

15 Milestone Schedule: GSA PM - Updating Start Dates & Baselining

Why update Start Dates for the 15 Milestone Schedule?

There are few ways that GSA project Managers (PMs) can quickly build schedules into ePM. Either they are using the Schedule Import Desktop Quick Application (DQA) utility or simply creating the 15 milestone schedule from scratch within the ePM Schedule document. Both methods require the need to update the actual start dates to reflect the actual project schedule.

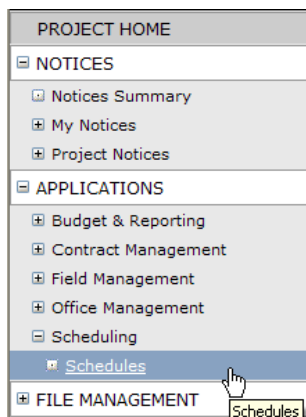
This QRG assumes you have successfully built the 15 milestones from scratch or imported the schedule as a pre-requisite. Please reference **QRG.043_ScheduleImportDQA** for instructions how to import a schedule from MS Project or Primavera schedule export file.

Who Will Use This?

✓ Project Manager

Updating Schedule Start Dates

1. Login to ePM
2. Browse to the Schedule register.

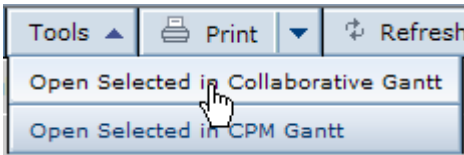


3. Click on the box next to the schedule name

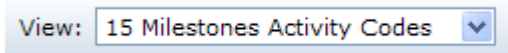
New ▾ Delete Views ▾ Tools ▾ Print ▾ Refresh ? Help			
View: (Standard) 1 of 1 results			
<input type="checkbox"/>	Number	Title	Current State
<input checked="" type="checkbox"/>	001	15 Milestone Tracking: TX0390ZZ - Austin Future Stars Child	Draft

Updating Schedule Start Dates, cont.

4. Select Tools/Open in Collaborative Gantt



5. You may be prompted to download a java applet. Just select "Yes" and/or "Run" if you do. It may take a minute or two until the Gantt chart appears.
6. Select this view from the Gantt view toolbar



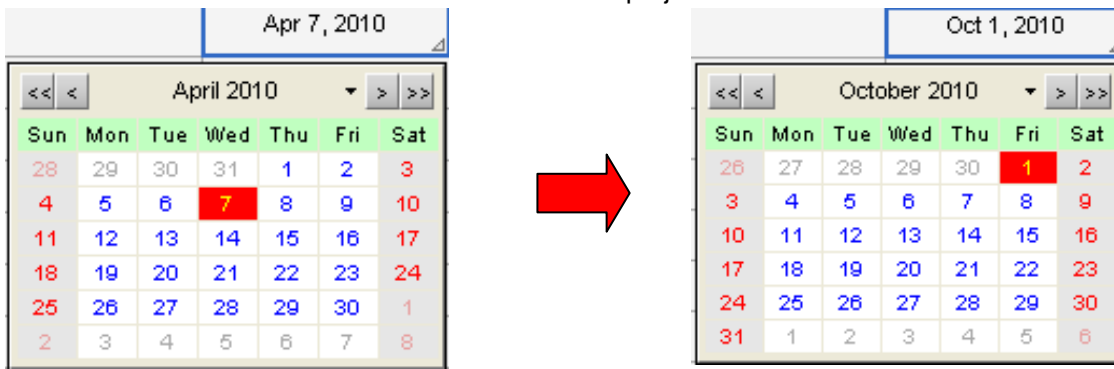
7. In the left pane of the Gantt view, locate the "Start" field. Default dates will appear and ready for editing to reflect your project schedule start dates.

Schedule: Project Short Name - 15		View: 15 Milestones Activity Codes	Filter: *All	
Task Name	Approved Start	Start	Approved Schedul...	Milestone
1 Project Short Name - 15 M...		Apr 7, 2010		
2 Customer Request		Apr 7, 2010		
3 Funds in Place		Apr 8, 2010		
4 Requirements Finalized		Apr 9, 2010		
5 Initial Financial Agreement with C...		Apr 12, 2010		
6 Acquisition Plan Finalized		Apr 13, 2010		
7 Design RFP Issued		Apr 14, 2010		
8 Prime Contract Solicited (ex. RFP ...		Apr 15, 2010		
9 Signed Agreement (OA or R/WA)		Apr 16, 2010		
10 Prime Contract Award		Apr 19, 2010		
11 Design Complete		Apr 20, 2010		
12 Construction Start / Notice to Pro...		Apr 21, 2010		
13 Pre-Occupancy Tenant Access		Apr 22, 2010		
14 Substantial Completion		Apr 23, 2010		
15 Rent Start		Apr 26, 2010		
16 Occupancy		Apr 27, 2010		

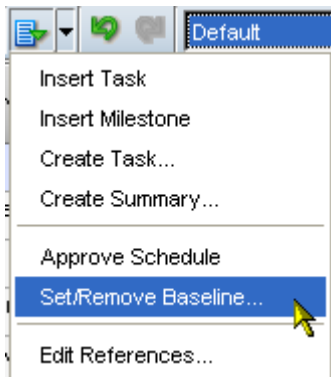
- For each milestone, left-click on the bottom-right triangle within the Start column. The Calendar dialog will launch.



- Click the date from the calendar that reflects the live project for that milestone.



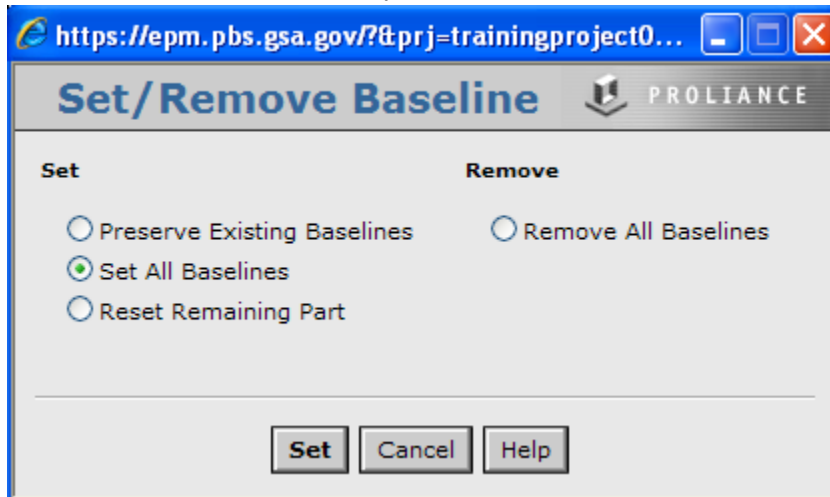
- Repeat steps 8 and 9 for the remaining milestones.
- Now that all **Start** dates are identified, the schedule needs to be 'Baselined'. To baseline a schedule, expand the command task dropdown and select '**Set/Remove Baseline**'.



IMPORTANT:

After all dates are identified, you must 'Baseline' all Milestones to support the ePM v1.3 Analytics 'Customer Milestone' Report.

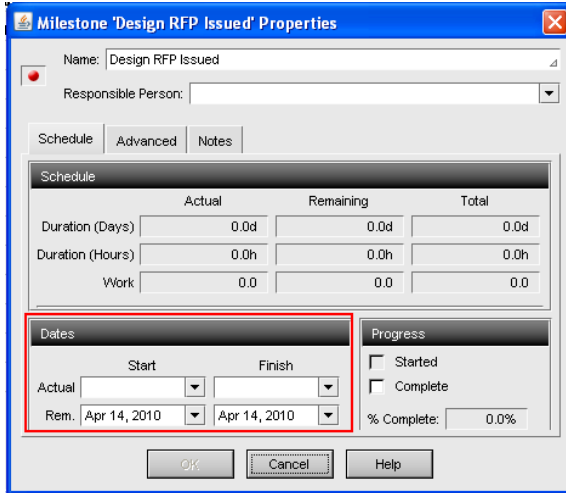
12. Select the **'Set All Baselines'** option and the **'Set'** button.



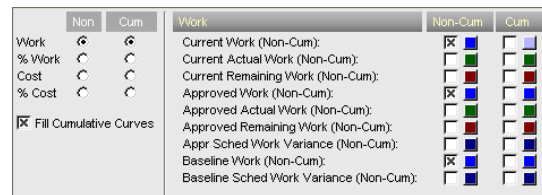
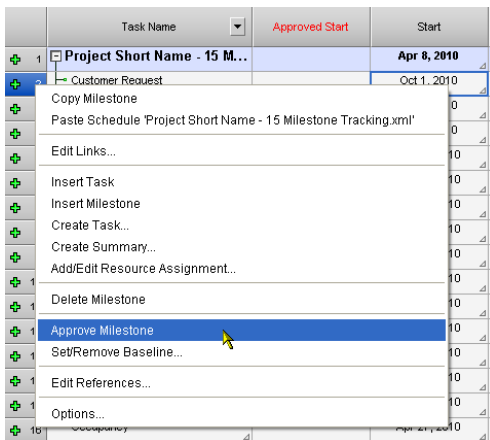
Congratulations! You have successfully set your 15 Milestones schedule task start dates and baselined the schedule.

Tips

1. An option to step 8 is to double-left click the Start date field, and enter Start & Finish dates within the Properties dialog



2. As each milestone reaches Project Manager's approval, proceed to approve the task by right-clicking on the task row number and select 'Approve Milestone'. The 'Combined' Gantt view can display Current, Baseline, and Approved graphs.



3. To easily place Start/Finish relationships between the milestones, left-click the white triangle symbolizing the milestone and drag with another left-click to the next dependent milestone.

