

Ultimate Learning Guide

to Microsoft Office Project 2007

Dale A. Howard
Gary L. Chefetz

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About the Authors

Gary Chefetz is the founder and President of Soho Corp. DBA MSProjectExperts, which exist to support businesses and organizations that choose the Microsoft enterprise project management platform. Gary has worked with Microsoft Project since 1995 and has supported Microsoft Project users since the introduction of Project Central in early 2000. Gary continues to receive the prestigious Microsoft Project Most Valuable Professional (MVP) award for his contributions. As a long-time MVP, he works closely with the Microsoft Project product team and support organizations. Gary is dedicated to supporting Microsoft Project Server implementations through his business efforts with clients and through his contributions in the newsgroups. Contact Gary Chefetz online in one of the Microsoft Project newsgroups at msnews.microsoft.com or e-mail him at:

gary_chefetz@msprojectexperts.com

Dale Howard is an enterprise project management trainer/consultant and is Vice President of Educational Services of MSProjectExperts. Dale is a Certified Technical Trainer (CTT) who has more than 14 years of experience training and consulting in productivity software. He has worked with Microsoft Project since 1997 and volunteers many hours each week answering user questions in the various Microsoft Project communities. Dale continues to receive the prestigious Microsoft Project Most Valuable Professional (MVP) award for his expertise with the software and for his contributions to the user communities. Dale is married to Mickey and lives in Denver, Colorado. Contact Dale online in one of the Microsoft Project newsgroups at msnews.microsoft.com or e-mail him at:

dale_howard@msprojectexperts.com

Introduction

Welcome to the *Ultimate Learning Guide to Microsoft Office Project 2007*. You selected the right book if you seek a complete learning experience and reference manual for managing projects using the Microsoft Office Project 2007 desktop application. Our goal in writing this book is to teach you how to use the software effectively.

We take a systematic approach to the topical ordering in this book which follows the Project Management Institute (PMI) standard. The first 12 modules teach you foundational skills by following the project life cycle. In these modules, you learn how to define a new project, plan your project with tasks, resources, and assignments, analyze the Critical Path, baseline your project, enter actual progress, analyze variance, revise your project, report project progress, and then close out the project.

The next 10 modules teach you advanced concepts for using Microsoft Office Project 2007. You learn in-depth knowledge about standard and custom Fields, Calendars, scheduling, costing, Critical Path analysis, managing risk, and exchanging project data with other applications. You learn how to locate and level overallocated resources, how to create and use a shared Resource Pool file and a master project, and how to record and write macros in VBA.

Throughout each module, we provide a generous amount of Notes, Warnings, and Best Practices. Notes call your attention to important additional information about a subject. Warnings help you to avoid the most common problems experienced by others and Best Practices provide tips for using the tool based on our field experience.

After reading this book, we believe that you will be much more effective using Microsoft Office Project 2007. If you have questions about the book or are interested in our professional services, please contact us at our office. If you have questions about Microsoft Project or Project Server, contact us through the Microsoft public news groups.

Dale A. Howard, Microsoft Project MVP

Gary L. Chefetz, Microsoft Project MVP

Download the Sample Files

Before working on any of the Hands-On Exercises in this book, you must download and unzip the sample files required for each exercise. You can download these sample files from the following URL:

<http://www.msprojectexperts.com/ultimate>

