# Project Setup

**Base Calendar**

- Tools – Change Working Time
- Tools – Options – Calendar Tab

**Set up Project**

- Project – Project Information
- File – Properties
- Tools – Options – View – Show Project Summary task

- Task Sheet
- Insert WBS column
- Milestones!!

**Task List with Durations**

**Resource List with Costs and Calendars**

- Resource Sheet
- Resource Infomation Box
- Tools – Change Working Time

- Gantt Chart
- Network Chart
- Task Dependancy

**Task Relationships**

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**Assign Resources to Tasks**

- Assign Resources Toolbar Button
- Task Information – Resources Tab
- Task Sheet – Resources Column
- Effort Driven or not?

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**Resolve Over Allocation**

- Resource Usage
- Task Usage
- Resource Management Toolbar
- Tools Resource Levelling
- Resource Graph

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**Save Baseline**

- Tracking Gantt
- View – Table
- Reporting
- Autofilter