

Baseline for Subprojects in Project 2010

This article will explain how to set and see Baseline for Subprojects in **Microsoft Project**, and how to see those Baselines in the Master Project!

First I'm going to create two Brand new Projects with one Task:

The screenshot shows the Microsoft Project 2010 interface. The ribbon is set to 'TASK' and includes sections for Clipboard, Font, and Schedule. Below the ribbon is a Gantt chart area with a 'TIMELINE' view showing a task starting at 8:00 on 18.9.13. Below the Gantt chart is a task table with the following data:

	Task Mode	Task Name	Duration	Start	Finish
0	→	First Project	2 days	18.9.13 8:00	19.9.13 17:00
1	→	First Project - Task 1	2 days	18.9.13 8:00	19.9.13 17:00

and

FILE TASK RESOURCE REPORT PROJECT VIEW DEVELOPER FORMA

Gantt Chart View

Paste Copy Format Painter

Clipboard

Calibri 11

B I U

Font

0% 25% 50% 75% 100%

Schedule

Mark on Tra

Respect Lin

Inactivate

TIMELINE

Today

Start 18.9.13 8:00

	i	Task Mode	Task Name	Duration	Start	Finish
0			Second Project	3 days	18.9.13 8:00	20.9.13 17:00
1			Second Project - Task 1	3 days	18.9.13 8:00	20.9.13 17:00

After saving this two Projects I'm going to create Master Project:

FILE TASK RESOURCE REPORT PROJECT VIEW DEVELOPER FORMA

Gantt Chart View

Paste Copy Format Painter

Clipboard

Calibri 11

B I U

Font

0% 25% 50% 75% 100%

Schedule

Mark on Tra

Respect Lin

Inactivate

TIMELINE

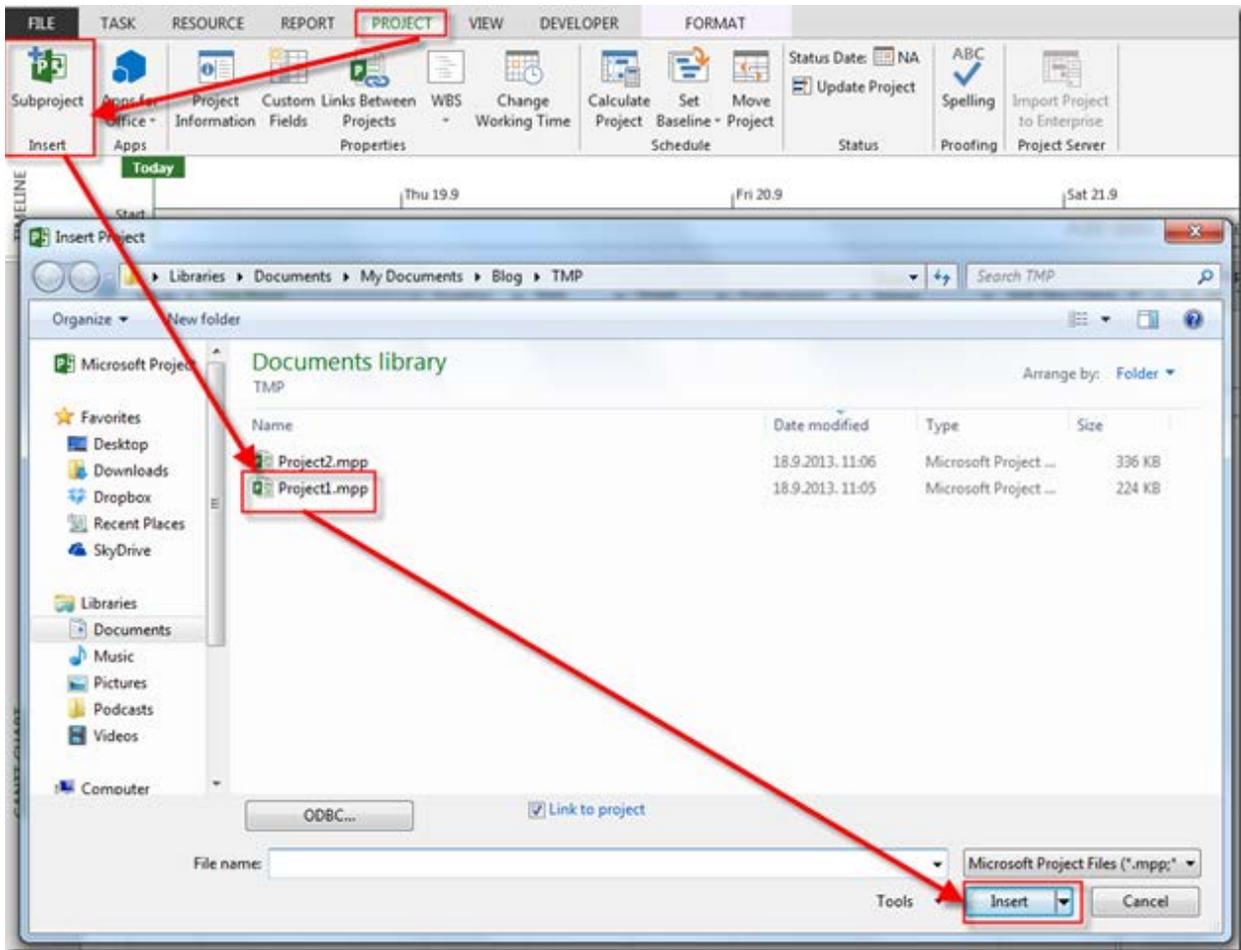
Today

Start 18.9.13 8:00

Thu 19.9

	i	Task Mode	Task Name	Duration	Start	Finish
0			Master Project	5 days	18.9.13 8:00	24.9.13 17:00
1			Master Project - Task 1	5 days	18.9.13 8:00	24.9.13 17:00

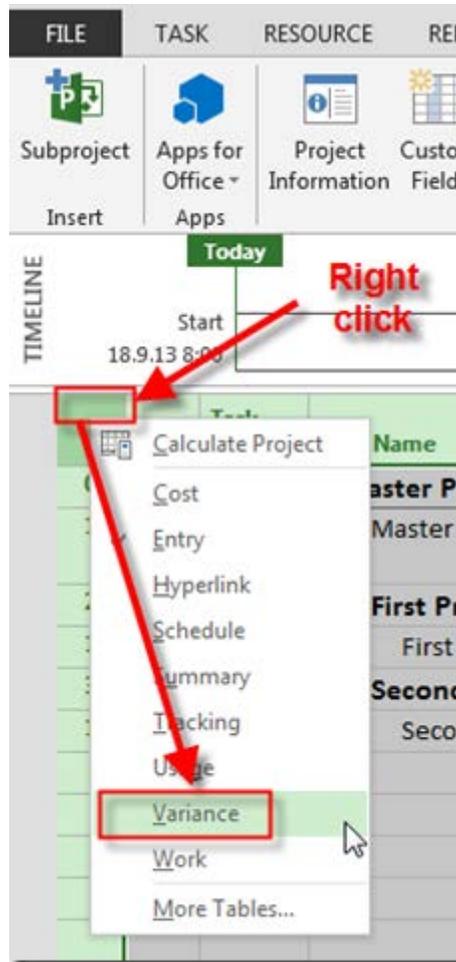
and I'm going to import Subprojects:



After importing the Second Project I'll get:

		Task Mode ▾	Task Name ▾	Duration ▾	Start ▾	Finish ▾	P
0			▲ Master Project	5 days	18.9.13 8:00	24.9.13 17:00	
1			Master Project - Task 1	5 days	18.9.13 8:00	24.9.13 17:00	
2			▲ First Project	2 days	18.9.13 8:00	19.9.13 17:00	
1			First Project - Task 1	2 days	18.9.13 8:00	19.9.13 17:00	
3			▲ Second Project	3 days	18.9.13 8:00	20.9.13 17:00	
1			Second Project - Task 1	3 days	18.9.13 8:00	20.9.13 17:00	

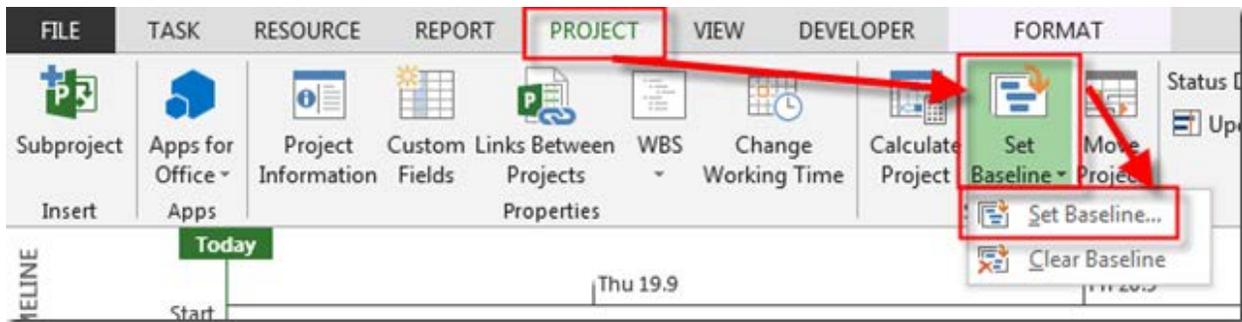
I'll switch Table to *Variance*:



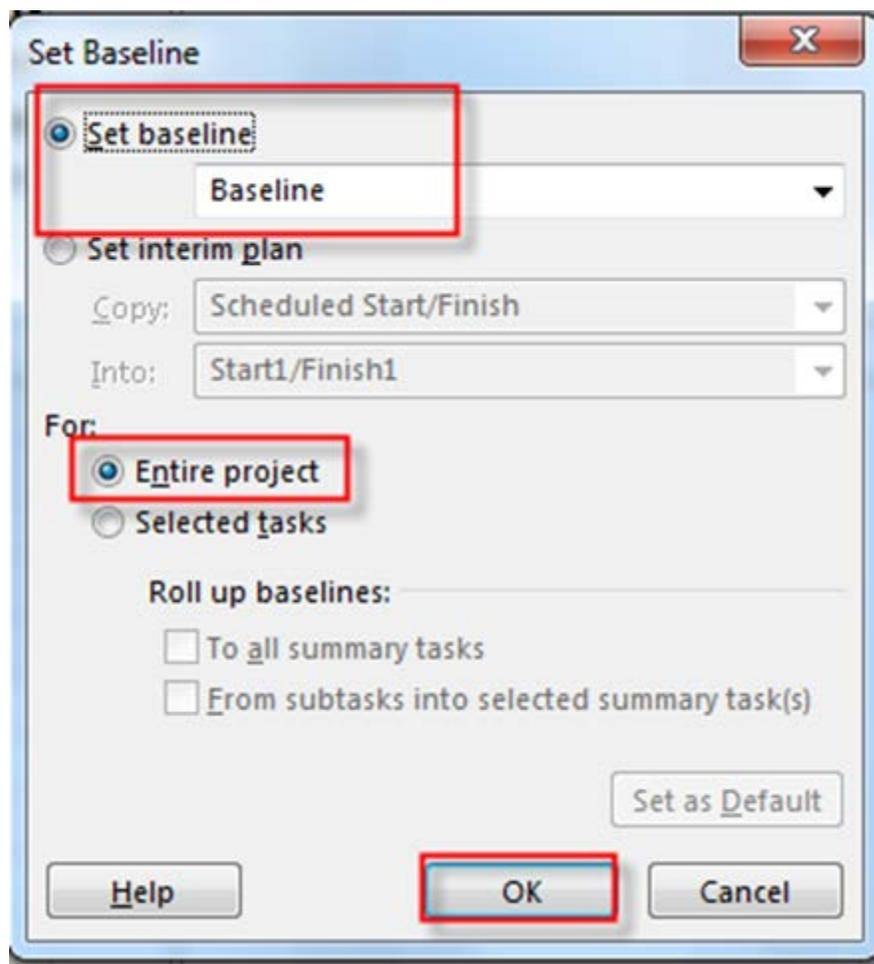
and I get:

Task Mode	Task Name	Start	Finish	Baseline Start	Baseline Finish	Start Var.	Finish Var.
0	Master Project	18.9.13 8:00	19.13 17:00	NA	NA	0 days	0 days
1	Master Project - Task 1	18.9.13 8:00	24.9.13 17:00	NA	NA	0 days	0 days
2	First Project	18.9.13 8:00	19.13 17:00	NA	NA	0 days	0 days
1	First Project - Task 1	18.9.13 8:00	19.9.13 17:00	NA	NA	0 days	0 days
3	Second Project	18.9.13 8:00	19.13 17:00	NA	NA	0 days	0 days
1	Second Project - Task 1	18.9.13 8:00	20.9.13 17:00	NA	NA	0 days	0 days

Now I will save the Baseline in Master Project:



and:



Finally I'll get:

	Task Mode	Task Name	Start	Finish	Baseline Start	Baseline Finish
0	→	Master Project	18.9.13 8:00	19.9.13 17:00	18.9.13 8:00	24.9.13 17:00
1	→	Master Project - Task 1	18.9.13 8:00	24.9.13 17:00	18.9.13 8:00	24.9.13 17:00
2	→	First Project	18.9.13 8:00	19.9.13 17:00	18.9.13 8:00	19.9.13 17:00
1	→	First Project - Task 1	18.9.13 8:00	19.9.13 17:00	NA	NA
3	→	Second Project	18.9.13 8:00	19.9.13 17:00	18.9.13 8:00	20.9.13 17:00
1	→	Second Project - Task 1	18.9.13 8:00	20.9.13 17:00	NA	NA

As you can see, there is a Baseline for Tasks in Master Project, and for summary Tasks in Subprojects, but there is no Baseline for Tasks in Subprojects. To get those I'll save the baseline for each Subproject separately:

The screenshot shows the Microsoft Project interface. The 'PROJECT' ribbon is active, and the 'Set Baseline' button is highlighted with a red box. Below the ribbon, a 'TIMELINE' view shows a task starting on 'Today' at 18.9.13 8:00. Below the timeline, a task table is shown with the 'First Project' and its sub-task 'First Project - Task 1' highlighted with a red box.

	Task Mode	Task Name	Duration	Start	Finish
0	→	First Project	2 days	18.9.13 8:00	19.9.13 17:00
1	→	First Project - Task 1	2 days	18.9.13 8:00	19.9.13 17:00

The procedure of saving a Baseline in Subprojects is the same as in the Master Project so I'll not waste time to show you a picture. After saving the Baseline in each Subproject, when I look at the Master Project I will see this:

	Task Mode	Task Name	Start	Finish	Baseline Start	Baseline Finish	Start Var.	Finish Var.	Ad
0		Master Project	18.9.13 8:00	19.13 17:00	18.9.13 8:00	24.9.13 17:00	0 days	0 days	
1		Master Project - Task 1	18.9.13 8:00	24.9.13 17:00	18.9.13 8:00	24.9.13 17:00	0 days	0 days	
2		First Project	18.9.13 8:00	19.13 17:00	18.9.13 8:00	19.9.13 17:00	0 days	0 days	
1		First Project - Task 1	18.9.13 8:00	19.9.13 17:00	18.9.13 8:00	19.9.13 17:00	0 days	0 days	
3		Second Project	18.9.13 8:00	19.13 17:00	18.9.13 8:00	20.9.13 17:00	0 days	0 days	
1		Second Project - Task 1	18.9.13 8:00	20.9.13 17:00	18.9.13 8:00	20.9.13 17:00	0 days	0 days	

Voila! I can see Baselines for Task in Subprojects!