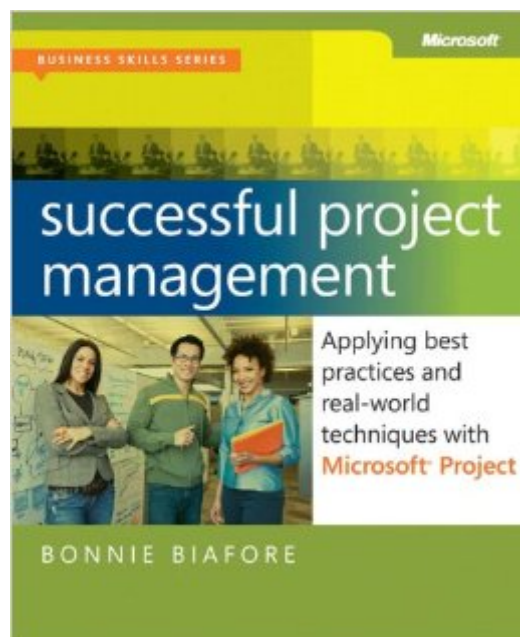


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# Successful Project Management: Applying Best Practices, Proven Methods, And Real-World Techniques With Microsoft Project (Business Skills)



## Synopsis

Learn best practices and proven methods from project management professionals and apply these skills as you work with Microsoft Project. In this practical guide, project management expert Bonnie Biafore shows you how to manage projects efficiently and effectively, sharing the real-world experiences of project managers in several industries. You'll learn how to put the best practices and hard-won lessons of experts to work on your critical projects. Sharpen the skills you need to manage projects expertly from start to finish. Communicate effectively with project stakeholders, management, and team members. Apply methods to break down the project into small, manageable pieces. Define work assignments, choose resources, and build project schedules. Accurately estimate project costs and work with a budget. Identify project changes and manage risks. Track progress and balance priorities without sacrificing quality. Document project history and lessons learned to help improve future projects. Project files available on the companion website.

## Book Information

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## Customer Reviews

When I started reading *Successful Project Management: Applying Best Practices and Real-World Techniques with Microsoft® Project*, I was actually a bit confused for a short while. The reason? I was expecting to read about how to do project management with Microsoft Project, but instead there was nothing about it at all. And why so? Because the author did something very interesting: focusing on the methodology from the PMI (Project Management Institute), and only bringing in

Project where required! This means that you will first get to learn about the theory of project management, and only afterwards you get to see how to do it in MS Project. In my opinion, this is a quite useful approach for PM beginners. Which brings me to the next point: this book is for beginners only, not for experienced PMs. If you've been managing projects for a while already, there might not be much useful for you in this book. If you've just started with project management, however, this book is definitely an interesting read. It goes through the different phases of a project, following the standardised and proven PMI methodology. The book goes through all the important phases of a project (getting approval, building a WBS, building a schedule, budgeting, executing, managing change, and so on), however without going too deep into it. You'll get to understand the basics of each topic, however don't expect too much information that explains it much further. My opinion of this book: I was struggling a bit whether I find this book only average or better than that. In the end, I thought hard about the target audience for this book and how useful it is for them, and came to the decision that it's a solid book for junior project managers, or anyone working on a project for the first time, and that I would give it a rating of 4/5.

Worthwhile entry-level book for people in other disciplines (e.g. business analysis, software engineering) that want to move into project management. The book is largely based on the PMBOK (though it does not use any PMBOK-style processes and diagrams), and covers all knowledge areas. The book sticks with a generic project management approach, which can work with any type of software development methodology. Interspersed throughout the book are sidebars on how to perform various project management activities within Microsoft Project 2010. On the minus side, I found the book to be a little too verbose for my liking. I preferred Stackpole's 'User Manual to PMBOK Guide' for this reason. Two glaring omissions from this book are the absence of any figures and the absence of any case studies or descriptions. Finally, there are no new ideas for experienced project managers. The book is useful to this latter category in that they can have a handy title to recommend to those interested in the field, and also their business counterparts. Recommended for entry level project managers, who have had SDLC experience on at least two past projects.

Successful Project Management: Applying Best Practices and Real-World Techniques with Microsoft Project has a slightly misleading title - you won't really see MS Project used until chapter 4. This book is really about translating the Project Management Institute (PMI) methodology into a format which can be readily understood, with the occasional diversion to the use of Microsoft's

Office tools. Project 2010 version is assumed, as is the availability of other Microsoft tools like Excel and Word. If you have experience with formal project methods, this is probably not the book for you. New or part-time project managers would benefit from the text, as it discusses most of the touchpoints of project management in easily accessible language. That's not a small accomplishment, and is complemented by a clear, direct writing style. The most common tasks in Project (work breakdown structure, resource information, etc ) are covered at a level sufficient to make the reader functional, but not necessarily expert. There are also a number of frustration-saving tips, such as those on where to use fixed dates on tasks. In addition to the tool-related narratives, there are also chapters on ancillary topics like budgets, reporting and some financial analysis. This should be of great value to the novice PM. Overall, a good purchase for anyone just starting out in project management. Disclaimer, I was provided access by O'Reilly Publishing to an electronic copy of this book for review purposes.

Okay, my first O'Reilly book that isn't exactly a technical programmer's book, but rather a management book. I think a programmer needs to know more than just how to use APIs, and this book introduces a new perspective to a developer's mind. Especially if you are very entrepreneurial at mind, like I am, The book focuses on a prescribed methodology, formulated by the Project Management Institute, structured via Microsoft's management tool, Microsoft Project 2010. Okay, well I don't use and won't use MS Project, as I use a mac, but applying basic principles to other tools, such as Merlin for Mac I still find this book to be potent in helping me manage my own project, or a project with a collaborator. Relating the philosophy of project management by breaking down projects into tasks, and units and resources, visioning milestones and goals, and working with dependencies is what this book will give you, and perfect for the agile developers out there, who want to manage a project agile-ley as well. I certainly recommend this book, in your bookshelf of other books that you will need to master, in order to be a more holistic programmer and businessman, a role that has blurry boundaries these days.

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