

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 features and intuitive interface, Microsoft Project is a game-changer when it comes to project management. In this comprehensive guide, we will take you through the essentials of planning and control using Microsoft Project, turning you into a project management pro.

Why Microsoft Project?

Microsoft Project is widely considered the industry standard for project management software. It offers a range of features specifically designed to help you plan, execute, and control your projects. With Microsoft Project, you can easily create detailed project schedules, allocate resources efficiently, track progress, and manage budgets.

One of the key advantages of Microsoft Project is its ability to handle complex projects with multiple tasks and dependencies. The software uses various scheduling techniques, such as critical path analysis and task dependencies, which helps you identify the most critical tasks and ensure timely completion of your projects.

Planning and Control Using Microsoft Project 2013, 2016 & 2019 by Paul E Harris (Kindle Edition)

★★★★☆ 4.4 out of 5

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Enhanced typesetting : Enabled



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X-Ray for textbooks : Enabled



Furthermore, Microsoft Project provides excellent collaboration capabilities, allowing team members to collaborate in real-time, share project information, and update task progress. This promotes better communication and coordination among project team members, resulting in improved efficiency and project success.

Getting Started with Microsoft Project

If you're new to Microsoft Project, getting started might seem daunting, but fear not! This section will guide you through the initial steps of setting up your project and familiarizing yourself with the software.

The first step is to create a new project file in Microsoft Project. You can start from scratch or use one of the many templates available. The templates provide a great starting point, especially for new project managers, offering pre-defined structures and settings suited to different project types.

Once you have your project file set up, you can start adding tasks and defining their dependencies. Microsoft Project offers a range of task types, including fixed duration, fixed work, and fixed unit, allowing you to choose the most appropriate type for your project. By defining task dependencies, you ensure that tasks are

sequenced correctly, and any changes made to one task will impact the subsequent tasks.

Resource allocation is another critical aspect of project planning. Microsoft Project enables you to assign resources to tasks and track their availability, ensuring that you have the right people with the right skills at the right time. By accurately managing resources, you can avoid overbooking or underutilization, leading to smoother project execution.

Tracking and controlling your project's progress is vital for its success. Microsoft Project offers various tracking features, such as tracking actuals, updating task progress, and comparing actual versus planned performance. These features enable you to identify potential delays or deviations from the original plan, allowing you to take corrective actions early on to keep your project on track.

Advanced Features for Enhanced Control

Microsoft Project also provides advanced features that can enhance your project planning and control even further. Let's explore a few of these features:

Cost Management:

Microsoft Project allows you to manage project budgets and costs effectively. You can allocate costs to tasks, resources, or the project as a whole, and track actual costs against the budget. This helps you monitor project financials and make informed decisions to stay within budget.

Risk Management:

Identifying and managing project risks is crucial for successful project delivery. Microsoft Project offers risk management features that allow you to identify, assess, and mitigate risks effectively. You can assign risk owners, define risk

response strategies, and track risk status, ensuring that potential risks are addressed proactively.

Reporting and Communication:

Effective communication and reporting are essential aspects of project control. Microsoft Project includes powerful reporting tools that allow you to generate detailed reports on project status, progress, resource utilization, and more. These reports can be shared with stakeholders to provide transparency and facilitate decision-making.

Integration with other Tools:

Microsoft Project seamlessly integrates with other Microsoft tools, such as Excel and SharePoint, providing a comprehensive project management ecosystem. You can import or export data between these tools, leverage Excel's analytical capabilities, or share project information through SharePoint, enhancing productivity and collaboration.

The Future of Project Planning and Control

Microsoft Project has been a dominant player in the project management software market for years. As technology continues to evolve, Microsoft is constantly working on improving the software and introducing new features to meet the changing needs of project managers.

With the rise of cloud computing and remote work, Microsoft Project is embracing these trends. The latest versions, such as Microsoft Project 2019, offer cloud-based collaboration features, allowing teams to work together seamlessly, regardless of their geographic location. This enhances communication and collaboration, making it easier to plan and control projects remotely.

Artificial intelligence (AI) is another area where Microsoft is investing heavily. AI-powered features, such as automated scheduling or predictive analytics, have the potential to revolutionize project planning and control, making it more efficient and accurate in the future versions of Microsoft Project.

Microsoft Project is an invaluable tool for planning and controlling projects. Its extensive features and user-friendly interface make it a powerhouse in the world of project management software. By leveraging the capabilities of Microsoft Project 2013, 2016, or 2019, you can streamline your project management processes, improve efficiency, and achieve project success.

So, if you're tired of struggling with project planning and control, give Microsoft Project a try. It's the ultimate solution that will take your project management skills to the next level.



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This book is designed for users of earlier versions 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 the more advanced features.

Microsoft® Project 2019 is a minor update of Microsoft® Project 2016 and therefore this book covers versions 2013, 2016 and 2019. This book is aimed at showing project management professionals how to use the software in a project environment.

This book is an update of the author's last book "Planning and Scheduling using Microsoft® Project 2013 and 2016. It has revised workshops and includes the new functions of Microsoft Project 2016.

This publication was written so it may be used as:

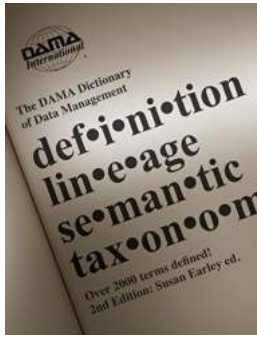
- *A training manual, or
- *A self teach book, or
- *A user guide.

The book stays focused on the information required to create and update a schedule with or without resources using Microsoft® Project 2013, 2016 and 2019 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 & 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.
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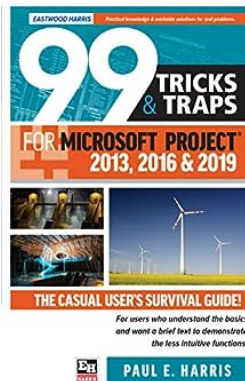
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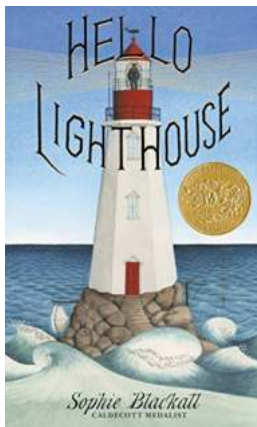
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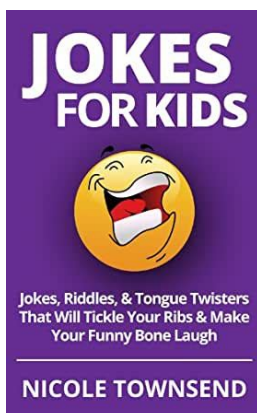
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