



Project 2016 For Dummies

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Project 2016 For Dummies By Cynthia Snyder

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-pressed 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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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:

Tyrone Smith:

Have you spare time for any day? What do you do when you have considerably more or little spare time? Yep, you can choose the suitable activity to get spend your time. Any person spent their own spare time to take a walk, shopping, or went to the Mall. How about open or read a book allowed Project 2016 For Dummies? Maybe it is being best activity for you. You know beside you can spend your time together with your favorite's book, you can better than before. Do you agree with it has the opinion or you have other opinion?

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