

P5. MS Project 2016 – Project tracking.

Save the project under the name: **Surname_5**

1. Set baseline.

Baseline

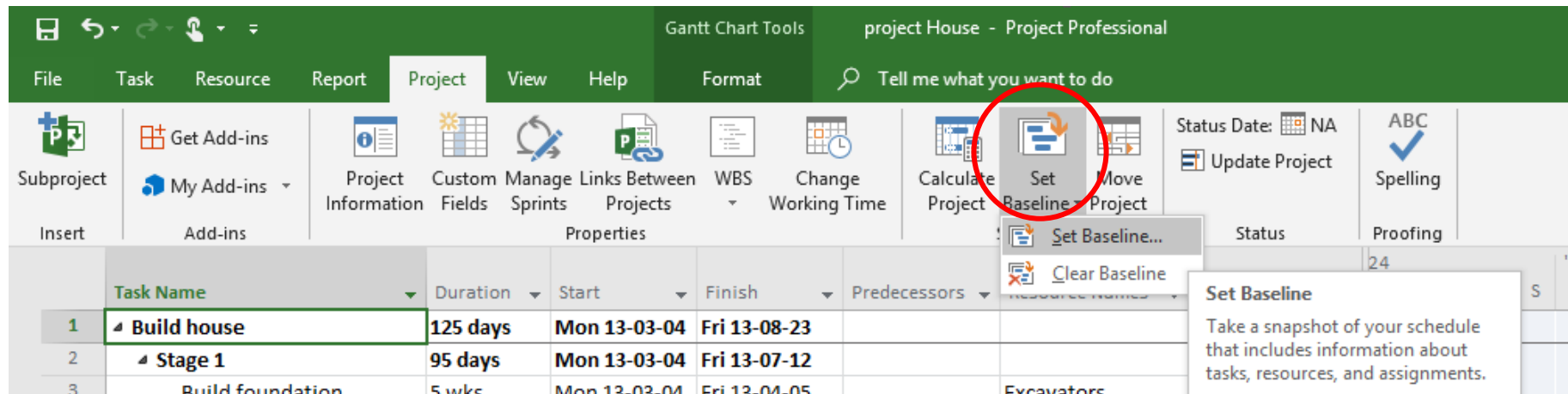
A baseline is a group of nearly 20 primary reference points (in five categories: start dates, finish dates, durations, work, and cost estimates) that you can set to record the original project plan when that plan is completed and refined. As the project progresses, you can set additional baselines (to a total of 11 for each project) to help measure changes in the plan. For example, if your project has several phases, you can save a separate baseline at the end of each phase, to compare planned values against actual data.

Because the baseline provides the reference points against which you compare actual project progress, the baseline should include your best estimates for task duration, start and finish dates, costs, and other project variables that you want to monitor. The baseline may also represent a contractual obligation for the project. Baseline information that consistently differs from current data may indicate that your original plan is no longer accurate, possibly because the scope needs review or because the nature of the project has changed. If project stakeholders agree that the difference warrants it, you can modify or rework the baseline at any time during the project. You may find that setting multiple baselines is especially useful for long projects or for projects in which the baseline is rendered irrelevant by significant changes to scheduled tasks or costs.

A project baseline can be used to compare your initial project plans (or the state of a project at certain key points as it progresses) to the current state of a project. When you want to check how your project is doing compared to the original plan, you can set and save baseline.

Baseline setting procedure

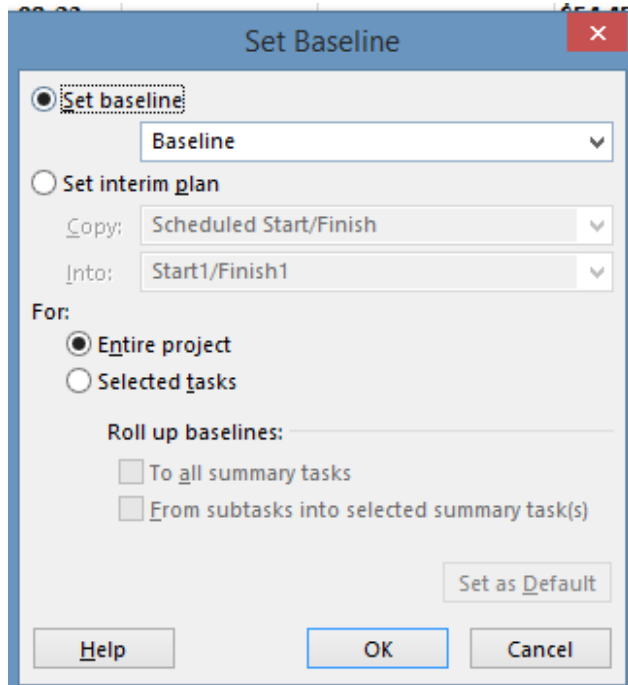
Click **Project > Set Baseline > Set Baseline**.



Pick the baseline you want to set. You can set as many as 11 baselines in a single project. Do this to get frequent snapshots of where things stand.

Select **Entire Project** and click **OK**.

You don't need to take any special steps to save the baseline. When you save your project, the baseline is saved with it.

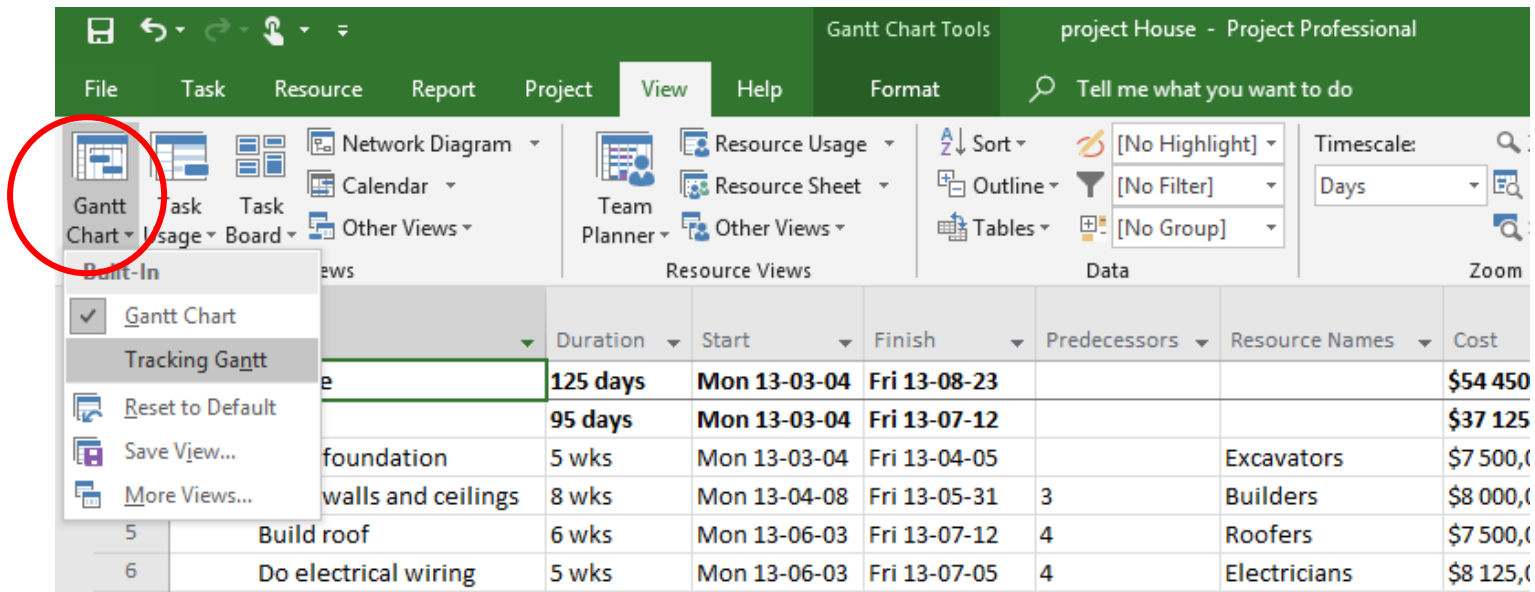


You can also set baseline for *selected tasks* – tasks, subtasks or summary tasks that you want to include in your baseline plan.

To select adjacent tasks, hold down SHIFT and click the first and last tasks that you want. To select non-adjacent tasks, hold down CTRL and click each task separately. You can select up to 10 tasks at one time.

Only after selecting tasks, can you go to **Project > Set Baseline > Selected tasks**.

Show Baseline on Gantt chart (Click View > Gantt Chart > Tracking Gantt)



2. Updating, deleting and viewing Baseline

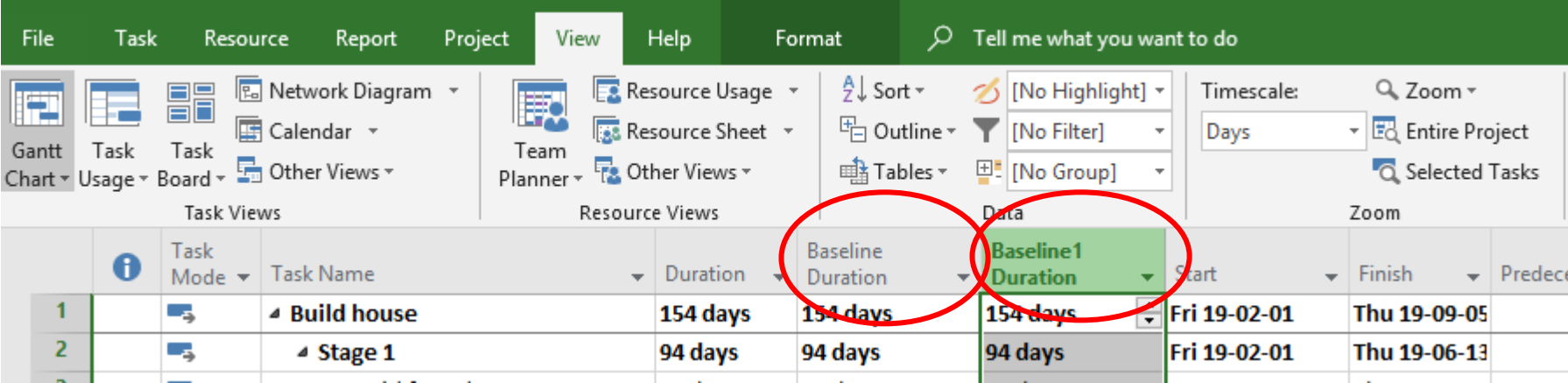
Updating Baseline is possible in two ways:

- overwriting the approved Baseline (**Project > Set Baseline > Set Baseline - Baseline**) – not recommended
- create another version of Baseline (**Project > Set Baseline > Set Baseline – Baseline 1**) – recommended

Deleting Baseline (**Project > Set Baseline > Clear Baseline**)

Baseline viewing applies to columns with names identical to those in the current plan, but starting with *Baseline ...* (or *Baseline 1* for the next version), e.g. *Duration* for the current plan, *Baseline Duration* for Baseline or *Baseline 1 Duration* for Baseline 1).

Identify project data by baseline by adding "Baseline Duration" and "Baseline Duration 1" column in the project data view.

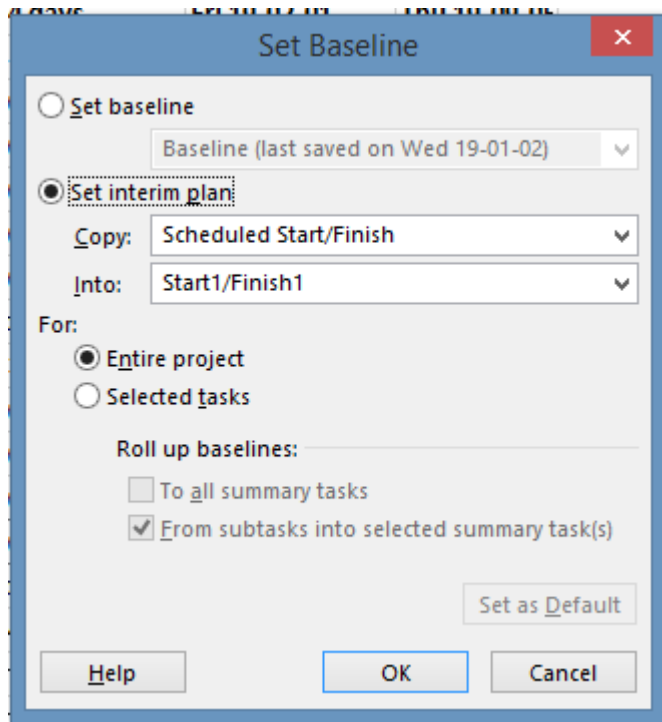


3. Interim plans

An interim plan, on the other hand, is a set of current project data that you save after the project begins and that you can compare against the baseline to assess project progress. An interim plan saves only two kinds of information:

- Current start dates
- Current finish dates

You can set up to 10 interim plans for a project. If you need to keep records of extensive project data during the planning phase, it is a good idea to set multiple baselines instead of using interim plans. For example, you may want to set a baseline at each major planning milestone. Then, if you need to save only task start dates and finish dates after the project begins, you can set multiple interim plans. For example, you may want to set an interim plan on a monthly or quarterly basis.



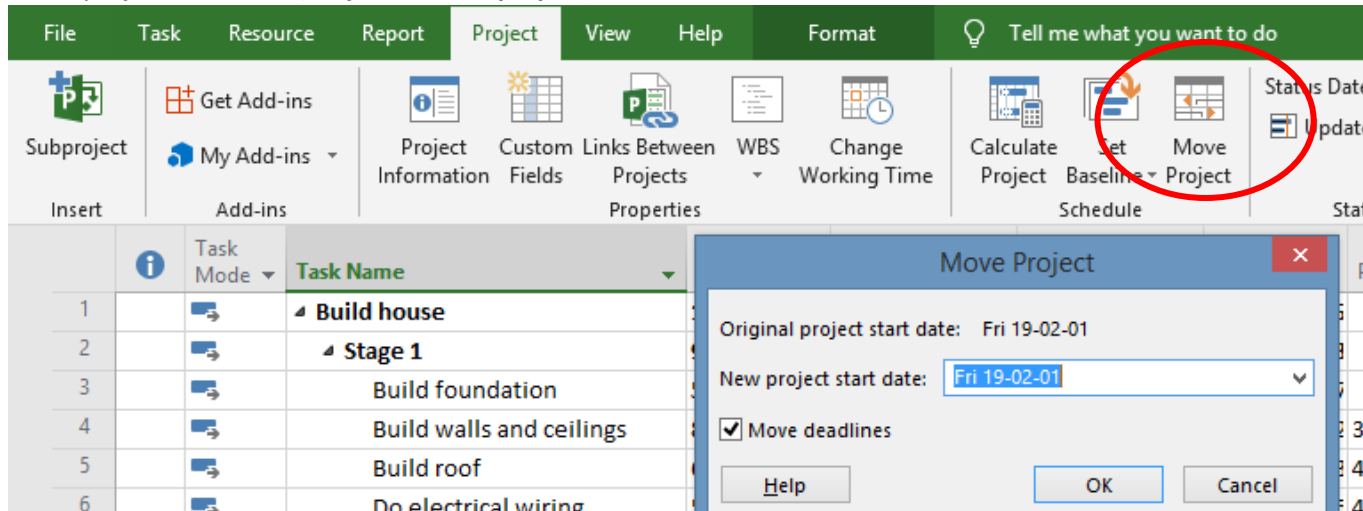
Set Interim plans (Project > Set Baseline > Set Interim plans)

Delete Baseline (Project > Set Baseline > Clear Baseline)

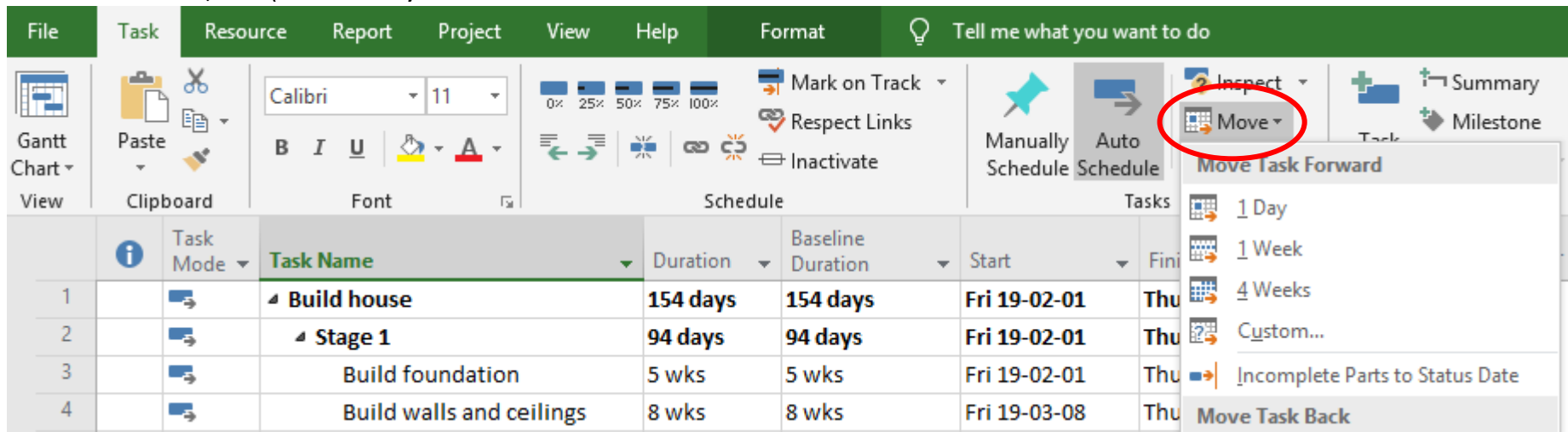
4. Changes in the project

It is possible to make changes in the project:

- Move project start date (**Project > Move project**)



- Move Task Forward/Back (**Task > Move**)



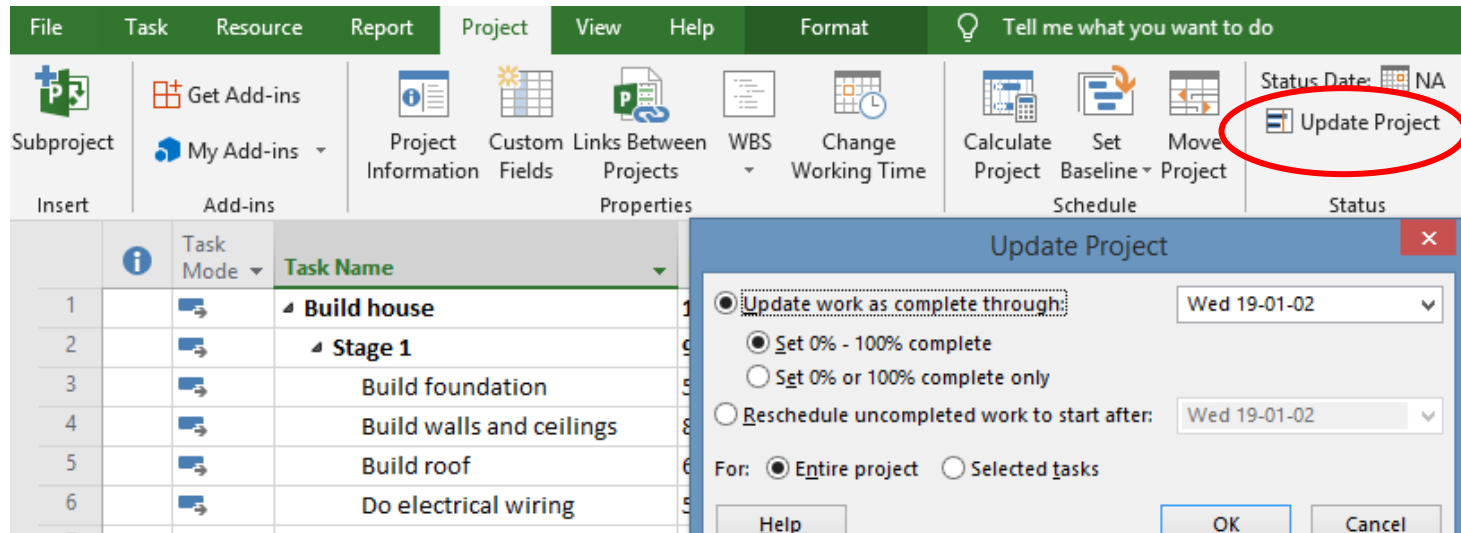
Move project start date (December 1, 2018) and move 5 tasks and change formatting for these tasks to a bold blue font.

Set baseline (point 1 of the instruction)

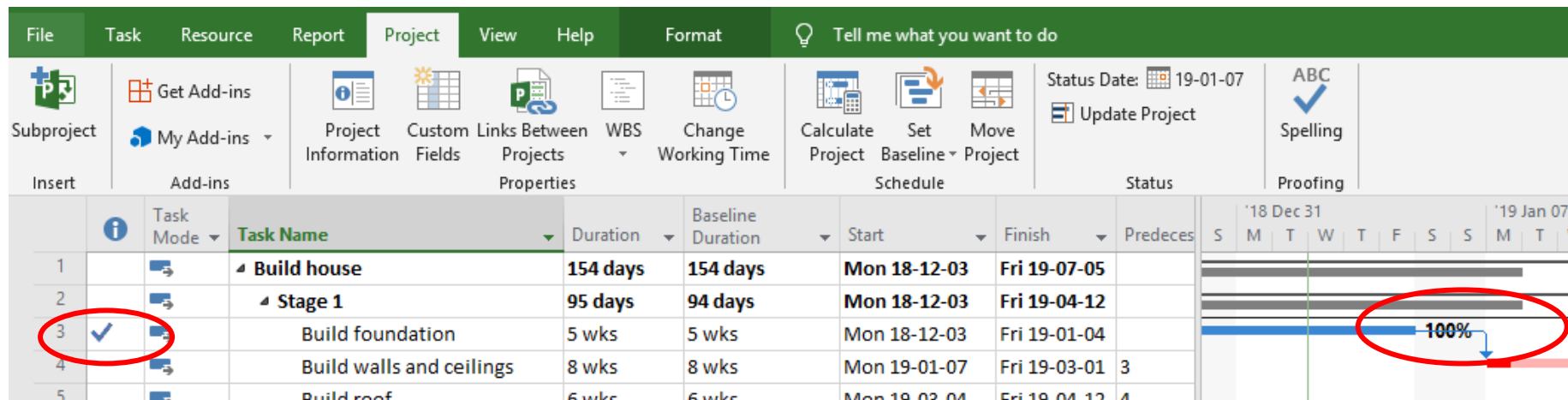
5. Updating project (project completion data)

The data entered is used for project analysis and may relate to different levels of detail:

- project level (**Project > Update project**)

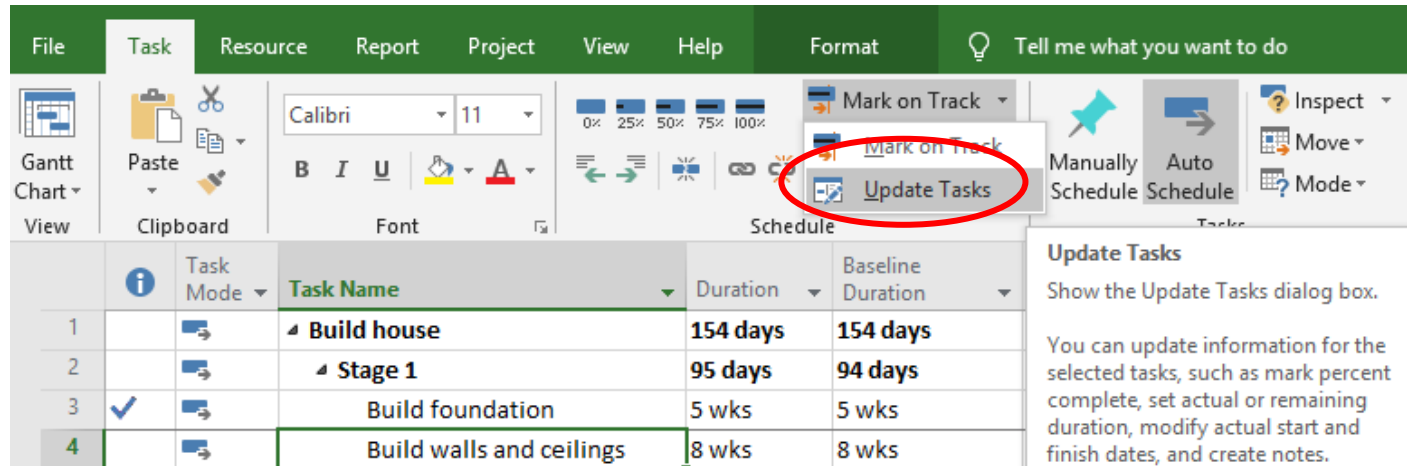


An example of updating work as complete through the date January 7, 2019.

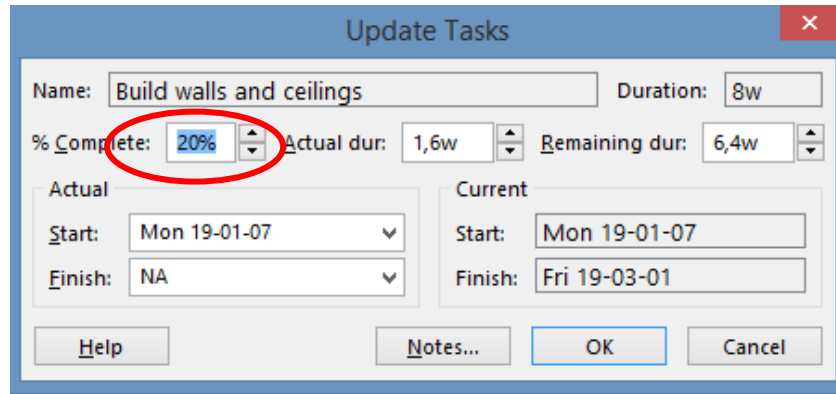


- the level of tasks and resources

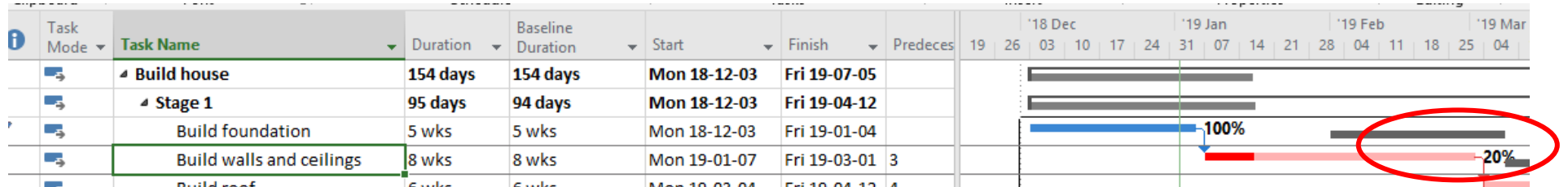
Method 1) (Task > Mark on Track > Update Tasks)



An example of updating task “Build walls and ceilings” – 20% complete



Effect of task update.



Method 2) (View > Tables > Tracking) and then manually modify % Comp.

The screenshot shows the Microsoft Project interface. The 'View' tab is active, and the 'Tables' menu is open, with 'Tracking' selected. The task table below shows the following data:

Task ID	Task Name	Act. Start	Act. Finish	% Comp.	Phys. % Comp.
1	Build house	on 18-12-03	NA	12%	0%
2	Stage 1	on 18-12-03	NA	19%	0%
3	Build found	on 18-12-03	Fri 19-01-04	100%	0%
4	Build walls	on 19-01-07	NA	3%	0%
5	Build roof	NA	NA	0%	0%
6	Do electrica	NA	NA	0%	0%
7	Do plumbin	NA	NA	0%	0%

The Gantt chart on the right shows a task bar for 'Build walls' with a red progress indicator. The timeline shows dates from 19 Dec to 19 Jan.

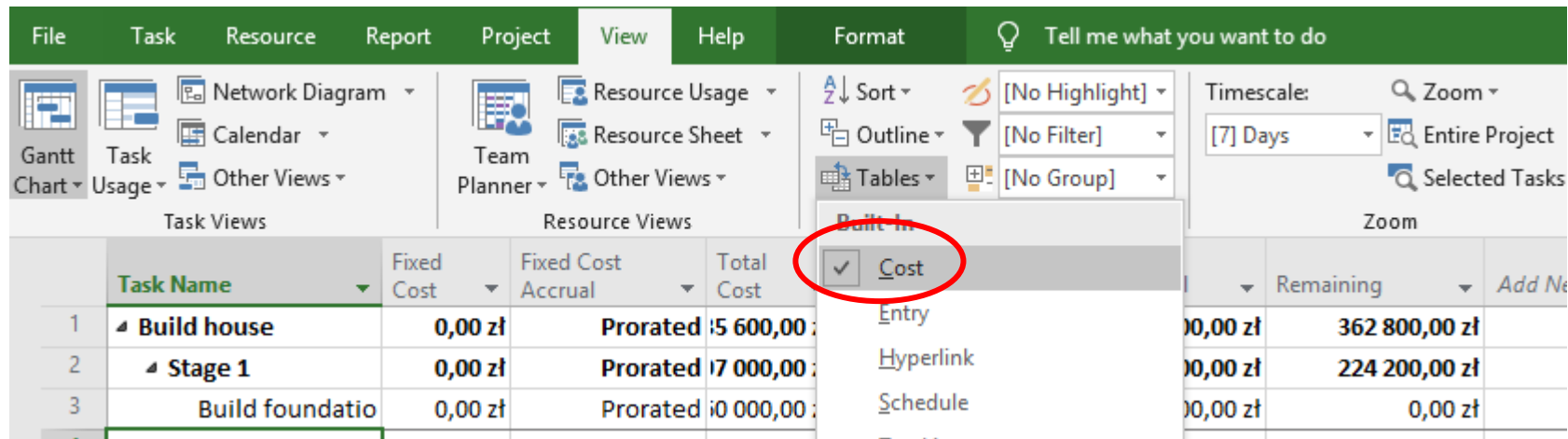
An example updating task “Build walls and ceilings” – 20% complete

The screenshot shows the Microsoft Project interface. The 'View' tab is active, and the 'Tables' menu is open, with 'Tracking' selected. The task table below shows the following data:

Task ID	Task Name	Act. Start	Act. Finish	% Comp.	Phys. % Comp.	Act. Dur.	Rem. Dur.	Act. Cost	Act. Work
1	Build house	on 18-12-03	NA	15%	0%	1,71 days	0,29 days	'2 800,00 zł	264 hrs
2	Stage 1	on 18-12-03	NA	24%	0%	1,39 days	2,61 days	'2 800,00 zł	264 hrs
3	Build found	on 18-12-03	Fri 19-01-04	100%	0%	5 wks	0 wks	0 000,00 zł	200 hrs
4	Build walls and ceilings	on 19-01-07	NA	20%	0%	1,6 wks	6,4 wks	2 800,00 zł	64 hrs
5	Build roof	NA	NA	0%	0%	0 wks	6 wks	0 000,00 zł	0 hrs

The Gantt chart on the right shows a task bar for 'Build walls and ceilings' with a red progress indicator. The timeline shows dates from 19 Dec to 19 Mar.

- cost level (**View > Gantt Chart > Tables > Cost**) and then manually modify the cost of completed tasks



An example of changing cost for task “Build Foundations” – 58000 zł

Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Baseline	Variance	Actual	Remaining	Add New
1 Build house	0,00 zł	Prorated	35 600,00 zł	35 600,00 zł	-2 000,00 zł	70 800,00 zł	362 800,00 zł	
2 Stage 1	0,00 zł	Prorated	15 000,00 zł	17 000,00 zł	-2 000,00 zł	70 800,00 zł	224 200,00 zł	
3 Build foundatio	2 000,00 zł	Prorated	18 000,00 zł	60 000,00 zł	-2 000,00 zł	58 000,00 zł	0,00 zł	
4 Build walls and	0,00 zł	Prorated	14 000,00 zł	64 000,00 zł	0,00 zł	12 000,00 zł	51 200,00 zł	

Update project – set project date to TODAY’S DATE

Update tasks – modify task completion data for tasks in progress

Update costs – modify task cost data for completed tasks

6. Variance Analysis

Variance – non-compliance with the implementation of the plan may concern:

- Start/finish dates (**View > Tables > Variance**)

The screenshot shows the Microsoft Project interface. The 'View' tab is active, and the 'Tables' menu is open. The 'Variance' option is selected and highlighted with a red circle. The main task table is visible with the following data:

Task Mode	Task Name	Start	Finish	Baseline
1	Build house	Mon 18-12-03	Fri 19-07-05	Mon
2	Stage 1	Mon 18-12-03	Fri 19-04-12	Mon
3	Build found	Mon 18-12-03	Fri 19-01-04	Mon
4	Build walls	Mon 19-01-07	Fri 19-03-01	Mon
5	Build roof	Mon 19-03-04	Fri 19-04-12	Mon
6	Do electric	Mon 19-03-04	Fri 19-04-05	Mon

- Costs (**View > Tables > Cost**)

The screenshot shows the Microsoft Project interface. The 'View' tab is active, and the 'Tables' menu is open. The 'Cost' option is selected and highlighted with a red circle. The main task table is visible with the following data:

Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Remaining
1 Build house	0,00 zł	Prorated	5 600,00	362 800,00 zł
2 Stage 1	0,00 zł	Prorated	7 000,00	224 200,00 zł
3 Build foundatio	0,00 zł	Prorated	0 000,00	0,00 zł

- Work (View > Tables > Work)

The screenshot shows the Microsoft Project interface. The 'View' tab is active, and the 'Tables' dropdown menu is open. The 'Work' option is selected and highlighted with a red circle. The background shows a task table with the following data:

	Work	Baseline	Variance	Actual	Remaining
1	1 720 hrs	1 720 hrs	0 hrs	264 hrs	1 456 hrs
2	1 120 hrs	1 120 hrs	0 hrs	264 hrs	856 hrs
3	200 hrs	200 hrs	0 hrs	200 hrs	0 hrs
4	320 hrs	320 hrs	0 hrs	64 hrs	256 hrs
5	240 hrs	240 hrs	0 hrs	0 hrs	240 hrs
6	200 hrs	200 hrs	0 hrs	0 hrs	200 hrs
7	160 hrs	160 hrs	0 hrs	0 hrs	160 hrs

Prepare a report in .doc, Save report under the name: Surname_5. Copy PrtSc all Variance (timetables, costs and work) into Report. Prepare 4 project reports: Critical tasks, Late tasks, Cost Overview, Work Overview. Copy all four reports into Report (Surname_5) in .doc.

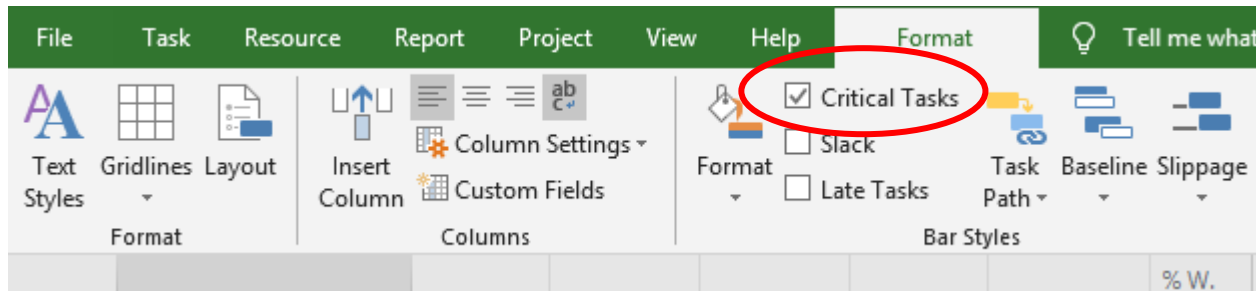
7. The critical path of the project

Every task is important, but only some of them are *critical*. The critical path is a chain of linked tasks that directly affects the project finish date. If any task on the critical path is late, the whole project is late.

The critical path is a series of tasks (or sometimes only a single task) that controls the calculated start or finish date of the project. The tasks that make up the critical path are typically interrelated by task dependencies. There are likely to be many such networks of tasks throughout your project plan. When the last task in the critical path is complete, the project is also complete.

Show the critical path in the Gantt Chart view

Click **View > Gantt Chart**, Choose **Format**, and then select the **Critical Tasks** check box.



After completing all the tasks email all files to sprawozdania.epm@gmail.com:

- **.mpp file,**
- **a report in .doc.**