

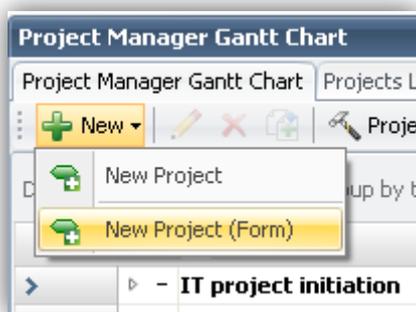
Projects:

2 Create and Manage Projects and Tasks

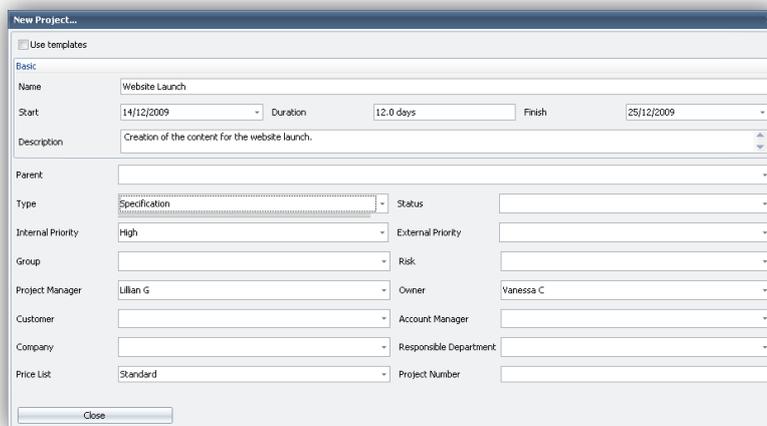
Purpose: Create and manage projects and milestones, use templates, follow up on projects.

Perspective: "Projects and Tasks"

On the Project Manager Gantt Chart tab, click on the New button. Choose the "New Project (Form)" in the list.



A New Project form will pop up. Fill out the form including the sections you need for your project.



Use templates

Basic

Name: Website Launch

Start: 14/12/2009 Duration: 12.0 days Finish: 25/12/2009

Description: Creation of the content for the website launch.

Parent: [Dropdown]

Type: Specification Status: [Dropdown]

Internal Priority: High External Priority: [Dropdown]

Group: [Dropdown] Risk: [Dropdown]

Project Manager: Lillian G Owner: Vanessa C

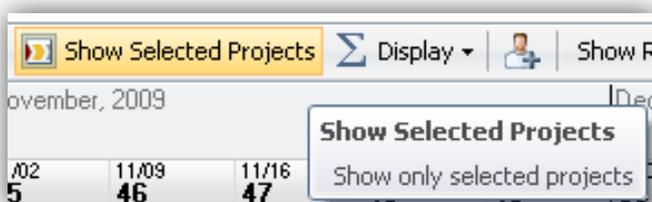
Customer: [Dropdown] Account Manager: [Dropdown]

Company: [Dropdown] Responsible Department: [Dropdown]

Price List: Standard Project Number: [Dropdown]

Close

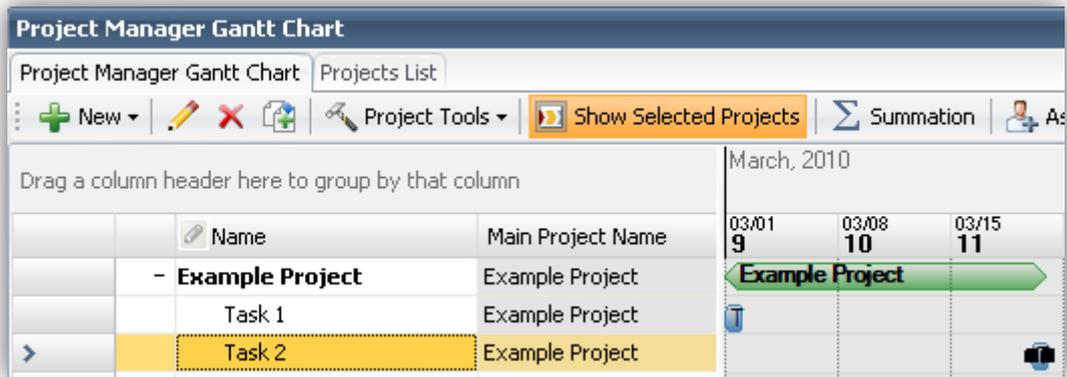
Click on the Projects List tab. You can see your project in the list of projects. Now select the Project Manager Gantt tab, and select your new project. Select the "Show Selected Projects" button in the toolbar.



In the Project Manager Gantt Chart you can see your project and can:

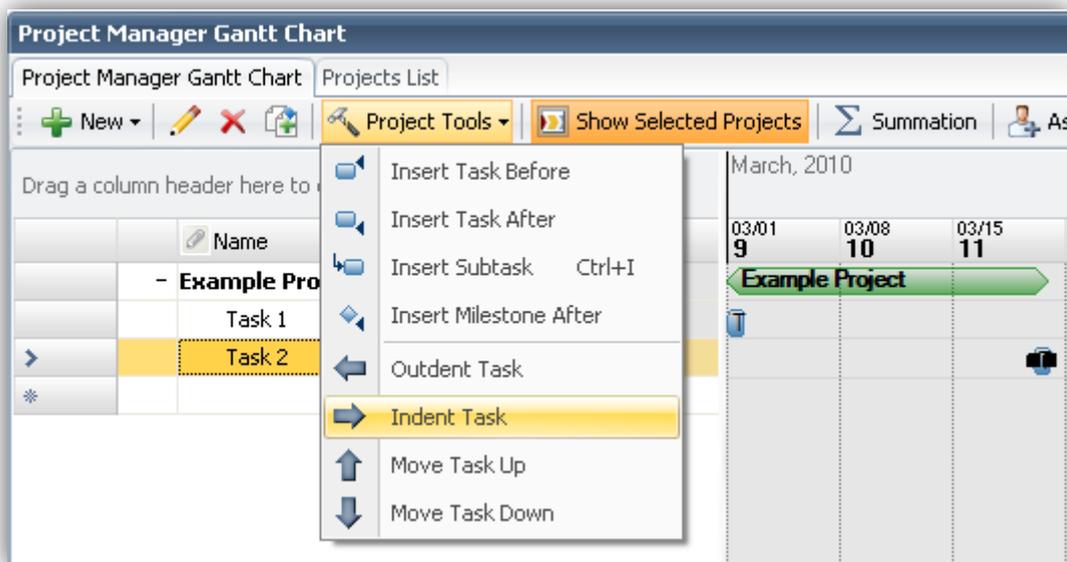
- add tasks;
- move the project in time;
- adjust duration;
- and assign people to your project (this will be a separate tutorial).

Add tasks:

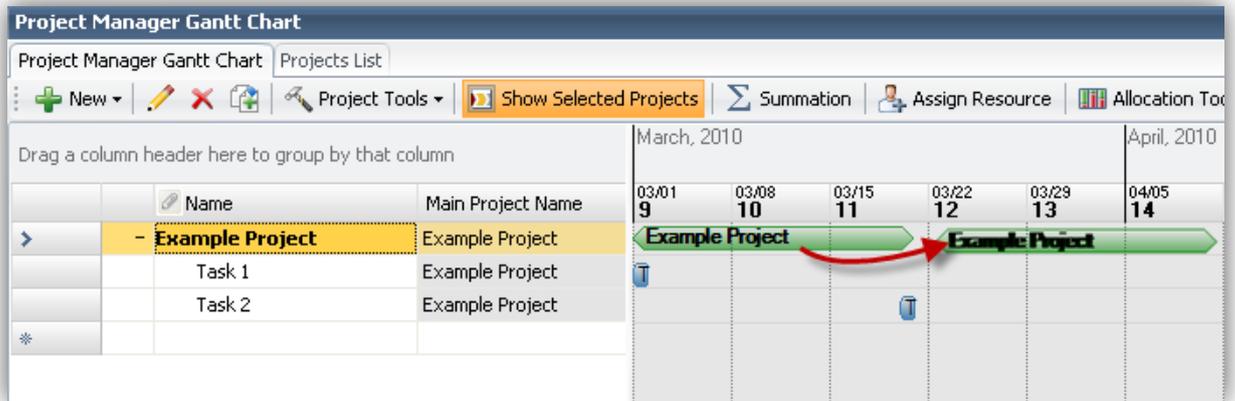


Begin typing in the line below the project to add tasks. Tasks appear as blue bars in the Gantt chart and projects are green bars.

Tasks are automatically indented below the project and can be further indented (to show hierarchy) by using the Project Tools dropdown and using Work Breakdown Structure arrows to indent, outdent or move tasks up or down.



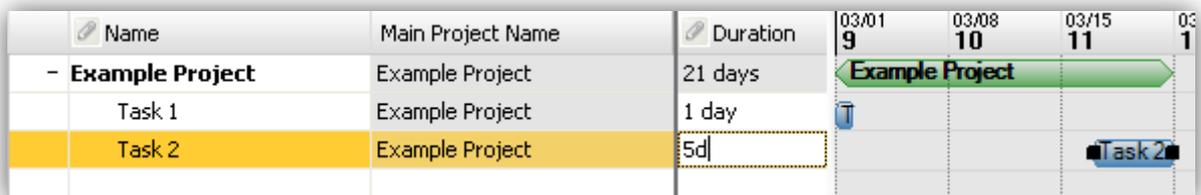
Move the project in time:



You can drag and drop projects and tasks in time.

Here you can move the Example Project from week 9 to Week 12 by dragging and dropping. You can do the same with tasks by dragging and dropping them on the timeline.

Adjust Duration:



- You can adjust the duration of a project or task using the duration column.
- You can enter "5d" for five days, or "3w" for three weeks.
- Another method is to drag and drop the black corners of the project or task object in the Gantt Chart.

