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Nota di contenuto	Project 2010 Project Management; Praise; Acknowledgments; About the Author; Contents; Table of Exercises; Introduction; How to Contact the Author; Part I: Getting Started the Right Way; Chapter 1: Project 2010 as an Enabling Tool for Project Managers; Why Do People Think Project Is Hard to Use?; When to Use Project; Strategic Importance of Project 2010; Improving Results with a Proven, Effective Approach; Summary; Key Terms; Chapter 2: Mapping the Project-Management Process Groups to Microsoft Project 2010; Mapping Project to Your Methodology Will Increase Effectiveness An Overview of the PM Process Groups Summary; Key Terms; Chapter 3: Overview of Enterprise Project Management; What Is EPM?; EPM as a Central Repository for Resources and Projects; Understanding Roles within EPM; Summary; Chapter 4: Getting Started and Setting Up the Microsoft Project Environment; Getting Started, and Moving Around Project; Key Options and Settings You Need to Know About; Working with Calendars; Summary; Hands-On Exercises; Part II: Planning Essentials; Chapter 5: Creating and Entering the Work Breakdown

Structure and Task Arrangement; What Is a WBS, and Why Is It Important?

Entering Your WBS: Phases, Tasks, and Milestones Managing Your WBS; Summary; Hands-On Exercises; Chapter 6: Estimating and Entering Duration or Work; Estimating Duration vs. Estimating Work-What's the Difference?; Program Evaluation and Review Technique; Summary; Hands-On Exercises; Chapter 7: Setting Dependencies and the Critical Path; Setting Dependencies; Using Constraints and Deadlines; Understanding and Viewing the Critical Path; Summary; Hands-On Exercises; Chapter 8: Assigning Resources and Costs; Setting Up Your Resource Pool; Assigning Resources and Costs

Analyzing Resource Usage and Resource Leveling Summary; Hands-On Exercises; Chapter 9: Understanding the Calculation Engine for Automatic Scheduling; Six Factors that Drive the Calculation of Time (Dates and Duration) for Automatic Scheduling; Four Factors that Affect the Calculation of Cost; Switching from Manual Scheduling to Automatic Scheduling; Summary; Hands-On Exercises; Part III: Communicating and Reporting Essentials; Chapter 10: Understanding Views; Understanding Major View Components; Task Views; Resource Views; Summary; Hands-On Exercises; Chapter 11: Using Tables and Custom Fields

Creating Custom Fields Using Tables and Creating Custom Tables; Summary; Hands-On Exercises; Chapter 12: Using Filters, Groups, and Sorts; Using Filters and Highlights; Using Groups; Using Sorts and Auto-filters; Summary; Hands-On Exercises; Chapter 13: Creating Custom Views, Formatting, and Reporting; Creating Custom Views; Formatting Text and Bar Styles; Sharing and Sending Project Information and Reports; Summary; Hands-On Exercises; Chapter 14: Creating Master Schedules with Inserted Projects; Creating Master Schedules; Critical Path Across Projects; Reporting and Analyzing Across Projects

Summary

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#### Sommario/riassunto

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 certificate.

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