

## Lab 4

### Activity 1: How to setup work (People and Equipment) resources?

Resource Sheet Table:

	Resource Name	Type	Material	Initials	Group	Max	Std. Rate	Ovt.	Cost/Use	Accrue	Base	Code	Add New Column
1	People	Work		P			100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
2	Equipment	Work		E			100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	

### Activity 2: How to setup material resources?

Resource Sheet Table:

	Resource Name	Type	Material	Initials	Group	Max	Std. Rate	Ovt.	Cost/Use	Accrue	Base	Code	Add New Column
1													
2													
3	Writeable CDs	Material	CDs	W			\$1.50		\$0.00	Prorated			
4	Charging cables	Material	Cables	C			\$9.99		\$0.00	Prorated			
5	Harddisk	Material	Disks	H			\$30.00		\$0.00	Prorated			

### Activity 3: How to set up cost resources?

Resource Sheet Tools: Resource Sheet Format, Tell me what you want to do

Timeline: Start Sun 4/9/23, Finish Sun 4/9/23, Add tasks with dates to the timeline

Resource Name	Type	Material	Initials	Group	Max.	Std. Rate	Ovt.	Cost/Use	Accrue	Base	Code
Writeable CDs	Material	CDs	W			\$1.50		\$0.00	Prorated		
Charging cabels	Material	Cabels	C			\$9.99		\$0.00	Prorated		
Harddisk	Material	Disks	H			\$30.00		\$0.00	Prorated		
Rent	Cost		R						Prorated		
Suppling	Cost		S						Prorated		
Constructing	Cost		C						Prorated		

### Activity 4: How to enter work (People) resource pay rates?

Resource Sheet Tools: Resource Sheet Format, Tell me what you want to do

Timeline: Start Sun 4/9/23, Finish Sun 4/9/23, Add tasks with dates to the timeline

Resource Name	Type	Material	Initials	Group	Max.	Std. Rate	Ovt.	Cost/Use	Accrue	Base	Code
People	Work		P		100%	\$30.00/hr	\$40.00/hr	\$20.00	Standard		
Writeable CDs	Material		W			\$1.50		\$0.00	Prorated		
Charging cabels	Material		C			\$9.99		\$0.00	Prorated		
Harddisk	Material		H			\$30.00		\$0.00	Prorated		
Rent	Cost		R						Prorated		
Suppling	Cost		S						Prorated		
Constructing	Cost		C						Prorated		

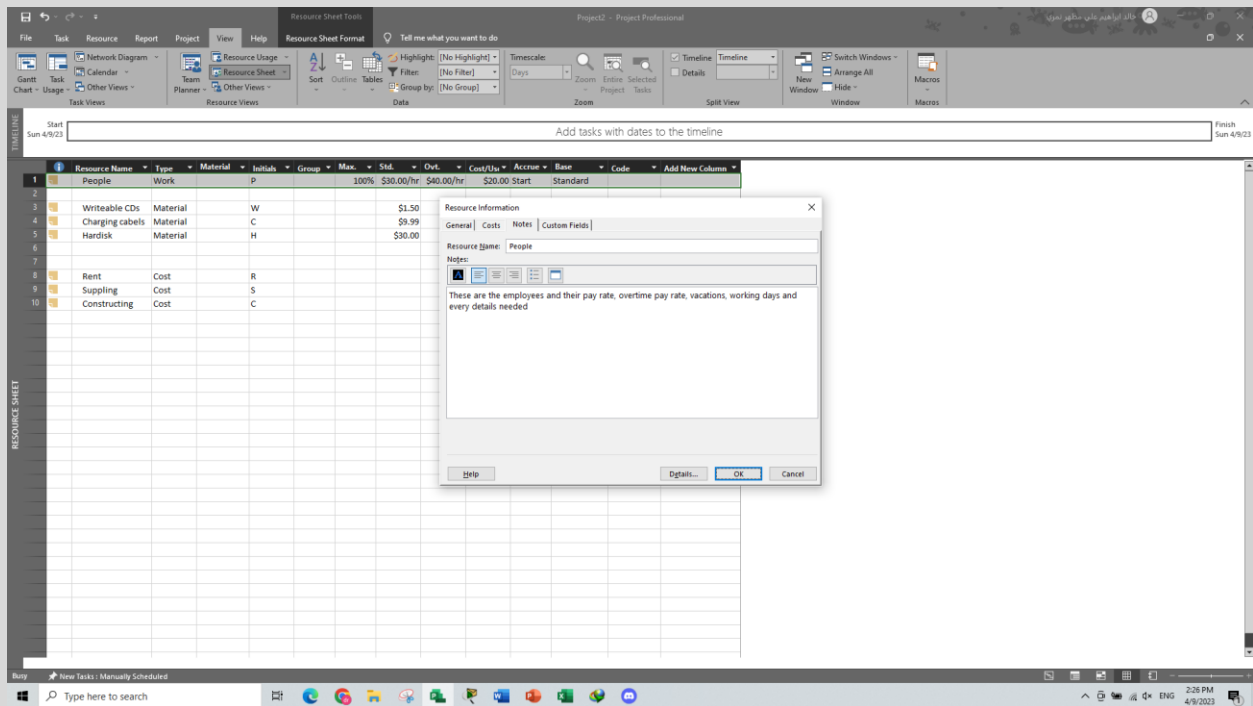
## Activity 5: How to make one-time adjustment to an individual resource's working time?

The screenshot shows the 'Change Working Time' dialog box in Microsoft Project Professional. The 'For calendar' is set to 'People' and the 'Base calendar' is 'Standard'. The calendar view shows February 2023. A legend indicates 'Working' (blue) and 'Nonworking' (grey). A one-time exception is listed: 'National day vacation' starting on 2/22/2023 and ending on 2/26/2023. The background shows a resource sheet with tasks like 'Writeable CDs', 'Charging cables', 'Hardisk', 'Rent', 'Suppling', and 'Constructing'.

## Activity 6: How to edit the regular work week for an individual resource?

The screenshot shows the 'Change Working Time' dialog box in Microsoft Project Professional. The 'For calendar' is set to 'People' and the 'Base calendar' is 'Standard'. The calendar view shows April 2023. A legend indicates 'Working' (blue) and 'Nonworking' (grey). A regular work week exception is listed: 'Default work week' starting on 4/9/2023 and ending on 4/15/2023. The background shows the same resource sheet as in Activity 5.

## Activity 7: How to document resources with resource notes?



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