

# Microsoft project

Technology, Information Technology



Microsoft Project Microsoft project is one of the most useful project management tools that facilitate project managers in administering multiple projects simultaneously and effectively. This application is designed to enable managers and teams to complete short-term and long-term projects within given time, cost and quality budget constraints (Lowery, 1997). By identifying and influencing the durations taken to complete different milestones, project manager can steer the progress of project accordingly and divert resources to speed up the processes (Marmel, 2011). This software offers various tools that aid manager in devising plan and methodologies for project to follow throughout its life cycle for measurement of progress and recording proportionate costs. This is very simple software which has high level of details available for managing large complex projects and can be used as primary mechanism for maintaining records of project progress and making necessary computations on basis of remaining work and unutilized budgets.

#### Application in healthcare projects

Hospitals and care centers need to become more customer-focused, treating safety and quality like commodities used to attract customer loyalty. To enable this, there can be a new system implemented effectively with help of Microsoft Project, aimed at reducing patient waiting times or deriving other benefits. Projects in healthcare sector can optimally benefit from application of Microsoft Project. Some common examples of healthcare projects include information systems used for managing medical and patient records, construction of a modern certified laboratory, physical renovations or implementation of expert knowledge systems. Healthcare projects are

relatively more vulnerable to failure and stoppages due to insufficient resources, lack of interest by medical staff and their reluctance to facilitate implementation or any modifications. In healthcare projects, safety of patients and quality and timeliness of delivery of output is crucial as the repercussions are fatal.

Through Microsoft's utility product, the project manager gets access to tools and techniques such as work breakdown structures, critical path analysis, Gantt charts, net present value, earned value management, kickoff meetings and stakeholder analysis. These will help him to keep project in line with the initial plan. This application will help manager to develop schedules for healthcare project activities, identifying critical activities where more resources may be deployed and free activities where resources can be spared without affecting critical path. It also helps foresee any obstacles that project might face in near future and manager can plan beforehand any contingency procedures to ensure that project doesn't suffer. Healthcare projects are very sensitive as they involve public interests and it is essential for manager to identify project's stakeholders and analyze their interests through this software, including patients, donors and medical authorities etc. He can keep them satisfied at all times to ensure completion of project. Healthcare projects involve heavy research into new scientific methods and discoveries; with such substantial investments at stake, Microsoft Project plays a pivotal role in concrete project planning, effective contingency arrangements and adequate risk management.

Effectiveness of managing healthcare projects

Due to presence of certain constraints in healthcare projects, Microsoft

Project fills the gaps and helps maximize usage of scarce resources. With time and cost limitations, healthcare institutions also lack spare human capital to facilitate the implementation of project. However, the project management software helps the manager and team to efficiently utilize resources to maximize progress in minimum time and cost. This software will help team develop an understanding of user requirements and incorporate the same in design of system. In situations where multiple projects are being handled for by a single project manager, Microsoft Project enables him to effectively allocate his attention and time to each project on pro rata basis. There are several unforeseen circumstances in outcome of projects and therefore risk management is of critical significance, which can be easily carried out with the help of this software. This project management application provides a forecasting outlook to project manager, giving him opportunity to develop a proactive approach and responses to risks that might be faced in near future.

Controlling phase is the most important stage for a healthcare project. Microsoft Project facilitates the manager to monitor each activity and compare with initial project plan. This in turn helps in identifying activities which are departing from budgeted timings or costs and which are lagging behind schedule needing corrective actions. Different statistical and management tools allow manager to successfully integrate functions, maintain quality of outcome, communicate and collect information and manage stakeholders effectively: in short, Microsoft Project is a complete package for ensuring effective completion of healthcare projects.

## References

<https://assignbuster.com/microsoft-project/>

Lowery, G. (1997). Managing Projects with Microsoft Project 4. 0: For Windows and Macintosh. John Wiley & Sons, Inc.

Marmel, E. (2011). Microsoft project 2007 bible (Vol. 767). Wiley.