

Introduction to MYPROJECT ROADMAP™

Overview

MYPROJECT ROADMAP™ is a suite of professionally packaged template solutions that project management professionals use to implement and integrate industry best practices throughout the complete project lifecycle. MYPROJECT ROADMAP™ was created by certified Project Management Professionals (PMP®).

MYPROJECT ROADMAP™ is a premier project management product for planning, executing, controlling, and closing out your project. MYPROJECT ROADMAP™ is a comprehensive business solution for your project which integrates the PMBOK (*Project Management Body of Knowledge Guide® Third Edition*), the industry best practice in the field of Project Management, and Knowledge Management all into one powerful integrated solution.

MYPROJECT ROADMAP™ is created using two Microsoft Office® applications: Windows® and Excel®. All of our templates contain at least one feature, mentioned below.

Please read the “MYPROJECT ROADMAP™ Getting Started User’s Guide” to assist you in using the features embedded in the MYPROJECT ROADMAP™ product.

Goal in using the templates:

MYPROJECT ROADMAP™ is created to provide you the ability to customize these best practice templates to suite for requirements. We recommend that you do not modify the original templates; but rather make your modification and “save as” in order to keep the original templates as you baseline.

Recommended Approach:

- ❑ Review all of the template(s) and their related features
- ❑ Reference the **Getting Started User’s Guide** for instructions on how to enable or disable features
- ❑ Make note(s) of things that you would like to keep or modify, such as:
 - Modifying the content within a template solution
 - Adding new sections to the template
 - Removing sections from a template
 - Merging other templates into one
- ❑ As you start to work with the template(s), reference your earlier notes
- ❑ Make your modifications
- ❑ Click the “SAVE AS” feature and create a new version of the baseline document

Key Features:

- ❑ 60+ Easy To use professional templates
- ❑ Aligned with the *Project Management Body of Knowledge Guide®, Third Edition*
- ❑ Microsoft® Windows®-Based Environment
- ❑ Quick and Easy One Click Data Entry Selections
- ❑ Customizable Templates
- ❑ Detailed Getting Started User’s Guide
- ❑ Change History Section Available on Template(s), excluding the FORMS
- ❑ Comprehensive Templates Description
- ❑ Easy To Follow Step-by-Step instructions
- ❑ Help Library Available on Forms

Technical Information:

The templates included in the MYPROJECT ROADMAP™ product include these specifications:

Title (Cover) and Document Description Pages

Font: Arial

Size: 16

Table of Content (TOC) Page

Font: Arial

Paragraph Before spacing: 6pt

Paragraph After spacing: 6pt

Line Spacing: 1.5 Lines

Body (content) Pages

Font: Arial

Size: 10

To modify or disable these functions, please read the [Getting Started User's Guide](#) for instruction:

- Design Mode
- Check Box
- Drop Down Box
- Text Field
- Form Field
- Protect Form Field
- Help Library

Installation Instructions:

The Installation Instructions is only needed if you purchased the **MYPROJECT ROADMAP™ COMPREHENSIVE BUSINESS SOLUTION** (all template solutions) product.

PC:

1. Insert the MYPROJECT ROADMAP™ CD into your CD-ROM drive.
2. Go to Windows Explorer and access your CD-ROM drive, usually your D: drive.
3. Double-click the CD-ROM drive.
4. Double-click the setup (Application File Type) icon.
5. On the MYPROJECT ROADMAP™-InstallShield Wizard dialog box, click the NEXT icon
6. On the LICENCE AGREEMENT screen:
 - 6.1 You must click the **ACCEPT** button to continue with the installation.
 - 6.2 Click the NEXT button.
7. On the COMPUTER INFORMATION screen:
 - 7.1 Enter your name in the User Name field.
 - 7.2 Enter your organization affiliation in the Organization field.
 - 7.3 Specify whether you want to install the application for anyone who uses your computer or restrict for yourself.
8. Click the NEXT button.
9. On the READY TO INSTALL THE PROGRAM screen, click the INSTALL button to begin the installation of the MYPROJECT ROADMAP software.
10. On the INSTALLSHIELD WIZARD COMPLETE screen, click the FINISH button
11. Go to your desktop and you will see the MYPROJECT ROADMAP™ icon on your desktop and/or on your START menu.

12. Double click on the MYPROJECT ROADMAP™ icon and you will see this folder structure:

- A.1 Initiating
- A.2 Planning
- A.3 Executing
- A.4 Monitoring and Controlling
- A.5 Closing
- A.6 Product Development Solutions

Plus these (3) three individual PDF Files:

- MYPROJECT ROADMAP™ Getting Started User's Guide
- MYPROJECT ROADMAP™ License Agreement
- MYPROJECT ROADMAP™ Product Registration Form

Contact Information

If you are evaluating MYPROJECT ROADMAP™, please feel free to contact a MYPROJECT ROADMAP™ Customer Care Specialist for detailed information on how to purchase the product or you can always find the latest information on the product by visiting our web site at <http://www.myprojectroadmap.com/>

You may enjoy significant cost savings by purchasing the MYPROJECT ROADMAP™ product via one of our Volume License Programs. Our Volume License programs are based on the type of customer profile and related number of users. Based on your customer profile and number of users, you can select a Volume License Program that best meets your needs. A MYPROJECT ROADMAP™ customer care specialist can help you select the Volume License Program that is best for you and can help you sign up. Please feel free to contact us via email at: customerservice@myprojectroadmap.com for additional information or assistance.

Thank you for purchasing MYPROJECT ROADMAP™!

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