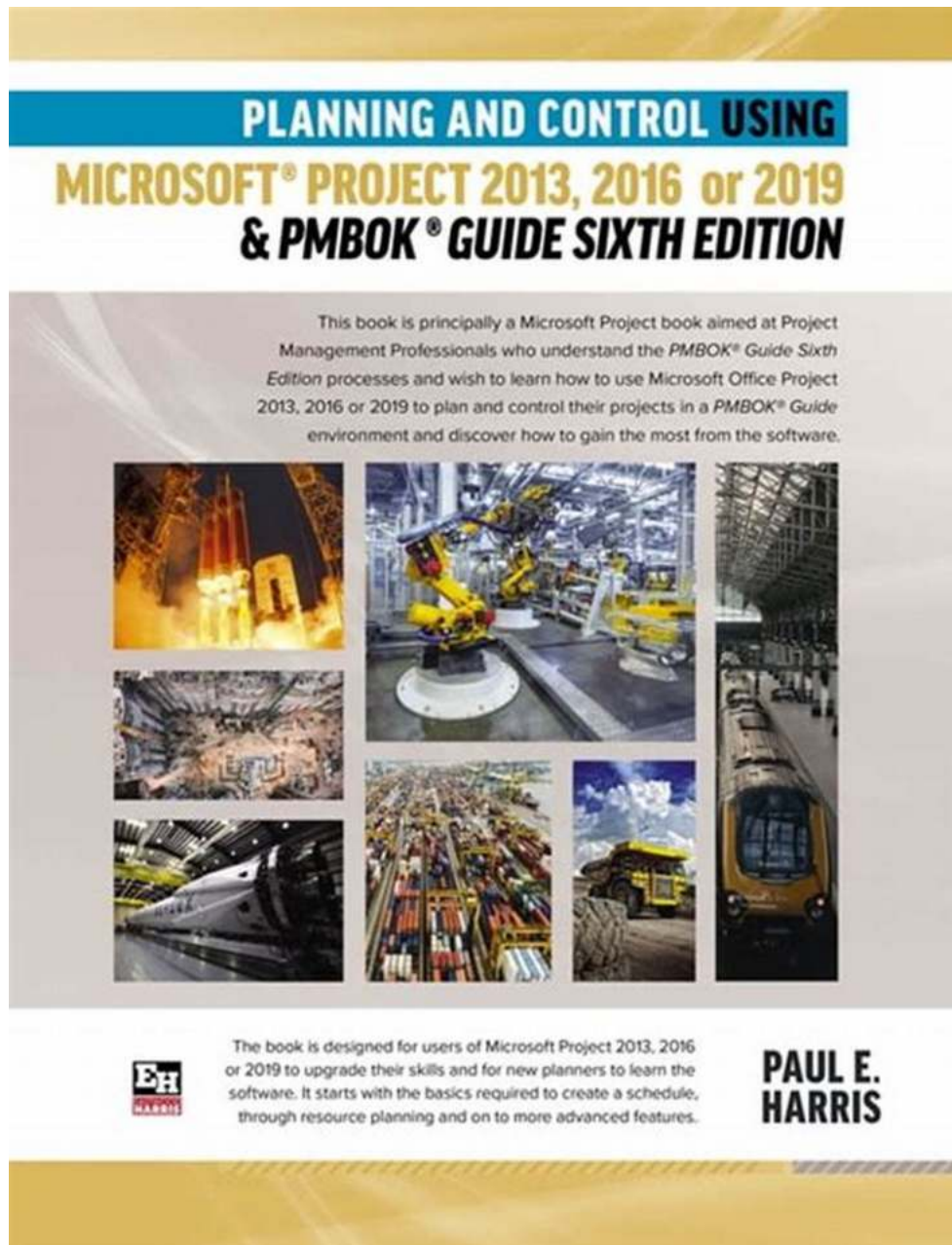


Plan and Control Your Projects with Microsoft Project 2013, 2016, or 2019: A Comprehensive Guide



Effective planning and control are crucial components of successful project management. Whether you are an experienced project manager or just starting

your journey in this field, having the right tools can make a significant difference in your ability to manage projects efficiently.

In recent years, Microsoft Project has emerged as one of the leading software solutions for project planning and control. With its user-friendly interface and powerful features, Microsoft Project allows project managers to create detailed project plans, track progress, allocate resources, and manage budgets effectively.



Planning and Control Using Microsoft Project 2013, 2016 or 2019 & PMBOK Guide Sixth Edition

by Paul E Harris (Kindle Edition)

★★★★☆ 4.2 out of 5

Language : English

File size : 112109 KB

Text-to-Speech : Enabled

Screen Reader : Supported

Enhanced typesetting : Enabled

Print length : 771 pages

Lending : Enabled



The Power of Microsoft Project

Microsoft Project comes in different versions: 2013, 2016, and 2019. These versions are aligned with the Project Management Body of Knowledge (PMBOK) guide, which is a widely recognized standard for project management practices.

With Microsoft Project, you can break down your projects into tasks and sub-tasks, create dependencies, assign resources, and estimate task durations. The software provides a visual representation of your project timeline, allowing you to easily identify critical paths and potential bottlenecks.

One of the key advantages of Microsoft Project is its integration with other Microsoft Office tools such as Excel and PowerPoint. This integration enables seamless data exchange between different applications and simplifies reporting and communication.

The Benefits of Using Microsoft Project

By utilizing Microsoft Project for your project planning and control needs, you can experience numerous benefits, including:

- **Improved Efficiency:** Microsoft Project automates many project management tasks, reducing manual effort and minimizing errors. It helps streamline your workflows and facilitates better collaboration among team members.
- **Enhanced Visualization:** The software offers dynamic Gantt charts, PERT diagrams, and resource graphs that provide a visual representation of your project status. This visual clarity improves decision-making and helps stakeholders understand the project progress easily.
- **Budget Control:** With Microsoft Project, you can allocate resources effectively, monitor their usage, and keep track of project costs. The software enables you to set budget thresholds, allowing you to stay within your financial limits.
- **Risk Management:** Microsoft Project allows you to identify potential risks, assess their impact, and develop contingency plans. By proactively managing risks, you can mitigate their effects and ensure project success.
- **Improved Communication:** The software enables you to generate customized reports and dashboards, making it easier to communicate project progress and key metrics to stakeholders and team members.

Getting Started with Microsoft Project

Whether you are a beginner or an advanced user, Microsoft Project offers extensive resources to help you get started and master the software.

First, you can explore online tutorials and video courses that provide step-by-step instructions on using different features of Microsoft Project. These resources cater to users of all proficiency levels and can help you quickly get up to speed with the software.

Additionally, Microsoft offers official certification programs for Microsoft Project, which can validate your skills and enhance your professional credibility. The certifications cover various aspects of project management using Microsoft Project and can be a valuable addition to your resume.

Microsoft Project 2013, 2016, or 2019, combined with the PMBOK guide, offers a powerful solution for planning and controlling your projects effectively. With its rich feature set, integration capabilities, and user-friendly interface, Microsoft Project is an excellent choice for project managers looking to optimize their project management processes.

By utilizing Microsoft Project, you can improve efficiency, enhance visualization, control budgets, manage risks, and communicate more effectively with stakeholders and team members. Take advantage of the available resources, tutorials, and certifications to maximize your skills and leverage the true potential of Microsoft Project for your projects.

Planning and Control Using Microsoft Project 2013, 2016 or 2019 & PMBOK Guide Sixth Edition

by Paul E Harris (Kindle Edition)

★★★★☆ 4.2 out of 5



Language	: English
File size	: 112109 KB
Text-to-Speech	: Enabled
Screen Reader	: Supported
Enhanced typesetting	: Enabled
Print length	: 771 pages
Lending	: Enabled



This book is principally a Microsoft Project book aimed at Project Management Professionals who understand the PMBOK Guide Sixth Edition processes and wish to learn how to use Microsoft Office Project 2013, 2016 or 2019 to plan and control their projects in a PMBOK Guide environment and discover how to gain the most from the software.

The book is designed for users Microsoft Project 2013, 2016 or 2019 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.

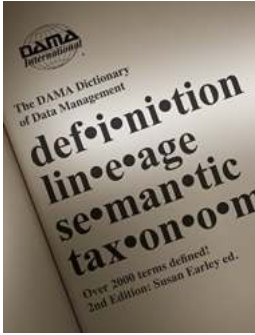
A Microsoft Project user guide and training manual written for Project Management Professionals following the PMBOK Guide Sixth Edition who wish to learn how to schedule projects in a single project environment with or without Resources with Microsoft Project. The book is packed with screen shots, constructive tips and is suitable as a training course handout, for learning the software or as a reference book. The book contains workshops with solutions at the end of each chapter for the reader to practice the skills taught in the chapter. Primarily a Microsoft Project book, it has been written for people learning to use Microsoft Project in a project environment applying the PMBOK® Guide Sixth Edition processes. It aims to teach readers how to plan and control projects

created within the software package and stays focused on explaining how to use Microsoft Project to schedule projects by:

- Explaining which PMBOK Guide processes the software will support and which it will not support.
- Concentrating on the core functions required to plan a project.
- Presents workable solutions to real day to day planning and scheduling problems and contains practical advice on how to set up the software.
- Explains some of the important difference between Microsoft Project and other scheduling software.
- Explains some of the more difficult calculations often omitted in other books.
- Includes exercises to reinforce the learning outcomes, a large number of screen dumps, numerous tips, a detailed index and command list at the start of each chapter as a quick reference.
- It has a chapter dedicated to the new functions available in Microsoft Project 2010.

About the Author:

Paul Harris holds an Honours Degree in Civil Engineering obtained in the UK and is a Certified Cost Engineer through AACEI International, a PRINCE2 Registered Practitioner, an Approved PRINCE2 Trainer and a “Managing Successful Programmes” Registered Practitioner. He has worked in the project controls industry for a number of years and has assisted many companies in a range of industries to set up and run project controls systems. His Melbourne, Australia based company, Eastwood Harris Pty Ltd, offers project controls consulting and training services worldwide with a strong focus on Microsoft Project and Primavera software.



Unlocking the Power of Knowledge: Over 000 Terms Defined for IT and Business Professionals

In the ever-evolving world of IT and business, understanding the terminologies and jargon associated with these fields is crucial for both professionals and...



The Most Updated Guide To Master Excel And Unlock All Its Features In Days

Excel is a powerful tool that has revolutionized the way we handle data and analyze information. From creating simple spreadsheets to complex data analysis, Excel offers a...



Planning And Control Using Microsoft Project 2013 2016 2019 - The Ultimate Guide

Are you struggling to effectively plan and control your projects? Look no further - Microsoft Project 2013, 2016, and 2019 is here to save the day! With its powerful...



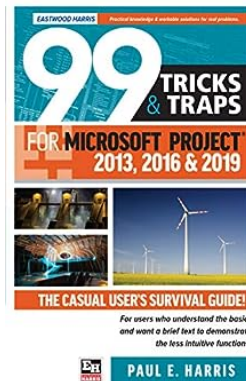
Experience Effortless Planning and Control with Microsoft Project 365 and 2021

Planning and controlling projects efficiently is crucial for businesses to achieve success and stay ahead of the competition. With the advancement of technology,...



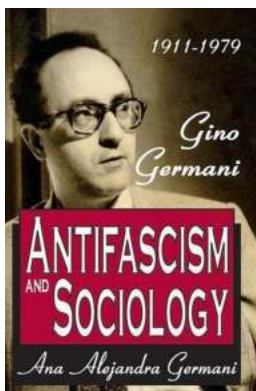
The Ultimate Guide to Planning and Control Using Oracle Primavera P6 Versions to 20 PPM Professional

Are you looking for a comprehensive planning and control solution for your projects? Look no further than Oracle Primavera P6 Versions to 20 PPM Professional. In this...



99 Tricks And Traps For Microsoft Office Project 2013 2016 And 2019

: Microsoft Office Project is a powerful tool used by project managers around the world. Whether you are working on small-scale projects or managing complex...



Understanding Antifascism: Gino Germani (1911-1979) and the Intersection with Sociology

Antifascism is a political ideology and movement that rejects and actively opposes the rise and spread of fascism. It emphasizes the importance of...



Marley Dias and Mary Maclane: Two Influential People Who Made an Impact

In today's world, where social media and the internet play a significant role in shaping public opinion and promoting various causes, there are individuals who stand...

