

MICROSOFT PROJECT PROFESSIONAL 2013

301 - UNDERSTANDING DELIVERABLES USING VISUAL DASHBOARDS & REPORTS

OVERVIEW & TABLE OF CONTENTS

Microsoft Project 2013 offers new and powerful reporting capabilities to help you better understand your deliverables and communicate your project's metrics. In this quick reference guide, we will explore the variety of reports, report categories and showcase how custom reports can be built.

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DEFAULT REPORT CATEGORIES

During the planning and executing stages of a project, awareness of deliverables is critical. In addition, being able to communicate progress, issues and metrics to your colleagues or stakeholders is equally important. Project 2013 offers a variety of reports to help you meet the challenges of "knowing" and "communicating". Starting with the **Report** tab, examine the **View Reports** group where you will find several categories:



> Dashboard Reports

The purpose of these reports is to provide a high-level visual summary of key project data in an eye-catching and dynamic presentation. With such a format, decision-making will be easier and quicker. The reports found here are:

REPORT	OBJECTIVES
Burndown	Burndown reports are an integral part of agile project management, especially Scrum. Agile project management is an iterative and incremental method of managing the design and build activities for engineering, information technology, and new product or service development projects in a highly flexible and interactive manner. This report specifically shows how much work and how many tasks are completed as well as what is left to be done.
COST Overview	This report details the planned cost of the project, the remaining cost, cost variance (when a baseline is set), actual costs and percentage of completion so that you can determine if your project will stay within budget.
Project Overview	This is one of the popular reports that details the percentage of project completion, project milestones and late tasks.
Upcoming tasks	This report isolates and shows those tasks that are due in the current week, the status of remaining tasks that were due, and tasks that are starting in the coming week.
Work Overview	This report compares the actual work (in hrs.) to the remaining work and the work statistics for the resources.

> Resource Reports

The purpose of these reports is to help you better manage your resources, their overallocations and their work status. Two reports are available:

REPORT	OBJECTIVES
Overallocated Resources	For any project manager, overallocated resources present a tough challenge. Use this report to show which resources are overallocated and the actual work vs. remaining work for these resources.
Resource Overview	Use this report if you are looking for the breakdown of work completed by resource (column chart) or if you are looking for a way to compare actual work vs. remaining work against the baseline for all resources (column and line combo chart).

> Cost Reports

The purpose of these reports is to help you answer a variety of budget-related questions based on completed work, remaining work and project deliverables. The reports found here are:

REPORT	OBJECTIVES
Cash Flow	Show me the money! This report summarizes the cumulative project costs per quarter for all top-level tasks. It also delineates the project's baseline cost against the actual cost, how much money is left and cost variance, if any.
Cost Overruns	Cost overruns occur when actual costs exceed the baseline costs. Such overruns can come from resources overallocations or task scheduling conflicts. This report shows both cost variances.
Earned Value Report	Earned Value Analysis (EVA) is a project management technique for measuring project performance and progress. It has the ability to combine measurements of Scope, Schedule and Costs. This report breakdowns the actual cost, the Budgeted Cost of Work Performed (BCWP) and the Actual Cost of Work Performed (ACWP). Please refer to the Microsoft Project 2013-2012 quick reference guide for additional Earned Value details.
Resource Cost Overview	This report compares Work vs. Material resource costs in a pie chart, as well as the cost status for all resources in a combo chart (line and column). Additionally, a cost details table is shown for each resource, displaying their actual work, actual cost and rate/hr (default).
Task Cost Overview	This report focuses on costs associated with tasks, namely those of tasks completed vs. late tasks and the cost status of top-level tasks, showing a distribution of actual cost vs. remaining cost vs. baseline cost.

> In Progress Reports

The purpose of these reports is to help you answer questions such as "how is the project going so far?" or "what is the status of our milestones?", or "what is happening with our critical tasks?". There are four reports in this category and they are explained on the next page.

Microsoft Project 2015 Reference Guide

Byron A. Love



Microsoft Project 2015 Reference Guide:

The ASQ Certified Software Quality Engineer Handbook Linda Vogelsong Westfall, 2025-01-05 The ASQ Certified Software Quality Engineer Handbook Third Edition contains information and guidance that supports all the topics within the 2023 version of the Certified Software Quality Engineer CSQE Body of Knowledge BoK Armed with the knowledge in this handbook qualified software quality practitioners will be prepared for the ASQ CSQE exam It is also helpful for any practitioner or manager who needs to understand the aspects of software quality that impacts their work

Computational Science and Its Applications - ICCSA 2018 Osvaldo Gervasi, Beniamino Murgante, Sanjay Misra, Elena Stankova, Carmelo M. Torre, Ana Maria A.C. Rocha, David Taniar, Bernady O. Apduhan, Eufemia Tarantino, Yeonseung Ryu, 2018-07-03 The five volume set LNCS 10960 until 10964 constitutes the refereed proceedings of the 18th International Conference on Computational Science and Its Applications ICCSA 2018 held in Melbourne Australia in July 2018 Apart from the general tracks ICCSA 2018 also includes 34 international workshops in various areas of computational sciences ranging from computational science technologies to specific areas of computational sciences such as computer graphics and virtual reality The total of 265 full papers and 10 short papers presented in the 5 volume proceedings set of ICCSA 2018 were carefully reviewed and selected from 892 submissions

Peterson Reference Guide to Bird Behavior John Kricher, 2020 This book is your key to unlocking the mysteries and complexities of bird behavior Written in an informal conversational style with technical jargon kept to a minimum John Kricher takes the observation explanation approach After noting particular behaviors that you might easily observe in the field he explains the science and adaptation underlying those actions Birds think their actions are purposeful not random Why is that bird doing what it is doing After a brief primer on how to watch behavior in birds and an overview of their biology the remainder of the book highlights the most distinctive behaviors you will likely observe as you encounter and watch birds of various families Many of these behaviors are shown in the nearly 400 color photographs throughout the book Once you have learned how to have birds tell you about their lives by carefully observing and thinking about their actions birds will become far more compelling than merely names to be marked on a checklist Peterson Reference Guides offer authoritative comprehensive information including detailed text maps and superior illustrations Written by expert authors the guides are an unparalleled resource for understanding specific groups of animals Book jacket

The No-Nonsense Guide to Project Management Barbara Allan, 2017-07-24 This book provides a no nonsense guide to project management which will enable library and information professionals to lead or take part in a wide range of projects from large scale multi organization complex projects through to relatively simple local ones Barbara Allan has fully revised and updated her classic 2004 title Project Management to incorporate considerable developments during the past decade including the development and wide scale acceptance of formal project management methodologies the use of social media to communicate and disseminate information about

projects and the large shift in the types of project library and information workers may be involved in The text is supported by practical case studies drawn from a wide range of LIS organizations at local regional national and international levels These examples provide an insight into good practice for the practitioner from an individual working in a voluntary organization on an extremely limited budget to someone involved in an international project Content covered includes an introduction to project management project workers and the library and information profession different approaches to project management the project cycle the people side of projects and management of change discussion of project methodologies project management software open source software collaborative working software and use of social media project initiation communication analysis and project briefs developing project infrastructure scheduling working out the finances and carrying out a detailed risk analysis working in partnerships in diverse and virtual teams and managing change If you are an LIS professional involved in project work of any kind whether on a managerial practical academic or research level this is an invaluable resource for you

Design of Electromechanical and Combination Products Ali Jamnia, 2023-08-31 The second edition of this work now with the expanded title of Design of Electromechanical and Combination Products covers the design and development of electromechanical products updated throughout to focus not only on an Agile Systems approach but also its application to disposables and consumables Providing a practical set of guidelines and thorough examination of best practices this book focuses on cutting edge research on sustainability of electromechanical and combination products Key Features Presents the design development and life cycle management of electromechanical and combination products Provides a practical set of guidelines and best practices for world class design Explains the role of costing and pricing in product design Covers Design for X and its role in product life cycle management Examines the dynamics of cross functional design and product development teams Develops DHF and DMR as tools and inherent components of configuration management Includes numerous real world examples of electromechanical and combination product designs This book is intended for scientists engineers designers and technical managers and provides a gateway to developing a product's design history file DHF and device master record DMR These tools enable the design team to communicate a product's design manufacturability and service procedures with various cross functional teams

Project Management ToolBox Russ J. Martinelli, Dragan Z. Milosevic, 2016-01-05 Boost your performance with improved project management tactics Project Management ToolBox Tools and Techniques for the Practicing Project Manager Second Edition offers a succinct explanation of when where and how to use project management resources to enhance your work With updated content that reflects key advances in the project management field including planning implementation control cost and scheduling this revised text offers added material that covers relevant topics such as agility change management governance reporting and risk management This comprehensive resource provides a contemporary set of tools explaining each tool's purpose and intention development customization and variations and benefits and disadvantages Additionally

examples tips and milestone checks guide you through the application of these tools helping you practically apply the information you learn Effective project management can support a company in increasing market share improving the quality of products and enhancing customer service With so many aspects of project management changing as the business world continues to evolve it is critical that you stay up to date on the latest topics in this field Explore emerging topics within the world of project management keeping up to date on the latest most relevant subject areas Leverage templates exercises and PowerPoint presentations to enhance your project management skills Discuss tips reporting implementation documentation and other essentials of the project management field Consider how project management fits into various industries including technology construction healthcare and product development Project Management ToolBox Tools and Techniques for the Practicing Project Manager Second Edition is an essential resource for experienced project managers and project management students alike

SQL Queries for Mere Mortals uCertify Labs Access Code Card, Fourth Edition John L. Viescas, 2018-01-31 The 1 Easy Common Sense Guide to SQL Queries Updated with More Advanced Techniques and Solutions Foreword by Keith W Hare Vice Chair USA SQL Standards Committee SQL Queries for Mere Mortals has earned worldwide praise as the clearest simplest tutorial on writing effective queries with the latest SQL standards and database applications Now author John L Viescas has updated this hands on classic with even more advanced and valuable techniques Step by step Viescas guides you through creating reliable queries for virtually any current SQL based database He demystifies all aspects of SQL query writing from simple data selection and filtering to joining multiple tables and modifying sets of data Building on the basics Viescas shows how to solve challenging real world problems including applying multiple complex conditions on one table performing sophisticated logical evaluations and using unlinked tables to think outside the box In two brand new chapters you learn how to perform complex calculations on groups for sophisticated reporting and how to partition data into windows for more flexible aggregation Practice all you want with downloadable sample databases for today's versions of Microsoft Office Access Microsoft SQL Server and the open source MySQL and PostgreSQL databases Whether you're a DBA developer user or student there's no better way to master SQL Coverage includes Getting started understanding what relational databases are and ensuring that your database structures are sound SQL basics using SELECT statements creating expressions sorting information with ORDER BY and filtering data using WHERE Summarizing and grouping data with GROUP BY and HAVING clauses Drawing data from multiple tables using INNER JOIN OUTER JOIN and UNION operators and working with subqueries Modifying data sets with UPDATE INSERT and DELETE statements Advanced queries complex NOT and AND conditions if then else using CASE unlinked tables driver tables and more NEW Using advanced GROUP BY keywords to create subtotals roll ups and more NEW Applying window functions to answer more sophisticated questions and gain deeper insight into your data Software Independent Approach If you work with database software such as Access MS SQL Server Oracle DB2 MySQL Ingres or any other SQL based program this book could save you

hours of time and aggravation before you write a single query *IT Project Management: A Geek's Guide to Leadership* Byron A. Love, 2016-10-04 This book's author Byron Love admits proudly to being an IT geek. However, he had found that being an IT geek was limiting his career path and his effectiveness. During a career of more than 31 years, he has made the transition from geek to geek leader. He hopes this book helps other geeks do the same. This book addresses leadership issues in the IT industry to help IT practitioners lead from the lowest level. Unlike other leadership books that provide a one-size-fits-all approach to leadership, this book focuses on the unique challenges that IT practitioners face. IT project managers may manage processes and technologies, but people must be led. The IT industry attracts people who think in logical, analytical types who have a propensity to place more emphasis on tasks and technology than on people. This has led to leadership challenges such as poor communication, poor relationship management, and poor stakeholder engagement. Critical IT projects and programs have failed because IT leaders neglect the people component of people, process, and technology. Communications skills are key to leadership. This book features an in-depth discussion of the communications cycle and emotional intelligence, providing geek leaders with tools to improve their understanding of others and to help others understand them. To transform a geek into a geek leader, this book also discusses self-leadership skills so geek leaders know how to lead others by leading themselves first. Followership and how to cultivate it among team members. How a geek leader's ability to navigate disparate social styles leads to greater credibility and influence. Integrating leadership into project management processes. The book concludes with a case study to show how to put leadership principles and practices into action and how an IT geek can transform into an effective IT geek leader.

New Advances in Information Systems and Technologies Álvaro Rocha, Ana Maria Correia, Hojjat Adeli, Luis Paulo Reis, Marcelo Mendonça Teixeira, 2016-03-15 This book contains a selection of articles from The 2016 World Conference on Information Systems and Technologies WorldCIST 16 held between the 22nd and 24th of March at Recife, Pernambuco, Brazil. WorldCIST is a global forum for researchers and practitioners to present and discuss recent results and innovations, current trends, professional experiences, and challenges of modern Information Systems and Technologies research together with their technological development and applications. The main topics covered are Information and Knowledge Management, Organizational Models and Information Systems, Software and Systems Modeling, Software Systems Architectures, Applications and Tools, Multimedia Systems and Applications, Computer Networks, Mobility and Pervasive Systems, Intelligent and Decision Support Systems, Big Data Analytics and Applications, Human-Computer Interaction, Health Informatics, Information Technologies in Education, Information Technologies in Radiocommunications.

Computer Support for Successful Project Management Ulhaus M. Samant, 2016-08-10 In the recent past, computer programs have been used extensively to manage construction projects. It has become almost mandatory for construction managers and civil engineering students to learn how to use computer software to manage projects using computer software. *Computer Support for Successful Project Management Using MS Project 2016*

with Construction Projects is a book intended to help construction management professionals and civil engineering students in using popular software MS Project. Although there are many books on MS Project, there are very few that cover the subject from the construction managers perspective. This book uses guided examples from the construction sector. Most of the relevant project management terminology, concepts, and key processes have also been discussed based on the standards of the Project Management Institute. This book will help construction project managers to easily relate with the projects they execute in their day to day life. The author has included advanced topics like earned value analysis and multiple project management. Readers will also learn how a tool like MS Project can be used for processes related to risk and quality in addition to meeting project objectives like scope, time, and cost. This book will help readers transform from a construction professional to a construction project manager.

This book delves into Microsoft Project 2015 Reference Guide. Microsoft Project 2015 Reference Guide is a vital topic that needs to be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Microsoft Project 2015 Reference Guide, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Microsoft Project 2015 Reference Guide
 - Chapter 2: Essential Elements of Microsoft Project 2015 Reference Guide
 - Chapter 3: Microsoft Project 2015 Reference Guide in Everyday Life
 - Chapter 4: Microsoft Project 2015 Reference Guide in Specific Contexts
 - Chapter 5: Conclusion
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