

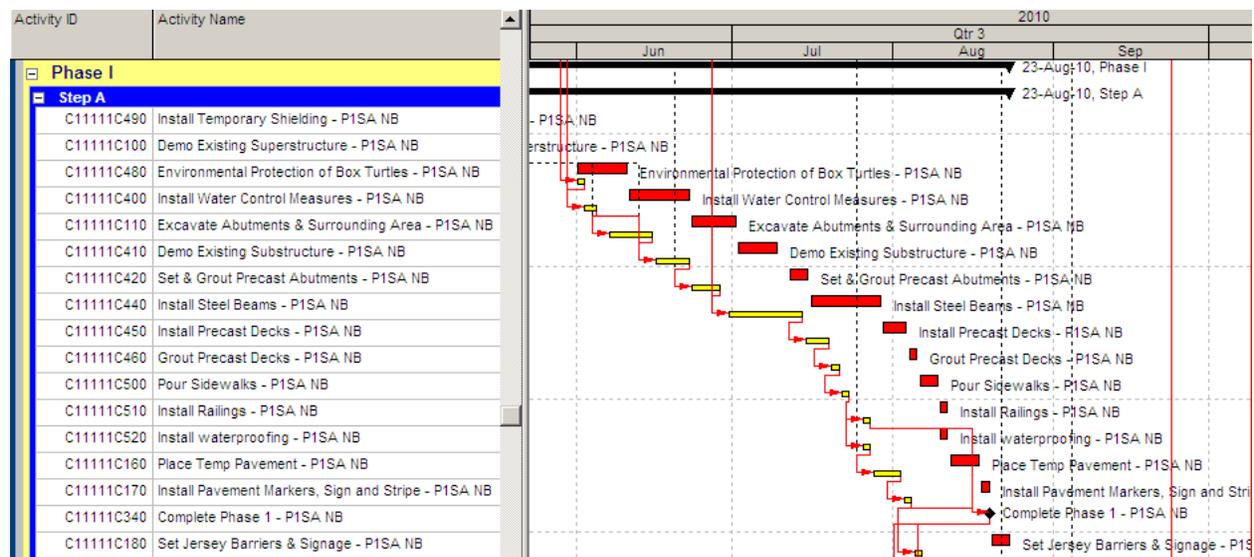
1. INTRODUCTION

WHAT IS A BASELINE COMPARISON (OR TARGET COMPARISON)?

A ‘baseline comparison’ is a graphical and tabular display of current period versus previous schedule information. This provides both the Contractor and Owner with an ability to readily compare current project status to previous forecasts, using the past month schedule submission. From this information, changes in activity durations, schedule logic/relationship, remaining duration, added/deleted activities, activity criticality (total float), and many other important schedule issues (*‘open ends, etc.’*) and will be readily identifiable for discussion, comment, rejection, or acceptance.

For clarification purposes: Primavera 6 uses the term “baseline” for the project file(s) that is being compared against. Primavera 3 (P3) used the term “target” for the same purpose. This document will use the term “baseline”. However, it should be noted that this does not signify that it is necessarily the “project baseline” which is submitted at start of a project.

An example is shown below:



Red Bars – Current Schedule: show the Current Schedule File Submission (Jun 2010)

Yellow Bars – Baseline Schedule: show the Previous Month Schedule Submission (May 2010)

2. HOW TO CREATE & ASSIGN A BASELINE

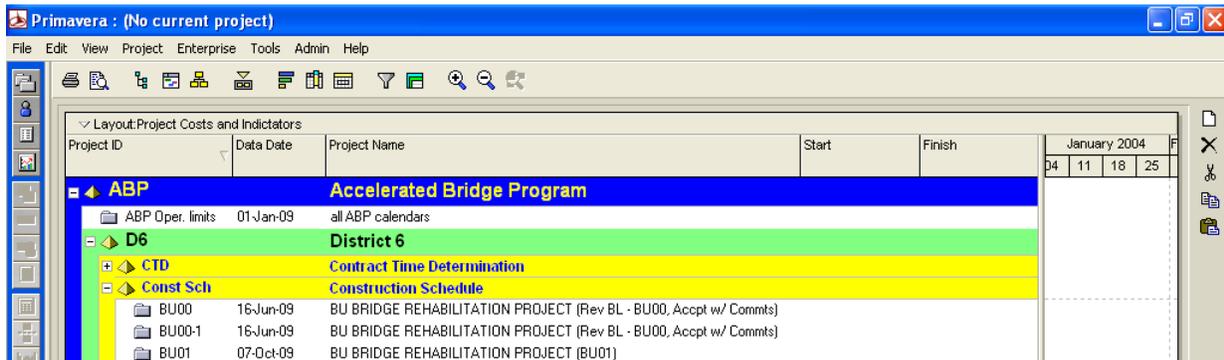
1.1 CREATE COPY OF PREVIOUS SCHEDULE

The first step in establishing a baseline to a schedule is to make a copy of the project schedule file that will be established as the baseline.

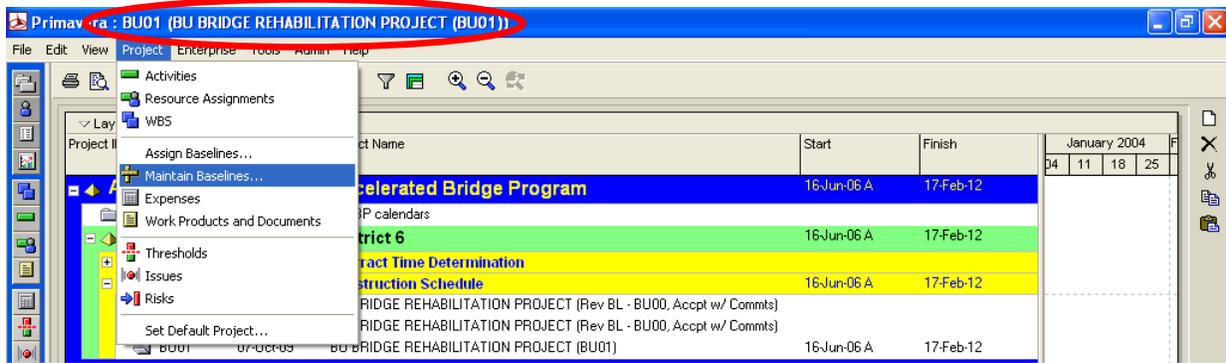
1. Within the 'Projects' view, Select project you would like to establish as the baseline
2. Ensure the project is open, Right click, Copy the project
3. Paste the schedule back into the project list.
 - a. Options: Select the options you would like to copy (normally using the default options is ok).
 - b. The copied file will be named with the same name as the original with an '-1' as a suffix (or sequential increase).
4. Rename the file to ensure proper identification: Example:
 - a. If original file name is: "UP04rev00 Town Bridge"
 - b. New copy should be names "UP04rev00 Copy Town Bridge"

1.2 MAINTAIN A BASELINE

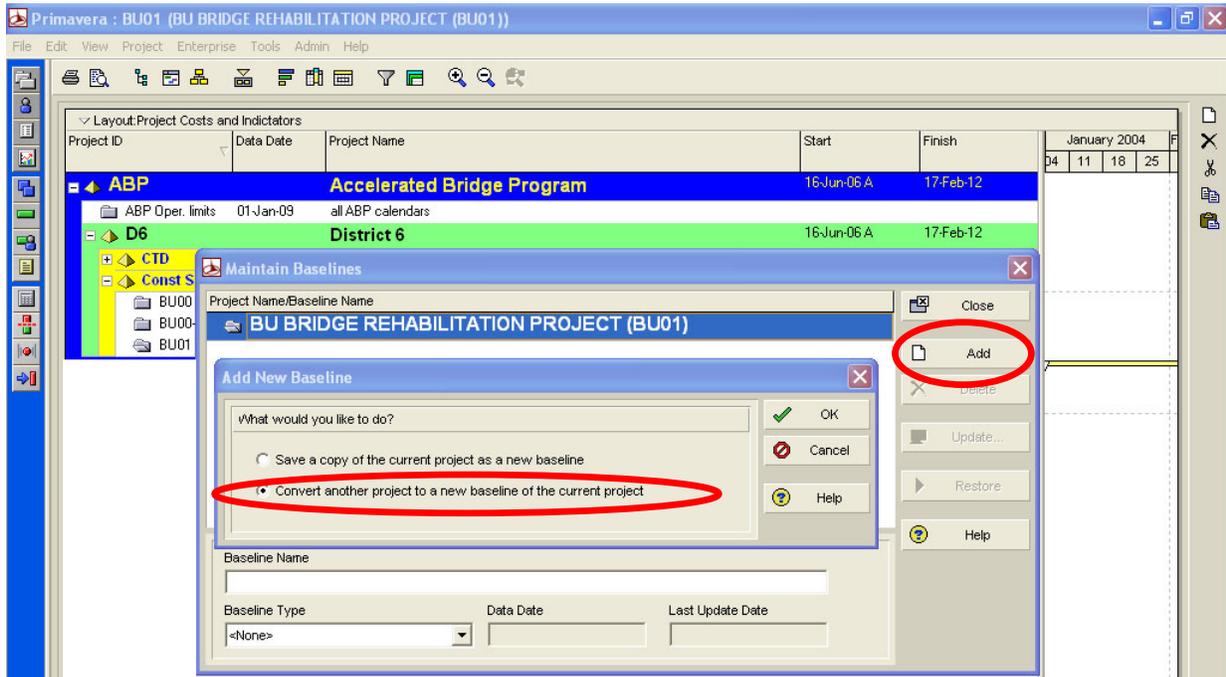
1. In this scenario, BU01 will be our Current Schedule and BU00-1 will be the Baseline (also known as target). To begin, ensure no projects are open. Then open the current project schedule (BU01).



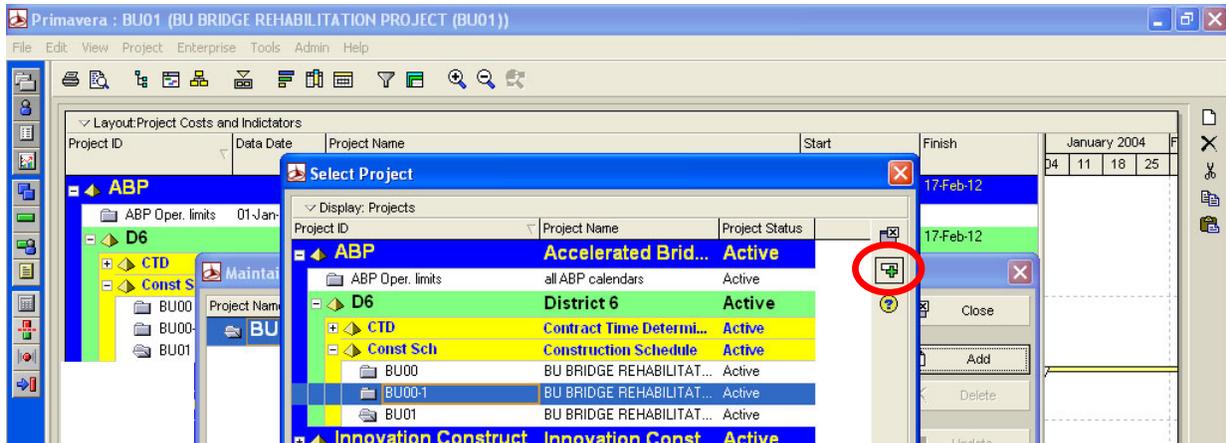
2. Choose Project, Maintain Baselines...
 - 2.1. In this example, Project BU01 is open



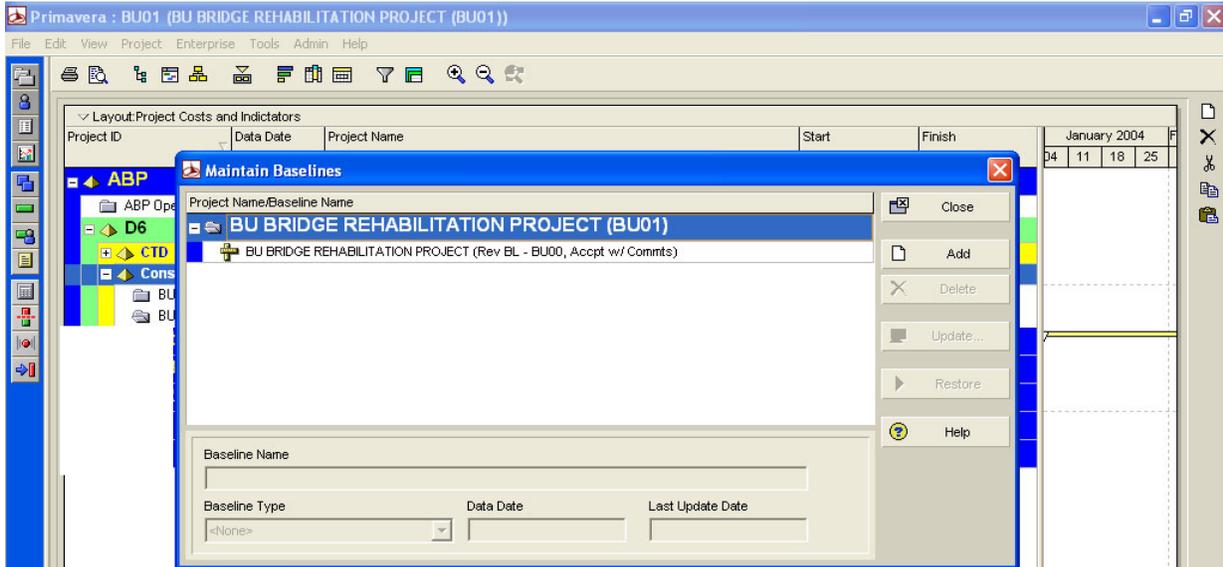
3. Click Add and choose to Convert another project to a new baseline of the current project



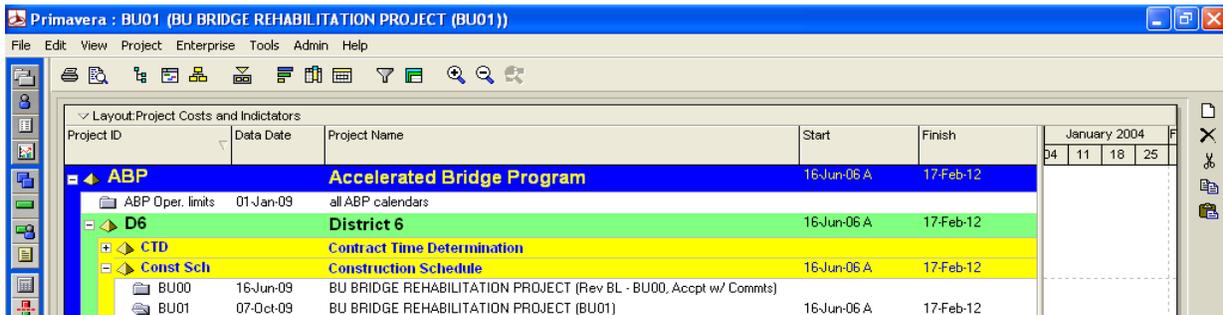
4. Select the project in the Select Project dialog box, choose “BU00-1” and then click the Select button



- Now the current schedule (BU01) contains a baseline schedule (BU00). Click Close



- Once you convert a project to a baseline, it is no longer available in project window (Project ID BU00-1 has been vanished).

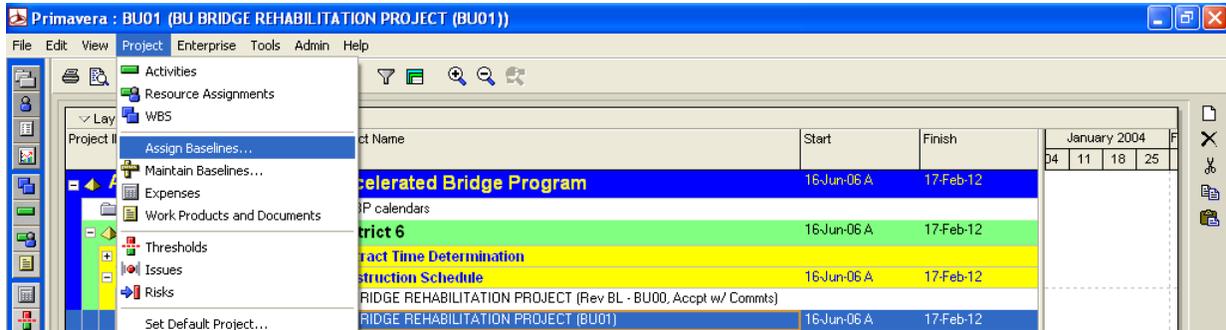


Note: When you choose to convert another project to a baseline, the project you want to convert cannot be open or have baselines assigned to it.

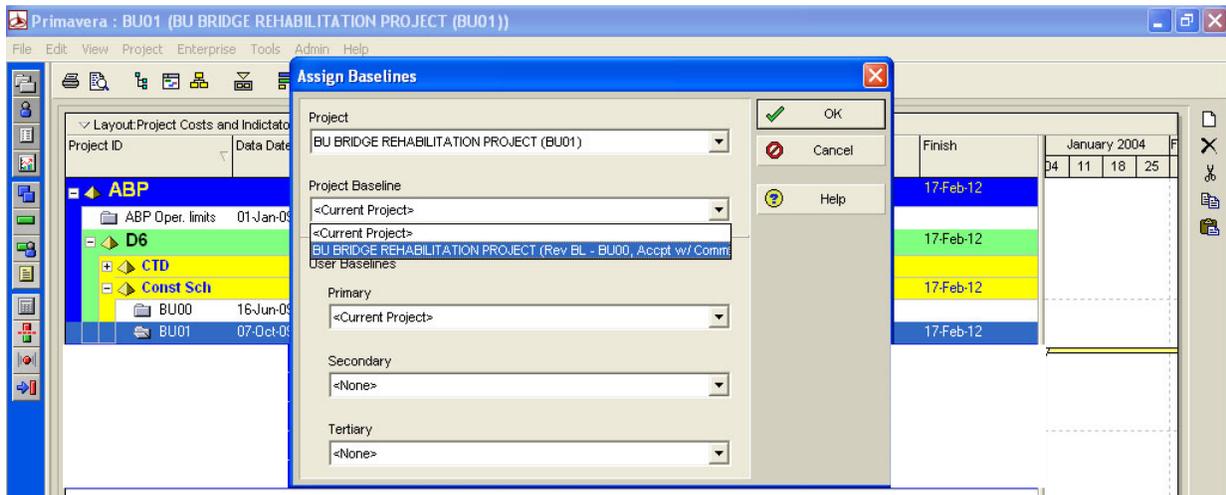
1.3 ASSIGNING A BASELINE

P.6 allows you to assign up to four baselines to the current schedule. The four types of baseline are Project Baseline, Primary, Secondary and Tertiary. If you do not select a baseline to use, the current project is used by default.

- Open the current schedule (BU01). It should have been opened from creating a baseline.
- Choose Project, Assign Baselines...



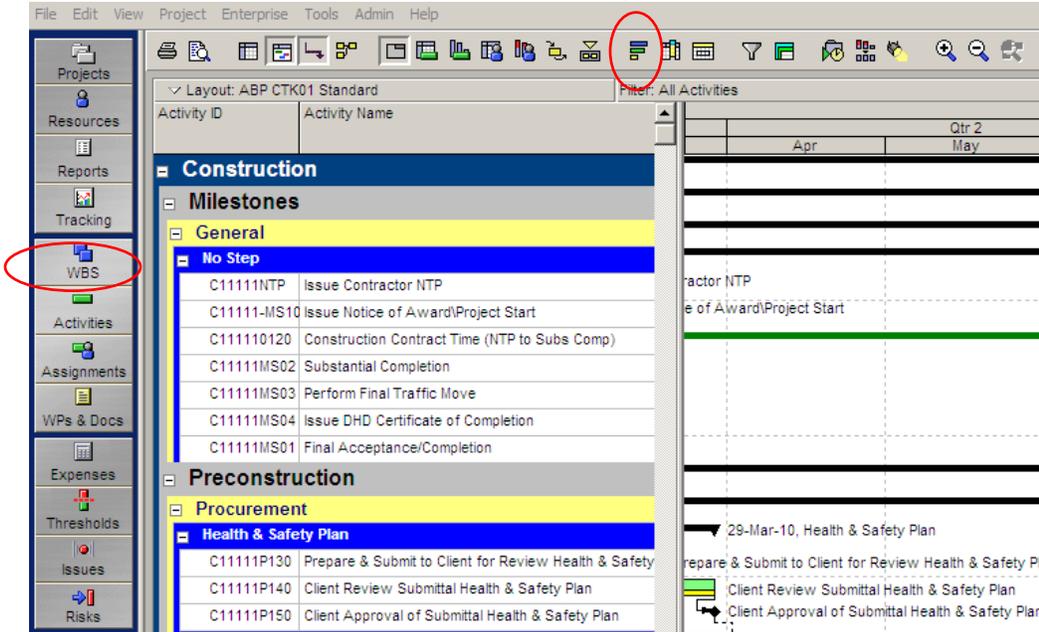
3. In the Project Baseline field, select the project to which you want to assign a baseline. And then click OK.



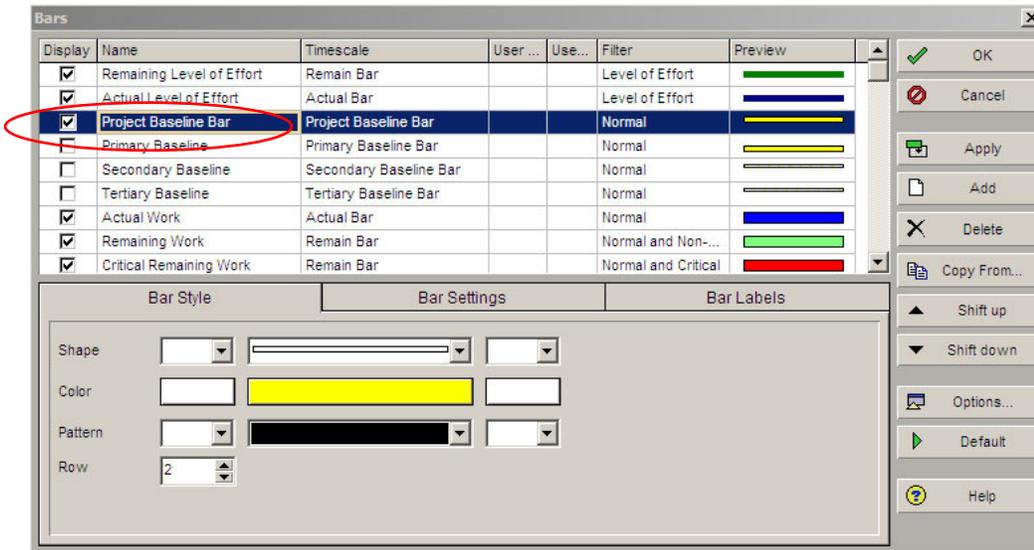
4. Now, the baseline (BU00) has assigned to the current schedule (BU01).

2 HOW TO CUSTOMIZE THE CURRENT AND BASELINE BARS

1. With our current schedule open (BU01), select the “activity view” from the left column, then “format bars” from the top row.



2. The select the box for “Project Baseline Bar”. From this window, you can edit the color, size, etc of the baseline bar.



3. Further modifications may be necessary to ensure the row height is adequate.

3 REPORTING

3.1 HOW TO CUSTOMIZE THE CURRENT AND TARGET TABLE INFORMATION

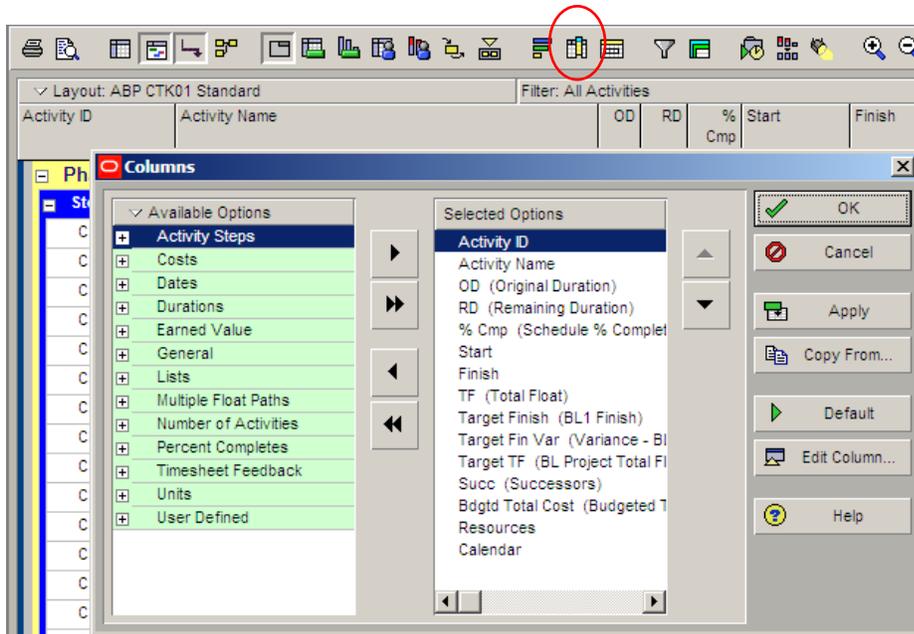
In order for the target comparison report to be complete, there needs to be some time spent customizing the table information for proper comparison. It is necessary to customize and label the current schedule data vs. the previous schedule data and all of the applicable tabular information for the Resident Engineer.

At a minimum, the following tabular data will need to be provided: *Activity ID, Activity Name, Original Duration, Remaining Duration, % Complete, Current Early Start, Current Early Finish, Current Total Float, Previous Early Finish, and Variance to Early Finish. Previous Total Float, Successor, Budgeted Total Cost, Resource, and Calendar.*

This has been fully developed in the Layout titled: “Current vs Baseline Schedule Analysis”, as shown below.

Activity ID	Activity Name	Original Duration	Remaining Duration	Schedule % Complete	Early Start	Early Finish	Total Float	BL1 Finish	Variance - BL1 Finish Date	BL Project Total Float	Budgeted Total Cost	Resources	Calendar
CSTv2.0		467	467	100%	01-Jan-23	14-Nov-24	0	14-Jun-23	-354		\$50,000.00		
Milestones		684	684	0%	01-Jan-23	14-Nov-24	0	14-Jun-23	-519		\$0.00		Cal04-7d/24hr/No Hol (Milestones)
General		684	684	0%	01-Jan-23	14-Nov-24	0	14-Jun-23	-519		\$0.00		Cal04-7d/24hr/No Hol (Milestones)
ContractNo_NTP	Issue Contractor NTP	0	0	100%	01-Jan-23	01-Jan-23	-2		-355	48	\$0.00		Cal04-7d/24hr/No Hol (Milestones)
ContractNo_MS0	MS#02 - Substantial Completion	0	0	0%		01-Oct-24	1	10-Apr-23	-540	0	\$0.00		Cal04-7d/24hr/No Hol (Milestones)
ContractNo_MS0	MS#01 - Contractor Field Completion	0	0	0%		14-Nov-24	0	14-Jun-23	-519	0	\$0.00		Cal04-7d/24hr/No Hol (Milestones)
ContractNo_MS0	MS#04 - Perform Final Traffic Move	0	0	0%		31-Aug-24	0	10-Apr-23	-508	0	\$0.00		Cal04-7d/24hr/No Hol (Milestones)
ContractNo_AR01	Access Restraint: Relocate UNI before Bridge Demos	0	0	100%	02-Aug-23		-1		-366	3	\$0.00		Cal04-7d/24hr/No Hol (Milestones)
ContractNo_MS0	MS#03 - Full Beneficial Use	0	0	0%		31-Aug-24	0	10-Apr-23	-508	0	\$0.00		Cal04-7d/24hr/No Hol (Milestones)
Durations		684	684	0%	01-Jan-23	14-Nov-24	0	14-Jun-23	-519		\$0.00		Cal04-7d/24hr/No Hol (Milestones)
ContractNo_1020	Construction Contract Duration (NTP to CFC)	684	684	68.89%	01-Jan-23	14-Nov-24	0	14-Jun-23	-519	0	\$0.00		Cal04-7d/24hr/No Hol (Milestones)
ContractNo_1010	Construction Contract Duration (NTP to SC)	640	640	78.54%	01-Jan-23	01-Oct-24	1	10-Apr-23	-540	0	\$0.00		Cal04-7d/24hr/No Hol (Milestones)
ContractNo_1030	Construction Contract Duration (NTP to AR01)	214	214	100%	01-Jan-23	02-Aug-23	-1	31-Jul-22	-367	3	\$0.00		Cal04-7d/24hr/No Hol (Milestones)
ContractNo_1000	Construction Contract Duration (NTP to FBU)	608	608	78.54%	01-Jan-23	31-Aug-24	0	10-Apr-23	-508	0	\$0.00		Cal04-7d/24hr/No Hol (Milestones)
Project Wide		0	0	0%			0				\$0.00		
Preconstruction		131	131	0%	01-Jan-23	12-Jul-23	285	12-Jul-22	-249		\$0.00		
ContractNo_PreCon	Pre-Construction Meeting	1	1	100%	03-Jan-23	03-Jan-23	14	10-Jan-22	-244	101	\$0.00		Cal01-5d/8hr/12hol

The tabular data can be formatted using the “format columns” icon below:



3.2 REPORT FORMATTING

1. Each schedule printout should contain a minimum amount of information to allow for proper identification of the paper schedule, this information is normally presented in the header or footer. Please include the following information:
 - a. Project Number and Name
 - b. Contractor Name and Schedule Consultant (if applicable)
 - c. Data Date, Run Date
 - d. Layout Name, Filter Name
 - e. Project Start Date, Project Finish Date.
 - f. Any applicable comments
 - g. Page Numbers

2. This information built into each layout provided in the Contractor Schedule Toolkit template files. It is suggested that the Contractor open the “Current vs Baseline Schedule Analysis” layout and select “save as” to create layouts for their own use and benefit.