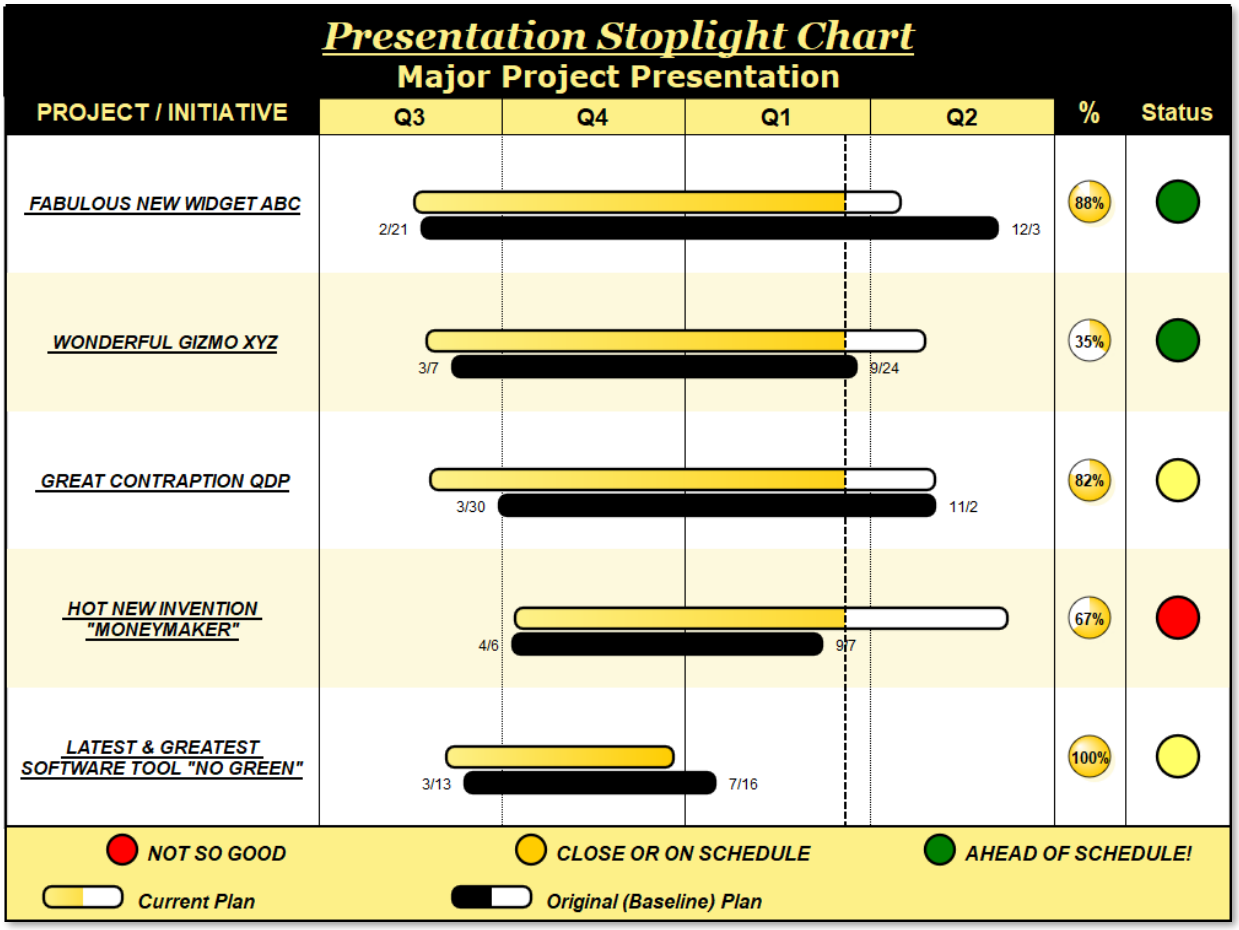
StoplightCHARTS

Stoplight Charts, At-a-Glance Project Reporting

Create Stoplight charts using Milestones Professional

In a report with 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 detail, 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.



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Stoplights what can they indicate

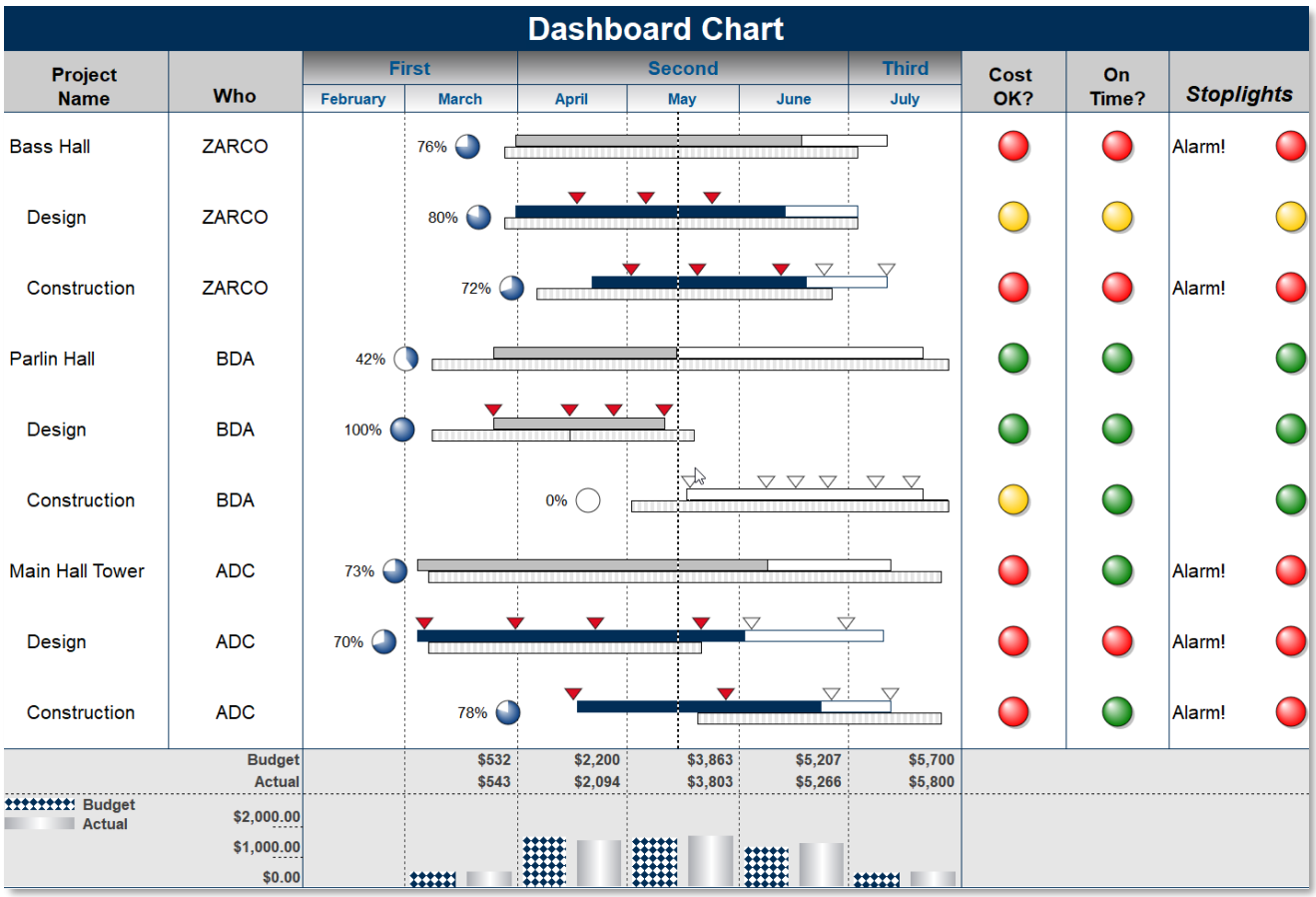
Stoplights are typically green, yellow and red and can have many meanings. Here is a sampling:

- 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



Other Types of Indicators

In addition to simple stoplights, many other indicators can be used for at-a-glance status. Here are a few 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

% Pie Indicator	PHASE	Number Driven	III	IV			I			II		Status	Status Indicator
			Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb		
100%	Gas Hookup	11 - 20										ON SCHEDULE	
84%	Cabinets Plus	21 - 30										CRITICAL	
75%	Hardwood Floors	11 - 20										COMPLETE	✓
51%	Inserts	41 - 50										FUTURE	
37%	Sprinkler System	21 - 30										CRITICAL	
65%	Electrical	51 - 60										COMPLETE	✓
22%	Plumbing	51 - 60										FUTURE	
30%	Stainless Steel	0 - 10										CRITICAL	
0%	Mirrors + Doors	31 - 40										CRITICAL	
14%	Garage doors	11 - 20										COMPLETE	✓

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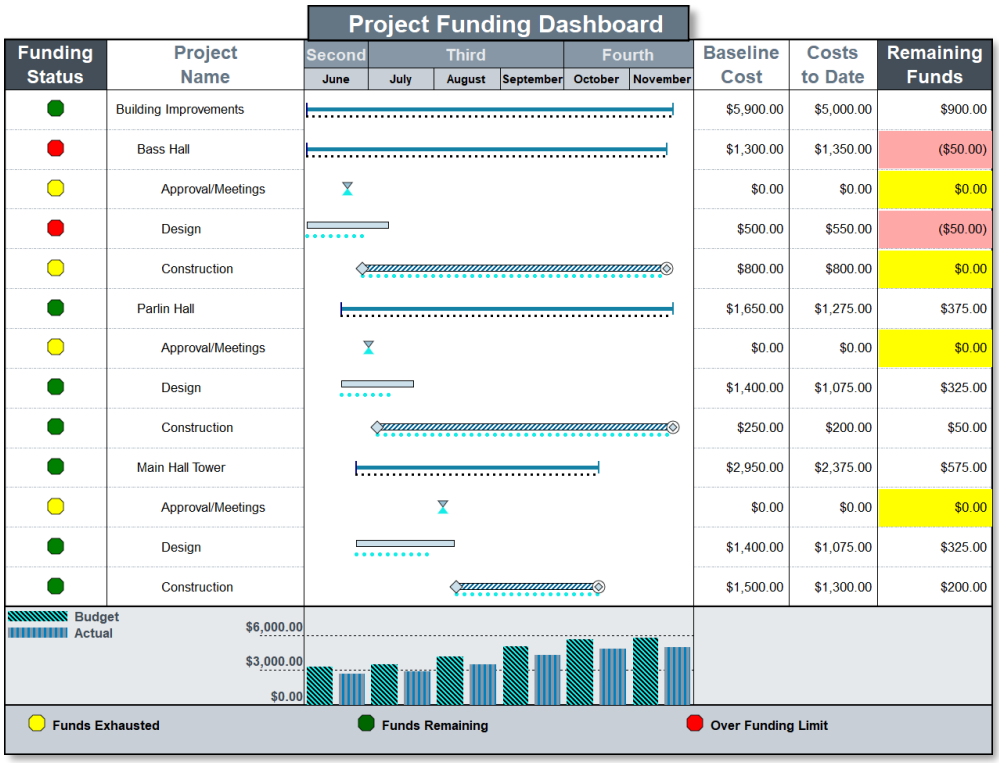
Indicator Report Examples

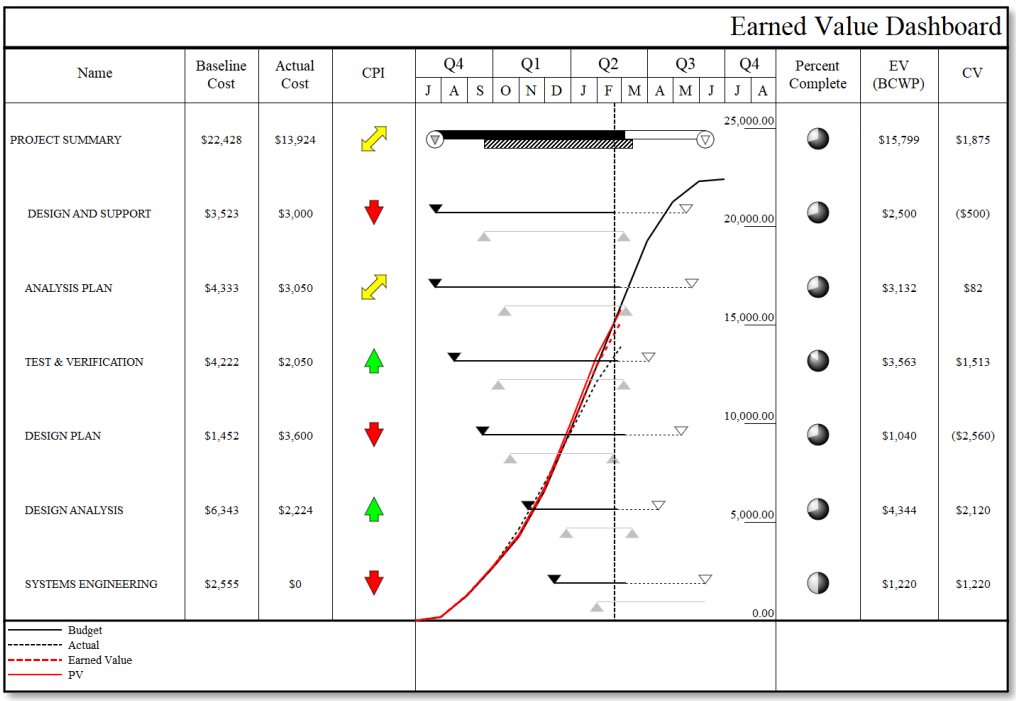
Project Funding Dashboard



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, similar in concept to stoplight charts.

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

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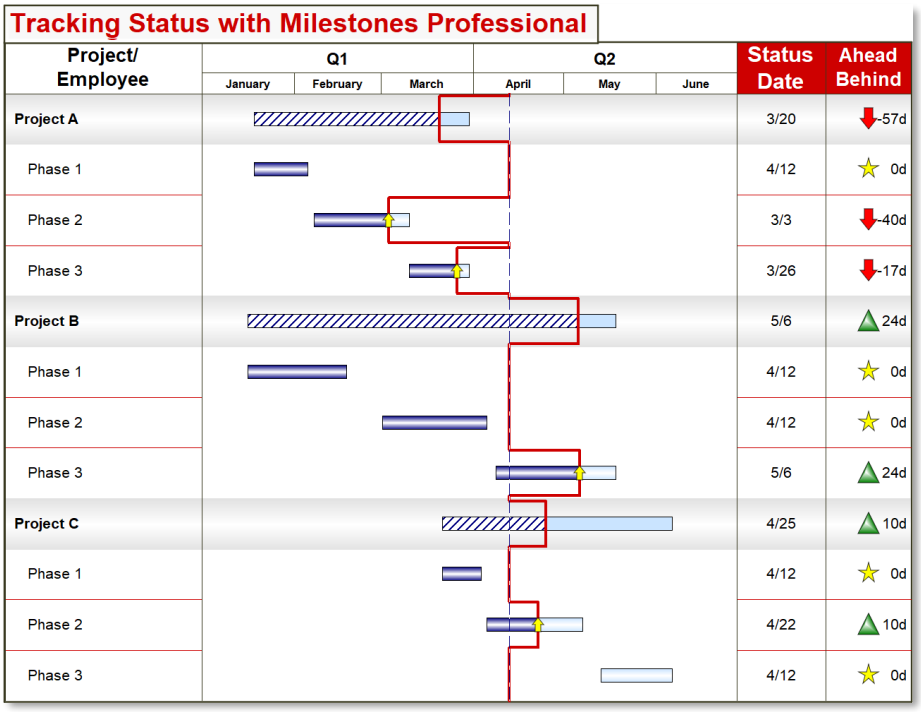
Indicator Report Examples

Tracking Status

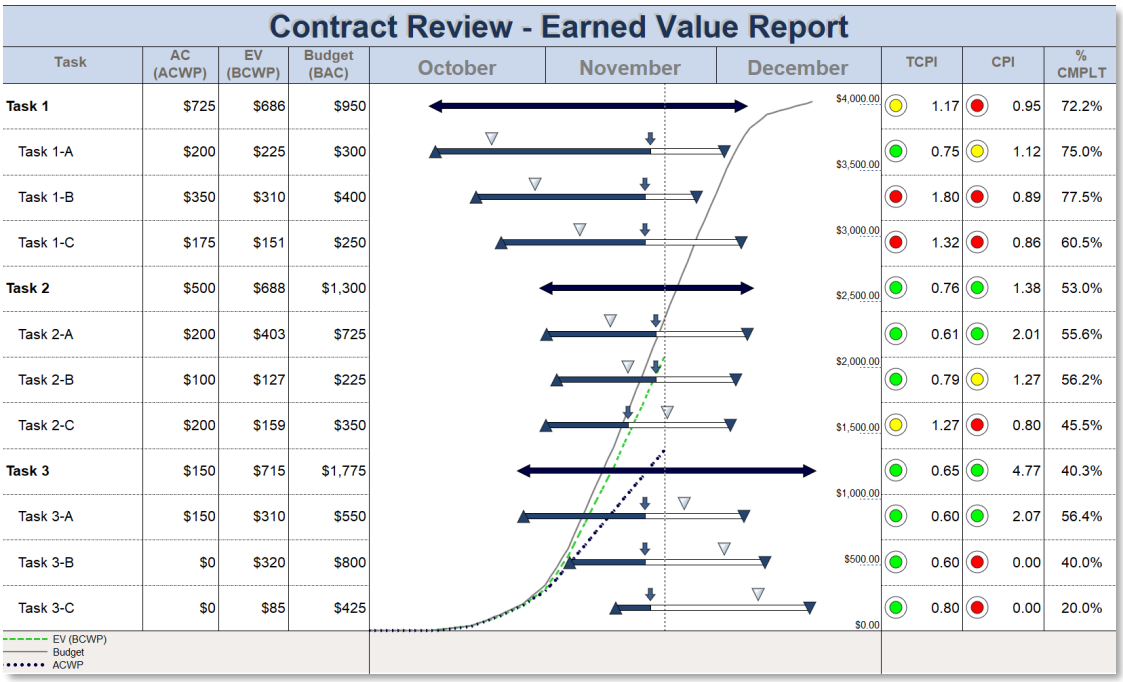


This Milestones Professional schedule uses different symbol shapes and colors to show status in the **Ahead/ Behind** column.

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).



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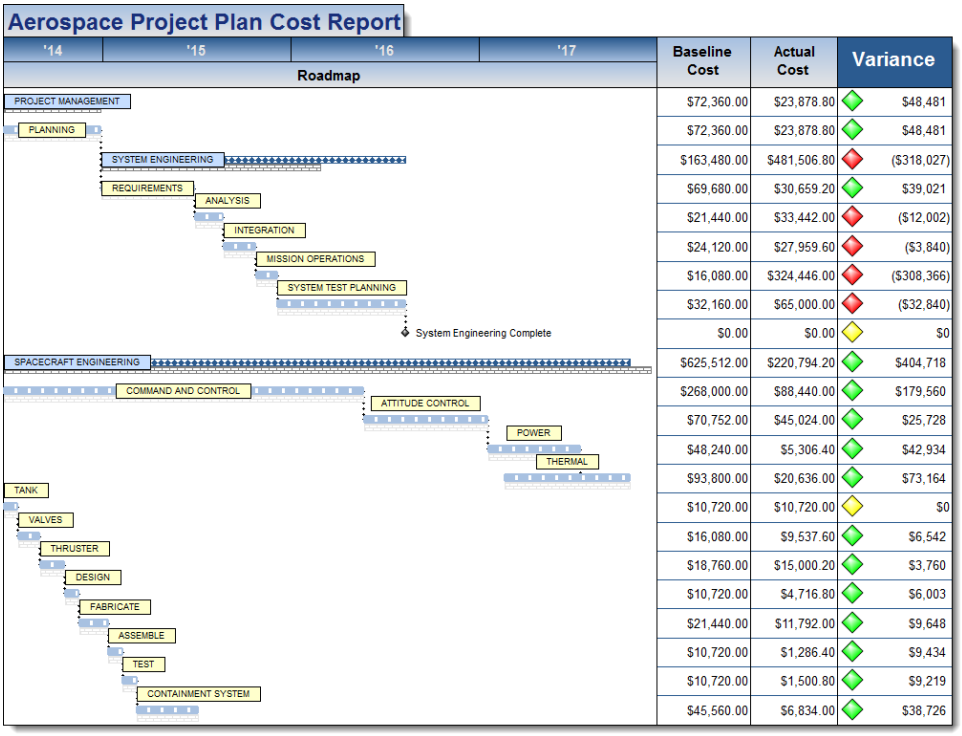
Indicator Report Examples

Aerospace Project Plan Cost Report



Baseline Cost	Actual Cost	Variance
$72,360.00	$23,878.80	$48,481
$72,360.00	$23,878.80	$48,481
$163,480.00	$481,506.80	($318,027)
$69,680.00	$30,659.20	$39,021
$21,440.00	$33,442.00	($12,002)
$24,120.00	$27,959.60	($3,840)
$16,080.00	$324,446.00	($308,366)
$32,160.00	$65,000.00	($32,840)
$0.00	$0.00	$0
$625,512.00	$220,794.20	$404,718
$268,000.00	$88,440.00	$179,560
$70,752.00	$45,024.00	$25,728
$48,240.00	$5,306.40	$42,934
$93,800.00	$20,636.00	$73,164
$10,720.00	$10,720.00	$0
$16,080.00	$9,537.60	$6,542
$18,760.00	$15,000.20	$3,760
$10,720.00	$4,716.80	$6,003
$21,440.00	$11,792.00	$9,648
$10,720.00	$1,286.40	$9,434
$10,720.00	$1,500.80	$9,219
$45,560.00	$6,834.00	$38,726

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

Austin, Texas Area Hospitals
Travel Nursing Assignments

Assignment	Status	Hospital	Nurse	% Complete
Children's ER	✓	Brackenridge	M. Donovan	100%
Children's ER	↑	Brackenridge	V. Valerie	94%
Emergency Room	↑	Brackenridge	M. Reed	90%
Emergency Room	↑	Brackenridge	D. Barett	90%
Flight	✓	Brackenridge	B. Givens	100%
Flight	◇	Brackenridge	L. Davis	0%
ICU	↑	Brackenridge	J. Piper	44%
ICU	↑	Brackenridge	J. Martinez	95%
Emergency Room	✓	Seaton	M. Reed	100%
Emergency Room	↑	Seaton	R. Roberts	90%
ICU	↑	Seaton	S. Sood	90%
ICU	↑	Seaton	L. Noonan	90%
Neonatal ICU	↑	St. Davids	B. Cooper	66%
Neonatal ICU	↑	St. Davids	K. Jones	71%
Neonatal ICU	◇	St. Davids	M. Cruz	0%

✓ Completed ↑ Working ◇ Work Upcoming

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.

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Indicator Reports generated from Microsoft Project Information

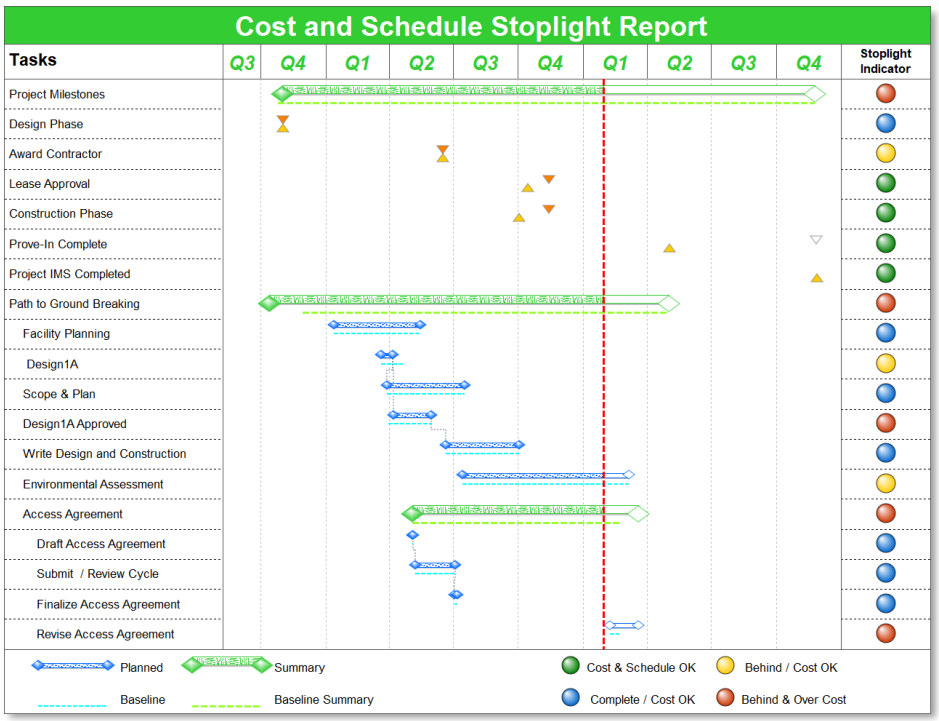
Milestones Professional offers a large selection of indicator report formats for Microsoft Project users.

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.

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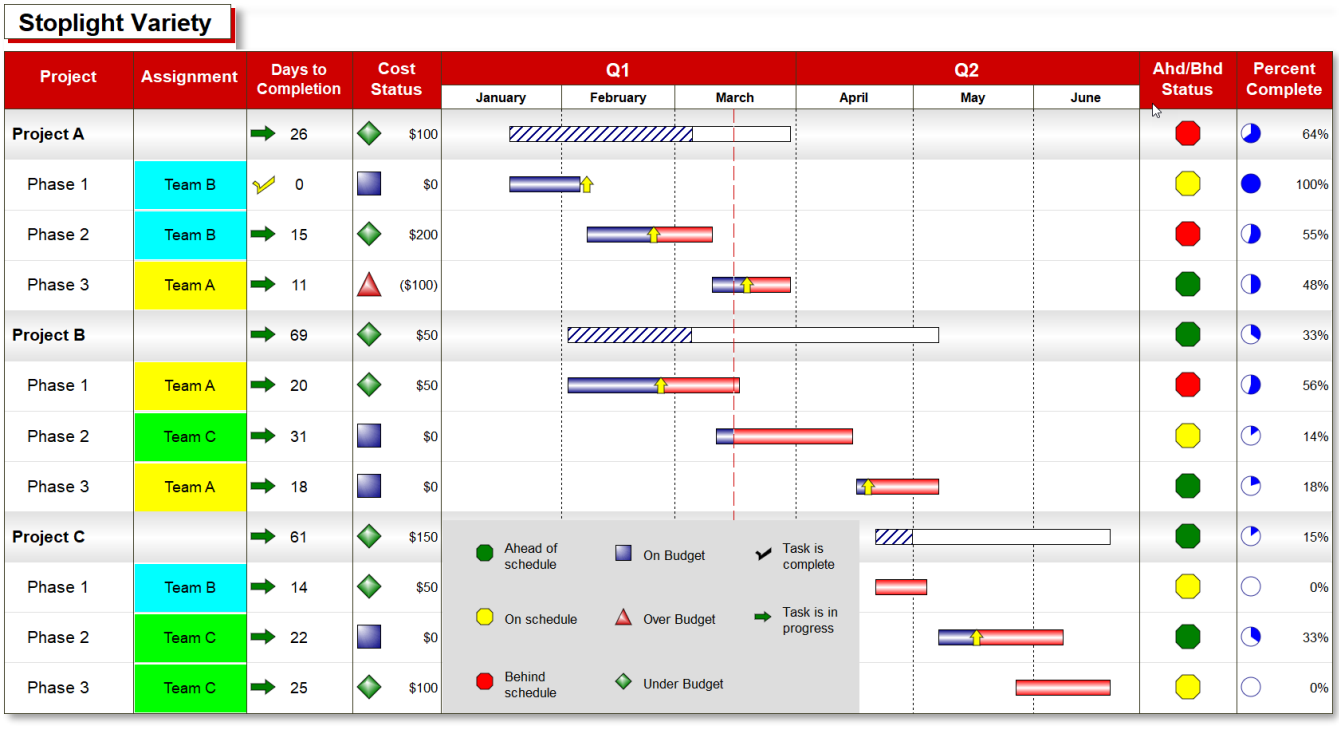
Create Stoplight and Indicator Charts with Milestones Professional

As you have seen in the examples Milestones Professional offers a variety of ways to use stop-lights and indicator 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