About the Sample View Files

The information in Microsoft Project view files controls how your project information appears on your screen and how it looks when printed. View files contain views, tables, filters, reports, custom edit form dialog boxes, macros, and the tool bar. Each of the sample view files included with Microsoft Project contains a set of views that you might find useful while working in Microsoft Project.

There are eight sample view files, plus the original set of default views:

- COST.MPV contains views that are formatted to display cost information for tasks or resources.
- The views in EASY.MPV show examples of how you can change the words in the views and on the View menu to match terms used in your company.
- ENTRY.MPV contains a set of views that illustrate several easy-to-use formats for entering and displaying data.
- PERTS.MPV contains a set of views that show some of the possibilities for formatting your PERT.
- RESGRAPH.MPV contains a set of views that illustrate a few of the many formats available for the Resource Graph.
- RESMGMT.MPV contains a set of views designed to help you enter and view information associated with resources and the management of resources.
- ROLLUP.MPV shows four ways you can display rollup on the Gantt Chart.
- TRACKING.MPV illustrate several formats for tracking progress, work, and cost on your project.
- DEFAULT.MPV contains the original set of views. To return to this set, just open this view file.

Microsoft Project automatically opens the view file named VIEW.MPV when you start the program. To open another view file, choose Define Views from the View menu, choose the Open button, and then select one of the sample view files. The sample view files were installed in the Library subdirectory of your Microsoft Project directory. Some were also installed in your Microsoft Project working directory. You can either replace the existing views or merge the two view files together. Until you are familiar with the views in a view file, try replacing your existing file with the new file so you can distinguish the new views from the original views.

To display one of the views, choose it from the View menu.

In each sample view file, only the new views and the related default views are provided. You have complete control over the list of views on your View menu. To remove a view from the View menu, choose the Define Views command, select the view you want to remove, choose the Edit button, and then clear the Show In Menu check box. To add a view to the View menu, follow the steps for removing the view, except select the Show In Menu check box.

For more information about views, view files, and the View menu, see the "View Commands" topic and the "Views" topic in the *Microsoft Project User's Reference*.

The Preferences command on the Options menu controls the appearance of many things in Microsoft Project, including the format of dates on the Gantt Chart, the way costs look (the currency symbol and the number of decimal places displayed), the view you see when you start Microsoft Project, and many default values, such as the default duration units, duration type, work units, and working hours per day. To

change any of these options, choose Preferences from the Options menu and scroll through the list of preferences until you find one you want to change. Select a new setting from the entry bar list in the dialog box, or type the setting. When you are finished changing preferences, choose the OK button. For more information about preferences, see the "Preferences" topic in the *Microsoft Project User's Reference*.

COST.MPV

The views in the COST.MPV file help you enter and view information associated with costs. A description of each view is listed alphabetically below.

There are also four custom reports included in this file. These reports are listed after the descriptions of the views.

When viewing costs, you may want to change the number of decimal places displayed--for example, you may want to display no decimal places so you see dollars but no cents--and the currency symbol and position. Use the Preferences command on the Options menu to change Currency Digits (0, 1, or 2 decimal places can be shown), the Currency Symbol, or the Symbol Position option.

To control the default rate entered for resources, use the Default Standard Rate and Default Overtime Rate options in the Preferences dialog box.

Cost Gantt Use the Cost Gantt to review who is responsible for each task and the cost of each task. The Gantt Chart shows the resource names to the left of each bar and cost to the right. The bars are wide, with an outline rather than solid color. The text on the chart and the bar styles are controlled with the Palette command on the Format menu. The custom table Cost Gantt, created with the Define Tables command on the Table menu, includes the Cost field. For tasks that don't have resources assigned, and aren't summary or subproject tasks, you can type the task cost into this field. If the Cost field is not visible, scroll the Gantt table. The text formatting was done using the Text command on the Format menu.

Cost Graph This is a Resource Graph showing cost information. Cost data was specified by choosing the Cost command from the Format menu. The text size was increased using the Text command on the Format menu. To change the patterns, use the Palette dialog box. To quickly display this dialog box, double-click the graph.

Cost Graph over Gantt Use this view to check the cost of resources over the life of the project. It is a combination view with the Cost Graph on top and the Delay Gantt on the bottom. As you step through the resources in the graph using the left scroll bar, the tasks shown in the bottom pane are those the resource is working on. The Cost Graph shows the peak allocation for a resource during a given time period. To view a smaller or larger time period, use the Timescale command on the Format menu. To quickly select the Timescale dialog box, double-click the timescale. The Delay Gantt has the Delay table applied, which includes the Delay field. Use the Delay field to delay a task so that resources are not working on two tasks simultaneously. The Delay table was created using the Define Tables command on the Table menu.

Cost PERT Each node in this PERT Chart includes the resources assigned and work and cost information. Use this view to get an overview of who is working on what and the dependencies between tasks. The content of the nodes is controlled with the

Palette command on the Format menu.

Cost Sheet (Resource) This view includes all cost information for each resource. This is the Resource Sheet with the Cost table applied. The interval gridlines were set using the Gridlines command on the Format menu.

Cost Sheet (Task) This view includes all cost information for each task. This is the Task Sheet with the Cost table applied. The interval gridlines were set using the Gridlines command on the Format menu.

Cost Usage This view is the Resource Usage view, with cost information displayed for each time period. The custom table includes the Cost field so you can see the total cost for the resource as you view the periodic costs. The table was created using the Define Tables command on the Table menu. The cost information was displayed using the Cost command on the Format menu, and the gridlines were set using the Gridlines command on the Format menu.

Resource Costs The Resource Costs view shows how costs are accrued over time. The Cost Sheet (Resource) in the top view shows the total cost and the rates for each resource. The bottom view shows the Cost Usage view so that you can check the costs over time.

Reports

There are four custom reports in the COST.MPV file:

Resource Costs lists each resource, followed by the tasks to which the resource is assigned and the cost for the resource on the task. Each resource name is shaded so it is easy to read. Try using preview to check out the report. Choose Print Report from the File menu, select Resource Costs, and then choose the Preview button. When previewing, click the page to zoom in to see the details in the report.

Resource To Do List prints a list of task by week. Included for each task is the start and end dates and person responsible.

Resource Work is like the Resource Costs report, except that work on each task is printed instead of cost.

Task Costs prints the total cost, planned cost, and variance for each task, with totals at the end.

To print these reports, choose the Print Report command from the File menu, select the report you want to print, and then choose the Print button. To see a preview of the report, choose the Preview button in the Print Report dialog box. For more information about printing and reports, see the "Printing and Plotting" topic and the "Reports" topic in the *Microsoft Project User's Reference*.

EASY.MPV

The views in EASY.MPV are examples of how you can change the words in the views and on the View menu to match terms used in your company. The columns included in a table and the wording for every column title are up to you. Just choose the Define Tables command from the Table menu, select the name of the table whose columns

or titles you want to change, choose the Edit button, and then add or remove columns. To change a title, type the words you want in the Title field. You can also change a column title by just double-clicking the title, and then typing a new title in the Column Definition dialog box. For more information about working with columns and tables, see the "Columns" topic and the "Tables" topic in the *Microsoft Project User's Reference*.

The wording for every view name on the View menu is also up to you. To change the names on the View menu, choose the Define Views command from the View menu. Select the view whose name you want to change, choose the Edit button, and type a new name in the Name box.

There are also four custom filters included in this file. These filters are listed after the descriptions of the views.

A brief description of each view is listed alphabetically below.

Employee Information In this view, the column titles include Employee Name (instead of Name), Email Name (instead of Text1--Text1 is a custom field you can use for any text), and Department (instead of Group). The size of the text was increased and the color changed with the Text command on the Format menu.

Headcount Graph This is the default Resource Graph, with the name on the View menu changed to Headcount Graph.

Individual Assignments This is the default Resource Form showing work information.

Task Details This is the default Task Form, with the name on the View menu changed to Task Details.

Time Table This view is a Gantt Chart, with the title for the Name field changed to To Do, and the Duration field changed to How Long?. The bar colors were changed and the resource names added to the chart using the Palette command on the Format menu. The text colors were changed and the size increased in the table and timescale and decreased in the bar chart using the Text command on the Format menu.

To Do List This is a Task Sheet showing the task names, called To Do; the durations, called How Long?; the resources, called Who?; and the start and end dates. The text was changed using the Text command on the Format menu.

Work Flow Diagram The Work Flow Diagram is a PERT Chart, with the task name, duration, and resources in each node. The colors and patterns for the borders were changed using the Borders command on the Format menu; the content of the nodes were changed using the Palette command on the Format menu.

Workload This is a Resource Usage view showing percent allocation. The text size and color were changed with the Text command on the Format menu; the gridlines were removed with the Gridlines command on the Format menu.

Filters

There are four custom filters in the EASY.MPV file:

Billing Code is an interactive filter that prompts for a billing code. For this filter to work, you must have entered billing codes in the Text4 field since the information in that field is compared to the information you type when you apply the filter.

Quick Tasks is a filter that shows tasks with a duration of 1 hour or less.

Top Level Summary displays just the main phases of a project by showing only those tasks with an outline level of 1.

Who is an interactive filter that prompts for the name of the resource whose tasks you want to display. It is the same as the default Using Resource filter except that the text in the Value(s) box has been changed to Employee Name.

To apply a filter, choose the filter from the Filter menu.

ENTRY.MPV

The views in the ENTRY.MPV file illustrate several easy-to-use formats for entering and displaying data. Use these views to enter basic information for a new project. Most of the views are Gantt Chart views, which are used to show graphical schedule information. A description of each view is listed alphabetically below.

There are also four custom reports included in this file. These reports are listed after the descriptions of the views.

Date Entry Sheet Use this view to enter task start and end dates and who is responsible. The Define Tables command on the Table menu was used to create the custom table called Dates for the Task Sheet. Interval gridlines were set using the Gridlines command on the Format menu. When you use this view to type dates, you are not using Microsoft Project's scheduling engine and should not use task linking--you are strictly typing dates to view the bars.

Drag It Gantt Use this view to enter task names and then drag the Gantt bars to change the durations and/or dates. To change the duration or the length of the bar, move the cursor over the right end of the bar, and drag. To change the dates by moving the entire bar, drag the center of the bar. The column titles were customized using the Define Tables command on the Table menu. The dates were added to the bars on the Gantt Chart using the Palette command on the Format menu. Summary tasks were set to bold and Milestones to italic using the Text command on the Format menu.

Employee Information Use this view to enter additional information about employees. It is a Resource Sheet with a custom table called Custom Table applied. The Code, Text1, and Text2 fields were used to create the Dept., Email, and Ext. fields in the table. Use the Define Tables command on the Table menu to modify the columns and the titles.

Entry PERT Use the Entry PERT view to enter and view basic task information. Because this is a PERT Chart, it is also easy to set and view dependencies. The Entry PERT includes the task name, resources assigned, and start and finish dates. The fields and lines are controlled with the Palette command on the Format menu. The text was formatted using the Text command on the Format menu, and the borders

using the Borders command on the Format menu.

Entry Sheet Use the Entry Sheet view to enter, edit, and view your project information in a spreadsheet format. This Task Sheet has been customized, using a table called Duration, to include the task name, task length, who is responsible for the task, and when the task starts and ends. The Duration table, column titles, and date format were created or changed using the Define Tables command on the Table menu. Milestones were set to italic using the Text command on the Format menu.

Gantt Chart This is the default Gantt Chart that comes with Microsoft Project.

Gantt With Arrow Symbols This view shows the scheduled dates on the bar chart for all tasks, and graphically shows the amount of slippage noncritical tasks can have without affecting the end date or other tasks. The cyan-colored arrow represents Free Slack, or how long a task can be delayed without delaying other tasks; the yellow arrow represents Total Slack, or how long a task can be delayed without delaying the project end date. The task dates are shown at each end of the bar. The Palette command on the Format menu was used to make these changes. The Duration table, created with the Define Table command on the Table menu, was applied; the sheet gridlines were removed with the Gridlines command on the Format menu.

Gantt With Resources Use this view to easily see on the bar chart which resources are assigned to the tasks. The timescale was changed to show Months over Weeks, using the Timescale command on the Format menu. To see the Timescale dialog box, just double-click the timescale on the Gantt Chart. The start and finish dates of each task are included in the Gantt table; the end date is also displayed at the right end of each bar.

Gantt With Resources, Slack Use this view to easily see what resources are assigned to tasks, as well as how much slack noncritical tasks have. This view uses different symbols for the Gantt bars, set using the Palette command on the Format menu. A custom table lets you easily view the duration for each task. The interval gridlines were set using the Gridlines command on the Format menu.

Gantt With Slack, Dates This view displays noncritical tasks in blue and critical in red. The scheduled start date for each task is shown to the left of the bar. For noncritical tasks, the amount of free slack (how long the task can be delayed without delaying any other tasks) is displayed to the right of the bar; for critical tasks, the scheduled finish date is displayed at the end of the bar. These formatting changes were made using the Palette command on the Format menu. The table was customized using the Define Tables command on the Table menu.

Gantt With Task Names Use this Gantt Chart to maximize the graphical portion of the Gantt Chart for reporting. The table, created using the Define Tables command on the Table menu, includes only the ID numbers. The bar chart includes task names to the left and the resources assigned to the right of the bar. Summary tasks show the phase end date to the right of the bar. Slack is displayed as a thin black line. All of these changes were made with the Palette command on the Format menu.

Interim Milestones Use this combination view to enter interim dates in the Task Sheet on the bottom. These dates and associated notes are displayed on the Gantt Chart shown in the top view. Date1-3 use the Start1-3 date fields. Note1-3 use the Text1-3 fields. The Define Tables command on the Table menu was used to create the Milestones table used on the Task Sheet. The Palette command on the Format menu

controls what is shown on the Gantt Chart. Because dates for summary tasks are calculated by Microsoft Project, you can't enter interim dates for them.

Resource Form With Notes This is the Resource Form displaying the Notes box. This view is not on the View menu. To display it, choose Define Views from the View menu, select Resource Form With Notes, and choose the Set button. When the Resource Form is active, the commands on the Format menu control whether the Notes box is displayed at the bottom of the form, or schedule, work, or cost fields are displayed. If you want to print resource notes, print the Resource report with the Notes check box selected.

Task Entry This is the default view in Microsoft Project. It is a combination view with the Gantt Chart on top and the Task Form on the bottom so that you can easily step through the tasks and view their details.

Task Entry With Notes This is the same as the Task Entry view, except that the Task Form displays the Notes box. This view is not on the View menu. To display it, choose Define Views from the View menu, select Task Entry With Notes, and choose the Set button. When the Task Form is active, the commands on the Format menu control whether the Notes box is displayed at the bottom of the form, or resources, predecessors, or successors fields are displayed. If you want to print task notes, print the Tasks With Notes report.

Task Form With Notes This is the Task Form displaying the Notes box. This view is not on the View menu. To display it, choose Define Views from the View menu, select Task Form With Notes, and choose the Set button. When the Task Form is active, the commands on the Format menu control whether the Notes box is displayed at the bottom of the form, or resources, predecessors, or successors fields are displayed. If you want to print task notes, print the Tasks With Notes report.

To Do List This view can be used to quickly enter or view key task information. The custom table applied to the Task Sheet includes the "to-do" item, how long it will take, who will do it, and when it starts and ends. This table can easily be edited to include more or less information by choosing the Define Tables command from the Table menu and editing the To Do List table.

Reports

There are four custom reports in the ENTRY.MPV file:

Resource Responsibilities includes the same information as the Employee Information view. Each resource name is followed by the list of tasks on which the resource is scheduled.

Resource Weekly To Do List prints a list of task by week for the resource you specify when you print the view. Included for the resource is the task name, task length, and start and end dates. Because the Using Resource filter is part of this report, you specify the resource you want each time you print the report.

Tasks With Notes prints task information including task notes you have entered in the Notes box on the Task Form. Use the Task Entry With Notes view to enter the notes.

Weekly To Do List prints all the tasks that occur each week and who is responsible.

To print these reports, choose the Print Report command from the File menu, select the report you want to print, and choose the Print button. To see a preview of the report, choose the Preview button in the Print Report dialog box. For more information about printing and reports, see the "Printing and Plotting" topic and the "Reports" topic in the *Microsoft Project User's Reference*.

PERTS.MPV

PERT Charts are used to graphically show dependencies between tasks. For example, if you can't send out a mailing until the envelopes are addressed, a dependency exists between the mailing and the envelope-addressing. You control the information in each task node with the Palette command on the Format menu. The Palette command also controls the lines between the fields. The borders for the nodes are controlled with the Borders command on the Format menu. The Text command on the Format menu controls the style of the text in the nodes.

PERTS.MPV contains a set of PERT views that show some of the possibilities for formatting your PERT. A description of each view is listed alphabetically below. There are no additional tables, filters, or reports in this view file.

Cost PERT The Cost PERT view displays the task name, the resources, how long the task will take, and how much it will cost. This view can be used to manage resources and dependencies. The fields and lines in each node are controlled with the Palette command on the Format menu and the borders with the Borders command on the Format menu. The text was formatted using the Text command on the Format menu.

Gantt over Dependencies This combination view consists of the default Gantt Chart over the Task PERT Chart. Use this view to step through tasks and see what dependencies exist.

ID PERT This view can be used to view as many tasks as possible on the screen at one time. The Zoom in and Zoom Out commands on the Format menu control the node size. When it is zoomed, only the ID for each task is shown; when it is not zoomed, the fields selected in the Palette dialog box are shown.

Name PERT In the Name PERT, each node includes only the name of the task. This was done with the Palette command on the Format menu. The borders were formatted using the Borders command on the Format menu and the text using the Text command on the Format menu.

Overview PERT The Overview PERT includes the task name, resources assigned, and start and finish dates, with no lines between the fields. The Palette command on the Format menu controls the content of the nodes and the lines between fields. The text was formatted using the Text command on the Format menu; the borders were formatted using the Borders command on the Format menu.

PERT Chart This is the PERT view included in Microsoft Project's default set of views. Critical tasks are shown with thick red boxes; noncritical tasks are shown with thin black boxes.

Resource PERT The Resource PERT view shows only the name of the task and the resources assigned. Again, the content of each node is controlled with the Palette

command on the Format menu, the borders with the Borders command on the Format menu, and the text with the Text command on the Format menu.

Schedule PERT The Schedule PERT view includes only three fields for each node--the task name and the scheduled start and finish dates. The Palette command on the Format menu was used to change the information in a node. The borders were changed with the Borders command on the Format menu.

Shadow PERT The Shadow PERT view is the same as the PERT Chart view, except that the borders have been changed to shadow borders. The fields in the nodes and the colors--red for critical, black for noncritical--are the same.

Task PERT The Task PERT view shows the immediate dependencies for a task. You can easily step through the tasks by using the bottom scroll bar. This is the default Task PERT included with Microsoft Project.

RESGRAPH.MPV

RESGRAPH.MPV contains a set of Resource Graph views that show some of the types of information you can view on the Resource Graph. A description of each view is listed alphabetically below. There are no additional filter or reports in this view file.

Cost per Period This view displays the cumulative cost to date and new cost for the period for one resource at a time. Cumulative cost is displayed by choosing Cumulative Cost from the Format menu. The total cost and new cost graph is controlled with the Palette command on the Format menu.

Cumulative Cost The Cumulative Cost view shows the cumulative cost to date for the resource group and the selected resource. Cumulative cost is displayed by choosing Cumulative Cost from the Format menu. The new costs for each period are not shown. The total cost graphs for the resource group and for the selected resource are controlled with the Palette command on the Format menu. The new costs graph is turned off in the Palette dialog box.

Gantt Chart This is the default Gantt Chart that comes with Microsoft Project.

Overallocation Use this combination view of the Overallocation Graph over the Gantt Chart to locate overallocated resources and then the tasks to which they are assigned.

Overallocation Graph The Overallocation Graph shows how much a resource is overallocated during each time period. Overallocation amounts are displayed by choosing Overallocation from the Format menu. The graphs are controlled with the Palette command on the Format menu.

Percent Allocation This view shows the percent allocation for an individual resource. Percent allocation is displayed by choosing Percent Allocation from the Format menu. The graphs for allocated and overallocated percentages for the selected resource are controlled using the Palette command on the Format menu.

Resource Graph This is the Resource Graph included in Microsoft Project's default set of views. Peak units used during the time period are displayed. Peak units up to capacity are blue; overallocated units are red.

Resource Usage This is the default Resource Usage view that comes with Microsoft Project.

Total Costs Total Costs shows the total costs for all resources in the resource group as an area graph. Costs are displayed by choosing Cost from the Format menu. The area graph for the resource group was specified in the Palette dialog box. The timescale was changed to quarters over months using the Timescale command on the Format menu.

Total Work This view shows allocated and overallocated work for an individual resource and a resource group. Work is specified by choosing Work from the Format menu; the graph style and color is controlled in the Palette dialog box, as is the 75% overlap of the bars.

RESMGMT.MPV

The views in the RESMGMT.MPV file help you enter and view information associated with resources, such as work and cost information. If you are tracking resources, Microsoft Project provides powerful capabilities to help you use your resources efficiently.

A description of each view is listed alphabetically below.

There are also two custom task filters and four custom reports included in this file. These filters and reports are listed after the descriptions of the views.

When viewing costs, you may want to change the number of decimal places displayed--for example, you may want to display no decimal places so you see dollars but no cents--and the currency symbol and position. Use the Preferences command on the Options menu to change Currency Digits (0, 1, or 2 decimal places can be shown), the Currency Symbol, or the Symbol Position option.

To control the default rate entered for resources, use the Default Standard Rate and Default Overtime Rate options in the Preferences dialog box.

To control the default work units used when viewing work information, change the Default Work Units option in the Preferences dialog box.

Cost Gantt Use the Cost Gantt to review who is responsible for each task and the cost of each task. The Gantt Chart shows the resource names to the left of each bar and cost to the right. The bars are wide, with an outline rather than solid color. The text on the chart and the bar styles are controlled with the Palette command on the Format menu. The custom table Cost Gantt, created with the Define Tables command on the Table menu, includes the Cost and Fixed Cost fields. For tasks that aren't summary or subproject tasks, you can type additional task cost to the Fixed Cost field. If the Cost field is not visible, scroll the Gantt table. The text formatting was done using the Text command on the Format menu.

Cost Sheet (Resource) This view includes all cost information for each resource. This is the Resource Sheet with the Cost table applied. The interval gridlines were set using the Gridlines command on the Format menu.

Cost Sheet (Task) This view includes all cost information for each task. This is the Task Sheet with the Cost table applied. The interval gridlines were set using the Gridlines command on the Format menu.

Cost Usage This view is the Resource Usage view, with cost information displayed for each time period. The custom table includes the Cost field so you can see the total cost for the resource as you view the periodic costs. The table was created using the Define Tables command on the Table menu. The cost information was displayed using the Cost command on the Format menu, and the gridlines were set using the Gridlines command on the Format menu.

Gantt Chart With Resources, Slack This Gantt Chart shows the resource names to the left of the bar, and includes a bar to the right showing the amount of free slack, or time that the task can be delayed without delaying any other tasks. These changes were made using the Palette command on the Format menu. The Gridlines command on the Format menu controls the gridlines; the Text command on the Format menu controls the text.

Resource % Allocation Use this view to check that your resources are allocated efficiently over the life of the project and to move tasks by entering a value in the Delay field to level resource usage. It is a combination view composed of two custom views: the % Usage view on the top and the Delay Gantt on the bottom. When you select a resource in the top view, the tasks that the resource is assigned to are displayed in the bottom view. The % Usage view is the Resource Usage view, showing the percent allocation of each resource. The Delay Gantt has the Delay table applied, which includes the Delay field. Use the Delay field to delay a task so that resources are not working on two tasks simultaneously. The gridlines were changed using the Gridlines command on the Format menu. The Delay table was created using the Define Tables command on the Table menu.

Resource Allocation This is the default Resource Allocation view included with Microsoft Project.

Resource Costs The Resource Costs view shows how costs are accrued over time. The Cost Sheet (Resource) in the top view shows the total cost and the rates for each resource. The bottom view shows the Cost Usage view so that you can check the costs over time.

Resource Form This is the default Resource Form that comes with Microsoft Project. Use the Resource Form to review detailed information about each resource. To change the type of information shown at the bottom of the form, use the Format commands. To print a report showing the same type of information, choose the Print Report command from the File menu, select Resources, and then choose the Copy button. Under Allocations, select the check box for the type of information--schedule, work, and/or cost--you want in the report.

Resource Graph This is the default Resource Graph, with the pattern of the bars changed. To change the patterns, use the Palette dialog box. To quickly display this dialog box, double-click the graph.

Resource Graph Over Gantt Use this view to make sure resources are allocated effectively over the life of the project. It is a combination view with the Resource Graph on top and the Delay Gantt on the bottom. As you step through the resources in the graph using the left scroll bar, the tasks shown in the bottom pane are those

the resource is working on. The Resource Graph shows the peak allocation for a resource during a given time period. To view a smaller or larger time period, use the Timescale command on the Format menu. To quickly select the Timescale dialog box, double-click the timescale. The Delay Gantt has the Delay table applied, which includes the Delay field. Use the Delay field to delay a task so that resources are not working on two tasks simultaneously. The Delay table was created using the Define Tables command on the Table menu.

Resource PERT Each node in this PERT Chart includes the resources assigned and work and cost information. Use this view to get an overview of who is working on what and the dependencies between tasks. The content of the nodes is controlled with the Palette command on the Format menu.

Resource Sheet This is the default Resource Sheet included with Microsoft Project.

Resource Usage This is the default Resource Usage view included with Microsoft Project. It shows how resources are used over time. To change the information shown, use the Format commands. To change the timescale, use the Timescale command. To quickly display the Timescale dialog box, double-click the timescale.

Resource Work Use this view to the total work and periodic work information for each resource. In the top view, the Work Sheet view shows the total work for each resource, the peak usage, the overtime work, and if each is overallocated. The bottom view shows the work for each time period. To change the time period, use the Timescale command. To quickly display the Timescale dialog box, double-click the timescale.

Task Entry This is the default view in Microsoft Project. It is a combination view with the Gantt Chart on top and the Task Form on the bottom. Check the Gantt Chart to see how the tasks are scheduled over time. Use the Task Form to assign resources and view detailed resource information.

Usage By Task This combination view shows usage information on selected tasks. As you select tasks on the Gantt Chart in the top view, the Resource Usage view in the bottom displays resource information only for the selected tasks. This is controlled with the Selected Tasks Only command on the Resource Usage view Format menu.

Filters

There are two custom filters in the RESMGMT.MPV file:

Cost Range is an interactive filter that prompts for two cost values. The tasks with costs between the two values you enter will be displayed.

Delayed is a filter that shows tasks with delay greater than zero. Delay is used with manual or automatic leveling. This makes it easy to see which tasks have been delayed, either using the Level Now command on the Options menu, the leveling PlanningWizard, or manually. Use this with the Delay Gantt view so you can check the Delay value for those tasks displayed when you apply the filter. Since the Delay Gantt is not on the View menu, use the Define Views command on the View menu to display it.

To apply a filter, choose the filter from the Filter menu.

Reports

There are four custom reports in the RESMGMT.MPV file:

Resource Costs lists each resource, followed by the tasks to which the resource is assigned and the cost for the resource on the task. Each resource name is shaded so it is easy to read. Try using preview to check out the report. Choose Print Report from the File menu, select Resource Costs, and then choose the Preview button. When previewing, click the page to zoom in to see the details in the report.

Resource To Do List prints a list of task by week. Included for each task is the start and end dates and person responsible.

Resource Work is like the Resource Costs report, except that work on each task is printed instead of cost.

Task Costs prints the total cost, planned cost, and variance for each task, with totals at the end.

To print these reports, choose the Print Report command from the File menu, select the report you want to print, and then choose the Print button. To see a preview of the report, choose the Preview button in the Print Report dialog box. For more information about printing and reports, see the "Printing and Plotting" topic and the "Reports" topic in the *Microsoft Project User's Reference*.

ROLLUP.MPV

The four views in ROLLUP.MPV demonstrate different ways you can use rollup on the Gantt Chart. You control what information is rolled up using the Rollup field and the Flag fields. The Palette command on the Format menu controls how the graph looks. The Palette command also controls the lines between the fields. The Text command on the Format menu controls the style of the text on the Gantt Chart.

A description of each view is listed alphabetically below. There is also one custom filter and two custom forms in this file. These are described after the descriptions of the views.

Bar Rollup This view rolls up bars instead of symbols. Progress bars are also rolled up. The task name appears on the graph and can alternate between top and bottom.

Milestone Date Rollup The Milestone Date Rollup view rolls up the milestones. The task name appears above each milestone; the scheduled finish date appears below each milestone.

Milestone Rollup This view is the same as the Milestone Date Rollup, except that the task name alternates between top and bottom.

Symbol Rollup In this view, you can specify one of four symbols for the rolled up information. If you set Flag6 to Yes, a diamond is used; if Flag7 is set to Yes, a triangle is used; for Flag8, a circled triangle; and for Flag9, an up arrow. To quickly set these flags for each task, use the Symbol Rollup custom form.

Filter

There is one custom filter in the ROLLUP.MPV file:

Rollup displays all tasks that are not summary tasks and that have the Rollup field set to Yes. Use it to see all tasks that have been marked for rollup. Since summary tasks are marked Yes automatically, this filter excludes the summary tasks.

To apply a filter, choose the filter from the Filter menu.

Custom Edit Forms

There are two custom edit form in the ROLLUP.MPV file:

Milestone Rollup contains the task name and two check boxes--one for Rollup and one for Text Above Milestone. If you select the Rollup check box, the Rollup field is set to Yes; if you select the Text Above Milestone check box, Flag10 is set to Yes.

Symbol Rollup contains the same options as the Milestone Rollup custom form, plus it contains check boxes for selecting the type of symbol you want for the selected tasks. You can select a diamond, triangle, circled triangle, or up arrow. These check boxes are actually Flags 6, 7, 8, and 9 so when you select a check box, the appropriate flag is changed to Yes. The Palette dialog box maps the correct symbol to the each flag.

To display these custom edit forms, choose the Custom Forms command from the Options menu, select the custom edit form you want to display, and then choose the Set button. For more information about custom edit form dialog boxes, see the "Custom Edit Forms" topic in the *Microsoft Project User's Reference*.

TRACKING.MPV

The views in the TRACKING.MPV file illustrate several formats for tracking progress, work, and cost on your projects. A description of each view is listed alphabetically below.

Before you can track your project, you must set the plan. You do this after you have completed the schedule, but before entering any actual progress information. To set a plan for the project, use the Set Plan command on the Options menu. This places a copy of the current schedule in the Planned fields for the project. For more information about tracking, see the "Tracking Progress" topic in the *Microsoft Project User's Reference*.

There are several filters included with Microsoft Project that also help you focus on problem areas in your schedule. These filters include In Progress, Overbudget, Should Start, and Slipping. To apply one of these filters, choose it from the Filters menu. For more information about these filters and about creating your own filters, see the "Filter Commands" topic and the "Filters" topic in the *Microsoft Project User's Reference*.

Cost Tracking Use this view to analyze planned vs. actual costs and how resource costs are being accrued over time. This is a combination view with the Cost Tracking Sheet over the Cost Usage View. The Cost Tracking Sheet is the Task Sheet with the

Cost table applied; the Cost Usage View shows the cost over time for each resource. As you select tasks in the top view, the bottom view shows the resources assigned to the selected tasks.

Date Variance Use this view to see which tasks are ahead of or behind schedule. The Task Sheet shows only those tasks that are not summary tasks. You control this by choosing Outline from the Format menu and clearing the Summary Task check box. The fields shown are defined in the Table Definition dialog box. The tasks are sorted to show those with the largest finish variance first. Use the Sort command on the Format menu to sort the tasks.

Detailed Task Costs This combination view shows the Cost Tracking Sheet over the Task Cost Form. Use this view to check the total cost for the task in the top view and the individual resource cost for the task in the bottom view. To step through the tasks, select a task in the top view. The resource cost information for that task will be displayed in the bottom view.

Gantt Chart This is the default Gantt Chart that comes with Microsoft Project. Progress is shown in the task bars as a thermometer-type bar, filling in as the task progresses. To change the progress on the bar, move the mouse cursor over the left edge of the bar until you see a % sign. When you have the % cursor, drag until the task has the appropriate percent complete.

Plan vs. Actual Gantt With Slack The top bar shows scheduled dates, with actual data filled in. The percent complete is displayed at the right of this bar. The bottom bar shows the planned dates for the task. Slack is shown at the bottom of the top bar, so you can see how much time is left until the task will affect other tasks. The bars were created and the text added using the Palette command on the Format menu. The gridlines were changed on the table using the Gridlines command on the Format menu.

Progress-tracking Gantt, Progress-tracking Gantt (Diamonds), Progress-tracking Gantt (Triangles) These views are variations of a view where symbols and bars fill in as the tasks progress. If the entire bar and start and end symbols are hollow, the task has not started. If the start symbol is filled in, the task has started. The bar indicates how far along the task is. If the end symbol is filled in, the task has finished. This same functionality exists for milestones and summary tasks. All of this is done using the Palette command on the Format menu. The gridlines were set using the Gridlines command on the Format menu.

Slippage Gantt Use this view to check when a task will start and finish and how much it has slipped. The resources assigned to each task appear to the left of the bar and the finish date appears at the right end of the bar. If a task has slipped and is now scheduled to start later than planned, a narrow (pink on a color monitor) bar is displayed to the left of the task bar. The Palette command on the Format menu was used to add the text and slipping bar to the chart.

Tracking PERT Use the Tracking PERT to see how far along a task is, how much it costs, and who is assigned. The small nodes include the task name, percent complete, total cost, and who is assigned. Cross marks on the nodes indicate whether a task is not started, in progress, or completed. Node content and the progress cross marks are controlled with the Palette command on the Format menu.

Tracking Sheet Use this view to enter or view progress on tasks. This is the Task

Sheet view with the Tracking table applied. The Gridlines command on the Format menu controls the gridlines in the view.

Work Sheet (Resource) This view is the Resource Sheet with the Work table applied, which shows the work information for each resource. The table includes scheduled, planned, actual, and remaining work, plus overtime work and variance between planned and actual work.

Work Sheet (Task) This view is the Task Sheet with the Work table applied, which shows the work on a task-by-task basis. The Who column, showing resources assigned to each task, was added to the Work table using the Define Tables command on the Table menu. If you have only one resource assigned to each task, you can use this view to enter actual work amounts as work on a task progresses. The gridlines were changed with the Gridlines command on the Format menu.