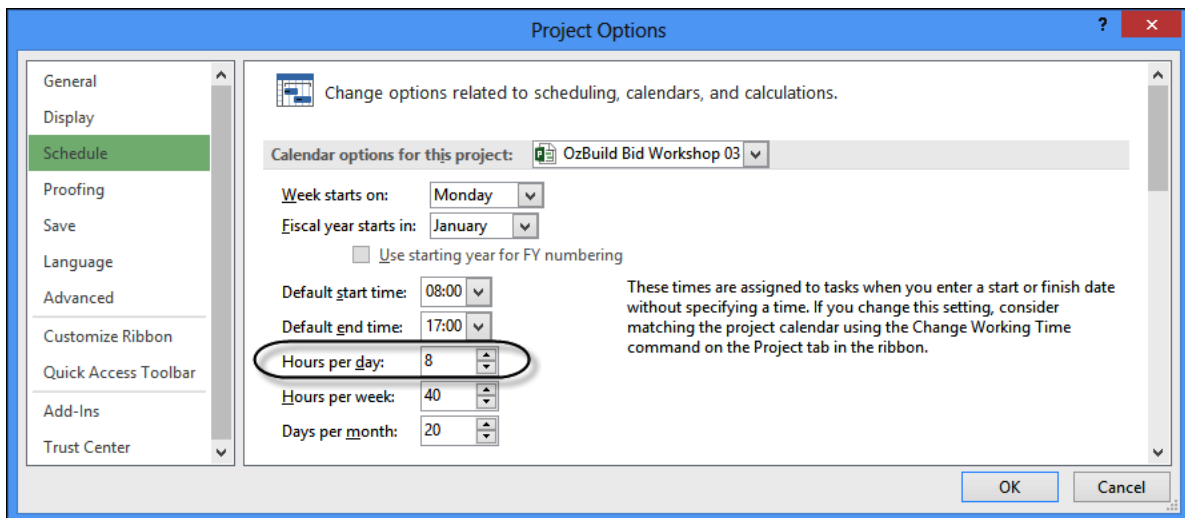


How Microsoft Project Calculates Durations in Days – An extract from Planning and Control Using Microsoft Project 2013, 2016 & 2019 by Paul E Harris

Microsoft Project effectively records task durations in hours and the value of the duration in days is calculated using the parameter entered in the **Hours per day**: field in the **File, Options, Schedule tab, Calendar options for this project**: section. It is **VERY IMPORTANT** that all users understand that the durations in days are calculated using **ONLY** the one parameter and this parameter is used with **EVERY** calendar. This makes Microsoft Project difficult to use when calendars with a different number of hours per day are being used.

For example, the **Options** form below shows the **Hours per day**: as “8”. Therefore, when tasks are:

- Assigned an 8-hours per day calendar then the durations in days will be correct, and
- Assigned a 24-hours per day calendar the durations of tasks in days will be misleading.



The picture below shows:

- Task 1 has the correct duration in days.
- Task 2 shows a duration that is clearly misleading.
- Task 4 and 5 display the duration in hours and are not misleading when the calendar column is also displayed.

	Task Calendar	Duration	Start	Finish	Mon 01	Tue 02	Wed 03	Thu 04	Fri 05
1	8 Hours per Day	5 days	Mon 08:00	Fri 17:00	[Gantt bar from Mon 08:00 to Fri 17:00]				
2	24 Hours per Day	5 days	Mon 08:00	Wed 00:00	[Gantt bar from Mon 08:00 to Tue 00:00]				
3									
4	8 Hours per Day	40 hrs	Mon 08:00	Fri 17:00	[Gantt bar from Mon 08:00 to Fri 17:00]				
5	24 Hours per Day	40 hrs	Mon 08:00	Wed 00:00	[Gantt bar from Mon 08:00 to Tue 00:00]				

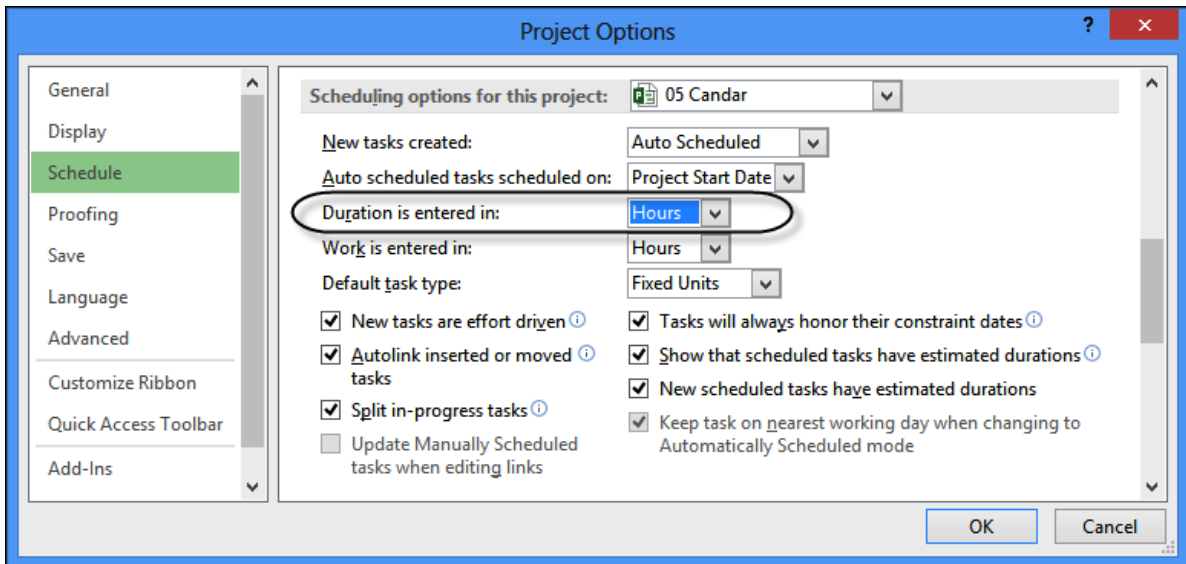
The **Calendar options for this project** are covered in more detail in the **OPTIONS** chapter.



It is **STRONGLY RECOMMENDED** that inexperienced users avoid changing calendar start and finish times or assigning calendars with different numbers of hours per day whenever possible.

To display the duration in hours:

- The **Duration is entered in:** field in the **File, Options, Schedule** tab, **Schedule** heading should be set to **Hours**, and then
- Existing durations in days are changed to hours by overtyping the original durations.



To see more explanations like this then please consider purchasing this Microsoft Project book by Paul Harris which is available in many formats, paperback, spiral, Kobo, Kindle and iTunes.

The book is intended to be used:

- As a self-teach book and user guide, or a training manual for a two-day training course.
- PowerPoint slide shows are available for training companies to purchase and pdf versions are available to educational organisations.

More information and links to sellers at this web site:

<https://www.eh.com.au/MSP2019.html>

Paul E Harris

Director Eastwood Harris Pty Ltd

