



Foreword

I own or have owned at least two books for every version of Microsoft Project Professional Standard Edition (Project) since I began my project management career. Every time I bought a book I would leaf through it looking for the handling on a particular topic. If I found something that was close to answering my question, I bought the book. I suppose that is why I own multiple copies of Project references. Each book provided an answer from its perspective. If my perspective changed, or I needed to find an answer from a different perspective, I needed a different book. The other difficulty that I've had over my career is finding a book that presented Project from a project manager's point of view. I'm a real project manager, and I realize that the tools I use help me be a good project manager. But I also realize that project management is more than just a software tool.

Since starting my project management career, I've since become a project manager instructor and consultant. I'm constantly asked by my clients to recommend a good MS Project reference book. I've never felt comfortable recommending a book until now. This is where *Microsoft Office Project for Mere Mortals* comes in. I finally have found one book that presents Microsoft Project from a conversational, no nonsense perspective. It speaks in my language of project management and provides the information that supports me in the use of the tool. I knew I had found the right book when I found it talking about project management practices that must be considered that are functions outside of the toolset. And then I opened Chapter 3 and discovered how to create a new calendar by copying an existing one! The hints and tips it provides are really time savers.

This book covers the different versions of Microsoft Project. I can now carry one reference book with me when I'm working at a client's facilities. It doesn't matter what version of Project the company is running, I have one book that provides all the information I need.

What I love about this book is that it's not limited to specific industries or professions. We project managers all follow the same types of processes so you'll find that no matter what industry you are in, this book will work for you.

Whether you're experienced at project management or not, experienced at Microsoft Project or not, you'll find a wealth of information in this book that will allow you to use Microsoft Project in a way that works best for you. Enjoy

Microsoft Office Project for Mere Mortals[®], and good luck in your project management endeavors.

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