

Lehnert Computer Services

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RE: Delay the assignment instead of the task

Question: I have heard that it is not a best practice to enter a date in the start or finish column to move a task to a date. At times I need to move a task to a date - how would you do this?

Answer: I agree with what you have been hearing that entering dates in the start and finish column is not a best practice because it will create a constraint on a task. However, I do see the need to move a task to a specific date. One of the most reported reasons for moving a task is the inavailability of the resource. The best way to aid in this situation is to add a delay to the assignment – you will be moving the assignment and not the task. Each resource may be treated individually. This method will not add a constraint to the task. See below for directions:

1. The best way to add a constraint to the task is through the Task Entry View.
View → More Views → Task Entry → Apply

Tip: Placing is view in the view menu is easy and it has many uses

View → More Views → Task Entry → Edit

Click the box "Show in Menu" , click OK

You will now see Task Entry when you click on View or when you right click on the words running vertical along the left side of the screen.

2. Right click in the bottom pane
Select "Resource Schedule" view
3. In the top pane select the task that you would like to delay
Details will be viewed in the bottom pane
4. Increase the delay value until the start date of the assignment is the date you want then click OK

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ID	Resource Name	Work	R/D	Leveling Delay	Delay	Start	Finish
2	Larry	40h		0d	2d	11/7/2007	11/13/2007
1	Moe	40h		0d	0d	11/5/2007	11/9/2007

The assignment will be moved. This delay will remain with the assignment and should be reduced or adjusted according. In the example above Larry will work on the task 11/7/2007 through 11/13/2007. Adding the delay to the task resulted in the length of the task extending 2 days. If this was a critical task, the ending date would be missed by 2 days also.

Dates may also be entered here for the assignment. You will note that the delay is increase in relationship to the date you have adjusted.

NOTE: Some people have told me that they use the leveling delay for this same purpose. This is not recommended. If you level the project, you will lose all of your entered values or they will be removed with clear leveling.