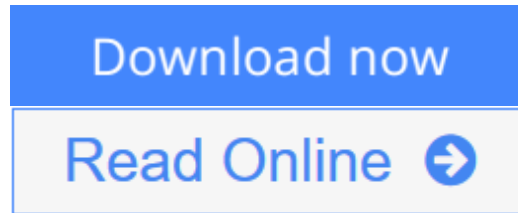


PLANNING AND CONTROL USING MICROSOFT PROJECT 2013

By Paul E Harris



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This book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software. It starts with the basics required to create a schedule, through resource planning and on to the more advanced features. Microsoft® Project 2013 is an extensive interface update from Microsoft® Project 2010 and as a result has required a significant rewrite of the author's previous book. This book is aimed at showing project management professionals how to use the software in a project environment. 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 2013 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.

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 defence 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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Editorial Review

Review

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 Core Consulting Group Melbourne, Australia

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 2013 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 books 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

Microsoft Project 2013 is another significant update to previous versions of Microsoft Project. Whether you are new to Microsoft Project or want to understand the changes that have been included in Microsoft Project 2013, this book is for you!!

In this book, Paul provides hints and tips to understand how to make the best use of the new capabilities of the software and then give you confidence to apply them to your own project. If you are new to Microsoft Project 2013, Paul takes you through the correct steps to setup your project and then plan and track the plan using a best-practice approach. Paul has also structured the materials for individual learning or as the basis for a classroom style workshop. Microsoft Project is a very powerful project management tool. By following this book, you will gain confidence and the knowledge to use Microsoft Project 2013 effectively. --Bruce McNaughton Business Process and Change Architect Customer Driven Solutions Limited Oxfordshire, UK

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 and Approved PRINCE2™ Trainer. 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.

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