

# Project Management

## ABSOLUTE BEGINNER'S GUIDE

No experience necessary!



Fourth Edition

QUE

Gregory M. Horine

# Project Management Absolute Beginners Guide Greg Horine

**Robert Brewer**



## **Project Management Absolute Beginners Guide Greg Horine:**

**Project Management Absolute Beginner's Guide** Greg Horine,2012-10-16 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 *Absolute Beginner's Guide to Project Management* Greg Horine,2005 One stop guide to effectively managing and leading successful projects the first time

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**Project 2013 Absolute Beginner's Guide** Brian Kennemer,Sonia Atchison,2013-07-26 Make the most of Project 2013 without becoming a technical expert This book is the fastest way to take control of Project 2013 and use it to efficiently manage every phase of your project from up front planning through project completion and post mortems Even if you ve never used Microsoft Project before this book will show you how to do what you want one incredibly clear and easy step at a time Project 2013 has never ever been this simple Who knew how simple Project 2013 could be This is the easiest most practical beginner s guide to running real projects with Project 2013 simple reliable instructions for doing everything you really want to do Here s a small sample of what you ll learn Master today s best project management techniques Use Project 2013 to solve many key project management problems Master Project s revamped interface from Start screen to Backstage Leverage Project 2013 s best new features in your day to day work Get comfortable with the Project Window and its powerful views Set up realistic project schedules and calendars Add new tasks dependencies and resources Create budgets track costs and quickly resolve cost overruns Smoothly reflect changes in your project Report on progress from completed work to anticipated finish dates Strengthen decision making with dashboards plans and timelines Streamline processes by

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**Absolute Beginner's Guide to Project Management** Horine Greg,2007 This book sets up the general framework for our project management discussion and accelerates your project management learning curve including an insightful review of successful projects and project managers The book reviews the processes that establish the foundation for your project It reviews the processes that allow you to effectively monitor track correct and protect your project s performance It also reviews the key leadership and people focused skills that you need to meet today s business demands

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The British National Bibliography Arthur James Wells,2009 **2008 Writer's Market Deluxe Edition** Robert Brewer,2007-07-06 The 2008 Writer s Market features all the great information writers have to come to expect for more than 80 years and then some This edition takes Writer s Market to a new level of excellence with high profile author interviews and five new market sections Of course it s still packed with all the information writers rely on year after year including the

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tenets that make it a success Transitioning from traditional to agile project management Tools and methodologies The 5 vital BENEFITS you gain Foolproof methods for dividing responsibility How to apply quality control without micromanaging Estimation techniques And more By becoming more agile in your approach to project management the obstacles and difficulties encountered become more manageable and the success of the project is assured And Agile Project Management will guide you every step of the way towards your ultimate goal Get your copy 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

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putting quality control procedures into place 3 Real World Examples Mastering the Basics uses case studies and examples from the real world to bring project management to life You will learn how to adjust your approach to various project environments by looking at the successes and difficulties faced by seasoned project managers 4 Best Practices Access a wealth of tried and true best practices that have been validated in the field This book provides you with the expertise to manage projects efficiently and successfully differentiating you as a capable project manager Topics covered include stakeholder management and communication tactics 5 Career Advancement By learning the fundamentals of project management you ll put yourself in a position to take advantage of interesting job prospects This book gives you the knowledge and abilities you need to succeed in your current position as well as a platform for further development and career advancement Start your road toward being a self assured project manager right away With Mastering the Basics A Beginner s Guide to Project Management in your hands you ll develop the know how the abilities and the self assurance needed to take command of projects deliver results and make a significant contribution Don t put it off any longer Grab a copy of Mastering the Basics right away to open the doors to a lucrative project management career Give yourself the knowledge and abilities you need to succeed in this fast paced industry Here is where your career as a productive project manager begins Take action right away and see the world of opportunities open up for you

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