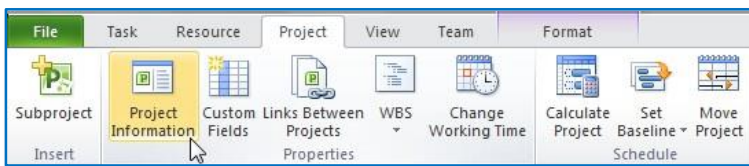


Creating a Microsoft Project Plan with a 24 Hour Calendar

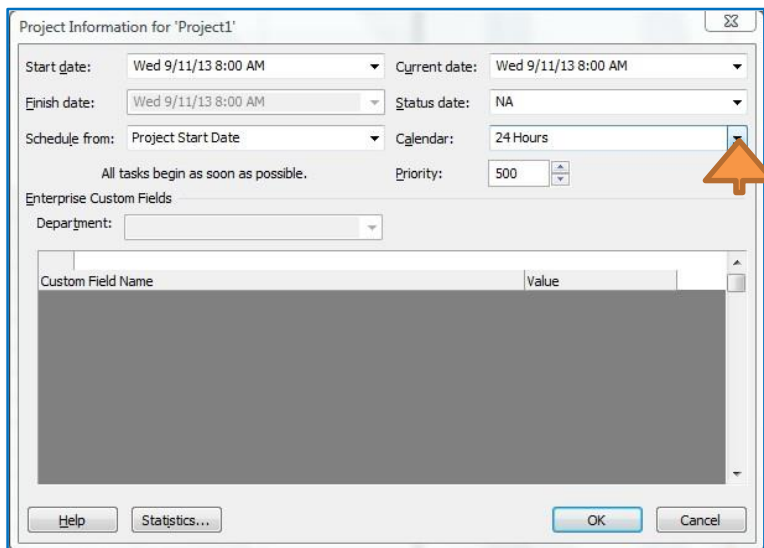
Applies to:

- Microsoft Project 2013
- Microsoft Project 2010
- Microsoft Project 2007 (End of Document)

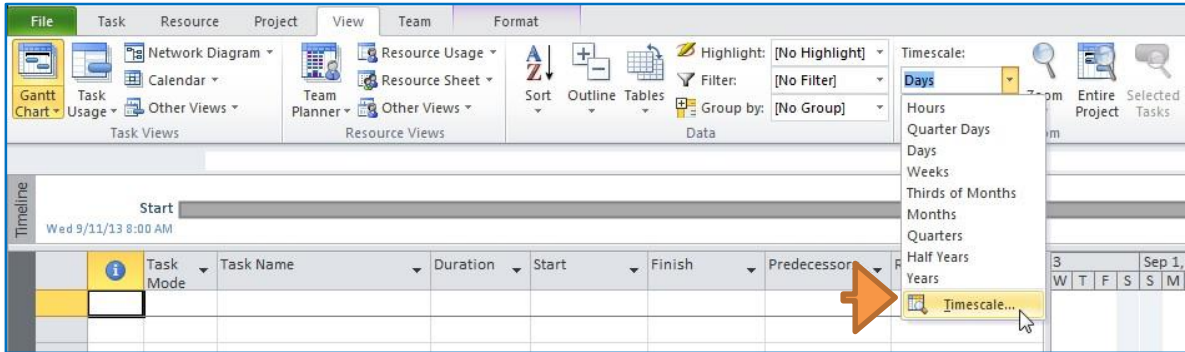
➤ From the menu, select **Project > Project Information**.



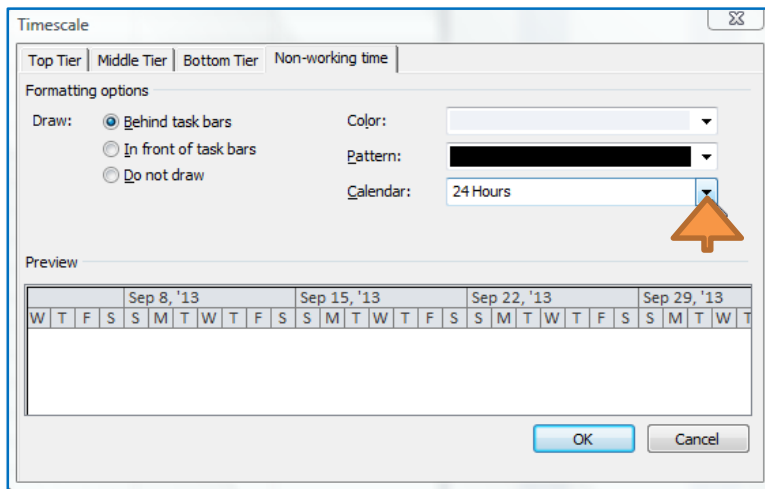
➤ Press the **Calendar** drop-down list and select the 24 Hours calendar and then press the **OK** button.



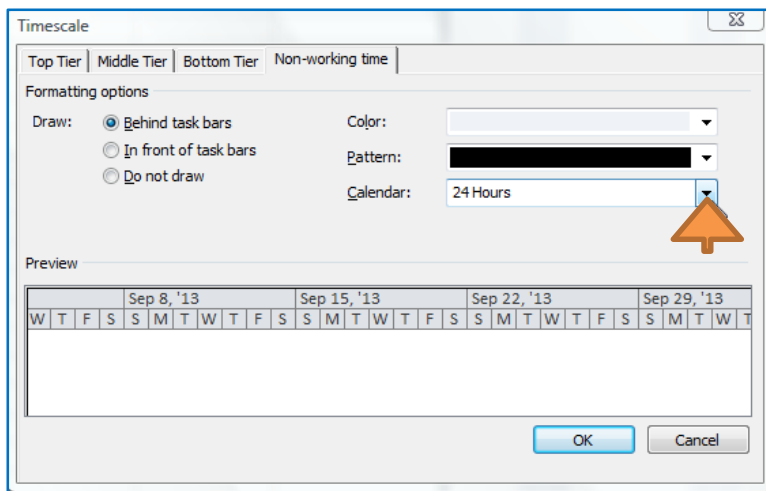
- From the menu, select **View > Timescale Drop-Down list > Timescale.**



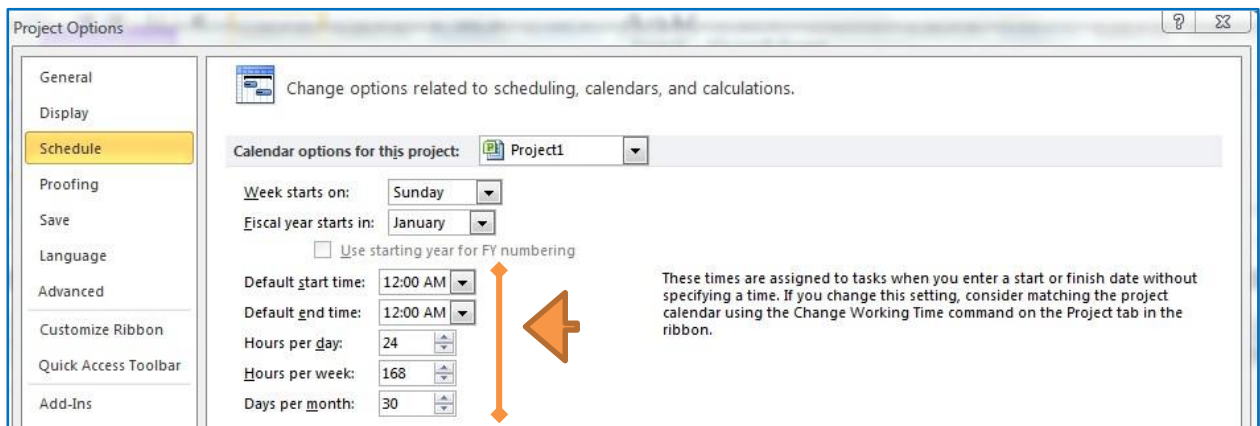
- Select the **Non-Working time** tab, and press the **Calendar** drop-down list and select the 24 Hours calendar. Next press the **OK** button.



- Select the **Non-Working time** tab, and press the **Calendar** drop-down list and select the 24 Hours calendar. Next press the **OK** button.



- From the menu, select **File > Options > Schedule**.



- Make the following changes:
 - Change the **Hours per week** value to 168.
 - Change the **Hours per day** value to 24.
 - Change the **Default start time** value and the **Default end time** value to 12:00 AM.



- Change the **Days per month** to 30.
 - Press the **OK** button, when the above changes have been completed.
- Notes:
- If you have resources in the **Resource Sheet** view of your project, you should also change their **Base Calendar** value to the 24 Hours calendar.
 - If you have entered tasks with durations prior to making the changes above, you may need to re-enter the durations to their correct values for each task.

Steps for 2007 Users

- From the menu, select **Project > Project Information**.
- Press the **Calendar** drop-down list and select the 24 Hours calendar and then press the **OK** button.
- From the menu, select **Format > Timescale**.
- Select the **Non-Working time** tab, and press the **Calendar** drop-down list and select the 24 Hours calendar. Next press the **OK** button.
- From the menu, select **Tools > Options > Calendar**.
- Make the following changes:
- Change the **Hours per week** value to 168.
 - Change the **Hours per day** value to 24.
 - Change the **Default start time** value and the **Default end time** value to 12:00 AM.
 - Change the **Days per month** to 30.
 - Press the **OK** button, when the above changes have been completed.
- Notes:
- If you have resources in the Resource Sheet view of your project, you should also change their Base Calendar value to the 24 Hours calendar.



- If you have entered tasks with durations prior to making the changes above, you will need to re-enter the durations to their correct values for each task.