start date, 13 resolving, 124, 127 Project resource sheet, 77 saving, 27 Resource Usage tables project file illustrated, 104 hiding columns, 115 defined, 13 resource views, 103 inserting columns, open, 39 resources 115 project goals assigning, 81 task defined, 3 defined, 4 defined, 19 project management identifying indent, 46 defined, 3 overallocations, outdent, 46 project plan 122 predecessor, 51 defined, 5 initials, 78 successor, 51 leveling, 127 project resources views, 101 defined, 4 max. units, 78 task dependencies, 51 project scope resolving modify, 55 defined, 3 overallocations, Task Usage view project view 124, 127 illustrated, 104 defined, 8 row tasks described, 9 costs, 90 R critical, 120, 131 S editing, 41 range fixed costs, 90 defined, 20 Save command, 27 lag time, 57 rate scheduling lead time, 57 default, 92 effort-driven, 120 link, 52 fixed, 90 scheduling factors move, 44 flat usage, 90 defined, 4 recurring, 59 hourly, 90 scope select, 44 overtime, 90 defined, 3 unlinking, 52 recurring tasks, 59 select timescale, 24 remove tasks, 44 major, 24 resource assignment, Select all button minor, 24 84 described, 9 Toolbar resource settings described, 9 overallocation, 120 default, 17 total slack, 131 underallocation, 120 sheet pane views, 101 described, 9 V resource allocation view slack illustrated, 122 free, 131 view resource assignment total, 131 defined, 8 remove, 84 sort Gantt Chart, 8 Resource Graph view view, 117 print, 134 illustrated, 103 Standard toolbar sort, 117 resource leveling, 127 described, 10 View bar resource list, 77 displayed, 10 described, 9 create, 77 std. rate views resource group, 78 described, 78 combination, 109 resource set, 78 subtask, 46 displaying, 101 unit, 77 hide, 49 form, 105 resource name, 78 show, 49 resource, 103 resource summary task, 46

single pane, 109

Task Entry, 109

overallocations, 122