

Article for MPA ezine – November 6, 2008
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Subject: Displaying availability exceptions in Resource usage sheet

Email question from Claire asks: When looking at a resource usage sheet displaying assigned work, how does one distinguish between unallocated time and exception time? If, for example week of 10/19 for a particular engineer is blank because that engineer is on vacation (as opposed to unassigned to any projects during that week,) can this exception be displayed in the Resource Usage sheet? I know that Project will schedule around this exception, but it would be handy to have the exception visible for the Engineering Manager to see.

Answer: The information you need can be displayed but is will be called “Remaining Availability”. Let’s look at the example below.

Resource Name	Work	Details	Feb 8, '09							
			S	S	M	T	W	T	F	
Produce permit	40 hrs	Work								
Contractor sele	40 hrs	Work								
<input checked="" type="checkbox"/> Cost engineer	320 hrs	Work			8h	8h	8h	8h	8h	
Prepare concej	40 hrs	Work			8h	8h	8h	8h	8h	
Develop projec	40 hrs	Work								
Generate proje	120 hrs	Work								

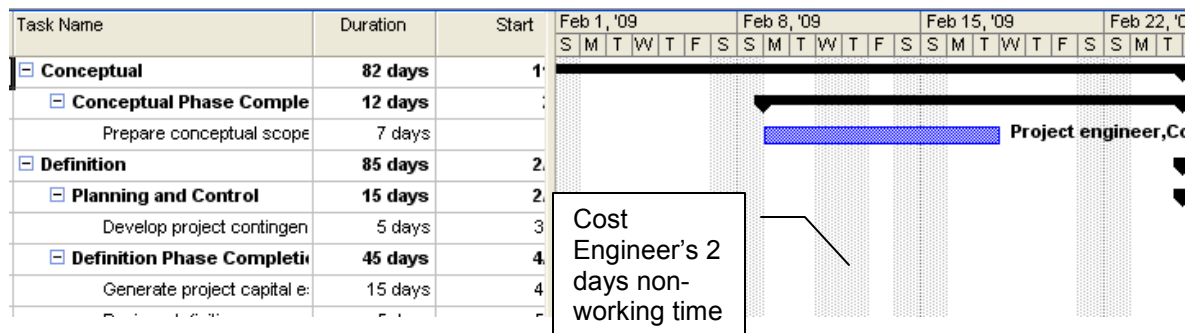
The resource above is booked to work Monday thru Friday on a task. In the next step I will go into the resources’s availability calendar and block out availability for Wednesday and Thursday. Note the result of the assignment. Claire’s question is in regard to the fact that you can’t see why the assignment looks like it does.

Resource Name	Work	Details	Feb 8, '09							Feb 15, '09			
			S	S	M	T	W	T	F	S	S	M	T
Produce permit	40 hrs	Work											
Contractor sele	40 hrs	Work											
<input checked="" type="checkbox"/> Cost engineer	320 hrs	Work			8h	8h		8h				8h	8h
Prepare concej	40 hrs	Work			8h	8h		8h				8h	8h
Develop projec	40 hrs	Work											
Generate proje	120 hrs	Work											

The solution to this would be if you could find out more information about the resource availability. If you right click on the right side of the screen, a menu comes up and you will be able to click on “Remaining Availability” as a column of information to added to this view. Another way of getting the menu is through Format -> Details -> Remaining Availability. If you choose the option “Detail Styles” you will have the ability to add many more columns of information. In this way, you could create views for different functions IE: planning, tracking, reporting, etc. See the result below of adding remaining availability to the view:

Resource Name	Work	Details	Feb 8, '09						
			S	S	M	T	W	T	F
Produce permit	40 hrs	Work							
		Rem. Avail.							
Contractor sele	40 hrs	Work							
		Rem. Avail.							
Cost engineer	320 hrs	Work			8h	8h			8h
		Rem. Avail.			0h	0h			0h
Prepare concep	40 hrs	Work			8h	8h			8h
		Rem. Avail.							
Develop projec	40 hrs	Work							
		Rem. Avail.							

Adding this information will allow you to see that no work was assigned because there was no availability on those days. If you need more information you might consider obtaining a Gantt Chart for the resource showing his calendar. See the example below:



To obtain the view shown above I applied the "Using resource" filter and selected Cost Engineer to the Gantt Chart. I then changed the calendar to be shown on the Gantt Chart from Standard to Cost Engineer by going to Format → Timescale → Non-working time and selecting Cost Engineer for the calendar. All resources calendars may be shown this way – just remember to restore the project calendar to the view later or create a separate custom view. Another idea might be to use the Calendar view and show just the resource and their calendar. These options, however, will only show non-working days, not partial time off. Detail of partial time available would best be seen in the Resource Usage view.