

Creating Resources

What are resources and why should you include them?

Resources are usually the people working on your project but they can also be the materials that are used. Once you create a resource list you can...

- Inform resources of their tasks and when they must be done
- Create more accurate scheduling based on resource availability
- Track the amount of materials used and where it is needed


The two types of resources in Project 2000

Work resources – e.g. people, conference rooms and hire equipment

Material resources – e.g. bricks, paper, and paint

Creating a new Work Resource

1. Click on View menu
2. Click on Resource sheet


		Resource Name	Type	Material Label	Initials	Group	Max. Units	Std. Rate	Ovt. Rate	Cost/Use	Accru
1	<input type="text"/>	James	Work		J		100%	£10.00/hr	£0.00/hr	£0.00	Prorat
2		Jazmin	Work		J		100%	£8.00/hr	£0.00/hr	£0.00	Prorat
3		Gayle	Work		G		100%	£11.00/hr	£0.00/hr	£0.00	Prorat
4		Sam	Work		S		100%	£14.00/hr	£0.00/hr	£0.00	Prorat
5		Nick	Work		N		100%	£0.00/hr	£0.00/hr	£100.00	Prorat
6		carpenter	Work		c		300%	£0.00/hr	£0.00/hr	£0.00	Prorat

3. Enter a name in the 'Resource Name' column
4. Enter an abbreviated version of resource name in 'Initials' column if required
5. Add a group if appropriate
6. Change Max Units if appropriate
7. Press return


What does max units mean?

Max units represent how much of that resources time is available to the project.
In the example below

- 100% of James's time is available to the project.
- There are three carpenters available to the project


		Resource Name	Type	Material Label	Initials	Group	Max. Units
1	<input type="text"/>	James	Work		J		100%
2		Jazmin	Work		J		100%
3		Gayle	Work		G		100%
4		Sam	Work		S		100%
5		Nick	Work		N		100%
6		carpenter	Work		c		300%

This means three carpenters



Creating a new Material Resource

1. Click on View menu
2. Click on Resource sheet

		Resource Name	Type	Material Label	Initials	Group	Max. Units	Std. Rate	Ovt. Rate	Cost/Use	Accrue
1		James	Work		J		100%	£10.00/hr	£0.00/hr	£0.00	Prorate
2		Jazmin	Work		J		100%	£8.00/hr	£0.00/hr	£0.00	Prorate
3		Gayle	Work		G		100%	£11.00/hr	£0.00/hr	£0.00	Prorate
4		Sam	Work		S		100%	£14.00/hr	£0.00/hr	£0.00	Prorate
5		Nick	Work		N		100%	£0.00/hr	£0.00/hr	£100.00	Prorate
6		envelopes	Material	boxes	env			£3.00		£0.00	Prorate

3. Enter a name in the 'Resource Name' column
4. Click into 'Type' column
5. Choose 'Material' from the drop-down menu
6. Enter Label for material in the 'Material Label' column
7. Enter an abbreviated version of resource name in 'Initials' column if required
8. Press return