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| --- | --- |
| Project plan opstarten |  |
| Configurations & display options |  |
| Meta data in brengen : project title, project manager, company etc | File / Info / Advance properties |
| Project Calendar : checken en instellen | Project Ribbon / Change working time – non working time + work regime |
| Scheduling opties checken | File / Options / Schedule: start time/ end time / Calendar option |
| Onderscheid maken tussen auto / manual scheduling | Column ‘Task modus’ eventueel toevoegen, in status bar ‘new tasks are manual/auto’ scheduled, in File/Options/Scheduling |
| Weergave time units | Aan te passen in File / Options / Advanced |
| Format Gantt options: outline number & Project summary | Gantt chart tools / format |
| Tijd weergeven | File / Options / General / Date format |
|  |  |
| To do-s | File / Info |
| Project Start date (ASAP constraints) |  |
| Inbrengen taken en WBS te kreëren |  |
| Sub / Summary taken aanbrengen | Indent / Outdent tasks |
| Milestones aanbrengen/toevoegen | Zero duration task |
| Initiële duurtijden inbrengen |  |
| Afhankelijkheden in relaties definiëren | Via buttons of Task form ‘Predecessors / Successors’ |
| Extra informatie toevoegen: notes / hyperlinks / etc. |  |
| Lag / Lead time managen | Via Task form |
| Deadlines toevoegen | Task information / Advanced options |
| Speciale kalender (24h bijv) toekennen aan taak | Task information / Advanced / Task calendar – ‘scheduling ignores resource calendat’ aanvinken |
| Resources aanmaken | Resource Sheet |
| Resources Toevoegen | Via button Assign Resources of via Task form ‘work’ |
| Overbezetting managen | Idealiter via Resource Usage |
| Baseline bewaren | Project / Set Baseline |
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