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As the Teacher – January, 2006

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I want to thank all of you who introduced yourselves to me last week at the Microsoft Conference in Seattle for the new P12 version of Project Server. Many of you told me how much you liked my article every month and how helpful it has been to you. Your input is much appreciated, and I hope to be able to continue writing an article that you want to read.

Question: I need to produce a report printed on paper that would contain task assignments so my resources may report time back to me. I also need this report in 2 week time spans. What do you suggest?

Answer: This is actually a standard report in the system. A few changes and you will have exactly what you want.

1. View → Resource Usage
2. Right click on the right side of the view (yellow area) and select “Actual Work”. This field will be added to the view. After printing, your resources can write time in this area.
3. Click on a resource name. Insert → Page break. This will insert a page break before the selected resource. Repeat for all resources. This will allow for printing one page per resource.
4. Adjust the timescale on the right side of the view to be a per day view.
5. File → Print. Enter the date range you need in the lower left corner of the box. Click Print Preview to see your result before printing.

Question: I would like to see where my project is slipping compared to the baseline. I see some differences on the Tracking Gantt but I would like to see more information.

Answer: Take a look at the Detail Gantt – View → more Views → scroll up to detail Gantt. Select the view and apply. This view will show you on the left in the Gantt area the number of days that the project has slipped compared to baseline. It will also show you on the right the amount of slack that you have in your project. One use of this view is to check your schedule after a weekly status to help you decide how to get back on track.