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Project Management

Real-World Skills for Certification and Beyond



Exam 77-178

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Robert Happy, PMP, MCT



Microsoft Project 2010 Project Management Real World Skills For Certification And Beyond Exam 70 178

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Project 2010 Project Management Robert Happy,2010-07-15 The ideal on the job reference guide for project managers who use Microsoft Project 2010 This must have guide to using Microsoft Project 2010 is written from a real project manager s perspective and is packed with information you can use on the job The book explores using Project 2010 during phases of project management reveals best practices and walks you through project flow from planning through tracking to closure This valuable book follows the processes defined in the PMBOK Guide Fourth Edition and also provides exam prep for Microsoft s MCTS Project 2010 certification Explains Microsoft Project 2010 the leading software tool for project managers Shows working project managers practical ways to use Project 2010 on the job Delves into project planning tracking reporting and project closure and explores best practices for all phases of planning Reveals new software features including tools that show what factors are affecting the schedule a what if scenario builder and how slippages affect other aspects of the project Follows processes and procedures from The Guide to Project Management Body of Knowledge PMBOK Fourth Edition Covers the skill set required for the MCTS Microsoft Project 2010 Managing Projects certification so you can use this book for exam prep This valuable book follows the processes defined in the PMBOK Guide Fourth Edition and also provides exam prep for Microsoft s MCTS Project 2010 Managing Projects certification Note CD ROM DVD and other supplementary materials are not included as part of eBook file PMBOK is a registered mark of the Project Management Institute Inc

Project 2010 Project Management ,2010 MICROSOFT PROJECT 2010 PROJECT MANAGEMENT:REAL-WORLD SKILLS FOR CERTIFICATION AND BEYOND,EXAM 77-178 (With CD) Robert Happy,2010-09 Market_Desc Primary Reader The book is targeted at project managers This can also include resource managers team leads project schedulers project administrators project management students The ideal Reader are new project managers new Microsoft Project users and experienced Microsoft Project users who are looking for the right way to use Microsoft Project Secondary Reader Candidates for Microsoft s new MCTS Misrosoft Project 2010 Managing Projects 70 178 exam Special Features By Project Managers For Project Managers Unlike other Microsoft Project 2010 books this book focuses on essential skills Project Managers need to have when using Project to perform their jobs Practical Look at a Complex Product Microsoft Project is a difficult product to master This book focuses on Project s features that users will need to use to effectively manage projects bypassing features they will rarely if ever use Systematic Approach Author shows the reader how to use Microsoft Project in all phases of project management from creating a work breakdown structure to closing a project Enhanced CD CD includes ove an hours worth of video walkthroughs from author Robert Happy as well as project files used throughout the book Maps to PMBOK Guide The Guide to Project Management Body of Knowledge is the standard for all project managers The book focuses on the process and procedures defined in PMBOK Guide 4th Ed showing them how Microsoft Project can be used to perform these tasks Ideal for Certification Candidates Book covers the entire skill set for the MCTS Micorosoft Project 2010 Managing Projects

70 178 certification offered my Microsoft Learning About The Book This book is a practical guide to using Microsoft Project 2010 from a real project management practitioner s perspective It incorporates best practices and follows the natural process flow of project planning through tracking and closure The goal of this book is not to overwhelm and impress the reader with how many features can be crammed between the covers but instead place value on getting project managers using Project properly and as quickly as possible Readers can begin planning their projects immediately using best practices and see quick results from applying the techniques they have learned This is a how to book on project planning tracking and reporting using Microsoft Project and not a product reference guide which is what the market is currently flooded with

Working Mother ,2003-10 The magazine that helps career moms balance their personal and professional lives

Ultimate Study Guide Dale A. Howard,Gary L. Chefetz,2010 The Ultimate Learning Guide to Microsoft Project 2010 Foundations is a complete learning experience and reference manual for managing projects using the Microsoft Project 2010 desktop application This book takes a systematic approach to the topical ordering which follows the Project Management Institute PMI standard The Foundations volume provides you with detailed and in depth information for the most important foundational concepts needed for effectively using Microsoft Project 2010 *Ultimate Study Guide: Foundations Using Microsoft Project 2010* Dale Howard,Gary Chefetz,2010-10-01 Use this self paced study guide to learn Microsoft Project 2010 by working through real world scheduling scenarios Download the practice files and follow the hands on lessons to master the mysteries of the Microsoft Project 2010 scheduling engine This book is for beginners and novice users who want to solidify their skills or study for Microsoft s 77 178 certification exam Microsoft Project 2010 Managing Projects Microsoft Project MVPs Dale Howard and Gary Chefetz put their years of field experience and teaching expertise into the Ultimate Study Guide and loaded it with best practice recommendations side notes and warnings to help you succeed *Making Effective Business Decisions Using Microsoft Project* Advisicon,Tim Runcie,Doc Dochtermann,2012-12-28 A guide to Microsoft Project that focuses on developing a successful project management strategy across the organization to drive better decisions Making Effective Business Decisions Using Microsoft Project goes far beyond the basics of managing projects with Microsoft Project and how to set up and use the software This unique guide is an indispensable resource for anyone who operates within a Project Management Operation PMO or is affected by the adoption of project management within an organization Its focus is to provide practical and transitional information for those who are charged with making decisions and supporting corporate and strategic objectives and who face cost and resource constraints Because more and more companies are aligning project management with their business strategies the book not only provides guidance on using Microsoft Project and teaching project management skills but also includes important information on measuring results and communicating with the executive branch It also provides valuable guidance in using SharePoint Server for social networking and working within a team Clearly written and presented the book Covers work management using Microsoft

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Certified Trainer MCT and Project Management Professional PMP to provide you with invaluable insights into managing resource overallocations mastering advanced resource management techniques and seamlessly integrating Microsoft Project with other tools to boost productivity and achieve success with your projects By the end of this Microsoft Project book you ll be able to create professional project plans execute projects with confidence and consistently achieve your desired outcomes What you will learn Discover best practices for structuring projects and tasks efficiently Utilize techniques to build accurate schedules and resource plans Uncover efficient ways to track progress and make data driven decisions Implement various strategies to optimize your resource usage and costs Execute different methods for evaluating projects and managing risks Perform customized reporting for enhanced insights and decision making Integrate Microsoft Project with AI powered and other collaboration tools to enhance productivity and streamline teamwork Who this book is for This book is for project managers coordinators IT professionals business analysts entrepreneurs trainers instructors and students who want to plan and manage projects efficiently using Microsoft Project It s also ideal for trainers and project managers looking to train others in how to use Microsoft Project Basic familiarity with project management concepts will be helpful but it s not a prerequisite

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you with the knowledge and skills you need to become a proficient project manager Whether you re a novice looking to learn the basics or an experienced professional seeking to enhance your expertise this book is designed to meet your needs Throughout the chapters we will explore the key features of Microsoft Project including task scheduling resource management budgeting and reporting We will also delve into advanced topics such as earned value analysis critical path method and agile project management Each chapter is packed with practical tips real world examples and hands on exercises to reinforce your learning By the end of this book you will not only be able to navigate Microsoft Project with ease but also apply its functionalities to effectively manage projects of any size and complexity Whether you re managing construction projects software development or marketing campaigns Mastering Microsoft Project will be your go to resource for achieving project success So let s dive in and unlock the full potential of Microsoft Project together *Microsoft Project 2010 in Depth*
Scott Daley,2011

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