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Managing Projects With Microsoft Project 98

After attending this course you will be able to efficiently use all of the components of Microsoft's Enterprise Project Management system (Microsoft Project Professional, Microsoft Project Server, Project Web App (PWA), Microsoft SharePoint, and Microsoft Outlook) to plan, manage and communicate status about the schedule, spending plan, and staffing plan for projects in any for-profit or non ...

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Extend your opportunities for success with Microsoft Project. Learn how Microsoft Project—with use cases across a range of industries and roles, seamless integration with Microsoft 365 and Microsoft Teams, and access to powerful partner tools and services—can grow your business.

Managing single or multiple projects is tough enough. Why compound your troubles by tackling the learning curve of a new software program at the same time? Instead, turn to Microsoft Project 98 For Dummies and let author Martin Doucette save you the headaches and hassles of mastering Microsoft Project 98 by yourself. Starting at the very beginning -- What's a project? -- Doucette takes you step-by-step through the powerful features and built-in planning, productivity, and tracking capabilities that make Microsoft Project 98 a must-have for project managers of all stripes and skill levels. In no time, you'll be building your own project schedules to meet deadlines and budgets, using Gantt charts to communicate your ideas visually, and adding pictures, sound files, or movies to your project pages. Sample project files from Microsoft Project 98 For Dummies are included on a special CD-ROM that also features project management software from the Project Management Institute and a trial version of the hot brainstorming software, Project KickStart.

Managing Projects with Microsoft® Project 98 For Windows— Gwen Lowery and Rob Ferrara Get the Most out of Your Projects with the Most Successful Project Management Strategies and the World's #1 Project Management Software. Now in a totally revised and updated

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edition of the bestselling classic written for first-time project leaders and experienced business professionals alike, *Managing Projects With Microsoft Project 98* offers a masterful combination: a series of success-proven project management strategies in all phases of the process plus an insider's guide to the most powerful and versatile project management software on the market today. It's a world-class projects tutor and a think-of-everything assistant all in one! Microsoft Project 98 marks a quantum leap forward for this acclaimed software tool. Lowery and Ferrara's remarkable guide goes stride for stride with the new program, incorporating coverage of dozens of new features and enhancements for: *Creating and Tracking Projects* – explore Microsoft Project 98's new method of calculating task durations and schedules plus its new task scheduling, linking, and tracking features. *Managing Resources and Costs Efficiently* – the program offers a number of new ways to help you manage money and time, including Task Splitting, Resource Contouring, Multiple and Variable Resource Rates, Resource and Task Usage Views, User-Entered Actual Costs, and more. *Enriching Plans Via the Internet* – launch your project into cyberspace with the new Web Toolbar, plus options for publishing your plan on the Web and linking Web documents into the plan. *Sharing Project Information* – put the program's easier-than-ever importing and exporting, workgroup set-up, and Intranet support features to work. *Working Faster and Smarter* – new data entry features, auto filters, view displays, graphics inserts, and "Indicator" icon prompts, plus new printing options, make the job go quicker and smoother. *Managing Projects with Microsoft Project 98* features a complete new chapter on established electronically-linked workgroups on and off the Web.

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Exploit the power of Microsoft Project 98 to cut costs, get more done with fewer team members, and build a track record of timeliness and reliability. From resource-driven scheduling to chart formatting--no matter what you want out of Microsoft Project, this book will help you get it done.

Whether you're a seasoned project manager or an armchair planner, Microsoft Project 98 Bible, the most sophisticated project management software available, is the essential resource for project scheduling, budgeting, tracking, and troubleshooting. Microsoft Project 98 Bible covers it all, from project management basics and cost assignments to advanced techniques such as Internet applications and custom graphic features. In Microsoft Project 98 Bible, authors Nancy Stevenson and Elaine Marmel will hone your project management skills by helping you

- \* Establish timing for your project tasks
- \* Handle unusual cost situations
- \* Use the GanttChartWizard's interactive dialog boxes to format certain aspects of your project
- \* Insert drawings and objects in Gantt charts, notes, headers and resource forms.
- \* Resolve scheduling conflicts by splitting a task or changing constraints
- \* Record time and cost actuals during the course of your project

Microsoft Project 98 Bible also includes a bonus CD-ROM packed with timesaving project templates and high-productivity project management tools like PERT Chart EXPERT, TimeSheet Professional, and Project Kickstart.

Whether your job is to manage the construction of a building, oversee the launch of a new product, host an international event, or plan a company party, Microsoft Project 2003 can help. Microsoft Project 2003 For Dummies shows you how to use the program to plan, schedule,

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and budget all phases of a project, assign the resources, create essential reports, and monitor your progress. If you're new to Project, you'll find what you need to get up to speed, including info on how Project works, finding your way around, and building your first Project plan. If you've used an earlier version of Project, you'll delve into Project 2003 and all of the new features it puts at your fingertips. Complete with case histories, screen shots, and step-by-step instructions, this guide walks you through: Making calendar settings, building a task-outline, and entering timing and timing relationships for tasks Assigning resources and material costs to tasks Using scheduling and tracking tools: The Gantt Chart which is the main view of Project; The Network Diagram (version of a PERT (program Evaluation and Review Technique) chart; Risk management; and Resource management Recalculating based on what-if scenarios to solve resource conflicts, get your costs within budget, or meet your deadlines Understanding the task/subtask structure, creating an outline, and working with WBS (Work Breakdown Structure) codes Working with a combination of cost types (fixed, work, and material) and customizing costs fields with Value Lists Saving your plan with a baseline Using the tracking toolbar and to record actual activity, update fixed costs, and more Generating and formatting standard reports (complete with graphics), creating custom reports, and using the XML Reporting Wizard If you have Project Server (that complements Project 2003 but is not included), this book shows you how to use Project in an enterprise environment to centralize information online and get real online collaboration. You can publish projects to the Web, allow team members to update their progress, analyze your project status, and generally communicate in one central, online location. Microsoft Project 2003 For Dummies is complete with a bonus CD-ROM that includes: Add-on tools and templates Case history examples Test

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preparation questions for the Project Management Institute (PMI) certification exam Milestones Project Companion and Project KickStart trial versions Cobra, WBS Chart Pro, PERT Chart Expert, and TimeSheet Professional demo versions Use this friendly guide to get comfortable with Project. You'll wonder how you managed without it.

Written by the Manager of Technical Writing at Microsoft, this book explains the fundamentals of project management and the full features of Microsoft Project '98.

Suitable for those who want to increase their Microsoft Office Project productivity using Visual Basic for Applications (VBA), this book includes 29 useful sample code downloads. It also includes notes, warnings, tips and tricks. It is intended for instructor-led training and self-paced learning.

Annotation. This guide can be used as a stand alone or as the participants booklet with the title Project Management for Workgroups. It is organized around 20 key project manager actions and results with the majority devoted to providing new project managers with the tools to get quality results.

This edition has been thoroughly updated to reflect a new product incorporated in Project called Enterprise Project. Topics covered include scheduling tasks effectively and tracking costs.

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