

Assigning Resources to Tasks

Microsoft Project adjusts the duration of a task when you assign a resource to the task. The adjustment is based on the number of resources and the percentage of resource units assigned to the task. You can assign resources to tasks in the Gantt sheet by typing the resource name in the Resource Names column or by selecting the name from the Resource Names drop-down list. In addition, you can also use the Assign Resources dialog box, shown in Figure 3-1, to assign resources to tasks or assign a resource to work on two tasks concurrently. When you assign a resource to a task, the resource name appears next to the bar in the Gantt chart pane.

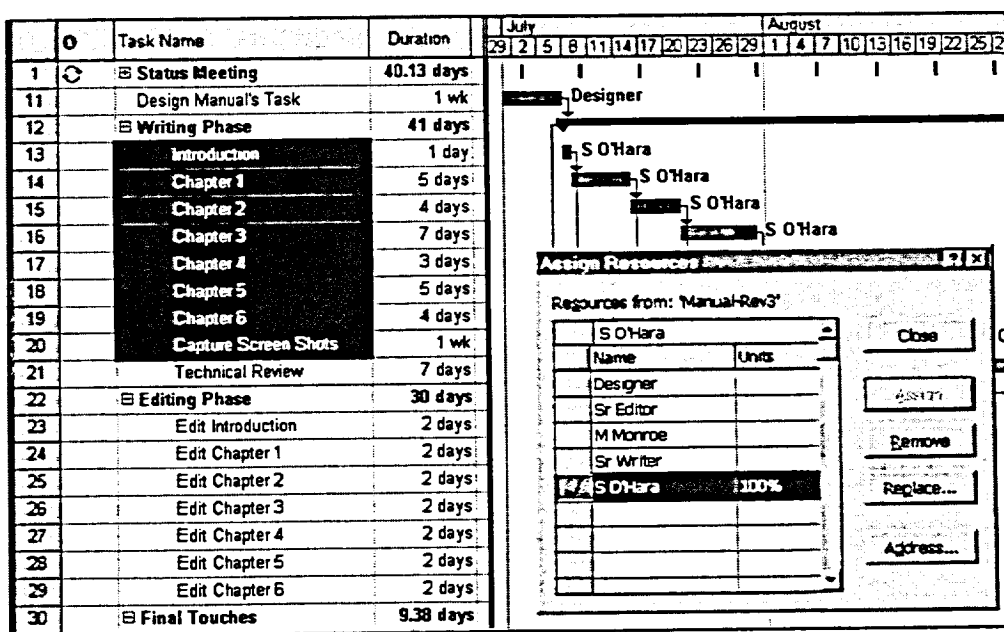


Figure 3-1: The Assign Resources Dialog Box

Method

To assign a resource to a task

1. In the Gantt sheet, select the Resource Names column of the task to which you want to assign a resource.
2. In the Resource Names column, type the resource name.
or
2. In the Resource Names column, from the Resource Names field drop-down list, double-click the resource name.