

Lehnert Computer Services

1482 Gone Away Ct.

Wheaton, IL 60187

(630)260-4770

E-Mail: ellen@lehnertcs.com

Ask the Teacher – July, 2004

Ellen Lehnert, PMP

Lehnert Computer Services

Question: Which task type should I use?

Answer: All of them!!! You need to take a close look at each task and select the task type that is appropriate for the task. See examples below:

Fixed Duration: Use this task type for a class, meeting, conference – anything that has a fixed length of time.

Fixed Work: Those tasks where you can estimate the amount of work. When the resource is assigned, the resource calendar and availability of the resource will establish the schedule in which the task will performed.

Fixed Units: This option fixed the percentage of a resource that is assigned to a task.

If in doubt of what type to choose for a task, choose the fixed units option. Also be aware that the effort-driven flag is turned on by default in Options. If the effort-driven flag is on for a task, when more than one resource is assigned, the work will be divided over the resources. For a fixed unit and fixed work tasks, this also means that the durations for these tasks will also be altered.