

# Step by Step Microsoft Project 2010

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*Microsoft Project 2010 Step by Step* is a recent release from Microsoft Press. Co-author Carl Charfield is a project manager at Microsoft and holds the Project Management Professional (PMP) certification. His fellow co-author Tim Johnson is an experienced technical support professional for Microsoft *Project*.

This book covers managing projects from beginning to end. It specifically addresses how to:

- Build and fine-tune your project plan.
- Schedule tasks, set milestones, and allocate resources.
- Track progress and costs – and manage variances.
- Troubleshoot project delays and budget overruns.
- Customize Gantt chart views, tables, and calendars.
- Learn project-management best practices.

I will admit most of this book reads like a user guide, not really learning material. If you have a specific task in Microsoft *Project* you need to accomplish, you can quickly get it done by going to the appropriate section of this book.

The reading is not for the faint of heart. While I admit it would be tedious to go through each section, the Microsoft *Project 2010* software is thoroughly covered by the authors.

The book is divided into three parts: Simple Scheduling, Advanced Scheduling and Special Subjects.

The Simple Scheduling section covers a Guided Tour of Project, Creating a Task List, Setting Up Resources, Assigning Resources to Tasks, Formatting and Sharing Your Plan and Tracking Progress on Tabs.

The next section, Advanced Scheduling, describes Fine-Tuning Task Details, Resource Details, Assignment Details, and the Project Plan. Advanced Scheduling also covers Organizing Project Details, Tracking Progress on

Tasks and Assignments, Viewing and Reporting Project Status, and Getting Your Project Back on Track.

Part three, Special Subjects, explains Applying Advanced Formatting and Printing, Customizing Project, Sharing Project Information with Other Programs, and Consolidating Projects and Resources.

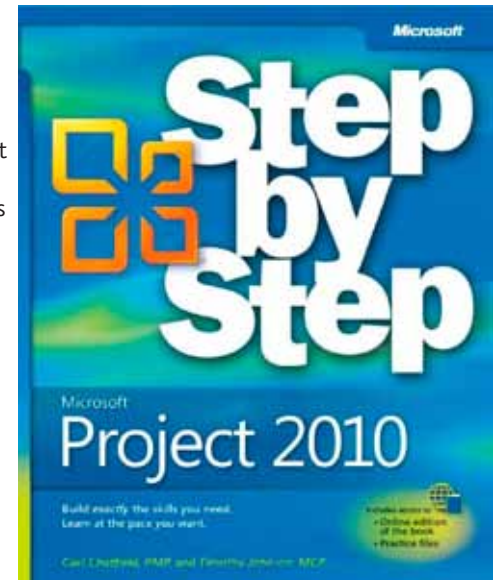
In my opinion the Appendices are more useful than the sections. Appendix A provides a short course in project management. Appendix B provides a roadmap for developing both your Project and project management skills.

The practice files, which would be needed to really go through the exercises in the book, are covered in Appendix C. Finally this book has suggestions for instructors using it in a classroom in Appendix D. The following glossary and index are excellent and in depth.

You may first want to focus on the short course in project management and the roadmap for developing your Project and project management skills, found at the end of this book.

As I said, the rest of the book is very task-oriented and simply gives you instructions for completing technical tasks in Microsoft *Project 2010*.

Because I did not have a current, relevant sample with which



to work through the exercises in the chapters, I did not find this book especially useful. I preferred the overview and high-level descriptions and details of Microsoft *Project*, which are obtained at the end of the book.

I can only recommend this book for users who do not like using the online help feature included with the software. Because of this available online help, which is extensive and included for free with Microsoft *Project 2010*, I feel this book is redundant.

**About:** *Step by Step Microsoft Project 2010*

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