A Project Managers Book Of Forms A Companion To The Pmbok Guide By Stackpole Snyder Cynthia 2nd Second Edition 242013

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The second edition of the Construction Project Manager's Pocket Book maintains its coverage of a broad range of project management skills, from technical expertise to leadership, negotiation, team building and communication. However, this new edition has been updated to include: revisions to the CDM regulations, changes to the standard forms of contract and other documentation used by the project manager, the impact of BIM and emerging technologies, implications of Brexit on EU public procurement, other new procurement trends, and ethics and the project manager. Construction project management activities are tackled in the order they occur on real projects, with reference made to the RIBA Plan of Work throughout. This is the ideal concise reference which no project manager, construction manager, architect or quantity surveyor should be without.

This book provides the much-needed, no-nonsense guidance crucial for project managers – that is, the type of guidance that is missing from every major body of knowledge and educational offering for working project managers. This very practical book identifies the activities that influence project success and focuses the limited time and energy available towards just those activities. The Project Management Institute (PMI) and most literature on project management discusses all aspects of project management under the assumption that project managers will narrow down focus because they cannot be expected to use every process outlined by PMI to manage every project. This book uses the concept of "hacking" our standard conventions of project management and outlines a standard path identified by conventional wisdom, an evil path that project managers frequently resort to under time/quality pressures, and a hacker path that provides a better way to look at the challenge. This book equips project managers with streamlined approaches to refocus their efforts on factors that matter while spending less time doing it. Project management is a demanding discipline with a growing body of knowledge with few instructions on how to do it all. The author provides humorous anecdotes and examples while teaching readers how to save time, improve quality, and advance their career. The primary sections of the book cover how to approach the most common certifications in project management; continuing education; leading project teams; initiating, planning, executing, monitoring, and controlling projects; general life skills; and taking on additional responsibilities. Hacking project management is about focusing the limited bandwidth a project manager can give a project towards the activities that drive success.

This very practical guide describes the whole process of contracting for goods and services, from selecting tenderers to placing a contract. It details the key topics that are necessary for success, such as contract strategy, contract types, contract law and evaluating tenders. Whilst the book also addresses the project context in which purchasing takes place, the subject matter could equally be applied to any business context. The treatment of the subject assumes no prior knowledge but, at the same time, provides the experienced person with new, and sometimes unconventional, insights into the subject. The book includes personal experiences, cases and exercises in order to root the subject into the real world. The Project Manager's Guide to Purchasing has been structured so that the reader can choose the chapter topic areas that they wish to study in isolation. Where necessary references are provided to complement the individual chapters. Illustrations of key documents in the purchasing and contracting process are also provided.

Welcome to Project Management: It's All Bollocks! where two people who vaguely know each other and barely like each other will pick over the sadly inadequate body of knowledge that is project management today, and generally challenge just about everything, eliminating that which you don't need to bother to learn about, or should already know, leaving you only with the parts that will give you the results you want. This book is a shakedown of project management, the profession, the myths it creates and promotes, its great ideas and ambitions and a few ropey bits that we're just not convinced about. The project management profession continues to grow and mature, but is at risk of excluding those who don't fit the mould. There is a mystique out there that only certificated project managers can be project managers. This is nonsense. The project management skill set is accessible to anyone, and how you choose to access it and put it to use should remain the decision of the individual. There shouldn't be a right or wrong choice. This book is targeted at those 'projects as usual project managers' who will drive most of the change inside organisations tomorrow and beyond, and who really need help to do that. The authors offer up a selection of seven cracking ideas, that when applied to a project environment will ultimately result in you being a good manager of projects in this modern world of business complexity. When a manager is pressed to find a project manager for an important client, he looks to Rhett Sero, our to-be hero. He introduces Rhett to Heda Heldenmacher, a noted project management consultant. Heda introduces Rhett to the PROJECT methodology and spends seven days with him to prepare. Designed to increase success, this book is for accidental and new project managers, beginning project management learners, and those exploring project management careers or looking for a refresher. Told in the form of a business fable, concepts are put in everyday terms and stories make it more memorable. Everything you need to get started in an easy-to-read book. Each chapter includes a project

management tip, reading selections from the PMBOK(R) Guide, and additional learning resources. A set of more than a dozen ready-to-use templates is available online. This is the story of the invaluable lessons Rhett learns transforming from Sero to Hero!

For nearly twenty years, The Little Black Book of Project Management has provided businesspeople everywhere with a quick and effective introduction to project management tools and methodology. The revised and updated third edition reflects the newest techniques, the latest project management software, as well as the most recent changes to the Project Management Body of Knowledge (PMBOKTM). Readers will find invaluable strategies for: • Organizing any project • Choosing the project team • Preparing a budget and sticking to it • Scheduling, flowcharting, and controlling a project • Preparing project documentation • Managing communications • And much more A fast-read solution for both seasoned and first-time project managers, The Little Black Book of Project Management can help any professional achieve on-time results, superior organizational ability, consistent profit generation, and a reputation for both quality and dependability.

Business is becoming increasingly project-based and our ability to manage projects has become one of the key skills for success as managers and businesspeople. This compact guide, written by a leading project management expert, gets to the heart of successful project management. Project management is not complicated - many projects may be complicated, but project management itself is not. By following a set of simple rules and applying simple techniques, there will be no need for the expensive project failures that we often see. Moreover, as this book shows, projects can be significantly shortened by again using simple ideas and techniques. Anyone who manages projects will find this book helps them to save time, effort, resources, and money.

No project management training? No problem! In today's workplace, employees are routinely expected to coordinate and manage projects. Yet, chances are, you aren't formally trained in managing projects—you're an unofficial project manager. FranklinCovey experts Kory Kogon, Suzette Blakemore, and James Wood understand the importance of leadership in project completion and explain that people are crucial in the formula for success. Project Management for the Unofficial Project Manager offers practical, real-world insights for effective project management and guides you through the essentials of the people and project management process: Initiate Plan Execute Monitor/Control Close Unofficial project managers in any arena will benefit from the accessible, engaging real-life anecdotes, memorable "Project Management Proverbs," and quick reviews at the end of each chapter. If you're struggling to keep your projects organized, this book is for you. If you manage projects without the benefit of a team, this book is also for you. Change the way you think about project management—"project manager" may not be your official title or necessarily your dream job, but with the right strategies, you can excel.

This valuable companion to the Project Management Institute's A Guide to the Project Management Body of Knowledge (PMBOK® Guide)—Sixth Edition presents comprehensive examples and explanations of the tools and techniques presented in the PMBOK® Guide. Designed specifically to assist both new and experienced project managers in handling all aspects of a project, this title explins the "how" when it comes to project management theory. Concrete examples of tools for project managers will fill the gap in this PM knowledge area and provide necessary guidance for both practicing project managers and students.

If it's essential to project management... it's in here! The first edition of The Project Management Answer Book addressed all the key principles of project management that every project manager needs to know. With a new chapter on scrum agile, updates throughout, and many new PMP® test tips, this new edition builds on that solid foundation. The structure of this update maps closely to the PMBOK® Guide, Fifth Edition, and is designed to assist anyone studying for the PMP® and other certification exams. Helpful sections cover: • Networking and social media tips for PMs, including the best professional organizations, virtual groups, and podcast resources • The formulas PMs need to know, plus a template to help certification candidates prepare and self-test for their exams • Quick study sheet for the processes covered on the PMP® exam • Key changes in PMBOK® Guide, Fifth Edition, for readers familiar with earlier versions who want "the skinny" on the new version. PMs at every level will find real gold in the information nuggets provided in this new edition. Those new to project management will find the comprehensive coverage and the depth of the answers especially valuable, and will like the easy-to-read style and Q&A format. For experienced managers looking for new tools and skills to help them pass their PMP® or other certification exams, this is a must-have resource.

In today's 'more for less' culture, the expectations of project management and delivery are no longer limited to budgets, schedules and quality. For projects to make an impact and have lasting value, the project manager must be able to strategize, innovate, motivate, empower and collaborate - in other words, project managers must learn how to lead. The Power of Project Leadership helps you transform into an effective project leader by shifting your managerial mindset into one of inspiration, motivation and influence. The book describes what good project leadership looks like and explains how to make the transition using concrete tools and strategies. With underlying theories to help the reader understand how teams and individuals are motivated, it ensures that project managers lead with vision, continuously improve and innovate, work with intent, empower the team, get closer to stakeholders, remain authentic and establish a solid foundation for their projects. The book has a practical and engaging approach and draws on over 25 interviews with leading experts who have made the transition from project managers to project leaders. These experts come from a variety of sectors and companies; including Expedia, British Gas, Standard Bank, Verizon Enterprise Solutions, Liquid Planner, and the UK Government.

Imagine having access to the top project managers from organizations and industries around the world. Imagine uncovering what they do, how they approach their challenges, and what they know. Alpha Project Managers: what the top 20% know that everyone else does not gets you inside the minds of these top managers and shares their practices, their attitudes, and their secrets.

Make Better Decisions While Managing Projects! Decision-making is critical in project management. Lack of decision-making knowledge, avoidable mistakes, and improper definitions can negatively impact your company's ability to generate profit. The Project Manager's Guide to Making Successful Decisions is a practical handbook that focuses on the significance of project decision-making skills that will all you to reach workable and effective results. This valuable resource highlights numerous decisions necessary to support the project management life cycle, presents various techniques that facilitate the decision-making process, provides an overview of decision analysis as it relates to project management, and much more! + Understand different types of decision-making processes and cycles + Recognize how to frame the decision and gather better information + Define

alternatives and assessments to make the right decision + Analyze short case studies demonstrating project decision making success

The only book of forms that exactly follows the content of the PMBOK Guide, A Project Manager's Book of Forms provides a "road map" approach so readers know exactly where they are and what forms precede and follow their current position on a project. This Second Edition aligns with the release of the Fifth Edition of the PMBOK Guide. Hard copies of the forms may be taken and reproduced directly from the book, and completely editable electronic versions of all the blank forms, in Microsoft Office-compatible format, are available on an accompanying website. You may use them as is or tailor them to your own needs.

MEET YOUR GOALS—ON TIME AND ON BUDGET. How do you rein in the scope of your project when you've got a group of demanding stakeholders breathing down your neck? And map out a schedule everyone can stick to? And motivate team members who have competing demands on their time and attention? Whether you're managing your first project or just tired of improvising, this guide will give you the tools and confidence you need to define smart goals, meet them, and capture lessons learned so future projects go even more smoothly. The HBR Guide to Project Management will help you: Build a strong, focused team Break major objectives into manageable tasks Create a schedule that keeps all the moving parts under control Monitor progress toward your goals Manage stakeholders' expectations Wrap up your project and gauge its success

A seasoned project management consultant introduces critical project management skills, tools and techniques. Includes case studies, checklists and exercises.

Agile project management is a proven approach for designing and delivering software with improved value to customers. Agility is all about self-directed teams, feedback, light documentation, and working software with shorter development cycles. The role of the project manager with agile differs significantly from traditional project management in that there is minimal up-front planning. Agile for Project Managers will help project managers from any industry transition to agile project management. The book examines the project management component of agility, concentrating on industry standards, certifications, and being agile. It also compares agile methods to traditional project management methods throughout to provide readers with a clear understanding of the differences between the two. The book's focus is in alignment with the Project Management Institute (PMI®) Agile Certified Practitioner (PMI-ACP®) credential—making it an ideal resource for anyone preparing for the PMI-ACP® exam. Coverage includes: Agile as a project management methodology Agile teams Agile tools and techniques Flavors of agile Agile principles Agile certifications The book provides readers with the understanding required to decide which projects will benefit from agile. It also includes information that can help readers to assess their organizations' readiness for agile methods. Complete with a list of agile training providers, the book will help certified project managers make a smooth transition to agile project management and will provide newcomers with the basic knowledge needed to pass the PMI-ACP® exam, the first time around.

The practical approach that Colin Dobie prescribes is as applicable to the experienced project manager as it is anyone entering the field.' Ernest J. Nielsen, Brigham Young University, USA A no-nonsense approach to project management. Essential reading for all project managers and project team members.' Peter Dechaineux, Inaugural Chairman, Australian Institute of Project Management, Australia Excellent coverage of all the material required in easy to follow steps. It places activities in logical context. Essential reading for China's many project managers.' Professor Yuan, Chairman, Asia-Pacific Federation of Project Management.' Colin Dobie has very comprehensively detailed out the intricacies needed to manage projects. Well done.' Adesh Jain, President, PM Guru Inc. and President, IPMA Whether you are creating a new product or building a power station, you need to know how to manage the myriad elements in a project to ensure it is completed on time, on budget and to a high standard. A Handbook of Project Management is a practical and comprehensive guide for project managers working on small and large projects in any field. Colin Dobie systematically maps the four phases in the project lifecycle: initiation, planning, implementation and finalisation. He outlines the processes and techniques of the nine functions of project management, and how they are applied during the project lifecycle. He also explains what a project manager is expected to deliver, and the roles of team leaders and team members. Drawing on international standards and bodies of knowledge, as well as Colin Dobie's extensive industry and training experience in several countries, A Handbook of Project Management is an indispensable guide for anyone who wants to develop their skills in project management. It is extensively illustrated with examples, templates, exercises and checklists, making it valuable resource for experienced project managers.

Projects can often be extremely complex processes involving various teams from client organisations, contractors and sub-contractors. Making sure you don't fall foul of the law may not be uppermost in the project manager's mind, but it is vital you understand the basics to prevent any costly legal hiccups and repercussions during the process. Law for Project Managers provides an easily understandable and practical guide to the laws of contract, liability, intellectual property and so on, entirely from the perspective of the project manager. It will enable you to approach projects forewarned and forearmed, able to avoid potential legal problems altogether. The book covers everything from intellectual property disputes with the client organisation about who actually 'owns' the outcome, to confusion arising during an international project from the different legal systems and their approach to contracts and health and safety problems in the management of contractors. Most importantly, it explains everything in very straightforward terms; legal jargon is either avoided altogether or defined with its relevance to the project manager explained. It is also written to help you find and brief legal professionals and, should it come to it, resolve disputes. For example, what are the various dispute resolution options open to you and which ones involve recourse to law? David Wright provides clear, readable and expert advice on this and many other important legal matters for the project manager.

Enabling project managers to adapt to the new technology of artificial intelligence, this first comprehensive book on the topic discusses how AI will reinvent the project world and allow project managers to focus on people. Studies show that by 2030, 80 percent of project management tasks, such as data collection, reporting, and predictive analysis, will be carried out by AI in a consistent and efficient manner. This book sets out to explore what this will mean for project

managers around the world and equips them to embrace this technological advantage for greater project success. Filled with insights and examples from tech providers and project experts, this book is an invaluable resource for PMO leaders, change executives, project managers, programme managers, and portfolio managers. Anyone who is part of the global community of change and project leadership needs to accept and understand the fast- approaching AI technology, and this book shows how to use it to their advantage.

Social Media for Project Managers goes beyond Facebook, Twitter and LinkedIn to explore a whole range of collaboration tools available online like wikis, microblogs and document management tools. It aims to show the practicality of using these collaborative tools to support the project management process and how they are being used in the larger, ever-changing business environment.

How to manage any project on just one piece of paper The New One-Page Project Manager demonstrates how to efficiently and effectively communicate essential elements of a project's status. The hands of a pocket watch reveal the time of day without following every spring, cog, and movement behind the face. Similarly, an OPPM template reduces any project—no matter how large or complicated—to a simple one-page document, perfect for communicating to upper management and other project stakeholders. Now in its Second Edition, this practical guide, currently saving time and effort in thousands of organizations worldwide, has itself been simplified, then refined and extended to include the innovative AgileOPPMTM. This Second Edition will include new material and updates including an introduction of the ground-breaking AgileOPPMTM and an overview of MyOPPMTM template builder, available on-line Includes references throughout the book to the affiliated sections in the Project Management Body of Knowledge (PMBOK®) Shows templates for the Project Management Office (PMO) This new and updated Second Edition will help you master the one-page approach to both traditional project management and Agile project management. (PMBOK is a registered marks of the Project Management Institute, Inc.)

Effective communication on projects is a challenging, ongoing process for project managers and stakeholders at all levels within an organization. Project managers experience the greatest challenge due to the nature of their position. They set up and regulate communications that support a project overall. Effective Communications for Project Management examines elements of effective communications and describes the role that a Project Management Information System (PMIS) has in helping project managers become better communicators. Based on the author's practical experience and insight as a project and program manager, the book describes the role of personaltiy and its effect on the communications process. It also details the seven elements of effective communications: Applying active and effective listening Preparing the communications and establishing an issues management process Drafting and publishing documentation Conducting meetings Giving effective presentations Developing and deploying a project website Building a project war room Containing examples and checklists that are adaptable to almost any project environment, this book is an invaluable resource that not only demonstrates how to attain effective communications, but also how communications can effect a project's bottom line.

Successful project management requires organization, skill, and a systematic approach to ensure that projects are delivered on time, and on budget. Idiot's Guides: Project Management, 6th Edition is updated to reflect all of the latest project management methodologies for anyone who is looking to avoid the chaos that can ensue if project leaders don't possess the necessary understanding of the right principles and practices. Readers of this new edition will benefit newly added sample PMP prep exam questions at the end of each chapter, as well as newly organized, updated content that aligns with the knowledge areas as the PMI (Project Management Institute) defines them. The book covers the 5th Edition of the PMBOK (Project Management Body of Knowledge).

To support the broadening spectrum of project delivery approaches, PMI is offering A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition as a bundle with its latest, the Agile Practice Guide. The PMBOK® Guide – Sixth Edition now contains detailed information about agile; while the Agile Practice Guide, created in partnership with Agile Alliance®, serves as a bridge to connect waterfall and agile. Together they are a powerful tool for project managers. The PMBOK® Guide – Sixth Edition – PMI's flagship publication has been updated to reflect the latest good practices in project management. New to the Sixth Edition, each knowledge area will contain a section entitled Approaches for Agile, Iterative and Adaptive Environments, describing how these practices integrate in project settings. It will also contain more emphasis on strategic and business knowledge—including discussion of project management business documents—and information on the PMI Talent Triangle™ and the essential skills for success in today's market. Agile Practice Guide has been developed as a resource to understand, evaluate, and use agile and hybrid agile approaches. This practice guide provides guidance on when, where, and how to apply agile approaches and provides practical tools for practitioners and organizations wanting to increase agility. This practice guide is aligned with other PMI standards, including A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition, and was developed as the result of collaboration between the Project Management Institute and the Agile Alliance.

Offers a collection of essays on philosophies and strategies for defining, leading, and managing projects. This book explains to technical and non-technical readers alike what it takes to get through a large software or web development project. It does not cite specific methods, but focuses on philosophy and strategy.

Updated concepts and tools to set up project plans, schedule work, monitor progress-and consistently achieve desired project results.In today's time-based and cost-conscious global business environment, tight project deadlines and stringent expectations are the norm. This classic book provides businesspeople with an excellent introduction to project management, supplying sound, basic information (along with updated tools and techniques) to understand and master the complexities and nuances of project management. Clear and down-to-earth, this step-by-step guide explains how to effectively spearhead every stage of a project-from developing the goals and objectives to managing the project team-

and make project management work in any company. This updated second edition includes: * New material on the Project Management Body of Knowledge (PMBOK) * Do's and don'ts of implementing scheduling software* Coverage of the PMP certification offered by the Project Management Institute* Updated information on developing problem statements and mission statements* Techniques for implementing today's project management technologies in any organization-in any industry.

This book provides practical guidance for corporate decision makers, project managers, project engineers, and for those wishing to grasp the key issues that define project success. The book represents a distillation of years of practical experience and offers a clear and concise 'blueprint' for how to approach projects and their management. This book is designed to be 'clean and simple' in its delivery – allowing the reader to immediately have 'take aways' that could be implemented within a project, adding value to any approach dealing with the key common problems and issues that arise within the project medium. The book can be applied to a wide range of scenarios in which project management is required – from setting up an organisation, creating distribution networks, bringing new technology to market, and to designing a leadership and training architecture within an organisation. The book, in addition to being a go-to reference book on project management for professional project managers and business leaders, is also ideal for postgraduate and undergraduate students studying project management. It is written to be user friendly, yet provides a wealth of information and tips that will enhance the readers knowledge and understanding of managing projects.

This unique book is for two audiences! Read one way it is for educators; flip it over and read the other way it is for project managers! Project based learning (PBL), a set of engaging and powerful learning methods organized around motivating projects, is one of the most popular ways to bring the skills used by project management into students' educational experience, giving them amazing opportunities to develop the essential 21st century competencies they need. In Project Management for Education: The Bridge to 21st Century Learning, authors Bernie Trilling and Walter Ginevri provide a "two-in-one" guide for educators and project management professionals, demonstrating how the two fields can work together. By teaming up to enrich the experience of students, both educators and project management professionals can continue to develop their own skills and better meet the challenges they face in our ever-changing world.

The Project Management Book addresses the real-life scenarios and issues that anyone responsible for managing a project is likely to face on a day to day basis. It provides solutions to the everyday issues involved in managing projects, including: Defining your project Understanding your role as a project manager Dealing with external problems Learning from Lean and Six Sigma Delivering projects in times of change It also includes a handy glossay of project management jargon

Processes don't drive projects; people do. Successful project management is ultimately about effective communication, and more broadly, effective people management. Most books, however, deal largely with process - the mechanical, methodological side, and play down the human side. The Project Manageris a fresh approach to project management: it moves beyond the formal methodologies and techniques to shed light on the core skills that will make you a great project manager. It puts the project manager centre stage and provides you with an invaluable set of experience-based lessons, tips, and advice to help you consistently deliver the results you want. Whether you are a project manager yourself, or someone who works with or recruits project managers, this book will be essential reading. DISCOVER WHAT YOU NEED TO KNOW AND DO TO BE A GREAT PROJECT MANAGER

Essential project management forms aligned to the PMBOK® Guide—Sixth Edition A Project Manager's Book of Forms is an essential companion to the Project Management Institute's A Guide to the Project Management Body of Knowledge. Packed with ready-made forms for managing every stage in any project, this book offers both new and experienced project managers an invaluable resource for thorough documentation and repeatable processes. Endorsed by PMI and aligned with the PMBOK® Guide, these forms cover all aspects of initiating, planning, executing, monitoring and controlling, and closing; each form can be used as-is directly from the book, or downloaded from the companion website and tailored to your project's unique needs. This new third edition has been updated to align with the newest PMBOK® Guide, and includes forms for agile, the PMI Talent Triangle, technical project management, leadership, strategic and business management, and more. The PMBOK® Guide is the primary reference for project management, and the final authority on best practices—but implementation can quickly become complex for new managers on large projects, or even experienced managers juggling multiple projects with multiple demands. This book helps you stay organized and on-track, helping you ensure thorough documentation throughout the project life cycle. Adopt PMI-endorsed forms for documenting every process group Customize each form to suit each project's specific needs Organize project data and implement a repeatable management process Streamline PMBOK® Guide implementation at any level of project management experience Instead of wasting time interpreting and translating the PMBOK® Guide to real-world application, allow PMI to do the work for you: A Project Manager's Book of Forms provides the PMBOK®-aligned forms you need to quickly and easily implement project management concepts and practices.

Construction project management requires a broad range of knowledge, from technical expertise to leadership, negotiation, team building and communication. This practical no–nonsense guide covers all of the essentials of the role, including: Pre-construction activities Design management and BIM Procurement Feasibility studies Environmental management systems People skills Recommended document formats Occupancy activities Construction project management activities are tackled in the order they occur on real projects, with reference made to the RIBA Plan of Work and OGC Gateway process throughout. This is the ideal concise reference which no project manager, construction manager, or quantity surveyor should be without.

The all-inclusive guide to exceptional project management The Fast Forward MBA in Project Management is the comprehensive guide to real-world project management methods, tools, and techniques. Practical, easy-to-use, and

deeply thorough, this book gives you answers you need now. You'll find the cutting-edge ideas and hard-won wisdom of one of the field's leading experts, delivered in short, lively segments that address common management issues. Brief descriptions of important concepts, tips on real-world applications, and compact case studies illustrate the most sought-after skills and the pitfalls you should watch out for. This new fifth edition features new case studies, new information on engaging stakeholders, change management, new guidance on using Agile techniques, and new content that integrates current events and trends in the project management sphere. Project management is a complex role, with seemingly conflicting demands that must be coordinated into a single, overarching, executable strategy — all within certain time, resource, and budget constraints. This book shows you how to get it all together and get it done, with expert guidance every step of the way. Navigate complex management issues effectively Master key concepts and real-world applications Learn from case studies of today's leading experts Keep your project on track, on time, and on budget From finding the right sponsor to clarifying objectives to setting a realistic schedule and budget projection, all across different departments, executive levels, or technical domains, project management incorporates a wide range of competencies. The Fast Forward MBA in Project Management shows you what you need to know, the best way to do it, and what to watch out for along the way.

Whether you are organising an important event or heading up a large team, running a project can be a daunting process. Spiralling costs and missed deadlines are part of everyday life for many project managers - in fact, more projects fail than succeed! But project management doesn't have to be this way. It is possible to manage projects that consistently meet deadlines and come in within budget. Brilliant Project Management shows you how. Drawing on over 30 years of experience, you'll discover how to ensure your projects succeed every time. In this new edition Barker & Cole have included a section highlighting valuable sources of information in the challenging world of project management, including their inside track on methods, training and professional associations. It's the ultimate guide to becoming a brilliant project manager. Brilliant Outcomes Make a success of any project. Deliver on your promises. Save money, time and your sanity!

Your answer to the software project management gap The Complete Software Project Manager: From Planning to Launch and Beyond addresses an interesting problem experienced by today's project managers: they are often leading software projects, but have no background in technology. To close this gap in experience and help you improve your software project management skills, this essential text covers key topics, including: how to understand software development and why it is so difficult, how to plan a project, choose technology platforms, and develop project specifications, how to staff a project, how to develop a budget, test software development progress, and troubleshoot problems, and what to do when it all goes wrong. Real-life examples, hints, and management tools help you apply these new ideas, and lists of red flags, danger signals, and things to avoid at all costs assist in keeping your project on track. Companies have, due to the nature of the competitive environment, been somewhat forced to adopt new technologies. Oftentimes, the professionals leading the development of these technologies do not have any experience in the tech field—and this can cause problems. To improve efficiency and effectiveness, this groundbreaking book offers guidance to professionals who need a crash course in software project management. Review the basics of software project management, and dig into the more complicated topics that guide you in developing an effective management approach Avoid common pitfalls by perusing red flags, danger signals, and things to avoid at all costs Leverage practical roadmaps, charts, and step-by-step processes Explore real-world examples to see effective software project management in action The Complete Software Project Manager: From Planning to Launch and Beyond is a fundamental resource for professionals who are leading software projects but do not have a background in technology.

Read 25 in-depth, candid interviews with notable project managers. Discover how project managers work, what they do, how they adapt and make decisions, how they inspire and motivate others, what career lessons and advice they can share, and how they landed their current jobs either as project managers or in more senior positions thanks to their success as project managers. Most of the project managers featured in this book—together with a selection of program managers, executives, entrepreneurs, and CEOs with project management backgrounds and responsibilities—work in the technology sector, but many work in other industries, including banking and financial services, consulting, aerospace, energy, and transportation. Bruce Harpham, PMP—a project management career advisor and journalist—has chosen interviewees who range across the spectrum of company size and maturity and of individual career stages—from CEOs who were formerly project managers (such as Mavenlink's Ray Grainger); to founders of project management consulting firms (such as Tramore's Tom Atkins); to project managers at the world's leading tech giants (such as IBM's Bob Tarne, Google's Michael Lubrano, Apple's Seth J. Gillespie, and Cisco's Hassan Osman), in the space industry (such as NASA's David Woerner, Canadian Space Agency's Isabelle Tremblay and EUMETSAT's Hilary Wilson), in financial services (such as TD Bank's Ilana Sprongl and Ontario Municipal Employees Retirement System's Annette Lyjak), and at transportation companies (such as Amtrak's Sarina Arcari). What You'll Learn Practicing project managers and engineers and graduates who aspire to become project managers will learn from the mouths of seasoned exponents at the top of their profession: Break into project management, cultivate leadership skills, and influence higher-ups Win assignments to manage career-advancing projects and ace deliveries Avoid pitfalls and recover from operational failures and managerial mistakes Manage the distractions and pressures of project work successfully while maintaining high morale Discover the books, courses, and development strategies they used to make it to the top Who This Book Is For Practicing project managers—including the half million PMI members required to pursue continuing education to maintain certification. The secondary readership is engineers, career-changers, and recent graduates who aspire to become project managers.

Aimed at practitioners, this handbook imparts guidance on project management techniques in the cultural heritage sector.

Information professionals often direct complex endeavors with limited project management training or resources. Project Management for Information Professionals demystifies the tools and processes essential to successful project management and advises on how to manage the interpersonal dynamics and organizational culture that influence the effectiveness of these methods. With this book, readers will gain the knowledge to initiate, plan, execute, monitor, and close projects. offers guidance based on real-world experience prepares readers without prior project management knowledge or experience provides lean, easy-to-read, and jargon-free instructions aimed at information professionals working in libraries, archives, museums

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