



INTEGRATED PROJECT DELIVERY (IPD)

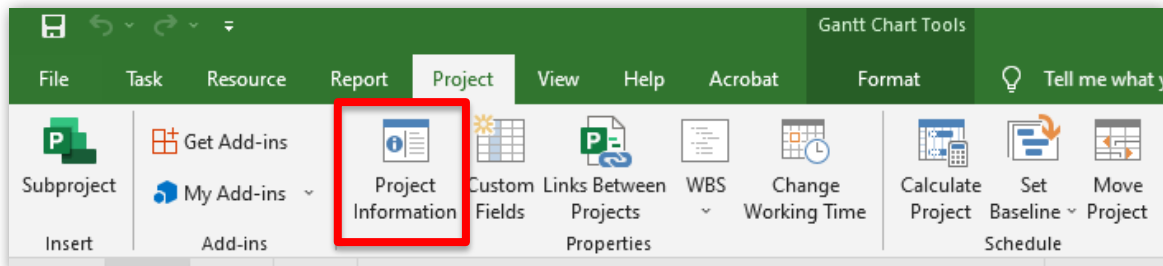
a CULTURE where we PROMISE
what we are GOING TO DO and
DELIVER what we PROMISE.

— NCDOT's Project Delivery Vision

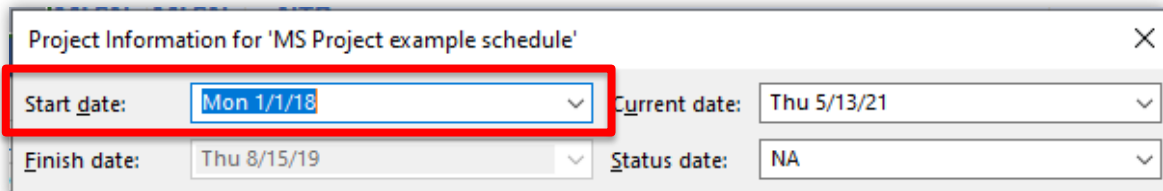
Microsoft Project Quick Reference

Set the Project Start Date

1. Click **Project**.
2. Click **Project Information**.

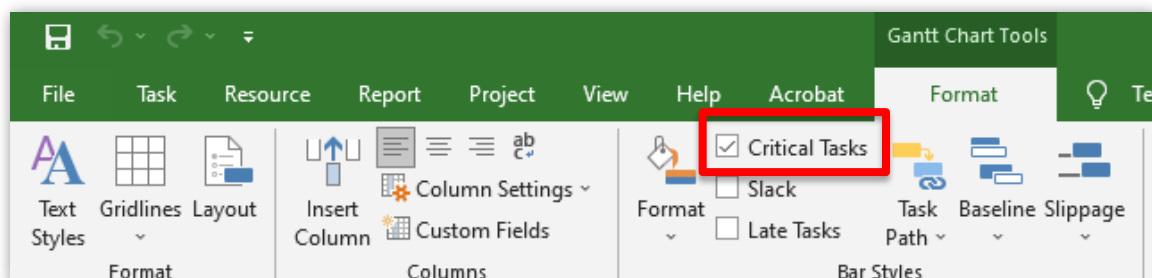


3. Enter the start date in the **Start Date** field.



View the Critical Path

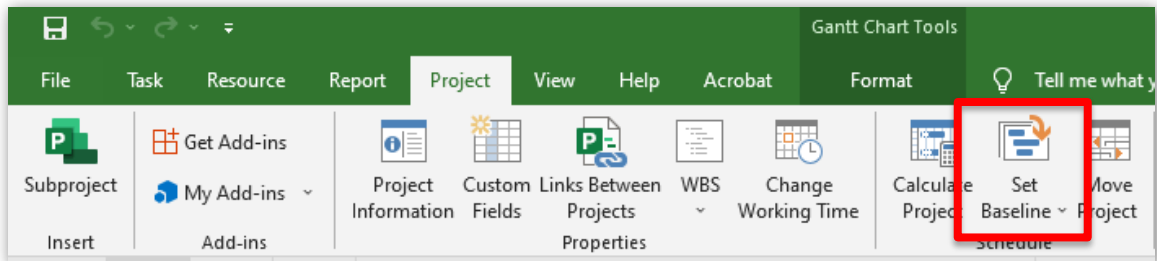
1. Click **Format**.
2. Click the **Critical Tasks** check box.



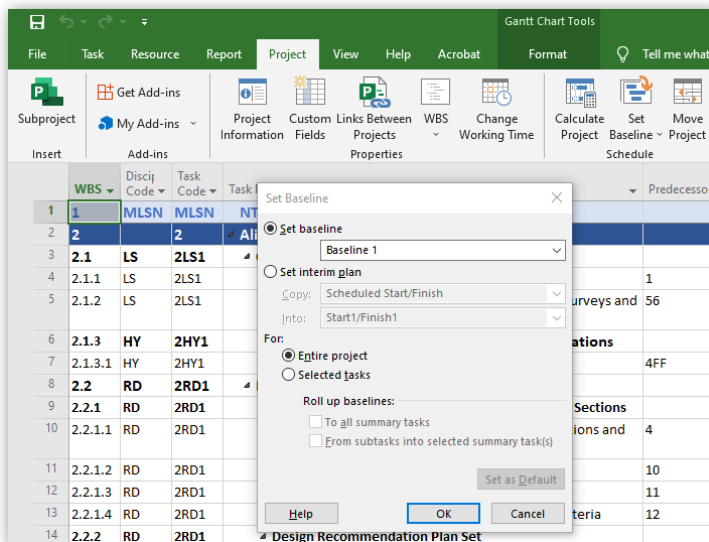
3. The critical path will be visible in red on the Gantt chart.

Set a Baseline

1. Click **Project**.
2. Click **Set Baseline > Set Baseline**.



3. Click **Set Baseline > Baseline X**.
 - a. Leave “Baseline” as your original copy and select Baseline 1 or above.

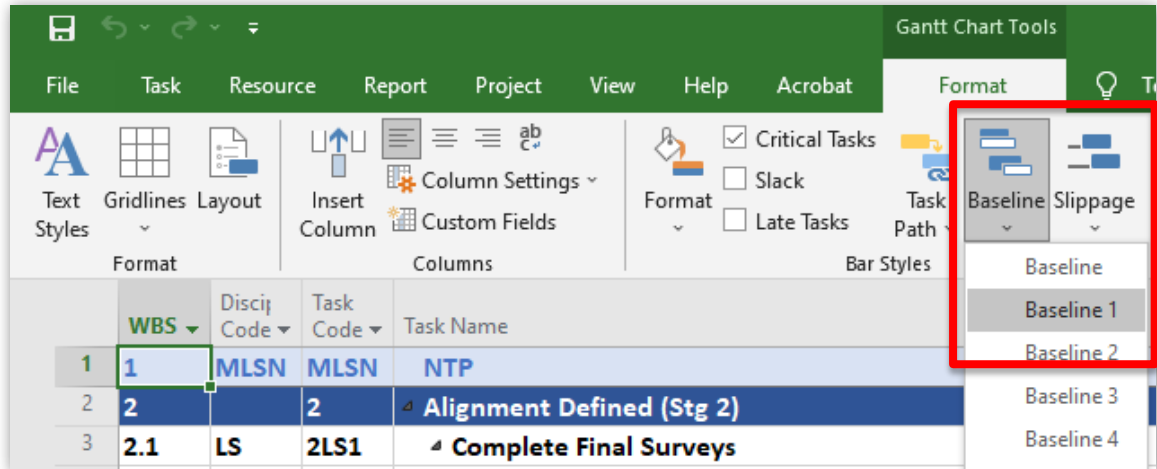


4. Click **Entire Project**.
5. Click **OK**.

Compare to Baseline

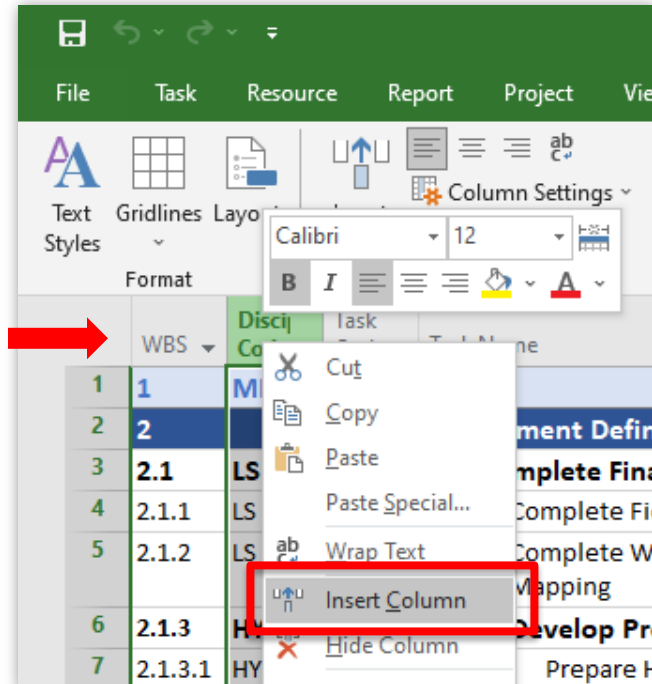
Compare the current schedule with a schedule that contains suggested updates.

1. Click **Format**.
2. Click **Baseline > Baseline X**.

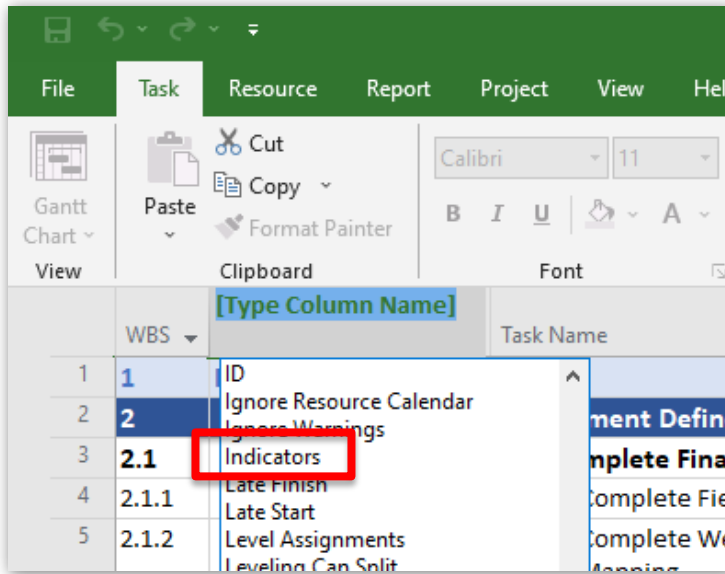



View Constraints

1. Right click anywhere in the table header.



- Click **Insert Column**, then click **Indicators**.



- Constraints are indicated by a calendar  icon in the Indicators column.
- Hover the mouse over the icon to show information about the constraint.

