

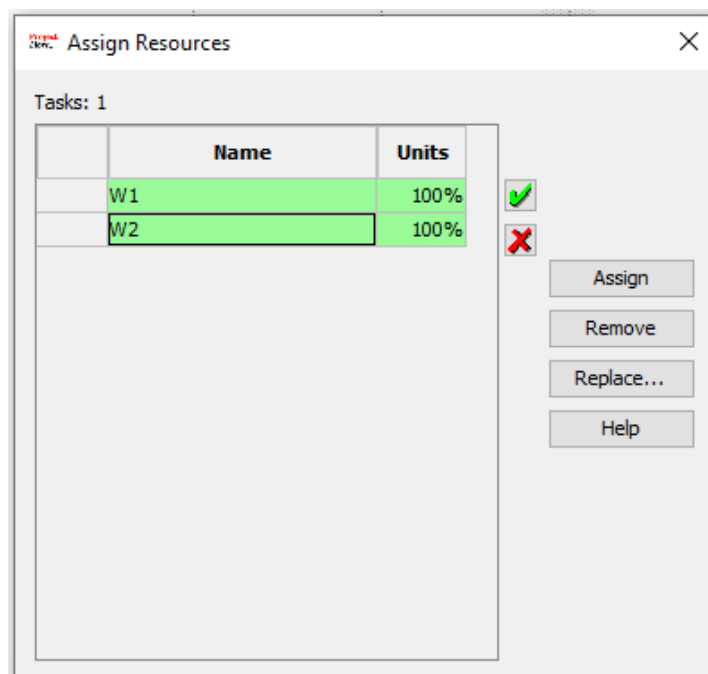
7. Click on the *Advanced* tab and uncheck *Effort Driven*.
The activity will now be *Time Driven*.

☐ Effort Driven

8. Now click on the *Resources Tab* and then click on the *Assign Resource* button



9. Click in the *Units* column for both resources to assign them 100% and then click on the *Assign* button.



Close both windows.


10. Now enter **Activity B** with a duration of 3 days.
 As before, set it to *Time Driven*.
 Assign resource W1 as 100%.
 Your Gantt Chart should now look like :

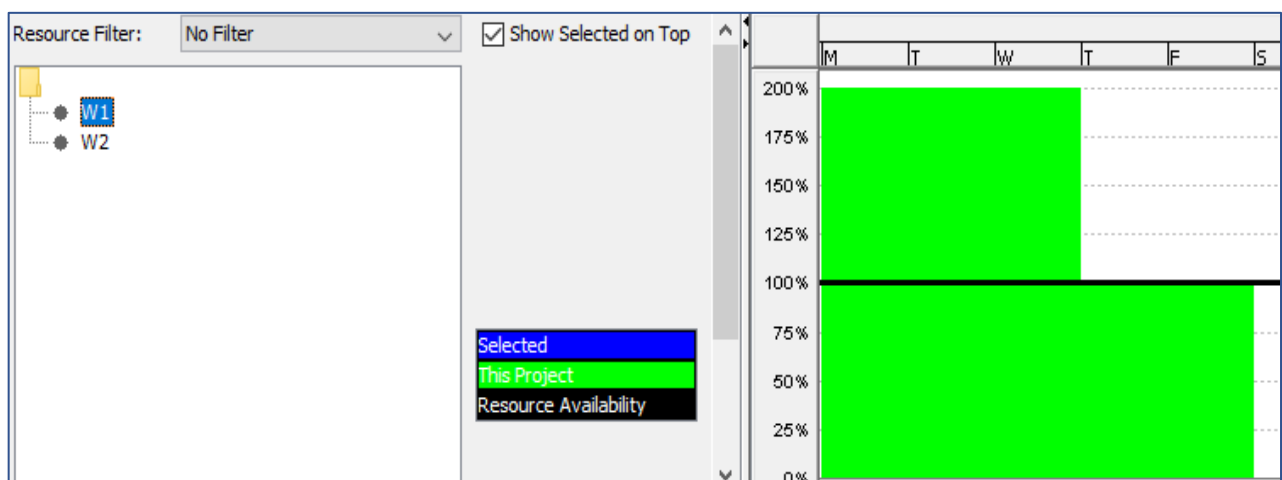
	⌚	Name	Duration	Start	Finish		2 Jul 17							9 Jul 17						
							F	S	S	M	T	W	T	F	S	S	M	T	W	T
1		Activity A	5 days	3/07/17 8:00 AM	7/07/17 5:00 PM															
2		Activity B	3 days	3/07/17 8:00 AM	5/07/17 5:00 PM															

11. Click on the *Task Usage* button  **Task Usage**.
 You will see details of the planned hours for each resource for each activity.

	Name	Work	Duration	Start		M	T	W	T	F	S
1	Activity A	80 hours	5 days	3/07/17 8:00 AM	Work	16h	16h	16h	16h	16h	
	W1	40 hours	5 days	3/07/17 8:00 AM	Work	8h	8h	8h	8h	8h	
	W2	40 hours	5 days	3/07/17 8:00 AM	Work	8h	8h	8h	8h	8h	
2	Activity B	24 hours	3 days	3/07/17 8:00 AM	Work	8h	8h	8h			
	W1	24 hours	3 days	3/07/17 8:00 AM	Work	8h	8h	8h			

12. In the top right-hand corner, there are several icons.

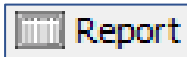
Click on the *Histogram* icon .
 In the *Resource Filter* window, select resource W1.



You can see that this resource is overloaded (200%) for 3 days.

13. *ProjectLibre* has several other useful reports.

Click on the *Report button*



Have a look at the:

- Project Details
- Resource Information
- Task Information
- Who Does What?

Resource Project			
Dates			
Start	3/07/17 8:00 AM	Finish	7/07/17 5:00 PM
Baseline Start		Baseline Finish	
Actual Start		Actual Finish	
Duration			
Scheduled	5 days	Remaining	5 days
Baseline	0 days	Actual	0 days
		Percent Complete	0%
Work			
Scheduled	104 hours	Remaining	104 hours
Baseline	0 hours	Actual	0 hours
Costs			
Scheduled	\$1872.00	Remaining	\$1872.00
Baseline	\$0.00	Actual	\$0.00
		Variance	\$0.00

14. Save the project and close the program.