The Project Statistics button is a super quick and extremely useful "status-at-a-glance" snapshot of the programme, which gives an immediate overview of all of the key information for the project.

It will tell you immediately whether things are looking good, or just as importantly, whether you're over time and over budget.

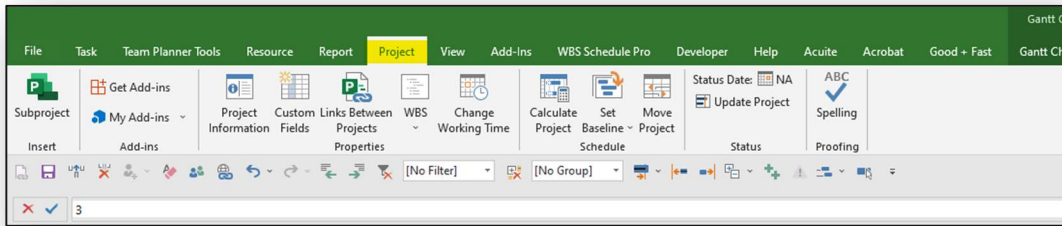It provides the following information:

- Current Start & Finish

- Baseline Start & Finish

- Actual Start & Finish

- Whether the Project is running ahead or behind Programme

- Full breakdown of any changes in duration, work and cost

- Percentage complete on both duration and work

When writing the programme it can save you a lot of time, especially in a large programme. It makes it easy to review the effect of any changes you make, immediately from anywhere in the programme, without having to scroll up or down to the start or finish.
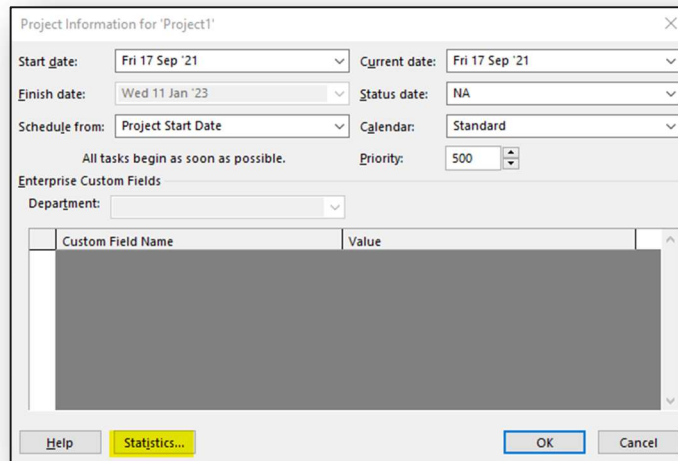
.Alternatively, if say in a meeting, it allows you to give an instant update on the key performance indicators and current state of the project.

How to display Project Statistics

1.   On the Project Tab, in the Properties group, click the Project Information button.

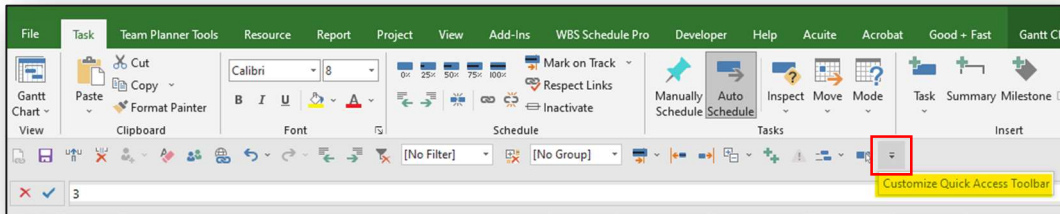2.   In the Project Information dialog box, click Statistics.

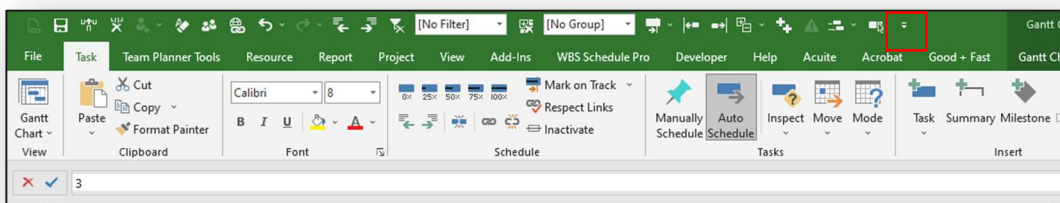3.   The Statistics are illustrated in the following table format:

The Statistics tool can be added to the Quick Access Toolbar, so that is always immediately available without having to navigate back to the Project Information dialogue each time you want to use it.
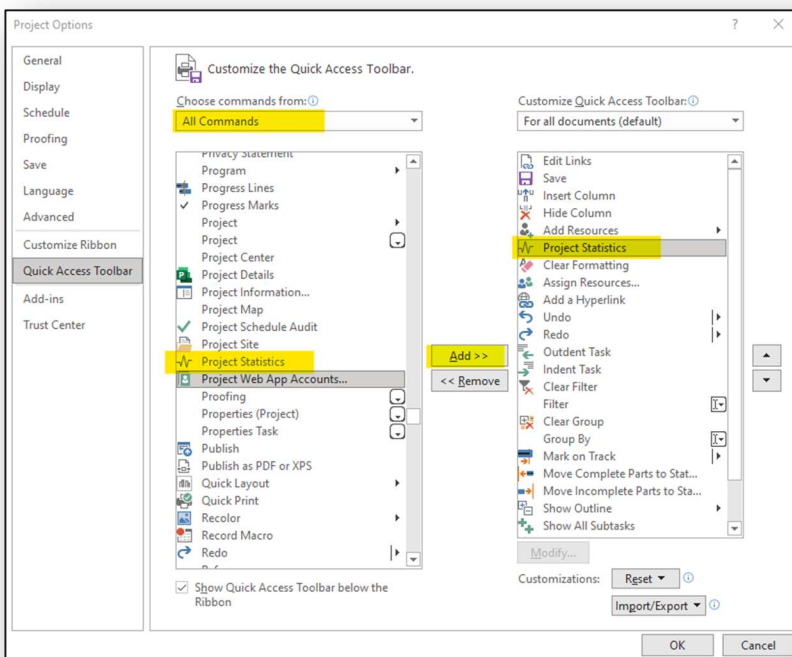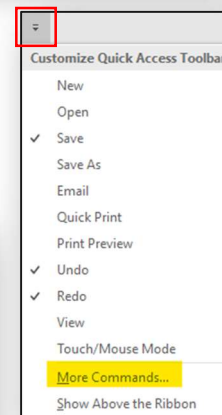
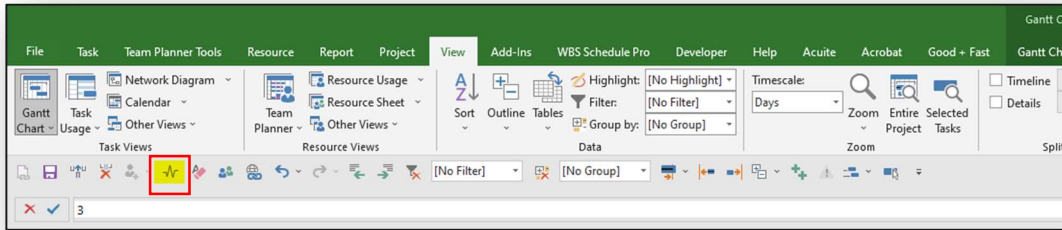To add it to the tool bar, click on the drop-down icon at the end of the bar

Note that the tool bar may be either below or above the Menu ribbon, depending on which option you choose in the drop down menu.

Choose More Commands and then All Commands and scroll down

to Project Statistics. Click to choose and then click Add & Ok to close.

The Statistics button is now loaded on the tool bar

Quick Tip   You can add the **Project Statistics** button as a quick check for effect on Critical Path when adding delays and changes in scope to the programme.

For more details please check: Project Statistics video