp								
Nenad Trajkovski								
ID	Task Mode	Task Name	Duration	Start	Finish	% Comp.	Cost	Work
0	Auto Schedul	The Wedding	23 days	Mon 01.08.11	Tue 13.09.11	0%	\$24.600,00	100 hrs
Sponsor are: John and Mary, and their Parents!								
1	Auto Schedul	The Family meeting	1 day	Mon 01.08.11	Mon 01.08.11	0%	\$2.400,00	16 hrs
4	Auto Schedul	Guests	10 days	Tue 02.08.11	Tue 23.08.11	0%	\$17.200,00	84 hrs
11	Auto Schedul	The Restaurant	8 days	Thu 04.08.11	Tue 23.08.11	0%	\$0,00	0 hrs
14	Auto Schedul	The wedding chapel	10 days	Thu 04.08.11	Mon 29.08.11	0%	\$0,00	0 hrs
18	Auto Schedul	Accommodation	1,13 days	Thu 04.08.11	Fri 05.08.11	0%	\$0,00	0 hrs
23	Auto Schedul	Transportation	15 days	Thu 04.08.11	Mon 05.09.11	0%	\$0,00	0 hrs
31	Auto Schedul	Rings	4,13 days	Tue 02.08.11	Mon 08.08.11	0%	\$5.000,00	0 hrs
35	Auto Schedul	Getting the Wine	13,5 days	Thu 04.08.11	Sat 03.09.11	0%	\$0,00	0 hrs
42	Auto Schedul	Cakes	13,5 days	Thu 04.08.11	Sat 03.09.11	0%	\$0,00	0 hrs
50	Auto Schedul	The Music	14 days	Thu 04.08.11	Sun 04.09.11	0%	\$0,00	0 hrs
54	Auto Schedul	The flowers	13,5 days	Thu 04.08.11	Sat 03.09.11	0%	\$0,00	0 hrs
61	Auto Schedul	The Gifts	1 day	Thu 04.08.11	Thu 04.08.11	0%	\$0,00	0 hrs
64	Auto Schedul	The Clothes	2 days	Tue 02.08.11	Wed 03.08.11	0%	\$0,00	0 hrs
68	Auto Schedul	The Photos	17,25 days	Mon 01.08.11	Mon 05.09.11	0%	\$0,00	0 hrs
72	Auto Schedul	Hairdressing and Beauty care	1 day	Thu 04.08.11	Thu 04.08.11	0%	\$0,00	0 hrs
76	Auto Schedul	Honeymoon	2 days	Fri 05.08.11	Mon 08.08.11	0%	\$0,00	0 hrs
81	Auto Schedul	The wedding day	7 days	Sat 03.09.11	Tue 13.09.11	0%	\$0,00	0 hrs

Next Report in Overview group is *Critical Task* (again no further explanation is needed, I hope)

Top Level Tasks as of Fri 13.04.12								
The wedding.mpp								
Nenad Trajkovski								
ID	Task Mode	Task Name	Duration	Start	Finish	% Comp.	Cost	Work
0	Auto Schedul	The Wedding	23 days	Mon 01.08.11	Tue 13.09.11	0%	\$24.600,00	100 hrs
Sponsor are: John and Mary, and their Parents!								
1	Auto Schedul	The Family meeting	1 day	Mon 01.08.11	Mon 01.08.11	0%	\$2.400,00	16 hrs
4	Auto Schedul	Guests	10 days	Tue 02.08.11	Tue 23.08.11	0%	\$17.200,00	84 hrs
11	Auto Schedul	The Restaurant	8 days	Thu 04.08.11	Tue 23.08.11	0%	\$0,00	0 hrs
14	Auto Schedul	The wedding chapel	10 days	Thu 04.08.11	Mon 29.08.11	0%	\$0,00	0 hrs
18	Auto Schedul	Accommodation	1,13 days	Thu 04.08.11	Fri 05.08.11	0%	\$0,00	0 hrs
23	Auto Schedul	Transportation	15 days	Thu 04.08.11	Mon 05.09.11	0%	\$0,00	0 hrs
31	Auto Schedul	Rings	4,13 days	Tue 02.08.11	Mon 08.08.11	0%	\$5.000,00	0 hrs
35	Auto Schedul	Getting the Wine	13,5 days	Thu 04.08.11	Sat 03.09.11	0%	\$0,00	0 hrs
42	Auto Schedul	Cakes	13,5 days	Thu 04.08.11	Sat 03.09.11	0%	\$0,00	0 hrs
50	Auto Schedul	The Music	14 days	Thu 04.08.11	Sun 04.09.11	0%	\$0,00	0 hrs
54	Auto Schedul	The flowers	13,5 days	Thu 04.08.11	Sat 03.09.11	0%	\$0,00	0 hrs
61	Auto Schedul	The Gifts	1 day	Thu 04.08.11	Thu 04.08.11	0%	\$0,00	0 hrs
64	Auto Schedul	The Clothes	2 days	Tue 02.08.11	Wed 03.08.11	0%	\$0,00	0 hrs
68	Auto Schedul	The Photos	17,25 days	Mon 01.08.11	Mon 05.09.11	0%	\$0,00	0 hrs
72	Auto Schedul	Hairdressing and Beauty care	1 day	Thu 04.08.11	Thu 04.08.11	0%	\$0,00	0 hrs
76	Auto Schedul	Honeymoon	2 days	Fri 05.08.11	Mon 08.08.11	0%	\$0,00	0 hrs
81	Auto Schedul	The wedding day	7 days	Sat 03.09.11	Tue 13.09.11	0%	\$0,00	0 hrs

Now I will show you a Milestone Report which is excellent for your Sponsor and Managers:

Milestones as of Fri 13.04.12								
The wedding.mpp								
Nenad Trajkovski								
ID	Indicators	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
71		Auto Schedul	We have Photos	0 days	Mon 01.08.11	Mon 01.08.11		
3		Auto Schedul	We know what we want	0 days	Mon 01.08.11	Mon 01.08.11	2	John;Marc
67		Auto Schedul	We have the clothes	0 days	Wed 03.08.11	Wed 03.08.11	65;66	
63		Auto Schedul	We have a gifts	0 days	Thu 04.08.11	Thu 04.08.11	62	
75		Auto Schedul	We will be Beautiful	0 days	Thu 04.08.11	Thu 04.08.11	73	
22		Auto Schedul	Accomodation is Finished	0 days	Fri 05.08.11	Fri 05.08.11	20;21	
34		Auto Schedul	We have a Rings	0 days	Mon 08.08.11	Mon 08.08.11	33	
80		Auto Schedul	We will go to the Honeymoon	0 days	Mon 08.08.11	Mon 08.08.11	78	
10		Auto Schedul	Guests Tasks Are Finished	0 days	Tue 23.08.11	Tue 23.08.11	8;9	Marc;Nenad Trajkovski
13		Auto Schedul	We have a Celebration site	0 days	Tue 23.08.11	Tue 23.08.11	12	
17		Auto Schedul	We have a Wedding chapel	0 days	Mon 29.08.11	Mon 29.08.11	16	
41		Auto Schedul	We have a Wine	0 days	Sat 03.09.11	Sat 03.09.11	40	
49		Auto Schedul	The Cake phase is copleted	0 days	Sat 03.09.11	Sat 03.09.11	48	
60		Auto Schedul	We have a flower	0 days	Sat 03.09.11	Sat 03.09.11	59	
53		Auto Schedul	We ha a Band	0 days	Sun 04.09.11	Sun 04.09.11	52	
30		Auto Schedul	Transportation is finished	0 days	Mon 05.09.11	Mon 05.09.11	29	
95		Auto Schedul	You are married couple. Congratt	0 days	Tue 13.09.11	Tue 13.09.11	94	

Last report in the Overview group is Working days:

Base Calendar as of Fri 13.04.12
 The wedding.mpp
 Nenad Trajkovski

BASE CALENDAR: Day	Standard Hours
Monday	08:00 - 12:00, 13:00 - 17:00
Tuesday	08:00 - 12:00, 13:00 - 17:00
Wednesday	08:00 - 12:00, 13:00 - 17:00
Thursday	08:00 - 12:00, 13:00 - 17:00
Friday	08:00 - 12:00, 13:00 - 17:00
Saturday	Nonworking
Sunday	Nonworking
Exceptions: Date	Hours
Mon 15.08.11 - Sun 21.08.11	Nonworking
Sat 03.09.11	08:00 - 12:00, 13:00 - 17:00
Sun 25.12.11	Nonworking
Sun 01.01.12	Nonworking
Tue 25.12.12	Nonworking
Tue 01.01.13	Nonworking
Wed 25.12.13	Nonworking
Wed 01.01.14	Nonworking
Thu 25.12.14	Nonworking
Thu 01.01.15	Nonworking
Fri 25.12.15	Nonworking
Fri 01.01.16	Nonworking
Sun 25.12.16	Nonworking
Sun 01.01.17	Nonworking
Mon 25.12.17	Nonworking
Mon 01.01.18	Nonworking
Tue 25.12.18	Nonworking
Tue 01.01.19	Nonworking
Wed 25.12.19	Nonworking
Wed 01.01.20	Nonworking
Fri 25.12.20	Nonworking
Fri 01.01.21	Nonworking
Sat 25.12.21	Nonworking
Sat 01.01.22	Nonworking
Sun 25.12.22	Nonworking
Sun 01.01.23	Nonworking
Mon 25.12.23	Nonworking
Mon 01.01.24	Nonworking
Wed 25.12.24	Nonworking
Wed 01.01.25	Nonworking
Thu 25.12.25	Nonworking
Thu 01.01.26	Nonworking
Fri 25.12.26	Nonworking
Fri 01.01.27	Nonworking
Sat 25.12.27	Nonworking
Sat 01.01.28	Nonworking
Mon 25.12.28	Nonworking
Mon 01.01.29	Nonworking
Tue 25.12.29	Nonworking
Tue 01.01.30	Nonworking
Wed 25.12.30	Nonworking

I will move to the *Current* Group. It has six reports.

The first one is *Unstarted Tasks*:

Unstarted Tasks as of Fri 13.04.12									
The wedding.mpp									
Nenad Trajkovski									
ID	Indicators	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	
2		Auto Schedule	Decide the Initially Budget and sū	1 day	Mon 01.08.11	Mon 01.08.11		Gary;John	
	ID	Resource Name	Units	Work	Delay	Start	Finish		
	5	John	100%	8 hrs	0 days	Mon 01.08.11	Mon 01.08.11		
	6	Gary	100%	8 hrs	0 days	Mon 01.08.11	Mon 01.08.11		
71		Auto Schedule	We have Photos	0 days	Mon 01.08.11	Mon 01.08.11			
3		Auto Schedule	We know what we want	0 days	Mon 01.08.11	Mon 01.08.11	2	John;Marc	
	ID	Resource Name	Units	Work	Delay	Start	Finish		
	1	Marc	100%	0 hrs	0 days	Mon 01.08.11	Mon 01.08.11		
	5	John	100%	0 hrs	0 days	Mon 01.08.11	Mon 01.08.11		
5		Auto Schedule	Make a guest list	1 day	Tue 02.08.11	Tue 02.08.11	3	Nenad Trajkovski	
	ID	Resource Name	Units	Work	Delay	Start	Finish		
	7	Nenad Trajkovski	100%	8 hrs	0 days	Tue 02.08.11	Tue 02.08.11		
32		Auto Schedule	Find a Jewelry store, choose the f	1 day	Tue 02.08.11	Tue 02.08.11	2		
65		Auto Schedule	Order the weeding dress for the l	2 days	Tue 02.08.11	Wed 03.08.11	3		
66		Auto Schedule	Order the suit for the groom	2 days	Tue 02.08.11	Wed 03.08.11	3		
6		Auto Schedule	Call the guests by phone to the w	1 day	Wed 03.08.11	Wed 03.08.11	5	John the Second;Peter	
	ID	Resource Name	Units	Work	Delay	Start	Finish		
	4	Peter	100%	8 hrs	0 days	Wed 03.08.11	Wed 03.08.11		
	8	John the Second	100%	8 hrs	0 days	Wed 03.08.11	Wed 03.08.11		
69		Auto Schedule	Find the Photographer	1 day	Wed 03.08.11	Wed 03.08.11	32		
67		Auto Schedule	We have the clothes	0 days	Wed 03.08.11	Wed 03.08.11	65;66		
7		Auto Schedule	Order Invitations	0,5 days	Thu 04.08.11	Thu 04.08.11	6	Marc;Tom	
	ID	Resource Name	Units	Work	Delay	Start	Finish		
	1	Marc	100%	4 hrs	0 days	Thu 04.08.11	Thu 04.08.11		
	2	Tom	100%	4 hrs	0 days	Thu 04.08.11	Thu 04.08.11		
12		Auto Schedule	Find a Restaurant, reserve the we	8 days	Thu 04.08.11	Tue 23.08.11	6		
15		Auto Schedule	Find a Wedding chapel and Reser	3 days	Thu 04.08.11	Mon 08.08.11	6		
16		Auto Schedule	Collect and bring all necessary do	10 days	Thu 04.08.11	Mon 29.08.11	1555		
19		Auto Schedule	Find a hotel near The Restaurant	1 day	Thu 04.08.11	Thu 04.08.11	6		
21		Auto Schedule	Find a hotel for the Wedding Nigt	0,5 days	Thu 04.08.11	Thu 04.08.11	6		
24		Auto Schedule	Find a shuttle or bus and rent it	0,5 days	Thu 04.08.11	Thu 04.08.11	6		
36		Auto Schedule	Visit the Wine-cellar(s)	1 day	Thu 04.08.11	Thu 04.08.11	6		

The second Report is *Tasks Starting soon*. After you choose the Date range you'll get:

Tasks Starting Soon as of Sat 14.04.12									
The wedding.mpp									
Nenad Trajkovski									
ID	Indicators	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	
7	✓	Auto Schedul	Order Invitations	5 days	Mon 22.08.11	Thu 01.09.11	6	Marc;Tom	
		ID	Resource Name	Units	Work	Delay	Start	Finish	
		1	Marc	100%	40 hrs	0 days	Mon 22.08.11	Thu 01.09.11	
		2	Tom	100%	40 hrs	0 days	Mon 22.08.11	Thu 01.09.11	
12	✓	Auto Schedul	Find a Restaurant, reserve the w	8 days	Mon 22.08.11	Mon 05.09.11	6		
16	✓	Auto Schedul	Collect and bring all necessary do	10 days	Mon 22.08.11	Wed 07.09.11	15SS		
51	✓	Auto Schedul	Find a Band and Make a Music w	8 days	Mon 22.08.11	Mon 05.09.11	6		
25	✓	Auto Schedul	Transport Guest from Airport to l	1 eday	Fri 02.09.11	Sat 03.09.11			
8	✓	Auto Schedul	Send Invitations for the "out of tc	4 days	Fri 02.09.11	Tue 06.09.11	6FS+5 days	Peter	
		ID	Resource Name	Units	Work	Delay	Start	Finish	
		4	Peter	100%	32 hrs	0 days	Fri 02.09.11	Tue 06.09.11	
9	✓	Auto Schedul	Deliver Invitations in person for t	3 days	Fri 02.09.11	Mon 05.09.11	6FS+5 days	Marc;Nenad Trajkovski	
		ID	Resource Name	Units	Work	Delay	Start	Finish	
		1	Marc	100%	24 hrs	0 days	Fri 02.09.11	Mon 05.09.11	
		7	Nenad Trajkovski	100%	24 hrs	0 days	Fri 02.09.11	Mon 05.09.11	
82	✓	Auto Schedul	Make sure that all "out of town"	1 hr	Sat 03.09.11	Sat 03.09.11			
83	✓	Auto Schedul	Make shure that flower and wine	1 hr	Sat 03.09.11	Sat 03.09.11			
84	✓	Auto Schedul	Go to the Hairdresser	4 hrs	Sat 03.09.11	Sat 03.09.11			
40	✓	Auto Schedul	Ship the Wine from wine-celler to	2 hrs	Sat 03.09.11	Sat 03.09.11			
48	✓	Auto Schedul	Ship the Cakes from cake shop to	2 hrs	Sat 03.09.11	Sat 03.09.11			
59	✓	Auto Schedul	Ship the Flowers from Florist to t	2 hrs	Sat 03.09.11	Sat 03.09.11			

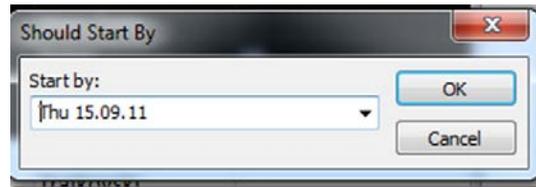
The third Report is *Task in Progress*:

Tasks In Progress as of Fri 13.04.12									
The wedding.mpp									
Nenad Trajkovski									
ID	Indicators	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	
August 2011									
16		Auto Schedul	Collect and bring all necessary do	10 days	Thu 04.08.11	Mon 29.08.11	15SS		
10		Auto Schedul	Guests Tasks Are Finished	0 days	Tue 23.08.11	Tue 23.08.11	8,9	Marc;Nenad Trajkovski	
		ID	Resource Name	Units	Work	Delay	Start	Finish	
		1	Marc	100%	0 hrs	0 days	Tue 23.08.11	Tue 23.08.11	
		7	Nenad Trajkovski	100%	0 hrs	0 days	Tue 23.08.11	Tue 23.08.11	

The fourth Report is *Completed Tasks*:

Completed Tasks as of Fri 13.04.12									
The wedding.mpp									
Nenad Trajkovski									
ID	Task Mode	Task Name	Duration	Start	Finish	% Comp.	Cost	Work	
August 2011									
2	Auto Schedul	Decide the Initially Budget and sit	1 day	Mon 01.08.11	Mon 01.08.11	100%	\$2,400,00	16 hrs	
3	Auto Schedul	We know what we want	0 days	Mon 01.08.11	Mon 01.08.11	100%	\$0,00	0 hrs	
5	Auto Schedul	Make a guest list	1 day	Tue 02.08.11	Tue 02.08.11	100%	\$2,400,00	8 hrs	
6	Auto Schedul	Call the guests by phone to the w	1 day	Wed 03.08.11	Wed 03.08.11	100%	\$3,200,00	16 hrs	
7	Auto Schedul	Order Invitations	0,5 days	Thu 04.08.11	Thu 04.08.11	100%	\$1,200,00	8 hrs	
8	Auto Schedul	Send Invitations for the "out of tc	0,5 days	Thu 11.08.11	Thu 11.08.11	100%	\$800,00	4 hrs	
9	Auto Schedul	Deliver Invitations in person for t	3 days	Thu 11.08.11	Tue 23.08.11	100%	\$9,600,00	48 hrs	
10	Auto Schedul	Guests Tasks Are Finished	0 days	Tue 23.08.11	Tue 23.08.11	100%	\$0,00	0 hrs	

The fifth Report is *Should Have Started Tasks*. When you pick this one you must enter the date:



and you will get:

Should Have Started Tasks as of Fri 13.04.12
The wedding.mpp
Nenad Trajkovski

ID	Task Mode	Task Name	Start	Finish	Baseline Start	Baseline Finish	Start Var.	Finish Var.																											
68	Auto Schedul	The Photos	Mon 01.08.11	Mon 05.09.11	NA	NA	0 days	0 days																											
71	Auto Schedul	We have Photos	Mon 01.08.11	Mon 01.08.11	NA	NA	0 days	0 days																											
31	Auto Schedul	Rings	Tue 02.08.11	Mon 08.08.11	NA	NA	0 days	0 days																											
32	Auto Schedul	Find a Jewelry store, choose	Tue 02.08.11	Tue 02.08.11	NA	NA	0 days	0 days																											
<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;">ID</td> <td style="border-bottom: 1px solid black;">Successor Name</td> <td style="border-bottom: 1px solid black;">Type</td> <td style="border-bottom: 1px solid black;">Lag</td> <td colspan="5"></td> </tr> <tr> <td>33</td> <td>Pick up the Rings</td> <td>FS</td> <td>3 days</td> <td colspan="5"></td> </tr> <tr> <td>69</td> <td>Find the Photographer</td> <td>FS</td> <td>0 days</td> <td colspan="5"></td> </tr> </table>									ID	Successor Name	Type	Lag						33	Pick up the Rings	FS	3 days						69	Find the Photographer	FS	0 days					
ID	Successor Name	Type	Lag																																
33	Pick up the Rings	FS	3 days																																
69	Find the Photographer	FS	0 days																																
64	Auto Schedul	The Clothes	Tue 02.08.11	Wed 03.08.11	NA	NA	0 days	0 days																											
65	Auto Schedul	Order the weeding dress for	Tue 02.08.11	Wed 03.08.11	NA	NA	0 days	0 days																											
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ID	Successor Name	Type	Lag																																
67	We have the clothes	FS	0 days																																
66	Auto Schedul	Order the suit for the groom	Tue 02.08.11	Wed 03.08.11	NA	NA	0 days	0 days																											
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69	Auto Schedul	Find the Photographer	Wed 03.08.11	Wed 03.08.11	NA	NA	0 days	0 days																											
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ID	Successor Name	Type	Lag																																
73	Find a Hairdresser and Beautician	FS	0 days																																
67	Auto Schedul	We have the clothes	Wed 03.08.11	Wed 03.08.11	NA	NA	0 days	0 days																											
11	Auto Schedul	The Restaurant	Thu 04.08.11	Tue 23.08.11	NA	NA	0 days	0 days																											
12	Auto Schedul	Find a Restaurant, reserve th	Thu 04.08.11	Tue 23.08.11	NA	NA	0 days	0 days																											
<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;">ID</td> <td style="border-bottom: 1px solid black;">Successor Name</td> <td style="border-bottom: 1px solid black;">Type</td> <td style="border-bottom: 1px solid black;">Lag</td> <td colspan="5"></td> </tr> <tr> <td>13</td> <td>We have a Celebrationsite</td> <td>FS</td> <td>0 days</td> <td colspan="5"></td> </tr> </table>									ID	Successor Name	Type	Lag						13	We have a Celebrationsite	FS	0 days														
ID	Successor Name	Type	Lag																																
13	We have a Celebrationsite	FS	0 days																																
15	Auto Schedul	Find a Wedding chapel and f	Thu 04.08.11	Mon 08.08.11	NA	NA	0 days	0 days																											
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ID	Successor Name	Type	Lag																																
16	Collect and bring all necessary documentation	SS	0 days																																
18	Auto Schedul	Accommodation	Thu 04.08.11	Fri 05.08.11	NA	NA	0 days	0 days																											
19	Auto Schedul	Find a hotel near The Restar	Thu 04.08.11	Thu 04.08.11	NA	NA	0 days	0 days																											
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ID	Successor Name	Type	Lag																																
20	Pay for the rooms	FS	0 days																																

Last report in this section is *Slipping Task* Report. To get results you must have a *Baseline*. Slipping tasks are those with Start date greater than Baseline Start date:

Should Have Started Tasks as of Fri 13.04.12
The wedding.mpp
Nenad Trajkovski

ID	Task Mode	Task Name	Start	Finish	Baseline Start	Baseline Finish	Start Var.	Finish Var.												
68	Auto Schedul	The Photos	Mon 01.08.11	Mon 05.09.11	NA	NA	0 days	0 days												
71	Auto Schedul	We have Photos	Mon 01.08.11	Mon 01.08.11	NA	NA	0 days	0 days												
31	Auto Schedul	Rings	Tue 02.08.11	Mon 08.08.11	NA	NA	0 days	0 days												
32	Auto Schedul	Find a Jewelry store, choose	Tue 02.08.11	Tue 02.08.11	NA	NA	0 days	0 days												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Successor Name</th> <th>Type</th> <th>Lag</th> </tr> </thead> <tbody> <tr> <td>33</td> <td>Pick up the Rings</td> <td>FS</td> <td>3 days</td> </tr> <tr> <td>66</td> <td>Find the Photographer</td> <td>FS</td> <td>0 days</td> </tr> </tbody> </table>									ID	Successor Name	Type	Lag	33	Pick up the Rings	FS	3 days	66	Find the Photographer	FS	0 days
ID	Successor Name	Type	Lag																	
33	Pick up the Rings	FS	3 days																	
66	Find the Photographer	FS	0 days																	
64	Auto Schedul	The Clothes	Tue 02.08.11	Wed 03.08.11	NA	NA	0 days	0 days												
65	Auto Schedul	Order the wedding dress for	Tue 02.08.11	Wed 03.08.11	NA	NA	0 days	0 days												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Successor Name</th> <th>Type</th> <th>Lag</th> </tr> </thead> <tbody> <tr> <td>67</td> <td>We have the clothes</td> <td>FS</td> <td>0 days</td> </tr> </tbody> </table>									ID	Successor Name	Type	Lag	67	We have the clothes	FS	0 days				
ID	Successor Name	Type	Lag																	
67	We have the clothes	FS	0 days																	
66	Auto Schedul	Order the suit for the groom	Tue 02.08.11	Wed 03.08.11	NA	NA	0 days	0 days												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Successor Name</th> <th>Type</th> <th>Lag</th> </tr> </thead> <tbody> <tr> <td>67</td> <td>We have the clothes</td> <td>FS</td> <td>0 days</td> </tr> </tbody> </table>									ID	Successor Name	Type	Lag	67	We have the clothes	FS	0 days				
ID	Successor Name	Type	Lag																	
67	We have the clothes	FS	0 days																	
69	Auto Schedul	Find the Photographer	Wed 03.08.11	Wed 03.08.11	NA	NA	0 days	0 days												
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ID	Successor Name	Type	Lag																	
73	Find a Hairdresser and Beautician	FS	0 days																	
67	Auto Schedul	We have the clothes	Wed 03.08.11	Wed 03.08.11	NA	NA	0 days	0 days												
11	Auto Schedul	The Restaurant	Thu 04.08.11	Tue 23.08.11	NA	NA	0 days	0 days												
12	Auto Schedul	Find a Restaurant, reserve t	Thu 04.08.11	Tue 23.08.11	NA	NA	0 days	0 days												
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ID	Successor Name	Type	Lag																	
13	We have a Celebrationsite	FS	0 days																	
15	Auto Schedul	Find a Wedding chapel and f	Thu 04.08.11	Mon 08.08.11	NA	NA	0 days	0 days												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Successor Name</th> <th>Type</th> <th>Lag</th> </tr> </thead> <tbody> <tr> <td>16</td> <td>Collect and bring all necessary documentation</td> <td>SS</td> <td>0 days</td> </tr> </tbody> </table>									ID	Successor Name	Type	Lag	16	Collect and bring all necessary documentation	SS	0 days				
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16	Collect and bring all necessary documentation	SS	0 days																	
18	Auto Schedul	Accommodation	Thu 04.08.11	Fri 05.08.11	NA	NA	0 days	0 days												
19	Auto Schedul	Find a hotel near The Restai	Thu 04.08.11	Thu 04.08.11	NA	NA	0 days	0 days												
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ID	Successor Name	Type	Lag																	
20	Pay for the rooms	FS	0 days																	

Cash Flow as of Fri 13.04.12
The wedding.mpp
Nenad Trajkovski

	01.08.11	08.08.11	15.08.11	22.08.11	29.08.11
The Wedding					
The Family meeting					
Decide the Initially Budget and size and Style of the Wedding. Decide who pays for what	\$2,400,00				
We know what we want					
Guests					
Make a guest list	\$2,400,00				
Call the guests by phone to the wedding	\$3,200,00				
Order Invitations		\$1,200,00			
Send Invitations for the "out of town" guests				\$800,00	
Deliver Invitations in person for the "in town" guests				\$4,800,00	
Guests Tasks Are Finished					
The Restaurant					

The second report is Budget. It shows all costs and Baselined costs with Variances:

Budget Report as of Fri 13.04.12 The wedding.mpp Nenad Trajkovski								
ID	Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Baseline	Variance	Actual	Remaining
9	Deliver Invitations in person for th	\$0,00	Prorated	\$9.600,00	\$9.600,00	\$0,00	\$0,00	\$9.600,00
32	Find a Jewelry store, choose the f	\$5.000,00	Prorated	\$5.000,00	\$5.000,00	\$0,00	\$0,00	\$5.000,00
6	Call the guests by phone to the w	\$0,00	Prorated	\$3.200,00	\$3.200,00	\$0,00	\$0,00	\$3.200,00
2	Decide the Initially Budget and sb	\$0,00	Prorated	\$2.400,00	\$2.400,00	\$0,00	\$0,00	\$2.400,00
5	Make a guest list	\$0,00	Prorated	\$2.400,00	\$2.400,00	\$0,00	\$0,00	\$2.400,00
7	Order Invitations	\$0,00	Prorated	\$1.200,00	\$1.200,00	\$0,00	\$0,00	\$1.200,00
8	Send Invitations for the "out of tc	\$0,00	Prorated	\$800,00	\$800,00	\$0,00	\$0,00	\$800,00
3	We know what we want	\$0,00	Prorated	\$0,00	\$0,00	\$0,00	\$0,00	\$0,00
10	Guests Tasks Are Finished	\$0,00	Prorated	\$0,00	\$0,00	\$0,00	\$0,00	\$0,00

The third report is Over budgeted Tasks. It shows tasks which have Budget (costs) greater than Baselined:

Overbudget Tasks as of Fri 13.04.12 The wedding.mpp Nenad Trajkovski								
ID	Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Baseline	Variance	Actual	Remaining
32	Find a Jewelry store, choose the f	\$15.000,00	Prorated	\$15.000,00	\$5.000,00	\$10.000,00	\$0,00	\$15.000,00
		\$15.000,00		\$15.000,00	\$5.000,00	\$10.000,00	\$0,00	\$15.000,00

The fourth report is Over budgeted Resources. It shows Resources which have Budget (costs) greater than Baselined:

Overbudget Resources as of Fri 13.04.12 The wedding.mpp Nenad Trajkovski						
ID	Resource Name	Cost	Baseline Cost	Variance	Actual Cost	Remaining
7	Nenad Trajkovski	\$16.800,00	\$9.600,00	\$7.200,00	\$0,00	\$16.800,00
		\$16.800,00	\$9.600,00	\$7.200,00	\$0,00	\$16.800,00

Last Report in this Section is Earn value:

Earned Value as of Fri 13.04.12							
The wedding.mpp							
Nenad Trajkovski							
ID	Task Name	Planned Value - PV (BCWS)	Earned Value - EV (BCWP)	AC (ACWP)	SV	CV	EAC
2	Decide the Initially Budget and size	\$2.400,00	\$0,00	\$0,00	\$0,00	-\$2.400,00	\$2.400,00
3	We know what we want	\$0,00	\$0,00	\$0,00	\$0,00	\$0,00	\$0,00
5	Make a guest list	\$2.400,00	\$0,00	\$0,00	\$0,00	-\$2.400,00	\$9.600,00
6	Call the guests by phone to the w	\$3.200,00	\$0,00	\$0,00	\$0,00	-\$3.200,00	\$3.200,00
7	Order Invitations	\$1.200,00	\$0,00	\$0,00	\$0,00	-\$1.200,00	\$1.200,00
8	Send Invitations for the "out of tc	\$800,00	\$0,00	\$0,00	\$0,00	-\$800,00	\$800,00
9	Deliver Invitations in person for t	\$9.600,00	\$0,00	\$0,00	\$0,00	-\$9.600,00	\$9.600,00
10	Guests Tasks Are Finished	\$0,00	\$0,00	\$0,00	\$0,00	\$0,00	\$0,00

Next Report group in **MICROSOFT PROJECT** is *Assignments* group.

The first Report is *Who does what*:

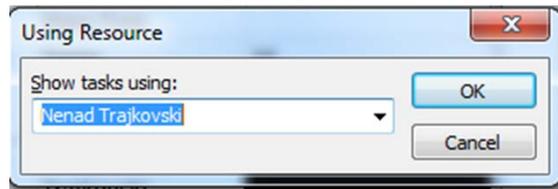
Who Does What as of Fri 13.04.12							
The wedding.mpp							
Nenad Trajkovski							
ID	Indicators	Resource Name	Work				
1		Marc	28 hrs				
	ID	Task Name	Units	Work	Delay	Start	Finish
	7	Order Invitations	100%	4 hrs	0 days	Thu 11.08.11	Thu 11.08.11
	9	Deliver Invitations in person for the "intown" guests	100%	24 hrs	0 days	Tue 30.08.11	Fri 02.09.11
	10	Guests Tasks Are Finished	100%	0 hrs	0 days	Fri 02.09.11	Fri 02.09.11
	3	We know what we want	100%	0 hrs	0 days	Wed 03.08.11	Wed 03.08.11
2		Tom	4 hrs				
	ID	Task Name	Units	Work	Delay	Start	Finish
	7	Order Invitations	100%	4 hrs	0 days	Thu 11.08.11	Thu 11.08.11
3		Mary	0 hrs				
4		Peter	12 hrs				
	ID	Task Name	Units	Work	Delay	Start	Finish
	8	Send Invitations for the "out of town" guests	100%	4 hrs	0 days	Tue 30.08.11	Tue 30.08.11
	6	Call the guests by phone to the wedding	100%	8 hrs	0 days	Wed 10.08.11	Wed 10.08.11
5		John	8 hrs				
	ID	Task Name	Units	Work	Delay	Start	Finish
	3	We know what we want	100%	0 hrs	0 days	Wed 03.08.11	Wed 03.08.11
	2	Decide the Initially Budget and size and Style of the Wedding. Decide who pays	100%	8 hrs	0 days	Wed 03.08.11	Wed 03.08.11
6		Gary	8 hrs				
	ID	Task Name	Units	Work	Delay	Start	Finish
	2	Decide the Initially Budget and size and Style of the Wedding. Decide who pays	100%	8 hrs	0 days	Wed 03.08.11	Wed 03.08.11
7		Nenad Trajkovski	56 hrs				
	ID	Task Name	Units	Work	Delay	Start	Finish
	5	Make a guest list	100%	32 hrs	0 days	Thu 04.08.11	Tue 09.08.11
	9	Deliver Invitations in person for the "intown" guests	100%	24 hrs	0 days	Tue 30.08.11	Fri 02.09.11
	10	Guests Tasks Are Finished	100%	0 hrs	0 days	Fri 02.09.11	Fri 02.09.11
8		John the Second	8 hrs				
	ID	Task Name	Units	Work	Delay	Start	Finish
	6	Call the guests by phone to the wedding	100%	8 hrs	0 days	Wed 10.08.11	Wed 10.08.11

The second Report is *Who does what when*:

Who Does What When as of Fri 13.04.12
The wedding.mpp
Nenad Trajkovski

	01.08	02.08	03.08	04.08	05.08	06.08	07.08	08.08	09.08	10.08
Marc We know what we want Order Invitations Deliver Invitations in person for the "in town" guests Guests Tasks Are Finished										
Tom Order Invitations										
Mary										
Peter Call the guests by phone to the wedding Send Invitations for the "out of town" guests										
John Decide the Initially Budget and size and Style of the Wedding. Decide who pays for what We know what we want			8 hrs 8 hrs							
Gary Decide the Initially Budget and size and Style of the Wedding. Decide who pays for what			8 hrs 8 hrs							
Nenad Trajkovski Make a guest list Deliver Invitations in person for the "in town" guests Guests Tasks Are Finished				8 hrs 8 hrs	8 hrs 8 hrs			8 hrs 8 hrs	8 hrs 8 hrs	
John the Second Call the guests by phone to the wedding										

The third Report is *To do list*. You can choose particular Resource or have a report for all of your Resources:



and I will get:

To Do List as of Fri 13.04.12
The wedding.mpp
Nenad Trajkovski

ID	Indicators	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
Week of 01 August 5		Auto Schedul	Make a guest list	4 days	Thu 04.08.11	Tue 09.08.11	3	Nenad Trajkovski
Week of 08 August 5		Auto Schedul	Make a guest list	4 days	Thu 04.08.11	Tue 09.08.11	3	Nenad Trajkovski
Week of 29 August 9		Auto Schedul	Deliver Invitations in person for t	3 days	Tue 30.08.11	Fri 02.09.11	6F5+5 days	Marc;Nenad Trajkovski
10		Auto Schedul	Guests Tasks Are Finished	0 days	Fri 02.09.11	Fri 02.09.11	8,9	Marc;Nenad Trajkovski

Last Report in this group is *Overallocated Resources*:

Overallocated Resources as of Fri 13.04.12
The wedding.mpp
Nenad Trajkovski

ID	Indicators	Resource Name	Work				
7		NenadTrajkovski	60 hrs				
ID	Task Name	Units	Work	Delay	Start	Finish	
5	Make a guest list	100%	32 hrs	0 days	Thu 04.08.11	Tue 09.08.11	
9	Deliver Invitations in person for the "in town" guests	100%	24 hrs	0 days	Tue 30.08.11	Fri 02.09.11	
10	Guests Tasks Are Finished	100%	0 hrs	0 days	Fri 02.09.11	Fri 02.09.11	
8	Send Invitations for the "out of town" guests	100%	4 hrs	0 days	Tue 30.08.11	Tue 30.08.11	
			60 hrs				

Another Report group in **MICROSOFT PROJECT** is *Workload*. It has two Reports.

One is *Task Usage* Report:

Task Usage as of Fri 13.04.12
The wedding.mpp
Nenad Trajkovski

	01.08.11	08.08.11	15.08.11	22.08.11	29.08.11	05.09.11	12.09.11
The Wedding							
The Family meeting							
Decide the Initially Budget and size and Style of the Wedding. Decide who pays for what		16 hrs					
John		8					
Gary		8					
We know what we want							
Marc							
John							
Guests							
Make a guest list		16 hrs	16 hrs				
Nenad Trajkovski		16	16				
Call the guests by phone to the wedding			16 hrs				
Peter			8				
John the Second			8				
Order Invitations			8 hrs				
Marc			4				
Tom			4				
Send Invitations for the "out of town" guests					8 hrs		
Peter					4		
Nenad Trajkovski					4		
Deliver Invitations in person for the "in town" guests					48 hrs		
Marc					24		
Nenad Trajkovski					24		

and another is *Resource Usage* Report:

Resource Usage as of Fri 13.04.12
The wedding.mpp
Nenad Trajkovski

	01.08.11	08.08.11	15.08.11	22.08.11	29.08.11	05.09.11	12.09.11
Marc		4 hrs			24 hrs		
We know what we want							
Order Invitations		4 hrs					
Deliver Invitations in person for the "in town" guests					24 hrs		
GuestsTasks Are Finished							
Tom		4 hrs					
Order Invitations		4 hrs					
Mary							
Peter		8 hrs			4 hrs		
Call the guests by phone to the wedding		8 hrs					
Send Invitations for the "out of town" guests					4 hrs		
John	8 hrs						
Decide the Initially Budget and size and Style of the Wedding. Decide who pays for what	8 hrs						
We know what we want							
Gary	8 hrs						
Decide the Initially Budget and size and Style of the Wedding. Decide who pays for what	8 hrs						
Nenad Trajkovski	16 hrs	16 hrs			28 hrs		
Make a guest list	16 hrs	16 hrs					
Send Invitations for the "out of town" guests					4 hrs		
Deliver Invitations in person for the "in town" guests					24 hrs		
GuestsTasks Are Finished							
John the Second		8 hrs					
Call the guests by phone to the wedding		8 hrs					
Total	32 hrs	40 hrs			56 hrs		

The Last Report group is *Custom*. It has a lot of reports, and I will not cover them in this Post:

