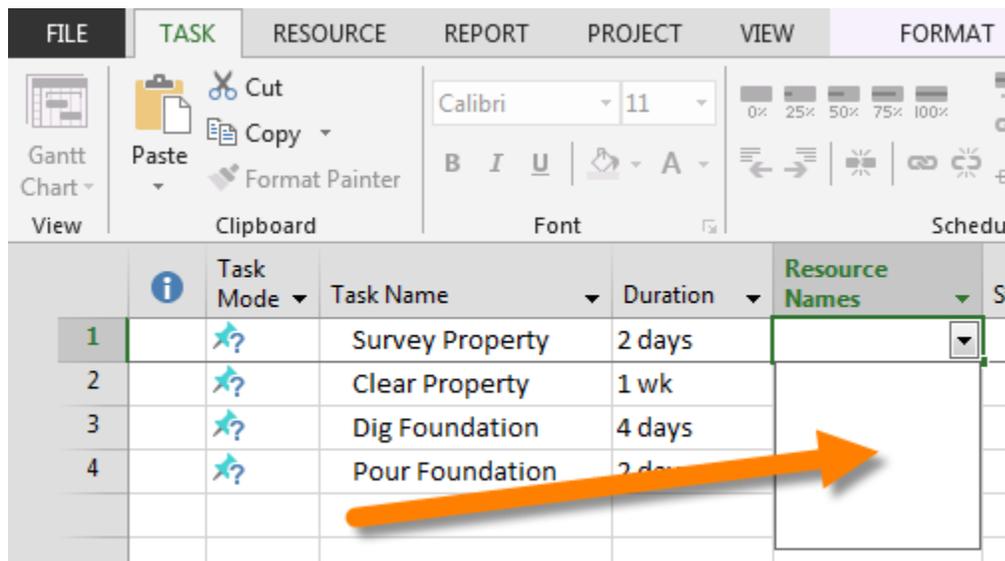


Missing Resources in Microsoft Project Resource Pools

If you work with Microsoft Project and have ever leveraged the power of Resource Pools across multiple projects, you may have encountered a strange behavior when assigning those resources.

When you share resources between a *Resource Pool file* (a dummy project file that typically has no tasks but is merely a container for holding resources) and another project file, sometimes the resources don't show up when it comes time to make the resource assignments.



This happens for a very simple reason; one which is easily corrected.

Let's set the stage...

I have two project files open; one is the project file containing all of the tasks to be performed (*but contains no resources*), and the other project file holds all of the resources (*but contains no tasks.*)



Let's open the files to see exactly what they contain.

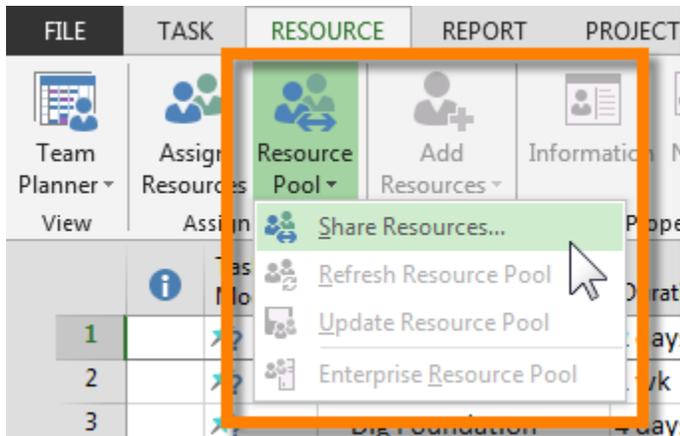
Tasks project file - Construct Home.mpp

		Task Mode ▾	Task Name ▾	Duration ▾	Resource Names ▾	Start
1			Survey Property	2 days		
2			Clear Property	1 wk		
3			Dig Foundation	4 days		
4			Pour Foundation	2 days		

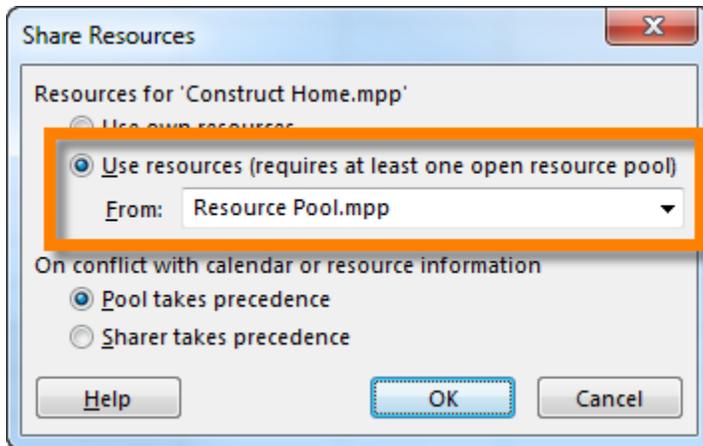
Resource project file – Resource Pool.mpp

		Resource Name ▾	Type ▾	Group ▾	Max. ▾	Std. Rate ▾	Ovt. ▾	Accrue ▾	Base ▾	Code ▾	Alt
1		Survey Technician	Work	Skilled	200%	\$35.00/hr	\$50.00/hr	Prorated	Standard	PO2342	
2		Architect	Work	Skilled	100%	\$75.00/hr	\$150.00/hr	Prorated	Standard	PO9782	
3		Backhoe Operator	Work	Union	300%	\$25.00/hr	\$40.00/hr	Prorated	Standard	PO7721	
4		Backhoe	Work	Equipment	300%	\$200.00/day	\$0.00/hr	Prorated	Standard	PO5656	

Now assign all of the resources in the **Resource Pool.mpp** file to the **Construct Home.mpp** file. This is accomplished by selecting the *RESOURCE* tab, and in the Assignments group select *Resource Pool* and then *Share Resources...*



From the Share Resources dialog box, select “*Use Resources...*” and then select the **Resource Pool.mpp** file from the dropdown menu.



All of the resources from the pool file are now available for assignment in the tasks file.

	i	Task Mode ▾	Task Name ▾	Duration ▾	Resource Names ▾	Start
1		✧?	Survey Property	2 days		
2		✧?	Clear Property	1 wk		
3		✧?	Dig Foundation	4 days		
4		✧?	Pour Foundation	2 days		

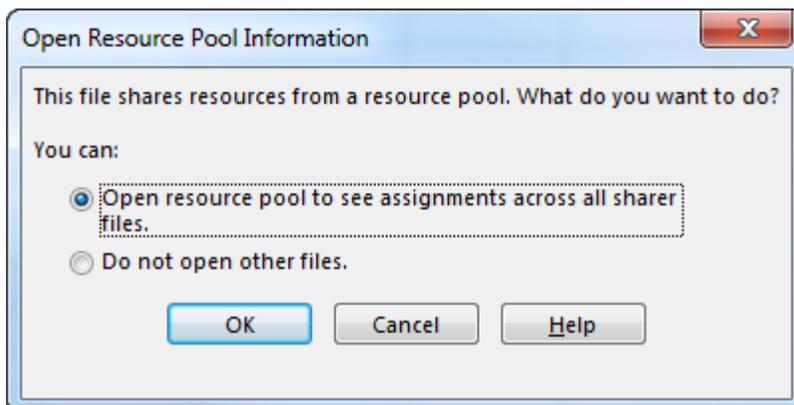
Resource Names dropdown menu:

- Architect
- Backhoe
- Backhoe Operator
- Survey Technician

Now on to the Missing Resources issue.

We will now **close ALL of the Project files** and reopen just the project file containing the tasks (**Construct Home.mpp**.)

We are immediately presented with the following dialog box:



If we select "Open resource pool to see assignments across all sharer files" all of our resources are available for assignment to our tasks.

		Task Mode ▾	Task Name ▾	Duration ▾	Resource Names ▾	Start
1			Survey Property	2 days		
2			Clear Property	1 wk		
3			Dig Foundation	4 days		
4			Pour Foundation	2 days		

Resource Names ▾

- Architect
- Backhoe
- Backhoe Operator
- Survey Technician

Now close all Project files again.

Reopen the tasks project **Construct Home.mpp** but this time we will select *“Do not open other files”* from the dialog box.

Open Resource Pool Information ✕

This file shares resources from a resource pool. What do you want to do?

You can:

Open resource pool to see assignments across all sharer

Do not open other files

When we attempt to assign resources to tasks, the resources have vanished.

FILE | **TASK** | RESOURCE | REPORT | PROJECT | VIEW | **FORMAT**

Clipboard: Paste, Copy, Format Painter

Font: Calibri, 11, B, I, U, A

Schedule: 0%, 25%, 50%, 75%, 100%

		Task Mode ▾	Task Name ▾	Duration ▾	Resource Names ▾	St
1			Survey Property	2 days		
2			Clear Property	1 wk		
3			Dig Foundation	4 days		
4			Pour Foundation	2 days		

➔

So the moral of this story is: In order to assign resources utilized from a different Project file, both the file holding the tasks and the file holding the resources must be open at the same time.