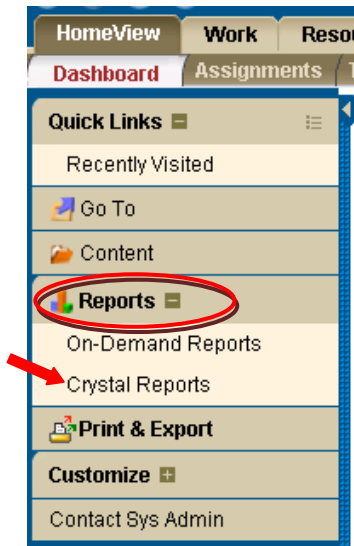


PLANVIEW INSTRUCTIONS

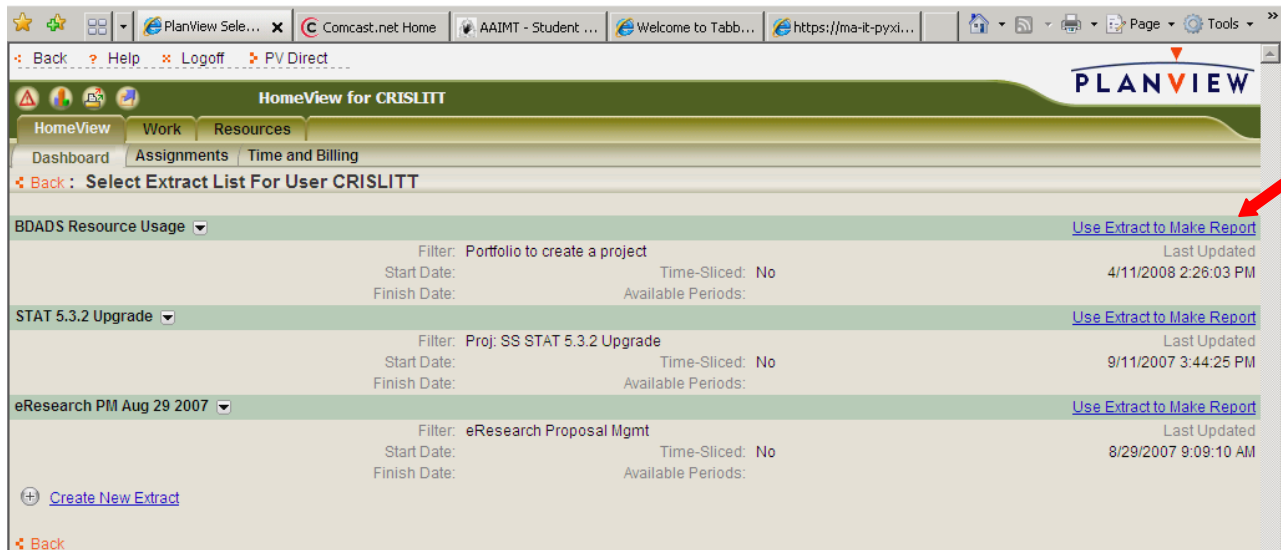
Project Variance Report (M134)

Below are the steps for producing a Project Variance Report within the Planview application. Note that in order to run the report, you must have already created a project profile.

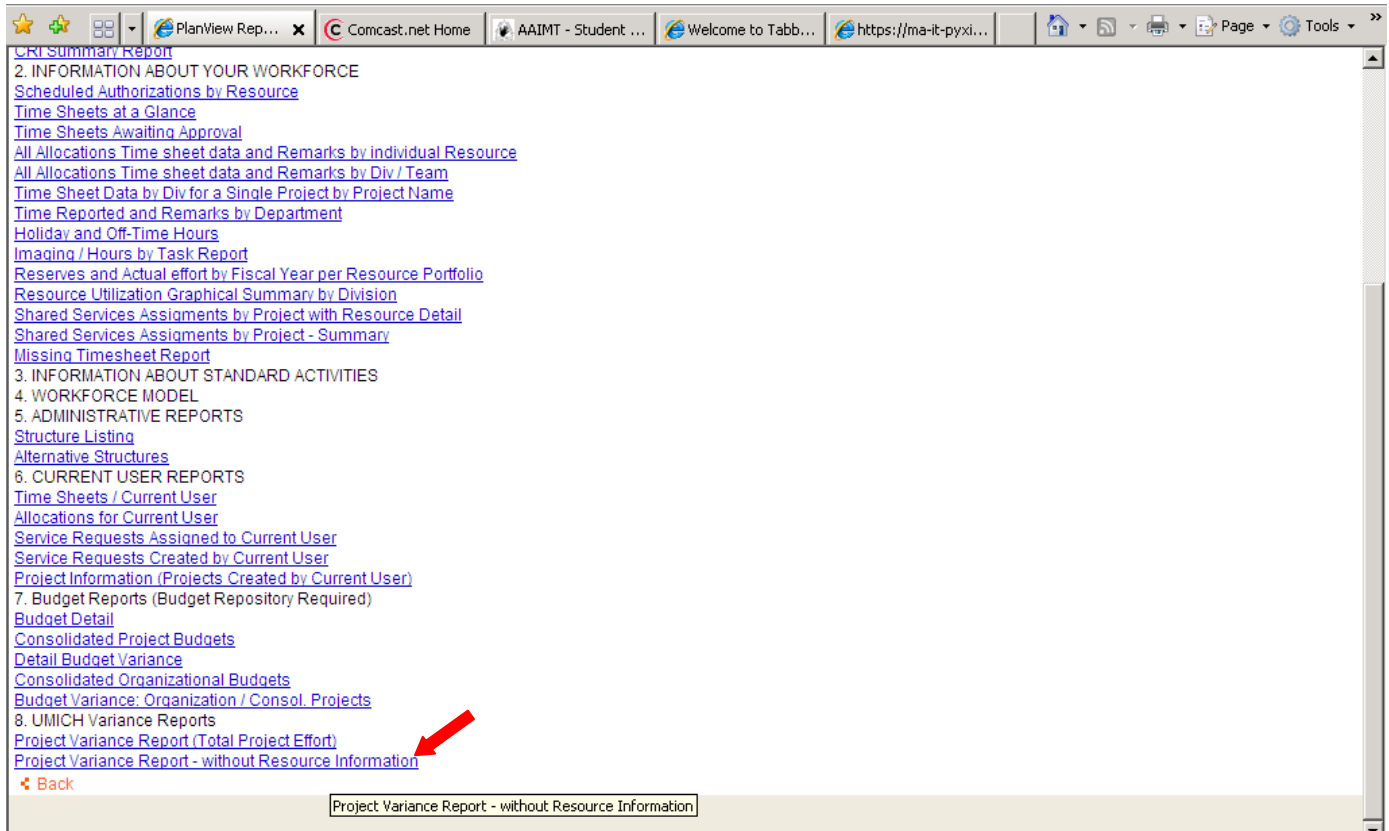
1. Login to Planview.
2. In the **Main Menu** window to the left of the screen, click **Reports**; then click **Crystal Reports**.



3. Locate the relevant project profile in the list provided. Click **Use Extract to Make Report**.

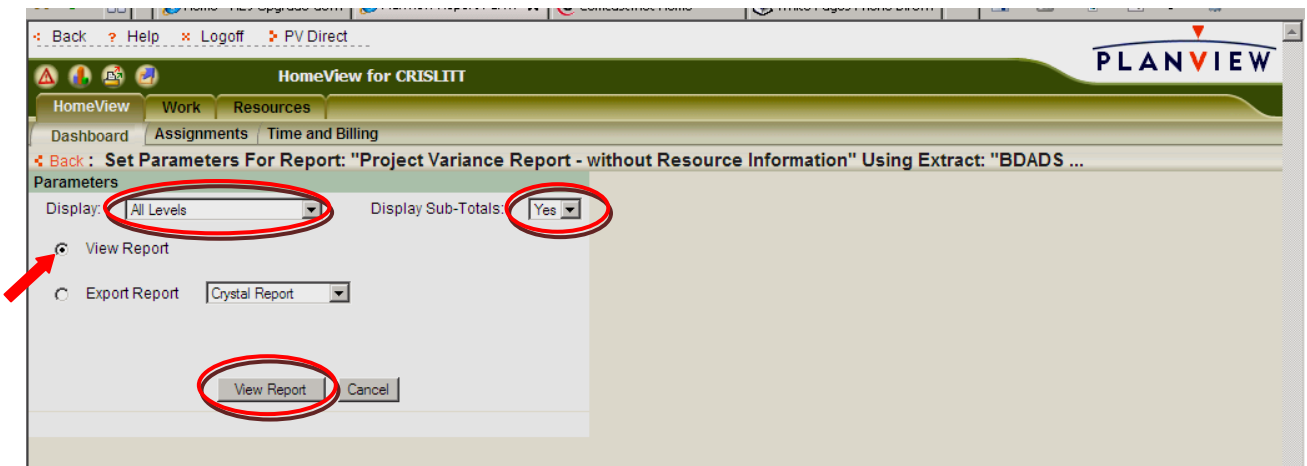


4. Click **Project Variance Report - without Resource Information**.



5. In the Parameters window:

- a. Click the **Display** menu and click **All Levels**;
- b. Click the **Display Sub-Totals** menu and click **Yes**;
- c. Click the **View Report** button;



d. Click **View Report**. The Project Variance Report appears:

Report Date: 5/19/2008

Display: All Levels

Sub-Totals: Yes

Project Variance Report (w/o Resource Information)
(Total Project Effort)

Work Description	Baseline Start Date	Act / Sch Start Date	Baseline End Date	Act / Sch End Date	End Date Variance	Actual Effort	Remain Effort	EAC Effort	Baseline Effort
Disco FY08 SS Admin		05/12/08		05/29/09					
Small Initiatives/Projects/Quickwins		05/12/08		05/29/09					
Small Init/Quickwins - Gen Quickwins		05/12/08		05/29/09					
Small Init/Quickwins - Training		05/12/08		05/29/09					
Small Init/Quickwins <Activity Name>		05/12/08		05/29/09					
Consulting		05/12/08		05/29/09					
Consulting - General		05/12/08		05/29/09					
External Activities		05/12/08		05/29/09					
External Activities - Advisory Groups		05/12/08		05/29/09					
External Activities (Discretionary)		05/12/08		05/29/09					
Disco FY08 SS DA/DD	07/02/07	07/02/07	03/26/09	05/15/09	-35	2,275.2	1,064.5	3,339.7	2,692
Small Initiatives/Projects/Quickwins	07/02/07	07/02/07	03/26/09	05/15/09	-35	2,154.1	1,063.0	3,217.1	2,589
BO:Project Management	01/28/08	01/31/08	06/27/08	06/30/08	0	95.0	34.5	129.5	50
BO:Dashboards	01/28/08	01/24/08	02/29/08	05/13/08	-51	15.0	15.0	30.0	30
Research Dashboarding	01/28/08	01/24/08	02/29/08	05/13/08	-51	15.0	15.0	30.0	30
BO:Drilling		04/01/08		06/20/08		1.0	7.0	8.0	
BO:Implement Scheduling	01/15/08	01/15/08	03/03/08	06/09/08	-69	19.5	12.5	32.0	45
BO:Research Scheduling	01/15/08	01/15/08	02/08/08	01/18/08	16	7.0	-	7.0	20
BO:Sched Create Performance Support	02/11/08	01/21/08	02/25/08	05/13/08	-55	12.5	12.5	25.0	24
BO:Sched Internal testing	01/28/08	05/12/08	02/22/08	06/09/08	-75				
BO:Sched User Testing	02/25/08	05/12/08	03/03/08	05/18/08	-63				
BO:Scheduling Rollout	03/03/08	05/12/08	03/03/08	05/12/08	-49				
BO:Upgrade to SP3	02/01/08	02/12/08	04/01/08	05/15/08	-31	71.0	5.0	76.0	
BO:SP3 Receive software from vendor									
BO:SP3 Read/review release notes	02/01/08		02/01/08						

**Document Change Control
Project Variance Report (M134)**

Version Number	Date	Revision Author	Description
1.0	05/21/08	SS-KS	Converted to new format; updated Planview screen shots; submitted for review
1.0	05/29/08	SS-KS	Approved for production.

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