**New Hands On 1- Resource Sheet by Microsoft Project 2021**

Creating a **Resource Sheet** in Microsoft Project is essential for managing the human resources, equipment, and materials needed for your project. This step-by-step process will guide you through creating a Resource Sheet specifically for the **loan approval and rejection project** at the Central Bank of Bangladesh.

**Step-by-Step Process to Create a Resource Sheet in Microsoft Project 2021**

**Step 1: Open Microsoft Project**

1. **Launch Microsoft Project 2021**.
2. **Open your project file** (if you have already created the loan project) or start a new project.

**Step 2: Switch to Resource Sheet View**

1. **Select the Resource Sheet View**:
   * Go to the **View tab** on the ribbon.
   * Click on **Resource Sheet** in the **Resource Views** group. This view allows you to manage and enter details for all resources involved in your project.

**Step 3: Define Resource Information**

1. **Enter Resource Names**:
   * In the first column labeled **Resource Name**, start entering the names of your resources. For the loan project, you might have resources like:
     + Loan Officers
     + Compliance Analysts
     + IT Support
     + Project Manager
     + Risk Assessors
2. **Specify Resource Types**:
   * In the **Type** column, specify the type of resource. Options include:
     + **Work** for human resources (e.g., Loan Officers).
     + **Material** for physical items (e.g., software licenses).
     + **Cost** for any costs associated with the project.
3. **Enter Maximum Units**:
   * In the **Max. Units** column, specify the maximum availability of each resource. For example:
     + Loan Officer: 100% (full-time)
     + IT Support: 50% (part-time)
4. **Add Standard Rates**:
   * In the **Std. Rate** column, enter the hourly rate for each resource. For example:
     + Loan Officer: $30/hour
     + Compliance Analyst: $25/hour
     + IT Support: $40/hour
5. **Enter Overtime Rates (if applicable)**:
   * In the **Overtime Rate** column, enter the overtime pay rate, if applicable. This rate might be higher than the standard rate.
6. **Specify Cost Per Use (if applicable)**:
   * In the **Cost/Use** column, enter any fixed costs associated with using a resource, such as renting equipment.

**Step 4: Enter Additional Resource Details**

1. **Add Resource Notes** (optional):
   * In the **Notes** column, you can provide additional details about each resource, such as specific skills or responsibilities.
2. **Define Resource Availability** (if needed):
   * You can specify availability by defining working time and days off. Right-click on the resource name and select **Resource Information** to access further options:
     + Go to the **General** tab to change the resource type or add notes.
     + Click on the **Availability** tab to define availability details (e.g., working hours, time-off).

**Step 5: Organize and Group Resources (Optional)**

1. **Group Resources**:
   * If you have a large number of resources, consider grouping them based on categories, such as **Loan Team**, **Support Team**, etc.
   * Use **Indent** and **Outdent** options under the **Task** tab to organize resources hierarchically.
2. **Use Custom Fields** (if applicable):
   * You can create custom fields to track additional resource attributes. To do this, go to **Project > Custom Fields**.

**Step 6: Save the Resource Sheet**

1. **Save your project file** to ensure that all your resource data is preserved.
   * Go to **File > Save As** and choose a location on your computer to save your project.

**Step 7: Assign Resources to Tasks**

1. **Switch to the Gantt Chart View**:
   * After creating the resource sheet, switch back to the **Gantt Chart** view to start assigning resources to specific tasks.
2. **Assign Resources**:
   * Select a task, go to the **Resource tab**, and click on **Assign Resources**. From there, select the resources you wish to assign to that task.

**Example Resource Sheet Entries**

| **Resource Name** | **Type** | **Max. Units** | **Std. Rate** | **Ovt. Rate** | **Cost/Use** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| Loan Officer 1 | Work | 100% | $30 | $45 |  | Main point of contact for loans |
| Loan Officer 2 | Work | 100% | $30 | $45 |  | Assists with loan applications |
| Compliance Analyst | Work | 100% | $25 | $37.5 |  | Reviews compliance regulations |
| IT Support | Work | 50% | $40 | $60 |  | Technical support for systems |
| Project Manager | Work | 100% | $50 | $75 |  | Oversees project management |
| Risk Assessor | Work | 100% | $35 | $52.5 |  | Conducts risk assessments |
| Software License | Material | - | - | - | $500 | For loan processing software |

By following these steps, you can create a comprehensive **Resource Sheet** in Microsoft Project 2021, effectively managing the human resources and materials necessary for the successful completion of the loan approval and rejection project. This sheet will be critical for monitoring resource allocation, managing workload, and ensuring that the project stays on schedule and within budget.