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MS Project Scheduling Formula – Part 3

Picking the Right Type.

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Change is inevitable

- The more things change
- the more they change



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MS Project Task Types

- **Fixed Work**

- Most common Task Type for software and technology projects

- **Fixed Duration**

- Used when resources has no impact on the calendar time a task will take

- **Fixed Units**

- MS Project default, seldom used

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MS Project Scheduling Formula

$$\text{work} = \text{duration} * \text{assignment units}$$

- *Duration = 10 days*
- *Assignment Units = 100% of 40 hours available on the resource's calendar*

- *Work = 80 hours (10 days * 100% of 40 hours per week)*

➤ Add 1 more resource at 100% units

- *Units = 100% of 40 hours for two resources*
- *Work = Task Type is Fixed Work so work is fixed at 80 hours*

- *Duration = 5 days (80 hours of work ÷ 100% of 80 per week)*

Task Type – Fixed Work

- Best for work (effort) driven tasks
- Adding more staff reduces duration of task
- Most common task type for technology projects

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Task Type – Fixed Duration

- Best for tasks that take a specific amount of time
- Duration is unaffected by assignment of resources
- Second most common task type

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Task Type – Fixed Units

- Default for MS Project
- Subtle difference with Fixed Work
- Seldom used for technology projects

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MS Project Scheduling Formula

*work = duration * assignment units*

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Task Types Table

Effort Driven = Yes

Edited	Fixed Work	Fixed Duration	Fixed Units
Work	Duration	Peak Units	Duration
Duration	Peak Units	Work	Work
Assign additional resources	Duration	Peak Units	Duration
Assignment Units	Duration	Work	Duration
First assignment at 50%	Work	Work	Work

Effort Driven = No

Edited	Fixed Work	Fixed Duration	Fixed Units
Work	N/A	Peak Units	Duration
Duration	N/A	Work	Work
Assign additional resources	N/A	Work	Work
Assignment Units	N/A	Work	Duration
First assignment at 50%	N/A	Work	Work

Examples of Most Common Settings

- **Fixed Work and Effort Driven**

- Adding resources reduces duration, work is fixed

- **Fixed Duration and Duration Driven**

- Adding resources increases work, duration is fixed

- **Fixed Duration and Effort Driven**

- Adding resources their units, duration is fixed

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Next Episode – Task Relationships

- Task dependencies
- Constraint Types and Dates
- Predecessor Types
- Leads and Lags
- Available on PointProx.com

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