



# Using Physical Percent Complete with Microsoft Project

A properly updated Microsoft Project schedule should have:

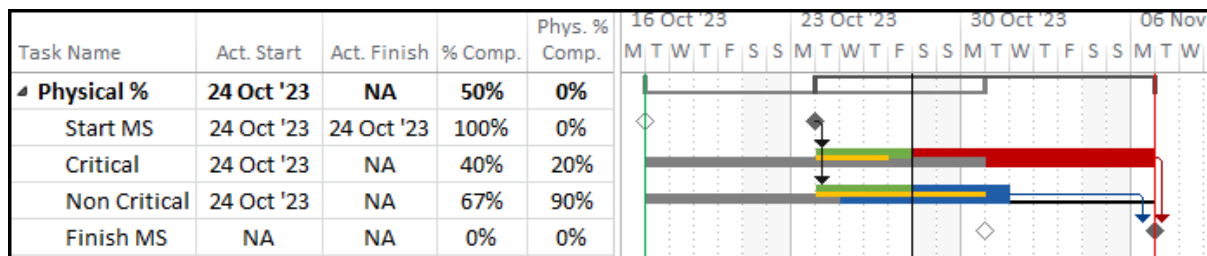
- The **Status Date** is set on the date that progress was measured,
- All **Actual Durations** are in the past and
- All **Remaining Durations** are in the future,

When updating a Microsoft Project schedule users quickly find the % **Complete** field is linked with the **Duration**, **Actual Duration** and **Remaining Duration**. Then when a user edits the % **Complete** to represent actual progress, this will either put **Actual Durations** in the future or **Remaining Durations** in the past, which are both illogical.

To enter a progress with a value that is different to the % **Complete** value, to represent progress that is different to the **Duration % Complete** then the user may use the **Physical % Complete** field. This will allow them to update a schedule in a similar way to updating a P6 schedule when all activities are marked with a **Percent Complete Type of Physical %**.

This paper will explain how to use the **Physical % Complete** field to update a Microsoft Project schedule. Eastwood Harris also has a Microsoft Project Template making using this field simpler by [clicking on this link>>>>](#)

An update schedule with this template would look like this:



- The **Status Date** is represented by the solid black vertical line,
- The **Baseline** bar is the grey bar,
- The **Actual** bar is represented by the edited % **Complete bar** is the green bar that ends at the **Status Date** and
- The **Physical % Complete** is the yellow bar.

Accelerate your understanding of scheduling software to advance your scheduling career and be able to prepare better schedules with [Eastwood Harris books](#), training courses and online videos on the following software packages:

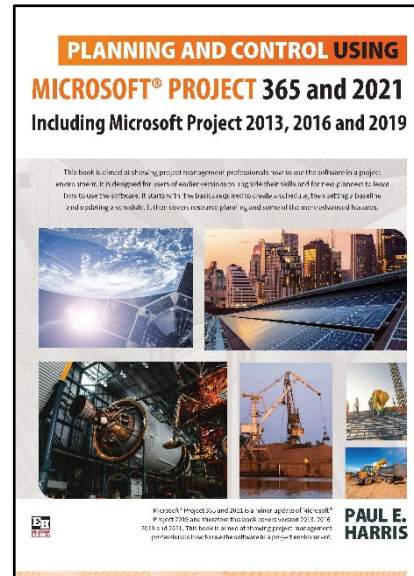
- Microsoft Project,
- Oracle Primavera P6 and
- Elecosoft (Asta) Powerproject

Online video training is available through Udemy through following these links:

- [Microsoft Project](#),
- [Oracle Primavera P6](#) and
- [Elecosoft \(Asta\) Powerproject](#)

Please follow these links:

- Eastwood Harris books and training materials are available here <https://www.eh.com.au>.



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- Eastwood Harris inhouse, one-to-one and public training courses are offered through Primaskills Pty Ltd, [more details here>>>>](#).
- Resources for Oracle Primavera P6 users such as third party software that works with P6 and technical papers on Primavera P6 at <https://primavera.com.au/>.

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