

Project Management for Non-Project Managers



JACK FERRARO, PMP

The Managers Pocket Guide To Project Management

Alexander Hiam

The Managers Pocket Guide To Project Management:

The Manager's Pocket Guide to Project Management Michael Greer,1999 If you want a concise distillation of all the essential tasks an effective project manager should be executing The Manager's Pocket Guide to Project Management is the book for you The author presents a performance support system based on the Project Management Institute's Project Management Body of Knowledge It reflects the best practices in the emerging field of project management The Manager's Pocket Guide to Project Management is a set of worksheets guidelines checklists and other tools for use by novices to perform specific project management tasks in a step by step fashion It's not necessary to read through the entire book to apply a particular tool The Manager's Pocket Guide to Project Management allows those new to project management to quickly acquire broad knowledge and skills related to the project management processes terminology tools and techniques product description

Pocket Guide to Project Management Michael Greer,1997 **A Pocket Guide for Project Managers** Michael J. Bettigole,2014-09-24 Organizations can deliver projects that are on time are within budget and produce the results they are intended to and it starts with project managers Author Michael J Bettigole who has painstakingly studied the patterns and circumstances surrounding project success and failure shares strategies to help project managers on the front lines accomplish their objectives In a clear concise format he shares best practices so project managers can demonstrate their expertise and distinguish themselves as leaders in the field He also explores how project managers can improve communication with members of the team keep team members accountable provide assistance to fix problems and pick the management style that works best Organized by the topics that most directly affect project deliveryaccountability transparency communication governance control leadership and toolsthe advice is simple and easy to put into action Numerous case studies on projects that succeeded and on those that went wrong help organizations duplicate victories and avoid pitfalls Whether you're a project manager or someone higher up in the organization you can gather the tools you need to help your team get the job done right with A Pocket Guide for Project Managers

The Manager's Pocket Guide to Organizational Learning Stephen J. Gill,2000 Today's organizations are in the learning business Employees must take in a constant supply of new information and apply it to their work regardless of their position

The Manager's Pocket Guide to Using Consultants David Newman,2007 What if the next consultant you hired came with an instruction manual filled with strategies to maximize your end of the relationship That's exactly what this pocket guide is a practical how to guide to taking full advantage of what the right consultant can provide

The Manager's Pocket Guide to Motivating Employees Shawn Doyle,2005 This practical guide concisely outlines the steps to creating and maintaining a fun energized and highly motivating work environment where employees want to work and stay Motivation techniques are made simple and direct in this focused guide for managers and leaders

The Manager's Pocket Guide to Creativity Alexander Hiam,1998 Use this guide to unleash the creative potential in others by understanding the key enablers and barriers to

creativity Directed creativity is possibly the most important problem solving skill You ll learn how the elements of creative thinking the methods that help us get un stuck can themselves be creative What better way to drive home the power of the creative thought process than to go out on a limb and be creative about creativity **The Manager's Pocket Guide to ECommunication** Laurie K. Benson,2000 E mail voice mail conference calls and video conferences have revolutionized communication Learn to maximize this technology to link personnel across cities states and countries Every manager needs to know the best uses of these new basic technologies Project Management, Second Edition (Briefcase Books Series) Gary R. Heerkens,2013-11-22 ON TIME ON BUDGET MANAGE EVERY PROJECT LIKE A PRO In today s environment of tight turnarounds and even tighter budgets the effective project manager is often considered the most valuable member of a workplace team Project Management Second Edition provides a step by step introduction to the tools and techniques necessary to successfully spearhead your next project This new edition has everything that made the original so popular plus it has been updated to reflect new principles and strategies in team building planning estimating costs managing project interfaces and more providing you with the kind of business savvy today s project manager is expected to possess Learn how to Stay on top of all aspects of your project process interpersonal and organizational Forge a spirit of cooperation and achievement among diverse team members Manage all the contingencies foreseen and unforeseen that come up in every project Successful Project Management Jack Gido,2002-06 This book written in clear non technical language for the layman shows readers from start to finish how to plan organize schedule and lead project management tasks *Subject Guide to Books in Print ,1991* **Project Management JumpStart** Kim Heldman,2018-10-16 An informative introduction for those considering a career in project management Project Management JumpStart offers a clear practical introduction to the complex world of project management with an entertaining approach based on real world application Fully revised to align with a Guide to the Project Management Body of Knowledge PMBOK Guide 6th edition this book provides an overview of the field followed by an exploration of current best practices The practical focus facilitates retention by directly linking critical concepts to your everyday work while the close adherence to PMBOK guidelines makes this book the perfect starting point for those considering certification to earn either PMP or CompTIA Project credentials Project management is a top five in demand skill in today s workplace and the demand has spread far beyond IT to encompass nearly every industry any organization that produces goods or services whether for profit or not has a vested interest in ensuring that projects are completed on time on budget and to the satisfaction of the client this is the heart of the project management function Let Kim Heldman bestselling author of PMP Study Guide and CompTIA Project Study Guide walk you through the basic principles and practices to help you build a strong foundation for further training Understand current project management methods and practices Explore project management from a practical perspective Delve into illustrative examples that clarify complex issues Test your understanding with challenging study questions Trillions of dollars are invested in various projects around

the world each year and companies have learned that investing in qualified project management professionals pays off in every aspect of the operation If you're considering a career in project management Project Management JumpStart provides an excellent introduction to the field and clear direction for your next steps **Project Manager's Pocket Guide** Deepak Pandey,2011-12-08 Traditionally Project management has been considered more of science than art Based on my experience I have found that the soft skills are as important in the success of a project as the technical skills Hence Project management is a combination of art and science Though most of the managers understand the technical aspect of project management they tend to neglect the soft skills that are required to manage a project In most of the cases the projects fail because of lack of the soft skills This book focuses on both the technical aspect of the project management as well as the importance of the soft skills required in managing a project Based on my experience project managers face problems in managing a project when they have not given enough importance to the scope definition of the project or when they are not able to manage a project meeting effectively or when they had to manage teams that are quarrelsome and unproductive The inability to understand stakeholder's expectations and not perceive the bigger picture in terms of organization structure culture and user expectations from the project results in project failure On one hand the project manager has to control the cost schedule and effort aspects of the project and at the same time manage the expectations of the stakeholders maintain proper communication channels provide direction to the team towards a common goal and maintain a good quality of the product This requires a good experience and knowledge on the art and science of the project management to maintain the balance and achieve the desired results The book contains all the key topics which a manager needs to refer to from time to time to manage a project in an efficient and successful manner **The Book Review** ,1997 *PMP: Project Management Professional Exam Deluxe Study Guide* Kim Heldman,2018-02-28 NOTE The book included the incorrect URL to access the online test banks provided with the purchase of this book The correct URL is www.wiley.com/go/sybextestprep

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ISO 21500 Guidance on project management - A Pocket Guide Anton Zandhuis,Rommert Stellingwerf,2015-01-01 This pocket guide explains the content and the practical use of ISO 21500 Guidance on project management the latest international standard for project management and the first of a family of ISO standards for project portfolio and program management ISO 21500 is meant for senior managers and project sponsors to better understand project management and to properly support projects for project managers and their team members to have a reference for comparing their projects to others and it can be used as a basis for the development of national standards This pocket guide provides a quick introduction as well as a structured overview of this guidance and deals with the key issues within project management Roles and responsibilities Balancing the project constraints Competencies of project personnel All ISO 21500 subject groups themes are explained Integration Stakeholder Scope Resource Time Cost Risk Quality Procurement and Communication A separate chapter explains the comparison between ISO 21500 and PMBOK Guide PRINCE2 Agile Lean Six Sigma and other methods practices and models Finally it provides a high level description of how ISO 21500 can be applied in practice using a generic project life cycle Proper application of this new globally accepted project management guideline will support organizations and individuals in growing their project management maturity consistently to a professional level

Pocket Guide to Technical Writing William S. Pfeiffer,2001 This book is designed to give quick access to the essentials of workplace writing It is a guide to speed organization visual appeal and correctness in 16 different kinds of documents as well as guidelines for special topics like graphics speeches and e mails For speed this book gives you a 9 step process to write quickly and well For organization this book gives you a three part structure to organize all documents For visual appeal this book has tips for using white space lists and headings For correctness an alphabetized handbook on style and grammar is included Publisher

Pocket Guide to Technical Presentations and Professional Speaking Steven B. Zwicker,William S. Pfeiffer,2006 A handbook that promotes the art of good speaking Pocket Guide to Technical Presentations provides basic guidelines that foster confidence Up to date information in a simple straightforward format you will learn to speak competently overcome anxiety analyze the audience research a topic and to organize illustrate and deliver a professional level talk After a comprehensive and

interesting overview about public speaking and technical presentations this convenient pocket guide covers audience analysis coping with anxiety presentation organization illustrating the presentation graphics delivery evaluation and adapting to different situations Because of its convenient size ease of use and informative appendix this guide is invaluable to those who need to present information from all walks of life from students to trainer facilitators to CEOs *A Book of the Play: Studies and Illustrations of Histrionic Story, Life & Character* Dutton Cook,1876 Official Reference Book and Buyers' Guide ,1988

The Top Books of the Year The Managers Pocket Guide To Project Management The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the fascinating narratives that have charmed audiences this year. The Managers Pocket Guide To Project Management : Colleen Hoovers "It Ends with Us" This touching tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. The Managers Pocket Guide To Project Management : Delia Owens "Where the Crawdads Sing" This evocative coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and thrilling novel that will keep you guessing until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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