



Given values

Guides for Merlin Project Express

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Given values - as of December 2018

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Given values are presets that are required for planning. As a project manager, you choose the presets based on your experience and other requirements for the planned course of the project.

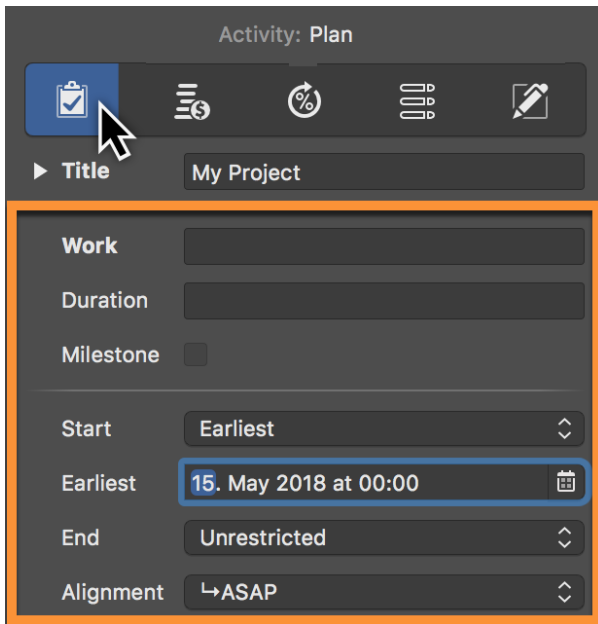
Given values can include work, duration, as well as the start and end date for the respective activities in the project.

Given values

Insert a new column and type 'Given', Merlin Project Express will list all columns with given values that are available for the project and its individual elements.

| Given Work | Given | Given Earliest Start | Resou |
|------------|------------------------------|----------------------|-------|
| | Given Alignment | | |
| | Given Calendar | | |
| 2,5 days ? | Given Calendar Mode | | |
| 1,5 days ? | Given Duration | | |
| | Given Duration Absolute | | |
| | Given Earliest End | | |
| 3 days ? | Given Earliest Start | | |
| | Given End | | |
| | Given Latest End | | |
| | Given Latest Start | | |
| | Given Start | | |
| | Given Work | | |
| | Given Work Absolute | | |
| | Given Work Overtime | | |
| | Given Work Overtime Absolute | | |
| | » Less | | |

The presets for **work**, **duration**, **start**, and **end** are most frequently required for planning. You can also find these presets in the Inspector for the selected project elements.



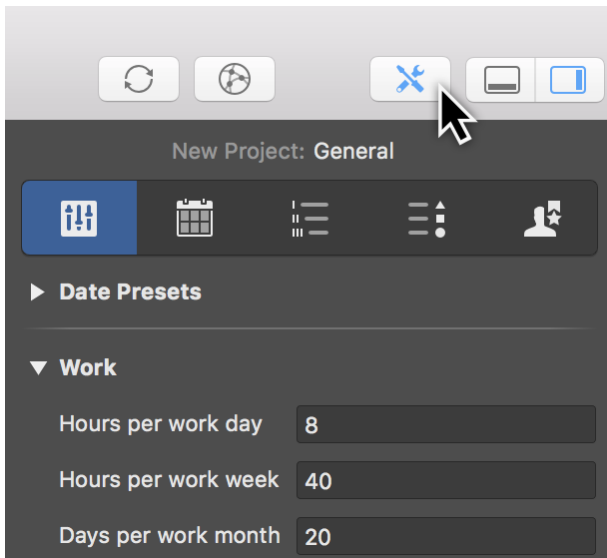
The presets can be edited in the columns and the Inspector. The choice is entirely up to you.



For *dynamic planning*, simply configure a preset for the work and link the activities, groups, and milestones using dependencies. Merlin Project Express will then calculate the *planned* and *expected* values from the presets.

Work and duration presets

Both work and duration can be entered in time units such as *hours, days, months*, etc. Merlin Project Express understands *1 day* as *8 working hours*, *1 week* as *40 working hours* and *1 month* as *20 working days* according to the defaults in **Settings** → **General**.



Work will be scheduled within the work intervals defined in the calendar(s) of the project. You can read more about work intervals in the **Calendar** quick guide.

There is a difference however between *Work* and *Duration*, which is relevant for planning. You can consider *Work* as the effort you put to accomplish a task. *Duration* is the period of time for it to be scheduled.

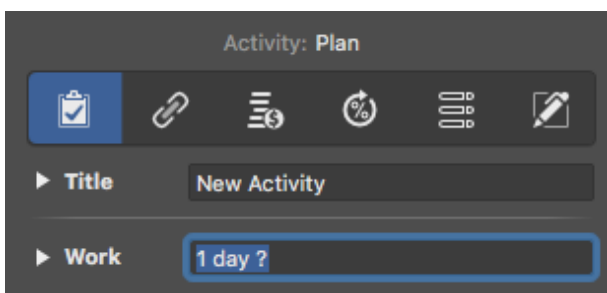
While most tasks can be scheduled by *Work* or *Duration* alone, you might consider scheduling some by both presets.

Example: A specific task requires **1 day Work**, to be scheduled within **2 weeks Duration**.

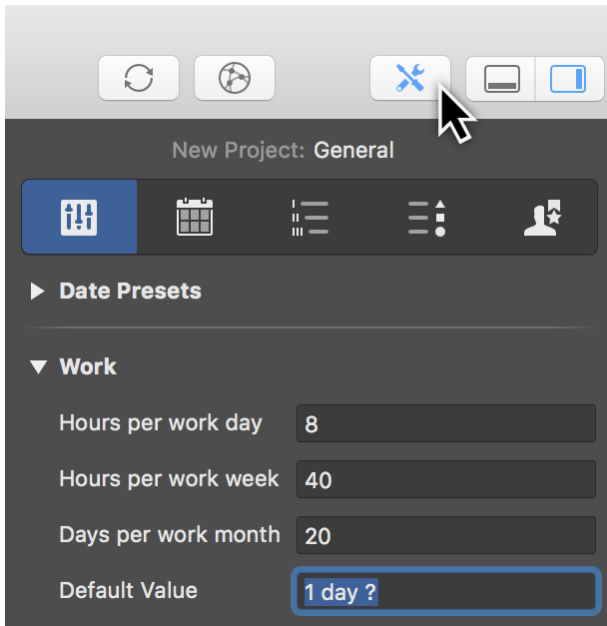
In this case you define both presets to make sure your task gets scheduled accordingly.

Work

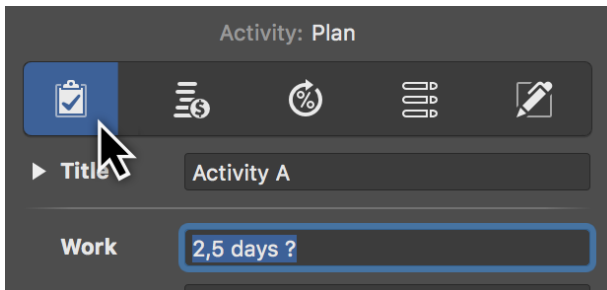
Per default new activities are created by *1 day ?* of *work*. The *?* indicates that the value is estimated.



You can change the default work value in **Settings** → **General** and/or delete the question mark if desired.



To change the *Work* value of an existing activity, select its activity row and use the **Inspector** to enter for example *2.5 days* in the according field.

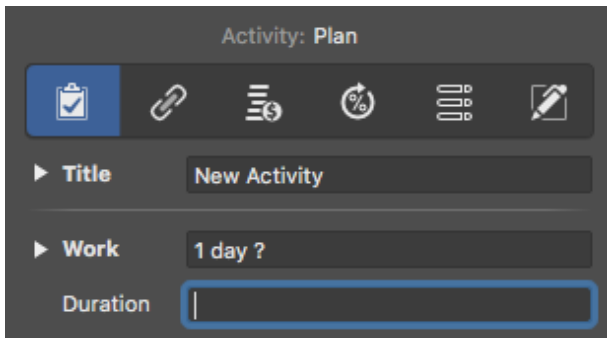


Work is the time during which the *working times* configured in the project (*hours, days, months* etc.) are worked. It is therefore purely net time in which no vacation, holiday, or sick days should be added. No activity-related delays or waiting times are to be factored into the work.

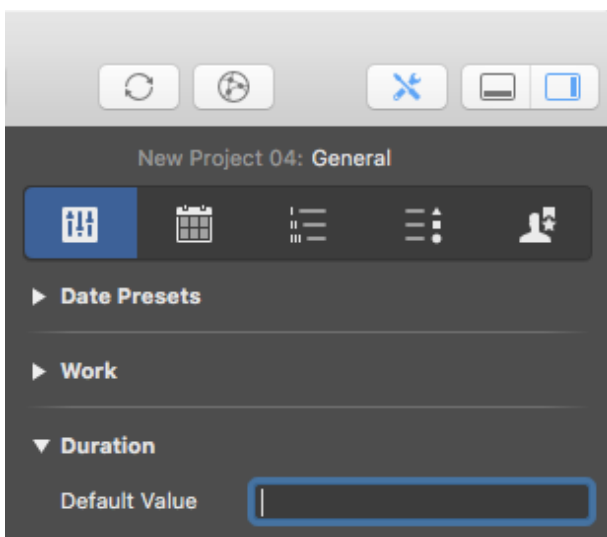
Based on the *Work* value you enter, Merlin Project Express calculates *Planned Work* and *Expected Work*.

Duration

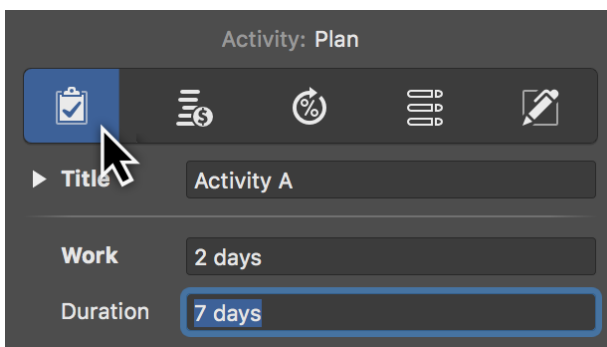
Per default new activities are created by blank duration. That means, that the *Work* value defines the *Duration* of the activity as well.



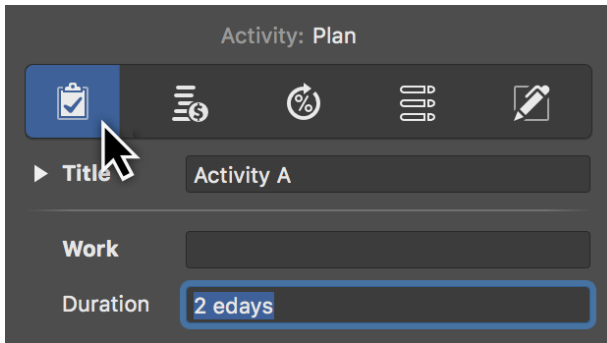
You can change the default duration value in **Settings** → **General** if desired.



To change the *Duration* of existing activities, select the activity row and use the **Inspector** to enter for example *7 days* in the according field.



When you need a *Duration* based on a 24-hour day, you add to the unit an **e** (for "elapsed"). A *2 edays* duration corresponds to **48 consecutive hours**.



Expected Duration / Work values

Merlin Project Express calculates expected work and duration for each activity based on the defined *Work* and *Duration* presets. Expected values are read-only and you'll find them in the Inspector.

| ▼ Expected | |
|------------|---------------------|
| Status | Future |
| Start | 28/05/2018 at 08:00 |
| End | 29/05/2018 at 08:00 |
| Work | 1 day |
| Duration | 1 day (1 eday) |

The inspector outputs two kinds of duration; **Expected Duration** followed by **Expected Elapsed Duration** in brackets. Don't confuse the two values.

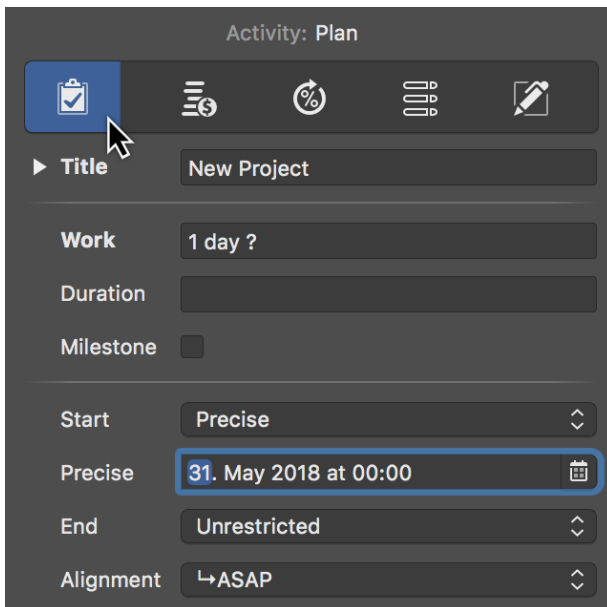
Example: An employee needs **2 days** work for a task. The work can be done within **1.4 weeks** duration.

| ▼ Expected | |
|------------|------------------------|
| Status | Future |
| Start | 31/05/2018 at 08:00 |
| End | 08/06/2018 at 17:00 |
| Work | 2 days |
| Duration | 1,4 weeks (1,2 eweeks) |

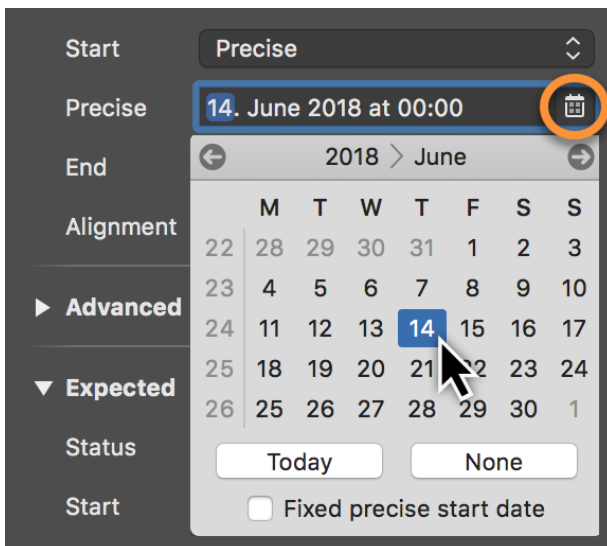
That calculates **1.4 weeks** of **Expected Duration**, the **Expected Elapsed Duration** may be different however depending on the included non-working times.

Start and end presets

You can enter the time presets, such as *Start*, *Precise*, and *End* as well as the *ASAP* and *ALAP* alignment of activities in the Inspector.



You can choose from various options in the drop-down menu. To set up dates you can use a datepicker.



Based on the different **Start**, **End**, and **Alignment** presets, the project activities adapt automatically if any changes are made. The changes will trigger other activities, links, and calendars.