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# Crash Course In Project Management

*If you want to pass the PMP Exam but don't have a lot of time for studying keep reading..... You are no doubt a busy professional with a lot of things going on! It can be challenging to find the time to read and study for the Project Management Professional test! However, the truth is that the PMP exam is a challenging exam. It is normal to have some anxiety about taking this test. Thorough preparation cannot be overlooked! That is why the author Ralph Cybulski developed the PMP PMBOK Study Guide! This Edition is a PRACTICE QUESTIONS EDITION. It comes in text format, so that you can bring it wherever life takes you! It's sections include: Introduction Project Management Framework*

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*Questions & Answers Project Management Processes and the Role of the Project Manager Questions & Answers Project Management Integration Questions & Answers Project Time Management Questions & Answers Project Scope Management Questions & Answers Project Cost Management Questions & Answers Project Quality Management Questions & Answers Project Human Resource and Stakeholder Management Questions & Answers Project Communications Management Questions & Answers Project Risk Management Questions & Answers Project Procurement Management Questions & Answers Project Code of Ethics and Professional Conduct Questions & Answers MUCH MUCH MORE! Conclusion Each section is divided into subsections making sure all aspects of the exam are covered!*

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*If you read our study guide, in addition to pursuing other study methods, we are confident you will pass the PMP Exam!*

*Agile For Beginners! The Ultimate Beginners Crash Course To Learning Agile Project Management! Are You Ready To Learn All About Agile And PROPER Project Management? If So You've Come To The Right Place - Regardless Of How Little Experience You May Have! Here's A Preview Of What Agile For Beginners Contains... An Introduction to Agile Agile For Project Management The Biggest Problem With Traditional Project Management The Agile Process And Manifesto Explained! Agile Vs. Waterfall Project Management - Everything You Need To Know! The Values In The Agile Manifesto The 12 Principles Of Agile Project Management A*

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*Preview Of My Other Book - Prince2 Project Management For Beginners And Much, Much More! Order Your Copy Now And Let's Get Started Today!"*

*In this concise book you will learn what you need to know to begin assembling and leading a data science enterprise, even if you have never worked in data science before. You'll get a crash course in data science so that you'll be conversant in the field and understand your role as a leader. You'll also learn how to recruit, assemble, evaluate, and develop a team with complementary skill sets and roles. You'll learn the structure of the data science pipeline, the goals of each stage, and how to keep your team on target throughout. Finally, you'll learn some down-to-earth practical skills that will help you overcome the common challenges that*

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*frequently derail data science projects.*

*Real-world project management tools and techniques you can start using today! IT professionals are often faced with extremely challenging project deployments, as well as initiatives that are mission-critical to their organizations. For IT project managers, a strong understanding of the discipline of project management can be invaluable—both to success with individual projects and to their overall careers. However, most books and training materials on project management pay little or no attention to the unique challenges IT project managers face. PM Crash Course™ for IT Professionals is full of project management tools that you can apply immediately to your IT projects—to deliver them on time, on budget, and with fewer headaches. Authored by world-renowned project*

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*management trainer Rita Mulcahy, this book will help you get your IT projects back on track using proven, real-world project management tools and techniques. This revolutionary Course in a Book® covers the basics of project management, including planning, scheduling, budgeting, and more. It also moves beyond the basics to cover a number of real-world project management tools and techniques for IT initiatives. The authors provide indispensable practical checklists, templates, and exercises to reinforce your learning of these concepts. The book includes dozens of tricks, insights, and contributions from real project managers sharing what has made a difference for them when managing real-world projects. If you are looking for easy-to-use tools and processes to make an immediate impact on your current IT*

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*project, PM Crash Course™ for IT Professionals is the resource for you. Rita Mulcahy, PMP, founder and CEO of RMC Project Management, is the most popular project management author in the world. Since 1991, hundreds of thousands of project managers have utilized her 30+ best-selling books and resources to expand their project management knowledge and further their careers. Real-World Issues Covered:*

- Understanding why IT projects fail—and preventing failure*
- Defining effective IT project charters and requirements*
- Organizing IT roadmaps into manageable projects*
- Capturing, creating, and using historical data*
- Establishing “soft” and “hard” project metrics and milestones*
- Defining project scope, and avoiding scope creep*
- Identifying and managing stakeholders and expectations*

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*Choosing the right PM tools for your needs—including in-house, hosted, and cloud-based solutions*

*Collaborative Project Management*

*Prince2 Project Management for Beginners*

*The Eight Essential People Skills for Project Management*

*Knowledge Unbound*

*Agile Project Management*

*What the Top 2% Know That Everyone Else Does Not*

Project Management is the future tool of the world. This book is designed towards those who may not have formal education in Project Management. This book is intended for users that want a crash-course in the major aspects of project management. Change the world, one project at a time.

Want to Become a Professional Scrum Master With Ease? This



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PSM1 Crash Course Will Show All You Need to Know to Pass the Exam With Ease! If you buy the Kindle or paperback version, you will get the audio version for free! Do you want to become a Professional Scrum Master? Have you already tried taking the test, but you failed? Or are you taking it for the first time, and you want to be prepared as much as you can? Either way, you are in the right place because this crash course will prepare you for any question on the PSM1 test, and you will pass the test with flying colors! The purpose of this crash course is to provide you with a comprehensive introduction to Agile and Scrum. In an ever-changing technological world, having an understanding of Agile and Scrum as a whole will make you even more qualified to handle projects in this field. Here are some of the topics that this Professional Scrum Master test crash course covers: Agile and Scrum basics Waterfall vs. Agile software

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methodology The 12 principles of agile and main agile frameworks  
The goal of timeboxes and sprints How to manage Sprint Planning and Sprint Review and why they are so important The daily Scrum and the effectiveness of Scrum Discover how to get the best outcomes from a Sprint Retrospective The Scrum Accountabilities: Product Owner, Scrum Master, and Developers How to pass the scrum.org PSM1 exam at first attempt And much more With these guides, you will be able to absorb a lot of information quickly and easily, and with proven test-taking strategies and expert tips, completing your test will be a piece of cake. Here is what you will achieve with this Professional Scrum Master test crash course: Prepare for any situation and every possible question with comprehensive learning guides Quickly and easily review and reflect your knowledge through detailed and thoroughly explained potential

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test questions Hone your test-taking skills with practice tests and exercises Ensure success with tried-and-tested test-taking tips and strategies And much more! If you want to become a Professional Scrum Master without any hassle, all you have to do is follow the guides and expert tips and advice found inside - it's that easy. So what are you waiting for? Scroll up, click on "Buy Now with 1-Click," and Get Your Copy Now!

Zachary Wong offers practical strategies, skills, and tools to help project managers diagnose and solve their toughest people problems. Based on decades in the trenches, the book shows how to confront and correct bad behavior, increase team performance and inclusion, turn around difficult people and poor performers, get people to do what you want them to do, boost employee motivation and attitude, reduce change resistance and risk aversion, and manage difficult

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bosses. Wong believes that the best team leaders are problem-solvers and facilitators, so this book provides problem-solving models and tools to diagnose people problems, and facilitative methods, processes, and techniques to correct them. It's an approach that can be personalized to fit any person or situation. Each skill is explained with a well-balanced mix of case stories, examples, strategies, processes, tools, and techniques along with illustrations, graphics, tables, and other visuals to clarify key concepts and their workplace application. To reinforce the most important learnings, Wong includes a "Memory Card" and "Skill Summary" at the end of each chapter. Nothing is harder than leading people and managing project teams. Being successful takes a combination of knowing human psychology, organizational behaviors, and human factors; having supervisory, process, and communication skills; ensuring good

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teamwork, high integrity, and strong leadership; and having the ability to integrate and apply these skills to a diverse work team. The Eight Essential People Skills for Project Management is designed for individuals, team leaders, and managers who oversee and coordinate the daily performance of others and who are seeking solutions that they can apply immediately.

AudioLearn's Crash Courses presents PMP Audio Crash Course - Complete Test Prep and Review for the Project Management Professional Certification Exam. Developed by experienced professors and professionally narrated for easy listening, this course is a valuable tool when preparing for your Project Management Professional Certification Exam or PMP. The audio is focused and high-yield, covering the most important topics you need to know to succeed on the PMP. The material is accurate, up-to-date, and

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broken down in small units. There are quizzes and key takeaways sections following each chapter to review questions commonly tested and drive home key points. In this course, we will cover the following project management professional certification process knowledge areas including: Project integration management Project scope management Project schedule management Project cost management Project quality management Project resource management Project communication management Project risk management Project procurement management Project stakeholder management Project process groups including: Project executing process group Project monitoring and controlling process group Project closing process group We will end our review with a 100-question practice PMP test.

Project Management for Dummies

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A Manager's Guide to Project Management

Project Management

A Handbook

C++ Crash Course

A Crash Course in 100 Short Lessons

*The landmark project management reference, now in a new edition Now in a Tenth Edition, this industry-leading project management "bible" aligns its streamlined approach to the latest release of the Project Management Institute's Project Management Body of*

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*Knowledge (PMI®'s PMBOK® Guide), the new mandatory source of training for the Project Management Professional (PMP®) Certification Exam. This outstanding edition gives students and professionals a profound understanding of project management with insights from one of the best-known and respected authorities on the subject. From the intricate framework of organizational behavior and structure that can determine project success to*



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*the planning, scheduling, and controlling processes vital to effective project management, the new edition thoroughly covers every key component of the subject. This Tenth Edition features: New sections on scope changes, exiting a project, collective belief, and managing virtual teams More than twenty-five case studies, including a new case on the Iridium Project covering all aspects of project management 400 discussion questions*

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*More than 125 multiple-choice questions (PMI, PMBOK, PMP, and Project Management Professional are registered marks of the Project Management Institute, Inc.)*

*"Think of this course as Agile for Dummies (or Agile for anyone and Agile for everyone). This Agile course will allow you to master the most important concepts and tools of Agile development, Agile project delivery and Agile project management. This Agile*

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*crash course has been designed to enable you to become agile the Agile way, in less than an hour! Step into my classroom and start learning about Agile now. You will learn about powerful tools and concepts that will enable you to become more successful in your projects. We will go beyond the definition of Agile, from rituals and tools, to activities, concepts, examples and reflections. So take the course now to learn what all of this*

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*means in more detail and how you can apply it to become and Agilelist."--Resource description page. IT Pros can apply these certified project management methods to IT projects to make an immediate, positive impact on their business \* \*By Rita Mulcahy, the world's #1 project management trainer, and author of the topselling PMP certification guide. \*Packed with expert guidance and real IT Case Studies for IT pros:*

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*scheduling, budgets, managing scope, stakeholders, and expectations, and more. \*Uses IT examples to help readers prep for the PMP exam and master PMI's official Project Management Body of Knowledge (PMBOK) IT projects are immensely challenging, mission-critical, and failure prone. For IT professionals, a strong understanding of the discipline of project management can be invaluable - both to success with individual projects, and to their*

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*overall careers. However, most books and training materials on project management pay little or no attention to the unique challenges IT project managers face. Now, there's a guide to project management targeted specifically at IT professionals. Authored by world-renowned project management trainer Rita Mulcahy, PM Crash Course for IT Professionals teaches project management through IT-specific examples and case studies.*

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*Readers will master the PMI's Project Management Body of Knowledge: planning, scoping, scheduling, budgeting, and more. This book presents five in-depth, real-world case studies of successful IT projects, as well as practical checklists for every step of the project management process. This is everything IT pros need to know to know to pass PMI's popular PMP exam, taught in a way they can apply immediately in their own environments. Coverage*

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*includes:*

- \* Why IT projects fail, and how to prevent failure.*
- \* Defining project charters and requirements.*
- \* Organizing IT roadmaps into incremental, manageable projects.*
- \* Capturing, creating, and using historical data to effectively plan new projects.*
- \* Identifying and managing stakeholders and their expectations.*
- \* Defining project scope.*

*Real-world project management tools and techniques you can start using today!*



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*IT professionals are often faced with extremely challenging project deployments, as well as initiatives that are mission-critical to their organizations. For IT project managers, a strong understanding of the discipline of project management can be invaluable - both to success with individual projects and to their overall careers. However, most books and training materials on project management pay little or no attention*

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*to the unique challenges IT project managers face. PM Crash Course for IT Professionals is full of project management tools that you can apply immediately to your IT projects - to deliver them on time, on budget, and with fewer headaches. Authored by world-renowned project management trainer Rita Mulcahy, this book will help you get your IT projects back on track using proven, real-world project management tools and techniques. This*

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*revolutionary Course in a Book® covers the basics of project management, including planning, scheduling, budgeting, and more. It also moves beyond the basics to cover a number of real-world project management tools and techniques for IT initiatives. The authors provide indispensable practical checklists, templates, and exercises to reinforce your learning of these concepts. The book includes dozens of tricks, insights, and contributions*

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*from real project managers sharing what has made a difference for them when managing real-world projects. If you are looking for easy-to-use tools and processes to make an immediate impact on your current IT project, PM Crash Course for IT Professionals is the resource for you. Rita Mulcahy, PMP, founder and CEO of RMC Project Management, is the most popular project management author in the world. Since 1991, hundreds of thousands of project*

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*milestones; Defining project scope, and avoiding scope creep; Identifying and managing stakeholders and expectations; Choosing the right PM tools for your needs.*

*Discover How to Get the Professional Scrum Master Certification PSM1 and Boost Your Team's Effectiveness with Agile Project Management  
Agile Project Management and Agile Delivery*

*A Hands-On, Project-Based Introduction*

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*to Programming*

*The SEWA Project Management Model  
Project Management Crash Course  
Project Management, Second Edition  
(Briefcase Books Series)*

***The Elements of Agile and Scrum in a Nutshell***  
***Whether you're new to agile software development or considering Scrum for general project management, Scrum Basics compiles all of the essentials into one handy little guide. Learn how agile teams use Scrum, with:***

- A simple summary of agile project management basics like the Agile Manifesto***

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*and 12 Agile Principles • A concise overview of Scrum roles, artifacts, and activities • A well-organized breakdown of Scrum practices with helpful illustrations and advice • A troubleshooting FAQ and 5 case studies to help you visualize Scrum in action*

*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*



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*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*

*Advani, a former investment banker, has an MBA from The Wharton School The author currently runs corporate finance training*

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*programs at major law firms including White & Case, Sullivan & Cromwell, and Pepper Hamilton & Sheets*

*A fast-paced, thorough introduction to modern C++ written for experienced programmers.*

*After reading C++ Crash Course, you'll be proficient in the core language concepts, the C++ Standard Library, and the Boost Libraries. C++ is one of the most widely used languages for real-world software. In the hands of a knowledgeable programmer, C++ can produce small, efficient, and readable code that any programmer would be proud of. Designed for intermediate to advanced*

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*programmers, C++ Crash Course cuts through the weeds to get you straight to the core of C++17, the most modern revision of the ISO standard. Part 1 covers the core of the C++ language, where you'll learn about everything from types and functions, to the object life cycle and expressions. Part 2 introduces you to the C++ Standard Library and Boost Libraries, where you'll learn about all of the high-quality, fully-featured facilities available to you. You'll cover special utility classes, data structures, and algorithms, and learn how to manipulate file systems and build high-performance programs*

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*that communicate over networks. You'll learn all the major features of modern C++, including:*

- Fundamental types, reference types, and user-defined types*
- The object lifecycle including storage duration, memory management, exceptions, call stacks, and the RAII paradigm*
- Compile-time polymorphism with templates and run-time polymorphism with virtual classes*
- Advanced expressions, statements, and functions*
- Smart pointers, data structures, dates and times, numerics, and probability/statistics facilities*
- Containers, iterators, strings, and algorithms*
- Streams and files, concurrency,*

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*networking, and application development With well over 500 code samples and nearly 100 exercises, C++ Crash Course is sure to help you build a strong C++ foundation.*

*Executive Data Science*

*PMP Audio Crash Course*

*A FranklinCovey Title*

*Developing Core Competencies to Help Outperform the Competition*

*The Complete Software Project Manager*

*Real-World Project Management Tools and Techniques for IT Initiatives*

*This book has grown out of a Collaborative Project Management Guide that we at*

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BrightWork created with and for our customers. This new second edition includes a three-step Collaborative Project Management Framework - Collaborate, Lead, and Evolve - and an expanded section on leadership covering both Personal and Situational Leadership. The book provides a summary of the typical stages and steps involved in successfully managing a project collaboratively with a team, including steps for the project team members. It also addresses the critical topic of Leadership, and describes the habits and qualities that successful project managers and team members

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practice and exhibit. Our intention and intended audience is as follows: - An easy-to-follow and simple-to-use collaborative project management book for new and 'accidental' project managers - A guide for team members who want to collaborate in the active management of projects - A source of materials experienced project managers can adapt to coach new project managers.

Dennis Lock's masterly exposition of the principles and practice of project management has been pre-eminent in its field for 45 years and was among the first books to treat project management as a holistic subject. But

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Project Management has been kept completely up to date by regular and sensitive revisions to ensure that it remains fresh and totally relevant. Project Management explains the entire project management process in great detail, demonstrating techniques from simple charts to detailed computer applications. Everything is reinforced with clear diagrams and case examples, many new for this edition. The author has expanded discussion of topics such as supply chain management and the project management office (PMO), and there are new chapters about implementing change management projects and the role of senior



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managers in supporting projects. Obsolescent or less frequently used methods have been stripped out, but readers of the hardback Tutor's Edition will find that this deleted material lives on as new chapters on the accompanying downloadable resources, which have been thoroughly revised. Importantly, that disc includes comprehensive Power Point presentations with hundreds of well designed slides that tutors can use directly as a valuable resource for their lectures. Students have always commented on this book's reader-friendly style, which is free of unnecessary jargon, with clear diagrams and a

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construction that is logically organized, well indexed and simple to navigate. This Tenth Edition is certain to maintain the book's acclaimed status as the standard work for managers and students alike.

The main role of the project management crash course is to effectively capture the essence of project management in a short amount of time for those who are just getting started with managing projects or wish to become future entrepreneurs. Small workshops during the project management crash course provide ample opportunities for working with the key management tools as well as proper techniques

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

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crash course.

Guide your project to success from initial idea to final delivery In today's time-pressured, cost-conscious global business environment, tight project deadlines and high expectations are the norm. Projects are now the standard way of implementing change, and project management has become a vital skill for successful business professionals.

Project Management For Dummies shows you how to succeed by focusing on what you need to deliver and then how to plan and control the project in order to deliver it. You will learn how to plan, keep the project on track,

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manage teams and control risk. You'll even get some tips on software - including free stuff - that will make things easier for you. Who, What, and Why - understand the expectations of your project Laying the foundations - learn to build your plans with a sturdy structure from start to finish The selection process - see how to get the very best from your teams Get in the driving seat - learn to take control and steer your project to success Open the book and find: Clear and simple explanation of powerful planning techniques Ways to track progress and stay in control How to identify and then

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control risk to protect your project Why understanding your project's stakeholders is key How to use technology to up your game Tips for writing a clear and convincing business case Advice on being an effective leader Techniques to help you work effectively with teams and specialists Learn to: Motivate your teams to perform to their full potential Plan, execute and deliver your projects with confidence Stay in control to deliver on time, within budget and to the right quality

How To Successfully Manage Projects In Any Industry And Win Over Your Company And

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Customers

A Systems Approach to Planning, Scheduling, and Controlling

A Revolutionary Guide to What Really Matters When Managing Projects

Agile Project Management For Dummies

Fundamentals of Project Management

Creating Innovative Products

***"Reilly explores the ten key strategies he utilized to manage big crews, big budgets, and big personalities on major motion pictures, and shows us how these strategies can be leveraged in any business for success"--Dust jacket flap.***

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***Your answer to the software project management gap The Complete Software Project Manager: From Planning to Launch and Beyond addresses an interesting problem experienced by today's project managers: they are often leading software projects, but have no background in technology. To close this gap in experience and help you improve your software project management skills, this essential text covers key topics, including: how to understand software development and why it is so difficult, how to plan a project, choose technology platforms, and***



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***develop project specifications, how to staff a project, how to develop a budget, test software development progress, and troubleshoot problems, and what to do when it all goes wrong. Real-life examples, hints, and management tools help you apply these new ideas, and lists of red flags, danger signals, and things to avoid at all costs assist in keeping your project on track. Companies have, due to the nature of the competitive environment, been somewhat forced to adopt new technologies. Oftentimes, the professionals leading the development of these***

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***technologies do not have any experience in the tech field—and this can cause problems. To improve efficiency and effectiveness, this groundbreaking book offers guidance to professionals who need a crash course in software project management. Review the basics of software project management, and dig into the more complicated topics that guide you in developing an effective management approach Avoid common pitfalls by perusing red flags, danger signals, and things to avoid at all costs Leverage practical roadmaps, charts, and step-***

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***by-step processes Explore real-world examples to see effective software project management in action The Complete Software Project Manager: From Planning to Launch and Beyond is a fundamental resource for professionals who are leading software projects but do not have a background in technology.***

***PMBOK® Guide is the go-to resource for project management practitioners. The project management profession has significantly evolved due to emerging technology, new approaches and rapid market changes.***

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***Reflecting this evolution, The Standard for Project Management enumerates 12 principles of project management and the PMBOK® Guide &– Seventh Edition is structured around eight project performance domains. This edition is designed to address practitioners' current and future needs and to help them be more proactive, innovative and nimble in enabling desired project outcomes. This edition of the PMBOK® Guide:***

- Reflects the full range of development approaches (predictive, adaptive, hybrid, etc.);***
- Provides an entire section devoted to***

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***tailoring the development approach and processes;•Includes an expanded list of models, methods, and artifacts;•Focuses on not just delivering project outputs but also enabling outcomes; and• Integrates with PMIstandards+™ for information and standards application content based on project type, development approach, and industry sector.***

***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***

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***business environment, tight project deadlines and stringent expectations are the norm. This classic book provides businesspeople with an excellent introduction to project management, supplying sound, basic information (along with updated tools and techniques) to understand and master the complexities and nuances of project management. Clear and down-to-earth, this step-by-step guide explains how to effectively spearhead every stage of a project- from developing the goals and objectives to managing the project team-and make project***

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***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.***

***Mastering Technology from Planning to Launch***

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*and Beyond*

*PM Crash Course for IT Professionals*

*Learn How to Apply Best Practices*

*Agile Scrum Crash Course*

*An Agile Crash Course*

*The Wall Street MBA: Your Personal Crash Course in Corporate Finance*

*There are plenty of books about project management, but this is the first one written for the people who have the most at stake: the senior executives who will ultimately be held accountable for the successes of the*



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***projects they approve and supervise. Top enterprise project management expert Michael Bender explains project management from the perspective that matters most to executives: adding value. Most books view project management from the inside, focusing primarily on lower-level issues, such as the creation of Work Breakdown Structures. A Manager's Guide to Project Management views it from above, explaining how project managers can best achieve the strategic goals of the business; the***

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***executive's role in successful project management; and the tools available to executives who want to gain greater value from project management. Drawing on his extensive experience, Bender shows how to: make sure project and enterprise goals align; structure organizations to support more effective project communication and decision making; integrate project processes with other organizational processes; oversee projects more effectively. This book contains a full section on understanding and managing***

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***projects as capital investments, including detailed coverage of building balanced project portfolios. Bender concludes with a sophisticated discussion of managing projects in global environments and optimizing resources where multiple projects must be managed.***

***A Step by Step Guide to Project Management. The Project Management Crash Course is a clear and concise guide on How to Manage a Project. It is an accelerated walkthrough of all you need to know to quickly start***

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***managing projects the right way, right now. Especially written for beginners and those who are just starting out with project management, you will learn the roadmap on how to manage scope, schedule, cost, resources, and risks on a project. Experienced Project Managers will find it valuable as a go-to handy guidebook for quick reference while managing projects and for clarifying/refreshing your concepts. Clear, simple, and easy to understand, this book covers essential principles that can be***

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***applied to any industry and help you achieve professional and personal success. What you will learn: How to Initiate, Plan, Execute, Monitor, Control, and Close Projects Learn the essential pillars of project management: Integration, Scope, Schedule, Cost, Risk, Resource, Quality, Procurement, Communications, Stakeholders Understand the exact Role and Responsibilities of a Project Manager How to Manage Project Teams How to Develop a Project Charter How to avoid making the biggest mistakes while***

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***managing projects How to go from being a Good Project Manager to a Great Project Manager***

***ON TIME, ON BUDGET . . . MANAGE EVERY PROJECT LIKE A PRO In today's environment of tight turnarounds and even tighter budgets, the effective project manager is often considered the most valuable member of a workplace team. Project Management, Second Edition, provides a step-by-step introduction to the tools and techniques necessary to successfully spearhead your***

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***next project. This new edition has everything that made the original so popular, plus it has been updated to reflect new principles and strategies in team building, planning, estimating costs, managing project interfaces, and more--providing you with the kind of business savvy today's project manager is expected to possess. Learn how to: Stay on top of all aspects of your project: process, interpersonal, and organizational Forge a spirit of cooperation--and achievement--among diverse team members***

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***Manage all the contingencies--foreseen and unforeseen--that come up in every project  
Influential writings make the case for open access to research, explore its implications, and document the early struggles and successes of the open access movement.***

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