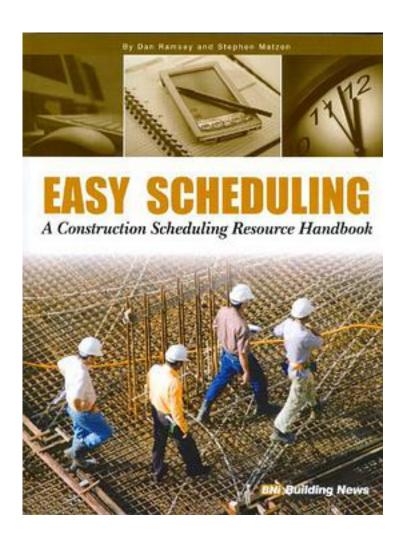
Easy Scheduling



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Easy Scheduling presents you with a complete set of "real world" scheduling tools that are specifically tailored to meet the needs of small to medium-sized construction

businesses like yours. Step by step, it shows you how to use Microsoft Project to build a schedule that will synchronize everyone's efforts into an organized system that becomes the foundation of all planning and communication for all your jobs. You'll see how to establish realistic project goals ... how to set checkpoints, activities, relationships and time estimates for each task ... how to establish priorities ... how to create a project flowchart ... and how best to communicate the schedule to keep everyone focused and on track. And that's just the beginning You'll see how to use CSI (Construction Specification Institute) coding to organize and sort tasks, methods and materials across multiple projects as well as improving coordination with subcontractors and suppliers.

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