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**.
  
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**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.