

Herramientas informáticas en la gestión de proyectos

ANEXO 1

Manual Microsoft Project 2007

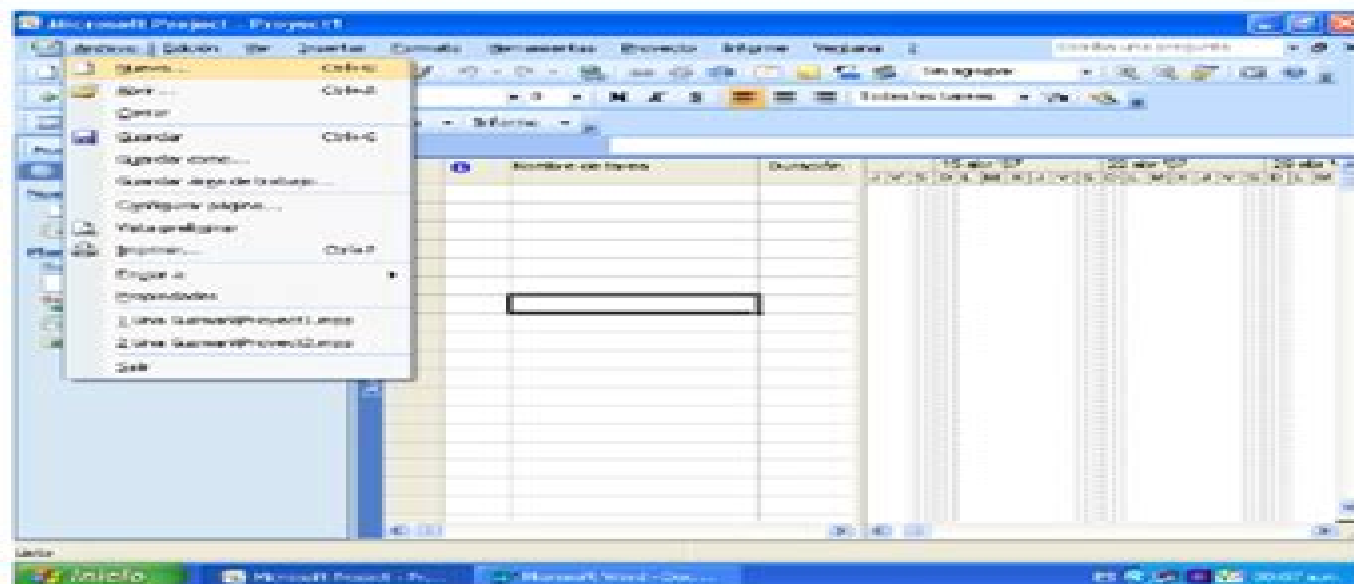
El presente manual de MS Project corresponde a la versión 2007, contiene la descripción de las funciones necesarias para lograr un manejo adecuado del programa. Paso a paso se irá describiendo cada función del programa y sus utilidades.

Es importante que el educando realice la simulación de las actividades que se presentan en el manual y posteriormente realice el ejercicio de práctica, que se presenta en el anexo 2.

CREAR UN ARCHIVO

Inicie el programa.

En el Menú Inicio haga clic en la opción Nuevo



- En el cuadro de diálogo que aparece en la parte izquierda de la pantalla seleccione si va a generar un nuevo proyecto o va a utilizar uno existente.

Manual De Project 2007

Constantine Stephanidis



Manual De Project 2007:

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

Microsoft Project 2007: The Missing Manual Bonnie Biafore, 2007-08-17 Schedules budgets communications resources Projects big and small include them all and Microsoft Project 2007 can help you control these variables not be controlled by them But Project is complex software and learning it is well a project in itself Get up to speed fast with Microsoft Project 2007 The Missing Manual Written by project management expert Bonnie Biafore this book teaches you how to do everything from setting budgets and tracking schedules to testing scenarios and recognizing trouble spots before your project breaks down Find out what s new in Project 2007 from previous versions and get help choosing the right edition whether it s Project Standard Project Professional or Enterprise Project Management Solution With Microsoft Project 2007 The Missing Manual you get more than a simple software how to You also get a rundown on project management basics and plenty of solid advice on how to use Project to Define your project and plan your approach Estimate your project set up a budget define tasks and break the work into manageable chunks Create a schedule define the sequence of work and learn the right way to use date constraints and deadlines Build a project team and assign resources to tasks who does what Refine the project to satisfy objectives by building reality into the schedule and learn to keep project costs under control Track progress and communicate with team members via reports information sharing and meetings that work Close out your project and take away valuable lessons for the future Microsoft Project 2007 is the flagship of all project management programs and this Missing Manual is the book that should have been in the box No project manager should be without it

Implantação De Um Escritório De Projetos Carlos Eduardo Machado Pires E Márcia Sabino Duarte, 2017-05-21 Este trabalho apresenta um estudo de caso para a implantação de um Escritório de Projetos na CAESB Companhia de Saneamento Ambiental do Distrito Federal empresa pública que fornece serviços de saneamento básico para a população do Distrito Federal Desta forma para realizar a implantação do Escritório de Projetos foram realizados estudos na metodologia de projetos do Project Management Institute PMI para que os processos preconizados pelo PMI pudessem ser adaptados realidade da empresa e principalmente da área de Tecnologia da Informação TI O trabalho de implantação do Escritório

rio de Projetos envolveu al m de estudos sobre a metodologia pesquisas sobre ferramentas de apoio ao gerenciamento de projetos de modo que ao se criar um processo de desenvolvimento adaptado s necessidades da CAESB uma ferramenta pudesse ser adotada possibilitando uma maior produtividade por parte da equipe do projeto e um maior controle para os gestores Ao final da implanta o percebe se que o objetivo inicial foi atingido uma vez que a metodologia de gerenciamento de projetos foi criada baseada na metodologia do PMBOK e adaptada necessidade da empresa e a ferramenta de apoio ao gerenciamento dos projetos adotada minimiza o impacto cultural e contribui para produtividade dos usu rios

Fonética y fonología descriptivas de la lengua española Juana Gil,Joaquim Llisterri,2024-10-01 Volume 1 of the most up to date and comprehensive description of the Spanish language s phonetic and phonological system Though there has been considerable research on Spanish phonetics and phonology until now there has been no in depth and complete descriptive reference work Fon tica y fonolog a descriptivas de la lengua espa ola volumes 1 and 2 is a comprehensive reference written in Spanish describing the phonetics and phonology of Spanish Edited by Juana Gil and Joaquim Llisterri and including contributions from an international group of scholars these books provide a comprehensive overview for understanding topics across Spanish phonetics and phonology making clear what further research is needed Together these two volumes offer a survey of Spanish descriptive phonetics and phonology Volume 1 focuses on the segmental consonant and vowel sound properties of phonetic units and phonic phenomena Each topic is examined from three angles its phonetic description its phonological analysis and the characterization of its variation The phonetic description is given from the perspectives of production acoustic analysis and perception The phonological analysis includes the different treatments to which a certain phenomenon has been subjected and considers the different theoretical perspectives that have been used to address it With state of the art information on all topics related to the sounds of Spanish Fon tica y fonolog a descriptivas de la lengua espa ola will be a valuable resource for researchers students and scholars of Spanish linguistics who wish to deepen their understanding of the phonetic and phonological characteristics of all the varieties of the Spanish language

Information Systems Development George Angelos Papadopoulos,Wita Wojtkowski,Gregory Wojtkowski,Stanislaw Wrycza,Jože Zupancic,2009-09-23 This volume constitutes the published proceedings of the 17th International Conference on Information Systems Development They present the latest and greatest concepts approaches and techniques of systems development a notoriously transitional field

Software Process and Product Measurement Reiner Dumke,2008-11-12 Annotation This book constitutes the thoroughly refereed post proceedings of the International Workshop on Software Measurement IWSM Mensura 2007 held in Palma de Mallorca Spain in November 2007 The 16 revised full papers presented were carefully reviewed and selected for inclusion in the book The papers deal with aspects of software measurement like function points measurement effort and cost estimates prediction industrial experiences in software measurement planning and implementing measurement measurement based software process improvement best practices in software measurement usability and user interaction measurement

measurement of open source projects teaching and learning software measurement as well as new trends and ontologies for software measurement

Energy Law in Brazil Yanko Marcus de Alencar Xavier, 2015-03-05 This book describes the energy law situation in Brazil It focuses on three specific energy sectors oil natural gas and biofuel The decision to concentrate on these areas takes into account the role that these energy sectors play in the economic political and legal systems in Brazil as well as the fact that they are the primary subjects of current discussions surrounding economic regulation in the country The book composed of thematic chapters authored by specialized legal researchers analyzes the different aspects of the oil gas and biofuels industry starting with an introduction and technical points and followed by a discussion of the legal issues It also considers the different legal areas used to examine the aforementioned energy sectors such as regulatory law environmental law tax law international law among others The book will serve as a valuable guide for researchers interested in understanding Brazilian energy law and at the same it time presents the state of the art of studies carried out in Brazil

The Universal Access Handbook Constantine Stephanidis, 2009-06-11 In recent years the field of Universal Access has made significant progress in consolidating theoretical approaches scientific methods and technologies as well as in exploring new application domains Increasingly professionals in this rapidly maturing area require a comprehensive and multidisciplinary resource that addresses current principles

Handbook of Research on Project Management Strategies and Tools for Organizational Success Moreno-Monsalve, Nelson Antonio, Diez-Silva, H. Mauricio, Diaz-Piraquive, Flor Nancy, Perez-Urbe, Rafael Ignacio, 2020-01-17 Project management tools can be used as an alternative to improve and strengthen a company's position in the market However the management of projects has been in constant transformation Elements such as time cost and scope on which it is based have been complemented with other trends such as the project team change management knowledge management good negotiation practices management of stakeholders sustainability etc In order to improve the competitiveness of their company and increase earned value managers must remain up to date on these latest transformations and best practices The Handbook of Research on Project Management Strategies and Tools for Organizational Success is a pivotal reference source that analyzes and disseminates new trends that will allow managers to improve their skills and strengthen the performance of their companies through obtaining better results in the projects undertaken While highlighting topics such as market growth risk management and value creation this book is ideally designed for project managers managers business professionals entrepreneurs academicians researchers and students seeking current research on improving the competitiveness of companies as well as increasing their earned value

Handbook of Research on Effective Project Management through the Integration of Knowledge and Innovation Jamil, George Leal, Lopes, Sérgio Maravilhas, Malheiro da Silva, Armando, Ribeiro, Fernanda, 2015-01-31 The field of project management experiences conceptual technological and decision issues when projects are created implemented and executed without the needed strategic connection It is important to improve the

connection between knowledge management and project management practices The Handbook of Research on Effective Project Management through the Integration of Knowledge and Innovation bridges the gap between knowledge management and project management practices by providing both classical and modern views on their relationship Discussing principles practices methods and real case studies this book describes the importance of aligning projects with a knowledge based strategic plan to the benefit of practitioners professionals scholars and researchers in the fields of management and information science

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