

## ***SETTING THE PLAN***

- Reviewing The Project-Management Process
- Creating A Baseline Plan
- Previewing A Baseline Report

## ***TRACKING PROJECT PROGRESS***

- Modifying The Environment For Tracking

## ***ENTERING ACTUAL DATA FOR COMPLETED TASKS***

- Entering Actual Data For Tasks In Progress

## ***ADJUSTING THE SCHEDULE***

- Adjusting The Schedule Of Future Tasks
- Setting And Displaying An Interim Plan

## ***ADDITIONAL RESOURCE CONSIDERATIONS***

- Working-Hour Considerations
- Customizing Resource Reports

## ***SUBPROJECTS AND MULTIPLE PROJECTS***

- Adding A Subproject To A Master Project
- Working With Multiple Projects That Share The Same Resource Pool

## ***IMPORTING AND EXPORTING DATA***

## ***CUSTOMIZING THE MICROSOFT PROJECT ENVIRONMENT***

- Views
- Toolbars
- Global Settings