



Project 2016 For Dummies

By Cynthia Snyder



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The easy way to take control of project timelines, resources, budgets, and details

Project manager, meet your new assistant! Once you discover Project 2016 you'll be amazed at how efficient and effective the project management process can be. Written by an expert author who knows project management processes backward and forward, this friendly, hands-on guide shows you how to get started, enter tasks and estimate durations, work with resources and costs, fine-tune your schedule, set baselines, collect data, analyze progress, and keep your projects on track.

How many times have you heard people in the office mutter under their breath, "These projects never run on time?" Well, now they can! *Project 2016 For Dummies* shows you how to use the latest version of Microsoft Project to create realistic project timelines, make the most of available resources, keep on top of all those pesky details, and, finally, complete your project on time and on budget. Easy!

- Fully updated to reflect the latest software changes in Microsoft Project 2016
- All-new case studies and examples highlight the relevance of key features of Microsoft Project 2016
- Exposes the correlation between what project managers do and how Microsoft Project 2016 supports their work
- Covers working with calendars, using and sharing resources, budgeting, gathering and tracking data, and more

If you're a time-pressured project manager looking to make your life—and your projects—easier, *Project 2016 For Dummies* shows you how to get things done!

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Project 2016 For Dummies By Cynthia Snyder Bibliography

- Sales Rank: #78700 in eBooks
- Published on: 2016-03-07
- Released on: 2016-03-07
- Format: Kindle eBook

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Editorial Review

From the Back Cover

Learn to:

- Manage costs and resources as you build a schedule from the ground up
- Set up your schedule to meet deadlines and stay on budget
- Keep all the members of the project team updated and informed
- Apply the project management tricks the professionals live by

Take control of your projects with the project manager's top assistant, Microsoft Project 2016

Whether you're managing your first project or juggling several large and complex projects, Project 2016 is like an assistant that works 24/7. This guide walks you through the basic functions of the software, helping you use it to create realistic timelines, maximize resources, budget, collect and track data, and successfully complete your project.

- **See how it works** — tour the software interface, see how Project 2016 supports your efforts, and build a project schedule
- **Manage your resources** — create and assign work resources, material resources, and fixed costs to tasks, and see how resources affect long-term costs
- **Explore your toolbox** — discover tools to help you modify resource assignments and task timing to trim costs and meet deadlines
- **Stay the course** — discover ways to track actual activity against your plan and pull things back on track when the unforeseen happens

Open the book and find:

- Useful examples on how to make projects work better
- How to determine different task types
- Help assigning resources to tasks
- Things to consider when factoring in contingency reserve
- When, why, and how to save a baseline
- What to do when the project falls behind
- Ten cool shortcuts in Project 2016

About the Author

Cynthia Snyder is a well-known speaker, consultant, and trainer on project management, as well as the project manager of the team that updated PMI's *Project Management Body of Knowledge*, Sixth Edition. Her other books include *PMP Certification All-in-One For Dummies* and *A User's Manual to the PMBOK*.

Users Review

From reader reviews:

Jacob Roberts:

As people who live in typically the modest era should be change about what going on or information even knowledge to make these keep up with the era that is always change and progress. Some of you maybe may update themselves by looking at books. It is a good choice in your case but the problems coming to you is you don't know what one you should start with. This Project 2016 For Dummies is our recommendation to help you keep up with the world. Why, because book serves what you want and want in this era.

George Hale:

Now a day folks who Living in the era where everything reachable by match the internet and the resources inside it can be true or not need people to be aware of each info they get. How people have to be smart in getting any information nowadays? Of course the solution is reading a book. Examining a book can help people out of this uncertainty Information particularly this Project 2016 For Dummies book as this book offers you rich details and knowledge. Of course the information in this book hundred pct guarantees there is no doubt in it you know.

Bertha Morrison:

People live in this new moment of lifestyle always try to and must have the spare time or they will get lots of stress from both lifestyle and work. So , if we ask do people have extra time, we will say absolutely of course. People is human not really a robot. Then we request again, what kind of activity do you possess when the spare time coming to a person of course your answer can unlimited right. Then ever try this one, reading ebooks. It can be your alternative throughout spending your spare time, the particular book you have read will be Project 2016 For Dummies.

Mark Johnson:

The book untitled Project 2016 For Dummies contain a lot of information on the item. The writer explains your girlfriend idea with easy means. The language is very straightforward all the people, so do certainly not worry, you can easy to read this. The book was published by famous author. The author provides you in the new age of literary works. It is possible to read this book because you can continue reading your smart phone, or program, so you can read the book throughout anywhere and anytime. If you want to buy the e-book, you can open up their official web-site in addition to order it. Have a nice study.

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