

Project Management Quick Reference Guide

for Project 2007

1 Start a new project

Before beginning a new project, an organization must determine whether the project fits its strategic goals. Executives should classify proposed projects that focus on mission-critical activities as high-priority and projects that are peripheral to organization goals as lower priority.

Before work begins, an executive sponsor should be identified. The organization should complete a high-level evaluation of the project's business case, its limitations, and its technical and financial requirements. Finally, a project manager should be identified, who can then set up a project plan in Microsoft Office Project 2007.

Need a more detailed guide to project management with Project 2007? Use the [Project Roadmap](#), available on Office Online.

1. Create a new project file
 - To create a new blank project in Project 2007, click **New** on the **File** menu. On the **New Project** task pane, click **Blank Project**.
 - To create a new project from a template in Project 2007, click **New** on the **File** menu. On the **New Project** task pane, click **On computer** and then click the **Project Templates** tab. Click the template that you want. If your organization stores templates on the Web, click the **Enterprise Templates** tab.
2. Set the project start date On the **Project** menu, click **Project Information**. In the **Start date** box, enter your project start date.
3. Define the project calendar On the **Tools** menu, click **Change Working Time**. Identify working and non-working days and times for your project.
4. Save the project file On the **File** menu, click **Save**. In the **File name** box, type the project name.

If you are publishing the project to Microsoft Office Project Server 2007, type the name of the project and include any values for custom fields that are required by your organization.

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Van Wolverton



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Dynamic Scheduling with Microsoft Project 2010 Rodolfo Ambriz, John White, 2011-05-15 Through the use of best practices helpful screen shots hands on exercises and review questions this book instructs you on how to build dynamic schedules with Microsoft Project 2010 that will allow you to explore what if scenarios and decrease the time you spend making static schedule changes

Planning and Scheduling Using Microsoft® Project 2010 Paul E. Harris, 2010 The book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software It starts with the basics required to create a schedule through resource planning and on to the more advanced features A chapter is dedicated to the new functions and it outlines the differences from the earlier versions throughout the book Microsoft r Project 2010 is an extensive software update with many new functions and as a result this is a complete rewrite of the author s previous book It is designed to teach project management professionals how to use the software in a project environment

Planning and Scheduling Using Microsoft Office Project 2007 Paul E. Harris, 2007 This book is a straightforward practical guide on how to use Microsoft Project 2000 up to an intermediate level in a single project environment It is aimed at any industry including building construction oil and gas software development government and defense Microsoft Project 2000 For Dummies Quick Reference Nancy Stevenson, 2000-05-05 This easy to read reference helps you harness the power of the project management capabilities of Microsoft Project 2000 No fluff instructions and tips show you to create a plan build tasks and outline stages in your plan Discover to use the vast menu of features in Microsoft Project 2000 scheduling reporting resource allocation workflow management and project tracking You can even plan your deadlines depending on constraining events or costs With this handy guide at your side you can come in under budget and in plenty of time

Elsevier's Dictionary of Office Automation C. de Schaetzen, Centre de Terminologie, 1991 Office automation has become by far the major application of data processing on micro computers This dictionary compiled by the Centre de Terminologie de Bruxelles Institut Libre Marie Haps Brussels Belgium contains in English French German and Dutch the vocabulary of office automation software programs for micro computers The subfields

Microsoft Outlook 98 Field Guide Stephen L. Nelson, 1998 For beginning to intermediate users this field guide is the ideal concise reference on the road and in the office This A to Z compendium allows users to quickly find the information they need to accomplish tasks

Microsoft Project for Windows 95 Step by Step Catapult, Inc, 1995 Project management software can really revolutionize the way a business works for those who know how to take advantage of all the features This in depth book provides a procedural personal training system for those who want to get up and running on Project for Windows 95 as easily and as quickly as possible Practice files are included on disk

Subject Guide to Books in Print, 2001 *PC Learning Labs Teaches Microsoft Project 4.0 for Windows* Logical Operations Inc, 1994 This classroom tested book disk learning system provides a fast introduction to this powerful Windows based project management program Years of classroom teaching and lab research

into how people best learn to use computers are the basis for this integrated package No other Microsoft Project book is better suited to the needs of beginning users *Microsoft Project 2002 For Dummies* Nancy Stevenson, 2002-05-31 Get expert tips on using Project to keep all your projects on track Make the most of Project to manage people time and money Microsoft Project is a powerful tool for planning and managing projects But where do you begin Don't worry Filled with plain English explanations and practical tips this friendly guide shows you how to put Project to work right away You'll discover how to define tasks allocate resources manage costs track progress communicate information and deliver results on time and within budget The Dummies Way Explanations in plain English Get in get out information Icons and other navigational aids Tear out cheat sheet Top ten lists A dash of humor and fun Get smart www.dummies.com Find listings of all our books Create your own personalized book with Hungry Minds a la Carte Sign up for daily eTips at www.dummiesdaily.com **Microsoft Office Outlook 2003** Gary B. Shelly, Jeff Webb, Jeffrey J. Webb, Thomas J. Cashman, Dr Thomas J. Cashman, Shelly, Graham Webb, 2004-04-09 For the past three decades the Shelly Cashman Series has effectively introduced computers to millions of students consistently providing the highest quality most up to date and innovative materials in computer education We are proud of the fact that our series of Microsoft Office 4.3 Microsoft Office 95 Microsoft Office 97 Microsoft Office 2000 and Microsoft Office XP textbooks have been the most widely used books in computer education With each new edition of our Office books we have made significant improvements based on software changes and comments made by both instructors and students Our Microsoft Office 2003 books continue with the innovation quality and reliability that you have come to expect from the Shelly Cashman Series **Hard Disk Management** Van Wolverton, 1990 Now revised to include DOS 4 this handy quick reference guide is for every owner of an IBM PC PS/2 or compatible who wants the efficiencies of a well managed hard disk but who doesn't have time to read a full length book Presents the core information needed to prepare configure organize maintain and back up a hard disk *Microsoft Access 2003* Gary B. Shelly, Thomas J. Cashman, Philip Pratt, Mary Z. Last, 2003-10-29 For the past three decades the Shelly Cashman Series has effectively introduced computers to millions of students consistently providing the highest quality most up to date and innovative materials in computer education Enjoy the proven step by step style and improved Excel 2003 updates of the Shelly Cashman Series and enhance your Office application skills today **Project 2002** Stephen L. Nelson, 2002 More than simply a reference to the Microsoft Project software program this book amounts to a hybrid business computer book Not only are the Project software or a subset of the software features documented but also business managers are taught how to organize and manage a project using either Project 2002 Standard or Project 2002 Professional **The Publishers' Trade List Annual**, 1987 **Microsoft Office 2007 in Business** Joseph M. Manzo, Dee R. Piziak, Christine J. Rhoads, 2009 Microsoft Office is the industry standard in business software Learn how to make Office 2007 work for you As part of the In Business System Microsoft Office 2007 In Business Core is the only Office 2007 book that prepares students expressly for core business

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