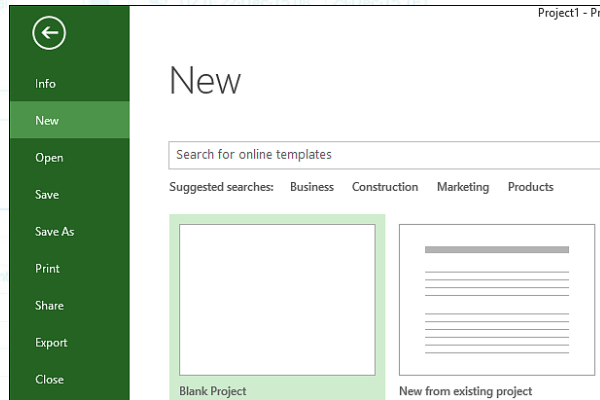


Project Information form – An extract from Planning and Control Using Microsoft Project 2013, 2016 & 2019 by Paul E Harris

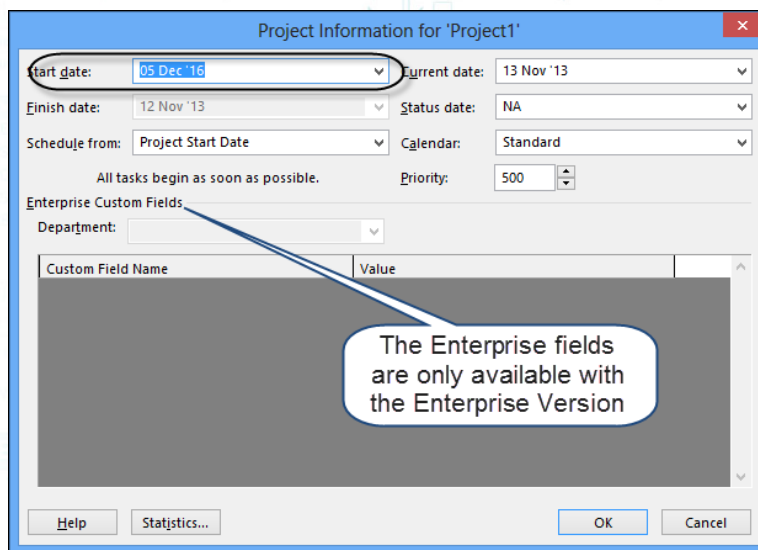
A blank project may be created from the **New Project** pane, which is displayed by:

- Keying in **Ctrl+N**,
- Selecting **File, New**, and click on **Blank Project**

A new project created from your **Global.mpt** will be displayed and the project name is shown at the top center of the screen.



At this point the **Project Start date** is normally set in the **Project Information** form. Select **Project, Properties** group, **Project Information** to open this form and the time if not displayed, is set by default from your **Options** usually at 08:00hrs or 08:00pm:



- When **Schedule from:** is set to the **Project Start Date**, the usual method of scheduling projects:
 - Enter the **Start date:** – This is the date before which no task will be scheduled to start.
 - The **Finish date:** – This is a calculated date and is the date of the completion of all tasks.
- When **Schedule from:** is set to the **Project Finish Date:**
 - All new tasks are set with a constraint of **As Late As Possible**, and you will not be creating a critical path schedule required by many contracts.
 - Summary Tasks are set to **As Late As Possible**, and
 - Therefore, all new tasks are scheduled before the **Project Finish Date** and not after the **Project Start Date**, which is now calculated by the software.




This option of scheduling from the **Project Finish Date** is not recommended as the schedule calculation gives some results that are difficult to understand because all the tasks are scheduled **As Late As Possible**. This also does not create a Critical Path schedule which is required in most contracts. This topic is covered in paragraph **Error! Reference source not found.**

- **Current Date:** – This field defaults to **today's date**; it represents the date today and may be changed at any time. This date has no effect on most calculations and reverts back to the system date each time a schedule is opened. The time is by default set to 8:00am or 08:00hrs.



The **Current Date** is set to the system date each time a schedule is opened. It is recommended that this date not be used for identifying the **Data Date**. The **Status Date** does not change and this date should always be used for identifying the **Data Date**.

- **Status Date:** – This is an optional field used when updating a project. This topic is covered in the **TRACKING PROGRESS** chapter. After this date has been set, it may be displayed as a gridline. You may remove the date by typing **NA** into the field. The time is by default set to 17:00pm or 17:00hrs.
- **Calendar:** – This is the project **Base** calendar that is used to calculate the durations of all tasks unless they have:
 - A resource with an edited resource calendar, or
 - A different task calendar assigned.
- **Priority:** – This is the project priority when sharing resources over a number of projects. The high priority is 1000 is and the lowest is 0.
- Click on the  button to open the **Project Statistics** form, which outlines statistical information about the project.

A new blank project copies default values such as the Standard calendar from the **Global.mpt** file. The **Global.mpt** file is a template on your computer used to create blank projects and this may be edited using the **File, Info, Organizer** utility.

This article is an extract from the book **Planning and Control Using Microsoft Project 2013, 2016 & 2019** by Paul E Harris and explains how these dates and fields operate, click here to read the article.

To see more explanations like this then please consider purchasing this Microsoft Project book by Paul Harris which is available in many formats, paperback, spiral, Kobo, Kindle and iTunes.

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