

# Employee mentor program

Aug 15 - Nov 12

Grid Board Timeline

Group by 4

## Define program

+ Add task

Validate potential job classifications

4 days 0%

09/19

Mentor program started

0 days 0%

10/16

Define mentor roles and responsibilities

7 days 0%

09/30

Mentor program defined

0 days 0%

09/30

Completed 1

## Identify mentors

+ Add task

Request mentor volunteers

10 days 0%

10/03

Conduct mentor interviews

2 days 0%

10/18

Screen mentors

10 days 0%

10/17

Accept mentors

2 days 0%

10/21

## Train mentors

+ Add task

Determine skills gap

4 days 0%

09/13

Identify training program

1 days 0%

09/20

Train mentors

3 days 0%

09/25

Mentors ready

0 days 0%

09/25

Completed 1

## Pilot program

+ Add task

Screen applica

1 days 0%

10/07

Select employe

4 days 0%

09/26

Conduct emplo

1 days 0%

10/23

Pilot program

1 day 0%

09/27

Completed 0 days 0%

Completed

# Microsoft Project

**Dux Raymond Sy**



## **Microsoft Project :**

*Using Microsoft Project 2002* Tim Pyron,2002 This edition has been thoroughly updated to reflect a new product incorporated in Project called Enterprise Project Topics covered include scheduling tasks effectively and tracking costs

PRINCE2 Planning and Control Using Microsoft Project Paul E. Harris,2007 Annotation A user guide written for Project Management Professionals in any industry who wish to learn or improve their skills in Microsoft Project 2000 onwards in conjunction with the PRINCE2 Project Management Methodology and discover how to get the most out of the software up to an intermediate level using Standard or Professional versions

**Managing Projects With Microsoft Project 2000** Gwen Lowery,Teresa S. Stover,2002-02-28 Learn proven project management strategies as you master the world's #1 project management software Here's a winning combination a series of successful project management strategies that cover every phase of the process AND an insider's guide to the most powerful and versatile project management software available anywhere That's what you'll find in *Managing Projects with Microsoft Project 2000* A synchronized learning system helps you get with the program Microsoft Project 2000 brings 21st century power to this already formidable tool Whether you're an experienced user preparing to upgrade to Microsoft Project 2000 or an aspiring project manager who needs to understand the big picture as you gain control of the details this remarkable one-stop guide helps you make the most of this outstanding new program It puts you in control of every new feature and enhanced capability including how to SCHEDULE TASKS AND TRACK PROGRESS using task calendars deadline dates estimated durations baseline and interim plans and more MANAGE RESOURCES FOR BETTER TASK SCHEDULING with new methods that let you vary resource availability specify material resources and set task priorities for resource leveling MODEL PROJECTS GRAPHICALLY WITH NETWORK DIAGRAM VIEW which offers flexible viewing and formatting of program information in a graphical layout of tasks MANAGE TASKS AND RESOURCES ACROSS A WORKGROUP with Microsoft Project Central a Web-based companion to Microsoft Project 2000 that allows for task delegation up and down organizational lines task progress reporting and narrative status reporting WORK FASTER AND SMARTER by jump starting new products with templates grouping tasks and resources creating your own work breakdown structure numbering scheme and much much more

Using Microsoft Office Project 2003 Tim Pyron,2004 By covering this project management tool this work offers the reader an understanding of the features functions and best practices of project management

**PRINCE2 2009 Planning and Control Using Microsoft Project 2010** Paul E. Harris,2010 This book is primarily a Microsoft Project book and designed to teach project management professionals who understand the PRINCE2™ methodology to use Microsoft Project to plan and control PRINCE2™ projects It identifies which PRINCE2™ processes may be handled with Microsoft Project 2010 and how the software may be effectively used to assist in managing a project Paul Harris manual unlocks the power and versatility of Microsoft Project with a logical presentation of the tool in the context of a PRINCE2 project scenario

**Microsoft Project 2010: The Missing Manual**

Bonnie Biafore,2010-06-21 Microsoft Project is brimming with features to help you manage any project large or small But learning the software is only half the battle What you really need is real world guidance how to prep your project before touching your PC which Project tools work best and which ones to use with care This book explains it all helping you go from project manager to project master Get a project management primer Discover what it takes to handle a project successfully Learn the program inside out Get step by step instructions for Project Standard and Project Professional Build and refine your plan Put together your team schedule and budget Achieve the results you want Build realistic schedules and learn how to keep costs under control Track your progress Measure your performance make course corrections and manage changes Use Project s power tools Customize Project s features and views and transfer info directly between Project and other programs

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Microsoft Project Resource Guide TechRepublic Staff,1995 Collection of tips and techniques from IT project experts at TechRepublic to help make the most of Microsoft s project management application Features and functionality of Microsoft Project getting started beyond the basics Tools and templates are on the accompanying CD ROM

**Planning and Control Using Microsoft Project and PMBOK® Guide Third Edition** Paul E. Harris,2007 Aimed at Project Management Professionals who understand the PMBOK registered Guide Third Edition processes and wish to learn how to use Microsoft Office Project to plan and control their projects in a PMBOK registered environment this user guide and training manual helps them discover how to gain the most from the software

**SharePoint for Project Management** Dux Raymond

Sy,2008-10-17 If you are a project manager looking for a technology based easily implemented and usable solution for project communications document management and general project organization this book is for you Susan Weese PgMP President and Founder Rhythmic Planet Most companies don't understand SharePoint's power and use it simply to share documents or spreadsheets This hands on book demonstrates how SharePoint can also help you organize and manage complex projects With SharePoint for Project Management you'll not only understand how to apply common and practical project management concepts in SharePoint you'll learn how to build a Project Management Information System PMIS customized to your project that can efficiently coordinate communication and collaboration among team members With this book you will learn to apply key project management techniques by leveraging SharePoint as a PMIS Track a case study that illustrates the circumstances and processes of an effective SharePoint PMIS Appropriately define access permissions for project stakeholders and team members Centralize project documents and keep track of document history with version control Automate project reporting mechanisms and generate on demand status reports Track project schedules control changes and manage project risks Integrate project management tools such as Excel Microsoft Project PowerPoint and Outlook Each chapter includes activities that let you practice what you learn Most SharePoint books are either too introductory for end users or too technical for system administrators SharePoint for Project Management is just what project managers like you need to learn how to harness the organizational abilities of this powerful software

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