



# Schedule management



## MS Project Calendars

Project provides the necessary tools to make a personalized configuration of the calendar used by the company.

You can define and customize calendars to:

- Sub-projects
- Your resources
- Subtasks



## Base Calendars

Project has 3 calendar templates, known as base calendars. These calendars have special characteristics of working hours. From these base calendars the user can define their own calendars.

**Standard:** 8-hour daytime hours, with two hours of rest.

**24 hours:** Continuous working hours, without breaks, 24/7.

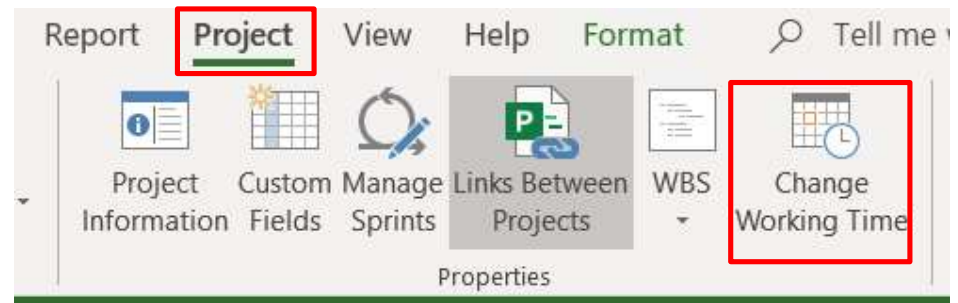
**Night shift:** Night hours, Monday through Saturday



# Calendar Management

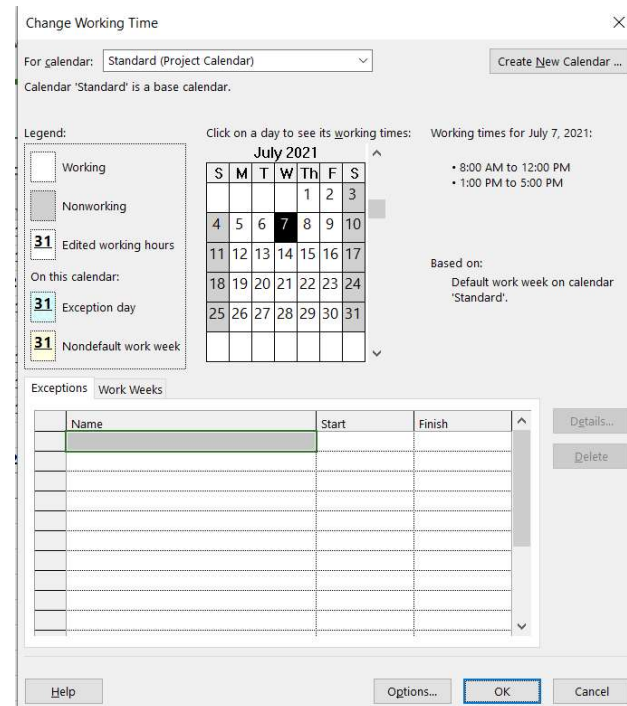
To manage  
calendars in  
Project

- **Select Project**
- **Properties**
- **Change Working Time**



# Calendar Management

The "Change work calendar"  
window is displayed."



Change Working Time

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

Calendar 'Standard' is a base calendar.

Legend:

- Working
- Nonworking
- Edited working hours

On this calendar:

- Exception day
- Nondefault work week

Click on a day to see its working times: Working times for July 7, 2021:

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

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

July 2021

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

Exceptions Work Weeks

Name	Start	Finish

Help Options... **OK** Cancel



# Create or Copy a Calendar

To create or  
copy a calendar

- "Create calendar ..." window
- "Change work calendar."

Change Working Time

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

Calendar 'Standard' is a base calendar.

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 July 7, 2021:

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

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

July 2021						
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

Exceptions | Work Weeks

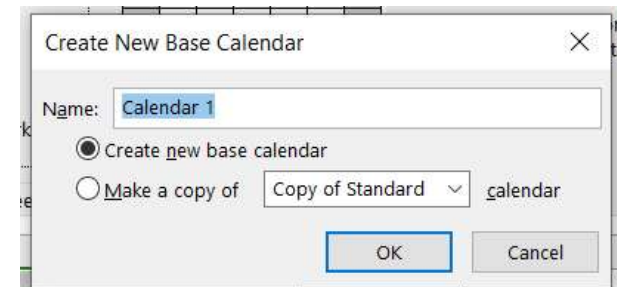
Name	Start	Finish

Help Options... OK Cancel



## Create or Copy a Calendar

1. Select the option "Create ..." or "Make a copy ...".
2. If you are making a copy, select the base calendar.
3. Enter the name of the new calendar.
4. Press the OK button.





# Customize a Calendar

In the window "Change working calendar" you can customize the calendar, placing the working hours and the non-working hours

Change Working Time

For calendar:  Create New Calendar ...

Calendar 'Calendar 1' is a base

Legend:

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

Click on a day to see its working times: Working times for July 7, 2021:

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

Based on: Default work week on calendar 'Calendar 1'.

July 2021

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

Exceptions | Work Weeks

Name	Start	Finish

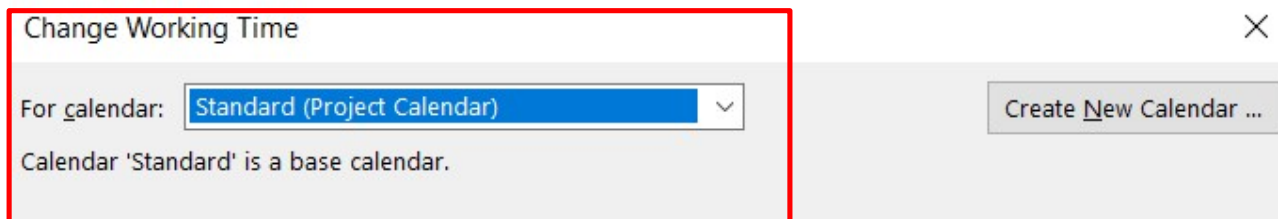
Help Options... **OK** Close





## Customize a Calendar

As a first step, you must select the calendar to be customized in the "For calendar" parameter.



Change Working Time ×

For calendar: **Standard (Project Calendar)** ▼

Calendar 'Standard' is a base calendar.

Create New Calendar ...



## Customize a Calendar

The "Legend" area describes the type of possible format of each day displayed on the calendar to its right.

Change Working Time ×

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

Calendar 'Standard' is a base calendar.

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:

July 2021

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 7, 2021:

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

Based on:

Default work week on calendar 'Standard'.

## Customize a Calendar

The calendar shows graphically the settings for each day. When a particular day is selected, Project displays the work information on the right.

Change Working Time ×

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

Calendar 'Standard' is a base calendar.

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:

July 2021						
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 7, 2021:

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

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



## Customize a Calendar

To configure the work periods, use the “Exceptions” and “Work Weeks” boxes located at the bottom.

Change Working Time

For calendar: Calendar 1 Create New Calendar ...

Calendar 'Calendar 1' is a base

Legend:

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

Click on a day to see its working times: Working times for July 7, 2021:

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

Based on: Default work week on calendar 'Calendar 1'.

July 2021

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

Exceptions | Work Weeks

Name	Start	Finish

Help Options... OK Close



## Customize a Calendar

### Exceptions

We use them to define working periods other than normal working hours. For example: holidays, business activities, etc.

Exceptions		Work Weeks		
	Name	Start	Finish	^
1	Holiday 1	7/7/2021	7/7/2021	
2	Holiday 2	7/21/2021	7/21/2021	



# Customize a Calendar

## Exceptions

To configure an exception, we position ourselves on it and select the "Details ..." button.

	Name	Start	Finish	
1	Holiday 1	7/7/2021	7/7/2021	Details...
2	Holiday 2	7/21/2021	7/21/2021	Delete

Details for 'Holiday 1'

Set working times for these exceptions

Nonworking

Working times:

	From	To

Recurrence pattern

Daily Every 1 days

Weekly

Monthly

Yearly

Range of recurrence

Start: Wed 7/7/21

End after: 1 occurrences

End by: Wed 7/7/21

Help OK Cancel



## Exceptions

### Example 1: Holiday of January 1 Conditions:

It is a non-working day, and this is repeated annually, always on the 1st. from January. In order not to have to define it every year, we can place as a repeating period from January 1, 1984 to December 31, 2149, which is the maximum period of time allowed by Project 2019.





# Example 1: January 1 Holiday

Expected Results:

Details for 'Jan 1 - New Year's Day' [X]

Set working times for these exceptions

Nonworking  
 Working times:

	From	To

Recurrence pattern

Daily     On January 1  
 Weekly     The First Friday of January  
 Monthly  
 Yearly

Range of recurrence

Start: Fri 1/1/21     End after: 29 occurrences  
 End by: Fri 1/1/49

Help    OK    Cancel





## Exceptions

### Example 2: Christmas Party Conditions:

The Christmas party will be held on December 18, 2015 and the company granted leave after noon, so the period of 8 a.m. at 12 m. it is workable. There is no repetition pattern (the “Daily” value is left with 1 day). The repetition interval includes only the day of the activity.

## Example 2: Christmas Party Conditions:

Expected Results:

Details for 'Christmas Party'

Set working times for these exceptions

Nonworking

Working times:

	From	To
1	12:00 PM	5:00 PM

Recurrence pattern

Daily    Every 1 days

Weekly

Monthly

Yearly

Range of recurrence

Start: Fri 12/24/21     End after: 1 occurrences

End by: Fri 12/24/21

Help    OK    Cancel

## Exceptions - Examples

At the end, we see the changes reflected in the window "Change Work calendar". For the changes to be saved, the OK button must be selected.

Change Working Time

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

Calendar 'Standard' is a base calendar.

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: January 1, 2022 is nonworking.

January 2022

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					

Based on:  
Exception 'New Year's' on calendar 'Standard'.

Exceptions Work Weeks

	Name	Start	Finish
1	New Year's	1/1/2022	1/1/2022
2	Christmas Party	12/24/2021	12/24/2021

Details...  
Delete

Help Options... **OK** Cancel

# Working weeks

We use them to define working periods. By default, the week “[Default]” is created, which defines the regular work schedule.

Change Working Time

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

Calendar 'Standard' is a base calendar.

Legend:

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

Click on a day to see its working times:

August 2022

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 August 8, 2022:

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

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

Exceptions **Work Weeks**

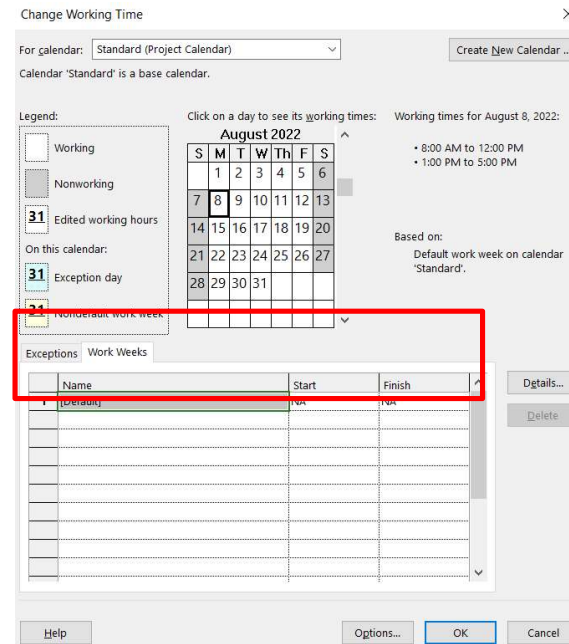
	Name	Start	Finish
1	[Default]	NA	NA

Buttons: Help, Options..., OK, Cancel, Details..., Delete

# Business Weeks -Default

When selecting the work week

“Default” and the “Details” button, can customize according to schedule required.



Change Working Time

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

Calendar 'Standard' is a base calendar.

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 August 8, 2022:

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

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

August 2022

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			

Exceptions: Work Weeks

Name	Start	Finish
(Default)		

Details...  
Delete

Help Options... OK Cancel

## Business Weeks – Default Workdays

The working days are selected, the option "Set day (s) in these periods" is checked and the corresponding working periods are entered.

Details for '[Default]'

Set working time for this work week

Select day(s):

- Use Project default times for these days.
- Set days to nonworking time.
- Set day(s) to these specific working times:

	From	To
Monday	8:00 AM	12:00 PM
Friday	1:00 PM	5:00 PM

Help OK Cancel

## Business Weeks – Default Workdays

If necessary, select the days that are going to be "non-working" and the option "Set days as non-working period" is checked. Upon completion, select the OK button.

Details for '[Default]'

Set working time for this work week

Select day(s):

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday**
- Saturday

Use Project default times for these days.

Set days to nonworking time.

Set day(s) to these specific working times:

	From	To
1		
2		

Help OK Cancel





# Business Weeks – End of Year Week

We use them to define working periods (by default the period “[Default]” is created, which defines the normal working hours). A week that can be created, for example, may correspond to the end of the year.

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: December 24, 2021 is nonworking.

December 2021

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	

Based on:  
Work week 'Closure End of th...' on calendar 'Standard'.

Exceptions Work Weeks

	Name	Start	Finish	
1	[Default]	NA	NA	
2	Closure End of the Year Week	12/24/2021	12/31/2021	▼

Buttons: Help, Options..., OK, Cancel, Details..., Delete



## Business Weeks – End of Year Week

To do it differently - You can select all the days of the range as non-working days. Upon completion, select the OK button.

Details for 'Closure End of the Year Week' ×

Set working time for this work week

Select day(s):  Use times from default work week for these days.  
 Set days to nonworking time.  
 Set day(s) to these specific working times:

	From	To
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

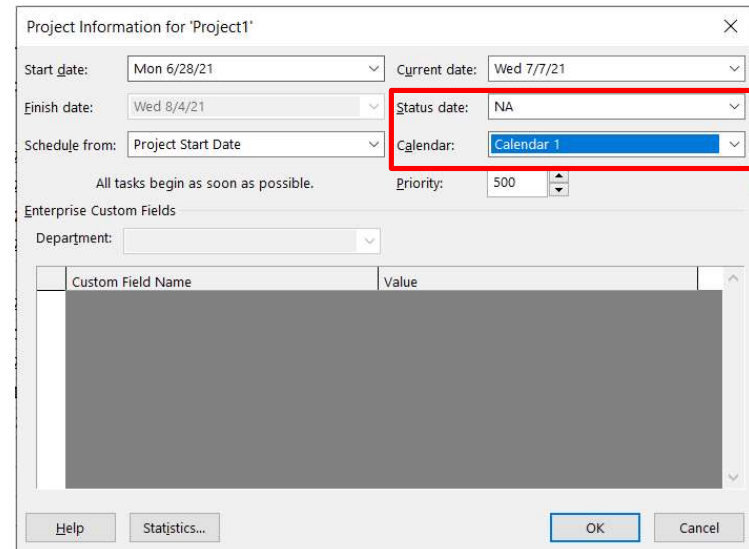
Help OK Cancel

## Assign the Calendar to the Project

Once we have configured and / or verified the calendar, we assign it to the project.

To Assign the  
Calendar to the  
Project

- **Select Project**
- **Properties**
- **Project Information**
- **Replace the parameter in the Calendar field and select the OK button**



Project Information for 'Project1'

Start date: Mon 6/28/21 Current date: Wed 7/7/21

Finish date: Wed 8/4/21 Status date: NA

Schedule from: Project Start Date Calendar: **Calendar 1**

All tasks begin as soon as possible. Priority: 500

Enterprise Custom Fields

Department:

Custom Field Name	Value
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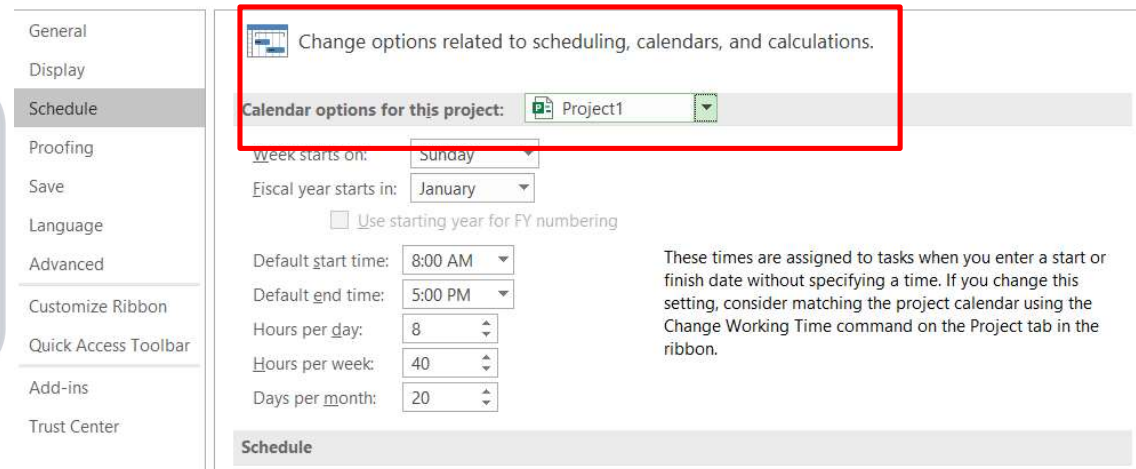
Help Statistics... OK Cancel

## Define Calendar Settings

It is a fundamental requirement to review and configure the calendar options. These parameters are **INDEPENDENT** of the configuration that has been made in the project calendar, but they have effects on the project scheduling.

To Define  
Calendar  
Settings

- Select File
- Options
- Schedule
- Calendar Options for this project



The screenshot shows the 'Schedule' ribbon in Microsoft Project. The 'Calendar options for this project' dropdown is highlighted with a red box and set to 'Project1'. Below it, the 'week starts on' is set to 'Sunday' and 'Fiscal year starts in' is set to 'January'. There is an unchecked checkbox for 'Use starting year for FY numbering'. The 'Default start time' is 8:00 AM, 'Default end time' is 5:00 PM, 'Hours per day' is 8, 'Hours per week' is 40, and 'Days per month' is 20. A note on the right explains that these times are assigned to tasks when a start or finish date is entered without a time.

General  
Display  
**Schedule**  
Proofing  
Save  
Language  
Advanced  
Customize Ribbon  
Quick Access Toolbar  
Add-ins  
Trust Center

Change options related to scheduling, calendars, and calculations.

Calendar options for this project: Project1

Week starts on: Sunday  
Fiscal year starts in: January  
 Use starting year for FY numbering

Default start time: 8:00 AM  
Default end time: 5:00 PM  
Hours per day: 8  
Hours per week: 40  
Days per month: 20

These times are assigned to tasks when you enter a start or finish date without specifying a time. If you change this setting, consider matching the project calendar using the Change Working Time command on the Project tab in the ribbon.

**Schedule**



## Define Calendar Settings

The default parameters are:

- Working hours: 8 (daily working hours)
- Work week: 40 (workday \* business days)
- Days per month: 20 (business days \* 4)



# Define Calendar Settings

Remember Adjust the parameters according to the characteristics of the calendar assigned to the project.

General  
Display  
**Schedule**  
Proofing  
Save  
Language  
Advanced  
Customize Ribbon  
Quick Access Toolbar  
Add-ins  
Trust Center

Change options related to scheduling, calendars, and calculations.

Calendar options for this project: Project1

Week starts on: Sunday  
Fiscal year starts in: January  
 Use starting year for FY numbering

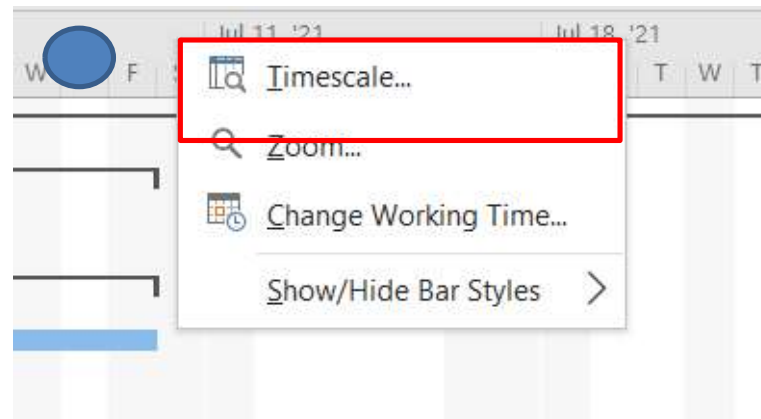
Default start time: 8:00 AM  
Default end time: 5:00 PM  
Hours per day: 8  
Hours per week: 40  
Days per month: 20

These times are assigned to tasks when you enter a start or finish date without specifying a time. If you change this setting, consider matching the project calendar using the Change Working Time command on the Project tab in the ribbon.

Schedule

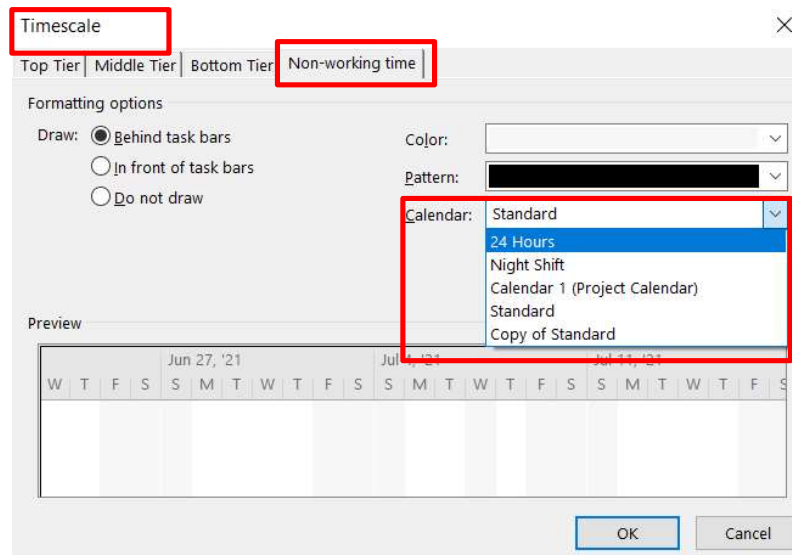
## Update Calendar Timescale

Position the cursor on the calendar scale, on the Gantt Chart, right click and select “Timescale”



# Update Calendar Timescale

Select the "Non-working period" tab and select the desired calendar

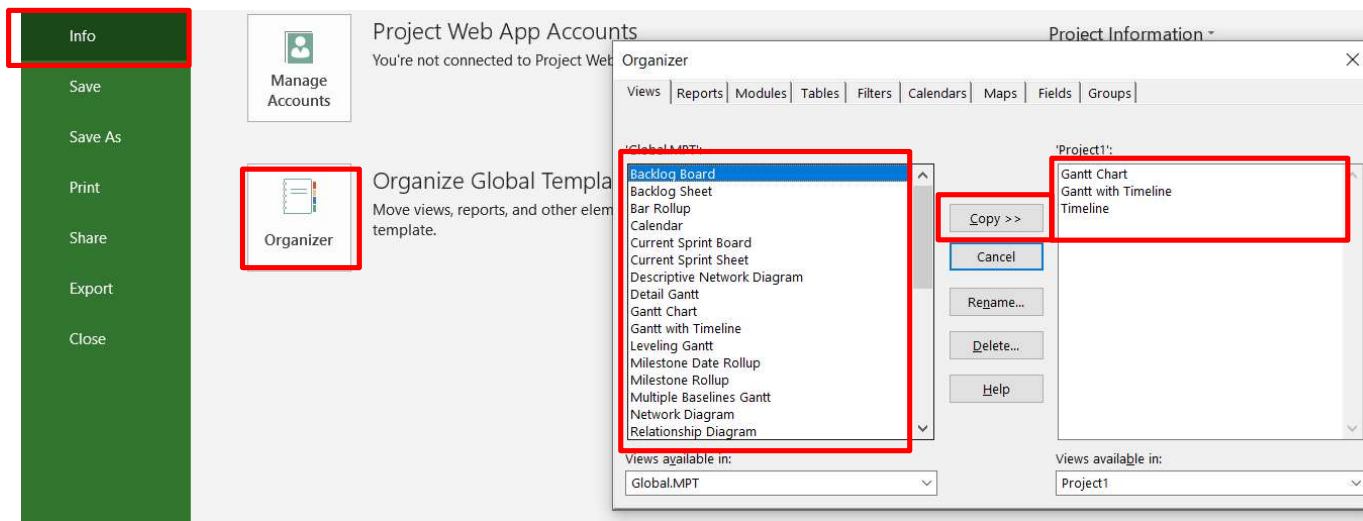


# Calendar Maintenance

You can rename, delete and copy calendars to other projects  
(The file must be open in Project)

To do Calendar  
Maintenance

- Select File
- Info
- Organize Template
- Calendar Options for this project



The screenshot shows the 'Organizer' tool in the Project Web App. The 'Info' button in the left sidebar is highlighted with a red box. The 'Organizer' button in the main area is also highlighted with a red box. The 'Organizer' window is open, showing a list of views on the left and a list of projects on the right. The 'Copy >>' button is highlighted with a red box, and the 'Project1' project is selected in the 'Views available in:' dropdown on the right, also highlighted with a red box.

Project Web App Accounts  
You're not connected to Project Web App Accounts

Manage Accounts

Organize Global Template  
Move views, reports, and other elements to a template.

Organizer

Project Information

Views | Reports | Modules | Tables | Filters | Calendars | Maps | Fields | Groups

Global.MPT:

- Backlog Board
- Backlog Sheet
- Bar Rollup
- Calendar
- Current Sprint Board
- Current Sprint Sheet
- Descriptive Network Diagram
- Detail Gantt
- Gantt Chart
- Gantt with Timeline
- Leveling Gantt
- Milestone Date Rollup
- Milestone Rollup
- Multiple Baselines Gantt
- Network Diagram
- Relationship Diagram

Views available in: Global.MPT

Copy >>

Cancel

Re\_name...

Delete...

Help

'Project1':

- Gantt Chart
- Gantt with Timeline
- Timeline

Views available in: Project1





## Calendar Maintenance

**To rename and delete calendars:** select the source project, the calendar and the corresponding action \ button.

**To copy calendars:** select the source file, the destination file, the calendar and the "Copy" button.

The Global.MPT file that appears in the list of files in the 'Organizer' window is the default configuration for Project. If you want the calendar you created in your project to be visible in other files open on your computer, copy it to Global.MPT



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