Microsoft Project Professional

Gus Cicala

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Microsoft Project Fundamentals Teresa S. Stover,2022-03-01 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, equipment, and material resources, including availability, cost, and task assignments Adjust the project to optimize for the project finish date, budget, and resource allocation Use Microsoft Project

to manage waterfall or agile projects Ideal for anyone seeking to unlock the potential of Microsoft's leading project management software for their own project work, Microsoft Project Fundamentals is an essential resource for those new to Microsoft Project and project management, as well as previous users and seasoned project professionals looking for a refresher in the latest features of the newest version of Microsoft Project.

   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 solutionReinforce learning via hands-on exercises with step-by-step illustrations Build a plan and work breakdown structure, and manage resources and assignmentsUtilize enterprise project management for creating a project, monitoring, controlling, and trackingExport and communicate project information to an external audience Who This Book Is For Project managers with limited time and resources who need to maximize their efficiency with Microsoft Project Answer keys and supporting PowerPoint slides are available for

academic instructors upon request.

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.

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

Microsoft Project Step by Step (Covering Project Online Desktop Client) Cindy M. Lewis,2022-03-02 The quick way to learn Microsoft Project! This is learning made easy. Get more done quickly with Microsoft Project. Jump in wherever you need answers. Brisk lessons and detailed 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 Manage Agile plans using the new task boards to create backlogs, plan sprints, and hold scrum meetings Learn more about integrating Project with Microsoft 365 solutions for collaboration Master project management best practices as you learn Project Easily identify the features and lessons you need

Microsoft Project 2010 Step by Step Carl S. Chatfield,Timothy D. Johnson,2010 Microsoft Project 2010 offers flexibility and choice for individuals, teams, and the enterprise to effectively manage all types of work - from simple tasks to complex projects and programs.

Appendix A: Brief Guide to Microsoft Project Professional 2016 Kathy Schwalbe,2016-04-28 This guide provides step-by-step instructions on how to use Microsoft Project Professional 2016.

Learning Microsoft Project 2019 Srikanth 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 FeaturesExplore various algorithms and the latest features of MS Project to organize and keep track of your projectsUnderstand Work Breakdown Structure (WBS) to improve productivityApply real-world best practices and discover the tips, tricks, and pitfalls of schedule managementBook 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 learnCreate efficient project plans using Microsoft Project 2019Get to grips with resolving complex issues related to time, budget, and resource allocationUnderstand how to create automated dynamic reportsIdentify and protect the critical path in your project and mitigate project risksBecome well-versed with executing Agile projects using MS ProjectUnderstand how to create custom reports and make them available for future projectsWho 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 Project 2013 Step by Step Carl S. Chatfield,Timothy D. Johnson,2013 A guide to the project management tool covers such topics as creating tasks and assign constraints, estimating project costs, resolving scheduling problems, creating project reports, and consolidating projects.

Microsoft Dynamics 365 Project Operations Robert Houdeshell,2021-05-14 Discover the endless capabilities and end-to-end project management functionalities of Dynamics 365 Project Operations to drive your firm's project success and ensure rapid business growth in the competitive digital economic world Key FeaturesDeliver successful projects via improved collaboration, visibility, and teamwork using Microsoft Project Operations solutionsGain real-time data insights to modernize business strategies to increase market shareBuild the right project operations models to meet business needs with an optimized budgetBook Description Dynamics 365 Project Operations is a game-changing solution set for project-driven businesses that allows you to deliver commercially successful projects in a timely and cost-effective manner, keeping the project teams productive and collaborative. With this book, you'll find out how you can bring more value to the business by winning new projects and driving exponential revenue growth. Starting with the key principles of Project Operations, you'll understand how it improves project planning and execution. You'll then learn how to successfully deploy Project Operations along with different integration strategies and get to grips with the best approach for sales through project opportunities, project contracts, and pricing workflow implementation. This book will guide you through setting up direct staffing and centralized staffing models and enable you to manage project changes confidently by getting hands-on with project timeline management, pricing management, resource assignments, and modifications. In the final chapters, you'll find out how to use Project Operations effectively for project accounting and finance. By the end of this book, you'll have gained the confidence to deliver

profitable projects in a well-connected organization through efficient decision-making and successful customer-client relationships. What you will learnConfigure key elements of Project Operations to drive improved collaboration with your customersDiscover how Project Operations is interconnected with Microsoft 365 and Dynamics 365 PlatformUnderstand the Project Opportunity-to-Quote-to-Contract workflow and its implications for sellingFind out how to set up and utilize direct staffing and centralized staffing modelsExplore Project Timeline Management using Task, Board, and Timeline viewsFind out how information flows to finance and operations in Project OperationsWho this book is for This book is for project managers, project leads, business consultants, and business leaders who want to gain a competitive edge by delivering successful projects in a shorter time span with the help of effective operations and workflows across different teams within projects. Knowledge of Microsoft 365 and a sound understanding of business acumen and sales through the delivery process is necessary to get the most out of this book.

   Practical Project Management with Microsoft Project Bonnie Biafore,John Riopel,2021-02-20 Practical Project Management with Microsoft Project guides you through Project's features step by step. You can jump directly to the topics you need.Or download sample files from the book's website to follow along.

   Microsoft Project 2013 Step by Step Carl Chatfield,Timothy Johnson,2013-03-15 Experience learning made easy - and quickly teach yourself how to manage the complete project life cycle with Project 2013. With Step by Step, you set the pace - building and practicing the skills you need, just when you need them! Work with Project 2013 on your PC or touch-enabled device Build and fine-tune your project plan Schedule tasks and milestones, and assign resources Track progress and costs, and manage variances Troubleshoot delays and budget overruns Customize Gantt chart views,

tables, and calendars Learn project-management best practices

Project Management Using Microsoft Project 2019 Gus Cicala,2019 Project Management Using Microsoft Project is an all-in-one training guide, textbook, and reference that covers each product of the Microsoft Project 2019 suite.Many training guides on technology are primarily manuals on features and functions of the software. The goal of this book is to show why those features and functions are important from a project management standpoint (based on PMI's Project Management Body of Knowledge), and then demonstrate how to effectively leverage that value through the use of Microsoft Project 2019.This is the third edition of a text that has been well-received by the project management community across 25 different countries since the release of Project 2013. The information in this book was selected based on Project Assistants' 25 years of project management consulting, Microsoft Project training, and managing real-world projects with Microsoft Project.This text is carefully designed to serve as a training guide, textbook, and/or reference guide. Included with the book are hands-on exercises with step-by-step illustrations built from actual Microsoft Project files that can be downloaded from our training webpage. There is a robust index as well as intuitively organized and clearly delineated sections, chapters, and sub-sections for easy reference. Each chapter has a learning-oriented structure with objectives at the beginning and 25-50 questions at the end that reinforce those points of emphasis. We also provide all answer keys and supporting PowerPoint slides for academic instructors upon request.

Secrets of Project Management Using Microsoft Project! Andrei Besedin,2023-08-04 Secrets of Project Management Using Microsoft Project! As a project manager using a Microsoft Project is something, you can't escape throughout your career years. Many people think what the MS project does is just to create a list of things to do, come up with a network diagram or Gantt chart for their

project. This is far from the truth. It is a project management tool with the right blend of flexibility, power, and usability which ensures you effectively and efficiently manage projects. Knowing that Ms. Project is crucial to the success of a project we see that it is important for you to know the hidden treasures in it. So we come up with a success-driven short book having the title "secrets of project management using Microsoft project." With our topnotch book, you can save yourself more time and money. Some of the other advantages are: You will have good knowledge in assigning resources to tasks, analyzing workloads, managing projects, and tracking projects The secrets are easily readable and understandable The navigation index is perfect ensuring a great reference guide It offers short and precise sentences that ensures you get every bit of information from the book You don't need to spend all the money on you before getting this book. In fact, you can save up to $1000 buying this book. It is affordable and suitable for all budgets. No doubt, the result you will get from this book is worth more than its price. We admit the fact that this incredible and powerful book might not contain all extensive information about Microsoft Project. Our goal is to ensure you know the secrets of project management using Microsoft project so you can easily achieve your project objectives. The more you delay purchasing and making use of the information in this book the more you find it hard to manage your business as a busy business owner or project manager. Why not choose a winning side when you can. For the success of your project, click the buy button on the upper right side of the page and obtain your copy of the book in just a single click! Remember, Ms. Project is crucial to the success of a project. Purchase this product now!

  Microsoft Project 2000 Carl S. Chatfield,Timothy D. Johnson,2000 MICROSOFT PROJECT 2000 STEP BY STEP is the easiest and fastest way to learn the latest version of Microsoft's powerful project-management program. Work through every lesson to complete the full course, or do

individual lessons to learn just the skills you need. Either way, you get insightful tips from a PMI-certified project management professional (Chatfield) and a Microsoft Project support professional (Johnson), who show you how to use Project 2000 to, manage projects effectively. 1. Step numbers are your unmistakable guides through the lessons. 2. Buttons and desktop icons show you where to point and click on the screen. 3. Screen shots illustrate the lessons you're working on. 4. Tips provide alternative steps or additional information. 5. Multimedia demos highlight key procedures. With this book and Microsoft Project 2000, you'll learn to: * Forecast what you can accomplish with resources such as people, equipment, time, and money * Analyze information by using graphs and tables, and publish your data in print or on line * Track how your projects progress and identify what to do if they don't proceed according to plan * Use the innovative Web-based companion product, Microsoft Project Central * Meet Microsoft Project 2000 MOUS core- and expert-level objectives

Microsoft Project 2010: The Missing Manual Bonnie Biafore,2010-06-21 Microsoft Project is brimming with features to help you manage any project, large or small. But learning the software is only half the battle. What you really need is real-world guidance: how to prep your project before touching your PC, which Project tools work best, and which ones to use with care. This book explains it all, helping you go from project manager to project master. Get a project management primer. Discover what it takes to handle a project successfully Learn the program inside out. Get step-by-step instructions for Project Standard and Project Professional Build and refine your plan. Put together your team, schedule, and budget Achieve the results you want. Build realistic schedules, and learn how to keep costs under control Track your progress. Measure your performance, make course corrections, and manage changes Use Project's power tools. Customize Project's features and views, and transfer info directly between Project and other programs

Enterprise Project Management Hagit Landman,2008-07-15 This guide illustrates how to implement an EPM solution to better meet an organization's project management goals, based on the Project Management Institute's proven methodologies in the third edition of PMBOK using Microsoft's Project Server 2007, Project Professional, and SharePoint technology.

Making Effective Business Decisions Using Microsoft Project Advisicon,Tim Runcie,Doc Dochtermann,2012-12-28 A guide to Microsoft Project that focuses on developing a successful project management strategy across the organization to drive better decisions Making Effective Business Decisions Using Microsoft Project goes far beyond the basics of managing projects with Microsoft Project and how to set up and use the software. This unique guide is an indispensable resource for anyone who operates within a Project Management Operation (PMO) or is affected by the adoption of project management within an organization. Its focus is to provide practical and transitional information for those who are charged with making decisions and supporting corporate and strategic objectives, and who face cost and resource constraints. Because more and more companies are aligning project 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 Project.

Microsoft Project 2013: The Missing Manual Bonnie Biafore,2013-04-17 Get up to speed on Microsoft Project 2013 and learn how to manage projects large and small. This crystal-clear book not only guides you step-by-step through Project 2013's new features, it also gives you real-world guidance: how to prep a project before touching your PC, and which Project tools will keep you on target. With this Missing Manual, you'll go from project manager to Project master. The important stuff you need to know Learn Project 2013 inside out. Get hands-on instructions for the Standard and Professional editions. Start with a project management primer. Discover what it takes to handle a project successfully. Build and refine your plan. Put together your team, schedule, and budget. Achieve the results you want. Build realistic schedules with Project, and learn how to keep costs under control. Track your progress. Measure your performance, make course corrections, and manage changes. Create attractive reports. Communicate clearly to stakeholders and team members using charts, tables, and dashboards. Use Project's power tools. Customize Project's features and views, and transfer info via the cloud, using Microsoft SkyDrive.

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