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Ecdl Project Planning.: Con Microsoft Project 2010 (Italian Edition)

Gemma Ferrero

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Il presente manuale vuole essere una guida alla nuova certificazione Ecdl Project Planning, che mira a far acquisire le competenze necessarie nell'utilizzo dei software per la gestione e programmazione dei progetti, sempre più importante nella complessa realtà economica moderna. Molte imprese, infatti, sono consapevoli delle necessità di avere figure professionali preparate nella gestione dei progetti, sovente carenti nell'utilizzo del software che, invece, costituisce un supporto indispensabile nei progetti e, anche se un'applicazione per la gestione e programmazione non può assicurare la sicura riuscita del progetto, ciò non di meno rappresenta una condizione indispensabile per permettere al Manager di progetto di seguirne lo svolgimento, intervenendo qualora imprevisti vari possono impedirne la realizzazione. Nel manuale il software di riferimento è Project 2010 su Sistema Operativo Windows 7, di proprietà della Microsoft© Corporation. Nello specifico, gli argomenti trattati si concentrano: Sulla nozione di progetto Sui vantaggi derivanti dall'utilizzo di un'applicazione di Project Management I vincoli del progetto, quali tempo, risorse e costi L'applicazione Project 2010 e le varie possibilità che offre: salvataggio in vari formati, differenti modalità di rappresentazione (Diagramma di Gantt e di Pert o Reticolare) I calendari del progetto Le attività e le operazioni sulle attività: collegamenti, vincoli, attività cardine, data di scadenza, ritardi ed anticipazioni Le risorse del progetto e la formula di programmazione I costi fissi e variabili Il controllo del progetto: la previsione o baseline, aggiornamento delle attività e dell'intero progetto, attività critiche e percorso critico, nuova pianificazione di attività incomplete Funzione di stampa e report. Alla fine di ogni capitolo, inoltre, sono previste esercitazioni volte a mettere in pratiche le nozioni apprese.

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