

Microsoft Project Managment

Assigning Resources to Tasks

Assign work resources to tasks

- When we talk about resources throughout this chapter, we are talking about work resources (people and equipment) unless we specify material or cost resources.
- Assigning a work resource to a task enables you to track the progress of the resource's work on the task. If you enter resource pay rates, Project also calculates resource and task costs for you.

Assign work resources to tasks

- Open the Simple Assignments_Start project plan, and then follow these steps:

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

Project displays the Save As dialog box.

2. In the **File name** box, type **Simple Assignments**, and then click **Save**. Before making any resource assignments, you'll check the project plan's current duration and cost values for later comparison.

3. On the **Project** tab, in the **Properties** group, click **Project Information**, and then click **Statistics**.

Assign work resources to tasks

File Task Resource Project View Format

Project Information Custom Fields Links Between Projects WBS Change Working Time Calculate Project Set Baseline Move Project Status Date: 3/31/23 Update Project Sync to Protected Actuals Visual Reports Reports Compare Projects Spelling

Task Mode Task Name Duration Start Finish Predecessors ffffff Apr 2, '23 F S S M T

1		Analysis	5 days						
2		Draft preliminary specifications	5 days						
3		Analysis complete	0 days						
4		Design	5 days?						
5		Develop prototype	4 days						
6		Review functional specification	1 day?						
7		Design complete	0 days						
8		coding	7 days						
9		Identify modular/tiered design parameters	2 days						
10		Assign development staff	1 day						
11		Develop code	4 days						
12		Development complete	0 days						
13		Testing	4 days						
14		Unit Testing	2 days						
15		Integration Testing	2 days						
16		Deployment	5 days						
17		Train support staff	4 days						
18		Deploy software	1 day						
19		Deployment complete	0 days						

Project Statistics for 'software plan'

	Start	Finish
Current	Fri 3/17/23	Fri 4/21/23
Baseline	Wed 3/22/23	Wed 4/26/23
Actual	NA	NA
Variance	-3d	-3d

	Duration	Work	Cost
Current	26d?	0h	\$0.00
Baseline	26d	0h	\$0.00
Actual	0d	0h	\$0.00
Remaining	26d?	0h	\$0.00

Percent complete:
Duration: 0% Work: 0%

Close

Note the current duration of 11 days and zero cost. After you assign work and cost resources, you'll check these values again.

Assign work resources to tasks

4. Click **Close**.

Next you'll make your first resource assignment.

5. On the **Resource** tab, in the **Assignments** group, click **Assign Resources**.

The Assign Resources dialog box appears, in which you see the resource names you entered.

Assign work resources to tasks

The screenshot displays the Microsoft Project interface. The 'Resource' tab is active in the ribbon, showing options like 'Assign Resources', 'Resource Pool', and 'Substitute Resources'. A Gantt chart is visible in the background with tasks grouped into phases: Analysis, Design, coding, Testing, and Deployment. The 'Assign Resources' dialog box is open, showing the 'Task: Analysis' and a list of resources from the software plan. The 'analyzer' resource is selected in the list.

Assign Resources

Task: Analysis

☐ Resource list options

Filter by:

☐ All Resources More Filters...

☐ Available to work 0h

Resources from software plan

Resource Name	R/D	Units	Cost
analyzer			
deployment team			
designer			
programmers			
tester			

Hold down Ctrl and click to select multiple resources

Assign work resources to tasks

6. In the **Task Name** column, click the name of task you want to *Assign resource to it*.
7. In the **Resource Name** column in the **Assign Resources** dialog box, click *resource you want*, and then click **Assign**.
8. On the **View** tab, in the **Split View** group, click **Details**.
Project splits the window into two panes. In the upper pane is the Gantt Chart view, and below it is the Task Form.

Assign work resources to tasks

File

Task

Resource

Project

View

Format

Subproject

Project Information

Custom Fields

Links Between Projects

WBS

Change Working Time

Calculate Project

Set Baseline

Move Project

Status Date: 3/31/23

Update Project

Sync to Protected Actuals

Visual Reports

Reports

Task Mode

Task Name

Duration

Start

Finish

Predecessors

1	Analysis	5 days	Fri 3/17/23	Thu 3/23/23	
2	Draft preliminary specifications	5 days	Fri 3/17/23	Thu 3/23/23	
3	Analysis complete	0 days	Thu 3/23/23	Thu 3/23/23	2
4	Design	5 days?	Fri 3/24/23	Thu 3/30/23	1
5	Develop prototype	4 days	Fri 3/24/23	Wed 3/29/23	
6	Review functional specification	1 day?	Thu 3/30/23	Thu 3/30/23	5
7	Design complete	0 days	Thu 3/30/23	Thu 3/30/23	6
8	coding	7 days	Fri 3/31/23	Mon 4/10/23	4
9	Identify modular/tiered design parameters	2 days	Fri 3/31/23	Mon 4/3/23	

6, '23

Apr 2

T W T F S S M

designer

analyzer,de

3/30

Name: Review functional specification

Duration: 1 day?

☒ Effort driven

☐ Manually Scheduled

Previous

Next

Start: Thu 3/30/23

Finish: Thu 3/30/23

Task type: Fixed Units

% Complete: 0%

ID	Resource Name	Units	Cost	Baseline Cost	Act. Cost	Rem. Cost
1	analyzer	1	\$8,000.00	\$0.00	\$0.00	\$8,000.00
2	designer	1	\$4,000.00	\$0.00	\$0.00	\$4,000.00

New Tasks : Manually Scheduled

Click anywhere in the **Task Form** and then, on the **Format** tab, in the **Details** group, click **Work**.
The Work details appear.

File | **Task** | **Resource** | **Project** | **View** | **Format**

Clipboard: Paste, Copy, Format Painter
Font: Calibri, 9, Bold, Italic, Underline, Paragraph, Font Color
Schedule: 0%, 25%, 50%, 75%, 100%, Mark on Track, Respect Links, Inactivate
Tasks: Manually Schedule, Auto Schedule, Inspect, Move

	Task Mode	Task Name	Duration	Start	Finish	Predecessors
1		Analysis	5 days	Fri 3/17/23	Thu 3/23/23	
2		Draft preliminary specifications	5 days	Fri 3/17/23	Thu 3/23/23	
3		Analysis complete	0 days	Thu 3/23/23	Thu 3/23/23	2
4		Design	5 days?	Fri 3/24/23	Thu 3/30/23	1
5		Develop prototype	4 days	Fri 3/24/23	Wed 3/29/23	
6		Review functional specification	1 day?	Thu 3/30/23	Thu 3/30/23	5
7		Design complete	0 days	Thu 3/30/23	Thu 3/30/23	6
8		coding	7 days	Fri 3/31/23	Mon 4/10/23	4
9		Identify modular/tiered design parameters	2 days	Fri 3/31/23	Mon 4/3/23	

Task Details Form

Name: Review functional specification | Duration: 1 day? | ☒ Effort driven | ☐ Manually Scheduled | Previous | Next

Dates: Start: Thu 3/30/23 | Finish: Thu 3/30/23 | Constraint: As Soon As Possible | Task type: Fixed Units | WBS code: 2.2

☒ Current | ☐ Baseline | ☐ Actual | Date: NA | Priority: 500 | % Complete: 0%

ID	Resource Name	Units	Work	Ovt. Work	Baseline Work	Act. Work	Rem. Work
1	analyzer	1	8h	0h	0h	0h	8h
2	designer	1	8h	0h	0h	0h	8h

New Tasks : Manually Scheduled

On the **Project** tab, in the **Properties** group, click **Project Information**, and then click **Statistics**.

Project Statistics for 'software plan' ✕

	Start	Finish
Current	Fri 3/17/23	Fri 4/21/23
Baseline	Wed 3/22/23	Wed 4/26/23
Actual	NA	NA
Variance	-3d	-3d

	Duration	Work	Cost
Current	26d?	224h	\$348,000.00
Baseline	26d	0h	\$0.00
Actual	0d	0h	\$0.00
Remaining	26d?	224h	\$348,000.00

Percent complete:

Duration: 0% Work: 0%

Close

Project follows the scheduling formula $\text{Duration} \times \text{Units} = \text{Work}$.

Assigning Cost Resources to Tasks

cost resources are used to represent a financial cost associated with a task in a project.

Cost resources do no work and have no effect on the scheduling of a task.

Cost resources might include categories of expenses that you want to budget and track for accounting or financial reporting purposes.

Assigning Cost Resources to Tasks

the **costs** that tasks can incur can include:

- Work resource costs, such as a person's standard pay rate times the amount of work they perform on the task.
- Cost resource costs, which are a fixed dollar amount that you enter when assigning the cost resource to a task. The amount is not affected by changes in duration or any other schedule changes to the task, although you can edit the amount at any time. You can also see cumulative costs resulting from assigning the same cost resource to multiple tasks.

Assigning Cost Resources to Tasks

In this exercise, you assign a cost resource to a task and check the plan's overall duration and cost values.

1. Click the name of task you want to add cost resource to it. This task requires **travel**, and you've allocated \$800 to it.
2. In the **Assign Resources** dialog box, select the **Cost** field for the **Travel** cost resource, type **800**, and then click **Assign**.

Assigning Cost Resources to Tasks

The screenshot shows the Microsoft Project interface with the 'Assign Resources' dialog box open. The background Gantt chart lists tasks from 1 to 19, including Analysis, Design, coding, Testing, and Deployment. The dialog box is titled 'Assign Resources' and shows the task 'Unit Testing' selected. It displays a list of resources from the software plan, including 'analyzer', 'tester', 'travel', 'deployment team', 'designer', and 'programmers'. The 'tester' resource is selected with 1.00 units and a cost of \$48,000.00. The 'travel' resource is also listed with a cost of \$800.00. The dialog box includes buttons for 'Assign', 'Remove', 'Replace...', 'Graph', 'Close', and 'Help'. A note at the bottom of the dialog box states: 'Hold down Ctrl and click to select multiple resources'.

Task Name	Duration	Start	Finish
Analysis	5 days	Fri 3/17/23	Thu 3/23/23
Draft preliminary specifications	5 days	Fri 3/17/23	Thu 3/23/23
Analysis complete	0 days	Thu 3/23/23	Thu 3/23/23
Design			
Develop prototype			
Review functional specification			
Design complete			
coding			
Identify modular/tiered design parameters			
Assign development staff			
Develop code			
Development complete			
Testing			
Unit Testing			
Integration Testing			
Deployment			
Train support staff			
Deploy software			
Deployment complete			

Resource Name	R/D	Units	Cost
analyzer			
tester		1.00	\$48,000.00
travel			\$800.00
deployment team			
designer			
programmers			

Assigning Cost Resources to Tasks

File Task Resource Project View **Format**

Subproject Project Information Custom Fields Links Between Projects WBS Change Working Time Calculate Project Set Baseline Move Project Status Date: 3/31/23 Update Project Protected Actuals Sync to Reports Compare Projects Spelling

Insert Properties Schedule Status Reports Proofing

Mar 26, '23 Apr 2, '23

S M T W T F S S M T W T F S S

zer

er,program

Project Statistics for 'software plan'

	Start	Finish
Current	Fri 3/17/23	Fri 4/21/23
Baseline	Wed 3/22/23	Wed 4/26/23
Actual	NA	NA
Variance	-3d	-3d

	Duration	Work	Cost
Current	26d?	224h	\$348,800.00
Baseline	26d	0h	\$0.00
Actual	0d	0h	\$0.00
Remaining	26d?	224h	\$348,800.00

Percent complete:
Duration: 0% Work: 0%

Close

Task Name Duration Start Finish Predecessors

1 Analysis 5 days Fri 3/17/23 Thu 3/23/23

2 Draft preliminary specifications 5 days Fri 3/17/23 Thu 3/23/23

3 Analysis complete 0 days Thu 3/23/23 Thu 3/23/23 2

4 Design 5 days

5 Develop prototype 4 days

6 Review functional specification 1 day?

7 Design complete 0 days

8 coding 7 days

9 Identify modular/tiered design parameters 2 days

10 Assign development staff 1 day

11 Develop code 4 days

12 Development complete 0 days

13 Testing 4 days

14 Unit Testing 2 days Tue 4/11/23 Wed 4/12/23

15 Integration Testing 2 days Thu 4/13/23 Fri 4/14/23 14

16 Deployment 5 days Mon 4/17/23 Fri 4/21/23 13

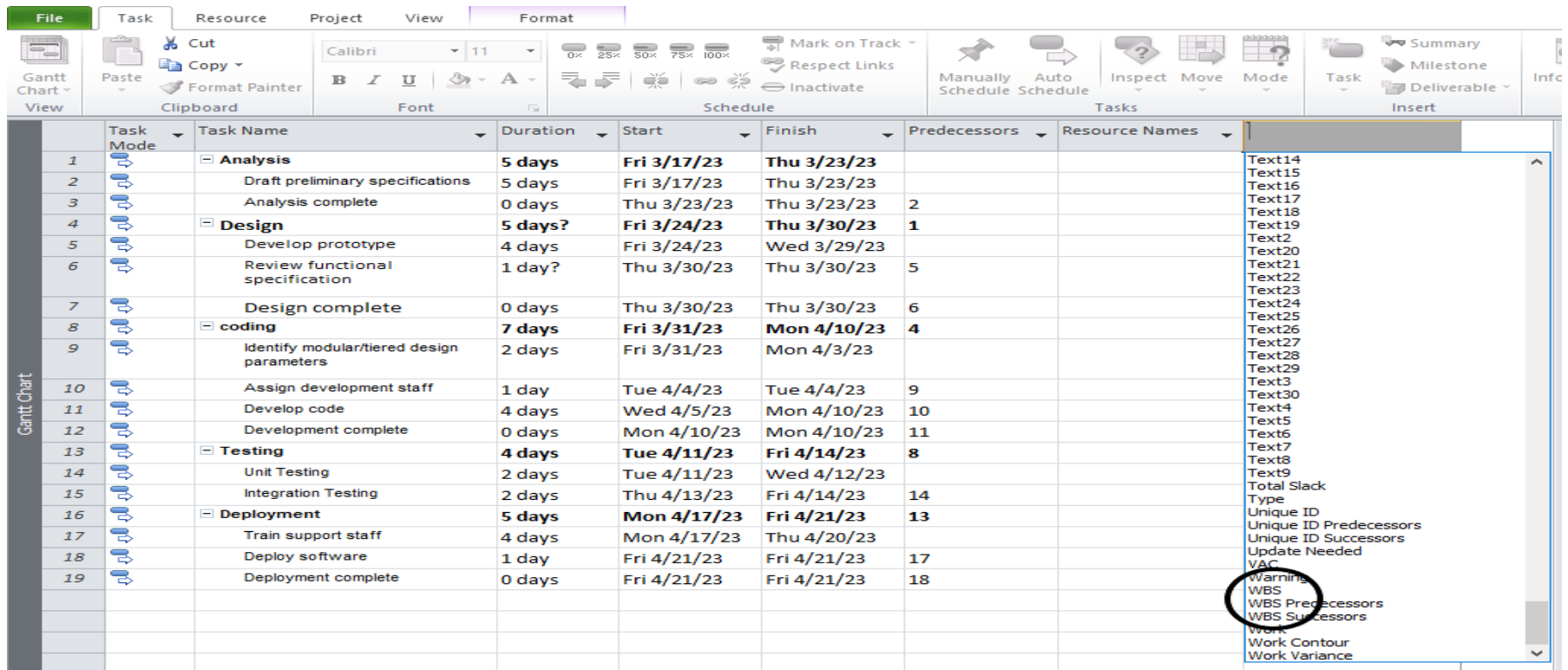
17 Train support staff 4 days Mon 4/17/23 Thu 4/20/23

18 Deploy software 1 day Fri 4/21/23 Fri 4/21/23 17

19 Deployment complete 0 days Fri 4/21/23 Fri 4/21/23 18

Custom field

هي عملية اضافة عمود الى entry table، فمثلا عند نريد اضافة عمود WBS يكون من خلال (Add new column) سوف تفتح قائمة منسدلة فنختار منها العمود، هذا في حال كان العمود موجود ضمن البرنامج.



Custom field

لو اردنا اضافة عمود غير موجود ، فيكون من خلال استحداث عمود جديد كما يلي

Project >>> custom fields

The screenshot shows the Microsoft Project interface with the 'Custom Fields' dialog box open. The dialog box is titled 'Custom Fields' and has a close button (X) in the top right corner. It contains several sections for configuring a new custom field.

Field Section:

- ☒ Task ☐ Resource ☐ Project
- Type: Text
- Field list: Text1 (selected), Text2, Text3, Text4, Text5, Text6, Text7, Text8
- Buttons: Rename..., Delete, Add Field to Enterprise..., Import Field...

Custom attributes Section:

- ☒ None ☐ Lookup... ☐ Formula...

Calculation for task and group summary rows Section:

- ☒ None ☐ Rollup: [dropdown] ☐ Use formula

Calculation for assignment rows Section:

- ☒ None ☐ Roll down unless manually entered

Values to display Section:

- ☒ Data ☐ Graphical Indicators...

Buttons: Help, OK, Cancel

Custom field

بعد فتح النافذة يجب ان نحدد الاتي

- 1- نوع العمود المطلوب اضافته، هل هو من نوع task او (recourse)
- 2- تحديد حقل ال type كما موضح في النافذة الاتية:

The screenshot displays the Microsoft Project interface with a Gantt Chart view. The task list includes Analysis, Design, coding, Testing, and Deployment. The Custom Fields dialog box is open, showing the 'Task' tab and a list of fields. The 'Text' field is selected in the list, and the 'Type' dropdown is set to 'Text'.

Task Mode	Task Name	Duration	Start
1	Analysis	5 days	Fri 3/17/
2	Draft preliminary specifications	5 days	Fri 3/17/
3	Analysis complete	0 days	Thu 3/23
4	Design	5 days?	Fri 3/24/
5	Develop prototype	4 days	Fri 3/24/
6	Review functional specification	1 day?	Thu 3/30
7	Design complete	0 days	Thu 3/30
8	coding	7 days	Fri 3/31/
9	Identify modular/tiered design parameters	2 days	Fri 3/31/
10	Assign development staff	1 day	Tue 4/4/
11	Develop code	4 days	Wed 4/5/
12	Development complete	0 days	Mon 4/1
13	Testing	4 days	Tue 4/11
14	Unit Testing	2 days	Tue 4/11
15	Integration Testing	2 days	Thu 4/13
16	Deployment	5 days	Mon 4/1
17	Train support staff	4 days	Mon 4/1
18	Deploy software	1 day	Fri 4/21/
19	Deployment complete	0 days	Fri 4/21/

Custom Fields dialog box options:

- Field: Text1, Text2, Text3, Text4, Text5, Text6, Text7, Text8
- Type: Text
- Custom attributes: None, Lookup..., Formula...
- Calculation for task and group summary rows: None, Rollup: [dropdown], Use formula
- Calculation for assignment rows: None, Roll down unless manually entered
- Values to display: Data, Graphical Indicators...

Custom field

- فمثلا لو اردنا اضافة عمود يمثل القسم الذي يعمل فيه الموظف في المشروع ، فيكون من خلال نافذة ال custom field، ثم نختار نوع العمود Resource، ونختار النوع text، بعد ذلك نغير الاسم من rename ونكتب department.
- ثم نختار lookupتظهر نافذة ندخل فيها الاقسام الاتية :
it, sales , marketing ثم close نختار . ok
- لاضافة العمود في ال resource sheet يكون من خلال add new column ستظهر قائمة منسدلة نختار منها اسم العمود الجديد.

Custom field

لو اردنا اضافة عمود على ال entry table task، ثم النوع flag وفي حقل الاسم نكتب complete task ثم ننقر على graphical indicator في اسفل النافذة ستظهر نافذة اخرى فنقوم بتحديد كل جزء كما يلي:

The screenshot displays the Microsoft Project interface with a Gantt Chart on the left and a task list on the right. The 'Format' tab is active in the ribbon. A dialog box titled 'Graphical Indicators for "Flag2"' is open, showing the 'Indicator criteria for' section with 'Nonsummary rows' selected. Below this, there are buttons for 'Cut Row', 'Copy Row', 'Paste Row', 'Insert Row', and 'Delete Row'. A table within the dialog shows test criteria for 'Flag2' with values 'Yes' and 'No' and corresponding smiley face icons. At the bottom of the dialog, there are buttons for 'Help', 'Import Indicator Criteria...', 'OK', and 'Cancel'.

Task Name	Duration	Start
Scope	3.5 days	
Determine project scope	4 hrs	
Secure project sponsorship	1 day	
Define preliminary resources	1 day	
Secure core resources	1 day	
Scope complete	0 days	
Analysis/Software Requirements	14 days	
Conduct needs analysis	5 days	
Draft preliminary software specification	3 days	
Develop preliminary budget	2 days	
Review software specification	4 hrs	
Incorporate feedback on software	1 day	
Develop delivery timeline	1 day	
Obtain approvals to proceed (contract)	4 hrs	
Secure required resources	1 day	
Analysis complete	0 days	
Design	14.5 days	
Review preliminary software specification	2 days	
Develop functional specification	5 days	
Develop prototype based on functional specification	4 days	
Review functional specification	2 days	
Incorporate feedback into functional specification	1 day	
Obtain approval to proceed (development)	4 hrs	
Design complete	0 days	
Development	21.75 days	
Review functional specification	1 day	
Identify modular/tiered design (development)	1 day	

Custom field

ثم نضغط على ok . ok

لاظهار العمود نختار add new column ونختار اسم العمود complete task

Microsoft Project 2003 - Gantt Chart Tools - C:\Users\RZM\AppData\Roaming\Microsoft\Templates\Software development plan.mpt [Compatibility Mode]

File Task Resource Project View Format

Subproject Insert Project Information Custom Fields Links Between Projects WBS Change Working Time Calculate Project Set Baseline Move Project Status Date: 3/29/23 Update Project Sync to Protected Actuals Visual Reports Reports Compare Projects Spell Check

Task Name	Duration	Start	Finish	Predecessors	Resource Names	complete task
Scope	3.5 days	Mon 1/3/00	Thu 1/6/00			
Determine project scope	4 hrs	Mon 1/3/00	Mon 1/3/00		Management	
Secure project sponsorship	1 day	Mon 1/3/00	Tue 1/4/00	2	Management	
Define preliminary resources	1 day	Tue 1/4/00	Wed 1/5/00	3	Project Manager	
Secure core resources	1 day	Wed 1/5/00	Thu 1/6/00	4	Project Manager	
Scope complete	0 days	Thu 1/6/00	Thu 1/6/00	5		
Analysis/Software Requireme	14 days	Thu 1/6/00	Wed 1/26/00			
Conduct needs analysis	5 days	Thu 1/6/00	Thu 1/13/00	6	Analyst	
Draft preliminary software spe	3 days	Thu 1/13/00	Tue 1/18/00	8	Analyst	
Develop preliminary budget	2 days	Tue 1/18/00	Thu 1/20/00	9	Project Manager	
Review software specification	4 hrs	Thu 1/20/00	Thu 1/20/00	10	Project Manager, Ana	
Incorporate feedback on softw	1 day	Fri 1/21/00	Fri 1/21/00	11	Analyst	
Develop delivery timeline	1 day	Mon 1/24/00	Mon 1/24/00	12	Project Manager	
Obtain approvals to proceed (c	4 hrs	Tue 1/25/00	Tue 1/25/00	13	Management, Project	No
Secure required resources	1 day	Tue 1/25/00	Wed 1/26/00	14	Project Manager	
Analysis complete	0 days	Wed 1/26/00	Wed 1/26/00	15		
Design	14.5 days	Wed 1/26/00	Tue 2/15/00			
Review preliminary software s	2 days	Wed 1/26/00	Fri 1/28/00	16	Analyst	
Develop functional specificatio	5 days	Fri 1/28/00	Fri 2/4/00	18	Analyst	
Develop prototype based on fu	4 days	Fri 2/4/00	Thu 2/10/00	19	Analyst	
Review functional specificatio	2 days	Thu 2/10/00	Mon 2/14/00	20	Management	
Incorporate feedback into func	1 day	Mon 2/14/00	Tue 2/15/00	21	Management	
Obtain approval to proceed	4 hrs	Tue 2/15/00	Tue 2/15/00	22	Management, Project	
Design complete	0 days	Tue 2/15/00	Tue 2/15/00	23		
Development	21.75 days	Wed 2/16/00	Thu 3/16/00			
Review functional specificatio	1 day	Wed 2/16/00	Wed 2/16/00	24	Developer	
Identify modular/tiered design p	1 day	Thu 2/17/00	Thu 2/17/00	26	Developer	

New Tasks : Auto Scheduled

Custom field- formula

يمكن اضافة صيغة رياضية لعمود جديد نقوم نحن بانشاءه وذلك اما بتطبيق :

- عمليات رياضية بسيطة
- اضافة دوال جاهزة
- استخدام الجمل الشرطية

يتم استخدام الصيغة الرياضية في ال resource sheet كما في المثال الاتي:

مثلا لو اردنا اضافة مصدرين مثل الاسمنت والرمل كمواد وحسب المعلومات الموضحة بالجدول:

الاسم	النوع	الراتب
الاسمنت	مادة	1500\$
الرمل	مادة	500\$

فلو اردنا اضافة عمود لحساب الضريبة وذلك من خلال ضرب القيمة الموجودة في عمود الراتب 0.12 * ونضع الناتج في عمود جديد يمثل نسبة الضريبة وكما يلي:

Custom field- formula

Project >>> custom fields>>>type choose **cost**

>>>rename write **VAT** >>>

The screenshot shows the 'Custom Fields' dialog box in Primavera P6. The 'Field' list contains the following items:

Field
vat
vat (Cost1)
Cost2
Cost3
Cost4
Cost5
Cost6
Cost7
Cost8

The 'Rename...' button is highlighted. A 'Rename Field' sub-dialog is open, showing the new name 'VAT' for the field 'vat'. The 'Type' is set to 'Cost'.

Custom field- formula

Click on formula >>> open new window of formula>>> field choose
Cost >>> choose **standard rate**

The screenshot displays the Microsoft Project interface with the 'Custom Fields' dialog box open. The 'Field' tab is selected, and the 'Type' is set to 'Cost'. The list of fields includes 'vat', 'VAT (Cost1)', and 'Cost2'. The 'Formula for VAT' dialog box is also open, showing the 'Edit formula' section with 'VAT =' and a list of fields to insert. The 'Cost' category is selected, and the 'Standard Rate' field is highlighted. The background shows a Gantt chart with resources listed in Arabic: 'الاسمنت' (Cement) and 'الرمل' (Sand).

Resource Name	Type	Material	Initial
الاسمنت	Material		
الرمل	Material		

Formula for 'VAT'

Edit formula

VAT =

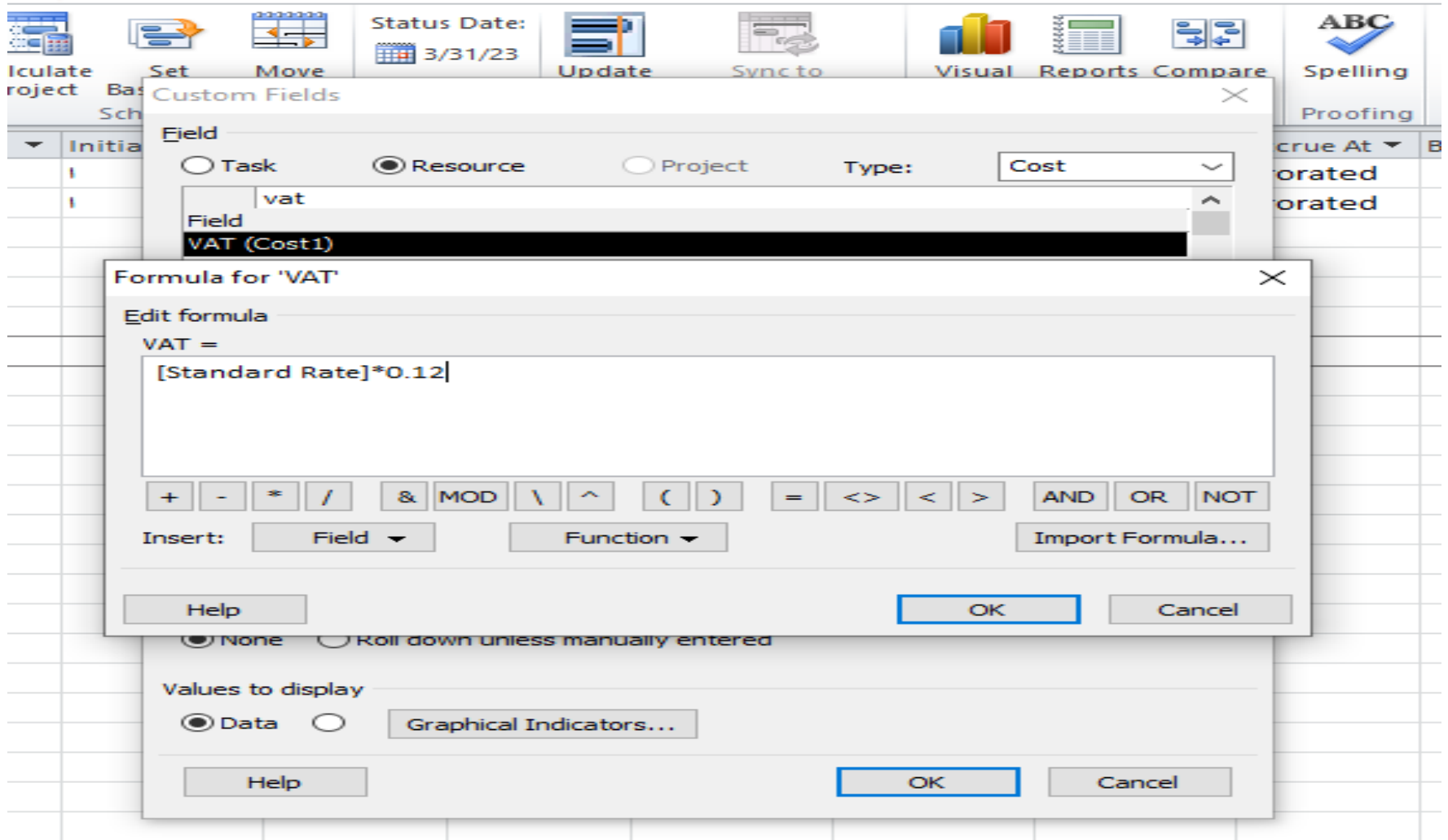
Insert: Field

- Cost
- Date/Duration
- Flag
- ID/Code
- Number
- Project
- Text
- Work

Standard Rate

Custom field- formula

After that choose the multiplication * >>> then write 0.12>>>ok



Custom field- formula

In resource sheet >>> click on any column then right click on it , choose **insert column**
>>> **choose the name of column (VAT)**

File Task Resource Project View Format

Project Information Custom Fields Links Between Projects WBS Change Working Time Calculate Project Set Baseline Move Project Status Date: 3/31/23 Update Project Prot Status

Calibri 11 B I [Text Alignment Icons] [Font Color Icon] [Background Color Icon]

Compare Projects Spelling Proofing

	i	Resource Name	Type	Material	Initials	Group	VAT	Max.	Std. Rate	Est. Rate	Cost/Use	Accrue At	Base
1		الاسمنت	Material		I		\$180.00				\$0.00	Prorated	
2		الرمل	Material		I		\$60.00				\$0.00	Prorated	

Cut Copy Paste Paste Special... Wrap Text Insert Column Hide Column Font... Text Styles... Field Settings Custom Fields Data Type

Custom field- formula

لو اردنا ادخال عمود يمثل الكمية (quantity) والتي سنقوم بادخالها بشكل يدوي ومن ثم نضيف عمود اخر يحسب الكلفة الكلية للمادة (total cost) وذلك كالاتي:

Project >>> custom fields>>>type choose **number** >>>rename write **quantity**>>> In resource sheet >>> click on any column then right click on it , choose **insert column** >>> **choose the name of column (quantity).**

لانشاء عمود جديد نحسب منه الكلفة الكلية يكون كالاتي:

Project >>> custom fields>>>type choose **cost**
>>>rename write **total cost** >>>

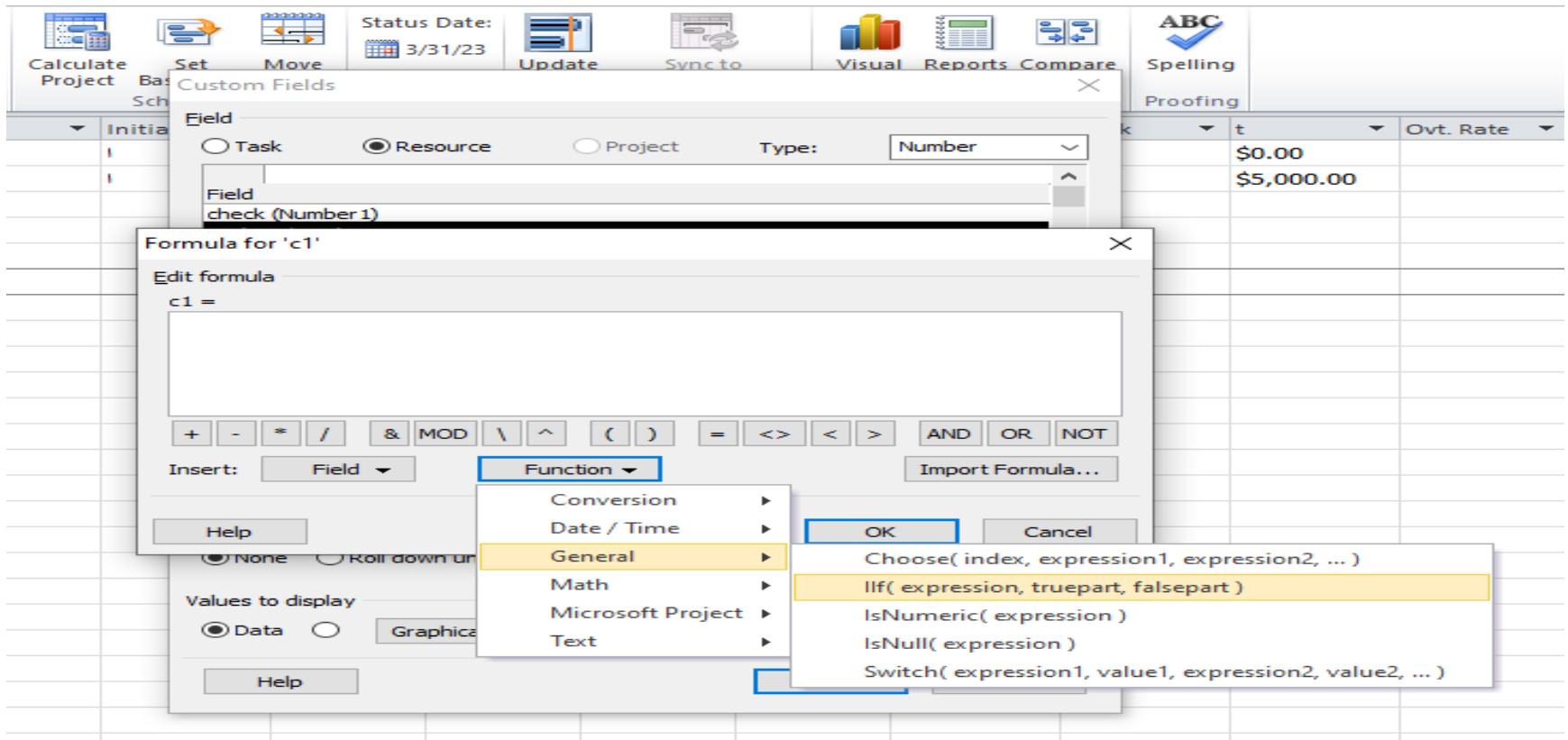
Click on formula >>> open new window of formula>>> field choose **Cost** >>> choose **standard rate** >>>After that choose the multiplication * >>> then field choose **number** >>> choose **quantity** >>>ok.

In resource sheet >>> click on any column then right click on it , choose **insert column** >>> **choose the name of column (total cost).**

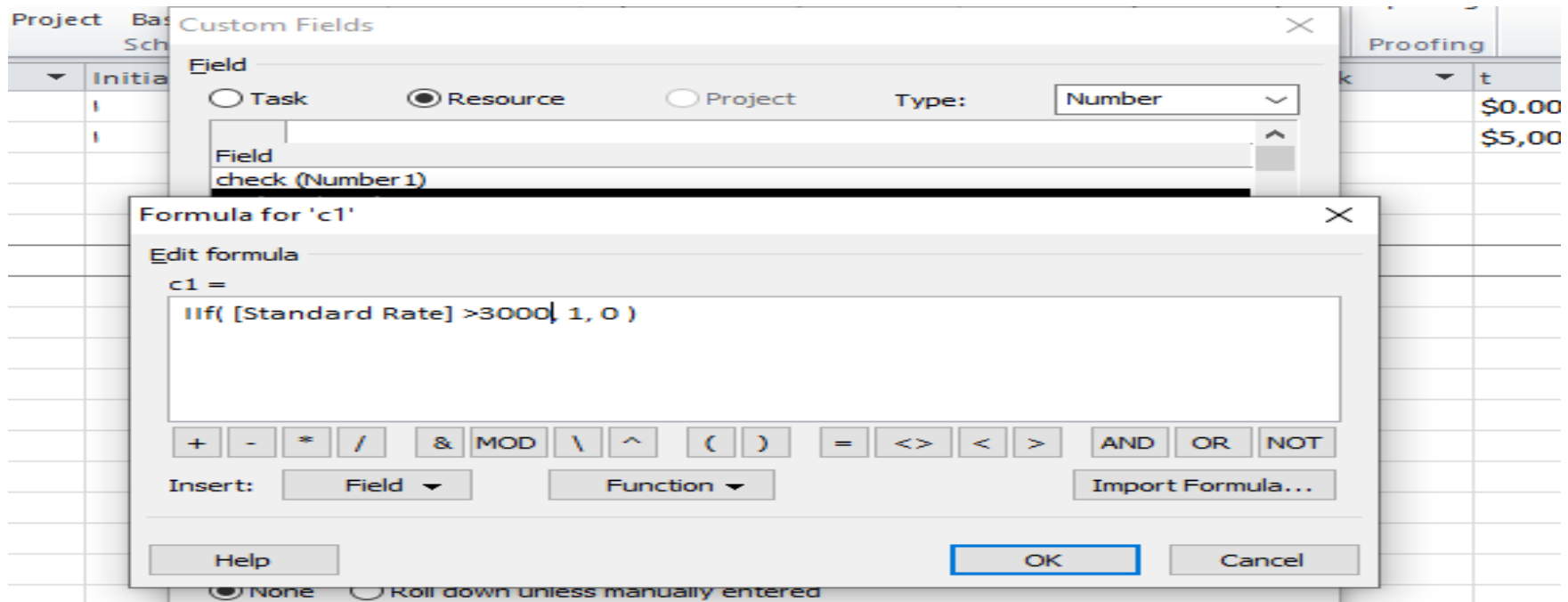
Custom field- formula

لو اردنا ادخال عمود جديد باستخدام الجملة الشرطية وذلك بفحص عمود (standard rate) اذا كان اكبر من 1000 يكتب 1 واذا اقل يكتب صفر وذلك كالآتي:

Project >>> custom fields>>>type choose **number** >>>rename write **check** >>> Click on formula >>> open new window of formula>>> **Function>>> general>> If(expression, truepart, falsepart) .**



Custom field- formula



After exchange the formula >>> ok>>>ok.

In resource sheet >>> click on any column then right click on it ,
choose **insert column** >>> **choose the name of column (check)**.