

# **The Lazy Project Manager How To Be Twice As Productive And Still Leave The Office Early By Taylor Peter 2011**

Strategies for Project SponsorshipLeading Successful PMOsThe Lazy Project ManagerThe lazy project managerLeadership Principles for Project SuccessProject Management for Small BusinessProject Management Absolute Beginner's GuideThe Fast Forward MBA in Project ManagementThe Project Management Answer BookThe Project Management Office (Pmo) As a Pop-up ShopBrilliant Project Management ePub eBookThe One Minute Manager Anniversary EdProject Management for HumansStory-Based Inquiry: A Manual for Investigative JournalistsThe Lazy WinnerAlpha Project ManagersProject Management for the Unofficial Project ManagerMaking Things HappenScrappy Project ManagementThe Lazy Project Manager and the Project From HellProject Management for DummiesThe Ultimate Tree House ProjectThe Project Management Coaching WorkbookThe Power of Project LeadershipGreen Project ManagementThe Lazy Project ManagerDelivering Successful PMOsReal Project ManagementConfessions of a Casting DirectorProject Management for Non-Project ManagersBridging the PM Competency GapProject Management Case StudiesProject Management: It's All Bollocks!The Projectless ManagerStrategic Project Management Made SimpleProject Management JumpStartThe Power of SlowProject Pain RelieverThe Evolution of Project Management PracticeCollaboration Tools for Project Managers

## **Strategies for Project Sponsorship**

In The lazy project manager Peter Taylor illustrates how we can achieve more without expending more time and energy. Welcome to the home of 'productive laziness'. Here there is a more focused approach to project management and our efforts are exercised where it really matters there's no rushing round involving ourselves in unimportant, non-critical activities that others can better address, or indeed that do not need addressing at all in some cases. It's all about working smarter and Peter Taylor, head of a PMO at Siemens, gives away his trade secrets. This is not a training manual. You won't

## **Leading Successful PMOs**

Offers a collection of essays on philosophies and strategies for defining, leading, and managing projects. This book explains to technical and non-technical readers alike what it takes to get through a large software or web development project. It does not cite specific methods, but focuses on philosophy and strategy.

## **The Lazy Project Manager**

56 contributors from 21 countries and produced in a 21 Day Challenge - A book of shared ideas and thoughts from this current world crisis, Covid-19, demonstrating how project managers have, in many cases, become 'projectless managers' but have kept on doing what they are meant to do; bring about change and improvements wherever they are engaged. It is also a book of inspiration of what is to come in the project world when this moment in history passes and what amazing ideas people have to share, along with what they have learnt about themselves in the past few weeks that others might benefit from - A Lockdown Legacy!

## **The lazy project manager**

Overwhelmed by electronic gadgets? Buried under an avalanche of e-mails? Juggling too many tasks and responsibilities? Desperately in need of a deep breath and a time-out? For all of us who answer yes to any of these questions, help is on the way. Getting to the heart of our hassled and over-scheduled existence, Christine Louise Hohlbaum cheerfully investigates 101 ways to increase our quality of life and productivity by reevaluating how we perceive and use time. Everyone has their own personal bank account of time, and while we cannot control time itself, we can manage the activities with which we fill the time we have available to us. The Power of Slow gives readers practical, concise directions to change the relationship they have with time and debunks the myths of multitasking, speed, and urgency as the only ways to efficiency. Tips include: · When working on a project on your computer, close all the windows, with the exception of the one you need to do your job. · Learn to say no in a polite and constructive way to favors, invitations, and requests. · Manage your own expectations, as well as those of others, by clearly stating what is possible in the time frame given. · Declare gadget-free zones (both geographical and temporal) to really enjoy your leisure time. · Know when your plate is full. · Make commitments to difficult tasks in five-minute increments and gradually increase the increments. · Save your most favorite or the easiest tasks for last to avoid procrastination. The Power of Slow will help readers identify areas in need of improvement and show them how to become more efficient and less frazzled at work and at home---and live a better, more balanced life.

## **Leadership Principles for Project Success**

Welcome to Project Management: It's All Bollocks! where two people who vaguely know each other and barely like each other will pick over the sadly inadequate body of knowledge that is project management today, and generally challenge just about everything, eliminating that which you don't need to bother to learn about, or should already know, leaving you only with the parts that will give you the results you want. This book is a shakedown of project management, the profession, the myths it creates and promotes, its great ideas and ambitions and a few ropery bits that we're just not convinced about. The project management profession continues to grow and mature, but is at risk of excluding those who don't fit the mould.

There is a mystique out there that only certificated project managers can be project managers. This is nonsense. The project management skill set is accessible to anyone, and how you choose to access it and put it to use should remain the decision of the individual. There shouldn't be a right or wrong choice. This book is targeted at those 'projects as usual project managers' who will drive most of the change inside organisations tomorrow and beyond, and who really need help to do that. The authors offer up a selection of seven cracking ideas, that when applied to a project environment will ultimately result in you being a good manager of projects in this modern world of business complexity.

## **Project Management for Small Business**

Many organizations profit hugely by utilizing a Project Management Office (PMO); it means they achieve benefits from standardizing and following project management policies, processes, and methods. However, building an effective PMO is a complex process; it requires clear vision and strong leadership so that, over time, it will become the source for guidance, documentation, and metrics related to the practices involved in managing and implementing projects. Leading Successful PMOs will guide all project based organizations, and project managers who contribute to and benefit from a PMO, towards maximizing their project success. In it, Peter Taylor outlines the basics of setting up a PMO and clearly explains how to ensure it will do exactly what you need it to do - the right things, in the right way, in the right order, with the right team.

## **Project Management Absolute Beginner's Guide**

Guide your project to success from initial idea to final delivery In today's time-pressured, cost-conscious global business environment, tight project deadlines and high expectations are the norm. Projects are now the standard way of implementing change, and project management has become a vital skill for successful business professionals. Project Management For Dummies shows you how to succeed by focusing on what you need to deliver and then how to plan and control the project in order to deliver it. You will learn how to plan, keep the project on track, manage teams and control risk. You'll even get some tips on software - including free stuff - that will make things easier for you. Who, What, and Why - understand the expectations of your project Laying the foundations - learn to build your plans with a sturdy structure from start to finish The selection process - see how to get the very best from your teams Get in the driving seat - learn to take control and steer your project to success Open the book and find: Clear and simple explanation of powerful planning techniques Ways to track progress and stay in control How to identify and then control risk to protect your project Why understanding your project's stakeholders is key How to use technology to up your game Tips for writing a clear and convincing business case Advice on being an effective leader Techniques to help you work effectively with teams and specialists Learn to: Motivate your teams to perform to their full potential Plan, execute and deliver your projects with confidence Stay in control to deliver on time, within budget and to the right quality

## **The Fast Forward MBA in Project Management**

### **The Project Management Answer Book**

Project management—it's not just about following a template or using a tool, but rather developing personal skills and intuition to find a method that works for everyone. Whether you're a designer or a manager, Project Management for Humans will help you estimate and plan tasks, scout and address issues before they become problems, and communicate with and hold people accountable.

### **The Project Management Office (Pmo) As a Pop-up Shop**

If it's essential to project management it's in here! The first edition of The Project Management Answer Book addressed all the key principles of project management that every project manager needs to know. With a new chapter on scrum agile, updates throughout, and many new PMP® test tips, this new edition builds on that solid foundation. The structure of this update maps closely to the PMBOK® Guide, Fifth Edition, and is designed to assist anyone studying for the PMP® and other certification exams. Helpful sections cover:

- Networking and social media tips for PMs, including the best professional organizations, virtual groups, and podcast resources
- The formulas PMs need to know, plus a template to help certification candidates prepare and self-test for their exams
- Quick study sheet for the processes covered on the PMP® exam
- Key changes in PMBOK® Guide, Fifth Edition, for readers familiar with earlier versions who want “the skinny” on the new version.

PMs at every level will find real gold in the information nuggets provided in this new edition. Those new to project management will find the comprehensive coverage and the depth of the answers especially valuable, and will like the easy-to-read style and Q&A format. For experienced managers looking for new tools and skills to help them pass their PMP® or other certification exams, this is a must-have resource.

### **Brilliant Project Management ePub eBook**

For more than twenty years, millions of managers in Fortune 500 companies and small businesses nationwide have followed The One Minute Manager's techniques, thus increasing their productivity, job satisfaction, and personal prosperity. These very real results were achieved through learning the management techniques that spell profitability for the organization and its employees. The One Minute Manager is a concise, easily read story that reveals three very practical secrets: One Minute Goals, One Minute Praisings, and One Minute Reprimands. The book also presents several studies in medicine and the behavioral sciences that clearly explain why these apparently simple methods work so well with so many people. By the

book's end you will know how to apply them to your own situation and enjoy the benefits. That's why The One Minute Manager has continued to appear on business bestseller lists for more than two decades, and has become an international sensation.

## **The One Minute Manager Anniversary Ed**

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. 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 with more insights from the front lines, including agile approaches, dealing with security and privacy priorities, and leading remote/virtual teams, along with the latest on Microsoft Project and PMI standards and certifications and a special bonus chapter on preparing for the 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
- Gain key insights that will accelerate your learning curve
- Know how to respond to real-life situations, not just what they teach you in school

## **Project Management for Humans**

The Lazy Winner builds on the concept of 'productive laziness', developed in Peter Taylor's bestselling The Lazy Project Manager, which encourages people to apply more thought before leaping in to action and throwing effort at a problem or task. With better planning readers can ensure that they are Lazy Winners and achieve success in what they do at work and in life-more impressive results with the minimum of effort.

## **Story-Based Inquiry: A Manual for Investigative Journalists**

Take These Six Steps to Reach Your Project Management and Leadership Goals! Starting with an insightful self-assessment, *The Project Management Coaching Workbook: Six Steps to Unleashing Your Potential* offers tools, questions, reviews, guiding practices, and exercises that will help you build your roadmap to project management and leadership success. Based on her experience as a coach and mentor, Susanne Madsen offers a proven six-step method designed to help you understand and articulate what you want to achieve—and then assist you in achieving those goals. This workbook will help project managers at any level overcome some of the most common challenges they face by:

- Effectively managing a demanding workload
- Leading and motivating a team
- Building effective relationships with senior stakeholders
- Managing risks, issues, and changes to scope
- Delegating effectively

## **The Lazy Winner**

10 year old best friends Ben, James, Tim & Tom find the perfect tree in a forest near their school and begin to build the Ultimate Tree House. Things start with a bang, and get even worse when Ben's sister Amanda discovers them working on their secret tree house. Next thing they know, the girls are building their own - in the same tree - and it looks even better than the boy's! How are they doing it? What is their secret weapon? After the accident, everything changes and the boys are forced to team up with the girls - as if that would ever work! This book introduces basic Project Management concepts to children through an entertaining, funny story and simple lessons taught to one of the children by her father who is (of course) a Project Manager. She applies what she has learned and suddenly the girls are leaping ahead of the boys who had just "started building" - without a plan. Come join this unlikely band of tree house builders - four girls, four boys - as they end up working together to try and complete the Ultimate Tree House Project!

## **Alpha Project Managers**

Optimize the Role of the Project Sponsor The project sponsor is critical to project success, yet it is a role that is often assigned to a member of the organization with little knowledge or training in project management practices. This creates challenges not only for the sponsor but for the project manager. The organization suffers too if key members of the project team are not fully utilized, as valuable resources are wasted. In *Strategies for Project Sponsorship*, the authors address this challenge from all three vantage points—that of the project manager, the project sponsor, and the organization. Based on their practical experience and solid research, they offer practical methods that project managers can use to optimize the participation of the sponsor. They also offer clear and straightforward guidance for project sponsors on how to properly execute their duties and contribute to project success. Executives will gain valuable perspective on the organization's

projects and key players. From defining the roles and responsibilities of the project sponsor to suggesting specific practices that maximize the working relationship between the sponsor and project manager, this book is the ultimate guide. Examples from real-world sponsor experiences, as well as tips, techniques, and tools, enhance its applicability and practicality. This book should be given to every newly assigned project sponsor, read and referred to by every project manager, and on the desk of every organizational executive as a reference.

## **Project Management for the Unofficial Project Manager**

Project practice has undergone significant changes requiring new ways of thinking about and managing projects. The single focus on the staged delivery of artefacts is gradually being replaced by a wider interest in stakeholders, value, benefits, and complexity. As a result there is a growing interest in the development of practitioner capabilities, grounded in the recognition that dealing with permeable boundaries and unstructured situations transcends normative processes. Modern practitioners increasingly utilise deliberative and reflective approaches, often challenging received wisdom and traditional interpretations. This volume provides a sampling of some of the best writing in the project domain, enabling readers to access a wider group of authors, ideas, and perspectives. Key topics covered include agility and programme management, planning, people, business cases, contracts, teams, sponsorship, collaboration, strategy, patterns, context, change, and benefits. The main aims of the collection are to reflect on the state of practice within the discipline; to propose new extensions and additions to good practice; to offer new insights and perspectives; to distil new knowledge; and, to provide a way of sampling a range of the most promising ideas, perspectives and styles of writing from some of the leading thinkers and practitioners in the discipline.

## **Making Things Happen**

In today's 'more for less' culture, the expectations of project management and delivery are no longer limited to budgets, schedules and quality. For projects to make an impact and have lasting value, the project manager must be able to strategize, innovate, motivate, empower and collaborate - in other words, project managers must learn how to lead. The Power of Project Leadership helps you transform into an effective project leader by shifting your managerial mindset into one of inspiration, motivation and influence. The book describes what good project leadership looks like and explains how to make the transition using concrete tools and strategies. With underlying theories to help the reader understand how teams and individuals are motivated, it ensures that project managers lead with vision, continuously improve and innovate, work with intent, empower the team, get closer to stakeholders, remain authentic and establish a solid foundation for their projects. The book has a practical and engaging approach and draws on over 25 interviews with leading experts who have made the transition from project managers to project leaders. These experts come from a variety of sectors and companies;

including Expedia, British Gas, Standard Bank, Verizon Enterprise Solutions, Liquid Planner, and the UK Government.

## **Scrappy Project Management**

The Lazy Project Manager shows how adopting a more focused approach to life, projects and work can make us twice as productive. By concentrating project management to exercise effort where it really matters we will work smarter. The simple techniques of lazy project management can help us to work more effectively and improve our work-life balance.

## **The Lazy Project Manager and the Project From Hell**

A seasoned project management consultant introduces critical project management skills, tools and techniques. Includes case studies, checklists and exercises.

## **Project Management for Dummies**

In Collaboration Tools for Project Managers, Elizabeth Harrin builds upon her 2010 book, Social Media for Project Managers, by providing the latest information, success stories, and an easy-to-follow guide to implementing online collaboration tools and helping to overcome obstacles. In order to communicate faster, work virtually with people across the globe, and get better business results, project teams should explore how online collaboration tools can deliver project success and improve business value.

## **The Ultimate Tree House Project**

## **The Project Management Coaching Workbook**

What is needed to get better project results? How do you get your temporary project office up and running quickly and structured? What kind of activities can a PMO employee undertake? How do you deal with a project or programme manager as a PMO employee? How do you get more time for stakeholder management as a project manager? These questions and more will be answered in this book. This book is a possible scenario to get to your own pop-up PMO roadmap and career. Sue Vowler (author of P3O): "This book a great analogy and perfectly describes the world of the temporary programme or project office. It fills the gaps in P3O, answering the "how do I do this?" question, and is a true practitioners guide to setting up, running and closing down temporary PMOs." Peter Taylor (author of Leading successful PMO's and The lazy

projectmanager): "The book provides many practical examples as well as tools and templates that readers can use at their will as they follow along the roadmap to PMO succes."

## **The Power of Project Leadership**

Delivering Successful PMOs provides a clear framework to conceive, design, build, prove and embody an enterprise PMO inside an organisation, dealing with the strategic intentions, the politics, the people and the projects. The book draws on the rare experience that Ray Mead, through his organisation PM-Partners ([www.pmpartners.co.uk](http://www.pmpartners.co.uk)) had in building an enterprise PMO from the ground up - a 'greenfield' enterprise PMO. Through this process he and his team have developed an invaluable methodology that is shared through this book alongside a real case study - this is not theory, this is not 'perfect' world modelling, this is proven through practice and live application. Peter and Ray extend the guidelines from the first book and weave them in to the process of delivering a PMO that works for an organisation and delivers success - measured by improved project health, greater returns on investment, a better project management community, closer connection to business strategy and a more mature project organisation.

## **Green Project Management**

The all-inclusive guide to exceptional project management The Fast Forward MBA in Project Management is the comprehensive guide to real-world project management methods, tools, and techniques. Practical, easy-to-use, and deeply thorough, this book gives you answers you need now. You'll find the cutting-edge ideas and hard-won wisdom of one of the field's leading experts, delivered in short, lively segments that address common management issues. Brief descriptions of important concepts, tips on real-world applications, and compact case studies illustrate the most sought-after skills and the pitfalls you should watch out for. This new fifth edition features new case studies, new information on engaging stakeholders, change management, new guidance on using Agile techniques, and new content that integrates current events and trends in the project management sphere. Project management is a complex role, with seemingly conflicting demands that must be coordinated into a single, overarching, executable strategy — all within certain time, resource, and budget constraints. This book shows you how to get it all together and get it done, with expert guidance every step of the way. Navigate complex management issues effectively Master key concepts and real-world applications Learn from case studies of today's leading experts Keep your project on track, on time, and on budget From finding the right sponsor to clarifying objectives to setting a realistic schedule and budget projection, all across different departments, executive levels, or technical domains, project management incorporates a wide range of competencies. The Fast Forward MBA in Project Management shows you what you need to know, the best way to do it, and what to watch out for along the way.

## **The Lazy Project Manager**

An informative introduction for those considering a career in project management Project Management JumpStart offers a clear, practical introduction to the complex world of project management, with an entertaining approach based on real-world application. Fully revised to align with a Guide to the Project Management Body of Knowledge –PMBOK Guide©, 6th edition, this book provides an overview of the field followed by an exploration of current best practices. The practical focus facilitates retention by directly linking critical concepts to your everyday work, while the close adherence to PMBOK guidelines makes this book the perfect starting point for those considering certification to earn either PMP or CompTIA Project+ credentials. Project management is a top-five, in-demand skill in today's workplace, and the demand has spread far beyond IT to encompass nearly every industry; any organization that produces goods or services, whether for profit or not, has a vested interest in ensuring that projects are completed on time, on budget, and to the satisfaction of the client—this is the heart of the project management function. Let Kim Heldman, bestselling author of PMP Study Guide and CompTIA Project+ Study Guide, walk you through the basic principles and practices to help you build a strong foundation for further training. Understand current project management methods and practices Explore project management from a practical perspective Delve into illustrative examples that clarify complex issues Test your understanding with challenging study questions Trillions of dollars are invested in various projects around the world each year, and companies have learned that investing in qualified project management professionals pays off in every aspect of the operation. If you're considering a career in project management, Project Management JumpStart provides an excellent introduction to the field and clear direction for your next steps.

## **Delivering Successful PMOs**

When Fortune Magazine estimated that 70% of all strategies fail, it also noted that most of these strategies were basically sound, but could not be executed. The central premise of Strategic Project Management Made Simple is that most projects and strategies never get off the ground because of adhoc, haphazard, and obsolete methods used to turn their ideas into coherent and actionable plans. Strategic Project Management Made Simple is the first book to couple a step-by-step process with an interactive thinking tool that takes a strategic approach to designing projects and action initiatives. Strategic Project Management Made Simple builds a solid platform upon four critical questions that are vital for teams to intelligently answer in order to create their own strong, strategic foundation. These questions are: 1. What are we trying to accomplish and why? 2. How will we measure success? 3. What other conditions must exist? 4. How do we get there? This fresh approach begins with clearly understanding the what and why of a project - comprehending the bigger picture goals that are often given only lip service or cursory reviews. The second and third questions clarify success measures and identify the risky assumptions that can later cause pain if not spotted early. The how questions - what are the activities, budgets, and

schedules - comes last in our four-question system. By contrast, most project approaches prematurely concentrate on the how without first adequately addressing the three other questions. These four questions guide readers into fleshing out a simple, yet sophisticated, mental workbench called "the Logical Framework" - a Systems Thinking paradigm that lays out one's own project strategy in an easily accessible, interactive 4x4 matrix. The inclusion of memorable features and concepts (four critical questions, LogFrame matrix, If-then thinking, and Implementation Equation) make this book unique.

## **Real Project Management**

This book is about project success and the secret to achieving this success, effective project leadership. Filled with samples, templates, and guidelines, it covers the five principles of effective project leadership: building vision, nurturing collaboration, promoting performance, cultivating learning, and ensuring results. Using nontechnical language, this practical guide explains how to integrate these principles into daily work to help you effectively set up, manage, and align your projects for success. Praise for: a great leadership book with five sound leadership principles. any project manager or leader would benefit from this book. filled with common sense suggestions on how to start new projects using the five principles and what to do to bring troubled projects back into alignment. —Patrick S. Durkin, Retired U.S. Army Lieutenant Colonel in PM World Today, December 2010, Vol. XII, Issue XII I love this book. fun and interesting to read on my short list of recommended readings and references for an effective leader's toolbox. —Neal Whitten, PMP, Best Selling Project Management Author a great resource for not only projects, but for success in life in general. —Lee Cockerell, Former Executive V.P., Walt Disney World Resort an essential step-by-step reference for the professional project manager. —Robert Urwiler, CIO, Vail Resorts Inc. Thomas Juli has drawn on his substantial experience in project management to show the way to success. —Murray Weidenbaum, Former Chairman of the Council of Economic Advisers under President Ronald Reagan contains many helpful suggestions for creating 'Wow Projects': i.e. projects that surprise and delight their clients. —Stephen Denning, Author of The Leader's Guide to Radical Management and The Secret Language of Leadership provides an excellent range of tools and advice to elevate your project role from manager to leader. —Peter Taylor, Accomplished Leader, Professional Speaker, and Author of The Lazy Project Manager provides the reader with solid leadership concepts that are supported with a clear understanding of how to apply them specifically in the project environment. —Michael O'Brochta, PMP, President, Zozer, Inc., Former Senior Project Manager at the CIA, Thought Leader, Author, Lecturer, and Trainer practical examples and templates enhance the quality of this exceptional book. —Ginger Levin, Ph.D., PMP, PgMP, Project Management Consultant, and Lecturer, University of Wisconsin-Platteville

## **Confessions of a Casting Director**

Winner of PMI's 2011 David I. Cleland Project Management Literature Award Detailing cutting-edge green techniques and

methods, this book teaches project managers how to maximize resources and get the most out of limited budgets. It supplies proven techniques and best practices in green project management, including risk and opportunity assessments. With illustrative case studies and insights from acknowledged leaders in green project management, the text: Explains how to tap into green incentives, including grants, rebates, and tax credits Includes case studies that illustrate how to integrate green techniques and methods to generate cost savings and maximize resources Provides green techniques that take little time to implement, can benefit all types of projects, and can generate immediate savings to your project's bottom line Praise for: A first-of-its-kind book a must-read for senior executives as well as project managers. —Harold Kerzner, Ph.D., Senior Executive Director for Project Management at The International Institute for Learning an impressive piece of work. —Jean Binder, PMP, MBA, award-winning author (David I. Cleland Literature Award, 2008) This important book defines the green field and sets out the steps for those who want to be ahead of the crowd —Dr. David Hillson, PMP, FAPM, FIRM, MCMI, Director of Risk Doctor & Partners an incredible call to arms to increase your project greenality for a better world, or a bigger pay check, if you're still cynical on this topic. —Bas de Baar, ProjectShrink.com an excellent job of making the reader aware of how much influence a single project manager, let alone an entire discipline, can have on improving our environment. —Professor Schwalbe, Department of Business Administration, Augsburg College

## **Project Management for Non-Project Managers**

No project management training? No problem! In today's workplace, employees are routinely expected to coordinate and manage projects. Yet, chances are, you aren't formally trained in managing projects—you're an unofficial project manager. FranklinCovey experts Kory Kogon, Suzette Blakemore, and James Wood understand the importance of leadership in project completion and explain that people are crucial in the formula for success. Project Management for the Unofficial Project Manager offers practical, real-world insights for effective project management and guides you through the essentials of the people and project management process: Initiate Plan Execute Monitor/Control Close Unofficial project managers in any arena will benefit from the accessible, engaging real-life anecdotes, memorable "Project Management Proverbs," and quick reviews at the end of each chapter. If you're struggling to keep your projects organized, this book is for you. If you manage projects without the benefit of a team, this book is also for you. Change the way you think about project management—"project manager" may not be your official title or necessarily your dream job, but with the right strategies, you can excel.

## **Bridging the PM Competency Gap**

THE #1 PROJECT MANAGEMENT CASE STUDIES BOOK NOW FEATURING NEW CASES FROM DISNEY, THE OLYMPICS, AIRBUS, BOEING, AND MORE After on-the-job experience, case studies are the most important part of every project manager's

training. This Fifth Edition of Project Management Case Studies features more than one hundred case studies that detail projects at high-profile companies around the world. These cases offer you a unique opportunity to experience, first-hand, project management in action within a variety of contexts and up against some of the most challenging conditions any project manager will likely face. New to this edition are case studies focusing on agile and scrum methodologies. Contains 100-plus case studies from companies that illustrate both successful and not-so-successful project management Represents an array of industries, including medical and pharmaceutical, aerospace, entertainment, sports, manufacturing, finance, telecommunications, and more Features 18 new case studies, including high-profile cases from Disney, the Olympics, Boeing 787 Dreamliner, and Airbus 380 Follows and supports preparation for the Project Management Professional (PMP)® Certification Exam Experienced PMs, project managers in training, and students alike will find this book to be an indispensable resource whether used as a standalone or combined with the bestselling Project Management: A Systems Approach to Planning, Scheduling, and Controlling, 12th Edition. PMI, CAPM, PMBOK, PMP and Project Management Professional are registered marks of the Project Management Institute, Inc.

## **Project Management Case Studies**

“Whether you are managing your first project or your hundredth, you are likely to face new challenges. Project Pain Reliever offers guidance you'll cherish and want to keep close by.” —Kevin Murphy, Managing Partner, Conner Partners “This book is like a therapy session for project managers. I'm prescribing this to my team. No more guesswork for new PMs. Project Pain Reliever lays it all out, with a 360 degree view on all the possible scenarios a PM will face, and prescribes a strategy to deal with them. As a project manager, I'm often trying to help my team members understand why we cannot do certain things — like scope-creep. This book will serve as a great tool to educate and re-enforce!” —Laureen Heinz, PMP, CSM, Six Sigma Blackbelt, Managing Consultant, Practice Services, CA Technologies “This is a wonderful and thorough overview of a number of very common, yet complex, problems and solutions that project and functional managers of all levels can benefit from. The honest writing style and poignant anecdotes also make this an enjoyable read. I've added Project Pain Reliever to my team's professional reading list it is equally applicable to everyone on my team — from the greenest summer intern to my most seasoned business leader.” —Aaron Hall, PMP, Vice President, Program Management and Product Development, K12 Inc. Much of the work performed in organizations around the world today is project oriented. Those responsible for leading the majority of these projects to successful results have varied educational backgrounds, knowledge, skill sets, and experiences gained over the course of their lives and careers that do not include the professional discipline known as project management. Most are managing projects as part of their role, not their profession. However, these accidental project managers frequently run into the same sort of issues and problems faced by those whose profession is project management, but they lack the education or training to properly address them. As a result, more projects run by accidental project managers fail than succeed. This handbook was developed specifically for those accidental project managers and for

the relatively new project managers within the profession. It is uniquely organized in a manner designed to help these project managers quickly find specific solutions to the problems they are desperate to fix right now! The text is divided into two broad categories: the Art of Project Management and the Science of Project Management. Each part is divided into chapters to narrow the user's search by type of issue that project managers encounter, such as Planning and Managing Risks. These are then further divided by specific problems labeled as sub-chapters, such as 'The company's project management process doesn't work for me' and 'My project is too dependent on a few key people'. Project Pain Reliever: A Just-In-Time Handbook for Anyone Managing Projects is essentially a plug-and-play answer to the accidental project manager's problems, and a valuable desk reference for all project managers. Key Features: Presents insights and specific guidance from more than 30 leading project management experts that were sourced from around the world for their specialized knowledge and experience Provides quick references to problems often encountered by anyone managing projects and specific solutions to these problems using language that is easy to understand and techniques that can be applied immediately Each of the 93 sub-chapters brings clarity to the perceived problem, describes warning signs, includes a sidebar example, explains what will happen if you do nothing, and outlines a best practice solution and specific steps for solving the problem WAV offers handy "What you have learned" summaries for addressing problems contained within the book, additional problems with solutions, and other useful resources — available from the Web Added Value Download Resource Center at [www.jrosspub.com](http://www.jrosspub.com)

## **Project Management: It's All Bollocks!**

Project management can help companies become more efficient and profitable. But classic project management models often prove too cumbersome for smaller businesses with limited staff resources, tight budgets, and next to no time to devote to learning complex methodologies. These smaller enterprises need the core principles and techniques of project management in a streamlined package. Project Management for Small Business offers simple, repeatable practices for planning, executing, and controlling projects in smaller environments in which one team member may wear multiple hats. Readers will learn how to: ò Define project requirements and scope ò Create a project schedule based on resource availability ò Estimate, budget, and control project costs ò Identify and minimize project risks ò Manage workflow ò Communicate effectively ò Control project change ò And more. Grounded in real-world experience, this practical guide skips the complicated theory and goes straight to the heart of what it really takes to make a project a success.

## **The Projectless Manager**

Economics, finance, business and industry.

## **Strategic Project Management Made Simple**

### **Project Management JumpStart**

Rapidly evolving technologies, global business interdependencies and changes to project management processes and tools demand the Project manager's competencies are adequately applied. This text provides guidance for establishing a continuous learning environment in a company, so that PM maturity evolves in step with business needs.

### **The Power of Slow**

Confessions of a Casting Director is a must-have for any aspiring actor or stage parent—the definitive guide to breaking into film, television, theater, and even YouTube from longtime casting director and studio executive Jen Rudin. Packed with information that aspiring actors want, her up-to-the-minute expert advice is essential for anyone pursuing an acting career. Jen Rudin demystifies the often intimidating and constantly changing audition process, sharing insider tips on preparing for every type of audition: musical theater, television (including commercials and reality TV), and film to voiceovers, animated movies, and even web series. In this comprehensive guide, Rudin covers everything today's actor needs to succeed, including finding an agent or manager; using technology to your advantage; the demanding world of child acting; the pros and cons of New York vs. LA; turning a callback into an offer for the role, and much more. Every actor should walk into an audition room feeling confident and prepared, and this book is full of the Dos and Don'ts, sure-fire tricks, and must-have information to help turn rejection into that first big break. Complete with checklists, easy-to-follow game plans, and advice from real actors, agents, and entertainment industry professionals, Confessions of a Casting Director is like having your own private audition coach.

### **Project Pain Reliever**

Whether you are organising an important event or heading up a large team, running a project can be a daunting process. Spiralling costs and missed deadlines are part of everyday life for many project managers - in fact, more projects fail than succeed! But project management doesn't have to be this way. It is possible to manage projects that consistently meet deadlines and come in within budget. Brilliant Project Management shows you how. Drawing on over 30 years of experience, you'll discover how to ensure your projects succeed every time. In this new edition Barker & Cole have included a section highlighting valuable sources of information in the challenging world of project management, including their inside track on methods, training and professional associations. It's the ultimate guide to becoming a brilliant project manager.

Brilliant Outcomes Make a success of any project. Deliver on your promises. Save money, time and your sanity!

## **The Evolution of Project Management Practice**

Real Project Management takes an in-depth look at the challenges we face in running projects in today's complex and global environment. In this groundbreaking work, leading specialist Peter Taylor examines issues such as the complexity of projects, the virtual nature of projects, executive sponsoring, benefits management and international dilemmas integral to completing a project or programme on time and within budget. Supported by the experiences of project managers around the world and relevant insights from a series of surveys commissioned by the author, with examples and case studies covering the strategies they are using to future-proof their projects, and tips to help you achieve and maintain success, Real Project Management will provide you with the tools you need to boost your skills portfolio and tackle head-on the challenges that projects and programmes present. These include: making effective use of new communication tools; managing projects with virtual teams; time management and how to do more with less; finding and connecting with effective project sponsors; connecting projects with business strategy; managing a multi-generational project team, and staying in control. Real Project Management is a fast-moving, practical read that will help the reader become a real project manager- and enjoy real project success.

## **Collaboration Tools for Project Managers**

Imagine having access to the top project managers from organizations and industries around the world. Imagine uncovering what they do, how they approach their challenges, and what they know. Alpha Project Managers: what the top 20% know that everyone else does not gets you inside the minds of these top managers and shares their practices, their attitudes, and their secrets.

Online Library The Lazy Project Manager How To Be Twice As Productive And Still Leave The Office Early By Taylor Peter 2011

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