

Lehnert Computer Services

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Article for MPA ezine – May, 2007
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RE: SNET constraint, removing lines from the PWA timesheet and flexibility in the WBS

Question: From a reader: Why do I get a different total slack calculation when I use constraint type "Start No Earlier than" vs. "Start No Later than"?

Answer: "Start No Earlier than" constraint type is calculating a forward scheduling critical path where "Start No Later than" constraint is planning the task from the finish and calculating backward. This can cause the difference in the slack value for the task.

Question: From a reader: In MS Project Server 2003 – how do I remove the lines from the timesheet for a resource in PWA when a project is completed.

Answer: You are right – they can stay there. The easiest way to not have the timesheet lines appear once a project is completed is to open the project in MS Project Professional and change on the resource sheet the booking type for the resources to proposed from committed. You should also zero out remaining work and remaining duration once a project is completed. Remember to also mark the material resources as completed (Actual work). You will not be able to achieve zero remaining work or duration if material resources assigned to tasks are not updated. Then you must publish to update the assignments. Check the timesheets, the entries should be gone.

Question: From a class: I am having a problem figuring out how to create a WBS that will be flexible enough to be shown in multiple ways. Are there any tricks to doing this?

Answer: Lots of tricks!!! Don't be locked into the notion that because you create a WBS top-down, you are restricted to only reporting on the information from that point of view. Here are a few ideas you could use to show the WBS multiple ways. Keep in mind these are all formatting, sorting, grouping, filters, etc. and will not affect the original structure which can be achieved at any time. These ideas work best with a WBS created as follows:

Summary task	Use as a title – no resource assigned – Noun to state work of section
Detail Task	Actual work task of project. Assign resources.
Detail Task	Action verb (write, create, design, define, develop, etc)
Detail Task	
Milestone	Zero duration task, no work, no resources, past tense (Development completed, Design accepted, Server ready)

Don't be afraid to turn visuals off – you can turn them back on whenever you want.
To turn off summary tasks : Tools→options→ view→flag at bottom center
To turn off link lines: Format→Layout→first option

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Sort: Project→Sort→Sort by:

(**WARNING** – Make sure the flag to renumber the tasks is off – can't be undone)

Ideas: Sort by start date, finish date, resource name or a custom field value

Sort by ID to restore

Group: Project → Group → Group by:

Ideas: Group by resource, start date, finish date or custom field value

create custom table and group by department, location, etc.

Filter: You have the ability to use the autofilter or Project → Filtered for: options. One of my favorite keystrokes is the F3 key which will remove any applied filter.

Formating: Some people like to format Gantt bars by department or group. You have the ability to format all values in a row as well as the Gantt bars in a group, however, you must establish the group. There is a field called "Marked"; it is a "yes, no" value like a flag field would be. The formatting will be based on the value of this field. To use this field for format flagging:

1. Right click on any column in a table
2. Insert Column
3. Click on the "M" and select the field "Marked" – click OK
3. Indicate with "Yes" the fields you would like to "Mark" for formatting

To use the Marked fields for row color formatting:

Ideas: Show the Critical path tasks without using the Gantt Chart

Show the milestone tasks in an alternate color

Show the text to the right of a task bar in alternate font

Show the tasks linked to other projects (uses External Task field)

Format→ Test Styles → select Marked in the "Item to change" box

A font, color, style may all be selected → click **OK**

To remove the formatting;

Format→ Test Styles → select All in the "Item to change" box → OK – or

Select "Marked" and reset to a selected color and click OK

To use the Marked fields for Gantt Bar formatting

Tip: formatting applies to one Gantt Chart. It might be useful to copy an existing Gantt Chart and apply this formatting to a unique chart.

Format→ Bar Styles →

1. Scroll down to below last item in the Name column
2. Click in the first blank space and enter "Marked column"
3. Select an appearance. If you take the default, it will replace an existing value.
4. Select a color and shape in the bottom.
5. In the "Show for" column, select Marked
6. In the Row column, leave the 1
7. In the From and To columns, leave the start and finish values.

NOTE: Putting this formatting below the regular formatting will override existing formatting.