

A Project Management Primer

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the best organizations and even the best departments within organizations have a roadmap a clear vision of where they would like to be and the means by which they will get there this roadmap drives the everyday activity of the company as well as any change it makes both internally and externally and it is what drives projects in fact it is arguable that success in business is almost wholly reliant on an ability to implement change effectively whether it is a computer system that gives you the edge on your competitor bringing a new product to market adopting new ways of working or completely redefining the approach your company takes success and survival in business relies on change and the way that business implements change is through projects therefore if you work in the world of business sooner or later the chances are that you will be involved in a project as a stakeholder advisor sponsor or possibly running it as the project manager in the everyday project manager author and project management expert jeremy nicholls shares the key attributes and skills of successful project management and describes the practical skills that will enhance project delivery regardless of your level of experience the skills and concepts detailed in this book can be easily understood and implemented they are everyday that is commonplace skills but they are skills and the concepts that the best

project managers use every day each chapter details the concepts practices and tools that readers will use to build their proficiency in every phase of delivering a project efficiently and effectively

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this book chiefly focuses on the ipma competence baseline icb version 3 0 closely intertwined with project management standards like the

pmbok guide official ansi norm and din it explores various facets of project management including effective problem solving strategies cross disciplinary methods and the integration of modern tools and techniques additionally it examines practical applications of the six sigma philosophy presenting industry relevant examples to facilitate reader comprehension and implementation intended as a reference guide it provides a reliable foundation for both theoretical and practical work along with a comprehensive overview of the state of the art in project management and adjacent disciplines moreover it offers a tailor made resource for master s studies in project management and quality management consolidating the insights of trusted industry experts from around the globe as such this workbook is ideally suited as supplementary self study material while also helping readers meet their daily project management requirements

the digital world is growing and changing at a rate that can seem overwhelming to those project managers who have to keep up with it to build customer facing solutions and applications it s rare for project managers working in this field to be provided with much direction or a process by which to carry out a project and there has been almost nothing available specific to these types of projects in the literary marketplace digital project management the complete step by step guide to a successful launch was developed to fill this gap by providing the knowledge best practices and proven steps to successfully manage digital projects from end to end and was created to be easily adaptable to different project types and technological advances

this work introduces practical project management methodology p2m2 an international joint venture developed by three experienced project managers the 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

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

a veteran project manager shares his proven approach to getting the job done right on schedule and within budget every time each year companies initiate projects in hopes of improving their bottom lines and gaining a competitive advantage unfortunately a good percentage of those projects either never get off the ground or if they do never come to fruition according to veteran project manager paul roberts more often than not projects fail because of a lack of organization wide commitment to their success and an unwillingness to invest in proper project management in this updated second edition of his popular guide paul clearly shows why projects of any scale require that an entire organization contribute to achieving results he outlines a proven approach for engaging all stakeholders in the project management process and he walks you through the four steps essential for successful management initiation planning delegation and closing author paul roberts has

successfully managed projects at a variety of prestigious companies including pfizer and british airways clearly demonstrates how and why investing in project management especially in this economy can help you avoid or minimize the impact of schedule delays and cost overruns offers expert advice and guidance on how to place project management a priority not just for the pm and project team but organization wide supplies a wealth of clearly easy to use flow charts diagrams tables and other useful project management tools

don t invoke the mystical gods of project management to tackle the tasks at hand instead pick up this pocket sized primer to learn or refresh your sensibilities when it comes to the basics of managing a project you ll get the information you need in an easy to follow sequence of project steps graphs checklists tips anecdotes and more this really is the cure for the practical guide you crave as a project manager besides there s a handy online resource directory included author martin wartenberg is chief inventor at zeroboundary inc zbglobal com and distinguished faculty member project management and leadership for the university of california at the irvine san diego los angeles and santa cruz campuses in a down to earth approach marty translates decades of project management experience into an easy to follow no fluff reference

there are plenty of books about project management but this is the first one written for the people who have the most at stake the senior executives who will ultimately be held accountable for the successes of the projects they approve and supervise top enterprise project management expert michael bender explains project management from the perspective that matters most to executives adding value most books view project management from the inside focusing primarily on lower level issues such as the creation of work breakdown structures a manager s guide to project management views it from above explaining how project managers can best achieve the strategic goals of the

business the executive's role in successful project management and the tools available to executives who want to gain greater value from project management drawing on his extensive experience bender shows how to make sure project and enterprise goals align structure organizations to support more effective project communication and decision making integrate project processes with other organizational processes oversee projects more effectively this book contains a full section on understanding and managing projects as capital investments including detailed coverage of building balanced project portfolios bender concludes with a sophisticated discussion of managing projects in global environments and optimizing resources where multiple projects must be managed

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 for the latest web based project management tools and the newest version of 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

would you like to know the best strategies for managing large projects whether you want to 1 enhance your project management skills 2 learn how to effectively lead a project team or 3 discover world class strategies for managing large projects this book will guide you there learn how to organize and lead your team to success project management is the process of managing a temporary but often complex project for a business or organization to deliver an end result that will ultimately improve the business and the bottom line project managers use a host of strategies specifically designed to increase overall performance and solve large problems the demand for project managers is increasing steadily and it is a very valuable skill to have the project manager oversees every aspect of a project including financial and budgetary issues resource acquisition team management testing scheduling monitoring and many other project specific issues the project itself is only a project because there is a problem that is too complex for any one person or department in the organization to handle in its entirety therefore the responsibility is handed off to a leader who can utilize a team of people to work together toward an optimum solution master the art and science of project planning the planning stage is the most important aspect of any project as you will discover it is the backbone of any project when planning you define a project s parameters estimate the need for resources establish a work schedule form a preliminary budget evaluate risks define acceptance testing standards establish communication protocols and much more in this book you ll find some of the best techniques in the industry step by step instructions walk you through the process of making solid plans and starting your project off on the right foot if you plan well it can make a huge positive impact on the overall success of the project this book highlights and defines key terms and technical concepts walking you through the process of producing your own project management plan jump start your career or business if

you're just exploring the field or you're a fairly new project manager this book can help you identify and develop your personal managerial qualities and give you some of the best project management strategies to integrate into your work with a little dedication you too can become a skilled winning project manager what will you learn about project management the best time management skills and strategies how to make a winning plan for success how to effectively lead and motivate your team the top 10 project management strategies important technical terms highlighted and defined you will also discover easy step by step instructions for getting through each of the most important stages of a project helps for those who are just starting out or are considering a career in project management how to correctly close a project the right way how to easily organize yourself and your team for peak performance the best qualities and skills of a successful project manager lead your team to success become an amazing project manager get this book now

your ultimate go to project management bible perform be agile time crunch right now the business world has never moved so fast and project managers have never been so much in demand the project management institute has estimated that industries will need at least 87 million employees with the full spectrum of pm skills by 2027 to help you meet those needs and expectations in time project management all in one for dummies provides with all the hands on information and advice you need to take your organizational planning and execution skills to new heights packed with on point pm wisdom these 7 mini books including the bestselling project management and agile project management for dummies help you and your team hit maximum productivity by razor honing your skills in sizing organizing and scheduling projects for ultimate effectiveness you'll also find everything you need to overdeliver in a good way when choosing the right tech and software assessing risk and dodging the pitfalls that can snarl up even the best laid plans apply formats and formulas and checklists manage continuous process improvement resolve conflict in teams and hierarchies rescue distressed projects

learn step by step instructions for managing any project in a clean sequence of five classic phases initiating planning executing releasing and closing this book sets out clearly and engagingly which tasks need to be done and when how and why they need to be done each chapter on one of the five phases walks you through all the steps in that phase s workflow which are laid out in a checklist attached to the chapter the checklists are graphically supplemented by flow charts and swim lane diagrams the master checklist serves as a map and tool for project managers to use in the real world to run projects and keep them on track senior project manager and pm mentor melanie mcbride understands the predicament of beginning and junior project managers you re at the edge of a tornado bombarded by overly excited people offering you a mission impossible everywhere you look there are cool shiny things swirling around your head the earnest coworker telling you to go agile the software package promising a turnkey collaboration solution the pmo with an arm long list of required processes so how do you avoid getting whacked in the head by that airborne mac truck of a customer commit oh and what exactly do you need to do to get those flying monkeys to shut up project management basics slips the spinning project manager into the eye of the storm where things are quiet and it s easy to figure out what to do next using the author s detailed checklists and hard headed advice she shows that project management doesn t have to be a chaotic hot mess leaving you with an egg beater hairdo with mcbride s book and checklists in hand even first time project managers can pull off controlled flying monkey free projects what you will learn see the essential duties of a project manager master the project management life cycle in five phases discover the what when how and why of pm tasks presented in detailed steps leverage checklists for optimum efficiency and throughput adapt workflow controls to low pm organizations enhance pm with vogue methodologies without obscuring the basics who this book is for beginning and junior project managers seeking a concise authoritative guide to the basics of project management together with checklists flow charts and swim lane diagrams for immediate use in real world projects

publisher description

the guide to the project management body of knowledge published by the project management institute provides a roadmap of 47 processes designed to support project managers in all phases of project management the sheer number of processes and their allocation across process groups and knowledge areas may leave project managers in a quandary about where to start and how to apply the many components of project management processes what is lacking is a simple explanatory guide for the layman that clarifies the big picture of the project management body of knowledge pmbok this explains where a project manager should begin when managing projects and how the project manager can easily make use of the pmbok framework to progress from an initial idea to a project schedule

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