

**To contact us:**

5550 Sterrett Place #210  
Columbia, MD 21044

Phone: 410-732-6316, 888-250-4447  
Fax: 410-732-6319  
Email: admin@projmasters.com

## 8(a) Certified

Project Masters Inc. has been certified as a participant in the U.S. Small Business Administration's (SBA) 8(a) BD program. Additionally, they have been certified as a Small Disadvantaged Business (SDB) in the Federal Government's SDB program. The SBA's 8(a) BD Program, named for a section of the Small Business Act, is a business development program created to help small disadvantaged businesses compete in the American economy and access the federal procurement market. They are also a Minority Business Enterprise (MBE) certified by the State of Maryland and Howard County.



## New Director of Corporate Accounts

Project Masters is excited to be welcoming a new team member. Cindy Bledsoe joined the team August 4th as the new Director of Corporate Accounts. She brings with her 18 years experience in sales and marketing management in corporate and non-profit organizations.

## Microsoft Project 2002

With the release of Project 2002, Microsoft has taken a giant leap forward with respect to providing Project Managers with the tools needed to plan, manage, and track projects on an enterprise-wide basis. Microsoft Project 2002 comes in three flavors:

1. Microsoft Project Standard
2. Microsoft Project Solution for Workgroups
3. Microsoft Project Solution for Enterprises

*Microsoft Project Solution for Workgroups* consists of Microsoft Project Standard, plus Microsoft Project Server. Microsoft Project Solution for Enterprises consists of Microsoft Project Professional plus Microsoft Project Server.

This month's article focuses on some of the exciting new features found in Microsoft Project Standard. Articles describing and explaining the special features provided by the Microsoft Project Solution for Enterprises will be provided in our Newsletter in the upcoming months.

There are a number of new features (as well as feature-improvements) appearing in Microsoft Project Standard. Among the most important new features are:

- ◆ An Interactive Project Guide
- ◆ Smart Tags
- ◆ Excel and Outlook® Integration
- ◆ XML Save/Load

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## Open Enrollment Classes Offered

### PMP Series

For experienced Project Managers who want to refine their skills. Earn Professional Development Units (PDUs) and Continuing Education Units (CEUs) and prepare for the Project Management Professional exam. The PMI website has more information about the exam requirements ([www.pmi.org](http://www.pmi.org)). The open enrollment classes are offered at Howard Community College's Gateway location in Columbia, MD.

All PMP courses are taught by Project Management Professional certified instructors. Classes offered are:

- ◆ Managing the Project's Scope
- ◆ Managing the Project's Time
- ◆ Managing the Project's Team
- ◆ Managing the Project's Risk
- ◆ Managing the Project's Budget
- ◆ Managing the Project's Contract
- ◆ Managing the Project's Quality

### CAPM Series

For those with little or no experience in Project Management who want to build a base of knowledge and, if desired, prepare for the Certified Associate Project manager (CAPM) exam. Courses offered are:

- ◆ Project Management Overview
- ◆ Planning the Project
- ◆ Team Management for a Project
- ◆ Monitoring and Controlling the Project
- ◆ Project Closeout

All classes incorporate lecture, open discussion, and group exercises and include textbooks, Professional Development Units (PDUs) and Continuing Education Units CEUs. For more information contact:

Robin Cameron  
443.755.9300 or 888.250.4447  
rcameron@projmasters.com

# New Features

## Interactive Project Guide

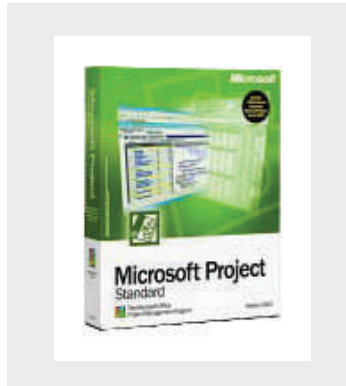
The Project Guide is accessed via a new Toolbar called the Project Guide. When accessed, the project Guide appears on the left side of the screen in place of the Task Bar. The Project Guide is a highly interactive tool, which steps users through the process of setting up their Microsoft Project documents. The Project Guide assists users with providing information relative to Tasks, Resources, Tracking, and Reporting, as well as with other project management processes. The project Guide provides a comprehensive Help function that the user can access to get assistance as he or she enters project related information into the application. For new users of Microsoft Project, in particular, the Project Guide can be of great assistance in avoiding mistakes with respect to data entry. For experienced Microsoft Project users, the Project Guide can be turned off completely.

Perhaps the most exciting thing about the Project Guide is that it can be tailored to step users through their own organization's methodology for planning, tracking and reporting projects. The efficiencies gained through utilizing this feature, alone, make upgrading to Microsoft Project Standard worth the investment.

## Smart Tags

One of the *most* exciting and useful new features is the Smart Tags feature.

Smart Tags is a feature, which provides the user with feedback concerning the implications of an action being performed. For example, if the user is editing the Work, Duration, or Units fields, Smart Tags appear to assist the user with the process in order to help the user carry out the function in a manner that sets the properties in the application properly for the methodology used by the user's organization.



The Smart Tags feature is particularly useful with respect to helping the user properly manage Task Type settings – helping to avoid unwanted calculations and unwanted changes (*to task-duration, for example*) unintentionally being incorporated into the project file.

When carrying out processes such as (A) Resource assignments, (B) Edits to Start and Finish Dates, (C) Edits to Work, Units or Duration fields, or (D) Deletions in the Name column, the Smart Tags feature inserts a red exclamation point into the Indicators field, which can be clicked on to access the feedback needed to carry out the process in the intended way.

The Smart Tags feature is one that both new and intermediate-level users will find extremely helpful.

## Excel And Outlook® Integration

Integration of Microsoft Project with Microsoft Excel and Microsoft Outlook has been improved.

A new Microsoft Excel Template has been provided, which can be used to start a project plan in Excel. This new template makes it easier to import information from Excel into Microsoft Project or to export information from Microsoft Project to Excel. With the new template, there is now no need to map data fields.

This is a nice feature in that many organizations do not provide all Project Team Members with Microsoft Project though most employees do have access to Microsoft Excel. Project Team Members can now get much more project-related work accomplished in Excel (with which they are familiar) and then easily incorporate their work into the project file in Microsoft Project.

Another feature that many Microsoft Project Users have asked for has now been included in MS Project Standard. The new Import Outlook Tasks feature allows users to import tasks from their MS Outlook calendar into MS Project – making it easier to coordinate project work with other organizational activities

## XML Save/Load

XML (Extensible Markup Language) is now supported as a file format for importing, exporting, and saving files.

Many MS Project users have been disappointed that earlier versions of the application did not support XML file-formats. Those who have a need to use highly structured documents (like project files) over the web will be pleased to see that this feature has been included in Microsoft Project Standard.

There are many other new features in this latest version of Microsoft Project – especially in the Microsoft Project Solution for Workgroups and Microsoft Project Solution for Enterprises “flavors” of the application. We will explore additional new features in weeks to come.

**“ Master Your Projects  
with  
Project Masters ”**