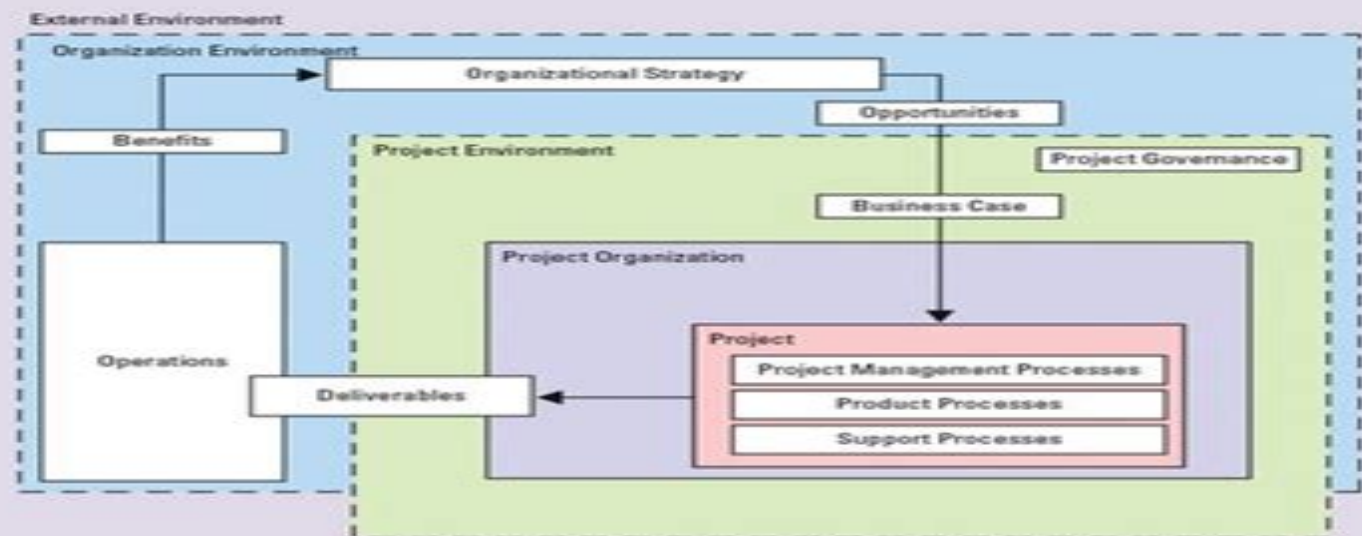


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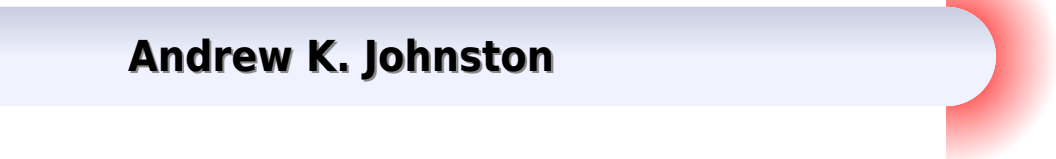
A Pocket Guide



Anton Zandhuis
Rommert Stellingwerf

The Managers Pocket Guide To Project Management

Andrew K. Johnston



The Managers Pocket Guide To Project Management:

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answers found by experienced project managers

Construction Project Manager's Pocket Book Duncan

Cartlidge,2020-04-30 The second edition of the Construction Project Manager's Pocket Book maintains its coverage of a broad range of project management skills from technical expertise to leadership negotiation team building and communication However this new edition has been updated to include revisions to the CDM regulations changes to the standard forms of contract and other documentation used by the project manager the impact of BIM and emerging technologies implications of Brexit on EU public procurement other new procurement trends and ethics and the project manager Construction project management activities are tackled in the order they occur on real projects with reference made to the RIBA Plan of Work throughout This is the ideal concise reference which no project manager construction manager architect or quantity surveyor should be without Project Manager's Pocket Guide Deepak Pandey,2011-12-08

Traditionally Project management has been considered more of science than art Based on my experience I have found that the soft skills are as important in the success of a project as the technical skills Hence Project management is a combination of art and science Though most of the managers understand the technical aspect of project management they tend to neglect the soft skills that are required to manage a project In most of the cases the projects fail because of lack of the soft skills This book focuses on both the technical aspect of the project management as well as the importance of the soft skills required in managing a project Based on my experience project managers face problems in managing a project when they have not given enough importance to the scope definition of the project or when they are not able to manage a project meeting effectively or when they had to manage teams that are quarrelsome and unproductive The inability to understand stakeholder's expectations and not perceive the bigger picture in terms of organization structure culture end user expectations from the project results in project failure On one hand the project manager has to control the cost schedule and effort aspects of the project and at the same time manage the expectations of the stakeholders maintain proper communication channels provide direction to the team towards a common goal and maintain a good quality of the product This requires a good experience and knowledge on the art and science of the project management to maintain the balance and achieve the desired results The book contains all the key topics which a manager needs to refer to from time to time to manage a project in an efficient and successful manner **Project Management, Second Edition (Briefcase Books Series)** Gary R. Heerkens,2013-11-22

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Data at Your Fingertips Fully updated throughout this hands on guide gives you quick access to current information on project management concepts and practices Project Manager s Portable Handbook third edition offers concise practical details on the fundamental knowledge skills and attitudes required to manage projects Written by world renowned project management experts this compact reference summarizes best practices for defining designing developing and producing project results Handy tables charts models and callout boxes illustrate pertinent information in this essential on the job tool Easy to Find Project Management Topics The discipline of project management Project organizational chart Alternative project applications The strategic context of projects Project leadership Project initiation and execution Project planning and control The project culture Improving project management PRAISE FOR PREVIOUS EDITIONS It is perhaps the one book that best summarizes a complete knowledge set to be applied in successfully managing projects It is the one book that project managers should not go to work without Ken Rose Book Review Editor Project Management Journal Unique and invaluable direct summarized style wealth of information annotated bibliography one book a project manager should not be without PM Network *Operation and Maintenance Use-book* United States. Bureau of Reclamation,1914 *Pocket Guide to Technical Presentations and Professional Speaking* Steven B. Zwickel,William S. Pfeiffer,2006 A handbook that promotes the art of good speaking Pocket Guide to Technical Presentations provides basic guidelines that foster confidence Up to date information in a simple straightforward format you will learn to speak competently overcome anxiety analyze the audience research a topic and to organize illustrate and deliver a professional level talk After a comprehensive and interesting overview about public speaking and technical presentations this convenient pocket guide covers audience analysis coping with anxiety presentation organization illustrating the presentation graphics delivery evaluation and adapting to different situations Because of its convenient size ease of use and informative appendix this guide is invaluable to those who need to present information from all walks of life from students to trainer facilitators to CEOs **The Book Review** ,1997 *The Definitive Guide to Project Management* Sebastian Nokes,Sean Kelly,2007 Successful project management is delivering your projects on time to brief and within budget The Definitive Guide to Project Management shows you step by step how to master the techniques of effective project management so that your projects deliver what you want every time Suitable for both beginners and more experienced project managers The Definitive Guide to Project Management is the essential companion for anyone looking to develop their project management skills Revised and improved to follow the prestigious PMI certification scheme its indispensable advice can be put to work immediately Inside you will find key exam questions templates and action checklists to help you at each stage of your well executed project Get the job done and on time with The Definitive Guide to Project Management The Definitive Business Series will ensure you get up to speed fast with all the business essentials you need to be a success With their guided step by step approach the latest practical business techniques and concepts and their easy to read style The Definitive Business Series cover every aspect of the topic from the business

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The Software Project Manager's Handbook Dwayne Phillips, 1998-07-11 Written for researchers professors practitioners students and other computing professionals this book covers Basics that Work at Work People Process and Product Visibility Configuration Management Process Planning Risk Management Requirements Design Testing Managing a Project Day by Day Managing Software Maintenance and more

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