

BOOK INFORMATION SHEET

TITLE & SUBTITLE

99 Tricks and Traps for
Microsoft® Office Project
Including Microsoft® Project 2000 to 2007

DATE OF PUBLICATION

June 2007

NAME OF AUTHOR

Paul E Harris

ISBN

978-1-921059-19-3

BINDING & FORMAT

Paperback

DIMENSIONS

200 x 130 x 7mm

BOOK STATISTICS

108 pages, 17,000 words and
97 B&W computer screen shots.

SHORT DESCRIPTION ON FRONT COVER

The casual users "Survival Guide"! Written for people who understand the basics and want a brief text to demonstrate some of the less intuitive functions. Quickly gets down to the issues that many people grapple with when trying to use some of the more advanced features of the software and enlightens readers on the traps that some users fall into and how to avoid them. Demonstrates how the software ticks and explains some tricks that may be used to become more productive with the software and generate better schedules.

READERSHIP

The book is aimed at Project Management Professionals who are casual or new users and understand the software basics but require a short and snappy guide to the less intuitive but essential functions of the software. It is the sort of book that may be read without a computer on the bus, train or plane.

SHORT DESCRIPTION OF SUBJECT MATTER

This book is suitable for people who understand the basics of Microsoft® Project but want a short guide to give them insight into the less intuitive features of the software. It is packed with screen shots, constructive tips and is written in plain English. The book is based on the Microsoft® Project 2007 but may be used with Microsoft® Project 2000, 2002 or 2003 as the book points out the differences where appropriate.

BACKGROUND ON BOOK

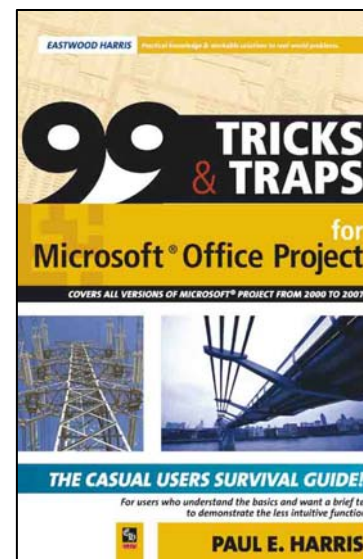
The book picks out many of the key aspects from the author's exiting books and adds a substantial amount of new and original text to produce a pocket guide that omits describing the intuitive and obvious functions and concentrates on the issues that many users get stuck on or find hard to understand.

ABOUT THE AUTHOR

Paul Harris is the founder and director of Eastwood Harris Pty Ltd, a Melbourne Australia consulting firm that serves project management professionals, engineers and large organizations around the world. Eastwood Harris offers high level consulting and training on project management and controls. Harris is the author of more than a dozen books on project management software and is a Certified Cost Engineer, a certified PRINCE2 Practitioner, and a member of the Project Management Institute (PMI). Visit his web site at <http://www.eh.com.au>.

AUTHOR'S COMMENT

As a project controls consultant I have used a number of planning and scheduling software packages for the management of a range of project types and sizes. The first books I published were user guides/training manuals for Primavera SureTrak®, P3 and® Microsoft Project users. These were well received by professional project managers and schedulers but I felt there was a need for a short snappy Microsoft Project guide. One that could be read on the bus, train or plane and would assist experienced project team members who was a casual users but don't have time to flick backwards and forwards through thick manuals to find out what's going on.



99 Tricks and Traps for Microsoft® Office Project Including Microsoft® Project 2000 to 2007

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BOOK REVIEWS

Larry Aaron CCE, AVS, President, T&M Concepts, Las Vegas, NV,
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99 Tricks and Traps for Microsoft Project is a Must Have book for all Microsoft Project users.

"Tips, Tricks, and Traps Books" are generally published to (1) prevent users from making catastrophic mistakes and (2) help users work more efficiently and effectively with software. Paul Harris has achieved that objective. From his first tip on "How the DELETE key removes data without warning", to "How to Use Calendars, Options Settings, Toolbars, and Constraints", to a boat-load of tips on "Updating/Statusing", Harris methodically, precisely, and clearly explains how to best use MS-Project and benefit from the experience.

It's also easy to find your reference topic through the excellent index to the 9 chapters of detailed knowledge. A bonus is that this one book addresses all of the most commonly used versions of MSP: 2000, 2002, 2003 and 2007.

As a user and a teacher of Microsoft Project, I found this book to be invaluable. I hope Harris follows up with similar publications for users of SureTrak, P3, and P5/P6.

Bruce McNaughton, Director, Customer Driven Solutions Limited,
<http://www.process-aide.com> or <http://www.processassets.com>

Over the many years of managing projects, I have developed a deep respect for the power of Microsoft Project. As with any Microsoft Product, to get the maximum benefits from the product, understanding every click is critical and the effects on the overall project. Though it is relatively easy to use MS Project to draw pictures, to track resource usage and cost requires higher levels of understanding. Paul Harris, a MS Project guru and author of *99 Tricks and Traps for MS Project*, has pulled together information needed to move up a notch in understanding and using MS Project. This guide takes the mystery out of critical MS Project Features. I recommend this new book for those wanting to move beyond the basics of MS Project.

Martin Vaughan, Core Consulting Group, Melbourne, Australia,
www.coreconsulting.com.au

Love it or hate it, Microsoft Project is without doubt the most successful Project Management software tool on the market. Most large corporates have adopted Microsoft Project as part of their Standard Operating Environment or as an extension to their Standard Operating Environment. Most of Microsoft's competitors in the Project Management market, including the Enterprise space, have acknowledged this fact by ensuring their own products can send and receive data files to and from Microsoft Project. There is a basic expectation amongst employers that Project Managers are proficient in using Microsoft Project.

Microsoft Project has been designed to cater to the novice, the expert and anywhere in between, for any length project, using any methodology and for any industry. It caters to those wanting just simple time schedules, those wanting to resource model, those wanting to develop sophisticated cost models, those wishing to track progress, those wishing to conduct Earned Value Analysis and those wanting custom presentations. In fact Microsoft Project is so flexible that it allows people to use it without discipline and hence it allows poor quality schedules too. People forget, Microsoft Project is just a tool and like any tool we need to learn how to use it.

Like many tools Microsoft Project can be improved through innovation. We can use the tool in not so obvious ways or by enhancing it with our own templates and filters to create a much more efficient and consistent planning and reporting approach, ideal for organisations wishing to move to more standardised and managed approaches. This book provides an insight into that journey as well as providing a method for collaboration through sharing data with other applications and other people.

We can get fantastic results from Microsoft Project through the combination of some training, an understanding of how the tool behaves and through ongoing use. Even after 15 years using the tool we can still find new ways of doing things. Paul Harris has presented in this, and his other books, a short cut for you to expand your knowledge. Paul and others have spent many an hour researching how the tool behaves and then presented here an explanation and recommendations on the tool's use. It should guarantee a saving for you of many hours and a lot of heartache as you bypass most of the painful experiences we had when learning how the tool behaves. It is a survival guide, a collection of thoughts and ideas to help you become a better Project Manager.