OpenProj Exercise 2

The Resource View in OpenProj

The resource view shows a spreadsheet containing the resources that are available for your project.

	Ⓐ	Name	RBS	Type	
1	⚙	Scott Adams		Work	
2		Mary Logan		Work	
3	⚙	Howard Thompson		Work	
4	⚙	Mel Lloyd		Work	
5		Jenny Benson		Work	
6	⚙	Assemblers		Work	
7	⚙	Bill Kirk		Work	
8	⚙	John Melville		Work	

- Resource rows marked with green backgrounds are assigned to the current project.
- Human resources should have type "Work". Machines and materials should be of type "Material". The difference is that work resources participate in hours, and material resources participate in quantity. For example, you can have a task requiring one builder for a week that also requires 20 bags of the material resource "cement".

Assign Resources to Tasks

Assigning resources to tasks is a basic principle of Project Management. It answers the question "Who does what?"

1. Click on the leftmost column of the Spreadsheet to select the row(s) containing the task(s) that you'd like to assign resources to.

   2.Click on the Assign Resource button in the toolbar 👷,

    This brings up the Assign Resources Dialog

Assign Resources

Tasks: 1

Name	R/D	Units
Joe	-	
Mary	-	
Cindy	-	

✔
✖

[Assign]
[Remove]
[Replace…]
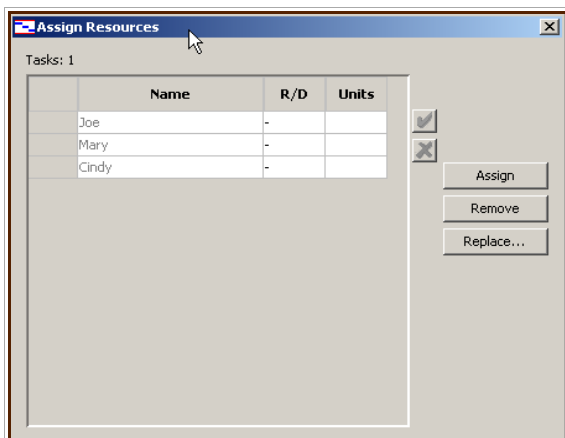
Note that this dialog may be kept open while you work on other things. The dialog presents you with the list of resources that are in your resource pool which you can see on the Resource View

Assigning a single resource

Select the row(s) of resources that you'd like to assign and click on the Assign button:
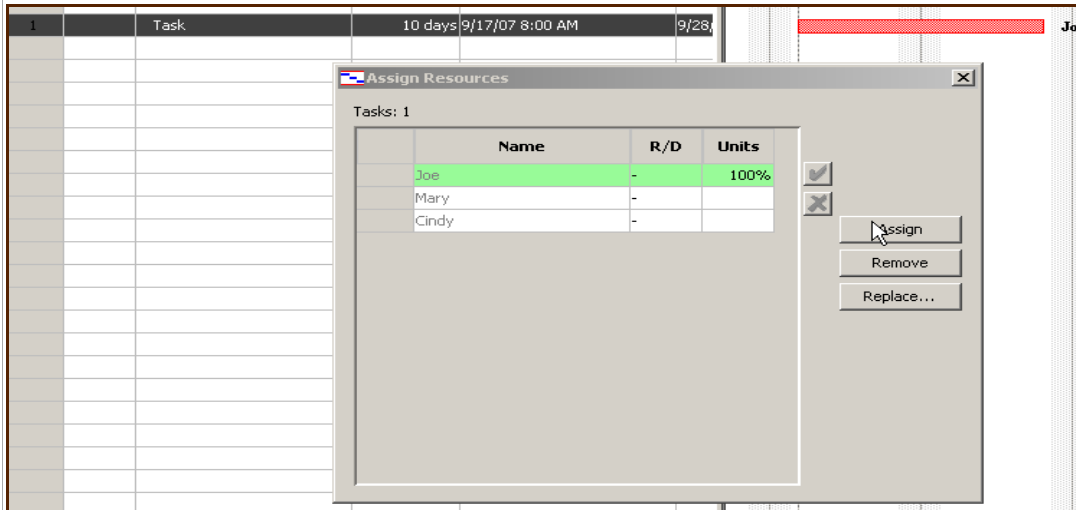
In this example, the "Joe" row turns green to indicate that all tasks that were selected in Gantt Spreadsheet have Joe as a Resource. Also notice that the bar in the Gantt Chart now displays "Joe" next to it to indicate that Joe is assigned.

Alternatively, you can double-click on the row in the dialog. This will assign the resource and close the dialog.

Assigning multiple resources

You may decide that you want Cindy working on the task too. Select the Cindy row and then Assign.
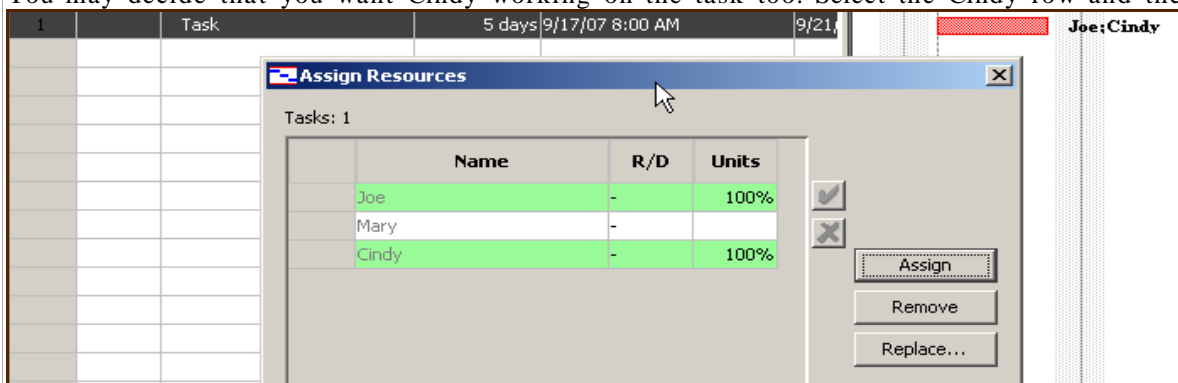
Notice how the task duration shortened. This is because the task is set to use Fixed Work (the default). However

## Assigning multiple resources simultaneously

If instead of assigning Joe then Cindy, you select both Joe and Cindy before clicking on assign, you'd get this:
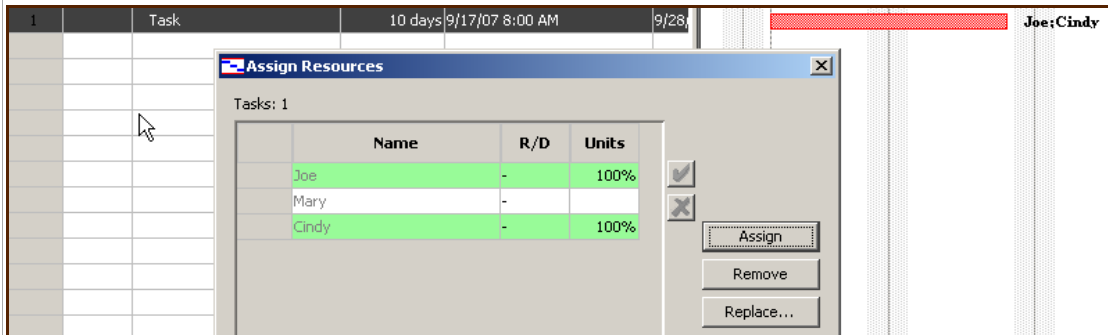
Resources assigned together will in general not affect the task duration.

Assigning less than 100%

On the Spreadsheet in the dialog, you can type in a specific percentage value. In the example below, both Joe and Cindy are assigned at 50% by assigning that value in the Spreadsheet. Use the little check and X buttons to accept or cancel input.
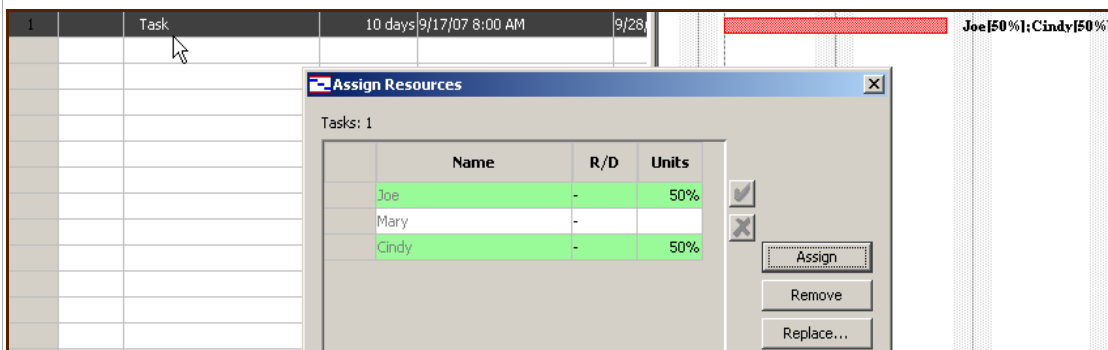
Notice how the Gantt Chart lists the percentages when they are not 100%

Assigning Material Resources

If the resource you'd like to assign is a Material Resource (as opposed to a Work resource), then the units you assign is expressed either in an absolute quantity, or in a quantity per unit of time.

Material resources assigned per time period

In this example, 3 trucks/day are assigned to the task "shipping". The bottom detail view shows that 3 trucks a day are assigned for a total of 9.

	®	Name	Duration	Start		16 Sep 07
						F	S	S	M	T	W	T	F	S
1		shipping	3 days	9/17/07 8:00 AM	9/19							Truck[3 truck/day]

	Name	Work	Duration	Start		16 Sep 07
						F	S	S	M	T	W	T	F	S
1	shipping	0 hours	3 days	9/17/07 8:00 AM	Work				0h	0h	0h
	Truck	9	3 days	9/17/07 8:00 AM	Work				3	3	3

Assign Resources

Tasks: 1

	Name	R/D	Units
	Truck	-	3 truck/day
	Cement	-	

Assign
Remove
Replace...
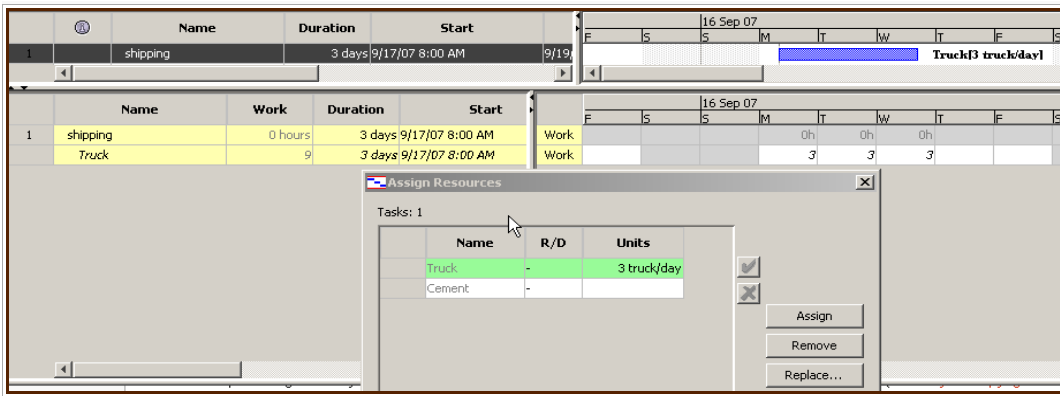
Removing a resource

To remove a resource or resources, select their rows in the dialog spreadsheet and click remove.
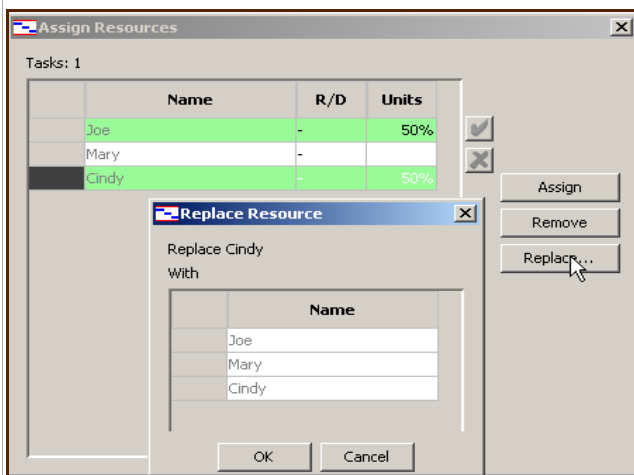
Replacing one resource with another

Clicking on the Replace button lets you replace one of the currently assigned resources with another one that you choose:

Assign Resources

Tasks: 1

	Name	R/D	Units
	Joe	-	50%
	Mary	-	
	Cindy	-	50%

Assign
Remove
Replace...

Replace Resource

Replace Cindy
With

Name
Joe
Mary
Cindy

OK   Cancel

R/D

The R/D field stands for "Request" or "Demand" indicating whether you are requesting the resource for your task, or if you are insisting upon it.

Resources on the Gantt spreadsheet

You can also see and modify what resources are assigned to a task by showing the *Resources* column on the Gantt Spreadsheet. It will show a semicolon separated list of all resources assigned to a task. If an assignment is not at 100%, the percentage will show up in brackets.

Lab:

You are assigned as the project manager for an office relocation project.

The office consists of normal office space, which contains different kinds of furniture, computers for the office workers and related equipment. Some of the furniture is very large in size, so it has to be disassembled before the transport which is to be done by truck. It would probably be practical to disconnect the computers and equipment before disassembling the furniture.

The office also has a server room, which houses the office fileserver and the database server.

The office worker s computers will have to be disconnected before work in the server room can be started. The data on the server also has to be backed up before the relocation but at that point all the client computers have to be disconnected as you want the backups to contain the most recent data.

The actual relocation work is to be done by 2 movers who have been hired for the task. The movers also have rented a truck for the transports. During the office relocation project the computer technician will be busy with all the computer related work, however, he will not take part of actually moving anything.

1. create a new project. Let's call the project Office relocation project , it will start today with forward scheduling and you are the project manager.
2. you have the following resources: A truck, a computer technician, mover1 - John Smith, mover2 Jack Jones,. Enter the resources into your project. Don't worry about costs at this point.
3. when done entering resources, create the following tasks:

id	task name	duration	task dependancy	type of task	resource	
	Office relocation project	?		summary task		
1	Office space	?		summary task		
2	Disconnect computers/equip.	2 days			computer tech	
3	Disassemble furniture	2 days	2FS-1 day		mover1&2	disconnect computers/equipm. first
4	Move furniture/equip./boxes	0,5 days	3		mover1&2, truck	
5	Reassemble furniture	2 days	4		mover1&2	the computer related furniture will be reassembled first, duration 1 day
6	Reconnect computers/equip.	2 days	5FS-1 day		computer tech	can not be connected before the computer related furniture is reassembled
7	Office space complete	0 days	6	milestone		
8	Server room	?	2	summary task		can not be started before computers/equip. are disconnected
9	Run backup on server	1,875 days			computer tech	
10	Disconnect server	2 days	9		computer tech	can not start before server is backed up
11	Move server	0,5 days	10		mover1&2, truck	have to disconnect first
12	Reconnect server	2 days	11		computer tech	have to move first

4. Link the tasks according to your logic (you can take a look at the column task dependency for reference after you have tried on your own)
5. assign the resources to the tasks
6. Take a look at your Gantt chart, it should look somewhat like the image below.
7. Save the project on your hard drive H:.
8. Done!

OpenProj™

File   Edit   View   Insert   Tools   Project   Help

No Filter   No Sorting   No Group

		Name	Duration	Start	
1		⊟Corporate Relocation	7,5 days	10.8.1998 8:00	19.8
2		⊟Moving	7,5 days	10.8.1998 8:00	19.8
3		⊟Office space	6,5 days	10.8.1998 8:00	18.8
4		Disconnect compute	2 days	10.8.1998 8:00	11.8
5		Disassemble furniture	2 days	11.8.1998 8:00	12.8
6		Move furniture/equip	0,5 days	13.8.1998 8:00	13.8
7		Reassemble furnitu	2 days	13.8.1998 13:00	17.8
8		Reconnect compute	2 days	14.8.1998 12:00	18.8
9		Office space comple	0 days	18.8.1998 13:00	18.8
10		⊟Server room	5,5 days	12.8.1998 8:00	19.8
11		Disconnect server	2 days	12.8.1998 8:00	13.8
12		Move server	0,5 days	14.8.1998 8:00	14.8
13		Reconnect server	2 days	14.8.1998 13:00	18.8
14		Test server	1 day	18.8.1998 13:00	19.8
15		Server room comple	0 days	19.8.1998 13:00	19.8
16		Move complete	0 days	19.8.1998 13:00	19.8

10 elo 98   17 elo 98   24 elo 98   31 elo 98

computer tech 1
mover
mover
mover
computer tech 1[200%]
18.8.1998
computer tech 1
mover
computer tech 1
computer tech 1[200%]
19.8.1998
19.8.1998