

# Module Objectives

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- **Identify project management concepts**

Before you start to build a project, it is important to understand the underlying concepts behind project management.

- **Get started with Microsoft Project**

Once Microsoft Project is started, understanding the components of the project window and Gantt Chart view will help you use Microsoft Project efficiently. The Office Assistant is a help tool that will assist you in using Microsoft Project.

- **Start a project plan**

Creating a project file and recording project information lay the ground rules by which the project will be governed. Creating a task list and entering task information lets you set the foundation of your project. After you create a project file, it is important to save it so that you can use it at a later time and protect your valuable information.