

BOOK INFORMATION SHEET

TITLE & SUBTITLE

Planning and Control Using Microsoft® Office Project and PMBOK® Guide Fourth Edition
Updated for Microsoft Office Project 2007

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NAME OF AUTHOR Paul E Harris

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390 B&W computer screen shots

SHORT DESCRIPTION ON FRONT COVER

This book is principally a Microsoft Project book aimed at Project Management Professionals who understand the *PMBOK® Guide* Fourth Edition processes and wish to learn how to use Microsoft Office Project to plan and control their projects in a *PMBOK® Guide* environment, and discover how to gain the most from the software.

READERSHIP

This book is may be used for learning Microsoft Project in an environment utilizing the *PMBOK® Guide* processes and may be used as a self teach book, or a user guide, or for a two-day training course.

SHORT DESCRIPTION OF SUBJECT MATTER

A Microsoft Project user guide and training manual written for Project Management Professionals following the *PMBOK® Guide* Fourth 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. 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.

BACKGROUND ON BOOK

This book is an update of the author's previous book on Microsoft Project and the *PMBOK® Guide* Third Edition It is primarily a Microsoft Project book and was written for people learning to use Microsoft Project in a project environment applying the *PMBOK® Guide* Fourth 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:

- Explaining which *PMBOK® Guide* processes the software will support and which it will not support.
- Concentrating on the core functions required to plan a project.
- Presents workable solutions to real day to day planning and scheduling problems and contains practical advice on how to set up the software and import data.
- Each subject is covered in one chapter and the reader does not have to flick backwards and forwards through the book to read about a subject.
- Explains some of the important difference between Microsoft Project and other scheduling software.
- Explains some of the more difficult calculations often omitted in other books.
- 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.
- It has a chapter dedicated to the new functions available in Microsoft Project 2007.



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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, an Approved PRINCE2 Trainer 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 world wide with a strong focus on Microsoft Project 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 bookst. I trust this book will assist you in understanding how to use Microsoft Project on your projects that are following the *PMBOK® Guide* processes.

TABLE OF CONTENTS	1	Introduction
	2	Creating a Project Schedule
	3	Creating Projects and Setting up the Software
	4	Navigating Around the Screen
	5	Defining Calendars
	6	Adding Tasks
	7	Organizing Tasks Using Outlining
	8	Formatting the Display
	9	Adding Task Dependencies
	10	Network Diagram View
	11	Constraints
	12	Filters
	13	Tables, Grouping Tasks, Outline Codes and WBS
	14	Views, Tables and Details
	15	Printing and Reports
	16	Tracking Progress
	17	Options
	18	Creating Resources
	19	Assigning Resources and Costs to Tasks
	20	Resource Histograms, Tables, S-Curves & Leveling
	21	Statusing Projects with Resources
	22	Tools and Techniques for Scheduling
	23	What Is New In Microsoft Project
	24	Items Not Covered in This Book
	25	Appendix 1 – Screens Used To Create Views
	26	Index

BOOK REVIEWS

This book is useful for students and teachers in the classroom, and by project management and scheduling practitioners, both new and experienced. It is a rewrite of Harris' recent book, "Planning and Scheduling Using Microsoft® Project 2007." This new book addresses the latest features and carry-over functions of Microsoft's latest release to the project management public with a PMI/*PMBOK® Guide* spin. Sustaining his clear and concise manner of writing, Harris explains the basic and intermediate functions, both new and carry-over, of using Microsoft® Project. The book covers most available functions and features, and adds complexity gradually and palatably as the users work their way through the book's 24 detailed chapters of content and reference information. Like the MS Project 2003, 2002, and 2000 books, Harris takes some pretty complicated topics like "how duration, work, resources, and units trade-off with each other" and makes it seem like anybody can learn to use the software. Harris' books continue to be functionally organized, not by menu item. So, if you are using the book as a reference manual or help guide, it's easy to find a particular topic since you don't have to know which menu the function is called up from—you just need to know the subject that you are looking for. The detailed index at the back is thorough and handy. Harris also provides a list of menus and related submenus at the beginning of most chapters for people who cannot remember how to find or use a particular function. Paul Harris has succeeded in explaining how to plan, schedule and track projects using Microsoft® Project 2007 within the practices prescribed by PMI's *PMBOK® Guide*. I recommend reading and using it.

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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 2007, and he also provides *PMBOK® Guide* process context and the steps to ensure that a plan is created that is accurate and maintainable!! The guidance in the book stresses the importance of setting up Microsoft® Project first before entering a plan by explaining how some of the subtle and critical settings influence the use of the product. 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. I highly recommend the basis for learning Microsoft Project in a workshop training or individual study environment.

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