

Milestones PROFESSIONAL[®] TUTORIALS

Lesson 10 - Master Schedules

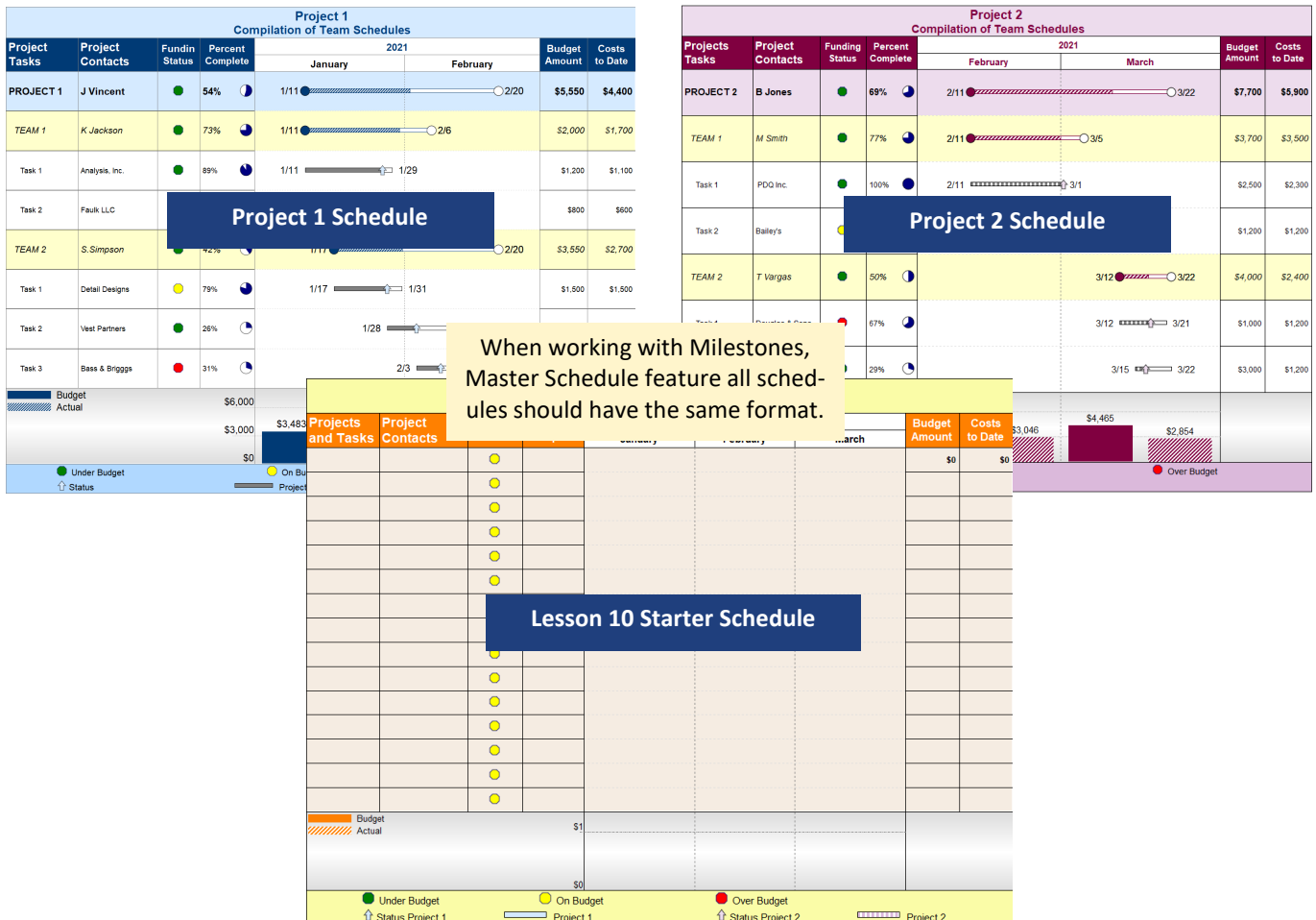
In this lesson you will learn how to:

- Create a master schedule from three sub-schedules.
- Make changes to the sub-schedules, and then update the master schedule.

Open the schedules for this lesson

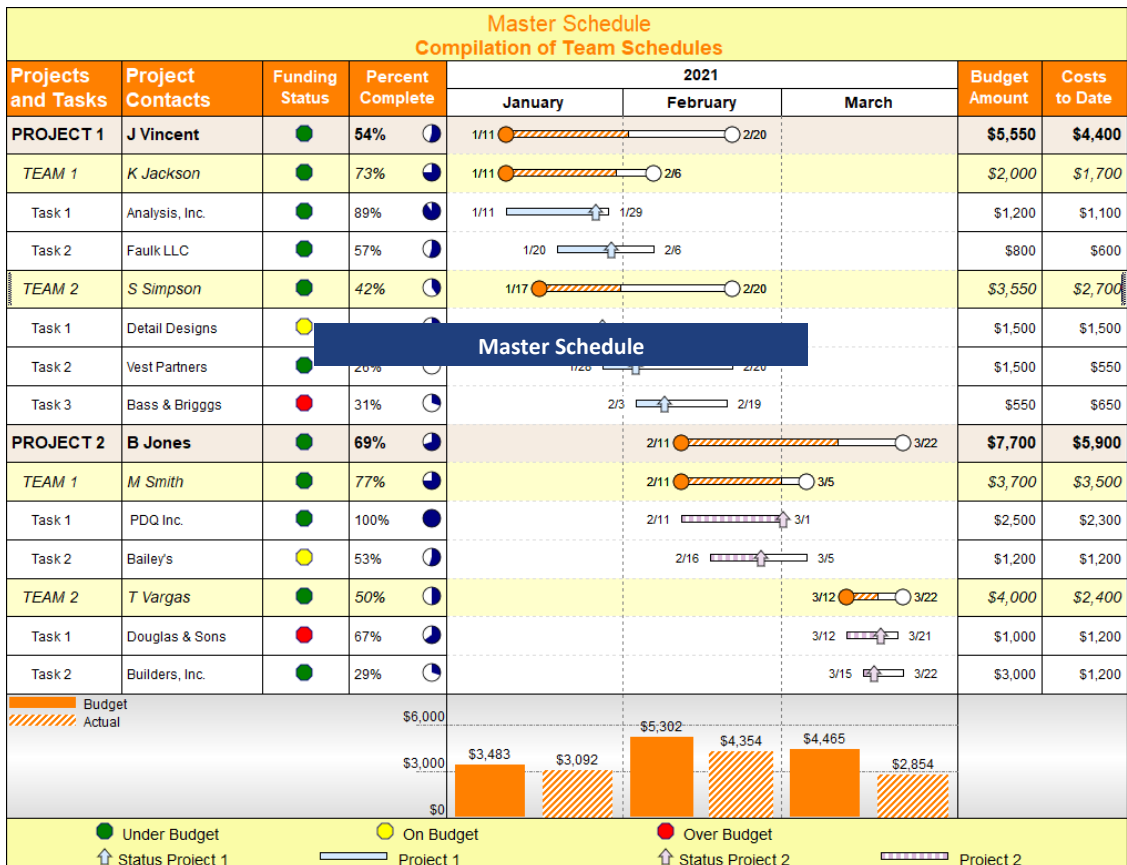
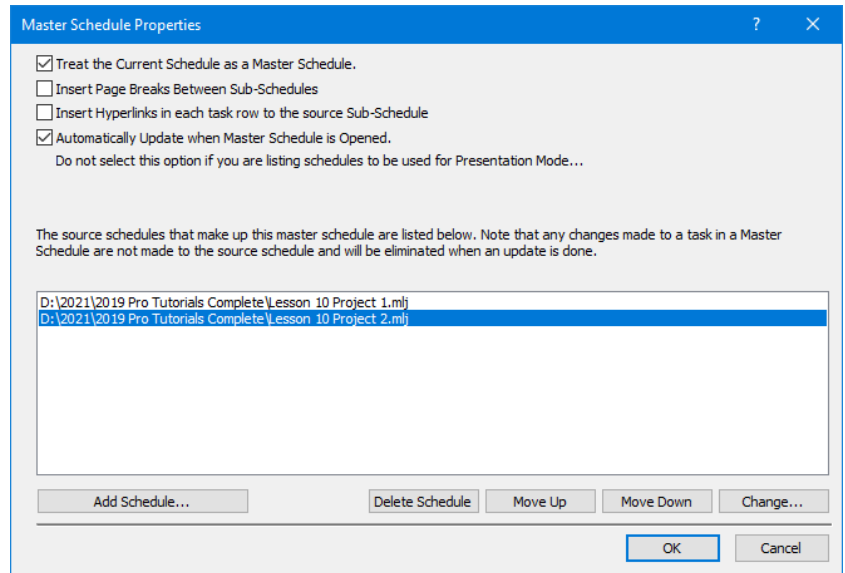
Open all three schedules used in this lesson.

1. On the toolbar, choose **File**.
2. In the **Files and Templates: Open and Save Options** section select **Open Samples or Lessons**. The **Open a Sample Chart** dialog displays.
3. Under **Select a Folder below to Open**, select **Lessons**. The Lesson schedules will display in the window to the right.
4. Pick **Lesson 10 Starter Schedule.mlj**.
5. Save the schedule to an accessible folder on your computer. Choose the **File** tab. In the **Files and Templates: Open and Save Options** section, choose **Save As...** In the menu that displays choose **Chart**. Name, then save the schedule.
6. Repeat the above instructions and open **Lesson 10 Project 1.mlj** and **Lesson 10 Project 2.mlj**.
7. Leave all three schedules open.
8. To go back and forth between schedules, choose the **View** tab. In the **Widow Controls** section, choose **Switch Windows**.



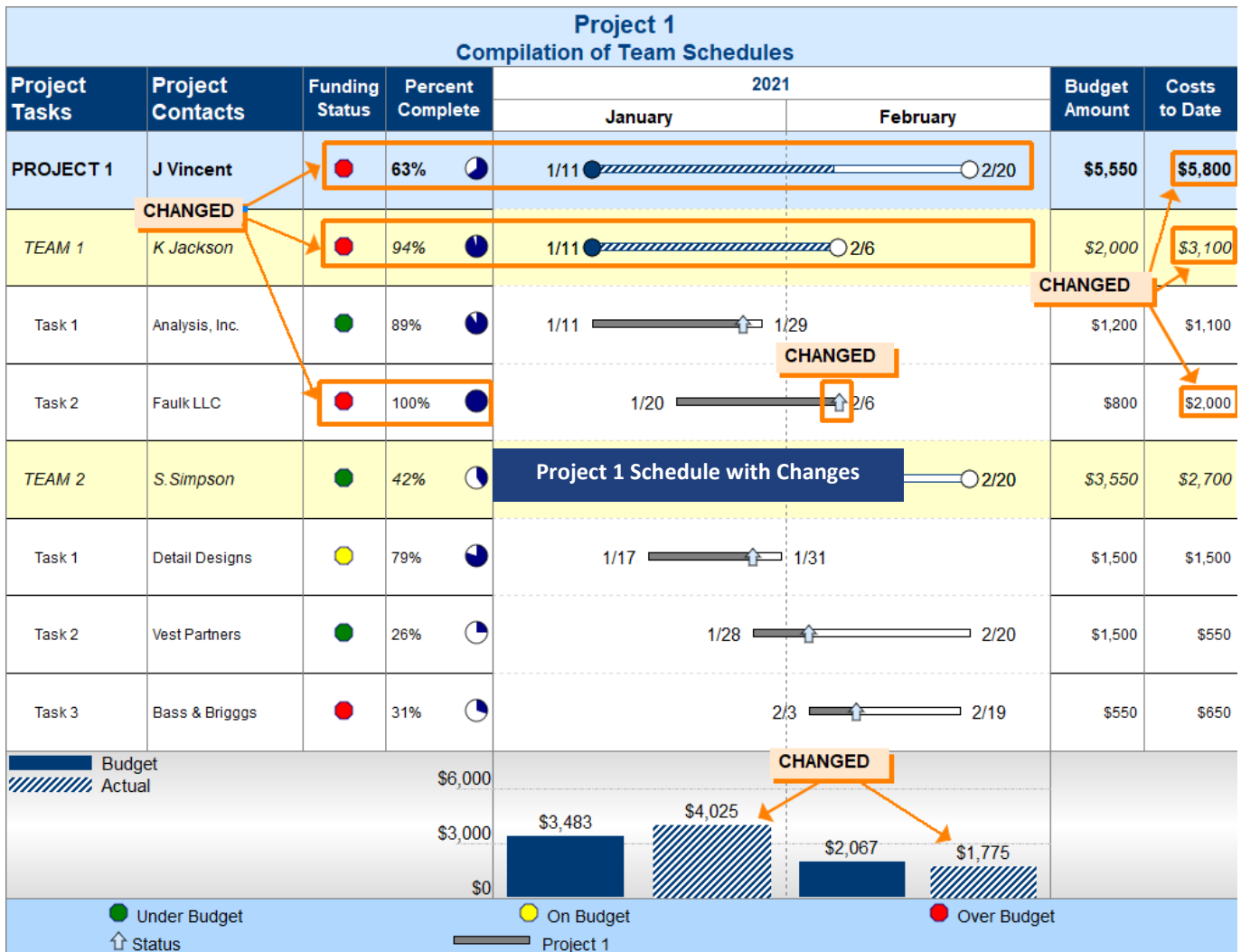
Create a Master Schedule

- Use the **View** tab to select **Lesson 10 Starter Schedule** to make it the active schedule.
- Choose the **File** tab.
- In the **Master/Update** section choose **Master Schedule...**, the **Master Schedule Properties** dialog box displays.
- Check on **Treat the Current Schedule as a Master Schedule**.
- Check on **Automatically Update when Master Schedule is Opened**.
- Click the **Add Schedule** button.
- Locate where you saved **Lesson 10 Project 1.mlj** and select it.
- Click the **Open** button. **Lesson 10 Project 1.mlj** path is now displayed in the **Master Schedule Properties** dialog.
- Click the **Add Schedule** button.
- Locate where you saved **Lesson 10 Project 2.mlj** and select it.
- Click the **Open** button. **Lesson 10 Project 2.mlj** path is now displayed in the **Master Schedule Properties** dialog.
- Choose **OK** to return to the schedule. Nothing appears in the master schedule until you update it.
- Choose the **File** tab.
- In the **Master/Update** section choose **Update Master Schedule, Linked Symbols** and then choose **Master Schedule**.
- The **Master Schedule Update Results** dialog box displays, showing which schedules were [Updated Successfully] or [Update Failed]. Choose **OK** to see the new schedule, containing the information from Project 1 and Project 2 schedules.
- Save** the schedule. (Do not close)



Make changes to the sub-schedule Lesson 10 Project 1 then Update the Master Schedule.

1. Use the **View | Widow Controls | Switch Windows** to select **Lesson 10 Project 1.mlj** to make it the active schedule..
2. Click the (↶) **Arrow** tool in the toolbox.
3. Go to **Team 1 - Task 2** task row, and click-and-drag the **blue arrow status symbol** to the date **2/6**. Notice the **Percent Complete** has changed to **100%**. As well as the Summary percent's for **Team 1** and **PROJECT 1**.
4. Click in (T) **Text** tool the toolbox.
5. In the **Cost to Date** column, on the **Team 1, Task 2** cell, click on **\$600** and change it to **2000**. Click out of the schedule. Notice the Funding Status symbols and Costs to Date values have changed for the tasks **Team 1-Task2, Team 1,** and **PROJECT 1**. Also the DataGraphs for **Actual** have changed.
6. **Save** the schedule.

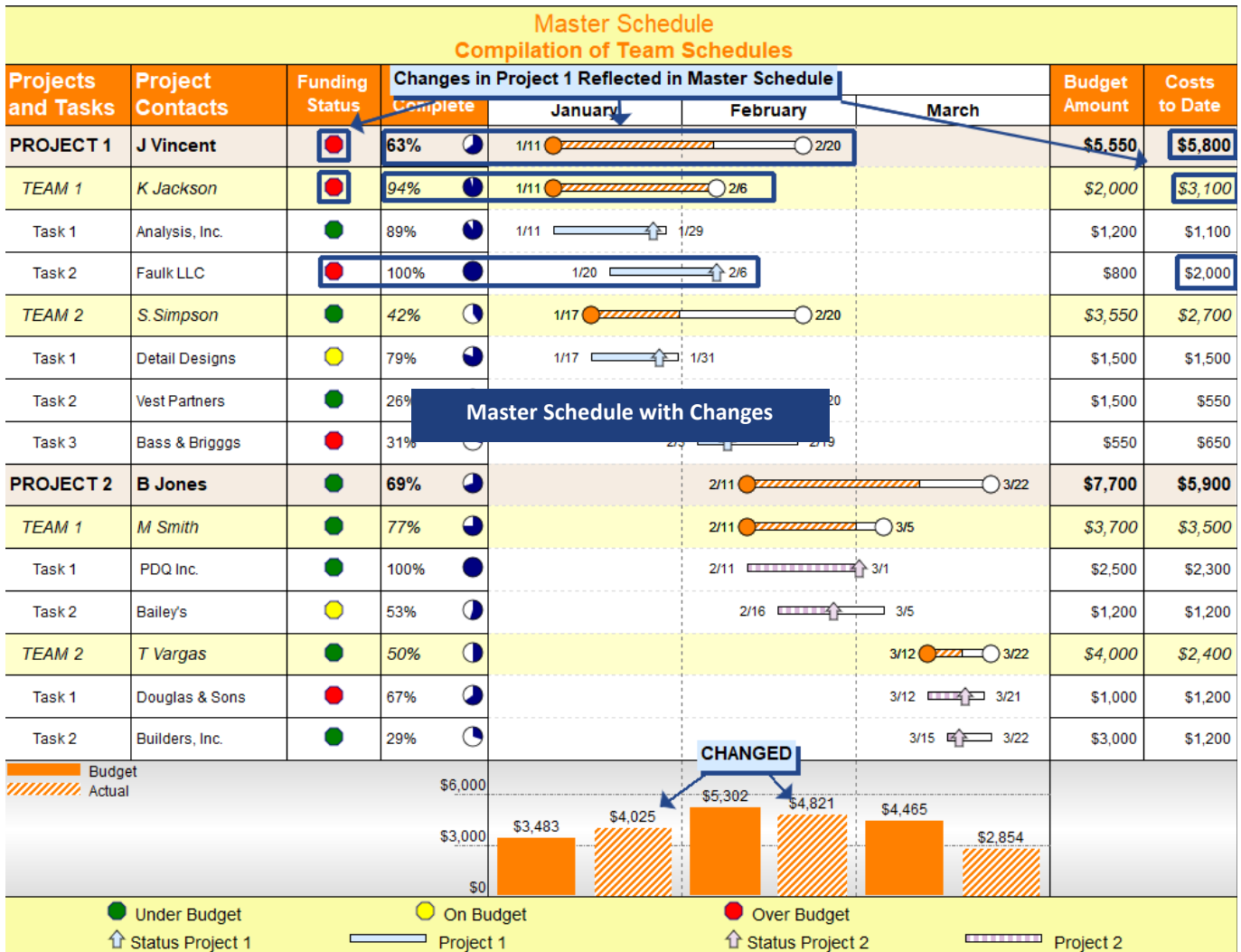


Now that the **Lesson 10 Project 1.mlj** schedule has changed the **Lesson 10 Starter Schedule.mlj** which is now a Master Schedule needs to be updated.

7. Use the **View** tab to select **Lesson 10 Starter Schedule .mlj** to make it the active schedule.
8. Choose the **File** tab.
9. In the **Master/Updates** section choose **Update Master Schedule, Linked Symbols**.
10. Choose **Master Schedule**.
11. The **Master Schedule Update Results** dialog box displays showing which schedules were [Updated Successfully] or [Update Failed]. Choose **OK** to see the new schedule. See the next page to view the updated Master Schedule.

Make changes to the sub-schedule Lesson 10 Project 1 then Update the Master Schedule. (continued)

Notice that the changes made in the **Lesson 10 Project 1.mlj** schedule appear in the **Lesson 10 Starter Schedule.mlj**. Funding Status symbols and Costs to Date values have changed for the tasks **Team 1-Task2**, **Team 1**, and **PROJECT 1**. Also the DataGraph results for **Actual** in the months of January and February have changed.



- You only need to set up the master schedule once.
- Changes in the master schedule do not appear in the sub-schedules.
- When the underlying schedules are changed (and saved) and the master schedule is updated, the master schedule will reflect the most recent saved changes.
- Schedules on other computers on your network can be referenced by a master schedule.
- Because master and sub-schedules need to have the same format, it's best to use a template when initially creating all sub-schedules and the master schedule.