

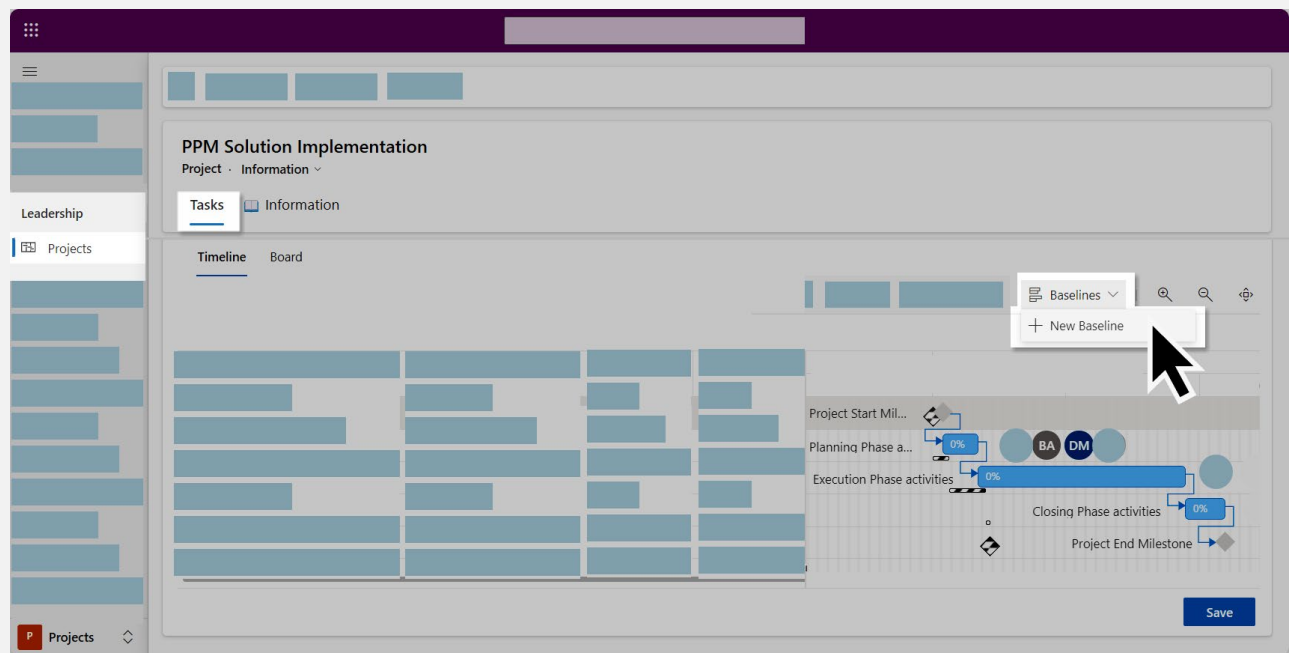


How To

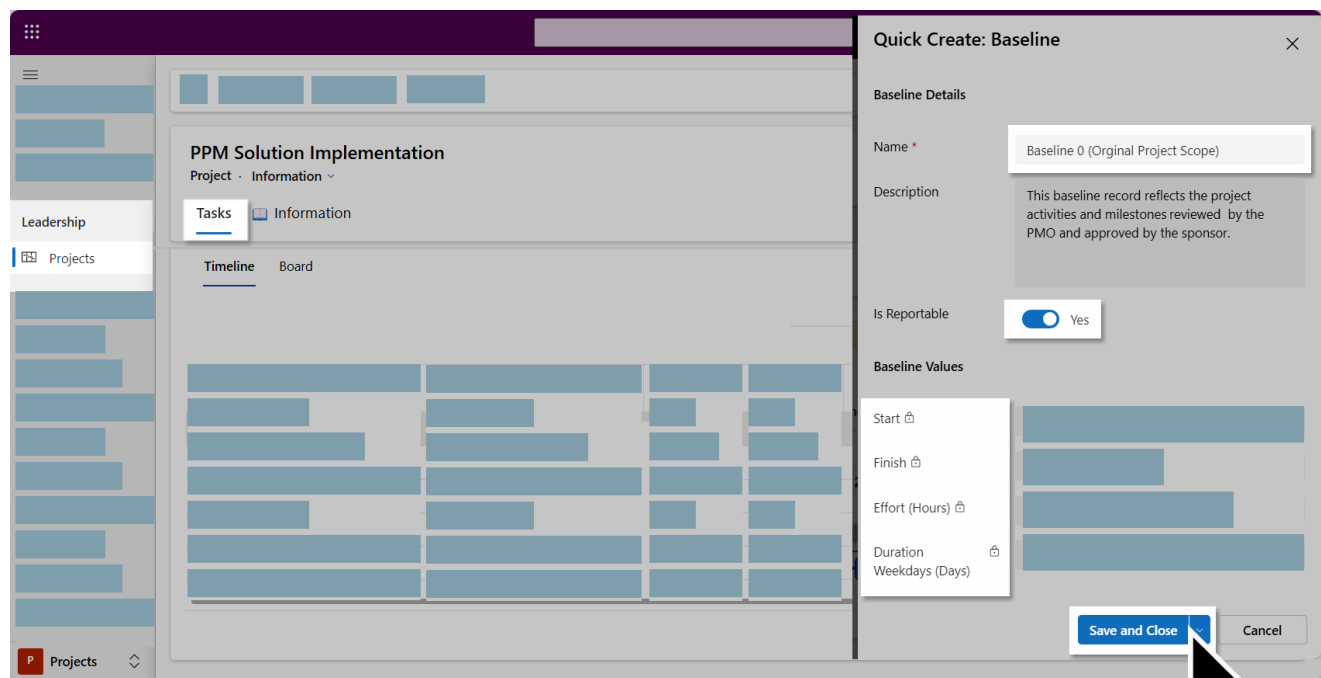
Maintain Project Baselines

The **Baseline** reflects the schedule agreed upon at the start of the project, typically at the end of the planning phase, and any approved scope changes along the way. Here are the simple steps to maintain project baselines.

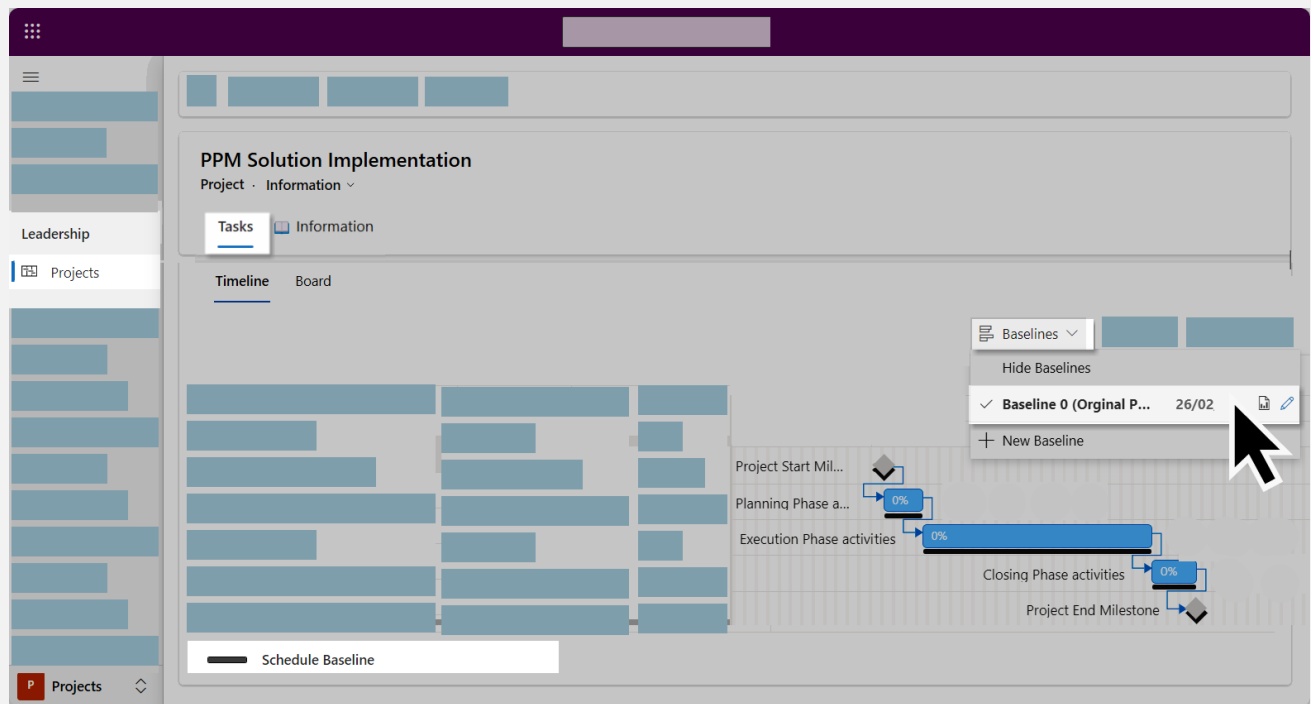
Once the project schedule is approved, click **+ New Baseline**.



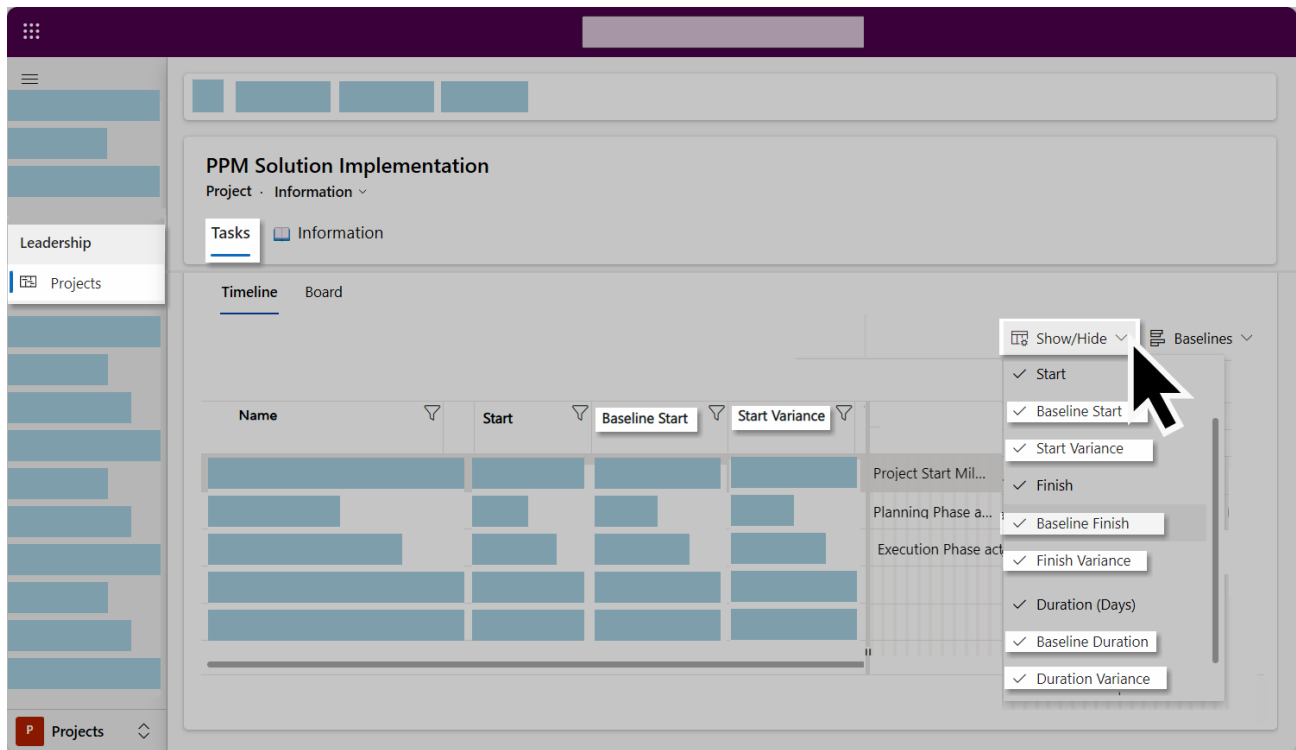
Define the original baseline then click **Save and Close**.



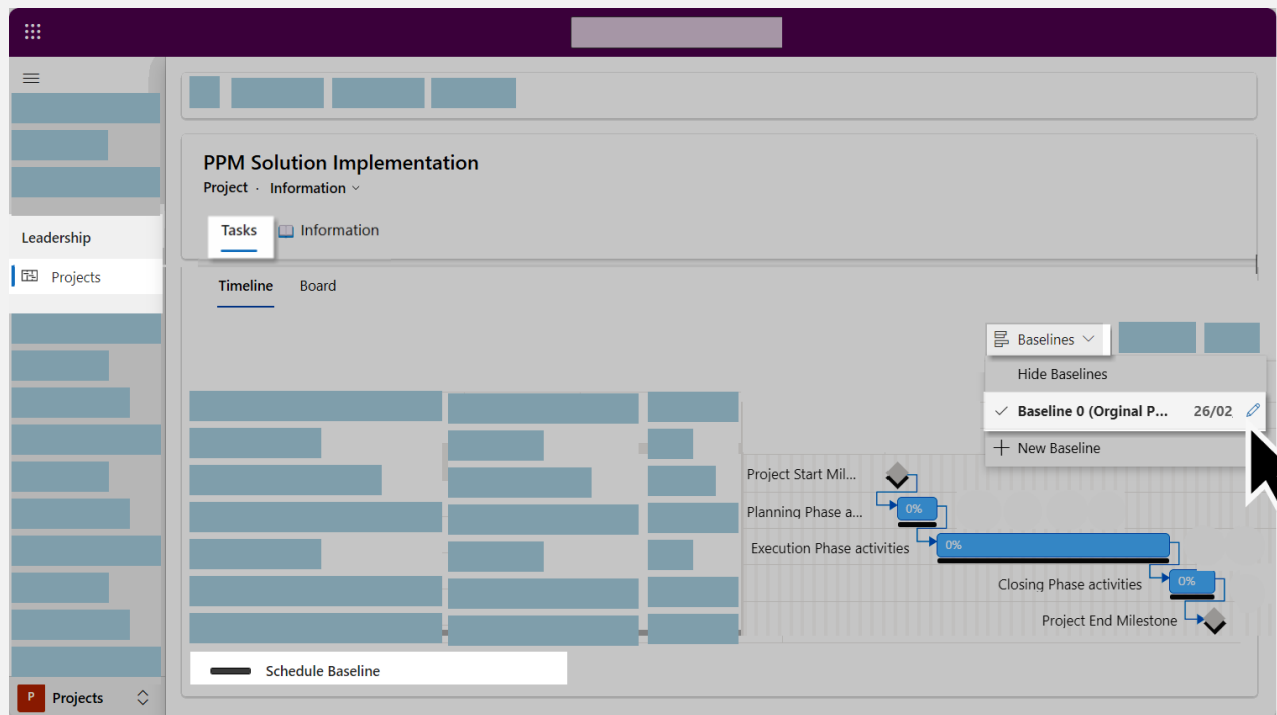
Select and apply the new baseline to the **Timeline** view.



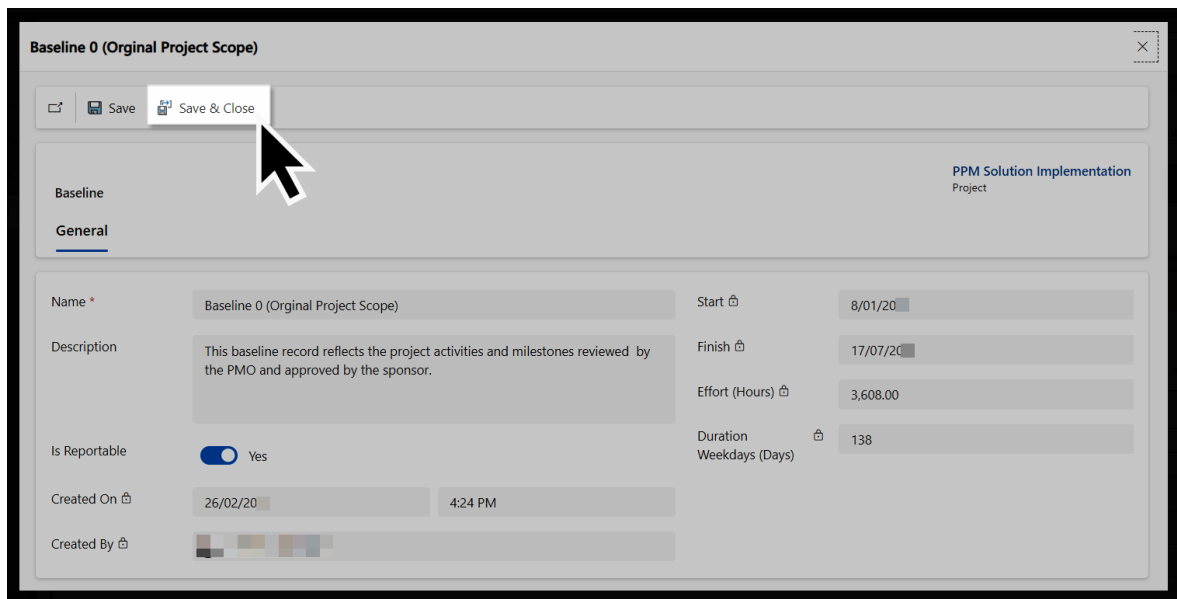
Show/Hide the baseline and variance columns in the view.



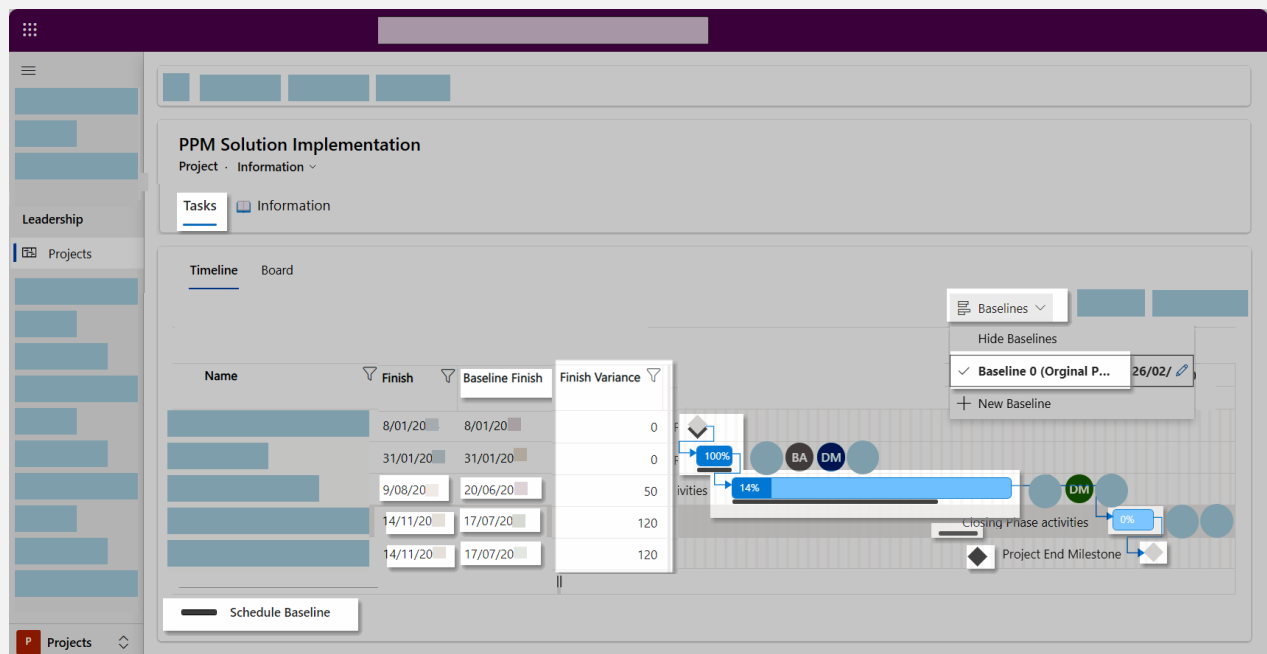
To update an existing baseline, click the **Edit Baseline** icon.



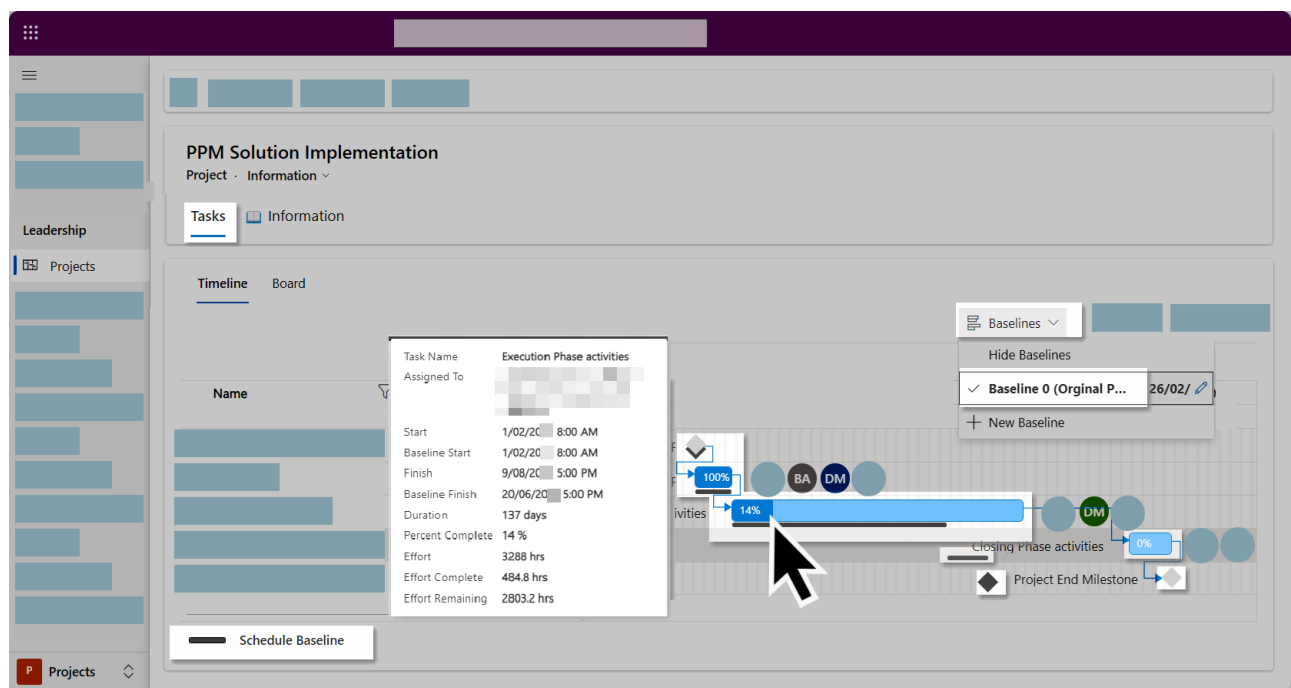
Then apply changes to the baseline and click **Save and Close**.



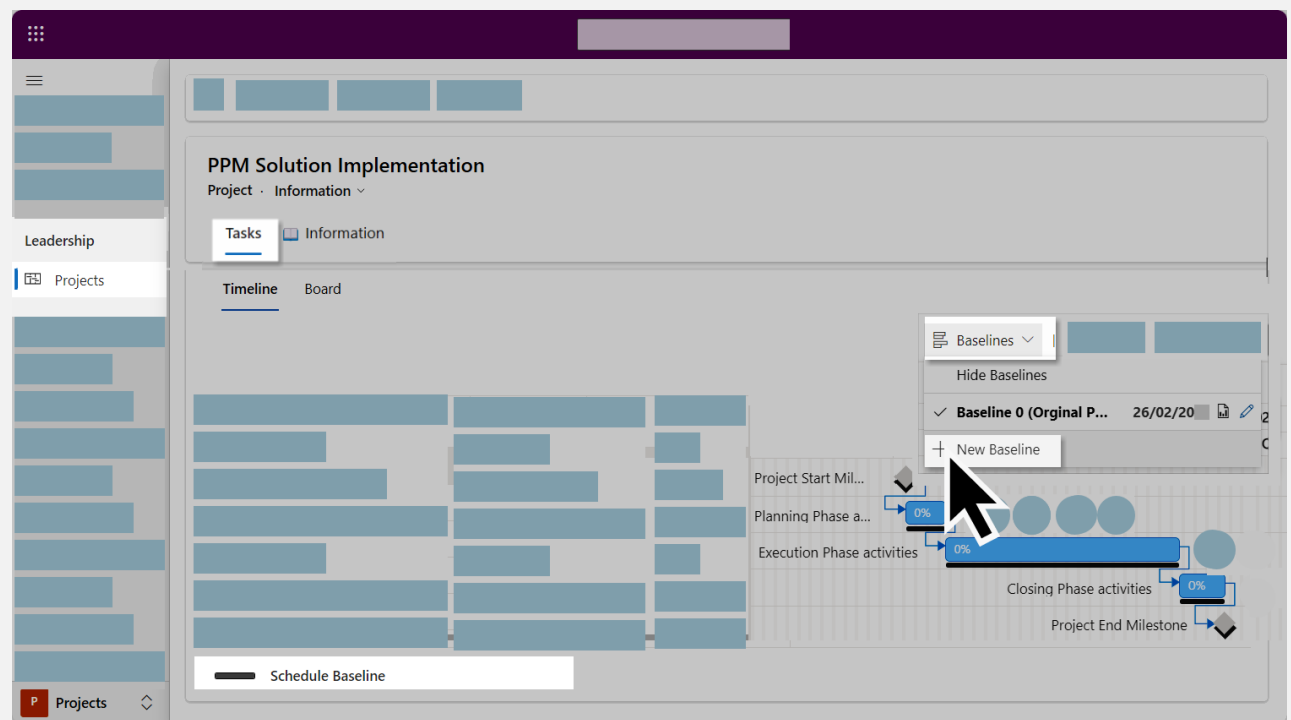
If there is task progress, review the **Finish Variance** column.



Or, hover the mouse over the task progress for an overview.



For any approved change in the project, add a new baseline.



Define the new baseline then click **Save and Close**.

Quick Create: Baseline

Baseline Details

Name * Baseline 1 (Extended Scope - CR37890)

Description This reflects the amended project schedule driven by the approved change request #CR37890 for extended scope and additional resources.

Is Reportable ☒ Yes

Baseline Values

Start 8/01/2024

Finish 14/11/2024

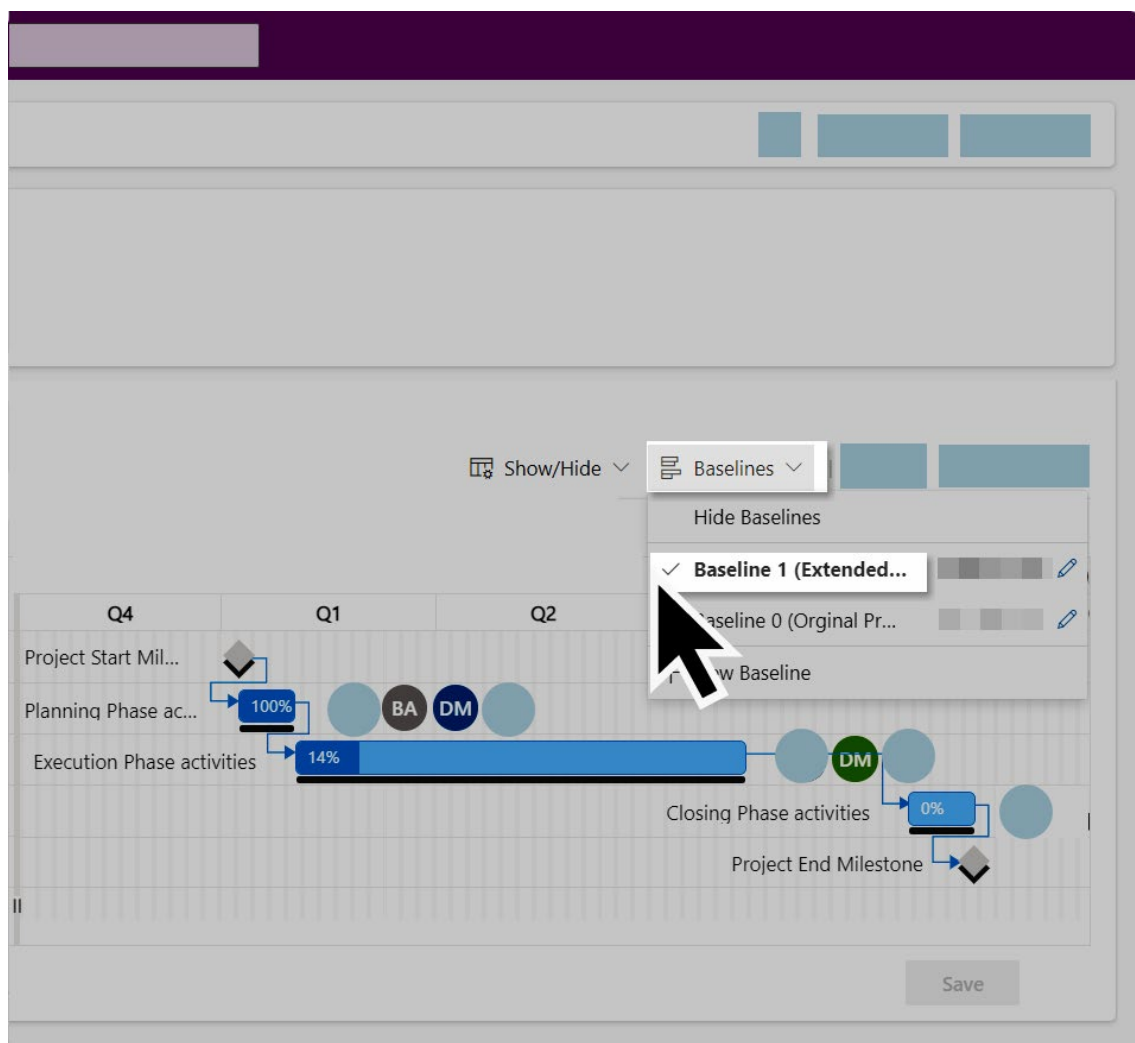
Effort (Hours) 4,504.00

Duration 224

Weekdays (Days)

Save and Close **Cancel**

Select and apply one baseline at a time to the **Timeline** view.



Result: A history of the original scope and approved changes in the schedule throughout the project lifecycle.

