

## Modifying a Resource Calendar

In most cases, resources on a project share the same working days, nonworking days, and holidays. However, if the working days or hours of one resource differs from others, Microsoft Project lets you modify a calendar for that individual resource.

### Method

To modify a resource calendar

1. On the View Bar, click the Resource Sheet icon.
2. On the resource sheet, in the Resource Name column, select a resource name.
3. On the Standard toolbar, click the Resource Information button.
4. In the Resource Information dialog box, select the Working Time tab.
5. On the Working Time page, in the Calendar area, select a date.
6. In the *For selected dates* area, select an option button.  
or
6. In the *For selected dates* area, in the From text box, type the time you want work to start.  
or
6. In the *For selected dates* area, in the To text box, type the time you want work to end.
7. Choose OK.

### Exercise

In the following exercise, you will modify a resource calendar.

1. Examine the current project end date
2. On the View bar, click the Resource Sheet icon *The resource sheet view appears.*
3. In the Resource Name column, select *S O'Hara*
4. On the Standard toolbar, click the Resource Information button *The Resource Information dialog box appears.*
5. Select the Working Time tab *The Working Time page appears.*