

# Task Types and How They Affect the Schedule

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In this article I will explain task types and how do they reflect on a Schedule in MICROSOFT PROJECT.

Basically, there are three Task Types:

1. *Fixed Units (Default)*
2. *Fixed Work*
3. *Fixed Duration*

What are those?

1. *Units or Assignment units.* It reflects Resource availability on the Task. 100% means full time, 50% means half time etc.
2. *Work.* This is amount of time (hours, days, weeks...) that a resource will work on the Task
3. *Duration.* This is the time span from the start to the finish date of the Task.

Above this three Task types, all of them can be *Effort* or *Non-effort driven*! What is the difference? Suppose that you have two Tasks on your Project.

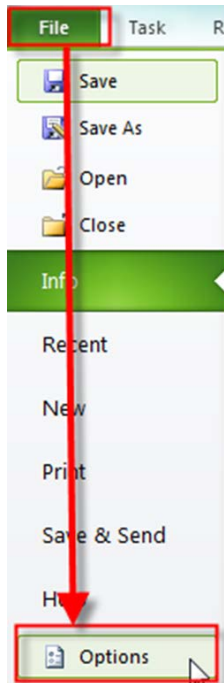
- *Task 1 = Reading the book.* If one person is assigned to that Task and it needs 2 days (for example), and you assign another resource to that Task, it will still take 2 days for each person to read that book. You cannot reduce the Task duration on that Task by adding more resources to it. This is a *Non-effort driven Task*.
- *Task 2 = Painting the wall.* If one person is assigned to that Task and it needs 2 days (for example), and you assign another resource to that Task, it will take a shorter duration to complete that task. You reduce the Task duration on that Task by adding more resources to it. This is an *Effort driven Task*.

## **Now, you MUST REMEMBER THE MAGIC FORMULA**

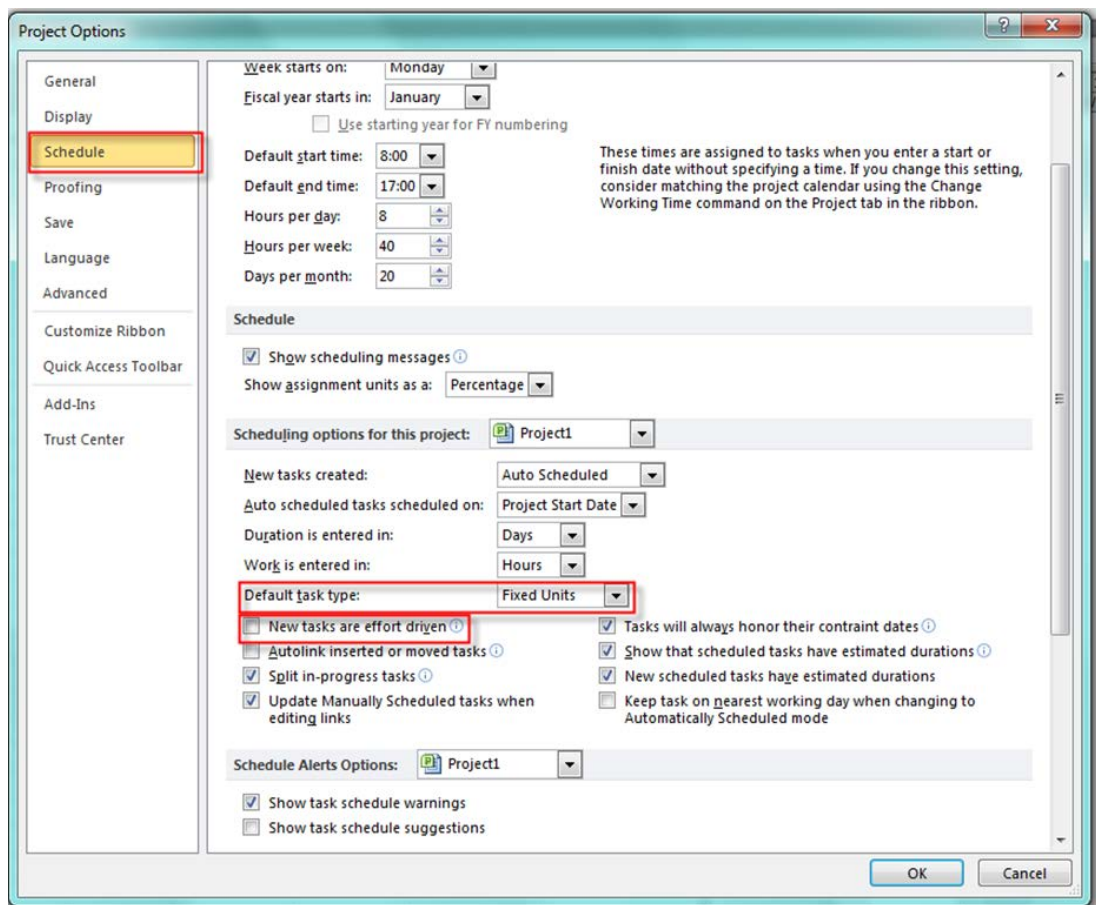
**DURATION × UNITS = WORK**

In **MICROSOFT PROJECT** when you add a new Task to the Project, and/or assign a new Resource to it, the default type is: *Non-effort driven, fixed Units* Task!

You can change this default settings for your Project:



and then:



I will leave everything “AS IS”!

Now I will describe what will happen if I change something in the Magic Formula:

TASK TYPE	If you change: ASSIGNMENT UNITS	If you change: WORK	If you change: DURATION
FIXED UNITS	Changed: DURATION Unchanged: WORK	Changed: DURATION Unchanged: UNITS	Changed: WORK Unchanged: UNITS
FIXED WORK	Changed: DURATION Unchanged: WORK	Changed: DURATION Unchanged: UNITS	Changed: DURATION
FIXED DURATION	Changed: WORK Unchanged: DURATION	Changed: WORK Unchanged: DURATION	Changed: WORK

**FIXED WORK is always EFFORT DRIVEN!**

Where do Effort or Non-effort driven tasks come “in action”? When you assign or remove additional resource to the Task:

TASK TYPE	ADD OR REMOVE RESOURCES (UNITS)
FIXED UNITS – non-effort driven	Changed: WORK Unchanged: DURATION, and UNITS
FIXED UNITS – effort driven	Changed: WORK and DURATION Unchanged: UNITS
FIXED WORK – effort driven* * Fixed Work is always effort driven	Changed: DURATION Unchanged: WORK, and UNITS
FIXED DURATION – non-effort driven	Changed: Work Unchanged: DURATION, and UNITS
FIXED DURATION – effort driven* * Can only modify existing resources	Changed: WORK Unchanged: DURATION, and UNITS
















**When Should a Task HAVE Fixed Units?** This is the default type and protects your resource from working more than he or she should. If a resource is assigned to the Task at 50%, whatever you change on the task, this resource will work only 50% of his capacity on that Task!

**When Should a Task HAVE Fixed Work?** When you assign a resource to the Task, the task's duration is translated to the work. If you want to keep those hours constant when you change duration or work for the Task, choose this Task type!

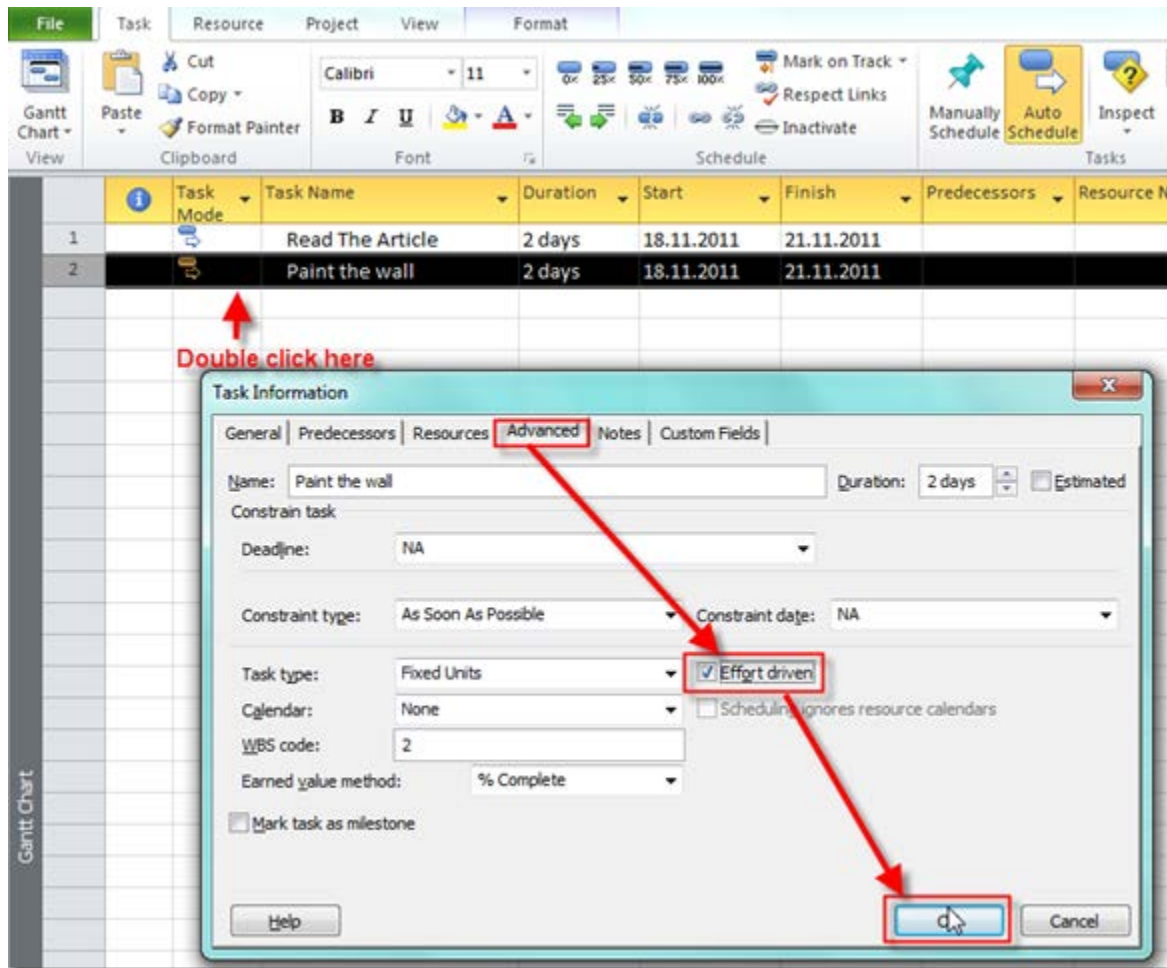
**When Should a Task HAVE Fixed Duration?** Very simple! If you want the work on the task to be conducted within a fixed duration, you will choose this task type, and its duration will not be changed when you change units or work on the task.

First we will do a Setup!

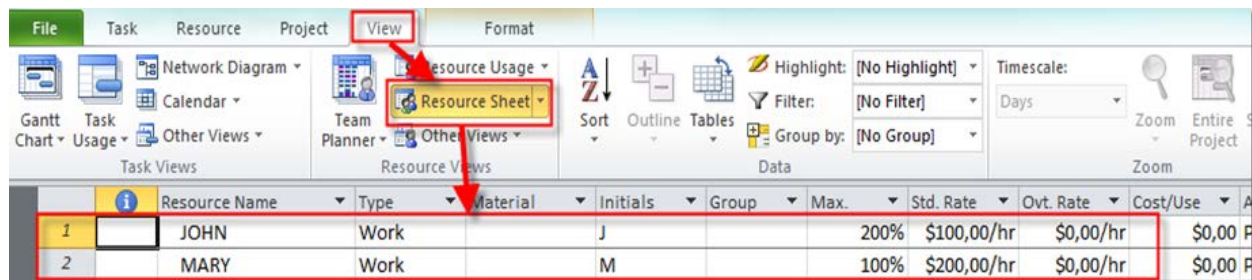
I will add two Tasks to my Project:

File		Task	Resource	Project	View	Format		
 Gantt Chart View	 Paste	 Cut	 Copy	 Format Painter	Calibri	11	 0%	 25%
								
					Mark on Track	Respect Links	Inactivate	
Clipboard		Font		Schedule				
		Task Mode	Task Name	Duration	Start	Finish		
1			Read The Article	2 days	18.11.2011	21.11.2011		
2			Paint the wall	2 days	18.11.2011	21.11.2011		

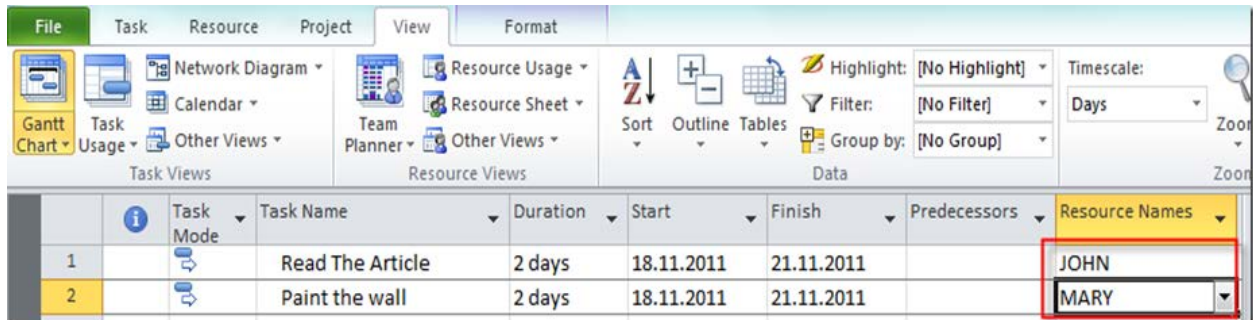
I will make *Paint the wall* effort driven:



Now I will add two Resource to the Project: *John* and *Mary*!

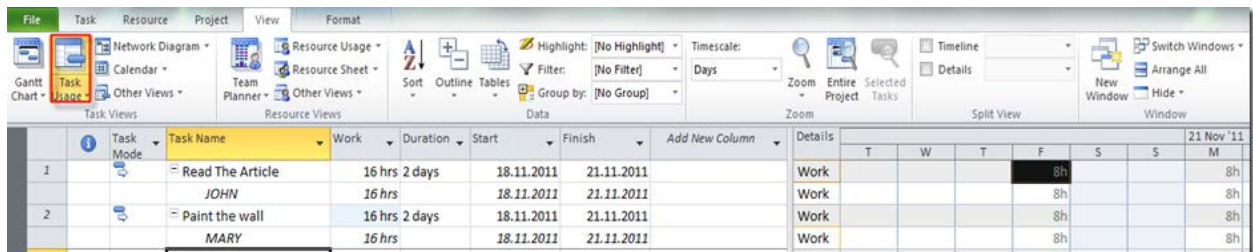


I will assign *John* to the *Read the article* Task and *Mary* to the *Paint the wall* Task.



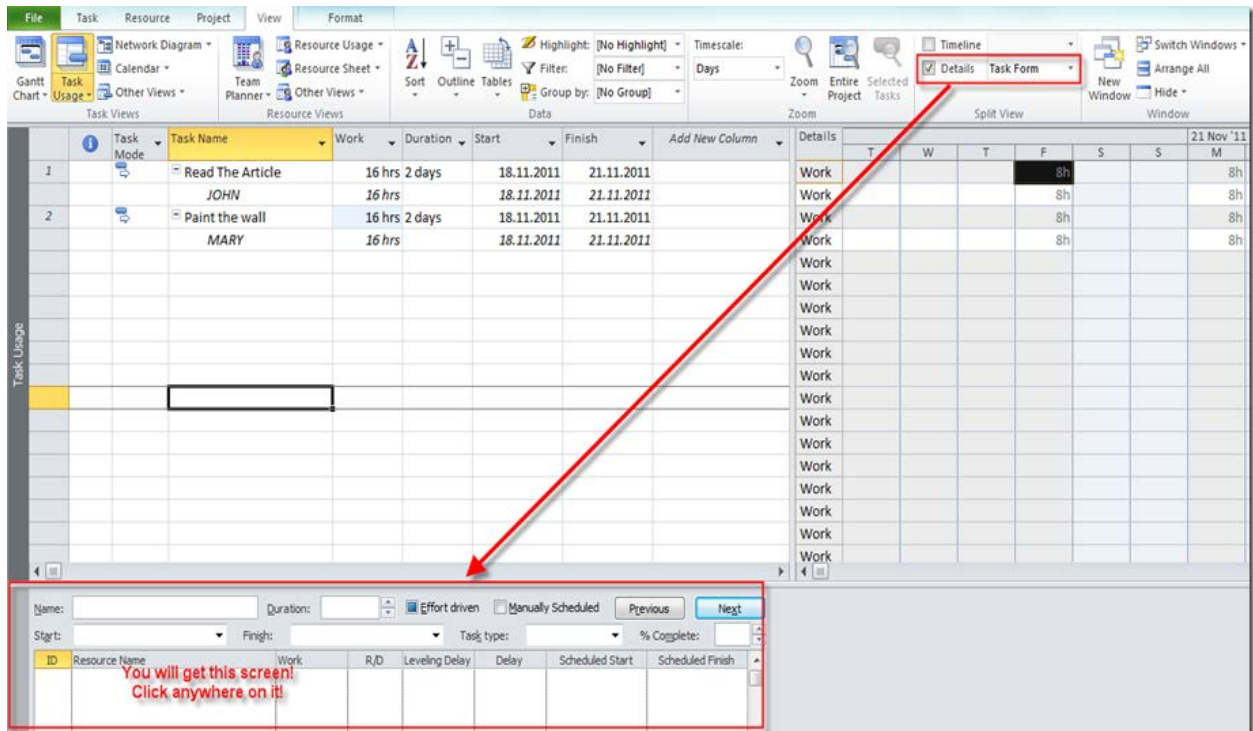
Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1	Read The Article	2 days	18.11.2011	21.11.2011		JOHN
2	Paint the wall	2 days	18.11.2011	21.11.2011		MARY

Finally I will set the Views. First *Task Usage*:



Task Mode	Task Name	Work	Duration	Start	Finish	Add New Column	Details
1	Read The Article	16 hrs 2 days	18.11.2011	21.11.2011			Work
	JOHN	16 hrs	18.11.2011	21.11.2011			Work
2	Paint the wall	16 hrs 2 days	18.11.2011	21.11.2011			Work
	MARY	16 hrs	18.11.2011	21.11.2011			Work

and now:



Task Mode	Task Name	Work	Duration	Start	Finish	Add New Column	Details
1	Read The Article	16 hrs 2 days	18.11.2011	21.11.2011			Work
	JOHN	16 hrs	18.11.2011	21.11.2011			Work
2	Paint the wall	16 hrs 2 days	18.11.2011	21.11.2011			Work
	MARY	16 hrs	18.11.2011	21.11.2011			Work

You will get this screen!  
Click anywhere on it!



When you click on the lower part of the screen (in the *Task Form*) you should go to the *Format Tab* and do:

The screenshot shows the Microsoft Project interface. The 'Format' menu is open, and a red arrow points from the 'Work' task in the task list to the 'Format' menu. The task list shows two tasks: 'Read The Article' and 'Paint the wall', both with a duration of 16 hrs and 2 days. The 'Format' menu is open, showing options like 'Task Form', 'Task Details Form', and 'Task Name Form'. The 'Work' task is highlighted in the task list.

ID	Resource Name	Units	Work	Ovt. Work	Baseline Work	Act. Work	Rem. Work
1	Read The Article	16 hrs	2 days				
2	Paint the wall	16 hrs	2 days				

Everything is ready!

I will click on the *Read the Article* Task and I will get:

The screenshot shows the Microsoft Project interface. The 'Task Usage' view is active. The task list shows two tasks: 'Read The Article' (Task ID 1) and 'Paint the wall' (Task ID 2). The 'Read The Article' task is selected and highlighted with a red box. Below the task list, the task details pane shows the following information:

- Name: Read The Article
- Duration: 2 days
- Effort driven: ☒
- Manually Scheduled: ☐
- Task type: Fixed Units
- % Complete: 0%

Below the task details, a table shows the resource usage for the selected task:

ID	Resource Name	Units	Work	Ovt. Work	Baseline Work	Act. Work	Rem. Work
1	JOHN	100%	16h	0h	0h	0h	16h

As you can this Task has: *Duration = 2 days*, it is *non-effort driven*, *fixed units* it has 100% units, and *Work = 16 hours*.  $Work = Duration \times Units \rightarrow Work = 2 \text{ days (8 hours per day)} \times 100\% = 16 \text{ hours} \times 100\% = 16 \text{ hours}$ .

I will change Units from 100% to 150%:

The screenshot shows the Microsoft Project task details pane. The 'Units' field is highlighted with a red box and contains the value '150%'. A red arrow points from the 'OK' button to the 'Units' field. The other fields in the task details pane remain the same as in the previous screenshot.



and I will get:

The screenshot displays the Microsoft Project interface. The main Gantt chart area shows a task named 'Read The Article' with a duration of 1.33 days, starting on 18.11.2011 and ending on 21.11.2011. The task is assigned to resource JOHN. The 'Details' pane on the right provides a weekly calendar view for the task, showing a duration of 12h on Friday, 18.11.2011. The bottom pane shows the task's resource allocation, with a red box highlighting the units of 150% and work of 16h for resource JOHN.

Task Name	Work	Duration	Start	Finish
Read The Article	16 hrs	1.33 days	18.11.2011	21.11.2011
JOHN	16 hrs		18.11.2011	21.11.2011
Paint the wall	16 hrs	2 days	18.11.2011	21.11.2011
MARY	16 hrs		18.11.2011	21.11.2011

Task Name	Work	Duration	Start	Finish
Read The Article	16 hrs	1.33 days	18.11.2011	21.11.2011
JOHN	16 hrs		18.11.2011	21.11.2011
Paint the wall	16 hrs	2 days	18.11.2011	21.11.2011
MARY	16 hrs		18.11.2011	21.11.2011

Task Name	Work	Duration	Start	Finish
Read The Article	16 hrs	1.33 days	18.11.2011	21.11.2011
JOHN	16 hrs		18.11.2011	21.11.2011
Paint the wall	16 hrs	2 days	18.11.2011	21.11.2011
MARY	16 hrs		18.11.2011	21.11.2011

Task Name	Work	Duration	Start	Finish
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JOHN	16 hrs		18.11.2011	21.11.2011
Paint the wall	16 hrs	2 days	18.11.2011	21.11.2011
MARY	16 hrs		18.11.2011	21.11.2011

Task Name	Work	Duration	Start	Finish
Read The Article	16 hrs	1.33 days	18.11.2011	21.11.2011
JOHN	16 hrs		18.11.2011	21.11.2011
Paint the wall	16 hrs	2 days	18.11.2011	21.11.2011
MARY	16 hrs		18.11.2011	21.11.2011

Task Name	Work	Duration	Start	Finish
Read The Article	16 hrs	1.33 days	18.11.2011	21.11.2011
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Task Name	Work	Duration	Start	Finish
Read The Article	16 hrs	1.33 days	18.11.2011	21.11.2011
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Paint the wall	16 hrs	2 days	18.11.2011	21.11.2011
MARY	16 hrs		18.11.2011	21.11.2011

Task Name	Work	Duration	Start	Finish
Read The Article	16 hrs	1.33 days	18.11.2011	21.11.2011
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Paint the wall	16 hrs	2 days	18.11.2011	21.11.2011
MARY	16 hrs		18.11.2011	21.11.2011

Task Name	Work	Duration	Start	Finish
Read The Article	16 hrs	1.33 days	18.11.2011	21.11.2011
JOHN	16 hrs		18.11.2011	21.11.2011
Paint the wall	16 hrs	2 days	18.11.2011	21.11.2011
MARY	16 hrs		18.11.2011	21.11.2011

Task Name	Work	Duration	Start	Finish
Read The Article	16 hrs	1.33 days	18.11.2011	21.11.2011
JOHN	16 hrs		18.11.2011	21.11.2011
Paint the wall	16 hrs	2 days	18.11.2011	21.11.2011
MARY	16 hrs		18.11.2011	21.11.2011

Task Name	Work	Duration	Start	Finish
Read The Article	16 hrs	1.33 days	18.11.2011	21.11.2011
JOHN	16 hrs		18.11.2011	21.11.2011
Paint the wall	16 hrs	2 days	18.11.2011	21.11.2011
MARY	16 hrs		18.11.2011	21.11.2011

Task Name	Work	Duration	Start	Finish
Read The Article	16 hrs	1.33 days	18.11.2011	21.11.2011
JOHN	16 hrs		18.11.2011	21.11.2011
Paint the wall	16 hrs	2 days	18.11.2011	21.11.2011
MARY	16 hrs		18.11.2011	21.11.20

Work is same = 16 hours! Because John can work with 150% capacity, he will work  $8 \times 150\% = 12$  hours at *first day*, and remaining 4 hours at second day, to fulfill 16 hours! But why is *Duration=1.33 days*? It seem it should be 1.5 day (because John will work only 4 hours at second day, instead of 8)! Well here is the explanation! Because I put 150% in *Unit*, MS PROJECT assumes that John has to work 12 hours / day ( $150\% \times 8$  hours= 12 hours). And the *Duration is calculated: 12 hours on first day = 1 day! 4 hours on second day (4/12) = 0.33, and total is = 1 + 0.33 = 1.33*

OK. Now I will go back to the initial Setup:

The screenshot displays the Microsoft Project interface in the Task Usage view. The ribbon at the top includes File, Task, Resource, Project, View, and Format. The Task Views group shows Gantt Chart, Task Usage (selected), and Other Views. The Resource Views group shows Resource Usage, Resource Sheet, and Other Views. The Data group includes Sort, Outline, Tables, Highlight, Filter, and Group by. The Timescale is set to Days.

Task Mode	Task Name	Work	Duration	Start	Finish	Add New Column
1	Read The Article	16 hrs	2 days	18.11.2011	21.11.2011	
	JOHN	16 hrs		18.11.2011	21.11.2011	
2	Paint the wall	16 hrs	2 days	18.11.2011	21.11.2011	
	MARY	16 hrs		18.11.2011	21.11.2011	

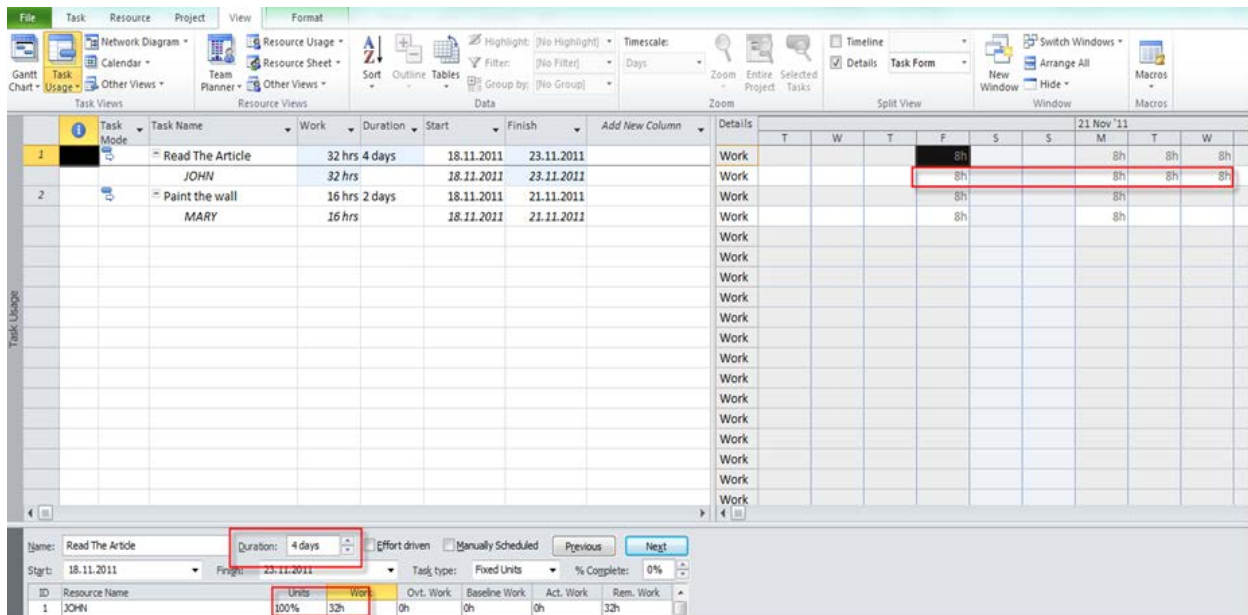
Task Usage

Name: Read The Article Duration: 2 days ☒ Effort driven ☐ Manually Scheduled Previous Next

Start: 18.11.2011 Finish: 21.11.2011 Task type: Fixed Units % Complete: 0%

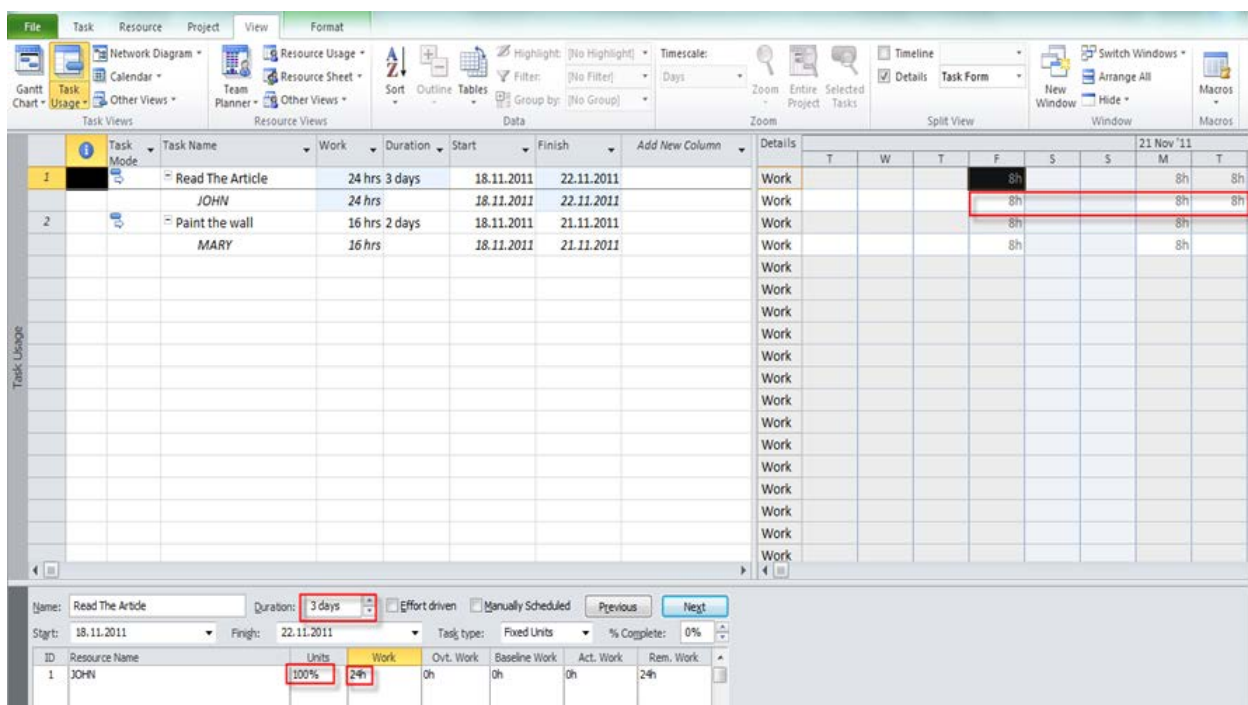
ID	Resource Name	Units	Work	Ovt. Work	Baseline Work	Act. Work	Rem. Work
1	JOHN	100%	16h	0h	0h	0h	16h

and I will change *Work* to 32 hours, click on OK button, and I will get:



*Work* is 32 hours! Because Task is *Fixed Units*, John will work with 100% capacity. The Magic Formula is  $Work = Duration \times Units$ , and that means  $32 = Duration \times 100\%$ . Because 1 day has 8 working hours It will be  $32/8 = 4$  days in the *Duration* field.

Finally I will (from initial setup) change the *Duration* from 2 to 3 days, click on the OK button, and I will get:





As you can see, this task type is always *Effort driven*. I will assign *John* to this Task, and I will get:

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1	Read The Article	2 days	18.11.2011	21.11.2011		JOHN
2	Paint the wall	2 days	18.11.2011	21.11.2011		

Name:	Read The Article	Duration:	2 days	<input checked="" type="checkbox"/> Effort driven	<input type="checkbox"/> Manually Scheduled	Previous	Next
Start:	18.11.2011	Finish:	21.11.2011	Task type:	Fixed Work	% Complete:	0%
ID	Resource Name	Units	Work	Ovt. Work	Baseline Work	Act. Work	Rem. Work
1	JOHN	100%	16h	0h	0h	0h	16h

First I will change the *Units* field from 100% to 150%, and I will get:

Task Mode	Task Name	Work	Duration	Start	Finish	Add New Column
1	Read The Article	16 hrs 1,33 days	18.11.2011	21.11.2011		
	JOHN	16 hrs	18.11.2011	21.11.2011		
2	Paint the wall	0 hrs 2 days	18.11.2011	21.11.2011		

Name:	Read The Article	Duration:	1,33 days	<input checked="" type="checkbox"/> Effort driven	<input type="checkbox"/> Manually Scheduled	Previous	Next
Start:	18.11.2011	Finish:	21.11.2011	Task type:	Fixed Work	% Complete:	0%
ID	Resource Name	Units	Work	Ovt. Work	Baseline Work	Act. Work	Rem. Work
1	JOHN	150%	16h	0h	0h	0h	16h

Work is same = 16 hours! Because John can work with 150% capacity, he will work  $8 \times 150\% = 12$  hours at first day, and remaining 4 hours at second day, to fulfill 16 hours! But why is Duration=1.33 days? It seem it should be 1.5 day (because John will work only 4 hours at second day, instead of 8)! Well here is the explanation! Because I put 150% in Unit, MS PROJECT assumes that John has to work 12 hours / day ( $150\% \times 8$  hours= 12 hours). And the Duration is calculated: 12 hours on first day = 1 day! 4 hours on second day ( $4/12$ ) = 0.33, and total is =  $1 + 0.33 = 1.33$

OK. Now I will go back to the initial Setup:

The screenshot shows the Microsoft Project Task Usage view. The main table lists tasks and their resource assignments. The task 'Read The Article' is highlighted with a red box. Below the main table, the task details for 'Read The Article' are shown, including duration, task type, and resource usage.

ID	Task Name	Work	Duration	Start	Finish
1	Read The Article	16 hrs	2 days	18.11.2011	21.11.2011
	JOHN	16 hrs		18.11.2011	21.11.2011
2	Paint the wall	16 hrs	2 days	18.11.2011	21.11.2011
	MARY	16 hrs		18.11.2011	21.11.2011

Task Details: Read The Article	
Name:	Read The Article
Duration:	2 days
Start:	18.11.2011
Finish:	21.11.2011
Task type:	Fixed Work
% Complete:	0%

ID	Resource Name	Units	Work	Ovt. Work	Baseline Work	Act. Work	Rem. Work
1	JOHN	100%	16h	0h	0h	0h	16h



and I will change *Work* to 32 hours, click on OK button, and I will get:

Task Name	Work	Duration	Start	Finish
Read The Article	32 hrs	4 days	18.11.2011	23.11.2011
JOHN	32 hrs		18.11.2011	23.11.2011
Paint the wall	16 hrs	2 days	18.11.2011	21.11.2011
MARY	16 hrs		18.11.2011	21.11.2011

ID	Resource Name	Units	Work	Ovt. Work	Baseline Work	Act. Work	Rem. Work
1	JOHN	100%	32h	0h	0h	0h	32h

*Work* is 32 hours! The Magic Formula is  $Work = Duration \times Units$ , and that means  $32 = Duration \times 100\%$ . Because 1 day has 8 working hours It will be  $32/8 = 4$  days in the *Duration* field.

Finally I will (from initial setup) change the *Duration* from 2 to 3 days, click on the OK button, and I will get:

Task Name	Work	Duration	Start	Finish
Read The Article	16 hrs	3 days	18.11.2011	22.11.2011
JOHN	16 hrs		18.11.2011	22.11.2011
Paint the wall	16 hrs	2 days	18.11.2011	21.11.2011
MARY	16 hrs		18.11.2011	21.11.2011

ID	Resource Name	Units	Work	Ovt. Work	Baseline Work	Act. Work	Rem. Work
1	JOHN	100%	16h	0h	0h	0h	16h

Because we have *Fixed work*, and the *Duration* is 3 days instead of 2, MICROSOFT PROJECT will divide 16 hours (*Fixed work*) with 3 days and,  $16/3 = 5.33$  hours per day.

Now I will set the Task as a *Fixed Duration* type:

The screenshot shows the Microsoft Project interface with the 'Task Usage' view selected. The main grid displays the following data:

ID	Task Name	Work	Duration	Start	Finish
1	Read The Article	16 hrs	2 days	18.11.2011	21.11.2011
	JOHN	16 hrs		18.11.2011	21.11.2011
2	Paint the wall	16 hrs	2 days	18.11.2011	21.11.2011
	MARY	16 hrs		18.11.2011	21.11.2011

The 'Task Information' task sheet for 'Read The Article' is open at the bottom, showing the following details:

- Name: Read The Article
- Duration: 2 days
- Task type: Fixed Duration
- % Complete: 0%

The 'Resources' tab in the task sheet shows the following data for resource 'JOHN':

ID	Resource Name	Units	Work	Ovt. Work	Baseline Work	Act. Work	Rem. Work
1	JOHN	100%	16h	0h	0h	0h	16h

The screenshot displays the Microsoft Project interface. The main view is a Gantt chart showing a task named 'Read The Article' assigned to resource 'JOHN'. The task duration is 24 hours and 2 days, starting on 18.11.2011 and finishing on 21.11.2011. The task is highlighted in yellow. Below the Gantt chart, the 'Task Usage' table shows the task's duration in hours and days for each resource. The 'Details' pane on the right shows the task's start and finish dates. At the bottom, the 'Task Information' dialog box is open, showing the task name 'Read The Article', duration '2 days', and start/finish dates. The 'Task Information' dialog also shows the task's completion percentage (0%) and the resource's work (24h).

ID	Resource Name	Units	Work	Ovt. Work	Baseline Work	Act. Work	Rem. Work
1	JOHN	150%	24h	0h	0h	0h	24h

Now I will change *Work* to 32 hours, and I will get:

The screenshot displays the Microsoft Project interface. On the left, the 'Task Usage' view shows a list of tasks. Task 1, 'Read The Article', is assigned to resource JOHN and has a duration of 32 hours. Task 2, 'Paint the wall', is assigned to resource MARY and has a duration of 16 hours. The Gantt chart on the right shows the task bars for these tasks, with the 'Read The Article' bar highlighted in red. The status bar at the bottom shows the task 'Read The Article' selected, with a duration of 2 days, effort-driven, and manually scheduled. The status bar also shows the task type as Fixed Duration, % Complete as 0%, and the task name as Read The Article.

As you can see, because *Duration* is fixed, John will have to work 32 hours in 2 days, and it means 16 hours per day! Finally I will change the *Duration* field from 2 to 3 days, and I will get:

ID	Resource Name	Units	Work	Ovt. Work	Baseline Work	Act. Work	Rem. Work
1	JOHN	100%	24h	0h	0h	0h	24h

The *Work* is now 24 hours, because 3 days duration mean  $3 \times 8$  hours = 24 hours.

You may have noticed that one part is missing. That is: “What does it have to do with *effort*, and *non-effort* driven tasks”.

Well it does, when you add additional resources to those tasks. I have two Tasks in my example: *Read The Article*, which is *non-effort* driven task, and *Paint the wall*, which is *effort* driven task.

ID	Resource Name	Units	Work	Ovt. Work	Baseline Work	Act. Work	Rem. Work
1	JOHN	100%	24h	0h	0h	0h	24h

and

The screenshot shows the Microsoft Project interface. In the task list, task 2 'Paint the wall' is selected. A red box highlights the task name, and a red arrow points from it to the 'Task Information' pane. In the 'Task Information' pane, the 'Task type' is set to 'Fixed Units', and the 'Effort driven' checkbox is checked. The task details show a duration of 2 days, start date 18.11.2011, and finish date 21.11.2011. The resource table shows MARY with 100% units and 16h work.

ID	Resource Name	Units	Work	Ovt. Work	Baseline Work	Act. Work	Rem. Work
2	MARY	100%	16h	0h	0h	0h	16h

Notice that both task are *Fixed Units*.

Now I will add *Mary* to the *Read The Article* Task, and I will get:

The screenshot shows the Microsoft Project interface. In the task list, task 1 'Read The Article' is selected. The 'Task Information' pane shows the task type as 'Fixed Units' and 'Effort driven' checked. The task details show a duration of 3 days, start date 18.11.2011, and finish date 22.11.2011. The resource table shows two resources: JOHN and MARY, both with 100% units and 24h work.

ID	Resource Name	Units	Work	Ovt. Work	Baseline Work	Act. Work	Rem. Work
1	JOHN	100%	24h	0h	0h	0h	24h
2	MARY	100%	24h	0h	0h	0h	24h

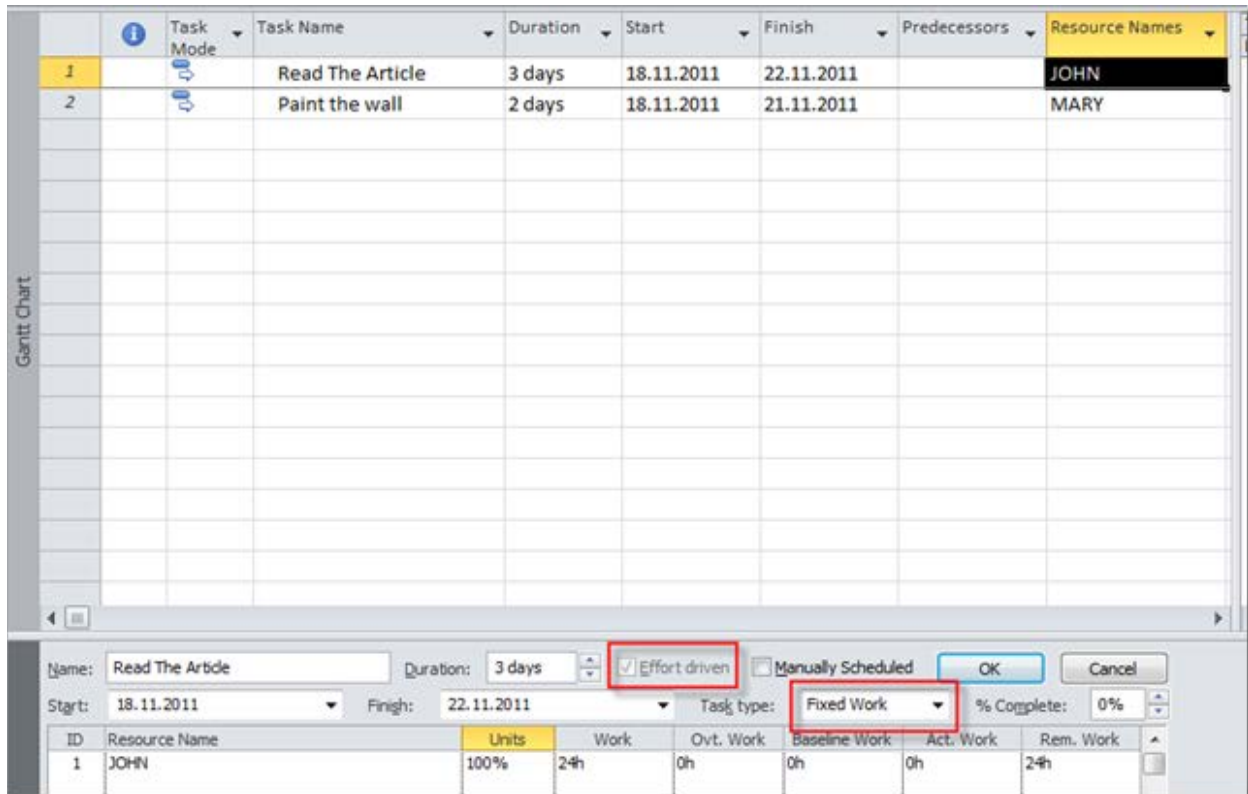


Now I will add *John* to the *Paint the wall* Task, and I will get:

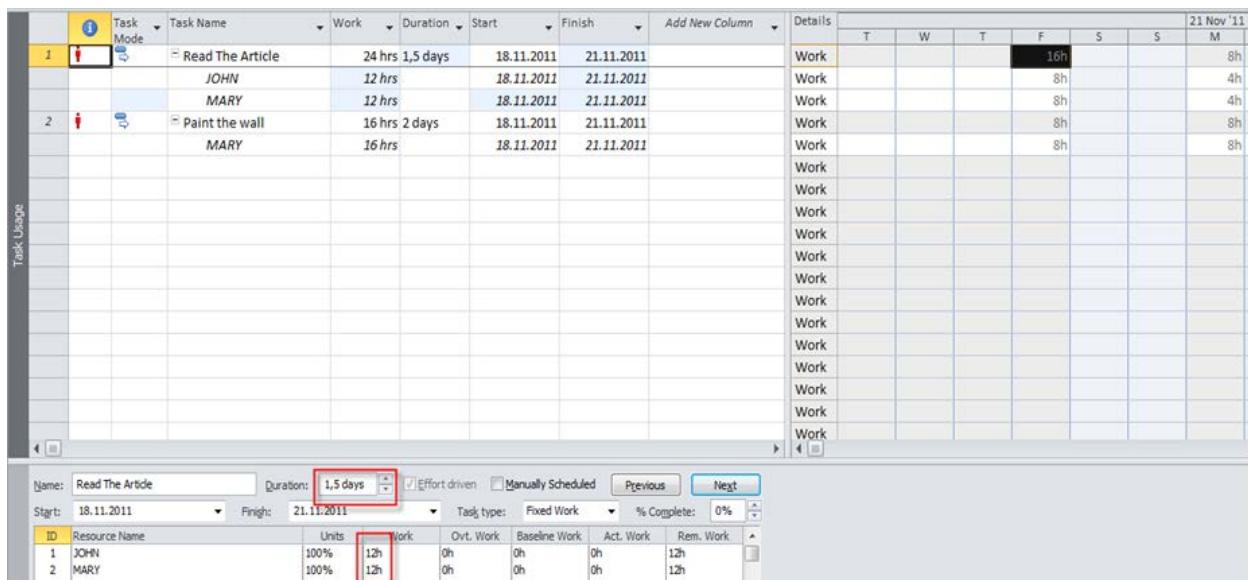
Because this task is *effort driven*, and the *Task type* is *Fixed units*, both *Duration* and *work* are changed, and *Units* are unchanged. That means, that when I assign additional resource (John) to the Task, both John and Mary will have to work less hours in total, and *Duration* will be shorter.



Now I will undo those changes to get the initial setup, with one resource per task, but I will change both tasks to the *Fixed Work* type. And, because *Fixed work is always effort driven* I will give you just one example:



I will assign Mary to the *Read The Article* Task, and I will get:



Because this task is *effort driven*, and the *Task type* is *Fixed work*, *Duration* is changed, and *Units* are unchanged. Why? *Work* is fixed, and it means that we have to spend 24 hours for it. When I assign Mary to the Task, it means that Both, Mary and John have to work 12 hours in total, to fulfill those 24 hours. And because *Units* are unchanged, it means that they can work max 8 hours per day. So, they will work 8 hours at first day, and 4 hours at second day to achieve 12 hours. The Magic Formula is:  $Work = Duration \times Units$ , so it means,  $12 = Duration (8 \text{ hours per day}) \times 100 = 12/8 = 1.5 \text{ day}$  per each person (John and Mary).

That means, that when I assign additional resource (Mary) to the Task, both John and Mary will have to work less hours in total, and *Duration* will be shorter.

Now I will undo those changes to get the initial setup, with one resource per task, but I will change both tasks to the *Fixed Duration* type.

The screenshot displays the Microsoft Project interface. The Gantt Chart area shows two tasks: 'Read The Article' with a duration of 3 days and 'Paint the wall' with a duration of 2 days. The task information window for 'Read The Article' is open, showing 'Effort driven' as the task type and 'Fixed Duration' selected in the dropdown. The resource table at the bottom indicates that John is assigned to the task with 100% units and 24h of work.

ID	Resource Name	Units	Work	Ovt. Work	Baseline Work	Act. Work	Rem. Work
1	JOHN	100%	24h	0h	0h	0h	24h

[illegible]

Now I will add *John* to the *Paint the wall* Task, and I will get:

The screenshot displays the Microsoft Project interface. At the top, a Gantt chart shows a task named 'Paint the wall' with a duration of 2 days, starting on 18.11.2011 and ending on 21.11.2011. The task is assigned to two resources: JOHN and MARY, each with an allocation of 8 hours. Below the Gantt chart, the 'Task Information' pane shows the task name 'Paint the wall', duration '2 days', and start/finish dates '18.11.2011' and '21.11.2011'. The 'Resource Usage' table at the bottom shows the resource allocation for each day: JOHN works 8 hours on 18.11.2011 and 8 hours on 19.11.2011, while MARY works 8 hours on 19.11.2011 and 8 hours on 20.11.2011.

ID	Resource Name	Units	Work	Ovt. Work	Baseline Work	Act. Work	Rem. Work
2	MARY	100%	8h	0h	0h	0h	8h
1	JOHN	100%	8h	0h	0h	0h	8h

That is it.