

20. Check the Project Statistics of your project and enter the appropriate information in the table below.

Start Date	Finish Date	Duration	Work	Cost

21. Identify the critical path and examine the critical and noncritical tasks.
22. On the sheet pane, insert the Free Slack and Total Slack columns, and then examine the slack time.
23. Shorten the critical path by changing the duration of the Chapter 1 task to four days.
24. Shorten the critical path by increasing the units for the Writer to 200 percent. Do this for the task Corrections in the Task Information dialog box.
25. Check the Project Statistics of your project and enter the appropriate information in the table below. Compare with the table in step 20.

Start Date	Finish Date	Duration	Work	Cost

26. Apply the Cost table and enter a fixed cost of \$4000.00 for the task Writing Phase.
27. To reduce your project costs, remove the Designer from the Capture Screen Shots task using the Assign Resource dialog box.
28. Check the Project Statistics of your project and enter the appropriate information in the table below. Compare this table with the table in step 25 and the Project Statistics dialog box shown in Figure 4-24.

Start Date	Finish Date	Duration	Work	Cost