Baselines Best Practices

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The purpose of this document is to explain the best method to use baselines so as to allow for continuity of data, ease of reporting and to allow for the maximum benefit from baselines with the least amount of effort.

The purpose of the baseline is to allow the organization to compare the original version of the schedule to its current state. This allows for tracking, reporting and ultimately to better future schedules. To quote Microsoft "A well-managed project often involves comparing a project to earlier version of it. This is a critical part of tracking a project." It is important to note that saving a baseline for the schedule does more than just save Start and Finish dates. There are twenty or so data points that are saved when a baseline is saved – this includes dates, durations, work and cost categories. Without baselines, Earned Value Management (EVM) is not possible.

For purposes of this document and to have understandable screenshots and descriptions there are some clarifications we should make:
1. We will only concentrate on showing the effects of the Finish Date field.
2. There are 11 sets of Baseline Fields that can be used in Project Professional 2010
3. The Baseline fields have a slightly confusing naming convention:
    a. The "normal", standard baseline field that is the default system field for reporting is called "Baseline …"
    b. The SECOND Baseline field is called "Baseline 1…"
    c. The THIRD Baseline field is called "Baseline 2…."
    d. As an example, the first time that we save the baseline for the finish date the field is called "Baseline Finish Date" but if we save a second baseline then it will be "Baseline 1 Finish Date".
    e. This will become clearer as we go through the examples but this is an important naming convention that needs to be understood.
4. We are using a customized view for demonstrative purposes but it is easy to create a standard baseline view or to include baseline columns in other standard views. OR, it is just as easy to not have any baseline columns in any views if the user prefers not to see them.
5. The name of our schedule is "Baseline Sample".
6. We have ten tasks, all linked sequentially and all 5 days in duration.

The first step to saving the baseline is to have the agreed upon "final" version of the schedule. It is best to save the baseline before any work has begun on the schedule. In

some cases, particularly with schedules that have long durations, the first part of a schedule may be the only finalized part of the schedule with the timing of the latter part of the schedule not yet finalized – that is ok. It is still best to save the initial baseline at the beginning and as we will see the other dates can be baselined later.

So, here is our schedule with no baselines saved. It is a total of 50 days (ten tasks all at 5 day durations).
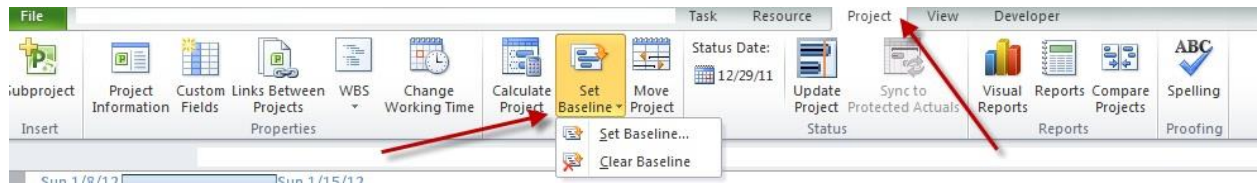
Task Name	Duration	Start	Finish	Predecessors
Baseline Sample	50 days	Mon 1/9/12	Fri 3/16/12	
Task One	5 days	Mon 1/9/12	Fri 1/13/12	
Task Two	5 days	Mon 1/16/12	Fri 1/20/12	1
Task Three	5 days	Mon 1/23/12	Fri 1/27/12	2
Task Four	5 days	Mon 1/30/12	Fri 2/3/12	3
Task Five	5 days	Mon 2/6/12	Fri 2/10/12	4
Task Six	5 days	Mon 2/13/12	Fri 2/17/12	5
Task Seven	5 days	Mon 2/20/12	Fri 2/24/12	6
Task Eight	5 days	Mon 2/27/12	Fri 3/2/12	7
Task Nine	5 days	Mon 3/5/12	Fri 3/9/12	8
Task Ten	5 days	Mon 3/12/12	Fri 3/16/12	9

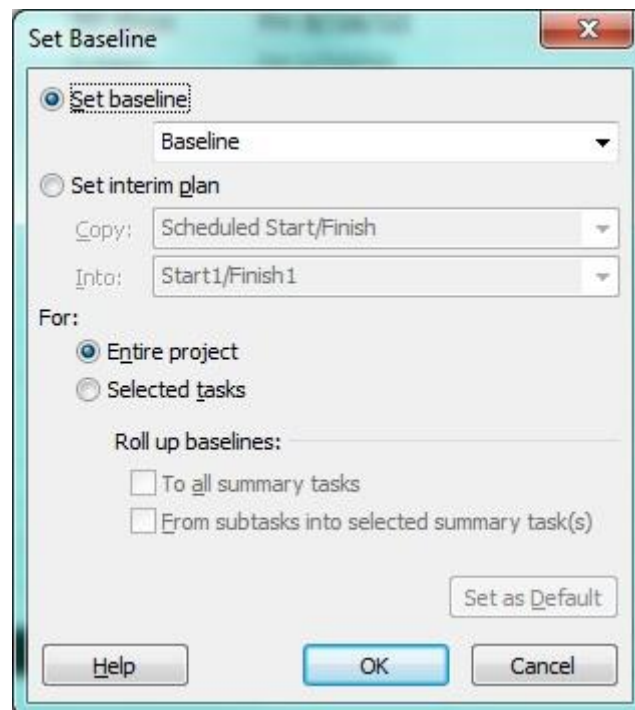And, to be more specific, here is what our Baseline fields look like right now. (Only showing the Finish Dates.)

Task Name	Duration	Finish	Predecessors	Baseline Finish	Baseline1 Finish	Baseline2 Finish
Baseline Sample	50 days	Fri 3/16/12		NA	NA	NA
Task One	5 days	Fri 1/13/12		NA	NA	NA
Task Two	5 days	Fri 1/20/12	1	NA	NA	NA
Task Three	5 days	Fri 1/27/12	2	NA	NA	NA
Task Four	5 days	Fri 2/3/12	3	NA	NA	NA
Task Five	5 days	Fri 2/10/12	4	NA	NA	NA
Task Six	5 days	Fri 2/17/12	5	NA	NA	NA
Task Seven	5 days	Fri 2/24/12	6	NA	NA	NA
Task Eight	5 days	Fri 3/2/12	7	NA	NA	NA
Task Nine	5 days	Fri 3/9/12	8	NA	NA	NA
Task Ten	5 days	Fri 3/16/12	9	NA	NA	NA

To save the baseline for the first time, click on the Project toolbar and select the Set Baseline drop down from the ribbon.

After selecting the Set Baseline option a pop up box will appear. At first glance this seems like a simple box but there are a couple of items that are very important. The first is the drop down under the "Set Baseline" option. As we will see in a moment, this will provide us with the date the last Baseline was saved and which Baselines are unused. The second section is absolutely critical for being able to save multiple baselines throughout the life of the schedule. We will cover that in more detail after we save the initial baselines.
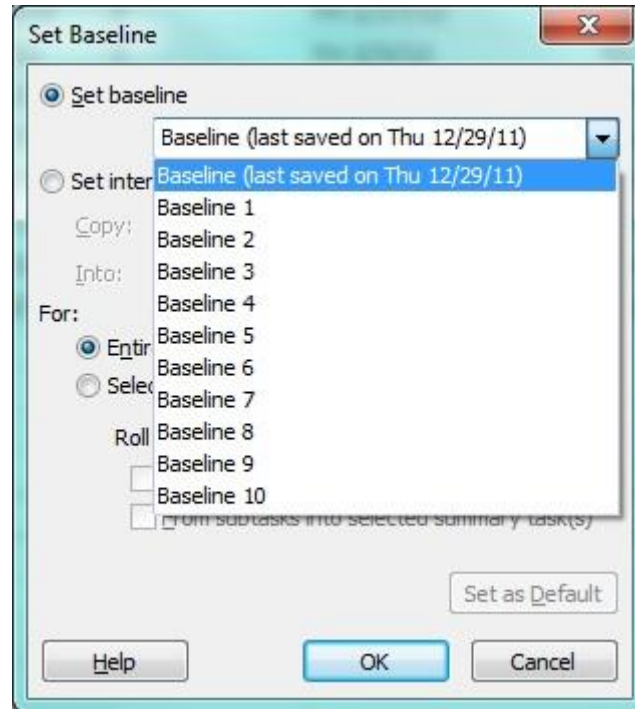
To save our first baseline, we want to make sure that "Set Baseline" is selected and that we are saving to the default drop down option of "Baseline". AND, we want to make sure that "Entire Project" is selected. Just click "OK" and the baseline will be saved. Now our schedule shows information in the default Baseline Finish field.

Task Name	Duration	Finish	Predecessors	Baseline Finish	Baseline1 Finish	Baseline2 Finish
Baseline Sample	50 days	Fri 3/16/12		Fri 3/16/12	NA	NA
Task One	5 days	Fri 1/13/12		Fri 1/13/12	NA	NA
Task Two	5 days	Fri 1/20/12	1	Fri 1/20/12	NA	NA
Task Three	5 days	Fri 1/27/12	2	Fri 1/27/12	NA	NA
Task Four	5 days	Fri 2/3/12	3	Fri 2/3/12	NA	NA
Task Five	5 days	Fri 2/10/12	4	Fri 2/10/12	NA	NA
Task Six	5 days	Fri 2/17/12	5	Fri 2/17/12	NA	NA
Task Seven	5 days	Fri 2/24/12	6	Fri 2/24/12	NA	NA
Task Eight	5 days	Fri 3/2/12	7	Fri 3/2/12	NA	NA
Task Nine	5 days	Fri 3/9/12	8	Fri 3/9/12	NA	NA
Task Ten	5 days	Fri 3/16/12	9	Fri 3/16/12	NA	NA

This is great and we have a baseline that will work for reporting and allow us to have the comparison that we need. HOWEVER, what we don't have is a saved "permanent" copy of the baseline because we are going to assume that at some point during the life of this project there will be an approved change that will modify the baseline. So, what we need to do immediately after saving the original baseline is to go right back to Project, Set Baseline and select the second baseline. (Remember, the second baseline is labeled as Baseline 1.) The drop down will now show the first baseline that we just saved and will show that the second baseline is unused.

Therefore, we will select "Baseline 1" and make sure that "Entire Project" is selected and click on "OK". Our schedule now has "Baseline Finish" and "Baseline 1 Finish" and they are identical.

Task Name	Duration	Finish	Predecessors	Baseline Finish	Baseline1 Finish	Baseline2 Finish
Baseline Sample	50 days	Fri 3/16/12		Fri 3/16/12	Fri 3/16/12	NA
Task One	5 days	Fri 1/13/12		Fri 1/13/12	Fri 1/13/12	NA
Task Two	5 days	Fri 1/20/12	1	Fri 1/20/12	Fri 1/20/12	NA
Task Three	5 days	Fri 1/27/12	2	Fri 1/27/12	Fri 1/27/12	NA
Task Four	5 days	Fri 2/3/12	3	Fri 2/3/12	Fri 2/3/12	NA
Task Five	5 days	Fri 2/10/12	4	Fri 2/10/12	Fri 2/10/12	NA
Task Six	5 days	Fri 2/17/12	5	Fri 2/17/12	Fri 2/17/12	NA
Task Seven	5 days	Fri 2/24/12	6	Fri 2/24/12	Fri 2/24/12	NA
Task Eight	5 days	Fri 3/2/12	7	Fri 3/2/12	Fri 3/2/12	NA
Task Nine	5 days	Fri 3/9/12	8	Fri 3/9/12	Fri 3/9/12	NA
Task Ten	5 days	Fri 3/16/12	9	Fri 3/16/12	Fri 3/16/12	NA

Now the work begins on the schedule and it is updated accordingly. And, for our sample schedule we will say that the first four tasks are completed on time. However, Task Five
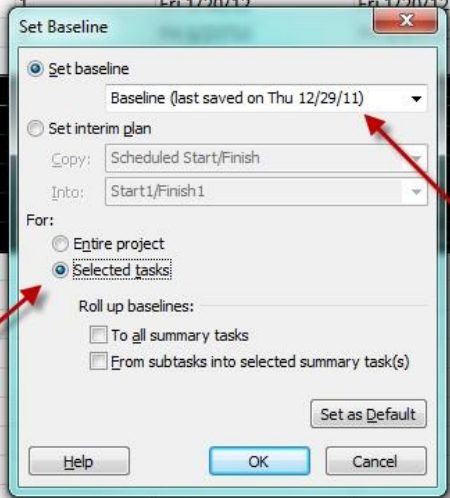
gets totally derailed and we realize that tasks Seven, Eight and Nine are understated as well. We adjust our schedule accordingly and now we have the following dates for tasks five through ten.

Task Name	Duration	Finish	Predecessors	Baseline Finish	Baseline1 Finish	Baseline2 Finish
⊟ **Baseline Sample**	**102 days**	**Tue 5/29/12**		**Fri 3/16/12**	**Fri 3/16/12**	**NA**
Task One	5 days	Fri 1/13/12		Fri 1/13/12	Fri 1/13/12	NA
Task Two	5 days	Fri 1/20/12	1	Fri 1/20/12	Fri 1/20/12	NA
Task Three	5 days	Fri 1/27/12	2	Fri 1/27/12	Fri 1/27/12	NA
Task Four	5 days	Fri 2/3/12	3	Fri 2/3/12	Fri 2/3/12	NA
Task Five	22 days	Tue 3/6/12	4	Fri 2/10/12	Fri 2/10/12	NA
Task Six	5 days	Tue 3/13/12	5	Fri 2/17/12	Fri 2/17/12	NA
Task Seven	15 days	Tue 4/3/12	6	Fri 2/24/12	Fri 2/24/12	NA
Task Eight	25 days	Tue 5/8/12	7	Fri 3/2/12	Fri 3/2/12	NA
Task Nine	10 days	Tue 5/22/12	8	Fri 3/9/12	Fri 3/9/12	NA
Task Ten	5 days	Tue 5/29/12	9	Fri 3/16/12	Fri 3/16/12	NA

After going through the business approval processes, it is agreed that the reasons for the delays are acceptable reasons to re-baseline the project. And, that is why we saved Baseline and Baseline 1 in the first place. We will have a record of the original baseline (in Baseline 1) when we change the baseline field. This will allow us to have accurate reporting for the current state of the project but will also give us archival information to come back to later based on the original baseline.
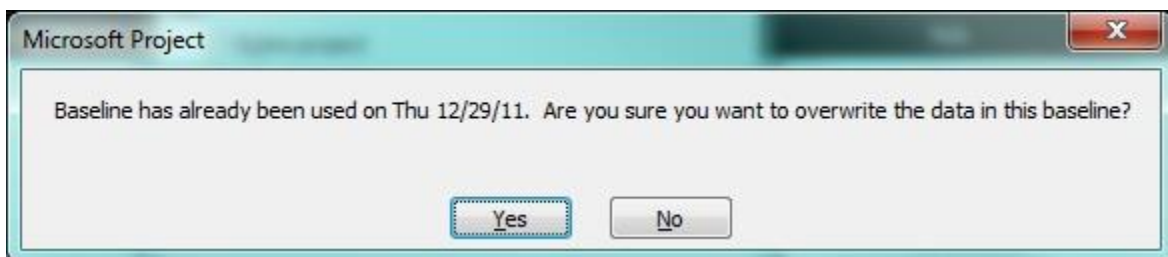
To save the new baseline FOR THE CHANGED TASKS we will select tasks five through ten. Then, we will go back to the Set Baseline dropdown and select the original baseline field – Baseline. AND, we will select the option "Selected Tasks". (We will come back and explain the roll up option later.)

	Task Name	Duration	Finish	Predecessors	Baseline Finish	Baseline1 Finish	Baseline2 Finish
0	Baseline Sample	102 days	Tue 5/29/12		Fri 3/16/12	Fri 3/16/12	NA
1	Task One	5 days	Fri 1/13/12		Fri 1/13/12	Fri 1/13/12	NA
2	Task Two	5 days	Fri 1/20/12	1	Fri 1/20/12	Fri 1/20/12	NA
3	Task Three	5 days	Fri 1/27/12				NA
4	Task Four	5 days	Fri 2/3/12				NA
5	Task Five	22 days	Tue 3/6/12				NA
6	Task Six	5 days	Tue 3/13/12				NA
7	Task Seven	15 days	Tue 4/3/12				NA
8	Task Eight	25 days	Tue 5/8/12				NA
9	Task Nine	10 days	Tue 5/22/12				NA
10	Task Ten	5 days	Tue 5/29/12				NA

Note that a warning box will appear. This is the user's last chance to confirm that "Selected Tasks" are selected and that the correct baseline (which should be "Baseline") will be overwritten.

Click on Yes and we can then see that in our schedule the Baseline Finish field has changed to match our new baseline. AND, we have our original data in the Baseline 1 Finish field.

	Task Name	Duration	Finish	Predecessors	Baseline Finish	Baseline1 Finish	Baseline2 Finish
0	**Baseline Sample**	**102 days**	**Tue 5/29/12**		**Fri 3/16/12**	**Fri 3/16/12**	**NA**
1	Task One	5 days	Fri 1/13/12		Fri 1/13/12	Fri 1/13/12	NA
2	Task Two	5 days	Fri 1/20/12	1	Fri 1/20/12	Fri 1/20/12	NA
3	Task Three	5 days	Fri 1/27/12	2	Fri 1/27/12	Fri 1/27/12	NA
4	Task Four	5 days	Fri 2/3/12	3	Fri 2/3/12	Fri 2/3/12	NA
5	Task Five	22 days	Tue 3/6/12	4	Tue 3/6/12	Fri 2/10/12	NA
6	Task Six	5 days	Tue 3/13/12	5	Tue 3/13/12	Fri 2/17/12	NA
7	Task Seven	15 days	Tue 4/3/12	6	Tue 4/3/12	Fri 2/24/12	NA
8	Task Eight	25 days	Tue 5/8/12	7	Tue 5/8/12	Fri 3/2/12	NA
9	Task Nine	10 days	Tue 5/22/12	8	Tue 5/22/12	Fri 3/9/12	NA
10	Task Ten	5 days	Tue 5/29/12	9	Tue 5/29/12	Fri 3/16/12	NA

We have one more step that we need to do though. Just as we had this change, we should account for future changes and immediately save the new version in Baseline 2 Finish as well. So, select the same tasks again and this time select the third baseline option, which is the Baseline 2 field. And, ensure that "Selected Tasks" is selected.

	Task Name	Duration	Finish	Predecessors	Baseline Finish	Baseline1 Finish	Baseline2 Finish
0	**Baseline Sample**	**102 days**	**Tue 5/29/12**		**Fri 3/16/12**	**Fri 3/16/12**	**NA**
1	Task One	5 days	Fri 1/13/12		Fri 1/13/12	Fri 1/13/12	NA
2	Task Two	5 days	Fri 1/20/12	1	Fri 1/20/12	Fri 1/20/12	NA
3	Task Three	5 days	Fri 1/27/12	2	Fri 1/27/12	Fri 1/27/12	NA
4	Task Four	5 days	Fri 2/3/12	3	Fri 2/3/12	Fri 2/3/12	NA
5	Task Five	22 days	Tue 3/6/12	4	Tue 3/6/12	Fri 2/10/12	Tue 3/6/12
6	Task Six	5 days	Tue 3/13/12	5	Tue 3/13/12	Fri 2/17/12	Tue 3/13/12
7	Task Seven	15 days	Tue 4/3/12	6	Tue 4/3/12	Fri 2/24/12	Tue 4/3/12
8	Task Eight	25 days	Tue 5/8/12	7	Tue 5/8/12	Fri 3/2/12	Tue 5/8/12
9	Task Nine	10 days	Tue 5/22/12	8	Tue 5/22/12	Fri 3/9/12	Tue 5/22/12
10	Task Ten	5 days	Tue 5/29/12	9	Tue 5/29/12	Fri 3/16/12	Tue 5/29/12

By saving Baseline 2 we now have a record of when we changed baselines and we have some valuable information for reporting purposes. We can come back at any time and see when our schedule needed to be re-baselined and how close each baseline came to the final result.

This process can be repeated up to 11 times with the Baseline field always being the current, correct and approved baseline and the other baseline fields being the information that will make us better in the future.

A question I always seem to get at this point is "What happens if we use all 11 baselines?" I have two answers. First, from a technical perspective, the solution is to

just keep overwriting Baseline and Baseline 10 (which is the eleventh baseline). Second, and more importantly, if the user is using all 11 baselines, review the business process and/or the scheduling ability. It may be that other issues that need to be resolved that Project is merely highlighting. (That said, yes, I (Collin) has seen one company that used all 11 baselines and due to what they were using it for and they probably could have used about 100 baselines per project but that was a business decision.)

Now that we have the basic concept down let's review the option for the rollup in the "Set Baseline" option box. For that we will add some tasks to the schedule and add some summary tasks. We have now added tasks eleven through twenty and given them each five day durations. We have added two summary tasks, Summary One and Two. (Note that even though we are using the same schedule as before because these are new tasks there are is no baseline information. This will happen to a task if the user added it in the middle of a schedule as well.)

	Task Name	Duration	Finish	Predecessors	Baseline Finish	Baseline1 Finish	Baseline2 Finish
0	**Baseline Sample**	**152 days**	**Tue 8/7/12**		**Fri 3/16/12**	**Fri 3/16/12**	**NA**
1	Task One	5 days	Fri 1/13/12		Fri 1/13/12	Fri 1/13/12	NA
2	Task Two	5 days	Fri 1/20/12	1	Fri 1/20/12	Fri 1/20/12	NA
3	Task Three	5 days	Fri 1/27/12	2	Fri 1/27/12	Fri 1/27/12	NA
4	Task Four	5 days	Fri 2/3/12	3	Fri 2/3/12	Fri 2/3/12	NA
5	Task Five	22 days	Tue 3/6/12	4	Tue 3/6/12	Fri 2/10/12	Tue 3/6/12
6	Task Six	5 days	Tue 3/13/12	5	Tue 3/13/12	Fri 2/17/12	Tue 3/13/12
7	Task Seven	15 days	Tue 4/3/12	6	Tue 4/3/12	Fri 2/24/12	Tue 4/3/12
8	Task Eight	25 days	Tue 5/8/12	7	Tue 5/8/12	Fri 3/2/12	Tue 5/8/12
9	Task Nine	10 days	Tue 5/22/12	8	Tue 5/22/12	Fri 3/9/12	Tue 5/22/12
10	Task Ten	5 days	Tue 5/29/12	9	Tue 5/29/12	Fri 3/16/12	Tue 5/29/12
11	Summary One	25 days	Tue 7/3/12		NA	NA	NA
12	Task Eleven	5 days	Tue 6/5/12	10	NA	NA	NA
13	Task Twelve	5 days	Tue 6/12/12	12	NA	NA	NA
14	Task Thirteen	5 days	Tue 6/19/12	13	NA	NA	NA
15	Task Fourteen	5 days	Tue 6/26/12	14	NA	NA	NA
16	Task Fifteen	5 days	Tue 7/3/12	15	NA	NA	NA
17	Summary Two	25 days	Tue 8/7/12		NA	NA	NA
18	Task Sixteen	5 days	Tue 7/10/12	16	NA	NA	NA
19	Task Seventeen	5 days	Tue 7/17/12	18	NA	NA	NA
20	Task Eighteen	5 days	Tue 7/24/12	19	NA	NA	NA
21	Task Nineteen	5 days	Tue 7/31/12	20	NA	NA	NA
22	Task Twenty	5 days	Tue 8/7/12	21	NA	NA	NA

For the rest of this example, we will ignore tasks one through ten and basically start over using Baseline, Baseline 1 and Baseline 2 fields.

The first thing we are going to do is save our Baseline and Baseline 1 fields so that we now have data in the baseline columns for the new tasks.

	Task Name	Duration	Finish	Predecessors	Baseline Finish	Baseline1 Finish	Baseline2 Finish
11	Summary One	25 days	Tue 7/3/12		Tue 7/3/12	Tue 7/3/12	NA
12	Task Eleven	5 days	Tue 6/5/12	10	Tue 6/5/12	Tue 6/5/12	NA
13	Task Twelve	5 days	Tue 6/12/12	12	Tue 6/12/12	Tue 6/12/12	NA
14	Task Thirteen	5 days	Tue 6/19/12	13	Tue 6/19/12	Tue 6/19/12	NA
15	Task Fourteen	5 days	Tue 6/26/12	14	Tue 6/26/12	Tue 6/26/12	NA
16	Task Fifteen	5 days	Tue 7/3/12	15	Tue 7/3/12	Tue 7/3/12	NA
17	Summary Two	25 days	Tue 8/7/12		Tue 8/7/12	Tue 8/7/12	NA
18	Task Sixteen	5 days	Tue 7/10/12	16	Tue 7/10/12	Tue 7/10/12	NA
19	Task Seventeen	5 days	Tue 7/17/12	18	Tue 7/17/12	Tue 7/17/12	NA
20	Task Eighteen	5 days	Tue 7/24/12	19	Tue 7/24/12	Tue 7/24/12	NA
21	Task Nineteen	5 days	Tue 7/31/12	20	Tue 7/31/12	Tue 7/31/12	NA
22	Task Twenty	5 days	Tue 8/7/12	21	Tue 8/7/12	Tue 8/7/12	NA

Now, we are going to modify task eleven through fifteen to give them all ten day durations instead of five. Because we have tasks eleven through twenty all linked all these tasks are now different than our baseline fields. We will assume that we have gone through the approval process to set a new baseline and now we can set a new baseline for these tasks. To best demonstrate how the roll up options work, we will select only tasks sixteen through twenty to re-baseline.

There are two selections for the roll up but they only apply when we use the "Selected Tasks" option. When we use the "Entire Project" then every task, summary or not, gets updated. The first option under the roll up is "To all summary tasks" and this option will take the new baseline data and apply it to EVERY summary task in the schedule where the selected tasks require a change. The second option is "From subtasks into selected summary task(s)" and will only apply to summary tasks that the user has selected.

Here is an example of the first option. I have selected only the tasks, not the summary task. But, I have selected "To all summary tasks". Note that Summary Two the current Baseline Finish date is 8/7/12 (but the Finish Date is 9/11/12) and that the Summary One task Baseline Finish is 7/3/12 (but the Finish Date is 8/7/12). Through the magic of screen editing, I have also included the Project Summary task which currently is showing a Baseline Finish date of 8/7/12 but a Finish Date of 9/11/12.

	Task Name	Duration	Finish	Predecessors	Baseline Finish	Baseline1 Finish	Baseline2 Finish	Add
0	Baseline Sample	177 days	Tue 9/11/12		Tue 8/7/12	Tue 8/7/12	NA	
11	Summary One	50 days	Tue 8/7/12		Tue 7/3/12	Tue 7/3/12	NA	
12	Task Eleven	10 days	Tue 6/12/12	10	Tue 6/5/12			
13	Task Twelve	10 days	Tue 6/26/12	12	Tue 6/12/12			
14	Task Thirteen	10 days	Tue 7/10/12	13	Tue 6/19/12			
15	Task Fourteen	10 days	Tue 7/24/12	14	Tue 6/26/12			
16	Task Fifteen	10 days	Tue 8/7/12	15	Tue 7/3/12			
17	Summary Two	25 days	Tue 9/11/12		Tue 8/7/12			
18	Task Sixteen	5 days	Tue 8/14/12	16	Tue 7/10/12			
19	Task Seventeen	5 days	Tue 8/21/12	18	Tue 7/17/12			
20	Task Eighteen	5 days	Tue 8/28/12	19	Tue 7/24/12			
21	Task Nineteen	5 days	Tue 9/4/12	20	Tue 7/31/12			
22	Task Twenty	5 days	Tue 9/11/12	21	Tue 8/7/12			

Note that the Baseline Finish date for the Summary Two task is now 9/11/12. And, the Project Summary task is now 9/11/12 as well. But, the Summary One task stayed the same. This is because the "All option" only affects the summary tasks that the selected tasks will modify. Which, in our simple example, is only the summary task for themselves and the Project Summary task.

	Task Name	Duration	Finish	Predecessors	Baseline Finish
0	Baseline Sample	177 days	Tue 9/11/12		Tue 9/11/12
11	Summary One	50 days	Tue 8/7/12		Tue 7/3/12
12	Task Eleven	10 days	Tue 6/12/12	10	Tue 6/5/12
13	Task Twelve	10 days	Tue 6/26/12	12	Tue 6/12/12
14	Task Thirteen	10 days	Tue 7/10/12	13	Tue 6/19/12
15	Task Fourteen	10 days	Tue 7/24/12	14	Tue 6/26/12
16	Task Fifteen	10 days	Tue 8/7/12	15	Tue 7/3/12
17	Summary Two	25 days	Tue 9/11/12		Tue 9/11/12
18	Task Sixteen	5 days	Tue 8/14/12	16	Tue 8/14/12
19	Task Seventeen	5 days	Tue 8/21/12	18	Tue 8/21/12
20	Task Eighteen	5 days	Tue 8/28/12	19	Tue 8/28/12
21	Task Nineteen	5 days	Tue 9/4/12	20	Tue 9/4/12
22	Task Twenty	5 days	Tue 9/11/12	21	Tue 9/11/12

To see what would happen if we had selected the other option, let's reset our data back to the way it was with Summary Two being 8/7/12 Baseline Finish and Project Summary task being 8/7/12 as well. We will select the same tasks (sixteen through twenty) but this time we will select the "From subtasks into selected summary task(s)" option.

This time the results are different in that the Summary Two and Project Summary tasks are NOT modified, even though the selected tasks have had their Baseline Finish date changed.

	Task Name	Duration	Finish	Predecessors	Baseline Finish
0	⊟ **Baseline Sample**	**177 days**	**Tue 9/11/12**		**Tue 8/7/12**
11	⊟ **Summary One**	**50 days**	**Tue 8/7/12**		**Tue 7/3/12**
12	Task Eleven	10 days	Tue 6/12/12	10	Tue 6/5/12
13	Task Twelve	10 days	Tue 6/26/12	12	Tue 6/12/12
14	Task Thirteen	10 days	Tue 7/10/12	13	Tue 6/19/12
15	Task Fourteen	10 days	Tue 7/24/12	14	Tue 6/26/12
16	Task Fifteen	10 days	Tue 8/7/12	15	Tue 7/3/12
17	⊟ **Summary Two**	**25 days**	**Tue 9/11/12**		**Tue 8/7/12**
18	Task Sixteen	5 days	Tue 8/14/12	16	Tue 8/14/12
19	Task Seventeen	5 days	Tue 8/21/12	18	Tue 8/21/12
20	Task Eighteen	5 days	Tue 8/28/12	19	Tue 8/28/12
21	Task Nineteen	5 days	Tue 9/4/12	20	Tue 9/4/12
22	Task Twenty	5 days	Tue 9/11/12	21	Tue 9/11/12

Which way is right? Well, this becomes a business decision as to what the user wants Summary Tasks to reflect but if the users are changing the Baseline dates for the individual tasks, it is generally accepted practice to change them for the Summary Tasks as well – so I always select the Summary Tasks when I am about to set a new baseline AND I select both the options under the roll up. And, since I am also saving Baseline 1 and Baseline 2 and 3, etc, etc, I know that I have my original information for reporting purposes but that my current Baseline reflects the approved baseline dates. Because, in some cases, the schedule is late and the Baseline Finish Date will be different than the Finish date and there is no need or approval to change the baseline dates to match.