



**On Time! On Track! On Target! Managing Your
Projects Successfully with Microsoft® Project:
Managing Your Projects Successfully with
Microsoft Project (Business Skills)**

Bonnie Biafore

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So you've been asked to lead a project—congratulations! Whether you're new to project management, or just need to brush up, this easy-to-read guide teaches you the essential skills you need to succeed at this critically important task. Expert project manager Bonnie Biafore shares her real-world experience, lessons learned, and best practices to help you manage any project. You'll learn project management methodology and the secrets for using Microsoft Project and other Microsoft Office programs to keep your projects on time, on track, and on target!

Successfully manage your projects as you discover how to:

- Work effectively with project stakeholders, management, and team members
- Define scope, objectives, and deliverables
- Estimate work, choose resources, build project schedules, and track progress
- Accurately estimate project costs and work with a budget
- Identify and manage project changes and risks
- Balance project variables without sacrificing quality
- Document project history and lessons-learned to help improve future projects—and even more great results

CD Features:

- Sample project templates and documents
- Fully searchable eBook

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