

# PROJECTS

## PROJECTS – ADJUST PROJECT BASELINE

A well-managed project often involves comparing a project to earlier versions, and is a critical part in tracking a project.

Before starting a project, the baseline is set by using the start dates, finish dates, durations, work and cost estimates as reference points, to record the original project plan. A baseline is set for each sub-project, which is especially useful for long projects. The Main project will encompass the total project baseline.

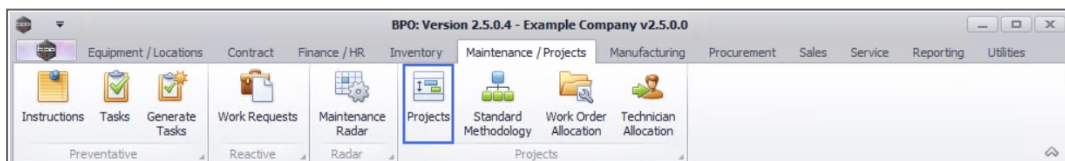
The baseline provides the reference points against which to compare the project progress, and should therefore include your best estimates for task duration.

You can however modify or rework the baseline at any time during the project, when the scope needs to be reviewed or because the nature of the project has changed.

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**Ribbon Access:** *Maintenance / Projects > Projects*

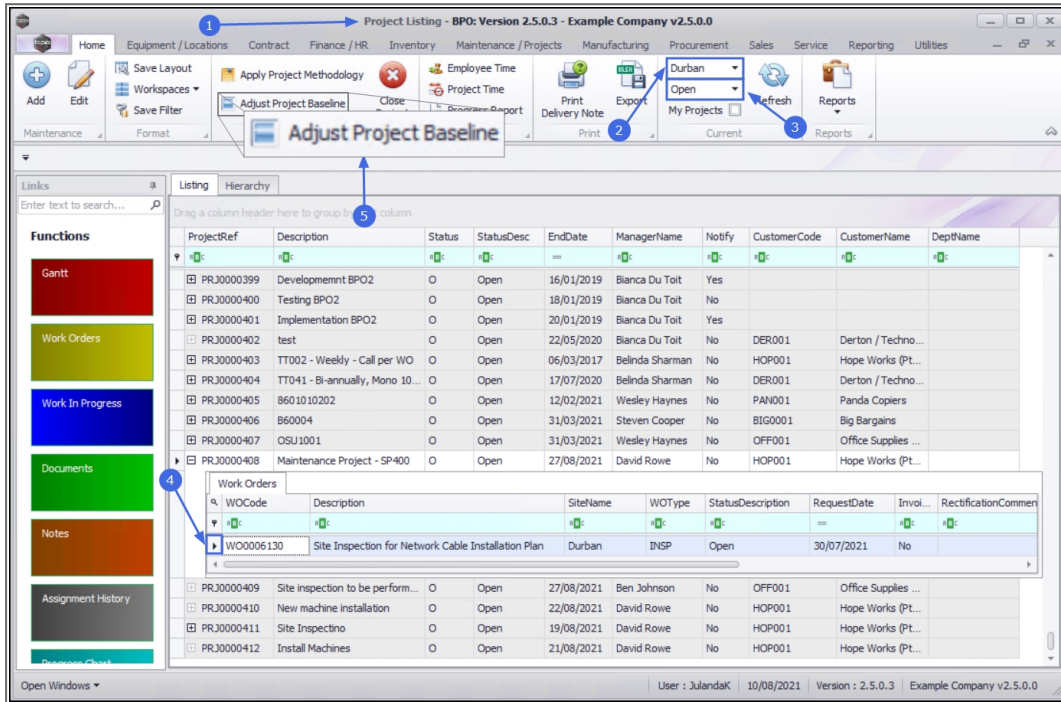
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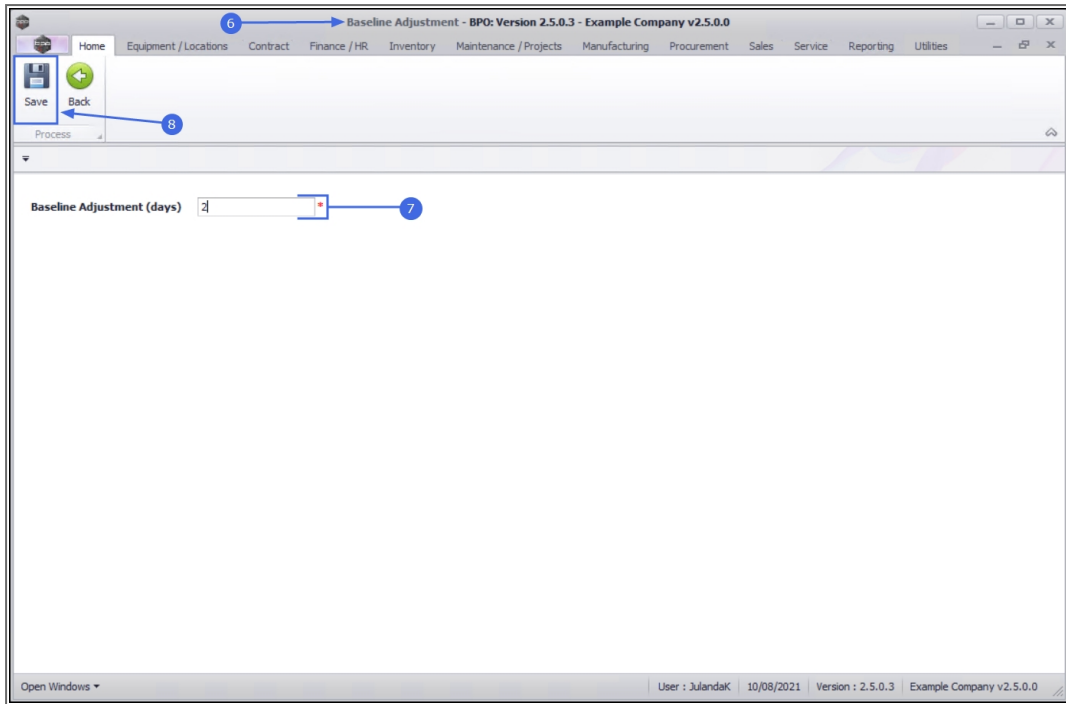
1. The **Project Listing** screen will be displayed
2. Select the **Site** where the project has been created.
  - The example has **Durban** selected.
3. Ensure that the project **Status** has been set to **Open**.

4. Click on the **row** of the project , sub-project or work order, you wish to adjust the project baseline for.
5. Click on **Adjust Project Baseline**.

Short cut key: **Right click** to display the **All groups** menu list. Click on **Baseline**.



6. The **Baseline Adjustment** screen will be displayed.
7. **Baseline Adjustment (days):** Type the adjustment required, in days, for the project layer you have selected.
8. Click on **Save** to save the baseline adjustment and return to the **Project Listing** screen.



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