Method

To identify the critical path

1. On the View bar, click the More Views icon.
2. From the More Views dialog box, from the Views list, select a Detail Gantt.
   or
2. From the More Views dialog box, from the Views list, select a Tracking Gantt.
3. Choose Apply.

To reduce the critical path

1. Identify and select the critical task you want to modify.
2. Make the necessary changes.

Exercise

In the following exercise, you will identify and reduce the critical path.

1. Open **A:\Manual-Rev6**   *The Chart view appears.*

2. On the View bar, click the More Views   *The More Views dialog box*
   icon   *appears.*

3. From the Views list, select Detail
   Gantt

4. Choose Apply   *The Detail Gantt view appears.*

5. Press **ALT+HOME** and then, in the
   chart pane, examine the critical and
   noncritical tasks and their slack times

6. In the sheet pane, insert the Free
   Slack and Total Slack columns before
   the Successors column

7. Examine the Free and Total slack
   times of the noncritical tasks.

8. From the Project menu, choose   *The Project Information dialog*
   Project Information   *box appears.*

9. Choose Statistics   *The Project Statistics dialog*
                                                                 box appears.

10. Examine the Current Finish Date and   *The project is scheduled to*
    Current Duration field   *finish on 9/23/98, and the*
                                                                 duration is 60.38 days.