

Lehnert Computer Services

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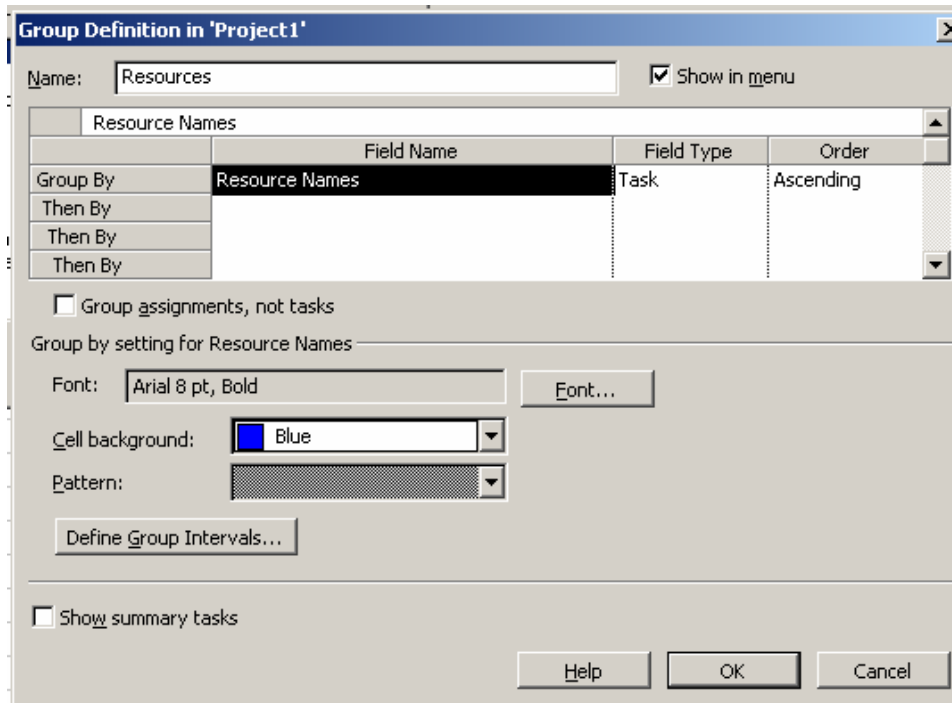
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Topic: Visual views to show resource assignments?

Question: I would like to see visually resource assignments by resource. Is there an easy way to do this within MS Project? I am concerned about seeing the order of the resource assignments as well as trying to find conflicts.

Answer: This is a common request and MS Project is very helpful in providing answers for you. However, there is a grouping object you will need to create to help you obtain the reports by resource. To create a grouping object for "Resources" do the following:

1. Project → Group by → More Groups
2. Click on New
3. Name: Resources
Show in the Menu (Grouping will appear in the pull down menu for Groups)
Group by: Resource Names
Change color if desired
Click OK (see below)



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This grouping may now be applied to any Task View. Here are some suggestions that could give you the results you are looking for:

- To see a Gantt Chart with the work grouped by resource (any Gantt Chart may be used)
View → Gantt Chart, Project → Group by → Resources
Sort the Gantt by Start date to see the assignments in date order
- To see resources in the Network Diagram
View → Network Diagram, Project → Group by → Resources
No time frame applied but will show relationships between tasks and what is required of a resource with relationship arrows
- Create a task table and apply the grouping or apply the grouping to any existing task table.
- Also – Resource Usage view will automatically group the resources and show assigned tasks. This is the best place to see overallocations because of the red highlighting that is automatically applied. If you right click on the right side of the screen, additional fields may be added to fine tune your view.

NOTE: This grouping may only be applied to Task based views.

Use the object in other schedules: To save this grouping, copy it into your Organizer and it will be available for use in all schedules. Be aware, if you are using MS Project Server, you might be subject to a naming convention so you do not interfere with MS Project Server objects. To copy the Group object "Resources" into the Organizer:

1. Tools → Organizer → Groups
2. Select "Resources" on the right
Click the copy arrow in the center to copy the object to the left side (Into your local Global)

