

## 1. Creating a Project Plan File

- ✦ Project Management Process
  - ✦ Create and Assign a Project Calendar
  - ✦ Add Tasks
  - ✦ Add a Project Summary Task
  - ✦ Enter Task Duration Estimates
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## 2. Creating a Work Breakdown Structure

- ✦ Outline Tasks
  - ✦ Link Dependent Tasks
  - ✦ Add Notes
  - ✦ Constrain Tasks
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## 3. Creating and Assigning Resources

- ✦ Create Resources
  - ✦ Create a Resource Calendar
  - ✦ Assign Resources
  - ✦ Assign Additional Resources to a Task
  - ✦ Resolve Resource Conflicts
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## 4. Finalizing the Project Plan

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