



PlanningPME

Schedule easily

## Task length

### I. Description of this feature

**When you affect a length to a task, PlanningPME will calculate cleverly the ending date taking into account your resources slots.**

When creating a task, you will be allowed to enter the beginning date and the length in hours or days, as you want. The ending date will be automatically calculated with the constraints

### II. How to use this feature?

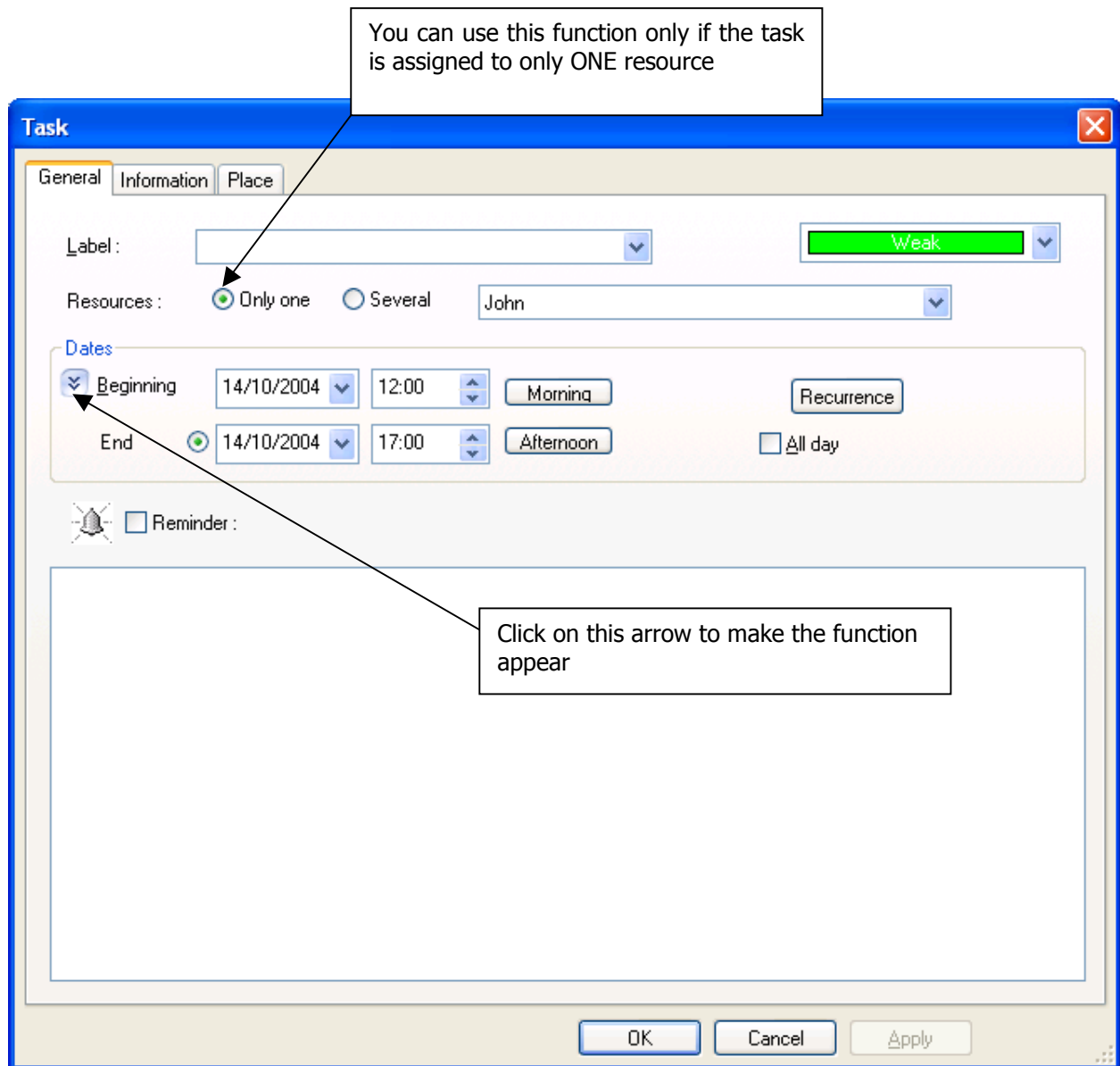
Create a task on your schedule.

The screenshot shows the PlanningPME software interface. The title bar reads "PlanningPME - C:\PlanningPME\New schedule.pp". The menu bar includes "File", "Edit", "View", "Data", "Tools", and "?". The toolbar contains various icons and a "Weekly" dropdown menu. The date is set to "12 October 2004". There are three filter checkboxes: "all skills", "all tasks", and "all inavailabilities", all of which are checked. The main area displays a resource grid for "October 2004", "Week 42". The grid has columns for days: T 12, W 13, T 14, and F 15. The resources listed are Laura, John, Paul, and Rebecca. A task is being created on Paul's resource for the week of October 12-15, 2004.

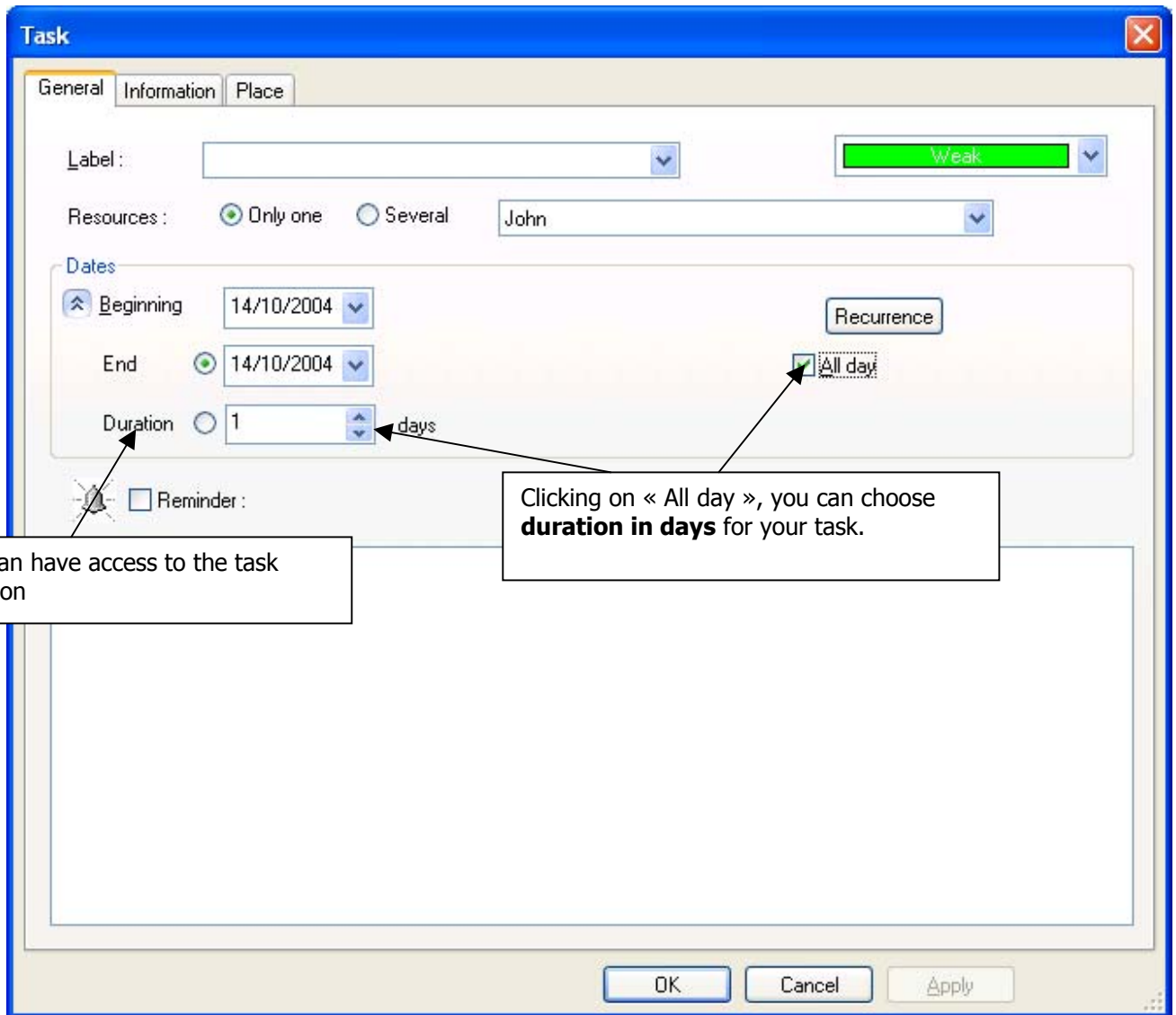
	October 2004			
	Week 42			
	T 12	W 13	T 14	F 15
Laura				
John				
Paul				
Rebecca				



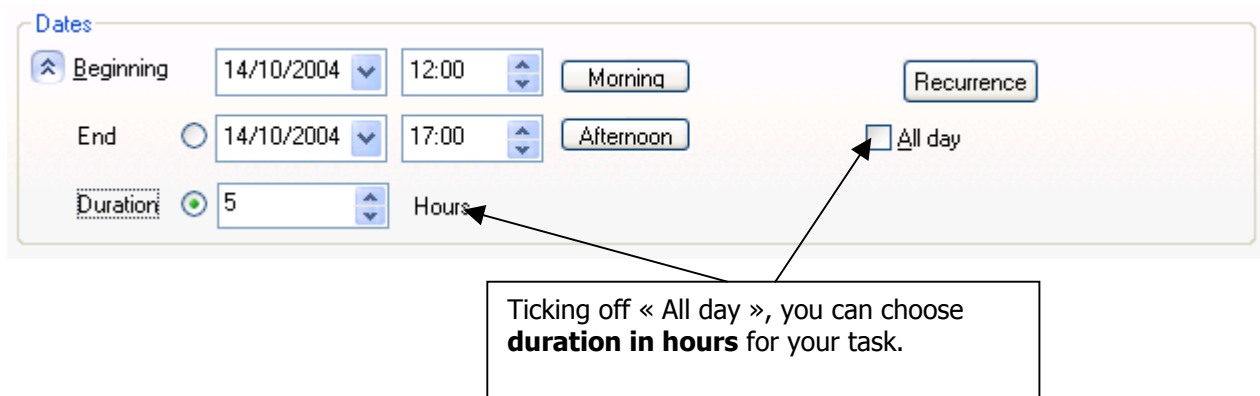
The « Task » window appears.



**Careful! A task with a length can only be assigned to one resource.**



To enter a length in hours, you just have to tick off the box « All day ».





### III. Practical example

1) We are going to assign a 4 days length task to the resource « John » from the 14<sup>th</sup> of October.

Resources :  Only one  Several John

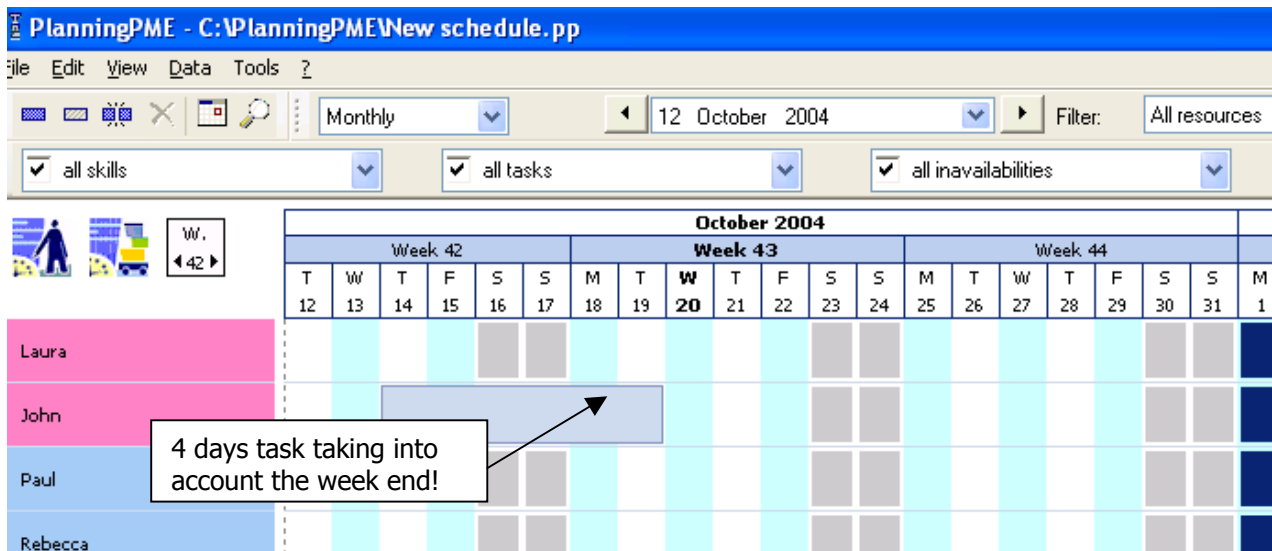
**Dates**

Beginning 14/10/2004 Recurrence

End  19/10/2004  All day

Duration  4 days

PlanningPME is going to take into account non-worked days such as Saturday and Sunday on this example. So, the task will end the 19<sup>th</sup> of October!





2) We are now going to assign a 10 hours task to the resource « Laura » from Tuesday, knowing that Laura does not work on Wednesdays.

Let’s visualize her slots:

The 'Resource' dialog box is shown with the 'Slots' tab selected. The profile is set to 'Laura' with a total capacity of '28 hours a week'. The work capacity is defined by the following table:

Day	Hours	Morning	Afternoon
<input checked="" type="checkbox"/> Monday	7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Tuesday	7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Wednesday			
<input checked="" type="checkbox"/> Thursday	7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Friday	7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Saturday			
<input type="checkbox"/> Sunday			

At the bottom, there is a table for contract details:

Contract	Beginning	End

The task scheduling options are as follows:

- Resources:  Only one  Several. Resource: Laura
- Dates:
  - Beginning: 12/10/2004, 09:00, Morning
  - End:  14/10/2004, 12:00, Afternoon
  - Duration:  10 Hours
- Buttons: Recurrence, All day (checkbox)



PlanningPME - C:\PlanningPME\New schedule.pp

File Edit View Data Tools ?

Weekly 11 October 2004 Filter:

all skills all tasks all inavailabilities

October 2004  
Week 42

	M 11	T 12	W 13	T 14
Laura				
John				
Paul				

The 10 hours length task begin on Tuesday at 9 am and will end on Thursday at 12 as Laura does not work on Wednesday.

Beginning : 12/10/2004 at 09:00  
End : 14/10/2004 at 12:00  
Duration : 10h00 Hours

This function is interesting when you know the length of your task but not the ending date.

#### IV. Contact PlanningPME

For any help or information about the software PlanningPME, the team of TARGET SKILLS is at your entire disposal.

#### PlanningPME

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