

New Features to Project 2010

Manually and automatically scheduled Tasks

Initially all tasks are in the Manually Scheduled state and are not effected be external changes such as task dependencies, constraints, and project calendars. In other words the task duration will not change and you will see the results exactly as you expected. When the task is changed to “automatically scheduled” the external changes will be applied and the duration may change.

Timeline

You can change characteristic of the timeline using the Format Tab

View ribbon tab→Task View ribbon group→Other Views drop down→Timeline

Click Format Contextual ribbon tab→Existing Task to add elements to the timeline.

Peak Tasks


Project now keeps track of the assignment units and Peak (recalculated value due to the change in actual hours) as separate values. For Example: The assigned unit was 8 hours and then the hours are changed to 10 hours, then if the duration was changed to 2 days the system will now use the assigned units to recalculate the new total hours.

Exercise:

1. Start a new Blank project
2. Create: Task 1, Duration: 1 day
3. Create: Resource1 and assign the resource to Task.
4. Open the: Task Usage view→Insert Columns: Peak and Assignment units.
5. Locate Task 1 and change the 8 hours to 10 hours and observe the peak column.
6. Change to the Gantt view.
7. Change the duration of the task to 2 days.

It will use the original assignment unit of 100% value not the 120% to reschedule the task.

Inactivating Tasks

Use this instead of deleting the task to maintain the task position and not to effect the scheduling. This is only available in Project Professional (not Standard). The button is located in the Task ribbon tab→Schedule ribbon group→Inactivate button  Inactivate

Insert Summary Task

When the Insert Summary task button is used to create a summary of selected tasks it create a new summary task name. If you use the traditional Indent/Outdent task buttons



it will use the task above the selected subtasks.