What is a “deadline reminder”?  

A task has a “deadline field” that can be filled in with a specific date. Any time you appear to be in jeopardy of missing this deadline, Project will generate an alert to bring this to your attention.
Now that I have my tasks, my dependencies between tasks, my resources and their costs, what is left to do to see the entire picture?

Assign resources to tasks and let Project tell you both your time and your costs.

Now you have something you can work with!
What is “over allocation”?  
How to I detect it?  
What are my options?

1. Reassign task to another resource  
2. Move task to a different date  
3. Reschedule task to when resource is available
If it takes 1 woman 9 months to make a baby, why can’t 9 women make a baby in 1 month?
Remember Algebra?

If

Work = Duration x Units

Solve for:

Duration

Units

Whenever you specify 2, Project calculates the 3rd:

Duration = Work / Units

Units = Work / Duration
What is “effort-driven scheduling”?  

If I invite 4 people to a 4 hour meeting do we complete the meeting in 1 hour?  

How do long meetings with lots of people impact my costs?

In effort driven, if I add a second person to a task, the duration is cut in half. The work stays the same.

If I am not using effort driven, for example, for a meeting task, the more people I invite to the meeting the more work and cost go up.