

TOPIC C

Edit Tasks

Task progress information, including overtime work, has been entered in the project plan. However, unexpected events may interrupt work on a task. In this topic, you will edit tasks to account for an unexpected interruption of work. You will also inactivate tasks and move tasks.

Split Tasks

Microsoft Project assumes that once an assigned resource starts a task, that person continues working on it until it is complete. However, when a task's schedule is interrupted by an unexpected event such as adverse weather conditions or a power outage, the task should be split to account for the interruption. This is called splitting a task. By default, an interruption of one day is inserted in the project plan. The duration of interruption can be increased or decreased by selecting and dragging the right segment of a split task. A task can be split multiple times, if required, in any view that contains a chart.

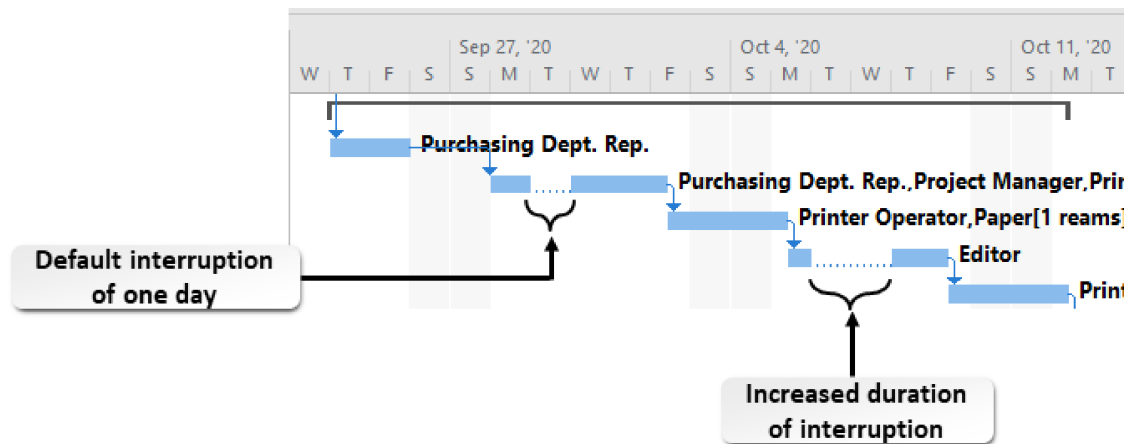


Figure 1-12: Gantt chart containing tasks that have been split.



Note: Be aware that splitting a task may cause the project schedule to change.

Active/Inactive Tasks

Microsoft Project allows you to designate certain tasks as inactive. An *inactive task* is a task that is cut from the project timeline, yet does not disappear from the project as a whole. Inactive tasks allow you retain records of tasks that get cut as a project changes scope, and allow you to insert a few "what if" scenarios into an active project plan in an effort to discover the best possible method of tackling a problem. Inactive tasks appear on the **Task Entry** table as crossed-out gray text, and in the **Gantt Chart** view, they appear as bars filled with solid white.

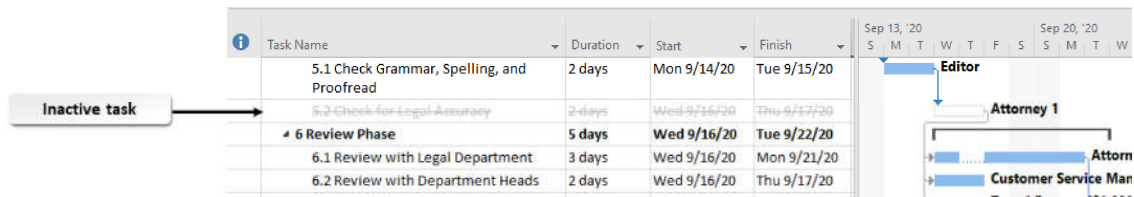



Figure 1-13: Gantt chart containing an inactive task.

The **Inactivate** button  **Inactivate** can be found in the **Schedule** group of the **Task** tab in the **Gantt Chart** view. To reactivate an inactive task, select the **Inactivate** button again.

 **Note:** The **Inactive Task** feature is not available in Project Standard.

Rescheduled Tasks

When work is interrupted and you need to split or otherwise edit a task, you may also want to specify the date on which uncompleted work should resume. Situations may arise where an employee is unable to complete work on a task as scheduled, perhaps due to a higher-priority assignment or for personal reasons. In such cases, other resources may be unavailable to complete the work, or you may wish to retain the same employee on the task in light of her qualifications, skill level, or familiarity with the task. Project helps you handle such unavoidable delays by rescheduling the task to resume on a date you specify with the same employee.

The Update Project Dialog Box

Use the **Update Project** command to specify the date to reschedule uncompleted work. For example, you may have an emergency weather delay which stops all outdoor work. You can select the tasks that are affected, and then specify the date that work resumes in the **Reschedule uncompleted work to start after** drop-down list. Tasks that have already been started may be split by Project to reflect the break in work.

Figure 1-14: Reschedule work for selected tasks in the Update Project dialog box.

The Move Command

The **Move** command enables you to move selected tasks forward or backward in the schedule. You can also reschedule the task to when resources are available. You can find the **Move** command in the **Tasks** group of the **Task** tab on the ribbon.

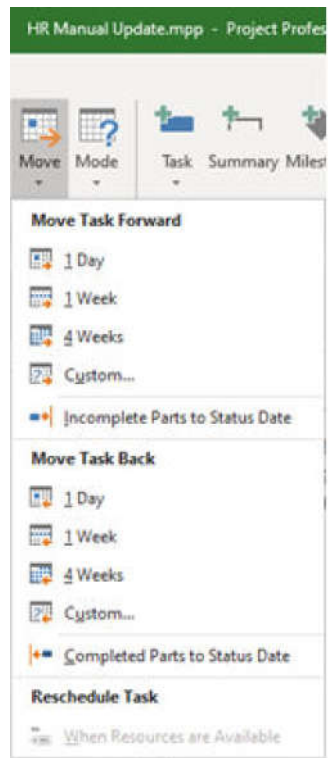



Figure 1-15: The Move command allows you to move tasks forward or back in time.

	Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Edit Tasks.
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ACTIVITY 1–3

Editing Tasks

Before You Begin

The **My HR Manual Update.mpp** project plan file is open.

Scenario


Several weeks have gone by, and more progress has been made on the HR manual. However, several tasks have encountered unusual issues that require your attention.

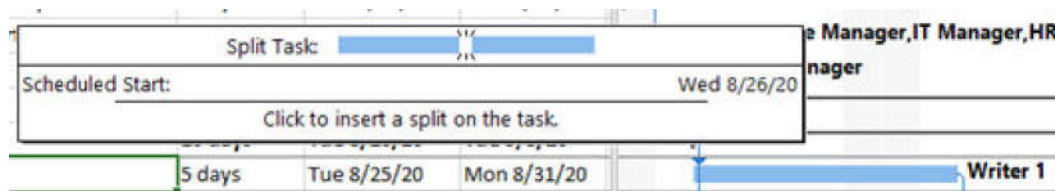
The office was closed for a day due to a plumbing problem, and the project was delayed because none of the work could be done remotely. The HR manager has expressed concern that the finish deadline might be in jeopardy, and wants you to consider inactivating a task that she feels is redundant. But she wants the flexibility to reactivate it, so simply deleting the task from the project plan is not the best solution to her request. Also, one of the resources called in sick after partially completing his task, and you must reschedule the remainder of his work to resume upon his return. And finally, a task must be moved to begin one day later than scheduled.

1. Mark several tasks complete.

- a) Using the **Ctrl** key on the keyboard, select the following task names in the **Task Entry** table:
 - 3.2 **Review with Legal Department**
 - 3.3 **Review with Department Heads**
 - 3.4 **Revise Outline**
- b) Select **Task→100%**.

2. Split tasks to account for the office closure on Wednesday, August 26.


- a) Select Task 4.1.1 **Write Policies** in the **Task Entry** table.
- b) Select **Task→Scroll to Task**.
- c) Select **Task→Split Task**. 
- d) Move the **Split Task** window down until it is above the **Write Policies** Gantt bar, and move the cursor over the Gantt bar until **Wed 8/26/20** is shown in the **Split Task** window.



- e) Select that position on the Gantt bar.
- f) Repeat Step 2 for Task 4.1.2 **Write Benefits**.
Verify that both tasks have been split, and now finish on 9/1/2020.

3. Inactivate Task 5.2 **Check for Legal Accuracy** because it might be redundant since the next task involves review with the Legal Department.

- a) Select Task 5.2 **Check for Legal Accuracy**.
- b) Select **Task→Scroll to Task**.

- c) Select **Task→Inactivate**.  Inactivate
Verify that the task has a gray line through it in the **Task Entry** table, and that all tasks following it are moved two days earlier.

 4. Writer 2 has completed one day of work on a task, and has left the office sick. Reschedule the task that has been partially completed to resume after his anticipated return the first workday of next week.
 - a) Select Task 4.1.3 **Write Procedures**.
 - b) Select **Task→Scroll to Task**.
 - c) Select the **Mark on Track** drop-down arrow and select **Update Tasks**.
 - d) In the **Update Tasks** dialog box, change the **% Complete** value to **20%** (the writer worked one day before getting ill), and select **OK**.
 - e) Select **Project→Update Project**.
 - f) In the **Update Project** dialog box, select the radio button **Reschedule uncompleted work to start after** and enter **9/4/2020**
 - g) Select the radio button **Selected tasks**.
 - h) Select **OK**.

 5. Move Task 6.4 **Consolidate Reviews** one day forward.
 - a) Select Task 6.4 **Consolidate Reviews**.
 - b) Select **Task→Scroll to Task**.
 - c) Select **Task→Move**, and in the menu that opens, select **Move Task Forward 1 Day**.
Verify that the task begins one day later than before the move operation, and that it now has a **Start No Earlier Than** constraint.

 6. Save and close the file.
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