



## Project 2003 Foundation

### Introduction

#### Creating a Project Plan File

- Create a Project Plan File
- Create and Assign a Project Calendar
- Add Tasks to the Project Plan File
- Add a Project Summary Task
- Add a Recurring Task
- Enter Task Duration Estimates

#### Creating a Work Breakdown Structure

- Outline Tasks
- Link Dependent Tasks
- Identify Deliverables in the Project Plan File
- Constrain Tasks
- Set a Task Deadline

#### Creating and Assigning Resources

- Create Resources
- Create a Resource Calendar
- Assign Resources
- Assign Additional Resources to a Task
- Resolve Resource Conflicts

#### Finalizing the Project Plan

- View the Critical Path
- Shorten the Project Duration
- Set a Baseline
- Display Project Summary Information

**Tandem Training & Consulting**

[www.tandemtraining.net](http://www.tandemtraining.net)

[info@tandemtraining.net](mailto:info@tandemtraining.net)

(713) 662 3994