

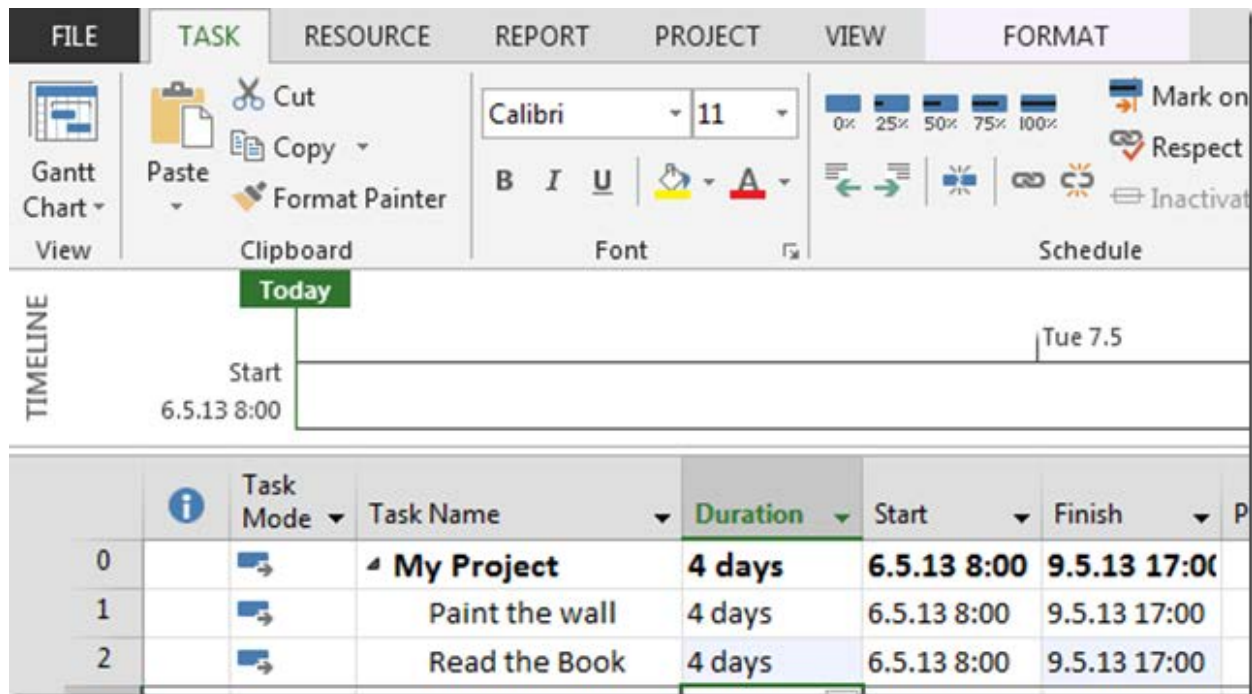
# Effort Driven vs. Non-Effort Driven Tasks

What is the difference between Effort Driven, and Non-Effort Driven Tasks in **MICROSOFT PROJECT**?

Effort driven Tasks are those which will (if you do not change it manually), reduce duration if you assign additional Resource to the Task. For example, if you have *PAINT THE WALL* Task, and it has duration = 4 days, and you have only one Resource assign to that task, when you add new Resource to that Task, duration will be 2 days!

On the other hand, Non-effort driven Tasks are those which will not (if you do not change it manually), reduce duration if you assign additional Resource to the Task, but it will increase total amount of work (hours). For example, if you have *READ THE BOOK* Task, and it has duration = 4 days, and you have only one Resource assign to that task, when you add new Resource to that Task, duration will still be 4 days, but the total amount of work for that Task will be 4 days \* 2 Resources \* 8 hours/day = 64 hours.

Let me show you that. I have those two Tasks here:



and I have two Resources:

FILE TASK RESOURCE REPORT PROJECT

Network Diagram  
Calendar  
Task Views  
Gantt Chart  
Task Usage  
Other Views

Resource  
Team Planner  
Resource View  
Other Vi

TIMELINE

Today

Start  
6.5.13 8:00

	i	Resource Name	Type	Material
1		John	Work	
2		Mary	Work	

I will Assign John to the *Paint the wall* Task, and Mary to the *Read the Book* Task, and I will get:

FILE TASK RESOURCE REPORT PROJECT VIEW FORMAT

Network Diagram  
Calendar  
Task Views  
Gantt Chart  
Task Usage  
Other Views

Resource Usage  
Resource Sheet  
Team Planner  
Other Views  
Resource Views

Sort  
Outline  
Tables  
Data

Highlight: [No Highlight]  
Filter: [No Filter]  
Group by: [No Group]

TIMELINE

Today

Start  
6.5.13 8:00

Tue 7.5

	i	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
0			My Project	4 days	6.5.13 8:00	9.5.13 17:00		
1			Paint the wall	4 days	6.5.13 8:00	9.5.13 17:00		John
2			Read the Book	4 days	6.5.13 8:00	9.5.13 17:00		Mary

Let's see; how can we determine if the Task is or is not effort driven:

FILE TASK RESOURCE REPORT PROJECT VIEW FORMAT

Task Views: Gantt Chart, Task Usage, Network Diagram, Calendar, Other Views

Resource Views: Resource Usage, Resource Sheet, Team Planner, Other Views

Data: Highlight: [No Highlight], Filter: [No Filter], Group by: [No Group]

TIMELINE: Today, Start 6.5.13 8:00, Tue 7.5

Double click here

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
0	My Project	4 days	6.5.13 8:00	9.5.13 17:00		
1	Paint the wall	4 days	6.5.13 8:00	9.5.13 17:00		John
2	Read the Book	4 days	6.5.13 8:00	9.5.13 17:00		Mary

Task Information

General | Predecessors | Resources | **Advanced** | Notes | Custom Fields

Name: Paint the wall Duration: 4 days ☐ Estimated

Constrain task

Deadline: NA

Constraint type: As Soon As Possible Constraint date: NA

Task type: Fixed Units ☒ **Effort driven**

Calendar: None ☐ Scheduling ignores resource calendars

WBS code: 1

Earned value method: % Complete

☐ Mark task as milestone

Help OK Cancel

Check this and you will make the Task as effort driven

Now I have *Paint the wall* as effort driven Task, and *Read the Book*, as Non-effort driven Task.

Now I am going to assign Mary to the *Paint the wall* Task:

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
0	My Project	4 days	6.5.13 8:00	9.5.13 17:00		
1	Paint the wall	4 days	6.5.13 8:00	9.5.13 17:00		John
2	Read the Book	4 days	6.5.13 8:00	9.5.13 17:00		<div> <input checked="" type="checkbox"/> John           <input checked="" type="checkbox"/> Mary         </div>

and I will get:

		Task Mode ▾	Task Name ▾	Duration ▾	Start ▾	Finish ▾	Predecessors ▾	Resource Names ▾
0			My Project	4 days	6.5.13 8:00	9.5.13 17:00		
1			Paint the wall	2 days	6.5.13 8:00	7.5.13 17:00		John;Mary
2			Read the Book	4 days	6.5.13 8:00	9.5.13 17:00		Mary

Now let's see *Read the Book* Task:

The screenshot shows the Microsoft Project interface. The 'VIEW' tab is active, and the 'Task Form' is open for task ID 2, 'Read the Book'. The task is 4 days long, starting on 6.5.13 at 8:00 and finishing on 9.5.13 at 17:00. It is assigned to resource Mary. The task type is 'Fixed Units' and it is 'Effort driven'. The resource sheet shows Mary with 100% units and 32 hours of work.

ID	Resource Name	Units	Work	Ovt. Work	Baseline Work	Act. Work	Rem. Work
2	Mary	100%	32h	0h	0h	0h	32h

You can see that the Task is Non-effort driven, and that Mary will spend 32 hours of work (4 days \* 8 hours per day).

I will add John to that Task:

GANNT CHART

	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
0		My Project	4 days	6.5.13 8:00	9.5.13 17:00		
1		Paint the wall	2 days	6.5.13 8:00	7.5.13 17:00		John;Mary
2		Read the Book	4 days	6.5.13 8:00	9.5.13 17:00		Mary

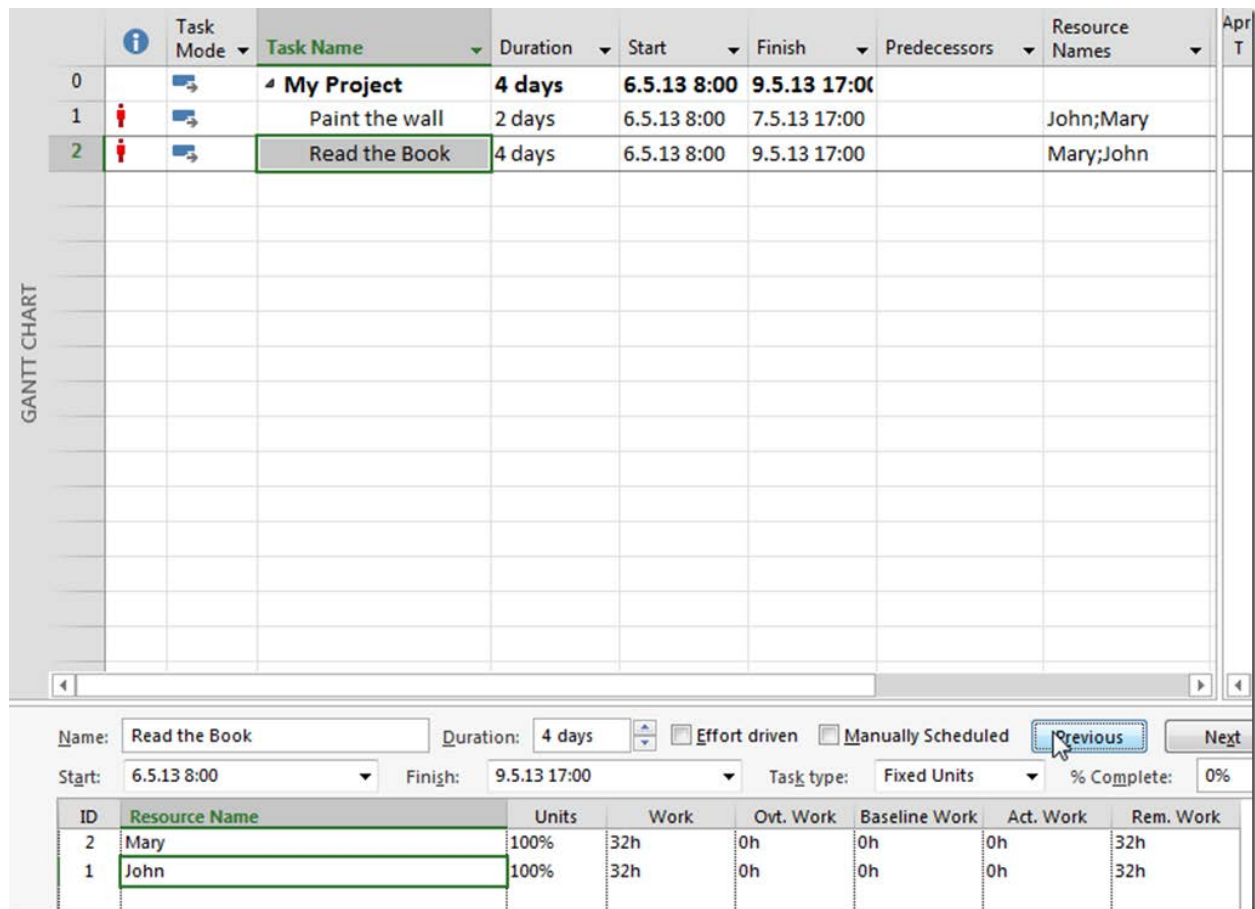
  

Name: Read the Book    Duration: 4 days    ☐ Effort driven    ☐ Manually Scheduled       

Start: 6.5.13 8:00    Finish: 9.5.13 17:00    Task type: Fixed Units    % Complete: 0%

ID	Resource Name	Units	Work	Out. Work	Baseline Work	Act. Work	Rem. Work
2	Mary	100%	32h	0h	0h	0h	32h
	John						

and I will get:



You can see that Duration is same, and John will spend additional 32 hours on that Task, so it takes total of 64 hours for that Task.

But what if you **always** want shorter Task duration, after assigning additional resource, so you do not have to make each Task effort driven manually. You can do it here: *File->Options*, and than:



