WHAT IS...

GSA Project Managers can quickly build schedules in ePM. Each new project that is created has a schedule template that is automatically set up in the project. The schedule template has been configured with the correct Milestones with Activity Codes. These Milestones and Activity Codes are important because they create unique “labels” for reporting their Start and Finish Dates and Percent Complete.

Note: This QRG assumes the milestone activity codes have been successfully created via the project template as a prerequisite. If an additional PM Schedule is required, please work with your ePM Regional System Administrator (ePM RSA) to properly configure the Activity Codes.

Note: The Schedule Import Desktop Quick Application (DQA) utility cannot be used to create a PM Schedule in ePM directly. If a project team would like to upload a PM Schedule, please contact your ePM RSA.

WHO USES...

- Project Manager

HOW TO...

1. Login to ePM, select a project and Browse to the Schedule register. Click the PM Schedule document to open the Schedule Register.

2. Click on the box next to the schedule name and click the Open As dropdown box and select Collaborative Gantt.
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3. User may be prompted to download a java applet. Just select “Yes” and/or “Run”. It may take a minute or two until the Gantt chart appears. If there are other complications, please contact your ePM RSA or ePM National Helpdesk at epmsupport@gsa.gov

4. Change the gantt view to PM Schedule Updates.

5. In the left pane of the Gantt view, locate the “Start” field. Default dates will appear and ready for editing to reflect the project schedule start dates.
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 date 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’

Select the ‘Set All Baselines’ option and the ‘Set’ button.
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.

![Milestone Substantial Completion Properties](image1)

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.

![PM Schedule Properties](image2)
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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.

REFERENCES

Reference the following ePM Quick Reference Guides (QRGs) for additional information. QRGs can be accessed through the ePM Portal.