19. On the top pane, select Corrections

20. In the bottom pane, right-click and select *Resource Schedule* from the Menu

21. Examine the duration of the task Corrections, the number of hours of work for each resource assigned to that task, and each resource's start and finish dates

    The duration is three days. The Writer is working the full twenty-four hours on the task; the Editor is working only eight hours on the task.

22. In the bottom pane, for the Editor resource, select the field in the Delay column

23. Type **16h**

24. Choose OK

25. Examine the schedule changes

    The overallocation occurred because Microsoft Project always schedules the work hours at the beginning of the task. The eight hours that the Editor is spending on that task has been delayed by sixteen hours so that the Editor works on the task on the third day instead of the first day.

26. On the View menu, choose More Views

    Resource Allocation view appears.

27. Choose Resource Allocation and click Apply

28. Examine the Resource Editor to see if it has any overallocations

    There are no more overallocations for the Editor

29. Save as **H:\Doc\Manual-Rev 5a.mpp** and close it