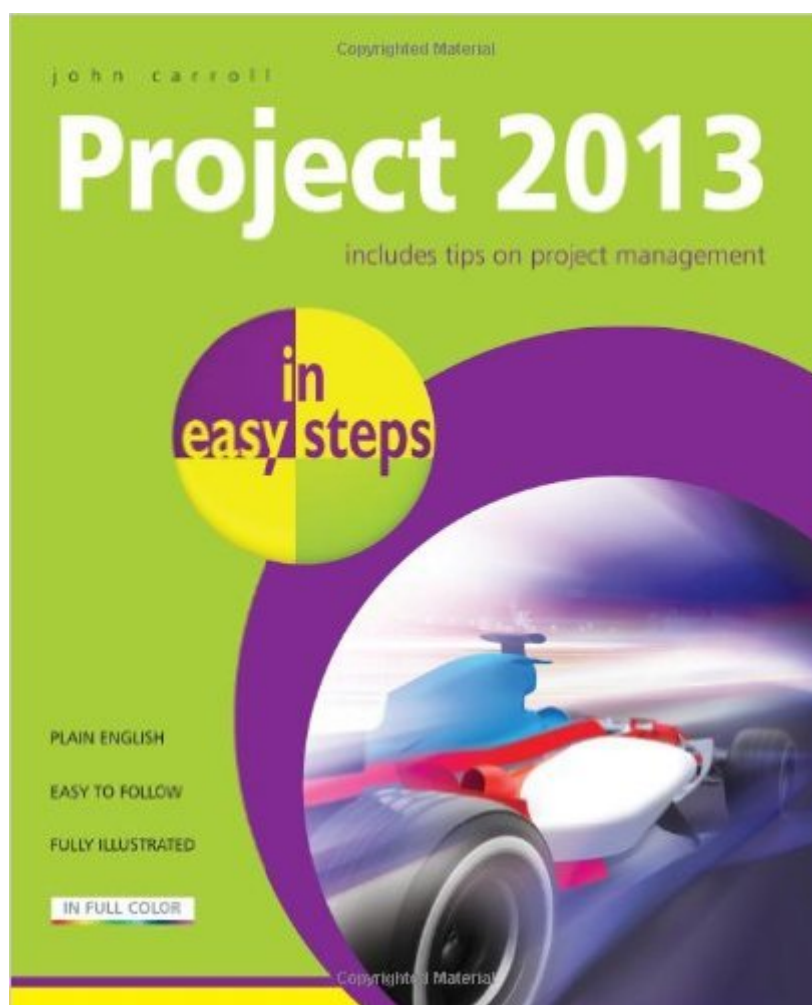# Project 2013 In Easy Steps

## Synopsis

Project 2013 in easy steps will quickly get you making use of the powerful features of Microsoftâ ™s latest version of this popular project management software.Beginning with first principles, this book sets out the right way to start a project and develop the project plan. It shows you how to break a project down into tasks that can then be scheduled and allocated to resources. These can then be tracked and controlled to completion. It explains the different types of task dependencies and how to use them to make sure things happen when they are needed. For medium to larger projects it shows you how to structure your project for success.Projects are carried out by people and other resources and Project 2013 in easy steps shows you how to allocate and control the human resources on a project, tracking vacations and other staff absences. It also shows how to track other resources and costs so that you can stay in full financial control of your project.Finally, viewing and communicating information about projects in a timely way to the project stakeholders is also critical to success and this book shows you how to do it in the most effective way.

## Book Information

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## Customer Reviews

Meant for newbies.

A Comprehensive Guide to Project Management Schedule and Cost Control: Methods and Models

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