

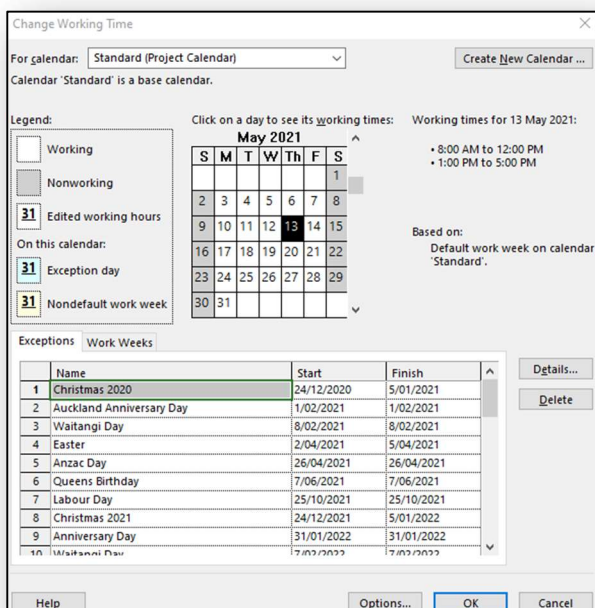
There are 3 pre-set Calendars available in Project...

1. The default is **Standard (Project Calendar)** - Daytime 8-hour shift between 8am & 5pm (allows for 1 hr lunch break) and running for 5 days/wk Mon - Fri.

Then there are two alternatives:

2. **Night Shift** - Night-time 8 hr shift between 11pm & 8am (1 hr break) and running for 6 days/wk
3. **24 Hours** - 12.00am - 12.00am as 24 hr shift without breaks running for 7 days/wk

These are all variations of the **Project Calendar** which you can further customise to your needs and requirements for default working time, holidays etc.



Generally, you will be using the **Standard Calendar**, and before programming any works, you should set this up with the working hours of your project, the dates for public holidays and any other envisaged non-working time such as Christmas or summer shutdowns for at least the duration of the project plus 6 months beyond.

Note that Sat & Sun are already set as non-working time by default; but this can be changed as required.

Calendars are fully customisable. However, I would advise keeping the working day set to 8hrs when programming even if you intend to run the project at 9 or 10 hrs per day.

This is because the majority of people tend to think in terms of an 8-hr day & 40 hr week and confusion and miscommunication can creep in very easily when talking at cross purposes.

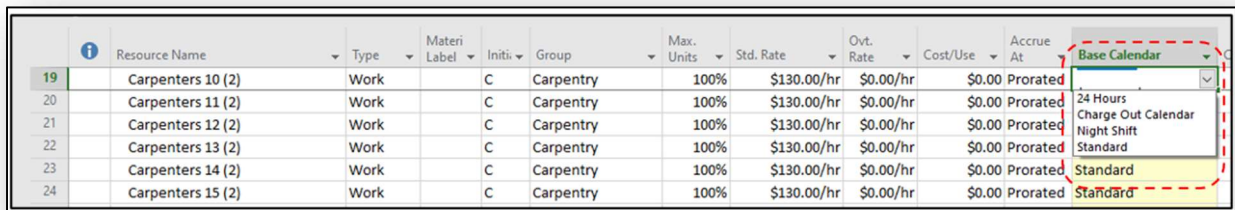
If you are working a 10-hour day, all that will happen is that you will complete works faster than planned. This is better than planning 4 days duration (4x10 hrs work) and then having a subcontractor taking 5 days (5x8 hrs work).

Once you have customised your default calendar you can save it to your Global Template so that it is preloaded into each new programme you create.

The **Project Calendar** is not the only Calendar that's available to you. In addition to the Project Calendar, you can create any number of separate individual calendars which can be assigned either to individual Resources, or individual Tasks. However, the way they are applied in each case is different.

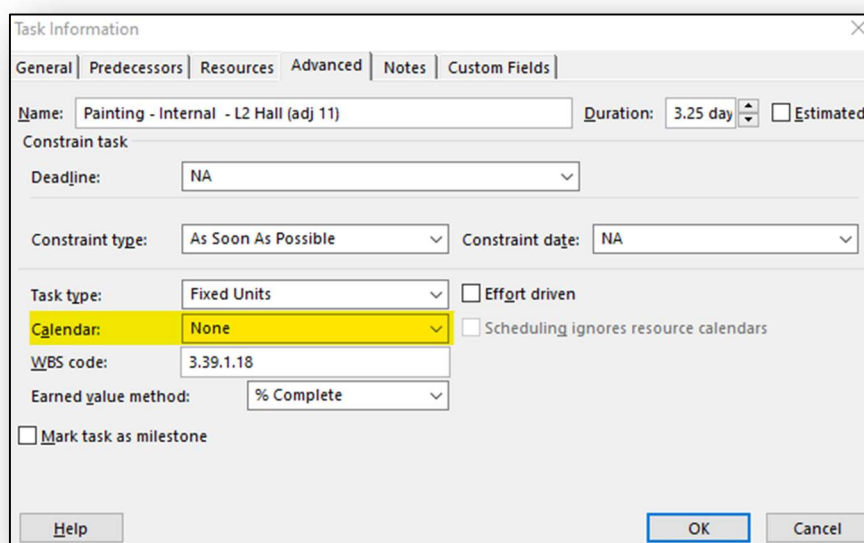
You can create and save a customised **Resource Calendar** for say a specific trade and then assign it to that resource. To assign it to the resource, go to the Resource Sheet view and there is a column called base calendar.

You can then click and choose to set the required calendar in this column.



	Resource Name	Type	Materi Label	Initi	Group	Max. Units	Std. Rate	Ovt. Rate	Cost/Use	Accrue At	Base Calendar
19	Carpenters 10 (2)	Work		C	Carpentry	100%	\$130.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
20	Carpenters 11 (2)	Work		C	Carpentry	100%	\$130.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
21	Carpenters 12 (2)	Work		C	Carpentry	100%	\$130.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
22	Carpenters 13 (2)	Work		C	Carpentry	100%	\$130.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
23	Carpenters 14 (2)	Work		C	Carpentry	100%	\$130.00/hr	\$0.00/hr	\$0.00	Prorated	Standard
24	Carpenters 15 (2)	Work		C	Carpentry	100%	\$130.00/hr	\$0.00/hr	\$0.00	Prorated	Standard

To assign a **Task Calendar** to a task, you can either use the information box for one or multiple selected tasks on the Advanced tab of the Task Information dialogue box, accessed by right click on a task and choose it from the drop-down list.



Task Information

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

Name: Painting - Internal - L2 Hall (adj 11) Duration: 3.25 day  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: 3.39.1.18

Earned value method: % Complete

Mark task as milestone

Help OK Cancel

Or secondly for a more bulk approach, insert a column called **Task Calendar** onto your worksheet, right click on a column heading and choose insert column where you want it to show.

Task Calendar	Task Name	Duration	Start	Finish	July	August
0 None	CD Grey Lynn Tender Program Rev 3 - Night Shift	101 days	Fri 3 Jul '20	Sat 21 Nov '20	CD Grey Lynn Tender Program Rev 3 - Night Shift	
1 None	Tender	29 days	Fri 3 Jul '20	Thu 13 Aug '20	Tender	
2 Standard	Tender evaluation	2 days	Fri 3 Jul '20	Mon 6 Jul '20	2	
3 Standard	Client approval	5 days	Tue 7 Jul '20	Mon 13 Jul '20	3	
4 Standard	Award	1 day	Tue 14 Jul '20	Tue 14 Jul '20	4	
5 Standard	Mobilisation	10 days	Wed 15 Jul '20	Tue 28 Jul '20	5	
6 None	OFF SITE	21 days	Wed 15 Jul '20	Thu 13 Aug '20	OFF SITE	
7 Standard	Pre let sub-contractors	20 days	Wed 15 Jul '20	Tue 11 Aug '20	7	
8 Standard	St/Steel shop drawing process to manufacture	20 days	Thu 16 Jul '20	Wed 12 Aug '20	8	
9 Standard	Order long lead items/Site measures	10 days	Fri 31 Jul '20	Thu 13 Aug '20	9	
10 None	CONSTRUCTION	95 days	Mon 13 Jul '20	Sat 21 Nov '20	CONSTRUCTION	
11 None	STAGE 1- Front End	42 days	Tue 28 Jul '20	Thu 24 Sep '20	STAGE 1- Front End	
12 Night Shift	Site set up	2 days	Tue 28 Jul '20	Thu 30 Jul '20	12	
13 Night Shift	Manufacture new posts	10 days	Tue 28 Jul '20	Tue 11 Aug '20	13	

### Just a few things to note about calendars:

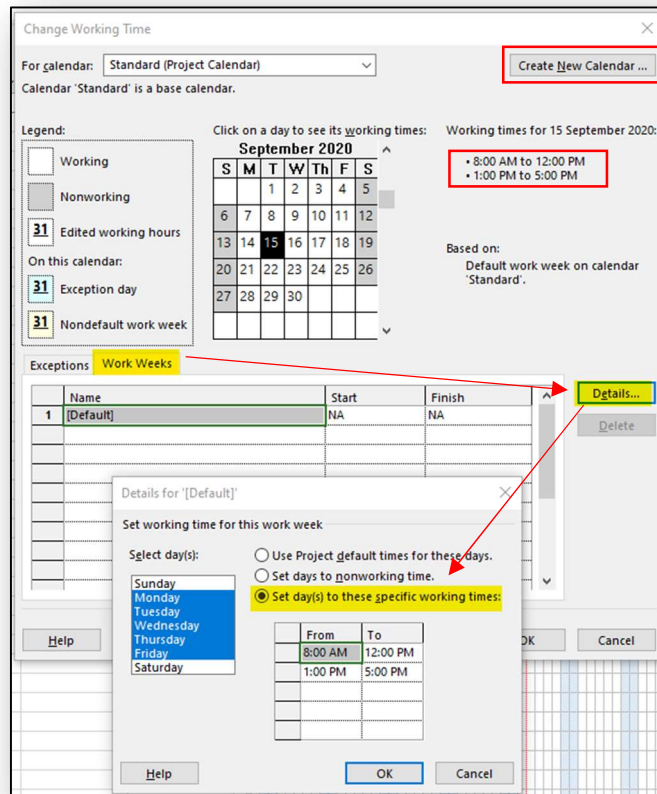
Always set up your project calendar before you enter any tasks on a new programme - holidays working time etc.

Calendars have the following priority levels:

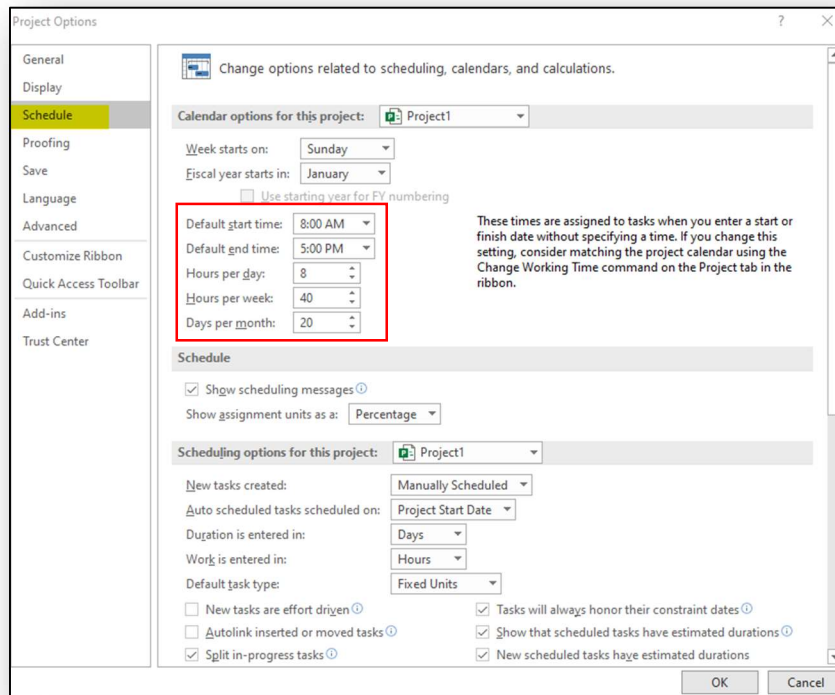
1. Project looks first at the Project calendar. (lowest priority)
2. Then the resource calendar over rules it.
3. Then the Task calendar over rules all. (highest priority)

### Other things to note when setting working times for calendars:

To change the working times on a Calendar, go to the **Project Tab\Change Working Time** and either create a new calendar or update an existing one by setting the required times (see below)



Note that the Default working times over-ride times set in the Project Calendar, so if you make changes there, you will need to coordinate the default start, finish, and hours to match, in the Project Options dialogue found under **File\Options\Schedule**.



Be aware that if you have multiple calendars in your programme, the one that will be displayed on your Gantt chart is generally the Standard Calendar.

If you want to display a different calendar you have to change the setting in the **Non-working Time** tab in the **Timescale** dialogue box. This is accessed either by double clicking the Timescale at the top of the Gantt chart or double clicking on an area of non-working time on the Gantt chart itself.

