

有關專案管理之之工作分配，操作方式如下：

1. 新增一個專案名稱。

The screenshot shows the GroupWare interface. At the top, there is a navigation bar with '首頁', '喜好設定', and '登出'. The main header displays the user 'root' and the date '2009/12/11'. Below the header is a toolbar with various icons. The left sidebar contains a menu with '專案清單' (Project List) highlighted by a red arrow labeled '1'. The main content area is titled '專案管理員 - 專案清單' and shows a table with columns for '專案代碼', '標題(職稱)', '優先權', '擁有者', '開始日期', '結束日期', '預算', '次', '狀態', '最後更新', and '動作'. A red arrow labeled '2' points to the '新增' (Add) button in the bottom left of the main content area.

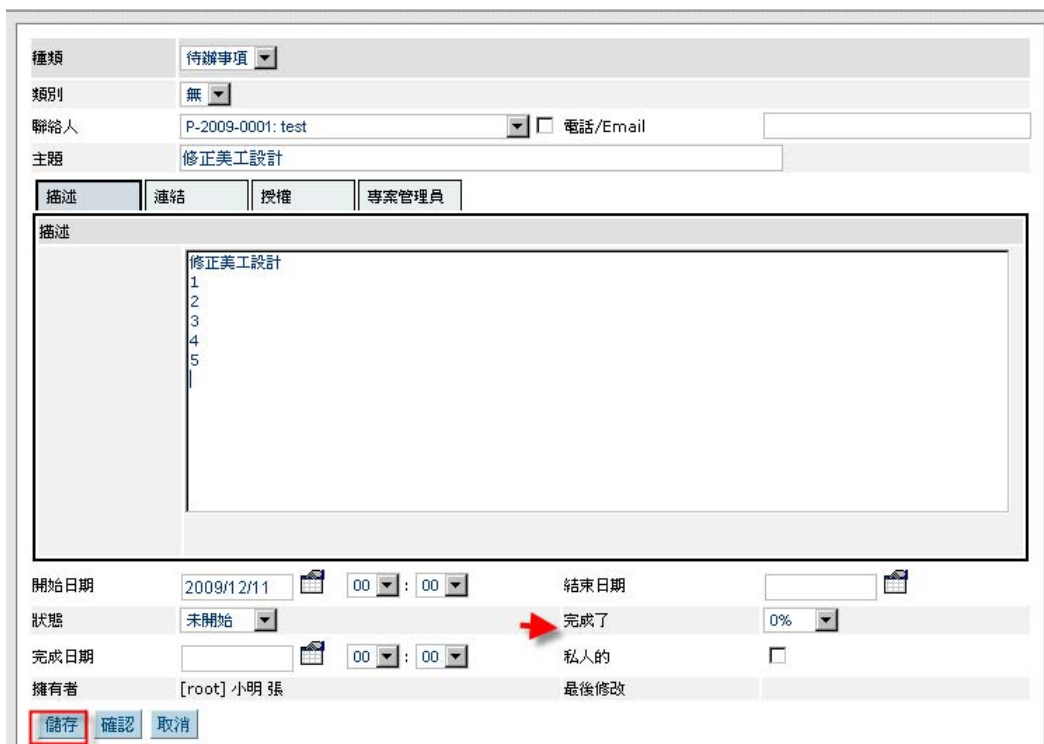
2. 新增專案內必要之輸入，完成後按儲存。

The screenshot shows the '新增專案' (Add Project) form. The form fields are highlighted with a red border. The '專案代碼' (Project Code) is 'P-2009-0001' and the '標題(職稱)' (Title) is 'test'. The '類別' (Category) is '無', '優先權' (Priority) is '1', and '狀態' (Status) is '啟用'. The '開始日期' (Start Date) is '2009/12/11' and the '結束日期' (End Date) is '2009/12/11'. The '狀態' (Status) is '10%'. The '儲存' (Save) button is highlighted with a red border.

3. 點選左邊的專案名稱，在右邊新增「記事本」，按新增。



4. 打入必要之輸入，完成後按儲存。



5. 該專案內就會出現子工作元素。

