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.

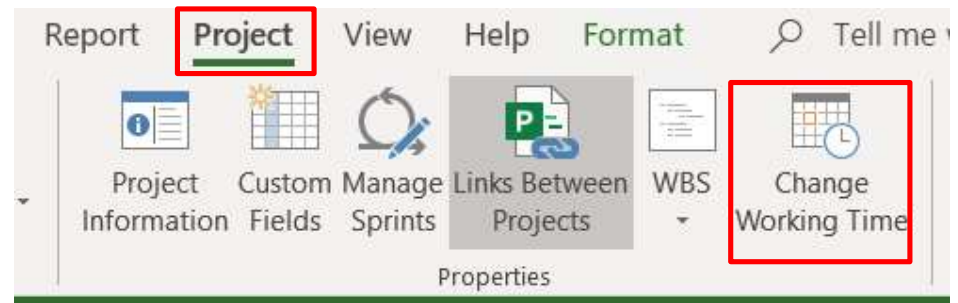**24 hours:** Continuous working hours, without breaks, 24/7.

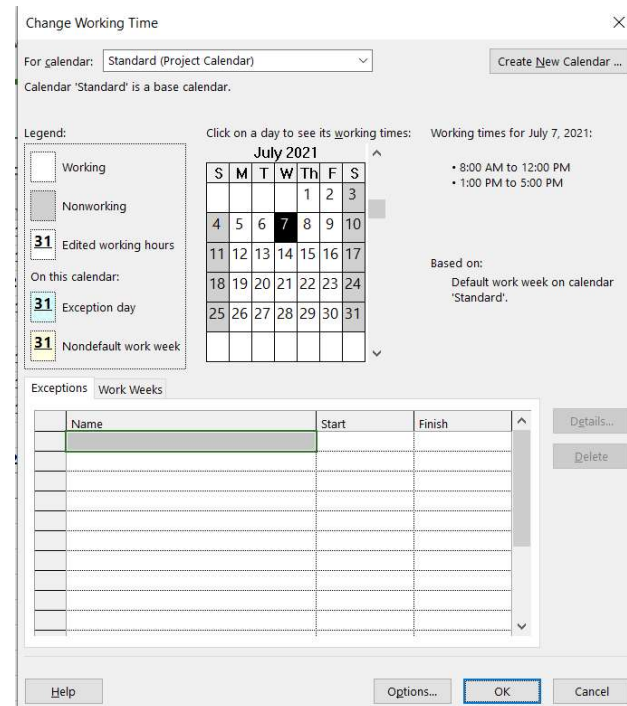**Night shift:** Night hours, Monday through Saturday

Calendar Management

To manage calendars in Project

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

Report | **Project** | View | Help | Format | Tell me

Project Information | Custom Fields | Manage Sprints | Links Between Projects | WBS | Change Working Time

Properties

Calendar Management

The "Change work calendar" window is displayed."

Create or Copy a Calendar

To create or copy a calendar	• "Create calendar ..." window • "Change work calendar."

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.

Create New Base Calendar   ✕

Name: Calendar 1

⦿ Create new base calendar

◯ Make a copy of   Copy of Standard   ⌄   calendar

                              OK   Cancel
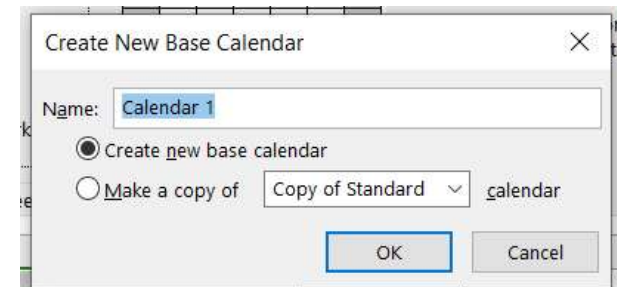
Customize a Calendar

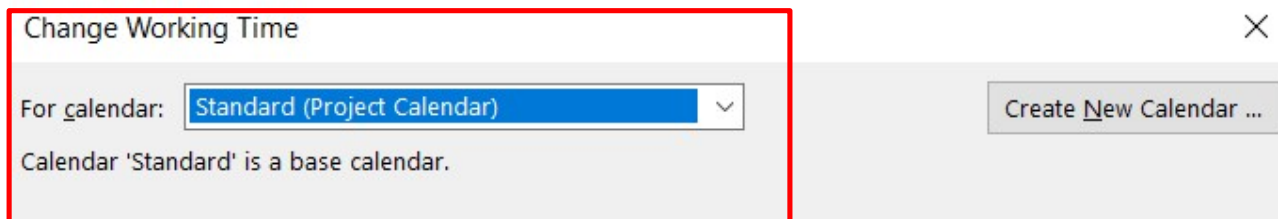In the window "Change working calendar" you can customize the calendar, placing the working hours and the non-working hours

Customize a Calendar

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

Customize a Calendar

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

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.

Customize a Calendar

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

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.

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:

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:

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.

Working weeks

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

Business Weeks -Default

When selecting the work week

"Default" and the "Details" button, can customize according to schedule

required.

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.

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.

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.

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.
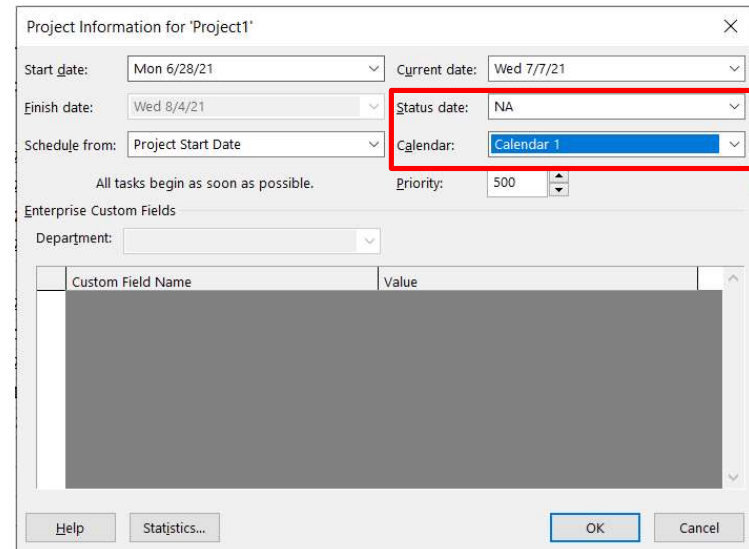
Assign the Calendar to the Project

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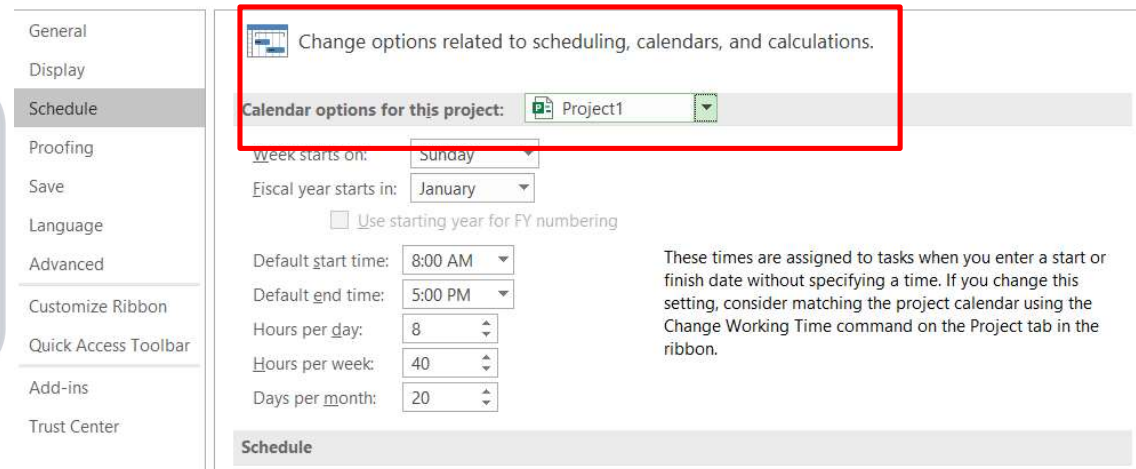- Project Information
- Replace the parameter in the Calendar field and select the OK button

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

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.
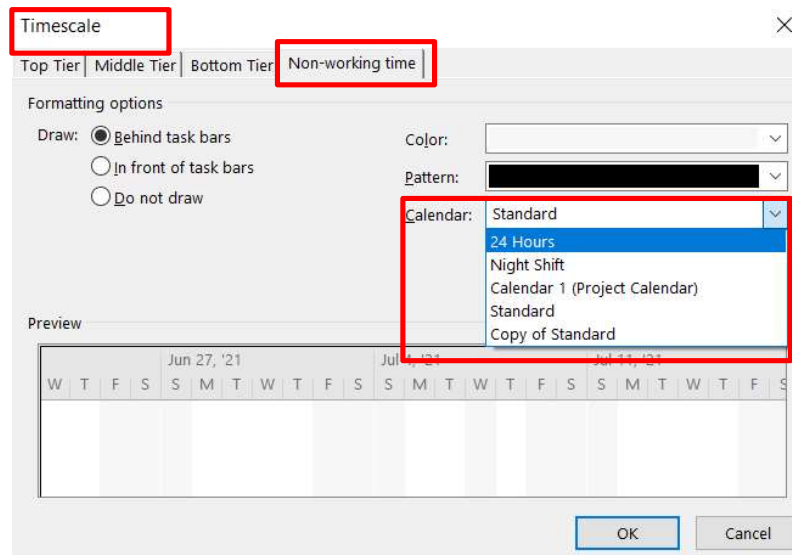
Update Calendar Timescale

Position the cursor on the calendar scale, on the Gantt Chart, right click and select "Timescale"
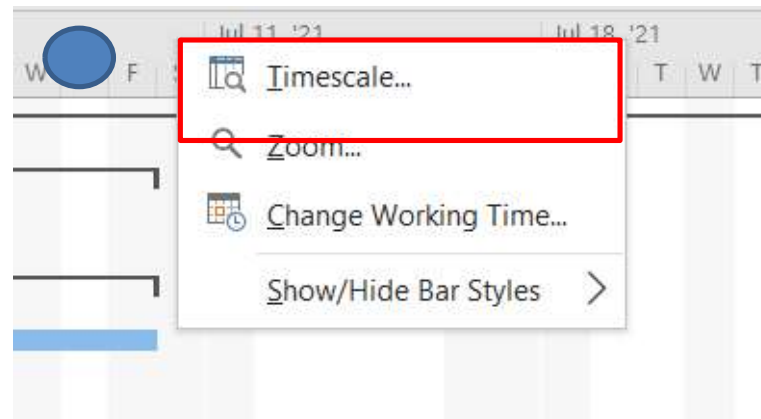
Update Calendar Timescale

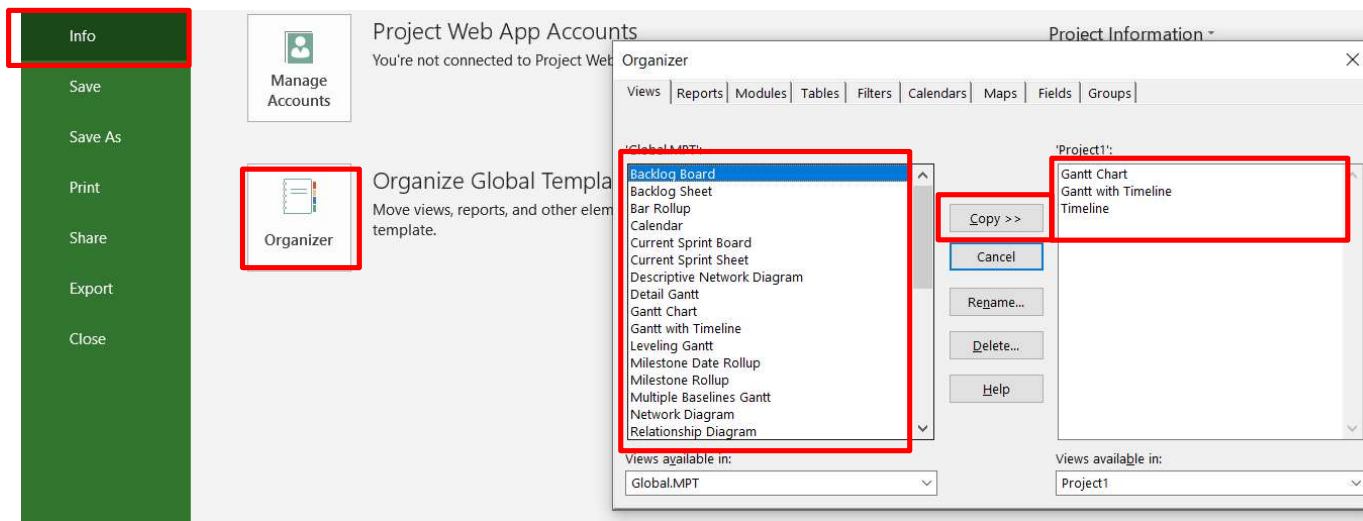Select the "Non-working period" tab and select the desired calendar

Calendar Maintenance

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

To do Calendar Maitenance

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

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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