

## The Essential Steps of Creating a New Project

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There is no “one right way” to create a project in MS Project, but I suggest the following steps.

1. Launch MS Project and enter your project start or finish date. (*Project tab*-> *Project Information*)
2. Set new tasks to Auto Scheduled.
3. Display Project Summary Task. (*Format tab* -> *Project Summary Task checkbox*)
4. Enter your working time, if it's different than the standard Project calendar. (*Project tab* -> *Change Working Time*)
5. Enter your tasks in order. (Use *Gantt Chart* or *Task Sheet* view.)
6. Create summary tasks, if necessary.
7. Enter task durations (Get rid of all **1 day?** entries).
8. Link tasks.
9. Enter your resources. (Use *Resource Sheet* view.)
10. Assign resources to tasks.
11. Save, save, save your project!



Watch the YouTube video here:

<http://www.aldrichcorpotech.com/ms-project.html>