





Get organized, save time

Add task details

Set duration and other details to get a better picture of how your project is doing.

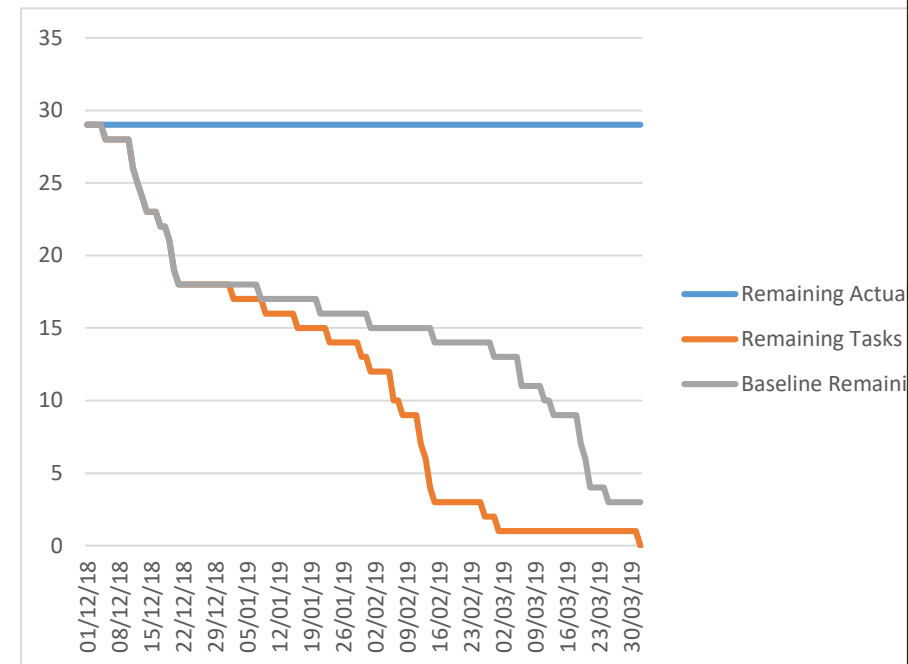
Task Mode	Task Name	Duration	Start	Finish
	Task 1	3 days	5/1/2012	5/3/2012
	Task 2	4 days	5/4/2012	5/9/2012
	Task 3	2 days	5/10/2012	5/11/2012
	Task 4	3 days	5/14/2012	5/16/2012

Add start dates for your tasks

[Learn more](#)

Measure progress

Set a baseline to track progress over time.










This chart shows how many tasks you have completed and how many you have left. If the remaining tasks line is steep then your project may be late.

Skip & go to your tasks

Next >

Manage dependencies

Link two tasks if one can't start until the other finishes. Project warns you if the task dates get out of sync.

Task Mode	Task Name	Duration	Start	Finish
	Task 1	3 da	Calibri	11
	Task 2	4 da	B /  A 	
	Task 3	2 days	5/10/2012	5/11/2012
	Task 4	3 da	Link selected tasks!	

[Learn more](#)

