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## PM WORLD BOOK REVIEW



Book Title: ***The Microsoft Project Management Kit 2010***: (1) *Project 2010 Inside Out*; and (2) *Successful Project Management*

Authors: (1) **Teresa Stover, Bonnie Biafore and Andreea Marinescu**; (2) **Bonnie Biafore**

Publisher: O'Reilly Media, Inc. / Microsoft

List Price: US\$89.98 for set

Format: soft cover; (1)1,259 pages (2) 464 pages

Publication Date: 2011

ISBN: 978-0-7356-6162-2

Reviewer: **Ginan Kalenik, PMP**

Review Date: April 2012

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### Introduction to the Book

The two-book set is comprised of (1) an in depth software application user manual, and (2) a more conversational project management technique book with references to multiple Microsoft tools. Book (2) is aptly subtitled “Applying best practices and real-world techniques with Microsoft Project”.

### Overview of Book’s Structure

Project 2010 Inside Out has a traditional user manual set up with a nine part division following the logic of building a project plan: Project Fundamentals; Developing the Project Plan; Tracking Progress; and Reporting and Analyzing Project Information. The next parts explore topics typically encountered when using Microsoft Project 2010 in a corporate environment: Managing Multiple Projects; Integrating Project 2010 with Other Programs; and Managing Projects Across Your Enterprise. The final part focuses on the individual user: Customizing and Managing Project Files and useful Appendixes for installing MS Project 2010, Online Resources and finally, Helpful Keyboard Shortcuts. There are also troubleshooting topics index and a general topic index.

Successful Project Management is divided into six parts following typical project progression phases. The final part is titled “Beyond Projects” and has an executive management target which may provide readers materials and topics when promoting project management techniques. Companion content, such as forms and templates, is available via a web site.

### **Highlights: What I liked!**

I intend to keep Project 2010 Inside Out in reach as a reference manual and also as a training manual, making my way through it a section at a time in order to augment my training classes. For me, the Project 2010 application is too complex to fully absorb in a multi-day classroom setting, and application use can vary by company and customer. The layout and indexing make this user manual easy to target the information area needed. Also, the step by step instructions and screen shots were helpful.

I enjoyed the conversational tone, the insertion of tips, notes, and “See Also” call-outs interspersed in the text of Successful Project Management. The theme of real-world techniques kept the text grounded and non-theoretic.

### **Shortfalls: What was Missing!**

I felt that both books were comprehensive and delivered to their focus well.

### **Who might benefit from the Book**

All users of Microsoft Project 2010 will benefit from having Project 2010 Inside Out on their shelf as a thorough go-to application reference guide.

Successful Project Management is a good review for seasoned project managers to walk through the entire project management process to evaluate their current practices. Benefits gained from reading this book were similar to joining a discussion of project managers reviewing their project approach, encouraging each other to enhance their approach.

New project managers and those gaining project management knowledge through studying the PMBOK, could benefit from the practical aspect of this book. Theories are balanced with the realities encountered when working a project in the real-world.

## Conclusion

These well written and researched books would be a worthwhile addition to your project management library and provide practical, useful guidelines for managing projects using Microsoft Project 2010.

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*The Microsoft Project Management Kit 2010: includes two books - Project 2010 Inside Out; by Teresa Stover, Bonnie Biafore and Andreea Marinescu; and Successful Project Management by Bonnie Biafore; published for Microsoft by O'Reilly Media; © 2012, soft cover, ISBN 978-0-7356-6162-2; List price = \$89.98; more information about the books at <http://shop.oreilly.com/product/0790145337207.do>*

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## About the Reviewer



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**Ginan Kalenik, PMP**, is president of BMP Management, Inc and currently working as a project manager at Dell Services in Plano, Texas, USA. Ginan is involved in the PMI Dallas Chapter, currently serving on the 2011-2012 Board of Directors as VP – Operations and Support. She can be contacted at [gkbmpmanagement@gmail.com](mailto:gkbmpmanagement@gmail.com).