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Tips & Traps #1: Effect of Default Start and End time

The default start time and end time of Project is 8:00 AM and 5:00 PM. This default start time is used in two places - Project Start date in Project Information (for forward scheduling), Start-No-*-Than, Must-Start-On constraints.

While the default end time is used in three places - Project Finish date (for backward scheduling), Finish-No-*-Than, Must-Finish-On constraints and Deadlines

When you create a schedule forward, the default start time will be used for project start date (unless you explicitly type a different start time) - which you set in Project Information. When the task is scheduled, other than the constraints and predecessors set, it uses the calendar in the order Task, Resource then Project calendar. Calendar you set in Project Information dialog is the default calendar for tasks (unless you have work resource or task calendar assigned to the tasks).

After creating the plan, if the working time is to be changed, you need to first change the start time in Project Information, then change the calendar work weeks, then change the default start and end time in Options for new tasks

Tips & Traps #2: Is Summary Tasks Good For Sequencing?

When you link one summary task with another, this tells Project that all of the sub-tasks in the second summary task must follow those of the first summary's sub-tasks.

If the tasks under the first summary task do not have links with other tasks, then it is fine. If the task under the first summary task has links and you link a task in the first summary with the first task in the second summary, then you will have an issue. This is because the start and finish of the summary will start date of the earliest task and finish date of the last task in the summary.

Tips & Traps #3: Resource Works 6 Hours A Day

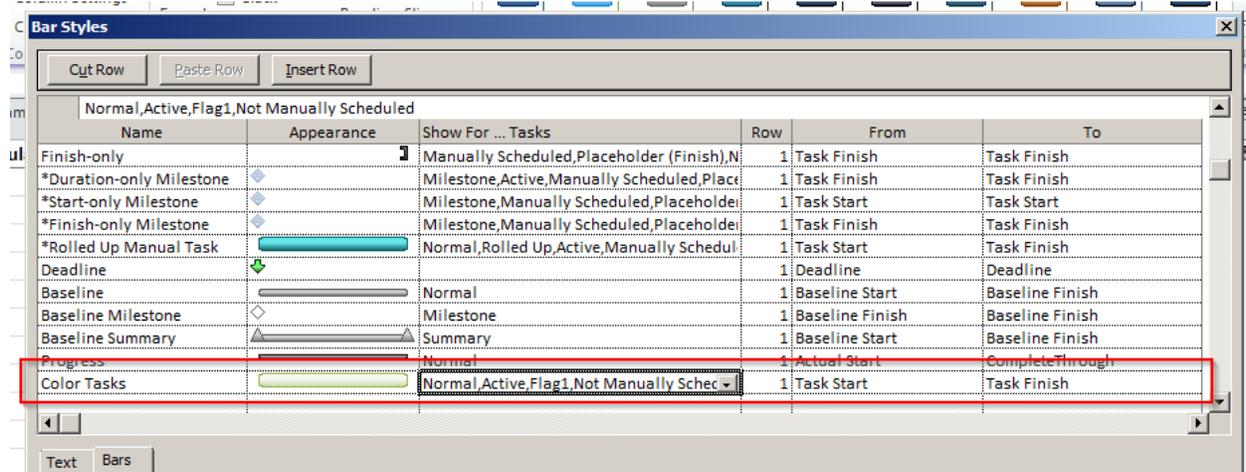
If the resource is going to work the same six hours every day, then you can make the change in Work Weeks of resources (Project tab, Change Working time). If the resource is going to work six hours per day but you don't worry when the work is performed, then assign the resource with assignment units is 80%.

Tips & Traps #4: Color tasks based on resource assignment

In your Gantt Chart view, you can add the column Flag1. Right click the Flag1 column and choose Custom Fields. Rename if the field if required. Click the Formula under custom attributes and type the formula *IIf*([Resource Names]="<Name>", Yes, No).

Now to color the bar based on Flag1 column, click Format tab. Choose Format > Bar Styles. Copy the task bar and paste at the end of the list. Change the Show For ... Tasks to *Normal, Active, Flag1, Not*

Manually Scheduled. This action display the task bars assigned that specific resource in a different color.



Tips & Traps #5: Assign Resources to Summary Tasks

Can you assign the same resource to summary task and to its sub tasks? Yes, you can. Project will flag that resource has over allocated as they have been assigned work at summary and sub task in the same time period. Even if you try to delay the affected sub task to later or change dependencies, this will not resolve over allocation.

Can you assign a resource to summary task but not its sub tasks? Yes, you can. Notice as you increase the duration of the summary tasks, the effort of the summary task will also increase.

Tips & Traps #6: Change "Max Units" After Resource Assignment

Decreasing/increasing Max. Units value for a resource does not cause Microsoft Project to change the assignment units value for the tasks to which the resource is assigned.

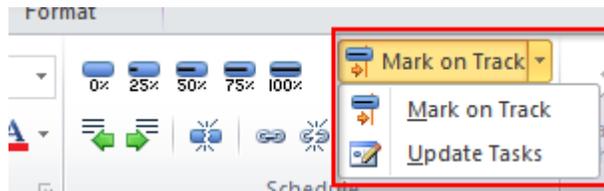
A technique you can use to change the assignment Units value for the resource is the following:

1. In the Data section of the View ribbon, click the Filter pick list button and select the Using Resource... filter.
2. In the Using Resource dialog, click the "Show tasks using" pick list and select the name of the resource, and then click the OK button.
3. Select only the detailed tasks assigned to the resource (do not include summary tasks).
4. In the Assignments section of the Resource ribbon, click the Assign Resources button.
5. In the Assign Resources dialog, select the name of the resource and then click the Replace button.
6. In the Replace Resource dialog, select the name of the resource again, enter the NEW Units value, and then click the OK button.
7. In the Assign Resources dialog, click the Close button.

Tips & Traps #7: How To Calculate Planned % Complete At The Status Date?

There is no Project field that will give you the expected % based on the status date. In order to do that, you have in two ways:

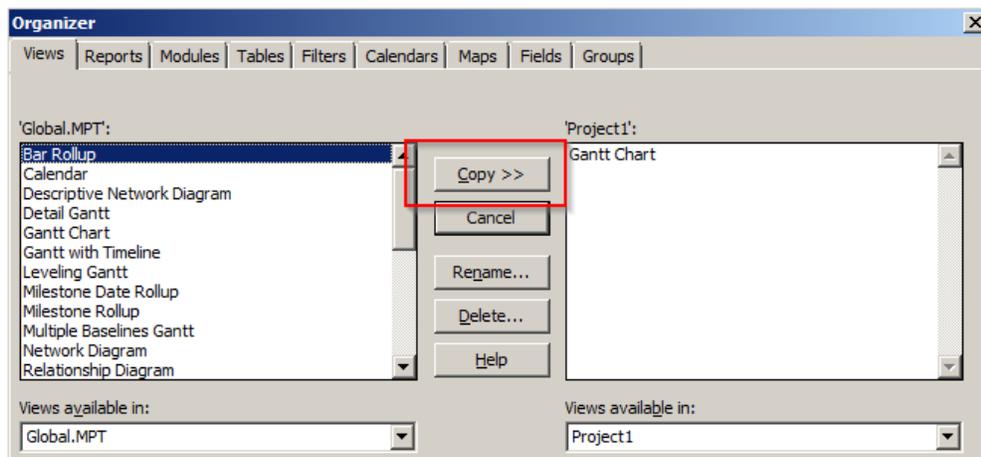
1. Use the "Mark On Track" button in the Task ribbon, then copy % Complete to a number custom field (then probably undo your "mark on track" operation)



2. Create a custom field using a formula calculation the expected % complete, based on the status date.
 - Field : Expected minutes to status date (Number1)
 - o Insert a Number1 field in Gantt Chart.
 - o Right Number1 field and choose Custom Fields.
 - o Under Custom attributes, click Formula and type the below text
IIf([Status Date]<[Baseline Start],0,IIf([Status Date]>[Baseline Finish],[Baseline Work],Abs(ProjDateDiff([Baseline Start],[Status Date])))
 - o Under Calculation for tasks and group summary rows, choose Rollup with dropdown as sum
 - Field : Expected % complete (Text1)
 - o Insert a Text1 field in Gantt Chart.
 - o Right Text1 field and choose Custom Fields.
 - o Under Custom attributes, click Formula and type the below text
IIf([Status Date]=ProjDateValue('NA'),'No Status Date',IIf([Baseline Start]=ProjDateValue('NA'),'No BL',FORMAT([Number1]/[Baseline Work],'0%'))

Tips & Traps #8: How To Reset Your Views/Tables/Filters/Groups?

Reset project objects by organizer. Choose File, Info, Organizer option. Copy the objects from Global.MPT to your active project.



To reset the Project options, open regedit and remove the keys from HKEY_CURRENT_USER\Software\Microsoft\Office\15.0\MS Project\Options