

Creating Leads and Lags

A *lag time* occurs when there is a delay between two tasks. For example, if you just painted your living room, you would have to wait at least two days before hanging the pictures on your wall. Therefore, there is a two-day lag between the task Paint Living Room (predecessor task) and the task Hang Pictures (successor task).

A *lead time* is an overlap between two tasks. Very often, you do not have to wait until a predecessor is entirely finished before the successor task can start. In fact, a partial completion would suffice.

Method

To create a lead or a lag

1. In the Task Name column, double-click the task whose predecessor you want to change.
2. If necessary, in the Task Information dialog box, select the Predecessors tab.
3. On the Predecessors page, in the Predecessors area, in the Lag column, select the Lag field for the predecessor task to which you want to add a lag time.
4. For a lag time, enter a positive value.
or
4. For a lead time, enter a negative value.
5. Choose OK.

Exercise

In the following exercise, you will create a lead.

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| 1. Double-click Chapter 2 | <i>The Task Information dialog box appears.</i> |
| 2. If necessary, select the Predecessors tab | <i>The Predecessors page appears.</i> |
| 3. In the Predecessors area, in the Lag column of the Chapter 1 task, select the Lag field | |
| 4. Type -2d | |
| 5. Choose OK | <i>The Task Information dialog box closes.</i> |