

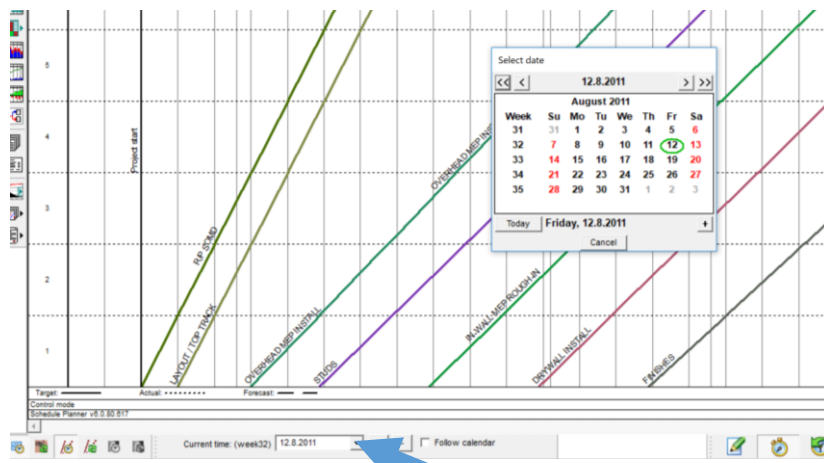
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## Using Vico for controlling

### 1. Change the Control Week

Change the current time, by clicking on the side arrow of **Current time**:

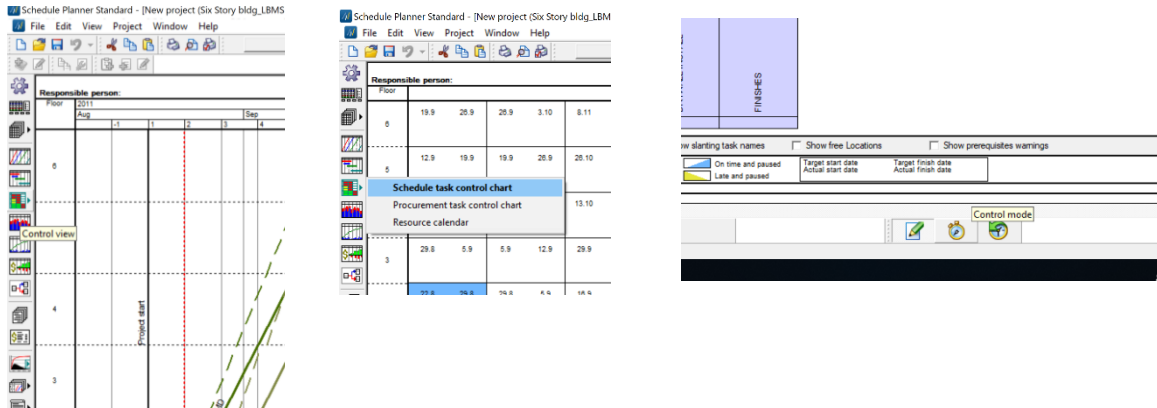


Click to open the calendar and change to the current week

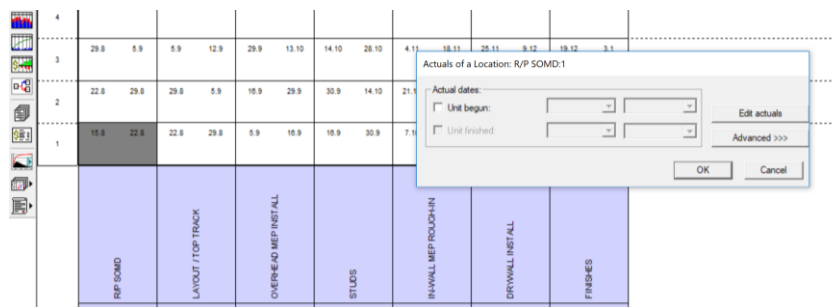
**Important!** If the work happens during workdays, the date to be selected will be a Friday of the current week. If there is working happening during the Saturday, the date to be selected will be the Monday of the next week.

## 2. Enter Actuals Using Control Chart

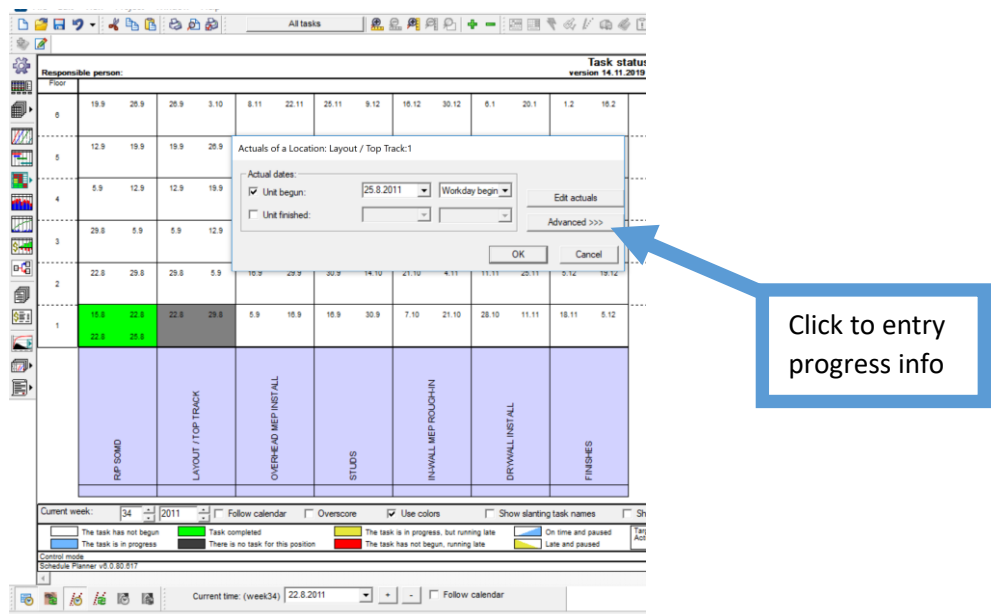
Click on the **Control view** and select the **Schedule task control chart**. Change the view to **Control mode**



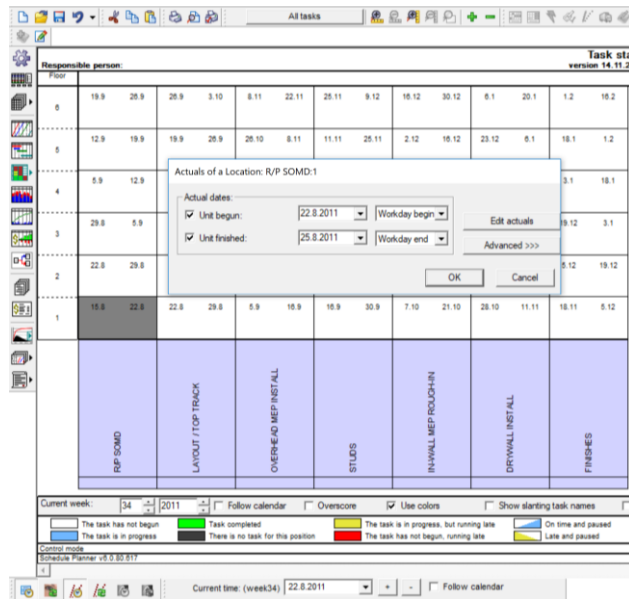
Click on a task in a location to start to update the control information:



Mark the **Unit Begun** and insert the date, Click on **Advanced** to entry the progress:

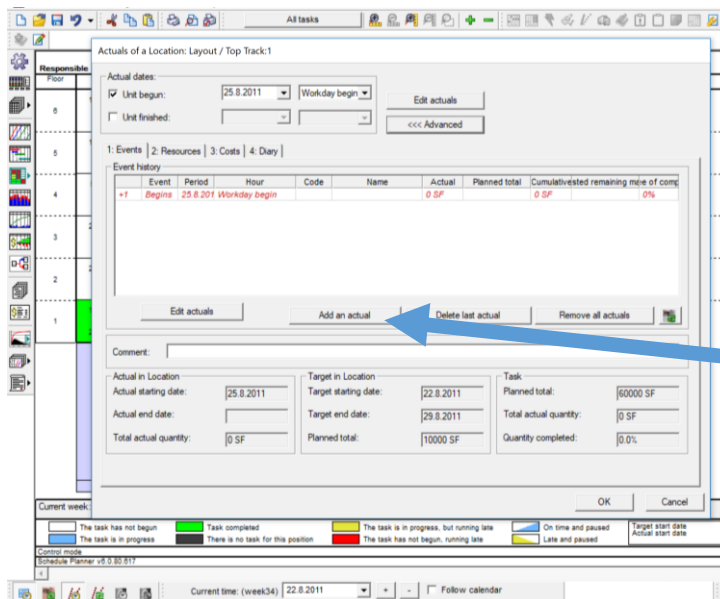


If the task finishes during the same week, mark the **Unit Finished** and insert the dates:

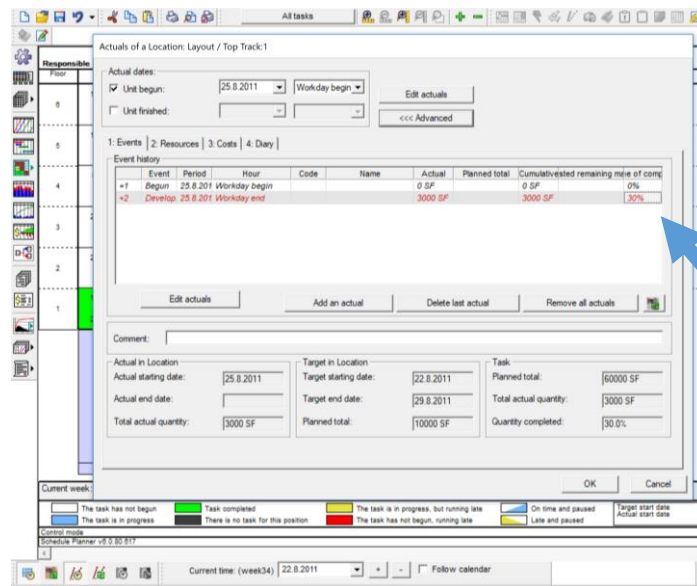


Finalize it clicking on **OK**.

If the task continues during the next weeks, Click on **Add and actual** to entry the progress:



Enter the progress information by typing in:



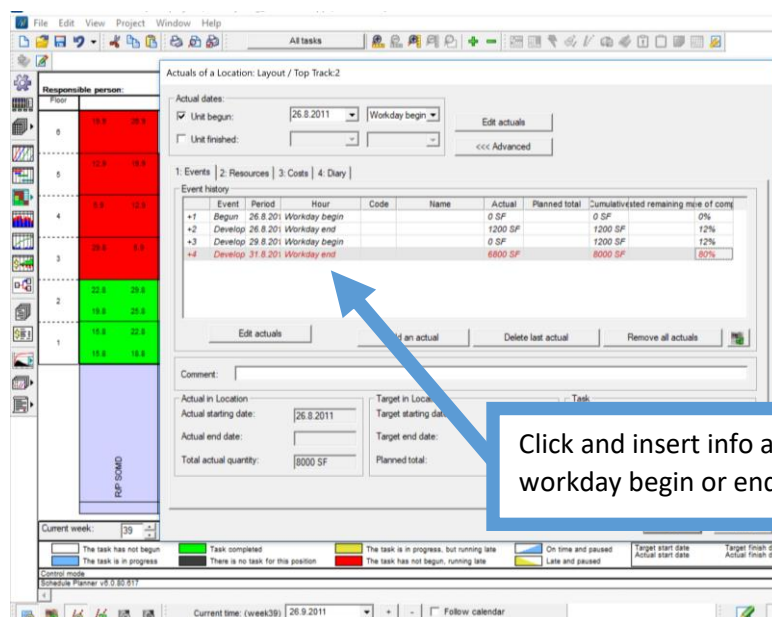
Type in the progress.

Finalize it clicking on **OK**.

### Workday beginning and end

Tasks always start at the beginning of the workday and finish at the end of the workday, this is done by clicking on the **Hour** and selecting **Workday begin** to start the task and **Workday end**. If this information is not correct, the distribution of resources can be wrong on the Resources Calendar.

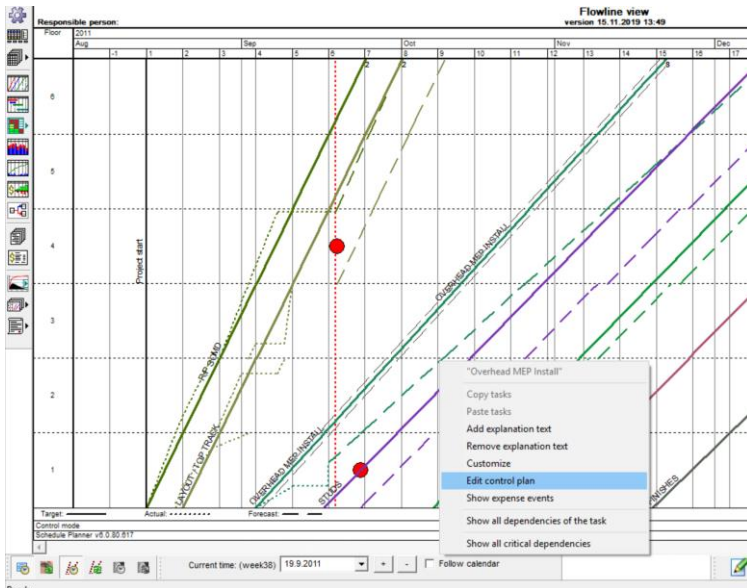
Tasks should always be suspended at the end of the day and be continued at the beginning of the day.



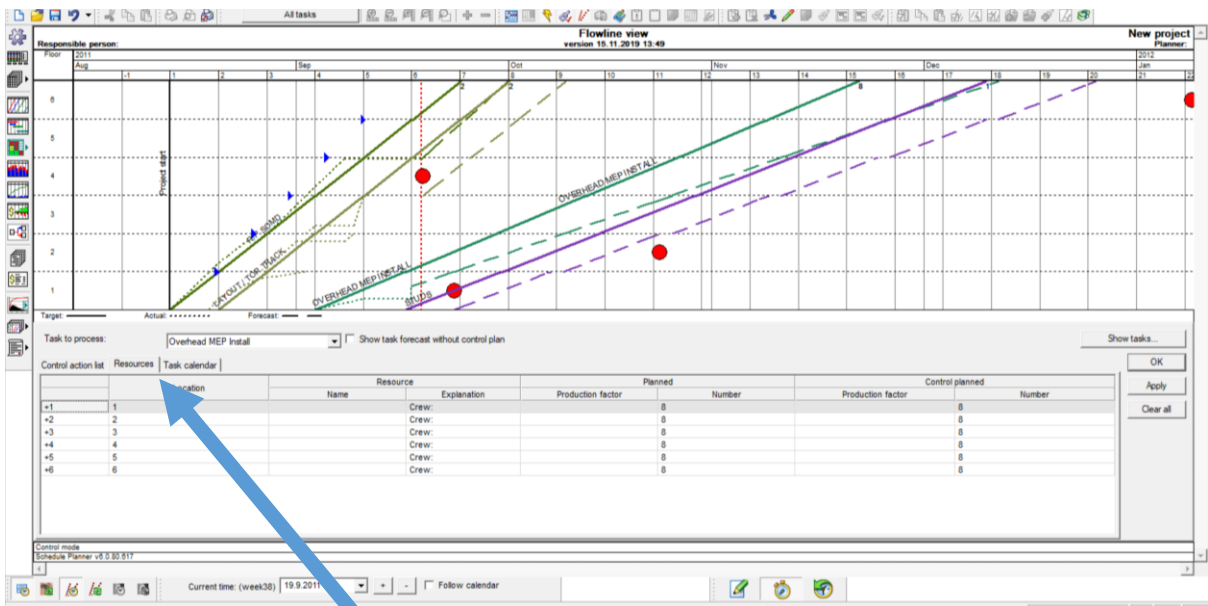
Click and insert info about workday begin or end



Select **Edit control plan**

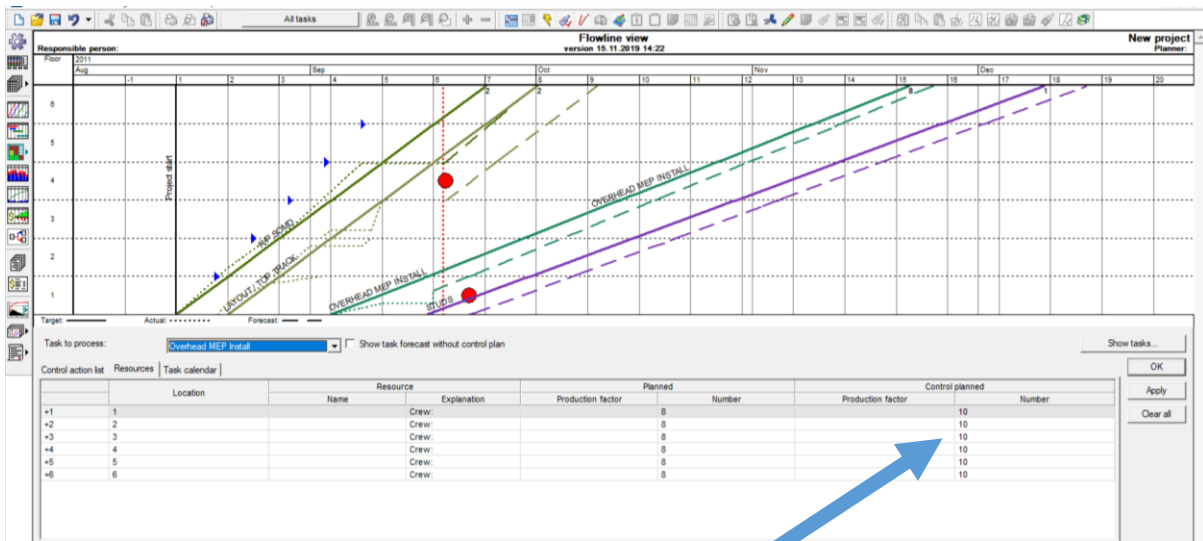


Select the **Resources** tab



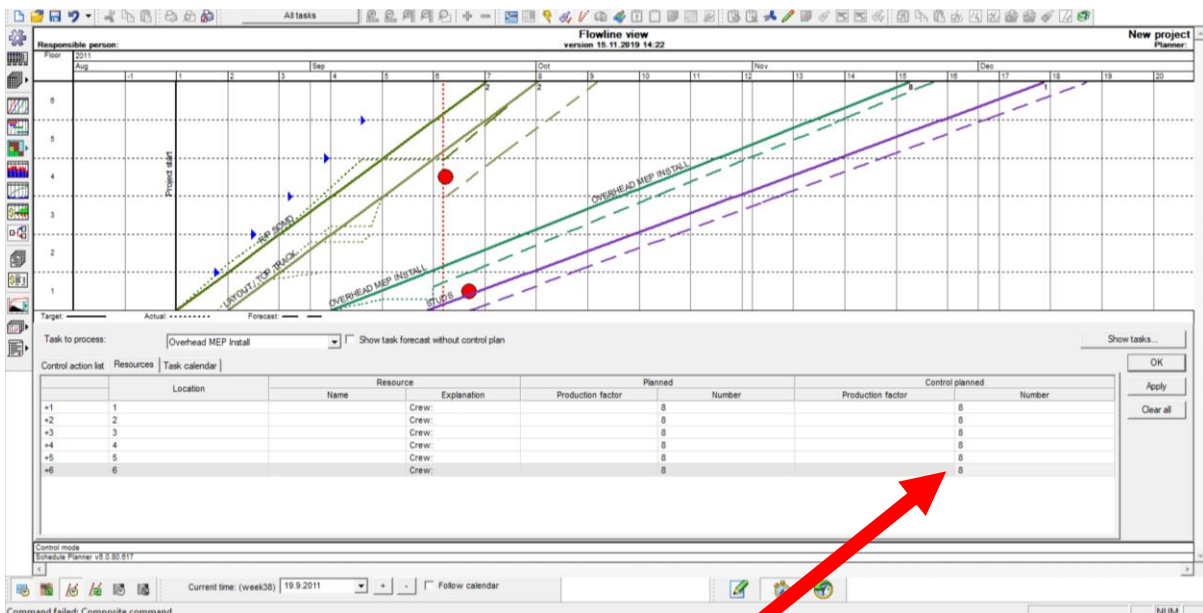
Select the Resources tab

Under **Control planned**, type the changes on crew size and click **OK** to visualize the impact on the forecast:



Change the crew size

**Important!** In this example, a difference of two days in the finishing the Studs can be seen but no change will be done. If the control action is not being taken, remember to get back to the **Control planned** click on **Clear all** to reset the changes.



If the control action will not be taken, return the crew to the previous size



If a task is suspended

All the progress information should be inputted and a new **Add an actual** should be done, under **Event** a **Suspending** should be entered at the end of the last workday.

Actuals of a Location: R/P SOMD4

Actual dates:  
 Unit begun: 2.9.2011 [Workday begin] Edit actuals  
 Unit finished: - - - - - <<< Advanced

1 Events | 2 Resources | 3 Costs | 4: Diary

Event	Period	Hour	Code	Name	Actual	Planned total	Cumulative/remaining mpe of comp
+1	Begin	2.9.2011	Workday begin		0 SF	2640 SF	0%
+2	Develop	2.9.2011	Workday end		2640 SF	2640 SF	24%
+3	Develop	5.9.2011	Workday begin		0 SF	2640 SF	24%
+4	Develop	7.9.2011	Workday end		7920 SF	10560 SF	96%
+5	Stop	7.9.2011	Workday end		0 SF	10560 SF	96%

Buttons: Edit actuals, Add an actual, Delete last actual, Remove all actuals

Comment: [ ]

Actual in Location: [ ] Target in Location: [ ] Task: [ ]

Actual starting date: 2.9.2011 Target starting date: [ ]

Actual end date: [ ] Target end date: [ ]

Total actual quantity: 10560 SF Planned total: [ ]

Current week: 37 | 2011 | Follow calendar

Control mode: [ ]

Schedule Planner v8.0.80.917

Current time: (week37) 12.9.2011 | Follow calendar

Start the Suspending at the end of the last day worked

To continue the suspended task, **Add an actual** and restart the task at the beginning of the day.

Actuals of a Location: Overhead MEP Install:1

Actual dates:  
 Unit begun: 5.9.2011 [Workday begin] Edit actuals  
 Unit finished: - - - - - <<< Advanced

1 Events | 2 Resources | 3 Costs | 4: Diary

Event	Period	Hour	Code	Name	Actual	Planned total	Cumulative/remaining mpe of comp
+1	Begin	5.9.2011	Workday begin		0 LF	0 LF	0%
+2	Develop	9.9.2011	Workday end		580 LF	580 LF	29%
+3	Develop	12.9.2011	Workday begin		0 LF	580 LF	29%
+4	Develop	16.9.2011	Workday end		0 LF	580 LF	29%
+5	Suspend	16.9.2011	Workday end		0 LF	580 LF	29%
+6	Continue	17.9.2011	Workday begin		0 LF	580 LF	29%
+7	Develop	17.9.2011	Workday end		640 LF	1220 LF	61%

Buttons: Edit actuals, Add an actual, Delete last actual, Remove all actuals

Comment: [ ]

Actual in Location: [ ] Target in Location: [ ] Task: [ ]

Actual starting date: 5.9.2011 Target starting date: 5.9.2011 Planned total: 12000 LF

Actual end date: [ ] Target end date: [ ] Total actual quantity: 1220 LF Planned total: 12000 LF

Current week: [ ] | 2011 | Follow calendar

Control mode: [ ]

Schedule Planner v8.0.80.917

Current time: (week38) 19.9.2011 | Follow calendar

Add an actual to continue the task



## How to include work on the weekends

Saturday is included as a working day by clicking in **Edit actuals** and clicking on Saturdays to become a working day. The color of the Saturday in the calendar should change and have the same color as week days.

**Important!** Remember that if there is working happening during the Saturday, the date of the **Current time** to be selected will be the Monday of the next week

The screenshot shows the 'Actuals of Location: Overhead MEP Install' dialog box. It includes fields for 'Actual dates', 'Unit begun', and 'Unit finished'. Below these are tabs for '1: Events', '2: Resources', '3: Costs', and '4: Diary'. The 'Event history' table lists several events with dates and descriptions. A calendar for September 2011 is shown, with Saturday, September 24th, highlighted in blue. A blue arrow points to this date with a text box that says 'Click on the Saturday to change it to a workday'. The 'Current time' is set to 19.9.2011. The 'Planned total' is 12000 LF and the 'Total actual quantity' is 1220 LF.

**Important!** If the **Current time** is the Monday for the next week and the **Edit Actual** was done including the Saturday, the suspension of work on Friday and continuing on Saturday will be done automatically.

## 3. Enter Resources Using the Resources Calendar

Click on the **Control view** and select the **Resource Calendar**.

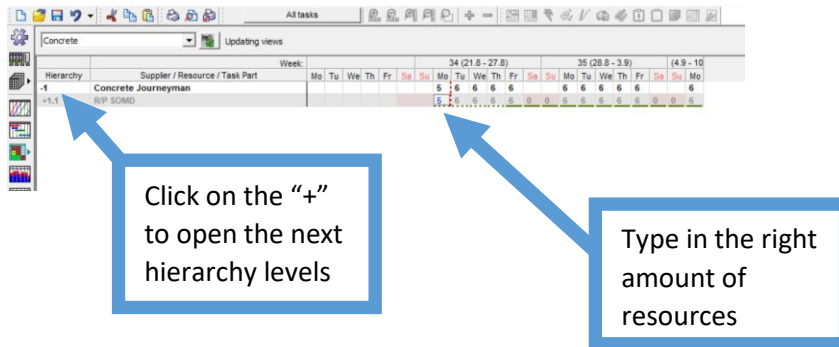
The screenshot shows the 'Resource calendar' view. It displays a grid of dates and resource quantities for various tasks. The tasks listed are 'Concrete', 'Drywall', 'Finishes', and 'MEP'. The dates range from 19.9.2011 to 1.10.2011. The resource quantities are shown in a grid format.

Task	19.9.2011	20.9.2011	21.9.2011	22.9.2011	23.9.2011	24.9.2011	25.9.2011	26.9.2011	27.9.2011	28.9.2011	29.9.2011	30.9.2011	1.10.2011
Concrete	19.9	20.9	21.9	22.9	23.9	24.9	25.9	26.9	27.9	28.9	29.9	30.9	1.10
Drywall													
Finishes													
MEP													

Select which resource that should be displayed:

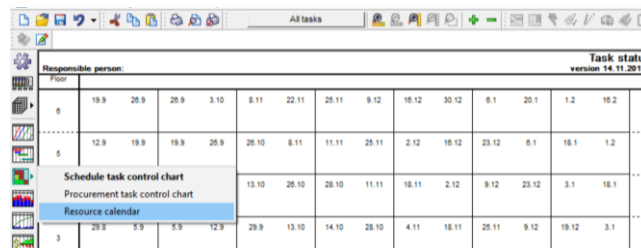
The screenshot shows the 'Updating views' dialog box. It has a list of resources: 'Concrete', '<No supplier>', 'Drywall', 'Finishes', 'Concrete', and 'MEP'. A blue arrow points to the 'Concrete' resource in the list. A text box next to the arrow says 'Select the resource'. The dialog also shows a calendar for the week of 14.9.2011 to 19.9.2011.

If the resources number from the progress spreadsheet is different from the Vico ones, make the necessary changes by opening the next Hierarchy level, by clicking on the weekday that is different and changing the amount. This change can not be done on the Summary task level, it is necessary to open the next hierarchy levels and make the changes on the right places.

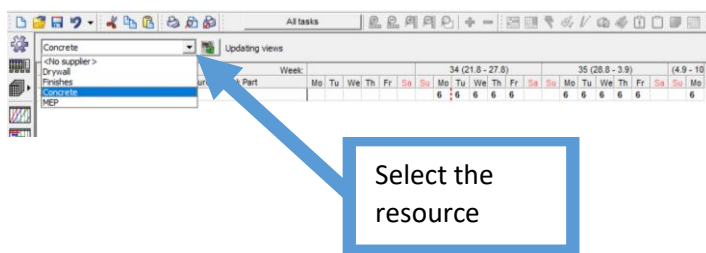


**Important!** Resource calendar can be used as a quality assurance method. If there is no place to enter resources, something has been entered incorrectly previously, check the step by step once again.

Checking and Updating the Resources for Weekend work  
Click on the **Control view** and select the **Resource Calendar**.



Select which resource that should be displayed:



Include the resources on Saturdays:

