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Eastwood Harris Pty Ltd offers project controls consulting and training services worldwide with a strong focus on Microsoft Project and Primavera software Planning and Control Using Microsoft Project 365 Paul E Harris, 2020-12 All scheduling software is difficult to learn for a number of reasons None have the optimal settings when installed and templates views and default options need to be adjusted to obtain the best possible performance Usually the Help files do not connect the user to real life situations and do not explain the practical use of functions Furthermore there are many flicks and switches with obscure names that are difficult to understand or decide what they do or which are important These issues make learning the software very difficult without a comprehensive guide written by an experienced user Investing in a book written by Paul E Harris will address all these issues and allow you to setup the software properly and understand all the obscure functions letting you become productive more quickly and enhance your career opportunities and salary with a solid understanding of the software This book is aimed at showing project management professionals how to use the software in a project environment It designed for users of earlier versions to upgrade their skills and for new planners to learn how to use the software It starts with the basics required to create a schedule then setting a baseline and updating a schedule It then covers resource planning and some of the more advanced features Microsoft R Project 365 is a subscription version of Microsoft Project 2019 Professional and therefore this book covers versions 2013 2016 and 2019 This book is similar to other books written by the author but has been tailored for Microsoft Project 365 This publication was written so it may be used as A training manual or A self teach book or A user guide The book stays focused on the information required to create and update a schedule with or without resources using Microsoft R Project 2013 2016 2019 and 365 by Concentrating on the core functions required to plan and control a project Keeping the information relevant to each topic in the appropriate chapter Providing a quick reference at the start of each chapter listing the chapter topics Providing a comprehensive index of all topics The book is aimed at Project managers and schedulers who wish learn the software however are unable to attend a training course or require a reference book Project management companies in industries such as building construction oil and gas software development government and defence who wish to run their own software training courses or provide their employees a good practical guide to using the software Training organizations who require a training manual to run their own courses This book is written by an experienced scheduler who has used the software at the sharp end of projects and is not a techo It draws on the author's practical experience in using the software in a wide variety of industries It presents workable solutions to real day to day planning and scheduling problems and contains practical advice on how to set up the Planning and Control Using Microsoft Project and PMBOK® Guide Third Edition Paul E. software and import data Harris, 2005-01-01 Written for Project Management Professionals who wish to learn how to schedule projects in a single project environment with or without Resources This user guide contains screen shots and also constructive tips It assists you in understanding how to use Microsoft Project on your projects that are following the PMBOK registered Guide Processes

Planning and Control Using Microsoft Project and PMBOK® Guide Paul Eastwood Harris, 1999 **Microsoft Project for Dummies** Martin Doucette,1997 Guide to Microsoft s management tool **Microsoft Project 2019 For Dummies** Cynthia Snyder Dionisio, 2019-01-22 Keep projects on track Microsoft Project 2019 is a powerhouse project management portfolio management and resource management tool Whether you re a full time project manager or manage projects as part of a larger set of duties Microsoft Project 2019 For Dummies will get you thinking and operating at the level of a project management guru Written by a noted project management pro this book covers the ins and outs of Microsoft Project Throughout the book you ll find project management best practices and tips for keeping any project on schedule and under budget Reference the full set of Microsoft Project 2019 features Learn to think like a project management professional Get into the nuts and bolts of Project for better productivity Create a task schedule that keeps a project moving Identify the golden rules that keep projects on track With Microsoft Project 2019 For Dummies you ll soon get a grip on all the powerful features of this popular project management software No matter your level of training or experience this book will show you how improve your project management with Microsoft Project 2019 Working Smarter with Microsoft Project Staci Warne, 2024-11-29 Transform your project outcomes using practical project management techniques and expert tips with this exhaustive guide Key Features Take charge of your projects with optimized planning for schedules resources and costs Make smart decisions through data driven insights and real time progress tracking Leverage AI driven insights with Microsoft Project to streamline tasks and improve decision making for better results Purchase of the print or Kindle book includes a free PDF eBook Book Description Project management is filled with various challenges such as managing unforeseen risks balancing priorities and shifting project scopes which can lead to inefficiencies This definitive guide leverages the author s 25 years of industry experience to take you on a hands on journey to unlock your full potential with Microsoft Project This book helps you grasp the fundamental aspects of project creation before moving on to more advanced topics covering tracking maintenance and collaborative aspects for any project You ll find out how to track progress optimize schedules manage budgets and customize reports based on business requirements by using easy to follow instructions and illustrations The book taps into the author's extensive experience as a Microsoft Certified Trainer MCT and Project Management Professional PMP to provide you with invaluable insights into managing resource overallocations mastering advanced resource management techniques and seamlessly integrating Microsoft Project with other tools to boost productivity and achieve success with your projects By the end of this Microsoft Project book you ll be able to create professional project plans execute projects with confidence and consistently achieve your desired outcomes What you will learn Discover best practices for structuring projects and tasks efficiently Utilize techniques to build accurate schedules and resource plans Uncover efficient ways to track progress and make data driven decisions Implement various strategies to optimize your resource usage and costs Execute different methods for evaluating projects and managing risks Perform customized

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concepts and practices of project management and a hands on tutorial for mastering the latest version of Microsoft Project for Windows and the Macintosh the standard in desktop project management software In a clear and concise way this guide explains the fundamentals of project management and the full features of Microsoft Project From here a unique chapter organization focuses on each specific phase of the project management process supplying a wealth of business tested strategies you can use to customize the power and flexibility of Microsoft Project The guide Leads you step by step through the three key project management stages setting up optimizing and tracking Covers setting goals listing tasks estimating task duration sequencing tasks and assigning people to each task Explores multiple ways to tailor the functions of Microsoft Project to your preferred work style Explains how to manage multiple projects share information with others and access project information from other software packages Includes a detailed tutorial for mastering Microsoft Project s high performance tools Explains how to optimize and refine a plan and communicate it to others From establishing a project s goals to tracking it to completion this one stop guide supplies all the essential business information you need to automate tedious project management tasks make better deployment decisions and consistently get the best possible results

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management with their business strategies the book not only provides guidance on using Microsoft Project and teaching project management skills but also includes important information on measuring results and communicating with the executive branch It also provides valuable guidance in using SharePoint Server for social networking and working within a team Clearly written and presented the book Covers work management using Microsoft Project at multiple levels within an organization Focuses on using Microsoft Project 2010 to integrate and support overall organizational strategies Includes hundreds of graphics screen shots and annotations that make it the most accessible and usable guide available on the subject Making Effective Business Decisions Using Microsoft Project is a valuable reference for project managers at all levels and it sets a new standard for training manuals used by businesses that teach courses on project management using Microsoft Microsoft Project 2007: The Missing Manual Bonnie Biafore, 2007-08-17 Schedules budgets communications Project 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 more than a simple software how to You also get a rundown on project management basics and plenty of solid advice on how to use Project to Define your project and plan your approach Estimate your project set up a budget define tasks and break the work into manageable chunks Create a schedule define the sequence of work and learn the right way to use date constraints and deadlines Build a project team and assign resources to tasks who does what Refine the project to satisfy objectives by building reality into the schedule and learn to keep project costs under control Track progress and communicate with team members via reports information sharing and meetings that work Close out your project and take away valuable lessons for the future Microsoft Project 2007 is the flagship of all project management programs and this Missing Manual is the book that should have been in the box No project manager should be without it

Microsoft Project Fundamentals Teresa Stover,2022-04-12 Get a firm grip on one of the most popular project management applications on the market today In Microsoft Project Fundamentals Microsoft Project Standard 2021 Professional 2021 and Project Online Editions accomplished project management leader Teresa Stover delivers a hands on introduction to Microsoft's popular project management software filled with real world examples and plain language guidance. The book walks you through how to plan schedule manage resources track progress and more In the book you ll Learn principles and best practices of project management while mastering Microsoft Project capabilities calculations and views Understand how task durations dependencies and date constraints power the project schedule Manage human

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