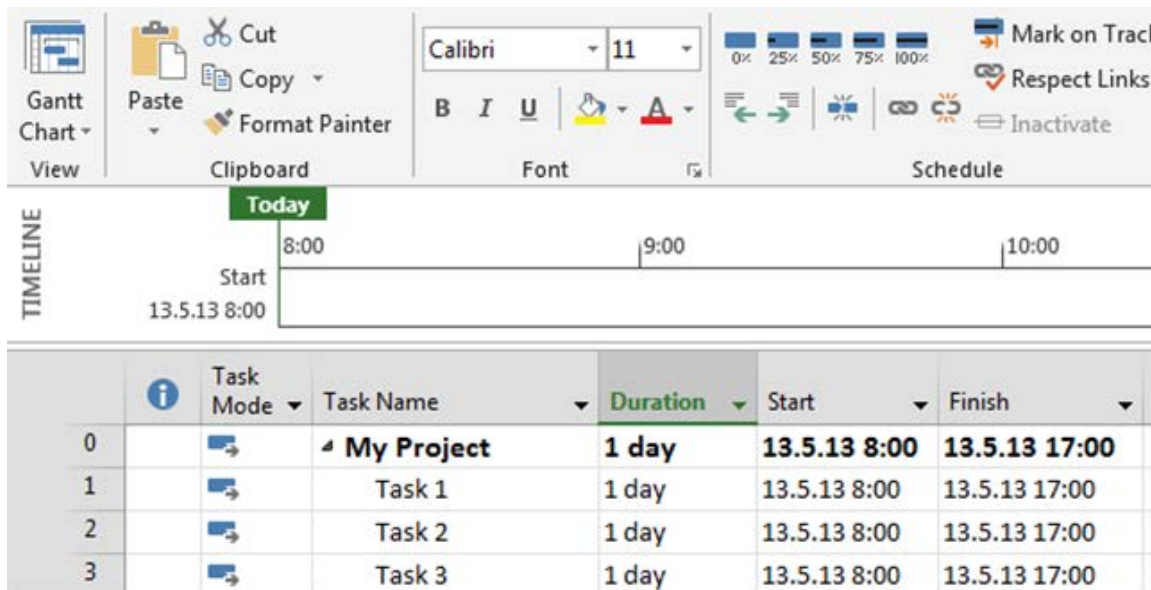


Resources and Over Allocation in Project

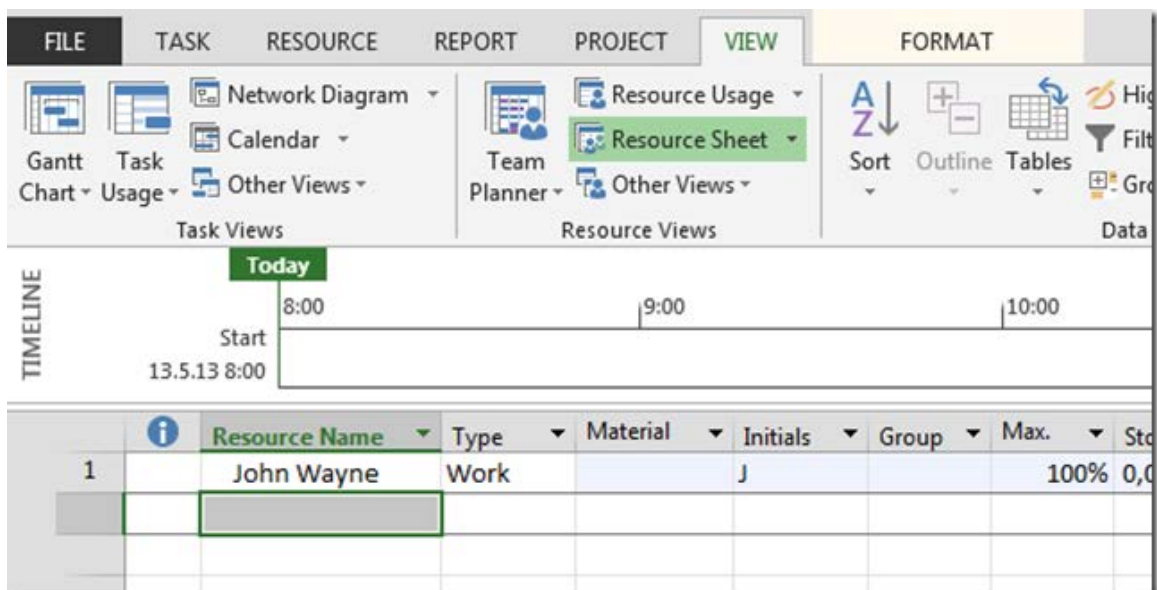
Very often there is a question: “When is a Resource over allocated, and how is **MICROSOFT PROJECT** dealing with it?”

That is very easy to explain. First I will add the three Tasks:



	Task Mode	Task Name	Duration	Start	Finish
0		My Project	1 day	13.5.13 8:00	13.5.13 17:00
1		Task 1	1 day	13.5.13 8:00	13.5.13 17:00
2		Task 2	1 day	13.5.13 8:00	13.5.13 17:00
3		Task 3	1 day	13.5.13 8:00	13.5.13 17:00

and my Resource will be *John Wayne*:



	Resource Name	Type	Material	Initials	Group	Max.	Std
1	John Wayne	Work		J		100%	0,0

Of course that I will assign John Wayne to all three Tasks:

FILE

TASK

RESOURCE

REPORT

PROJECT

VIEW

FORMAT

Team Planner

View

Assign Resources

Assignments

Resource Pool

Add Resources

Insert

Information

Notes

Details

Level Selection

Level Resource

Level All

Leveling Options

Clear Leveling

Next Overallocation

Today

8:00

9:00

10:00

11:00

Start

13.5.13 8:00

Task Mode

Task Name

Duration

Start

Finish

Predecessors

Resource Names

0

My Project

1 day

13.5.13 8:00

13.5.13 17:00

1

Task 1

1 day

13.5.13 8:00

13.5.13 17:00

John Wayne

2

Task 2

1 day

13.5.13 8:00

13.5.13 17:00

John Wayne

3

Task 3

1 day

13.5.13 8:00

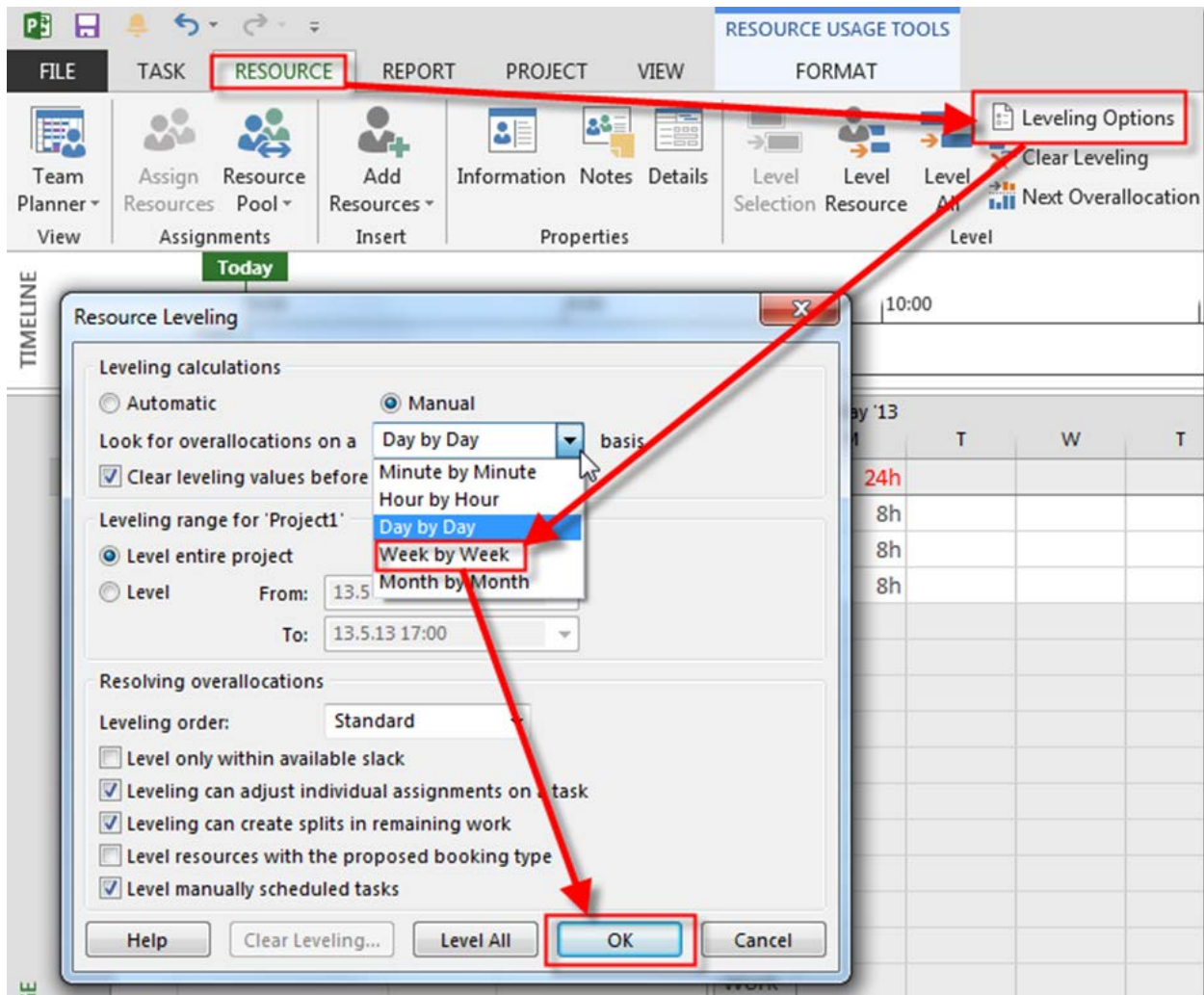
13.5.13 17:00

John Wayne

As you can see, *John Wayne* is over allocated in all three Tasks. Let's see Resource Usage diagram:

		Resource Name	Work	Add New Column	Details	13 May '13 M
1		John Wayne	24 hrs		Work	24h
		Task 1	8 hrs		Work	8h
		Task 2	8 hrs		Work	8h
		Task 3	8 hrs		Work	8h

Now, suppose that *John Wayne* is a *Superman*! He can work 24 hours at Monday, so you do not want him to be marked as over allocated. You can do it here:



and I will get:

	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
0		My Project	1 day	13.5.13 8:00	13.5.13 17:00		
1		Task 1	1 day	13.5.13 8:00	13.5.13 17:00		John Wayne
2		Task 2	1 day	13.5.13 8:00	13.5.13 17:00		John Wayne
3		Task 3	1 day	13.5.13 8:00	13.5.13 17:00		John Wayne

WHY? The answer is easy! I told **MICROSOFT PROJECT** that over allocation is calculated on *Week by Week Basic*. What does it mean? It means that **MICROSOFT PROJECT** is making calculation: 5 days * 8 hours per day = 40 hours. *John Wayne* is occupied on 3 Tasks (Monday) * 8 hours = 24 hours, and that is less than 40 hours.

I will add *Task 4*, and *Task 5*, and I will assign *John Wayne* on it, and I will get:

	i	Task Mode ▾	Task Name ▾	Duration ▾	Start ▾	Finish ▾	Predecessors ▾	Resource Names ▾
0		→	My Project	1 day	13.5.13 8:00	13.5.13 17:00		
1		→	Task 1	1 day	13.5.13 8:00	13.5.13 17:00		John Wayne
2		→	Task 2	1 day	13.5.13 8:00	13.5.13 17:00		John Wayne
3		→	Task 3	1 day	13.5.13 8:00	13.5.13 17:00		John Wayne
4		→	Task 4	1 day	13.5.13 8:00	13.5.13 17:00		John Wayne
5		→	Task 5	1 day	13.5.13 8:00	13.5.13 17:00		John Wayne

John Wayne is now occupied 40 hours!

Finally I will add *Task 6* with 1 minute *Duration*, and I will assign *John Wayne* to it, and I will get:

	i	Task Mode ▾	Task Name ▾	Duration ▾	Start ▾	Finish ▾	Predecessors ▾	Resource Names ▾
0		→	My Project	1 day	13.5.13 8:00	13.5.13 17:00		
1	👤	→	Task 1	1 day	13.5.13 8:00	13.5.13 17:00		John Wayne
2	👤	→	Task 2	1 day	13.5.13 8:00	13.5.13 17:00		John Wayne
3	👤	→	Task 3	1 day	13.5.13 8:00	13.5.13 17:00		John Wayne
4	👤	→	Task 4	1 day	13.5.13 8:00	13.5.13 17:00		John Wayne
5	👤	→	Task 5	1 day	13.5.13 8:00	13.5.13 17:00		John Wayne
6	👤	→	Task 6	1 min	13.5.13 8:00	13.5.13 8:01		John Wayne









Tralaaaaaaa! *John Wayne* is over allocated now because he is working 40 hours + 1 minute on six Tasks, and that is larger than 40 hours.

Finally, does it make a sense to put one Resource to work 40 hours + 1 minute on various Tasks at the same day? Of course not. So I will make predecessors for those Tasks:

	i	Task Mode ▾	Task Name ▾	Duration ▾	Start ▾	Finish ▾	Predecessors ▾	Resource Names ▾
0		→	My Project	5 days	13.5.13 8:00	17.5.13 17:00		
1	👤	→	Task 1	1 day	13.5.13 8:00	13.5.13 17:00		John Wayne
2	👤	→	Task 2	1 day	14.5.13 8:00	14.5.13 17:00	1	John Wayne
3	👤	→	Task 3	1 day	15.5.13 8:00	15.5.13 17:00	2	John Wayne
4	👤	→	Task 4	1 day	16.5.13 8:00	16.5.13 17:00	3	John Wayne
5	👤	→	Task 5	1 day	17.5.13 8:00	17.5.13 17:00	4	John Wayne
6	👤	→	Task 6	1 min	13.5.13 8:00	13.5.13 8:01		John Wayne

John is still over allocated because in a week he is working more than 40 hours (even 1 minute more makes him over allocated)!

But what if *John* will work on *Task 6* after *Task 5*?

		Task Mode ▾	Task Name ▾	Duration ▾	Start ▾	Finish ▾	Predecessors ▾	Resource Names ▾
0			My Project	5 days	13.5.13 8:00	20.5.13 8:01		
1			Task 1	1 day	13.5.13 8:00	13.5.13 17:00		John Wayne
2			Task 2	1 day	14.5.13 8:00	14.5.13 17:00	1	John Wayne
3			Task 3	1 day	15.5.13 8:00	15.5.13 17:00	2	John Wayne
4			Task 4	1 day	16.5.13 8:00	16.5.13 17:00	3	John Wayne
5			Task 5	1 day	17.5.13 8:00	17.5.13 17:00	4	John Wayne
6			Task 6	1 min	20.5.13 8:00	20.5.13 8:01	5	John Wayne

He is not over allocated anymore? WHY? Because *Task 6* is scheduled on the **next week!**