

Getting Started Project Manager S Guide Cisco E

While the technical side of project management is important, it's often people problems that derail even the most meticulously planned of projects. A Survival Guide for Project Managers gives you a complete understanding of what it takes to successfully finish a project, giving you not only valuable tools like Work Breakdown Schedule, Gantt Charts, and Network Analysis, but also tools to communicate, negotiate, listen, and lead. This practical, user-friendly guide walks you through the entire project life cycle, and shows you how to:

- * Develop the managerial and business skills required of a project manager.
- * Resolve conflicts and improve negotiation capabilities.
- * Understand and apply the technical tools of project management.
- * Establish project teams, and foster collaboration among team members, and more.

Now in its second edition, the book has been revised to reflect the latest version of the PMBOK(r) Guide, and includes new material on topics including project risk, cost-schedule index, the project management office, and emotional intelligence as it applies to project management. Packed with useful forms, charts, and other tools, this is the ultimate resource for project managers

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 –

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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.

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.

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

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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

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certification. The secondary readership is engineers, career-changers, and recent graduates who aspire to become project managers.

If the projects you manage don't go as smoothly as you'd like, *97 Things Every Project Manager Should Know* offers knowledge that's priceless, gained through years of trial and error. This illuminating book contains 97 short and extremely practical tips -- whether you're dealing with software or non-IT projects -- from some of the world's most experienced project managers and software developers. You'll learn how these professionals have dealt with everything from managing teams to handling project stakeholders to runaway meetings and more. While this book highlights software projects, its wise axioms contain project management principles applicable to projects of all types in any industry. You can read the book end to end or browse to find topics that are of particular relevance to you. *97 Things Every Project Manager Should Know* is both a useful reference and a source of inspiration. Among the 97 practical tips: "Clever Code Is Hard to Maintain...and Maintenance Is Everything" -- David Wood, Partner, Zepheira "Every Project Manager Is a Contract Administrator" -- Fabio Teixeira de Melo, Planning Manager, Construtora Norberto Odebrecht "Can Earned Value and Velocity Coexist on Reports?" -- Barbee Davis, President, Davis Consulting "How Do You Define 'Finished'?" -- Brian Sam-Bodden, author, software architect "The Best People to Create the Estimates Are the Ones Who Do the Work" -- Joe Zenevitch, Senior Project Manager, ThoughtWorks "How to Spot a Good IT Developer" -- James Graham, independent management consultant "One Deliverable, One Person" -- Alan Greenblatt, CEO, Sciova

Great managers are experts at getting bottom-line results, but often do not understand their role in the success or failure of their organization's projects. They balk at the arcane

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terminology and are unaware of how to use valuable project management techniques and tools—a knowledge gap that can be a serious career barrier! Functional managers with even basic project management (PM) knowledge are the best people for keeping projects business-focused. This new book demystifies the jargon and processes, encouraging managers to jump into the PM arena and arming them with strategies for increasing the business value created by their company's projects. Readers will discover:

- * Advice for switching gears from passive bystander to active owner of projects
- * Insights into four critical PM skills, including business analysis techniques, work breakdown structures, program sequencing techniques, and risk management methods
- * Step-by-step guidelines, case studies, and illustrations for mastering these skills

Project Management for Non-Project Managers provides easy-to-read, in-a-nutshell explanations of all the PM basics that managers need to achieve project success. You've been asked to lead your first project. And, even though you appreciate the vote of confidence, you are panicking since you don't have a clue on where to begin. You are worrying that stakeholders will tug you in a million directions, making it impossible to set clear goals, let alone deliver the project on time and budget. Plus, you're concerned about how you will keep your team members motivated when the pressure levels get high... Whether you're wondering how to become a Project Manager, or you have already taken a project management role, being an accidental project manager, or a traditionally trained one: No matter which path you've taken, this guide will help you thrive and upscale your career through effectively facing common challenges. **The Essential Guide for New Project Managers** offers practical, real-world solutions for effective project management. If you're struggling to launch your first project, keep your project organized, manage projects with limited

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resources and budget, or meet tight deadlines and stringent expectations, this book is made for you. Packed with how-to essentials, this hands-on guide provides you with practical answers to your most pressing project management inquiries concerning: Career Business challenges Communication & Leadership Technical skills Agile The Essential Guide for New Project Managers will give you the confidence you need to manage projects effectively, learning how to get better at Executing projects on time and on budget Keeping your project organized Dealing with project constraints Managing stakeholders Motivating your team Managing Agile projects The Essential Guide for New Project Managers is a beginner's guide to modern project management, presenting simple, practical instructions for successfully handling whatever issue you might come across. Here's a small sample of what the book covers Common issues new project managers encounter Technical, communication, and leadership skills Leading troubled and recovered projects Setting the stage for success through effective planning Creating accurate budgets and schedules Efficient performance monitoring and control Managing project changes, issues, deliverables, and quality Framing and meeting stakeholders' expectations Making the most of communication and collaboration tools and technologies Getting started with Agile project management Whether it's managing a distressed project, embracing an agile approach, using new tools and technology to drive efficiency and improve collaboration, or resolving conflicts that occur during a project, the guidance inside will help you wear your project manager hat more prominently, and proudly. 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.

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The simple techniques of lazy project management can help us to work more effectively and improve our work–life balance.

The Complete Project Manager, 2nd Edition updates a respected textbook on project management soft skills to include project management's most vital new trends: agile methods, delivering business value, respecting ethics, and managing diversity. This is a classic, bestselling, 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 second edition features new sections on ethics, business analysis, agile project management, managing across generations and between cultures, and more. Skills like leadership, negotiations, conflict management, and navigating organizational politics have always been important for project managers who want to succeed. Now the authors show how you can adjust and hone those skills given the forces and trends in today's business world.

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

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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.

Whether working on an international project for a Fortune 500 company or organizing a family reunion, you need effective project management to ensure timely and efficient completion of projects. This helpful guide offers explanations of everything needed to get started in project management including: how to initiate a project and lead the project team, how to structure the project and plan for resources, how to monitor and track the plan, and how to close out the project. Packed with practical advice, this book includes tips to increase success, reveals common pitfalls to avoid, and presents case studies to show and why project management actually works. Paula Martin (Torrington, CT) is the CEO of Martin Tate, a management consulting and training company. She works with project teams to help them improve performance and has been a consultant on issues related to improving organization performance for over ten years. Karen Tate (Cincinnati, OH) is the President of MartinTate and is a Project Management Professional. She has over twenty years of project management experience and teaches project management to teams in organizations around the world.

"Whether you are managing your first project or your hundredth, you are likely to face new challenges. Project Pain Reliever offers guidance you'll cherish and want to keep close

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by.” —Kevin Murphy, Managing Partner, Conner Partners
“This book is like a therapy session for project managers. I'm prescribing this to my team. No more guesswork for new PMs. Project Pain Reliever lays it all out, with a 360 degree view on all the possible scenarios a PM will face, and prescribes a strategy to deal with them. As a project manager, I'm often trying to help my team members understand why we cannot do certain things — like scope-creep. This book will serve as a great tool to educate and re-enforce!” —Laureen Heinz, PMP, CSM, Six Sigma Blackbelt, Managing Consultant, Practice Services, CA Technologies
“This is a wonderful and thorough overview of a number of very common, yet complex, problems and solutions that project and functional managers of all levels can benefit from. The honest writing style and poignant anecdotes also make this an enjoyable read. I've added Project Pain Reliever to my team's professional reading list... it is equally applicable to everyone on my team — from the greenest summer intern to my most seasoned business leader.” —Aaron Hall, PMP, Vice President, Program Management and Product Development, K12 Inc. Much of the work performed in organizations around the world today is project oriented. Those responsible for leading the majority of these projects to successful results have varied educational backgrounds, knowledge, skill sets, and experiences gained over the course of their lives and careers that do not include the professional discipline known as project management. Most are managing projects as part of their role, not their profession. However, these accidental project managers frequently run into the same sort of issues and problems faced by those whose profession is project management, but they lack the education or training to properly address them. As a result, more projects run by accidental project managers fail than succeed. This handbook was developed specifically for those accidental project

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managers and for the relatively new project managers within the profession. It is uniquely organized in a manner designed to help these project managers quickly find specific solutions to the problems they are desperate to fix right now! The text is divided into two broad categories: the Art of Project Management and the Science of Project Management. Each part is divided into chapters to narrow the user's search by type of issue that project managers encounter, such as Planning and Managing Risks. These are then further divided by specific problems labeled as sub-chapters, such as 'The company's project management process doesn't work for me' and 'My project is too dependent on a few key people'.

Project Pain Reliever: A Just-In-Time Handbook for Anyone Managing Projects is essentially a plug-and-play answer to the accidental project manager's problems, and a valuable desk reference for all project managers. **Key Features:** Presents insights and specific guidance from more than 30 leading project management experts that were sourced from around the world for their specialized knowledge and experience Provides quick references to problems often encountered by anyone managing projects and specific solutions to these problems using language that is easy to understand and techniques that can be applied immediately Each of the 93 sub-chapters brings clarity to the perceived problem, describes warning signs, includes a sidebar example, explains what will happen if you do nothing, and outlines a best practice solution and specific steps for solving the problem WAV offers handy "What you have learned" summaries for addressing problems contained within the book, additional problems with solutions, and other useful resources — available from the Web Added Value Download Resource Center at www.jrosspub.com

Where do you begin? In *The Accidental Project Manager*, seasoned guide Patricia Ensworth calmly walks you through

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every aspect and challenge of this new and exciting experience. This 'cheat sheet' provides you with practical advice and critical information you need to manage successful software projects. To help you successfully manage your projects, Ensworth provides you with all of the forms you'll encounter during your project, when you'll need them, and how to use them. With minimum jargon and maximum common sense, you'll learn about: The various associates who become members of your team, upon whose skills and efforts you will depend The four major phases of a software development project and the project manager's role within each phase Ways in which different organizations vary with regard to the responsibilities of the software quality assurance group All the necessary steps for planning and budgeting your software project Advice on how to evaluate the software project managers who may report to you and how you can help them do a better job.

Project Management, A Quickstart Begnner's Guide For The Serious Project Manager To Managing Any Project Easily. The book, "Project Management, A Quickstart Begnner's Guide For The Serious Project Manager To Managing Any Project Easily" spells out the qualities of a good project manager and takes you through the exact steps that you need to master to become competent as a project manager. Once you go through the tips provided in this book, you will not have to worry about the nature of the project at hand or its magnitude. You will have gained so much courage that no project will intimidate you. The best thing about this book is that it is simple to read, has clear points, and is generally an interesting read. And as you will realize after going through the book, it is not easy to forget the project management tips provided owing to their mode of delivery. In this book you will learn: What it is that qualifies to be called a project What project management entails What it is you are expected to do

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as a project manager The traits and actions that make a desirable project manager How a great project manager handles project planning, including estimating the demand for your projects' products or services, if such are involved, identifying the key considerations for project planning (objectives, constraints, strategies, stakeholders and project team) and practical ways to plan projects effectively How a great project manager executes the project plans, including effective scheduling of activities, resource management, project risk management and project results evaluation What to do as a project manager to keep stakeholders motivated How to deal with top management to ensure the smooth running of the project How to carry out the closing phase of the project as per plan How to carry out the closing phase of the project on an emergency basis The various challenges that project managers face How to enlist the support of all stakeholders in handling the practical challenges that crop up when the project is underway How to tell a great project manager when you see one So if you want have the skills in order to run a project from start to completion, then read further! Buy your copy today!

Annotation The must-have reference for users and implementers of Oracle Release 11i. This book provides the critical information required to configure and operate the Release11i applications in one book. Several readers have told us they saved tens of thousands of dollars after reading the previous edition of this book. Special Edition Using Oracle 11i has about 40% new content over the previous version including a new projects chapter, a new order management chapter, screen shots, tips, and, Release11i specific material. This book is the most complete reference available for the latest release of the Oracle financial, manufacturing, HRMS, and projects applications. Part 1 introduces the Oracle ERP applications and Release11i concepts. Part 2 educates the

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reader on proven techniques for implementing these complex and integrated systems. Part 3 discusses configuration and usage of each of the financial, distribution, manufacturing, HRMS, and project applications. Part 4 discusses working with Oracle Support, consulting firms, and compatible software vendors. The appendixes review the employment market, consulting opportunities, and provide the reader with an implementation checklist. All of Release 11i's new features are covered in-depth and in practical terms. Not only will readers understand Oracle's new capabilities, they will be able to apply them right away. The authors are highly respected consultants from BOSS Corporation. They have worked with the Oracle Applications for over eight years since Release 9. Each chapter is written and edited by an expert consultant on that topic. The authors have published many white papers and newsletters about the Oracle Applications. BOSS Corporation is an active sponsor of the Oracle Applications User Group (OAUG). The authors have attended the last 14 national conferences, presented more than a dozen white papers at OAUG conferences, participated in the vendor exhibit hall, identified key words for white paper classification, and edited articles that are included in OAUG publications.

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.

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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. 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

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guide has an accompanying workbook, The Complete Project Manager's Toolkit , sold separately.

The PRINCE2 Agile guide supports a new qualification which is being offered as an extension for those who already hold a PRINCE2 Practitioner qualification. PRINCE2 Agile is the most up-to-date and relevant view of agile project management methodologies and the only framework covering a wide range of agile concepts, including SCRUM, Kanban and Lean Startup. Key features: PRINCE2 Agile provides guidance on tailoring PRINCE2 in an agile context and covers: How to tailor the integrated set of PRINCE2 principles, themes and processes How to produce the PRINCE2 management products How to map the common agile roles to the PRINCE2 project management team structure How to incorporate the fundamental agile behaviours, concepts and techniques into PRINCE2 The strength of PRINCE2 lies in the areas of project direction and project management.

Software Security Engineering draws extensively on the systematic approach developed for the Build Security In (BSI) Web site. Sponsored by the Department of Homeland Security Software Assurance Program, the BSI site offers a host of tools, guidelines, rules, principles, and other resources to help project managers address security issues in every phase of the software development

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life cycle (SDLC). The book's expert authors, themselves frequent contributors to the BSI site, represent two well-known resources in the security world: the CERT Program at the Software Engineering Institute (SEI) and Cigital, Inc., a consulting firm specializing in software security. This book will help you understand why Software security is about more than just eliminating vulnerabilities and conducting penetration tests Network security mechanisms and IT infrastructure security services do not sufficiently protect application software from security risks Software security initiatives should follow a risk-management approach to identify priorities and to define what is "good enough"—understanding that software security risks will change throughout the SDLC Project managers and software engineers need to learn to think like an attacker in order to address the range of functions that software should not do, and how software can better resist, tolerate, and recover when under attack Manage your workload, delegate effectively, motivate your staff, and get the job done with Essential Managers: Project Management. An update of one of the most popular Essential Managers titles, this book will carry the same livery on the jacket, but will have new text and a completely modern, updated design. Peter Hobbs is a staff development trainer specializing in project management.

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Supplying busy project professionals with time-tested tips and templates for developing teams efficiently and effectively, *Team Planning for Project Managers and Business Analysts* provides the planning materials required to increase team collaboration and productivity in a global workplace. This comprehensive resource offers insights and access to c

Research indicates that emotional intelligence (EI) accounts for an astonishing 70-80 percent of management success. Technical expertise just isn't enough anymore: project managers need strong interpersonal skills and the ability to recognize emotional cues in order to lead their teams to success. *Emotional Intelligence for Project Managers* introduces readers to all facets of EI and shows how emotions can be leveraged to meet project goals. They'll learn how to:

- * Set the tone and direction for the project
- * Communicate effectively
- * Motivate, inspire, and engage their team
- * Encourage flexibility and collaboration
- * Deal productively with stress, criticism, and change
- * Establish the kind of high morale that attracts top performers
- * And more

The second edition includes several expanded sections on self-awareness and self-management, as well as a new chapter on using EI to lead Agile Teams and a close look at Servant Leadership. Without the people skills necessary to lead effectively, even the most care fully

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orchestrated project can fall apart. This indispensable guide gives project managers the tools they need to create winning teams and get the job done right and on time.

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.

This handbook is useful for anyone interested in the discipline of project management - from the casually curious to seasoned practitioners. Each handbook in the series provides a simplified explanation of a particular project management concept in small bites. A seasoned project management consultant introduces critical project management skills, tools and techniques. Includes case studies, checklists and exercises.

Everything you need to know to run any project – smoothly, successfully and on time. Every one of the unique checklists in this book is fast, focused and

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has been written especially for busy project managers just like you. Quickly access hundreds of essential tips and tricks, discover vital insider knowledge and winning strategies, and learn absolutely everything you'll need to know, think about and do to run your project successfully and efficiently. Brilliant Outcomes Complete your projects successfully, on time and within budget Understand all aspects of a project Run any type of project no matter what size 'A comprehensive and easy-to-use toolkit that will be helpful to all project managers. It's a great edition to any business book collection.'

Kevin Muraski, Programme Director, BT Consumer 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.

In the new economy project managers have assumed many of the tasks traditionally held by human resources professionals. "HR Concepts for Project Managers" addresses three areas crucial to a project manager's success. Foundation:

Leadership, Ethics, Change Management, and HR Due Diligence/Cultural Issues. Fundamentals:

Recruiting, Employee Relations, Compen-

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sation/Benefits, Training, Organizational Development and Performance Management, and Outsourcing. Foreign Affairs: This section covers countries project managers are most likely to encounter. This book includes Australia, Canada, China, EU, India, and South Africa.

Ever wonder why some people's careers rocket upwards while yours feels stuck, with you repeating the same drudgery day after day? If you are a project manager (or are interested in becoming one) then this book was written just for you. It shares eight strategies that you can use when plotting your career path -- the trajectory of your own rocket -- to help you reach the stratospheric levels of the profession. These eight strategies are not just high level theory. The author of this book, Richard Morreale, has put them into practice successfully in his own career. Morreale is one of the top project managers in the world, specializing in turning around some of the nastiest, largest, troubled projects you will ever find; in fact, Morreale is often called "the Red Adair of project management" after the famous engineer who specialized in putting out oil well fires. Morreale's career has spanned a wide range of projects from working as part of the Apollo Program Team, helping to put men on the moon (and getting them back), to working as part of the team that computerized the UK Income Tax System. He also led the rescue and delivery of a \$450M program for

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the 43 Police Forces in England and Wales and directed programs of work for some of the largest companies in the world. Read this book to learn how you too can copy Morreale's career success -- with these eight strategies, the sky's the limit!

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

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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.

Here Are the Tools to Achieve Project Management Success Buy both The Complete Project Manager and The Complete Project Manager's Toolkit and save \$18 at checkout by entering coupon code COMBO1. This companion to The Complete Project Manager provides the tools you need to integrate key people, organizational, and technical skills. The core book establishes that success in any environment depends largely upon completing successful projects; this book gives you the means and methods to meet that goal. The hands-on, action-oriented tools in this book will help you develop a complete set of skills—the right set for you to excel in

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today's competitive environment. The Complete Project Manager's Toolkit will enable you to implement the easy-to-understand, universal, powerful, and immediately applicable concepts presented in The Complete Project Manager. You may already be aware of what you need to do; this book supplies the how through: • Assessments • Checklists • Exercises • Examples of real people applying the concepts. Use these tested methods to overcome environmental, personal, social, organizational, and business barriers to successful project management! Although The Complete Project Manager can be used as a stand-alone book, it is designed to complement The Complete Project Manager: Integrating People, Organizational, and Technical Skills.

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

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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.

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 personalty 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

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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. 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.

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 21 prepared forms and 300 activities for use in Microsoft Excel and Project for Windows.

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®)

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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.

Run every project smoothly, successfully and on time This book contains a range of essential checklists for busy project managers, each one of which has been developed, tested and proven to work. Brilliant Checklists for Project Managers quickly provides hundreds of practical tips, techniques and strategies, based on proven insider knowledge and expertise to help you to deliver brilliant projects. Complete your projects successfully, on time and within budget Understand and master all aspects of any project Run any type of project, no matter what size Quickly find the answers you need just when you need them Everything you need to know, think about and do to run your project successfully and efficiently.

In Collaboration Tools for Project Managers, Elizabeth Harrin builds upon her 2010 book, Social Media for Project Managers, by providing the latest information, success stories, and an easy-to-follow guide to implementing online collaboration tools and helping to overcome obstacles. In order to communicate faster, work virtually with people across the globe, and get better business results, project teams should explore how online collaboration tools can deliver project success and improve business value.

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Combine the power of Excel 2007, Microsoft Office SharePoint Server, and sound project management tools to boost your skill set and maximize your productivity. You'll walk through a project and learn how to use these powerful tools to schedule jobs, create budgets, manage processes, and share project information. Whether new to project management or a veteran, you'll discover techniques, hints, and examples you can use immediately.

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