



“Even If You Are On The Right Track, You’ll Get Run Over If You Just Sit There”

-- Will Rogers

Knowing how to use the proper tools properly will significantly increase your productivity. Do you know how to effectively use Microsoft Project® to manage your projects?

It's Your Business - a newsletter from Integrated Process Developers, Inc.

April, 2008

The market leading project management software package is Microsoft Project. However, few people really understand how to use this software properly to plan and manage their projects. Do you?

Integrated Process Developers, Inc. (IPDI) can teach you and your employees how to maximize the usefulness of Microsoft Project as a project management tool.

This issue of It's Your Business newsletter focuses on the use of Microsoft Project software and its importance to your project and organization.

Training Today – Increased Productivity TomorrowSM

10 Signs You Don't Really Know Microsoft Project by *PMConnection.com*

1. You manually create a Project Summary Task
2. You “hard code” dates
3. You don't input the team's estimated Duration on all tasks
4. Your tasks don't start with a verb
5. You assign Predecessors to Summary Tasks
6. You assign Resources to Summary Tasks
7. You never inspect the critical path tasks
8. You never search for (or eliminate) Resource Over-Allocations
9. You never Baseline your schedule
10. You never update your schedule to align with reality

Microsoft Project Training

Microsoft Project is an excellent software package specifically suited to build schedules and manage resources.

Many people discover that Microsoft Project is difficult to learn. They become frustrated when trying to update the work plans with 'actuals.' This causes many people to use Microsoft Project simply to create static Gantt/bar charts (#2 above).

In IPDI's [Microsoft Project course](#) you will learn the best practices of using Microsoft Project to build a simulation model of your project.

10 Things You Should Never Say to the Boss

Somewhere between winning the lottery and hearing your name called on "The Price is Right" is that other common fantasy: Telling off your boss.

While telling your manager what he or she can really do with that quarterly report is tempting, you'd like to keep your job. Still, you may not be aware of how other things you say to your boss can make you come across as lazy, disrespectful or careless, sabotaging your chances of getting a promotion, a raise or a better job later on.

[Click here for the rest of the story...](#)

Project Management Humor

Seven Phases of a Project

Every project goes through phases. Each organization tends to divide its projects into different phases.

However, every project goes through these seven (7) phases

[Click here](#) to see the seven basic phases of every project – and other project management humor.

If you have any project management humor, please forward it to Doug Boebinger at:

dbb@processdevelopers.com

You will understand the saying "if it is easy to do in Microsoft Project, it is probably the wrong way to do it." Building dynamic schedules, as opposed to static ones, takes a little longer but the benefits are great.

In order to manage your project effectively, you need to create dynamic schedules - not static ones. A dynamic schedule will:

- identify all the work activities/tasks necessary to complete the project successfully
- proactively forecast the revised project completion date based on the actual events of the project.
- predict the resource requirements for the project to facilitate the acquisition of those resources in a timely manner.
- determine the durations for tasks based on resource availability and work effort required to perform the tasks.
- model the workflow of the project to aid in understanding where bottlenecks may occur.

Bottom Line – you will learn the right way to build a schedule and the “10 Signs You Don’t Really Know Microsoft Project” won’t apply to you!!

Microsoft Project Customization

One of the strengths of Microsoft Project is its ability to be customized. Some of the customizations that can be performed are:

- Views – contains a Table, Filter, Group, sort, text styles, Gantt chart bar styles, Gantt chart layout, and Options
- Tables – selection of fields to be displayed
- Filters – selection of records meeting the filter attributes to be displayed
- Groups – organize data to facilitate analysis, reports, etc.
- Gantt Chart bars – color, pattern & styles represent data attributes
- Toolbars – customize the toolbars to facilitate the operation of the software for you and your organization
- Fields – customize text, flag, cost, duration, date, start, finish, and number fields for you and your organization’s use
- Forms – customized forms to display and enter data
- Calculations – customized calculations to facilitate data analysis and reporting.
- Macros – built-in VBA macro language to manage and manipulate Microsoft Project data. Makes complicated calculations easy.

IPDI can [customize Microsoft Project](#) to your company's project management procedures and processes

For further Microsoft Project customization and training information visit our web site at:

<http://www.processdevelopers.com/msprojectcustomize.asp>

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As a PMI Registered Education Provider (REP), IPDI is qualified to provide your project management training needs, offer courses for PMP certification, and to meet your PDU re-certification requirements.



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Thank you for your interest in our consulting and training services. We are looking forward to hearing from you today to discuss how IPDI can make your company and projects more efficient and effective.

Sincerely,

Douglas B. Boebinger, PMP
Integrated Process Developers Inc.

**IPDI - Your Company's Process Improvement and Project Management
Consulting & Training Provider**

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