

Managing With Microsoft Project 2000

Demonstrates Project basics while covering organizational planning, collaboration, Web technology, and integration with other Microsoft applications.

Why put yourself through all the trouble of figuring out a project management software program? And why find out about project management techniques when you've been muddling through on your own up until now? The answer is self-evident. Because you've managed projects before and you know there has to be a better way. You're ready to discover what all this project management hoopla is about, and you'd like to use Microsoft Project to do the job. You've just made two good management decisions right there. Deep down, you're probably wondering whether this is going to hurt. You'll be relieved to know that getting to know Microsoft Project is straightforward and kind of fun. You don't have to know anything special about computers or project management to begin. Of course, once you start throwing those Gantt charts around the office, people might assume that it took grueling labor and a steel will to figure out the program. Whether you choose to display modesty or bask in their amazement will be entirely up to you. As this book's title so subtly implies, it will show you how to use Microsoft Project 2000. But what the title doesn't say is that this book also gives you a basic explanation of project management. You'll cover all of the following topics, and more: Identifying project phases Getting comfortable with the Microsoft Project interface Predicting your resource needs Reading and creating Gantt charts Staying ahead of details with a calendar Setting budgets and reviewing costs Subdividing and combining projects Tracking your project Using and customizing reports Microsoft Project 2000 For Dummies is written in a way that lets you master your project management skills by practice. The enclosed CD-ROM is loaded with a number of project files so that you can read the material and practice. In addition, you'll get evaluation and demo copies of some excellent project management programs designed to make your job even easier. Designed to teach project management professionals how to use Microsoft Project in a project environment. This book explains steps required to create and maintain a schedule; highlights the sources of information and methods that should be employed to produce a realistic and useful project schedule; and more.

Intended for those new to project management as well as professionals wanting to improve their skills, this invaluable resource introduces fundamental concepts, presents necessary organizational skills, and explores the use of technology in the field of project management. The life cycle of the project management process is clearly outlined, including sample stages, sub-processes, tasks, and jobs, supported by accessible definitions, examples, words of warning, and cases with context. The included CD offers additional charts, reading materials, and links to online resources.

This step-by-step tutorial gives you the information and visuals you need to quickly master Microsoft's powerful scheduling software. You'll come down with a textbook case of learning when you cover everything from starting a project to creating macros that automate project management. Find your own solutions to your project planning problems with this proven self-teaching method.

Learn proven project management strategies as you master the world's #1 project management software Here's a winning combination: a series of successful project management strategies that cover every phase of the process AND an insider's guide

to the most powerful and versatile project management software available anywhere. That's what you'll find in *Managing Projects with Microsoft Project 2000*. A synchronized learning system helps you get with the program Microsoft Project 2000 brings 21st-century power to this already formidable tool. Whether you're an experienced user preparing to upgrade to Microsoft Project 2000 or an aspiring project manager who needs to understand the big picture as you gain control of the details, this remarkable one-stop guide helps you make the most of this outstanding new program. It puts you in control of every new feature and enhanced capability, including how to: SCHEDULE TASKS AND TRACK PROGRESS using task calendars, deadline dates, estimated durations, baseline and interim plans, and more MANAGE RESOURCES FOR BETTER TASK SCHEDULING with new methods that let you vary resource availability, specify material resources, and set task priorities for resource leveling MODEL PROJECTS GRAPHICALLY WITH NETWORK DIAGRAM VIEW, which offers flexible viewing and formatting of program information in a graphical layout of tasks MANAGE TASKS AND RESOURCES ACROSS A WORKGROUP with Microsoft Project Central—a Web-based companion to Microsoft Project 2000 that allows for task delegation up and down organizational lines, task progress reporting, and narrative status reporting WORK FASTER AND SMARTER by jump-starting new products with templates, grouping tasks and resources, creating your own work breakdown structure numbering scheme—and much, much more

The seasoned programmer and novice alike find this reference the ideal resource for getting a project off to the right start. Friendly, practical advice is combined with the latest software in this ...For Dummies edition. Follow your expert guide through planning, development, testing, and implementation -- the first steps to your project's success. Then get your hands on scheduling, assigning resources and estimating costs, and best of all, making your software happen. The book's CD-ROM includes trial versions of Microsoft Project 2000, Soffrant TRACK, and Cost Xpert as well as templates and a wealth of other planning tools.

Library work often involves coordinating projects with many tasks and many stakeholders where cost and time limitations can be seen as opportunities. Effective project management is worth learning! This book provides library staffers at every level—whether in public, academic, school or special libraries—with the basic tools of project management so that they can gain confidence and an expectation of success. Part I covers the terminology, the philosophy, the resource management and the return on investment of project management. Part II introduces the basics of the methodology designed by the Project Management Institute. Part III discusses practical techniques for specific types of library projects, gives an introduction to agile management, features success stories in library project management and describes available software. The book includes many examples of project management. Instructors considering this book for use in a course may request an examination copy here. By covering this project management tool, this work offers the reader an understanding of the features, functions and best practices of project management.

The job market continues to change. Highly skilled and specialized workers are in

demand. Traditional education cannot meet all the needs to create specialty skill workers. Certification provides up-to-date training and development while promoting individual or professional skills and knowledge in a focused manner. Certification as a way of continuing professional education can also be more cost effective.

No longer restricted to the engineering industry, project management has at long last crossed over to mainstream business. Project Management for Business Professionals is the definitive reference on the essentials of contemporary project management. Featured here are some of the foremost practitioners and researchers from academia, consulting, and private industry, sharing their various areas of project management expertise and providing a wide range of perspectives on everything from risk management to resource planning to ethics management. Focusing on both the technical and human sides of the field, this unique resource follows the main points of the "project management body of knowledge"-the certification standard of the Project Management Institute. The experts address the procedures and processes for planning and managing projects and explore project team/group dynamics, examining the interpersonal relations and the political and organizational considerations that can impact a project.

The Book Is Primarily Intended To Serve As A Textbook For Undergraduate As Well As Postgraduate Students Of Management Studies. The Book Covers The Syllabus Prescribed By Most Universities/Institutes In India On The Subject Project Management . The Book Will Also Be Of Use To Commerce Students And For Students Of Professional Courses Like Aicwa, Aca And Cfa.All Aspects Of Projects, Viz., Project Identification, Project Appraisal, Project Planning And Scheduling, Project Implementation, Project Evaluation And Post Audit Of Projects Have Been Covered. The Book Also Touches Upon Finer And Practical Aspects Of Project Analysis And Implementation Which Will Be Of Great Use To Entrepreneurs.The Subject Matter Has Been Presented In A Simple And Lucid Form. Project Scheduling Techniques Have Been Explained In Detail With The Aid Of Graded Examples To Bring Home The Concepts Clearly. Though The Book Is Mainly Addressed To Students, It Will Be Equally Useful To Project Appraisers, Project Managers And Entrepreneurs As Well.

Written on the back of first-hand experience this book provides a solid framework for managing e-business projects. The book is primarily intended for current and prospective e-business project managers who wish to share ideas, experiences, and best practices. Recent market surveys indicate that many e-business projects fail due to project mismanagement. Various project management techniques from the IT sector can be successfully applied to e-business projects. This book shows which ones whilst also providing information on new techniques for situations that are unique. Based on real-world experience, 99 key success factors are discussed preparing the reader to manage e-business projects on time, on budget and to the satisfaction of clients.

From scheduling resources to monitoring costs to improving communications via the Internet, this book shows readers the direct route to profitability using Microsoft's best-selling Project 2000. Readers quickly learn the best methods to cut costs, get more done with fewer team members, and build a track record of timeliness and reliability.

Until now, books available for information systems project management focused either on information technology or production and operations. Information Systems Project Management reflects new thinking about the need for balance between technology topics and production-operations issues needed to manage successful IS projects.

InfoWorld is targeted to Senior IT professionals. Content is segmented into Channels and Topic Centers. InfoWorld also celebrates people, companies, and projects.

Necessity for greater flexibility and understanding of project management is coming into its own--even though most people manage projects as part of other duties. This guide seeks to provide consumers with a comprehensive understanding of the features, functions, and best practices of project management by thorough coverage of the industry's leading project management tool.

The best techniques and guidelines to deliver IT projects on schedule and within budget With all the pitfalls and cost overruns that can cause a software project to come in late and over budget, managers must know the best practices in the field and how to implement them. This comprehensive guide provides you with all the tools you'll need to deliver successful IT projects, including proven techniques, guidelines, and checklists. The hands-on tutorial will teach you how to implement these techniques using Microsoft Project 2000. Armed with this book, you'll be able to build software that meets user requirements. Inside, you'll find a survival framework that shows you how to achieve the best possible results with your project. the framework presents all the methods, tools, and approaches for you to consider when implementing projects. You will also be introduced to the Iterative Project Development Methodology (IPDM), which you can use on a broad range of projects, including n-tier architecture, legacy applications, open systems, Web-based applications, and e-business solutions. Whether you are managing small, or large projects, this book will help you:

- * Get the necessary support from senior management for a project
- * Plan and schedule projects
- * Learn the best way to organize staff for a project
- * Discover why a project can succeed or fail
- * Avoid common pitfalls by using sound project management methodologies
- * Manage projects in an outsourcing environment
- * Implement the best practices using Microsoft Project 2000

The companion Web site at

www.wiley.com/compbooks/purba features a sample project plan, forms, and checklists. Visit our Web site at www.wiley.com/compbooks/ Visit the companion Web site at www.wiley.com/compbooks/purba

Microsoft Project 2000 is a program used by project managers to organize and

outline plans to efficiently complete projects. Written specifically for busy managers and executives, this book shows how to schedule tasks, identify and assign resources, present projects, and troubleshoot problems using Project 2000 without having to learn every nuance and special feature of the program. An eight-step process highlighting the fundamentals of Project 2000 offers advice for organizing, implementing, and finishing pressing projects. Real solutions for dealing with practical problems such as scheduling.

Every engineer must eventually face their first daunting design project. Scheduling, organization, budgeting, prototyping: all can be overwhelming in the short time given to complete the project. While there are resources available on project management and the design process, many are focused too narrowly on specific topics or areas of engineering. Practical Engineering Design presents a complete overview of the design project and beyond for any engineering discipline, including sections on how to protect intellectual property rights and suggestions for turning the project into a business. An outgrowth of the editors' broad experience teaching the capstone Engineering Design course, Practical Engineering Design reflects the most pressing and often-repeated questions with a set of guidelines for the entire process. The editors present two sample project reports and presentations in the appendix and refer to them throughout the book, using examples and critiques to demonstrate specific suggestions for improving the quality of writing and presentation. Real-world examples demonstrate how to formulate schedules and budgets, and generous references in each chapter offer direction to more in-depth information. Whether for a co-op assignment or your first project on the job, this is the most comprehensive guide available for deciding where to begin, organizing the team, budgeting time and resources, and, most importantly, completing the project successfully.

Annotation The casual users Survival Guide! Written for people who understand the basics and want a brief text to demonstrate some of the less intuitive functions. Quickly gets down to the issues that many people grapple with when trying to use some of the more advanced features of the software and enlightens readers on the traps that some users fall into and how to avoid them. Demonstrates how the software ticks and explains some tricks that may be used to become more productive with the software and generate better schedules. Economic pressures have forced IT executives to demonstrate the immediate and calculable ROI of new technology deployments. Unfortunately, existing IT service delivery often drifts without serious thought as to how process improvements could lead to higher performance and customer satisfaction. The Hands-On Project Office: Guaranteeing ROI

Managing Projects With Microsoft Project 2000 For Windows John Wiley & Sons Anyone contemplating or actively engaged in implementing and managing Microsoft Project Server should have this book. It takes you through a structured approach to implementation and conveys best practices for using the software. The author provides you with the manual that the software doesn't have as well

as the insight necessary to achieve success without the missteps many people make during implementation.

You know it takes more than a just "do it" attitude to pull off the projects your department faces. The powerful tools packed into Microsoft Project 2000 help you meet your deadlines, build a focused team, head off problems -- and get the results you want. Tools like wizards that automatically create charts, customize views, and link projects help you have your way with Microsoft Project 2000. Try importing files or creating macros to save yourself even more time. With this bible by your side, you'll be synchronizing tasks and making your projects flow, making you the team leader you were meant to be. The CD-ROM features Project-related software, such as Timesheet Professional and Project Kickstart, as well as relevant templates and shareware.

This book is principally a Microsoft Project book aimed at Project Management Professionals who understand the PMBOK(r) Guide Fourth Edition processes and wish to learn how to use Microsoft Office Project to plan and control their projects in a PMBOK(r) Guide environment, and discover how to gain the most from the softw

The one thing that all well-run, profitable construction projects have in common is that they benefit from good project managers. People who have the skills to plan the project, manage it and keep it on track whenever tight timescales, costs, people or other difficulties threaten to derail it. The good news is that there is no secret art to project management. These are the skills that any manager can learn and use. Project Management in Construction is a practical, easy-to-read guide to defining, organizing, planning, and executing a construction project so that it is completed to the satisfaction of the principal stakeholders. The book is part of the Leading Construction Series co-published by Gower and CITB-ConstructionSkills. The Leading Construction Series is part of a CITB-ConstructionSkills initiative to develop management skills within the industry. The books in this series are designed to be essentially practical, with a firm grounding in the construction industry.

PCMag.com is a leading authority on technology, delivering Labs-based, independent reviews of the latest products and services. Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology.

Annotation. This guide can be used as a stand alone or as the participants booklet with the title Project Management for Workgroups. It is organized around 20 key project manager actions and results with the majority devoted to providing new project managers with the tools to get quality results.

Until very recently project management was categorised as being very specialised with dedicated staff allocated to project planning activities. However, with the continued proliferation of the personal computer, especially in the small business environment, the opportunity to create a "software expert" in this field has arisen. Thus, where project management software was once an expensive

and technical field in which to become involved, it has now become affordable, with sophisticated computer programs being available at a reasonable cost. Microsoft Project is used by businesses large and small to provide a software solution to the problem of project management. It is easy to use, comprehensive, and provides a complete set of tools designed to administer effective project control. Microsoft Project enables all sizes and types of business to plan and track project tasks ensuring that critical milestones and deadlines are met. With the availability of project calendars, Gantt charts, PERT charts, and other useful reports, Microsoft Project ensures that project activity is effectively communicated to managers, staff and suppliers. Microsoft Project 2000 Made Simple provides a comprehensive and informative introduction for those who wish to use Microsoft Project for project management. It is written in a clear and concise style and is jargon free to enable readers to understand the points being made and consequently learn how to use the package quickly and effectively. Aimed at a UK/European user audience Requires no technical or in-depth computer knowledge Provides an excellent framework for those who need to see meaningful results quickly

Suitable for engineering and management courses, this book intends to develop an understanding of the basic management concepts required in different engineering disciplines, and meets the specific requirements of students pursuing B Tech/M Tech courses and MBA, Post graduate Diploma in Management/Engineering Management.

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.

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