

Menu Quick Reference

Many of these menus are dynamic, with some options changing based on the active view.

File

Open...	Ctrl+O
Open Recent...	Ctrl+R
Save	Ctrl+S
Save As...	Ctrl+Shift+S
Save As Web Page...	Ctrl+W
Save Workspace...	Ctrl+Alt+S
Page Setup...	
Print Project...	Ctrl+P
Print...	Ctrl+Alt+P
Send To Properties...	
Exit	

- A. Save a file to a new location or as different type (export).
- B. Save the active file in HTML format.
- C. Save a list of open projects and their window layouts so you can quickly recall the same set of projects for the next work session.

Edit

Undo	Ctrl+Z
Cut	Ctrl+X
Copy	Ctrl+C
Copy Paste	
Paste	Ctrl+V
Paste Special...	Ctrl+Shift+V
Paste as Hyperlink...	Ctrl+Alt+V
Find	Ctrl+F
Find Next	Ctrl+G
Find Task...	Ctrl+H
Find Task...	Ctrl+I
Find Task...	Ctrl+J
Find Task...	Ctrl+K
Find Task...	Ctrl+L
Find Task...	Ctrl+M
Find Task...	Ctrl+N
Find Task...	Ctrl+O
Find Task...	Ctrl+P
Find Task...	Ctrl+Q
Find Task...	Ctrl+R
Find Task...	Ctrl+S
Find Task...	Ctrl+T
Find Task...	Ctrl+U
Find Task...	Ctrl+V
Find Task...	Ctrl+W
Find Task...	Ctrl+X
Find Task...	Ctrl+Y
Find Task...	Ctrl+Z

- A. Undo the previous action.
- B. Create and imports a graphic image of the current view (calendar, etc.).
- C. Paste or link a copied item in a specified format.
- D. Create a link to an Internet or intranet location.
- E. Copy the contents of one field into other fields.
- F. Create dependencies between selected tasks.
- G. Interrupt the selected task and reassign a new start date.

View

Calendar	
Gantt Chart	
Network Diagram	
Task Usage	
Tracking Gantt	
Resource Graph	
Resource Sheet	
Resource Usage	
More Views...	
Table	
Reports...	
Toolbars	
View Bar	
Header and Footer...	
Zoom...	

- A. Switch between selected project views. These options are also available on the View bar.
- B. Create, customize, or display views.
- C. Display selected categories of information within the active task or resource view.
- D. Hide or display the View bar, which is used to switch between active views.
- E. View and change the headers and footers in the active view.

Insert

New Task...	Ctrl+N
Recurring Task...	Ctrl+R
Insert...	Ctrl+I
Copy...	Ctrl+C
Paste...	Ctrl+V
Page Break	
Grouping	
Client	
Hyperlink...	Ctrl+K

- A. Add a new task, resource, assignment, network node, or cell. Available options depend on the current view.
- B. Set the interval and number of occurrences for a recurring event.
- C. Consolidate multiple projects.
- D. Create a link to a Web page, to another file, or to a different location in the current document.

Format

Font...	Ctrl+D
Bar...	Ctrl+B
Hyperlink...	Ctrl+K
Gridlines...	Ctrl+G
Task Chartboard...	Ctrl+T
Bar Styles...	Ctrl+S
Details	
Layout...	Ctrl+L
Layout Style...	Ctrl+M
Printing	

- A. Set the appearance of Gantt bars and network diagram nodes.
- B. Change the major and minor timescales to display different levels of detail.
- C. Quickly set the format of a Gantt chart.
- D. Assign font attributes to help distinguish specific types of data.
- E. Set the appearance of objects used in various views. This menu item changes based on the current view.
- F. Set layout options for the current view.
- G. Apply layout options set by using the Layout command.

Tools

Spelling...	Ctrl+F7
AutoCorrect...	Ctrl+D
Workgroup	
Link Between Projects...	Ctrl+L
Change Working Time...	Ctrl+W
Resources	
Resource Gantt...	Ctrl+R
Tracking	
Basic	
Organizer...	Ctrl+O
Custom Options...	

- A. Set up entries for automatically connecting and entering text.
- B. Coordinate project information and changes between team members.
- C. Display tasks linked to external projects.
- D. Set the standard working time and days for a resource or task.
- E. Manage potential conflicts with scheduling resources.
- F. Update tasks and view the progress of a project.
- G. Centrally manage all of the elements of your project (views, reports, forms, etc.).

Project

Print	Ctrl+P
Printed for All Tasks	Ctrl+Alt+P
Printed for No Group	Ctrl+Alt+N
Outline	Ctrl+O
Task Information...	Ctrl+I
Task Options...	Ctrl+O
Project Information...	

- A. Reorder tasks or resources by selected criteria.
- B. View only selected data.
- C. Combine or rearrange tasks or resources.
- D. Establish work breakdown structure (WBS) codes used for reporting schedules and tracking costs for a project.
- E. View and manage information and settings for a selected task, resource, or assignment.

Shortcut menus

Task List...	Ctrl+T
Go To...	Ctrl+G
Timescale...	Ctrl+T
Gridlines...	Ctrl+G
Font Styles...	Ctrl+D
Bar Styles...	Ctrl+S
Zoom...	Ctrl+Z
Layout...	Ctrl+L
Layout Style...	Ctrl+M
Print...	Ctrl+P
Printed for All Tasks	Ctrl+Alt+P
Printed for No Group	Ctrl+Alt+N
Outline	Ctrl+O
Task Information...	Ctrl+I
Task Options...	Ctrl+O
Project Information...	
Print...	Ctrl+P
Printed for All Tasks	Ctrl+Alt+P
Printed for No Group	Ctrl+Alt+N
Outline	Ctrl+O
Task Information...	Ctrl+I
Task Options...	Ctrl+O
Project Information...	
Print...	Ctrl+P
Printed for All Tasks	Ctrl+Alt+P
Printed for No Group	Ctrl+Alt+N
Outline	Ctrl+O
Task Information...	Ctrl+I
Task Options...	Ctrl+O
Project Information...	
Print...	Ctrl+P
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Outline	Ctrl+O
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Coursecard Project 2002 2nd Edition

Jack J. Phillips, Wendi Friedman Tush



Coursecard Project 2002 2nd Edition:

Implementing the Project Management Balanced Scorecard Jessica Keyes, 2010-07-20 Business managers have long known the power of the Balanced Scorecard in executing corporate strategy. Implementing the Project Management Balanced Scorecard shows project managers how they too can use this framework to meet strategic objectives. It supplies valuable insight into the project management process as a whole and provides detailed explanations on how to effectively implement the balanced scorecard to measure and manage performance and projects. The book details a tactical approach for implementing the scorecard approach at the project level and investigates numerous sample scorecards, metrics, and techniques. It examines recent research on critical issues such as performance measurement and management, continuous process improvement, benchmarking, metrics selection, and people management. It also explains how to integrate these issues with the four perspectives of the balanced scorecard: customer, business processes, learning, and innovation, and financial. Filled with examples and case histories, the book directly relates the scorecard concept to the major project management steps of determining scope, scheduling, estimation, risk management, procurement, and project termination. It includes a plethora of resources on the accompanying downloadable resources, including detailed instructions for developing a measurement program, a full metrics guide, a sample project plan, and a set of project management fill-in forms. *The Leadership Scorecard* Jack J. Phillips, Lynn Schmidt, 2012-06-25 Strong leaders are essential to business success, which makes leadership development a business imperative in today's competitive environment. Leaders are needed that can do more than manage; leaders are needed that can make a business great. In addition, there is increasing pressure on organizations to demonstrate the wise investment of development dollars. This requires the effective use of leadership development methods as well as the ability to demonstrate the success of those methods. The Leadership Scorecard combines an explanation and discussion on best practice leadership development methods and incorporates ROI measurement evaluation methodology.

Project Management Theory and Practice, Second Edition Gary L. Richardson, 2014-10-29 Updated to reflect the Project Management Institute's PMI's Project Management Body of Knowledge (PMBOK) Guide Fifth Edition, the new edition of this bestselling textbook continues to provide a practical and up-to-date overview of project management theory. Project Management Theory and Practice, Second Edition explains project management theory using language that is easy to understand. The book integrates the organizational environment that surrounds a project to supply the well-rounded knowledge of theories, organizational issues, and human behavior needed to manage real-world projects effectively. This edition includes a new chapter on Stakeholder Management, which is a new knowledge area covered in the new PMBOK Guide. It also provides updated references and a new streamlined organization of chapters. There are several project-related model frameworks sponsored by PMI, and many of these are covered in this text. Specifically, the book details Work Breakdown Structures (WBS), Earned Value Management (EVM), Enterprise Project Management (EPMO), Portfolio management,

PPM Professional responsibility and ethics For many of the major sections the PMI Global Accreditation curriculum learning objectives have been adapted with permission of PMI and used to guide the content Filled with end of chapter questions scheduling and budgeting problems and scoping projects this text is ideal for classroom use and essential reading for anyone seeking project management certification The book also includes sample empirically oriented worksheets that demonstrate various management decision and analysis oriented tools

The Chief Learning Officer (CLO) Tamar Elkeles, Jack J. Phillips, 2007-01-18 NEW TAMAR ELKELES WINS PRESTIGIOUS AWARD Tamar Elkeles vice president of Qualcomm Learning Center and co author of The Chief Learning Officer has been named 2010 CLO of the Year by Chief Learning Officer magazine Since she began with the company in 1992 Tamar Elkeles has built the Qualcomm Learning Center from a one person operation into a sophisticated integrated and innovative strategic resource for the organization said Norm Kamikow president and editor in chief of Chief Learning Officer magazine Congratulations Tamar New business realities and customer demands coupled with new technologies in a changing competitive landscape are causing corporate learning departments to rethink their value role and impact in the organization In a constantly changing business landscape with limited resources and tight budgets learning must be viewed as essential to a successful achievement of business goals The individual driving this function the Chief Learning Officer CLO is in a unique position to add significant value to the organization The role of the CLO is to drive value focusing on issues such as business alignment managing resources innovation customer service and ROI The challenge is to show value to the organization in terms that business leaders and financial analysts can understand and appreciate Written from the perspective of the CLO this book discusses nine important value adding strategies making up this critical role of the CLO of the future At least twenty high profile CLOs provide their strategies on each of these issues This book is essential reading for both the training and HR communities who need to show the value and connect learning to the business This book shows the value that can be achieved in the organization if it is managed and organized properly and the appropriate leadership is provided

ROI for Technology Projects D. Brian Roulstone, Jack J. Phillips, 2008 With increased scrutiny of technology spending by the most complex organizations in the world technology leaders need a tool kit to help them prepare for hard hitting discussions with their organization s CFO president CEO or chairman about the return they should expect from critical technology projects Rather than focusing top managers attention on cutting challenging and controlling expenditures as many C level accountants prefer to do this approach guides technology managers in providing executives with more comprehensive balanced information that helps all involved make better business decisions Along the way it helps technology managers communicate more effectively with the financial decision makers in their organizations

The Certified Quality Improvement Associate Handbook, Third Edition Russell T. Westcott, Grace L. Duffy, 2014-10-01 ASQ s Certified Quality Improvement Associate CQIA certification is designed to introduce the basics of quality to organizations and individuals not currently working within the field of quality This book and the Body of Knowledge

BOK its supports are intended to form a foundation for further study and application of proven quality principles and practices worldwide. The book follows the CQIA BoK in both content and sequence. The intent is that this book will serve as a guide to be used in preparation to take the CQIA examination given by ASQ. Each chapter stands alone and the chapters may be read in any order. Some material reaching beyond the content of the BoK has been added. Supplemental reading suggestions are provided. An online interactive sample exam and a paper and pencil sample can be found on the ASQ website <http://asq.org/cert-quality-improvement-associate-prepare>.

Show Me the Money (Volume 2 of 2) (Easyread Super Large 24pt Edition), **Communication and Implementation** Jack J. Phillips, Wendi Friedman Tush, 2016-05-12. Communication and Implementation is the sixth of six books in the Measurement and Evaluation Series from Pfeiffer. The proven ROI Methodology developed by the ROI Institute provides a practical system for evaluation planning, data collection, data analysis, and reporting. All six books in the series offer the latest tools, most current research, and practical advice for measuring ROI in a variety of settings. Communication and Implementation explores two important topics that are vital to the ROI Methodology: reporting results and sustaining the process. The authors show how to report results that will ensure that the audience has the information needed so that the improvement processes will be implemented successfully. The book explores the range of reporting methods including face-to-face meetings, brief reports, one-page summaries, routine communication, mass audience techniques, and electronic communications. The authors offer suggestions for determining the best methods to employ. In addition, Communication and Implementation contains information on how to keep the ROI process going for the long haul and how to make it a valued process for any organization.

Encyclopedia of Information Science and Technology Mehdi Khosrow-Pour, Mehdi Khosrowpour, 2009. This set of books represents a detailed compendium of authoritative research-based entries that define the contemporary state of knowledge on technology. Provided by publisher.

Information Technology Governance and Service Management: Frameworks and Adaptations Cater-Steel, Aileen, 2008-08-31. Increasingly, information technology governance is being considered an integral part of corporate governance. There has been a rapid increase in awareness and adoption of IT governance as well as the desire to conform to national governance requirements to ensure that IT is aligned with the objectives of the organization. Information Technology Governance and Service Management: Frameworks and Adaptations provides an in-depth view into the critical contribution of IT service management to IT governance and the strategic and tactical value provided by effective service management. A must-have resource for academics, students, and practitioners in fields affected by IT in organizations, this work gathers authoritative perspectives on the state of research on organizational challenges and benefits in current IT governance frameworks, adoption, and incorporation.

Project Management ROI Jack J. Phillips, Wayne Brantley, Patricia Pulliam Phillips, 2011-09-20. Business Economics. Project Management. An exclusive portal to the methods and tools the ROI Institute uses to determine return on investment in project management. To survive this modern age of financial skepticism, show me

the ROI investors it is a crucial step for companies to develop an effective project management strategy in order to stay ahead of the curve and achieve success Project Management ROI takes the guesswork out of determining how to monetarily value projects by teaching the time tested Return on Investment ROI methodology It presents these results based concepts in a methodical reproducible manner that project managers executives and analysts can use as a validated reference for future projects This book focuses on an array of measures to forecast project value and collect data during and after implementation including reaction learning application and implementation impact return on investment and intangibles Project Management ROI Is the first book from the renowned ROI Institute to focus on project management ROI Provides both the tools and methodology for measuring the ROI of project management investments Will help project managers discover the value of specific project management solutions to justify project expenditures **Show Me the Money (Easyread Large Bold Edition)** , *The Handbook of Training Technologies* William J. Rothwell, Marilynn N. Butler, Daryl L. Hunt, Jessica Li, Cecilia Maldonado, Karen Peters, 2010-04-15 This important resource offers an understanding of the basic principles that underlie training methods and the use of technology training in the workplace The authors provide a primer for the four pervading and more advanced technologies used in business training the Internet computer based training knowledge management systems and decision support tools Appropriate for those who have little or no formal training in educational technology this book addresses such topics as the decision to use the pros and cons for using and presentation strategies for media as varied as the Internet teleconferencing videoconferencing satellite distance learning and electronic performance support systems Note CD ROM DVD and other supplementary materials are not included as part of eBook file **The Certified Manager of Quality/Organizational Excellence Handbook, Fourth Edition** Russell T. Westcott, 2013-10-07 This handbook is a comprehensive reference source designed to help professionals address organizational issues from the application of the basic principles of management to the development of strategies needed to deal with the technological and societal concerns of the new millennium The content of this fourth edition has been revised to reflect a more current global perspective and to match the updated Body of Knowledge BoK of ASQ's Certified Manager of Quality Organizational Excellence CMQ OE In order to provide a broad perspective of quality management this book has specifically been written to address Historical perspectives relating to the evolution of particular aspects of quality management including recognized experts and their contributions Key principles concepts and terminology relevant in providing quality leadership and communicating quality needs and results Benefits associated with the application of key concepts and quality management principles Best practices describing recognized approaches for good quality management Barriers to success including common problems that the quality manager might experience when designing and implementing quality management and insights as to why some quality initiatives fail Guidance for preparation to take the CMQ OE examination Organized to follow the BoK exactly throughout each section of this handbook the categorical BoK requirements associated with good quality

management practices for that section are shown in a box preceding the pertinent text These BoK requirements represent the range of content and the cognitive level to which multiple choice questions can be presented Although this handbook thoroughly prepares individuals for the ASQ CMQ OE exam the real value resides in post exam usage as a day to day reference source for assessing quality applications and methodologies in daily processes The content is written from the perspective of practitioners and its relevance extends beyond traditional product quality applications *First-Time-Right Procurement* Oliver Münch,2015-01-27 Based on more than 10 years of practical experience in the field of supply chain management Oliver Münch indicates that in favor of sustainability within the supply chain the paradox purchasing savings can and should be substituted with the approach of the First Time Right Procurement This dissertation subjects the monetary measurement of purchasing savings to a critical examination and questions whether it still applies It indicates that monetary purchasing savings exert a negative impact on sustainable company success In order to achieve a long term sustainable success it is proposed that the monetary measurement of purchasing savings can be replaced by measuring process times within the procurement organization **The Basics of Project Evaluation and Lessons Learned, Second Edition** Willis H. Thomas,2014-08-22 For some organizations Lessons Learned LL is an informal process of discussing and recording project experiences during the closure phase For others LL is a formal process that occurs at the end of each phase of a project Regardless of when they are performed if you are a project team member chances are you will soon be required to present an evaluation of your project using Lessons Learned Presenting new information that updates the award winning first edition *The Basics of Project Evaluation and Lessons Learned Second Edition* supplies practical guidance on conducting project Lessons Learned The first edition won the Project Management Institute's PMI David I Cleland Project Management Literature Award Following in the footsteps of its popular predecessor this second edition provides an easy to follow systematic approach to conducting Lessons Learned on a project Updated to align with the PMBOK Guide Fifth Edition Includes three new chapters PRINCE2 Agile Retrospectives and Knowledge Transfer in response to information requests from readers of the first edition from around the world Enhanced with valuable new resources in the Project Evaluation Resource Kit PERK found on the free CD included in the back of the book including a fully functional MS Access Lessons Learned Database The research in this book is based on four years of doctoral dissertation research and is supported by renowned experts in the field of evaluation The concepts covered are applicable to all types of organizations that implement projects and need to conduct Lessons Learned Providing tools and techniques for active engagement the text is founded on the principles of conducting project evaluations as recommended by the Project Management Institute PMI the world's leading not for profit membership association for the project management profession and PRINCE2 Project in Controlled Environments version 2 a major governing body of project management Simplifying and formalizing the methodology of conducting LL in projects the contents of this book will help organizations large and small more effectively implement

processes and systems to support effective LL The text is supported by a Project Evaluation Resource Kit PERK which is found in CD format at the back of the book *Global Business: Concepts, Methodologies, Tools and Applications* Management Association, Information Resources, 2011-05-31 This multi volume reference examines critical issues and emerging trends in global business with topics ranging from managing new information technology in global business operations to ethics and communication strategies Provided by publisher *Show Me the Money* Jack J Phillips Ph D, 2009-03-30 In recent years we have witnessed change in organizational accountability especially toward investment in people programs projects and processes Project sponsors and those who have responsibility for project success have always been concerned about the value of their initiatives Today this concern translates into financial impact the actual *The complete project manager* Roel Wessels, 2019-06-30 This book is about the how of project management and about how you as a project manager can use a proactive attitude to stay in control even during difficult situations It shows you how to become an influencer of the path to the end result of your environment of your team and of your effectiveness Today's project managers have to meet high expectations Challenging goals a strong focus on cost management and lead times serving the interests of different stakeholders and many dependencies between subprojects make project management an increasingly complex affair especially in an environment where change and uncertainty have become the new norm In addition the creative abilities of knowledge workers have to be optimally utilised which requires less hierarchical organisational structures and more multidisciplinary collaboration Having the right project management skills is therefore essential at virtually every level of an organisation As a result of these challenges there is a growing demand for comprehensive methods and the popularity of Agile is on the rise On the other hand the increased complexity also results in a need for simplicity That is what this book is about going back to the basics being able to combine useful elements from different methods and focusing on the most important aspect of all the person behind the project manager This book contains a wealth of practical descriptions with useful examples and anecdotes Readers are constantly stimulated to internalise the essence and put it into practice in a manner that suits their own style and personality That is the only way to keep at it be successful and make others believe in you The book consists of three parts Part 1 chapters 1 to 4 describes how to set up and manage a project The focus is on the basic principles the essence of taking control creating structure and using Agile behavior Part 2 chapters 5 and 6 explains how to draw up a plan and schedule in small steps which results in improved completeness coordination and support Finally part 3 chapters 7 to 10 covers how to manage the project execution how to realize the path to the final goal with a strict PDCA rhythm how to evaluate the quality of interim results and how to keep your team and environment motivated The ASQ Certified Manager of Quality/Organizational Excellence Handbook Sandra L Furterer, Douglas C Wood, 2021-01-25 This handbook is a comprehensive reference designed to help professionals address organizational issues from the application of the basic principles of management to the development of strategies needed to deal with today's

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Table of Contents Coursecard Project 2002 2nd Edition

1. Understanding the eBook Coursecard Project 2002 2nd Edition
 - The Rise of Digital Reading Coursecard Project 2002 2nd Edition
 - Advantages of eBooks Over Traditional Books
2. Identifying Coursecard Project 2002 2nd Edition
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Coursecard Project 2002 2nd Edition
 - User-Friendly Interface
4. Exploring eBook Recommendations from Coursecard Project 2002 2nd Edition
 - Personalized Recommendations
 - Coursecard Project 2002 2nd Edition User Reviews and Ratings
 - Coursecard Project 2002 2nd Edition and Bestseller Lists
5. Accessing Coursecard Project 2002 2nd Edition Free and Paid eBooks
 - Coursecard Project 2002 2nd Edition Public Domain eBooks
 - Coursecard Project 2002 2nd Edition eBook Subscription Services
 - Coursecard Project 2002 2nd Edition Budget-Friendly Options
6. Navigating Coursecard Project 2002 2nd Edition eBook Formats

- ePub, PDF, MOBI, and More
- Coursecard Project 2002 2nd Edition Compatibility with Devices
- Coursecard Project 2002 2nd Edition Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Coursecard Project 2002 2nd Edition
 - Highlighting and Note-Taking Coursecard Project 2002 2nd Edition
 - Interactive Elements Coursecard Project 2002 2nd Edition
- 8. Staying Engaged with Coursecard Project 2002 2nd Edition
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Coursecard Project 2002 2nd Edition
- 9. Balancing eBooks and Physical Books Coursecard Project 2002 2nd Edition
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Coursecard Project 2002 2nd Edition
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Coursecard Project 2002 2nd Edition
 - Setting Reading Goals Coursecard Project 2002 2nd Edition
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Coursecard Project 2002 2nd Edition
 - Fact-Checking eBook Content of Coursecard Project 2002 2nd Edition
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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