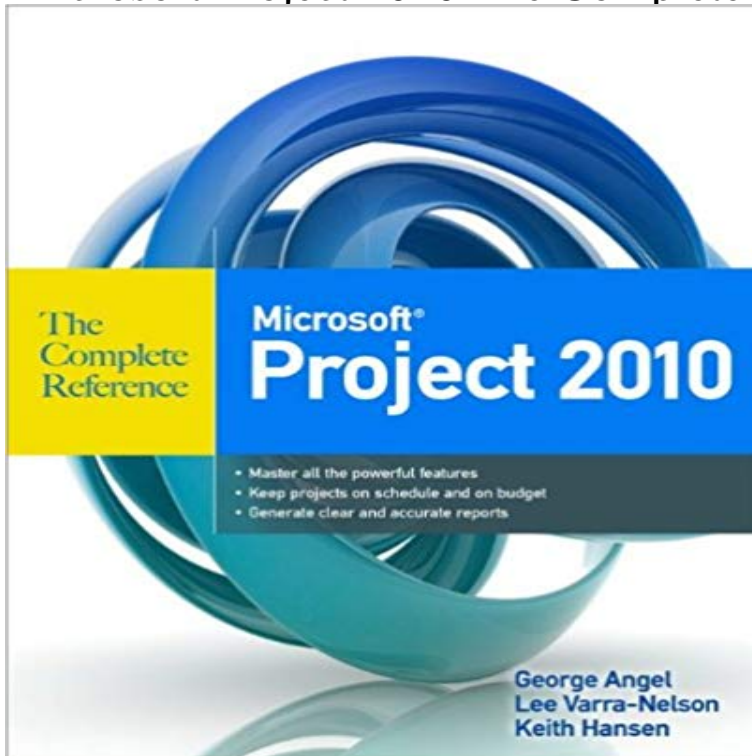


# Microsoft Project 2010 The Complete Reference



Written by project management experts, this comprehensive guide explains how to use all of the enhanced features and expanded functionality of Microsoft Project 2010. Microsoft Project 2010: The Complete Reference will help any project manager—beginner to expert—jumpstart a new or existing project and effectively use Microsoft Project 2010 to stay on schedule and on budget, meet customer expectations, and minimize risk. Successful project management requires mastery of this industry-leading tool, and this book's focus is all about timely and accurate reports and a clear, shared vision of project deliverables using Microsoft Project. This definitive guide covers the improved project and portfolio management features and the enhanced view and report capabilities, empowering project managers with an automated method of concise communication and razor-sharp performance analysis and management. Two real-world case studies illustrate 1) how to jumpstart a new project and 2) how to effectively step into an existing project and gain the ability to quickly assess and improve the project, even if it is failing. You will gain critical project management skills from this authoritative resource.

Microsoft Project 2010: The Complete Reference Teaches Project 2010 essentials along with necessary concepts and skills to turn data, requirements, and ideas into a powerful foundation to drive an entire project from charter to close with proven results. Covers Project 2010 scheduling basics to ensure accuracy at each step of a project, regardless of scope. Includes thorough explanations of new reporting tools and shows how to message the current state of each stage of a project. Features real-world case studies that highlight skills and concepts. Contains information based on the authors' combined 40 years of project management success and hundreds of courses taught.

All-inclusive coverage: Project 2010 New/Updated Features; Put Project 2010 to Work; Setup and Management of the Whole Project; Quick Start with Project 2010; Planning Features; Success From Execution to Closure; Scheduling Basics; Aligning Business Objectives; Powerful and Dependable Communications; Moving to Project Closure; Eliminate Schedule Gaps and Manage the Critical Path; Effective Communication using Project 2010; Proactive Risk Management; Project Optimization; Bring the Project Home Program and Portfolio Management; Take Advantage of Project 2010 Portfolio Management; Project 2010 and The Successful Program Manager

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