

Instant Project Management 10

Steve McConnell

Instant Project Management Anita Davenport, 2018-11-12 More and more jobs and professions require project management skills. Increasingly, both middle and senior managers are being asked to become instant project managers, in order to meet the demands of ever-changing organizations. People at many levels are taking on a project-related role, where they need to instantly grasp the fundamental skills and knowledge required - to deliver change and still maintain 'business as usual' to keep the day-job going. That's why we all need Instant Project Management - so you can benefit from the tools and techniques that enable professional project managers the world over to achieve the seemingly impossible-on time, within budget, and to the correct design. In an ideal world we would all be given the time and opportunity to learn the whole theory and practice of project management. In reality, There is simply not the time, money, or inclination to enable that luxury. This Instant Guru Guide is for you if you need to 'get' project management - now.

Project Management Susan Hollister, 2017-07-10 Would you like to know the best strategies for managing large projects? Whether you want to (1) enhance your project management skills, (2) learn how to effectively lead a project team, or (3) discover world class strategies for managing large projects, this book will guide you there. Learn how to organize and lead your team to success. Project Management is the process of managing a temporary but often complex project for a business or organization to deliver an end result that will, ultimately, improve the business and the bottom line. Project managers use a host of strategies specifically designed to increase overall performance and solve large problems. The demand for project managers is increasing steadily and it is a very valuable skill to have. The project manager oversees every aspect of a project, including financial and budgetary issues, resource acquisition, team management, testing, scheduling, monitoring, and many other project-specific issues. The project itself is only a project because there is a problem that is too complex for any one person or department in the organization to handle in its entirety. Therefore, the responsibility is handed off to a leader who can utilize a team of people to work together toward an optimum solution. Master The Art And Science Of Project Planning The planning stage is the most important aspect of any project. As you will discover, it is the backbone of any project. When planning, you define a project's parameters, estimate the need for resources, establish a work schedule, form a preliminary budget, evaluate risks, define acceptance testing standards, establish communication protocols, and much more! In this book you'll find some of the best techniques in the industry. Step-by-step instructions walk you through the process of making solid plans and starting your project off on the right foot. If you plan well, it can make a huge positive impact on the overall success of the project. This book highlights and defines key terms and technical concepts, walking you through the process of producing your own project management plan. Jump-Start Your Career or Business If you're just exploring the field or you're a fairly new project manager, this book can help you identify and develop your personal managerial qualities and give you some of the best project management strategies to integrate into your work. With a little dedication, you too can become a skilled, winning project manager. What will you Learn about Project Management? The best time management skills and strategies. How to make a winning plan for success. How to effectively lead and motivate your team. The top 10 project management strategies. Important technical terms highlighted and defined. You will also Discover: Easy step-by-step instructions for getting through each of the most important stages of a project. Helps for those who are just starting out or are considering a career in project management. How to correctly close a project the right way. How to easily organize yourself and your team for peak performance. The best qualities and skills of a successful project manager. Lead your team to success. Become an amazing project manager: Get this book now!

Project Management Essentials, Fourth Edition William P. Athayde, Ruth Elswick, Paul Lombard, 2018-12-04 If you're new to project management or need to refresh your knowledge, Project Management Essentials, Fourth Edition is the quickest and easiest way to learn how to manage projects successfully. The concepts presented are not rocket science. They are all common sense. Yet they require knowledge and discipline - a framework to manage projects right and the will to adhere to it. If you consistently use the simple tools and templates provided you'll succeed. It's as simple as that. In this book you'll discover: The key skills and knowledge you'll need to be an effective project manager How to create an effective charter to start your project off right Guidelines for building a usable project plan Tips for breaking your project work into manageable pieces Techniques for accurately estimating project cost and schedule Help in building a team and different leadership styles you might apply to manage them Strategies to deal with conflicts, change, uncertainty, and risk How to report on the progress of the project and keep everyone concerned happy Project Management Essentials is purposefully written in short, clear chapters to make project management more easily understood. The authors, all valued senior faculty of PM College, bring both their business experience and their academic background to make these chapters come alive. This updated edition offers even more templates and content than the widely used earlier editions and complies with the latest project management standard, the PMBOK® Guide Sixth Edition.

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!

Quick Start with Project Management Michael J. Williams, 2008-12 QUICK START WITH PROJECT MANAGEMENT The Project management field is forever growing and expanding, and finding a book without all the technical in-depth jargon, for the beginner in Project Management does not seem to be out there. So I took it upon myself, for that very reason, to write a Quick Start with Project Management book. I wish a book like this existed when I was learning to be Project Manager. This book goes directly to the point without all the fluff of a 500 page Project Management book. You will, in time, need books like that as you grow in your knowledge of Project Management. So I hope this book gives you the beginning insight you need to be successful as a Project Manager. This book Covers What is Project Management ? Defining a Project and the Triple Constraint Project Initiation Project Scope & Scope Management Project Integration Management Project Risk Management Project Time Management Project Execution & Closing Project Methodologies

Project Management Essentials William P. Athayde, Ruth Elswick, Paul Lombard, 2013-08-14 If you're new to project management or need to refresh your knowledge, Project Management Essentials, Third Edition, is the quickest and easiest way to learn how to manage projects successfully. The simple techniques and templates in this book provide you with the essential tools you'll need to be an effective project manager. It's as simple as that. Read the book and discover: How to plan well - to decide on the right things to do; The key skills and knowledge you'll need to be effective; How to create an effective charter to start projects off right; Guidelines for building a usable project plan; Tips for breaking project work into manageable pieces; Techniques for estimating project cost and schedule; How to build a team; Strategies to deal with conflict, change, and risk; How to report on the progress of the project and keep everyone concerned happy. Project Management Essentials is written in short, clear chapters to make project management more easily understood. The authors, all valued senior faculty of PM College, use both their business experience and their academic backgrounds to make these chapters come alive. This updated edition complies with the latest project management standard, the PMBOK Guide 5th Edition.

Project Management DK, 2022-01-04 Discover the ultimate practical guide to effective project management. Packed with clear, expert advice, bold graphics and bite-sized text, this beginner's guide to modern project management gives you the tools you need to manage a team in different locations/time zones. Inside the pages of this project management book, you'll find: • Practical, "how-to" approach that teaches you the skills you need to run a project successfully. • New spreads with tools for project managing teams who are working remotely. • Step-by-step instructions, tips, checklists and "Ask yourself" features that show you how to make an impact. • Tables, illustrations, "in-focus" panels and real-life case studies that demonstrate and explain problem-solving, and how to build confidence and get results. Learn how to improve your project management skills by defining a project brief, analyzing stakeholders and building a strong team. You'll also discover useful tips for initiating projects, delegating effectively and achieving your goals on budget and on time – every time. Essential Managers Project Management shows you how to focus your energy, manage change in the workplace and make an impact, even in a time when remote – and flexible – working plays a key role in business and management. It's the perfect book for managers of all levels. Whether it's negotiating, managing people or improving your leadership skills, DK's Essential Managers series contains the know-how you need to be a more effective manager and hone your management style.

Project Management Fundamentals George T Edwards, 2014-08-19 Finally, the concepts of the PMBOK in an easy to read, easy to reference format Read this book before you try to read the 'Guide to the Project Management Body of Knowledge' Great introduction to the PMBOK Project Management Fundamentals provides a quick overview of the Project Management Body of Knowledge and covers the critical aspects of project management. Every effort has been made to present a straight to the point description of project management and as such is an easy to read alternative to the Guide to the Project Management body of knowledge. By providing a fast and practical overview of the Project Management Body of Knowledge, this book will quickly have the reader applying efficient project management practices. The book is specifically orientated to people who wish to rapidly grasp the concepts of Project Management and to those that are preparing for a PMP certification. Readers will learn : Project management best practices Development of project charters and writing of status reports Planning and scheduling Projects Managing issues and risks Managing and motivating team members Contracting Earned value analysis Microsoft project If you want to know what the principles of sound project management are without having to read extensive books or enduring project management war stories, then this book is for you.

Managing Projects Lou Russell, 2012-04-24 Managing Projects offers a hands-on resource for building practical competencies for anyone who must manage one or more small- to mid-size projects. The book is filled with targeted processes, tools, techniques, and influencing skills that address the more difficult people side of project management. The author shows how to: influence stakeholders 360 degrees around you; encourage accountability from others who do not work for you and have plenty of projects to juggle without adding your priority; negotiate time, cost, quality, and scope with executives; and courageously tell the truth and get the help you need early enough. Praise for Managing Projects No one knows more about project management than Lou Russell. Her easy coaching style paired with specific methods makes this book a real winner. This is one book all leaders, managers, supervisors, and project leads will use as their essential 'go to' resource. Elaine Biech, ebb associates inc.; bestselling author, The Business of Consulting Lou Russell has done it again! Managing Projects is comprehensive, practical, and easy to understand and apply to your projects, big or small. The book gives helpful tips and definitions that will enable the reader to move through the project management process with ease. Thanks, Lou, for creating such a great resource. Amy L. Dinning, manager of Leadership and Talent Development, Saint-Gobain North America Managing Projects is more than a book. It is a workshop between the covers, with one of the finest learning facilitators as your guide. If you find yourself dealing with projects in your work (and whether you know it or not, this is you), using the techniques in this book will make you less stressed and more successful. Kevin Eikenberry, bestselling author, Remarkable Leadership As the leader of an international logistics company, I know how critical project management is to meeting the needs of our customers. To hit their due dates we have to hit our own, with no excuses. Lou's practical approach to project management fits well into our time-constrained, date-focused workplace. It's simple, it's real, and it works. Cathy Langham, CEO, Langham Logistics

Software Estimation Steve McConnell, 2006-02-22 Often referred to as the "black art" because of its complexity and uncertainty, software estimation is not as difficult or puzzling as people think. In fact, generating accurate

estimates is straightforward—once you understand the art of creating them. In his highly anticipated book, acclaimed author Steve McConnell unravels the mystery to successful software estimation—distilling academic information and real-world experience into a practical guide for working software professionals. Instead of arcane treatises and rigid modeling techniques, this guide highlights a proven set of procedures, understandable formulas, and heuristics that individuals and development teams can apply to their projects to help achieve estimation proficiency. Discover how to: Estimate schedule and cost—or estimate the functionality that can be delivered within a given time frame Avoid common software estimation mistakes Learn estimation techniques for you, your team, and your organization * Estimate specific project activities—including development, management, and defect correction Apply estimation approaches to any type of project—small or large, agile or traditional Navigate the shark-infested political waters that surround project estimates When many corporate software projects are failing, McConnell shows you what works for successful software estimation.

Project Management in the Library Workplace Alice Daugherty, Samantha Schmehl Hines, 2018-05-11 This volume of *Advances in Library Administration and Organization* attempts to put project management into the toolboxes of library administrators through overviews of concepts, analyses of experiences, and forecasts for the use of project management within the profession.

10 Steps to Successful Project Management Lou Russell, 2023-05-26 A crash course for effectively planning and managing timely, organized projects. *10 Steps to Successful Project Management* features a structured methodology for delivering high-quality projects on time. Learn how to distinguish between a project and task, build a convincing business case, define project scope, assess risks and constraints, create a project plan, collaborate on action items, and measure and communicate results. This title is an essential resource for anyone, in any function, of any business.

Project Management Communications Bible William Dow, Bruce Taylor, 2010-06-11 The authoritative reference on one of the most important aspects of managing projects--project communications With shorter production cycles and the demand for projects being faster, cheaper, and better, the need for project communications tools has increased. Written with the project manager, stakeholder, and project team in mind, this resource provides the best practices, tips, tricks, and tools for successful project communications and planning. The featured charts, graphs, and tables are all ready for immediate use. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

The Fast Forward MBA in Project Management Eric Verzuh, 2010-10-01 This is one of the bestselling books ever published on the topic of project management. Now in a revised new third edition, it presents you with a wealth of proven techniques for managing projects—from establishing project objectives to building schedules to projecting costs. It includes all the basics on defining, planning, and tracking a project, as well as building stronger project teams. This new edition includes new chapters on Agile Project Management, PMI® exam prep, and more. (PMI is a registered mark of Project Management Institute, Inc.)

Project Management Patrick Harper-Smith, Simon Derry, 2012-03-23 Effective managers now recognize that most operational activities aimed at achieving key team objectives can and should be considered projects and managed accordingly. Typically these projects will range from: complex operational tasks, one-off initiatives such as moving offices or installing a new IT system, to the development of new products and services. However, while many of the traditional project management principles still apply, most tools and techniques need to be adapted and simplified to make them relevant to modern businesses. For those that master these new skills, exciting career opportunities lie ahead that will accelerate functional managers into new areas.

Perspectives in Project Management Raufdeen Rameezdeen, Anthony Wood, 2019-01-24 All the contributions to this volume are condensed versions of research projects undertaken by students in the final year of the online Master of Project Management degree delivered by the University of South Australia in conjunction with Open Universities Australia. Contributors to this book consist primarily of graduated Masters' students, supported by supervising academics and relevant industry specialists and practitioners. As a result, the authors present current research interests across the breadth of Australia – with many of the perspectives demonstrating relevance to practice globally. The research perspectives presented here focus on four key themes of project management theory and practice: people and organisations; methodologies and practice domains; issues in application; and continuous improvement and benchmarking. Collectively, this work will be of particular interest to project management academics and researchers, post-graduate students, and the broader project management community.

Project Management in the Digital Transformation Era Sergey Bushuyev, Ronggui Ding, Mladen Radujkovic, 2023-06-16 This book presents the proceedings of the 32nd World Congress of the International Project Management Association (IPMA). Digitalization is changing many fields of development and accelerating the global economic world. This challenge concerns project management as the driver of change. More than 1000 participants of the 32nd IPMA World Congress are an international community of the best experts and practitioners of project management. The Program Committee of the Congress includes more than 30 experts from Europe, Asia, America, and Australia, heads of large companies, and leading scientists and practitioners representing various areas of management, economics, and digital technology. The project management community discussed the challenges and prospects of the digital age, to find solutions to the problems that it poses to project management. The discussion took place in different formats – presentations, master classes, panel discussions, business games, and seminars that will be conducted by the world's leading experts in the project management field.

Instant Manager: Project Management Phil Baguley, 2012-05-25 Project management is becoming a key requirement for the modern manager. The aim of this book is to provide a readable and practical introduction to the subject, including what a project is; how a project can be chosen, planned, organized, and managed; how to create and manage a project team; how to manage the financial aspects of a project; and how to bring a project to a successful completion.

Project Management Instant Guide Chris Croft, 2013-12-08 Deliver your projects on time and on budget. Based upon the Association of Project Managers (APM) method, and condensing all the most useful nuggets from PMBOK, this book talks you through how to plan and run a project successfully. No maths, nothing complicated, just the things you need to know. The book covers: - Traps to avoid when agreeing to do a project - Kick off meetings - The three methods for getting all of the tasks listed - Granularity - How to estimate the time and cost required for tasks - Contingency - how much is needed? - Critical paths - The options if your project is going to take too long - Gantt charts - How to assess the risks of a project, and the two options for mitigating risk - Monitoring progress - Predicting the finished cost based on a combination of the current spend and the progress made - The options for a

project which is running late - The three crimes of rescheduling - The questions that need to be asked at the review.

Quick Quizzes for Project Managers Barbee Davis, PhD,2010-09-01 Quick Quizzes for Project Managers allows you to test your project management knowledge and expand your skills through story questions about interesting and mind-opening situations faced every day by project managers in the field. You choose what you think is the correct answer, and then check your choice. Each answer is followed by a short, specific explanation that gives you background detail on the topic and a problem solving approach you could try in your own organization. Many of the questions come from working project managers around the world, concerned with issues they face in real projects. This is a fun, quick approach to expand your practical project management knowledge.

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Table of Contents Instant Project Management 10

- 1. Understanding the eBook Instant Project Management 10
 - The Rise of Digital Reading Instant Project Management 10
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Instant Project Management 10
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Instant Project Management 10
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Instant Project Management 10
 - Personalized Recommendations
 - Instant Project Management 10 User Reviews and Ratings
 - Instant Project Management 10 and Bestseller Lists
- 5. Accessing Instant Project Management 10 Free and Paid eBooks
 - Instant Project Management 10 Public Domain eBooks
 - Instant Project Management 10 eBook Subscription Services
 - Instant Project Management 10 Budget-Friendly Options
- 6. Navigating Instant Project Management 10 eBook Formats
 - ePub, PDF, MOBI, and More
 - Instant Project Management 10 Compatibility with Devices
 - Instant Project Management 10 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Instant Project Management 10
 - Highlighting and Note-

- Taking Instant Project Management 10
 - Interactive Elements Instant Project Management 10
- 8. Staying Engaged with Instant Project Management 10
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Instant Project Management 10
- 9. Balancing eBooks and Physical Books Instant Project Management 10
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Instant Project Management 10
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Instant Project Management 10
 - Setting Reading Goals Instant Project Management 10
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Instant Project Management 10
 - Fact-Checking eBook Content of Instant Project Management 10
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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