

ePM Quick Reference Guide #078

GSA PM – Updating Start Dates & Baselining

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 pre-requisite. If an additional PM Schedule is required, please work with your ePM Regional System Administrator (ePM RSA) to properly configure the Activity Codes.

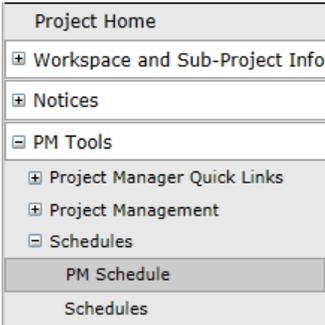
Note: The Schedule Import Desktop Quick Application (DQA) utility cannot be used to create a PM Schedule in ePM directly. If a project team would like to upload a PM Schedule, please contact your ePM RSA.

Who Uses...

- Project Managers

How To...

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



3. Click on the box next to the schedule name

ePM Quick Reference Guide #078

GSA PM – Updating Start Dates & Baseline



4. Select Tools/Open in Collaborative Gantt



5. 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
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 the project schedule start dates’.

Task Name	Approved Start	Start	Milestone Type
1 PM Schedule - UT-Salt La...		Apr 19, 2007	
2 PM Schedule Start		Apr 17, 2007	
3 Planning		Feb 1, 2008	
4 CMA - CMA Services Design		Feb 1, 2008	
5 Contract Award		Feb 1, 2008	09 (Prime Contra...)
6 Start CMA - CMA Services De...		May 18, 2011	09 (Prime Contra...)
7 Finish CMA - CMA Services D...		May 18, 2011	09 (Prime Contra...)
8 Planning		Dec 29, 2010	09 (Prime Contra...)
9 Authority / Funding			09 (Prime Cont...)
10 Start Authority / Funding		May 18, 2011	09 (Prime Contra...)

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

ePM Quick Reference Guide #078

GSA PM – Updating Start Dates & Baseline



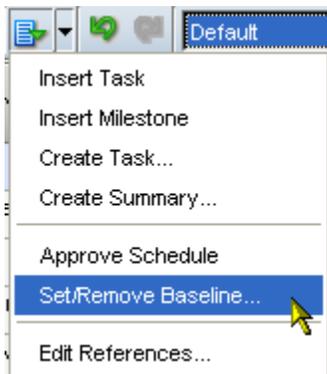
- Click the date from the calendar that reflects the live date for that milestone.



- Repeat steps 8 and 9 for the remaining milestones.
- Now that all Start dates are identified, the schedule needs to be 'Baselined'. All standard milestones should be entered within 60 days of "Project Authorization/RWA Acceptance", and the initial baseline established through coordination with the Office of Design and Construction (ODC).

To baseline a schedule, expand the command task dropdown and select '*Set/Remove Baseline*'.

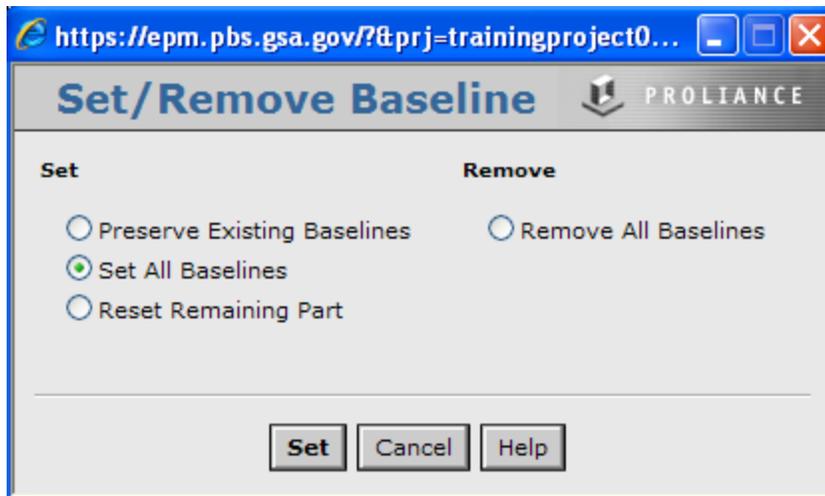
Note: This function must be done by a Measures Manager. GSA Project Managers do not have the security rights to set the baseline on the schedule.



- Select the 'Set All Baselines' option and the 'Set' button.

ePM Quick Reference Guide #078

GSA PM – Updating Start Dates & Baseline



REFERENCES

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

- QRG 42 – [Creating and Managing CPM Schedules](#)
- QRG 79 – [Creating and Managing Milestone Schedules](#)