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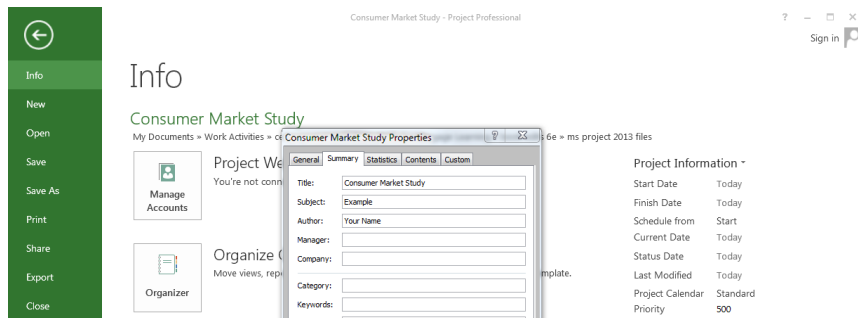


Appendix Microsoft Project

- Most widely used project management software system in the business environment today.
 - It is powerful, easy to use, and available at a very reasonable price.
 - A free trial version is included with new copies of the text or on the Microsoft website.
 - The Gantt Chart View and the Task ribbon are the default view when Microsoft Project is first opened.
 - Other views are chosen by clicking on the arrow in the View group on the Task ribbon and selecting the name from the drop down list.
- Appendix activities are
 - Enter the work breakdown structure in a hierarchical indentured list format
 - Determine predecessors for tasks
 - Assign responsibility for each activity
 - Create the network diagram

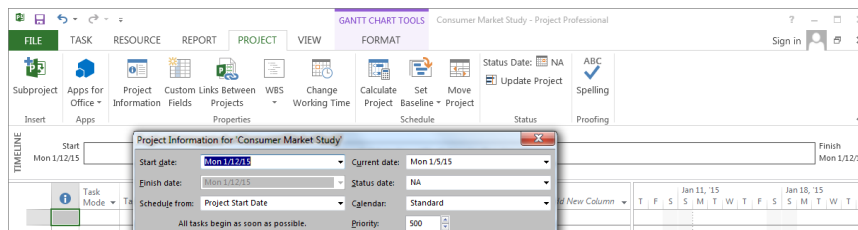
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Figure 4A.1 Project Properties



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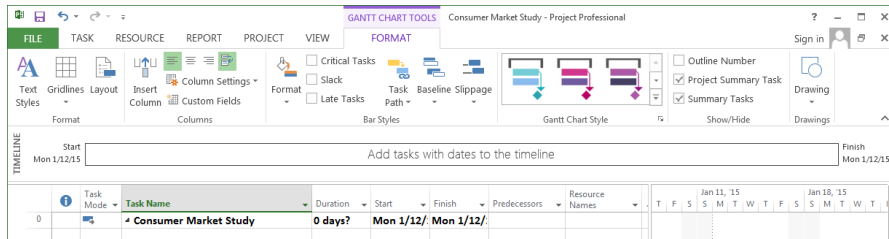
Figure 4A.2 Project Information



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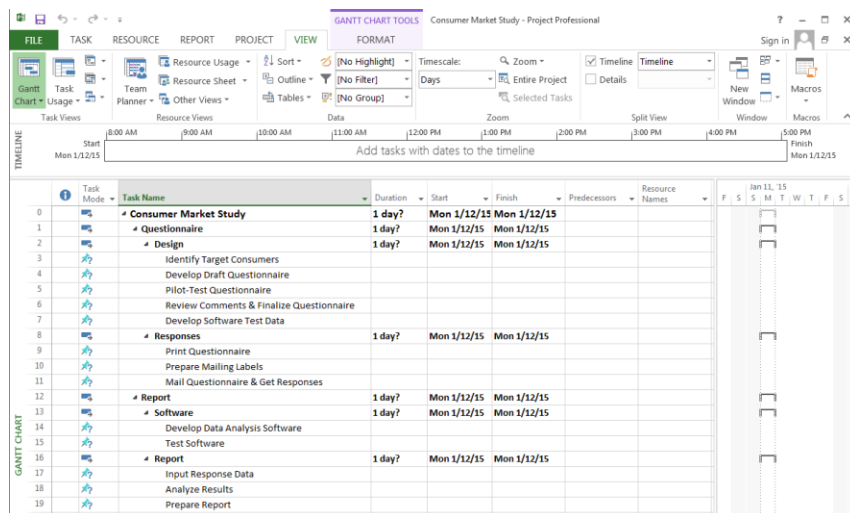
Figure 4A.3 Project Summary Task



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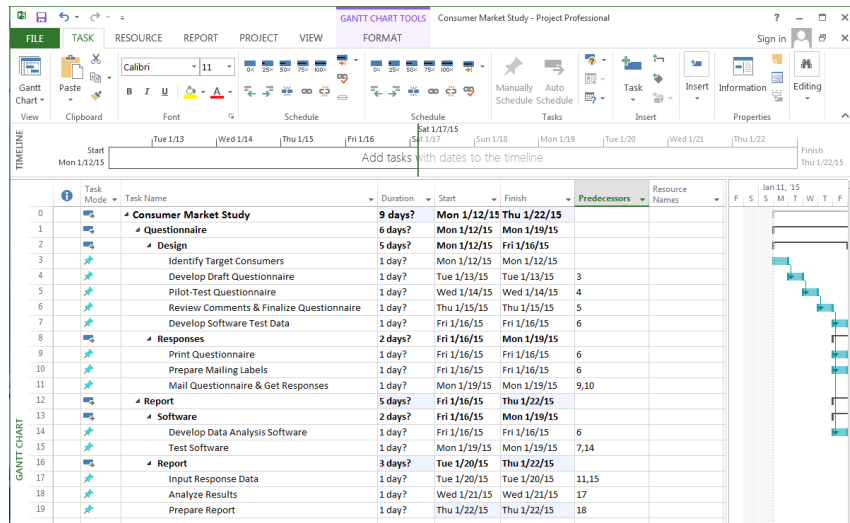
Figure 4A.4 Work Package and Activity Entry



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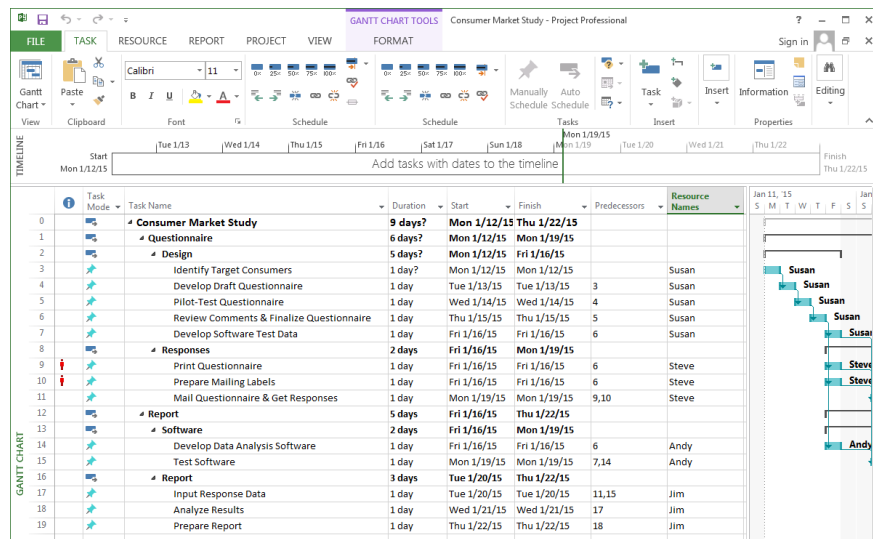
Figure 4A.5 Tasks – Entering Predecessor Data



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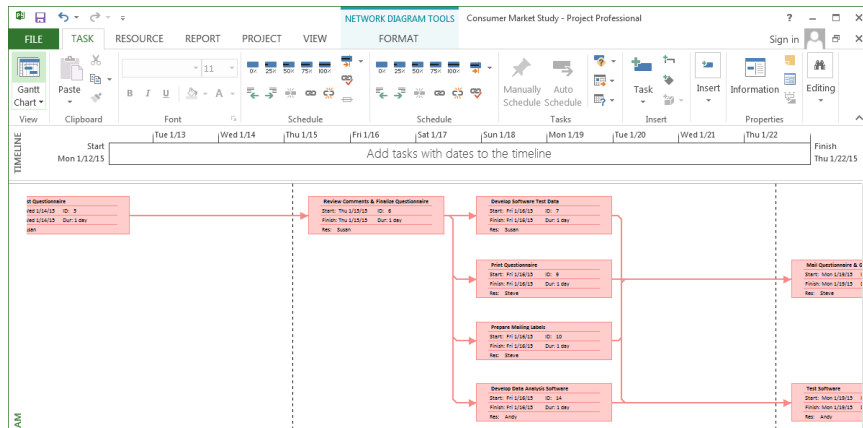
Figure 4A.6 Resources



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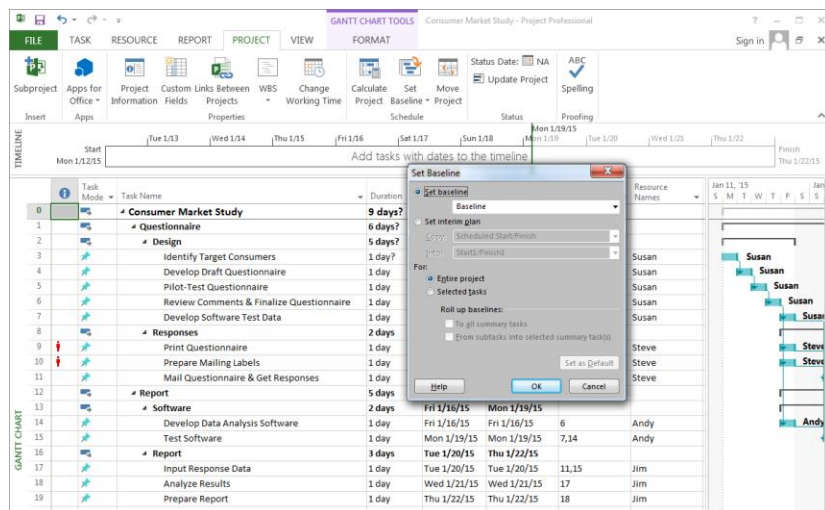
Figure 4A.7 Network Diagram



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Figure 4A.8 Set Baseline for Project



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