



# PERFORMANCE REPORTING: HOW TO GET ON SOLID GROUND WITH SCHEDULE BASELINES

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*2020 Project Management Symposium*

*The views expressed in this paper are those of the authors and do not necessarily represent those of the U.S. Census Bureau.*

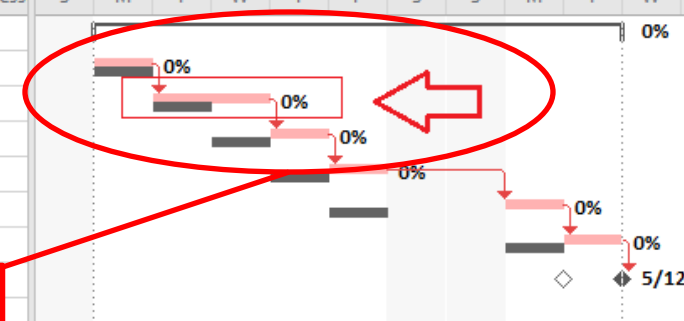
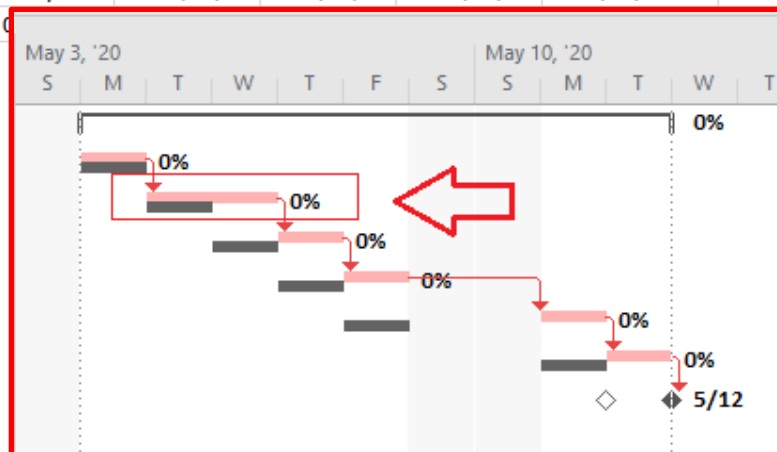
# What to expect from this session

- 1 – We will talk about **Schedules and Baselines** – then ask you a few questions
- 2 – We will talk about **Baselines and Performance** reporting – then ask you a few more questions
- 3 – We will demonstrate how to **Set a Schedule Baseline** in Microsoft Project Professional
- 4 – We will demonstrate **Performance Reporting** in Microsoft Project I
- 5 – You will ask us a **few questions**



# Let's Talk Schedules and Baselines

	Task Mod	Task Name	Baseline Duration	Duration	Baseline Start	Start	Baseline Finish	Finish	Predecessor
1		Project Baseline Demo Schedule	6 days	7 days	Mon 5/4/20	Mon 5/4/20	Mon 5/11/20	Tue 5/12/20	
2		Sample	1 day	1 day	Mon 5/4/20	Mon 5/4/20	Mon 5/4/20	Mon 5/4/20	
3		Edited Data	1 day	2 days	Tue 5/5/20	Tue 5/5/20	Tue 5/5/20	Wed 5/6/20	2
4		2019 Research and Development	1 day	1 day	Wed 5/6/20	Thu 5/7/20	Wed 5/6/20	Thu 5/7/20	3
5		Weighted / Estimated Data	1 day	1 day	Thu 5/7/20	Fri 5/8/20	Thu 5/7/20	Fri 5/8/20	4
6		Support	1 day	1 day	Fri 5/8/20	Mon 5/11/20	Fri 5/8/20	Mon 5/11/20	5
7		Program Management and Oversight	1 day	1 day	Mon 5/11/20	Tue 5/12/20	Mon 5/11/20	Tue 5/12/20	6
8		Milestone	0 days	0 days					





# Time to Vote

## **Poll #1**

How important are schedules to your work?

1a. Very

1b. Somewhat

1c. Not so much



# Time to Vote

## **Poll #2**

How proficient are you at setting schedule baselines?

2a. Very

2b. Somewhat

2c. Not so much



# Time to Vote

## **Poll #3**

Does your organization set clear guidelines for schedule baselines?

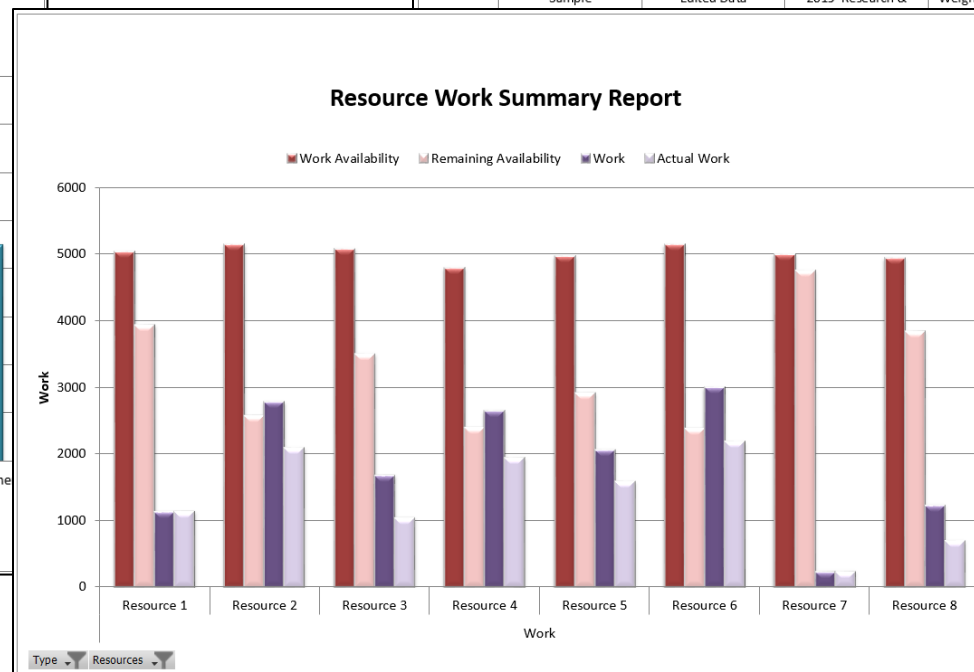
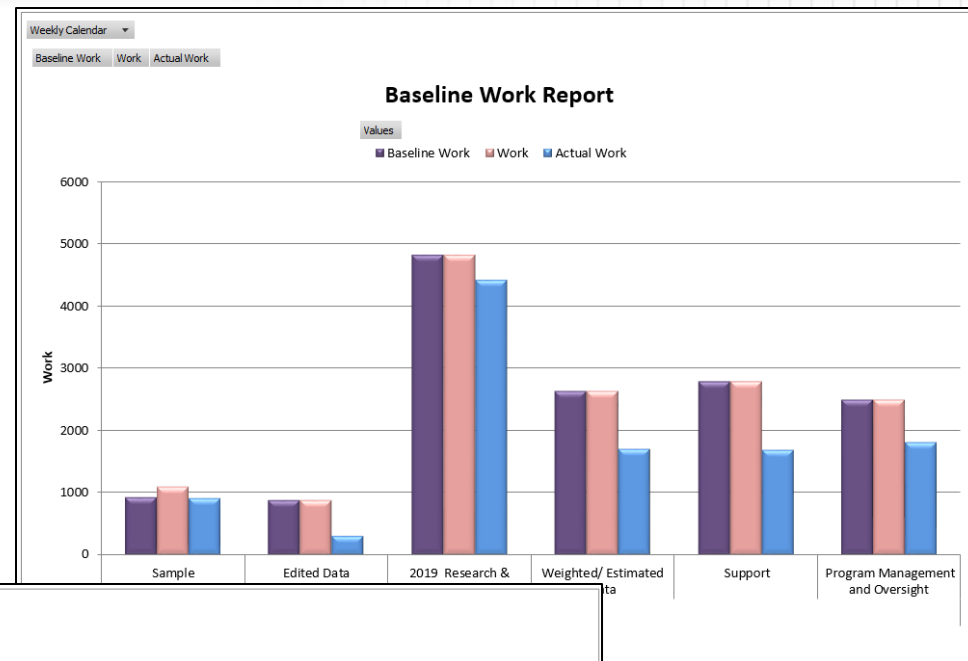
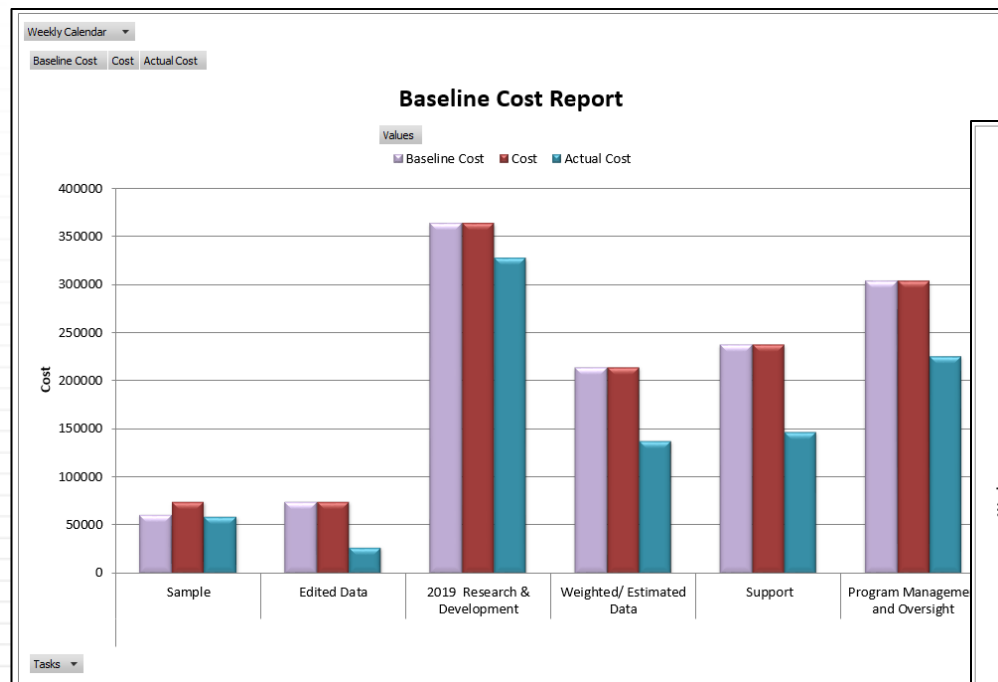
3a. I got nothing

3b. Clear as mud

3c. Tells me how and when



# Let's Talk Baselines and Performance Reporting





# Time to Vote

## **Poll #4**

How up-to-date is the baseline on your schedule?

4a. Erm, no baseline

4b. Baseline is one and done

4c. I revise the baseline when needed

4d. I re-baseline weekly whether it needs it or not





# Time to Vote

## **Poll #5**

How much does your organization use performance reporting?

5a. Not at all

5b. Once in a while

5c. On a regular basis

# Microsoft Project Professional

## What is Microsoft Project Pro?

- A project management software product, developed and sold by Microsoft.
- Designed to assist a project manager in developing a schedule, assigning resources to tasks, tracking progress, managing the budget, and analyzing workloads.





# Live Demonstration

## How to Baseline a Schedule and Performance Reporting



# Questions

Who has the first  
question?





# Contact Information

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