

The Microsoft Project Management 2007 Toolkit: Microsoft® Office Project 2007 Step by Step and In the Trenches with Microsoft Office Project 2007: ... Office Project 2007 (Business Skills)

Carl Chatfield



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Sharpen your project-management skills—and increase your impact!—with this two-in-one toolkit. Master Project 2007 fundamentals at your own pace with STEP BY STEP. From there, you'll go IN THE TRENCHES—gaining gritty, real-world advice for tackling tough challenges every day!

Microsoft Office Project 2007 Step by Step:

- Teach yourself core project-management skills with Project 2007-one step at a time!
- Forge and fine-tune your project plan
- Manage tasks, resources, dependencies
- Monitor progress and track costs
- Visualize project data with Gantt Chart views
- Troubleshoot issues—and keep projects on track

STEP BY STEP CD features:

- Skill-building practice files
- Fully searchable eBook
- Bonus eReferences

In the Trenches with Microsoft Office Project 2007:

- Tame your toughest project-management challenges by applying the right Project 2007 tools and techniques to the job.
- See how different approaches affect your results-and make the best decisions for your project.

Learn the most effective ways to:

- Define project scope and goals
- Drive a project plan and schedule
- Organize and deploy resources
- Monitor and communicate status
- Manage cuts in budget and resources
- Get management buy-in on changes
- Resolve cross-project conflicts
- Get wayward projects back in line
- Solve real problems in real time

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