

Free Successful Project Management 5th Edition Gido

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project management has become an area of interest in all types of organization and the skills required are recognized as highly desirable at all levels the role of project manager requires maintaining a balance between the demands of the customer project team and the organization this provides a real challenge in the fields of time management and prioritization successful project management will enable any manager to significantly raise the probability of success with their projects and contains practical and well tested techniques this step by step guide will help you with project conception and start up managing project stakeholders managing risks project planning project launch and execution closure and evaluation complete with checklists and specific guidance notes this essential book covers the entire project management process and will improve your chances of success

the fourth edition of this internationally bestseller details the quick and easy way to master the basics of project management using a lively conversational style project management gurus mickey rosenau and gregory githens equip readers with fundamental principles and tested in the trenches techniques for managing projects in any type of organization they arm readers with easy to use tools for resolving any technical mechanical or personnel problem that may arise over the course of a project and break project management down into twenty two chronological steps extensively revised and updated this fourth edition examines the role of integration in project planning risk and issues management virtual teams new theories project management offices and more successful project management fourth edition is an ideal primer for students and an indispensable quick reference for experienced professionals

covering everything students need to know about working successfully in a project environment this second edition includes a copy of microsoft project 2000 on cd rom and a series of case studies with questions that have been framed for individual and group response pub desc

project management skills are needed at all levels in any organisation this guide is based upon practical examples and case studies that show how to improve performance using tried and tested techniques in project management

this book was written as a reference tool for project managers of all kinds it seeks to provide guidance and inspiration to those interested in expanding upon their current skill set the book was structured for projects lasting up to one year in duration or 260 work days as such this book is intended to be read and re read one page a day for each day of the project the objective of this approach is a steady information flow of actionable concepts that can be implemented immediately by the project manager

successful project management third edition covers the fundamentals of project management focusing on practical skills you can apply immediately to complete projects on time on budget and on target this book teaches you how to use proven strategies in large or small projects to clarify the objectives avoid serious errors of omission and eliminate costly mistakes gain the skills to set measurable project objectives and create a practical plan to achieve them manage the time cost and scope of the project lead the project team and manage relationships effectively and productively across the spectrum of project stakeholders modern project management is a premier solution in business and nonprofit organizations project managers find success using a structured approach to project planning scheduling resourcing decision making and management this book isn't just for project managers team members need to know how to carry out their part of the project and business executives need to understand how they must support project management efforts in the organization now you can master the skills and techniques you need to bring projects in on schedule and on budget with successful project management no matter how complex or extensive your project you'll understand how to exercise the strict planning tracking monitoring and management techniques needed to stay on top of every project this is an ebook version of the ama self study course if you want to take the course for credit you need to either purchase a hard copy of the course through amaselfstudy.org or purchase an online version of the course through flexstudy.com

effective project management in easy steps will show you how to make sure your project is successful it focuses on the key skills a manager needs to develop for a smooth running project and a timely arrival at the finishing line it includes examples for most key documents such as the terms of reference business case and project plan it addresses team building and good communications it covers the typical project stages with helpful lists of applicable tasks and deliverables which effectively provides a blueprint for planning an entire project this up to date primer covers all key trends in project management including a chapter on agile project management if you're a first time project manager let this book take you through the essential project stages in easy steps and take note of the applicable tasks and deliverables if you're an experienced project manager this book provides a valuable source of inspiration for making projects run smoothly and satisfactorily covering risk management together with insights on how to plan lead organize and control a project simply a fountain of knowledge

a crash course for effectively planning and managing timely organized projects 10 steps to successful project management features a structured methodology for delivering high quality projects on time learn how to distinguish between a project and task build a convincing business case define project scope assess risks and constraints create a project plan collaborate on action items and measure and communicate results this title is an essential resource for anyone in any function of any business

learn best practices and proven methods from project management professionals and apply these skills as you work with microsoft project in this practical guide project management expert bonnie biafore shows you how to manage projects efficiently and effectively sharing the real world experiences of project managers in several industries you'll learn how to put the best practices and hard won lessons of experts to work on your critical projects sharpen the skills you need to manage projects expertly from start to finish communicate effectively with project stakeholders management and team members apply methods to break down the project into small manageable pieces define work assignments choose resources and build project schedules accurately estimate project costs and work with a budget identify project changes and manage risks track progress and balance priorities without sacrificing quality document project history and lessons learned to help improve future projects project files available on the companion website

this is a practical guide to the essential core skills of project management in social work and social care the authors set out the tools steps and stages necessary for successful project management detailed case studies demonstrate the ideas in action and reflective activities practical tools and action checklists are included throughout

an easy to follow blueprint for getting the project done on schedule under budget and according to specifications every time this third edition of an internationally bestselling guide provides project managers in training product developers and team leaders with a quick easy way to master the basics of project management using a lively conversational style project management guru mickey rosenau equips you with a set of general principles and tested in the trenches techniques for managing projects in virtually any type of organization he also arms you with original easy to use tools for resolving any technical mechanical or personnel problem that can arise over the course of a project to make the complex discipline of project management as easy to understand and master as possible rosenau breaks it down into 22

chronological steps grouped into five phases or processes from defining project goals and planning the work to leading the team monitoring progress and completing the project extensively revised to reflect the latest trends in the field this third edition is nearly one third larger than its predecessor and features fully integrated coverage of the latest cost estimating and project management software it also includes for the first time a chapter on new product development projects successful project management third edition is an ideal primer for students and an indispensable quick reference for experienced project managers team leaders and new product developers

if an organization has reached a high level of project management maturity the organization should regard that as a reason for extreme pride among competitors this book describes the attributes procedures and policies that reflect sophisticated organizations

you ve been given a project to run you know you need to get it right but you don t know what you need to do and in what order to make sure it all runs smoothly and you come out of it looking great you need project management step by step almost every manager and businessperson finds at some time that he or she has to complete a task that has sufficient complexity and importance that an ad hoc approach to getting it done is just not enough managers in this common situation need the structure and rigour of a project management approach yet very few managers are formally trained in project management or have the inclination time or finances to become trained they need an approach they can feel confident is sufficiently robust to ensure their success but also simple enough to be immediately applicable project management step by step provides the solution to this problem a practical and immediate way to become a competent project manager this is a comprehensive and authoritative guide written and structured in a practical and rapidly applicable style

an excellent guide that sets out the basic principles and provide practical steps for project managers topics covered include understanding the nature of projects setting up a project planning projects controlling projects and the role and personal qualities of a project manager

whether organising an important event or heading up a large team running a project can be a daunting process project management is fraught with perils unfinished and unsuccessful projects are everywhere in fact it s more common than not for projects to fail effective project management reveals what the best project managers know say and do by condensing thirty years of hands on project management experience it will show the reader what to do in simple smart and practical steps with essential advice that has been tried and tested in real businesses it covers all the aspects of how to manage a successful project including how to manage changing targets how to plan quality timescales and budgets how to identify and manage risks and how to deliver your project with practical proven and effective measures to mitigate the risk of project failure effective project management will boost confidence and encourage the reader to develop an instinct to pursue the best solutions for any project

a practical and accessible guide to managing a successful project effective project management is based around an activities and action check list approach to project management it provides a guide to the basic principles and the disciplines that managers need to master in order to be successful the author s check lists approach

based on his years of practical experience on projects ensure that project managers are following valid processes helping them to be innovative in their approach to developing plans and resolving problems in addition the author's check list pick and mix format is designed to be flexible in order to meet the individual needs of the reader effective project management also contains some information on the theories underpinning project management knowledge of the theory helps in the understanding of how project management works in practice in addition to the book's check lists of what activities need to be performed the author offers suggestions on how tasks could be carried out this important resource covers a wide range of project management topics including the project management process programme and portfolio management initiating and contracting a project personal skills and more offers a highly accessible guide to the author's verified check list approach presents flexible guidelines applicable for a wide range projects includes guidance for project managers at all levels of experience written for project managers working on engineering or construction projects effective project management reviews all aspects of a project from initiation and execution to project completion together with the specialist topics and personal skills needed to manage projects effectively

this book provides an effective overall approach and concrete action strategies to help readers quickly grasp key aspects of project management and reduce the pressure during the learning process so that they can soon start enjoying the fruits of successful project management the problems discussed in this book have been drawn both from several years of theoretical research on the part of the author and from communications between the author and hundreds of business executives and project managers from many domestic and international emba and ceo classes the book's unique content is written in an easy to follow tone with typical chinese systemic and dialectical thinking intended to help readers find the appropriate way to solve problems as they encounter them one of the popular misunderstandings about project management is to make project managers to take most of the responsibilities for project success i.e senior managers in companies usually think project management is not their business this book puts project management in business context to eliminate this misunderstanding and demonstrates that only if the senior managers recognize the value of projects and play their roles in project governance and project management right their companies can survive and develop in the changing society in order to solve the contradiction between the uniqueness of a project and the efficiency reliability of its management this book examines based on chinese dialectical logic the basic preparation needed for successful project management including how to use unified principles to manage projects with different characteristics how to create company wide project governance infrastructure to make project managers to be able to take their management responsibilities and how to establish effective relationships among project stakeholders to make unique projects to be manageable structured partner social networks etc this book explains how to deal with the key contradictions existing in each phase of a project from project decision making to close out this book is basically for both top managers of companies and project managers so it addresses many challenges companies and project managers will have to face in the changing society and provides essential strategies and methods for overcoming them this book is not an another book to talk about project management knowledge or successful project management stories it is about basic project thinking and corresponding insights to deal with key common issues in projects which are essential to manage projects and even companies reliably in the changing and unreliable society

successful project management is designed to present the essential skills you need to make an effective contribution and an immediate impact on the accomplishment of projects a wealth of cases from both south africa and africa inspire discussion and debate giving you first hand insights into how to apply project management in the

real world a variety of learning features reinforce concepts critical to project management success key features the text is comprehensive but written in an easy to understand straightforward style with a minimum of technical terms you will acquire project management terminology gradually as you work through the text scheduling techniques are described without relying on complex mathematical theories or algorithms examples based on projects encountered in everyday situations give you a taste of project management skills in action concepts in the chapters support the project management knowledge areas of the pmbok r guide this ensures that the concepts you are learning reflect today s best practices within project management end of chapter localised case studies provide critical thinking scenarios placing project management skills into a practical context and prompting meaningful analysis and discussion a wealth of practical questions and effective internet exercises encourage you to apply the concepts covered in the chapter successful project management is intended for students as well as for working professionals and volunteers

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