

BOOK INFORMATION SHEET

TITLE & SUBTITLE

99 Tricks and Traps for Microsoft Project 2013, 2016 & 2019

DATE OF PUBLICATION

31 January 2019

NAME OF AUTHOR

Paul E Harris

FORMAT & ISBN

Paperback 978-1-925185-65-2

eBook 978-1-925185-66-9

DIMENSIONS

Paperback 216 x 140 x 7mm

BOOK STATISTICS

136 pages, 22,750 words and 120 B&W computer screen shots.

REPLACES

978-1-925185-33-1 - Paperback

978-1-925185-01-0 - eBook

FRONT COVER SHORT DESCRIPTION

The casual user's survival guide! For users who understand the basics and want a brief text to demonstrate the less intuitive functions.

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. 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 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. It demonstrates how the software ticks and explains some tricks that may be used to become more productive with the software and generate better schedules.

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 2013, 2016 and 2019 but may be used with earlier versions of Microsoft Project as this 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 user but don't have time to flick backwards and forwards through thick manuals to find out what's going on.



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BOOK REVIEWS

**Martin Vaughan,
Director
Core Consulting Group, Melbourne, Australia,**

“Tricks and Traps” is a great title, it really sums up what this book is about. For professional planners, we need to be aware of how the tool behaves and ensure that the outputs of the planning & scheduling process are what we expect. Microsoft Project is an extremely capable tool, but in the quest to make the tool easier to use and more capable, the designers have programmed in a number of traps for the unwary. For people new to scheduling, for those transitioning from other tools, they need to understand the behaviour and limitations of the tool. More importantly, with the knowledge gained from Paul, they can apply his tips and tricks as well as avoid the traps and complexity.”

**Jesica Paula Yabo
Senior Technical Translator
Enterprise Project Controls Pty Ltd**

A must read that will educate users in those areas that no other user manual talks about. Very easy to understand and follow thanks to visual examples of the explained features.

This book reveals the unimaginable in-built traps that will trick even the more experienced users. Several settings are required to get Microsoft Project to behave in a reasonable and expected manner due to the fact that a lot of hidden functionality often change the outcome, much to the frustration of the user.

**Michael Jack PMP
Independent Project Controls Consultant
Managing Director
Nietzsche Pty Ltd**

Paul's latest version of Microsoft Project Tips and Tricks has added to his already substantial library of project controls manuals that novice and experts have come to rely upon over the years to take the mystery out of the sometimes very tricky options within Microsoft's ubiquitous software.

Paul's encyclopaedic knowledge of how the software really works, from a practical standpoint has allowed him to distil the most critical features into this concise guide.

The manual takes the guesswork out of using the sometime counter intuitive features and breaks them down into easy to understand steps that are able to be easily found and applied.

If you don't have a lot of time and want a quick reference guide to getting up and running in a safe and precise manner, allowing you to get the right answer the first time, then this is the book for you.