Setting up MS Project for MPX export to QEI Exec

MS Project uses two special internal tables called the Task Export Table and the Resource Export Table when exporting data in Microsoft Project Exchange (MPX) format. The default contents of these tables are not suitable for generating files for import into QEI Exec, so this document outlines the process required to set them up correctly.

Step 1: Select the Tables to modify

Start up MS Project and open the project file you wish to export from. Right click on the grey button at the head of the column displaying the task IDs:
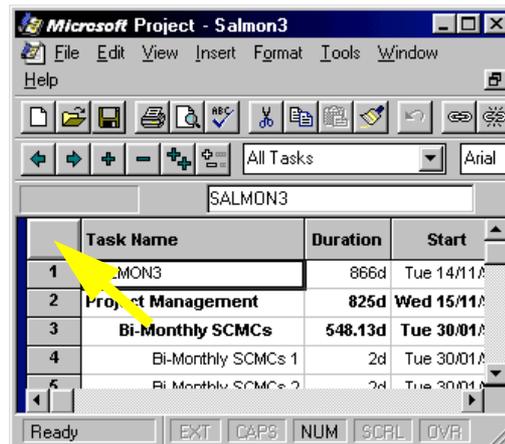
This will display a popup menu – choose the More Tables… option at the bottom of the menu. This will now display the dialog box shown below:
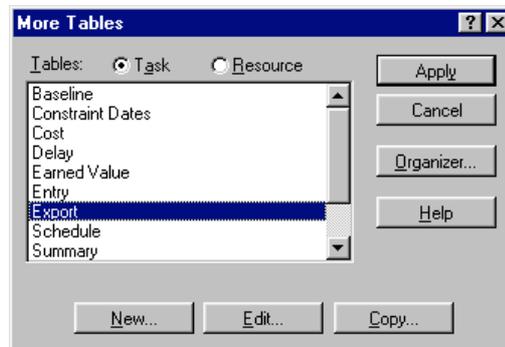
Step 2: Modify the Task Export Table

Select "Task" as the list of Tables to view, then select Export from the list and click on the Edit… button. This will display a dialog box which enables you to define the task fields exported in the MPX file:
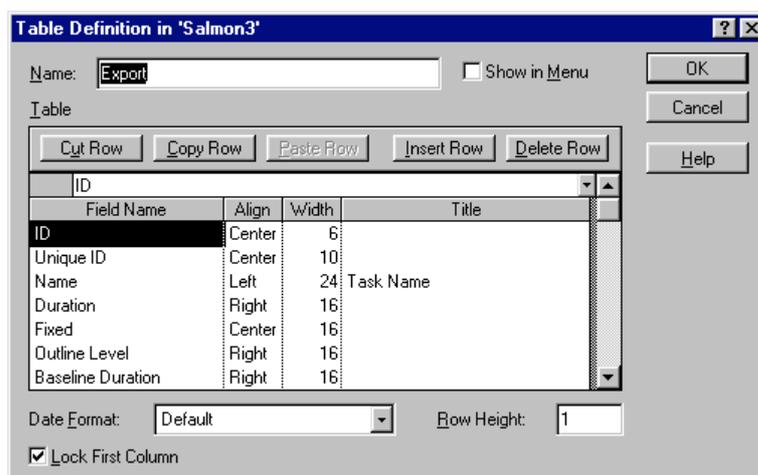
You will now need to modfy the contents of the table so that it contains the following fields:

Unique ID	Duration
Unique ID Predecessors	Remaining Duration
Unique ID Successors	% Complete
Name	Constraint Type
Outline Level	Constraint Date
WBS	Late Start
Early Start	Late Finish
Early Finish	Actual Start
Total Slack	Actual Finish

To delete an unwanted field, select the field in the Field Name column and click the Delete Row button. To add a new field, select the field in the row below where you wish to insert the new row and click the Insert Row button. This will give you a new empty row just above your original selection. You can now select the new field from the dropdown list immediately below the buttons (Project v4/95) or in the newly created row (Project 98).

You may use any of the custom "Text" or "Number" fields as well if you are holding any data in them. Note however that if the overall length of any data line within the MPX file generated is greater than 255 characters the import into QEI Exec will fail.

You should also ensure that the date format used by the EXPORT table is suitable for import into QEI Exec. You can use the default date format as selected in Tools/Options, or specify one from the list. The following formats are OK:

dd/mm/yy, dd/mm/yy hh:mm, dd/mm/yyyy, dd/mm/yyyy hh:mm
mm/dd/yy, mm/dd/yy hh:mm, mm/dd/yyyy, mm/dd/yyyy hh:mm

If you are going to import the data into a QEI database with a BTU (base time unit) of less than 1 day, you will need to choose a date format that provides the time in 24 hour format in addition to the date.

When you have finished, click OK to confirm the changes. This will return you to the original dialog box again.

Step 3: Modify the Resource Export Table

Select "Resource" as the list of Tables to view, then select Export from the list and click on the Edit… button. This will display a dialog box which enables you to define the resource fields exported in the MPX file:
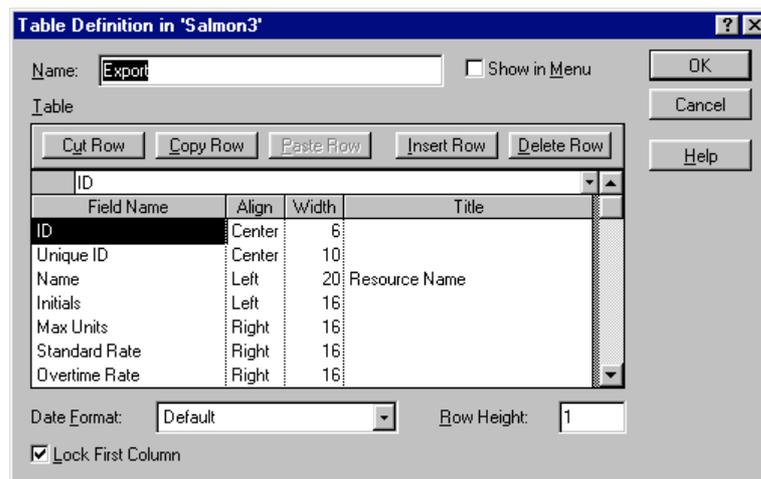
You will now need to modfy the contents of the table so that it contains the following fields:

Unique ID
Name
Max Units
Standard Rate
Group

The process of modifying the contents is as described in Step 2. When you have finished, click OK to confirm the changes. This will return you to the original dialog box again, where you should click Apply to confirm the changes. If you wish to permanently save the changes to the table definitions, you should now save your project.

Step 4: Export the file in MPX format

Choose File/Save As from the menu, and select MPX 4.0 as the format. Choose a name and location for the file, and click OK. Ignore any messages about compatibility and proceed with the export.