

Article for MPUG ezine – November, 2004 By Ellen Lehnert, Lehnert Computer Services

Question: I know that I can save a baseline. What I really want to save is the original baseline before all the changes that occur to the baseline during the execution and tracking of my project. How would I do that?

Answer: There are actually several ways to accomplish this but I recommend saving dates off to an Interim Plan. When you set the original baseline, you are saving off start, finish, cost, work and duration. These fields are the current running project – they will change. The baseline fields will be updated to reflect changes to the project. If you save off the start and the finish fields before you start your project, you will always have the original picture of the date targets for your schedule.

The way you do this is:

- Tools>tracking>save baseline>interim plan. The first time you should copy start/finish to start1/finish1.
- You then can create a Gantt View (Name it Interim Plan1 MM/DD/YY) where you can display the current plan, the baseline plan and the original plan in one view.
- You could also create a table showing the current project start and finish dates, along with the baseline start and finish dates and the interim plan dates and attach it to the new view.
- You have 10 sets of start and finish fields if you would like to take “pictures” at interim points throughout the execution of your project.