

Lehnert Computer Services

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Ask the Teacher - October, 2005

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Question: I created a custom report in Project A called Report 1 based on Resource Group A and copied it into the Organizer so it could be used in other projects. When I opened another project to run the report, the report returned the following error message:



What is wrong with this report?

Answer: Copying just the report object in the Organizer is not enough. You must also copy all the objects (tables, filters, fields, etc.) into the Organizer also. If all the objects necessary to run the report are not present, an error message like the one above will be returned. To fixed this problem, open the project that you created the custom report and copy all the objects into the Organizer (Tools → Organizer) (copy from right to left) and then try to rerun the report.

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.

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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.