



# Project Manegment



(IENG419)



Fall:2020-2021

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# Chapter 3

## *Assigning Resources to Activities*

- ✓ If you followed previous chapters and created the project and also defined resources, so you are ready to assign the resources to the activities.

# Assigning Resources to Activities

- ✓ Before starting to assign, for all tasks, from **Task Information** window, we should change the **Task Type** to **Fixed Duration** as you see here

Microsoft Project - Sample\_Project

File Edit View Insert Format Tools Project Report Collaborate Window Help

Draw

2

Lining

	Task Name	Duration	Start	Finish
1	Planning	0 days	Mon 10/11/10	Mon 10/11/10
2	Lining	1 day	Mon 10/11/10	Mon 10/11/10
3	Excavation	3 days	Tue 10/12/10	Thu 10/14/10
4	Grading	1 day	Fri 10/15/10	Fri 10/15/10
5	Molding 1	3 days	Tue 10/12/10	Thu 10/14/10
6	Armature 1	5 days	Fri 10/15/10	Thu 10/22/10
7	Molding 2	2 days	Mon 10/18/10	Tue 10/19/10
8	Armature 2	2 days	Mon 10/18/10	Tue 10/19/10
9	Concrete 1	1 day	Wed 10/20/10	Wed 10/20/10
10	Concrete 2	1 day	Fri 10/22/10	Fri 10/22/10
11	Curing 1	16 days	Mon 10/25/10	Mon 11/8/10
12	Opening the mold 1	2 days	Tue 11/16/10	Wed 11/17/10
13	Molding 3	3 days	Thu 11/18/10	Mon 11/22/10
14	Armature 3	3 days	Tue 11/23/10	Thu 11/25/10
15	Molding 4	5 days	Thu 11/18/10	Wed 11/24/10
16	Armature 4	5 days	Thu 11/25/10	Wed 12/1/10
17	Molding 5	3 days	Thu 11/18/10	Mon 11/22/10
18	Armature 5	3 days	Tue 11/23/10	Thu 11/25/10
19	Molding 6	5 days	Thu 11/18/10	Wed 11/24/10
20	Armature 6	5 days	Thu 11/25/10	Wed 12/1/10

Task Information

General | Predecessors | Resources | Advanced | Custom Fields

Name: Lining Duration: 1d ☐ Estimated

Constrain task

Deadline: NA

Constraint type: As Soon As Possible Constraint date: NA

Task type: Fixed Units ☒ Effort driven

Calendar: Fixed Duration

WBS code:

Earned value method: % Complete

☐ Mark task as milestone

Help OK Cancel

5

4

3

1

# Assigning Resources to Activities

- ✓ This table shows that which resources should be assigned to the activities.

No.	Activity	Resource
1	Activity 1	Resource 1 (w)
2	Activity 2	Resources 1 & 2 (w)
3	Activity 3	Resource 3 (m)
4	Activity 4	Resource 4 (w)
5	Activity 5	Resource 5 (m)
6	Activity 6	Resource 6 (m)

# Assigning Resources to Activities

✓ To start, we follow this order:

The screenshot shows the Microsoft Project interface. The 'Tools' menu is open, and 'Assign Resources...' is highlighted. A blue arrow labeled '1' points to the 'Lining' task in the task list. Another blue arrow labeled '2' points to the 'Assign Resources...' menu item.

Microsoft Project - Sample\_Project

File Edit View Insert Format Tools Project Report Collaborate Window Help

Spelling... F7

AutoCorrect Options...

Document Management

Links Between Projects...

Import Outlook Tasks...

Change Working Time...

Assign Resources... Alt+F10

Build Team from Resource List... Ctrl+T

Substitute Resource...

Local Project Cache

Resource Sharing

Level Resources...

Tracking

Macro

Organizer...

Task Name

1 Planning

2 Lining

3 Foundation

4

5

6

7

8

9

10 Concrete 2

11 Curing 1

12 Opening the mold 1

13 Molding 3

14 Armature 3

Oct 10, '10 Oct 17, '10 Oct 24, '10

T F S S M T W T F S S M T W T F S S M T W

10/11

1 Select an activity

2

# Assigning Resources to Activities

- ✓ Now in **Assign Resources** window, we can select resources to assign to the selected activity.

Microsoft Project - Sample\_Project

File Edit View Insert Format Tools Project Report Collaborate Window Help

Draw

Lining

Task Name	Duration	Start	Finis	Oct 3, '10	Oct 10, '10	Oct 17, '10	Oct 24, '10
1 Planning	0 days	Mon 10/11/10	Mon 10/11/10	S	S	S	S
2 Lining	1 day	Mon 10/11/10	Mon 10/11/10	S	S	S	S
3 Excavation	1 day	Tue 10/12/10	Thu 10/14/10	M	T	F	S

**Assign Resources**

Task: Lining

+ Resource list options

Resources from Sample\_Project

Concrete	Resource Name	R/D	Units	Cost
✓	Concrete		1 Type /	\$5.00
✓	Engineer 1		100%	\$960.00
✓	Labor 1		100%	\$560.00
	Labor 2			

**You can change units**

**2**

**1 Select**

**Assign**

**Remove**

**Replace...**

**Graphs...**

**Close**

**Help**

No.	Activity	Resource
1	Planning	-
2	Lining	Labor 1 , Engineer 1
3	Excavation	Loader , Bulldozer
4	Grave	Loader
5	Molding1	Loader
6	Armature1	Loader , Bar
7	Molding2	Loader
8	Armature2	Loader , Bar
9	Concrete1	Loader , Cement
10	Concrete2	Loader , Cement
11	Curing1	-
12	Opening the Mold1	Loader