




Multiple Projects

Viewing Projects Together

In common with most other Windows applications, Project can 'Tile' or 'Stack' open files.

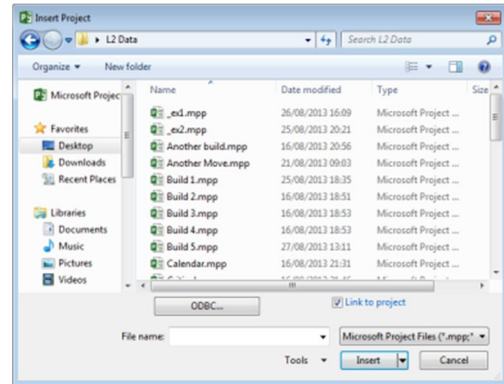
1. Open all the files that you want to be able to view simultaneously.
2. Select the **View** tab.
3. Click the **Arrange All** button in the **Window** group .
4. To revert to viewing just one single file, click the file's **Maximise**  button next to **Close** .

Consolidating Projects

By combining several, related projects into one single project, you can organize and manage complex projects or multiple related projects more effectively.

Project provides the functionality to create a *consolidated* project (a project containing one or more inserted projects, also known as **subprojects**). These inserted projects can retain links to their source projects and may be linked to one another. A consolidated project is also called a **master** project.


1. Create a new, blank project.
2. Select the **Project** tab.
3. Click **Subproject** in the **Insert** group.

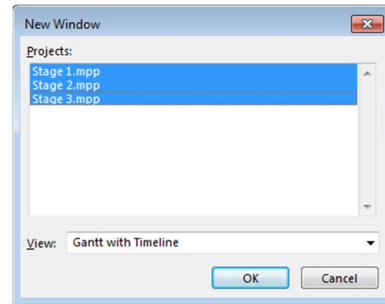


4. Select the files you want to appear in the consolidated file.

5. Click **Insert**.
6. Save the consolidated project, if desired, for future use.

Alternatively:

1. Open the project files that you want to consolidate.
2. Select the **View** tab.
3. Select **New Window** in the **Window** group .
4. In the **Projects:** list, select the projects that you want to consolidate (hold down the SHIFT or CTRL key as you click).



5. In the **View:** box, click the view that you want to consolidate the projects into (usually Gantt Chart (with or without Timeline)).
6. Click **OK**.

The projects will be consolidated into a new project file. If you want to use the consolidated data again, in the **File** menu, click **Save As...**, type a new name for the consolidated file in the **File name:** box, and click **Save**.


Links between Projects

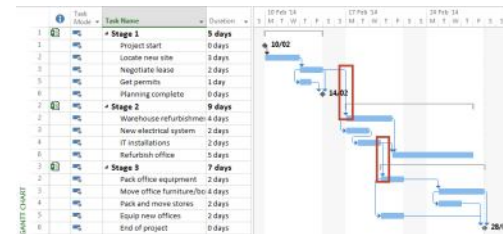
You can link subproject information just as you link tasks in the same project file.

When you link tasks in different subprojects, the file path, name and task ID appear in the Predecessors field for the appropriate task. Additionally, each subproject file displays the linked task(s) in grey. This grey link to an external task is also called a *ghost task*. You can double-click a ghost task to switch to, or open, a subproject file.

If you later decide that you no longer want the subprojects linked, you can remove the link between subproject information just as you can with other tasks.


To link tasks between projects:

1. Open the master project containing the subprojects that you want to link.
2. Select the first subproject or subproject task that you want to create a dependency with.
3. Hold **[Ctrl]**, click the next subproject or subproject task you want to link, and then release **[Ctrl]**.
4. Select the **Task** tab on the Ribbon.
5. Click the **Link Tasks** button  in the **Schedule** group.



Consolidated projects showing cross-project links

To unlink tasks between projects:

1. Open the master project containing the subprojects that you want to unlink.
2. Select the first subproject or subproject task that you want to unlink.
3. Hold down **[Ctrl]**, and click the next subproject or subproject task you want to unlink.
4. Release **[Ctrl]**.
5. Select the **Task** tab on the Ribbon.
6. Click the **Link Tasks** button  in the **Schedule** group.

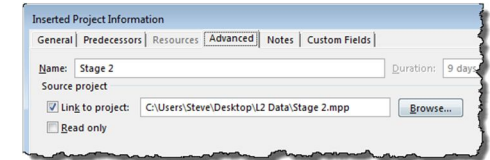
Tip You can also remove links from a source (sub) project by selecting the **Project** tab and clicking the **Links Between Projects** command in the **Properties** group.

For further description and explanation of commands associated with multiple projects, search for *master projects* or *subprojects* in **Microsoft Project Help**.

To Break the Link between a Subproject and its Source Data

1. Open the master project.
2. Double-click the name of the project that you want to break the link for.

3. Open the **Advanced** tab.
4. Click the **Link to project:** check box to remove the tick mark.
5. Click **OK**.



NB Once a project has been unlinked, it cannot be re-linked. The unlinked data would have to be deleted, and the project re-inserted using previous methods described.

Sharing Resources

You may have projects that use many of the same resources. Instead of replicating the same resources in each project file, you can share resources from a *resource pool*.

The resource pool can be either a new project file containing resource information only or, an existing project that already contains resources.

The resource pool is linked to all the files that share the resources (the **Sharer Files**). If you make changes to the pool information, all sharer files will be updated. When you make changes to the resource information in the sharer files, you can update the pool with assignment information.

Creating a Resource Pool

1. Create a new, blank project file.
2. Switch to the **Resource Sheet** view.
3. Create the desired resources.
4. Save as a normal project file.

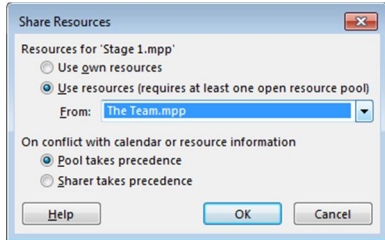
NB: To use a resource pool across multiple users, it must be saved in a shared network folder.

NB: You can also use an existing project as a pool if it contains resource information.

Connecting to the Resource Pool

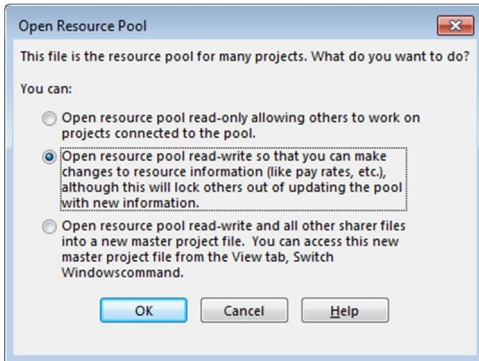
1. Open the file containing the resource that you want to share (the resource pool).
2. Open the file(s) in which you want to share the resources in the pool (the sharer file(s)).
3. Activate a sharer file.
4. Select the **Resource** tab.

- Click the **Resource Pool** command in the **Assignments** group and select the **Share Resource...** command.



- Click the **Use resources (requires at least one open resource pool)** option.
- In the **From:** drop-down list, select the file containing the desired resources.
- Select the **Pool takes precedence** option.
- Click **OK**.
- Save and close both the sharer file and the resource pool.

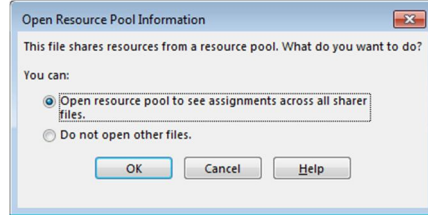
If you open a resource pool file and the following window appears:



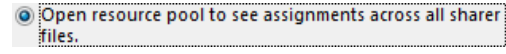
It means that other sharer files are already connected to it. In order to connect another sharer file and save the changes, ensure that you click the middle option (Open read/write).

Opening and Saving a Sharer File

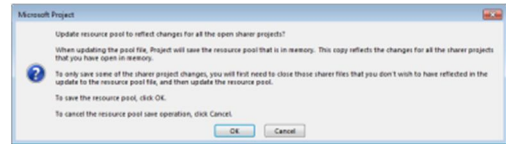
When opening a sharer file, the following message will appear:



In order to be able to work with the resources, click the first option.



When you save a sharer file, the following window will appear:



Although the message indicates that changes made to the resources will be saved to the pool, this is not quite true; only assignment changes will be saved, ie. Information about “who does what and when.”

If you have been making any other changes to the resources (eg. modifying pay rates, calendars and notes), these will NOT be saved to the pool.

To make changes to pay rates, calendars, etc. see the section below on *Opening a Resource Pool*.

Updating Shared Resource Information

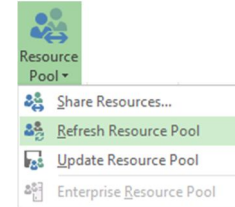
When working on a project that is using a resource pool, any changes that you make to the resources are stored on a copy of the resource pool that is in your own computer's memory. When you save the project, you “send” your changes to the saved resource pool, thus making visible to anyone else, changes that may affect their own sharer file(s) from that point onwards.

Similarly, when you close and then re-open your own sharer file(s), any changes which have been saved to the resource pool by other sharers will be updated to your own, so that you have the latest information available.

Regularly saving, closing and opening your project files in order to update the resource pool for other users, and to refresh your own, becomes pedantic and time-consuming. Hence, in order to carry out these tasks with minimum inconvenience you can

use the **Refresh Resource Pool** and **Update Resource Pool** commands.

- Select the **Resource** tab.
- Click the **Resource Pool** command in the **Assignments** group.

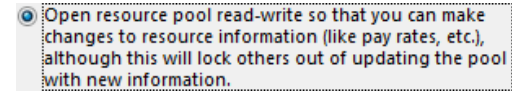


- Click **Refresh Resource Pool** to “receive” to your own resource pool any changes saved to it by other sharers.
- Click **Update Resource Pool** to “send” any changes that you have made to the resource pool.

Opening a Resource Pool

In order to make changes to the resource pool such as changing pay rates, calendars, etc.

- Open the resource pool file.
- Select the second option in the message box:



- Make changes to the resource pool as necessary.
- Save and close the resource pool

NB: While the resource pool is open in this way, other sharers will not be able to update it.

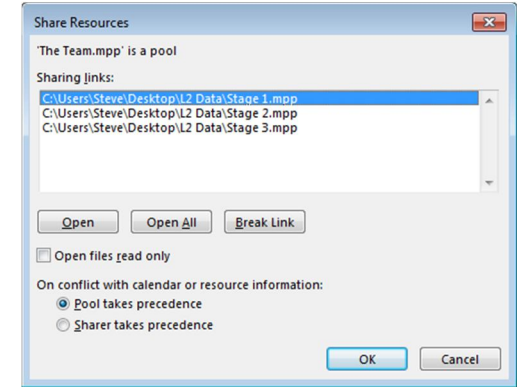
Disconnecting from a Resource Pool

If your project shares resources from a resource pool, you can disconnect from it. Resources with assignments in your project file remain in the project after the resource pool is disconnected, but the other resources from the resource pool are no longer available. You can also disconnect the resource pool from all files that share its resources.

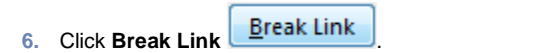
To disconnect a sharer file from a resource pool:

- Open the resource pool using the second option (read/write)
- Select the **Resource** tab.

- Click the **Resource Pool** command in the **Assignments** group.
- Select the **Share Resource...** command.



- Select the sharer file that you want to disconnect from the resource pool.



- Click **Break Link**
- Click **OK**.
- Save changes.

To revert a sharer file back to using its own resources:

- Open the sharer file.
- Select the **Resource** tab.
- Click the **Resources Pool** command in the **Assignments** group.
- Select the **Share Resource...** command.
- Select the **Use own resources** option.
- Click **OK**.
- Save changes.

