

## Project Management For Dummies Stanley E Portny

Flex your project management muscle Agile project management is a fast and flexible approach to managing all projects, not just software development. By learning the principles and techniques in this book, you'll be able to create a product roadmap, schedule projects, and prepare for product launches with the ease of Agile software developers. You'll discover how to manage scope, time, and cost, as well as team dynamics, quality, and risk of every project. As mobile and web technologies continue to evolve rapidly, there is added pressure to develop and implement software projects in weeks instead of months! Agile Project Management For Dummies can help you do just that. Providing a simple, step-by-step guide to Agile project management approaches, tools, and techniques, it shows product and project managers how to complete and implement projects more quickly than ever. Complete projects in weeks instead of months Reduce risk and leverage core benefits for projects Turn Agile theory into practice for all industries Effectively create an Agile environment Get ready to grasp and apply Agile principles for faster, more accurate development.

This practical guide to understanding the cranial nerves as the key to our psychological and physical well-being builds on Stephen Porges's Polyvagal Theory/one of the most important recent developments in human neurobiology. Drawing on more than thirty years of experience as a craniosacral therapist and Rolfer, Stanley Rosenberg explores the crucial role that the vagus nerve plays in determining our psychological and emotional states and explains that a myriad of common psychological and physical symptoms—from anxiety and depression to migraines and back pain/indicates a lack of proper functioning in the vagus nerve. Through a series of easy self-help exercises, the book illustrates the simple ways we can regulate the vagus nerve in order to initiate deep relaxation, improve sleep, and recover from injury and trauma. Additionally, by exploring the link between a well-regulated vagus nerve and social functioning, Rosenberg's findings and methods offer new hope that by improving social behavior it is possible to alleviate some of the symptoms at the core of many cases of autism spectrum disorders. Useful for psychotherapists, doctors, bodyworkers, and caregivers, as well as anyone who experiences the symptoms of chronic stress and depression, this book shows how we can optimize autonomic functioning in ourselves and others, and bring the body into the state of safety that activates its innate capacity to heal.

Your one-stop guide to becoming a product management prodigy Product management plays a pivotal role in organizations. In fact, it's now considered the fourth most important tile in corporate America! Only a tiny fraction of product managers have been trained for this vital position. If you're one of the hundreds of thousands of people who hold this essential job/ or simply aspire to break into a new role/Product Management For Dummies gives you the tools to increase your skill level and manage products like a pro. From defining what product management is/and isn't/ to exploring the rising importance of product management in the corporate world, this friendly and accessible guide quickly gets you up to speed on everything it takes to thrive in this growing field. It offers plain-English explanations of the product life cycle, market research, competitive analysis, market and pricing strategy, product roadmaps, the people skills it takes to effectively influence and negotiate, and so much more. Create a winning strategy for your product Gather and analyze customer and market feedback Prioritize and convey requirements to engineering teams effectively Maximize revenues and profitability Product managers are responsible for so much more than meets the eye/and this friendly, authoritative guide lifts the curtain on what it takes to succeed.

The fast and easy way to perfect your project management skills Whatever your profession, effective project management skills are crucial to developing a successful business career. In Project Management Essentials For Dummies, you'll find all the information and guidance you need to plan your projects with confidence and deliver them on time. This comprehensive resource will help you unlock the keys to project management success, gain the know-how to assess your strengths and weaknesses to maximise your project management potential, find proven ways to motivate your project team, and so much more. In today's challenging business environment, professionals are increasingly working within tight timeframes and constricted budgets, and striving to deliver projects under a range of high-pressure scenarios. Thankfully, Project Management Essentials For Dummies shows you how to put out the fires, ignite your workspace and explains how easy it is to organise, estimate and schedule projects more efficiently. In no time, you'll be managing deliverables, assessing risks, maintaining communications, making the most of your resources and utilising time-saving technologies like a project management ninja! Understand how to develop your plans around a sturdy structure if from start to finish Discover how to select the right people and get the very best from your team Recognise ways to take control and steer your projects to success Get up to speed on mastering the basics of project management If you're a business professional looking to take your project management skills to new heights but don't want to get bogged down with forehead-scratching jargon and complex methodologies Project Management Essentials For Dummies has everything you need to get up and running fast.

Project 2016 For Dummies

Agile Project Management For Dummies

Introduction to Ecophysics

Project Management Checklists For Dummies

Correlations and Complexity in Finance

**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 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.)

Blow past the jargon and get hands-on, practical guidance on managing any project with Microsoft Project Lean, Agile, Hybrid. It seems that project management these days comes with more confusing buzzwords than ever. But you can make managing your next project simple and straightforward with help from Microsoft Project For Dummies. This book unpacks Microsoft's bestselling project management platform and walks you through every important feature, step-by-step, until you're ready to take on virtually any project, no matter the size. From getting set up for the first time to creating tasks, managing resources and working with time management features, you'll learn everything you need to know about managing a project in Microsoft's iconic software. You'll also find: Totally updated guidance that applies to both the desktop version and Microsoft's new subscription-based Microsoft Project Online Helpful information on integrating Agile practices and techniques into your project "Golden rules" that keep a project on-track and on-time Ways to effectively manage your resources with Microsoft Project's built-in functionality Managing a project, big or small, is no easy task. Luckily, Microsoft Project For Dummies can take a lot of the hassle out of your day-to-day life. Learn how to take advantage of this powerful software today!

Successful project management requires organization, skill, and a systematic approach to ensure that projects are delivered on time, and on budget. *Idiot's Guides: Project Management*, 6th Edition is updated to reflect all of the latest project management methodologies for anyone who is looking to avoid the chaos that can ensue if project leaders don't possess the necessary understanding of the right principles and practices. Readers of this new edition will benefit newly added sample PMP pre-exam questions at the end of each chapter, as well as newly organized, updated content that aligns with the knowledge areas as the PMI (Project Management Institute) defines them. The book covers the 5th Edition of the PMBOK (Project Management Body of Knowledge).

You're intelligent, right? So you've already figured out that Business Intelligence can be pretty valuable in making the right decisions about your business. But you've heard at least a dozen definitions of what it is, and heard of at least that many BI tools. Where do you start? Business Intelligence For Dummies makes BI understandable! It takes you step by step through the technologies and the alphabet soup, so you can choose the right technology and implement a successful BI environment. You'll see how the applications and technologies work together to assess, analyze, and present data that you can use to make better decisions about your products, customers, competitors, and more. You'll find out how to: Understand the principles and practical elements of BI Determine what your business needs Compare different approaches to BI Build a solid BI architecture and roadmap Design, develop, and deploy your BI plan Relate BI to data warehousing, ERP, CRM, and e-commerce Analyze emerging trends and developing BI tools to see what else may be useful Whether you're the business owner or the person charged with developing and implementing a BI strategy, checking out Business Intelligence For Dummies is a good business decision.

Dictionary of Project Management Terms, Third Edition

Project Management for the Unofficial Project Manager

Communicate and Manage Any Project With A Single Sheet of Paper

Business Analysis For Dummies

Self-Help Exercises for Anxiety, Depression, Trauma, and Autism

Project Management in Product Development: Leadership Skills and Management Techniques to Deliver Great Products is written for new and aspiring project managers in product development. Although texts on project management are common, the material presented here is unique, instead focusing on product development, a challenging segment of project management because of the high level of uncertainty, the need for a robust set of problem-solving techniques, and a demand for broad cross-functional teams. The book also focuses on more than just project management techniques, including a thorough treatment of transformational and transactional leadership. Other topics covered include problem-solving techniques, development, and continuous improvement of processes required in product development, risk recognition and management, and proper communication with managers and other stakeholders. Finally, project management techniques used in product development are presented, including the critical path method, scrum and XP, and Kanban/lean project development, along with the strengths and weaknesses of each. Provides ways to successfully manage product development projects by teaching traditional and advanced project management techniques like Gantt, CPM, Agile, Lean, and others Covers transformational and transactional leadership, how to create a vision and engage the team, as well as tactics on how to manage a complex set of tasks Uses a practical, common sense approach to the day-to-day activities of a project manager, including project planning, project process development, problem-solving, project portfolio management, reporting, and more Presents a thorough comparison of popular project management tools

Includes many examples, cases, and side-bars that are included throughout the book Winner of the Project Management Institute 's David I. Cleland Project Management Literature Award 2010 It 's no wonder that project managers spend so much time focusing their attention on risk identification. Important projects tend to be time constrained, pose huge technical challenges, and suffer from a lack of adequate resources. Identifying and Managing Project Risk, now updated and consistent with the very latest Project Management Body of Knowledge (PMBOK®) Guide, takes readers through every phase of a project, showing them how to consider the possible risks involved at every point in the process. Drawing on real-world situations and hundreds of examples, the book outlines proven methods, demonstrating key ideas for project risk planning and showing how to use high-level risk assessment tools. Analyzing aspects such as available resources, project scope, and scheduling, this new edition also explores the growing area of Enterprise Risk Management. Comprehensive and completely up-to-date, this book helps readers determine risk factors and deal decisively...before a project gets derailed.

You must have tool for perfect project management! Want to take your career to the next level and be a master of planning, organising, motivating and controlling resources to meet your goals? This easy-to-use guide has you covered! Project Management Checklists For Dummies takes the intimidation out of project management, and shows you step by step how to use rigorous self-check questions to save significant time—and headaches—in managing your projects effectively. Project Management Checklists For Dummies gives you to-do lists, hands-on checklists and helpful guidance for managing every phase of a project from start to finish. Before you know it, you'll be a star project manager as you organise, estimate and schedule projects in today's time-crunched, cost-conscious global business environment. Includes useful to-do lists and checklists to ensure all the necessary steps are completed Offers simple exercises to help clarify needs and requirements along the way Provides templates to complete, which can also be downloaded from Dummies.com and customised to suit your unique requirements Supplies hints and tips to help you along the way If you're a project manager—or any professional charged with managing a project and wondering where to start—Project Management Checklists For Dummies is your ready-made tool for success.

Quantitative analysis of outcomes vs PMs at the individual level Leading Complex Projects takes a unique approach to post-mortem analysis to provide project managers with invaluable insight. For the first time, individual PM characteristics are quantitatively linked to project outcomes through a major study investigating the role of project leadership in the success and failure of complex industrial projects; hard data on the backgrounds, education, and personality characteristics of over 100 directors of complex projects is analyzed against the backdrop of project performance to provide insight into controllable determinants of outcomes. By placing these analyses alongside their own data, PMs will gain greater insight into areas of weakness and strength, locate recurring obstacles, and identify project components in need of greater planning, oversight, or control. The role of leadership is to deliver results; in project management, this means taking responsibility for project outcomes. PMs are driven by continuous improvement, and this book provides a wealth of insight to help you achieve the next step forward. Understand why small, simple projects consistently outperform larger, more complex projects Delve into the project manager's role in generating successful outcomes Examine the data from over 100 PMs of complex industrial projects Link PM characteristics to project outcome to find areas for improvement Complex industrial projects from around the world provide a solid basis for quantitative analysis of outcomes—and the PMs who drive them. Although the majority of the data is taken from projects in the petroleum industry, the insights gleaned from analysis are widely applicable across industry lines for PMs who lead complex projects of any stripe. Leading Complex Projects provides clear, data-backed improvement guidance for anyone in a project management role.

2nd Edition

Project Management Essentials For Dummies, Australian and New Zealand Edition

Project Management For Dummies

Project Management for Dummies

Values into Action

Use scrum in all aspects of life Scrum is an agile project management framework that allows for flexibility and collaboration to be a part of your workflow. Primarily used by software developers, scrum can be used across many job functions and industries. Scrum can also be used in your personal life to help you plan for retirement, a trip, or even a wedding or other big event. Scrum provides a small set of rules that create just enough structure for teams to be able to focus their innovation on solving what might otherwise be an insurmountable challenge. Scrum For Dummies shows you how to assemble a scrum taskforce and use it to implement this popular Agile methodology to make projects in your professional and personal life run more smoothly—from start to finish. Discover what scrum offers project and product teams Integrate scrum into your agile project management strategy Plan your retirement or a family reunion using scrum Prioritize for releases with sprints No matter your career path or job title, the principles of scrum are designed to make your life easier. Why not give it a try?

This book concerns the use of concepts from statistical physics in the description of financial systems. The authors illustrate the scaling concepts used in probability theory, critical phenomena, and fully developed turbulent fluids. These concepts are then applied to financial time series. The authors also present a stochastic model that displays several of the statistical properties observed in empirical data. Short- and long-range correlations, self-similarity and scaling permit an understanding of the global behaviour of economic systems without first having to work out a detailed microscopic description of the system. Physicists will find the application of statistical physics concepts to economic systems interesting. Economists and workers in the financial world will find useful the presentation of empirical analysis methods and well-formulated theoretical tools that might help describe systems composed of a huge number of interacting subsystems.

In today's time-pressured, cost-conscious global business environment, tight project deadlines and stringent expectations are the norm. Project Management For Dummies shows business professionals what works and what doesn't by examining the field's best practices. You can learn how to organise, estimate, and schedule projects more efficiently. Discover how to manage deliverables, issue changes, assess risks, maintain communications, and live up to expectations by making the most of the latest technology and software and by avoiding common problems that can trip up even the best project managers. This adaptation includes: The latest methods to manage resources and stay on track and within budget Coverage for dealing with the pros and cons of virtual teams Tips and information on setting realistic expectations and meeting everyone's needs Methods and strategies to get tasks done with minimal staff Tips and advice for motivating a project team The latest concepts and fundamental behind best-practice project management techniques The mindset and skill set of today's most effective project managers—what it really takes to guarantee a successful project Information on how to involve project audiences by conducting a Stakeholder Analysis Trends and tough project types Assessment tools to determine strengths and weaknesses for everything from choosing software to selecting a project team Tactics for team motivation and the hottest risk management strategies

Improve your project management skills and accomplish more in no time at all In these days when projects seem to be bigger and more challenging than ever before, you need to make sure tasks stay on track, meet the budget, and keep everyone in the loop. Enter Project Management For Dummies. This friendly guide starts with the basics of project management and walks you through the different aspects of leading a project to a successful finish. After you've navigated your way through a couple of projects, you'll have the confidence to tackle even bigger (and more important) projects! In addition to explaining how to manage projects in a remote work environment, the book offers advice on identifying the right delivery approach, using social media in project management, and deploying agile project management. You'll also discover: What's new in project management tools and platforms so you can choose the best application for your team How to perfect your project management business document with an emphasis on strategy and business knowledge Details on the shift from process-based approaches to more holistic, principle-based strategies focused on project outcomes Examples of how to turn the strategies into smooth-flowing processes Best practices and suggestions for dealing with difficult or unexpected situations If you're planning to enroll in a project management course or take the Project Management Professionals Certification exam, Project Management For Dummies is the go-to resource to help you prepare. And if you simply want to improve your outcomes, this handy reference will have you and your team completing project goals like ninjas!

Project Management Absolute Beginner's Guide

Clinical Leadership in Nursing and Healthcare

Project Management for Dummies - UK

Product Management For Dummies

PRINCE2 For Dummies

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Succeed as a project manager, even if you 've never run a project before! This book is the fastest way to master every project management task, from upfront budgeting and scheduling through execution, managing teams through closing projects, and learning from experience. Updated with more insights from the front lines, including agile approaches, dealing with security and privacy priorities, and leading remote/virtual teams, along with the latest on Microsoft Project and PMI standards and certifications and a special bonus chapter on preparing for the PMP certification. This book will show you exactly how to get the job done, one incredibly clear and easy step at a time. Project management has never, ever been this simple! Who knew how simple project management could be? This is today 's best beginner 's guide to modern project management... simple, practical instructions for succeeding with every task you 'll need to perform! Here 's a small sample of what you 'll learn: • Master the key skills and qualities every project manager needs • Lead projects, don 't just "manage" them • Avoid 15 most common mistakes new project managers make • Learn from troubled, successful, and "recovered" projects • Set the stage for success by effectively defining your project • Build a usable project plan and an accurate work breakdown structure (WBS) • Create budgets and schedules that help you manage risk • Use powerful control and reporting techniques, including earned value management • Smoothly manage project changes, issues, risks, deliverables, and quality • Manage project communications and stakeholder expectations • Organize and lead high-performance project teams • Manage cross-functional, cross-cultural, and virtual projects • Work successfully with vendors and Project Management Offices • Make the most of Microsoft Project and new web-based alternatives • Get started with agile and "critical chain" project management • Gain key insights that will accelerate your learning curve • Know how to respond to real-life situations, not just what they teach you in school

Get projects done on time, on budget, and with maximum efficiency - fully updated UK edition! In today's time-pressured and cost-conscious global business environment, reliable project management and competent delivery are more important than ever. Increasingly, project management is being seen as an essential management skill for all, as well as a career choice for many. This new UK edition of Project Management For Dummies, 2nd UK Edition quickly introduces you to the principles of successful project management with a clear and logical approach to help you deliver your projects, not only successfully, but also more easily. Unique to the UK edition, you'll find clear guidance on using the highly logical product-based approach to project planning, along with advice on how to release the great power of the technique, not only for effective planning, but also for project control. Updated with fresh content, tips, and tactics that cover everything you need to know from a project's start to finish, this accessible guide takes you through every stage of project management. You'll discover how to make project planning easier and more effective, manage resources and stay on track within a budget. Then you'll find help and advice to help you motivate and manage your teams to help them perform at their best. To help you stay at the leading edge, you'll also find two new chapters in this edition explaining project governance and the increasingly important international standard ISO 21500. In short, this book will help you master a highly valuable skill for advancing your career. Provides clear descriptions of who should do what in a project and to whom Communication and control of problems Presents the latest concepts in project management techniques Discusses how to keep risks under control during the project Includes access to online project management templates and checklists to aid in learning If you're a manager taking on a project for the first time or a more experienced project professional looking to get up to speed on the latest thinking and techniques, Project Management For Dummies, 2nd UK Edition equips you for project management success.

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 they need 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.

Your ultimate go-to-project management bible Perform Be Agile! Time-crunch! Right now, the business world has never moved so fast and project managers have never been so much in demand—the Project Management Institute has estimated that industries will need at least 87 million employees with the full spectrum of PM skills by 2027. To help you meet those needs and expectations in time, Project Management All-in-One For Dummies provides with all the hands-on information and advice you need to take your organizational, planning, and execution skills to new heights. Packed with on-point PM wisdom, these 7 mini-books—including the bestselling Project Management and Agile Project Management For Dummies—help you and your team hit maximum productivity by razor-honing your skills in sizing, organizing, and scheduling projects for ultimate effectiveness. You 'll also find everything you need to overdeliver in a good way when choosing the right tech and software, assessing risk, and dodging the pitfalls that can snarl up even the best-laid plans. Apply formats and formulas and checklists Manage Continuous Process Improvement Resolve conflict in teams and hierarchies Rescue distressed projects

Project Management Pocketbook

How to Plan and Manage a Highly Successful Project

Successful Time Management For Dummies

Essential Tools for Failure-Proofing Your Project

Business Intelligence For Dummies

Best-selling author Al Sweigart shows you how to easily build over 80 fun programs with minimal code and maximum creativity. If you've mastered basic Python syntax and you're ready to start writing programs, you'll find The Big Book of Small Python Projects both enlightening and fun. This collection of 81 Python projects will have you making digital art, games, animations, counting pro- grams, and more right away. Once you see how the code works, you'll practice re-creating the programs and experiment by adding your own custom touches. These simple, text-based programs are 256 lines of code or less. And whether it's a vintage screensaver, a snail-racing game, a clickable headline generator, or animated strands of DNA, each project is designed to be self-contained so you can easily share it online. You'll create: • Hangman, Blackjack, and other games to play against your friends or the computer • Simulations of a forest fire, a million dice rolls, and a Japanese abacus • Animations like a virtual fish tank, a rotating cube, and a bouncing DVD logo screensaver • A first-person 3D maze game • Encryption programs that use ciphers like ROT13 and Vigenère to conceal text If you're tired of standard step-by-step tutorials, you'll love the learn-by-doing approach of The Big Book of Small Python Projects. It's proof that good things come in small programs!

The increase in project outsourcing has forced traditional programmers to take on the role of project managers and quickly learn how to manage software projects The author discusses all of the essentials in widely accepted project management methodology, from managing programmers to assessing and eliminating risk The book covers the iterative development model, using Microsoft Project 2003, as well as a variety of methodologies including xTreme, open source, SQA testing, software life cycle management, and more The companion Web site contains tools, case studies and other resources to help even novices get up and running

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.

The fourth edition of this text addresses the issue of organizational culture in more detail and gives an analysis of why information system projects fail and what can be done to make success more likely.

Project Management JumpStart

Leadership Skills and Management Techniques to Deliver Great Products

Software Project Management For Dummies

PMP Certification All-In-One Desk Reference For Dummies

Accessing the Healing Power of the Vagus Nerve

The bestselling "bible" of project management in today's time-crunched, cost-conscious global business environment, tight project deadlines and stringent expectations are the norm. Now with 25 percent new and updated content, Project Management For Dummies introduces you to the principles of successful project management and shows you how to motivate, organize, estimate, and schedule projects efficiently and effectively. You'll also discover how to manage deliverables, issue changes, assess risks, maintain communications, and live up to expectations by making the most of the latest technology and software—and by avoiding common problems that can trip up even the best project managers. The latest information on organization (and customers) Managing Continuous Process Improvement Examples of formats used for different aspects of project management Managing distressed projects and managing multiple team projects Hierarchical decomposition and how it can dramatically improve the effectiveness of project planning and control The latest trend of embracing the use of technology to up your game Tips for writing a clear and convincing business case Advice on being an effective leader Techniques to help you work effectively with teams and specialists Learn to: Motivate your teams to perform to their full potential Plan, execute and deliver your projects with confidence Stay in control to deliver on time, within budget and to the right quality

Whatever your project - no matter how big or small - PRINCE2 For Dummies, 2009 Edition is the perfect guide to using this project management method to help ensure its success. Fully updated with the 2009 practice guidelines, this book will take you through every step of a project - from planning and establishing roles to closing and reviewing - offering practical systems how to use the method when approaching the key concerns of project management, including setting up effective controls, managing project risk, managing quality and controlling change. PRINCE2 allows you to divide your project into manageable chunks, so you can make realistic plans and know when resources will be needed. PRINCE2 For Dummies, 2009 Edition, shows systems, procedures and language so you can run efficient and successful projects. PRINCE2 For Dummies, 2009 edition includes: Part I: How PRINCE Can Help You - Chapter 1: So What's a Project Method and Why Do I need to Use One? - Chapter 2: Outlining the Structure of PRINCE2 - Chapter 3: Getting Real Power from PRINCE2 Part II: Working Through Your Project - Chapter 4: Understanding the Whole Project Initiation - Chapter 6: Preparing for a Stage in the Project - Chapter 7: Controlling a Stage - Chapter 8: Building the Deliverables - The Work of the Teams - Chapter 9: Finishing the Project - Chapter 10: Running Effective Project Boards Part III: Help with PRINCE Project Management - Chapter 11: Producing and Updating Roles and Responsibilities - Chapter 13: Managing Project Quality - Chapter 14: Planning the Project, Stages, and Work Packages - Chapter 15: Managing Project Risk - Chapter 16: Controlling Change and Controlling Versions - Chapter 17: Monitoring Progress and Setting Up Effective Controls Part IV: The Part of Tens - Chapter 18: Ten Ways to Make PRINCE Work Well - Chapter 20: Ten Things for Successful Project Assurance Part V: Appendices - Appendix A: Looking into PRINCE Qualifications - Appendix B: Glossary of the Main PRINCE2 Terms

More than 3,400 clear definitions of key terms, words, and phrases used by project and program managers around the world in every industry. A valuable desk or briefcase reference for those engaged in one of the world's fastest-growing professions and for those who work with them. Presents a step-by-step guide to effectively manage the computer software development process.

The New One-Page Project Manager

Project Management, Sixth Edition

Project Management in Product Development

Project Management for Information Systems

HBR Guide to Project Management (HBR Guide Series)

The Standard for Portfolio Management - Fourth Edition has been updated to best reflect the current state of portfolio management. It describe the principles that drive accepted good portfolio management practices in today's organizations. It also expands the description of portfolio management to reflect its relation to organizational project management and the organization.

Guide your project to success from initial idea to final delivery In today's time-pressured, cost-conscious global business environment, tight project deadlines and high expectations are the norm. Projects are now the standard way of implementing change, and project management has become a vital skill for successful business professionals. Project Management For Dummies shows you how to succeed by focusing on what you need to deliver and then how to plan and control the project in order to deliver it. You will learn how to plan, keep the project on track, manage teams and control risk. You'll even get some tips on software - including free stuff - that will make things easier for you. Who, What, and Why - understand the expectations of your project laying the foundations - learn to build your plans with a sturdy structure from start to finish the selection process - see how to get the very best from your teams Get in the driving seat - learn to take control and steer your project to success Open the book and find: Clear and simple explanation of powerful planning techniques Ways to track progress and stay in control How to identify and then control risk to protect your project Why understanding your project's stakeholders is key How to use technology to up your game Tips for writing a clear and convincing business case Advice on being an effective leader Techniques to help you work effectively with teams and specialists Learn to: Motivate your teams to perform to their full potential Plan, execute and deliver your projects with confidence Stay in control to deliver on time, within budget and to the right quality

The easy way to take control of project timelines, resources, budgets, and details Project manager, meet your new assistant! Once you discover Project 2016 you'll be amazed at how efficient and effective the project management process can be. Written by an expert author who knows project management processes backward and forward, this friendly, hands-on guide shows you how to get started, enter tasks and estimate durations, work with resources and costs, fine-tune your schedule, set baselines, collect data, analyze progress, and keep your projects on track. How many times have you heard people in the office mutter under their breath, "These projects never run on time?" Well, now they can! Project 2016 For Dummies shows you how to use the latest version of Microsoft Project to create realistic project timelines, make the most of available resources, keep on top of all those pesky details, and, finally, complete your project on time and on budget. Easy! Fully updated with the latest changes in Microsoft Project 2016 All-new case studies and examples highlight the relevance of Microsoft Project 2016 Exposes the correlation between what project managers do and how Microsoft Project 2016 supports their work Covers working with calendars, using and sharing resources, budgeting, gathering and tracking data, and more If you're a time-pressured project manager looking to make your life-and your projects-easier, Project 2016 For Dummies shows you how to get things done!

Incorporate effective time management and transform your life If you always feel like there's not enough time in the day to get everything accomplished, Successful Time Management For Dummies is the resource that can help change your workday and your life. Filled with insights into how the most successful people manage distractions, fight procrastination, and optimize their workspace, this guide provides an in-depth look at the specific steps you can use to take back those precious hours and minutes to make more of your workday and your leisure time. Modern life is packed with commitments that take up time and energy. But by more effectively managing time and cutting out unnecessary and unproductive activities, you really can do more with less. In this complete guide to time management, you'll find out how to manage email effectively, cut down on meetings and optimize facetime, use technology wisely, maximize your effectiveness during travel, and much more. Find out how to accomplish more at work and in life, all in less time Organize your professional life and workspace for optimal productivity Learn to put an end to procrastination and successfully handle interruptions Get specific insights into time management in various functions, from administration professionals to executives If you're looking to take back your time and ramp up your productivity, Successful Time Management For Dummies is the resource to help get your there in a hurry.

Project Management All-in-One For Dummies

The Big Book of Small Python Projects

Leading Complex Projects

Identifying and Managing Project Risk

**Clinical leadership, along with values-based care and compassion, are critical in supporting the development of high quality healthcare service and delivery. Clinical Leadership in Nursing and Healthcare: Values into Action offers a range of tools and topics that support and foster clinically focused nurses and other healthcare professionals to develop their leadership potential. The new edition has been updated in light of recent key changes in health service approaches to care and values. Divided into three parts, it offers information on the attributes of clinical leaders, as well as the tools healthcare students and staff can use to develop their leadership potential. It also outlines a number of principles, frameworks and topics that support nurses and healthcare professionals to develop and deliver effective clinical care as clinical leaders. Covering a wide spectrum of practical topics, Clinical Leadership in Nursing and Healthcare includes information on: Theories of leadership and management Organisational culture Gender Generational issues and leaders Project management Quality initiatives Working in teams Managing change Effective clinical decision making How to network and delegate How to deal with conflict Implementing evidence-based practice Each chapter also has a range of reflective questions and self-assessments to help consolidate learning. Its invaluable reading for all nursing and healthcare professionals, as well as students and those newly qualified.**

**MEET YOUR GOALS—ON TIME AND ON BUDGET.** How do you rein in the scope of your project when you've got a group of demanding stakeholders breathing down your neck? And map out a schedule everyone can stick to? And motivate team members who have competing demands on their time and attention? Whether you're managing your first project or just tired of improvising, this guide will give you the tools and confidence you need to define smart goals, meet them, and capture lessons learned so future projects go even more smoothly. The HBR Guide to Project Management will help you: Build a strong, focused team Break major objectives into manageable tasks Create a schedule that keeps all the moving parts under control Monitor progress toward your goals Manage stakeholders' expectations Wrap up your project and gauge its success

The Project Management Pocketbook is a practical, step-by-step guide to managing a project through to completion. It looks at each key stage and identifies the management techniques that can be applied. From objective-setting through to implementation, the book stresses the importance of good communication, teamworking and increasing skills. All too often, books on this subject cover the process of project management and not the people aspects. This Pocketbook addresses both. "Project management requires a multitude of skills - from vision and planning, to monitoring, communication, leadership and, of course, delivery. This pocketbook pulls together best practice from a range of sources into one simple, easy-to-read booklet. Refreshingly, it has been written from a general business perspective (rather than I.T.), and is therefore applicable to anyone managing change." Adrian Gutteridge, Vice President UK & Ireland, EDS "A lively guide based on real events that any of us may encounter in our everyday life at work or (as found out after reading this) at home." Johann de Waal, Director, International SOS Insurance Services Ltd

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.

Scrum For Dummies

Project Management

A Data-Driven Approach to Mastering the Human Side of Project Management

Standard for Portfolio Management

A FranklinCovey Title

Each book covers all the necessary information a beginner needs to know about a particular topic, providing an index for easy reference and using the series' signature set of symbols to clue the reader in to key topics. Categorized under such titles as Tip, Remember, Warning!, Technical Stuff and True Story. The practical e-guide that gives you the skills to succeed as a project manager. Discover how to improve your project management skills by defining a project brief, identifying stakeholders, and building a strong team. You'll also learn useful tips for initiating projects, setting deadlines, and managing your budgets. Essential Managers gives you a practical "how-to" approach with step-by-step instructions, tips, checklists, and "ask yourself" features showing you how to focus your energy, manage change, and make an impact. DK's Essential Managers series contains the knowledge you need to be a more effective manager and hone your management style. Whether you're new to project management or simply looking to sharpen your existing skills, this is the e-guide for you.

*Your go-to guide on business analysis Business analysis refers to the set of tasks and activities that help companies determine their objectives for meeting certain opportunities or addressing challenges and then help them define solutions to meet those objectives. Those engaged in business analysis are charged with identifying the activities that enable the company to define the business problem or opportunity, define what the solutions look like, and define how it should behave in the end. As a BA, you lay out the plans for the process ahead. Business Analysis For Dummies is the go-to reference on how to make the complex topic of business analysis easy to understand. Whether you are new or have experience with business analysis, this book gives you the tools, techniques, tips and tricks to set your project's expectations and on the path to success. Offers guidance on how to make an impact in your organization by performing business analysis Shows you the tools and techniques to be an effective business analysis professional Provides a number of examples on how to perform business analysis regardless of your role If you're interested in learning about the tools and techniques used by successful business analysis professionals, Business Analysis For Dummies has you covered.*

*Includes Index*  
*Project Management Step by Step*  
*81 Easy Practice Programs*