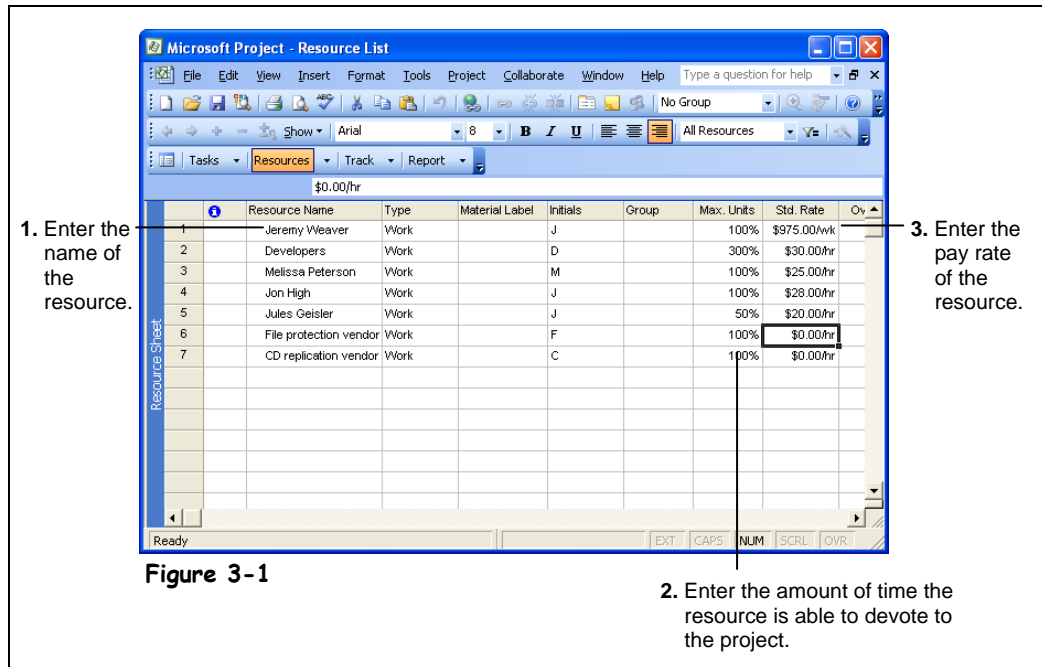


Lesson 3-1: Entering People Resources

Figure 3-1

Entering people resources in the project.



Once you have created a task list for your project, the next step is to create a resource list. These resources are what allow progress to occur in the project. There are two types of resources Project works with: work resources and material resources. Work resources are the people and equipment that complete project tasks. Material resources are the goods used by the work resources to complete tasks.

People resources will probably be the most common resources in your project. Let's enter some people resources to do work in the project.

- Navigate to your Practice folder and open Lesson 3. Save the file as Resource List.**
If you don't know where your practice files are located, ask your instructor for help. The easiest way to enter resources in a project is to use the Resource Sheet.
- Select View → Resource Sheet from the menu.**
A blank Resource Sheet appears.
- Click the first cell in the Resource Name field and type Jeremy Weaver. Press <Enter>.**
You can also enter groups of people resources that have common skills. This is especially useful if members of the group do the same thing in the project. For example, a group of three developers do the same thing in the project: create online lessons. While their work is important, it is easier to manage their work as a group (Developers) rather than as individuals.
- Type Developers and press <Enter>.**
The developers have been added as a resource.

Individual people resources can be represented by their name (Jeremy Weaver) or job title (Senior Programmer). Neither way is better than the other, so use names that will make the most sense to the people viewing the project.

5. Repeat Step 4 to enter the following resources:

Melissa Peterson
 Jon High
 Jules Geisler
 File protection vendor
 CD replication vendor

The resource names are entered.

You should also enter information in the Max. Units and Std. Rate fields.

6. Click the Max. Units field of the Developers resource.

The Max. Units field represents the amount of time the resource will be able to devote to your project. For example, 100 percent of Jeremy Weaver's time is available to work on tasks assigned to him.

The Developers resource represents three people who are able to spend 100 percent of their time on assigned tasks, so they have more units.

7. Type 300 in the Developers Max. Units field and press <Enter>.

Now the project will be able to plan on three developers being available to work full-time on their assigned tasks every day.

The maximum units value for the Jules Geisler resource also needs to change.

8. Type 50 in the Jules Geisler Max. Units field and press <Enter>.

Project recognizes that Jules is only available to work part time on the project.

The last bit of information we need is the cost for each resource.

9. Click the Std. Rate field of the Jeremy Weaver resource.

Resources account for a majority of cost in most projects. By tracking this information, the project manager can learn valuable information about expenses in the project, such as whether there will be enough money to cover costs for the duration of the project.

NOTE: You may not be authorized to know the pay rates for resources in your project; that information is usually privy to senior management and human resources. Not having this information will reduce the effectiveness of Project's tracking features, but your supervisors should be understanding of these limitations.

You can enter rates by hour, day, or week.

11. Type 975/w in the Jeremy Weaver Std. Rate field and press <Enter>.

Jeremy's standard weekly rate appears in the field.

If a resource represents a number of people, like the Developers resource, estimate the average rate for each individual.

12. Repeat Step 11 to enter the standard rates for the following resources:

Developers	30/h
Melissa Peterson	25/h
Jon High	28/h
Jules Geisler	20/h

Notice that two resources, File protection vendor and CD replication vendor, do not have a standard rate. They are serving as placeholders, so the standard rate won't be known until a vendor has been found for the contract. Compare your list to Figure 3-1.

If you do not yet know the name of the resource, for example if the position or contract has yet to be filled, use a placeholder name.

Quick Reference

To Open Resource Sheet View:

- Select **View** → **Resource Sheet** from the menu.

To Enter a People Resource:

1. Click the **Resource Name** field and enter a name for the resource.
2. Click the **Max. Units** field and enter the resource's availability to the project.
3. Click the **Std. Rate** field and enter the pay rate for the resource.