

## 1.2. General Planning and Scheduling concepts

A plan is a detailed action-oriented, experience and knowledge-based exercise which considers all elements of strategy, scope, cost, time, resources, quality and risk for the project.

### Planning

- It is a process of deciding what to do and how to do today for the future.
- It specifies a predetermined and committed future course of action, based on discussions and decisions made on the current knowledge and estimation of future trends.
- It aims at formulation of a time-based plan of action for coordinating various activities and resources to achieve specified objectives.

### Scheduling

- It means putting the plan on a calendar time scale.
- It is the science of using mathematical calculations and logic to generate time effective sequence of task considering any resource and cost constraints.

### Schedule

- It is part of the Plan which lists:
  - a project's milestones
  - tasks/activities, and deliverables, with start and finish dates.
- It is linked with resources, budgets and dependencies.

### General planning process:

- **Understanding the existing situation:** Analyse the economic, political, social situations & other environmental situations.
- **Forecasting:** what the future look like
- **Establishing objectives:** objectives specify the expected results & indicate the end points of what is to be done
- **Determining alternative courses of action**
- **Evaluating alternative courses of action:** Examining strong & weak points and weighing in light of premises & goals.
- **Selecting a course of action:** evaluation of alternative may show two or more actions are advisable and the manager may decide to follow several courses rather than the one best course.
- **Formulating derivative plans:** Derivative plans are almost invariably required to support the basic plan.
- **Numbering plans by budgeting**
- **Implementing the plan:** The manager must decide; who will do what? By what date will the tasks be initiated and completed? What resource (both human & material) will be available for the

# Microsoft Project 2013 Training Manual Dannon Biz Car

**Amy Kinser, Kristyn Jacobson**



## **Microsoft Project 2013 Training Manual Dannon Biz Car:**

**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

*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

**Your Office** Amy Kinser, Kristyn Jacobson, 2017 This two workshop book provides an overview of key project management topics and skills using Microsoft Project 2013 to give students hands on learning Real world problem solving for business and beyond The Your Office series prepares students to use both technical and soft skills in the real world Hands on technical content is woven into realistic business scenarios and focuses on using

Microsoft Office R as a decision making tool The series features a unique running business scenario that connects all of the cases together and exposes students to using Office to solve problems relating to business areas like finance and accounting production and operations sales and marketing Each chapter introduces a realistic business case for students to complete via hands on steps that are easily identified in blue shaded boxes Each blue box teaches a skill and comes complete with video and interactive support Chapters are grouped into Business Units which collectively illustrate a specific set of business concepts to achieve AACSB related outcomes Each Business Unit ends with a Capstone section testing students ability to apply concepts and skills beyond a single chapter Also available with MyITLab MyITLab R is an online homework and assessment program designed for Information Technology IT courses to engage students and improve results Live in Application Grader projects come with the convenience of auto grading and instant feedback helping students learn more quickly and effectively Digital badges lets students showcase their Microsoft Office or Computer Concepts competencies keeping them motivated and focused on their future careers MyITLab builds the critical skills needed for college and career success

*Project Management Using Microsoft Project 2013* Gus Cicala, 2013-08-27 This training and reference guide will provide an overview of Microsoft Project 2013 from a project manager s perspective It is also an excellent preparation guide for Microsoft Exam 74 343 Managing Projects with Microsoft Project 2013 Project Assistants has been providing Project Management Theory and Microsoft Project training material for our training courses since the release of Microsoft Project version 3 1993 Prior to the release of Microsoft Project 2013 we were surprised to find that there were no hands on training manuals available for Microsoft Project 2010 that also covered the enterprise features used in Microsoft Project Professional and Project Web Application This guide has been created to serve as that comprehensive reference and training guide assembling content and best practices honed over many years of Microsoft Project and general project management training 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 PMBOK and then demonstrate how to effectively leverage that value When used cover to cover this text serves as a comprehensive guide to running a project from initiation to closeout with guides along the way for how to use Microsoft Project The information in this book was selected based on our 20 years of project management and Microsoft Project consulting experience and covers Microsoft Project 2013 Standard Microsoft Project 2013 Professional Microsoft Project Server 2013 Microsoft Project Web Application 2013 PWA and Microsoft Project Online 2013 for Office 365

*Making Effective Business Decisions Using Microsoft Project* Tim Runcie, Mark Dochtermann, 2013 BA guide to Microsoft Project that focuses on developing a successful project management strategy across the organization to drive better decisions b iMaking Effective Business Decisions Using Microsoft Project i 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 ulliCovers work management using Microsoft Project at multiple levels within an organization liliFocuses on using Microsoft Project 2010 to integrate and support overall organizational strategies liliIncludes hundreds of graphics screen shots and annotations that make it the most accessible and usable guide available on the subject li ul iMaking Effective Business Decisions Using Microsoft Project it 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 Plain & Simple Ben**

Howard,2013-05-15 Get the full color visual guide that makes learning Microsoft Project 2013 plain and simple Follow the book s easy steps and screenshots and clear concise language to learn the simplest ways to effectively manage all your projects Here s WHAT you ll learn Develop a project plan and schedule resources Pull together your team and plan their assignments Understand dependencies and mitigate risks Stay on top of progress delays and costs Make adjustments and updates quickly Communicate with clear customized reports Here s HOW you ll learn it Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS exercises to apply what you learn right away

#### **Dynamic Scheduling with Microsoft Project 2013 Rodolfo**

Ambriz,Mario Landa,2014 Microsoft Project 2013 is a powerful software tool and like all tools it requires knowledge and skill to be used to its maximum potential This fully revised new edition provides users with everything they will need to more easily and effectively manage projects to a successful conclusion Designed for the busy practicing project manager Dynamic Scheduling With Microsoft Project 2013 will help you get up to speed quickly with the new and enhanced features of Project 2013 including Project Pro for Office 365 and enable you to create effective schedules using best practices tips tricks and step by step instruction Through the use of helpful screenshots hands on exercises illustrations and review questions this guide instructs you on how to build dynamic schedules that will allow you to explore what if scenarios and dramatically decrease the time you spend making static schedule changes A must read reread and use daily for all project managers is what PMI s Project Management Journal had to say about the previous edition This updated version is even better Key Features Fully aligned with the PMBOK Guide Fifth Edition The Practice Standard for Work Breakdown Structures Second Edition The Practice Standard for Scheduling Second Edition and The Practice Standard for Earned Value Management

Second Edition by the Project Management Institute Validated training material for the new Microsoft Certification Exam 74343 Managing Projects with Microsoft Project 2013 Captures the best practices and insights that have been gained from thousands of real life schedules and years of training project managers across all industries WAV offers downloadable exercise files a glossary of terms filters to check your own project an advance topics appendix and a solutions manual for college professors available from the Web Added Value Download Resource Center at [www.jrosspub.com](http://www.jrosspub.com) Managing Microsoft Project Online Rolly Perreaux, 2017-12-04 TRAINING FORMAT This training book is designed to work in either as a self study or within an instructor led classroom environment Detailed course syllabus can be found at our website <https://www.pmologistics.com> managing microsoft project online DESCRIPTION The goal of this training book is to provide students with the knowledge and skills necessary to effectively plan deploy and administer Microsoft Project Online TARGET AUDIENCE This training book is intended for Administrators Systems Engineers PMO Managers Project Managers Consultants and other people responsible for the deployment and management of a Microsoft Project and Portfolio Management PPM Solution using Project Online AT COMPLETION After completing this training book students will be able to Deploy Project Online Work with Office 365 Admin Center Configure and manage security Install and configure Project clients Configure and manage time and task management settings Create enterprise custom fields and lookup tables Configure and manage time and task management settings Customize project sites Import projects and resources Create and configure Project Online workflows Share Project Online with external users Work with troubleshooting tools How to create a custom Project Online Power BI Center PREREQUISITES Students should have a working knowledge of the following Internet web browser Microsoft Project Professional Basic project management concepts COURSE OUTLINE Module 1 Deploying Microsoft Project Online Lesson 1 Installing Microsoft Project Online Lesson 2 Working with Office 365 Admin Center Module 2 Managing Security Lesson 1 Overview of Project Online Security Lesson 2 SharePoint Security Permissions Lesson 3 Project Online Security Permissions Lesson 4 Creating Project Online Security Entities Module 3 Working with Microsoft Project Clients Lesson 1 Overview of Project Clients Lesson 2 Configuring Project Clients Lesson 3 Using Project Web App Module 4 Configuring Project Online Lesson 1 Configuring Time and Task Management Settings Lesson 2 Configuring Operational Policies Lesson 3 Importing Resources and Project Plans Module 5 Configuring Enterprise Data Settings Lesson 1 Configuring Enterprise Custom Fields Lesson 2 Configuring Enterprise Objects Module 6 Customizing Project Sites Lesson 1 Working with Project Online Workflows Lesson 2 Sharing Project Online with External Users Lesson 3 Managing Queue Jobs and Enterprise Objects Lesson 4 Troubleshooting Tools Module 7 Project Online Administration Lesson 1 Working with Project Online Workflows Lesson 2 Sharing Project Online with External Users Lesson 3 Managing Queue Jobs and Enterprise Objects Lesson 4 Troubleshooting Tools BONUS HANDS ON LAB How to Create a Custom Project Online Power BI Center Creating a Modern UI SharePoint Site Collection Signing Up for a Power BI Account Using the Power BI Project

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TRAINING FILES Course files can be downloaded at <https://tinyurl.com/PRS16MPO>      **Working Smarter with Microsoft Project** Staci Warne, 2024-11-29 Transform your project outcomes using practical project management techniques and expert tips with this exhaustive guide Key Features Take charge of your projects with optimized planning for schedules resources and costs Make smart decisions through data driven insights and real time progress tracking Leverage AI driven insights with Microsoft Project to streamline tasks and improve decision making for better results Purchase of the print or Kindle book includes a free PDF eBook Book Description Project management is filled with various challenges such as managing unforeseen risks balancing priorities and shifting project scopes which can lead to inefficiencies This definitive guide leverages the author's 25 years of industry experience to take you on a hands on journey to unlock your full potential with Microsoft Project This book helps you grasp the fundamental aspects of project creation before moving on to more advanced topics covering tracking maintenance and collaborative aspects for any project You'll find out how to track progress optimize schedules manage budgets and customize reports based on business requirements by using easy to follow instructions and illustrations The book taps into the author's extensive experience as a Microsoft Certified Trainer MCT and Project Management Professional PMP to provide you with invaluable insights into managing resource overallocations mastering advanced resource management techniques and seamlessly integrating Microsoft Project with other tools to boost productivity and achieve success with your projects By the end of this Microsoft Project book you'll be able to create professional project plans execute projects with confidence and consistently achieve your desired outcomes What you will learn Discover best practices for structuring projects and tasks efficiently Utilize techniques to build accurate schedules and resource plans Uncover efficient ways to track progress and make data driven decisions Implement various strategies to optimize your resource usage and costs Execute different methods for evaluating projects and managing risks Perform customized reporting for enhanced insights and decision making Integrate Microsoft Project with AI powered and other collaboration tools to enhance productivity and streamline teamwork Who this book is for This book is for project managers coordinators IT professionals business analysts entrepreneurs trainers instructors and students who want to plan and manage projects efficiently using Microsoft Project It's also ideal for trainers and project managers looking to train others in how to use Microsoft Project Basic familiarity with project management concepts will be helpful but it's not a prerequisite

*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 Features Deliver successful projects via improved collaboration visibility and teamwork using Microsoft Project Operations solutions Gain 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

**Planning and Control Using Microsoft Project 2013, 2016 Or 2019 & PMBOK Guide Sixth Edition** Paul E. Harris,2019-02-15 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 R 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

**Planning and Scheduling Using Microsoft® Project 2010** Paul E Harris,2013 The 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 A chapter is dedicated to the new functions and it outlines the differences from the earlier versions throughout the book Microsoft r Project 2010 is an extensive software update with many new functions and as a result this is a complete rewrite of the author s previous book It is designed to teach project management professionals how to use the software in a project environment 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 r Project 2010 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 Training organizations who require a training manual to run their own courses About

the Author Paul Harris holds an Honours Degree in Civil Engineering obtained in the UK and is a Certified Cost Engineer through AACE International a certified PRINCE2 practitioner and Approved PRINCE2 Trainer 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 with a strong focus on Microsoft and Primavera softw

**Project 2013 In Depth** Scott Daley,2013-03-18

Project 2013 In Depth is the beyond the basics beneath the surface guide for every serious Project 2013user who wants to get more done in less time Renowned Microsoft Project expert Scott Daleyprovides specific tested proven solutions to the problems experienced users run into every day challenges other books ignore or oversimplify Daley thoroughly explores all aspects of working with Project 2013 including planning scheduling resource assignments budgeting collaboration workload analysis progress reporting completion closure and much more He especially focuses on tools for efficiently performing complex project management tasks and on Project 2013 s most significant new improvements including its new cloud online and mobile options Like all In Depth books Project 2013 In Depth presents comprehensive coverage breakthrough techniques exclusive shortcuts quick access to information troubleshooting help for tough problems and real world examples with nothing glossed over or left out Combining learning reference and problem solving it s the only Project 2013 book you need

**Microsoft Project 2013 Step by Step** Carl S. Chatfield,Timothy D. Johnson,2013 Microsoft Project 2013 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

Dynamic Scheduling® With Microsoft® Project 2013 Rodolfo Ambriz,Mario Landa,2014-10-21

More than a how to book Dynamic Scheduling With Microsoft Project 2013 takes you on a journey from concepts through frameworks and processes and then unleashes the power of Project 2013 Easy to use the book lays out a solid foundation and the authors masterfully walk you through basic functionality and all the new bells and whistles Enjoy the ride Scott G Fass PMP Strategy Operations and PPM Executive Microsoft Project 2013 is a powerful software tool and like all tools it requires knowledge and skill to be used to its maximum potential This fully revised new edition provides users with everything they will need to more easily and effectively manage projects to a successful conclusion Designed for the busy practicing project manager Dynamic Scheduling With Microsoft Project 2013 will help you get up to speed quickly with the new and enhanced features of Project 2013 including Project Pro for Office 365 and enable you to create effective schedules using best practices tips tricks and step by step instruction Through the use of helpful screenshots hands on exercises illustrations and review questions this guide instructs you on how to build dynamic schedules that will allow you to explore what if scenarios and dramatically decrease the time you spend making static schedule changes A must read reread and use daily for all project managers is what PMI s Project Management Journal had to say about previous editions This updated version is even better

**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     **What's New Microsoft Project 2013** Dale A. Howard,Gary L. Chefetz,2013-04-21 Teach yourself how to use the new features in Microsoft Project 2013 by working the hands on lessons using the practice files from the book download Take command of the powerful new reporting features and explore the deep integration with SharePoint task lists and how to use Project 2013 with Office 365 This book applies to Project Pro 2013 obtained through an Office 365 subscription as well as both Project Professional 2013 and Project Standard 2013 The acclaimed learning authority Ultimate Study Guide Foundations Microsoft Project 2013 also includes content from this book     **Microsoft Project** ,1994

*Project Management Using Microsoft Project 2016* Gus Cicala,2017-03-26 This training and reference guide provides a comprehensive coverage of Project Management theory that is applied to the use of Microsoft Project 2016 from the project manager s perspective Our debut of Project Management Using Microsoft Project 2013 was well received by the project management community in over 25 countries It has been so successful that we decided to convert that work to our new version for Project Management Using Microsoft Project 2016 We have improved the hands on exercises with new features we have re captured the screen images in larger improved quality and higher resolution We have also added the new features in Microsoft Project 2016 especially the new Resource Engagement feature This text has been created to serve as a comprehensive reference and training guide that presents the main principles of project management theory which is then applied to the best practices of using Microsoft Project 2016 When used cover to cover this text serves as a comprehensive guide to running a project from definition and initiation thru execution and closeout accompanied with hands on guidance that shows how to effectively apply project management principles to the use of Microsoft Project The hands on exercises are delivered in appropriate detail that provide detailed step by step illustrations supported by actual Microsoft Project files that can be download from our training web page This is the same training material that we use to deliver all our Microsoft Project 2016 training for our clients Each chapter begins with a list of learning objectives and finishes with 25 50 questions that reinforce the learning that occurs throughout each chapter For academic audiences we provide the answer key for all

questions and supporting PowerPoint slides for instructors This training material and reference is also an excellent preparation guide for passing the Microsoft certification Exam 74 343 Managing Projects with Microsoft Project 2016 See Microsoft Exam 74 343 <https://www.microsoft.com/en-us/learning/exam-74-343.aspx> This guide has been created to serve as the most comprehensive reference and training guide available assembling content and best practices honed over our many years of Microsoft Project and general project management training 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 PMBOK and then demonstrate how to effectively leverage that value in the use of Microsoft Project 2016 The information in this book was selected based on Project Assistants 21 years of project management consulting Microsoft Project training and managing real projects with Microsoft Project with real clients in real project scenarios This book is one of a kind that covers Microsoft Project from the desktop all the way thru the enterprise capabilities including specific training for Microsoft Project 2016 Standard Microsoft Project 2016 Professional Microsoft Project Server 2016 Microsoft Project Web Application PWA Microsoft Project Online for Office 365

**Microsoft Project 2016 - Real World Scheduling**, 2017-12-31 Microsoft Project 2016 Real World Scheduling is called real world because the author wrote it drawing upon his 30 years of experience consulting with contractors to help them meet their construction scheduling software needs He knows how contractors use scheduling software what's important to them and what is not This manual has been tested and retested in both the classroom and the company training room It will guide you thru some of the quirks of MS Project 2016 as well as teach you how use the software the way contractors use it Other software manuals are often hundreds of pages long filled with dense text that wastes your time trying to cover every corner and nuance of the software ultimately leaving readers more confused than before they started This manual can easily be used with the MS Project 2013 and 2010 software Microsoft Project 2016 Real World Scheduling assumes that the reader has no previous exposure to the software and takes the reader through the process of creating a schedule covering the same features that a contractor would include on their typical schedule This includes creating and saving the schedule covering numerous formatting options to customize the look of the schedule working with calendars including 50% and 100% weather calendars then activity coding the schedule to organize the tasks using both Custom Task Groups and Summary Tasks Different views of the schedule are explored and from there the schedule is resource loaded and cost loaded including a real world analysis of an over allocation of resources The schedule is then Baselined and updated covering all possible update scenarios that may actually occur With this manual and a few hours of your time you will be ready to effectively use MS Project 2016 on a real project

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