

ID	Task Name	Duration
1	Meet Real Estate Agent	3h
2	Identify Office Needs	1w
3	Office Layout	1w
4	Budget	2d
5	Initial Approval	1d
6	Negotiate Lease	1w
7	Draft Subcontract	7d
8	Final Budget Approval	1d
9	Estimate for Construction	6w
10	Quotes for Construction	1w
11	Quotes for Move	1.5d
12	Pack Equipment	2d
13	General Packing	4d
14	Actual Move	1d
15	Unpack	3d
16	New Office Party	3h

9. Adjust the size of the sheet pane until the Duration column is displayed in its entirety.
10. Add a milestone at the end of the project and call it **End Move**.
11. Save the project in the **Doc** folder in the **H:\** drive and name it **Office Move**. Your project should look like the project shown in **Figure 1-12**.