Project Management Made Easy

Sid Kemp

Project Management for Small Business Made Easy Sid Kemp,2006-04-07 Take charge of your business--every step of the way Are you so busy putting out fires in your business that you don't have time to build your dreams? Put down the fire extinguisher for as long as it takes to read this book, and you'll emerge with a feeling of control you haven't experienced since you started your business. Project management helps you plan for and react to every challenge, opportunity and problem facing your business--tasks as diverse as opening a new location, developing an ad campaign, hiring new staff and more. Project-management strategies will: Allow you to seize opportunities and solve problems Teach you to prioritize projects for the best results Reduce errors and improve your bottom line Implementing these project-management strategies will help you get the small hassles under control, leaving you free to focus on building the business of your dreams.

Strategic Project Management Made Simple Terry Schmidt,2009-03-16 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.

Project Management for Humans Brett Harned,2017-07-01 Project management—it's not just about following a template or using a tool, but rather developing personal skills and intuition to find a method that works for everyone. Whether you're a designer or a manager, Project Management for Humans will help you estimate and plan tasks, scout and address issues before they become problems, and communicate with and hold people accountable.

Construction Management Made Easy Engr Marvin M Gamboa Pmp,2014-12-04 This Construction Management Made Easy: A Complete Guide and Templates gives you a complete system to manage different construction projects from start to finish and designed to help Project Managers, Construction Professionals, Engineers, Architects, Contractors, Builders, Students Or Even A Total Newbie Who Are Almost (but not quite) Satisfied With Their Construction Project Management Results Or Career. Written in direct to the point approach and straight forward language to eliminate long boring text and information overload, all you need to do is to follow

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system.

Effective Time Management in easy steps John Carroll,2012-08-31 Are you struggling to stay afloat in a sea of paperwork, emails, meetings and an ever-growing to-do list? Are you working longer and longer hours in a vain attempt to catch up and, any time you do, they drop another pile of work on you? Don't worry, you are not alone and help is at hand. You don't need work to longer hours or even harder, you need to work smarter by making the time you spend at work really effective. You can do it and you will be amazed at how much more you can get done when you optimize your time. Effective Time Management in easy steps will show you how, not just by working more effectively now but also how to plan your future career. And you'll have more free time outside work plus the energy to enjoy it. This book will show you, in easy steps, how to: Understand what you spend your time on now and how much of it is wastedIdentify your long-term goals and plan how to get thereIdentify the things that really matter and prioritize themHow to use your time most effectively and organize your workUnderstand how to read, write, use the 'phone and manage emails effectivelyLearn how to say No and deal with interruptionsMake meetings more effectiveMake the most out of home workingReduce stress and make the most out of lifeDevelop your own personal action plan Table of Contents IntroductionTime FliesPrioritiesMore on TimeGetting OrganizedSaying NoDistractionsEffective MeetingsEffective DelegationHome WorkingStressLife and EverythingPersonal Action Plan

Fundamentals of Project Management James P. Lewis,2002 Updated concepts and tools to set up project plans, schedule work, monitor progress-and consistently achieve desired project results.In today's time-based and cost-conscious global business environment, tight project deadlines and stringent expectations are the norm. This classic book provides businesspeople with an excellent

introduction to project management, supplying sound, basic information (along with updated tools and techniques) to understand and master the complexities and nuances of project management. Clear and down-to-earth, this step-by-step guide explains how to effectively spearhead every stage of a project-from developing the goals and objectives to managing the project team-and make project management work in any company. This updated second edition includes: * New material on the Project Management Body of Knowledge (PMBOK) * Do's and don'ts of implementing scheduling software* Coverage of the PMP certification offered by the Project Management Institute* Updated information on developing problem statements and mission statements* Techniques for implementing today's project management technologies in any organization-in any industry.

Project Management Made Easy G. S. Sawhney,2012-10-09 The book covers concepts of project management, project organisation and contracts, project appraisal and cost analysis, project cost and performance analysis, project planning and scheduling, network models, computerized project management and modern concepts in project management. It has been written in an easy to understand question and answer form, and includes a large number of solved problems to help students achieve better understanding of the subject.

Project Management for Non-project Managers Jack Ferraro,2012 A seasoned project management consultant introduces critical project management skills, tools and techniques. Includes case studies, checklists and exercises.

Project Management That Works Rick A. MORRIS,Brette MCWHORTER SEMBER,2008-08-18 Project management is one of the fastest-growing occupations in the world. The Project Management Institute has seen membership growth of more than 1000% in the last 10 years. But while many of these managers know how to plan a successful project in theory, very few have the

practical tools needed to navigate the politics of today's corporate world. Project managers need more than just technical skills; they need the right communication skills to succeed. Filled with real-world examples, Project Management That Works gives readers the tools they need to: communicate with their team as well as stakeholders • get their teams to function well • run fewer and more productive meetings • turn around failing projects • utilize data properly to make emotional conversations unemotional • know when a project is really done The only book that addresses the real challenges project managers face today, this is an accessible and invaluable tool that will show every reader how to accomplish his mission—no matter the obstacles.

Project Management MADE Easy Vinod Kumar (Educator),2021-10-24 Be the project manager from this ebook. Are you interested 0. to manage the project better way 1. To make project report 2. To make project plan This is the best book for you. With this ebook, you will learn about project management and its fundamentals. It helps you to find the cost of the project and its structure.

A Project Manager's Book of Forms Cynthia Snyder Dionisio,2017-11-21 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 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 third edition has been updated to align with the newest PMBOK® Guide, and includes forms for agile, the PMI Talent Triangle, technical

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forms you need to quickly and easily implement project management concepts and practices.

Project Management Lite Juana Clark Craig,2012 Get your projects done without having a
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experience gained while working in Fortune 500 companies to deliver a minimalistic approach to
managing your projects without the mumbo-jumbo of traditional project management techniques.

Project Management for Profit Joe Knight,Roger Thomas,Brad Angus,2012-06-05 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.

The Project Management Question and Answer Book Michael W. Newell,Marina N. Grashina,2004 What is a project charter? How about a work breakdown structure? Do you know the basic steps behind risk quantification? And why is it important to be acquainted with Goldratt's critical chain theory? The Project Management Question and Answer Book is a one-stop reference that both beginning and experienced project managers will use in countless on-the-job situations. Providing the answers to critical questions, from the simplest to the most advanced, the book is arranged to get you the information you need the moment you need it. You'll find helpful explanations of crucial project management issues, including: * Why PM is useful to you and your organization * How to interact with project stakeholders to maximize productivity * How to establish realistic cost, schedule, and scope baselines * What management techniques can be used to motivate teams * What methods you can use for evaluating project team performance Packed with case studies and examples, The Project Management Question and Answer Book is an indispensable guide covering everything from estimates, quality control, and communications, to time-, risk-, and

human resource management. It is a practical, constantly usable resource for understanding fundamental project management issues and implementing workable solutions.

Project Management Interview Questions Made Easy Andrew Makar,2013-02-11 Get the Project Management Job You Deserve in 7 Easy Steps Don't waste time memorizing an exhaustive list of interview questions... ...Learn a simple 7 step process for finding, preparing and passing your next interview Why you need to read this book If you are a business professional seeking your first project manager opportunity or you are an experienced project manager looking more senior roles, this book will help you prepare for a successful project management interview. If you are a project manager looking to interview junior project managers, then this text will help you ask meaningful questions that demonstrate experience in addition to project management competency. By following the 7 step interview process, you'll be well prepared for your next interview as well as have a list of job opportunities to pursue. Interview Strategies ... Not Just Questions Many of the books on the market today simply provide a list of project management questions and suggested answers. Providing a list of questions and responses to memorize and regurgitate is unrealistic and ineffective at best. This text takes a different approach and provides an interview strategy using a step-by-step approach to identify opportunities, prepare for an interview and successfully pass an interview without memorizing. Learn how to prepare, find opportunities and pass the interview process This book will teach you how to prepare your resume, find the right opportunity, pass the initial phone screen and prepare you for your on-site interview and the stages afterward. After following this step-by-step process, you will also have a list of additional job opportunities to pursue in addition to your next interview. Free interview question templates included As part of your purchase, you can download a set of interview templates that will help you identify job opportunities and prepare for

technical and management related interview questions. Additional bonus questions included In compiling this book, I consulted with several project management experts to provide current and meaningful project management interview questions. These questions align with the 7 step process taught in the book. Would You Like To Know More? Get started right away and learn the easy 7 step process for successful project management interviews. Scroll to the top of the page and select the 'buy button' now

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   Making Things Happen Scott Berkun,2008-03-25 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.

   Project Management Made Easy... Joe Houghton,2023-04-10 Project Management is really

just applied common sense. In this easy-to-understand guide, Joe Houghton unpacks all the jargon into clear and actionable steps that anyone can use to run projects that will deliver - on time, to budget, and to the quality needed. The author's ECCSR framework is a modern lens through which any project can be set up and run with reference to key issues of importance to our world and the societies we are a part of. With over 30 years of practical project management behind him, Joe has been there and done it, as well as co-creating and directing the Masters' In Project Management at one of the world's top business schools. Joe also consults and has trained thousands of corporate, Government, and non-profit staff and managers in project management, giving him rich insight into what you need to know to get projects done.

Project Management For Dummies Stanley E. Portny,2001 Get the job done on time and within budget.

Project Management Demystified Sid Kemp,2004-05-25 LEARN PROJECT MANAGEMENT ON TIME AND UNDER BUDGET! Project Management Demystified is valuable for both the novice project manager and the experienced. For the novice, it is a great way to understand PM basics in an easy-to-understand and practical way. Personalized stories demonstrate both what to do and what not to do. Experienced project managers will find 'gems' spread throughout the text to take away to improve their results. -- Lee Krevat, IT Director, Business Strategic Alignment, Sempra Energy (A Fortune 500 company) Mr. Kemp truly demystifies project management, connecting the how and the why. Students and managers alike will gain both skills and confidence. -- Malcolm Ryder, Principal and Chief Strategy Officer, Renovance, L.L.P. (An IT management consulting firm) Written in straightforward language, Project Management Demystified will help you gain instant expertise in project management -- even if you have no previous formal training in executive skills. The author,

who has trained thousands of first-time managers and team leaders, uses a host of powerful techniques to help you soak up what you really need to know. With Project Management Demystified, you master the subject one simple step at a time -- at your own speed. Unlike most books on project management, general principles are presented first—and the details follow. In order to make the learning process clear, simple, and useful, Project Management Demystified offers questions at the end of each chapter to pinpoint weaknesses, and case studies throughout the book to reinforce the entire process of project management. This unique, self-teaching guide shows you how to: * Transform a good idea into a smooth-flowing project * Ensure project delivery with the Six Keys to Success * Turn disorganized to-do lists into effective action plans * Master people-management and team-building skills * Analyze design, development, budgeting, and scheduling * Calm the storm period -- the transition to production * Bring your project in on time and under budget * Gain practical management skills you can use again and again * Build your Project for Learning and use reviews to retain information * And much, much more! If you're looking for mastery of essential PM skills, let Project Management Demystified be your shortcut!

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Table of Contents Project Management Made Easy

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