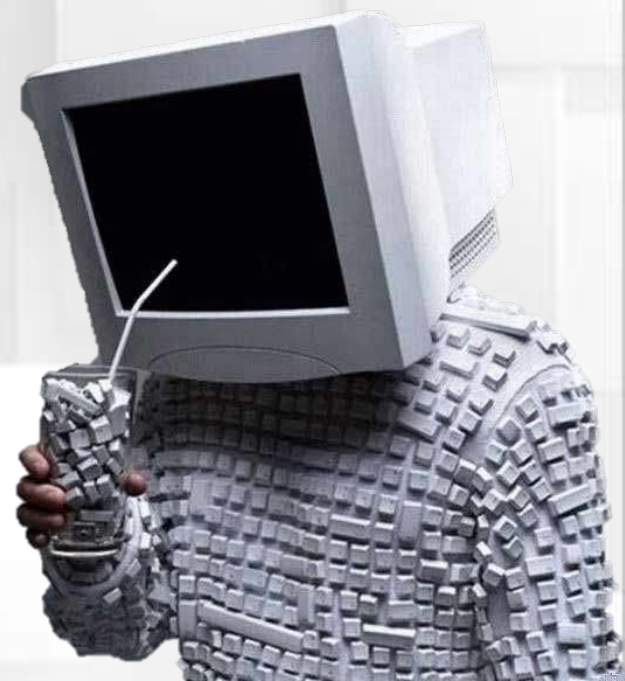


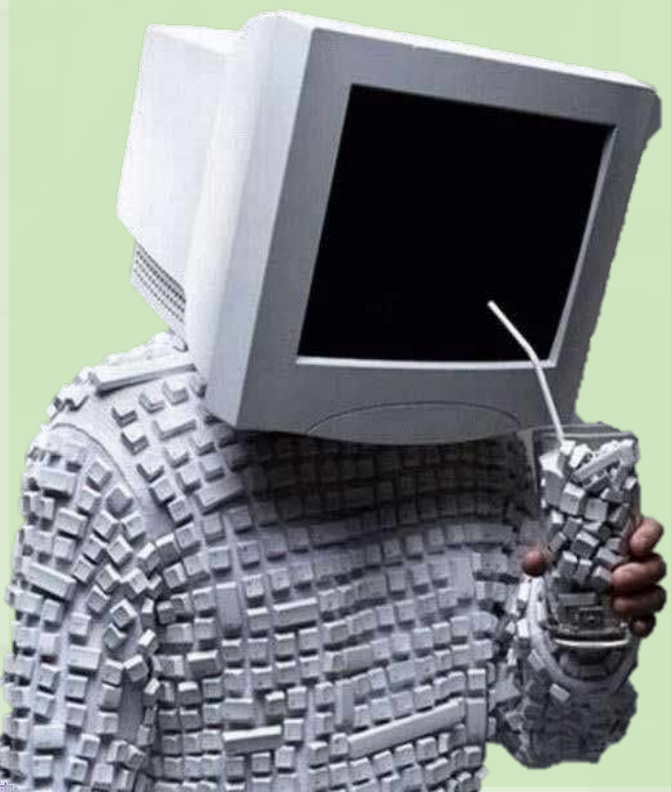


# 第一章 概述

吴清锋 教授  
辜萍萍 讲师  
郑宇辉 工程师



# 主要内容



01 项目的基本概念

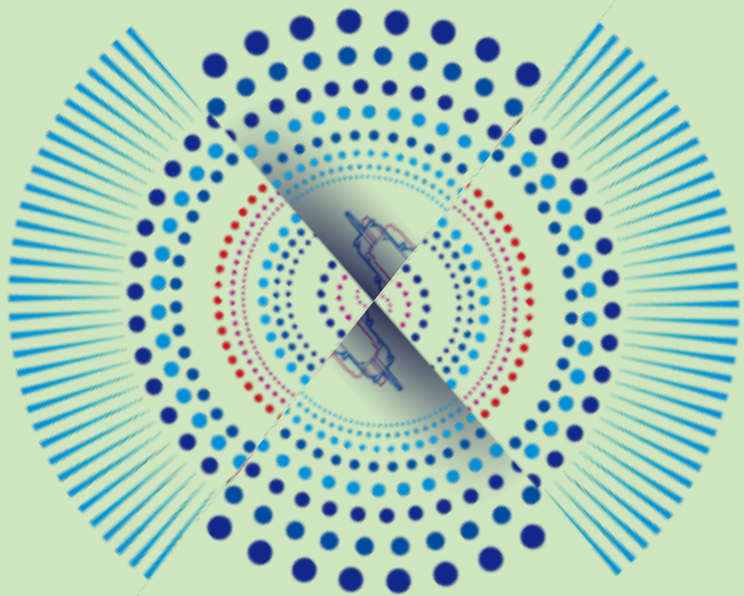
02 项目管理概述

03 如何进行项目管理

04 IT项目管理实践概述

05 Project 2010操作界面介绍



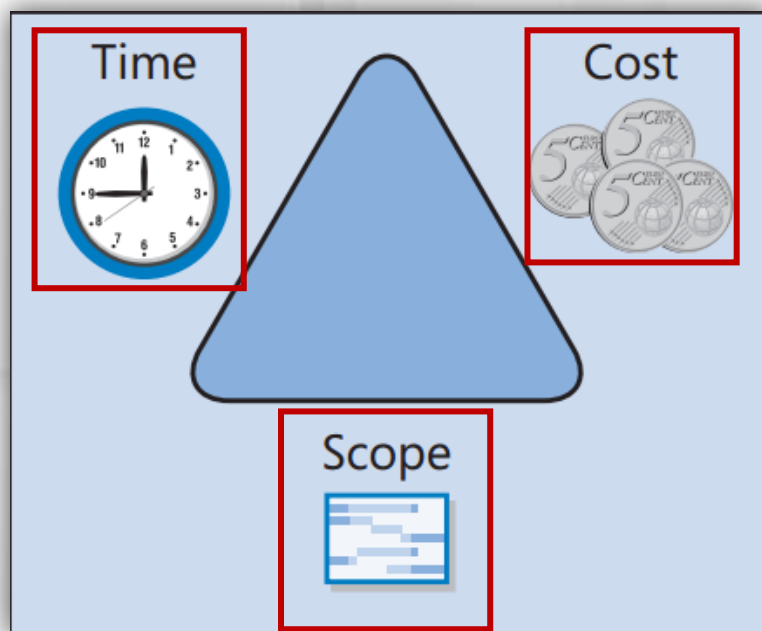


## 04 IT项目管理实践概述



# 如何做好实践环节？

1. 了解目标
2. 掌握基本原理
3. 记录操作过程
4. 结果分析
5. 扩展阅读
- 6. 实践报告**

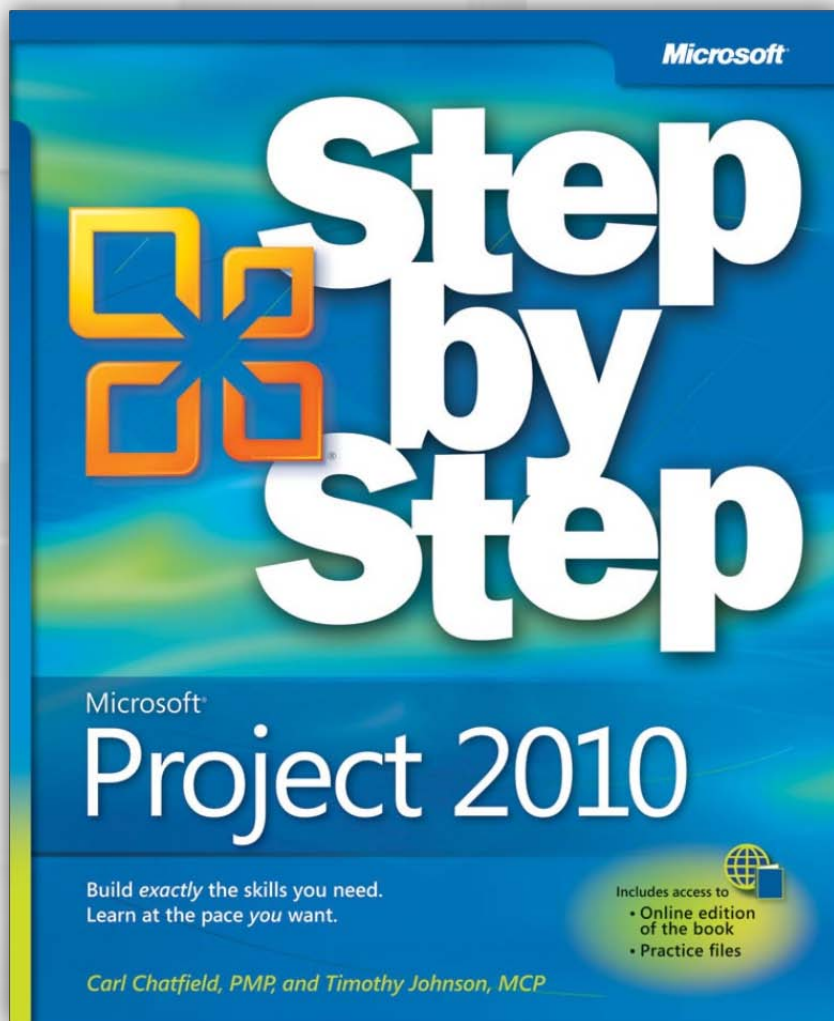


**The Project Triangle:  
Viewing Projects in Terms  
of Time, Cost, and Scope**

引自：《Microsoft®  
Project 2010 Step by Step》  
p433



# 配套参考教程



[examples.oreilly.com/9780735626959-files/](http://examples.oreilly.com/9780735626959-files/)

## Microsoft® Project 2010 Step by Step Practice Files

Chapter	File
Chapter 1: A Guided Tour of Project	Guided Tour_Start.mpp
Chapter 2: Creating a Task List	(no initial practice file)
Chapter 3: Setting Up Resources	Simple Resources_Start.mpp
Chapter 4: Assigning Resources to Tasks	Simple Assignments_Start.mpp
Chapter 5: Formatting and Sharing Your Plan	Simple Formatting_Start.mpp
Chapter 6: Tracking Progress on Tasks	Simple Tracking_Start.mpp
Chapter 7: Fine-Tuning Task Details	Advanced Tasks A_Start.mpp Advanced Tasks B_Start.mpp
Chapter 8: Fine-Tuning Resource Details	Advanced Resources_Start.mpp
Chapter 9: Fine-Tuning Assignment Details	Advanced Assignments A_Start.mpp Advanced Assignments B_Start.mpp
Chapter 10: Fine-Tuning the Project Plan	Advanced Plan_Start.mpp
Chapter 11: Organizing Project Details	Advanced Organizing_Start.mpp
Chapter 12: Tracking Progress on Tasks and Assignments	Advanced Tracking A_Start.mpp Advanced Tracking B_Start.mpp Advanced Tracking C_Start.mpp Advanced Tracking D_Start.mpp
Chapter 13: Viewing and Reporting Project Status	Reporting Status_Start.mpp

# 1 A Guided Tour of Project

## In this chapter, you will learn how to:

- ✓ Use the Backstage view to open and save Project files.
- ✓ Work with commands on different tabs of the ribbon interface, the major visual change introduced in Project 2010.
- ✓ Use different views to see Project information presented in different ways.

Microsoft Project 2010 can be your go-to tool in your project management toolbox. This book explains how to use Project to build project plans complete with *tasks* and *resources*, use the extensive formatting features in Project to organize and format the project plan details, track actual work against the plan, and take corrective action when things get off track.

Project management is a broadly practiced art and science. If you're reading this book, chances are that you're either seriously involved in project management, or you want to be.

**Tip** Terms formatted *like this* are defined in the Glossary at the end of this book.

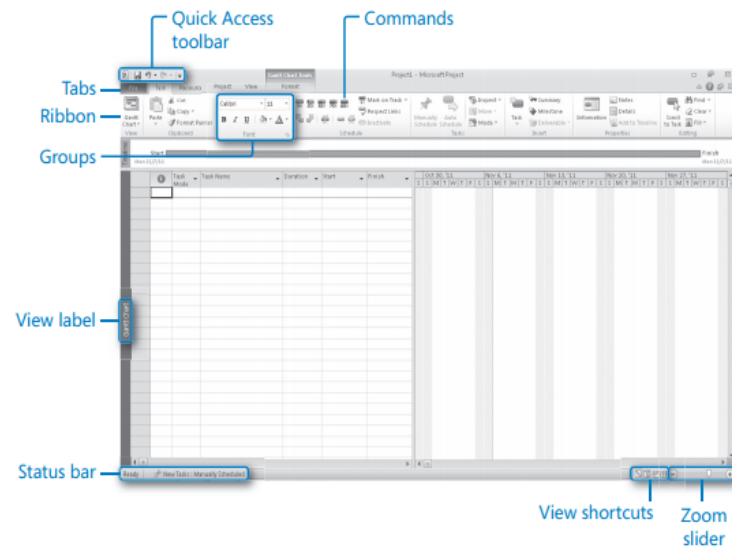
At its heart, project management is a combination of skills and tools that help you predict and control the outcomes of endeavors undertaken by your organization. Your organization might be involved in other work apart from projects. *Projects* (such as publishing a new children's book) are distinct from *ongoing operations* (such as running payroll services). Projects are defined as temporary endeavors undertaken to create some unique deliverable or result. With a good project management system in place, you should be able to answer such questions as:

- What tasks must be performed, and in what order, to produce the deliverable of the project?
- When should each task be performed, and what is the final *deadline*?
- Who will complete these tasks?

## Introducing Project

You can start Project from the Start menu or by opening a Project file. In this exercise, you'll start Project without opening a project plan and then examine the major parts of the interface.

1. On the **Windows** taskbar, click **Start**.  
The Start menu appears.
2. On the **Start** menu, point to **All Programs**, click **Microsoft Office**, and then click **Microsoft Project 2010**.  
Project appears. Your screen should look similar to the following illustration:



What you see on your screen might differ from what's shown in this book. This may depend on your screen resolution and any previous customizations made to Project on your computer.

There are many other views in Project. You can see them by clicking the Other Views command and then clicking More Views in the Task Views or Resource Views group on the View tab. It is important to understand that, in all these views as well as all the other views in Project, you are looking at different aspects of the same set of details about a project plan. Even a simple project plan can contain too much data to display at one time. Use views to help you focus on the specific details you want.

 **CLEAN UP** Close the Guided Tour file.

## Key Points

- The Backstage view is the central location for managing files and customizing Project.
- The Fluent user interface, commonly called the ribbon interface, is a major visual change introduced in Project 2010. Commands are grouped on tabs for quick access.
- The main working space in Project is a view. One view (or sometimes two views) are typically displayed at a time. The Gantt with Timeline view is the default; the Gantt Chart is probably the best-known view in Project, and the Gantt chart is the best-known concept in project management as a whole.





# 推荐阅读

## A Short Course in Project Management p431

- Appendix A: A Short Course in Project Management
  - Understanding What Defines a Project
  - The Project Triangle: Viewing Projects in Terms of Time, Cost, and Scope
  - Time, Cost, and Scope: Managing Project Constraints
  - Managing Your Projects with Project

## Roadmap for Developing Your Project and Project Management Skills p439

- Appendix B: Roadmap for Developing Your Project and Project Management Skills
  - Joining a Project Learning Community
  - Joining a Project Management Learning Community
  - Final Words



## LEARN MS PROJECT 2013 absolute beginners

### MS Project Tutorial

- MS Project - Home
- MS Project - Settings
- MS Project - Introduction
- MS Project - Getting Started
- MS Project - Create A New Plan
- MS Project - Set Up Resources
- MS Project - Resources To Task
- MS Project - Plan Duration Cost
- MS Project - Track Progress
- MS Project - Advance Schedule
- MS Project - Status Reporting

### MS Project Useful Resources

- MS Project - Quick Guide
- MS Project - Useful Resources
- MS Project - Discussion

### Selected Reading

- Developer's Best Practices
- Questions and Answers



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## MS Project Tutorial

[PDF Version](#) [Quick Guide](#) [Resources](#) [Job Search](#) [Discussion](#)

MS Project, the project management software program by Microsoft, is a very handy tool for project managers that helps them develop a schedule, assign resources to tasks, track the progress, manage the budget, and analyze workloads for an ongoing project. This tutorial discusses the various features of the software program with examples for easy understanding.

### Audience

This tutorial has been designed keeping in mind the needs of beginner level MS Project user. Project managers and Project planners from varied backgrounds who have not used MS Project, especially the 2013 edition before can use this tutorial for scheduling, planning, and reporting their projects of any size. This tutorial is designed with Project Standard features, hence there is no need of Project Professional.

### Prerequisites

A basic understanding of Computers and Windows Operating System is all it takes to get started. Hardware: A reasonable home desktop configuration. Software: MS Project 2013 on Windows OS. (At the time of writing this tutorial, Project 2013 is not available for Mac)

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## Microsoft Project Tutorials Made Easy

Microsoft Project is a powerful scheduling and planning tool that allows users to customize and configure different views, tables and reports. It is the industry standard for project scheduling. Despite being found in nearly every work place, the tool can still be cumbersome to use. The following free and professional Microsoft Project tutorials will help you understand how to best apply schedule development and schedule management techniques to your projects, programs and portfolios.

I actively publish a variety of tutorials each month and I'm always looking for new ideas. If you have a specific request for our Microsoft Project Tutorials, please [Contact Us](#) with your tutorial request and I'll consider it for the blog.

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- [Finding Late Tasks with Microsoft Project Custom Filters](#)
- [How to Calculate Earned Value in Microsoft Project 2007](#)
- [How to use Inactive Tasks with MS Project 2010](#)
- [Import Excel Into Microsoft Project](#)
- [Microsoft Project Dashboard Tutorial](#)
- [Microsoft Project Tip – Popular Views and Tables](#)
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- [Microsoft Project Tutorial Create Custom Filters with MS Project 2013](#)
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- [Network Sensitivity and the Critical Path](#)
- [Project Schedule Quality 102: Finding Invalid Summary Tasks](#)
- [Project Schedule Quality 103: Finding Invalid Milestones](#)
- [Resource Management Using Microsoft Project](#)
- [User-controlled scheduling with Microsoft Project 2010](#)
- [Using Deadlines in Microsoft Project](#)
- [Using Microsoft Project Fixed Duration, Fixed Work and Fixed Unit Type Fields](#)

### Professional Microsoft Project Tutorials

[Microsoft Project Made Easy : Build a Project Schedule](#)

[Microsoft Project Made Easy : Manage A Project Schedule](#)



# 实践内容安排

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1. **Project**操作界面介绍
2. 掌握**Project 2010**创建项目的方法
3. 如何管理项目任务
4. 如何管理项目资源
5. 如何管理项目成本
6. 如何管理项目进度
7. 如何管理报表

谢谢观赏

