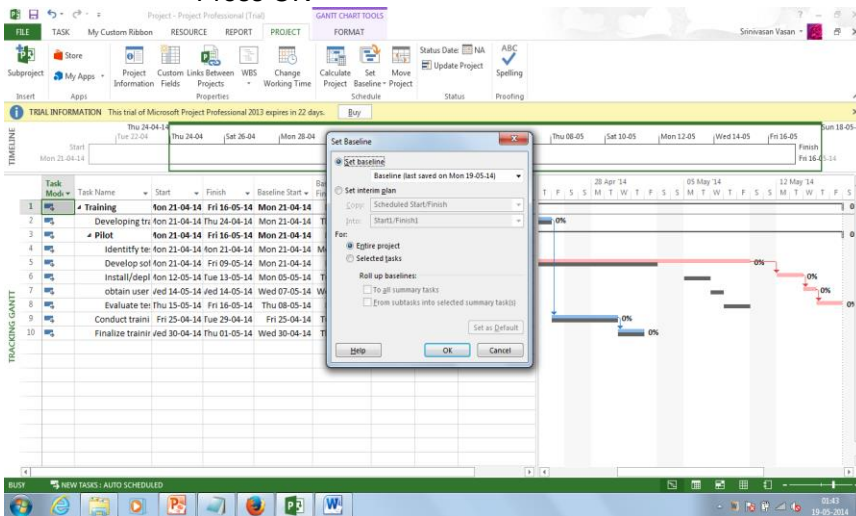


Working with Baselines in MS Project 2013

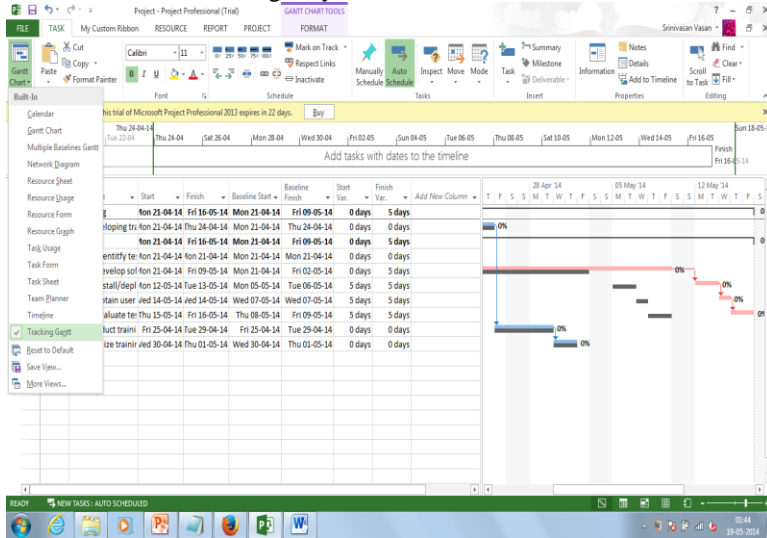
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- What is a Baseline?
 - In project management, a baseline is a known state by which something is measured or compared.
 - In other words, Baseline is a snapshot of the Project at any point of time, which can be compared and measured against the actuals.
- Why you need baseline in your project?
The main benefits of having a project baseline are:
 - Ability to assess performance - The baseline allows you to compare what work has been done with what work should have been accomplished
 - Earned Value calculation.
 - Improved future estimating accuracy.
- To set the Original baseline, follow these steps:
 - Select Project > Set Baseline > Set Baseline
 - Choose Entire Project
 - Press OK



- Set Baseline – Baseline no
 - You can save your baseline to anyone of the Baseline starting from Baseline to Baseline10.
 - At any point of time, only one baseline can be active and the others are inactive. The Baseline1 to Baseline10 are for storing the backup of your existing Baseline.
- Set Interim Plan –
 - Interim plans preserve task start and finish dates at a point in time so that you can compare the values at that time against a baseline plan to assess progress.
 - The baseline plan is focused on the project as a whole. It helps you with creating a schedule and helps you stick to that schedule. The interim plan focuses on current, actual data and what work has been done.
- Baseline For –
 - Entire Project – We will be using this option, when we are setting the initial baseline before the execution of the project.
 - Selected Tasks - We will be using this option, when we update the project with the approved change requests, to update the baseline information of the new activities and the impacted activities.
- Roll-up Baselines –
 - To All SummaryTasks
 - From Sub-task into selected summary tasks.
- In Microsoft Project, baselines measure five parameters
 - Start Dates
 - Finish Dates

- Durations
- Work
- Cost estimates
- To Analyze the Scheduled information against the Baseline information
 - Change the View to Tracking Gantt Chart.
 - It will give you the comparison between the scheduled information against the active baseline.
 - Or Change the Table to Variance Table
 - It will give you the Variance information between the Scheduled and the active baseline.



- To compare between the stored baselines, in case of multiple baselines available:
 - Change the view to Multiple Baselines Gantt
- To Clear Baseline
 - Project → Set Baseline → Clear Baseline.