

# PLANNING AND CONTROL USING MICROSOFT® PROJECT 2013 & 2016 & PMBOK® GUIDE FIFTH EDITION

This book is principally a Microsoft® Project book aimed at Project Management Professionals who understand the PMBOK® Guide Fifth Edition processes and wish to learn how to use Microsoft Office Project 2013 or 2016 to plan and control their projects in a PMBOK® Guide environment and discover how to gain the most from the software.

INCLUDING  
A CHAPTER  
INTRODUCING  
MICROSOFT PROJECT  
SERVER



The book is designed for users of Microsoft Project 2013 or 2016 to upgrade their skills and for new planners to learn the software. It starts with the basics required to create a schedule, through resource planning and on to more advanced features. There is also a new chapter which introduces the Microsoft Project Server functions.

**PAUL E.  
HARRIS**

# Microsoft Project Book

**Paul E. Harris**



## **Microsoft Project Book:**

Microsoft Project 2013 - Das Handbuch (Buch + E-Book) Steffen Reister. Peter Hirschhorn, 2013      *Microsoft Project For Dummies* Cynthia Snyder Dionisio, 2022-01-05 Blow past the jargon and get hands on practical guidance on managing any project with Microsoft Project Lean Agile Hybrid It seems that project management these days comes with more confusing buzzwords than ever But you can make managing your next project simple and straightforward with help from Microsoft Project For Dummies This book unpacks Microsoft's bestselling project management platform and walks you through every important feature step by step until you're ready to take on virtually any project no matter the size From getting set up for the first time to creating tasks managing resources and working with time management features you'll learn everything you need to know about managing a project in Microsoft's iconic software You'll also find Totally updated guidance that applies to both the desktop version and Microsoft's new subscription based Microsoft Project Online Helpful information on integrating Agile practices and techniques into your project Golden rules that keep a project on track and on time Ways to effectively manage your resources with Microsoft Project's built in functionality Managing a project big or small is no easy task Luckily Microsoft Project For Dummies can take a lot of the hassle out of your day to day life Learn how to take advantage of this powerful software today      **Microsoft Project 2016 Step by Step** Carl Chatfield, Timothy Johnson, 2016-04-08 The quick way to learn Microsoft Project 2016 This is learning made easy Get more done quickly with Project 2016 Jump in wherever you need answers brisk lessons and colorful screenshots show you exactly what to do step by step Quickly start a new plan build task lists and assign resources Share your plan and track your progress Capture and fine tune work and cost details Use Gantt charts and other views and reports to visualize project schedules Share resources across multiple plans and consolidate projects Master project management best practices while you learn Project Look up just the tasks and lessons you need      PRINCE2 Planning and Control Using Microsoft Project Paul E. Harris, 2007 Annotation A user guide written for Project Management Professionals in any industry who wish to learn or improve their skills in Microsoft Project 2000 onwards in conjunction with the PRINCE2 Project Management Methodology and discover how to get the most out of the software up to an intermediate level using Standard or Professional versions      Microsoft Project 2007: The Missing Manual Bonnie Biafore, 2007-08-17 Schedules budgets communications resources Projects big and small include them all and Microsoft Project 2007 can help you control these variables not be controlled by them But Project is complex software and learning it is well a project in itself Get up to speed fast with Microsoft Project 2007 The Missing Manual Written by project management expert Bonnie Biafore this book teaches you how to do everything from setting budgets and tracking schedules to testing scenarios and recognizing trouble spots before your project breaks down Find out what's new in Project 2007 from previous versions and get help choosing the right edition whether it's Project Standard Project Professional or Enterprise Project Management Solution With Microsoft Project 2007 The Missing Manual you get

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**Using Microsoft Project 2002** Tim Pyron,2002 This edition has been thoroughly updated to reflect a new product incorporated in Project called Enterprise Project Topics covered include scheduling tasks effectively and tracking costs

Microsoft Project 2010 - Das Handbuch Steffen Reister,Peter Hirschhorn,2011-08-24 Microsoft Project hat sich als leistungsstarke Planungssoftware für Projekte aller Größenordnungen etabliert In diesem Handbuch erläutern die Autoren anwenderorientiert den Einsatz von Project 2010 Sie orientieren sich hierbei an den Methoden des Project Management Institute PMI Profitieren Sie von zahlreichen Tipps Beispielen und nützlichen Regeln die auf der jahrelangen Trainingserfahrung der Autoren basieren Praktisch Eine E Book Version des kompletten Handbuchs sowie umfangreiche Beispieldateien liegen auf CD bei Kompetentes Expertenwissen in seiner besten Form Microsoft Project 2010 Das Handbuch

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Oberbrsch,2017-07-14 After the successful publication of my book about the basics of Microsoft Project 2016 in Germany ranked among the top 50 of specialist books about project management the English version is now available This manual contains a description of the key functions of MS Project 2016 on 110 pages The document is particularly suitable for self study and also as training material for training providers and trainers It describes all necessary steps of project scheduling with MS Project in detail and supports them with meaningful screenshots The content Overview of program structure setting up a new project task scheduling manual scheduling automatic scheduling tables resource scheduling team planner resource leveling cost management cost types budget tracking project controlling baseline target actual comparison project continuation custom fields including formulas and traffic light functions multi project management subprojects resource pool project portfolio reports and visual evaluations creation of a project with an overview of all MS Project fields earned value analysis shortcuts etc **Planning and Control Using Microsoft® Office Project 2010 and PMBOK® Guide** Paul

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Shirodkar,2020-09-11 Explore detailed explanations and examples to get up and running with the five phases of the project management lifecycle and integrate project management principles in a variety of projects Key Features Explore various algorithms and the latest features of MS Project to organize and keep track of your projects Understand Work Breakdown Structure WBS to improve productivity Apply real world best practices and discover the tips tricks and pitfalls of schedule management Book Description Microsoft Project is one of the most popular project management tools for enterprises of all sizes thanks to its wide variety of features such as project scheduling project budgeting built in templates and reporting tools Learning Microsoft Project 2019 will get you started with the basics and gradually guide you through the complete project life cycle Starting with an overview of Microsoft Project 2019 and a brief introduction to project management concepts this book will take you through the different phases of project management initiation planning execution control and closure You will then learn how to identify and handle problems related to scheduling costing resourcing and work allocation Understand

how to use dynamic reports to create powerful automated reports and dashboards at the click of a button This Microsoft Project book highlights the pitfalls of overallocation and demonstrates how to avoid and resolve these issues using a wide spectrum of tools techniques and best practices Finally you will focus on executing Agile projects efficiently and get to grips with using Kanban and Scrum features By the end of this book you will be well versed with Microsoft Project and have the skills you need to use it effectively in every stage of project management What you will learn Create efficient project plans using Microsoft Project 2019 Get to grips with resolving complex issues related to time budget and resource allocation Understand how to create automated dynamic reports Identify and protect the critical path in your project and mitigate project risks Become well versed with executing Agile projects using MS Project Understand how to create custom reports and make them available for future projects Who this book is for If you use Microsoft Office and are looking to use MS Project to manage your projects efficiently this book is for you Project managers or anyone interested in project management will also find this book useful Basic knowledge of Windows UI and MS Office products is required

**Microsoft Office Project 2007 All-in-One Desk Reference For Dummies** Elaine Marmel, Nancy C. Muir, 2011-02-09 Microsoft Office Project 2007 All in One Desk Reference For Dummies is a compilation of multiple short reference style books covering Microsoft Project enhanced by the format of a single easy to use task oriented step by step package All in One For Dummies books are made up of multiple minibooks that could each stand alone Each minibook covers one topic completely This book features a companion Web site where readers can download Microsoft Project add ins templates and author generated materials The book also features a gate fold cheat sheet that contains myriad quick reference information tips and shortcuts for reference when using Microsoft Project 2007 The structure of the book is as follows Book I Project Basics Book II Structure of a Project Book III Defining Task Details Book IV Establishing Task Timing Book V Working with Resources and Costs Book VI Communicating Project Information Book VII Resolving Problems with Your Plan Book VIII Tracking Book IX Advanced Project Topics Book X Project in the Enterprise Environment Book XI Project Case Studies

[The Project Managers Guide to Microsoft Project 2019](#) Gus Cicala, 2020-04-29 Learn Microsoft Project 2019 from the perspective of the project manager This guide is an all in one training resource and reference that covers all versions found in the Microsoft Project 2019 suite It is not a how to manual covering the features and functions of the software but is designed to explain and demonstrate why those features and functions are important to you as a project manager allowing you to maximize the value of Microsoft Project 2019 Each aspect of project manager specific coverage was selectively compiled by author and Microsoft Project expert Cicala over more than two decades of consulting project management training and managing real world projects using Microsoft Project Readers will appreciate the robust index and intuitively organized and learning oriented chapters and sub sections for quick reference and problem solving Try it exercises at the close of every chapter help ensure understanding of the content What You Will Learn Understand key components to the Microsoft Project 2019 solution

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