

## **Microsoft Project Introduction**

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### **Getting Started with Microsoft Project**

- Explore the Microsoft Project Environment
- Display an Existing Project Plan in Different Views

### **Creating a Project Plan**

- Create a Project Plan with start and finish dates
- Assign a Project Calendar
- Add Tasks to the Project Plan
- Enter the Task Duration Estimates
- Auto scheduled vs. manually scheduled tasks

### **Organizing Your Tasks in a Project Plan**

- Outline Tasks
- Link Dependent Tasks
- Set Task Constraints and Deadlines
- Add Notes to a Task
- Add a Recurring Task

### **Managing Resources and Costs in a Project Plan**

- Entering a Project Resource
- Assign Resources to Tasks
- Create a Resource Calendar
- Resolve Resource Conflicts
- Enter Costs for the project

### **Finalizing the Project Plan**

- Shorten the Project Duration
- Set a Baseline
- Viewing a quick summary
- Reports and views to aid in the project plan

### **Tracking Project progress including:**

- Tracking progress
- Updating the schedule with actual information
- Comparing results
- Restricting task start and finish dates
- Comparing baseline vs. actual
- Changing task information