Menu Quick Reference

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

File

A. Save a file to a new location or as a 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

A. Undo the previous action.
B. Create and exports 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

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

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 reoccurring 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

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

A. Set up entries for automatically correcting 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

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

Context-specific shortcut menus are activated by right-clicking an item. They provide commonly used commands and options for the active view.

A. Calendar
B. Table
C. Resource Graph

Help

A. Interactive Help when button and menu commands are selected.
B. Automatically find and fix errors in your Project 2000 files.

Coursecard Project 2002 2nd Edition

Oliver Münch

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 it 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 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 financially skeptical 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

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