

10 Global.MPT

General Description

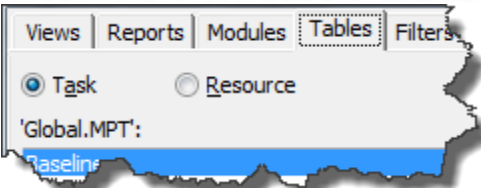
The Global.MPT file is located on your computer. When you open Microsoft Project, this file is opened. When you exit this file is saved.

The Global.MPT contains elements that you can use with each of your projects.

Use the Organizer to view and manage custom and default elements (**File | Info | Organizer**).

Elements

Views – there are 16 different types of project views and you are always in a view when not in Backstage. All views are task-based or resources – based. With a view applied, other elements can be applied like Tables, Filters and Groups. Note that these three types of elements, along with Fields, have elements for both tasks and resources.



Reports – Most Views can be printed. There is also a collection of Reports that are available to print. These reports are grouped in these categories: Overview (summary), Current (tasks), Costs, Assignments, and Workload. Most of the reports can be edited and new task, resource, monthly calendar or crosstab reports can be created.

Modules – Macros or VBA code.



Elements on this side of the Organizer are in the Global.MPT and are available to apply to all projects

Elements on this side of the Organizer are associated with the selected project below. Elements on this side of the Organizer have been applied from the Global.MPT or are new custom elements created in the project.

Tables – In some views like the Gantt Chart or Resource Sheet, columns of fields are applied. A collection of fields, that can be applied to one of these types of views, is called a Table.

Filters – All views have a Filter applied. Filters are used to filter out data that does not meet a specified criteria. For example, the Critical Filter only displays tasks that are critical or would delay the project if finish dates slip.

Calendars – Calendars used to schedule tasks and resources.

Maps – Import or export routines.

Fields – Custom task and resource fields.

Groups – Similar to Filters, but when a Group is applied, tasks or resources are sorted by the Group criteria.

Organizer Rules

- 1 If you create or customize an element in a project, copying the element over to the Global.MPT will make the element available for all projects.
- 2 If an element is both associated with the Global.MPT and a project (on both sides of the Organizer) the element associated with a project used when the element is applied in that project.
- 3 Elements can be deleted. Not easy to remedy but if an element is deleted in the Global.MPT it is possible to obtain a new Global.MPT.
- 4 Elements can be renamed. **Recommendation:** Avoid confusion and do not rename default Views and Tables.



Using Project Server? When you open Microsoft Project and login to Project Server all elements from the local Global.MPT file and the Enterprise Global are cached together. A project manager can use whatever is in cache. If there is a naming convention conflict the element from the Enterprise Global is used.