

## Resolving Resource Overallocations Manually

Resolving resource overallocations manually is a time-consuming task. Some of the options available to a project manager include delaying a task with an overallocated resource, substituting the overallocated resource, adding additional units to the resource, or changing the work schedule (that is, modify the resource calendar). Every option influences either the project cost or the length of the project. For example, if a resource has been scheduled to work on two tasks at the same time and the project manager decides to delay the second task, the project will take longer to complete. On the other hand, if the project manager adds an additional unit of the same resource, the project length is not affected, but the overall cost of the project increases.

When you are handling resource overallocation resolutions, you need to consider the impact of several issues, including cost, time, company politics, geography, and resource availability.

### Method

To display the Resource Management toolbar

1. On the View menu, point to Toolbars.
2. From the Toolbars submenu, choose Resource Management.

To resolve resource overallocations manually

1. Display the Resource Management toolbar.
2. On the Resource Management toolbar, click the Resource Allocation View button.
3. On the Resource Management toolbar, click the Go To Next Overallocation button.
4. Make the necessary changes.
5. Repeat steps 3 and 4 for all resource overallocations.

### Exercise

In the following exercise, you will resolve a resource overallocation manually.

1. Open A:\Manual-Rev5
2. On the View menu, point to Toolbars *The Toolbars submenu appears.*
3. Choose Resource Management