

ABSOLUTE BEGINNER'S GUIDE



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Gregory Horine



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projects in no time Here s a small sample of what you ll learn Key concepts and fundamentals behind best practice project management techniques The mindset and skill set of effective project managers Project techniques that work in any industry with any tools The common elements of successful projects Lessons from failed projects The value and importance of project leadership versus project management How to manage growing project trends and tough project types that first time project managers are likely to encounter How to make better use of Microsoft Project How to respond when project reality does not match textbook scenarios Expert insight on key project management concepts and topics You ve just been handed your department s biggest project Absolute Beginner s Guide to Project Management will show you exactly where to start and walk you step by step through your entire project Expert project manager Gregory Horine shows you exactly what works and what doesn t drawing on the field s proven best practices Understand your role as a project manager gain the skills and discover the personal qualities of great project managers learn how to organize estimate and schedule projects effectively manage deliverables issues changes risks quality vendors communications and expectations make the most of technology manage virtual teams avoid the problems that trip up new project managers This new edition jumpstarts your project management expertise even faster with all new insights on Microsoft Project challenging project situations and intriguing project management topics of the day Project Management Absolute Beginner's Guide, Third Edition Gregory Horine,2012 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 Cases on Educational Technology Planning, Design, and Implementation: A Project Management Perspective Benson, Angela D.,Moore, Joi L.,Williams van Rooij, Shahron,2013-06-30 Whether utilizing

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This book delves into Absolute Beginner Guide To Project Management. Absolute Beginner Guide To Project Management is a vital topic that must be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Absolute Beginner Guide To Project Management, encompassing both the fundamentals and more intricate discussions.

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