

Lehnert Computer Services

1482 Gone Away Ct.
Wheaton, IL 60187
(630)260-4770
E-Mail: ellen@lehnertcs.com

Ask the teacher: - August, 2004
By Ellen Lehnert, Lehnert Computer Services

Here is a MS Project Web Access question I received:

Question: I want to show baseline work in the timesheet and the update screens in MS Project Web Access. How do I do this?

Answer: This actually can be done but usually not by just the project manager. You should be aware that if you put the field on the timesheet this is a change on a global scale, not just for you and your team members. If you can get the approval to do this – here are the steps:

1. Make sure you have a baseline set for the project.
2. Tools>Customize>Publish Fields and add to the bottom the field “Baseline Work”.

Select “task” if you would like the work of the entire task to show for each assignment -
OR-
Select “assignment” to show the work for each person per assignment.
3. You must republish the project or publish all information to get these fields updated.
4. Call your PWA (Project Web Access) administrator or and have them add the field baseline work assignment to the timesheet screen through manage views. Be aware the system has one screen and the definition and this will affect ALL users. If a project manager does not publish this field, his/her resources will have the column with no data.
5. To view the value – when in timesheet or update view, move the Gantt screen to the right to show the columns. Drag the baseline work value to the desired location.