Dashboard Tool for Project Communication

From PMGT614

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WBS 7.6 Project Dashboard Design

by

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Abstract

This paper was created to satisfy the 7.6 Project Dashboard (Group Assignment) requirement. This assignment required the group to create a project dashboard based on the bicycle project used throughout this course. The following pages include a photo clip of the dashboard, explanation of the elements, why these particular elements were chosen, and a copy of the backup data located within the appendix.

keywords: dashboard, project management, elements

Dashboard Design

Below is a clipped image of the Project Dashboard that Team 4 designed. The supporting

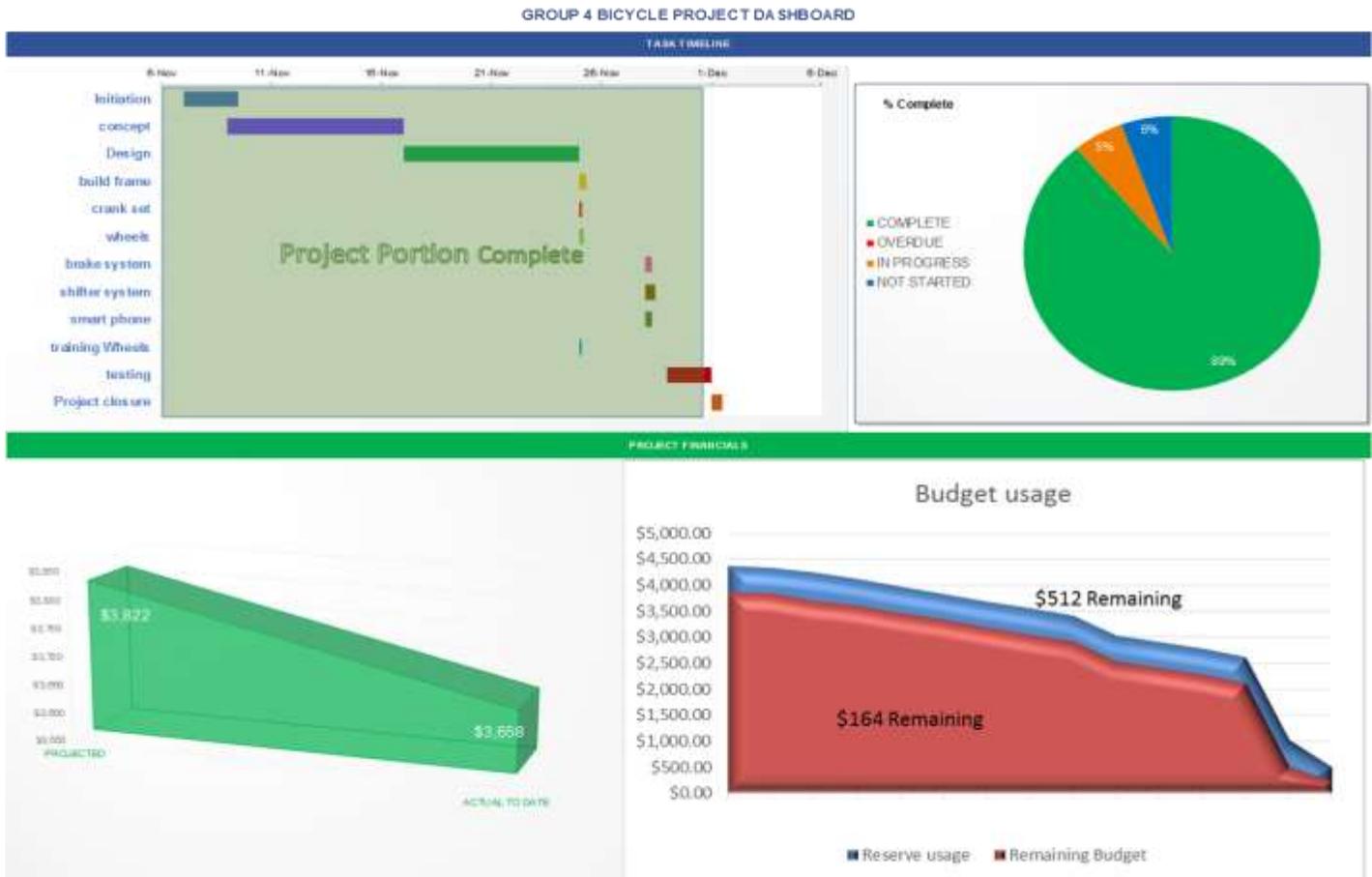data can be found in the Appendix.

Figure 1 Bicycle Project Dashboard

Components of the Dashboard

The following items are the descriptions of each element on the dashboard.

Deliverable Status

Shows the overall status of the project displaying what is completed, overdue, in progress

and not started. This update utilizes a pie chart to quickly inform the project manager of the

current status for the project. When the project has any items overdue or not started it will allow

the project manager to research the reasoning and complete a risk analysis if required.

Part Status

The part status section uses a bar graph to inform the project manager on what parts have been received, sent back and the amount of parts still pending arrival. The bicycle uses suppliers for all components and is unpackaged and inspected in the receiving department. This is important to the project manager to gage the projects progress by tracking how many parts have arrived to start the build. Any parts that are sent back are tracked on the bar graph as well to allow the project manager to resubmit the order and track it arrives before the deliverable start date for that component.

Defect Tracker

Defect tracking is critical for the project manager to see how many defects were found within the build in case timelines were not met. It is also used for other builds create more accurate timelines and find processes to improve. Defects could be from the supplier, causing the project manager to utilize a different supplier in the future or internally when the technicians created a defect on the component when inspecting to unpacking the component.

Resource Allocation

A project team can range in size and needs to be monitored to confirm that each portion of the project has a point of contact and a resource allocated to complete the tasks. It displays which resource is critical to the project, who is assigned to it and the status of that resource. It also utilized a Gantt chart to provide a visual representation of where the resources are and what time frame the will be utilized. This helps the project manager to keep the project on track and maintain timelines.

Appendix

PROJECT MANAGEMENT DATA

TASK TABLE & TIMELINE

TASK	OWNER	BEGIN	FINISH	# of DAYS	STATUS
Initiation	Marilyn	7-Nov	9-Nov	2.5	COMPLETE
Concept	Ron	9-Nov	17-Nov	8	COMPLETE
Design	Adrienne	17-Nov	25-Nov	8	COMPLETE
Build frame	Ashely	25-Nov	25-Nov	0.3	COMPLETE
Crank set	Troy	25-Nov	25-Nov	0.125	COMPLETE
Wheels	Dein	25-Nov	28-Nov	0.19	COMPLETE
Brake system	Marilyn	28-Nov	28-Nov	0.3	COMPLETE
Shifter system	Ron	28-Nov	28-Nov	0.45	COMPLETE
Smart phone	Adrienne	28-Nov	29-Nov	0.3	COMPLETE
Training wheels	Ashely	25-Nov	25-Nov	0.125	COMPLETE
Testing	Troy	29-Nov	1-Dec	2	IN PROGRESS
Project closure	Dein	1-Dec	2-Dec	0.5	NOT STARTED

Figure 2 Project Management Data

TASK STATUS TRACKING

STATUS	AMOUNT	%
COMPLETE	8	89%
OVERDUE	0	0%
IN PROGRESS	1	6%
NOT STARTED	1	6%

BUDGET BASELINE

PROJECTED	ACTUAL TO DATE	REMAINDER
$3,822	$3,658	$164

Figure 3 Task Status Tracking

References

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