

TASK SPLITTING IN MICROSOFT PROJECT

1 Introduction

Task Splitting is normally switched on in Microsoft project and users end up with splits at the start of a task which is quite difficult to sort out.

2 What is Splitting?

Splitting a task puts one or more breaks in a Task, leaving:

- ❖ The Duration value unchanged with a **Fixed Units** task but the elapsed duration is increased,
- ❖ The Duration value changed with a **Fixed Duration** task to equal the elapsed duration, and
- ❖ Resources assigned to a split task are not assigned work during the splits:

				26 March							2 April							9 April	
				M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
1	Before Split	5d	Fixed Units	[Gantt bar from 26 Mar to 31 Mar]															
2	After Split	5d	Fixed Units	[Gantt bar from 26 Mar to 31 Mar with a gap]															
3	Before Split	5d	Fixed Duration	[Gantt bar from 26 Mar to 31 Mar]															
4	After Split	10d	Fixed Duration	[Gantt bar from 26 Mar to 10 Apr with a gap]															

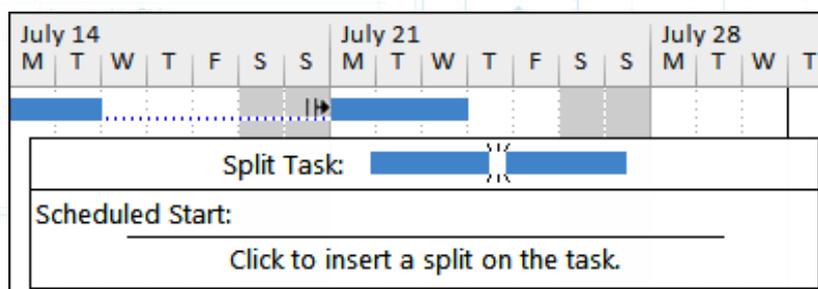
			26 March							2 April							9 April	
			M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
1	Resource	160hrs	Work	32h	32h	16h	16h	32h	0h	0h	0h	16h			16h			
	Before Split	40hrs	Work	8h	8h	8h	8h	8h										
	After Split	40hrs	Work	8h	8h	0h	0h	8h	0h	0h	0h	8h			8h			
	Before Split	40hrs	Work	8h	8h	8h	8h	8h										
	After Split	40hrs	Work	8h	8h	0h	0h	8h	0h	0h	0h	8h			8h			

In the picture above you will see that Work is not scheduled during the split.

3 Splitting a Task Manually

To split a task manually,

- ❖ Left-click on the  **Split Task** button located on the **TASK** toolbar, **Schedule** section,
- ❖ The **Split Task:** box will appear,
- ❖ Click on the point on the Gantt Chart bar where the split is to be made and click.
- ❖ Then drag the task:



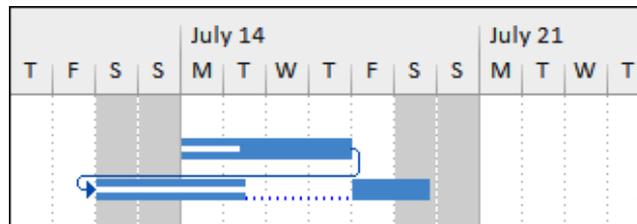
Note:

The finish and start dates and times of each split are not available through the user interface.

Task Splitting in Microsoft Project

4 Splitting In-progress Tasks

When the **Split in-progress tasks** option is enabled in the **FILE, Options, Schedule** form, a task will **Split** automatically when a task commences before its predecessor finishes.



Note: This function is similar to the Primavera **Retained Logic** function and often produces unwanted Negative Slack.

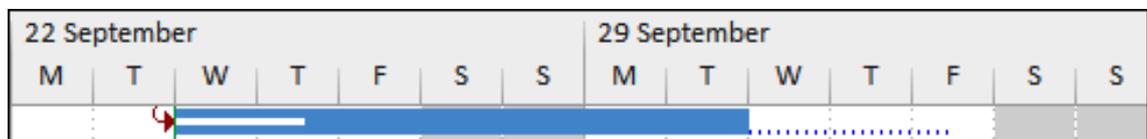
5 Removing a Bar Split

A split is removed by:

- ❖ A manually created split is removed by dragging the split part back with the mouse.
- ❖ An automatically created split is removed by Turning off **Split in-progress tasks** in the **FILE, Options, Schedule** form.

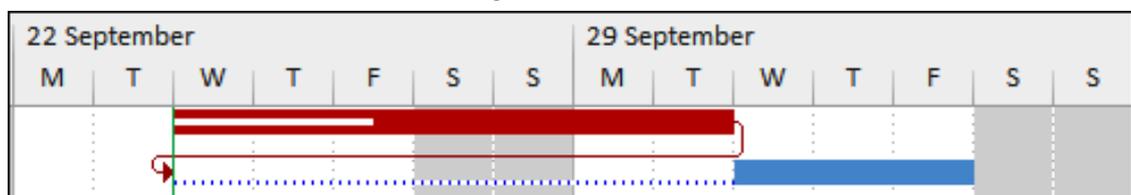
Notes:

- ❖ You therefore need to pay careful attention to any warning messages Microsoft Project presents, if you have not switched the warning messages off.
- ❖ Sometimes a tail of dots is left after the split has been removed from a **Fixed Duration** task. This is the result of a split at the end of a task. This tail has to be dragged back to the finish of the task using the mouse and then the **Duration** reset for the task to calculate correctly:



Also you may receive a split at the start of a task when the **FILE, Options, Schedule, Split in-progress** option is selected and an Actual Start Date is set earlier than the predecessor finish. To prevent this either:

- ❖ Turn off Automatic scheduling before updating the task, then press F9 to recalculate the schedule or
- ❖ Set the Actual Duration before entering the Actual Start.

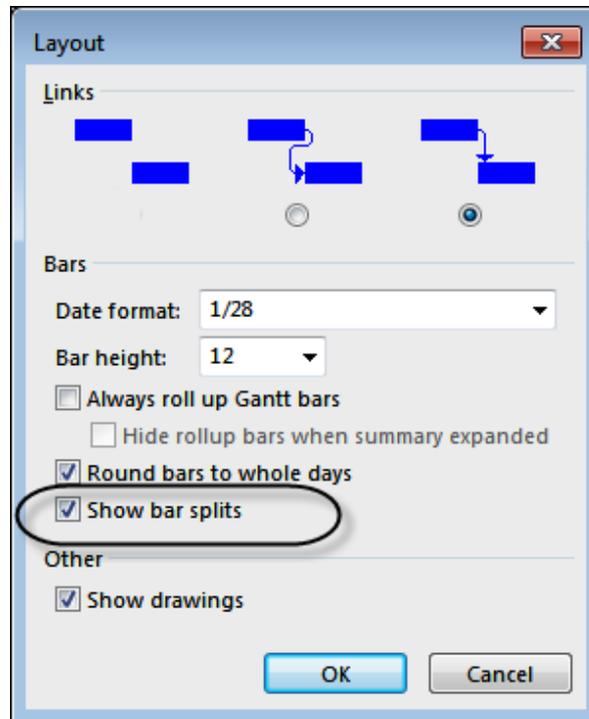


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6 Hiding a Bar Split

Even though the task has been split, bar splits may be hidden by:

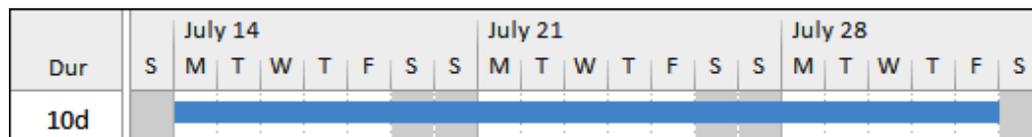
- ❖ Selecting **FORMAT, Format, Layout** to open the **Layout** form and
- ❖ Uncheck the **Show bar splits**.



- ❖ The 10-day **Fixed Units** activity below has a split with an elapsed duration of 17 days:



- ❖ The 10-day activity below has a hidden split and an elapsed duration of 17 days, which may be misleading:



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14 July 2021
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DESCRIPTION OF COURSE – The course objectives are to teach participants how to create projects without resources, formatting, printing, creating a baseline and updating an un-resourced project. Successful completion of all the course workshops will confirm that the objectives have been met.

<p>Day 1 – Create an Unresourced Project</p> <ul style="list-style-type: none"> Introduction to Asta PowerProject Navigation and Setting Up Users Creating new Filing Cabinets Creating new Filing Tables Summary tasks Creating tasks to create a Critical Path Schedule Resourcing Constraints 	<p>Day 2 – Formatting, Reporting and Updating an Unresourced Project</p> <ul style="list-style-type: none"> Other task types Formatting the display Code Libraries Filters Printing and Sorting Tools Printing and Reports Resources Updating an Unresourced Project Using Tools able to add and delete
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PLANNING AND CONTROL USING MICROSOFT PROJECT 2013, 2016 & 2019

This book is designed for users of earlier versions to update their skills and for new planners to learn the software. It starts with the basics required to create a schedule, through resource planning, and on to the more advanced features. The workshops in this publication have been updated and improved.

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