

The Project Management

A comprehensive book on project management, covering all principles and methods with fully worked examples, this book includes both hard and soft skills for the engineering, manufacturing and construction industries. Ideal for engineering project managers considering obtaining a Project Management Professional (PMP) qualification, this book covers in theory and practice, the complete body of knowledge for both the Project Management Institute (PMI) and the Association of Project Management (APM). Fully aligned with the latest 2005 updates to the exam syllabi, complete with online sample Q&A, and updated to include the latest revision of BS 6079 (British Standards Institute Guide to Project Management in the Construction Industry), this book is a complete and valuable reference for anyone serious about project management. **It's the complete body of knowledge for project management professionals in the engineering, manufacturing and construction sectors** **It covers all hard and soft topics in both theory and practice for the newly revised PMP and APMP qualification exams, along with the latest revision of BS 6079 standard on project management in the construction industry** **Written by a qualified PMP exam accreditor and accompanied by online Q&A resources for self-testing** **A Guide to the Project Management Body of Knowledge (PMBOK® Guide) | Seventh Edition and The Standard for Project Management (RUSSIAN)Project Management Institute**

This book provides practical guidance for corporate decision makers, project managers, project engineers, and for those wishing to grasp the key issues that define project success. The book represents a distillation of years of practical experience and offers a clear and concise **blueprint** for how to approach projects and their management. This book is designed to be **clear and simple** in its delivery **allowing the reader to immediately have 'take aways'** that could be implemented within a project, adding value to any approach dealing with the key common problems and issues that arise within the project medium. The book can be applied to a wide range of scenarios in which project management is required **from setting up an organisation, creating distribution networks, bringing new technology to market, and to designing a leadership and training architecture within an organisation.** The book, in addition to being a go-to reference book on project management for professional project managers and business leaders, is also ideal for postgraduate and undergraduate students studying project management. It is written to be user friendly, yet provides a wealth of information and tips that will enhance the readers knowledge and understanding of managing projects.

A practical and accessible guide to managing a successful project Effective Project Management is based around an activities and action check list approach to project management. It provides a guide to the basic principles and the disciplines that managers need to master in order to be successful. The author's check lists approach (based on his years of practical experience on projects) ensure that project managers are following valid processes, helping them to be innovative in their approach to developing plans and resolving problems. In addition, the author's check list pick and mix format is designed to be flexible in order to meet the individual needs of the reader. Effective Project Management also contains some information on the underlying project management. Knowledge of the theory helps in the understanding of how project management works in practice. In addition to the book's check lists of what activities need to be performed, the author offers suggestions on how tasks could be carried out. This important resource: Covers a wide range of project management topics including the project management process, programme and portfolio management, initiating and contracting a project, personal skills and more Offers a highly accessible guide to the author's verified check list approach Presents flexible guidelines applicable for a wide range projects Includes guidance for project managers at all levels of experience Written for project managers working on engineering or construction projects, Effective Project Management reviews all aspects of a project from initiation and execution to project completion together with the specialist topics and personal skills needed to manage projects effectively.

Getting it right and achieving lasting benefit

A Guide to the Project Management Body of Knowledge (PMBOK® Guide) | Seventh Edition and The Standard for Project Management (RUSSIAN)

Project Management Hacking

Project Management for Information Professionals

Guide to Project Management

The role of the project manager continues to evolve, presenting new challenges to established practitioners and those entering the field for the first time. This second edition of Peter Fewings' groundbreaking textbook has been thoroughly revised to recognise the increasing importance of sustainability and lean construction in the construction industry. It also tackles the significance of design management, changing health and safety regulation, leadership and quality for continuous improvement of the service and the product. Using an integrated project management approach, emphasis is placed on the importance of effectively handling external factors in order to best achieve an on-schedule, on-budget result, as well as good negotiation with clients and skilled team leadership. Its holistic approach provides readers with a thorough guide in how to increase efficiency and communication at all stages while reducing costs, time and risk. Short case studies are used throughout the book to illustrate different tools and techniques. Combining the theories underpinning best practice in construction project management, with a wealth of practical examples, this book is uniquely valuable for practitioners and clients as well as undergraduate and graduate students for construction project management.

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 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 Manage all the contingencies--foreseen and unforeseen--that come up in every project

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 personality 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 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.

The Project Management Book addresses the real-life scenarios and issues that anyone responsible for managing a project is likely to face on a day to day basis. It provides solutions to the everyday issues involved in managing projects, including: Defining your project Understanding your role as a project manager Dealing with external problems Learning from Lean and Six Sigma Delivering projects in times of change It also includes a handy glossary of project management jargon

Just Enough to Get the Job Done... Nothing More

The Project Management Paradigm

The Little Black Book of Project Management

A FranklinCovey Title

The Everyday Project Manager

If it's essential to project management... It's in here! The first edition of The Project Management Answer Book addressed all the key principles of project management that every project manager needs to know. With a new chapter on scrum agile, updates throughout, and many new PMP® test tips, this new edition builds on that solid foundation. The structure of this update maps closely to the designed to assist anyone studying for the PMP® and other certification exams. Helpful sections cover: • Networking and social media tips for PMs, including the best professional organizations, virtual groups, and podcast resources • The formulas PMs need to know, plus a template to help certification candidates prepare and self-test for their exams • Quick study sheet for the processes covered changes in PMBOK® Guide, Fifth Edition, for readers familiar with earlier versions who want "the skinny" on the new version. PMs at every level will find real gold in the information nuggets provided in this new edition. Those new to project management will find the comprehensive coverage and the depth of the answers especially valuable, and will like the easy-to-read style and Q&A format. For new tools and skills to help them pass their PMP® or other certification exams, this is a must-have resource.

Aimed at practitioners, this handbook imparts guidance on project management techniques in the cultural heritage sector. Information professionals often direct complex endeavors with limited project management training or resources. Project Management for Information Professionals demystifies the tools and processes essential to successful project management and advises on how to manage cultural collections with the effectiveness of these methods. With this book, readers will gain the knowledge to initiate, plan, execute, monitor, and close projects. offers guidance based on real-world experience prepares readers without prior project management knowledge or experience provides lean, easy-to-read, and jargon-free instructions aimed at information professionals worl A seasoned project management consultant introduces critical project management skills, tools and techniques. Includes case studies, checklists and exercises.

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. Construction Extension to the PMBOK® Guide

A Step-by-Step Process

Brilliant Project Management eBook

A Primer for Learning the Principles of Successful Project Management

The Fast Forward MBA in Project Management

Developing Core Competencies to Help Outperform the Competition

This book provides a clear explanation of the roles and responsibilities a project manager must fulfill in executing a Capital Improvement Program (CIP) project successfully. It begins with the basics of project management and traces the life cycle of the CIP project from start to finish. It is an essential resource for students and professionals.

For nearly twenty years, The Little Black Book of Project Management has provided businesspeople everywhere with a quick and effective introduction to project management tools and methodology. The revised and updated third edition reflects the newest techniques, the latest project management software, as well as the most recent changes to the Project Management Body of Knowledge (PMBOK™). Readers will find invaluable strategies for organizing any project; implementing the Six Sigma approach; choosing the project team; preparing a budget and sticking to it; scheduling, flowcharting, and controlling a project; preparing project documentation; managing communications; and much more. Project management has increasingly become about getting more and better results with fewer resources. In this fast-read solution for both seasoned and first-time project managers, author Michael C. Thomsett shares his not-so-little secrets to achieving the results professionals want, increasing their organizational ability, generating consistent profit, and gaining a reputation for both quality and dependability.

A Guide to the Project Management Body of Knowledge (PMBOK® Guide) provides generalized project management guidance applicable to most projects most of the time. In order to apply this generalized guidance to construction projects, the Project Management Institute has developed the Construction Extension to the PMBOK® Guide. This Construction Extension provides construction-specific guidance for the project management practitioner for each of the PMBOK® Guide Knowledge Areas, as well as guidance in these additional areas not found in the PMBOK® Guide [All project resources, rather than just human resources]Project health, safety, security, and environmental management[Project financial management, in addition to cost]Management of claims in construction This edition of the Construction Extension also follows a new structure, discussing the principles in each of the Knowledge Areas rather than discussing the individual processes. This approach broadens the applicability of the Construction Extension by increasing the focus on the "what" and "why" of construction project management. This Construction Extension also includes discussion of emerging trends and developments in the construction industry that affect the application of project management to construction projects.

Winner of 2020 PMI David I. Cleland Project Management Literature Award This book is a complete project management toolkit for project leaders in business, research and industry. Projects are approved and financed to generate benefits. Project Management: A Benefit Realisation Approach proposes a complete framework that supports this objective - from project selection and definition, through execution, and beyond implementation of deliverables until benefits are secured. The book is the first to explain the creation of organisational value by suggesting a complete, internally-consistent and theoretically rigorous benefit-focused project management methodology, supported with an analytical technique: benefit engineering. Benefit engineering offers a practical approach to the design and maintenance of an organisation's project portfolio. Building upon the authors' earlier successful book, Project Management for the Creation of Organisational Value, this comprehensively revised and expanded new book contains the addition of new chapters on project realisation. The book offers a rigorous explanation of how benefits emerge from a project. This approach is developed and strengthened — resulting in a completely client-oriented view of a project. Senior executives, project managers, students and academics will find in this book a comprehensive guide to the conduct of projects, which includes robust models, a set of consistent principles, an integrated glossary, enabling tools, illustrative examples and case studies.

Project Management for Dummies

A Project Management Perspective

Fundamentals of Project Management

A Guide to Capital Improvements

The Project Management Answer Book

Sustainability in Project Management

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 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.

What You Need to Know About Project Management Project Management is all about getting things done without spending too much or taking too long. But when you start hearing things like man-days, PSOs and stakeholders, it just makes it difficult to understand. So what do you really need to know about project management? Find out: Why setting clear goals matters How to estimate absolutely everything. How to get things done after they've gone wrong How to track big projects Why work-life balance matters when you're running a big project This clear and simple approach will mean you'll never panic when faced with a big project again. Read *More in the Want You Need to Know Series and Get to Speed on the Essentials...Fast.* The Project Management Life Cycle reveals the unique Method 12® Project Management Methodology by defining the phases, activities and tasks required to complete a project. It's different because it describes the life cycle clearly and prescriptively, without the complex terminology rife throughout the industry. Its comprehensive coverage, consistent depth and suite of tools will help managers to undertake projects successfully. Containing hundreds of practical examples to enhance the reader's understanding of project management, the book skillfully guides them through the four critical phases of the project life cycle: initiation, planning, execution and closure. Written in a clear, professional and straightforward manner, it is relevant to the management of all types of project, including IT, construction, engineering, telecommunications and government, as well as many others. An essential guide to improving project management skills for project managers, senior managers, team members, consultants, trainers or students. Additional resources can be downloaded from <http://tinyurl.com/bq2duw> by scrolling down to the 'Resources' section.

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. 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 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 PMI standards™ for information and standards application content based on project type, development approach, and industry sector.

An Integrated Approach

A Benefit Realisation Approach

Effective Project Management

How to Run Successful Projects in Half the Time

Managing Engineering, Construction and Manufacturing Projects to PMI, APM and BSI Standards

Project Management, Second Edition (Breitrose Books Series)

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.

Whether you are organising an important event or heading up a large team, running a project can be a daunting process. Spiralling costs and missed deadlines are part of everyday life for many project managers - in fact, more projects fail than succeed! But project management doesn't have to be this way. It is possible to manage projects that consistently meet deadlines and come in within budget. Brilliant Project Management shows you how. Drawing on over 30 years of experience, you'll discover how to ensure your projects succeed every time. In this new edition Barker & Cole have included a section highlighting valuable sources of information in the challenging world of project management, including their inside track on methods, training and professional associations. It's the ultimate guide to becoming a brilliant project manager. Brilliant Outcomes Make a success of any project. Deliver on your promises. Save money, time and your sanity!

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. 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.

This book provides the much-needed, no-nonsense guidance crucial for project managers - that is, the type of guidance that is missing from every major body of knowledge and educational offering for working project managers. This very practical book identifies the activities that influence project success and focuses the limited time and energy available towards just those activities. The Project Management Institute (PMI) and most literature on project management discusses all aspects of project management under the assumption that project managers will narrow down focus because they cannot be expected to use every process outlined by PMI to manage every project. This book uses the concept of "hacking" our standard conventions of project management and outlines a standard path identified by conventional wisdom, an evil path that project managers frequently resort to under time/quality pressures, and a hacker path that provides a better way to look at the challenge. This book equips project managers with streamlined approaches to refocus their efforts on factors that matter while spending less time doing it. Project management is a demanding discipline with a growing body of knowledge with few instructions on how to do it all. The author provides humorous anecdotes and examples while teaching readers how to save time, improve quality, and advance their career. The primary sections of the book cover how to approach the most common certifications in project management; continuing education; leading project teams; initiating, planning, executing, monitoring, and controlling projects; general life skills; and taking on additional responsibilities. Hacking project management is about focusing the limited bandwidth a project manager can give a project towards the activities that drive success.

The Project Management Handbook

Systems, Principles, and Applications, Second Edition

How to Manage Your Projects To Deliver Outstanding Results

The Project Manager's Guide to Mastering Agile

The MBA Handbook of Project Management

What You Need to Know about Project Management

A must-read for any project management professional or student. Projects are the life blood of any organization. Revised to reflect the latest changes to A Guide to the Project Management Body of Knowledge (PMBOK®(R)) and the Project Management Professional Exam(R), the fourth edition of The AMA Handbook of Project Management provides readers with a clear overview of a complex discipline. Covering everything from individual projects to programs and strategic alignment, it addresses: Project initiation and planning Communication and interpersonal skills Scheduling, budgeting and meeting business objectives Managing political and resource issues Implementing a PMO Measuring value and competencies. The book compiles essays and advice from the field's top professionals and features new chapters on stakeholder management, agile project management, program management, project governance, knowledge management, and more. Updated with fresh examples, case studies and solutions to specific project management dilemmas, it remains an essential reference to the critical concepts and theories all project managers must master.

The Project Management Paradigm is all about how projects should be managed and controlled, including people and tools. Divided into two main parts, the first concentrates on principles and the human aspects of project management, whilst the second specifies a structured, practical and formal process to managing projects and ensuring their success. The implementation of quality management can be seen as a sequence of projects and evolves as a result of how projects are planned, executed and closed. This book explores quality management from a project management perspective, based on the author's long experience of teaching and practicing, including the implementation and operation of quality management systems within various types of organisations. The author explores the origins of quality management as a discipline, its appearance in the present form and how quality management can be implemented and applied in all kinds of organisations to achieve stability and better results. The basic principles of quality management and the ISO9001 quality management standard are discussed and explained from a broad perspective, with illustrative examples from different types of organisations. Quality Management offers a global, accessible guide for undergraduate and postgraduate university students. Written clearly and with illustrative examples, it will also appeal to all those interested in project management and quality management and wishing to expand their knowledge base.

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, 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 control risk to protect your project Why understanding your project's stakeholders is key How to use technology to top 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 Manage Projects More Efficiently and Effectively in Less Time

The Project Management Life Cycle

Project Management for the Unofficial Project Manager

A Complete Step-By-Step Methodology for Initiating, Planning, Executing & Closing a Project Success!

Project Management

Project Management Simplified

Return on Investment (ROI) remains one of the most challenging and intriguing issues facing human resource development and performance improvement professionals. Drawing on their expertise in developing and implementing ROI programs in human performance and training, Jack J. Phillips, Ph.D., Timothy W. Bothell and G. Lynn Sneed demonstrate how you can effectively apply ROI to project management. Today, almost every industry requires employees to manage multiple projects with competing priorities, critical deadlines, and unexpected interruptions—rendering everyone a project manager in some respect. Most employees feel the pressure of juggling any number of key projects simultaneously. Organizations have responded by investing large amounts of both time and money to improve project management, and most strive to justify the efforts and resources dedicated to improving this goal. 'The Project Management Scorecard' is a welcome relief for anyone managing a project or multiple projects, as well as the trainers, human resource development staff, or supervisors charged with measuring, evaluating, and managing project managers. Project Management is one of the hottest topics in business management today, affecting nearly every individual in any organization across the globe. Let three HRD experts show you how to apply the hugely popular ROI process to the key organizational issue of successful project management including: * Project management issues and challenges * Measuring reaction and satisfaction * How to calculate and interpret ROI * Capturing business impact data * Measuring skill and knowledge changes during the project * Monitoring the true costs of the project solution * Converting business measure to monetary values * Forecasting ROI The authors' step-by-step approach allows you to begin the ROI process immediately. Start measuring the success of your project management results today.

The best organizations, and even the best departments within organizations, have a roadmap: a clear vision of where they would like to be and the means by which they will get there. This roadmap drives the everyday activity of the company as well as any change it makes both internally and externally. And it is what drives projects. In fact, it is arguable that success in business is almost wholly reliant on an ability to implement change effectively - whether it is a computer system that gives you the edge on your competitor, bringing a new product to market, adopting new ways of working or redefining the approach your company takes. Success and survival in business relies on change and the way that business implements change is through projects. Therefore, if you work in the world of business, sooner or later the chances are that you will be involved in a project, as a stakeholder, advisor, sponsor or possibly running it - as the project manager. In The Everyday Project Manager, author and project management expert Jeremy Nicholls shares the key attributes and skills of successful project management and describes the practical skills that will enhance project delivery regardless of your level of experience. The skills and concepts detailed in this book can be easily understood and implemented. They are "everyday" (that is, commonplace) skills, but they are skills and the concepts that the best project managers use every day. Each chapter details the concepts, practices, and tools that readers will use to build their proficiency in every phase of delivering a project efficiently and effectively.

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.

The goal of the new edition is to continue with a systems view of the world. For a more robust and worldwide market dissemination, the new edition has changed to a reference book. The project systems approach to project management, is needed in executing projects across countries and across cultures, which is a crucial requirement in today's globalized and intertwined economics. The book uses ample graphical representations to clarify the concepts and techniques presented. The case examples help to reinforce the topics covered. Several illustrative examples and practice exercises are included. Each chapter is updated and new chapters include Project Simulation and Project Templates. A new chapter on managing complex projects in an age of artificial intelligence adds a unique value to the book. Features Highlights contemporary best practices of project management Uses a systems framework to integrate quantitative and qualitative tools Offers illustrative examples and practice exercises Covers project schedule performance appraisal techniques Discusses the knowledge areas contained in the Project Management Book of Knowledge (PMBOK) Presents software applications for project management, as well as case examples

The Project Management Scorecard

A Project Manager's Book of Forms

Quality Management

Mastering Project Management

Project Management for Humans

What the best project managers know, do and say

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.

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 Klemore, 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.

The concept of sustainability has grown in recognition and importance. The pressure on companies to broaden their reporting and accountability from economic performance for shareholders, to the sustainability performance for all stakeholders is leading to a change of mindset in consumer behaviour and corporate policies. How can we develop prosperity without compromising the life and needs of future generations? Sustainability in Project Management explores and identifies the questions surrounding the integration of the concepts of sustainability in projects and project management and provides valuable guidance and insights. Sustainability relates to multiple perspectives, economical, environmental and social, but also to responsibility and accountability and values in terms of ethics, fairness and equality. The authors will inspire project managers to be aware of these considerations, and to apply them to the role they play in projects, not just 'doing things right' but 'doing the right things right'.

Are projects a problem for you? Do your projects cost too much, take too long, or are just not quite right? If so, Project Management Simplified: A Step-by-Step Process is the book for you. It applies well-defined processes for managing projects to minimizing change in our lives. It describes an approach modeled on a process used successfully in busi

Principles and Practices for an Adaptive Approach

The Silver Bullets of Project Management

Project Management, Planning and Control

Helping People Get Things Done

Construction Project Management

Project Management Lite

Business is becoming increasingly project-based and our ability to manage projects has become one of the key skills for success as managers and businesspeople. This compact guide, written by a leading project management expert, gets to the heart of successful project management. Project management is not complicated - many projects may be complicated, but project management itself is not. By following a set of simple rules and applying simple techniques, there will be no need for the expensive project failures that we often see. Moreover, as this book shows, projects can be significantly shortened by again using simple ideas and techniques. Anyone who manages projects will find this book helps them to save time, effort, resources, and money.

Offers a collection of essays on philosophies and strategies for defining, leading, and managing projects. This book explains to technical and non-technical readers alike what it takes to get through a large software or web development project. It does not cite specific methods, but focuses on philosophy and strategy.

Get your projects done without having a Master's Degree in Project Management There is no shortage of books on project management, yet most of those guides are weighed down with tiresome project management-speak and heavy process. This easy-to-use, step-by-step, plain English guide to project management shows readers how to hit ground running and nail

the completion of projects. For beginners who find themselves in charge of a project but have no clue where to start or those who are struggling or feel overwhelmed, Project Management Lite focuses less on the theory and more on the action with simple worksheets and checklists. Author Juana Clark Craig, PMP, draws on over twenty-five years of project management experience gained while working in Fortune 500 companies to deliver a minimalistic approach to managing your projects without the mumbo-jumbo of traditional project management techniques.

Guidance and Checklists for Engineering and Construction
Project Management for Non-project Managers
Making Things Happen
A Companion to the PMBOK Guide
Effective Communications for Project Management
A Guide to the Project Management Body of Knowledge (PMBOK® Guide) - Seventh Edition and The Standard for Project Management (ITALIAN)