Project Assistants Newsletter

Project Management and Microsoft Project Tips

Do you know how to navigate directly to your SharePoint project workspace?

- Open Project Web Access and click the **Projects** menu
- Select a project by clicking on a cell in the row (other than the project name hyperlink)
- Click **Go to selected project workspace** in the sidepane

The pitfalls of tracking using % Complete

- % Complete tracking can be misleading because Project assumes a task started when it was supposed to and took the originally calculated or planned number of hours to complete. It is therefore difficult to get accurate variance data when using % Complete tracking (to do so, you would need to manually populate the Actual Start and Finish or Actual Work fields).
- In Project, Work = Actual Work + Remaining Work. When you let Project automatically calculate these fields for you, as it does when you use % Complete tracking, the Work field will always equal the Baseline Work field (since a task cannot be completed at 110% or 90% of the original Work value). As a result, Work = Baseline Work, and Work Variance equals zero.

Recent Articles of Interest to Project Management-Driven Organizations

During the past months, Project Assistants CEO Gus Cicala has authored two articles that have been added to the Microsoft Project online help section:

Triggering a warning if your project end date changes

http://office.microsoft.com/en-us/assistance/HA012226461033.aspx

Understanding how Microsoft Project 2003 automatically sets dates

http://office.microsoft.com/en-us/assistance/HA012226451033.aspx

Project Assistants' subject matter experts on Portfolio and Project Management have also appeared recently in *Chief Project Officer* magazine:

Preparation for Training – Creating the Mental Environment, by Fred Oettle
http://www.chiefprojectofficer.com/article.php?main=98

Integrating Knowledge Management, Project Management and Portfolio Management, by Gus Cicala
http://www.chiefprojectofficer.com/article/130

When to Kill a Project, by Gus Cicala
http://www.chiefprojectofficer.com/article/174

Project Assistants News

Project Assistants Awarded Microsoft Gold Certified Partner Status

We are pleased to announce Project Assistants has recently attained Gold Certified Status in the Microsoft Partner Program. Microsoft awarded this status to Project Assistants as a testament to the value our team provides customers, and yet another confirmation of how we stand apart from our competitors and of course we're looking forward to the further strengthening of our partnership with Microsoft.

Our competencies include Information Worker Solutions and Networking Infrastructure Solutions, and we're also certified Microsoft Small Business Specialists.

Project Assistants Increases Focus on Collaboration Solutions Practice

Project Assistants continues to focus on delivering to our clients valuable collaboration solutions based upon SharePoint Portal Server, Windows Sharepoint Services, and Content Management Server. Our SharePoint Consulting Services offerings include the following competencies: deployment planning and strategy, installation and configuration, solution customization, SharePoint training, integration, and dashboard creation. For more information about our SharePoint Consulting Services:
http://www.projectassistants.com/content/services/sharepoint.pdf

Why Choose Project Assistants?

- Our business is based on the Microsoft Project 2003 platform as our core technical solution. We're committed to this technology because the Microsoft platform is the definitive industry standard upon which to build a sound project management infrastructure.

- Project Assistants is a Microsoft Gold Certified Partner and is considered by Microsoft to be **the** project management experts.

- Our custom development solutions and software products are integrated with Microsoft's and our clients existing technology architecture.

- Training and support are tailored to meet the needs of different project management constituencies resulting in users who intuitively and effectively utilize the technology.

- *We are the experts in Microsoft Project 2003, Project Management best practices and the design, development, implementation and support of corporate project management infrastructure solutions.*

Project Assistants is a leading provider of consulting services, custom development, education and products for enterprise project management solutions. Our primary clients include organizations in diverse industries that base their businesses on mission critical projects that require enterprise-wide project management methodologies, processes and tools and an organization to support them.

Founded in 1996, Project Assistants is headquartered in Wilmington, Delaware with international delivery capability. A leading Microsoft Gold Certified Partner and Microsoft Office Project Premier Partner, Project Assistants was recently recognized in Inc 500 as one of "America's Fastest Growing Private Companies." On average, each member of our consulting team has over 20 years of project management and related business experience. The team also includes a significant number of published authors of the best-selling Microsoft Project publications and other leading Project Management publications. For more information about Project Assistants, Inc., please go to www.projectassistants.com or call us at 1-800-642-9259.

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