

P6. MS Project 2016 – Microsoft Project - Create and share a resource pool.

Introduction

When we have a company and work with many projects, and we have the same resources in them, we can share the resource pool for these projects, so we add all the resources used in many projects to the resource pool.

1. Create and share a resource pool.

Knowing who’s available to work on your project can become a challenge when you’re working across multiple projects.

If you assign the same people to several projects or use shared resources in your project, it helps to combine all the resource information into a single central file called a resource pool. The resource pool is also useful for identifying assignment conflicts, and viewing time allocation for each project.

Create a resource pool

Open New project

Click **Project > Resource** tab.

Add resources.

We copy resources used in different projects. Copy resources from your previous project, the project that you prepared for the credit. (**Project > Resource** tab., then Ctr + A, Ctr +C), then paste it into new project. Save as: **Resource pool** and close.

The screenshot shows the 'Resource Sheet Tools' ribbon in Microsoft Project 2016. The ribbon includes tabs for File, Task, Resource, Report, Project, View, and Help. The 'Resource' tab is active, showing options like Team Planner, Assign Resources, Add Resources, Information, Notes, Details, Level Selection, Level Resource, Level All, Clear Leveling, and Next Overallocation. Below the ribbon is a 'TIMELINE' section with a start date of 'Wed 19-01-16' and a text box for adding tasks. At the bottom is a 'RESOURCES' table with the following data:

	Resource Name	Type	Material	Initials	Group	Max.	Std. Rate	Ovt.	Cost/Use	Accrue	Base
1	Kulisz Monika	Work		K		100%	20,00 zł/hr	40,00 zł/hr	0,00 zł	Prorated	Stand
2	Kowalski John	Work		K		100%	20,00 zł/hr	40,00 zł/hr	0,00 zł	Prorated	Stand
3	Malicka Jane	Work		M		100%	20,00 zł/hr	40,00 zł/hr	0,00 zł	Prorated	Stand
4	Dudak Adam	Work		D		100%	00,00 zł/hr	40,00 zł/hr	0,00 zł	Prorated	Stand
5	Programers	Work		P		300%	80,00 zł/hr	00,00 zł/hr	0,00 zł	Prorated	Stand
6	Testers	Work		T		200%	80,00 zł/hr	00,00 zł/hr	0,00 zł	Prorated	Stand
7	designers	Work		d		500%	80,00 zł/hr	00,00 zł/hr	0,00 zł	Prorated	Stand
8	computer company	Cost		c						End	

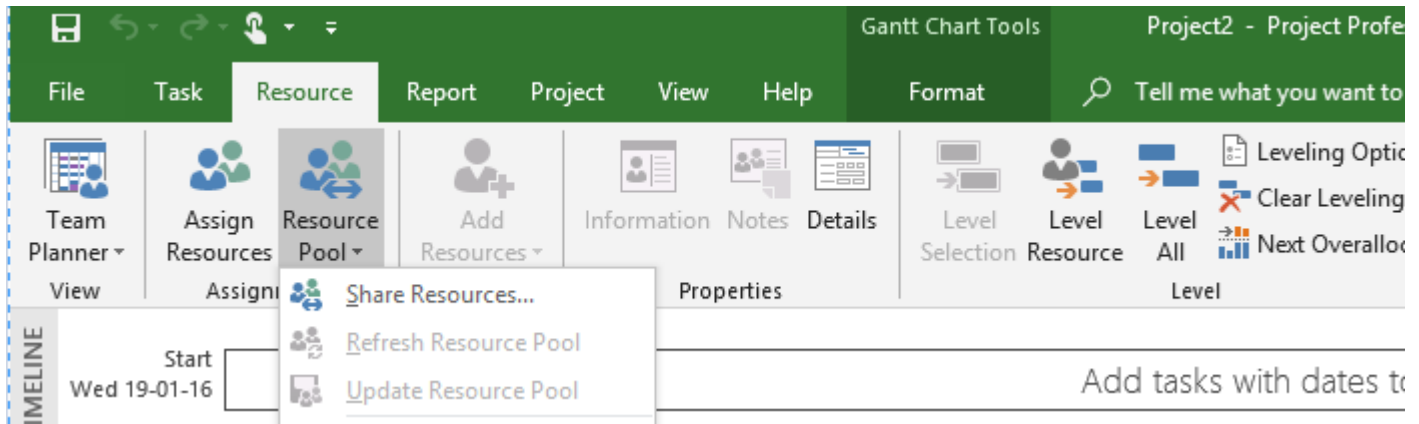
So now, you have resources pool, then you can use it in different projects.

2. Use the resource pool

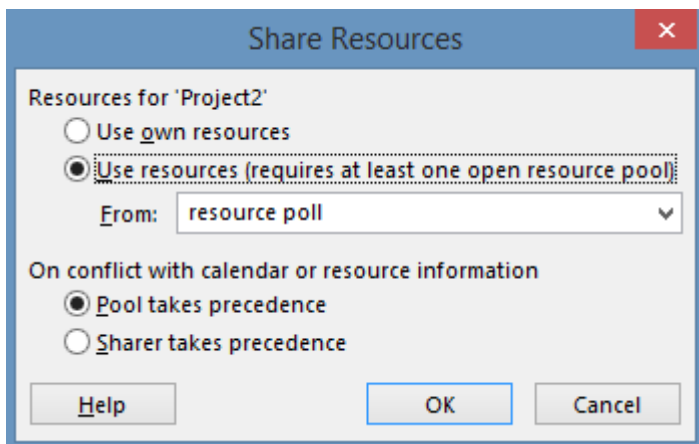
We can use the resource pool in various projects. Before you can share a resource pool, you must first open it.

Open the new project. Open the resource pool file from step 1.

Open your project that'll share resources from the pool and click **Resource > Resource Pool > Share Resources**.



Click **Use resources**, and in the **From** box, click the resource pool project you opened in previous step.



Click Pool takes precedence if you want information in the resource pool to override any conflicting information from your (sharer) project.

Or

Click Sharer takes precedence if you want information in your project to override any conflicting information from the resource pool.

You can now use the resources for your project. Any resources in your project are automatically added to the pool.

To see the shared resource list, click **Task > Gantt Chart > Resource Sheet**.

After you make any updates, click **Resource > Resource Pool > Update Resource Pool**.

3. Link projects to create a master project

To help keep a large project more organized, you can link several project files together to create a master project/ subproject arrangement (also known as external dependencies). For example, a construction master project might have subproject files for plumbing, electrical, and carpentry work.

Linking Project files

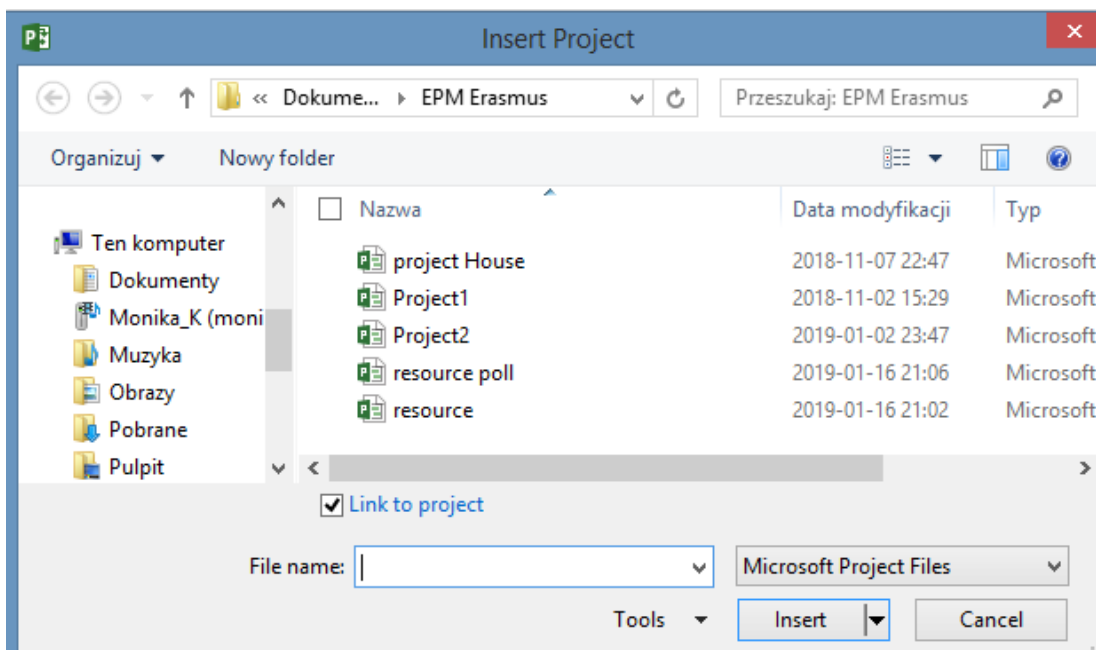
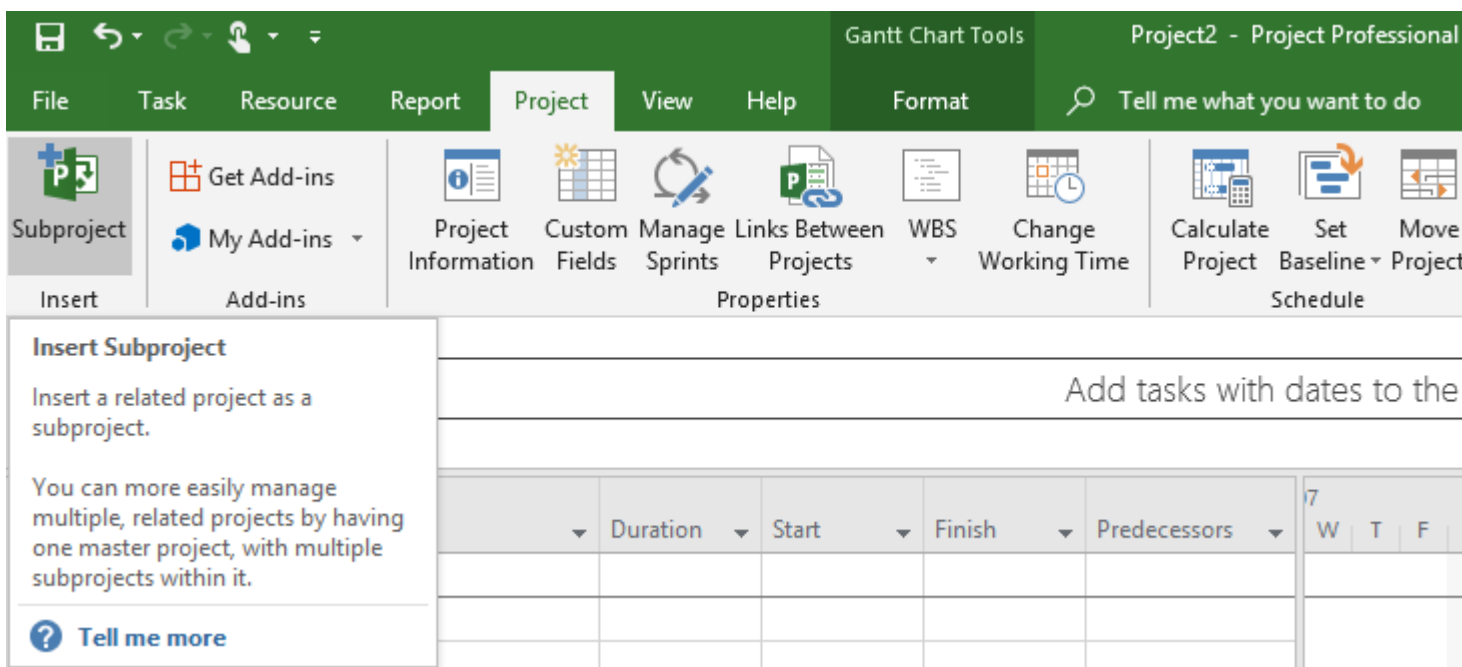
Create separate Project files for each subproject, then open or create the project that you want to be the master project.

Save each stage of your project as new project UNDER stage NAME. Then close them.

In the master project (New project), click **View > Gantt Chart**.

In the **Task Name** field, click the row below which you want to insert the subproject. You can insert a subproject anywhere in the task list of the master project.

Click **Project > Subproject**.



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Then add each stage as subprojects and connect them using predecessors.

The screenshot shows the Microsoft Project interface. The 'Task' ribbon is active, displaying options for Gantt Chart, Paste, Font, and Schedule. Below the ribbon, a timeline view shows dates from 2013 to 2016. The main task list table is as follows:

	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1		Project1	155 days	Fri 19-02-01	Fri 19-09-06		
2		House Project Crashing	125 days	Mon 13-03-04	Fri 13-08-23	1	
3		Project2	154 days	Mon 18-12-11	Fri 19-07-05	2	

Look at resources view.