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Forward Mba In Project
Management Fast Forward Mba
Series

The Fast Forward Mba In Project Management Fast Forward Mba Series

Turn your strategy into business reality with proven project management and leadership best practices According to Harvard Business Review, IT project failure costs businesses \$3 trillion dollars annually. That's just IT. For the full scope this issue, increase that number exponentially. If you expect more from strategic planning and don't think projects should decimate budgets and professional reputations, you're in good company. CEO of UltiMentors Duane Petersen has dedicated his career

to helping business leaders transform their companies by turning their strategic vision into portfolios of successful projects. Now, Petersen shares his winning method with you. Transforming Project Management takes you beyond envisioning a great strategy and into the realm of implementing it?with skill, care, and expertise. Petersen explains how to break down a strategic plan into key objectives and project portfolios to make sense of all the project “parts”—then successfully lead the execution of the plan. You’ll learn how to evaluate where you are versus where you want to be, develop plans to move your vision forward, translate strategic plans into action plans with tangible efforts, budgets, and schedules, and guide and inspire the individuals and teams tasked with implementing their

plans. Knowing precisely how much a major project will cost before it begins and having processes and tools to monitor how well it's meeting benchmarks along the way should be standard business practice. Clearly, it's not. With Transforming Project Management, you have everything you need to tie strategic planning directly to project management—and lead your company to the head of your industry. The Fast Forward MBA in Business Communication brings you the information you need when you need it most- now! This practical, easy-to-use guide gives you instant access to the cutting-edge ideas and hard-won wisdom of two of today's leading experts on business communication. In short, lively segments using real-world examples, it delivers the information you need to navigate complex

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communication issues. You'll find brief descriptions of key concepts, tips on real-world applications, compact case studies, tips on finding your communication strategy, and warnings on how to avoid pitfalls. Here are all the tools you need to improve your business writing and presentation skills-and become a more successful manager in the process. You'll discover how to:

- * Analyze your audience so you get the right message to the right people**
- * Improve your logic to power up written documents and oral presentations**
- * Write stronger e-mails to improve decision-making**
- * Use new tools such as presentation software and document management systems**

And much more

From the creators of the bestselling Portable MBA series comes The Fast Forward MBA . . .

- * A quick way to brush up on new ideas**
- * An easy-to-use**

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format that fits in any briefcase * Real-world information that you can put to use now!

Written by faculty members, covers first year MBA program topics such as marketing, economics, and management; and includes case studies, an entrepreneurship guide, and discussion about the future of business.

PLAY ON YOUR TERMS Negotiation is THE core business skill. It is fundamental to everything we do that involves other people, whether that's asking for a raise, pitching an idea or deciding who gets the coffee. The Leader's Guide to Negotiation is a highly practical guide to getting the most out of your business interactions, whilst building stronger relationships to boot. From achieving win-win outcomes to problem-solving and building trust, it equips you with failsafe strategies for

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conducting successful and positive negotiations. ‘An entertaining, immediately useful book that goes beyond advocating for win-win – Simon Horton shows us how to get there.’ Adam Grant, Wharton Professor and New York Times bestselling author of Give and Take ‘Reading this book has made me think about how I negotiate and I have learned a lot... If you want to benefit your relationships while improving your business, then this is worth studying.’ Simon Woodroffe, founder of Yo!

**The Comprehensive, Easy-to-Read Handbook for Beginners and Pros
100 Things Project Managers Should Do Before They Die**

**Title from Resource Description Page (viewed Apr. 3, 2009). - Includes Index
Fast/Forward**

Your Project Management Coach

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**The Fast Forward MBA in Project
Management, Fifth Edition with ePDF
Set**

**The Fast Forward MBA in
Financial Planning
brings you the
information you need
when you need it most-
now! This practical,
easy-to-use guide gives
you instant access to
the cutting-edge ideas
and hard-won wisdom of
today's financial
planning world. In
short, lively segments
using real-world
examples, it delivers
the facts you need to**

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navigate complex financial issues. You'll find brief descriptions of key concepts, tips on real-world applications, compact case studies, and warnings on how to avoid pitfalls. Here are all the tools you need to set-and meet-all your financial goals. Learn how to: * Create and analyze personal financial statements * Develop a sound spending plan * Protect income and assets * Select the right insurance coverage * Implement retirement

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and estate planning
strategies * And much
more From the creators
of the bestselling
Portable MBA series
comes The Fast Forward
MBA . . . * A quick way
to brush up on new ideas
* An easy-to-use format
that fits in any
briefcase * Real-world
information that you can
put to use now!

The all-inclusive guide
to exceptional project
management that is
trusted by hundreds of
thousands of readers—now
updated and revised The

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**Fast Forward MBA in
Project Management: The
Comprehensive, Easy to
Read Handbook for
Beginners and Pros, 6th
Edition is a
comprehensive guide to
real-world project
management methods,
tools, and techniques.
Practical, easy-to-use,
and deeply thorough,
this book gives you the
answers you need now.
You'll find cutting-edge
ideas and hard-won
wisdom of one of the
field's leading experts,
delivered in short,**

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lively segments that address common management issues. Brief descriptions of important concepts, tips on real-world applications, and compact case studies illustrate the most sought-after skills and pitfalls you should watch out for. This sixth edition now includes: A brand-new chapter on project quality A new chapter on managing media, entertainment, and creative projects A new

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chapter on the project
manager's #1 priority:
leadership A new chapter
with the most current
practices in Change
Management Current PMP
certification study tips
Readers of The Fast
Forward MBA in Project
Management also receive
access to new video
resources available at
the author's website.
The book teaches readers
how to manage and
deliver projects on-time
and on-budget by
applying the practical
strategies and concrete

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solutions found within.
Whether the challenge is
finding the right
project sponsor,
clarifying project
objectives, or setting
realistic schedules and
budget projections, The
Fast Forward MBA in
Project Management shows
you what you need to
know, the best way to do
it, and what to watch
out for along the way.
Electronic Inspection
Copy available for
instructors here With
project management
becoming an increasingly

global endeavour, a comprehensive and international student text that reflects this reality is essential. International Project Management does just that, systematically linking the key elements of cross-cultural management and the particularities of an international context, with the tools and techniques of project management. Key features include: - A wide variety of examples and illustrations, including

an in-depth, end-of-
chapter case study with
case questions; -
Student exercises and
review questions; -
Detailed further reading
- The full support of a
Companion Website,
featuring a Teacher's
Manual Visit the
Companion Website at
www.sagepub.co.uk/koster
Project management is
the application of
processes, methods,
knowledge, skills and
experience to achieve
the project objectives.
A project is a unique,

transient endeavour,
undertaken to achieve
planned objectives,
which could be defined
in terms of outputs,
outcomes or benefits. A
project is usually
deemed to be a success
if it achieves the
objectives according to
their acceptance
criteria, within an
agreed timescale and
budget. The core
components of project
management are: defining
the reason why a project
is necessary; capturing
project requirements,

specifying quality of the deliverables, estimating resources and timescales; preparing a business case to justify the investment; securing corporate agreement and funding; developing and implementing a management plan for the project; leading and motivating the project delivery team; managing the risks, issues and changes on the project; monitoring progress against plan; managing the project budget; maintaining

communications with
stakeholders and the
project organisation;
provider management;
closing the project in a
controlled fashion when
appropriate.

Rethinking

Architecture's

Engagement with the City

Connected Strategy

Innovative Ideas to Find

Positivity (and Profit)

in Your Daily Work Life

The MBA Reality Check

Home, Work, and

Relationships in Middle-

Class America

Disciplined

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Entrepreneurship

Whether you are an employee, a manager, an entrepreneur or a CEO, The Sustainable MBA Second Edition provides the knowledge and tools to help you 'green' your job and organization, to turn sustainability talk into action for the benefit of your bottom line and society as a whole. Based on more than 150 interviews with experts in business, international organizations, NGOs and universities from around the world, this book brings together all the pieces of the business and sustainability puzzle including: What

sustainability is, why you should be interested, how to get started, and what a sustainable organization looks like. A wide range of tools, guidelines, techniques and concepts that you can use to implement sustainability practices.

Information on how to be a sustainability champion or intrapreneur in your organization including how to sell these ideas to your team and how to incorporate them into any job. A survey of the exciting trends in sustainable business happening around the world. A wealth of links to interesting resources for more

information. The Sustainable MBA Second Edition is organized like a business school course, allowing you easy access to the relevant information you need about sustainability as it relates to Accounting, Economics, Entrepreneurship, Ethics, Finance, Marketing, Organizational Behavior and HR, Operations and Strategy. The Sustainable MBA Second Edition has been updated to reflect global developments in this evolving field to remain the definitive guide to sustainable business. Additional resources to accompany the book are available at

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www.thesustainablemba.com.

The Fast Forward MBA in Project Management John Wiley & Sons
The most comprehensive and authoritative review of B-School fundamentals—from top accounting and finance professors For years, the Portable MBA series has tracked the core curricula of leading business schools to teach you the fundamentals you need to know about business-without the extreme costs of earning an MBA degree. The Portable MBA in Finance and Accounting covers all the core methods and techniques you would learn in business school, using real-life

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examples to deliver clear, practical guidance on finance and accounting. The new edition also includes free downloadable spreadsheets and web resources. If you're in charge of making decisions at your own or someone else's business, you need the best information and insight on modern finance and accounting practice. This reliable, information-packed resource shows you how to understand the numbers, plan and forecast for the future, and make key strategic decisions. Plus, this new edition covers the effects of Sarbanes-Oxley, applying ethical accounting

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standards, and offers career advice. • Completely updated with new examples, new topics, and full coverage of topical issues in finance and accounting—fifty percent new material • The most comprehensive and authoritative book in its category • Teaches you virtually everything you'd learn about finance and accounting in today's best business schools Whether you're thinking of starting your own business or you already have and just need to brush up on finance and accounting basics, this is the only guide you need.

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Your fastest route to a whole new level of marketing prowess! When those big marketing decisions loom and success hangs in the balance, you need reliable, authoritative information immediately-not tomorrow, not next week, NOW! With The Fast Forward MBA in Marketing as your constant companion, you've got it! In this resource you'll find clear, concise coverage of the complete range of essential marketing topics in a format designed especially for people who need answers quickly. You'll also find cutting-edge ideas from highly regarded

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thinkers and doers and the world's best MBA programs. This indispensable guide brings you:

- * Essential marketing concepts-product, price, place, and promotion
- * A rapid-fire overview of marketing innovations, technological breakthroughs, and important trends of the past decade
- * The latest methods and suggestions for solving your toughest marketing problems
- * Cutting-edge articles from Marketing Tools magazine that illustrate how successful entrepreneurs and businesses employ these concepts in the real world

Multiple access points -index,

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cross-references, and icons -
that lead you quickly to the
answers you need * A

convenient format with short,
lively entries that tell you what
you need to know without

bogging you down in theory

Whether you're a hard-driving
entrepreneur, a busy marketing
specialist or manager, or a

recent graduate eager to make
your way in the business world,

The Fast Forward MBA in

Marketing puts the knowledge

you need where you need it

most -right in the palm of your
hand.

A Companion to the PMBOK
Guide

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A Business Guide to
Sustainability

The Fast Forward MBA in
Finance

Make the School You Want,
Want You

The Fast Forward MBA Pocket
Reference

The Fast Forward MBA in
Business Communication

***The Fast Forward MBA in
Negotiating and Deal Making
brings you the information you
need when you need it most-
now! This practical, easy-to-use
guide gives you instant access
to the cutting-edge ideas and
hard-won wisdom of today's
leading experts on negotiation***

and deal making. In short, lively segments using real-world examples, it delivers the facts you need to navigate complex negotiation issues. You'll find brief descriptions of key concepts, tips on real-world applications, compact case studies, advice from respected negotiators, and warnings on how to avoid pitfalls. Here are all the tools you need to finesse the art of the deal. You'll learn about:

- * The four driving forces that you must know in any strategic negotiation**
- * How to turn your personal qualities into negotiating power**
- * The best ways to prepare for-and master-all negotiation situations**
- * When**

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***to compete, when to collaborate,
and when to compromise * And
much more From the creators of
the bestselling Portable MBA
series comes The Fast Forward
MBA . . . * A quick way to brush
up on new ideas * An easy-to-use
format that fits in any briefcase *
Real-world information that you
can put to use now!***

***The Fast Forward MBA in Selling
brings you the information you
need when you need it most-
now! "Joy Baldrige's 'Golden
Nuggets(TM)' are smart,
effective, and entertaining. If
increasing sales revenue is your
goal, then this book is for
you."-Mitch Fox, Publisher,
Vanity Fair "Intensive, intelligent***

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training."-Carlo Vittorini,

**Publisher, Parade Here are all the
tools you need to maximize
revenue and become a leader in
today's selling environment.**

**You'll discover how to: * Turn
"no's" into "yes's" * Strategically
target, penetrate, and leverage
new and existing business *
Increase your sales and profits
by staying locked on your goals *
Increase confidence and
momentum to gain competitive
advantage * And much more**

**From the creators of the
bestselling Portable MBA series
comes The Fast Forward MBA ...**

*** A quick way to brush up on
new ideas * An easy-to-use
format that fits in any briefcase ***

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Real-world information that you can put to use now!

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.

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

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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 wayward 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

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***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 wayward 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***

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**World. (PMP is a registered
marks of the Project**

Management Institute, Inc.)

The Fast Forward MBA in

Finance, Second Edition

**The Portable MBA in Finance and
Accounting**

**Fundamentals of Project
Management**

Fast-Forward Urbanism

The Fast Forward MBA in

Business Planning for Growth

Transforming Project

Management: An Essential

Paradigm for Turning Your

Strategic Planning into Action

The all-inclusive guide to

exceptional project management

The Fast Forward MBA in Project

Management is the comprehensive

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guide to real-world project management methods, tools, and techniques. Practical, easy-to-use, and deeply thorough, this book gives you answers you need now. You'll find the cutting-edge ideas and hard-won wisdom of one of the field's leading experts, delivered in short, lively segments that address common management issues. Brief descriptions of important concepts, tips on real-world applications, and compact case studies illustrate the most sought-after skills and the pitfalls you should watch out for. This new fifth edition features new case studies, new information on engaging stakeholders, change management, new guidance on

using Agile techniques, and new content that integrates current events and trends in the project management sphere. Project management is a complex role, with seemingly conflicting demands that must be coordinated into a single, overarching, executable strategy — all within certain time, resource, and budget constraints. This book shows you how to get it all together and get it done, with expert guidance every step of the way. Navigate complex management issues effectively Master key concepts and real-world applications Learn from case studies of today's leading experts Keep your project on track, on time, and on

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budget From finding the right sponsor to clarifying objectives to setting a realistic schedule and budget projection, all across different departments, executive levels, or technical domains, project management incorporates a wide range of competencies. The Fast Forward MBA in Project Management shows you what you need to know, the best way to do it, and what to watch out for along the way.

24 Steps to Success! Disciplined Entrepreneurship will change the way you think about starting a company. Many believe that entrepreneurship cannot be taught, but great entrepreneurs aren't born

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with something special – they simply make great products. This book will show you how to create a successful startup through developing an innovative product. It breaks down the necessary processes into an integrated, comprehensive, and proven 24-step framework that any industrious person can learn and apply. You will learn: Why the “F” word – focus – is crucial to a startup’s success Common obstacles that entrepreneurs face – and how to overcome them How to use innovation to stand out in the crowd – it’s not just about technology Whether you’re a first-time or repeat entrepreneur, Disciplined Entrepreneurship gives

you the tools you need to improve your odds of making a product people want. Author Bill Aulet is the managing director of the Martin Trust Center for MIT Entrepreneurship as well as a senior lecturer at the MIT Sloan School of Management. For more please visit <http://disciplinedentrepreneurship.com/>

The Fast Forward MBA in Technology Management brings you the information you need when you need it most-now! This practical, easy-to-use guide gives you instant access to the cutting-edge ideas and hard-won wisdom of one of today's leading experts on information technology (IT). In short, lively

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segments using real-world examples, it delivers the facts you need to navigate complex IT issues. You'll find brief descriptions of key concepts, tips on real-world applications, compact case studies, perspectives from industry luminaries, and warnings on how to avoid pitfalls. Here are all the tools you need to make technology work for you and your company. Find out:

- * Which technologies are most important in running a business today
- * How to manage the use and direction of your company's technology choices
- * Ways to measure workplace performance with IT
- * How leading companies use and manage technology
- * And

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much more The Portable MBA From
the creators of the bestselling
Portable MBA series comes The
Fast Forward MBA. * A quick way
to brush up on new ideas * An easy-
to-use format that fits in any
briefcase * Real-world information
that you can put to use now! People
* Technology * Capital Upside
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The ultimate crash course in
business From marketing to
economics to international business
to puzzling intangibles like
corporate culture and leadership
styles, this compact book launches
The Fast Forward MBA series with
a rapid fire overview of the basics of
business. * What's the difference

between a manager and a leader? *
What is the lowdown on all of the restructuring and reengineering hype? * How do the numbers from accounting play into overall strategy? * What are the big and small of economics. These are just a few of the timely topics explored here. And in the soon to be signature style of the series, it presents this information in a mix of cases, examples, and quick and concise chapters that make it easy to find answers fast. VIRGINIA O'BRIEN (Marblehead, Massachusetts) is a freelance writer and editor. PAUL A. ARGENTI (Hanover, New Hampshire) is a professor at the Amos Tuck School of Business at

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Dartmouth University. A regular consultant to Fortune 500 companies, he is the co-author of The Portable MBA Desk Reference. The Fast Forward MBA in Financial Planning
The Fast Forward MBA in Technology Management
Agile Project Management For Dummies
Fast-Forward Family

The Fast Forward MBA in Negotiating and Deal Making
The Fast Forward MBA Pocket Reference Second Edition - more comprehensive and convenient than ever! When the success of your business hangs in the balance, you need reliable, authoritative information

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immediately. You need a resource that covers all the corporate bases-communications, management, economics, strategy, accounting, finance, marketing, and more. You need The Fast Forward MBA Pocket Reference, Second Edition. Packed with information designed to serve all your business needs, this handy, highly readable book is the ultimate companion for those moments when you need to put your finger on the right advice at the right time-now. This updated and revised Second Edition offers clear, concise coverage of the complete range of essential business topics in a handy format. You'll find all the latest cutting-edge ideas, including new developments in technology, strategy, and branding, as well as key terms, tools, and topics in short, lively entries that give you all the information you need. The Portable MBA The Fast Forward MBA-- the

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compact business companion you'll use every day! * Keep up with the newest ideas in business * Brush up on the basics you can't do without * Find direct, practical answers to complicated problems

The Fast Forward MBA Pocket Reference Second Edition -more comprehensive and convenient than ever! When the success of your business hangs in the balance, you need reliable, authoritative information immediately. You need a resource that covers all the corporate bases-communications, management, economics, strategy, accounting, finance, marketing, and more. You need The Fast Forward MBA Pocket Reference, Second Edition. Packed with information designed to serve all your business needs, this handy, highly readable book is the ultimate companion for those moments when you need to put your finger on the right advice at the right time-now. This updated and

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revised Second Edition offers clear, concise coverage of the complete range of essential business topics in a handy format. You'll find all the latest cutting-edge ideas, including new developments in technology, strategy, and branding, as well as key terms, tools, and topics in short, lively entries that give you all the information you need. The Portable MBA The Fast Forward MBA-- the compact business companion you'll use every day! Keep up with the newest ideas in business Brush up on the basics you can't do without Find direct, practical answers to complicated problems Presents a step-by-step guide to effectively manage the computer software development process. A no-nonsense guide to getting into business school at a time when the industry requirements are evolving and competition is at a record level. MBA

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programs are redefining their mission and seeking a new generation of business visionaries. No longer simply about grades or test scores, top schools now look for students with a transformative vision. The MBA Reality Check covers everything from the specifics of the application process to how applicants can position themselves among the crop of tomorrow's business innovators. Through their work with hundreds of MBA hopefuls, Forster and Thomas have shown what it takes to succeed in today's highly competitive marketplace, including:

- How applicants can find their own exceptional story to set them apart
- What to include in an MBA application-and what to leave out
- What business schools really want to learn about candidates
- How to turn any question into an opportunity to illustrate unique leadership qualities

Developing Core Competencies to Help

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Outperform the Competition

The Sustainable MBA

The Fast Forward MBA in Selling

The Fast Forward MBA in Business

Best Practices for Managing Projects in the
Real World

A Project Manager's Book of Forms

*Dies ist der Nachfolgetitel des erfolgreichen
"The Fast Forward MBA in Project
Management", von dem bislang über 70.000
Exemplare verkauft wurden. "The Portable
MBA in Project Management" diskutiert die
aktuellsten Themen im Projektmanagement
und enthält Beiträge von allen führenden
Autoritäten auf diesem Gebiet. Die Beiträge
dieser Experten verknüpfen wichtige Ideen
mit Originalmaterial und decken alle
Trends, alle Themen und alle Aspekte des
modernen Projektmanagement ab. Autor
Eric Verzuh präsentiert eine Vielzahl von
erprobten Techniken für das Managen
einzelner Projekte und projektbasierter*

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*Unternehmen. Hier erfahren
Projektmanager, wie sie die Kraft einzelner
Projekterfolge miteinander verbinden
können, um das Unternehmen so zu einem
höheren Maß an Produktivität und
Reaktionsfreudigkeit im Kundenkontakt
anzuspornen. "The Portable MBA in Project
Management" - der umfassende Ratgeber
für erfolgreiches Projektmanagement und
ein Muss für jeden ambitionierten
Projektmanager. Eric Verzuh ist als
Consultant für führende internationale
Unternehmen tätig, darunter u.a. Adobe,
Boeing, GE und Nordstrom.
Successfully cope with day-to-day
problems—and find joy along the way The
Business of Joy provides you with an
abundance of practical and immediately
applicable life-changing ideas and
inspirational, thought-provoking, and
entertaining stories and quotes—in an
instant. Each chapter is designed to be read*

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and absorbed in approximately 60 seconds, offering you “Golden Nuggets” and “Joy Gems” that will help make positive, lasting change. Inside, you get an abundance of time-tested formulas that can instantly be used to solve common and uncommon day-to-day issues. This, in and of itself, will help to better yourself today, with work and life moving at the lightning speed of thought.

Find unique coping mechanisms when facing adversity Benefit from tangible, motivational, and self-management tools to forge ahead Keep perspective regardless of circumstance Build a sturdy foundation for positive culture and change With the simple information in The Business of Joy, you'll find all the guidance you need to find positivity in your daily life.

The all-inclusive guide to exceptional project management The Fast Forward MBA in Project Management is the comprehensive guide to real-world project management

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methods, tools, and techniques. Practical, easy-to-use, and deeply thorough, this book gives you answers you need now. You'll find the cutting-edge ideas and hard-won wisdom of one of the field's leading experts, delivered in short, lively segments that address common management issues. Brief descriptions of important concepts, tips on real-world applications, and compact case studies illustrate the most sought-after skills and the pitfalls you should watch out for. This new fifth edition features new case studies, new information on engaging stakeholders, change management, new guidance on using Agile techniques, and new content that integrates current events and trends in the project management sphere. Project management is a complex role, with seemingly conflicting demands that must be coordinated into a single, overarching, executable strategy - all within certain time, resource, and budget

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constraints. This book shows you how to get it all together and get it done, with expert guidance every step of the way. Navigate complex management issues effectively Master key concepts and real-world applications Learn from case studies of today's leading experts Keep your project on track, on time, and on budget From finding the right sponsor to clarifying objectives to setting a realistic schedule and budget projection, all across different departments, executive levels, or technical domains, project management incorporates a wide range of competencies. The Fast Forward MBA in Project Management shows you what you need to know, the best way to do it, and what to watch out for along the way. The leading companies of the past twenty years have all harnessed the power of information to gain competitive advantage. But as access to big data becomes ubiquitous, it can no longer guarantee a leg

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up. Fast/Forward makes the case that we are entering a new era in which firms that understand the limits of 1s and 0s will take the lead. Whereas the industrial age saw the rise of bureaucracy, and the information age has been described as a meritocracy, we are witnessing the rise of adhocracy. In uncertain, rapidly-changing times, adhocracic organizations scan the horizon for winning opportunities. Then, instead of questing after more analysis, they respond with agility by making smart, intuitive decisions. Combining decisive action with emotional conviction, future-facing firms seize the day. Fast/Forward paints the big picture of a new approach to strategy and provides the necessary playbook to make your company fit for the future.

Project Management Absolute Beginner's Guide

The Leader's Guide to Negotiation

How to Use Soft Skills to Get Hard Results

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24 Steps to a Successful Startup
The Fast Forward MBA in Marketing

International Project Management

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

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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

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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

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“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-

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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

In the wake of recent failures in America's

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urban infrastructure, an emerging group of activist designers are calling on architects to rethink their relationship to the city. For them, the future of the American city lies not in modernism's large-scale master plans or new urbanism's nostalgic community planning. Instead, they favor working with the realities of urban space, finding hidden opportunities in what already exists in our cities; they eschew monolithic, top-down approaches. Fast-Forward Urbanism presents a

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mixture of essays, opinions, and design projects by well-known architects and theorists including Stan Allen, Will Alsop, Lars Lerup, and Keller Easterling. Equal partstheory and practice, their ideas lay the groundwork for the next American metropolis. Fast-Forward Urbanism will be a useful tool for designers as well as anyone working in the federal recovery effort, from policy-makers to engineers to builders to planners.

The author is well-renowned and highly

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successful. Figures and examples are revised and spreadsheet ready templates are provided. Offers quick tips and cutting-edge ideas. Totally revised new edition of a highly successful book.

Essential project management forms aligned to the PMBOK® Guide—Sixth Edition A Project Manager's Book of Forms is an essential companion to the Project Management Institute's A Guide to the Project Management Body of Knowledge. Packed with ready-made forms for managing every stage in

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any project, this book offers both new and experienced project managers an invaluable resource for thorough documentation and repeatable processes. Endorsed by PMI and aligned with the PMBOK® Guide, these forms cover all aspects of initiating, planning, executing, monitoring and controlling, and closing; each form can be used as-is directly from the book, or downloaded from the companion website and tailored to your project's unique needs. This new

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third edition has been updated to align with the newest PMBOK® Guide, and includes forms for agile, the PMI Talent Triangle, technical project management, leadership, strategic and business management, and more. The PMBOK® Guide is the primary reference for project management, and the final authority on best practices—but implementation can quickly become complex for new managers on large projects, or even experienced managers juggling multiple projects

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with multiple demands.
This book helps you stay organized and on-track, helping you ensure thorough documentation throughout the project life cycle. Adopt PMI-endorsed forms for documenting every process group Customize each form to suit each project's specific needs Organize project data and implement a repeatable management process Streamline PMBOK® Guide implementation at any level of project management experience Instead of wasting time interpreting and

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translating the PMBOK®
Guide to real-world
application, allow PMI to
do the work for you: A
Project Manager's Book of
Forms provides the
PMBOK®-aligned forms you
need to quickly and easily
implement project
management concepts and
practices.

Building Continuous
Customer Relationships for
Competitive Advantage

Make Your Company Fit for
the Future

Traditional, Agile,
Extreme

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Become a Self-Motivated
Profit Center and Prosper
The Joy in Business

A totally revised new edition of the bestselling guide to business school basics The bestselling book that invented the "MBA in a book" category, The Portable MBA Fifth Edition is a reliable and information-packed guide to the business school curriculum and experience. For years, professionals who need MBA-level information and insight-but don't need the hassle of business school-have turned to the Portable MBA series for the very best, most up-to-date coverage of the business basics. This new revised and expanded edition continues that long tradition with practical, real-world business insight from faculty members from the prestigious Darden School at the

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University of Virginia. With 50 percent new material, including new chapters on such topics as emerging economies, enterprise risk management, consumer behavior, managing teams, and up-to-date career advice, this is the best Portable MBA ever. Covers all the core topics you'd learn in business school, including finance, accounting, marketing, economics, ethics, operations management, management and leadership, and strategy. Every chapter is totally updated and seven new chapters have been added on vital business topics Includes case studies and interactive web-based examples Whether you own your own small business or work in a major corporate office, The Portable MBA gives you the comprehensive information and rich understanding of

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the business world that you need. Business Models for Transforming Customer Relationships What if there were a way to turn occasional, sporadic transactions with customers into long-term, continuous relationships--while simultaneously driving dramatic improvements in operational efficiency? What if you could break your existing trade-offs between superior customer experience and low cost? This is the promise of a connected strategy. New forms of connectivity--involving frequent, low-friction, customized interactions--mean that companies can now anticipate customer needs as they arise, or even before. Simultaneously, enabled by these technologies, companies can create new business models that deliver more value to customers. Connected strategies are win-win:

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Customers get a dramatically improved experience, while companies boost operational efficiency. In this book, strategy and operations experts Nicolaj Siggelkow and Christian Terwiesch reveal the emergence of connected strategies as a new source of competitive advantage. With in-depth examples from companies operating in industries such as healthcare, financial services, mobility, retail, entertainment, nonprofit, and education, *Connected Strategy* identifies the four pathways--respond-to-desire, curated offering, coach behavior, and automatic execution--for turning episodic interactions into continuous relationships. The authors show how each pathway creates a competitive advantage, then guide you through the critical decisions for creating and implementing your own

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connected strategies. Whether you're trying to revitalize strategy in an established company or disrupt an industry as a startup, this book will help you: Reshape your connections with your customers Find new ways to connect with existing suppliers while also activating new sources of capacity Create the right revenue model Make the best technology choices to support your strategy Integrating rich examples, how-to advice, and practical tools in the form of "workshop chapters" throughout, this book is the ultimate resource for creating competitive advantage through connected relationships with your customers and redefined connections in your industry.

The Fast Forward MBA in Business Planning for Growth gives you a strategy for success! Is your company

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at a standstill, or is it growing but without the focus and strategy it needs for sustained and continued growth? Do you have an idea for a business but no idea where to start? Business planning is vital to the growth and survival of any company, but only an action-oriented plan can give your business the steady growth it needs to survive and succeed in today's business world. Whether your company is large or small, this hands-on, step-by-step guide will walk you through the process of creating a business plan that ensures growth and profitability. Drawing on more than 35 years of experience, Philip Walcoff shares the tools and techniques he has developed managing his own business as well as working with over 70 companies of all sizes. Walcoff avoids the pitfalls of the standard

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business plan which focuses only on raising capital, or the strategic plan, which sits on the shelf gathering dust. He shows how your business can: *

- * Identify and resolve key issues that are roadblocks to your company's growth
- * Develop the strategies and tactics that foster growth and profitability
- * Design a process for managing the plan to success.

From the creators of the bestselling Portable MBA series comes The Fast Forward MBA . . . *

- * A quick way to brush up on new ideas
- * An easy-to-use format that fits in any briefcase
- * Real-world information that you can put to use now!

Called "the most unusually voyeuristic anthropology study ever conducted" by the New York Times, this groundbreaking book provides an unprecedented glimpse into modern-

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day American families. In a study by the UCLA Sloan Center on Everyday Lives and Families, researchers tracked the daily lives of 32 dualworker middle class Los Angeles families between 2001 and 2004. The results are startling, and enlightening. Fast-Forward Family shines light on a variety of issues that face American families: the differing stress levels among parents; the problem of excessive clutter in the American home; the importance (and decline) of the family meal; the vanishing boundaries that once separated work and home life; and the challenges for parents as they try to reconcile ideals regarding what it means to be a good parent, a good worker, and a good spouse. Though there are also moments of connection, affection, and care, it's evident that life for 21st

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century working parents is frenetic, with extended work hours, children's activities, chores, meals to prepare, errands to run, and bills to pay.

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Effective Project Management

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