



Planning and Scheduling Using Microsoft Project 2010

Paul E Harris

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The 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. A chapter is dedicated to the new functions and it outlines the differences from the earlier versions throughout the book. Microsoft Project 2010 is an extensive software update with many new functions and as a result this is a complete rewrite of the author's previous book. It is designed to teach 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 2010 by concentrating on the core functions required to plan and control a project by keeping the information relevant to each topic in the appropriate chapter. It provides a quick reference at the start of each chapter listing the chapter topics and a comprehensive index of all topics. The book is aimed at: 1. Project managers and schedulers who wish to learn the software, however they are unable to attend a training course, or require a reference book. 2. 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. 3. Training organizations who require a training manual to run their own courses.

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