

Project Management

ABSOLUTE BEGINNER'S GUIDE

No experience necessary!



Fourth Edition

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Gregory M. Horine

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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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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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