

Project Management Quick Reference Guide

for Project 2007

Before beginning a new project, an organization must determine whether the project fits its strategic goals. Executives should classify proposed projects that focus on mission-critical activities as high-priority and projects that are peripheral to organization goals as lower priority.

Before work begins, an executive sponsor should be identified. The organization should complete a high-level evaluation of the project's business case, its limitations, and its technical and financial requirements. Finally, a project manager should be identified, who can then set up a project plan in Microsoft Office Project 2007.

Need a more detailed guide to project management with Project 2007? Use the [Project Roadmap](#), available on Office Online.

1. Create a new project file
 - To create a new blank project in Project 2007, click **New** on the **File** menu. On the **New Project** task pane, click **Blank Project**.
 - To create a new project from a template in Project 2007, click **New** on the **File** menu. On the **New Project** task pane, click **On computer** and then click the **Project Templates** tab. Click the template that you want. If your organization stores templates on the Web, click the **Enterprise Templates** tab.
2. Set the project start date

On the **Project** menu, click **Project Information**. In the **Start date** box, enter your project start date.
3. Define the project calendar

On the **Tools** menu, click **Change Working Time**. Identify working and non-working days and times for your project.
4. Save the project file


On the **File** menu, click **Save**. In the **File name** box, type the project name.

If you are publishing the project to Microsoft Office Project Server 2007, type the name of the project and include any values for custom fields that are required by your organization.

In the planning stage, you devise a workable scheme to accomplish the project's goals. To do this, you identify the project's milestones, deliverables, and tasks. This plan can be your work breakdown structure (WBS). You develop and refine the schedule, and identify the resources required to implement the project.


1. Enter tasks

On the **View** menu, click **Gantt Chart**. In the **Task Name** field, enter tasks. Tasks can also include summary tasks, milestones, and WBS items.
2. Outline tasks

Create your task hierarchy, including tasks and milestones under summary tasks, which can represent phases or other work divisions. Click a task (or several tasks), and then click the **Indent** or **Outdent** button  on the toolbar.
3. Enter durations

Click the **Duration** field for a task and enter a duration; for example, type **4d** to indicate 4 days. To specify a milestone without a duration, type **0d**. To indicate that a duration is an estimate, add a question mark; for example, type **4d?**.

Note: Avoid entering start and finish dates for tasks. Instead, enter a duration and let Project 2007 automatically set these dates, which might change anyway as resources are assigned to tasks.
4. Link tasks to show relationships

Select the tasks that you want to link, and then click the **Link Tasks** button  on the toolbar. To change the default finish-to-start dependency type, double-click the line between the tasks that you want to change, and then select a task link from the **Type** list.
5. Create deliverables

After your project is underway, you might learn that other projects depend on your project as a deliverable. On the **Collaborate** menu, click **Manage Deliverables**. This requires Microsoft Office Project Professional 2007.

Assignments are the associations between specific tasks and the resources needed to complete them. You can assign more than one resource to a task. In

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David L. Cannon



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Data Science Quick Reference Manual Analysis and Visualization Mario A. B. Capurso, This work follows the 2021 curriculum of the Association for Computing Machinery for specialists in Data Sciences with the aim of producing a manual that collects notions in a simplified form facilitating a personal training path starting from specialized skills in Computer Science or Mathematics or Statistics It has a bibliography with links to quality material but freely usable for your own training and contextual practical exercises Second of a series of books it covers methodological aspects analysis and visualization It describes the CRISP DM methodology the working phases the success criteria the languages and the environments that can be used the application libraries Since this book uses Orange for the application aspects its installation and widgets are described In visualization historical notes are made and next the book describes the characteristics of an effective visualization the types of messages that can be conveyed the Grammar of Graphics the use of a graph and a dashboard the software and libraries that can be used the role and use of color 55 types of graphs are then analyzed reporting meaning use examples and visual dimensions also with a vocabulary of graphs and summary tables Examples are given in Orange and the possible use of Python with Orange is explained Visualization based inference is discussed exploratory and confirmatory analysis is defined and techniques are reported The book is accompanied by supporting material and it is possible to download the project samples in Orange and sample data **Pro SQL Server 2008 Analytics** Brian Paulen, Jeff Finken, 2009-11-03 Pro SQL Server 2008 Analytics provides everything you need to know to develop sophisticated and visually appealing sales and marketing dashboards using SQL Server 2008 and to integrate those dashboards with SharePoint PerformancePoint and other key Microsoft technologies The book begins by addressing the many misconceptions that surround the use of key performance indicators KPIs and giving a brief overview of the business intelligence BI and reporting tools that can be combined on the Microsoft platform to help you generate the results that you need The focus of the book is to help you implement a successful business intelligence project of your own The text discusses many of the required project planning components provides overviews and examples associated with Microsoft s BI tools and gives detailed examples of successful dashboard implementations **Microsoft Project 2000 For Dummies Quick Reference** Nancy Stevenson, 2000-05-05 This easy to read reference helps you harness the power of the project management capabilities of Microsoft Project 2000 No fluff instructions and tips show you to create a plan build tasks and outline stages in your plan Discover to use the vast menu of features in Microsoft Project 2000 scheduling reporting resource allocation workflow management and project tracking You can even plan your deadlines depending on constraining events or costs With this handy guide at your side you can come in under budget and in plenty of time Media Management Ann Hollifield, Jan LeBlanc Wicks, George Sylvie, Wilson Lowrey, 2015-08-11 Media Management A Casebook Approach provides a detailed consideration of the manager s role in today s media organizations highlighting critical skills and responsibilities

Using media based cases that promote critical thinking and problem solving this text addresses topics of key concern to managers diversity group cultures progressive discipline training and market driven journalism among others The cases provide real world scenarios to help students anticipate and prepare for experiences in their future careers Accounting for major changes in the media landscape that have affected every media industry this Fifth Edition actively engages these changes in both discussion and cases The text considers the need for managers to constantly adapt obtain quality information and be entrepreneurial and flexible in the face of new situations and technologies that cannot be predicted and change rapidly in national and international settings As a resource for students and young professionals working in media industries Media Management offers essential insights and guidance for succeeding in contemporary media management roles

Managing Software Requirements Dean Leffingwell, Don Widrig, 2000 A classic treatise that defined the field of applied demand analysis Consumer Demand in the United States Prices Income and Consumption Behavior is now fully updated and expanded for a new generation Consumption expenditures by households in the United States account for about 70% of America's GDP The primary focus in this book is on how households adjust these expenditures in response to changes in price and income Econometric estimates of price and income elasticities are obtained for an exhaustive array of goods and services using data from surveys conducted by the Bureau of Labor Statistics providing a better understanding of consumer demand Practical models for forecasting future price and income elasticities are also demonstrated Fully revised with over a dozen new chapters and appendices the book revisits the original Taylor Houthakker models while examining new material as well such as the use of quantile regression and the stationarity of consumer preference It also explores the emerging connection between neuroscience and consumer behavior integrating the economic literature on demand theory with psychology literature The most comprehensive treatment of the topic to date this volume will be an essential resource for any researcher student or professional economist working on consumer behavior or demand theory as well as investors and policymakers concerned with the impact of economic fluctuations Effective Project Management Robert K.

Wysocki, Rudd McGary, 2003-07-25 An updated edition of the bestselling book on managing IT projects New topics introduced in this edition include Adaptive and eXtreme management methods team selection and management and risk analysis Immerses readers in a simulated real world situation where they must perform as seasoned project managers to move example projects through their lifecycles Walks readers through a series of projects that they are most likely to encounter on the job Authors adhere to the Project Management Institute's PMI curriculum outline The fully interactive CD ROM has been updated for MS Project 2002 PMI PMP and Project Management Professional are registered marks of the Project Management Institute Inc **Enterprise Modeling with UML** Chris Marshall, 2000 CD ROM contains Java and XML implementations of ideas and models described in the appendix **Handbook of Project Management** Colin Dobie, 2020-08-02 The practical approach that Colin Dobie prescribes is as applicable to the experienced project manager as

it is anyone entering the field Ernest J Nielsen Brigham Young University USA A no nonsense approach to project management Essential reading for all project managers and project team members Peter Dechaineux Inaugural Chairman Australian Institute of Project Management Australia Excellent coverage of all the material required in easy to follow steps It places activities in logical context Essential reading for China s many project managers Professor Yuan Chairman Asia Pacific Federation of Project Management Colin Dobie has very comprehensively detailed out the intricacies needed to manage projects Well done Adesh Jain President PM Guru Inc and President IPMA Whether you are creating a new product or building a power station you need to know how to manage the myriad elements in a project to ensure it is completed on time on budget and to a high standard A Handbook of Project Management is a practical and comprehensive guide for project managers working on small and large projects in any field Colin Dobie systematically maps the four phases in the project lifecycle initiation planning implementation and finalisation He outlines the processes and techniques of the nine functions of project management and how they are applied during the project lifecycle He also explains what a project manager is expected to deliver and the roles of team leaders and team members Drawing on international standards and bodies of knowledge as well as Colin Dobie s extensive industry and training experience in several countries A Handbook of Project Management is an indispensable guide for anyone who wants to develop their skills in project management It is extensively illustrated with examples templates exercises and checklists making it valuable resource for experienced project managers

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planning and managing a project with Microsoft Project 2003 the book then includes sections on working with the task list managing costs timelines and available resources using the project database viewing and updating a project tracking progress creating reports handling multiple projects The fully illustrated Project 2003 Personal Trainer features dozens of time saving task oriented lessons includes detailed diagrams and comes with a fully interactive CD tutorial to guide your learning everything you need to become a Project pro

Building Electronic Library Collections Diane Kovacs, 2000 This publication not only identifies sites for library reference collections it winnows out those that are less central and more importantly provides a taxonomic structure familiar to our print collections and our traditions in organizing reference material P xi

NASA Systems Engineering Handbook Stephen J. Kapurch, 2010-11 Provides general guidance and information on systems engineering that will be useful to the NASA community It provides a generic description of Systems Engineering SE as it should be applied throughout NASA The handbook will increase awareness and consistency across the Agency and advance the practice of SE This handbook provides perspectives relevant to NASA and data particular to NASA Covers general concepts and generic descriptions of processes tools and techniques It provides information on systems engineering best practices and pitfalls to avoid Describes systems engineering as it should be applied to the development and implementation of large and small NASA programs and projects Charts and tables

PC Mag, 1985-06-11 PCMag com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology

Zune Game Development using XNA 3.0 Dan Waters, 2010-08-03 XNA 3 0 brings you the ability to create games that will run not just on the PC and Xbox 360 but also on the Zune mobile device While creating games for Zune is in many ways similar to working on the other platforms it also presents its own unique set of challenges and opportunities Smaller screens limited storage and less processing power all affect the way you need to think about designing and implementing your games Zune Game Development Using XNA 3 0 is a comprehensive book that will guide you through the many aspects of XNA game development and their specific implementations on the Zune platform The book addresses Zune game development concepts in detail and shows you how to apply them in practical step by step examples building complete working XNA 3 0 examples along the way that you can download and play

Project Planning, Scheduling, and Control in Construction Calin M. Popescu, Chotchai Charoenngam, 1995-03-20 Critical Path Method CPM and Performance Evaluation and Review Technique PERT are widely recognized as the most effective methods of keeping large complex construction projects on schedule under budget and up to professional standards But these methods remain underused because they are poorly understood and due to a host of unfamiliar terms and applications may seem more complicated than they really are This encyclopedia brings together in one comprehensive volume all terms definitions and applications related to the time and cost management of construction projects While many of these terms refer to ancient and venerable building practices others have evolved quite

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[FileMaker 8 Functions and Scripts Desk Reference](#) Scott Love, Steve Lane, Bob Bowers, 2006-02-21 FileMaker 8 Functions and Scripts Desk Reference is the only book on the market expressly focused on describing each calculation formula and how and when to use each one With this book's real world concrete examples of how to use each function you will go far beyond FileMaker 8's help system Just as a dictionary helps supplement one's memory this book is an invaluable companion to users working to develop solutions to their every day software problems

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