

## Project Management For Dummies Uk Edition

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 igniting 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 — 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.

**LEARN::** Project Management via PRINCE2 for Beginners for Self Study and Foundation Exam PRINCE2 (PROjects IN Controlled Environments) is a widely used method for managing projects, particularly in the United Kingdom as well as in other countries. I wrote this book to develop the reader's working knowledge of all aspects of PRINCE2, with the goal of providing a truly useful self-study manual for the PRINCE2 Foundation qualification. The book is based on the most recent revisions to the method made in 2009, so it's as current as any other resource on the market today. I have written this guide as an efficient self-study manual that presents what you need to grasp the fundamentals of PRINCE2 and understand it as a logical system. It is specifically aimed at readers who are studying for the Foundation qualification and want to get the most out of their study time. Although anything in this book can appear on the examination, certain parts of the method show up repeatedly, so at the end of the chapter you will find a list of the concepts you should review more intensively, along with study tips and tricks. In the second part of the book you will find 75 sample test questions, followed by a separate section giving the answers and which element of the method each question is taken from. This way, you can focus on a particular area of PRINCE2 where you need to do more work. **INSIDE::** PRINCE2 for Beginners Book Inside this book you'll discover: The 7 PRINCIPLES - Business Case Organization Quality Plans Risk Change Progress The 7 PROCESSES - Starting Up a Project Directing a Project Initiating a Project Managing a Stage Boundary Controlling a Stage Managing Product Delivery Closing a Project Tailoring to the Environment THE PRINCE2 FOUNDATION EXAMINATION - Foundation Examination Questions Answers and Chapter References

Your go-to project management guide! Project managers are among the most sought-after people in today's business universe. Here's your one-stop guide to all the information and advice you need for masterful project management! Hone your skills in sizing, organizing, scheduling, and handling projects to help teams maximize their productivity as you make yourself indispensable. Whether you're new to project management or an experienced pro, this book has the resources you need to get the job done. 7 Books Inside... Project Management For Dummies Agile Project Management For Dummies Project Management Checklists For Dummies PMP Certification All-in-One For Dummies Scrum For Dummies Microsoft Project 2019 For Dummies Enterprise Agility For Dummies

If you're finding yourself tied down by piles of paperwork, endless unanswered emails and thousands of to-do lists, then this is the book for you! Become a more efficient, effective and productive you with Time Management For Dummies- your one-stop guide to taking control of your life. Packed with hundreds of time-saving ideas, techniques and strategies, you'll be able to: get on top of your workload, communicate effectively, make the most of your business meetings, organise your desk and files, prioritise and delegate well, and kick the procrastination habit. With tips on getting more out of your time away from your desk, maintaining a productive home office environment and still finding time to see to your finances, health and social life, these time management tools will leave you feeling in control of your life – at work and at home. Time Management For Dummies covers: What is Time Management? Getting Your Time in Order Organising The Work You Have To Do Working From Home The Bigger Picture Managing Engineering, Construction and Manufacturing Projects to PMI, APM and BSI Standards

Project Management All-in-One For Dummies

What You Need to Know about Project Management

Agile Project Management For Dummies

Project Management for Dummies

*Are you struggling to stay afloat in a sea of paperwork, emails, meetings and an ever-growing to-do list? Are you working longer and longer hours in a vain attempt to catch up and, any time you do, they drop another pile of work on you? Don't worry, you are not alone and help is at hand. You don't need work to longer hours or even harder, you need to work smarter by making the time you spend at work really effective. You can do it and you will be amazed at how much more you can get done when you optimize your time. Effective Time Management in easy steps will show you how, not just by working more effectively now but also how to plan your future career. And you'll have more free time outside work plus the energy to enjoy it. This book will show you, in easy steps, how to: Understand what you spend your time on now and how much of it is wasted Identify your long-term goals and plan how to get there Identify the things that really matter and prioritize them How to use your time most effectively and organize your work Understand how to read, write, use the 'phone and manage emails effectively Learn how to say No and deal with interruptions Make meetings more effective Make the most out of home working Reduce stress and make the most out of life Develop your own personal action plan Table of Contents Introduction Time Flies Priorities More on Time Getting Organized Saying No Distractions Effective Meetings Effective Delegation Home Working Stress Life and Everything Personal Action Plan*

*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 title in corporate America—yet 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.*

*Presents a step-by-step guide to effectively manage the computer software development process.*

*Project Management for Dummies - UK John Wiley & Sons*

*A FranklinCovey Title*

*Project Management Essentials For Dummies, Australian and New Zealand Edition*

*PRINCE 2 For Dummies Three e-book Bundle: Prince 2 For Dummies, Project Management For Dummies & Lean Six Sigma For Dummies*

*Project Management for Dummies, 2nd UK Edition*

*Effective Time Management in easy steps*

**This book explains the many techniques which have been developed to help you manage projects successfully using very clear objectives within a commercial environment. Examples are drawn from construction, civil engineering, product launches, publishing, computer hardware and software, scientific projects and aerospace.**

**Optimize the Role of the Project Sponsor** The project sponsor is critical to project success, yet it is a role that is often assigned to a member of the organization with little knowledge or training in project management practices. This creates challenges not only for the sponsor but for the project manager. The organization suffers too if key members of the project team are not fully utilized, as valuable resources are wasted. In *Strategies for Project Sponsorship*, the authors address this challenge from all three vantage points—that of the project manager, the project sponsor, and the organization. Based on their practical experience and solid research, they offer practical methods that project managers can use to optimize the participation of the sponsor. They also offer clear and straightforward guidance for project sponsors on how to properly execute their duties and contribute to project success. Executives will gain valuable perspective on the organization's projects and key players. From defining the roles and responsibilities of the project sponsor to suggesting specific practices that maximize the working relationship between the sponsor and project manager, this book is the ultimate guide. Examples from real-world sponsor experiences, as well as tips, techniques, and tools, enhance its applicability and practicality. This book should be given to every newly assigned project sponsor, read and referred to by every project manager, and on the desk of every organizational executive as a reference.

**Score your highest in Operations Management** Operations management is an important skill for current and aspiring business leaders to develop and master. It deals with the design and management of products, processes, services, and supply chains. Operations management is a growing field and a required course for most undergraduate business majors and MBA candidates. Now, *Operations Management For Dummies* serves as an extremely resourceful aid for this difficult subject. Tracks to a typical course in operations management or operations strategy, and covers topics such as evaluating and measuring existing systems' performance and efficiency, materials management and product development, using tools like Six Sigma and Lean production, designing new, improved processes, and defining, planning, and controlling costs of projects. Clearly organizes and explains complex topics Serves as a supplement to your Operations Management textbooks Helps you score your highest in your Operations Management course Whether your aim is to earn an undergraduate degree in business or an MBA, *Operations Management For Dummies* is indispensable supplemental reading for your operations management course.

**Increase your knowledge of supply chain management and leverage it properly for your business** If you own or make decisions for a business, you need to master the critical concept of supply chain management. *Supply Chain Management For Dummies, 2nd Edition* guides you to an understanding of what a supply chain is and how to leverage this system effectively across your business, no matter its size or industry. The book helps you learn about the areas of business that make up a supply chain, from procurement to operations to distribution. And it explains the importance of supporting functions like sales, information technology, and human resources. You'll be prepared to align the parts of this system to meet the needs of customers, suppliers, and shareholders. By viewing the company as a supply chain, you'll be able to make decisions based on how they will affect every part of the chain. To help you fully understand supply chains, the author focuses on the Supply Chain Operations Reference (SCOR) model. This approach allows all types of professionals to handle their work demands.

- Use metrics to improve processes
- Evaluate business risks through analytics
- Choose the right software and automation processes
- Plan for your supply chain management certification and continuing education

A single business decision in one department can have unplanned effects in one or more areas, such as purchasing or operations. *Supply Chain Management For Dummies* helps you grasp the connections between business lines for wiser decision making and planning.

**Project Management for the Unofficial Project Manager**

**Project Management Step by Step**

**Management and Cost Accounting For Dummies - UK**

**Scrum For Dummies**

## **The Complete Idiot's Guide to Project Management**

*This updated edition shows you how to use the agile project management framework for success! Learn how to apply agile concepts to your projects. This fully updated book covers changes to agile approaches and new information related to the methods of managing an agile project. Agile Project Management For Dummies, 3rd Edition gives product developers and other project leaders the tools they need for a successful project. This book's principles and techniques will guide you in creating a product roadmap, self-correcting iterations of deployable products, and preparing for a product launch. Agile approaches are critical for achieving fast and flexible product development. It's also a useful tool for managing a range of business projects. Written by one of the original agile technique thought-leaders, this book guides you and your teams in discovering why agile techniques work and how to create an effective agile environment. Users will gain the knowledge to improve various areas of project management. Define your product's vision and features Learn the steps for putting agile techniques into action Manage the project's scope and procurement Plan your team's sprints and releases Simplify reporting related to the project Agile Project Management For Dummies can help you to better manage the scope of your project as well as its time demands and costs. You'll also be prepared to skillfully handle team dynamics, quality challenges, and risks.*

*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.*

*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 and easy-to-understand advice on using PRINCE2. It also shows 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 provides you with a comprehensive guide to its 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: Checking the Idea Before You Start - Chapter 5: Planning 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 the Business Case - Chapter 12: Deciding 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 19: Ten Tips for a Good Business Case - 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*

*UK bookkeeping and accounting basics for the rest of us Unless you're one of those rare "numbers people," the thought of accounting and bookkeeping probably make your head spin. While these pragmatic and confusing practices may not be fun for the rest of us, mastering them is absolutely essential in order to run and maintain a successful business. Thankfully, Bookkeeping & Accounting All-in-One For Dummies, UK Edition, is here to take the intimidation out of crunching numbers and offers easy-to-follow, step-by-step instruction on keeping your business' finances in order with information specific to a business in the United Kingdom. Written in plain English and packed with loads of helpful instruction, this approachable and all-encompassing guide arms you with everything you need to get up and running on all the latest accounting practices and bookkeeping software. Inside, you'll find out how to prepare financial statements, balance your books, keep the tax inspector off your back, and so much more. Gives you access to supplemental online samples of bookkeeping forms, accounting templates, and spreadsheets Includes many practical bookkeeping and accounting exercises and templates Simplifies every aspect of accounting and record-keeping Shows you how to run your business "by the books" If you're a small business owner or employee who is confused and intimidated by managing your accounts and books, this comprehensive guide empowers you to take charge of those pesky figures to keep your business afloat.*

*Today's Tools and Techniques*

*Project Management For Dummies® , UK Edition*

*PRINCE2 For Dummies*

*Operations Management For Dummies*

*Bookkeeping and Accounting All-in-One For Dummies - UK*

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 control – 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 concise 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 Execute and deliver your projects with confidence Stay in control to deliver on time, within budget and to the right quality

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 mistakes 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 on motivating a project team The latest concepts and fundamentals 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 Assess your project 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 Your 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, handy 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 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.

This fully updated edition features new templates, forms, and examples and complies with official PMI and PMBOK standards for project management.

Project Management For Dummies

Project Management Checklists For Dummies

Building Information Modeling For Dummies

Product Management For Dummies

Fundamentals of Project Management

**What You Need to Know About Project Management** Project Management is all about getting things done without spending too much or taking too long. But when you start hearing things like man-days, PSOs and stakeholders, it just makes it difficult to understand. So what do you really need to know about project management? Find out: Why setting clear goals matters How to estimate absolutely everything. How to get things back on track after they've gone wrong How to track big projects Why work/life balance matters when you're running a big project This clear and simple approach will mean you'll never panic when faced with a big project again. Read More in the Want You Need to Know Series and Get to Speed on the Essentials... Fast.

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 eXtreme, 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

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 fundamentals 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

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.

Prince2 for Beginners

A Practical Approach

Supply Chain Management For Dummies

Prince2 Self Study for Certification & Project Management

Strategies for Project Sponsorship

***With easy-to-understand explanations and real-life examples, Management & Cost Accounting For Dummies provides students and trainees with the basic concepts, terminology and methods to identify, measure, analyse, interpret, and communicate accounting information in the context of managerial decision-making. Major topics include: cost behaviour cost analysis profit planning and control measures accounting for decentralized operations budgeting decisions ethical challenges in management and cost accounting***

***The easy way to demystify the intimidating world of investing in the UK market Think investing is only for the super-rich? Think again! Packed with tons of expert advice, Investing For Dummies UK 4th edition shows you step-by-step how to make sound, sensible investment choices—whatever your budget. All the major investment categories are covered for the smart beginner, while more advanced and alternative investments are presented for the more adventurous and experienced. Wherever you fall on the investing spectrum, there's something for you! This new UK edition of Investing For Dummies has been updated with the latest financial information, including all the new trends and developments that have affected the world of investment, with an emphasis on the new pensions legislations and changes to Individual Savings Accounts. Whether you're interested in assessing your financial means, gauging risks and returns or increasing your personal wealth, with the help of this friendly guide, you no longer need to work in finance to make sense of the facts and figures behind your investments! Offers tips on how to minimize the risk of investment gambles Covers the FCA's more stringent risk analysis for investors using advisers Contains new sections on pensions, ISAs, the DIY/self-directed investor, and ultra-low interest rates Includes new online templates to help simplify the investing process If you want to go it alone in the investment arena, but need the support of a straightforward, reassuring guide to help you make the best decisions—and get the highest returns from your investments—this is the book for you.***

***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. So how can you juggle all the skills and responsibilities it takes to shine as a project management maven? Updated in a brand-new edition, Project Management For Dummies offers everything you need to successfully manage projects from start to finish—without ever dropping the ball. Written by a well-known project management expert, this hands-on guide takes the perplexity out of being a successful PM, laying out all the steps to take your organizational, planning, and execution skills to new heights. Whether it's managing distressed projects, embracing the use of social media to drive efficiency and improve socialization, or resolving conflicts that occur during a project, the soup-to-nuts guidance inside will help you wear your project management hat more prominently—and proudly. Get the latest in industry best practices reflecting PMBOK 6 Motivate any team to gain maximum productivity Execute projects on time and with maximum efficiency Prepare for the Project Management Professional (PMP) certification exam It's never been easier to execute projects on time, on budget, and with maximum efficiency.***

***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 to prevent communication and control 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.*

**Investing for Dummies - UK**

**Project Management**

**PROJECT MANAGEMENT FOR DUMMIES 2ND UK PO**

**Developing Core Competencies to Help Outperform the Competition**

**How to Plan and Manage a Highly Successful Project**

Everything you need to make the most of building information modeling If you're looking to get involved in the world of BIM, but don't quite know where to start, Building Information Modeling For Dummies is your one-stop guide to collaborative building using one coherent system of computer models rather than as separate sets of drawings. Inside, you'll find an easy-to-follow introduction to BIM and hands-on guidance for understanding drivers for change, the benefits of BIM, requirements you need to get started, and where BIM is headed. The future of BIM is bright—it provides the industry with an increased understanding of predictability, improved efficiency, integration and coordination, less waste, and better value and quality. Additionally, the use of BIM goes beyond the planning and design phase of the project, extending throughout the building life cycle and supporting processes, including cost management, construction management, project management, and facility operation. Now heavily adopted in the U.S., Hong Kong, India, Singapore, France, Canada, and countless other countries, BIM is set to become a mandatory practice in building work in the UK, and this friendly guide gives you everything you need to make sense of it—fast. Demonstrates how BIM saves time and waste on site Shows you how the information generated from BIM leads to fewer errors on site Explains how BIM is based on data sets that describe objects virtually, mimicking the way they'll be handled physically in the real world Helps you grasp how the integration of BIM allows every stage of the life cycle to work together without data or process conflict Written by a team of well-known experts, this friendly, hands-on guide gets you up and running with BIM fast.

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—and 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.

Project Management introduces students in a unique and accessible way to projectbased working as a means to tackle projects successfully. Not only in business circles, but also in the field of education, increasingly more activities are performed using a projectbased approach. Consider for example comprehensive study assignments, internal projects and projects during work placement and the final stages of a degree. The line of approach of this book is practiceoriented. Based on assignments, groups of two to three students work on a project plan and an executive summary. Students can also opt for a 'real' assignment for a company or for one of the cases of the accompanying website. Added to this fifth edition are examples and illustrations, new sections about various subjects and a chapter about the flexible project approach Scrum.

Updated concepts and tools to set up project plans, schedule work, monitor progress-and consistently achieve desired project results.In today's time-based and cost-conscious global business environment, tight project deadlines and stringent expectations are the norm. This classic book provides businesspeople with an excellent introduction to project management, supplying sound, basic information (along with updated tools and techniques) to understand and master the complexities and nuances of project management. Clear and down-to-earth, this step-by-step guide explains how to effectively spearhead every stage of a project—from developing the goals and objectives to managing the project team-and make project management work in any company. This updated second edition includes: \* New material on the Project Management Body of Knowledge (PMBOK) \* Do's and don'ts of implementing scheduling software\* Coverage of the PMP certification offered by the Project Management Institute\* Updated information on developing problem statements and mission statements\* Techniques for implementing today's project management technologies in any organization-in any industry.

**Project Management for Dummies - UK**

**Project Management, Planning and Control**

**Time Management For Dummies - UK**

**Project Management Demystified**

**Software Project Management For Dummies**

Packed with expert advice, this e-book bundle steers you through every step in the PRINCE2 and project management process - from initial

planning to risk management and quality control. It also covers the techniques of Lean Six Sigma that will help you achieve your business goals by improving both the quality and efficiency of your projects. PRINCE2 For Dummies is the perfect guide to using this project management method to help ensure its success. It takes you through every step of a project - from planning and establishing roles to closing and reviewing - offering practical and easy-to-understand advice on using PRINCE2. Project Management For Dummies shows business professionals what works and what doesn't by examining the field's best practices. Readers will learn how to organise, estimate and schedule projects more efficiently. Lean Six Sigma For Dummies outlines the key concepts of this strategy in plain English and explains how you can use it to get the very best out of your business. Combining the leading improvement methods of Six Sigma and Lean, this winning technique drives performance to the next level. 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?

Get projects done on time, on budget, and with maximum efficiency 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 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 to prevent communication and control 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 equips you for project management success.

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!

Microsoft Project For Dummies

A comprehensive book on project management, covering all principles and methods with fully worked examples, this book includes both hard and soft skills for the engineering, manufacturing and construction industries. Ideal for engineering project managers considering obtaining a Project Management Professional (PMP) qualification, this book covers in theory and practice, the complete body of knowledge for both the Project Management Institute (PMI) and the Association of Project Management (APM). Fully aligned with the latest 2005 updates to the exam syllabi, complete with online sample Q&A, and updated to

include the latest revision of BS 6079 (British Standards Institute Guide to Project Management in the Construction Industry), this book is a complete and valuable reference for anyone serious about project management. • The complete body of knowledge for project management professionals in the engineering, manufacturing and construction sectors • Covers all hard and soft topics in both theory and practice for the newly revised PMP and APMP qualification exams, along with the latest revision of BS 6079 standard on project management in the construction industry • Written by a qualified PMP exam accreditor and accompanied by online Q&A resources for self-testing