

# Baselining

**Set Baseline**  
Take a snapshot of your schedule that includes information about tasks, resources, and assignments.  
  
Compare multiple baselines to see how your project has changed over time.

The screenshot displays the Microsoft Project Professional interface. The ribbon at the top shows the 'Project' tab with the 'Set Baseline' button highlighted. A dialog box titled 'Set Baseline' is open, showing options for 'Set baseline', 'Set interim plan', and 'Roll up baselines'. A 'View' dialog box is also open, showing the 'Baseline' tab selected. The Gantt chart on the right shows a project schedule with tasks and resources. The task list on the left shows a list of tasks with their durations and resource assignments.

Task ID	Task Name	Duration	Resources
1	Manage the CanNet project	33 wks	Tom Ayrton   Senior Plant Engineer
2	Set the project management framework	1 wk	Tom Ayrton   Senior Plant Engineer
3	Perform detailed design of the PTT system	5 wks	Bob Harvey   Senior Plant Designer
4	Write technical specification for the PTT system	2 wks	Ned Land   Mech. Engineer
5	Prepare tendering docs for the PTT system	1 wk	Alice Watkins   Proc. Officer
6	Send invitations to tender for the PTT system	0 wks	Alice Watkins   Proc. Officer
7	Open tenders and place order for the PTT system	1 wk	Tom Ayrton   Senior Plant Engineer
8	Perform technical design of the PTT system	1 wk	Bob Harvey   Senior Plant Designer
9	Prepare in-house design of the PTT system	1 wk	Ned Land   Mech. Engineer
10	Prepare contract documents for the PTT system	1 wk	Cyprien Méré   Electr. Engineer
11	Install the PTT system	1 wk	Ned Land   Mech. Engineer
12	Install the PTT system	1 wk	Ned Land   Mech. Engineer
13	Install the PTT system	1 wk	Ned Land   Mech. Engineer
14	Lay down the PTT system	1 wk	Ned Land   Mech. Engineer
15	Install the PTT system	1 wk	Ned Land   Mech. Engineer
16	Pull up and commission the PTT system	1 wk	Ned Land   Mech. Engineer
17	Install the PTT system	1 wk	Cyprien Méré   Electr. Engineer
18	Parametrize the PTT system	1 wk	Gédéon Spilett   Controls Engineer
19	Test and validate the PTT system	1 wk	Cyrus Smith   Software Engineer
20	Perform detailed design of the PTT system	1 wk	Cyrus Smith   Software Engineer
21	Write technical specification for the PTT system	1 wk	Bob Harvey   Senior Plant Designer
22	Prepare tendering docs for the PTT system	1 wk	Cyprien Méré   Electr. Engineer
23	Send invitations to tender for the PTT system	1 wk	Alice Watkins   Proc. Officer
24	Open tenders and place order for the electr. infrastr.	1 wk	Alice Watkins   Proc. Officer
25	Install the electr. infrastr. In the lab	1 wk	Tom Ayrton   Senior Plant Engineer, Alice Watkins   Proc. Officer
26	Install the electr. infrastr. In the lab	2 wks	Cyprien Méré   Electr. Engineer, Herbert I
27	Write technical specification for the lab's furniture	0.5 wks	Cyprien Méré   Electr. Engineer
28	Prepare tendering docs for the lab's furniture	0.5 wks	Alice Watkins   Proc. Officer
29	Send invitations to tender for the lab's furniture	0 wks	Alice Watkins   Proc. Officer
30	Open tenders and place order for the lab's furniture	1 wk	Tom Ayrton   Senior Plant Engineer, Alice Watkins   Proc. Officer
31	Arrange the furniture in the lab	2 wks	Cyprien Méré   Electr. Engineer
32	Prepare tendering docs for the specific tooling	0.5 wks	Alice Watkins   Proc. Officer