



**Objective:**

Have MS Project reflect a more accurate estimate of a task duration and effort.

**Terminology Notes:**

- 1) MS Project uses the term work instead of effort (which is what the toolkit uses).
- 2) The toolkit uses the term Baseline Effort (BE) which may be misleading. It is meant to indicate an estimate of “pure effort” (work) in an ideal environment; with-out interruptions, waiting, etc. This is regardless of the quantity of resources used. This figure (BE) does not connote that any data in a project has been “baselined;” in fact; following good project management process, baselining is still a few process steps in the future.

**Step 1**

Use the toolkit to estimate a task or tasks using the best data available.

**Step 2**

Insert the following two columns in a visible location in the sheet you’re using (perhaps near the Duration column): Type and Work.

Locate in MS Project the task to be modified. Enter the specific resource name(s) in the field (column) titled Resource Name; if needed. (use the dropdown list if the names are already in your resource pool).

**Step 3**

For the task you’re working on; Change the column Type to Fixed Work.

**Step 4**

Enter from the toolkit the BE figure in the MS Project column titled “Work.”

**Step 5**

Enter from the toolkit the DE figure (far right on the table) in the MS Project column titled Duration.

Note: If MS Project displays a dropdown with radio buttons asking for your reason for the duration change – read the choices and choose as appropriate. Generally the third choice “Resources will work fewer hours per day, so the task will take longer” is the correct choice.