

Saving a Project

While you are working on your project, make sure that you save it to disk. It is good practice to save your project every fifteen minutes so that, if there is a power outage or power surge, you will lose only fifteen minutes of work at the most.

For a new project that you have not yet saved, you can choose either Save or Save As from the File menu. Once you have named your file, the Save command automatically saves the project under its existing filename. The Save As command can still be used if you want to give your project a new name, leaving the original file intact.

The first time you save a project, a *Planning Wizard* dialog box, shown in Figure 1-11 appears that asks, Would you like to save a baseline for [Project File Name]? A *baseline plan* is a copy of the schedule as it is now and is set once you are satisfied with the project schedule. The baseline lets you determine if your tasks are on schedule and if your costs are within the budget by comparing the actual schedule with updates and changes, to the original or baseline plan. You can set the baseline automatically every time you save your project, or you can set it manually. Manually setting the baseline is preferable because it gives you more control as to when you want it set. When you set a baseline, the task start and finish dates and resource and cost information are copied from the schedule to a baseline plan.

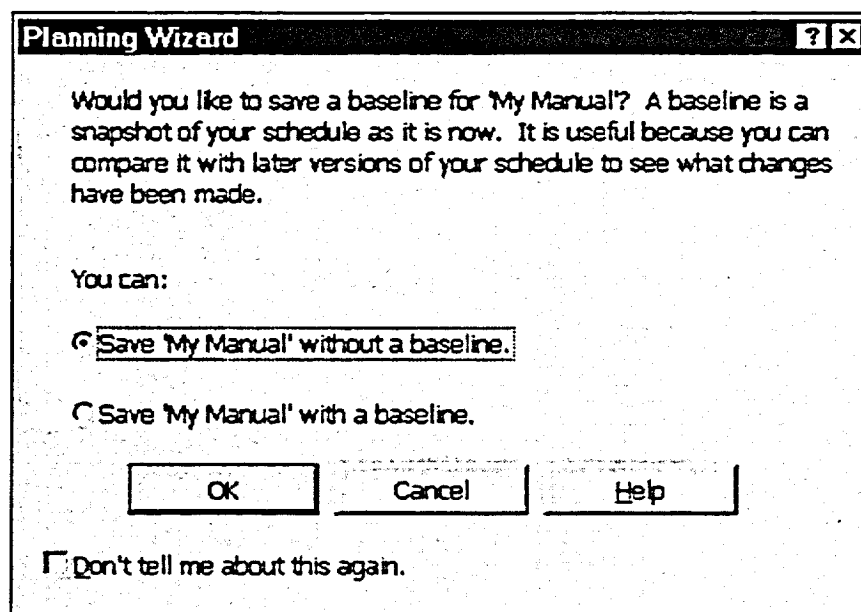


Figure 1-11: The Planning Wizard Dialog Box