

Managing With Microsoft Project 98: Get On The Fast Track To Profitability

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.

Whether your job is to manage the construction of a building, oversee the launch of a new product, host an international event, or plan a company party, Microsoft Project 2003 can help. Microsoft Project 2003 For Dummies shows you how to use the program to plan, schedule, and budget all phases of a project, assign the resources, create essential reports, and monitor your progress. If you're new to Project, you'll find what you need to get up to speed, including info on how Project works, finding your way around, and building your first Project plan. If you've used an earlier version of Project, you'll delve into Project 2003 and all of the new features it puts at your fingertips. Complete with case histories, screen shots, and step-by-step instructions, this guide walks you through: Making calendar settings, building a task-outline, and entering timing and timing relationships for tasks Assigning resources and material costs to tasks Using scheduling and tracking tools: The Gantt Chart which is the main view of Project; The Network Diagram (version of a PERT (program Evaluation and Review Technique) chart; Risk management; and Resource management Recalculating based on what-if scenarios to solve resource conflicts, get your costs within budget, or meet your deadlines Understanding the task/subtask structure, creating an outline, and working with WBS (Work Breakdown Structure) codes Working with a combination of cost types (fixed, work, and material) and customizing costs fields with Value Lists Saving your plan with a baseline Using the tracking toolbar and to record actual activity, update fixed costs, and more Generating and formatting standard reports (complete with graphics), creating custom reports, and using the XML Reporting Wizard If you have Project Server (that complements Project 2003 but is not included), this book shows you how to use Project in an enterprise environment to centralize information online and get real online collaboration. You can publish projects to the Web, allow team members to update their progress, analyze your project status, and generally communicate in one central, online location. Microsoft Project 2003 For Dummies is complete with a bonus CD-ROM that includes: Add-on tools and templates Case history examples Test preparation questions for the Project Management Institute (PMI) certification exam Milestones Project Companion and Project KickStart trial versions Cobra, WBS Chart Pro, PERT Chart Expert, and TimeSheet Professional demo versions Use this friendly guide to get comfortable with Project. You'll wonder how you managed without it.

Suitable for those who want to increase their Microsoft Office Project productivity using Visual Basic for Applications (VBA), this book includes 29 useful sample code downloads. It also includes notes, warnings, tips and tricks. It is intended for instructor-led training and self-paced learning.

Provides step-by-step lessons on creating schedules, Gantt charts, and budgets, and creating customized reports with graphics, audio, and video

Versions 98 Through 2007

Implementing Enterprise Portfolio Management with Microsoft Project Server 2002

The Project Manager's Partner

The Project Management Paradigm

Microsoft Project 2003 For Dummies

Written by the Manager of Technical Writing at Microsoft, this book explains the fundamentals of project management and the full features of Microsoft Project '98.

Introduction The changing business environment, of global operations, mergers, decentralization, increased competition, pressure on budgets etc. , has contributed to a positive change in the workplace. As this change continues, we must keep up to date and follow good standards, principles and practices. To help, we present the 'Paradigm of Project Management', which is based on a simple practical approach to managing projects. The method is flexible and may be applied to any project, although in this book we concentrate on the development of systems. However, it also illustrates that the formation and management of project teams are changing in line with technology. As Dr Tom Peters says: 'Stability and predictability are gone forever . . . '. For example, project teams may work from home (telework), using email and groupware along 'electronic highways'. Therefore, instead of going through a pyramid of people to reach an executive, one can use the Internet, an intranet or an extranet and go direct. Another change is represented by the transient teams and Get -it -Done working approaches. An example of how a global project was managed is one in which Malaysia's International Shipping Corporation (MISC) implemented MISC*Net, a networking project to link online all of its shipping agents worldwide to its HQ in Malaysia. Project management was a key component in the solution prior to awarding the contract. IBM and MISC worked on the International Project Management System.

Construction Project Management deals with different facets of construction management emphasizing the basic concepts that any engineering student is supposed to know. The major principles of project management have been derived through real life case studies from the field. Simplified examples have been used to facilitate better understanding of the concepts before going into the large and complex problems. The book features computer applications (Primavera and MS Project) used to explain planning, scheduling, resource leveling, monitoring and reporting; it is highly illustrated with line dia.

Managing Projects with Microsoft® Project 98 For Windows™ Gwen Lowery and Rob Ferrara Get the Most out of Your Projects with the Most Successful Project Management Strategies and the World's #1 Project Management Software. Now in a totally revised and updated edition of the bestselling classic written for first-time project leaders and experienced business professionals alike, Managing Projects With Microsoft Project 98 offers a masterful combination: a series of success-proven project management strategies in all phases of the process plus an insider's guide to the most powerful and versatile project management software on the market today. ...a world-class projects tutor and a think-of-everything assistant all in one! Microsoft Project 98 marks a quantum leap forward for this acclaimed software tool. Lowery and Ferrara's remarkable guide goes stride for stride with the new program, incorporating coverage of dozens of new features and enhancements for: Creating and Tracking Projects — explore Microsoft Project 98's new method of calculating task durations and schedules plus its new task scheduling, linking, and tracking features. Managing Resources and Costs Efficiently — the program offers a number of new ways to help you manage money and time, including Task Splitting, Resource Contouring, Multiple and Variable Resource Rates, Resource and Task Usage Views, User-Entered Actual Costs, and more. Enriching Plans Via the Internet — launch your project into cyberspace with the new Web Toolbar, plus options for publishing your plan on the Web and linking Web documents into the plan. Sharing Project Information—put the program's easier-than-ever importing and exporting, workgroup set-up, and Intranet support features to work. Working Faster and Smarter — new data entry features, auto filters, view displays, graphics inserts, and "Indicator" icon prompts, plus new printing options, make the job go quicker and smoother. Managing Projects with Microsoft Project 98 features a complete new chapter on established electronically-linked workgroups on and off the Web.

Better Software Project Management

Fast Forward MBA in Project Management with Microsoft Project 98 120 Trial Edition Set

Project Management Software Survey

VBA Programming for Microsoft Office Project

The Complete Idiot's Guide to Project Management with Microsoft Project 2003

Managing single or multiple projects is tough enough. Why compound your troubles by tackling the learning curve of a new software program at the same time? Instead, turn to Microsoft Project 98 For Dummies and let author Martin Doucette save you the headaches and hassles of mastering Microsoft Project 98 by yourself. Starting at the very beginning -- What's a project? -- Doucette takes you step-by-step through the powerful features and built-in planning, productivity, and tracking capabilities that make Microsoft Project 98 a must-have for project managers of all stripes and skill levels. In no time, you'll be building your own project schedules to meet deadlines and budgets, using Gantt charts to communicate your ideas visually, and adding pictures, sound files, or movies to your project pages. Sample project files from Microsoft Project 98 For Dummies are included on a special CD-ROM that also features project management software from the Project Management Institute and a trial version of the hot brainstorming software, Project KickStart.

Since publication of the first edition in 1988, this book has established itself as the premier reference text for nurses, nursing administrators, nursing students, and other health care professionals who seek a state-of-the-art review of the role of IT in the nursing profession. The third edition of this seminal work keeps readers at the forefront of the rapidly evolving field of nursing informatics, examining new trends and thoroughly updating and revising all content. New chapters include: Selecting a Nursing Informatics Consultant; Project Management; Consumer Informatics; Data Mining; Education (CME, Patient); Electronic Medical Imaging; Nursing Informatics Competencies; Telehealth and Implications; Business Process Reengineering; Nursing's Role in Telehealth.

Exploit the power of Microsoft Project 98 to cut costs, get more done with fewer team members, and build a track record of timeliness and reliability. From resource-driven scheduling to chart formatting--no matter what you want out of Microsoft Project, this book will help you get it done.

By covering this project management tool, this work offers the reader an understanding of the features, functions and best practices of project management.

Best Practices on Implementation

052711: Managing a Project (WIN 95)

MS Project 98

A Primer for Success

Managing Projects with Microsoft Project 98

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.

Offers an efficient way to compare and contrast the capabilities of a wide variety of project management tools. More than two hundred software tools are listed, with comprehensive information on system features, how they perform time analysis, resource analysis, cost analysis, performance analysis, cost reporting, and how they handle multiple projects, project tracking, charting, and much more.

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.

Provides operating instructions for Microsoft Project 2003, tips for workgroup communication, ideas for handling collaborative projects on the Internet, and tactics for professional presentations of projects.

For Windows

PC Mag

Advanced Project Management

Managing with Microsoft Project 98

Handbook of Industrial Engineering

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.

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

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.

In this textbook, Heizer (business administration, Texas Lutheran U.) and Render (operations management, Rollins College) provide a broad introduction to the field of operations management. A sampling of topics includes operations strategy for competitive advantage, forecasting, design of goods and services, human resources, e-commerce, project management, inventory management, and maintenance. The CD-ROM contains video case studies, lecture notes, Excel OM and Extend software, and additional practice problems. Annotation copyrighted by Book News Inc., Portland, OR

Principles of Operations Management

A Comprehensive Guide

Microsoft Project 98 For Dummies

Sams Teach Yourself Microsoft Project 98 in 24 Hours

Using Microsoft Project 2000

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

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.

A complete guide to piloting a software project to success-on time and within budget This book provides novice software project managers, software developers, and anyone delivering reusable software with strategies for mastering the basics of directing a software project. Well-known management consultant Marsha Lewin uses a "been there, done that" approach designed to solve on-the-job problems quickly and efficiently. Learn how to get a project in motion immediately in the first chapter's "quick start" tutorial. This comprehensive overview outlines the ins and outs of software project management, including the expectations for a project manager, defining the project, satisfying critical needs, and leading and monitoring your team. These aspects of managing small- to medium-sized project types are detailed in the same lively, colloquial style that demystifies the complexities of the discipline. The author equips you with the tools to concurrently satisfy the triple constraints of schedule, budget, and quality within the context of risk management, and highlights potential pitfalls and their solutions to assure repeated success. To help you get under way and stay ahead, supplemental, ready-to-use forms, formats, and checklists are included, along with information on: ? Use of resources, including people and budget, the quality of software developed, and the costs and risks ? Political and technical issues affecting project success ? Risk management methodology ? Shaping yourself as a leader ? Software development methodologies, from traditional life cycle to prototyping, and how they relate to software project management ? Testing and its role in project management Dozens of real-world examples and diagrams, together with a comprehensive bibliography and glossary, render Better Software Project Management a crucial resource for anyone responsible for keeping software projects within budget and on schedule.

Project Management introduces students in a unique and accessible way to projectbased working as a means to tackle projects successfully. Not only in business circles, but also in the field of education, increasingly more activities are performed using a projectbased approach. Consider for example comprehensive study assignments, internal projects and projects during work placement and the final stages of a degree. The line of approach of this book is practiceoriented. Based on assignments, groups of two to three students work on a project plan and an executive summary. Students can also opt for a 'real' assignment for a company or for one of the cases of the accompanying website. Added to this fifth edition are examples and illustrations, new sections about various subjects and a chapter about the flexible project approach Scrum.

A Step-by-step Guide to Project Management

Earned Value Management Using Microsoft Office Project

Managing Projects With Microsoft Project 2000

Project Management 6e and Microsoft Project 98 120 Day Trial Edition Set

Authoritative strategies for implementing project management Senior managers at world-class corporations open their office doors to discuss case studies that demonstrate their thought processes and actual strategies that helped them to excellence in project management in less than six years! Following the Project Management Institute's PMBOK® Guide, industry leaders address: * Project risk management * Project portfolio management * The Project Office * Project m multinational cultures * Integrated project teams and virtual project teams (PMBOK is a registered mark of the Project Management Institute, Inc.)

"This classic guide enables you to learn from the successes and failures of leading companies, explore new cost control and risk management techniques . . . and obtain the information needed to study for the PMI Certification exam."-The Institute of America"This book is more like an encyclopedia of project management than simply a textbook . . . Once you've been through this text, it will become a well-used reference on your bookshelf. Somewhere inside, Dr. Kerzner has a portion of whatever you're looking for."-Dr. Don Shanfelt, PMPE-Commerce PM for WorldCom, and adjunct IT professor in Colorado Springs Project management at its best-a banner edition of the landmark reference This latest edition of "bible" of project management brings outstanding coverage of the basic principles and concepts of project management right up to date with the latest developments in the field. Written by one of the best-known and respected authorities essential reading for today's and tomorrow's professionals involved in project management. It covers every key aspect of the subject, from the intricate framework of organizational behavior and structure that can determine project success scheduling, and controlling processes vital to effective project management. New features include:* Up-to-date coverage of global project management, the project management maturity model, "six sigma", and conflict resolution modes* Dozens of case studies and hundreds of sample problems across a wide range of industries

This title was first published in 2000: The author's masterly exposition of the principles and practice of project management has been pre-eminent in its field for four decades. It was among the very few early books to treat project management rather than as a collection of separate techniques. It thus explains the entire project management process in great detail, demonstrating techniques ranging from the simplest of charts to sophisticated computer applications. Everything is throughout with case examples and diagrams. The text has been completely restructured and largely rewritten for this ninth edition, so that the sequence now follows even more closely the life-cycle of a typical project from its earliest d

out. Case examples and diagrams have all been reviewed, updated, augmented or replaced.

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 project management functions, and best practices of project management by thorough coverage of the industry's leading project management tool.

Project Management for Business Professionals

Using Microsoft Project 2002

Theory and Practice

A Guide for Managing Any Size Project Effectively

Managing Projects with Microsoft? Project 98

Unrivaled coverage of a broad spectrum of industrial engineering concepts and applications The Handbook of Industrial Engineering, Third Edition contains a vast array of timely and useful methodologies for achieving increased productivity, quality, and competitiveness and improving the quality of working life in manufacturing and service industries. This astoundingly comprehensive resource also provides a cohesive structure to the discipline of industrial engineering with four major classifications: technology; performance improvement management; management, planning, and design control; and decision-making methods. Completely updated and expanded to reflect nearly a decade of important developments in the field, this Third Edition features a wealth of new information on project management, supply-chain management and logistics, and systems related to service industries. Other important features of this essential reference include: * More than 1,000 helpful tables, graphs, figures, and formulas * Step-by-step descriptions of hundreds of problem-solving methodologies * Hundreds of clear, easy-to-follow application examples * Contributions from 176 accomplished international professionals with diverse training and affiliations * More than 4,000 citations for further reading The Handbook of Industrial Engineering, Third Edition is an immensely useful one-stop resource for industrial engineers and technical support personnel in corporations of any size; continuous process and discrete part manufacturing industries; and all types of service industries, from healthcare to hospitality, from retailing to finance. Of related interest . . . HANDBOOK OF HUMAN FACTORS AND ERGONOMICS, Second Edition Edited by Gavriel Salvendy (0-471-11690-4) 2,165 pages 60 chapters "A comprehensive guide that contains practical knowledge and technical background on virtually all aspects of physical, cognitive, and social ergonomics. As such, it can be a valuable source of information for any individual or organization committed to providing competitive, high-quality products and safe, productive work environments."-John F. Smith Jr., Chairman of the Board, Chief Executive Officer and President, General Motors Corporation (From the Foreword)

Managing Projects with Microsoft? Project 98For WindowsWiley

Schedule and cost management are the most essential parts of project lifecycle management and many projects fail as a result of not managing these critical components effectively. The most commonly used tool for project schedule management is Microsoft Office Project, which is designed to assist project managers in developing schedules, assigning resources to tasks, tracking progress, managing budgets and analyzing workloads. The most common technique used for cost management is earned value management (EVM), a project management technique used for measuring project progress in an objective manner that combines measurements of project scope, schedule and cost performance within a single integrated methodology. EVM is becoming the standard across the world for this purpose in both the private and public sector and many organizations are now adopting this technique to manage their projects. In the public sector, EVM is mandated for all government projects in the United States and many other countries are following suit. Earned Value Management Using Microsoft® Office Project is the first reference to effectively combine the most widely used scheduling tool with the most widely accepted cost management technique. It is a practical guide to end-to-end scheduling and cost management using Microsoft Office Project that includes a CD-ROM of a limited version of a unique EVM software tool that will help practitioners more effectively manage their projects, track and report the status and progress of projects, and take necessary action before their projects fail beyond repair. This text is an excellent complement to whatever Microsoft Office Project guide that you may be using and a significant addition to the literature on how to use EVM.

Project Management in Construction

Technology and Operations Management

Where Caring and Technology Meet

A Practical Approach

Using Microsoft Office Project 2003