

Lehnert Computer Services

1482 Gone Away Ct.

Wheaton, IL 60187

(630)260-4770

E-Mail: ellen@lehnertcs.com

Ask the teacher - April, 2004

By Ellen Lehnert, Lehnert Computer Services

Question: What is the best way to change the project start date?

Answer: Actually, there are several ways of changing the start date of a project. The easiest is to change the date in Project>Project Information. However, changing the start date here will change the date but not effect the constraint and deadline dates. An alternative way would be to open up the Analysis toolbar and click on the button “Adjust Dates”. You will be asked for a new start date. This button will also change the constraint dates and deadlines to be in relationship to the new start date. For example, if the ending constraint date is 9/1 and the start date is pushed back 2 months, the ending date will be 11/1. This method will make changing the start date less painful for you.

Question: When I assign a resource to a task, I have the right amount of work but the duration isn’t correct – how do I fix this without changing the dates?

Answer: You probably are out of whack! If the time in Options>Calendar do not match the time (number of working hours per day) in the Project calendar (Tools>Change Working Time) the duration will be off. It is my suggestion that before you start assigning time to resources, set the calendar to the proper number of working hours per day and match the value to the values set in Options>Calendar. There is a suggestion in the option box that says that you might consider matching these – I always felt it should read “They have to match or it will not calculate correctly”. If that doesn’t fix the problem, check the resource calendar or the task calendar – the program is probably reacting to availability. Also, check how the resource is assigned in the task or resource usage to see what is really happening behind the scenes.