

The Project Manager S Guide To Purchasing

This realistic cross-section of the project management discipline in the federal arena will help anyone leading, working on, or affecting the direction of a project team. It covers the entire scope of project management from organization to methodology, technology to leadership. This volume focuses on the three project management organizational dimensions of culture, systems, and structure. Federal practices and successes in the areas of communication, project leadership, stakeholders, and key competencies are highlighted. The book offers clear and practical advice drawn from a variety of project management successes in the federal arena.

Learn Microsoft Project 2019 from the perspective of the project manager. This guide is an all-in-one training resource and reference that covers all versions found in the Microsoft Project 2019 suite. It is not a "how-to" manual covering the features and functions of the software, but is designed to explain and demonstrate why those features and functions are important to you as a project manager, allowing you to maximize the value of Microsoft Project 2019. Each aspect of project-manager-specific coverage was selectively compiled by author and Microsoft Project expert Cicala over more than two decades of consulting, project management training, and managing real-world projects using Microsoft Project. Readers will appreciate the robust index and intuitively organized and learning-oriented chapters, and sub-sections for quick reference and problem solving. "Try it" exercises at the close of every chapter help ensure understanding of the content. What You Will Learn Understand key components to the Microsoft Project 2019 solution Reinforce learning via hands-on exercises with step-by-step illustrations Build a plan and work breakdown structure, and manage resources and assignments Utilize enterprise project management for creating a project, monitoring, controlling, and tracking Export and communicate project information to an external audience Who This Book Is For Project managers with limited time and resources who need to maximize their efficiency with Microsoft Project Answer keys and supporting PowerPoint slides are available for academic instructors upon request.

Selling and delivering a project to a satisfied client, and making a profit, is a complex task. Project manager and author Robin Hornby believes this has been neglected by current standards and is poorly understood by professionals in the field. Commercial Project Management aims to rectify this deficiency. As a unique 'how-to' guide for project and business managers, it offers practical guidance, and a wealth of explanatory illustrations, useful techniques, proven checklists, real life examples, and case stories. It will give project managers a needed confidence boost and a head start in their demanding role as they go 'on contract'. At the heart of Robin's approach is a vendor sales and delivery lifecycle that provides a framework for business control of projects. Unique elements include the integration of buyer and vendor project lifecycles, the recasting of project management as a cyclic set of functions to lead the work of the project, and the elevation of risk assessment from a project toolkit to a fundamental control process. Beyond project management, the book proposes a comprehensive template for the firm whose business is delivering projects. This is a how-to book for project and business managers working in a commercial environment looking for practical guidance on conducting their projects and organizing their firm.

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

This book focuses on providing information on project management specific for software implementations within the healthcare industry. It can be used as a beginners' guide as well as a reference for current project managers who might be new to software implementations. Utilizing the Project Management Institute's (PMI) methodology, the defined process groups and knowledge areas will be defined related to implementing custom and Commercial Off The Shelf (COTS) software. The Software Development Life Cycle (SDLC) is a standard for developing custom software, but can also be followed for implementing COTS applications as well. How will the system be set-up from an architecture and hardware standpoint? What environments will be needed and why? How are changes managed throughout the project and after? These questions and more will be reviewed. The differences between types of testing are defined as well as when each are utilized. Planning for the activation and measuring the success of the project and how well the strategic need has been met are key activities that are often not given the time and effort to plan as the other parts of the implementation project. This new edition updates the current content to better align with the newest version of the PMI's Project Management Body of Knowledge (PMBOK), the latest technology and concepts. In addition, this new edition includes additional chapters covering security and privacy, contract management and system selection and transition to support.

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

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

The perfect workbook for project managers and PMP exam candidates seeking practical experience New project managers and students pursuing the Project Management Professional certification are looking for practical experience to solidify their skills. The step-by-step tasks presented in this book offer them an opportunity to practice the common tasks project managers face in the real world. The authors, both expert project management trainers and consultants, explore each phase of project management: initiation, planning, execution, monitoring and control, and closing the project, with in-depth instructions for handling the tasks associated with each phase. New project managers and exam candidates need practical experience to perfect their skills; this book helps them learn through real-world scenarios Explores each phase of project management, offering step-by-step instructions to many of the tasks project managers confront each day Covers all phases of project management, including initiating the project, planning, executing, monitoring, controlling, and closing the project Looks at defining scope, developing a project charter, creating a plan to manage change, breaking down the work, managing resource allocation, measuring performance, and releasing resources Fully updated to cover everything required for the 2011 PMP exam PMP exam candidates and anyone new to project management will benefit from the hands-on exercises in this book.

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

There is no such thing as cheating in project management, but if there were it would be this book. It includes quick steps, relevant tips, fun stories, and applicable advice to solving common problems and questions focused around the work of a project manager. The book is in question / answer format with 11 chapters covering 65 questions. Chapters: 1 - Starting 2 - Communication 3 - Change 4 - Scope 5 - Time 6 - Risk 7 - Process 8 - Portfolios 9 - Teams 10 - Tools 11 - Vendors Some of the questions include: #12 I need to convince someone of my idea. How do I sell an idea? #16 Since most of my work communication is through email, how can I make my email communication more effective? #22 How can I convince those who are change resistant? #39 Assumptions introduce a lot of risk. What are some common assumptions to watch out for? #41 How can I tell if a project is getting off track before it's too late? #47 What process could I use to evaluate project requests to determine if they should be approved or not? #51 How can I make my team meetings more productive? #58 My project tracking needs have grown beyond Microsoft Excel. What are some good project management tools? When you have a question or problem do you have time to stop what you're doing and read a three hundred page book on a single topic? Wouldn't it be great if you could open a book and find a one to two page answer that you can apply immediately, in the moment when you need it? Now you've found one. This book has hopes and dreams. It hopes that it will sit on or in your desk and be opened frequently when questions or problems arise. It wants you to write on its pages, make your own notes, and highlight what works for you. And it dreams that you will share its contents with your colleagues.

Streamline project workflow with expert agile implementation The Project Management Profession is beginning to go through rapid and profound transformation due to the widespread adoption of agile methodologies. Those changes are likely to dramatically change the role of project managers in many environments as we have known them and raise the bar for the entire project management profession; however, we are in the early stages of that transformation and there is a lot of confusion about the impact it has on project managers: There are many stereotypes and misconceptions that exist about both Agile and traditional plan-driven project management, Agile and traditional project management principles and practices are treated as separate and independent domains of knowledge with little or no integration between the two and sometimes seen as in conflict with each other Agile and "Waterfall" are thought of as two binary, mutually-exclusive choices and companies sometimes try to force-fit their business and projects to one of those extremes when the right solution is to fit the approach to the project It's no wonder that many Project Managers might be confused by all of this! This book will help project managers unravel a lot of the confusion that exists; develop a totally new perspective to see Agile and traditional plan-driven project management principles and practices in a new light as complementary to each other rather than competitive; and learn to develop an adaptive approach to blend those principles and practices together in the right proportions to fit any situation. There are many books on Agile and many books on traditional project management but what's very unique about this book is that it takes an objective approach to help you understand the strengths and weaknesses of both of those areas to see how they can work synergistically to improve project outcomes in any project. The book includes discussion topics, real world case studies, and sample enterprise-level agile frameworks that facilitate hands-on learning as well as an in-depth discussion of the principles behind both Agile and traditional plan-driven project management practices to provide a more thorough level of understanding.

Getting your business, idea, or product funded is a rigorous endeavor that requires a good deal of planning, research, and collaboration. Read this book if you are grant writing OR identify with one or more of the following: interested in learning more about securing grants to support your business (nonprofit or for-profit), or interested in hiring a grant professional, or leading a nonprofit or for-profit business, or interested in achieving individual and/or organizational goals with grants.

The Non-Project Manager's Guide to Project Management is a practical and easy to understand guide for anyone new to project management. Whether you are completely new to or are a practicing project manager, you will benefit from the wealth of knowledge and examples shared in this book.

Imagine if we were using the same medical techniques today that were used during the Industrial Revolution, including the practice of bloodletting using leeches. Medicine has come a long way since then. So why do organizations and corporations cling to management techniques that are just as obsolete as the bleed-and-leech model? In a global workplace that is more diverse and filled with entirely new challenges, now is the time for organizations to evolve to a more effective style of leadership and project management. A roadmap for leading projects and groups, Moving from Project Management to Project Leadership: A Practical Guide to Leading Groups covers the theory, strategy, and tactics that create high-performing teams and organizations. The first half of the book delineates the theories and practical knowledge required to be an extraordinarily effective leader. It defines what it is, exactly, that you need to do to be the best leader you can be. The second half of the book provides the tools and processes required to put that knowledge into place. The author explores the theory that it's all about the communication. By paying close attention to organizational clarity and the way messages are transmitted within your organization, you will find new ways of empowering people while increasing efficiency — something the old management style can rarely boast. If project leadership is the main thesis of this book, the power of effective top-down communication is the tune you'll be humming after putting this book down.

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—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.

Management and enables them to deal with the demands and complexities of modern, agile systems/software/hardware

development teams. The book examines the project/program manager beyond the concepts of leadership and aims to connect to employees' sense of identity. The text examines human psychological concepts such as "locus of control," which will help the manager understand their team members' view and how best to manage their "world" contributions. The authors cover new management tools and philosophies for agile systems/software/hardware development teams, with a specific focus on how this relates to engineering and computer science. This book also includes practical case studies. Discusses management skills needed as they relate to the advances in software development practices Examines how to manage an agile development team that includes teams across geographically, ethnically, and culturally diverse backgrounds Embraces all of the aspects of modern management and leadership

Transform the PMBOK® Guide from a framework to a sharpened tool in your project manager's toolbox In project management circles, it's often joked that "there's the right way, the wrong way, and the PMBOK® way" to manage projects. In truth, it's really about the methodology you choose. The PMBOK® Guide is a consensus-based standard that thousands of project management professionals find immensely valuable in the process of developing an effective methodology. But exactly how does a project manager take the information provided in the PMBOK® Guide and apply it most effectively and appropriately to an actual project environment? This book can be the answer. It is basically a "guide to the guide"—a road map to applying the tools of the PMBOK® Guide to your organization's or project's unique nature and requirements. Bringing the PMBOK® Guide to Life: A Companion for the Practicing Project Manager builds a bridge between the PMBOK® Guide and the common needs of today's practicing project managers. It explains and elaborates on specific techniques, terms, and the application of tools that will enable project managers to effectively adapt the principles and processes described in the PMBOK® Guide to the practical world of project management. Readers will find suggested approaches for the use of project management tools and techniques along with templates developed directly from information provided in the PMBOK® Guide. Suggestions and study tips are also included to assist in preparing for the PMP exam, and a Project Plan Accelerator (PPA) can be used with the PMBOK® Guide by project managers and project teams to develop plans that are specifically tailored to meet the needs of your team, your clients, and your sponsoring organization. Written by two of the leading experts in the field, Bringing the PMBOK® to Life will help every project manager translate the PMBOK® Guide's tools and techniques into actionable, commonsense approaches to managing a project. (PMI, PMBOK, PMP, and Project Management Professional are registered marks of the Project Management Institute, Inc.)

This book is designed to help project managers with a traditional, plan-driven project management background understand the challenges of implementing agile and to develop a more adaptive project management approach. Content is organized into 5 sections: fundamental of agile, agile processes and tools, making agile work for business, implementing agile at the enterprise level, and case studies. It can be used to study for PMI's newly founded ACP exam.

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

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 concept of 'earned value' as a project management tool has been around since the 1960s; although recognized as an important technique and widely used on US Government contracts, it failed to excite much interest in the wider world because of its specifically American requirements and the cumbersome, prescriptive bureaucracy that seemed to accompany it. Recently however, with the advent of suitable software and used in a much more flexible way, there has been a growth in interest among project managers. Crucially it has been recognised that this technique can be helpful in a wide variety of projects of almost any size, not just government projects costing billions of pounds. In essence, earned value allows the project manager a more precise view of actual project performance in terms of both value generated and schedule progress than is possible with any other approach. Alan Webb's concise guide provides practising project managers with everything they need to: ¢ assess the appropriateness and benefits of the earned value process for both their project(s) and their organization; ¢ appreciate, understand and learn the techniques involved; ¢ identify how to apply the data to manage projects with flexibility, pragmatism and rigour; ¢ understand the different features and benefits of the various software packages available; ¢ plan for the introduction of an earned value methodology, anticipating both the systems and people problems they may face. The book uses worked examples, cases and anecdotes from the author's own extensive experience to bring this technical subject to life. Alan's writing style is direct and economical, which means that whether you are dipping into chapters for reference or reading about the process from cover to cover, everything he has to say is pertinent and helpful.

CD-ROM contains samples of software packages.

This book's author, Byron Love, admits proudly to being an IT geek. However, he had found that being an IT geek was limiting his career path and his effectiveness. During a career of more than 31 years, he has made the transition from geek to geek leader. He hopes this book helps other geeks do the same. This book addresses leadership issues in the IT industry to help IT practitioners lead from the lowest level. Unlike other leadership books that provide a one-size-fits-all approach to leadership, this book focuses on the unique challenges that IT practitioners face. IT project managers may manage processes and technologies, but people must be led. The IT industry attracts people who think in logical ways—analytical types who have a propensity to place more

emphasis on tasks and technology than on people. This has led to leadership challenges such as poor communication, poor relationship management, and poor stakeholder engagement. Critical IT projects and programs have failed because IT leaders neglect the people component of "people, process, and technology." Communications skills are key to leadership. This book features an in-depth discussion of the communications cycle and emotional intelligence, providing geek leaders with tools to improve their understanding of others and to help others understand them. To transform a geek into a geek leader, this book also discusses: Self-leadership skills so geek leaders know how to lead others by leading themselves first Followership and how to cultivate it among team members How a geek leader's ability to navigate disparate social styles leads to greater credibility and influence Integrating leadership into project management processes The book concludes with a case study to show how to put leadership principles and practices into action and how an IT geek can transform into an effective IT geek leader.

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 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!

Effective project management is becoming a critical mission skill for individuals and organizations in every industry. Faster product life cycles, the widespread adoption of cross-functional teams, and the increasing demands of customers are all contributing to the growing need for professional managers who know how to marshal resources, make decisions, and ensure the smooth flow of projects from idea to launch. In *The World Class Project Manager*, Robert Wysocki and James Lewis offer a highly practical handbook for anyone who aspires to achieve superior project-manager skills. Featuring self-assessment tools, showcasing best practices from the field, and drawing on their own extensive experience in training project managers around the world, the authors provide a comprehensive program for crafting a career development plan and putting it into action.

The Project Manager's Guide to Mastering Agile Principles and Practices for an Adaptive Approach John Wiley & Sons

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.

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

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

Every year the US federal government will spend roughly 100 billion dollars through competitive IDIQ (Indefinite Duration Indefinite Quantity) contracts. When you add in contracts awarded by State governments and commercial organizations using very similar processes you're looking at 700 billion dollars' worth of business. Getting a slice of that pie depends on how well you manage the contracting project. This is because IDIQs are essentially empty contract structures which then require a second round of winning task orders. For contracts with the government, this two-step structure which is specified in law and regulation, has specific pitfalls and opportunities which are rarely the subject of contract and project management training. Salesky's coaching style talks you through the specific challenges in the startup, management, and closing of the IDIQ. This book gives a pragmatic and best-practice description of the entire life cycle of this type of contract offering you

the “inside advisor” you need to help you through the pragmatics issues of clients’, performers’, and bosses’ expectations.

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

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

Increase Project Value = Attain the Goal Maximizing project value is about optimizing the tradeoff between project value and business value, two values that are constantly in tension between the project manager and the project sponsor. In this book the author brings his wealth of experience in project management to demonstrate how to increase a project's value and ultimately contribute to the attainment of business goals From exploring the nature of “value,” as tangible resources and moral or ethical attributes, to how best to approach decision-making, the book offers thorough coverage of this essential aspect of project management. The tools and methods the author describes include:

- Building the business case
- Using a project balance sheet
- Employing earned value
- Introducing game theory for optimizing strategies

This valuable reference should be on the desk of every project sponsor, business stakeholder, project manager, portfolio manager, project practitioner, and functional manager.

Organizations are developing project managers from within more and more. Employees who are proficient in their area of expertise are being asked to take on project management. This book explores the basic concepts and fundamentals of project management. Project management process The first lesson focuses on the project management process: highlighting the importance of effective project management, who's involved with projects, and an introduction to the four phases of the project management process. Project manager role The second lesson focuses on the project manager role: highlighting typical roles a project manager must fill to be successful, the value of the project manager, how to deliver the right amount of project management, and how to manage small to medium projects. This book will provide individuals who are not professional project managers with the knowledge required to build a solid understanding of the fundamentals of project management, helping them transition to the role of project manager. Today's business world is a complex and rapidly changing place. Organizations and individuals cannot survive without accepting and embracing change. Change involves your situation: something is different; a bigger office, a new colleague, the reorganization of staff responsibilities. Transition involves a journey; it is the process of disengagement, transformation, and acceptance of change. Put simply, change is the event and transition is the process that takes you there. While it is important to know the terms, concepts, techniques, and skills that are involved in project management, it is even more important to be able to put these to work on the job. A project manager is expected to deal with intangible issues such as human dynamics, establishing authority, and managing people and expectations. This often requires a complex balance of personal and

practical skills. Project management is about the management of people, but it is also about managing the way an organization works, and the way the people within it work. As a project manager, you will need to realize that people are inseparable from process. It is not only practical skills, but leadership ability, management skills, and the ability to communicate that are imperative to successful projects. Benjamin Franklin wrote, "For want of a nail the shoe was lost; for want of a shoe the horse was lost; and for want of a horse the rider was lost, being overtaken and slain by the enemy, all for want of care about a horseshoe nail." A small problem overlooked in the early stages of project management can grow to be a critical failure in the later stages. The Initiating and Planning phases of project management are vital to the success of the project. Without the proper tools and information, effective project management is impossible. Imagine what would happen if the head chef of a busy restaurant didn't have the right ingredients for the evening menu. What do you think would happen if she didn't have a plan for efficiently preparing all of the meals during the supper rush? If you don't initiate your project properly, you might not have everything you need to meet your goals. And if you don't plan your project well, you might not meet your goals on time - or at all. This book examines the importance of properly initiating and planning a project, and explores ways to make your initiating and planning efforts more effective. Your project plan is complete. Tasks are clearly outlined, the schedule is in place, and the money is budgeted to the cent. You're getting ready to dig in and start the actual work. You're feeling confident that the project is going to go exactly as planned. How could anything go wrong? Managing is the third phase of project management. You may be tempted to think now that the planning is over the rest of the project will be easy.

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.

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.

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

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.)

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