**BOOK INFORMATION SHEET**

**TITLE & SUBTITLE**  
99 Tricks and Traps for Microsoft® Office Project Including Microsoft® Project 2000 to 2007

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**NAME OF AUTHOR**  
Paul E Harris

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**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.
1 IMPORTANT THINGS
  1.1 The "Delete" Key
  1.2 Typing a Date or Dragging a Task Sets a Constraint!
  1.3 Indicators Column
  1.4 Why Are Tasks Scheduled before the Predecessors?
    1.4.1 Actual Start Date
    1.4.2 Tasks Will Always Honor Their Constraint Dates
  1.5 The Logic Keeps Changing!
  1.6 Why Do New Tasks Have an Early Start Constraint?
  1.7 Recommended Schedule Options

2 CALENDAR SURVIVAL GUIDE
  2.1 Role of the Project Calendar
  2.2 Guidelines for Creating Calendars
  2.3 Display of Duration in Days
  2.4 How to Assign Task Calendars
  2.5 Other Things Task Calendars Affect
    2.5.1 Float
    2.5.2 Lags
  2.6 Resource Calendars
  2.7 Which Calendar is the Task Using?
  2.8 Default Start and End Time
  2.9 Finish Variance Calculation

3 TRICKY STUFF
  3.1 Task Splitting
    3.1.1 What is Splitting?
    3.1.2 Splitting a Task Manually
    3.1.3 Splitting In-progress Tasks
    3.1.4 Hiding a Bar Split
    3.1.5 Removing a Bar Split
  3.2 Deadline Date
  3.3 Negative and Free Float Bars
  3.4 As Late As Possible Constraint

4 INTERESTING FEATURES
  4.1 Wildcard Filters for Text Searching
  4.2 Interactive Filters
  4.3 Selecting Dates
  4.4 Understanding Start and Finish Milestones
  4.5 Converting a Finish Milestone into a Start Milestone
  4.6 Elapsed Durations, Leads and Lags
    4.6.1 Elapsed Durations
    4.6.2 Float on Tasks with Elapsed Durations
    4.6.3 Elapsed Leads and Lags
  4.7 Establishing Two Relationships between Two Tasks
    4.7.1 % Lags
    4.7.2 Task Drivers
  4.8 Selecting Dates
  4.9 Tracing the Logic of a Schedule
  4.10 Creating a Hammock or LEO Task

5 MAKING IT LOOK RIGHT
  5.1 Date Format Dangers
  5.2 Preventing the Date Format from Changing on Other Computers
  5.3 The Smart Way to Create Views
  5.4 Bar Formatting
    5.4.1 Bar Date Format
    5.4.2 Bar Heights
    5.4.3 Always Roll Up Gantt Bars
    5.4.4 Round Bars to Whole Days
  5.5 Bar Text
  5.6 Format Colors
  5.7 Displaying an S-Curve
  5.8 Displaying Cumulative Histogram
  5.9 Displaying a Project Summary Task

6 GETTING IT OUT - PRINTING
  6.1 Printing to One Page Wide
  6.2 Printing a Date Range
  6.3 Printing a Gantt Chart and Resource Graph or Usage Table on One Page

7 RESOURCE BASICS
  7.1 How Many Resources Should I Have?
  7.2 The Balance Between the Number of Activities and Resources

8 UPDATING ESSENTIALS
  8.1 Baselines and Updating a Project
  8.2 Which Baseline Should Be Used?
  8.3 In-progress Task Finish Date Calculation
  8.4 Current Date and Status Date
  8.5 Auto Statusing Using Update Project
  8.6 Moving Incomplete Work into the Future by Splitting

9 OTHER THINGS OF INTEREST
  9.1 Standardizing Projects
  9.2 Global.mpt
  9.3 Templates
  9.4 Copying Views, Tables and Filters
  9.5 Right-Clicking with the Mouse
  9.6 Always Displaying Full Menus
  9.7 Dynamically Linking Cells
  9.8 How Does Negative Float Calculate for Summary Activities?

9.9 Float and Constraints
  9.10 Using Custom Fields
  9.11 Custom Columns Formulas and Drop-Down List
  9.12 Custom Outline Codes
  9.12.1 Define a Custom Outline Code Structure
  9.12.2 Assigning the Custom Codes
  9.12.3 Grouping with Custom Data
  9.13 Exporting to Excel
  9.14 Turning Off Getting Started and Project Guide
  9.15 Do I Have All the Scope?
  9.15.1 Stakeholder Analysis
  9.15.2 Risk Analysis
  9.16 Preparing for Dispute Resolution
  9.16.1 Keeping Electronic Copies of Each Update
  9.16.2 Clearly Record the Effect of Each Change
BOOK REVIEWS

Larry Aaron CCE, AVS, President, T&M Concepts, Las Vegas, NV,
www.TandMConcepts.com

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:

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.