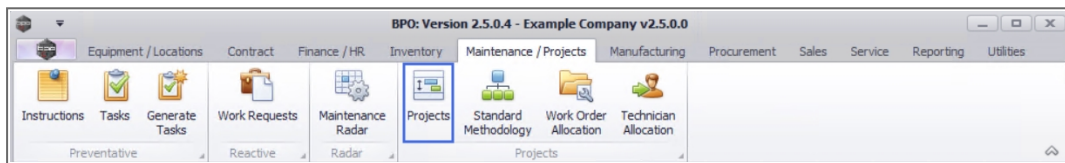


We are currently updating our site; thank you for your patience.

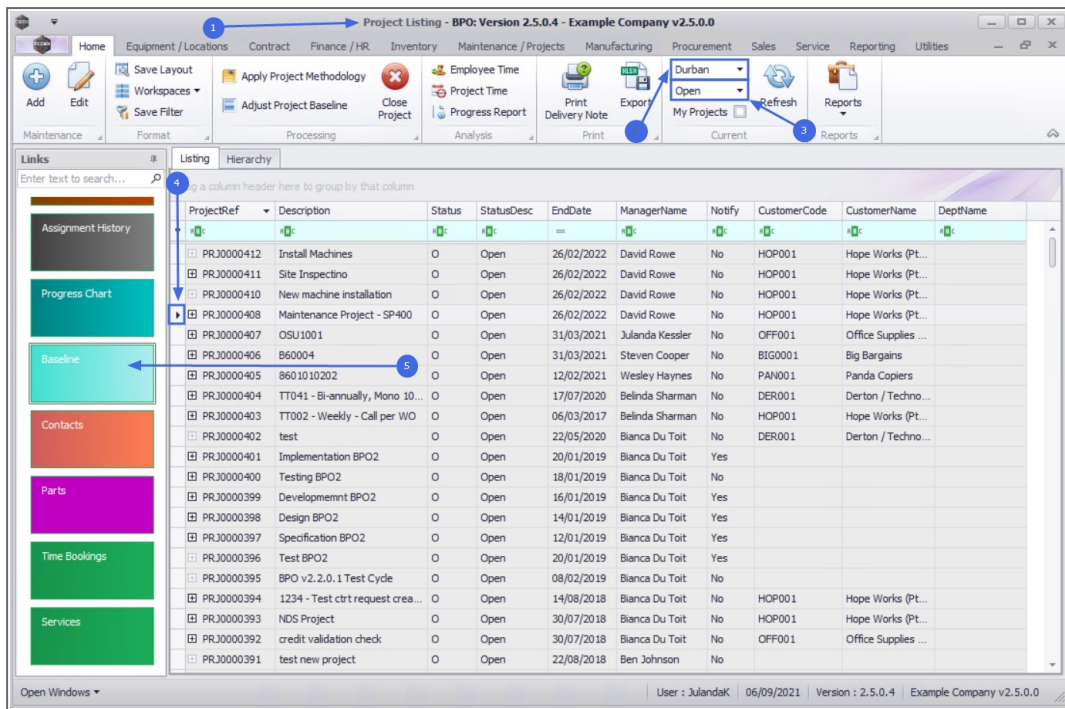
# PROJECTS

## PROJECTS – BASELINE

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

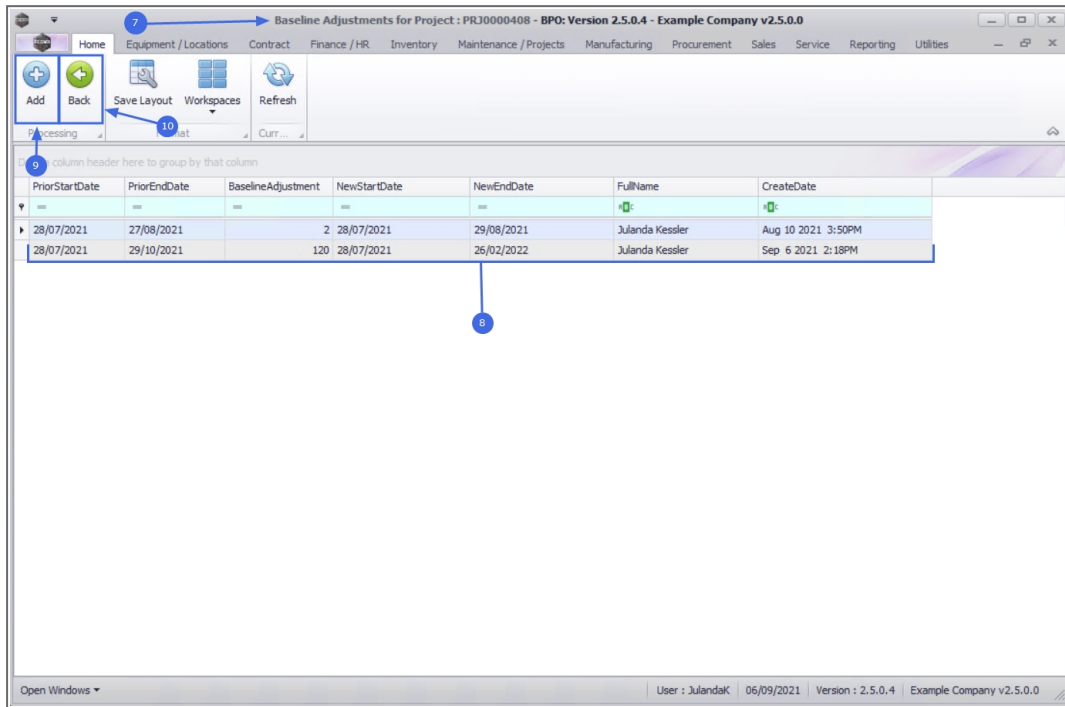


1. The **Project Listing** screen will be displayed.
2. Select the **Site** where the project can be located.
  - The example has **Durban** selected.
3. Select the Status for the project.
  - The example has **Open** selected.
4. Click on the **row** of the project that you wish to view the baseline for.
5. Click on the **Baseline** tile.



7. The **Baseline Adjustments for Project : [project ref number]** screen will be displayed.
8. From this screen you will be able to view the project baseline adjustments made to the selected project.
  - **Prior Start** and **Prior End Date** reflect the original start and end date for the project.
  - The **Baseline Adjustment** column reflect the baseline adjustment days that were made to the project.
  - **New Start** and **New End Dates** reflect the updated project end date after the baseline adjustment days have been updated.
  - **Full Name** column will display the name of the employee, normally the project manager that made the project adjustment. The date and time that the adjustment was made will reflect in the **Create Date** column.

9. If you need to make an adjustment to the selected project, click on **Add**.  
"The Baseline Adjustment screen will be displayed." on page 2
10. Click on **Back** to return to the **Project Listing** screen.



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