

Microsoft Project Management

Chapter 3: Setting Up Resources

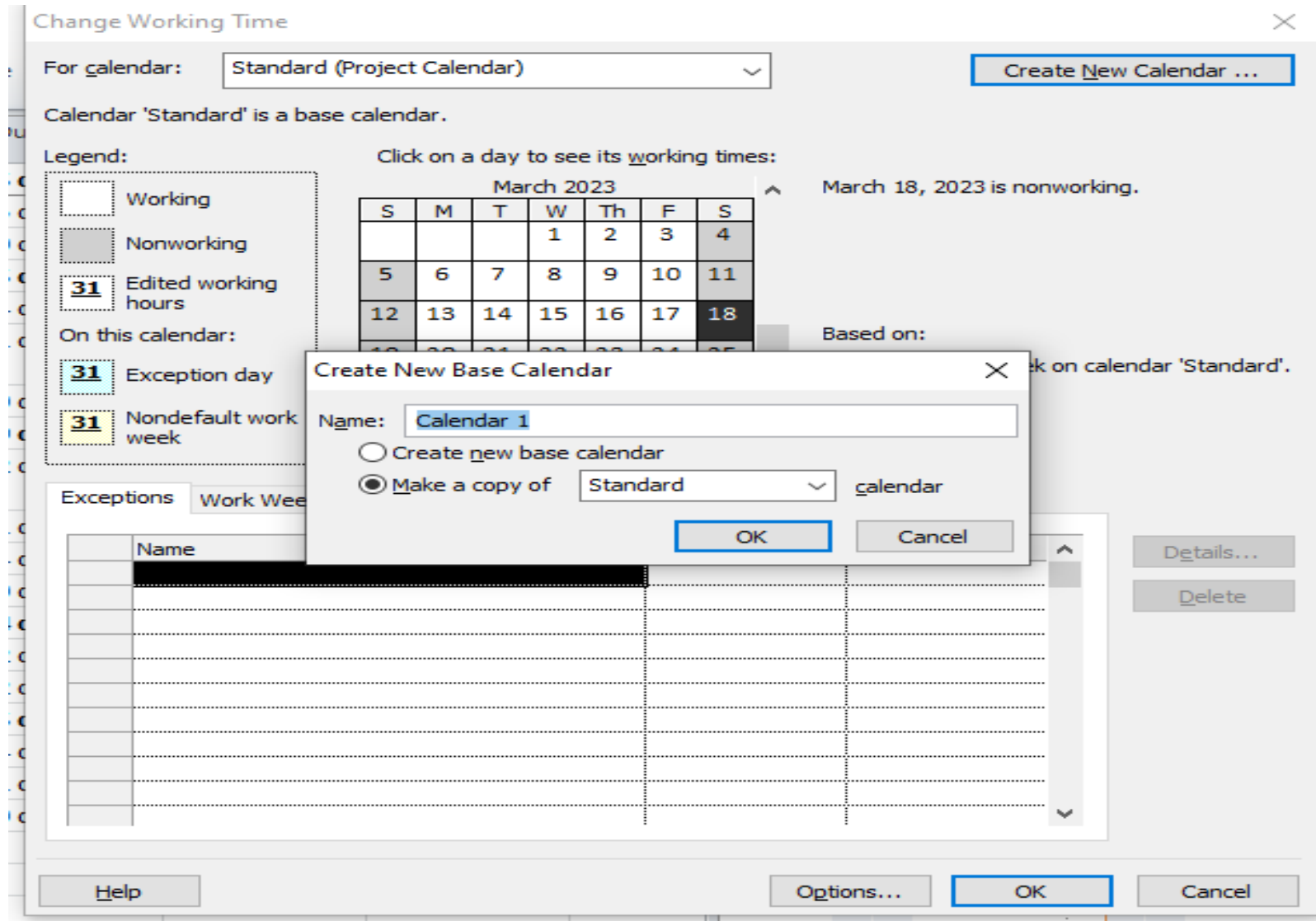
The screenshot shows the 'Change Working Time' dialog box in Microsoft Project. The 'For calendar:' dropdown is set to 'Standard (Project Calendar)'. A message states 'Calendar 'Standard' is a base calendar.' The legend defines the following categories:

- Working (white box)
- Nonworking (gray box)
- 31 Edited working hours (box with 31)
- On this calendar:
 - 31 Exception day (box with 31)
 - 31 Nondefault work week (box with 31)

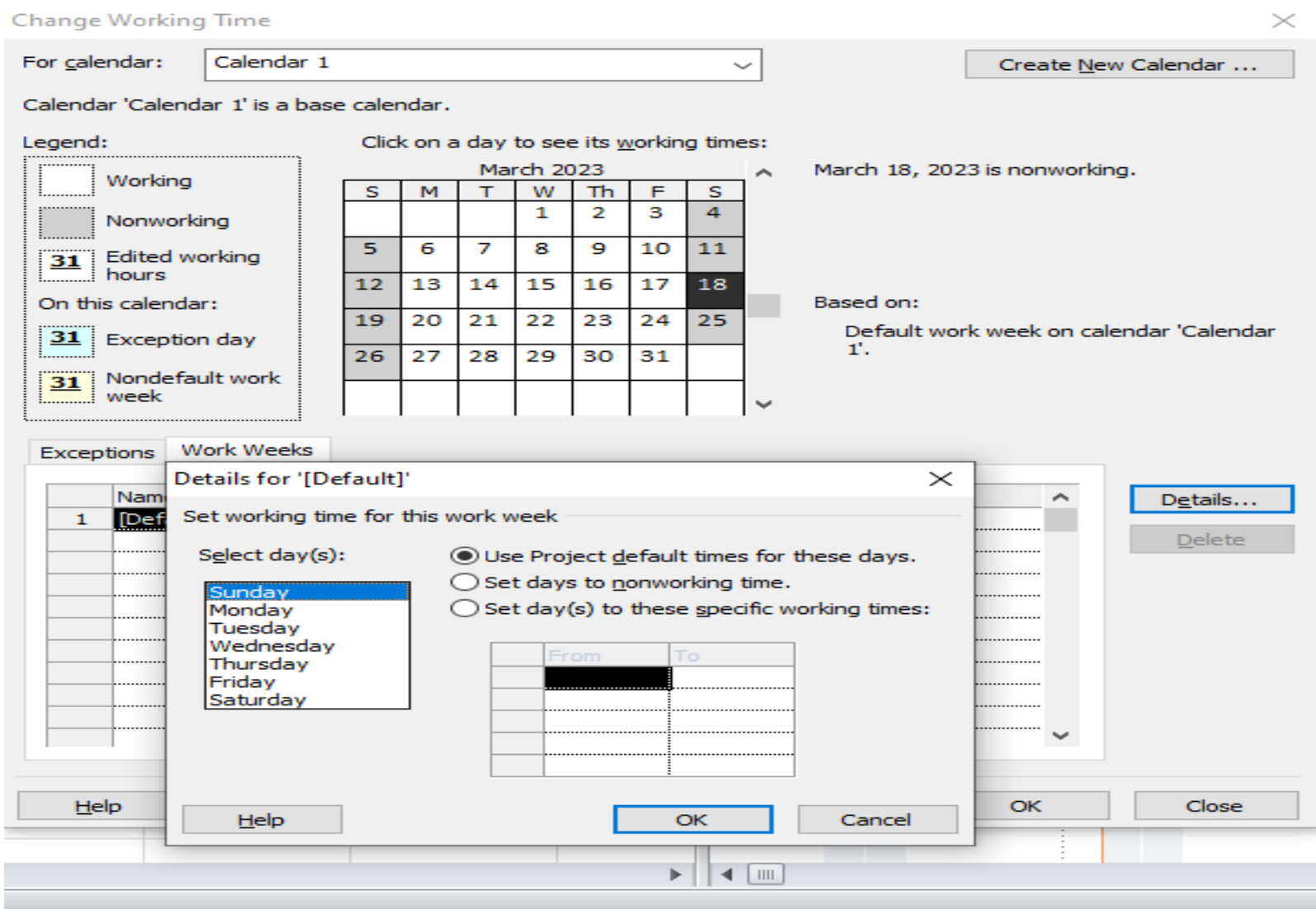
A calendar grid for March 2023 is shown. March 18, 2023, is highlighted as nonworking. The text 'Based on: Default work week on calendar 'Standard'.' is displayed. The 'Exceptions' tab is active, showing a table with columns for Name, Start, and Finish. The background shows a Gantt chart with tasks like Analysis, Design, coding, Testing, and Deployment.

[illegible]

Project calendar



Project calendar



Project calendar

Change Working Time



For calendar: Calendar 1

Create New Calendar ...

Calendar 'Calendar 1' 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:

March 2023

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	

March 18, 2023 is nonworking.

Based on:

Default work week on calendar 'Calendar 1'.

Exceptions

Work Weeks

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

Details...

Delete

Help

Help

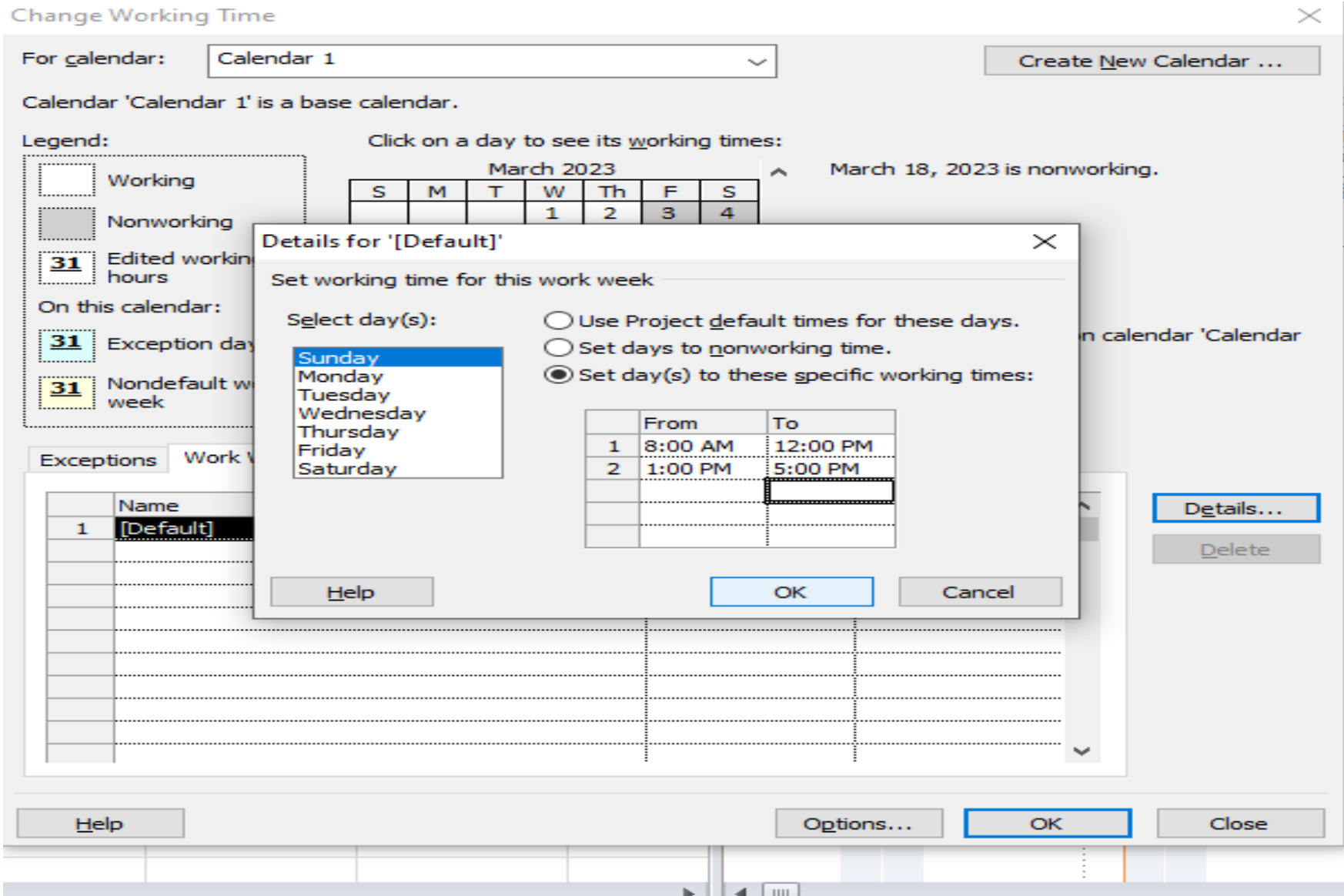
OK

Cancel

OK

Close

Project calendar



Project calendar






Change Working Time

For calendar: **Calendar 1**

Create New Calendar ...

Calendar 'Calendar 1' 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:

March 2023						
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	

March 18, 2023 is nonworking.

Based on:

Default work week on calendar 'Calendar 1'.

Exceptions

Work Weeks

	Name	Start	Finish
1	NOROZ	3/21/2023	3/21/2023

Details...

Delete

Help

Options...

OK

Cancel

Project calendar

Task Resource Project View **Format**

Project Information Custom Fields Links Between Projects WBS Change Working Time Calculate Project Set Baseline Move Project Status Date: 3/18/23 Update Project Sync to Protected Actuals Visual Reports Reports Compare Projects Spelling Proofing

Project Information for 'software plan'

Start date: Fri 3/17/23 Current date: Sat 3/18/23
Finish date: Wed 4/26/23 Status date: NA
Schedule from: Project Start Date Calendar: Standard
All tasks begin as soon as possible. Priority:
Enterprise Custom Fields
Department:
Custom Field Name
OK Cancel

Task Mode	Task Name	Duration	Start	Finish	Resources
	Analysis	5 d			
	Draft preliminary specifications	5 d			
	Analysis complete	0 d			
	Design	5 d			
	Develop prototype	4 d			
	Review functional specification	1 d			
	Design complete	0 d			
	coding	9 d			
	Identify modular/tiered design parameters	2 d			
	Assign development staff	1 d			
	Develop code	4 d			
	Development complete	0 d			
	Testing	4 d			
	Unit Testing	2 d			
	Integration Testing	2 d			
	Deployment	5 d			
	Train support staff	4 d			
	Deploy software	1 d			
	Deployment complete	0 d			

Tasks : Manually Scheduled

Setting Up Resources

Microsoft Project supports three types of resources:

- **Work resources** include the **people** and **equipment** needed to complete the tasks in a project.
- **Cost resources** represent a **financial cost** associated with a task that you need to account for. Examples include categories of expenses like travel, entertainment, and so on.
- **Material resources** are consumables that you use up as the project proceeds. For example, a construction project might need to **track steel** or **concrete** as it is used throughout the project.

Setting Up Resources

Work resources are the people and equipment that do the work of the project. Project focuses on two aspects of work resources: their **availability** and their **costs**.

Availability determines when specific resources can work on tasks and how much work they can perform.

costs refer to how much money will be required to pay for those resources.

Some examples of work resources are listed in this table.

Setting Up Resources

Work resource	Example
Individual people identified by name	Ali, Omar, Zac, ..
Individual people identified by job or function	Programmer, Publisher, tester,...
Groups of people who have common skills	Programmers, copyeditors,...
Equipment	Printer

Setting Up Resources

Equipment Resource Considerations

In Project, you set up **people and equipment resources** in exactly the same way; they are both examples of work resources.

However, you should be aware of important differences in how you can schedule these two work resources. Most **people resources** have a working day of typically 8 and usually no more than 12 hours, but **equipment resources** might have much more varied capacities for work, ranging from short durations (followed by maintenance) to around the clock without interruption.

Moreover, **people resources** might be flexible in the tasks they can perform, but **equipment resources** tend to be more specialized. For example, a content editor for a book project might also act as a copyeditor in a pinch, but a desktop copy machine cannot replace a printing press.

Setting Up Resources

In this exercise, you enter the names of several people resources.

SET UP Start Project if it's not already running.

1. On the **File** tab, click **Save As**.

Project displays the Save As dialog box.

2. In the **File name** box, type **Simple Resources**, and then click **Save**.

Tip You can instruct Project to automatically save the active project plan at predefined intervals, such as every 10 minutes. On the File tab, click Options. In the Project Options dialog box, click Save, select the Auto Save Every check box, and then specify the time interval you want.

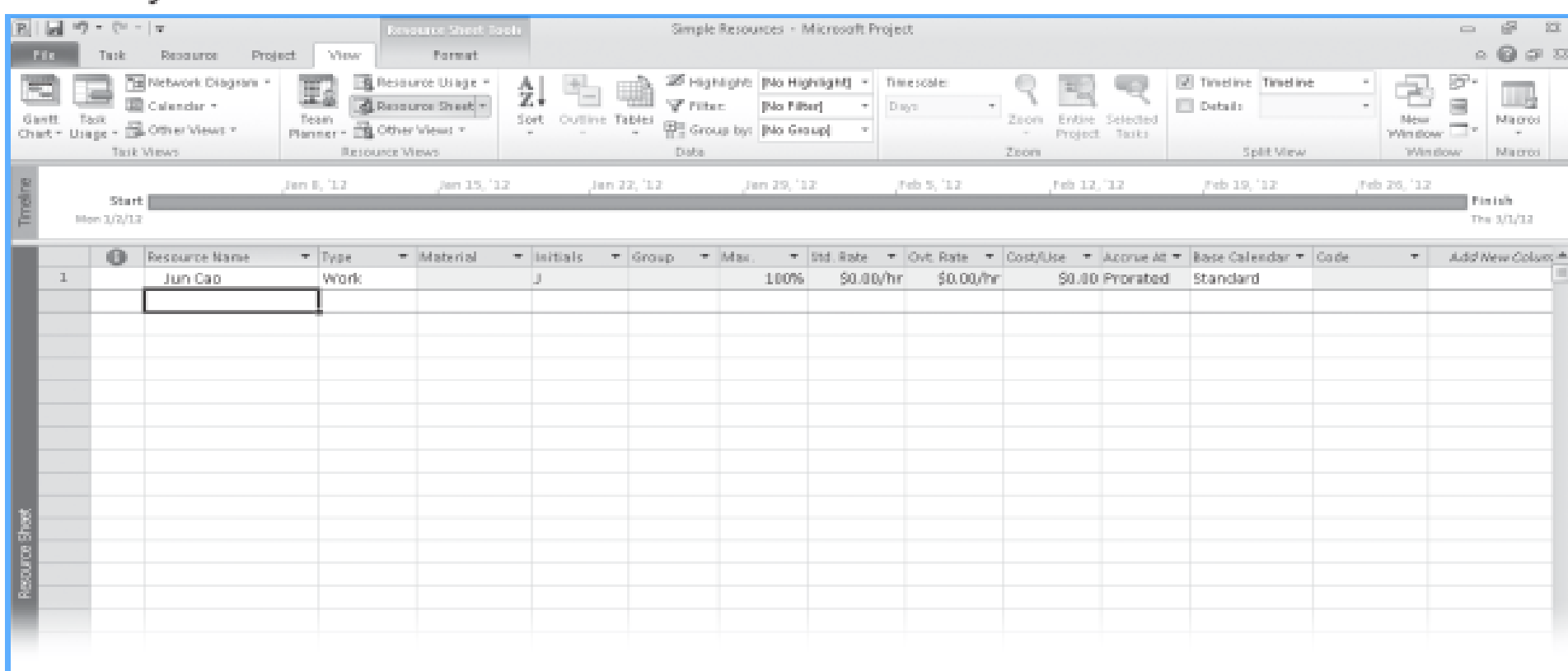
3. On the **View** tab, in the **Resource Views** group, click **Resource Sheet**.

Setting Up Resources

You will use the Resource Sheet view to enter the initial list of resources for the new book launch project.

- Click the cell directly below the **Resource Name** column heading.
- Type **Jun Cao**, and press the Enter key.

Project creates a new resource.



Setting Up Resources

6. On the next empty rows in the **Resource Name** column, enter the following names:

Sharon Salavaria

Toby Nixon

Toni Poe

Zac Woodall

When you create a new work resource, Project assigns it 100% Max. Units by default.

	① Resource Name ▾	Type ▾	Material ▾	Initials ▾	Group ▾	Max. ▾	Std. Rate ▾	Ovt. Rate ▾	Cost/Use ▾	Accrue At ▾	Base Calendar ▾	Co
1	Jun Cao	Work		J		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
2	Sharon Salavaria	Work		S		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
3	Toby Nixon	Work		T		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
4	Toni Poe	Work		T		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
5	Zac Woodall	Work		Z		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	

These are all individual people. You can also have a resource that represents multiple people. You'll enter such a resource next.

7. In the **Resource Name** field, below the last resource, type **Copyeditors**, and then press Enter.

Entering Resource Capacity

The Max. Units field represents the maximum capacity of a resource to accomplish any task. Specifying that a resource has 100% maximum units means that 100 percent of that resource's working time is available to work on assigned tasks in the project plan.

Project will alert you if you assign the resource to more tasks than they can accomplish at 100% maximum units (in other words, if the resource becomes over allocated). 100% is the default Max. Units value for new resources. For a resource that represents not a specific person, but a category of interchangeable people with a common skill set, you can enter a larger Max. such as 800% for such a resource means that you can expect that eight individual people who all belong to that resource category will be available to work full time every workday.

In this exercise, you adjust the Max. Units values to indicate one resource that represents multiple people, and another resource whose capacity to work in this project plan is less than full time.

Entering Resource Capacity

1. Click the **Max. Units** field for the *Copyeditors* resource.
2. Type or select **400%**, and then press Enter.

Tip When you click a numeric value in a field like **Max. Units**, up and down arrows appear. You can click these to display the number you want, or simply type the number in the field.

Next you'll update the **Max. Units** value for Sharon Salavaria to indicate that she works half time.

3. Click the **Max. Units** field for *Sharon Salavaria*, type or select **50%**, and then press Enter.

	①	Resource Name ▾	Type ▾	Material ▾	Initials ▾	Group ▾	Max. ▾	Std. Rate ▾	Ovt. Rate ▾	Cost/Use ▾	Accrue At ▾	Base Calendar ▾
1		Jun Cao	Work		J		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
2		Sharon Salavaria	Work		S		50%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
3		Toby Nixon	Work		T		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
4		Toni Poe	Work		T		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
5		Zac Woodall	Work		Z		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
6		Copyeditors	Work		C		400%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard

Tip If you prefer, you can enter maximum units as partial or whole numbers (.5, 1, 4) rather than as percentages (50%, 100%, 400%). To use this format, on the **File** tab, click **Options**. In the **Project Options** dialog box, click the **Schedule** tab. In the **Show assignment units as a box**, click **Decimal**.

Entering Resource Pay Rates

In this exercise, you enter standard and overtime pay rates for work resource.

1. In the **Resource Sheet**, click the **Std. Rate** field for *Jun Cao*.
2. Type **42** and press Enter.

Jun's standard hourly rate of \$42 appears in the Std. Rate column. Note that the default standard rate is hourly, so you did not need to specify cost per hour.

3. In the **Std. Rate** field for *Sharon Salavaria*, type **1100/w** and press Enter.

Sharon's weekly pay rate appears in the Std. Rate column.

[illegible]

Entering Resource Pay Rates

The screenshot displays the Microsoft Project interface with the Resource Sheet view active. The Resource Sheet table lists resources and their associated rates. A dialog box titled "Resource Information" is open, showing the "Costs" tab for the resource "testers".

Resource Sheet Table:

	Resource Name	Type	Material	Initials	Group	Max.	Std. Rate	Ovt. Rate	Cost/Use	Accrue At	Base Calendar	Code	Add New Column
1	Analyzer	Work		A			100%	\$50.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
2	designer	Work		d			100%	1,000.00/wk	\$0.00/hr	\$0.00	Prorated	Standard	
3	programmers	Work		p			100%	3,000.00/wk	\$0.00/hr	\$0.00	Prorated	Standard	
4	testers	Work											
5	deployment team	Work											

Resource Information Dialog - Costs Tab:

Resource Name: testers

Cost rate tables

For rates, enter a value or a percentage increase or decrease from the previous rate. For instance, if a resource's Per Use Cost is reduced by 20%, type -20%.

A (Default) B C D E

Effective Date	Standard Rate	Overtime Rate	Per Use Cost
--	\$50.00/h	\$0.00/h	\$0.00

Cost accrual: Prorated

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

Taskbar: New Tasks : Manually Scheduled

Entering Resource Pay Rates

4. Enter the following standard pay rates for the given resources:

Resource Name	Standard Rate
Toby Nixon	2700/w
Toni Poe	Leave at 0 (Toni is the book author and you're not tracking her rate-based costs in this project plan)
Zac Woodall	55
Copyeditors	45

	Resource Name	Type	Material	Initials	Group	Max.	Std. Rate	Ovt. Rate	Cost/Use	Accrue At	Base Calendar	Cost
1	Jun Cao	Work		J		100%	\$42.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
2	Sharon Salavaria	Work		S		50%	1,100.00/wk	\$0.00/hr	\$0.00	Prorated	Standard	
3	Toby Nixon	Work		T		100%	2,700.00/wk	\$0.00/hr	\$0.00	Prorated	Standard	
4	Toni Poe	Work		T		100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
5	Zac Woodall	Work		Z		100%	\$55.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
6	Copyeditors	Work		C		400%	\$45.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	

As you can see, you can enter pay rates with a variety of time bases—hourly (the default), daily, weekly, and so on. In fact, you can enter pay rates in all the increments of time for which you can enter task durations—from minutes to years.

Next, you will enter an overtime pay rate for one of the resources.

5. In the **Overtime Rate** field for *Jun Cao*, type **67**, and then press Enter.

Tip If you work with a large number of resources who have the same standard or overtime pay rates, you can set up Project to apply these pay rates automatically whenever you add a new resource. You do this in the Advanced tab of the Project Options dialog box, which is accessible from the File tab.

Adjusting Working Time for Individual Resources

you modified the **project calendar** to specify nonworking days for the entire project. In this exercise, you will focus on the **resource calendar**.

A resource calendar controls the working and nonworking times of an individual resource. Project uses resource calendars to determine when work for a specific resource can be scheduled. **Resource calendars apply only to work resources (people and equipment), not to material or cost resources.**

Adjusting Working Time for Individual Resources

When you initially create resources in a project plan, Project creates a resource calendar for each work resource. The initial working time settings for resource calendars exactly match those of the project calendar, which by default is the Standard base calendar.

The Standard base calendar is built into Project and accommodates **a default work schedule from 8 A.M. to 5 P.M., Monday through Friday, with an hour off for lunch each day**. If all the working times of your resources match the working time of the project calendar, you do not need to edit any resource calendars. However, chances are that some of your resources will need exceptions to the working time in the project calendar—such as

Adjusting Working Time for Individual Resources

- A flex-time work schedule
- Vacation time
- Other times when a resource is not available to work on the project, such as time spent training or attending a conference

Adjusting Working Time for Individual Resources

In this exercise, you specify the working and nonworking times for individual work resources.

1. On the **Project** tab, in the **Properties** group, click **Change Working Time**.
The Change Working Time dialog box appears.

2. In the **For calendar** box, click *Toby Nixon*.

Toby Nixon's resource calendar appears in the Change Working Time dialog box. Toby has told you he will not be available to work on Thursday and Friday, January 19 and 20, because he plans to attend a book industry conference.

Adjusting Working Time for Individual Resources

3. On the **Exceptions** tab in the **Change Working Time** dialog box, click in the first row directly below the **Name** column heading and type **Toby attending a conference**.

The description for the calendar exception is a handy reminder for you and others who may view the project plan later.

4. Click in the **Start** field and type or select **1/19/12**.
5. Click in the **Finish** field, type or select **1/20/12**, and then press the Enter key.

Adjusting Working Time for Individual Resources

Every work resource calendar is based on the project calendar; the default project calendar is the Standard base calendar.

Change Working Time

For calendar: Toby Nixon Create New Calendar ...

Base calendar: Standard

Legend:

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

Click on a day to see its working times:

January 2012

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				

January 19, 2012 is nonworking.

Based on:
Exception 'Toby attending a ...' on calendar 'Toby Nixon'.

Exceptions: **Work Weeks**

	Name	Start	Finish
1	Toby attending a conference	1/19/2012	1/20/2012

Help Options... OK Cancel Details... Delete

Adjusting Working Time for Individual Resources

Project will not schedule work for Toby on these dates.

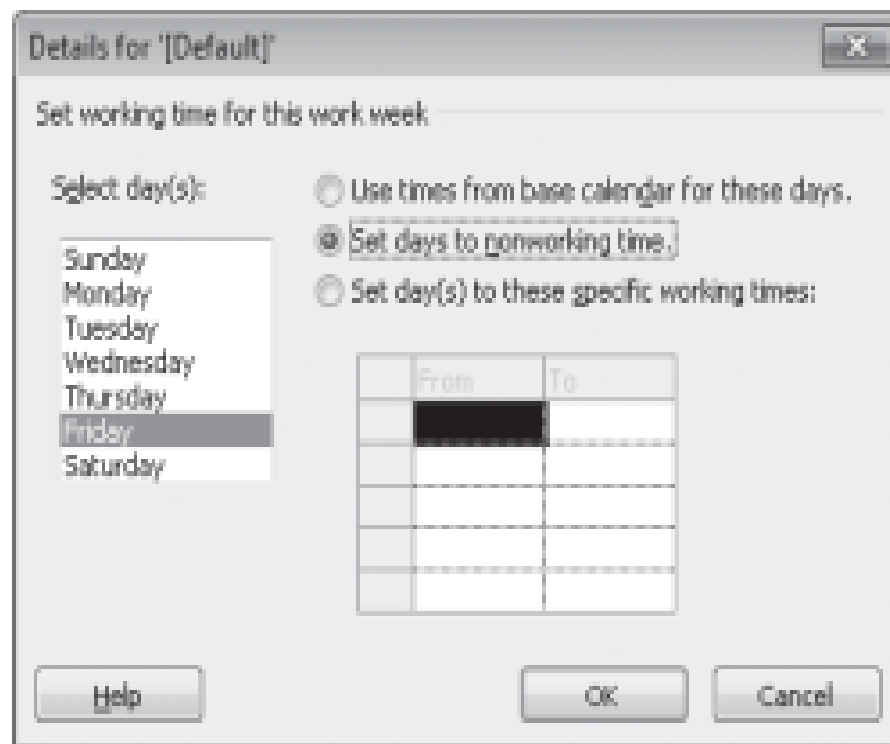
Tip To set up a partial working time exception for a resource, such as a portion of a day when a resource cannot work, click **Details**. In the **Details** dialog box, you can also create recurring exceptions to the resource's availability.

To conclude this exercise, you will set up a "4 by 10" work schedule (that is, 4 days per week, 10 hours per day) for a resource.

6. In the **For** box, click *Jun Cao*.
7. When prompted to save the resource calendar changes that you made for Toby Nixon, click **Yes**.
8. Click the **Work Weeks** tab in the **Change Working Time** dialog box.
9. Click **[Default]** directly under the **Name** column heading, and then click **Details**.
Next, you will modify the default working week days and times for Jun Cao.
10. Under **Selected Day(s)**, select **Monday** through **Thursday**.
These are the weekdays Jun can normally work.
11. Click **Set day(s) to these specific working times**.
Next you'll modify Jun's regular daily schedule for the days she normally works.
12. In row 2, click **5:00 PM** and replace it with **7:00 PM**, and then press Enter.
Finally, you will mark Friday as a nonworking day for Jun.
13. Click **Friday**.
14. Click **Set days to nonworking time**.

Adjusting Working Time for Individual Resources

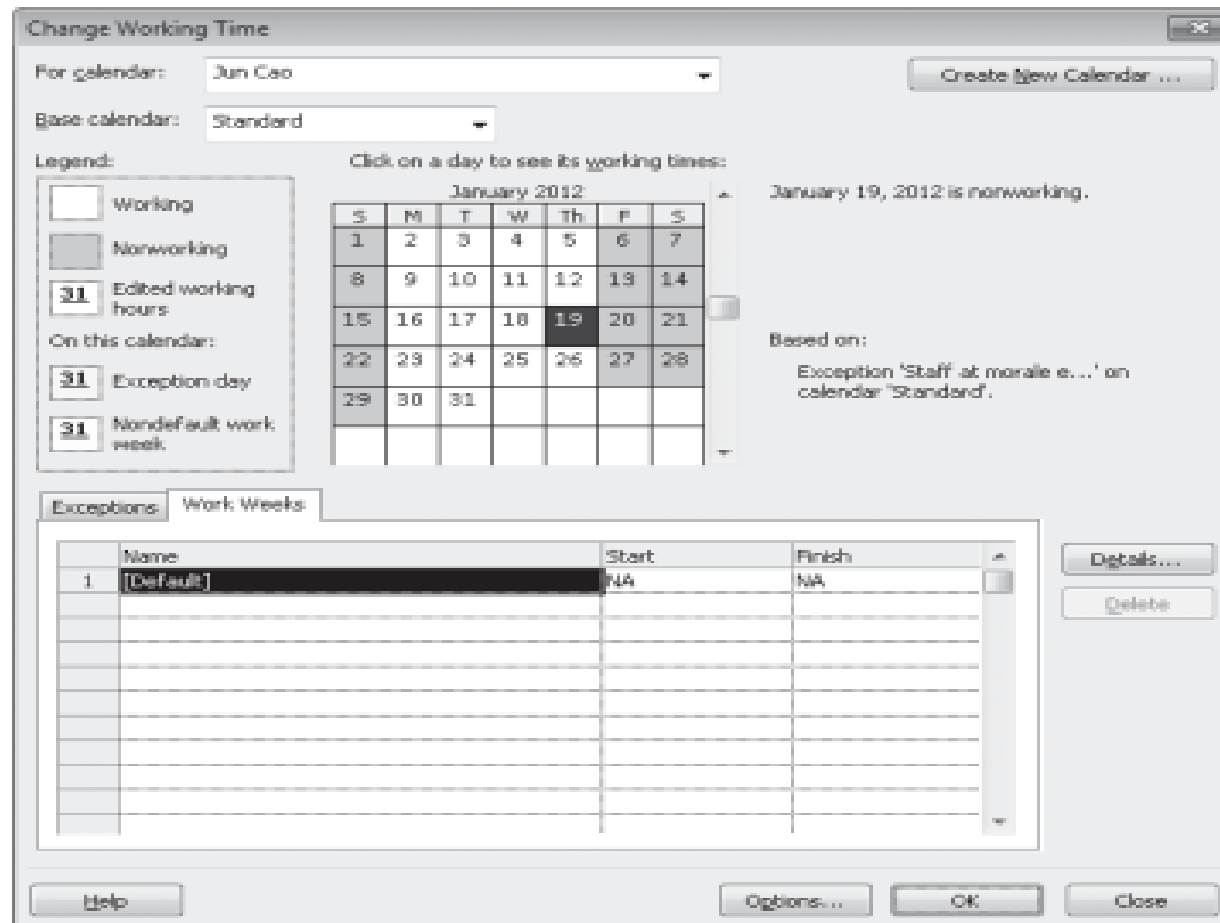
Now Project can schedule work for Jun as late as 7 P.M. every Monday through Thursday, but it will not schedule work for her on Fridays.



15. Click **OK** to close the **Details** dialog box.

Adjusting Working Time for Individual Resources

You can see in the calendar in the Change Working Time dialog box that Fridays (as well as Saturdays and Sundays) are marked as nonworking days for Jun Cao.



16. Click **OK** to close the **Change Working Time** dialog box.

Because you have not yet assigned these resources to tasks, you don't see the scheduling effect of their nonworking time settings. You will observe this in Chapter 4.

Setting Up Cost Resources

Another type of resource that you can use in Project is the cost resource.

- 1- You can use a cost resource to represent a financial cost associated with a task in a project
- 2- the sole purpose of a cost resource is to associate a particular type of cost with one or more tasks
- 3- Cost resources do no work and have no effect on the scheduling of a task
- 4- After you assign a cost resource to a task and specify the cost amount per task, you can then see the cumulative costs for that type of cost resource, such as total travel costs in a project.

Setting Up Cost Resources

In this exercise, you'll set up a cost resource.

1. In the **Resource Sheet**, click the next empty cell in the **Resource Name** column.
2. Type **Travel** and press the Tab key.
3. In the **Type** field, click **Cost**.

	Resource Name	Type	Material	Initials	Group	Max.	Std. Rate	Ovt. Rate	Cost/Use	Accrue At	Base Calendar	Cost
1	Jun Cao	Work		J		100%	\$40.00/hr	\$67.00/hr	\$0.88	Prorated	Standard	
2	Sharon Salavaria	Work		S		50%	1,188.00/wk	\$8.00/hr	\$0.88	Prorated	Standard	
3	Toby Nixon	Work		T		100%	2,768.00/wk	\$8.00/hr	\$0.88	Prorated	Standard	
4	Toni Poe	Work		T		100%	\$8.00/hr	\$8.00/hr	\$0.88	Prorated	Standard	
5	Zac Woodall	Work		Z		100%	\$55.00/hr	\$8.00/hr	\$0.88	Prorated	Standard	
6	Copeditors	Work		C		400%	\$45.00/hr	\$8.00/hr	\$0.88	Prorated	Standard	
7	Travel	Cost		T						Prorated		

You will assign a cost resource in Chapter 4.

Documenting Resources

you can record any additional information about a task, resource, or assignment in a note. For example, if a resource has **flexible skills** that can help the project, it is a good idea to **record this in a note**. In that way, the note resides in the project plan and can be easily viewed or printed.

You can enter resource notes in a similar way (**via the Notes button on the Resource tab of the Properties group**) but in this exercise, you'll use a different method.

You'll use **the Resource form, which allows you to view and edit notes for multiple resources more quickly**.

Documenting Resources

In this exercise, you'll enter notes in the Resource Form.

1. In the **Resource Name** column, click *Toby Nixon*.
2. On the **Resource** tab, in the **Properties** group, click the **Details** button.

Tip You can also click **Details, Resource Form** on the **View** tab of the **Split View** group.

The Resource Form appears below the Resource Sheet view.

The screenshot shows the Microsoft Project interface with the Resource Sheet view selected. The Resource Sheet table lists resources, with Toby Nixon highlighted. Below the table, the Resource Form is open for Toby Nixon, showing various resource details and a task list.

ID	Resource Name	Type	Material	Initials	Group	Max	Std. Rate	Ovt. Rate	Cost/Use	Accrue At	Base Calendar	Cost
1	Jan Cho	Work		J		100%	\$42.00/hr	\$67.00/hr	\$8.00	Prorated	Standard	
2	Sharon Salavaria	Work		S		50%	1,100.00/wk	\$8.00/hr	\$8.00	Prorated	Standard	
3	Toby Nixon	Work		T		100%	1,700.00/wk	\$8.00/hr	\$8.00	Prorated	Standard	
4	Toni Poe	Work		T		100%	\$0.00/hr	\$8.00/hr	\$8.00	Prorated	Standard	
5	Zac Woodall	Work		Z		100%	\$55.00/hr	\$8.00/hr	\$8.00	Prorated	Standard	
6	Copyeditors	Work		C		400%	\$45.00/hr	\$8.00/hr	\$8.00	Prorated	Standard	
7	Travel	Cost		T						Prorated		

Resource Form for Toby Nixon

Name: Toby Nixon Initials: T Max units: 100% Previous Next

Costs: Std. rate: \$2,700.00/wk Ovt. rate: \$8.00/hr Base cal: Standard

Group: Code: Accrue at: Prorated

Project	ID	Task Name	Work	Leveling Delay	Delay	Scheduled Start	Scheduled Finish

Ready New Task Auto Scheduled

Documenting Resources

In this type of split view, details about the selected item in the upper view (a resource, in this case) appear in the lower view. You can quickly change the selected resource name in the upper view by clicking directly on a name, using the up arrow or down arrow keys, or by clicking Previous or Next in the Resource Form.

The Resource Form can display one of several details; initially it displays the Schedule details. Next you'll switch it to display the Notes details.

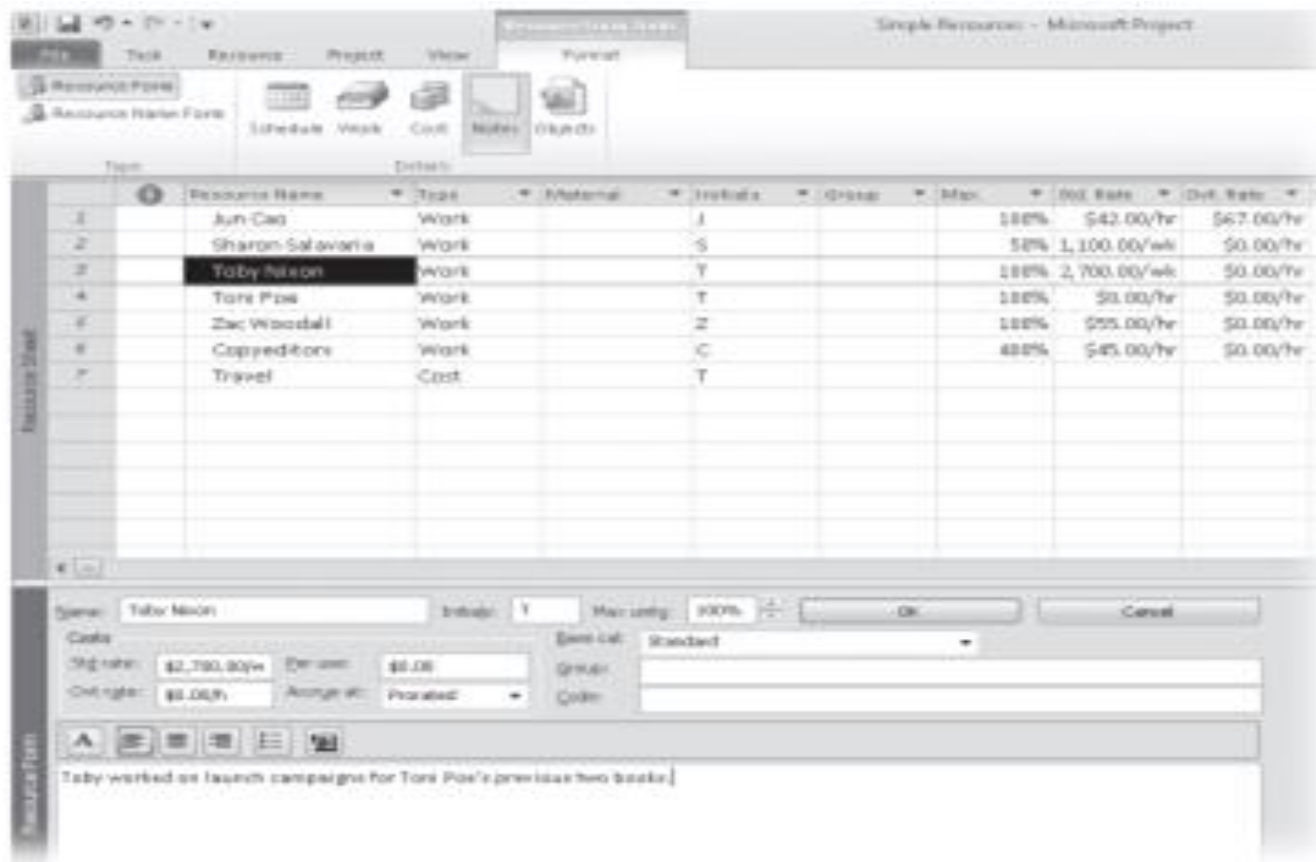
3. Click anywhere in the **Resource Form**.
4. On the **Format** tab, in the **Details** group, click **Notes**.

Tip You can also right-click in the gray background area of the Resource Form and, in the shortcut menu that appears, click Notes.

The Notes details appear in the Resource Form.

5. In the **Notes** box, type **Toby worked on launch campaigns for Toni Poe's previous two books.**

Documenting Resources



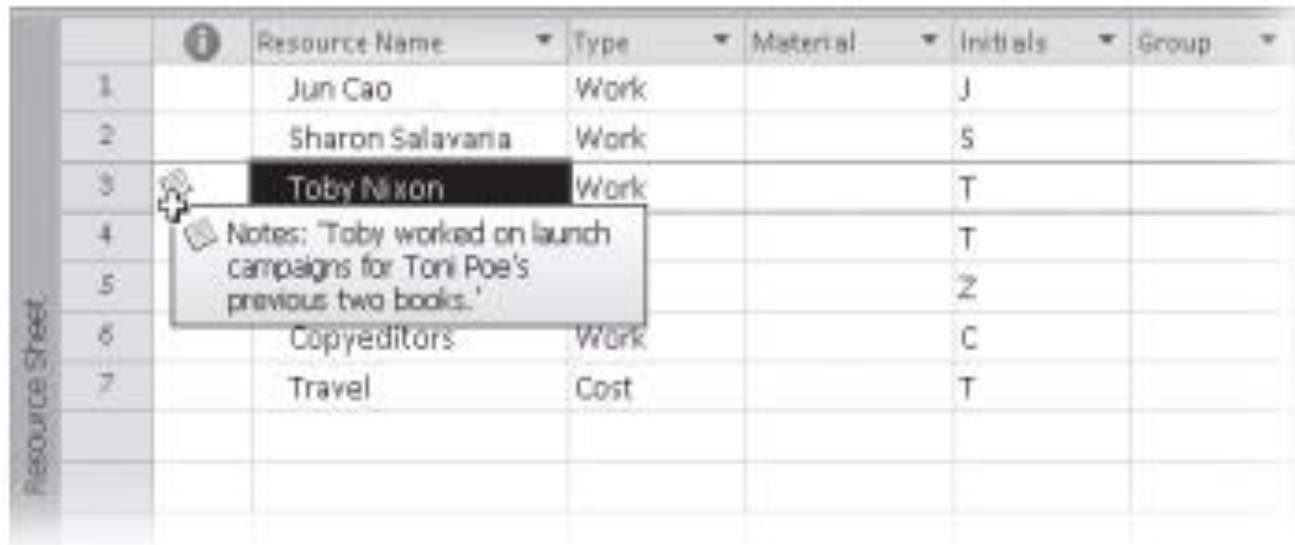
Notice that as soon as you started typing the note, the Previous and Next buttons changed to OK and Cancel.

6. Click **OK**.



In the Resource Sheet view, a note icon appears in the Indicators column.

Documenting Resources

7. Point to the note icon that appears next to Toby's name in the Resource Sheet.



The screenshot shows a 'Resource Sheet' table with the following data:

		Resource Name ▼	Type ▼	Material ▼	Initials ▼	Group ▼
1		Jun Cao	Work		J	
2		Sharon Salavaria	Work		S	
3		Toby Nixon	Work		T	
4					T	
5					Z	
6		Copyeditors	Work		C	
7		Travel	Cost		T	

A tooltip is displayed over the note icon in row 3, containing the text: 'Notes: Toby worked on launch campaigns for Toni Poe's previous two books.'

The note appears in a ScreenTip. For notes that are too long to appear in a ScreenTip, you can double-click the note icon to display the full text of the note. You can also see more of long notes in the Resource Form or in the Resource Information dialog box.

Documenting Resources

To conclude this exercise, you'll add a note for one more resource.

8. In the **Resource Form**, click **Previous** to shift the focus to Sharon Salavaria and display her details.

Tip You can also click on Sharon's name in the Resource Sheet view above the Resource Form.

9. In the **Notes** box, type **Sharon's standard pay rate is adjusted for her half-time work schedule**. Then click **OK**.

The screenshot displays the Resource Sheet and the Resource Form in Microsoft Project. The Resource Sheet is a table with columns: Resource Name, Type, Material, Initials, Group, Max, Std. Rate, Ovt. Rate, and Cost. Sharon Salavaria is selected in row 2. The Resource Form is open below the sheet, showing details for Sharon Salavaria. The Name field contains 'Sharon Salavaria', Initials is 'S', Max units is '50%', and the Base calendar is 'Standard'. The Std. rate is '\$1,100.00/wk', Ovt. rate is '\$100.00/h', and the Accounting is 'Prorated'. The Notes box contains the text: 'Sharon's standard pay rate is adjusted for her half-time work schedule'.

	Resource Name	Type	Material	Initials	Group	Max	Std. Rate	Ovt. Rate	Cost
1	Jim Cox	Work		J		100%	\$40.00/hr	\$47.00/hr	
2	Sharon Salavaria	Work		S		50%	1,100.00/wk	\$0.00/hr	
3	Toby Nixon	Work		T		100%	2,700.00/wk	\$0.00/hr	
4	Toni Fox	Work		T		100%	\$0.00/hr	\$0.00/hr	
5	Zac Woodall	Work		Z		100%	\$55.00/hr	\$0.00/hr	
6	Copieditors	Work		C		400%	\$45.00/hr	\$0.00/hr	
7	Travel	Cost		T					

Resource Form details:

Name: Sharon Salavaria Initials: S Max units: 50% Previous Next

Costs: Std. rate: \$1,100.00/wk Ovt. rate: \$100.00 Basic cal: Standard Group: Code:

Ovt. rate: \$100.00/h Accounting: Prorated

Notes: Sharon's standard pay rate is adjusted for her half-time work schedule.

Finally, you'll close the Resource Form.