

# Effective Project Management using Microsoft Project Server 2007

## Introduction

Effective Project Management using Microsoft Project Server 2007 is the definitive guide to managing projects and programs using Microsoft Project Server 2007. This comprehensive book provides the practical skills and business expertise you need to successfully implement and use Project Server to achieve your project management goals.

Project management is a complex and challenging discipline. With the increasing complexity of projects and the need to deliver results faster and more efficiently, it is essential to have the right tools and techniques to manage projects effectively. Microsoft Project Server 2007 is a powerful project management

software that can help organizations of all sizes improve project outcomes.

This book is designed to help you get the most out of Project Server 2007. Whether you are a project manager, program manager, or team member, this book will provide you with the knowledge and skills you need to succeed.

The book is divided into ten chapters, each of which covers a different aspect of project management with Project Server 2007. The chapters are organized in a logical sequence, starting with the basics of project management and Project Server, and then moving on to more advanced topics such as project planning, scheduling, tracking, and reporting.

The book is written in a clear and concise style, with plenty of real-world examples and case studies to illustrate the concepts discussed. The authors have extensive experience in project management and

Project Server, and they share their insights and best practices throughout the book.

Whether you are new to project management or an experienced professional, *Effective Project Management using Microsoft Project Server 2007* is the essential guide to using Microsoft Project Server 2007 to manage projects and programs successfully.

## Book Description

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# Chapter 1: Project Management Fundamentals

## Defining Project Management

Project management is the process of planning, organizing, and managing resources to achieve a specific goal. It is a complex and challenging discipline that requires a wide range of skills and knowledge.

The goal of project management is to deliver a project successfully, on time, and within budget. To do this, project managers must be able to:

- Define the project scope and objectives
- Develop a project plan
- Assign resources to tasks
- Track progress and make adjustments as needed
- Manage risks and contingencies
- Communicate with stakeholders

Project management is essential for any organization that wants to achieve its goals. By following a structured approach to project management, organizations can improve their chances of success and avoid costly mistakes.

### **The Importance of Project Management**

Project management is important for a number of reasons. First, it helps organizations to achieve their goals by providing a structured approach to planning and executing projects. Second, project management helps to reduce risks by identifying and mitigating potential problems before they occur. Third, project management helps to save time and money by ensuring that projects are completed efficiently and effectively.

## The Benefits of Project Management

There are many benefits to using a structured approach to project management. Some of the benefits include:

- Increased project success rates
- Reduced project costs
- Improved project quality
- Reduced project risks
- Improved stakeholder satisfaction

## Conclusion

Project management is a valuable tool for any organization that wants to achieve its goals. By following a structured approach to project management, organizations can improve their chances of success and avoid costly mistakes.

# Chapter 1: Project Management Fundamentals

## The Project Life Cycle

The project life cycle is the series of phases that a project goes through from its inception to its completion. Each phase has its own unique set of activities, deliverables, and milestones. Understanding the project life cycle is essential for effective project management, as it allows you to plan and manage your project more effectively.

The project life cycle can be divided into five main phases:

- **Project initiation:** This phase involves defining the project scope, objectives, and deliverables. It also includes developing the project plan and securing the necessary resources.
- **Project planning:** This phase involves developing a detailed plan for how the project

will be executed. This includes creating a work breakdown structure, assigning tasks, and estimating the project budget and schedule.

- **Project execution:** This phase involves carrying out the project plan and completing the project deliverables. This includes managing the project team, tracking progress, and making adjustments as needed.
- **Project monitoring and controlling:** This phase involves monitoring the project's progress and making sure that it is on track to meet its objectives. This includes identifying and mitigating risks, and taking corrective action as needed.
- **Project closure:** This phase involves completing the project deliverables, evaluating the project's success, and closing out the project. This includes documenting the project's results, and lessons learned.

The project life cycle is a dynamic process, and it is important to be flexible and adaptable as the project progresses. There may be times when you need to make changes to the project plan or adjust the project schedule. It is important to be able to adapt to change and to make decisions based on the best interests of the project.

By understanding the project life cycle, you can better plan and manage your projects and increase the chances of success.

# Chapter 1: Project Management Fundamentals

## Project Planning and Scheduling

Project planning and scheduling are essential elements of effective project management. A well-planned and scheduled project is more likely to be completed on time, within budget, and to the required quality standards.

Project planning involves defining the scope of the project, identifying the tasks that need to be completed, and estimating the resources and time required to complete each task. Project scheduling is the process of sequencing the tasks and allocating resources to ensure that the project is completed on time and within budget.

There are a number of different project planning and scheduling tools and techniques that can be used, including Gantt charts, PERT charts, and critical path

analysis. The choice of which tool or technique to use will depend on the size and complexity of the project.

Once a project plan and schedule have been developed, it is important to monitor progress and make adjustments as needed. This will help to ensure that the project is completed on time and within budget.

Here are some tips for effective project planning and scheduling:

- Define the scope of the project clearly and concisely.
- Identify all of the tasks that need to be completed.
- Estimate the resources and time required to complete each task.
- Sequence the tasks and allocate resources to ensure that the project is completed on time and within budget.

- Monitor progress and make adjustments as needed.

**This extract presents the opening  
three sections of the first chapter.**

**Discover the complete 10 chapters and  
50 sections by purchasing the book,  
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