# Calendar Management

There are four types of calendars in Microsoft® Office Project 2007: base calendars, project calendars, resource calendars, and task calendars. They are used to determine resource availability, and how tasks and assigned resources are scheduled. Project calendars and task calendars are used to schedule tasks, and if resources are assigned to tasks, resource calendars are used as well.

You can modify these calendars to define the working days and hours for the entire project, for groups of resources, for individual resources, and for tasks. These calendars are distinct from the Calendar view, which shows the project schedule in a calendar format.
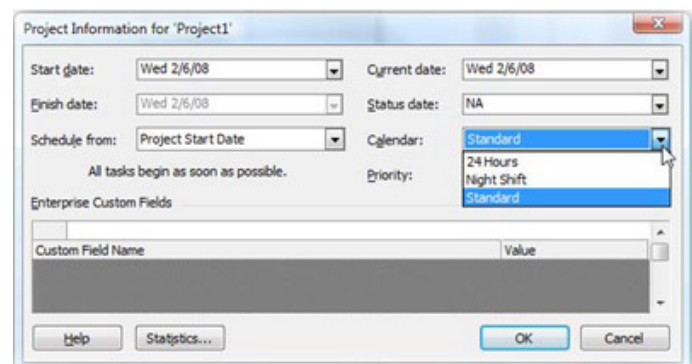
Base Calendars

A base calendar is much like a calendar template that you can apply to a set of resources, a set of tasks, or the project as a whole. Office Project 2007 offers three base calendars, or you can create your own. The three base calendar options are Standard, Night Shift and 24 Hours. The Standard calendar is the default option and utilizes a traditional work schedule: Monday through Friday, 8:00 A.M. to 5:00 P.M., with a one hour lunch break. The Night Shift calendar reflects a graveyard shift schedule: Monday night through Saturday morning, 11:00 P.M. to 8:00 A.M., with a one hour break. The 24 Hours calendar reflects a schedule with no nonworking time. It is set from midnight to midnight seven days a week.
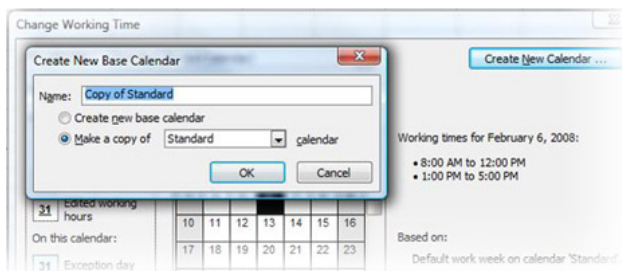
To make the base calendars more adaptable to your specific needs you can change the default working days and times of the normal work week, specify alternative work weeks, and exceptions all from the Change Work Time option located in Tools.

Project Calendars

Project calendars govern when tasks are scheduled to be worked on and when resources are scheduled to work on assigned tasks. You choose a base calendar to become your project calendar. The default option in Office Project 2007 is the Standard base calendar. Applying the different base calendars to your project calendar is easily accomplished through Project Information on your toolbar.


Resource Calendars

Resource calendars govern when resources are scheduled to work on assigned tasks. One group of resources (for example, day shift resources) can be assigned to a different base calendar than another group of resources (for example, swing shift resources). Each resource can have an individual resource calendar reflecting special work schedules, personal days off, and vacation time. You can view or modify a resource's working times through the Change Work Time Window.

Changing the resource calendar for specific resources ensures that their assigned tasks will be scheduled only when they're actually available to work on them.

scheduling requirements that are different from the norm. To have a task scheduled according to its own working times, you must first set up the calendar. You have the option to use any of the default base calendars to create your own.
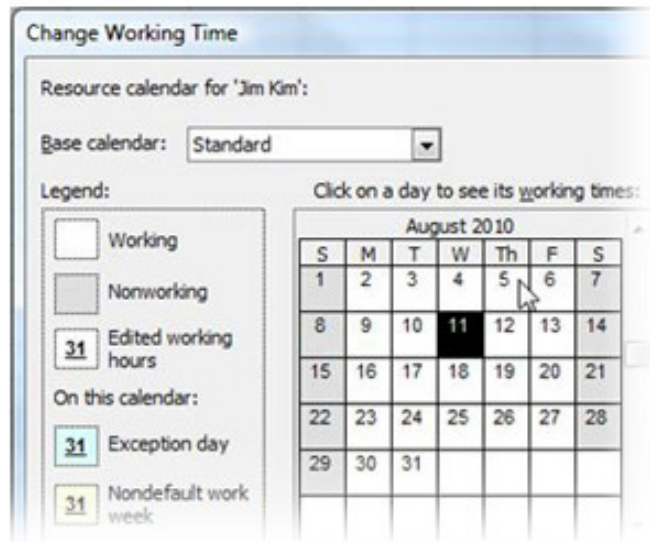
Hint: Don't confuse the task calendar with the Calendar view. A task calendar reflects working days and times for one or more selected tasks. The Calendar view is a graphical representation of tasks and durations in a monthly calendar format.

Task Calendars

Task calendars govern when tasks are scheduled to be worked on. As a rule, tasks are scheduled according to the project calendar and the calendars of any assigned resources. However, sometimes a task has special

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