




Stoplight CHARTS

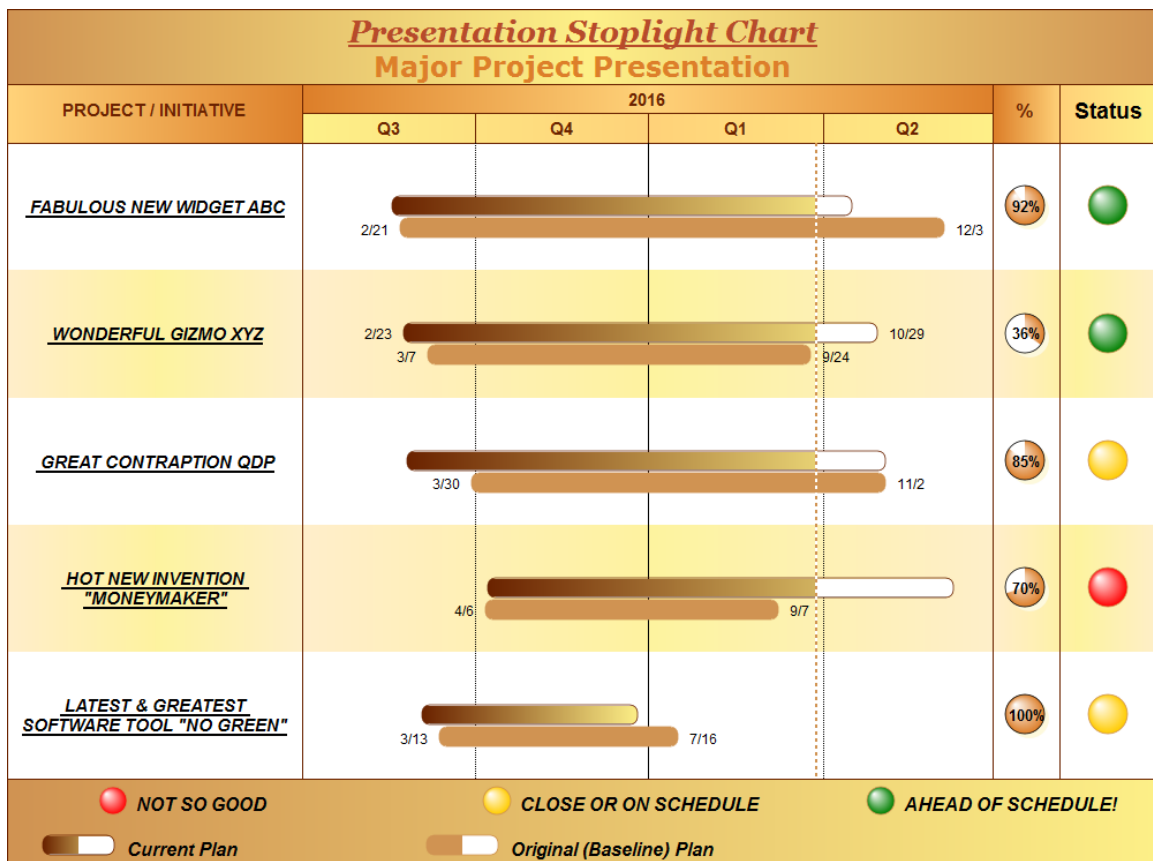
Stoplight Charts: Ideal for At-a-Glance Project Reporting



Create Stoplight charts using Milestones Professional

In a report which has extensive data, how can action items be quickly highlighted and addressed? Stoplight charts are a wonderful way to show status of projects at-a-glance. Without even looking at the project details, a manager can glance at the project's overall stoplight color and tell how it is doing:



-  Green: All systems go! Fully compliant. On track. No problems. Most aspects of the project are doing very well.
-  Yellow: Project on schedule but just. Some aspects of the project may be behind schedule. Detailed monitoring required.
-  Red: Alert! Monitor Carefully. Problems loom. Additional resources, rescheduling and/or rethinking may be required.









Stoplight CHARTS






Stoplights: What can they indicate?

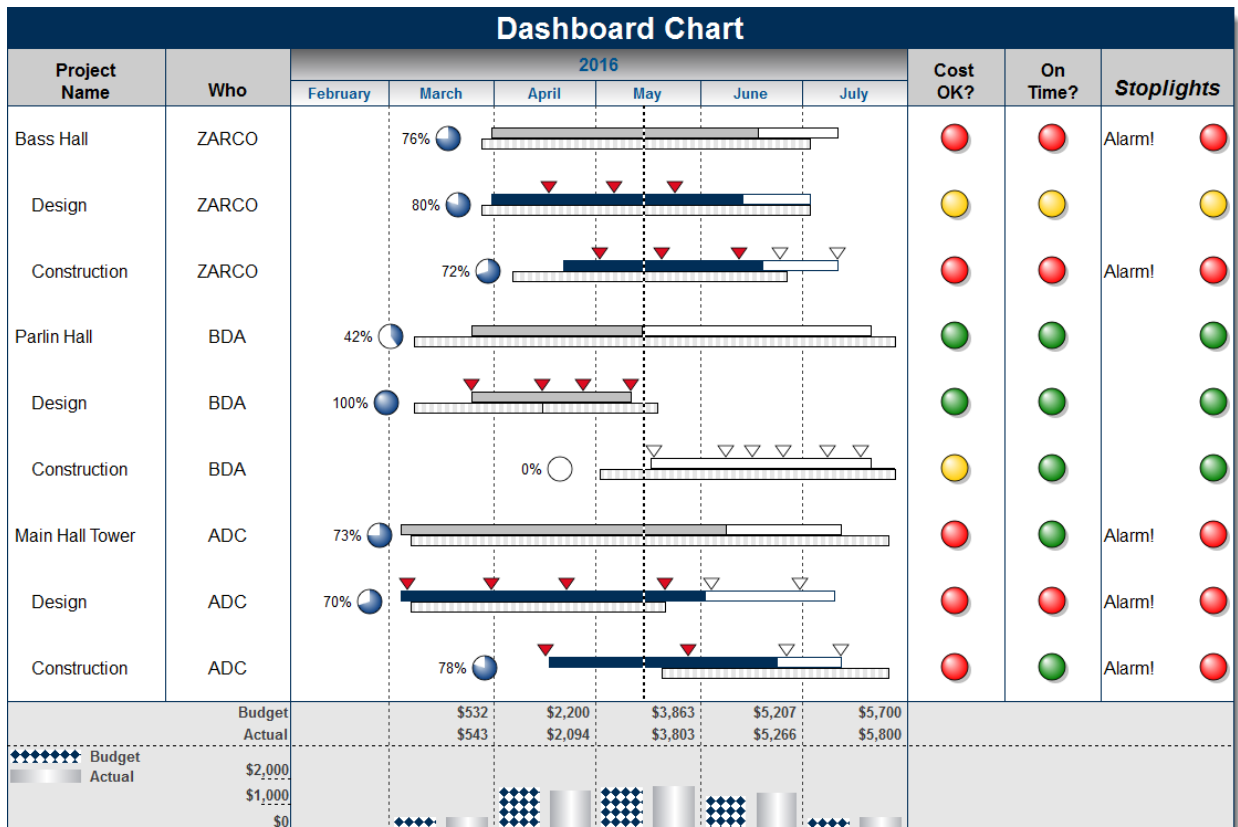
Stoplights are typically green, yellow and red and can have many meanings. Here is a sampling:

-  Ahead of Schedule
-  On Schedule
-  Behind Schedule

-  Under Budget
-  On Budget
-  Over Budget

-  0-5 days behind schedule
-  6-12 days behind schedule
-  13+ days behind schedule

-  Schedule OK, Cost OK
-  Schedule OK, Over Cost
-  Behind Schedule, Cost OK
-  Behind Schedule, Over cost
-  Future



Stoplight CHARTS

Other Types of Indicators

In addition to simple stoplights, many other indicators can be used for at-a-glance status. This page and the following pages offer examples .

Indicators Sampler

The Indicators Sampler schedule below illustrates some of the ways indicators can be used with a schedule. In this example:

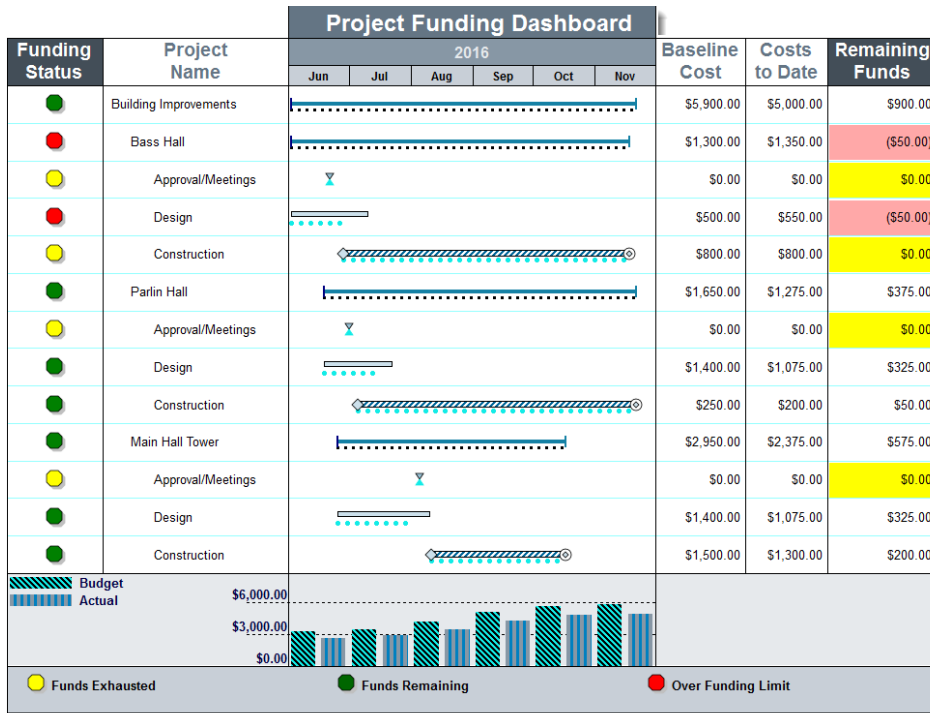
- * The % **Complete** column shades the pie based on the % complete entered in the column.
- * The **Indicators by Range** column shows a unique symbol for each specified number range.
- * The **Status Indicator** column either shades with a color or displays a symbol based on the text in the **Status** column. For On Schedule, it is shaded green. Future is shaded blue. Critical is shaded red. If complete is entered, a black check-mark is shown.

Indicators Sampler													
PHASE	% Complete	Indicators by Range	2018						2019		Status	Status Indicator	
			Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan			Feb
Gas Hookup	100%	11 - 20										COMPLETE	✓
Cabinets Plus	56%	21 - 30										ON SCHEDULE	
Hardwood Floors	100%	11 - 20										COMPLETE	✓
Inserts	0%	41 - 50										FUTURE	
Sprinkler System	16%	21 - 30										CRITICAL	
Electrical	100%	51 - 60										COMPLETE	✓
Plumbing	0%	51 - 60										FUTURE	
Stainless Steel	73%	0 - 10										ON SCHEDULE	
Mirrors + Doors	100%	31 - 40										COMPLETE	✓
Garage doors	0%	11 - 20										CRITICAL	

Stoplight CHARTS

Indicator Report Examples

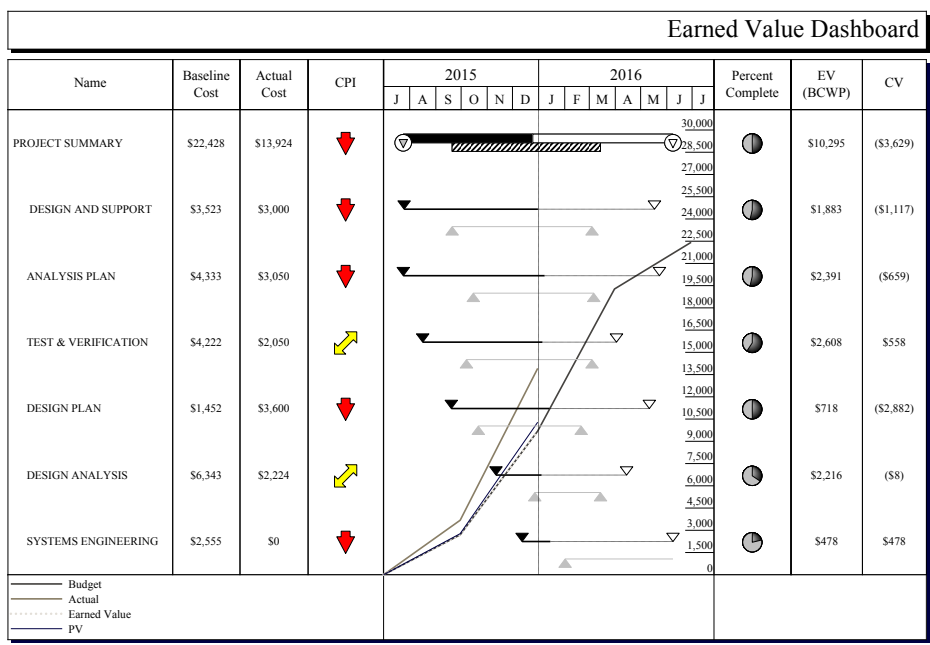
Project Funding Dashboard



This **Remaining Funds** column on this schedule is set up to automatically color when the costs to date exceed the baseline cost (red) and when the costs to date equal the baseline cost (yellow).

The **Funding Status** stoplight will be green if there are remaining funds, yellow if remaining funds are \$0 and red if remaining funds are negative

Project Dashboard, Earned Value



This Milestones Professional schedule includes an earned value graph which provides additional information at-a-glance.

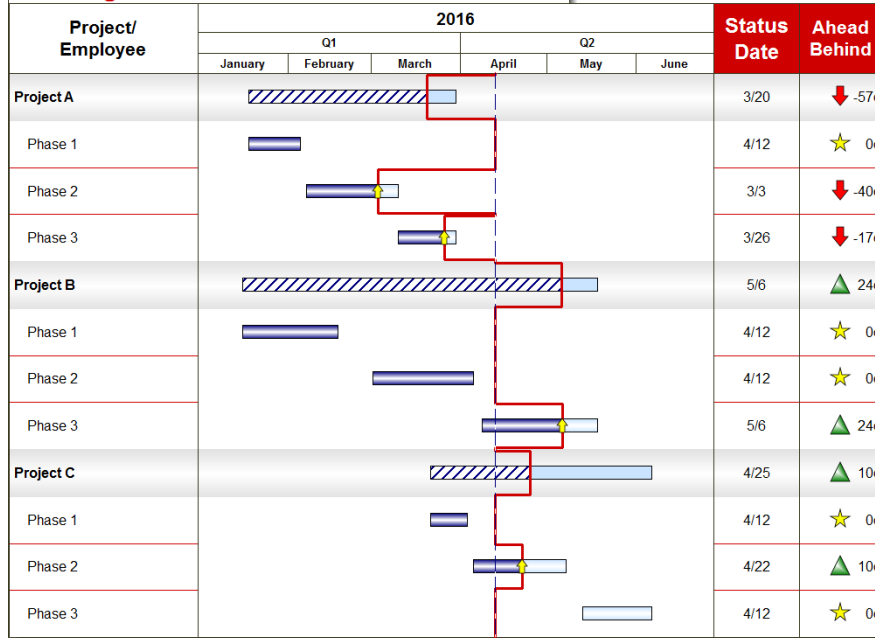
The **CPI** column displays an indicator which provides useful integrated cost/schedule performance information.

Stoplight CHARTS

Indicator Report Examples

Tracking Status

Tracking Status with Milestones Professional

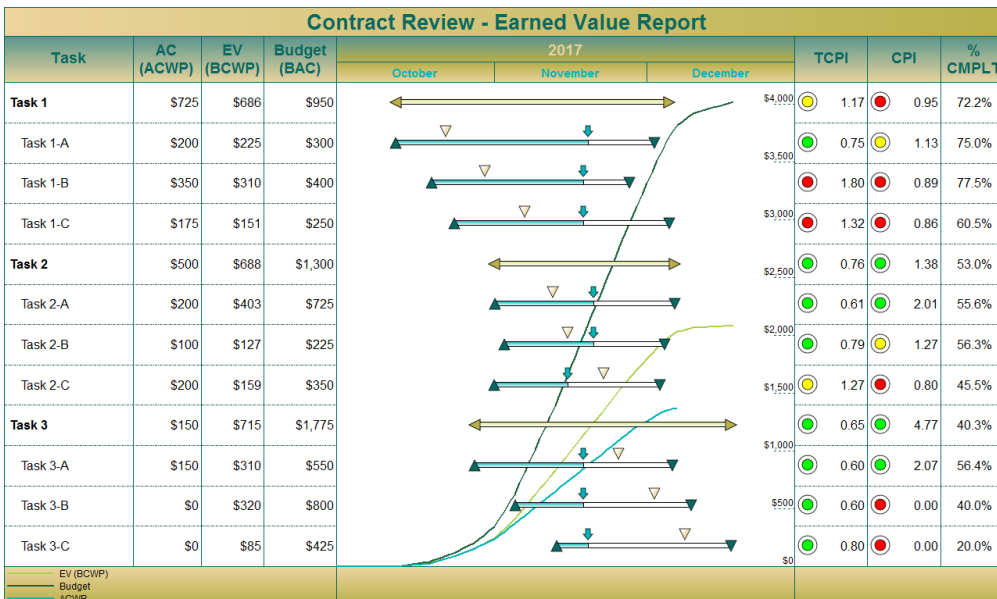


This Milestones Professional schedule uses different symbol shapes and colors to show status in the **Ahead/Behind** column.

If the project is ahead, a green triangle is shown. If behind, a red arrow. If neither ahead nor behind, a yellow star.

Contract Review Earned Value Report

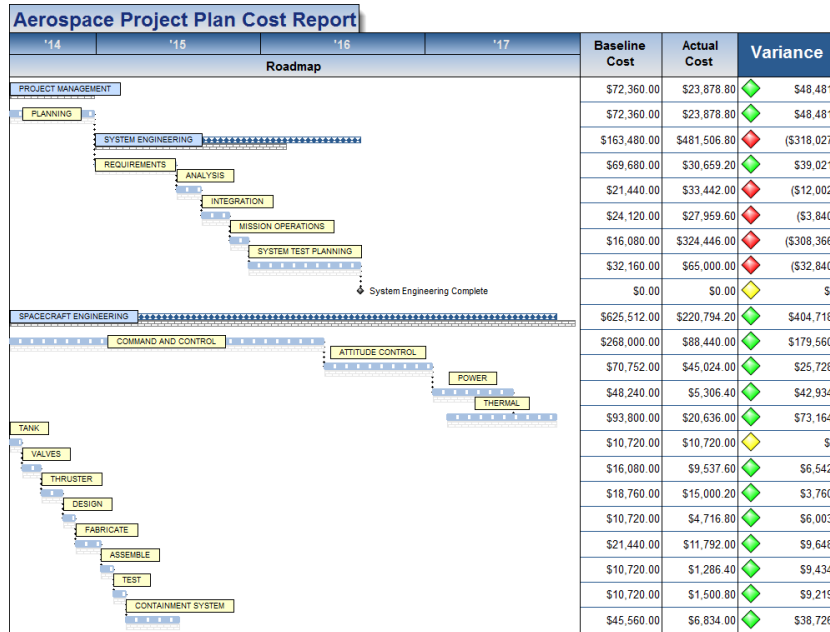
This Milestones Professional schedule uses Milestones Professional's built-in earned value calculations. Additionally, two stoplight columns have been added, one for **CPI** (Cost Performance Index) and one for **TCPI** (To Complete Performance Index).



Stoplight CHARTS

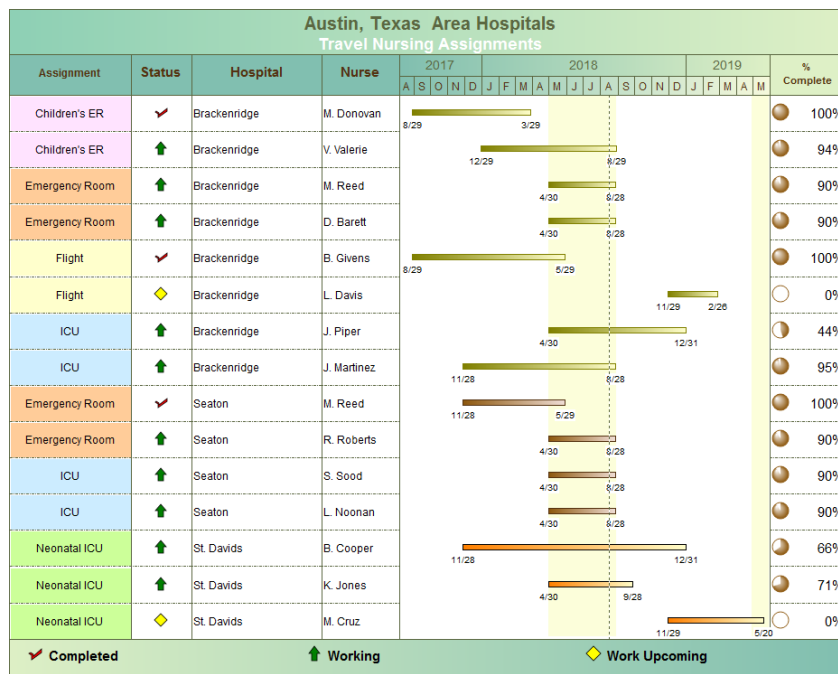
Indicator Report Examples created using Milestones Professional

Aerospace Project Plan Cost Report



This example shows simple cost variance stoplights. In this case the stoplights refer only to the project's budget and are not associated with whether or not the project is ahead or behind schedule.

Travel Nurse Assignments



The Pie Indicator column shades the pie based on the number in the column.

The Assignment Indicator column uses the "Fill cell with symbol color" feature to display a color based on the text located in the compare to column.

The Status column displays a red check if the % complete is 100, a yellow diamond if the % complete is zero and a green arrow if the % complete is between 1 and 99.

Stoplight CHARTS

Indicator Reports generated from Microsoft Project Information

Milestones Professional offers a large selection of indicator report formats for Microsoft Project users.

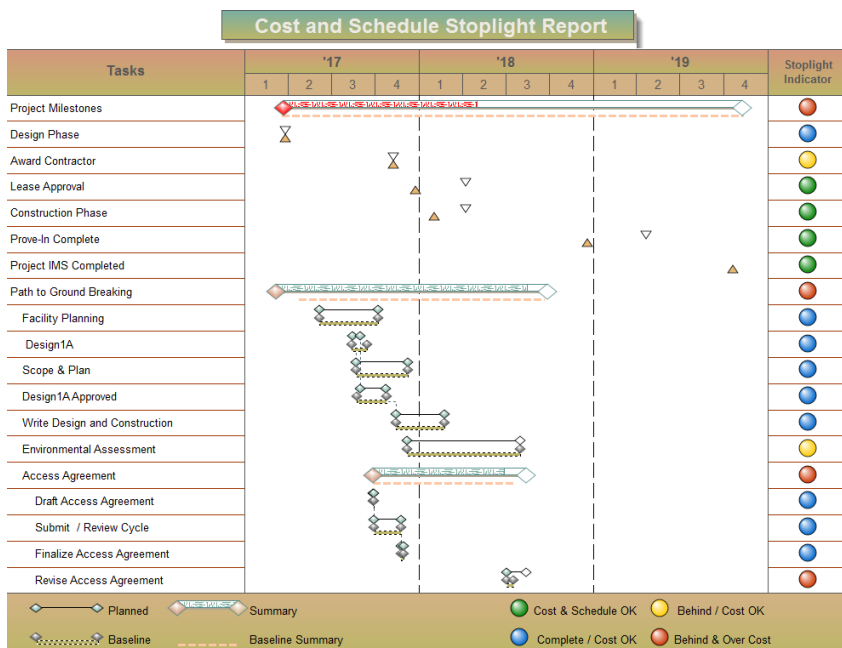
Finish Date Plus Status



This example uses the Microsoft Project Status field to display a stoplight or a check mark.

The legend below the schedule describes how the indicators work.

Cost and Schedule Stoplight Report



The Microsoft Project Cost Variance field is used to determine if Cost is OK.

The Project Status field is used to determine if schedule is ok.

Stoplight CHARTS

Create Stoplight and Indicator Charts with Milestones Professional

As you have seen in the examples Milestones Professional offers a variety of ways to use stoplights and indicators for at-a-glance reporting. To recap and get you started on creating your own Milestones Professional stoplight or indicator schedule, here are a few helpful reminders:

- A basic stoplight column will generate stoplights in red, yellow, green and blue when the numbers 1,2,3, and 4 are entered. It's that easy!
- Any Values column can also have an indicator associated with it. And... you get to define how the indicators work.
- Other column types in Milestones Professional can have indicators. These include: duration, earned value, and more.
- Indicators can be set up based on text in a cell. For example, an assignment name like "Team A" can cause a cell to fill with color.
- A special percent (pie) indicator is built in to Milestones Professional. It's possible to shade the pie by a number between 0 and 100 or between 0 and 1.

Stoplight Variety

Stoplight Variety				2016						Ahd/Bhd Status	Percent Complete	
Project	Assignment	Days to Completion	Cost Status	Q1			Q2					
				January	February	March	April	May	June			
Project A		→ 26	◇ \$100	[Hatched bar]						●	●	64%
Phase 1	Team B	✓ 0	■ \$0	[Blue bar]						●	●	100%
Phase 2	Team B	→ 15	◇ \$200	[Blue bar]						●	●	55%
Phase 3	Team A	→ 11	▲ (\$100)	[Blue bar]						●	●	48%
Project B		→ 69	◇ \$50	[Hatched bar]						●	●	33%
Phase 1	Team A	→ 20	◇ \$50	[Blue bar]						●	●	56%
Phase 2	Team C	→ 31	■ \$0	[Blue bar]						●	●	14%
Phase 3	Team A	→ 18	■ \$0				[Blue bar]			●	●	18%
Project C		→ 61	◇ \$150	[Hatched bar]						●	●	15%
Phase 1	Team B	→ 14	◇ \$50				[Red bar]			●	○	0%
Phase 2	Team C	→ 22	■ \$0	[Blue bar]						●	●	33%
Phase 3	Team C	→ 25	◇ \$100				[Red bar]			●	○	0%

● Ahead of schedule
 ■ On Budget
 ✓ Task is complete
● On schedule
 ▲ Over Budget
 → Task is in progress
● Behind schedule
 ◇ Under Budget