

# Outstanding in Your MS Project Fields



Sowing Seeds of MS Project Field Knowledge  
and Cultivating the next Great Crop of Schedulers



By Bill Paradis

Hybrid  
Milestones  
(Annuals)

# Agenda



MS Project Fields

MS Project Field Selection

Schedule Field Discussion

Custom Fields

Headers/ Auto Filter

Questions

# What is a Field

	A	B	C	D	E	F	G
1	UID	Float	Task	% Complete	Duration	Start	Finish
2	813	0	UV/VIS Sys Integ Cpt	0%	0mo	5/9/2012	5/9/2012
3	814	0	UV/VIS Sys Test	0%	2mo	5/9/2012	7/10/2012
4	815	0	UV/VIS Sys Test Cpt	0%	0mo	7/10/2012	7/10/2012
5	816	0	UV/VIS Sys Enviro Test	0%	2mo	7/10/2012	9/7/2012
6	817	0	UV/VIS Sys Env Cpt	0%	0mo	9/7/2012	9/7/2012
7	818	0	UV/VIS Sys Calibration	0%	0.75mo	9/7/2012	10/1/2012
8	819	0	UV/VIS Sys Cal Cpt	0%	0mo	10/1/2012	10/1/2012
9	820	0	UV/VIS PSR	0%	0mo	9/14/2012	9/14/2012
10	821	0	UV/VIS Packing & Shipping Prep	0%	0.25mo	9/14/2012	9/21/2012
11	822	0	UV/VIS Schedule Reserve	0%	1mo	9/21/2012	10/23/2012
12	823	0	UV/VIS Del	0%	0mo	10/23/2012	10/23/2012

← Record  
(MS Project “Task”  
or “Activity”)

Data or Cell (MS Project “Name or “Task Name”)

“Field” (MS Project “Columns”, “Field”,  
“Titles”, “Headers”)

One of the Data Items in a Flat File MS Project Database File.  
Why I mentioned Flat File Database?

MS Project still uses a Flat File database  
(Requires all activities expanded or in view to filter properly)

# What is a Field Con't

**Field Settings**

Field name: **Duration**

Title:

Align title: **Center**

Align data: **Right**

Width: **8**  Header Text Wrapping

**Best Fit** **OK** **Cancel**

Table Definition in 'GEOMAC\_Draft\_Rev Draft 11-28-06'

Name: **&Entry**  Show in menu

Table

Cut Row Copy Row Paste Row Insert Row Delete Row

Field Name	Align Data	Width	Title	Align Title	Header Wrapping	Text Wrapping
ID	Center	8		Center	Yes	No
Unique ID	Left	10		Left	Yes	No
Name	Left	58		Left	Yes	Yes
% Complete	Left	8		Left	Yes	No
Duration	Right	8		Center	Yes	No
Start	Center	11		Center	Yes	No
Finish	Center	8		Center	Yes	No

Date format: **Default** Row height: **1**

Lock first column  
 Auto-adjust header row heights  
 Show 'Add New Column' interface

**Help** **OK** **Cancel**

Professional Gantt Chart Tools

Robot SSI Analysis Tools Format Tell me what

Indent Name Summary Tasks

Arial 11

**B I**

Cut  
Copy  
Paste  
Paste Special...  
Wrap Text  
**Insert Column**  
Hide Column  
Font...  
Text Styles...

% Compl	Duration	St	RU	W
0%	0mo	5/	A	Yes Y
0%	2mo	5/	A	Yes T
0%	0mo	7/	A	Yes Y
0%	2mo	7/	A	Yes T

**Confusing to the new user**

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# How I Chose What to Discuss

% Complete	Baseline2 Deliverable Finish	Baseline6 Estimated Finish	Cost Variance	Finish5	Number19	Start2	Warning
% Work Complete	Baseline2 Deliverable Start	Baseline6 Estimated Start	Cost1	Finish6	Number2	Start3	WBS
Active	Baseline2 Duration	Baseline6 Finish	Cost10	Finish7	Number20	Start4	WBS Predecessors
Actual Cost	Baseline2 Estimated Duration	Baseline6 Fixed Cost	Cost2	Finish8	Number3	Start5	WBS Successors
Actual Duration	Baseline2 Estimated Finish	Baseline6 Fixed Cost Accrual	Cost3	Finish9	Number4	Start6	Work
Actual Finish	Baseline2 Estimated Start	Baseline6 Start	Cost4	Fixed Cost	Number5	Start7	Work Contour
Actual Overtime Cost	Baseline2 Finish	Baseline6 Work	Cost5	Fixed Cost Accrual	Number6	Start8	Work Variance
Actual Overtime Work	Baseline2 Fixed Cost	Baseline7 Budget Cost	Cost6	Flag1	Number7	Start9	
Actual Start	Baseline2 Fixed Cost Accrual	Baseline7 Budget Work	Cost7	Flag10	Number8	Status	
Actual Work	Baseline2 Start	Baseline7 Cost	Cost8	Flag11	Number9	Status Indicator	
ACWP	Baseline2 Work	Baseline7 Deliverable Finish	Cost9	Flag12	Objects	Status Manager	
Assignment	Baseline3 Budget Cost	Baseline7 Deliverable Start	CPI	Flag13	Outline Code1	Stop	
Assignment Delay	Baseline3 Budget Work	Baseline7 Duration	Created	Flag14	Outline Code10	Subproject File	
Assignment Owner	Baseline3 Cost	Baseline7 Estimated Duration	Critical	Flag15	Outline Code2	Subproject Read Only	
Assignment Units	Baseline3 Deliverable Finish	Baseline7 Estimated Finish	CV	Flag16	Outline Code3	Successors	
Baseline Budget Cost	Baseline3 Deliverable Start	Baseline7 Estimated Start	CV%	Flag17	Outline Code4	Summary	
Baseline Budget Work	Baseline3 Duration	Baseline7 Finish	Date1	Flag18	Outline Code5	\$V	
Baseline Cost	Baseline3 Estimated Duration	Baseline7 Fixed Cost	Date10	Flag19	Outline Code6	\$V%	
Baseline Deliverable Finish	Baseline3 Estimated Finish	Baseline7 Fixed Cost Accrual	Date2	Flag2	Outline Code7	Task Calendar	
Baseline Deliverable Start	Baseline3 Estimated Start	Baseline7 Start	Date3	Flag20	Outline Code8	Task Calendar GUID	
Baseline Duration	Baseline3 Finish	Baseline7 Work	Date4	Flag3	Outline Code9	Task Mode	
Baseline Estimated Duration	Baseline3 Fixed Cost	Baseline8 Budget Cost	Date5	Flag4	Outline Level	TCPI	
Baseline Estimated Finish	Baseline3 Fixed Cost Accrual	Baseline8 Budget Work	Date6	Flag5	Outline Number	TeamStatus Pending	
Baseline Estimated Start	Baseline3 Start	Baseline8 Cost	Date7	Flag6	Overallocated	Text1	
Baseline Finish	Baseline3 Work	Baseline8 Deliverable Finish	Date8	Flag7	Overtime Cost	Text10	
Baseline Fixed Cost	Baseline4 Budget Cost	Baseline8 Deliverable Start	Date9	Flag8	Overtime Work	Text11	
Baseline Fixed Cost Accrual	Baseline4 Budget Work	Baseline8 Duration	Deadline	Flag9	Peak	Text12	
Baseline Start	Baseline4 Cost	Baseline8 Estimated Duration	Deliverable Finish	Free Slack	Physical % Complete	Text13	
Baseline Work	Baseline4 Deliverable Finish	Baseline8 Estimated Finish	Deliverable GUID	Group By Summary	Placeholder	Text14	
Baseline1 Budget Cost	Baseline4 Deliverable Start	Baseline8 Estimated Start	Deliverable Name	GUID	Predecessors	Text15	
Baseline1 Budget Work	Baseline4 Duration	Baseline8 Finish	Deliverable Start	Hide Bar	Preveled Finish	Text16	
Baseline1 Cost	Baseline4 Estimated Duration	Baseline8 Fixed Cost	Deliverable Type	Hyperlink	Preveled Start	Text17	
Baseline1 Deliverable Finish	Baseline4 Estimated Finish	Baseline8 Fixed Cost Accrual	Duration	Hyperlink Address	Priority	Text18	
Baseline1 Deliverable Start	Baseline4 Estimated Start	Baseline8 Start	Duration Variance	Hyperlink Href	Project	Text19	
Baseline1 Duration	Baseline4 Finish	Baseline8 Work	Duration1	Hyperlink SubAddress	Publish	Text2	
Baseline1 Estimated Duration	Baseline4 Fixed Cost	Baseline9 Budget Cost	Duration10	ID	Recurring	Text20	
Baseline1 Estimated Finish	Baseline4 Fixed Cost Accrual	Baseline9 Budget Work	Duration2	Ignore Resource Calendar	Regular Work	Text21	
Baseline1 Estimated Start	Baseline4 Start	Baseline9 Cost	Duration3	Ignore Warnings	Remaining Cost	Text22	
Baseline1 Finish	Baseline4 Work	Baseline9 Deliverable Finish	Duration4	Indicators	Remaining Duration	Text23	
Baseline1 Fixed Cost	Baseline5 Budget Cost	Baseline9 Deliverable Start	Duration5	Late Finish	Remaining Overtime Cost	Text24	
Baseline1 Fixed Cost Accrual	Baseline5 Budget Work	Baseline9 Duration	Duration6	Late Start	Remaining Overtime Work	Text25	
Baseline1 Start	Baseline5 Cost	Baseline9 Estimated Duration	Duration7	Level Assignments	Remaining Work	Text26	
Baseline1 Work	Baseline5 Deliverable Finish	Baseline9 Estimated Finish	Duration8	Leveling Can Split	Request/Demand	Text27	
Baseline10 Budget Cost	Baseline5 Deliverable Start	Baseline9 Estimated Start	Duration9	Leveling Delay	Resource Group	Text28	
Baseline10 Budget Work	Baseline5 Duration	Baseline9 Finish	EAC	Linked Fields	Resource Initials	Text29	
Baseline10 Cost	Baseline5 Estimated Duration	Baseline9 Fixed Cost	Early Finish	Locked	Resource Names	Text3	
Baseline10 Deliverable Finish	Baseline5 Estimated Finish	Baseline9 Fixed Cost Accrual	Early Start	Marked	Resource Phonetics	Text30	
Baseline10 Deliverable Start	Baseline5 Estimated Start	Baseline9 Start	Earned Value Method	Milestone	Resource Type	Text4	
Baseline10 Duration	Baseline5 Finish	Baseline9 Work	Effort Driven	Name	Response Pending	Text5	
Baseline10 Estimated Duration	Baseline5 Fixed Cost	BCWP	Error Message	Notes	Resume	Text6	
Baseline10 Estimated Finish	Baseline5 Fixed Cost Accrual	BCWS	Estimated	Number1	Rollup	Text7	
Baseline10 Estimated Start	Baseline5 Start	Booking Type	External Task	Number10	Scheduled Duration	Text8	
Baseline10 Finish	Baseline5 Work	Budget Cost	Finish	Number11	Scheduled Finish	Text9	
Baseline10 Fixed Cost	Baseline6 Budget Cost	Budget Work	Finish Slack	Number12	Scheduled Start	Total Slack	
Baseline10 Fixed Cost Accrual	Baseline6 Budget Work	Confirmed	Finish Variance	Number13	SPI	Type	
Baseline10 Start	Baseline6 Cost	Constraint Date	Finish1	Number14	Start	Unique ID	
Baseline10 Work	Baseline6 Deliverable Finish	Constraint Type	Finish10	Number15	Start Slack	Unique ID Predecessors	
Baseline2 Budget Cost	Baseline6 Deliverable Start	Contact	Finish2	Number16	Start Variance	Unique ID Successors	
Baseline2 Budget Work	Baseline6 Duration	Cost	Finish3	Number17	Start1	Update Needed	
Baseline2 Cost	Baseline6 Estimated Duration	Cost Rate Table	Finish4	Number18	Start10	VAC	

# My Choice Method for Presentation

## 427 Fields offered by MS Project 2016 Pro

30/7% - Min # of fields used to operate MS Project (IMHO)

30/9% - Server/Web/Enterprise Option only (Another Session Perhaps)

130/30% - Cost/Resource Related (Another Session Perhaps)

1/0.02% - Artifact from Past Versions

Leaving: 228/53.8% - To Discuss in this Presentation

Throughout Presentation **Red** will represent a “was” condition and **Green** will represent a now position.

**Good News!!**

170 are multiples so we may finish this presentation in time

# Agenda

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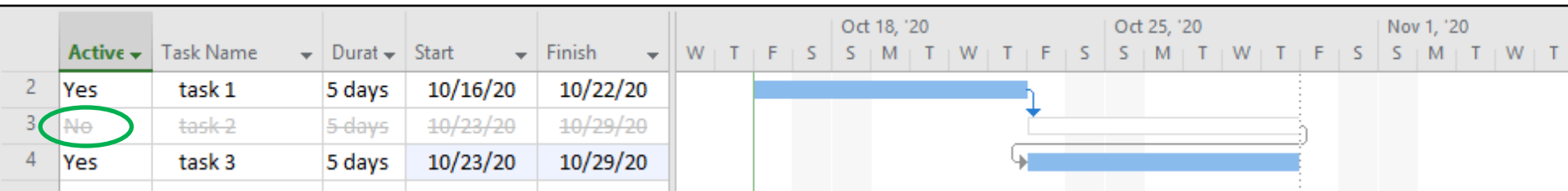
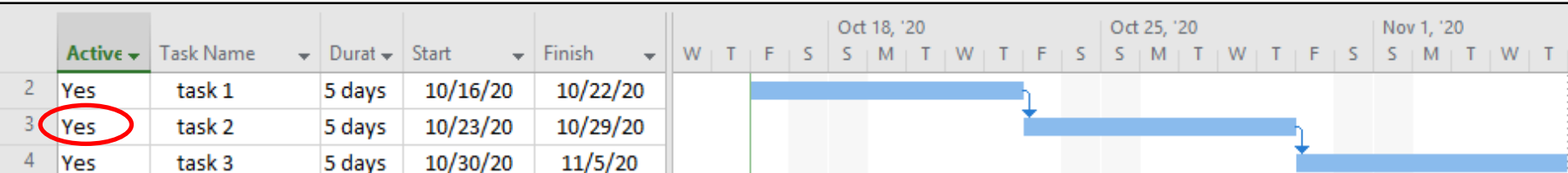


# Active

**Description** You can inactivate tasks to remove them from the Project plan. Inactive tasks remain available for use in a later phase, a later project, or for reporting or historical purposes. Inactive tasks no longer affect other tasks or the overall Project plan. Unlike deleted tasks, inactive tasks are recoverable and can be returned to active status if needed. Reactivated tasks retain any dependencies, constraints, or resource assignments associated with them. You can create reports of inactivated tasks. Microsoft Project retains baseline information for inactivated tasks.

<b>Data Type</b>	Yes/No	<b>Entry Type</b>	Entered
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**Best Uses** Useful when various proposals are being presented for a Project plan and ultimately one course of action will be selected. The Active field is also useful when a task or set of tasks is being cut because of descoping project. With the Active field, you can experiment with inactivating and reactivating tasks to see the resulting schedule effects. Only the active tasks are considered part of the Project plan, but a record of the inactive tasks and their properties still exist for historical purposes, or for reactivation into the Project plan at a later time.



# Baseline, 1-10

## Start, Finish, Duration, Estimated Start, Estimated Finish

**Description** The baseline finish fields store the planned completion date for a task at the time you save a corresponding baseline. The Baseline1-10 fields stores planned schedule data. There are several categories of Baseline1-10 Finish fields.

<b>Data Types</b> Date/Duration	<b>Baseline, Baseline 1-10</b>	<b>Entry Type</b> Calculated or entered
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**How Calculated** As soon as a baseline is saved, the date in the scheduled Finish field for the task is copied into the corresponding baseline finish field. The baseline fields that is used (Baseline1, Baseline2, and so on)

The screenshot illustrates the process of setting a baseline in Microsoft Project. It shows the 'Project' menu with 'Set Baseline' highlighted, the 'Set Baseline' dialog box, and two task tables. The first table shows the current task data, and the second table shows the data after a baseline is set, with the 'Baseline' fields populated.

**Task Table 1 (Current State):**

Task Mode	Task Name	Durat	Start	Finish	Baseline Duration	Baseline Start	Baseline Finish
	task 1	5 days	10/16/20	10/22/20	0 days	NA	NA
	task 2	5 days	10/23/20	10/29/20	0 days	NA	NA
	task 3	5 days	10/30/20	11/5/20	0 days	NA	NA

**Task Table 2 (After Baseline Set):**

Task Mode	Task Name	Durat	Start	Finish	Baseline Duration	Baseline Start	Baseline Finish
	task 1	5 days	10/16/20	10/22/20	5 days	10/16/20	10/22/20
	task 2	5 days	10/23/20	10/29/20	5 days	10/23/20	10/29/20
	task 3	5 days	10/30/20	11/5/20	5 days	10/30/20	11/5/20

# Contact

**Data Type** Text    **Entry Type** Entered

**Description** The Contact field contains the name of an individual responsible for a task. This person can be someone other than the assigned resource.

**Best Uses** Add the Contact field to a task view when you want to view the names of the individuals responsible for tasks who might be different than assigned resources.

**Example** You are managing a large project that involves several departments. You add the Contact field to the Task Sheet view. For each summary task, you type the names of the individuals responsible for the summary task. For another example, suppose you have a set of tasks for which the resources are equipment. You add the Contact field and enter the name of the general foreman responsible for the equipment and this set of tasks.

	Contact	Task Name	Durat	Start	Finish
6	Marty Jones	task 1	5 days	10/16/20	10/22/20
10	Stanley Yelnats	task 1	5 days	10/16/20	10/22/20
14	John Matrix	task 1	5 days	10/16/20	10/22/20
3	Mickey Mouse	task 2	5 days	10/23/20	10/29/20
7	Marty Jones	task 2	5 days	10/23/20	10/29/20
11	Stanley Yelnats	task 2	5 days	10/23/20	10/29/20
15	John Matrix	task 2	5 days	10/23/20	10/29/20
4	Mickey Mouse	task 3	5 days	10/30/20	11/5/20
8	Marty Jones	task 3	5 days	10/30/20	11/5/20
12	Stanley Yelnats	task 3	5 days	10/30/20	11/5/20
16	John Matrix	task 3	5 days	10/30/20	11/5/20

Task Name	Durat	Start	Finish
<b>Contact: John Matrix</b>	<b>15d</b>	<b>10/16/20</b>	<b>11/5/20</b>
task 1	5 days	10/16/20	10/22/20
task 2	5 days	10/23/20	10/29/20
task 3	5 days	10/30/20	11/5/20
<b>Contact: Marty Jones</b>	<b>15d</b>	<b>10/16/20</b>	<b>11/5/20</b>
task 1	5 days	10/16/20	10/22/20
task 2	5 days	10/23/20	10/29/20
task 3	5 days	10/30/20	11/5/20
<b>Contact: Mickey Mouse</b>	<b>15d</b>	<b>10/16/20</b>	<b>11/5/20</b>
task 1	5 days	10/16/20	10/22/20
task 2	5 days	10/23/20	10/29/20
task 3	5 days	10/30/20	11/5/20
<b>Contact: Stanley Yelnats</b>	<b>15d</b>	<b>10/16/20</b>	<b>11/5/20</b>
task 1	5 days	10/16/20	10/22/20
task 2	5 days	10/23/20	10/29/20
task 3	5 days	10/30/20	11/5/20

# Created

**Data Type** Date **Entry Type** Calculated

**Description** The Created field contains the date and time when a task was added to the project.

**How Calculated** Microsoft Project assigns the current date to this field based on the current date set in Microsoft Windows.

**Best Uses** Add the Created field to a task view when you need to see when tasks were created. This can be particularly useful if you have a large number of tasks and you want to filter for tasks created within a certain time frame.

	UID	Total Slack	Created	Task Name	%	Dur	Start	Finish
205	71	17d	7/16/20	▲ TSIS-2 Observatory Preliminary Design - Harnesses	27%	41d	9/11/20	11/6/20
206	289	0d	8/18/20	TSIS-2 - Harness - PDR - Development Plan	100%	11d	9/11/20	9/25/20
207	290	17d	8/18/20	TSIS-2 - Harness - PDR - Preliminary Design	0%	30d	9/28/20	11/6/20

	UID	Total Slack	Created	Task Name	%	Dur	Start	Finish
205	71	845d?	7/16/20	▲ TSIS-2 Observatory Preliminary Design - Harnesses	26%	93d?	6/29/20	11/6/20
206	289	0d	8/18/20	TSIS-2 - Harness - PDR - Development Plan	100%	11d	9/11/20	9/25/20
207	290	17d	8/18/20	TSIS-2 - Harness - PDR - Preliminary Design	0%	30d	9/28/20	11/6/20
208	688	937d?	10/16/20	<New Task>	0%	1d?	6/29/20	6/29/20

# Date1 - 10

**Data Type** Date

**Entry Type** Calculated or entered

**Best Uses** Add one or more custom date fields to a task view to maintain additional date information on your tasks.

**Example** You want to include an estimated completion date for the work on a milestone phase. You can add the Date1 field to a task sheet and rename it "Estimated Finish Date." Then for all milestone tasks, you enter the estimated completion date in this field.

Task Name	Durat	Start	Finish	Date1	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	
task 1	5 days	10/16/20	10/22/20	NA																							
task 2	5 days	10/23/20	10/29/20	NA																							
task 3	5 days	10/30/20	11/5/20	NA																							

Task Name	Durat	Start	Finish	Est Finish	T	S	S	M	T	W	T	
task 1	5 days	10/16/20	10/22/20	10/26/20								
task 2	5 days	10/23/20	10/29/20	11/5/20								
task 3	5 days	10/30/20	11/5/20	11/12/20								

Right Click on Header

Field Settings

Field name: Date1

Title: Est Finish

Align title: Left

Align data: Left

Width: 19

Header Text Wrapping

Best Fit OK Cancel

# Variations

## (Start, Finish, Duration)

The Variance fields contains the amount of time that represents the difference between a baseline start/finish dates and the duration changes from what was baselined (Only works with "Baseline" Not Baseline 1-10) of a task assignment and its currently scheduled start/finish dates and current duration.

**Data Type** Duration/Dates      **Start/Finish Variance / Duration Variance**      **Entry Type** Calculated

**How Calculated** The Start Variance field contains "0 days" until the scheduled start date varies from the baseline start date. Project then calculates the start variance as follows:

$$\text{Start Variance} = \text{Start} - \text{Baseline Start}$$

**Best Uses** Add the Start Variance field to a task view when you want to analyze whether your tasks are starting on, before, or after their planned start dates.

	Task Name	Durat	Start	Finish	Baseline Duration	Baseline Start	Baseline Finish	Duration Variance	Start Variance	Finish Variance	Oct 18, '20					
											F	S	S	M	T	W
2	task 1	5 days	10/16/20	10/22/20	5 days	10/16/20	10/22/20	0 days	0 days	0 days						
3	task 2	5 days	10/23/20	10/29/20	5 days	10/23/20	10/29/20	0 days	0 days	0 days						
4	task 3	5 days	10/30/20	11/5/20	5 days	10/30/20	11/5/20	0 days	0 days	0 days						

	Task Name	Dura	Start	Finish	Baseline Duration	Baseline Start	Baseline Finish	Duration Variance	Start Variance	Finish Variance	Oct 18, '20					
											F	S	S	M	T	V
2	task 1	6 days	10/16/20	10/23/20	5 days	10/16/20	10/22/20	1 day	0 days	1 day						
3	task 2	5 days	10/26/20	10/30/20	5 days	10/23/20	10/29/20	0 days	1 day	1 day						
4	task 3	5 days	11/2/20	11/6/20	5 days	10/30/20	11/5/20	0 days	1 day	1 day						

# Duration 1-10

The Duration1 - Duration10 fields are custom fields that store any duration information you want.

<b>Data Type</b> Duration	<b>Duration1-10 (task fields)</b>	<b>Entry Type</b> Calculated or entered
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**Best Uses** Add one or more custom duration fields to a task view when you want to enter custom task duration information that is not already provided by a standard Project duration field.

**Example** You can enter the longest estimated duration for a task in the Duration1 field and the shortest estimated duration in the Duration2 field.

**Remarks** Values in the custom duration fields do not affect Project calculations. The default duration is "0 days." You can create custom value lists, formulas, and graphical indicators for any of the custom duration fields. You can also create custom attributes or rename a custom duration field in the **Custom Fields** dialog box. Specifying a formula causes the field to become read-only. You can copy the custom fields you create, along with their custom attributes, to other project files in the **Organizer** dialog box.

	Task Name	Durat	Start	Finish	Duration1	Duration2	Duration3
2	task 1	6 days	10/16/20	10/23/20	0 days	0 days	0 days
3	task 2	5 days	10/26/20	10/30/20	0 days	0 days	0 days
4	task 3	5 days	11/2/20	11/6/20	0 days	0 days	0 days

Right Click on Header

	Task Name	Durat	Start	Finish	Shortest Duration	Most Likely Duration	Longest Estimated Duration
2	task 1	6 days	10/16/20	10/23/20	5 days	6 days	8 days
3	task 2	5 days	10/26/20	10/30/20	5 days	5 days	10 days
4	task 3	5 days	11/2/20	11/6/20	4 days	5 days	12 days

Field Settings

Field name: Duration1

Title: Shortest Duration

Align title: Left

Align data: Left

Width: 12

Header Text Wrapping

Best Fit OK Cancel

# Estimated

**Data Type** Yes/No

**Entry Type** Calculated or entered

**Description** The Estimated field indicates whether the task's duration is flagged as an estimate. The Estimated field contains Yes if the task duration is an estimate and No if it is a set duration. You can change whether a duration is estimated or set by choosing Yes or No in the Estimated field.

**How Calculated** By default, when you first add a new task, it is given an estimate of one day, and will appear in the Duration field as "1 day?". At any time, if you add a question mark (?) after any duration in the Duration field, the duration is an estimate. If you remove the question mark, the duration is considered set.

**Best Uses** Add the Estimated field to a task sheet when you want to view or change whether a task duration is estimated. Add this field when you want to sort, filter, or group for whether tasks have estimated durations. Sorting, filtering, or grouping based on the Estimated field can be helpful when you want all the estimated duration tasks to be displayed together so you can change the estimates to set durations.

	Estimated	Task Name	Durat	Start	Finish
19	Yes	Task 4	1 day?	10/16/20	10/16/20
20	Yes	Task 5	1 day?	10/19/20	10/19/20
21	Yes	Task 6	1 day?	10/20/20	10/20/20

Task Information

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

Name: Task 4 Duration: 5 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: 13

Earned value method: % Complete

Mark task as milestone

Help OK Cancel

Double Click on Task Line or go to Menu Bar "Task" and Properties Ribbon section to activate "Task Information" Dialog Box and use Check Box to toggle Estimated to "yes" or "no"

	Estimated	Task Name	Durat	Start	Finish
19	No	Task 4	5 days	10/16/20	10/22/20
20	No	Task 5	5 days	10/23/20	10/29/20
21	No	Task 6	5 days	10/30/20	11/5/20



# Subproject Fields

## External Task/Subproject File/ Read Only Toggle

File Task Resource Report Project View Add-ins Developer Acrobat SSI Analysis Tools Format Tell me what you want to do...

Gantt Chart [No Filter] [No Group] Indent Name Summary Tasks

Subproject Read Only	Project	Subproject File	External Task	Task Name	Duration	
19	No	Project1	C:\Users\wparadis\Desktop\Subproject B.mpp	No	Subproject B	5 days
1	No	Subproject B		No	Sub Project Task 7	5 days
2	No	Subproject B		No	Sub Project Task 7 Giver	0 days
21	No	Project1		No	Sub Project B Receiver	0 days
22	No	Project1		No	Task 4	5 days
23	No	Project1		No	Task 5	5 days
24	No	Project1		No	Task 6	5 days
25	No	Project1		No	Giver to Sub Project A	0 days
26	No	C:\Users\wparadis\Desktop\Subproject A.mpp		Yes	Receiver from Project 1	0 days

Name: Giver to Sub Project A Duration: 0 days Effort driven Manually Scheduled Previous Next

Start: 11/13/20 Finish: 11/13/20 Task type: Fixed Units % Complete: 0%

ID	Predecessor Name	Type	Lag	ID	Successor Name
24	Task 6	FS	0d	C:\Users\wparadis\Desktop\Subproject A.mpp\4	Receiver from Pr

Feature to know the path where the Sub Project file is located

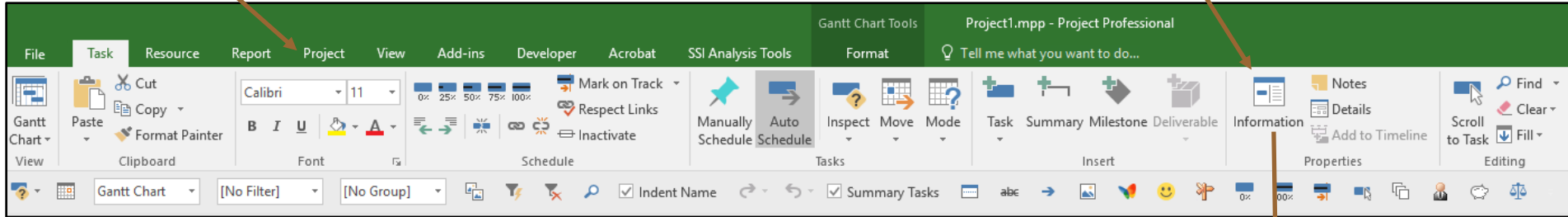
Feature to know where the activities actually reside

Nice Feature to lock Sub Projects from inadvertent changes

# Task Information Dialog Box

1

2



Or

	Estimated	Task Name	Durat	Start	Finish
19	Yes	Task 4	1 day?	10/16/20	10/16/20
20	Yes	Task 5	1 day?	10/19/20	10/19/20
21	Yes	Task 6	1 day?	10/20/20	10/20/20

1 Double Click on Task Row

1

The 'Task Information' dialog box is shown with the 'General' tab selected. It contains fields for 'Name' (Task 4), 'Duration' (5 days), 'Deadline' (NA), 'Constraint type' (As Soon As Possible), 'Constraint date' (NA), 'Task type' (Fixed Units), 'Calendar' (None), 'WBS code' (13), and 'Earned value method' (% Complete). There are also checkboxes for 'Estimated', 'Effort driven', and 'Mark task as milestone'. Buttons for 'Help', 'OK', and 'Cancel' are at the bottom.

# Group by Summary

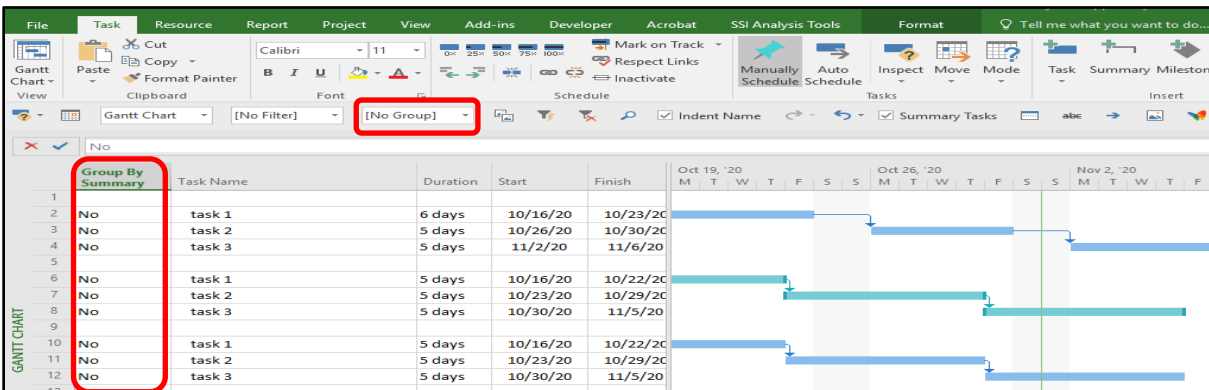
Data Type Yes/No

Group By Summary

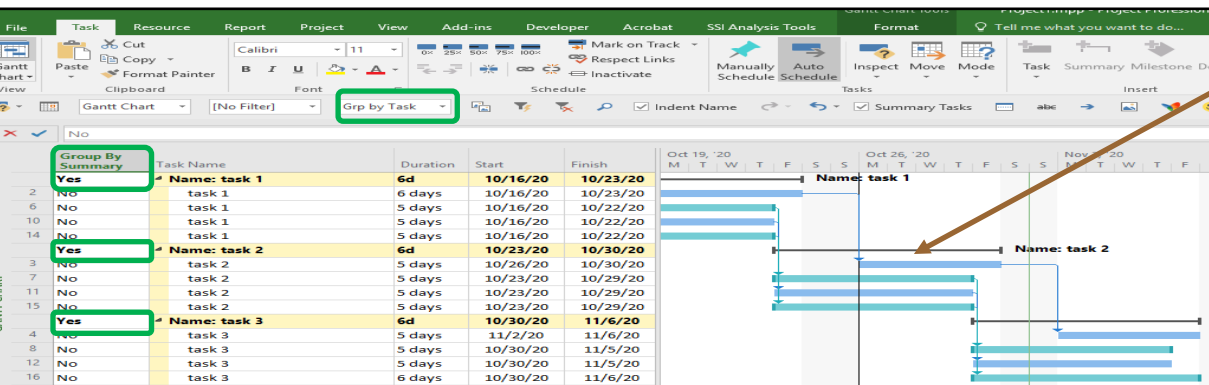
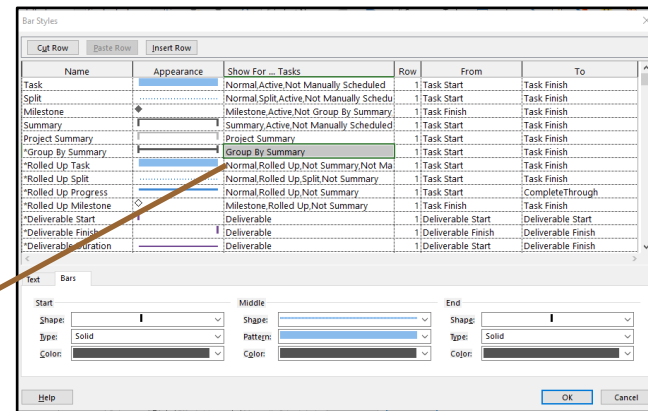
Entry Type Calculated

**How Calculated** If the row is the group summary, this field is set to Yes. If the row is a task within the grouping, this field is set to No.

**Best Uses** The main use of this field is for programming custom applications. Add the Group By Summary field to a task sheet when you have grouped tasks in a particular way and you want to sort or filter the tasks. The Group By Summary field shows whether the row, outside of its normal grouped context, is a summary row or a task row.



Added Bonus:  
Bar Styles Option





# Hyper Link

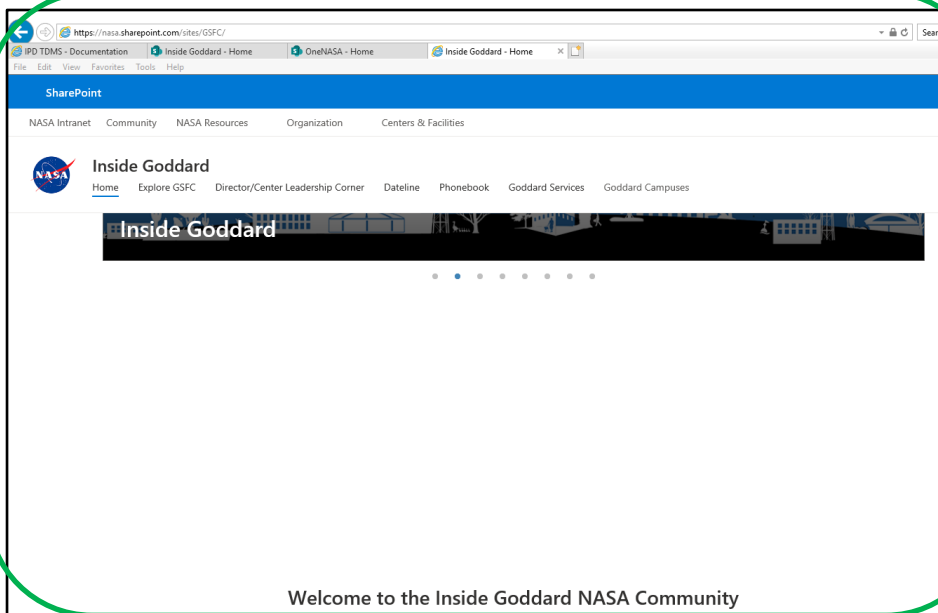
Data Type Text

Entry Type Entered

**Best Uses** Add the Hyperlink Href field to a task view when you want to display or go to the addresses and subaddresses associated with tasks.

	Hyperlink	Hyperlink Address	Hyperlink Href	Task Name
1				
2	<a href="#">Project 1 Task 1 QBD.xlsx</a>	Project%201%20Task%201%	Project%201%20Task'	task 1
3	<a href="https://nasa.sharepoint.com">https://nasa.sharepoint.com</a>	https://nasa.sharepoint.com	https://nasa.sharepo	task 2
4				task 3

	A	B	C	D	E	F
1		Start	Finish	Duration	%	Comments
2	Task 1 - 1	10/15/2020	10/16/20	1	0	
3	Task 1 - 2	10/15/2020	10/17/20	2	0	
4	Task 1 - 3	10/15/2020	10/18/20	3	0	
5	Task 1 - 4	10/15/2020	10/19/20	4	0	
6	Task 1 - 5	10/15/2020	10/20/20	5	0	
7	Task 1 - 6	10/15/2020	10/16/20	1	0	
8	Task 1 - 7	10/15/2020	10/17/20	2	0	
9	Task 1 - 8	10/15/2020	10/18/20	3	0	
10	Task 1 - 9	10/15/2020	10/19/20	4	0	
11	Task 1 - 10	10/15/2020	10/20/20	5	0	
12	Task 1 - 11	10/15/2020	10/16/20	1	0	
13	Task 1 - 12	10/15/2020	10/17/20	2	0	
14	Task 1 - 13	10/15/2020	10/18/20	3	0	
15	Task 1 - 14	10/15/2020	10/19/20	4	0	
16	Task 1 - 15	10/15/2020	10/20/20	5	0	
17	Task 1 - 16	10/15/2020	10/16/20	1	0	
18	Task 1 - 17	10/15/2020	10/17/20	2	0	
19	Task 1 - 18	10/15/2020	10/18/20	3	0	
20	Task 1 - 19	10/15/2020	10/19/20	4	0	
21	Task 1 - 20	10/15/2020	10/20/20	5	0	
22	Task 1 - 21	10/15/2020	10/17/20	2	0	
23	Task 1 - 22	10/15/2020	10/18/20	3	0	
24	Task 1 - 23	10/15/2020	10/19/20	4	0	
25	Task 1 - 24	10/15/2020	10/20/20	5	0	
26						



# Warning/Ignore Warnings

Data Type	Yes/No field	Entry Type	Entered	How Calculated	Text
-----------	--------------	------------	---------	----------------	------

**Best Uses** Add the Ignore Warnings field to any task sheet when you want to quickly change whether you want to see the warning indicators for **manually scheduled tasks**. By default, the Ignore Warnings field is set to No. You can use this field to quickly change the No to Yes. Likewise, if you want to see warning indicators that you have hidden, you can use this field to change the Yes to No. You can sort, group, or filter to show all the Yes entries together.

Ignore Warnings	Warning	Task Name	Duration	Start	Finish	% Complete
No	No	task 1	5 days	10/16/20	10/22/20	0%
No	No	task 2	10 days	10/23/20	11/5/20	0%
No	Yes	task 3	5 days	10/30/20	11/5/20	0%

Ignore Warnings	Warning	Task Name	Duration	Start	Finish	% Complete
No	No	task 1	5 days	10/16/20	10/22/20	0%
No	No	task 2	10 days	10/23/20	11/5/20	0%
Yes	Yes	task 3	5 days	10/30/20	11/5/20	0%

**Project Options**

Use starting year for FY num

General

Display

**Schedule**

Proofing

Save

Language

Advanced

Customize Ribbon

Quick Access Toolbar

Add-ins

Trust Center

Default start time: 8:00 AM

Default end time: 5:00 PM

Hours per day: 8

Hours per week: 40

Days per month: 20

**Schedule**

Show scheduling messages

Show assignment units as a: Percentag

**Scheduling options for this project:**

New tasks created:

Auto scheduled tasks scheduled on:

Duration is entered in:

Work is entered in:

Default task type:

New tasks are effort driven

Autolink inserted or moved tasks

Split in-progress tasks

Update Manually Scheduled tasks when editing links

**Schedule Alerts Options:**

Show task schedule warnings

Show task schedule suggestions

# Linked Fields

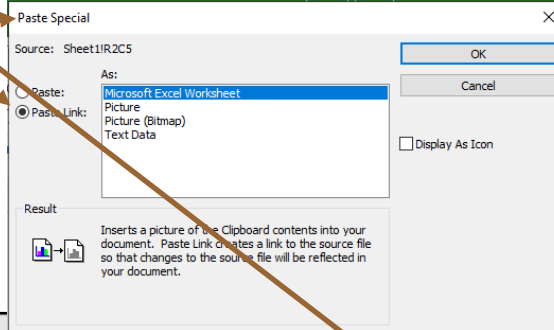
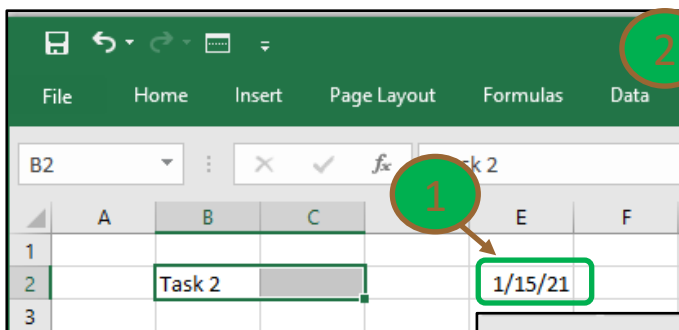
**Data Type** Yes/No

**Entry Type** Calculated

**How Calculated** The Linked Fields field contains Yes when there is an OLE link to one of the task fields. The field contains No when there are no OLE links to any task field.

**Best Uses** Add the Linked Fields field to a task sheet when you want to see whether the information for a task is a result of OLE links from somewhere else in the active project, another Project file, or another program.

	Linked Fields	Task Name	Duration	Start	Finish	Baseline Duration	20					Oct 19, '20				
							W	T	F	S	S	M	T	W	T	F
10	No	task 1	5 days	10/16/20	10/22/20	5 days										
11	No	task 2	5 days	10/23/20	10/29/20	5 days										
12	No	task 3	5 days	10/30/20	11/5/20	5 days										



	Linked Fields	Task Name	Duration	Start	Finish	Baseline Duration	Jan 18, '21				
							S	S	M	T	W
10	No	task 1	5 days	10/16/20	10/22/20	5 days					
11	Yes	task 2	5 days	1/18/21	1/22/21	5 days					
12	No	task 3	5 days	1/25/21	1/29/21	5 days					

# Marked

Data Type Yes/No

Entry Type Entered

**Description** The Marked task field indicates whether a task is marked for further action or identification of some kind. To mark a task, click **Yes** in the Marked field. If you don't want a task marked, click **No**.

**Best Uses** Use the Marked field to apply any Yes/No information to your tasks. Add the Marked field to a task view when you want to select certain tasks for viewing, filtering, formatting, or editing. You can mark tasks to specify special formatting for the Gantt Chart, the Calendar, or the Network Diagram views.

	Marked	Task Name	Duration	Start	Finish	F	S	S	Jan 18, '21	M	T	W
10	No	task 1	5 days	10/16/20	10/22/20							
11	No	task 2	5 days	1/18/21	1/22/21							
12	No	task 3	5 days	1/25/21	1/29/21							

Added Bonus:  
Bar Styles Option

	Marked	Task Name	Duration	Start	Finish	F	S	S
10	No	task 1	5 days	10/16/20	10/22/20			
11	Yes	task 2	5 days	1/18/21	1/22/21			
12	No	task 3	5 days	1/25/21	1/29/21			
13								

Text Styles dialog box showing settings for 'Marked Tasks'. The 'Item to Change' is 'Marked Tasks'. The 'Font' is 'Calibri', 'Font style' is 'Bold', and 'Size' is '12'. The 'Background Color' is set to yellow. A preview box shows 'AaBbYyZz' in the selected font and color.



# Flag 1-20

**Data Type** Yes/No

**Entry Type** Calculated or entered

**Best Uses** Use one of these custom Flag fields whenever you want to add any Yes/No data to task information. Add a custom Flag field to a task sheet when you want to mark certain tasks for viewing, filtering, formatting, or editing. You can also use the Flag field to format custom Gantt bars in special tasks.

**Added Bonus:  
Bar Styles Option**

	Task Name	Duration	Start	Finish	Flag1	Flag2	Flag3	Nov 2, '20							Nov 9, '20						
								T	F	S	S	M	T	W	T	F	S	S	M	T	W
2	task 1	12 days	10/16/20	11/2/20	No	No	No	[Blue bar from Nov 2 to Nov 9]													
3	task 2	5 days	11/3/20	11/9/20	No	No	No								[Blue bar from Nov 3 to Nov 9]						
4	task 3	5 days	11/10/20	11/16/20	No	No	No								[Blue bar from Nov 10 to Nov 16]						

**Bar Styles**

Cut Row    Paste Row    Insert Row

Name	Appearance	Show For ... Tasks
Task	[Blue bar]	Flag1
Task	[Red bar]	Flag2
Task	[Green bar]	Flag3

	Task Name	Duration	Start	Finish	Flag1	Flag2	Flag3	Nov 2, '20							Nov 9, '20						
								T	F	S	S	M	T	W	T	F	S	S	M	T	W
2	task 1	12 days	10/16/20	11/2/20	Yes	No	No	[Blue bar from Nov 2 to Nov 9]													
3	task 2	5 days	11/3/20	11/9/20	No	Yes	No								[Red bar from Nov 3 to Nov 9]						
4	task 3	5 days	11/10/20	11/16/20	No	No	Yes								[Green bar from Nov 10 to Nov 16]						

# Milestone

**Entry Type** Calculated or entered

**Description** The Milestone field indicates whether a task is a milestone.

**How Calculated** If a task has a duration of zero, it is identified as a milestone and the Milestone field contains Yes. If a task has a duration greater than zero, this field contains No.

**Best Uses** Add the Milestone field to a task view when you want to change the automatic settings for milestones directly in that view. You can change whether a task is a milestone by changing the Yes and No designations in this field. You can also use the Milestone field to apply special formatting to milestone tasks in the Gantt Chart, the Calendar, or the Network Diagram views.

	Milestone	Task Name	Duration	Start	Finish	20							Nov 2, '20							Nov 9, '20						
						W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T					
2	No	task 1	12 days	10/16/20	11/2/20																					
3	No	task 2	5 days	11/3/20	11/9/20																					
4	No	task 3	5 days	11/10/20	11/16/20																					

	Milestone	Task Name	Duration	Start	Finish	Nov 2, '20							Nov 9, '20							Nov 16, '20						
						M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T			
2	Yes	task 1	12 days	10/16/20	11/2/20																					
3	Yes	task 2	5 days	11/3/20	11/9/20																					
4	Yes	task 3	5 days	11/10/20	11/16/20																					

# Outline Level

Data Type Integer

Entry Type Calculated

**How Calculated** Project assigns a value in the Outline Level field according to the task's outline level in the project outline hierarchy. A task with an outline level of 1 is at the highest level in the outline, that is, it has no summary tasks above it. A task with an outline level of 10, for example, has nine summary tasks above it. It might also have any number of subtasks below it.

**Best Uses** Add the Outline Level field to a task view when you want to display or filter for the position of the task within the project's outline structure.

	Outline Level	Outline Number	Task Name	Durati	Start	Finish
1	1	1	Task 1	2 days	11/11/20	11/12/20
2	2	1.1	Task 1 Sub Task 1	2 days	11/11/20	11/12/20
3	3	1.1.1	Task 1 Sub Task 1 - Sub Task 1	2 days	11/11/20	11/12/20
4	4	1.1.1.1	Task 1 Sub Task 1 - Sub Task 1 - Sub Task 1	2 days	11/11/20	11/12/20
5	5	1.1.1.1.1	Task 1 Sub Task 1 - Sub Task 1 - Sub Task 1 - Sub Task 1	2 days	11/11/20	11/12/20
6	6	1.1.1.1.1.1	Task 1 Sub Task 1 - Sub Task 1 - Sub Task 1 - Sub Task 1 - Sub Task 1	2 days	11/11/20	11/12/20
7	7	1.1.1.1.1.1.1	Task 1 Sub Task 1 - Sub Task 1 - Sub Task 1 - Sub Task 1 - Sub Task 1 - Sub Task 1	2 days	11/11/20	11/12/20
8						
9	1	2	Task 2	2 days	11/11/20	11/12/20
10	2	2.1	Task 2 Sub Task 1	2 days	11/11/20	11/12/20
11	3	2.1.1	Task 2 Sub Task 1 - Sub Task 1	2 days	11/11/20	11/12/20
12	4	2.1.1.1	Task 2 Sub Task 1 - Sub Task 1 - Sub Task 1	2 days	11/11/20	11/12/20
13	5	2.1.1.1.1	Task 2 Sub Task 1 - Sub Task 1 - Sub Task 1 - Sub Task 1	2 days	11/11/20	11/12/20
14	6	2.1.1.1.1.1	Task 2 Sub Task 1 - Sub Task 1 - Sub Task 1 - Sub Task 1 - Sub Task 1	2 days	11/11/20	11/12/20
15	7	2.1.1.1.1.1.1	Task 2 Sub Task 1 - Sub Task 1 - Sub Task 1 - Sub Task 1 - Sub Task 1 - Sub Task 1	2 days	11/11/20	11/12/20

# Outline Number

Data Type Text

Entry Type Calculated

**Description** The Outline Number field contains the number that represents a task's position in the hierarchical outline structure. The outline number is similar to a work breakdown structure (WBS) number, except that the outline number is automatically entered by Project.

**How Calculated** Project assigns the Outline Number according to the task's sequence and outline level in the project outline hierarchy. The first task has an outline number of 1. The subtask that appears directly under that first summary task has an outline number of 1.1. Another subtask on the same level has an outline number of 1.2. The first subtask of that subtask has an outline number of 1.2.1. A task with an outline number of 7.2 indicates that it's the second subtask under the seventh top-level task.

**Best Uses** Add the Outline Number field to a task view when you want to display the position of a task within the project's outline structure. You can also use outline numbers as WBS codes, which identify tasks by number and indicate the tasks' positions within the project.

	Outline Number	Task Name	Durati	Start	Finish
1	1	Task 1	2 days	11/11/20	11/12/20
2	1.1	Task 1 Sub Task 1	2 days	11/11/20	11/12/20
3	1.1.1	Task 1 Sub Task 1 - Sub Task 1	2 days	11/11/20	11/12/20
4	1.1.1.1	Task 1 Sub Task 1 - Sub Task 1 - Sub Task 1	2 days	11/11/20	11/12/20
5	1.1.1.1.1	Task 1 Sub Task 1 - Sub Task 1 - Sub Task 1 - Sub Task 1	2 days	11/11/20	11/12/20
6	1.1.1.1.1.1	Task 1 Sub Task 1 - Sub Task 1 - Sub Task 1 - Sub Task 1	2 days	11/11/20	11/12/20
7	1.1.1.1.1.1.1	Task 1 Sub Task 1 - Sub Task 1 - Sub Task 1 - Sub Task 1 - SubTask 1	2 days	11/11/20	11/12/20
8					
9	2	Task 2	2 days	11/11/20	11/12/20
10	2.1	Task 2 Sub Task 1	2 days	11/11/20	11/12/20
11	2.1.1	Task 2 Sub Task 1 - Sub Task 1	2 days	11/11/20	11/12/20
12	2.1.1.1	Task 2 Sub Task 1 - Sub Task 1 - Sub Task 1	2 days	11/11/20	11/12/20
13	2.1.1.1.1	Task 2 Sub Task 1 - Sub Task 1 - Sub Task 1 - Sub Task 1	2 days	11/11/20	11/12/20
14	2.1.1.1.1.1	Task 2 Sub Task 1 - Sub Task 1 - Sub Task 1 - Sub Task 1	2 days	11/11/20	11/12/20
15	2.1.1.1.1.1.1	Task 2 Sub Task 1 - Sub Task 1 - Sub Task 1 - Sub Task 1 - SubTask 1	2 days	11/11/20	11/12/20

I know of no use for it and have never used it. Do you use it?

If you do use it and don't mind sharing your experience; please Email Bill Paradis at [William.g.paradis@nasa.gov](mailto:William.g.paradis@nasa.gov) and let me know.

Thank You!

# Outline Code1-10

Data Type Outline code

Entry Type Entered

**Best Uses** Add one of the Outline Code fields to a task sheet view when you want to display the custom outline code. You can also use the outline code for grouping, filtering, and sorting tasks. Create and apply outline codes that reflect the type of information and structure you need to see when viewing task information.

Code mask (optional)

Lookup table

Row	Value	Description
1	Pre-Phase A	Pre Phase A Activities
2	Phase A	Phase A Activities
3	Phase B	Phase B Activities
4	Phase C	Phase C Activities
5	Phase D	Phase D Activities
6	Phase E	Phase E Activities

Display indenting in lookup table  
 Use a value from the table as the default entry for the field  
Set Default (Click button after selecting a value above)  
Display order for lookup table  
 By row number  Sort ascending  Sort descending Sort  
Data entry options  
 Allow additional items to be entered into the fields. (Values will be added to lookup)  
 Allow only codes that have no subordinate values  
Help Import Lookup Table... Close

Code mask (optional)

Lookup table

Row	Value	Description
1	SCSIM	Spacecraft Simulator
2	ISIM	Instrument Simulator
3	BATS	Box A Test Set
4	SCIT	Spacecraft I&T Rack

Display indenting in lookup table  
 Use a value from the table as the default entry for the field  
Set Default (Click button after selecting a value above)  
Display order for lookup table  
 By row number  Sort ascending  Sort descending Sort  
Data entry options  
 Allow additional items to be entered into the fields. (Values will be added to lookup)  
 Allow only codes that have no subordinate values  
Help Import Lookup Table... Close

Code mask (optional)

Lookup table

Row	Value	Description
1	Deliverable	Deliverable Item
2	GFE	Gov Furn Equip
3	CDRL	CDRL Item
4	Giver	Giver Item
5	Receiver	Receivable

Display indenting in lookup table  
 Use a value from the table as the default entry for the field  
Set Default (Click button after selecting a value above)  
Display order for lookup table  
 By row number  Sort ascending  Sort descending Sort  
Data entry options  
 Allow additional items to be entered into the fields. (Values will be added to lookup)  
 Allow only codes that have no subordinate values  
Help Import Lookup Table... Close

Multi-Uses





# Recurring

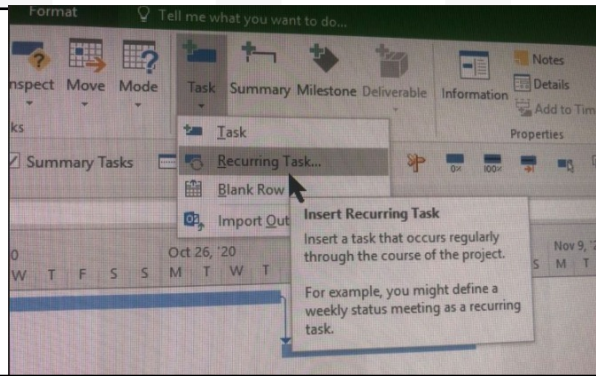
<b>Data Type</b> Yes/No	<b>Entry Type</b> Calculated
-------------------------	------------------------------

**Description** The Recurring field indicates whether a task is part of a series of recurring tasks.

**How Calculated** If a task is part of a series of recurring tasks, the Recurring field contains Yes.

**Best Uses** Add the Recurring field to a task sheet to review or filter for the recurring tasks in your schedule.

Recurring	Task Name	Duration	Start	Finish	T	F	S	S	Oct 19, '20	Oct 26, '20	Nov 2, '20	Nov 9, '20	Nov 16, '20
No	Recurring events	1 day	10/16/20	10/16/20									
No	Week1	1 day	10/16/20	10/16/20									
No	Week2	1 day	10/16/20	10/16/20									
No	week3	1 day	10/16/20	10/16/20									
No	week4	1 day	10/16/20	10/16/20									
No	week5	1 day	10/16/20	10/16/20									



Recurring	Constraint Type	Constraint Date	Task Name	Duration	Start	Finish	Oct 19, '20	Oct 26, '20	Nov 2, '20	Nov 9, '20	Nov 16, '20
Yes	As Soon As Possible	NA	Week	21 days	10/19/20	11/16/20					
Yes	Start No Earlier Than	10/19/20	Week 1	1 day	10/19/20	10/19/20					
Yes	Start No Earlier Than	10/26/20	Week 2	1 day	10/26/20	10/26/20					
Yes	Start No Earlier Than	11/2/20	Week 3	1 day	11/2/20	11/2/20					
Yes	Start No Earlier Than	11/9/20	Week 4	1 day	11/9/20	11/9/20					
Yes	Start No Earlier Than	11/16/20	Week 5	1 day	11/16/20	11/16/20					



# Remaining Duration

<b>Data Type</b> Duration	<b>Entry Type</b> Calculated or entered
---------------------------	---

**Description** The Remaining Duration field shows the amount of time required to complete the unfinished portion of a task.

**How Calculated** If you type a value in the Actual Duration field or % Complete field, remaining duration is calculated using the following formulas:

Remaining Duration = Duration - Actual Duration                      Remaining Duration = Duration - (Duration \* Percent Complete)

If you type a value in the Remaining Duration field, Microsoft Office Project calculates a new duration and completion percentage. If you increase or decrease remaining duration, Project changes duration to match the sum of the remaining duration and actual duration and leaves the actual duration unchanged.

Task Name	Duration	Remaining Duration	% Complete	Start	Finish	26, '20					Nov 2, '20					Nov 9, '20					Nov M				
						T	W	T	F	S	S	M	T	W	T	F	S	S	M	T		W	T	F	S
2 task 1	12 days	12 days	0%	10/16/20	11/2/20																				
3 task 2	5 days	5 days	0%	11/3/20	11/9/20																				
4 task 3	5 days	5 days	0%	11/10/20	11/16/20																				

Task Name	Duration	Remaining Duration	% Complete	Start	Finish	26, '20					Nov 2, '20					Nov 9, '20					Nov M				
						T	W	T	F	S	S	M	T	W	T	F	S	S	M	T		W	T	F	S
2 task 1	12 days	6 days	50%	10/16/20	11/2/20																				
3 task 2	5 days	5 days	0%	11/3/20	11/9/20																				
4 task 3	5 days	5 days	0%	11/10/20	11/16/20																				

# Resume & Stop

<b>Data Type</b> Date	<b>Entry Type</b> Calculated or entered
-----------------------	---

**Description** The **Resume** field shows the date that the remaining portion of a task is scheduled to resume after you enter any progress, for example, % Complete, % Work Complete, Actual Work, Actual Duration, or Actual Start. The Resume field is also recalculated when the remaining portion of a task is moved to a new date.

The **Stop** field shows the date that represents the end of the actual portion of a task. Typically, Project calculates the stop date. However, you can edit this date as well.

**How Calculated** The Stop & Resume fields contains "NA" until you enter actual work or percent complete.

	Stop	Resume	Task Name	Duration	% Complete	Start	Finish	Flag1	Flag2	Flag3	Nov 2, '20					Nov 9, '20					Nov 16, '20										
											M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
2	NA	NA	task 1	12 days	0%	10/16/20	11/9/20	Yes	No	No	[Task 1 bar]					[Task 2 bar]					[Task 3 bar]										
3	NA	NA	task 2	5 days	0%	11/10/20	11/16/20	No	Yes	No						[Task 2 bar]															
4	NA	NA	task 3	5 days	0%	11/17/20	11/23/20	No	No	Yes											[Task 3 bar]										

Split in-progress tasks ⓘ

	Stop	Resume	Task Name	Duration	% Complete	Start	Finish	Flag1	Flag2	Flag3	Nov 2, '20					Nov 9, '20					Nov 16, '20										
											M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
2	10/23/20	10/26/20	task 1	12 days	50%	10/16/20	11/9/20	Yes	No	No	[Task 1 bar]					[Task 2 bar]					[Task 3 bar]										
3	NA	NA	task 2	5 days	0%	11/10/20	11/16/20	No	Yes	No						[Task 2 bar]															
4	NA	NA	task 3	5 days	0%	11/17/20	11/23/20	No	No	Yes											[Task 3 bar]										

Split in-progress tasks ⓘ

	Stop	Resume	Task Name	Duration	% Complete	Start	Finish	Flag1	Flag2	Flag3	Oct 19, '20					Oct 26, '20					Nov 2, '20					Nov 9, '20					Nov 16, '20																
											S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
2	10/23/20	11/2/20	task 1	12 days	50%	10/16/20	11/9/20	Yes	No	No	[Task 1 bar]					[Task 2 bar]					[Task 3 bar]					[Task 4 bar]																					
3	NA	NA	task 2	5 days	0%	11/10/20	11/16/20	No	Yes	No						[Task 2 bar]																															
4	NA	NA	task 3	5 days	0%	11/17/20	11/23/20	No	No	Yes																[Task 3 bar]																					

# Roll Up

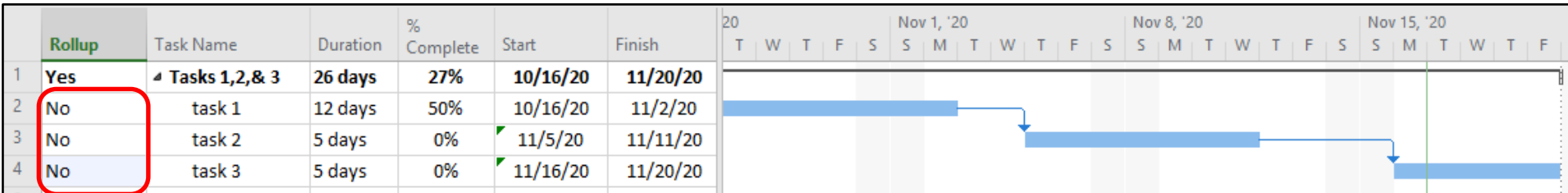
**Data Type** Yes/No

**Entry Type** Entered

**Description** For subtasks, the Rollup field indicates whether information on the subtask Gantt bars will be rolled up to the summary task bar. For summary tasks, the Rollup field indicates whether the summary task bar displays rolled up bars. You must have the Rollup field for summary tasks set to Yes for any subtasks to roll up to them.

**Best Uses** Add the Rollup field to the Gantt Chart view to set which subtasks are to be rolled up to the summary task bar. By default, all summary tasks are set to Yes and all subtasks are set to No.

**Added Bonus:  
Bar Styles Option**



Name	Appearance	Show For ... Tasks	Row	From	To
*Rolled Up Task		Normal	1	Task Start	Task Finish

**Task Information**

General | Predecessors | Resources

Name: task 1

Percent complete: 50%

Schedule Mode:  Manually Scheduled  Auto Scheduled

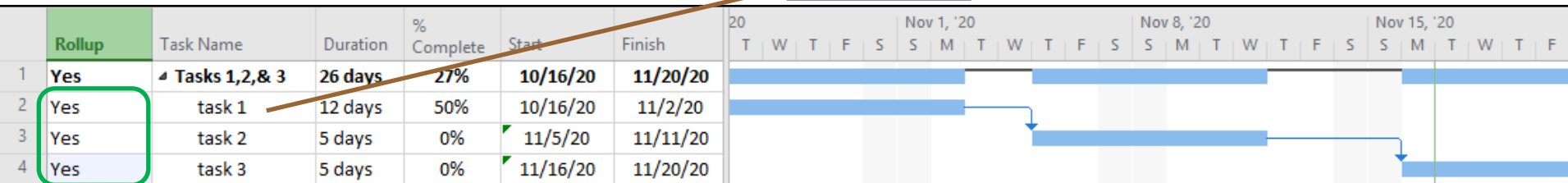
Dates

Start: 10/16/20

Display on Timeline

Hide Bar

Rollup



# Start Slack/Slack/Finish Slack

## (The Slack Brothers)

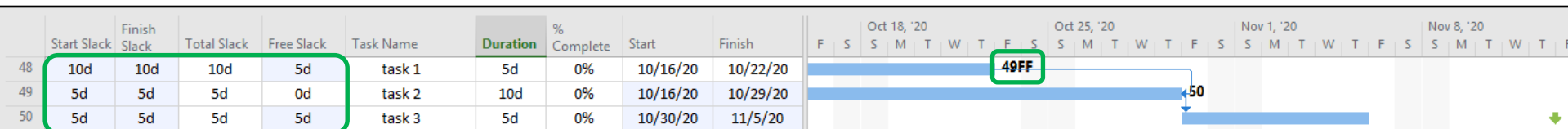
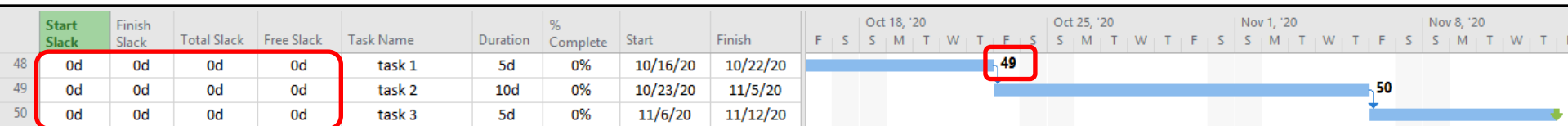
**Data Type** Duration

**Entry Type** Calculated

**Description** The Start Slack field contains the duration between the Early Start or Finish and Late Start or Finish dates. The smaller of the start slack and finish slack amounts determines the amount of free slack available, that is, the amount of time a task can be delayed without affecting the start date of a successor task or the project finish date.

The Total Slack field contains the amount of time a task's finish date can be delayed without delaying the project's finish date.

**How Calculated** Microsoft Office Project bases its calculations of total slack on comparisons of the dates in the Early Start, Early Finish, Late Start, and Late Finish fields for the task, which in turn take into account the dates for any successor tasks. Total slack is calculated as the smaller value of the Late Finish minus the Early Finish field, and the Late Start minus the Early Start field.

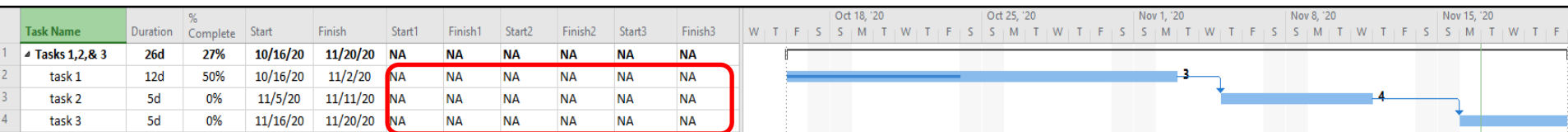


# Start 1-10 / Finish 1-10

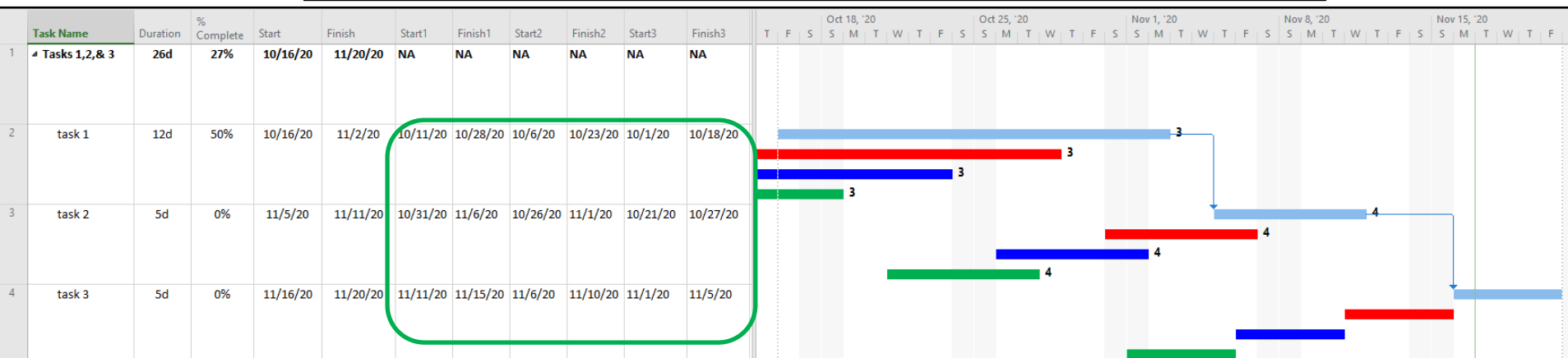
**Data Type** Date

**Entry Type** Calculated or entered

**Best Uses** Use one or more custom start fields to enter and store additional start date information for tasks (for example, from additional baseline or interim plans or for a projected milestone or phase start date). You might want to use a custom start field in conjunction with a custom finish field. This field is useful for noting important dates on the Gantt Chart.



Name	Appearance	Show For ... Tasks	Row	From	To
Task		Normal,Active,Not Manually Scheduled	1	Task Start	Task Finish
Task		Normal,Active,Not Manually Scheduled	2	Start1	Finish1
Task		Normal,Active,Not Manually Scheduled	3	Start2	Finish2
Task		Normal,Active,Not Manually Scheduled	4	Start3	Finish3



# Status / Status Indicator

**Data Type** Enumerated

**Entry Type** Calculated

**Description** The Status field indicates the current status of a task, specifying whether the task is Complete, On Schedule, Late, or a Future Task.

**How Calculated** If the task is 100 percent complete, then Microsoft Office Project sets the Status field to Complete. If the task start date is greater than the status date, then the Status field contains Future Task. If timephased cumulative percent complete is spread to at least the day before the status date, then the Status field contains On Schedule. If the timephased cumulative percent complete does not reach midnight on the day before the status date, then the Status field contains Late.

**Data Type** Indicator

**Entry Type** Calculated

**Description** The Status Indicator field displays an icon which represents the current status of a task. There are indicators to specify that a task is Complete, On Schedule, Late, or a Future Task.

**How Calculated** Project bases the content of the Status Indicator field on the results in the Status field. If the task is complete, then the Status Indicator contains a check mark. If the task will occur in the future, the Status Indicator field is blank. If the task is on schedule, the Status Indicator contains a clock with a check mark. If the task is late, the Status Indicator contains a clock with an exclamation point.

Status	Status Indicator	Task Name	Duration	% Complete	Start	Finish
On Schedule	🕒	Tasks 1,2,& 3	26d	27%	10/16/20	11/20/20
On Schedule	🕒	task 1	12d	50%	10/16/20	11/2/20
Future Task		task 2	5d	0%	11/5/20	11/11/20
Future Task		task 3	5d	0%	11/16/20	11/20/20

Status	Status Indicator	Task Name	Duration	% Complete	Start	Finish
Complete	✓	Tasks 1,2,& 3	26d	100%	10/16/20	11/20/20
Complete	✓	task 1	12d	100%	10/16/20	11/2/20
Complete	✓	task 2	5d	100%	11/5/20	11/11/20
Complete	✓	task 3	5d	100%	11/16/20	11/20/20

# Summary

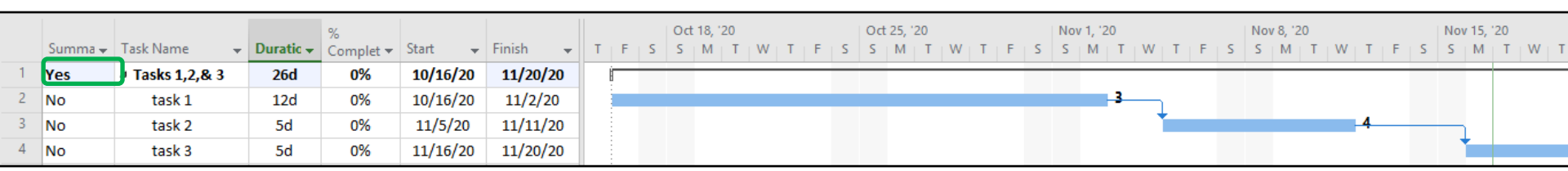
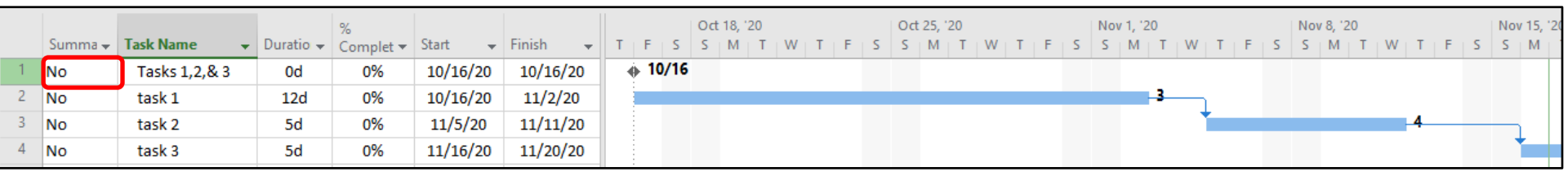
<b>Data Type</b> Yes/No	<b>Entry Type</b> Calculated
-------------------------	------------------------------

**Description** The Summary field indicates whether a task is a summary task.

**How Calculated** If a task is a summary task, the Summary field contains Yes. A summary task is made up of subtasks and summarizes those subtasks, which appear indented under a summary task in your task list.

**Best Uses** Add the Summary field to a task sheet if you have multiple levels of summary tasks in your schedule and you want to be able to identify and filter for all your summary tasks. The Summary field can also be used to apply text formatting only to summary tasks.

Added Bonus:  
Bar Styles Option



# Task Mode

Data Type	Yes/No	Entry Type	Entered
-----------	--------	------------	---------

**Best Uses** You can manually schedule or automatically schedule all tasks throughout the life of a project. For example, during the proposal phase, you might want to manually schedule all tasks in your project, and then switch to automatic scheduling after the proposal has been accepted and the project is about to start. You can manually schedule certain sets of tasks while all other tasks are automatically scheduled.

The Task Mode field is included by default next to the Task Name field on all task-based sheet views, including the Gantt Chart. It displays an icon indicating whether a task is a placeholder, a manually scheduled task, or an automatically scheduled task.

To change the task mode, click in the field. In the list that appears, click **Manually Scheduled** or **Auto Scheduled**. You can also select specific tasks, then on the **Task** tab, in the **Schedule** group, click **Manually Schedule** or **Auto Schedule**.

Task Mode	Task Name	Duration	% Complete	Start	Finish
🚩	Tasks 1,2,& 3	28d	0%	10/16/20	11/24/20
🚩	task 1	12d	0%	10/16/20	11/2/20
🚩	task 2	10d	0%	11/5/20	11/18/20
🚩	task 3	5d	0%	11/19/20	11/25/20

Task Mode	Task Name	Duration	% Complete	Start	Finish
👉	Tasks 1,2,& 3	29d	0%	10/16/20	11/25/20
👉	task 1	12d	0%	10/16/20	11/2/20
👉	task 2	10d	0%	11/5/20	11/18/20
👉	task 3	5d	0%	11/19/20	11/25/20

Task configuration for 'task 1':

- Name: task 1
- Duration: 5d
- Start: 10/16/20
- Finish: 10/22/20
- Predecessor: 11 task 2
- Task type: **Manually Scheduled**

Task configuration for 'task 2':

- Name: task 2
- Duration: 10d
- Start: 11/5/20
- Finish: 11/18/20
- Predecessor: 2 task 1
- Task type: **Auto Scheduled**



# Type

## Data Type Enumerated

## Entry Type Entered

When a task is set to fixed work, the amount of work remains constant, regardless of any change in duration or the number of resources (assignment units) assigned to the task. When a task is set to fixed units, the number of assignment units remains constant, regardless of the amount of work or duration on the task. When a task is set to fixed duration, the duration for the task remains constant, regardless of the number of resources (assignment units) assigned or the amount of work.

**Best Uses** Add the Type field to a task view when you want to display, filter, or edit how task duration, work, or units can be adjusted as the task is being assigned and scheduled.

In a	If you revise units	If you revise duration	If you revise work
Fixed units task	Duration is recalculated.	Work is recalculated.	Duration is recalculated.
<b>Fixed work task</b>	Duration is recalculated.	Units are recalculated.	Duration is recalculated.
Fixed duration task	Work is recalculated.	Work is recalculated.	Units are recalculated.

Project Options dialog box, Schedule tab. The 'Work is entered in' dropdown is set to 'Fixed Units' (highlighted with a red box). Other settings include: Calendar options for this project: Project1.mpp; Week starts on: Sunday; Fiscal year starts in: January; Default start time: 8:00 AM; Default end time: 5:00 PM; Hours per day: 8; Hours per week: 40; Days per month: 20; Show assignment units as a: Percentage; Scheduling options for this project: Project1.mpp; New tasks created: Auto Scheduled; Auto scheduled tasks scheduled on: Project Start Date; Duration is entered in: Days; Work is entered in: Hours; Default task type: Fixed Units.

Project Options dialog box, Schedule tab. The 'Work is entered in' dropdown is set to 'Fixed Duration' (highlighted with a green box). Other settings include: Calendar options for this project: Project1.mpp; Week starts on: Sunday; Fiscal year starts in: January; Default start time: 8:00 AM; Default end time: 5:00 PM; Hours per day: 8; Hours per week: 40; Days per month: 20; Show assignment units as a: Percentage; Scheduling options for this project: Project1.mpp; New tasks created: Auto Scheduled; Auto scheduled tasks scheduled on: Project Start Date; Duration is entered in: Days; Work is entered in: Hours; Default task type: Fixed Duration.

# UID Predecessors /Successors

**Data Type** Integer List

**Entry Type** Entered

**Description** The Unique ID Preds/Succs field lists the unique ID numbers for the Preds/Succs tasks on which a task depends before it can be started or finished. Each Preds/Succs is linked to the task by a specific type of task dependencies and a lead times or lag times.

**Best Uses** Add the Unique ID Preds/Succs fields to a task view when you want to display or update task Preds/Succs as identified by their unique IDs rather than task IDs. Each Pred/Succ is represented by its unique ID number, which may be followed by a dependency and the lead or lag times. The dependency types for Preds/Succs are FS (finish-to-start), FF (finish-to-finish), SS (start-to-start), and SF (start-to-finish). To enter lead time, type a negative number. To enter lag time, type a positive number.

Unique ID	Task Name	Duration	% Complete	Start	Finish	Predecessor	Successor	Unique ID Predecessor	Unique ID Successor
70	Tasks 1,2,& 3	29d	0%	10/16/20	11/25/20				
71	task 1	12d	0%	10/16/20	11/2/20		3		
72	task 2	10d	0%	11/5/20	11/18/20	2	4	71	71
73	task 3	5d	0%	11/19/20	11/25/20	3		72	72



# Agenda

MS Project Fields

MS Project Field Selection

Schedule Field Discussion



Custom Fields

Headers/ Auto Filter

Questions

# Custom Fields

3 - DETAIL SUE | 0 - Mapquest | [No Group]

MRT 5 Update STOL Procs & Pages

Line#	UID	Slack	Task Status	Name
4607	11820	255d?		MRT 5 Receivables/Needs

Custom Fields

Field:  Task  Resource  Project Type: Number

Field: Task Status (Number9)

Number10  
Number11  
Number12  
Number13  
Number14  
Number15

Rename... Delete Add Field to Enterprise... Import Field...

Custom attributes:  None  Lookup...  Formula...

Calculation for task and group summary rows:  None  Rollup: Maximum  Use formula

Calculation for assignment rows:  None  Roll down unless manually entered

Values to display:  Data  Graphical Indicators...

Help OK Cancel

Formula for 'Task Status'

Edit formula

Task Status =

```

If([% Complete]=100,2,If([% Complete]<100 And [Finish]>[Baseline10 Finish],1,If([Unique ID]>15849,3)))
    
```

Insert: Field Function Import Formula...

Help OK Cancel

3 - DETAIL SUE | 0 - Mapquest | [No Group]

MRT 5 Update STOL Procs & Pages

Line#	UID	Slack	Task Status	Name
4607	11820	255d?		MRT 5 Receivables/Needs
4608	10846	0d	✓	Recv OPS-4 NP Drop 02 (SIR-15d) for MRT 5
4609	12784	19d	▶	[GS-51.5] Recv OPS-4 MRT5 NP for MRT 5
4610	14678	19d	▶	MRT 5 Kick-off Meeting Prep
4611	12321	19d	▶	MRT 5 Kick-off (6 mon < MRT5 Start)
4612	15519	23d	▶	MRT 5 SOS 1 w/W10 Update Avail
4613	11877	60d	▶	Recv GRT 4 Completion Notification for MRT 5
4614	15755	62d	▶	Recv MDM Completion Notification for MRT 5
4615	15813	21d	▶	Recv GRT CS Completion Notification for MRT 5
4616	15951	1810d?	+	<New Task>
4617	12027	1d	▶	MRT 5 STOL Proc Dev & Test
4618	12029	1d	▶	MRT 5 Identify STOL Procs
4619	12030	1d	▶	MRT 5 Review Id'd STOL Procs

Graphical Indicators for "Task Status"

Indicator criteria for:  Nonsummary rows  Summary rows

Project summary

Cut Row Copy Row Paste Row Insert Row Delete Row

Test for 'Task Status'	Value(s)	Image
equals	1.00	▶
equals	2.00	✓
equals	3.00	+

To display graphical indicators in place of actual data values, specify the value range for each indicator and the image to display. Tests are applied in the order listed and processing stops at the first successful test.

Show data values in ToolTips

Help Import Indicator Criteria... OK Cancel

# Agenda

MS Project Fields

MS Project Field Selection

Schedule Field Discussion

Custom Fields



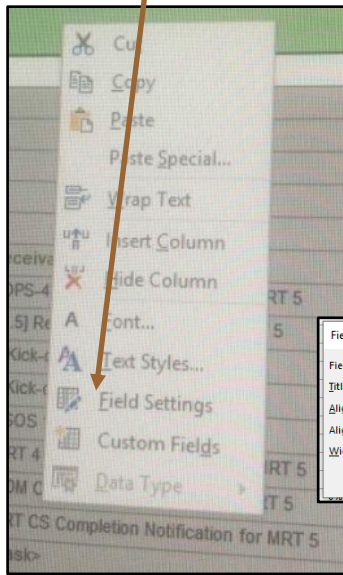
Headers/ Auto Filter

Questions

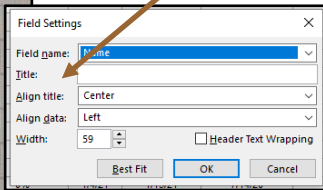
# Field or Column Headers

Unique ID ▾ Total Slack ▾ Name ▾ Duration ▾ % Complete ▾ Start ▾ Finish ▾ Baseline Start ▾ Baseline Finish ▾ Predecessors ▾ Successors ▾

1 Right Click on Column Header

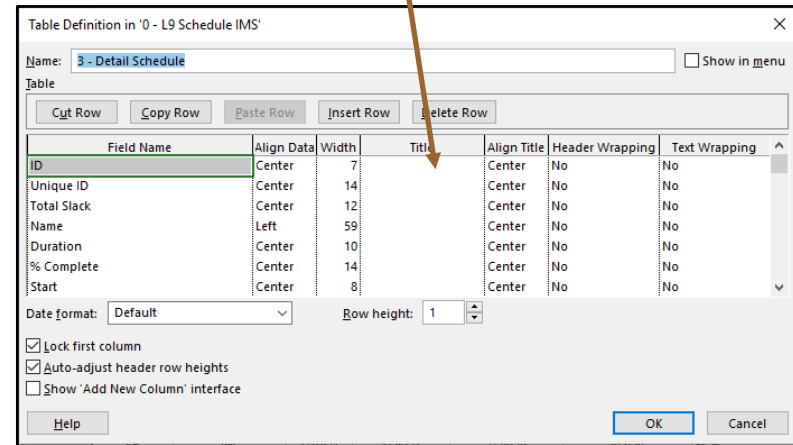


Abbreviate Column Header Here



Or

Abbreviate Column Header Here



UID ▾ Slack ▾ Name ▾ Dur ▾ % ▾ Strt ▾ Fin ▾ BL Strt ▾ BL Fin ▾ Preds ▾ Succs ▾

# Field or Column Headers

	Task Name	Duration	% Complete	Start	Finish	Oct 31, '20							Nov 7, '20							Nov 14, '20													
						T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							
2	task 1	12 days	50%	10/16/20	11/2/20	[Gantt bar for task 1]																											
3	task 2	5 days	0%	11/3/20	11/9/20	[Gantt bar for task 2]																											
4	task 3	5 days	0%	11/10/20	11/16/20	[Gantt bar for task 3]																											

**Project Options**

- General
- Display
- Schedule
- Proofing
- Save
- Language
- Advanced**
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
- Trust Center

Display options for this project: LNext Pre-Phase A Timeline

Minutes: min | Weeks: wk  
 Hours: hr | Months: mon  
 Days: day | Years: yr

Add space before label  
 Show project summary task  
 Underline hyperlinks

Hyperlink color: [color picker] | Followed hyperlink color: [color picker]

Cross project linking options for this project: LNext Pre-Phase A Timeline...

Show external successors |  Show 'Links Between Projects' dialog box on open  
 Show external predecessors |  Automatically accept new external data

Earned Value options for this project: LNext Pre-Phase A Timeline...

Default task Earned Value method: % Complete  
 Baseline for Earned Value calculation: Baseline

Calculation options for this project: LNext Pre-Phase A Timeline...

Move end of completed parts after status date back to status date  
 And move start of remaining parts back to status date  
 Move start of remaining parts before status date forward to status date

OK | Cancel

**Project Options**

- General
- Display
- Schedule
- Proofing
- Save
- Language
- Advanced**
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
- Trust Center

Display options for this project: Project1.mpp

Minutes: min | Weeks: wk  
 Hours: hr | Months: mon  
 Days: d | Years: yr

Add space before label  
 Show project summary task  
 Underline hyperlinks

Hyperlink color: [color picker] | Followed hyperlink color: [color picker]

Cross project linking options for this project: Project1.mpp

Show external successors |  Show 'Links Between Projects' dialog box on open  
 Show external predecessors |  Automatically accept new external data

Earned Value options for this project: Project1.mpp

Default task Earned Value method: % Complete  
 Baseline for Earned Value calculation: Baseline (last saved on 10/16/20)

Calculation options for this project: Project1.mpp

Move end of completed parts after status date back to status date  
 And move start of remaining parts back to status date  
 Move start of remaining parts before status date forward to status date  
 And move end of completed parts forward to status date  
 Edits to total task % complete will be spread to the status date  
 Calculate multiple critical paths

Tasks are critical if slack is less than or equal to: 0 days

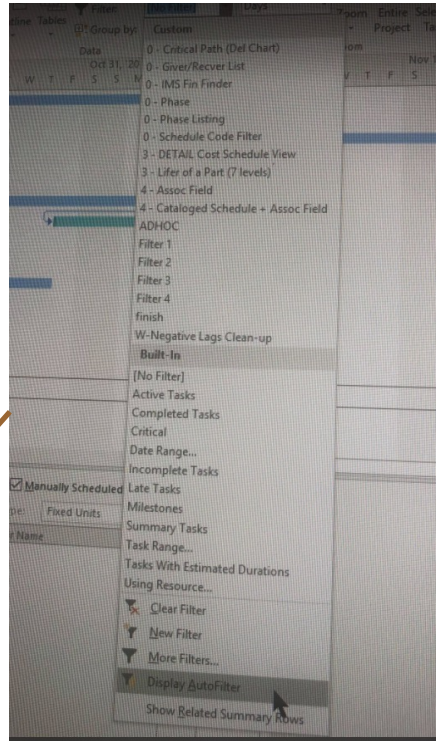
OK | Cancel

	Task Name	Duration	% Complete	Start	Finish	Oct 31, '20							Nov 7, '20							Nov 14, '20													
						T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							
2	task 1	12d	50%	10/16/20	11/2/20	[Gantt bar for task 1]																											
3	task 2	5d	0%	11/3/20	11/9/20	[Gantt bar for task 2]																											
4	task 3	5d	0%	11/10/20	11/16/20	[Gantt bar for task 3]																											



# Auto-Filter

	Task Name	Duration	% Complete	Start	Finish	Oct 31, '20							Nov 7, '20							Nov 14, '20						
						T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M
2	task 1	12d	50%	10/16/20	11/2/20	[Gantt bar]																				
3	task 2	5d	0%	11/3/20	11/9/20								[Gantt bar]													
4	task 3	5d	0%	11/10/20	11/16/20															[Gantt bar]						



	Task Name	Duration	% Complete	Start	Finish	Oct 31, '20							Nov 7, '20							Nov 14, '20						
						T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M
2	task 1	12d	50%	10/16/20	11/2/20	[Gantt bar]																				
3	task 2	5d	0%	11/3/20	11/9/20								[Gantt bar]													
4	task 3	5d	0%	11/10/20	11/16/20															[Gantt bar]						

# Auto-Filter (Group By)

	Task Name	Duration	% Complete	Start	Finish	Oct 31, '20							Nov 7, '20							Nov 14, '20													
						T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							
2	task 1	12d	50%	10/16/20	11/2/20	[Gantt bar from Oct 16 to Nov 2]																											
3	task 2	5d	0%	11/3/20	11/9/20	[Gantt bar from Nov 3 to Nov 9]																											
4	task 3	5d	0%	11/10/20	11/16/20	[Gantt bar from Nov 10 to Nov 16]																											

Group by: Date

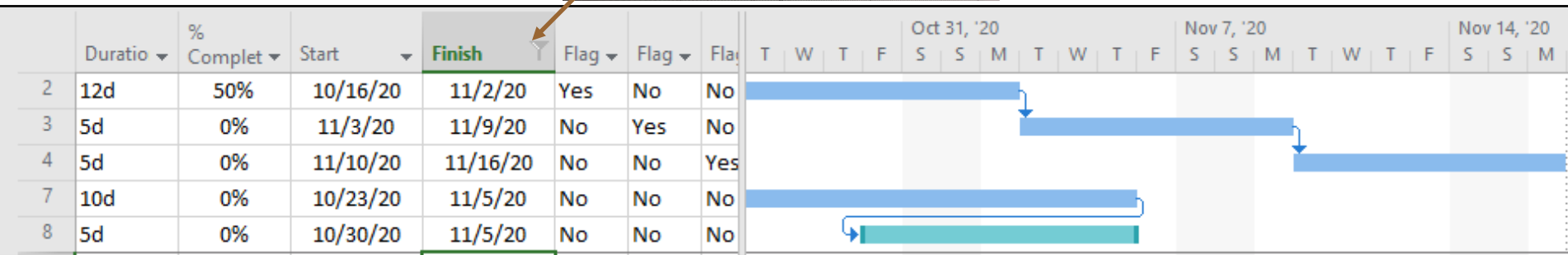
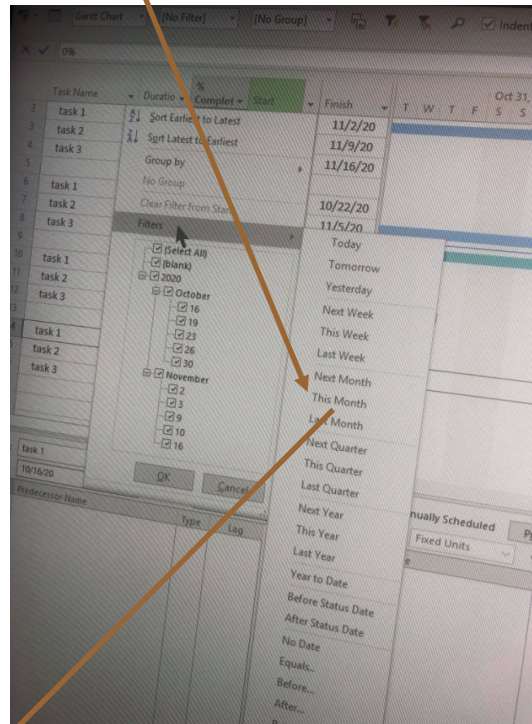
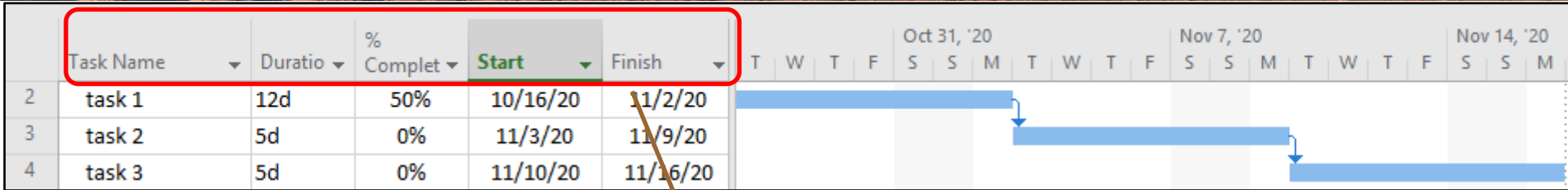
- No Group
- Clear Filter from Start

Filters:

- (Select All)
- (blank)
- 2020
  - October
    - 16
    - 19
    - 23
    - 26
    - 30
  - November
    - 2
    - 3
    - 9
    - 10
    - 16

	Task Name	Duration	% Complete	Start	Finish	Oct 31, '20							Nov 7, '20							Nov 14, '20													
						T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							
	<b>Start: 10/16/20</b>	<b>20d</b>	<b>42%</b>	<b>10/16/20</b>	<b>11/12/20</b>	[Gantt bar from Oct 16 to Nov 12]																											
2	task 1	12d	50%	10/16/20	11/2/20	[Gantt bar from Oct 16 to Nov 2]																											
6	task 1	5d	0%	10/16/20	10/22/20	[Gantt bar from Oct 16 to Oct 22]																											
10	task 1	5d	0%	10/16/20	10/22/20	[Gantt bar from Oct 16 to Oct 22]																											
14	task 1	5d	0%	10/16/20	10/22/20	[Gantt bar from Oct 16 to Oct 22]																											
30	Parts Kit	20d	90%	10/16/20	11/12/20	[Gantt bar from Oct 16 to Nov 12]																											
33	new task	10d	0%	10/16/20	10/29/20	[Gantt bar from Oct 16 to Oct 29]																											
	<b>Start: 10/19/20</b>	<b>5d</b>	<b>0%</b>	<b>10/19/20</b>	<b>10/23/20</b>	[Gantt bar from Oct 19 to Oct 23]																											

# Auto-Filter (Filtering)



# Outstanding in Your MS Project Fields

A silhouette of a person wearing a cap and a jacket, standing in a field at sunset. The sun is low on the horizon, creating a bright orange and yellow glow. The person is looking down, possibly at something in their hands.

**The End  
Questions?**