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# Download Free Project Management ToolBox Tools And Techniques For The Practicing Project Manager

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## **OM9ZGS - ALESSANDRA CARTER**

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Boost your performance with improved project management tactics Project Management ToolBox: Tools and Techniques for the Practicing Project Manager, Second Edition offers a succinct explanation of when, where, and how to use project management resources to enhance your work. With updated content that reflects key advances in the project management field, including planning, implementation, control, cost, and scheduling, this revised text offers added material that covers relevant topics, such as agility, change management, governance, reporting, and risk management. This comprehensive resource provides a contemporary set of tools, explaining each tool's purpose and intention, development, customization and variations, and benefits and disadvantages. Additionally, examples, tips, and milestone checks guide you through the application of these

tools, helping you practically apply the information you learn. Effective project management can support a company in increasing market share, improving the quality of products, and enhancing customer service. With so many aspects of project management changing as the business world continues to evolve, it is critical that you stay up to date on the latest topics in this field. Explore emerging topics within the world of project management, keeping up to date on the latest, most relevant subject areas Leverage templates, exercises, and Power-Point presentations to enhance your project management skills Discuss tips, reporting, implementation, documentation, and other essentials of the project management field Consider how project management fits into various industries, including technology, construction, health-care, and product development Project Management ToolBox: Tools and Tech-

niques for the Practicing Project Manager, Second Edition is an essential resource for experienced project managers and project management students alike. Explains how to use the project management software to build a project schedule, work with a budget, manage project resources, communicate information, manage risk, and archive historical information.

Operations managers: use project management (PM) tools and techniques to supercharge efficiency, free up resources, eliminate unnecessary meetings, and get more done faster! Long-time operations manager and PMP-certified project manager Randal Wilson shows how to apply PM to complete the crucial "smaller" tasks that can help your organization quickly achieve sizable performance improvements. Wilson guides you in utilizing PM-style processes, structure, communication techniques, and tools throughout operations, wherever they make sense and drive value. You'll learn how to plan, implement, and measure the success of high-impact changes, and organize key tasks so they actually get done. Wilson introduces specific PM-based techniques for eliminating waste in engineering, manufacturing, distribution, and inventory control, plus a full chapter of insights for improving virtually any supply chain. He shows how to use PM to improve the way you manage teams, schedules, budgets, and other resources, and helps you systematically predict, plan for, and mitigate operational risks. Using PM, you'll learn how to improve cooperation with other managers within operations, in other lines of business, and with senior executives. You'll discover better ways to "design in" efficiency right from the start, and learn how to choose and use tools that make you even more effective over time. The

Operations Manager's Toolbox will be an invaluable resource for every current operations manager, everyone moving into operations, and every project manager seeking to apply their skills in new venues.

Project management is about delivering value and results. Project managers are under an incredible amount of stress, trying to complete their projects successfully. And when they do, they are often rewarded with increased responsibility such as managing projects with higher complexity and strategic importance. We live in a dynamic, innovative, fast-paced world with a high level of uncertainty. Demands from clients, stakeholders and executive suites are increasingly more complex and difficult to manage. This environment not only has an impact on the lives of project managers, but also on their ability to achieve results. In that context, it is important to move beyond managing tasks to developing the strong leadership skills required to maximize results! Leadership Toolbox for Project Managers is focused on one thing and one thing only: giving you those skills necessary to maximize your project's results. Changing the emphasis from task-based work to leadership and vision will help you achieve better results and add more value to the projects you are managing. Leadership Toolbox provides project managers with a holistic approach to developing their leadership skills. It provides a comprehensive view of key dimensions of leadership; such as self-awareness, self-development, values and ethics, strategic thinking, team management, decision-making and problem-solving. Leadership Toolbox for Project Managers will help you achieve better results in a dynamic world.

For operations managers, running a

smooth and efficient organization is more crucial than ever -- and it's more difficult, too. Fortunately, there's a secret to success: a proven approach and toolset that can help operations managers free up resources, eliminate unnecessary meetings, and get more done faster. The approach is named "The Power of Completion," and the tools have been honed by expert project managers through decades of experience. In *The Operations Manager's Toolbox*, operations manager and PMP-certified project manager Randal Wilson shows how to apply the Project Management (PM) discipline to completing the crucial "smaller" tasks that can help the organization quickly drive substantial improvements in efficiency and performance.  $\zeta$  *The Encyclopedia of Operations Management* is the perfect "field manual" for every supply chain or operations management practitioner and student. The field's only single-volume reference, it's uniquely convenient and uniquely affordable. With nearly 1,500 well-organized definitions, it can help students quickly map all areas of operations and supply chain management, and prepare for case discussions, exams, and job interviews. For instructors, it serves as an invaluable desk reference and teaching aid that goes far beyond typical dictionaries. For working managers, it offers a shared language, with insights for improving any process and supporting any training program.  $\zeta$  It thoroughly covers: accounting, customer service, distribution, e-business, economics, finance, forecasting, human resources, industrial engineering, industrial relations, inventory management, healthcare management, Lean Sigma/Six Sigma, lean thinking, logistics, maintenance engineering, management information systems, marketing/sales, new product development, operations re-

search, organizational behavior/management, personal time management, production planning and control, purchasing, reliability engineering, quality management, service management, simulation, statistics, strategic management, systems engineering, supply and supply chain management, theory of constraints, transportation, and warehousing. Multiple figures, graphs, equations, Excel formulas, VBA scripts, and references support both learning and application.

"This book is of the kind you always wanted but didn't think would or could ever exist: the universal field theory of problem solving." Tom Sommerlatte Typically today's tasks in management and consulting include project management, running workshops and strategic work - all complex activities, which require a multitude of skills and competencies. This standard work, which is also well accepted amongst consultants, gives you a reference or cookbook-style access to the most important tools, including a rating of each tool in terms of applicability, ease of use and effectiveness. In this considerably enlarged third edition, Nicolai Andler presents 152 of such tools, grouped into task-specific categories: Definition of a Situation/Problem - Information Gathering - Creativity - Information Consolidation - Goal Setting - Strategic, Technical and Organisational Analysis - Evaluation and Decision Making - Project Management. Checklists and Application Scenarios further enhance the use of this toolbox. Information provided by this book is: - comprehensive and sufficiently wide in scope, combined with a practical level of detail without being too academic - reliable and proven in numerous real implemented cases - easy to apply due to many different search options, checklists, application scenarios and guiding instructions. Written by a

professional consultant, business analyst and business coach, this book is a unique reference work and guide for those wanting to learn about or who are active in the fields of consulting, project management and problem solving in general, both in business and engineering: business coaches and management trainers, workshop moderators, consultants and managers, project managers, lecturers and students.

The ever expanding market need for information on how to apply project management principles and the PMBOK® contents to day-to-day business situations has been met by our case studies book by Harold Kerzner. That book was a spin-off from and ancillary to his best selling text but has gained a life of its own beyond adopters of that textbook. All indications are that the market is hungry for more cases while our own need to expand the content we control, both in-print and online would benefit from such an expansion of project management "case content". The authors propose to produce a book of cases that compliment Kerzner's book. A book that offers cases beyond the general project management areas and into PMI®'s growth areas of program management and organizational project management. The book will be structured to follow the PMBOK in coverage so that it can not only be used to supplement project management courses, but also for self study and training courses for the PMP® Exam. (PMI, PMBOK, PMP, and Project Management Professional are registered marks of the Project Management Institute, Inc.)

This handbook has three primary objectives : (?) to give the project managers guidance to avoid conflicts in project execution and to understand the procedures in case of legal proceedings, (?) to give

lawyers the understanding of the technical problems in project management, and (?) to give students an introduction into the technical and legal aspects of managing big international projects. The case studies and questions at the end of each chapter are especially directed to the student and the young project managers, who try to enter the ever more complicated world of managing international projects. This book does not try to give legal advice, but it tries to help engineers and project managers how to thoroughly plan their project in order to avoid conflicts during execution. In this way it also helps lawyers to better understand their clients, when they have to defend them in conflicts regarding big international projects. The authors' many years of experience in managing international projects on one side and in assisting as experts and monitors of litigation on the other side have led them to write this book and thus to help other project managers avoid the mistakes that they themselves and other project managers have made in the past.

PMBOK® Guide is the go-to resource for project management practitioners. The project management profession has significantly evolved due to emerging technology, new approaches and rapid market changes. Reflecting this evolution, The Standard for Project Management enumerates 12 principles of project management and the PMBOK® Guide &- Seventh Edition is structured around eight project performance domains. This edition is designed to address practitioners' current and future needs and to help them be more proactive, innovative and nimble in enabling desired project outcomes. This edition of the PMBOK® Guide: •Reflects the full range of development approaches (predictive,

adaptive, hybrid, etc.); • Provides an entire section devoted to tailoring the development approach and processes; • Includes an expanded list of models, methods, and artifacts; • Focuses on not just delivering project outputs but also enabling outcomes; and • Integrates with PMI standards+™ for information and standards application content based on project type, development approach, and industry sector.

For some people, Project Management is a somewhat complicated theory. This book provides a thorough overview of Project Management, mixed with some fun storytelling. It is intended for those entering into the world of Project Management, those looking to set up a Portfolio Management Office, more experienced Project Managers and those who are simply interested in the subject. The Essence of Project Management "cuts through the muck" of endless Project Management books with carefully picked "Golden Nuggets" of information from what the author's knowledge and experience. Using a funnel approach, this book will introduce you to some over-arching concepts and important contexts, such as the connections with Business Strategy, Stage Gate Project Models and Portfolio Management Office, and then focus on the key Project Management tools. 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 (PM-PRs) 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 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 Man-

agement 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 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

The remarkable success of the book *A Pastor's Toolbox: Management Skills for Parish Leadership* has demonstrated that the demands of time and financial challenges continue to impact the work of today's parish leaders. The need has become even greater for practical tools to assist in the many aspects of temporal administration, leadership, and church management. This follow-up volume provides all new information, insights, and practical tools that pastors need to handle the complexities of parish management in the twenty-first century. Sixteen contributors from across the country deliver key content that focuses on promoting excellence and best practices in the areas of management, finances, communications, and human resources development. *A Pastor's Toolbox 2* provides: leadership tools for the pastor and his team; help for working with the parish's pastoral and finance council; intercultural competence and complex pastoring situations; suggestions for time management and effective meetings; human re-

sources, change management, and canon law; tools for parish stewardship, communications, and Catholic schools. The book is an outgrowth of the *Toolbox for Pastoral Management*, a nationally recognized joint project of Leadership Roundtable and Seton Hall University. Learn more at [www.LeadershipRoundtable.org](http://www.LeadershipRoundtable.org).

*Offshore Projects and Engineering Management* delivers a critical training tool for engineers on how to prepare cost estimates and understand the most recent management methods. Specific to the oil and gas offshore industry, the reference dives into project economics, interface management and contracts. Methods for analyzing risk, activity calculations and risk response strategies are covered for offshore, FPSO and pipelines. Supported with case studies, detailed discussions, and practical applications, this comprehensive book gives oil and gas managers a management toolbox to extend asset life, reduce costs and minimize impact to personnel and environment. Oil and gas assets are under constant pressure and engineers and managers need engineering management training and strategies to ensure their operations are safe and cost effective. This book helps manage the ramp up to the management of offshore structures. Discusses engineering management for new and existing offshore platforms, including FPSOs and subsea pipelines Presents everything a reader needs to understand the most recent PMP modules and management methods Provides the best tools, tactics and forms through several practical case studies

This book enhances learning about complex project management principles and practices through the introduction and discussion of a portfolio of tools present-

ed as an evolving toolbox. Throughout the book, industry practitioners examine the toolsets that are part of the toolbox to develop a broader understanding of complex project management challenges and the available tools to address them. This approach establishes a dynamic, structured platform for a comprehensive analysis and assessment of the modern, rapidly changing, multifaceted business environment to teach the next generation of project managers to successfully cope with the ever increasing complexity of the 21st century.

When Fortune Magazine estimated that 70% of all strategies fail, it also noted that most of these strategies were basically sound, but could not be executed. The central premise of Strategic Project Management Made Simple is that most projects and strategies never get off the ground because of adhoc, haphazard, and obsolete methods used to turn their ideas into coherent and actionable plans. Strategic Project Management Made Simple is the first book to couple a step-by-step process with an interactive thinking tool that takes a strategic approach to designing projects and action initiatives. Strategic Project Management Made Simple builds a solid platform upon four critical questions that are vital for teams to intelligently answer in order to create their own strong, strategic foundation. These questions are: 1. What are we trying to accomplish and why? 2. How will we measure success? 3. What other conditions must exist? 4. How do we get there? This fresh approach begins with clearly understanding the what and why of a project - comprehending the bigger picture goals that are often given only lip service or cursory reviews. The second and third questions clarify success measures and identify the risky assumptions that can later cause pain if not spotted

early. The how questions - what are the activities, budgets, and schedules - comes last in our four-question system. By contrast, most project approaches prematurely concentrate on the how without first adequately addressing the three other questions. These four questions guide readers into fleshing out a simple, yet sophisticated, mental workbench called "the Logical Framework" - a Systems Thinking paradigm that lays out one's own project strategy in an easily accessible, interactive 4x4 matrix. The inclusion of memorable features and concepts (four critical questions, LogFrame matrix, If-then thinking, and Implementation Equation) make this book unique.

Publisher description

A must have for all practising and aspiring consultants and strategists, this book covers a wide range of consultancy tools and techniques that are well displayed, well described and well referenced. The tools and techniques are helpfully divided in to twenty recognisable skills sectors within management consultancy fields and specialisms. The depiction of the content with diagrams aids the process of quick reference and ease of understanding. The tools and techniques can be utilised across the whole range of organisational sectors, both private and public. The purpose is not to short cut formal learning, but to provide easy access to a 'toolbox' of tried and tested management approaches through a collection of models, tools and occasional brief notes which consultants, managers and scholars can use in a practical way.

With plenty of ideas, suggestions, and practical cases on software quality, this book will help you to improve the quality of your software and to deliver high-quality products to your users and satisfy the needs of your customers and stakehold-

ers. Many methods for product quality improvement start by investigating the problems, and then work their way back to the point where the problem started. For instance audits and root cause analysis work this way. But what if you could prevent problems from happening, by building an understanding what drives quality, thus enabling to take action before problems actually occur? What Drives Quality explores how quality plays a role in all of the software development activities. It takes a deep dive into quality by listing the relevant factors of development and management activities that drive the quality of software products. It provides a lean approach to quality by analyzing the full development chain from customer requests to delivering products to users. I'm aiming this book at software developers and testers, architects, product owners and managers, agile coaches, Scrum masters, project managers, and operational and senior managers who consider quality to be important. A book on quality should be practical. It should help you, the reader of this book, to improve the quality of your software and deliver better products. It should inspire you and give you energy to persevere on your quality journey. What drives quality tries to do just that, and more. This book is based on my experience as a developer, tester, team leader, project manager, quality manager, process manager, consultant, coach, trainer, and adviser in Agile, Lean, Quality and Continuous Improvement. It takes a deep dive into quality with views from different perspectives and provides ideas, suggestions, practices, and experiences that will help you to improve quality of the products that your organization is delivering. This book views software quality from an engineering, management, and social perspective. It explores

the interaction between all involved in delivering high-quality software to users and provides ideas to do it quicker and at lower costs.

Winner of PMI's 2011 David I. Cleland Project Management Literature Award Detailing cutting-edge green techniques and methods, this book teaches project managers how to maximize resources and get the most out of limited budgets. It supplies proven techniques and best practices in green project management, including risk and opportunity assessments. With illustrative case studies and insights from acknowledged leaders in green project management, the text: Explains how to tap into green incentives, including grants, rebates, and tax credits Includes case studies that illustrate how to integrate green techniques and methods to generate cost savings and maximize resources Provides green techniques that take little time to implement, can benefit all types of projects, and can generate immediate savings to your project's bottom line Praise for: A first-of-its-kind book ... a must-read for senior executives as well as project managers. —Harold Kerzner, Ph.D., Senior Executive Director for Project Management at The International Institute for Learning ... an impressive piece of work. —Jean Binder, PMP, MBA, award-winning author (David I. Cleland Literature Award, 2008) This important book defines the green field and sets out the steps for those who want to be ahead of the crowd... —Dr. David Hillson, PMP, FAPM, FIRM, MCMI, Director of Risk Doctor & Partners ... an incredible call to arms to increase your project greenality for a better world, or a bigger pay check, if you're still cynical on this topic. —Bas de Baar, ProjectShrink.com ... an excellent job of making the reader aware of how much influence a single project manager, let



alone an entire discipline, can have on improving our environment. —Professor Schwalbe, Department of Business Administration, Augsburg College

Innovation Project Management Handbook provides organizational leaders and decision-makers with a cadre of agile, disciplined, and transformational tools and processes for improving innovation opportunity outcomes and achieving sustained innovation project success. The authors introduce new tools and processes developed over their decades of work i

Agile project management is a proven approach for designing and delivering software with improved value to customers. Agility is all about self-directed teams, feedback, light documentation, and working software with shorter development cycles. The role of the project manager with agile differs significantly from traditional project management in that there is minimal up-front planning. Agile for Project Managers will help project managers from any industry transition to agile project management. The book examines the project management component of agility, concentrating on industry standards, certifications, and being agile. It also compares agile methods to traditional project management methods throughout to provide readers with a clear understanding of the differences between the two. The book's focus is in alignment with the Project Management Institute (PMI®) Agile Certified Practitioner (PMI-ACP®) credential—making it an ideal resource for anyone preparing for the PMI-ACP® exam. Coverage includes: Agile as a project management methodology Agile teams Agile tools and techniques Flavors of agile Agile principles Agile certifications The book provides readers with the understanding required

to decide which projects will benefit from agile. It also includes information that can help readers to assess their organizations' readiness for agile methods. Complete with a list of agile training providers, the book will help certified project managers make a smooth transition to agile project management and will provide newcomers with the basic knowledge needed to pass the PMI-ACP® exam, the first time around.

For newly hired young engineers assigned to their first real 'project', there has been little to offer in the way of advice on 'where to begin', 'what to look out for and avoid', and 'how to get the job done right'. This book gives this advice from an author with long experience as senior engineer in government and industry (U.S. Army Corps of Engineers and Exxon-Mobil). Beginning with guidance on understanding the typical organizational structure of any type of technical firm or company, author Plummer incorporates numerous hands-on examples and provides help on getting started with a project team, understanding key roles, and avoiding common pitfalls. In addition, he offers unique help on first-time experiences of working in other countries with engineering cultures that can be considerably different from the US. Reviews essentials of management for any new engineer suddenly thrust into responsibility Emphasizes skills that can get you promoted—and pitfalls that can get you fired Expanded case study to show typical evolution of a new engineer handed responsibility for a major design project

Provides a rare look at the situational framework used in building a project management toolbox. \* Includes real-world examples of toolboxes used in a variety of project situations. \* Bridges the gap between theoretical and applied project

management.

"The change manager's handbook is an easy to read kaleidoscope of a book. Full of practical tips and tricks, it is complimented with a downloadable 'Toolbox' of more than forty project ready templates, tools and cartoons that every change manager will find useful to bring about sustainable change in their organisation. A 'Student' (non professional use) license of the Toolbox can be downloaded for free from [www.thecmtoolbox.com](http://www.thecmtoolbox.com), once you have received your book. 'OR' ('Organisational Readiness') is a beautifully simple way of focusing a change project around a single set of criteria that not only guides the Business in the right direction but also indicates precisely when everything is in place to implement the change. Harley's 'OR' methodology has saved businesses around the world hundreds of thousands of euros in wasteful inefficiencies and external audit fees. Its utter simplicity is baffling at first, but once you start using it, you'll change forever the way you assess when you are ready for 'Go-Live'."--Publisher's website.

**Systems Thinker's Toolbox: Tools for Managing Complexity** provides more than 100 tools based on systems thinking and beyond. Each tool is described, and when necessary, examples are provided of how each of them can be used. Some of the simplest tools can be combined into more complex tools. The tools may be things such as lists, causal loops, and templates, as well as processes and methodologies. **Key Features** Provides an explanation of the two views of systems thinking; systemic and systematic thinking, and then shows how to perform each of them in a complimentary manner **Presents** a set of thinking tools that can be used to apply systems thinking to solving problems in project manage-

ment, engineering, systems engineering, new product development, and business Describes the tools from simple such as lists, and goes on to more complex such as Categorized Requirements in Process (CRIP) charts, and then onto the processes Introduces new tools that have been tested with positive feedback Discusses a set of communication tools that can improve project reviews and communicating innovative ideas

**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 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.)

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 AgileOPPMTM. This Second Edition will include new material and updates including an introduction of the ground-breaking AgileOPPMTM and an overview of MyOPPMTM template builder, available on-line Includes references throughout the book to the affiliat-

ed sections in the Project Management Body of 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.)

Transform the PMBOK® Guide from a framework to a sharpened tool in your project manager's toolbox In project management circles, it's often joked that "there's the right way, the wrong way, and the PMBOK® way" to manage projects. In truth, it's really about the methodology you choose. The PMBOK® Guide is a consensus-based standard that thousands of project management professionals find immensely valuable in the process of developing an effective methodology. But exactly how does a project manager take the information provided in the PMBOK® Guide and apply it most effectively and appropriately to an actual project environment? This book can be the answer. It is basically a "guide to the guide"—a road map to applying the tools of the PMBOK® Guide to your organization's or project's unique nature and requirements. Bringing the PMBOK® Guide to Life: A Companion for the Practicing Project Manager builds a bridge between the PMBOK® Guide and the common needs of today's practicing project managers. It explains and elaborates on specific techniques, terms, and the application of tools that will enable project managers to effectively adapt the principles and processes described in the PMBOK® Guide to the practical world of project management. Readers will find suggested approaches for the use of project management tools and techniques along with templates developed directly from

information provided in the PMBOK® Guide. Suggestions and study tips are also included to assist in preparing for the PMP exam, and a Project Plan Accelerator (PPA) can be used with the PMBOK® Guide by project managers and project teams to develop plans that are specifically tailored to meet the needs of your team, your clients, and your sponsoring organization. Written by two of the leading experts in the field, *Bringing the PMBOK® to Life* will help every project manager translate the PMBOK® Guide's tools and techniques into actionable, commonsense approaches to managing a project. (PMI, PMBOK, PMP, and Project Management Professional are registered marks of the Project Management Institute, Inc.)

This practice-oriented book explores a variety of cross-project topics and specific aspects of different project phases. It also offers tips, examples, templates and checklists, and discusses concrete problems and solutions from project practice in IT and the automotive industry. The authors combine their extensive practical experience in years of project work with relevant project-management theory. Each chapter begins with a list of the learning objectives and concludes with a summary of the insights provided. Accordingly, the book offers a valuable resource for: Beginners wishing to acquire basic project management skills Participants in more advanced project management training who are looking for instructional material Project management experts who want to learn about further aspects, and to employ templates and checklists for even more successful projects

This book offers a new framework that facilitates the development of more intelligent systems and methods for data anal-

ysis and international information sharing, such as the use of satellite imaging and geospatial data to predict changes in weather conditions and shifts in water levels, and to assess the extent of the forest cover remaining on Earth that is visible from space. It brings together the many aspects of science and technology, as well as formula and analytical approaches required for more informed decision-making. It also highlights the vital importance of understanding the technological, economic and social dimensions of environmental projects that have short-term results and long-term impacts. It is unique in that it clearly distinguishes between environmental project management (EnvPM) and green project management (GreenPM), and presents an amalgamation of environmental management and project management concepts, using geospatial methods to form an EnvPM concept. The book sets a benchmark for the professionalism with which environmental projects should be planned, executed, monitored, assessed and delivered. While primarily intended for professionals responsible for the management of environmental projects or interested in improving the overall efficiency of such projects, it is also a useful handbook for managers in the private, public and non-for-profit sectors. It is a valuable resource for students at both undergraduate and master's levels and an indispensable guide for anyone wanting to develop their skills in modern project management, environmental management and geospatial techniques. "We are the first generation to feel the impact of climate change, and the last generation that can do something about it." US President Obama's address to the United Nations on Climate Change and Global warming (2015) hison: This book provides an in-depth, well-researched

and science-based approach to applying key project-management and spatial tools and practices in environmental projects. An important read for leaders considering projects that balance social-economic growth against minimizing its ill-effects on Planet Earth. - Todd Hutchison, Global Chairman of Peopleistic group.

Learn step-by-step instructions for managing any project in a clean sequence of five classic phases—initiating, planning, executing, releasing, and closing. This book sets out clearly and engagingly which tasks need to be done and when, how, and why they need to be done. Each chapter on one of the five phases walks you through all the steps in that phase's workflow, which are laid out in a checklist attached to the chapter. The checklists are graphically supplemented by flow charts and swim lane diagrams. The master checklist serves as a map and tool for project managers to use in the real world to run projects and keep them on track. Senior project manager and PM mentor Melanie McBride understands the predicament of beginning and junior project managers: "You're at the edge of a tornado, bombarded by overly excited people offering you a Mission Impossible. Everywhere you look there are cool shiny things swirling around your head—the earnest coworker telling you to go agile, the software package promising a turnkey collaboration solution, the PMO with an arm-long list of required processes. So how do you avoid getting whacked in the head by that airborne Mac truck of a customer commit? Oh, and what exactly do you need to do to get those flying monkeys to shut up?" Project Management Basics slips the spinning project manager into the eye of the storm where things are quiet and it's easy to figure out what to do next using

the author's detailed checklists and hard-headed advice. She shows that project management doesn't have to be "a chaotic hot mess, leaving you with an egg-beater hairdo." With McBride's book and checklists in hand, even first-time project managers can pull off controlled, flying-monkey-free projects. What You Will Learn See the essential duties of a project manager Master the project management life cycle in five phases Discover the what, when, how, and why of PM tasks presented in detailed steps Leverage checklists for optimum efficiency and throughput Adapt workflow controls to low-PM organizations Enhance PM with vogue methodologies without obscuring the basics Who This Book Is For Beginning and junior project managers seeking a concise, authoritative guide to the basics of project management, together with checklists, flow charts, and swim lane diagrams for immediate use in real-world projects.

In today's business world, project managers not only have to be diligent in project planning and execution, but also need to have skills in persuasion, communication, and relationship management. Reflecting the changing landscape of projects today, Essential Project Management Skills empowers project managers to master the skills necessary to

Get the most comprehensive PMP® Exam study package on the market! Prepare for the demanding PMP certification exam with this Deluxe Edition of our PMP: Project Management Professional Exam Study Guide, Fourth Edition. Featuring a bonus workbook with over 200 extra pages of exercises, this edition also includes six practice exams, over two hours of audio on CD to help you review, additional coverage for the CAPM® (Certified Associate in Project Management)

exam, and much more. Full coverage of all exam objectives in a systematic approach, so you can be confident you're getting the instruction you need for the exam Bonus workbook section with over 200 pages of exercises to help you master essential charting and diagramming skills Practical hands-on exercises to reinforce critical skills Real-world scenarios that put what you've learned in the context of actual job roles Challenging review questions in each chapter to prepare you for exam day Exam Essentials, a key feature in each chapter that identifies critical areas you must become proficient in before taking the exam A handy tear card that maps every official exam objective to the corresponding chapter in the book, so you can track your exam prep objective by objective On the accompanying CD you'll find: Sybex test engine: Test your knowledge with advanced testing software. Includes all chapter review questions and bonus exams. Electronic flashcards: Reinforce your understanding with flashcards that can run on your PC, Pocket PC, or Palm handheld. Audio instruction: Fine-tune your project management skills with more than two hours of audio instruction from author Kim Heldman. Searchable and printable PDF of the entire book. Now you can study anywhere, any time, and approach the exam with confidence. Does your organization want to achieve success in prioritizing projects systematically, deliberately, and logically? Project Portfolio Management Tools and Techniques is written to demonstrate how to elevate your organization's project management thinking to the level beyond managing individual projects in a stand-alone fashion. This book is for those executives and other project professional who strive to have a formalized system of authorizing the right projects and

abandoning the wrong projects, who desire to spend resources in the most efficient manner, and who want to have an actionable strategic plan for improving organizational project management sophistication. Project Portfolio Management Tools and Techniques deals with the full spectrum of project portfolio management (PPM) functions, from selecting projects through formalized portfolio management processes to facilitating the successful execution of projects through creating a formalized, project-friendly environment. This book will aid you in the implement of a PPM system, assist in gaining the necessary commitment from executive management, and provide guidelines for the modification of operational practices. Get ahead of the game by seeing a comprehensive project portfolio model that can help you establish yours successfully

The One-Page Project Manager shows you how to boil down any project into a simple, one-page document that can be used to communicate all essential details to upper management, other departments, suppliers, and audiences. This practical guide will save time and effort, helping you identify the vital parts of a project and communicate those parts and duties to other team members.

Most IT projects meet some kind of crisis during their existence, and way too many of them end in disaster. Severity Omega is a short but highly focused book that helps the project manager with a set of strategic, organizational, technical and process focused tools based on the authors experience as a seasoned IT project manager, who has seen his part of disasters. It helps you define what actually constitutes a disaster and gets you started with project communication, stakeholder management and running a team in the eye of

the storm. Learn how to: Find the weak foundations of a project in order to rebuild themRecognize the signs of impending IT project disastersIdentify patterns in your organization that frequently leads to project crisisEstablish a mandate as the manager responsible for fixing the crisisEnsure timely and targeted project communicationWind down and return from emergency powers to normalityChoose and adapt project management methodsUse digital cloud-based process tools to support project crisis management

Value management (VM) is a structured, team-oriented approach to problem solving that can be applied to the concept, design, construction and on-going management phases of a project. The primary reasons for any client or consultant to commission a VM study is to achieve value improvements and/or monetary savings. The Research documentThis document presents the findings of the three year research programme that

formed the basis for the Framework results. It compares and contrasts the various methodologies, tools, and techniques of VM.

Modern marketing managers need intuitive and effective tools not just for designing strategies but also for general management. This hands-on book introduces a range of contemporary management and marketing tools and concepts with a focus on forecasting, creating stimulating processes, and implementation. Topics addressed range from creating a clear vision, setting goals, and developing strategies, to implementing strategic analysis tools, consumer value models, budgeting, strategic and operational marketing plans. Special attention is paid to change management and digital transformation in the marketing landscape. Given its approach and content, the book offers a valuable asset for all professionals and advanced MBA students looking for 'real-life' tools and applications.