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Eastwood Harris Pty Ltd. Paperback. Book Condition: new. BRAND NEW, Planning and Scheduling Using Microsoft Office Project 2007: Including Microsoft Project 2000 To 2003 - Revised 2009 (4th Revised edition), Paul E. Harris, This book may be used with Microsoft Project as either: A self teach book, or A user guide, or A training manual for a two day training course. The book is aimed at: Project management companies in industries such as the building, construction, oil & gas, software development, government and defence who wish to run their own software training courses or provide their employees a good practical guide to using the software. Training organizations who require a training manual to run their own training courses. Project managers and schedulers who wish learn the software, however are unable to attend a training course. The book stays focused on the information required to create and update project schedules by: Concentrating on the core functions required to plan and control a project. Keeping the information relevant to each topic in the appropriate chapter. Providing a quick reference at the start of each chapter listing the chapters topics and associated menu commands. Providing a comprehensive index of topics. This book is designed to teach project team members in any industry how setup and use the software in a project environment and it: Explains in plain English and in a logical sequence the steps required to create and maintain a schedule. Highlights the sources of information and methods that should be employed to produce a realistic and useful project schedule. Presents workable solutions to real day to day planning and scheduling problems and contains practical advice on how to set up the software and import data. Each subject is covered in one chapter and the reader does not have to flick backwards...

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