

## BOOK INFORMATION SHEET

<b>TITLE</b>	<b>Planning and Control Using Microsoft Project 365</b>
<b>SUB TITLE</b>	<b>Including Microsoft Project 2013, 2016 and 2019</b>
<b>PUBLICATION DATE</b>	1 December 2020
<b>NAME OF AUTHOR</b>	Paul E Harris
<b>ISBNs</b>	ISBN 9781925185768- Letter – Paperback ISBN 9781925185775- eBook
<b>SUPERSEDES</b>	None
<b>NO PAGES &amp; WORDS</b>	408 pages and 98,400 words
<b>ILLUSTRATIONS</b>	675 (approx.) black & white computer screen shots



**SHORT DESCRIPTION AND FRONT COVER TEXT**

This book is aimed at showing project management professionals how to use the software in a project environment. It designed for users of earlier versions to upgrade their skills and for new planners to learn how to use the software. It starts with the basics required to create a schedule, then setting a baseline and updating a schedule. It then covers resource planning and some of the more advanced features.

**BACKGROUND ON BOOK**

Microsoft® Project 365 is a subscription version of Microsoft® Project 2019 Professional and therefore this book covers versions 2013, 2016 and 2019. This book is similar to other books written by the author but has been tailored for Microsoft Project 365.

All scheduling software is difficult to learn for a number of reasons. None have the optimal settings when installed and templates, views and default options need to be adjusted to obtain the best possible performance. Usually the Help files do not connect the user to real life situations and do not explain the practical use of functions. Furthermore, there are many flicks and switches with obscure names that are difficult to understand or decide what they do or which are important. These issues make learning the software very difficult without a comprehensive guide written by an experienced user. Investing in a book written by Paul E Harris will address all these issues and allow you to setup the software properly and understand all the obscure functions letting you become productive more quickly and enhance your career opportunities and salary with a solid understanding of the software.

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® Project 365 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.

**READERSHIP**

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 defense 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.

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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 AACE International, a certified PRINCE2™ 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 with a strong focus on Microsoft 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 and by writing their own exercises. These books are registered with the Project Management Institute and PMI Registered Education Providers may award Professional Development Units when presenting courses using this material and a PowerPoint slide show is available for this course. 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 planning and control of a range of project types and sizes. I have written and published books for Primavera SureTrak®, Primavera P3®, Primavera Project Manager® P6 and Microsoft® Project. This book follows a similar layout to my previous books, but with the more advanced material moved to a new section towards at the back of the book. I trust this resource will assist you in understanding how to use Microsoft® Project on your projects.

### **SAMPLE POWERPOINT SLIDE SHOWS AND BOOKS**

Sample instructor PowerPoint slide shows and sample books may be downloaded from the Eastwood Harris Pty Ltd web site at [www.eh.com.au](http://www.eh.com.au).

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### **BOOK REVIEWS**

While there is a heap of information and opinions out there relating to MS Project, there are few sources of knowledge at the depth we need to use the tool properly. An incredibly flexible tool, MS Project caters to the novice right through to the advanced user. As people's level of skill and scheduling maturity grows, so too does their needs and expectations of the tool.

Paul has brought us an excellent reference, building on his 20 years experience using this and other scheduling tools. With changes made in MS Project and the popularity and function of MS Project Server growing, the need to schedule, update and report consistently becomes so much more important. This book is a guide; it is a reference and so much more.

**Martin Vaughan**

**Director**

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The professional project controls people that are "in the know" have long been using Paul's manuals to help decipher the deceptively tricky options that the various vendors of project scheduling software produce. Once again Paul helps us to navigate through the sometimes complex settings within Microsoft's ubiquitous project scheduling tool by explaining in simple terms how each option works, often along with recommended options and settings that have been developed after years of using the tool in real world projects.

Paul provides a simplified approach to the use of the tool that takes much of the mystique out and allows the user to produce a realistic schedule in a short timeframe that can provide real management information rather than just providing a pretty picture.

Those of you that think that using MS Project is an easy job that requires no additional training may quickly change their minds after reading through Paul's book, and discovering that there are quite a few features that sometimes make the tool produce results that just don't seem to make sense.

Paul is a project controls specialist first and an author second, this approach carries through in all his book's and also in his approach to planning and scheduling. If you are interested in using MS Project 2013 to develop a realistic project schedule that is aligned to the project scope that provides an accurate and realistic depiction of the project timeline that is also able to be updated correctly then this is the book for you.

**Michael Jack PMP**

**Independent Project Controls Consultant**

**Managing Director**

**Nietzsche Pty Ltd**