



# Planning and Control Using Microsoft Project and PMBOK® Guide Third Edition - Updated for Microsoft Office Project 2007

*Paul E Harris*

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## **Planning and Control Using Microsoft Project and PMBOK® Guide Third Edition - Updated for Microsoft Office Project 2007** Paul E Harris

A user guide and training manual written for Project Management Professionals following the PMBOK(r) Guide Third 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 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. This book is may be used for learning Microsoft Project in an environment utilizing the PMBOK(r) Guide processes and may be used as a self teach book, or a user guide, or for a two-day training course. 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(r) Guide processes the software will support and which it will not support. - Concentrating on the core functions required to plan and schedule 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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