

Project Management For Small Projects Second Edition

Project management can help companies become more efficient and profitable. But classic project management models often prove too cumbersome for smaller businesses with limited staff resources, tight budgets, and next to no time to devote to learning complex methodologies. These smaller enterprises need the core principles and techniques of project management in a streamlined package. Project Management for Small Business offers simple, repeatable practices for planning, executing, and controlling projects in smaller environments in which one team member may wear multiple hats. Readers will learn how to:

- Define project requirements and scope
- Create a project schedule based on resource availability
- Estimate, budget, and control project costs
- Identify and minimize project risks
- Manage workflow
- Communicate effectively
- Control project change
- And more.

Grounded in real-world experience, this practical guide skips the complicated theory and goes straight to the heart of what it really takes to make a project a success. If you are a small business owner it's likely you've encountered problems in your business that were tough to solve. Using a project management approach in your business can help you overcome obstacles so you can be successful and it will help you minimize confusion, rework, errors and best of all, it can help you delight your customers. This eBook includes:

- Four reasons why project management is so valuable to small business.
- Six easy steps to start managing projects in your business.
- Four common problems with projects that could cause you to fail (and how to overcome them).
- Five steps to finding the right project management software for your business.

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

IntroductionSmall projects have unique challenges over larger ones. Because they're small, it's tempting to skip the planning process and start executing the work. This phenomenon is especially true if projects perform tasks similar to previous work, which in turn leads to a natural tendency to skip planning and to start doing the work. Then, essential steps are sometimes omitted, done out of order, or done later than desired. Likewise, costly mistakes can occur when risks are missed by executing too soon. A small project that isn't planned can also ignore critical stakeholders, causing both resentment and rework.Complicating the issue are project management methodologies and frameworks designed for large projects. Using such frameworks for small efforts is cumbersome and unnecessary. What is needed is a method that focuses on the essential steps and doesn't waste time on overkill.The following outlines the essential ingredients to managing small projects and how to successfully deliver project results every time. Our proven framework, and the critical steps for managing small projects combines years of practical experience with the core processes of the Project Management Institute's Project Management Body of Knowledge (PMBOK(R)Guide).The paper presents several issues related to managing small projects, as well as the framework. Several practical project templates for managing small projects are introduced and explained as to how they work with the critical steps of the framework. The intent is to help people deliver project results more quickly, that better achieve desired objectives, and do so with less stress.The major challenges we've seen in managing small projects are:

- First, being able to recognize work that is really a project – and conversely to distinguish other kinds of work from project work, and manage it accordingly.
- The lack of time taken to plan small projects when they are recognized as such, and to do an appropriate amount of planning (as opposed to the level needed for larger ones),
- Having the will or determination to follow a plan once it's created for small projects, and
- Being disciplined enough to control and to track the project – and to see it through to completion.

Effective Project Management in easy steps, 2nd edition

After Reading and Understanding this Book Well .. You Will Raise the Level of Your Project to the Sky

The Project Management Life Cycle

Project Management, Planning and Control

The Success of Your Small Business

Offers a collection of essays on philosophies and strategies for defining, leading, and managing projects. This book explains to technical and non-technical readers alike what it takes to get through a large software or web development project. It does not cite specific methods, but focuses on philosophy and strategy.

**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.**

Dobson says that you must first have a strong foundation in time management and priority setting, then introduces the concept of Portfolio Management to timeline multiple projects, determine their resource requirements, and handle emergencies, putting you in charge for possibly the first time in your life! The Juggler's Guide to Managing Multiple Projects does not forget the paperwork. Dobson supplies examples of business-tested forms, charts, logs, tables, and worksheets-everything project managers need to crash, level, analyze, plan, and control tasks. Forms were never better explained or illustrated.

Explains the best way to ensure a successful project, including planning, leading, maintaining control, team building, risk assessment and risk management.

Surviving the Transition from Techie to Manager

Linking Strategy and Projects

Practical Tools for Leaders and Teams

Computerized Management of Multiple Small Projects

Project Management for Mere Mortals

A FranklinCovey Title

A pragmatic approach to project management Many projects fail to deliver on time or on budget, or even to deliver a workable product that satisfies the customer. While good project management goes a long way towards ensuring success, managers often fail to follow the plans they implement. This unique guide helps you understand and successfully handle project management, once and for all. Covering practical ways to solve problems you'll typically face when managing actual projects, this pragmatic book takes you through a full project management lifecycle. You'll find ample tips, tricks, and best practices—all richly illustrated with real case studies. Find out how to plan for risk, get roadway projects back on track, manage a whole portfolio of projects, and much more. Each topic in the book is mapped to the exam topics of the PMP® Certification Exam, so PMP certification candidates can also use this book for test prep. The book's companion web site offers downloadable forms, templates, and checklists. Explains project management for the real world using a pragmatic approach that includes field-tested techniques, case studies to illustrate concepts, helpful tips and tricks, and downloadable content Guides you to project management success by providing friendly advice, as if you had a friend or project management consultant at your side, discussing issues Explores how to run successful meetings, how to get roadway projects back on track, planning for risk, and how to manage multiple projects Manage your next project with a personal consultant: your own copy of Your Project Management Coach: Best Practices for Managing Projects in the Real World. (PMP is a registered marks of the Project Management Institute, Inc.)

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.

When Fortune Magazine estimated that 70% of all strategies fail, it also noted that most of these strategies were basically sound, but could not be executed. The central premise of Strategic Project Management Made Simple is that most projects and strategies never get off the ground because of adhoc, haphazard, and obsolete methods used to turn their ideas into coherent and actionable plans. Strategic Project Management Made Simple is the first book to couple a step-by-step process with an interactive thinking tool that takes a strategic approach to designing projects and action initiatives. Strategic Project Management Made Simple builds a solid platform upon four critical questions that are vital for teams to intelligently answer in order to create their own strong, strategic foundation. These questions are:

1. What are we trying to accomplish and why?
2. How will we measure success?
3. What other conditions must exist?
4. How do we get there?

This fresh approach begins with clearly understanding the what and why of a project - comprehending the bigger picture goals that are often given only lip service or cursory reviews. The second and third questions clarify success measures and identify the risky assumptions that can later cause pain if not spotted early. The how questions - what are the activities, budgets, and schedules - comes last in our four-question system. By contrast, most project approaches prematurely concentrate on the how without first adequately addressing the three other questions. These four questions guide readers into fleshing out a simple, yet sophisticated, mental workbench called "the Logical Framework" - a Systems Thinking paradigm that lays out one's own project strategy in an easily accessible, interactive 4x4 matrix. The inclusion of memorable features and concepts (four critical questions, LogFrame matrix, If-then thinking, and Implementation Equation) make this book unique.

The landmark project management reference, now in a new edition Now in a Tenth Edition, this industry-leading project management "bible" aligns its streamlined approach to the latest release of the Project Management Institute's Project Management Body of Knowledge (PMI®'s PMBOK® Guide), the new mandatory source of training for the Project Management Professional (PMP®) Certification Exam. This outstanding edition gives students and professionals a profound understanding of project management with insights from one of the best-known and respected authorities on the subject. From the intricate framework of organizational behavior and structure that can determine project success to the planning, scheduling, and controlling processes vital to effective project management, the new edition thoroughly covers every key component of the subject. This Tenth Edition features:

- New sections on scope changes, exiting a project, collective belief, and managing virtual teams
- More than twenty-five case studies, including a new case on the Iridium Project covering all aspects of project management
- 400 discussion questions
- More than 125 multiple-choice questions (PMI, PMBOK, PMP, and Project Management Professional are registered marks of the Project Management Institute, Inc.)

Project Management When Time is Short

A Systems Approach to Planning, Scheduling, and Controlling

Managing Smaller Projects

Fundamentals of Project Management

Juggler's Guide to Managing Multiple Projects

Project Management for Small Projects

Project Management for Small Projects introduces project management processes, tools, and techniques that are scalable and adaptable to small projects. Project managers will learn a structured, disciplined approach to managing projects while balancing project needs with the project management methodology. PLUS -

Project Management for Small Projects includes practical tips and easy-to-use templates to help readers apply the tools and techniques presented throughout this valuable reference guide!

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

Project Management for Small Projects shows you how to tailor bureaucratic planning processes to a sleek minimum while still keeping your project running like a well-oiled machine. Managing projects requires time, effort, and discipline, regardless of the project size. The difference between managing larger and smaller projects is not only the amount of time, effort, and discipline but also the processes and tools. For years, this book has helped managers of small projects design scalable processes and simplified tools for immediate use in managing small projects. And since most small projects tend to be similar in structure or outcome, a template for one project can be used for future projects. This third edition has been updated to align with the Project Management Institute's Project Management Body of Knowledge (PMBOK®(R)) and provides new tools, templates, and techniques to support the revised processes. In addition, there is new material on agile project management and on the essential leadership skills for small-project managers. (PMBOK®(R) is a trademark of the Project Management Institute Inc., which is registered in the United States and other nations.)

Business is becoming increasingly project-based and our ability to manage projects has become one of the key skills for success as managers and businesspeople. This compact guide, written by a leading project management expert, gets to the heart of successful project management. Project management is not complicated - many projects may be complicated, but project management itself is not. By following a set of simple rules and applying simple techniques, there will be no need for the expensive project failures that we often see. Moreover, as this book shows, projects can be significantly shortened by again using simple ideas and techniques. Anyone who manages projects will find this book helps them to save time, effort, resources, and money.

Project Management for Non-Project Managers

Best Practices for Managing Projects in the Real World

Organizational Project Management

A Streamlined Approach from Planning to Completion

Software Project Management for Small to Medium Sized Projects

Planning, Task and Resource Scheduling, Estimating, Design Optimization, and Project Control

We are all faced with projects going off the rails, veering far from what we initially set out to do, costing ten times as much and taking far too long to complete -- this is just part of everyday working life. Honing our general skills in project management seems like the obvious answer, but Fast Projects promises a quicker and easier solution - cutting the time to get projects done in the first place. Learning to operate within a short schedule not only cuts costs and improves revenue and cash flow, but it also sets you aside as a sharper and slicker operation. How to build, shorten and execute a realistic plan in the shortest time possible is covered in detail along with a specific focus on ensuring you have clearly defined goals and are making accurate project predictions with a successful tracking progress. Using worked examples and tried and tested techniques, Fast Projects is your practical guide to ensuring projects not only succeed, but are delivered early. If you want to get the most out of your team and take control of your workload, resources and time, this book is for you.

Why do so many software projects fail? The reality is that many of these projects are led by programmers or developers thrown into the role of project manager without the necessary skills or training to see a project through successfully. Patricia Ensworth has written a hands-on survival guide designed to rescue the "accidental project manager" and help them to quickly ramp up on all key areas involved in software project management. This book provides a no-nonsense, jargon-free approach to getting the job done. With the help of useful templates, checklists, and sample forms, as well as pointers to essential resources, Ensworth gives concise, easy-to-understand advice on everything needed to hit the ground running—including phases of project development, role assignment in the development team, the tools of the trade, and criteria for success.

Organizations are developing project managers from within more and more. Employees who are proficient in their area of expertise are being asked to take on project management. This book explores the basic concepts and fundamentals of project management. Project management processesThe first lesson focuses on the project management process: highlighting the importance of effective project management, who's involved with projects, and an introduction to the four phases of the project management process. Project manager roleThe second lesson focuses on the project manager role: highlighting typical roles a project manager must fill to be successful, the value of the project manager, how to deliver the right amount of project management, and how to manage small to medium projects. This book will provide individuals who are not professional project managers with the knowledge required to build a solid understanding of the fundamentals of project management, helping them transition to the role of project manager. Today's business world is a complex and rapidly changing place. Organizations and individuals cannot survive without accepting and embracing change. Change involves your situation: something is different; a bigger office, a new colleague, the reorganization of staff responsibilities. Transition involves a journey; it is the process of disengagement, transformation, and acceptance of change. Put simply, change is the event and transition is the process that takes you there. While it is important to know the terms, concepts, techniques, and skills that are involved in project management, it is even more important to be able to put these to work on the job. A project manager is expected to deal with intangible issues such as human dynamics, establishing authority, and managing people and expectations. This often requires a complex balance of personal and practical skills. Project management is about the management of people, but it is also about managing the way an organization works, and the way the people within it work. As a project manager, you will need to realize that people are inseparable from process. It is not only practical skills, but leadership ability, management skills, and the ability to communicate that are imperative to successful projects. Benjamin Franklin wrote, "For want of a nail the shoe was lost; for want of a shoe the horse was lost; and for want of a horse the rider was lost, being overtaken and slain by the enemy, all for want of care about a horseshoe nail." A small problem overlooked in the early stages of project management can grow to be a critical failure in the later stages. The Initiating and Planning phases of project management are vital to the success of the project. Without the proper tools and information, effective project management is impossible. Imagine what would happen if the head chef of a busy restaurant didn't have the right ingredients for the evening menu. What do you think would happen if she didn't have a plan for efficiently preparing all of the meals during the supper rush? If you don't initiate your project properly, you might not have everything you need to meet your goals. And if you don't plan your project well, you might not meet your goals on time - or at all. This book examines the importance of properly initiating and planning a project, and explores ways to make your initiating and planning efforts more effective. Your project plan is complete. Tasks are clearly outlined, the schedule is in place, and the money is budgeted to the cent. You're getting ready to dig in and start the actual work. You're feeling confident that the project is going to go exactly as planned. How could anything go wrong? Managing is the third phase of project management. You may be tempted to think now that the planning is over the rest of the project will be easy.

This new edition is updated throughout to reflect the PMBOK Guide, fifth edition, balancing the particular needs of small projects with the project management methodology. Project managers who are proficient at managing and leading their own projects are increasingly being called upon to work collaboratively with other project managers to lead components of a program. In addition to knowing how to manage processes and how to lead the team, project managers must now also know how to collaborate and share knowledge with other project managers. A new chapter on program management offers important insights and guidance for managing a group of related small projects in a coordinated way to obtain benefits and control not available from managing them individually. --

Making Things Happen

Project Management)

Mastering Project Management

PRINCE2 Revealed

A Guide to the Project Management Body of Knowledge (PMBOK® Guide) - Seventh Edition and The Standard for Project Management (RUSSIAN)

Your Project Management Coach

Colin Bentley illustrates the use of management methods that can save time whilst ensuring a standard of product or service. The text is suitable for project managers, consultants or IT managers involved in PRINCE 2 (Projects in Controlled Environments) at any level.

A new edition of the most popular book of project management case studies, expanded to include more than 100 cases plus a "super case" on the Iridium Project Case studies are an important part of project management education and training. This Fourth Edition of Harold Kerzner's Project Management Case Studies features a number of new cases covering value measurement in project management. Also included is the well-received "super case," which covers all aspects of project management and may be used as a capstone for a course. This new edition:

- Contains 100-plus case studies drawn from real companies to illustrate both successful and poor implementation of project management
- Represents a wide range of industries, including medical and pharmaceutical, aerospace, manufacturing, automotive, finance and banking, and telecommunications
- Covers cutting-edge areas of construction and international project management plus a "super case" on the Iridium Project, covering all aspects of project management
- Follows and supports preparation for the Project Management Professional (PMP®) Certification Exam
- Project Management Case Studies, Fourth Edition is a valuable resource for students, as well as practicing engineers and managers, and can be used on its own or with the new Eleventh Edition of Harold Kerzner's landmark reference, Project Management: A Systems Approach to Planning, Scheduling, and Controlling. (PMP and Project Management Professional are registered marks of the Project Management Institute, Inc.)

So called "small projects" can have potentially alarming consequences if they go wrong, but their control is often left to chance. The solution is to adopt tried and tested project management techniques. This book provides a low overhead, highly practical way of looking after small projects. It covers all the essential skills: from project start-up, to managing risk, quality, and change, through to controlling the project and implementing a simple control system. It cuts through the jargon of project management and provides a framework that is as useful to those lacking formal training, as it is to those who are skilled project managers and want to control smaller projects without the burden of bureaucracy. This is the new North American edition of a best-selling U.K. title.

M-CREATED

Managing Engineering, Construction and Manufacturing Projects to PMI, APM and BSI Standards

Project Management for Small Projects, Second Edition

Including how to Use PRINCE2 for Small Projects

How to Run Successful Projects in Half the Time

Project Management for Profit

HBR Guide to Project Management (HBR Guide Series)

Important New Tools for Managing Your Small Projects As Part of a Larger Program! The first edition of Project Management for Small Projects introduced project management processes, tools, and techniques that are scalable and adaptable to small projects. Project managers learned a structured, disciplined approach to managing small projects sensibly and realistically. This new edition is updated throughout to reflect the PMBOK® Guide, Fifth Edition, balancing the particular needs of small projects with the project management methodology. Project managers who are proficient at managing and leading their own projects are increasingly being called upon to work collaboratively with other project managers to lead components of a program. In addition to knowing how to manage processes and how to lead the team, project managers must now also know how to collaborate and share knowledge with other project managers. A new chapter on program management offers important insights and guidance for managing a group of related small projects in a coordinated way to obtain benefits and control not available from managing them individually.

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

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

Project Management for Small Projects shows you how to tailor bureaucratic planning processes to a sleek minimum while still keeping your project running like a well-oiled machine. The Project Management Body of Knowledge (PMBOK) recommends tailoring the planning processes to fit the size of your project, but it doesn't always fully explain how. Using too much process can be as detrimental to a project as not using a process at all. For years, this book has helped managers of small projects design processes that are neither too big nor too small but "just right." It provides simplified but compliant tools for immediate use in managing small projects. And since most small projects tend to be similar in structure or outcome, a template for one project can be used for future projects. This new edition of Project Management for Small Projects has been updated to align with the latest PMBOK. In addition, there is new material on Agile project management and on the essential leadership skills for small project managers.

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

Developing Core Competencies to Help Outperform the Competition

The Accidental Project Manager

The Project Management Book

Project Management for Small Projects, Third Edition, 3rd Edition

Effective Project Management in Easy Steps

Case Studies

The Project Management Life Cycle reveals the unique Method 123 Project Management Methodology by defining the phases, activities and tasks required to complete a project. It's different because it describes the life cycle clearly and prescriptively, without the complex terminology rife throughout the industry. Its comprehensive coverage, consistent depth and suite of tools will help managers to undertake projects successfully. Containing hundreds of practical examples to enhance the reader's understanding of project management, the book skilfully guides them through the four critical phases of the project life cycle: initiation, planning, execution and closure. Written in a clear, professional and straightforward manner, it is relevant to the management of all types of project, including IT, construction, engineering, telecommunications and government, as well as many others. An essential guide to improving project management skills for project managers, senior managers, team members, consultants, trainers or students. Additional resources can be downloaded from <http://tinyurl.com/bq2dbuw> by scrolling down to the 'Resources' section.

Project Management for Mere Mortals® strips away the myths and mysteries of effective project management, giving you the skills, tools, and insights to succeed with your next project—and every project after that. Long-time project manager and trainer, Claudia Baca, walks you through all five process groups of project management: initiation, planning, execution, monitoring and controlling, and closing. Baca examines each process group from the perspectives of the working project manager and team member, highlighting the organizational issues most likely to arise and offering proven solutions. For each process group, she presents tools you can start using right now—and demonstrates those tools at work in a realistic running case study. This guide takes you from the absolute basics through advanced techniques, such as measures of performance and change control. You'll learn how to

- Accurately scope projects and build workable timetables
- Create trustworthy budgets and use them to manage your project
- Organize work assignments for maximum efficiency
- Build project teams, and keep them motivated
- Intelligently assess quality goals, and decide "how good it has to be"
- Identify and mitigate the real risks your project will encounter
- Control changes and stay on track, no matter what surprises occur
- Close projects successfully, and learn lessons for future projects
- Gain crucial skills you'll need for PMI certification

Project Management for Small Projects shows you how to tailor bureaucratic planning processes to a sleek minimum while still keeping your project running like a well-oiled machine. Managing projects requires time, effort, and discipline, regardless of the project size. The difference between managing larger and smaller projects is not only the amount of time, effort, and discipline but also the processes and tools. For years, this book has helped managers of small projects design scalable processes and simplified tools for immediate use in managing small projects. And since most small projects tend to be similar in structure or outcome, a template for one project can be used for future projects. This third edition has been updated to align with the Project Management Institute's Project Management Body of Knowledge (PMBOK®) and provides new tools, templates, and techniques to support the revised processes. In addition, there is new material on agile project management and on the essential leadership skills for small-project managers. (PMBOK® is a trademark of the Project Management Institute Inc., which is registered in the United States and other nations.)

The Principles of Project Management lays out clear steps that anyone can follow to get projects done right, and delivered on time. This full color book covers:

- Why Project Management is important
- The 6 fundamental truths of project management
- Getting started: Discovering, Initiating, Planning and Resourcing a project
- Getting the Job Done: Executing and controlling
- Keeping it Smooth: Communication, collaboration and managing change
- Following through: Ongoing support and maintenance, measuring operational success
- Resources: Review of various tools, recommended reading, professional resources for project management
- Short, and to the point, this book aims to do to provide a solid foundation for anyone who finds themselves responsible for executing projects.
- From the Back Cover Every project you manage will be unique. Scope, budgets, team dynamics, and timeframes will differ. As a project manager, the most important factor in achieving project success will be your understanding of The Principles Of Project Management. This book will show you that project management isn't rocket science: using the information contained in this book, you'll deliver projects on time and on budget, again and again. With The Principles Of Project Management you'll:
 - Learn how to start every project on the right foot.
 - Master the planning, execution, and control of your projects.
 - Discover the secrets of effective communication and change management.
 - Identify project warning signals and learn to keep your projects on track.
 - Understand the benefits of using the right tools, resources, and people.
 - Learn how to give a superstar project handover.
 - And much, much more

Project Management for Small Projects, Third Edition

Project Management for the Unofficial Project Manager

Project Management for Small Business

Fast Projects

A Complete Step-By-Step Methodology for Initiating, Planning, Executing & Closing a Project Successf

Simple Project Management for Small Business

Project Management for Small Projects shows you how to tailor bureaucratic planning processes to a sleek minimum while still keeping your project running like a well-oiled machine. Managing projects requires time, effort, and discipline, regardless of the project size. The difference between managing larger and smaller projects is not only the amount of time, effort, and discipline but also the processes and tools. For years, this book has helped managers of small projects design scalable processes and simplified tools for immediate use in managing small projects. And since most small projects tend to be similar in structure or outcome, a template for one project can be used for future projects. This third edition has been updated to align with the Project Management Institute's Project Management Body of Knowledge (PMBOK®) and provides new tools, templates, and techniques to support the revised processes. In addition, there is new material on agile project management and on the essential leadership skills for small-project managers. (PMBOK® is a trademark of the Project Management Institute Inc., which is registered in the United States and other nations.)

"This well-organized reference presents complete and explicit instructions on exactly what to do to manage multiple small projects -- using limited resources -- in any industry. The hands-on methods -- derived from proven successes in every type of business -- specifically address the needs of the nonspecialist project manager, and are highly effective for professionals who coordinate multiple projects of any kind."

Project Management for Small Projects Berrett-Koehler Publishers

No More Headaches, Hypertension, or Heartburn If your work involves projects, then this book is for you. It will show every company owner and project manager—at businesses large and small—how to run projects differently. You'll benefit if you've ever:

- been over budget on a project
- exceeded a timeline on a project
- worked on a project that completely stalled as you neared the finish line
- lost money on a sure-thing project and had no idea why
- noticed that scope and feature creep held you back
- watched a project take three times as long as planned
- felt too embarrassed to perform a review of your successes and failures
- wondered whether your project actually made any money

By the time you finish the book, you'll be ready to implement *Project Management for Profit in your own company*—and be prepared to keep your projects on track and on budget.

Strategic Project Management Made Simple

A Practical Guide

A Failsafe Guide to Keeping Projects On Track and On Budget

Project Management

The Principles of Project Management (SitePoint

16pt Large Print Edition)

Improve Your Business Results Through Organizational Project Management Organizational project management (OPM) aligns project deliverables with strategy. Understanding this emerging process is essential for all stakeholders, from the corporate sponsor to project team members. OPM is a valuable new tool that can enhance your organization's successful execution of projects in alignment with strategic priorities. Under the editorship of Rosemary Hossenlopp, PMP, ten contributors from around the globe, representing a wide variety of industries, offer valuable insights on how OPM can give any organization the competitive edge. They discuss how to

- Improve business outcomes
- Better align project work with strategies
- Set priorities
- Organize project work

Whether you direct projects, fund projects, or conduct project work, Organizational Project Management: Linking Strategy and Projects is vital to your understanding of this emerging business discipline.