

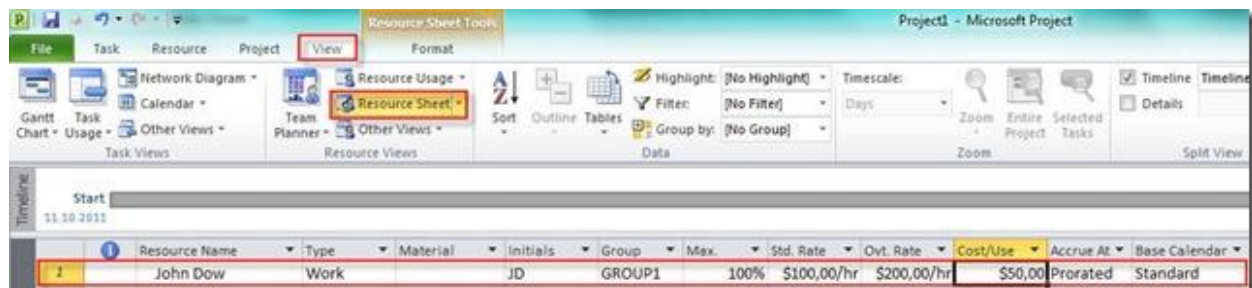
# Resource Types in Microsoft Project

What are *RESOURCES* in **MICROSOFT PROJECT**. Those are people (human resources), equipment (machines), material (bricks, oil, butter,..) and costs needed to perform the Task(s), and to reach the Project Goals and Objectives.

There are three types of Resources in **MICROSOFT PROJECT**: *Work Resources*, *Material Resources*, and *Cost Resources*.

- *Work Resources* are people and machines, and they need time (hours, days, weeks, etc.) to perform the Tasks
- *Material Resources* are consumables like bricks, oil, concrete etc., and they are time independent.
- *Cost Resources* are time independent resources, like *Airplane tickets*. If you are traveling from Bristol, Virginia to Gillette, Wyoming it will cost you, approx. \$800, no matter how long you will travel (6 hours or 12 hours). If you are traveling from LA to Boston the price will be different. Those type of Resources are needed in your Project to analyze your costs (from my example, how much money did we spend for the travelling with airplanes).

As you already know you can add resources in MICROSOFT PROJECT through *Resource sheet*:



There are several fields and *Resource Type* depended:


- *Resource Name*: Name of the Resource. Be very careful. If you add two or more resources with the same name, MICROSOFT PROJECT will consider them as different resources, even if this is an obvious mistake. Here is bit of advice. After you put all your Resources in the *Resource Sheet*, sort them by the name and delete duplicated Resources:

		Resource Name	Type	Material	Initials	Group
1		John Doe	Work		JD	GROUP1
2		Ann Smith	Work		A	
3		Nenad Trajkovski	Work		N	
4		John Travolta	Work		J	
5		Mark Twain	Work		M	
6		John Doe	Work		J	
7		Donald the Duck	Work		D	
8		Ann Smith	Work		A	
9		Peter Falk	Work		P	
10		Nenad Trajkovski	Work		N	


and after that:

The screenshot shows the Microsoft Project interface with the 'Resource Sheet' view selected. The 'Sort' button in the 'Resource Views' ribbon is highlighted with a red box. Its dropdown menu is open, showing the following options: 'by Cost', 'by Name', 'by ID', and 'Sort By...'. The 'by Name' option is highlighted with a red box, and a red arrow points to it. The background shows the same resource list table as in the first image.


and you will get:

		Resource Name ▼	Type ▼	Material ▼	Initials ▼	Group ▼
2		Ann Smith	Work		A	
8		Ann Smith	Work		A	
7		Donald the Duck	Work		D	
1		John Doe	Work		J	
6		John Doe	Work		J	
4		John Travolta	Work		J	
5		Mark Twain	Work		M	
3		Nenad Trajkovski	Work		N	
10		Nenad Trajkovski	Work		N	
9		Peter Falk	Work		P	

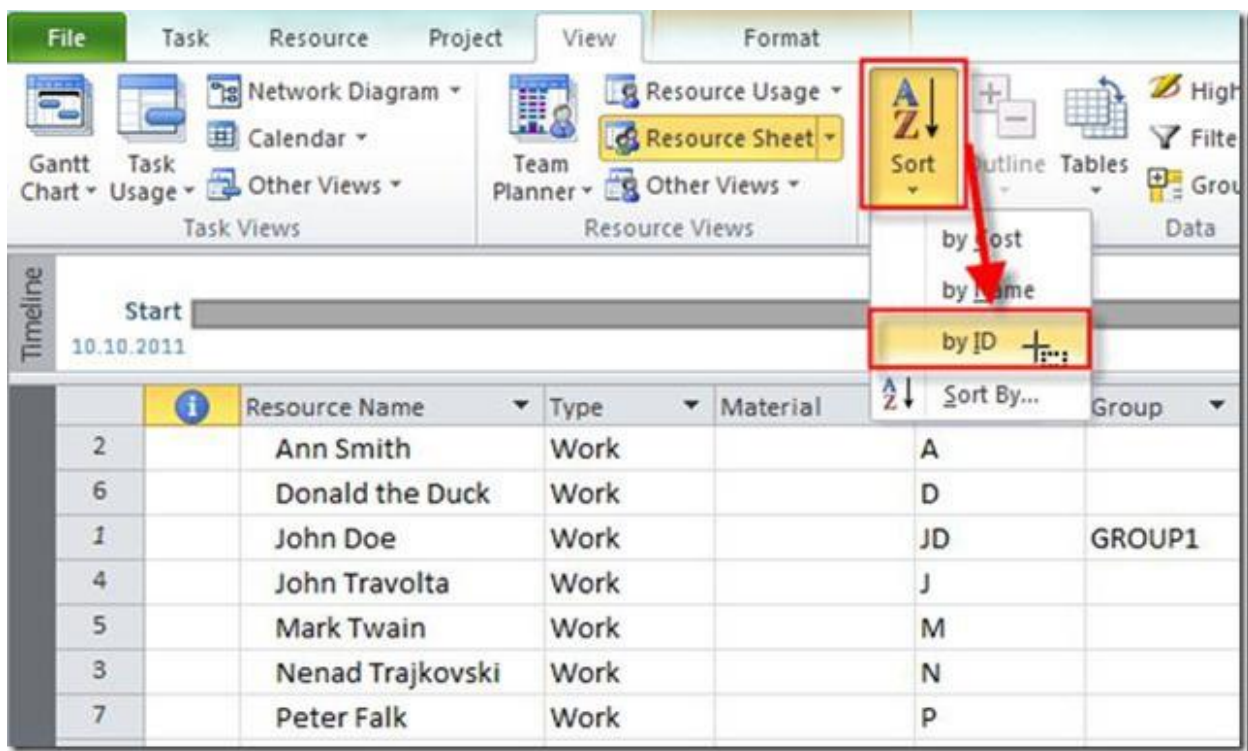
Select all duplicated Resources (hold CTRL key and Click on the row heading on the right side of the screen):

		Resource Name ▼	Type ▼	Material ▼	Initials ▼	Group ▼
2		Ann Smith	Work		A	
8		Ann Smith	Work		A	
7		Donald The Duck	Work		D	
6		John Doe	Work		J	
1		John Doe	Work		JD	GROUP1
4		John Travolta	Work		J	
5		Mark Twain	Work		M	
3		Nenad Trajkovski	Work		N	
10		Nenad Trajkovski	Work		N	
9		Peter Falk	Work		P	


and press the Delete key. After that you will get:

		 Resource Name ▼	Type ▼	Material ▼	Initials ▼
2		Ann Smith	Work		A
6		Donald the Duck	Work		D
1		John Doe	Work		JD
4		John Travolta	Work		J
5		Mark Twain	Work		M
3		Nenad Trajkovski	Work		N
7		Peter Falk	Work		P

After that, DO NOT FORGET TO RETURN SORT your resources by ID:



The screenshot shows the Microsoft Project interface. The 'View' tab is active, and the 'Resource Sheet' view is selected. A red box highlights the 'Sort' button in the 'Resource Views' group. A dropdown menu is open, showing three options: 'by Cost', 'by Name', and 'by ID'. The 'by ID' option is highlighted with a red box and a red arrow points to it. Below the menu, the 'Resource Sheet' table is visible, showing the same data as the first table, but with an additional 'Group' column. The 'Group' column contains the value 'GROUP1' for the row with ID 1 (John Doe).

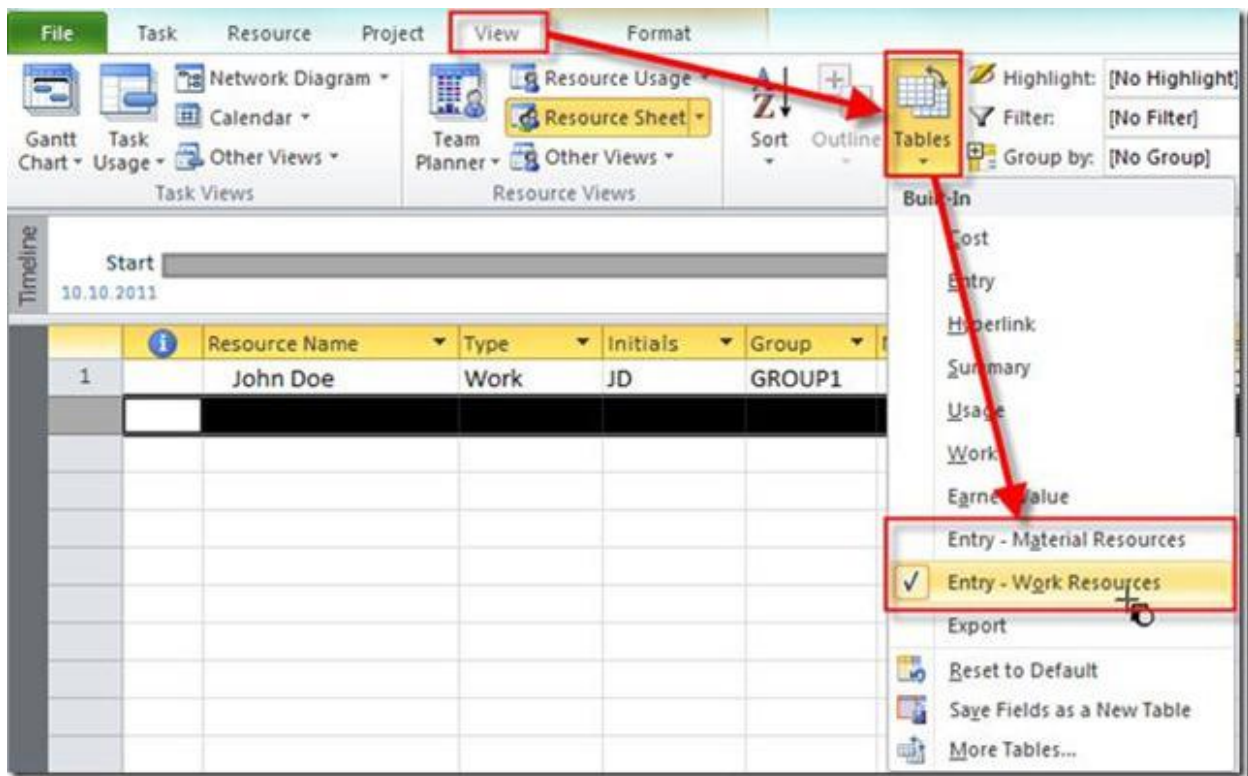
		Resource Name ▼	Type ▼	Material ▼	Sort By...	Group ▼
2		Ann Smith	Work		A	
6		Donald the Duck	Work		D	
1		John Doe	Work		JD	GROUP1
4		John Travolta	Work		J	
5		Mark Twain	Work		M	
3		Nenad Trajkovski	Work		N	
7		Peter Falk	Work		P	

and you will get:



		Resource Name ▼	Type ▼	Material
1		John Doe	Work	
2		Ann Smith	Work	
3		Nenad Trajkovski	Work	
4		John Travolta	Work	
5		Mark Twain	Work	
6		Donald the Duck	Work	
7		Peter Falk	Work	

- *Type*: Here you can choose one of the three resource types: *Work* (Default), *Material*, and *Cost*. If you are entering only *Work* or *Material* resources you can choose the table which contains fields applicable to this particular type of resource: *Entry-Work Resources* or *Entry – Material Resources* table:



- *Material*: If resource type is *Material Resources* in this field you are putting measure unit (like tons, meters, pieces, etc.). This field is disabled for other resource types.

- *Initials*: You can put initials for the Resource, but you can use this field for other purposes.
- *Group*: If you are going to have a group of resources (like Purchase, Vendors, Painters etc.) here is the place to put the name of the group
- *Max*: This field is only enabled for the *Work Resources*. You can put 10%, 50%, 100%, 300%, or any number you want (except 0%). This field is of GREAT importance, and it is used (with other parameters) to calculate the WORK FIELD. For now, just remember that if you put, for example 100%, for the *Max*, it means that that Resource is 100% available for your Project.
- *Standard Rate*: This is *Standard fee* (MONEY) for the resource. You can enter a fee like, for example 100/hour, /day etc. This is true only for *Work* type. If, for example, a resource has \$50/hour, and it will work 5 days and 8 hours per day, cost for this resource will be 40 hours × \$50 = \$2,000. This field is disabled for the *Cost type*, because for this type of resources you will put the exact cost when you will assign that cost to the Task.
- *Overtime Rate*: Same as *Standard Rate* but here you are going to tell how will your resource be paid by the overtime work. This field is enabled only for *Work* type of resources (there is no overtime work for bricks, or air ticket, etc...)
- *Cost/Use*: That is also known as a *Setup fee*. For example, if you have Resource named: *Joe – the Plumber*, and he has \$100/hour as a standard fee, and he is charging his travel to your home \$50, no matter how long he is going to drive, than you will put \$50 in that field. This field is disabled for the *Cost* type of resource, because it is seamless.
- *Accrue at*: You have three choices: *Prorated*, *Start*, and *End*. In this field you will decide how will costs be charged, e.g. **when will you charge those costs!**. *Prorated* means that if, for example, cost for the task is \$1,000, and only 20% of the task is finished, it will be \$200 charged! *Start* means that this \$1,000 will be charged as soon as the task begins, and *End* means that this \$1,000 will be charged not before the tasks ends.
- *Base Calendar*: You are assigning any specific calendar for the resource if you have one. Obviously, this field is enabled only for *Work type*.
- *Code*: If you have any specific code for you resource put it here.

There are two types of resources: *Committed* and *Proposed*. Committed (Default) means that you are 100% sure that this resource is available to your Project. If the Resource is *Proposed* (TENTATIVE), it means that you NEED that resource, but you do not know if it will be available when you will need it. If you want to make the Resource as *Proposed*, double click on it and you will get:

**Resource Information**

General | Costs | Notes | Custom Fields

Resource name: John Doe Initials: JD

Email: Group: GROUP1

Windows Account... Code:

Booking type: Committed Type: Work

Material label:

Default Assignment Owner:

Resource Availability

NA	Available From	Available To	Units
NA	NA	NA	100%

Generic Budget Inactive

Change Working Time ...

Help Details... OK Cancel

And, for the end of this post, if you know that your resources are *Generic* (for example, *Developers*, so you know their job, but you don't know their names) you can make them as Generic if you double click on the Resource and after that you will get:

**Resource Information**

General | Costs | Notes | Custom Fields

Resource name: John Doe Initials: JD

Email: Group: GROUP1

Windows Account... Code:

Booking type: Committed Type: Work

Material label:

Default Assignment Owner:

Resource Availability

NA	Available From	Available To	Units
NA	NA	NA	100%

Generic Budget Inactive

Change Working Time ...

Help Details... OK Cancel