## When building a project – follow these steps:

- Enter project information in ND VIEW first – applies to all projects $100,000 or larger
- Create WBS tasks
- Add logical dependencies – don't do it based on resources
- Enter duration or effort (hours/work)
- Add resources, then level resource allocation where needed
- Create baseline

## Do the following when creating your schedule:

- Project Summary Task enabled
    - Should be Task 0 in the schedule
    - No need to have a "project name" as Task 1
    - To enable, go to the Format menu and check Project Summary Task
- Summary tasks
    - Should have a milestone task
    - No predecessors, successors, or resources assigned
- Milestones
    - No resources assigned
    - Duration is 0
    - Good practice is to have all tasks entered as a predecessor and not just the one with the latest date
- Resources
    - Use staff from Enterprise Resource Pool when available – all NDIT staff are in the Enterprise Resource Pool
    - Add "cost" resources from Enterprise Pool and add to tasks where appropriate (Contact an ND VIEW admin if you need a special cost resource)
    - Review to ensure resources are not overallocated (red dude in the indicators column)
- Costs
    - All costs must be in the schedule
    - Costs are assigned to a resource
- No Constraints
    - No constraints or hard dates
    - This is why we use predecessors
    - Use a Deadline if there is a date you are targeting or want a task to be completed by
- Baseline
    - Current baseline is saved as "Baseline" along with a numbered baseline (e.g., Baseline 1)
    - You should always have two baselines that are the same (e.g., "Baseline" is always your current baseline, "Baseline 1" is your original baseline, "Baseline 2-10" would be the current baseline if you have done a rebaseline or an updated baseline)
    - You can only do a rebaseline due to a scope change
- Actual Start, Actual Finish, and Percent Complete
    - Reflect real start and real finish dates
    - Include percent complete
- Work Hours
    - Work hours should be 0 when using a duration task type

## Items Specific to the State or ND VIEW:

- Key Tasks
    - This is a custom field for the State
    - Identify tasks appropriately
    - Not all milestones are a key task, but most key tasks will be milestones
    - Key tasks are reflected in the project status report
- Publishing the schedule
    - After saving, you will need the publish the schedule for it to update status information and reports