

Column	Description
Resource Name	The name given to a resource. It can be the name of an individual or a type of group.
Initials	The abbreviated name for the resource.
Group	Resources may be assigned to a group for reporting purposes.
Max. Units	The number of resource units available. This is applicable only if using a type of resource. For example, you might have three writers, but you can have only one resource named Kimberley Kale.
Std. Rate	The standard cost of the resource per hour, minute, week, or year.
Ovt. Cost	The overtime cost of the resource per hour, minute, week, or year.
Cost/Use	The cost of the resource every time it is used.
Accrue At	The time when costs are assigned to a resource. You can assign costs at the Start or End, or they can be prorated throughout the duration of a task.
Base Calendar	A calendar that specifies the working times of a resource.
Code	You can assign an alphanumeric code to each resource and use it for sorting, filtering, and reporting.

Table 3-1: The Columns in the Resource Sheet

When resources with the same skills are working together on the same task, you can group them into a resource set. For example, Electricians could represent two or more electricians. A resource group is any combination of individual resources and/or resource sets that can be logically grouped together for the purposes of tracking costs. For example, Painters, Electricians and Plumbers are resource sets that can be grouped into a resource group called Contractors.