

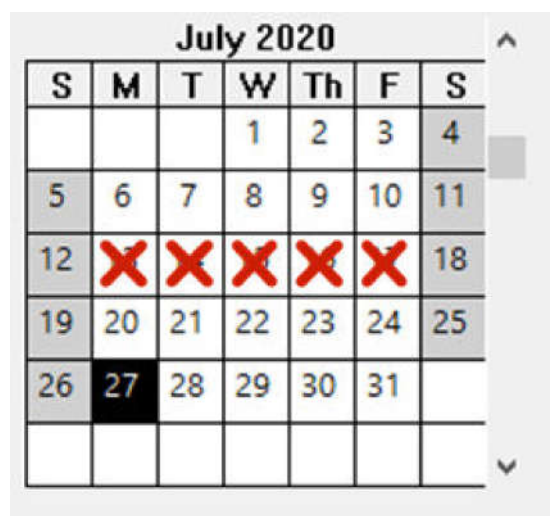
TOPIC B

Create a Resource Calendar

Now that you've entered resources into your project plan, you may also need to create custom calendars for the resources to account for availability of individual people or other work resources. In this topic, you'll do just that.

Resource Calendars

If you have created and applied a base calendar for your project before you start building your resource list, that calendar will automatically appear in the **Base Calendar** column for each work resource. However, if the working and nonworking times of your project calendar do not coincide with the availability of a resource, you can create a [resource calendar](#). A resource calendar is specific to a particular resource. For example, a resource calendar might reflect a resource's personal vacation schedule.



July 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	X	X	X	X	X	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Figure 5-6: A resource calendar is used to record time not available for work on a project.

If you are using Microsoft Project in an environment with Microsoft® SharePoint® or Project Server and integrated with your email server, the human resources on your project can update their own calendars. If configured by your administrator, this will enable Project to alert you to any potential conflicts.

Resource Availability

There are times when a resource may not be available until a certain date or not available after a certain date. For example, you may need to hire a contractor who doesn't start until a certain date. Or, you may depend on a person who is moving to another department at the end of the month or a piece of equipment that must be returned by a certain date. In these cases, you can use the [Resource Availability](#) table in the **Resource Information** dialog box to set a start and/or end date for the resource. You can also use the **Resource Availability** table to set a time period when a resource has more or less availability to work on the project. For example, if a person can only spend half of his or her time working on the project before a certain date, you can set his or her **Units** to **50%** during that time period.

ACTIVITY 5–2

Creating a Resource Calendar

Before You Begin

The **My HR Manual Resources.mpp** file is open.

Scenario

The PMO has its annual meeting of all Greene City National Bank project managers on August 19-21, 2020, and the HR Manual project manager will be out of the office during that time. You need to allow for his absence, so if he is assigned any work during these days, Project can automatically reschedule it to when he returns. One of the attorneys does not work on any Friday, and you must account for this also.

1. Create a resource calendar for the project manager.

- a) If necessary, on the ribbon, select **View→Resource Sheet**.
- b) In the **Resource Name** field, double-click **Project Manager** to display the **Resource Information** dialog box.
- c) On the **General** tab, select **Change Working Time** to display the **Change Working Time** dialog box. Verify that **Base calendar** is set to **GCNB Standard Calendar**; if not, change it.
- d) In the **Calendar**, scroll to **August 2020**.
- e) Drag to select the dates **August 19-21**.
- f) On the **Exceptions** tab, enter **PMO Annual Meeting**, then press **Enter**. Verify that the correct dates appear on the **Exceptions** tab.
- g) Select **OK** to close the **Change Working Time** dialog box.
- h) In the **Resource Information** dialog box, select the **Notes** tab, and in the text box, type **Out of office August 19-21, 2020**
- i) Select **OK** to close the **Resource Information** dialog box.

2. Modify the work week for Attorney 2.

- a) In the **Resource Name** field, double-click **Attorney 2** to display the **Resource Information** dialog box.
- b) Select the **General** tab.
- c) Select the **Change Working Time** button.
- d) Select the **Work Weeks** tab. Verify that the **[Default]** working time is set, and select **Details**.
- e) In the **Details for '[Default]'** dialog box, in the **Select Days** list box, select **Friday** because Attorney 2 doesn't work on Fridays.
- f) Select the **Set days to nonworking time** radio button.
- g) Select **OK** to close the **Details for '[Default]'** dialog box, then select **OK** to close the **Change Working Time** dialog box.



Note: If Attorney 2 was going to take only a few Fridays off, you would set them as Exception days instead.

- h) Select the **Notes** tab of the **Resource Information** dialog box, and in the text box, type **Works Monday through Thursday each week**
- i) Select **OK** to close the **Resource Information** dialog box.

3. Select **File→Save** and leave the file open.