



Changing Your Quality of Life

Project Planning

THE FUNDAMENTALS

- Planning the Project
- Understanding Project Management
- Understanding the Project Database
- What's New in Project
- Understanding the Project Screen
- Using Common Views
- Using More Views
- Creating a New Project
- Working with the Project Information Dialog Box
- Adjusting Working Hours
- Creating a New Calendar
- Using the Project Guide
- Printing a View
- Printing the Current View as a Report
- Using Help

ENTERING THE TASK LIST

- Entering Tasks
- Estimating Task Duration
- Entering Task Duration
- Entering a Milestone
- Organizing Tasks into Phases
- Linking Tasks
- Editing Task Links
- Unlinking Tasks
- Creating Recurring Tasks
- Using the Task Information Dialog Box
- Using Task Notes
- Using Task Hyperlinks
- Moving and Copying a Task
- Inserting and Deleting a Task

ENTERING AND ASSIGNING RESOURCES

- Entering People Resources
- Entering Equipment Resources
- Entering Material Resources
- Adjusting Individual Resource Working Schedules
- Using Resource Notes
- Understanding Effort Driven Project Scheduling
- Assigning Resources to Tasks
- Assigning Additional Resources to Tasks
- Assigning Material Resources to Tasks

WORKING WITH TASKS

- Overlapping Tasks
- Delaying Tasks
- Setting Task Deadlines
- Setting Task Constraints
- Splitting Tasks
- Understanding Task Type
- Assigning a Task Calendar
- Understanding Task Indicators

WORKING WITH RESOURCES

- Delaying Resource Start Time
- Applying Predefined Resource Contours
- Specifying Resource Availability Dates
- Grouping Resources
- Assigning a Resource Calendar