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Teach Yourself Project Management Teach Yourself

Anna Hipkiss



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Improve Your Project Management: Teach Yourself Phil Baguley, 2010-01-29 The ability to manage projects in an effective and efficient manner on schedule and on budget is a vital skill to have and a real asset for any business and even any home project Improve Your Project Management helps you to gain this important skill using a progressive step by step approach Covering everything from building the right team chemistry to micro managing finances and dealing with unexpected problems this book will arm you with all you need to become a great project manager NOT GOT MUCH TIME One and five minute introductions to key principles to get you started AUTHOR INSIGHTS Lots of instant help with common problems and quick tips for success based on the author's many years of experience TEST YOURSELF Tests in the book and online to keep track of your progress EXTEND YOUR KNOWLEDGE Extra online articles at www.teachyourself.com to give you a richer understanding of project management FIVE THINGS TO REMEMBER Quick refreshers to help you remember the key facts TRY THIS Innovative exercises illustrate what you've learnt and how to use it **Sams Teach Yourself Basecamp in 10 Minutes** Patrice-Anne Rutledge, 2010-02-10 Sams Teach Yourself Basecamp in 10 Minutes offers straightforward practical answers when you need fast results By working through 10 minute lessons you'll learn everything you need to know to quickly and easily get up to speed with Basecamp 10 minutes is all you need to learn how to Choose the right subscription plan for your needs Get started fast with collaborative project management Customize your Basecamp workspace Efficiently manage people companies and permissions Define populate search and manage projects Enter and track milestones To Do lists and scheduling information Use iCalendar and integrate with your company's other calendar tools Post messages and

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Alpha Teach Yourself Bookkeeping in 24 Hours Carol Costa, 2008 One day to bookkeeping success Since many small businesses leave the all important job of bookkeeping to someone on the staff with no training there is a demand for this easy authoritative how to on the subject Readers will find principles and procedures adapted to suit the needs of various types of business operations from retail to entertainment to financial institutions

Godot Engine Game Development in 24 Hours, Sams Teach Yourself Ariel Manzur, George Marques, 2018-03-13 In just 24 sessions of one hour or less this guide will help you create great 2D and 3D games for any platform with the 100% free Godot 3.0 game engine Its straightforward step by step approach guides you from basic scenes graphics and game flow through advanced shaders environments particle rendering and networked games Godot's co creator and main contributor walk you through building three complete games offering advanced techniques you won't find anywhere else Every lesson builds on what you've already learned giving you a rock solid foundation for real world success Step by step instructions carefully walk you through the most common Godot engine programming tasks and techniques Practical hands on examples show you how to apply what you learn Quizzes and exercises help you test your knowledge and stretch your skills Notes and tips point out shortcuts solutions and problems to avoid Learn how to Install Godot create projects and use the visual editor Master the scene system and organize games with Scene Trees Create 2D graphics 3D graphics and animations Use basic and advanced scripting to perform many game tasks Process player input from any source Control game flow configurations and resources Maximize realism with Godot's physics and particle systems Make the most of 3D shaders materials lighting and shadows Control effects and post processing Build richer more sophisticated game universes

with viewports Develop networked games from concepts to communication and input Export games to the devices you've targeted Integrate native code third party APIs and engine extensions bonus chapter

Sams Teach Yourself Networking in 24 Hours Ulyess N. Black, 2009-05-26 In just 24 sessions of one hour or less learn how to use today's key networking techniques and technologies to build secure and troubleshoot both wired and wireless networks Using this book's straightforward step by step approach you master every skill you need from working with Ethernet and Bluetooth to spam prevention to network troubleshooting Each lesson builds on what you've already learned giving you a rock solid foundation for real world success Step by step instructions carefully walk you through the most common networking tasks Q A sections at the end of each hour help you test your knowledge By the Way notes present interesting information related to the discussion Did You Know tips offer advice or show you easier ways to perform tasks Watch Out cautions alert you to possible problems and give you advice on how to avoid them Learn how to Choose the right network hardware and software and use it to build efficient reliable networks Implement secure high speed Internet connections Provide reliable remote access to your users Administer networks to support users of Microsoft Linux and UNIX environments Use low cost Linux servers to provide file and print services to Windows PCs Protect your networks and data against today's most dangerous threats Use virtualization to save money and improve business flexibility Utilize RAID technologies to provide flexible storage at lower cost Troubleshoot and fix network problems one step at a time Preview and prepare for the future of networking

Instant Manager: Managing Change Bernice Walmsley, 2009-10-30 Whether you are building your career as a manager by taking professional qualifications or you simply want to enhance your management skills this Instant Manager title based on one of the six national occupational standards for managers is exactly what you need Including a fascinating interview with Sir John Tusa who revitalised the Barbican Arts Centre this is an inexpensive concise but above all authoritative guide to getting results Based on ten key questions each chapter ends with a summary and action checklist to crystallise what you have learnt The portable format allows you to carry the book wherever you go and to fit learning and development into your busy work life

Be a Better Manager in a Week: Teach Yourself Rus Slater, 2013-02-22 This book will help you see that management is a responsibility not a reward this changes the fundamental mindset and in doing so makes you a better manager You will learn How to focus on what you need to achieve How to improve the day to day activities and outputs of your team How to avoid taking on too much ownership How to develop your people to make their and your jobs easier How to survive and thrive when times are tough Sunday Get your paradigm right Monday Improve your focus Tuesday Improve your communication Wednesday Improve your individuals including yourself Thursday Improve your processes Friday Improve your teamwork Saturday Use a ruler not rules

Psychological Project Management Leif Rogell, 2021-01-25 When it comes to what project managers do the clue is in their job title but the role also requires a significant understanding of people After all projects are devised and driven forward by employees and teams It is therefore crucial for project managers and

executives to have a firm grasp of the thought and behavioural patterns of project team members and the wider workforce so that they can steer both people and project to a successful outcome This book discusses various psychological theories in detail with reference to specific project teams and project work It addresses a wide range of topics including team development corporate culture leadership resilience identities motivational forces conflict resolution impression management and learning theory The result is a highly useful collection of explanatory psychological models that can be applied in practice to the management of any project This book is therefore suitable not only for project managers but also for managers in general who wish to increase their understanding of people s behaviour reactions and perceptions in a work context in order to achieve the best results for the organisation as a whole

Successful Consulting: Teach Yourself

Anna Hipkiss, 2010-03-20 If you are a consultant in any field working for any size organisation from one man and his dog to massive or thinking of moving into this field then this is the book for you Coverage includes What makes a successful consultant Setting a clear vision Assessing resources How to write reports and give presentations Building up your customer facing skills Dealing with difficult clients Balancing your work with the rest of your life Containing lots of practical advice this book also features interviews with successful consultants who have a wealth of experience to share Written in an accessible style it will give you the confidence to shine in consultancy NOT GOT MUCH TIME One and five minute introductions to key principles to get you started AUTHOR INSIGHTS Lots of instant help with common problems and quick tips for success based on the author s many years of experience TEST YOURSELF Tests in the book and online to keep track of your progress EXTEND YOUR KNOWLEDGE Extra online articles at www.teachyourself.com to give you a richer understanding of consulting FIVE THINGS TO REMEMBER Quick refreshers to help you remember the key facts TRY THIS Innovative exercises illustrate what you ve learnt and how to use it

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