

Project Management For The Unofficial Project Manager A Frankincovey Title

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[The Fast Forward MBA in Project Management](#) - Eric Verzuh
2021-01-07

The all-inclusive guide to exceptional project management that is trusted by hundreds of thousands of readers—now updated and revised *The Fast Forward MBA in Project Management: The Comprehensive, Easy to Read Handbook for Beginners and Pros, 6th Edition* is a comprehensive guide to real-world project management methods, tools, and techniques. Practical, easy-to-use, and deeply thorough, this book gives you the answers you need now. You'll find 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 pitfalls you should watch out for. This sixth edition now includes: A brand-new chapter on project quality A new chapter on managing media, entertainment, and creative projects A new chapter on the project manager's #1 priority: leadership A new chapter with the most current practices in Change Management Current PMP certification study tips Readers of *The Fast Forward MBA in Project Management* also receive access to new video resources available at the author's website. The book teaches readers how to manage and deliver projects on-time and on-budget by applying the practical strategies and concrete solutions found within. Whether the challenge

is finding the right project sponsor, clarifying project objectives, or setting realistic schedules and budget projections, *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.

Project Management All-in-One For Dummies - Stanley E. Portny 2020-09-15

Your go-to project management guide! Project managers are among the most sought-after people in today's business universe. Here's your one-stop guide to all the information and advice you need for masterful project management! Hone your skills in sizing, organizing, scheduling, and handling projects to help teams maximize their productivity as you make yourself indispensable.

Whether you're new to project management or an experienced pro, this book has the resources you need to get the job done. 7 Books Inside... *Project Management For Dummies Agile Project Management For Dummies Project Management Checklists For Dummies PMP Certification All-in-One For Dummies Scrum For Dummies Microsoft Project 2019 For Dummies Enterprise Agility For Dummies Project Management Metrics, KPIs, and Dashboards* - Harold Kerzner 2017-08-30

Harold Kerzner's essential strategies on measuring project management performance With the growth of complex projects, stakeholder involvement, and advancements in visual-based technology, metrics and KPIs (key performance indicators) are key factors in evaluating project performance. Dashboard reporting systems provide accessible project performance data, and sharing this vital data in a concise and consistent manner is a key communication responsibility of all project managers. This third edition of Kerzner's groundbreaking work, *Project Management Metrics, KPIs,*

and Dashboards: A Guide to Measuring and Monitoring Project Performance, helps functional managers gain a thorough grasp of what metrics and KPIs are and how to use them. Plus, this edition includes new sections on processing dashboard information, portfolio management PMO and metrics, and BI tool flexibility. • Offers comprehensive coverage of the different dashboard types, design issues, and applications Provides full-color dashboards from some of the most successful project management companies, including IBM, Microsoft, and others Aligns with PMI's PMBOK® Guide and stresses value-driven project management PPT decks are available by chapter and a test bank will be available for use in seminar presentations and courses Get ready to bolster your awareness of what good metrics management really entails today—and be armed with the knowledge to measure performance more effectively.

Project Management Checklists For Dummies - Nick Graham 2014-09-29

Your must-have tool for perfect project management Want to take your career to the next level and be a master of planning, organising, motivating and controlling resources to meet your goals? This easy-to-use guide has you covered! *Project Management Checklists For Dummies* takes the intimidation out of project management, and shows you step by step how to use rigorous self-check questions to save significant time—and headaches—in managing your projects effectively. *Project Management Checklists For Dummies* gives you to-do lists, hands-on checklists and helpful guidance for managing every phase of a project from start to finish. Before you know it, you'll be a star project manager as you organise, estimate and schedule projects in today's time-crunched, cost-conscious global business environment. Includes

useful to-do lists and checklists to ensure all the necessary steps are completed Offers simple exercises to help clarify needs and requirements along the way Provides templates to complete, which can also be downloaded from Dummies.com and customised to suit your unique requirements Supplies hints and tips to help you along the way If you're a project manager—or any professional charged with managing a project and wondering where to start—Project Management Checklists For Dummies is your ready-made tool for success.

Project Management Step by Step - Richard Newton
2016-09-13

You've been given a project to run. You know you need to get it right, but you don't know what you need to do and in what order to make sure it all runs smoothly and you come out of it looking great. You need Project Management Step by Step. Almost every manager and businessperson finds at some time they need to complete a task that has sufficient complexity and importance that an ad-hoc approach to getting it done is just not enough. Managers in this common situation need the structure and rigour of a project management approach, yet very few managers are formally trained in project management or have the inclination, time or finances to become trained. They need an approach they can feel confident is sufficiently robust to ensure their success, but also simple enough to be immediately applicable. Project Management Step by Step provides the solution to this problem; a practical and immediate way to become a competent project manager.

The Complete Project Manager - Randall Englund MBA,
BSEE, NPDP, CBM 2012-04-01

The Complete Project Manager: Integrating People, Organizational, and Technical Skills is the practical

guide that addresses the “soft” project management skills that are so essential to successful project, program, and portfolio management. Through a storytelling approach, the authors explain the necessary skills—and how to use them—to create an environment that supports project success. They demonstrate both the “why” and the “how” of creatively applying soft project management skills in the areas of leadership, conflict resolution, negotiations, change management, and more. This guide has an accompanying workbook, The Complete Project Manager's Toolkit , sold separately.

A Project Manager's Book of Forms - Cynthia Snyder
Dionisio 2017-11-21

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.

Project Management - Gary R. Heerkens 2001-09-22

This reader-friendly series is a must read for all levels of managers. All managers, whether brand-new to their positions or well established in the corporate hierarchy, can use a little brushing-up now and then. The skills-based Briefcase Books Series is filled with ideas and strategies to help managers become more capable, efficient, effective, and valuable to their corporations. Project Management reviews the steps in organizing and managing projects, from how to build a realistic schedule to how to measure both success and failure. A concise and accessible, yet authoritative, guide to a topic in which books are more often lengthy and technical, Project Management discusses team building, timing, the planning process, estimating project costs, managing project interfaces, the four stages of risk management, and more.

Agile Project Management with Scrum - Ken Schwaber
2004-02-11

The rules and practices for Scrum—a simple process for managing complex projects—are few, straightforward, and easy to learn. But Scrum's simplicity itself—its lack of prescription—can be disarming, and new practitioners often find themselves reverting to old project management habits and tools and yielding lesser results. In this illuminating series of case studies, Scrum co-creator and evangelist Ken Schwaber identifies the real-world lessons—the successes and failures—culled from his years of experience coaching companies in agile project management. Through them, you'll understand how to use Scrum to solve complex problems and drive better results—delivering more valuable software faster. Gain the foundation in Scrum theory—and practice—you need to: Rein in even the most complex, unwieldy projects. Effectively manage unknown or changing product requirements. Simplify the chain of command with self-managing development teams. Receive clearer specifications—and feedback—from customers. Greatly reduce project planning time and required tools. Build—and release—products in 30-day cycles so clients get deliverables earlier. Avoid missteps by regularly inspecting, reporting on, and fine-tuning projects. Support multiple teams working on a large-scale project from many geographic locations. Maximize return on investment!

Project Management Methodology - Ralph L. Kliem
1997-03-13

This work introduces Practical Project Management Methodology (P2M2), an international joint venture developed by three experienced project managers who provide useful steps applicable throughout the life cycle of a variety of projects. It covers areas from leading, defining and planning to organizing,

controlling and closing. The two disks include 21 prepared forms and 300 activities for use in Microsoft Excel and Project for Windows.

The Lazy Project Manager - Peter Taylor 2015-10-26

The Lazy Project Manager shows how adopting a more focused approach to life, projects and work can make us twice as productive. By concentrating project management to exercise effort where it really matters we will work smarter. The simple techniques of lazy project management can help us to work more effectively and improve our work-life balance.

Project Management for the Unofficial Project Manager (Updated and Revised Edition) - Kory Kogon 2023-10-03

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. This updated and revised edition of 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.

The Leader in Me - Stephen R. Covey 2012-12-11

Children in today's world are inundated with information about who to be, what to do and how to live. But what if there was a way to teach children how to manage priorities, focus on goals and be a positive influence on the world around them? The Leader in Me is that programme. It's based on a hugely successful initiative carried out at the A.B. Combs Elementary School in North Carolina. To hear the parents of A. B Combs talk about the school is to be amazed. In 1999, the school debuted a programme that taught The 7 Habits of Highly Effective People to a pilot group of students. The parents reported an incredible change in their children, who blossomed under the programme. By the end of the following year the average end-of-grade scores had leapt from 84 to 94. This book will launch the message onto a much larger platform. Stephen R. Covey takes the 7 Habits, that have already changed the lives of millions of people, and shows how children can use them as they develop. Those habits -- be proactive, begin with the end in mind, put first things first, think win-win, seek to understand and then to be understood, synergize, and sharpen the saw -- are critical skills to learn at a young age and bring incredible results, proving that it's never too early to teach someone how to live well.

Strategic Project Management Made Simple - Terry Schmidt 2009-03-16

When Fortune Magazine estimated that 70% of all strategies fail, it also noted that most of these strategies were basically sound, but could not be executed. The central premise of Strategic Project

Management Made Simple is that most projects and strategies never get off the ground because of adhoc, haphazard, and obsolete methods used to turn their ideas into coherent and actionable plans. Strategic Project Management Made Simple is the first book to couple a step-by-step process with an interactive thinking tool that takes a strategic approach to designing projects and action initiatives. Strategic Project Management Made Simple builds a solid platform upon four critical questions that are vital for teams to intelligently answer in order to create their own strong, strategic foundation. These questions are: 1. What are we trying to accomplish and why? 2. How will we measure success? 3. What other conditions must exist? 4. How do we get there? This fresh approach begins with clearly understanding the what and why of a project - comprehending the bigger picture goals that are often given only lip service or cursory reviews. The second and third questions clarify success measures and identify the risky assumptions that can later cause pain if not spotted early. The how questions - what are the activities, budgets, and schedules - comes last in our four-question system. By contrast, most project approaches prematurely concentrate on the how without first adequately addressing the three other questions. These four questions guide readers into fleshing out a simple, yet sophisticated, mental workbench called "the Logical Framework" - a Systems Thinking paradigm that lays out one's own project strategy in an easily accessible, interactive 4x4 matrix. The inclusion of memorable features and concepts (four critical questions, LogFrame matrix, If-then thinking, and Implementation Equation) make this book unique.

Project Management for the Unofficial Project Manager -

Kory Kogon 2015-04-07

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.

Project Management Crash Course - IntroBooks 2018-02-21
The main role of the project management crash course is to effectively capture the essence of project management in a short amount of time for those who are just getting started with managing projects or wish to become future entrepreneurs. Small workshops during the project management crash course provide ample opportunities for working with the key management tools as well as proper techniques towards planning, executing, controlling, and completing the multiple projects. Through brief,

facilitated exercises in the crash course that are aligned with the given standards of project management, the students get an opportunity to learn about the basic project management techniques for defining the critical success factors that are necessary for managing any project of any type, size, or complexity. Effective communications for developing partnerships with the leading stakeholders is also highlighted as a significant key to achieving the success of project management in this crash course.

Project Management for Non-project Managers - Jack Ferraro 2012

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

Fundamentals of Project Management - James P. Lewis 2002
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.

Alpha Project Managers - Andy Crowe 2016-02-15

Debunking misconceptions surrounding successful project managers, this guide highlights the traits that make them stand out in the minds of their teams, senior managers, customers, and stakeholders. It offers key insights by providing multiple perspectives on the character makeup of the world's most successful project managers.

Harvard Business Review Project Management Handbook - Antonio Nieto-Rodriguez 2021-10-19

The one primer you need to launch, lead, and sponsor successful projects. We're now living in the project economy. The number of projects initiated in all sectors has skyrocketed, and project management skills have become essential for every leader and manager. Still, project failure rates remain extremely high. Why? Leaders oversee too many projects and have too little visibility into them. Project managers struggle to translate their hands-on, technical knowledge up to senior management. The result? Worthy projects are starved of time and resources and fail to deliver benefits, while too much investment goes into the wrong projects. To compete in the project economy, you need to close this gap. The HBR Project Management Handbook shows you how. In this comprehensive guide, project management expert Antonio Nieto-Rodriguez presents a new and simple framework that will increase any project's likelihood of success. Packed with case studies from many industries worldwide, it will teach you how to

manage your organization's projects, strategic programs, and agile initiatives more effectively and push the best ones ahead to completion. Timeless yet forward-looking, this book will help you win in the project-driven world. In the HBR Project Management Handbook you'll find: Everything you need to know about project management in practical, nontechnical language A definitive taxonomy of project types, from product launches to digital transformations to megaprojects A road map for becoming an effective project leader and executive sponsor A new, simple, and universal project framework, the Project Canvas, that breaks down any project into essential building blocks that can be easily understood by all project stakeholders Original concepts and exclusive case studies from public- and private-sector organizations worldwide You'll learn: A common language for project managers and executives to run successful projects across your organization When to use agile, traditional, or hybrid methods in your projects The twelve principles of successful projects, including purpose, agility, and a focus on outcomes Techniques for selecting and advancing the best projects and managing a strategic and balanced project portfolio How today's projects will help address some of the most pressing global trends, including automation, sustainability, diversity, and crisis management Why project management needed to be reinvented and what the future holds HBR Handbooks provide ambitious professionals with the frameworks, advice, and tools they need to excel in their careers. With step-by-step guidance, time-honed best practices, and real-life stories, each comprehensive volume helps you to stand out from the pack—whatever your role.

Project Management - Stephen Hartley 2020-07-25

Organisations increasingly look to project management to deal with short timeframes, tight budgets, changing requirements and risk management in everyday operations, as well as for major strategic projects. Project management knowledge and skills are now essential for professionals just about everywhere, from teachers, social workers and lawyers, to engineers, builders and accountants. Stephen Hartley's Project Management is based on the recognised global standard for project management, the Project Management Body of Knowledge (PMBOK Guide), and it incorporates aspects of Agile, PRINCE2, Lean and other popular methodologies. It offers a thorough overview of the principles of project management, combined with tools and guidelines to manage projects of all sizes, from inception to evaluation. Written in an accessible and engaging style, Stephen Hartley's widely used text has been fully revised and updated. It focuses on shared responsibility, transparent documentation, reporting achievement over activity, and continuous improvement. It is illustrated with examples and case studies, and accompanied by a suite of downloadable templates and tools. 'Stephen Hartley is without doubt Australia's leading authority on project management. This book is the bible for any current or future project manager.' - Dr Tim Baker, author of *The End of the Performance Review*
[Brilliant Project Management ePub eBook](#) - Stephen Barker 2014-08-01

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!

Project Management - Harold Kerzner 2013-01-22

A new edition of the most popular book of project management case studies, expanded to include more than 100 cases plus a "super case" on the Iridium Project Case studies are an important part of project management education and training. This Fourth Edition of Harold Kerzner's Project Management Case Studies features a number of new cases covering value measurement in project management. Also included is the well-received "super case," which covers all aspects of project management and may be used as a capstone for a course. This new edition: Contains 100-plus case studies drawn from real companies to illustrate both successful and poor implementation of project management Represents a wide range of industries, including medical and pharmaceutical, aerospace, manufacturing, automotive, finance and banking, and telecommunications Covers cutting-edge areas of construction and international project management plus a "super case" on the Iridium Project, covering all aspects of project management Follows and supports preparation for the Project Management Professional (PMP®) Certification Exam

Project Management Case Studies, Fourth Edition is a valuable resource for students, as well as practicing engineers and managers, and can be used on its own or with the new Eleventh Edition of Harold Kerzner's landmark reference, Project Management: A Systems Approach to Planning, Scheduling, and Controlling. (PMP and Project Management Professional are registered marks of the Project Management Institute, Inc.)

Project Management for the Unofficial Project Manager - Kory Kogon 2015

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.

The Handbook of Program Management: How to Facilitate

Project Success with Optimal Program Management, Second Edition - James T Brown 2014-06-06

THE DEFINITIVE GUIDE TO PROGRAM MANAGEMENT--FULLY UPDATED AND REVISED Program managers must strike a balance between operations and project implementations in order to develop and maintain a culture in which the components of success are repeatable. The Handbook of Program Management is designed to help you do exactly that. This go-to guide supplies you with the insight and tools you need to establish processes that ensure the success of your project managers--and increase the profitability of your products and services. Fully updated and heavily revised, this new edition helps you incorporate new technologies and people into your processes while delivering improved products and services that continually outpace your competition. The Handbook of Program Management provides critical information from a trusted expert. In addition to the classic chapters on Attributes of the Effective Program Manager, Stakeholder Management, and Portfolio Management Essentials, this updated edition is packed with brandnew material covering: Change management Interfaces How bad projects are stopped or postponed How consultants and subcontractors should be used Program performance analysis The role of governance Avoiding the complicated theories and phantom quick-fixes you'll find in other books, The Handbook of Program Management offers straightforward, actionable methods for establishing a highly effective project management culture: one with integrity, energy, and full stakeholder support. Nowhere else will you find such comprehensive, authoritative information on creating successful program management outcomes. The author takes you on the entire journey, from strategically creating a

program culture, to building effective relationships, and to analyzing ways of accomplishing your program objectives. The Handbook of Program Management is essential reading for program managers of all levels, whether you're a novice seeking certification in the field or an executive looking to build a flexible organization that can support dynamic on-going product development. Praise for the previous edition of The Handbook of Program Management: "Brown's book captures the essential skills of program and project management. It serves as a 'how to' guide for those entering the business, as well as a refresher on the skills and attributes for those ready to take the next step. The book effectively defines the leader's role in creating the team culture and environment for success." -- Eugene F. Kranz, Apollo 13 Flight Director, author of Failure Is Not an Option, and retired Director NASA Space Operations "Program management is one of the toughest jobs a person can hold...and James Brown knows Program Management. Here's a chance to learn from the scar tissue of others rather than your own." -- Norman R. Augustine, retired Chairman and CEO, Lockheed Martin Corporation "Finally, a pragmatic book that shares the secrets behind successful program management. If I was giving one book to program managers, this would be it! Any business leader in today's environment of accelerating change will benefit from this book." -- Jack Cooper, former CIO, Bristol-Myers Squibb

Results Without Authority - Tom KENDRICK 2012-01-29
It's tricky enough to spearhead a big project when you're the boss. But when you're the leader of a team of people who don't report to you, the obstacles are even greater. Results Without Authority is the definitive book for project managers looking to establish

credibility and control. A groundbreaker in the field, it supplies a start-to-finish system for getting successful project results from cross-functional, outsourced, and other types of teams. The completely updated second edition includes new information on: ò Agile methods and evolving project management tools ò Strategies for working with virtual teams ò Analytical versus ôblinkö decision processes ò The use (and misuse) of social media in project environments ò The myth of multitasking. For project leaders lacking clear-cut authority, getting everyone on board and keeping them there can be a challenge. Results Without Authority is the must-have guide for getting the best results from your team.

Project Management for Humans - Brett Harned 2017-07-01
Project management—it's not just about following a template or using a tool, but rather developing personal skills and intuition to find a method that works for everyone. Whether you're a designer or a manager, Project Management for Humans will help you estimate and plan tasks, scout and address issues before they become problems, and communicate with and hold people accountable.

The Project Book - Colin D. Ellis 2019-07-01

** Winner AUSTRALIAN BUSINESS BOOK AWARDS - BEST GENERAL BUSINESS BOOK 2020 ** Finalist AUSTRALIAN BUSINESS BOOK AWARDS - BEST BOOK 2020 Deliver great projects every time Projects are the lifeblood of organisations, but many projects fall short of expectations because of poor project management and/or poor project sponsorship. In The Project Book, author and 20-year project management and sponsorship veteran Colin D Ellis teaches you the skills and behaviours required to make your projects succeed, every time. The best projects, whether they are

delivered in an agile or waterfall way, are a result of the people that lead them and the environment they create. This fail-safe and comprehensive handbook shows you how to develop the mindset and communication skills to create projects that leave a legacy for you, your team and your organisation. Project leaders and senior managers in all business and technical disciplines will benefit from the insightful guidance this book offers and better project outcomes will result. Split into two parts, individually addressing Project Leaders and Project Sponsors, this book guides large project facilitators to understand the importance of people over processes. become a project leader that people trust build a team culture of collaboration, agility and creativity upskill executives so that they're catalysts for transformation develop the organisational discipline needed for successful projects create a mature environment for your projects to thrive Engaging, informative and humorous, The Project Book will help project managers, project sponsors, scrum masters and product owners across all organisations to deliver successful projects in a way that customers will talk about for years.

Fundamentals of Project Management, Sixth Edition - Joseph Heagney 2022-08-30

For close to three decades, Fundamentals of Project Management has helped people tackle the complexities of the job. Succinct and easy to read, the book simplifies concepts, answers questions, and helps tame the chaos that can erupt as projects move from planning to completion. The Sixth Edition of this trusted bestseller offers the practical guidelines and tools project managers have come to expect, along with new information explaining changes to the PMBOK® Guide, 7th Edition.

Updated tools, techniques, examples, and exercises clearly explain how to: Clarify project goals and objectives Manage stakeholders in the planning process Form a project risk plan Create a communication plan (NEW) Leverage current post-pandemic project trends (NEW) Identify challenges leading virtual project teams Use a work breakdown structure Develop solid estimates (NEW) Leverage different technologies to support virtual work (NEW) Maximize communication in the absence of visual clues Produce a workable schedule Improve procurement management Manage change requests Lead the project team effectively Control and evaluate progress at every stage Close the project and review lessons learned (NEW) Create and sustain trust in a virtual team (NEW) Manage project recovery when crises hit (NEW) Avoid the faulty fix (NEW) Execute the project reset (NEW) Manage the risk of project recovery And more Project mishaps are all too common, but often easy to avoid. With its practical, step-by-step approach, this book gets both new and experienced managers up to speed on the fundamentals—the first crucial step for completing projects on time and on budget.

The New One-Page Project Manager - Clark A. Campbell
2012-11-30

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 AgileOPPM. This Second Edition will include new material and updates including an introduction of the ground-breaking AgileOPPM and an overview of MyOPPM 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.)

Accidental Project Manager - Ray Frohnhoefer 2018-07-03
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!

Project Management for Dummies - Nick Graham 2011-04-05

Guide your project to success from initial idea to final delivery In today's time-pressured, cost-conscious global business environment, tight project deadlines and high expectations are the norm. Projects are now the standard way of implementing change, and project management has become a vital skill for successful business professionals. Project Management For Dummies shows you how to succeed by focusing on what you need to deliver and then how to plan and control the project in order to deliver it. You will learn how to plan, keep the project on track, manage teams and control risk. You'll even get some tips on software - including free stuff - that will make things easier for you. Who, What, and Why - understand the expectations of your project Laying the foundations - learn to build your plans with a sturdy structure from start to finish The selection process - see how to get the very best from your teams Get in the driving seat - learn to take control and steer your project to success Open the book and find: Clear and simple explanation of powerful planning techniques Ways to track progress and stay in control How to identify and then control risk to protect your project Why understanding your project's stakeholders is key How to use technology to up your game Tips for writing a clear and convincing business case Advice on being an effective leader Techniques to help you work effectively with teams and specialists Learn to: Motivate your teams to perform to their full potential Plan, execute and deliver your projects with confidence Stay in control to deliver on time, within budget and to the right quality

Project Management for the Unofficial Project Manager - Kory Kogon 2015-04-07

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.

Project Management, Second Edition (Briefcase Books Series) - Gary R. Heerkens 2013-11-22

ON TIME, ON BUDGET . . . MANAGE EVERY PROJECT LIKE A PRO In today's environment of tight turnarounds and even tighter budgets, the effective project manager is often considered the most valuable member of a workplace team. Project Management, Second Edition, provides a step-by-step introduction to the tools and techniques necessary to successfully spearhead your next project. This new edition has everything that made the original so popular, plus it has been updated to reflect new principles and strategies in team building, planning,

estimating costs, managing project interfaces, and more--providing you with the kind of business savvy today's project manager is expected to possess. Learn how to: Stay on top of all aspects of your project: process, interpersonal, and organizational Forge a spirit of cooperation--and achievement--among diverse team members Manage all the contingencies--foreseen and unforeseen--that come up in every project

HBR Guide to Project Management (HBR Guide Series) - Harvard Business Review 2013-01-08

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

The Project Management Tool Kit - Tom Kendrick 2013-12-19

Shifting priorities, budget cuts, unexpected interruptions . . . The obstacles that project managers face on a daily basis are sometimes relentless and always burdensome. And the average project is only growing more complicated! Now in its third edition, The Project Management Tool Kit is a must-have strategic partner for project managers of every industry, filled

with step-by-step guidance that will enable managers to complete even the most complex projects both on time and on budget. This results-oriented resource offers 100 powerful, practical tips and techniques in a variety of areas, including:• Scope planning • Schedule development and adjustment • Cost estimating and control • Defining and using project metrics • Decision-making and problem solving • Motivation and leadership • Stakeholder engagement and expectation management • Risk identification and monitoring • And much moreExtensively updated and revised to reflect the latest changes to A Guide to the Project Management Body of Knowledge (PMBOK® Guide), the checklists, charts, examples, and tools for easy implementation in this invaluable resource will help project managers of all types tackle any challenge that comes their way.

Making Things Happen - Scott Berkun 2008-03-25

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.

The 5 Choices - Kory Kogon 2016-04-05

Time management has been redefined for the twenty-first century. Learn how to increase your productivity by mastering five choices that will leave you feeling confident, energized, and productive.

Project Management Absolute Beginner's Guide - Greg Horine 2017-02-09

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book.

Succeed as a project manager, even if you've never run a project before! This book is the fastest way to master every project management task, from upfront budgeting and scheduling through execution, managing teams through closing projects, and learning from experience. Updated with more insights from the front lines, including agile approaches, dealing with security and privacy priorities, and leading remote/virtual teams, along with the latest on Microsoft Project and PMI standards and certifications and a special bonus chapter on preparing for the PMP certification. This book will show you exactly how to get the job done, one incredibly clear and easy step at a time. Project management has never, ever been this simple! Who knew how simple project management could be? This is today's best beginner's guide to modern project management... simple, practical instructions for succeeding with every task you'll need to perform! Here's a small sample of what you'll learn:

- Master the key skills and qualities every project manager needs
- Lead projects, don't just "manage" them
- Avoid 15 most common mistakes new project managers make
- Learn from troubled, successful, and "recovered" projects
- Set the stage for success by effectively defining your project
- Build a usable project plan and an accurate work breakdown structure (WBS)
- Create budgets and schedules that help you manage risk
- Use powerful control and reporting techniques, including earned value management
- Smoothly manage project

- changes, issues, risks, deliverables, and quality
- Manage project communications and stakeholder expectations
- Organize and lead high-performance project teams
- Manage cross-functional, cross-cultural, and virtual projects
- Work successfully with vendors and Project Management Offices
- Make the most of Microsoft Project and new web-based alternatives
- Get started with agile and "critical chain" project management
- Gain key insights that will accelerate your learning curve
- Know how to respond to real-life situations, not just what they teach you in school

The 4 Disciplines of Execution - Chris McChesney
2016-04-12

BUSINESS STRATEGY. "The 4 Disciplines of Execution" offers the what but also how effective execution is achieved. They share numerous examples of companies that have done just that, not once, but over and over again. This is a book that every leader should read! (Clayton Christensen, Professor, Harvard Business School, and author of "The Innovator s Dilemma)."

Do you remember the last major initiative you watched die in your organization? Did it go down with a loud crash? Or was it slowly and quietly suffocated by other competing priorities? By the time it finally disappeared, it s likely no one even noticed. What happened? The whirlwind of urgent activity required to keep things running day-to-day devoured all the time and energy you needed to invest in executing your strategy for tomorrow. "The 4 Disciplines of Execution" can change all that forever.