Project Schedule

Roles: Director, Director Assistant, Project Manager, Project Manager Assistant

Project Status: All

The purpose of creating the Project Schedule is to:

- Begin the planning process.
- Obtain a project data summary of the project.
- Update the team on schedule modifications.
- Review the variance between planned and actual dates.

Create the Project Schedule	
Step	**Task**
1.	Click the drop-down next to Go To… and select **Project Schedule**.
2.	Scroll to the bottom of the page and click the **Edit Schedule** command button.
3.	Select the option next to each schedule phase/milestone used in the project in the **Include** column.
4.	Click the **OK** command button to clear milestone dates and durations. ~ OR ~ Click the **Cancel** command button to retain the milestone dates and durations. • If the schedule phases or milestone options are not cleared and dates are entered by providing durations, an error message may be received.

5.	Enter the dates.
	a. By providing durations:
	    o Enter the duration of the phase (in days) in the **Duration** column.
	    o Click the **Set Dates from Durations** command button.
	    o Click the **OK** command button to use the *Planned* dates or the **Cancel** command button to preserve Forecasted Dates.
	b. By using the calendar:
	    o Click the appropriate milestone date field.
	    o Select the **Set Dates Using Calendar** link in the upper right corner.
	    o Click the proposed date; place the cursor in the appropriate date field to set other dates using the Date Selection calendar.

6.	Click the **Save** command button.