

# Module Objectives

## ■ Define resource needs

It is necessary to define and enter the resources that will be used in a project. You usually do this by using a resource sheet.

## ■ Use the working times calendars

The working times calendars supply the necessary information that Microsoft Project requires to calculate a task's duration accurately.

## ■ Work with costs

Most projects have costs associated with resources or tasks. By assigning costs to tasks and resources, you will be better able to factor costs into your key decisions.