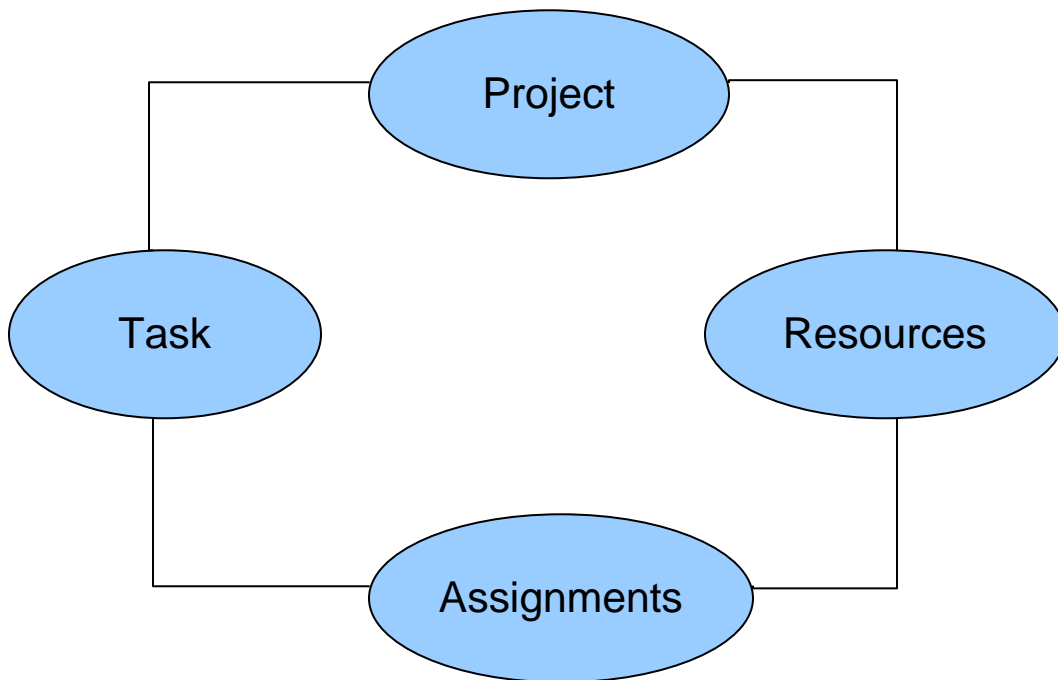


Article for MPA ezine – June, 2007
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Topic: MS Project file structure

Question from a Reader: At our organization we save baselines as they are changed to the various baseline values 1-10. I can't seem to locate the column values baseline start 1-10 and baseline finish 1-10. Where can I find them?

Answer: Please be assured that they are in there and available if you know where to look. Lets start with a few basics concerning the make up of an .mpp file. Please see the diagram below:



Each MS Project .mpp file has the above design:

Project – contains information that affects the entire project – calendar, print settings, titles, etc.

Task – contains 1 record for each task – about 300 fields are present per task

Resources – contains 1 record for each resource – about 300 fields are present per resource

Assignments – records are created when an assignment is created – a resource is assigned to a task will create the assignment

NOTE: there is not a line between Task and Resource because there is not a connecting key

The fields you are looking for can only be accessed through a task based view. Use any task table and you will be able to insert the fields of baseline start and baseline finish. You are probably in an assignment based view which doesn't contain these fields.

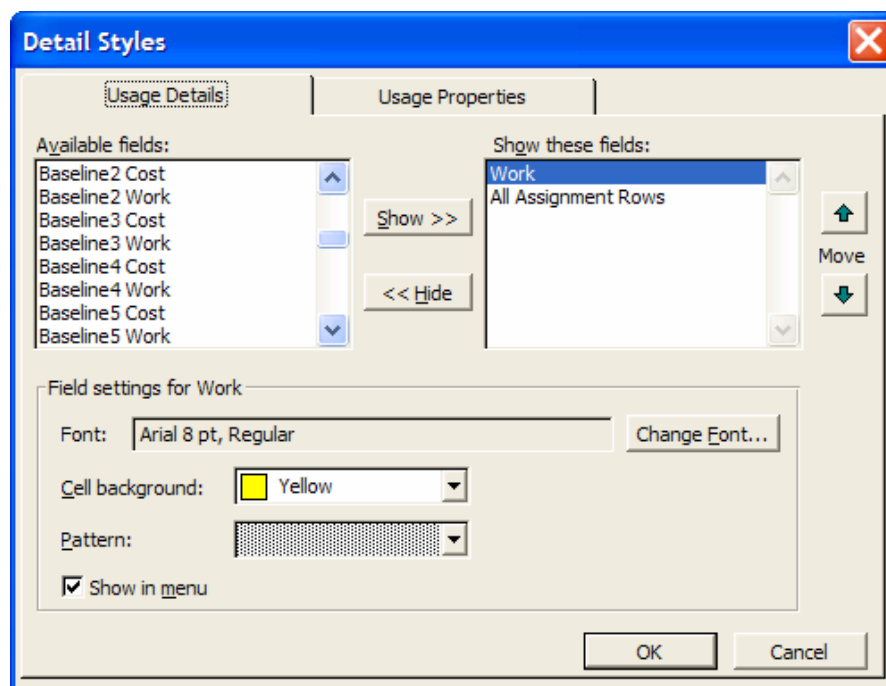
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The assignment fields are accessible through Resource Usage and Task Usage views. These views will show the default field of Work but other fields may be added to the view. Below is a screen showing the Task Usage view:

	Task Name	Details	Jun '07				Jul '07
			27	3	10	17	24
1	Phase 1 - Strategic Plan	Work					
2	Self-Assessment	Work					
3	Define business vision <i>Manager</i>	Work					
4	Identify available skills, information a <i>Business advisor</i> <i>Manager</i>	Work					
5	Decide whether to proceed <i>Manager</i>	Work					
6	Define the Opportunity	Work					
7	Research the market and competitor <i>Business advisor</i>	Work					
8	Interview owners of similar busines: <i>Owners</i>	Work					
9	Identify needed resources <i>Business advisor</i> <i>Peers</i>	Work					

Columns may be added to the right side of the screen by going to Format → Detail Styles to view the form below:



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Please note that the baseline start, baseline finish and baseline duration fields are not available through this view. However, using this form, you have the ability to add many assignment fields to the view. This option is also available for Resource Usage in addition to other fields tied to resource information.