

Lehnert Computer Services

1482 Gone Away Ct.
Wheaton, IL 60187
(630)260-4770
E-Mail: ellen@lehnertcs.com

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Ellen Lehnert, PMP - Lehnert Computer Services
www.lehnertcs.com

Topic: Project Workspace and combining the Project Schedules

Question: I have multiple project schedules which are separate but concern the same topic. Is there an easy way to open all of these project schedules at the same time?

Answer: Actually, there is. You can create a project workspace.

1. Open the project schedules that pertain to the same subject
2. File → Save Workspace
3. Name and position the file. Please note that the file type is .mpw.
The default name is "Resume.mpw" but may be changed as needed.

FYI: This Project Workspace is different than the Project Workspace that you reach through Web Access.

After the workspace has been opened, you may combine the schedules into one project file by clicking on:

1. Window → New Window
2. Select the project schedules you would like to combine – click OK
3. A temporary file will open which contains the project schedules you selected.

TIP: As you look at the new combined file, you might have problems knowing which tasks belong to which projects particularly if you are using similar task names. To help with this situation, insert the column "Project" (right click on a column heading, select insert column, click "P", scroll down to "Project", click OK). You also have the ability to create links between the project schedules if necessary.

NOTE: New Window will not combine resources of the same name – the resources will remain separate within project schedules.