

Project Management Absolute Beginners Guide Greg Horine

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Absolute Beginner's Guide to Project Management
Countdown®: A Strategy Game For Project Teams
Careers For Dummies
Lean Six Sigma
2009 Writer's Market Listings
American Book Publishing Record
The Official Railway Guide
2008 Writer's Market Deluxe Edition
Writer's Market
2007 Writer's Market
United States Official Postal Guide
2008 Writer's Market
Records and Briefs of the United States Supreme Court
Forthcoming Books
Pratt's Guide to Venture Capital Sources
United States Official Postal Guide
Guide to Microforms in Print
Guide to U.S. Foundations, Their Trustees, Officers, and Donors
NHL Official Guide and Record Book, 1996-97
Greg Horine
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Paradigm Learning
Marty Nemko
Terra VanZant-Stern
Robert Brewer
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Kathryn S. Brogan
Robert Brewer
United States. Post Office Department
Robert Brewer
Rose Army
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K G Saur Books
Triumph Books

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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

why learn project management the hard way absolute beginner s guide to project management second edition will have you managing projects in no time here s a small sample of what you ll learn key concepts and fundamentals behind best practice project management techniques the mindset and skill set of effective project managers project techniques that work in any industry with any tools the common elements of successful projects lessons from failed projects the value and importance of project leadership versus project management how to manage growing project trends and tough project types that first time project managers are likely to encounter how to make better use of microsoft project how to respond when project reality does not match textbook scenarios expert insight on key project management concepts and topics you ve just been handed your department s biggest project absolute beginner s guide to project management will show you exactly where to start and walk you step by step through your entire project expert project manager gregory horine shows you exactly what works and what doesn t drawing on the field s proven best practices understand your role as a project manager gain the skills and discover the personal qualities of great project managers learn how to organize estimate and schedule projects effectively manage deliverables issues changes risks quality vendors communications and expectations make the most of technology manage virtual teams avoid the problems that trip up new project managers this new edition jumpstarts your project management expertise even faster with all new insights on microsoft project challenging project situations and intriguing project management topics of the day

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language help new team members communicate more efficiently and provide sponsors and functional managers further insight into your projects

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