

Links from Presentation:

Carol Dweck Mindset book:

https://www.amazon.com/Mindset-Psychology-Carol-S-Dweck/dp/0345472322/ref=sr_1_3_sspa?s=books&ie=UTF8&qid=1509568968&sr=1-3-spons&keywords=mindset+the+new+psychology+of+success&psc=1

Carol Dweck TedTalk:

https://www.ted.com/talks/carol_dweck_the_power_of_believing_that_you_can_improve

Filter for Hide Summary Tasks:

1. Click on the 'View' tab, then select 'New Filter'
2. Name the filter 'Hide Summary Tasks', make sure to click on 'Show in Menu'
3. In Field Name, select 'Summary', for test select 'equals', and in Value type in 'no'

Filter Definition in 'Walthour Transition Schedule'

Name: Show in menu

Filter:

And/Or	Field Name	Test	Value(s)
	Summary	equals	No

Show related summary rows

Buttons: Help, Save, Cancel

To create the Count Macro, select the 'View' tab, select Macros, then select 'Create' and type in the following code:

```
Sub Countlines()
```

```
SelectAll
```

```
Msgbox "Task Count: " & cstr(activeselection.tasks.count)
```

```
End Sub
```

For a 30 day trial version of OPDEC Critical Path go to:

<http://www.opdec.com/ms-project-tools/critical-path-tool>

NASA STAT tool (free)

<https://software.nasa.gov/software/MFS-33362-1>

Join a Toastmaster's Group: <https://www.toastmasters.org/find-a-club>

Six Hats Decision Theory: http://www.debonogroup.com/six_thinking_hats.php

Emotional Intelligence: Daniel Goleman

https://www.amazon.com/Emotional-Intelligence-Matter-More-Than/dp/055338371X/ref=sr_1_1_sspa?s=books&ie=UTF8&qid=1509569660&sr=1-1-spons&keywords=emotional+intelligence&psc=1

Daniel Goleman TED Talk:

https://www.ted.com/talks/daniel_goleman_on_compassion

Installing the Schedule Macro:

Open up 'Utilities 4.8.14'

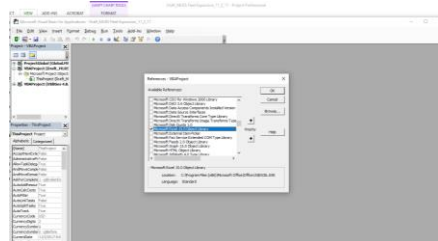
Click on 'File' to Organizer, now copy all views, reports, modules, tables, filters, calendars, maps, and fields

Prior to running the macro, click on the View tab, then Macros, then Visual Basic.

Click Tools on the Menu Bar, then select References.

Scroll down within References and select 'Microsoft Excel 15.0 Object Library'

Then Click Ok, then save.



The Macro is now ready to run. Now click the Add-Ins tab, then you will see the Utilities drop-down. From here you can run; Trace, Count Filtered Tasks or the Metrics macro, which is 'Schedule Metrics'

MS Project Checklist

- 1) Defaults:
 - a. Entry Bar
 - b. Fiscal Year
 - c. Correct Calendar with Year/FY/Month Display
 - d. Predecessor/Successor Fields Showing
- 2) All durations are in days
- 3) Milestones at Beginning
- 4) All Tasks are Auto Scheduled
- 5) Make sure there is a Status Date: Project tab/Status Date
- 6) Constraints: ASAP used, minimize SNET: add Constraint Type Fields
- 7) Critical Path: Critical Field and Total Slack columns