



Best Practices/Overall Project Structure

Written from the perspective of best practices to build a good project schedule and then maintain a healthy, corruption-free Project Server database.

Create Projects using Enterprise Templates

Templates save you time and improve quality by providing the overall structure and organizational standards that are expected in your business without you struggling through the creation of each project schedule from scratch. Remember to start each project/template with a Work Breakdown Structure (focused on what you are creating) before you begin adding the linkages, resources, effort or duration (how you will create the deliverable). The WBS will help you keep your project scope in check!

Always do File > Close before exiting Project Pro

This step is simple to do and will make sure that your project has been properly saved and that all parameters are established as you have planned.

Always check in the file (at least at the end of day)

Leaving projects in a checked out status for too long increases the chances of miscommunication and may prevent others from getting to your project schedule when they need to.

Any comments or requests?
Please don't hesitate to let us know!