

Project Management A Systems Approach To Planning Scheduling And Controlling By Kerzner Harold 11th Eleventh Edition 2182013

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

Written by Chitram Lutchman, a project management professional with more than 20 years of field and business experience, Project Execution: A Practical Approach to Industrial and Commercial Project Management gives you a more optimistic view of this exciting and challenging area. The book focuses on the essential requirements for successful execution

Successful project management is increasingly vital to all organizations, driven by the demands of global competition, rapid technological growth, and faster time to market (just to name a few). For those in technology fields, project management skills are fast becoming a required core competency. And those who have mastered these skills continue to be in high demand worldwide, commanding higher salaries than those around them. But how does one extend those skills or acquire them in the first place? Fundamentals of Technology Project Management is a great place to start. Of the hundreds of project management books on the market, precious few address the unique needs of the IT project manager. Unlike most other project management books, Fundamentals of Technology Project Management tackles the specific issues that technology professionals must face, such as understanding technology resources, managing project scope and feature creep, and meeting client expectations, among many others. Whether you're a college student, a software engineer, or an IT professional, Fundamentals of Technology Project Management will help you gain a comprehensive understanding of the project management life cycle and learn how to manage it — from first steps on through to intermediate topics (as well as some advanced ones). Author Colleen Garton explains — in easy-to-understand language — not only the what but the how of IT projects. What's more, unlike general project management books, the examples and case studies in this book are all based on technology projects, making them far more relevant to the learner. Also included is a content-rich CD-ROM loaded with features to make the life of any IT project manager (or the IT professional with project management responsibilities) far easier. There are document templates you can use for all phases of the project — from the initial RFP to closing reports. Plus, the author steps you through meeting agendas, status reports, cost analysis, technical specifications, and more. In addition to the document templates, you're provided with PowerPoint slides that can be modified and used for reporting progress to users and management. The continuing rise in importance of project management cannot be denied. Let this book be your guide to becoming a more effective, more efficient IT project manager. With Fundamentals of Technology Project Management you will: - Discover the top ten reasons projects fail - Master the five keys to project success - Explore the six phases of the project lifecycle, step by step - Review the documents necessary for good project management and learn how to complete them - Understand the warning signs of a project in trouble and learn how to get it back on track - Learn Quality Management and Quality Assurance practices in easy-to-understand terms - Acquire practical ways to develop effective leadership and team-building skills

This book presents a new approach to the issue of project management, showing how it can be approached through the lens of sustainability. The nature of sustainable project management is not only to achieve economic goals, but also environmental and social ones. Considering project management from the perspective of sustainability is very important because sustainable development cannot keep up with the pace and scale of accumulation of ecological and social problems. The natural potential of the Earth is quickly running low. The global equilibrium between the Earth's ecosystems, which have developed for millions of years, and the human world of production and consumption, becomes disrupted. The focus is on a functional approach to the subject, allowing management and business to implement the methodology discussed. Topics discussed include sustainable planning, sustainable organizing, sustainable leading and sustainable controlling. The authors use their combined experience in the area to inform their novel approach. The book will be especially useful for people who are project managers, members of project teams and other project stakeholders. It may also be a useful reference for scientists and students studying the fields of management, IT and business.

For undergraduate and graduate courses in IT/IS Project Management. Information Systems Project Management operates from the assumption that organizational project management is a complex team-based activity, and that various types of technologies are an inherent part of the project management process.

As with other parts of business, technology is having a profound effect on the world of work and management of human resources. Technology is a key enabler for faster, cheaper and better delivery of HR services and in some cases can have a transformational

as well as unintended negative effect. Designed for the digital era, e-HRM is one of the first textbooks on these developments. It incorporates the most current and important HR technology related topics in four distinct parts under one umbrella, written by leading scholars and practitioners drawn from across the world. All the chapters have a uniform structure and pay equal attention to theory and practice with an applied focus. Learning resources of the book include chapter-wide learning objectives, case studies, debates on related burning issues, and the companion website includes lecture slides and a question bank.

This unique text provides a holistic systems approach to project portfolio management which includes people, processes, tools, and techniques that work synergistically to produce portfolio decisions with the best chance of success. Accompanied by decision support software and advanced decision making techniques, it guides readers step-by-step through the entire project portfolio management process. This professional guide is also ideal for executive continuing education programs, and as a primary text for graduate level academic courses.

Authoritative strategies for implementing project management Senior managers at world-class corporations open their office doors to discuss case studies that demonstrate their thought processes and actual strategies that helped them lead their companies to excellence in project management in less than six years! Following the Project Management Institute's PMBOK® Guide, industry leaders address: * Project risk management * Project portfolio management * The Project Office * Project management multinational cultures * Integrated project teams and virtual project teams (PMBOK is a registered mark of the Project Management Institute, Inc.)

Project management is an essential life and workplace skill that everyone must develop. Following the popular style and format of other textbooks by Stewart Clegg, this brand new co-authored textbook on project management provides a much needed European perspective to the subject. Drawing on the latest research and practice, the authors guide students on an active learning journey through the project lifespan, promoting a critical and reflexive approach to studying project management, as well as one that creates value for all project stakeholders and emphasizes people and not just process. Case studies and examples discussed in the text cover a wide range of projects from large to smaller across different industries and sectors, both public and private, including: megaprojects (HS2); mega events (Olympics); political projects (Brexit); health-related project implementation (LEAN); tech-related projects (Google); building and restoration projects (housing/Sagrada Familia); and arts and cultural projects (European Capital of Culture). Incorporating a host of learning features both in chapters and via the supporting online resources, this textbook is essential reading for all students/managers completing a course unit in project management at either undergraduate or postgraduate level.

Project Management Project Management Technology Planning the Project The Project Schedule The Project Budget Project Control Status Reporting Engineering Materials Management Construction Management Subcontract Administration Commissioning the Facility Project Completion The Project Manager's Role as a Manager Future Directions

The application of project management techniques is considered standard practice in today's business environment. What is not widely known is that the learning gap separating good project management from exceptional project management is not as great as one might think—yet, the difference in the return on value can be quite significant. Many factors determine how projects are approached, such as rapid shifts in technology, a fluctuating market, changes in a business's organizational structure, and politics. As these forces add to a project's complexity and duration, project managers must develop strategies that allow them to think outside the box and create new on-the-go methodologies. Managing Complex Projects delivers the tools necessary to take on an unpredictable economy with an adaptable battle plan proven to meet the differing needs of an ever-expanding set of partners and stakeholders involved in a project. This book shows how to solve some of the issues facing today's project manager, including: Dealing with multiple virtual teams located around the world Working with partners and stakeholders that may have limited project management tools and experience Adjusting to long-term projects in which the stakeholders may change Managing projects where stated goals and objectives differ among stakeholders This book shows how companies such as IBM, Hewlett-Packard, Microsoft, and Siemens are exploring new avenues to aid them in taking on complex projects by combining "hard" skills, such as risk management and scheduling, with "soft" skills that focus on interpersonal communication. Managing Complex Projects serves as a lifesaver for time-crunched project managers looking for new ways to maximize their efforts.

One semester, Jr/Sr/Grad course in systems analysis and design, or capstone course in MIS departments where students work on a project or extensive case. McLeod and Jordan's text is ideal for courses where student teams develop and implement software systems in real organizations, or where students develop software to solve problems in written cases. The text is organized into nine chapters and eight supporting technical modules: the chapters provide a unique, thorough coverage of the entire system development life cycle (SDLC), and a strong foundation in systems concepts and systems methodologies, while the technical modules provide the tools students need to implement and apply the concepts. The goal of the text is to provide a strong foundation of the concepts, with emphasis on the later phases of actual implementation and design, providing the methodologies and tools necessary to complete a systems project in a real organization, including installation of operational software. It has been successfully class-tested by over 400 students.

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.

This book makes the case for a systems approach to small-scale community development projects. It specifically looks at the application of one branch of systems science, called system dynamics, to develop conceptual models of small-scale communities and address specific issues they might be facing at different scales. A systems approach recognizes that, by definition, communities are complex adaptive systems consisting of multiple subsystems and parts (e.g., individuals, institutions, and infrastructure) that are interconnected, driven by some purpose, follow certain rules, and interact with each other and with their surrounding environment. In order to address community issues and

problems, complexity and uncertainty must be embraced and dealt with. Inside, the author emphasizes and shows how to include a system- and complexity-aware approach in the different phases of small-scale community project management. Adopting this approach comes with unique challenges such as dealing with ill-defined problems, considering uncertainty, recognizing that no unique and best solutions to complex problems exist, and accepting satisficing solutions. The text demonstrates the need for community development practitioners to integrate in all stages of their projects: participation, systems thinking, continuous reflection-in-action, and a combination of critical and creative tools.

To many program, project, or construction managers, a complex project seems to be a labyrinth with many hidden dangers. This book is a guide through that labyrinth. It explains best practices and provides insight so they cannot only identify hidden dangers but also effectively manage the construction process to either mitigate or eliminate these risks. The book presents a systems-based approach to construction project management that can facilitate a greater understanding of the complexity inherent in large construction projects and how that complexity can be effectively managed. The systems approach permits the onsite construction project manager to take a complex construction project, break it down into manageable pieces, and ensure that all systems are in alignment with the original goal of the project. This approach combines industrial engineering, project management, and finance into a unified approach for effective management of complex construction projects, ranging from a power plant to a highway project. The book explains how to manage construction projects successfully through an approach based on the three following systems: Project Management System Work Management System Quality Management System The problem with complex programs and projects is that many managers are only equipped with a knowledge of project management. A system for construction is a collection of many processes effectively working together to produce a specific deliverable, which is usually defined in the program or project's contract. This system has a series of specific inputs and outputs, which are what the customer expects from the company or companies performing the work. This book develops checklists based on these inputs and outputs, which managers can use when first arriving onsite, and provides a "nuts and bolts" approach for managing a complex construction project onsite. The author shares valuable lessons learned during a career of more than thirty years of working on various construction sites around the world. These lessons learned are filled with valuable information to aid readers become more effective as a program, project, or construction manager of complex construction projects.

Project Management Leadership is a comprehensive guide to the human factors involved in Project Management, in particular the leadership skills required to ensure successful implementation of current best practice. It provides the latest insights on team building, motivation, collaboration, and networking skills, and the way these can be harnessed to manage a successful project. Exercises and worked examples are provided throughout.

Innovation: A Systems Approach Subject Guide: Engineering-Industrial & Manufacturing It is a systems world. This concise book uses a systems-based approach to show how innovation is ubiquitous in all facets of endeavors, including business, industry, government, and academia. The systems approach facilitates process design, evaluation, justification, and integration. This book explicitly highlights the crucial role of integration in any innovation project. It presents conceptual and operational definitions of innovation. Emphasis is placed on the context related to the theme of systems thinking. Features Covers the intrinsic basis for innovation from a systems perspective Describes the use of the DEJI systems model for actuating innovation Highlights the role of humans in the innovation loop Provides guidance for innovation project management Presents a case example of linking quality and innovation Introduces the Umbrella Theory of Innovation

Choosing the right people to carry out a project is essential to its success. When multiple projects are combined into a complex program, the human aspect becomes even more important. This book is the first to truly balance a complete account of the technical aspects of project and program management with a practical approach to understanding and developing the core competencies required to accomplish desired goals. On the technical side, this book is a complete introduction to predicting costs, setting schedules, and assessing risks. On the people side, it sheds new light on how to mold different personality types into a team, how to motivate the team's members, and how to produce extraordinary results. The author details the essential parts of the program management approach, describing the best way to define, organize, and schedule the work to be done, identifying risks and controlling costs during the whole process. This fourth edition has been significantly revised, with every chapter updated. The volume considers the magnitude of recent social, political, and technological changes, and the impact is represented throughout this book. Included are insights from numerous students who bring to the forefront their current real-world practices from their individual businesses, industries, and disciplines.

To build reliable, industry-applicable software products, large-scale software project groups must continuously improve software engineering processes to increase product quality, facilitate cost reductions, and adhere to tight schedules. Emphasizing the critical components of successful large-scale software projects, *Software Project Management: A Process-Driven Approach* discusses human resources, software engineering, and technology to a level that exceeds most university-level courses on the subject. The book is organized into five parts. Part I defines project management with information on project and process specifics and choices, the skills and experience needed, the tools available, and the human resources organization and management that brings it all together. Part II explores software life-cycle management. Part III tackles software engineering processes and the range of processing models devised by several domestic and international organizations. Part IV reveals the human side of project management with chapters on managing the team, the suppliers, and the customers themselves. Part V wraps up coverage with a look at the technology, techniques, templates, and checklists that can help your project teams meet and exceed their goals. A running case study provides authoritative insight and insider information on the tools and techniques required to ensure product quality, reduce costs, and meet project deadlines. Praise for the book: This book presents all aspects of modern project management practices ... includes a wealth of quality templates that practitioners can use to build their own tools. ... equally useful to students and professionals alike. —Maqbool Patel, PhD, SVP/CTO/Partner, Acuitec

A new edition of the most popular book of project management case studies, expanded to include more than 100 cases plus a "super case" on the Iridium Project Case studies are an important part of project management education and training. This Fourth Edition of Harold Kerzner's *Project Management Case Studies* features a number of new cases covering value measurement in project management. Also included is the well-received "super case," which covers all aspects of project management and may be used as a capstone for a course. This new edition: Contains 100-plus case studies drawn from real companies to illustrate both successful and poor implementation of project management Represents a wide range of industries, including medical and pharmaceutical, aerospace, manufacturing, automotive, finance and banking, and telecommunications Covers cutting-edge areas of construction and international project management plus a "super case" on the Iridium Project, covering all aspects of project management Follows and supports preparation for the Project Management Professional (PMP®) Certification Exam *Project Management Case Studies, Fourth Edition* is a valuable resource for students, as well as practicing engineers and managers, and can be used on its own or with the new Eleventh Edition of Harold Kerzner's landmark reference, *Project Management: A Systems Approach to Planning, Scheduling, and Controlling*. (PMP and Project Management Professional are registered marks of the Project Management Institute, Inc.)

A Systems Approach to Managing the Complexities of Process Industries discusses the principles of system engineering, system thinking, complexity thinking and how these apply to the process industry, including benefits and implementation in process safety management systems. The book focuses on the ways system engineering skills, PLM, and IIoT can radically improve effectiveness of implementation of the process safety management system. Covering lifecycle,

megaproject system engineering, and project management issues, this book reviews available tools and software and presents the practical web-based approach of Analysis & Dynamic Evaluation of Project Processes (ADEPP) for system engineering of the process manufacturing development and operation phases. Key solutions proposed include adding complexity management steps in the risk assessment framework of ISO 31000 and utilization of Installation Lifecycle Management. This study of this end-to-end process will help users improve operational excellence and navigate the complexities of managing a chemical or processing plant. Presents a review of Operational Excellence and Process Safety Management Methods, along with solutions to complexity assessment and management Provides a comparison of the process manufacturing industry with discrete manufacturing, identifying similarities and areas of customization for process manufacturing Discusses key solutions for managing the complexities of process manufacturing development and operational phases

Project Management introduces students in a unique and accessible way to projectbased working as a means to tackle projects successfully. Not only in business circles, but also in the field of education, increasingly more activities are performed using a projectbased approach. Consider for example comprehensive study assignments, internal projects and projects during work placement and the final stages of a degree. The line of approach of this book is practiceoriented. Based on assignments, groups of two to three students work on a project plan and an executive summary. Students can also opt for a 'real' assignment for a company or for one of the cases of the accompanying website. Added to this fifth edition are examples and illustrations, new sections about various subjects and a chapter about the flexible project approach Scrum.

Project Management A Systems Approach to Planning, Scheduling, and Controlling John Wiley & Sons

Project management for oil and gas projects comes with a unique set of challenges that include the management of science, technology, and engineering aspects. Underlining the specific issues involved in projects in this field, Project Management for the Oil and Gas Industry: A World System Approach presents step-by-step application of project management techniques. Using the Project Management Body of Knowledge (PMBOK®) framework from the Project Management Institute (PMI) as the platform, the book provides an integrated approach that covers the concepts, tools, and techniques for managing oil and gas projects. The authors discuss specialized tools such as plan, do, check, act (PDCA); define, measure, analyze, improve, control (DMAIC); suppliers, inputs, process, outputs, customers (SIPOC); design, evaluate, justify, integrate (DEJI); quality function deployment (QFD); affinity diagrams; flowcharts; Pareto charts; and histograms. They also discuss the major activities in oil and gas risk assessment, such as feasibility studies, design, transportation, utility, survey works, construction, permanent structure works, mechanical and electrical installations, and maintenance. Strongly advocating a world systems approach to managing oil and gas projects and programs, the book covers quantitative and qualitative techniques. It addresses technical and managerial aspects of projects and illustrates the concepts with case examples of applications of project management tools and techniques to real-life project scenarios that can serve as lessons learned for best practices. An in-depth examination of project management for oil and gas projects, the book is a handbook for professionals in the field, a guidebook for technical consultants, and a resource for students.

TRY (FREE for 14 days), OR RENT this title: www.wileystudentchoice.com Projects continue to grow larger, increasingly strategic, and more complex, with greater collaboration, instant feedback, specialization, and an ever-expanding list of stakeholders. Now more than ever, effective project management is critical for the success of any deliverable, and the demand for qualified Project Managers has leapt into nearly all sectors. Project Management provides a robust grounding in essentials of the field using a managerial approach to both fundamental concepts and real-world practice. Designed for business students, this text follows the project life cycle from beginning to end to demonstrate what successful project management looks like on the ground. Expert discussion details specific techniques and applications, while guiding students through the diverse skill set required to select, initiate, execute, and evaluate today's projects. Insightful coverage of change management provides clear guidance on handling the organizational, interpersonal, economic, and technical glitches that can derail any project, while in-depth cases and real-world examples illustrate essential concepts in action.

This widely acclaimed classic reference has been completely revised and reorganized, providing readers at all levels of experience with an authoritative, up-to-date source that's easier than ever to see. New to this edition are updates to all chapters. Newly released Project Management Institute Body of Knowledge updates throughout.

It is estimated that literally billions of residents in urban and peri-urban areas of Africa, Asia, and Latin America are served by onsite sanitation systems (e.g. various types of latrines and septic tanks). Until recently, the management of faecal sludge from these onsite systems has been grossly neglected, partially as a result of them being considered temporary solutions until sewer-based systems could be implemented. However, the perception of onsite or decentralized sanitation technologies for urban areas is gradually changing, and is increasingly being considered as long-term, sustainable options in urban areas, especially in low- and middle-income countries that lack sewer infrastructures. This is the first book dedicated to faecal sludge management. It compiles the current state of knowledge of the rapidly evolving field of faecal sludge management, and presents an integrated approach that includes technology, management, and planning based on Sandec's 20 years of experience in the field. Faecal Sludge Management: Systems Approach for Implementation and Operation addresses the organization of the entire faecal sludge management service chain, from the collection and transport of sludge, and the current state of knowledge of treatment options, to the final end use or disposal of treated sludge. The book also presents important factors to consider when evaluating and upscaling new treatment technology options. The book is designed for undergraduate and graduate students, and engineers and practitioners in the field who have some basic knowledge of environmental and/or wastewater

engineering.

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.

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.

Providing new knowledge on risk analysis and simulation for megaprojects, this book is essential reading for both academics and practitioners. Its focus is on technical descriptions of a newly developed dynamic systems approach to megaproject risk analysis and simulation.

This book presents an integrated systems approach to manufacturing and business enterprise. Traditionally, these topics are treated as separate and independent subjects, but the practical fact is that the manufacturing and the business enterprises are intertwined. Currently, there is no book on the market that addresses both subjects from an integrated systems engineering approach with a manufacturing engineering foundation. Topics covered include engineering process, systems modeling, business enterprise, forecasting, inventory management, product design, and project management. Features Provides in-depth treatment of modern manufacturing processes, systems, and tools Uses an integrated systems life-cycle approach to manufacturing and business Includes business proposals Discusses prototype manufacturing and/or business development processes Presents concepts, steps, and procedures for achieving an integrated enterprise of manufacturing and business

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.

Today's projects are more complex and challenging than ever, and project managers need all the help they can get to succeed amid shifting priorities, interruptions, inadequate funding, expectations of multiple stakeholders, and other obstacles. A practical on-the-job resource for project managers in any industry, this fully revised and updated edition of *The Project Management Tool Kit* is packed with results-oriented, practical tips on: Activity definition and delegation • Estimating and refining project schedules and risks • Resource planning and funding • Selecting and using project metrics • Documentation and project monitoring • Working with new teams and new technology • Handling inherited projects • Forecasting project completion • Special situations, contingencies, and project cancellations • Project cause-and-effect analysis • And much more Complete with checklists, examples, and clear graphics, *The Project Management Tool Kit* offers 100 practical, use-them-now strategies for mastering any project challenge.

This is the Eleventh Edition of the student workbook that accompanies the best selling "bible" of project management. The workbook contains additional problems and exercises to reinforce the concepts presented in the main text. It also serves as a self-study guide for the Project Management Professional (PMP®) certification exam to be based on PMI®'s PMBOK® Guide, 5E. Both as accompanying supplement to Kerzner's text and as standalone self-study guide, this workbook gives students key insights from the acknowledged world leader in project management. (PMI, PMBOK, CAPM, PMP, and Project Management Professional are registered marks of the Project Management Institute, Inc.)

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