**Creating and Modifying dependency types:**

There are many ways to create, delete and modify a dependency. The most common methods will be discussed here. Information concerning additional methods to create dependencies may be found in the help function of Project 2013.

To create a default dependency of Finish-To-Start between 2 tasks or multiple tasks:

* For consecutive tasks:
  + Drag select tasks
  + Click **Task 🡪** **Link** (Insert link icon file here)

OR

* For non-consecutive tasks:
  + Click on a task name
  + Press and hold CTRL key
  + Click on the task(s) you would like to link to
  + Click on **Task** 🡪 **Link** (Insert link icon file here)

The Finish-To-Start relationship created will look like this: (insert FS relationship shot here)

Tag line for screen shot: Tasks with Finish-to-Start relationships

To delete a dependency between 2 tasks or multiple dependencies:

* For consecutive tasks:
  + Drag to select tasks to be deleted
  + Click on Task 🡪 Unlink tasks (insert Delete link icon file here)

OR

* For Non-consecutive tasks:
  + Click on a task name where the link is to be deleted
  + Press and hold CTRL key
  + Click on the related task(s) you would like to unlink
  + Click on **Task 🡪 Unlink**

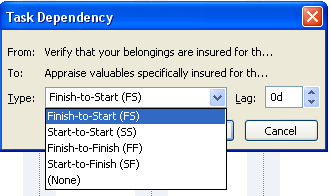
To alter a Finish-to-Start relationship to another dependency type:

* Double click the dependency arrow between tasks.

The Task Dependency dialog box will appear as shown below. Click the down arrow for the Type field and the selections below will appear. Using this box it is easy to alter the dependency type. Hidden under the Type choices in this box is also a Delete option which can be used to delete a dependency.

(insert Task dependency box screen shot here)

Tag line – Task Dependency box



Add a section title: Predecessor and Successor Columns

The predecessor column will also become a very important column of information concerning relationships. Above we discussed selecting tasks and linking them. What if the tasks cannot be viewed on the same screen? How would we link the tasks?

In the example below, Task 3 “Replace Carpeting” is the Predecessor or the task that comes before Task 4 “Repair Roof”. The value 2 in the Predecessor column for Task 3 is indicating that the Predecessor for Task 3 is Task 2. When the Predecessor column shows numbers only, it is assumed that the relationship is the default relationship Finish-To-Start. Other relationships will be shown as SS, FF or SF to the right of the predecessor number. Notice the predecessor for Task 4 and the Successor for Task 3.

(insert screen shot file Predecessors and successors columns)

Tag line: View with Predecessor and Successor column

NOTE: *Tasks can have more than one predecessor and more than one successor.*

After the network of tasks has been created, consider looking at the Network Diagram. The Network Diagram is the best way to get a bird’s eye view of your project. The Network Diagram shows the result of how predecessors and successors are connected within a project and is known as a precedent diagram. More information regarding the details of the symbols on the Network Diagram can be found by clicking Format 🡪 Box Styles while in the Network Diagram view. The Help function of Project 2013 is another source for information.

To view the Network Diagram in print preview mode:

* Click **Task** 🡪 **Gantt Chart** 🡪 **Network Diagram**
* Click **File** 🡪 **Print**
* Click the Multiple Pages button in the lower right corner of the view

Below is a view of the Network Diagram

(insert screen shot Network Diagram here)

Tagline: Network diagram view