Project Financial and Schedule Baselines

Quick Reference Guide

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Project Financial and Schedule Baselines

Baselines can be captured for schedules and/or financials. A schedule baseline captures planned dates of all tasks and milestones at a given point in time. A financial baseline captures a snapshot of all cost plans, benefit plans, budget details, and project level financials at a given point in time. Project Baselines can be captured using the related link, related list, planning console or the financial tab on the Project Workspace.

Create Project Baseline using Related Link or Related List

1. Once you have opened the project, scroll to the related links section and click on **Create Baseline** or continue scrolling down to the related lists section and click on the **Baseline** tab and **Create Baseline**.

2. The Create Baseline pop-up will appear. The **Name** will be populated with the current date (it can be renamed). Enter a **Description. Create Schedule Baseline** and **Create Financial Baseline** are checked by default. If only a financial or schedule baseline is needed, one can be unchecked. Click **Save**.

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3. The baseline will now appear in the Baselines related list.
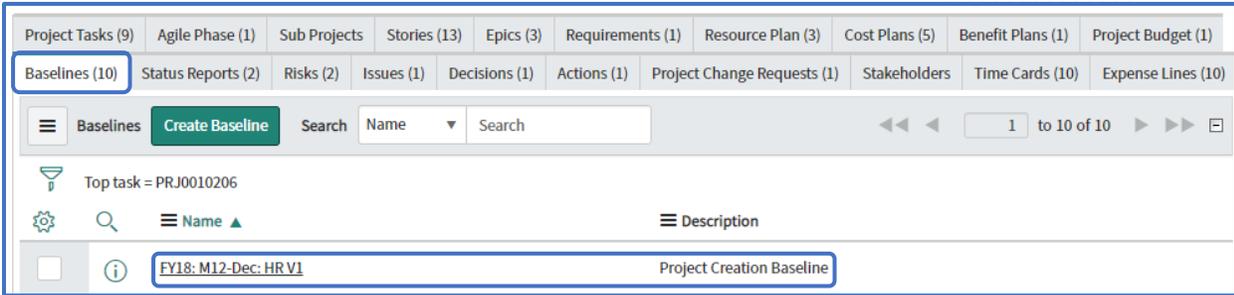
Project Financial and Schedule Baselines

Create a Baseline from the Planning Console

1. Access the Planning Console from the **Project Workspace Planning** tab or from the **Planning Console** related link.

2. Click the **More Actions** icon (...)

3. Choose **Create New Baseline**

2. The Create Baseline pop-up will appear. The **Name** will be populated with the current date (it can be renamed). Enter a **Description**. **Create Schedule Baseline** and **Create Financial Baseline** are checked by default. If only a financial or schedule baseline is needed, one can be unchecked. Click **Save**.

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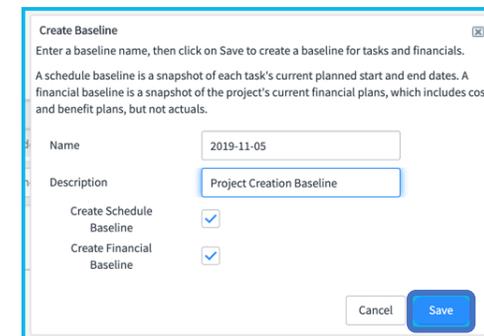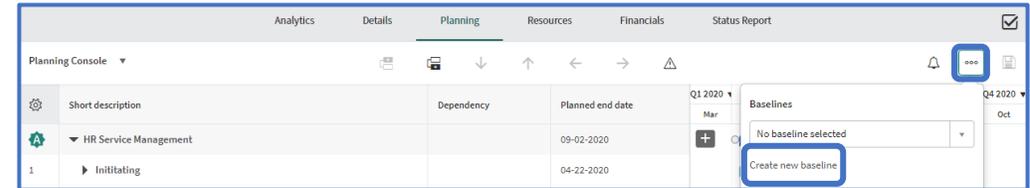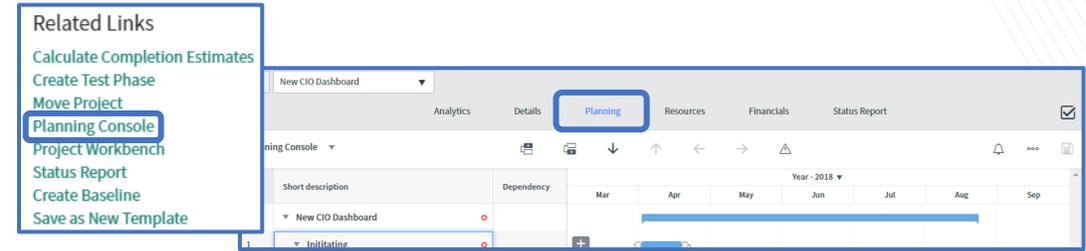
Project Financial and Schedule Baselines

5. The baseline will now appear on the baseline related list.
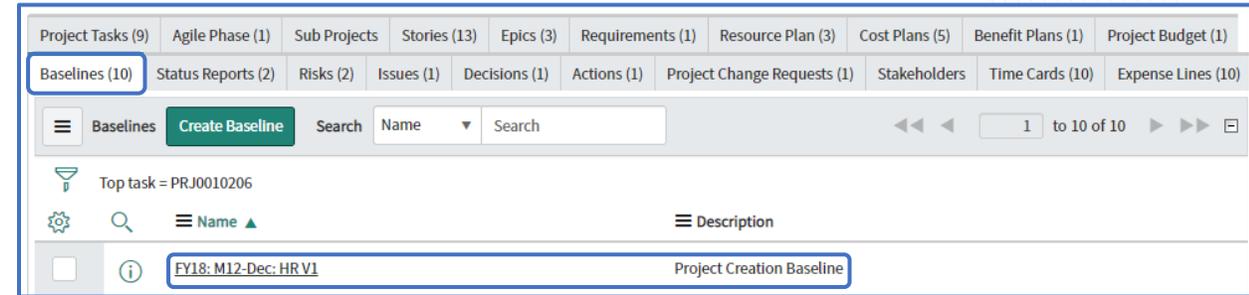
Viewing the Baseline on the Planning Console

- The baseline appears as a set of gray lines under a task in the Gantt chart.

- The gray lines represent the **Baseline** dates, while the blue task bars represent the **Planned** dates.

- If the Project tasks are shifted to the right of the baselines, a Project is running behind schedule.
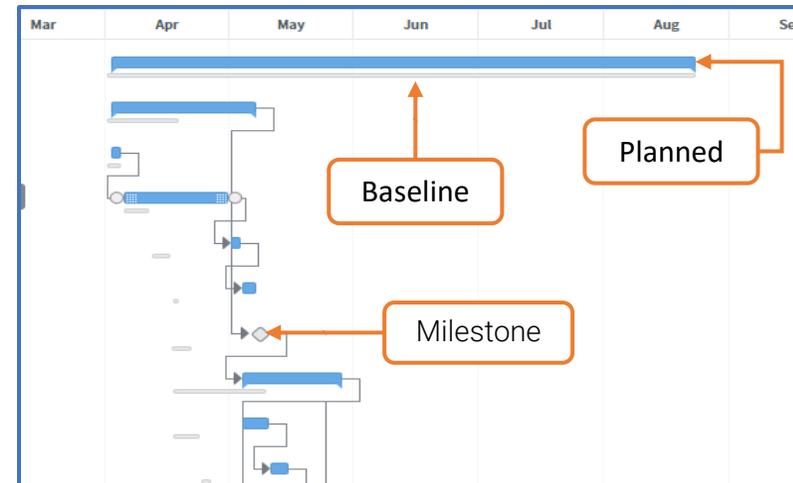
Project Financial and Schedule Baselines

Create a Project Baseline on the Financials Summary Tab

1. Access the **Financial Summ**ary tab from the **Project Workspace Financial** tab

2. Click the **More Actions** icon (   )

3. Click **Create New Baseline**

4. The Create Baseline pop-up will appear. The **Name** will be populated with the current date (it can be renamed). Enter a **Description. Create Schedule Baseline** and **Create Financial Baseline** are checked by default. If only a financial or schedule baseline is needed, one can be unchecked. Click **Save**.

5. The baseline has been created for the project and will appear in the related list.
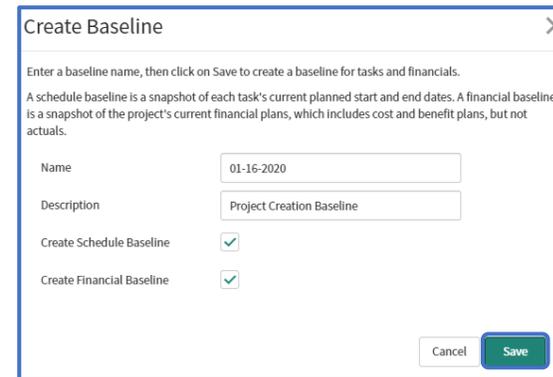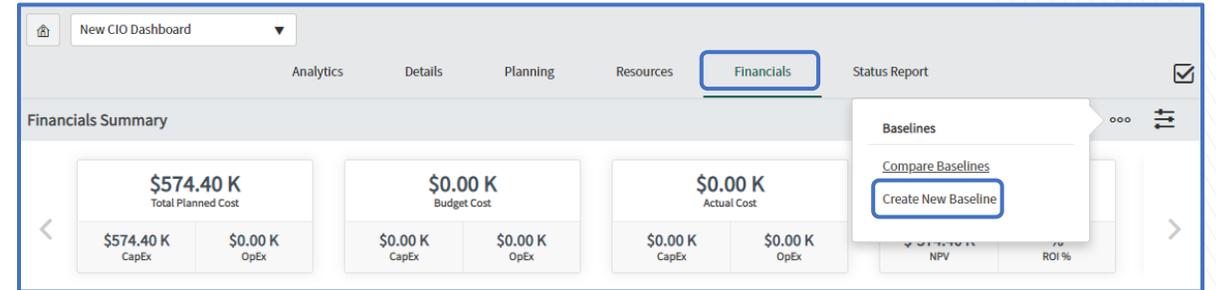
Project Financial and Schedule Baselines

Compare Baselines on the Financial Summary

1. From the **Financials** tab on Project Workspace, click the **More Actions** icon ( )

2. Click **Compare Baselines.**

3. Use the baselines at the top of the screen to select one baseline vs. another. Click **Compare.** Click the **Baseline Legend** icon ( ) to identify baselines.

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