

BOOK INFORMATION SHEET

TITLE & SUBTITLE

**Planning and Control Using Microsoft®
Project 2013, 2016 or 2019
& PMBOK® Guide Sixth Edition**

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NAME OF AUTHOR

Paul E Harris

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SHORT DESCRIPTION ON FRONT COVER

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.

SHORT DESCRIPTION OF SUBJECT MATTER

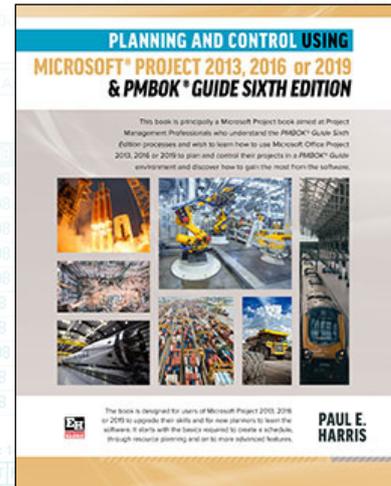
The book is designed for users Microsoft Project 2013, 2016 or 2019 to upgrade their skills and for new planners to learn the software. It starts with the basics required to create a schedule, through resource planning and on to more advanced features. There is also a new chapter which introduces the 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.

BACKGROUND ON BOOK

Primarily a Microsoft Project book, it has been written for people learning to use Microsoft Project in a project environment applying the *PMBOK® 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:

1. Explaining which *PMBOK® Guide* processes the software will support and which it will not support.
2. Concentrating on the core functions required to plan a project.
3. Presents workable solutions to real day to day planning and scheduling problems and contains practical advice on how to set up the software.
4. Explains some of the important differences between Microsoft Project and other scheduling software.
5. Explains some of the more difficult calculations often omitted in other books.
6. 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.
7. It has a new chapter introducing Microsoft Project Server.



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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, 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, Asta Powerproject and Primavera software.

CUSTOMIZATION FOR TRAINING COURSES Training organizations or companies who wish to conduct their own training may have the book tailored to suit their requirements. This may be achieved by removing, reordering or adding content to the book, ordering the book as a spiral bound book and by writing their own exercises. Please contact the author to discuss this service.

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, so I decided to turn my attention to developing books that demonstrated how the software is used with project management methodologies such as PRINCE2™ and the *PMBOK® Guide*. This book follows the same layout as my earlier books. I trust this book will assist you in understanding how to use Microsoft Project on your projects that are following the *PMBOK® Guide* processes.

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BOOK REVIEWS

Project Management tools and standards keep evolving, so it is great to see the Paul Harris books are also evolving. Paul has been writing these excellent references for some time now, but the quality and depth of content just keeps getting better and better. There is plenty of information out there in the internet relating to *PMBOK®* and MS Project, but none as comprehensive and in depth as this book. Covering the *PMBOK®* process steps relating to scheduling, it explains both the how and the why when it comes to MS Project. Sure you can self-teach, sure you can trawl the internet discussion forums. The smart investment of time and effort is in one of Paul's books. They meet the needs of the novice, right through to the advanced user helping people plan, update and report consistently. The book is a guide, it is a reference, it is a self-paced training course, it is so much more.

Martin Vaughan

Director

Core Consulting Group

Melbourne, AU

www.coreconsulting.com.au

An accurate and maintainable project plan is critical for project success. Paul Harris has created a book that not only introduces a very powerful Project Management tool, Microsoft Project 2013, and he also provides *PMBOK® Guide* process context and the steps to ensure that a plan is created that is accurate and maintainable! In addition, Paul has provided a single example project that is developed through a series of workshops in the context of the *PMBOK® Guide* processes. Each workshop includes a set of correct answers and screen shots to confirm the correct use and understanding of the way Microsoft Project helps project managers manage their planning data. The screen shots are carefully crafted to communicate each step of the way supported by text that is clear and written for the project manager in their language.

Bruce McNaughton

Director, Customer Driven Solutions Limited

<http://www.process-aide.com>