

Microsoft Project 2013: Part 1

Unit 02 - Working with Project Calendars

WORKBOOK

Unit 02: Working with Project Calendars


- **Manage Project Time Frames**
- **Change Working Time**



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Slide 2

Topic A: Manage Project Time Frames



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Slide 3

The Project Information Dialog Box

Project Information for 'Merger or Acquisition Evaluation(2)'

Start date: Fri 1/11/13 Current date: Fri 1/11/13

Finish date: Tue 4/16/13 Status date: NA

Schedule from: Project Start Date Calendar: Standard

All tasks begin as soon as possible. Priority: 500

Enterprise Custom Fields

Department:

Custom Field Name	Value
Account Manager	
Billing Type	
Budget	0
Contract Terms	
Contract Total	\$0.00
Customer	
Enterprise Project Cost2	\$0.00
Enterprise Project Number1	0

Help Statistics... OK Cancel

Slide 4

Project Start and Finish Dates

Project Information for 'Project1'

Start date: 11/23/12 Current date: Fri 11/23/12

Finish date: Fri 11/23/12 Status date: NA

Schedule from: Project Start Date Calendar: Standard

All tasks begin as soon as possible. Priority: 500

Enterprise Custom Fields

Department:

Custom Field Name	Value
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Help Statistics... OK Cancel

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Base Calendars	
Calendar	Description
Standard	8:00 AM to 12:00 PM 1:00 PM to 5:00 PM Monday through Friday
	12:00 AM to 3:00 AM 4:00 AM to 8:00 AM 11:00 PM to 12:00 AM Tuesday through Friday
Night Shift	12:00 AM to 3:00 AM 4:00 AM to 8:00 AM Saturday
24 Hours	24 hours a day 7 days a week

Topic B: Change Working Time








Lerdal
Operations

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[illegible]

□

The Legend

Legend Item	Meaning
 Working	Labor is being performed on this date.
 Nonworking	Labor is not being performed on this date.
 Edited working hours	The period of time when labor is being performed on this date is different than a normal working day.
On this calendar:	
 Exception day	Working hours on this date are different than usual.
 Nondefault work week	Working hours during this entire week are different than usual.

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Exceptions

Change Working Time

For calendar: Standard (Project Calendar) [Create New Calendar...](#)

Calendar 'Standard' is a base calendar.

Legend:

- ☐ Working
- ☐ Nonworking
- 31** Edited working hours
- 31** Exception day
- 31** Nondefault work week

Click on a day to see its working times:

November 2012

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Working times for November 23, 2012:

- 8:00 AM to 12:00 PM
- 1:00 PM to 5:00 PM

Based on: Default work week on calendar 'Standard'.

Exceptions | Work Weeks

Name	Start	Finish
1 Thanksgiving	11/22/2012	11/22/2012

[Details...](#)
[Delete](#)

[Help](#) [Options...](#) [OK](#) [Cancel](#)

A Full-Day Exception

Change Working Time

For calendar: Standard (Project Calendar) [Create New Calendar...](#)

Calendar 'Standard' is a base calendar.

Legend:

- ☐ Working
- ☐ Nonworking
- 31** Edited working hours
- 31** Exception day
- 31** Nondefault work week

Click on a day to see its working times: December 24, 2012 is nonworking.

December 2012

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Based on:
Exception 'Christmas Eve' on calendar 'Standard'.

Exceptions | Work Weeks

	Name	Start	Finish
1	Christmas Eve	12/24/2012	12/24/2012
2	New Year's Eve	12/31/2012	12/31/2012

[Details...](#) [Delete](#)

[Help](#) [Options...](#) [OK](#) [Cancel](#)

Working Times Exception Details

Details for 'Christmas Eve'

Set working times for these exceptions

☐ Nonworking

☒ Working times:

	From	To
1	8:00 AM	12:00 PM

Recurrence pattern

☒ Daily Every 1 days

☐ Weekly

☐ Monthly

☐ Yearly

Range of recurrence

Start: Mon 12/24/12

☒ End after: 1 occurrences

☐ End by: Mon 12/24/12

Help OK Cancel

Exception Recurrence Pattern

Details for 'Thanksgiving'

Set working times for these exceptions

☒ Nonworking
☐ Working times:

From	To

Recurrence pattern

☐ Daily ☐ On November 22
☐ Weekly ☒ Thg Fourth Thursday of November
☐ Monthly
☒ Yearly

Range of recurrence

Start: Thu 11/22/12 End after: 10 occurrences
☐ End by: Thu 11/25/21

Help OK Cancel

Reflective Questions

1. Will you schedule your next project from a start date or an end date, and why? Which base calendar will you select for your next project, and why?
2. What exceptions to the base calendar will you add to your next project? Will they be recurring?

See Lecture
Questions

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Questions and Answers

Review Questions:

1. _____ is whenever labor is being performed on a project, on a task, or by a resource.
 - A. Non-working time
 - B. Overtime
 - C. Working time
 - D. Scheduled time
2. Which of the following is NOT a base calendar provided by Microsoft Project 2013?
 - A. Day Shift
 - B. Night Shift
 - C. 24 Hours
 - D. Standard
3. True or False: By default, Microsoft Project 2013 schedules all new projects from a finish date.
 - A. True
 - B. False
4. Which of the base calendars is the default for all new files in Microsoft Project 2013?
 - A. 24 Hours
 - B. Standard
 - C. Day Shift
 - D. Night Shift
5. An _____ is a day or week when working time is different than what is normal for the base calendar.
 - A. Appointment
 - B. Omission
 - C. Exception
 - D. None of the above

Answer Key:

1. C
Working time is whenever labor is being performed on a project, on a task, or by a resource.
2. A
Microsoft Project 2013 provides three base calendars: Standard, 24 Hours, and Night Shift.
3. B
False. By default, Microsoft Project 2013 schedules all new projects from a start date.
4. B
The standard base calendar is the default for all new files in Microsoft Project 2013.
5. C
An exception is a day or week when working time is different than what is normal for the base calendar.