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Article for MPA EZine – June, 2005

Ask the Teacher

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Question: I have noticed that resources can be overallocated in a day when they really are available. See below – Resource A and Resource B has 8 hours of availability yet they are overallocated when they are booked to 5 hours of work. The project has 2 tasks and a recurring meeting, I cannot get it to level for the two resources. Is it possible to level without manually adjustment in the resource usage view?

Resource Usage	i	Resource Name	Start	Details	Jun 5, '05							Jun 12, '05		
					S	M	T	W	T	F	S	S	M	
1		Person A	6/8/05	Work				5h	4h	4h				4h
		Task A	6/8/05	Work				4h	4h	4h				4h
		Task B	6/24/05	Work										
		Weekly Meeting	6/8/05	Work				1h						
		Weekly Meeting	6/15/05	Work										
		Weekly Meeting	6/22/05	Work										
		Weekly Meeting	6/29/05	Work										
		Weekly Meeting	7/6/05	Work										
2		Person B	6/8/05	Work				5h	4h	4h				4h
		Task A	6/8/05	Work				4h	4h	4h				4h
		Task B	6/24/05	Work										
		Weekly Meeting	6/8/05	Work				1h						

Answer: You hit the nail on the head when you mentioned recurring tasks. The problem here is not that the resources are overallocated in a day; it is that the same hour of the day has been booked by 2 tasks. This will happen with recurring tasks because they are always booked during the first hour of the day. Using the Resource Usage view, if you drill down (timescale: Middle tier, days, lower tier, hours) and check the hours (see below) you will see that the project task and the weekly meeting are actually scheduled for the 8 o'clock hour. Leveling usually does not effect this situation; however, in this Resource Usage view you can manually adjust the time at the hour level and eliminate the problem.

Resource Usage	i	Resource Name	Start	Details	7	8	9	10	11	12	1	2	3
					1		Person A	6/8/05	Work		1.5h	0.5h	0.5h
		Task A	6/8/05	Work		0.5h	0.5h	0.5h	0.5h		0.5h	0.5h	0.5h
		Task B	6/24/05	Work									
		Weekly Meeting	6/8/05	Work		1h							
		Weekly Meeting	6/15/05	Work									
		Weekly Meeting	6/22/05	Work									
		Weekly Meeting	6/29/05	Work									
		Weekly Meeting	7/6/05	Work									
2		Person B	6/8/05	Work		1.5h	0.5h	0.5h	0.5h		0.5h	0.5h	0.5h
		Task A	6/8/05	Work		0.5h	0.5h	0.5h	0.5h		0.5h	0.5h	0.5h
		Task B	6/24/05	Work									
		Weekly Meeting	6/8/05	Work		1h							
		Weekly Meeting	6/15/05	Work									