

## 1: Getting Started With Microsoft Project

*The Complete Planning Guide for Microsoft Project makes learning about project management simple, clear, and interesting. It provides an easy-to-use, step-by-step process for planning any project using the Microsoft Project software program.*

Getting Started in Twenty Minutes written by: Without getting into the finer details, this guide explains how to start your first project in Microsoft Project with any version of the software. Once you have an idea of the tasks, you can jump in To begin learning how to start a project in Microsoft Project, this tutorial lesson, as well as the ones that follow, are written assuming the reader need not have any prior experience with any project management software. For that matter, you only need to know two things to start creating your first project using Microsoft Project application: The guide is written in such a way that it does not matter whether you have Microsoft Office Project , , or Microsoft Project , or any earlier version up to Project 98 installed on your computer. The limitations of the older versions, if any, and the new features of the newer versions will be dealt with, as necessary and relevant to the tutorial. For this MS Project tutorial, I will give you an idea of a sample project and its activities, with which we will learn the steps required to create a project. You can and it is recommended that you do try out all the steps you learn here on your own project after completing each lesson. When you are finished with this lesson, be sure to check out some of the other Microsoft Project tutorials available at Bright Hub. The major activities involved, as you can realize, will be fixing a suitable date with the artist, identifying and finalizing terms with one of the local auditoriums, coordinating with the media and placing advertisements for the event, getting tickets printed and selling tickets. How can you plan all these activities on a calendar, using Microsoft Project? Here are the steps: Open the Microsoft Project software on your computer In most cases, you may have the application icon on your desktop, which you can double-click to start the application. You should see the opening screen of Microsoft Project. Click any image in this tutorial to see a larger view. In case you can see a blue Guide pane to the left of the "Gantt Chart" divider, as shown in the figure to the left here, please close this blue pane by clicking on the X at the top right of the blue pane. That way you will increase the visible workspace for entering data in our Sample project. Once the Guide pane is closed, your screen will appear as shown in the figure to the right here, with only two panes - the Task pane and the Calendar pane to its right. Enter Tasks and Duration Now you can start entering the data in the Task pane for our Sample project. For the moment, ignore the first column in the Task pane, and enter the data only under Task Name and Duration columns. The tasks and the durations you need to enter are as follows the default unit for duration is "days," and therefore you only need to enter the numeric part: Call up Artists - 5 days Finalize Artist and performance date - 2 days As you enter the task duration, you can see a Blue bar appearing on the right, graphically indicating the duration. This is the task bar, and the collection of these bars is called the Gantt chart. We will worry about this later. For now, keep entering the further tasks: Call auditoriums and check date availability - 6 days Negotiate with auditorium - 3 days Confirm auditorium and pay in advance - 2 days Book advertisement slots in media - 21 days.

## 2: Project Planning a Step by Step Guide | Project Smart

*Providing a step-by-step process for planning projects using Microsoft Project, this book aims to make learning about project management easy and interesting.*

Matthew Guay October 7, , 8: Microsoft Project is the latest version of Project, a companion project management application for Microsoft Office. This version includes a wide range of changes, including the new ribbon interface. Enter your product key to get started, then install as normal. Microsoft Project will show up in your Start menu along with other Office applications you may have installed. Simply enter a task name, duration, start and finish times, and any other details you need. Your new tasks will show up automatically in the Gantt chart on the right, where you can drag the tasks to change the start and finish times. You can make an existing tasks a sub-task easily. Now drag the bar right or left to make the task a sub-task or remove it from being a sub-task. It includes a wide variety of fields you can add to tasks so you can keep track of all important aspects. Choose the things most important for this project. You can quickly add new people to the project by entering their names in the Resource field. Now, select the Resources tab on the top ribbon, and click the Details button. The Resource tab also lets you add resources, including material and cost resources. You can also import people into your project from your Active Directory or Address Book. Right-click on the task to see some solutions, or select Fix in Task Inspector to get more insight on how to solve the problems. The Task Inspector helps you see what conflicts the employee or other resource may have, and will give you options to extend the deadline, add more people on the task, and more. These features can help you manage your company without accidentally overscheduling anyone. As your projects grow more complex, you may find a different way to view your project would be helpful. Simply click the chart button on the far left of the ribbon, and select from the wide range of built-in views, sheets, and reports you can use for your project. Microsoft Project lets you keep everything together, still, even if you need to move it into a new project file. From the Project tab, you can link various projects together or create a subproject to keep everything in order. You can also fully customize how your project looks from the ribbon, complete with various graphics styles for your Gantt charts. Project offers a wide range of reports you can generate about your projects, including costs, workload, and more. Then, you can share your project details with your team in PDF format so everyone can use it whether they have Project or not. Learning More About Project Project can make it easier to manage your projects, but it can appear daunting at first. Thankfully, Microsoft offers several resources that can help you get up to speed quickly and easily. First, the built-in Help app contains some great information into how to put project management tools to use, including some basics of how project management itself works. Then, you can download a quick reference guide link below that contains detailed steps to help you make useful Project files to make you and your team more efficient. There are additionally many Project templates you can quickly download and look at to help you get a feel for how you can put Project to use. Simply open the File tab, select New, then browse the available Office. These resources should help you manage your projects better than ever in Project If you take the time to setup up tasks and plan appropriately, it can be a great help at planning new appointments and keeping everyone productive.

## 3: Microsoft Project Training | 4+ Hours Online MS Project Course

*At this point in the planning, you could choose to use a software package such as Microsoft Project to create your project schedule. Alternatively, use one of the many free templates available. Input all of the deliverables, tasks, durations and the resources who will complete each task.*

In addition, some organizations may want to review Overview of security and compliance in Teams. A pilot gives you valuable information about how Office and Teams are received in your organization. Select an interested group of users and a prioritized business scenario to get started. Figure 2 shows some example scenarios. Large organizations often deploy in phases to manage the onboarding and training work required to implement a quality employee experience. Be sure your deployment plan integrates your prioritized business scenarios to ensure your employees are getting the most from Office and Teams. In smaller organizations currently fewer than users, consider enabling Teams for the entire organization, then add all users to a single, company-wide team. Add common reference items and tasks to this team to simplify the collaboration and productivity experience for everyone. If you use Yammer for broad company collaboration, consider integrating Yammer into the Teams experience. To learn more, watch Tech Tip: Community management for Yammer with Microsoft Teams. Enabling your users to run Office mobile applications can dramatically increase usage and satisfaction. As a best practice, turn on the Teams mobile experience at the same time as you deploy the desktop and browser clients. Measure usage, manage satisfaction, and drive adoption. Deploying software is not the only thing required to drive change in your organization. Empowering collaboration is more about people than technology. Microsoft partners can also help you design the right adoption plan for your organization. Read Office Adoption Guidance for best practices. Use our article on creating a change management strategy for Microsoft Team to document your approach. Study Office activity reports to understand usage across your environment. Capture feedback from your employees on their experience with Office and Teams. Use a public channel in Teams when your organization has fewer than individuals. Use a public group in Yammer when your organization is larger than this current membership limit in Teams. Nurture your champions and highlight your wins. Reward employees for embracing these new tools and using them in innovative ways that relate to business outcomes for your company. This, above anything, will ensure continued adoption of Office and Teams. Next steps Download and fill out the technical planning questionnaire in the Quick start guide: Download the workshop for launching Teams in your organization:

## 4: The project manager's guide to planning a perfect project

*From The Community. Amazon Try Prime. All.*

Make a plan for the unexpected, of course! Obviously, you may not be able to predict the exact hazard that might befall your project—everything from bad weather to political unrest to technology flubs can occur—but it is still possible to lessen the potential impact of hazards through risk management. Obviously, meetings are a necessary part of project planning, but really consider whether a meeting is a best use of your time or if email or some other form of communication—like project planning software, which allows you to share files, assign tasks and exchange ideas without having to meet—can do the trick just as well. The more time spent in meetings means less time spent on actual deliverables. Consider that before sending yet another meeting invite. Plan the perfect kickoff meeting Speaking of meetings, the kickoff meeting sets the tone for the entire project. When planning this meeting, be sure to adhere to the following standards: Invite the right people and ensure the key players can be in attendance. Create a detailed agenda stating what the meeting will cover. This will help everyone stay on task and understand the meeting objective. Determine if this can be an online meeting or if it needs to be held in person. Keep in mind that in-person meetings are usually more complicated to plan—and more expensive too, especially if they involve travel. Before forming the agenda, be sure to understand the point of the meeting and what information people should walk away from the meeting knowing. Pull reports throughout the project The only way to know if your project is on track is to pull consistent reports. This can often be accomplished through your project management software program. Get the right tools While there are many project management tools on the market, not all are created equal. Decide what you really need and compare the products that interest you. At the very least, be sure to choose a tool that allows you to do the following: Organize and link tasks to create timelines and plans. Share insights that help you better communicate progress. Quickly understand how to use the interface. You simply need the skills, know-how and appropriate tools to get the job done and achieve the right results.

## 5: Download Project Server Configuration Planning Guide from Official Microsoft Download Center

*Project planning is a diverse and many-faceted discipline that requires an equally diverse set of tools. In this article, we'll break down the project planning process into its 7 main activities - from brainstorming to knowledge management - and look at the best tools for each activity.*

Creating a project plan is the first thing you should do when undertaking any project. Often project planning is ignored in favour of getting on with the work. However, many people fail to realise the value of a project plan for saving time, money and many problems. This article looks at a simple, practical approach to project planning. On completion of this guide, you should have a sound project planning approach that you can use for future projects.

**Project Goals** A project is successful when it has met the needs of the stakeholders. A stakeholder is anybody directly, or indirectly impacted by the project. As a first step, it is important to identify the stakeholders in your project. It is not always easy to determine the stakeholders of a project, particularly those impacted indirectly. Examples of stakeholders are: The project sponsor The customer who receives the deliverables The users of the project output The project manager and project team Once you understand who the stakeholders are, the next step is to find out their needs. The best way to do this is by conducting stakeholder interviews. Take time during the interviews to draw out the requirements that create real benefits. These can be recorded and set as a low priority. The next step, once you have conducted all the interviews and have a comprehensive list of needs is to prioritise them. From the prioritised list, create a set of easily measurable goals. This way, the achievement of the goal will be easy to identify. Once you have established a clear set of goals, they should be recorded in the project plan. It can be useful also to include the needs and expectations of your stakeholders.

**Project Deliverables** Using the goals you have defined in step 1, create a list of things the project needs to deliver to meet those goals. Specify when and how to deliver each item. Add the deliverables to the project plan with an estimated delivery date. You will establish more accurate delivery dates during the scheduling phase, which is next.

**Project Schedule** Create a list of tasks that need to be carried out for each deliverable identified in step 2. For each task determine the following: The amount of effort hours or days required for completing the task The resource who will carry out the task Once you have established the amount of effort for each task, you can work out the effort required for each deliverable, and an accurate delivery date. Update your deliverables section with the more precise delivery dates. At this point in the planning, you could choose to use a software package such as Microsoft Project to create your project schedule. Alternatively, use one of the many free templates available. Input all of the deliverables, tasks, durations and the resources who will complete each task. A common problem discovered at this point is when you have an imposed delivery deadline from the sponsor that is not realistic based on your estimates. If you discover this is the case, you must contact the sponsor immediately. The options you have in this situation are: Renegotiate the deadline project delay Employ additional resources increased cost Reduce the scope of the project less delivered Use the project schedule to justify pursuing one of these options.

**Supporting Plans** This section deals with the plans you should create as part of the planning process. These can be included directly in the plan.

**Human Resource Plan** Identify, by name, the individuals and organisations with a leading role in the project. For each, describe their roles and responsibilities on the project. Next, specify the number and type of people needed to carry out the project. For each resource detail start dates, the estimated duration and the method you will use for obtaining them. Create a single sheet containing this information.

**Communications Plan** Create a document showing who is to be kept informed about the project and how they will receive the information.

**Risk Management Plan** Risk management is an important part of project management. Although often overlooked, it is important to identify as many risks to your project as possible and be prepared if something bad happens. Here are some examples of common project risks: Time and cost estimate too optimistic Customer review and feedback cycle too slow Unexpected budget cuts.

## 6: Percent (%) Complete fields - Project

*The project plan is the project manager's best friend. This complete guide to planning projects offers project plan examples, a free project plan template, helpful infographics, and a step-by-step guide for making the perfect project plan.*

## 7: MS Project Tutorial: How To Start a Project in Microsoft Project:

*Project Online is the Project Portfolio Management component service in Office It is procured as a standalone service or added as part of an Office Enterprise (E) Service Plan.*

## 8: Download A Comprehensive Guide to Project Online from Official Microsoft Download Center

*A project plan, also known as a project management plan, is a document that contains a project scope and objective. It is most commonly represented in the form of a gantt chart to make it easy to communicate to stakeholders.*

## 9: Quick start - Microsoft Teams planning guide | Microsoft Docs

*Microsoft Project (MS Project) has been around a long time (the first edition launched in ) and it is a staple in a project manager's arsenal. There's good reason - it includes all the tools you need to assign resources, track progress, develop plans, manage budgets, and create schedules.*

*The Distilleries of Campbeltown The Missouri Jobbank (Missouri Jobbank, 3rd ed) Three adventures of sherlock holmes Cicadas, hoppers, whiteflies, aphids, and scale insects Insight Creativ Chris Couns (The Jay Adams library) Icc t20 world cup 2015 schedule House of the Dead 2 Official Strategy Guide (Brady Games) Simply amazing : you are gifted, Ephesians 4:11-16 Tale of Samuel Whiskers, or, The roly-poly pudding Game of life book The whole proceedings of the American Continental Congress, held at Philadelphia on the 5th of September, Neuroscience exploring the brain 2nd edition Arcgis 10 user guide Physics for clinical oncology 2003 ford 50 service manual Practical locomotive running and management. Updating research. Total annual report 2015 Diary of a young girl fulll text The value and contribution of play to preschoolers development Ernest Dettore, Jr. Prayer And Contemporary Criticism Email is not your friend Lecture notes on research methodology for undergraduate students Something About the Author v. 179 Ruler of Civitas: the tomb of Marino Maorsini in Marks vestibule Two Secret Passages Rehabilitation Techniques in Sports Medicine with PowerWeb Automated systems based on human skill New market leader intermediate practice file Storm over Atlantis Progressive guide to alternative media and activism British occupation of Mesopotamia and the creation of Iraq Death and heaven, or, The last enemy conquered and separate spirits made perfect . The worlds one hundred best short stories . Food chain and food web The Scots musical museum 1760-1850 Scenarios for the future of wetlands Cranks and Gadflies The buried candelabrum All-American anarchist*