

**True/False**

*Circle T if the statement is true or F if the statement is false.*

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| <b>T</b> | <b>F</b> 1. You can link a maximum of three sharer files to a resource pool.   |
| <b>T</b> | <b>F</b> 2. Any Microsoft Project schedule can serve as a resource pool.   |
| <b>T</b> | <b>F</b> 3. If you decide that you do not want to use a resource pool with a project schedule, it is possible to break the link between the resource pool and sharer file.   |
| <b>T</b> | <b>F</b> 4. If you have a resource pool open as read-only and make changes to a sharer file, only assignment information is saved to the resource pool from the sharer file. |
| <b>T</b> | <b>F</b> 5. Microsoft Project does not update the resource pool with assignment details as you make them in the sharer file.   |
| <b>T</b> | <b>F</b> 6. When you save a resource pool, you must use ‘resource pool’ as part of the filename.   |
| <b>T</b> | <b>F</b> 7. A project schedule can be made into a sharer file for a resource pool only before work has started.  |
| <b>T</b> | <b>F</b> 8. For a resource pool on a network, multiple users can simultaneously have the resource pool open as read-write.   |
| <b>T</b> | <b>F</b> 9. If you change resource information, such as costs rate, in the resource pool, all linked projects will use the updated information.                              |
| <b>T</b> | <b>F</b> 10. By default, all sharer files use the same base calendar.  |

**■ Competency Assessment****Project 16-1: Adding a Sharer File to the Southridge Video Resource Pool**

You have created a resource pool for two of the Southridge Video projects on which you are working. You have been assigned to work on another project and want to add this sharer file to the resource pool.

**GET READY.** Launch Microsoft Project if it is not already running.



**OPEN** *Southridge Video Resource Pool 16-1* from the data files for this lesson. When prompted, click the second option to open the file as **read-write**, and then click **OK**.  
**OPEN** *Gregory Weber Biography 16-1* from the data files for this lesson.

**SAVE** the files as *Southridge Video Resource Pool* and *Gregory Weber Biography*.

1. On the View ribbon, click **Switch Windows**, and then click *Gregory Weber Biography*.
2. On the ribbon, click **Resource Sheet**.
3. On the ribbon, click the **Resource** tab, then click the **Resource Pool** button, and then click **Share Resources**.
4. Under Resources for ‘*Gregory Weber Biography*,’ select the **Use resources** option.
5. In the From list, make sure that *Southridge Video Resource Pool* is selected from the dropdown list, and then click **OK**.
6. **SAVE** the project schedules.
7. **CLOSE** the *Gregory Weber Biography* project schedule. Leave the *Southridge Video Resource Pool* project schedule open.

**PAUSE.** **LEAVE** Project open to use in the next exercise.

## Project 16-2: Updating Working Time in the Southridge Video Resource Pool

Arlene Huff has just informed you that she is unable to work on July 20, 2016, because of a personal commitment. You need to update her resource information to reflect this date as nonworking time.

**SAVE** the open *Southridge Video Resource Pool* as *Southridge Video Resource Pool 2*.

1. On the ribbon, click the **View** tab, and then click **Resource Usage**.
2. In the Resource Name column, double-click the name **Arlene Huff**.
3. In the Resource Information dialog box, click the **Change Working Time** button.
4. Drag the **vertical** scroll bar or click the **up** and **down arrows** next to the calendar until July 2016 appears.
5. Select the date **July 20**.
6. On the Exceptions tab below the calendar, under the Name column heading, click the first empty cell. Type **Vacation Day** and [press **Enter**].
7. Click **OK** in the Change Working Time dialog box.
8. Click **OK** in the Resource Information Dialog box.
9. **SAVE** the project schedule, and then **CLOSE** the file.

**PAUSE.** **LEAVE** Project open to use in the next exercise.

## ■ Proficiency Assessment

### Project 16-3: Revising the Employee Orientation Sharer File and Updating the HR Resource Pool.

You need to make several changes to the Employee Orientation Schedule, but want to open the HR Resource Pool as read-only so that others can still read the file while you are using it. You will then need to update the resource pool with your changes.

(To set up this exercise, you will first need to build a resource pool from the Employee Orientation Schedule and HR Interview Schedule projects. After creating and saving the resource pool and sharer files, you will reopen the necessary files for this exercise.)



**OPEN** *Employee Orientation Schedule 16-3* and *HR Interview Schedule 16-3* from the data files for this lesson.

**SAVE** the project schedules as *Employee Orientation Schedule 3* and *HR Interview Schedule 3*.

1. **OPEN** a new, blank project schedule.
2. **SAVE** the new file as ***HR Resource Pool 3***.
3. Change the view to the Resource Sheet for all files.
4. Arrange all three open files in the active window.
5. Use the Share Resources dialog box to add the resources from ***HR Interview Schedule 3*** to ***HR Resource Pool 3***.
6. Use the Share Resources dialog box to add the resources from ***Employee Orientation Schedule 3*** to ***HR Resource Pool 3***.
7. **SAVE** all three open files, and then **CLOSE** the files.
8. **OPEN** *Employee Orientation Schedule 3* from your solution file location. When prompted, select the option to open the resource pool.
9. Make sure that the ***Employee Orientation Schedule 3*** project fills the active window. Change the view to the Gantt Chart.

10. Select the name of Task 11, **Tour Customer Service Center**.
  11. Activate the **Assign Resources** dialog box.
  12. Assign Jason Watters to this task.
  13. Select the name of Task 10, **Measuring for uniforms**.
  14. Assign Britta Simon to this task.
  15. **CLOSE** the **Assign Resources** dialog box.
  16. Activate the Resource Pool options on the Resource tab, and then update the resource pool.
  17. **CLOSE Employee Orientation Schedule 3**. When you are prompted to save, click **Yes**. In the dialog box that appears, click **OK**.
  18. **CLOSE HR Resource Pool 3**.
- PAUSE.** LEAVE Project open to use in the next exercise.
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### Project 16-4: Updating Working Time for All Projects in Southridge Video Resource Pool

You need to make a change to working time for all employees of Southridge Video to reflect two days that everyone will be spending at the National Videographer's Conference. You need to reflect this as nonworking time in all sharer files.



**OPEN Southridge Video Resource Pool 16-4** from the data files for this lesson. When prompted, click the second option to open the file as **read-write**, and then click **OK**. **OPEN Don Funk Music Video 16-4** and **Adventure Works Promo 16-4** from the data files for this lesson.

**SAVE** the files as **Don Funk Music Video 4**, **Adventure Works Promo 4**, and **Southridge Video Resource Pool 4**.

1. Expand Southridge Video Resource Pool 4 to fill the active window, if it is not already expanded.
  2. Activate the **Change Working Time** dialog box from the Project tab.
  3. Select the **Standard (Project Calendar)** as the calendar to which you want to apply your change.
  4. Select the dates of **July 27-28, 2016**.
  5. Add the National Videographers' Conference to the Exceptions tab.
  6. Close the **Change Working Time** dialog box.
  7. Verify the working time change in the two sharer files.
  8. **SAVE** all open project schedules, and then **CLOSE** the files.
- PAUSE.** LEAVE Project open to use in the next exercise.
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## ■ Mastery Assessment

### Project 16-5: Creating a Human Resources Schedule Resource Pool

You have several human resources project schedules that are active in your department. You need to create a resource pool and link these schedules to it.



**OPEN Employee Orientation Schedule 16-5** and **HR Interview Schedule 16-5** from the data files for this lesson.

**SAVE** the files as **Employee Orientation Schedule 5** and **HR Interview Schedule 5**.

1. Open a new file and save it as ***HR Resource Pool 5***.
2. Link the **Employee Orientation Schedule 5** to the resource pool using the Share Resources dialog box.
3. Link the **HR Interview Schedule 5** project to the resource pool using the Share Resources dialog box. Make sure that the pool takes precedence.
4. **SAVE** all three project schedules.

**PAUSE.** LEAVE Project and all three schedules open to use in the next exercise.

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### **Project 16-6: Updating Assignments in a Sharer File to the HR Resource Pool**

You now need to make several updates to the sharer schedules linked to the HR Resource Pool.

**USE** the open schedules from the previous exercise.

1. In the ***HR Interview Schedule 5*** project schedule, for Task 9, replace Keith Harris with Garth Fort using the Assign Resources dialog box.
2. In the ***HR Interview Schedule 5*** project schedule, for Task 20, remove Keith Harris' assignment to this task using the Assign Resources dialog box.
3. In the ***Employee Orientation Schedule 5*** project schedule, for Task 12, assign Karen Berg to this task using the Assign Resources dialog box.
4. **SAVE** all of the project schedules, and then **CLOSE** the files.

**CLOSE** Project.

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