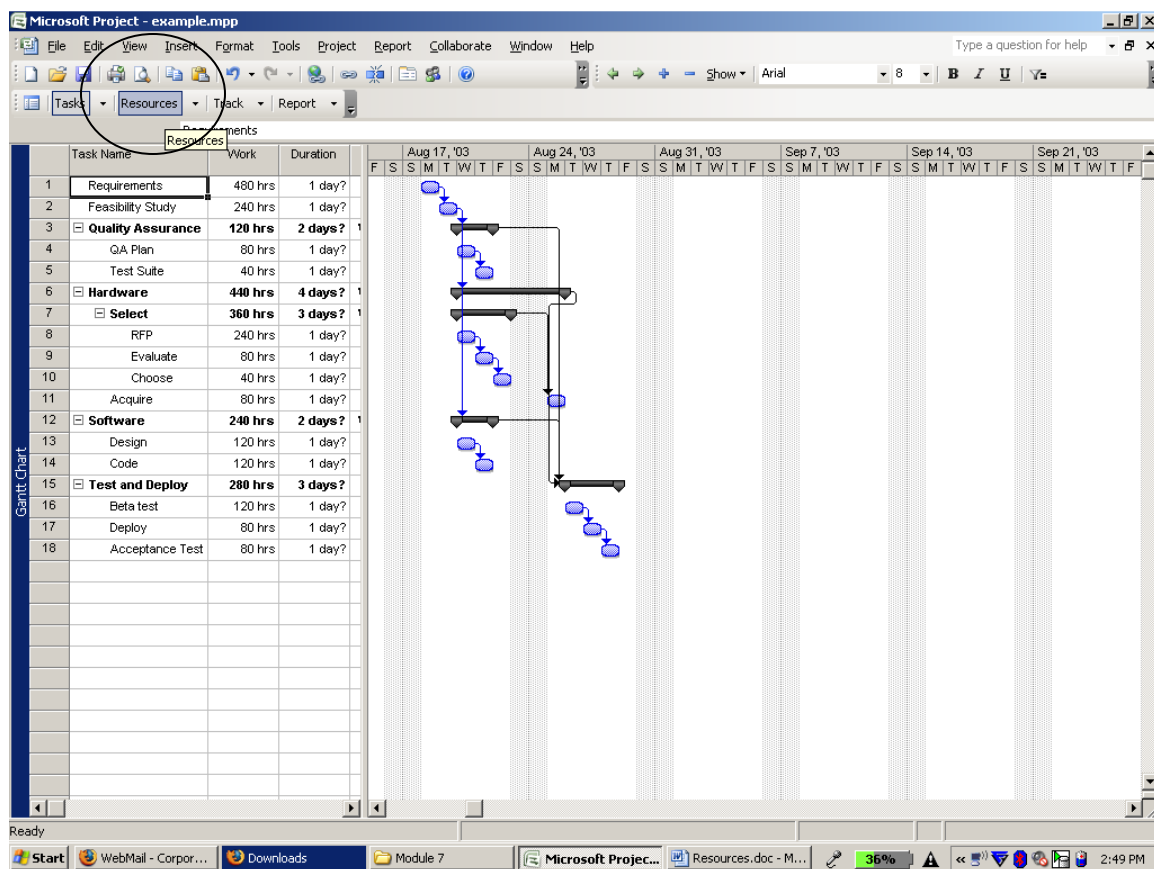


Resources

As we have seen, the duration of a task is a function of the effort required to complete the task and the resources associated with the task. Thus, we can often reduce the duration of a task by associating more resources with it. MS Project allows you to set up resources and associate resources with a task and will calculate duration for you. In fact, it will even make recommendations about how to improve the resource allocation. This document will show you how to set up resources in MS Project.

The easiest way to set up resources is to click the resources tab at the top of the page, as the following illustrates:



Once you click on the Resources tab, MS Project will show a series of tasks that are associated with Resources, the first one of which is “Set up people and equipment for the project”. If you select that option, you will into a small Wizard type application.

Once you select resources manually, you will get an option to enter material resources as well as cost resources. Since people are regarded as cost resources, select this option. This gives you the following screen:

