

# Build a Schedule from Multiple Microsoft Project Files

It's easy to update a Milestones schedule with the latest dates from a single Microsoft Project schedule. This is accomplished "no sweat" with Milestones Professional and Milestones Project Companion's "refresh" feature found on the File menu under Update..Milestones/Project Refresh.

Milestones refresh works quite simply by matching up unique IDs from MS project to unique ID tags attached to milestone symbols on your presentation schedules. If a match is found, the date is updated.

But, what if there is a need to update a single presentation schedule from several Microsoft Project schedule files? Can this be accomplished with Milestones refresh?

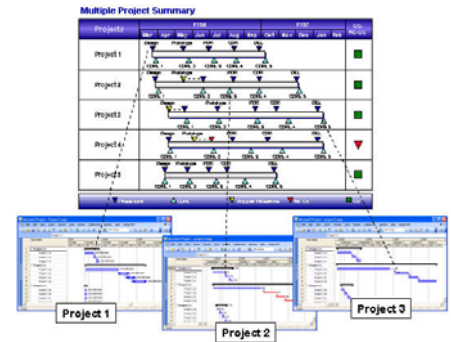
Yes, and quite simply. In a nutshell, you will need to follow these simple steps:

## First, in Microsoft Project:

1. Collect the individual Microsoft Project schedules you plan to present.
2. Build a Microsoft Project master schedule and save it as a new file.

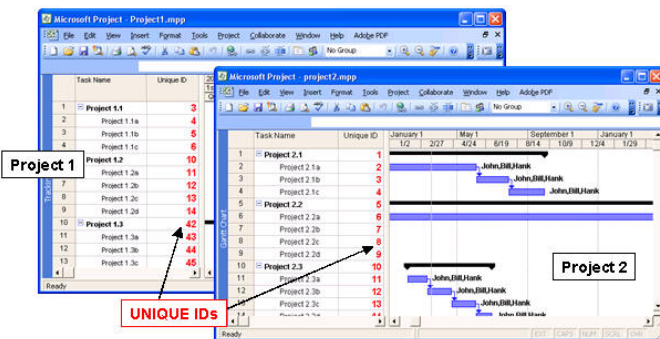
## Next, in Milestones:

1. Build the presentation schedule, either using the wizard or by manually tagging the milestone symbols. If manually tagging the milestone symbols, be sure to use the Unique IDs which are found in the Microsoft Project master schedule and not the Unique IDs in the individual schedules.
2. When refreshing / updating the schedule, instead of referencing the individual Microsoft Project schedules, be sure to reference the master schedule.



## FIRST - Collect the individual schedules

Identify which of your Microsoft Project schedules you would like to include on your presentation report.

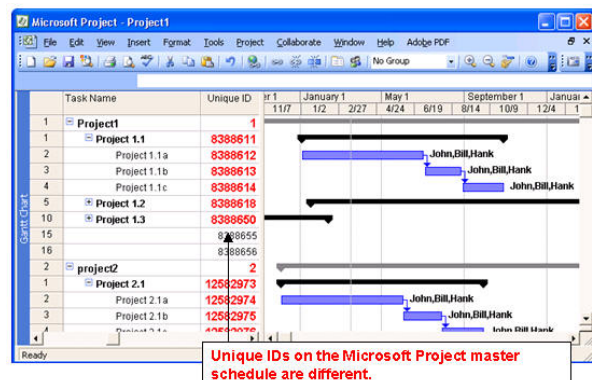


Tasks on a Microsoft Project schedule are each assigned an identifier called the "Unique ID". This identifier is associated with a specific task. If that task is deleted, it is not reassigned to another task. If tasks are rearranged within the schedule, the unique ID will stay with the task. When new tasks are added, new Unique IDs are assigned to the new tasks.

## SECOND - Build the Master Schedule

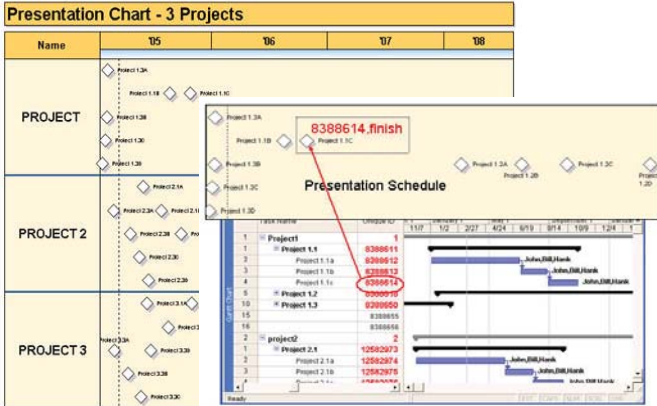
Once the schedules which will be reported on have been identified, a Microsoft Project master schedule should be built. This is easily accomplished by using the **Project** menu choice on the **Insert** menu. Repeat selecting Insert+Project until all projects have been added to the master schedule. Note that the Unique IDs on the master schedule are different than the Unique IDs on the individual schedules. This renumbering is done by Microsoft Project to prevent duplication when several projects are combined.

Also, note that the Unique ID numbers are much larger than the Unique ID numbers in the individual schedules.



### THIRD - Create and save the presentation chart

The presentation chart can be built either 1) using the Milestones Project Wizard in Milestones Professional or Milestones Project Companion or 2) by building the chart with Milestones Professional or Milestones Project Companion and "tagging" the symbols manually. Either way, to be a "refreshable" chart, one which can be updated with the Milestones refresh feature, the individual milestone symbols must be tagged with the unique ID numbers and the proper names of the Microsoft Project date field. For example, if a milestone is to be updated from the finish date of a task whose unique id is 33, the tag would be: 33,finish.



Note that for Project 1.1C, the Unique ID is 8388614. Therefore, the tag for the finish date milestone should be 8388614,finish.

### LAST - Refresh the presentation chart from the master as projects change

Once your presentation schedule is built and your milestones are all tagged with links to the right Microsoft Project tasks, all you need to do is periodically "refresh" your schedule to get the latest Microsoft Project dates. Just choose Update->Milestones/Project Refresh on the Milestones Professional or Milestones Project Companion **Connections** menu.

