

Chapter 7 - Setting Baseline

Learning Objectives

- Exploring the basic commands
- Use the Backstage view
- Work with commands on different tabs of the ribbon interface.

Understanding Tracking

1. Tracking is the process of comparing what actually happens during your project to your estimates of what would happen.
2. Taking a picture of your project schedule at the moment your planning is complete is called a baseline.
3. Tracking maintains the record of estimates and actuals
4. Tracking includes information about tasks in progress as well as about tasks that have been completed
5. Tracking activity also enables to generate reports that show how efforts stand at any given point in time.
6. Project also shows any resource conflicts that result when resources have to put in more work than you estimated
7. By using automatic scheduling Project determines that tasks running late and it automatically moves a dependent task into the future.

About baseline

1. A baseline is a snapshot of project on completion of planning phase.
2. The baseline is a set of data saved in the same file where you track actual progress data.
3. Project enables to save up to 11 baselines and 10 interim plans for your project.
4. Each baseline is a picture of your project at the time that you save it, that includes information about tasks, resources, and assignments.



Setting a baseline

1. Set up the baseline project that you want to save.
2. Click the Project tab. (Fig.7.1)
3. In the Schedule group, click Set Baseline.
4. From the drop-down menu that appears, click Set Baseline to display the Set Baseline dialog box.
5. Open the Set Baseline list box and select the baseline that you want to set.
6. Click OK. (Fig.7.2)

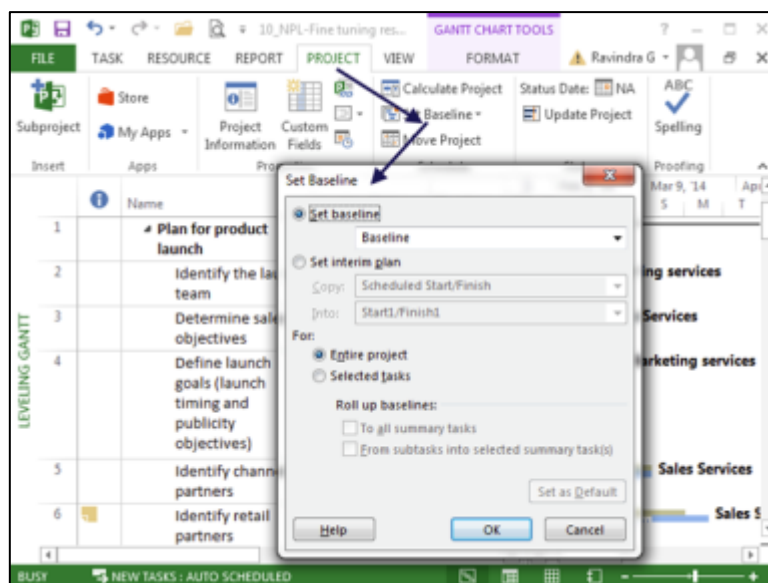


Fig.7.1: Setting Baseline



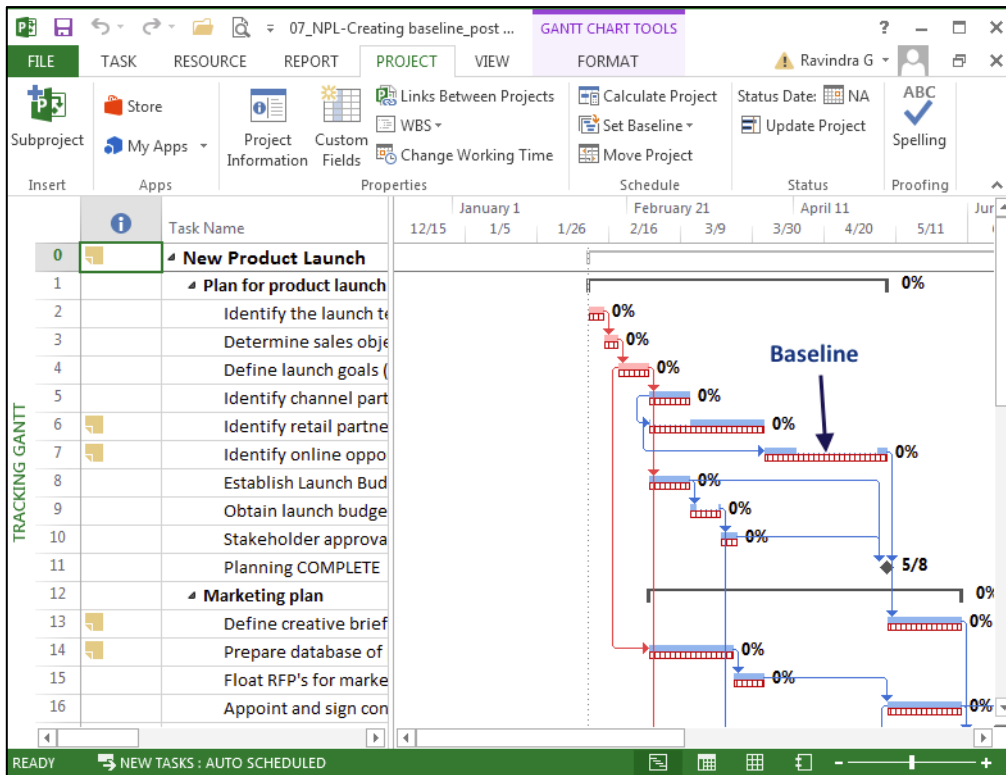


Fig.7.2: Project Baseline

Adding a task to a baseline

1. Add the task in the Task Name column on your Gantt Chart and then select it.
2. Click the Project tab.
3. In the Schedule group, click Set Baseline, and, from the drop-down menu that appears, click Set Baseline.
4. The Set Baseline dialog box appears.
5. Select the baseline that you want to modify from the Save baseline list.
6. Choose the Selected Tasks option button
7. Click OK to save the baseline, which now includes the new task.

Using interim plans

Interim plans contain a set of task start and finish dates to compare with another interim plan or with a baseline plan.

- a) This helps you keep an eye on progress or slippage.
- b) Setting baselines and interim plans helps you to compare current information, found in the start and finish fields, with baseline information, found in the baseline fields.



To Set interim plans

1. Select various tasks to include in the interim plan.
2. In the Schedule group, click Set Baseline, and, from the drop-down menu that appears, click Set Baseline. The Set Baseline dialog box appears.
3. Select the Set interim plan option button. Project makes the Copy and Into fields available.
4. Open the Copy list. (Fig.7.3)

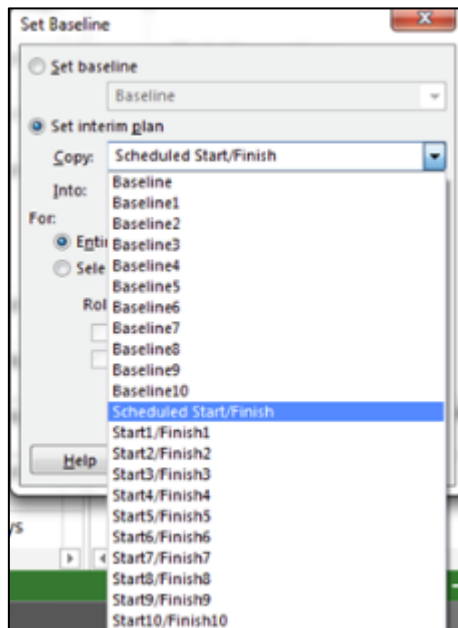


Fig.7.3: Copy List

5. Select Scheduled Start/Finish from the Copy drop-down list to copy the current start and finish dates.
6. Open the drop-down list for the Into field and select an item, such as Start1/Finish1, to copy the dates into new fields, thus creating an interim plan. (Fig.7.4)



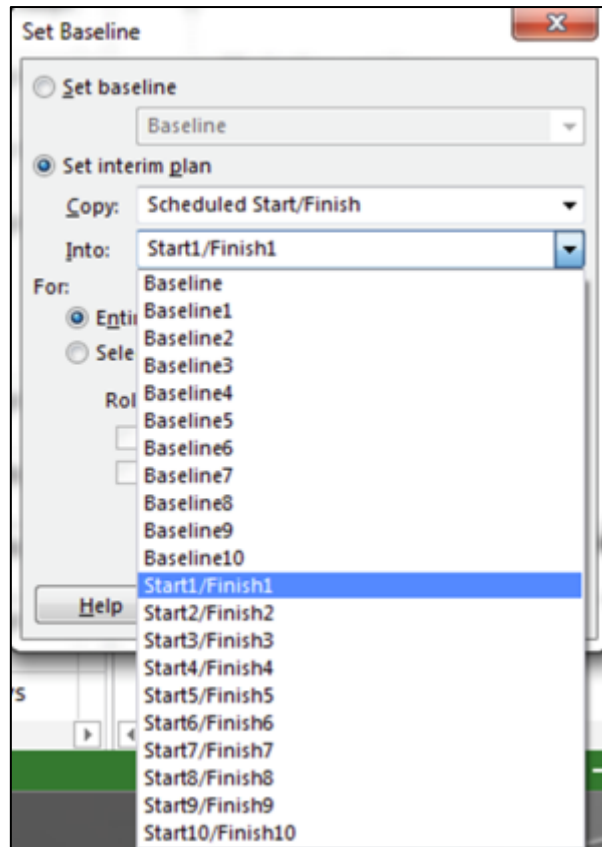


Fig.7.4 Copy the fields into interim plan

7. Select the Entire project option button to create an interim plan for the whole project, or choose the Selected tasks option button to create an interim plan that retains the original interim plan or baseline information

Clearing a baseline or interim plan

1. To clear a baseline, click the Project tab and, in the Schedule group,
2. Click the Set Baseline button.
3. From the drop-down menu that appears, choose Clear Baseline. Project displays the Clear Baseline dialog box
4. In this dialog box, you can choose to clear a baseline plan or an interim plan for the entire project or for selected tasks.

