

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.

Project Informa	tion for 'Project1'				23
Start <u>d</u> ate:	Wed 9/11/13 8:00 AM	•	C <u>u</u> rrent date:	Wed 9/11/13 8:00 AM	•
<u>F</u> inish <mark>d</mark> ate:	Wed 9/11/13 8:00 AM	-	Status date:	NA	
Schedu <u>l</u> e from:	Project Start Date	•	C <u>a</u> lendar:	24 Hours	
All	tasks begin as soon as possible.		Priority:	500	4
Enterprise Custo	om Fields				
Depar <u>t</u> ment:		Ŧ			
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Help	Statistics			ОК	Cancel



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

File Task Resource Proj Gantt Chart- Usage - Dollar - Task Usage - Dollar - Task Views - Task Views	ect View Team Forn Resource Usage * Team Resource Sheet * Planner * S Other Views * Resource Views	mat Z↓ ↓ Sort Outline Tables Data Mighlight: Z Filter: Group by: Data	[No Highlight] [No Filter] [No Group] Quarter Days Days	R Entire Selected Project Tasks
Start Wed 9/11/13 8:00 AM	ne 🗸 Duration 🗸	, Start → Finish → i	Predecessor	3 Sep 1, W T F S S M

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

Timescale	Timescale 🛛 🕅 🕅				
Top Tier	Middle Tier Bottom Tier	Non-working time			
Formatting) options				
Draw:	<u>Behind</u> task bars	Color:	•		
	In front of task bars	Pattern:			
	() <u>D</u> o not draw	<u>C</u> alendar:	24 Hours		
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Preview					
WTF	Sep 8, '13 S S M T W T F	Sep 15, '13	Sep 22, '13 Sep 29, '13 S S M T W T F S S M T W T		
			OK Cancel		



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

Top Tier Middle Tier Bottom Tier Non-working time Formatting options Draw:	Timescale	2		23
Formatting options Draw:	Top Tier	Middle Tier Bottom Tier Non-	working time	
Draw:	Formattin	ig options		
● In front of task bars Pattern: ● Do not draw Calendar: 24 Hours Preview Sep 8, '13 Sep 15, '13 W T F S S M T W T F S S M T W T F S S M T W T F S S M T V OK	Draw:	<u>Behind task bars</u>	Color:	_
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Sep 8, '13 Sep 15, '13 Sep 22, '13 Sep 29, '13 W T F S S M T W T F S S M T W T F S S M T W T F S S M T V F S S M T V F S S M T V			-	
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Sep 8, '13 Sep 15, '13 Sep 22, '13 Sep 29, '13 W T F S S M T W T F S S M T W T F S S M T W T F S S M T V F S S M T V F S S M T V Cancel	review			
OK Cancel	WTF	Sep 8, '13	Sep 15, '13	Sep 22, '13 Sep 29, '13
OK Cancel				
OK Cancel				
OK Cancel				
				OK Cancel

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

roject Options	Suscession Link over	8 2
General Display	Change options related to scheduling, calend	ars, and calculations.
Schedule	Calendar options for this project: Project1	
Proofing	Week starts on: Sunday 💌	
Save	<u>F</u> iscal year starts in: January	
Language	Use starting year for FY numbering	
Advanced	Default start time: 12:00 AM	These times are assigned to tasks when you enter a start or finish date without specifying a time. If you change this setting, consider matching the project
Customize Ribbon	Hours per day: 24	calendar using the Change Working Time command on the Project tab in the ribbon.
Quick Access Toolbar	Hours per week: 168	
Add-Ins	Days per <u>m</u> onth: 30 🚔	

- 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.