

Displaying Project Information

A project plan may contain hundreds of separate pieces of information about tasks, resources and assignments. Typically, the entire project plan will not fit on your screen at the same time. As you work with your project plan, you may want to view a specific set of information. For example, you may want to view the costs of tasks that begin after a certain date or which resources have spare time to work on tasks that are taking longer than planned.

Microsoft Project provides twenty-six predefined views that let you display a specific set of task, resource or assignment information. Most views let you enter and edit information; however, there are some views that can only display information. Choosing a view not only lets you decide whether you want to work with task, resource, or assignment information, but also lets you determine the format in which the information is displayed. You can choose to view information as a sheet, chart, graph, form, or calendar.

Table 4-1 describes these formats. In addition, Microsoft Project lets you sort or arrange your project information in any order that suits your needs.

View Format	Description
Sheet	Displays task, resource and assignment information in a table that is arranged in columns and rows.
Chart	Displays tasks and task dependencies in a graphical way.
Graph	Displays project information on a set of axes as a set of bars, curves or lines.
Form	Used to enter, edit or view detailed information.
Calendar	Displays project information as a calendar.

Table 4-1: The View Formats

Using Views

Task views focus on information relating to tasks, such as duration, start dates, and finish dates. *Resource views* focus on information about the resources that are assigned to tasks, such as the hourly rate, or accounting method. Assignment views focus on information relating to assignments, such as task and resource usage.

The *PERT Chart view*, shown in Figure 4-1, is a flow chart that displays tasks as *nodes* joined by lines that represent links, or dependencies, between the tasks. The PERT Chart is useful for looking at process-oriented projects. For example, in the manufacturing of a chemical compound, things have to