

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. On the left, there is a sidebar menu with '專案清單' highlighted by a red arrow and the number '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'. The table is currently empty, showing '顯示中 0 的 0'. Below the table, there are buttons for '清空' and '新增', with the '新增' button highlighted by a red arrow and the number '2'.

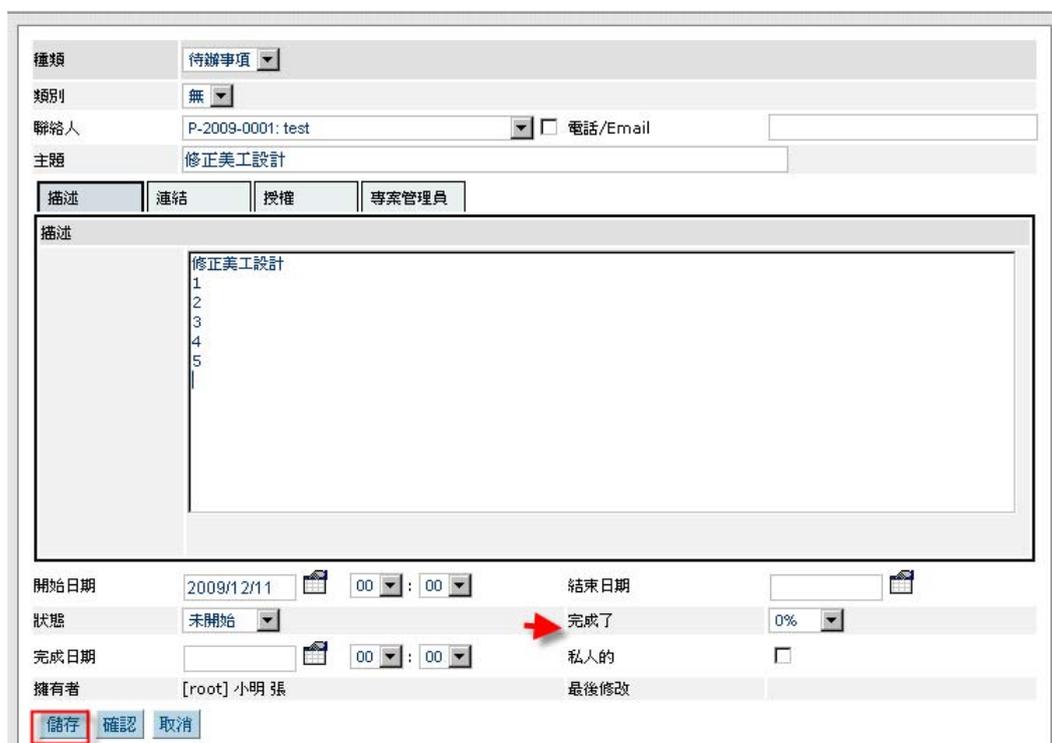
### 2. 新增專案內必要之輸入，完成後按儲存。

The screenshot shows the '新增專案' (Add Project) form. The form is titled '專案管理員 - 新增專案'. It has several tabs: '一般', '說明', '成員', '會計', and '連結'. The '一般' tab is selected. The form fields are as follows: '專案代碼' is 'P-2009-0001', '標題(職稱)' is 'test', '類別' is '無', '優先權' is '1', '狀態' is '啟用', '數值' is '專案', '開始日期' is '2009/12/11', '結束日期' is '2009/12/11', '次' is '小時', and '狀態' is '10%'. The '儲存' button is highlighted with a red box.

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。

