Specifying Default Rates

When you add resources to your project plan that are related to an existing resource, resource set, or resource group and these resources get paid the same hourly rate you can save time by specifying a default rate. Once you specify a default rate, Microsoft Project will automatically apply the rate to new resources that you add. Microsoft Project lets you specify a standard and overtime default rate.

Method

To specify default rates

1. From the Tools menu, choose Options.
2. In the Options dialog box, select the General tab.
3. On the General page, in the General options for [Project File], in the *Default standard rate* text box, type a new rate.
4. In the General options for [Project File] area, in the *Default overtime rate* text box, type a new rate.
5. If desired, choose Set as Default.
6. Choose OK.

Exercise

In the following exercise, you will specify a default standard and overtime rate.

1. From the Tools menu, choose Options — *The Options dialog box appears.*

2. Select the General tab — *The General page of options appear.*

3. In the General options for Manual-Rev3a. area, in the Default standard rate text box, type **25.00**

4. In the General options for Manual-Rev3a. area, in the Default overtime rate text box, type **37.50**

5. Choose OK — *The Options dialog box closes.*