

Project Scheduling Quick Reference Card

1. Start from a **template** or PWA Project Type
2. Enter project information (metadata)
3. Create a **Work Breakdown Structure (WBS)**
4. Create logical **dependencies**
5. Enter task estimates (**effort**)
6. Assign **resources**
 - Use the Enterprise Resource Pool
 - Replace Generic with name resources
 - Resolve overallocations (leveling)
7. Set a **baseline**
 - Save Original Baseline as Baseline 1
 - Save Current Baseline as Baseline
8. Publish and begin tracking

Governance

Request

Scope

Critical Path

Duration/Work

Assignment/Cost

Corrective Action

Status