

Lehnert Computer Services

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Ask the Teacher - August, 2005
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Question: When I develop a schedule I enter the tasks, durations, relationships and constraints. The schedule gives me the end date of the project. Why does the end date change when I start assigning the resources to the tasks?

Answer: When a project is originally created, all tasks are assigned dates based on the project calendar (Project, Project Information) constrained by the constraints or deadlines that have been added. When the resources are assigned to the tasks, the assignments are made based on the individual resource calendar. The only exception to this is when a task calendar is assigned (Task information box, advanced page) to a task and the option to have the resource calendars ignored is selected.

Question: When I print a Gantt chart, sometimes I get pages that contain only names. Any suggestions that could help with this situation?

Answer:

1. Go to the resource sheet in your project and insert full initials for all your resources. If you are using Project Server, this function will have to be performed by your resource administrator.
2. Show the Gantt chart view that you use for printing the chart.
3. Right click in the Gantt chart white area and select "bar styles".
4. In the top section, click on the row "task".
5. In the bottom section click on "Text" and then change "Resource Name" to "Resource Initials" next to the "Right" choice.
6. Click on the word "Critical" in top section and the change the "Resource Name" to "Resource Initials" next to the word "Right" at the bottom.

Keep in mind this is now changed for this Gantt View in this project plan only. If you would like this to be shown for all project plans – Organizer → View → click on the Gantt Chart on the right and copy it to the left.

If you are using Project Server, however, I would suggest that you copy the Gantt View to another name and change the newly named chart. If you don't, the next time you sign into Project Server, you will lose your copy of the Gantt View.