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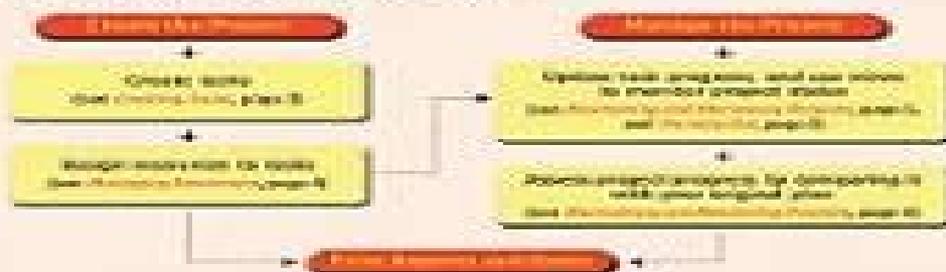
Project 2000

Quick Reference Guide



The Project Manager and Work Flow

A project is a group of coordinated tasks that have a common goal. The chart below gives an overview of the stages involved in creating and managing a project.



Create the Project File

Creating a project file requires defining the project objectives, defined tasks (see *Creating tasks*, page 3), then assigning resources to complete those tasks (see *Assigning resources to tasks*, page 4).

To create a project file, choose the **File** menu. In the **New** dialog box, click the **Project** task, then double-click **Open Project**. In the **Project** dialog box, click **OK** to accept the default settings (the project will start on the current date).

Manage the Project

Managing a project requires you to update task status and resource assignments (see *Monitoring and Sharing Resources*, page 4), analyze the project's progress using different views (see *Print Reports and Views*, page 5), and to adjust all progress against your original baseline plan (see *Monitoring and Sharing Resources*, page 4).

Print Reports and Views

Printing reports helps keep team members up-to-date on important project information. Project provides reports that summarize specific types of information, such as cost reports that identify budget concerns, or activity reports that indicate task progress (see *Printing Reports and Views*, page 5).

The Default Project Screen — Gantt Chart View (see page 3)



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Integrated Screens
 The View Bar
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 The Task Table
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