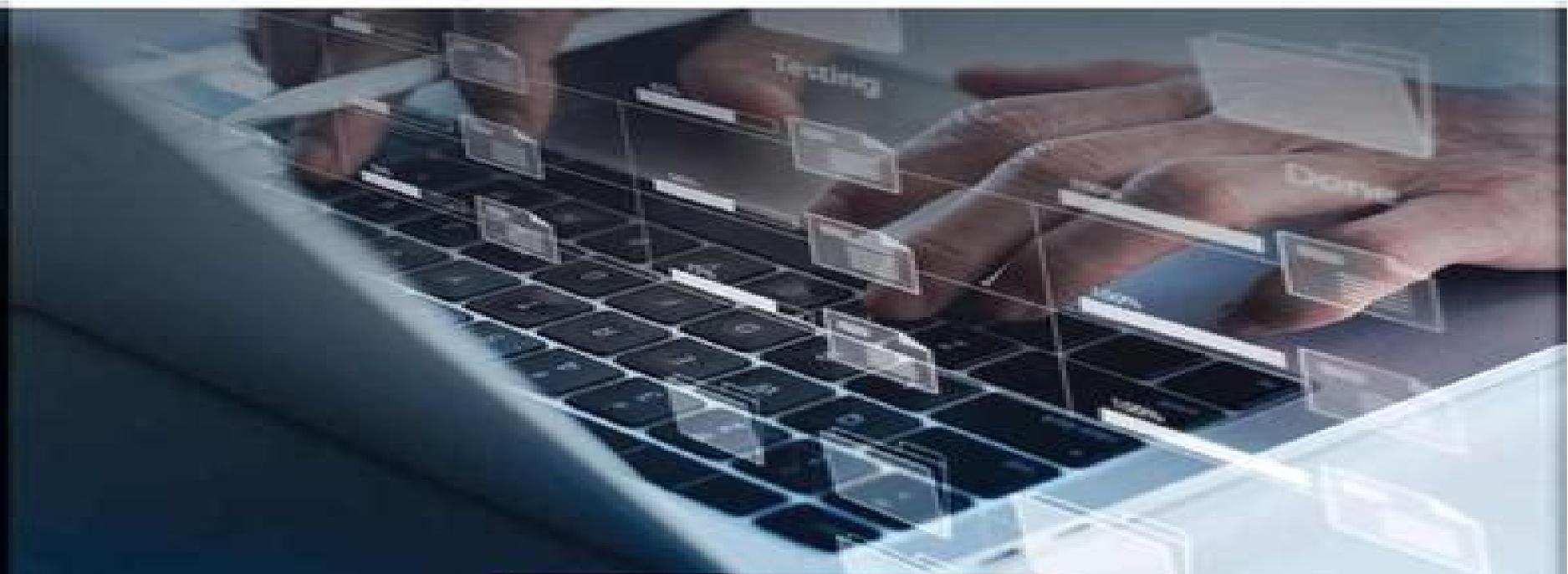


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products *Successful Project Management* Jack Gido, James P. Clements, 1999 *Successful Project Management A Practical Guide for Managers* offers new innovative advice and techniques for those challenged by project management assignments In clear non technical language Jack Gido and James P Clements provide everything you need to effectively approach and complete projects from start to finish With an emphasis on the practical using real world examples *Successful Project Management* gives readers the expert knowledge and skills needed to complete projects on time within budget and to complete satisfaction **Project Management for Non-Project Managers** Sorin Dumitrascu, 2018-01-21 Organizations are developing project managers from within more and more Employees who are proficient in their area of expertise are being asked to take on project management This book explores the basic concepts and fundamentals of project management Project management process The first lesson focuses on the project management process highlighting the importance of effective project management who s involved with projects and an introduction to the four phases of the project management process Project manager role The second lesson focuses on the project manager role highlighting typical roles a project manager must fill to be successful the value of the project manager how to deliver the right amount of project management and how to manage small to medium projects This book will provide individuals who are not professional project managers with the knowledge required to build a solid understanding of the fundamentals of project management helping them transition to the role of project manager Today s business world is a complex and rapidly changing place Organizations and individuals cannot survive without accepting and embracing change Change involves your situation something is different a bigger office a new colleague the reorganization of staff responsibilities Transition involves a journey it is the process of disengagement transformation and acceptance of change Put simply change is the event and transition is the process that takes you there While it is important to know the terms concepts techniques and skills that are involved in project management it is even more important to be able to put these to work on the job A project manager is expected to deal with intangible issues such as human dynamics establishing authority and managing people and expectations This often requires a complex balance of personal and practical skills Project management is about the management of people but it is also about managing the way an organization works and the way the people within it work As a project manager you will need to realize that people are inseparable from process It is not only practical skills but leadership ability management skills and the ability to communicate that are imperative to successful projects Benjamin Franklin wrote For want of a nail the shoe was lost for want of a shoe the horse was lost and for want of a horse the rider was lost being overtaken and slain by the enemy all for want of care about a horseshoe nail A small problem overlooked in the early stages of project management can grow to be a critical failure in the later stages The Initiating and Planning phases of project management are vital to the success of the project Without the proper tools and information effective project management is impossible Imagine what would happen if the head chef of a busy restaurant didn t have the right ingredients for the evening menu What do you think would happen if

she didn't have a plan for efficiently preparing all of the meals during the supper rush. If you don't initiate your project properly, you might not have everything you need to meet your goals. And if you don't plan your project well, you might not meet your goals on time or at all. This book examines the importance of properly initiating and planning a project and explores ways to make your initiating and planning efforts more effective. Your project plan is complete. Tasks are clearly outlined, the schedule is in place, and the money is budgeted to the cent. You're getting ready to dig in and start the actual work. You're feeling confident that the project is going to go exactly as planned. How could anything go wrong? Managing is the third phase of project management. You may be tempted to think now that the planning is over, the rest of the project will be easy.

The Handbook of Project Management Trevor L. Young, 2007. Written by an experienced practitioner, the Handbook of Project Management will be particularly useful for those starting a new project, wishing to acquire new skills, or training others in project management skills. It is written specifically to help project managers improve their performance using tried and tested techniques. Packed with concepts and processes, tools, and presentation materials, this comprehensive handbook will assist anyone responsible for converting strategy into reality. The package comprises a book plus free CD-ROM containing a collection of tools, templates, and procedures which support the methodology used in the book.

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