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Communicate And Manage Any Project With A Single Sheet Of Paper

# The One Page Project Manager For It Projects Communicate And Manage Any Project With A Single Sheet Of Paper

Drive Strategy With Simplicity—On A Single Sheet Of Paper! The One-Page Project Manager set a new standard as an understandable and easy-to-apply organizational tool, allowing managers to summarize complex projects on a single information-rich page. This book, third in the OPPM series, describes how to combine the OPPM with the Toyota A3 report to create an enhanced, integrated management tool. With a refreshingly clear style, the authors walk users through implementing the OPPM/A3 using a variety of real-world case studies, as well as their own experience at O.C. Tanner Company. Rich with tools, templates, and teaching, the emphasis throughout remains on maintaining simplicity across the organization—communicating the right information to the right people at the right time to get the right things done. Praise for The One-Page Project Manager "Executives want the answers to two questions: Where are we today? Where will we end up? Do you really believe this cannot be accomplished on a single sheet of paper? The One-Page Project Manager series of books is encouraging you to do just that. Making this part of your Project Management methodology will simplify and improve your project communication, especially for busy

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executives." —Harold D. Kerzner, PhD, Senior Executive Director, International Institute for Learning, Inc. Clark Campbell fills a void and bridges a communication gap that has long existed between company executives and project or program managers. OPPM successfully links corporate strategy to those in the trenches managing projects." —Dr. Denis R. Petersen, PMP President and CEO, Milestone Management Consultants, LLC "Clark Campbell and Mike Collins present how OPPM works to drive strategy deployment. With OPPM in our lean tool kit, we have tapped into the creativity of our people to pump up productivity, cut cycle times, reduce inventories, and sustain world-class quality." —Harold Simons, Executive Vice President, Supply Chain, O.C. Tanner Company Member of the Shingo Prize Board of Governors

Are you reinventing the wheel each time you create a training project? Organize your way to efficiency with project management templates and tools specifically designed for training professionals. This book is at its core a bank of training knowledge. Each customizable template is practical to use on training-related projects or ongoing operations. In this book you will find: forms to help you manage all aspects of your training project helpful information to guide you as you institute an information system for your training department templates that help you deliver business results and business success. Using good forms correctly can greatly increase productivity and consistency within a distributed network of project team members. Whether you are a project manager who has training responsibilities, or a trainer responsible for managing

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projects, this guide offers tools you need to maximize efficiency.

**\*\* Winner AUSTRALIAN BUSINESS BOOK AWARDS - BEST GENERAL BUSINESS BOOK 2020 \*\* Finalist AUSTRALIAN BUSINESS BOOK AWARDS - BEST BOOK 2020**

Deliver great projects every time Projects are the lifeblood of organisations, but many projects fall short of expectations because of poor project management and/or poor project sponsorship. In *The Project Book*, author and 20-year project management and sponsorship veteran Colin D Ellis teaches you the skills and behaviours required to make your projects succeed, every time. The best projects, whether they are delivered in an agile or waterfall way, are a result of the people that lead them and the environment they create. This fail-safe and comprehensive handbook shows you how to develop the mindset and communication skills to create projects that leave a legacy for you, your team and your organisation. Project leaders and senior managers in all business and technical disciplines will benefit from the insightful guidance this book offers and better project outcomes will result. Split into two parts, individually addressing Project Leaders and Project Sponsors, this book guides large project facilitators to understand the importance of people over processes. become a project leader that people trust build a team culture of collaboration, agility and creativity upskill executives so that they're catalysts for transformation develop the organisational discipline needed for successful projects create a mature environment for your projects to thrive Engaging, informative and humorous, *The Project Book* will help project

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managers, project sponsors, scrum masters and product owners across all organisations to deliver successful projects in a way that customers will talk about for years.

Drive Strategy With Simplicity—On A Single Sheet Of Paper! The One-Page Project Manager set a new standard as an understandable and easy-to-apply organizational tool, allowing managers to summarize complex projects on a single information-rich page. This book, third in the OPPM series, describes how to combine the OPPM with the Toyota A3 report to create an enhanced, integrated management tool. With a refreshingly clear style, the authors walk users through implementing the OPPM/A3 using a variety of real-world case studies, as well as their own experience at O.C. Tanner Company. Rich with tools, templates, and teaching, the emphasis throughout remains on maintaining simplicity across the organization—communicating the right information to the right people at the right time to get the right things done. Praise for The One-Page Project Manager "Executives want the answers to two questions: Where are we today? Where will we end up? Do you really believe this cannot be accomplished on a single sheet of paper? The One-Page Project Manager series of books is encouraging you to do just that. Making this part of your Project Management methodology will simplify and improve your project communication, especially for busy executives." —Harold D. Kerzner, PhD, Senior Executive Director, International Institute for Learning, Inc. "Clark Campbell fills a void and bridges a communication gap that has

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long existed between company executives and project or program managers. OPPM successfully links corporate strategy to those in the trenches managing projects." —Dr. Denis R. Petersen, PMP®, President and CEO, Milestone Management Consultants, LLC "Clark Campbell and Mike Collins present how OPPM works to drive strategy deployment. With OPPM in our lean tool kit, we have tapped into the creativity of our people to pump up productivity, cut cycle times, reduce inventories, and sustain world-class quality." —Harold Simons, Executive Vice President, Supply Chain, O.C. Tanner Company, Member of the Shingo Prize Board of Governors (PMP and Project Management Professional are registered marks of the Project Management Institute, Inc.)

A surprisingly simple way for students to master any subject--based on one of the world's most popular online courses and the bestselling book *A Mind for Numbers* *A Mind for Numbers* and its wildly popular online companion course "Learning How to Learn" have empowered more than two million learners of all ages from around the world to master subjects that they once struggled with. Fans often wish they'd discovered these learning strategies earlier and ask how they can help their kids master these skills as well. Now in this new book for kids and teens, the authors reveal how to make the most of time spent studying. We all have the tools to learn what might not seem to come naturally to us at first--the secret is to understand how the brain works so we can unlock its power. This book explains:

- Why sometimes letting your mind

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wander is an important part of the learning process • How to avoid "rut think" in order to think outside the box • Why having a poor memory can be a good thing • The value of metaphors in developing understanding • A simple, yet powerful, way to stop procrastinating Filled with illustrations, application questions, and exercises, this book makes learning easy and fun.

When a manager is pressed to find a project manager for an important client, he looks to Rhett Sero, our to-be hero. He introduces Rhett to Heda Heldenmacher, a noted project management consultant. Heda introduces Rhett to the PROJECT methodology and spends seven days with him to prepare. Designed to increase success, this book is for accidental and new project managers, beginning project management learners, and those exploring project management careers or looking for a refresher. Told in the form of a business fable, concepts are put in everyday terms and stories make it more memorable. Everything you need to get started in an easy-to-read book. Each chapter includes a project management tip, reading selections from the PMBOK(R) Guide, and additional learning resources. A set of more than a dozen ready-to-use templates is available online. This is the story of the invaluable lessons Rhett learns transforming from Sero to Hero!

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

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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. â€¢The complete body of knowledge for project management professionals in the engineering, manufacturing and construction sectors â€¢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 â€¢Written by a qualified PMP exam accreditor and accompanied by online Q&A resources for self-testing

The New One-Page Project Manager Communicate and Manage Any Project With A Single Sheet of Paper John Wiley & Sons

The revised edition of the single-best source of project management case studies Project Management Case Studies, Second Edition presents the most comprehensive collection of project management case studies available today. Compiled by Harold Kerzner, the leading authority on project management, it offers more than ninety case studies that illustrate both successful implementation of project management by actual companies and pitfalls to avoid in a variety of real-world situations. Now with twenty-five new case studies, this new edition:

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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 Presents best practices and pitfalls of project management implementation in the real world Follows and supports preparation for the Project Management Professional (PMP®) Certification Exam Whether used with the latest edition of Harold Kerzner's landmark reference, Project Management: A Systems Approach to Planning, Scheduling, and Controlling, or on its own, Project Management Case Studies, Second Edition is a valuable resource for students, as well as practicing engineers and managers. Other powerful tools by Harold Kerzner: Project Management: A Systems Approach to Planning, Scheduling, and Controlling, Ninth Edition (0-471-74187-6) Project Management Workbook and PMP®/CAPM® Exam Study Guide, Ninth Edition (0-471-76076-5) (CAPM, PMP, and Project Management Professional are registered marks of the Project Management Institute, Inc.)

Visual Project Management: Simplifying Project Execution to Deliver On Time and On Budget is a groundbreaking addition to the project management body of knowledge. This work, based on extensive research and testing, is a practical project delivery practice guide, providing the principles and practices you need to deliver your projects on time within budget. Combining elements from the PMBOK(R), Agile, Lean and the Theory of Constraints, Woepfel lays out a framework to speed the completion of any project while reducing risk and holding the line on budgets. In the book, Woepfel makes the case that project managers should take an active ownership role in the process of delivering projects, extending into process improvement and process management, even into supply chain logistics management. In the book, you'll get a

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stunning inside look at what's going on in your projects: -The root causes of late projects and how to systematically identify and weed them out. -How any project can be turned around quickly -How to eliminate the silo effect in project teams, streamlining and improving communication and accountability -A simplified approach to managing project execution, delivering fast, significant results to deliver on time within budget Along with explaining the ViewPoint project execution methodology, the book showcases many different case studies illustrating the application of visual project management principles. Written in a no-nonsense, straightforward way, this book is certain to be one of your most valued leadership development books.

What will you learn from this book? Head First PMP teaches you the latest principles and certification objectives in The PMBOK® Guide in a unique and inspiring way. This updated fourth edition takes you beyond specific questions and answers with a unique visual format that helps you grasp the big picture of project management. By putting PMP concepts into context, you'll be able to understand, remember, and apply them—not just on the exam, but on the job. No wonder so many people have used Head First PMP as their sole source for passing the PMP exam. This book will help you: Learn PMP's underlying concepts to help you understand the PMBOK principles and pass the certification exam with flying colors Get 100% coverage of the latest principles and certification objectives in The PMBOK® Guide, Sixth Edition Make use of a thorough and effective preparation guide with hundreds of practice questions and exam strategies Explore the material through puzzles, games, problems, and exercises that make learning easy and entertaining Why does this book look so different? Based on the latest research in cognitive science and learning theory, Head First PMP uses a

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visually rich format to engage your mind, rather than a text-heavy approach that puts you to sleep. Why waste your time struggling with new concepts? This multi-sensory learning experience is designed for the way your brain really works.

The idea of "The Green Book" is to give the Motorist and Tourist a Guide not only of the Hotels and Tourist Homes in all of the large cities, but other classifications that will be found useful wherever he may be. Also facts and information that the Negro Motorist can use and depend upon. There are thousands of places that the public doesn't know about and aren't listed. Perhaps you know of some? If so send in their names and addresses and the kind of business, so that we might pass it along to the rest of your fellow Motorists. You will find it handy on your travels, whether at home or in some other state, and is up to date. Each year we are compiling new lists as some of these places move, or go out of business and new business places are started giving added employment to members of our race.

From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called “the Dear Abby of the work world.” Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when

- coworkers push their work on you—then take credit for it
- you accidentally trash-talk someone in an email then hit “reply all”
- you're being micromanaged—or not being managed at all
- you catch a colleague in a lie
- your boss seems unhappy with your work
- your cubemate's loud speakerphone is making

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you homicidal • you got drunk at the holiday party Praise for Ask a Manager “A must-read for anyone who works . . . [Alison Green’s] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work.”—Booklist (starred review) “The author’s friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers’ lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience.”—Library Journal (starred review) “I am a huge fan of Alison Green’s Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor.”—Robert Sutton, Stanford professor and author of *The No Asshole Rule* and *The Asshole Survival Guide* “Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way.”—Erin Lowry, author of *Broke Millennial: Stop Scraping By and Get Your Financial Life Together*

When software development teams move to agile methods, experienced project managers often struggle—doubtful about the new approach and uncertain about their new roles and responsibilities. In this book, two long-time certified Project Management Professionals (PMPs) and Scrum trainers have built a bridge to this dynamic new paradigm. They show experienced project managers how to successfully transition to agile by refocusing on facilitation and collaboration, not “command and control.” The authors begin by explaining how agile works: how it differs from traditional “plan-driven” methodologies, the benefits it promises, and the real-world results it delivers. Next, they systematically map the Project

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Management Institute's classic, methodology-independent techniques and terminology to agile practices. They cover both process and project lifecycles and carefully address vital issues ranging from scope and time to cost management and stakeholder communication. Finally, drawing on their own extensive personal experience, they put a human face on your personal transition to agile--covering the emotional challenges, personal values, and key leadership traits you'll need to succeed. Coverage includes Relating the PMBOKR Guide ideals to agile practices: similarities, overlaps, and differences Understanding the role and value of agile techniques such as iteration/release planning and retrospectives Using agile techniques to systematically and continually reduce risk Implementing quality assurance (QA) where it belongs: in analysis, design, defect prevention, and continuous improvement Learning to trust your teams and listen for their discoveries Procuring, purchasing, and contracting for software in agile, collaborative environments Avoiding the common mistakes software teams make in transitioning to agile Coordinating with project management offices and non-agile teams "Selling" agile within your teams and throughout your organization For every project manager who wants to become more agile. Part I An Agile Overview 7 Chapter 1 What is "Agile"? 9 Chapter 2 Mapping from the PMBOKR Guide to Agile 25 Chapter 3 The Agile Project Lifecycle in Detail 37 Part II The Bridge: Relating PMBOKR Guide Practices to Agile Practices 49 Chapter 4 Integration Management 51 Chapter 5 Scope Management 67 Chapter 6 Time Management 83 Chapter 7 Cost Management 111 Chapter 8 Quality Management 129 Chapter 9 Human Resources Management 143 Chapter 10 Communications Management 159 Chapter 11 Risk Management 177 Chapter 12 Procurement Management 197 Part III Crossing the Bridge to Agile 215 Chapter 13 How Will My Responsibilities Change? 217 Chapter 14

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How Will I Work with Other Teams Who Aren't Agile? 233 Chapter 15 How Can a Project Management Office Support Agile? 249 Chapter 16 Selling the Benefits of Agile 265 Chapter 17 Common Mistakes 285 Appendix A Agile Methodologies 295 Appendix B Agile Artifacts 301 Glossary 321 Bibliography 327 Index 333

#1 NEW YORK TIMES BESTSELLER • More than two million copies in print! The premier resource for how to deliver results in an uncertain world, whether you're running an entire company or in your first management job. "A must-read for anyone who cares about business."—The New York Times When Execution was first published, it changed the way we did our jobs by focusing on the critical importance of "the discipline of execution": the ability to make the final leap to success by actually getting things done. Larry Bossidy and Ram Charan now reframe their empowering message for a world in which the old rules have been shattered, radical change is becoming routine, and the ability to execute is more important than ever. Now and for the foreseeable future:

- Growth will be slower. But the company that executes well will have the confidence, speed, and resources to move fast as new opportunities emerge.
- Competition will be fiercer, with companies searching for any possible advantage in every area from products and technologies to location and management.
- Governments will take on new roles in their national economies, some as partners to business, others imposing constraints. Companies that execute well will be more attractive to government entities as partners and suppliers and better prepared to adapt to a new wave of regulation.
- Risk management will become a top priority for every leader. Execution gives you an edge in detecting new internal and external threats and in weathering crises that can never be fully predicted. Execution shows how to link together people, strategy, and operations, the

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three core processes of every business. Leading these processes is the real job of running a business, not formulating a “vision” and leaving the work of carrying it out to others. Bossidy and Charan show the importance of being deeply and passionately engaged in an organization and why robust dialogues about people, strategy, and operations result in a business based on intellectual honesty and realism. With paradigmatic case histories from the real world—including examples like the diverging paths taken by Jamie Dimon at JPMorgan Chase and Charles Prince at Citigroup—Execution provides the realistic and hard-nosed approach to business success that could come only from authors as accomplished and insightful as Bossidy and Charan.

Are you searching for your dream job and want to build winning teams in a flexible, fast-paced world while earning a great salary? 71% of companies use more agile project management, and their project success rate is significantly higher than that of traditional project management—the Project Management Institute. The average salary of an agile project manager is \$99,000-ZIPPIA. Wouldn't it be great if someone offered you not one, but all of these: A job where you can use your natural leadership abilities and work in the way that's best for YOU The ability to become agile in everything you do An opportunity to make this world a better place and create real values Trust that you can make your organization become faster, smarter, and more profitable A fast-moving career with a great salary If you answered yes, then I can help you. Why me? Well, I've worked on lots of projects and managed many different teams. I know how and why agile works, and I will uncover the secrets of 21st century project management, so you can achieve your best career. In this book, you will discover: 7 methods to be an elite agile project manager Trending software applications that will make

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your projects go faster Top secrets to agile 10 project management tools to save time in your personal life Best 11 practices to create your dream team 6 different ways to leap into project management leadership Why sports can help you in your career to take you from zero to hero How to use what you learned as a kid in your dream job 12 real-life examples of projects that worked... and what failed 10 ways to excel as an agile project manager BONUS: Never published before Ready, Set, Agile! methodology Still not sure if agile project management is right for you? Here are some questions I'm often asked. I didn't go to college, can I still be a project manager? Yes! Project management requires leadership skills-not specific degrees. The more experience you have from the projects you work on, the better you'll get, and you will become more confident leading the teams. Can the work be on-site or remote? It can be both, since remote work is growing very quickly. Software tools have made it possible to work closely as a strong team, even when not located in the same place. I've never been a programmer, how can I work on agile IT projects? Fortunately, you don't need special skills in programming or anything else in order to succeed as a project manager in agile. What if I've never worked in agile project management? You will just need the right guidance to learn the fundamentals of project management. I've provided everything you need to know in this book for you to start now. If you have prior experience with traditional project management, you will like agile more because of its freedom. No matter which industry you're in, agile is the way of the future. You'll be joining the success stories once you read the book and discover the secrets of being an agile project manager! To create the winning career of your dreams, scroll up and click the Add to Cart button now!

This fast-paced business novel does for project management what *The Goal* and

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It's Not Luck have done for production and marketing. Goldratt's novels have traditionally slain sacred cows and delivered new ways of looking at processes which seem like common sense once you read them. Critical Chain is no exception. In perhaps Eli's most readable book yet, two of the established principles of project management, the engineering estimate and project milestones, are found wanting and dismissed, and other established principles are up for scrutiny - as Goldratt once more applies his Theory of Constraints. The approach is radical, yet clear, understandable and logical. New techniques are introduced, and Project Buffers, Feeding Buffers, Limit Multitasking, Improved Communications and Correct Measurements make them work. Goldratt even handles the complicated statistics of dispersed variability versus accumulated variability so deftly you won't even be aware of learning about them - they'll just seem like more common sense! Critical Chain is critical reading for anyone who deals with projects. If you use block diagrams, drawings or charts to keep track of your activities, you are managing a project - and this book is for you.

The importance of effective and well-planned presidential transitions has long been understood. The Presidential Transition Act of 1963 provided a formal recognition of this principle by providing the President-elect funding and other resources "To promote the orderly transfer of the executive power in connection

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with the expiration of the term of office of a President and the Inauguration of a new President." The Act received minor amendments in the following decades, but until 2010 all support provided was entirely post-election. The Pre-Election Presidential Act of 2010 changed this by providing pre-election support to nominees of both parties. Its passing reinforced the belief that early transition planning is prudent, not presumptuous. The Romney Readiness Project was the first transition effort to operate with this enhanced pre-election focus. While Obama's re-election prevented a Romney transition from occurring, it is hoped that the content of this book can provide a valuable insight to future transition teams of both parties.

Master IT Project Management This practical, up-to-date guide explains how to successfully manage an IT project and prepare for CompTIA Project+ certification. IT Project Management: On Track from Start to Finish, Third Edition walks you through each step of the IT project management process, covering critical strategies for on-time and within-budget projects. You'll get proven methods for initiating a project, selecting qualified team members, conferring with management, establishing communication, setting realistic timetables, tracking costs, and closing a project. Learn how to: Define project requirements and create the project charter Create a feasibility study and establish project priority

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Determine strategy and obtain management approval Manage project scope and determine project expenses Build the project management plan Organize and lead a project team Track progress and calculate the Cost Performance Index (CPI) Implement changes to the project plan Perform continuous quality management Complete the project and assess deliverables On the CD: CompTIA Project+ practice exam Project management video training from the author Ready-to-use templates and worksheets Complete e-book Joseph Phillips, PMP, CompTIA Project+, is the Director of Education for Project Seminars. He is the author of PMP Project Management Professional Study Guide, Second Edition; CAPM/PMP Project Management Certification All-in-One Exam Guide, Second Edition; CBAP Certified Business Analysis Professional All-in-One Exam Guide; and PgMP Program Management Professional All-in-One Exam Guide.

Processes don't drive projects; people do. Successful project management is ultimately about effective communication, and more broadly, effective people management. Most books, however, deal largely with process - the mechanical, methodological side, and play down the human side. The Project Manager is a fresh approach to project management: it moves beyond the formal methodologies and techniques to shed light on the core skills that will make you a

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great project manager. It puts the project manager centre stage and provides you with an invaluable set of experience-based lessons, tips, and advice to help you consistently deliver the results you want. Whether you are a project manager yourself, or someone who works with or recruits project managers, this book will be essential reading. **DISCOVER WHAT YOU NEED TO KNOW AND DO TO BE A GREAT PROJECT MANAGER**

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

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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.)

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 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

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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 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-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.

Clark A. Campbell, author of a best-selling book on project management, has written a project management guide specifically for IT professionals who want to save time and work more efficiently. The One Page Project Manager for IT Projects: Communicate and Manage Any Project With A Single Sheet of Paper

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presents you with a winning formula for managing your complex IT projects using minimal resources. Coverage of vital topics like working with outside consultants, ERP project management, and ISO 9000 will be of special interest to IT managers and CIOs.

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

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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.

If the projects you manage don't go as smoothly as you'd like, *97 Things Every Project Manager Should Know* offers knowledge that's priceless, gained through years of trial and error. This illuminating book contains 97 short and extremely practical tips -- whether you're dealing with software or non-IT projects -- from some of the world's most experienced project managers and software developers. You'll learn how these professionals have dealt with everything from managing teams to handling project stakeholders to runaway meetings and more. While this book highlights software projects, its wise axioms contain project management principles applicable to projects of all types in any industry. You can read the book end to end or browse to find topics that are of particular relevance to you. *97 Things*

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Every Project Manager Should Know is both a useful reference and a source of inspiration. Among the 97 practical tips: "Clever Code Is Hard to Maintain...and Maintenance Is Everything" -- David Wood, Partner, Zepheira "Every Project Manager Is a Contract Administrator" -- Fabio Teixeira de Melo, Planning Manager, Construtora Norberto Odebrecht "Can Earned Value and Velocity Coexist on Reports?" -- Barbee Davis, President, Davis Consulting "How Do You Define 'Finished'"? -- Brian Sam-Bodden, author, software architect "The Best People to Create the Estimates Are the Ones Who Do the Work" -- Joe Zenevitch, Senior Project Manager, ThoughtWorks "How to Spot a Good IT Developer" -- James Graham, independent management consultant "One Deliverable, One Person" -- Alan Greenblatt, CEO, Sciova

In today's 'more for less' culture, the expectations of project management and delivery are no longer limited to budgets, schedules and quality. For projects to make an impact and have lasting value, the project manager must be able to strategize, innovate, motivate, empower and collaborate - in other words, project managers must learn how to lead. The Power of Project Leadership helps you transform into an effective project leader by shifting your managerial mindset into one of inspiration, motivation and influence. The book describes what good project leadership looks like and explains how to make the transition using concrete tools and strategies. With underlying theories to help the reader understand how teams and individuals are motivated, it ensures that project managers lead with vision, continuously improve and innovate, work with intent, empower the team, get closer to stakeholders, remain authentic and establish a solid foundation for their projects. The book has a practical and engaging approach and draws on over 25 interviews with leading experts who have made the transition from

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project managers to project leaders. These experts come from a variety of sectors and companies; including Expedia, British Gas, Standard Bank, Verizon Enterprise Solutions, Liquid Planner, and the UK Government.

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.

Effective risk management is essential for the success of large projects built and operated by the Department of Energy (DOE), particularly for the one-of-a-kind projects that characterize much of its mission. To enhance DOE's risk management efforts, the department asked the NRC to prepare a summary of the most effective practices used by leading owner organizations. The study's primary objective was to provide DOE project managers with a basic understanding of both the project owner's risk management role and effective oversight of those risk management activities delegated to contractors.

Streamline project workflow with expert agile implementation The Project Management

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

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behind both Agile and traditional plan-driven project management practices to provide a more thorough level of understanding.

Too many organizations are overlooking, or even suppressing, their single most powerful source of growth and innovation. And it's right under their noses. The frontline employees who interact directly with your customers, make your products, and provide your services have unparalleled insights into where problems exist and what improvements and new offerings would have the most impact. In this follow-up to their bestseller *Ideas Are Free*, Alan G. Robinson and Dean M. Schroeder show how to align every part of an organization around generating and implementing employee ideas and offer dozens of examples of what a tremendous competitive advantage this can offer. Their advice will enable leaders to build organizations capable of implementing 20, 50, or even 100 ideas per employee per year. Citing organizations from around the world, they explain what's needed to put together a management team that can lead the type of organization that embraces grassroots ideas and describe the strategies, policies, and practices that enable them. They detail exactly how high-performing idea processes work and how to design one for your organization. There's constant pressure today to do more with less. But cutting wages and benefits and pushing people to work harder with fewer resources can go only so far. Ironically, the best solution resides with the very people who have been bearing the brunt of these measures. With Robinson and Schroeder's advice, you can unleash a constant stream of great ideas that will strengthen every facet of your organization.

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

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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 Lazy Project Manager shows how adopting a more focused approach to life, projects and work can make us twice as productive. By concentrating project management to exercise effort where it really matters we will work smarter. The simple techniques of lazy project management can help us to work more effectively and improve our work–life balance.

From Governor and White House cabinet member Mike Leavitt: how to find collaborative solutions to the greatest challenges Your business challenges extend far

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beyond you and your firm, to the competitors within your industry and the regulators outside it. Finding solutions to larger issues requires cooperation between diverse stakeholders, and in this rapidly changing world, only those able to adapt and network successfully will produce fast, competitive solutions. How can leaders successfully bridge divides and turn competitors into collaborators? Leavitt and McKeown explain how a well-chosen network can become a powerful alliance. Whether you're launching a new partnership, or rehabilitating one already in progress, *Finding Allies, Building Alliances* will help you find workable solutions to the most complex problems. Written by Mike Leavitt, former Governor of Utah who brought the 2002 Winter Olympics to Salt Lake City, former US Secretary of Health and human services, and former head of the EPA; with his former Chief of Staff and business partner Rich McKeown, co-founder of Leavitt Partners Includes a framework of 8 elements that will help any leader foster and maintain an effective, productive collaborative venture Shows how better collaboration can not only solve problems, but boost the competitiveness and resilience in all sectors *Finding Allies, Building Alliances* is essential reading for any business leader looking for transformative solutions and a sustainable future.

This valuable companion to the Project Management Institute's *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*—Sixth Edition presents comprehensive examples and explanations of the tools and techniques presented in the *PMBOK® Guide*. Designed specifically to assist both new and experienced project

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managers in handling all aspects of a project, this title explains the “how” when it comes to project management theory. Concrete examples of tools for project managers will fill the gap in this PM knowledge area and provide necessary guidance for both practicing project managers and students.

No project management training? No problem! In today's workplace, employees are routinely expected to coordinate and manage projects. Yet, chances are, you aren't formally trained in managing projects—you're an unofficial project manager.

FranklinCovey experts Kory Kogon, Suzette Blakemore, and James Wood understand the importance of leadership in project completion and explain that people are crucial in the formula for success. Project Management for the Unofficial Project Manager offers practical, real-world insights for effective project management and guides you through the essentials of the people and project management process: Initiate Plan Execute Monitor/Control Close Unofficial project managers in any arena will benefit from the accessible, engaging real-life anecdotes, memorable “Project Management Proverbs,” and quick reviews at the end of each chapter. If you're struggling to keep your projects organized, this book is for you. If you manage projects without the benefit of a team, this book is also for you. Change the way you think about project management—“project manager” may not be your official title or necessarily your dream job, but with the right strategies, you can excel.

Nicknamed TNT by the authors, this explosive book is a mixture of insider information

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and effective strategies. Ralph Kliem and Irwin Ludin, former college lecturers whose business experience includes manufacturing, telecommunications, aerospace and artificial intelligence, deliver quick insight into the meaning and application of the most current terms in the project management profession. Although directed toward project management practitioners, others working in the fields of finance, marketing, sales and human resources will find this book an outstanding starting point. Have you ever wished you could find one book that featured all the latest project management terms, ideas and strategies in short, concise, easy-to-read form? Pick up this dynamite book today! How to manage any project on just one piece of paper The New One-Page Project Manager demonstrates how to efficiently and effectively communicate essential elements of a project's status. The hands of a pocket watch reveal the time of day without following every spring, cog, and movement behind the face. Similarly, an OPPM template reduces any project—no matter how large or complicated—to a simple one-page document, perfect for communicating to upper management and other project stakeholders. Now in its Second Edition, this practical guide, currently saving time and effort in thousands of organizations worldwide, has itself been simplified, then refined and extended to include the innovative AgileOPPM™. This Second Edition will include new material and updates including an introduction of the ground-breaking AgileOPPM™ and an overview of MyOPPM™ template builder, available on-line Includes references throughout the book to the affiliated sections in the Project Management Body of

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Knowledge (PMBOK®) Shows templates for the Project Management Office (PMO)  
This new and updated Second Edition will help you master the one-page approach to both traditional project management and Agile project management. (PMBOK is a registered marks of the Project Management Institute, Inc.)

Until now, books available for information systems project management focused either on information technology or production and operations. Information Systems Project Management reflects new thinking about the need for balance between technology topics and production-operations issues needed to manage successful IS projects. 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.

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