



Resource Loading Like a Pro

...or How I Learned to Stop Building Crazy Excel Worksheets and Love Assignments in Project

MPUG Webinar July 2, 2025

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Resource Loading is Easy 😊

File Task **Resource** Report Project View Developer Help Task Usage Format Tell me what you want to do

Team Planner View Assign Resources Assignments Resource Pool Add Resources Insert Information Notes Details Level Selection Level All Level Leveling Options Clear Leveling Next Overallocation

| Task Moc | Task Name | Work | Duration | Start | Finish | Assignmen Units | Peak | Work Conto | Task Calendar | Type | Constraint Type | Constraint Date | Effort Drive | Details | Jul 13, '25 | Jul 20, '25 | | | | | | | | | | | | | |
|----------|-------------|---------|----------|---------|---------|-----------------|------|------------|---------------|----------------|-----------------|-----------------|--------------|---------|-------------|-------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-----|
| 4 | Simple Task | 160 hrs | 10 days | 7/14/25 | 7/25/25 | | | | None | Fixed Duration | Must Start On | 7/14/25 | No | Work | Su 13 | Mo 14 | Tu 15 | We 16 | Th 17 | Fr 18 | Sa 19 | Su 20 | Mo 21 | Tu 22 | We 23 | Th 24 | Fr 25 | Sa 26 | |
| | Bob | 80 hrs | | 7/14/25 | 7/25/25 | 1 | 1 | Flat | | | | | | | | | | 16h | 16h | 16h | 16h | 16h | | | 16h | 16h | 16h | 16h | 16h |
| | Ned | 80 hrs | | 7/14/25 | 7/25/25 | 1 | 1 | Flat | | | | | | | | | | 8h | 8h | 8h | 8h | 8h | | | 8h | 8h | 8h | 8h | 8h |
| | | | | | | | | | | | | | | | | | | 8h | 8h | 8h | 8h | 8h | | | 8h | 8h | 8h | 8h | 8h |

Simple Task Setup:

- Fixed Duration, 10 Days
- Must Start on July 14
- No Task Calendar (uses default Project calendar)
- Not Effort Driven

Assign Resources Dialog:

Task: Simple Task

Filter by: Group... Available to work: 0h

| Resource Name | R/D | Units | Cost |
|---------------|-----|-------|------------|
| Bob | | 1.00 | \$4,000.00 |
| Ned | | 1.00 | \$4,000.00 |
| Sally | | | |

Resource Load Notes:

- Flat Work Contour
- No Resource Calendar Exceptions
- 100% Utilization
- Assignment dates match the task dates



Introduction to Calendars

Base Calendars can be used as Project Defaults or Task Calendars

Resources have their own calendars which may be modified (or not) from a Base calendar

Project Standard Calendar:

- 2 4-hr shifts during the day
- 1 hr break for lunch
- Weekends are non-working
- No other exceptions

9-80 Alternate Calendar:

- 9hr shift Mon-Thu, 8hr shift Fri
- Weekends and Fridays are non-working
- No other exceptions

Resource Calendar (Sally):

- Based on the 9-80 Alternate calendar
- Exception for NG training week of July 21-25

Change Working Time

For calendar: Standard (Project Calendar) Create New Calendar ...

Calendar 'Standard' is a base calendar.

Legend:

- Working
- Nonworking
- Edited working hours
- Exception day
- Nondefault work week

Click on a day to see its working times: Working times for June 17, 2025:

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Working times for June 17, 2025:

- 8:00 AM to 12:00 PM
- 1:00 PM to 5:00 PM

Based on: Default work week on calendar 'Standard'.

| Name | Start | Finish |
|------|-------|--------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Help Options... OK Cancel

Change Working Time

For calendar: 9-80 Alternate Work Schedule Create New Calendar ...

Calendar '9-80 Alternate Wo...' is a

Legend:

- Working
- Nonworking
- Edited working hours
- Exception day
- Nondefault work week

Click on a day to see its working times: Working times for June 17, 2025:

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Working times for June 17, 2025:

- 8:00 AM to 5:00 PM

Based on: Default work week on calendar '9-80 Alternate Wo...'.

| Name | Start | Finish |
|----------------------|----------|------------|
| Alternate Friday Off | 7/4/2025 | 12/31/2025 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Help Options... OK Cancel

Change Working Time

Resource calendar for 'Sally':

Base calendar: 9-80 Alternate Work Schedule

Legend:

- Working
- Nonworking
- Edited working hours
- Exception day
- Nondefault work week

Click on a day to see its working times: Working times for July 17, 2025:

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Working times for July 17, 2025:

- 8:00 AM to 5:00 PM

Based on: Default work week on calendar '9-80 Alternate Wo...'.

| Name | Start | Finish |
|-------------------|-----------|-----------|
| 1 2025 Guard Week | 7/21/2025 | 7/25/2025 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Help Options... OK Cancel



Adding a Task Calendar

| Task Moc | Task Name | Work | Duration | Start | Finish | Assignmen Units | Peak | Work Conto | Task Calendar | Type | Constraint Type | Constraint Date | Effort Drive | Details | Jul 13, '25 | Jul 20, '25 | | | | | | | | | | | | | |
|----------|--------------------------|---------|----------|---------|---------|-----------------|------|------------|------------------|----------------|-----------------|-----------------|--------------|---------|-------------|-------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-----|-----|
| 4 | Simple Task | 160 hrs | 10 days | 7/14/25 | 7/25/25 | | | | None | Fixed Duration | Must Start On | 7/14/25 | No | Work | Su 13 | Mo 14 | Tu 15 | We 16 | Th 17 | Fr 18 | Sa 19 | Su 20 | Mo 21 | Tu 22 | We 23 | Th 24 | Fr 25 | Sa | |
| | Bob | 80 hrs | | 7/14/25 | 7/25/25 | 1 | 1 | Flat | | | | | | Work | | 16h | 16h | 16h | 16h | 16h | 16h | | | 16h | 16h | 16h | 16h | 16h | 16h |
| | Ned | 80 hrs | | 7/14/25 | 7/25/25 | 1 | 1 | Flat | | | | | | Work | | 8h | 8h | 8h | 8h | 8h | 8h | | | 8h | 8h | 8h | 8h | 8h | 8h |
| 5 | Simple Task Alt Calendar | 142 hrs | 10 days | 7/14/25 | 7/25/25 | | | | 9-80 Alternate W | Fixed Duration | Must Start On | 7/14/25 | No | Work | | 16h | 16h | 16h | 16h | | | | | 16h | 16h | 16h | 16h | 14h | |
| | Bob | 71 hrs | | 7/14/25 | 7/25/25 | 1 | 1 | Flat | | | | | | Work | | 8h | 8h | 8h | 8h | 8h | 8h | | | 8h | 8h | 8h | 8h | 7h | |
| | Ned | 71 hrs | | 7/14/25 | 7/25/25 | 1 | 1 | Flat | | | | | | Work | | 8h | 8h | 8h | 8h | 8h | 8h | | | 8h | 8h | 8h | 8h | 7h | |

Change Working Time

For calendar: 9-80 Alternate Work Schedule

Calendar '9-80 Alternate Wo...' is a

Legend:

- Working
- Nonworking
- 31 Edited working hours
- 31 Exception day
- 31 Nondefault work week

Click on a day to see its working times: Working times for June 19, 2025:

• 8:00 AM to 5:00 PM

Based on: Default work week on calendar '9-80 Alternate Wo...'.

June 2025

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Exceptions | Work Weeks

| Name | Start | Finish |
|----------------------|----------|------------|
| Alternate Friday Off | 1/1/2025 | 12/31/2025 |

Details... Delete

Change Working Time

For calendar: Bob

Base calendar: Standard

Legend:

- Working
- Nonworking
- 31 Edited working hours
- 31 Exception day
- 31 Nondefault work week

Click on a day to see its working times: Working times for June 19, 2025:

• 8:00 AM to 12:00 PM
• 1:00 PM to 5:00 PM

Based on: Default work week on calendar 'Standard'.

June 2025

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Exceptions | Work Weeks

| Name | Start | Finish |
|------|-------|--------|
| | | |

Details...

The task calendar is the alternate 9-80, with a single 9 hr shift from 9a to 5p Mon-Thu and an 8 hr shift ending at 4p alternate Fridays.

Bob and Ned's resource calendars are based on the standard, 2-shift calendar, which has a lunch break from 12p to 1p Mon-Fri.

The available working hours are the intersection of the task and resource calendar working times. Which in this case means lunch breaks (Resource Calendars) AND alternate Fridays off (Task Calendar).



Resources with Different Base Calendars

| Task Moc | Task Name | Work | Duration | Start | Finish | Assignmen Units | Peak | Work Conto | Task Calendar | Type | Constraint Type | Constraint Date | Effort Drive | Details | | | | | | | | | | | | | | | |
|----------|--------------------------|---------|----------|---------|---------|-----------------|------|------------|------------------|----------------|-----------------|-----------------|--------------|-------------|-------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--|--|
| 4 | Simple Task | 160 hrs | 10 days | 7/14/25 | 7/25/25 | | | | None | Fixed Duration | Must Start On | 7/14/25 | No | Jul 13, '25 | Jul 20, '25 | | | | | | | | | | | | | | |
| | Bob | 80 hrs | | 7/14/25 | 7/25/25 | | 1 1 | Flat | | | | | | Su 13 | Mo 14 | Tu 15 | We 16 | Th 17 | Fr 18 | Sa 19 | Su 20 | Mo 21 | Tu 22 | We 23 | Th 24 | Fr 25 | Sa 26 | | |
| | Ned | 80 hrs | | 7/14/25 | 7/25/25 | | 1 1 | Flat | | | | | | | | | | | | | | | 16h | 16h | 16h | 16h | 16h | | |
| 5 | Simple Task Alt Calendar | 178 hrs | 10 days | 7/14/25 | 7/25/25 | | | | 9-80 Alternate W | Fixed Duration | Must Start On | 7/14/25 | No | | | | | | | | | | | | | | | | |
| | Bob | 71 hrs | | 7/14/25 | 7/25/25 | | 1 1 | Flat | | | | | | | | | | | | | | | 16h | 16h | 16h | 16h | 14h | | |
| | Ned | 71 hrs | | 7/14/25 | 7/25/25 | | 1 1 | Flat | | | | | | | | | | | | | | | 8h | 8h | 8h | 8h | 7h | | |
| | Sally | 36 hrs | | 7/14/25 | 7/17/25 | | 1 1 | Flat | | | | | | | | | | | | | | | 8h | 8h | 8h | 8h | 7h | | |

Assign Resources

Task: Simple Task Alt Calendar

Resource list options

Filter by:

Group...

Available to work 0h

Add Resources

Resources from HowToResourceLoad2025.mpp

| Resource Name | R/D | Units | Cost |
|---|-----|-------|------------|
| <input checked="" type="checkbox"/> Bob | | 1.00 | \$3,550.00 |
| <input checked="" type="checkbox"/> Ned | | 1.00 | \$3,550.00 |
| <input checked="" type="checkbox"/> Sally | | 1.00 | \$1,800.00 |

Hold down Ctrl and click to select multiple resources

Why are Sally's hours different from Bob and Ned?

- Sally's base calendar is the 9-80 calendar, not the standard calendar.
- That means Sally doesn't take lunch breaks Mon-Thu.
- Sally also has a personal exception the week of July 21-25 for her National Guard Training Exercise.

Change Working Time

For calendar: Sally

Base calendar: 9-80 Alternate Work Schedule

Legend:

- Working
- Nonworking
- 31 Edited working hours
- On this calendar: 31 Exception day
- 31 Nondefault work week

Click on a day to see its working times: Working times for June 19, 2025: 8:00 AM to 5:00 PM

Based on: Default work week on calendar '9-80 Alternate Wo...'

| Name | Start | Finish |
|-------------------|-----------|-----------|
| 1 2025 Guard Week | 7/21/2025 | 7/25/2025 |



Assignments that Do Not Align with Task Dates

| | | | | | | | | | | | | | | | | | | | | | | |
|---|----------------------|------------|-----------|---------|---------|-----|------|------------------|----------------|---------------|---------|----|------|----|----|----|----|-----|-----|-----|-----|--------|
| 6 | Bob Wins the Lottery | 192.25 hrs | 14.5 days | 7/14/25 | 7/31/25 | 1 1 | Flat | 9-80 Alternate W | Fixed Duration | Must Start On | 7/14/25 | No | Work | 9h | 9h | 9h | 9h | 14h | 14h | 14h | 14h | 12.25h |
| | Bob | 32 hrs | | 7/14/25 | 7/17/25 | | | | | | | | Work | 8h | 8h | 8h | 8h | | | | | |
| | Ned | 71 hrs | | 7/14/25 | 7/25/25 | | | | | | | | Work | 8h | 8h | 8h | 8h | 8h | 8h | 8h | 8h | 7h |
| | Sally | 36 hrs | | 7/14/25 | 7/17/25 | | | | | | | | Work | 9h | 9h | 9h | 9h | | | | | |
| | Fred | 53.25 hrs | | 7/21/25 | 7/31/25 | 0. | | | | | | | Work | 6h | 6h | 6h | 6h | 6h | 6h | 6h | 6h | 5.25h |

Microsoft Project

The resource is assigned outside the original task dates for Bob Wins the Lottery in project "HowToResourceLoad2025".

The duration of this fixed-duration task will change to accommodate the resource assignment.

OK

What happens if Bob wins the Lottery?

- We set Bob's assignment finish date to 7/17. This reduces his hours.
- Now we assign Fred to the task to take over Bob's work. Fred only has 75% availability.
- We want Fred to start on 7/21, so we change the Start to 7/21...

If you change an assignment start date, the assignment duration will stay the same. This will push the end of the task but will NOT change the assignment end dates for other assignments!

However, if you set the assignment finish date first, even if you don't change it, then you can change the start without the finish moving! But note this changed the constraint type to FNET and changed the constraint date to 7/25/25...

| | | | | | | | | | | | | | | | | | | | | | | |
|---|----------------------|------------|---------|---------|---------|-----------|------|------------------|----------------|---------------------------|---------|----|------|-----|-----|-----|-----|-----|-----|-----|-----|--------|
| 6 | Bob Wins the Lottery | 168.25 hrs | 10 days | 7/14/25 | 7/25/25 | | | 9-80 Alternate W | Fixed Duration | Do Not Start Earlier Than | 7/25/25 | No | Work | 25h | 25h | 25h | 25h | 14h | 14h | 14h | 14h | 12.25h |
| | Bob | 32 hrs | | 7/14/25 | 7/17/25 | 1 1 | Flat | | | | | | Work | 8h | 8h | 8h | 8h | | | | | |
| | Ned | 71 hrs | | 7/14/25 | 7/25/25 | 1 1 | Flat | | | | | | Work | 8h | 7h | |
| | Sally | 36 hrs | | 7/14/25 | 7/17/25 | 1 1 | Flat | | | | | | Work | 9h | 9h | 9h | 9h | | | | | |
| | Fred | 29.25 hrs | | 7/21/25 | 7/25/25 | 0.75 0.75 | Flat | | | | | | Work | 0h | 0h | 0h | 0h | 6h | 6h | 6h | 6h | 5.25h |





Setting the Hours Directly

| Simple Task | | | | | | | | | | | | | | Jul 13, '25 | | | | | | | Jul 20, '25 | | | | | | | |
|-------------|----------------------|-----------|----------|---------|---------|------------------|------|------------|------------------|----------------|-----------------|-----------------|--------------|-------------|-------|-------|-------|-------|-------|-------|-------------|-------|--------|--------|--------|--------|--------|-------|
| Task Moc | Task Name | Work | Duration | Start | Finish | Assignment Units | Peak | Work Conto | Task Calendar | Type | Constraint Type | Constraint Date | Effort Drive | Details | Su 13 | Mo 14 | Tu 15 | We 16 | Th 17 | Fr 18 | Sa 19 | Su 20 | Mo 21 | Tu 22 | We 23 | Th 24 | Fr 25 | Sa 26 |
| 6 | Bob Wins the Lottery | 180 hrs | 10 days | 7/14/25 | 7/25/25 | | | | 9-80 Alternate W | Fixed Duration | Lo Earlier Than | 7/25/25 | No | Work | | 25h | 25h | 25h | 25h | | | | 16.41h | 16.41h | 16.41h | 16.41h | 14.36h | |
| | Bob | 32 hrs | | 7/14/25 | 7/17/25 | 1 | 1 | Flat | | | | | | Work | | 8h | 8h | 8h | 8h | | | | | | | | | |
| | Ned | 71 hrs | | 7/14/25 | 7/25/25 | 1 | 1 | Flat | | | | | | Work | | 8h | 8h | 8h | 8h | | | | 8h | 8h | 8h | 8h | 7h | |
| | Sally | 36 hrs | | 7/14/25 | 7/17/25 | 1 | 1 | Flat | | | | | | Work | | 9h | 9h | 9h | 9h | | | | | | | | | |
| | Fred | 29.25 hrs | | 7/21/25 | 7/25/25 | 0.75 | 0.75 | Flat | | | | | | Work | | 0h | 0h | 0h | 0h | | | | 6h | 6h | 6h | 6h | 5.25h | |
| | Jill | 11.75 hrs | | 7/21/25 | 7/25/25 | 0.5 | 0.3 | Flat | | | | | | Work | | 0h | 0h | 0h | 0h | | | | 2.41h | 2.41h | 2.41h | 2.41h | 2.11h | |

Let's make the task hours equal exactly 180 by adding Jill (50% availability) starting July 21:

- If the Assignment start and finish are the same as the Task, then changing hours will change the Assignment Units and Peak, and changing Units will change work and Peak, but no dates or durations will change.
- If the Assignment and Task dates are NOT the same, then changing the hours directly will change the Peak, but not the Assignment Units.
 - If the hours are increased, then the assignment duration will change to match the task duration. If the assignment start date does NOT match the task start then this will extend the task, otherwise the assignment finish will change to match the task finish. Hours will match what you typed in, and peak will adjust to match the highest ratio of planned to available hours in a day. Changes to the Task duration will not impact dates or hours in other assignments.
 - If hours are decreased, hours and peak will change, but assignment dates and duration will stay the same.
- Project distributes the hours across the assignment duration proportionally based on the available work time.
- Peak units is calculated, not set, and equals the highest daily work assigned (2.41 hours for Jill) divided by the highest daily work available (8 hours for this task).

Note: If you want the assignment dates to stay the same you can only decrease the work, not increase it!



Changing the Assignment Units

| Simple Task | | | | | | | | | | | | | | Jul 13, '25 | | | | | | | Jul 20, '25 | | | | | | | |
|-------------|----------------------|-----------|----------|---------|---------|------------------|------|------------|------------------|----------------|-----------------|-----------------|--------------|-------------|-------|-------|-------|-------|-------|-------|-------------|-------|--------|--------|--------|--------|--------|-------|
| Task Moc | Task Name | Work | Duration | Start | Finish | Assignment Units | Peak | Work Conto | Task Calendar | Type | Constraint Type | Constraint Date | Effort Drive | Details | Su 13 | Mo 14 | Tu 15 | We 16 | Th 17 | Fr 18 | Sa 19 | Su 20 | Mo 21 | Tu 22 | We 23 | Th 24 | Fr 25 | Sa 26 |
| 6 | Bob Wins the Lottery | 180 hrs | 10 days | 7/14/25 | 7/25/25 | | | | 9-80 Alternate W | Fixed Duration | No Earlier Than | 7/25/25 | No | Work | | 25h | 25h | 25h | 25h | | | | 16.41h | 16.41h | 16.41h | 16.41h | 14.36h | |
| | Bob | 32 hrs | | 7/14/25 | 7/17/25 | | 1 1 | Flat | | | | | | Work | | 8h | 8h | 8h | 8h | | | | | | | | | |
| | Ned | 71 hrs | | 7/14/25 | 7/25/25 | | 1 1 | Flat | | | | | | Work | | 8h | 8h | 8h | 8h | | | | 8h | 8h | 8h | 8h | 7h | |
| | Sally | 36 hrs | | 7/14/25 | 7/17/25 | | 1 1 | Flat | | | | | | Work | | 9h | 9h | 9h | 9h | | | | | | | | | |
| | Fred | 29.25 hrs | | 7/21/25 | 7/25/25 | 0.75 | 0.75 | Flat | | | | | | Work | | 0h | 0h | 0h | 0h | | | | 6h | 6h | 6h | 6h | 5.25h | |
| | Jill | 11.75 hrs | | 7/21/25 | 7/25/25 | 0.5 | 0.3 | Flat | | | | | | Work | | 0h | 0h | 0h | 0h | | | | 2.41h | 2.41h | 2.41h | 2.41h | 2.11h | |

Increasing or decreasing the Assignment Units changes the Work and the Peak, but leaves the assignment dates the same. So, can we set the work precisely by figuring out the Assignment Units?

- First, set the Assignment Units to 1 and look at the work. For Jill on this assignment, that is 39 hours.
- Then, divide by the target work, which is 11.75 hours. $11.75 \div 39 = 0.301282$.
- Copy that in the Assignment Units field:

| 11.7 hrs | | | | | | | | | | | | | | |
|----------|----------------------|------------|----------|---------|---------|------------------|------|------------|----------------|--|--|--|--|--|
| Task Moc | Task Name | Work | Duration | Start | Finish | Assignment Units | Peak | Work Conto | Task Calendar | | | | | |
| 6 | Bob Wins the Lottery | 179.95 hrs | 10 days | 7/14/25 | 7/25/25 | | | | 9-80 Alternate | | | | | |
| | Bob | 32 hrs | | 7/14/25 | 7/17/25 | | 1 1 | Flat | | | | | | |
| | Sally | 36 hrs | | 7/14/25 | 7/17/25 | | 1 1 | Flat | | | | | | |
| | Ned | 71 hrs | | 7/14/25 | 7/25/25 | | 1 1 | Flat | | | | | | |
| | Fred | 29.25 hrs | | 7/21/25 | 7/25/25 | 0.75 | 0.75 | Flat | | | | | | |
| | Jill | 11.7 hrs | | 7/21/25 | 7/25/25 | 0.3 | 0.3 | Flat | | | | | | |

Project will not accept more than two decimals of precision. If you are like me, 11.7 is not the same thing as 11.75!

There is a workaround: Set the Assignment Units higher than needed, then manually change the hours to the lower number you want.



Changing Time Scale Values (Hard Core)

| Task Moc | Task Name | Work | Duration | Start | Finish | Assignmen Units | Peak | Work Conto | Task Calendar | Type | Constraint Type | Constraint Date | Effort Drive | Jul 13, '25 | | | | | | | Jul 20, '25 | | | | | | | | | |
|----------|----------------------|---------|----------|---------|---------|-----------------|------|------------|------------------|----------------|-----------------|-----------------|--------------|-------------|-------|-------|-------|-------|-------|-------|-------------|-------|-------|-------|-------|-------|-------|-----|-----|----|
| | | | | | | | | | | | | | | Su 13 | Mo 14 | Tu 15 | We 16 | Th 17 | Fr 18 | Sa 19 | Su 20 | Mo 21 | Tu 22 | We 23 | Th 24 | Fr 25 | Sa 26 | | | |
| 6 | Bob Wins the Lottery | 162 hrs | 10 days | 7/14/25 | 7/25/25 | | | | 9-80 Alternate W | Fixed Duration | Must Start On | 7/14/25 | No | Work | | 25h | 25h | 25h | 25h | | | | | | | 14h | 14h | 14h | 13h | 7h |
| | Bob | 32 hrs | | 7/14/25 | 7/17/25 | 1 | 1 | Flat | | | | | | Work | | 8h | 8h | 8h | 8h | | | | | | | | | | | |
| | Sally | 36 hrs | | 7/14/25 | 7/17/25 | 1 | 1 | Flat | | | | | | Work | | 9h | 9h | 9h | 9h | | | | | | | | | | | |
| | Ned | 71 hrs | | 7/14/25 | 7/25/25 | 1 | 1 | Flat | | | | | | Work | | 8h | 8h | 8h | 8h | | | | | | 8h | 8h | 8h | 8h | 7h | |
| | Fred | 23 hrs | | 7/21/25 | 7/24/25 | 0.75 | 0.75 | Contour | | | | | | Work | | 0h | 0h | 0h | 0h | | | | | | 6h | 6h | 6h | 5h | | |

- You can also directly change the hours in the time grid. This changes the Time Scale Values associated with the assignment, and the assignment values will adjust to match what you type in.
- This is deep magic. I asked Chat GPT to try and figure it out, then give us a concise explanation:

How Microsoft Project Stores Timephased Data

- Timephased data is not stored as raw tables of values by day/hour/etc.
- Instead, MS Project uses:
 - Work contours, assignment dates, and calendars to dynamically calculate values
- Manual edits to usage grids are stored as sparse overrides for specific time slices
- This approach avoids massive storage needs and allows flexible, scalable views across different time scales

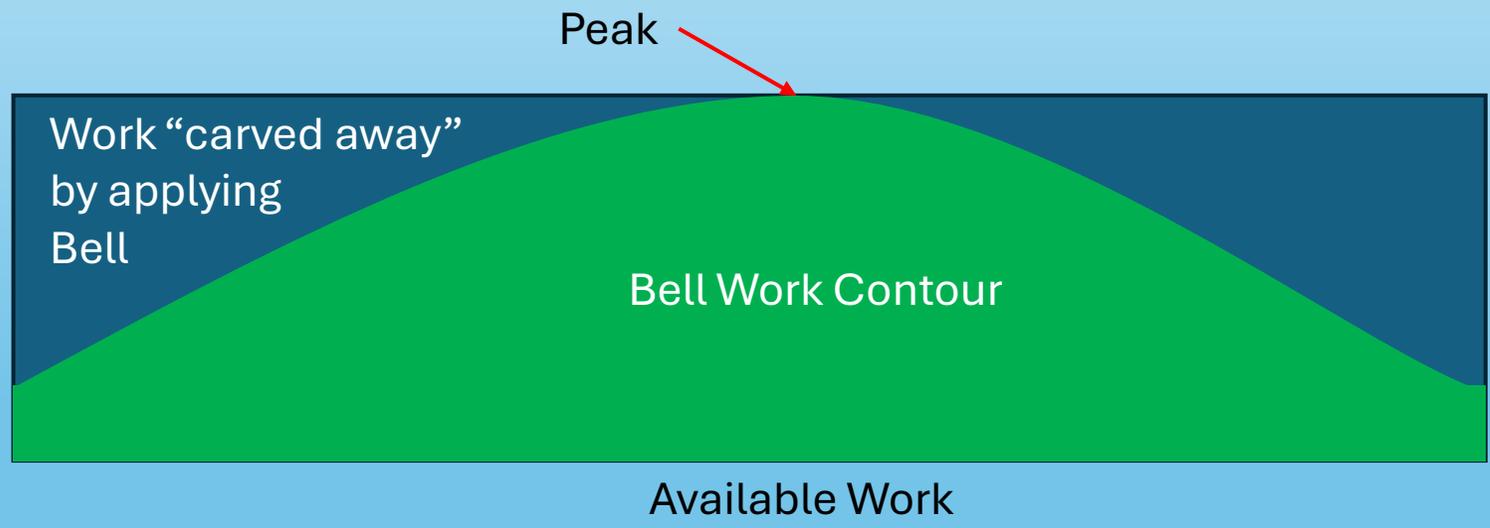
Think of it as *"compute when needed, store only what changes."*



Using Work Contours (Showing Off)

| Task Moc | Task Name | Work | Duration | Start | Finish | Assignment Units | Peak | Work Contour | Task Calendar | Type | Constraint Type | Constraint Date | Eff Dr | Jul 13, '25 | | | | | | | Jul 20, '25 | | | | | | | | |
|----------|-----------------------------|---------|----------|---------|---------|------------------|------|--------------|---------------|----------------|-----------------|-----------------|--------|-------------|-------|-------|-------|-------|-------|-------|-------------|-------|-------|-------|-------|-------|-------|-------|--|
| | | | | | | | | | | | | | | Su 13 | Mo 14 | Tu 15 | We 16 | Th 17 | Fr 18 | Sa 19 | Su 20 | Mo 21 | Tu 22 | We 23 | Th 24 | Fr 25 | Sa 26 | | |
| 7 | The Effect of Work Contours | 256 hrs | 10 days | 7/14/25 | 7/25/25 | | | | None | Fixed Duration | Must Start On | 7/14/25 | | Work | | 19.6h | 22.8h | 29.2h | 28.4h | 28h | | | | 28h | 28.4h | 29.2h | 22.8h | 19.6h | |
| | Bob | 80 hrs | | 7/14/25 | 7/25/25 | 1 | 1 | Flat | | | | | | Work | | 8h | 8h | 8h | 8h | 8h | | | | 8h | 8h | 8h | 8h | 8h | |
| | Fred | 48 hrs | | 7/14/25 | 7/25/25 | 1 | 1 | Back Loaded | | | | | | Work | | 0.8h | 1.2h | 2h | 4h | 4h | | | | 6h | 6h | 8h | 8h | 8h | |
| | Jill | 48 hrs | | 7/14/25 | 7/25/25 | 1 | 1 | Front Loaded | | | | | | Work | | 8h | 8h | 8h | 6h | 6h | | | | 4h | 4h | 2h | 1.2h | 0.8h | |
| | Ned | 40 hrs | | 7/14/25 | 7/25/25 | 1 | 1 | Double Peak | | | | | | Work | | 2h | 4h | 8h | 4h | 2h | | | | 2h | 4h | 8h | 4h | 2h | |
| | Ted | 40 hrs | | 7/14/25 | 7/25/25 | 1 | 1 | Bell | | | | | | Work | | 0.8h | 1.6h | 3.2h | 6.4h | 8h | | | | 8h | 6.4h | 3.2h | 1.6h | 0.8h | |

Work contours “shape” the spread of hours across the assignment. They do this by applying a preset curve to the available work using the Peak field to determine the inflection points. Think of it as carving away from the available work using a template:



Note: Applying a work contour will always reduce the work!



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