

# MS Project Professional 2021

## Tutorial #4 – Resource Pool

CS 587 – Software Project Management

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# Resource pool project and Sharer project

- **Resource pool project** - The project containing the resources that you want to share.
- **Sharer project** - The project that will share resources from another project.

# Tasks for both projects

## Resource pool project

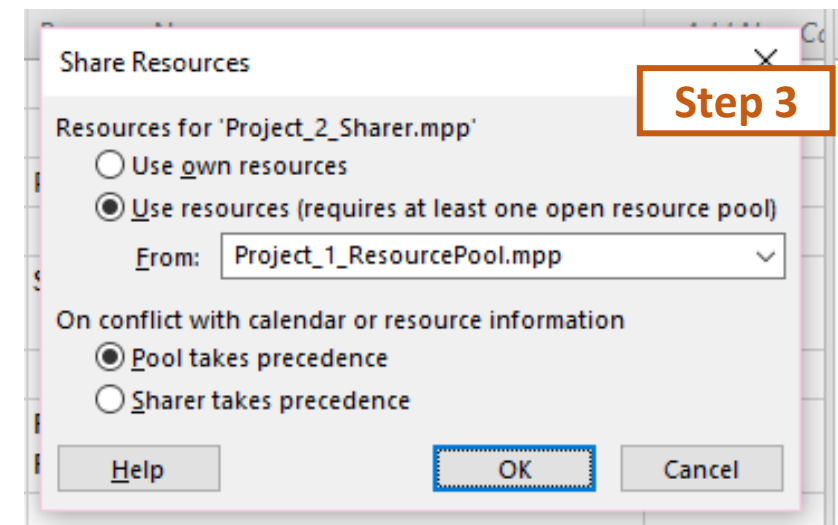
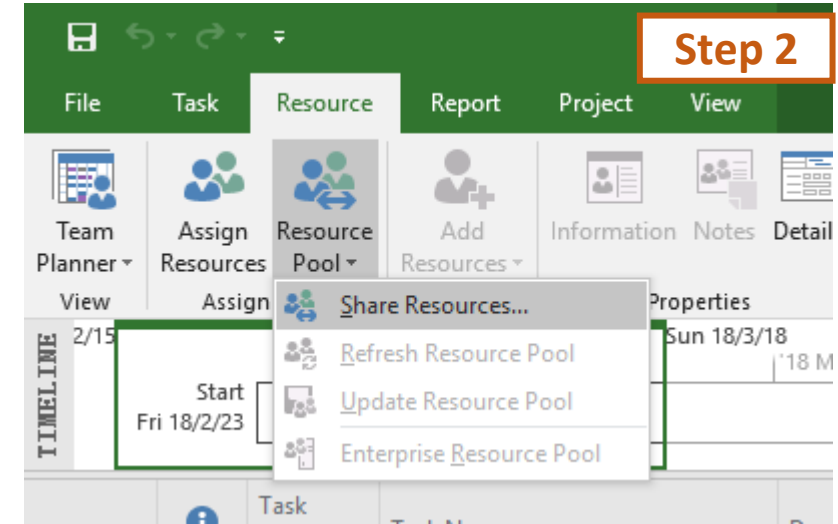
	Task Mode	Task Name	WBS	Duration	Start	Finish
1		Project1_ResourcePool	1	149 days	Mon 2/6/23	Thu 8/31/23
2		Project Plan	1.1	11 days	Mon 2/6/23	Mon 2/20/23
3		Write Plan	1.1.1	5 days	Mon 2/6/23	Fri 2/10/23
4		Review Plan	1.1.2	5 days	Mon 2/13/23	Fri 2/17/23
5		Preparation for review	1.1.2.1	3 days	Mon 2/13/23	Wed 2/15/23
6		Review Meeting	1.1.2.2	2 days	Thu 2/16/23	Fri 2/17/23
7		Rework	1.1.3	1 day	Mon 2/20/23	Mon 2/20/23
8		Risk Mitigation and Contingency Plan	1.2	8 days	Tue 2/21/23	Thu 3/2/23
9		Write Plan	1.2.1	2 days	Tue 2/21/23	Wed 2/22/23
10		Review Plan	1.2.2	5 days	Thu 2/23/23	Wed 3/1/23
11		Preparation for review	1.2.2.1	3 days	Thu 2/23/23	Mon 2/27/23
12		Review Meeting	1.2.2.2	2 days	Tue 2/28/23	Wed 3/1/23
13		Rework	1.2.3	1 day	Thu 3/2/23	Thu 3/2/23
14		Requirement	1.3	18 days	Fri 3/3/23	Tue 3/28/23
15		Write requirements	1.3.1	3 days	Fri 3/3/23	Tue 3/7/23
16		Write Use Case Model	1.3.2	2 days	Wed 3/8/23	Thu 3/9/23
17		Review Requirements/ Use Case Model	1.3.3	11 days	Fri 3/10/23	Fri 3/24/23
18		Preparation for review( Requirements)	1.3.3.1	3 days	Fri 3/10/23	Tue 3/14/23
19		Preparation for review( UseCases)	1.3.3.2	4 days	Wed 3/15/23	Mon 3/20/23
20		Review Meeting(Requirements)	1.3.3.3	2 days	Tue 3/21/23	Wed 3/22/23
21		Review Meeting(UseCases)	1.3.3.4	2 days	Thu 3/23/23	Fri 3/24/23
22		Rework	1.3.4	2 days	Mon 3/27/23	Tue 3/28/23
23		Analysis	1.4	13 days	Wed 3/29/23	Fri 4/14/23
24		Write Analysis Document	1.4.1	1 day	Wed 3/29/23	Wed 3/29/23
25		Review Analysis Document	1.4.2	7 days	Thu 3/30/23	Fri 4/7/23
26		Preparation for Analysis Document	1.4.2.1	3 days	Thu 3/30/23	Mon 4/3/23

## Sharer project

	Task Mode	Task Name	WBS	Duration	Start	Finish
1		Project2_Sharer	1	179 days	Mon 2/20/23	Thu 10/26/23
2		Project Plan	1.1	10 days	Mon 2/20/23	Fri 3/3/23
3		Write Plan	1.1.1	3 days	Mon 2/20/23	Wed 2/22/23
4		Review Plan	1.1.2	5 days	Thu 2/23/23	Wed 3/1/23
5		Preparation for review	1.1.2.1	2 days	Thu 2/23/23	Fri 2/24/23
6		Review Meeting	1.1.2.2	3 days	Mon 2/27/23	Wed 3/1/23
7		Rework	1.1.3	2 days	Thu 3/2/23	Fri 3/3/23
8		Requirement	1.2	16 days	Mon 3/6/23	Mon 3/27/23
9		Write requirements	1.2.1	4 days	Mon 3/6/23	Thu 3/9/23
10		Review Requirements	1.2.2	9 days	Fri 3/10/23	Wed 3/22/23
11		Preparation for review	1.2.2.1	5 days	Fri 3/10/23	Thu 3/16/23
12		Review Meeting	1.2.2.2	4 days	Fri 3/17/23	Wed 3/22/23
13		Rework	1.2.3	3 days	Thu 3/23/23	Mon 3/27/23
14		Lab and Environment Setup	1.3	20 days	Tue 3/28/23	Mon 4/24/23
15		Hardware	1.3.1	13 days	Tue 3/28/23	Thu 4/13/23
16		Install Network Elements	1.3.1.1	7 days	Tue 3/28/23	Wed 4/5/23
17		Routers	1.3.1.1.1	3 days	Tue 3/28/23	Thu 3/30/23
18		Bridge	1.3.1.1.2	4 days	Fri 3/31/23	Wed 4/5/23
19		Install Server	1.3.1.2	3 days	Thu 4/6/23	Mon 4/10/23
20		Install Clients	1.3.1.3	3 days	Tue 4/11/23	Thu 4/13/23
21		Software	1.3.2	7 days	Fri 4/14/23	Mon 4/24/23
22		Install Development Tools	1.3.2.1	4 days	Fri 4/14/23	Wed 4/19/23
23		Install Testing Tools	1.3.2.2	3 days	Thu 4/20/23	Mon 4/24/23
24		Analysis/Design Document	1.4	12 days	Tue 4/25/23	Wed 5/10/23
25		Write DD	1.4.1	2 days	Tue 4/25/23	Wed 4/26/23

# Step to create a resource pool

- **Step 1**: Click the sharer project, remember to have the resource pool project also open.
- **Step 2**: On the Resource Tab, click **Resource Pool**, and then click **Share Resources**.
- **Step 3**: Specify the **resources** and **precedence** in the pop-up window, and then click OK.
- If your project already had resources entered, the resources from both the projects are combined.



# Handle conflicts

## **Pool takes precedence**

- Resource information in the resource pool project to override any conflicting information from the sharer project (default).
- For example, if the resource named Karen Berg has maximum units of 100% in the sharer project, and 75% in the resource pool project. If the pool takes precedence, then the value of 75% is retained as the maximum units for Karen Berg.

## **Sharer takes precedence**

- Resource information in the sharer project to override any conflicting information from the resource pool project.
- For example, if Karen Berg has a standard rate of \$50 in the sharer project, and a standard rate of \$45 in the resource pool project. If sharer takes precedence, the value of \$50 is retained as the standard rate for Karen Berg.

# Resources for both projects

## Resource pool project

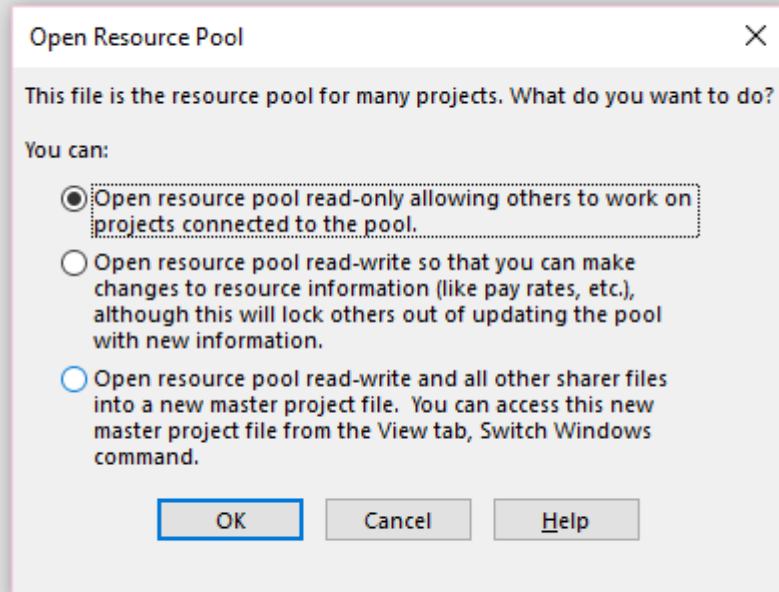
Project_1_ResourcePool.mpp - Project Professional												
Resource Sheet Tools												
File Task Resource Report Project View Format Tell me what you want to do												
Team Planner View Assign Resources Add Resources Information Notes Details Level Selection Level Resource Level All Level Next Overallocation Clear Leveling												
18 Feb 25 18 Mar 11 18 Mar 25 18 Apr 8 18 Apr 22 18 May 6 18 May 20 18 Jun 3 18 Jun 17 18 Jul 1												
Start Fri 18/2/23 Project_1_ResourcePool Fri 18/2/23 - Thu 18/10/18												
TIMELINE												
Add tasks with dates to the timeline												
RESOURCE SHEET												
	Resource Name	Type	Material	Initials	Group	Max.	Std. Rate	Ovt. Rate	Cost/Use	Accrue	Base Calendar	
1	Requirement Engineer11	Work		RE11		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
2	Requirement Engineer21	Work		RE21		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
3	Programmer12	Work		P12		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
4	Tester2	Work		T2		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
5	Project Manager 2	Work		P2		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
6	Requirement Engineer 9	Work		RE9		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
7	Requirement Engineer 12	Work		RE12		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
8	Requirement Engineer 13	Work		RE13		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
9	System Engineer 8	Work		SE8		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
10	System Engineer 9	Work		SE9		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
11	System Engineer 11	Work		SE11		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
12	Programmer23	Work		P23		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
13	Programmer24	Work		P24		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
14	Test Engineer 54	Work		TE54		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
15	Test Engineer 55	Work		TE55		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
16	Test Engineer 56	Work		TE56		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
17	Test Engineer 53	Work		TE53		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
18	Documentation Engineer 12	Work		DE12		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
19	Requirement Engineer1	Work		RE1		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
20	Programmer 24	Work		P24		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
21	Programmer 25	Work		P25		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
22	System Engineer 1	Work		SE1		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
23	System Engineer 3	Work		SE3		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
24	System Engineer 4	Work		SE4		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
25	Programmer/Software Engineer	Work		P23		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
26	Programmer/Software Engineer	Work		P24		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
27	Project Manager 3	Work		P3		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	

## Sharer project

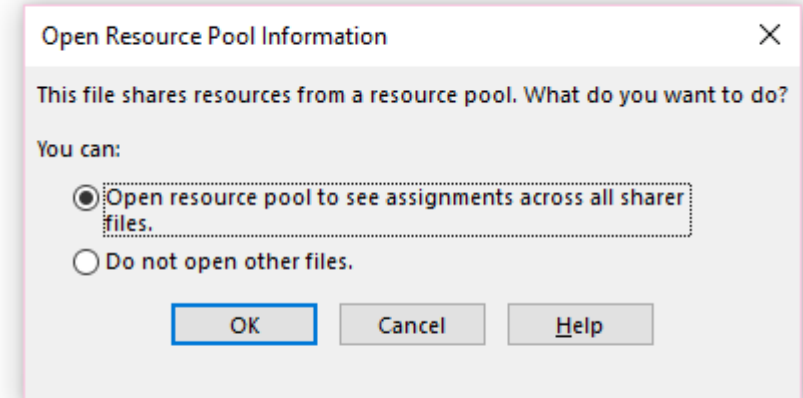
Project_2_Sharer.mpp - Project Professional												
Resource Sheet Tools												
File Task Resource Report Project View Format Tell me what you want to do												
Team Planner View Assign Resources Add Resources Information Notes Details Level Selection Level Resource Level All Level Next Overallocation Clear Leveling												
18 Feb 25 18 Mar 11 18 Mar 25 18 Apr 8 18 Apr 22 18 May 6 18 May 20 18 Jun 3												
Start Fri 18/2/23												
TIMELINE												
Add tasks with dates to the timeline												
RESOURCE SHEET												
	Resource Name	Type	Material	Initials	Group	Max.	Std. Rate	Ovt. Rate	Cost/Use	Accrue	Base Calendar	
1	Requirement Engineer11	Work		RE11		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
2	Requirement Engineer21	Work		RE21		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
3	Programmer12	Work		P12		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
4	Tester2	Work		T2		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
5	Project Manager 2	Work		P2		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
6	Requirement Engineer 9	Work		RE9		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
7	Requirement Engineer 12	Work		RE12		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
8	Requirement Engineer 13	Work		RE13		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
9	System Engineer 8	Work		SE8		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
10	System Engineer 9	Work		SE9		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
11	System Engineer 11	Work		SE11		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
12	Programmer23	Work		P23		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
13	Programmer24	Work		P24		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
14	Test Engineer 54	Work		TE54		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
15	Test Engineer 55	Work		TE55		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
16	Test Engineer 56	Work		TE56		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
17	Test Engineer 53	Work		TE53		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
18	Documentation Engineer 12	Work		DE12		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
19	Requirement Engineer1	Work		RE1		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
20	Programmer 24	Work		P24		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
21	Programmer 25	Work		P25		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
22	System Engineer 1	Work		SE1		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
23	System Engineer 3	Work		SE3		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
24	System Engineer 4	Work		SE4		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
25	Programmer/Software Engineer	Work		P23		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
26	Programmer/Software Engineer	Work		P24		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
27	Project Manager 3	Work		P3		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	

# Open the projects

## Open the resource pool



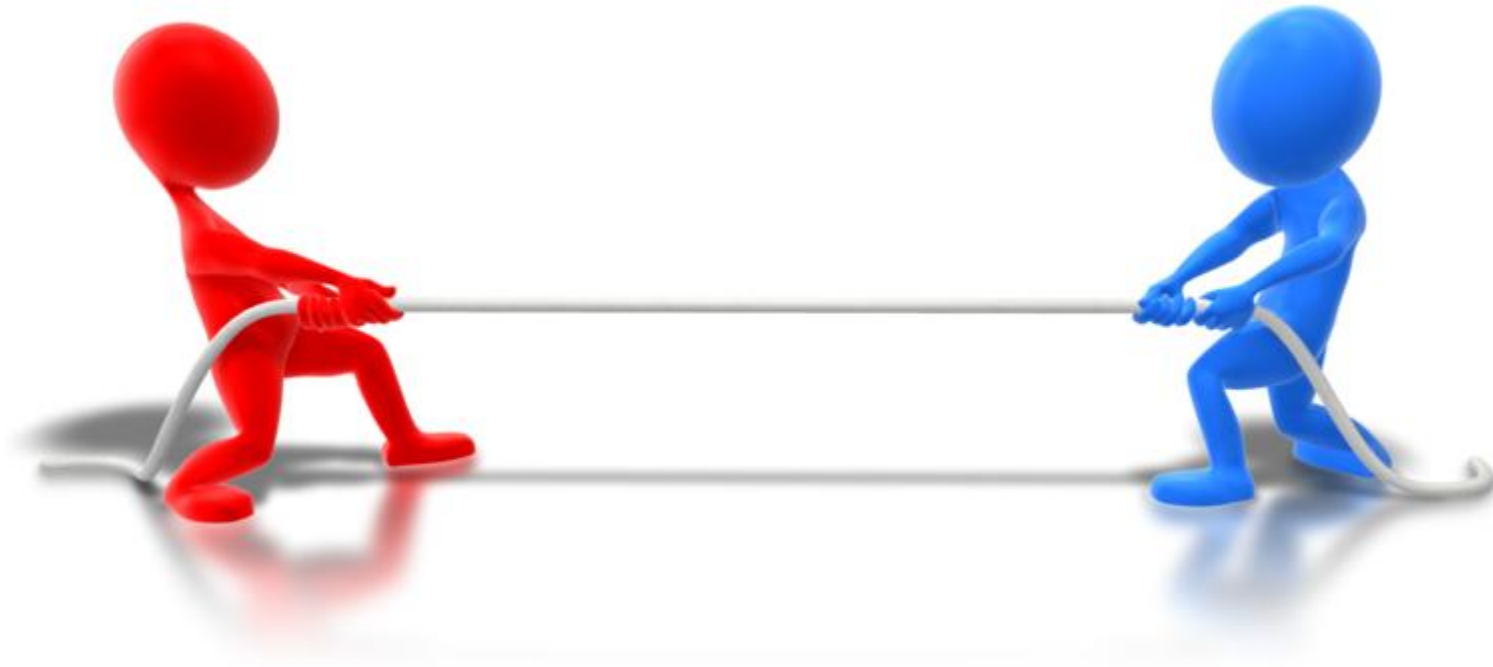
## Open the sharer





# Handle the conflicts






























Conflicts can happen when two or more tasks are done in parallel, and the same resource is assigned to work on all the tasks simultaneously.





# Handle the conflicts






- View conflicts

		Task Mode	Task Name	WBS	Duration	Start	Finish	Predecessors	Resource Names
1			Project1_ResourcePool	1	149 days	Mon 2/6/23	Thu 8/31/23		
2			Project Plan	1.1	11 days	Mon 2/6/23	Mon 2/20/23		
3			Write Plan	1.1.1	5 days	Mon 2/6/23	Fri 2/10/23		SE13,PM2
4			Review Plan	1.1.2	5 days	Mon 2/13/23	Fri 2/17/23	3	
5			Preparation for review	1.1.2.1	3 days	Mon 2/13/23	Wed 2/15/23	3	PE1,SE1,TE1,PM3,DE5
6			Review Meeting	1.1.2.2	2 days	Thu 2/16/23	Fri 2/17/23	5	DE1,PE1,SE1,TE1,SE13
7			Rework	1.1.3	1 day	Mon 2/20/23	Mon 2/20/23	6	SE13
8			Risk Mitigation and Contingency Plan	1.2	8 days	Tue 2/21/23	Thu 3/2/23	7	
9			Write Plan	1.2.1	2 days	Tue 2/21/23	Wed 2/22/23	7	SE13
10			Review Plan	1.2.2	5 days	Thu 2/23/23	Wed 3/1/23	9	
11			Preparation for review	1.2.2.1	3 days	Thu 2/23/23	Mon 2/27/23	9	DE1,PE1,PE22,SE1,TE1
12			Review Meeting	1.2.2.2	2 days	Tue 2/28/23	Wed 3/1/23	11	DE1,PE1,PE22,SE1,TE1,SE13
13			Rework	1.2.3	1 day	Thu 3/2/23	Thu 3/2/23	12	SE13
14			Requirement	1.3	18 days	Fri 3/3/23	Tue 3/28/23	13,7	
15			Write requirements	1.3.1	3 days	Fri 3/3/23	Tue 3/7/23	13,7	PE22,RE2,RE3,RE8,RE9,RE10
16			Write Use Case Model	1.3.2	2 days	Wed 3/8/23	Thu 3/9/23	15	RE8,PE22,RE2,RE3,RE9,RE10
17			Review Requirements/ Use Case Model	1.3.3	11 days	Fri 3/10/23	Fri 3/24/23	16	
18			Preparation for review( Requirements)	1.3.3.1	3 days	Fri 3/10/23	Tue 3/14/23	16	DE1,PE1,SE1,TE1
19			Preparation for review( UseCases)	1.3.3.2	4 days	Wed 3/15/23	Mon 3/20/23	18	DE2,PE2,SE2,TE2
20			Review Meeting(Requirements)	1.3.3.3	2 days	Tue 3/21/23	Wed 3/22/23	19	DE1,PE1,SE1,TE1,RE3
21			Review Meeting(UseCases)	1.3.3.4	2 days	Thu 3/23/23	Fri 3/24/23	20	DE2,PE2,SE2,TE2,RE10
22			Rework	1.3.4	2 days	Mon 3/27/23	Tue 3/28/23	21	PE22,RE2,RE10,RE3,RE8
23			Analysis	1.4	13 days	Wed 3/29/23	Fri 4/14/23	22	
24			Write Analysis Document	1.4.1	1 day	Wed 3/29/23	Wed 3/29/23	22	SE1,SE2,SE3,SE4,SE8
25			Review Analysis Document	1.4.2	7 days	Thu 3/30/23	Fri 4/7/23	24	

View in Gantt Chart

# Handle the conflicts

- View conflicts

		Resource Name	Type	Material	Initials	Group	Max.	Std. Rate	Ovt. Rate	Cost/Use	Accrue	Base
19		SE13	Work		SE13		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
20		PE1	Work		PE1		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
21		PE2	Work		PE2		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
22		PE3	Work		PE3		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
23		PE4	Work		PE4		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
24		PE22	Work		PE22		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
25		PE23	Work		PE23		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
26		PE24	Work		PE24		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
27		PE25	Work		PE25		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
28		PE26	Work		PE26		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
29		PE27	Work		PE27		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
30		TE1	Work		TE1		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
31		TE2	Work		TE2		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
32		TE3	Work		TE3		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
33		TE4	Work		TE4		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
34		TE44	Work		TE44		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
35		TE45	Work		TE45		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
36		TE46	Work		TE46		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
37		TE47	Work		TE47		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
38		DE1	Work		DE1		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
39		DE2	Work		DE2		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
40		DE3	Work		DE3		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
41		DE4	Work		DE4		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
42		DE5	Work		DE5		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
43		RE50	Work		RE50		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
44		RE51	Work		RE51		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
45		RE52	Work		RE52		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
46		RE53	Work		RE53		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard

[View in Resource Sheet](#)

# How to resolve conflicts ?

There are two ways to solve conflicts:

- **Strategy 1**

Allocate 50% (or any %) units of resource to one project and the remaining units to the other project.

- **Strategy 2**

Assign 100% units of resource to both projects, but at different time slots.



**Note:** The above strategies can be used for solving conflicts within the same project.

# Strategy 1

- **Step 1**: Select the task that has conflicts
- **Step 2**: Double click the resources
- **Step 3**: Change the percentage

	Task Mode	Task Name	WBS	Duration	Start	Finish	Predecessors	Resource Names
1		Project1_ResourcePool	1	149 days	Mon 2/6/23	Thu 8/31/23		
2		Project Plan	1.1	11 days	Mon 2/6/23	Mon 2/20/23		
3		Write Plan	1.1.1	5 days				
4		Review Plan	1.1.2	5 days				
5		Preparation for review	1.1.2.1	3 days				
6		Review Meeting	1.1.2.2	2 days				
7		Rework	1.1.3	1 day				
8		Risk Mitigation and Contingency Plan	1.2	8 days				
9		Write Plan	1.2.1	2 days				
10		Review Plan	1.2.2	5 days				
11		Preparation for review	1.2.2.1	3 days				
12		Review Meeting	1.2.2.2	2 days				
13		Rework	1.2.3	1 day				
14		Requirement	1.3	18 days				
15		Write requirements	1.3.1	3 days				
16		Write Use Case Model	1.3.2	2 days				
17		Review Requirements/ Use Case Model	1.3.3	11 days				
18		Preparation for review( Requirements)	1.3.3.1	3 days				
19		Preparation for review( UseCases)	1.3.3.2	4 days				
20		Review Meeting(Requirements)	1.3.3.3	2 days				
21		Review Meeting(UseCases)	1.3.3.4	2 days				
22		Rework	1.3.4	2 days	Mon 3/27/23	Tue 3/28/23	21	PE22,RE2,RE10,RE3,RE8
23		Analysis	1.4	13 days	Wed 3/29/23	Fri 4/14/23	22	
24		Write Analysis Document	1.4.1	1 day	Wed 3/29/23	Wed 3/29/23	22	SE1,SE2,SE3,SE4,SE8

Task Information

General

Predecessors

Resources

Advanced

Notes

Custom Fields

Name: Preparation for review

Duration: 3 days

☐ Estimated

Resources:

Resource Name	Assignment Owner	Units	Cost
PE1		100%	\$0.00
SE1		100%	\$0.00
TE1		200%	\$0.00
PM3		100%	\$0.00
DE5		100%	\$0.00

Help

OK

Cancel

# Strategy 2

- **Step 1:** Select the task that has a conflict.
- **Step 2:** On the Resource Tab, click on “Level Resource”.
- **Step 3:** Select the responsible resources.
- **Step 4:** Click on “Level now”.

Task Mode	Task Name	WBS	Duration	Start	Finish	Predecessors	Resource Names
1	Project1_ResourcePool	1	149 days	Mon 2/6/23	Thu 8/31/23		
2	Project Plan	1.1	11 days	Mon 2/6/23	Mon 2/20/23		
3	Write Plan	1.1.1	5 days	Mon 2/6/23	Fri 2/10/23		SE13,PM2
4	Review Plan	1.1.2	5 days				
5	Preparation for review	1.1.2.1	3 days				PE1,SE1,TE1,PM3,DE5
6	Review Meeting	1.1.2.2	2 days				DE1,PE1,SE1,TE1,SE13
7	Rework	1.1.3	1 day				SE13
8	Risk Mitigation and Contingency Plan	1.2	8 days				
9	Write Plan	1.2.1	2 days				SE13
10	Review Plan	1.2.2	5 days				
11	Preparation for review	1.2.2.1	3 days				DE1,PE1,PE22,SE1,TE1
12	Review Meeting	1.2.2.2	2 days				DE1,PE1,PE22,SE1,TE1,SE13
13	Rework	1.2.3	1 day				SE13
14	Requirement	1.3	18 days				
15	Write requirements	1.3.1	3 days				PE22,RE2,RE3,RE8,RE9,RE10
16	Write Use Case Model	1.3.2	2 days				RE8,PE22,RE2,RE3,RE9,RE10
17	Review Requirements/ Use Case Model	1.3.3	11 days				
18	Preparation for review( Requirements)	1.3.3.1	3 days				DE1,PE1,SE1,TE1
19	Preparation for review( UseCases)	1.3.3.2	4 days				DE2,PE2,SE2,TE2
20	Review Meeting(Requirements)	1.3.3.3	2 days				DE1,PE1,SE1,TE1,RE3
21	Review Meeting(UseCases)	1.3.3.4	2 days	Thu 3/23/23	Fri 3/24/23	20	DE2,PE2,SE2,TE2,RE10
22	Rework	1.3.4	2 days	Mon 3/27/23	Tue 3/28/23	21	PE22,RE2,RE10,RE3,RE8
23	Analysis	1.4	13 days	Wed 3/29/23	Fri 4/14/23	22	

Level Resources

Level:  
☐ Everyone  
☒ Selected Resources:

Project1\_ResourcePool  
SE1  
SE11  
SE12  
SE13  
SE2  
SE3  
SE30  
SE31  
SE32  
SE33  
SE4

Level Now Cancel

Level Resource
Level
All
Next Overalllocation

Leveling Options  
Clear Leveling  
Next Overalllocation

Level Resource

Level tasks for the selected resources.  
Leveling resolves resource conflicts or overallocations by delaying or splitting tasks, based on the settings in the Leveling Options dialog box.

Fri 18/2/23 Wed 18/2/28

Wed 18/2/28 Mon 18/3/5 3

**Note:** The tasks in the project having precedence will start at the scheduled time. The tasks in the project **NOT** having precedence will be delayed until the resource is available to work on that task.