

Kenta / Using Kenta

Build work and cost structures and retain a scope baseline

Create WBS work packages, CBS cost codes and explicit relationships to delivery records; freeze exact work and allocation revisions as a baseline.

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► Applicability

Before you begin

- controls_read to inspect the structure and control_admin to configure it.
 - Existing equipment, delivery stages and requirement records for the intended scope.
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Current capability and authority

Create WBS work packages, CBS cost codes and explicit relationships to delivery records; freeze exact work and allocation revisions as a baseline.

Clearly labeled synthetic example

Synthetic work package WP-SWG links SWG-01, its procurement release milestone and its approved capacity requirement. A later scope edit does not rewrite baseline BL-01.

Retain a named schedule comparison baseline

Scope baselines retain WBS/CBS relationships. Open Schedule, expand Named schedule baselines and choose Publish comparison baseline. Review the current milestone source basis, choose Original adopted milestone dates or Currently assessed forecast dates, and enter a baseline name and decision

basis. Choose Review baseline, then Publish retained baseline. Publishing requires a project manager with schedule approval authority.

Publishing appends an immutable version with exact milestone revisions and calendar basis; it does not rewrite original milestone baseline dates. Missing forecast dates remain unknown. Select the retained baseline name to inspect its dates, or Compare in analytics to select that exact comparison version. Calendar-day variance is not critical-path computation.

Inputs and terminology

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Term	Meaning
WBS	Work breakdown structure: deliverables and accountable work packages.
CBS	Cost breakdown structure: project cost codes, independent of software licensing.
Allocation	An explicit work/cost/equipment relationship with a defined percentage; not a copied financial amount.

Procedure

1. Create work packages

Open Scope and choose Work breakdown. Add a work package with reference, title, owner and scope statement. Select its parent where applicable.

2. Connect the delivery basis

Search and select equipment, delivery milestones, power requirements and exact evidence versions. Review retained links before saving.

3. Create cost codes and allocations

Use Cost breakdown to create the CBS. In Allocations, connect a work package and cost code, select relevant equipment or an authorized commitment, and set the allocation percentage.

4. Record the scope baseline

Open Scope baselines, add a baseline, select the exact current work-package and allocation revisions, and record the approval/decision basis.

5. Inspect history

Use Inspect versions to verify the retained record and source relationships. Create another baseline when the agreed scope changes.

Verify the result

The baseline stores explicit revision references; subsequent live edits leave its original contents intact.

What happens next

A scope baseline does not approve a contract, a cost posting or an engineering acceptance.

Project closure and retention still follow the configured organizational policy.

Troubleshooting

A linked record is unavailable

Check active project access and whether the evidence is scanned, current and authorized.
Refresh the source register and select the correct record; do not replace a missing relationship with an unrelated same-name record.

A parent cannot be saved

Check for a circular WBS/CBS hierarchy. Choose a valid ancestor or leave the item at the top level.