A Project Management Primer

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the best organizations and even the best departments within organizations have a roadmap a clear vision of where they would like to be and the means by which they will get there this roadmap drives the everyday activity of the company as well as any change it makes both internally and externally and it is what drives projects in fact it is arguable that success in business is almost wholly reliant on an ability to implement change effectively whether it is a computer system that gives you the edge on your competitor bringing a new product to market adopting new ways of working or completely redefining the approach your company takes success and survival in business relies on change and the way that business implements change is through projects therefore if you work in the world of business sooner or later the chances are that you will be involved in a project as a stakeholder advisor sponsor or

possibly running it as the project manager in the everyday project manager author and project management expert jeremy nicholls shares the key attributes and skills of successful project management and describes the practical skills that will enhance project delivery regardless of your level of experience the skills and concepts detailed in this book can be easily understood and implemented they are everyday that is commonplace skills but they are skills and the concepts that the best project managers use every day each chapter details the concepts practices and tools that readers will use to build their proficiency in every phase of delivering a project efficiently and effectively

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as a new manager how will you win with the people at work oco the people you will supervise and lead and who will ultimately make you successful the new managerocos primer provides practical guidance oco all the way from slovakia oco and is your shortcut to success author woodrow sears is an internationally renowned consultant who has worked with countless american managers in hundreds of organizations and industries this book began as his notes of stories he told to young slovaks who were working in a center established by the u s agency for international development they wanted to know about life in corporate america and expectations they would have to meet when they entered a market driven company the nine small lessons cover issues that are central to understanding the people requirements of any enterprise the book presents the concepts underlying major management theories into down to earth terms to meet the daily needs of todayocos supervisors and managers the main theme oco control is everything oco comes through loud and clear youocoll learn when appropriate controls are in place positive results are possible and organizations can survive oco even excel oco in an increasingly competitive international marketplace

this book provides you with the tools required to approach and manage projects these effective skills will impact positively on the success of both the projects you are involved with and of your organization key features a practical handbook for both career project managers and those involved intermittently with projects throughout their career provides simple step by step tools for

understanding and managing each of the project value add stages developing a business case robust planning staying in control delivering benefits focussed on the needs of engineering and other technical project managers but generic enough to support projects in other areas brief and visually led the toolkit is designed to get you up and running fast and to increase the certainty of a positive project outcome from day one comprehensive real world case studies demonstrate the use of tools supported by downloadable online project planning templates that enable the techniques developed in the book to be applied in practice project management toolkit introduces the whole project life cycle it is the first of four project management titles that separately build skills in critical pm areas and together provide a powerful project management resource focussed on the needs of engineering and other technical project managers this book recognises that most non routine work completed by an organization is a project a practical hands on guide to aid those tasked with real industry projects not a lengthy theoretical textbook it gets to the point and delivers real benefits fully supported by online project planning and delivery tools templates workflow organizers and data sheets the book is suitable for both career project managers and those involved with projects intermittently

ask most project mangers whether they use configuration management or even what it is and you ll most likely get a blank stare in return how does cm actually contribute to change control what value does cm add that would make a project manager want to use it should cm be used for all sizes and types of projects

organisations increasingly look to project management to deal with short timeframes tight budgets changing requirements and risk management in everyday operations as well as for major strategic projects project management knowledge and skills are now essential for professionals just about everywhere from teachers social workers and lawyers to engineers builders and accountants stephen hartley s project management is based on the recognised global standard for project management the project management body of knowledge pmbok guide and it incorporates aspects of agile prince2 lean and other popular methodologies it offers a thorough overview of the principles of project management combined with tools and guidelines to manage projects of all sizes from inception to evaluation written in an accessible and engaging style stephen hartley s widely used text has been fully revised and updated it focuses on shared responsibility transparent documentation reporting achievement over activity and continuous improvement it is illustrated with examples and case studies and accompanied by a suite of downloadable templates and tools stephen hartley is without doubt australia s leading authority on project management this book is the bible for any current or future project manager dr tim baker author of the end of the performance review

don t invoke the mystical gods of project management to tackle the tasks at hand instead pick up this pocket sized primer to learn or refresh your sensibilities when it comes to the basics of managing a project you ll get the information you need in an easy to follow sequence of project steps graphs checklists tips anecdotes and more this really is the cure for the practical guide you crave as a project manager besides there s a handy online resource directory included author martin wartenberg is chief inventor at zeroboundary inc zbglobal com and distinguished faculty member project management and leadership for the university of california at the irvine san diego los angeles and santa cruz campuses in a down to earth approach marty translates decades of project management experience into an easy to follow no fluff reference

succeed as a project manager even if you ve never run a project before this book is the fastest way to master every project management task from upfront budgeting and scheduling through execution managing teams through closing projects and learning from experience updated for the latest web based project management tools and the newest version of pmp certification this book will show you exactly how to get the job done one incredibly clear and easy step at a time project management has never ever been this simple who knew how simple project management could be this is today s best beginner s guide to modern project management simple practical instructions for succeeding with every task you ll need to perform here s a small sample of what you ll learn master the key skills and qualities every project manager needs lead projects don t just manage them avoid 15 most common mistakes new project managers make learn from troubled successful and recovered projects set the stage for success by effectively defining your project build a usable project plan and an accurate work breakdown structure wbs create budgets and schedules that help you manage risk use powerful control and reporting techniques including earned value management smoothly manage project changes issues risks deliverables and quality manage project communications and stakeholder expectations organize and lead high performance project teams manage cross functional cross cultural and virtual projects work successfully with vendors and project management offices make the most of microsoft project and new web based alternatives get started with agile and critical chain project management

a veteran project manager shares his proven approach to getting the job done right on schedule and within budget every time each year companies initiate projects in hopes of improving their bottom lines and gaining a competitive advantage unfortunately a good percentage of those projects either never get off the ground or if they do never come to fruition according to veteran project manager paul roberts more often than not projects fail because of a lack of organization wide commitment to their success and an unwillingness to invest in proper project management in this updated second edition of his popular guide paul clearly shows why projects of any scale require that an entire organization contribute to achieving results he outlines a proven approach for engaging all stakeholders in the project management process and he walks you through the four steps essential for successful management initiation planning delegation and closing author paul roberts has successfully managed projects at a variety of prestigious companies including pfizer and british airways clearly demonstrates how and why investing in project management especially in this economy can help you avoid or minimize the impact of schedule delays and cost overruns offers expert advice and guidance on how to place project management a priority not just for the pm and project team but organization wide supplies a wealth of clearly easy to use flow charts diagrams tables and other useful project management tools

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