

## BOOK INFORMATION SHEET

### TITLE SUBTITLE

**PRINCE2™ Planning & Control Using Microsoft® Project  
Updated for Microsoft® Project 2007**

### DATE OF PUBLICATION

March 2007

### NAME OF AUTHOR

Paul E Harris

### ISBN

978-1-921059-17-9

### BINDING & FORMAT

B5, Paperback

### DIMENSIONS mm

250 high, 176 wide & 19 thick

### STATISTICS

322 pages, 73,000 words and  
390 B&W screenshots.

### SHORT DESCRIPTION OF SUBJECT MATTER

This book is primarily a Microsoft Project book and designed to teach project management professionals, who understand the PRINCE2 methodology, to use Microsoft Project to plan and control a PRINCE2 projects. It identifies which PRINCE2 processes may be handled with Microsoft Project and how the software may be effectively used to manage a project. The book is based on Microsoft Project 2007, but may be used with Microsoft Project 2003, 2002 or 2000 as the book outlines the differences between the versions.

### READERSHIP

The book is aimed at PRINCE2 Practitioners and Project Managers in any industry who wish to learn how to use Microsoft Project in a PRINCE2 environment to plan and control their projects.

### SHORT DESCRIPTION ON FRONT COVER

A user guide written for Project Management Professionals who wish to learn how to plan and control projects in a single project environment with or without resources in a PRINCE2 environment. The book is packed with screen shots, constructive tips and contains workshops with solutions at the end of each chapter for the reader to practice the skills taught in the chapter.

### BACKGROUND ON BOOK

This book was written for people who understand PRINCE2 and are learning to utilise Microsoft Project in a PRINCE2 environment. The book focuses on Microsoft Project but describes which PRINCE2 processes many be managed with Microsoft Project. It shows the user how to plan and progress projects created within the software package to an intermediate level and stays focused on explaining how to use Microsoft Project to plan and control projects by:

- 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.
- Showing practical ways that Microsoft Project may be used to manage programmes, portfolios and projects in a PRINCE2 environment.
- Each subject is covered in one chapter and the reader does not have to flick backwards and forwards through the book to read about a complete subject.
- Explains some of the important difference between Microsoft Project and other scheduling software making it easier to convert from other software.
- Explains some of the more difficult calculations in plain English, that are often omitted in other books, and concentrates on the core functions required to plan and schedule a project in a single project environment.
- Providing command lists at the start of each chapter as a quick reference.
- Providing a comprehensive index of all topics.

This publication is ideal for a person who would like to quickly gain an understanding of how the software operates and explains how the software differs from other software thus making it ideal for people who wish to convert from other products. The book was written so it may be used as:

- A self teach book, or
- A user guide/reference book, or
- A handout for a 2 day training course.



# PRINCE2™ Planning & Control Using Microsoft® Project Updated for Microsoft® Office Project 2007

**ABOUT THE AUTHOR** Paul Harris holds an Honours Degree in Civil Engineering obtained in the UK and is a Certified Cost Engineer through AACEI International, a PRINCE2 Registered Practitioner, an Approved PRINCE2 Trainer and a “Managing Successful Programmes” Registered Practitioner. He has worked in the project controls industry for a number of years and has assisted many companies in a range of industries to set up and run project controls systems. His Melbourne, Australia based company, Eastwood Harris Pty Ltd, offers project controls consulting and training services world wide with a strong focus on Microsoft Project and Primavera software.

**CUSTOMIZATION FOR TRAINING COURSES** Training organisations or companies who wish to conduct their own training may have the book tailored to suit their requirements. This may be achieved by removing, reordering or adding content to the book and by writing their own exercises. Please contact the author to discuss this service.

**AUTHOR’S COMMENT** As a project controls consultant I have used a number of planning and scheduling software packages for the management of a range of project types and sizes. The first books I published were user guides/training manuals for Primavera SureTrak®, P3® and Microsoft Project users. These were well received by professional project managers and schedulers, so I decided to turn my attention to developing a book for PRINCE2 Practitioners using Microsoft Project. This book follows the same proven layout of my previous books. I trust this book will assist you in understanding how to use Microsoft Project on your PRINCE2 projects.

<b>TABLE OF CONTENTS</b>	1	Introduction
	2	Creating a Project Plan
	3	Creating Projects and Setting up the Software
	4	Navigating Around the Screen
	5	Defining Calendars
	6	Adding Tasks
	7	Organizing Tasks Using Outlining
	8	Formatting the Display
	9	Adding Task Dependencies
	10	Network Diagram View
	11	Constraints
	12	Filters
	13	Views, Tables and Details
	14	Printing and Reports
	15	Tracking Progress
	16	Grouping Tasks, Outline Codes and WBS
	17	Options
	18	Creating Resources
	19	Assigning Resources and Costs to Tasks
	20	Resource Histograms, Tables, S-Curves & Leveling
	21	Statusing Projects with Resources
	22	Tools and Techniques for Scheduling
	23	What Is New In Microsoft Project
	24	Items Not Covered in This Book
	25	Appendix 1 – Screens Used To Create Views
	26	Index

## **BOOK REVIEWS**

With 5 years experience as a PRINCE2 trainer I consider that 'PRINCE2™ Planning and Control Using Microsoft® Project 2007' is a timely publication addressing the increasing use of the PRINCE2 as a corporate project management method or framework. Outside of major engineering organizations Microsoft® Project is probably the most widely used project scheduling tool in use today. It is also a fact that many users never receive formal training in the use of the application with the result that the power and flexibility of Microsoft® Project is rarely fully utilized.

The PRINCE2 method requires good planning to facilitate resource management, progress tracking and control. Paul Harris' manual unlocks the power and versatility of Microsoft® Project with a logical presentation of the tool in the context of a PRINCE2 project scenario. He clearly identifies the areas where Microsoft® Project supports the PRINCE2 method and is equally candid in addressing areas of weakness, but he always proposes a work-around. This is particularly so in dealing with PRINCE2's product-based-planning approach.

Chapters I found very useful were those on understanding dependencies, formulating reports and on tracking progress. The mix of information and exercises is very good and this book will be very useful as a day-to-day reference for every project manager.

**Leo Farrelly, PRINCE2 Practitioner and Trainer**

**Codarra Advanced Systems Pty Ltd**

**[www.codarra.com.au](http://www.codarra.com.au)**

Microsoft Project is a very powerful tool to support project managers planning and managing a project. As a Microsoft Project user and instructor, I have developed a deep respect for the capabilities of the product. Paul Harris has created a book that takes project management professionals through Microsoft Project in a sequence of workshops that ensures that Microsoft Project is setup correctly and information is managed in a logical order. The case study and the screen shots bring the product to life in a very simple and practical way.

Paul has also integrated the principles of PRINCE2(tm) both in providing a context for using Microsoft Project and demonstrating these concepts in the workshops. Overall, I recommend this approach to learning MS Project.

**Bruce McNaughton**

**Director, Customer Driven Solutions Limited**

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