**Microsoft Project**

**Effort, profiles**, and **resource** **costs table**

**PRACTICE EVALUATED**

**Requirements**

*Open the* ***1Avd.mpp drive*** output file

**Part 1** Modifying the Type of Tasks

1. **Save baseline and enable the Project Summary Task**
2. **Add an additional resource to a fixed unit task**
   1. Select ID8 activity "Finish Drawings" + Change task type to "fixed units"
   2. It is currently 1 week long and the Architect resource (200%), therefore, we will change to 2 weeks duration.
      * **What happened?**  (in the view use of tasks is better appreciated, before the change the work of the architect was 80hrs) (increase the work and maintain the number of hours that the resource works per day)
   3. Now let's add to the resource "construction company"
      * **What are the effects?**  (see in the Task Usage view) (Theintentionis to keep the duration constant, and increase the amount of work)
3. **Add a new resource to a Fixed Duration task**
   1. Select ID23 activity "Last repairs"
   2. Verify the activity has the task type Fixed Duration.
   3. Currently assigned 50% of the resources Carpenter and Electrician with 20 hours of work and with a duration of 1 week) See in "use of tasks", insert cost column in this table.
   4. Now assign the resource "Painter" to this activity and then proceed with modifying to 80% the availability of the resource "Electrician". Increase the amount of work and maintain the duration.
      * **What are the effects?**  (see in Task Usage) (the amount of work was 40hrs and the cost 1.700col)
4. **Modify a fixed job task**
   1. Select task 18, Finish walls + Change the task type to "fixed work"
   2. It currently has 100% assigned resources Construction company + painter with 100%, 1 week duration and 40 hours of work each). See in "task usage".
   3. Assign the "Architect to 100%". Increase the amount of work and maintain the duration.
      * **What are the effects?**  (see in Task Usage)

**Part 2** Creating Work Profiles

1. Enable the "Task Usage" View
2. **Applying a preset profile**
   1. In Activity ID2 (Write proposal), click the work field for the "office manager" (verify that *he is currently assigned to the task with a total work of 24 hours that are evenly distributed over a period of 3 days*) (double click on the name of the resource and the Assignment Information screen is displayed)
   2. On the "resource assignment information" screen, change theworking profile to "INITIAL PEAK"
      * **What effects occur on the cost and amount of task work?**
3. **Application of a "cost rate table"**
4. In the ID5 "Submit Proposal" activity, in the Task Usage view, click the "Architect" resource field to change the cost rate from "A" to "B". (remember to modify before, the rate "B" of cost to 100 colones / hour in the Resource Sheet, for the resource "Architect" (double click on Architect + eyebrow "cost")).
   * + **What are the effects?**
5. **What happened to the total project budget?**  .

---- End of Practice ----

XSC