Top 10 Benefits

of Microsoft® Office Project Standard 2007

Microsoft® Office Project Standard 2007 gives you robust project management tools with the right blend of usability, power, and flexibility, so you can manage projects efficiently and effectively. You can stay informed and control project work, schedules, and finances; keep project teams aligned; and maximize your productivity through integration with familiar Microsoft Office system programs, powerful reporting options, as well as guided planning, wizards, and templates. Here are the top 10 reasons for using Office Project Standard 2007.

1 **Effectively manage and understand project schedules.**
Set realistic expectations with project teams, management, and customers using Office Project Standard 2007 to build schedules, allocate resources, and manage finances. Understand the schedule with features such as Task Drivers for tracing the source of issues, Multiple Level Undo for testing scenarios, and Change Highlights for automatically shading the tasks affected by a change.

2 **Get productive quickly.**
The Project Guide, an interactive step-by-step planning aide, helps you quickly master the project management process. Customizable for different methodologies, this tool walks you through creating a project, assigning tasks and resources, tracking and analyzing data, and reporting results. Intuitive toolbars, menus, and other features enable you to quickly master project management fundamentals.

3 **Leverage existing data.**
Office Project Standard 2007 integrates smoothly with other Microsoft Office system programs. Build projects with a few keystrokes by converting existing task lists in Microsoft Office Excel® and Microsoft Office Outlook® into project plans. Resources can be added to projects from the Active Directory® directory service or from a Microsoft Exchange Server address book.

4 **Build professional charts and diagrams.**
Analyze and report project data in professional reports and charts by using the Visual Reports function, which generates templates for Microsoft Office Visio® Professional diagrams and Office Excel charts based on project data. You can share templates you build with other users. Or, you can choose from a list of customizable, ready-to-use report templates.

5 **Effectively communicate information.**
Easily present information in various formats according to the needs of stakeholders. You can format and print one-page schedules or other reports. Smoothly export Project data into Microsoft Office Word for formal documents, Office Excel for custom charts or spreadsheets, Microsoft Office PowerPoint® for crisp presentations, or Office Visio for diagrams.

6 **Gain greater control of resources and finances.**
With Office Project Standard 2007, you can easily assign resources to tasks and adjust their assignments to resolve conflicts over allocations. Control finances with Budget Tracking, which allows you to assign budgets to projects and programs. Improve your cost estimates with Cost Resources and new financial fields, which map easily to project accounting and financial systems.

7 **Quickly access the information you need.**
You can group Project data by any predefined or custom field. This can save you time by consolidating data so you can quickly locate and analyze specific information. Easily identify changes between different versions of a project—thus, efficiently tracking scope and schedule changes.

8 **Track projects according to your needs.**
A rich set of predefined or custom metrics helps you track data (percent complete, budget versus actual, earned value, and more) relevant to your needs. You can track project performance over the project lifespan by saving project snapshots in up to 11 baselines.

9 **Customize Office Project 2007 to your needs.**
Tailor Office Project Standard 2007 specifically to your project. Choose custom display fields that integrate with your project schedule. Modify toolbars, formulas, graphical indicators, and reports. Leverage XML, Microsoft Visual Basic® for Applications (VBA), and Component Object Model (COM) add-ins to facilitate data sharing and creation of custom solutions.

10 **Get Office Project 2007 assistance when you need it.**
Office Project Standard 2007 provides a wealth of assistance to novice and experienced users. Office Project 2007 includes a robust Help search engine, smart tags, and wizards. It is further enhanced with online access (requires Internet connection) to training courses, templates, articles, and more. Note: Internet service provider fees and connect-time charges may apply.

Experience the Microsoft Office Project 2007
Use these valuable resources to get more information on Microsoft Office Project 2007

In Microsoft Office Project Standard 2007, you can use the robust project management tools that blend usability and flexibility to manage projects more effectively. The interactive Project Guide in Project Standard 2007 gives you step-by-step instructions for quickly mastering project management fundamentals. You can also save valuable time by converting existing task lists in Microsoft Office Excel and Microsoft Office Outlook into project plans. And you can generate templates for Microsoft Office Visio Professional 2007 diagrams and Excel 2003, or higher, charts easily based on Project 2007 data, or choose from a list of customizable, ready-to-use report templates.

Learn more about Microsoft Office Project Standard 2007 at:
http://www.microsoft.com/office/preview/programs/project/highlights.mspx or http://www.microsoft.com/office/project

The Microsoft Office Enterprise Project Management Solution
In the Microsoft Office Enterprise Project Management (EPM) Solution, based on Microsoft Office Project Server 2007, you can use improved capabilities for allocating human resources and managing projects and programs in line with strategic objectives. The Reporting Data Services provides you with better presentation functionality in common business reporting tools such as Microsoft Office Excel and Business Scorecards. The new version expands tracking of project finances as well as types of work across the project lifecycle.

With the EPM Solution, your teams can share knowledge, collaborate smoothly to complete tasks and deliverables, and adjust activities quickly to accommodate project changes and updates. And you can accurately assess your needs and effectively deploy resources across the organization.

Learn more about the Microsoft Office Enterprise Project Management Solution at:
http://www.microsoft.com/office/preview/solutions/epm/highlights.mspx

Microsoft Office Project Portfolio Server 2007
Microsoft Office Project Portfolio Server 2007 is a top-down portfolio management solution that helps organizations to realize their potential by identifying, selecting, managing, and delivering portfolios that best align with their business strategy. Office Project Portfolio Server 2007, a key component of the Microsoft Office Enterprise Project Management Solution, can help executives gain visibility, insight, and control across their project, program, and application portfolios.

Learn more about Microsoft Office Project Portfolio Server 2007 at: http://www.microsoft.com/office/preview/servers/pps/highlights.mspx

Watch the on-demand Microsoft Office System Webcast: "A First Look at Office Project 2007 (Level 100)"
This webcast provides you with an overview of the exciting new features and enhancements in Microsoft Office Project 2007. Without the proper introduction to these powerful new planning, communicating, and tracking tools, you might get the mistaken impression that Office Project 2007 is too difficult or complex to use. The goal of this session is to help you get up and running fast, and to familiarize you with the fundamental concepts and components you need to know in order to get the most out of your Office Project 2007 experience.

http://msevents.microsoft.com/CUI/WebCastEventDetails.aspx?EventID=1032305752&EventCategory=5&culture=en-US&CountryCode=US